

LMS Backup & Download Course Contents

User Manual

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Introduction

If you want to use the content from a course you previously developed, you can back up that course and restore the course content to another course, by using the Backup and Restore feature on LMS.

How to use the “Backup & Download” module on LMS:

Step 1:

Open the course on LMS which you would like to backup. Select “Backup” in the Settings block to start the Backup process as shown in the screenshot below:



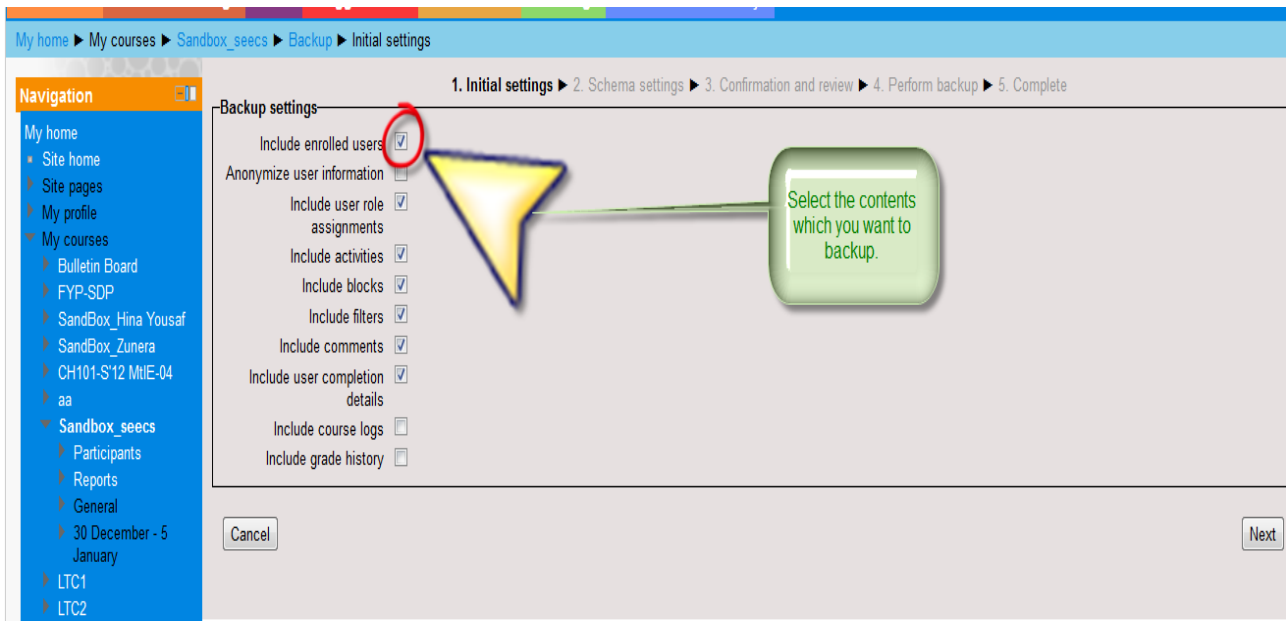
The screenshot displays the 'Settings' block in an LMS interface. The 'Settings' menu is open, and the 'Backup' option is highlighted with a red box. A green callout box with a white border and a drop shadow contains the following instructions:

1. Select the Course you want to Back up or just want to download the course contents for Archiving.
2. In the Settings block click on Backup to start the Backup process

The background of the screenshot shows a list of dates representing backup periods, such as '3 February - 9 February', '10 February - 16 February', and '2 March - 8 March', each with a corresponding checkbox on the right.

