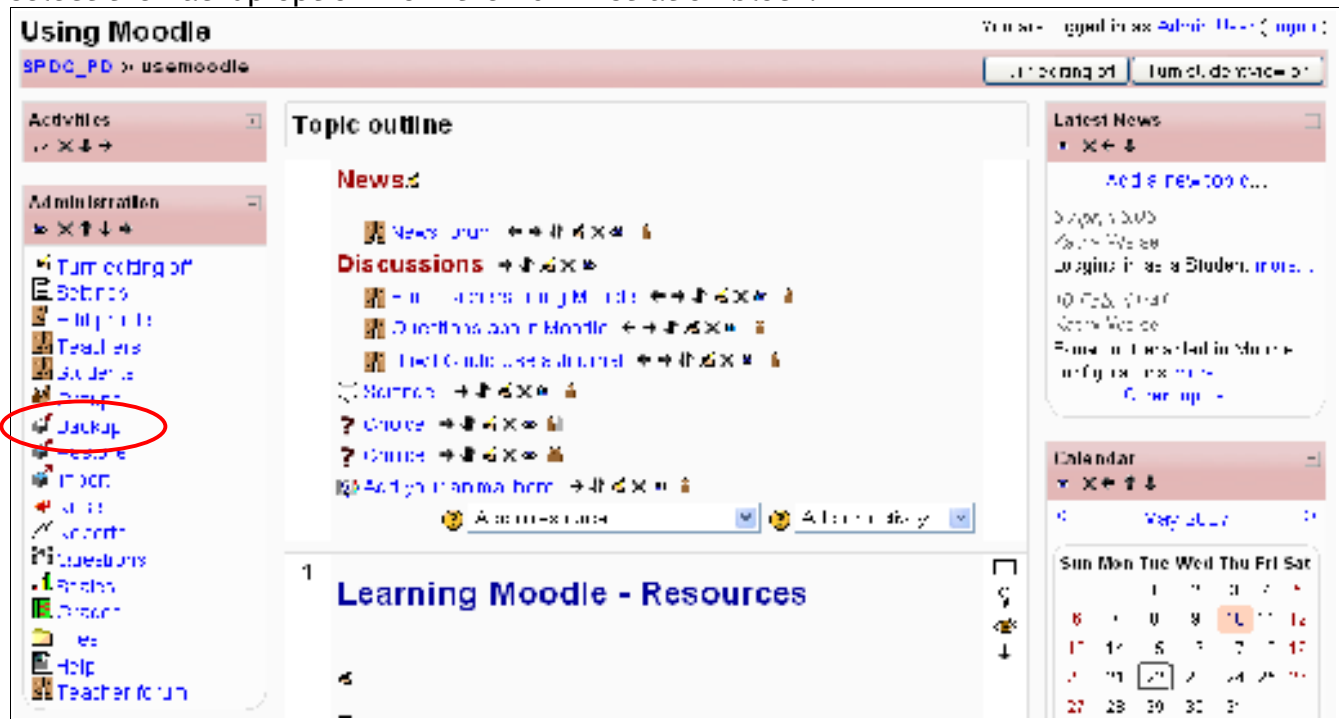
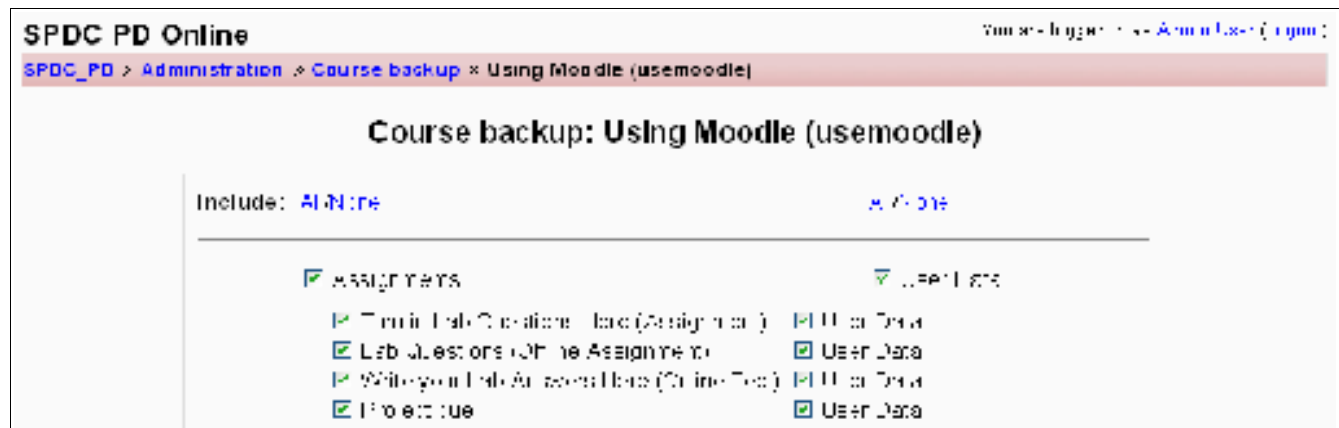


