

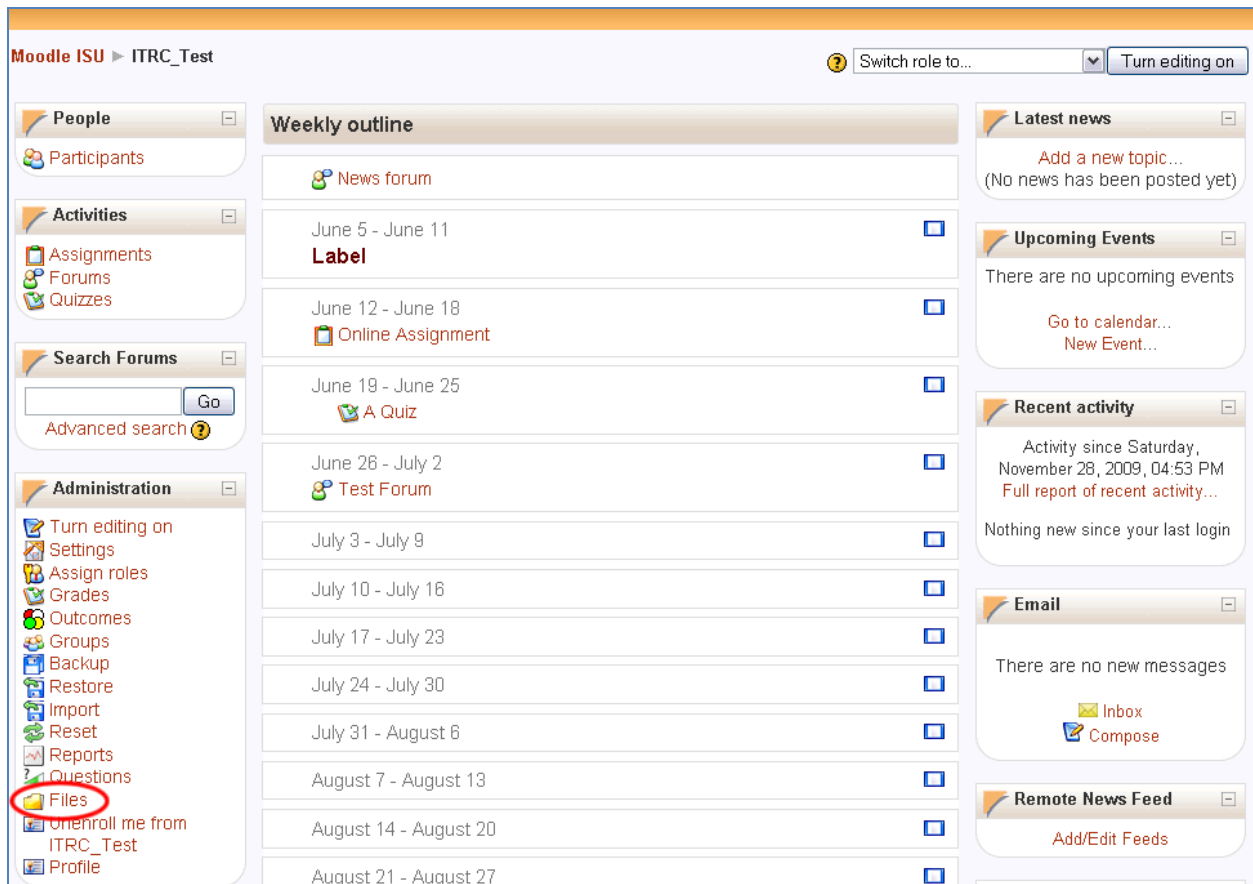
Introduction

The Moodle backup utility allows you to create a compressed backup file of the contents of your Moodle course. The backup file can then be saved on the desktop or a flash drive. This file can be used to restore course material to the Moodle server when needed.

In order to backup student data including gradebook, forums, assignments and other data see the handout for Creating a Backup of Student Course Data.

Backing up Your Course

- 1) Log into Moodle ISU and navigate to the course you wish to be backed up.
- 2) First, you will need to check if you have old back up files and delete them:
 - a. To check for old back up files click on '**Files**' in the Administration block.

