

جامعة نايف العربية  
للعلوم الأمنية  
NAIF ARAB UNIVERSITY  
FOR SECURITY SCIENCES  
تأسست ١٩٧٨ Est. 1978

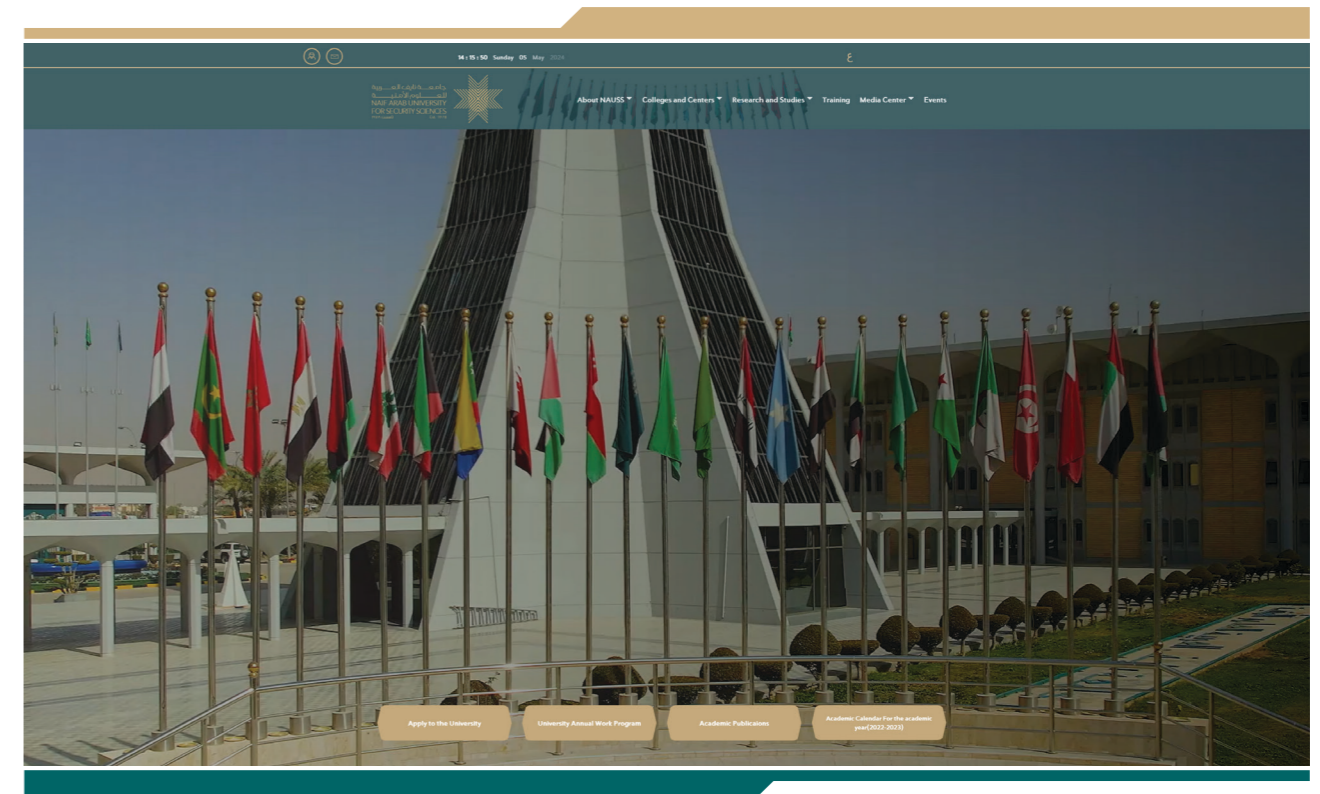


## Course Backup Guide In LMS

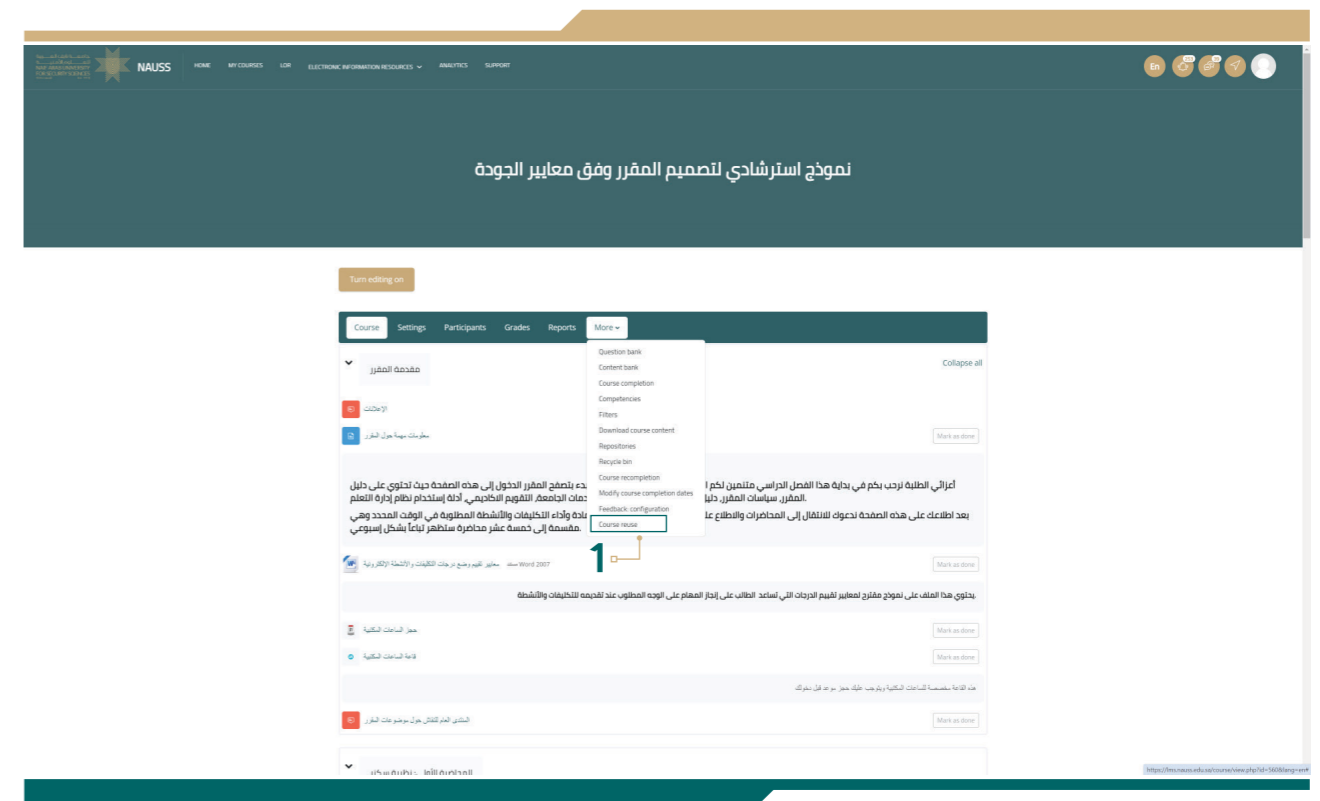


