Cloning Courses in Moodle 2.3
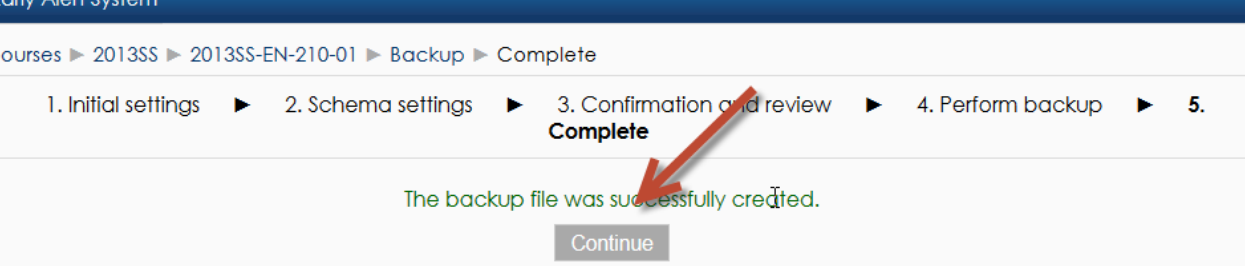
Use the following procedure to clone (copy) the contents of a course in Moodle from one semester to another.
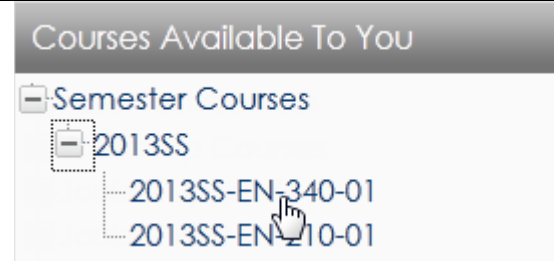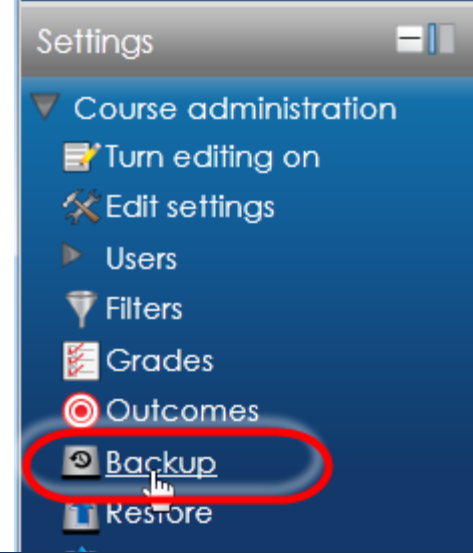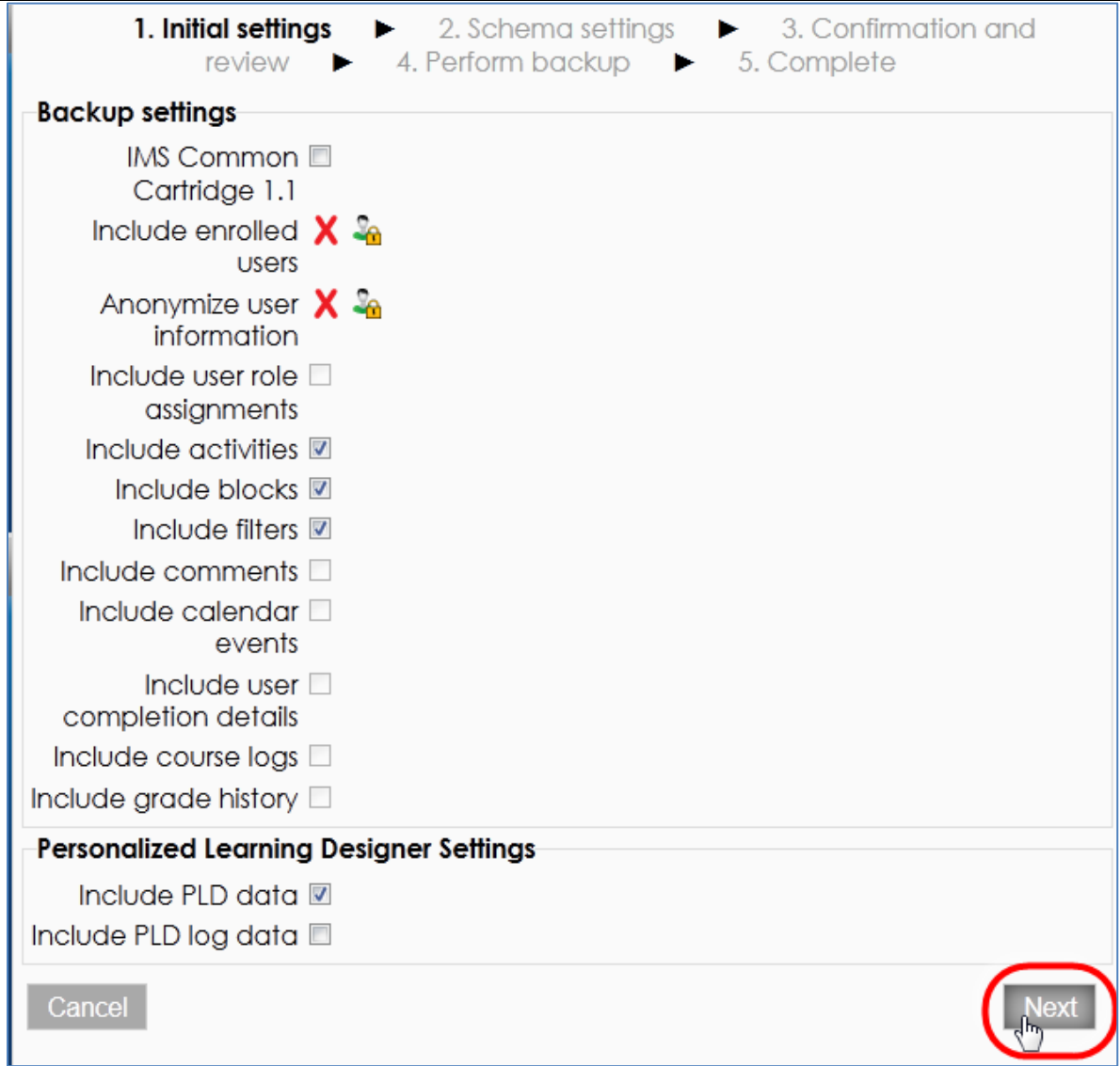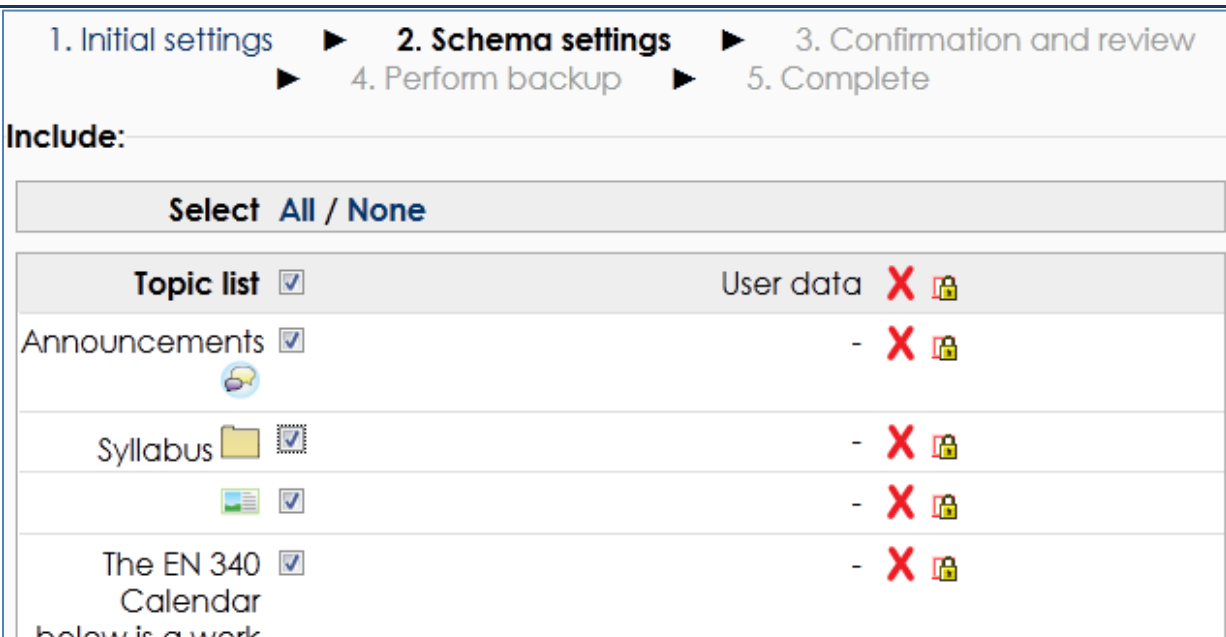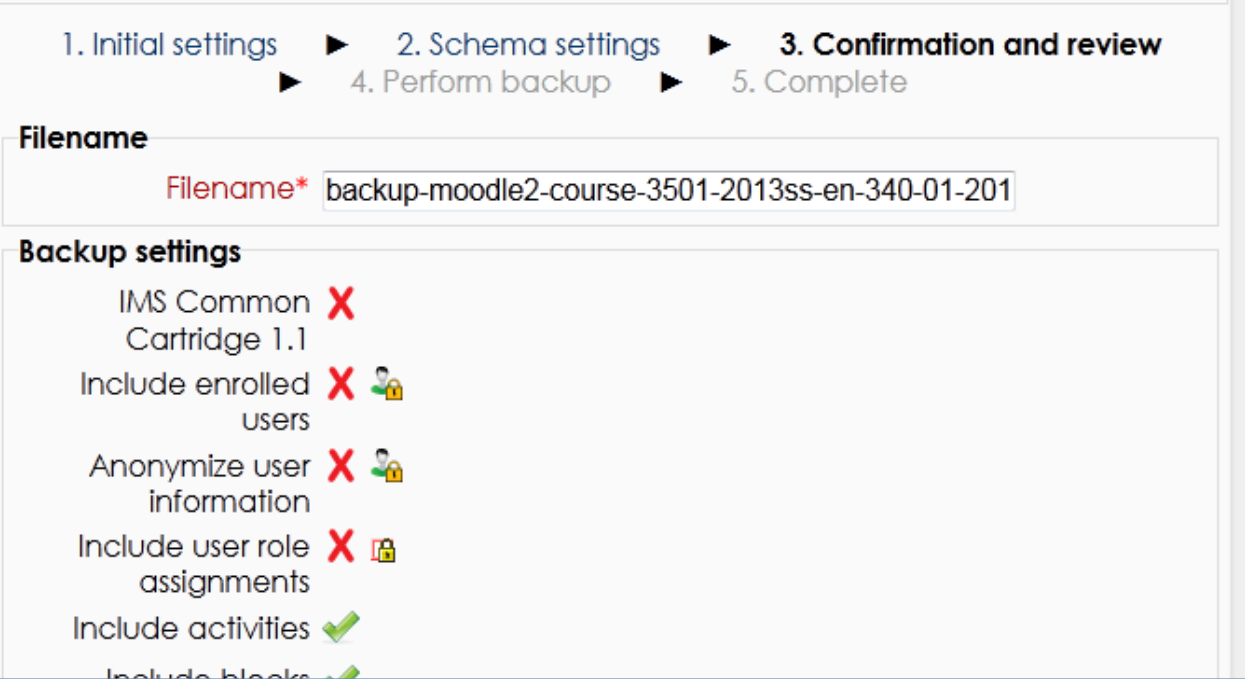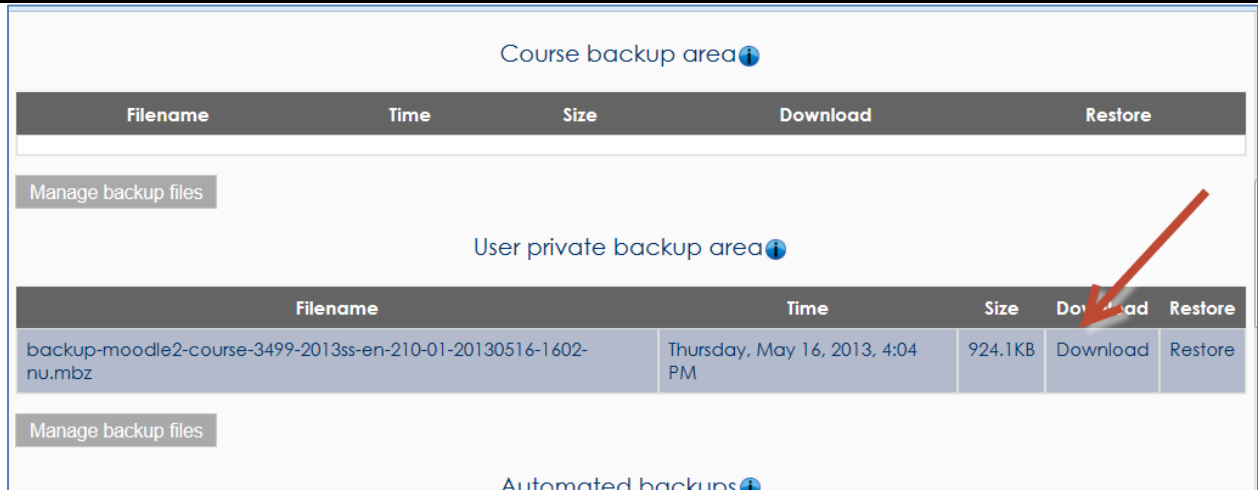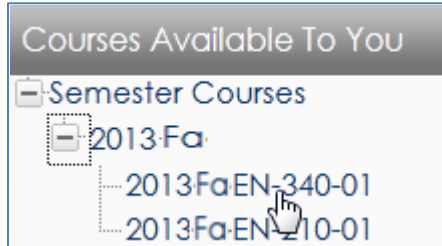
Task	Screen Shot
1. Open your Firefox browser, and navigate to Moodle: http://moodle.alverno.edu/	Alverno Moodle - In maintenance mode - Mozilla Firefox File Edit View History Bookmarks Tools Help Alverno Moodle - I... × moodle.alverno.edu Most Visited Alverno Moodle Alverno College Colleague Intranet Alverno C O L L E G E
