

Backing Up Courses and Groups in ANGEL

Backing Up an Entire Course or Group

This function will create a copy of an individual course or group. This backup includes all components of the ANGEL course. (Content, gradebook, discussions, wikis, etc) This copy can be stored in ANGEL or downloaded to your computer for storage. Besides using this feature as a backup to a major ANGEL failure, it can be a record of the entire course activity, and it can be used to make a backup before making any major changes. If you make major changes and then are not happy with the results the backup can be used to replace the current course or group.

To Make a Backup

1. On the Manage tab in the course to backup, find the Backup/Restore in the Data Management nugget. Click on Backup/Restore
2. Under the Your Backups section click the “here” link to create a new backup

Backup and Restore

Manage backups, create a new backup or restore courses from either course backups or Automatic Backups

Your Backups

There is no previously created backup

Click [here](#) to create a new backup

Automatic Backups

There are no automatic backups scheduled

Done

3. Your backup goes into a queue and you will receive an email when it is done. This usually only takes a few minutes.

Backup and Restore Status

Show status and progress of your backup and restore job

Your backup for this course has been submitted to the Content Exchange queue

There is an active backup for this course in the queue; your backup is next in the Content Exchange queue

[Return to the Manage tab for this course](#)

[View your backup job in the Export Console](#)

To Download the Backup for storage outside ANGEL

1. After the backup is complete go back to the Manage tab and choose Backup/Restore from the Data Management nugget
2. Click the “download” link to save your course on your computer

Backup and Restore

Manage backups, create a new backup or restore courses from either course backups or Automatic Backups

Your Backups

There is a previously created backup; you can [restore](#) this course from the backup or [download](#) the backup to your local computer
Click [here](#) to create a new backup

Automatic Backups

There are no automatic backups scheduled

Done

3. Choose to save the backup, name the file and choose where to save it.

To Restore an ANGEL course using a backup

1. On the Manage tab choose Backup/Restore from the Data Management nugget.
2. Press the “restore” link, you will then receive a warning that anything currently in ANGEL will be replaced with the material from the existing backup file.

Backing Up Individual Pieces of an ANGEL Course or Group

A gradebook, course content, roster, attendance records, and the results of an assessment or survey can be exported individually from the course or group.

Gradebook Backup

A gradebook backup should be made periodically during the semester. Schedule backups on a consistent schedule; consider once a month or every three assignments. By backing up a gradebook your grades will be available to you even if ANGEL is not. This is also a good way to save your gradebook after the semester ends.

To backup your gradebook

1. Click on the Manage tab
2. Under Gradebook Setup click on Export Grades
3. Select Comma Separated
4. If you would like to have the Averages and/or Course ID included in the export check those boxes.
5. Choose points. Choosing points will export the exact grade that you entered into your gradebook.
6. Press Export

This file can be opened in Excel or if a gradebook in ANGEL is lost the backup file can be loaded into ANGEL. At the end of each semester a final backup should be made and stored in a secure location. (Suggestion: burned on a CD or DVD)

Content Backup

1. Click on the Manage tab
2. Under Data Management choose Export Wizard
3. Click on ANGEL Format
4. The default setting is that every category is selected for export. You can uncheck an item if you know that there is nothing in the category. It is suggested that all items remain checked to be certain that nothing is missed.
5. Click Next
6. The export goes into a queue. When it is complete you will receive an email. This will only take a few minutes.
7. Go back to the Export Wizard under Data Management
8. Click on the name of the file that was created during the export
9. Choose to Save the files, choose a location to save the zip file in, and name the zip file appropriately.

To Export an Assessment or Survey Submissions

1. Under the title of the assessment or survey click Utilities
2. Click Export Submission and Grade Data
3. The file format should be CSV Comma Separated Values
4. Checkmark the items that you would like exported
5. Press Export
6. Choose Save, type a file name and choose a location
7. This file can now be opened in Excel to view and manipulate the data

To Export a Roster

1. On the Manage tab choose Roster in the Course Management nugget
2. Under the Roster Editor title click Export
3. Choose to save the file, pick a location and name the file

4. Close the download window after the roster has been saved

To Export Attendance records

1. On the Manage tab choose Attendance in the Course Management nugget
2. Under the Attendance Manager title click Export
3. Choose CSV format and if you would like the Course ID select the option

Uploading an ANGEL file

To upload an ANGEL file from your computer to replace or add to current ANGEL files

This can be used for sharing ANGEL files such as assessments, surveys or any other ANGEL file

1. On the Manage tab in the Data Management nugget choose Import Wizard
2. Click on Content Package
3. Browse for the backup file saved on your computer
4. If you would like to overwrite all existing data in the ANGEL course checkmark Overwrite Existing Files
5. If you would like the new files to be added but to have the existing files remain do not check Overwrite Existing Files.
6. Press Upload File. This process can take up to 30 minutes to complete. Only press Upload File once.
7. By not checking Overwrite Existing Files you will be asked after the import takes place the types of files to be imported. Uncheck the items that should not be imported. Press Import Data.
8. Choose to save the file, pick a location and name the file
9. Close the download window after the roster has been saved