

Backing up Interact2 Sites

It is good practice to take regular backups of Interact2 sites and save it to a secure location in case data needs to be recovered. This document goes through the process of making a backup of an Interact2 site.

The backup process uses the Export tool. The Export tool makes a package file containing the sites content and structure. This data then can be imported into another subject, course or organisation site. The export file will not contain user information, the Grade Centre or their activities, just the site content.

Backing up your site

The following procedure will guide you through the process of backing up your site:

1. Ensure that you are the Instructor (Subject), or Leader (Organisation) of the site.
2. Navigate to the site.
3. Under the Course Management -> Control Panel -> Packages and Utilities menu.
4. Select Export/Archive Course (or Organisation).

COURSE MANAGEMENT

▼ CONTROL PANEL

▶ Content Collection →

▶ Course Tools

▶ Evaluation →

▶ Grade Center →

▶ Users and Groups

▶ Customization →

▼ Packages and Utilities →

Bulk Delete

Check Course Links

Course Copy

Export/Archive Course

Import Course Cartridge

Import Package / View Logs

Manage LTI Links

5. Click the Export Package button.

Export/Archive Course

Export Course creates a package of course content that can permanent record of a course including all the content and creates a package that can be shared across learning mana
[Help](#)

EXPORT PACKAGE

ARCHIVE COURSE

6. Under Course Files Default Directory ensure that Copy links and include copies of the files in the course default directory is selected. Under Files Outside the Course Default Directory ensure that Copy links and include copies of the files outside the course default directory is selected.

Course Files Default Directory

Copy only links to course default directory files

Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory

Copy only links to files stored outside of the course default directory

Copy links and include copies of the files outside of the course default directory

7. To ensure that the package size does not exceed its maximum limit of 1 GB, click the Calculate Size button.

Package Size

Allowed package size: 1 GB

307.6 MB

MANAGE PACKAGE CONTENTS

Please Note: If you have exceeded 1 GB, you will not be able to back up the site, or have the site restored in the case of an incident.

8. Click Select All and then Submit.

SELECT ALL
UNSELECT ALL

- Content Areas
 - Test Exam
 - * For academics
 - Home
 - Online Study
 - Academic Integrity Resources and Support
 - Online Cohort Recorded Meetings (Adobe Connect)
 - Online Meeting (new)
 - WileyPLUS
 - Before you start
 - Topic 1 The role of accounting
 - Topic 2 Business structures
 - Topic 3 Financial statements
 - Topic 4 Analysing business transactions
 - Topic 5 Financial statement analysis
 - Topic 6 Managing the business
 - Topic 7 CVP analysis
 - Topic 8 Funding
 - Resources
 - CSU Library
 - Learning Opportunities
 - Useful Links
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts

- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
 - Availability
 - Banner Image
 - Course Guest Access
 - Course Observer Access
 - Duration
 - Language Pack
 - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

*Click **Submit** to proceed.*

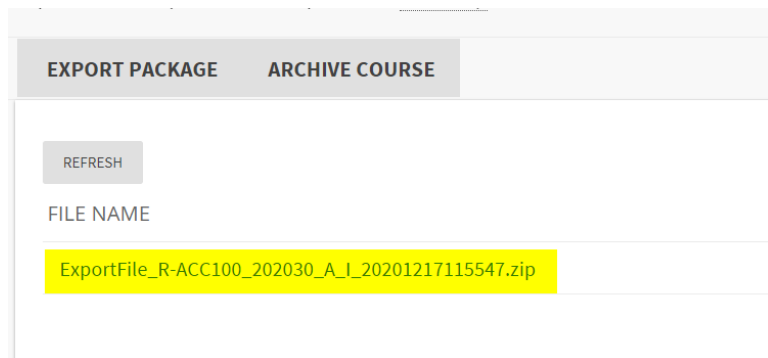
CANCEL
SUBMIT

11. Your site will now start exporting in the background, and the system will send an email when completed.

12. Once completed, click Refresh, or if you have left the site, navigate back to Export/Archive Course (or Organisation).

13. You will have a list of Export files displayed (*note the ExportFile prefix*).

14. Click on the file name to download your backup file to your local computer, this is normally your Downloads folder.



15. **IMPORTANT:** Copy your downloaded backup file from your Downloads folder to a secure location. This could be your P drive, your CSU OneDrive or a USB drive.

