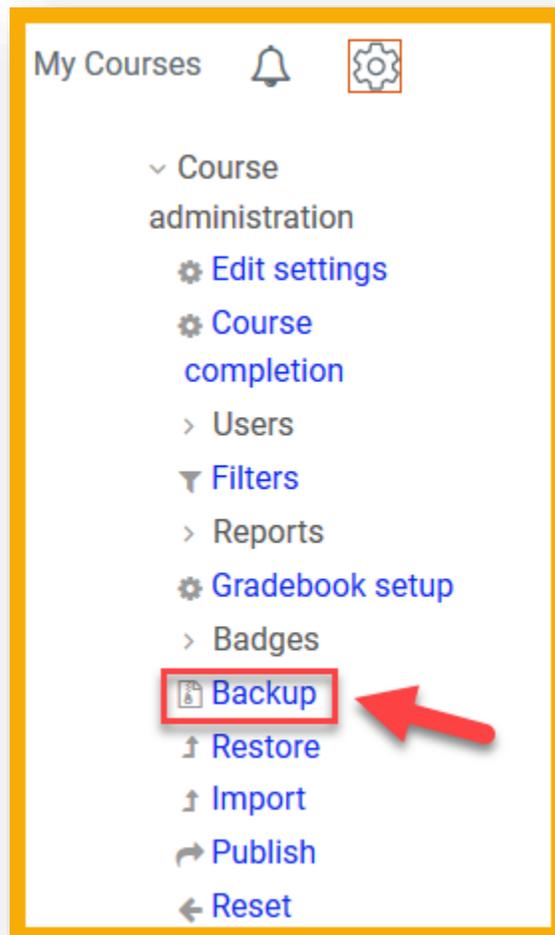




Instructions for Backing Up Courses in Moodle

(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 data
- Include PLD log data

Jump to final step Cancel

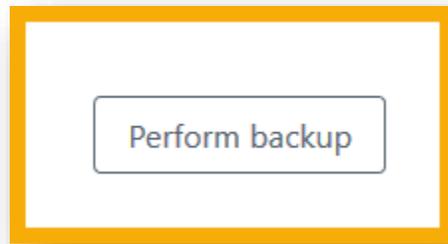
Next

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

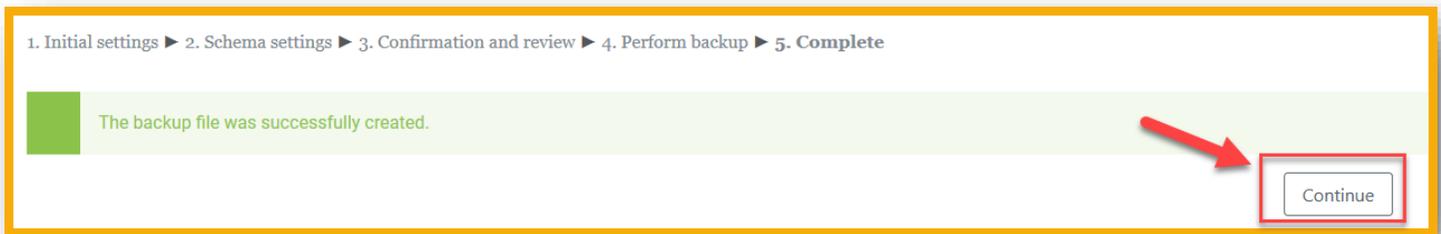
1. Initial settings ▶ **2. Schema settings** ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

Next

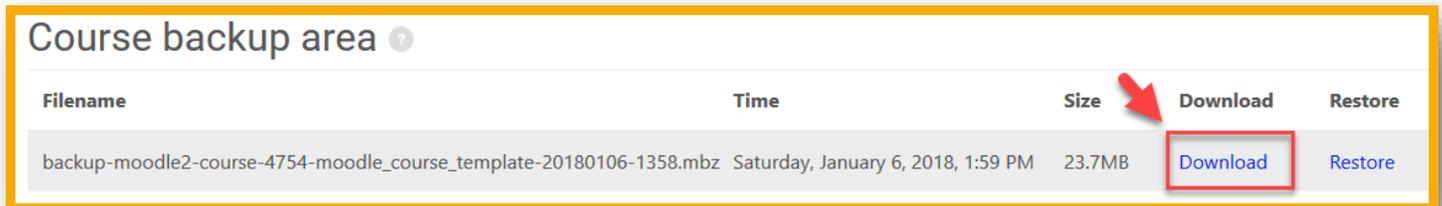
(4) Click **“Perform backup”** (at the bottom) in **“Confirmation and review”**:



