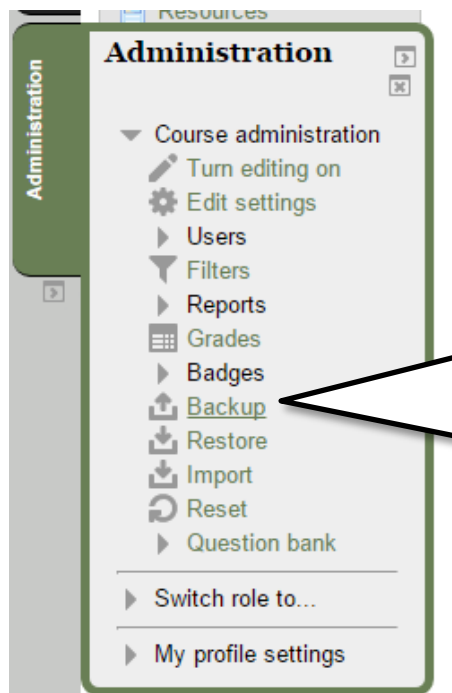


## Migrating your Moodle Course Summer 2016

Although we are here to help if you need your course migrated, you can also migrate your course yourself. It's easy and only takes a few minutes.

First, remember to use either Firefox or Chrome, NOT Internet Explorer, Edge, or Safari. This is very important.

First sign in to your course, if you are migrating a **spring course from this year**, you can still access your course at <http://eperalta.org/spring2016/> also summer courses can still be accessed at <http://eperalta.org/summer2015/>





Go to the Administration menu and click on **Backup**







Click Next



1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Platform backup ► 5. Complete



Select All / None



General ☒  



News forum ☒  



Welcome to Introduction to Hybrid Teaching: Start Here with Course FAQs ☒  



This Chat Cafe ☒  



Make sure you read the info posted below ☒  



Me and My Buddy ☒  



Don't forget to complete your profile ☒  



Raw Links and how to Cook Them ☒  



Extra ☒  

Student Orientation ☒  



More Reading for the Inequality ☒  



Current Reports on DE in the CC's ☒  



Free and not so free Moodle E-Books ☒  



Here is the Moodle Handbook ☒  



you haven't



Provide some feedback for a cohort ☒  



Your Final Project ☒  



The Feedback Forum ☒  



Tech Corner ☒  



Please take this exit survey before you go! ☒  



4 December - 19 December ☒  



11 December - 17 December ☒  



18 December - 24 December ☒  



25 December - 31 December ☒  



1 January - 7 January ☒  



8 January - 14 January ☒  



15 January - 21 January ☒  

22 January - 28 January ☒  

29 January - 4 February ☒  

5 February - 11 February ☒  

12 February - 18 February ☒  

19 February - 25 February ☒  

Previous Cancel

Same thing with the next page, scroll all the way to the bottom and then click on **Perform Backup**

you haven't~

Provide some feedback for a cohort

Your Final Project

The Feedback Forum

Tech Corner

Please take this exit survey before you go!

4 December - 10 December

11 December - 17 December

18 December - 24 December

25 December - 31 December

1 January - 7 January

8 January - 14 January

15 January - 21 January

22 January - 28 January

29 January - 4 February

5 February - 11 February

12 February - 18 February

19 February - 25 February

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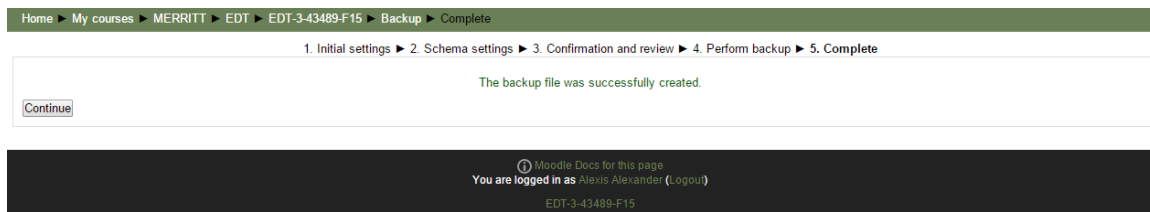
Previous

