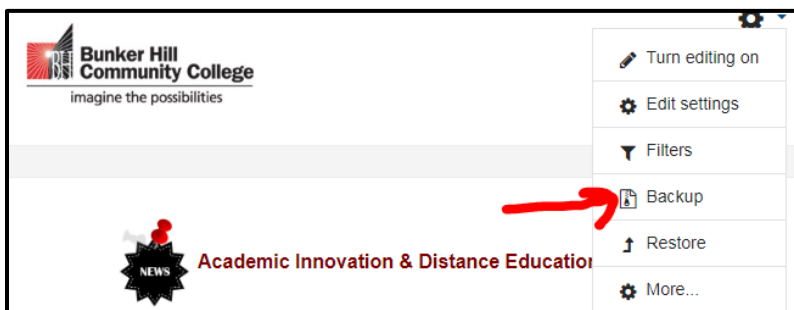


# Academic Innovation and Distance Education

## BACKING UP YOUR MOODLE COURSE: STEP-BY-STEP INSTRUCTIONS

1. Login to Moodle and select the course that you want back up.
2. Click on gearwheel and from the menu, select “Backup”



3. If you want to save *only* course content (without student information), uncheck the box for “Include enrolled users.” If you want to keep your student information (grades, etc.), leave the box checked. Leave all other boxes in their default setting.
4. Scroll to the bottom of the page and click “Next.”
5. In the next screen, you can pick and choose the course content you want to save (by checking and unchecking the boxes).
6. Scroll down, and click on the “Next” button.
7. Scroll down, and click on “Perform backup” Button. Wait.
8. After you see the message “The backup file was successfully created,” click on “Continue.”
9. In the “Restore course” page you shall see “Course backup area” and you can locate the “Filename”, “Time”, “Size”, “Download”, and “Restore.”
10. Click on the word “Download,” and choose “Save File.” Then click the “OK” button. This is a compressed file and will be saved on your computer in your “Downloads” folder.  
*Please do not attempt to open the file: it may corrupt the file contents. This file type should only be opened if you need to restore your course information. Contact AIDE for support.*
11. Move your compressed file to a folder or other external device (e.g. USB drive).