

Backup and Restore Instructions

First, make sure you know the difference between the **sandbox** server and the **production site** server before starting this process.

The **sandbox** server (<https://cctx-sandbox.mrooms.net/login/index.php>) is where instructors generally work on their courses to create them, make major changes to existing courses, etc. This is a great place to update due dates, etc. before the next semester begins. **Students do not have access** to course shells on the sandbox server.

The **production site** server (<http://cctx.mrooms.net/login/index.php>) is where students access your course. To make your course available to students, you would make a backup of your sandbox course (*if that is where your updated course shell resides*) and restore the backup to the production site. You can always make other changes to the production site course once you have it restored there.

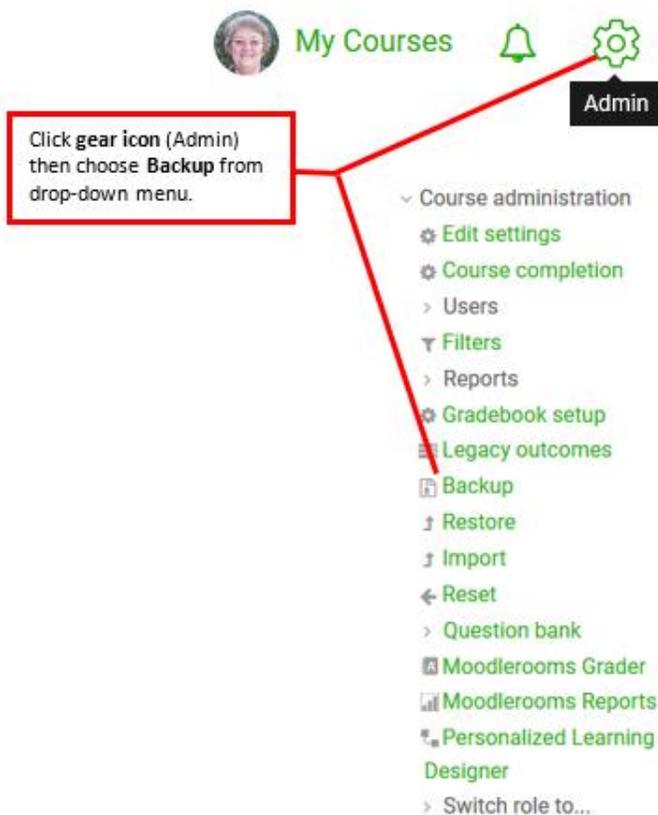
Every step in these instructions is important, so **DO NOT SKIP ANY STEPS!**

Step 1: Log into the course shell you want to back up.

Make sure you log into the **latest updated course shell that has been approved** by the online committee, whether that is on the sandbox server or a previous semester's course shell on the production site.

If you aren't for sure which one to back up, contact [Pam Denney](#).

Step 2: Access the backup process



Step 3: Disable enrolled students and start the backup

This is the first screen you will see after starting the backup process.

1. Initial settings ▶ 2. Schema settings ▶ 3.

Backup settings

- IMS Common Cartridge 1.1
- Include enrolled users

Anonymize user information

- Include user role assignments
- Include activities and resources
- Include blocks
- Include filters
- Include comments

- Include badges
- Include calendar events
- Include user completion details
- Include course logs
- Include grade history
- Include question bank
- Include groups and groupings
- Include custom fields

Personalized Learning Designer S

- Include PLD data

[Jump to final step](#) [Cancel](#) [Next](#)

VERY IMPORTANT
Do not include enrolled users. Disable this choice.

Click **Jump to final step** when backing up the entire course.

Wait until it has backed up 100% of the course.

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

30.28 secs - 16.36%

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

The backup file was successfully created.

Click **Continue**

[Continue](#)

Step 4: Download and save the backup file

At this point the backup file you just created is on the OpenLMS server (Sandbox or Production Site) depending on where the course shell is located. You need to download and save the backup file to your own personal computer or other personal storage device. You can name it something appropriate as long as you leave the .mbz file extension as is.

