

FOR **ACADEMIC STAFF**



Backup and Restore Your Course Content

Centre for Academic Development

2017

PUTRA*BLAST*
BLENDED LEARNING ASSISTIVE SYSTEM AND TECHNOLOGY
POWERED BY 



Backup and Restore Your Course Content

1.0 INTRODUCTION

1.1 What is BLASTarc?

BLAST Archiving System or BLASTarc aims to facilitate access to files / content of the course in the current and previous semesters. Academic staffs are able to download and execute a backup for these files / content of the course. This would be beneficial for academic staffs with multiple groups for the same course OR for academic staffs that teach the same course every semester / year.

2.0 PROCEDURE

2.1 OVERVIEW

You may wish to make a clone of a course to use in a different context, or you may wish to create a backup of your previous course and restore the same content in your current course. By creating a Backup for a MOODLE course saves all or parts of the content of that course in an archive or ZIP file. This preserves a version of a course which will not be affected by future changes, additions, or deletions. You can later restore the back-up file into the same course, or into a different course.

This manual covers how to:

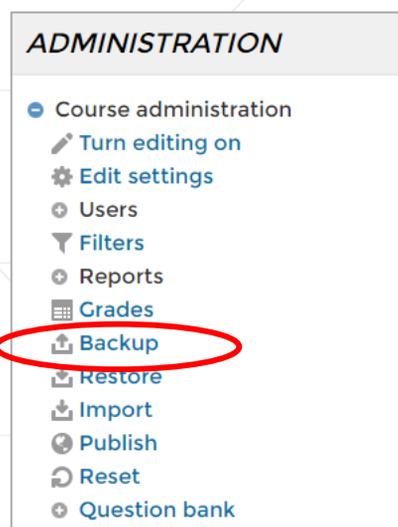
- create a backup copy of a course (optional)
- restore a back up to a NEW blank course
- import content to a EXISTING course (recommended way to copy content from an old to new course).

2.2 ACCESS TO PutraBLAST PORTAL

BLASTarc can be accessed through this URL:

<http://learninghub.upm.edu.my/hub2/blastarc.html>

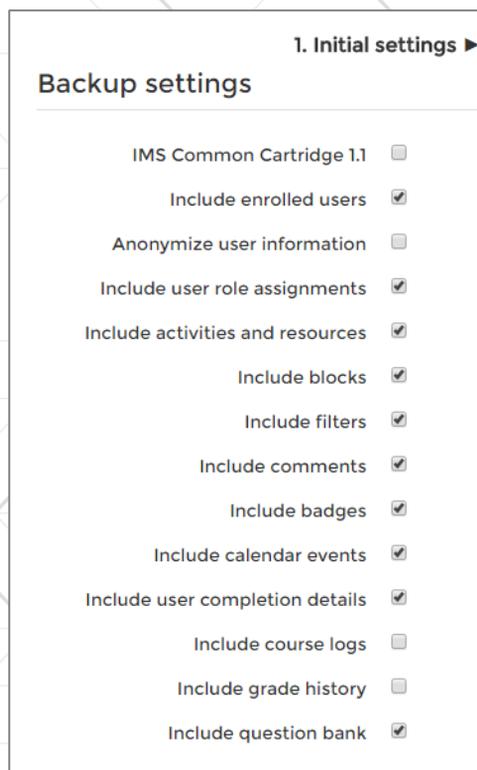
- To access the list of past semester for on campus (bachelor & master) program, click On Campus tab
- To access the list of past semester for pre-diploma & diploma program, click Diploma tab.



2.3 STEP 1: BACKUP THE COURSE CONTENT

1. After choosing the semester that you want to backup, login by using your UPMID and password.
2. Click on course name of course to back up (copy content FROM)
3. Scroll down to Administration and click **Backup** (on the left of screen)

4. Select the settings that you would like to backup and then click the **Next** button.



1. Initial settings ► 2. Schema settings ► 3. Confirmation

Include:

Select [All](#) / [None \(Show type options\)](#)

General <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
News forum <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
Basic principle of developmental <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Basic principle of development <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
Reflective Journals <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
Why we need to understand plant development <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
Development strategy in plant <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Development strategy in plant <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
What do you think? <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>

5. Under Step 2, **Schema Settings** allow selections of the parts of course you wish to copy and then click the Next button. This step summarises the content of the course and enables you to select only those items that you would like to include in the backup.
- NOTE: User data and grades will **NOT** be included in the backup. You never want to select the News/Forum to be included in your backup. These may cause problems and cause confusion in your course.

