

Guide for Course Copy (Backup and Restore) from Former-Moodle to New-Moodle

Note: Information of users cannot be copied to a new course.

●Preparation

Make sure the destination course is in the new Moodle.

Moodle course registration application form (On-campus limited)
<https://www.itc.u-toyama.ac.jp/service/moodle/index.html#mokuji4>

If not, apply through the Moodle course registration application form and confirm that it has been created.

●Summary

1. Working on Former-Moodle

- Backup the contents of the original course, download the file to your PC.

2. Working on New-Moodle

- Log-in the destination course, restore with backup up file, which is saved on your PC.

●Detailed instructions

1. Working on Former-Moodle (Backup of contents)

1-1. Log-in Former-Moodle



<https://lms.u-toyama.ac.jp>

Log-in to Former-Moodle

<https://old-lms.u-toyama.ac.jp/>

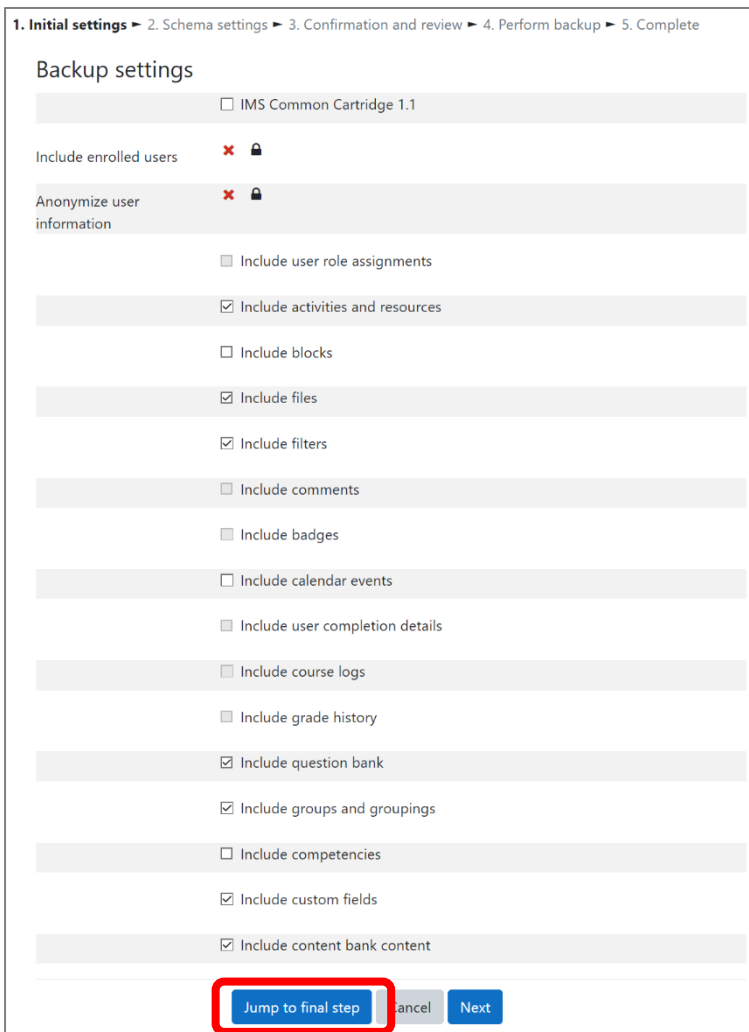
Access to Former-Moodle will be limited to on-campus from April 2023.

1-2. Backup the contents of the original course



Log-in to the original course,
open the “Backup” link under “Course administration” on
“Administration” block, located on the left side of the
course.

[Administration](#) > [Course administration](#) > [Backup](#)

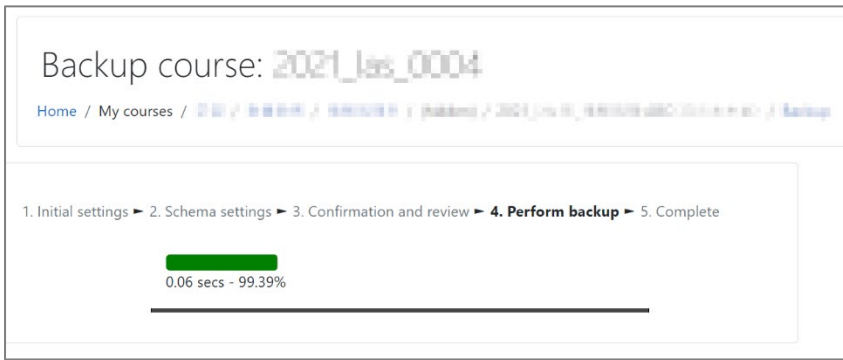


On the "Backup settings - 1. On the “Initial settings” page, click the [Jump to final step] button at the bottom.

