

## How to Backup Your WebCT Course

This tutorial will guide you through the process of backing up your WebCT course. The backup will contain a copy of both your course and student information and can be used to restore your course, if necessary.

There are three required steps when backing up your course:

1. create the backup
2. download the backup file to your computer
3. delete the backup file from the WebCT server

Ideally, you should back up your course:

- At the beginning of the semester so that you have a clean copy of your course
- At the end of the semester when grades are completed
- BEFORE you make any major change to your course in case the changes cause problems with your course

**Important:** It is important to backup your course frequently. In the event that you have to restore from your backup, everything new in the course since your last backup will be lost including student emails and discussion postings.

### Creating the Backup

Log in to WebCT using your eID and ePassword.

<http://www.webct.colostate.edu>

Once logged in to My WebCT, select the course to backup from the Courses section.

Select the **Control Panel** button located in the top left-hand area of the WebCT page to view the Control Panel options.

**Control Panel**

**Tip:** The Control Panel can be viewed and/or used in an Extended or Basic view.

#### WebCT Demonstration Course 1

View **Designer Options**  
Homepage > **Basic Control Panel**

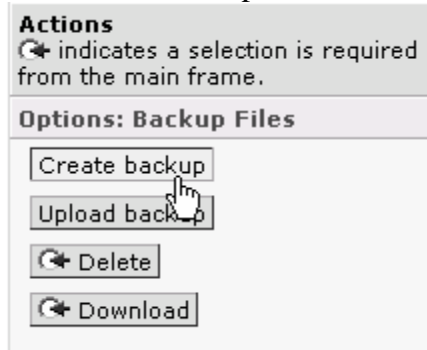
**Basic Control Panel** | Expanded Control Panel

Choose the Backup Course hyperlink from the Manage Course category of the Control Panel view.

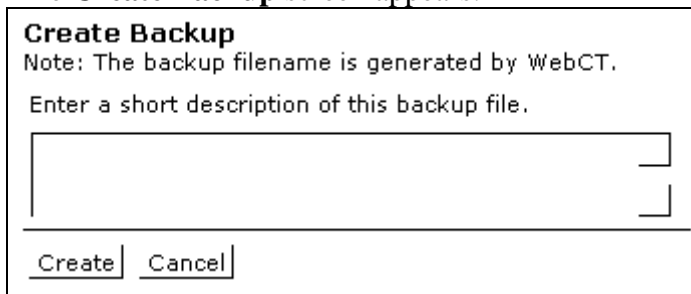
**Manage Course**

- Manage Students
- Track Students
- Manage Teaching Assistants
- Track Pages
- Backup Course**
- Reset Course
- Import Content
- Export Content

From the **Actions** palette located on the right-side of the screen, select the Create Backup button.



The **Create Backup** screen appears:

A screenshot of a 'Create Backup' dialog box. The title bar says 'Create Backup'. Below the title, there is a note: 'Note: The backup filename is generated by WebCT.' This is followed by the instruction 'Enter a short description of this backup file.' and a large, empty text input field. At the bottom of the dialog, there are two buttons: 'Create' and 'Cancel'.

**Note:** Entering a short description in this text box is optional.

Select the Create button to backup the course to a .zip file. A Success message will appear when finished.



**Note:** The filename includes the course name in addition to the date and time of the creation of the backup.

Next, select the Continue button to view the course on the Backup Courses screen.

## Backup Courses

	Backup Filename	File Size (bytes)	Description
	demo_webctcourse1_Jun21_0553.zip	4966976	WebCT Demo

Note: There is currently a restriction of 1 backups per course.

The generated .zip file is stored automatically to the WebCT server temporarily. Select the backed up course that is stored on the WebCT Server and choose the Download option on the right-side of the screen to save the backup file to your computer.

**Tip:** It is recommended that the year be added after the date for a more meaningful filename.



The WebCT server can only accommodate one backup file in your course at one time. After 24 hours the backup file on the WebCT server is deleted. Therefore, it is essential to save the backup file to your computer for later retrieval, if necessary.

**Tip:** Please delete the backup file from the WebCT server after you have saved it to your computer to help preserve server space. Delete the backup file from the WebCT server by first selecting the file and then choosing the Delete option from the Actions area that is located on the right-side of your screen.

**Note:** Although, the backup file has the .zip extension it cannot be opened using WinZip (or any other zip program) The Zip File generated by the backup system can only be used in WebCT.

Restoring a backup file can lead to the loss of more data in many situations. When you need your course restored from a backup file, contact Computer Training and Support Services at [webctsupport@colostate.edu](mailto:webctsupport@colostate.edu).