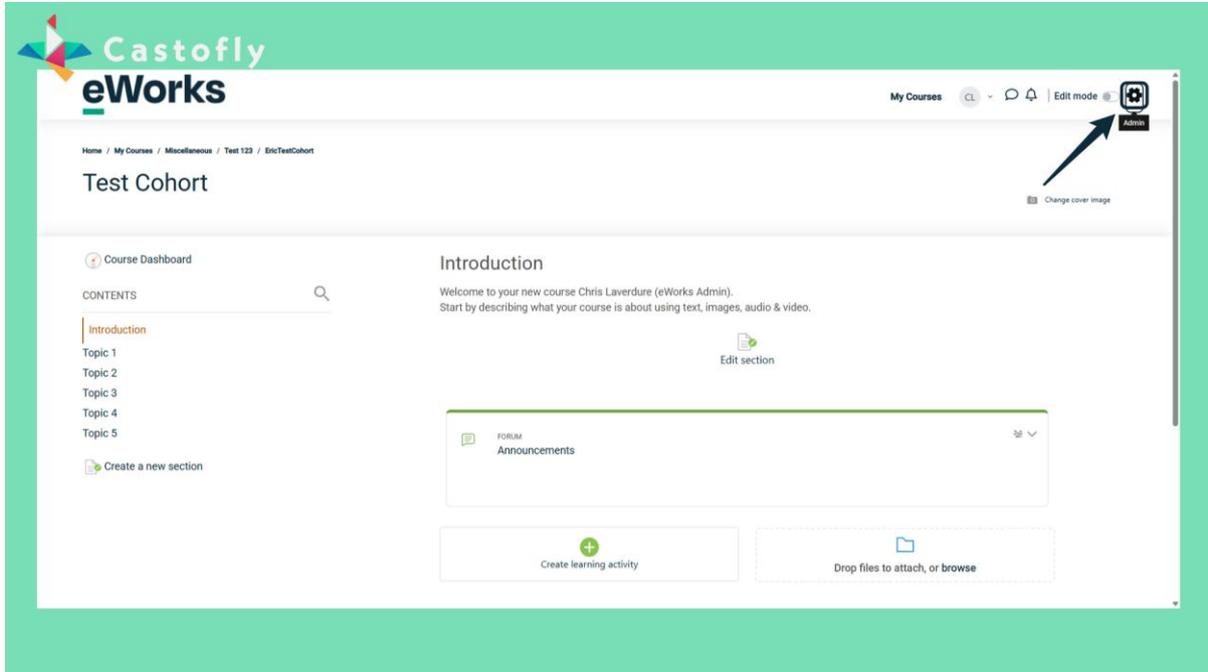


Backing up a Moodle course

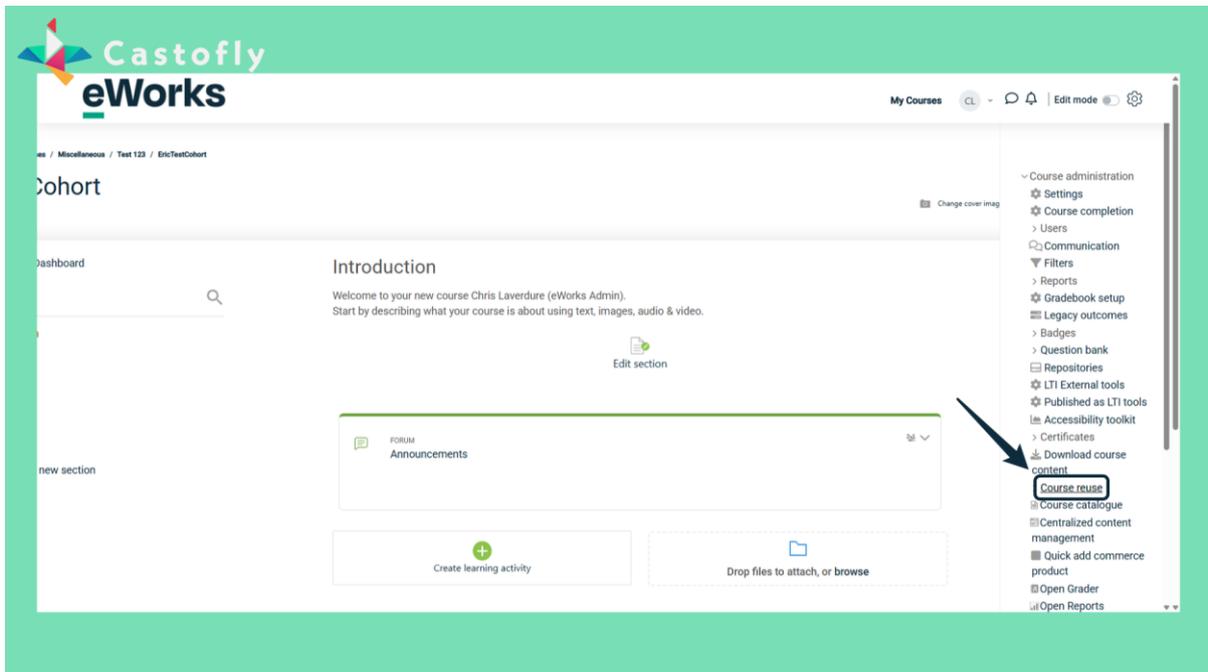
1. Admin Settings Icon

To back up your course, click