

Moving a Course from Last Semester

After requesting a course in the new semester you can expect to see a new course within 24 hours. However, the course will be empty. The data from the previous course, should you want to use it as a starting point for your new course, must be uploaded to the new course. This is a multi-step operation.

- Sign on to the old course
- Backup the old course
- Download the backup to your desktop
- Sign on to the new course
- Upload the backup from your desktop
- Restore the new course from the uploaded backup using the KEEP USERS button
- Reset ALL the course

1. After signing on to the old course, from the **Control Panel**, select **Manage Course**

Manage Course

Manage Students

You can manage student information and grades.

[Import students](#)
[View some students](#)

Backup Course

You can save and restore your course.

[Create backup](#)
[Upload backup](#)

2. From the Manage Course screen, select **Backup Courses**

Backup Courses

	Backup Filename	File Size (bytes)	Description
<input type="radio"/>	1058-RICOL-CIS-251-SEC01-11021_Dec28_1348.zip	146628771	After Grades

Note: There is currently a restriction of 3 backups per course.

Actions

⚙ indicates a selection is required from the main frame.

Options: Backup Files

3. From the Backup Courses screen, select **Create backup**. If you already have three backups in the course you will have to delete the oldest one first. The maximum number of backups per course is three.

Create Backup

Note: The backup filename is generated by WebCT.

Enter a short description of this backup file.

4. In the Create Backup screen, enter a brief description of this backup, then click **Create**

Create Backup

Current Progress:

This operation may take several minutes. Please wait for it to finish.

5. A Progress bar indicates how much time is remaining. DO NOT interrupt the process or you will have to start over.

Create Backup

Success: The course has been backed up to 1062-RICOL-CIS-251-SEC01-20205_Jan12_1444.zip.

6. When completed the "Success" screen displays. Click **Continue**

Backup Courses

	Backup Filename	File Size (bytes)	Description
<input type="radio"/>	1058-RICOL-CIS-251-SEC01-11021_Dec28_1348.zip	146628771	After Grades
<input checked="" type="radio"/>	1062-RICOL-CIS-251-SEC01-20205_Jan12_1444.zip	31767513	From last semester

7. **Click the radio button** next to the backup just created so the green dot appears in the button.

Actions

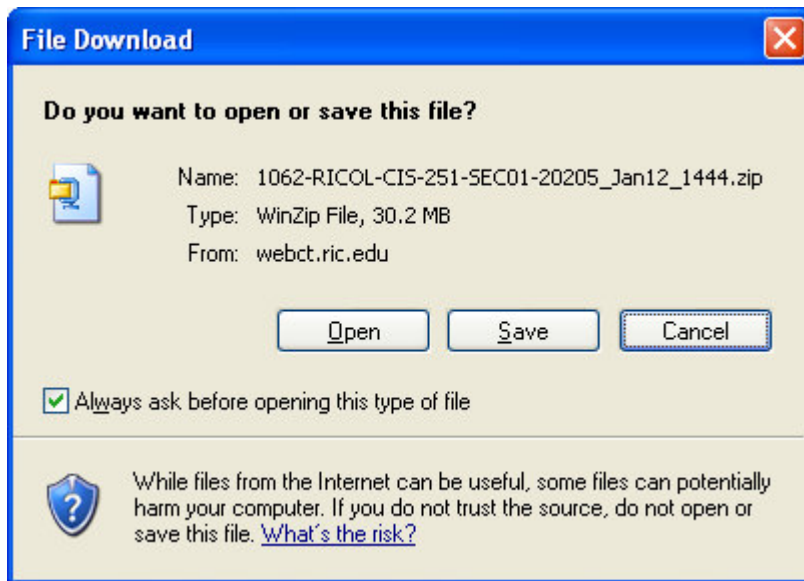
indicates a selection is required from the main frame.

