

NCKU Moodle Instruction Manual – Course Backup, Restore and Import

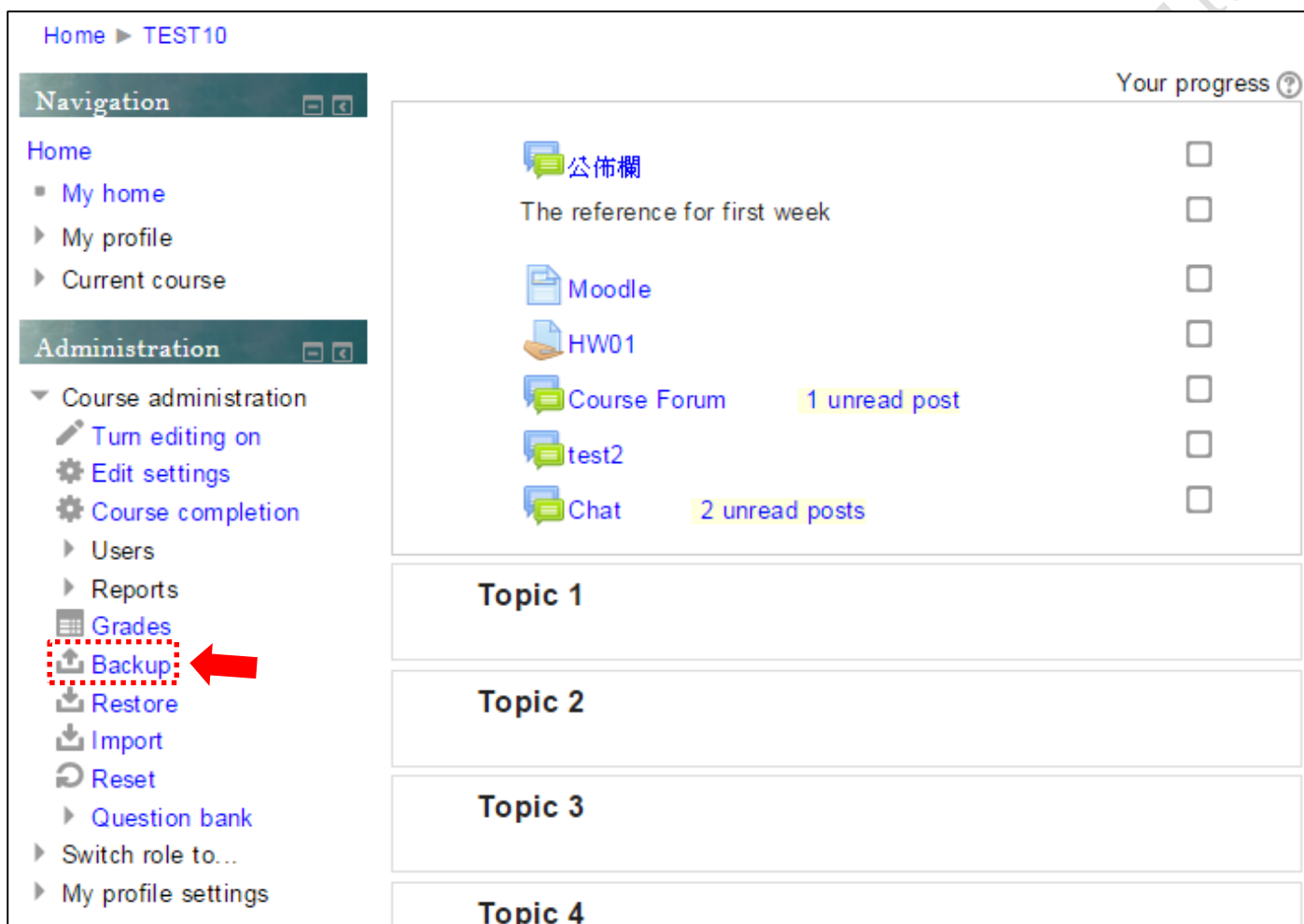
I.	Course Backup	2
II.	Course Restore.....	6
III.	Course import	13
IV.	Contact Us.....	17

NCKU Moodle Instruction Manual

Teacher can easily pack the course data as a zip file by backup feature and restore backup file to other moodle or course. By import feature, teacher can import the course data from one course to another.

