
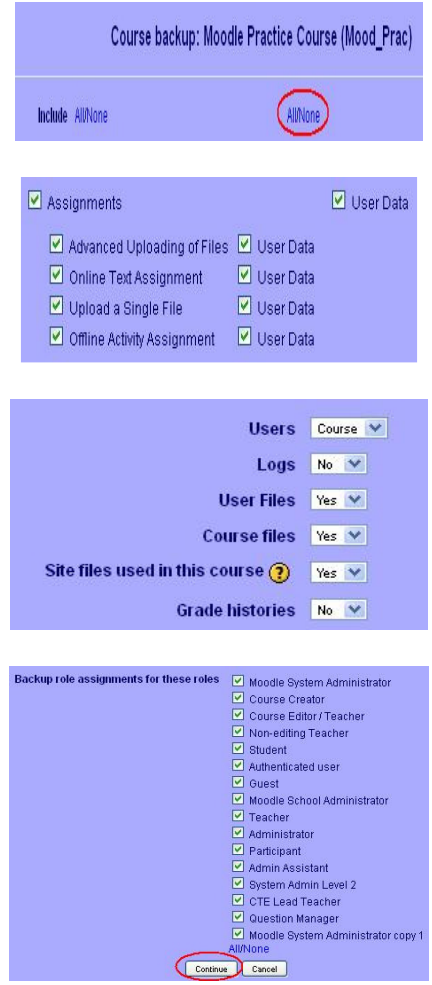

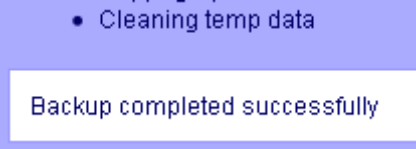


Backing Up Courses in Moodle

It is important to back up your courses – especially if you would like to create a “Clean” (without any user data) course to use for next year.

After you login to Moodle and choose the course that you would like to make a backup copy of, follow these instructions to make a backup of that course.

<p>1</p>	<p>In the Administration block (If the Administration Block is hidden, turn on editing and add it from the Add... block.) click on Backup.</p>	
<p>2</p>	<p>Make choices for backup parameters on this screen. To back up everything in your course including user data then leave everything checked, don't make any changes at the bottom unless you want to back up grade histories. This type of backup would be performed during the course to ensure that you would not lose data.</p> <p>The checkboxes will be ordered by TYPE of activity or resource.</p> <p>To Make a clean copy of your course without any student data, click the 2nd “None” at the top (See diagram) and make the following changes at the bottom:</p> <ul style="list-style-type: none"> • Set Users to “None” • Set User Files to “No” <p>This will create a clean copy of your course that you can restore later for next year or semester. You would perform this type of backup anytime that you make a change to the structure of your course (i.e. add an activity, section, block, etc.) and one more time at the end of the course.</p> <p>Choose any role assignments to back up. I would recommend “<i>Course Editor / Teacher</i>” and “<i>Student</i>” if you are doing a full back up.</p> <p>Click the Continue button.</p>	

<p>3</p>	<p>The next screen is a summary screen and will show you exactly what will be backed up.</p> <p>You may change the backup filename at the top of this screen.</p> <p>Click Continue at the bottom. To make changes use your browser's back button.</p>	
<p>4</p>	<p>The next screen shows the success of the backup. Click Continue at the bottom.</p>	
<p>5</p>	<p>You are now looking at the folder where the backup is stored. The folder name is backupdata. To return to your course, simply click on the short name of your course near the top left of the screen.</p> <p>To save the backup file to another location like your hard drive click on the backup file name and follow your browser's instructions to save it.</p>	