T.R.A.I.N. Technical Support Newsletter Allied Health and Nursing

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It's Time Again!

We are over halfway through the semester and it is that time again to make sure you have backed up your Web CT courses. It is important to do this because it saves you time from creating the same course over and over every term that the class is taught. Also, if something happens to the server you will have a copy of the course to restore it back if you download it to a copy to your computer.



Backing up your courses allows you to save your "live" or the course that your students are currently enrolled. The backup is different from the template in that it serves as a permanent location for storing your class until you teach it again. After you create your backup, then you can copy the course backup to your template for storage.

How to Back Up your Web CT Course.

Step 1: Login to Web CT, then click on "Course Functions" at the top of the page.

Step 2: Put a checkmark beside the course you want to backup, by clicking in the box.

Step 3: Now click on the "Create Backups" button on the right side of the screen.

Step 4: Now click on the "Create" button.

Step 5: Click on the "Continue" button.

Step 6: Click on "Download Backup" button on the right side of the screen.

Step 7: A box will pop up, you will need to click on the "Save" button.

Step 8: Another box will pop up for you to chose a location to save the file, once you chose a location then you need to click on the "Save" button.

How to Copy a Course to a Template in Web CT.

In this step, you will use the backup you created in the steps 1-5 listed above. Now you can copy your course into your template for storage.

Step 1: Place a checkmark in the box next to the backup you want to copy to the course. Then, click on the "Restore Backup" button on the right side of the screen.

Step 2: Now place a checkmark in the box next to the course you want this template to be copied over. Then, click "Reset Course" button on the right side of the screen.

Step 3: Click on "Continue" to complete the process.

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For more information about course backup, or any technical questions, feel free to email me at kclenney@wallace.edu
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