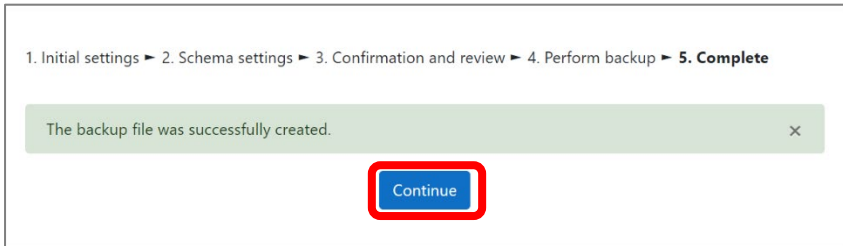
This action will back up all the content on the course.

If you want to select individual content to back up, click [Next] button and can select the desired content on the displayed page.



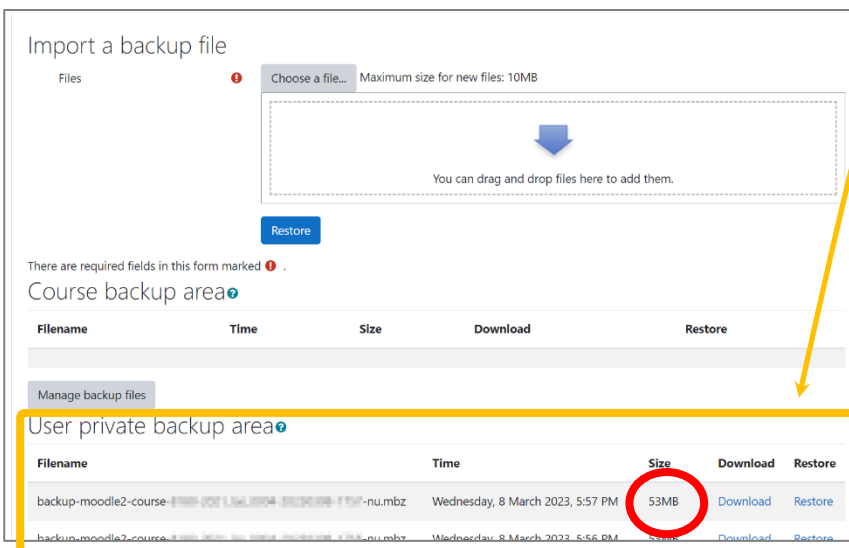


The progress indicator will be displayed during backup file creation.



After creating the backup file, you will see the message "The backup file was successfully created".

Click the [Continue] button.



In the "User private backup area", the name, date, and size of the file backed up are displayed.

(Files from other courses that you have backed up will also appear in this area, with the most recent backup date shown above).

Important: Check the file size.

If the backup file size is **100MB or more**, restoring to new-Moodle is **NOT possible** using the method described in this manual.

In that case, please email the Moodle system administrator (**moodle@itc.u-toyama.ac.jp**) the name of the course to which you are transferring.

If the backup file size is 100MB or less, proceed to the next step.

1-3. Download the backup file to your PC

Click "Download" link for the file at the top of the file-list displayed in the "User private backup area" and save the file to your PC.

An example of the file name is:

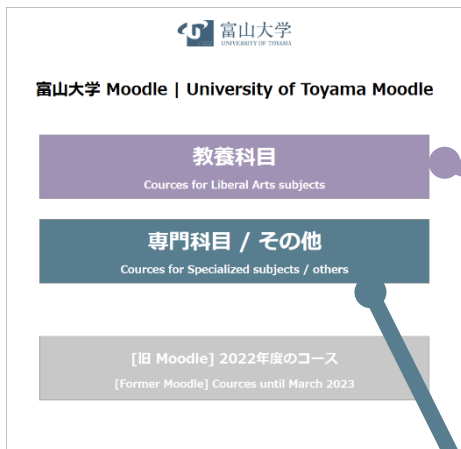
[backup-moodle2-course-...nu.mbz](#)

The screenshot shows the Moodle backup management interface. At the top, there is a section titled "Import a backup file" with a "Choose a file..." button and a "Maximum size for new files: 10MB" limit. Below this is a dashed box with a blue arrow pointing down and the text "You can drag and drop files here to add them." A "Restore" button is also visible. Below the import section, there is a message "There are required fields in this form marked ." and a "Course backup area" link. The main part of the screenshot is a table titled "User private backup area" with columns for "Filename", "Time", "Size", "Download", and "Restore". The table contains two rows of backup files. The "Download" link for the first row is highlighted with a red box.

