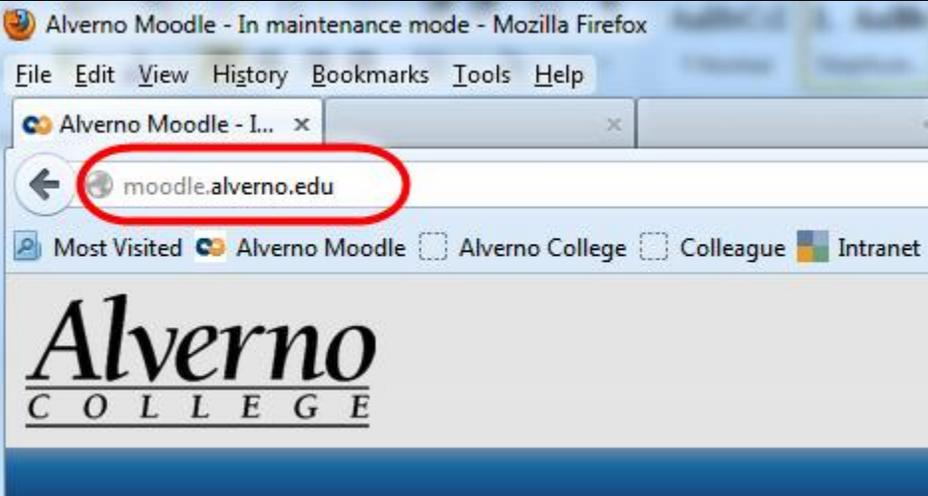
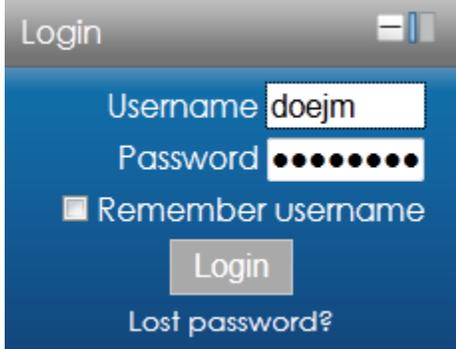
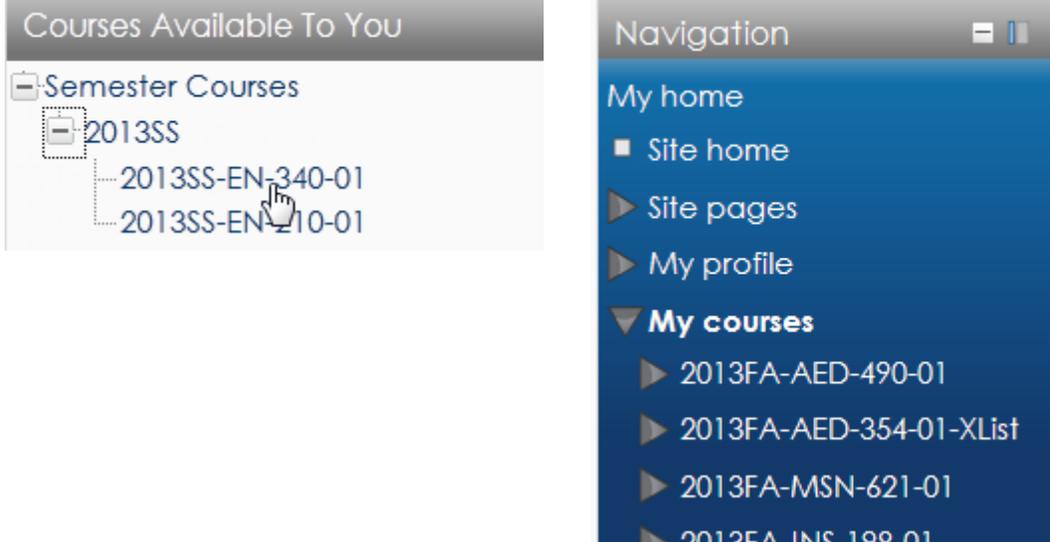
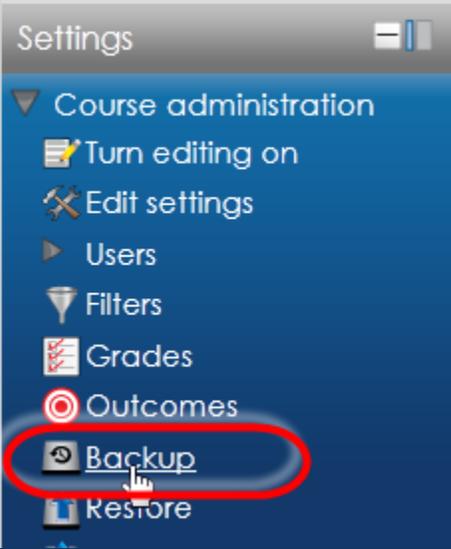


