

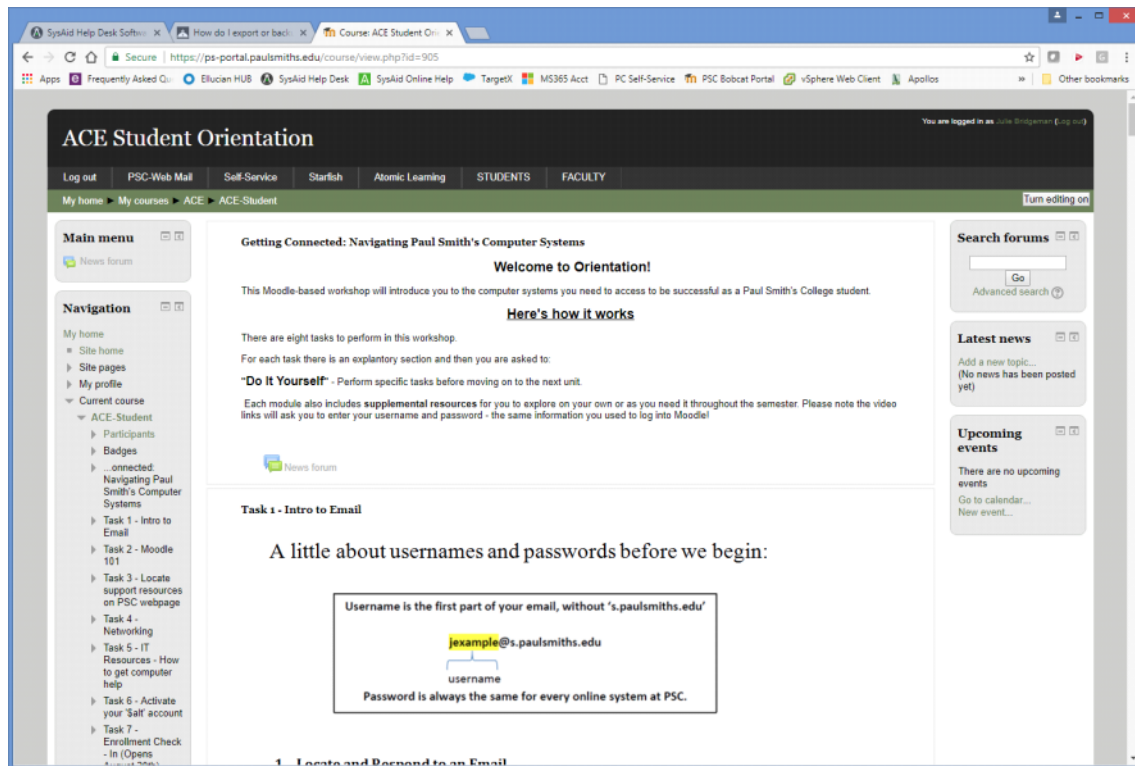
# How to backup and then export a Moodle Course

