

How do I backup a course and save it to my computer?

If you want to preserve the student information of a Moodle course so that you may access it in the future, or have a class that is only taught every other year, then you will need to make a backup of your course and save it to your computer.

1. Go to the **Administration Panel** on the left and select **Backup**.
2. You can leave all the options on the settings page checked. Scroll to the bottom and click **Continue**.
3. The backup is at the first stage of processing. When it is ready, you will be able to scroll down to the bottom and select **Continue**. A new page will tell you that the backup has been completed successfully.
4. Now you are on the second stage of processing the backup. Scroll down to the bottom and click **Continue** again.
5. Here you will see your newly created backup, which is located in your file directory in a folder called **Backupdata**. Click on the name of the backup file - NOTE: there may be multiple backups. Be sure to click on the one you've just created by checking the date to the right of the name.
6. A new window will open upon clicking the name of the backup. When the download window opens, choose **Save to disk**, then locate where you want to save the file.

Now your Course has been copied to your computer.

Step-by-Step:

Go to the **Administration Panel** on the left and select **Backup**.



You can leave all the options on the settings page checked (unless you only want to save selected elements). Scroll to the bottom and click **Continue**.

- Lessons
- Quizzes
- Resources
- SCORMs/AICCs
- Surveys
- Wikis
- Workshops
- Books
- User Data

Metacourse: Yes
Users: Course
Logs: No
User Files: Yes
Course files: Yes

The backup is at the first stage of processing. When it is ready, you will be able to scroll down to the bottom and select **Continue**. A new page will tell you that the backup has been completed successfully.

Backup completed successfully

A new window opens. Scroll down to the bottom and click **Continue** again. Here you will see your newly created backup, which is located in your file directory in a folder called **Backupdata**. Click on the name of the backup file. If there are multiple files, be sure to click on the one you've just created by checking the date to the right of the name. When the download window opens, choose **Save to disk**, then locate where you want to save the file.

