

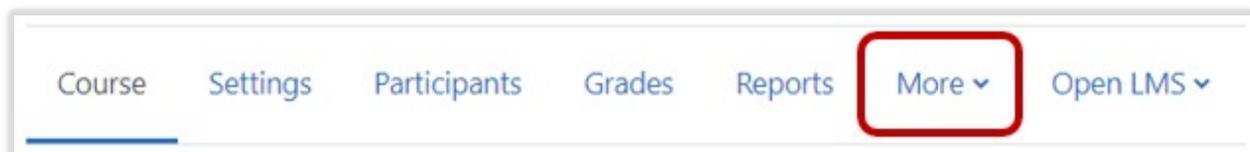


### BACKING UP A MOODLE COURSE

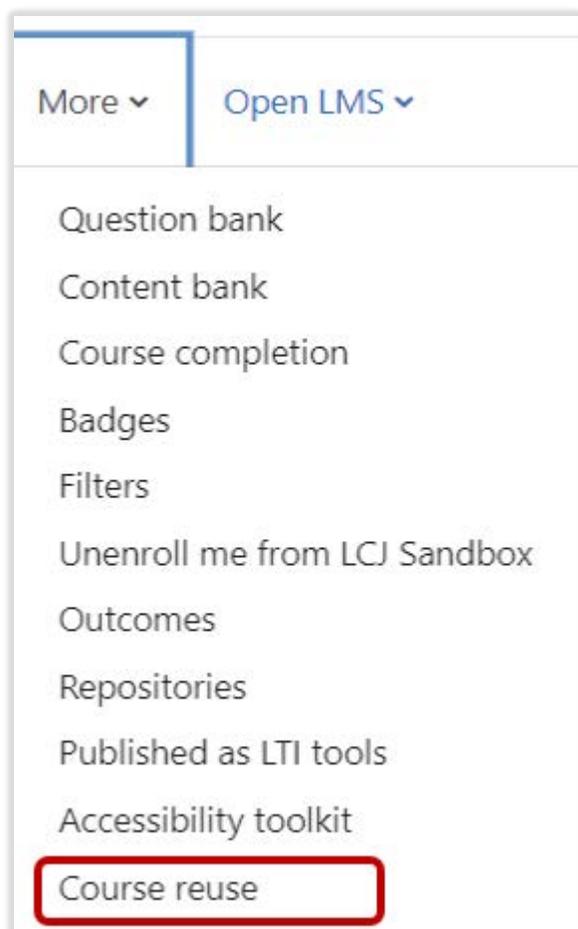
To preserve Moodle content and student participation at the end of a course, eLearning recommends that instructors create a backup of courses and store that backup on their computer or OneDrive. Creating a backup is also the first step in loading a previous course shell into a new one.

#### Creating a Backup of a Moodle Course Site

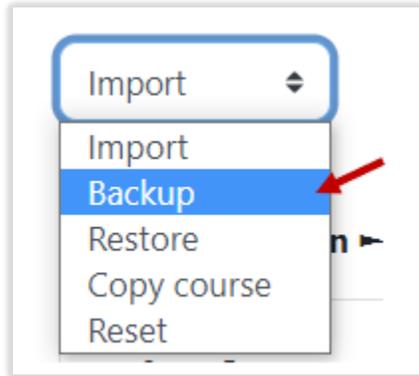
From a course's main horizontal menu, expand the **More** dropdown menu.



From the dropdown menu, select **Course reuse**.



On the Course reuse page, open the dropdown menu on the top left and select **Backup**.



### The Backup Settings

If you are preserving the course content and student work, make sure that **Include enrolled users** is ticked on the first page of settings.



If you are merely backing up the course to transfer the content to another Moodle shell, untick the box. Tick or untick other boxes on the Schema Settings page to preserve settings as desired. Users that know they wish to preserve all course content and student data can simply click the **Jump to final step** button at the bottom of the page.

Clicking **Next** at the bottom of the page, sends users to a menu where they can determine which content will be included in the backup as well as whether or not to include student data.

1. By default, Moodle includes all content and all student data in a backup. To eliminate any content items, untick the appropriate boxes.
2. To exclude a topic/section from the backup, tick the box next to the name of that topic/section; all content in that section will then not be included in the backup. Unticking the content box automatically deselects the User data as well.
3. If needed, users can select **All/None** of the content.
4. Clicking on **Show type options** allows to select only certain types of content to be included in the backup.
5. If needed, users can select **All/None** of the User data.
6. When the desired settings are established, click the **Next** button the bottom of the menu.

**Include:**

Select **4**  
All / None (Show type options) **3**

Select **5**  
All / None

**2**  General  User data

**1**  Welcome to Our Sandbox Moodle Site  -

Previous Cancel Next **6**

**Confirmation and Review Page**

Moodle requires that the backup file be given a name. Since the filename may not make immediate sense, it is possible to change that name by simply retyping the name while *preserving the .mbz file extension, which is also required.*

**Filename**

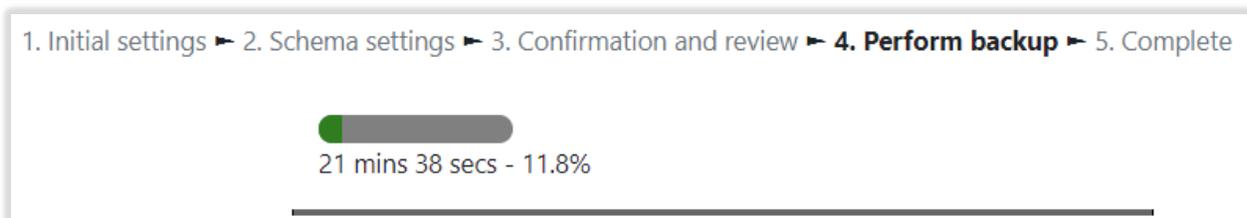
Filename **i** Spring 2023 ENGL 122 Course Back UP.mbz

At this point, it's good to double check the backup settings for content and student data. A green check indicates that the content/data will be included in the backup file; a red X indicates that the content/data will be excluded from the backup file. If adjustments are needed, click the **Previous** button at the bottom of the page. If all of the settings are correct, click the **Perform backup** button.

