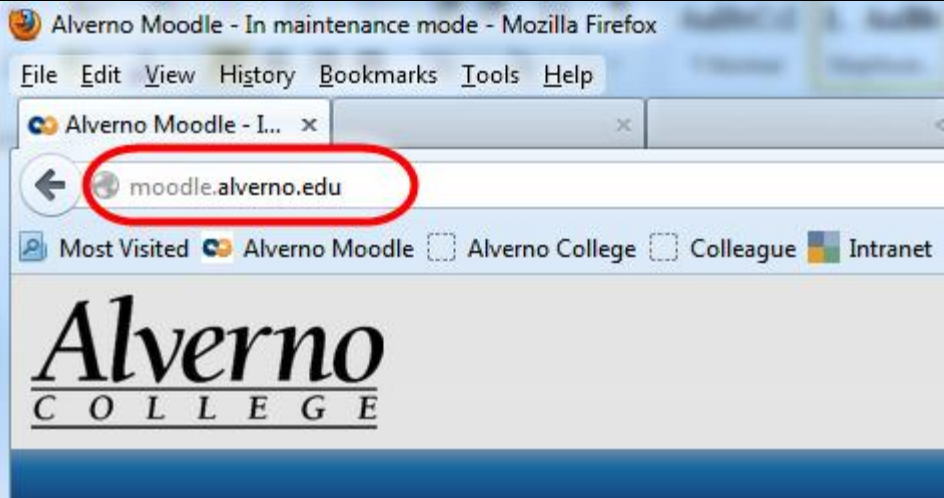
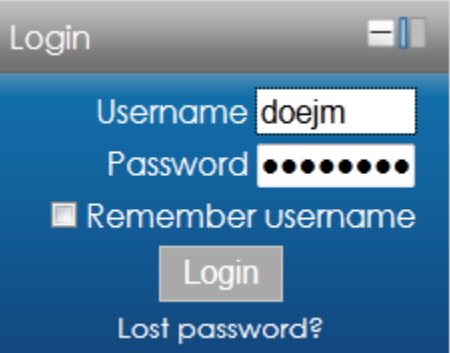
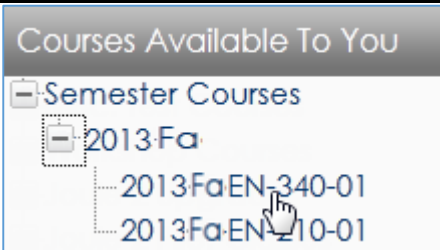
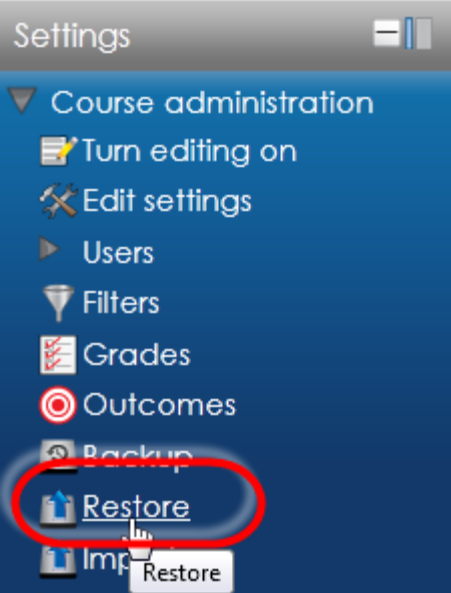
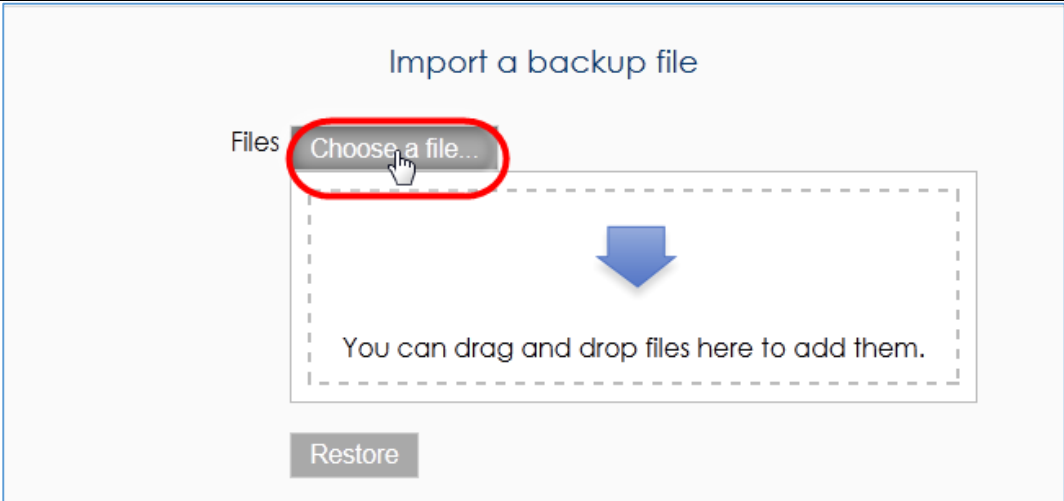
