

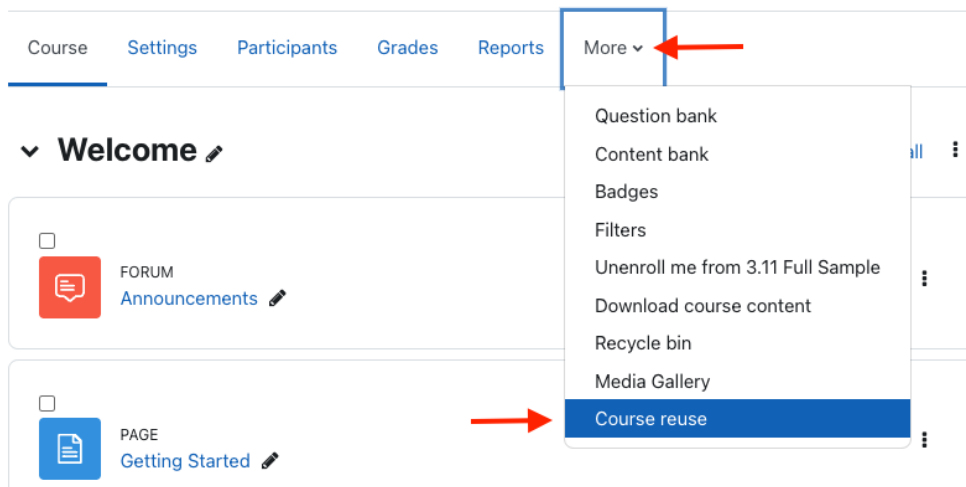
# Accessing User Backups

The **User private backup area** stores manual backups (.mbz files) created by the user. The backups found in the **User private backup area** are [created from the manual backup process](#) by the user, as a teacher in a course. These backups are different from the automatic backups of AsULearn courses that Academic Technologies makes every night.

Many of these backup files are created to restore a course and may no longer be needed. These manually-created backups in the User private backup area will be kept for **30 days** after they are created by the teacher. However, you can download these files from the user private backup area any time during that window if you wish to keep them.

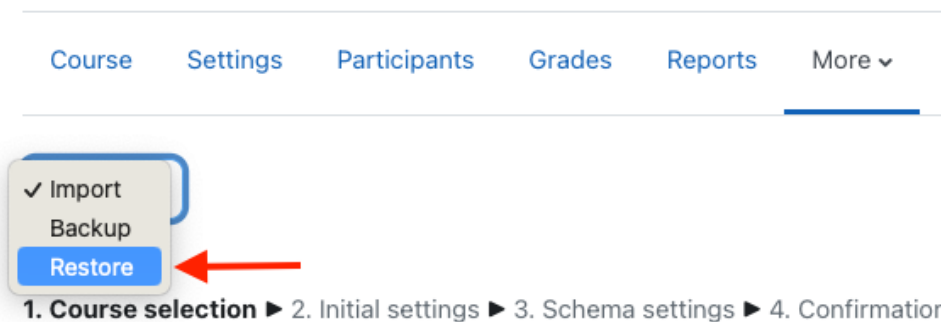
From your course page, the **User private backup area** can be accessed by clicking the **More** option in the course menu along the top, then selecting **Course reuse**:

## AsULearn Sample Course



On the resulting Course reuse page, select **Restore** from the pull-down menu located at the top left:


## AsULearn Sample Course



Scroll down on the **Restore course** page and you will see the **User private backup area** and the list of all the course backups in this area.

## User private backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-588-hsom_music_theory_fundamentals_module-20230220-0935-nu.mbz	Monday, February 20, 2023, 9:35 AM	168.4 MB	<a href="#">Download</a>	<a href="#">Restore</a>
backup-moodle2-course-26-aural_skills_graduate_proficiency-20230220-0934-nu.mbz	Monday, February 20, 2023, 9:34 AM	1.5 MB	<a href="#">Download</a>	<a href="#">Restore</a>
backup-moodle2-course-627-asulearn_essentials-20230220-0933-nu.mbz	Monday, February 20, 2023, 9:33 AM	47.3 MB	<a href="#">Download</a>	<a href="#">Restore</a>
backup-moodle2-course-908-using_google_with_asulearn-20230220-0933-nu.mbz	Monday, February 20, 2023, 9:33 AM	125.9 KB	<a href="#">Download</a>	<a href="#">Restore</a>
backup-moodle2-course-916-3.11_full_sample-20230220-0932-nu.mbz	Monday, February 20, 2023, 9:33 AM	40.3 MB	<a href="#">Download</a>	<a href="#">Restore</a>

[Manage backup files](#) 

Click on the **Download** link for the respective backup to download a copy of the backup file to your computer. The backup files will be in .mbz format, and their only use is to upload and restore back to AsULearn. It is strongly recommended that you backup and download the courses you teach each semester. If you have a course that you do not teach regularly, it is especially important that you have a local backup that you can upload and restore when the time comes.

You can also manually delete the backup files from this page by clicking the **Manage backup files** button, then clicking on the backup you wish to delete, then **Delete**.

If you have questions about the backup process or the User private backup area, please open an AsULearn support request.

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