



UULEARN MANUAL PENGGUNA (PENSYARAH) – BACKUP | RESET | RESTORE | IMPORT

PUSAT SUMBER DAN TEKNOLOGI PENGAJARAN UTEM

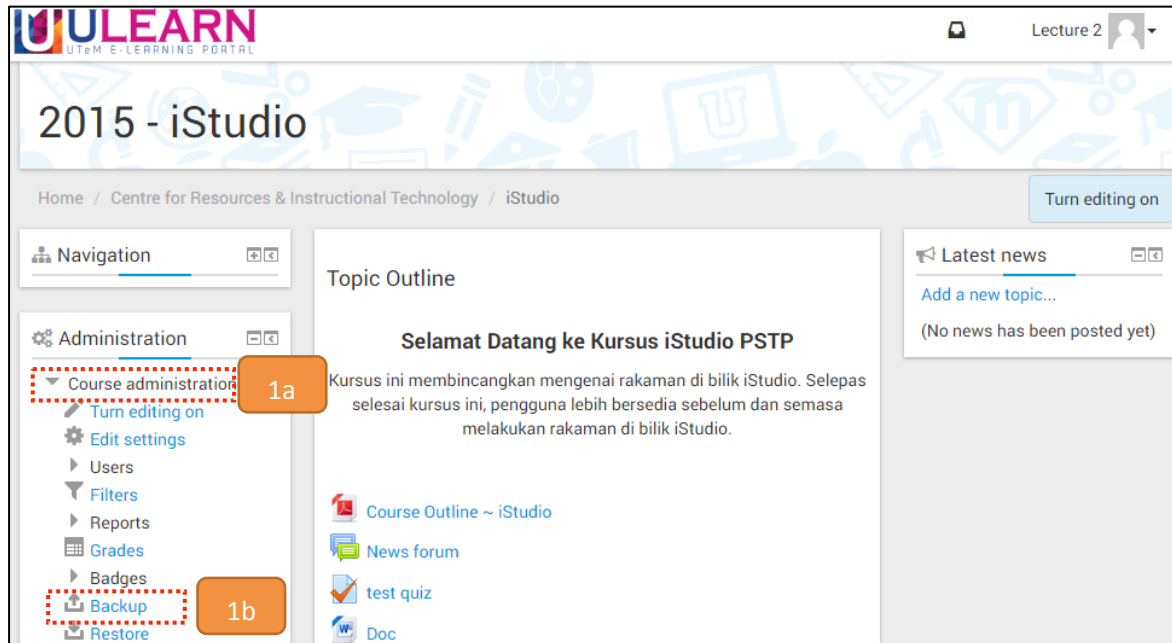
ISI KANDUNGAN

A. BACKUP KURSUS	2
1. Pergi ke halaman Kursus dan pilih pilihan Backup.....	2
2. Backup setting.....	2
3. Schema setting	3
4. Confirmation and review setting	3
5. Perform backup.....	4
6. Complete.....	4
7. Senarai backup	4
8. Buang file backup dari Moodle	5
B. BACKUP SOALAN / KUIZ	6
1. Pergi ke halaman Kursus.....	6
2. Tetapan Export Soalan.....	8
3. Muat turun soalan.....	8
C. RESET KURSUS	9
Pengenalan	9
1. Pergi ke halaman Kursus dan pilih pilihan Reset	9
2. Setting Reset Course.....	9
D. RESTORE KURSUS.....	12
1. Pergi ke halaman Kursus dan pilih pilihan Restore.	12
2. Pergi ke <i>User private backup area</i>	12
3. Setting Restore	13
E. IMPORT KURSUS	18
Pengenalan	18
1. Pergi ke halaman Kursus dan pilih pilihan Import	18
2. Course selection	18
3. Initial selection	19
4. Schema settings.....	19
5. Confirmation and review	20
6. Perform import	20
7. Complete.....	20

A. BACKUP KURSUS

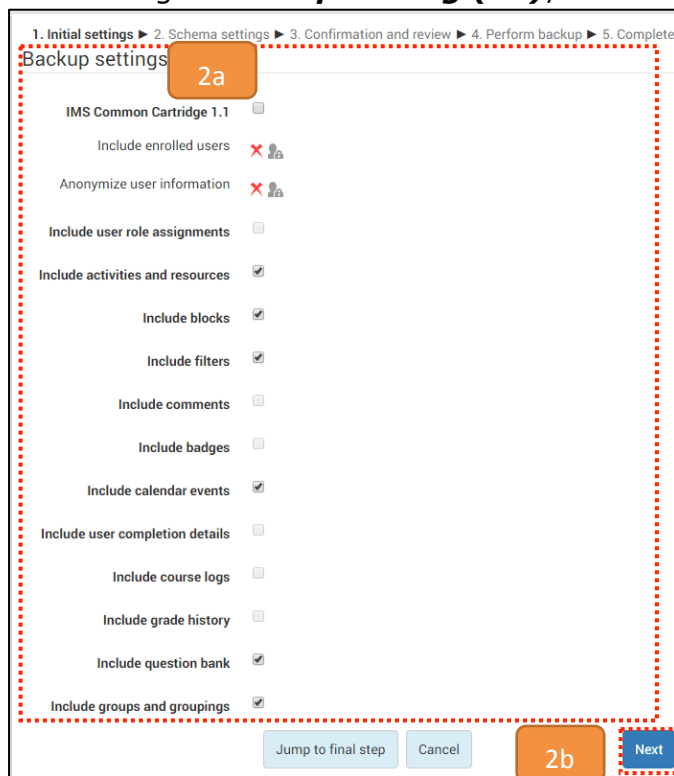
1. Pergi ke halaman Kursus dan pilih pilihan Backup

