Course Setup – 3.2 - Backup/Restore Courses from a Previous Academic Year

Why Do This

To save time each time you teach the same course, or to share course design and materials among instructors, you can transfer content from an "old" Cougar Course into a new semester course.

- To move content from a course in **AY 15/16 and earlier years**, to a course in a new academic year**,** you need to use the backup and restore process described below.
- If you are reusing a course from AY 2017/17 for example Fall 2017 to Fall 2018, you should use the document: "Importing Courses."

The backup and restore process has three main steps: 1) first **backup** your *old course*, 2) **download and save** the backup file to your computer, then 3) go to your *new course* and **restore** the backup file into your course.

## Step 1: Create a Backup file of your "old" course

1. Go to the Previous Courses tab in the menu bar of Cougar Courses. Select the academic year archive that contains your "old" course. The link should open in a new window.

2. Log onto the "old" course that contains the content you want to re-use.

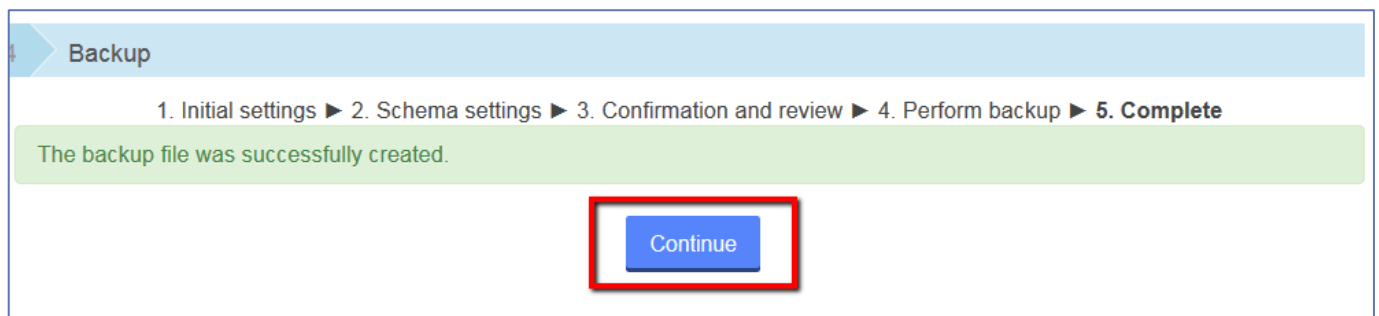3. Click on the **Backup** link in the *Administration* block.
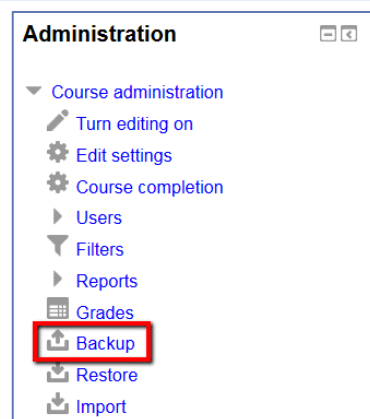
4. In Backup settings screen, click **Next** button.
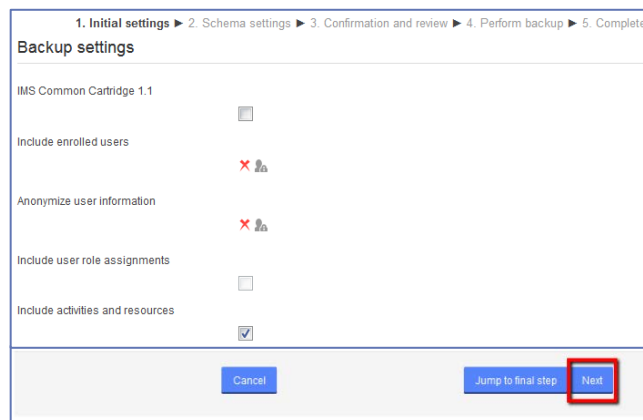
5. This will open the *Schema settings* window. By default everything is selected for backup.

    a. Uncheck the News Forum/Announcements.

