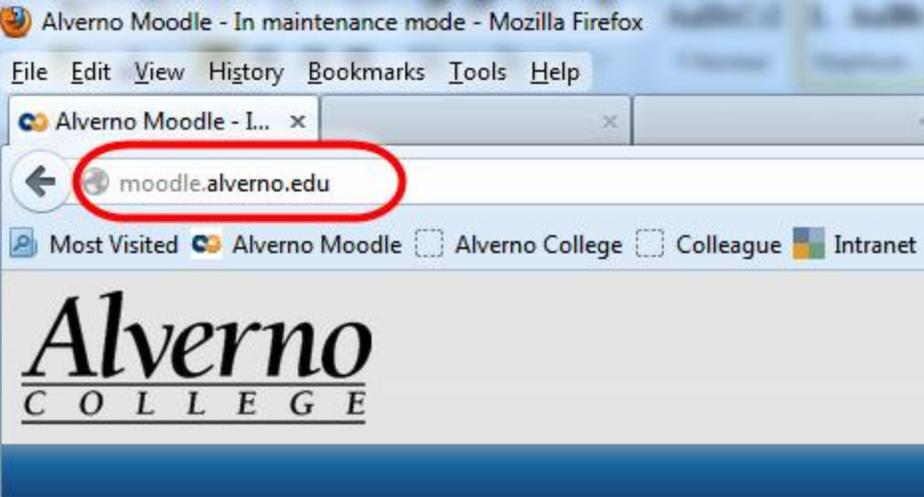
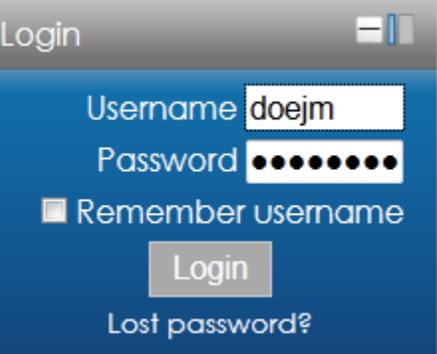
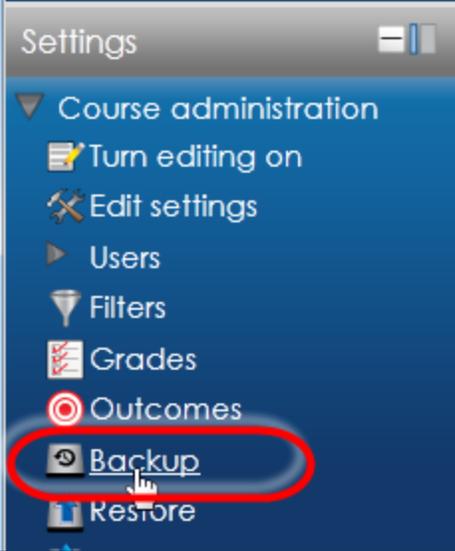
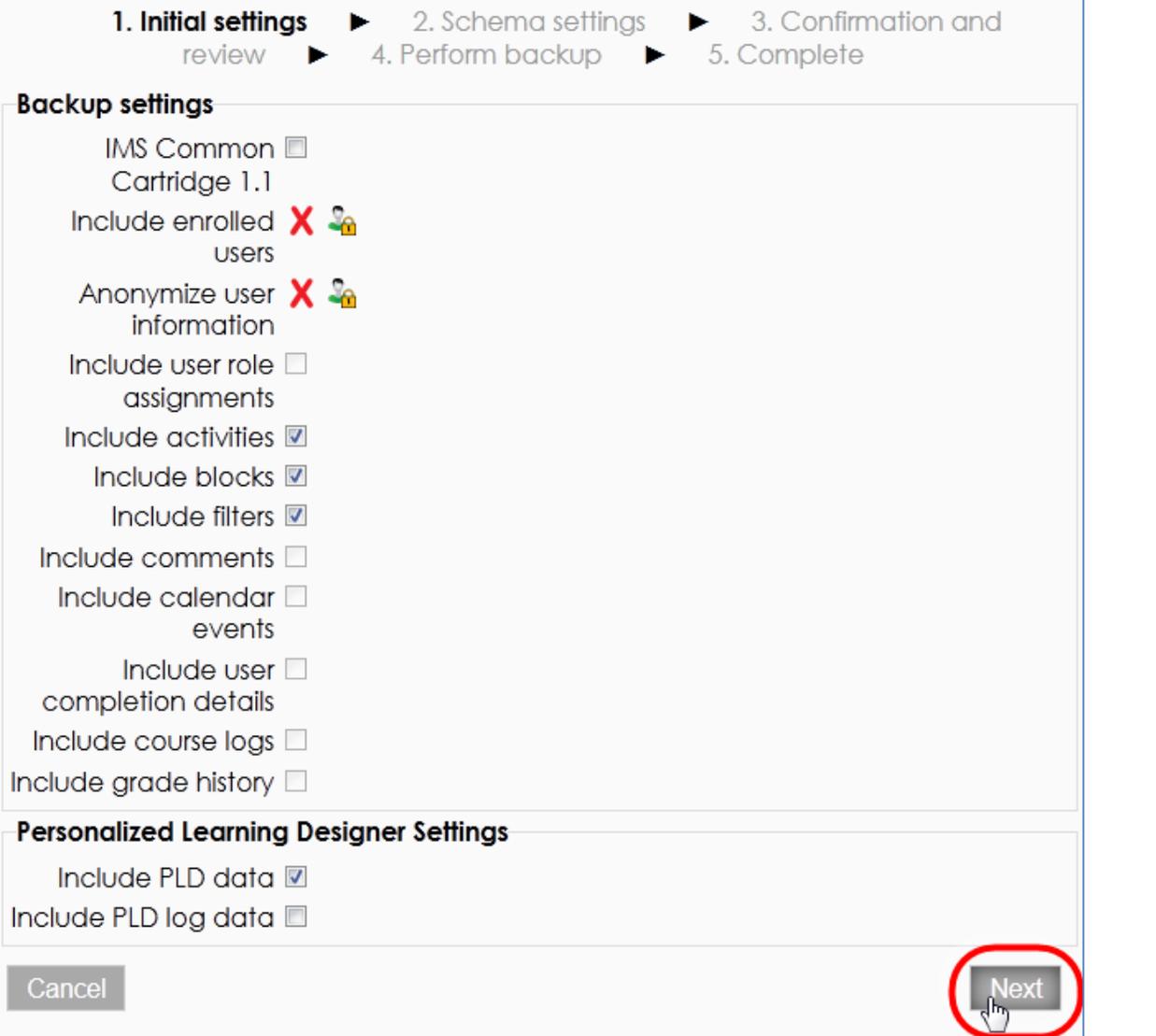


