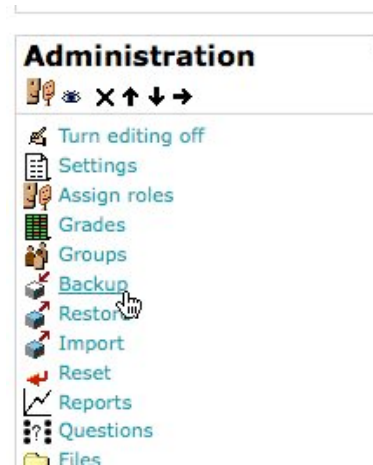


## Creating a Back-up/Archive for your Moodle Class

It is possible to archive or back-up your Moodle Class and save this file to your computer. You have the option of saving just the class materials and set-up or saving the class with all of your student data in place. We recommend that each semester you save both versions - a version that is just the shell of your class and a back-up of your class with all of your student information saved. You can use the first version to quickly restore your class at the beginning of the next semester - just take your class materials back-up file and do a restore (Also located in the Administration Block). All of your class set-up, materials, tests and quizzes, assignments, etc. are in place for the new semester. Keep the 2nd version on your hard drive in case there is ever a question about a student's grade or performance. A quick restore with the student data in place will show all of their completed work and grades for the semester.

To create a class back-up:

1. Select Backup from the Administration Block.



2. Decide what materials you want to backup.

You can select which course materials and User Data you want to back up.

In this example, all of the course material and all of the User Data are selected.

### Course backup: Moodle Overview (Overview)

Include	All/None	All/None
<input checked="" type="checkbox"/>	Assignments	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/>	Visit a gallery (off-line assignment)	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/>	Explain the Meaning of Life (Text assignment)	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/>	Turn it in (upload an assignment)	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/>	Choices	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/>	What's your favorite Chicago Sports Team? (choice)	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/>	Forums	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/>	Class Announcements	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/>	Example of a discussion forum	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/>	Glossaries	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/>	Moodle Overview Glossary	<input checked="" type="checkbox"/> User Data

In this example all of the course materials, but none of the User Data are selected.

Home ► Overview ► Moodle Overview ► Course backup

### Course backup: Moodle Overview (Overview)

Include [All/None](#) [All/None](#)

<input checked="" type="checkbox"/> Assignments	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Visit a gallery (off-line assignment)	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Explain the Meaning of Life (Text assignment)	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Turn it in (upload an assignment)	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Choices	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> What's your favorite Chicago Sports Team? (choice)	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Forums	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Class Announcements	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Example of a discussion forum	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Glossaries	<input type="checkbox"/> User Data

Users

Logs

User Files

Course files

Site files used in this course

Grade histories

Backup role assignments for these roles

- Administrator
- Course creator
- Teacher
- Non-editing teacher
- Student
- Guest
- Authenticated user
- User Support
- Admin2
- All/None

3. After you have selected the specific items you want to backup, go to the bottom of the screen and click the continue button.

4. Give the file a meaningful name (be sure to leave the .zip extension in place!).

Home ► Overview ► Moodle Overview ► Course backup

### Course backup: Moodle Overview (Overview)

Name:

**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 Assignments without user data

Visit a gallery (off-line assignment)	
Explain the Meaning of Life (Text assignment)	
Turn it in (upload an assignment)	

5. Click continue at the bottom of the screen.

**Include Books without user data**

Participants Page	
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**Include No Users**

Users	0
-------	---

**Include Course Files**

Files	25
-------	----

**Include Site Files Used in This Course**

Files	0
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6. You will see a confirmation screen telling you that the backup was completed successfully.

Click continue.