I. Course Backup

1. Enter the course page, Administration block → Backup



The screenshot shows the Moodle course administration interface for a course named 'TEST10'. The left sidebar contains a 'Navigation' menu with 'Home', 'My home', 'My profile', and 'Current course'. Below it is an 'Administration' menu with options like 'Course administration', 'Turn editing on', 'Edit settings', 'Course completion', 'Users', 'Reports', 'Grades', 'Backup', 'Restore', 'Import', 'Reset', 'Question bank', 'Switch role to...', and 'My profile settings'. The 'Backup' option is highlighted with a red dashed box and a red arrow. The main content area shows a 'Your progress' section with a list of course items and their completion status:



Item	Progress
公佈欄	<input type="checkbox"/>
The reference for first week	<input type="checkbox"/>
Moodle	<input type="checkbox"/>
HW01	<input type="checkbox"/>
Course Forum (1 unread post)	<input type="checkbox"/>
test2	<input type="checkbox"/>
Chat (2 unread posts)	<input type="checkbox"/>


Below the progress section are four topic boxes labeled 'Topic 1', 'Topic 2', 'Topic 3', and 'Topic 4'.

2. Initial settings and click “next” button

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
- Include blocks
- Include filters
- Include comments
- Include badges
- Include calendar events
- Include user completion details
- Include course logs
- Include grade history
- Include question bank

[Cancel](#) 

3. Select the item you want then click “next” button.

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

Include:

Select All / None (Show type option)

General <input checked="" type="checkbox"/>		User data	<input checked="" type="checkbox"/>	
公佈欄 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	
The reference for first week <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	
Moodle <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	
HW01 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	
Course Forum <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	
test2 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	
Chat <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	
Topic 1 <input checked="" type="checkbox"/>		User data	<input checked="" type="checkbox"/>	
Topic 2 <input checked="" type="checkbox"/>		User data	<input checked="" type="checkbox"/>	
Topic 3 <input checked="" type="checkbox"/>		User data	<input checked="" type="checkbox"/>	
Topic 4 <input checked="" type="checkbox"/>		User data	<input checked="" type="checkbox"/>	

Select the item you want

4. After Confirming and reviewing, click “perform backup” button.

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

Filename

Backup settings

- IMS
- Common
- Cartridge 1.1
- Include enrolled users
- Anonymize user information
- Include user role assignments
- Include activities
- Include blocks
- Include filters
- Include comments
- Include badges
- Include calendar events
- Include user completion details
- Include course logs
- Include grade history
- Include question bank

Included items:

General <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
公佈欄 <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
The reference for first week <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
Moodle <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
HWD1 <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
Course Forum <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
test2 <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
Chat <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
Topic 1 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Topic 2 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Topic 3 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Topic 4 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Topic 5 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Topic 6 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Topic 7 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Topic 8 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Topic 9 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Topic 10 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Topic 8 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Topic 9 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Topic 10 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Topic 11 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>

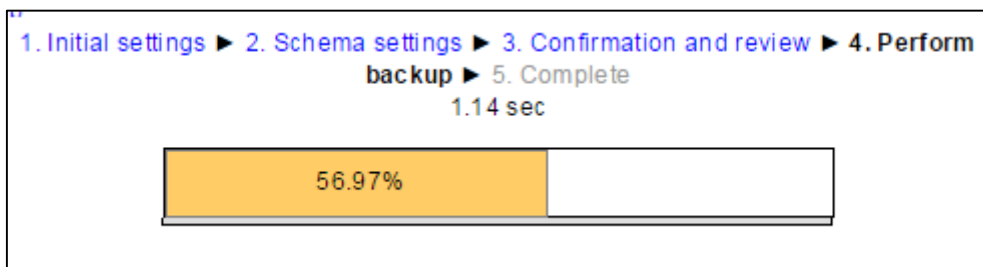
Previous Cancel **Perform backup**

There are required fields in this form marked *

Manual

NCKU

5. The system starts to backup course data



6. After backup finishing, you can download the backup file.

Import a backup file

Files Maximum size for new files: 200MB

You can drag and drop files here to add them.

Course backup area ⓘ

Filename	Time	Size	Download	Restore

User private backup area ⓘ

Filename	Time	Size	Download	Restore
backup-moodle2-course-3848-test10-20151204-1037-nu.mbz	Friday, 4 December 2015, 10:38 AM	34.6KB	Download	Restore
backup-moodle2-course-3848-test10-20151204-1009-nu.mbz	Friday, 4 December 2015, 10:37 AM	34.6KB	Download	Restore

II. Course Restore

1. Enter the course page, Administration block → Restore

Home ▶ TEST10

Navigation

Home

- My home
- My profile
- Current course

Administration

- Course administration
 - Turn editing on
 - Edit settings
 - Course completion
 - Users
 - Reports
 - Grades
 - Backup
 - Restore**
 - Import
 - Reset
 - Question bank
- Switch role to...
- My profile settings

Your progress

公佈欄	<input type="checkbox"/>
The reference for first week	<input type="checkbox"/>
Moodle	<input type="checkbox"/>
HW01	<input type="checkbox"/>
Course Forum	1 unread post <input type="checkbox"/>
test2	<input type="checkbox"/>
Chat	2 unread posts <input type="checkbox"/>

Topic 1

Topic 2


Topic 3

Topic 4

- You can upload the backup file or select the backup file from private backup area.