Moodle Course Backup Instructions

Teachers should backup their courses on a regular basis and download a copy to a separate computer location. From the main page of their course, with Editing turned on, they can select the Backup option from the Administration block:



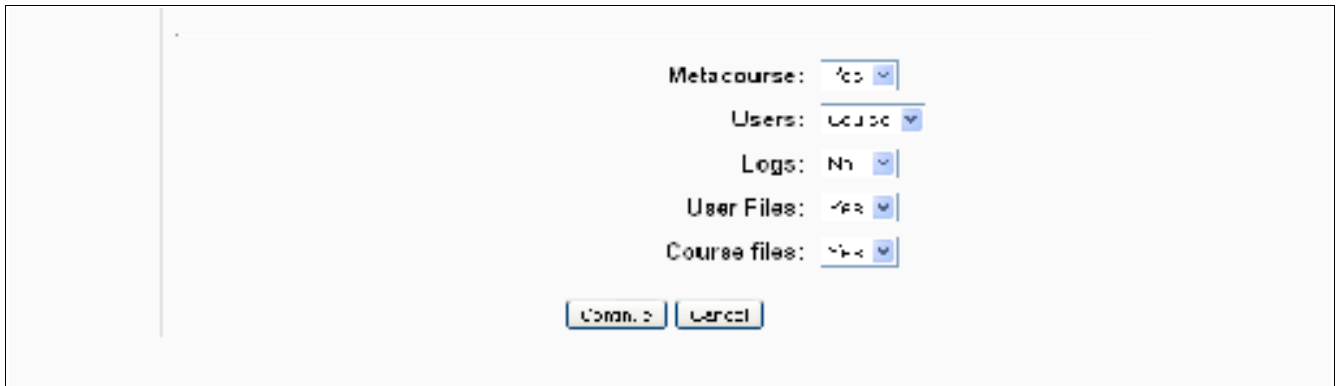
After you select the backup option, you will be taken to this screen:



Notice the **Include: All/None** options at the top of each column in blue - clicking on **All** will select everything in that column and clicking on **None** will deselect everything in that column. The left column is course development and resource materials - the right column is user data for each resource. If your course gets too large, you may need to deselect the user data in the right column. The normal procedure would be to have all selected in both columns.

