



Overview

It is a good idea to back up your FoxTALE course periodically and store the backup file in a location outside of FoxTALE. This document gives instructions for backing up your course content and student data.

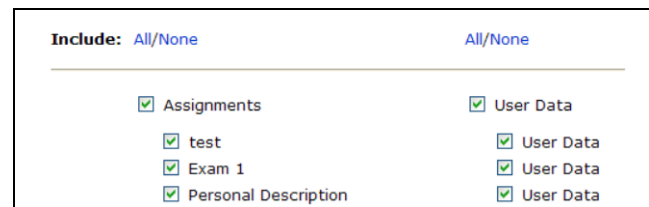
Back Up the Course – All Data

The first step is to back up all course data, including student data.

1. Log in to the course.
2. In the **Administration** block (generally found on the left side of the course screen), click **Backup**.



3. The next screen asks what you would like to include in your backup. All course content and user data are selected by default.





At the bottom of this screen, change **Logs** to **Yes**.

Click **Continue**.

Users Course ▾
Logs Yes ▾
User Files Yes ▾
Course files Yes ▾
Site files used in this course ? Yes ▾
Grade histories No ▾

Backup role assignments for these roles Administrator
 Course creator
 Teacher
 Non-editing teacher
 Student
 Guest
 Authenticated user
All/None

Continue Cancel

- The next screen shows a report of the backup details.

Click **Continue** at the bottom of the screen.

Include Course Users
Users 5

Include Log Entries
Logs 21

Include User Files
Files 4

Include Course Files
Files 1

Continue Cancel

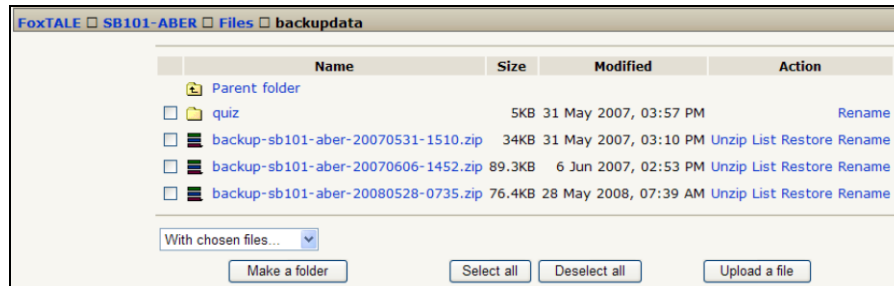
- The next screen shows a log of the backup process as it occurs. If your course has a lot of data and activity, then the backup process could take several minutes. At the bottom, you should see a message that the backup was completed successfully. Click **Continue**.

Backup completed successfully

Continue



6. The backup is complete. FoxTALE shows you that a **backupdata** folder has been created in the course's **Files**, and the new backup zip file has been added to this folder. Previous course backup files are also stored in this folder.



Download an Extra Copy of the Backup File

You might want to download a copy of the backup file to your own computer, H drive, or FoxFiles for safekeeping.

- Click on the name of the backup zipped file that you want to download.
 - In Firefox, depending on your configuration, the process will automatically download the zipped file to your desktop, or you will be asked to save the zipped file to a destination you choose.
 - In Internet Explorer, the process will allow you to save the zipped file to a destination you choose.

The backup file is a compressed zip file. The backup file should only be used in FoxTALE. Don't open the backup file.



Archive Grades to a Spreadsheet

If you used FoxTALE for grades, then you can archive grades to a spreadsheet for easy future reference.

1. From the course home page, click **Grades** under the **Administration** menu.



2. Choose the **Export** page tab, and click the **Excel spreadsheet** link. (To download to a text file, choose **Plain text file**.)

View Categories and items Scales Letters Import **Export** Settings My preferences

OpenDocument spreadsheet Plain text file **Excel spreadsheet** XML file

Options

Include feedback in export

Preview rows 10

Grade export display type Real

Grade export decimal points 2

Grade items to be included

Research Proposal

Journal 1 - Getting to Know Me

Classroom Presentation

Take Home Quiz

Quiz 1

Quiz 2

Current Events

Final Project Paper

Course total

[Select all/none](#)



3. Choose desired options and items to include. If you have set up grade categories, you can choose whether to export the category totals.

You can also choose whether or not to export feedback.

Click **Submit**.

Options

Include feedback in export

Preview rows 10

Grade export display type Real

Grade export decimal points 2

Grade items to be included

Research Proposal

Journal 1 - Getting to Know Me

Class Presentation

Take Home Quiz

Quiz 1

Quiz 2

Current Events

Course total

[Select all/none](#)

Submit

4. FoxTALE shows you a preview of the data to export. Click **Download**. Depending on your browser, you'll have the choice to open or save the file. It is a good idea to save the file outside of FoxTALE.

Export

Download

Preview rows

First name	Surname	ID number	Institution	Department	Email address	Assignment: Research Proposal	Assignment: Journal 1 - Getting to Know Me	Assignment: Class Presentation
Bugs	Bunny				bbunny@georgefox.edu	9.00	17.00	27.00
Daffy	Duck				dduck@georgefox.edu	8.00	16.00	20.00