



Importing Courses

Overview

The import, or backup and restore process, is the process to copy content from one subject to another in eLearn.

This is used in the following circumstances:

- Copying content from current semester CRN to a new semester CRN
- Copying data from Development category to current semester CRN or new semester CRN.

Contents

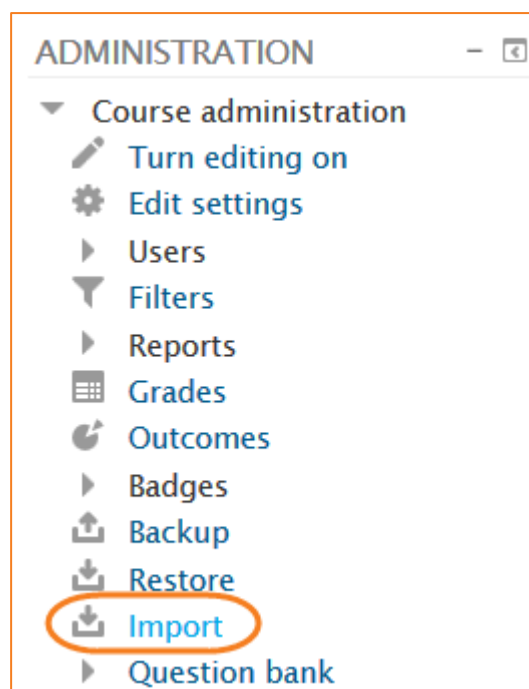
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Importing Your Course

Importing your course will copy your course content from one course to another.

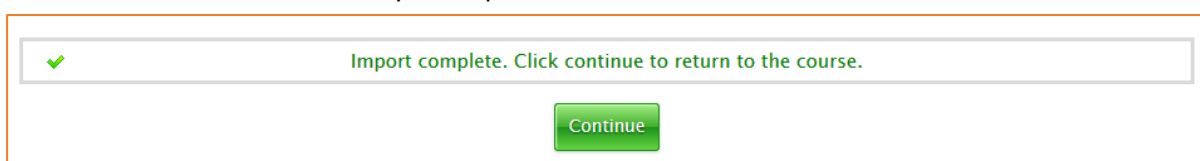
1. Log into eLearn and open the course you wish to import content to. This will more than likely be the “new” course.
2. Click **Import** under **Course administration** in the **Administration** block.
3. **Course selection** → Here you will get the option of importing from one of any of the courses you are assigned to.

NOTE: If you are assigned to a large number of courses, they may not all in this table. You can search for your CRN using the search box below the table.



Once you have found your course, check the radio button to the left of it and click Continue button under the table.

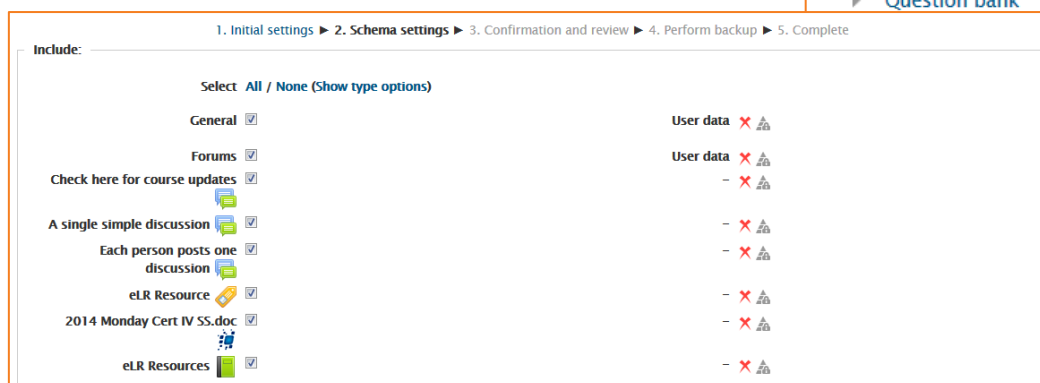
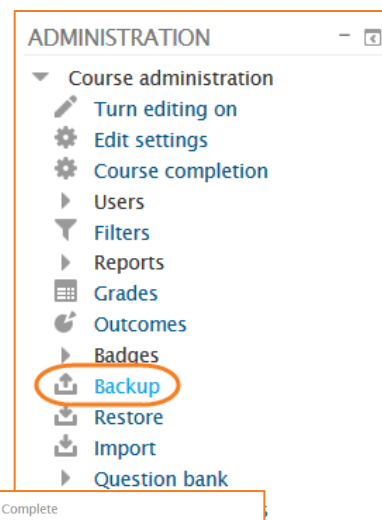
4. **Initial settings** → This page confirms what activities and resources you have in the course you are importing from. Click **Next** at the bottom of this page.
5. **Schema settings** → Provides you with an opportunity to revise what will be imported to a subject. Choose what you want or don't want and select **Next**.
6. **Confirmation and review** → A confirmation screen. Click **Perform import** to start the course import.
7. **Complete** → Once your restore has been completed, you will be presented with a page saying “Import complete. Click to continue to return to the course”.
8. Click **Continue** to view your imported course.



