



MOODLE @ NILAI UNIVERSITY

**USER MANUAL: BACKUP AND
RESTORE COURSES**

VERSION 1.0

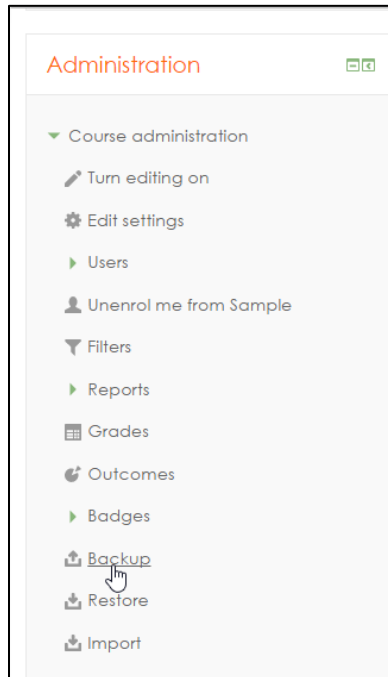
BACKUP AND RESTORE COURSE

STEP 1:

Login into Moodle and select your course (*Kindly email to Moodle support if you want to have access to your past courses*).

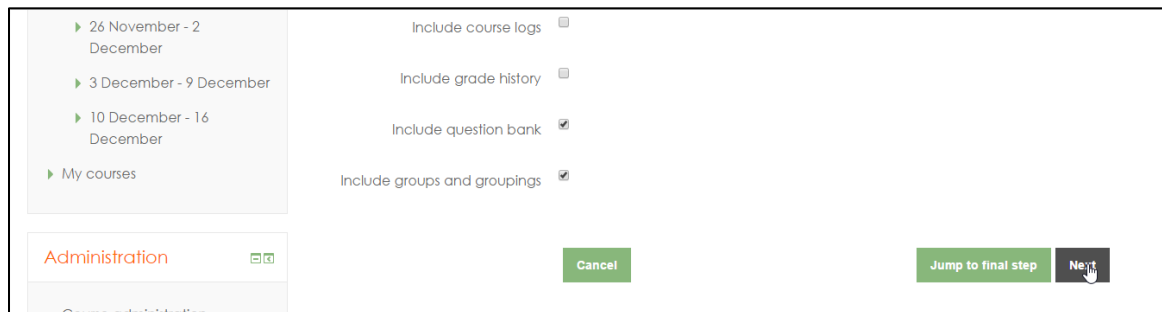
STEP 2:

Go to 'Administration' block. Click 'Backup'.



STEP 3:

Click 'Next'.





STEP 4:

Choose 'None' for user data. You can choose which materials or resource you want to backup. Click 'Next'. **Kindly uncheck the Turnitin Assignment.**

1. Initial settings ▶ 2. **Schema settings** ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

Include:

Select **All / None** (Show type options) Select **All / None**

General <input checked="" type="checkbox"/>	User data <input type="checkbox"/>
News forum  <input checked="" type="checkbox"/>	- <input type="checkbox"/>
Student's Resume Template for OJT  <input checked="" type="checkbox"/>	- <input type="checkbox"/>

STEP 5:

You can rename the backup file name. Then click 'Perform Backup'. System will display successful message when the backup file has been created. Click 'Continue'.

1. Initial settings ▶ 2. Schema settings ▶ 3. **Confirmation and review** ▶ 4. Perform backup ▶ 5. Complete

Filename

Filename*

Backup settings

IMS Common Cartridge 1.1 

ogy ▶ Department of Applied Sciences ▶ 1 ▶ Backup


1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. **Complete**

The backup file was successfully created.

Continue

STEP 6:

Click 'download' to save your backup file into your computer. All backup file is in '.mbz' format.

Course backup area 

Filename	Time	Size	Download	Restore
backup-moodle2-course-2157-1-20160522-1246.mbz	Sunday, 22 May 2016, 12:46 PM	19MB	Download	Restore

[Manage backup files](#)

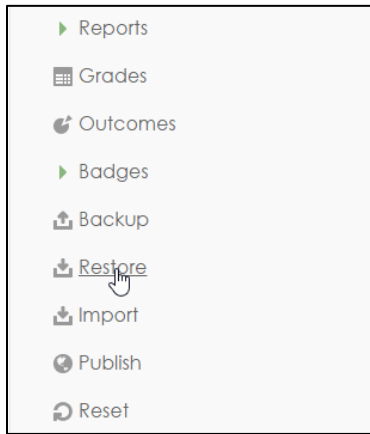
RESTORE COURSE

STEP 1:

Login into Moodle and select your new course page. *(Kindly email to Moodle support if your course page not available).*

