

End of Year Moodle Administrative Procedure

About this guide

This guide will walk you through the various options available to backup and rollover Moodle courses.

Guide Overview

This guide will present you with the options available to administratively get your course ready for the next academic year. This includes creating:

- Course Backups
- Course Reset as a 'new course'

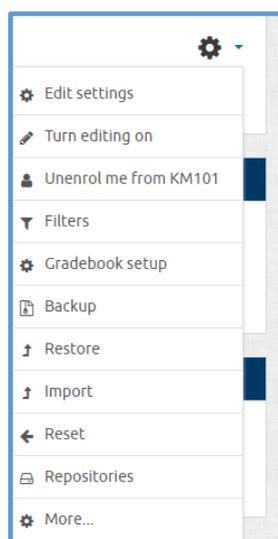
Course Backups

Although Moodle is backed up by IT services, this is for disaster recovery only and not to restore individual courses. It is strongly advised you take an end of year backup of your Moodle course and store it somewhere other than the Moodle site. This could be on a designated external drive for example.

Creating a backup will allow you to retain an exact copy of your Moodle course as it was at the point of copy. Note that this is a copy of your course but does not contain 'ANY' student data.

Creating a Course Backup

1. Click on the **Gear icon** and click **Backup**:



2. You will now see a series of tick boxes specifying what the backup will include. Select **NEXT**.

IMS Common Cartridge 1.1	<input type="checkbox"/>
Include enrolled users	<input type="checkbox"/>
Anonymize user information	<input type="checkbox"/>
Include user role assignments	<input checked="" type="checkbox"/>
Include activities	<input checked="" type="checkbox"/>
Include blocks	<input checked="" type="checkbox"/>
Include filters	<input checked="" type="checkbox"/>
include comments	<input checked="" type="checkbox"/>
Include calendar events	<input checked="" type="checkbox"/>
Include user completion details	<input checked="" type="checkbox"/>
Include course logs	<input type="checkbox"/>
Include grade history	<input type="checkbox"/>

3. The next page will show you the schema settings and display every resource and activity you are about to include within the backup procedure. You can deselect files at this point if you no longer require them but generally this will be left as it is.

1. Initial settings ▶ 2. **Schema settings** ▶ 3. Confirmation and

Include:

Select [All / None](#)

Welcome <input checked="" type="checkbox"/>	User data	<input checked="" type="checkbox"/>	
News Forum <input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	
Feedback on Group Presentations <input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	
Week 2 <input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	
assignment 1 <input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	

4. When you are happy you are backing up everything you require, scroll down to the bottom and hit **next** to proceed.

5. You will now see a 'Review' page where you can **change the name** of your backup file and review what's going to be included.

It is strongly recommended you rename your backup file and include a date in the title so it's easy to find if you need to revert back to this at a later stage. Be sure to keep the Moodle file extension at the end of the title (.mbz)

An example of this would be course "code-course name-year.mbz"

6. When you are ready scroll down and hit **Perform backup**. Depending on the size of your backup this may take upwards of 10 minutes to complete.

7. When the backup is finished you will see a 'Backup complete' message. Hit continue and you will be taken to your backup file area in Moodle where you can now download your backup off Moodle and can be stored elsewhere.

User private backup area ☺

Filename	Time	Size	Download	Restore
Accfin1004-Year1FinancialAccounting-20-3-2014.mbz	Thursday, 6 March 2014, 11:00 AM	8.7KB	Download	Restore

8. When you have successfully saved your backup file in another location please remove this file from Moodle. To do this select **Manage Backup Files** at the bottom of this page, locate the file you want to remove, click on it, and hit **delete**.