Cancel

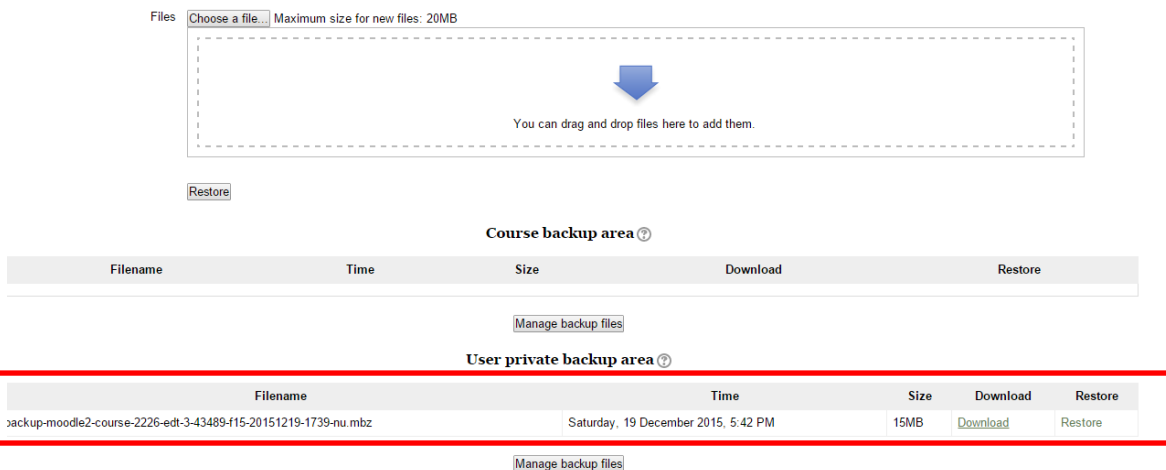
Perform backup

There are required fields in this form marked \*

When the backup is complete, you should see this screen, click on **Continue**



Your course file will appear in your file backup area



Click on **Download**, your file should go to your **Downloads** folder

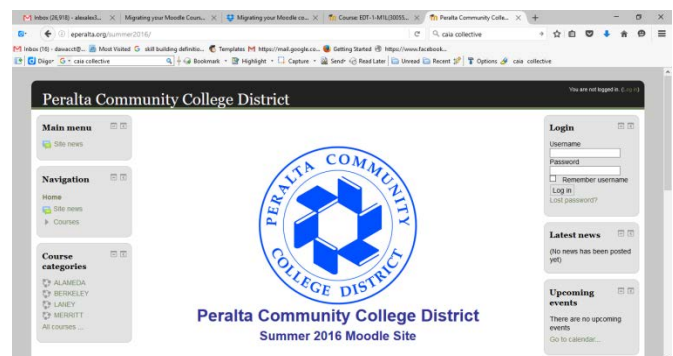
Ok, now go to the Summer 2016 Moodle site:

<http://eperalta.org/summer2016/> and log in, remember even if you changed your password at the Spring site, it will have been reset to

User name: firstinitiallastname

Password: Employee ID#

You will be prompted to change your password the first time you log in



Dashboard ► Preferences ► User account ► Change password

**Navigation**

- Dashboard
- Site home
- Site pages
- Courses

**Administration**

- Site administration

Search

You must change your password to proceed.

**Change password**

**Username** alexis

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as \*, -, or #

**Current password\***

**New password\***

**New password (again)\***

Save changes

There are required fields in this form marked \*.

You should see a list of all your courses when you log in and click on Dashboard

Dashboard Customise this page

**Navigation**

- Dashboard
- Site home
- Site pages
- My courses
  - EDT-1-30055-S16
  - EDT-2-30110-S16
  - EDT-6-30060-S16

**Private files**

No files available


Manage private files...

**Upcoming events**

There are no upcoming events

[Go to calendar](#)

**Logged in user**



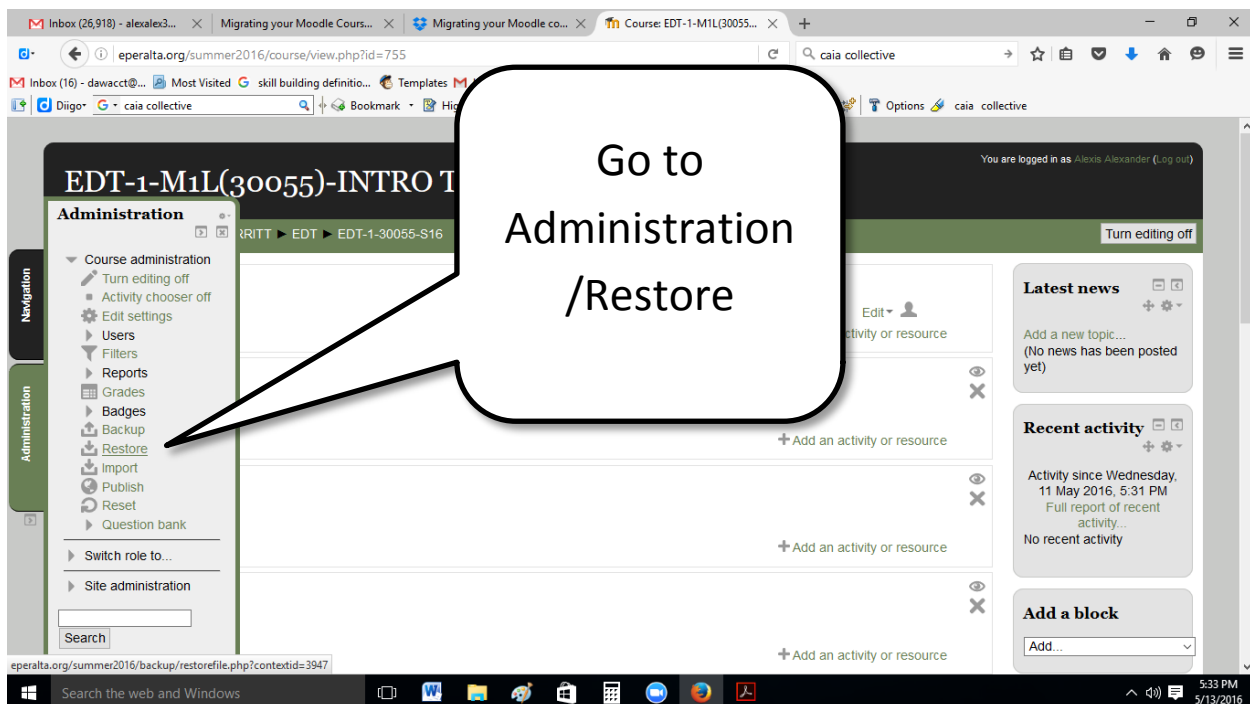
**Alexis Alexander**  
Country: United States  
City/town: Oakland  
alexalex3@gmail.com

