

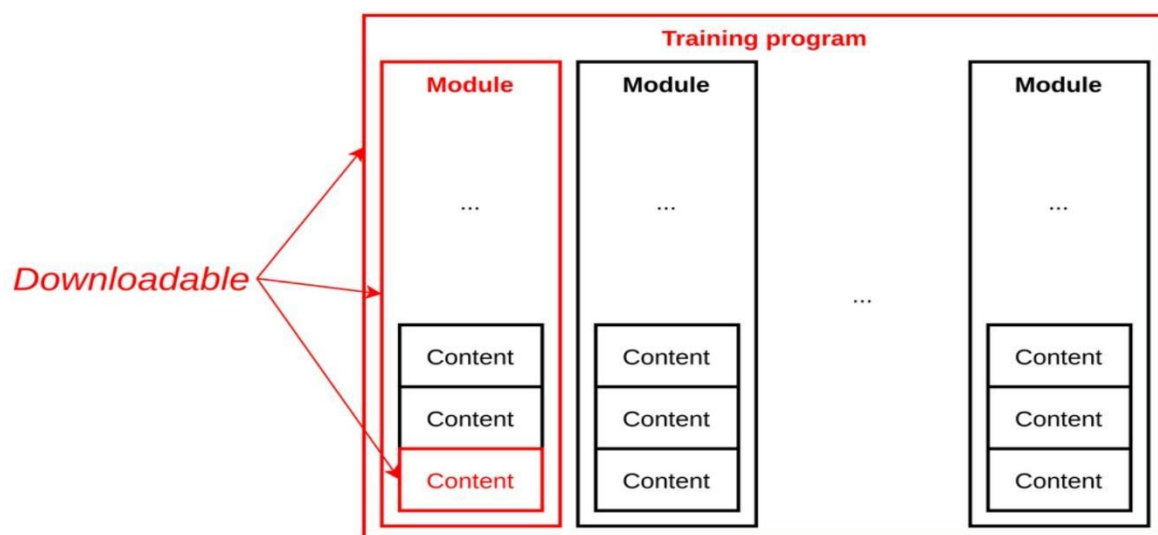
Guidelines about how to implement the Unisafe Training Program into your eLearning platform.

The various modules prepared for the Open course on security protocols for the universities are a core output of the project. Their implementation at other institutions very much depends on the eLearning platform to which they will be adapted. The Training Program was developed on the Learning Management System (LMS), Moodle.

On this document you will find guidelines about how to import our training program into the eLearning platform at your institution. We will explain the different steps needed to import the course into a Moodle platform. However, the UNISAFE consortium thought it was important to provide examples of how to import and adapt the content into other Learning Management Systems, for that reason, we will also provide guidelines about how to import the training program into a Canvas platform based on the documentation found on the Canvas website.

Given the large variety of eLearning platforms available, it is not possible to provide guidance for all platforms.

To make the implementation procedure as flexible as possible, users can download packages containing the entire Training Program (7 modules), individual modules, or individual topics.



The downloadable packages will be available on the Unisafe website, a description and link will be provided for each downloadable package option.

The procedure to import and adapt content has been tested from the Unisafe platform into 3 different Moodle environments hosted at the University of Granada.

To import a package from Moodle to your eLearning platform, you begin by downloading one or more of the Unisafe module/topic backup files available on the website of the project. Then, you will find on your computer a .zip file, within this file you will find a Moodle backup file (.mbz) this is the file that need to be upload to your own eLearning platform. Below is an outline of the general steps involved in this process:

Step 1: Import your selected files onto your Learning Management System

After choosing the modules or sections which contain the content of the courses that you would like to import to your platform, you must first download the .zip from the Unisafe website onto your PC, extract the files (inside you will find a .mbz file), and then you must import them into your platform. Unisafe modules backup files are available for download from the UNISAFE website at the link below:

[Download the files of the course](#)

Step 2: Import the files into your eLearning platform

We will provide you screenshots about how to import Moodle into Canvas or Moodle platform on the pages below.