Edit Accfin1004-Year1FinancialAccounting-20-3-2014.mbz

Download Delete

Name: Accfin1004-Year1FinancialAccounting-20-

Author:

Choose license: Other

Path: /

Update Cancel

Last modified: 6 March 2014, 11:00 AM
Created: 6 March 2014, 11:00 AM
Size: 8.7KB

Resetting your Moodle course

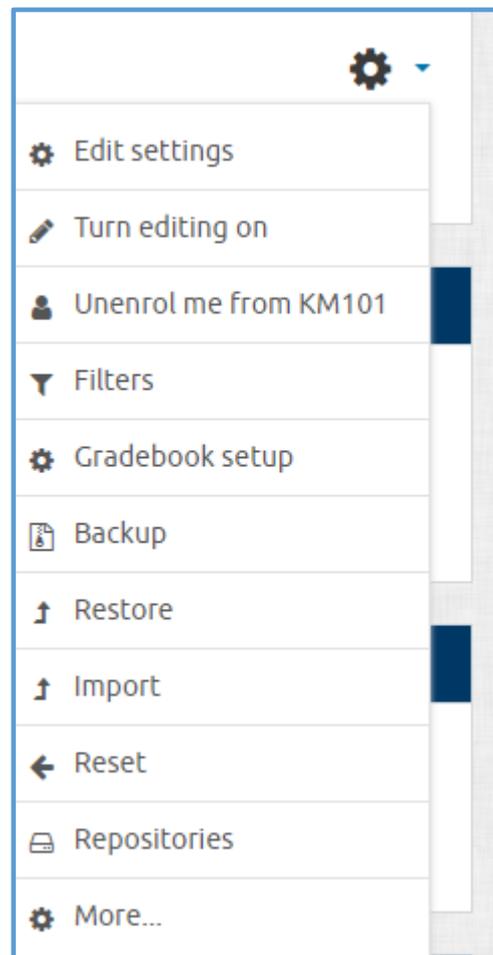
Before you reset a course

Remove the course code (or insert additional text before it - for example 'coursecode21_15' where 'coursecode21' is the course code) from the settings of your course until you are ready for your new

cohort of students to be automatically enrolled. Failure to do this could result in the previous year's students being re-enrolled if MyCampus has not been updated/rolled over to the next session.

Resetting your Moodle course will allow you to remove all student data so that your course can be reused for subsequent years. If you want to keep student data such as assignment data you will need to export this before you reset your course. To enter the reset screen click the **Gear icon** and choose. **'Reset'** on the front page of the course that you want to reset.

change



The first sections allows you delete previous logs and reset the course start date (if required).

Reset course

This page allows you to empty a course of user data, while retaining the activities and other settings. Please be warned that by choosing items below and submitting this page you will delete your chosen user data from this course forever!

General

Course start date [?] Enable

Delete events

Delete logs

Delete all notes

Delete all comments

Delete completion data

Delete blog associations [?]

Clicking on the **'Show advanced'** button will give you more detailed reset options.

* Show advanced

Roles allow you to remove students from your course. You can also do this for the staff role but please remember that this will remove you also and prevent you accessing your own course.

Roles

Unenrol users

No roles
Observer
Student
Non-editing staff

Delete all overrides in course*

Delete all local role assignments

We recommend that if you are using automatic enrolment that you remove the course code from your course (course settings) unless MyCampus has rolled over as otherwise the students that you have just removed (old) will be automatically enrolled again.

Gradebook

Delete all items and categories

Delete all grades

The above allows you to delete all student grade activity in the 'Grades' screen.

Groups

Delete all groups*

Remove all group members*

Delete all groupings*

Remove all groups from groupings*

If you have previously used groups you can remove old group members without deleting the groups.

Assignments

Delete all submissions

The above allows you to reset assignment/s that have been used in your course.

Feedback

Reset feedback responses

Test feedback

If you have used the feedback activity (used for questionnaires) you can remove all submitted data.

Forums

Delete all posts

Delete posts from*
News forum
Social forum
Standard forum for general use
Each person posts one discussion

Delete all forum subscriptions*

Delete all forum tracking preferences*

Delete all ratings

The above option allows you to remove all posts that have been made to your forums.

Quizzes

Delete all quiz attempts

If you have used the Quiz activity this will allow you to delete attempts.

Both processes are recommended at the end of every academic year. Failure to do neither of these will result in new student cohorts being enrolled in previous years completed courses.

***** Please note that staff roles are no longer included in backups and staff will be required to be added back into courses created using backups.**



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