

Create, Restore, Download, Upload, and Delete Moodle Backups

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Create a Backup

Here you will create a backup of the current course to save for future use or in case of data loss.

1. Open a browser window such as Internet Explorer or Firefox.
2. Navigate to <https://moodle.hocking.edu> and enter your credentials and click "Login".



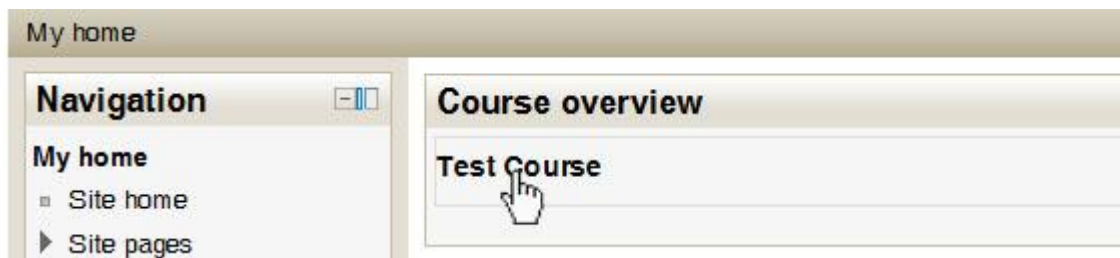
Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ?

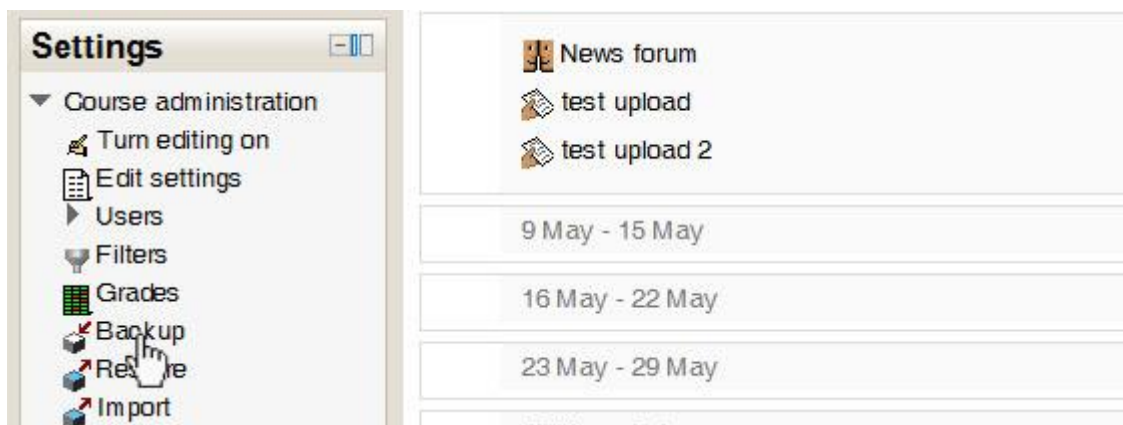
Username

Password

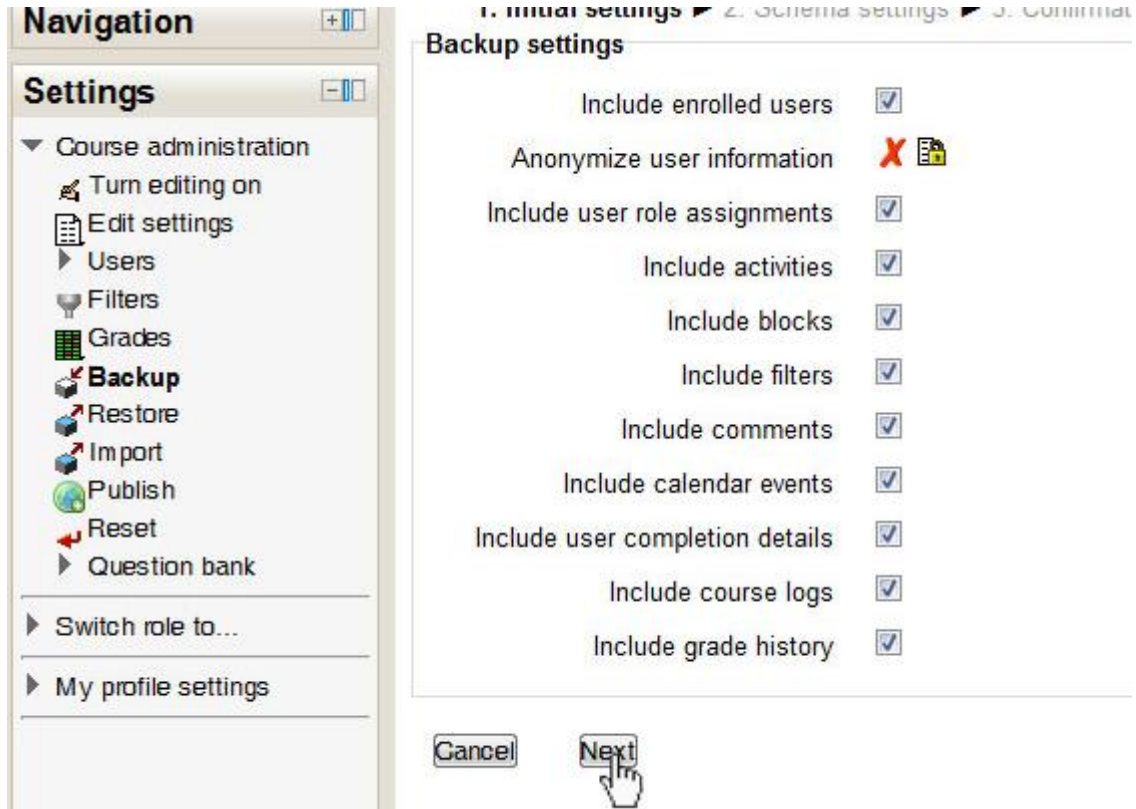
3. Click on the name of the course that you want to backup.



