

## How to Backup and Restore a Course in DC Connect

### *Introduction*

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For archival purposes, it is possible to download a backup of your course structure and content to be stored on your personal computer, outside of DC Connect. If desired, this backup can be restored into a new course shell, or a sandbox, in DC Connect at a future time.

**NOTE:** This is not the recommended method for moving a course structure and content from semester to semester. The Copy Components process should be used for that purpose.

### *Content*

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This document covers the following topics:

- Create a backup of your course in DC Connect
- Restore a backup of your course in DC Connect

## Create a backup of your course in DC Connect

To create a backup of your course, log in to DC Connect and access the course you wish to backup.

Click on the **Course Admin** navigation link.

Course Admin

↕ Import / Export / Copy  
Components

Click on the **Import/Export/Copy Components** link.

### What would you like to do?

Copy Components from another Org Unit  
[What is an Org Unit?](#)

Course to Copy:

Search for offering

Include protected resources

[View History](#)

Copy Components from Parent Template  
[What is a Parent Template?](#)

Include protected resources

Export Components  
[Should I include course files?](#)

Include course files in the export package

Import Components

Select the **Export Components** option.

Be sure to leave the **Include course files in the export package** checked.

Click the **Start** button.

Start

## Select Course Material

### Select Components to Export

Select the **Select All Components** option.

Select All Components

All the items should now appear as checked.

Checklists (1 item(s))

Export all items

Select individual items to export

Be sure to leave the **Export all items** option selected for each component.

Content (8 item(s))

Export all items

Select individual items to export

Click the **Continue** button.

Continue

Go Back

Cancel

A confirmation page will be displayed. Click the **Continue** button once more.

The export process will now begin and an export summary will appear once the process has finished. Click the **Finish** button.

Finish

## Export Summary

The course export was successful.

[Click here to download the export Zip package](#)

On the subsequent Export Summary page, click the **Click here to download the export Zip package** link.

A .zip file will download to your computer. It is important that you *do not decompress/unzip* this file.

Click the **Done** button. You will be returned to the Import/Export/Copy Components page. Your course backup is complete.

**NOTE:** This process does not export any student work or marks, only the structure of the course, and any associated supporting files (Word documents, PDF files, etc.).

## Restore a backup of your course in DC Connect

To restore a backup of your course, log in to DC Connect and access the course you wish to populate.

Click on the **Course Admin** navigation link.

Course Admin

↕ Import / Export / Copy  
Components

Click on the **Import/Export/Copy Components** link.

### What would you like to do?

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Export Components

[Should I include course files?](#)

Include course files in the export package

Select the **Import Components** option...

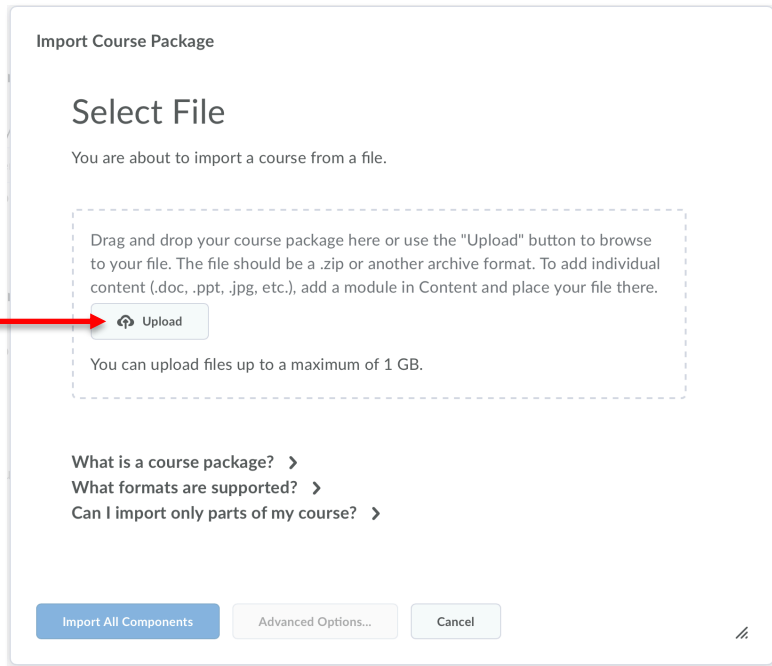
Import Components

...and click the **Start** button.

Start

A popup window will appear.

Click the Upload button.

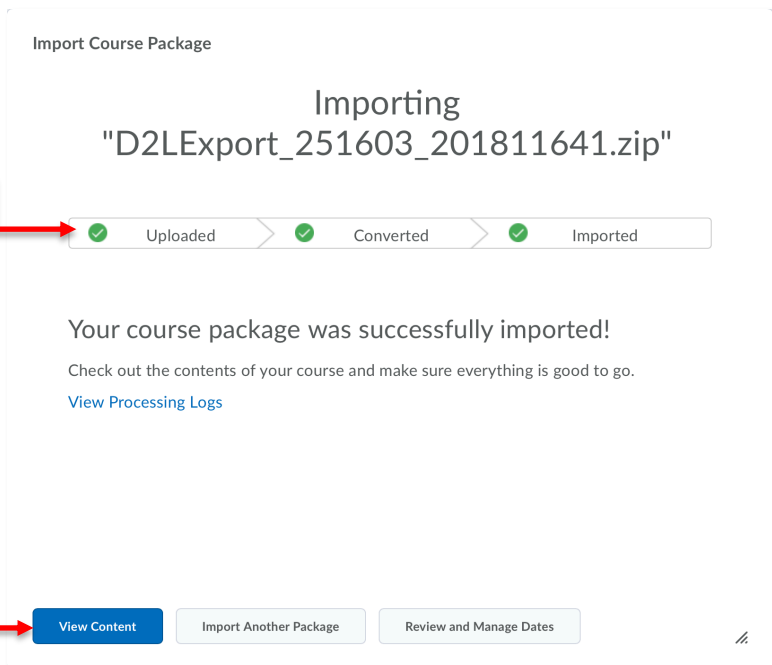


Navigate to the location on your computer where you have stored the .zip file you downloaded as a course backup. Select it and click the **Choose** button.

A progress bar will appear. Once it is complete, click the **Import All Components** button.



Another progress bar will show you the status of the Import.



When complete, click the **View Content** button.

Your course has been restored.

**NOTE:** Release Conditions and Intelligent Agents are not part of the export/import package. Release conditions that existed on content or activities in the original course will need to be recreated. Any desired Intelligent Agents will need to be recreated or copied from another course.

It is strongly recommended that all announcements, content, files, and activities be reviewed to ensure any date information is appropriately updated.

It is also recommended that the most current, approved course outline be consulted to ensure your Grades align with the current version of the course.