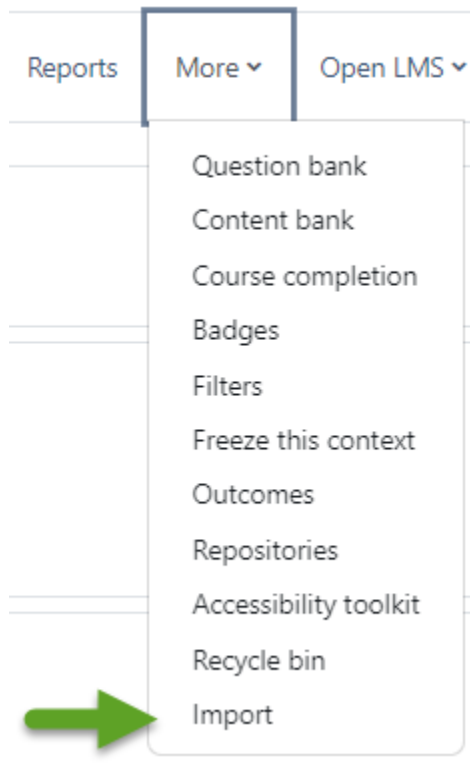


Backing Up a Moodle Course

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. In the Course Menu, select **More**. In the dropdown menu, select **Import**.







In the next dropdown menu, 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

		<input type="checkbox"/> IMS Common Cartridge 1.1
		<input checked="" type="checkbox"/> Include enrolled users
Anonymize user information		<input type="checkbox"/>  
		<input checked="" type="checkbox"/> Include user role assignments
		<input checked="" type="checkbox"/> Include activities and resources
		<input checked="" type="checkbox"/> Include blocks
		<input checked="" type="checkbox"/> Include files
		<input checked="" type="checkbox"/> Include filters
		<input checked="" type="checkbox"/> Include comments
		<input checked="" type="checkbox"/> Include badges
		<input checked="" type="checkbox"/> Include calendar events
		<input checked="" type="checkbox"/> Include user completion details
		<input checked="" type="checkbox"/> Include course logs
		<input checked="" type="checkbox"/> Include grade history
		<input checked="" type="checkbox"/> Include question bank
		<input checked="" type="checkbox"/> Include groups and groupings
		<input checked="" type="checkbox"/> Include custom fields
		<input checked="" type="checkbox"/> Include content bank content
		<input checked="" type="checkbox"/> Include legacy course files




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:

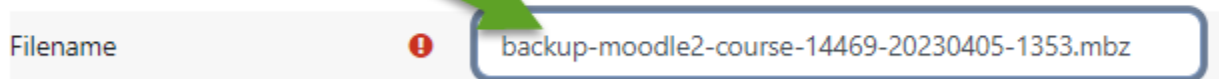
Select All / None (Show type options)	Select All / None
<input checked="" type="checkbox"/> General	<input checked="" type="checkbox"/> User data
<input checked="" type="checkbox"/> Announcements 	<input checked="" type="checkbox"/> -
<input checked="" type="checkbox"/> Syllabus 	<input checked="" type="checkbox"/> -
<input checked="" type="checkbox"/> Attendance 	<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.

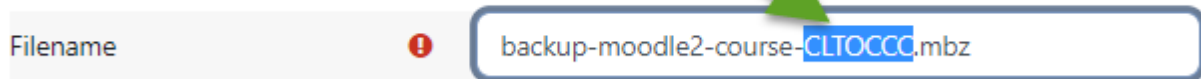
Filename




Filename  backup-moodle2-course-14469-20230405-1353.mbz

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  backup-moodle2-course-CLTOCCC.mbz

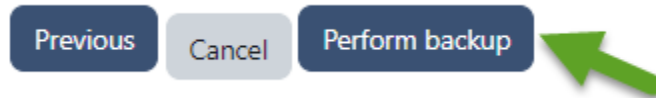
Note: Your filename must include the **.mbz** extension at the end or you will receive an error.

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

Included items:

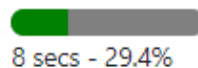
General		User data	
Announcements 	✓	-	✓
Syllabus 	✓	-	✓
Attendance 	✓	-	✓

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



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



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.

Continue

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
backup-moodle2-course-14469-llee_boost_sandbox-20230405-1407.mbz	Wednesday, April 5, 2023, 2:45 PM	13.2 MB	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.