# Backing up a Moodle Course

Having just one copy of important information is a dangerous practice. A spilled cup of coffee, an excited toddler, or an accidental inclusion into documents for shredding can cause concern and panic. A Moodle outage or the striking of an incorrect key can cause equal concern!

How often should I back up my course?
It is recommended that you back up your course frequently. At least after every major exam or project grade is entered into the grade book.

Backing up a course is rather simple but it does take a few minutes to complete.

1) Log into Moodle.
2) Access the course you want to back up.
3) Go to the settings block and click Backup
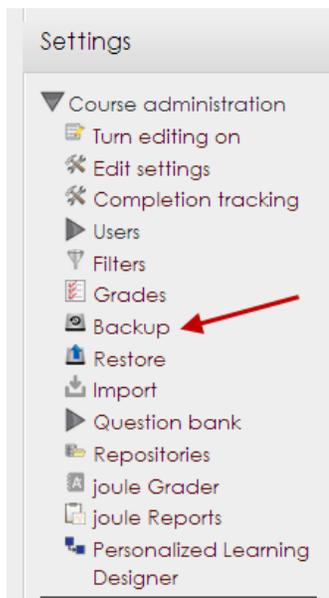
4) The next screen shows Backup settings. For a complete course backup, just click "Next"

5) The next screen shows the listing of the folders in your course. Click "Next".

6) Click "Perform backup" on the next screen.

It will take about 60 seconds or so for the backup to be completed. The exact time depends on the amount of content in the course.   You will not be able to navigate away from the page during this time as it will stop the backup process.

Once the backup is complete, the next screen will load showing the backup file was successfully created.
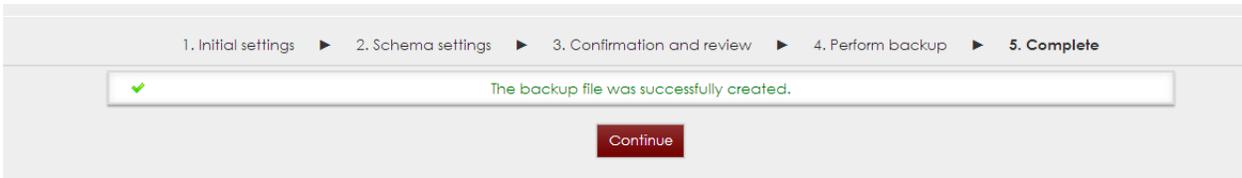
WAIT! You aren't finished quite yet!

7) Click "Continue" on the screen that shows the backup file was successfully created. This will load the page showing the backup files for your course.
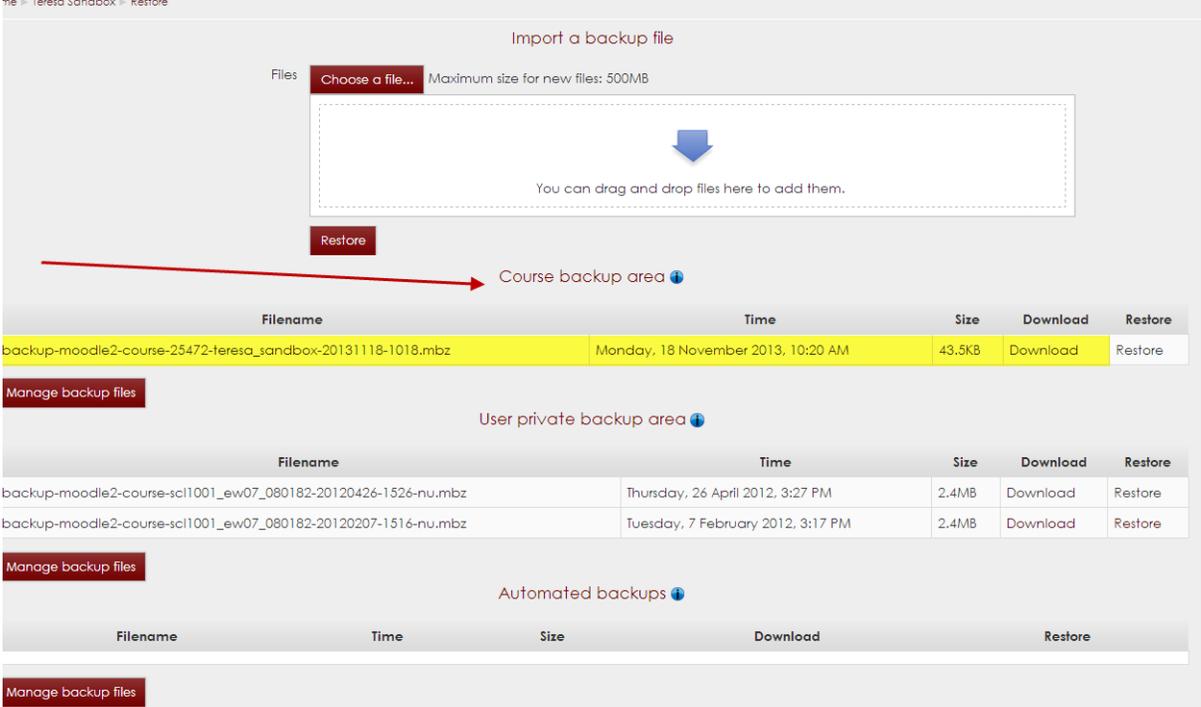

