Designer and Instructor Reference
WebCT™ Campus Edition 6.0

PART 4: WEBCT TOOLS AND FEATURES

CHAPTER 9: BACKUP

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IMPORTANT: Topics in this chapter apply to Section Designers and Section Instructors.

ABOUT BACKUPS

For Section Designers and Section Instructors

NOTE: Depending on administrator settings, this feature may not be available to you or it may appear by default.

You can create backups of your course that administrators can restore at a later time. This feature is designed as a quick and convenient way to back up your course before making changes that you may want to undo with the help of an administrator. For example, if you wanted to make design changes to your course or delete content, you could back up your course before making the changes so you could restore it as it was before you made the changes.

The following data is included in a course backup:

- enterprise data, including users, enrollments, and other meta-data
- all content and any data that it produces, for example assessments and their submissions
- selective release criteria applied to content
- file and folder structures
- course settings

You can create a backup of your course from the *Course Backups* screen. The number of backups you are permitted to create is controlled by administration settings. The progress of each backup is shown on the *Course Backups* screen under *Status*. Once a backup is completed, you can save it as a file.

Saving backups as files allows you to download them and save them to a storage medium of your choice. Unlike regular backups, backup files can contain tracking data. If you choose to include tracking data, the last processed tracking information collected before the backup was created is used.

Backing Up Your Course

For Section Designers and Section Instructors

Course backups contain all the content that makes up your course. This means that course data, from the time when the backup is created, can be restored at a future period by an administrator.

Backups do not include tracking data. If you want to include tracking data in your backup, you must convert the backup to a file. For more information, see *Saving Backups as Files*.

NOTE: You cannot restore backups. If you need to restore your course, contact your WebCT administrator.

1. From the *Course Backups* screen, click **Back Up Course**. A message appears.
2. Depending on the message that appears, do one of the following:
   - If the course you are backing up appears under *The following were added to the backup queue*, click **OK**. The course will be backed up.
   - If the course you are backing up appears under *The following have reached or exceeded the quota of online backups set by the administrator*, do the following:
     a. To skip backing up the course, select *Skip backup*.
     b. To delete the oldest backup of the course to make room in the backup quota, select *Delete oldest backup*.
3. Click **Proceed**. A confirmation screen appears.
4. Click **OK**. The *Course Backups* screen appears.

Saving Course Backups as Files

For Section Designers and Section Instructors

You can save a backed up course into an encrypted file with the extension `.bak`. This allows you to download the backup to your computer and save it to a storage medium of you choice.

When saving a backup as a file, you can determine whether you want tracking data included. Tracking data allows users enrolled as Section Instructor and Teaching Assistant to run reports on Student activity in the . If you include tracking data, the last processed tracking information collected before the backup was created is used. Tracking processing is scheduled by the Server Administrator.

NOTE: You cannot restore backups. If you need to restore your course, contact your WebCT administrator.

1. From the *Backups* screen, locate the course backup you want to save as a file and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **Save as File**. The *Content Browser* pop-up window appears.

3. Navigate to the location where you want to save the backup file.
4. If you want to edit the default file name for the backup file, in the *Save as* text box, edit the name.
5. If you want to include tracking data in the backup file, ensure that *Tracking data* is selected.
6. Click **OK**. The backup is saved as a file to the location you selected.

Navigating Multiple Pages

For Section Designers and Section Instructors

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.

  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
  2. In the *Number of records per page* text box, enter the number of items and click **OK**.

Deleting Items

For Section Designers and Section Instructors

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

NOTE: In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.

- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**. A confirmation message appears.
  2. Click **OK**. The selected items are deleted.
- Using the **Delete** button to delete all items on the current page:
  1. Select the check box next to *Title*. All items on the current page are selected.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. All items on the current page are deleted.
  4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. The item is deleted.