



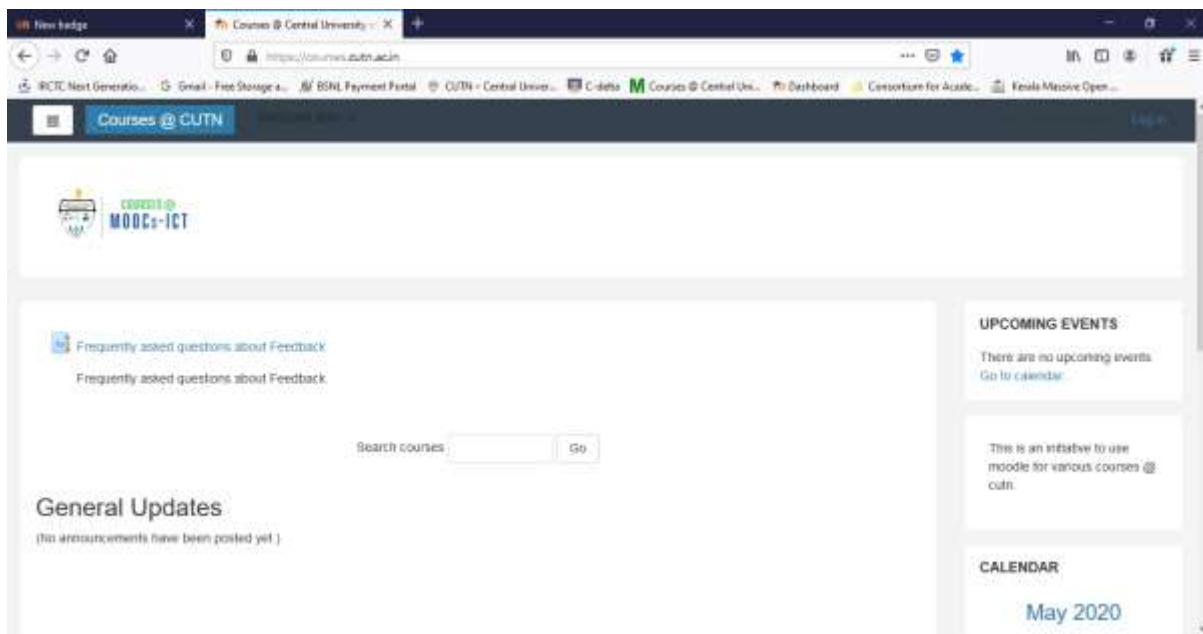
## **Taking BACKUP of a Course from [courses.cutn.ac.in](https://courses.cutn.ac.in)**