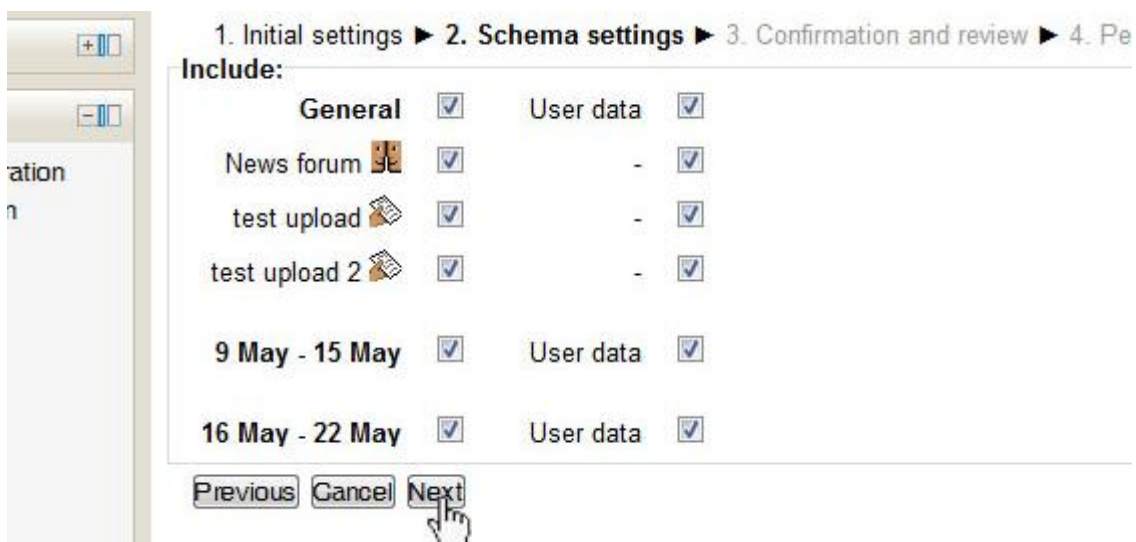
4. On the left panel under "Settings" and "Course Administration" click on "Backup".



5. Check or Uncheck the items that you would like to backup in the course. NOTE: If you uncheck any options other than “Include activities, Include blocks, or Include filters” you will not backing up user data. One you are satisfied with your selection click “Next”.



6. Check or Uncheck the sections, individual sections, or user data you would like to be backed up and click “Next”.



7. Give your backup a name or leave the default. Review your selected options and once you are satisfied click “Perform Backup”.

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup

Filename

Filename*

Backup settings

Include enrolled users	✓
Anonymize user information	✗
Include user role assignments	✓
Include activities	✓
Include blocks	✓
Include filters	✓
Include comments	✓
Include calendar events	✓
Include user completion details	✓
Include course logs	✓
Include grade history	✓

Included items:

General	✓	User data	✓
News forum	✓	-	✓
test upload	✓	-	✓
test upload 2	✓	-	✓
9 May - 15 May	✓	User data	✓

8. If successfully backed up you will be shown a confirmation screen. Click “Continue” and you will be directed to the “Backup Area” under the “Restore” page for your course. There you can review your backups.

