

Backing up and Restoring Courses

To accommodate the registration automation and allow annual archiving, a year-end roll-over is required. The procedure, outlined below, involves three steps:

- registering a new course for the coming year
- backing up the old course
- restoring the previous course to the new course

Step 1: Create/request a new course

The year-end roll over required that a new course is for the coming year is created first.

http://learning.ukzn.ac.za/file.php/1/Requesting_Courses_on_Learning8.pdf

Step2: Backing up an old course

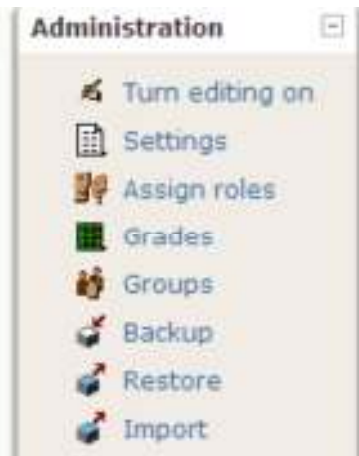
Using your web browser go to <http://learning.ukzn.ac.za/>

Login (top right hand corner of the screen).

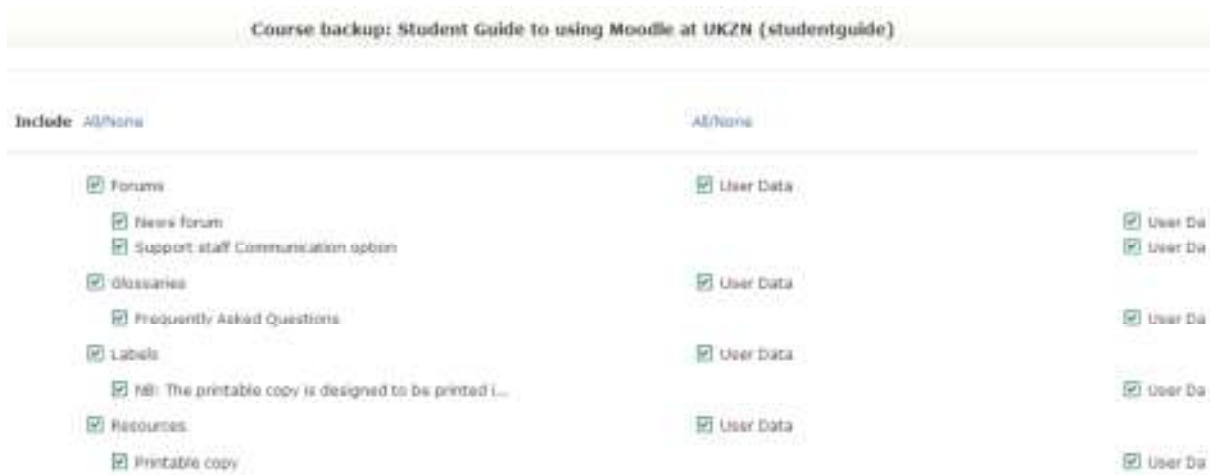
Click on “Show My Courses”.

Select the course you wish to backup.

Once the course has loaded, go to the Administration block and select “Backup”.



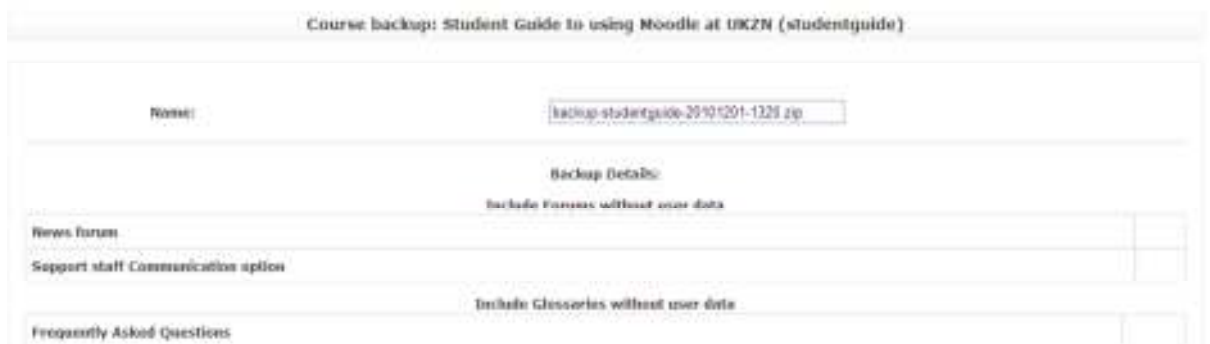
A screen similar to the illustration below should then display:



