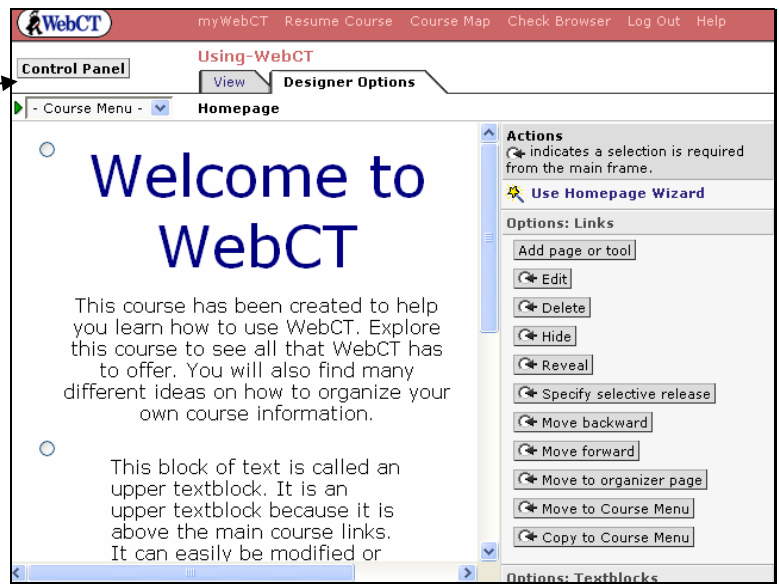


Creating a Course Backup in WebCT

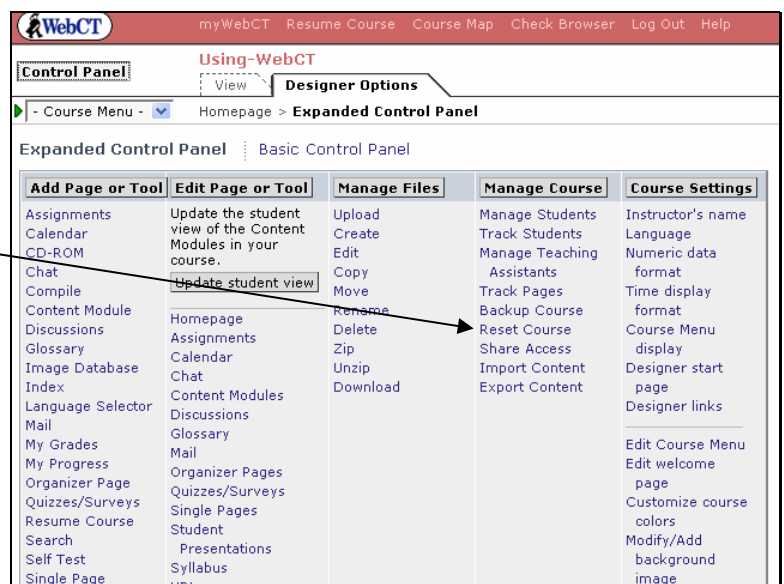
Creating the backup is done in two steps. The first step is to remove all past student information. By doing this, it will prevent you from copying student information when the course is restored. The second step is to create the course backup and then download a copy of it to your local machine. Doing this will allow you to restore your course information in a future semester.

Step One: Reset the Student Database

Once you have logged into WebCT, enter your course and go to the **Control Panel**.



Under the **Manage Course** section, select the **Reset Course** link

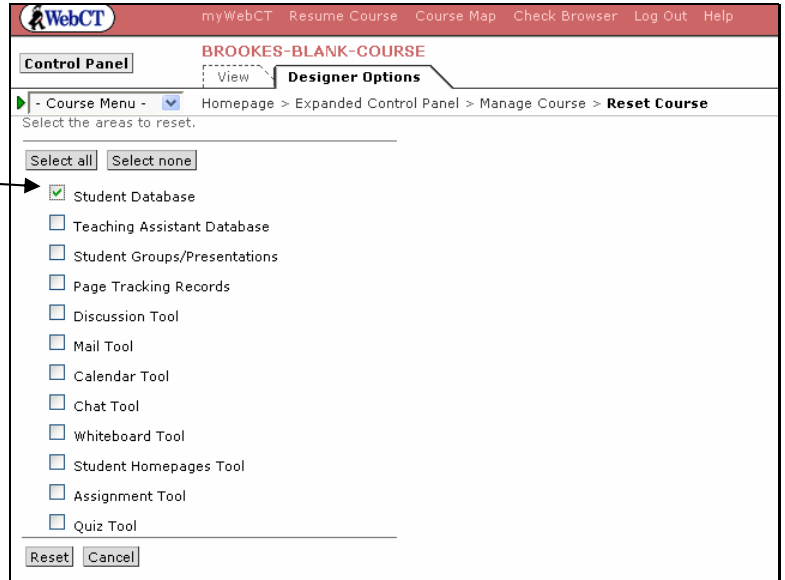


Select the elements of the course that you would like to reset.

