

Unit Topic: How to Backup and Restore a Course in DC Connect

Introduction

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

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.

Select the **Export as Brightspace Package** option.

Import/Export/Copy Components

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 as Brightspace Package
[What is a Brightspace Package?](#)

☐ Export as Common Cartridge
[What is Common Cartridge?](#)

☐ Export as Thin Common Cartridge 
[What is Thin Common Cartridge?](#)

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 (141 item(s))

☒ Export all items

☐ Select individual items to export

Click the **Continue** button.

Continue

Go Back

Cancel

On the confirmation page, be sure to select the **Include course files in the export package** option.

Additional Components to Export

Should I include course files?

☒ Include course files in the export package

Next, click the **Export** button.

Export

Go Back

Cancel

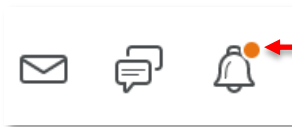
An information page will be displayed.

Export started

Your export has been started. You will receive a notification in the Update Alerts when it has completed.

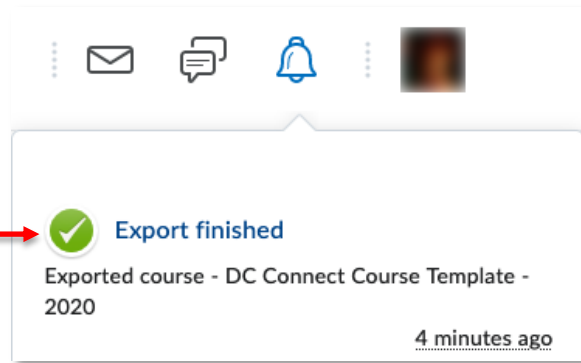
Done

Click the **Done** button.



When the export package is ready, you will see an orange circle appear on the Update alerts bell.

Click on the bell to display the alerts list, then on the **Export finished** link.



Export Summary

The course export was successful.

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

Done

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.

Import/Export/Copy Components

What would you like to do?

Select the **Import Components**,...

☒ Import Components

Select a component source:

☐ from Learning Object Repository

☒ from a course package

[View Import History](#)

, the **from a course package** option,...

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

Start

A popup window will appear.

Click the **Upload** button.

Import Course Package

Select File

You are about to import a course from a file.

Drag and drop your course package here or use the "Upload" button to browse to your file. The file should be a .zip or another archive format. To add individual content (.doc, .ppt, .jpg, etc.), add a module in Content and place your file there.

Upload

You can upload files up to a maximum of 2 GB.

[What is a course package? >](#)
[What is supported? >](#)
[Can I import only parts of my course? >](#)

[Import All Components](#) [Advanced Options...](#) [Cancel](#)

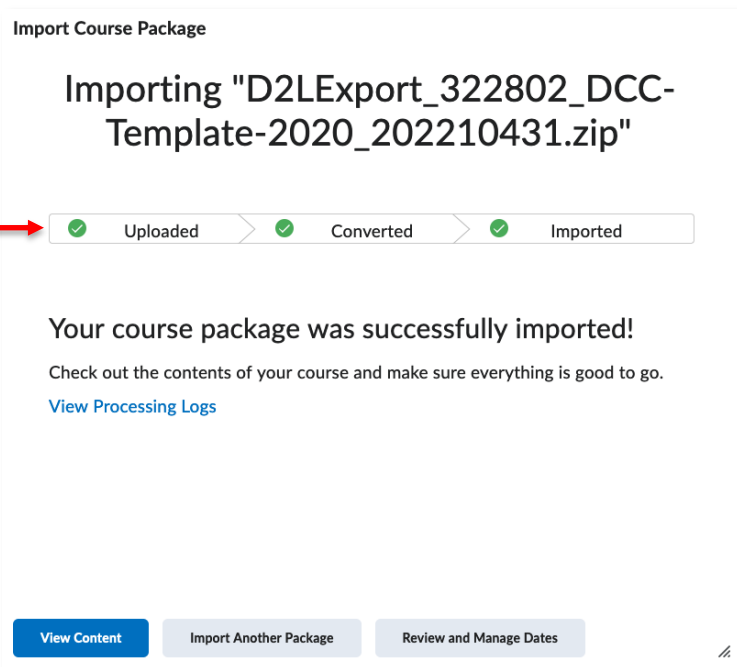
Navigate to the location on your computer where you have stored the .zip file you downloaded as a course backup. Select it and click the **Choose** button.

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: Groups are not part of the export/import package. Group Categories, and any Release Conditions based on them, that existed on content or activities in the original course will need to be recreated. Any desired Intelligent Agents will need to be updated and enabled.

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.