

LECTURER MANUAL

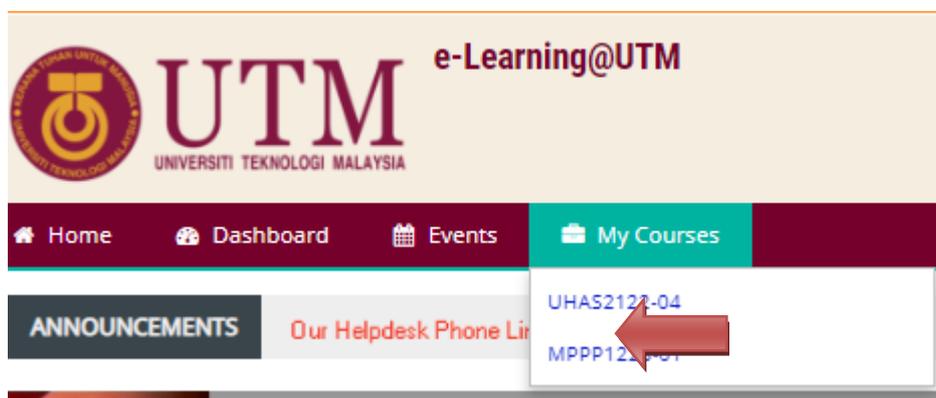
'BACKUP' AND 'RESTORE' COURSEFILE

SESSION 1 2018/2019

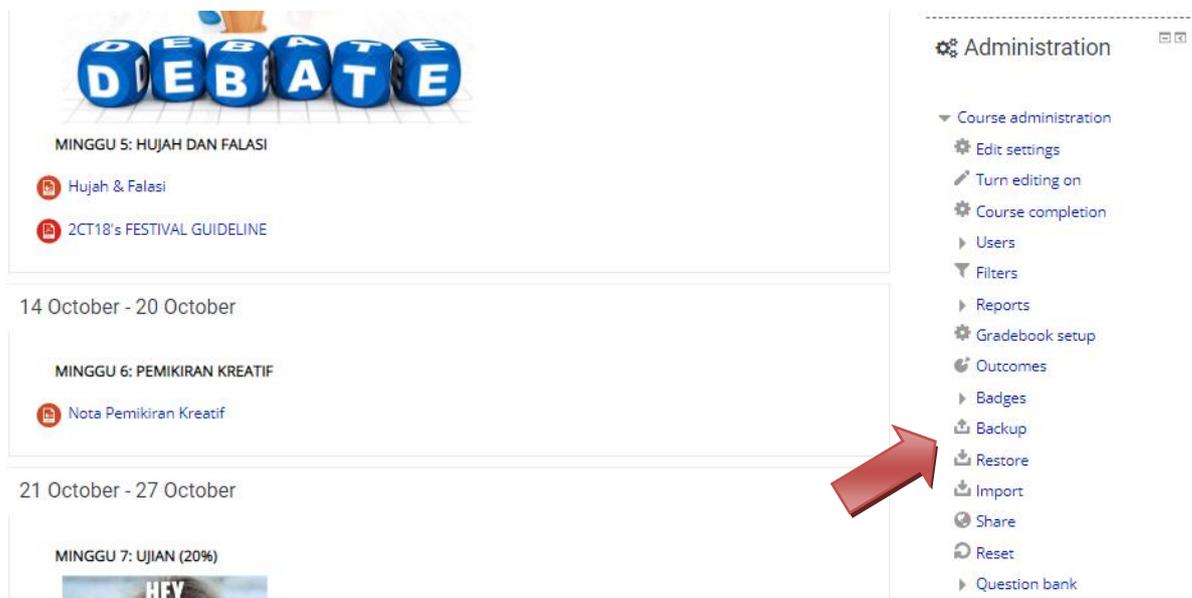
Backing up a course

Step by step to backup a course

1. Go to elearning sem 1 20182019 on the My UTM portal
2. Login using your ACID account. You'll be shown with the courses assign to you during that semester. Select the course that you wish to backup.



3. Go to *Course administration > Backup*



4. Check the **boxes** of the elements you would like to backup. By default, all check boxes will be checked. Make sure the "User Data" check boxes are NOT checked (if any).