Options: Backup Files

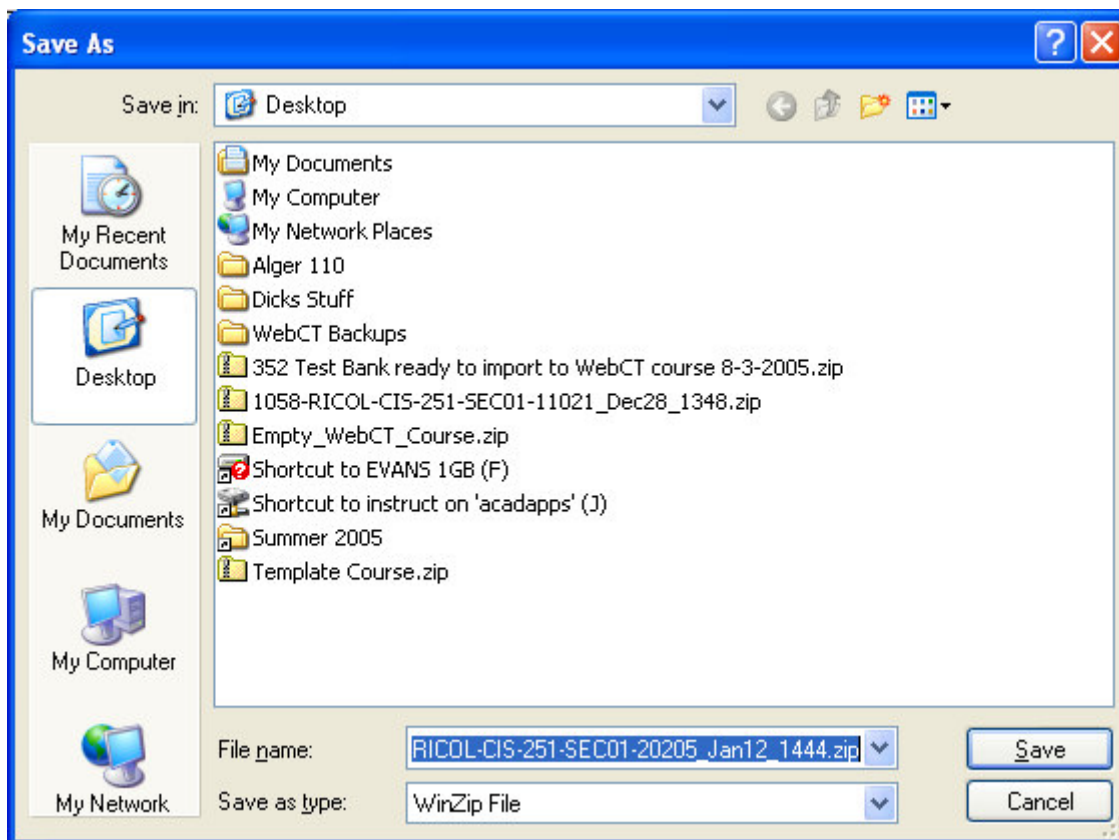
Delete

Download

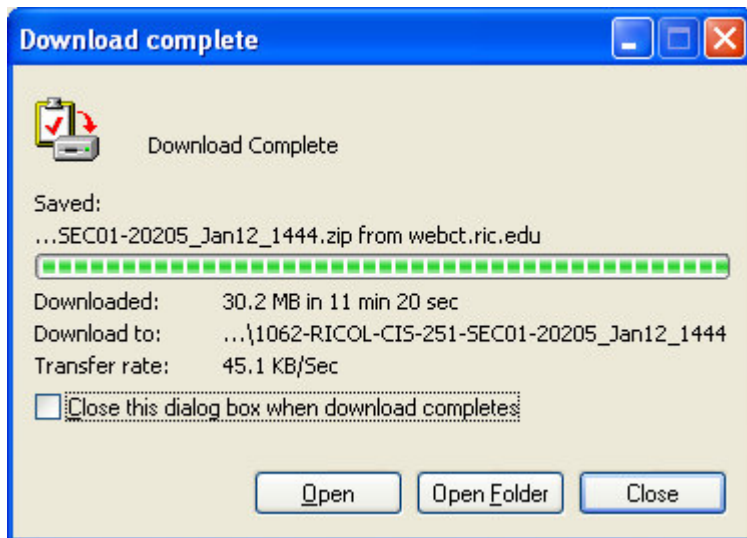
8. Under Actions, click **Download**



9. On the File Download dialog box, click **Save**



10. On the Save As dialog box, chose the location and file name. I suggest using your desktop and leaving the name as is. Click Save to download the backup of the old course to your computer.



11. When the Download complete dialog box appears, click **Close**—you DO NOT want to Open the file or the folder. This is NOT a normal compressed or zipped file. It will only open within the WebCT backup system.
12. You have successfully backed up the old course and created a copy of the backup on your local computer. **Log Out** of the old course, and then **Log in** to the new course.

When the new course opens, you will have an option of using the course designer.

The Course Design Center benefits new WebCT users. The Design Center consists of wizards that help you build your course and allow you to become familiar with WebCT.

Because the wizards are reusable, you can choose the ones you'd like to use now and return to them any time you want to continue building your course.

Use the Course Design Center to start building my course.

