

## HOW DO I ..... ? CREATE AND ARCHIVE A BACKUP OF MY UNIT

You will need to be a Designer of a LMS Unit in order to undertake this process.

You can create backups of your course that the LMS Support unit, [lmssupport@latrobe.edu.au](mailto:lmssupport@latrobe.edu.au) can restore at a later time. This feature is designed as a quick and convenient way to back up your LMS unit before making changes. For example, if want to make design changes or delete content, back up your unit before making the changes so that it can be restored if the changes are not suitable.

### MAKING THE BACKUP

1. Log in to the LMS. Select your unit and select the **Build** Tab.
2. Choose **Manage Course** > **Backup**.

Your location: **Manage Course**

#### Course Backups

Use the control below to back up this course.

**Back Up Course**

There are currently no backups.

3. The La Trobe University LMS allows for only two backups per LMS unit. If you already have two backups on the system, you will see the following message:

*The following have reached or exceeded the quota of online backups set by the administrator*

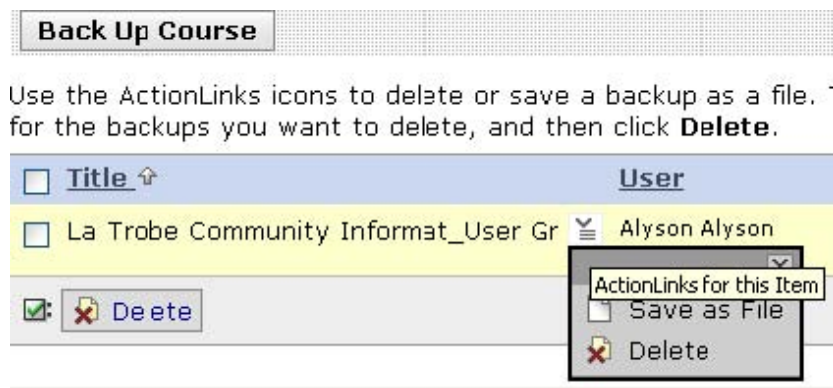
4. To skip backing up the unit, select Skip backup. To delete the oldest backup of the unit to make space for the current backup, select Delete the oldest backup. Your backup will be added to the backup queue. Select OK.

## SAVING THE BACKUP AS A FILE

You can save a backed up unit into an encrypted file with the extension .bak. When saving the backup you can determine whether or not you want Tracking Data included.

**NOTE:** You cannot restore a backup. If you need to restore your unit backup, contact [lmssupport@latrobe.edu.au](mailto:lmssupport@latrobe.edu.au)

1. From the **Backups** screen, locate the unit backup you want to save as a file. Click the **ActionLinks** icon next to the title. A menu appears.
2. Select **Save as File**. The **Content Browser** pop-up window appears.
3. Select **My Files**. If you want to edit the default filename for the backup file, in the **Save As** text box edit the name and choose **OK**.



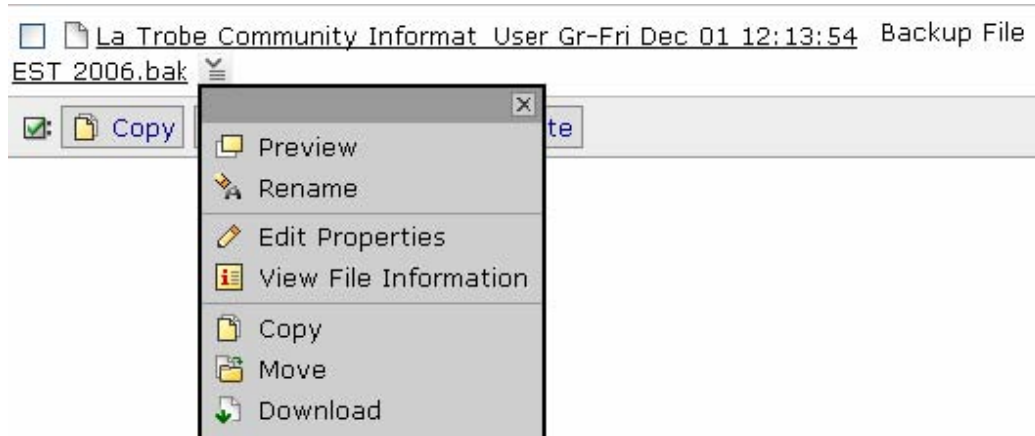
## DOWNLOADING THE BACKUP FILE

You can download the saved backup file to your computer and save it to a storage medium of your choice.

1. Select the **Build** tab
2. Choose **File Manager**, then select **My Files**
3. Locate the backup of the file you just saved. The file will have the extension .bak

**NOTE:** If the unit is large, the filename may not appear immediately as it may take some time for the backup file to be saved to My Files.

4. From the **ActionLinks** menu (grey, down pointing arrow), select **Download**.
5. You will be prompted to save the File. Navigate to a location on your computer where you will save the file and choose Save.



6. Once the file has been saved, select Delete from the ActionLinks menu. The file will be deleted from My Files but will remain in the Backups section of the unit.