on the settings cog.



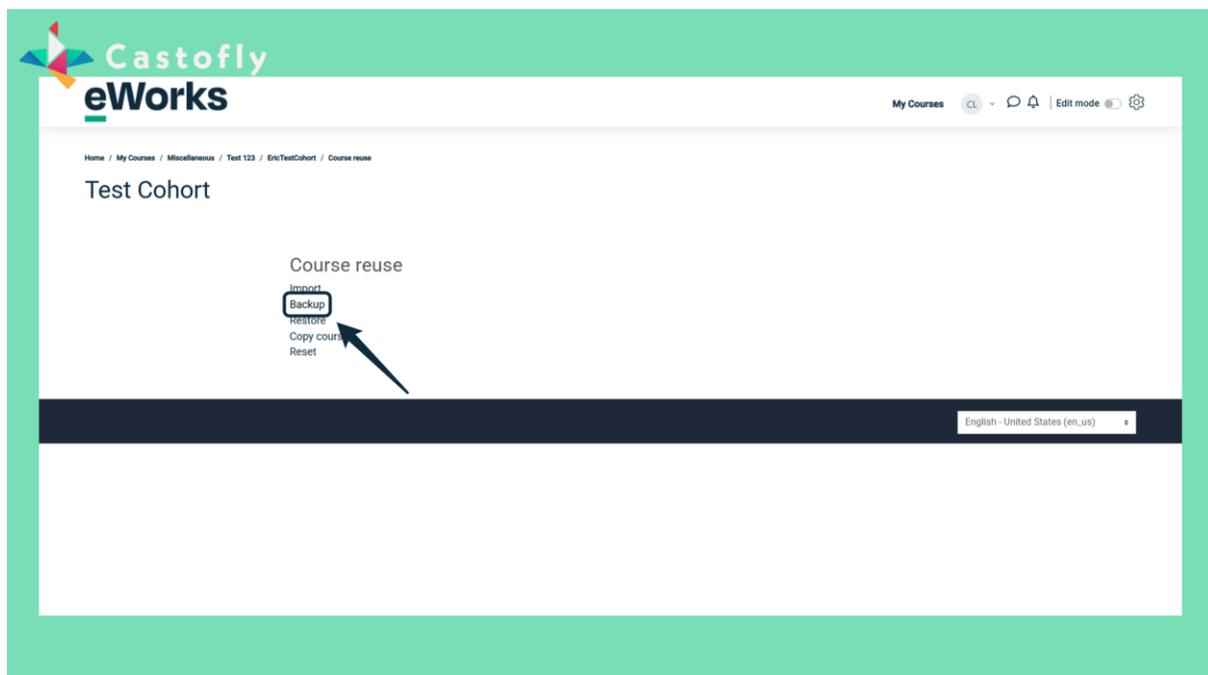
2. Course Reuse Option

Under course administration, click on the course reuse menu button.