DOCUMENTATION

- **Moodle**

- o https://docs.moodle.org/311/en/Import_course_data

Importation course components

- **Canvas**

- o <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-import-content-from-Moodle-into-Canvas/ta-p/1158>
- o You may also find this page helpful:
<https://canvas.humboldt.edu/courses/4/pages/how-to-backup-your-moodle-course-and-import-to-canvas>

Example: [How do I import content from moodle into canvas.](#)

Example: [Back-up moodle course and import on canvas](#)

Step 3: Check and revise

Once the modules files have been imported, check that all content is working properly. If you notice that some content is either missing, malfunctioning, or crashing, then you may be required to do some adaptation, for example on small things such as font size, font style, margins, tables, text color, image sizing, etc. that can easily be readapted on the HTML editor or even within your LMS normal editing functions.

If you had the opportunity to interact with the Unisafe Moodle platform <https://intlprojects.ugr.es/unisafe/login/index.php> and you will like to see the same design structure you will need to add an extra step to this process. You will need to install the same plugins and custom HTML and CSS.

Remember that if you do not take these steps you will only import the eLearning content and not the design of the platform.

We can provide you our internal CSS (Cascading Style Sheets) and HTML (HyperText Markup Language) code or theme and plugins to be implemented on your platform if you want to have exactly the same style as the Unisafe platform. You can send us an email to : unisafe@unipv.it



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How to import a Moodle backup file into a Moodle

In this section we will describe practical step-by-step procedures to import the content of the Unisafe Moodle platform using two of the eLearning platforms above as an example.

The process is very simple. Here are a few things to be aware of before proceeding:

- Custom code on the HTML and CSS editor implemented in the starting LMS.
 - o If you find any issues relating to font size, colours, margin, text alignment, image sizing, font weight, etc., you should check the HTML editor as changes can be made within it.
- Course theme and format.
 - o Please keep in mind that the theme and plugins will not automatically import to your LMS. If your institution uses a different Moodle theme (i.e. not the Eguru theme) or the default Moodle theme, the course will still display once imported, however, the formatting will differ from the Unisafe project's Moodle course. If you wish to make a replica of the Unisafe course, you must use the **Eguru** theme and install specific plug-ins, for example the **tile format** plug-in. You will need to install the H5P plug-in if you would like to create additional H5P content within your institution's (some of the Moodle version has H5P pre-installed). The existing H5P interactive content created by the project should import with ease without installing the H5P plug-in.
 - o For institutions that wish to have a replica of the Unisafe project's course in Moodle, **please see the links below** to see the plugin and theme of the Unisafe platform.

Theme: https://moodle.org/plugins/theme_eguru

Plugin:

Tiles format: https://moodle.org/plugins/format_tiles

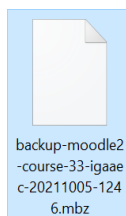
H5P: <https://docs.moodle.org/all/es/H5P>

Moodle import, source material: https://docs.moodle.org/311/en/Import_course_data

Step 1: What do you need to import?

You will need an "Administrator" role within the platform into which you want to import the module (Moodle).

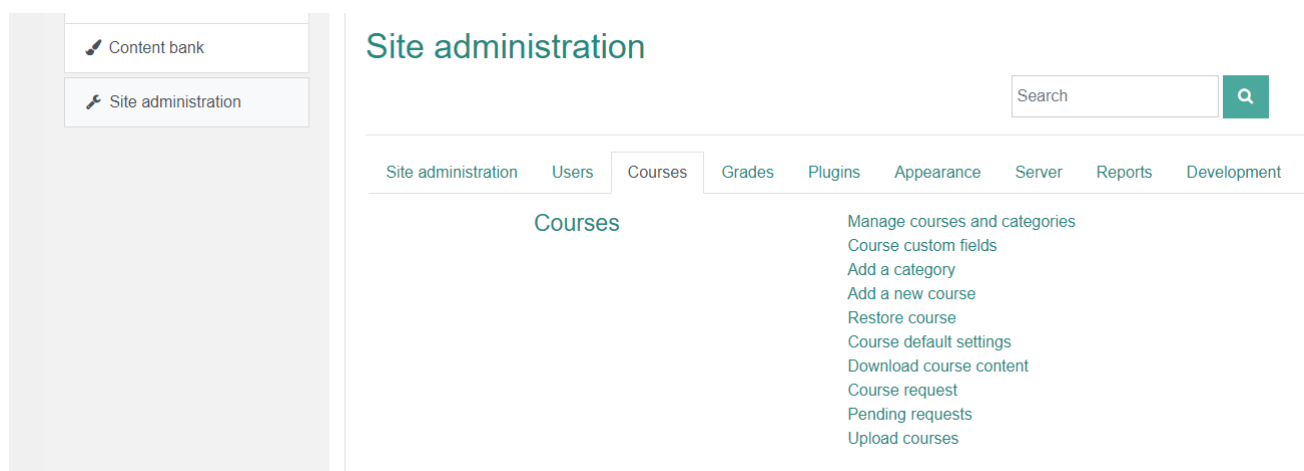
Step 2 What does an importation file from Moodle look like?