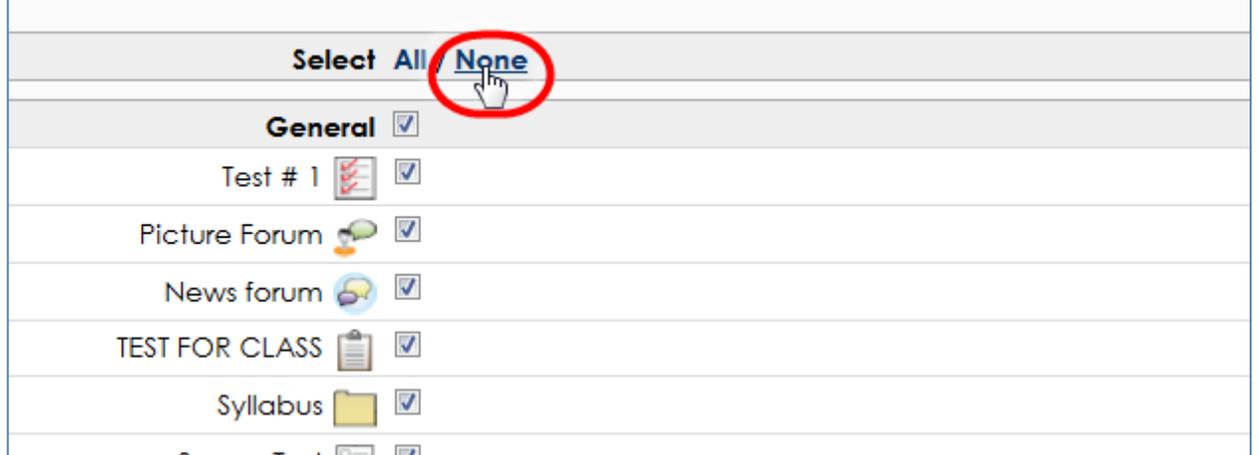
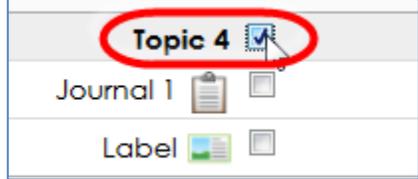
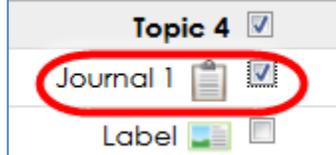
Selectively Cloning Courses in Moodle

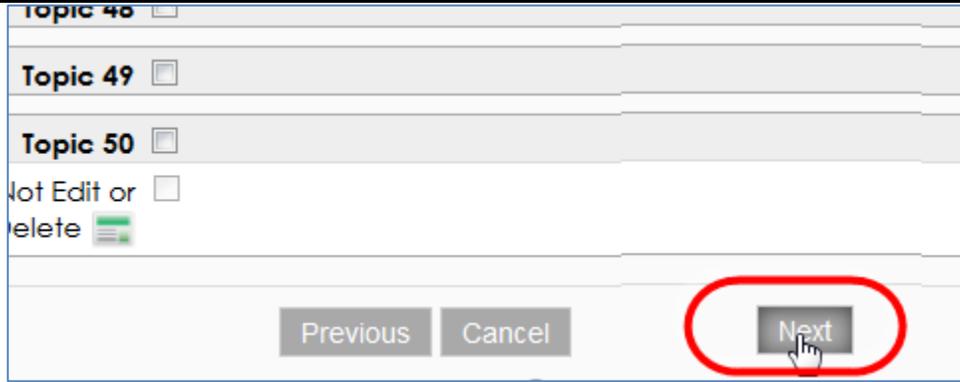
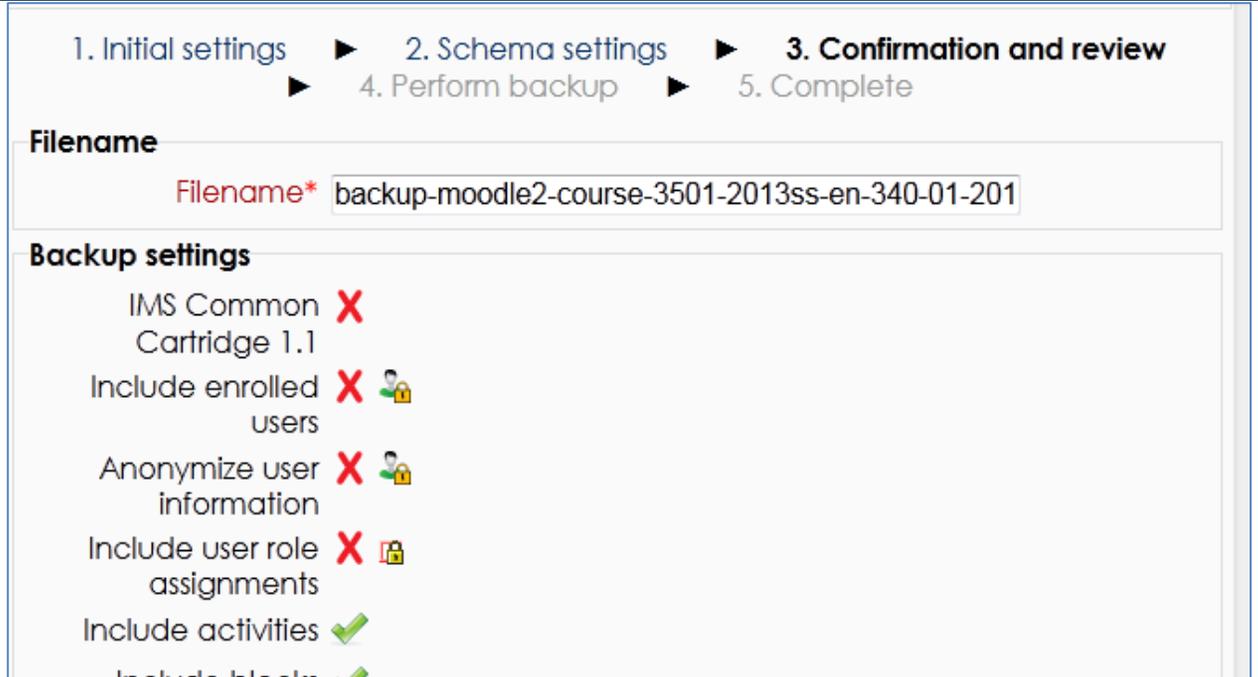
Use the following procedure to clone (copy) **some but not all of the** contents of a course in Moodle from one course to another.

