

## Backing up and Restoring a Course

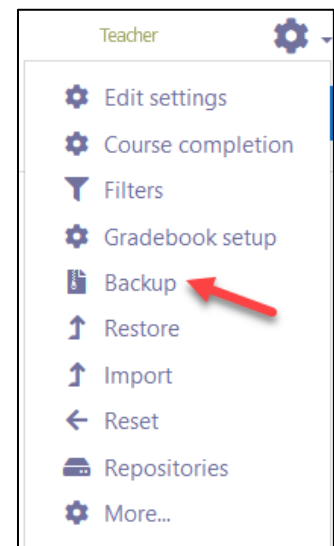
A very important skill for an editing teacher is how to create a back-up of a course. Using the backup function allows teachers to retain a copy of a course that they have customized for future re-use. The backup file can be downloaded and stored safely on the teacher's own computer. Because Moodle is an open-source learning management system that is used widely in education and training, teachers may have an opportunity to restore a course for re-use elsewhere.

Teachers developing a course should familiarize themselves with the backup and restore function. This feature allows them to create backups at regular intervals and revert to a previous version if needed.

### Backing up a Course

These instructions explain how to back up a course with students and course data.

1. Open your course, click on the **Actions menu** icon.
2. In the drop-down menu, click on **Backup**.





The **Initial Settings** page appears with a path menu at the top of the screen.

**1. Initial settings** ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. Complete

**Note:** The **Include enrolled users** and **Anonymize user information** are locked.

3. Deselect items in the list that work for your course plans.

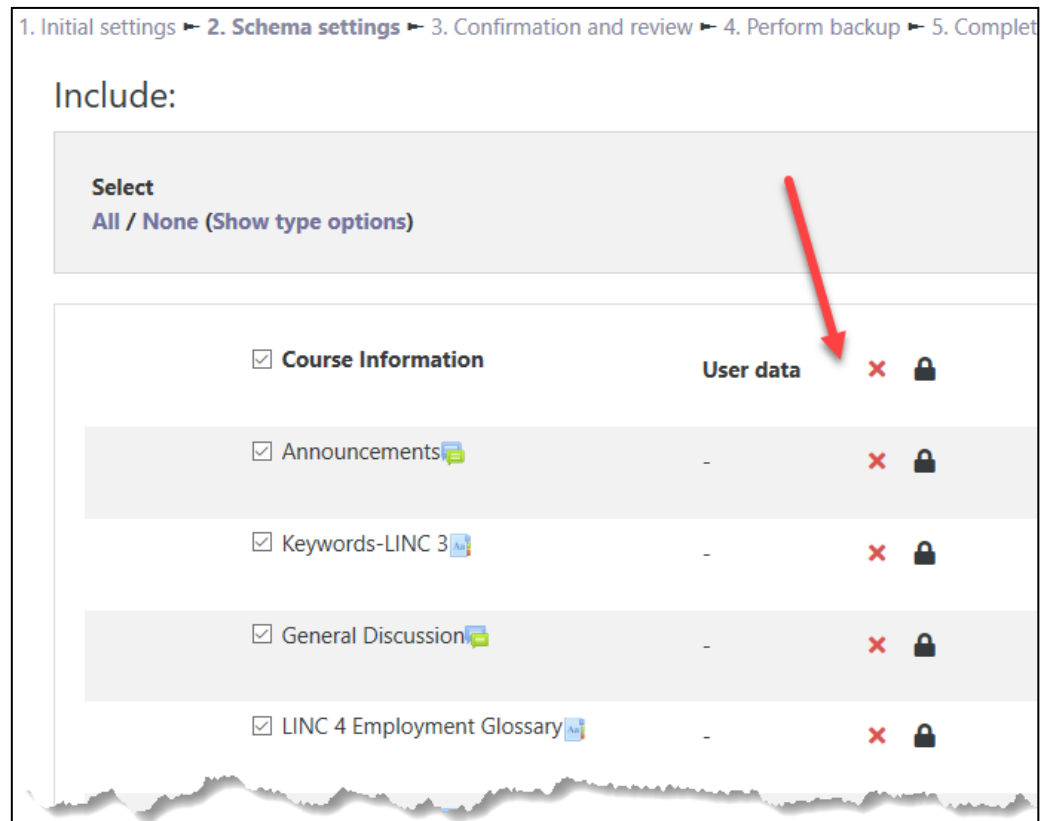
### Backup settings

- IMS Common Cartridge 1.1
- Include enrolled users ✘ 
- Anonymize user information ✘ 
- Include user role assignments
- Include activities and resources
- Include blocks
- Include files
- Include filters
- Include comments
- Include badges
- Include calendar events
- Include user completion details
- Include course logs
- Include grade history
- Include question bank
- Include groups and groupings
- Include competencies
- Include custom fields

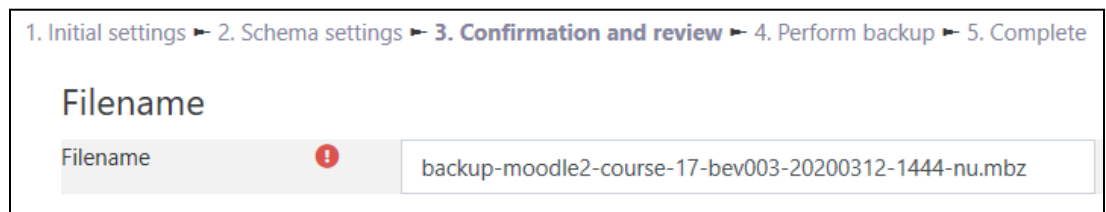
[Jump to final step](#) [Cancel](#) [Next](#)

4. Click the **Next** button.

5. On the **Schema settings** screen, note that all items are checked to be backed up, but the user data from any previous user activity are locked and not included in the backup.



