# How to Backup and Restore from WebAccess 1.9 to 2+

There are **a few preliminary steps** in transferring a course to the WebAccess 2+ server:

1 – Delete all unnecessary or rarely used files from your old site, _before_ you backup, especially the large ones.

2 – Downsize other files if possible. Contact the CTTL for advise and assistance downsizing your huge files.

3 – Backup your existing course and Save (download) the backup .zip file to your computer's desktop.

4 – Restore your backup file to your new WebAccess 2+ sandbox or other course.

How To Back Up Your Existing 1.9 Course

1. Log in to the old WebAccess server: https://smccd.mrooms.net/ and click on the course you want to backup.
2. In the Administration menu of that course, click "Backup."
3. Select "All" to transfer the entire course, or click "None" and check just the activities and resources you want to backup.
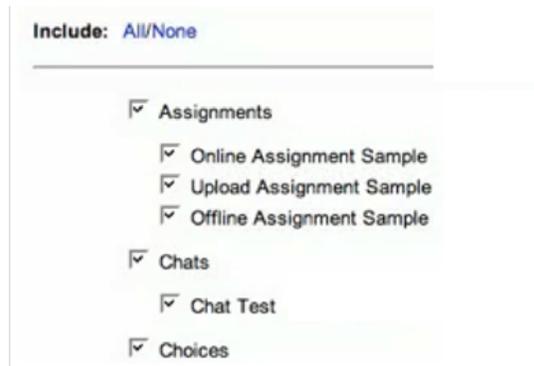
4. Scroll to the bottom and select "**Yes**" twice as shown below. Then click "**Continue.**"
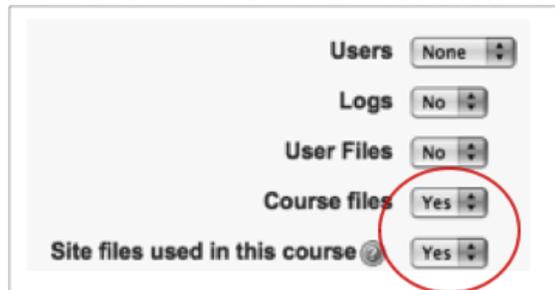
5. **Disregard the red-text notice at top**, but review the Backup List and click "**Continue.**" Your content is backed up as a "zip" file, and its name is shown at the top of the page.

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6. At the bottom of the page, you're told that your "Backup Completed Successfully." Click **"Continue."**
7. You're taken to your backup .zip file in your backupdata folder. You're done backing up your course. **Keep this window open**.

8. Next, you'll save the backup .zip file <u>to your computer desktop</u>:

   • On a Windows computer, click (or right-click) on the backup file link.
   • On a Mac, hold down the "Control" key and click on the backup file link.
9. Choose "**Save link as…**" or **"Save Target As"** (depending on your computer and browser).
10. **Save your backup .zip file to your computer's Desktop.**
11. That's it. You're done backing up. Next you'll restore your backup course to your new course.

How to Restore Your 1.9 Backup Course to Your New WebAccess 2+ Shell

1. Log into WebAccess 2+ (https://smccdfreshstart.mrooms.net/), and click on the new course you want to restore your old course to.
2. **Before beginning the restore process,** make sure the new course has **at least the same number of weeks or topics as the old one.**
   If you need to change the number of weeks or topics:

   a. Click on the "**Edit Settings"** link under "**Settings**" on the right column
   b. Set the number of Weeks / Topics to match the number you had in your old course.
   c. Scroll to the bottom and click **Save and Return to Course**.

3. In the "**Settings"** tab (on the right column) click on "**Restore"**.
4. When you see the **Import a backup file** screen, you can upload your backup in one of two different ways:

   a. Drag your backed up .zip file from your computer desktop onto the drag-and-drop area of the import window. ***Note:*** *This option does not show a progress bar or upload status. You just have to trust that the file is loading and wait* ☹
   b. Or click **Choose a file...** and when the File Picker window opens, click **Browse** to locate your backup file on your desktop and upload it.

