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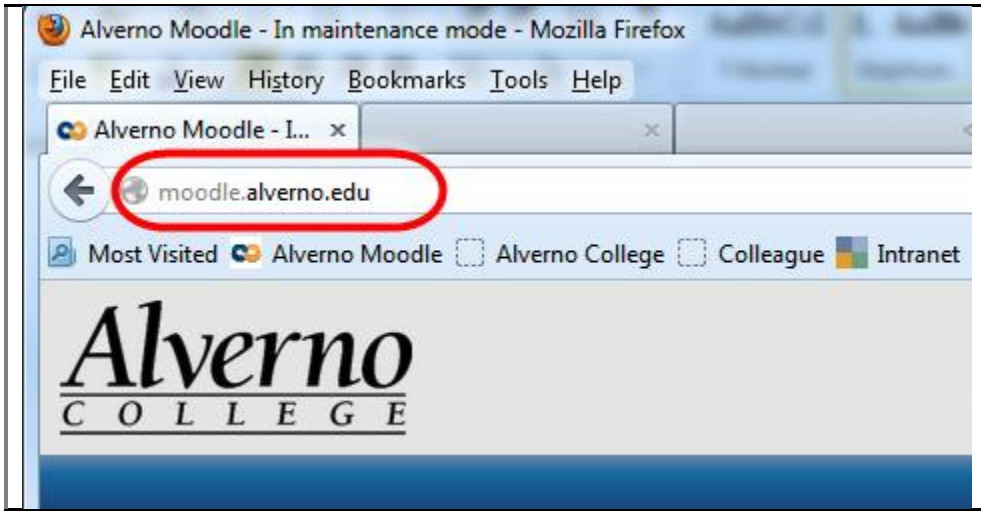
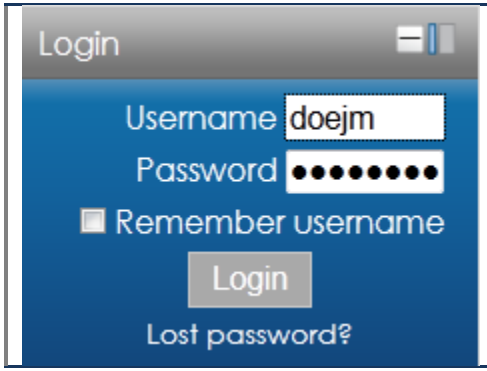
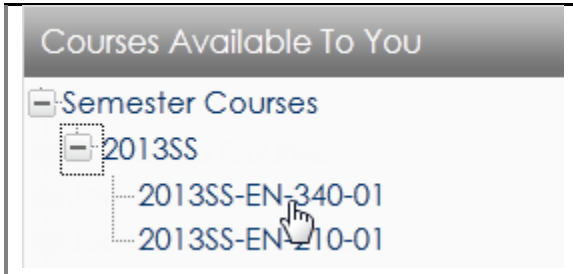
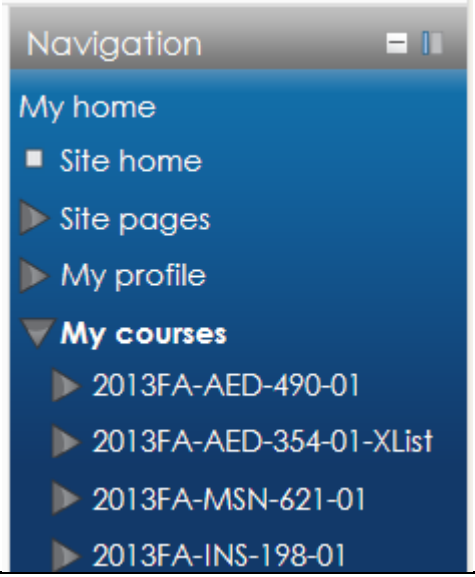
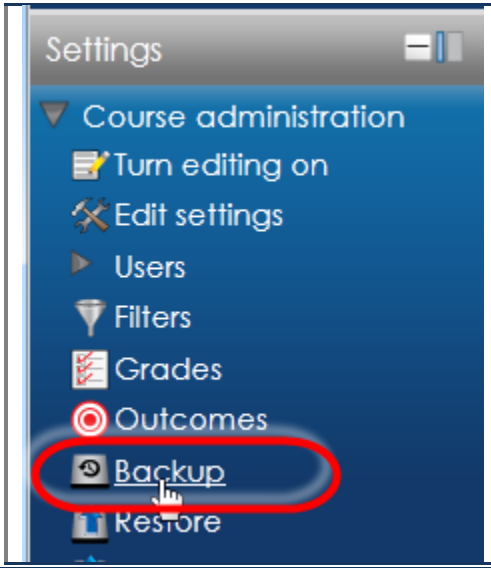
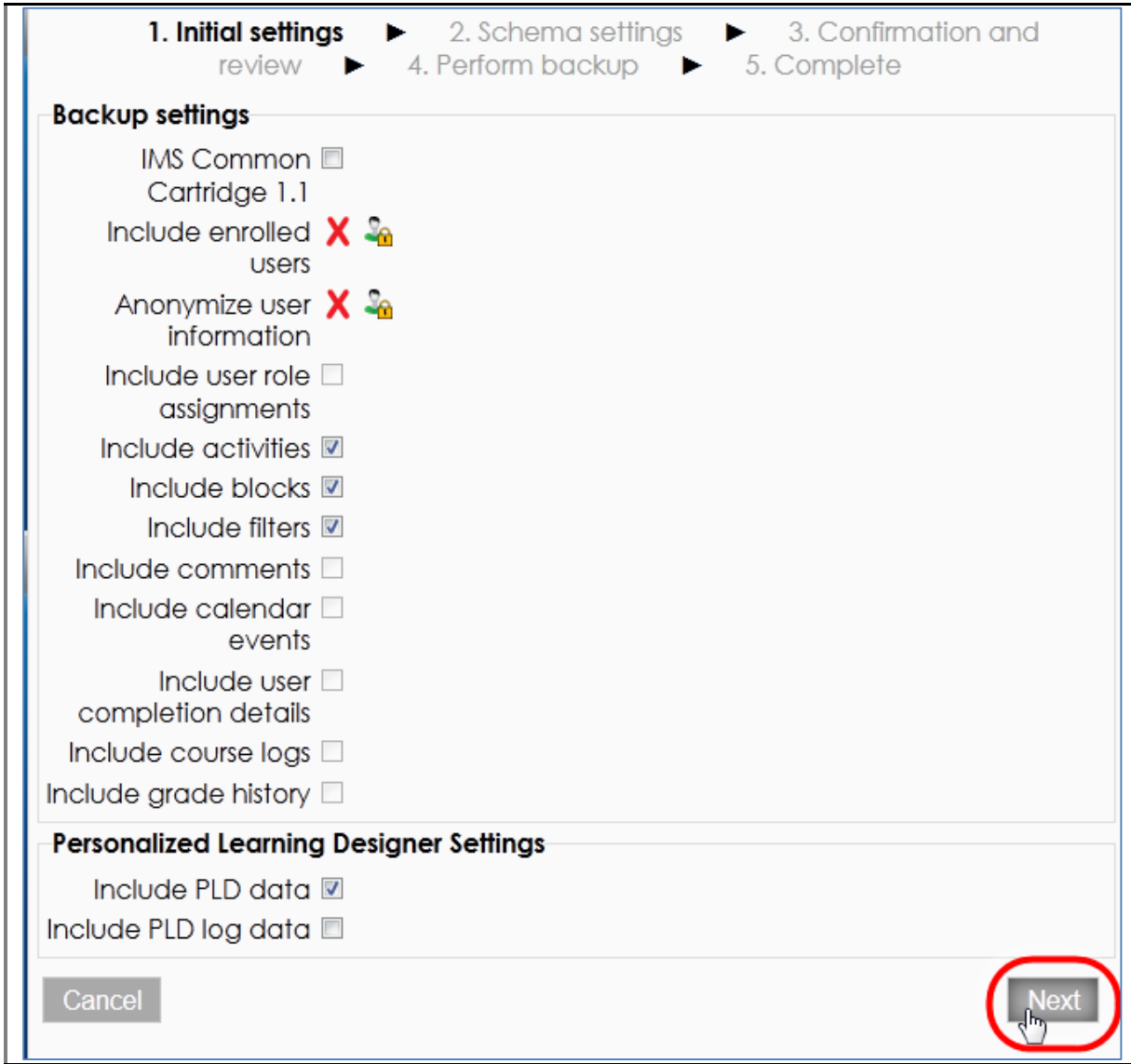
How to Backup Courses in Moodle 2

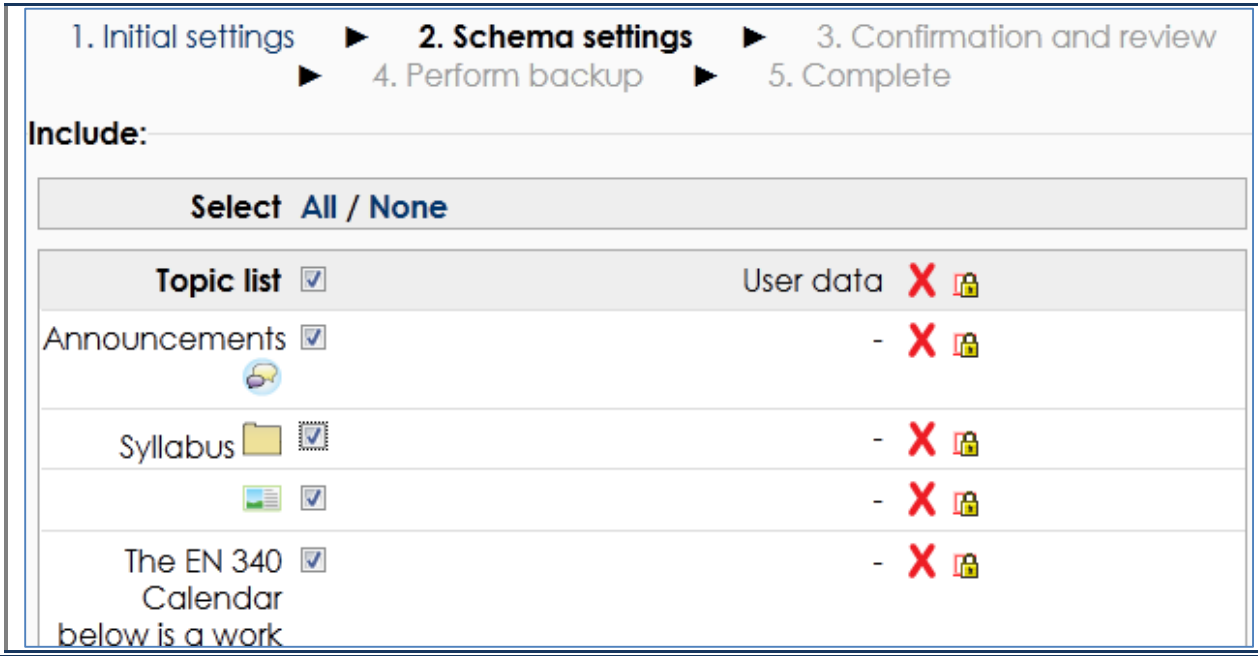
