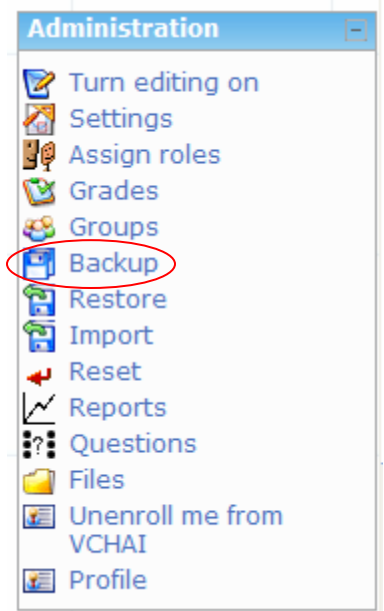


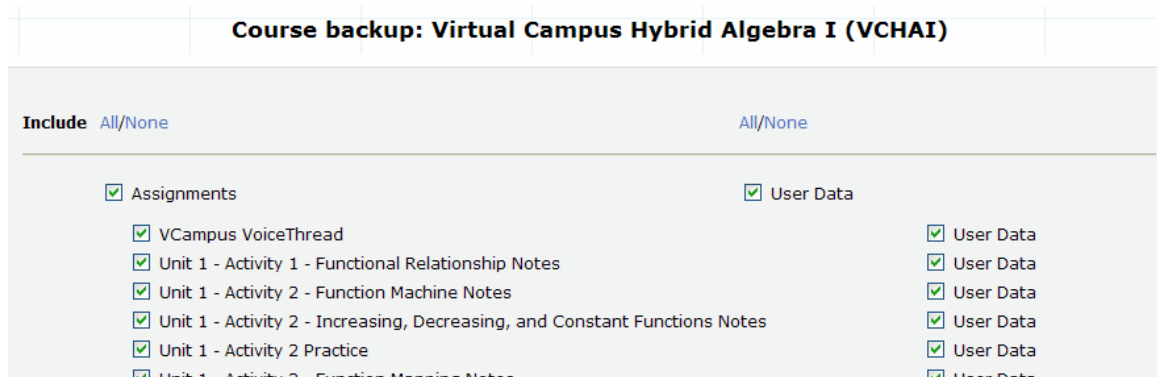
# Backing-Up Your Moodle Course

## Basic steps for full and complete backup of your class

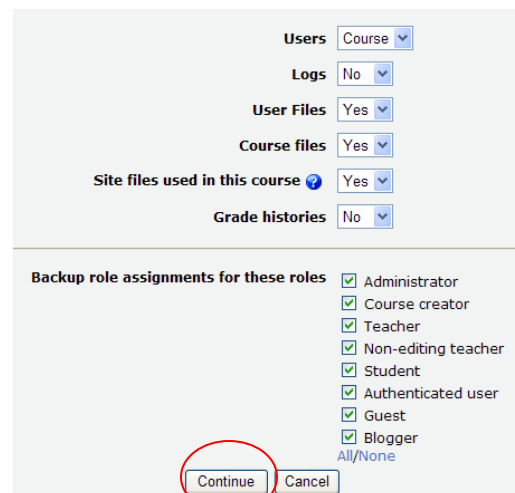
1. Click "Backup" in the Administration block for your course.



2. Leave all of the boxes checked by default.



3. Leave all of the default selections.



4. Click "Continue"

Name:

backup-vchai-20090601-0834.zip

## Backup Details:

Include Assignments with user data

<b>VCampus VoiceThread</b>	
Submissions	0
<b>Unit 1 - Activity 1 - Functional Relationship Notes</b>	
Submissions	75
<b>Unit 1 - Activity 2 - Function Machine Notes</b>	
Submissions	78
<b>Unit 1 - Activity 2 - Increasing, Decreasing, and Constant Functions Notes</b>	
Submissions	76
<b>Unit 1 - Activity 2 Practice</b>	

