



Backup and Restore Content

Overview

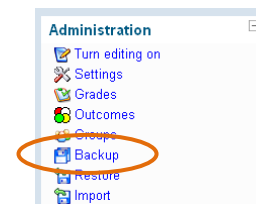
This learning guide covers the backup and restore process to copy content from one subject to another subject.

This process is used in the following circumstances:

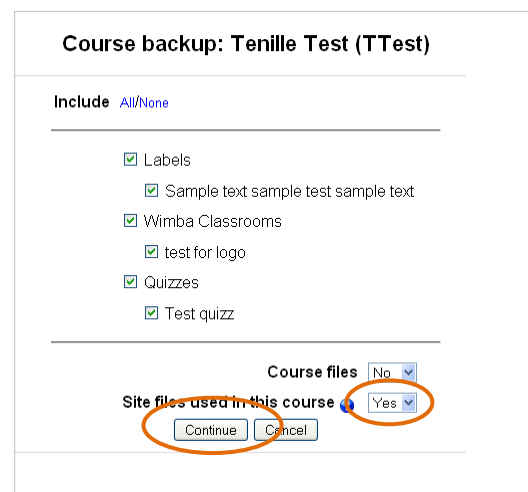
- Copying content from current semester CRN to a new semester CRN
- Copying data from Teacher Development category to current semester CRN or new semester CRN

Part A: Backing up your course

1. Log into eLearn and open the course you wish to backup.
2. Click **Backup** in the Administration block.



3. The “Course backup” lists all the modules and activities in your course.
 - Choose the relevant activities that you want to take to the new subject.
 - If you have quizzes with pictures, websites with files or any other files, images etc residing in the course files (you can check this by going to the Files area in eLearn), please make sure you change the option of course files to “Yes”
 - Select **Continue**



Course backup: Tenille Test (TTest)

Include All/None

- Labels
- Sample text: sample test sample text
- Wimba Classrooms
- test for logo
- Quizzes
- Test quizz

Course files No

Site files used in this course Yes

Information: It will be rare that there is a need to carry over user data, logs and grade histories, and will only be done by eLearn Administrators or Online Support. If you are unsure about this, please contact Online Support

4. This preview screen allows you to also change the name of the backup file that is created.
 - You can choose to rename the file or not.
 - The backup file is stored in a backup folder in the **FILES** area of this course.
 - The **Red Notice** is an opportunity to double check that you have selected the correct options.
 - Please ask **Online Support** for assistance if you see any other type of message or if you are unsure about this process.
 - Click the **Continue** button.

Course backup: Tenille Test (TTest)

Name:

Note: This backup contains no user data. Exercise and Workshop activities will not be included in the backup, since these modules are not compatible with this type of backup.

Backup Details:

Include Labels without user data

Sample text sample test sample text

Include Wimba Classrooms without user data

test for logo

Include Quizzes without user data

Test quizz	
Categories	2
Questions (including hidden)	1

Include No Users

Users

Include Course Files

Files

Include Site Files Used in This Course

Files

5. **The backup will then proceed.**
You will see a display of the whole backup process.
 - If the backup was successful, the last message at the bottom of the window will be **“Backup completed successfully”**.
 - If you see any other message, please contact **Online Support** for assistance.
 - Otherwise, select **Continue**.

Course backup: Tenille Test (TTest)