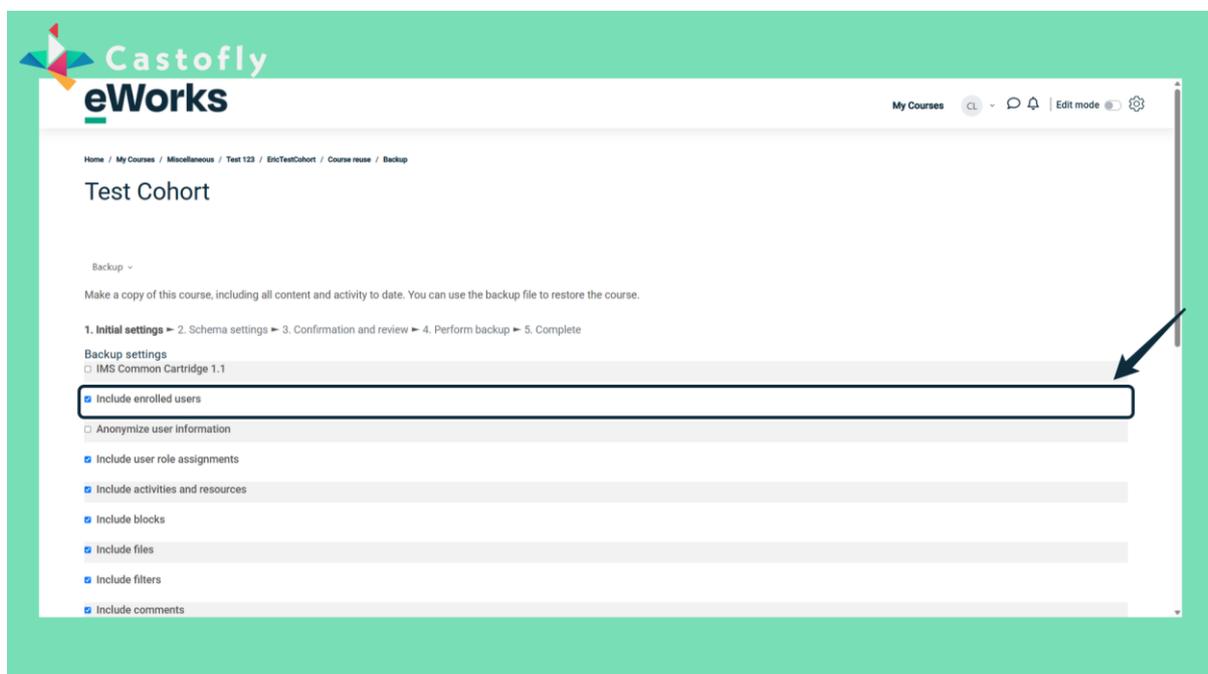
3. Backup Option

Click on the backup button.



4. Include Enrolled Users Option?

On this page, you can remove enrolled users if necessary or keep them as is if you want a full course backup.



5. Proceed to Next Step

Scroll down and click the 'Next' button to continue with the process.



The screenshot shows the Castofly settings page. At the top left is the Castofly logo. Below it is a list of settings, each with a checkbox and a label. The settings are:

- Include badges
- Include calendar events
- Include user completion details
- Include course logs
- Include grade history
- Include question bank
- Include groups and groupings
- Include competencies
- Include custom fields
- Include content bank content
- Include user's state in content such as HSP activities
- Include legacy course files