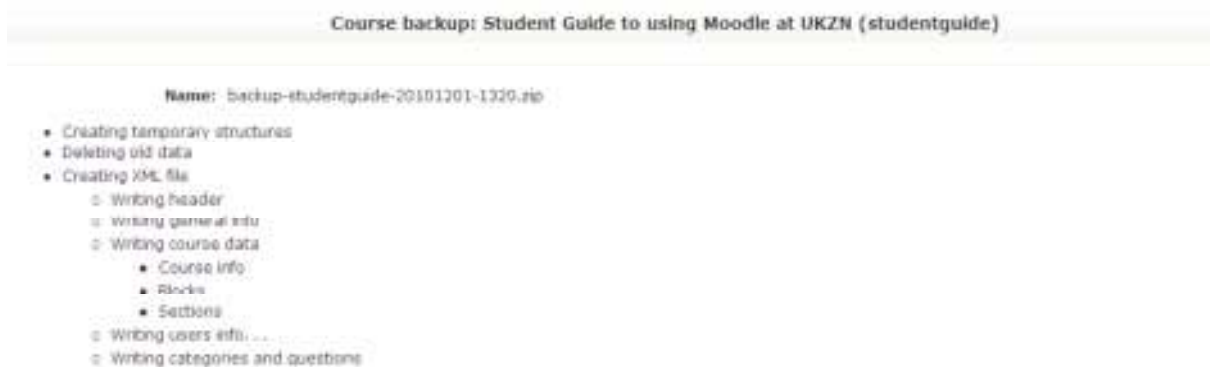
At the top of the left column click on ‘All’ for courses activities and resources and ‘None’ for User Data on the right. Scroll to the bottom of the page and select continue. (If you have not made use of Activities in your course you will not see an option for User Data)

Very Important: If the module you are backing up has Turnitin activities, make sure as these are not selected as restoring them into the new course will create complications in the use of them.

A new screen will open showing you what will be backed up, similar to the illustration below:



Scroll to the bottom of the page and click on Continue. A new screen will display a list of all items that have been backed-up.



At the bottom of the screen it should state “Backup completed successfully”.

Click on “Continue”. Moodle will now display all the files in your course’s “backup” folder.

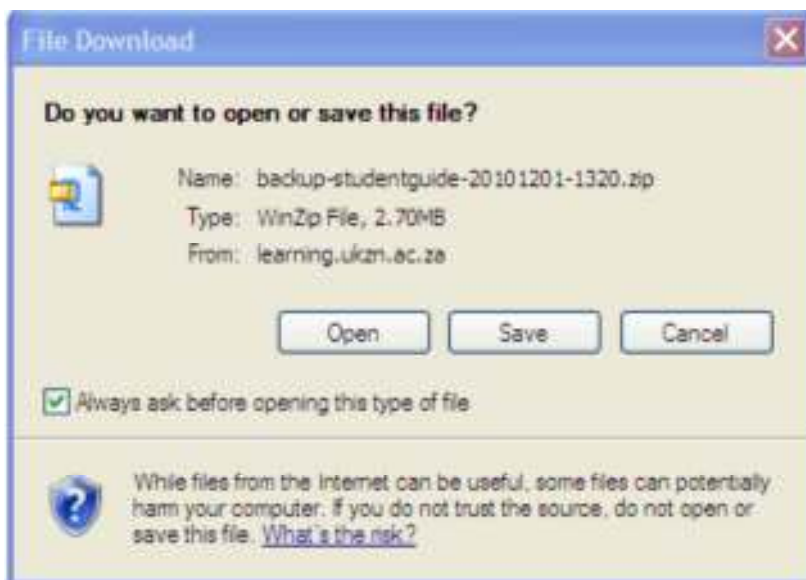
	Name	Size	Modified	Action
	Parent folder			
<input type="checkbox"/>	backup-studentguide-20100112-1231.zip	669.1KB	15 February 2010, 06:28 PM	Unzip List Restore Rename
<input type="checkbox"/>	backup-studentguide-20100203-1045.zip	2.6MB	15 February 2010, 06:28 PM	Unzip List Restore Rename
<input type="checkbox"/>	backup-studentguide-20101201-1320.zip	2.7MB	1 December 2010, 01:23 PM	Unzip List Restore Rename
<input type="checkbox"/>	restorelog.html	108 bytes	15 February 2010, 06:28 PM	Edit Rename

