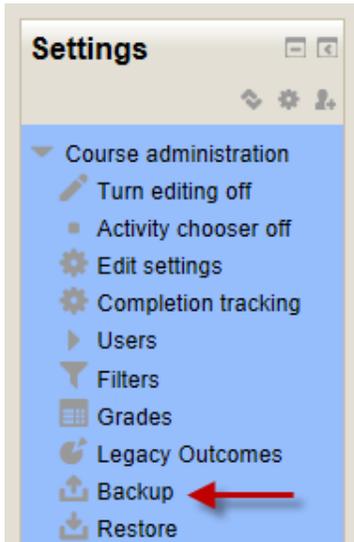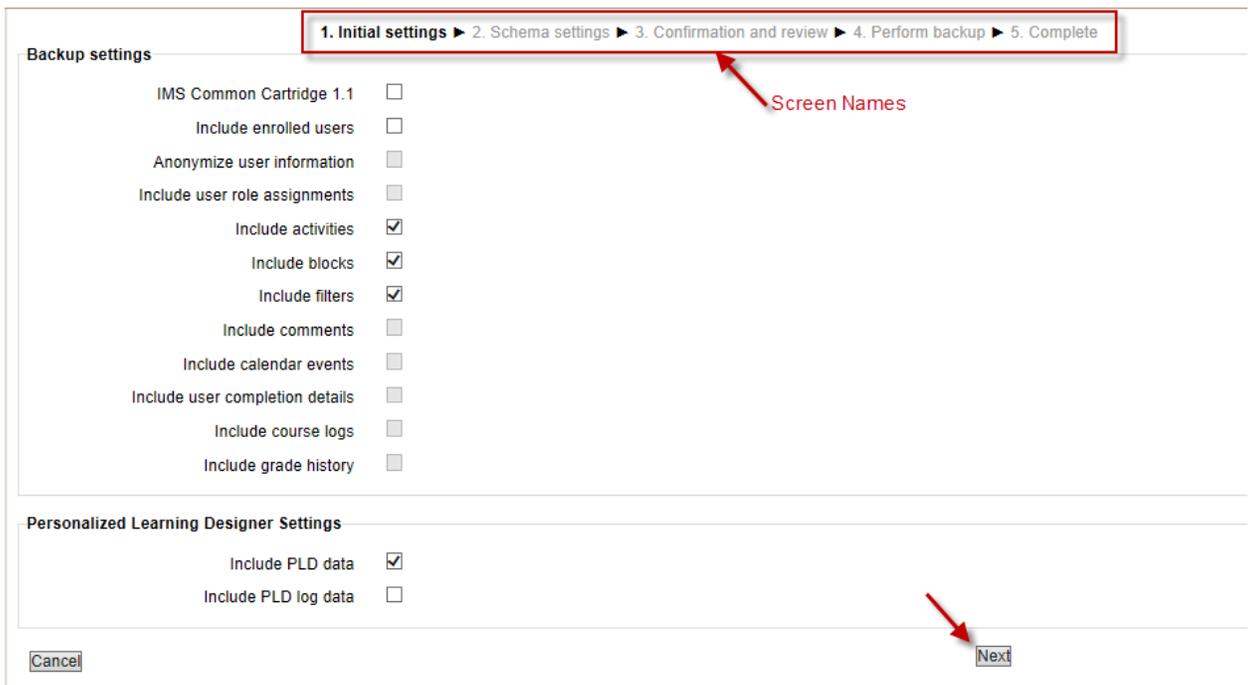# How to Backup, Save, and Restore Moodle Courses and Clean up User Private Backup Area

Backing up a Moodle Course

1. Login to http://online.spcc.edu
2. Select the course in which you would like to backup
3. In the *Settings* block, under *Course Administration*, click *Backup*

4. On the *Initial setting* screen, scroll down, and click the *Next* button

5. On the *Schema settings* Screen, scroll down, and click the *Next* button, again

6. On the *Confirmation and review* screen, scroll down, and click *Perform backup*

   At this point, please be patient. It takes varying amounts of time, depending on the size of the course. You will eventually get the screen below

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

   The backup file was successfully created.