Pada **Course administration (1a)**, pilih pilihan **Backup (1b)**.



2. Backup setting

Pada ruangan **backup setting (2a)**, klik **Next (2b)**



Note: Tetapan ini tidak termasuk backup bank soalan dalam kursus tersebut. Untuk backup bank soalan, sila pergi ke page [BACKUP SOALAN / KUIZ](#)

3. Schema setting

Pada ruangan **schema setting (3a)**, pilih topik dan aktiviti yang ingin backup. Kemudian klik **Next (3b)**.

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

Include:

Select All / None (Show type options)

3a

Item	Include	Exclude
Topic Outline	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course Outline ~ iStudio	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
News forum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
test quiz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Doc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Previous Cancel 3b Next

4. Confirmation and review setting

Pada ruangan **Filename (4a)**, namakan file backup dan klik **Perform backup (4b)**.

Note: Sila namakan semula file backup dengan kod kursus, tarikh backup, dan nama pensyarah. Contoh: kod-kursus tarikh-backup nama-pensyarah.mbz

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

Filename

Filename* backup-moodle2-course-78-istudio-2016071 4a

Backup settings

IMS Common Cartridge 1.1 ✗

Include enrolled users ✗

Anonymize user information ✗

Include user role assignments ✗

Include activities and resources ✓

Include blocks ✓

Included items:

Item	Status	User data
Topic Outline	✓	✗
Course Outline ~ iStudio	✓	✗
News forum	✓	✗
test quiz	✓	✗
Doc	✓	✗
test	✓	✗

Previous Cancel 4b Perform backup

5. Perform backup

Menunjukkan status semasa backup. Bergantung pada saiz fail backup untuk selesai.

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

86.22%

0.91 secs

6. Complete

Selesai backup kursus. Klik **Continue (6a)**.

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

The backup file was successfully created.

6a Continue

7. Senarai backup

Senarai backup kursus yang berjaya. Klik **download (7a)** untuk muat turun fail backup untuk simpanan sendiri.

User private backup area ?

Filename	Time	Size	Download	Restore
backup-moodle2-course-78-istudio-20160601-0846-nu.mbz	Wednesday, 1 June 2016, 8:46 AM	621.4KB	Download	Restore
backup-moodle2-course-78-istudio-20160601-0832-nu.imssc	Wednesday, 1 June 2016, 8:33 AM	911.6KB	Download	Restore
backup-moodle2-course-78-15_istudio-20160120-0423-nu.mbz	Wednesday, 20 January 2016, 4:23 AM	3.6KB	Download	Restore

