



How to Backup your Moodle Course

1. Login to Moodle and open your course
2. Under Course Administration, choose Backup
3. Be sure to check “**Include Grade History**” and leave everything else checked by default. Scroll down to the bottom and click **Next**

Next

4. On this page you should see all of your activities (quizzes, assignments, etc). Make sure everything is checked in both the **General** and **User Data** columns. Once checked, scroll down and click **Next**.

Next

5. On this page verify that you have everything checked (it will be marked with a green checkmark ). Anything not checked will have a red X by it.  It's ok to have the **IMS Common Cartridge 1.1**, **Anonymize user information**, **Include Badges**, and **Include Course Logs** unchecked. Scroll down and click **Perform Backup**.

Perform backup

6. Depending on the size of your course, it may take several minutes or longer to perform the backup. Wait until the progress bar finishes. It may look like it's frozen, but it's still working on it.

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

97.82%


0.11 secs

7. After it completes, click **Continue**

Continue

8. You should now see a listing of all the backups you've performed on your course. This is where you'll go if you ever need to restore a previous version of your course.

Course backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-33-  0161122-0722.mbz	Tuesday, 22 November 2016, 7:22 AM	382.6KB	Download	Restore