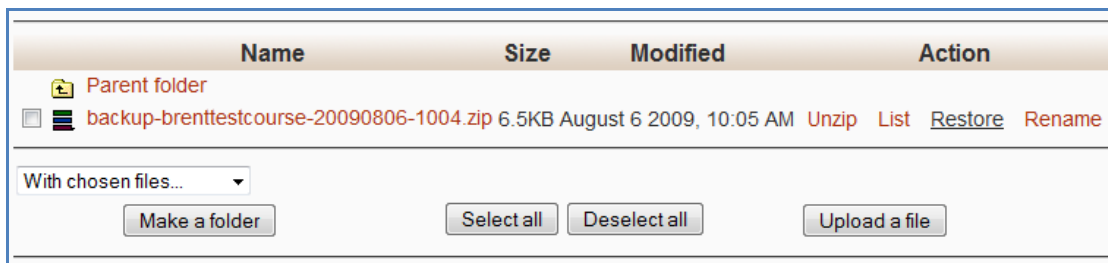


### Introduction

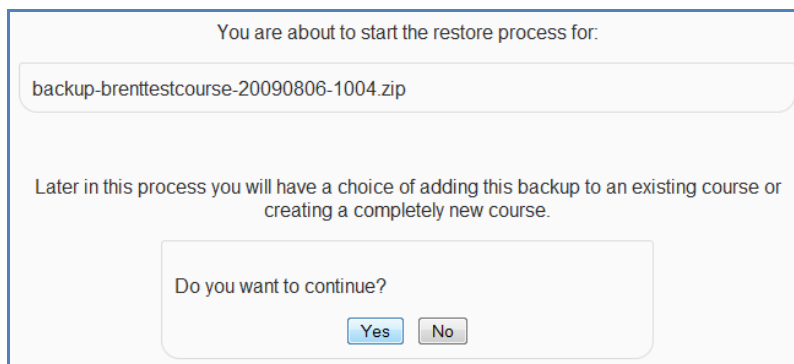
The Moodle restore utility allows you to create and import content into a course using the compressed backup you previously created.

### Restoring Course Content

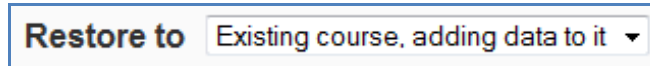
- 1) Log into Moodle ISU and navigate to the course to which you wish to import content.
- 2) From the course homepage, locate the Administration block and click the **Restore** link.
- 3) Click the **Upload a file** button.
- 4) Click the **Browse** button to navigate to the backup file saved on your computer. Click on the file name to select and then click the **Open** button.
- 5) Click the **Upload this file** button. *Note: This may take several minutes. Do not click the button again or close the browser. If you get "...parameter id error..." call the ITRC and we will walk you through the next steps.*
- 6) Once the backup is uploaded, you will need to click on the **Restore** link. The following shows the files area where the backup file has been loaded.



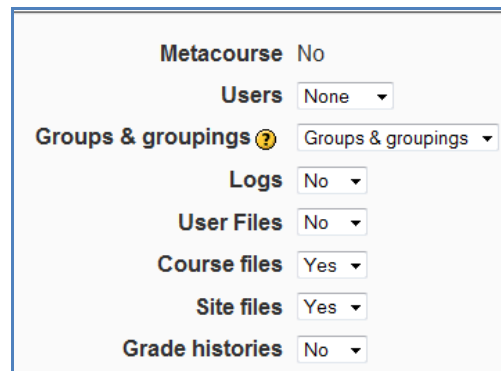
- 7) You will then see the following screen. Click on the **Yes** button.



- 8) The next screen that appears will be an outline of the files contained in the backup that will be moved into your course. At the bottom of the page, click on the **Continue** button.
- 9) You will then see another outline, but with several options. At the top of the page, you will want to ensure that the **Restore to** drop down menu looks like the following:



- 10) **IMPORTANT** → At the bottom of the page, make users **None**, logs **No**, user files **No**, and grade histories **No** (see figure below). *Note: The **ONLY** instance where users, logs, user files, and grade histories should be restored is for records and should **ONLY** be done with an ITRC administrator.*

A screenshot of a form with several rows of settings. Each row has a label on the left and a dropdown menu on the right. The settings are: Metacourse (No), Users (None), Groups & groupings (Groups & groupings), Logs (No), User Files (No), Course files (Yes), Site files (Yes), and Grade histories (No). The form is enclosed in a blue rectangular border.

- 11) At the bottom of the page, click the **Continue** button.
- 12) On the next page, click on the **Restore this course now!** Button.
- 13) You will then see file names appear within the browser window. These are the files being extracted from the backup and linked into the course homepage. When this process is complete, you will see the message: Restore completed successfully. At the bottom of the page, click on the **Continue** button.
- 14) Congratulations! The next window that appears will be the course homepage with all of



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