

Course and Grade Book Backup

ITS does a system wide backup on a daily basis. However, these backups are for catastrophic system failure and do not apply at the singular course level. It is the instructor's responsibility to preserve the integrity of their courses and course materials. Therefore, the following recommendation as been set forward by the eLAG Best Practices Committee:

- Keep all your course content files (Word, Powerpoint, etc) backed up on local storage media
- Use Blackboard's "Archive Course" feature to archive your courses to local storage media (as above)
- Archive your courses at the end of and at least twice a semester, or after any significant change.
- Export your Grade Center, for every course, once a week and after making significant changes, saving the file on local storage media
- Export your Grade Center anytime you drop a student so that you have a record of their grades