

HOLYOKE

COMMUNITY COLLEGE

At the end of each semester course designers should remove the students if the students will no longer need access. A WebCT course should be backed up before this is done. It is also advisable that designers backup their courses periodically throughout the semester to protect important course data, such as quiz scores, discussion postings, etc. Courses can be backed up to include all student-generated content (discussions, quizzes, etc.) or they can be backed up once the student information has been removed from the course (by resetting the course). This document explains the five major steps associated with creating a WebCT course backup file, resetting a course, and removing index number associations.

- A. Creating a Backup File
- B. Saving Backup Files
- C. Deleting a Backup File
- D. Resetting a Course (removing students and student-generated content)
- E. Removing Index Number Association(s).

A. Creating a Backup File

1. From the course homepage, click on the **Control Panel** button as shown in the image to the right.



2. On the *Basic Control Panel* page click on **Manage Course**. See Below.

Basic Control Panel Expanded Control Panel

Add Page or Tool	Edit Page or Tool	Manage Files	Manage Course
Add tools to your course to evaluate, communicate with, and provide course content to students. Develop course content for students with Tools such as Syllabus and Content Module. Group course content and tools using Organizer Pages.	Customize the Homepage and change course content. Update the student view of the Content Modules in your course. <input type="button" value="Update student view"/>	Add, download, change, and organize the files in your course.	Manage student and teaching assistant records. Track student progress. Manage course backups. Import and export IMS content.

- On the *Manage Course* screen, locate the **Backup Course** menu. Click **Create backup**.

Backup Course
 You can save and restore your course.
 Create backup
 Upload backup

Reset Course
 You can remove all user data from selected areas of your course.

Import Content
 You can import IMS content packages.

Export Content
 You can export IMS content packages.

- The **Create Backup** screen appears. Enter a short description of the backup file to be created, and click the **Create** button.

*Note: Keep in mind that only two backups can be stored on the server at any given time. If there are two backup files in your course, one must be downloaded and then deleted to allow room for a current backup. For detailed instructions on saving a previous backup file, refer to **Section B** of this document.*

Create Backup
 Note: The backup filename is generated by WebCT.
 Enter a short description of this backup file.

- After clicking the **Create** button, WebCT will create the backup zip file and display a screen that reads “Success: The course has been backed up to course_title_date_save.zip. Click the **Continue** button.

Create Backup
Success: The course has been backed up to [Orientation_May26_1223.zip](#).

- The **Backup Course** screen appears once again (see below).

Note: At the end of a semester, it is recommended to backup each course twice. The first backup should contain all student data and the second backup should be made after resetting the course.

Backup Courses

	Backup Filename	File Size (bytes)	Description
<input type="radio"/>	Orientation_May26_1223.zip	490979	This Is my first backup of this course
<input type="radio"/>	WEBCITE_WLG_Apr16_1115.zip	494655	None

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

B. Saving Backup Files

The **Backup Course** screen displays the two most recent backup files. Although only two backup files can be saved within the course, more backup files can be made. In order to create more than two backup files, existing files must be downloaded to your computer and then deleted from within the course before performing further backups.

Note: It is suggested to remove the oldest backup from the course before proceeding with the current backup.

1. To download or save a backup file to a local computer, select the radio button to the left of the desired file.

Note: The date in the filename is a good way to distinguish which backup to select if there is more than one.

Backup Courses

	Backup Filename	File Size (bytes)	Description
<input checked="" type="radio"/>	Orientation_May26_1223.zip	490979	This Is my first backup of this course
<input type="radio"/>	WEBCITE_WLG_Apr16_1115.zip	494655	None

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

Actions
☛ indicates a selection is required from the main frame.
Options: Backup Files

2. Click on **Download** in the *Options: Backup File* menu on the right hand side of the screen.

- When using *Netscape*, choose the **Save File** button in the **Unknown File Type** dialog box.
- When using *Internet Explorer*, select the radio button in front of **Save this file to disk**. When the **Save As** dialog box appears, navigate to the folder where you wish to store the file and click **Save**.

Note: It is recommended that two copies of each backup be saved, one on a disk and one on the hard drive. Should something happen to one of the copies another backup will remain.

C. Deleting a Backup File

To delete a backup file from the WebCT Course, click on the **Control Panel** button on the homepage of your course, and then click on **Manage Course**. When the **Manage Course** screen appears, click on the **Backup Course** heading on the left hand side of the screen.

Once the **Backup Course** screen appears:

1. Click on the radio button in front of the backup file that is to be deleted.
2. Click on **Delete** in the **Options: Backup Files** menu on the right hand side of the screen.

