

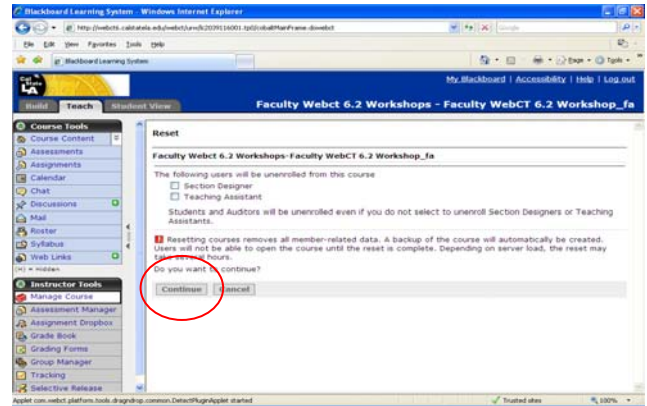
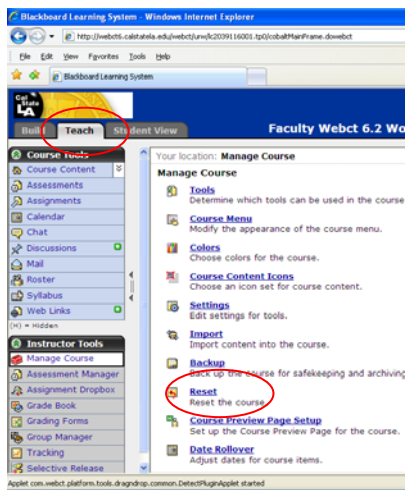
eLearning Programs and Support

Course Reset and Backup Instructions

Resetting your WebCT course is recommended in order to remove students from the previous quarter. Backing up your WebCT course will create a file that contains all course content and student activity.

Course Reset

1. Access the **Manage Course Tool** link under the **Teach** tab
2. Click on the **Reset** link

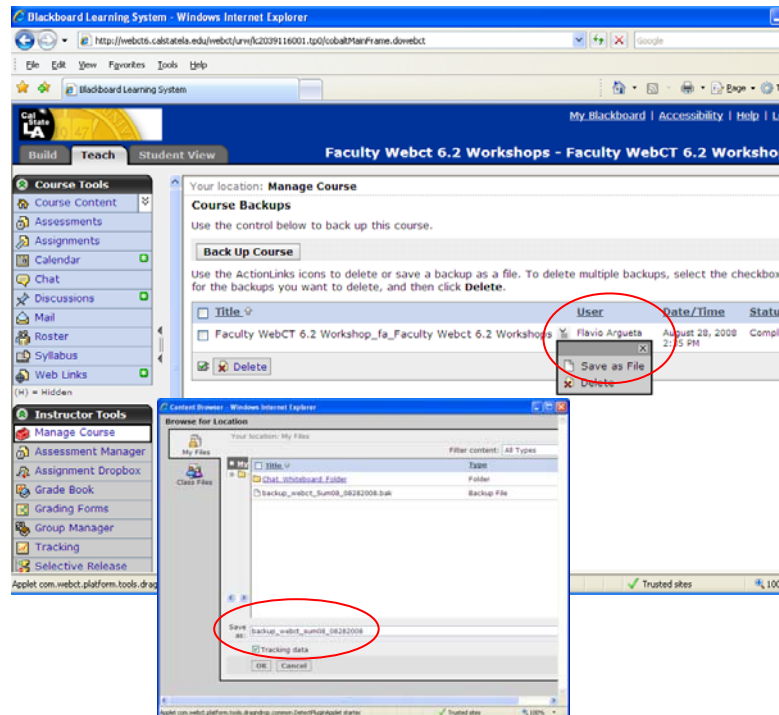
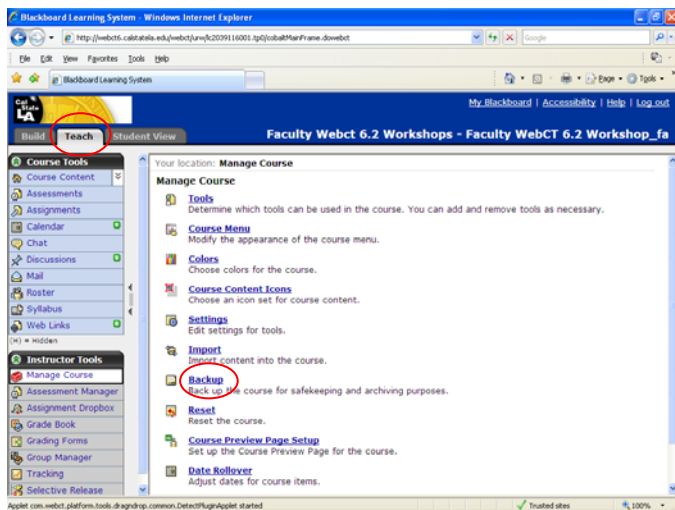


3. Click on the **Continue** button

Note: WebCT will navigate automatically back to your **My Blackboard** section of your account. The course you are resetting will become unavailable for a short time (2-5 min). Click on the **My Blackboard** tab to refresh your course list. Your course will then become available

Course Backup

1. Access the **Manage Course Tool** link under the **Teach** tab
2. Click on the **Backup** link

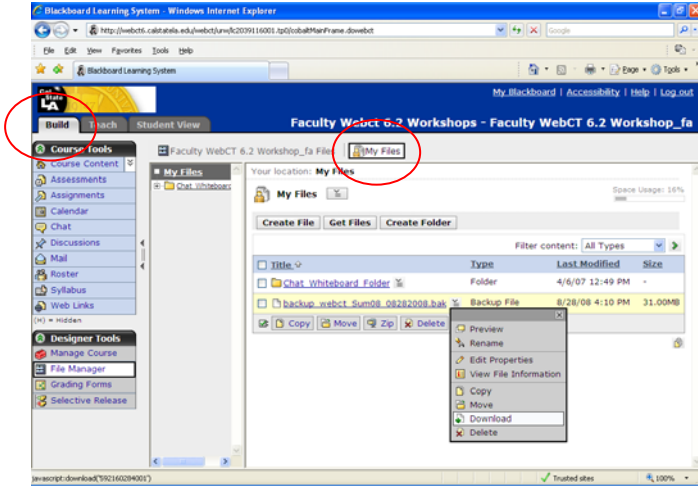


3. Click on the ActionLink of the backup file you want to backup and select the **Save as File** command

Note: Give the file a new name (ex: **backup_webct_Sum08_08282008**). The backup file is saved under the **My Files** section of your WebCT course. **My Files** is found under your File Manager area.

Downloading your backup file to your computer

1. Access the **File Manager Tool** link under the **Build** tab
2. Click on the **My Files** button at the top of the screen
3. Click on the ActionLink of the backup file you created
4. Select the **Download** command to save the backup file on your computer



Note: WebCT will prompt you to save the file and then ask you for a location on your computer. I would recommend the "Desktop" or "My Documents"

Deleting backup file from your course

- Follow the instructions under the downloading section to locate your backup file under "**My Files**"
- Instead of selecting the Download command from the backup file's ActionLink options, click on the **Delete** command