Moodle: Save or export course data or content

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This articles explains how instructors can **save or export Moodle course data or content** from Moodle to process, organize or store outside of Moodle or **create a course backup (.mbz) file for archival purposes**.

Before you start, you may need:

- An **Instructor of record** or **Other editing teacher role** in a Moodle course

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Student data

IMPORTANT: Student data may be governed by FERPA regulation. Follow the Level 1 data guidelines in the College's Data Handling Policy ⧉ when storing and handling any student data downloaded from Moodle.

Download the Participants list

Instructors can **download the participant list (including email addresses)** as an Excel or PDF file, among other formats.

Export the Gradebook

Instructors can **export the Gradebook to calculate grades in Excel** or **for record-keeping purposes**.

Download an Activity completion report

Instructors who use **Activity completion** to track and help students track progress in a course, can export a **Activity completion report** as a record of their work. (See Moodle's Activity completion guides ⧉ for info on setting up Activity completion parameters for a course.)

Course content

Download course pages and files

Use this option **to download course pages or files in a format that you can open outside of Moodle.** Course pages are exported as HTML files, which can be opened in a web browser or printed. If you organize your course page as you would a syllabus, you **can create a printable syllabus** from it.

Create a Course backup (.mbz) file

Use this option to **create a course backup file that cannot be opened outside Moodle but can be restored into a Moodle site to recreate the course** (including the question bank, activity settings, etc., but not student data). This is the only way to transfer a course to another institution's Moodle site.

Videos & further reading on course Backups

- **Video:** Moodle Course backup
- **MoodleDocs:** Course backup

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk**!

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