

Making a Backup of Your WebCT Course

From within your WebCT course:

1. Click on the Build Tab > Manage Course Button > Backup Link
2. Click Back Up Course button (you will get a confirmation)
3. Click OK button
4. Click drop-down arrow next to the course backup filename
5. Click Save as File from the drop-down menu
6. Click Class Files icon on the left side of the dialog box
7. Click OK to save the file (this may take several minutes depending on how much information you have in your class)
8. Click on the File Manager button on the menu
9. Click the drop-down arrow next to the name of your backup file
10. Click Download on the drop-down menu
11. Click Save button
12. Select the location on your computer where you would like to save your backup and click the Save button