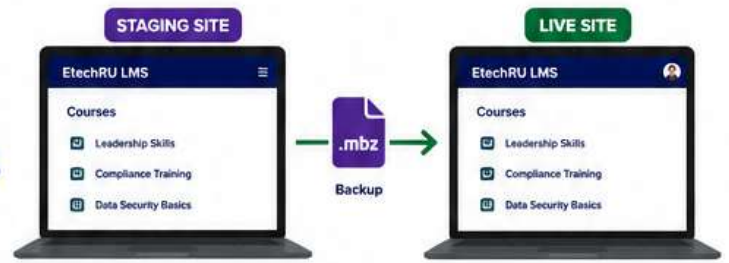


Backup and Restore (Staging to Live) in EtechRU LMS

The Backup and Restore process allows administrators to safely copy courses from the Staging site, download the backup file, and restore it into the Live site without recreating content manually.



PREREQUISITES

- ✓ You have Administrator or Manager access on both Staging and Live EtechRU LMS sites.
- ✓ The course to be migrated already exists on the Staging site.
- ✓ Sufficient storage and upload size limits are configured on the Live site.

BEST PRACTICES

- Always exclude enrolled users while taking backup.
- Test the restored course thoroughly on the Live site.
- Keep backup files secure and delete after successful restore.
- Ensure the Live site has enough upload size and disk space.

PART A: TAKE BACKUP FROM STAGING SITE

- #### 1 Access the Course on Staging Site

 - Log in to the Staging EtechRU LMS.
 - Enter the course you want to migrate.
- #### 2 Open Course Backup Option

 - From the course menu, select **Backup**.
- #### 3 Configure Backup Settings

 - Select what to include in the backup.
 - ✓ Deselect the enrolled users
 - Click **Next**.
- #### 4 Review Backup Schema

 - Verify selected course components.
 - Rename the backup file if required.
 - Click **Perform backup**.
- #### 5 Download Backup File

 - Once backup completes, click **Download**.
 - The file is saved in .mbz format on your system.

PART B: RESTORE COURSE INTO LIVE SITE

- #### 1 Log in to Live Site

 - Sign in to the Live EtechRU LMS with admin credentials.
- #### 2 Start Restore Process

 - Navigate to Site administration or My courses.
 - Click **Restore course** (or enter the target course shell).
- #### 3 Upload Backup File

 - Upload the downloaded .mbz file from the Staging site.
 - Click **Restore**.
- #### 4 Select Restore Destination

 - Choose one option:
 - ✓ Restore as a new course
 - ✓ Restore into an existing course
 - Select the appropriate category and course.
- #### 5 Configure Restore Settings

 - Review included content and settings.
 - Adjust enrollment methods or user data as required.
 - Click **Next** until restore begins.
- #### 6 Complete Restore

 - Click **Perform restore**.
 - Wait for the confirmation message indicating successful restore.
- #### 7 Verify the Course

 - Open the restored course on the Live site.
 - Check activities, resources, completion tracking, and settings.

COMMON MISTAKES

Including user data when migrating from Staging to Live unintentionally.

Upload size limits blocking .mbz file upload on the Live site.

Restoring over an existing course without selecting the correct option.

Not testing activities and completion rules after restore.



NEED A TIP?

Always backup before restore and test the course on Live site thoroughly to ensure data integrity.



Backup smartly. Restore confidently.
Deliver learning without disruption!



WE'RE HERE TO HELP
Our support team is available 24/7 to assist you.



Email
support@etechtexas.com



Support Time
24/7