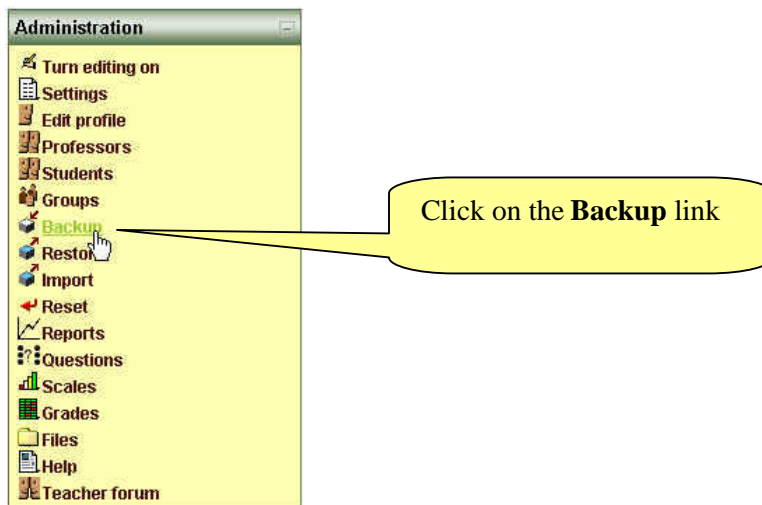


How to backup your Moodle Course

There are two types of course backups that you may create: A full course backup and a partial course backup. We recommend that you create one of each type of backups. In both cases, if you have an **E-reserve** folder in your file area you should delete it before you start the backup process.

1. A full course backup includes the course resources, activities, data and files. It also includes the enrolled students list (users) with their data, files and grades. User data may include: (postings in discussion forums, entries in glossaries, quizzes, users' blogs, contributions to wikies, users' journals, and contributions to choices and surveys) and user files are the files that were uploaded by students in activities such as assignments, lessons and discussion forums.
 2. A partial course backup includes **ONLY** the course resources, activities and files which were created and uploaded by you.
- To create a course backup, login to your course on Moodle and then click on the **Backup** link under the **Administration** block as shown below:



Creating a Full Backup:

- In the following screen all activities, resources and user data will be selected. If you don't have an E-reserve directory on your Moodle course, accept the default selections and then click on the **Continue** button to advance to the next screen. However, if you have an E-reserve directory **uncheck** it before you go to the next step as shown in the following screen shot:

Include: All/None All/None

<input checked="" type="checkbox"/> Assignments	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Test 1 (Only for Grading)	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Chats	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Choices	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Forums	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> News forum	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Emerging trends in Social Software	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Glossaries	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Computer Components Acronyms - Glossary	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Hot Potatoes Quizzes	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Journals	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Week4 Journal	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Labels	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> ...	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> The above link is a syllabus	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> The above glossary contains a list of computer acr...	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> The above link displays a web page that consists o...	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> The above link is a discussion form.	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Lessons	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Quizzes	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Resources	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Syllabus	<input checked="" type="checkbox"/> User Data
<input type="checkbox"/> E-reserve	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Course Related Links	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> SCORMs/AICCs	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Surveys	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Wikis	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Workshops	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Databases	<input checked="" type="checkbox"/> User Data

Metacourse: Yes ▾
Users: Course ▾
Logs: No ▾
User Files: Yes ▾
Course files: Yes ▾

Continue Cancel

Uncheck the E-reserve resource if you have it.

Click here to continue the backup process.

Accept the default selections.

- The next screen suggests a name for the backup file, which can be edited. The file name should inform the user what is actually going to be backed up. For example, backup type, the course name, the semester and the year (Full_backup_Course_Fall_2006).