User private backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-1901-busi1301_denney_pamela_m_sp-18-20180210-0743-nu.mbz	Saturday, February 10, 2018, 7:43 AM	54.3MB	Download	Restore

Manage backup files

Click **Download** beside the backup file to download and save the backup file to your personal computer.

Step 5: Delete the backup file from the OpenLMS server

User private backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-1901-busi1301_denney_pamela_m_sp-18-20180210-0743-nu.mbz	Saturday, February 10, 2018, 7:43 AM	54.3MB	Download	Restore

Manage backup files

When finished saving your backup file, click **Manage backup files** so you can delete the backup file from the OpenLMS server.

Why is this important? The college has only so much file space on the OpenLMS server, so deleting your backup files conserves space for us to use for other purposes.

Files



Files



Click the backup file and choose **Delete** from the prompt that appears.

Save changes

Cancel

When done, click **Save changes**

Step 6: Getting ready to restore the file into your production site course shell

Pamela Denney
Profile - Preferences - Grades - Log out

BUSINESS COMPUTER APPLICATIONS. Denney, Pamela M.
Progress: 5 / 170 3%

BUSINESS PRINCIPLES. Denney, Pamela M. SP-18
Progress: 8 / 183 5%

Hidden courses

Click on the course you want to restore your backup file in.

If you don't see your course, it may be hidden. Click "Hidden courses" to view your hidden courses.

A "hidden course" indicates it is not currently available to students.

Step 7: Make sure upload file size is set to maximum size.

Do not proceed with Step 8 until you do this.

My Courses

Admin

- Course administration
 - Edit settings
 - Course completion
 - Users
 - Filters
 - Reports
 - Gradebook setup
 - Backup
 - Restore
 - Import
 - Reset

In the Admin gear icon select **Edit settings**.

Edit course settings

Course full name
BUSINESS COMPUTER APPLICATIONS. Denney, Pam. Full

Course short name
BCIS1305_PDENNEY_M_

Course category
BCIS

Course
29

Course
24 August 2016 16 54 Enable

At the bottom of the Edit settings window, click **Save and display**

Save and display

Cancel

Visibility Show

Course format

Appearance

Files and uploads

Maximum upload size
Site upload limit (500MB)

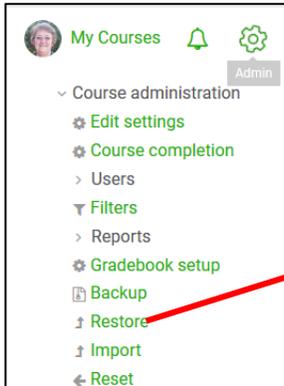
Completion tracking

Groups

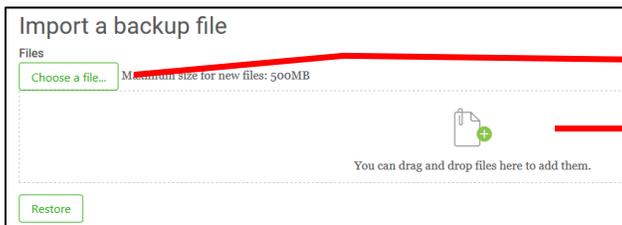
Under **Files and uploads** set the Maximum upload size to **500 MB** if it isn't already.

Step 8: Restore your saved backup file to the production site course shell.

Follow the remaining instructions to actually restore your backup file you saved in Step 4 into the course shell on your production site. Make sure you are in your course shell on the production site to do this.

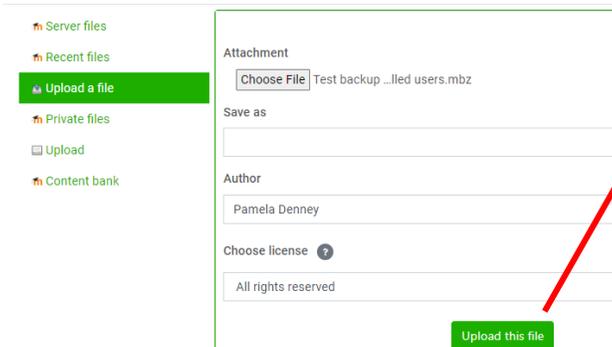


In the Admin gear icon select **Restore**.