with screen shots for easy access

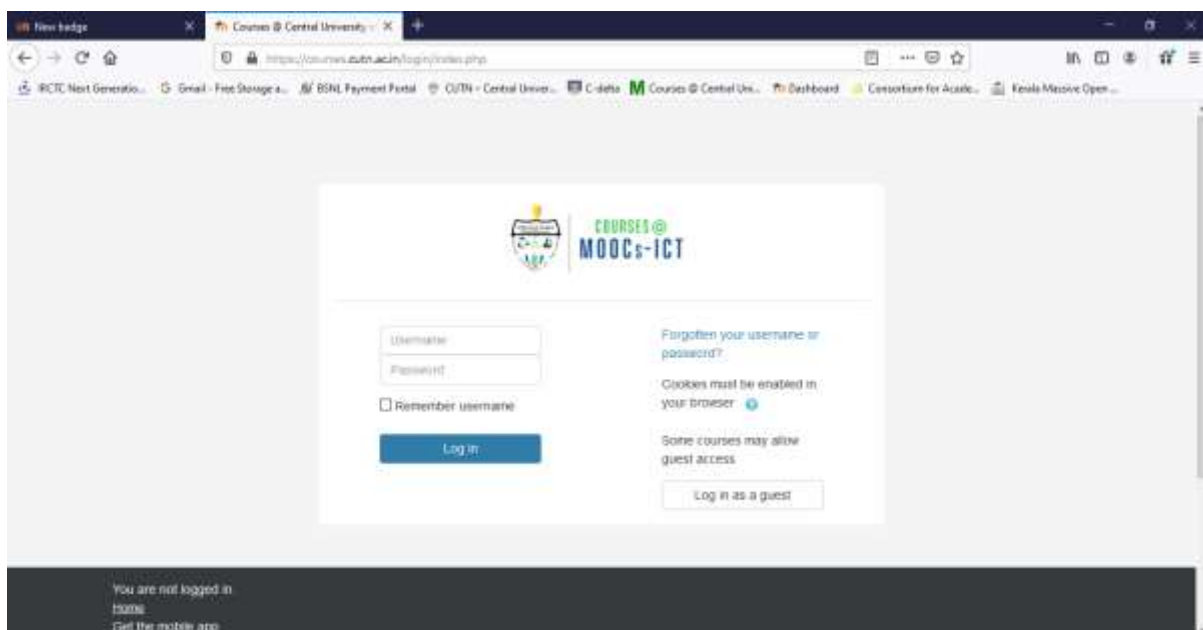
**Dr Biju K for MOOCs ICT Team**

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Enter the address [courses.cutn.ac.in](https://courses.cutn.ac.in)



Log in to your account using your **user name** and **password**



You will land to your **dashboard**

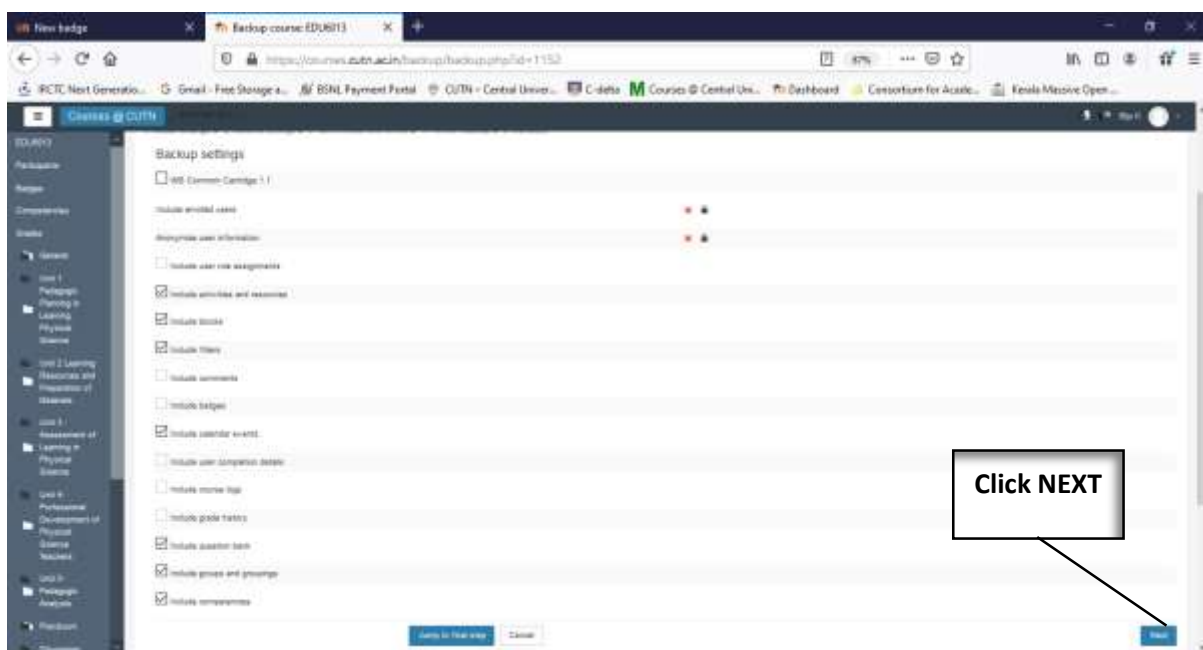
The screenshot shows the Moodle dashboard for user Biju K. The main content area displays a 'COURSE OVERVIEW' section with two course cards. The first card, 'EDU 6013 Pedagogy of Teaching Physical Science II', shows a progress indicator of 65%. The second card, 'EDU4014 Critical Understanding of ICT', shows a progress indicator of 100%. The right sidebar contains sections for 'PRIVATE FILES' (No files available) and 'ONLINE USERS' (last 5 minutes: 5), listing users like Biju K, Ratiya K V, SANKRIPA R T, KALAPRIYA K, and Anshu Sainal. The left sidebar shows navigation options: Dashboard, Site home, Calendar, Private files, My courses (EDU6013, EDU4014ICT, EDU 2016), and Site administration.