Task	Screen Shot
<p>1. Open your Firefox browser, and navigate to Moodle: http://moodle.alverno.edu/</p>	
<p>2. Enter your Alverno username and password in the Login block.</p> <p>3. Press the Login button.</p>	

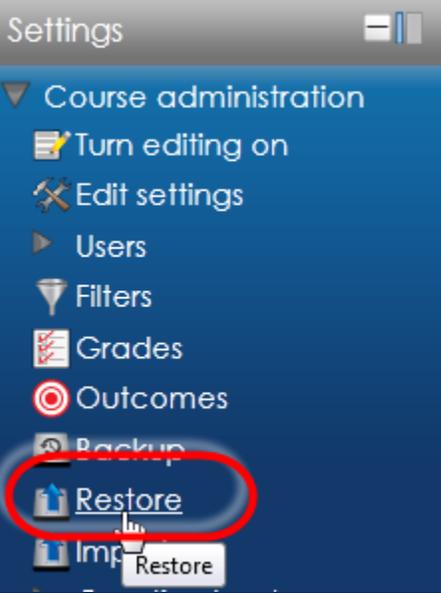
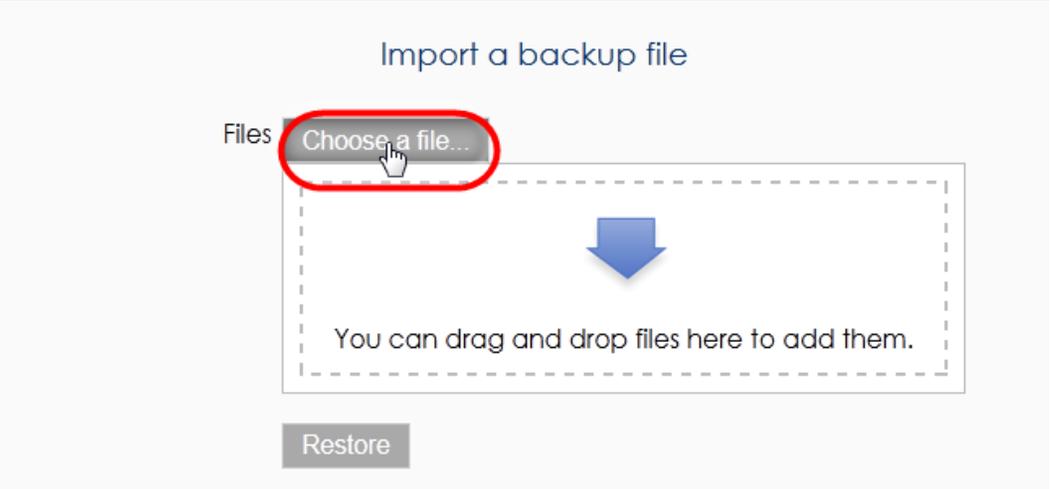
Task	Screen Shot
4. In the Courses Available to You area, navigate to the class that contains the material you want to copy/clone.	
Your Moodle class opens. 5. In the Settings block, click the Backup link.	

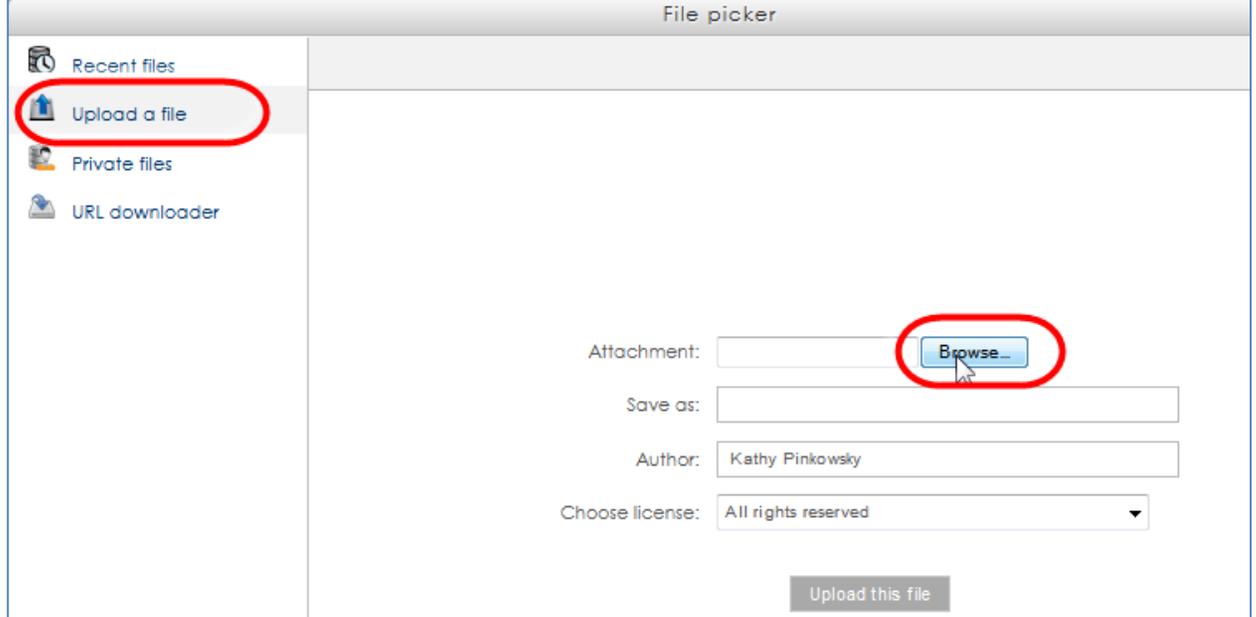
Task	Screen Shot
<p>The Initial Settings page appears.</p> <p>6. Leave all the settings as-is.</p> <p>7. Scroll down, and click the Next button.</p>	 <p>1. Initial settings review ▶ 2. Schema settings ▶ 3. Confirmation and 4. Perform backup ▶ 5. Complete</p> <p>Backup settings</p> <ul style="list-style-type: none">IMS Common <input type="checkbox"/>Cartridge 1.1Include enrolled users <input checked="" type="checkbox"/> Anonymize user information <input checked="" type="checkbox"/> Include user role assignments <input type="checkbox"/>Include activities <input checked="" type="checkbox"/>Include blocks <input checked="" type="checkbox"/>Include filters <input checked="" type="checkbox"/>Include comments <input type="checkbox"/>Include calendar events <input type="checkbox"/>Include user completion details <input type="checkbox"/>Include course logs <input type="checkbox"/>Include grade history <input type="checkbox"/> <p>Personalized Learning Designer Settings</p> <ul style="list-style-type: none">Include PLD data <input checked="" type="checkbox"/>Include PLD log data <input type="checkbox"/> <p>Cancel Next</p>

