



eCampus Vista: Backing Up Your Course

You can create backups of your course that administrators can restore at a later time. This feature is designed as a quick and convenient way to back up your course before making changes that you may want to undo with the help of an administrator. For example, if you wanted to make design changes to your course or delete content, you could back up your course before making the changes so you could restore it as it was before you made the changes.

The following data is included in a course backup:

- enterprise data, including users, enrollments, and other meta-data
- all content and any data that it produces, for example assessments and their submissions
- selective release criteria applied to content
- file and folder structures
- course settings

After you have backed up your course, you can save the backup as a file. This allows you to download the backup and save it to a storage medium of your choice. Unlike regular backups, backup files can contain tracking data. If you choose to include tracking data, the last processed tracking information collected before the backup was created is used.

NOTE Designers and instructors cannot restore backups. If you need to restore your course, contact your administrator.

Backing Up Your Course by Tab

Build

From both the Build and Teach tabs, you can create course backups.

Teach

Creating a Course Backup

You can make multiple course backups. Each course backup is listed with the date and time at which the backup was completed. After you have created the backup you can save it as a file.

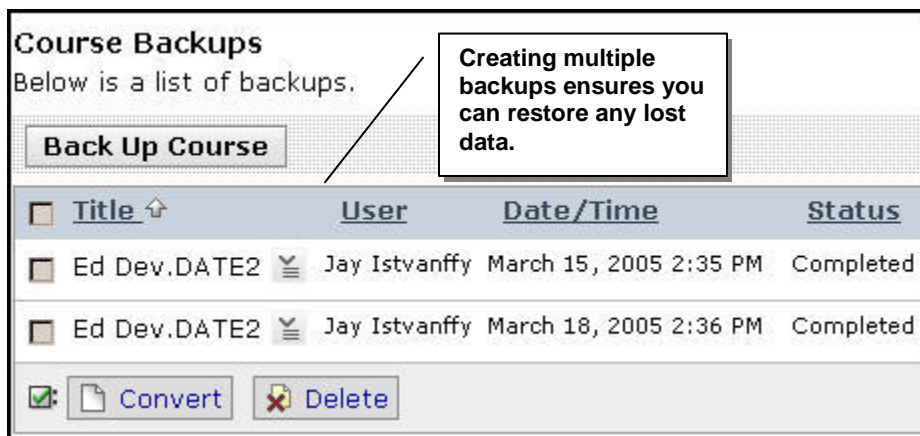
⇒ To back up your course and save it as a file:

1. From the Build or Teach tab, under Designer or Instructor Tools, click **Manage Course**. The Manage Course screen appears.

2. Click **Backup**. The Course Backups screen appears.

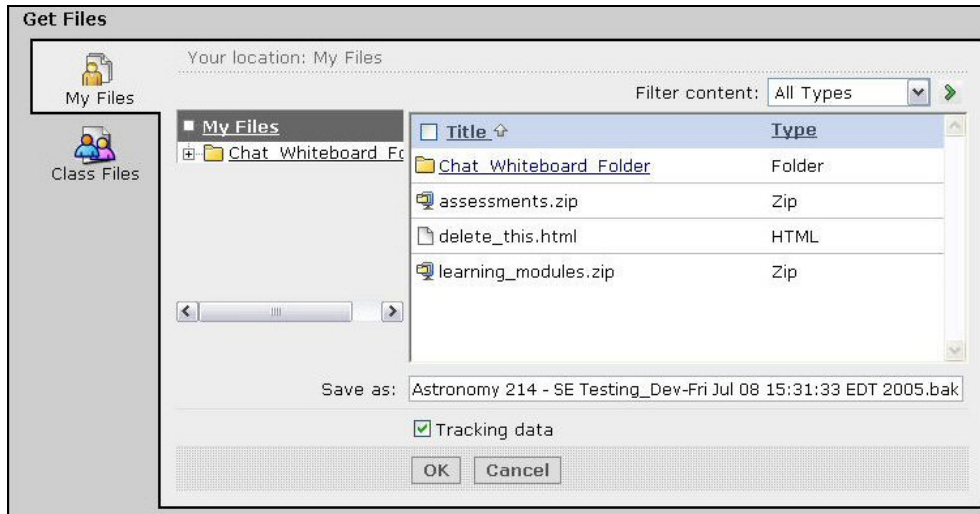


3. Click **Back Up Course**. Your section or course is added to the backup queue.
4. Click **OK**. The Course Backups screen appears and the backup is listed along with any other completed backups.

A screenshot of the "Course Backups" screen. At the top, it says "Course Backups" and "Below is a list of backups." There is a "Back Up Course" button. A callout box points to the button with the text: "Creating multiple backups ensures you can restore any lost data." Below this is a table with columns: Title, User, Date/Time, and Status. The table contains two rows of backup information. At the bottom of the table are "Convert" and "Delete" buttons.

Title	User	Date/Time	Status
Ed Dev.DATE2	Jay Istvanffy	March 15, 2005 2:35 PM	Completed
Ed Dev.DATE2	Jay Istvanffy	March 18, 2005 2:36 PM	Completed

5. Locate the backup and from its ActionLinks menu, select Save as File. The Content Browser appears.
6. Navigate to the location where you want to save the file. Leave the Tracking Data checkbox selected. Click **OK**.



The backup file is created.

Go to File Manager and download the file to your local computer.