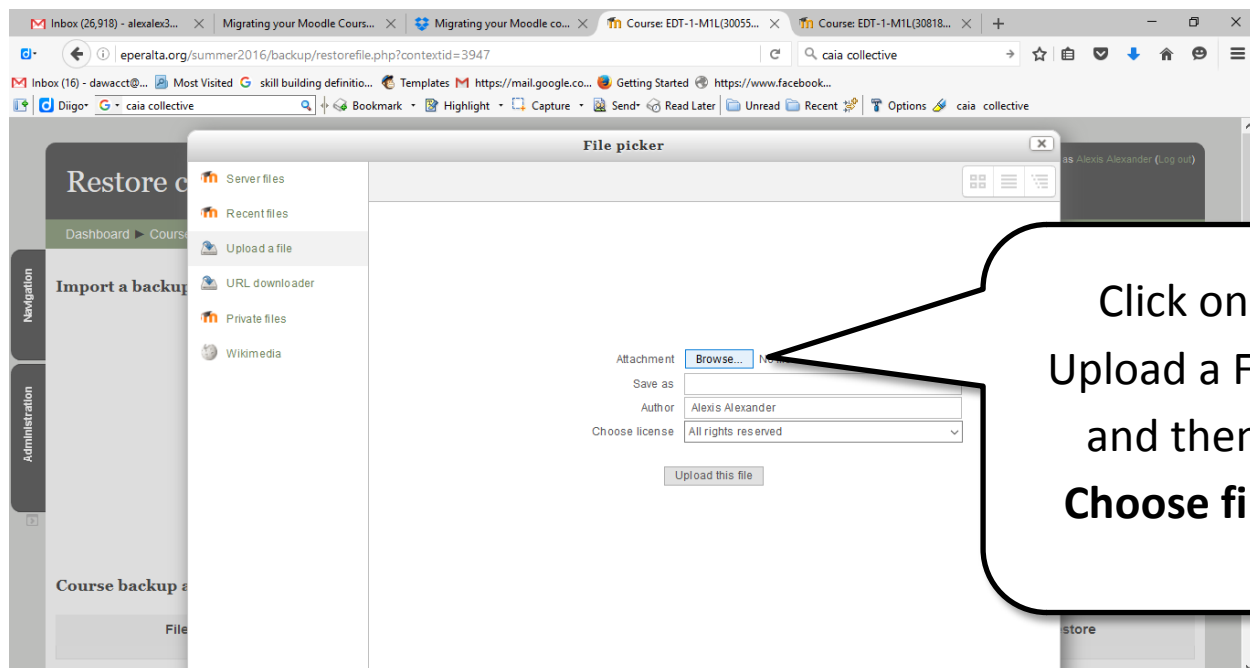
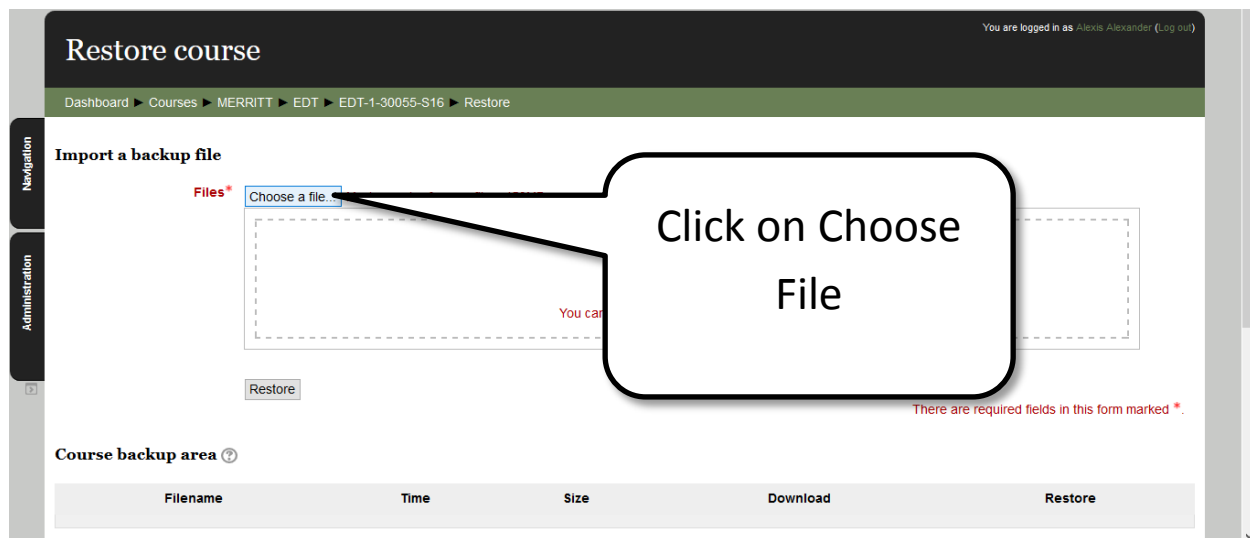
**Course overview**

