

Backing up a Moodle Course

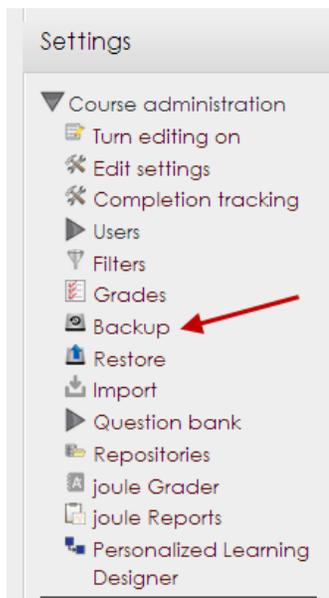
Having just one copy of important information is a dangerous practice. A spilled cup of coffee, an excited toddler, or an accidental inclusion into documents for shredding can cause concern and panic. A Moodle outage or the striking of an incorrect key can cause equal concern!

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”

Home » Teresa Sanabax » Backup » Initial settings

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

Backup settings

- IMS Common Cartridge 1,1
- Include enrolled users
- Anonymize user information 
- Include user role assignments
- Include activities
- Include blocks
- Include filters
- Include comments
- Include calendar events
- Include user completion details
- Include course logs
- Include grade history

Personalized Learning Designer Settings

- Include PLD data
- Include PLD log data

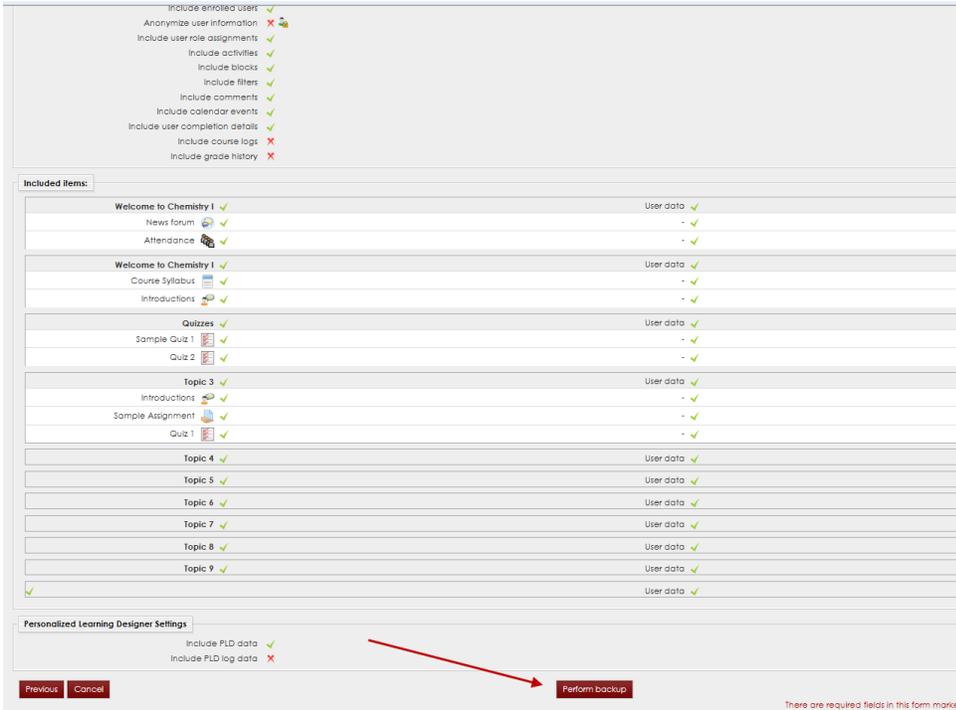
[Cancel](#) [Next](#)

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

Welcome to Chemistry 1 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
News forum <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
Attendance <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
Welcome to Chemistry 1 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Course Syllabus <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
Introductions <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
Quizzes <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Sample Quiz 1 <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
Quiz 2 <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
Topic 3 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Introductions <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
Sample Assignment <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
Quiz 1 <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>
Topic 4 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Topic 5 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Topic 6 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Topic 7 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Topic 8 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
Topic 9 <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>

[Previous](#) [Cancel](#) [Next](#)

6) Click “Perform backup” on the next screen.