Filename	Time	Size	Download	Restore
backup-moodle2-course-8188-2023-11-04-08:00:00-11-04-11-04-nu.mbz	Wednesday, 8 March 2023, 5:57 PM	53MB	Download	Restore
backup-moodle2-course-8188-2023-11-04-08:00:00-11-04-11-04-nu.mbz	Wednesday, 8 March 2023, 5:56 PM	53MB	Download	Restore

2. Working on New-Moodle (Restoring of contents)

2-1. Log-in New-Moodle



<https://lms.u-toyama.ac.jp>

Log-in to New-Moodle.

In the new Moodle, liberal arts subjects and specialized subjects are separated.

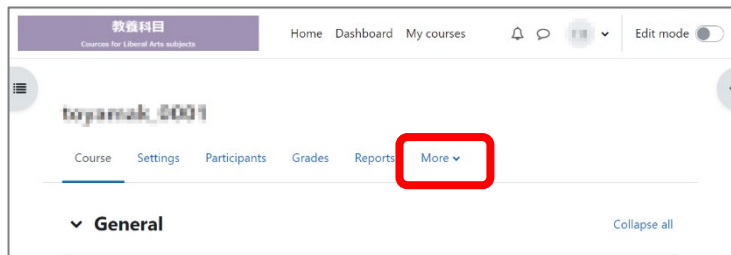
2-2. Log-in the destination course

Select the destination course from the course list on the "My courses" page.

※ If you cannot find the course you are looking for, try "search" box.

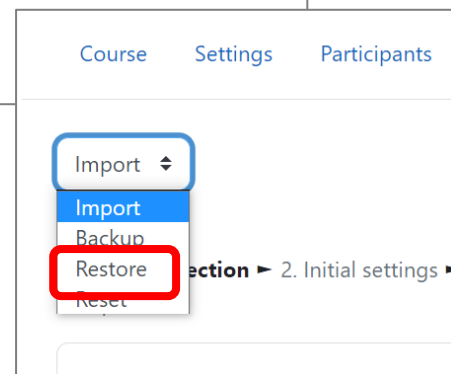
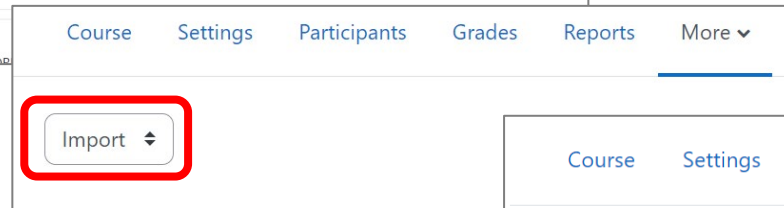
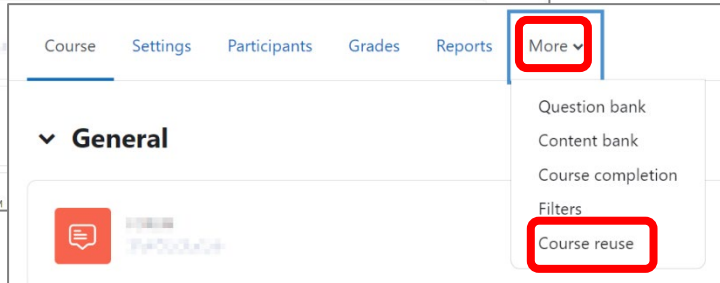
※ If you cannot find the course by searching, apply the course using the Moodle course registration application form.

2-3. Restoration in the destination course

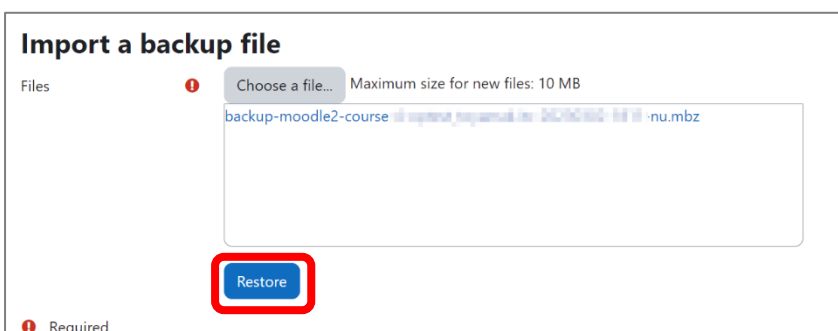
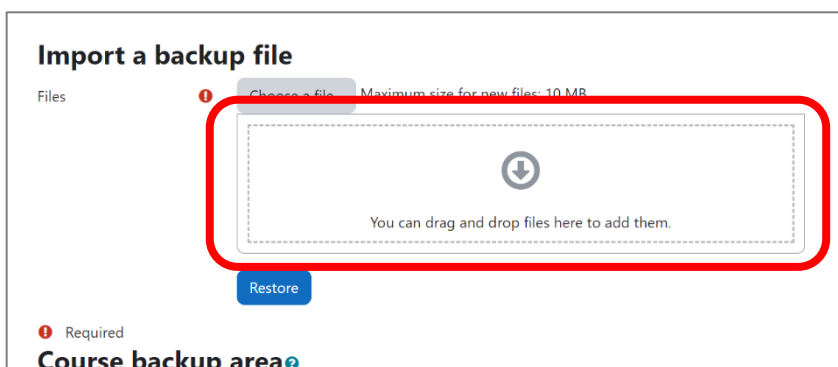