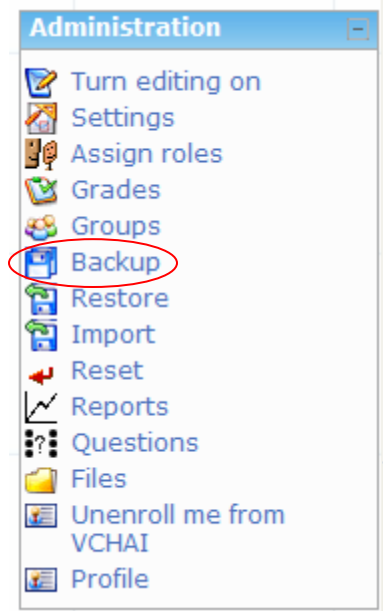
5. The next page may take a little while to load. It will present a summary of what is going to be backed up. Simply scroll to the bottom of the page and click "Continue" to begin the backup process.

## Detailed Description of the Backup Process

While our hosting service, Remote Learner, makes weekly backups of the server, it's good practice to make your own backups of your course periodically. This is an easy process.

In the "Administration" block for your course, there is a link for "Backup".

When clicked, you are taken to a page where you can select specifically what you want to back up. It will list every resource and activity type you have in your class.



Notice how there are two columns of check boxes. For each resource or activity, there is a check box on the left to include or remove it from the backup, and on the right there is a check box to include or remove the user data associated with that resource or activity. User data consists of all student files, submissions, forum postings, glossary entries, etc. created by users for that activity.

Course backup: Virtual Campus Hybrid Algebra I (VCHAI)	
<b>Include</b> All/None	All/None
<input checked="" type="checkbox"/> Assignments	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> VCampus VoiceThread	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Unit 1 - Activity 1 - Functional Relationship Notes	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Unit 1 - Activity 2 - Function Machine Notes	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Unit 1 - Activity 2 - Increasing, Decreasing, and Constant Functions Notes	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Unit 1 - Activity 2 Practice	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Unit 1 - Activity 2 - Function Mapping Notes	<input checked="" type="checkbox"/> User Data

Generally, you won't need to select specific resource/activity types or groups of User Data. Most often there are only two types of backups you will want to make.

- A basic backup of all course *and* user data
- A clean backup of course content alone (without any user data)

For an end of year backup, you'll probably want to take a snapshot of the course and all of the user data (which includes grades) for record keeping purposes. To do that, simply leave all of the check boxes checked!

Scrolling to the bottom of the screen you'll see a few more options to choose from.

- Users – Whether you want to backup the content concerning all the registered students in your site, only course students or no students at all. **Leave this set to *Course* if you want users, or *None* if you don't. Don't select "All".**
- Logs – This backs up all course activity logs.
- User files – This backs up all student submissions for assignments and other file uploads.
- Course files – This backs up any file stored in the files area for the course. Generally this is the course material/content you have uploaded to build the course.
- Site files used in this course – You probably haven't used any site level files, but it's safe to leave this on **Yes** just in case.
- Grade Histories – If you allowed multiple attempts on quizzes, lessons, etc. then an individual student may have several historical grades for one assignment, even though only one final grade is recorded in the Moodle gradebook. If you want to keep the grade histories, choose Yes here. If you only care about the final grade earned, select No.
- Backup role assignments for these rolls – For simplicity's sake, leave all of the boxes checked.

When you select "Continue" the next page may take a bit to load. On that page you can preview the files and users that Moodle will include in the backup and, if you wish, change the suggested backup filename, which by default is backup-COURSESHORTNAME-DATE-TIME.zip. Select "Continue" at the bottom of the page to begin the backup. Once again, the process may take some time.

