

## WebAccess Back Up and Restore Your Course

Steps below pertain to backing up a semester's course content only and restoring it to a new semester.

### ► Login to WebAccess (PC - Use Internet Explorer; Mac - Use Firefox.)

1. Go to : <http://smccd.mrooms.net/>
2. Log in using your G number and 6-digit birth date.

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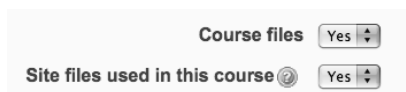
### ► Backup First

1. From the list of your courses at left, click the link of the course you want to backup.
2. In the Admin menu of that course, click "Backup."
3. Select "All/None" or check/uncheck Assignments, Activities, Resources to back up just what you want.

Include: [All/None](#)

- Assignments
  - Online Assignment Sample
  - Upload Assignment Sample
  - Offline Assignment Sample
- Chats
  - Chat Test
- Choices

4. Scroll to the bottom and select Yes twice as shown below. Then click "Continue."

A screenshot of a web interface showing two options for backup. The first option is "Course files" with a "Yes" button and a dropdown arrow. The second option is "Site files used in this course" with a "Yes" button and a dropdown arrow. Both buttons are highlighted with a grey background.

Course files  ▾

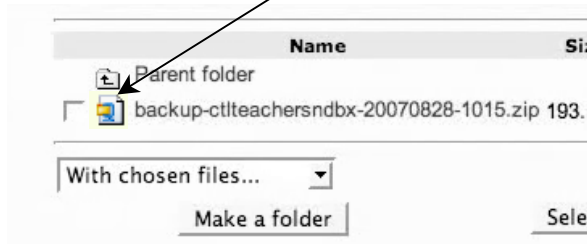
Site files used in this course  ▾

5. Disregard the red notice at top, but review the Backup List that comes up, and **click "Continue."**
6. Your content is backed up as a "zipped" file, the name of which is given at the top of the page, and at the bottom of the page you're told that your "Backup Completed Successfully." **Click "Continue."**
7. You're shown where your dated .zip backup resides—(in the backupdata folder, which you can access from Admin block via the Files link > backupdata). You're done backing up your course; however, **keep this window open.**

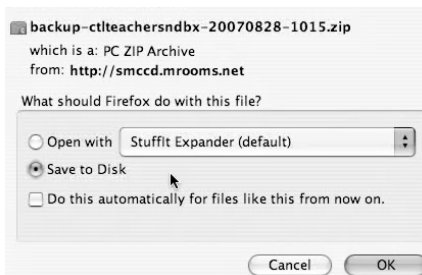
**Next**, you'll save a copy of your backup.zip file to your course computer.

► **Save a Backup copy to Your Computer** (for use when "Restoring" to new semester)

8. Click on the little icon just in front of your backup file name (see below):



9. A dialog box appears asking you what you want to do with the file.



10. Select **"Save to disk"** and save your backup file to your computer's desktop. Click OK.

11. Now, return to your WebAccess course home page.

12. Click the "WebAccess" link at far left of the breadcrumb trail to see all your courses.

13. Select your new semester's course from the list at left.

► **"Restore" To Your New Semester Course**

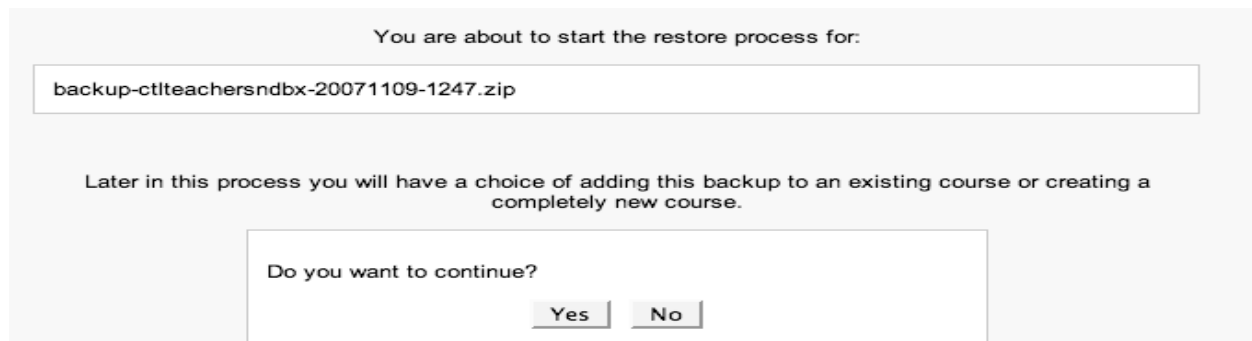
(NOTE: in your new course, make sure to go into Settings first, and set the number of Weeks or Topics to match the number of weeks or topics you had in your old course.)

14. **Now, in your new semester's course, in the Admin section, select "Restore."**

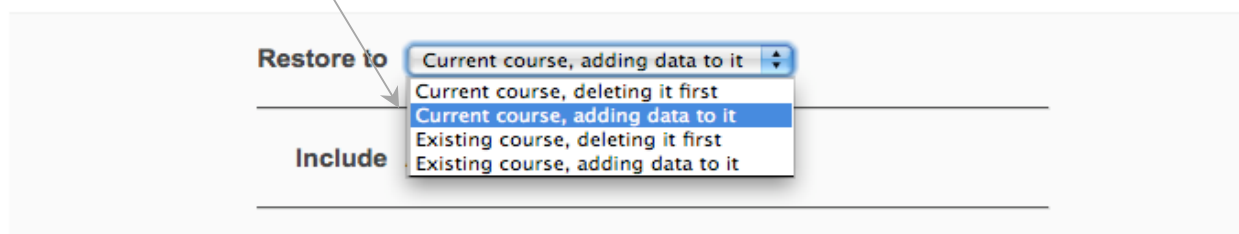


15. Click the "Upload a file" button. Then Browse to your backup.zip file on your desktop. Select the file and click "Open." Then click the "Upload this file" button.

