

# Create a WebCT Course Backup

## WEBCT DOCUMENTATION

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At the end of each academic year Learning Technology Services (LTS) archives all WebCT courses. While LTS will keep this archive for one year, instructors and students do not have access to archived material. If you wish you can create a personal archive of your course and/or download a copy of your content files.

The full course back up will be downloaded as a .zip file and can only be viewed when restored to a compatible WebCT environment. The content files can, however, be viewed and edited in the programs they were created e.g. Powerpoint

## Archiving your content files

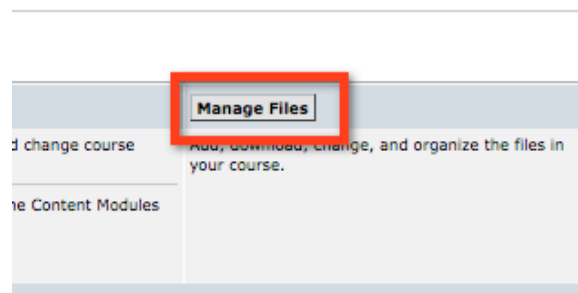
You can archive your content files (e.g., images, webpages, media files) stored in your WebCT course to allow you to easily reuse and repurpose them.

The following procedure allows you to download content files to your computer:

1. On the **MyWebCT** page, click on the course title
2. Click on **Control Panel**.



3. Click **Manage Files**.



4. Select the box to the left of the **My-Files** folder

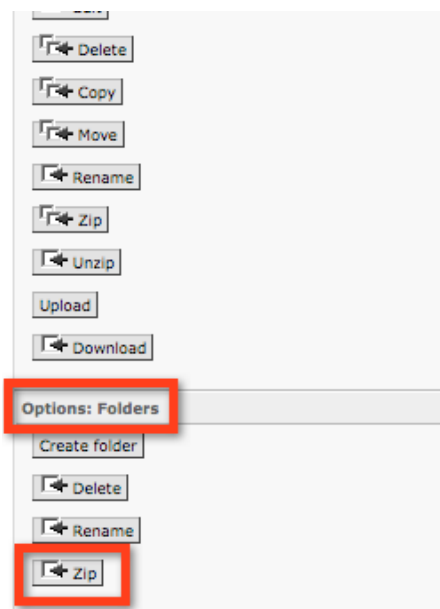
Homepage > Basic Control Panel > **Manage Files**

**Folders and Files**  
Click on a folder below to view its files.

Display this file information: ☒ Size ☒ Date ☒ Time

Name	Size (bytes)	Date	Time
<input checked="" type="checkbox"/> <b>My-Files</b>			
<input type="checkbox"/> GalleryPlayer-5_Hopper.jpg	263470	September 16, 2010	10:50am
<input type="checkbox"/> GalleryPlayer-6_Cosmos.jpg	85844	September 16, 2010	10:48am
<input type="checkbox"/> index.htm	259	September 16, 2010	8:13am
<input type="checkbox"/> robots.txt	124	September 16, 2010	8:13am
<input type="checkbox"/> test1.doc	22016	April 21, 2011	10:39am
<input type="checkbox"/> _mm			

- In the right hand pane, select the button **zip** from the **Options:Folders** area.



- Enter a filename and select the **My-files** folder from the drop-down menu.