   Continue

7. Click *Continue.* Your file will be listed in your "User private backup area"
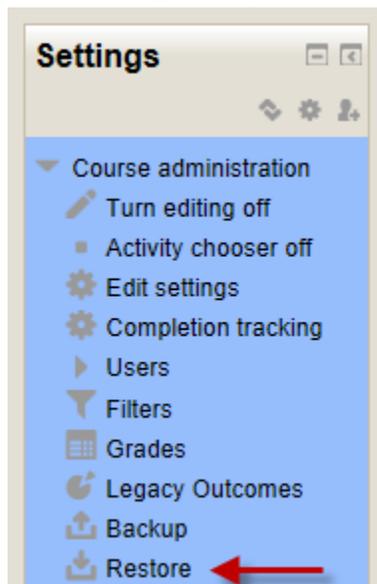
   User private backup area ⓘ

Filename	Time	Size	Download	Restore
backup-moodle2-course-5630-ngivens_(practice_shell)-20130814-2245-nu.mbz	Wednesday, August 14, 2013, 10:46 PM	31.2KB	Download	Restore

Saving a Moodle Course

8. Verify the Filename and Date/Time, and click *Download* (it is recommended to do this at the end of each semester)

9. Click *Save As* in the popup window at the bottom of the screen, and save in desired location

   NOTE: This step may vary depending on the browser (e.g., Internet Explorer, Firefox, Safari)

Restoring a Moodle Course

10. Go into the course in which you want to restore

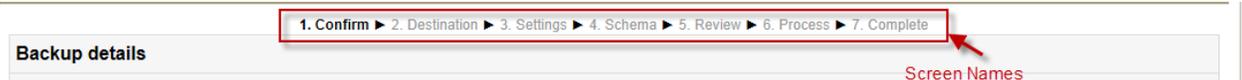11. In the *Settings* block, under *Course Administration*, click *Restore*

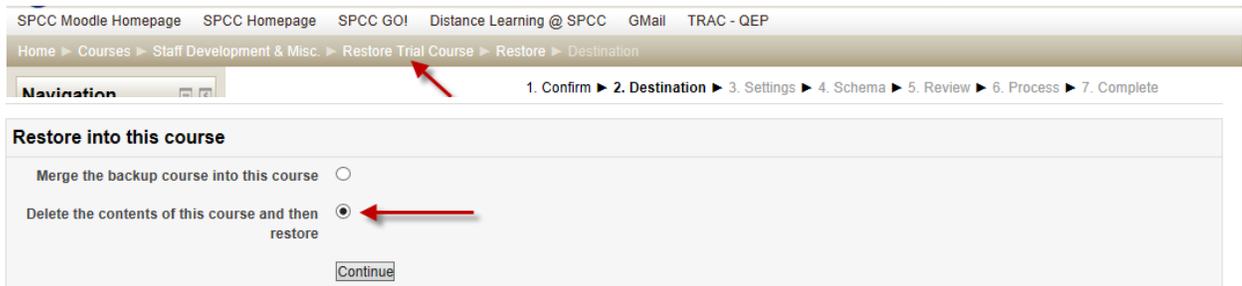12. Click the *Restore* button associated with the desired course in your User private backup area

   User private backup area ⓘ

Filename	Time	Size	Download	Restore
backup-moodle2-course-5630-ngivens_(practice_shell)-20130814-2245-nu.mbz	Wednesday, August 14, 2013, 10:46 PM	31.2KB	Download	Restore

13. On the **Confirm** screen, scroll to the bottom and click **Continue**

14. On the **Destination** screen, <u>verify that you are in the desired course</u>. Under the **Restore into this course** section, select **Delete the contents of this course and then restore**, then press **Continue**
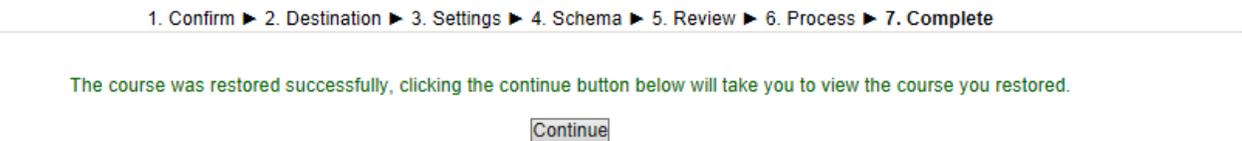

15. On the **Settings** screen, scroll down and click **Next**
16. On the **Schema** screen, scroll down and click **Next**
17. On the **Review** screen, scroll down and click **Perform restore**

    At this point, please be patient. It takes varying amounts of time, depending on the size of the course. You will eventually get the screen below

