

# How to reset your Moodle course

By Roland Gesthuizen (29 November 2007)

Teachers can reset or “roll over” a Moodle course at the end of a class and before the start of the next. If any student class work needs to be kept or saved, they should first make a back up of their course. If the course will no longer be taught by you, please consider enrolling the new teacher or asking the ICT manager to delete the old course.

Login to Moodle then navigate to the home page for your class. Click on the top right hand button [Edit] for your Moodle course. Scroll down on the LHS to the **Administration** block

Click on the link to **Reset**.

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

You can now delete the following in any combination:

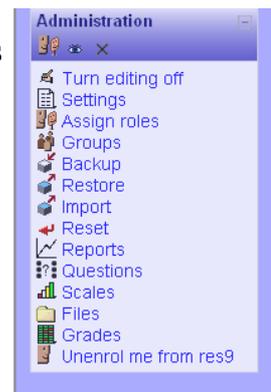
- Teachers (do not delete yourself!)
- Students, groups and any posted class work
- Course Events and Log files

You can also remove

- all posts from selected forum types including the main news forum.
- all attempts from all quizzes.

You can also specify a new course start date for the start of term 4.

Your course has now been emptied of students and their contributions and is now ready for the following year or next class.



### 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!

**Course**

Remove:

- Teachers
- Students
- Course events
- Logs
- Groups
- Course start date 1 January 2007 ?

**Forums**

Remove all posts from these types of forums:

- News forum
- A single simple discussion
- Each person posts one discussion
- Standard forum for general use
- Remove forum subscriptions

Reset course

# How to backup your Moodle course

By Roland Gesthuizen (27 November 2007)

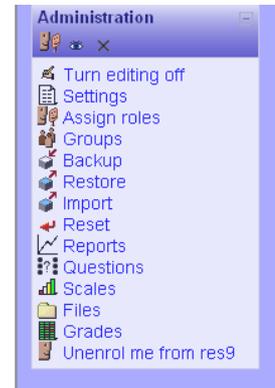
Generally, you will not have to worry about **course backups**, as the primary Moodle administrator will have set a schedule of site wide backups. However, some teachers make it a habit to perform a regular course backup, and like to keep a local copy. The backup and restore process is a common way of moving or, copying specific courses from one Moodle to another.

Login to Moodle then navigate to the home page for your class. Click on the top right hand button [**Edit**] for your Moodle course. Scroll down on the LHS to the **Administration** block.

Click on the link to **Backup**.

After clicking the Backup link you will see options for specific activities you wish to backup.

- To back up all the course activities, choose 'All' above the activities listed. Similarly, if you want to include all the student work or **User Data** with each backed-up activity, choose 'All'.
- To copy the teacher work, change the options to just backup the “**Course files**”



After choosing what you want to backup, click on **Continue**.

You will receive a notice with the backup details showing the total number of items within each category/module to be backed up. Scrolling to the bottom and clicking Continue, you will back up your course materials. You should then see the backup details followed by a message "Backup completed successfully." Click on continue to see a list of all the backup files in your course.



You can now save these files to your local computer

## **Restoring from a backup file**

A backup may be restored to either copy over the data in any course or add the backup to an existing course. There are options to include student data and/or course files. Because you can overwrite your current data, **DO NOT** restore a backup file unless you know what you are doing.

Click on the link to **Restore**.

Moodle courses can be restored from a backup file made by Moodle. Course backups are usually stored in the **backupdata** folder within the **Files** or course files folder within each course. You can navigate to these files by clicking on the Files link on the Administrator block. There is a link next to every course backup file that can be used to restore the course.

The backup and restore processes offers teachers a creative way to duplicate or create a new course by copying the activities and files from one course to another.