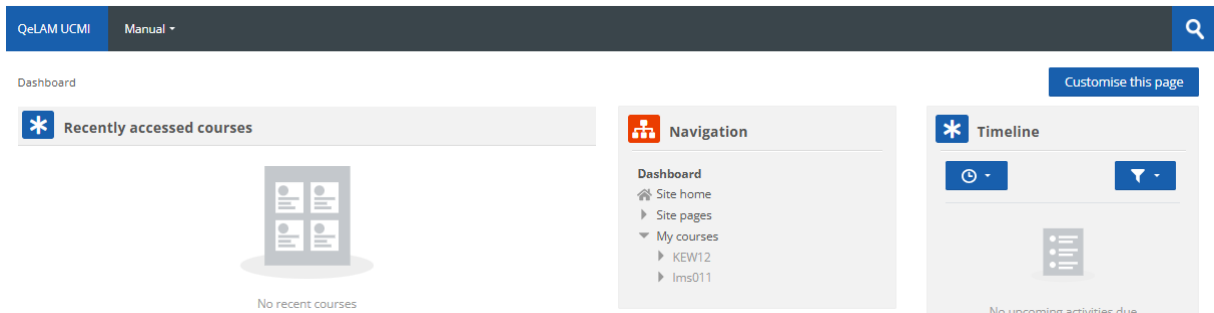


**MANUAL
BACKUP &
RESTORE
COURSE IN
QELAM**

1.0 Log In to Moodle

1.1 Use your web browser to log in to your Moodle site.

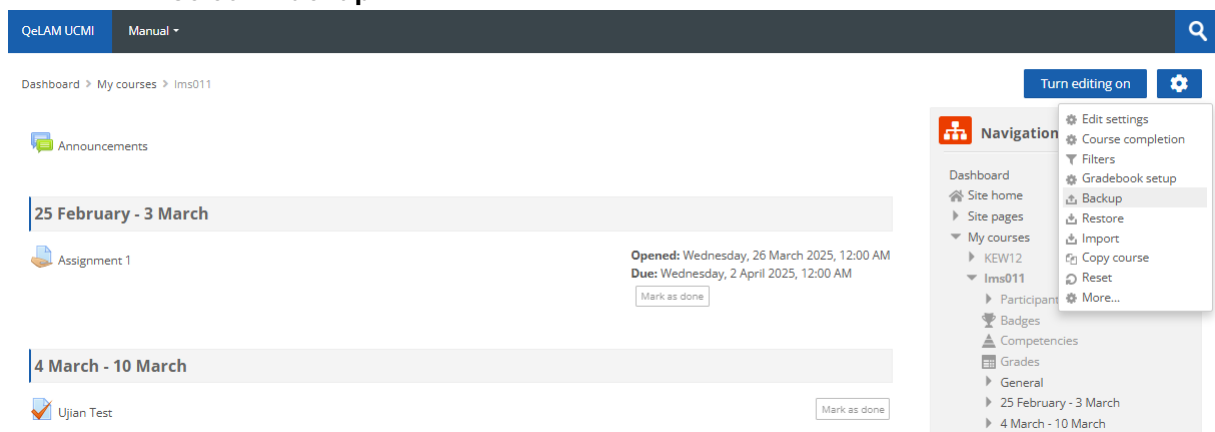
1.2 Navigate to the course you want to export.



2.0 Access the Backup Menu

2.1 Inside the course, click the “More” button (gear icon at the top right).

2.2 Select “Backup”.



3.0 Backup Settings

3.1 Select the course elements you wish to include: Activities and resources, Files and media, Forums, quizzes, assignments, etc.

