

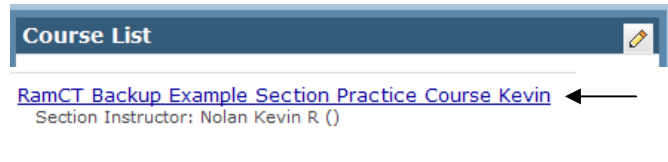
In RamCT, section designers are responsible for making all backups of their section and storing them on their local computer, CD, etc. We can only do a back up for disaster recovery to replace all RamCT sections. We recommend making backups of your RamCT section any time that you make a significant change. You should also make a backup of a RamCT section at the end of the semester.

- I. [Create a Backup file](#)
- II. [Move a Copy of the Backup file to File Manager | Class Files](#)
- III. [Delete the Backup copy in the RamCT System](#)
- IV. [Download a Copy of Your Section Backup to your Local Computer](#)
- V. [Delete the copy of your Backup from your File Manager | Class File](#)
- VI. [RamCT Support](#)

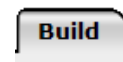
I. Create a Backup file

a. Login to <http://ramct.colostate.edu> using your CSU eID.

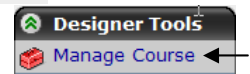
b. Under your **Course List** click on the **section** you wish to back up.



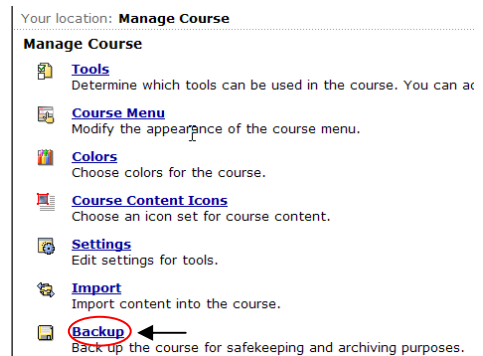
c. Once logged in to your section click on the **Build** Tab.



d. Under **Course Tools | Designer Tools**, click on **Manage Course**.



e. Click on the **Backup** link



- f. Click on the **Back Up Course** button.

Your location: **Manage Course**

Course Backups

Use the control below to back up this course.

Back Up Course ←

There are currently no backups.

Note: You can only have one backup per course-section in RamCT. If you already have a backup in the RamCT system you would see the following:

Backups

The following have reached or exceeded the quota of online backups set by the administrator:
200790-CO-150-055-056-057 Intro To Composition

Skip backup Delete oldest backup

Proceed **Cancel**

If you have a current backup you can choose to “**Skip backup**” and follow the steps in sections II - IV to download this current backup file to your computer. Or you can delete the current backup by selecting “**Delete oldest backup**” and clicking on the **Proceed** button. This will erase the backup currently in the RamCT system and allow you to make a new backup.

- g. Under the **Status** column you will see that the backup is in the **queue**. It may take a few minutes to create a backup of your section.

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"/>	RamCT Backup Example Section_Practice Course	Kevin Kevin R Nolan	July 31, 2007 4:12 PM	In the queue

Delete

Note: If you see that the status is taking a while to change from “In the queue” to “Completed” you may need to refresh this view. Click on the **Manage Course** link under **Designer Tools**. Then click on the **Backup** link. The status of the backup should now be “Completed”.

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"/>	RamCT Backup Example Section_Practice Course Kevin	Kevin R Nolan	July 31, 2007 4:12 PM	Completed

Delete

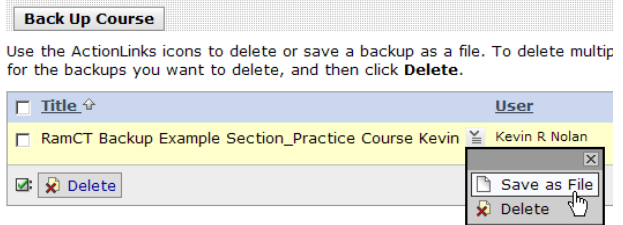
II. Move a Copy of the Backup file to File Manager | Class Files

The Backup file you just saved is located under the **Build tab** in **Manage Course | Backup**.