2. Enter your Alverno username and password in the Login block. 3. Press the Login button.	Login Username doejm Password ●●●●●●●● Remember username Login Lost password?

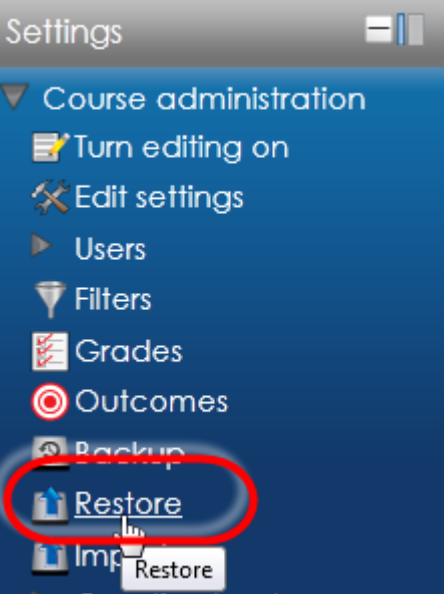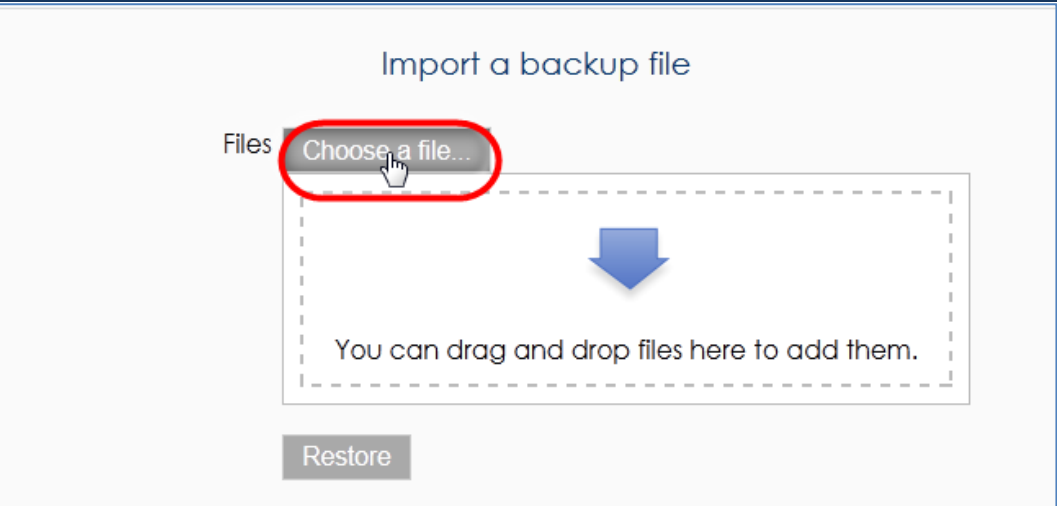| Task	Screen Shot
4. In the Courses Available to You area, navigate to the class that contains the material you want to copy/clone.	Courses Available To You ☐ Semester Courses ☐ 2013SS — 2013SS-EN-340-01 — 2013SS-EN-210-01
Your Moodle class opens. 5. In the Settings block, click the Backup link.	Settings ▬▯ ▼ Course administration ✎ Turn editing on ✗ Edit settings ▶ Users ▼ Filters 📝 Grades ◎ Outcomes 🕘 Backup ⬆ Restore

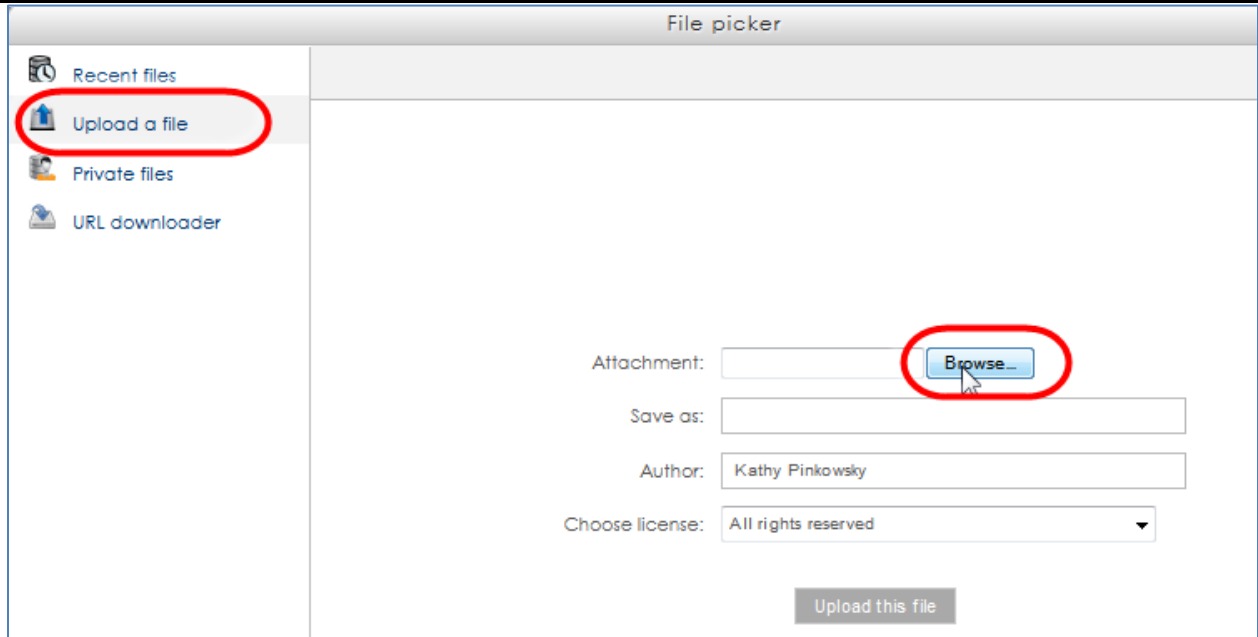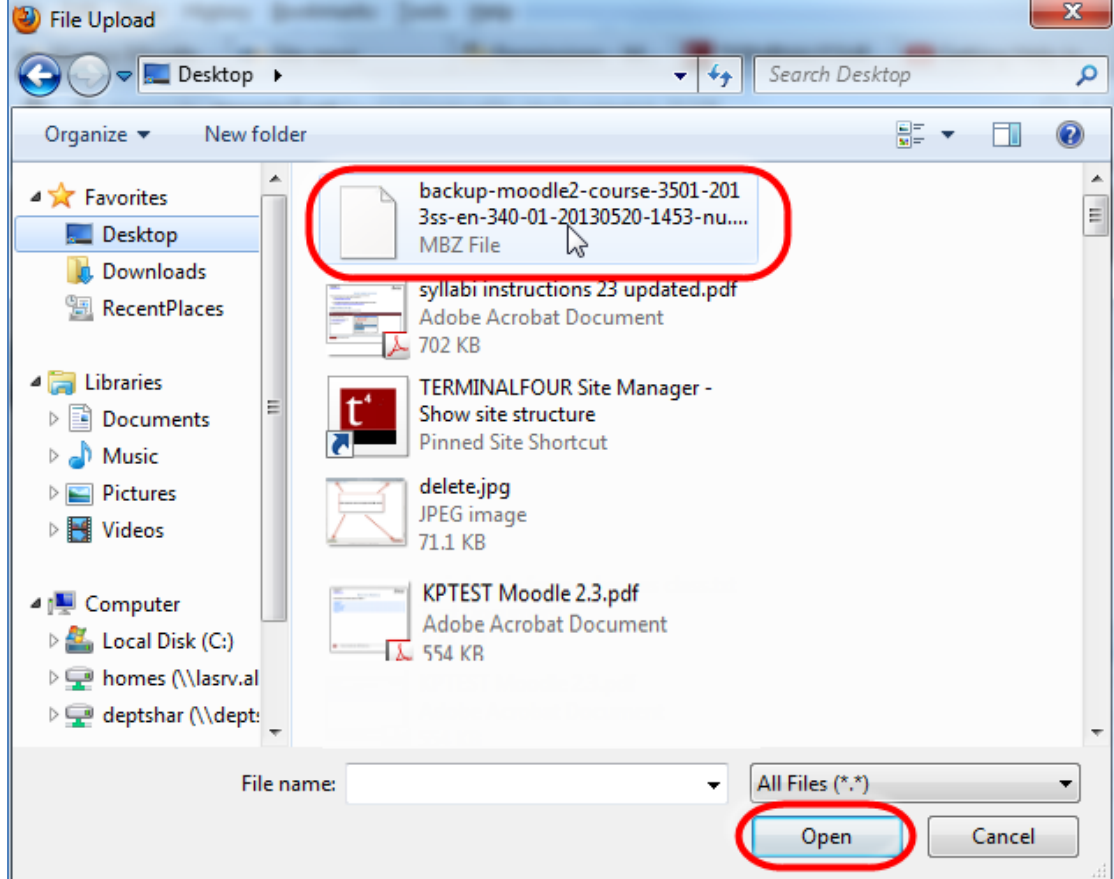| Task	Screen Shot
