Selectively Cloning Courses in Moodle

Use the following procedure to clone (copy) **some but not all of the** contents of a course in Moodle from one course to another.

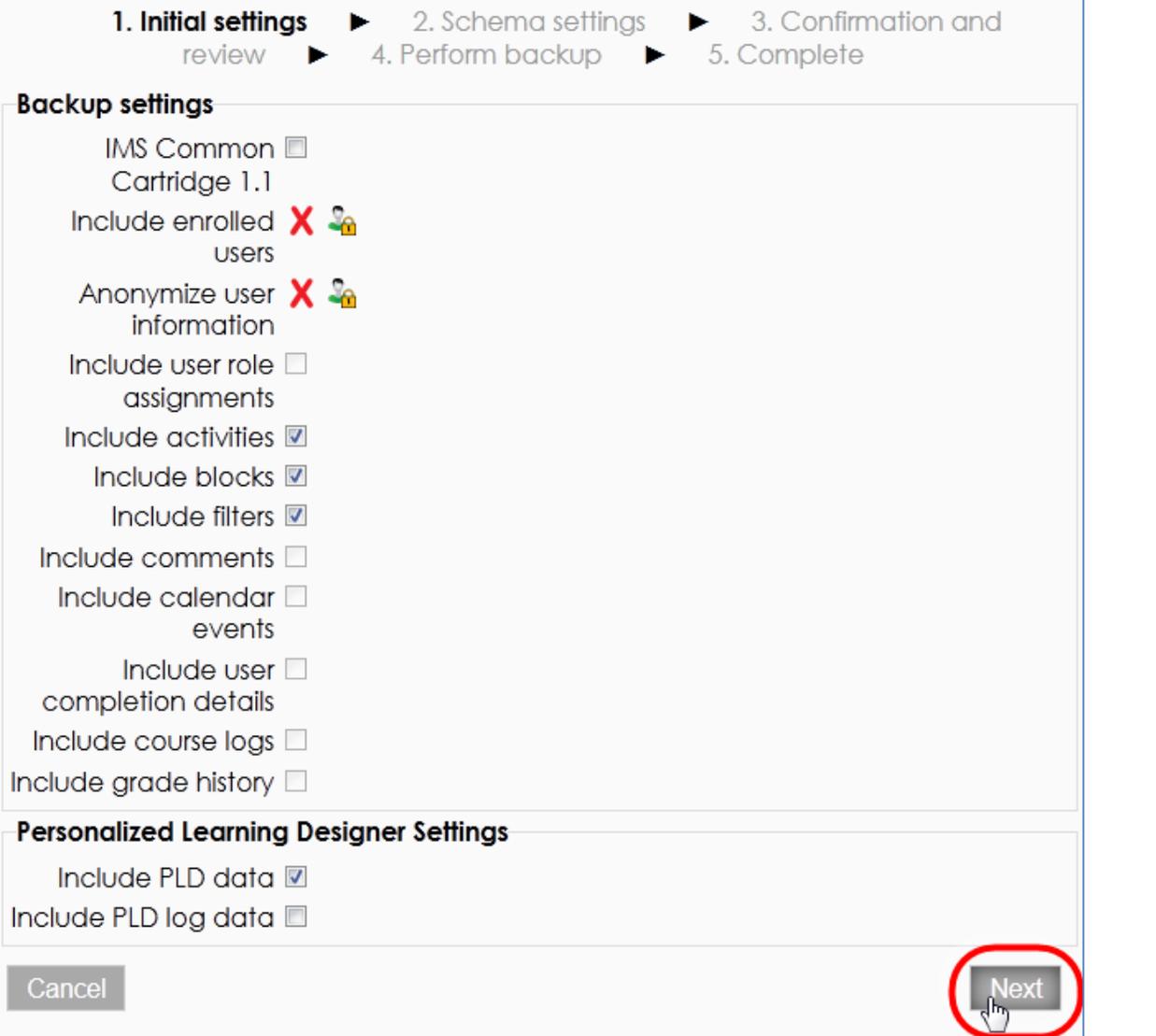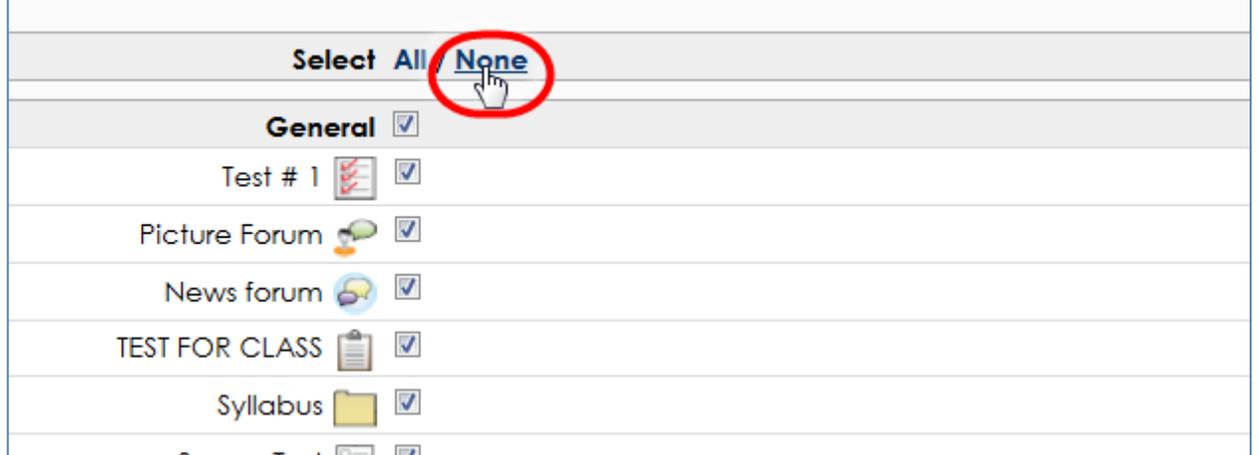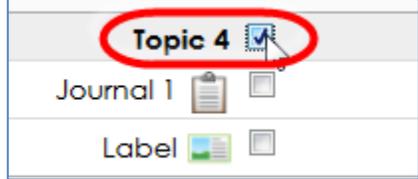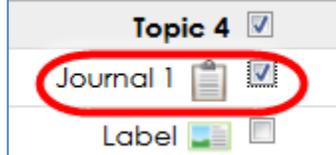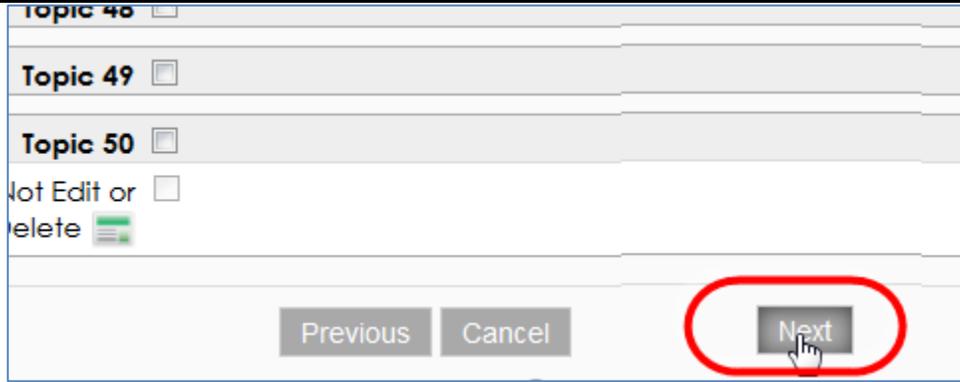| Task	Screen Shot
1. Open your Firefox browser, and navigate to Moodle: http://moodle.alverno.edu/	Alverno Moodle - In maintenance mode - Mozilla Firefox File Edit View History Bookmarks Tools Help Alverno Moodle - I... ✕ ✕ ← moodle.alverno.edu Most Visited Alverno Moodle Alverno College Colleague Intranet 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?
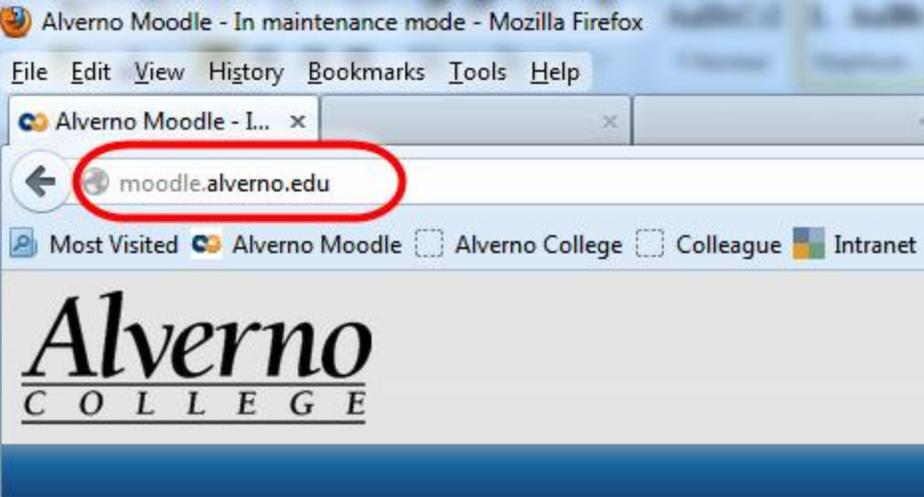