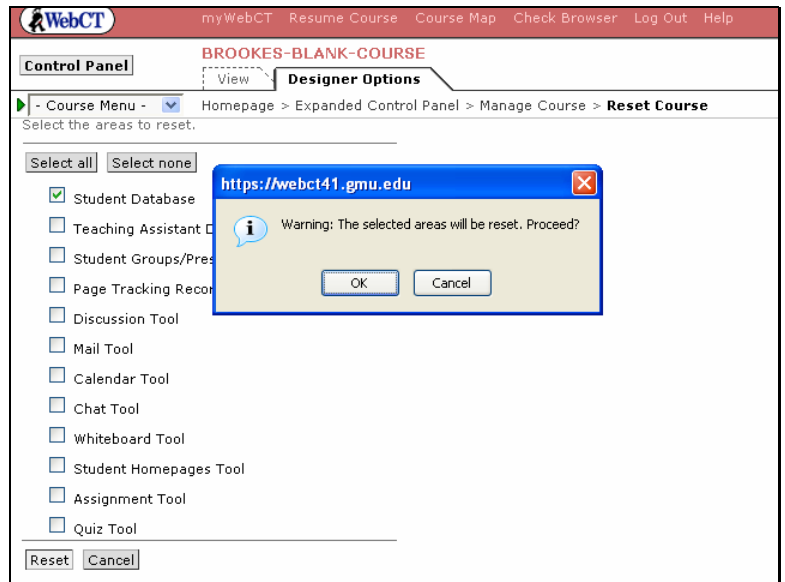
The most common option is to reset the **Student Database**.

This is what we will select for the first step of the course backup process.

After you have checked the elements to reset Click the **Reset** button at the bottom of the list.

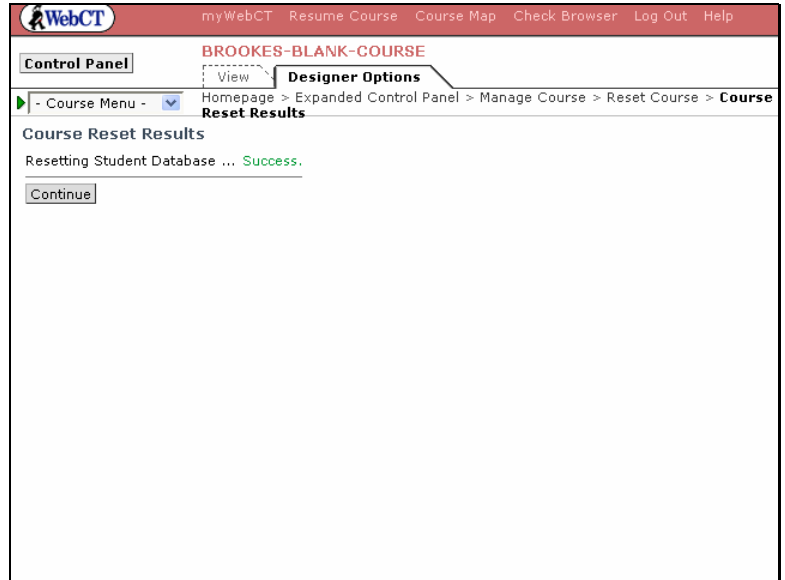


You will be asked if you would like to Proceed.
Click **Ok** to Continue



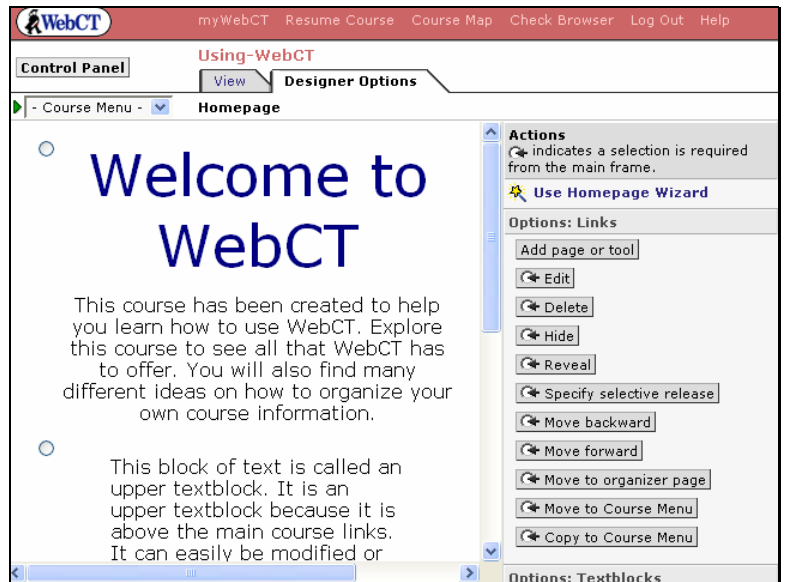
WebCT will verify that the actions you requested were successful.