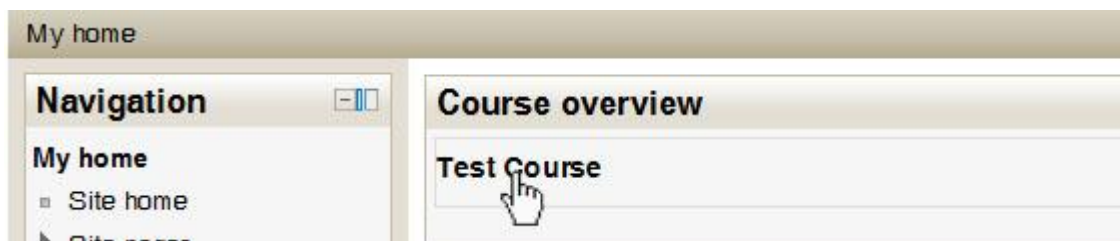
Restore a Backup

The following instructions are for restoring a backup over an empty shell course. If you are unsure of what to choose for options or if you need to restore after the course has started or accidentally erased users/content please contact us at onlinelearning@hocking.edu first to make sure the proper action is taken to fix the course.

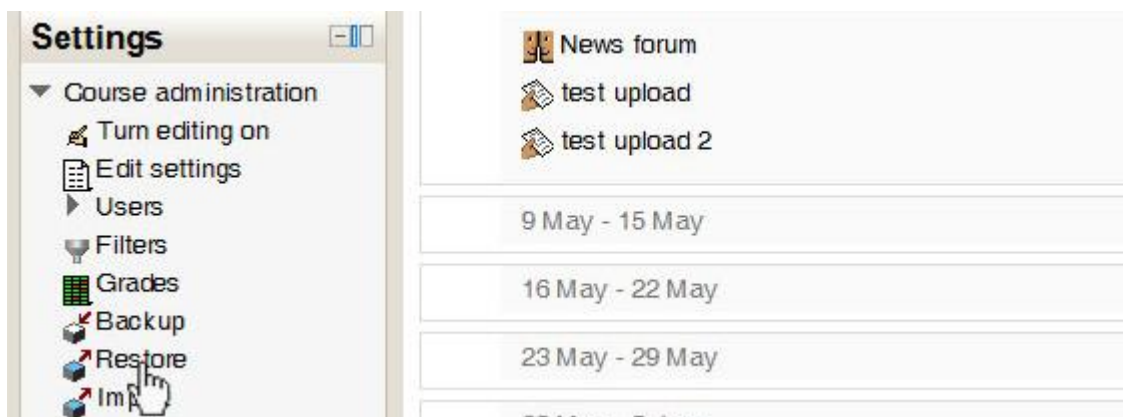
1. Open a browser window such as Internet Explorer or Firefox.
2. Navigate to <https://moodle.hocking.edu> and enter your credentials and click "Login".



3. Click on the name of the course that you want to restore or the course that contains the backup you need to restore to a course.



4. On the left panel under "Settings" and "Course Administration" click on "Restore".



5. Click “Restore” next to the backup file that you would like to restore into your course. If you don’t have the backup visible then you will need to either “Import a backup file” or [upload](#) one to the “course backup” or “user private backup” area. NOTE: If you use a backup that is listed in the “Course backup area” within the course you are performing the restore on, that backup will be deleted when the restore process is completed. So if you need it saved you will need to [download](#) and save it or move it to your “User private backup area” by [uploading](#) it there after you [download](#) it.

Import a backup file

Files

No files attached

Course backup area?

Time	Size	Download	Restore
Wednesday, 12 September 2012, 02:51 PM	36.2KB	Download	Restore
Wednesday, 12 September 2012, 08:39 AM	36.2KB	Download	Restore

User private backup area?

Time	Size	Download	Restore
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6. On the next screen you will view the details of the backup and what all is included within the backup you are trying to restore. When doing viewing click “Continue” at the bottom to go to the next step.
7. On the next screen you will be given the option to “Restore into this course” which is the course you are performing the restore through. Or you can do a “Restore into an existing course” which will take the backup you are restoring and restore it into another course you are teaching. For either option you can choose to merge the backup with the course or remove everything from the course and only use what the backup contains. Merging will only add content and possibly users to the current course and will not remove anything currently within the course as far as content or user data. If you choose to delete the contents all content and user data will be removed and the contents of the backup will replace what is currently within the course. Choose the option and/or course you would like and click on “Continue” in the section you are using.

8. Review the “Restore settings” and check or uncheck the items you would like restore into the course and click “Next” when you are finished. If you uncheck “Include enrolled users” no user data from the backup will be restored to the course.

1. Confirm ► 2. Destination ► 3. **Settings** ► 4. Schema ► 5. Review ► 6. Process ►

Restore settings

Include enrolled users	<input checked="" type="checkbox"/>
Include user role assignments	<input checked="" type="checkbox"/>
Include activities	<input checked="" type="checkbox"/>
Include blocks	<input checked="" type="checkbox"/>
Include filters	<input checked="" type="checkbox"/>
Include comments	<input checked="" type="checkbox"/>
Include calendar events	<input checked="" type="checkbox"/>
Include user completion details	<input checked="" type="checkbox"/>
Include course logs	<input checked="" type="checkbox"/>
Include grade history	<input checked="" type="checkbox"/>

Cancel Next

9. Review the options and check or uncheck the items you would like to restore and choose whether to include the user data from the backup or leave it out. If you would like to keep the current users within the course you are restoring to change the option “Keep current roles and enrolments” to “Yes”. The same goes for groupings. Click “Next” when you are finished.

