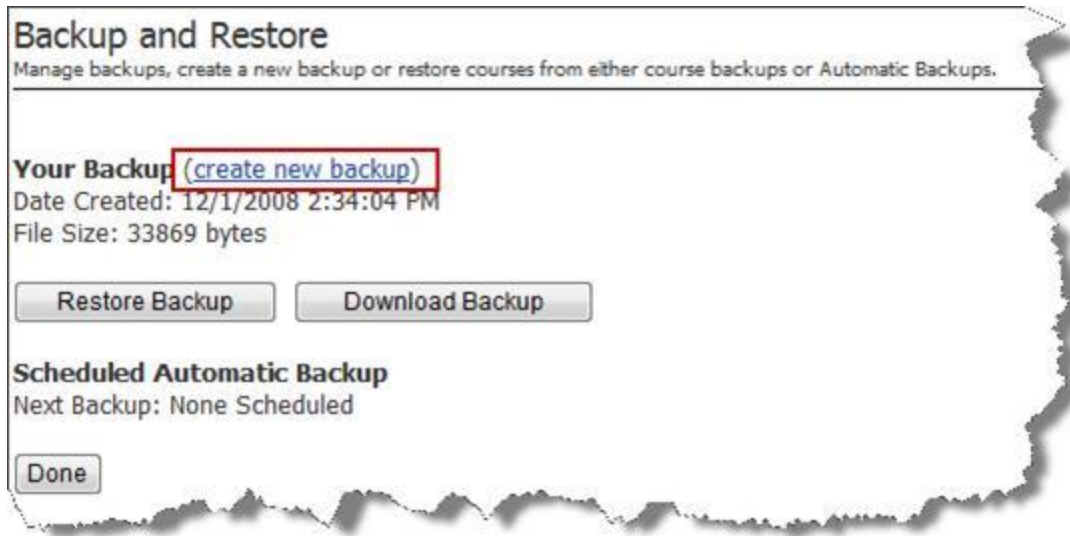


Backing Up a Course

From the ANGEL 7.4 Instructor Reference Manual

To back up your course, select the **Backup and Restore** tool from the Data Management Menu under the Manage tab. Then click the **create new backup** link.



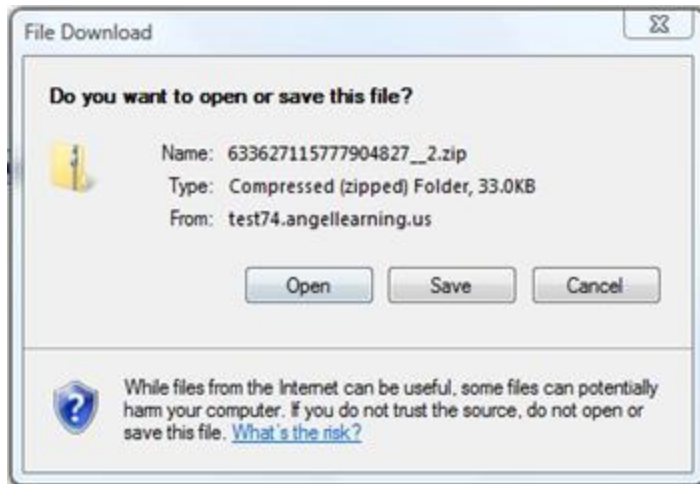
This process might take time, depending on the size of the course and the load on the system. However, you can browse through your course while it processes.

After a successful backup, either by the instructor or by the system administrators, other options become available: Restore Backup and Download Backup.


You might want to save the backup to another location, such as the hard drive on a computer, a flash/thumb drive, or a CD. If anything compromises the data on the server, you still have an intact backup.


To save the backup to another location, click the **Download Backup** button after the backup is complete.

A pop-up window displays, asking whether you want to open or save (or cancel) the backup file. Click the **Save** button.



This option requires you to designate where you want the file to be saved. It also allows you to rename the file if you want. In this case, you are saving it in the course folder on the C drive. After it is saved, it can be burned to a CD, stored as a DVD, or put in removable storage.

 **Note:** If you are using Firefox as a browser, it will default to saving the file to your desktop unless you have changed the settings to download it elsewhere.

 **Note:** The backup file can be used only to *restore* a course to the way that it was when the backup was created. You cannot make changes to any content within the backup file.