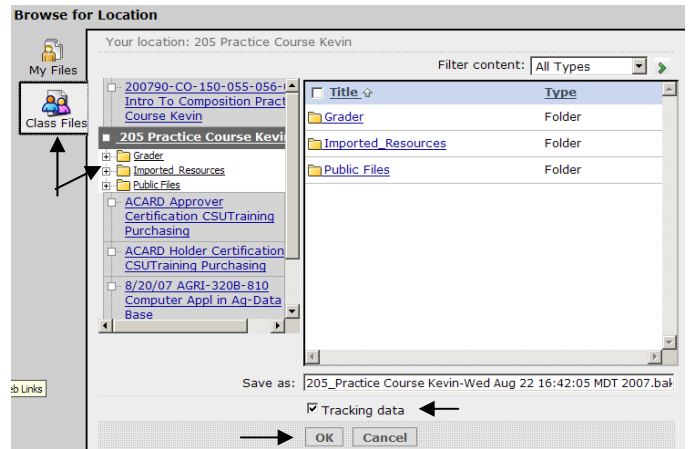
- a. Click on the drop down **Action Link** next to your backup file and *select Save as File*.

Course Backups

Use the control below to back up this course.



- b. In the **Browse for Location** Window *click* on the **Class Files** icon.
- c. In **Class Files** *select* the class where you want to save your backup file.
- d. Make sure the **Tracking data box** is *checked*.
(This will include student tracking data in your backup.)
- e. Click on the **OK** button.



checked.

You will see the **Save as File** progress window.

Save as File

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

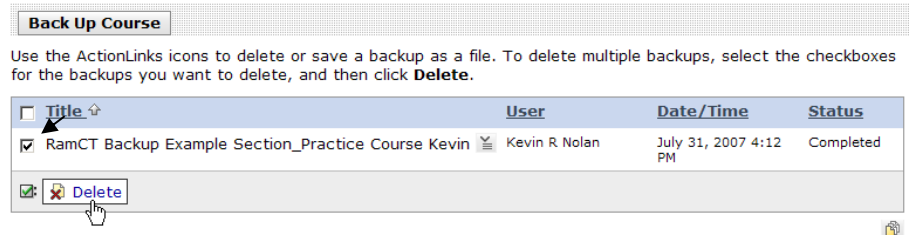
Task in Progress: Starting to save the backup file...

When the file copy completes you will be returned to course backup window.

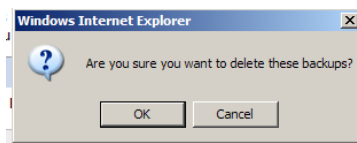
III. Delete the backup copy in the RamCT System.

- a. Place a **check** next to the system **backup** file you made in the course backup window.

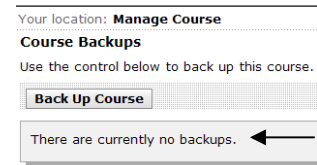
- b. Click on the **Delete** button.



- c. Click **OK**



The system backup file will be deleted – you will see the phrase “There are currently no backups.” in the Course Backups window.



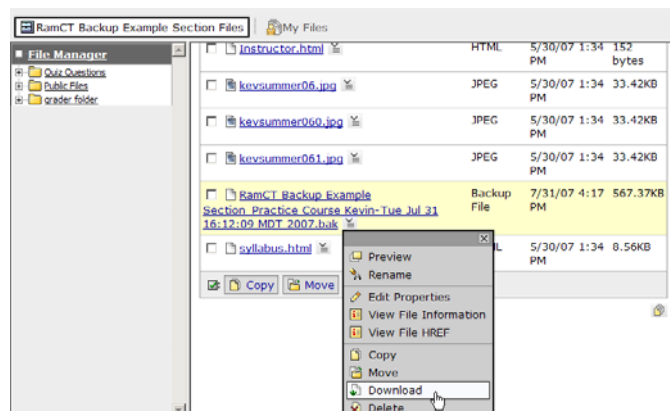
Note: the copy of the backup you saved to the File Manager still exists.

IV. Download a Copy of Your Section Backup to your Local Computer

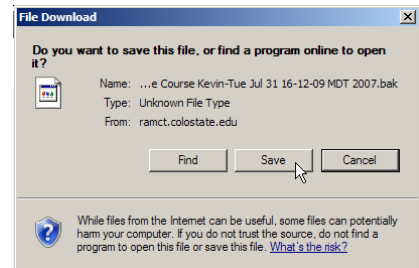
The backup file that you saved to your Class Files now needs to be downloaded to your local computer. You should be under the **Build** tab, under **Designer Tools**, in the **File Manager**.



- a. On the **Action Link** next to the backup file you saved (.bak) select **Download**.