Step 3: How to import Moodle into Moodle

To import a Moodle into a Moodle, the process is simple, however, it is important to be aware of any specific license issues, and plugins that were installed on the LMS from which the importation files originated.

1. Go to the "Site administration". The navigation menu is on the left side of your screen.



- Click the tab "Courses", and then click on the option "Manage courses and categories":

Site administration

Site administration

Users

Courses

Grades

Plugins

Appearance

Server

Reports

Development

Courses

[Manage courses and categories](#)
[Course custom fields](#)
[Add a category](#)
[Add a new course](#)
[Restore course](#)
[Export course](#)

- You will be given the possibility to create a new course; this action allows you to select the content to import. This step is not mandatory, but it is the easiest procedure by which to import a backup on Moodle.

Security Protocols for Universities

CREATE NEW COURSE

Sort courses ▾
Per page: 20 ▾

| | | | |
|---|--------------------------|---|------------------|
| + | <input type="checkbox"/> | Module 1. Safety and security | ⚙️ 📄 🗑️ 👁️ ⬇️ |
| + | <input type="checkbox"/> | Module 2. Role of IRO -Scope of support | ⚙️ 📄 🗑️ 👁️ ⬆️ ⬇️ |
| + | <input type="checkbox"/> | Module 3. Risk assessment and planning | ⚙️ 📄 🗑️ 👁️ ⬆️ ⬇️ |
| + | <input type="checkbox"/> | Module 4. Crisis communication plan | ⚙️ 📄 🗑️ 👁️ ⬆️ ⬇️ |
| + | <input type="checkbox"/> | Module 5. Travel issues | ⚙️ 📄 🗑️ 👁️ ⬆️ ⬇️ |
| + | <input type="checkbox"/> | Module 6. Mental Health Issues | ⚙️ 📄 🗑️ 👁️ ⬆️ ⬇️ |
| + | <input type="checkbox"/> | Module 7. Cultural awareness | ⚙️ 📄 🗑️ 👁️ ⬆️ |

4. Click on the button "Create a new course" to set up the general details of the course, then click on "Save and display".

Eduardo Alas

MODULESWebsiteAbout Moodle

UNISAFE - Security and Safety Moving Abroad

Home / Site administration / Courses / Manage courses and categories / Add a new course

Add a new course

Expand all

General

Course full name

Course short name

Course category

Search

Course visibility

Course start date

Course end date

Course ID number

Description

Course summary

Course image

Accepted file types:

Image (GIF) .gif

Image (JPEG) .jpg

Image (PNG) .png

Course format

Appearance

Files and uploads

Completion tracking

Groups

Role renaming

Tags

SAVE AND RETURN

SAVE AND DISPLAY

CANCEL

There are required fields in this form marked

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UNISAFE

CC BY SA

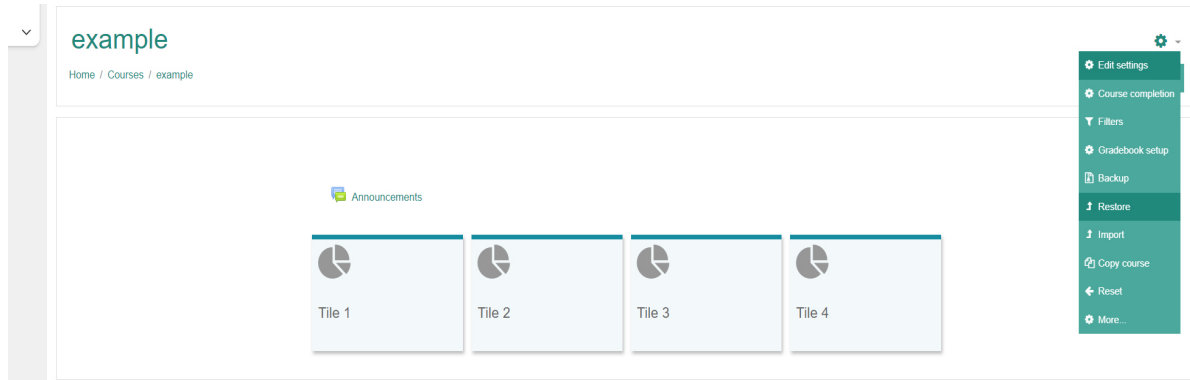
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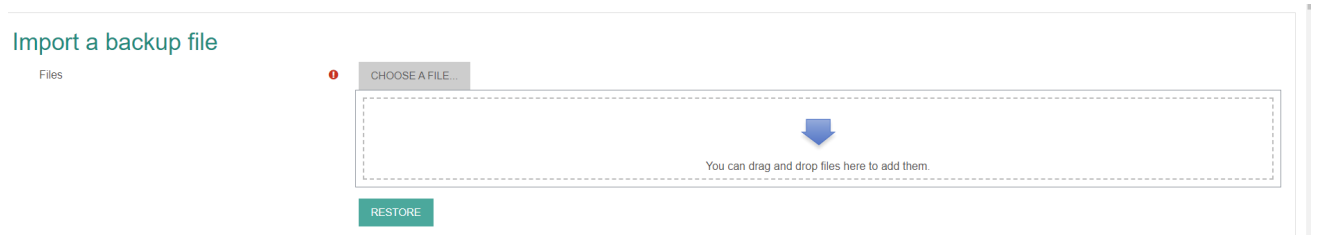
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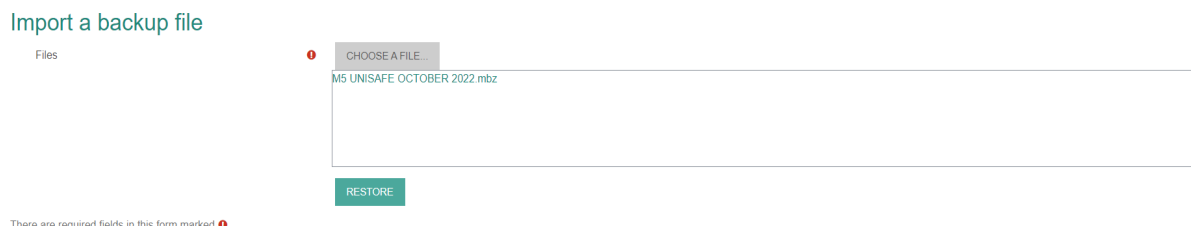
5. After creating the space to import the content, click "Restore" to import the .mbz file.



6. Either click "Choose a file" or drag and drop the backup file into the space.



When the file has been selected, click "Restore".



There are no files in this form marked

7. A new screen containing details on the backup, settings and courses that will be imported into your empty course will be shown.

example

Home / Courses / example / Restore

1. Confirm

2. Destination

3. Settings

4. Schema

5. Review

6. Process

7. Complete

Backup details

Type

Format

Mode

Theme label

Moodle version

Backup version

URL of backup

Course

Moodle 2

General

Wednesday, 19 October 2022, 12:00 PM

3.10.7+ (Build: 20211013)

[2020110907_05]

3.10

[2020110900]

https://moodle.unsafe.edu/moodle

[95cb/956/93544/95/10a2204249c4/d]

Backup settings

Course: 1001 Course: Cartridge 1.1

Include enrolled users

Anonymous user information

Include user role assignments

Include activities and resources

Include blocks

Include files

Include filters

Include comments

Include badges

Include calendar events

Include user completion details

Include course logs

Include grade history

Include question bank

Include groups and groupings

Include competencies

Include custom fields

Include content bank content

Include legacy course files

✖

✖

✖

✓

✓

✓

✖

✓

✖

✓

✖

✓

✖

✓

✓

✓

✓

✓

Course details

Title

Original ID

Course sections

Section: 0

Activities

5. Travel issues

8

Included in backup (no user information)

| Module | Title | Userinfo |
|--------|---------------|----------|
| Forum | Announcements | ✖ |

