

Backing up your Moodle Course Shell

1. In your Moodle course shell, click 'Backup' in the Administration menu.



Figure 1: Finding the backup option on the Administration menu

2. On the next page, all possible options will be checked off as default—leave this. Simply click 'Jump to final step'. At that point, Moodle will create a backup of your entire course shell—without any student data.



Figure 2: Initial backup page



3. After the backup file has been created, click on the button to take you to a page with all of your course backup files. You next must download the backup file(s) that you want to your computer. Note that the files are .mbz files—that is the extension for a Moodle backup zipfile; please don't change it ^(C)

Click the 'download' link for the course backup file that you want. Make sure to save it to your computer in a place you can easily remember.

		Import a backup file						
Files* Choose a file You can drag and drop files here to add them.								
		Course backup area ()		are required in				
Filename	Time	Size	Download Restore					
Manage backup files		User private backup area ()						
	Filename		Time	Size	Download	Restore		
backup-moodle2-course-10326-span13142652	4265342654_spring	_2016-20160414-1318-nu.mbz	Thursday, April 14, 2016, 1:18 PM	59.3MB	Download	Restore		
backup-moodle2-course-14237-engl-ling20093	48893379-20160413-1	149-nu.mbz	Wednesday, April 13, 2016, 11:50 AM	150.2MB	Download	Restore		
backup-moodle2-course-18500-55200summer_20	15-20160405-1459-nu.mb	z	Tuesday, April 5, 2016, 3:00 PM	89MB	Download	Restore		

Figure 3: Downloading your backup file

4. On your computer, it is a good idea to rename the file to something you can recognize—for example, the course name and term it was taught (i.e. SPAN131FALL2015.mbz). Remember to keep the .mbz file extension.



Importing your Course Content into Canvas

Now that you have your course backup file, you can easily import it into your Canvas course shell.

1. In your course shell, click 'Settings' on the left-navigation menu.

Home	THIS COURSE IS UNPUBLISHED	Only Teachers Can See This Course Until It is Published	Course Status	
Account Announcements Account Assignments Admin Discussions Grades Control Control	Need help sett Setu Recent Activity in harmons sandbox	ling up your course? p Checklist	Unpublished Choose Home Pag Course Setup Cher	Publish le cklist
Dashboard People Pages Files Courses Calendar Outcomes Calendar Outcomes Dutcomes Courses Courses Courses Courses Courses Courses Courses Courses Courses Courses	 No Recent Messages You don't have any message courses you'll see this stream fill up with messages to you and other users, etc. 	s to show in your stream yet. Once you begin participating in your from discussions, grading updates, private messages between	Y ⁴⁴ New Announcemer Coming Up Nothing for the next week	It View Calendar

Figure 4: Canvas home page for a course

2. On the right side of the Settings page, click the link for 'Import Content into this Course'.

Home	Course Details	Sections Navigation Apps Feature Options		Student View	
Announcements	0	- 4 - 11 -	Course is Unpublished	II Course Statistic	5
Assignments	Course D	letalis		Course Calenda	r
Discussions	Name:	harmons sandbox			
Grades				Conclude this C	ourse
People	Course Code:	harmons sandbo		Permanently De	lete this Cours
Pages	Time Zone:	Pacific Time (US & Canada)		Copy this Cours	e
Syllabus	SIS ID:	sbxG00		Import Content i	nto this Course
Outcomes	-			Export Course	content
Quizzes	Department	Sandboxes		P Reset Course C	ontent
Modules	Term:	Default Term			
Conferences	Starts:			P Validate Links in	Content
Collaborations	Ends:			Current Users	
Settings		Users can only participate in the course between these dates		Students:	None
		This will override any term availability settings.		Teachers:	1
	Language:	Not set (user-configurable, defaults to English (US))		TAs:	None
				Designers:	None
		Join the Canvas Translation Community 2		Observers:	None

Figure 5 Canvas Settings page--click to import content to course shell



3. On the next page, click the drop-down box, and select 'Moodle 1.9/2.x' as your file type.

Import Content	
Content Tune	
Content Type	Select One Copy a Canvas Course
	Canvas Course Export Package Unzip .zip file into folder
	Angel export .zip format Blackboard 6/7/8/9 export .zip file
	Blackboard Vista/CE, WebCT 6+ Course Common Cartridge 1.x Package
	D2L export .zip format
Current Jobs	QTI .zip file
	Import Content ^{Content Type}

Figure 6 Selecting file type

Once you select Moodle 1.9/2.x, the screen will change. When it does, follow these steps:

- a. Click 'Browse' to look for your file on your computer; this is highlighted in yellow.
- b. If you want your quiz questions in a different question bank, then click the drop-down menu in blue to change that. Otherwise, leave it as-is.
- c. If you want to import all of your content, then click 'All content' in the section highlighted in red. If you only want to import selected elements, then click 'Select specific content.'
- d. If you wish to have the dates adjusted for the new term, then click that box highlighted in green.
- e. Finally, click 'Import'.

Home Announcements Assignments Discussions Grades	Import Content content Type Moodle 1.9/2.x a. source C:\Users\harmons\Desktc Browse			
People	D. Default Question bank Select question bank			
Pages				
Files Syllabus Outcomes Quizzes	C. Content All content Select specific content d. Options Adjust events and due dates			
Modules Conferences	e. Cancel Import			
Collaborations				
Settings				
Current Jobs				

Figure 7 Selecting course import options

It will take a few minutes for the transfer to be completed, depending on the size of your file and your internet connection speed; have patience ③



4. Once the import has been completed, you will see all of your course content on the 'Home' page for your course shell. From there, you can arrange and make changes as necessary.

Home	THIS COURSE IS UNPUBLISHED	Only Teachers Can See This Course U	ntil It Is	Published	Course Status	
Announcements	Need help setting up your course?			🐼 Unpublished	Publish	
Discussions	Se	etup Checklist			Choose Home F	Page
Grades					II View Course St	ream
People		View Progress		+ Module	Course Setup C	thecklist
Pages	- ENGL // ING 200 Introduction to Linguistics					mont
Files		۵	+	¢-	T- New Announce	neni
Syllabus	II 🗎 Untitled Page		٢	¢-	Coming Up	View Calendar
Outcomes Quizzes	ii & Virtual Office Hours		3	¢-	Nothing for the next we	ek
Modules	Discussion Forum		٩	¢-		
Conferences	What language(s) do you know?	Aug 19, 2015	0	¢-		
Settings						
	→ General Course Documents	٥	+	0 -		
	ii 🗟 General Course Documents		0	¢-		
	₩ PMLA		0	¢-		
	ii Resources		0	¢-		
	How to study for this course		3	¢-		
	How to write a Social Science research pa		0	¢-		

Figure 8 New Canvas content in your shell