Courses can be restored from a backup made by Nexus. The restore process is a common way of moving or, copying specific courses.

**NOTE:** Before restoring into a new course, change the number of weeks/topics in the new course to reflect the number of weeks/topics in the original course.

### Restoring a Nexus Course

1. Log into Nexus.
2. Enter into the new course (the course that you want to restore your old course to).
3. In the Settings block, under Course Administration, click **Restore**.
4. Click **Choose a file** to upload a course backup from your computer. The “File Picker” dialog box is displayed. **NOTE:** If you already have a course backup in your Course Backup Area, click the Restore link opposite the file you want to restore.
5. Locate the backup file you want to restore and click **Open**.
6. Click **Upload this file**. The file is uploaded into the files section of your course.
7. Click the **Restore** link opposite the file you want to restore.
8. Click **Continue** at the bottom of the next page, listing details of the backup.
9. Scroll down to the section titled “Restore into this course”. What you choose in this step depends on why you are restoring.

   ![Restore into this course](image)

   • “Merge the backup course into this course” will add data without deleting any previous material in the course.
   • “Delete the contents of this course and then restore” will override all previous material in the course.

10. Click “Continue”.
11. Click “Next” for the following two screens.
12. Click “Perform Restore”

The progress of the restore is displayed with a report if it was successful. Click **Continue**.