## Introduction

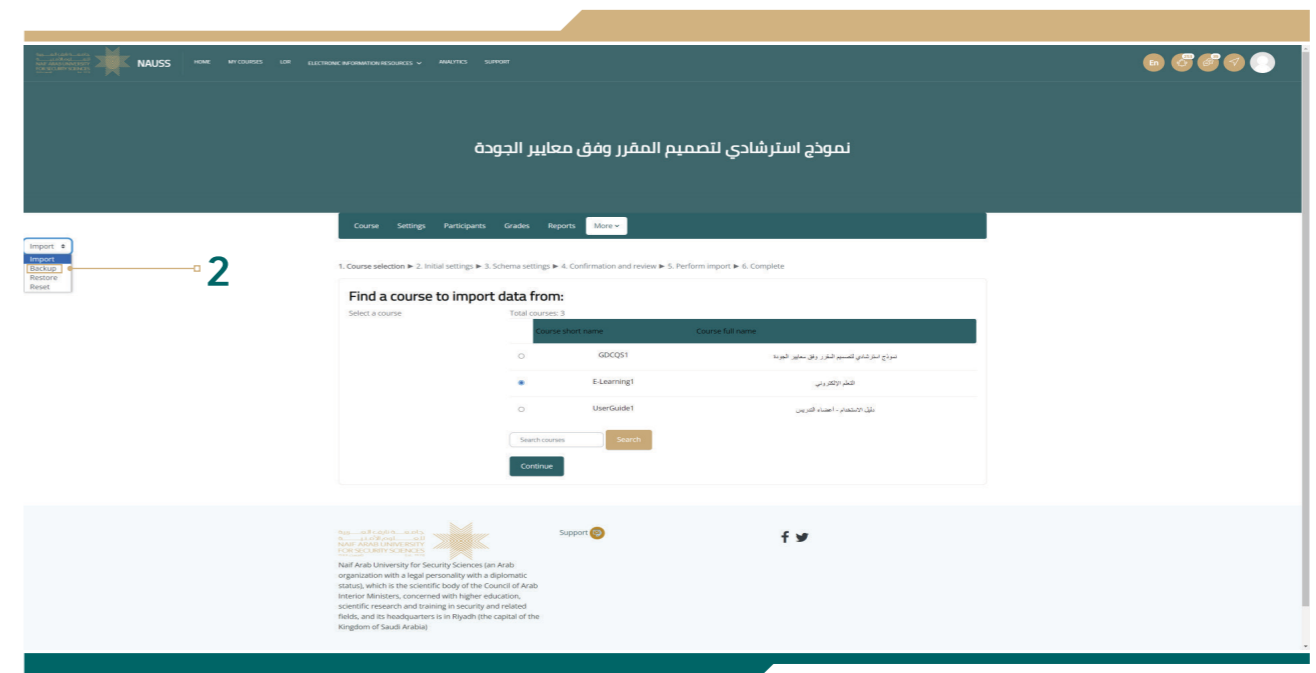
The Learning Management System (LMS) enables faculty members to back-up the course at the end of the academic semester. This will facilitate uploading the course on LMS and developing it, when