



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

PUSAT SUMBER DAN TEKNOLOGI PENGAJARAN UTEM

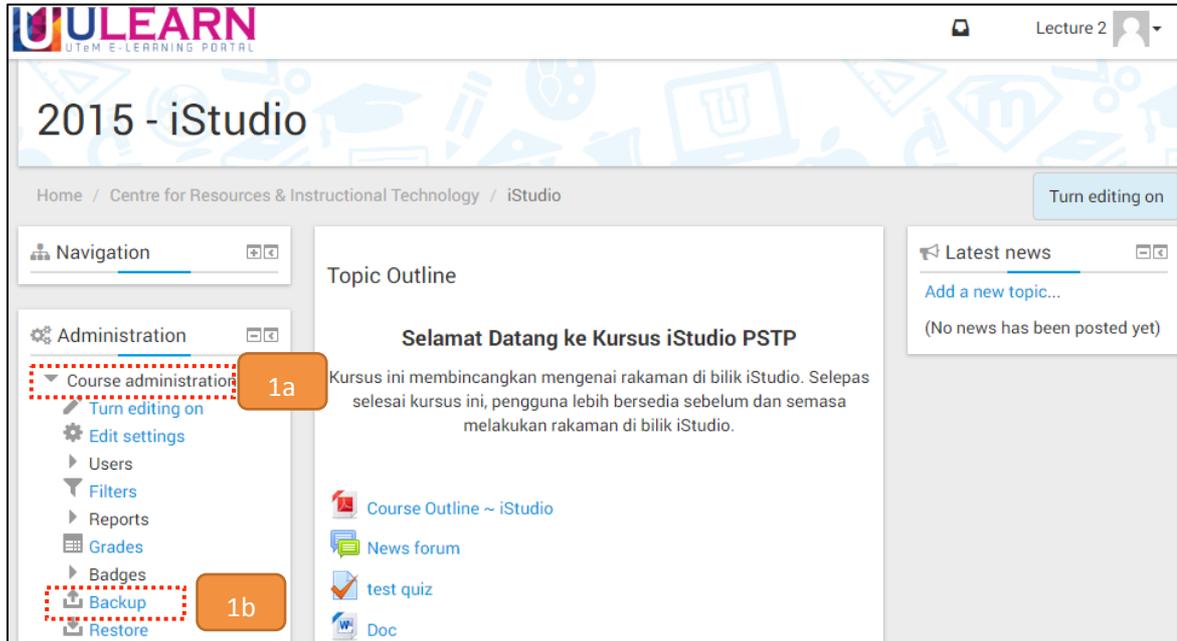
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# A. BACKUP KURSUS

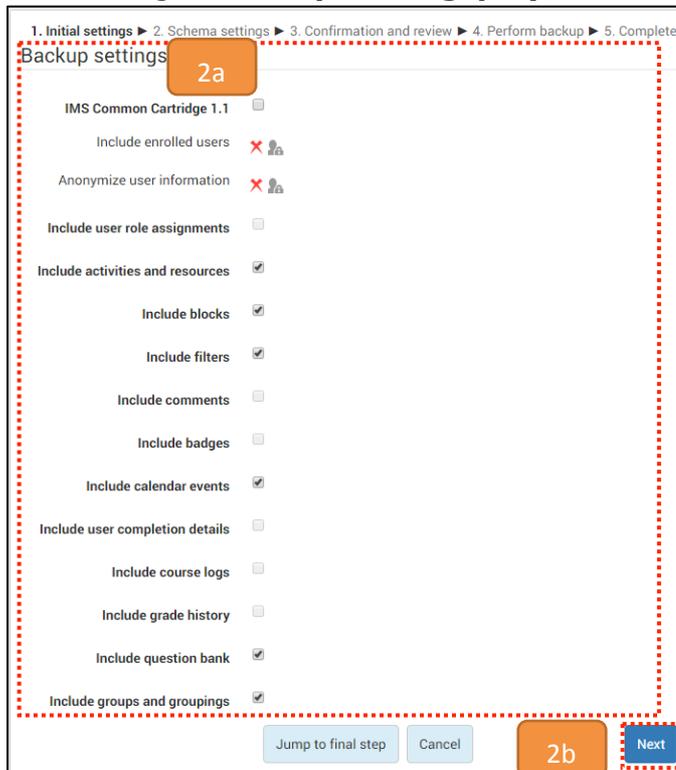
## 1. Pergi ke halaman Kursus dan pilih pilihan Backup