Thursday, December 14, 2017 2:11 PM

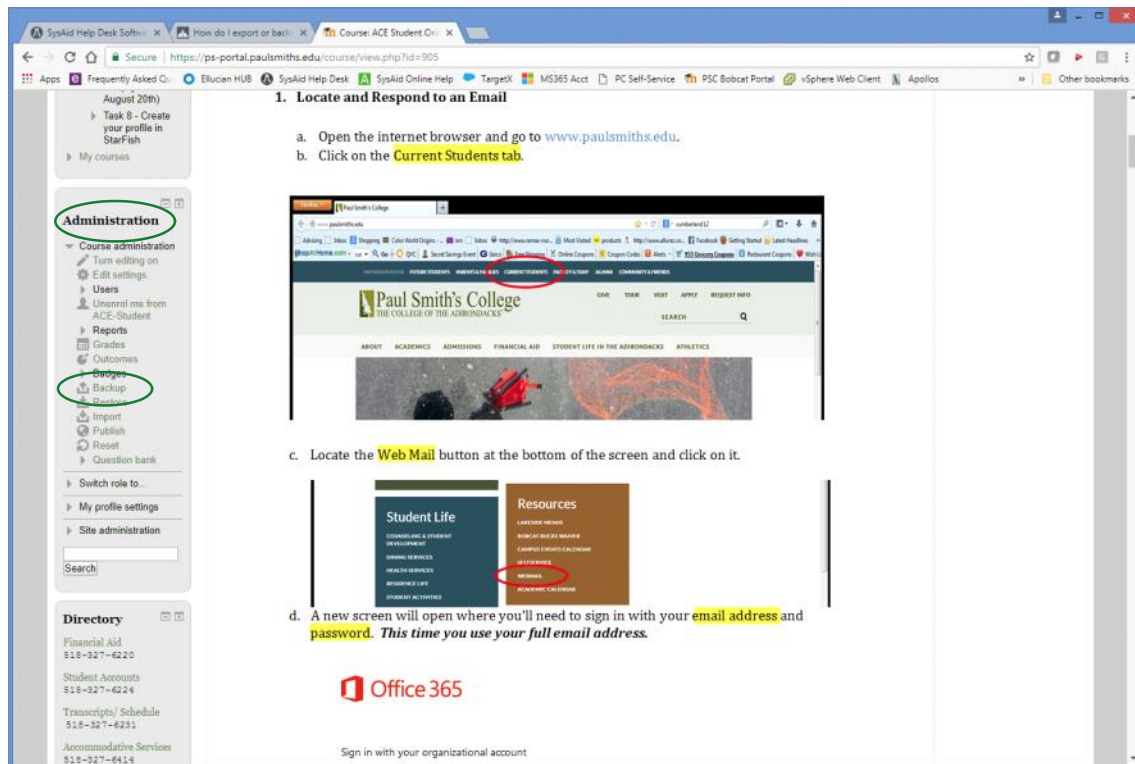
Completed by Julie Bridgeman

Moodle has a backup feature that stores all (or selected parts) of a course to a compressed .mbz file that can be saved for future use or copied into to a different system. I.e.: Canvas

To generate the backup, log into Moodle, go to the course you want to backup, (For this example, we will be using the course called: "ACE Student Orientation")

