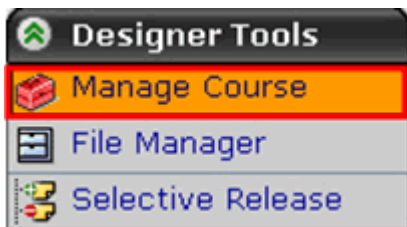


Backing Up Your Section

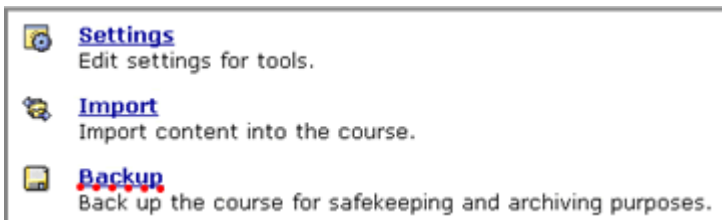
There are three parts to backing up your section. First, you will need to create the backup from within your section. Then, you will need to save the backup from your section in your My Files area in Vista. Once you have saved the backup in your My Files, you can download it to your computer.

Part 1 of 3

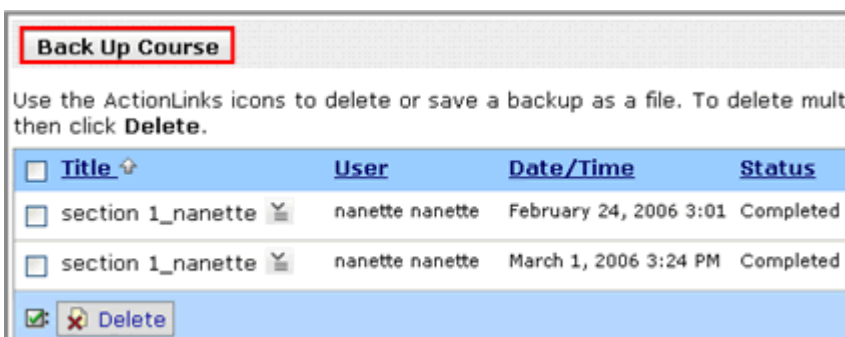
To back up your course, select **Manage Course** from either the Build or Teach tabs.



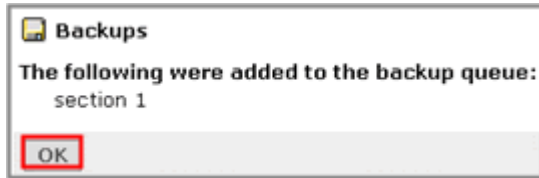
Select **Backup** from the list of options.



The next screen will show your list of existing backups. You can delete an existing backup or create a new backup by clicking **Back Up Course**.





Click **OK** to begin the backup process.



When the backup is complete, the Status column will change from "In the Queue" to "Completed."

<input type="checkbox"/> Title	User	Date/Time	Status
<input type="checkbox"/> section 1_nanette	nanette nanette	May 23, 2006 9:19 AM	In the queue

  Delete

Depending on the size of your section, the backup could take several minutes to an hour.

<input type="checkbox"/> Title	User	Date/Time	Status
<input type="checkbox"/> section 1_nanette	nanette nanette	May 23, 2006 9:10 AM	Completed

  Delete

Note: A backup can be created in the background while you perform other tasks in Vista. **Only a System Administrator can restore a backup for your course.**

Part 2 of 3

Now that you have created the backup, save it in My Files. Click the gray Action Link to the right of the title and select **Save as File**.



Course Backups


Use the control below to back up this course.


Back Up Course

Use the ActionLinks icons to delete or save a backup as a file. To delete multiple backups, select the checkboxes for the backups you want to delete, and then click **Delete**.