1. Confirm ► 2. Destination ► 3. Settings ► 4. **Schema** ► 5. Review ► 6. Process ► 7. Con

Course settings

Course name

Course short name

Course startdate 9 May 2012

Keep current roles and enrolments No

Keep current groups and groupings No

Section 0	<input checked="" type="checkbox"/>	User data	Yes
News forum	<input checked="" type="checkbox"/>	User data	Yes
test upload	<input checked="" type="checkbox"/>	User data	Yes

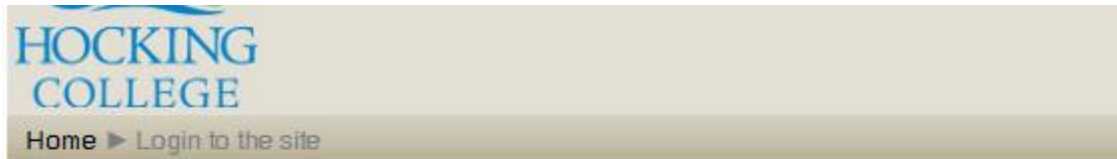
Previous Cancel Next

10. Review the options that you chose and make sure they are what you want. When you are finished reviewing click "Perform restore".
11. The restore process could take some time depending on the amount of content and user data you are restoring to the course. Please do not cancel the process until it finishes because it may corrupt the course you are restoring to. Once completed you will get a success screen. Click "Continue" and you will be taken to the course you restored.

Download a Backup

Here you are able to download and save a backup on your local machine or flash drive for future use.

1. Open a browser window such as Internet Explorer or Firefox.
2. Navigate to <https://moodle.hocking.edu> and enter your credentials and click "Login".



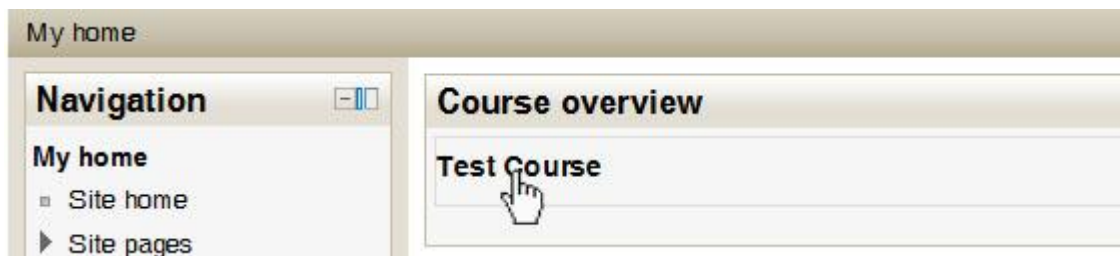
Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser)?

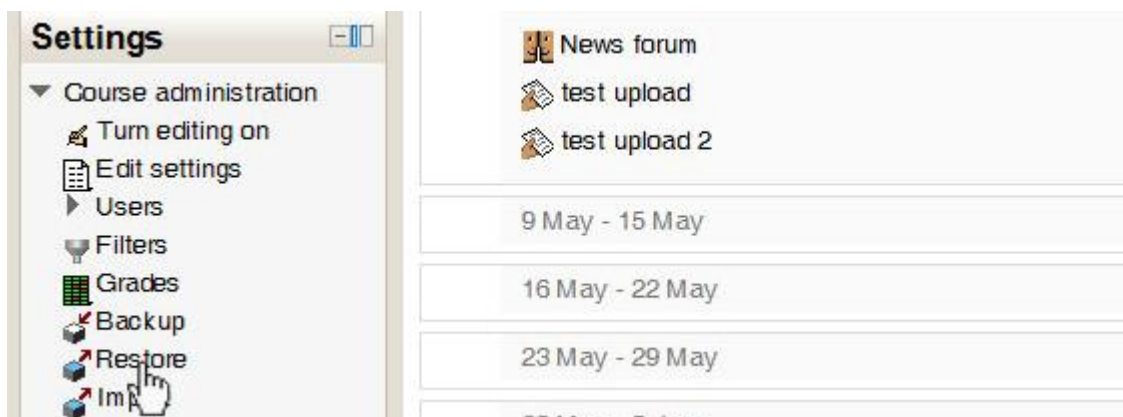
Username

Password

3. Click on the name of the course that you want to download a backup from.



4. On the left panel under "Settings" and "Course Administration" click on "Restore".



5. Here will see any available backups for you to download. Click “Download” next to the backup you would like to download and save. Save it to your local machine where you would like it saved.

Course backup area ?

Filename	Time	Size	Download	Re
Mybackup.mbz	Wednesday, 12 September 2012, 08:39 AM	36.2KB	Download	Res

[Manage backup files](#)

User private backup area ?