Included in backup (no user information)

| Module | Title | Userinfo |
|--------|--|----------|
| Label | | ✖ |
| Label | Label | ✖ |
| Label | This work has been created by the UNSAFE Co. | ✖ |

Included in backup (no user information)

| Module | Title | Userinfo |
|--------|---|----------|
| Label | | ✖ |
| Label | Review travel considerations and sources of inf | ✖ |
| Label | | ✖ |
| Label | Example: International SOS provides an online info | ✖ |
| File | Letter of invitation | ✖ |
| Label | Access the webpage of the Ministry of Fo... | ✖ |
| Page | Example of questions | ✖ |
| Label | Going with the mobility flow: outgoing vs. i... | ✖ |
| Page | Outgoing vs. Incoming types of travel issues | ✖ |
| File | Arrival information | ✖ |
| Label | | ✖ |
| Label | This work has been created by the UNSAFE Co. (copy) | ✖ |

Included in backup (no user information)

| Module | Title | Userinfo |
|--------|--|----------|
| Label | Travel emergency contact details (before dep... | ✖ |
| File | Emergency contact information form | ✖ |
| Label | Outgoing students and staff should also be able | ✖ |
| Label | Responding to travel accidents - stakeholder | ✖ |
| Label | Depending on the nature of the travel accident... | ✖ |
| Label | Travel insurance: Travel insurance might not... | ✖ |
| Label | Example of best practice: the University of ... | ✖ |
| Label | This work has been created by the UNSAFE Co. (copy) (copy) | ✖ |

Included in backup (no user information)

| Module | Title | Userinfo |
|--------|--|----------|
| Label | Congratulations, you have now completed Module 5 | ✖ |
| Page | Self-assessment | ✖ |

Included in backup (no user information)

| Module | Title | Userinfo |
|--------|---|----------|
| Label | Implementing UNSAFE-L at your own organisation - E... | ✖ |
| Quiz | Evaluation | ✖ |

Included in backup (no user information)

| Module | Title | Userinfo |
|--------|---|----------|
| Label | | ✖ |
| Label | This work has been created by the UNSAFE Co. (copy) (copy) (copy) | ✖ |

CONTINUE

UNSAFE

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8. Restore into this course: You will be asked to choose where you want to restore the backup. Select "Delete the contents of this course and then restore". Click "Continue".

Restore into this course

Merge the backup course into this course ☐

Delete the contents of this course and then restore ☒

CONTINUE

9. A new page with Restore settings is shown; change restore settings according to your preferences.

Eduardo Alias

MODULES Website About Moodle

example


Home / Courses / example / Restore

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

Restore settings

| | |
|---------------------------------|--|
| Include enrolled users | ✗ |
| Include enrolment methods | No |
| Include user role assignments | ✗ |
| | <input checked="" type="checkbox"/> Include activities and resources |
| | <input checked="" type="checkbox"/> Include blocks |
| | <input checked="" type="checkbox"/> Include filters |
| Include comments | ✗ |
| Include badges | ✗ |
| | <input checked="" type="checkbox"/> Include calendar events |
| Include user completion details | ✗ |
| Include course logs | ✗ |
| Include grade history | ✗ |
| | <input checked="" type="checkbox"/> Include groups and groupings |
| | <input checked="" type="checkbox"/> Include competencies |
| | <input checked="" type="checkbox"/> Include custom fields |
| | <input checked="" type="checkbox"/> Include content bank content |
| | <input checked="" type="checkbox"/> Include legacy course files |

CANCEL NEXT



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UNISAFE

MODULESWebsiteAbout Moodle

example

Home / Courses / example / Restore

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

Course settings

Override course configurationNo

Course short nameOverwriteModule 5. Travel issues

Keep current group and groupingsNo

SelectAll / None (Show type options)

| | User data | No |
|---|-----------|----|
| <input checked="" type="checkbox"/> Section 0 | - | No |
| <input checked="" type="checkbox"/> Announcements | - | No |

☒ 1. Introductory section

☒ Label

☒ This work has been created by the UNISAFE Co...
-

| | User data | No |
|--|-----------|----|
| <input checked="" type="checkbox"/> 1. Introductory section | - | No |
| <input checked="" type="checkbox"/> Label | - | No |
| <input checked="" type="checkbox"/> This work has been created by the UNISAFE Co... - | - | No |

☒ 2. Managing international travels for university staff and students: A round-up of the 'usual suspects'

☒ Basic pre-travel considerations and sources of inf...

