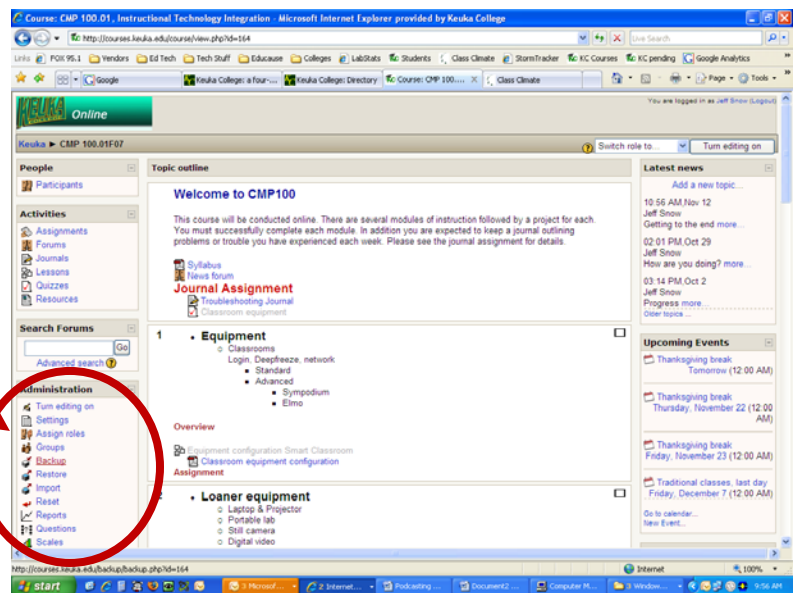


Backup Moodle Course

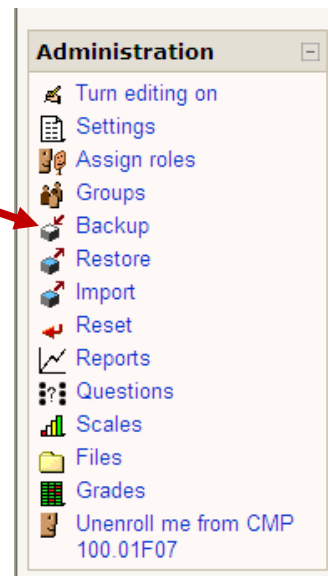
Course files on Moodle only contain the current semester and last semester. If you have a course that you only teach every other year the files you have created will not be available the next time you teach that course.

You protect your work and so that you have a copy of your Moodle course perform a backup after each semester as a minimum.

1. Open the course you wish to backup.
2. The “Administration” option is on the left side.



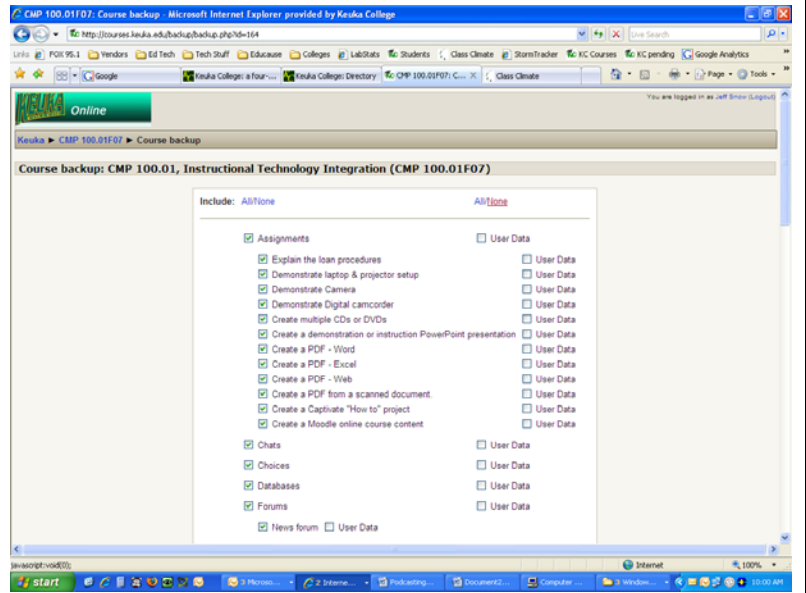
3. Click on “Backup”



You will be taken to an overview screen to select options for the backup.

