

Moodle Course Backup

Connection: Internet

Platform: Mac/PC

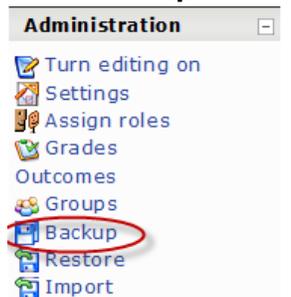
OVERVIEW

To create a permanent archive of your Moodle course, we recommend you create a backup for long-term storage. Back up any student data you need to preserve for your records. If you use the Moodle gradebook, you should also export all gradebooks. It is the instructor's responsibility to maintain records of student grades and any other pertinent records. After you backup your course and grades, you will need to download the files to your computer.

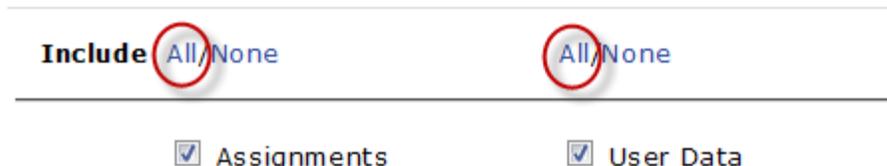
Create a Moodle Course Backup

To create a complete backup of your course

1. Click **Backup** in the Administration block.



2. In the backup screen, click **All** in the first column to backup all of your content and activities. Click **All** in the User Data column to include all student work.



3. Scroll down to the bottom of the screen and select **Yes** from the pulldown menus for Logs, User Files, Course Files, Site Files, and Grade Histories.



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4. Leave all the role assignment boxes checked.
5. Click **Continue** at the bottom of the screen to start the backup process
6. In the summary screen, you can edit the default name of your backup file to make it easier to remember.

Name:

7. Scroll down to the bottom of the screen and click **Continue** to finish your backup. Be patient! Your course backup will can take several minutes.
8. When the message “Backup completed successfully” is displayed, click Continue and you will see that the backup of your course has been saved in the Files area of your Moodle course.

Special note if you use the Quiz or Scales features. Quiz questions are only backed up if at least one question from their category appears in a quiz. To ensure all questions are part of the backup, create a quiz that includes at least one question from each category. A similar trick works to backup your custom Scales. Make sure you have activities that use your scales prior to backup.

Downloading Backup Files

Click on the filename of your backup to copy the file to your computer.

	Click filename to start download	Size
	Parent folder	
<input type="checkbox"/>	 backup-features_demo-20081114-1356.zip	481KB