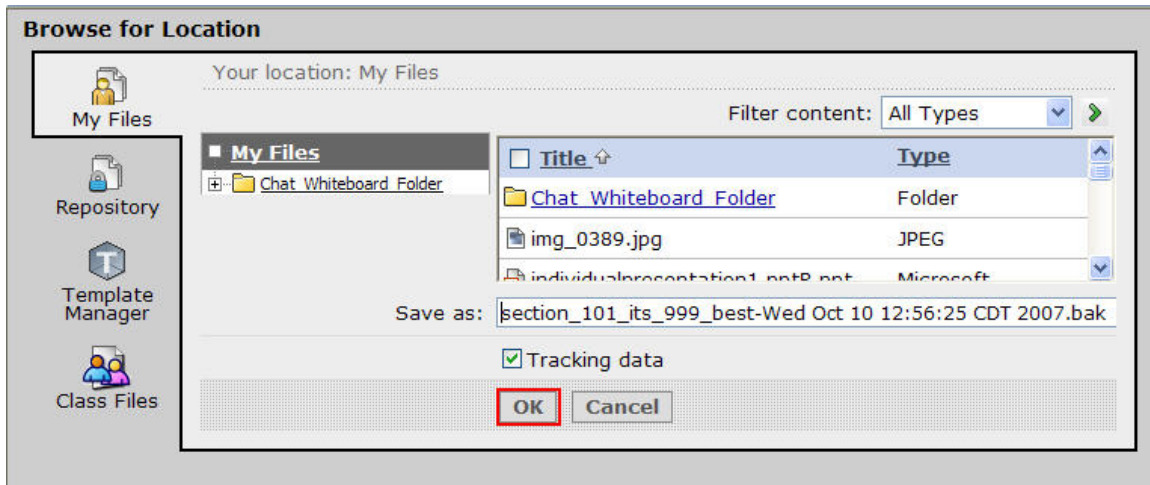
<input type="checkbox"/> Title	User	Date/Time	Status
<input type="checkbox"/> section_101_its_999_best	Melanie Best	October 10, 2007 12:56 PM	Completed

  Delete

 Save as File

 Delete

You will get a pop-up window in which you can select where to save it in Vista. Save it in My Files and then click **OK**.



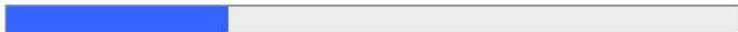
You will then see the status bar showing you that it is being saved in My Files.

Save as File

Activity Bar: Save backup as a file and store in the Learning System's Content Manager

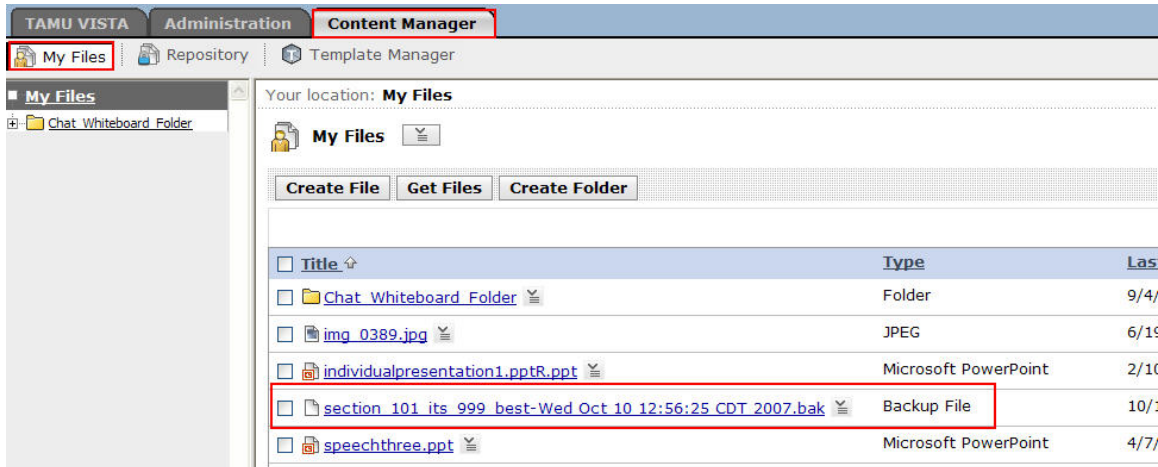


Task in Progress: Starting to save the backup file...

