

WebCT 4.0: Backup Procedure

Create a Backup File

Choose **Control Panel**

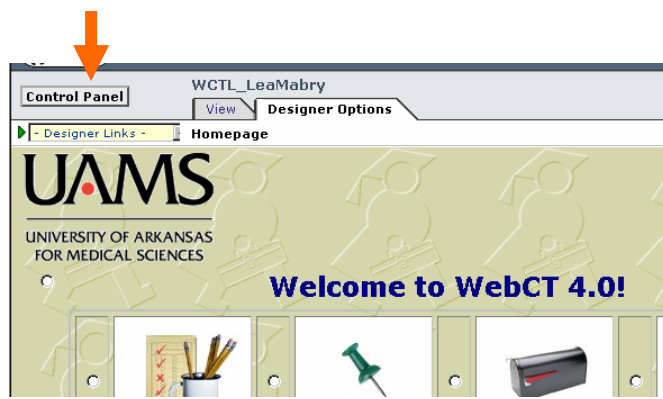
Click on **Backup Course**

Choose **Create backup**

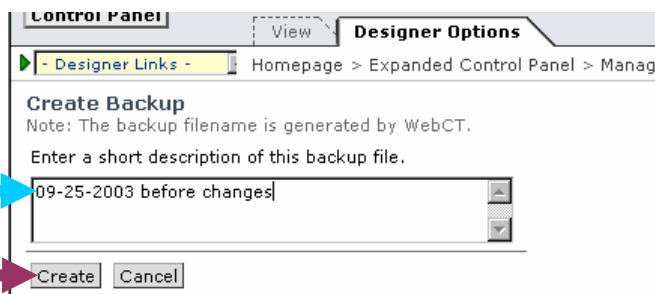
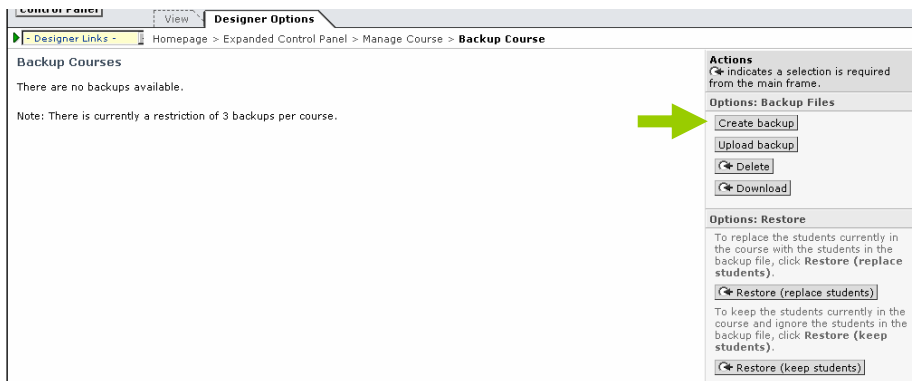
Enter a description for the backup file.

Choose **Create**

This procedure will take a few moments.



Page or Tool	Edit Page or Tool	Manage Files	Manage Course	Course
Content	Update the student view of the Content Modules in your course. Update student view	Upload Create Edit Copy Move	Manage Students Track Students Manage Teaching Assistants Track Pages Backup Course Reset Course Share Access	Instructor Language Number Time d Course Design Design
Module	Homepage Assignments Calendar Content Modules	Rename Delete Zip		
Database	Discussions Mail	Unzip Download		Edit Course Edit we Custom



A **Success** message will appear when the backup is complete.

Choose **Continue** →

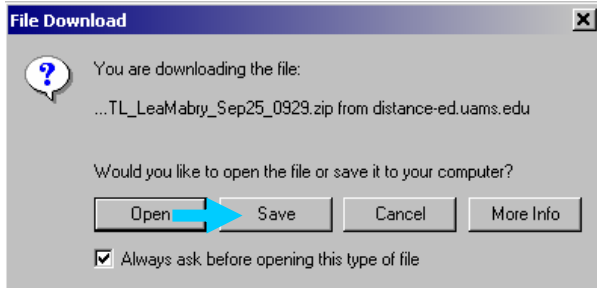
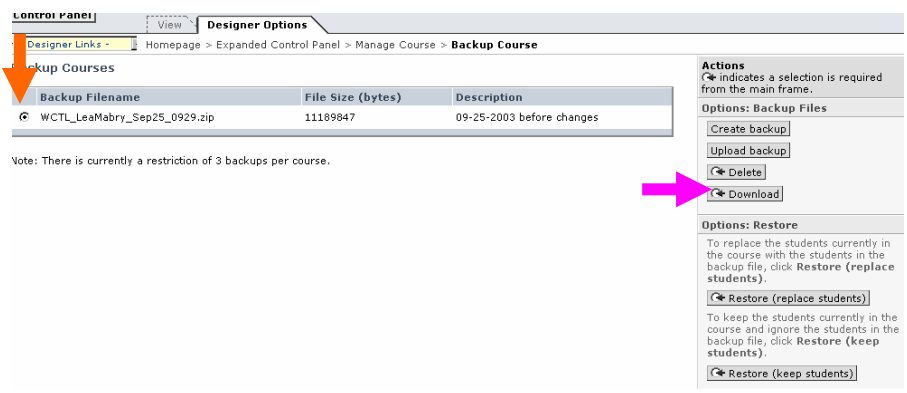
Download a Backup File

To store this backup file outside of WebCT, download the backup to a disk.