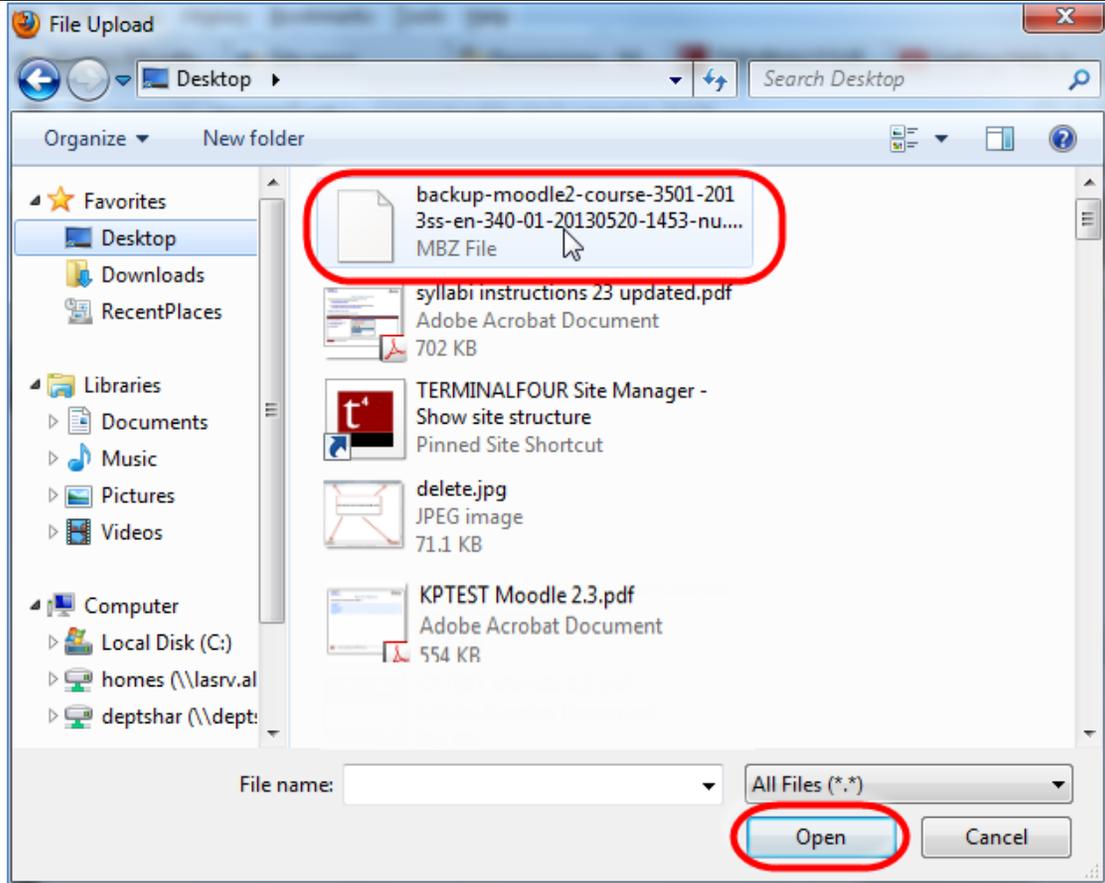
Task	Screen Shot
<p>The Schema Settings page appears.</p> <p>8. Click the None link to unselect all the check boxes on the page.</p>	 A screenshot of a web interface for Schema Settings. At the top, there are links for 'Select All' and 'None'. The 'None' link is circled in red with a mouse cursor pointing to it. Below these links is a list of items with checkboxes: 'General' (checked), 'Test # 1' (checked), 'Picture Forum' (checked), 'News forum' (checked), 'TEST FOR CLASS' (checked), 'Syllabus' (checked), and 'Survey Test' (checked).
<p>9. Locate the topics that contain the objects you want to clone.</p> <p>10. Check the names of the topics.</p>	 A screenshot of a web interface showing a list of items. 'Topic 4' is circled in red and has a checked checkbox. Below it are 'Journal 1' and 'Label', both with unchecked checkboxes.
<p>11. Under the name of the topics you checked, check the items you would like to clone to another class.</p>	 A screenshot of a web interface showing a list of items. 'Journal 1' is circled in red and has a checked checkbox. 'Topic 4' is also visible above it with a checked checkbox. 'Label' is below 'Journal 1' with an unchecked checkbox.