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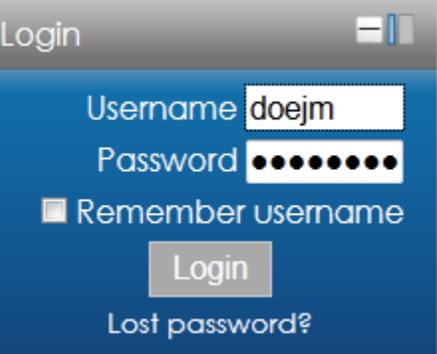
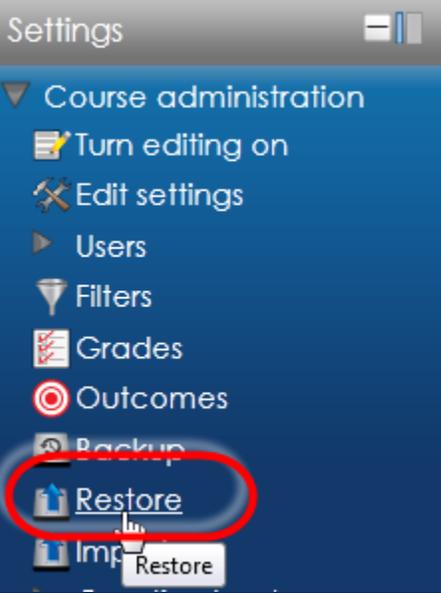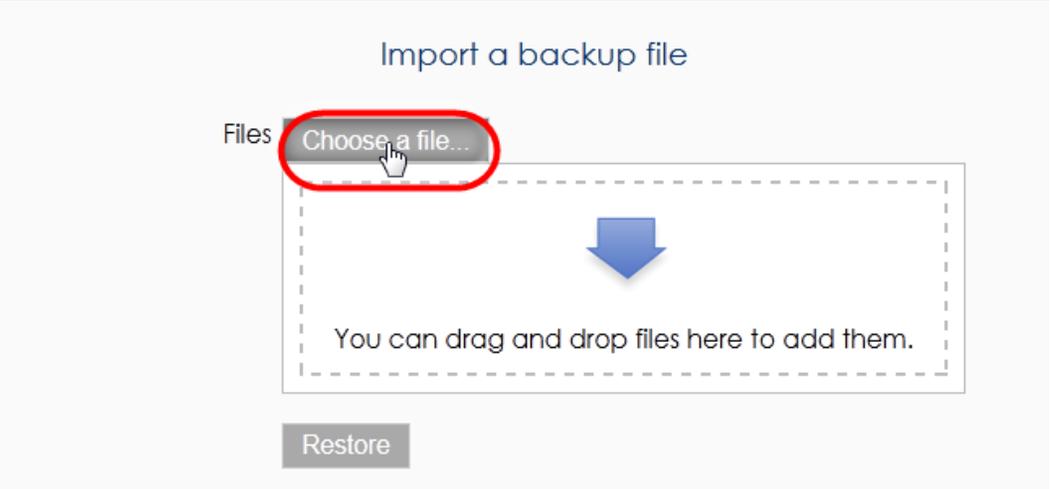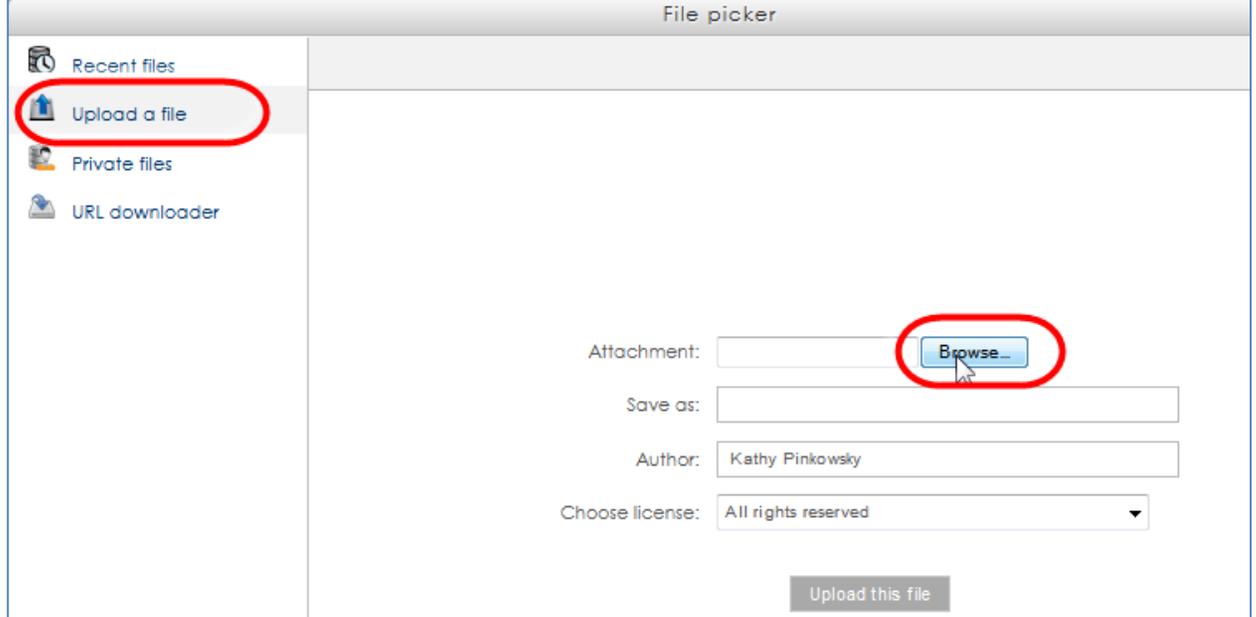| Task	Screen Shot
4. In the Courses Available to You area, navigate to the class that contains the material you want to copy/clone.	Courses Available To You ☐ Semester Courses 　☐ 2013SS 　　─ 2013SS-EN-340-01 　　─ 2013SS-EN-210-01
Your Moodle class opens. 5. In the Settings block, click the Backup link.	Settings ▼ Course administration 　📝 Turn editing on 　⚒ Edit settings 　▶ Users 　▼ Filters 　📋 Grades 　◎ Outcomes 　🕐 Backup 　📁 Restore

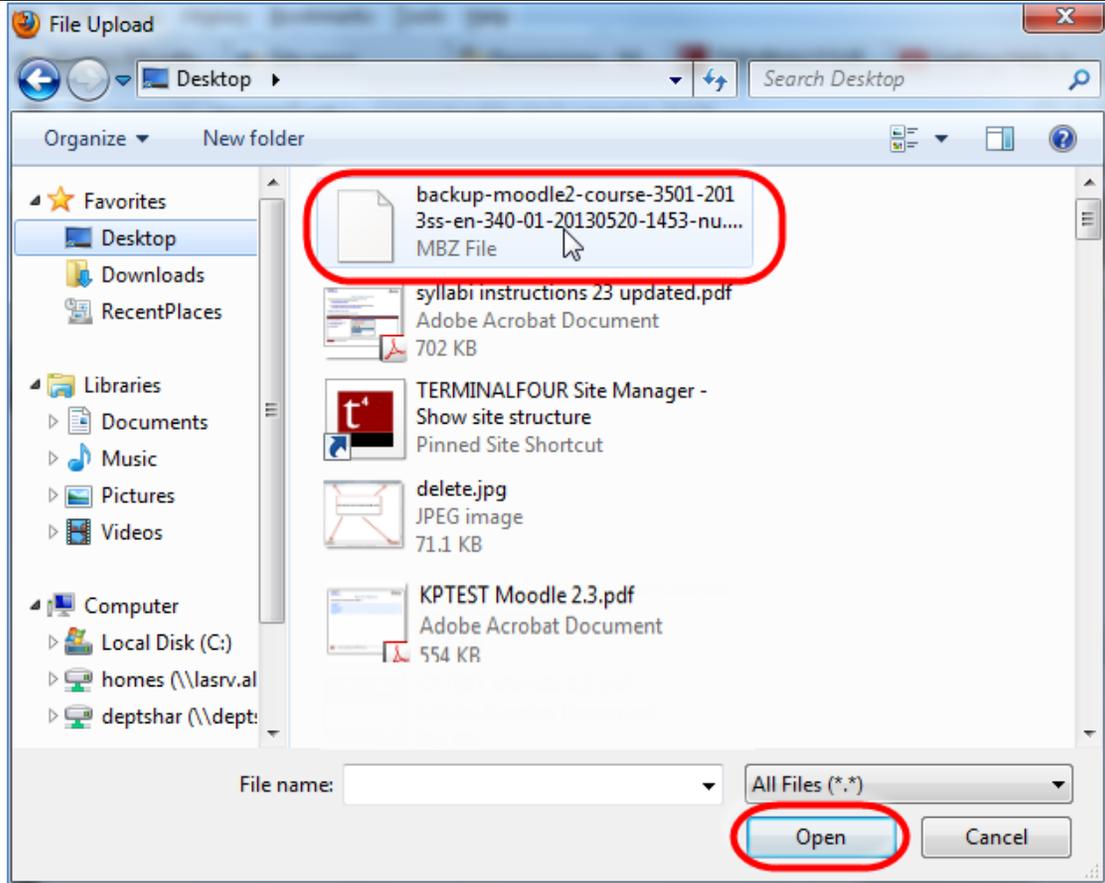| Task	Screen Shot