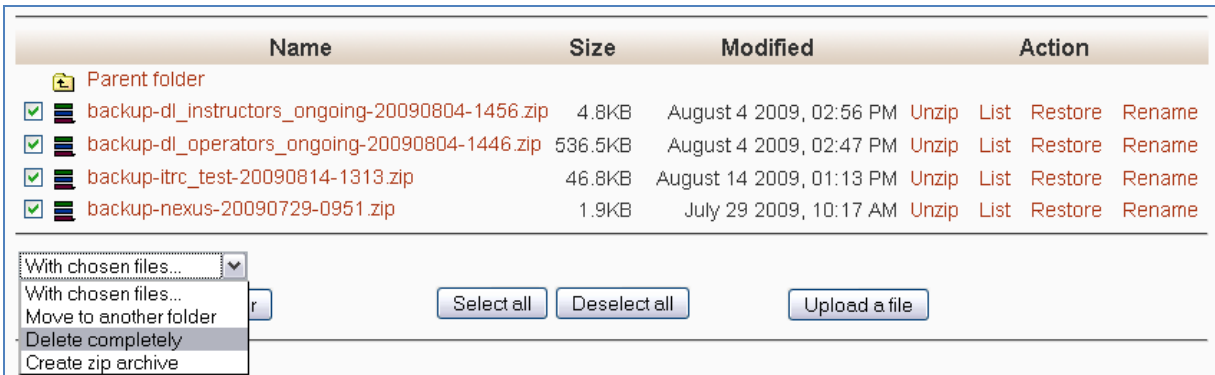


The screenshot shows the Moodle ISU course page for 'ITRC_Test'. The 'Administration' block is on the left, and the 'Files' option is circled in red. The main content area displays a 'Weekly outline' with a list of activities and their dates. The right sidebar contains several informational sections.

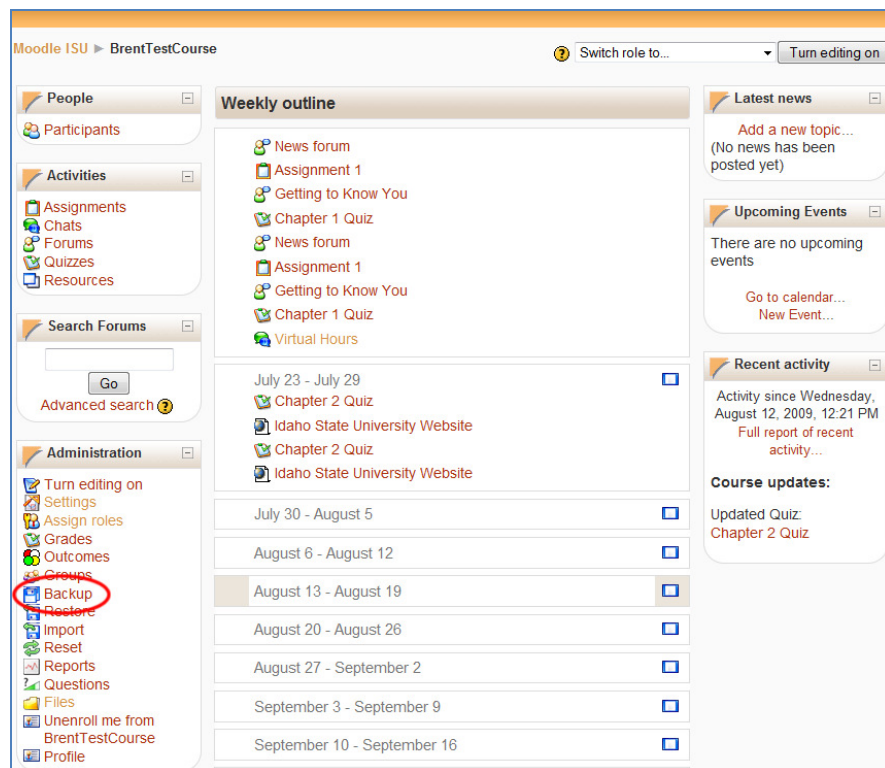
Week	Activities
June 5 - June 11	News forum
June 12 - June 18	Online Assignment
June 19 - June 25	A Quiz
June 26 - July 2	Test Forum
July 3 - July 9	
July 10 - July 16	
July 17 - July 23	
July 24 - July 30	
July 31 - August 6	
August 7 - August 13	
August 14 - August 20	
August 21 - August 27	

- b. Click on the folder called '**backupdata**'. (If you do not have a backup folder skip to step #3.)

