# How to Backup and Restore in Moodle 2 +

There are **a few preliminary steps** to ensure that you don't accumulate clutter or carry over bugs into your new course shell:

**1 –** **Delete all unnecessary or rarely used files from your old course shell,** *before* you backup, especially the large ones.

**2 –** **Downsize other files if possible.** Contact the CTTL for advice and assistance downsizing your huge files.

**3 –** **Backup your existing course** and Save (download) the backup file to your computer's desktop. This file will either be in .zip format, or in nu.mbz format.

**4 –** **Restore your backup file** to your new WebAccess 2+ sandbox or other course.


## Part 1: How To Back Up Your Existing Course

1.  Log in to the old WebAccess server: https://smccd.mrooms.net/ and click on the course you want to backup.
2.  In the Administration menu of that course, click "**Backup**."
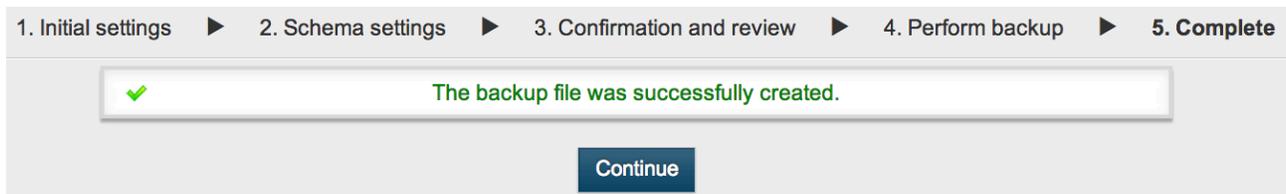3.  **Accept the defaults and click "Next"**



4.  **"All"** will be selected by default. This choice backs-up your entire course. If you prefer, click "**None**" and check just the activities and resources you want to backup. (**Note:** with this choice only those things you check will be included in the backup).

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5. Click "**Next**"

6. Scroll to the bottom and click "**Perform backup**"

| 1. Initial settings ▶ | 2. Schema settings ▶ | 3. Confirmation and review ▶ | 4. Perform backup ▶ | **5. Complete** |

✔ The backup file was successfully created.

Continue

7. You will see a confirmation in green text that reads; "**The backup file was successfully created**". Then click "**Continue.**"

8. In the next page, under "**User private backup area**" you will see your backup file. If you have previously created a backup, then the newest backup will be topmost file, but you can confirm by looking at he time and date in "Time" column. Your content is backed up as a "nu.mbz" file, and its name is shown at the top of the page.

9. You're done backing up your course. **Keep this window open**.

10. Next, you'll **save the backup "nu.mbz"** file to your computer desktop:
    • On a Windows computer, click (or right-click) on the backup file link.
    • On a Mac, hold down the "Control" key and click on the backup file link.
11. Choose "**Save link as…**" or **"Save Target As"** (depending on your computer and browser).
12. **Save your backup "nu.mbz" file to your computer's Desktop.**
13. That's it. You're done backing up. Next you'll restore your backup course to your new course.
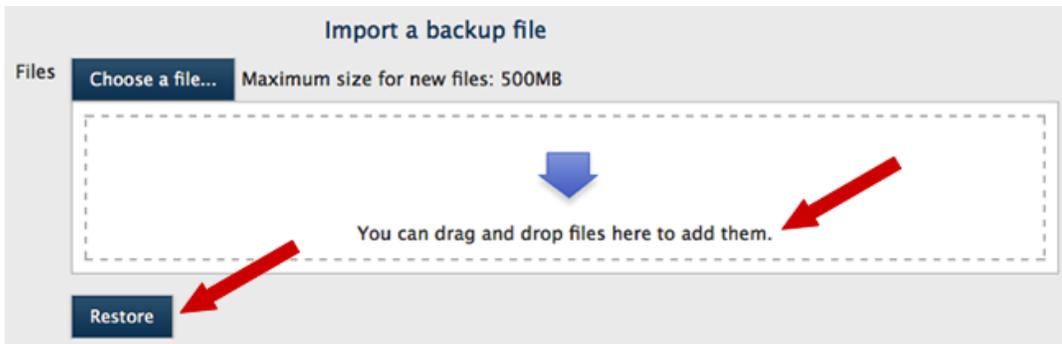
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## Part 2: How to Restore Your Course Into Your New Moodle 2+ Shell

1. Log into WebAccess 2+ (https://smccd.mrooms.net/), and click on the new course you want to restore your old course into.
2. **Before beginning the restore process,** make sure the new course has **at least the same number of weeks or topics as the old one.**
   If you need to change the number of weeks or topics:

   a. Click on the "**Edit Settings"** link under "**Settings**" on the right column
   b. Set the number of Weeks / Topics to match the number you had in your old course.
   c. Scroll to the bottom and click **Save and Return to Course**.