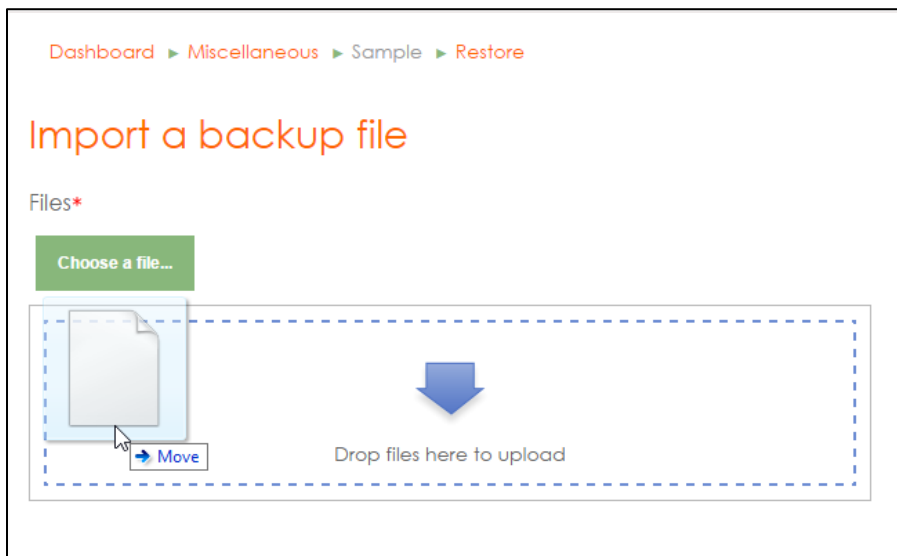
STEP 2:

Go to 'Administration' block. Click 'Restore'.



STEP 3:

Drag and drop the backup file that has been save to the computer to the upload area. Or click 'Choose a file'.



STEP 4:

Click 'Restore'. System will display the backup details. Click 'Continue'.

Files*

backup-moodle2-course-2157-1-20160522-1246.mbz

Backup details

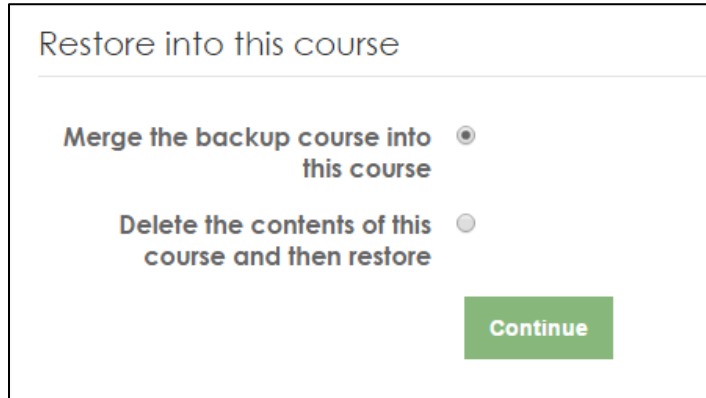
Type	Course
Format	Moodle 2
Mode	General
Date taken	Sunday, 22 May 2016, 12:46 PM
Moodle version	2.9.2+ (Build: 20150924) [2015051102.02]
Backup version	2.9 [2015051100]
URL of backup	http://moodle.nilai.edu.my [29b929d7e139f6d50cfaba2e899ae66a]

Backup settings

Convert to IMS Common Cartridge 1.1 ✘

STEP 5:

Go to 'Restore into this course' section. Select 'Merge the backup course into this course'. Click 'Continue'.

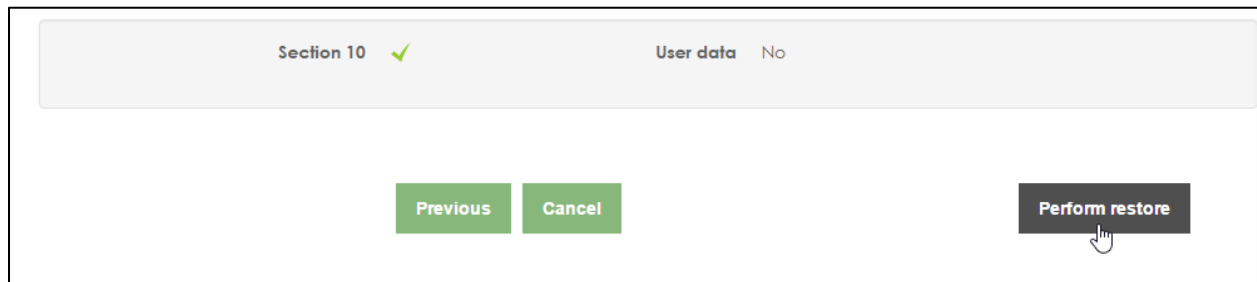


The screenshot shows a dialog box titled "Restore into this course". It contains two radio button options: "Merge the backup course into this course" (which is selected) and "Delete the contents of this course and then restore". A green "Continue" button is located at the bottom right of the dialog.

STEP 6:

System will display Restore setting. Click 'Next' to continue. After that, system will show Course setting. Click 'Next'.

Click 'Perform restore' when system display Backup setting.



The screenshot shows a settings screen with a header bar. The header bar contains "Section 10" with a green checkmark and "User data No". Below the header bar, there are three buttons: "Previous" (green), "Cancel" (green), and "Perform restore" (dark grey). A mouse cursor is pointing at the "Perform restore" button.

STEP 6:

After finished, system will display successful message.

Restore

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. **Complete**

The course was restored successfully, clicking the continue button below will take you to view the course you restored.

Continue