# WAGNER COLLEGE

INFORMATION TECHNOLOGY

Moodle Survival Guide #21- Backing Up a Moodle Course

Introduction: This guide will inform the user on how to make a backup of a Moodle course page. It is helpful to make a backup if you are going to be using the same content within a course for a future semester.

I.   **Backing Up the Course Page**

a.   Scroll down to the **Administration** block and click **Backup**
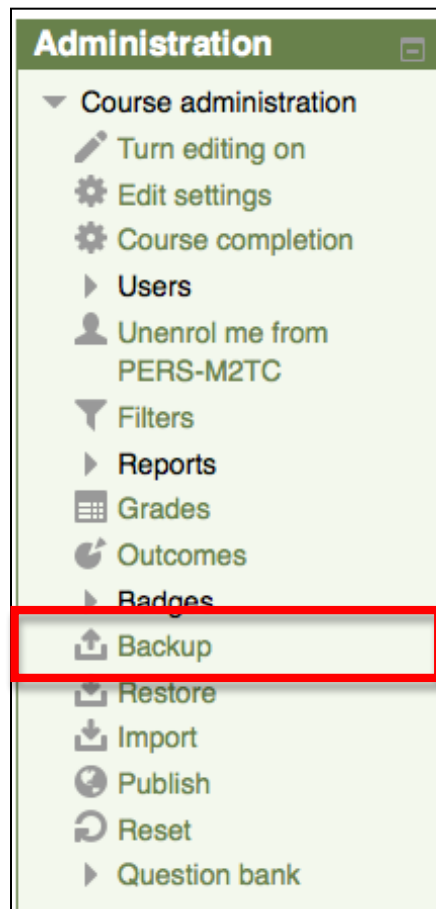
NOTE: There are 5 steps in backing up the content on your Moodle course page

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

II.   **Initial Settings**
   a.   The first step of backing up your Moodle course is the **Initial settings**
   b.   By default, Moodle sets up the screen for you to do a full backup. A full backup includes the teacher's contributions as well as the student contributions. If this is the backup you would like to do, keep everything as is and press **Next.**
   c.   The other option that you have would be to do a **partial backup**. A partial backup is one in which Moodle will backup the contributions to the course made only by the teacher. This is the option recommended if you plan on replicating this course in a future semester since it will not include the current student roster, or any of their contributed coursework. To perform a partial backup, uncheck **Include enrolled users** and Moodle will remove what is necessary to only backup the teacher's data.
   d.   When you are ready to move on, click **Next**

III. Schema Settings

    a. In **Schema settings,** Moodle will provide you with a list of all of the items you have created for this particular course.

    b. Check to see if all of the activities and resources that you want included in the backup are selected here.

    c. Once you have looked over all your resources and activities, scroll down and click **Next.**
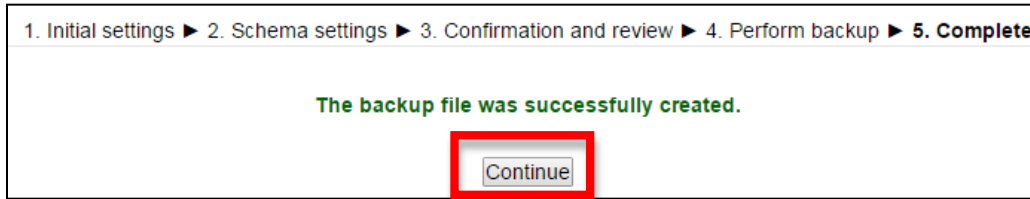
IV. Confirmation and Review

    a. Leave the file backup name as is and review the course material that you are backing up. You'll notice the backup name saves the file with the name of the course, the date and the time.

    b. Scroll down to the bottom and click **Perform backup.**

V.   Complete

a.   You are now in the final stage of backing up your course page. To complete the backup, click **Continue,** which will automatically bring you to the restore section where your course backups are stored under the **Course Backup Area.**

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

The backup file was successfully created.

Continue

VI.   Saving the Course

a.   Once you have backed up your course, you need to save it to an external device
NOTE: The course backup that you create will get erased along with the course itself to make room for next semester's courses when the Moodle changeover takes place. This is why it is so important to save your backup to an external device.

b.   In the restore section, you will find your course backup area. Find the file that you would like to save. Click **Download.**

Course backup area ⓘ

Filename	Time	Size	Download	Restore
backup-moodle2-course-1580-pers-m2tc-20150302-1759.mbz	Monday, 2 March 2015, 6:06 PM	8.9MB	Download	Restore
backup-moodle2-course-1580-m2tc-20140416-1439.mbz	Wednesday, 16 April 2014, 2:39 PM	2.3MB	Download	Restore

Manage backup files

i.   Depending on the browser and type of computer you are using, you may be given the option of where you would like to save it.
   I.   A window will pop up asking you to save the file, make sure **Save file** is selected and click **OK**.
   II.   You can choose to save it to your computer, PDrive, or a USB device to name a few. Click **Save**.
ii.   Other browsers may automatically download it to the **Downloads** folder on your computer.
   I.   If the second option occurs, click on the files once they are downloaded in your Downloads folder. Select your backup file(s) and move them to where you would like to save them on your computer or an external drive.