3. In the "**Settings"** tab (on the right column) click on "**Restore"**.
4. When you see the "**Import a backup file"** screen, you can upload your backup in one of two different ways:

   a. Drag your backed up nu.mbz (or a .zip) file from your computer desktop onto the drag-and-drop area of the import window, and wait for it to upload. Depending on the file size it may take a few seconds or several minutes.

   b. Or click **Choose a file...** and when the File Picker window opens, click **Browse** to locate your backup file on your desktop and upload it.



5. Click the **Restore** button.
6. When you see the following screen for confirming the backup file, click **Continue**.

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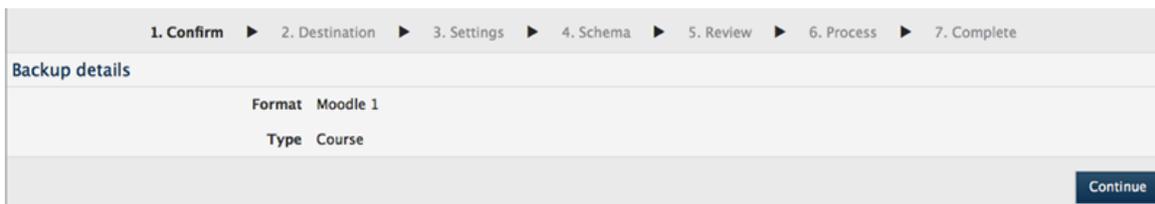
7. Scroll down to Restore into this course and select the radio button **Merge the backup course into this course.** Click **Continue.**
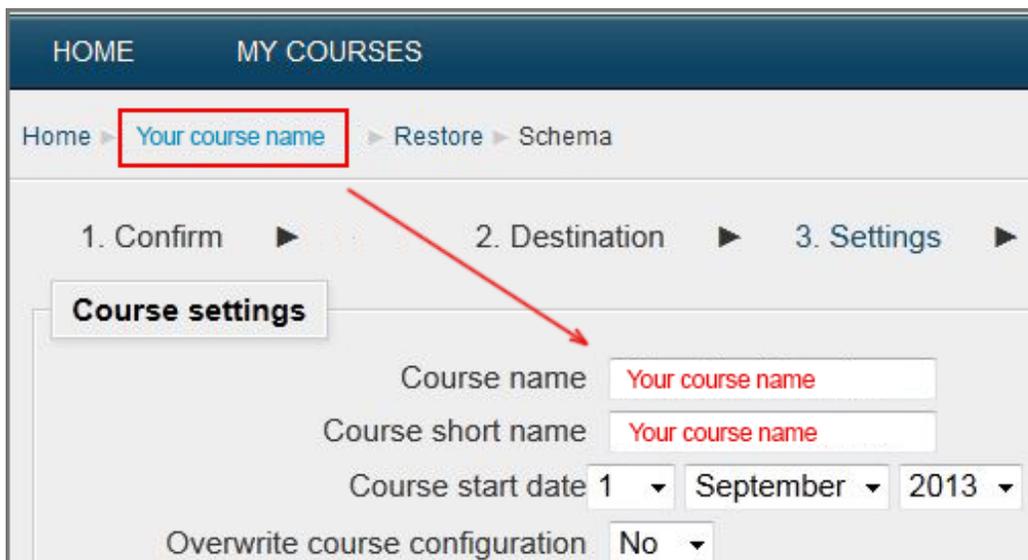


8. If you want, you can adjust the Restore settings further by deselecting course elements you don't want to restore. Then click **Next**.
9. **IMPORTANT:** In the **Course settings** area (shown below), make sure Course name and Course short name are exactly the same as the breadcrumb trail name for your new course.
   Retype if necessary.



10. Click **Next**.
11. Review again what you're restoring and click **Perform Restore**.

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12. Click **Continue.** You'll then see your new course homepage with the restored course elements.

Congratulations on restoring your course! Check your new course settings to make sure everything is the way you want it!

If you need assistance or have questions contact the CTTL to schedule a one-on-one appointment.

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