You can find your backup you just completed in the Course backup area. Shown above in the image.

8) It is *highly* recommended that you download the backup to your computer and/or flash drive to keep the file outside of Moodle so you have your course content in two places for extra security.

9) To download the file, simply click on Download.

10) To be able to find the file you just downloaded, go to the libraries icon (on a PC) and select downloads.
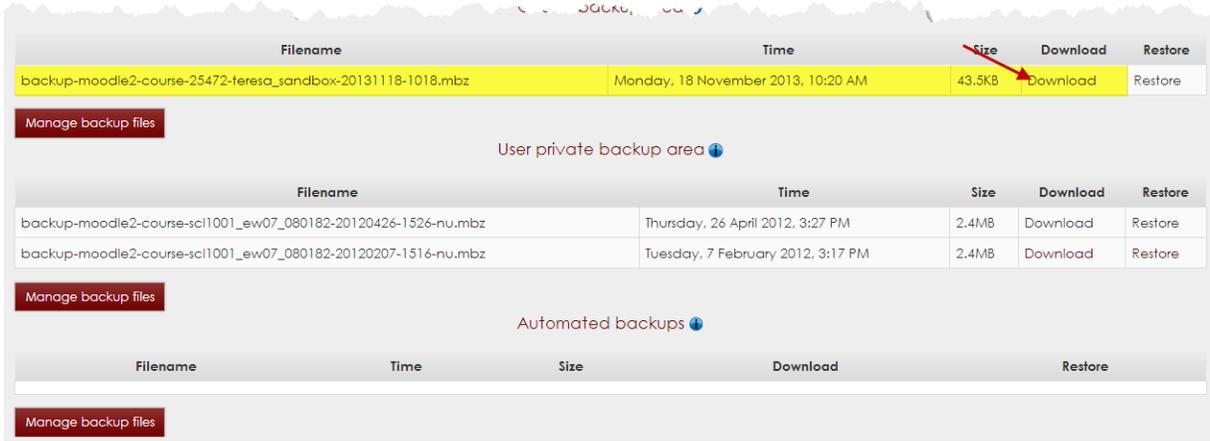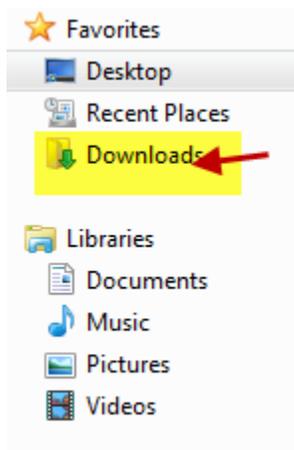
11) Find the file you downloaded. It will be named backup-moodle2-course-XXXXX-name of your course. The icon associated with it will likely be a blank white page.

backup-
moodle2-course-
25472-
teresa_sandbox-
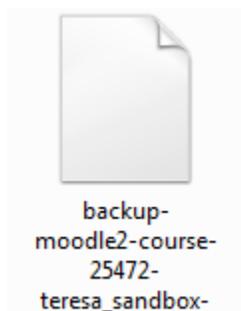
12) Right click on the name of the file and rename it as today's date and the name of the course for which you just created a backup.

13) Drag the file onto your desktop and save it in a location where you will be able to find it.

Best practice tip: It is best to create a folder on your computer as well as on a flash drive where you will keep your various backup files of each of your courses. It is recommended to have a file folder for each of the courses you teach.

If you have questions or if further assistance is needed, please contact a member of the CLT team at 405.682.7838 or clt@occc.edu.