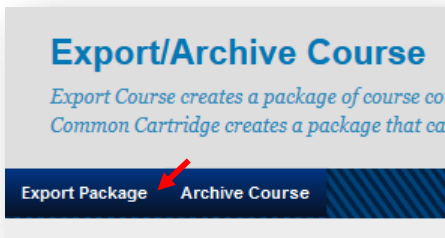


Backups in Learn 9 are done by either exporting or archiving the course. This document outlines both processes.

Exporting a Learn 9 Course

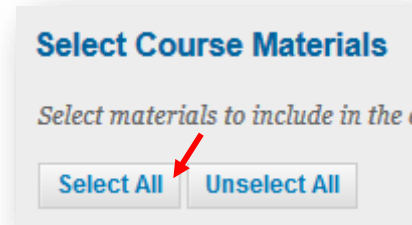
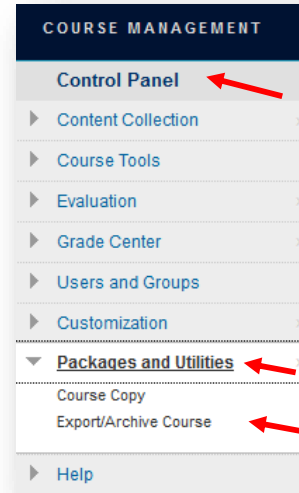
Exporting a course creates a package of course content that can later be imported into the same course or a different course.

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**.

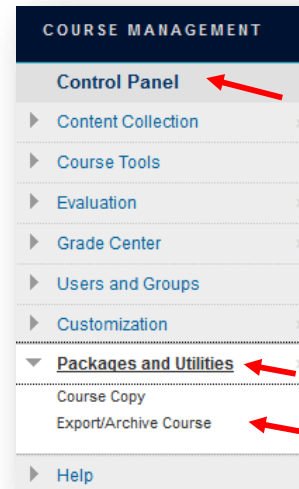
An email will be sent from the system when the Export is complete.



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**.

Select Copy Options

* Source Course ID DVECTSTmfillo.201301

Include Grade Center History (increases file size and processing time)

Export/Archive Course

Export Course creates a package of course content
Common Cartridge creates a package that can be imported into another LMS

Export Package Archive Course

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