Name: backup-30010-20110119-1401.zip

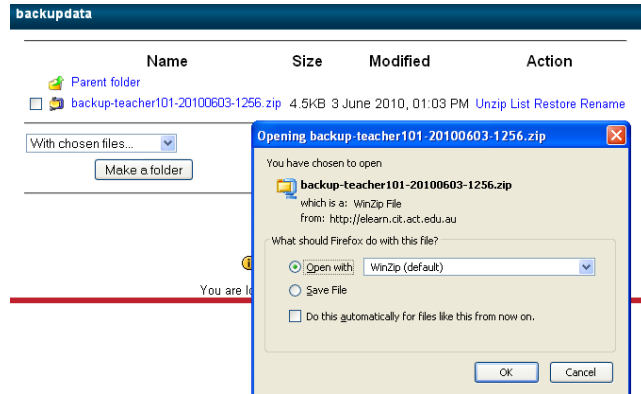
- Creating temporary structures
- Deleting old data
- Creating XML file
 - Writing header
 - Writing general info
 - Writing course data
 - Course info
 - Blocks
 - Sections
 - Writing users info
 - Writing categories and questions
 - Writing scales info
 - Writing groups info
 - Writing groupings info
 - Writing groupings-groups info
 - Writing events info
 - Writing gradebook info
 - Writing modules info
 - Labels
 - Wimba Classrooms
 - Quizzes
 - Course format data
- Copying course files
- Copying site files used in course
- Zipping backup
- Copying zip file
- Cleaning temp data

Backup completed successfully

6. The backup file is stored in the **Files** area of this course.

You have the option of *downloading the file or restoring straight from the course* (see **Part B** below).

Simply click the **file name** and choose **Save File**. There is no need to download these files as they are managed in the course and are backed up on a regular basis.



Part B: Restoring your course

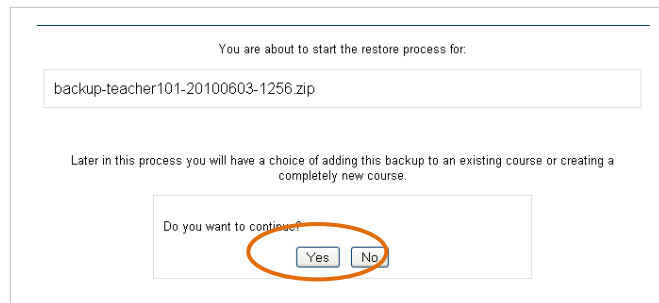
The simplest way to restore your subject backup is to restore it from its original location to the new subject. The following procedure uses this process as it follows on from the backup process above. There are other options and Online Support will be able to provide assistance for other restore options.

