

Reusing content from the old Myelearning into the upgraded version.

Compiled by the Campus IT Services Myelearning Team

18 August 2016

Version 1.2

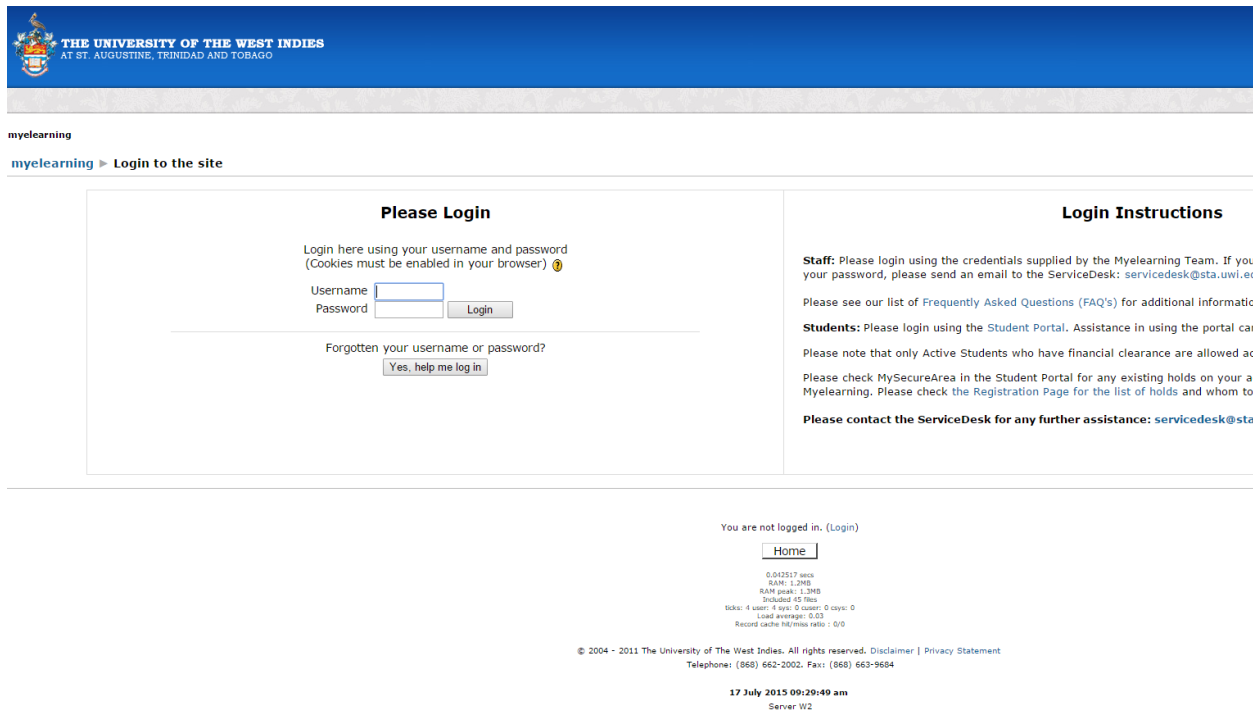
Introduction

This document shows how to move course content from the old Myelearning system to the new Myelearning system.

Step 1.

- Log onto the old myeLearning with your regular credentials.

The old environment can be accessed here: <http://archive.myelearning.sta.uwi.edu>



The screenshot shows the myelearning login interface. At the top left is the University of the West Indies logo and name. Below it, the text "myelearning" and "myelearning » Login to the site" are visible. The main content area is split into two columns. The left column, titled "Please Login", contains a login form with fields for "Username" and "Password", a "Login" button, and a link for "Forgotten your username or password?". The right column, titled "Login Instructions", provides detailed instructions for staff and students, including contact information for the ServiceDesk. At the bottom of the page, there is a status bar indicating the user is not logged in, a "Home" button, server statistics, and copyright information.

