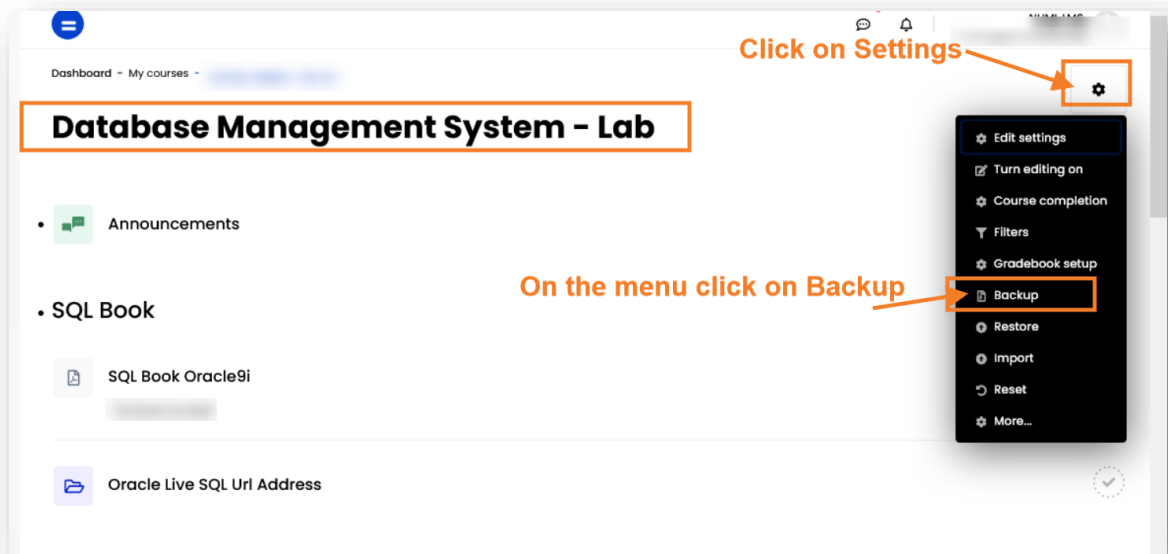# HOW TO BACKUP TEACHING MATERIAL ON LMS

Department of ICT
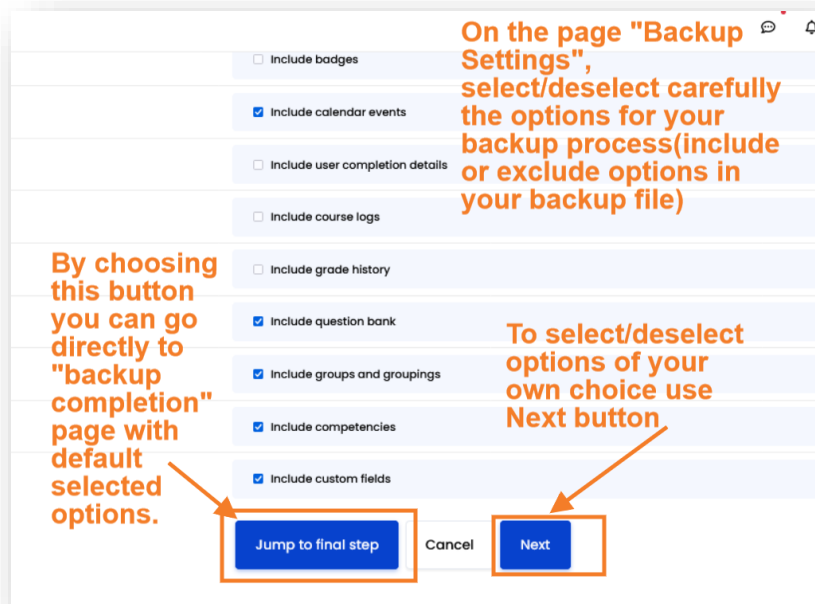
1. Backing up a course

- Go to your Moodle course> Settings icon (to the right of the course title) > Backup.
- Look through the default Initial settings that are checked and check any additional settings that you want to use, then click the Next button

- Uncheck any boxes for items you don't want to include in the backup, such as empty weeks or topics, then click the Next button.

