

# Copying an existing course into your new Moodle shell

## Introduction

Your department uses our **Moodle auto-shell creation process**. A 'shell' is the Moodle term for the page(s) that go together to form an online course in Moodle. As part of this change instructors no longer have to request a new shell or a copy of an existing course shell to prepare for an upcoming term. Instead, when a course is set up in Banner (a CRN), a corresponding shell is automatically created in Moodle.

Instructors can now choose to start afresh with the new shell, or can choose to copy the contents of an existing course into the new shell.

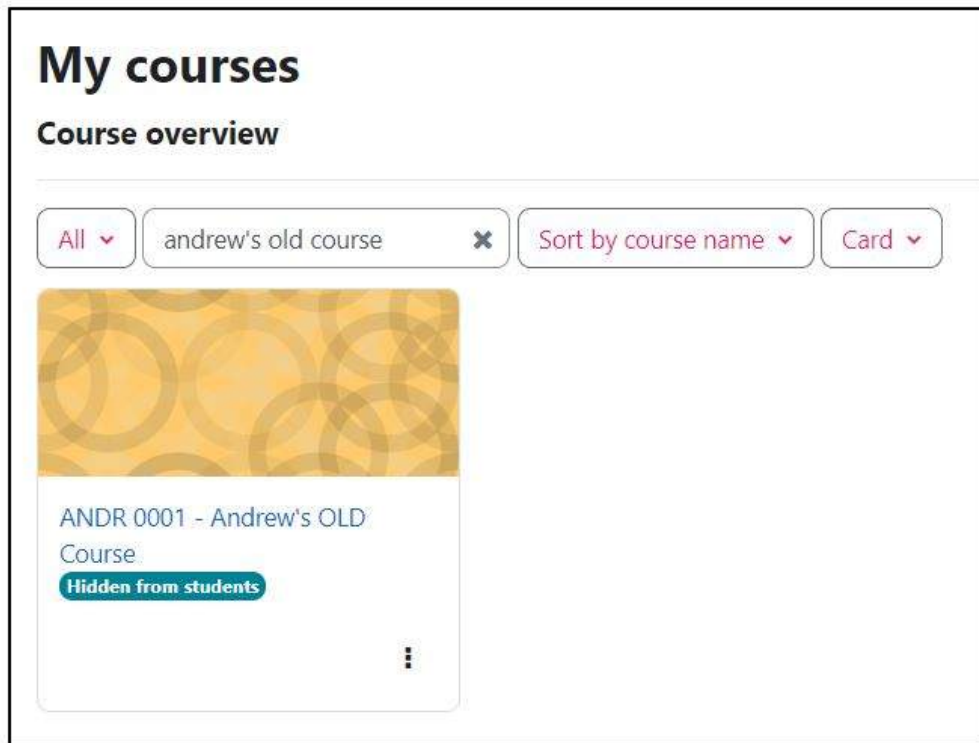
We will look at the steps involved in copying the contents of an existing course into your new Moodle shell.

1. Find the old course and make a backup;
2. Restore the backup to the new shell that was automatically created;
3. Check the new course settings.

*This replaces the old 'Reset' option, which has been discontinued so that we can meet the VCC data retention guidelines.*

## Step 1

### Find the course you want to reuse



First we need to find your existing course in Moodle.

We will make a backup of the contents of this course and use it to populate the new course shell that Banner has created for you.

On the *My Courses* page, use the *Search* feature to find the course you want to backup. In the example shown, the course is *ANDR 0001 - Andrew's OLD Course*.

## Step 2

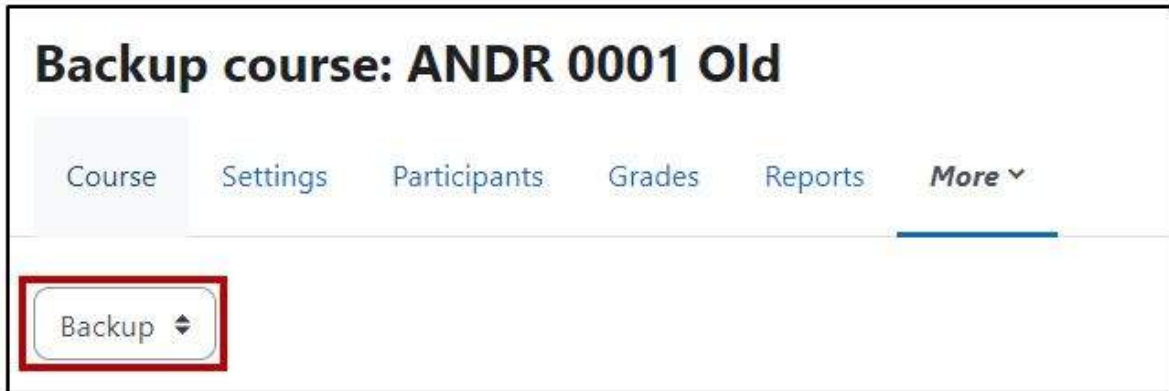
Make a backup of the existing shell: Select "Course Reuse"



Open the existing course and select *More > Course reuse*.