Import a backup file

Files Maximum size for new files: 200MB



You can drag and drop files here to add them.


Upload backup file

Course backup area ⓘ

Filename	Time	Size	Download	Restore
<input type="button" value="Manage backup files"/>				

User private backup area ⓘ

Filename	Time	Size	Download	Restore
backup-moodle2-course-3848-test10-20151204-1037-nu.mbz	Friday, 4 December 2015, 10:38 AM	34.6KB	Download	Restore
backup-moodle2-course-3848-test10-20151204-1009-nu.mbz	Friday, 4 December 2015, 10:37 AM	34.6KB	Download	Restore



3. Confirm the restore detail and click “continue” button.

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 Friday, 4 December 2015, 10:38 AM
 Moodle version 2.6.3+ (Build: 20140605)
 [2013111803.04]
 Backup version 2.6
 [2013111800]
 URL of backup http://moodle.ncku.edu.tw
 [ac60bc04e176c0f2ba88e8e758dd9e46]

Backup settings

Convert to IMS Common Cartridge 1.1	✗	Include enrolled users	✗
Anonymize user information	✗	Include user role assignments	✗
Include activities	✓	Include blocks	✓
Include filters	✓	Include comments	✗
Include badges	✗	Include calendar events	✗
Include user completion details	✗	Include course logs	✗
Include grade history	✗	Include question bank	✓

Course details

Title TEST10
 Original ID 3848


Course sections

Section: 0 Included in backup (no user information)

Activities

Module	Title	Userinfo
Forum	公佈欄	✗
Label	The reference for first week	✗
Page	Moodle	✗
Assignment	HW01	✗
Forum	Course Forum	✗
Forum	test2	✗
Forum	Chat	✗

Section: 1 Included in backup (no user information)
 Section: 2 Included in backup (no user information)
 Section: 3 Included in backup (no user information)
 Section: 4 Included in backup (no user information)
 Section: 5 Included in backup (no user information)
 Section: 6 Included in backup (no user information)
 Section: 7 Included in backup (no user information)
 Section: 8 Included in backup (no user information)
 Section: 9 Included in backup (no user information)
 Section: 10 Included in backup (no user information)
 Section: 11 Included in backup (no user information)


Continue

4. Select the restore action then click “continue” button



5. Settings restore please click “next” button



6. Select the restore item you want then click “next” button

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

Course settings

Course name

Course short name

Course start date Saturday, 1 August 2009, 12:00 AM

Overwrite course configuration

Select **All / None** (Show type opti

Section 0 <input checked="" type="checkbox"/>	User data	No
公佈欄 <input checked="" type="checkbox"/>	-	No
The reference for first week <input checked="" type="checkbox"/>	-	No
Moodle <input checked="" type="checkbox"/>	-	No
HW01 <input checked="" type="checkbox"/>	-	No
Course Forum <input checked="" type="checkbox"/>	-	No
test2 <input checked="" type="checkbox"/>	-	No
Chat <input checked="" type="checkbox"/>	-	No
Section 1 <input checked="" type="checkbox"/>	User data	No
Section 2 <input checked="" type="checkbox"/>	User data	No
Section 3 <input checked="" type="checkbox"/>	User data	No
Section 4 <input checked="" type="checkbox"/>	User data	No
Section 5 <input checked="" type="checkbox"/>	User data	No
Section 6 <input checked="" type="checkbox"/>	User data	No
Section 7 <input checked="" type="checkbox"/>	User data	No
Section 8 <input checked="" type="checkbox"/>	User data	No
Section 9 <input checked="" type="checkbox"/>	User data	No
Section 10 <input checked="" type="checkbox"/>	User data	No
Section 11 <input checked="" type="checkbox"/>	User data	No

7. Review the restore item and click “perform restore” button

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

Backup settings

- Include ✗
enrolled users
- Restore as ✗
manual
enrolments
- Include user ✗
role
assignments
- Include ✓
activities
- Include blocks ✓
- Include filters ✓
- Include ✗
comments
- Include ✗
badges
- Include ✗
calendar
events
- Include user ✗
completion
details
- Include ✗
course logs
- Include grade ✗
history

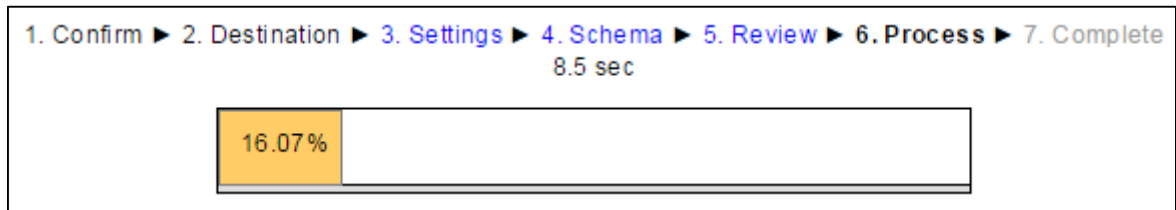
Course settings

Course name 試用課程 10
 Course short TEST10
 name
 Course start Saturday, 1 August 2009, 12:00 AM 🗓
 date
 Overwrite No
 course
 configuration