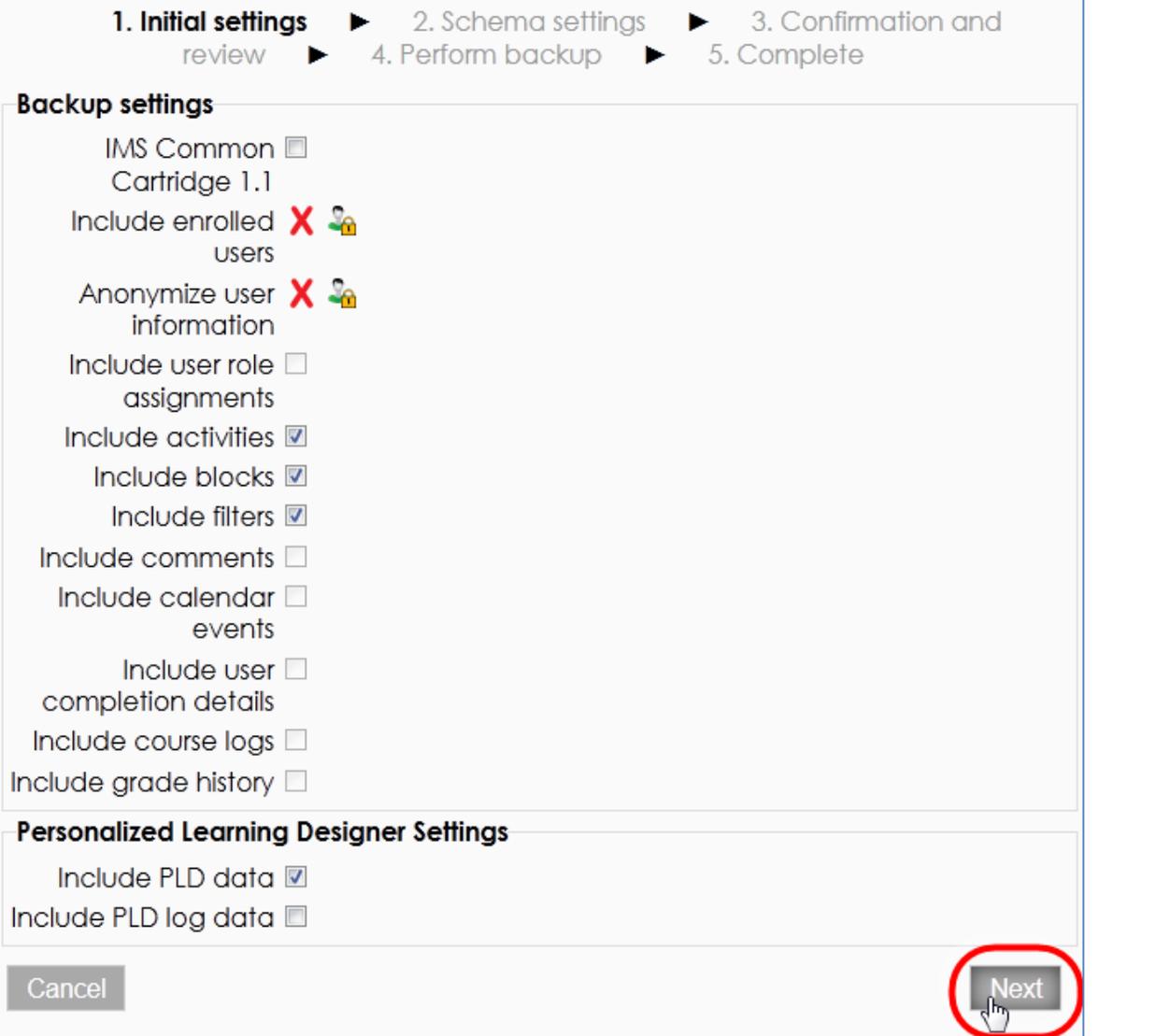
How to Backup Courses in Moodle 2

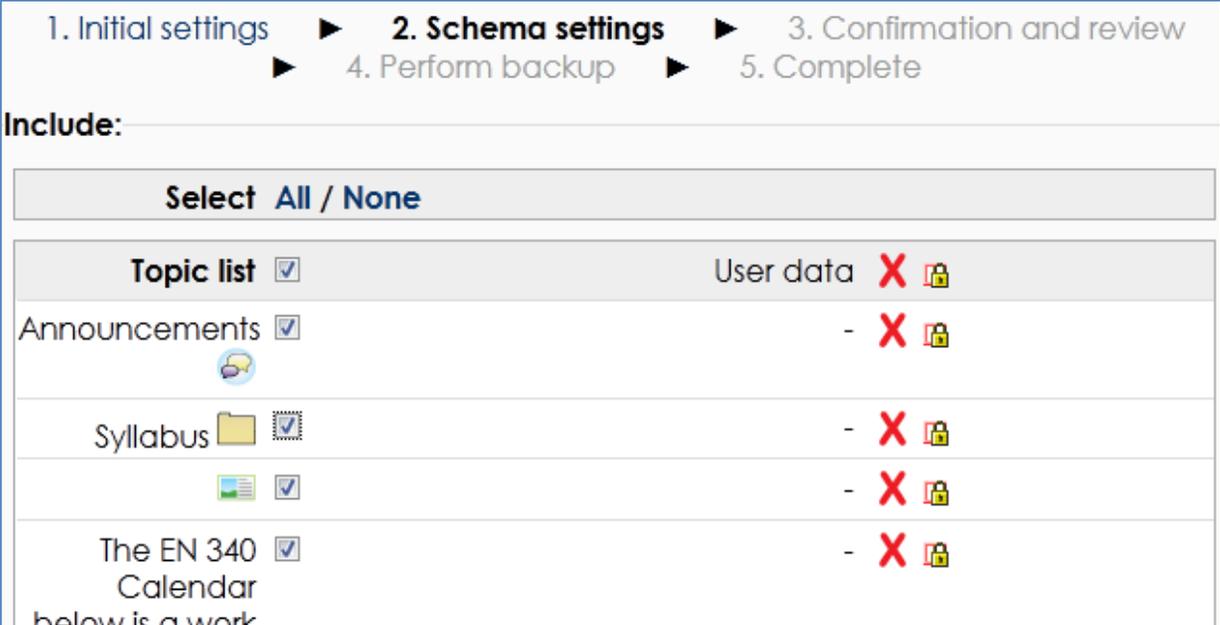
Use the following procedure to back up the structure of a course in Moodle. The backup file will contain only the instructor created/uploaded information. **It does not include student information.** Any files students have uploaded, grades, quiz results, feedback or comments associated with student files, etc. will not be in the file.

Task	Screen Shot
