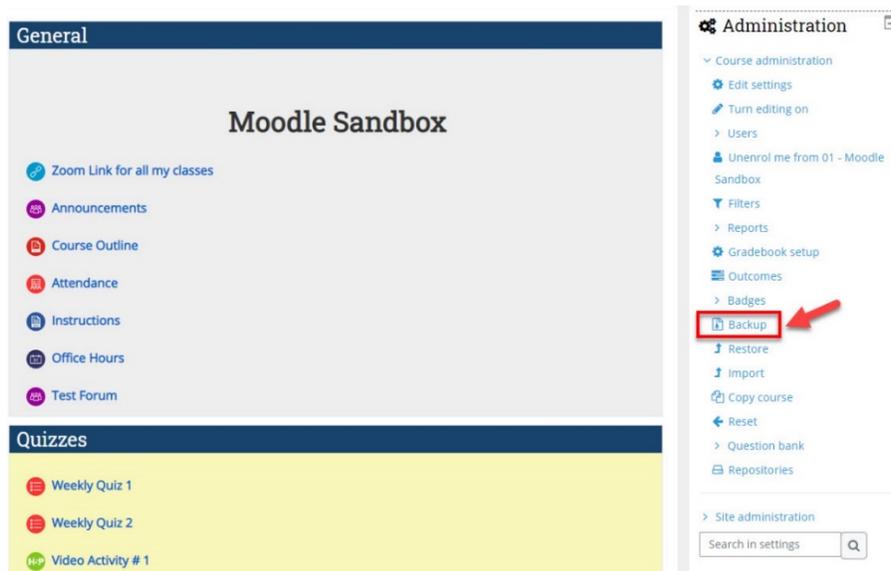


# How to Backup and Restore your Courses in Moodle

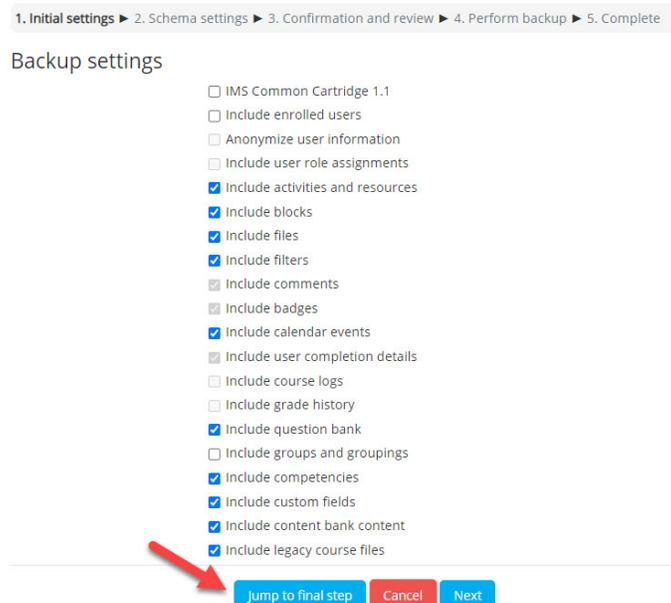
## How to Manually Backup a Moodle Course

You can backup your courses in Moodle so you can save them into a ZIP file and restore them later. Follow these steps to back up your Moodle course:

1. Go to the course where you want to perform the backup and click on **“Backup”** on the Administration right sidebar:



2. If you want to backup all the content, click on **“Jump to Final Step”**:



If you want to backup only specific activities, click on **“Next”** and then select the activities you want:

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

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
- Include content bank content
- Include legacy course files

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

Now select the activities you would like to backup, scroll down the page and click **“Next”** at the bottom of the page:

<input checked="" type="checkbox"/> Quizzes	<input type="checkbox"/> User data
<input checked="" type="checkbox"/> Weekly Quiz 1	<input type="checkbox"/> -
<input checked="" type="checkbox"/> Weekly Quiz 2	<input type="checkbox"/> -
<input checked="" type="checkbox"/> Video Activity # 1	<input type="checkbox"/> -
<input checked="" type="checkbox"/> PowerPoint Files	<input type="checkbox"/> -
<input checked="" type="checkbox"/> Quiz Test 1	<input type="checkbox"/> -

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<input checked="" type="checkbox"/> Assignments	<input type="checkbox"/> User data
<input checked="" type="checkbox"/> Homework Assignment 1	<input type="checkbox"/> -
<input checked="" type="checkbox"/> Homework Assignment 2	<input type="checkbox"/> -
<input checked="" type="checkbox"/> Assignment Test 1	<input type="checkbox"/> -
<input checked="" type="checkbox"/> Presentations	<input type="checkbox"/> -
<input checked="" type="checkbox"/> Test Assignment	<input type="checkbox"/> -