Step 2

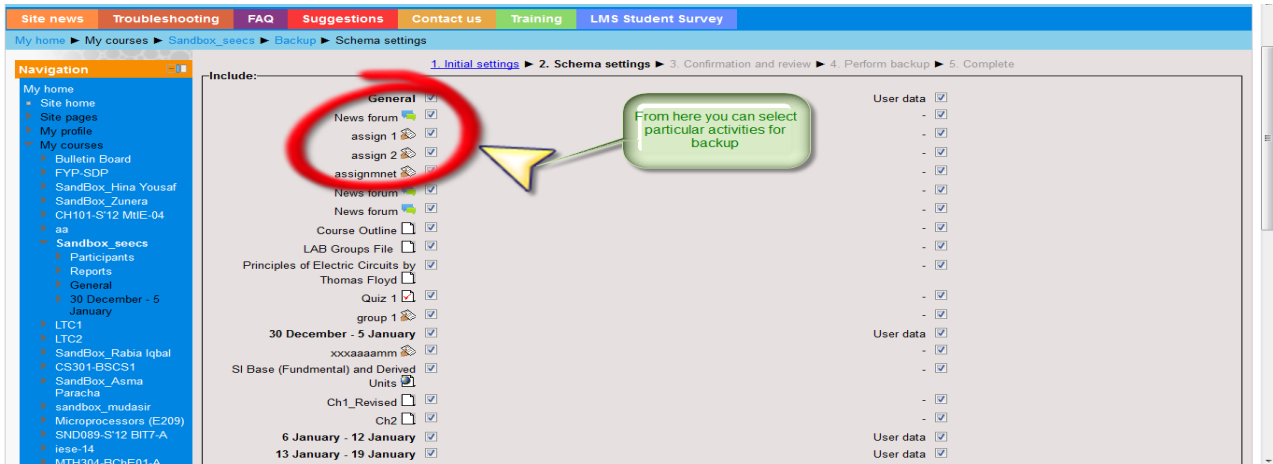
The screen with Backup settings would open where you can select the options



according to your requirement.

Step 3

After pressing next a detailed schema of Course resources and activities would appear and from here you can select the individual files which you want to back up like lectures and assignments.



Step 4

A summary of all the activities and resources you have selected appears in the next window; here you can review your selection:

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Navigation

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Filename* backup-moodle2-course-sandbox_seecs-20120604-1129.mbz

Backup settings

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

Included items:

| Item | Status |
|------------|--------|
| General | ✓ |
| News forum | ✓ |
| assign 1 | ✓ |
| assign 2 | ✓ |
| User data | ✓ |

Step 5

Click on the “perform backup” button to complete your course back up process. Now to download your course contents as a single file, click on the download link and save it on your local disk. You can restore this file in your next course.

Units

| | | | | | |
|---------------------------|---|---|-----------|---|---|
| Ch1_Revised | X | 🔒 | - | X | 🔒 |
| Ch2 | X | 🔒 | - | X | 🔒 |
| 6 January - 12 January | X | | User data | X | 🔒 |
| 13 January - 19 January | X | | User data | X | 🔒 |
| 20 January - 26 January | X | | User data | X | 🔒 |
| 27 January - 2 February | X | | User data | X | 🔒 |
| 3 February - 9 February | X | | User data | X | 🔒 |
| 10 February - 16 February | X | | User data | X | 🔒 |
| 17 February - 23 February | X | | User data | X | 🔒 |
| 24 February - 1 March | X | | User data | X | 🔒 |
| 2 March - 8 March | X | | User data | X | 🔒 |
| 9 March - 15 March | X | | User data | X | 🔒 |
| 16 March - 22 March | X | | User data | X | 🔒 |
| 23 March - 29 March | X | | User data | X | 🔒 |
| 30 March - 5 April | X | | User data | X | 🔒 |
| 6 April - 12 April | X | | User data | X | 🔒 |
| 13 April - 19 April | X | | User data | X | 🔒 |
| 20 April - 26 April | X | | User data | X | 🔒 |
| 27 April - 3 May | X | | User data | X | 🔒 |

Previous Cancel

Perform backup

Click on this button to complete the backup process

Import a backup file

Files

No files attached

Course backup area ?

| Filename | Time | Size | Download | Restore |
|--|--------------------------------|----------|--------------------------|-------------------------|
| backup-moodle2-course-sandbox_zunera-20120727-0929.mbz | Friday, 27 July 2012, 09:30 AM | 1005.2KB | Download | Restore |

User private backup area ?

| Filename | Time | Size | Download | Restore |
|--|------|------|----------|---------|
| <input type="button" value="Manage backup files"/> | | | | |