PANDUAN BACK-UP AND RESTORE MATA KULIAH LAMA KE MATA KULIAH BARU



Bapak dan Ibu Dosen dapat melanjutkan pengelolaan konten ajar pada mata kuliah yang sama setiap semester secara berkesinambungan tanpa harus mengisi / manambahkan konten ajar dari awal. Dosen bisa melakukan back-up lalu me-restore di tempat matakuliah yang masih kosong. Pada buku ini disampaikan pedoman bagaimana mata kuliah di LMS dapat diback-up dan di-restore pada matakuliah yang sama yang masih tidak memiliki konten belajar.

A. TAHAPAN BACKUP MATA KULIAH

Diawali dengan melakukan back-up pada mata kuliah lama (yang sudah lengkap konten ajarnya). Berikut panduannya :

Masuk kelas yang akan dibackup (Gambar 1)

Klik icon gear sebelah kanan layar monitor bapak/ibu dekat tombol TURN-EDITING ON (warna biru)

Klik BACKUP



Gambar 1 Klik icon gear sebelah kanan layar monitor bapak/ibu dekat tombol TURN-EDITING ON (warna biru)

Setelah masuk pada page backup pilih koten mana saja yang akanBapa/Ibu backup, disini kami sarankan hanya sumber, aktivitas belajar dan bank soal saja yang dibackup data peserta / mahasiswa (enrol user) tidak disertakan) dicentang menjadi warna hijau Gambar.2 kemudian klik JUMP TO FINAL STEP \rightarrow ditunggu sampai proses bakup selesai lalu klik continue (Gambar.3). waktu proses tergantung pada besaran file dan kecepatan koneksi internet.

Include enrolled users
Anonymize user information
Include user role assignments
Include activities and resources
C Include blocks
C Include files
C Include filters
C Include comments
C Include badges
Include calendar events
Include user completion details
Include course logs
Include grade history
Include question bank
 Include groups and groupings
Competencies
Include custom fields
Include content bank content
Include legacy course files
Jump to final step - Cancel - Next

Gambar 2 : Halaman backup course (centang yang akan dibackup)

LIVE Portal LiVE Unpad Kategori Kelas
Dashboard - Courses - Pelatihan e-Learning - Tutorial LMS LIVE Unpad - Backup
Backup course: Tutorial Live
1. Initial settings 2. Schema settings 3. Confirmation and review 4. Perform backup 5. Complete
The backup process has completed
100.00%
The backup process has completed successfully.
You can access the backup on the restore page.
Continue

Gambar 3. Proses bakpup sudah selesai lalu klik continue

Setelah proses backup selesai akan tampil halaman Backup, file yang dibackup ada pada baris course bakup area, kemudian klik download file backup tersebut dan simpan di storage komputer bapak/ibu. (Gambar.4)

Restore course						
Import a backup file						
	Choose a file					
Files 🛦	You can drag and drop files here to a	id them.				
	Restore					
There are required fields in this form marked $~~\bigstar~$.						
Course backup area ®						
Filename		Time	Size	Download	Restore	Status
backup-moodle2-course-194-tutorial_live-20220221-0701-nu.mbz		Monday, 21 February 2022, 7:02 AM	87.9MB	Download	Restore	~
Manage backup files				T		
	Gambar 4 N	1ata kuliah hasil backup				

B. TAHAPAN RESTORE MATA KULIAH

Setelah mata kuliah selesai dibackup selanjutnya Bapak dan Ibu masuk ke kelas baru disemester berjalan (biasanya dalam mata kuliah tersebut tidak ada konten belajar) Klik icon gear dan pilih RESTORE Gambar.5

LIVE Portal LIVE Unpad Katagori Kelas Katagori Kelas	Q ഈ ⊅ English (en) - ≔ 💼
Dashboard - Courses - Pelatihan e-Learning - Sample Course - Mata kuliah baru	\frown
Mata kuliah baru	Turn editing on
	telit settings
E Announcements	10: Course completion
Tesis I	🅸 Gradebook setup
	Bockup Restore
Topic 2	Import
Торіс 3	Copy course
Topic 4	\$ More_

Gambar 5. Restore di mata kuliah baru

Pada halam restore silahkan bapak / ibu drag and drop file hasil backup diatas ke halaman restore atau menggunakan metode pilih file bakup yang ada di store kompter / smartphone bapak/ibu. Gambar.6.

Setelah file diupload pada laman restore silahkan klik RESTORE (warna biru). Gambar.7

File akan selesai diupload jika tampil seperti Gambar.8

Restore course

Import a backup file		
		Choose a file
	Files 🛕	You can drag and drop files here to add them.
		Restore
There are required fields in this form marked $~~\blacktriangle~$.		