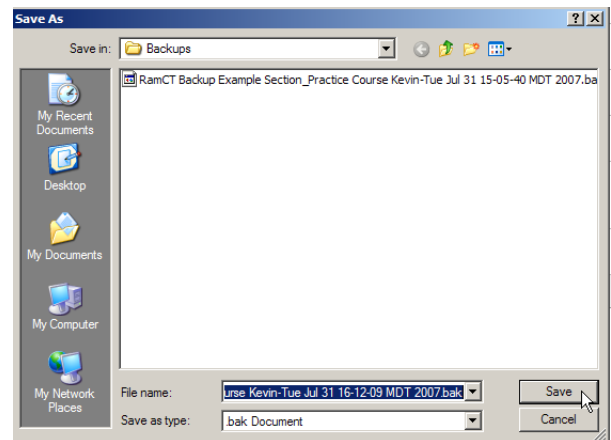
b. At the **File Download** window *click* on the **Save** button.



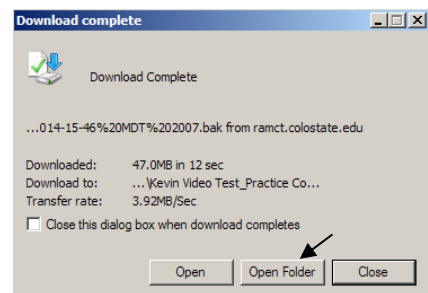
c. *Select* the **location** on your local computer where you would like to **save** your backup file.

(Consider creating a folder for each course you teach. Then keep the backups for each course in its own location on your computer.)

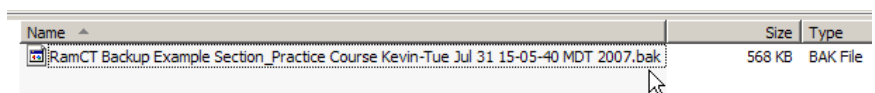
d. *Click* on the **Save** button.



e. *Verify* that the **copy was saved** to your local computer by *clicking* on the **Open Folder** button.



You should see the file you just downloaded to your local computer.

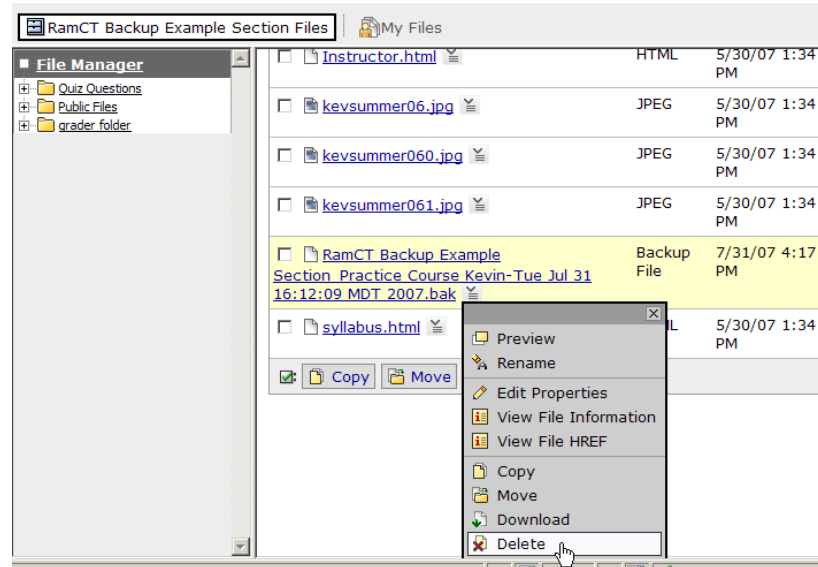


V. Delete the copy of your Backup from your File Manager | Class Files

Keeping backup files in RamCT contributes to an exponentially growing database. Which slows the system down. Because you have saved a copy of your backup to your local computer you should now delete the copy that you saved in the File Manager.

- a. Under the **Build** tab, in the left column of your window, under **Designer Tools**, click on **File Manager**.
- b. In **File Manager**, under your **Class Files**, Click on the **Action Menu** next to your **backup file** and *select Delete*.

A window will appear asking “Are you sure you want to delete the selected items?”



- c. Click **OK**.

You have successfully made a backup of your RamCT section and removed duplicate backups from the RamCT system.

VI. RamCT Support

Support for RamCT is available from a number of sources:

RamCT help website: <http://help.ramct.colostate.edu>

College RamCT Coordinators: http://help.ramct.colostate.edu/ramctsupport_faculty.aspx

Email us: <mailto:mramctsupport@colostate.edu>