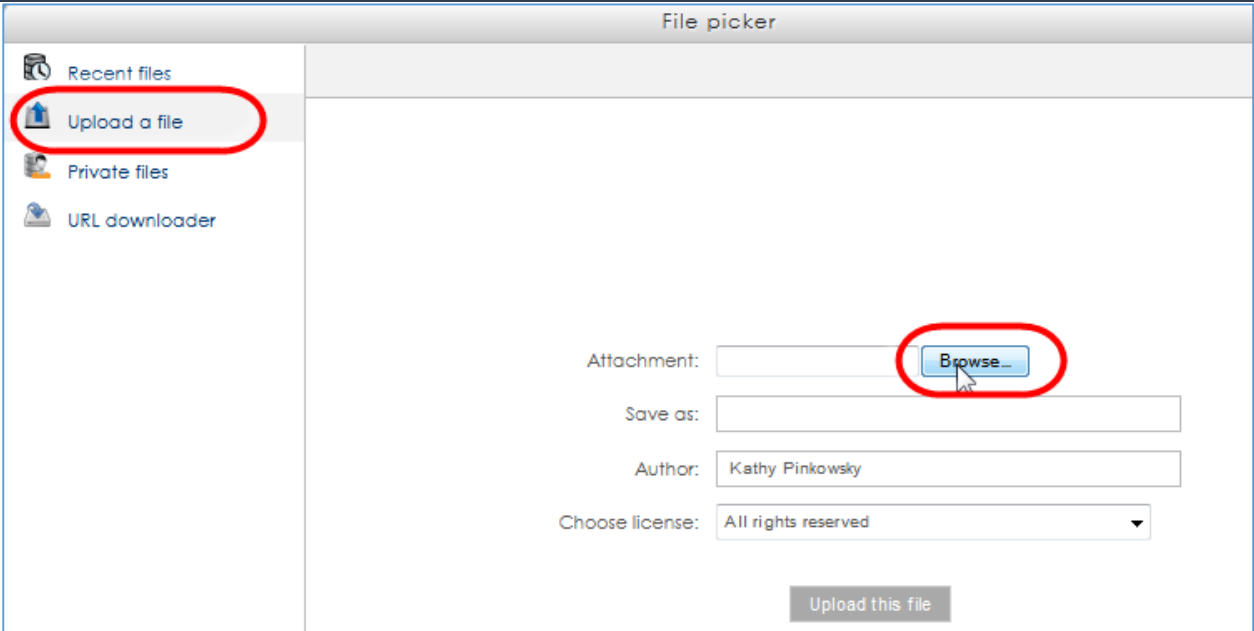


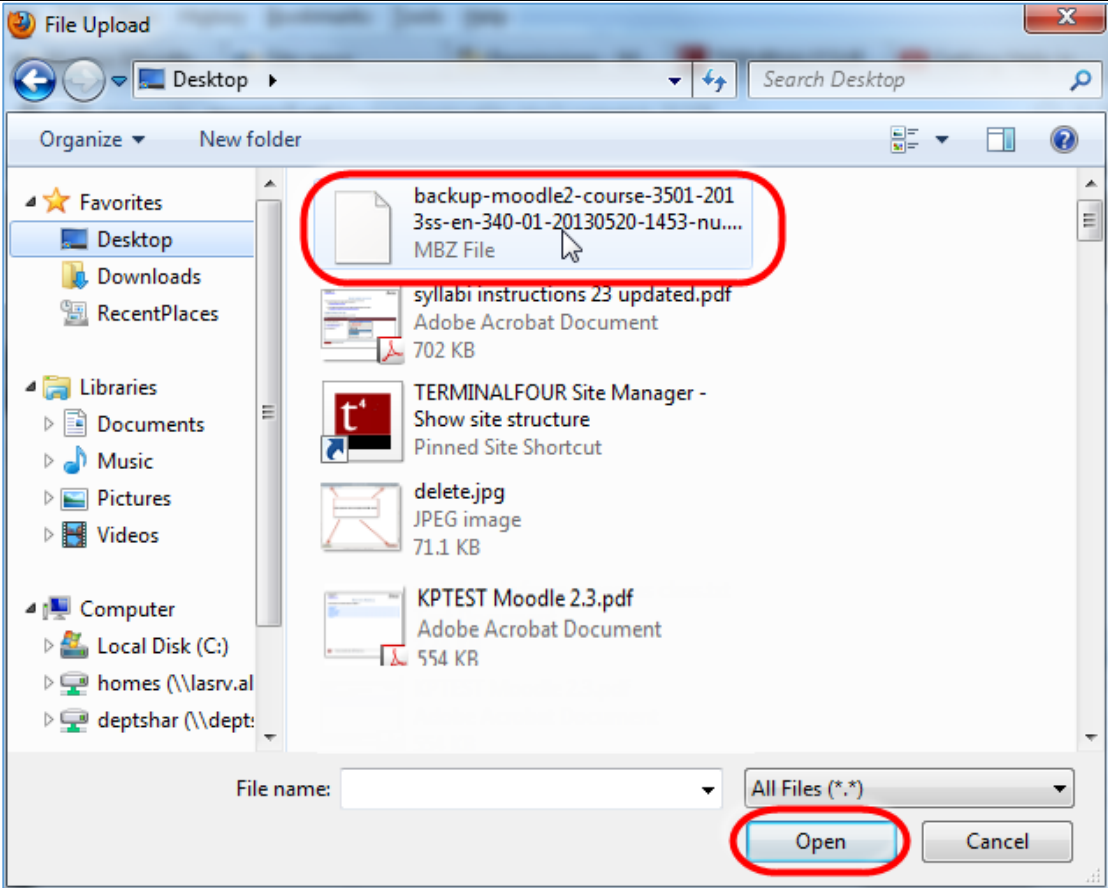
Restoring Courses in Moodle

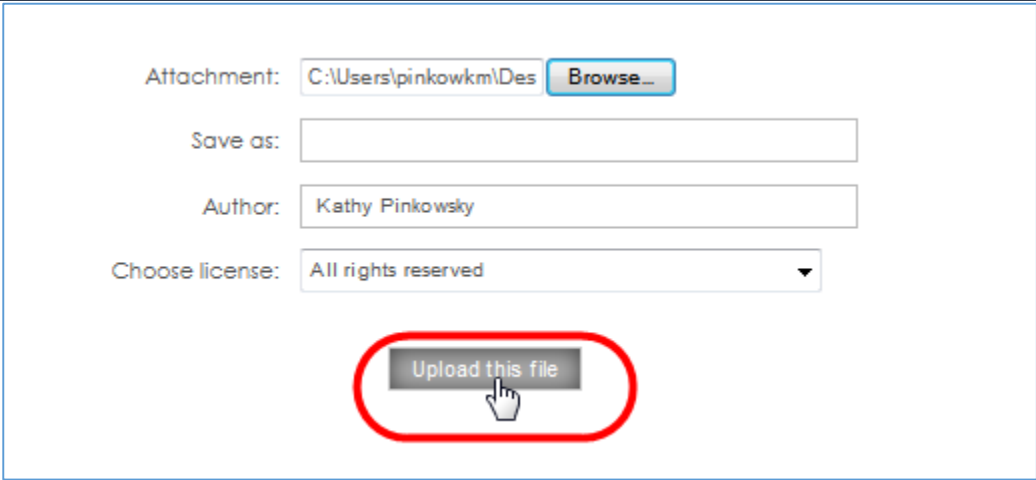
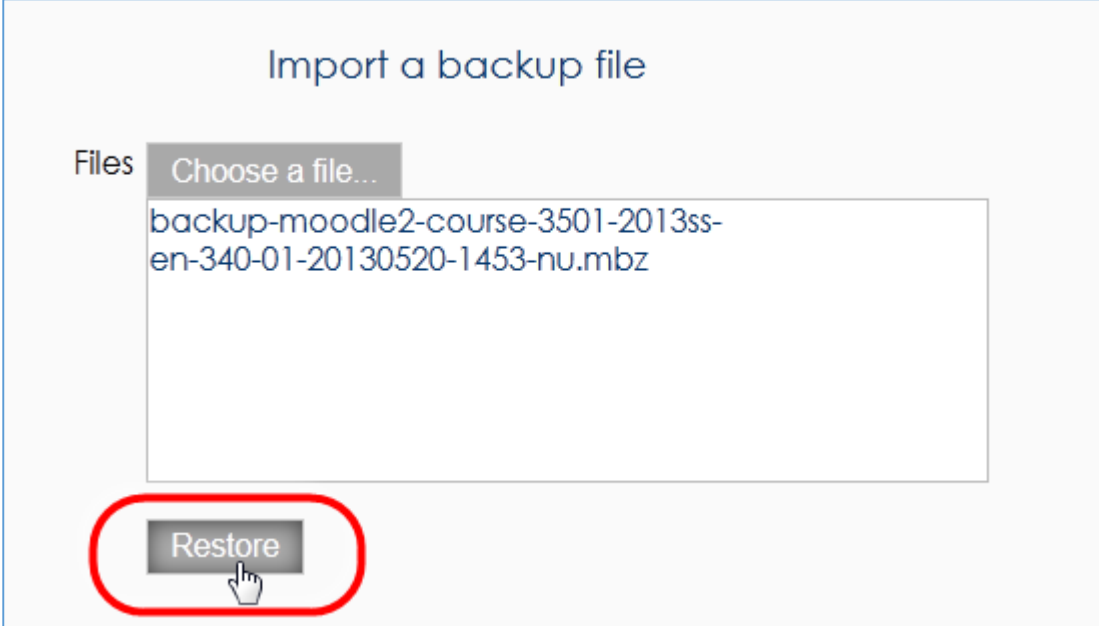
If you previously backed up a copy (.mbz file) of a class, use the following procedure to restore the contents of a class into a new class in Moodle.

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>	