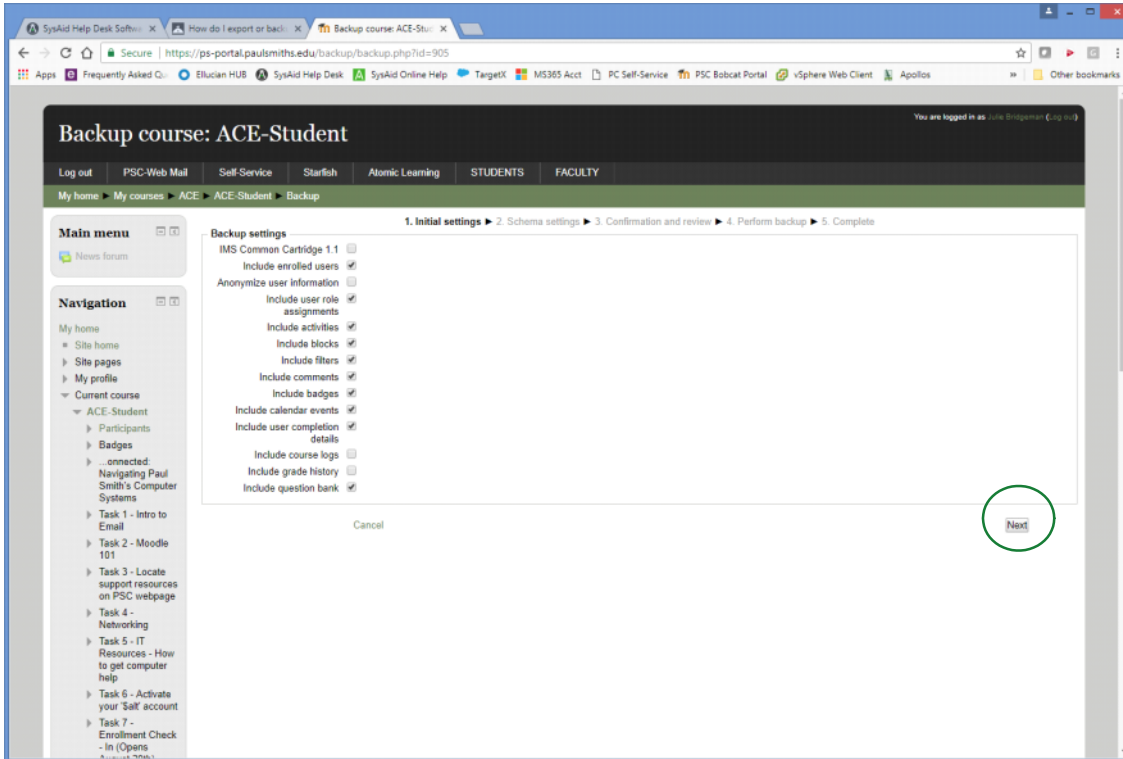


Scroll down till you see on the left hand side under Administration, then click on "Backup"



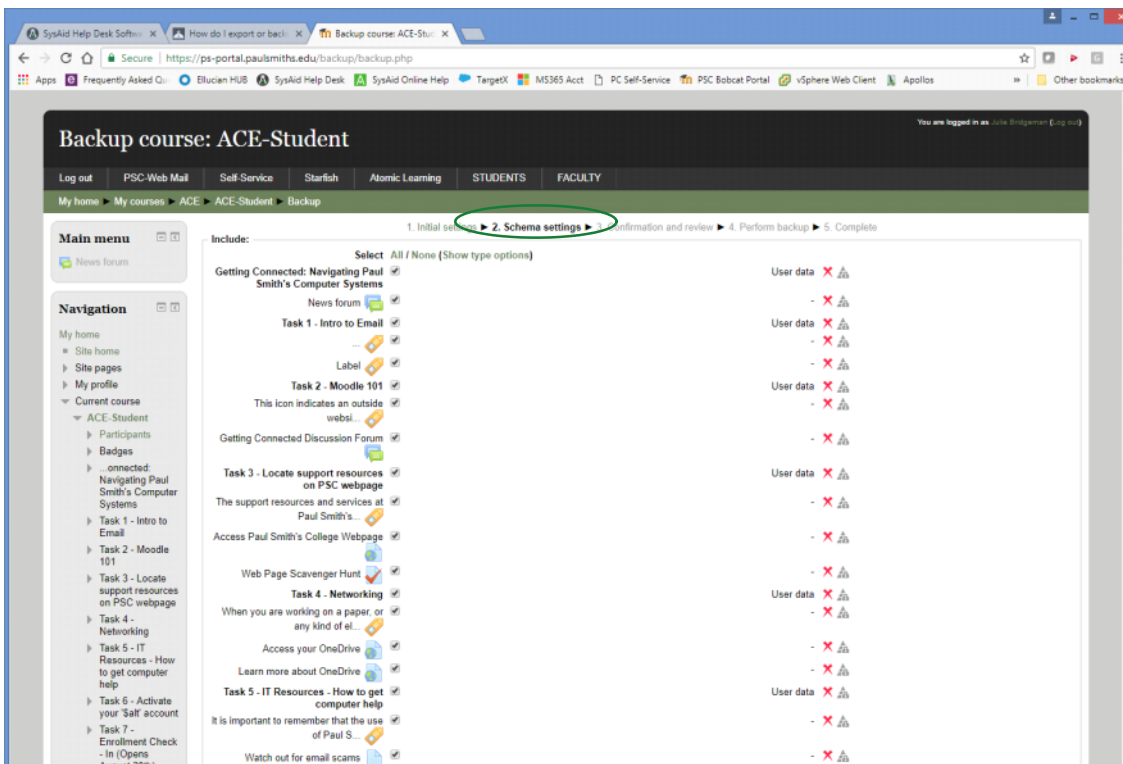
The backup process will guide you through what information and which activities you want to backup.