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



## 2. Backup setting

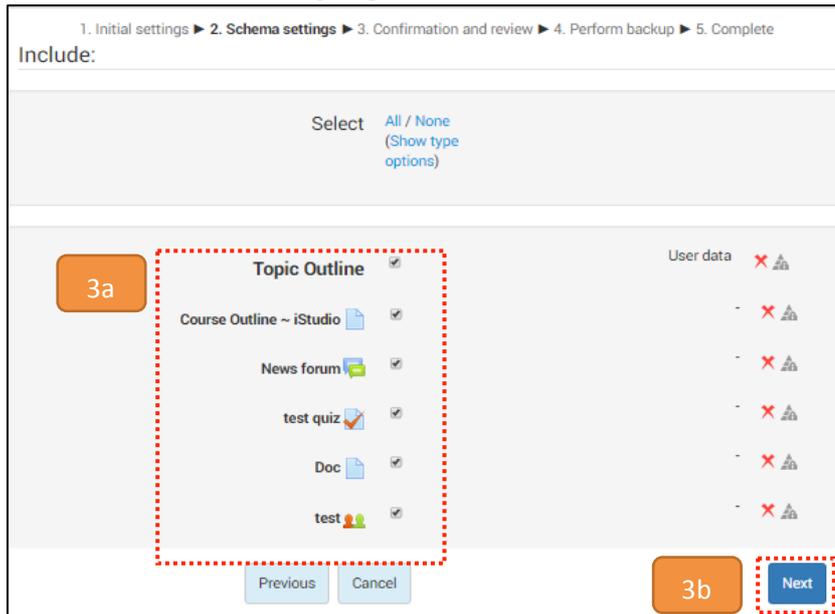
Pada ruangan *backup setting (2a)*, klik *Next (2b)*



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

### 3. Schema setting

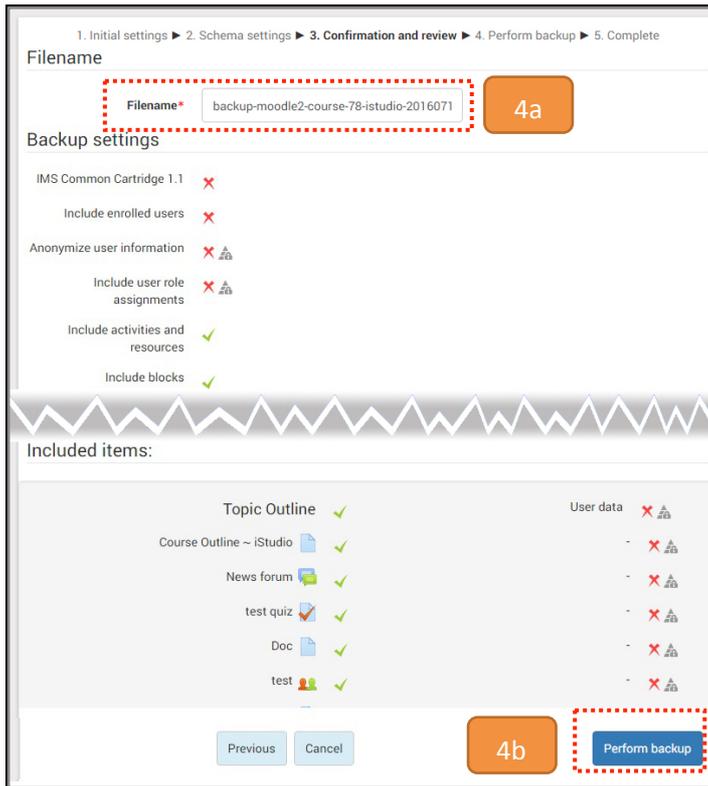
Pada ruangan **schema setting (3a)**, pilih topik dan aktiviti yang ingin backup. Kemudian klik **Next (3b)**.



### 4. Confirmation and review setting

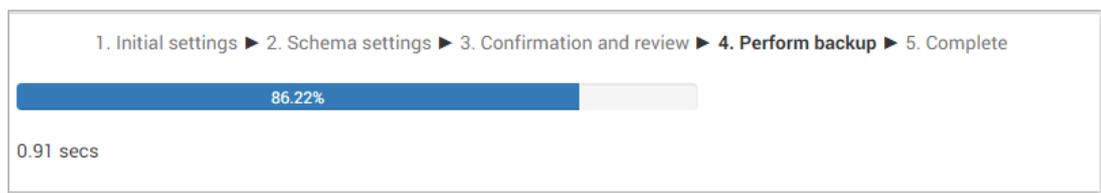
Pada ruangan **Filename (4a)**, namakan file backup dan klik **Perform backup (4b)**.