THE UNIVERSITY OF THE WEST INDIES
AT ST. AUGUSTINE, TRINIDAD AND TOBAGO

myelearning
myelearning » Login to the site

Please Login

Login here using your username and password
(Cookies must be enabled in your browser) ⓘ

Username

Password

Forgotten your username or password?

Login Instructions

Staff: Please login using the credentials supplied by the Myelearning Team. If you your password, please send an email to the ServiceDesk: servicedesk@sta.uwi.edu

Please see our list of [Frequently Asked Questions \(FAQ's\)](#) for additional information

Students: Please login using the Student Portal. Assistance in using the portal can be found in the Student Portal. Please note that only Active Students who have financial clearance are allowed access to the Student Portal.

Please check MySecureArea in the Student Portal for any existing holds on your account. Please check the Registration Page for the list of holds and whom to contact.

Please contact the ServiceDesk for any further assistance: servicedesk@sta.uwi.edu

You are not logged in. ([Login](#))

[Home](#)

0.042517 secs
RAM: 1.2MB
RAM peaks: 1.3MB
Included 45 files
Skins: 4 used, 0 new, 0 unused, 0 copy: 0
load average: 0.03
Record cache hit/miss ratio: 0/0

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Telephone: (868) 662-2002. Fax: (868) 663-9684

17 July 2015 09:20:49 am
Server: W2

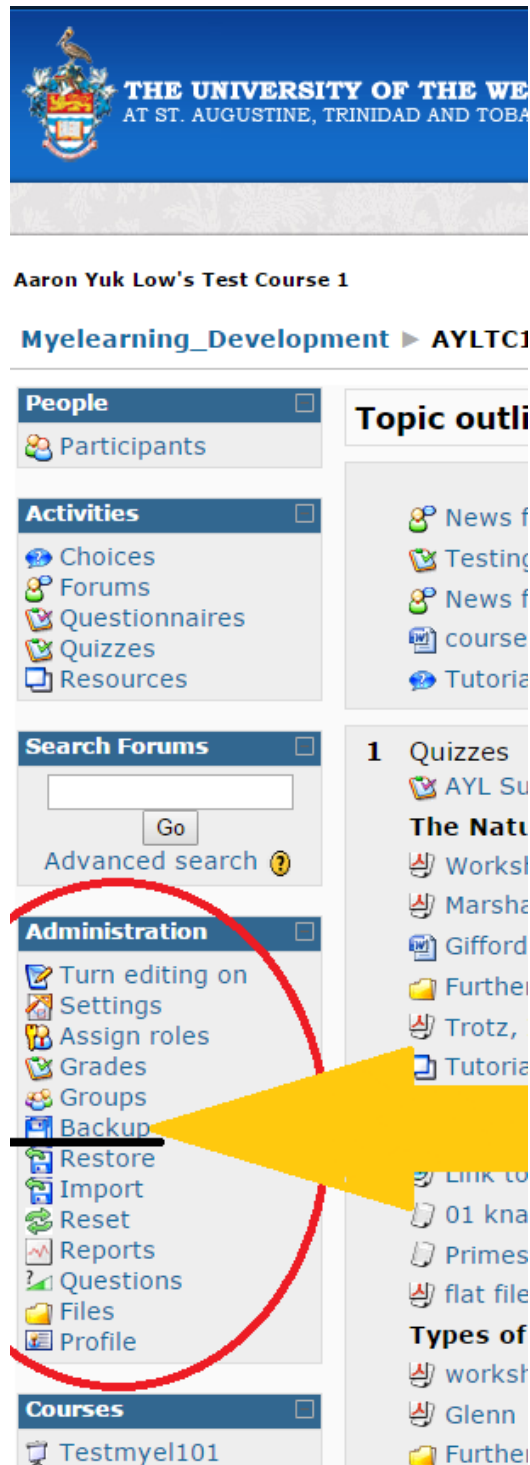
Step 2

- Select The Course with the relevant content to be transferred.