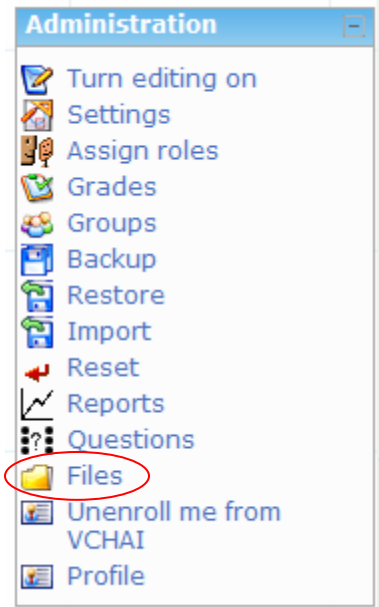
**Course backup: Virtual Campus Hybrid Algebra I (VCHAI)**

Name:

**Backup Details:**  
Include Assignments with user data

<b>VCampus VoiceThread</b>	
Submissions	0
<b>Unit 1 - Activity 1 - Functional Relationship Notes</b>	
Submissions	75
<b>Unit 1 - Activity 2 - Function Machine Notes</b>	
Submissions	78
<b>Unit 1 - Activity 2 - Increasing, Decreasing, and Constant Functions Notes</b>	
Submissions	76
<b>Unit 1 - Activity 2 Practice</b>	

Note that the backup file is created and stored on the Moodle server itself. It is placed within your course file structure in a folder called "backupdata". Access your course file structure by clicking "Files" in the Administration block.



	Name	Size	Modified	Action
<input type="checkbox"/>	Additional_Practice	2.6MB	23 Mar 2009, 10:02 AM	Rename
<input type="checkbox"/>	Audio	10.5MB	13 Aug 2008, 07:53 AM	Rename
<input type="checkbox"/>	Flash_Files	41.8KB	20 Nov 2008, 04:16 PM	Rename
<input type="checkbox"/>	HTML	0 bytes	13 Aug 2008, 07:53 AM	Rename
<input type="checkbox"/>	Images	6.7MB	6 May 2009, 02:30 PM	Rename
<input type="checkbox"/>	Notes_Files	1.7MB	10 Sep 2008, 01:15 PM	Rename
<input type="checkbox"/>	Pacing_Calendars	272.5KB	19 Nov 2008, 07:44 AM	Rename
<input type="checkbox"/>	Producer_Files	0 bytes	13 Aug 2008, 07:52 AM	Rename
<input type="checkbox"/>	Review_Documents	292.5KB	13 Aug 2008, 07:53 AM	Rename
<input type="checkbox"/>	Supplimentary_Documents	64KB	1 Oct 2008, 10:32 AM	Rename
<input type="checkbox"/>	Videos	349.6MB	26 Jan 2009, 09:06 AM	Rename
<input type="checkbox"/>	backupdata	1.4GB	29 May 2009, 12:55 PM	Rename
<input type="checkbox"/>	jsp	553.2KB	13 Jan 2009, 01:27 PM	Rename
<input type="checkbox"/>	moddata	122.5MB	2 Mar 2009, 01:30 PM	Rename

With chosen files...

	Name	Size	Modified	Action
Parent folder				
<input type="checkbox"/>	quiz	11.2KB	22 Oct 2008, 03:19 PM	Rename
<input type="checkbox"/>	backup-vchai-20080813-0951.zip	281.4MB	13 Aug 2008, 09:53 AM	Unzip List Restore Rename
<input type="checkbox"/>	backup-vchai-20090529-1140.zip	361.4MB	29 May 2009, 11:45 AM	Unzip List Restore Rename
<input type="checkbox"/>	backup-vchai-20090529-1200.zip	386.7MB	29 May 2009, 12:19 PM	Unzip List Restore Rename
<input type="checkbox"/>	backup-vchai-20090529-1246.zip	383.8MB	29 May 2009, 12:55 PM	Unzip List Restore Rename
<input type="checkbox"/>	restorelog.html	108 bytes	13 Aug 2008, 07:54 AM	Edit Rename

With chosen files...

If you would like to store copies of these backup files on your teacher workstation, on a jump drive, or other storage medium, simply click on the name of the file you want to save locally. This will bring up an option to save or open. You will select "Save" and specify where to save the file locally.