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



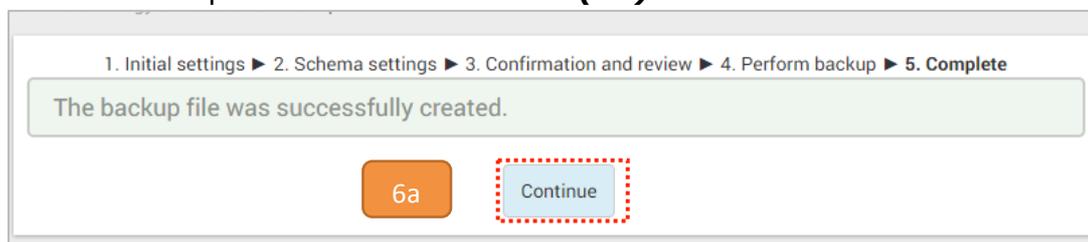
## 5. Perform backup

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



## 6. Complete

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



## 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

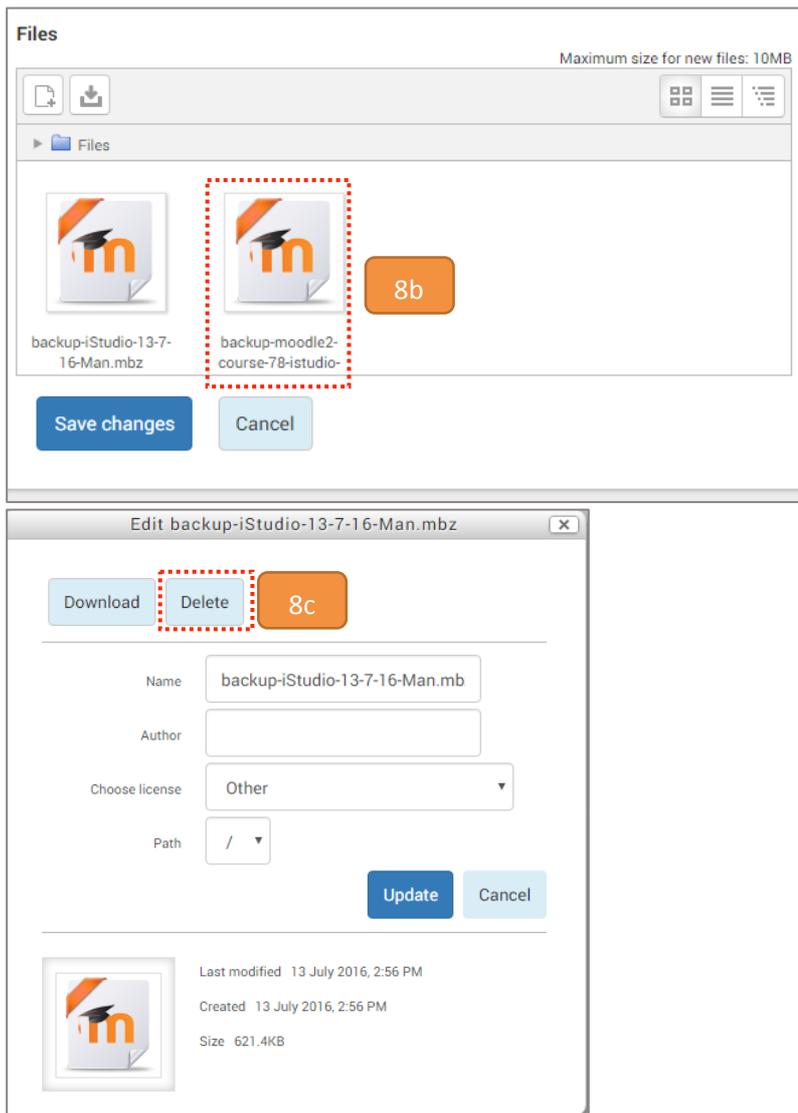
Jika terdapat lebih dua fail backup, sila buang file backup dari Moodle. Pergi **Manage backup files (8a)**, pilih file backup yang lama (**8b**) dan klik **Delete (8c)**.

