



FoxTALE: Restoring Courses

Overview

Before reusing courses for a new semester, faculty members need to back up and restore their courses in FoxTALE. This document gives the steps for restoring a course to clean out students, grades, logs, student postings, and students' uploaded files.

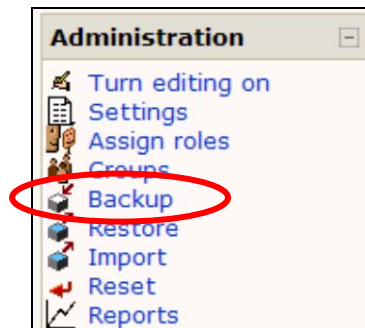
Important: Archive Your Course First

Before following this procedure, you may want to archive a backup copy of your course content and student files. See the quick guide *FoxTALE: Archiving Courses* for instructions on archiving your course.

Back Up the Course without Student Data

If you archived your course, then you created a backup file with course content and student data. You'll need to back up the course content again, this time without student data.

1. Log in to FoxTALE and go to the course's home page.
2. In the **Administration** block (generally found on the left side of the course screen), click **Backup**.





3. Click **All** for resources and activities listed in the left column.

Click **None** for all User Data listed in the right column (with the exception of Glossary and Wiki; if you have data you want to retain in these activities, check the individual **User Data** box associated with each of these activities).

Course backup: Sandbox (Abercrombie) (SB101-ABER)

Include: All/None

Assignments

- test
- Exam 1
- Personal Description

User Data

- User Data
- User Data
- User Data

At the bottom of the backup menu select:

- Metacourse: No
- Users: None
- Logs: No
- User Files: No
- Course Files: Yes

Metacourse: No

Users: None

Logs: No

User Files: No

Course files: Yes

Continue Cancel

Click **Continue** to begin the backup.

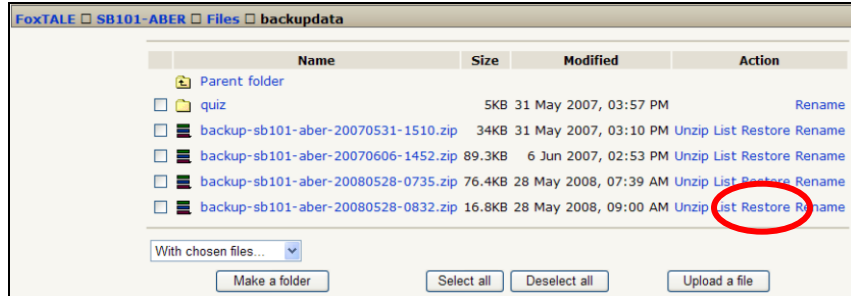
4. The next screen is a detailed report of the data that will be backed up. You'll see a message that the course will be backed up without user data. Click **Continue** at the bottom of the report.
5. The next screen is a log of the backup process with a confirmation report that the Backup has been completed successfully. Click **Continue** at the bottom of the report to produce the backup data file.



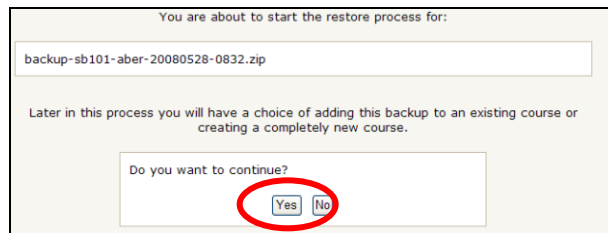
Restore the Course

You'll restore the backup file that you just completed (without user data).

1. Click **Restore** in the Action column for the backup file that you just completed (without user data).

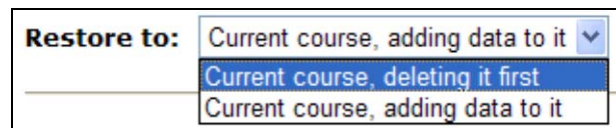


2. Click **Yes** to begin the restore process.



3. The next screen shows a report of resources/activities in the backup file. Click **Continue** at the bottom of the screen.

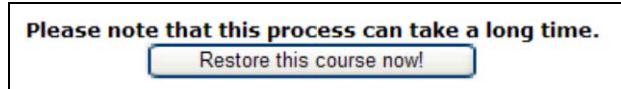
4. The next screen shows a **Restore to** menu. Select **Current course, deleting it first**.



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

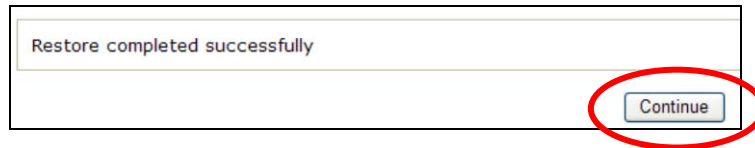


5. You have one last chance to confirm or cancel the restoration. Click **Restore this course now!** to continue.



6. The next screen shows a log of the restoration process as it occurs. At the bottom, you should see a message that the restore was completed successfully.

Click **Continue** to finish the process.



7. The restore process removes all users except for you from the course and removes all subscriptions. Please note: The restore process will remove all co-instructors as well. You'll want to reenroll other instructors using **Assign Roles** in the **Administration** block on the course home page.