Course backup: TEST CLASS (TEST101)

Name:

Backup Details:

Include Assignments with user data

Test 1 (Only for Grading)	
Submissions	0

Include Forums with user data

News forum	
Subscriptions	0
Discussions	0
Posts	0
Ratings	0
Emerging trends in Social Software	
Subscriptions	0
Discussions	1
Posts	2
Ratings	0

Include Glossaries with user data

Computer Components Acronyms - Glossary	
Concepts	3

Include Journals with user data

Week4 Journal	
Entries	0

Include Labels with user data

...	
The above link is a syllabus	
The above glossary contains a list of computer acr...	
The above link displays a web page that consists o...	
The above link is a discussion form.	

Include Resources with user data

Syllabus	
Course Related Links	

Include Course Users

Users	5
-------	---

Include User Files

Files	5
-------	---

Include Course Files

Files	4
-------	---

Edit the name for the backup file. **Make sure that the file ends with the extension (.zip)**

Notice that the full backup includes users (students) and their files besides the course files.

Click here to continue the backup process.

- The following screen reports if the backup was successful or not.

Course backup: TEST CLASS (TEST101)

Name: Full_backup_test101_Fall_2006.zip

- Creating temporary structures
- Deleting old data
- Creating XML file
 - Writing header
 - Writing general info
 - Writing course data
 - Course info
 - Metacourse
 - Blocks
 - Sections
 - Writing users info
 - Writing scales info
 - Writing groups info
 - Writing events info
 - Writing gradebook info
 - Writing modules info
 - Assignments
 - Forums
 - Glossaries
 - Journals
 - Labels
 - Resources
- Copying user files
- Copying course files
- Zipping backup
- Copying zip file
- Cleaning temp data

Backup completed successfully

Continue

The backup was successful.

Click here to continue

- The next screen displays the course **File** area with the **backupdata** folder opens as shown below.

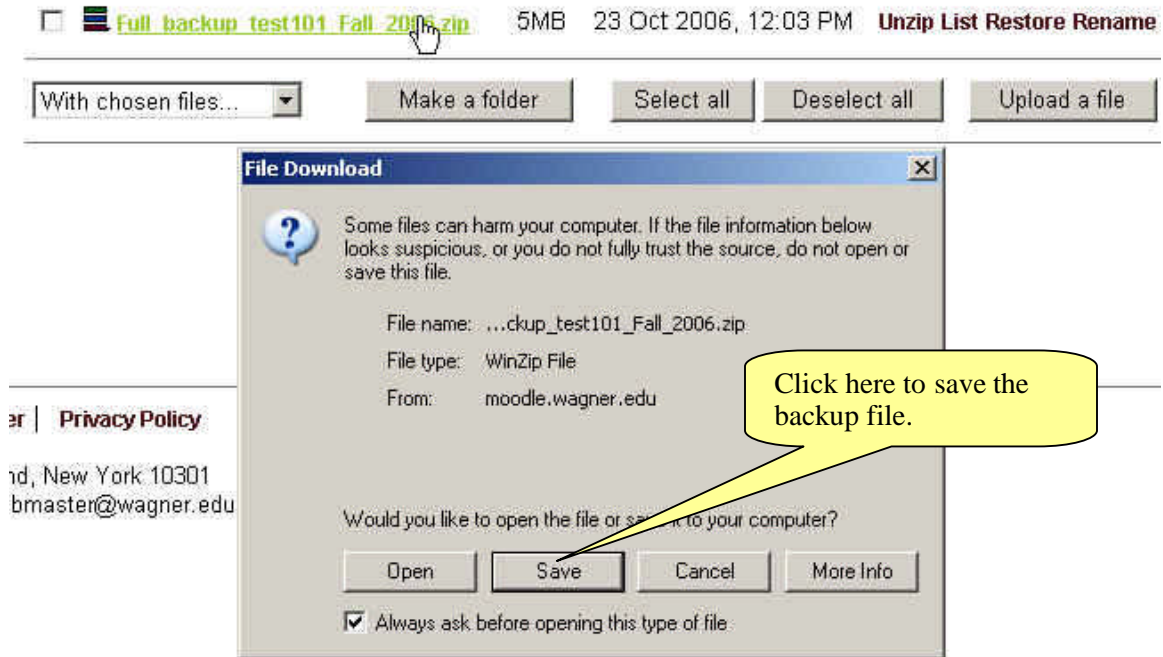
backupdata

Name	Size	Modified	Action
Parent folder			
<input type="checkbox"/> Full_backup_test101_Fall_2006.zip	5MB	23 Oct 2006, 12:03 PM	Unzip List Restore Rename