The Initial Settings page appears. 6. Leave all the settings as-is. 7. Scroll down, and click the Next button.	**1. Initial settings** ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete **Backup settings** IMS Common ☐ Cartridge 1.1 Include enrolled ✗ users Anonymize user ✗ information Include user role ☐ assignments Include activities ☑ Include blocks ☑ Include filters ☑ Include comments ☐ Include calendar ☐ events Include user ☐ completion details Include course logs ☐ Include grade history ☐ **Personalized Learning Designer Settings** Include PLD data ☑ Include PLD log data ☐ Cancel Next

Task	Screen Shot
The Schema Settings page appears. 8. Leave all the settings as-is. 9. Scroll down, and click the Next button.	1. Initial settings ▶ **2. Schema settings** ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete **Include:** **Select All / None** **Topic list** ☑ User data ✗ 🔒 Announcements ☑ - ✗ 🔒 Syllabus 📁 ☑ - ✗ 🔒 🖼 ☑ - ✗ 🔒 The EN 340 ☑ - ✗ 🔒 Calendar below is a work
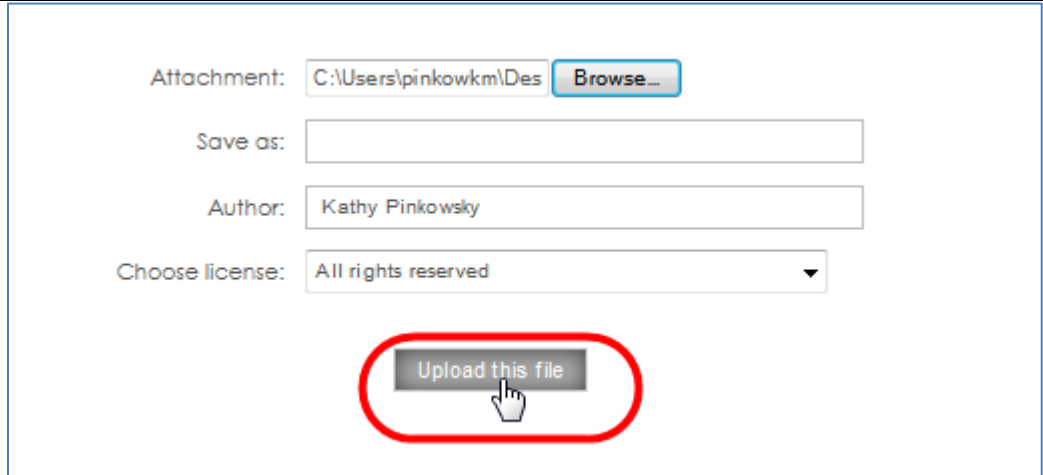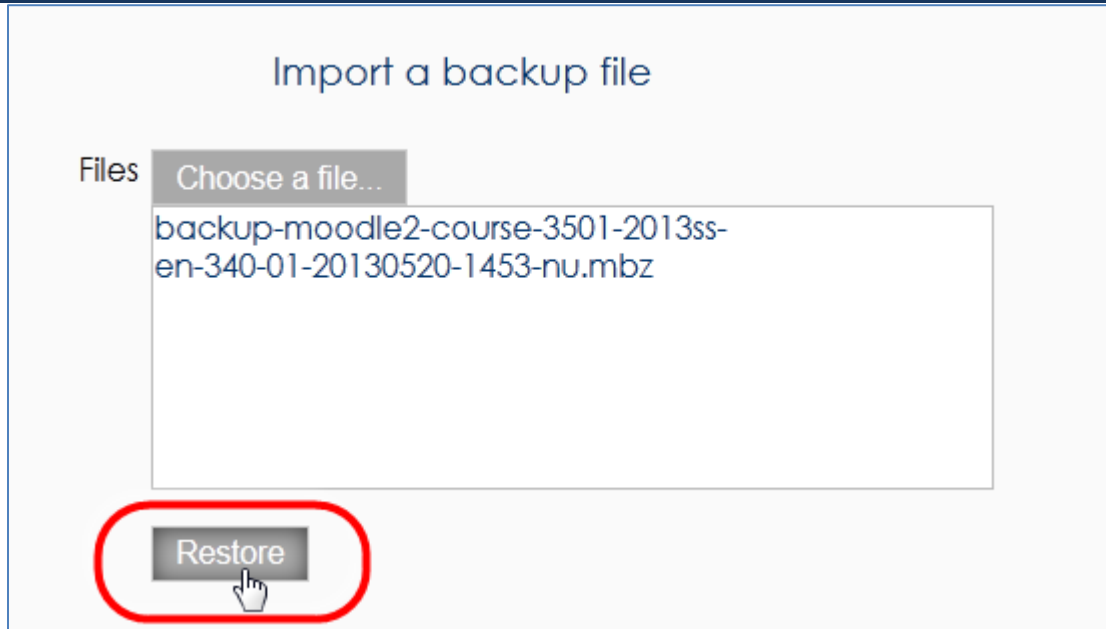
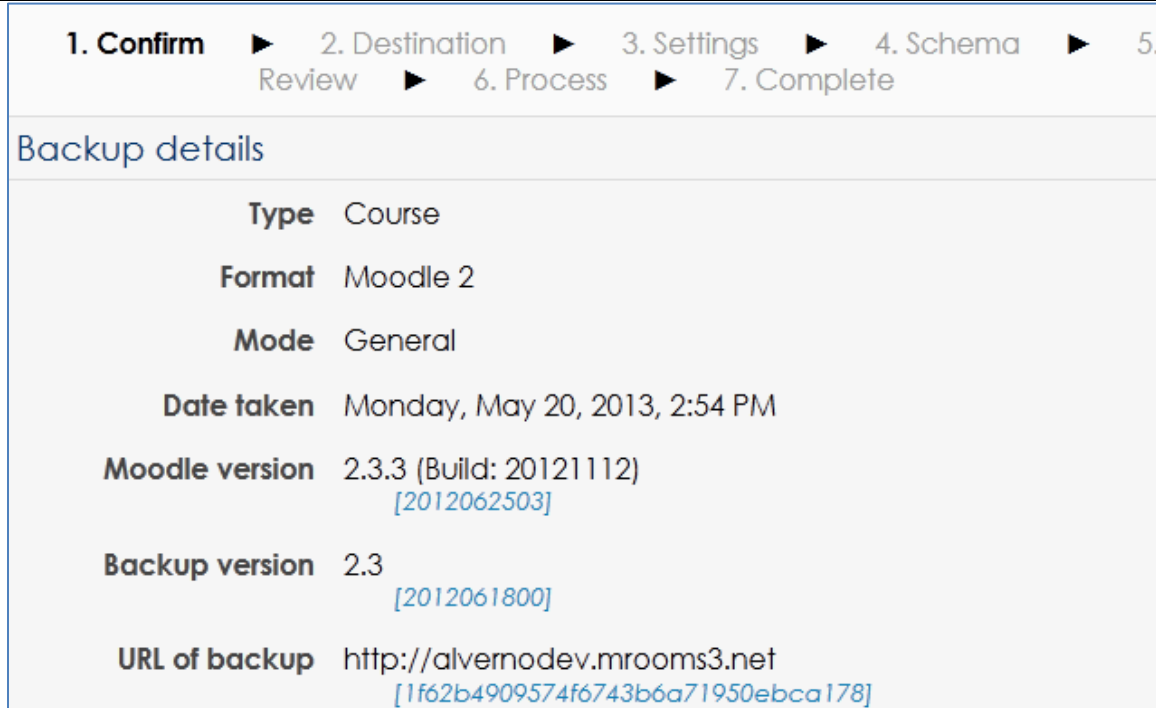| Task	Screen Shot
The Confirmation and Review screen appears. 10. Scroll down, and click the Perform Backup button.	1. Initial settings ► 2. Schema settings ► **3. Confirmation and review** ► 4. Perform backup ► 5. Complete **Filename** Filename* backup-moodle2-course-3501-2013ss-en-340-01-201 **Backup settings** IMS Common ✗ Cartridge 1.1 Include enrolled ✗ users Anonymize user ✗ information Include user role ✗ assignments Include activities ✓ Include blocks ✓
11. Click the Continue button when "The Backup file was successfully created" message appears.	Early Alert System ourses ► 2013SS ► 2013SS-EN-210-01 ► Backup ► Complete 1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. **Complete** The backup file was successfully created. Continue

Task	Screen Shot
Moodle generates an .mbz (backup) file for your course. 12. In the User Private Backup area, click the Download link next to the .mbz backup file. 13. Save the .mbz file to your computer.	Course backup area Filename / Time / Size / Download / Restore Manage backup files User private backup area Filename / Time / Size / Download / Restore backup-moodle2-course-3499-2013ss-en-210-01-20130516-1602-nu.mbz / Thursday, May 16, 2013, 4:04 PM / 924.1KB / Download / Restore Manage backup files Automated backups
14. Navigate to the blank course you'd like to clone the contents of the original course into.	Courses Available To You Semester Courses 2013 Fa 2013Fa-EN-340-01 2013Fa-EN-210-01