3.2 Click “Next”.

Backup settings

- IMS Common Cartridge 1.1
- Include enrolled users
- Anonymize user information
- Include user role assignments
- Include activities and resources
- Include blocks
- Include files
- Include filters
- Include comments
- Include badges
- Include calendar events
- Include user completion details

Jump to final step

Cancel




Next

4.0 Backup Schema

4.1 Review and select the specific items to be backed up.

4.2 Deselect items you don't need.

4.3 Click **“Next”**.

Select	All / None (Show type options)	Select	All / None
<input checked="" type="checkbox"/> General		<input checked="" type="checkbox"/> User data	
<input checked="" type="checkbox"/> Announcements 		<input checked="" type="checkbox"/> -	
<hr/>			
<input checked="" type="checkbox"/> 25 February - 3 March		<input checked="" type="checkbox"/> User data	
<input checked="" type="checkbox"/> Assignment 1 		<input checked="" type="checkbox"/> -	
<hr/>			
<input checked="" type="checkbox"/> 4 March - 10 March		<input checked="" type="checkbox"/> User data	
<input checked="" type="checkbox"/> Ujian Test 		<input checked="" type="checkbox"/> -	

5.0 Final Review

5.1 Check all settings.

5.2 If correct, click **“Perform backup”**.

15 April - 21 April	<input checked="" type="checkbox"/>	User data	<input checked="" type="checkbox"/>
22 April - 28 April	<input checked="" type="checkbox"/>	User data	<input checked="" type="checkbox"/>
q2 	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>

Dashboard > Courses > Fakultas Pengajaran Umum dan Asasi > FSSA (SEPTEMBER 2021) > IT > Backup

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

The backup file was successfully created.

×

6.0 Downloading the Backup File

6.1 You'll be directed to the **Restore backup area**.

6.2 This page lists all available backup files.

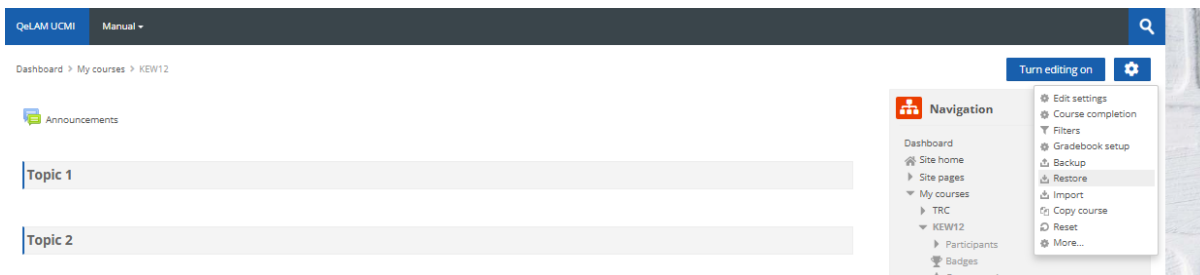
7.0 Importing (Restoring) a Course

7.1 Log in and Select Target Course

7.2 Enter the course you wish to import into (a new or empty course).


7.3 Click “More” > select “**Restore**”.

7.4 Drag the .mbz file into the upload area or click the file icon to browse and upload.



Import a backup file

Files ! Choose a file... Maximum size for new files: 5MB



You can drag and drop files here to add them.

Restore

There are required fields in this form marked !.

Course backup area ?

Filename	Time	Size	Download	Restore
backup-moodle2-course-442-lms011-20250326-1106.mbz	Wednesday, 26 March 2025, 11:06 AM	58KB	Download	Restore

Manage backup files

8.0 Choose Restore Method

8.1 Choose whether to: **Restore into this course (merge or replace contents)** or **Restore as a new course**

8.2 Click **“Continue”**.

8.3 Choose which elements you want to import.

8.4 Click Next through the steps.

8.5 Finally, click **“Perform restore”**.

8.6 Click “Continue” once done. Your course is now fully imported.

Activities	Module	Title	Userinfo
<input checked="" type="checkbox"/>	Quiz	Ujian Test	<input checked="" type="checkbox"/>

Section: 3 Included in backup along with user information

Section: 4 Included in backup along with user information

Section: 5 Included in backup along with user information

Section: 6 Included in backup along with user information

Section: 7 Included in backup along with user information

Section: 8 Included in backup along with user information

Section: 9 Included in backup along with user information

Activities	Module	Title	Userinfo
<input checked="" type="checkbox"/>	Quiz	q2	<input checked="" type="checkbox"/>

[Continue](#)

Restore into this course

Merge the backup course into this course

Delete the contents of this course and then restore

[Continue](#)