Select **Continue**.

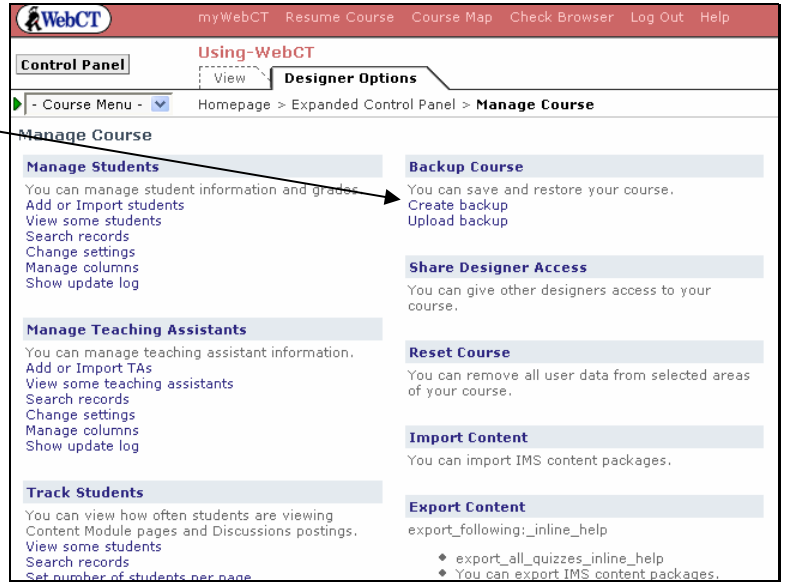


Step Two: Create and Download the Course Backup

Once you have logged into WebCT, enter your course and go to the **Control Panel**.

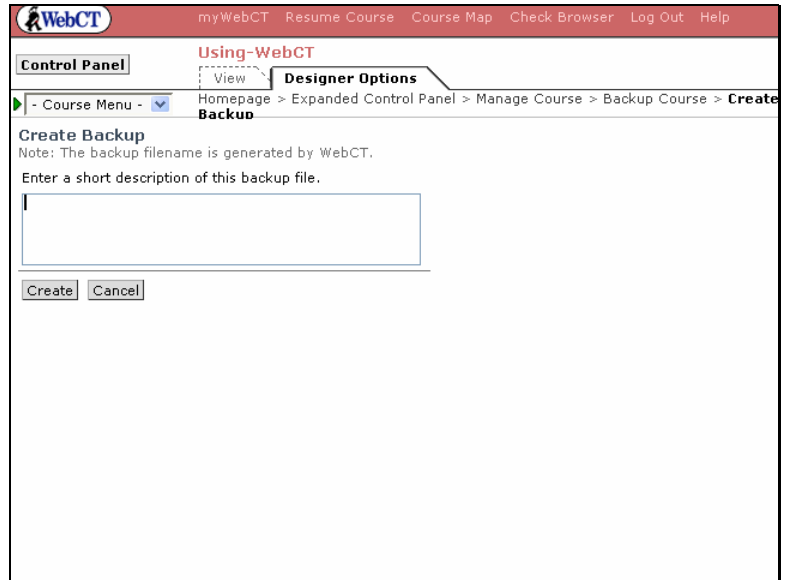


Under **Manage Course**
Select **Create Backup**



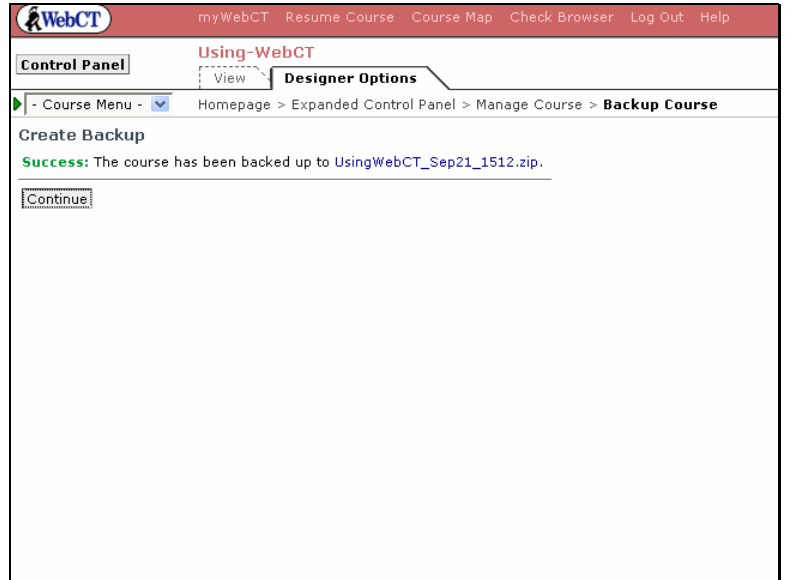
Enter a brief description for the file so you will know what course and semester it is from.