Alternative Process

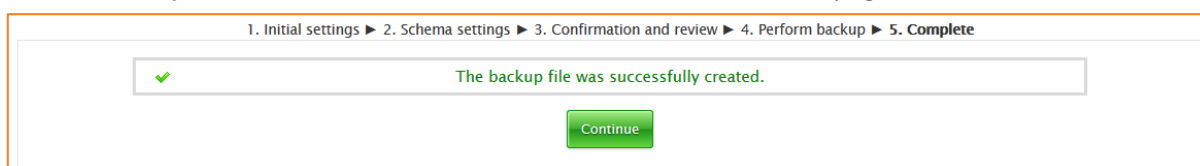
Step 1: Backing up your course

1. Log into eLearn and open the course you wish to backup.
2. Click **Backup** under **Course administration** in the **Administration** block.
3. **Initial settings** → Here you can choose what to include, such as blocks, and your question bank, in your backup. Click **Next**.
4. **Schema settings** → Lists the activities and resources in your course.
 - a. Select or de-select the relevant activity or resources you want to take to the new subject.
 - b. Select **Next** at the bottom of the page when done.

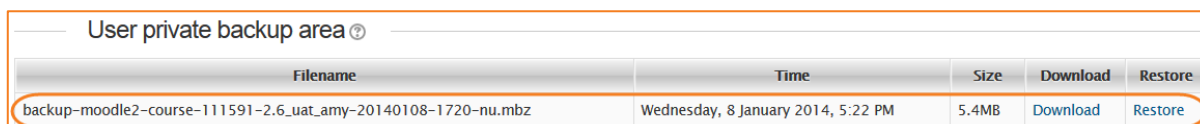


NOTE: The red X next to the user data is correct. This is just confirming that you are not bringing over user data. As user data in eLearn comes from Banner only, you have no need to bring this into the new course.

5. **Confirmation and review** → This is the confirmation of everything you have backed up, as well as the backup file name. This can be changed to what you want, but please note the only characters (except numbers or letters) allowed are underscore _ or hyphen – in the file name. Also, do not remove the .mbz or add any other full stops in the name. Your backup will fail with this. Click the **Perform backup** button.
6. **Complete** → The backup is complete, and the file will now be stored in the **User private backup area** of this course. Click **Continue** to be taken to this page.



7. From this page, you can restore the file (this will copy the content to another course), or download the file for another teacher to use.



Step 2: Restoring your course

When you have created a backup, you can use this to restore your material into another course on eLearn.

1. Carrying on from the above steps, scroll down to **User private backup area** and select the **Restore** option to the right of the recent backup file.

User private backup area				
Filename	Time	Size	Download	Restore
backup-moodle2-course-111591-2.6_uat_amy-20140108-1720-nu.mbz	Wednesday, 8 January 2014, 5:22 PM	5.4MB	Download	Restore

If you have a backup file on a USB or I drive, to use this, at the top, **Choose a file**, then click on the **Restore** button.

2. **Confirm** → This page confirms what activities and resources you have in the backup you are restoring and when it was created. Click **Continue** at the bottom of this page.
3. **Destination** → On this page, you will see 2 separate boxes that indicate the following:
 - a. **Restore into this course** – this means restoring into the course you are located in at the moment.
 - i. If this is the option you want, click on the **Continue** button at the top; OR
 - b. **Restore into an existing course** – this will give you the option of restoring into one of any of the courses you are assigned to.

NOTE: If you are assigned to a large number of courses, they may not all in this table. You can search for your CRN using the search box below the table.

- i. Once you have found your course, check the radio button to the left of it and click **Continue** button under the table.

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

Restore into this course

Merge the backup course into this course

Continue

Click **Continue** here to restore to the course your browser is currently sitting in

Restore into an existing course

Merge the backup course into the existing course

Select a course Total courses: 5

	Course short name	Course full name
<input checked="" type="radio"/>	Amy Test 3	Amy Test 3
<input type="radio"/>	Moodle 2 UAT Amy	Moodle 2 UAT Course Amy
<input type="radio"/>	quir restore test	quiz restore test amy
<input type="radio"/>	UAT Amy	User Acceptance Test Course
<input type="radio"/>	UAT Amy 2	User Acceptance Test Course 2

Search for and Select any existing courses you are assigned to here, then click **Continue** below

amy Search

Continue

1. **Settings** → The settings page lets you know what settings you are restoring. You can choose to remove blocks from the restore and your course will come over with the standard course blocks on the right. Click **Next**.
2. **Schema** → Provides you with an opportunity to revise what will be restored to a subject. Don't be alarmed by the course name fields. Leave this as the name of your course cannot be changed. This is set in Banner. Select **Next**.
3. **Review** → A confirmation screen. Click **Perform restore** to start the course restore.

NOTE: If you are presented with a page about Restore role mappings, please ignore, it does not affect anything, just click Continue.

4. **Complete** → Once your restore has been completed, you will be presented with a page saying "The course was restored successfully, clicking the continue button below will take you to view the course you restored."
5. Click **Continue** to view your restored course.

