



learning  
nexus

Course backups

# General backup defaults

Default settings for course backups can be set by a site administrator in *Administration > Site administration > Courses > Backups > General backup defaults*.

Selected settings may be locked, so that they cannot be changed when creating a course backup.

By selecting a time in the Keep logs for... dropdown it is possible to specify how long the backup logs information is kept before being deleted. As this information may be very large, it is recommended the length of time chosen be quite short.

## General backup settings

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### Include users backup | backup\_general\_users



Default: Yes

Sets the default for whether to include users in backups.

Locked

### Anonymise information backup | backup\_general\_anonymize



Default: No

If enabled all information pertaining to users will be anonymised by default.

Locked

### Include role assignments backup | backup\_general\_role\_assignments



Default: Yes

If enabled by default roles assignments will also be backed up.

Locked

### Include activities and resources backup | backup\_general\_activities



Default: Yes

Sets the default for including activities in a backup.

Locked

### Include blocks backup | backup\_general\_blocks



Default: Yes

Sets the default for including blocks in a backup.

Locked

### Include filters backup | backup\_general\_filters



Default: Yes

Sets the default for including filters in a backup.

Locked

### Include comments backup | backup\_general\_comments



Default: Yes

Sets the default for including comments in a backup.

Locked

### Include badges backup | backup\_general\_badges



Default: Yes

Sets the default for including badges in a backup.

Locked

### Include calendar events backup | backup\_general\_calendarevents



Default: Yes

Sets the default for including calendar events in a backup.

Locked

# Manual course backup

A course can be saved with some or all of its parts by using the course backup. Typically the site administrator sets a schedule of automated course backups for the whole site, while a trainer with editing privileges can create a manual course backup. Trainers can also download an existing backup for safe keeping or for use on another Totara site.

Alongside any automated backups that are run on your Totara site it is sometimes also necessary or advisable to perform a manual backup on your individual course (especially if you are going to make any big changes to the course). To perform a manual backup follow the steps below:

1. From the course page in the Administration block go Course administration > Backup.
2. On Initial settings page select the areas of the course you want to include in the backup, then you have two options:
  - a. Click the Next button to select which activities are resources are included.
  - b. Click Jump to final step if you wish to include everything (in this case the backup will be performed, after which you should click Continue).
3. If you clicked Next, you'll now see the Schema settings page. Here you can select/deselect specific items to include in backup, if desired you can select specific types of activity to be backed up by clicking the link Show type options. Once you are done, click the Next button.
4. You will then be presented with the Confirmation and review page where you should check that everything is as required, using the Previous button if necessary.
5. If you are happy with the selected option click the Perform backup button.

## Backup settings

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**IMS Common Cartridge 1.1**

**Include enrolled users**

**Anonymize user information**

**Include user role assignments**

Filename

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**Filename\***

backup-totara-course-209-bs\_gdpr-2018052

Backup settings

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**IMS Common Cartridge 1.1**



**Include enrolled users**



**Anonymize user information**



6. Once the backup has been performed you will see a confirmation message and a Continue button which you should click to conclude the process.

The backup may take a few moments depending on the size of the course.

A backup file (with distinctive .mbz extension to avoid confusion with .zip files) is then saved in the course backup area. Backup file names are of the form backup-totara-course-coursename-date-hour.mbz, ending in -nu.mbz when backed up with no users and -an.mbz with anonymised names.

### User private backup area

Filename	Time	Size	Trusted	Actions
<a href="#">backup-moodle2-course-200-kbexca2k16a-20180309-1351-nu.imsc</a>	Friday, 9 March 2018, 1:51 pm	933 bytes	No	<a href="#">Restore</a> <a href="#">Delete</a>

# Restore a course from a backup

Courses can be restored from a backup made by Totara. The backup and restore process is a common way of moving or copying specific courses from one Totara to another.

First go to the backed up course you wish to restore and then follow the steps below:

1. In the Administration block go Course administration > Restore.
2. In the Course backup area table find the desired backup file.
3. Alongside the desired backup file click the Restore link.

## User private backup area ?

Filename	Time	Size	Trusted	Actions
backup-moodle2-course-200-kbexca2k16a-20180309-1351-nu.imsc	Friday, 9 March 2018, 1:51 pm	933 bytes	No	<a href="#">Restore</a> <a href="#">Delete</a>

4. You will see a confirmation screen displaying what will be restored and allowing you to pick a restore destination. Select the destination then click the Next button.
5. Where you go next will depend on your restore destination.
  - Restore as a new course: You will be taken to a page where you can search for and select the category for the new course, then click Next.
  - Restore into an existing course: You will be able to search for and select which course you wish to restore into, and also decide if you wish to delete that course's existing materials and replace them with the content of the restore file. Once you have decided, click Next.
  - Restore into this course: You will be taken to a page with the option to Delete the contents of this course and then restore. Select this if you want then click Next.

## Destination

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- Restore as a new course**
- Restore into an existing course**
- Restore into this course**

Cancel

Next

6. The next screen lets you choose which settings features you wish to restore, once you have selected click Next.
7. You can now select which specific items you wish to restore, and change the course name if desired before clicking Next.
8. There is a final opportunity to review what will be included in the restore, use the Previous button to amend your selections or click Perform restore to proceed.
9. Once the restore is complete you'll see a confirmation message and a Continue button, which you should click to conclude the restoration.

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

After clicking to continue you will be taken to the restored course, even if you have restored to a new course.