6. In step 3, **Confirmation and Review**, you will be shown a confirmation of what you have selected in the previous steps. If everything looks good, click on Perform Backup. After the progress bar finishes you will be presented with a message stating that the backup is complete. Then, press **Continue**.
- Note: The default file name includes the name of your course, time and date of the backup.

7. You will receive a message letting you know whether or not the backup was successful. This may take a while depending upon the size of the backup files you are creating. Press the **Continue** button.

1. Initial settings ► 2. Schema settings ► 3. Confirmation Complete

The backup file was successfully created.

[Continue](#)

8. At this stage of the process, PutraBLAST will display the backup file that you have generated (which is in zip format). (If you do not see a screen similar to the one illustrated below, click on the **Restore** link in the course administration block.) To restore the backup file to the current semester, download the backup file and save it on your computer.

Any backups created will be stored in the Course backup area of your course. You can get back to this screen at any time, by clicking on the **Restore** link in the course Settings block of the relevant course.

Note: To delete your back up file, click **Manage Backup File**

Import a backup file

Files Maximum size for new files: 25MB



You can drag and drop files here to add them.

Course backup area [?]

Filename	Time	Size	Download	Restore
backup-moodle2-course-840-bgy3003-1-20161019-1837.mbz	Wednesday, 19 October 2016, 6:37 PM	11.6MB	Download	Restore

User private backup area [?]

Filename	Time	Size	Download	Restore
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2.4 STEP 2: RESTORE THE COURSE CONTENT

1. Login to your PutraBLAST current semester
2. Click on the course name that you wish to restore
3. Scroll down to Administration and click **Restore** (on the left of screen)

ADMINISTRATION

- [Course administration](#)
 - [Turn editing on](#)
 - [Edit settings](#)
 - [Users](#)
 - [Filters](#)
 - [Reports](#)
 - [Grades](#)
 - [Badges](#)
 - [Backup](#)
 - [Restore](#)
 - [Import](#)
 - [Publish](#)

Note: If performing this step to a new course with users already enrolled, ensure backed up copy excludes enrolled users.

4. Drag and drop the downloaded back up file

OR

Click on Choose file to display the Moodle file picker

Click on Upload a File (left hand side of the pop up window)

Browse to location of the downloaded file and click the **Upload this File** button.

Import a backup file

Files

Choose A File...

backup-moodle2-course-840-bgy3003-1-20161019-1837.mbz

Restore

Course backup area ⓘ

Filename	Time	Size	Download	Restore
Manage Backup Files				

User private backup area ⓘ

Filename	Time	Size	Download	Restore
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5. Click **Restore**. You will now be taken through the Restore process.

6. On the first restore screen scroll to the bottom and click **Continue**.

7. Scroll to second boxed option 'Restore into this course'. As restoring into the current course there are two options:

- **Merge the backup course into this course** OR
- **Delete the contents of this course and then restore**

8. Once a selection has been made, click on **Continue**.

Restore into this course

Merge the backup course into this course

Delete the contents of this course and then restore

Continue

These are usually the options you want.

Note: Remember, restoring will delete any existing content and; if you choose to merge, content may have duplicates with the existing content.

1. Confirm ► 2. Destination ► 3. Settings

Restore settings

Include enrolled users	<input checked="" type="checkbox"/>
Restore as manual enrolments	<input type="checkbox"/>
Include user role assignments	<input checked="" type="checkbox"/>
Include activities and resources	<input checked="" type="checkbox"/>
Include blocks	<input checked="" type="checkbox"/>
Include filters	<input checked="" type="checkbox"/>
Include comments	<input checked="" type="checkbox"/>
Include badges	<input checked="" type="checkbox"/>
Include calendar events	<input checked="" type="checkbox"/>
Include user completion details	<input checked="" type="checkbox"/>
Include course logs	<input checked="" type="checkbox"/>
Include grade history	<input checked="" type="checkbox"/>

9. Select the items that you would like to restore and click the Next button.
10. On **Schema** you can pick and choose which content you want to restore. Make sure to exclude any News / Forums since these are not recommended. Once you are ready, click on Next.
11. The next step **Review**, will have you confirm the content which you have decided to restore. Review your settings and click the **Perform restore** button.

12. A confirmation message will appear when the process has been completed. Press the Continue button to return to review the course. The course should now be copied into your course in the same order as the original downloaded course.

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

The course was restored successfully, clicking the continue button below will take you to view the course you restored.

Continue

Step-by-step Guide: Backup Your Course Content YouTube Video

<https://www.youtube.com/watch?v=BvCft0jzxm4>