

Restoring free publisher content into WebCT

Instructor/Course Designer

Warning: Restoring a backup (which is the format in which WebCT-ready content is provided) into a course will completely overwrite any data contained in your existing course. A restore should only be performed on a blank or default course to avoid irretrievably losing course information. Again, this process may take a while depending on the size of the backup file. Backups can be restored into new courses by your WebCT administrator, and directions are below.

1. Log in to your course as a designer.
2. Click 'Manage Course' in the Course Navigation Bar on the left.
3. Click 'Upload backup from local computer' from the Course Functions list on the right.
4. Click Browse.
5. Select the course backup (a zip file) from your local machine. (This assumes you have previously downloaded the file or have it on a CD.)
6. Click Continue.
7. Note: This process may take from a few minutes to an hour, depending on the size of the backup file and the speed of your connection to the Internet.
8. Once the upload is complete, click the radio button next to the name of the backup file you just uploaded.
9. Select Restore from the Backup File Functions dropdown menu on the right hand side.
10. Click the Go button. The course will be restored.

Administrator

Web Interface Restore:

1. Copy the course backup into the directory:
<install_dir>/webct/webct/generic/admin/backup
2. Login as the WebCT Administrator.
3. Click on the Course Mgmt button.
4. Click on the Backups button.
5. Click on the Restore button.
6. Select the backup to restore.
7. Click the Continue button.
8. Select the category to restore to and, if required, enter a Course ID for the course.
9. Click Continue.

Note that this method can run into timeout problems. The second method described below is the safest in terms of avoiding these errors.

Command Line Restore:

1. Copy the course backup into the directory:
<install_dir>/webct/webct/generic/admin/backup

2. Using the command line go to:
<install_dir>/webct/webct/generic/admin
3. Type ./restore.pl
If you are running on a Windows platform just type restore.pl
4. The restore.pl script will step you through all the course backups in the /webct/webct/generic/admin/backup directory, and will ask you for a category and a Course ID for each backup being restored

Importing free publisher content into Blackboard

In Blackboard, only a user with Administrator or Course Creator rights can add publisher-created content to a course. The content is provided in an Export package with a .ZIP file extension. Typically, these files are imported into a new course, which is then assigned to an instructor.

1. When logged in, click the System Admin tab.
2. Under Course Management, click the link for Course Utilities.
3. Choose the link for Import Course.
4. Select a Course ID for the course. In Blackboard 5, this must be a new course. In Blackboard 6, it can be an existing course, but bear in mind that importing to an existing course will replace the course settings in the destination course with the settings from what is being imported.
5. Browse for the .ZIP file.
6. Select the course export file from your local machine. (This assumes you have previously downloaded the file or have it on a CD.)
7. Click the Submit button. The course will be imported into Blackboard.