Click on any of your **course**

The screenshot shows the Moodle course page for 'EDU 6013 Pedagogy of Teaching Physical Science II'. The page displays the course title, a progress indicator, and the start of 'Unit 1 Pedagogic Planning in Learning Physical Science'. The unit description includes topics like evaluating learning situations and teachers' roles as facilitators, planning lessons, and providing multiple learning contexts. A callout box with the text 'Click here' points to a gear icon in the top right corner of the course content area.



You will get a drop down list, where you can see 6<sup>th</sup> option as **Back up**

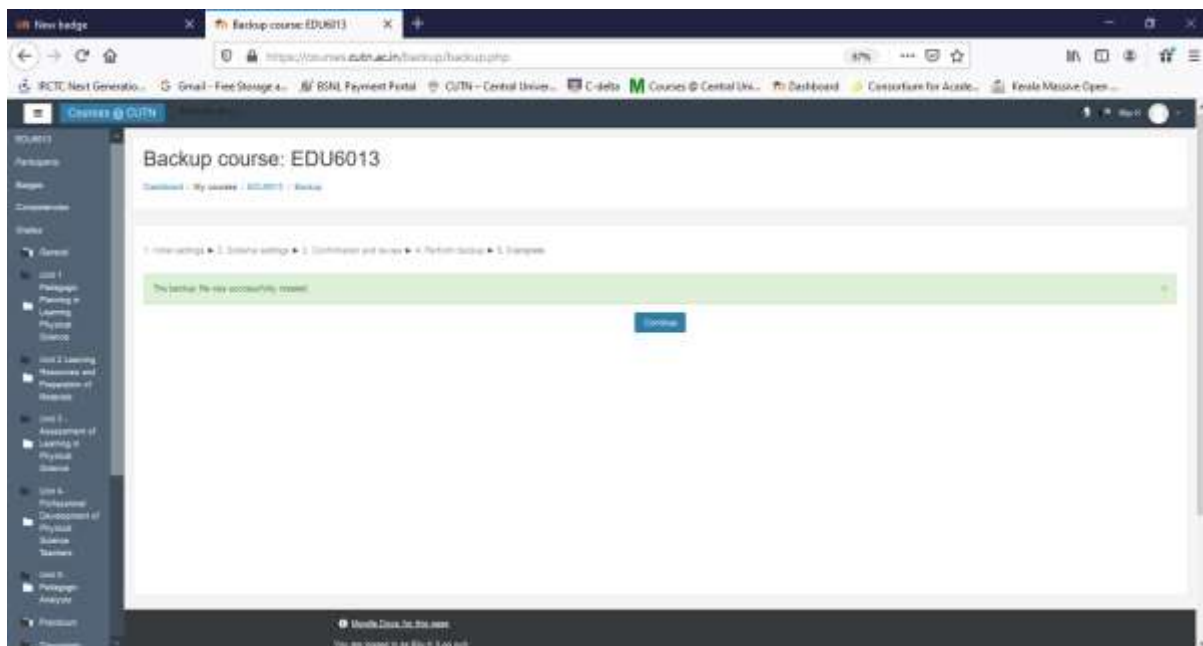


You will land to the above page **initial settings**

Click on **NEXT**, will move to **schema settings**

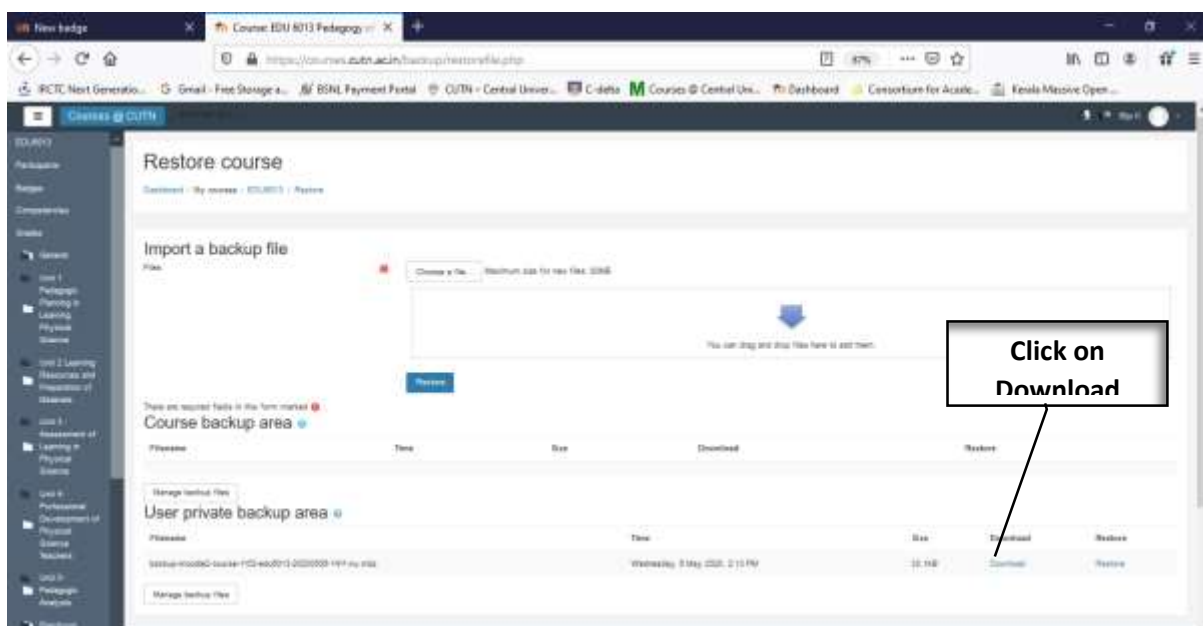
Click on **NEXT**, will move to **confirmation and review**

