

## **Options for Archiving Moodle Courses**

### **Purpose**

The following instructions will enable you to take a copy of your course in its present state so that it can be 'archived' for future reference. It is assumed that you will want to keep the course copy in a separate Moodle Category for similarly archived courses. The existing course can then be 'reset' ready for the following session.

Please first consider if this is necessary at all. There are other options that may be more appropriate especially as archiving a complete set of departmental courses can be a significant task.

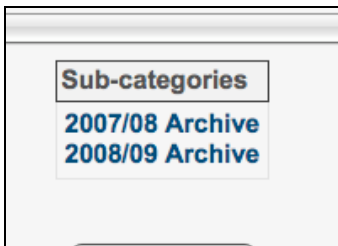
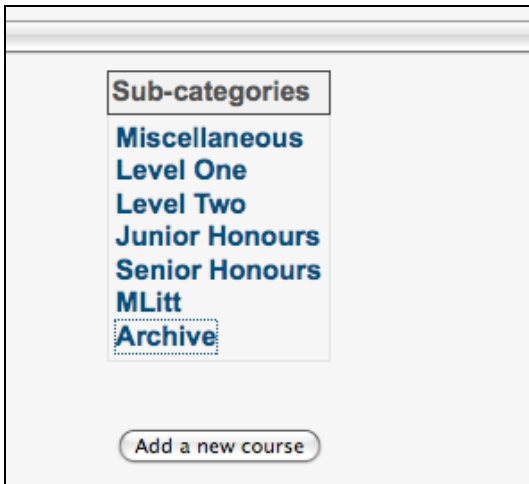
### **Prerequisite**

The main prerequisite is to have sufficient permissions to create new courses in the Moodle Category where you wish to create your archives. It is also likely that you will need to be able to create new Moodle Categories. In practice, this means that you will have been assigned the 'Moodle Support' role for your department or Faculty. If this is not the case you should find out who has this role within your department or Faculty and ask them to archive your courses. If there is currently no person with this role we encourage your department to create such a role and request the necessary Moodle rights through the IT Services Help Desk. Please note that your HOD's permission will be required and, in normal circumstances, a very limited number of people in each department will be permitted.

### **Steps to create archive**

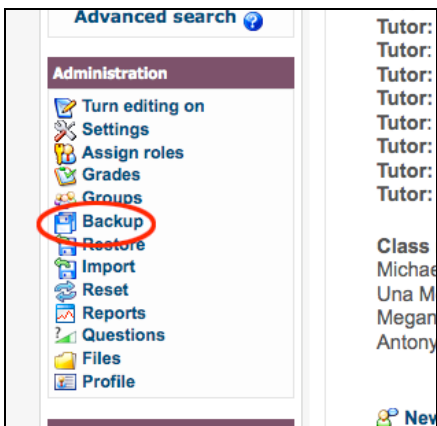
#### **1. Consider your Category Structure**

If you don't have a suitable structure already, you should create an archive area within your department's Moodle Category. This is to keep your archived courses separate from current courses and well organised. Typically you will have a Category called (something like) 'Archived Courses' and within that Category a series of sub-categories, one for each Session (e.g. 2007-2008, 2008-2009). Here is a typical example (from Philosophy in Arts):



## 2. Create a backup of your course

Go into the course and simply create a backup...



This will result in a number of screens each with a great many options. You can safely leave all of these at their defaults and accept each screen. Backups can take quite some time - especially for large courses but eventually the backup will be created as a zip file. Do not be tempted to close the browser window until the backup has completed. You will be taken to the files area in the subdirectory for backups ('backupdata'):

| Name   | Size   | Modified                 | Action                          |
|--|--------|--------------------------|---------------------------------|
| Parent folder  |        |                          |                                 |
| <input type="checkbox"/> backup-1k-20090814-1124.zip | 29.5MB | 14 August 2009, 11:25 AM | Unzip Lis <b>Restore Rename</b> |
| <input type="checkbox"/> restorelog.html             | 5.7KB  | 10 August 2009, 02:43 PM | Edit Rename                     |

With chosen files...

Make a folder      Select all      Deselect all      Upload a file

All you need to do now is to click the restore link as shown above. If there is more than one backup file in the directory make sure that you pick the correct one - the files have the date and time of creation in the file name!

Once again, the restore process has a number of screens - some with a great number of options. In this case there are a couple of important options to look out for and change. Three pages in, you will see the following options at the top of the page. You should modify the Category, Short name and Full name to reflect the archive status – in this case the archive category has been selected and additional text has been added to the short and full names to reflect the archive Session. This is important to avoid future confusion!

Restore to:

Category:

Short name:

Full name:

Course start date:

Include: **All/None**

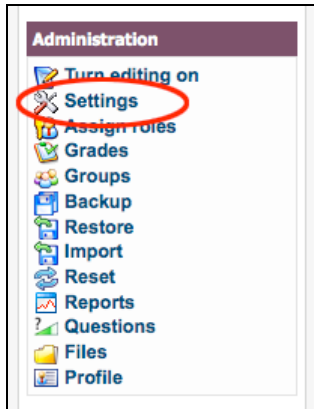
Forums

You can then simply click through the remaining restore pages accepting all other defaults. Note that the restore process will take some time to complete especially for large courses. Do not be tempted to close the browser window until the restore process has completed. When the process is complete you will be dropped into the new course. You are encouraged to check that it has restored correctly.

