

Backup/Restore/Reset Process in WebCT Campus Edition 4.1

Backing Up Previously Taught Course

- Log into the old course that holds the content you want to use in the new course shell.
- Navigate to the Manage Course area either: 1.) by clicking on the Manage Course link under Designer Links on the Course Menu; or 2.) by clicking on the Control Panel button (upper left hand corner of the page), and then clicking on the Manage Course link.
- On the right hand side of the Manage Course page find the Create Backup link under Backup Course.
- At this point you should see the Create Backup interface. Type a short description of this backup file. This is used solely to help you distinguish the new backup file from the other backup files in the course.
- After you enter some text in the description field, click on the Create button.
- You should next see the Create Backup progress bar. When the backup is complete you should see a message indicating that the backup was created successfully. Note that the backup file name automatically includes your course number, date created, and time created.
- Next click the Continue button.

- You should now see a list of backup files for the course. Select the radio button that corresponds with the backup you just created.
- In the Action Frame locate the Download button below Actions/Options: Backup Files.
- Click the Download button.
- A familiar file save interface should pop up. Click the Save button on the interface to download and save a copy of the backup file.
- Browse to a location where you would like to save your backup file (good locations include the hard drive of your PC, or your network drive).
- Note the location you choose.
- Next click the Save button to save the file to the location you have selected.
- When the file has been saved click the Close button to close the file save interface.

- Click on myWebCT on the top navigation to exit the old course.
- Next navigate to the new course shell.

Uploading Content from Old Course into New Course Shell

- Click on the title of the new course to access that course.
- Navigate to the Manage Course area either: 1.) by clicking on the Manage Course link under Designer Links on the Course Menu; or 2.) by clicking on the Control Panel button (upper left hand corner of the page), and then clicking on the Manage Course link.
- On the right hand side of the Manage Course page find the Upload Backup link under Backup Course.
- Click on the Upload Backup link.
- Next you should see the Upload Backup File interface.
- Click on the Browse button to locate the saved backup file from the old course.
- When you locate the backup file select it by clicking once using your mouse.
- After you select it click on the Open button (this does not open the file, but instead saves the file name in WebCT).
- The file selecting interface should close after you click Open above.
- You should now see the backup file path and name in the field called Filename in WebCT.
- Next click the Upload button to upload the backup file into your new course shell.

- After that file is successfully uploaded you should be returned to the Backup Courses interface.
- Select the backup file that you just uploaded by clicking on the radio button that corresponds to that file.
- In the Action Frame (right hand side) look for the Keep Users button under Actions/Options: Restore.
- Click the Keep Users button to populate your new course shell with the old course content without bringing in the old students. It is very important to choose Keep Users in order to keep the (new) students in the new course shell and ignore old students from the backup file.
- With the restore successfully completed, the next step is to remove all (old) user data from selected areas of the course.

Resetting Course

- Navigate back to the Manage Course page.
- Locate the link for Reset Course on the right hand side of the page.
- Click on the Reset Course link.
- You will be directed to the Course Reset interface.
- Check the checkboxes for any tool that you would like to reset (clear). Commonly reset tools include the Discussion, Mail, and Calendar tools.
- Performing this reset will ensure that the old discussion posts are removed and new discussion posts begin with #1 in the new course shell, that your old WebCT Mail is removed, and that old Calendar entries are removed.
- After selecting the checkboxes corresponding to the tools you would like to reset, click the Reset button.
- You should next see a message confirming that the tools you selected were successfully reset. Click the Continue button.
- You have now completed the Backup/Restore/Reset process.