

How to Backup and Restore a Course

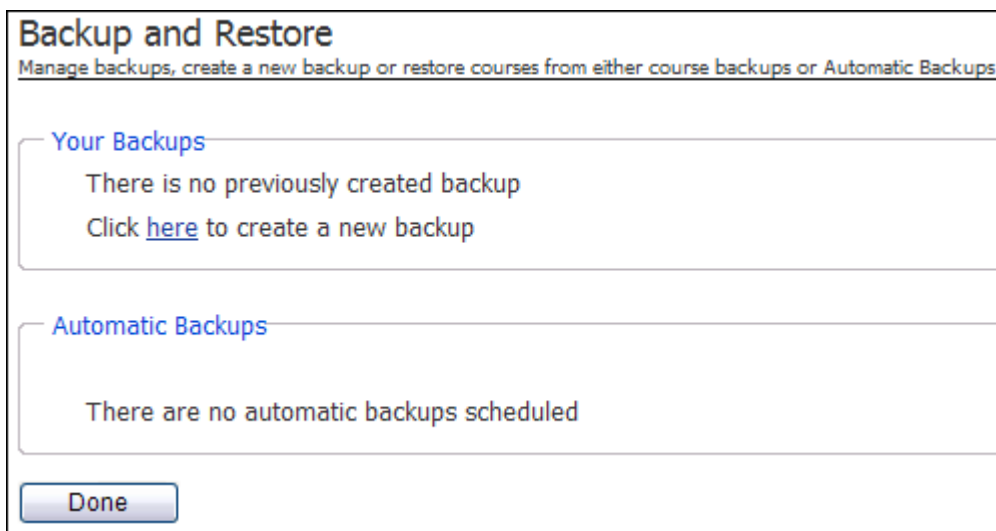
Instructors and other users with Course Editors rights can backup a course using the following method. Institutions have different policies about backing up courses and administrators may schedule an automatic backup of your course, for example, on a weekly basis.

Backup Your Course for the First Time

1. Click the **Manage** tab.
2. Click **Backup and Restore** under the Data Management section.



3. Click the **Your Backups - Click [here](#) to create new backup** link.
Note: The first time you attempt to backup your course, ANGEL will indicate that there is no previously created backup.



4. Click **Done**.
Note: ANGEL will notify you that your backup is in a **queue** waiting for the system to backup the course. ANGEL backs up courses using this queue method to prevent the server from being slowed down from too many simultaneous requests to backup courses.

Backup and Restore Status

Show status and progress of your backup and restore job

Your backup for this course has been submitted to the Content Exchange queue

There is an active backup for this course in the queue; your backup is next in the Content Exchange queue

 [Return to the Manage tab for this course](#)

 [View your backup job in the Export Console](#)

5. Once your backup has been completed, you will see the **Date Created** and **File Size, Last Backup date, time, and size listed under the Data Management component on your Management Console**. This most recent copy of your course is stored on the ANGEL server. Each time that you backup your course, ANGEL overwrites this backup, so that you always have the most recent version of your course.

Backup and Restore

Backup and restore Course data and files

Last Backup: May 4, 2009 11:02:18 AM (104.2 KB)

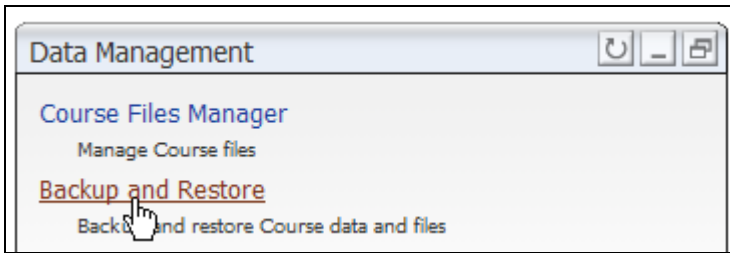
6. At this time, you can also download a copy of your backup to your PC or storage device, if you would like to keep a copy. Click the **Download Backup** button. To download a copy of your recent backup, click the **Backup and Restore** link under the Data Management Component.
7. Click **download** to download your backup to your local computer hard drive or flash drive.
8. Click **Done** to exit.

Backup Your Course on a Regular Basis

You should return and backup your course regularly. Some circumstances when additional 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 was lost for any reason, reconstructing and regarding could be difficult.

9. To backup your course again at a later date, click the **Manage** tab.
10. Click on **Backup and Restore** under the Data Management section.