Then select **Create**



WebCT verifies with you that the course backup has been created.

The file has been saved to WebCT.

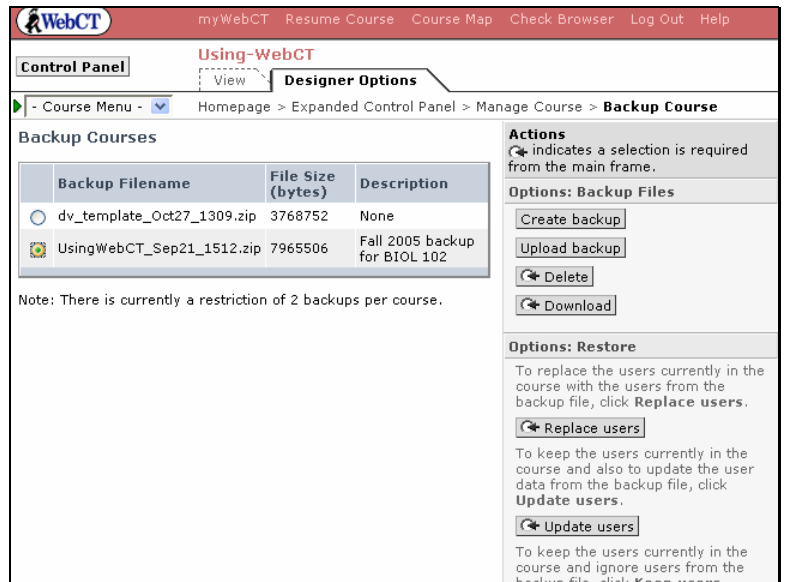


You will now see the course backups you have created in the course.

Note that WebCT includes the date in the file name.

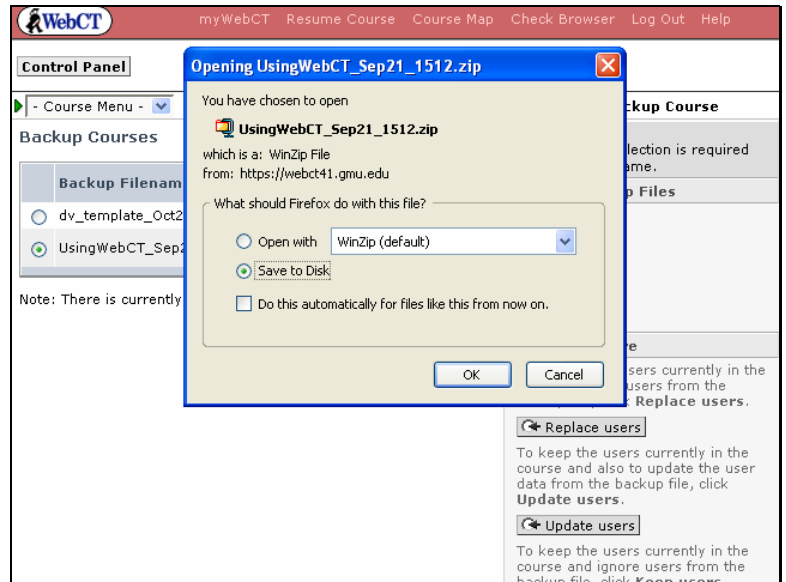
Select the file that you would like to download to your personal computer.

Once the file has been selected, Click **Download** from the right hand side.



You will be prompted to Save the file.

Follow the prompts and save the file to your computer.



You have now completed the backup process in WebCT.

Log out of the system to exit.

Remember that you can only view the backup through WebCT. To restore the backup request a blank folder and upload the backup you have created.

For additional help with creating a backup contact the

**Instructional Resource Center Faculty/Staff Lab
Innovation Hall 427
M - F 10am to 7pm
703.993.3141**

**Visit the IT Training Website
for additional training opportunities
<http://ittraining.gmu.edu>**