The screenshot shows a Moodle course interface. At the top is a blue header with the University of the West Indies logo and name. Below the header, the course title 'Aron Yuk Low's Test Course 1' is displayed. The main content area is titled 'Myelearning_Development > AYLTC1'. On the left, there is a sidebar menu with categories: People (Participants), Activities (Choices, Forums, Questionnaires, Quizzes, Resources), Search Forums (with a search box and 'Go' button), Administration (Turn editing on, Settings, Assign roles, Grades, Groups, Backup, Restore, Import, Reset, Reports, Questions, Files, Profile), and Courses (Testmyel101 Students, Test Course DTN). The main content area is titled 'Topic outline' and contains a list of items: News forum, Testing Your Knowledge, News forum, course outline, Tutorial Selection. Below this, there are two numbered sections: 1. Quizzes (AYL Survey, The Nature and Functions of Law, Worksheet 1, Marshall, Gifford, Reparations for slavery, Further Resources, Trotz, Inescapable Entanglements, Tutorial questions) and 2. Code (Link to a nice product, 01 knapsack problem, Primes, flat file uploads in Moodle, Types of Legal Systems, worksheet 2, Glenn, Further resources, Tutorial Exercise).

Step 3

- In the Administration block, select the **BACKUP** option.



The screenshot shows the Moodle course administration interface for 'Aaron Yuk Low's Test Course 1'. The page header includes the University of the West Indies logo and name. The course title is 'Aaron Yuk Low's Test Course 1'. Below the title, there are navigation links for 'Myelearning_Development' and 'AYLTC1'. The main content area is divided into several blocks:

- People**: Includes a 'Participants' link.
- Activities**: Includes links for 'Choices', 'Forums', 'Questionnaires', 'Quizzes', and 'Resources'.
- Search Forums**: Includes a search input field, a 'Go' button, and a link to 'Advanced search'.
- Administration**: This block is circled in red. It contains the following options: 'Turn editing on', 'Settings', 'Assign roles', 'Grades', 'Groups', 'Backup', 'Restore', 'Import', 'Reset', 'Reports', 'Questions', 'Files', and 'Profile'. The 'Backup' option is highlighted with a yellow arrow.
- Courses**: Includes a link for 'Testmyel101'.
- Topic outline**: A sidebar on the right showing a list of course topics, including 'News f', 'Testing', 'News f', 'course', 'Tutoria', '1 Quizzes', 'AYL Su', 'The Natu', 'Workst', 'Marsha', 'Gifford', 'Furthe', 'Trotz,', 'Tutoria', 'Link to', '01 kna', 'Primes', 'flat file', 'Types of', 'workst', 'Glenn', and 'Furthe'.

Step 4

- A page would subsequently load with the following options. Take note of the de-selection requirements.
- Deselect all “USER DATA” fields by selecting “NONE” option above the “User Data” check boxes

LAW1010_201410 > Administration > Course backup > LAW1010 : Law and Legal Systems (Semester I- 2014/2015) (LAW1010_201410)

Course backup: LAW1010 : Law and Legal Systems (Semester I- 2014/2015) (LAW1010_201410)

Include	All/None	All/None
<input checked="" type="checkbox"/> Choices		<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Tutorial Selection	<input checked="" type="checkbox"/> User Data	
<input checked="" type="checkbox"/> Forums		<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> News forum	<input checked="" type="checkbox"/> User Data	
<input checked="" type="checkbox"/> Labels		<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> The Nature and Functions of Law		<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Types of Legal Systems		<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> The Historical Development of Commonwealth Caribb...		<input checked="" type="checkbox"/> User Data

- In the dropdown menu section, in the **Users** section, select “None” and for **User Files** choose “No”

<input checked="" type="checkbox"/> Case notes	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Further resources	<input checked="" type="checkbox"/> User Data
Users	Course ▾
Logs	All
User Files	Course
	None
	Yes ▾
Course files	Yes ▾
Site files used in this course ⓘ	Yes ▾
Grade histories	No ▾

Backup role assignments for these roles

- Administrator
- Course creator
- Teacher
- Non-editing teacher
- Student

- Finally Under the section “**Backup role assignment for these roles**” select “**None**”

Backup role assignments for these roles

- Administrator
- Course creator
- Teacher
- Non-editing teacher
- Student
- Guest
- Authenticated user
- Student Demonstrator
- Guest Lecturer
- Editing Teaching Assistant

All/None

Continue Cancel

- After that is completed click “**Continue**” at the bottom of the page. You will be taken to two other pages with a summary, Scroll down and hit “**Continue**” again.