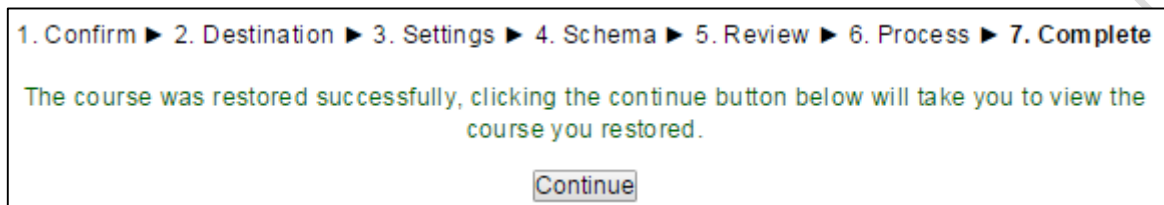
Section 0 ✓	User data No
公佈欄 🗉 ✗	- No 🗑
The reference for first week 🗓 ✗	- No 🗑
Moodle 📄 ✓	- No
HW01 📄 ✗	- No 🗑
Course Forum 🗉 ✗	- No 🗑
test2 🗉 ✗	- No 🗑
Chat 🗉 ✗	- No 🗑
Section 1 ✓	User data No
Section 2 ✓	User data No
Section 3 ✓	User data No
Section 4 ✓	User data No
Section 5 ✓	User data No
Section 6 ✓	User data No
Section 7 ✓	User data No
Section 11 ✓	User data No

Previous Cancel Perform restore ←

8. Process restore



9. Restore completed



III. Course import

1. Enter the target course(import to) page, Administration block → Import

Home ▶ TEST10

Navigation

- Home
 - My home
 - My profile
 - Current course

Administration

- Course administration
 - Turn editing on
 - Edit settings
 - Course completion
 - Users
 - Reports
 - Grades
 - Backup
 - Restore
 - Import**
 - Reset
 - Question bank
 - Switch role to...
 - My profile settings

Your progress ?

- 公佈欄
- The reference for first week
- Moodle
- HW01
- Course Forum 1 unread post
- test2
- Chat 2 unread posts

Topic 1

Topic 2

Topic 3

Topic 4

The screenshot shows the Moodle course administration interface for 'TEST10'. On the left, the 'Administration' block is expanded to show 'Import' highlighted with a red dashed box and a red arrow. The main content area shows a list of course items with checkboxes for progress. Below this are four topic sections labeled 'Topic 1' through 'Topic 4'.

2. Select the source course (import from). You can search the course by course shortname.

Find a course to import data from:

Select a course Total courses: 1

	Course short name	Course full name
<input checked="" type="radio"/>	TEST10	試用課程 10

Search

3. Initial settings then click “next” button

1. Course selection ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete

Backup settings

- Include activities
- Include blocks
- Include filters
- Include question bank

4. Select the item you want to import and click “next” button.


1. Course selection ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete

Include:

Select All / None (Show type opti

- General
- 公佈欄
- The reference for first week
- Moodle
- HW01
- Course Forum
- test2
- Chat
- Moodle
- Topic 1
- Topic 2
- Topic 3
- Topic 4
- Topic 5
- Topic 6
- Topic 7
- Topic 8
- Topic 9
- Topic 10
- Topic 11

Previous Cancel Next



5. Review the import item and click “perform restore” button.

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

Backup settings

- Include activities ✓
- Include blocks ✓
- Include filters ✓
- Include question bank ✓

Included items:

- General** ✓
- 公佈欄 ✓
- The reference for first week ✓
- Moodle ✓
- HW01 ✓
- Course Forum ✓
- test2 ✓
- Chat ✓
- Moodle ✓
- Topic 1 ✓
- Topic 2 ✓
- Topic 3 ✓
- Topic 4 ✓
- Topic 5 ✓
- Topic 6 ✓
- Topic 7 ✓
- Topic 8 ✓
- Topic 9 ✓
- Topic 10 ✓
- Topic 11 ✓

Previous Cancel **Perform import**

There are required fields in this form marked *.

6. Process import

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5.
Perform import ▶ 6. Complete
10.04 sec



A progress bar with a yellow segment on the left labeled '17.3%' and a white segment on the right.

7. Import completed

Import complete. Click continue to return to the course.

[Continue](#)

IV. Contact Us

If you have any questions and suggestions about the system, please contact Teaching & Learning Technology Division, Extension 61024 ~ 61029.