

Backup and Restore Moodle Courses

Create Course Backup

1. After accessing a course from your Moodle Main page, click on **Backup** under the **Settings** Block
2. Follow the backup wizard:
 - a. Under **Initial Settings**: you can include some or all of the backup options listed except the enrolled users, click **Next** to continue
 - b. Under **Schema Settings**: all your course materials will be selected except anything related to user data. Select all or some, then click **Next**
 - c. **Under Confirmation and Review**: Moodle lists all backup content, and includes the backup file name. you can modify the file name if you wish. Click **Perform Backup**
 - d. After Performing Backup, the final tab will appear confirming that the backup file was successfully created. Click **Continue**
 - e. From this page, you can manage your backup files, save it to your machine, flash memory, or external drive.
 - f. Under **User Private Backup area**, click **Download**, and save the file on your machine.

Restore Course Backup

1. When your new semester courses are uploaded on your account. All courses appear to be empty.
2. Choose the course you wish to restore your previous content into.
3. Click **Restore** under the **Settings** block
4. Click Choose a file, click Upload a File, and browse your machine for your backed up Moodle course that you wish to restore
5. Click Upload this file
6. Click the Restore Button, and a wizard will appear. Click Continue to confirm
7. Under Restore to this course, choose either to Merge the backup course into this course, or delete any existing content first then restore. Click Continue.
8. Follow the wizard and click **Next, Next**, then **Perform Restore**, then **Continue**