### Step 3

Make a backup of the existing shell: Select "Backup"

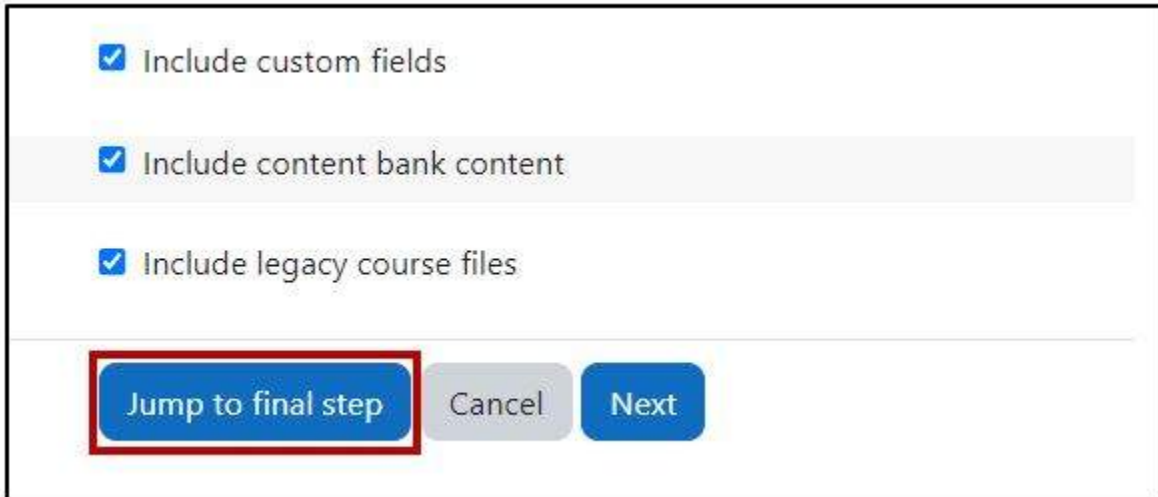


There are 3 options on this page - *Import*, *Backup*, and *Restore*.

We need to choose **Backup** as we will be creating a backup of the old course so we can reuse it in the new shell.

#### Step 4

**Make a backup of the existing shell: Select "Jump to final step"**



The screenshot shows a configuration interface for creating a backup. It features three checked options: "Include custom fields", "Include content bank content", and "Include legacy course files". At the bottom, there are three buttons: "Jump to final step" (highlighted with a red box), "Cancel", and "Next".

- Include custom fields
- Include content bank content
- Include legacy course files

[Jump to final step](#) [Cancel](#) [Next](#)

There are a lot of options when you create a backup. Don't worry about these for now, and instead scroll to the bottom of the page and select *Jump to final step*.

## Step 5

### Make a backup of the existing shell: Backup Pending

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ **4. Perform backup** ▶ 5. Complete

#### The backup process is pending

Process pending

You don't need to wait here, as the process will continue in the background. You can check the progress at any time on the restore page.

[Return to course](#)

Depending on the size of your course, it may take Moodle a few minutes (or even up to a few hours for very large courses) to create the backup. You will see a *Backup pending* message while this is happening.

Note that you don't need to wait on this page while the backup is completed.

## Step 6

### Make a backup of the existing shell: Notification when the backup is complete



If during the backup process you chose to return to the course (or another course), you will eventually see a notification that your Moodle course backup is complete, and you will also receive an email notification.



## Step 7

### Make a backup of the existing shell: Backup Complete

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. **Complete**

### The backup process has completed

100.00%

The backup process has completed successfully.  
You can access the backup on the [restore page](#).

**Continue**

If you opted to stay on the backup page you will eventually see the *Backup complete* message. Select *Continue*.

## Step 8

### Select "Restore"

Filename	Time	Size	Download	Restore	Status
backup-moodle2-course-9247-andr_0001_old-20230712-1246.mbz	Wednesday, 12 July 2023, 12:47 PM	195.9 MB	<a href="#">Download</a>	<a href="#">Restore</a>	✓

You will see the *Course backup* area with your newly-created backup file at the top of the list.

Select *Restore* to start the process of copying the contents into the new shell.

**Note:** Select the Restore link as shown above, and not the blue Restore button above it.

Step 9

## Confirm the restore details



On the next page, scroll to the bottom of the page and select *Continue*.

## Step 10

### Locate the new shell

#### Restore into an existing course

Merge the backup  course into the existing course

Delete the contents of  the existing course and then restore

Select a course

	Course short name	Course full name
<input checked="" type="radio"/>	ANDR 0001 CRN 12345	ANDR 0001 - Andrew's CRN 12345

Search

On the Destination page, use the search box to find the new course shell. You will only be able to see courses to which you have access. Make sure you choose the correct course, as you will be overwriting the contents of this course with the backup from your old course.