Click "Next".

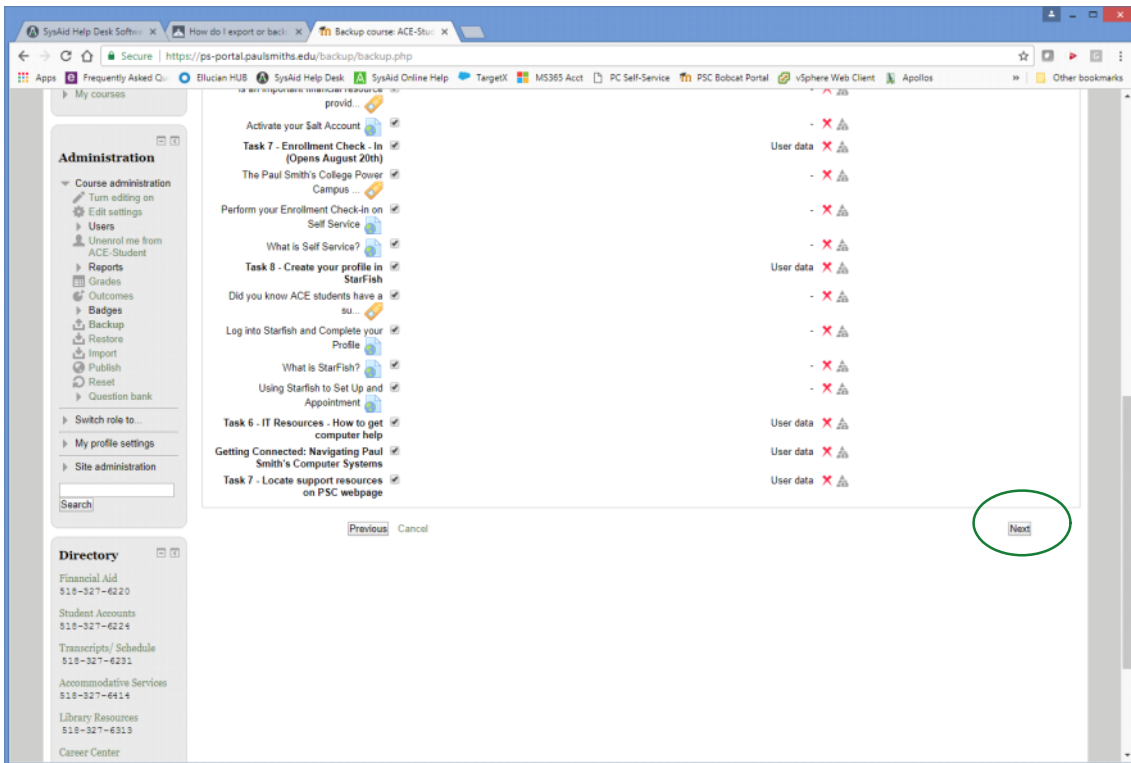


You can select whether to back up student information or not in the second step labeled 2. Scheme settings.

There will be two columns of checkboxes corresponding to each item in the Moodle course. The left column selects whether that item will be included in the backup. The right checkbox indicates whether student information for that activity will be included. If you want to archive any student assignment submissions, forum posts, etc., leave all the right side checkboxes selected. If you do not need any student information, deselect all the boxes with the control at the top of the right column.