On the next page, you can change the name of the backup file, if needed:

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

Filename

Filename  

Backup settings

IMS Common Cartridge 1.1	✗
Include enrolled users	✗
Anonymize user information	✗ 🔒
Include user role assignments	✗ 🔒
Include activities and resources	✓

To continue, click on **“Perform Backup”**:

Questions	✓	User data	✗ 🔒
Include Quickmail History	✗ 🔒		
Backup Quickmail Block Level Configuration Settings (Such as [Allow Students to use Quickmail])	✓		

[Previous](#) [Cancel](#) [Perform backup](#) 

After Moodle finishes creating the backup for your course, you will see it here. You can download the backup file to your computer or save it to your OneDrive. Here you will find all the backup files you create for your Moodle courses (“**User Private Backup Area**”).

The screenshot shows the Moodle backup management interface. At the top, there is a section titled "Import a backup file" with a "Files" label, a "Choose a file..." button, a dashed box with a downward arrow and the text "You can drag and drop files here to add them.", and a "Restore" button. Below this is the "Course backup area" section, which includes a table with columns for "Filename", "Time", "Size", "Download", and "Restore". A "Manage backup files" button is located below the table. The "User private backup area" section also features a table with the same columns. A red box highlights the first row in the "User private backup area" table, and a red arrow points to the "Download" link in that row.

Filename	Time	Size	Download	Restore
backup-moodle2-course-28935-04_-_moodle_sandbox_iv-20210902-1558-nu.mbz	Thursday, 2 September 2021, 3:58 PM	171.3KB	<a href="#">Download</a>	<a href="#">Restore</a>

## How to Backup a Moodle Course – Old Courses (Automatic Email)

Each semester, a Moodle course page is automatically created for every course offered by the college. **Moodle periodically deletes old courses created three or more years ago.**

Teachers will receive an automatic email message notifying that one or more Moodle courses are scheduled for deletion in 45 calendar days from the day you receive the email.

You don't need to do anything if you don't require a backup copy or need a course kept.

If you need to create a backup of the courses (or just some of them), just click on the link on the email message as shown below:

Dear Rafael,

\*\*\* THIS IS AN AUTOMATED MESSAGE FROM Moodle Dawson Dev \*\*\*\*

Each semester, a Moodle course page is automatically created for every course offered by the college.

Moodle periodically deletes old courses created 3 or more years ago.

This message is to notify you that one or more Moodle courses listed below were created for you and are scheduled for deletion in 45 calendar days from today.

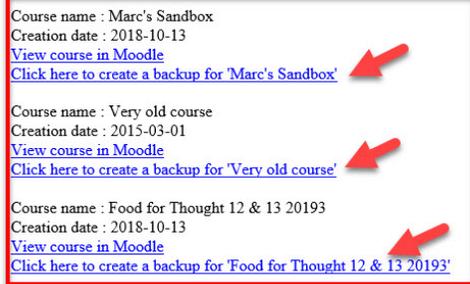
Do nothing if you don't require a backup copy or need a course kept.

Please reply to this email indicating the course(s) names that need to remain on Moodle.

You can find instructions on creating and restoring a Moodle course backup on the Dawson College website under Faculty Hub. Contact Rafael Scapin or Cameron Campbell if you need help.

Thank you.

Admin User



Course name : Marc's Sandbox  
Creation date : 2018-10-13  
[View course in Moodle](#)  
[Click here to create a backup for 'Marc's Sandbox'](#)

Course name : Very old course  
Creation date : 2015-03-01  
[View course in Moodle](#)  
[Click here to create a backup for 'Very old course'](#)

Course name : Food for Thought 12 & 13 20193  
Creation date : 2018-10-13  
[View course in Moodle](#)  
[Click here to create a backup for 'Food for Thought 12 & 13 20193'](#)

After clicking on the link, you will be sent to a Moodle page where you be asked to click on a link to start the backup. The backup file will be saved into your computer, not in Moodle.

 > Backup course

## Backup course

Note: Generating the backup may take a while. Please be patient...

[Click here to create a backup for 'Marc's Sandbox'](#)

Everything from the course will be backed up in this file. When you restore it though, you can select what items/activities you want to have on the restored course.