In this example we are going to restore the old course contents into the new shell for CRN 12345.

## Step 11

### Find the new template shell: I can't see it...

Sometimes you might not be able to find your new shell, either because Banner has not yet created the shell, or because you are not identified in Banner as the instructor for that CRN. If you think you should be seeing a new shell but you can't find it, contact eL Support and we will follow-up: [elsupport@vcc.ca](mailto:elsupport@vcc.ca).

## Step 12

**! IMPORTANT Select Restore into an existing course !**

**Restore into an existing course**

Merge the backup course into the existing course

Delete the contents of the existing course and then restore

Select a course

Course short name	Course full name
<input checked="" type="radio"/> ANDR 0001 CRN 12345	ANDR 0001 - Andrew's CRN 12345

Search

Make sure you select *Restore into an existing course* and *Delete the contents of the existing course and then restore*.

If you don't do the latter, you will end up with a new course that contains the old course info, plus some placeholder template information. If that happens you can fix it by repeating this step with the correct settings.

**Note:** When you search for a course to restore into, Moodle will automatically reset this option to 'Merge', so make sure you have selected 'Delete the contents...' before the next step.

Choose the new shell and then select *Continue*.



Step 13

**Settings page**



On the *Settings* page that appears next, scroll to the bottom of the page and select *Next*.



## Step 14

### Overwrite the course start date

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. **Schema** ▶ 5. Review ▶ 6. Process ▶ 7. Complete

#### Course settings

Overwrite course configuration	Yes	Course name	ANDR 0001 - Andrew's CRN 12345
Course start date	<input checked="" type="checkbox"/> Overwrite	Course short name	ANDR 0001 CRN 12345
	4	Keep current roles and enrolments	Yes
	January		
	2021		
	00		
	00		

Next, select **Overwrite** beside the course start date.

Change the start date to the OFFICIAL start date of your course, according to Banner. Then scroll to the bottom of the page and select *Next*.

When you change the date, all of the activity dates will “roll” based on the date you put here, so it’s important that you put in an accurate date.

Rolling of the dates means that Moodle will adjust all of the dates the same number of days forward as the start date. For example, if the original course started on April 1st and the new course starts 100 days later, on July 10th then all dates will be adjusted by 100 days.

## Step 15

### Review page



The next page allows you to review the settings you have chosen to restore the course. Scroll to the bottom and select *Perform restore*.

## Step 16

### Restore is pending

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ **6. Process** ▶ 7. Complete

### The restore process is pending

Process pending

You don't need to wait here, as the process will continue in the background.  
You can check the progress at any time on the [restore page](#).

[Return to course](#)

You will see a page showing the progress of the restore process. As with the backup process, you can leave this page or wait for the process to complete. And as with the backup process, for larger courses this can take a while. You will receive a Moodle and an email notification when the restore process has been completed.

## Step 17

### Restore has completed

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. **Complete**

### The restore process has completed

100.00%

The restore process has completed successfully. Clicking continue will take you to the course for the restored item.

[Continue](#)

Eventually you will see the *Restore completed* message. Select *Continue*.

## Step 18

### Add end date and show/hide the new course



Now you will see your new shell, which will look like the old course, but with a different name and short name.

If you followed these steps then the course contents should be as expected, but there are a few changes you still need to make, including **adding an end date** to the course (as shown in Banner) and changing the course visibility if necessary. If the backed-up course was visible to students then the new copy will also be visible, and vice versa.

Choose *Settings* to open the course settings page where you can make these changes.

## Step 19

### Checking your due dates



The screenshot shows the Moodle course interface for "ANDR 0001 - Andrew's CRN 12345". At the top, there is a navigation bar with links for "Course", "Settings", "Participants", "Grades", "Reports", and "More". The "Reports" link is highlighted with a red box. Below the navigation bar, the "Reports" section is displayed, listing several options: "Accessibility report", "Course completion", "Dates", "Logs", "Live logs", "Activity report", "Course participation", and "Statistics". The "Dates" option is highlighted with a red box.

All the activity dates of your course will have been rolled relative to the new start date of the course. Moodle does the best it can to try to help, but there is a very good chance that some dates will need to be changed because they fall on a weekend, or a holiday.

To view all the new due dates on a single page, select *Reports > Dates*.

For instructions on using this page to change your dates, [see our Knowledge Base article KB1290 - Using the Dates plugin to quickly change dates within a course.](#)

## Summary

And that's it! To summarize, the steps for reusing your old course materials are:

1. Find the old course and make a backup;
2. Restore the backup to an existing course - find the new shell that was automatically created for you (if you can't find it, contact eL Support);
3. Check that the new course settings (dates, visibility etc) are correct.