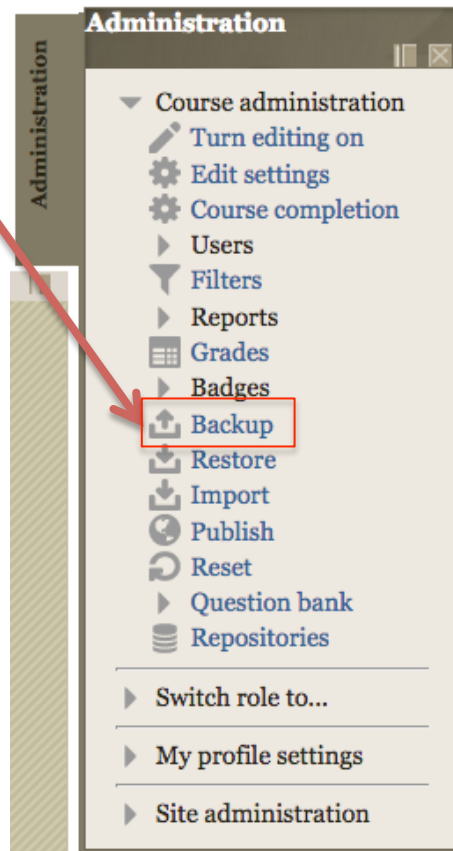


Moodle Course BACKUP Instructions

1. Login to Moodle and select the course you want to back up
2. Under the Administration tab, select **Backup**
3. This window will appear.
You will **NOT** be able to back up students (enrolled users.)

Backup settings

IMS Common Cartridge 1.1	<input type="checkbox"/>
Include enrolled users	<input type="checkbox"/>
Anonymize user information	<input type="checkbox"/>
Include user role assignments	<input checked="" type="checkbox"/>
Include activities	<input checked="" type="checkbox"/>
Include blocks	<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 type="checkbox"/>
Include grade history	<input type="checkbox"/>
Include question bank	<input checked="" type="checkbox"/>



4. Click the **Next** button.
5. Next you will be able to choose what you want to back up from your course. This includes files, URLs, topics, videos, assignments, activities, resources, etc. You can choose none or some or all of your topics.
6. Click the **Next** button after you have made your selections.
7. The next screen lets you review your **Backup settings** and the **Included items**. Click the **Previous** button to change Included items or click the **Perform backup** button.
8. After the backup is successfully performed, you will see confirmation of such.

The backup file was successfully created.

Continue

9. Click the **Continue** button.

10. The next screen will show you a list of the courses you have backed up

Course backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-27-inkies_testing_course-20150401-1132.mbz	Wednesday, 1 April 2015, 11:39 AM	3.1MB	Download	Restore
backup-moodle2-course-alg_i_h-20140122-1618.mbz	Wednesday, 22 January 2014, 4:19 PM	13.6MB	Download	Restore

11. It's a good idea to **Download** the backup of the course to your computer. Do so by clicking **Download**. Be sure to save it where you will be able to find it in case you need to **Restore** your course.

12. You can **Restore** a course by accessing the Administration tab and selecting **Restore**.