    b. Uncheck all TurnItIn assignments and any other items or entire categories you want to exclude from your new course. Including your Turnitin assignments in the backup will cause the restore to fail.

    c. If you are reusing just a few items, select **None** at the top of the list, then check both the topic name (bold text) and the item(s) within that topic you want to restore.
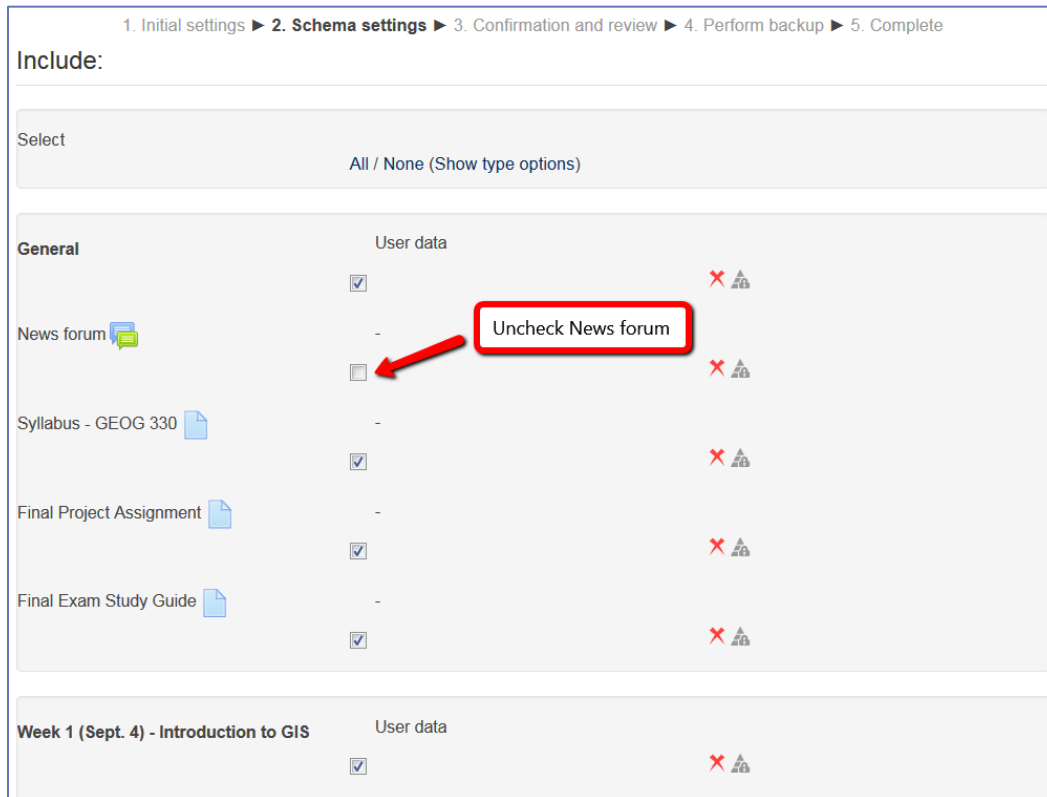

6. Scroll to the bottom and click **Next**.

7. Scroll to the bottom of the *Confirmation and review* screen and select **Perform backup**.

8. After "Backup file was successfully completed" message displays, click **Continue.**
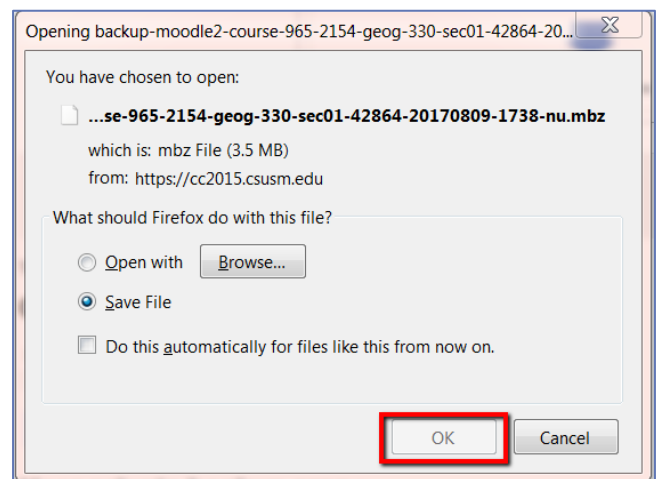
9.   After clicking "Continue," you will be taken to an "Import a backup file" page that includes the backup file that needs to be downloaded.

