

# HOW TO BACK UP AND RESTORE



# iTA'LEEM SERIES: BACK UP YOUR FILES



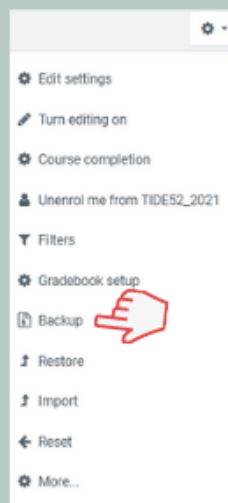
**IF YOU ARE AN INSTRUCTOR OF A COURSE**

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

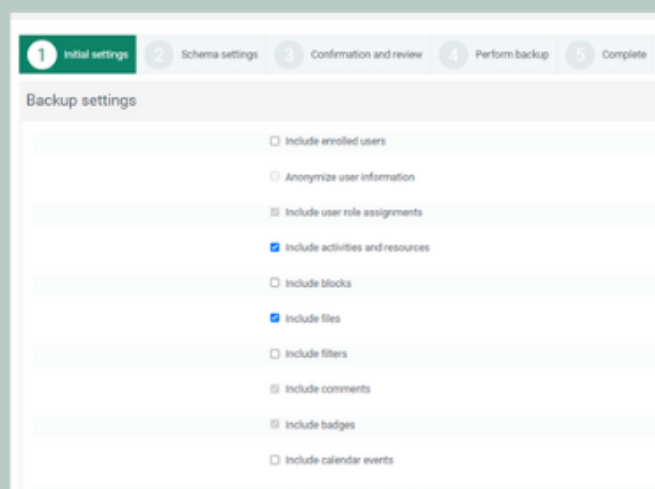


**Go to 'My Courses' and click on the course that you would like to back-up**

**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



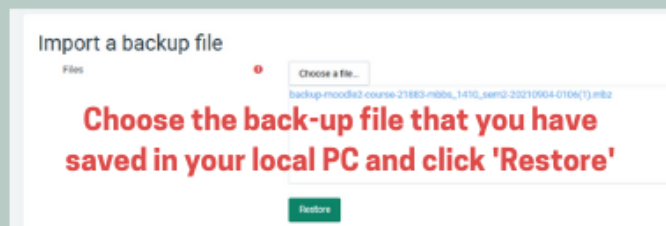
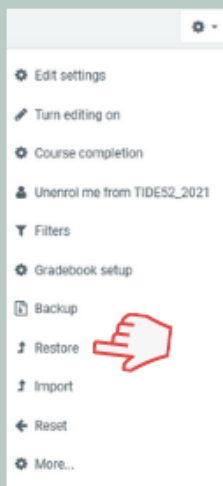
IF YOU ARE AN INSTRUCTOR OF A COURSE

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



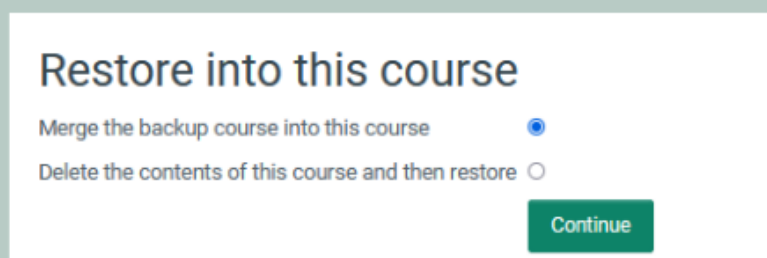
Go to 'My Courses' and click on the course that you would like to restore its content

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



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'



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

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

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