Moodle Course Backup Instructions

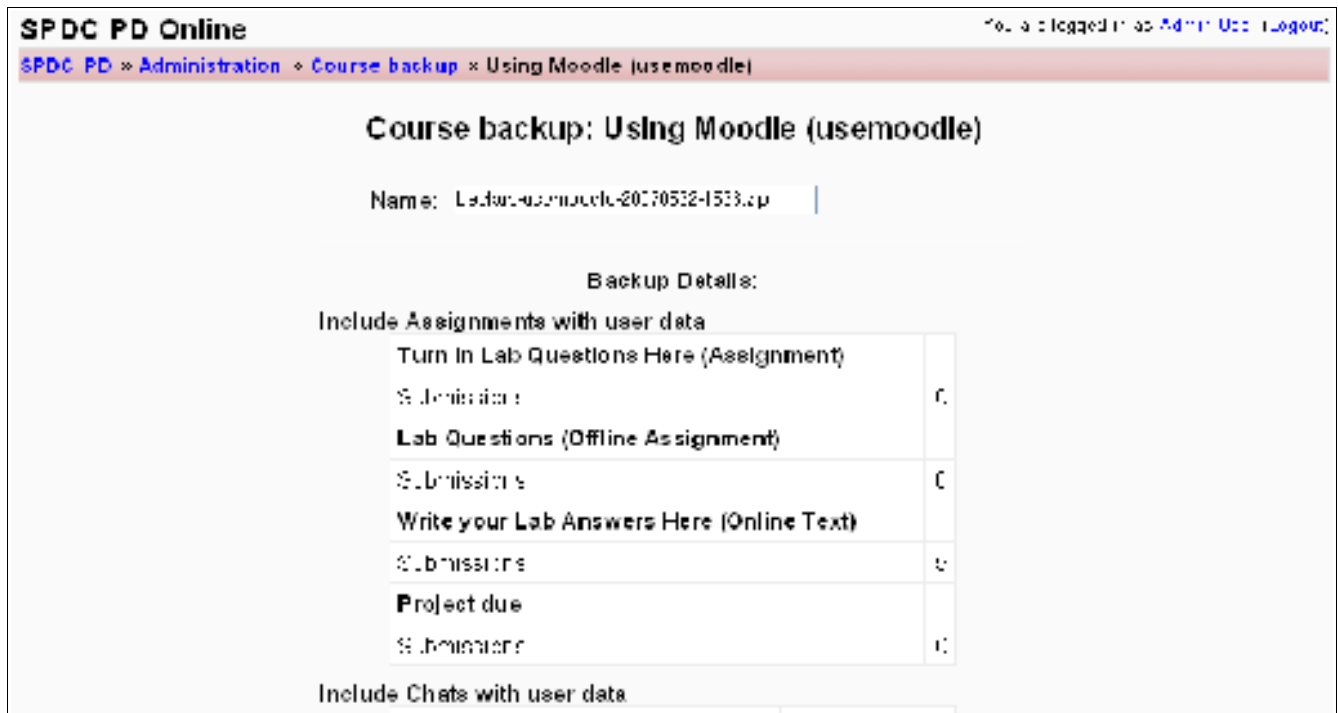
Scroll down to the bottom of this screen and you will see more options:

A screenshot of the Moodle backup options screen. It features five dropdown menus for selection: 'Metacourse' set to 'Yes', 'Users' set to 'Course', 'Logs' set to 'No', 'User Files' set to 'Yes', and 'Course files' set to 'Yes'. Below these options are two buttons: 'Continue' and 'Cancel'.

- Most courses are not Metacourses so change that to No unless you know you are backing up a metacourse
- Leave Users left at Course (default).
- Leave Logs at No (default) unless you specifically know you want to back up some logs.
- Leave User Files at Yes (default)
- Leave Course Files at Yes (default)
- Press <Continue>

This screen appears with details on how many files are going to be backed up for each section. Note the backup name in the top box. It defaults to backup-shortname-yyyymmdd-time.zip. You can change that name if you desire but most use the default.