The Initial Settings page appears. 6. Leave all the settings as-is. 7. Scroll down, and click the Next button.	**1. Initial settings** ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete **Backup settings** IMS Common ☐ Cartridge 1.1 Include enrolled ✗ 👤🔒 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

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Task	Screen Shot
The Schema Settings page appears. 8. Click the None link to unselect all the check boxes on the page.	Select All None General ☑ Test # 1 ☑ Picture Forum ☑ News forum ☑ TEST FOR CLASS ☑ Syllabus ☑ Survey Test ☑
9. Locate the topics that contain the objects you want to clone. 10. Check the names of the topics.	Topic 4 ☑ Journal 1 ☐ Label ☐
11. Under the name of the topics you checked, check the items you would like to clone to another class.	Topic 4 ☑ Journal 1 ☑ Label ☐

Task	Screen Shot
12. Scroll down, and click the Next button.	Topic 48 ☐ Topic 49 ☐ Topic 50 ☐ Not Edit or ☐ Delete [Previous] [Cancel] [Next]
The Confirmation and Review screen appears. 13. 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 ✔

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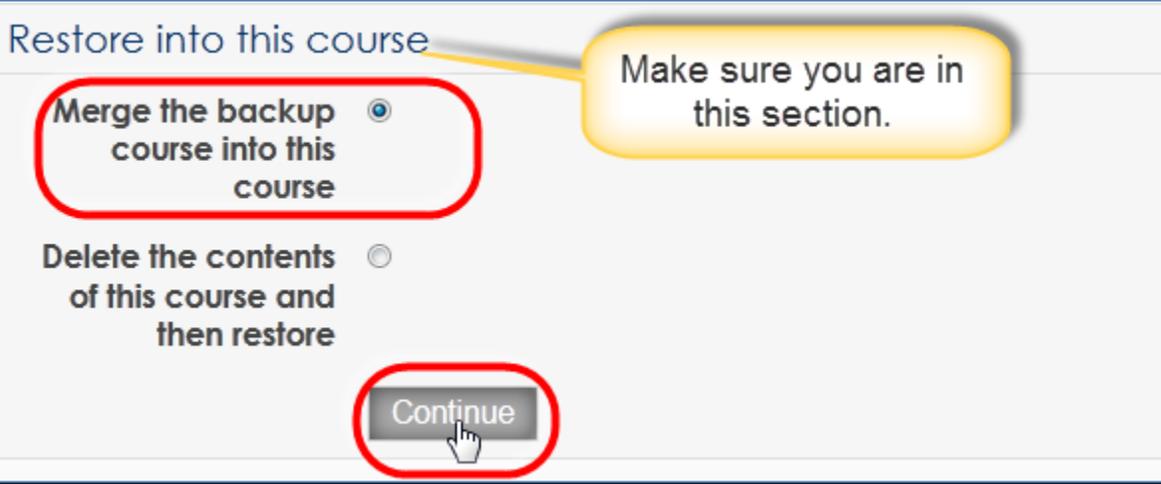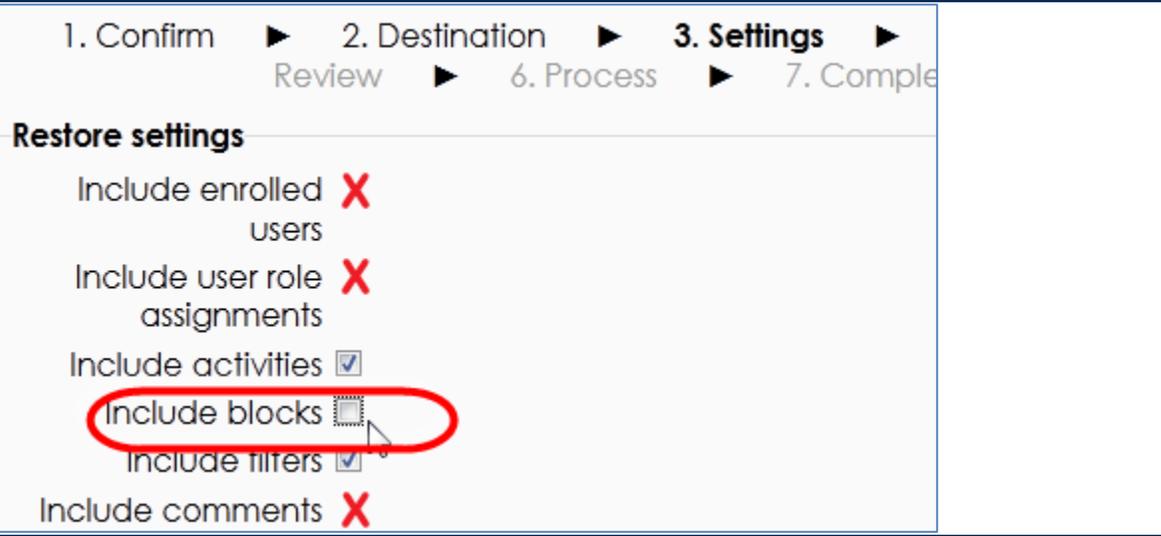| Task	Screen Shot
14. Click the Continue button when "The Backup file was successfully created" message appears.	Early Alert System ourses ▶ 2013SS ▶ 2013SS-EN-210-01 ▶ Backup ▶ Complete 1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. **Complete** The backup file was successfully created. Continue