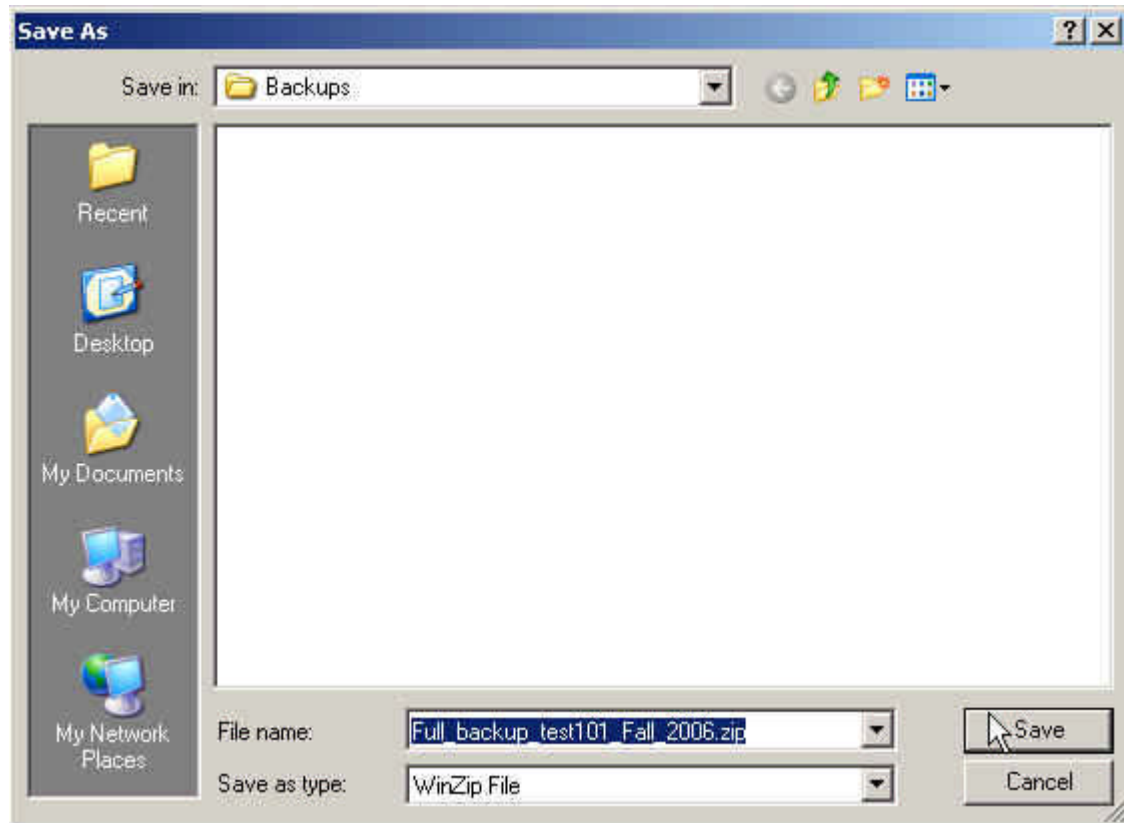
With chosen files... Make a folder Select all Deselect all Upload a file

Notice the course backup

- Save the backup zip file to your local or network drive. To do that: click on the backup file link to download it to your preferred drive. The **File Download** dialog box will come up as



- In the following **Save As** window, browse for the folder to which you want to save the backup file and then click on the **Save** button.



Creating a Partial Backup:

- For a partial backup click the **None** button on the right column to uncheck all **User Data** items.
- Make sure to uncheck the E-reserve resource item if you have it in your class.

