

## **ENSURE FUTURE ACCESS TO YOUR COURSE**

At the end of the semester, your live course will be deleted 14 days after the official end date of your course in SIS. You will receive several email reminder notices (via your **MCC** mail) shortly before their deletion. Once the live course has been deleted it **cannot** be retrieved. Follow these steps to save content for reuse in a future semester and to save student data and grades to refer to if there are questions.

### **Make a Development Course from the Live Course template**

- Access the MCC homepage @ <http://www.mc.maricopa.edu>
- Click on the MyMCC link at the top and login
- Select the WebCT Tools link under Courses at the left
- Select 'Create a Development WebCT Course'
- Choose the live course name to create a new development course containing your template content for reuse in future semesters.
- Choose a course prefix that matches the course name.
- Type in the course number and any descriptive information desired (i.e. 101endoffall2008). Make sure the description is ONLY numbers and lowercase letters, no uppercase letters, spaces or special characters are allowed.
- Click on Submit
- A message will appear on the screen indicating success. You will receive an e-mail message once your course has been created. It may take up to two hours to create.

### **Download a Copy of your Gradebook to Excel**

If you are actively using the Gradebook tool with your students, download / export the gradebook to Excel for quick reference after the semester ends.

### **Create a WebCT Course Backup**

As mentioned above, it is important to roll-over your course each semester into a development course so that you can reuse your course content for the following semester. However, it is recommended that you also create a backup of your WebCT course and store it on a computer or disk so that you have an archived copy of your student's work that can be restored in the case of a grade challenge, or in the case that you forget to roll-over your course. If you forget to roll-over your course and it is deleted, if you do not have a course backup, your course content is not retrievable.

WebCT backups are a special compressed file ending in the file extension .bak. You will not be able to open the WebCT backup to look at your files or student information, but the WebCT backup can be restored into a course by contacting the CTL at [ctl@mccmail.maricopa.edu](mailto:ctl@mccmail.maricopa.edu).

- Access your WebCT Course.
- Move to the Build Tab within your course.



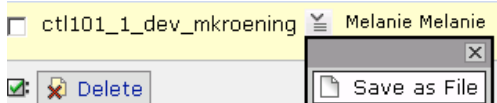
- Select Manage Course within the Designer Tools menu.
- Select Backup.
- Select Backup Course. If a message appears that you already have a backup, select the option to delete the existing backup and create a new backup.
- The 'Status' message next to the backup will appear as 'In the Queue' or 'Completed'. You may need to wait several minutes for the backup to be 'Completed' before moving

to Step 7. Exit out of the backups area and check back several minutes later before continuing to Step 7.

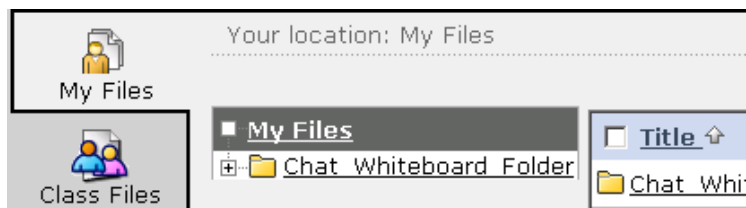
<input type="checkbox"/> Title ↑	User	Date/Time	Status
<input type="checkbox"/> ctl101_1_dev_mkroening	Melanie Melanie	February 2, 2006 12:09 PM	In the queue

Delete

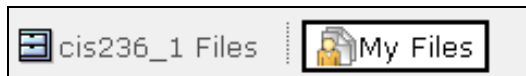
- Select the ActionLink next to the course backup once the status is 'Completed' and select Save as File.



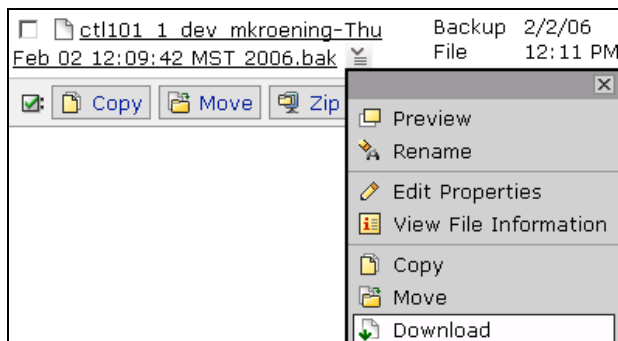
- Select My-Files as the location to save the file (this makes the backup easy to find, it's stored in the instructor's private global file space), Accept the default filename, Click OK.



- Select File Manager under the Designer Tools menu.
- Select the My-Files storage area.



- Select the ActionLink next to the course backup, select Download.



- Choose to save the file, do not open the file.
- Select a location for the backup on your local computer or on a disk, select Save.