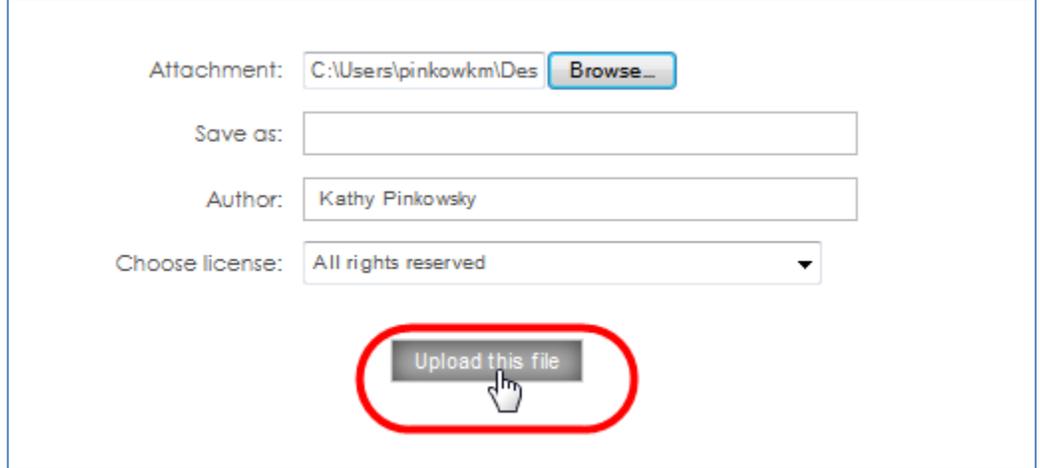
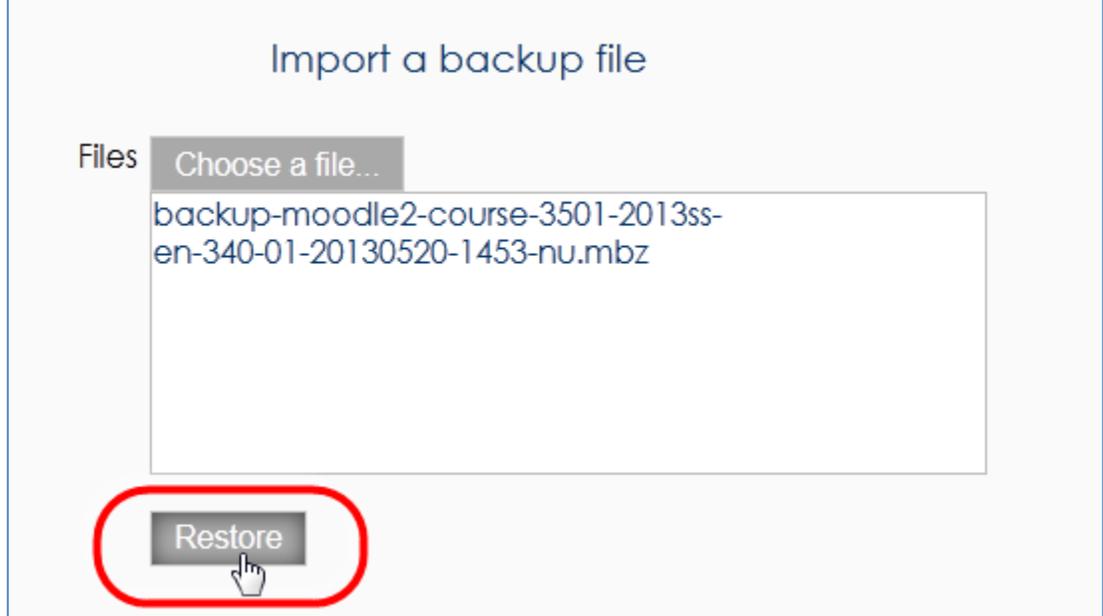
Task	Screen Shot
12. Scroll down, and click the Next button.	
The Confirmation and Review screen appears. 13. Scroll down, and click the Perform Backup button.	

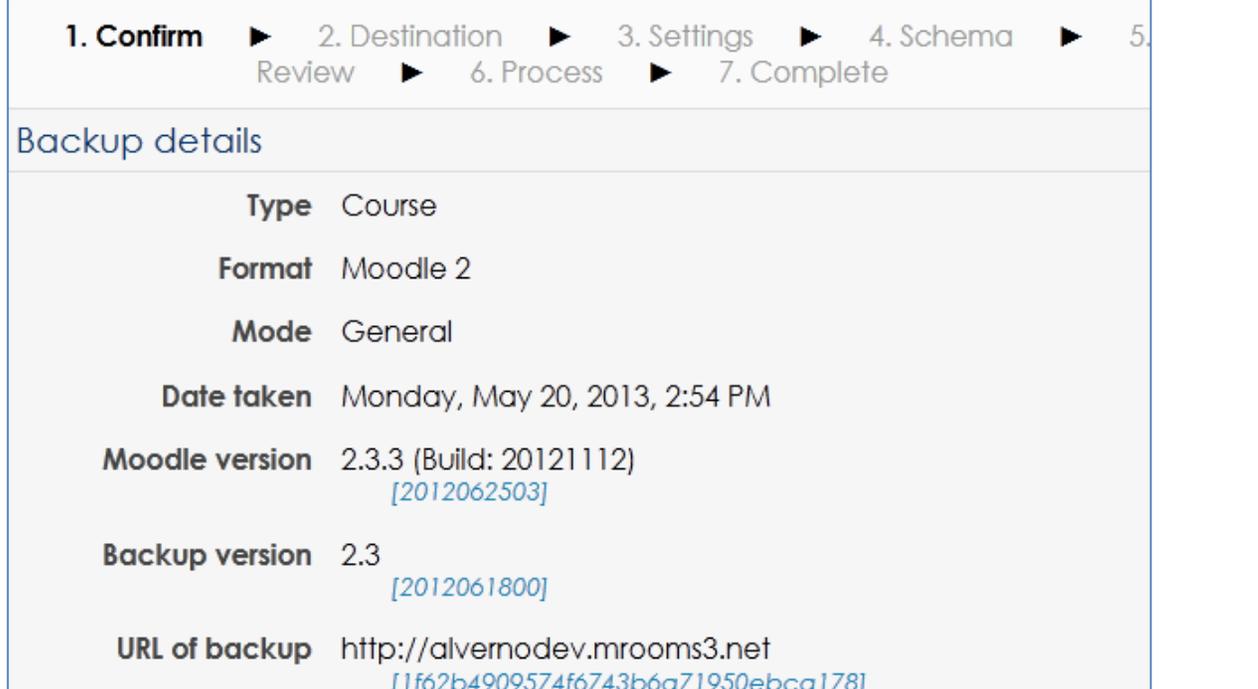
Task	Screen Shot										
<p>14. Click the Continue button when “The Backup file was successfully created” message appears.</p>											
<p>Moodle generates an .mbz (backup) file for your course.</p> <p>15. In the User Private Backup area, click the Download link next to the .mbz backup file.</p> <p>16. Save the .mbz file to your computer.</p>	<table border="1"> <thead> <tr> <th>Filename</th> <th>Time</th> <th>Size</th> <th>Download</th> <th>Restore</th> </tr> </thead> <tbody> <tr> <td>backup-moodle2-course-3499-2013ss-en-210-01-20130516-1602-nu.mbz</td> <td>Thursday, May 16, 2013, 4:04 PM</td> <td>924.1KB</td> <td>Download</td> <td>Restore</td> </tr> </tbody> </table>	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
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							
<p>17. Navigate to the course you’d like to clone the selected items of the original course into – the destination course.</p>											