1. Carrying on from the above procedure, select the **Restore** option.

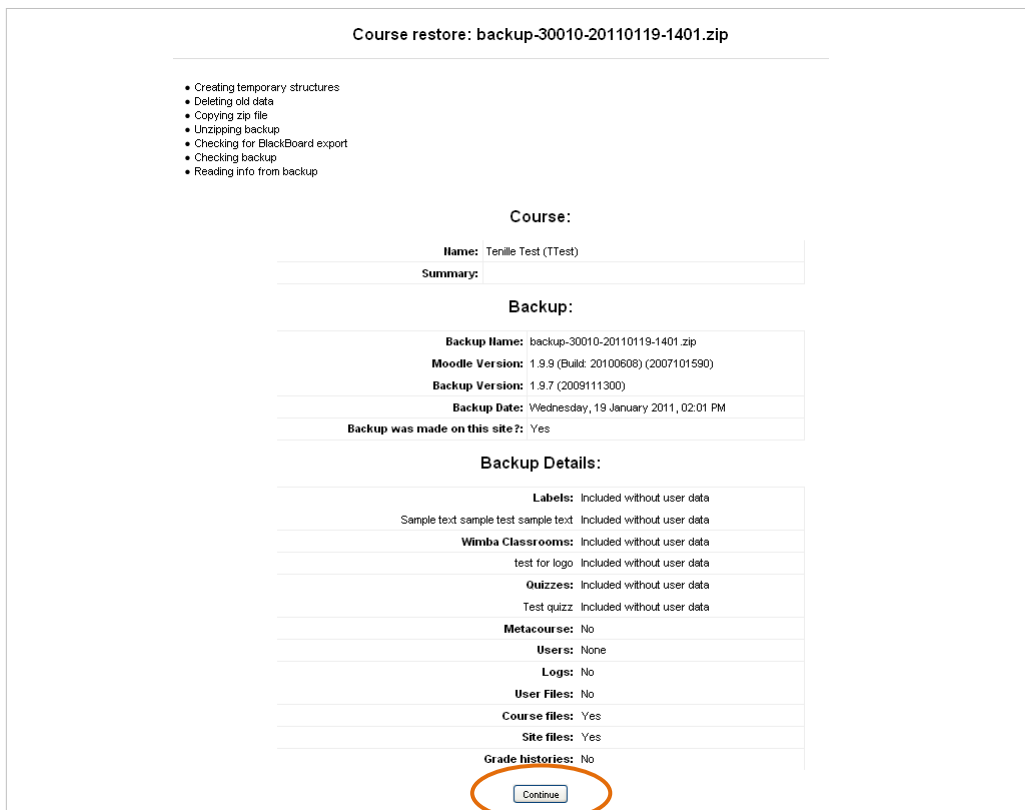


2. This prompt advises that you have the option of restoring to the current subject or to another subject.

Select **Yes**



3. This screen provides you with an opportunity to revise what will be restored to a subject. If this is correct, then select **Continue**



- This is where you decide if you want to restore to the **current course** (this being the one the backup exists in, ie, the zip file is stored in the Files area) or to **another course**.
- To Select **another course** – choose ‘Existing Course, adding data to it’
- Select **Continue**

Course restore: backup-30010-20110119-1401.zip

Restore to Current course, adding data to it

Include All/None

Labels without user data

Sample text sample test sample text

Wimba Classrooms without user data

test for logo

Quizzes without user data

Test quizz

Metacourse No

Users None

Groups Groups & groupings

Logs No

User Files No

Course files Yes

Site files Yes

Continue Cancel

Restore to Current course, adding data to it

Current course, adding data to it

Existing course, adding data to it

- If you chose **existing course**, you will be presented with a list of courses that you have been assigned to. Choose the appropriate course by clicking on the **course name**. If you chose restore to **Current Course**, your backup will restore to the course you are currently so you will not need to choose a new course.

Course restore: backup-30010-20110119-1401.zip

Choose a course

WEBCT ACCESS-ACCOUNTING & LAW (WBCT-108-0 - 70759201020)

COMPUTING FOR ACCOUNTING (XLSAM201020 - COMP-352-0 - 70729201020 / COMP-352-0 - 70730201020)

IMPACT OF CULTURE AND EDUCATIO (SPRT-687-DF2 - 71456201020)

DEVELOP AND APPLY AN AWARENESS (SPRT-610-C3F - 71466201020)

ADDRESS CLIENT NEEDS (COMM-369-C4F - 71523201020)

PLANNING OR REVIEWING ADMINIST (ADMN-142-C5O - 72576201020)

TOURISM RESEARCH (TOUR-231-0 - 72633201020)

ALGORITHM DEVELOPMENT AND TEST (NFT-389-BAD - 73463201020)

APPLY THE CONCEPTS OF SUSTAINA (SUST-101-LCB - 73660201020)

CONSTRUCTING PITCHED ROOFS (CNST-479-0 - 73990201020)

USE BASIC MATHEMATICAL CONCEPT (MATH-136-0 - 74294201020)

LEGAL STUDIES IN HOSPITALITY A (LEGL-179-0 - 74562201020)

PLAN, ORGANISE AND DELIVER GROUP-BASED LEARNING / DESIGN AND DEVELOP LEARNING PROGRAMS / ADDRESS ADULT LANGUAGE, LITERACY AND NUMERACY SKILLS / PLAN ASSESSMENT ACTIVITIES AND PROCESSES / USE TRAINING PACKAGES AND ACCREDITED COURSES TO MEET CLIENT NEEDS / PLAN, ORGANISE AND FACILITATE LEARNINGS IN THE WORKPLACE / ASSESS COMPETENCE / ADDRESS LANGUAGE, LITERACY AND NUMERACY ISSUES WITHIN LEARNING AND ASSESSMENT PRACTICE / FACILITATE E-LEARNING / PARTICIPATE IN ASSESSMENT VALIDATION / MAKE A PRESENTATION / DESIGN AND DEVELOP ASSESSMENT TOOLS (XLS2J201020 - TRNG-263-D - 74725201020 / TRNG-266-D - 74727201020 / TRNG-170-D - 74731201020 / TRNG-261-D - 74721201020 / TRNG-267-C - 74658201020 / TRNG-264-C - 74656201020 / TRNG-161-C - 74653201020 / TRNG-170-C - 74660201020 / TRNG-187-C - 74669201020 / TRNG-263-C - 74655201020 / TRNG-163-C - 74654201020 / MKTG-156-C - 74661201020 / TRNG-163-D - 74724201020 / TRNG-264-D - 74726201020 / TRNG-267-D - 74728201020 / TRNG-262-D - 74729201020 / TRNG-187-D - 74730201020 / TRNG-261-C - 74652201020 / TRNG-266-C - 74657201020 / TRNG-161-D - 74723201020)

