


Backup and Restore


To create a backup please follow these steps;


1. Go to the course.
2. Click the Gear icon  on the right hand corner.
3. Click Backup.
4. Under Backup settings select the options to back up the course and Click **Next**.

Complete

Backup settings

IMS Common Cartridge 1.1

Include enrolled users 

Anonymize user information 

Include user role assignments

Include activities

Include blocks

Include filters

Include comments

Include calendar events

Include user completion details

Include course logs

Include grade history

Personalized Learning Designer Settings

Include PLD data

Include PLD log data

Cancel Next


5. From the Schema Settings page review the settings and click **Next**
6. From the Confirm and review page review items to be backed up then click **Perform backup**. You will now be prompted with a message “The backup file was successfully created.”
7. Click **Continue**.
8. The backup file will be displayed under User private backup area. You can now click **Download** to save the backup file on your local computer.

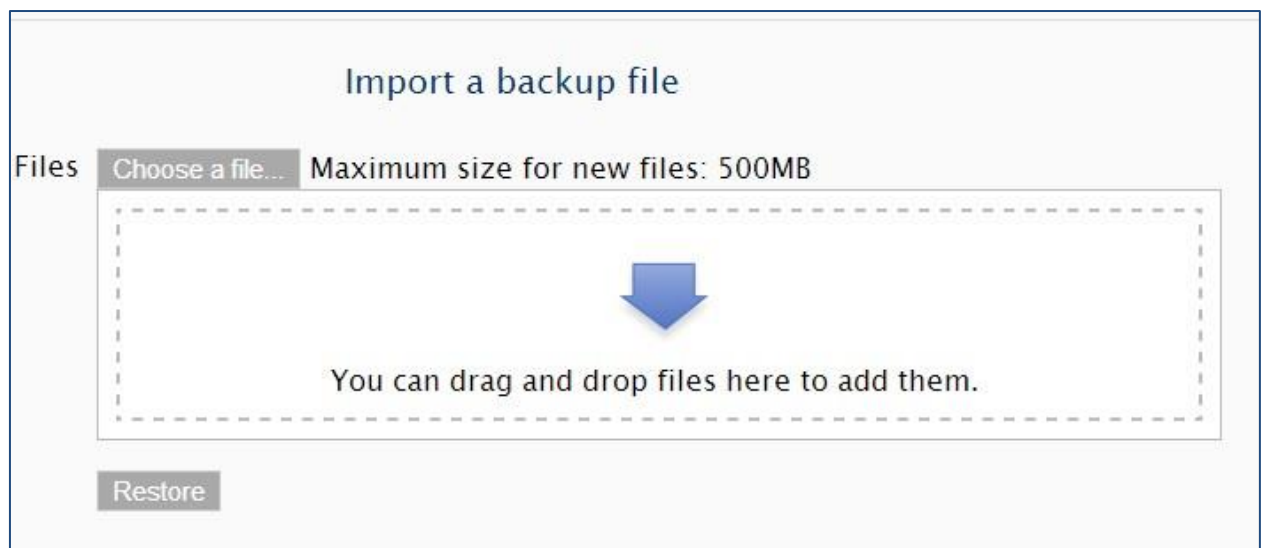
User private backup area 

Filename	Time	Size	Download	Restore
backup-moodle2-course-57-kaur2-20130319-1121-nu.mbz	Tuesday, 19 March 2013, 11:22 AM	31KB	Download	Restore

Manage backup files

To restore a backup in your course follow these steps:

1. Click the Gear icon  on the right hand corner.
2. Expand the Course administration option from the Settings block.
3. Click **Restore**
4. Click **Choose a File...**
5. Click **Upload a file** and click **Browse...** to select the backup file from your local computer.
You may also drag the file from your local computer to Import a backup file area. A copy of the backup file may be available under the Recent file area.



6. On the confirmation page, click **Continue**
7. On the Destination page from Restore into this course section, select the radio button next select one of the option:
 - a. If the course to which the backup is being restored is an empty shell, choose Merge the backup course into this course.
 - b. If there is unwanted content in the destination site, choose Delete the content of this course and then restore.
8. Click **Continue**
9. On the Settings page, Click **Next**
10. On the Schema page ensure the Course name and Short name do not change from the original name. *If the names are being changed by the backup, type in the correct name.*
11. Pull down the Overwrite course configuration and select **Yes**.
12. Scroll down and click **Next**
13. Review the settings and click **Perform Restore**.

14. You will now be prompted “The course was restored successfully, clicking the continue button below will take you to view the course you restored.”
15. Click **Continue**.