Home ► Overview ► Moodle Overview ► Course backup

**Course backup: Moodle Overview (Overview)**

**Name:** moodleoverview.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 groupings info
  - Writing groupings-groups info
  - Writing events info
  - Writing gradebook info
  - Writing modules info
    - Assignments
    - Choices
    - Forums
    - Glossaries
    - Labels
    - Quizzes
    - Resources
    - Books
  - Course format data
- Copying course files
- Copying site files used in course
- Zipping backup
- Copying zip file
- Cleaning temp data

Backup completed successfully

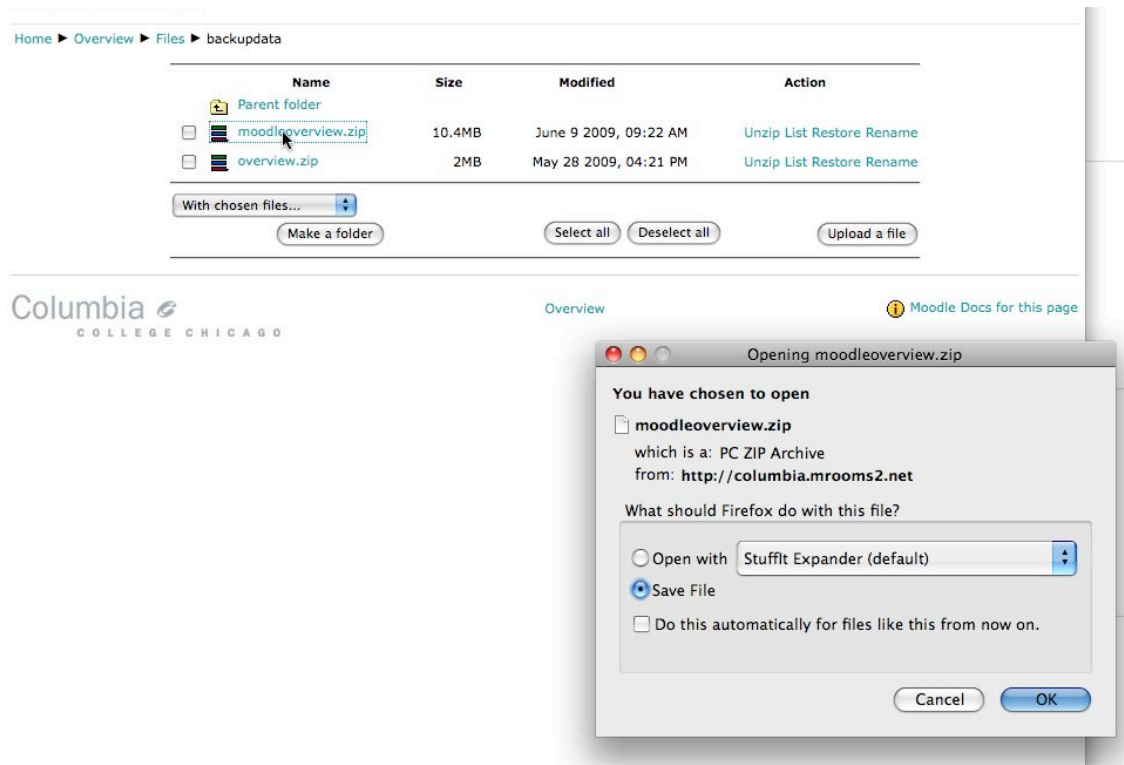
7. You will see a screen that shows you all of your backup files.

Home ► Overview ► Files ► backupdata

	Name	Size	Modified	Action
	Parent folder			
<input type="checkbox"/>	moodleoverview.zip	10.4MB	June 9 2009, 09:22 AM	<a href="#">Unzip</a> <a href="#">List</a> <a href="#">Restore</a> <a href="#">Rename</a>
<input type="checkbox"/>	overview.zip	2MB	May 28 2009, 04:21 PM	<a href="#">Unzip</a> <a href="#">List</a> <a href="#">Restore</a> <a href="#">Rename</a>

With chosen files...

8. Click on the name of your newly created backup file and you will see a dialog box that will allow you to save the file onto your hard drive.



That's it - you now have a backup copy of your class. Repeat the process to save a version with all of the user data in place or to create just your course shell.