Moodle generates an .mbz (backup) file for your course. 15. In the User Private Backup area, click the Download link next to the .mbz backup file. 16. 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 ⓘ
17. Navigate to the course you'd like to clone the selected items of the original course into – the destination course.	Courses Available To You ⊟ Semester Courses 　⊟ 2013 Fa 　　2013Fa EN-340-01 　　2013Fa EN-210-01

Task	Screen Shot
18. Once you are in the destination course, go to the Settings block. 19. Click the Restore link.	**Settings** ▼ Course administration 📝 Turn editing on ⚒ Edit settings ▷ Users ▼ Filters 📋 Grades ◎ Outcomes Backup 🛈 **Restore** Restore
The Import a Backup File page opens. 20. Click the Choose a File tab. **Important:** Do **NOT drag and drop** your .mbz file. Dragging and dropping large files often results in errors.	**Import a backup file** Files Choose a file... You can drag and drop files here to add them. Restore

Task	Screen Shot
21. Make sure Upload a File is selected. 22. 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

Task	Screen Shot
23. Locate and select the .mbz backup file you saved to your computer. 24. Click the Open button.	

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Task	Screen Shot
25. 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]
26. 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]
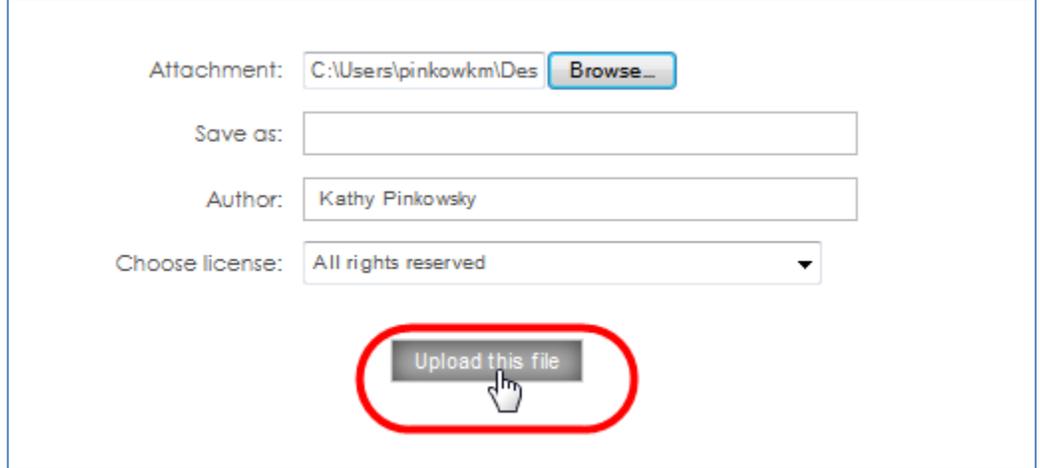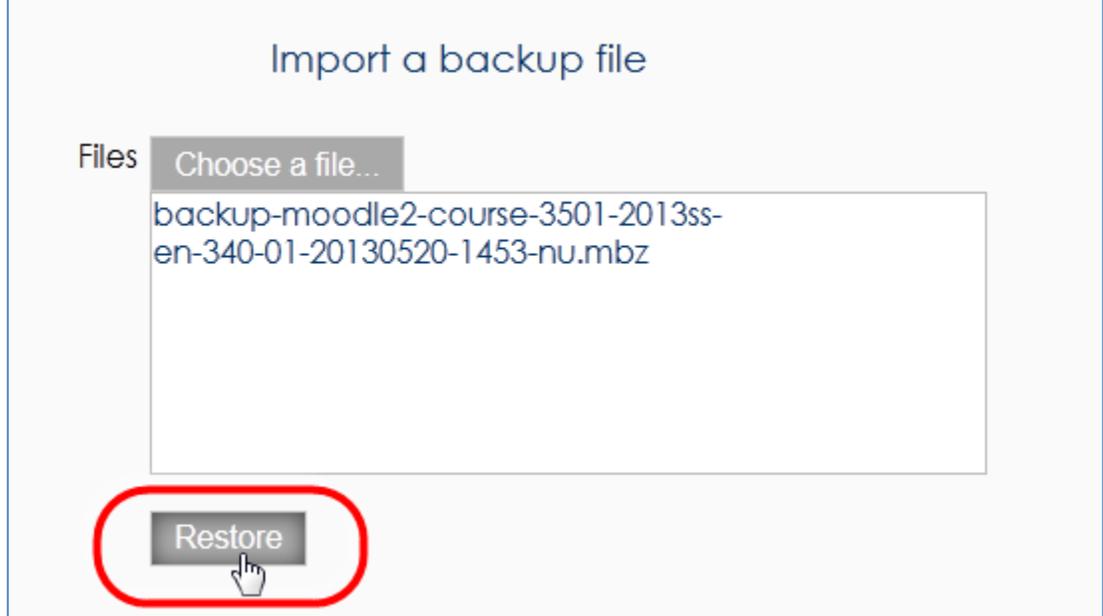
Task	Screen Shot
