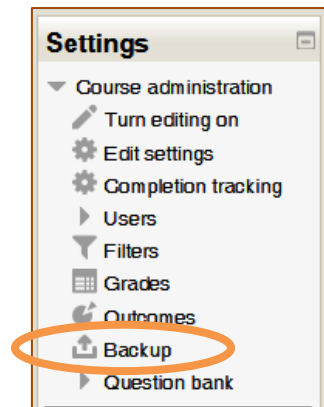


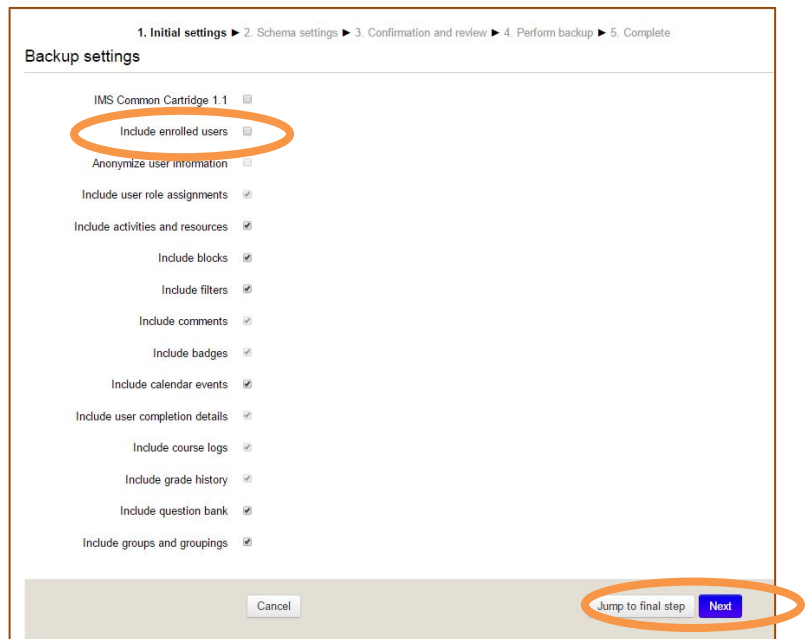
Moodle provides a method for you to save individual backups of courses
However, *you* will not be able to access the information in these backup files; a Moodle administrator will assist you if you ever need to use your backup file.

Follow these instructions to create and download a backup copy of a Moodle course along with student names and submitted assignments.

1. On the front page of your Moodle course, in the Settings block, under the Course Administration menu, choose Backup.



2. On the **Initial settings** screen, uncheck the **Include enrolled users** option. This will prevent the user data from importing into a new course should you need to restore the content. Check all other. Once you have completed your selection, click on the button marked **Next** at the bottom of the screen.



3. On the **Schema settings** screen, you can select or deselect which items you choose to include in your backup. The click on the button marked **Next** at the bottom of the screen.

Item	Status	User data
Introduction and Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Q & A Forum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social forum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Salsa Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ask me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
KOALA PHOTO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Previous, Cancel, Next

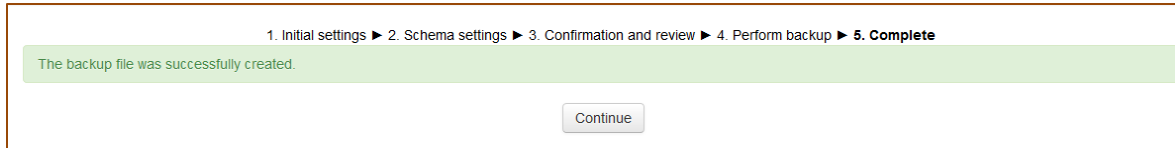
4. On the **Confirmation and review** screen, you will see green checks and red X marks based on your selections. You can use the button marked **Previous** at the very bottom of the screen to return to the earlier screens and make any changes if appropriate. You will also see the name that Moodle will give to your backup. The name includes the CRN of the course and the date and time of the backup. All backups end with the extension **.mbz**. You can change the name of the backup to something that is meaningful to you; the name can include lower case letters, numbers, and hyphens, but no spaces, and be sure to leave the extension **.mbz** at the end. When you are satisfied with the settings, click on the **Perform backup** button marked perform backup at the bottom of the screen.

