

Backup Course

This process will save an archived copy of a single course to your local computer.

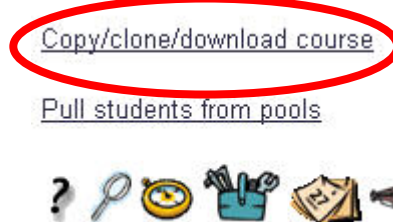
1. Login
2. Enter course
3. Click **Course Manager**



4. Click **Course Management**



5. Click “**Copy/clone/download course**”



6. Select “**Download content from this course to desktop**”

Please choose one of the following options:

- Download content from this course to desktop
- Copy content from this course to a new course shell
- Copy content from this course to an existing course shell
- Clone course to Common Folders

7. Click the **Submit** button

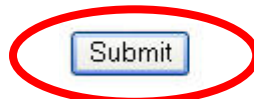


8. Scroll to the bottom and select “**Check All**”



9. Click the **Submit** button

- Check All
- Uncheck All



10. Click on the “_____.zip” link to begin the download to your desktop

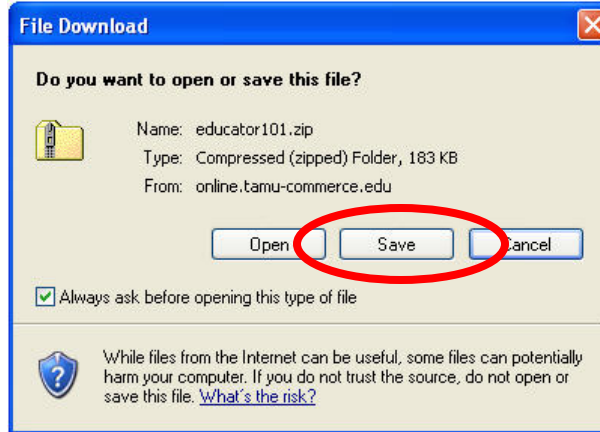
CONTENT CARTRIDGE FORMED

[educator101.zip](#)

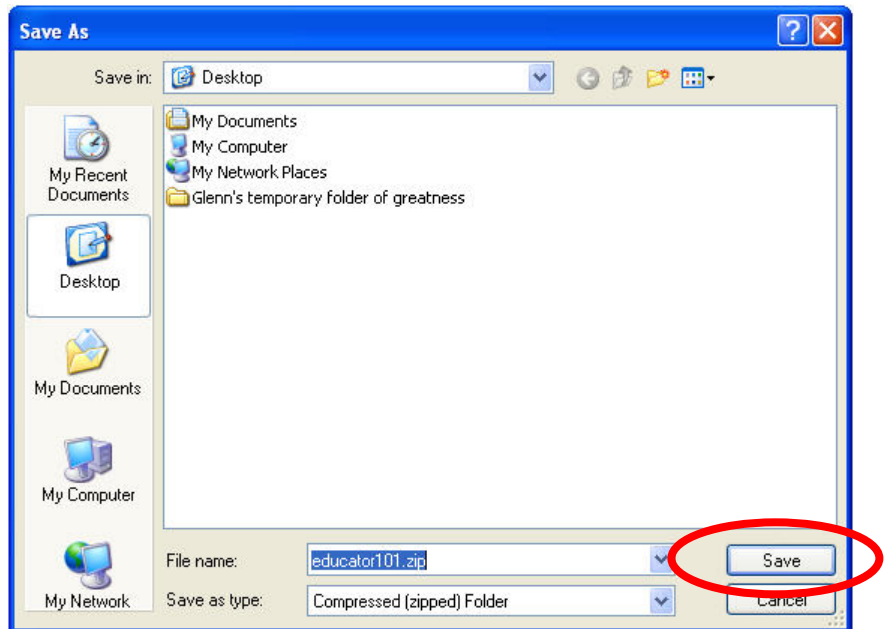
188413 bytes

[Course manager](#)

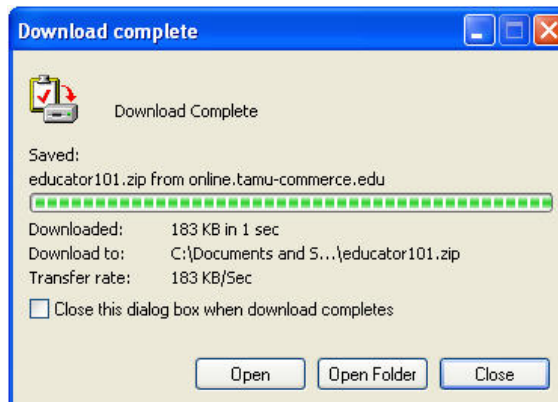
11. In the File Download dialog box that opens, click **Save**



12. In the Save As dialog box, click **Save**



13. As the course downloads, the Download Complete dialog box will be open



14. Repeat this process for every course you wish to backup.