The Confirm screen appears. 27. Scroll down, and click the Continue button.	**1. Confirm** ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete **Backup details** Type Course Format Moodle 2 Mode General Date taken Monday, May 20, 2013, 2:54 PM Moodle version 2.3.3 (Build: 20121112) [2012062503] Backup version 2.3 [2012061800] URL of backup http://alvernodev.mrooms3.net [1f62b4909574f6743b6a71950ebca178]
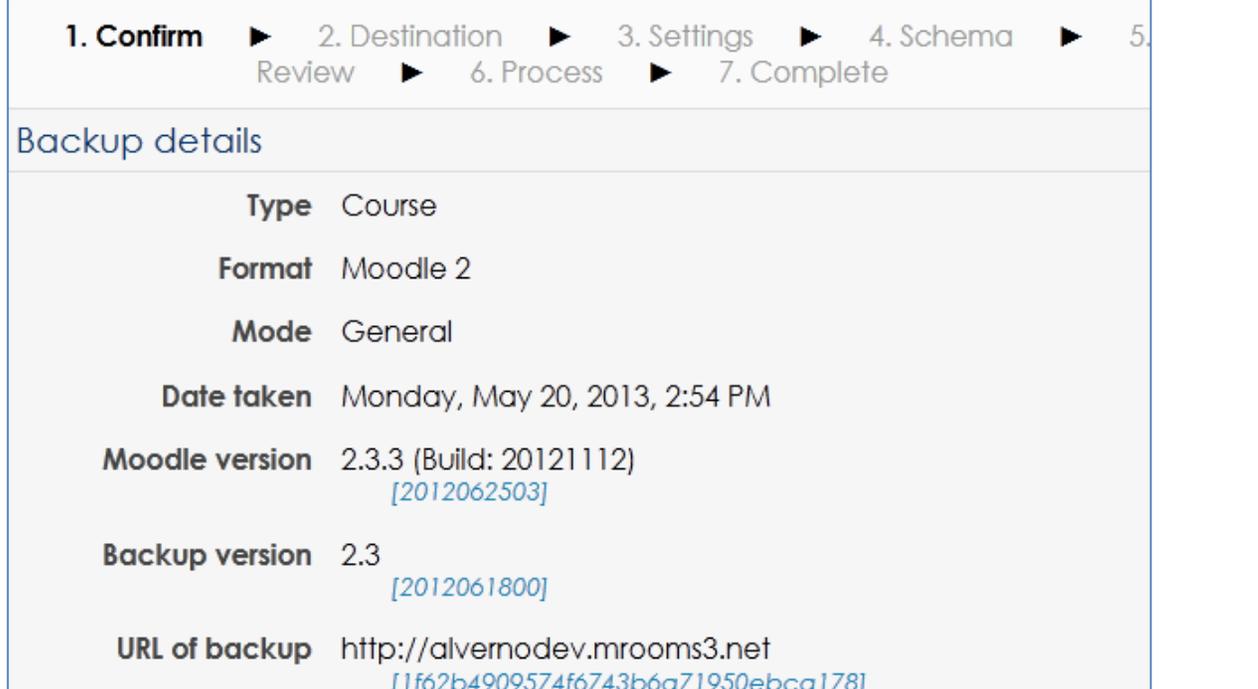
Task	Screen Shot
28. Locate the Restore into this course section. 29. Select "Merge the backup course into this course." 30. Click the Continue button directly below.	Restore into this course Make sure you are in this section. Merge the backup course into this course ⊙ Delete the contents of this course and then restore ○ Continue