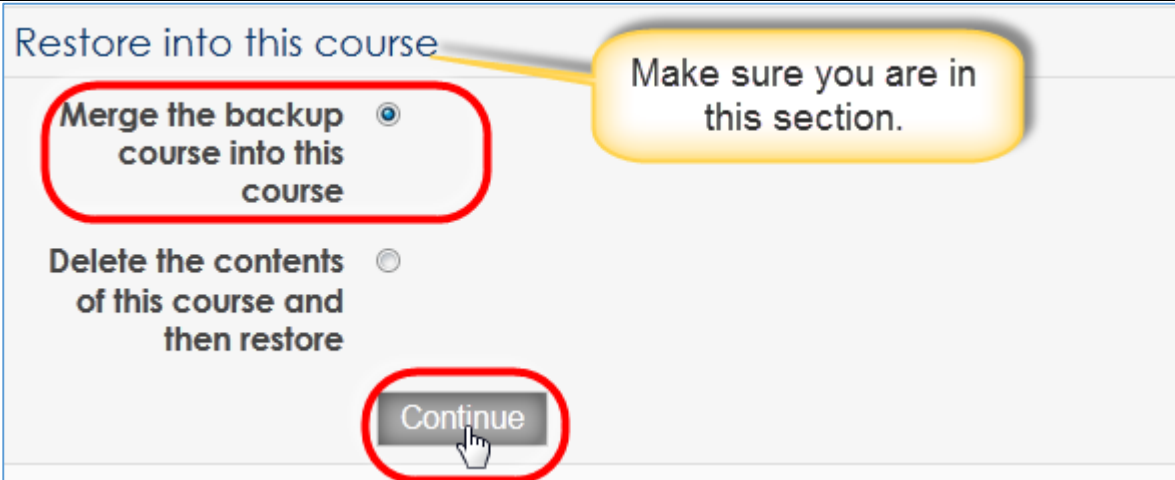
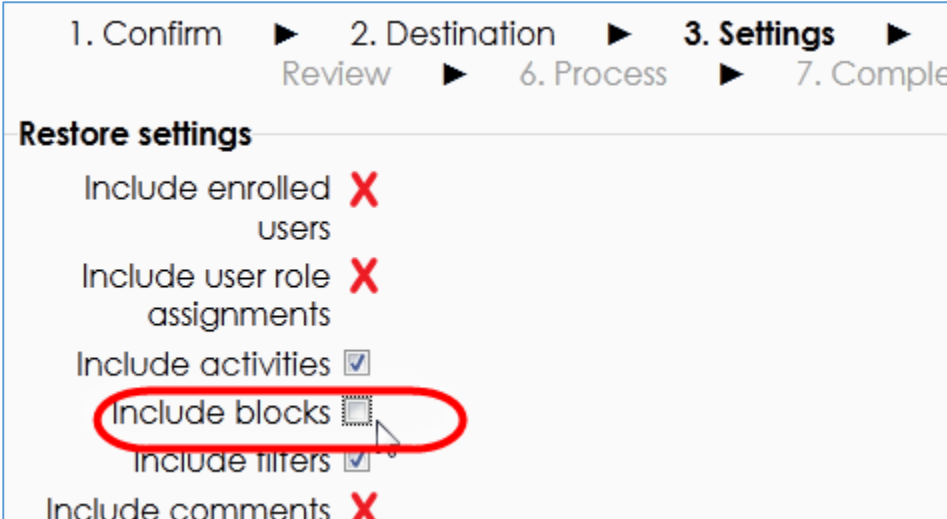
Task	Screen Shot
4. Navigate to a blank course you would like to copy the material into.	
5. Once you are in the blank course, go to the Settings block. 6. Click the Restore link.	

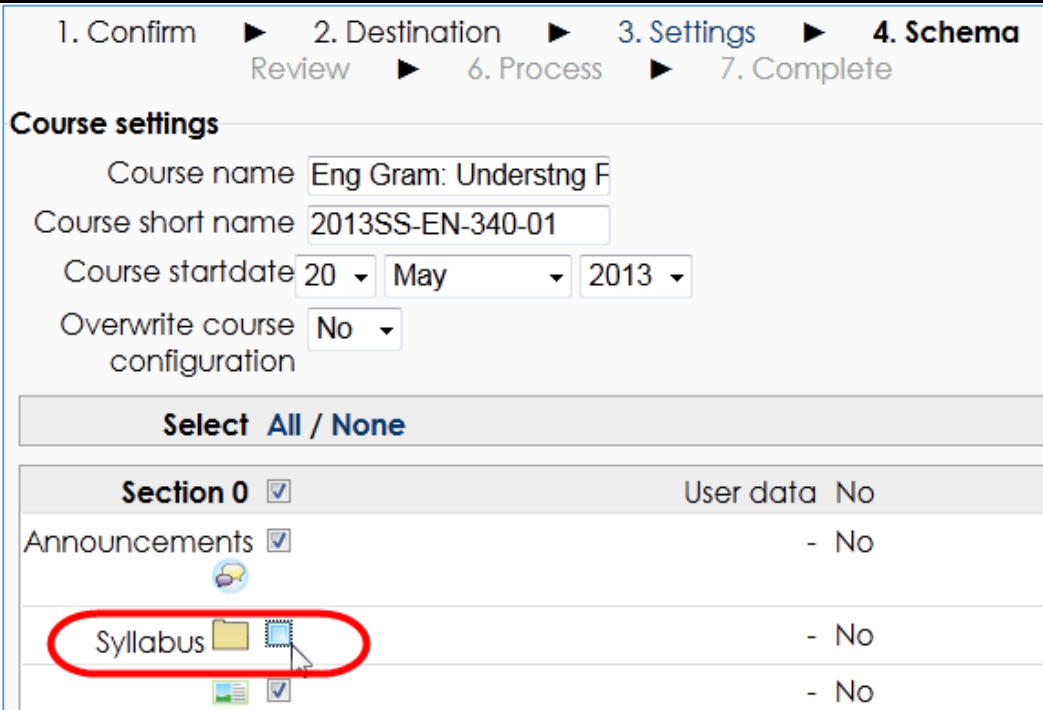
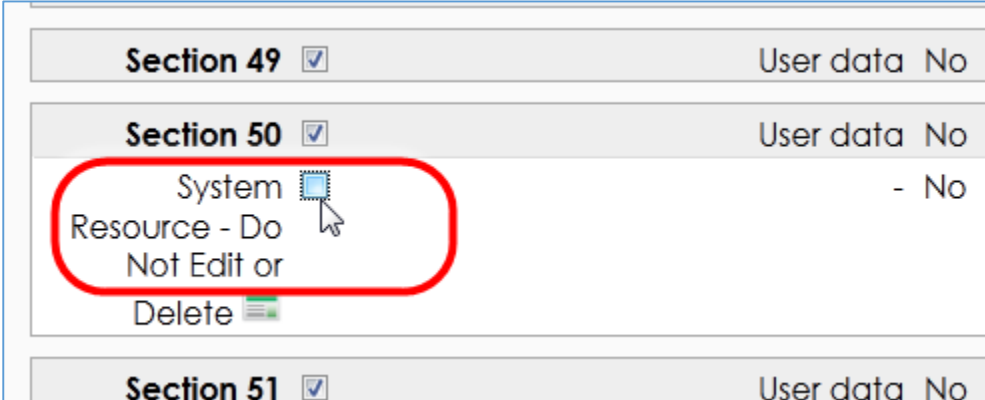
Task	Screen Shot
<p>The Import a Backup File page opens.</p> <p>7. Click the Choose a File tab.</p> <p>Important: Do NOT drag and drop your .mbz file. Dragging and dropping large files often results in errors.