How to
Back Up and Download Your Moodle Course Materials to Your Desktop

In your course, click on the "Backup" link in the Administration block.

If you plan to backup everything you can skip to the last part by clicking "Jump to final step".

Once the backup is complete, you will see the green banner letting you know the Backup was successful. Click the "Continue" button.

Your course back up file (.mbz) will appear in either the Course Backup Area or the User Private Backup Area. A great way to keep track of what you just did is by the Time section.

Now click on the "Download" button as shown here. The "Save File" option will let you save the file.

In Firefox browser, you can easily find your .mbz file by clicking on the little black downward arrow and when the download image appears, right click on the image and choose "Open Containing Folder".

You will see where the file is, and can drag it to the desktop if it is not already there. Your course Moodle materials are now sitting on your desktop as one .mbz file. (This file cannot be opened, only moved to Canvas or another Moodle instance).

If you need help, please contact the Instructional Technology Help Desk for 24/7 assistance
818-240-1000 ext. 3457 option 3
or
Moodle Help Live Chat Center