Include enrolled users ✓
 Anonymize user information ✗
 Include user role assignments ✓
 Include activities ✓
 Include blocks ✓
 Include filters ✓
 Include comments ✓
 Include calendar events ✓
 Include user completion details ✓
 Include course logs ✗
 Include grade history ✗

Included Items:

✓	Welcome to Chemistry I	✓	User data	✓
	News forum	✓	-	✓
	Attendance	✓	-	✓
✓	Welcome to Chemistry I	✓	User data	✓
	Course Syllabus	✓	-	✓
	Introductions	✓	-	✓
✓	Quizzes	✓	User data	✓
	Sample Quiz 1	✓	-	✓
	Quiz 2	✓	-	✓
✓	Topic 3	✓	User data	✓
	Introductions	✓	-	✓
	Sample Assignment	✓	-	✓
	Quiz 1	✓	-	✓
✓	Topic 4	✓	User data	✓
✓	Topic 5	✓	User data	✓
✓	Topic 6	✓	User data	✓
✓	Topic 7	✓	User data	✓
✓	Topic 8	✓	User data	✓
✓	Topic 9	✓	User data	✓

Personalized Learning Designer Settings

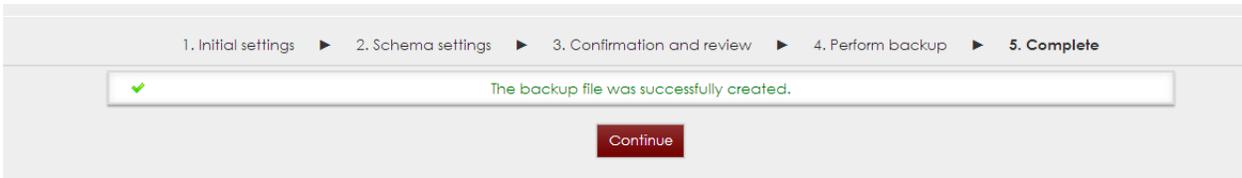
Include PLD data ✓
 Include PLD log data ✗

Previous Cancel Perform backup

There are required fields in this form marked

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.



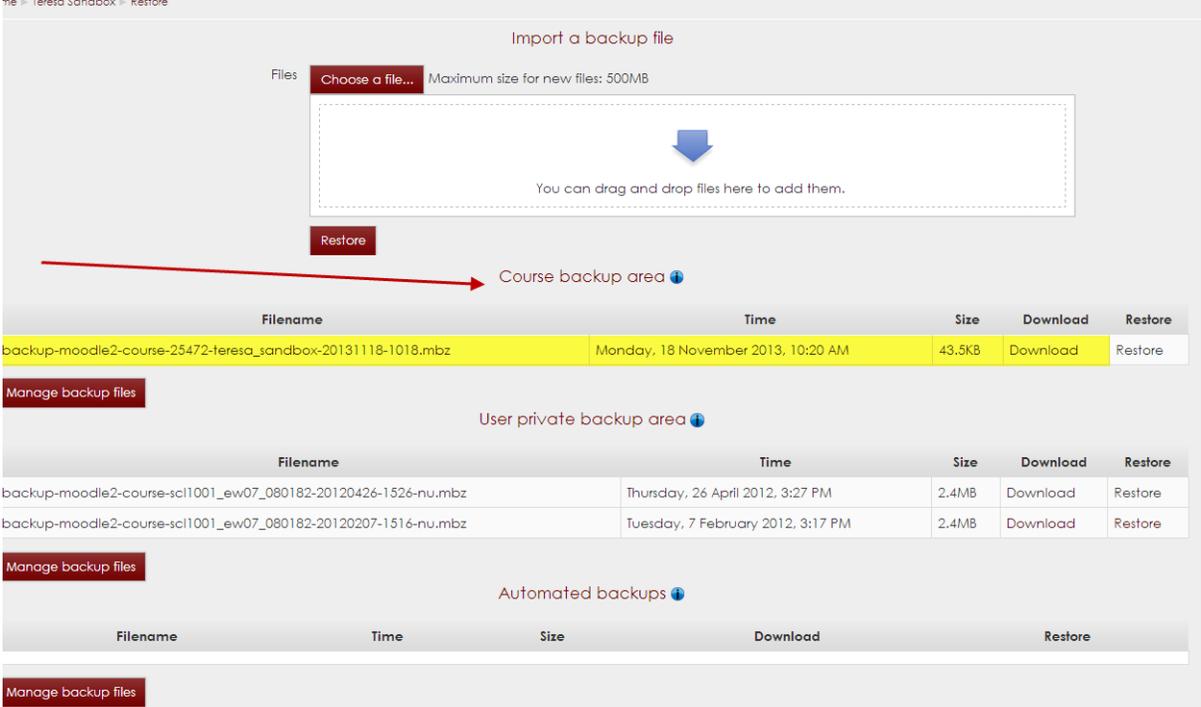
1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

✓ The backup file was successfully created.