</p>	 <p>Import a backup file</p> <p>Files Choose a file...</p> <p>You can drag and drop files here to add them.</p> <p>Restore</p>
<p>8. Make sure Upload a File is selected.</p> <p>9. Click the Browse button.</p>	 <p>File picker</p> <p>Recent files</p> <p>Upload a file</p> <p>Private files</p> <p>URL downloader</p> <p>Attachment: <input type="text"/> Browse...</p> <p>Save as: <input type="text"/></p> <p>Author: Kathy Pinkowsky</p> <p>Choose license: All rights reserved</p> <p>Upload this file</p>

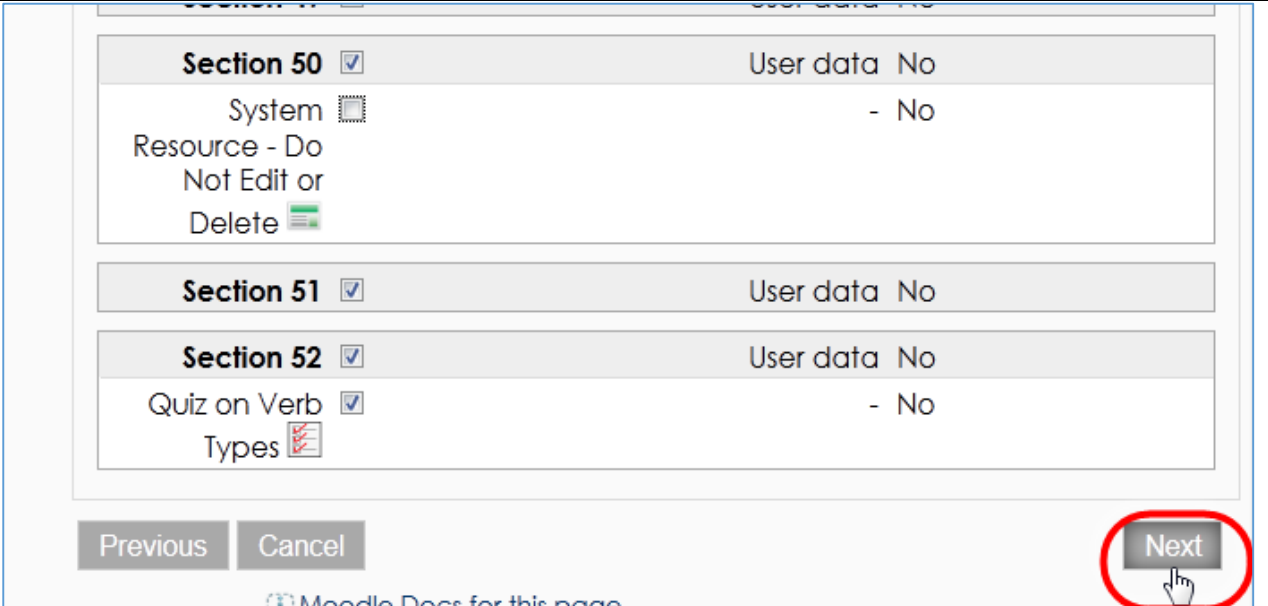
Task	Screen Shot
<p>10. Locate and select the .mbz backup file you saved to your computer.</p> <p>11. Click the Open button.</p>	 <p>The screenshot shows a Windows File Upload dialog box. The current location is 'Desktop'. The file list includes:</p> <ul style="list-style-type: none">backup-moodle2-course-3501-2013ss-en-340-01-20130520-1453-nu.... MBZ File (selected and circled in red)syllabi 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>