Homepage > Basic Control Panel > Manage Files > **Zip Folder**

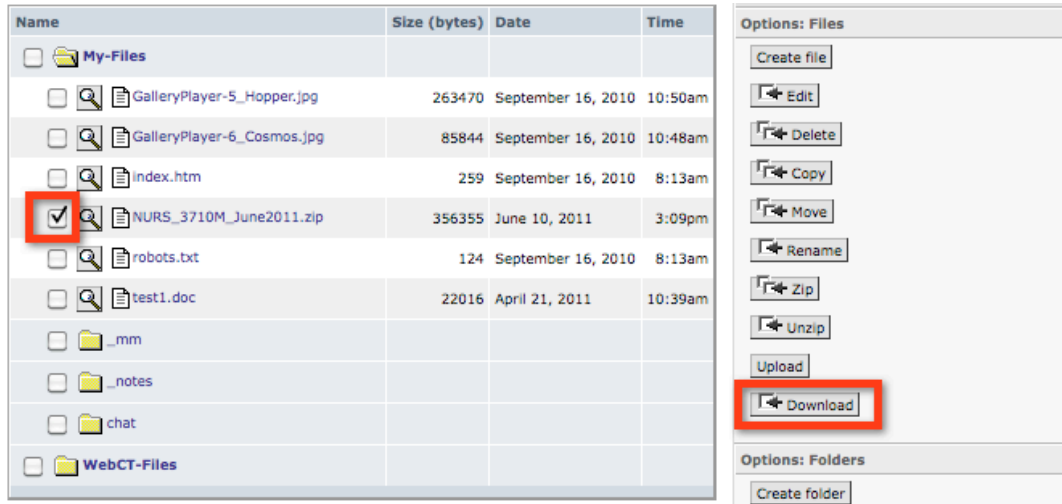
**Zip Files in Folder**

Zip the contents of the folder **My-Files**, including subfolders.

Filename of new zip file:

Place the new zip file in this folder:

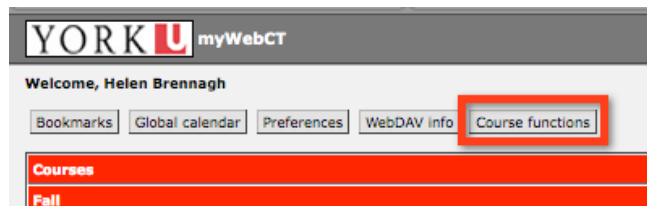
7. Select the box to the left of the zip file and click **Download**.



8. Click **Save** and choose the location you wish to store the zipped file.
9. Once you have downloaded the zip file you can delete it from your Files area to avoid the size of your course becoming large by storing extra files.

## Backup your WebCT Course

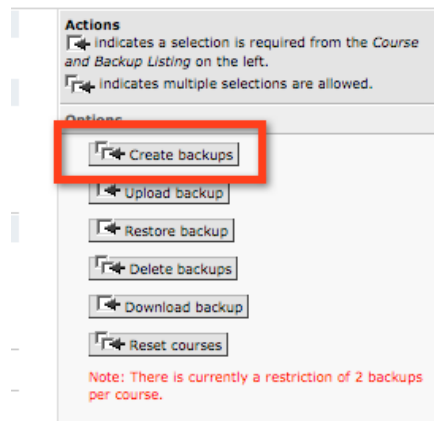
1. Login to WebCT and click on **Course Functions**



2. Select the box to the left of the WebCT course you wish to backup



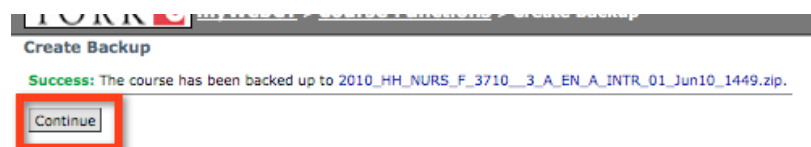
3. On the right hand pane, click the button **Create Backup**



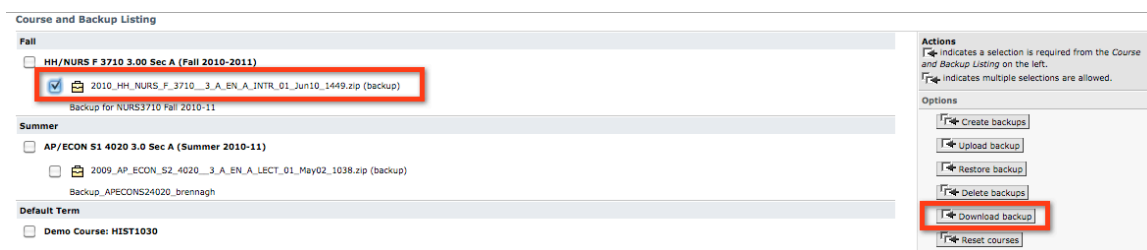
4. Enter a short description and then click **Create**



5. Click **Continue** upon "Success" prompt



6. Select the 'checkbox' to the left of the backup course and in the right hand pane click the button **Download Backup**.



7. Click **Save** and choose the location you wish to store the course.