

Maintenance: Archives and Copying Courses

Overview

Here are the steps you need to take at the end of each semester:

- A. Back-up and export your course
- B. Export a copy of your gradebook
- C. Copy your course materials over into the new section for the upcoming semester

A. Back-up & Export

At the end of the semester, it's a good idea to create an archive of your ANGEL course that contains all of the student data including emails, grades, discussion board posts and drop box items.

1. Login to ANGEL and enter the course you'd like to back up.
2. Click on the Manage tab
3. Click on the Back-up/Restore link in the Data Management nugget
4. Click the Backup Now button and wait for it to finish the process.
5. Click the OK button.
6. Click the Download Back-up button and save it to your hard drive, giving it a meaningful name (ex. ENGL10101-FA06).

B. Gradebook Export

If you use the gradebook, we also recommend creating a gradebook export.

1. Login to ANGEL and enter the course for the gradebook you'd like to export
2. Go to the Manage tab
3. Choose Gradebook
4. Select the Export Grades link under the Gradebook Setup section
5. Choose either comma or tab separated, the options you'd like to include, and whether you'd like points or percentages.
6. Click Export and save it to your hard drive, giving it a meaningful name (ex. ENGL10101-FA06-gb)

C. Copy Course

Finally, you'll want to copy over your entire course into the course shell for the next semester. ANGEL will create entirely new course "shells" each semester based on Banner registration data. If you have content currently in a course and are planning to use the same content, the directions below can be used to copy all of your existing course content into a new course for the new semester.

1. Login to ANGEL and enter the **new course**
2. Click on the Manage tab
3. Choose the Import Wizard link in the Data Management area
4. Click Copy Course.
5. From the pull-down menu, select the course you wish to copy, and click Import.
6. Upon completion of the import, click "Exit," and confirm that the content has been copied properly by looking under the Lessons tab.