Manage backup files

7a

8. Buang file backup dari Moodle

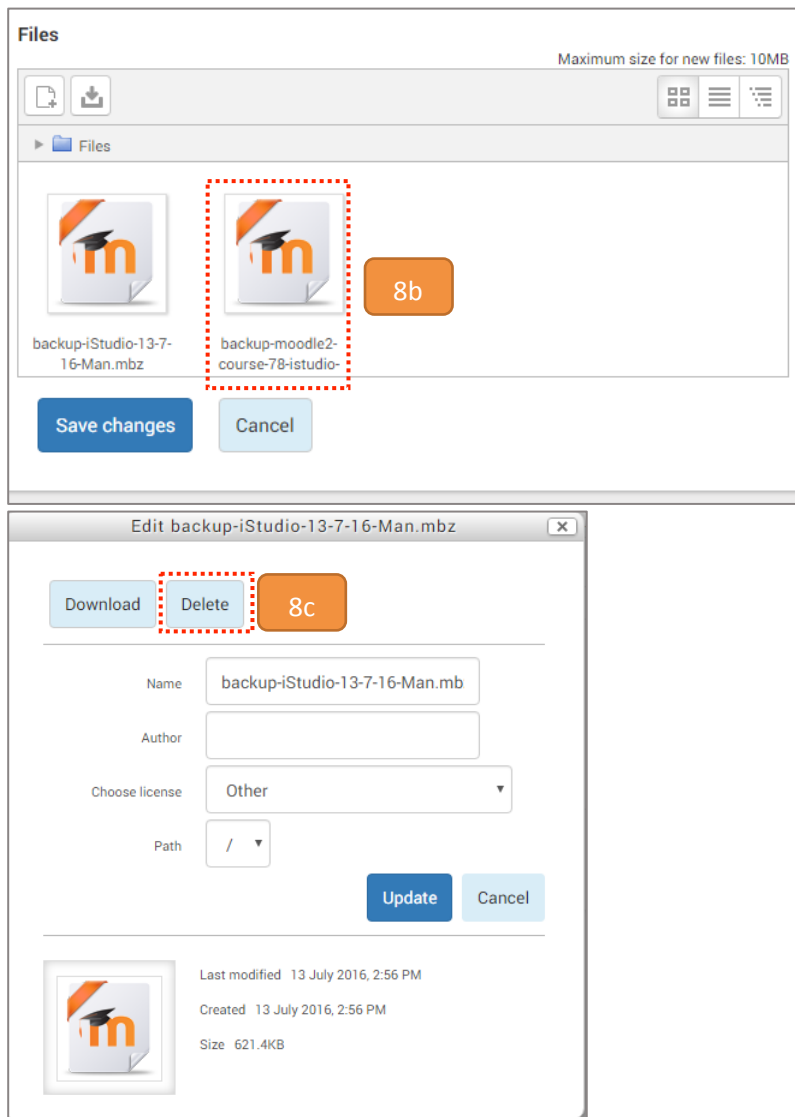
Jika terdapat lebih dua fail backup, sila buang file backup dari Moodle. Pergi **Manage backup files (8a)**, pilih file backup yang lama (**8b**) dan klik **Delete (8c)**.

User private backup area ?

Filename	Time	Size	Download	Restore
backup-moodle2-course-78-istudio-20160713-1457-nu.mbz	Wednesday, 13 July 2016, 2:57 PM	621.3KB	Download	Restore
backup-iStudio-13-7-16-Man.mbz	Wednesday, 13 July 2016, 2:56 PM	621.4KB	Download	Restore

Manage backup files

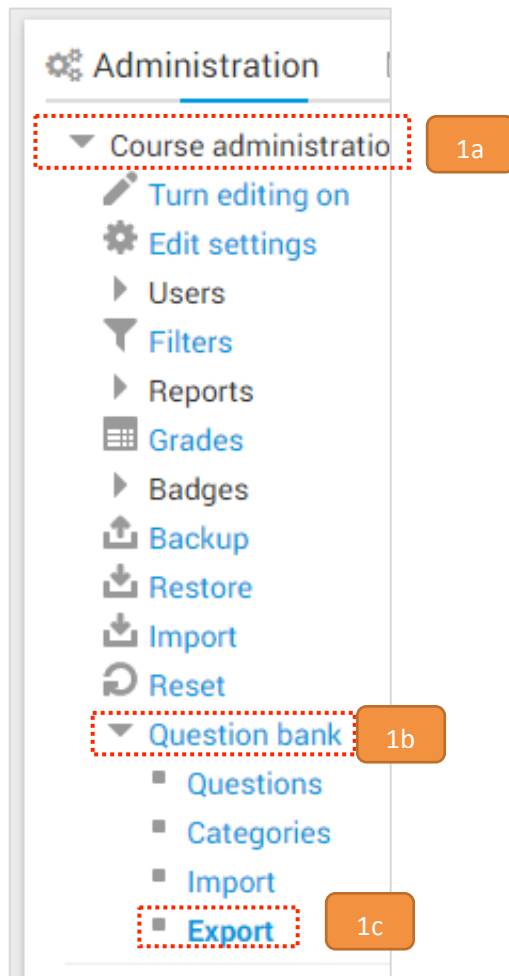
8a



B. BACKUP SOALAN / KUIZ

1. Pergi ke halaman Kursus

Pada **Course administration (1a)**, pilih pilihan **Question Bank (1b)** dan klik **export ()**.



2. Tetapan Export Soalan

Pilih **File format (2a)** dan klik **export questions to file (2b)**.

Export questions to file ?

File format

- * ? ☐ Gift format
- ? ☐ Microsoft Word 2010 table format (wordtable)
- ? ☒ Moodle XML format
- ? ☐ XHTML format

General

Export category ? Default for 15_iStudio (6)

☒ Write category to file ☒ Write context to file

Export questions to file 2b

There are required fields in this form marked *.

3. Muat turun soalan

Pilih lokasi untuk muat turun fail (3a) dan klik **Save(3b)**.

Your export file should start to download shortly. If not, please [click here](#).