Backup Courses

	Backup Filename	File Size (bytes)	Description
<input checked="" type="radio"/>	Orientation_May26_1223.zip	490979	This Is my first backup of this course
<input type="radio"/>	WEBCITE_WLG_Apr16_1115.zip	494655	None

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

Actions
☛ indicates a selection is required from the main frame.
Options: Backup Files

3. A dialog box will appear with the message “Warning: This backup file will be deleted. Proceed?” Click the **OK** button. The **Backup Course** screen reappears without the backup file that was deleted.



D. Removing Students and Resetting a Course

WebCT courses must be reset between offerings of the course. It is important that the course be reset before new students are added.

IMPORTANT NOTE: *Removing old students from your WebCT course will permanently delete their records/grades from your WebCT course. If you are using your WebCT course site for student grades, make*

sure that you have downloaded the course grades onto your home/office computer before you remove your old students. Also, if you are using the email tool or the discussion tool in your course, you will no longer have access to their emails and discussion postings

Resetting the course clears ALL of the information (deleting students, discussion postings, etc.). **Unless a backup of the course exists, this information cannot be retrieved.** When a course is reset, it is also necessary that the index number associated with the course be unassociated. The steps for resetting and for removing an index number association are presented in this section.

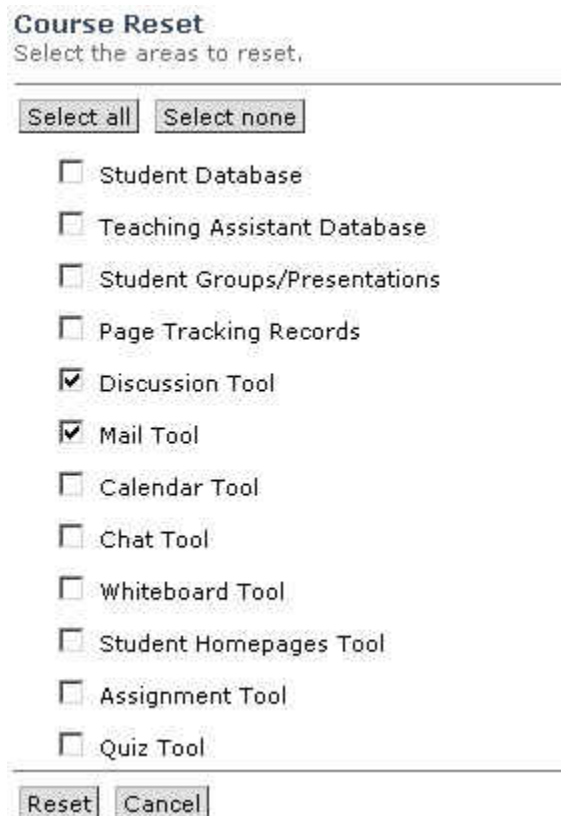
To reset a course, click on the **Control Panel** button on the homepage of your course, and then click on **Manage Course**. When the **Manage Course** screen appears:

1. Click on the **Reset Course** heading on the left hand side of the screen (*See image above*).

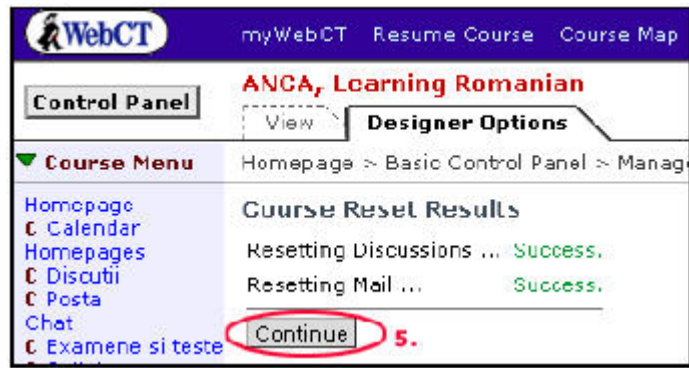
2. The **Course Reset** page will appear listing all areas to be reset. Under the subheading **Select the areas to reset**, check the boxes corresponding to the sections that need to be reset. By clicking the **Select all** button, all the sections in the list will be automatically checked.

3. After selecting all of the sections to reset, click the **Reset** button. A warning dialog box will appear; click **OK**.

4. Wait for the **Course Reset Results Page** to appear. The reset process could take 1- 40 minutes depending on course size. The reset process must be allowed to run without interruption or the course could become corrupted.



5. The **Course Reset Results Page** will appear with a list of the sections that were reset. Click on the **Continue** button. The **Course Reset** page reappears.



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