

BACKING UP A MOODLE COURSE

TO BACKUP A COURSE:

- Go to **Administration > Course administration > Backup**
- **Initial settings:** Select activities, blocks, filters and other items as required then click the Next button. Users with appropriate permissions, such as administrators and managers, can choose whether to include users, anonymize user information, or include user role assignments, user files, comments, user completion details, course logs and grade history in the backup.
- **Schema settings:** Select/deselect specific items to include in backup, then click the Next button.
- If desired, select specific types of activity to be backed up by clicking the link 'Show type options'.
- **Confirmation and review:** Check that everything is as required, using the Previous button if necessary, otherwise click the 'Perform backup' button
- **Complete:** Click the Continue button

A backup file (with distinctive .mbz extension to avoid confusion with .zip files) is then saved in the course backup area. Backup file names are of the form *backup-moodle2-course-coursename-date-hour.mbz*, ending in *-nu.mbz* when backed up with no users and *-an.mbz* with anonymized names.

CREATIVE USES:

The backup and restore processes can offer the teacher and administrators many creative solutions.

- **Ensuring course data is retained, especially when large changes are to be made within a course. Backup prior to making changes and delete old backup course copies to avoid overloading systems.**
- Duplicating courses or specific activities in one course to another course (similar to Import).
- Updating a production Moodle site course, with material from a local host site course.
- Transferring a course to a new Moodle site.
- Creating a blank activity, save just that activity and then restore it to the course or another course one or more times.

RESTORING A MOODLE COURSE

RESTORING A COURSE BACKUP

A course backup file (.mbz) may be restored from within any existing course for which you have permission. During the restore process, you will be given the option to restore as a new course or into an existing course.

1. **Go to Administration > Front page settings > Restore** (if you have front page permissions) or **Administration > Course administration > Restore** (if you have an empty course to restore into.)
2. **Upload the backup file** or choose a file in the course backup area or user private backup area and click **Restore**
3. **Confirm:** Check that everything is as required then click the **Continue** button
4. **Destination:** Choose whether the course should be restored as a new course or into an existing course then click the **Continue** button
5. **Settings:** Select activities, blocks, filters and possibly other items as required then click the **Next** button
6. **Schema:** Select/deselect specific items and amend the course name, short name and start date if necessary then click the **Next** button
7. **Review:** Check that everything is as required, using the **Previous** button if necessary, then click the '**Perform restore**' button
8. **Complete:** Click the **continue** button

Note:

If your new course has fewer sections than the course you are restoring, the extra sections will appear as "orphaned activities". Increase the number of sections in the new course to make them visible.

RESOURCES:

https://docs.moodle.org/26/en/Course_backup
https://docs.moodle.org/28/en/Course_restore

*With this document portions were taken from <https://docs.moodle.org>.