Continue

Save As

Desktop

Libraries

File name: questions-iStudio 3-Default for 15_iStudio-20160718-1305.xml

Save as type: XML Document

Save 3b

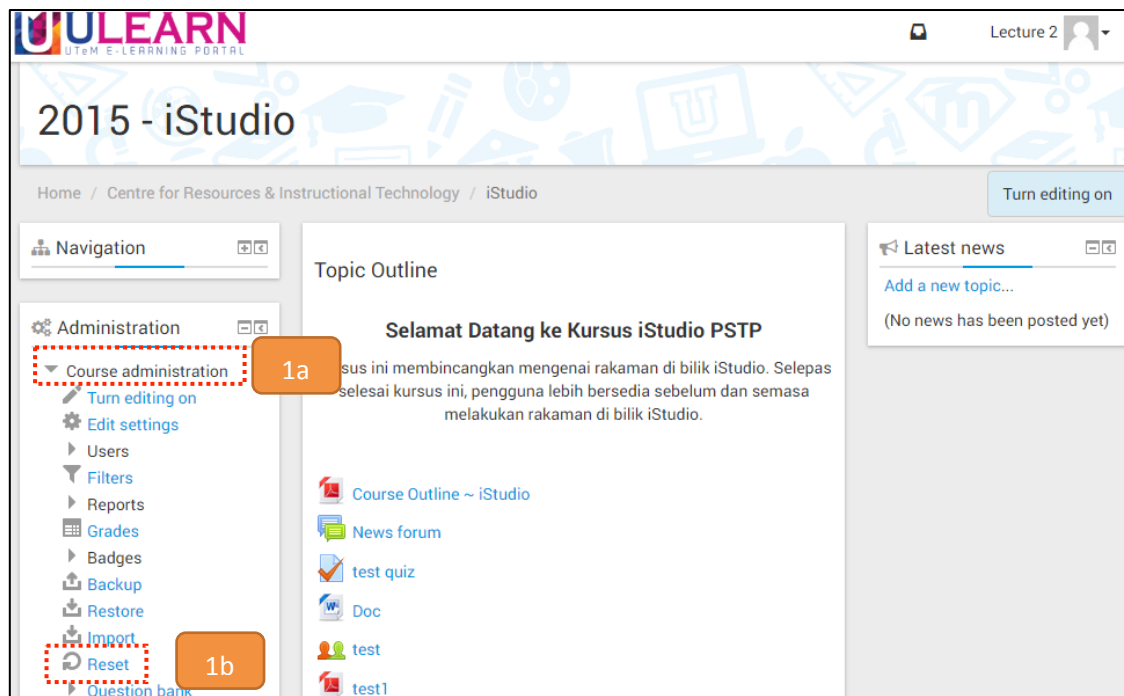
C. RESET KURSUS

Pengenalan

Reset kursus membenarkan anda untuk membuang data pelajar didalam kursus tersebut sementara mengekalkan aktiviti dan tetapan lain supaya kursus tersebut boleh diguna semula untuk semester hadapan.

1. Pergi ke halaman Kursus dan pilih pilihan Reset

Pada **Course administration (1a)**, pilih pilihan **Reset (1b)**.



2. Setting Reset Course

Pilihan tetapan reset kursus:

Reset course

This page allows you to empty a course of user data, while retaining the activities and other settings. Please be warned that by choosing items below and submitting this page you will delete your chosen user data from this course forever!

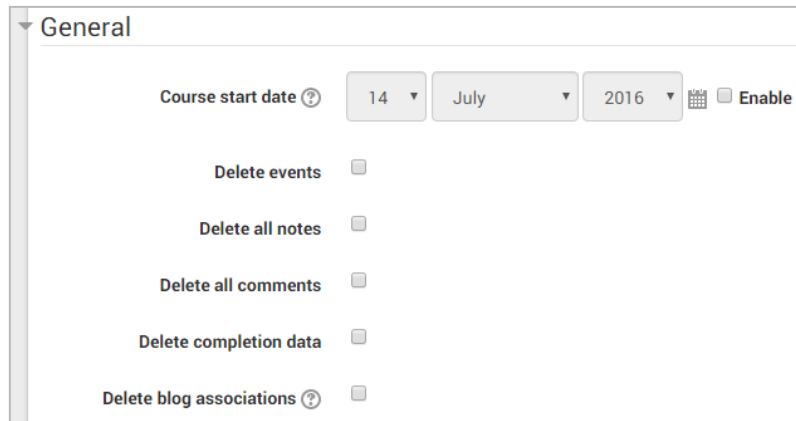
Expand

- General
- Roles
- Gradebook
- Groups
- Assignments
- Feedback
- Forums
- Quizzes
- Group choices