The Restore Settings screen appears. 31. Uncheck Include Blocks. 32. 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 ✗

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Task	Screen Shot
33. Scroll down, and click the Next button.	Section 50 ☑ User data No System ☐ - No Resource - Do Not Edit or Delete Section 51 ☑ User data No Section 52 ☑ User data No Quiz on Verb ☑ - No Types Previous Cancel Next Moodle Docs for this page

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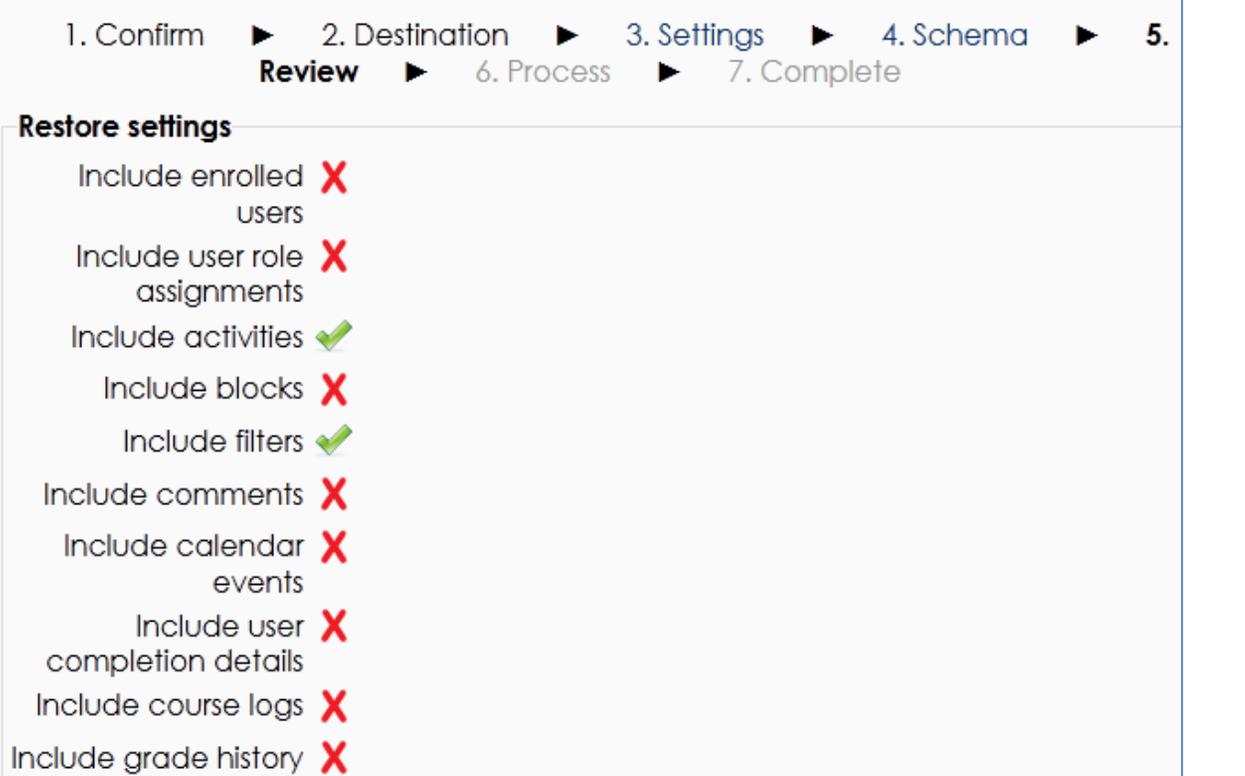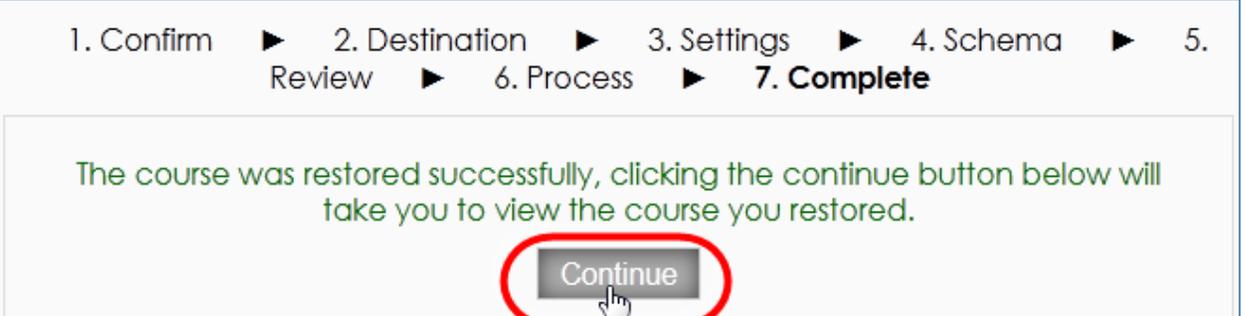
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Task	Screen Shot
36. Review your completed course. 37. Contact helpdesk@alverno.edu or come to Moodle open hours if you experience any issues.	