Course Restore

From the **Administration Block**, select **RESTORE**
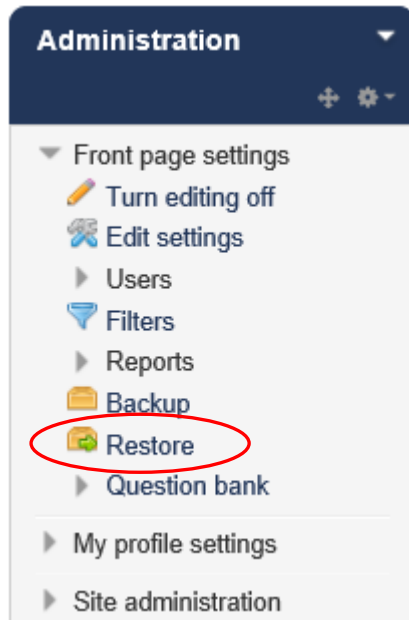
RESTORE

Backup details, Backup settings, Course details and Course sections will display

Select CONTINUE (at bottom of page)

Restore as a new course by selecting the category you wish the new course to be in (use the search field if the category you want is not displayed)

Restore as a new course

Restore as a new course ⦿

Select a category

	Name	Description
○	Ethics in Business	
○	Health & Safety	
○	Health & Safety Courses	
○	Health & Safety Risk Assessments	
○	Working with Children, Adults and Families	
○	Personal Safety	
○	Workplace Legislation	
○	Desktop Applications	
○	MS Office 2003 Range	
○	MS Office 2007 Range	

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

[   ] [Search]

[Continue]

Then select CONTINUE

Restore Settings - Scroll to the bottom and select NEXT

Course Settings – Overtype the Course name and course short name with the details of the new Course and its unique short name.

Select NEXT

Back Up Settings and Course settings will display – scroll to the bottom and select PERFORM RESTORE

The following message will display:

The course was restored successfully, clicking the continue button below will take you to view the course you restored.

[Continue]

Select CONTINUE

The restored course will display.

YOU NOW NEED TO AMEND THE COURSE TITLE AND DESCRIPTION

First select the Edit Summary option (The tool icon – top right)

OVERTYPE THE TITLE and SAVE CHANGES

SELECT EDIT ALONGSIDE THE SCORM ACTIVITY AND EDIT SETTINGS

UPDATE THE COURSE TITLE AND DESCRIPTION AND REPLACE THE SCORM FILE WITH THE NEW COURSE SCORM ZIP.

Name* : New Course

Description* :

Paragraph

New Course description

Path: p

Display description on course page ☐

▾ Package

Auto-update frequency : Never

Package file :

Maximum size for new files: Unlimited, maximum attachments: 1

▸ 📁 Files

DCCHR2-project-sco 100714.zip

SAVE AND RETURN TO COURSE