Prepare Your WebCT Class for Next Semester

The semester’s almost over and you’ll be teaching this same WebCT class again. Now what? Complete the steps in the checklist below to ensure that your WebCT class is ready to use again next term!

☐ Create a course backup when all students have completed the course.
☐ Download the backup to your network folder.
☐ Delete the backup from the WebCT server.
☐ Reset the desired portions of the course. (This will probably be everything except Discussions.)
☐ Delete student messages in the Discussions area. (If you reset the Discussions, you’ll have to re-create every topic!)
☐ Update the content, if necessary.
☐ To populate your course with students, you must submit the synonym number at least 4 working days prior to the start of the semester by completing the form at http://courses.kirkwood.edu/ (Submitting a Synonym Number link).

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If you are granting extensions that extend beyond the start of the next semester, it will be necessary for you to request that a duplicate course be created. Follow the steps below:

- Complete the Course Request form at [http://courses.kirkwood.edu/](http://courses.kirkwood.edu/) (Request a Course link). In the section, Course Setup Method/Type, choose Copy from existing course. A new selection box appears, select the Course ID of the existing course that you would like to duplicate.
- As soon as you receive email confirmation that the duplicate course has been created, reset the Student Database. If you fail to do this, a second occurrence of this course appears in your students' myWebCT.
- Reset any other sections of the course, if necessary.
- Update the content, if necessary.
- To populate your course with students, submit synonym numbers at least 4 working days prior to the start of the semester. Complete the form at [http://courses.kirkwood.edu/](http://courses.kirkwood.edu/) (Submitting a Synonym Number link).
- At the end of the semester, follow the back up and reset procedures outlined on the first page.

If you have finished teaching a WebCT course and will not be using that course again, you should request to have it deleted from the Course Listing. For example, if a duplicate class was created because you granted extensions beyond the beginning of the next semester, you should request that the course be deleted when the last student is finished. Follow the steps below to request a course deletion:

- Create a backup of the course. Download it to a safe location—this could be a private network folder, zip disk, flash drive, or you could even burn it to CD—whatever storage method works best for you. Then delete the backup from the WebCT server.
- Identify the Course ID for your course. To do this, go to your myWebCT home area. After the name of your course, you will see the ID in parenthesis. Every course has a separate Course ID.
- Email Bonnie Cackoski and request the course deletion. You will need to include your Course ID in the email.

**IT IS YOUR RESPONSIBILITY TO PROVIDE THE CORRECT COURSE ID!**