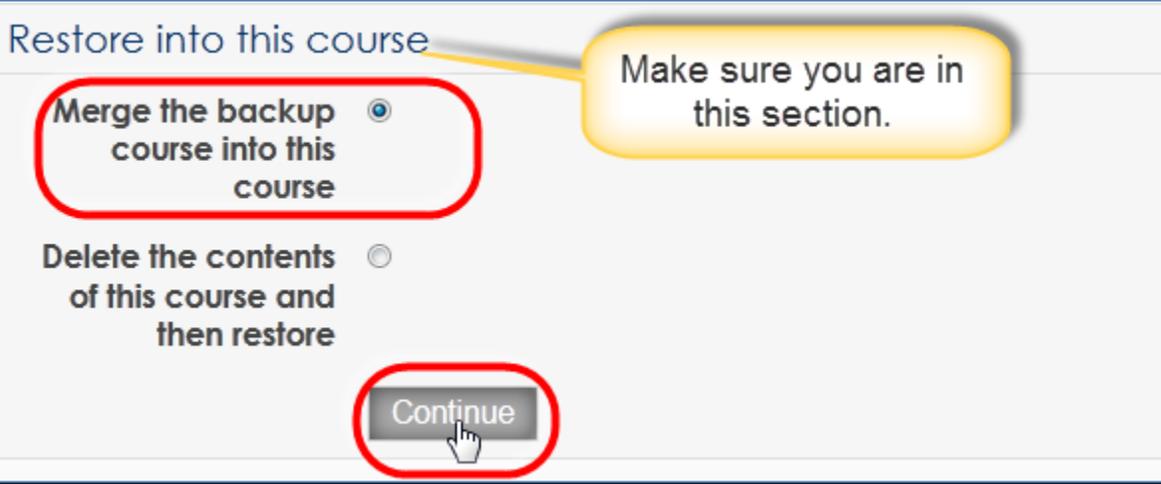
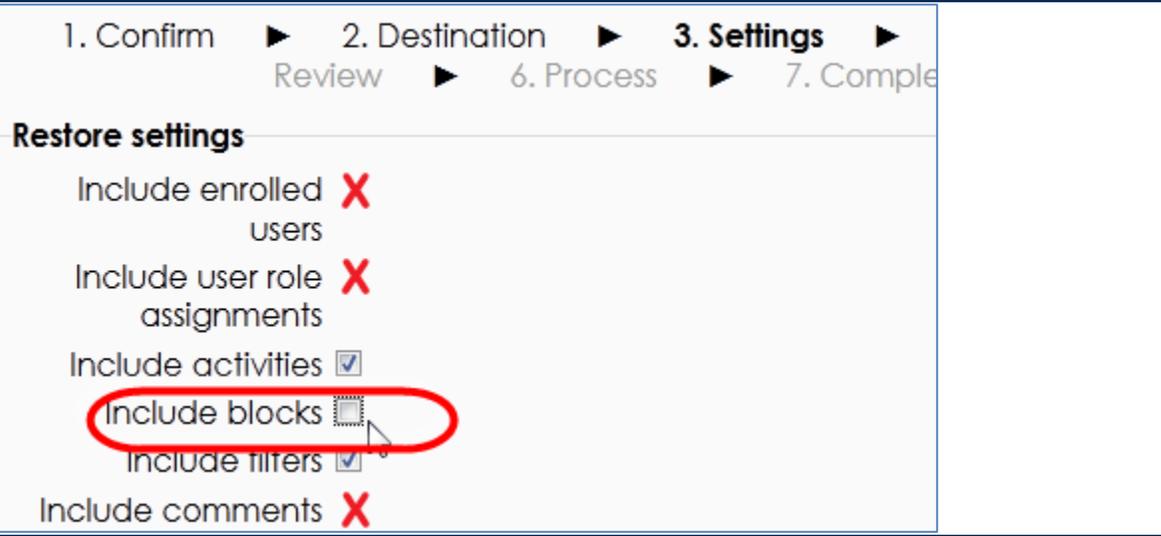
Task	Screen Shot
<p>18. Once you are in the destination course, go to the Settings block.</p> <p>19. Click the Restore link.</p>	 <p>The screenshot shows a 'Settings' menu with several options. The 'Restore' option, which includes a folder icon, is circled in red. Below it, a 'Restore' button is visible.</p>
<p>The Import a Backup File page opens.</p> <p>20. Click the Choose a File tab.</p> <p>Important: Do NOT drag and drop your .mbz file. Dragging and dropping large files often results in errors.</p>	 <p>The screenshot shows the 'Import a backup file' page. A 'Files' section contains a 'Choose a file...' button, which is circled in red. Below this is a dashed box with a blue arrow pointing down and the text 'You can drag and drop files here to add them.' At the bottom of the page is a 'Restore' button.</p>

