

We are moving to a new instance of [Moodle](#) for 2019!

Instructions on how to **Backup** your course on Learn, **Download** it to your computer and then **Upload** and **Restore** the backup on <https://moodle.ukzn.ac.za>

(PLEASE NOTE: YOU HAVE TO BE A TEACHER ON THE NEW SITE BEFORE YOU CAN BACKUP & RESTORE)

Please use Chrome, Firefox or Safari when working in Moodle for the best User Experience

Enter your old course on <https://learn.ukzn.ac.za> and scroll down to click **Backup** in the **Administration** block (This can only be done when you are on the course page).

The screenshot displays the Moodle course administration interface. On the left, there is a sidebar with two main sections: 'NAVIGATION' and 'ADMINISTRATION'. The 'ADMINISTRATION' section is expanded, showing a list of options. The 'Backup' option, represented by a floppy disk icon, is highlighted with a yellow background and a mouse cursor. Other options in the 'ADMINISTRATION' section include 'Course administration', 'Edit settings', 'Turn editing on', 'Users', 'Filters', 'Reports', 'Gradebook setup', 'Outcomes', 'Badges', 'Restore', 'Import', 'Reset', and 'Question bank'. The main content area on the right shows a list of course files. The first section is titled '10 January - 16 January' and contains two items: 'Cell Turnover' and 'Cell Injury and Death', both uploaded on 10/01/19. The second section is titled '17 January - 23 January' and contains a list of 'Clinical skills' related documents, including 'Clinical skills', 'Clinical skills Theme 2.1 - Respiratory History taking', 'Clinical skills - An approach to General Examination', 'Clinical skills - Airway management and Asthma adjuncts', 'Clinical skills - Airway management', and 'Clinical skills - Introduction to Chest X-rays', all uploaded on 14/01/19.

Choose whether you want to include the legacy blocks and filters in the course on the new site (my preference is not to, and to add and arrange as you see fit, from scratch, on the new site).

Backup course: 2019|CMED2CR|M|1

[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 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 user completion details ☐

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

[Cancel](#)

Click **Next**.

Deselect **Announcements** and **QPA Questionnaires** then click **Next** (This will ensure that you don't take old Announcements & the old QPA Evaluation to the new site).

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

Include:

Select All / None (Show type options)

General ☐

User data ☐

Announcements ☐

- ☐

10 January - 16 January ☒

User data ☐

Cell Turnover ☒

- ☐

Cell Injury and Death ☒

- ☐

Include grade history ☐

Include question bank ☒

Include groups and groupings ☒

Included items:

General ☐

User data ☐

Announcements ☐

- ☐

Previous

Perform backup

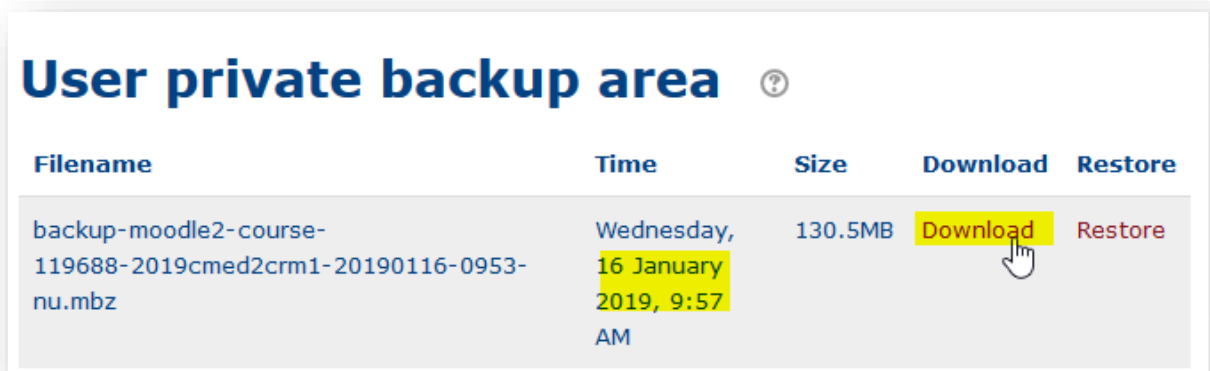
Cancel

User data ☐

- ☐

Click **Perform backup**. Wait for the backup to complete, click **Continue**.

Download the just created backup in the **User private backup area** (Please check the date & time to verify that you are indeed selecting the correct file).