Click the radio button next to the backup to be downloaded. →

Choose **Download** →

Choose **Save** →



Select where the file is to be saved. →

Choose →

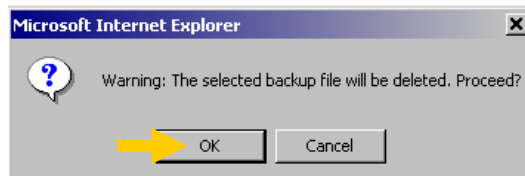
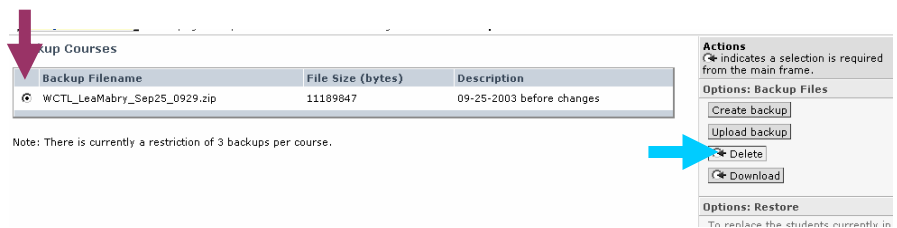
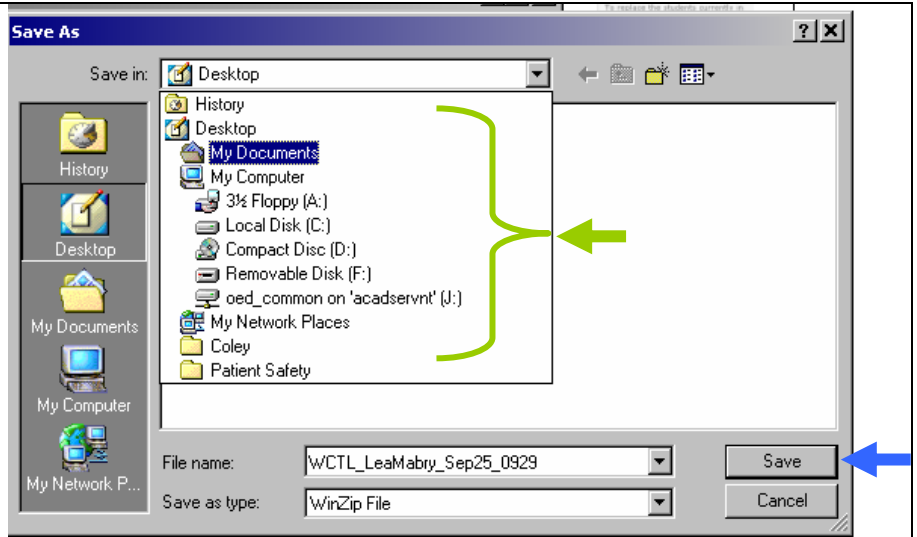
CAUTION: Do NOT attempt to open this backup file with any program...to do so will permanently corrupt the file!

To Delete a Backup File

Click in the radio button next to the backup to be deleted. →

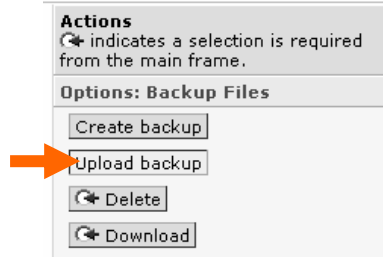
Choose →

Verify the correct backup file is selected, choose →

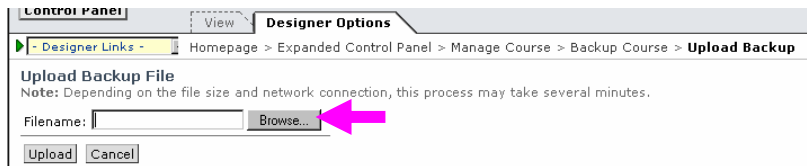


To Upload a Backup File

Choose →

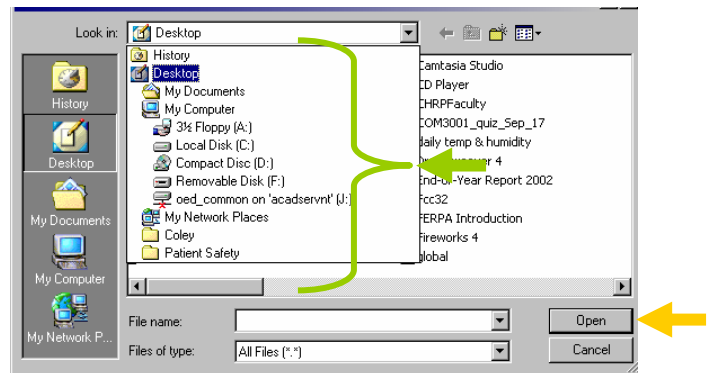


Choose ←

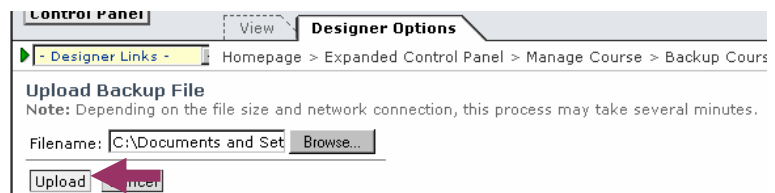


Select the file to upload ←

Choose ←



Choose ←



To Restore to a Backup File



If it becomes necessary to restore a backup file to the course, please call one of the following for assistance prior to attempting a restore. A restore should be the last resort! Grades, discussions, email, and recent content uploads may be lost since the backup will overwrite the current course!

Robin M. Smith 686.7052 or Lea A. Mabry 296.1087