Previous Cancel **Perform backup**

## The Perform Backup Page

Moodle will display a progress bar while performing the backup. Depending on the size and complexity of the course, backups can take up to two hours to complete. **Do not navigate away from this page while the backup is in progress; doing so may result in losing the backup, which means users will need to restart the process.**



## Downloading and Saving the Backup File

When the backup is complete, click the **Continue** button. In the **User private backup area**, users will see the backup they just created at the top of the list. Click on the **Download** link for that file.

Filename	Time	Size	Download	Restore
Spring 2023 ENGL 122 Backup.mbz	Monday, March 27, 2023, 11:31 AM	269.6 MB	<a href="#">Download</a>	<a href="#">Restore</a>

When prompted, **Save** the file where it's easy to find for future reference.

## Downloading and Deleting Backup Files from Moodle

Moodle backup files take up a great deal of UMW's allotted server space; therefore, it's important to backup and delete unneeded backup files.

From course's main horizontal menu, click on **More** and select **Course reuse**. From the Course reuse dropdown menu, select **Restore**. Scroll down to seek the "backup areas."

## Saving a File to Your Computer

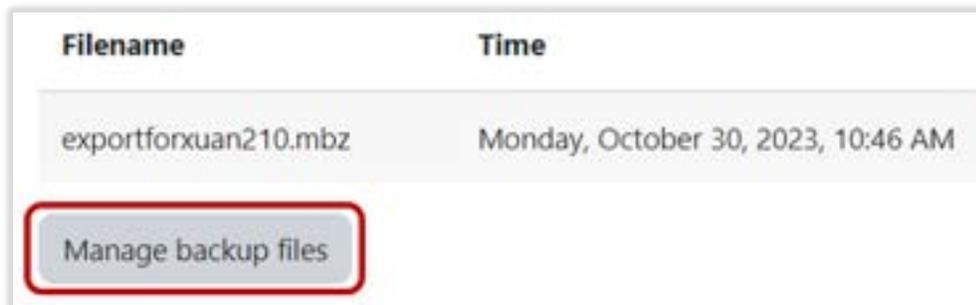
To keep a copy of a Moodle backup file, click on **Download** in the file's information row and save it to your computer. Navigate to the folder where you wish to store the file and click **Save** in the dialogue window.

## User private backup area

Filename	Time	Size	Download	Restore
exportforxuan210.mbz	Monday, October 30, 2023, 10:46 AM	551.8 MB	<a href="#">Download</a>	<a href="#">Restore</a>

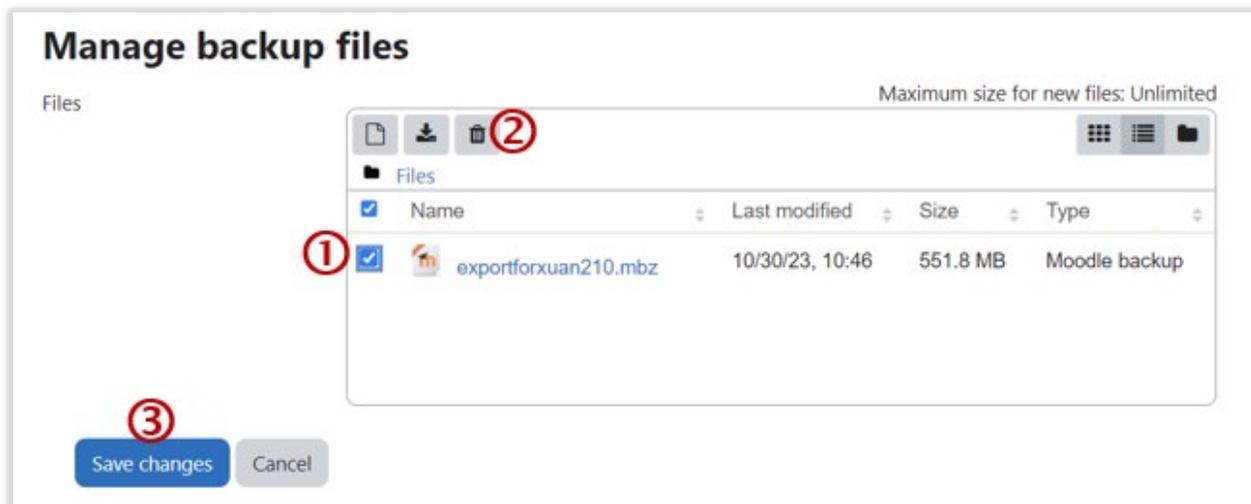
### Deleting Unnecessary Backup Files from Moodle

To delete unneeded file, click on the **Manage backup file** button that's *below* the files you wish to delete.



In the **Manage backup files** area, do all of the following:

1. Tick the boxes to select the files you wish to delete.
2. Click the **Delete** (trash can) icon.
3. Click the **Save changes** button; if you forget to click this button, Moodle will not delete the files.



If you need assistance, please contact eLearning at [elarning@umwestern.edu](mailto:elarning@umwestern.edu).