

Archiving Content from a WebCT Course

Overview

Content contained in a WebCT course is saved using proprietary software; an entire course can only be retrieved using WebCT. However, some of the data can be downloaded by designers if they wish to keep a copy for themselves.

- **Files and folders:** Designers can download all the files stored in the File Manager of a WebCT course using the WebDAV protocol.

Several setup steps are required to make your computer treat the WebCT File Manager folder as another folder on your computer. Once you have set up a particular course folder using WebDAV, you can drag files and folders to your local computer. Note that these connections are specific to the computer you are using, so if you change computers you will have to set up the connection again.

Content from some tools is stored in particular folders in the File Manager:

| <i>Tool</i> | <i>Folder</i> |
|-----------------------|---------------|
| Chat | chat |
| Whiteboard | whiteboard |
| Student Presentations | student_pres |

See [Using WebDAV to copy files from WebCT](#) for instructions.

- **Tools:** Certain tools have options that allow a designer to save the content.

| <i>Tool</i> | <i>Options</i> |
|-----------------|---|
| Glossary | Download |
| Discussions | Topic or All > Designer message options > Compile |
| Mail | Folder or All > Message options > Compile |
| Calendar | Compile entries > Download |
| Student Tips | Download |
| Quizzes/Surveys | Question Database > Download questions or use Respondus to import a quiz |
| Self Test | Download questions |
| Assignments | Submissions > Download |
| My Grades | Control Panel > Manage Course > Manage Students > Options: Records: Download |