Click on **perform back up**

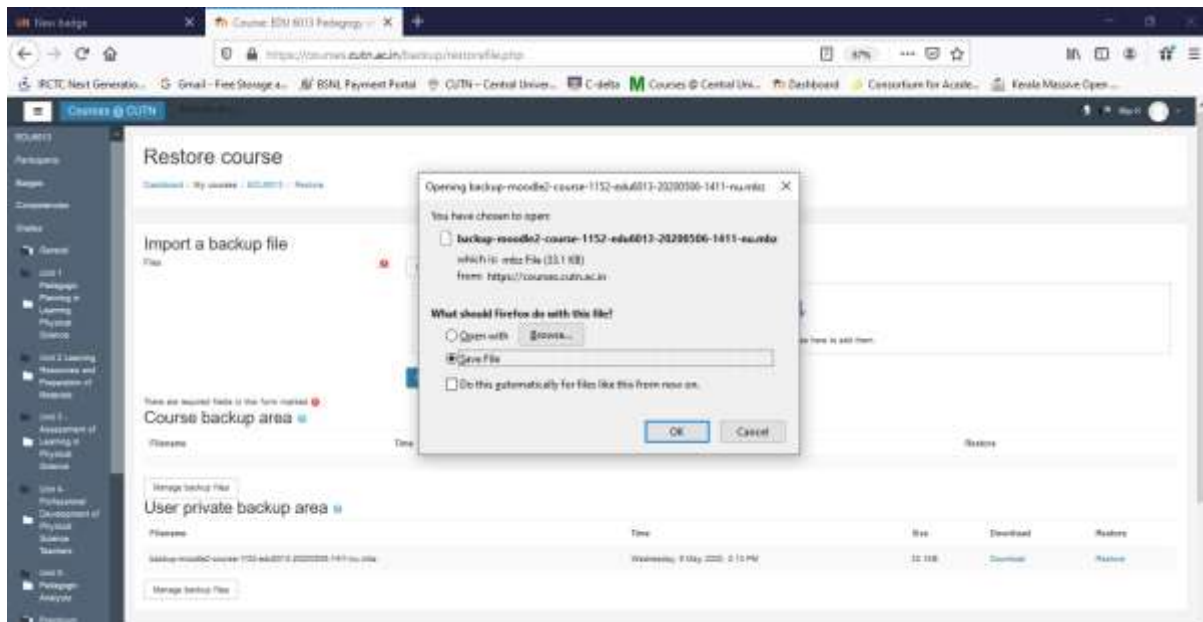


You will get the above page

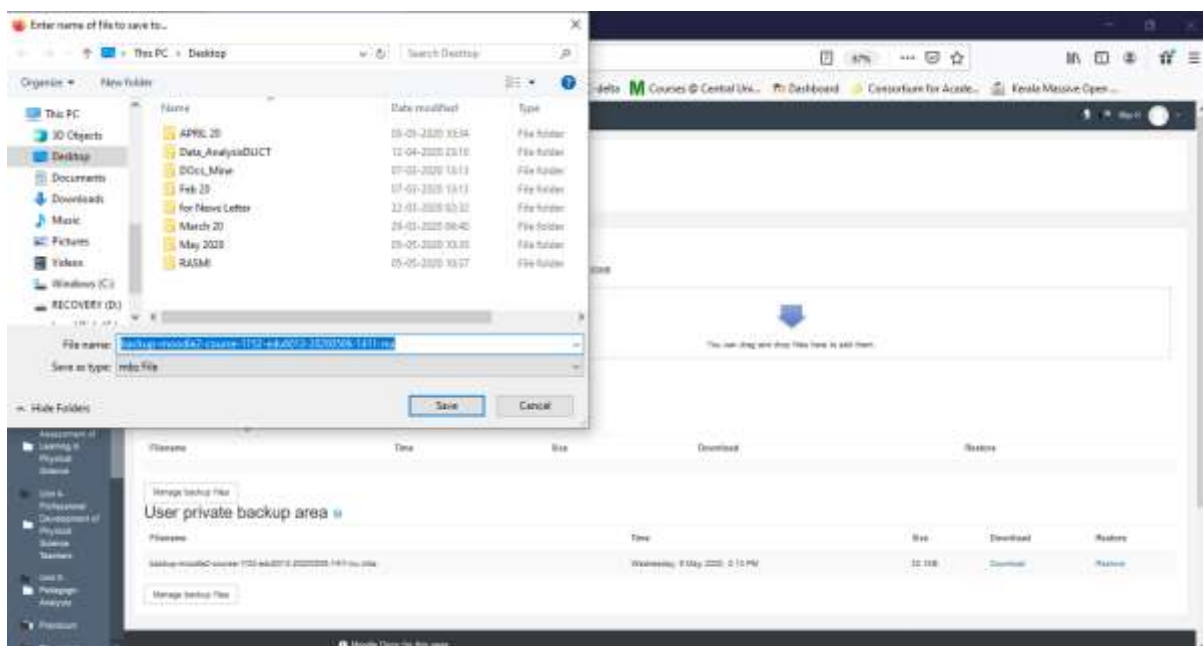
Click on **continue**, you will get the below page



Click on **download**



Save as the backup file in a specific location



*Your back up file is saved successfully*

*The same can be restored at any time you need.*