

How to Backup a Course

When Backups Should Be Done

Schools may have different policies as to when backups are to be done and when (or if) backups for all courses are done at the System level. However, even if System backups are routinely done, they cannot meet the needs for each Course, unless backups were scheduled 24/7! Therefore, it is up to each Instructor to determine when to do a backup for their individual Course(s) and to do their own backups.

Some circumstances when backups might be warranted:

- Before adding new content to a course or deleting any content.



This would ensure that a backup was available in case any content is accidentally deleted during the addition of new content.

- After adding new content to a course.



This would ensure that a backup contains the latest version of the course.

- After adding grades.



This would ensure that the backup contains the latest grades. If data were lost for any reason, reconstructing and regrading could be difficult.

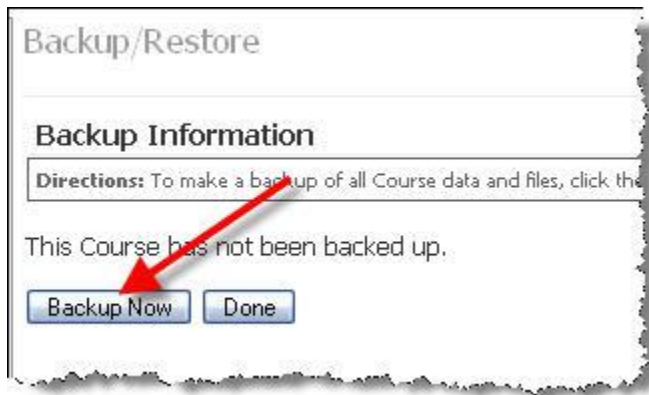
- ANYTIME that data that you do not want to lose has been added. You might want to backup your Course routinely at least once a week.

Backing Up a Course

1. Go to **Manage > Backup/Restore**.



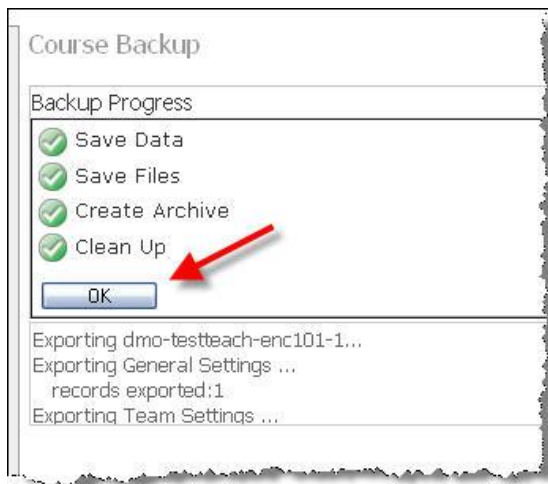
2. Click the **Backup Now** button to begin the process.



3. The next screen will show the process as it is running.



4. When the process has completed, the “clocks” will be replaced with green circles with checkmarks in them. Click the **OK** button to continue.



5. The next screen will show that the backup was successful. There are now more options available: **Restore Backup** and **Download Backup**. These options are added to this screen after a backup has been done for the first time.
6. You may want to save the backup to another location, such as the hard drive on a computer, a flash/thumb drive, or a CD. Should anything compromise the data on the server, you would still have an intact backup.

To save the backup to another location, click the **Download Backup** button.



You may wonder exactly how large the backup file is, since you need to ensure you have enough file space to save it. In the above example, it says the backup is 3886671 bytes which is the same as about 3887 KB or approximately 3.9 MB (1000 bytes = 1 KB; 1000 KB = 1 MB). If you had a flash drive that held 1GB (1000 MB = 1 GB), you could download about 250 copies of this backup file!

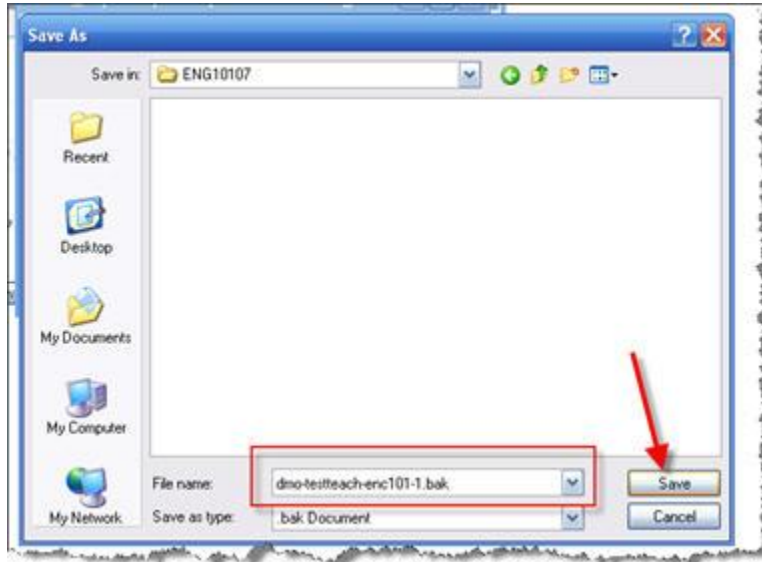
7. Doing so will open up a pop-up window asking whether you want to Open or Save (or Cancel) the backup file. Click the **Save** button.



8. This option will require you to designate where you want the file to be saved. It will also allow you to rename the file if you wish. In this case, you are saving it in the **Course Folder** on the **C:** drive. Once it is saved, it could be burned to a **CD** or **DVD**. It could also have been saved directly to a removable storage device.



If you are using Firefox as a browser, it will default to saving the file to your desktop, unless you have changed the settings to download it elsewhere.



The backup file can only be used to RESTORE a course to the way that it was when the backup was created. You cannot make changes to any content within the backup file.