

LearnMate 7

COURSE BACKUP AND RESTORE GUIDE

Catalog #200076 Rev. B

November 2015



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#200076

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1. Introduction

This guide provides instructions on how to copy a course from one server to another.

This guide provides instructions on how to:

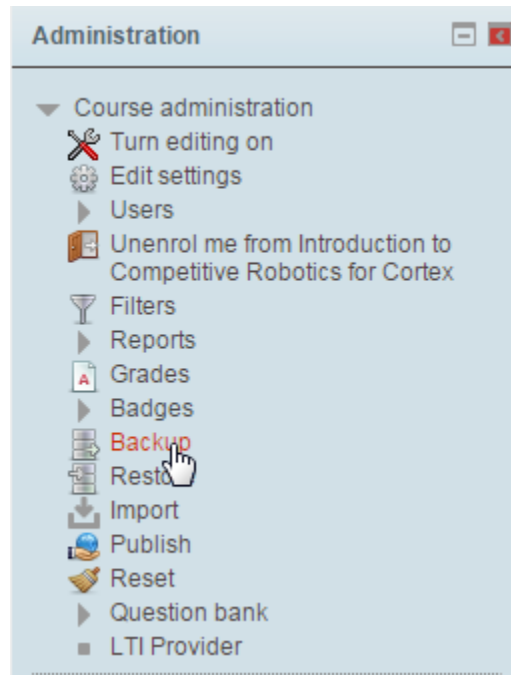
- Back-up a course from one server. See section 2 Backing-Up Courses, on page 2.
- Restore a course on another server. See section 3 Restoring Courses, on page 5.

2. Backing-Up Courses

A LearnMate course can be backed-up and exported as an .mbz file, which can then be used to restore the course on another server.

To back-up a course:

1. Navigate to the course that you want to back-up.
2. In the Administration block, click **Backup**.



3. Keep all initial settings as default as shown below and click **Next**.

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

Backup settings

- IMS Common
- Cartridge 1.1
- Include enrolled users
- Anonymize user information
- Include user role assignments
- 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 question bank

Cancel **Next** 

i Note: These settings also back-up user details so that they are not lost when restoring to another server.

4. Keep all Schema settings as default and click **Next**.

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

Include:

Select All / None (Show type options) General <input checked="" type="checkbox"/>	Select All / None User data <input checked="" type="checkbox"/>
--	--

5. Verify the details and click **Perform Backup**. The course is backed-up.

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


Filename

Filename*

6. Click **Continue**.

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

The backup file was successfully created.

Continue 

7. Click **Download** to download the newly generated .mbz backup file.

Course backup area 

Filename	Time	Size	Download	Restore
backup-moodle2-course-505-20150604-1542.mbz	Thursday, 4 June 2015, 3:46 PM	98.5MB	Download	Restore

[Manage backup files](#)

Keep this file in a safe location as you will need it to restore the course.

3. Restoring Courses

To restore a course, the following steps are performed. Each step is covered in a separate section:

1. Create a course category. This step is optional. See section 3.1 Creating a Course Category, on page 5.
2. Restore the course. See section 3.2 Installing a Course, on page 7.

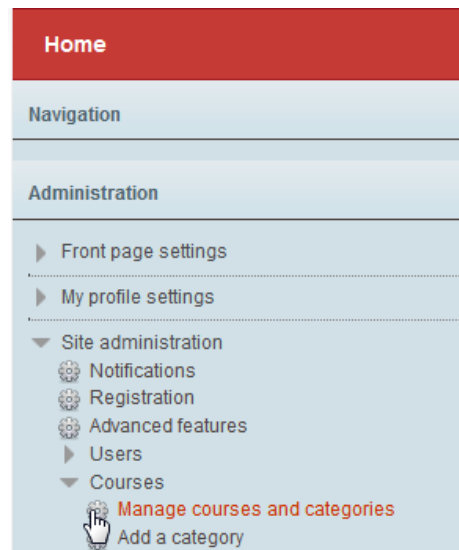
3.1. CREATING A COURSE CATEGORY

During the course installation procedure, LearnMate asks you under which category you want to add the course. If you have not previously defined any categories, courses are installed into the *Miscellaneous* category.

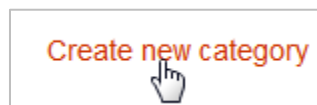
 *Note: Installed courses can be moved to other categories at a later stage.*

To create a category:

1. In the Administration block, navigate to **Site Administration | Courses | Manage courses and categories**.



2. Select **Create new category**.




3. Enter the category name. Optionally, enter the Category ID number and description.

Add new category

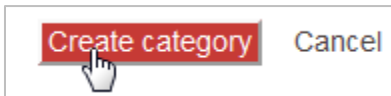
Parent category: Top

Category name*: New Courses

Category ID number:

Description: 
Newly installed courses installed here.

4. Click **Create Category**.











The category is listed.