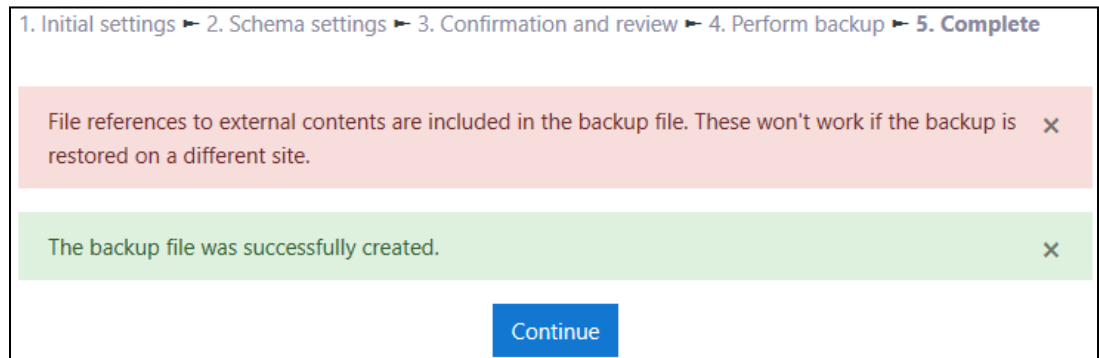
6. Click on the **Next** button.
7. The **Confirmation and review** screen appears. Note the output filename.



8. Scroll down and click the **Perform backup** button.  
It may take a few minutes before the next screen displays due to the course size, i.e. file uploads, SCORM objects, media files, etc.

Perform backup

- A message appears indicating the **backup** was successfully created.



9. Click on the **Continue** button.

The **Restore Course** page appears.

Your new backup file will appear in the section, **User private backup area**. If there are multiple backup files, locate your new file by the **Filename** or **Time** columns.

10. Click the **Download** link next to your backup file to save a copy on your computer. It is good practice to keep backups of important work in more than one location.

Filename	Time	Size	Download	Restore
backup-moodle2-course-17-bev003-20200312-1444-nu.mbz	Thursday, 12 March 2020, 3:02 PM	142.3MB	Download	Restore

## Restoring a Course

It is necessary to have a Moodle **backup** file to restore a course. The extension for this type of file is **mbz**. See the **Backing up a Course** section of this document for step-by-step instructions on creating a course backup.

1. Open your course, click on the **Actions menu** icon.



2. In the drop-down menu, click on **Restore**.



The **Restore course** page appears.

1. Locate (or upload) the target **backup file** and click the **Restore** link.

Filename	Time	Size	Download	Restore
backup-moodle2-course-17-bev003-20200312-1444-nu.mbz	Thursday, 12 March 2020, 3:02 PM	142.3MB	Download	Restore

2. The **Confirm** page appears with all course details. Scroll down and click the **Continue** button.

1. **Confirm** ▶ 2. **Destination** ▶ 3. **Settings** ▶ 4. **Schema** ▶ 5. **Review** ▶ 6. **Process** ▶ 7. **Complete**

3. The **Destination** page appears. Select **Delete the contents of this course and then restore** unless you want to add new content to the existing course.

1. **Confirm** ▶ 2. **Destination** ▶ 3. **Settings** ▶ 4. **Schema** ▶ 5. **Review** ▶ 6. **Process** ▶ 7. **Complete**

### Restore into this course

Merge the backup course into this course

Delete the contents of this course and then restore

[Continue](#)

If this setting is selected, the restore function will add the backup file to the existing course content.

The target course content will be deleted and the backup will be restored into it if this is selected.

Teachers who are can edit more than one course will have the option to restore the backup file into those courses. Restoring in these courses includes the same options of deleting or adding it to existing content in the target course.

4. Click on the **Continue** button.
5. On the **Settings** screen, click **Next** to retain the same settings as the backup.

6. On the **Schema** screen, scroll down and click on the **Next** button.

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. **Schema** ▶ 5. Review ▶ 6. Process ▶ 7. Complete

### Course settings

Overwrite course configuration	<input type="text" value="No"/>	<div style="border: 2px solid red; padding: 5px; display: inline-block;">Change to Yes to replace the course settings in the target course with those of the backup file.</div>	<input checked="" type="checkbox"/> Overwrite	<input type="text" value="Ms. Beverly's LINC 3"/>
Course start date	Tuesday, 11 February 2020, 12:00 AM		Course short name	<input checked="" type="checkbox"/> Overwrite
Keep current groups and groupings	<input type="text" value="No"/>	Keep current roles and enrolments	<input type="text" value="No"/>	

**Note:** The default settings will mark everything in the backup file with selected checkboxes. Teachers can deselect the checkboxes if they do not want that content restored.

7. On the **Review** screen, review the content being restored and then click the **Perform restore** button.
8. A **message** appears confirming the restore process was successful.
9. Click the **Continue** button to complete the course restore.

## Resources

### [Moodle Documents: Course Backup](https://docs.moodle.org/39/en/Course_backup)

<[https://docs.moodle.org/39/en/Course\\_backup](https://docs.moodle.org/39/en/Course_backup)>

### [Moodle Documents: Course Restore](https://docs.moodle.org/39/en/Course_restore)

<[https://docs.moodle.org/39/en/Course\\_restore](https://docs.moodle.org/39/en/Course_restore)>

### [Moodle Documents: Backup and restore FAQ](https://docs.moodle.org/39/en/Backup_and_restore_FAQ)

<[https://docs.moodle.org/39/en/Backup\\_and\\_restore\\_FAQ](https://docs.moodle.org/39/en/Backup_and_restore_FAQ)>