- EDT-1-M1L(30055)-INTRO TO ONLINE TEACHING
- EDT-2-M1L(30110)-ONLINE COURSEWARE-MOODLE
- EDT-6-M1L(30060)-SUPPORT-ONLINE LEARNERS

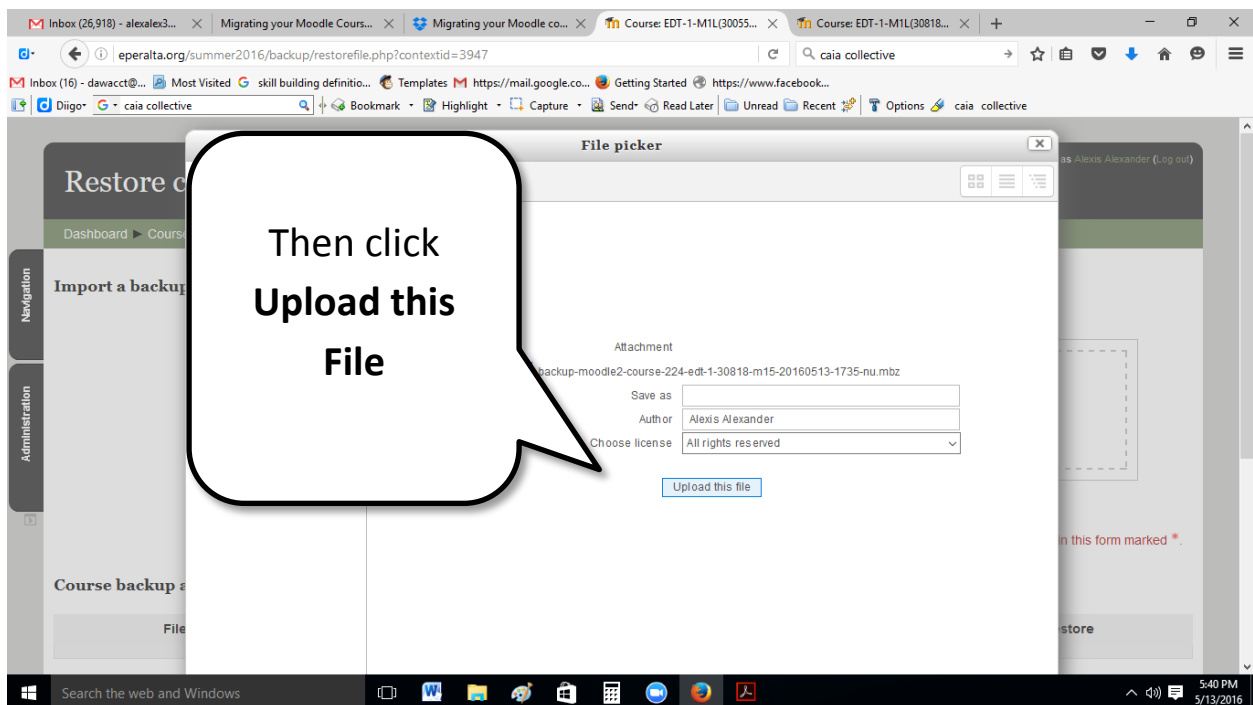
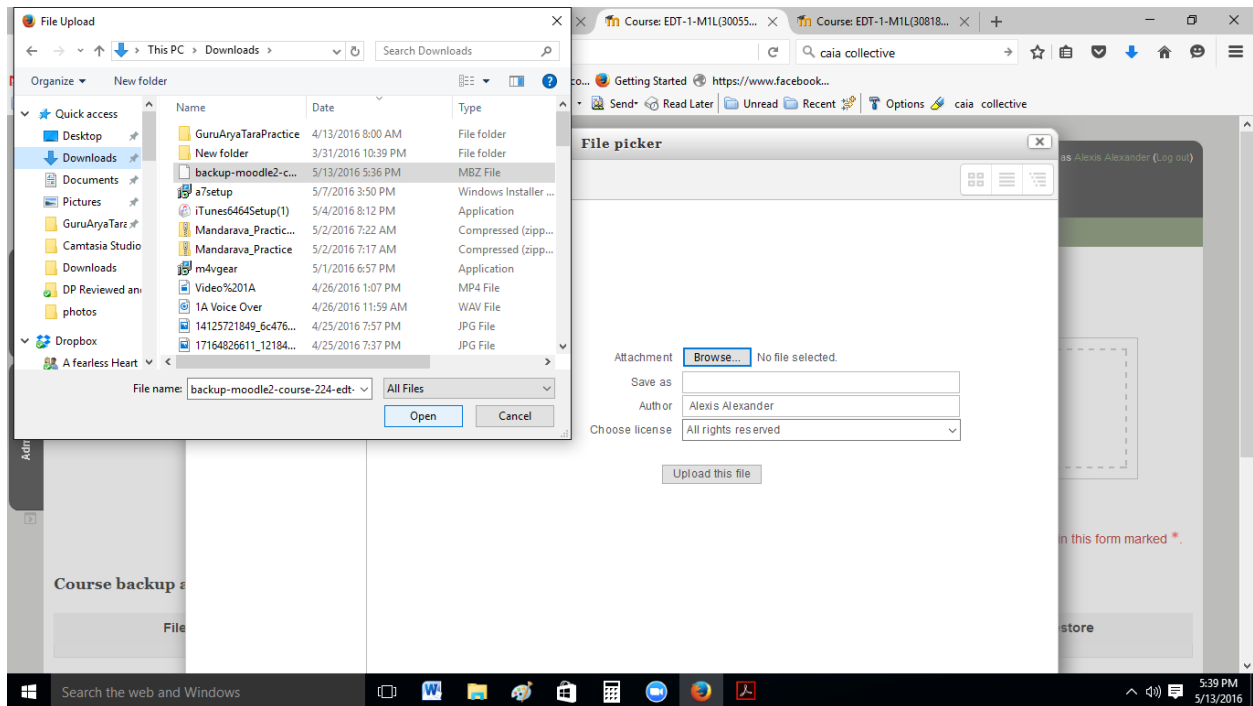
Click on the course that you want to restore

