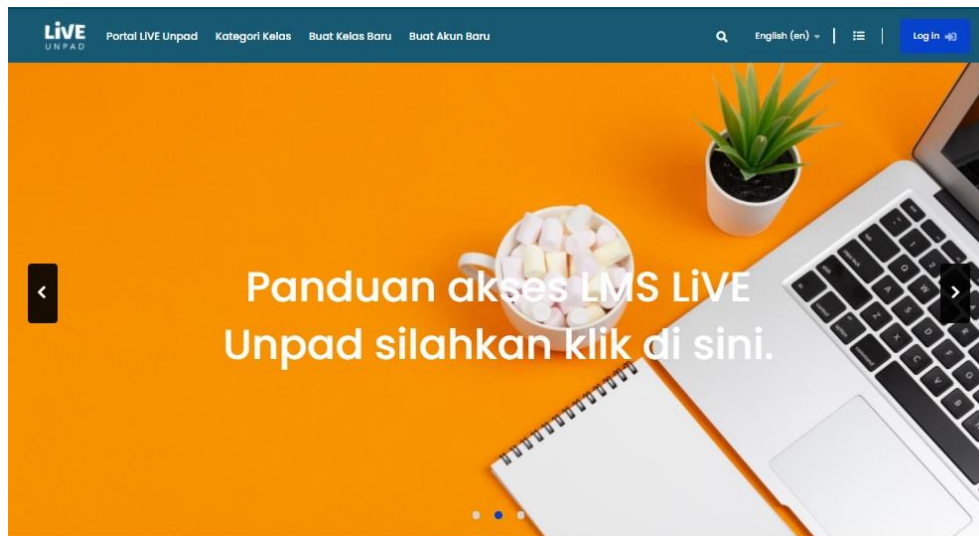


PANDUAN BACK-UP AND RESTORE MATA KULIAH LAMA KE MATA KULIAH BARU



DI LMS www.reguler.live.unpad.ac.id

Bapak dan Ibu Dosen dapat melanjutkan pengelolaan konten ajar pada mata kuliah yang sama setiap semester secara berkesinambungan tanpa harus mengisi / menambahkan 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.

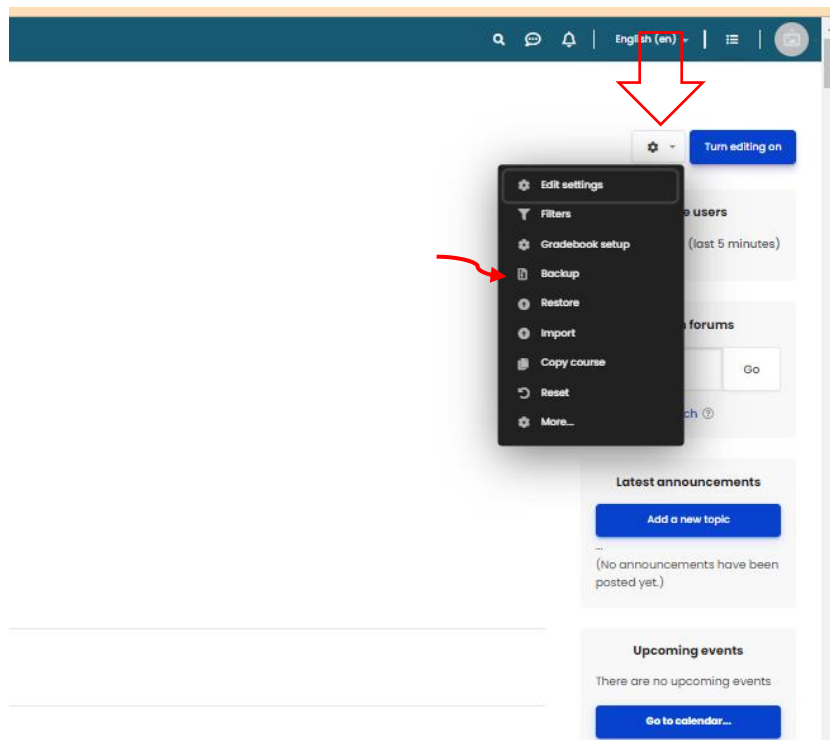
A. TAHAPAN BACKUP MATA KULIAH

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 konten mana saja yang akan Bapak/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 → 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
- Include blocks
- Include files
- 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
- Include custom fields
- Include content bank content
- Include legacy course files

