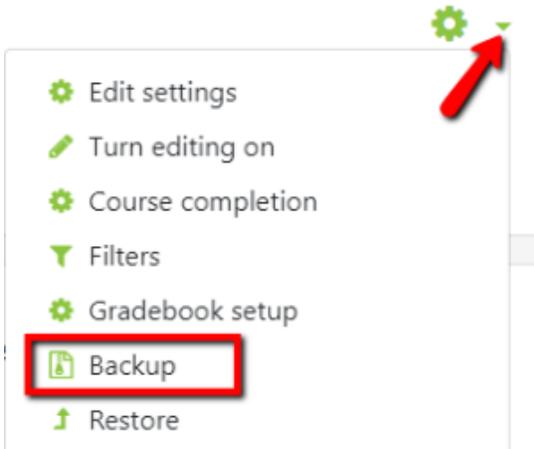


# Creating a Course Backup in OnCourse

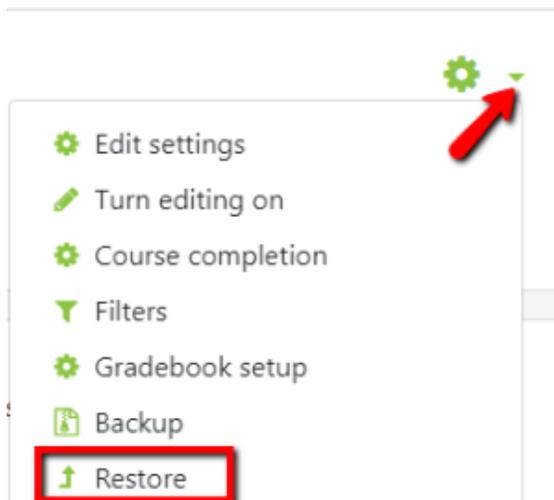
How do I create a backup of my course that I can download onto my computer?

## Step-by-step guide

1. Login in to OnCourse at [oncourse.fredonia.edu](http://oncourse.fredonia.edu) using your eServices username and password.
2. Locate the green gear icon on the upper right hand side of the page. From the drop-down menu, click the Backup link.



3. There are two choices, backing up including enrolled users or backing up without enrolled users. Backing up with enrolled users will contain student information, this is a good choice for retaining student data. If the course backup only needs to contain the content, the backup can be created without enrolled users.
  - a. To include enrolled users, check the "Include enrolled users" option, second in the list of Backup Settings.
  - b. To exclude student data, and only include course content, uncheck "Include enrolled users."
4. Scroll to the bottom and press the "Jump to final step" button.
5. Once the backup is complete a message will appear that says "The backup file was successfully created." Press the Continue button.
6. To download the backup locate the Course Backup area and click the Download link next to the download you would like to save.
  - a. If you navigated away from the Course Backup area after creating a backup, you can find it again by locating the green gear icon on the upper right side of the page and clicking on the Restore link in the drop-down menu.



### Hints:

- Save the backup file in a secure location, like your U drive. Information on using the U drive can be found here: <http://home.fredonia.edu/its/personal-data-storage-faq>.
- If you used the gradebook it may be helpful to [back that up separately](#) to make it easier to access.

### Resources:

- More information on course backups can be found at [https://docs.moodle.org/31/en/Course\\_backup](https://docs.moodle.org/31/en/Course_backup).

Short URL to this page: [https://answers.fredonia.edu/x/\\$action.getTinyUrl\(\)](https://answers.fredonia.edu/x/$action.getTinyUrl())

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## Related articles

- [Adding and Configuring Quizzes in OnCourse](#)
- [Adding a YouTube Video to OnCourse](#)
- [Create an Assignment in an OnCourse Gradebook](#)
- [Drop the Lowest Grade in OnCourse Gradebook](#)
- [Exporting Your Roster From OnCourse](#)