

# Academic Continuity – Canvas Outage

## Maintain a Backup of Your Canvas Courses

Maintaining a backup of your Canvas course is an important part of instructional continuity planning. By regularly exporting your course and saving the IMS Common Cartridge (.imsc) file, instructors retain access to critical course materials even if Canvas experiences an unexpected extended outage.

While an IMSC file cannot fully replicate the Canvas teaching environment, it can be opened with an IMSC file viewer to provide access to course content such as pages, assignments, discussions, quizzes, modules, and other instructional materials. During a prolonged outage, this allows instructors to view course resources, retrieve important information, and continue delivering instruction through alternative methods such as email, videoconferencing, or other approved communication platforms.

Having a current course backup helps minimize disruptions to teaching and learning, ensures continued access to instructional content, and supports the institution's ability to maintain academic operations during technology-related emergencies.

## Recommended Course Backup Frequency

You should backup all of your courses now if you haven't already done so. Then, it is recommended that you replace that back up any time you make major updates to a course.

## How to Backup Your Canvas Course

**Step 1:** Log in to Canvas and navigate to your course

**Step 2:** Select “Settings” on the left navigation menu

**Step 3:** From the menu on the right, select “Export Course Content”

**Step 4:** Under “Export Type” select “Course”

**Step 5:** Select “Create Export”

The export will be started. At this point, you can leave the page and Canvas will send you an email once it's completed. Previously created exports will appear in a list at the top of this page and previous exports will be retained for 30 days to allow you to download them.

**Step 6:** When finished, click the “New Export” link to download and save the .imsc file on your computer or wherever you store your files for safe keeping.

## Content Exports

New Export

*Content export files cannot be downloaded after 30 days.*

Your content has been exported.

## Canvas Gradebook Backup

Regularly backing up your Canvas gradebook is a critical step in ensuring instructional continuity during an unexpected Canvas outage. In the event that access to Canvas is unavailable for an extended period, a current gradebook backup allows instructors to view student grades, track assignment completion, identify missing work, and communicate progress to students without interruption.

## Gradebook Backup Frequency

Instructors should download a copy of their Canvas gradebook at least weekly throughout the semester and more frequently during periods of heavy grading activity, such as midterms, finals, or when major assignments are due. As a best practice, gradebook backups should be performed immediately after entering or updating a significant number of grades. Maintaining a recent backup helps protect against data loss and ensures that instructors can continue managing student progress and academic records even when access to Canvas is temporarily unavailable.

## How to Backup Your Canvas Gradebook

**Step 1:** Log in to Canvas and navigate to your course

**Step 2:** Select “Grades” on the left navigation menu

**Step 3:** Click the “Export” button on the top right corner of the Gradebook

**Step 4:** Select either “Export Current Gradebook View” or “Export Entire Gradebook”

**Step 5:** The CSV file will automatically download to your computer, which you can then save to your desktop or cloud storage for safe keeping.