

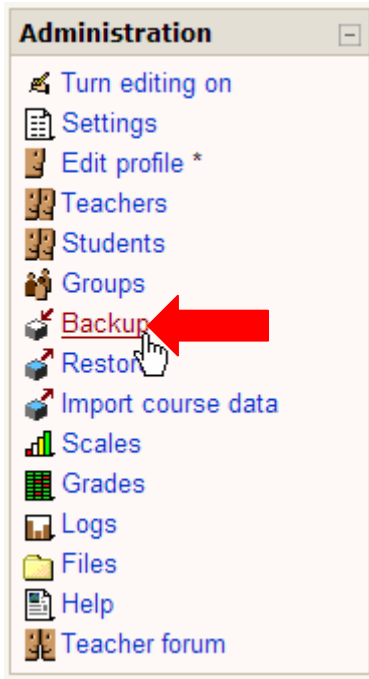
Backing Up/Restoring courses

At the end of the semester you might want to backup your course so you can restore the data at another time or just to store data to compile later. The easiest way to do this is:

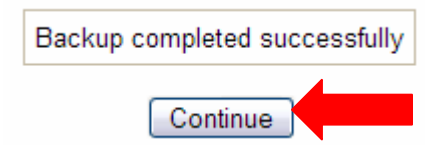
Login to your course

On the left side of your screen you will see a link called “Backup”.

Click “Backup” now



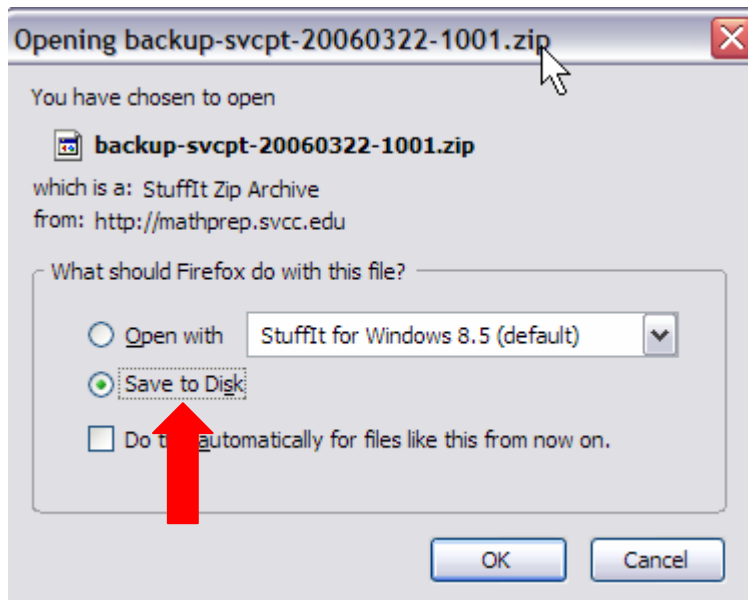
By default you can just **click the “Continue” button at the bottom of the next 3 screens until you see the “Backup completed successfully” notation.**



You will be taken to a screen will you can download the backup file to store locally. This is the recommended approach to take.

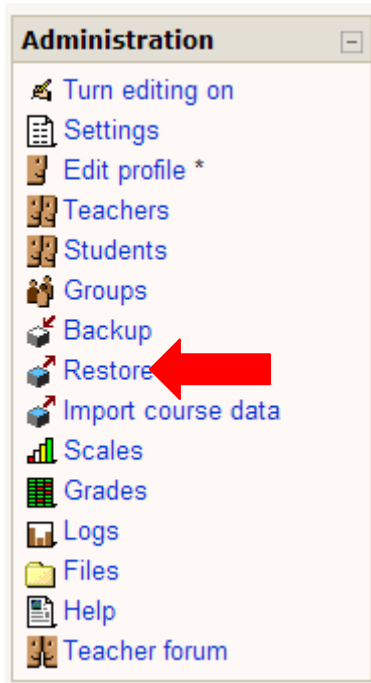
Click the backup file to download locally to your computer so you can store it on some kind of removable media.

| Name | Size | Modified |
|---|-------|-----------------------|
|  Parent folder | | |
| <input type="checkbox"/>  backup-svcpt-20060322-1001.zip | 6.2MB | 22 Mar 2006, 10:02 AM |

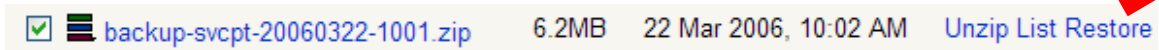


Save the file and you are done! You just backed up your course. If you want to restore this course at anytime, you would do so by clicking the “Restore” link off of your main page on the left side under Administration.

Restore the course by **clicking on the “Restore” link on the left side of your screen** from the main page.



Choose a backup file internally and click “Restore”,



OR click the “Upload a file” button to upload a backup file you have stored somewhere else.



Follow the onscreen instructions to restore your course.