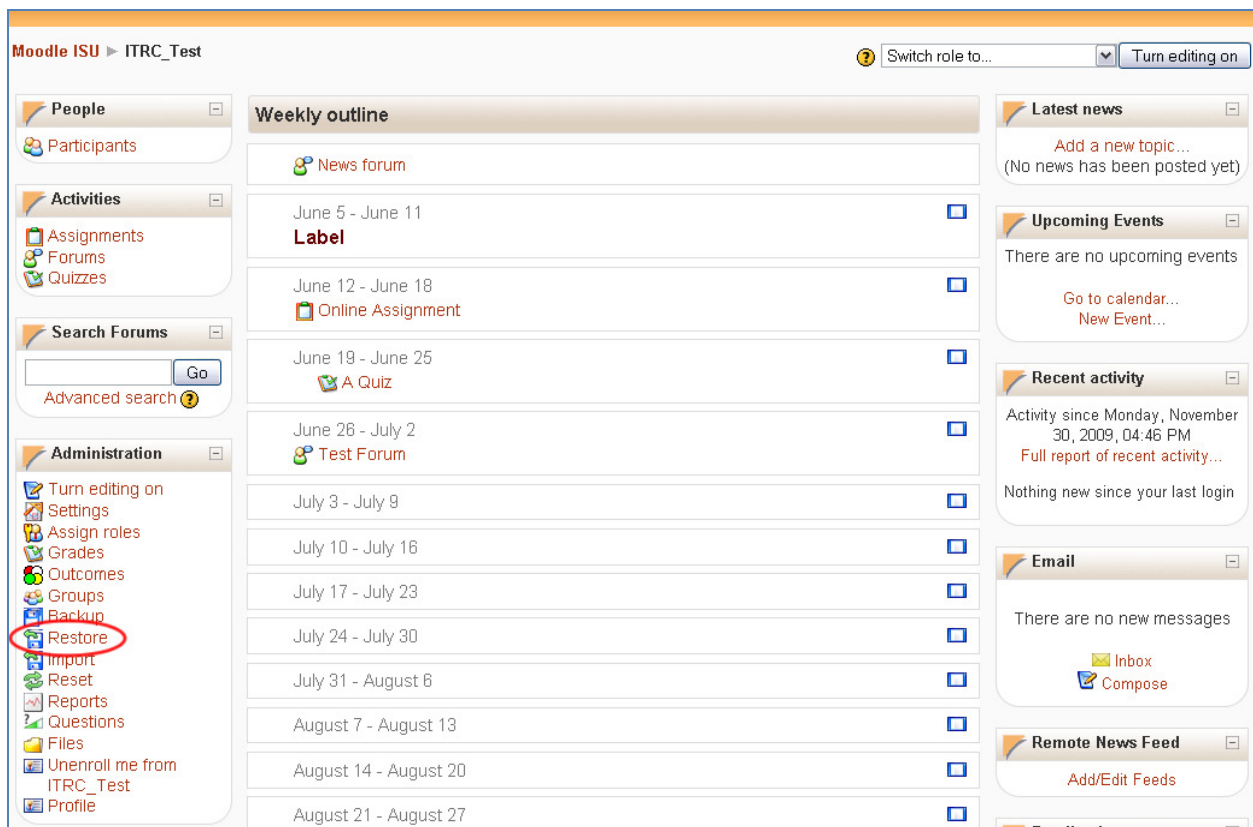


### Introduction

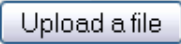
The Moodle restore utility allows you to create and import content into a course using the compressed backup (.zip) you previously created. *If you run into an error notification during this process, please contact the ITRC for instructions.*