<p>1. Open your Firefox browser, and navigate to Moodle: http://moodle.alverno.edu/</p>	

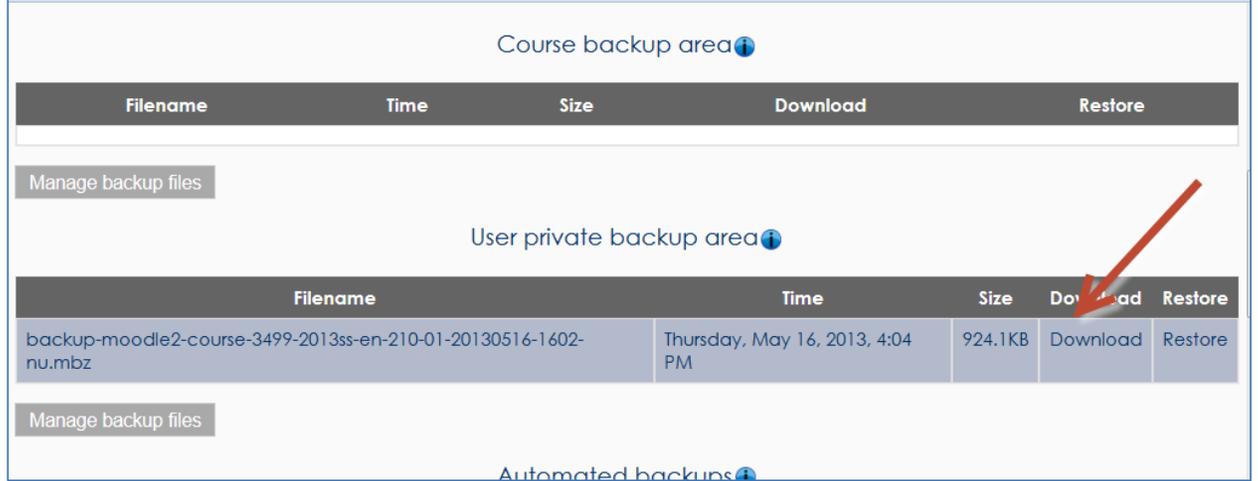
Task	Screen Shot
<p>2. Enter your Alverno username and password in the Login block.</p> <p>3. Press the Login button.</p>	
<p>4. In the Courses Available to You area, navigate to the class that contains the material you want to backup.</p> <p style="text-align: center;">OR</p> <p>In the Navigation block under My Courses, navigate to the class that contains the material you want to backup.</p>	

