

In case of information
loss in WebCT, **DO NOT**
attempt restoration.
Contact web support.

956-7514
245-7514

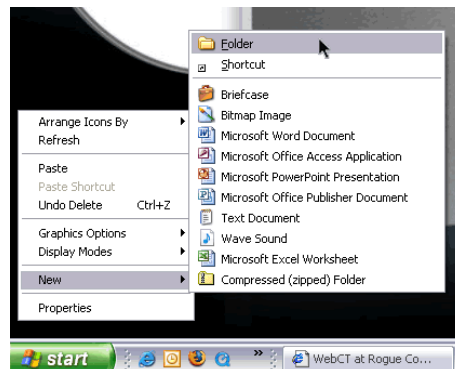


Creating WebCT Backups

WebCT files are important. Student grades and course files must be secure but are always in danger of being lost. To ensure cyber dogs don't eat student homework, instructors should **back up courses weekly** and **keep three weeks of backups** at all times. Here's how...

I. CREATE ARCHIVE FOR WEBCT BACKUPS ON DESKTOP

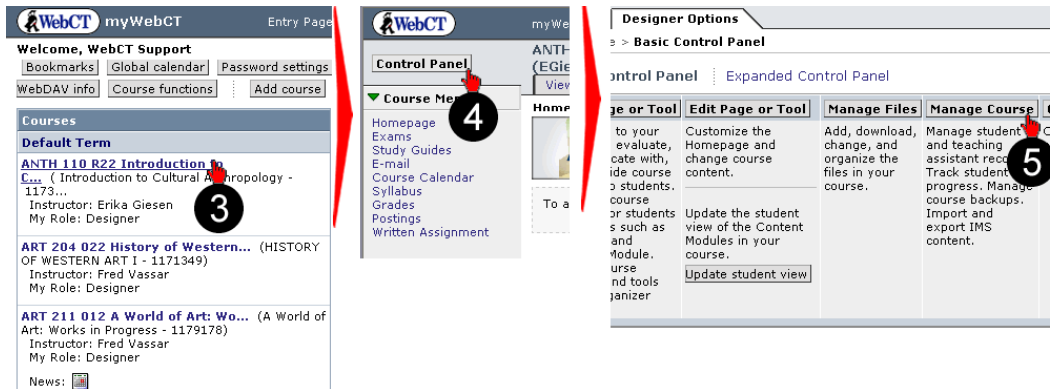
1. Right-click on desktop: opens dropdown menu
2. From dropdown, place cursor over **New**: opens new menu
3. From new menu, click **Folder**: adds new folder to desktop



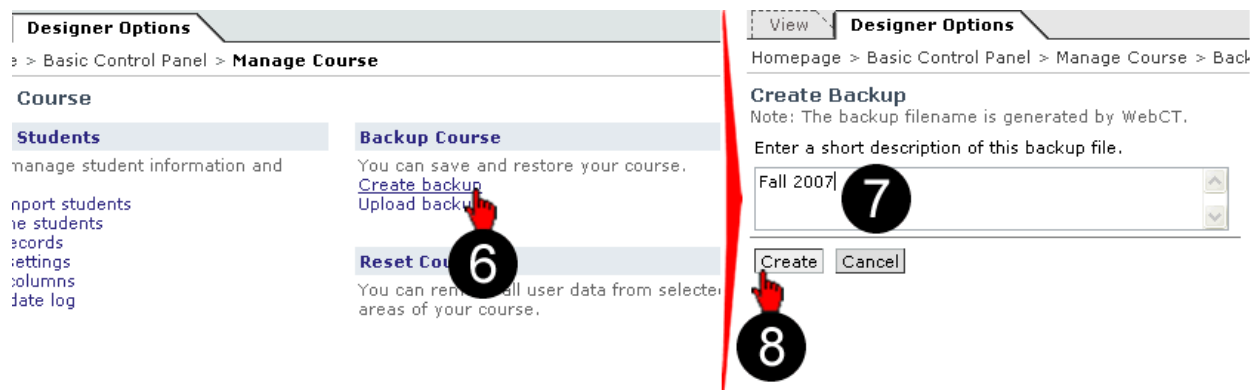
4. Rename new folder "WebCT backups"
5. Open **WebCT backups** folder and right-click inside to create another new folder
6. Rename new folder with term and year: ex., Fall 2007