You may want to delete or move the blocks on the right to create a two column layout, **with ALL blocks on the left**, which is more student friendly. You may also want to add or delete blocks as needed.

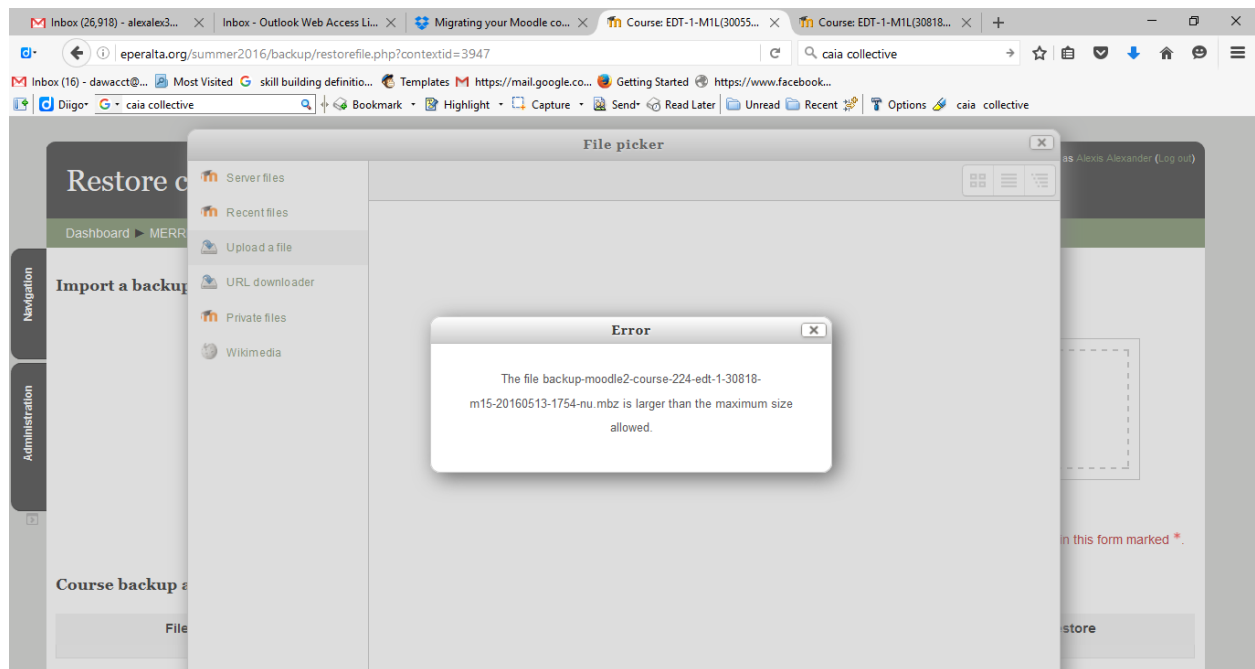




You should find your course file in your downloads folder, the file has a .mbz extension, select the file and then click **Open**