Moodle Course Backup Instructions



SPDC PD Online You are logged in as Admin User | Logout

SPDC PD » Administration » Course backup » Using Moodle (usemoodle)

Course backup: Using Moodle (usemoodle)

Name:

Backup Details:

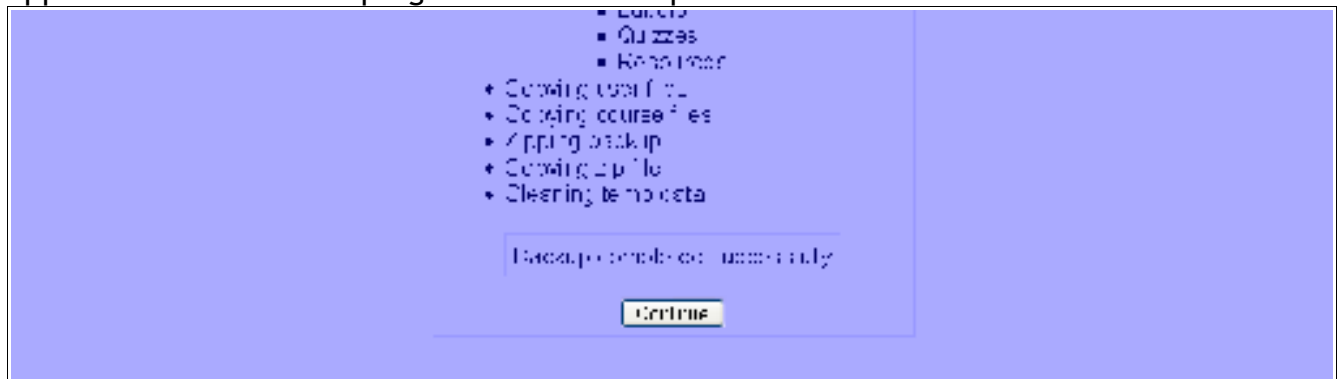
Include Assignments with user data

Turn In Lab Questions Here (Assignment)	<input type="checkbox"/>
Submissions	<input type="checkbox"/>
Lab Questions (Offline Assignment)	<input type="checkbox"/>
Submissions	<input type="checkbox"/>
Write your Lab Answers Here (Online Text)	<input type="checkbox"/>
Submissions	<input type="checkbox"/>
Project due	<input type="checkbox"/>
Submissions	<input type="checkbox"/>

Include Chats with user data

Scroll down to the bottom and press <continue>.

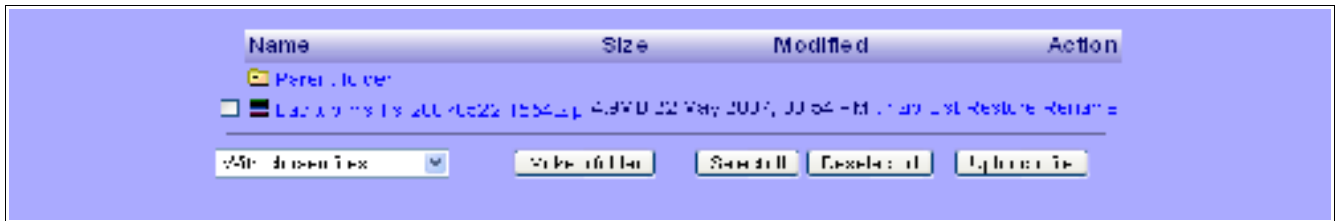
Backup process will proceed and it can take several minutes. A screen like this should appear and it shows the progress of the backup as it works:



The important thing is that at the bottom of the steps, it says “Backup completed successfully” and you can press <continue>. If you don't get this step, your backup is not working and you need to contact Tech. Support.

It will then take you into your “Files” section and display the backupdata folder:

Moodle Course Backup Instructions



You should now download the backup zip file onto your local computer, network space or flash drive. It is recommended that you keep a copy of your course off the Moodle server somewhere. To download the file, right click on the file name (backup-ms-hs-20070522-1554.zip in above screenshot) and select the option to download the file:

in Firefox, select “Save Link As”

in IE, select “Save Target As”

Select the appropriate computer location and folder and download the file.

You should make sure you create a backup and store it offline before you reset your course at the beginning of each year.