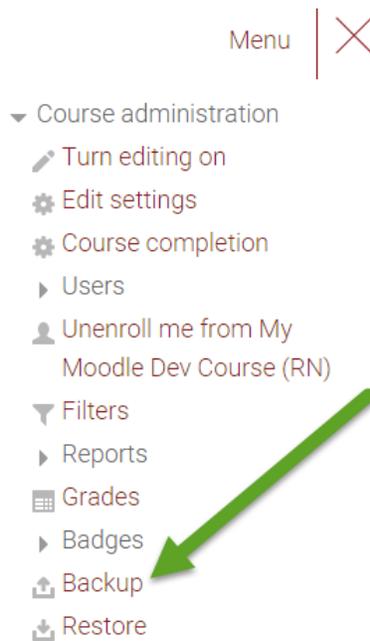


Backing Up a Moodle Course

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.

To back up your course, first log into Moodle and select a course. Open the **Admin menu** in the upper-right hand corner of the page. Under **Course administration**, select **Backup**.



The next page lists the available backup options. If you wish to include the course logs, grade history, and PLD logs, be sure to check the corresponding boxes.

It is recommended that the **Anonymize user information** and **IMS Common Cartridge 1.1** boxes be left unchecked.

Backup settings

- IMS Common Cartridge 1.1
- Include enrolled users
- Anonymize user information
- 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
- Include grade history
- Include question bank

Personalized Learning Designer Settings

- Include PLD data
- Include PLD log data

After selecting the desired backup options, select **Next**.



Note: Selecting **Jump to final step** will immediately begin creating the backup file. Selecting this will not cause any issues, but there may be some settings you wish to change in the next steps that selecting **Jump to final step** will skip.

The next page loads a list of all course content and allows you to include or exclude both the content and user data for each item. Generally, these boxes should all be left checked.

Include:

Select	Select
All / None (Show type options)	All / None
<input checked="" type="checkbox"/> General	<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"/> Course Syllabus 	<input checked="" type="checkbox"/> -

After deselecting any undesired content or data, scroll down to the bottom of the page and select **Next**.



On the next page, the **Filename** option allows you to change the filename of the backup you are creating from the default.

Filename

Filename*

backup-moodle2-course-13954-my_moodle_dev

While the default filename does contain information about which course is being backed up and when the backup occurred, it can be edited to provide the information in a more straightforward manner.

Filename

Filename*

my_backup_June_2016|mbz

Note: Your filename must include the **.mbz** extension at the end or you will receive an error.

This page also allows you to review what information is being included in the backup.

General	✓	User data	✓
News forum 	✓	-	✓
Attendance 	✓	-	✓
Course Syllabus 	✓	-	✓

After reviewing this information, select **Perform backup** to start the process.



There are required fields in this form marked *.

A progress page will load. Wait for the process to finish.

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

36.39%

6.15 secs

You will be notified when the backup finishes. Select **Continue**.

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

The backup file was successfully created.



This backup is now stored on the Moodle server. To download a copy to store on your computer, select the **Download** link in the Course backup area on this page.

Course backup area ?

Filename	Time	Size	Download	Restore
my_backup_June_2016.mbz	Monday, September 21, 2015, 12:42 PM	2.9MB	Download	Restore

Manage backup files



To complete the backup process, save the file to the desired location on your computer. These instructions vary by browser. If you have any difficulty with this process please contact the CLT at 405-682-7838 for assistance.