Filename	Time	Size	Download
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[Manage backup files](#)

6. If you have multiple backups you would like to download at one time click on “Manage backup files” under the area that contains the backups.

Course backup area ?

Filename	Time	Size	Dow
Mybackup2.mbz	Wednesday, 12 September 2012, 02:51 PM	36.2KB	Down
Mybackup.mbz	Wednesday, 12 September 2012, 08:39 AM	36.2KB	Down

[Manage backup files](#)

User private backup area ?

Filename	Time	Size	Download
----------	------	------	----------

[Manage backup files](#)

7. Click the “Download all” button. Moodle will then create a “ZIP” file that contains all the backups that you can save to your local machine. You will need to “Unzip” the file to get to the individual backups when needed.

Upload a Backup

Here you can upload a backup to a course or private area for restoring content or users.

1. Open a browser window such as Internet Explorer or Firefox.
2. Navigate to <https://moodle.hocking.edu> and enter your credentials and click "Login".



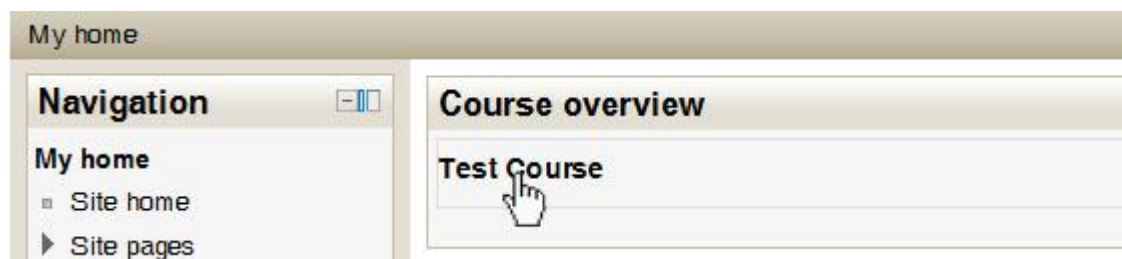
Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser)?

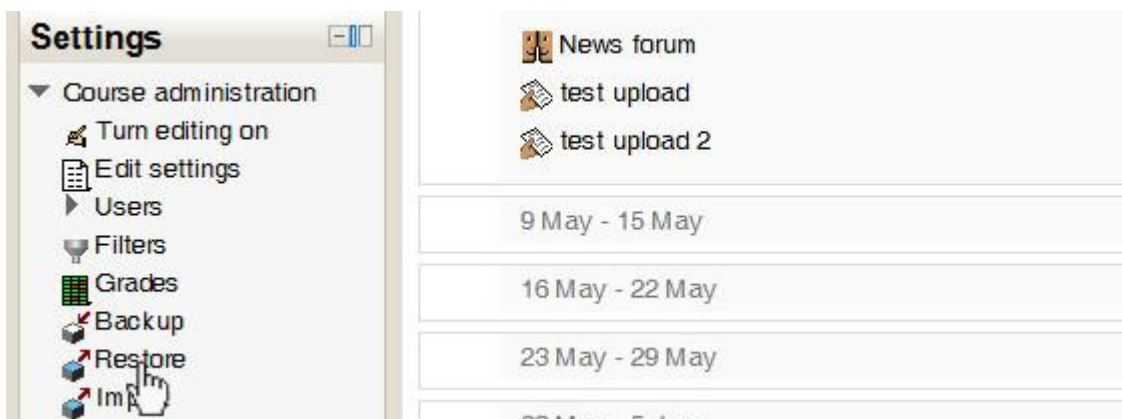
Username

Password

3. Click on the name of the course that you want to upload a backup to.



4. On the left panel under "Settings" and "Course Administration" click on "Restore".



5. On the restore page you will see any backups you have within the course and in your user private area. Click on “Manage backup files” under the section where you want to upload the backup to. See the FAQ [here](#) to see the difference in the “Course backup” and “User private backup” areas.

Course backup area?

Filename	Time	Size	Download
Mybackup.mbz	Wednesday, 12 September 2012, 08:39 AM	36.2KB	Download

Manage backup files

User private backup area?

Filename	Time	Size	Download
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Manage backup files

6. Click the “Add” button and you will be shown a window where you will be able to upload a backup you have saved in an external location or in your Moodle private files.