Filename: backup-moodle2-course-15168-orientation-20160915-1213

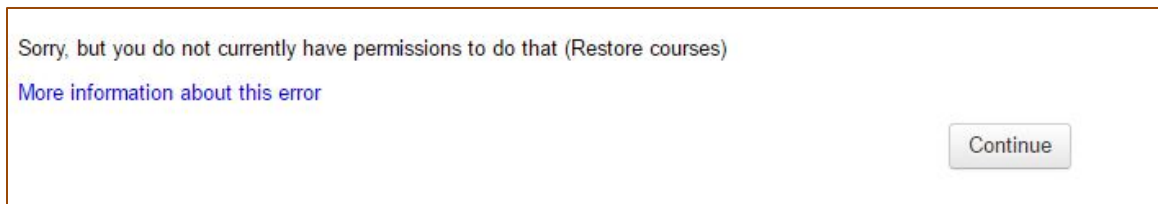
Item	Status
IMS Common Cartridge 1.1	<input checked="" type="checkbox"/>
Include enrolled users	<input checked="" type="checkbox"/>
Anonymize user information	<input checked="" type="checkbox"/>
Include user role assignments	<input checked="" type="checkbox"/>
Include activities and resources	<input checked="" type="checkbox"/>
Include blocks	<input checked="" type="checkbox"/>
Include filters	<input checked="" type="checkbox"/>
Include comments	<input checked="" type="checkbox"/>
Include badges	<input checked="" type="checkbox"/>
Include calendar events	<input checked="" type="checkbox"/>
Include user completion details	<input checked="" type="checkbox"/>
Include course logs	<input checked="" type="checkbox"/>

Buttons: Previous, Cancel, Perform backup

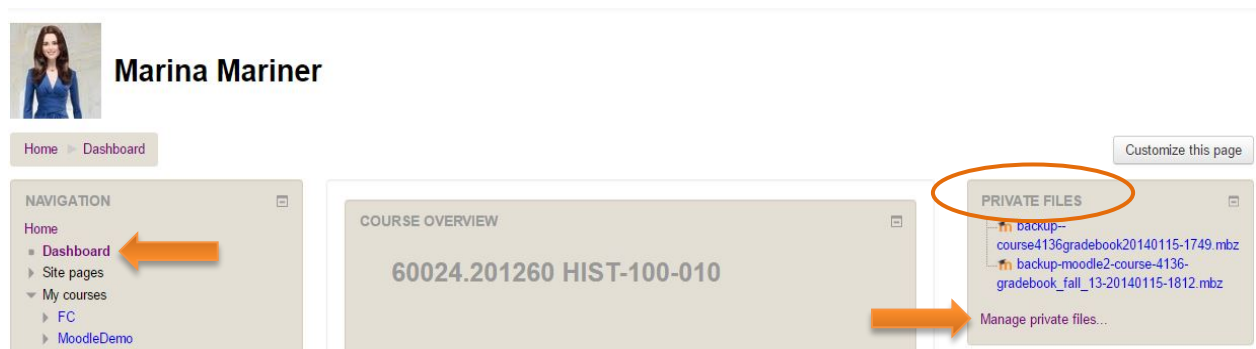
Depending on how busy the site is and the size of your course, the backup process may take a few minutes. When it is complete, you will see a screen with the message that the backup was successfully created. Click on the button labeled **Continue**.



- The next screen will display an error message that you do not have permission to **Restore courses**. The error message is accurate; **you** will not be able to use this backup, however a Moodle administrator will be able to restore the course to retrieve the information if necessary. You can download this file for safekeeping. Press the button labeled **Continue** on the error screen.