Reset course Select default Deselect all Cancel

a. **General**

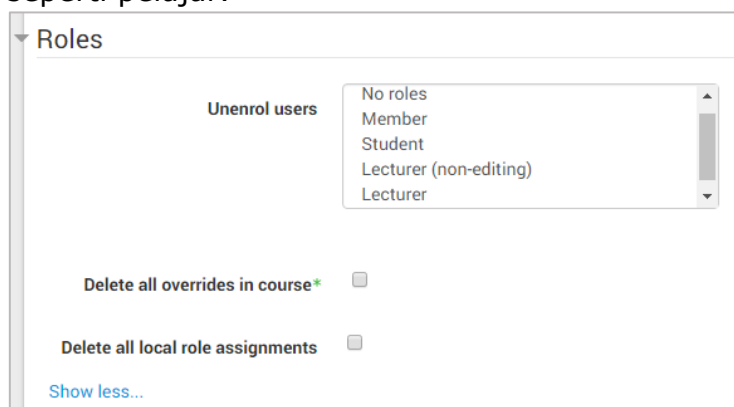
Anda boleh menetapkan semula tetapan umum baru seperti *Tarikh Mula Kursus*, memadam semua data Kalendar, nota, komen, aktiviti tiap, dan data blog.



The screenshot shows the 'General' settings panel. At the top, there is a 'Course start date' section with three dropdown menus for day (14), month (July), and year (2016), followed by a calendar icon and an 'Enable' checkbox. Below this, there are five options, each with a checkbox: 'Delete events', 'Delete all notes', 'Delete all comments', 'Delete completion data', and 'Delete blog associations'.

b. **Roles**

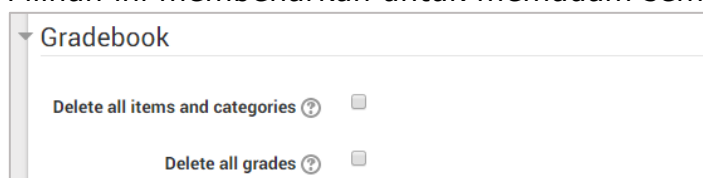
Pilihan ini membenarkan unenrol pengguna didalam kursus tersebut seperti pelajar.



The screenshot shows the 'Roles' settings panel. It features a 'Unenrol users' section with a dropdown menu showing options: 'No roles', 'Member', 'Student', 'Lecturer (non-editing)', and 'Lecturer'. Below this, there are two options with checkboxes: 'Delete all overrides in course*' and 'Delete all local role assignments'. A 'Show less...' link is located at the bottom left of the panel.

c. **Gradebook**

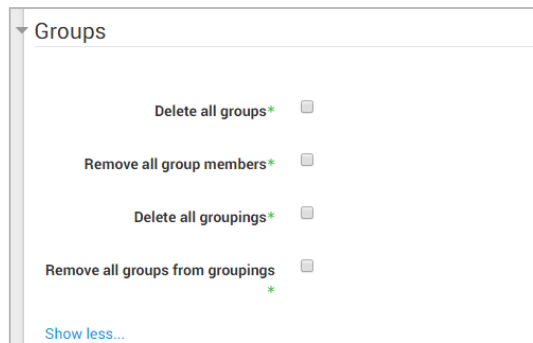
Pilihan ini membenarkan untuk memadam semula data gradebook.



The screenshot shows the 'Gradebook' settings panel. It contains two options, each with a checkbox: 'Delete all items and categories' and 'Delete all grades'.

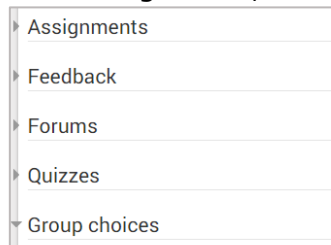
d. **Group**

Pilihan ini membenarkan untuk memadam data group dan grouping didalam kursus tersebut.



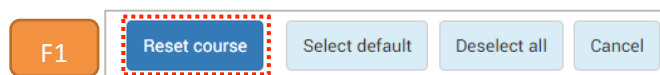
e. **Aktiviti didalam kursus**

Bergantung aktiviti yang digunakan dalam kursus tersebut, anda diberi pilihan untuk membuang data pelajar didalam kursus tersebut seperti data assignment, feedback, quiz dan lain-lain.



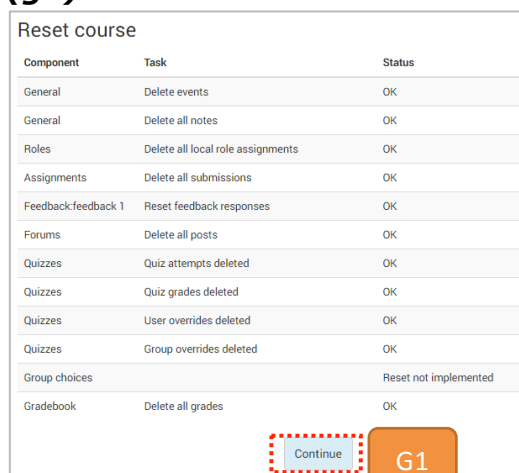
f. **Selesai membuat tetapan reset kursus**

Apabila selesai membuat tetapan reset kursus seperti di atas, klik **reset course (f1)**.



g. **Semakan tetapan reset kursus**

Membuat semakan tetapan reset kursus, jika setuju sila klik **Continue (g1)**.