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

LIVE UNPAD 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

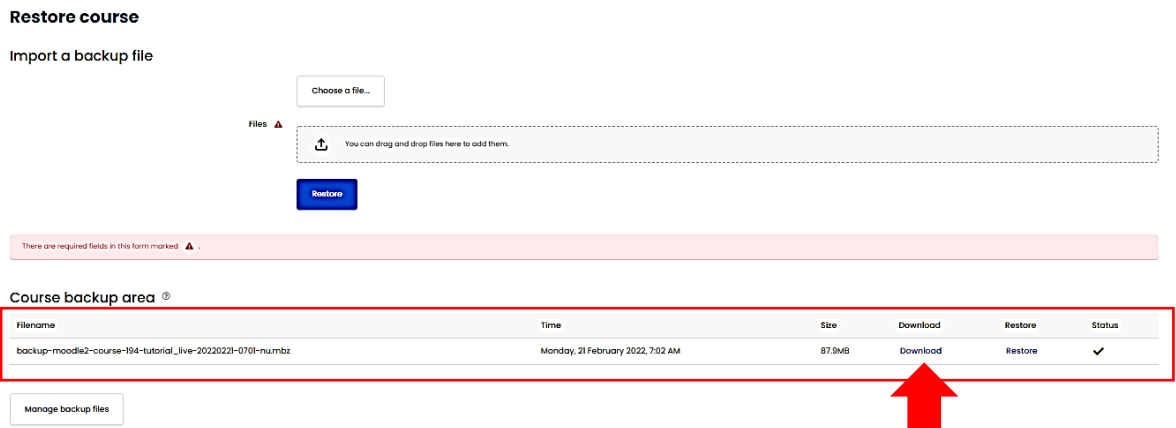
The backup process has completed

100.00%

The backup process has completed successfully.
You can access the backup on the [restore page](#).

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)



Gambar 4. Mata 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



Gambar 5. Restore di mata kuliah baru

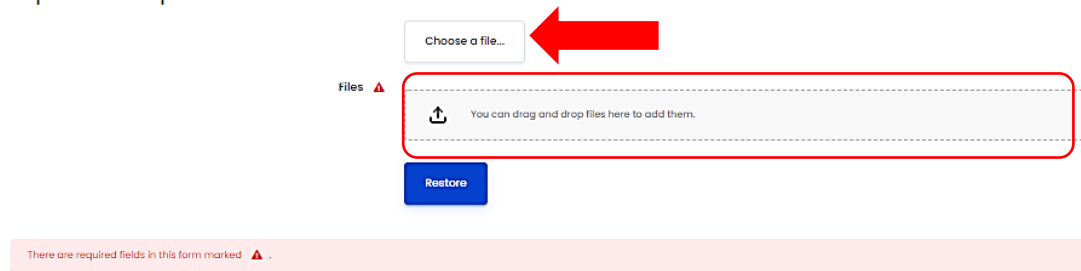
Pada halaman restore silahkan bapak / ibu drag and drop file hasil backup diatas ke halaman restore atau menggunakan metode pilih file backup yang ada di store komputer / smartphone bapak/ibu. Gambar.6.

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

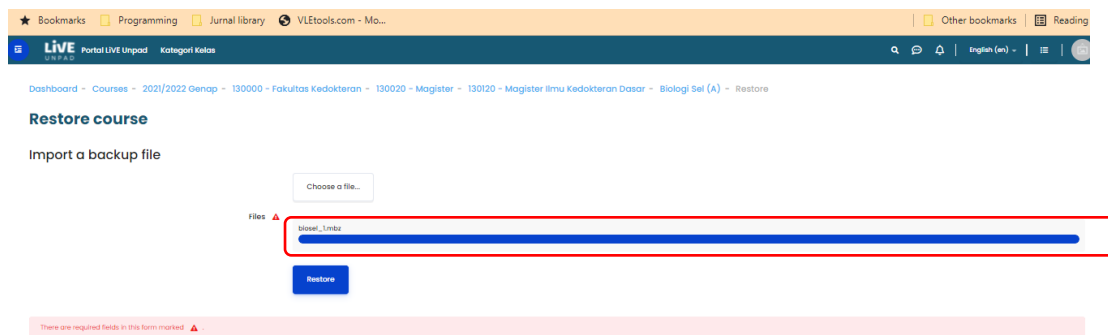
File akan selesai diupload jika tampil seperti Gambar.8