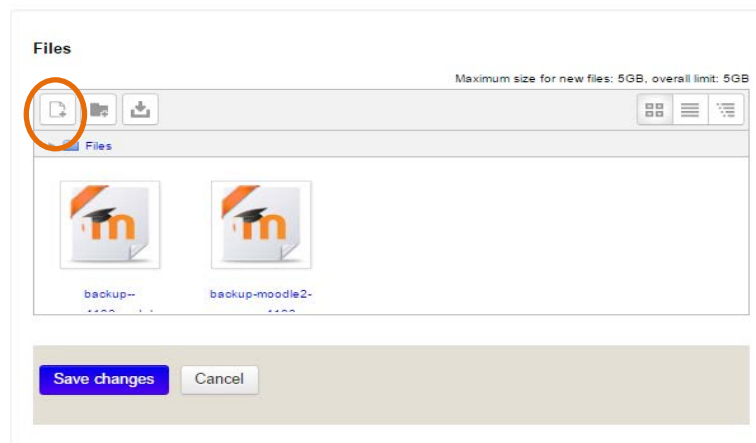
- On the left side of the screen, in the **Navigation** block, click on the **Dashboard** link. After clicking Dashboard, you will see your **Private Files** block on the right side of the screen. Click **Manage private files**.



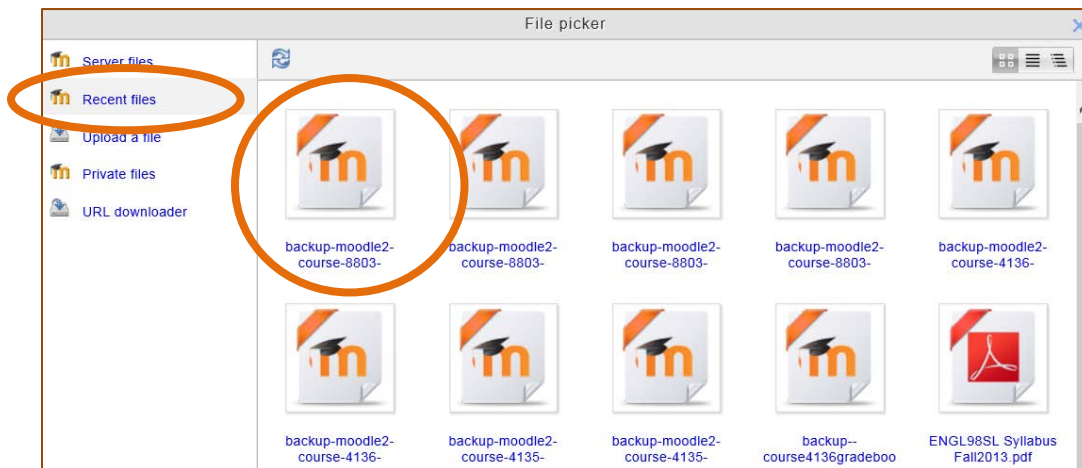
If you do not see your Private files on your Dashboard, you will need to add the Private Files block. See the Moodle documentation page for more information at:

<https://docs.moodle.org/32/en/Blocks>

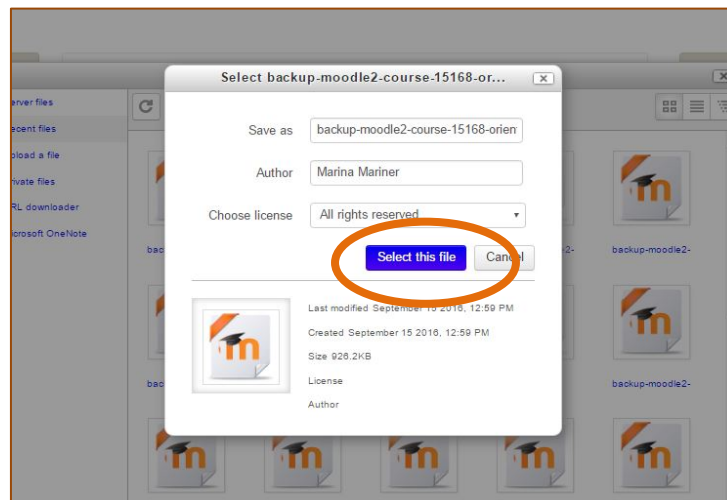
- The next step may seem counter-intuitive but keep going and it will next sense. You will need to add the back-up file you created to your private files. To do so, select **Add** on the *Files* screen.