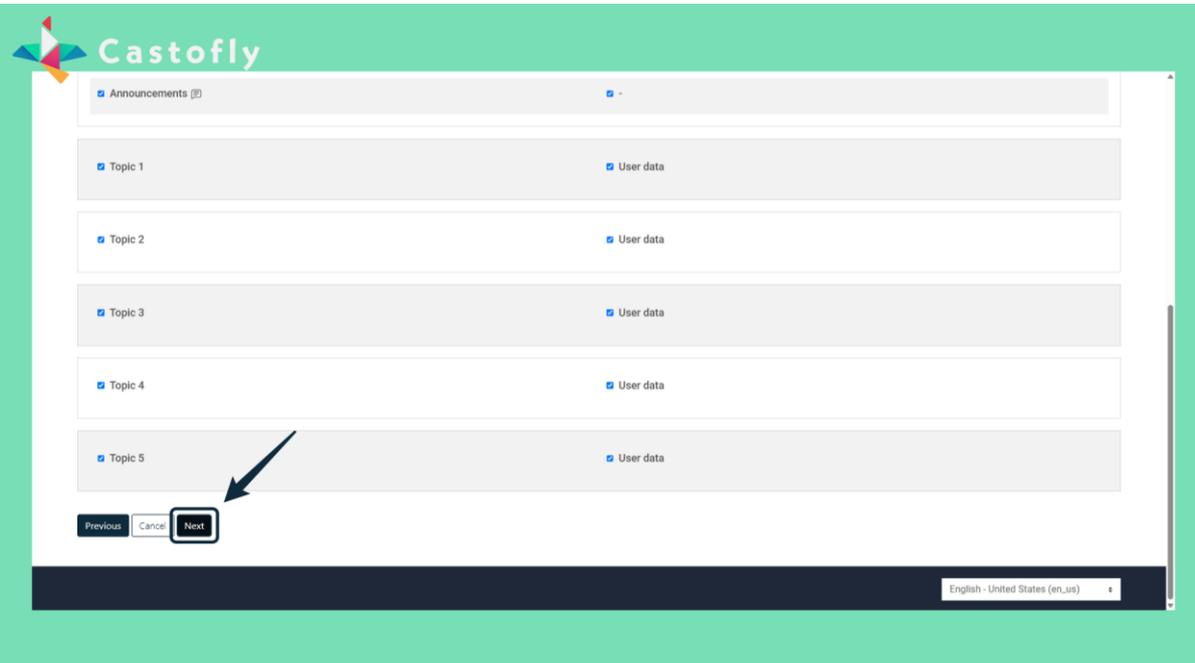
Below these is the 'Personalized Learning Designer Settings' section:

- Include PLD data
- Include PLD log data

At the bottom left are three buttons: 'Jump to final step', 'Cancel', and 'Next'. The 'Next' button is highlighted with a red box and a red arrow points to it. At the bottom right, there is a language dropdown menu set to 'English - United States (en_us)'.

6. Proceed to the Next Step

On the next button, if there are any activities you don't want backed up you can uncheck them here. If not, scroll down and click on the next button.



The screenshot shows the Castofly settings page. At the top left is the Castofly logo. Below it is a list of settings, each with a checkbox and a label. The settings are:

- Announcements (0)
- Topic 1
- Topic 2
- Topic 3
- Topic 4
- Topic 5

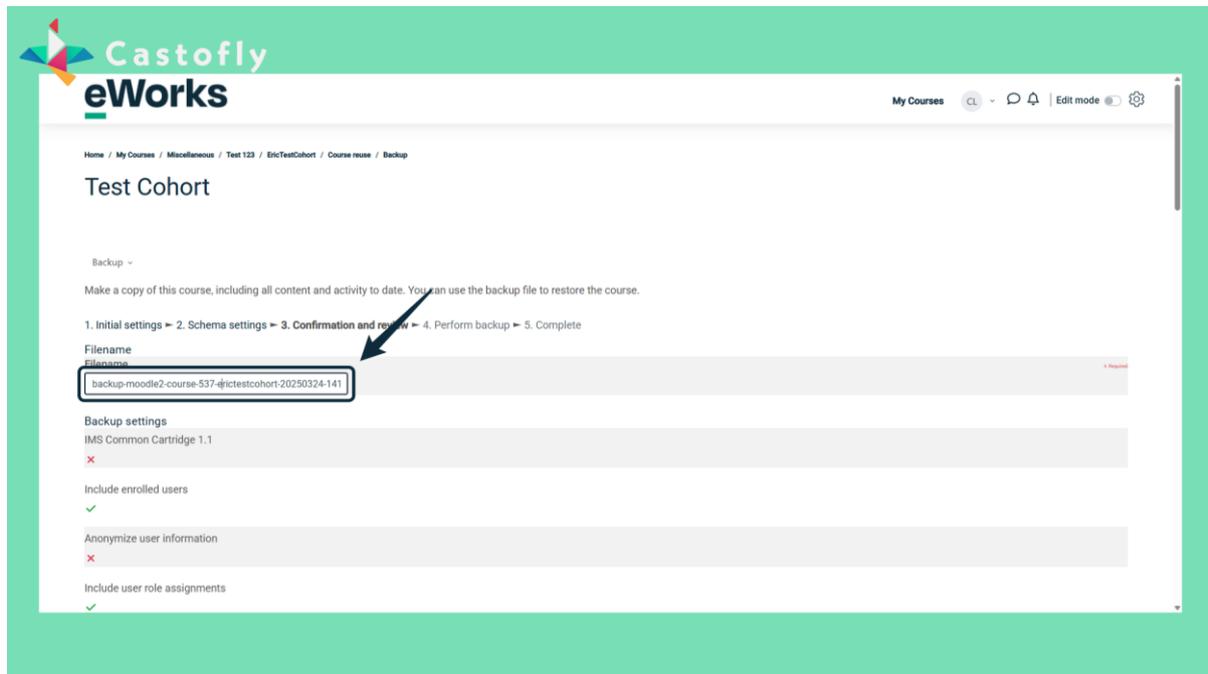
On the right side of each topic row, there is a checkbox for 'User data':

- User data

At the bottom left are three buttons: 'Previous', 'Cancel', and 'Next'. The 'Next' button is highlighted with a red box and a red arrow points to it. At the bottom right, there is a language dropdown menu set to 'English - United States (en_us)'.