- You can change the name of default backup file name of your own choice, but be careful while changing the name do not change File Extension ".mbz"

Backup course: ___-M

1. Initial settings → 2. Schema settings

Filename

Filename ⚠ | backup-moodle2-course-7736-___.mbz

You can change Backup File name of your own choice

Do not change the File Extension ".mbz"

Backup settings

IMS Common Cartridge 1.1 ✗

Include enrolled users ✗ 🔒

- Confirmation and review - Review your Initial settings items, check that everything is as required, then click Perform Backup.

Final Lab Assessment Activities ✓

User data ✗ 🔒

Final Lab Assessment ✓

- ✗ 🔒

To start your backup process press this button.

Previous | Cancel | Perform backup

There are required fields in this form marked ⚠ .

- Depending on the size of your course, the progress bar may take a few minutes to complete your backup.

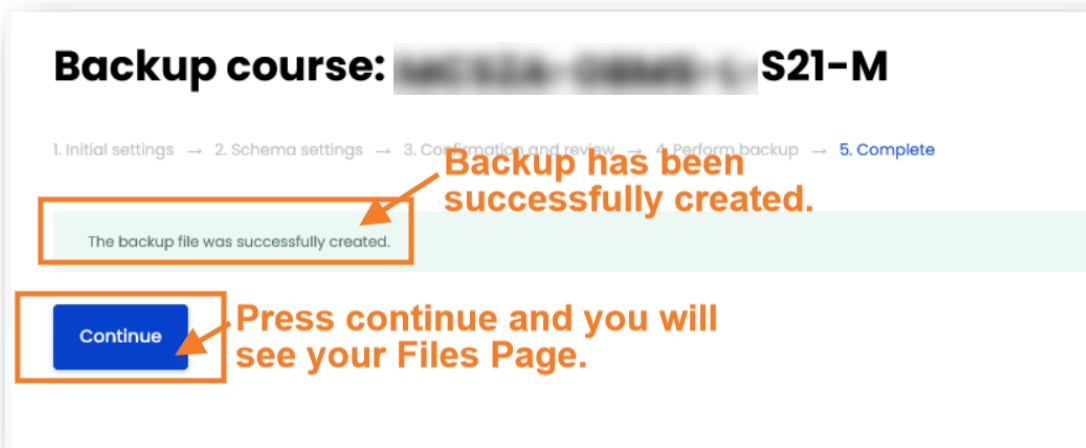Dashboard - My courses - MCS2A-DBMS-L-S21-M - Backup

Backup course: M___-S21-M

This bar shows your Backup completion progress.

