

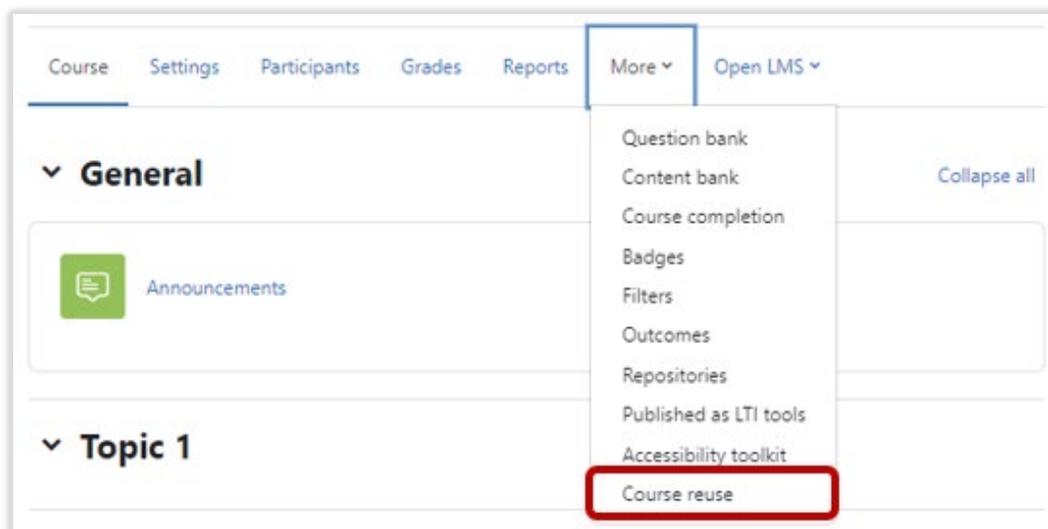


## IMPORTING OR RESTORING A COURSE

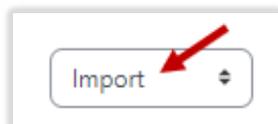
If you want to reuse a previously created course shell, you can do so one of two ways: You can either **Import** the old course to the new shell or you can **Restore** the course from a previously created back-up of that course. You must be the owner of the old course in order to do the import/restore; if you need to import a shell belonging to another faculty member, contact [eLearning](#) and copy the instructor on that email so that they can grant permission.

### Importing a Course

Begin in the new course. From course's main horizontal menu, click on **More** and select **Course reuse**.



Moodle defaults the Course reuse selection to **Import**; just make sure that Import is selected in the dropdown menu on the upper-left.



Scroll to the bottom and search for the course you wish to import. The best way to search is by the course's CRN; if you don't have the CRN, the course number will work but return more results.



Select the radio button for the course shell that you wish to import then click **Continue**.

Course short name

EDU 382 FTI 2023303223

2023303223 Search

Continue

You will be presented with a series of screens about the import process. Check the settings as you go, but generally, you will just need to click **Next**. On the final screen, when you reach the last page, click the **Perform import** button.

Previous Cancel Perform import

When the process has completed, click **Continue**. You may need to clean up the course some, such as deleting unwanted topics/sections.

### Restoring a Course

If you have a previously created [a back-up of a course](#), you can restore that back-up into the new shell. From the Course reuse dropdown menu, select **Restore**.

Restore

First, you need to select a back-up file to restore. You have two options for doing so:

1. If it's a back-up file you've stored on your computer, you can "choose a file" or "drag and drop" that file into Moodle. Then, click the **Restore** button.
2. If it's a back-up file you've made recently on Moodle, simply click the **Restore** link next to the file's name.

Files

Choose a file...

1

You can drag and drop files here to add them.

Restore

User private backup area				
Filename	Time	Size	Download	Restore
BackupWithOUTstudentdata.mbz	Thursday, April 27, 2023, 11:40 AM	55.9 MB	Download	Restore

2

### A Course Backup File without Student Data

Scroll through the first page and click **Continue**. On the second page, scroll down to the **Restore into this course** section. Select **Delete the contents of this course and then restore**. Click **Continue**.

### Restore into this course

Merge the backup course into this course

Delete the contents of this course and then restore  

[Continue](#)

On the **Restore settings** page, make sure that all of the settings you want copied over are selected. Click **Next**.

On the **Course settings** page, make sure that **Keep current roles and enrollments** is set to **Yes**; otherwise, you and your students will not be able to see anything in the course. Click **Next**.

