

LMS (ANGEL) COURSE CONTENT ARCHIVING BEST PRACTICE

This memo is intended to clarify for you the difference between a **course export** and a **course back up** and to encourage faculty to protect their content by **exporting**.

COURSE BACK UP

If you are using the ANGEL course management tab and running a “Back up,” you are only creating a “skeleton” or a shell of your course.

COURSE EXPORT

It is a “Best Practice” to maintain copies of all your content offline. It is suggested that:

- a. Faculty should download their content and save it off line if they wish to ensure that it is archived. For instance, your Word files, Softchalk, files, etc should be downloaded to your U: Drive (personal drive accessible from on-campus only). Your U: Drive has a size limit of 75 MB. Alternatively, if you want to back-up and/or access your files/content from off campus, save your files/content to your removable storage device (such as a thumb drive).
- b. Faculty are also accountable for maintaining Student Data records outside of ANGEL. It is suggested that you EXPORT Student Data from ANGEL (Grades and Attendance Rosters). The files generated when you export are csv spreadsheets then can be saved in the csv format or, “saved as” Excel 2003/2007 spreadsheet formats .xls or .xlsx, respectively.

If you have questions, please initiate a Help Desk Ticket by emailing HelpRequest@scf.edu with your specific question or concern.

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