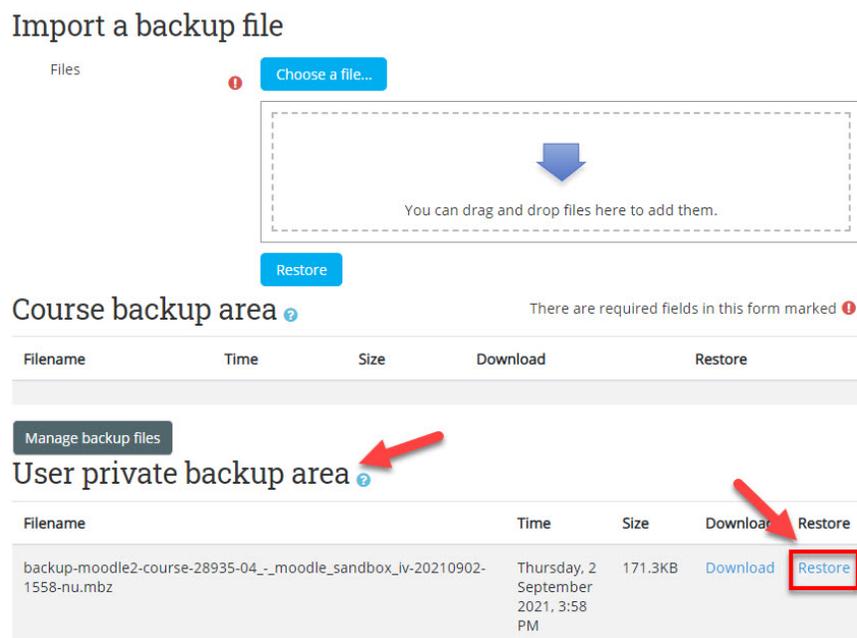
## How to Restore a Course from a Moodle Backup

In order to restore a course from a Moodle backup, follow the steps below:

1. Go to the empty Moodle course and select **“Restore”** on the right sidebar (under **“Administration”**):



2. Select the backup file from the course you want to restore from the **“User Private Backup Area”** and click on **“Restore”**:



3. Click on **“Continue”** on the next screen

4. Then select **“Merge the backup course into this course”** and click **“Continue”**:

Restore into this course

Merge the backup course into this course

Delete the contents of this course and then restore

Continue

5. Click on **“Next”**:

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

Restore settings

Include enrolled users  X

Include enrolment methods  ▾

Include user role assignments  X

Include activities and resources

Include blocks

Include filters

Include comments  X

Include badges  X

Include calendar events

Include user completion details  X

Include course logs  X

Include grade history  X

Include groups and groupings  X

Include competencies

Include custom fields

Include content bank content

Include legacy course files

Cancel Next

6. You can change the name of the restored course and also select which activities or sections will be restored and click **“Next”** at the bottom of the page:

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

### Course settings

Overwrite course configuration

Course name  Overwrite

Course short name  Overwrite

Course start date  Overwrite

Select  
[All / None \(Show type options\)](#)

<input checked="" type="checkbox"/> Section 0	User data	No
<input checked="" type="checkbox"/> Announcements	-	No
<input checked="" type="checkbox"/> Section 1	User data	No

7. Click **“Perform Restore”** on the next screen:

Section 13		User data	No
Section 14		User data	No
Section 15		User data	No

8. Click **“Continue”** on the last screen to see the restored course:

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

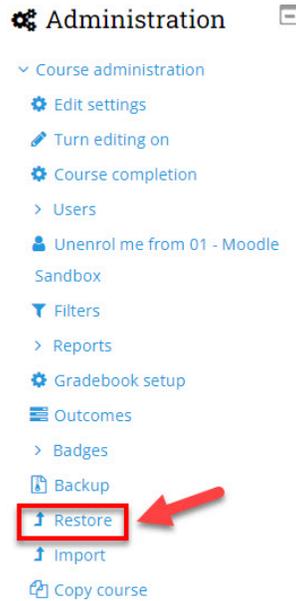
The course was restored successfully, clicking the continue button below will take you to view the course you restored.

