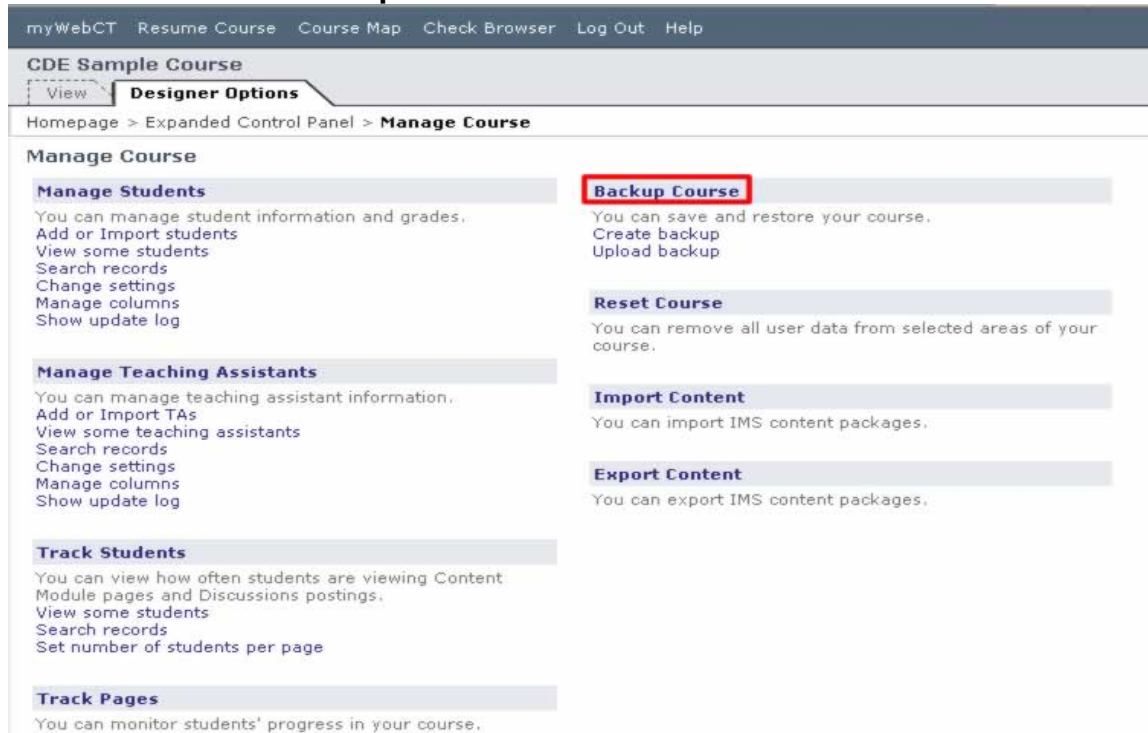


# How to Create a WebCT backup

There are two ways to backup a course in WebCT. The first way creates a zip file of the course that can only be used by the WebCT course restore function (See: **Course Restore Backup**). When using this option, the individual files in the backup will **not** be available outside of the WebCT course environment and should not be unzipped except when using the course restore function. The second way listed (see **File Backup**), creates a zip file which enables you to access and separate the individual course files on your local machine. **It is recommended that you create both for each course.**

## I. Course Restore Backup



The screenshot shows the 'Manage Course' page in WebCT. At the top, there is a navigation bar with links: myWebCT, Resume Course, Course Map, Check Browser, Log Out, and Help. Below this is a header for 'CDE Sample Course' with a 'View' dropdown and 'Designer Options' selected. The main content area is titled 'Manage Course' and contains several sections:

- Manage Students**: You can manage student information and grades. Add or Import students, View some students, Search records, Change settings, Manage columns, Show update log.
- Manage Teaching Assistants**: You can manage teaching assistant information. Add or Import TAs, View some teaching assistants, Search records, Change settings, Manage columns, Show update log.
- Track Students**: You can view how often students are viewing Content Module pages and Discussions postings. View some students, Search records, Set number of students per page.
- Track Pages**: You can monitor students' progress in your course.
- Backup Course** (highlighted with a red box): 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.

- Select the "Manage Course" hyperlink from the Designer Map.
- Select "Create Backup" from the "Course Functions" sections.
- Enter a short description of the file in the textbox provided.
- Select the "Create" command button. WebCT will now create the backup. Please be patient, as this process can take a while. When the process has finished, you will see a success message.
- Select the "Continue" command button.
- Select the radio button next to the backup you wish to download to your personal computer.
- Select "Download backup" from the "Backup File functions" section.
- Select the "Go" command button.
- Choose the destination on your personal computer for the backup file.

## II. File Backup

- Go to the File Manager area
- Select the radio button next to “my files”
- From the folder options drop down menu, select “zip” and hit go
- Enter in a name for the file backup and specify where you temporarily want to store this backup in the course.
- Once you have created the file backup you can download this zip file to your machine.

To download your newly created file:

- Select the checkbox next to the file backup file (zip)
- From the “file options” drop down menu, select download
- Hit the “download button” and choose the destination on your personal computer for the backup file

When you create a “File Backup”, everything in the file manager will be added, excluding the built-in WebCT files.

After you have created the necessary course backups, please contact the WebCT administrator at [webct@uta.edu](mailto:webct@uta.edu) to request that the course be removed or we will remove them on the stated deadlines.

### **How to Restore a Course from a Backup**

1. Request a new course using the UTA WebCT course request form at <https://www.uta.edu/webct/signup.html>
  - If we create the WebCT backup for you, please specify the prior course id in the “comments” box so that we can restore the correct course
  - If you currently have a copy of the WebCT backup, proceed to the next step.
2. To restore a course from a backup do the following:
  - Go to the manage course
  - Select “backup course” from under the “course functions” menu
  - From the “backup course” drop down menu, select “upload backup” and hit go
  - Hit the “browse” button to find the restore course backup zip (created in section 1) on your personal computer, then hit the “upload button”
  - Select the radio button next to the zip file that you just uploaded
  - Select “restore” from the “backup file functions” drop down list and hit go

### **\*\*IMPORTANT NOTES\*\***

**Selecting “restore” will restore the student records at the time the backup was made. If you want to be able to access the student records at the time the backup was made, please select “restore” not “restore (preserve student list)”**