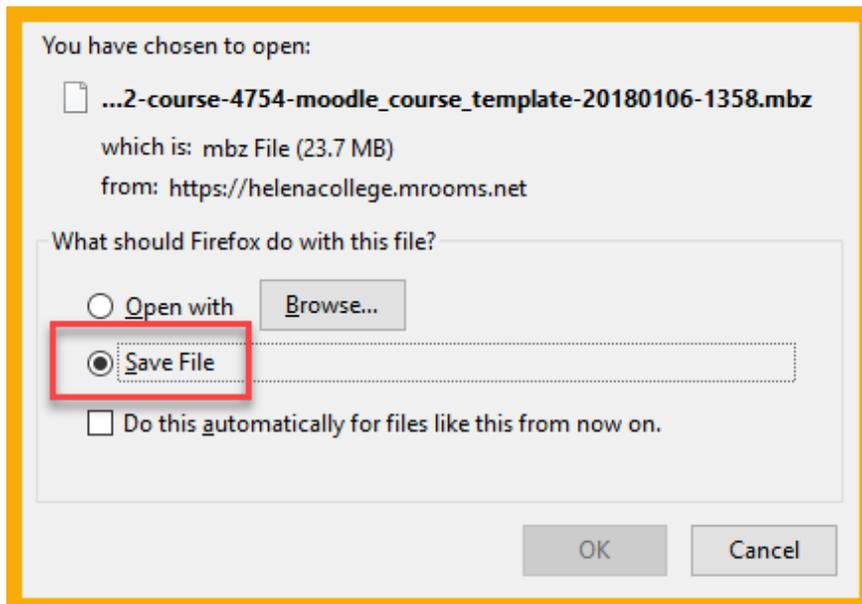
(5) Click **“Continue”**:



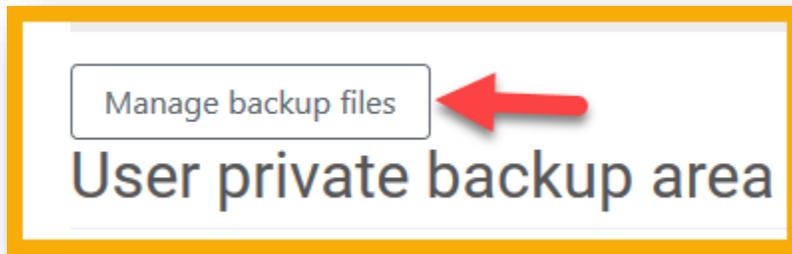
(6) Click **“Download”** in the **“Course backup area”**



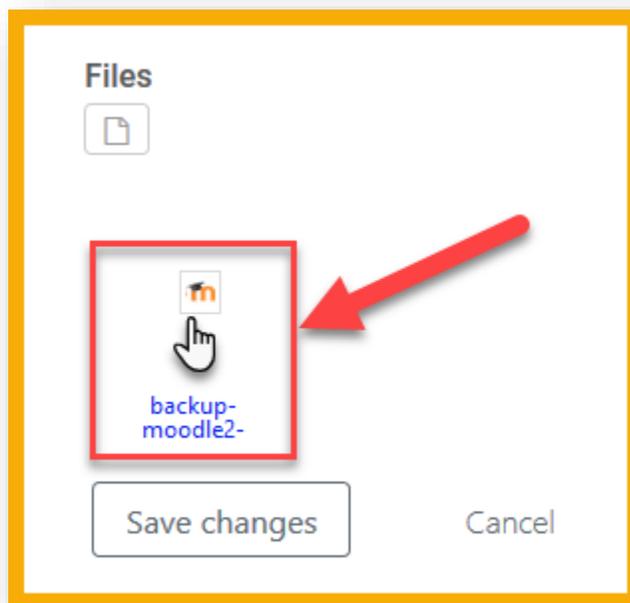
(7) **Save** the file onto your work-folders or on the instructors share drive:



(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.