Use the Course Design Center later.



13. You do NOT want to do so, click **Use the Course Design Center later**
14. Click **Control Panel**, then **Mange Course**, and then **Backup Course**

Actions
 ↻ indicates a selection is required from the main frame.

Options: Backup Files

Create backup

Upload backup

↻ Delete

↻ Download

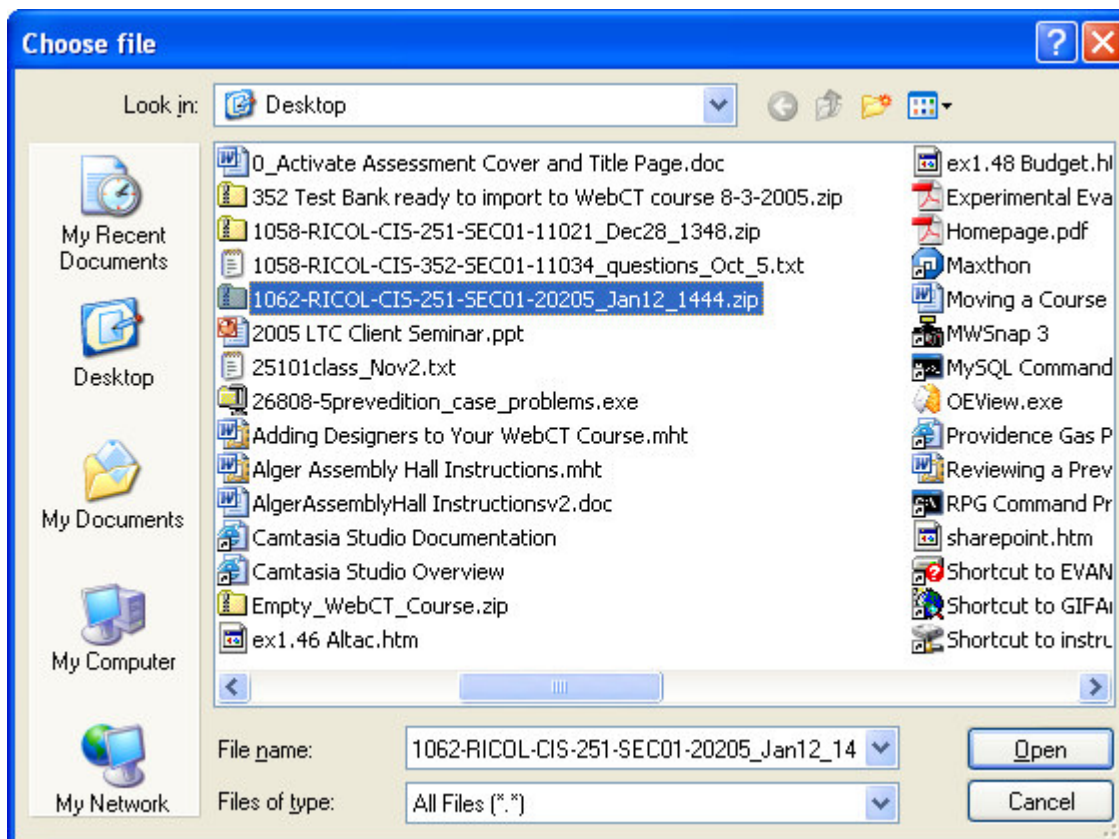
15. Under Actions, click **Upload backup**

Upload Backup File

Note: Depending on the file size and network connection, this process may take several minutes.

Filename:

16. Click **Browse** to locate the backup file on your local computer



17. On the Choose file dialog box, locate the downloaded backup file, click to select it, and then click **Open**

Upload Backup File

Note: Depending on the file size and network connection, this process may take several minutes.

Filename:

18. Click Upload

Homepage > Basic Control Panel > Manage Course > **Backup Course**

Backup Courses

	Backup Filename	File Size (bytes)	Description
<input type="radio"/>	1062-RICOL-CIS-251-SEC01-20205_Jan12_1444.zip	31767513	From last semester

Note: There is currently a restriction of 3 backups per course.

Actions

indicates a selection is required from the main frame.

Options: Backup Files

19. After a few minutes depending on the size of the file, the backup will appear under Backup Courses. **Click the radio button** next to the Backup Filename to select it—green dot should appear.

Backup Courses

	Backup Filename	File Size (bytes)	Description
<input checked="" type="radio"/>	1062-RICOL-CIS-251-SEC01-20205_Jan12_1444.zip	31767513	From last semester

Note: There is currently a restriction of 3 backups per course.