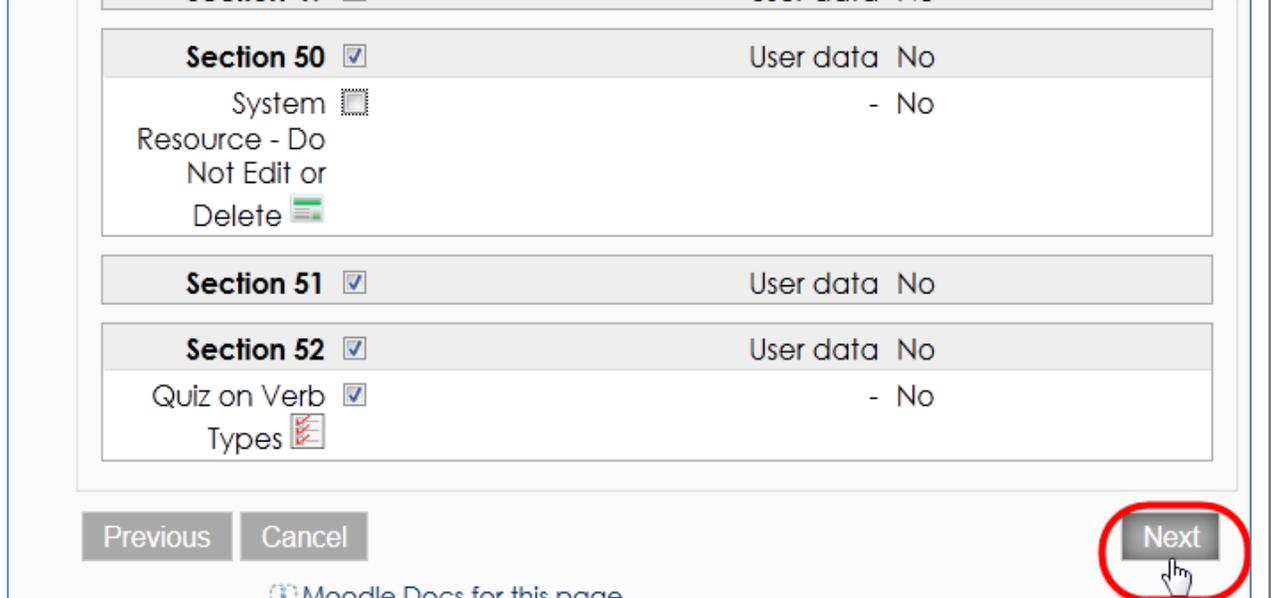
Task	Screen Shot
<p>21. Make sure Upload a File is selected.</p> <p>22. Click the Browse button.</p>	 <p>The screenshot shows a 'File picker' interface. On the left, there is a sidebar with four options: 'Recent files', 'Upload a file', 'Private files', and 'URL downloader'. The 'Upload a file' option is highlighted with a red circle. On the right, there is a form with the following fields: 'Attachment:' with a text input and a 'Browse...' button (circled in red), 'Save as:' with a text input, 'Author:' with a text input containing 'Kathy Pinkowsky', and 'Choose license:' with a dropdown menu set to 'All rights reserved'. At the bottom right, there is a 'Upload this file' button.</p>

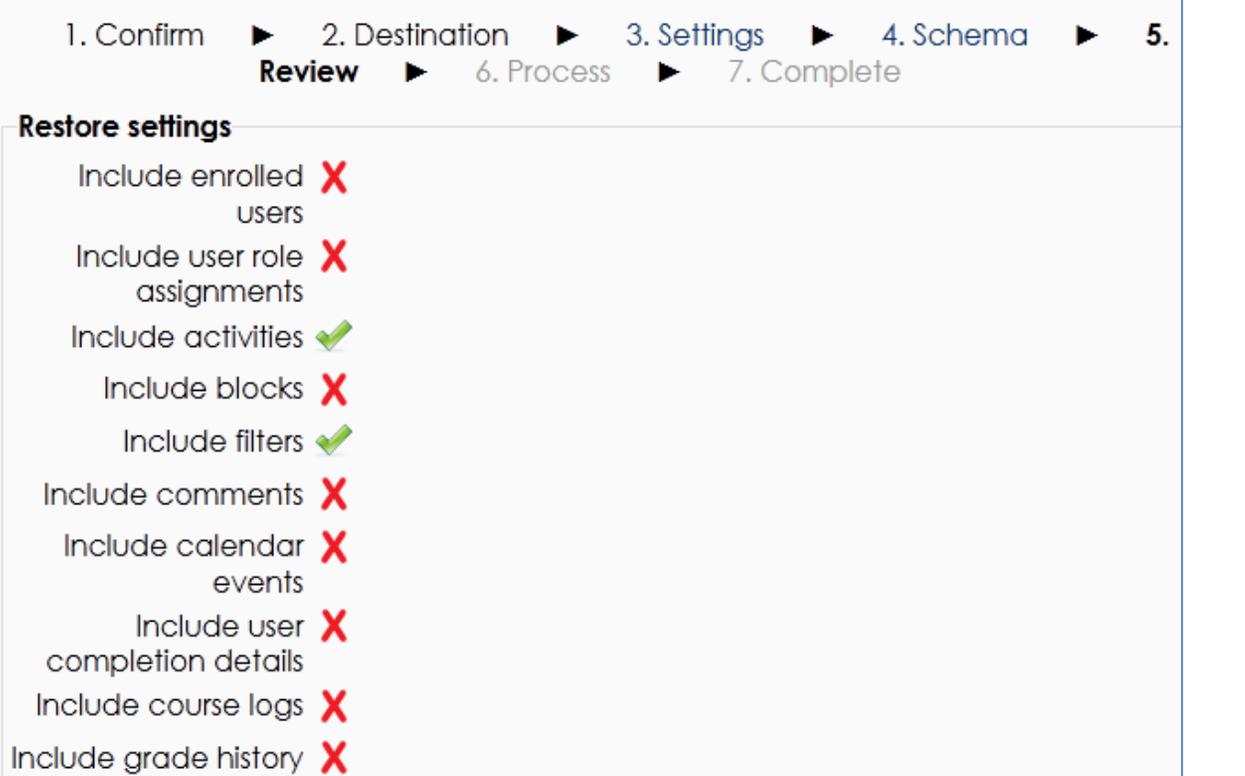
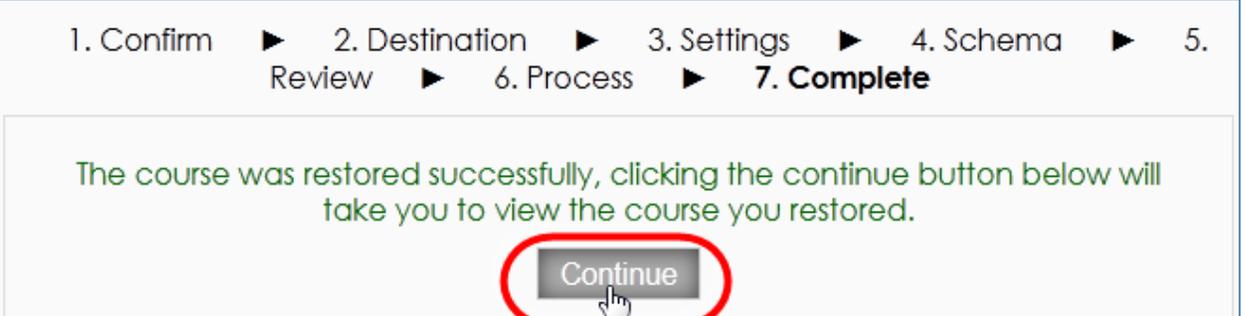
Task	Screen Shot
<p>23. Locate and select the .mbz backup file you saved to your computer.</p> <p>24. Click the Open button.</p>	 <p>The screenshot shows a Windows File Upload dialog box. The current location is 'Desktop'. The file list includes:</p> <ul style="list-style-type: none">backup-moodle2-course-3501-2013ss-en-340-01-20130520-1453-nu... (MBZ File) - circled in redsyllabi instructions 23 updated.pdf (Adobe Acrobat Document, 702 KB)TERMINALFOUR Site Manager - Show site structure (Pinned Site Shortcut)delete.jpg (JPEG image, 71.1 KB)KPTEST Moodle 2.3.pdf (Adobe Acrobat Document, 554 KB) <p>The 'File name' field is empty. The file type is set to 'All Files (*.*)'. The 'Open' button is circled in red.</p>

