eWorks

Backing up a Moodle course

1. Admin Settings Icon

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

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Home / My Courses / Miscellaneous / Test 123 .	/ EricTestCohort		
Test Cohort			Change cover image
Course Dashboard		Introduction	
CONTENTS	0	Welcome to your new course Chris Laverdure (eWorks Admin). Start by describing what your course is about using text, images, audio & video.	
Introduction			
Topic 1		Edit section	
Topic 2 Topic 3			
Topic 4			
Topic 5		FORUM Announcements	₩ V
Create a new section			
		Create learning activity Drop files to	attach, or browse

2. Course Reuse Option

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

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/ Miscellaneous / Test 123 / EricT ohort	TestCohort	🖿 Carpt com	Course administration Settings Course completion Users
ashboard	٩	Introduction Welcome to your new course Chris Laverdure (eWorks Admin). Start by describing what your course is about using text, images, audio & video. Edit section	P⊇ Communication ♥ Filters > Reports ♥ Gradebook setup ■ Legacy outcomes > Badges > Question bank ⊟ Repositories ♥ LTI External tools ♥ Publised as LTI tools
new section		PORIMA 전 V Announcements	L≜ Accessibility toolkit > Certificates
		Create learning activity Drop files to attach, or browse	Centralized content management Quick add commerce product Open Grader Open Reports



3. Backup Option

Click on the backup button.

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Home / My Course / Miscollaneous / Test 123 / ExcTestOchort / Course reuse	
Test Cohort	
Course reuse	
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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.

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Home / My Courses / Miscellaneous / Test 123 / Els/TestDihort / Course reuse / Backup	
Test Cohort	
Backup v	
Make a copy of this course, including all content and activity to date. You can use the backup file to restore the course.	
1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. Complete	
Backup settings	
a include enrolled users	
Anonymize user information	
Include user role assignments	
Include activities and resources	
Include blocks	
z Include files	
Include filters	
Include comments	



5. Proceed to Next Step

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

 Include course logs Include grade history Include question bank Include groups and groupings Include competencies Include coutent fields Include content bank content Include content such as HSP activities Include legacy course files Personalized Learning Designer Settings Include PLD log data
 Include grade history Include groups and groupings Include competencies Include custom fields Include custom fields Include custom state in content such as HSP activities Include legacy course files Personalized Learning Designer Settings Include PLD log data
Include legacy course files Personalized Learning Designer Settings include PLD data Include PLD log data
Personalized Learning Designer Settings Z Include PLD data
Jump to final step Cancel Net
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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.

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nnouncements (四	8 -	
🛛 Topic 1	ø User data	
Z Topic 2	User data	
C Topic 3	💈 User data	
2 Topic 4	🛿 User data	
Z Topic 5	User data	
Previous Cance Next		
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7. Backup Filename

Review the backup file name and change it if necessary.

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Home / MyCourses / Miscellaneous / Test 123 / EntTestCohort / Course reuse / Bickup	
Test Cohort	
Backup v	
Make a copy of this course, including all content and activity to date. You can use the backup file to restore the course.	
1. Initial settings ► 2. Schema settings ► 3. Confirmation and rever ► 4. Perform backup ► 5. Complete	
Filename	
backup-moodle2-course-537-drictestcohort-20250324-141	+ Report
Backup settings	
IMS Common Cartridge 1.1	
×	
Include enrolled users	
Anonymize user information	
×	
Include user role assignments	
\checkmark	

8. Backup Button

Scroll down and click "perform backup".

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Topic 2	User data ✓	Î
Topic 3 V	User data ✓	
Topic 4	User data ✓	
Topic 5	User data ✓	
Personalized Learning Designer Settings Include PLD data	Include PLD log data ×	
Previous Cancel Perform backup	English - United States (en_us) •	Ţ.



9. Continue Button

Click continue to proceed after the backup process is complete.

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Test Cohort	
Backup ~	
Make a copy of this course, including all content and activity to date. You can use the backup file to restore the course.	
1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup 5. Complete	
The backup file was successfully created.	×
Continue	
	English - United States (en_us) •

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.

Restore ~				
Use a backup file to restore a previous version of a course, or to create a new course.				
Upload a backup file				
Backup file				
Choose a file				
	[]			
You	can drag and drop files here to add them.			
Restore				
Course backup area				
Backup files for this course.				
	wt		Describert	Partora
Filename	Time	Size		Restore
Filename backup-moodle2-course-537-erictestcohort-20250324-1415.mbz	Monday, March 24, 2025, 2:15 PM	Size	Download	Restore
Filename backup-moodle2-course-537-erictestcohort-20250324-1415.mbz Manage course backups	Monday, March 24, 2025, 2:15 PM	Size 5.9 KB	Download	Restore
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Filename backup-moodle2-course-537-erictestcohort-20250324-1415.mbz Manage course backups Joer private backup area Yrivate backup files for all courses, with anonymised user information. Filename block_sharing_cart-14869-cdad7a7d130c089c1316e815fa3f2aec-1722813765.mbz block_sharing_cart-12899-92b2982429481015be3073736156950-1720048554.mbz	Ime Monday, March 24, 2025, 2:15 PM Time Monday, August 5, 2024, 9:22 A Thursday, July 4, 2024, 9:15 AM	Size . 5.9 КВ	Size 87.9 KB 8.1 KB	Download Restore Download Restore Download Restore