Actions

indicates a selection is required from the main frame.

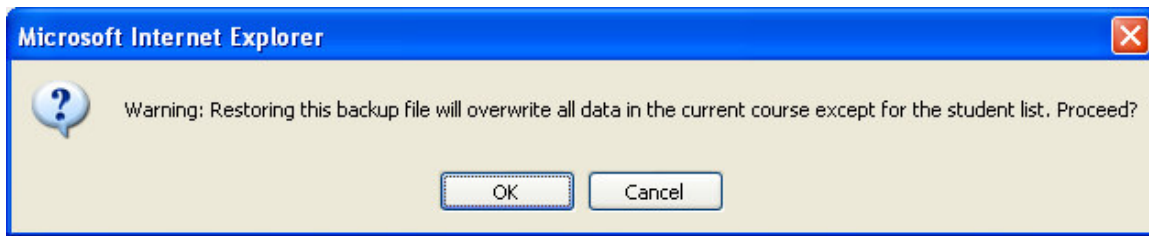
Options: Backup Files

Options: Restore

To keep the users currently in the course and also to update the user data from the backup file, click **Update users**.

To keep the users currently in the course and ignore users from the backup file, click **Keep users**.

20. Under Actions, click **Keep users**. **THIS IS VERY IMPORTANT**. This restores the course from your backup **WITHOUT** populating the students from the old course. The users which are kept are the ones already in the new course, if any.



21. At the warning screen, click **OK** to proceed.

Course Restore Report

Current Progress:



This operation may take several minutes. Please wait for it to finish.

22. A progress bar shows you how far you are in the process. Do NOT interrupt the process or you will have to start over.

Course Restore

Success: The course has been restored.

[Continue](#)

23. When completed you the “Success” message appears. Click **Continue**

The new course now contains all material from the old course except for the students from the old course. All materials from the old course are still present, so there is one more important step to take before you are finished.

24. On the **Control Panel**, click **Manage Course**

Homepage > Basic Control Panel > **Manage Course**

Manage Course

Manage Students

You can manage student information and grades.
[Import students](#)
[View some students](#)
[Search records](#)
[Change settings](#)
[Manage columns](#)
[Show update log](#)

Manage Teaching Assistants

You can manage teaching assistant information.
[View some teaching assistants](#)
[Search records](#)
 ...

Backup Course

You can save and restore your course.
[Create backup](#)
[Upload backup](#)

Share Designer Access

You can give other designers access to your course.

Reset Course

You can remove all user data from selected areas of your course.

25. On the Manage Course screen, click **Reset Course**

Course Reset

Select the areas to reset.

- Student Groups/Presentations
- Page Tracking Records
- Discussion Tool
- Mail Tool
- Calendar Tool
- Chat Tool
- Whiteboard Tool
- Student Homepages Tool
- Assignment Tool
- Quiz Tool

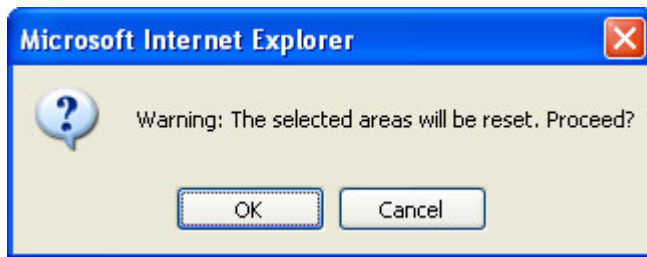
26. Under Course Reset, click **Select all**

Course Reset

Select the areas to reset.

- Student Groups/Presentations
- Page Tracking Records
- Discussion Tool
- Mail Tool
- Calendar Tool
- Chat Tool
- Whiteboard Tool
- Student Homepages Tool
- Assignment Tool
- Quiz Tool

27. Click **Reset**



28. At the warning screen, click **OK**

Course Reset Results

Resetting Student Groups/Presentations ... **Success.**
Resetting Page Tracking ... **Success.**
Resetting Discussions ... **Success.**
Resetting Mail ... **Success.**
Resetting Calendar ... **Success.**
Resetting Chat Logs ... **Success.**
Resetting Whiteboard Image ... **Success.**
Resetting Student Homepages ... **Success.**
Resetting Assignments ... **Success.**
Resetting Quizzes ... **Success.**

29. The “Success” screen displays. Click **Continue** to complete the process

The course has been moved from your old course to the new one. All students and student material left over from the old course has been cleaned out of the new course. You are now ready to modify the new course for the new semester.