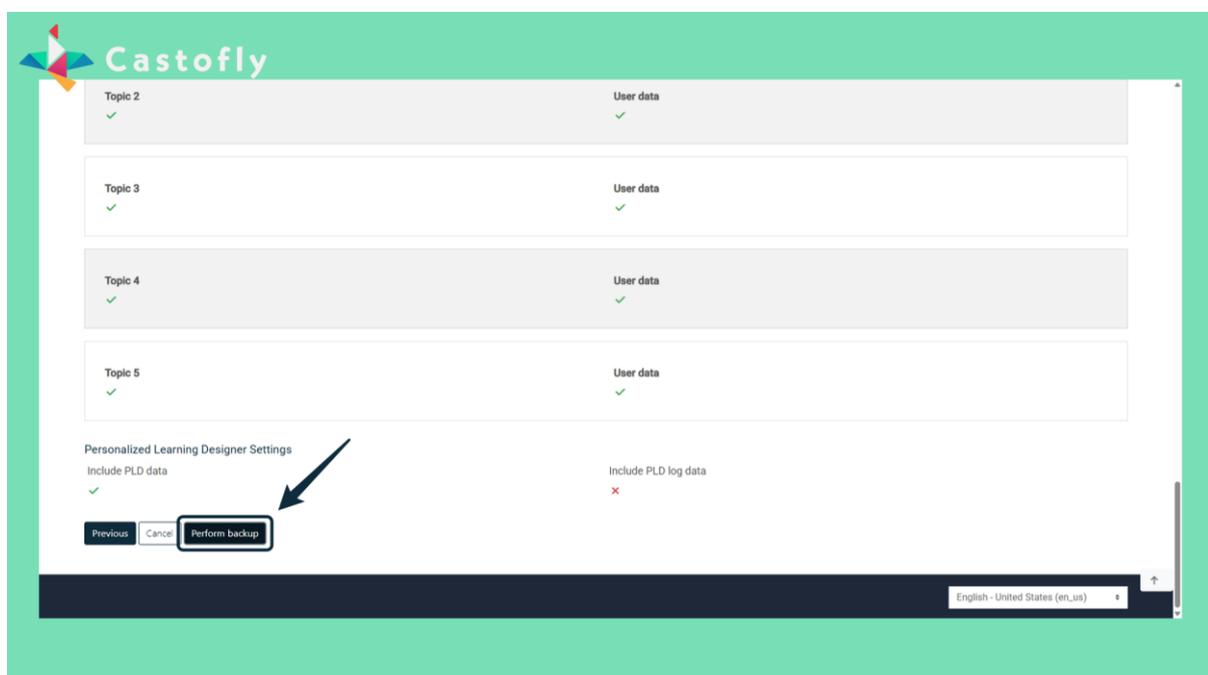
7. Backup Filename

Review the backup file name and change it if necessary.



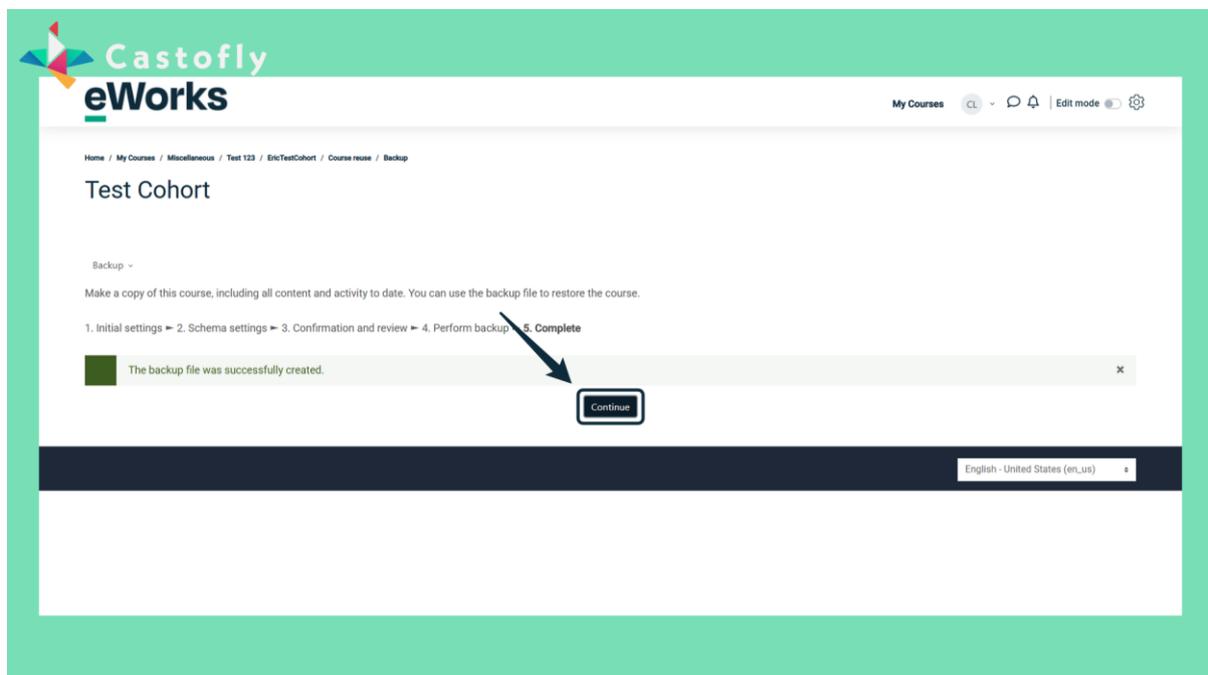
8. Backup Button

Scroll down and click "perform backup".



9. Continue Button

Click continue to proceed after the backup process is complete.



10. Download Course Backup

Go to the course backup area; you'll find your recently backed-up course there. Click the download button to save your Moodle course as a .mbz Moodle file to your computer.