# How to Delete Backup Files from Moodle

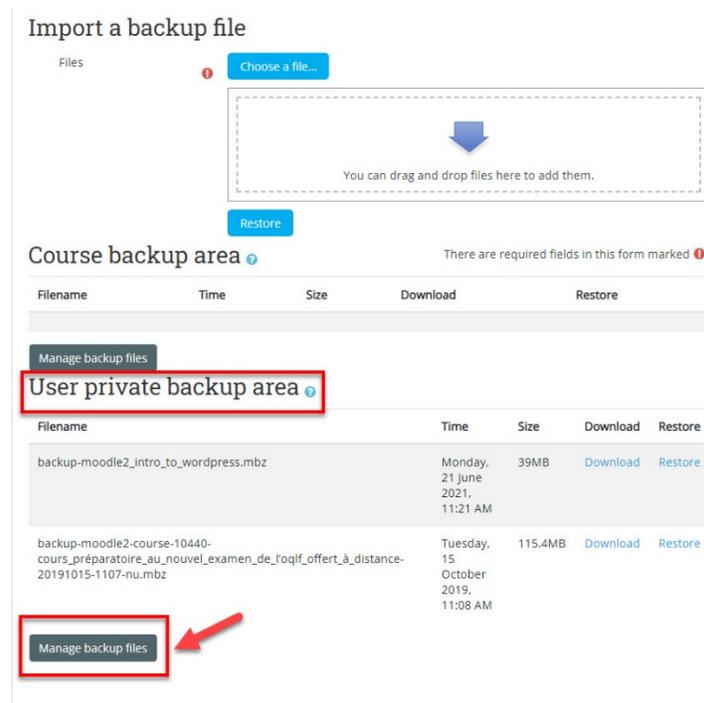
After you downloaded all your Moodle backup files to your computer, you will need to delete them from Moodle so they do not take more space there.

Here is how to do this:

1. Go to any Moodle course and click on “Restore” on the Administration right panel:

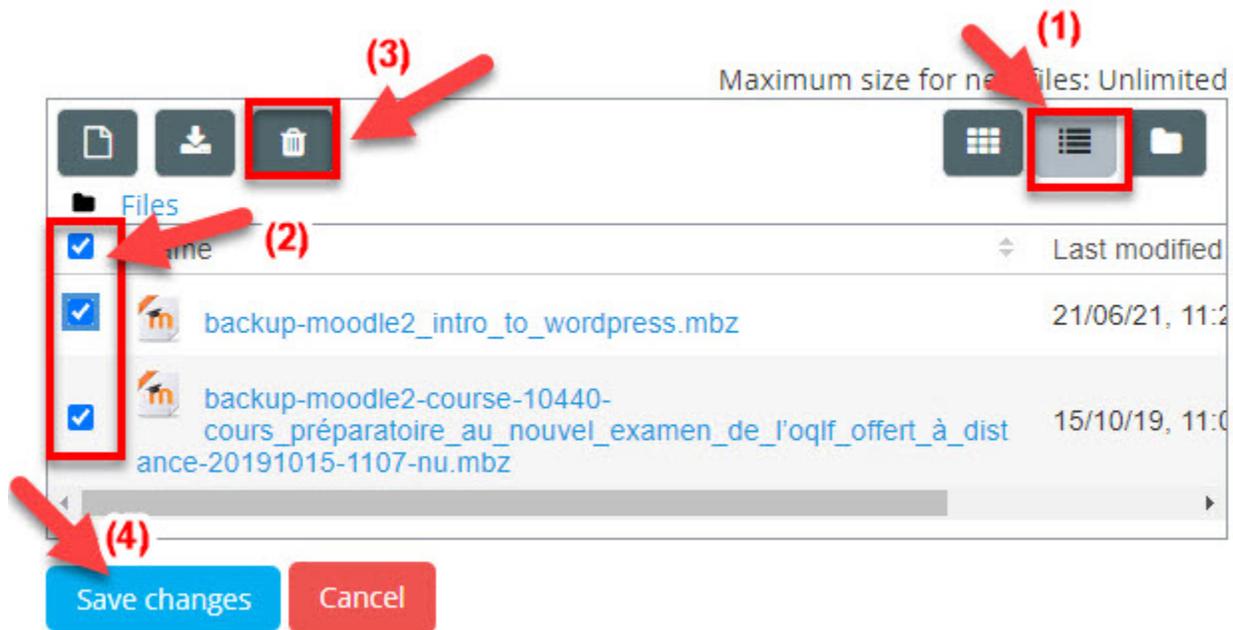


2. Click on “Manage Backup Files” at the bottom of the User Private Backup Area:



3. Now follow the steps below, following the sequence of numbers:

1. Select to list the files
2. Click on the checkbox to select all files
3. Click on the Delete button
4. Click on Save Changes



## Questions

If you have any questions, send an email to **Rafael Scapin**: [rscapin@dawsoncollege.qc.ca](mailto:rscapin@dawsoncollege.qc.ca) or **Cameron Campbell**: [ccampbell@dawsoncollege.qc.ca](mailto:ccampbell@dawsoncollege.qc.ca)