II. CREATE BACKUP IN WEBCT

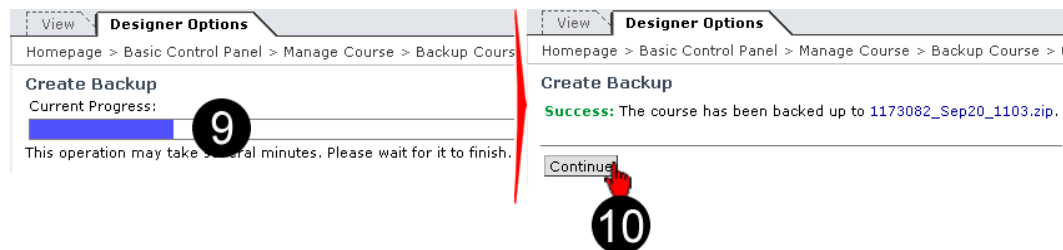
1. In web browser (i.e., Internet Explorer) go to WebCT: <http://webct.roguecc.edu/>
2. Log on to WebCT using username and password
3. In WebCT under **Courses**, click name of course to be backed up
4. On course page, click **Control Panel** (upper left)
5. In **Control Panel** under **Designer Options** tab, click **Manage Course**



6. On **Designer Options** tab under **Backup Course**, click **Create backup**
7. Enter a short description of backup file: ex., Fall 2007
8. Click **Create**

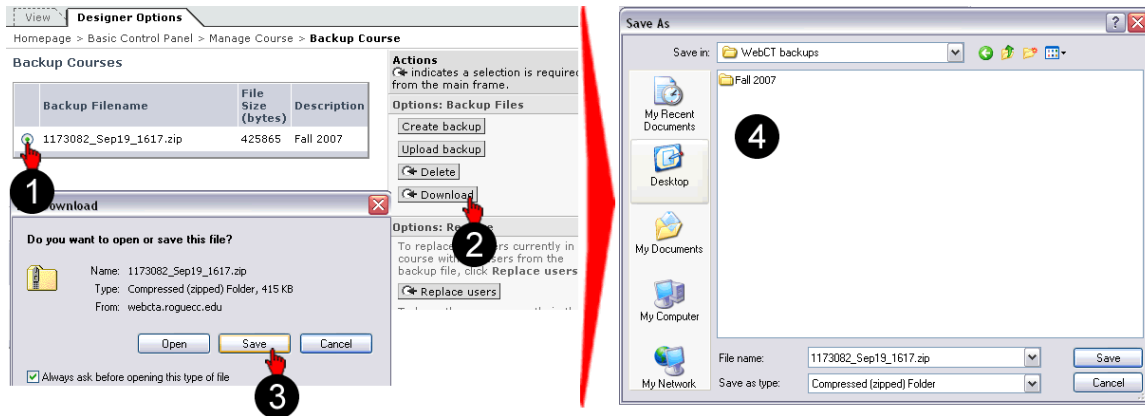


9. Wait for load bar to finish
10. After "Success" message appears, click **Continue** to return to backups list



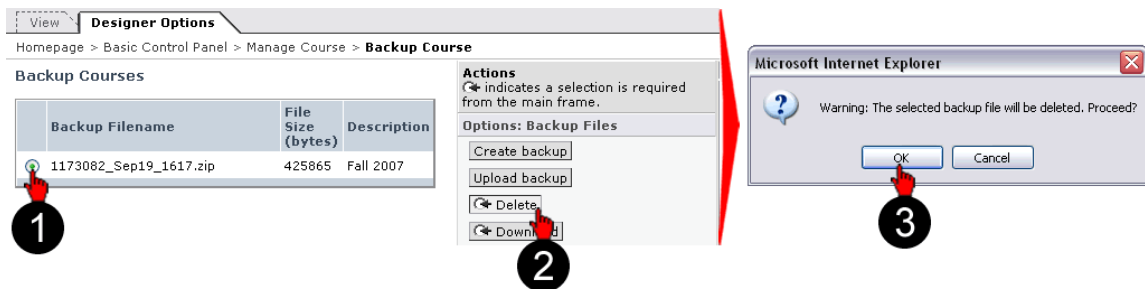
III. DOWNLOAD BACKUP TO YOUR COMPUTER

1. Select backup to download from list by clicking radio button (empty circle) to the left of backup filename; radio button lights green when selected
2. On **Actions** bar to the right, under **Options: Backup Files**, click **Download**
3. On **File Download** pop-up window, click **Save**
4. Save file in **WebCT backups** folder (desktop) under appropriate term/year folder
5. Keep three newest backups in archive at all times



IV. DELETE BACKUP FROM WEBCT

1. Select backup filename from list by clicking radio button (empty circle) to the left of backup; radio button green when selected
2. On **Actions** bar to the right, under **Options: Backup Files**, click **Delete**
3. On pop-up warning, click **OK** to confirm delete



4.