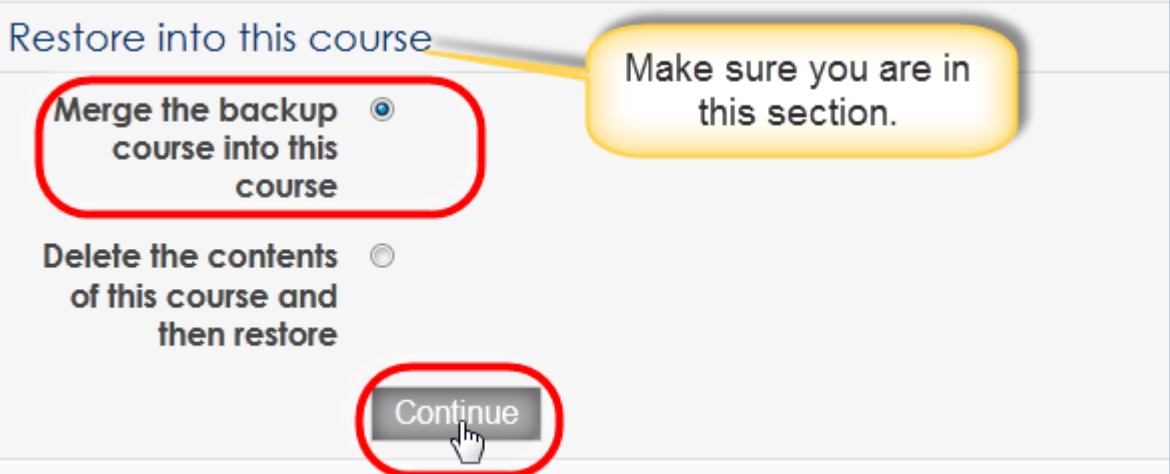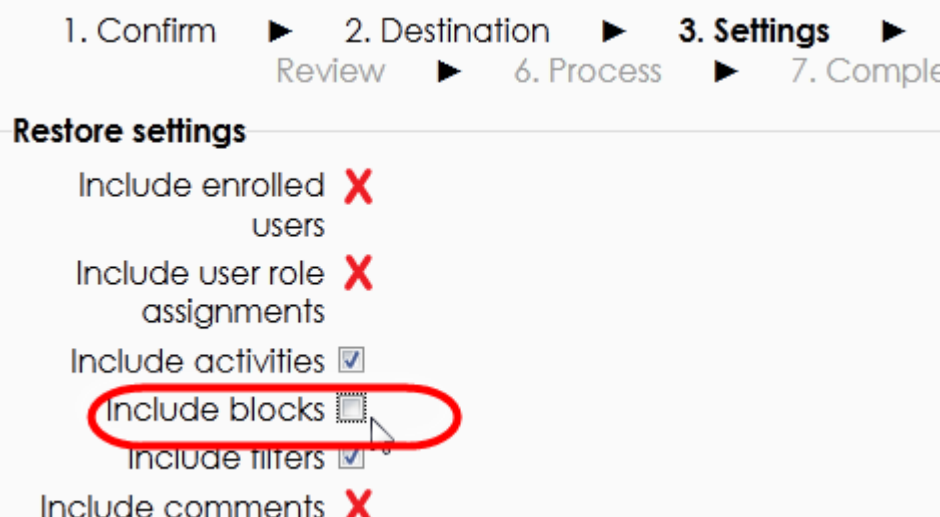
Task	Screen Shot
15. Once you are in the blank course, go to the Settings block. 16. Click the Restore link.	
The Import a Backup File page opens. 17. Click the Choose a File tab. **Important:** Do **NOT drag and drop** your .mbz file. Dragging and dropping large files often results in errors.	

Task	Screen Shot
18. Make sure Upload a File is selected. 19. Click the Browse button.	File picker Recent files Upload a file Private files URL downloader Attachment: ____ Browse... Save as: ____ Author: Kathy Pinkowsky Choose license: All rights reserved ▾ Upload this file

