

Backing Up Your Previous Course

To delete old back-ups:

A maximum of 2 back-ups is allowed per course, so if you already have 2, you will first need to delete one of the older back-ups.

- In [Manage Course](#), click on [Backup course](#). You will see any backups already created.
- Select the radio button of an older backup to delete.
- Under [Options: Backup Files](#), click [Delete](#).

To create new back-up:

- In [Manage Course](#), click [Create Backup](#).
- You will have the option to enter a description of the backup file.
- Click [Create](#).

To download back-up:

You will save the backup by downloading it to your computer hard drive.

- In [Manage Course](#), click on [Backup course](#). You will see any backups already created.
- Select the radio button of the latest backup you would like to download.
- Under [Options: Backup Files](#), click [Download](#).
- You will be prompted to save the file to your computer hard drive. Select a location and click [Save](#).

Restoring the Backup to the New Course

- After the download is finished, go to your New Course and Under [Designer Links](#), click on [Manage Course](#).
- In [Manage Course](#), click [Upload Backup](#). Browse for the file on your desktop and click [upload](#).
- When this is complete, click on the radio button next to your backup. In the [Options: Restore](#), click on one of the following:
 - [Restore \(replace students\)](#) Use this to replace the students currently in the course with the students in the backup.
 - [Restore \(keep students\)](#) Use this to keep the students currently in the course and ignore the students listed in the backup.
- You will receive a confirmation message. Click [Continue](#).

Reset the New Course

Reset the course to clear out old student records and assignments. If you do not reset the course, old student data from the backup will remain.

- From [Manage Course](#), click the [Reset Course](#) link. The Course Reset screen appears.
- Select the check box(es) beside the tool(s) you want to reset.
- Click [Reset](#). A warning message appears. Click [OK](#).
- You will receive a confirmation message. Click [Continue](#).