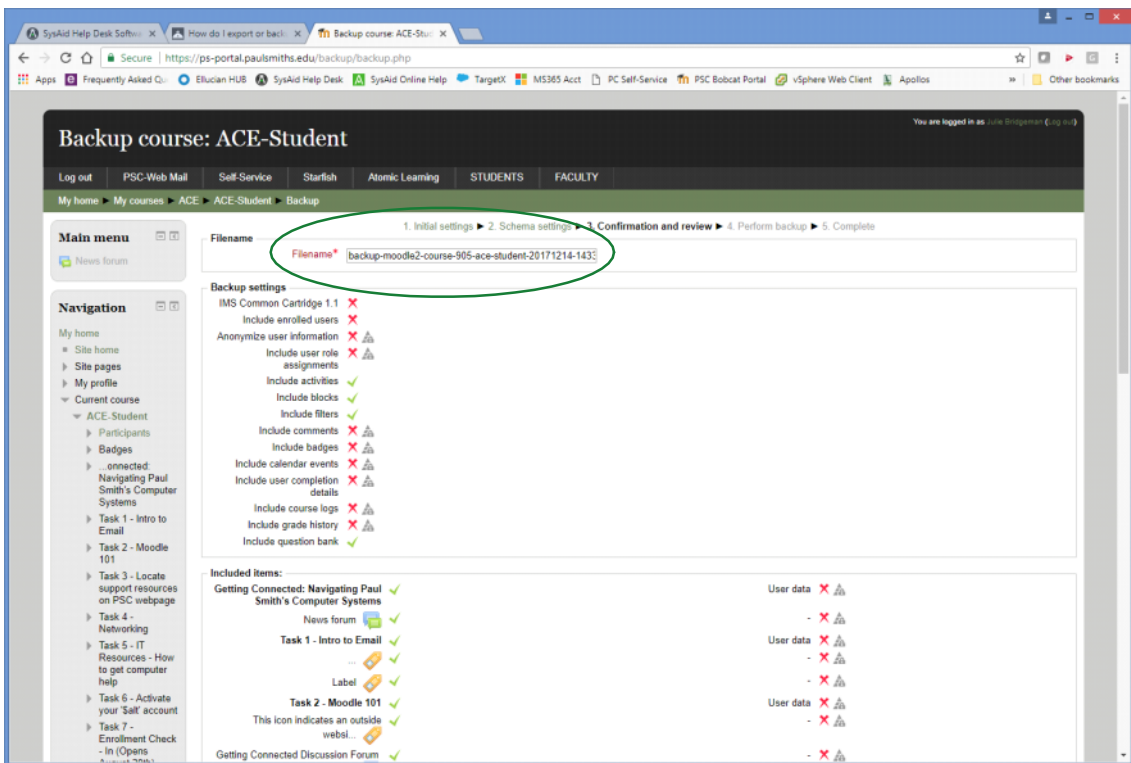


Then scroll all the way to the bottom to click on "Next"