☒ Example: International SOS provides an online inte...

☒ Letter of invitation

☒ Access the webpage of the Ministry of Fo...

☒ Examples of questions

☒ Using with the mobility flow: outgoing vs. i...

☒ Outgoing vs. Incoming types of travel alerts

☒ Arrival information

☒ This work has been created by the UNISAFE Co... (copy)
-

| | User data | No |
|---|-----------|----|
| <input checked="" type="checkbox"/> 2. Managing international travels for university staff and students: A round-up of the 'usual suspects' | - | No |
| <input checked="" type="checkbox"/> Basic pre-travel considerations and sources of inf... | - | No |
| <input checked="" type="checkbox"/> Example: International SOS provides an online inte... | - | No |
| <input checked="" type="checkbox"/> Letter of invitation | - | No |
| <input checked="" type="checkbox"/> Access the webpage of the Ministry of Fo... | - | No |
| <input checked="" type="checkbox"/> Examples of questions | - | No |
| <input checked="" type="checkbox"/> Using with the mobility flow: outgoing vs. i... | - | No |
| <input checked="" type="checkbox"/> Outgoing vs. Incoming types of travel alerts | - | No |
| <input checked="" type="checkbox"/> Arrival information | - | No |
| <input checked="" type="checkbox"/> This work has been created by the UNISAFE Co... (copy) - | - | No |

☒ 3. Travel information

☒ Travel emergency contact details micro-imp...

☒ Emergency contact information form

☒ Outgoing students and staff should also be able...

☒ Responding to travel accidents - stakeholder...

☒ Depending on the nature of the travel accident...

☒ Travel Insurance Travel insurance might not...

☒ Example of best practice: the University of ...

☒ This work has been created by the UNISAFE Co... (copy) (copy)
-

| | User data | No |
|--|-----------|----|
| <input checked="" type="checkbox"/> 3. Travel information | - | No |
| <input checked="" type="checkbox"/> Travel emergency contact details micro-imp... | - | No |
| <input checked="" type="checkbox"/> Emergency contact information form | - | No |
| <input checked="" type="checkbox"/> Outgoing students and staff should also be able... | - | No |
| <input checked="" type="checkbox"/> Responding to travel accidents - stakeholder... | - | No |
| <input checked="" type="checkbox"/> Depending on the nature of the travel accident... | - | No |
| <input checked="" type="checkbox"/> Travel Insurance Travel insurance might not... | - | No |
| <input checked="" type="checkbox"/> Example of best practice: the University of ... | - | No |
| <input checked="" type="checkbox"/> This work has been created by the UNISAFE Co... (copy) (copy) - | - | No |

☒ 4. Self-assessment

☒ Congratulations, you have now completed Module 5...

☒ Self-assessment

| | User data | No |
|---|-----------|----|
| <input checked="" type="checkbox"/> 4. Self-assessment | - | No |
| <input checked="" type="checkbox"/> Congratulations, you have now completed Module 5... | - | No |
| <input checked="" type="checkbox"/> Self-assessment | - | No |

☒ 5. Evaluation

☒ Implementing UNISAFE at your own organisation: Po...

☒ Evaluation

| | User data | No |
|--|-----------|----|
| <input checked="" type="checkbox"/> 5. Evaluation | - | No |
| <input checked="" type="checkbox"/> Implementing UNISAFE at your own organisation: Po... | - | No |
| <input checked="" type="checkbox"/> Evaluation | - | No |

☒ 6. Resources

☒ This work has been created by the UNISAFE Co... (copy) (copy) (copy)
-

| | User data | No |
|---|-----------|----|
| <input checked="" type="checkbox"/> 6. Resources | - | No |
| <input checked="" type="checkbox"/> This work has been created by the UNISAFE Co... (copy) (copy) (copy) - | - | No |

