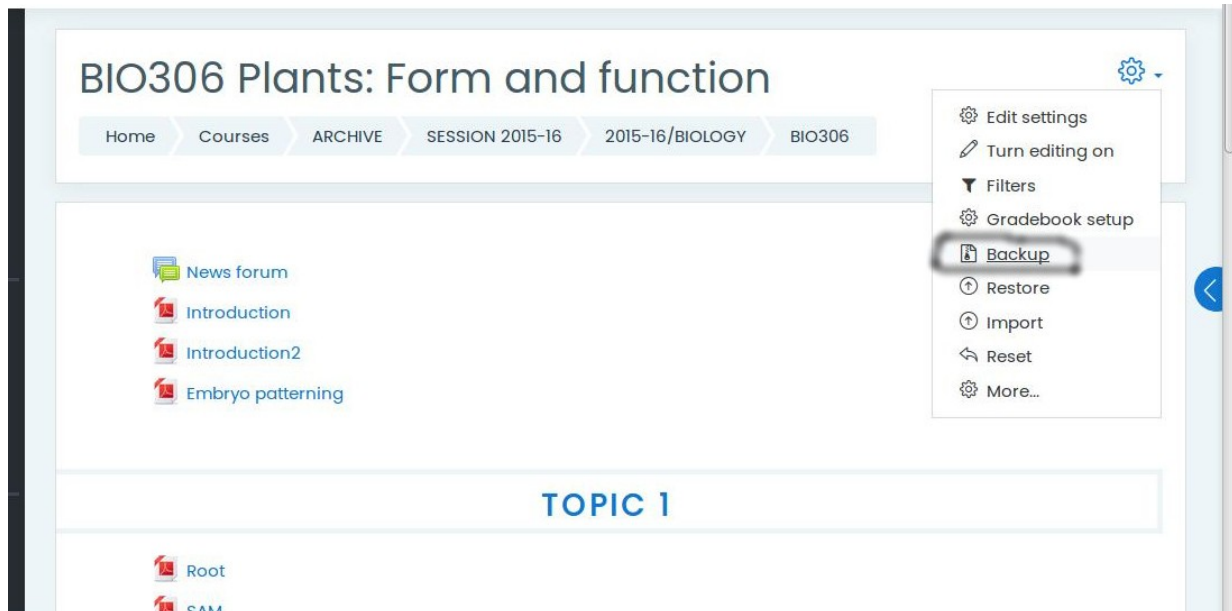


# Backing up a course

To backup a course










1. Go into the course.
2. Click the Backup link either in the gear menu or the Administration block (depending upon the theme).



3. Initial settings - Select activities, blocks, filters and other items as required then click the Next button. Users with appropriate permissions, such as administrators and managers, can choose whether to include users or include user role assignments, groups, groupings, user files, comments, user completion details, course logs and grade history in the backup.

Backup settings	
IMS Common Cartridge 1.1	<input type="checkbox"/>
Include enrolled users	<input checked="" type="checkbox"/>
Anonymize user information	<input type="checkbox"/>
Include user role assignments	<input checked="" type="checkbox"/>
Include activities and resources	<input checked="" type="checkbox"/>
Include blocks	<input checked="" type="checkbox"/>
Include filters	<input checked="" type="checkbox"/>
Include comments	<input checked="" type="checkbox"/>
Include badges	<input checked="" type="checkbox"/>
Include calendar events	<input checked="" type="checkbox"/>
Include user completion details	<input checked="" type="checkbox"/>
Include course logs	<input type="checkbox"/>
Include grade history	<input type="checkbox"/>
Include question bank	<input checked="" type="checkbox"/>
Include groups and groupings	<input checked="" type="checkbox"/>

4. Schema settings - Select/deselect specific items to include in backup, then click the Next button. If desired, select specific types of activity to be backed up by clicking the link 'Show type options'.

Select	All / None (Show type options)	Select	All / None
<b>General</b> <input checked="" type="checkbox"/>		User data <input checked="" type="checkbox"/>	
News forum 	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
<b>Assignments</b> <input checked="" type="checkbox"/>		User data <input checked="" type="checkbox"/>	
Assignments enable teachers to grade and give com... 	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Online Text Assignment 	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Assignment with File Uploads 	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Group assignment 	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Offline Assignment 	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
<b>Chats</b> <input checked="" type="checkbox"/>		User data <input checked="" type="checkbox"/>	
The chat module allows participants to have a rea... 	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
A repeating chat 	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
An open chat 	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>

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

Select	All / None (Hide type options)	Select	All / None
Assignments	All / None	Assignments	All / None
Books	All / None	Books	All / None
Chats	All / None	Chats	All / None
Choices	All / None	Choices	All / None
Databases	All / None	Databases	All / None

5. Confirmation and review - Check that everything is as required, using the Previous button if necessary, otherwise click the 'Perform backup' button.
6. Complete - Click the Continue button