Step 5

- Locate your file in the list it is formatted as such: “**backup-course code.zip**”

- **Example.**

 backup-law1010_201410-20141003-1207.zip

LAW1010 : Law and Legal Systems (Semester I- 2014/2015)

Myelearning_Development > LAW1010_201410 > Files > backupdata

Name	Size	Modified	Action
Parent folder			
course_files	107.6MB	16 July 2015, 03:24 PM	Rename
moddata	12KB	16 July 2015, 03:24 PM	Rename
site_files	4KB	16 July 2015, 03:24 PM	Rename
user_files	4KB	16 July 2015, 03:24 PM	Rename
backup-law1010_201410-20141003-1207.zip	2.8MB	3 October 2014, 12:08 PM	Unzip List Restore Rename
moodle.xml	57.1KB	3 October 2014, 12:08 PM	Rename
restorelog.html	930 bytes	2 October 2014, 05:16 PM	Edit Rename

With chosen files...
 Make a folder Select all Deselect all Upload a file

You are logged in as aaron yuklow (Logout)

LAW1010_201410

- Click on the file (i.e. the name in the circle above) to download the file.

Step 6

- Log into the new My-eLearning and enter the course you wish to place your data into. Note that this requires **Teacher** access.
- The new myelearning can be accessed here: <http://myelearning.sta.uwi.edu>

myeLearning English (en) You are not logged in

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myeLearning

Home » Log in to the site

Log in

Username

Password

Remember username

Forgotten your username or password?

Cookies must be enabled in your browser

Is this your first time here?

Staff: Please login using the credentials supplied by the Myelearning Team. If you do not have an account or need to reset your password, please send an email to the ServiceDesk: servicedesk@sta.uwi.edu

Please see our list of Frequently Asked Questions (FAQ's) for additional information.

Students: Please login using the Student Portal. Assistance in using the portal can be found here. Please note that only Active Students who have financial clearance are allowed access to Myelearning.

Please check MySecureArea in the Student Portal for any existing holds on your account that may prevent access to Myelearning. Please check the Registration Page for the list of holds and whom to contact for resolution.

Please contact the ServiceDesk for any further assistance: servicedesk@sta.uwi.edu

Step 7

- In the Administration block, select the **RESTORE** option.

myeLearning English (en)

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Aaron Yuk Low's Test Course 1

Dashboard » Miscellaneous » CITS » AYLTC1

NAVIGATION

- Dashboard
- Site home
- Site pages
- Current course
 - AYLTC1
 - Participants
 - Badges
 - General
 - Topic 1
 - Topic 2
 - Topic 3
 - Topic 4
 - Topic 5

PEOPLE

- Participants

ADMINISTRATION

- Course administration
 - Turn editing on
 - Edit settings
 - Users
 - Filters
 - Reports
 - Grades
 - Badges
 - Backup
 - Restore**
 - Import
 - Reset

- News forum
- Testing Your Knowledge
- News forum
- course outline
- Tutorial Selection

Topic 1

Quizzes

The Nature and Function of Language

- Worksheet 1
- Marshall
- Gifford, Reparatic
- Further Resource
- Trotz, Inescapability
- Tutorial questions