PREVIOUS

CANCEL

NEXT

11. Review. Check if the configuration is correct, click on "Perform backup".

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

Restore settings

| | |
|----------------------------------|-------------------------------------|
| Include enrolled users | ✓ |
| Include enrolment methods | Yes, but only if users are included |
| Include user role assignments | ✓ |
| Include activities and resources | ✓ |
| Include blocks | ✓ |
| Include filters | ✓ |
| Include comments | ✓ |
| Include badges | ✓ |
| Include calendar events | ✓ |
| Include user completion details | ✓ |
| Include course logs | ✗ |

12. The backup is now being imported. Once the process is finished, the importation process is complete.

example

Home / Courses / example / Restore

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

b. Example: How to import Moodle content into Canvas

Canvas import, source material:

<https://canvas.humboldt.edu/courses/4/pages/how-to-backup-your-moodle-course-and-import-to-canvas>

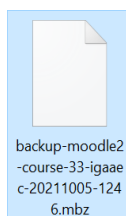
Please also visit <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-import-content-from-Moodle-into-Canvas/ta-p/1158>

After revising the content and fixing problems, it is advisable that you export a backup of the adapted content.

Step 1: What do you need to import?

You will need an "Administrator" role within the platform into which you want to upload the module (Canvas).

Step 2: What does an importation file from Moodle look like?



Step 3: How to upload a backup (import file) from Moodle to Canvas (importation process)

1. In Course navigation, click on Settings.

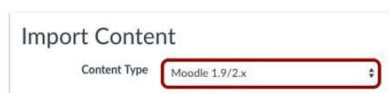
Open Settings



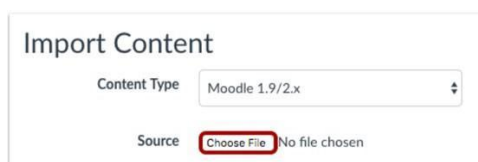
2. Click Import course content.



3. Select Content type Moodle 1.9/2.x



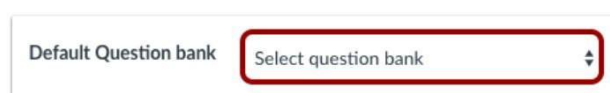
4. Choose your file



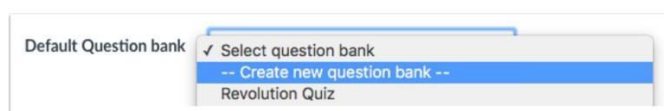
5. Select your file from the list

| | | | | |
|--|--|------------------|-------------|------------|
| | backup-moodle2-course-33-igaac-20211005-1246.mbz | 05/10/2021 12:51 | Archivo MBZ | 15.051 KB |
| | backup-moodle2-course-35-gaac-20210915-1146.mbz | 15/09/2021 11:54 | Archivo MBZ | 191.386 KB |
| | academic-issues-146.h5p | 06/08/2021 11:21 | Archivo H5P | 1.231 KB |

6. To import a question bank to Canvas, in the Default Question bank drop-down menu, select the Question bank you want to use for your question bank from Moodle (Choose this option).

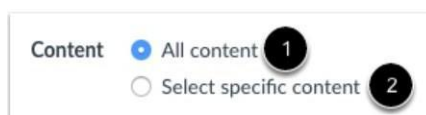


7. If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the Create new question bank option.



<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-question-bank-in-a-course/ta-p/1228>

8. Migrate the content



To import all content from the course, select the All Content radio button [1].

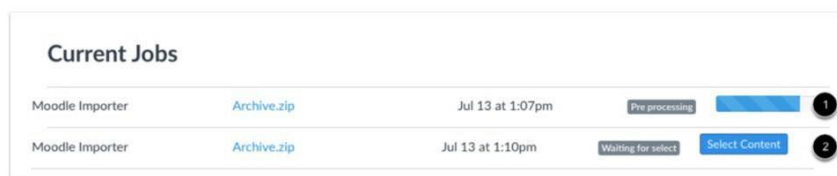
If you want to select specific content, click the Select specific content radio button [2].

Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you begin to import the content, the import selection cannot be cancelled.

9. Click the Import button [1]. A progress indicator displays the upload status by percentage [2].



10. The Current Jobs section displays the status of your import. Running reports displays a progress bar indicating the time remaining to complete the import [1].



If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the [content you want to import](#).

The import may also display other status indicators as part of the import process. You can learn more about other course import statuses [here](#).

You can view the content from specific completed imports by accessing the relevant link in Course Navigation.