Use the following procedure to back up the structure of a course in Moodle. The backup file will contain only the instructor created/uploaded information. **It does not include student information.** Any files students have uploaded, grades, quiz results, feedback or comments associated with student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

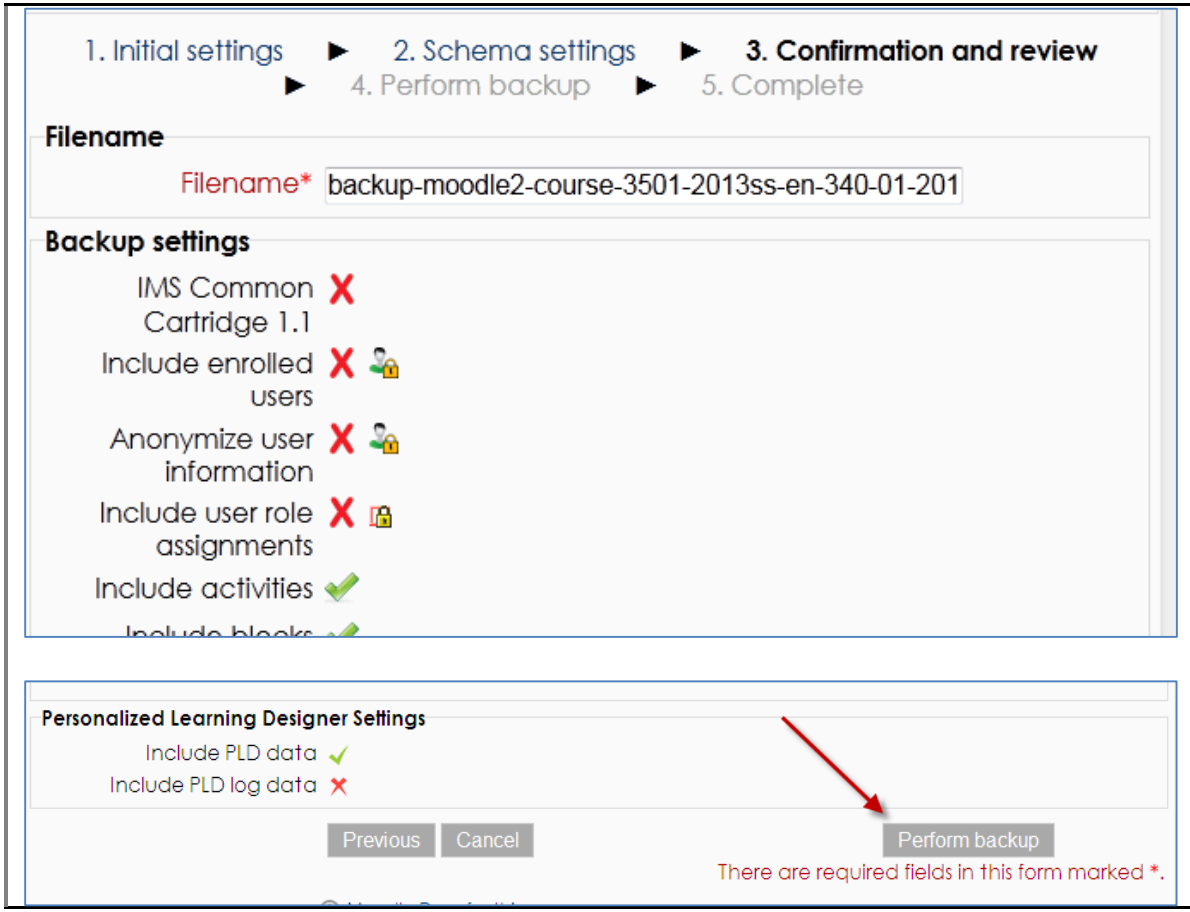
