

Back up course at end of a semester

Important Background Information

No matter when you plan to teach the current semester's online/hybrid course again, **always make a backup and save the backup file** where you can get to it (on your local computer or some other storage space). Why? Your current course will be deleted soon after the semester is over.

What you do with your saved backup file depends on what you are going to be doing with the course in the future.

Examples:

- **If you are teaching the same course next semester and only have a few changes to make to the course**, you can wait until the next semester's course shell becomes available on the production site and restore the saved backup file to your new course shell where you can make needed changes (changing due dates, updating syllabus, etc.). (Keep the course hidden from students until the next semester begins.)
 - **If you are teaching the same course next semester and intend to make a lot of changes to it over the semester break** you can restore the saved backup file to your course shell in the sandbox and work on it there during the break (changing due dates, updating syllabus and course content, etc.). Once you get the course updated in the sandbox, make a new backup file and use that saved backup file to restore to the production site once the new course shell becomes available there.
 - **If you won't be teaching the same course next semester but want to make some improvements to the course before you teach it at some point in the future**, restore the saved backup file to your course shell in the sandbox and make improvements there. When you are ready to teach it in the future, back up the course from the sandbox and restore it to the production site course shell once it becomes available there.
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There are two critical issues to remember when making a backup file of a course:

- **Do not include the user information when backing up from a production site course.**
Why? If you do, all of the student's information from this semester would be restored into the new semester's course.
- **Courses that include the Q and A type of forums:**
Your backup from the production site will not include your personal postings with your instructions for the Q and A forums for students to respond to.

An option to solve this problem:

- Save a copy of each of your postings in a Word document and paste them into the forums as new posts once you have restored the backup file to the new course shell for another semester.