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

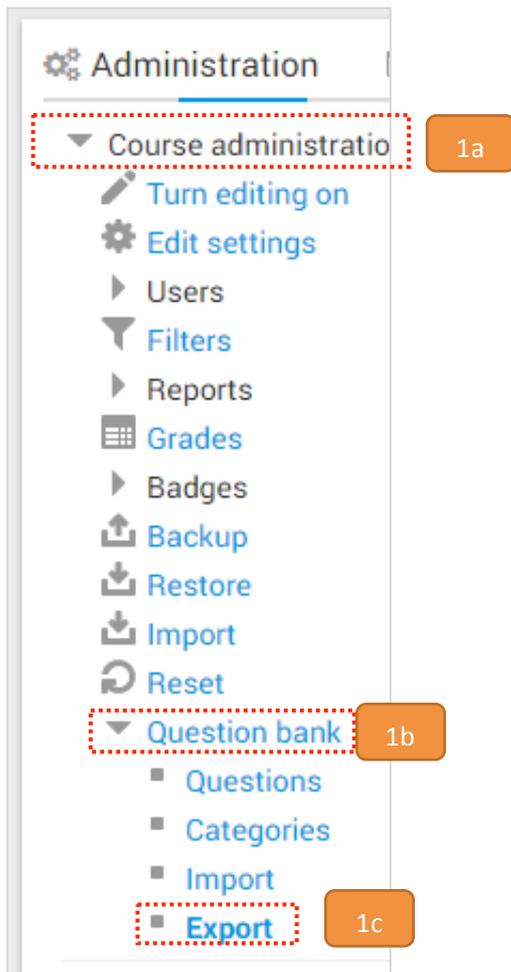
8a



## B. BACKUP SOALAN / KUIZ

### 1. Pergi ke halaman Kursus

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



## 2. Tetap 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 System Folder

editor System Folder

Computer System Folder

Network System Folder

Fonts File folder

Music File folder

PSTP File folder

responsivegridssystem File folder

shortcut software

star wars

File name: questions-iStudio\_3-Default for 15\_iStudio-20160718-1305.xml

Save as type: XML Document

Hide Folders

**Save** 3b Cancel

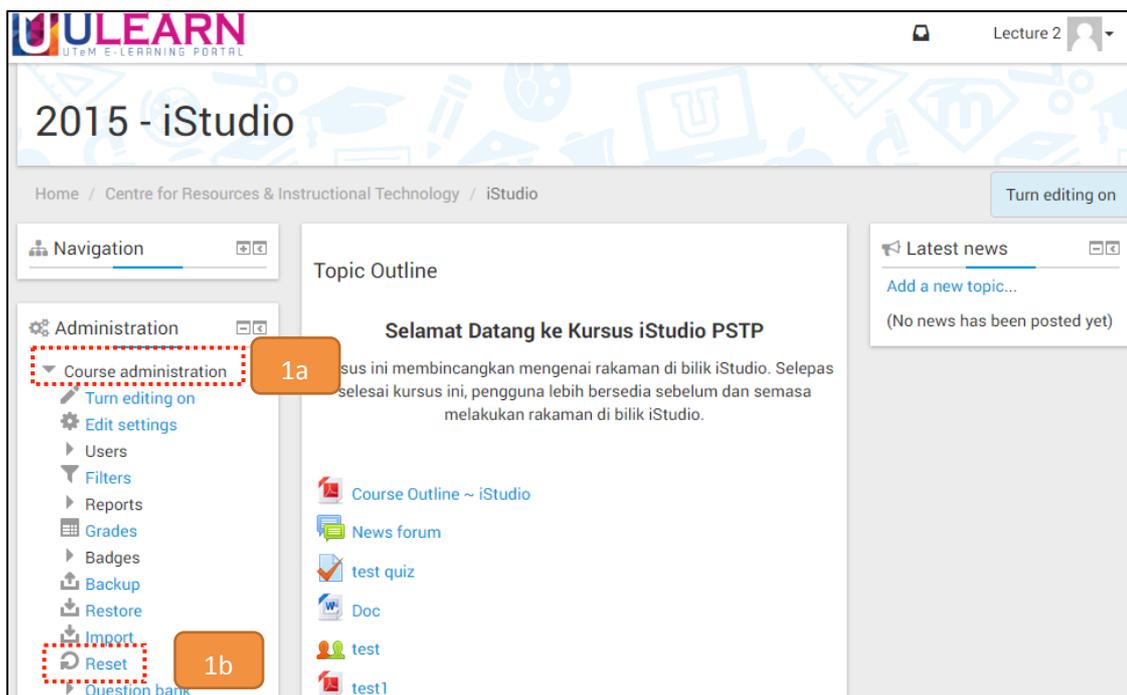
## C. RESET KURSUS

### 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

a. **General**

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

General

Course start date     Enable

Delete events

Delete all notes

Delete all comments

Delete completion data

Delete blog associations

b. **Roles**

Pilihan ini membenarkan unenrol pengguna didalam kursus tersebut seperti pelajar.