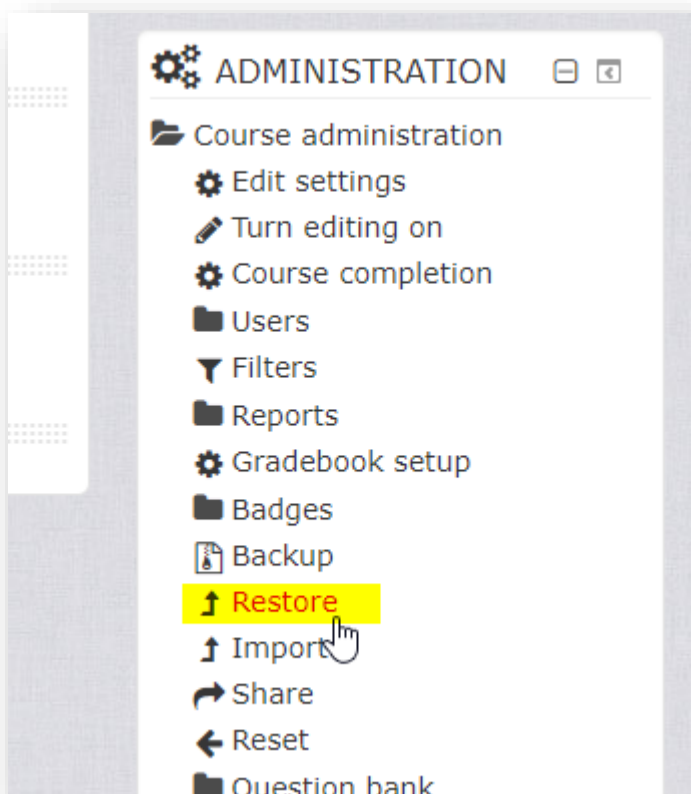


Filename	Time	Size	Download	Restore
backup-moodle2-course-119688-2019cmed2crm1-20190116-0953-nu.mbz	Wednesday, 16 January 2019, 9:57 AM	130.5MB	Download	Restore

Login to the new Moodle <https://moodle.ukzn.ac.za/login> and enter your course

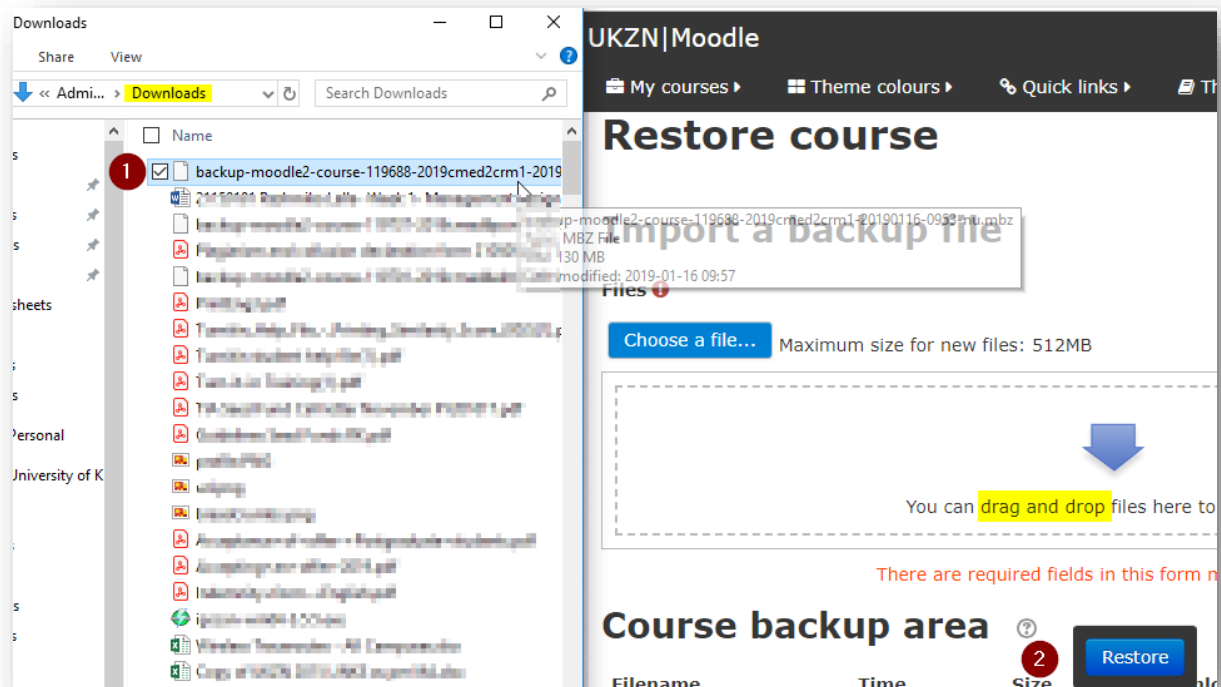
(If you do not see your course code, it's possible you have not made yourself a Teacher on the new site. Please refer to the Help Guide on How to Make yourself a Teacher)

Scroll down to the **Administration** block and click on **Restore**.



On your computer, open Windows Explorer and locate your recently downloaded backup file.