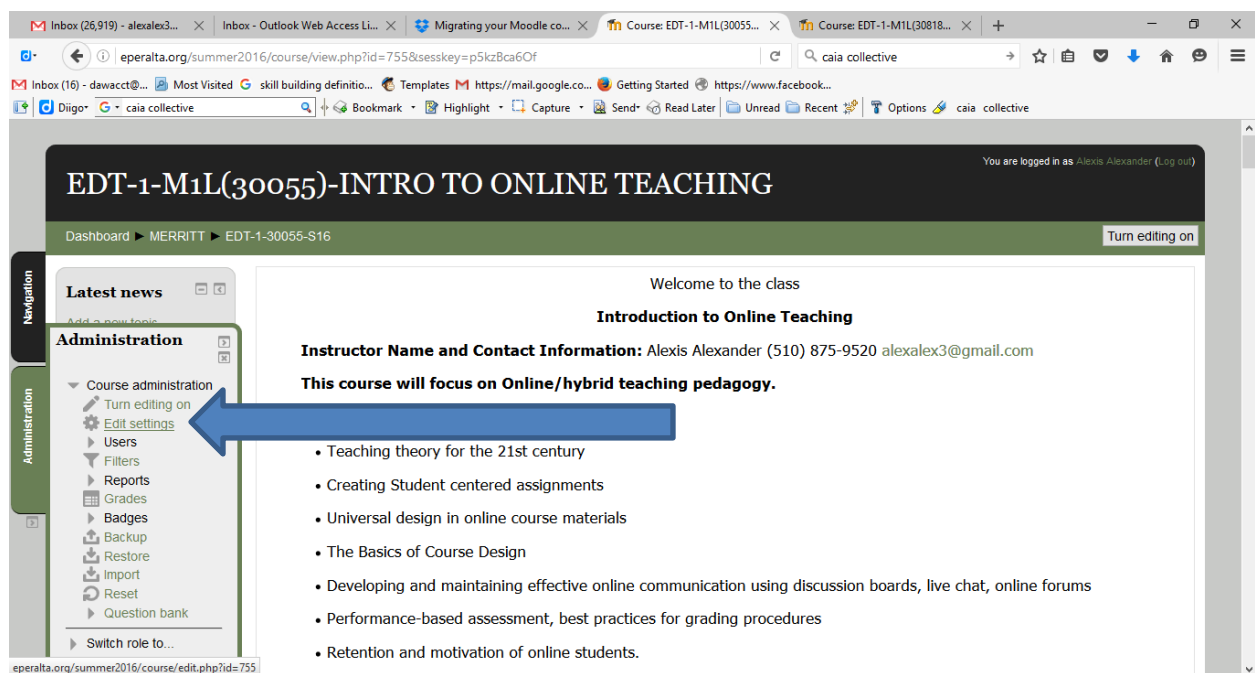
If you see this message



You must go into your course settings and reset the file upload size limit

If you DO have this problem follow these steps

Go back to the homepage of your course, Administration/Edit Settings





The screenshot shows the Moodle course settings page for 'Peralta Community College'. The 'Files and uploads' section is visible, with the 'Maximum upload size' dropdown menu open. The menu lists various options: 5MB, 450MB, 100MB, 50MB, 20MB, 10MB, 5MB (highlighted), 2MB, 1MB, 500KB, 100KB, 50KB, and 10KB. A speech bubble on the left contains the text: 'Go to Files and Uploads and change the maximum upload size to accommodate your file'. The bottom of the page shows the user is logged in as Alexis Alexander.

Go to Files and Uploads and change the maximum upload size to accommodate your file

Your course should not, for any reason, be over 100 MB, and will probably be much less than that.

Once you have changed your file upload size, you can go back to the administration menu and go through the steps to restore your course

Lots more scrolling and clicking on continue

The screenshot shows the Moodle Spring 2016 administration menu. The 'Administration' tab is selected, and a list of sections is displayed. Each section is labeled 'Section: X' followed by 'Included in backup (no user information)'. The sections range from 7 to 18. A 'Continue' button is visible at the bottom right of the list. The bottom of the page shows two backup files: 'backup-moodle2-c...mbz' and 'backup-moodle2-c...mbz'.

Section: 7 Included in backup (no user information)  
 Section: 8 Included in backup (no user information)  
 Section: 9 Included in backup (no user information)  
 Section: 10 Included in backup (no user information)  
 Section: 11 Included in backup (no user information)  
 Section: 12 Included in backup (no user information)  
 Section: 13 Included in backup (no user information)  
 Section: 14 Included in backup (no user information)  
 Section: 15 Included in backup (no user information)  
 Section: 16 Included in backup (no user information)  
 Section: 17 Included in backup (no user information)  
 Section: 18 Included in backup (no user information)

Continue

You have some choices on the next screen

The screenshot shows a web browser window with the URL `eperalta.org/summer2016/backup/restore.php`. The page has a sidebar with 'Navigation' and 'Administration' links. The main content area has a search bar at the top with a message: 'There are too many results, enter a more specific search.' Below this, there are two main sections: 'Restore into this course' and 'Restore into an existing course'. Each section has two radio button options: 'Merge the backup course into this course' (selected) and 'Delete the contents of this course and then restore'. The 'Restore into an existing course' section includes a 'Select a course' table with two rows. At the bottom, there is a 'Continue' button.