PLAN ASSESSMENT ACTIVITIES AND PROCESSES / ASSESS COMPETENCE / FACILITATE E-LEARNING / ADDRESS LANGUAGE, LITERACY AND NUMERACY ISSUES WITHIN LEARNING AND ASSESSMENT PRACTICE / MAKE A PRESENTATION / CONTRIBUTE TO ASSESSMENT / PARTICIPATE IN ASSESSMENT VALIDATION / PLAN, ORGANISE AND DELIVER GROUP-BASED LEARNING / PLAN, ORGANISE AND FACILITATE LEARNING IN THE WORKPLACE / USE TRAINING PACKAGES AND ACCREDITED COURSES TO MEET CLIENT NEEDS / DESIGN AND DEVELOP LEARNING PROGRAMS / ADDRESS ADULT LANGUAGE, LITERACY AND NUMERACY SKILLS / PROVIDE WORK SKILL INSTRUCTION / DESIGN AND DEVELOP ASSESSMENT TOOLS (XLS2K201020 - TRNG-261-C - 74652201020 / TRNG-161-C - 74653201020 / TRNG-187-C - 74669201020 / TRNG-170-C - 74660201020 / MKTG-156-C - 74661201020 / TRNG-183-C - 74662201020 / TRNG-163-C - 74654201020 / TRNG-263-C - 74655201020 / TRNG-264-C - 74656201020 / TRNG-267-C - 74658201020 / TRNG-266-C - 74657201020 / MKTG-156-E - 74867201020 / TRNG-187-E - 74868201020 / TRNG-170-E - 74869201020 / TRNG-261-E - 74866201020 / TRNG-161-E - 74861201020 / TRNG-163-E - 74862201020 / TRNG-263-E - 74863201020 / TRNG-264-E - 74864201020 / TRNG-266-E - 74865201020 / TRNG-267-E - 74866201020 / TRNG-164-C - 74664201020 / TRNG-262-C - 74663201020)

ACTION RESEARCH AND LEARNING (TVET-101-C - 75098201020)

DEVELOPING AND MANAGING MARKET (MKTG-202-0 - 53514200920)

PERFORM CHEMICAL STRAIGHTENING (HAIR-177-0 - 53801200920)

INTRODUCTION TO MASSAGE THERAP (HESC-BD618-0 - 51619200920)

BUSINESS DOCUMENTS FOR EVENTS (EVNT-101-0 - 43374200910)

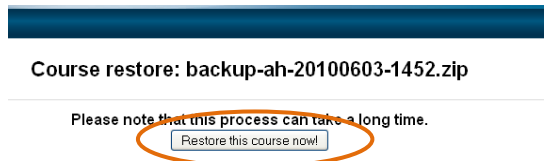
FOLLOW PERSONAL HEALTH AND SAF (HAIR-181-0 - 40389200910)

TOURISM ORGANISATIONAL PROCEDURE (TOUR-210-0 - 43403200910)

6. This prompt is final step in the restore process.

Once this option is selected, the restore process will complete.

Select the **'Restore this course now!'** option.



7. The restore process is executed and the job should complete with the following message: **'Restore completed successfully'**.

If you are prompted with any other message, please call **Online Support** for assistance.

The Restore process is now completed.

Select **Continue**.

Follow the 'breadcrumbs trail' to return to your subject.

