HOW TO BACK UP AND RESTORE

![International Islamic University Malaysia logo] الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يونيۏرسيتي إسلام أنتارابڠسا مليسيا
Garden of Knowledge and Virtue

LEADING THE WAY
KHALĪFAH • AMĀNAH • IQRA' • RAḤMATAN LIL-ĀLAMĪN

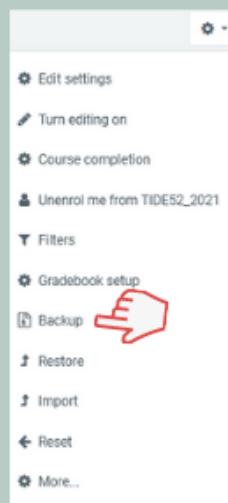# iTA'LEEM SERIES:
BACK UP YOUR FILES

IF YOU ARE AN INSTRUCTOR OF A COURSE

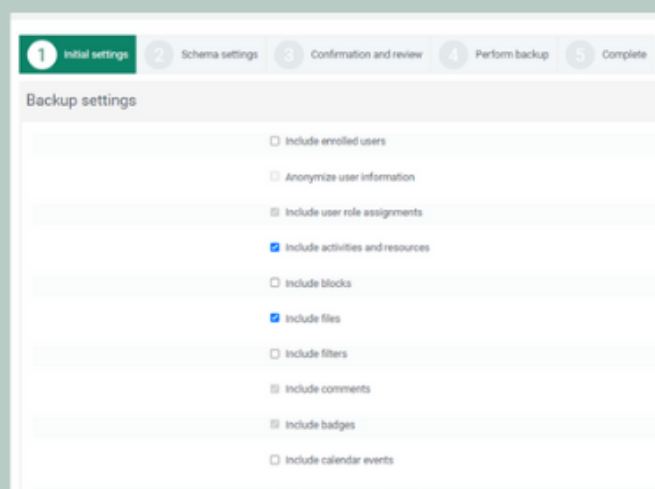**A. Login to the iTa'leem used for PREVIOUS SEMESTER**

☑ **Go to 'My Courses' and click on the course that you would like to back-up**

B. At the top right corner, click Setting and click 'Back up'

C. At 'Initial Settings' tab you can choose the data that you would like to back-up and then click 'Next'
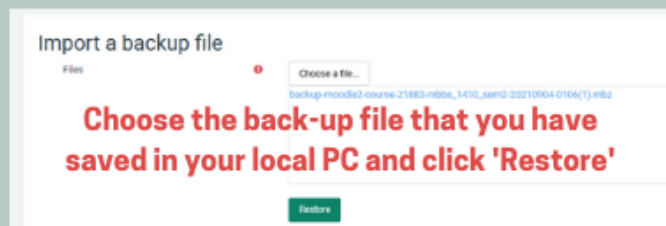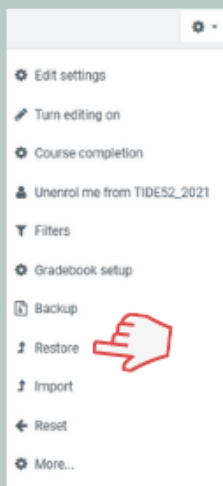
iTA'LEEM SERIES:
RESTORE YOUR FILES

IF YOU ARE AN INSTRUCTOR OF A COURSE

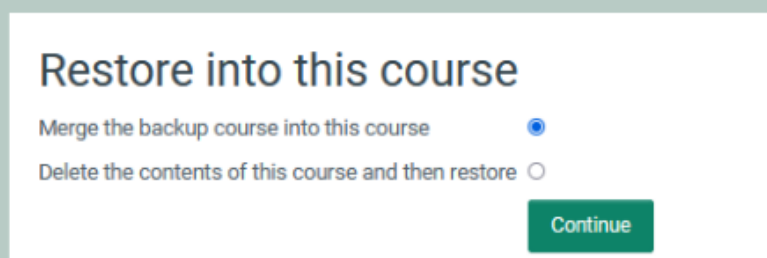**A. Login to the iTa'leem used for CURRENT SEMESTER**

☑ **Go to 'My Courses' and click on the course that you would like to restore its content**

B. At the top right corner, click Setting and click 'Restore'

⚙ ▾

⚙ Edit settings
✏ Turn editing on
⚙ Course completion
👤 Unenrol me from TIDE52_2021
▼ Filters
⚙ Gradebook setup
🗋 Backup
↧ Restore 👈
↥ Import
← Reset
⚙ More...

Import a backup file

Files   Choose a file...
                    backup-moodle2-course-21883-mbbs_1410_sem2-20210904-0106(1).mbz

Choose the back-up file that you have saved in your local PC and click 'Restore'

Restore

C. At 'Confirm' tab just scroll down and click 'Continue'

D. At 'Destination' tab scroll down until you see 'Restore into this course' and click 'Merge the backup course into this course'

Restore into this course

Merge the backup course into this course   🔘
Delete the contents of this course and then restore ⚪

Continue

E. At 'Setting' and 'Schema' tabs, just click 'Next'

F. Then, at 'Review' tab click 'Perform Restore' and the restore process will commence

Revision #1

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