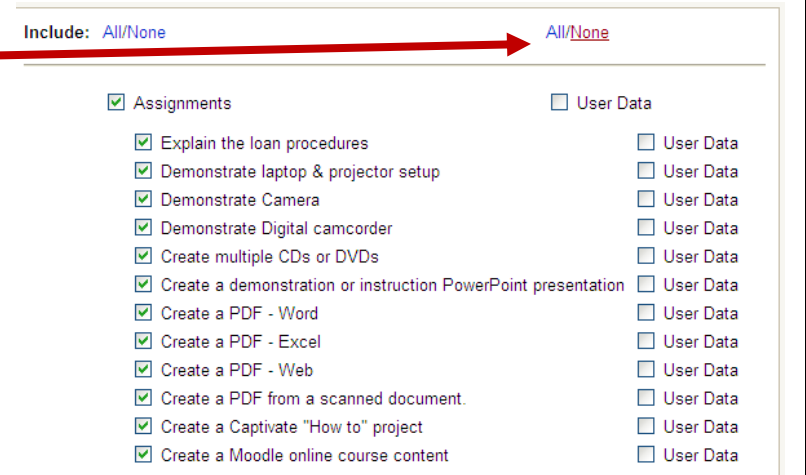
In most cases you only want to backup the course content not the student's data.

If you feel the need to save student data then go directly to step #5.

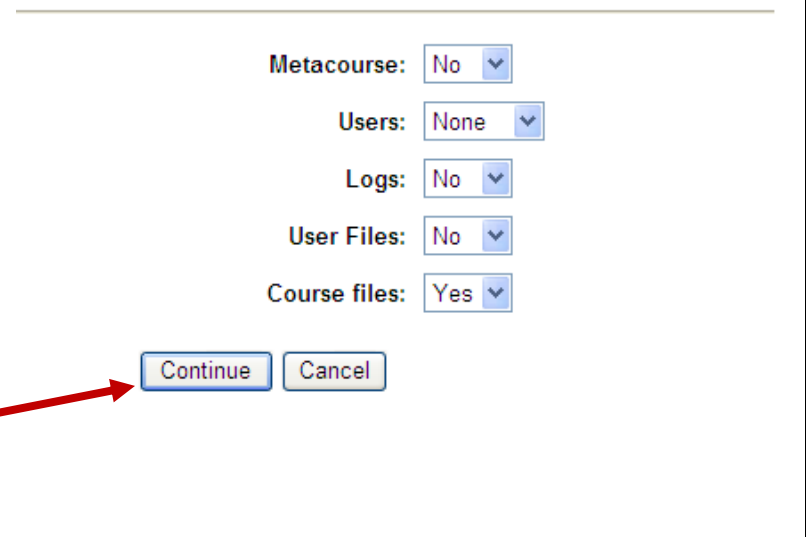


4. Click on "None" over the "User Data" column.

This will remove the check marks for all user data.



5. Scroll to the bottom of the page.
6. Enter the following selections for each option;
 - a. Metacourse: - "NO"
 - b. Users: - "None"
 - c. User Files: - "No"
 - d. Course files: - "Yes"
7. Click "Continue".



On the next page you will get a warning if you haven't selected any student data.

01F07 ► Course backup

Course: CMP 100.01, Instructional Technology Integration (CMP 100.01F07)

Name: backup-cmp_100.01f07-20071120-1000.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:

- Users without user data
- Explain the loan procedures
- Demonstrate laptop & projector setup
- Demonstrate Camera
- Demonstrate Digital camcorder
- Create multiple CDs or DVDs