Gambar 6. Upload file backup di laman restore

★ Bookmarks 📋 Programming 🛄 Jurnal library 🔇 VLEtools.com - Mo	🗌 🛄 Other bookmarks 🛛 🖽 Reading
LIVE Portal LIVE Unpad Kategori Kelas	Q (છ) Δ, English (en) + Ⅲ [□]
Dashboard - Courses - 2021/2022 Genap - 130000 - Fakultas Kedakteran - 130020 - Magister - 130120 - Magister Ilmu Kedakteran Dasar - Biologi Sel (A) - Restore course	Restore
Import a backup file	
Choose o file	
Files & Lioseftmbz	
Restore	
There are required fields in this form marked $~$.	
Course backup area $^{\odot}$	



Gambar 8. konten list yang akan dibackup

C. LOKASI TEMPAT RESTORE

Setelah file backup diupload selanjutnya klik NEXT lalu menuju ke paga tujuan restore Gambar.9 Yaitu memilih lokasi dimana mk baru tersebut akan di restore. *Schrol-down* untuk lokasi restore pilih **RESTORE INTO THIS COURSE** Gambar.10. dan pilih **merge the backup course into this course** agar data course sebelumnya tida di-delete lalu klik CONTINUE. Ikuti petunjuk sesuai gambar.11 sampai Gambar.14 untuk menyelesaikan tahapan restore mk.

1. Confirm	Destination	3. Settings 4. Schema	5. Review 6. Process 7. Complete
Restore o	is a nev	w course	
Restore as a ne	w course	۲	
		Name	Description
	0	Pelatihan e-Learning	Pusat pengembangan E-Learning dibawah kantor Pusat Inovasi mengajar daring. Kerjasama biasa dilakukan E-Learning dengan Direktorat dan Fo
	0	Pelatihan E-Learning	
	0	Sample Course	
	0	Arsip Lama	
	0	DUMP 2020/2021	
Select a category	0	Testing	Testing Category
	0	2021/2022 Genap	
	0	110000 - Fakultas Hukum	
	0	110030 - Doktor	
	0	110130 - Doktor Hukum	

Gambar 9. laman memilih lokasi restore mk

	0	2021/2022 Genap		
	0	110000 - Fakultas Hukum		
	0	110030 - Doktor		
	0	110130 - Doktor Hu	tum	
	There o	are too many result	s, enter a more spec	oific search.
	Searc	h categories		
Continue				
Restore int	to this c	course		
	to this o	course		
Restore int Aerge the backup Relete the conten	to this c p course int ats of this co	o this course O		
Restore int Aerge the backup belete the conten Continue Restore int	to this of p course intra- ats of this co	course o this course ourse and then restore kisting course		
Restore int Merge the backup Delete the conten Continue Restore int	to this of p course interest of this course interest of this course interest of the course	course o this course o the existing course o the existing course	•	

Gambar 10. Pilih restore into this course (pilih merge the backup course into this course)

1. Confirm 2. Destination 3. Settings 4. Schema 5. Review 8. P	rocess 7. Complete
Restore settings	x
Include enrolment methods	No •
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 groups and groupings	×
Include competencies	× 缩
	Include custom fields
Include content bank content	×
	Include legacy course files
	Cancel Next

Gambar 11. Klik NEXT

1. Confirm 2. Destination 3. Settin	4. Schemo 5. Review 6. Process 7. Complete		
Overwrite course configuration	No •	Course name	Overwrite Biologi Sel (A)
Course short name	Overwrite 130120202110056	Course start date	Overwrite 15 • 2021
Keep current roles and enrolments	No e	Keep current groups and groupings	No •
Select All / None (Show type options)			
	Section O Announcements B	User data -	No
	C Introduction to Course Introduction to Cell Biology; Synchronous session C E	User data -	No
	Central Dogma dan Regu Previous Cancel Nox	User data	No

1. Confirm 2. Destination 3. Settings 4. Schema 5. Review 6	Process	7. Complete			
Include enrolled user	×				
Include enrolment methods	No				
Include user role assignments	×				
Include activities and resources	~				
Include block	~				
Include filter	×				
include comments	×				
Include badge:	×				
Include calendar events	×				
Include user completion details	×				
include course log:	×				
Include grade histor	×				
Include groups and grouping:	×				
Include competencies	×ā	5			
Include custom fields	×				
Include content bank conten	×				
Include legacy course file	~				
Course serungs					
Overwrite course configuration No				Course name	Biologi Sel (A)
Course short name 130120202110056 🚊				Course start date	Sunday, 15 August 2021, 12:00 AM 🔒
Keep current roles and enrolments	Previo	Cancel	Perform restore	Keep current groups and groupings	No

Gambar 13. Klik PERFORM RESTORE



Gambar 14. tunggu sampai proses restore selesai lalu klik CONTINUE

Gambar 12. Klik NEXT

D. TAHAP TERAKHIR ADALAH ENROL DOSEN

Tahap akhir adalah enrol dosen yang akan mengelola mk.Masuk ke menu edit course (icon GEAR) \rightarrow klik menu user \rightarrow enrol user \rightarrow pilih teacher dan masukan nama pengampu mata kuliah yang akan mengelola mk tersebut \rightarrow klik enrol.

E. INFORMASIKAN KE DOSEN PENGELOLA MATA KULIAH