10.   Look for the time stamp of the backup file you just created.

11.   Click the **Download** link for the backup file.
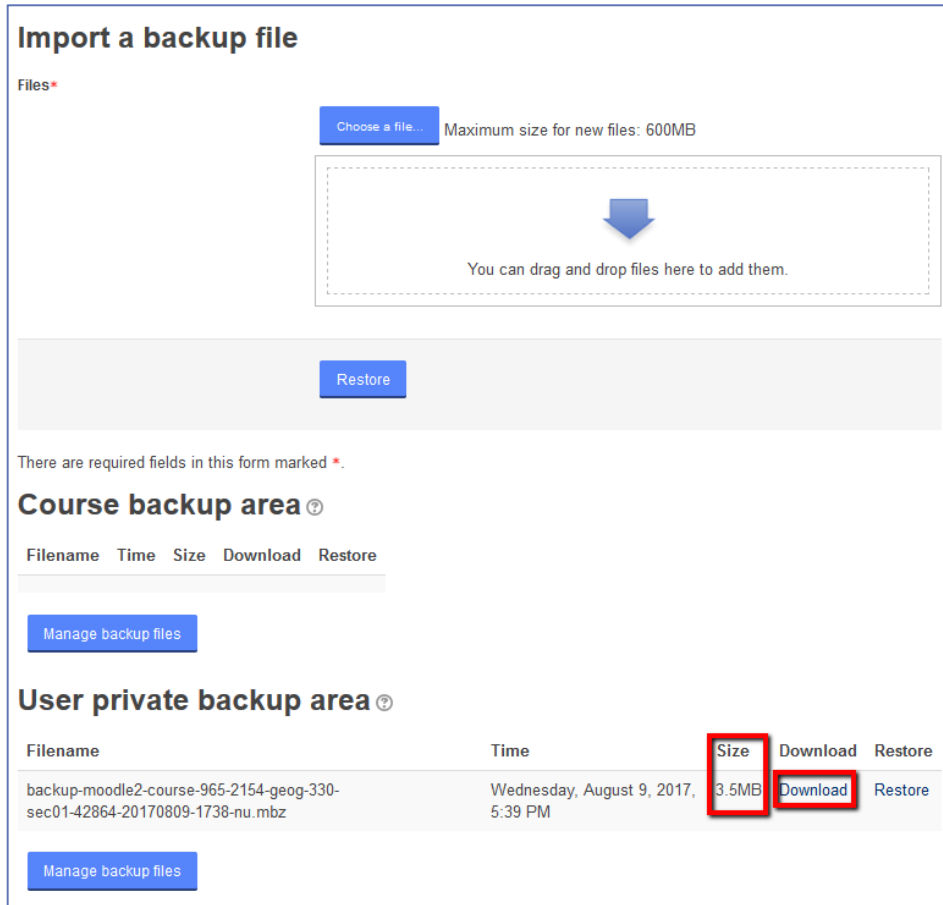

12.   Depending on your browser, you will either be prompted to select a location on your computer where the file will be saved, or it will be automatically saved in your **Downloads**.