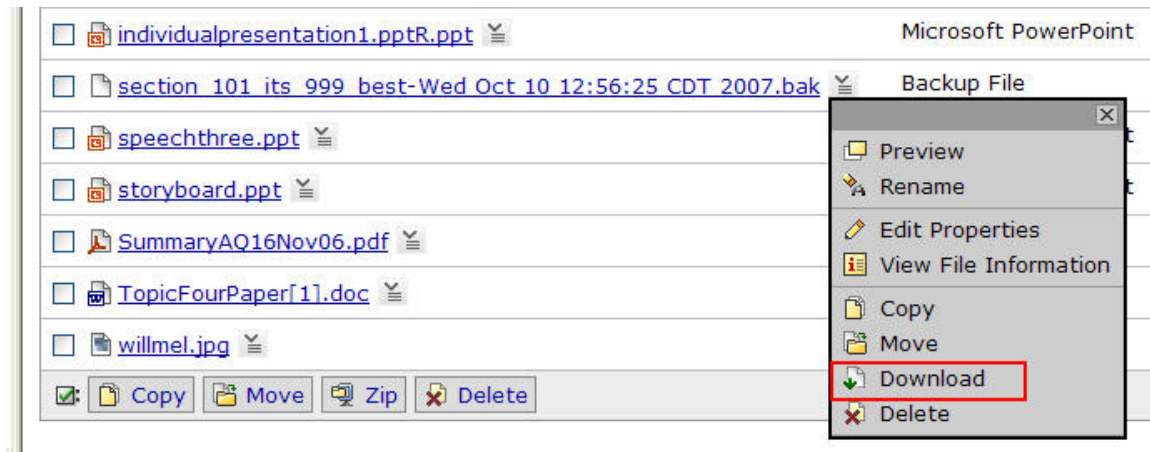


Part 3 of 3:

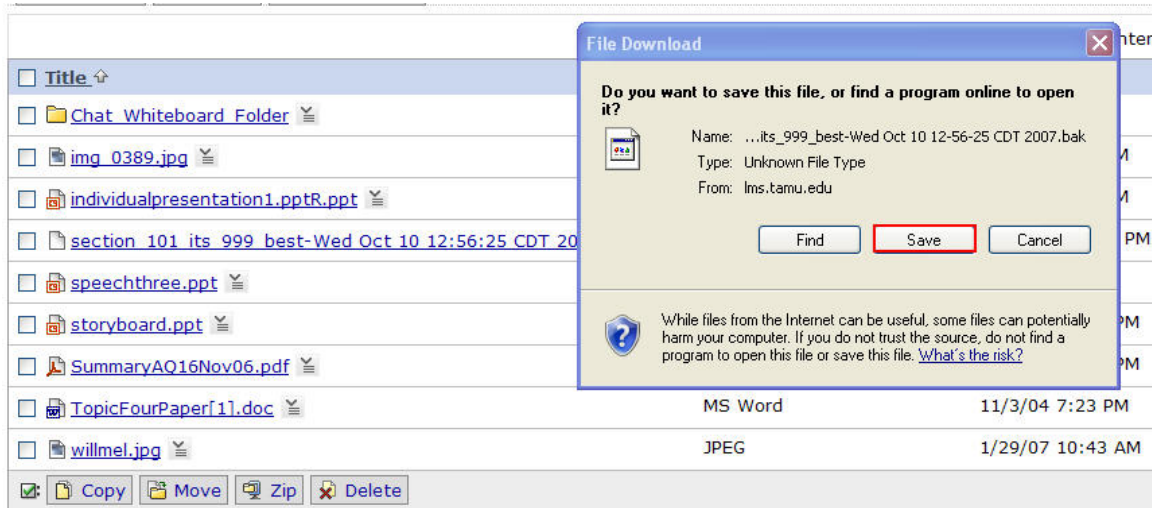
Once the backup has been saved as a file, you can download it locally to your computer. Go to the TAMU Vista tab and click the **Content Manager** tab.



Click the **My Files** tab under Content Manager to see the file listing. Once you have located the backup file, select the gray Action Link to the right of the file name and select **Download**.



You will get a pop-up window asking if you want to Find or Save. Choose **Save** and select a place on your computer to save it.



Note: This procedure will allow you to download the file to your computer so that you will have a personal backup of your section. **Only a System Administrator can restore a backup for your course.**