



Create backups fact sheet

Why do I have to make backups?

The **Backups** function allows you to make a backup of your course. Although the IT Department regularly makes backups of ALL clickUP modules, it is extremely difficult for them to retrieve these backups later, if you require them. Therefore it is safer to create your own.

1. Create the backup



Backups will be put in a queue to be created during the night, SO you have to start this process **the day before!!**

- Go to the **Manage Course** link (on either Build or Teach tabs).
- Click on the **Backup** option.
- Click on the **Back Up Course** button. A message will indicate that the request for the backup is in a queue. Depending on how busy the server is, the creation of the backup might take up to 24 hours.
- Click on **OK**.
- When the status displays that the backup is completed (see screen below), save the backup to the **MyFiles** area, by clicking on the **Action** link and select the option **Save as File**.

Title ↑	User	Date/Time	Status
bem884_s02_2008_bem884	ClickUP Admin	April 7, 2008 08:44	Completed

- Select the **MyFiles** option and click on **OK**.



Unfortunately, you cannot save the backup directly to your computer; that is why we first have to put it in **MyFiles** and then we can save it to our computers.

2. Save the backup to your computer

- Go and find the backup in **My Files** by clicking on the **Build** tab, select **File Manager**, select **My Files**.
- To save the backup, click on the action link next to the file name and select **Download**. You now have to browse to the place on your computer where you want to save the backup.

3. Delete the backup from the server

Now that you have saved the backup to your computer, you have to delete the backup on the server:



Delete the backup from the Backup function:

- Go to the **Manage Course** link (on either Build or Teach tabs).
- Click on the **Backup** option.
- Click on the tick box in front of the backup name. Click on the **Delete** button.



Delete the backup from the **MyFiles** area:

- Go and find the backup in **My Files** by clicking on the **Build** tab, select **File Manager**, select **My Files**.
- Click on the tick box in front of the backup name. Click on the **Delete** button at the bottom of the screen OR use the action links and select the **Delete** option there.



REMEMBER

You can access the Manage Course option on both the Build and Teach tabs.



REMEMBER

You have limited space in the My Files area. Also remember that the My Files area is cleaned out at the end of the year, so you will lose your files if you do not download them to your own computer!