1. Initial settings → 2. Schema settings → 3. Confirmation and review → 4. Perform backup → 5. Complete
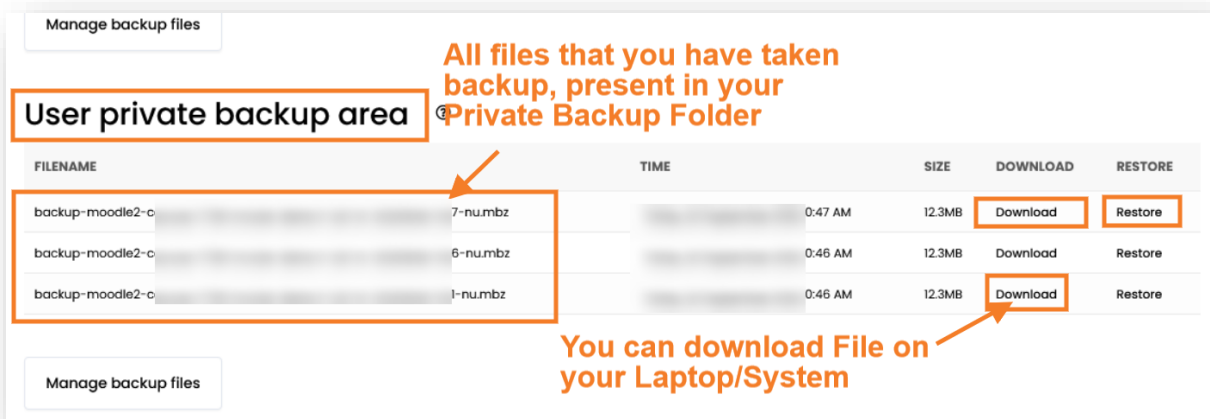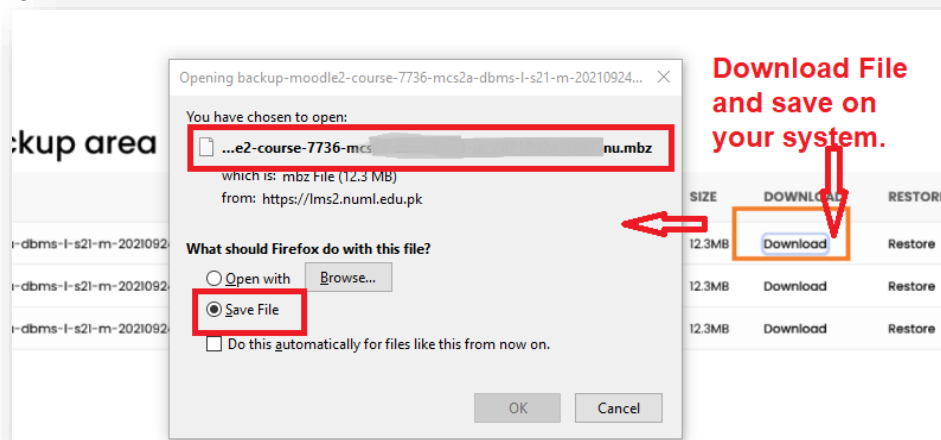
0.17 secs - 82.91%

- The message of successful backup will appear and then Click "Continue."

- The final screen that appears is for managing your backup files. The "Course backup area" section will show the downloadable file for the course for which you just created a backup.

- Click download next to the course backup file and save to your local machine or to your Google Drive.

- Previous backup files that you have created can be found by opening the Gear Menu and clicking the "Restore" option.

2. Restoring a Course Backup File to an Empty Course

The instructions below are for restoring a course using a previously created backup file. To generate a backup file, follow the instructions in Creating A Course Backup File.

A course backup file (.mbz) may be restored into any of your existing course:

