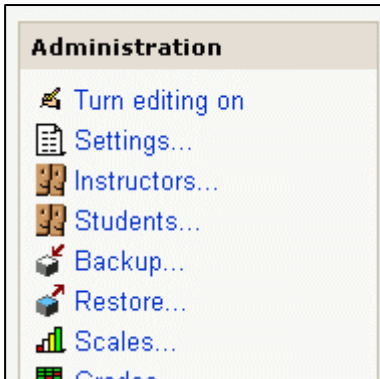


BACKUP & ARCHIVE YOUR COURSES IN MOODLE

There are two steps to backing up and archiving a course in Moodle. First (steps 1a-d) you backup the course within moodle, then (step 2) you archive the backup to your desktop machine. *It is critical to do step 2, otherwise you haven't really backed up your course!*



1a) To backup and archive your course, choose the “Backup...” option in your Administration toolbar

A screenshot of the Moodle course backup configuration screen for "Test Course 101 (TC101)". It features a list of course components with "Include" checkboxes and "with user data" options. At the bottom, there are settings for "Users", "Logs", "User Files", and "Course files", along with "Continue" and "Cancel" buttons.

Component	Include	with user data
Include Assignments	Yes	with user data
Include Chats	Yes	with user data
Include Choices	Yes	with user data
Include Forums	Yes	with user data
Include Glossaries	Yes	with user data
Include Journals	Yes	with user data
Include Labels	Yes	with user data
Include Lessons	Yes	with user data
Include Quizzes	Yes	with user data
Include Resources	Yes	with user data
Include Scoms	Yes	with user data
Include Surveys	Yes	with user data
Include Workshops	Yes	with user data
Include Wikis	Yes	with user data

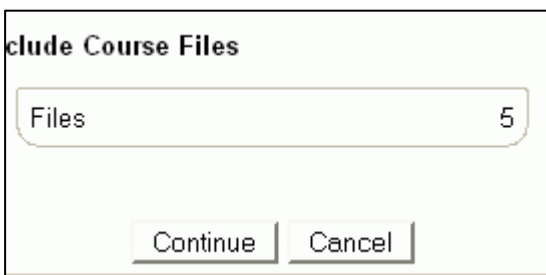
Users: Course
Logs: No
User Files: Yes
Course files: Yes

Continue Cancel

After clicking that link you will be able to choose which aspects of your course you would like backed up. The default is that everything except for the log files are backed up, which is fine for most users.

b) Press the “Continue” button and move forward.

The next window will give you the name of the backup in the format “backup-shortname-YYYYMMDD-time.zip” This is followed by a listing of the number of each type of data that will be backed up.

A screenshot of the "Include Course Files" dialog box. It has a text input field containing "Files" and a counter showing "5". At the bottom are "Continue" and "Cancel" buttons.

Include Course Files

Files 5

Continue Cancel

c) Press the “Continue” button on the bottom of that screen to move on.

Now Moodle will compress all your files into one zip archive and give you output like the following which tells you what was backed up

d) Press the “Continue” link on the bottom of that screen to move forward

Course backup: Test Course 101 (TC101)

Name: backup-tc101-20050124-0949.zip

- Creating temporary structures
- Deleting old data
- Creating XML file
 - ◊ Writing header
 - ◊ Writing general info
 - ◊ Writing course data
 - Course info
 - Sections
 - ◊ Writing users info
 - ◊ Writing categories and questions
 - ◊ Writing scales info
 - ◊ Writing groups info
 - ◊ Writing events info
 - ◊ Writing modules info
 - Assignments
 - Chats
 - Choices
 - Forums
 - Glossaries
 - Journals
 - Labels
 - Lessons
 - Quizzes
 - Resources
 - Scorms
 - Surveys
 - Workshops
 - Wikis
- Copying user files
- Copying course files
- Zipping backup
- Copying zip file
- Cleaning temp data

Backup completed successfully

Continue

Lastly you will be taken to the “backupdata” folder within your course’s “Files” section. This lists all of your backups.

	Name	Size	Modified	Action
<input type="checkbox"/>	backup-tc101-20040802-0915.zip	46.4Kb	18 Aug 2004, 03:19 PM	Unzip List Restore Rename
<input type="checkbox"/>	backup-tc101-20040803-1629.zip	55.5Kb	18 Aug 2004, 03:19 PM	Unzip List Restore Rename
<input type="checkbox"/>	backup-tc101-20040826-1620.zip	156.4Kb	26 Aug 2004, 03:20 PM	Unzip List Restore Rename
<input type="checkbox"/>	backup-tc101-20040903-1621.zip	83.1Kb	3 Sep 2004, 03:21 PM	Unzip List Restore Rename
<input type="checkbox"/>	backup-tc101-20050124-0949.zip	98.6Kb	24 Jan 2005, 09:57 AM	Unzip List Restore Rename

With chosen files...

2) Right-click (Ctrl-click on a Macintosh) on whichever backup you would like to copy to your local machine and choose “Save Link As...” from the contextual menu and save it to your desktop machine from the server.