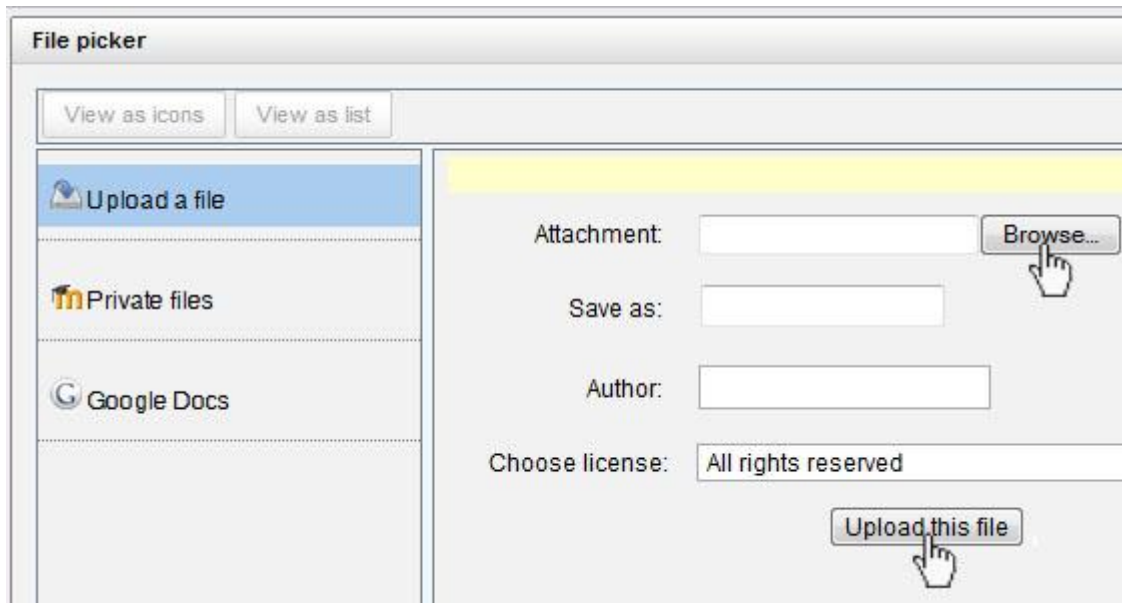
Files Path: Files

Add... Download all Maximum size for new files: 100MB

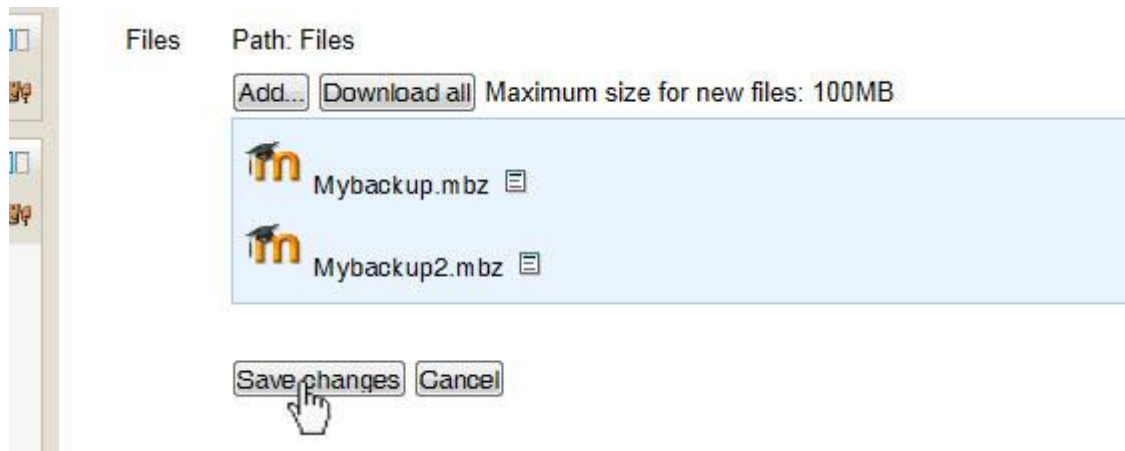
 Mybackup.mbz

Save changes Cancel

- For our example you will choose "Upload a file". Click the "Browse" button and find the file within your local machine file directory. After you have chosen your file you can either leave the "Save as" field empty and it will keep it as the name of the file you are uploading or you can enter what you want the file to be named. Click "Upload this file". The file will then be added to the backup list.



- Once the file is added to the backup list you must click "Save changes". If you don't click "Save changes" the backup will not be saved and will not show up on your list when the page is refreshed.