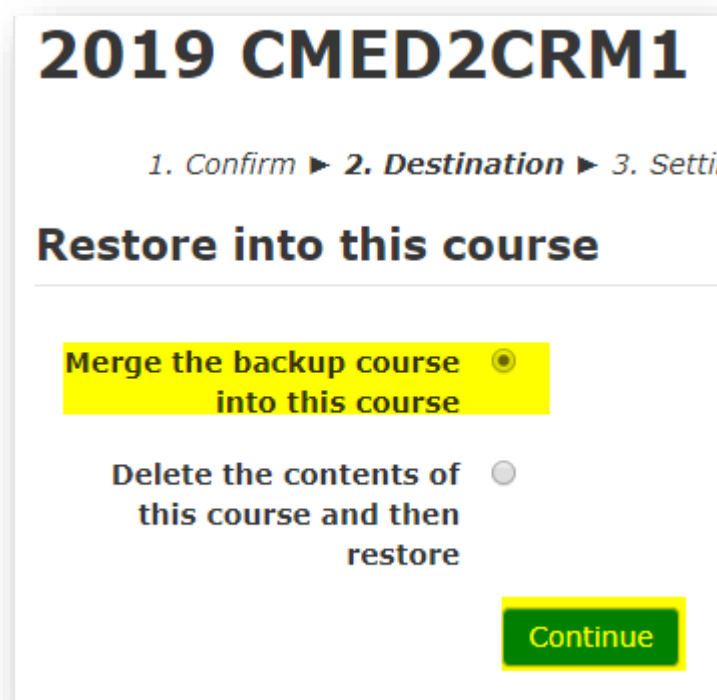
Drag and drop your backup file into the new course restore area (If the drag & drop is not working, please ensure you using Chrome, Firefox or Safari to use this functionality)



Once uploaded, click on **Restore**.

Scroll to the bottom of the page and click **Continue**.

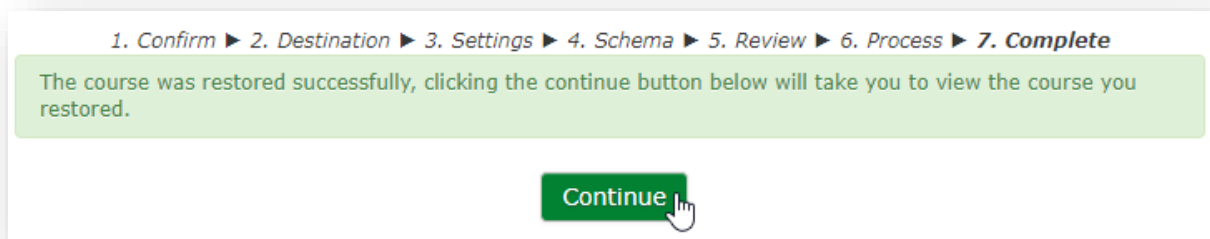
Select **Merge the backup into this course** and click **Continue**.



Click **Next**.

Leave **Overwrite course configuration** set to **No** and click **Next**.

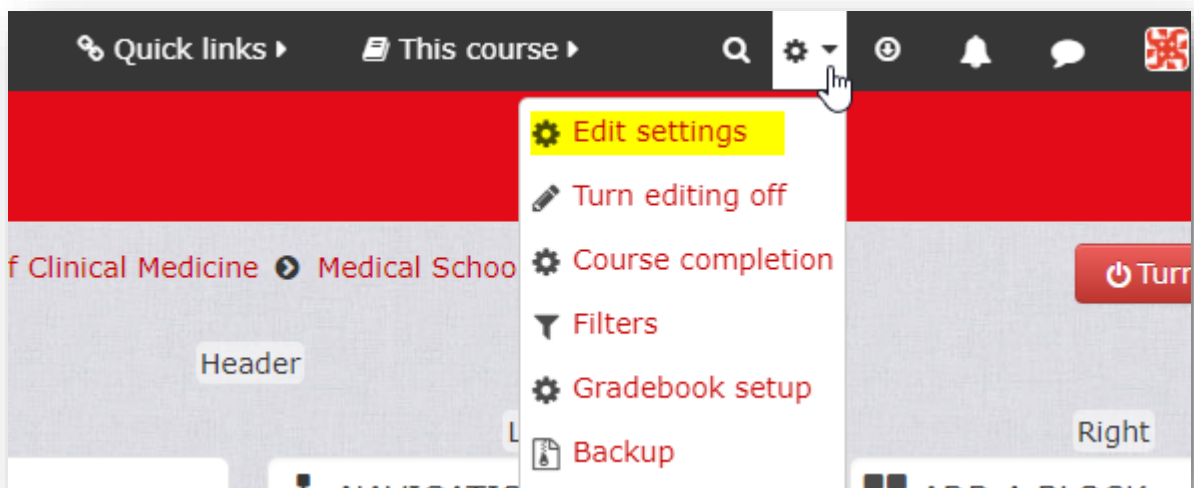
Click **Perform Restore**.



Click **Continue**.

Congratulations! You have Backed up and Restored your course ☺

*Please note: Courses are hidden from students by default. You will need to edit your **Course settings** to **Show** the course before students can access it.*



Course category ⓘ

College Of Health Sciences / School Of Clinical Medicine / Medical School

Course visibility ⓘ

Hide ▼

Hide

Show

Start date ⓘ

11 ▼

December ▼

2018 ▼

Save and display

Cancel