Component	Task	Status
General	Delete events	OK
General	Delete all notes	OK
Roles	Delete all local role assignments	OK
Assignments	Delete all submissions	OK
Feedback/feedback 1	Reset feedback responses	OK
Forums	Delete all posts	OK
Quizzes	Quiz attempts deleted	OK
Quizzes	Quiz grades deleted	OK
Quizzes	User overrides deleted	OK
Quizzes	Group overrides deleted	OK
Group choices		Reset not implemented
Gradebook	Delete all grades	OK

D. RESTORE KURSUS

1. Pergi ke halaman Kursus dan pilih pilihan Restore.

Pada **Course administration (1a)**, pilih pilihan **Restore (1b)**.

The screenshot shows the ULEARN interface for the '2015 - iStudio' course. The left sidebar contains the 'Administration' menu, where 'Course administration' is highlighted with a red dashed box and labeled '1a'. Within 'Course administration', the 'Restore' option is highlighted with a red dashed box and labeled '1b'. The main content area displays a welcome message and a list of course items including 'Course Outline ~ iStudio', 'News forum', 'test quiz', 'Doc', and 'test'. The top right corner shows 'Lecture 2' and a 'Turn editing on' button.

2. Pergi ke **User private backup area**

Pada **User private backup area (2a)**, pilih file backup yang dikehendaki (**2b**) dan klik **Restore (2c)**.

The screenshot shows the 'User private backup area' interface. The title 'User private backup area' is highlighted with a red dashed box and labeled '2a'. Below the title is a table with the following data:

Filename	Time	Size	Download	Restore
backup-istudio-20160718-0909-Lect1.mbz	Monday, 18 July 2016, 9:10 AM	618.4KB	Download	Restore

The 'Restore' link in the table is highlighted with a red dashed box and labeled '2c'. Below the table is a 'Manage backup files' button, which is labeled '2b'.

3. Setting Restore

Memaparkan tetapan untuk restore kursus:

a. *Comfirm*

Memaparkan maklumat fail backup **(3a)**. Jika bersetuju, sila klik **Continue (3b)**.

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

Backup details 3a

Type Course

Format Moodle 2

Mode General

Date taken Monday, 18 July 2016, 9:10 AM

Section: Week 1 - Introduction Included in backup (no user information)

Activities	Module	Title	Userinfo
	Folder	Rujukan Tambahan	✗
	File	Week 1	✗
	Page	Introduction	✗

Continue 3b

b. Destination

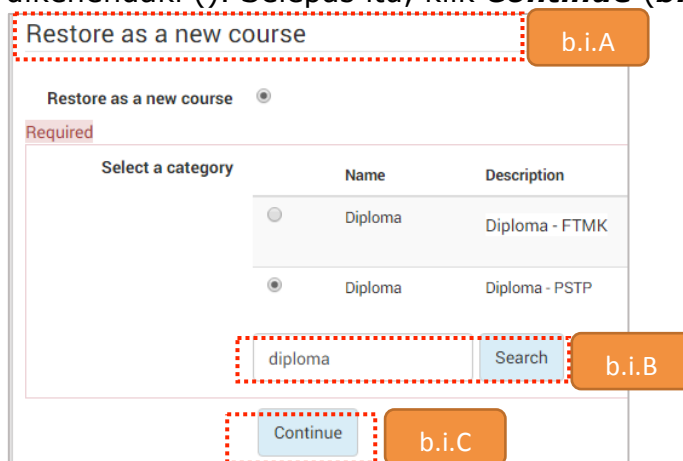
Terdapat 3 jenis tempat lokasi untuk *restore*.

i. **Restore as a new course**

Jika anda ingin restore kursus sebagai kursus baru.

Nota: Hanya Fakulti Manager sahaja boleh guna tetapan ini.

Pilih **Restore as a new course (b.i.A)**, kemudian buat carian kategori kursus (**b.i.B**) seperti "diploma" dan pilih kategori kursus dikehendaki (). Selepas itu, klik **Continue (b.i.C)**.



Select a category	Name	Description
<input type="radio"/>	Diploma	Diploma - FTMK
<input checked="" type="radio"/>	Diploma	Diploma - PSTP

ii. **Restore into this course**

Jika anda diberi satu ruangan kursus kosong untuk tujuan restore kursus baru.

Nota: Sila pergi kursus yang dikehendaki terlebih dahulu sebelum guna tetapan ini.