Alverno
COLLEGE
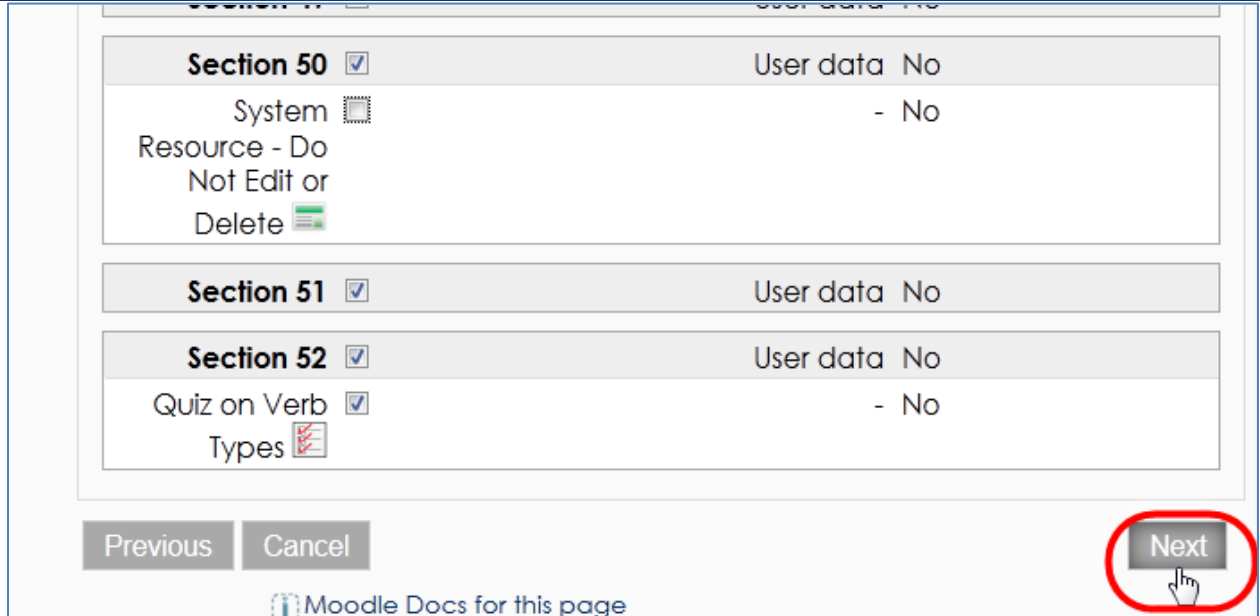
Task	Screen Shot
20. Locate and select the .mbz backup file you saved to your computer. 21. Click the Open button.	

Alverno
C O L L E G E
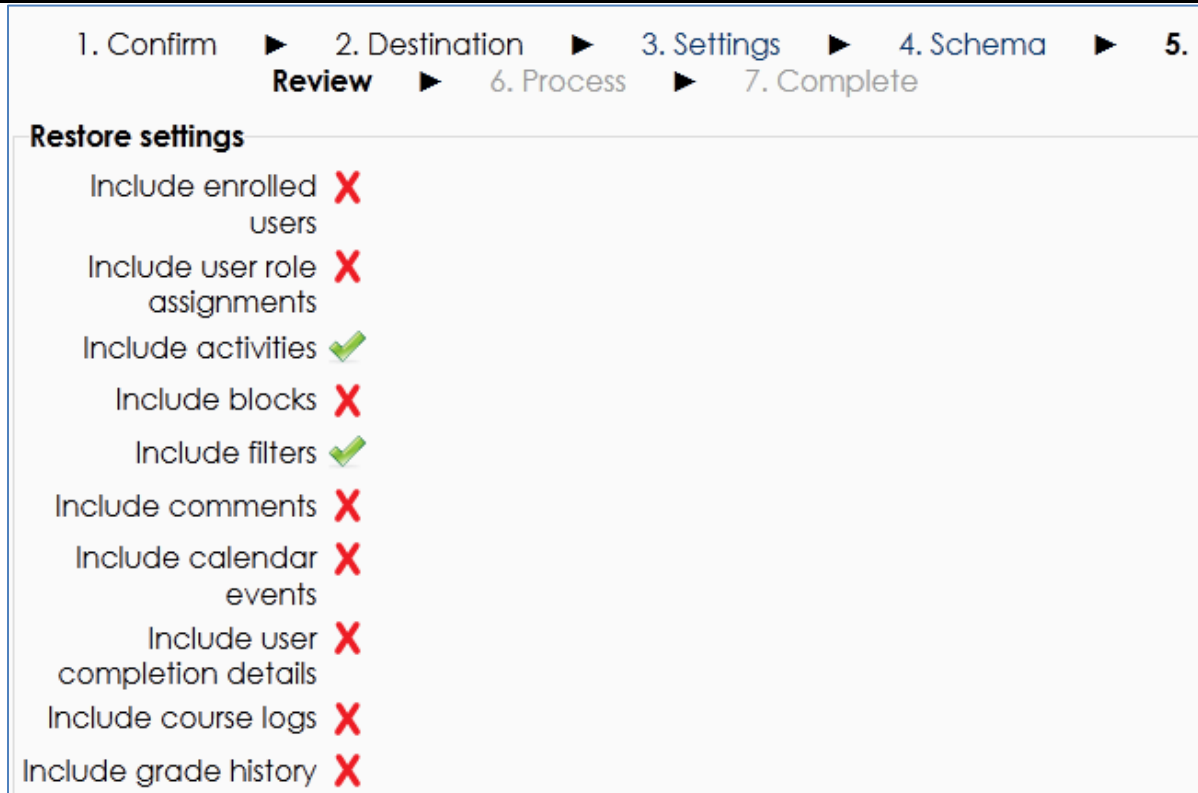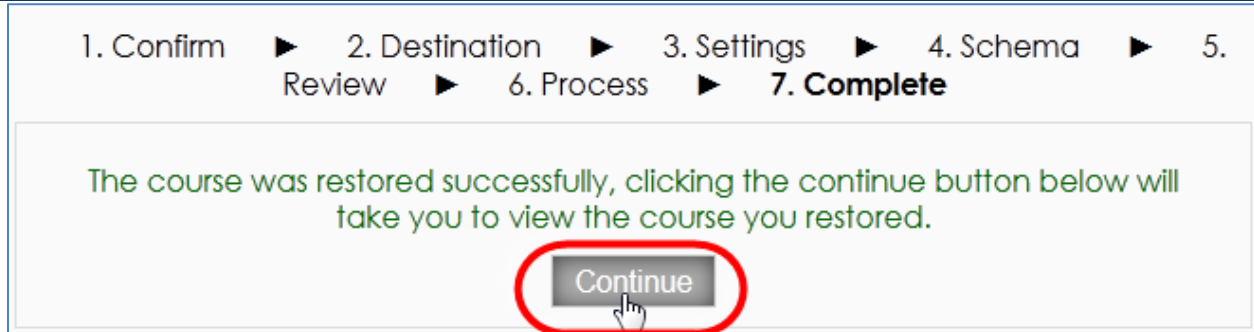
Task	Screen Shot
22. Click the Upload this File button.	Attachment: C:\Users\pinkowkm\Des [Browse_] Save as: [ ] Author: Kathy Pinkowsky Choose license: All rights reserved ▼ [Upload this file]
23. Click the Restore button.	Import a backup file Files Choose a file... backup-moodle2-course-3501-2013ss-en-340-01-20130520-1453-nu.mbz [Restore]

Task	Screen Shot
The Confirm screen appears. 24. Scroll down, and click the Continue button.	**1. Confirm** ► 2. Destination ► 3. Settings ► 4. Schema ► 5. Review ► 6. Process ► 7. Complete **Backup details** **Type** Course **Format** Moodle 2 **Mode** General **Date taken** Monday, May 20, 2013, 2:54 PM **Moodle version** 2.3.3 (Build: 20121112) [2012062503] **Backup version** 2.3 [2012061800] **URL of backup** http://alvernodev.mrooms3.net [1f62b4909574f6743b6a71950ebca178]

Task	Screen Shot
25. Locate the Restore into this course section. 26. Select "Merge the backup course into this course." 27. Click the Continue button directly below.	Restore into this course Make sure you are in this section. Merge the backup course into this course ⦿ Delete the contents of this course and then restore ○ Continue