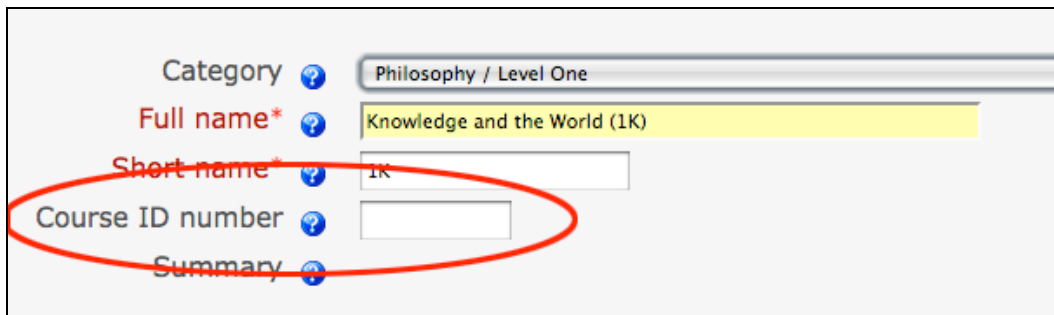
### 3. Change the Course Code

This step is only required if your course was using automatic enrollment and prevents new students being automatically enrolled in the archived course. This step will have no affect on students already enrolled in the course. If in doubt, check anyway. Note that this step is to be taken in the newly created archive course (not in the existing course).

Go to the course settings page:



and look for the following field (near the top):

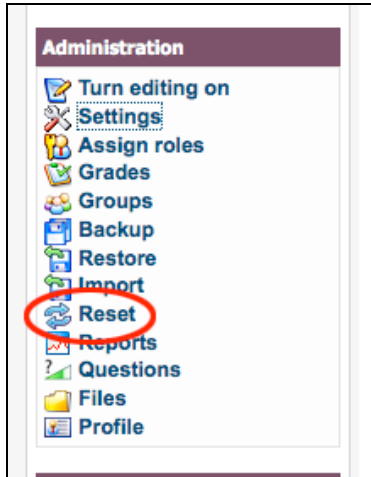
A screenshot of the course settings page. The 'Category' field is set to 'Philosophy / Level One'. The 'Full name\*' field is 'Knowledge and the World (1K)'. The 'Short name\*' field is '1K'. The 'Course ID number' field is empty and circled in red. The 'Summary' field is also circled in red.

It is important to make sure that the **Course ID number** field is empty. If it is not delete the code and click 'Save changes' at the bottom of the page.

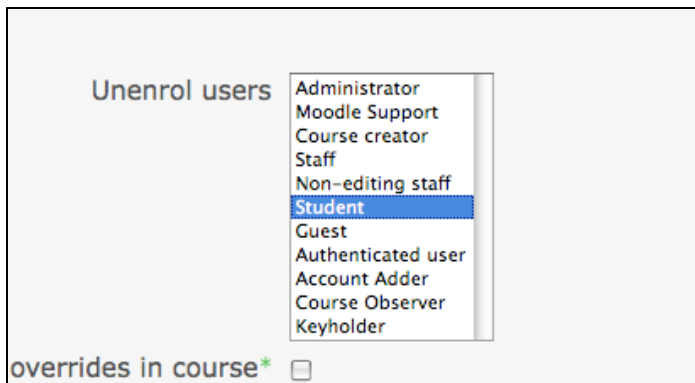
### 4. Reset the original course

This step 'resets' your original course and is optional. It removes all the existing students and any of their postings and materials. It leaves you with a 'clean' course for the new Session containing only the staff generated materials. Do note that not every activity can be reset (e.g. Wikis) and that some staff generated material is indistinguishable from student material (e.g. forum 'teaser' postings added by staff will be removed along with all student postings).

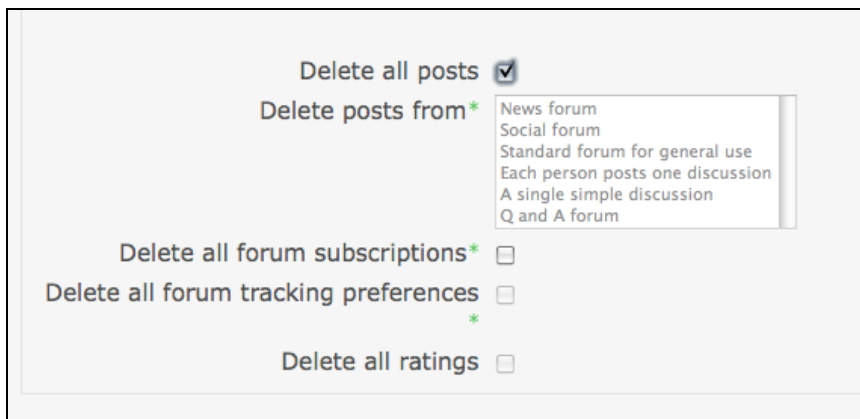
Click 'reset' on the Course Administration block:



The following page changes somewhat depending on what activities are in use within your course. No options are selected by default. At the very least you would probably select to remove all Students:



You will probably also want to remove all forum postings:



As you can see more granular options are available to remove postings from particular forums if that is required. Similar options will be shown for other activities (e.g. Assignments) only if you are using them.

When complete click on 'Reset course' at the bottom of the screen. The course is now ready for the forthcoming Session.