### Course settings

Overwrite course configuration

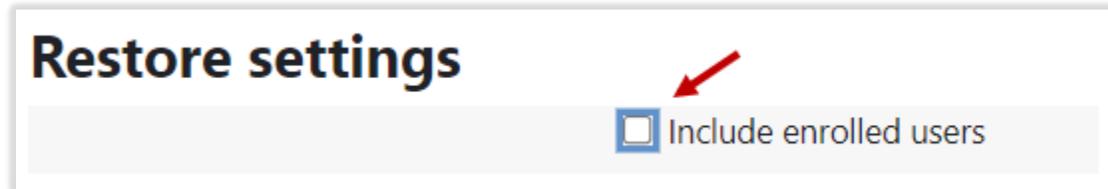
Course short name  Overwrite

Keep current roles and enrollments

On the final page, double check all settings then click **Perform restore**.

### IMPORTANT: A Course Backup File with Student Data

If you're working from a back-up file that includes enrollments and student data, you must not include that information when restoring the course. On the **Restore settings** page, make sure to uncheck the box for **Include enrolled users**. Other than this one important change, proceed as you would in restoring a back-up file that does not include student data.



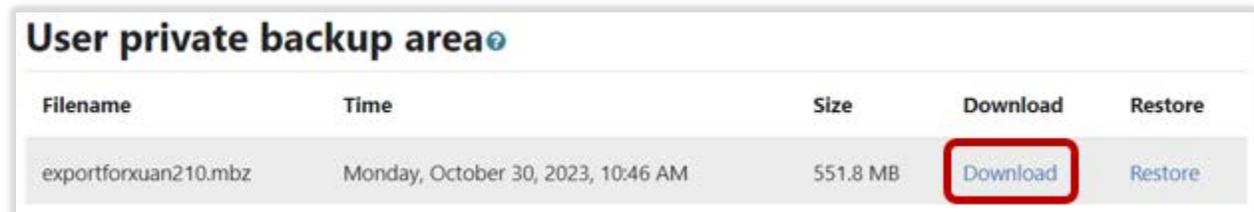
### Downloading and Deleting Backup Files from Moodle

Moodle backup files take up a great deal of UMW's allotted server space; therefore, it's important to backup and delete unneeded backup files.

From course's main horizontal menu, click on **More** and select **Course reuse**. From the Course reuse dropdown menu, select **Restore**. Scroll down to seek the "backup areas."

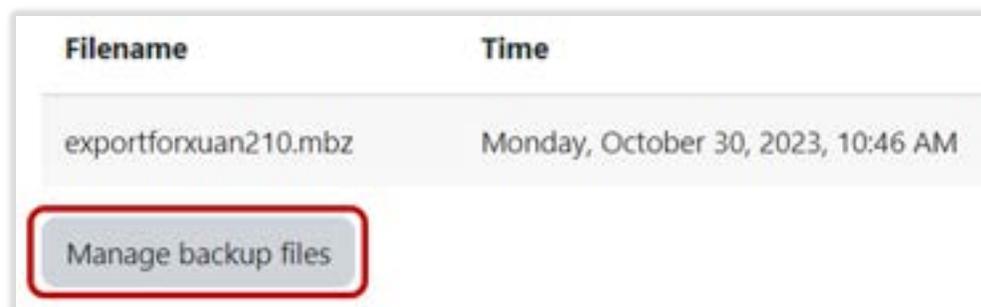
### Saving a File to Your Computer

To keep a copy of a Moodle backup file, click on **Download** in the file's information row and save it to your computer. Navigate to the folder where you wish to store the file and click **Save** in the dialogue window.



### Deleting Unnecessary Backup Files from Moodle

To delete unneeded file, click on the **Manage backup file** button that's *below* the files you wish to delete.



In the **Manage backup files** area, do all of the following:

1. Tick the boxes to select the files you wish to delete.
2. Click the **Delete** (trash can) icon.
3. Click the **Save changes** button; if you forget to click this button, Moodle will not delete the files.

**Manage backup files**

Files Maximum size for new files: Unlimited

Files

<input checked="" type="checkbox"/>	Name	Last modified	Size	Type
<input checked="" type="checkbox"/>	 exportforxuan210.mbz	10/30/23, 10:46	551.8 MB	Moodle backup

Save changes

If you need assistance, please contact eLearning at [elarning@umwestern.edu](mailto:elarning@umwestern.edu).