Roles

Unenrol users

Delete all overrides in course\*

Delete all local role assignments

[Show less...](#)

c. **Gradebook**

Pilihan ini membenarkan untuk memadam semula data gradebook.

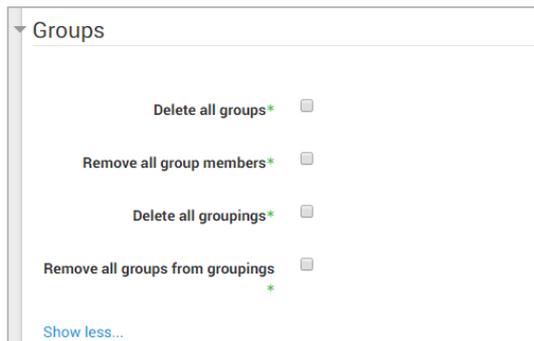
Gradebook

Delete all items and categories

Delete all grades

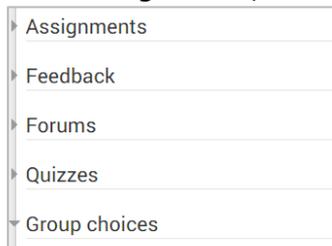
d. **Group**

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



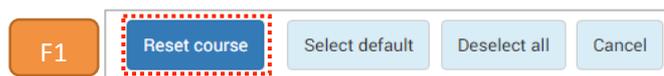
e. **Aktiviti didalam kursus**

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.



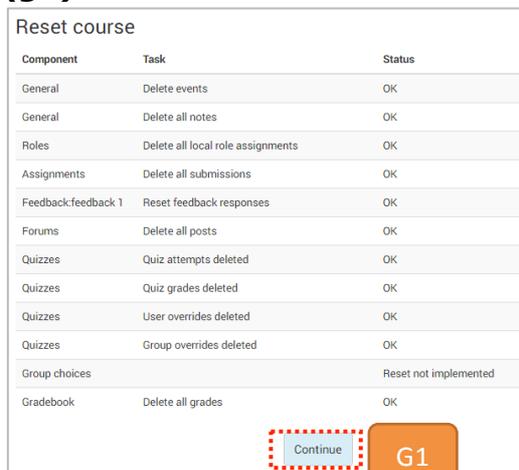
f. **Selesai membuat tetapan reset kursus**

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)**.



## 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 a course titled '2015 - iStudio'. The page has a header with the ULEARN logo and 'Lecture 2' dropdown. Below the header is a navigation bar with 'Home / Centre for Resources & Instructional Technology / iStudio' and a 'Turn editing on' button. The main content area is divided into three columns. The left column is the 'Administration' menu, where 'Course administration' is highlighted with a red dashed box and labeled '1a'. Under 'Course administration', 'Restore' is also highlighted with a red dashed box and labeled '1b'. The middle column is the 'Topic Outline', which displays a welcome message: 'Selamat Datang ke Kursus iStudio PSTP' and a list of course items including 'Course Outline ~ iStudio', 'News forum', 'test quiz', 'Doc', and 'test'. The right column is 'Latest news', which shows 'Add a new topic...' and '(No news has been posted yet)'.

### 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. At the top, 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 columns: 'Filename', 'Time', 'Size', 'Download', and 'Restore'. A single row of data is shown, with the filename 'backup-istudio-20160718-0909-Lect1.mbz', the time 'Monday, 18 July 2016, 9:10 AM', and the size '618.4KB'. The 'Download' and 'Restore' links in this row are highlighted with red dashed boxes and labeled '2c'. Below the table is a 'Manage backup files' button, which is labeled '2b'.

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

### 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 - Intoduction 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)**.

<input type="radio"/>	Merge the backup course into this course	b.ii.B
<input checked="" type="radio"/>	Delete the contents of this course and then restore	b.ii.C

**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  X
- Restore as manual enrolments  X
- Include user role assignments  X
- include groups and groupings  ✓

Cancel Next

#### d. Schema

Tetapan skema restore kursus. Klik Next

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

Backup settings

Include enrolled users

Restore as manual enrolments

Include user role assignments

Week 1				-	No
Introduction				-	No

Previous Cancel Next

#### e. Preview

Preview tetapan restore kursus. Klik Perform restore

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

Backup settings

Include enrolled users

Restore as manual enrolments

Week 1				-	No
Introduction				-	No

Previous Cancel Perform restore

#### f. Process

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

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

48.91%

5.38 secs

#### g. Complete

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

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

## h. Paparan

The screenshot displays the iStudio course interface. On the left, there are two navigation panels: 'Navigation' and 'Administration'. The 'Administration' panel has 'Edit settings' highlighted with a red dashed box and labeled 'H1'. The main content area shows the 'Topic Outline' for the course 'Selamat Datang ke Kursus iStudio PSTP'. Below the topic outline, there is a list of course items including 'Course Outline ~ iStudio', 'News forum', 'Doc', 'test', 'test1', 'test2', 'iStudio', 'Asg1', 'Forum test', 'feedback 1', and 'iStudio 1'. A red bracket at the bottom of the main content area is labeled '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).**