Task	Screen Shot
25. Click the Upload this File button.	 <p>The screenshot shows a file upload interface. At the top, there is an 'Attachment:' field with the path 'C:\Users\pinkowkm\Des' and a 'Browse...' button. Below this is a 'Save as:' text input field. The 'Author:' field contains the name 'Kathy Pinkowsky'. The 'Choose license:' dropdown menu is set to 'All rights reserved'. At the bottom center, a button labeled 'Upload this file' is circled in red, with a mouse cursor hovering over it.</p>
26. Click the Restore button.	 <p>The screenshot shows a dialog box titled 'Import a backup file'. It features a 'Files' section with a 'Choose a file...' button. Below this, a list of files is displayed, including 'backup-moodle2-course-3501-2013ss-en-340-01-20130520-1453-nu.mbz'. At the bottom left, a button labeled 'Restore' is circled in red, with a mouse cursor hovering over it.</p>

Task	Screen Shot
<p>The Confirm screen appears.</p> <p>27. Scroll down, and click the Continue button.</p>	 <p>1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Backup details ▶ 6. Process ▶ 7. Complete</p> <p>Backup details</p> <p>Type Course</p> <p>Format Moodle 2</p> <p>Mode General</p> <p>Date taken Monday, May 20, 2013, 2:54 PM</p> <p>Moodle version 2.3.3 (Build: 20121112) [2012062503]</p> <p>Backup version 2.3 [2012061800]</p> <p>URL of backup http://alvernodev.mrooms3.net [1f62b4909574f6743b6a71950ebca178]</p>

Task	Screen Shot
<p>28. Locate the Restore into this course section.</p> <p>29. Select “Merge the backup course into this course.”</p> <p>30. Click the Continue button directly below.</p>	 <p>Restore into this course</p> <p>Merge the backup course into this course <input checked="" type="radio"/></p> <p>Delete the contents of this course and then restore <input type="radio"/></p> <p>Continue</p>
<p>The Restore Settings screen appears.</p> <p>31. Uncheck Include Blocks.</p> <p>32. Click the Next button at the bottom of the page.</p>	 <p>1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ Review ▶ 6. Process ▶ 7. Complete</p> <p>Restore settings</p> <p>Include enrolled users <input checked="" type="checkbox"/> X</p> <p>Include user role assignments <input checked="" type="checkbox"/> X</p> <p>Include activities <input checked="" type="checkbox"/></p> <p>Include blocks <input type="checkbox"/></p> <p>Include filters <input checked="" type="checkbox"/></p> <p>Include comments <input checked="" type="checkbox"/> X</p>

Task	Screen Shot
33. Scroll down, and click the Next button.	 <p>The screenshot shows a Moodle course interface with three sections listed:</p> <ul style="list-style-type: none">Section 50 (checked): User data No, System <input type="checkbox"/> - No, Resource - Do Not Edit or Delete Section 51 (checked): User data NoSection 52 (checked): User data No, Quiz on Verb <input checked="" type="checkbox"/> - No, Types <p>At the bottom, there are buttons for "Previous", "Cancel", and "Next". The "Next" button is circled in red, and a mouse cursor is pointing at it. Below the buttons is a link: "Moodle Docs for this page".</p>

Task	Screen Shot
<p>The Review page appears.</p> <p>34. Scroll down, and click the Perform Restore button.</p>	 <p>1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete</p> <p>Restore settings</p> <ul style="list-style-type: none">Include enrolled users XInclude user role assignments XInclude activities ✓Include blocks XInclude filters ✓Include comments XInclude calendar events XInclude user completion details XInclude course logs XInclude grade history X
<p>35. When the Complete page appears, click the Continue button.</p>	 <p>1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete</p> <p>The course was restored successfully, clicking the continue button below will take you to view the course you restored.</p> <p>Continue</p>

Task	Screen Shot
<p>36. Review your completed course.</p> <p>37. Contact helpdesk@alverno.edu or come to Moodle open hours if you experience any issues.</p>	 <p>The screenshot displays a Moodle course interface. On the left, a calendar for May 2013 is shown with the 20th highlighted. Below the calendar is an 'Events key' with 'Global' and 'Course' categories. The main content area features a 'Topic list' section with a 'Welcome to EN 340: Understanding English Grammar' message and icons for 'Announcements' and 'Syllabus'. A sidebar on the right contains a 'Syllabus' section with a 'Submit to PSS' button.</p>