Moodle at Bucknell University

The following instructions explain how to move previous course content into Moodle:

Part I
Create a Backup of the Past Course

1. Go to our Moodle archive server at http://moodle-archive1.bucknell.edu/my. This link is also available on the navigation bar of the current moodle site in the upper right-hand corner.
2. Click on the link for your course among the list of courses associated with your account.
3. Scroll down to the **Administration block** located in the right-hand column and click on the
   ⚙ Edit settings link:
4. Scroll down on the "Edit course settings" page until you reach the "**Course format**" section. Click on the rightward-facing triangle next to Course format to expand that section
5. Take note of the "Number of sections" listed in that "Course format" area. Write the number of sections here (you'll need this for part II): _____
6. Scroll down to the bottom of the page and click on the "**Cancel**" button.
7. Scroll down to the **Administration block** located in the right-hand column and click on the
   ⬆ Backup link:
8. In the "**Backup settings**" page uncheck "Include enrolled users," and scroll down to the bottom of the page and select "jump to final step" [Jump to final step]
9. You will see a progress bar move across the page. Depending on the size of your course, it may take Moodle a few minutes to create the backup file.
10. Moodle will tell you that "The backup file was successfully created." Click on the **continue** button to be taken to the Course backup area.
11. Scroll down on the page to find that "Course backup area." The backup you created will be the first course listed there. In the row for the course, click on the "Download" link. Save the file .

Part II

Restore the Course Backup onto the Current Version of the Course

1. Go to the main Moodle server: http://moodle.bucknell.edu.
2. In the Current Course List module at the right-hand column, click on the rightward-facing triangle to expand your list of courses. Please note that the course may be under "Current courses" or "Future courses," depending on when you are trying to restore the course content:

Current Course List

Current courses
Other courses

Click to expand list of courses

3. Find and click on the link for the new course in which you want to restore the old content.

4. Scroll down to the Administration Block and select the **Edit settings** link in the course administration block.

5. You'll need to remember the "Course full name" and the "Course short name" for a later step. We **strongly recommend** that you write down both of those values before making any additional changes:

6. Scroll down to the "**Course format**" section, and click on the rightward-facing triangle to expand that section.

7. The default value for the "Number of sections" is 6. Click the downward-facing arrow to expand that list of numbers, and then click on the number that represents the total you found in the earlier version of the course (number 6 in part I).

8. Scroll down to the bottom of the page, and click on the **Save changes** button.

9. Within the "**Administration block**" on the right-hand column, click on the **Restore** link:

10. Moodle will open a page where you can import your **course backup file saved in part I**. Select "choose a file" and upload your saved file. OR you can also drag your saved file to the selection box.

11. A progress bar will move across the screen as Moodle uploads the backup file onto the server. When the file has finished uploading, the bar will disappear, and you will see just the file name in that upload window. Click on the **Restore** button just below the rectangle where you dropped the backup file.

12. Scroll down to the bottom of the page, and click on the **Continue** button.

13. You will want to restore the content from the backup file onto the current course, so **make sure that you are looking at the "Restore into this course" section**. "Merge the backup course into this course" should be selected, so click on the Contine button in the "Restore into this course" section of the page.

14. Scroll to the bottom of the page and click on the **Next** button on the bottom right.

15. Moodle will have filled in the "Course name" and "Course short name" values with information from the backup file, but Moodle won't allow you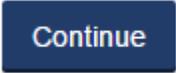 to overwrite that information for the existing course, so you can just scroll down to the bottom of the page and click on the **Next** button.
16. Moodle will once again provide a summary of what you are restoring. Scroll down to the bottom of the page, and click on the **Perform restore** button.
17. A progress bar will again move across the screen. It may take several minutes for Moodle to restore your course, depending on how much data is in it. Moodle will inform you (with text in a green rectangle) that the "course was restored successfully."
18. Click on the **Continue** button to view your new course with the past data successfully restored into it.
19. It's possible that you will have two copies of the News Forum – one that came from your past course, and one that was already present in the current version of the course. To remove the extra News Forum, click on the **Turn editing on** button near the top of the page, and then click on the "Edit" link at the far-right side of the row containing one of the two News Forum links. Click on the Delete link of the forum you'd like to remove, and then click on "Yes" to confirm that you want to delete the extra News Forum. You will now have only a single News Forum in the course.

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