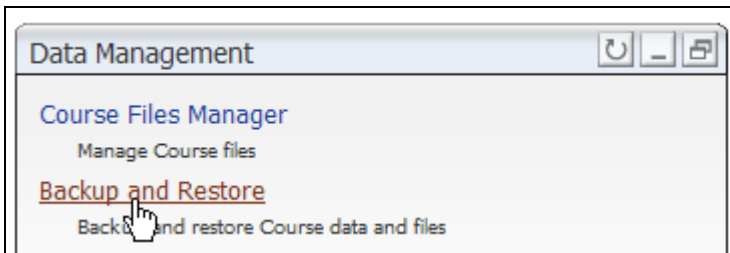


11. Click the **Your Backups - Click [here](#) to create new backup** link again to create a **new backup**. Once your backup has been completed, you will see the new **Date Created** and **File Size**.
12. Click **Done** to exit.

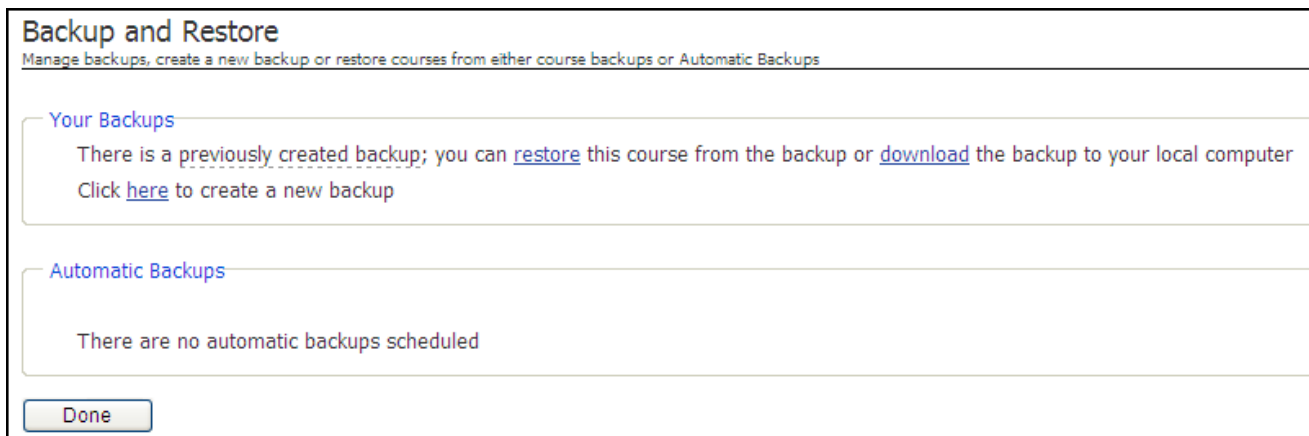
How to Restore a Course

Restoring a course from a backup will overwrite all of the content in your course including your student submissions after the last backup. For this reason, it should only be done in an **emergency situation** when you have lost your course content. **Note:** It is recommended that you contact your system administrator for assistance in restoring your course.

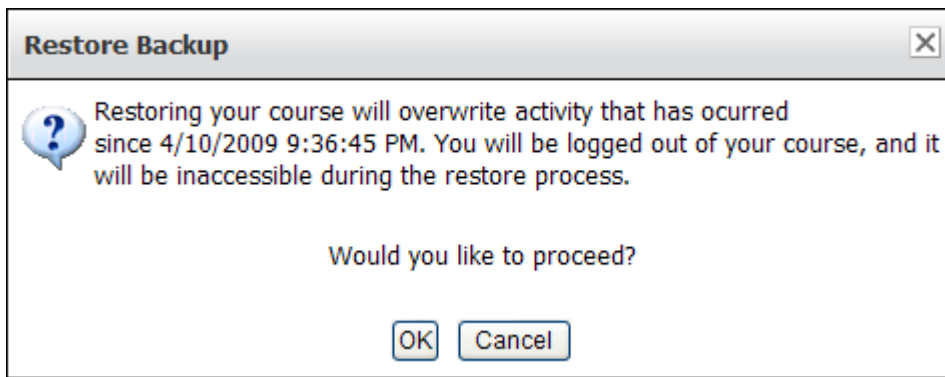
13. Click the **Manage** tab.
14. Click **Backup and Restore** under the Data Management section.



15. Click the **Restore Backup** button.



16. ANGEL will prompt you with a warning before proceeding.



17. Click **OK** to proceed or **Cancel** to stop the restore procedure.
18. Once your course has been restored, your backup will indicate the **Date** and **Time** of the most recent course backup. **Note:** You will have lost all student submissions after this date.