13.   If the popup window appears, select **Save File** and click **OK**. Note the name of your zip file.

Do not try to Open the file, as your computer will not be able to read this file.
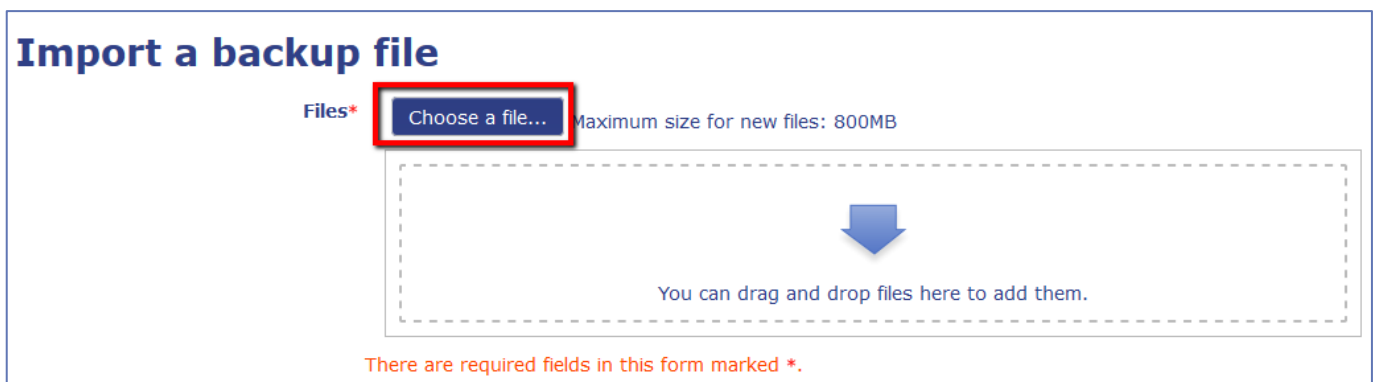
Step 3: Restore the backup file into your new course.

ADMINISTRATION

- Course administration
  - Edit settings
  - Turn editing on
  - Course completion
  - Users
  - Filters
  - Reports
  - Gradebook setup
  - Badges
  - Backup
  - **Restore**
  - Import
  - Reset

14. Return to the current semester of Cougar Courses and locate your **new course.**

15. In your new course *Administration* block, click on **RESTORE**, (not Import).
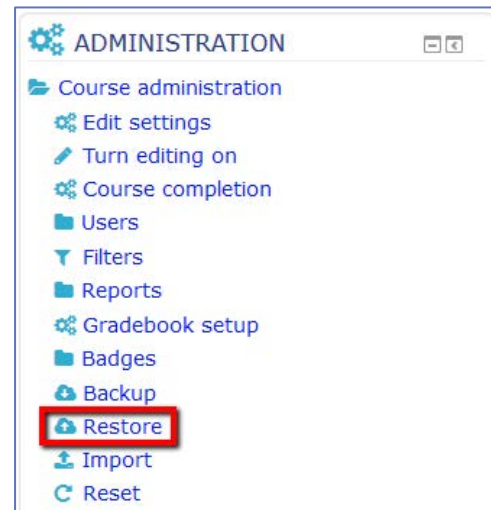
16. In the *Import a backup file* window, click on **Choose a file** to browse for the backup file you downloaded, or drag and drop the backup file directly into the dash-lined box.

Import a backup file

Files*   Choose a file...   Maximum size for new files: 800MB

You can drag and drop files here to add them.

There are required fields in this form marked *.

17. When backup file name appears in Import window, click **Restore** button.

Import a backup file

Files* Choose a file... Maximum size for new files: 800MB

backup-moodle2-course-965-2154-geog-330-sec01-42864-20170809-1738-nu.mbz

There are required fields in this form marked *.

Course Restore

18. In Backup details window, scroll down and click **Continue** button.

19. In *Destination* window, make sure "**Merge the backup course into this course**" is selected and click **Continue** button.

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

Restore into this course

Merge the backup course into this course ●

Delete the contents of this course and then restore ○

Continue

20. In *Restore settings* page, scroll to the bottom and click **Next** button.

21. In *Schema (Course settings)* page, scroll to bottom and click **Next** button.

   Warnings: **DO NOT change the course name, short name or change the** "Overwrite course configuration" to YES.

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

Course settings

Course name Fall 2015 GEOG 330 (01) 42864 Allen Risley

Course short name 2154-GEOG-330-SEC01-42864

Course start date Wednesday, May 27, 2015, 12:00 AM

Overwrite course configuration No ▾

Previous Cancel Next

22. In *Review* page, scroll to bottom and click **Perform restore** button.

23. After "The course was restored successfully" message appears, click **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