Course and category management

Course categories

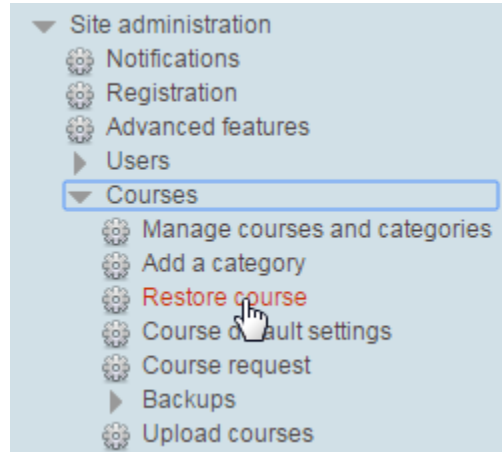
Create new category

<input type="checkbox"/>	Miscellaneous	  	6 
<input type="checkbox"/>	New Courses	  	0 

3.2. INSTALLING A COURSE

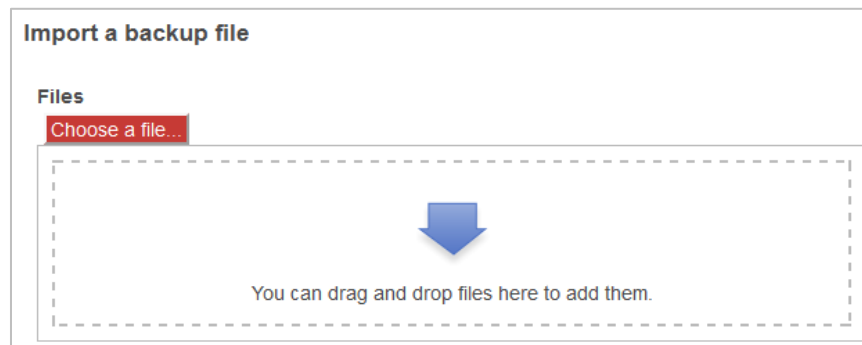
To install a course:

1. In the Administration block, navigate to **Site Administration | Courses | Restore course**.

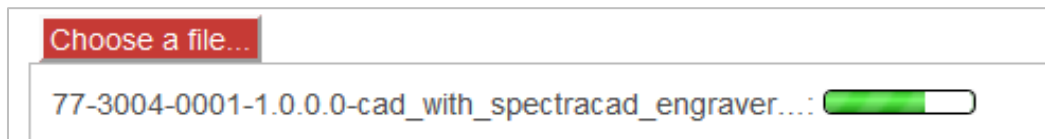


2. Drag the installation file into the *Files* area.

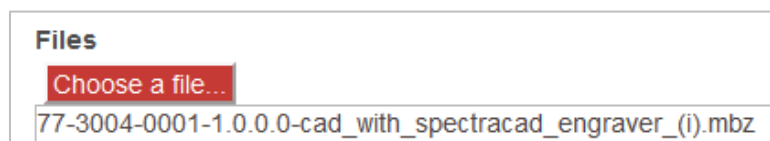
Alternatively, click the **Choose a file** button, which opens a navigation window where you can select your file.



The file uploads.

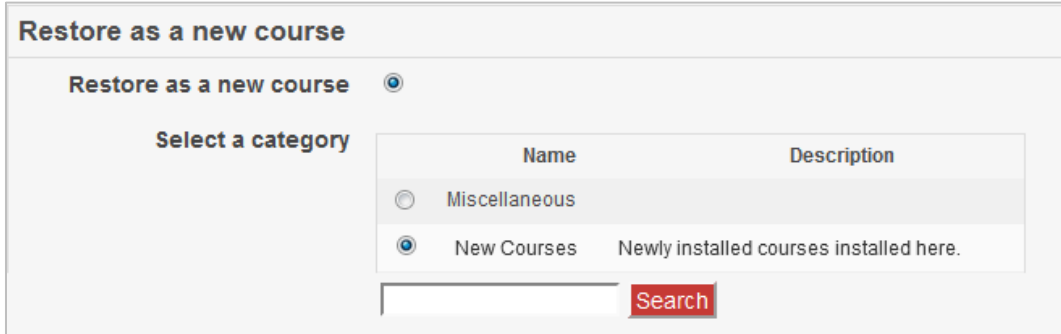


3. Wait until the progress bar disappears.



4. Click **Restore**. Various course details are shown. No changes are necessary.

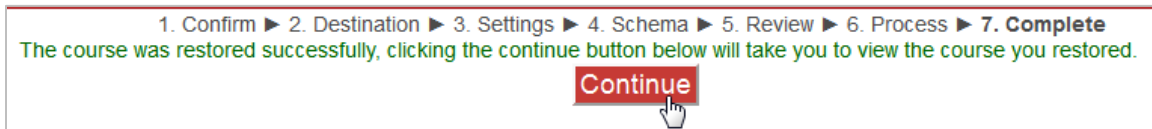
5. Click **Continue**.
6. In the *Restore as a New Course* area, select the category into which the course should be installed.



Name	Description
Miscellaneous	
New Courses	Newly installed courses installed here.

7. Click **Continue**. Various restore settings are shown. No changes are necessary.
8. Click **Next**. Various course restore settings are shown. No changes are necessary, but a start date can be selected.
9. Click **Next**. The selected backup and course settings are shown again for review. No changes are necessary.
10. Click **Perform restore**.

Wait until the restore process is complete. This may take several minutes or more depending on available server resources. A success message is displayed on completion.



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

11. Click **Continue**. The course page is displayed.