

First: Back up last semesters course

You can back up your course from last semester and upload into your course for this semester. The time required to back up a course depends on both the size of the course and the speed of the server. Large courses may take more than 10 minutes to back up. If backups seem to take a long time, consult with your system administrator.

1. From the *Control Panel*, click **Manage Course**. The *Manage Course* screen appears.
2. Click **Backup Course**. The *Backup Courses* screen appears.
3. Under *Options: Backup Files*, click **Create backup**. The *Create Backup* screen appears.
4. In the text box, enter a brief description for the backup course. This description will appear in the *Backup Filename* table. **Note:** The backup course's filename is created automatically.
5. Click **Create**. A confirmation screen appears. **Note:** The backup is automatically saved as a zip file.
6. Click **Continue**. The *Backup Course* screen appears with the backup course listed.
7. Click on the **Radio Button** next to the course name. Click the **Download** button under the **Action menu** on the right hand side of the screen.

Second: Download the backup to your computer

You can download only one course backup at a time.

1. From the *Control Panel*, click **Manage Course**. The *Manage Course* screen appears.
2. Click **Backup Course**. The *Backup Courses* screen appears.
3. From the *Backup Filename* table, select the course backup that you want to download.
4. Under *Options: Backup Files*, click **Download**. Your computer's file download window appears.
5. Follow the on-screen instructions.

Third: Upload Storing a course backup

Uploading a course backup allows you to upload the course material from last semester into this semester's course. When you upload a course backup, you have the following options:

- *Replace users*: This option replaces the users who are in the existing course with the users from the backup file. The restored course includes *Discussions* topics, *Mail* messages, and course content from the backup. **Note**: Depending on administrator settings, this option may not be available.
- *Update users*: This option keeps the users, their status (active or inactive), and their access (allowed or denied access) in the existing course but updates other data for those users from the backup file. The restored course includes *Discussions* topics, *Mail* messages, and course content from the backup.
- *Keep users*: This option keeps the users, their status (active or inactive), and their access (allowed or denied access) in the existing course. The restored course includes *Discussions* topics, *Mail* messages, and course content from the backup. This option ignores any users from the backup file.
- *Reset course*: This option restores course content but not users from the backup file.

Important: **FOR YOUR NEW SEMESTER COURSE SELECT "KEEP USERS"**

To upload a course backup:

1. From the *Control Panel*, click **Manage Course**. The *Manage Course* screen appears.
2. Click **Backup Course**. The *Backup Courses* screen appears.
3. From the *Backup Filename* table, select the backup that you want to restore.
4. Under *Options: Restore*, click KEEP USERS. A warning message appears.
5. Click **OK**. The course backup is uploaded to the selected courses.
6. Click **Continue**. The *Backup Courses* screen appears.

PLEASE NOTE: The time required to back up a course depends on both the size of the course and the speed of the server. Large courses may take more than 10 minutes to back up. If backups seem to take a long time, consult with your system administrator.