The Restore Settings screen appears. 28. Uncheck Include Blocks. 29. Click the Next button at the bottom of the page.	1. Confirm ► 2. Destination ► 3. **Settings** ► Review ► 6. Process ► 7. Comple **Restore settings** Include enrolled ✗ users Include user role ✗ assignments Include activities ☑ Include blocks ☐ Include filters ☑ Include comments ✗

Task	Screen Shot
The Schema page appears. 30. Uncheck Syllabus.	1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ **4. Schema** Review ▶ 6. Process ▶ 7. Complete **Course settings** Course name Eng Gram: Understng F Course short name 2013SS-EN-340-01 Course startdate 20 ▾ May ▾ 2013 ▾ Overwrite course No ▾ configuration **Select All / None** **Section 0** ☑ User data No Announcements ☑ - No Syllabus 📁 ☐ - No 🖼 ☑ - No
31. Scroll down to Section 50. 32. Uncheck System Resource – Do Not Edit or Delete.	**Section 49** ☑ User data No **Section 50** ☑ User data No System ☐ - No Resource - Do Not Edit or Delete 📄 **Section 51** ☑ User data No

Task	Screen Shot
33. Scroll down, and click the Next button.	

Task	Screen Shot
The Review page appears. 34. Scroll down, and click the Perform Restore button.	1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ **5.** **Review** ▶ 6. Process ▶ 7. Complete **Restore settings** Include enrolled ✗ users Include user role ✗ assignments Include activities ✔ Include blocks ✗ Include filters ✔ Include comments ✗ Include calendar ✗ events Include user ✗ completion details Include course logs ✗ Include grade history ✗
35. When the Complete page appears, click the Continue button.	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

Task	Screen Shot
36. Review your completed course. 37. Contact helpdesk@alverno.edu or come to Moodle open hours if you experience any issues.	