- Go to the main page of your course, click on the settings icon to the right of the course title, and then click Restore (if you have an empty course to restore into).
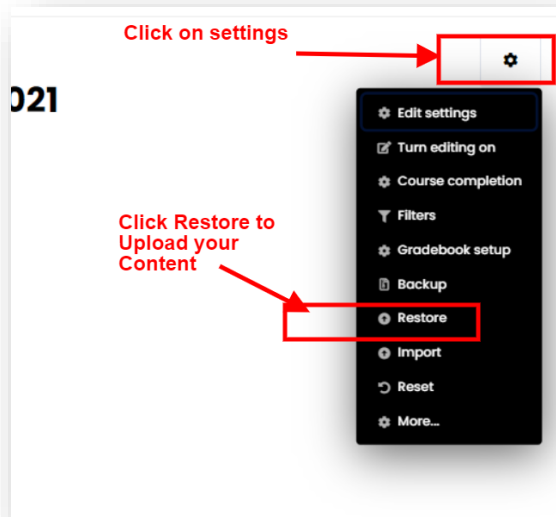
- Upload the backup file by dragging into the Files box, or choose a file in the Course backup area or User private backup area and click Restore
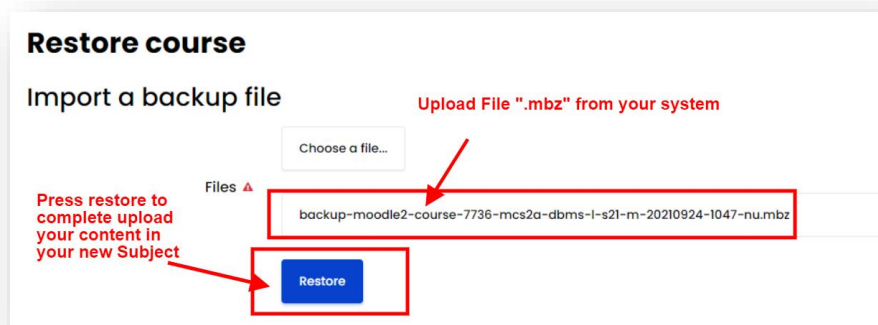
- Confirm - Check that everything is as required then click the Continue button
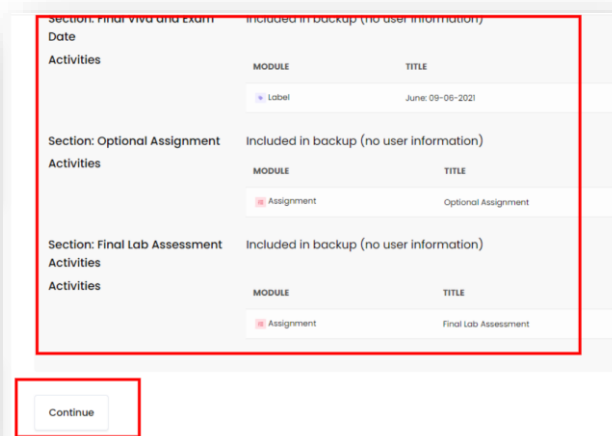
- Destination - Choose whether you would like to Restore into existing course, restore into this course, or Restore as a new course. Then click the Continue button at the bottom of the section you choose. Caution - if you have information in your course that you don't want to overwrite, be sure you don't choose the overwrite option.

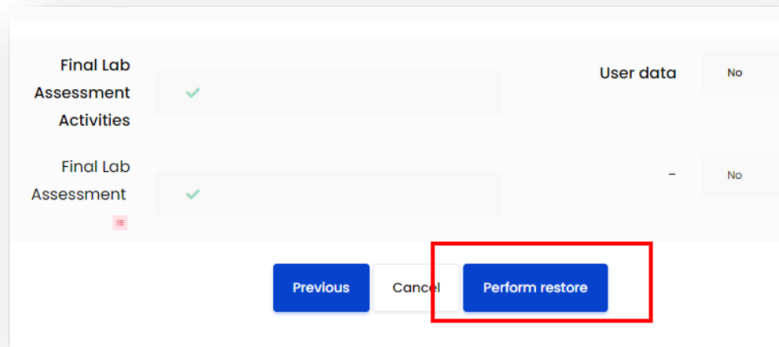- Settings - Select activities, blocks, filters and possibly other items as required then click the Next button

- Schema - Select/deselect specific items and amend the course name, short name and start date if necessary then click the Next button
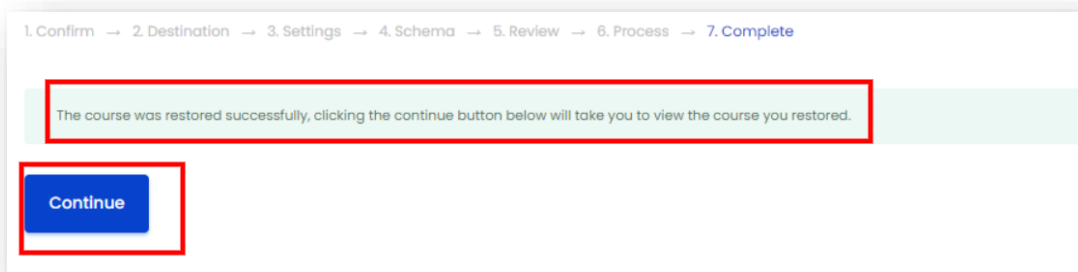
- Review - Check that everything is as required, using the Previous button if necessary, then click the 'Perform restore' button

- Complete - Click the continue button

All content from your previous subject will be present in your new Subject.