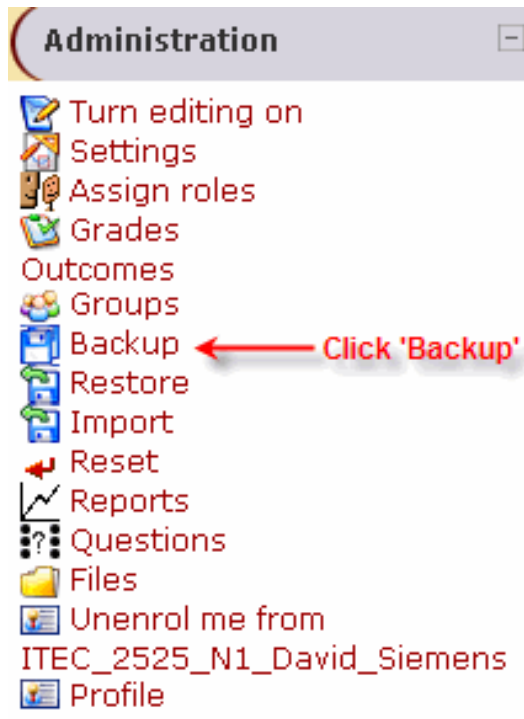


= · # · 7 " · · U U #

- Start in the class that you want to copy or clone
- Click **Backup** from Administration block



- **Do not backup user data**
- At the top of the Backup page you will see Include All/None. By default, all content and user data are checked. Do not change.

Include All/None

All/None

Assignments

User Data

- At the bottom of backup page change Logs to No.

Users	Course ▾
Logs	No ▾
User Files	Yes ▾
Course files	Yes ▾
Site files used in this course ?	Yes ▾
Grade histories	Yes ▾

- Click on **None** for the Backup role assignments, then click **Continue**

Backup role assignments for these roles

<input type="checkbox"/>	Administrator
<input type="checkbox"/>	Course creator
<input type="checkbox"/>	Teacher
<input type="checkbox"/>	Non-editing teacher
<input type="checkbox"/>	Student
<input type="checkbox"/>	Authenticated user
<input type="checkbox"/>	Extra Time Quizzes/Exams
<input type="checkbox"/>	Visitor
<input type="checkbox"/>	Guest
<input type="checkbox"/>	All/None

Click Continue →

- Next, you will see Backup Details page. On this page, you can rename your backup by editing the “Name” field

Change name of backup file

Name:

Notice: You have selected to backup no users ("none"), so all the modules backup have been switched to "without user". The "exercise" and "workshop" modules aren't compatible with this type of backup, so they have been deactivated.

Backup Details: [Backup Details page](#)

Include Assignments without user data

Assignment #1: Shaping the Sandbox
Assignment #2: Write Quiz Questions
First Impressions
Assignment #3: Add Activities to Your Course
Assignment #4: Add Assessments to Your Course
Assignment #5: The Final Inspection

Include Chats without user data

- Click **Continue**

Include No Users	
Users	0
Include Course Files	
Files	81
Include Site Files Used in This Course	
Files	0

[Continue](#) [Cancel](#)

- This will take you to the Backup Completed page

Name: backup-itec_2525_n1_david_siemens-20081017-1146.zip

- Creating temporary structures
- Deleting old data
- Creating XML file
 - Writing header
 - Writing general info
 - Writing course data
 - Course info
 - Blocks
 - Sections
 - Writing users info
 - Writing categories and questions
 -
 -
 - Writing scales info
 - Writing groups info
 - Writing groupings info
 - Writing groupings-groups info
 - Writing events info
 - Writing gradebook info
 - Writing modules info
 - Assignments
 - Chats
 - Choices
 - Forums
 - Glossaries
 - Journals
 - Labels
 - Lessons
 - Quizzes
 - Resources
 - Books
 - Questionnaires
 - Course format data
- Copying course files
- Copying site files used in course
- Zipping backup
- Copying zip file
- Cleaning temp data

**Backup Completed
page**

Backup completed successfully

- Click continue

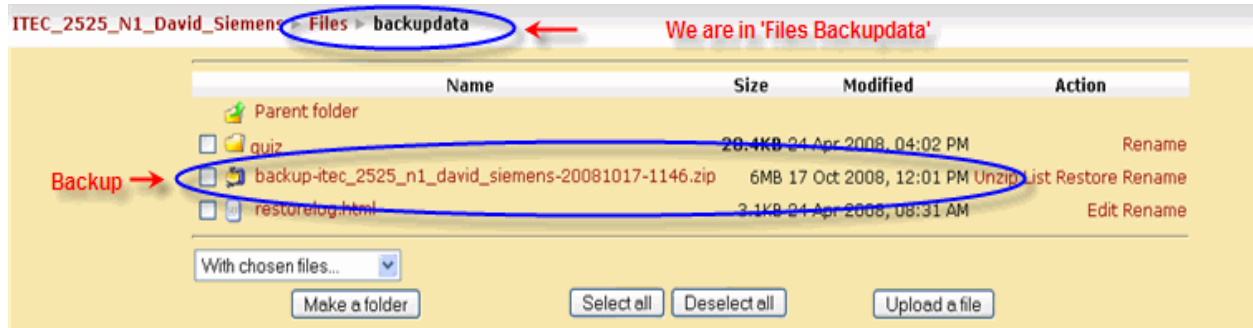
Backup completed successfully

Click 'Continue'

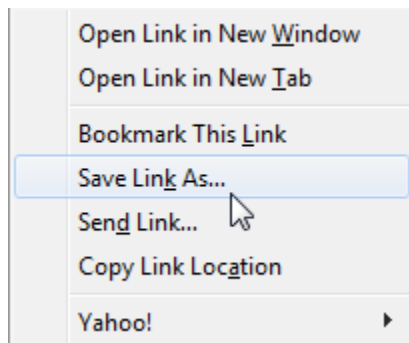


Continue

- After clicking continue this will take you to the Backup data file within the Moodle Files



- Right click on the Backup file, click save link as



- Save your backup file to your desktop or other location in your computer
- Delete the backup file from your Moodle4Me course files area