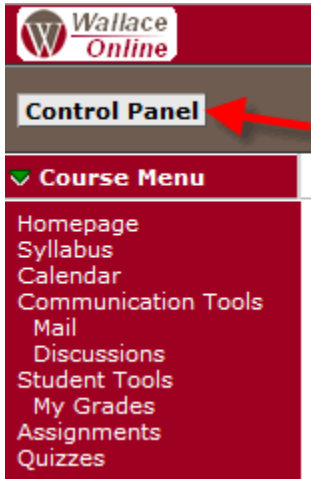


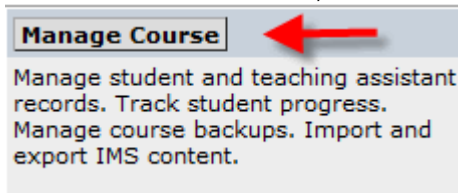
Restoring a course in WebCT

Faculty, before you restore a backup, we recommend that you back up the existing course and download it to your computer for safekeeping. If you don't like the changes in the restored course, you can upload and restore the existing course.

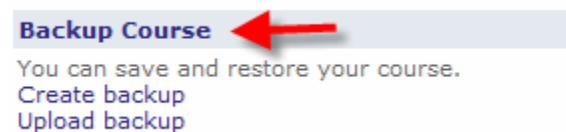
1. Click on the **Control Panel**.



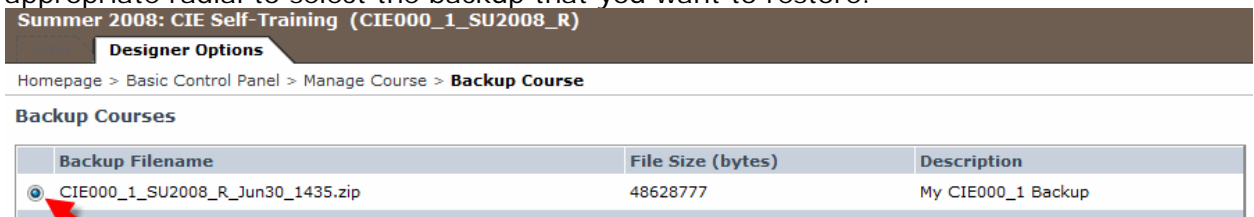
2. From the *Control Panel*, click **Manage Course**.



3. The *Manage Course* screen appears. Click **Backup Course**.

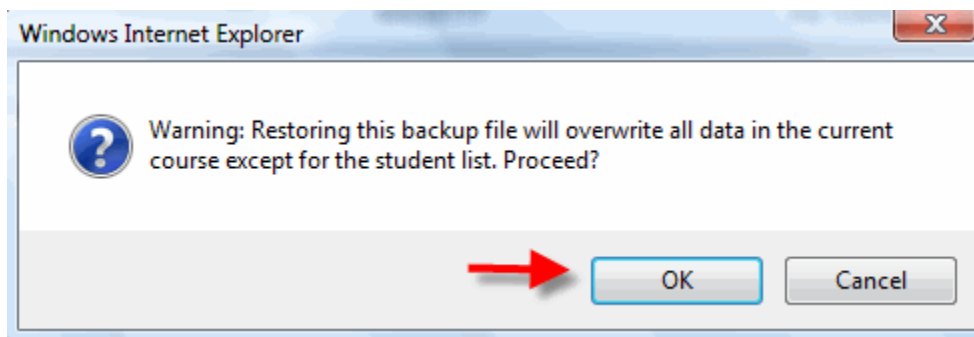
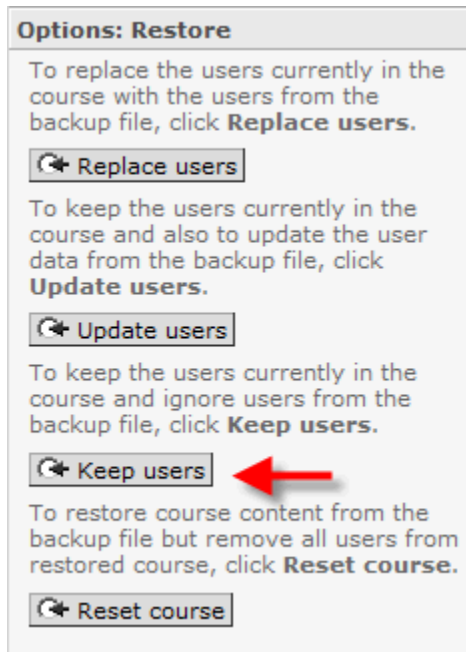


4. The *Backup Courses* screen appears. From the Backup Filename table, click the appropriate radial to select the backup that you want to restore.



Note: There is currently a restriction of 2 backups per course.

5. Under Options: Restore, click the appropriate option accordingly. It is extremely important for you to know the actions that will take place according to your selection. If you need help, ask another faculty member in your department, or contact any CIE staff for assistance. In the following example, the course content from the backup file will be restored and existing users currently in the course will be kept, but users from the backup file are ignored. A warning message appears, click OK.



6. After the backup file is successfully restored, click on Continue.