**Restore into this course**

☒ Merge the backup course into this course

☐ Delete the contents of this course and then restore

[Continue](#)

**Restore into an existing course**

☒ Merge the backup course into the existing course

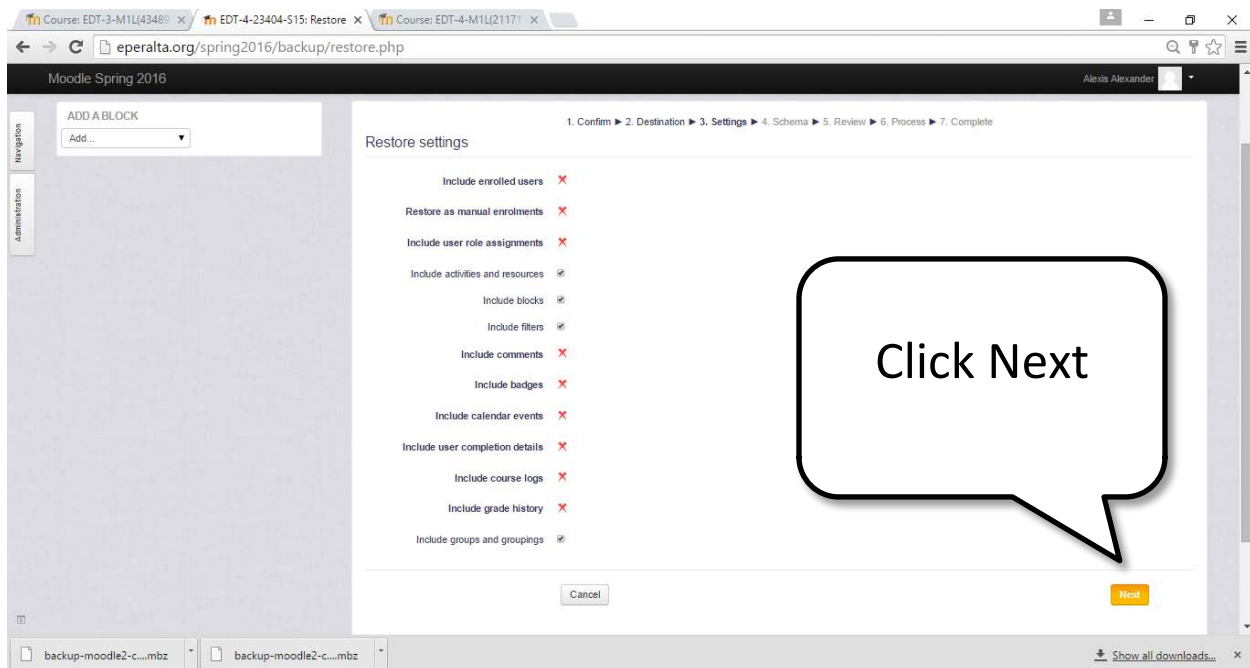
☐ Delete the contents of the existing course and then restore

Select a course

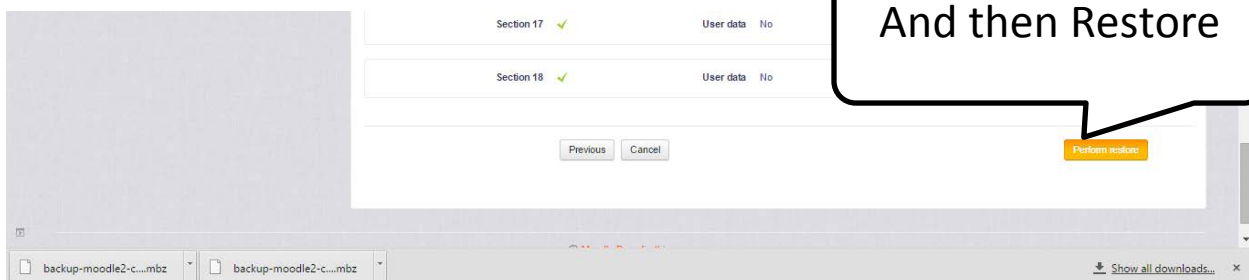
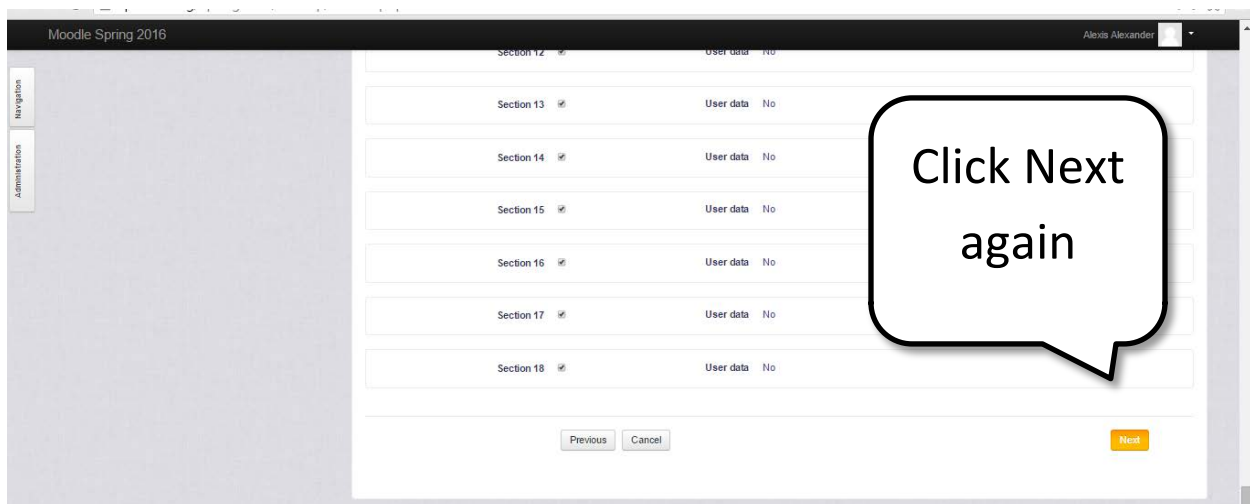
	Course short name	Course full name
<input type="radio"/>	Summer 2016 Moodle	Peralta Community College District
<input type="radio"/>	SPAN-1B-31194-S16	SPAN-1B-A1(31194)-ELEMENTARY SPANISH

