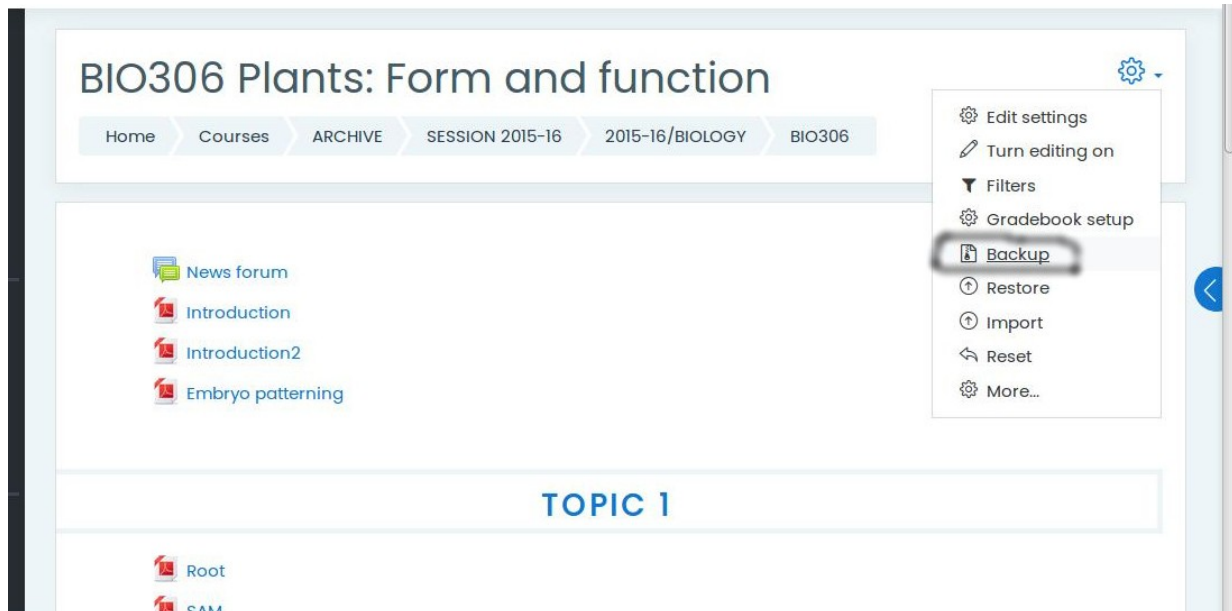# Backing up a course

To backup a course

1. Go into the course.
2. Click the Backup link either in the gear menu or the Administration block (depending upon the theme).

3. Initial settings - Select activities, blocks, filters and other items as required then click the Next button. Users with appropriate permissions, such as administrators and managers, can choose whether to include users or include user role assignments, groups, groupings, user files, comments, user completion details, course logs and grade history in the backup.

4. Schema settings - Select/deselect specific items to include in backup, then click the Next button. If desired, select specific types of activity to be backed up by clicking the link 'Show type options'.

5. Confirmation and review - Check that everything is as required, using the Previous button if necessary, otherwise click the 'Perform backup' button.
6. Complete - Click the Continue button