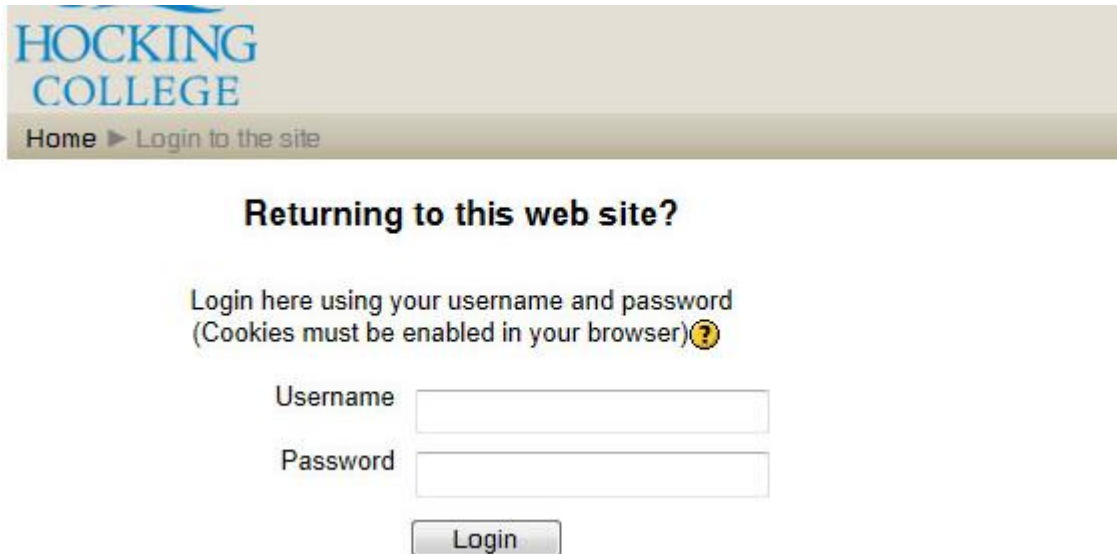


- You will be redirected back to the restore page and your backup will show up.

Delete a Backup

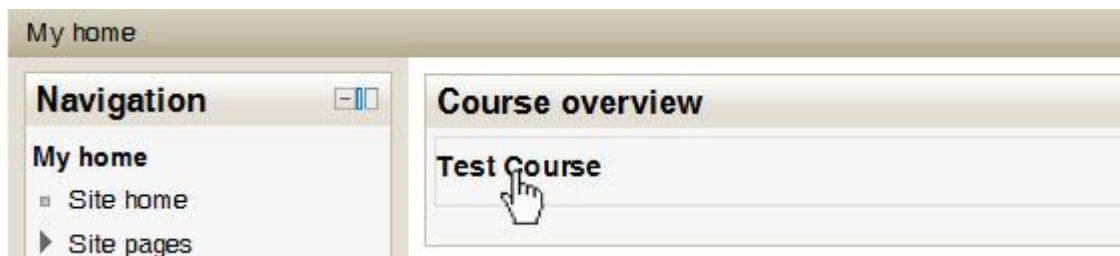
Here you can remove a Backup that you no longer need.

1. Open a browser window such as Internet Explorer or Firefox.
2. Navigate to <https://moodle.hocking.edu> and enter your credentials and click "Login".

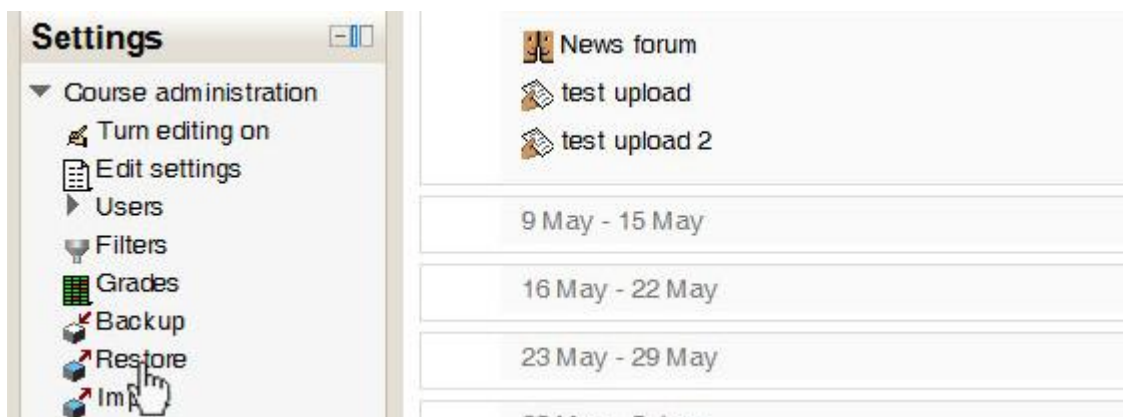


The screenshot shows the Moodle login interface for Hocking College. At the top is the Hocking College logo and a navigation bar with "Home" and "Login to the site". Below this is a heading "Returning to this web site?". A message states: "Login here using your username and password (Cookies must be enabled in your browser) ?". There are two input fields: "Username" and "Password". Below the fields is a "Login" button.

