

# SacCT

## Course Backups

### HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

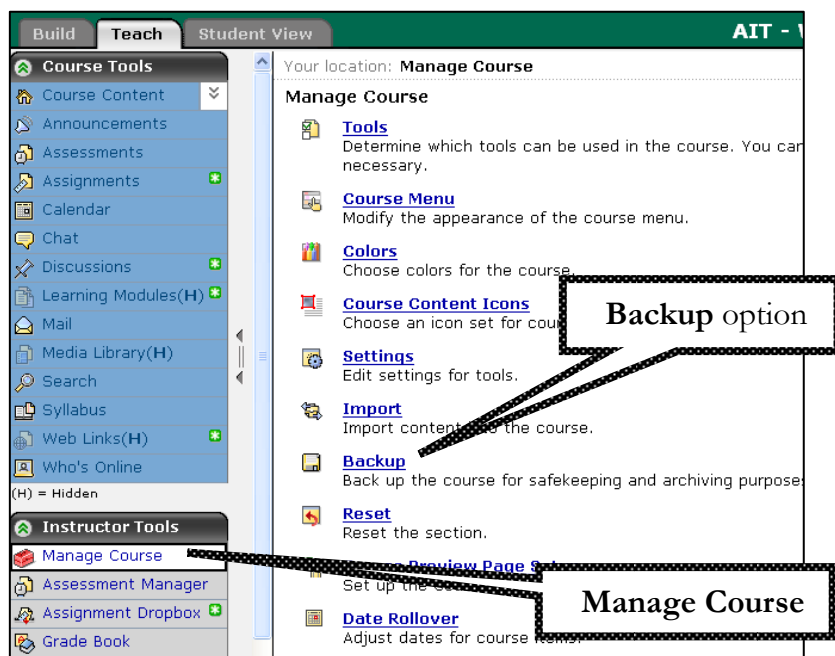
### WHAT ARE COURSE BACKUPS?

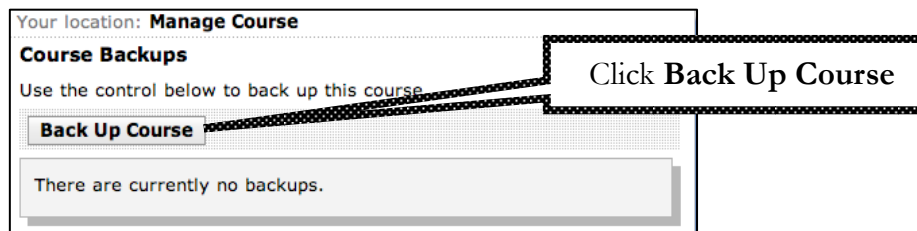
Course backups are compressed files that contain a complete record of your course content, students, grade book, customized settings, SacCT tools, and files. Throughout the semester it is very important to periodically create course backups to keep a record of the changes in your course. The *When to Create Course Backups* section in this guide includes recommended times when you should create and download backups.

Downloading the course backup file to your computer is also very important and should always be done as detailed below. This ensures that you always have an accurate record of your course.

### CREATING A COURSE BACKUP

- step 1.* Log into your course.
- step 2.* Click the **Teach** tab at the top.
- step 3.* From the **Instructor Tools** menu, click **Manage Course**.
- step 4.* From the **Manage Course** screen, click the **Backup** heading.
- step 5.* Click **Back Up Course**.





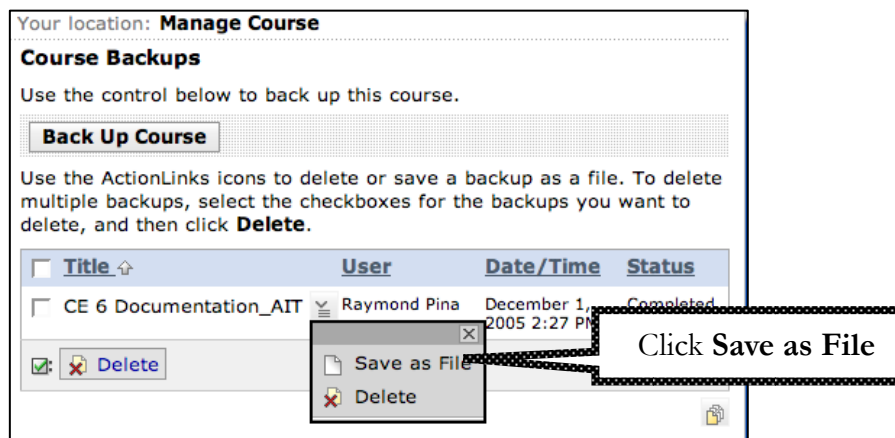
- step 6.* If you have not exceeded the quota of two backups, a message will appear indicating that the backup was added to the backup queue, click OK.
- step 7.* If you have exceeded the quota of two backups, a message will appear asking you to choose to skip or delete the oldest backup. Choose an option, then click Proceed.