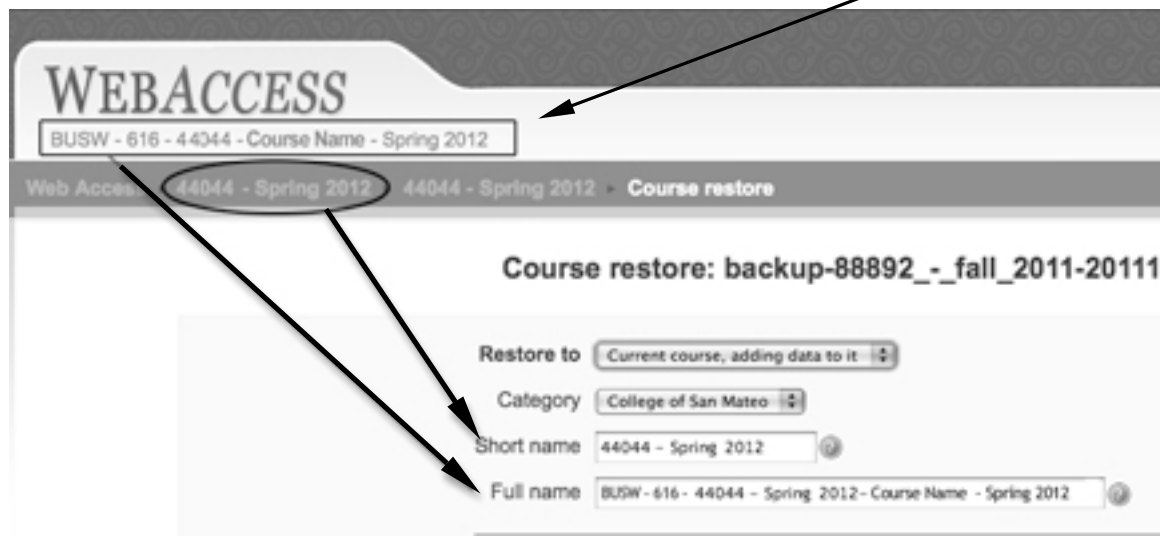
- When upload is complete, your backupdata folder opens. Click "Restore" to the right of your backup.zip file (NOT unzip), and you'll see the following screen.



- When asked if you want to continue, click "Yes."
- You'll see a detailed list of what you're restoring. Verify files; then click "Continue."
- Next, select **Current course, adding data to it**.



- Adjust the Short and Full Name fields (type exactly as on page top). Click "Continue."

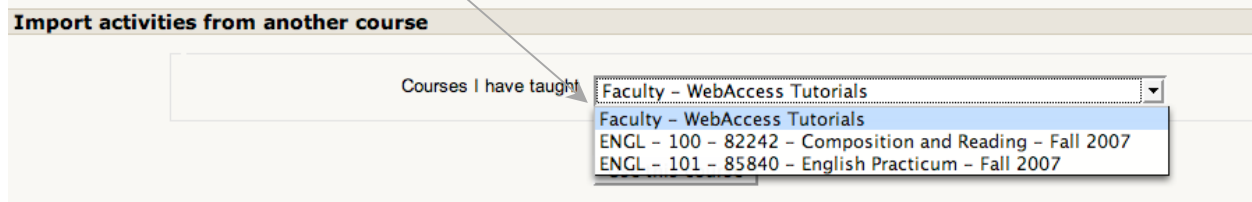


- Now, wait till the restore process is finished and then follow any prompts to finish.
- Within your new semester's course, check that all dates are okay, that your course Settings are the way you want them, and make adjustments if necessary.

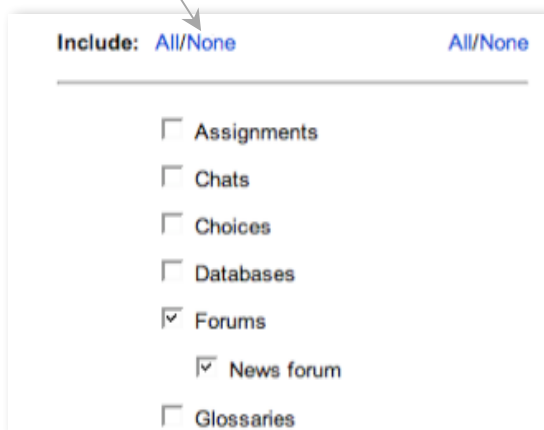
**Done! You're ready for the new semester!**

"IMPORT" **OPTION:** (Not necessary to do this at all. This is an additional option **good for importing bits and pieces of a course.** However, **not ideal for transferring entire course** to a new semester because "Summary Info" gets left behind.

1. Log-in to your next semester's course; under Admin menu, select "Import."
2. Select the course you want to import activities from and click "Continue."



3. Select "None." Then select only the activities you want to import, and click "Continue."



4. When you see a file type and number count page, click "Continue."
5. Exported files appear for importing **to** course. Click "Continue."
6. After receiving "success" notice, click "Continue" to go to new course home page.
7. Check everything out, adjusting dates for the new semester. You're done.