The screenshot shows the 'Course format' settings in iStudio. The 'Course format' section is highlighted with a red dashed box and labeled 'H2'. Below it, the 'Format' dropdown is set to 'Topics format'. The 'Number of sections' dropdown is highlighted with a red dashed box and labeled 'H3', and its value is set to 0. The 'Hidden sections' dropdown is set to 1, and the 'Course layout' dropdown is set to 5.

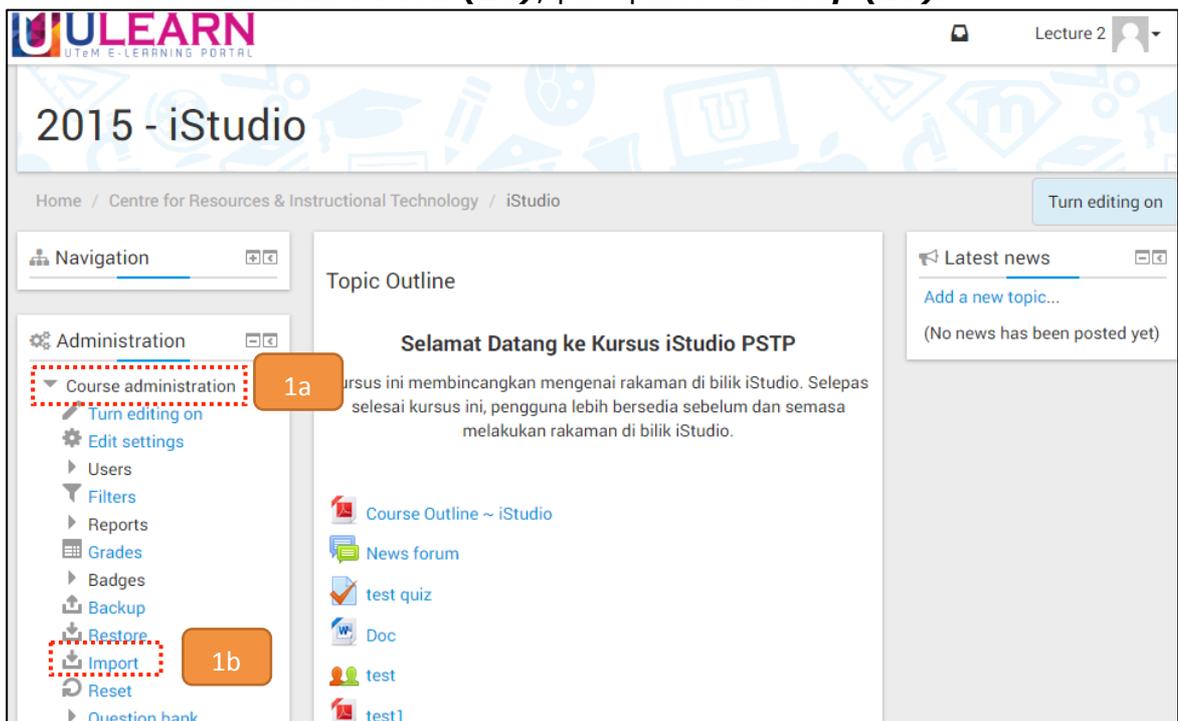
# E. IMPORT KURSUS

## 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.

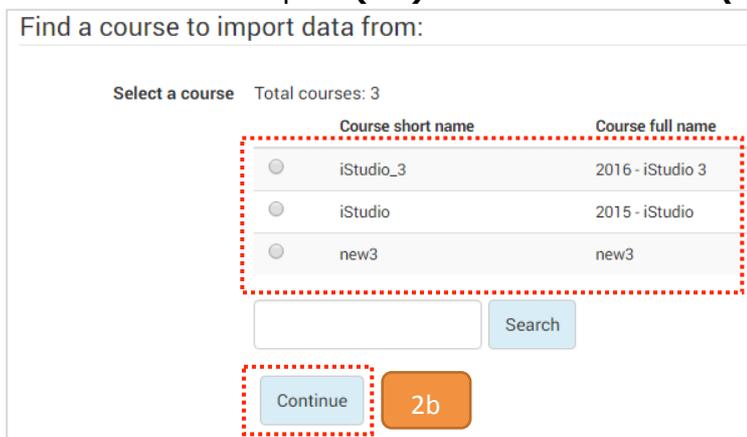
### 1. Pergi ke halaman Kursus dan pilih pilihan Import