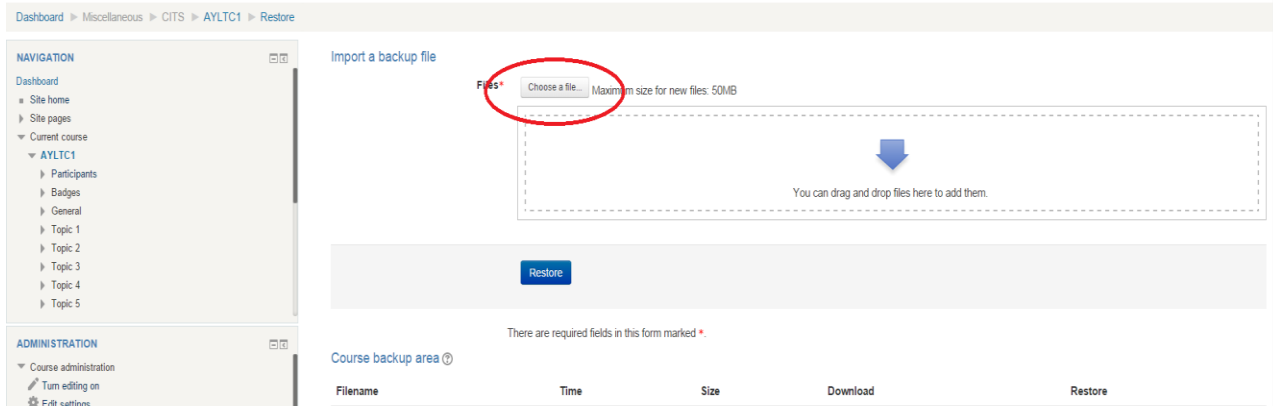
Topic 2

Code

Step 8

- Under the Import and backup section select the **Choose a File Option**

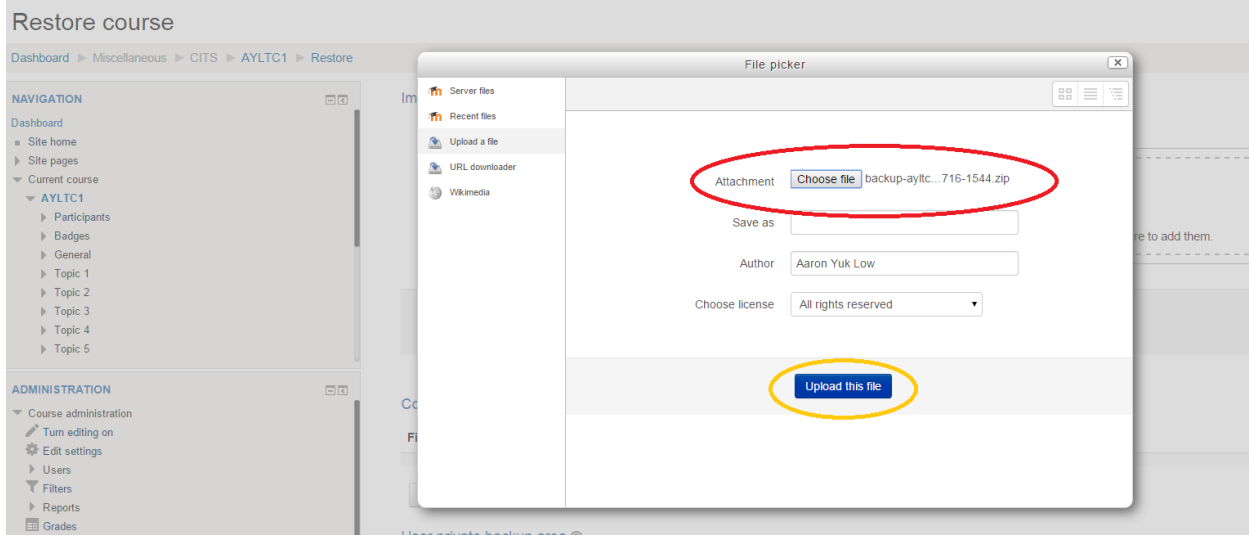
Restore course



- An in-screen window will be opened. Select the Choose file option again.

Step 9

- Select your file as downloaded in Step 5 and click the **“Upload this file”** option.
- After this is completed, click the **“Restore”** Button to continue.