[Continue](#)

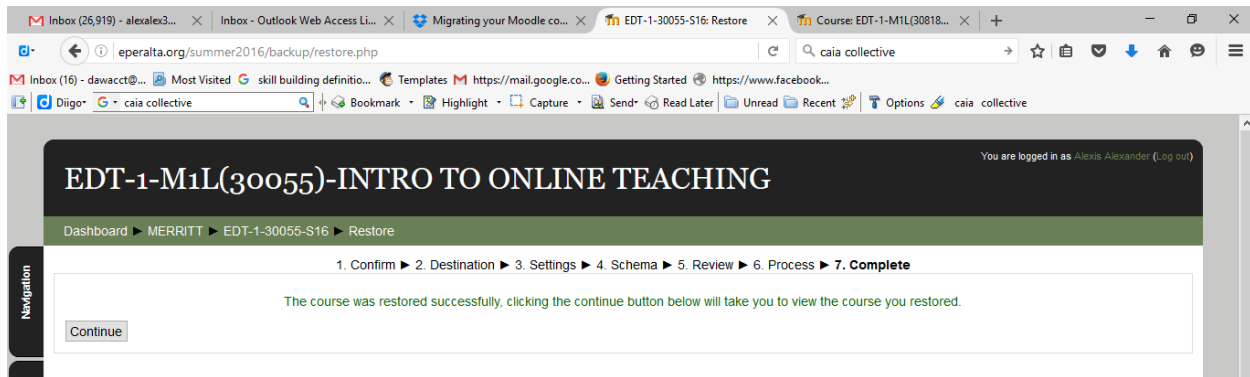
You can choose to just “merge the backup course into this course” or pick your section from the list, then click **Continue**



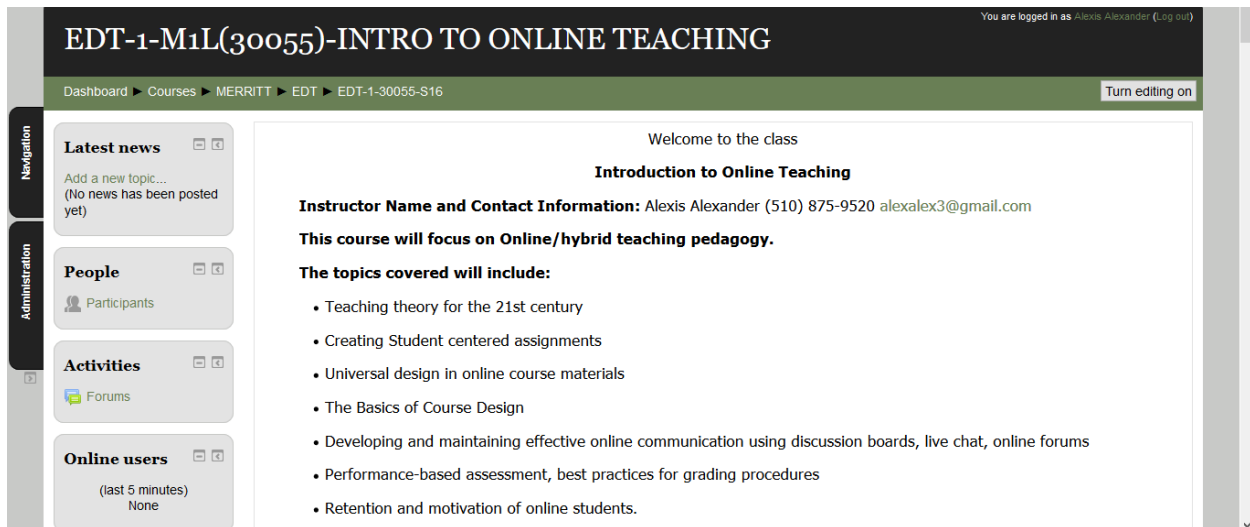
And



And finally, the last button! Click Continue



You should see your restored course



Still need help? Email your friendly DE Coordinator

At Laney Ann Buchalter [abuchalter@peralta.edu](mailto:abuchalter@peralta.edu)

At Merritt Alexis Alexander [aalexander@peralta.edu](mailto:aalexander@peralta.edu)

At BCC Fabian Banga [fbanga@peralta.edu](mailto:fbanga@peralta.edu)

At COA Ed Loretto [eloretto@peralta.edu](mailto:eloretto@peralta.edu)