Task	Screen Shot
<p>Your Moodle class opens.</p> <p>5. In the Settings block, click the Backup link.</p>	 A screenshot of the Moodle Settings menu. The menu is titled "Settings" and has a dropdown arrow. It contains several options: "Course administration" (with a dropdown arrow), "Turn editing on" (with a pencil icon), "Edit settings" (with a wrench icon), "Users" (with a right-pointing triangle icon), "Filters" (with a funnel icon), "Grades" (with a document icon), "Outcomes" (with a target icon), "Backup" (with a floppy disk icon), and "Restore" (with a document icon). The "Backup" option is circled in red, and a mouse cursor is pointing at it.

Task	Screen Shot
<p>The Initial Settings page appears.</p> <p>6. Leave all the settings as-is.</p> <p>7. Scroll down, and click the Next button.</p>	 <p>1. Initial settings review ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete</p> <p>Backup settings</p> <ul style="list-style-type: none">IMS Common Cartridge 1.1Include enrolled users <input checked="" type="checkbox"/> Anonymize user information <input checked="" type="checkbox"/> Include user role assignments <input type="checkbox"/>Include activities <input checked="" type="checkbox"/>Include blocks <input checked="" type="checkbox"/>Include filters <input checked="" type="checkbox"/>Include comments <input type="checkbox"/>Include calendar events <input type="checkbox"/>Include user completion details <input type="checkbox"/>Include course logs <input type="checkbox"/>Include grade history <input type="checkbox"/> <p>Personalized Learning Designer Settings</p> <ul style="list-style-type: none">Include PLD data <input checked="" type="checkbox"/>Include PLD log data <input type="checkbox"/> <p>Cancel Next</p>

Task	Screen Shot										
<p>The Schema Settings page appears.</p> <p>8. Leave all the settings as-is.</p> <p>9. Scroll down, and click the Next button.</p>	 <p>1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete</p> <p>Include:</p> <p>Select All / None</p> <table border="1"> <thead> <tr> <th>Topic list <input checked="" type="checkbox"/></th> <th>User data <input checked="" type="checkbox"/> </th> </tr> </thead> <tbody> <tr> <td>Announcements <input checked="" type="checkbox"/> </td> <td>- <input checked="" type="checkbox"/> </td> </tr> <tr> <td>Syllabus <input checked="" type="checkbox"/> </td> <td>- <input checked="" type="checkbox"/> </td> </tr> <tr> <td><input checked="" type="checkbox"/> </td> <td>- <input checked="" type="checkbox"/> </td> </tr> <tr> <td>The EN 340 <input checked="" type="checkbox"/> Calendar</td> <td>- <input checked="" type="checkbox"/> </td> </tr> </tbody> </table> <p>below is a work</p>	Topic list <input checked="" type="checkbox"/>	User data <input checked="" type="checkbox"/>	Announcements <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>	Syllabus <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>	The EN 340 <input checked="" type="checkbox"/> Calendar	- <input checked="" type="checkbox"/>
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<input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/>										
The EN 340 <input checked="" type="checkbox"/> Calendar	- <input checked="" type="checkbox"/>										

Task	Screen Shot
<p>The Confirmation and Review screen appears.</p> <p>10. Scroll down, and click the Perform Backup button.</p>	
<p>11. Click the Continue button when “The Backup file was successfully created” message appears.</p>	

Task	Screen Shot										
<p>Moodle generates an .mbz (backup) file for your course.</p> <p>12. In the User Private Backup area, click the Download link next to the .mbz backup file.</p> <p>13. Save the .mbz file to your computer, a network drive or removable media such as a CD or USB drive.</p>	 <p>The screenshot displays two backup areas: 'Course backup area' and 'User private backup area'. The 'User private backup area' contains a table with the following data:</p> <table border="1"><thead><tr><th>Filename</th><th>Time</th><th>Size</th><th>Download</th><th>Restore</th></tr></thead><tbody><tr><td>backup-moodle2-course-3499-2013ss-en-210-01-20130516-1602-nu.mbz</td><td>Thursday, May 16, 2013, 4:04 PM</td><td>924.1KB</td><td>Download</td><td>Restore</td></tr></tbody></table> <p>A red arrow points to the 'Download' link in the table.</p>	Filename	Time	Size	Download	Restore	backup-moodle2-course-3499-2013ss-en-210-01-20130516-1602-nu.mbz	Thursday, May 16, 2013, 4:04 PM	924.1KB	Download	Restore
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