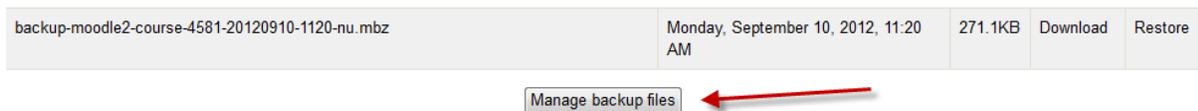18. Click **Continue**, and you will see your restored course

Clean up User Private Backup Area

In order to save space on the Moodle server, please periodically clean up your "User private backup area"
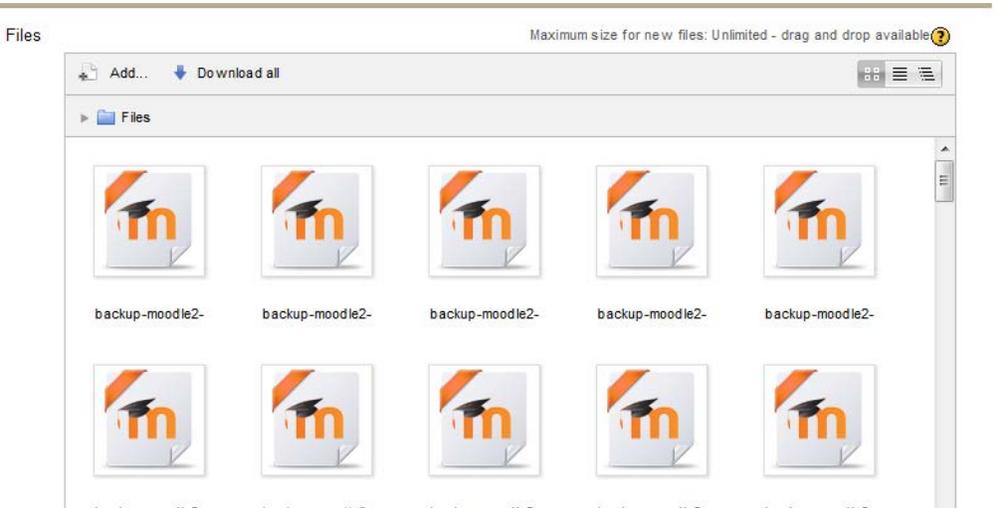
19. Login to one of your Moodle courses
20. In the **Settings** block, under **Course Administration**, click **Restore or Backup**
21. Click the **Manage backup files** button located under at the end of your User private backup area files
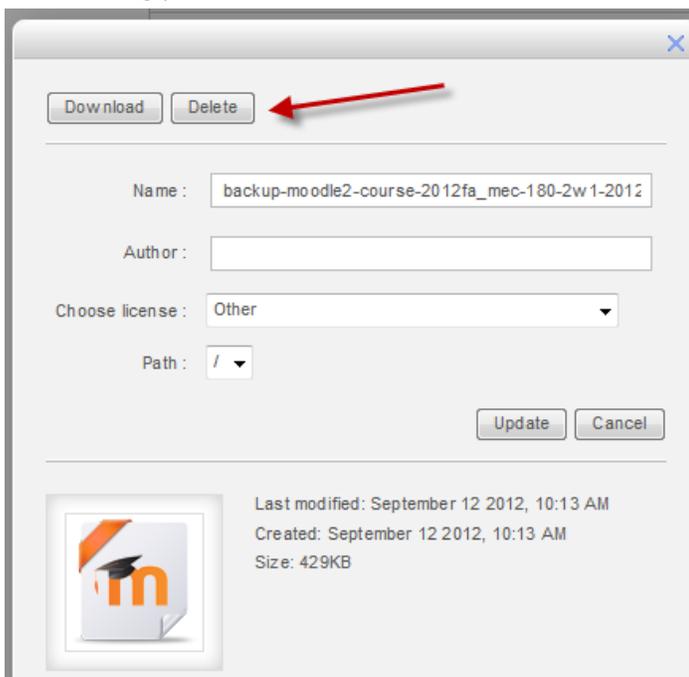
22. Your screen will look as follows

23. If you click the small list view box in the upper right-hand corner, it will organize the files so that you can see all of their names.

24. You may then either right or left click on any file that you no longer need, which will give you a box allowing you to delete the file. See below:

25. Please delete anything you no longer need in order to save space.