needed, to preserve the efforts exerted by the instructor in designing the course.



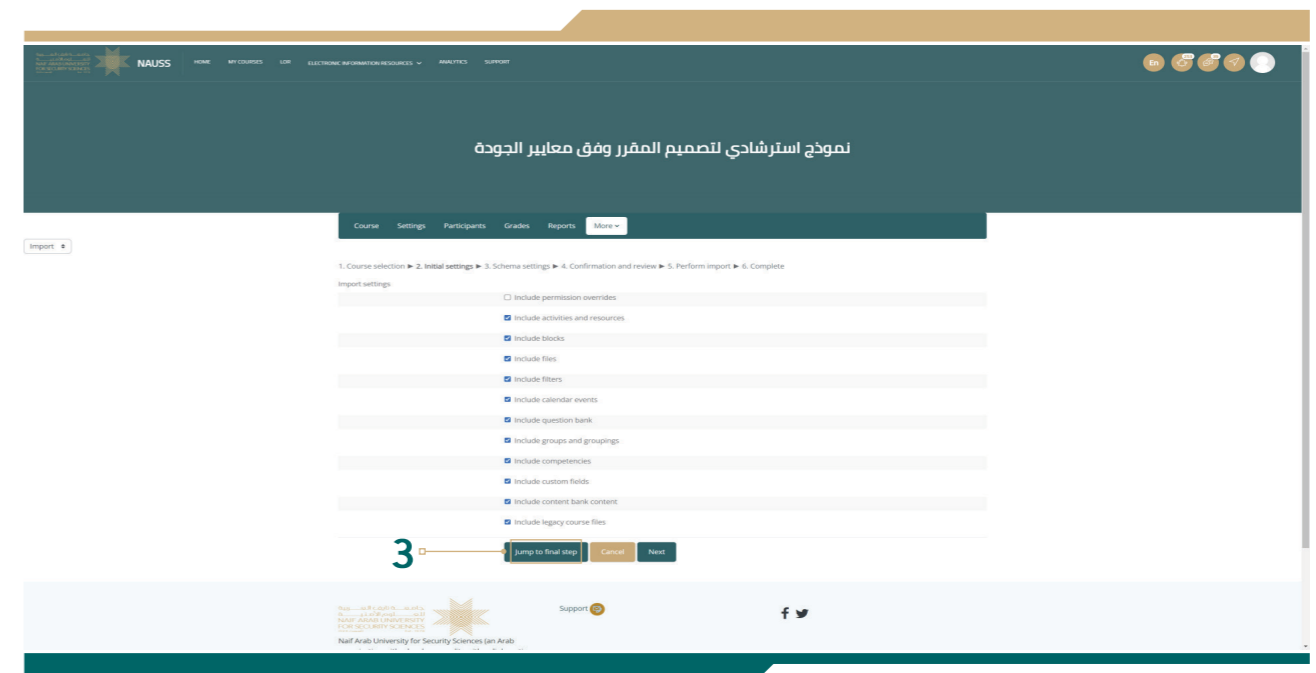
After entering the desired course, do the following:  
1- Click on (More), then choose (Course reuse).