Step 10

Confirmation:

- Because this is a later version of the My-eLearning software, the next screen will have a message stating your **“file is not a standard Moodle backup file”**.
- Ignore this and press **“Continue”**.

Step 11

Destination:

- Scroll down, and you will see the **“Merge the backup course into this course”** option under the **“Restore into this course”** section. Select this option and click the **“Continue”** button. **CAUTION:** Do not use the **“Delete the contents of this course and then restore”** option as this may lead to undesirable teacher access issues.

Aaron Yuk Low's Test Course 1

The screenshot shows the Moodle course restoration interface. The breadcrumb trail is: Dashboard > Miscellaneous > CITS > AYLTC1 > Restore. The progress bar indicates: 1. Confirm > 2. Destination > 3. Settings > 4. Schema > 5. Review > 6. Process > 7. Complete. The main content area is titled 'Restore as a new course' and contains a table for selecting a category. The table has columns for 'Name' and 'Description'. The 'CITS' category is selected, with a description of 'Campus IT Services'. Below the table is a search box with the text 'There are too many results, enter a more specific search.' and a 'Search' button. A 'Continue' button is located below the search box. The 'Restore into this course' section is circled in red and contains two options: 'Merge the backup course into this course' (selected) and 'Delete the contents of this course and then restore'. A 'Continue' button is located below these options. The left sidebar contains navigation and administration menus.

Select a category	Name	Description
<input type="radio"/>	Miscellaneous	
<input checked="" type="radio"/>	CITS	Campus IT Services
<input type="radio"/>	CeTL	
<input type="radio"/>	2015-2016	
<input type="radio"/>	Medical Sciences	
<input type="radio"/>	Summer	
<input type="radio"/>	Semester II	
<input type="radio"/>	Year Long	
<input type="radio"/>	Semester I	
<input type="radio"/>	Humanities & Education	

Step 12

Settings

- Nothing needs to be changed here. Just click the **“Next”** button

Step 13

Schema:

- In this section, nothing needs to be changed as well. If the above instructions were followed all **“User data”** fields should be blank or indicate No.

- Scroll down and click the “**Next**” button.

Step 14

Review:

- This Page is just a summary of the content that will be transferred over to your course. If it is satisfactory to your liking, scroll down and select the “**Perform Restore**” option.

Step 15

Process:

- This page shows you the upload progress. If the event is completed successfully you shall notified and you will be able to select the “**Continue**” option. Please see notes below for known issues.

Completion

Success! You have successfully transferred over your content from the previous version, to the new upgraded version of My-eLearning.

Assistance for managing your course content should be directed to the **Centre for Excellence in Teaching and Learning**: cetl_bl@sta.uwi.edu

Technical support for the myeLearning service should be sent to the **Campus IT Services Myelearning Team**: servicedesk@sta.uwi.edu

Website: <http://sta.uwi.edu/myelearning>

Notes: Known issues

1. Fixing your images

Whenever a course is moved from one site to another there is an issue with pictures not being displayed. This is a known issue with Moodle that is still unresolved.

In your newly restored course turn editing on.

Click on the edit icon next to the section where you have an image that isn't working.

Click on the frame that is indicating where your image is supposed to be in order to highlight/select it. Then click on the image icon in the menu bar.

Locate the picture file from your course files and click on it to select. Then set the alternative text. You will also need to set the alignment and spacing again (if you set it originally). Click the “OK” button when done.

Your course section should now be displaying the image again. Click on the “Save changes” button.

Now repeat for each image on your course that may not be working.

2. Course Teaching Enrolment keys disappearing if Course Restore is improperly done.

Whenever a course is moved from one site to another and the “**Delete the contents of this course and then restore**” option is selected as in Step 11, it removes any previously configured Teaching Access Keys. The Campus IT Services Mylearning team will then have to recreate two new Teaching Access Keys for this course. If you select this option during a restore, please inform us and we will correct it on a per-case basis. Contact servicedesk@sta.uwi.edu