- c. Check the box next to any files named similar to "backup-course101-....." (If there are no files in the backup folder skip to step #3.)
- d. Click on the dropdown menu '**With chosen files...**' and select '**Delete completely**'.



- 3) Next, you will create the backup file for the course. From the course homepage, locate the Administration block in the far left column and click '**Backup**'.



- 4) Next, you will see a page where all of your course materials are displayed.

- 5) Scroll to the bottom of the screen and select the following:
 - a. Course files – **Yes**
 - b. Site files used in this course – **No**

1 - 01 The ITRC Test Course ► Course backup

Course backup: ITRC 101 - 01 The ITRC Test Course (ITRC101_Instructor)

Include All/None

- Assignments
 - Assignment 1 (Due January 22)
- Forums
 - News forum
 - General Discussion Forum
- Labels
 - REMINDER: NO CLASS ON THE 18th
- Quizzes
 - Quiz Chapter 1
- Resources
 - Syllabus
 - Course Schedule (Subject to Change)

Course files Yes ▾

Site files used in this course ⓘ No ▾

- 6) After you have selected the desired information you wish to backup, click .
- 7) A confirmation page will appear with the filename listed at the top (this name can be modified). At the bottom of the page, click . The backup will now begin (this may take a few minutes depending on the amount of course content you have).

Course backup: ITRC 101 - 01 The ITRC Test Course (ITRC101_Instructor)

Name:

Note: This backup contains no user data. Exercise and Workshop activities will not be included in the backup, since these modules are not compatible with this type of backup.

Backup Details:

Include Assignments without user data

Assignment 1 (Due January 22)

Include Forums without user data

News forum

General Discussion Forum

Include Labels without user data

REMINDER: NO CLASS ON THE 18th

Include Quizzes without user data

Quiz Chapter 1

Categories 2

Questions (including hidden) 0

Include Resources without user data

Syllabus

Course Schedule (Subject to Change)

Include No Users

Users 0

Include Course Files

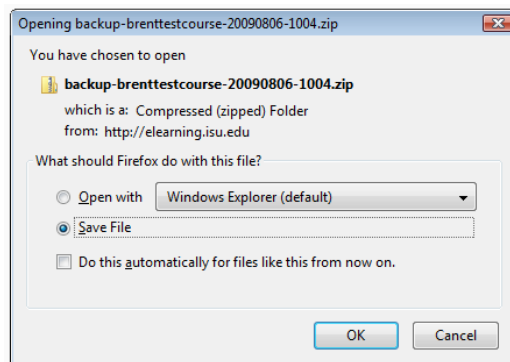
Files 4

8) Once completed, click . This takes you to the files screen where your backup is located.

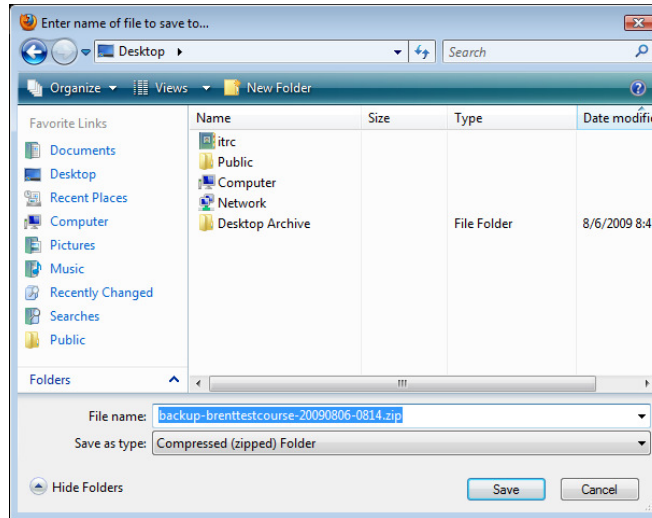
Name	Size	Modified	Action
Parent folder			
<input type="checkbox"/> backup-itrc_test-20091202-1208.zip	61.4KB	December 2 2009, 12:28 PM	Unzip List Restore Rename

With chosen files...

9) Next, you need to save the backup file to your computer. Click on the .zip filename, select **Save File**, then click **Ok**.



10) Browse to where you will save the backup on your computer and click on the **Save** button.



For more information please see the teacher documentation at <http://docs.moodle.org>



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