1. Scroll down to the bottom of the page.
2. Click "Continue".

How to edit digital video

Demonstrate CD/DVD duplicator use

Effective Powerpoint Presentations for Instruction

How to install Primo PDF

How to create a PDF

Learn to use Adobe Acrobat

Record a captivate project - How to begin

How to edit your captivate project

Complete your captivate project - Publish

How to add audio to your project

Get viewers to interact with your project

Adding Special Effects

Quick guide to create an online course. Click here to view

Users: 0

Files: 9

Continue Cancel

3. On the next page you will be told that the "Backup competed successfully"
4. Click "Continue".

Name: backup-cmp_100.01f07-20071120-1000.zip

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

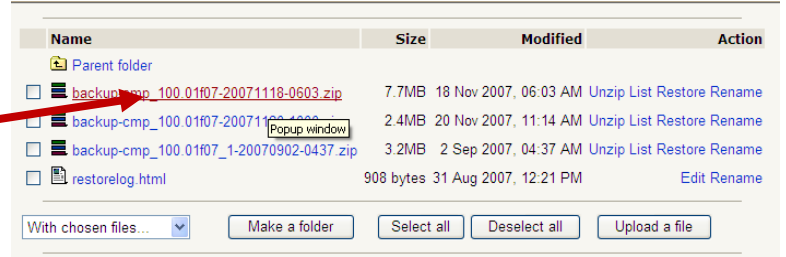
Backup completed successfully

Continue

You may see more than 1 backup file listed.

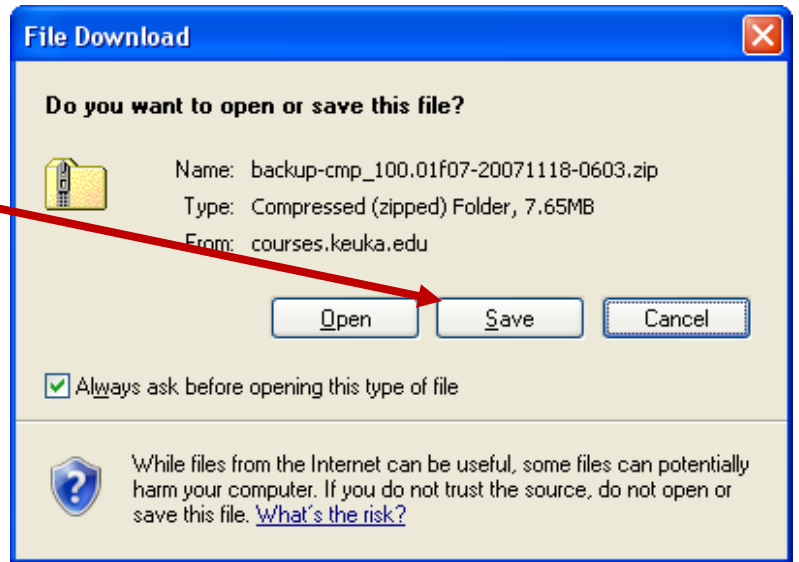
Find the one dated today.

5. Click on the file name.



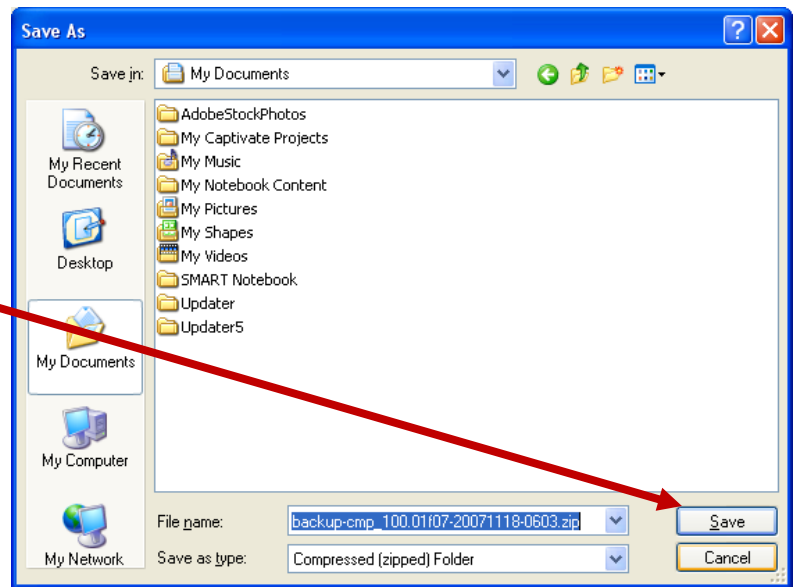
6. The “File Download” dialog box opens.

7. Click on “Save”.



8. Select the location to save your files. If you are saving to your office or home computer I recommend creating a “backup” folder.

9. Click “Save”.



While downloading a status box will appear. When finished it will go away and you are done.

You have now successfully backed up your class and saved a copy of the backup file to your computer.

If this is a class that you only teach every other semester/year you will need this file to reload to Moodle the next time.

