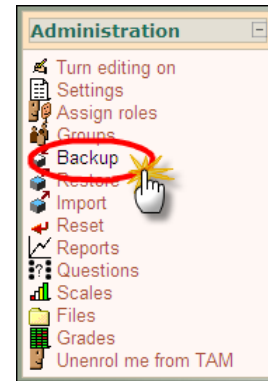


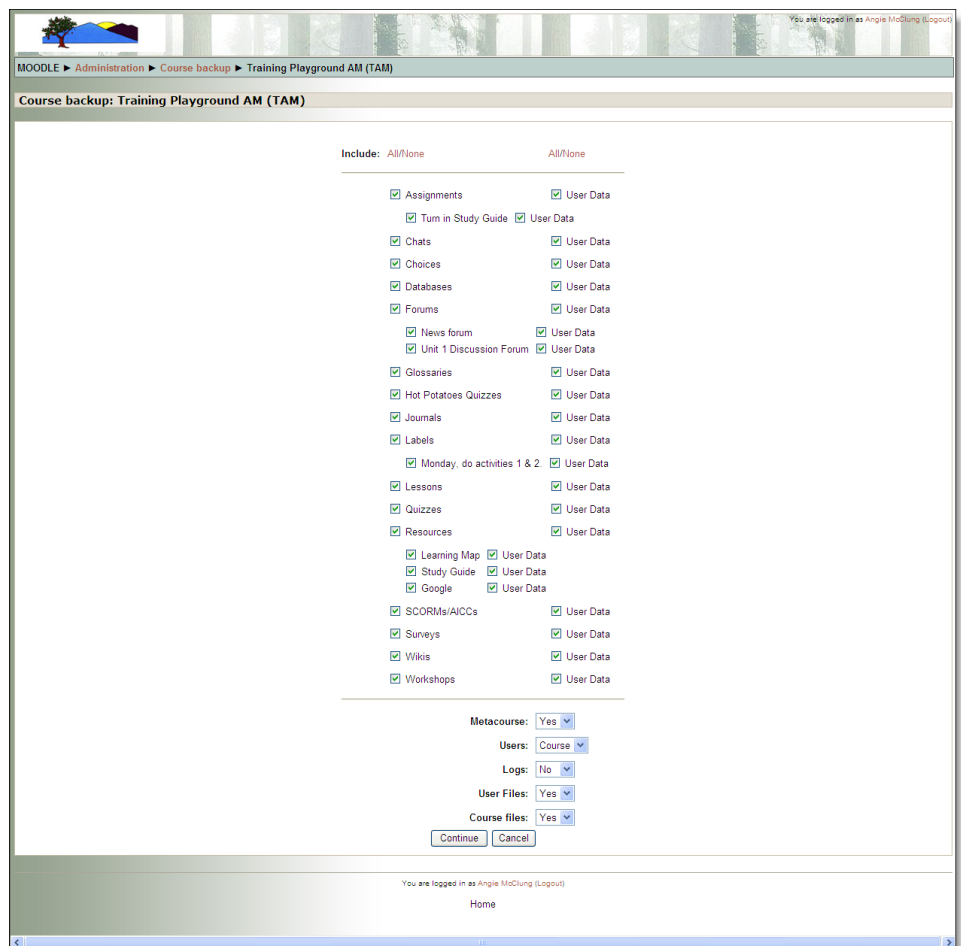
Backing Up a Course in Moodle

Please use the following directions to make a backup copy of all of your Moodle files, which can be used to restore your course if needed.

1. Go to your Moodle course. On the **Administration Tab**, click on **“Backup.”**



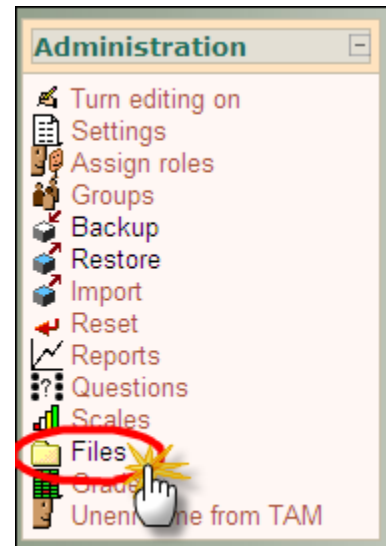
2. On the next page, you can decide which data and files you wish to backup. Use the checkboxes to decide which data you wish to keep. *(If you uncheck the user data box, and leave the check in the Moodle item box, you will keep the Moodle item and erase user data for that particular item. You may wish to do this if you are starting fresh for a new year.)* At the bottom of the page, select whether or not you wish to save **User Files** (student work) and/or **Course Files** (files you added to the Moodle.)



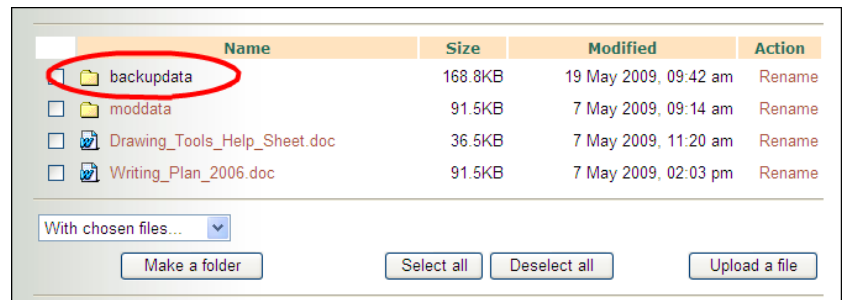
3. The following page allows you to **name your file** and see what you are choosing to backup. Once this is done, click **“Continue.”**

4. You will then see a screen which shows the backup process. When you see **“Backup completed successfully”** at the bottom of the page, click **“Continue.”**

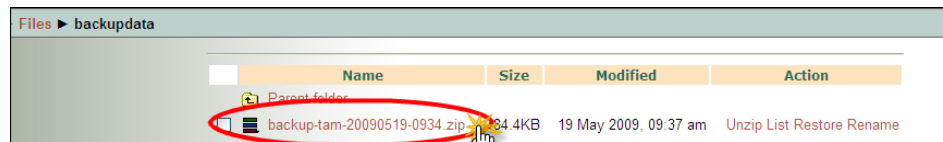
5. Now your file is inside Moodle. In order to save your backup file to a secure location of your choice, go to the **Administration Tab** on your Moodle and click on “Files.”



6. Click on the “**backupdata**” folder.



7. Click on the name of the file you are backing up.



8. Click “Save” and navigate to the location where you wish to save the backup for your file. You will be able to restore your course at a later time if desired.

