


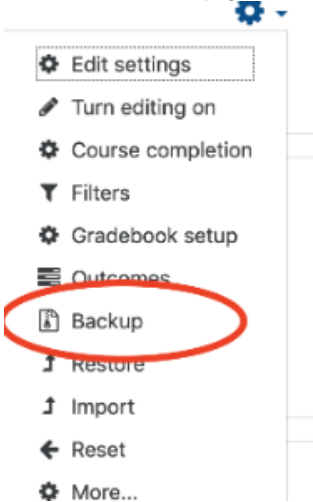
# Course: Backup

You may create a course backup to [restore](#) it to another course or to create an archive of the course to download to your computer.

 Please note that **.mbz files** cannot be used with (restored to) applications other than Moodle (AsULearn).

## Step-by-step guide

1. From the main course page, select **Backup** from the **gear** icon (top right).



2. Check the **Backup settings** and change the options as desired.
  - If you want to make a backup with all the defaults (including file name), click **Jump to final step**, click **Continue**, and then skip to step 3 below.

Include calendar events

Include user completion details

Include course logs

Include grade history

Include question bank

Include groups and groupings

- If you want to select individual items to include in the backup, click **Next**. By default, all items are selected for inclusion in the backup. Uncheck the items you do not want to include.  
NOTE: It is not possible for instructors to back up user data in this process.
- Click **Next** for each screen until you get to the summary showing what will be included (green check) or excluded (red x).
- Leave the default **Filename** or enter your own. *The default filename includes the date and time at the end.*
- Confirm the **Backup settings**, then scroll to the bottom of the page, and click the **Perform Backup** button.

3. Wait for the message: **The backup file was successfully created**. Click **Continue**.

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. Complete

The backup file was successfully created. 

After creating the backup file, the filename will appear in your **User private backup area** list. Click the **Download** link to the right of the backup file name to save the backup file to your computer. With the local copy of your backup file (filename.mbz) you can upload and restore it any other AsULearn course.

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