Pilih **Restore into this course (b.ii.A)**, kemudian pilih "delete the content .." (**b.ii.B**) jika ingin buang semua kandungan kursus tersebut dan restore kursus yang baru atau "Merge the backup...." (**b.ii.C**) untuk cantum kursus sedia ada dengan data. Selepas itu, klik **Continue (b.ii.D)**.



iii. **Restore into an existing course**

Jika anda ingin restore kursus dalam kursus sedia ada.

Nota: Jika kursus tidak dipapar selepas membuat carian, anda tidak didaftar sebagai lecture untuk kursus tersebut atau kursus tersebut tidak wujud.

Pilih **Restore into this course (b.iii.A)**, kemudian pilih **"delete the content .." (b.iii.B)** jika ingin buang semua kandungan kursus tersebut dan restore kursus yang baru atau **"Merge the backup...." (b.iii.C)** untuk cantum kursus sedia ada dengan data. Kemudian buat carian kod kursus **(b.iii.D)** dan klik **Continue (b.iii.E)**.

Course short name	Course full name
iStudio_3	2016 - iStudio 3

c. **Settings**

Tetapan restore kursus. Klik Next.

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

Restore settings

Include enrolled users ✗

Restore as manual enrolments ✗

Include user role assignments ✗

include groups and groupings ✓

Cancel Next

d. Schema

Tetapan skema restore kursus. Klik Next

The screenshot shows the 'Schema' step in a 7-step process: 1. Confirm, 2. Destination, 3. Settings, 4. Schema, 5. Review, 6. Process, 7. Complete. Under 'Backup settings', three options are listed: 'Include enrolled users' (disabled with a red X), 'Restore as manual enrolments' (disabled with a red X), and 'Include user role assignments' (disabled with a red X). Below a decorative separator, a table shows the course structure:

Section	Status	Enrolments
Week 1	✓	No
Introduction	✓	No

At the bottom are 'Previous', 'Cancel', and 'Next' buttons.

e. Preview

Preview tetapan restore kursus. Klik Perform restore

The screenshot shows the 'Review' step in the 7-step process. The 'Backup settings' section now shows 'Include enrolled users' and 'Restore as manual enrolments' as disabled (red X), while 'Include user role assignments' is not visible. The course structure table is identical to the previous step. At the bottom, the buttons are 'Previous', 'Cancel', and 'Perform restore'.

f. Process

Menunjukkan status semasa restore. Bergantung pada saiz fail restore untuk selesai.

The screenshot shows the 'Process' step in the 7-step process. A progress bar is displayed at 48.91%. Below the bar, the time taken is shown as '5.38 secs'.

g. Complete

Selesai restore kursus. Klik continue untuk melihat kursus yang sudah restore.

The screenshot shows the 'Complete' step in the 7-step process. A green message box states: 'The course was restored successfully, clicking the continue button below will take you to view the course you restored.' Below the message is a 'Continue' button.

h. Paparan

The screenshot displays the iStudio PSTP course interface. On the left, the 'Navigation' panel shows the 'Current course' section with 'iStudio_3' selected, leading to 'Topic Outline'. Below it, the 'Administration' panel shows 'Course administration' with 'Edit settings' highlighted and labeled 'H1'. The main area, 'Topic Outline', shows a welcome message and a list of course items. A red bracket at the bottom of the list indicates that sections or activities are missing after a restore.

Navigation

- Home
 - Dashboard
 - Site pages
 - Current course
 - iStudio_3**
 - Participants
 - Badges
 - Topic Outline
 - My courses
 - Courses

Administration

- Course administration
 - Turn editing on
 - Edit settings** (H1)
 - Users
 - Filters
 - Reports
 - Grades
 - Badges
 - Backup
 - Restore
 - Import
 - Reset
 - Question bank
- Switch role to...

Topic Outline

Selamat Datang ke Kursus iStudio PSTP

Kursus ini membincangkan mengenai rakaman di bilik iStudio. Selepas selesai kursus ini, pengguna lebih bersedia sebelum dan semasa melakukan rakaman di bilik iStudio.

- Course Outline ~ iStudio
- News forum
- Doc
- test
- test1
- test2
- iStudio
- Asg1
- Forum test
- feedback 1
- iStudio 1

Section / Aktiviti tiada selepas restore

Nota: Jika ada section aktiviti kursus tidak dipaparkan selepas selesai restore. Pergi Edit Setting kursus (h1), kemudian pada Course format (h2) ubah bilangan lebih tinggi pada number of sections (h3).

This screenshot shows the 'Course format' settings in the iStudio administration panel. The 'Course format' section is highlighted and labeled 'H2'. Within this section, the 'Number of sections' dropdown menu is highlighted and labeled 'H3'. The dropdown menu is open, showing options from 0 to 5. The 'Format' dropdown is set to 'Topics format'.

Description

Course format (H2)

Format ? Topics format

Number of sections (H3)

0

0

1

2

3

4

5

Hidden sections ?

Course layout ?

