

Four steps to migrate your old course materials to a new WebCT course shell.

Step 1: Create backup on your old course

- Go to your old course, go to **Control Panel -> Manage Course -> Backup Course**
- Click **Create Backup** button at the right
- Type a backup description, if desired
- Click **Create** button
- When it is done, click **Continue** button

Step 2: Download the backup and save it

- Click the **radio button** at the left of the backup that you just created to select it
- Click **Download** button at the right
- **Save** it to a local drive on your computer (such as the Windows desktop or a thumb drive)

Step 3: Upload the backup to your new course

- Go to your new course, go to **Control Panel -> Manage Course-> Backup Course**
- Click **Upload Backup** button at the right, browse to find the backup you downloaded in Step 2, click **Upload** button
- When it is done, click **Continue** button

Step 4: Restore the course

- Click the radio button at the left of the backup that you just uploaded
- Click **KEEP USERS** at the right
- Click **OK** on the dialog

Congratulations! Now if you go to Homepage and click View, you will see the new course.