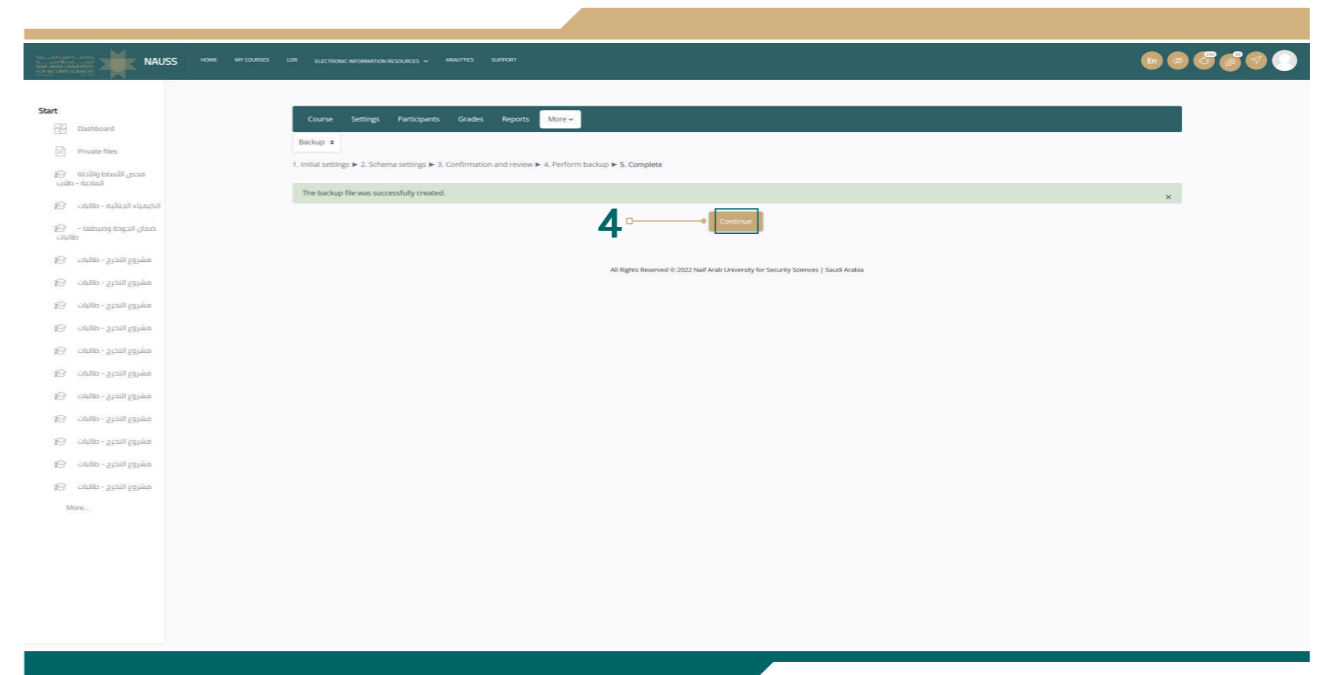
2- Click on the icon on the left of the screen, a drop-down list will appear, click on(Backup).



3-Click on (Jump to final step).



4- The following page will appear, click on (Continue)



5-The following page will appear, click on (Download).  
The course will be downloaded and saved in the device to be uploaded again when needed.

**Note:**

- Do not make any modifications to the file name so that the system can recognize it when it is uploaded.
- You will not be able to open or modify the file until it is uploaded again to the system.