The screenshot shows a backup configuration window. At the top, it says "Include: All/None" on the left and "All/None" on the right. Below this is a list of items with checkboxes. Most items have a checked box on the left and an unchecked box on the right labeled "User Data".

Item	Checked	User Data
Assignments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Test 1 (Only for Grading)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chats	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Choices	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Forums	<input checked="" type="checkbox"/>	<input type="checkbox"/>
News forum	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emerging trends in Social Software	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Glossaries	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computer Components Acronyms - Glossary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hot Potatoes Quizzes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Journals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Week4 Journal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Labels	<input checked="" type="checkbox"/>	<input type="checkbox"/>
...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The above link is a syllabus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The above glossary contains a list of computer acr...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The above link displays a web page that consists o...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The above link is a discussion form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lessons	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quizzes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Syllabus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E-reserve	<input type="checkbox"/>	<input type="checkbox"/>
Course Related Links	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SCORMs/AICCs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wikis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workshops	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Databases	<input checked="" type="checkbox"/>	<input type="checkbox"/>

At the bottom, there are dropdown menus for "Metacourse" (Yes), "Users" (None), "Logs" (No), "User Files" (No), and "Course files" (Yes). Below these are "Continue" and "Cancel" buttons.

Callouts:

- A yellow callout bubble points to the "None" button in the top right, containing the text: "Click the **None** button to deselect all **User Data** items".
- A yellow callout bubble points to the "E-reserve" checkbox, containing the text: "Uncheck the E-reserve resource if you have it in your course.".
- A yellow callout bubble points to the "Users" dropdown menu, containing the text: "Change **User** to **None** and **User Files** to **NO**".
- A yellow callout bubble points to the "Continue" button, containing the text: "Click here to continue".

- Click on the Continue button to go to the next screen.

Name:

Edit the name for the backup file. Make sure that the file ends with the extension (.zip)

Notice: You have selected to backup no users ("none"), so all the modules backup have been switched to "without user data" mode. Please note that the "exercise" and "workshop" modules aren't compatible with this type of backup, so they have been deactivated completely.

Backup Details:

Include	Item	
Include Assignments without user data	Test 1 (Only for Grading)	<input type="checkbox"/>
Include Forums without user data	News forum	<input type="checkbox"/>
	Emerging trends in Social Software	<input type="checkbox"/>
Include Glossaries without user data	Computer Components Acronyms - Glossary	<input type="checkbox"/>
Include Journals without user data	Week4 Journal	<input type="checkbox"/>
Include Labels without user data	...	<input type="checkbox"/>
	The above link is a syllabus	<input type="checkbox"/>
	The above glossary contains a list of computer acr...	<input type="checkbox"/>
	The above link displays a web page that consists o...	<input type="checkbox"/>
	The above movie shows you how to insert a label. D...	<input type="checkbox"/>
	The above link is a discussion form.	<input type="checkbox"/>
Include Resources without user data	Syllabus	<input type="checkbox"/>
	Course Related Links	<input type="checkbox"/>
Include No Users	Users	0
Include Course Files	Files	5

- Click on the **Continue** button to get to the next screen.

Click here to continue

Course backup: TEST CLASS (TEST101)

Name: Partial_test101_Fall_2006.zip

- Creating temporary structures
- Deleting old data
- Creating XML file
 - Writing header
 - Writing general info
 - Writing course data
 - Course info
 - Metacourse
 - Blocks
 - Sections
 - Writing users info
 - Writing scales info
 - Writing groups info
 - Writing events info
 - Writing gradebook info
 - Writing modules info
 - Assignments
 - Forums
 - Glossaries
 - Journals
 - Labels
 - Resources
- Copying course files
- Zipping backup
- Copying zip file
- Cleaning temp data

Backup completed successfully

Continue

Click here to continue

- Click on the **Continue** button to get to the next screen.
- Follow the previous steps to save the backup zip file to your local or network drive.

- Now the backup file is ready to be used later in the restore process during next year/semester's Moodle course.