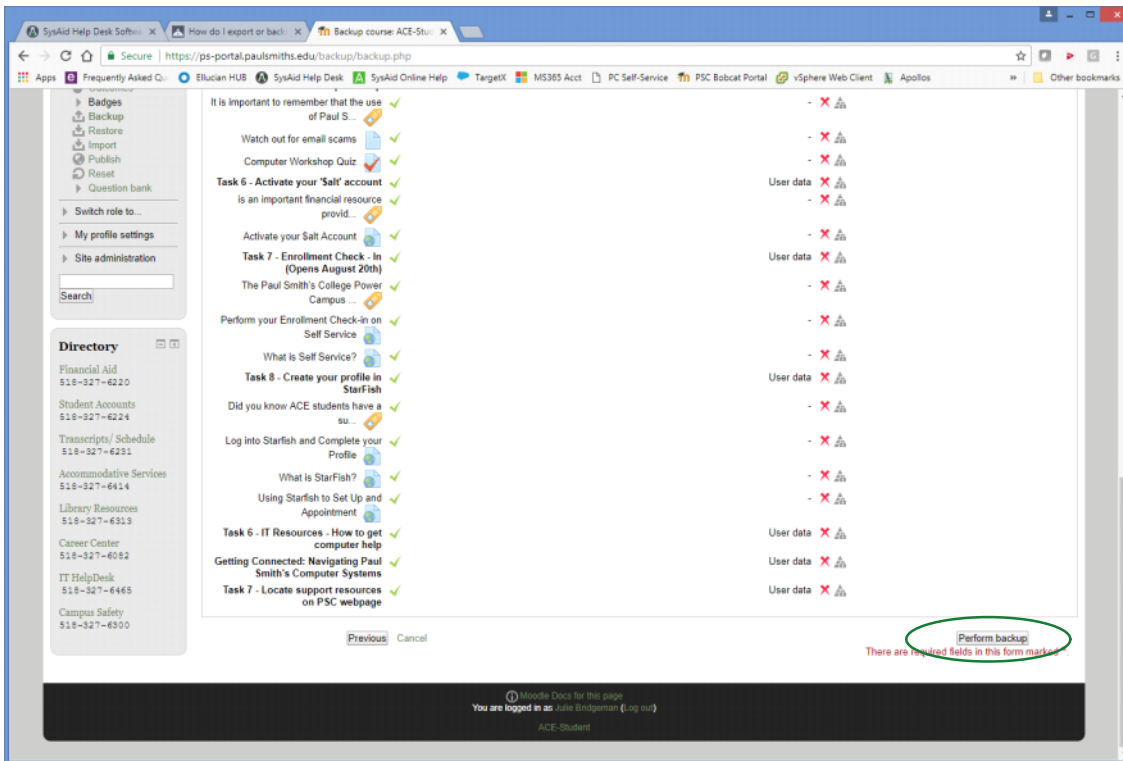


In the #3 Confirmation and review window you will see the Filename.

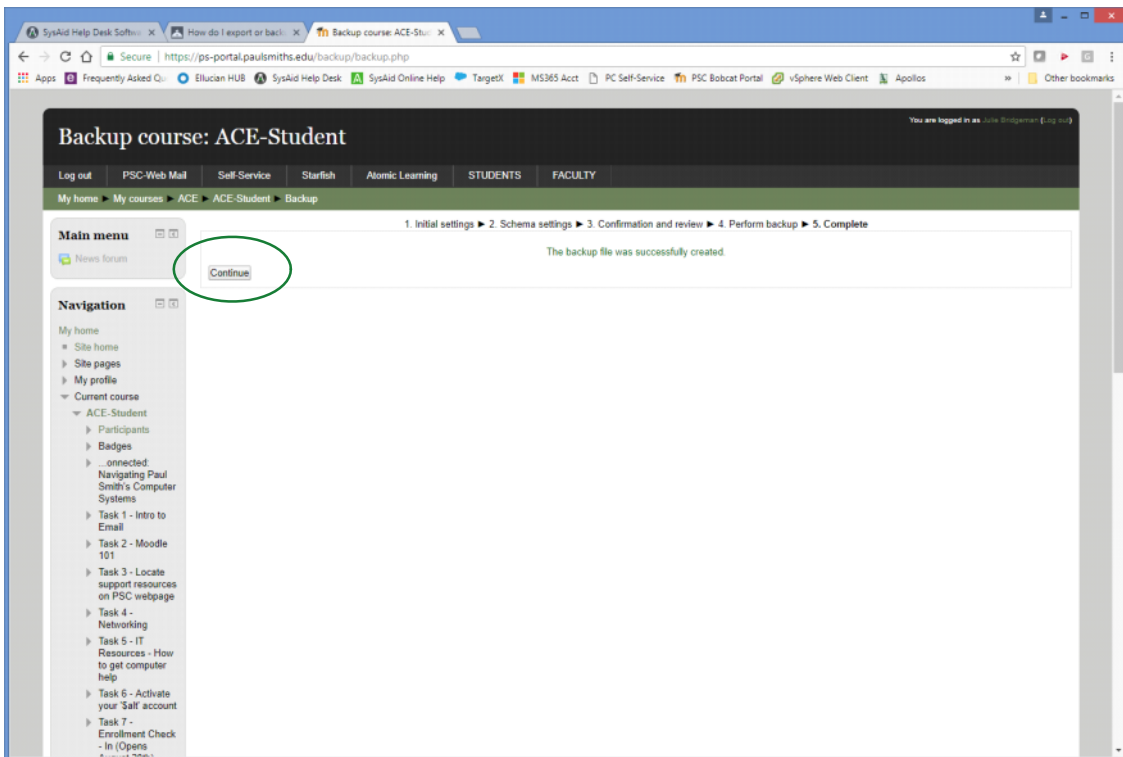
In this example it is called: **backup-moodle2-course-905-ace-student-20171214-1433-nu.mbz**