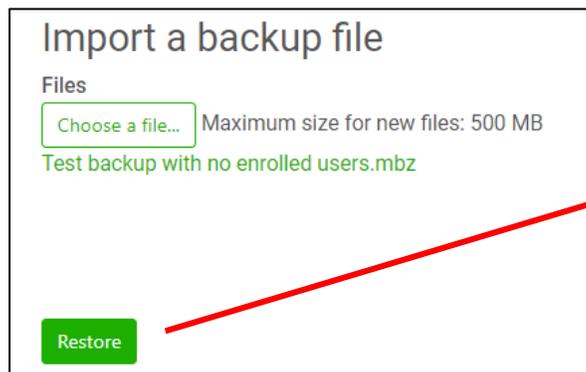


Click to **Choose a file** to find and upload the backup file you saved. See next screen below.

(If you feel comfortable doing so, you can use the drag and drop feature instead.)



When the name of the backup file appears in this window, click to **Upload this file**.



When the name of the backup file appears in this window, click to **Restore**.

There will be several screens to go through before you actually restore the course. See details about each screen on the following pages.

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

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	Tuesday, February 13, 2018, 11:26 AM
Moodle version	3.3.3 (Build: 20171113) [2017051503]
Backup version	3.3 [2017051500]
URL of backup	http://cctx.mrooms.net [1d68a23e941484c7773746eb355d31de]

Continue

Scroll to the bottom of the **Confirm screen** and click the **Continue** button.

Restore into this course

Merge the backup course into this course

Delete the contents of this course and then restore

Continue

On the Destination screen, choose to **Delete the contents of this course and then restore** under the **Restore into this course** section, then click **Continue**.

Restore settings

Include enrolled users

Include enrolment methods

Yes, but only if users are included

On the **Settings screen**, there are many more choices than shown here. **DO NOT make any changes.** (The "Include enrolled users could be enabled or not, depending on whether CAMS has already added your new students.) Then scroll to the bottom and click **Next**.

1. Confirm ► 2. Destination ► 3. Settings ► 4. **Schema** ►

Course settings

Overwrite course configuration

No

On the **Schema screen**, make no changes unless there are activities or sections you do not want restored, then scroll to the bottom of the screen and click **Next**.

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review

Restore settings

Include enrolled users
✓

Include enrolment methods
Yes, but only if users are included

On the **Review screen**, there should be no changes to make. Scroll to the bottom and click **Perform restore**.

164.15 secs - 21.82%

On the **Process screen** a sliding scale will show you when the restore is completed. When it is, click **Continue** to open your course.

Step 9: Keep course hidden from students until the beginning of the semester.

Clarendon COLLEGE

Home / My courses / SnapDesign

New Moodle Snap Design

My Courses [Profile] [Gear]

Change cover image

CONTENTS

Introduction

1. Learn about Snap design theme

2. Make these changes to your course
Progress: 2 / 6

Click Admin **gear icon**

When Course administration list appears, choose **Edit settings**

- ▼ Course administration
 - ⚙ Edit settings
 - ⚙ Course completion
 - ▶ Users

Change Visibility to **Hide**.

Edit course settings

Course full name
BUSINESS PRINCIPLES. Denney, Pamela M. SP-18

Course short name
BUSI1301_Denney, Pamela I

Visibility **Hide**

Course format ▼

Appearance ▼

Save and display

After making the change, click **Save and display** at the bottom of the screen.

Step 10: Make other needed changes in your course shell on the production site

Make other needed changes. There are some features (such as Turnitin or other external resources) that can only be added on the production site.