Backups in Learn 9 are done by either exporting or archiving the course. This document outlines both processes.

**Exporting a Learn 9 Course**

Exporting a course creates a package of course content that can later be imported into the same course or a different course.

1. **Log in** to the New eCampus and **Click** on the section that needs to be backed up. Go to Packages and Utilities in the Control Panel and click on Export/Archive Course.
2. **Click** on Export Package.

3. **Choose** which course materials are needed in the backup (Select All is a safe option) and **Click Submit**.

An email will be sent from the system when the Export is complete.

**Archiving a Course**

Archiving a course creates a permanent record of a course including all the content and user interaction available at the time the Archive was created.

1. **Log in** to the New eCampus and **Click** on the course that needs to be backed up. Go to Packages and Utilities in the Control Panel and click on Export/Archive Course.
2. Click on Archive Course.
3. Check the option to Include Grade Center History if necessary and Click Submit.

An email will be sent from the system when the Archive is complete.