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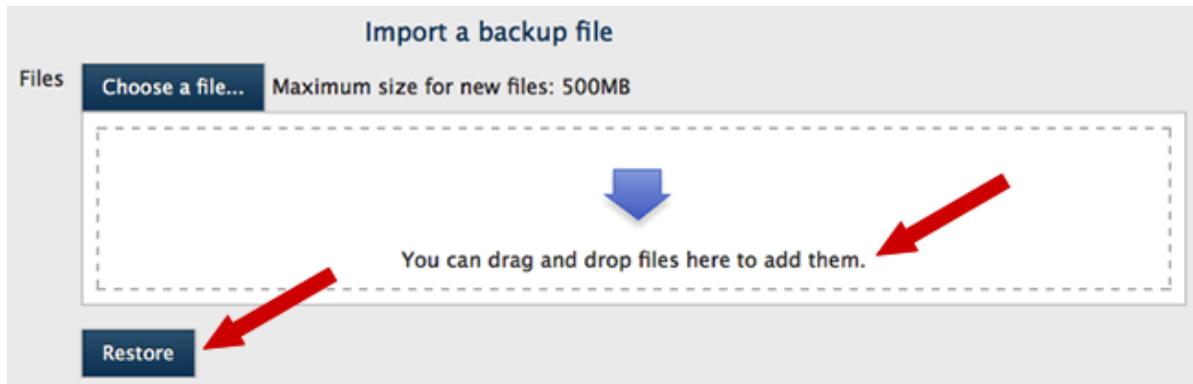
5. Click the **Restore** button.
6. When you see the following screen for confirming the backup file, click **Continue**.
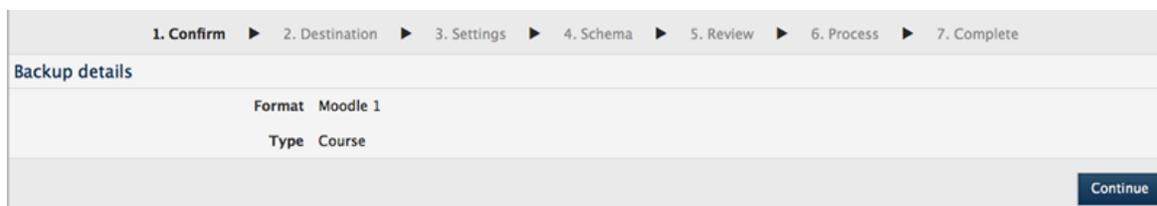

7. Scroll down to Restore into this course and select the radio button **Merge the backup course into this course.** Click **Continue.**

8. If you want, you can adjust the Restore settings further by deselecting course elements you don't want to restore. Then click **Next**.
9. **IMPORTANT:** In the **Course settings** area (shown below), make sure Course name and Course short name are exactly the same as the breadcrumb trail name for your new course.
Retype if necessary.
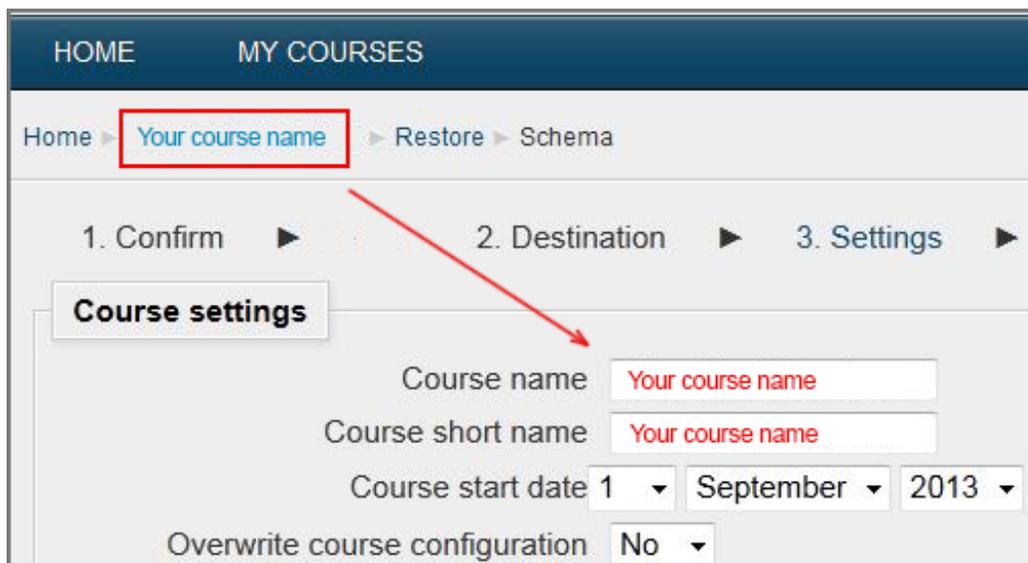
10. Click **Next**.
11. Review again what you're restoring and click **Perform Restore**.
12. Click **Continue.** You'll then see your new course homepage with the restored course elements.

Congratulations on restoring your course! Check your new course settings to make sure everything is the way you want it!

If you need assistance or have questions contact the CTTL to schedule a one-on-one appointment.

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