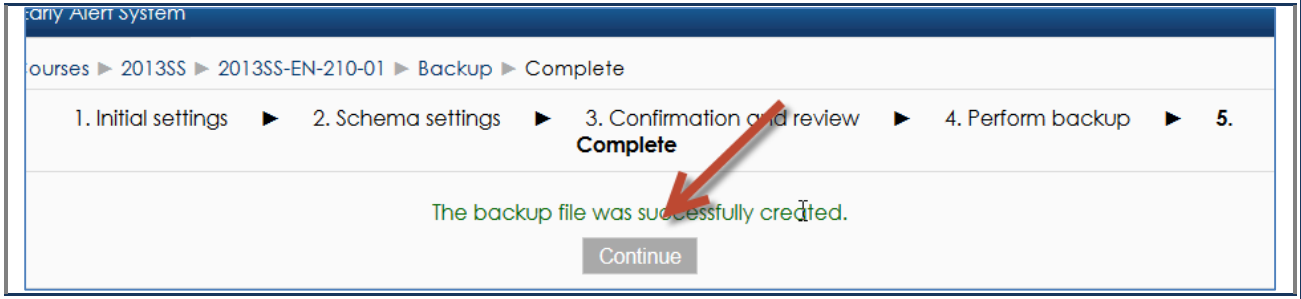
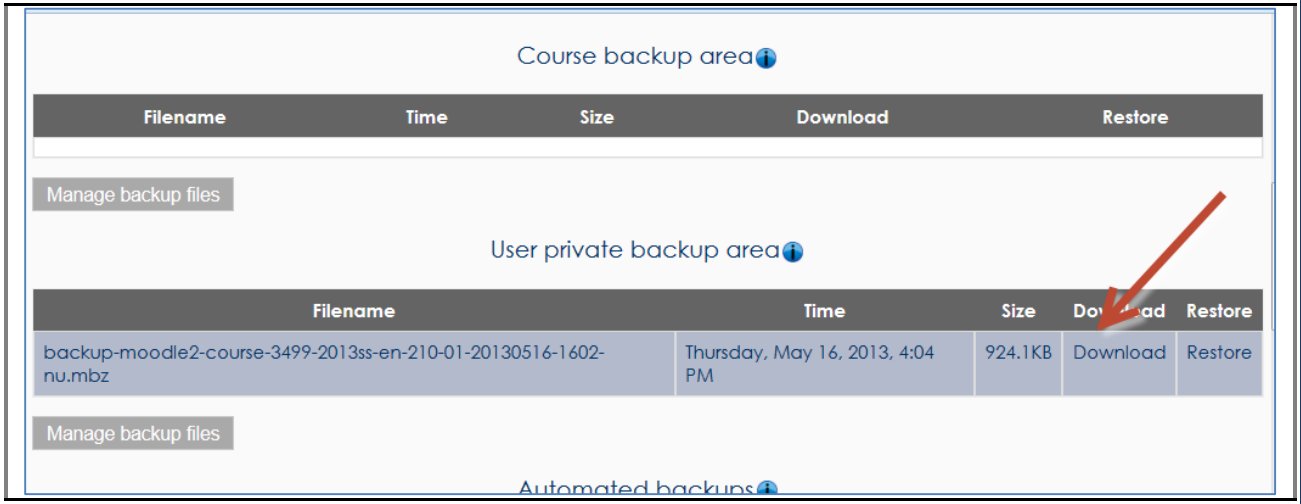
Task	Screen Shot
1. Open your Firefox browser, and navigate to Moodle: http://moodle.alverno.edu/	

Task	Screen Shot
2. Enter your Alverno username and password in the Login block. 3. Press the Login button.	
4. In the Courses Available to You area, navigate to the class that contains the material you want to backup. **OR** In the Navigation block under My Courses, navigate to the class that contains the material you want to backup.	 

Task	Screen Shot
Your Moodle class opens. 5. In the Settings block, click the Backup link.	

Task	Screen Shot
The Initial Settings page appears. 6. Leave all the settings as-is. 7. Scroll down, and click the Next button.	

Task	Screen Shot
The Schema Settings page appears. 8. Leave all the settings as-is. 9. Scroll down, and click the Next button.	

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

Task	Screen Shot
Moodle generates an .mbz (backup) file for your course. 12. In the User Private Backup area, click the Download link next to the .mbz backup file. 13. Save the .mbz file to your computer, a network drive or removable media such as a CD or USB drive.