

Thommen's Timely Tips "Use it or Lose It" (Backup Your Work in ANGEL¹)

Anyone using ANGEL to facilitate or enhance instruction has probably made a number of changes to their ANGEL course site and are aware of how much work would be required to bring it back to this level if something went wrong?

To that end, I strongly recommend that you consider backing up the current image of your ANGEL site/s to the hard drive on your computer, and as an extra measure, burn a backup to a CD-ROM (don't use a CD-RW as they are unreliable).

To save an image of a course site to your hard drive, do the following:

1. Go to → Course **Management** Console>**Backup and Restore** link.
2. On the next screen you will see **Click here to create a new backup**. Click on the word here.
3. On the next screen, you will see a message that your backup request has been sent to a content exchange queue. You will be notified by e-mail when the backup is complete.
4. When you receive the notice that the backup is complete, go to the Course **Management** Console>**Export Console** link.
5. You will see all backup and export jobs listed in a table. For a backup, all course content and student information is packaged in a single .ZIP archive file.
6. Click on the file name for your backup job to begin the download process.
7. The **Save As** window will appear. I recommend that you save the file to your Windows desktop. Click on the **Desktop** button on the left side of the window. Click on the **Save** button.
8. At this point, the file will be downloaded to your desktop. If you have questions about burning the CD-ROM, stop by the Center for Teaching Excellence (TLC 324) for help.

This timely tip can also be found at:

ANGEL: Faculty Community Group > Thommen's Timely Technology Tips > 2009
http://www.lcc.edu/cte/resources/thommen_tips/

¹ These instructions have been updated to work with ANGLE 7.4