



Thommen's Timely Technology Tips "Better to be Safe than Sorry" (Backup Your ANGEL Materials)

At the completion of every class it is strongly recommended that faculty back up class data for all LOR's (Learning Object Repositories) and/or production classes that they teach utilizing ANGEL.

Download Your ANGEL Class and/or LOR to a Hard Drive

Normally, the following package/download process typically takes 3 to 15 minutes to complete. If it takes longer, consider the possibility that the size of your class or LOR may be excessively large. Contact the LCC Help Desk at 483-5221 or the CTE at 483-1680 for suggestions on minimizing LOR and/or course size.

1. Go to the ANGEL class or LOR (Learning Object Repository) you wish to download.
2. Click on the **Manage** tab.
3. Click on the **Export Wizard** menu item.
4. Click on the **ANGEL Archive** from the list of possible export formats.
5. On the export options screen, ANGEL will have both **Course Content** and **User Data** selected. It is recommended that you export both.
6. Click on the **Export** button. At this point, you will see a graphical representation of ANGEL packaging your data (i.e., a spinning clock beside each item as it is packaged).
7. When the packaging operation is done, the **Download File** button will become bright. Click on this button to begin the download process.
8. Click on the **Save** button in the **File Download** window.
9. Select the **Desktop** as a destination in the **Save As** window for your ANGEL archive (Course_Name_Number.ZIP). Click the **Save** button to begin the download to your hard drive.
10. Click on the **Done** button when the download is complete.

Once the class or LOR is downloaded to the hard drive on the computer, you may want to "burn" a copy to a CD or a DVD. Consider the following before embarking on this process:

A typical CD will hold 640-720 Megabytes of data, while a DVD can hold about 4.7 Gigabytes (4,700 Megabytes) of data. The file size of your class or classes that you wish to store will determine which form of media is most appropriate. To determine file size, right click, on the downloaded file and select **Properties** from the menu to view the estimated file size.

We recommend the use of CD+R, CD-R, DVD+R or DVD-R as the media of choice because these formats are a reliable form of storage. The drawback of the "R" medias is that they can only be written to just once. We do not recommend the rewritable forms of CD and DVD "RW" media due to reliability issues.

This timely tip can also be found at:

ANGEL: Faculty Community Group > Content > Tps&Trks > TTTT
http://www.lcc.edu/cte/resources/thommen_tips/