Continue

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.



me » Teresa Sandbox » Restore

Import a backup file

Files [Choose a file...](#) (Maximum size for new files: 500MB)

You can drag and drop files here to add them.

[Restore](#)

[Course backup area](#)

Filename	Time	Size	Download	Restore
backup-moodle2-course-25472-teresa_sandbox-20131118-1018.mbz	Monday, 18 November 2013, 10:20 AM	43.5KB	Download	Restore

[Manage backup files](#)

[User private backup area](#)

Filename	Time	Size	Download	Restore
backup-moodle2-course-scl1001_ew07_080182-20120426-1526-nu.mbz	Thursday, 26 April 2012, 3:27 PM	2.4MB	Download	Restore
backup-moodle2-course-scl1001_ew07_080182-20120207-1516-nu.mbz	Tuesday, 7 February 2012, 3:17 PM	2.4MB	Download	Restore

[Manage backup files](#)

[Automated backups](#)

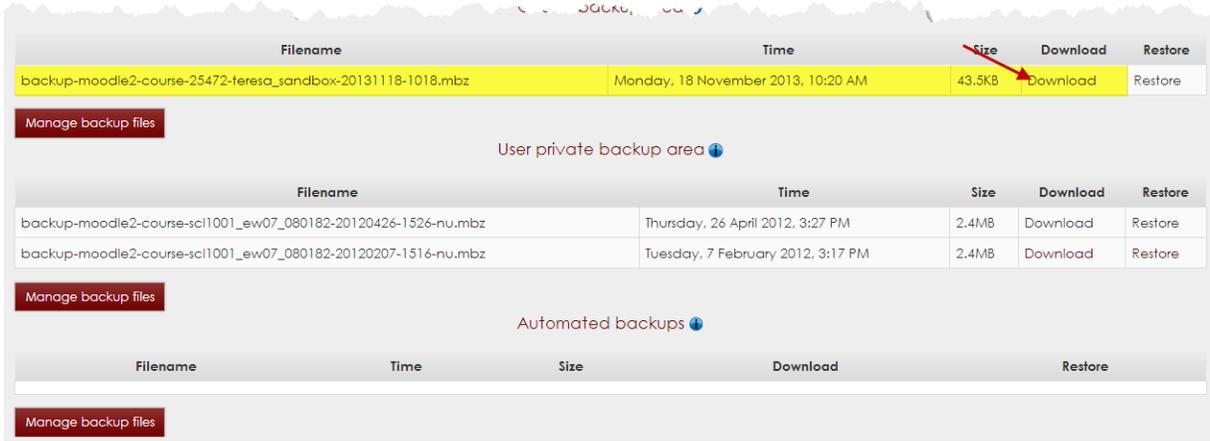
Filename	Time	Size	Download	Restore
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[Manage backup files](#)

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.



Filename	Time	Size	Download	Restore
backup-moodle2-course-25472-teresa_sandbox-20131118-1018.mbz	Monday, 18 November 2013, 10:20 AM	43.5KB	Download	Restore

Manage backup files

User private backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-sci1001_ew07_080182-20120426-1526-nu.mbz	Thursday, 26 April 2012, 3:27 PM	2.4MB	Download	Restore
backup-moodle2-course-sci1001_ew07_080182-20120207-1516-nu.mbz	Tuesday, 7 February 2012, 3:17 PM	2.4MB	Download	Restore

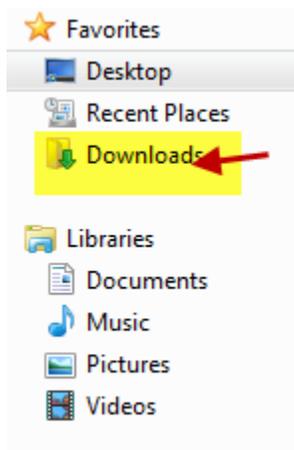
Manage backup files

Automated backups

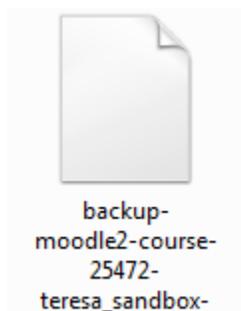
Filename	Time	Size	Download	Restore
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Manage backup files

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.



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.