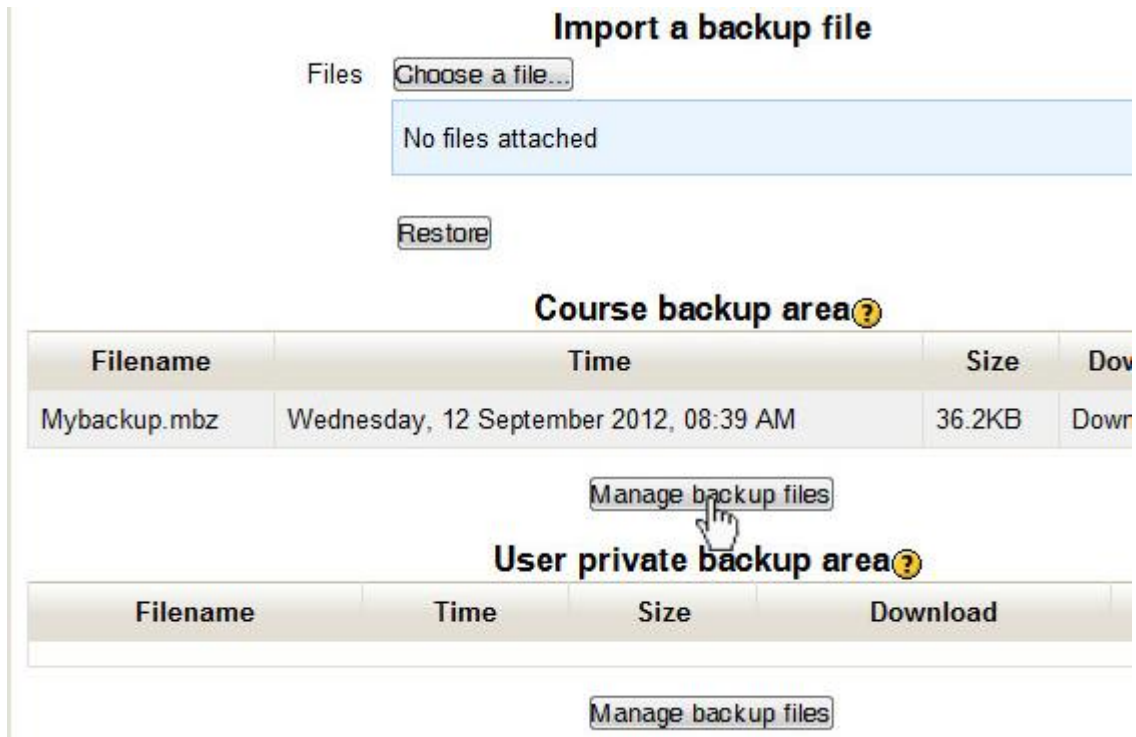
3. Click on the name of the course that you want to delete a backup from.



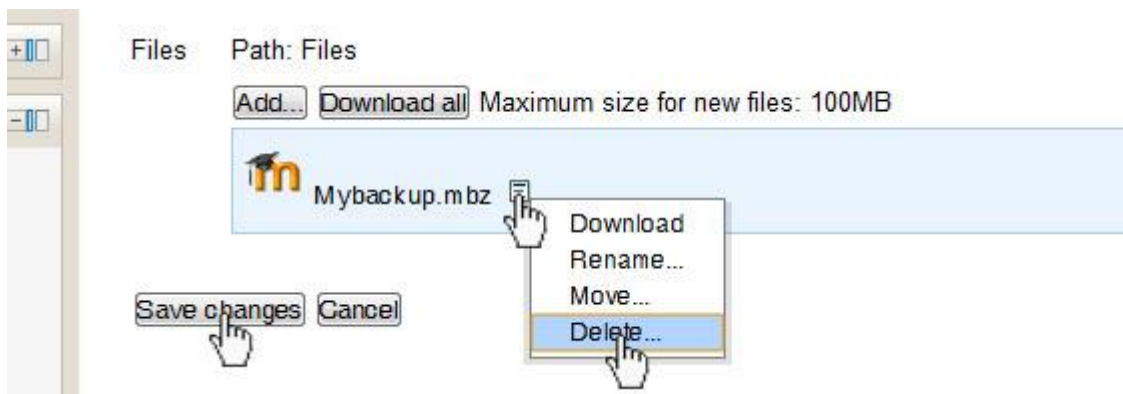
4. On the left panel under "Settings" and "Course Administration" click on "Restore".



5. On the restore page you will see any backups you have within the course and in your user private area. Click on “Manage backup files” under the section where the backup is stored that you want to delete



6. Find the backup that you would like to delete and click the small box to the right of the filename. A dropdown with options will show. Click “Delete” to remove the backup for the file list. After the file has been removed from the list click on “Save changes”. NOTE: The backup will not be deleted until you click “Save changes”. If you don’t click “Save changes” the backup will not be deleted and will still show up on your list when the page is refreshed.



7. You will be directed back to the restore page and the backup will no longer show on your list.

FAQS

What is the difference between a “Course backup” and “User private backup” area

A “Course backup” is a backup that is created and keeps the “Include users” option checked. The “User private backup” area contains the backups that were performed with the “Include users” option unchecked. The “Course backup” area can only be accessed from within the course the backup was created in. The “User private” area can be accessed from within any course the user has access to perform a restore in. It is possible to move a course backup to the user private area by [downloading](#) the backup from the course backup area and [uploading](#) it to the user private area.