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



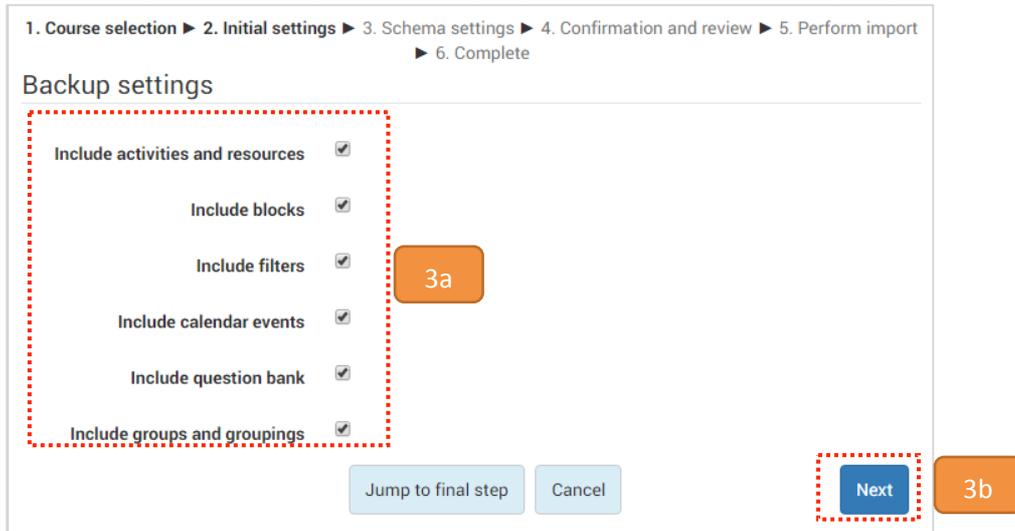
### 2. Course selection

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



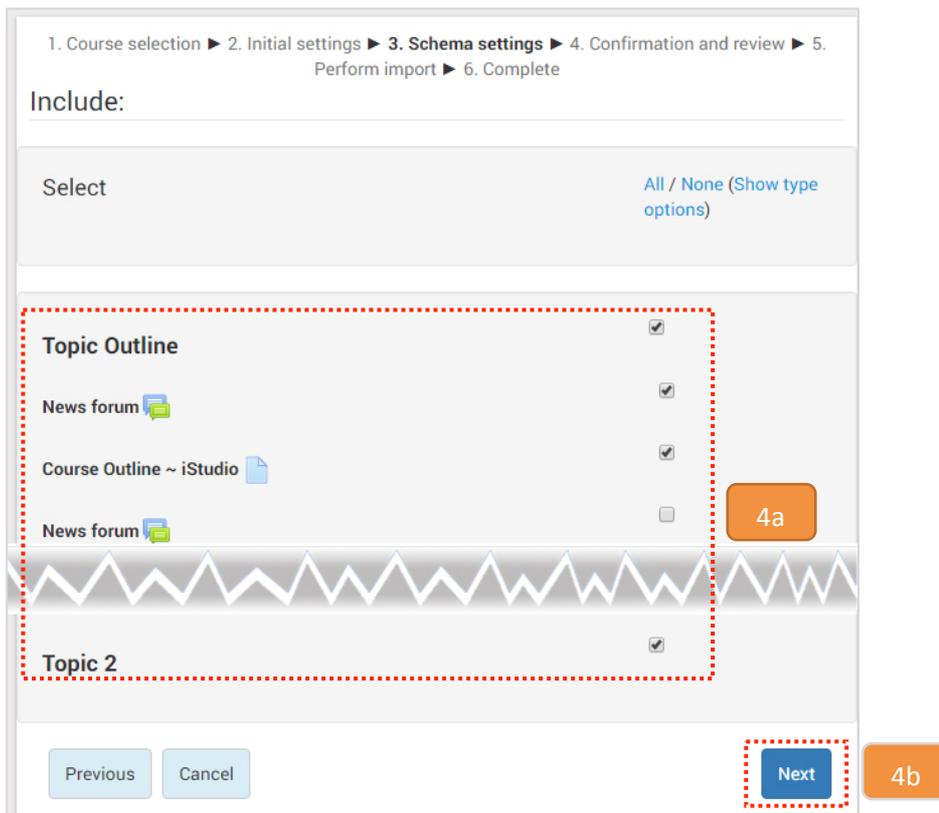
### 3. Initial selection

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



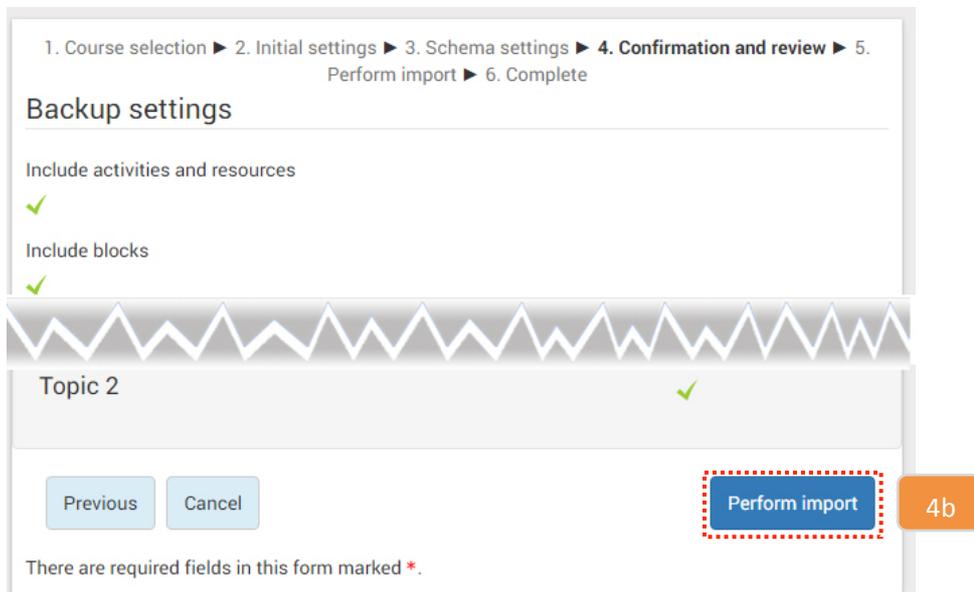
### 4. Schema settings

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



## 5. Confirmation and review

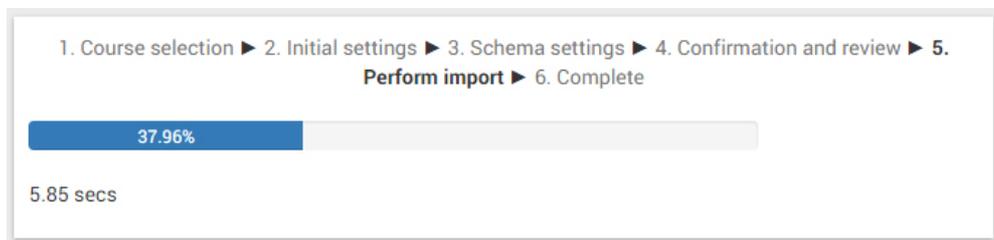
Sila periksa tetapan yang telah ditetapkan. Selepas itu klik **Perform import (5a)**.



The screenshot shows a multi-step process with the following steps: 1. Course selection, 2. Initial settings, 3. Schema settings, 4. Confirmation and review, 5. Perform import, and 6. Complete. The current step is 'Confirmation and review'. Under the heading 'Backup settings', there are two options: 'Include activities and resources' with a green checkmark, and 'Include blocks' with a green checkmark. Below this is a decorative zigzag line. Under the heading '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 box labeled '4b'. A note at the bottom states: 'There are required fields in this form marked \*.'

## 6. Perform import

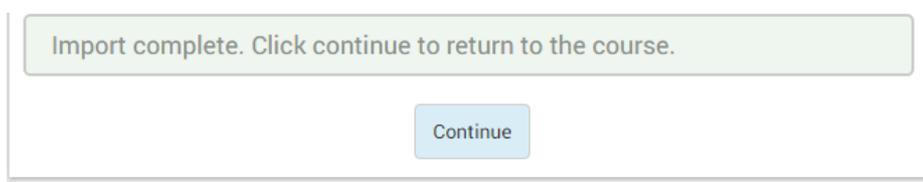
Menunjukkan status semasa import. Bergantung pada saiz fail import untuk selesai.



The screenshot shows the 'Perform import' step. The progress bar is at 37.96%. Below the progress bar, it shows '5.85 secs'. The steps 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 a message box with the text: 'Import complete. Click continue to return to the course.' Below the message box is a 'Continue' button.