

Backing Up a Blackboard Learning System Course

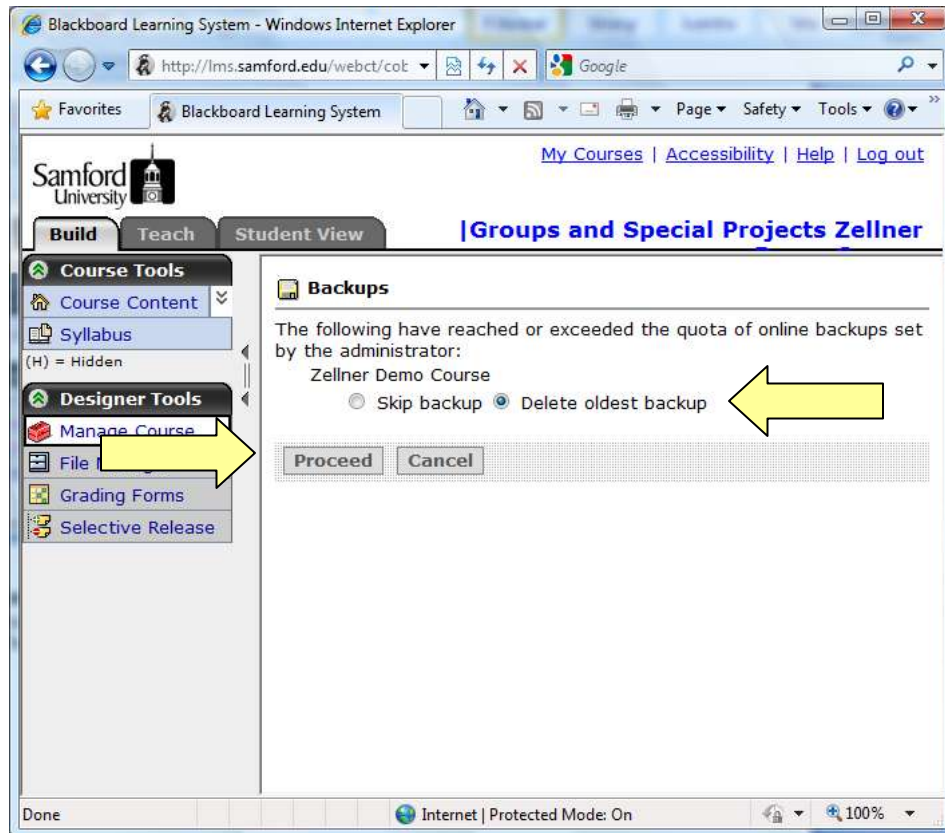
Blackboard's **Backup Tool** enables you to make a complete backup of a course, which is then saved on the Blackboard server (the computer system that stores and delivers all Blackboard content). Although you cannot access individual items within a course backup, it does provide a mechanism whereby the Blackboard system administrator could restore your entire course to a previous point in time in the event of a catastrophic error or accidental deletion.

DETAILED STEPS

1. From either the **Build** tab or the **Teach** tab, click **Manage Course** under **Designer Tools**.



2. Click **Backup**, then click **Back Up Course**. The system can only store one backup for each course; if you have previously backed up the course, you may be prompted to delete the previous backup. In that case, select **Delete oldest backup**, then click **Proceed** to continue:



3. The system will add your backup to its queue (list of things to do). During periods of extremely heavy usage, it may take a few minutes or more for your backup to be created.
4. If you need to restore a course from a backup, please contact the TLC staff.

Need more help?

- For additional assistance configuring your browser or Java, please contact the Technology Services Help Desk at 726-2662.
- For additional assistance using Blackboard, please contact Joe Zellner:

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