E. IMPORT KURSUS

Pengenalan

Import kursus digunakan untuk import semua atau sebahagian aktiviti dan sumber di dalam kursus tersebut ke kursus lain. Ini membenarkan lecture untuk menggunakan semula aktiviti dan sumber dari kursus lain.

1. Pergi ke halaman Kursus dan pilih pilihan Import

Pada **Course administration (1a)**, pilih pilihan **Backup (1b)**.

2015 - iStudio

Home / Centre for Resources & Instructional Technology / iStudio

Turn editing on

Navigation

Administration

Course administration (1a)

Turn editing on

Edit settings

Users

Filters

Reports

Grades

Badges

Backup

Restore

Import (1b)

Reset

Question bank

Topic Outline

Selamat Datang ke Kursus iStudio PSTP

Kursus ini membincangkan mengenai rakaman di bilik iStudio. Selepas selesai kursus ini, pengguna lebih bersedia sebelum dan semasa melakukan rakaman di bilik iStudio.

Course Outline ~ iStudio

News forum

test quiz

Doc

test

test1

Latest news

Add a new topic...

(No news has been posted yet)

2. Course selection

Pilih kursus di import (2a) dan klik **Continue (2b)**.

Find a course to import data from:

Select a course Total courses: 3

Course short name	Course full name
iStudio_3	2016 - iStudio 3
iStudio	2015 - iStudio
new3	new3

Search

Continue (2b)

2a

3. Initial selection

Pilih **tetapan backup kursus (3a)** dan klik **Continue (3b)**.

The screenshot shows the 'Backup settings' screen of a course import wizard. At the top, a progress bar indicates the steps: 1. Course selection, 2. Initial settings, 3. Schema settings, 4. Confirmation and review, 5. Perform import, and 6. Complete. The 'Initial settings' step is currently active. Below the progress bar, the title 'Backup settings' is displayed. A list of settings is shown, each with a checkbox: 'Include activities and resources' (checked), 'Include blocks' (checked), 'Include filters' (checked), 'Include calendar events' (checked), 'Include question bank' (checked), and 'Include groups and groupings' (checked). A red dashed box highlights the entire list of settings, with an orange callout bubble labeled '3a' pointing to it. At the bottom right, a blue 'Next' button is highlighted with a red dashed box, with an orange callout bubble labeled '3b' pointing to it. Other buttons at the bottom include 'Jump to final step' and 'Cancel'.

4. Schema settings

Pilih **aktiviti** untuk di import (**4a**) dan klik **Next (4b)**.

The screenshot shows the 'Schema settings' screen of a course import wizard. At the top, a progress bar indicates the steps: 1. Course selection, 2. Initial settings, 3. Schema settings, 4. Confirmation and review, 5. Perform import, and 6. Complete. The 'Schema settings' step is currently active. Below the progress bar, the title 'Include:' is displayed. A 'Select' button is visible, along with a link 'All / None (Show type options)'. A list of items is shown, each with a checkbox: 'Topic Outline' (checked), 'News forum' (checked), 'Course Outline ~ iStudio' (checked), 'News forum' (unchecked), and 'Topic 2' (checked). A red dashed box highlights the list of items, with an orange callout bubble labeled '4a' pointing to it. At the bottom right, a blue 'Next' button is highlighted with a red dashed box, with an orange callout bubble labeled '4b' pointing to it. Other buttons at the bottom include 'Previous' and 'Cancel'.

5. Confirmation and review

Sila periksa tetapan yang telah ditetapkan. Selepas itu klik **Perform import (5a)**.

The screenshot shows the 'Confirmation and review' step of a 6-step import process. The steps are: 1. Course selection, 2. Initial settings, 3. Schema settings, 4. Confirmation and review, 5. Perform import, and 6. Complete. Under the 'Backup settings' section, 'Include activities and resources' and 'Include blocks' are both checked with green checkmarks. Below this is a decorative zigzag line. Under 'Topic 2', there is a green checkmark. At the bottom, there are three buttons: 'Previous', 'Cancel', and 'Perform import'. The 'Perform import' button is highlighted with a red dashed border and an orange callout bubble labeled '4b'. A note at the bottom states: 'There are required fields in this form marked *.'

6. Perform import

Menunjukkan status semasa import. Bergantung pada saiz fail import untuk selesai.

The screenshot shows the 'Perform import' step of the 6-step process. A progress bar indicates that 37.96% of the import is complete. Below the progress bar, it shows '5.85 secs' of time taken. The steps listed at the top are: 1. Course selection, 2. Initial settings, 3. Schema settings, 4. Confirmation and review, 5. Perform import, and 6. Complete.

7. Complete

Proses import selesai. Sila klik Continue untuk melihat kursus tersebut.

The screenshot shows the 'Complete' step with a green message box that says 'Import complete. Click continue to return to the course.' Below the message box is a blue 'Continue' button.