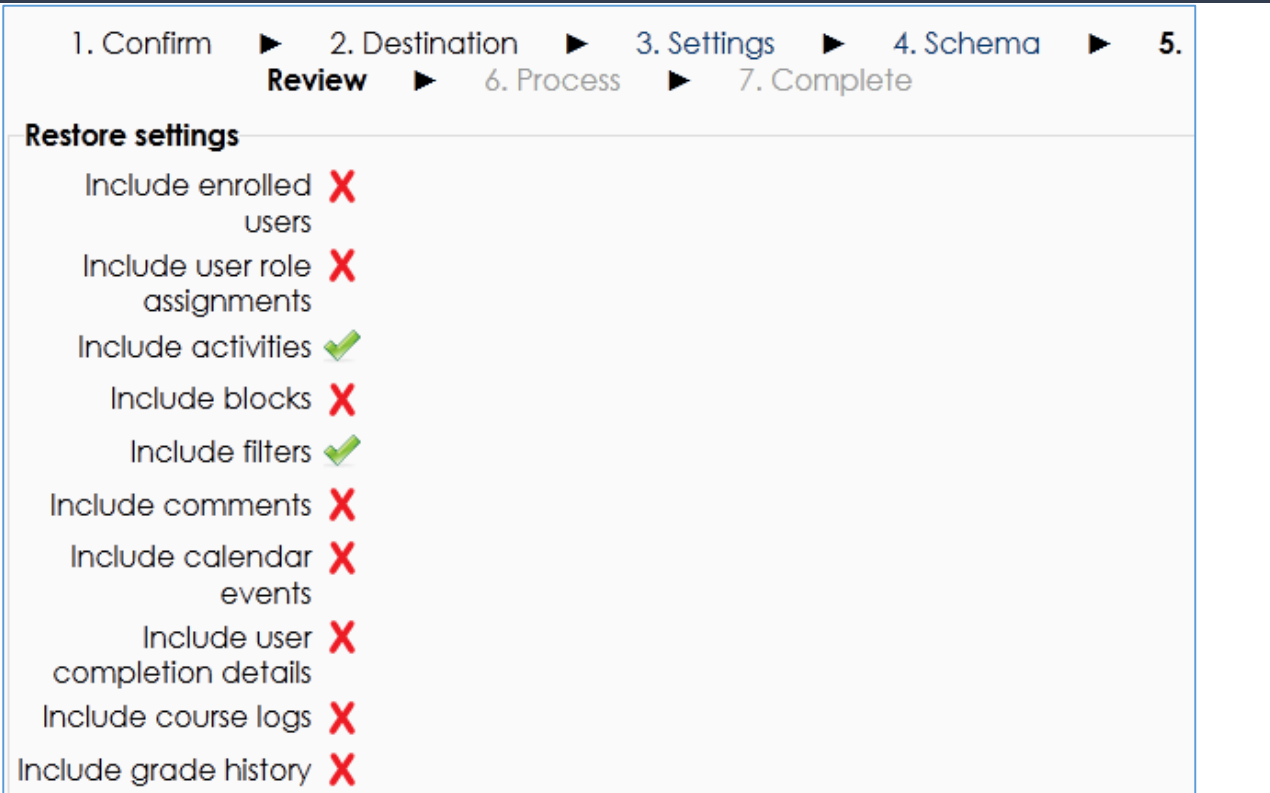
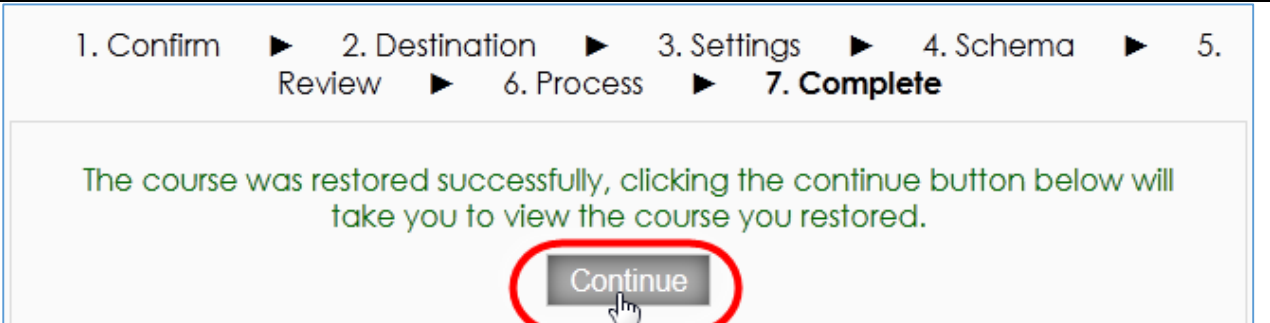
Task	Screen Shot
12. Click the Upload this File button.	
13. Click the Restore button.	


Task	Screen Shot
<p>The Confirm screen appears.</p> <p>14. Scroll down, and click the Continue button.</p>	<p>1. Confirm ▶ 2. Destination Review ▶ 3. Settings ▶ 4. Schema ▶ 5. ▶ 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>15. Locate the Restore into this course section.</p> <p>16. Select “Merge the backup course into this course.”</p> <p>17. 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>Make sure you are in this section.</p>
<p>The Restore Settings screen appears.</p> <p>18. Uncheck Include Blocks.</p> <p>19. 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"/></p> <p>Include user role assignments <input checked="" type="checkbox"/></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"/></p>

Task	Screen Shot												
<p>The Schema page appears.</p> <p>20. Uncheck Syllabus.</p>	 <p>1. Confirm ► 2. Destination ► 3. Settings ► 4. Schema Review ► 6. Process ► 7. Complete</p> <p>Course settings</p> <p>Course name Eng Gram: Understng F Course short name 2013SS-EN-340-01 Course startdate 20 May 2013 Overwrite course configuration No</p> <p>Select All / None</p> <table border="1"> <tr> <td>Section 0 <input checked="" type="checkbox"/></td> <td>User data</td> <td>No</td> </tr> <tr> <td>Announcements <input checked="" type="checkbox"/></td> <td>-</td> <td>No</td> </tr> <tr> <td>Syllabus <input checked="" type="checkbox"/></td> <td>-</td> <td>No</td> </tr> <tr> <td></td> <td>-</td> <td>No</td> </tr> </table>	Section 0 <input checked="" type="checkbox"/>	User data	No	Announcements <input checked="" type="checkbox"/>	-	No	Syllabus <input checked="" type="checkbox"/>	-	No		-	No
Section 0 <input checked="" type="checkbox"/>	User data	No											
Announcements <input checked="" type="checkbox"/>	-	No											
Syllabus <input checked="" type="checkbox"/>	-	No											
	-	No											
