

Archiving Your Entire WebCT Course Via Course Backup

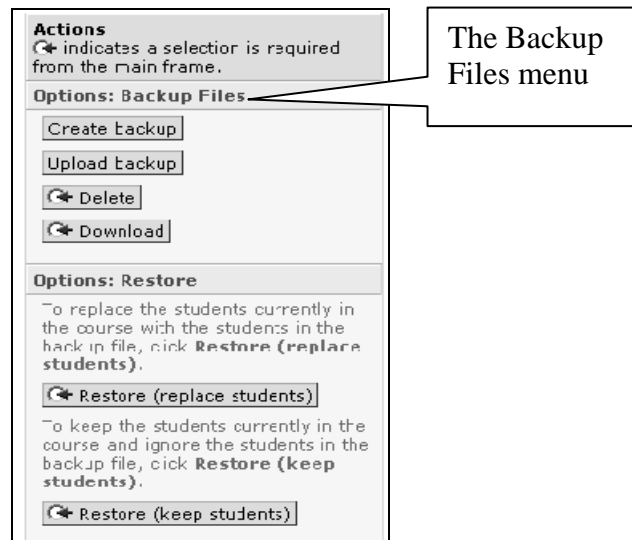
A course backup is a file that contains all your course material, student submissions, student names, email messages, discussion postings, and grades. When the semester ends, a backup file will serve as record of the student's coursework/communications. In addition, a backup file can be used to create a new WebCT course.

Step 1: Login as a designer and go to your **current semester's** course.

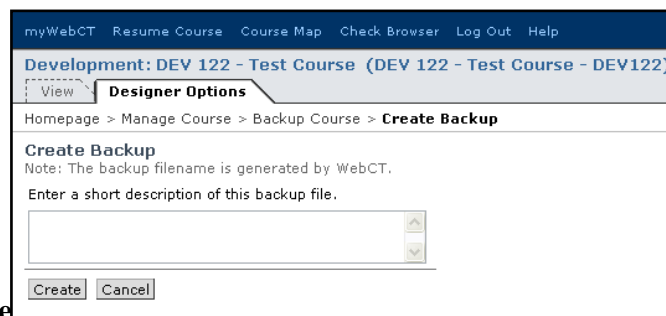
Step 2: Click the **Control Panel** and then click **Manage Course**.

Step 3: From the **Manage Course** screen, click the **Backup Course** heading.

Step 4: Under **Actions**, click **Create backup**.



Step 5: In the **Create Backup** textbox, type a short description for the backup (i.e., Final Backup for Spring 2005). Note: This is not the filename. The system creates the actual filename.



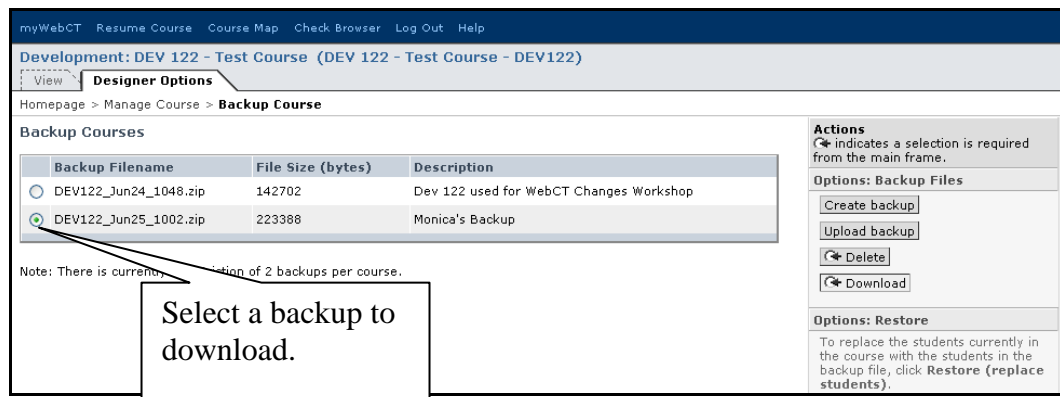
Step 6: Click **Create Backup**. A success message will be displayed.

Step 7: Click **Continue**.

Part 3 - Download a Backup

You created a backup file in the last part, but the file is sitting in WebCT. The problem is that eventually the course will be removed from WebCT, so you need to download the backup file and save it to your computer. Follow these steps to download the backup file.

Step 1: From the **Backup Courses** screen, select the **Backup Filename** you just created.



Backup Filename	File Size (bytes)	Description
DEV122_Jun24_1048.zip	142702	Dev 122 used for WebCT Changes Workshop
DEV122_Jun25_1002.zip	223388	Monica's Backup

Note: There is currently a limitation of 2 backups per course.

Actions
☛ indicates a selection is required from the main frame.

Options: Backup Files

Create backup
Upload backup
Delete
Download

Options: Restore

To replace the students currently in the course with the students in the backup file, click Restore (replace students).

Step 2: Under **Actions**, click **Download**.



You can download the file to any large storage device like your hard drive, zip drive or memory card.

Step 3: If a **File Download** dialog box appears, click **Save**.

Step 4: Choose a folder (directory) on your computer to store the backup file.

Step 5: Click **Save**.