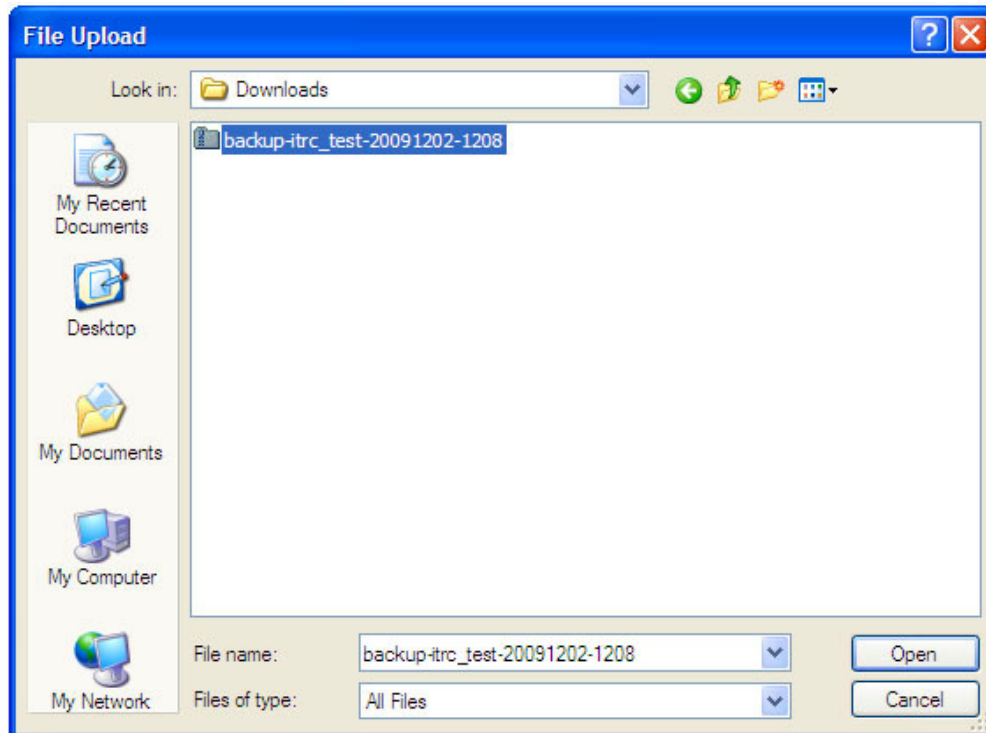
### Restoring Course Content

- 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.

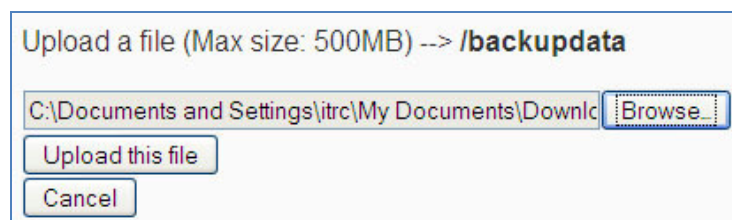


The screenshot shows the Moodle ISU course homepage for 'ITRC\_Test'. The 'Administration' block is visible on the left sidebar, with the 'Restore' link circled in red. The main content area shows a 'Weekly outline' with various activities and dates. The right sidebar contains sections for 'Latest news', 'Upcoming Events', 'Recent activity', 'Email', and 'Remote News Feed'.

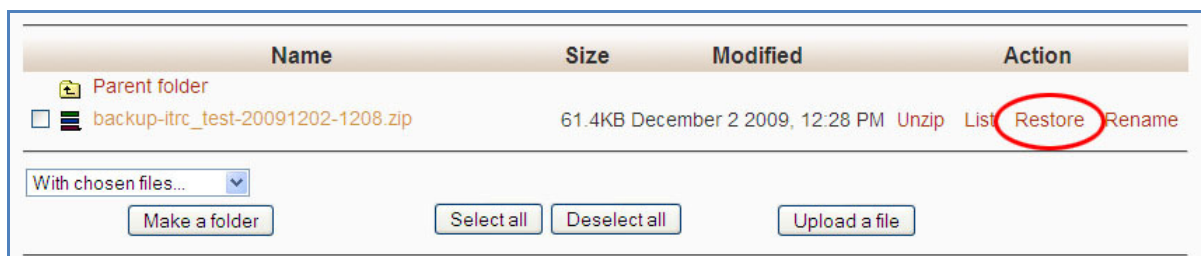
- 3) Next, click the  button.
- 4) Click the **Browse** button to navigate to the backup file saved on your computer. Click on the file name to select and then click the **Open** button.




- 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 an error, please call the ITRC for assistance.*

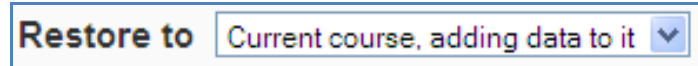


- 6) Once the backup is uploaded, you will need to click on the **Restore** link.