Restore course

Import a backup file

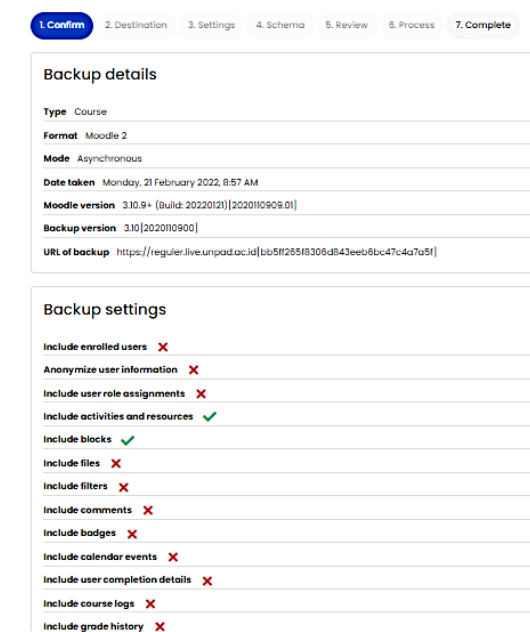


Gambar 6. Upload file backup di laman restore



Course backup area ®

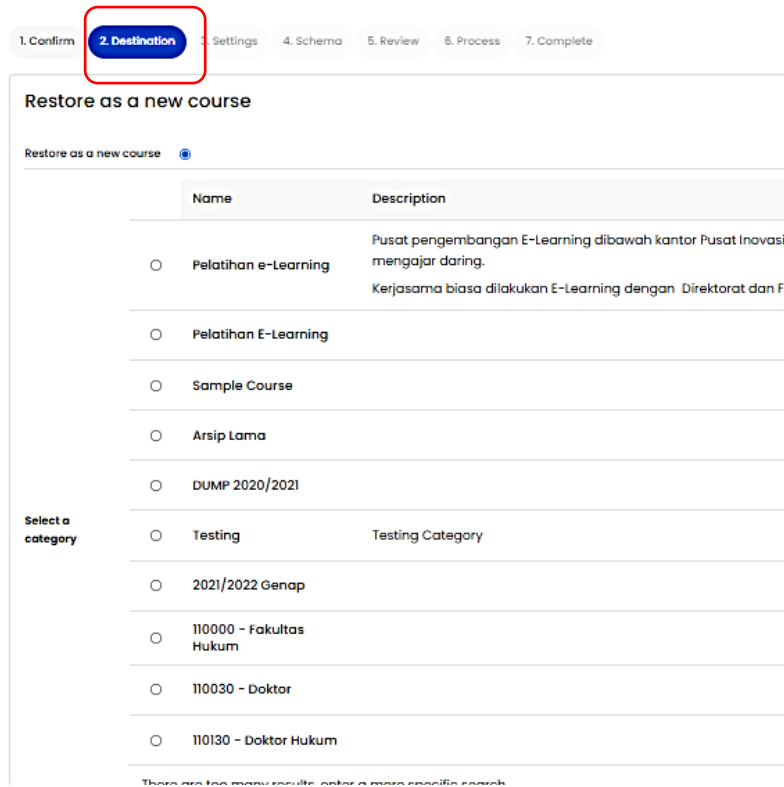
Gambar 7. File sudah berada pada laman restore lalu klik restore



Gambar 8. konten list yang akan dibackup

C. LOKASI TEMPAT RESTORE

Setelah file backup diupload selanjutnya klik NEXT lalu menuju ke page 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 tidak di-delete lalu klik CONTINUE. Ikuti petunjuk sesuai gambar.11 sampai Gambar.14 untuk menyelesaikan tahapan restore mk.



Gambar 9. laman memilih lokasi restore mk


2021/2022 Genap
 110000 - Fakultas Hukum
 110030 - Doktor
 110130 - Doktor Hukum

There are too many results, enter a more specific search.


Search categories

Continue

Restore into this course

Merge the backup course into this course 

Delete the contents of this course and then restore

Continue 

Restore into an existing course

Merge the backup course into the existing course


Delete the contents of the existing course and then restore

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 6. Process 7. Complete

Restore settings

Include enrolled users
 Include enrolment methods
 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
 Include custom fields
 Include content bank content
 Include legacy course files

Cancel **Next** 

Gambar 11. Klik NEXT

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

Course settings

Overwrite course configuration

Course short name Overwrite

Keep current roles and enrolments


Course name Overwrite

Course start date Overwrite

Keep current groups and groupings

Select
All / None (Show type options)

<input checked="" type="checkbox"/> Section 0	<input checked="" type="checkbox"/> Announcements	User data	No
<input checked="" type="checkbox"/> Introduction to Course	<input checked="" type="checkbox"/> Introduction to Cell Biology; Synchronous session	-	No
<input checked="" type="checkbox"/> Central Dogma dan Regu (YS)	<input type="checkbox"/> membuat review jurnal	User data	No



Gambar 12. Klik NEXT

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

Restore settings

Include enrolled users	x
Include enrolment methods	No
Include user role assignments	x
Include activities and resources	✓
Include blocks	✓
Include filters	x
Include comments	x
Include badges	x
Include calendar events	x
Include user completion details	x
Include course logs	x
Include grade history	x
Include groups and groupings	x
Include competencies	x
Include custom fields	x
Include content bank content	x
Include legacy course files	✓

Course settings

Overwrite course configuration


Course short name Overwrite

Keep current roles and enrolments

Course name Overwrite

Course start date Overwrite

Keep current groups and groupings



Gambar 13. Klik PERFORM RESTORE

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

The restore process has completed

100.00%

The restore process has completed successfully. Clicking continue will take you to the course for the restored item.

Gambar 14. tunggu sampai proses restore selesai lalu klik CONTINUE

D. TAHAP TERAKHIR ADALAH ENROL DOSEN

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

E. INFORMASIKAN KE DOSEN PENGELOLA MATA KULIAH