

# LECTURER MANUAL

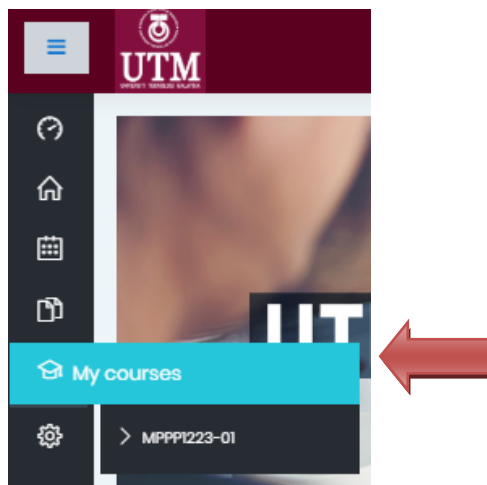
## 'BACKUP' AND 'RESTORE'

### COURSEFILE SESSION 2 2019/2020

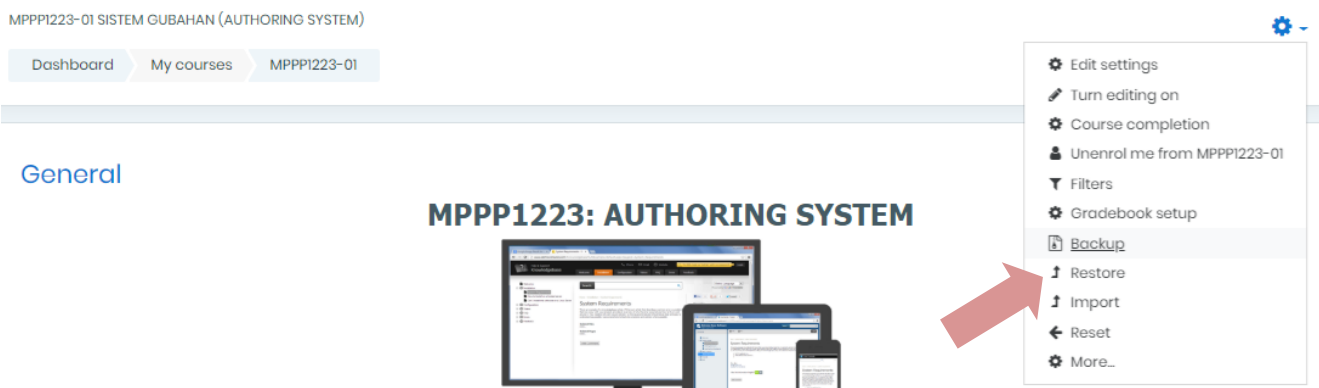
## Backing up a course

Step by step to backup a course

1. Go to elearning sem 2 20192020 in 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).

UTM

- 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

[Jump to final step](#)
[Cancel](#)
[Next](#)

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.

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-3087-mpppl223-01-20200202-1449-nu.mbz	Sunday, 2 February 2020, 2:49 PM	61.3MB	<a href="#">Download</a>	<a href="#">Restore</a>

[Manage backup files](#)

- 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

MPPP1223-01 SISTEM GUBAHAN (AUTHORING SYSTEM)

Dashboard > My courses > MPPP1223-01

General

### MPPP1223: AUTHORING SYSTEM

- Edit settings
- Turn editing on
- Course completion
- Unenrol me from MPPP1223-01
- Filters
- Gradebook setup
- Backup**
- Restore
- Import
- Reset
- More...

Import a backup file

Files

Choose a file

You can drag and drop files here to add them.

Restore

5. Confirm - Check that everything is as required then click the Restore button

## Import a backup file

Files



Choose a file...

backup-moodle2-course-9943-20191219-0051-nu.mbz

Restore

6. Destination - Choose whether the course should be 'Merge the backup course into this course) then click the Continue button

### Restore into this course

Merge the backup course into this course

Delete the contents of this course and then restore

Continue

7. Click the Next button and perform restore

	User data	No
	-	No

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Previous Cancel Perform restore