Faculty,

The end of the semester is fast approaching. Please ensure you back up your Moodle courses.
If you require assistance, please submit a request for help through our self-service portal.

END OF SEMESTER CHECKLIST
For instructors

Back up

To backup your course.

- Go into your course.
- Click on **Gear icon**⚙
- Select **Backup.**
- Choose your back up initial settings, click **Next.**
- Select what you want to include in backup from your course , click **Next.**
- Check that everything is as required, using the Previous button if necessary, and then click **Perform backup.**
- It will show the backup was successfully completed. Click on **Continue.**

Download a copy

Under course backup area, you will see your file. Now you can **download** it.

Export your grades

To export grades from the gradebook.

- Go into your course.
- On the left-hand side Administration Block, Select **Grades.**
- From the drop-down menu, Choose an **Export Format.**
- Select the grade items you want to include. Note that ID numbers are required for all activities for **XML file** export.
- Click the **Download** button.
- Choose **Excel Spreadsheet** format from drop-down menu.
- Again select the grade items you want to include.
- Click the **Download** button.

Sincerely,
The Teaching & Learning Commons