<p>21. Scroll down to Section 50.</p> <p>22. Uncheck System Resource – Do Not Edit or Delete.</p>	 <table border="1"> <tr> <td>Section 49 <input checked="" type="checkbox"/></td> <td>User data</td> <td>No</td> </tr> <tr> <td>Section 50 <input checked="" type="checkbox"/></td> <td>User data</td> <td>No</td> </tr> <tr> <td>System Resource - Do Not Edit or Delete <input checked="" type="checkbox"/></td> <td>-</td> <td>No</td> </tr> <tr> <td>Section 51 <input checked="" type="checkbox"/></td> <td>User data</td> <td>No</td> </tr> </table>	Section 49 <input checked="" type="checkbox"/>	User data	No	Section 50 <input checked="" type="checkbox"/>	User data	No	System Resource - Do Not Edit or Delete <input checked="" type="checkbox"/>	-	No	Section 51 <input checked="" type="checkbox"/>	User data	No
Section 49 <input checked="" type="checkbox"/>	User data	No											
Section 50 <input checked="" type="checkbox"/>	User data	No											
System Resource - Do Not Edit or Delete <input checked="" type="checkbox"/>	-	No											
Section 51 <input checked="" type="checkbox"/>	User data	No											

Task	Screen Shot
23. Scroll down, and click the Next button.	 <p>The screenshot shows a Moodle course page with three sections: Section 50, Section 51, and Section 52. Each section has a checkbox and a 'User data' status. Section 50 is checked and has 'User data No'. Section 51 is checked and has 'User data No'. Section 52 is checked and has 'User data No'. Below the sections are buttons for 'Previous', 'Cancel', and 'Next'. The 'Next' button is circled in red, and a mouse cursor is pointing at it. At the bottom, there is a link for 'Moodle Docs for this page'.</p>

Task	Screen Shot
<p>The Review page appears.</p> <p>24. Scroll down, and click the Perform Restore button.</p>	
<p>25. When the Complete page appears, click the Continue button.</p>	

Task	Screen Shot
<p>26. Review your completed course.</p> <p>27. 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' options. The main content area is titled 'Topic list' and features a large green heading: 'Welcome to EN 340: Understanding English Grammar'. Underneath, there are two sub-sections: 'Announcements' and 'Syllabus'. The 'Syllabus' section includes a blue button labeled 'Submit to PSS'.</p>