

## Backing Up Your Work in ANGEL

Backing up your work in ANGEL gives you more options to restore your information if something goes wrong. This handout covers three different but equally important backup tasks in ANGEL: Backing up a course, creating a course archive, and exporting grade book backup text files.

### Backing Up a Course

A backup is a copy of a course's content and settings that resides on the ANGEL server. Administrators can schedule regular, automatic backups for all courses in a domain. Instructors can manually back up their courses.

To view the automatic backup schedule or initiate a backup:

1. Enter the course.
2. Click on the Manage tab.
3. Click Backup and Restore. Note that a new backup will overwrite any previous backups.



### Creating a Course Archive

In addition to backing up your course on the ANGEL server, you can create a course archive (copy) that you can download to your computer or storage device.

To create a course archive:

1. On the Manage tab, click Export Console.
2. Select an export type:
  - ANGEL Format – Select this if you will import the course archive back into ANGEL.
  - Common Cartridge – Select this if you want to import the course archive into another system such as Blackboard.

Note that the queued archive-export job will run at a time when it will not slow down ANGEL. It may take up to 24 hours for your course archive to become available for download, so it is best to plan ahead. When the archive export job is complete, go to the export console to download the archive.

### Export Course Content

Export content from the course to allow transfer to other courses or systems

**Select an export file type**

[ANGEL Format](#)  
Create an export of course content in the ANGEL format. This export will be stored on the server and available to download.  
Last Export: November 30, 2009 05:26:36 PM (89.6 KB) [Download File](#)

[Common Cartridge](#)  
Export data to Common Cartridge format for interchange with other systems.

**Export History** [Refresh](#)

File Name	Type	Exported by	Date Exported	Status
<a href="#">DevTempGrades1.zip</a>	ANGEL	Dennis, Scott	11/30/2009 5:26 PM	✓ OK ( <a href="#">details</a> )

## Exporting Grade Book Backup Text files

It is recommended you regularly export backup text files from your course grade book. If you inadvertently delete or lose information from the grade book, it is easy to restore the information from a text file. Also, you can edit grades in another application, such as Excel, and import the grades back into the grade book when next online.

Note that you can only import grades back into the same class, or a class with the same categories and assignment titles, as the one where the export file was created.

To export grades in the new ANGEL grade book, available in 7.4:

1. Enter the course grade book.
2. Click Grade Entry Grid.
3. Click Export Grades.
4. Select Tab Separated and Points based Output Format (recommended).

To export grades in the old ANGEL grade book (which is still available in 7.4):

1. Click on the course grade book.
2. Under Gradebook Setup, click Export Grades.
3. Select Tab Separated and Points based Output Format (recommended).

**Gradebook Old Gradebook**

View

View All Grades  
View all the grades in all the categories.

View Grades  
All Categories  
All Users  
Go

Print Grades  
Create a printer-friendly PDF View of the gradebook.

Enter/Edit Grade

By Assignment  
Enter grades on

By User  
Enter grades on

Gradebook Setup

Preferences  
Maintain overall

Import Grades  
Import grades from

Export Grades  
Export grades to

Import Assignments  
Import assignments

Gradebook Management

1. Categories  
Create and edit categories. A category "bucket" for assignments, for example or "Homework" are categories.
2. Assignments  
Create and edit assignments. An assignment object that has grades associated with it. Typically, it's something a student must accomplish.
3. Macros  
Create and edit macros. A macro is a... for turning letter grades into a score.

**Gradebook New Gradebook**

Edit Page

Setup Tasks

- Categories (9)  
Create and manage categories to organize assignments
- Assignments (29)  
Create and manage gradebook assignments
- Grading Scale (12)  
Configure your course grading scale to calculate letter grades
- Grade Labels (0)  
Configure macros to auto-score items based on custom label entries
- Grade Reports (0)  
Create and manage reports to present and share results
- Term Filters (0)  
Manage term filters

Grading Tasks

- Grade Entry Grid
- Submission Manager
- Import Grades
- Export Grades

Ungraded Items

Other Tasks

- Gradebook Preferences
- Publish Course Grades
- Export Published Grades

Reports