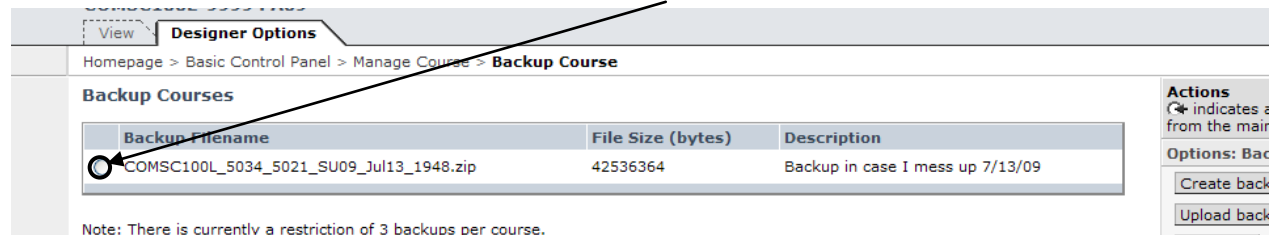
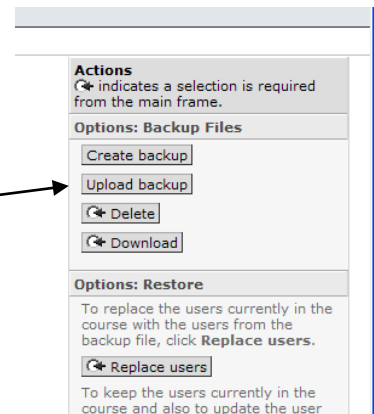


Restoring your WebCT course from a backup

When you created the backup of your WebCT course, a file was created that has a .zip extension, and you saved this file on your local hard drive or some other storage media. The backup name begins with your course name and has the month and day, something like this:
COMSC100L_5034_5021_SU09_Jul13_1948.zip

In order to restore your course, you will need a new, blank WebCT course. (Request one from the WebCT administrator.) Do not use a course that already has content, because the restore process will erase anything that is already there, and replace it with the contents of the backup.

1. Log in to the new blank WebCT course. Click on **Control Panel**
2. Click on **Manage Course**
3. Click on **Backup Course**
4. Under Actions, click **Upload backup**
5. Click Browse, and then navigate to the folder that contains the backup file
6. Select the file, and click **Open**
7. Click **Upload**
8. You will see your backup file in the list. Select it.



9. Under Options: Restore there are four choices. Your choice depends upon the purpose for the Restore.
 - a. **Replace users** – Select if you are restoring a course *in order to retain and see the students and their data from the backup course*. This would be useful if some conflict had arisen about a student's grade in an older course. Keep in mind that with this option, The students will see this course in their MyWebCT list, so you want to make sure to make them inactive.
 - b. **Update users** – This will retain the users in the new course and update/add users in the backup course. If you are restoring into a blank course, this isn't a relevant choice for you.
 - c. **Keep users** – Select this if *you want to restore content of the backup course, but not the student database. The student's mail, and discussions will be retained*. The students that were in the backup course will not be able to access this course.
 - d. **Reset course** – Select this if you want to retain all the course content, but not the student database and none of the student data. This would be a *good choice if you are using previous course content for a new semester's course*.
10. Once complete, you will receive a message the restore has been successful.
11. Click Continue
12. Go to the Homepage and look over your course to make sure it is as you expected.