My courses > UHAS2122-04 > Backup

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

Backup settings

IMS Common Cartridge 1.1

Include enrolled users

Anonymize user information

Include user role assignments

Include activities and resources

 Include blocks

 Include filters

 Include comments

 Include badges

 Include calendar events

Include user completion details

 Include course logs

 Include grade history

 Include question bank

 Include groups and groupings

 Include competencies

Cancel Next **Jump to final step**



5. Click the button “Jump to final step” on the bottom.
6. Confirmation and review - The next page will display a summary of your backup. Click the “Continue” button at the bottom of the page.
7. The next page will show the progress of your backup and display the elements that have been backed up successfully. Depending on the size of the backup, the process may take anywhere from a few seconds to several minutes. Once it has finished, click the “Continue” button.

My courses > UHAS2122-04 > Backup

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

The backup file was successfully created.

Continue

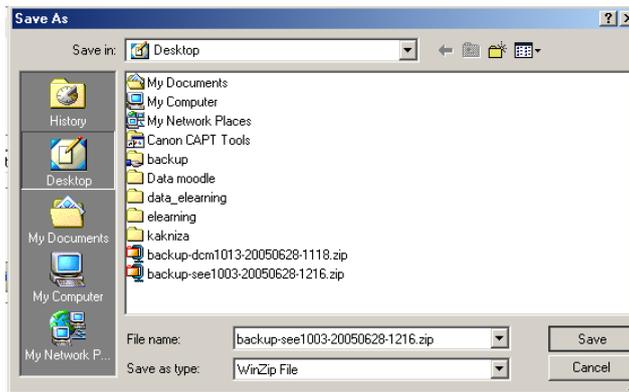
8. Another page will display your backup as a .zip file. You can download it by right-clicking the file name and clicking “Save Target As...”.

User private backup area



Filename	Time	Size	Download	Restore
backup-moodle2-course-18054-uhas2122-04-20180910-1437-nu.mbz	Monday, 10 September 2018, 2:37 PM	21.1MB	Download	Restore

- Please make sure that you keep the file in the directory that you recognize such as my documents, desktop or new folder created.

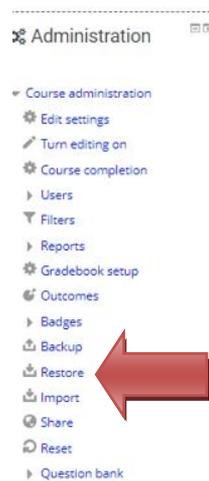


- Make sure the date and time when the backup were done is correct. Backup process complete here.

Restoring a course

A course backup file may be restored from within any existing course for which you have permission. During the restore process, you will be given the option to restore as a new course or into an existing course.

- Open the current elearning site at [My UTM Portal](#). Login using your acid account. You will be able to see your course on navigation block > My Course. If you are not able to see any courses assign to your site, please refer to the faculty administration to confirm.
- You will be shown with an empty course site (if restore process have not yet been done by the elearning administration).
- Go to Settings > *Course administration* > *Restore*
- Upload the backup file or choose a file in the course backup area or user private backup area and click Restore



Import a backup file

Files size for new files: 150MB



You can drag and drop files here to add them.

Course backup area?

Filename	Time	Size	Download	Restore

User private backup area?

Filename	Time	Size	Download	Restore

- Confirm - Check that everything is as required then click the Continue button

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

Backup details

The selected file is not a standard Moodle backup file. The restore process will try to convert the backup file into the standard format and then restore it.

Format Moodle 1

Type Course

- Destination - Choose whether the course should be restored as a new course or into an existing course then click the Continue button

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema

Restore into this course

Merge the backup course into this course

Delete the contents of this course and then restore

7. Settings - Select activities, blocks, filters and possibly other items as required then click the Next button

Restore settings

Include enrolled users

Include user role assignments

Include activities

Include blocks

Include filters

Include comments

Include calendar events

Include user completion details

Include course logs

Include grade history

8. Schema - Select/deselect specific items and amend the course name, short name and start date if necessary then click the Next button
9. Review - Check that everything is as required, using the Previous button if necessary, then click the 'Perform restore' button

Assignment 2 (Due) 	<input checked="" type="checkbox"/>	User data	No
Section 17	<input checked="" type="checkbox"/>	User data	No
Section 18	<input checked="" type="checkbox"/>	User data	No
Section 19	<input checked="" type="checkbox"/>	User data	No

10. Complete - Click the continue button

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

The course was restored successfully, clicking the continue button below will take you to view the course you restored.

Continue

11. Once successful, you will be prompted with the restored course. Some amendment might be needed as the version is different.

If at any time you require assistance with e-Learning@UTM,
please contact us via telephone or e-mail

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