Now scroll down to the bottom of this window, and click on "Perform backup"

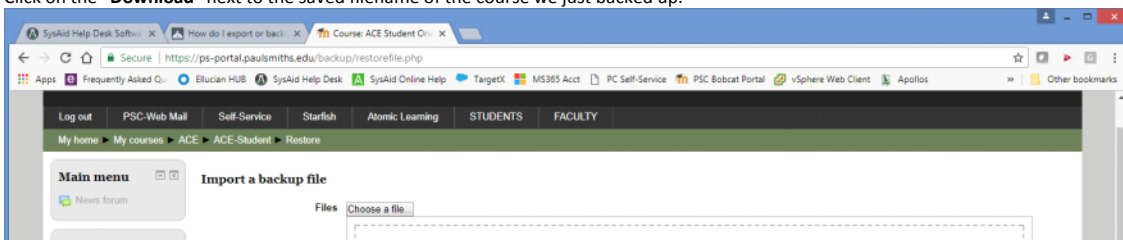


Then it will show you that this backup file was successfully created.



Then click on "Continue"

When the process completes, you will see a list of the backup files generated for this course and can download the file(s). Click on the "Download" next to the saved filename of the course we just backed up.



**Import a backup file**

Files [Choose a file](#)

You can drag and drop files here to add them.

[Restore](#)

**Course backup area** ⓘ

Filename	Time	Size	Download	Restore
<a href="#">Manage backup files</a>				

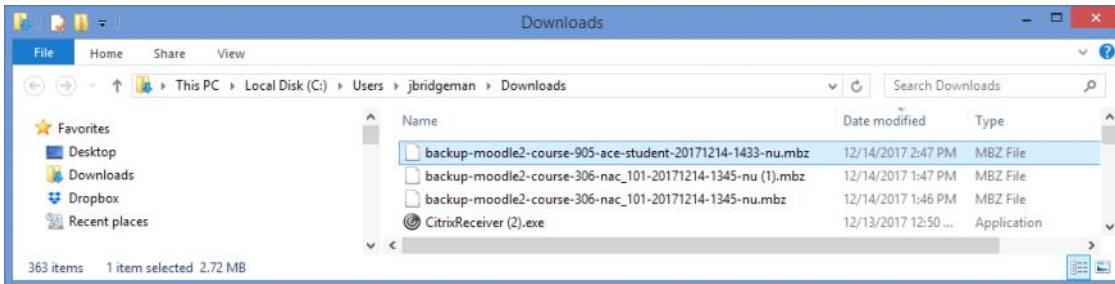
**User private backup area** ⓘ

Filename	Time	Size	Download	Restore
backup-moodle2-course-905-ace-student-20171214-1433-nu.mbz	Thursday, 14 December 2017, 2:42 PM	2.7MB	<a href="#">Download</a>	<a href="#">Restore</a>
backup-moodle2-course-306-nac_101-20171214-1345-nu.mbz	Thursday, 14 December 2017, 1:45 PM	1.5MB	<a href="#">Download</a>	<a href="#">Restore</a>
backup-moodle2-course-306-nac_101-20171213-0946-nu.mbz	Wednesday, 13 December 2017, 9:47 AM	1.5MB	<a href="#">Download</a>	<a href="#">Restore</a>
<a href="#">Manage backup files</a>				

**Automated backups** ⓘ

Filename	Time	Size	Download	Restore
<a href="#">Manage backup files</a>				

You will then see at the bottom of your web browser the downloaded file. Click on the dropdown arrow to pick "show in folder"



It will be downloaded into your local C:\Users\username\Downloads folder to then be uploaded into Canvas.