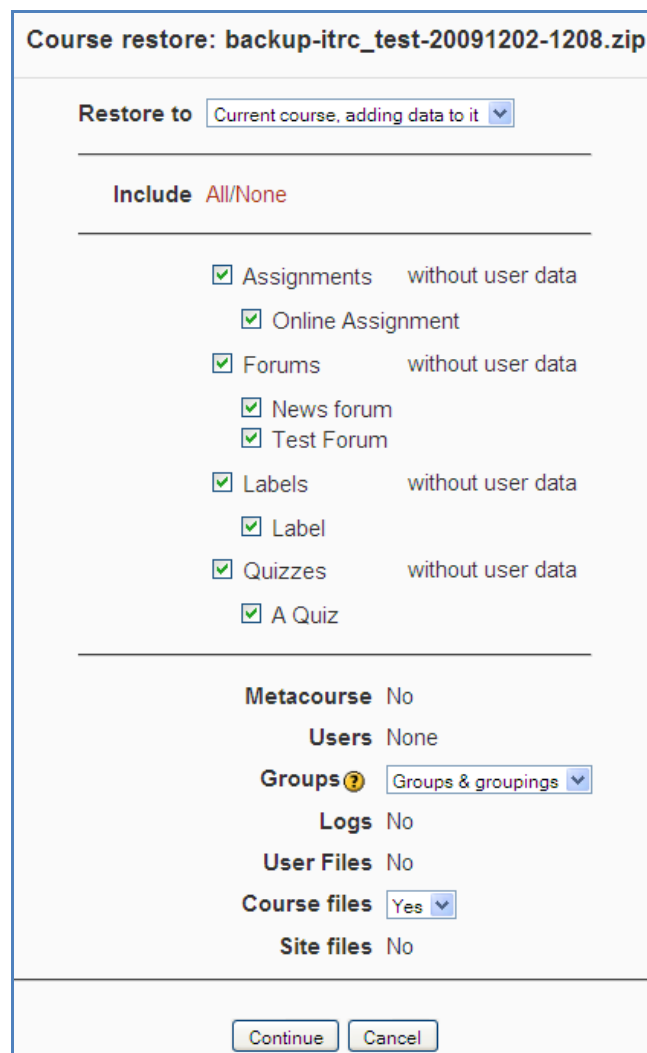
- 7) The following screen will ask you if you would like to continue. Click on the **Yes** button.

- 8) The next screen will be an outline of the files contained in the. At the bottom of the page, click on the  button.
- 9) You will then see a similar outline of resources with several options. At the top of the page, ensure that the **Restore to** drop down menu looks like the following:



Restore to Current course, adding data to it ▾

- 10) Check the boxes next to the activities and resources you want, and adjust the settings at the bottom to match the following:
- a. Groups – **Groups & groupings**
  - b. Course Files – **Yes**



**Course restore: backup-itrc\_test-20091202-1208.zip**

Restore to Current course, adding data to it ▾

---

Include All/None

---

Assignments without user data  
 Online Assignment

Forums without user data  
 News forum  
 Test Forum


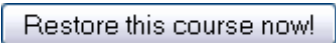

Labels without user data  
 Label

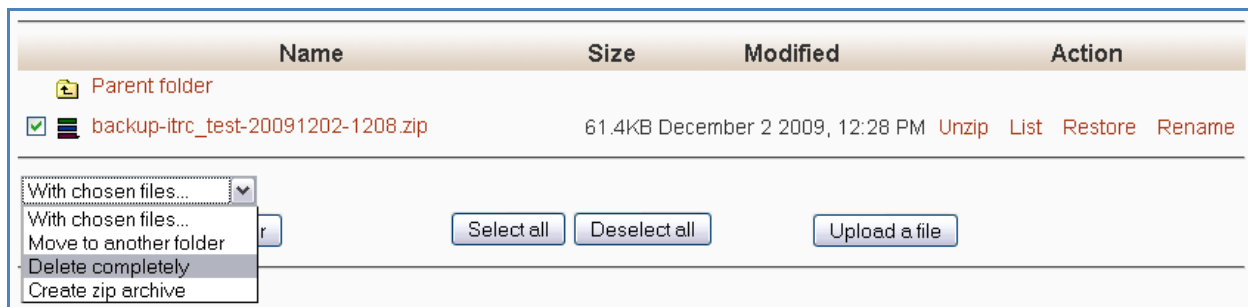
Quizzes without user data  
 A Quiz

---

**Metacourse** No  
**Users** None  
**Groups** Groups & groupings ▾  
**Logs** No  
**User Files** No  
**Course files** Yes ▾  
**Site files** No

Continue Cancel

- 11) At the bottom of the page, click the  button.
- 12) On the next page, click on the  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, the bottom of the page will read “Restore completed successfully.” Click on the  button.
- 14) Congratulations! The next window that appears will be the course homepage with all of your new content.
- 15) After verifying that the course data are correct, remove the backup files in the new course. (Your backup file will still be saved on your computer.)
  - a. Click on **Files** in the administration block
  - b. Click on the **backupdata** folder
  - c. Check the box next to any files named similar to "backup-course101-..."
  - d. Click on the dropdown menu '**With chosen files...**' and select '**Delete completely**'.



For more information please see the teacher documentation at <http://docs.moodle.org>



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