



Instructions for Backing Up Courses in Moodle

(1) Select "Backup" in the "Administration" block (the "Gear" icon):



(2) Select what you want to save in the backup file, then click "Next":

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 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	
☑ Include groups and groupings	
☑ Include competencies	
Personalized Learning Designer Settings	□ Include PLD log data
Jump to final step Cancel	Next

(3) Click "Next" (at the bottom) for the "Schema settings":

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

(4) Click "Perform backup" (at the bottom) in "Confirmation and review":



(5) Click "Continue":

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete	
The backup file was successfully created.	
	Continue

(6) Click "Download" in the "Course backup area"

Filename Tim				
	me s	ize 👅 I	Download	Restore
backup-moodle2-course-4754-moodle_course_template-20180106-1358.mbz Satu	turday, January 6, 2018, 1:59 PM 2	3.7MB	Download	Restore

(7) Save the file onto your <u>work-folders</u> or on the <u>instructors share drive</u>:

You have chosen to open:	
🗋2-course-4754-moodle_course_tem	nplate-20180106-1358.mbz
which is: mbz File (23.7 MB) from: https://helenacollege.mrooms.ne	et
What should Firefox do with this file?	
Open with Browse Save File	from now on.
	OK Cancel

(8) Click "Manage backup file" in the "Course backup area":



(9) Click on the "File" and then choose "Delete" (this will help us clear the storage in Moodle):

(10) Click "**Save Changes**" to complete the action of deleting the backup file from Moodle.