With chosen files:

Note the backup file is a zipped file named with the course name and the date of backup.

Tip: It is a good idea to make regular backups of your courses and save them to your hard drive. To do this, take the following steps:

Click on the name of the file. The “file download” screen will be displayed.



Click on “Save”. Save it to a logical folder on your hard drive.

Step 3: Restore the course to the newly created course

To restore the backup to your newly created course, navigate to your old course backup file.

	Name	Size	Modified	Action
	Parent folder			
<input type="checkbox"/>	backup-studentguide-20100112-1231.zip	669.1KB	15 February 2010, 06:28 PM	Unzip List Restore Rename
<input type="checkbox"/>	backup-studentguide-20100203-1045.zip	2.6MB	15 February 2010, 06:28 PM	Unzip List Restore Rename
<input type="checkbox"/>	backup-studentguide-20101201-1320.zip	2.7MB	1 December 2010, 01:23 PM	Unzip List Restore Rename
<input type="checkbox"/>	restorelog.html	108 bytes	15 February 2010, 06:28 PM	Edit Rename

With chosen files:

Click on “Restore” next to the file name. The following screen will be displayed:

You are about to start the restore process for:

backup-studentguide-20101201-1320.zip

Later in this process you will have a choice of adding this backup to an existing course or creating a completely new course.

Do you want to continue?

Click on “Yes” to continue.

A screen similar to the one depicted below should be displayed:

Course restore: backup-studentguide-20101201-1320.zip

- Creating temporary structures
- Deleting old data
- Copying zip file
- Unzipping backup
- Checking for BlackBoard export
- Checking backup
- Reading info from backup

Course:

Name:	Student Guide to using Moodle at UKZN (studentguide)
Summary:	This is a student guide to using Moodle @ UKZN. You may use a guest login to view the site, or login with the enrolment key "guide".

Backup:

Scroll down to the bottom of the page and click on “Continue”.

Course restore: backup-studentguide-20101201-1320.zip

Restore to:

Category:

Short name:

Full name:

Course start date:

Change “New Course” to “Existing course, deleting it first”

Restore to:

- Current course, deleting it first
- Current course, adding data to it
- New course
- Existing course, deleting it first**
- Existing course, adding data to it

Scroll down to the bottom of the screen and click on “Continue”.

A list of courses for which you have editing teacher rights will be displayed. If your new course is not displayed, go back to Step 1: Requesting a new course.

Choose a course

2010 DIGT8CSH1 M CW Dissert Digital Media Subseq Yr (2010[DIGT8CS][HA]1)
Student Guide to using Moodle at UKZN (studentguide)
Student Guide 2011 (11512PWHHE_Str_guide)

Your new course is likely to be “greyed” out as it is not yet available to students.

Click on the name of the course to which the information should be restored. **Please ensure that you are restoring to the relevant NEW course.**

The following screen will be displayed

Course restore: backup-studentguide-20101201-1320.zip

Please note that this process can take a long time.

Restore completed successfully

Click on Continue.

You will be returned to your “new” course with all the resources and structures copied across. You may now edit this in the usual way, and when students register for the course next year they should automatically be registered. Unofficial courses may need to correct the “child” courses so they draw from the current student groups.

If you need assistance with Learning@UKZN backup and restore, please feel free to email learning@ukzn.ac.za