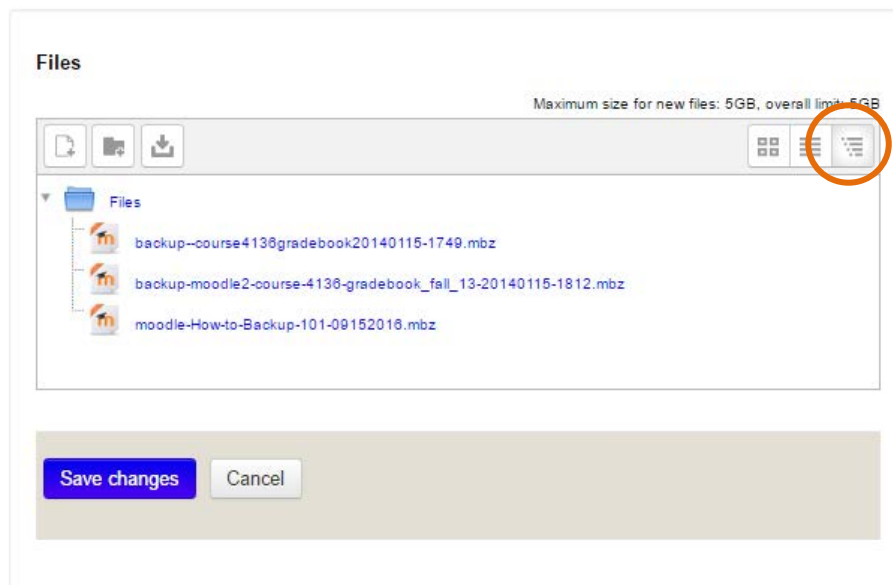
- The File picker window will open in the default view to upload file. Instead, click on the menu option **Recent files**, and you will see files that you have saved or created, including the most recent backup file. Click on the name of the file to select it.



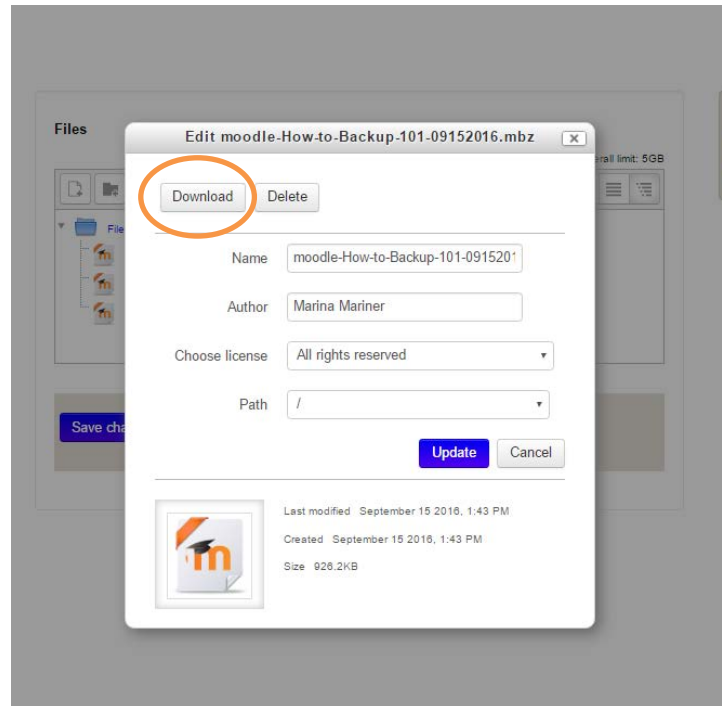
- In the pop-up window, click **Select this file**. You can also rename the file here to make the file easier to identify.



10. After selecting the file, you will be returned to the **Files** window, click the backup file you selected in the previous step. You may want to change select the option to **Display folder as a file tree** to easier locate your file.



11. Click **Download** and save your file to your computer for later use.



If you have additional questions, contact the helpful folks at MoodleHelp@marin.edu!