**TIP :** Backups that have been placed in the “queue” (see step 6 above) will not be available to save or download right away. After creating a backup, the backup will not be available for up to five minutes.

## SAVE A BACKUP FILE

- step 1.* Log into your course.
- step 2.* Click the **Teach** tab at the top.
- step 3.* From the **Instructor Tools** menu, click **Manage Course**.
- step 4.* From the **Manage Course** screen, click the **Backup** link.
- step 5.* Next to the backup title, click the **Action Links** icon and select **Save as File**.



- step 6.* From the **Get Files** window, save the file to either **My Files** or **Class Files**.



**TIP :** Because there is a size limitation on directories for My Files and Class Files, we highly recommend that you download your course backups to your computer.

## DOWNLOAD A COURSE BACKUP FILE TO YOUR COMPUTER

- step 1.* Log into your course.
- step 2.* Click the **Build** tab at the top.
- step 3.* From the **Designer Tools** menu, click on **File Manager**.
- step 4.* Locate the course backup file in either **My Files** or **Class Files**.
- step 5.* Click on the **ActionLink** icon to the right of the backup file.
- step 6.* A new menu will appear, click on **Download** to save the file to your computer.

The screenshot shows the WebCT interface with the 'Build' tab selected. The 'File Manager' window is open, displaying a list of files and folders. The 'My Files' section is visible, showing a list of files including 'draft1.doc', 'draft2.doc', 'Go go go.pdf', 'modules\_5\_6\_new\_question\_types2.zip', 'sample\_syllabus.doc', 'sample\_syllabus.pdf', 'sample\_syllabus1.doc', 'web\_page\_requirements.htm', 'WebCT-Intro-April-21-2006.bak', 'WebCT Introduction\_AIT-Mon Ju PDT 2007.bak', and 'WebProcess\_oneside.ppt'. The file 'WebCT-Intro-April-21-2006.bak' is highlighted, and a context menu is open over it, showing options: Preview, Rename, Edit Properties, View File Information, View File HREF, Copy, Move, Download, and Delete. The 'Download' option is highlighted with a mouse cursor. A callout box with a dashed border points to the 'Download' option and contains the text: 'Click Download from the ActionLinks menu.'

# WHEN TO CREATE AND DOWNLOAD COURSE BACKUPS

Below is a checklist that will help you know when to create and download course backups.

<b>Step 1: Before Semester Starts</b>	
For a <i>new</i> SacCT Course...	
1- [ ]	Request a new SacCT course <a href="http://www.csus.edu/webct/webct_account.stm">http://www.csus.edu/webct/webct_account.stm</a>
2- [ ]	Develop and finalize your coursework
3- [ ]	Request that students be added to your course <a href="http://www.csus.edu/webct/status.stm">http://www.csus.edu/webct/status.stm</a>
<b>OR</b>	
For an <i>existing</i> SacCT course...	
1- [ ]	Create and download course backup
2- [ ]	Download Grade Book <sup>1</sup>
3- [ ]	Reset course <sup>1</sup>
4- [ ]	Update content as required
5- [ ]	Request students be added to course <a href="http://www.csus.edu/webct/status.stm">http://www.csus.edu/webct/status.stm</a>
<b>Step 2: During Semester</b>	
1- [ ]	Update content as required
2- [ ]	Download & print Grade Book <sup>1</sup>
3- [ ]	Create and download course backup
<b>Step 3: End of Semester</b>	
1- [ ]	Download & print Grade Book <sup>1</sup>
2- [ ]	Create and download course backup
3- [ ]	Reset course <sup>1</sup>

<sup>1</sup> For information regarding SacCT course resets and the Grade Book, refer to the *SacCT Course Resets* and *SacCT Grade Book* training handouts, which can be downloaded from the Sac State SacCT documentation Web site: <http://www.csus.edu/webct/faculty/docs.stm>