In the destination course,
Click "More" > "Course reuse".

Then, select "Restore" on the next page.



Drag and drop the saved file saved on your PC to the area of "Import backup file".



Click the [Restore] button.

※ If the file size is greater than 100MB, you cannot upload. In that case, contact the Moodle system administrator by e-mail (moodle@itc.u-toyama.ac.jp).



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

Backup details

Type Course
 Format Moodle 2
 Mode General
 Date taken Thursday, 2 March 2023, 6:11 PM
 Moodle version 3.9.17 (Build: 20220912)

Backup settings

Convert to IMS Common
 Cartridge 1.1
 Include enrolled users
 Anonymize user information
 Include user role assignments
 Include activities and resources

Course details

Title optest_toyamak.itc
 Original ID 4

Course sections

Section: 0 Included in backup (no user information)

Activities	Module	Title	Userinfo
Section: 28	Included in backup (no user information)		
Section: 29	Included in backup (no user information)		

Continue

“Backup details”, “Backup settings” and “Course details” will be displayed.

Click the [Continue] button.



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

Delete the contents of
 this course and then
 restore

Continue

Click the [Continue] button in "Restore to this course".

※The restore option is left at the default "Merge the backup course into this course".



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

Restore settings

Include enrolled users ✖

Include enrolment methods No ▾

Include user role assignments ✖

Include permission overrides

Include activities and resources

Include blocks ✖

Include filters

Include comments ✖

Include badges ✖

Include calendar events ✖

Include user completion details ✖

Include course logs ✖

Include grade history ✖

Include groups and groupings

Include custom fields

Include content bank content

Include legacy course files

Cancel Next

“Restore settings” will be displayed.

Click the [Next] button.



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

Course settings

Overwrite course configuration No ▾

Course name ██████████ 🔒

Course short name ██████████ 🔒

Course start date Wednesday, 22 February 2023, 12:00 AM 🔒

Select All / None (Show type options)

<input checked="" type="checkbox"/>	██████████	User data	No
<input checked="" type="checkbox"/>	██████████		No
<input checked="" type="checkbox"/>	██████████	User data	No

Previous Cancel Next

“Schema” of “Course settings” will be displayed.

✘ Contents unchecked on this screen will not be restored.

Course name is not overwritten.

Click the [Next] button.



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

Restore settings

Include enrolled users	✘
Include enrolment methods	No
Include user role assignments	✘
Include permission overrides	✔
Include activities and resources	✔

Course settings

Overwrite course configuration	No	Course name	toyamak_0001 🔒
		Course short name	toyamak_0001 🔒
Course start date	Wednesday, 22 February 2023, 12:00 AM 🔒		

Section 0	✔	User data	No
Section 1	✔		No
Section 29	✔	User data	No


Confirmations of “Restore settings” and “Course settings” will be displayed.

After checking, click the [Perform restore] button at the bottom of the page.



Restore ▾

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



 now - 82.3%

Progress indicator during restoration.



Restore ▾

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. ✕

After the restoring finishes, you will see the message, “The course was restored successfully, clicking the continue button below will take you to view the course you restored”. Then, click the [Continue] button.



The top page of the destination course is displayed.

There may be two "Announcements". One is of the newly created course, and the other is of the backup source (Former-Moodle). Since both are the same, you can remove one of them.

+

This completes the procedure for restoring backed-up course content.

★★★★★

If you cannot proceed according to the manual, contact the Moodle system administrator (moodle@itc.u-toyama.ac.jp) by e-mail. In that case, please let us know what following.

1. Date and time of processing.
2. Name of the original course copied from Former-Moodle.
3. Name of the New-Moodle destination course.
4. Backup file size (Byte).
5. At what step in this manual did the process not proceed?
6. The error message that displayed on the screen.
7. Any other point that you notice.