

# End of Semester Procedures

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At the end of each semester, preferably after your exam grades are due, you should create a backup of your course and download it to your office computer. While we backup the WebCT server nightly it's still good practice for you to backup/store your own courses. You will probably also want to download a copy of your grade book separately. This will allow you to look at the grade book at anytime without logging into WebCT.

Also be aware that you will only have access to your old courses for **one year**. After that they will be hidden from your view and eventually archived and removed from the server. By downloading a backup to your computer you not only have an archive of what you've taught but you can also restore the content to future courses as needed.

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## A Three-step Process

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The end of semester procedure is a three-step process:

1. backup the old course
2. download the backup to your computer
3. download your grade book into an Excel readable format

Your classes will remain available to you for one year after the end of the semester.

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## Step 1 – Backup the old course

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The first thing you need to do is to identify the course that you wish to backup. It should be listed by semester, and the current server houses classes back one year. If you don't see the old course you wish to use, contact the WebCT Administrator ([webct@cofc.edu](mailto:webct@cofc.edu)).

1. Login to WebCT (go to the College's homepage and click on the WebCT icon) Your login/PIN are the same as your Cougar Trail login/PIN.
2. From your **myWebCT** click on the **COURSE FUNCTIONS** link at the top of the window.
3. The new window will display all your courses, sorted by term. Each course will have a "checkbox" next to it.
4. Click in the box next to the **old** course you wish to backup.
5. From the menu on the right, click on **CREATE BACKUP**.
6. Type in a short description of the backup (ex. "end of semester backup"), then click **CREATE**.
7. When the process is complete click **CONTINUE**. You will view the same course list except there will be a backup indented under each course you chose to backup.

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## Step 2 – Download the backup to your office computer

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You have successfully backed-up your old course to the WebCT server. Your next step is to download it to your personal computer. This insures that you have a copy of your course even if it removed from the server.

1. Locate the backup of the **old** course that you wish to download.
2. Click on the box next to this backup.
3. From the menu on the right, click on **DOWNLOAD BACKUP**.
4. The backup (.zip) file will be downloaded to your computer. Your computer may **NOT** prompt you

to save the file. Normally the file will be downloaded to the area designated by your browser. For most this will be the computer's desktop.

5. Find the file that was downloaded. You will notice that it has an odd name (ex. 1068720037\_Sep08\_1403.zip). This name consists of the following:
  - the class call number (10687)
  - the class semester/year (20037)
  - the date/time the backup was created (Sep08\_1403)
6. In a few months this will mean nothing to you!!! Rename the file now while you know what it is.
  - Using your mouse **click and hold** on the name. When you release the name should be highlighted.
  - Delete the class call number and rename it. Ex. Replace 10687 with EDF5201001Fall03.

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### Step 3 – Downloading the Gradebook

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If you keep grades in your WebCT gradebook you will want to download a copy for later viewing in Excel. If not, you will have to login to WebCT every time you wish to look at your grade book.

1. Login to WebCT (go to the College's homepage and click on the WebCT icon)
2. Click on the class whos gradebook you wish to download.
3. From the **CONTROL PANEL** choose **MANAGE COURSE > MANAGE STUDENTS**
4. Make sure all students are displayed (choose **ALL** next to **PAGE**)
5. From the **OPTIONS: RECORD** dropdown menu choose **DOWNLOAD** then **GO**
6. From the next window choose your **RECORD SEPARATOR** or delimiter. I prefer **TAB**. Click **DOWNLOAD**
7. The next window will ask you to save your document. Choose your destination then click **SAVE**
8. Your grade book has now been downloaded to your computer as a text file. It is probably going to be called "class\_date.txt."
9. To open this file in Excel open Excel
10. From the **FILE** menu choose **OPEN**
11. Select the .txt file you just downloaded
12. When the text import wizard comes up choose the following:
  - **DELIMITED** then **NEXT**
  - Under **DELIMITER** choose either **TAB** or **COMMA**, depending upon what you chose in step 6 above then **NEXT**
  - Click **FINISH**
13. Your grade book will now be readable in Excel and can be saved as an Excel file.