# LearnMate 7

You are logged in as Admin User (Log out)

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| Dynamic Solutions, Inspired Classrooms  |  |                             |                     | ?              |                |                |                |                |
|---|--|-----------------------------|---------------------|----------------|----------------|----------------|----------------|----------------|
| Home  |  |                             |                     | _              |                |                |                |                |
| Navigation 📃 🖬  | Available courses  | Lear                        | nMate               | 7.3            |                |                |                |                |
| Home My home Site pages   | Introduction to Competitive<br>Robotics for Cortex   | Cale                        | ndar                |                |                |                |                | - 4            |
| <ul> <li>My profile</li> <li>Courses</li> </ul>   | Introduction to Competitive Robotics consists of fourteen hands-on activities enhanced by<br>interactive media, videos and simulations. Through step-by-step activities covering robot<br>assembly and programming, teams learn to build and program a competitive robot for both<br>autonomous and operator control. Activities enable teams to quickly understand and apply  | <b>∢</b><br><u>Sun</u><br>1 | 2                   | Tue<br>3       | 4              | Thu<br>5       | 6              | ►<br>Sat<br>7  |
| Administration 🖃 🖬  | the concepts many teams struggle with, like encoders, ultrasonic, line followers and PID control.<br>[Ver: 1.0.1.0]  | 8<br>15<br>22<br>29         | 9<br>16<br>23<br>30 | 10<br>17<br>24 | 11<br>18<br>25 | 12<br>19<br>26 | 13<br>20<br>27 | 14<br>21<br>28 |
| Control bage settings     Control bage settings     Control bage settings     Control bank     Control bank     My profile settings     Site administration | Fundamentals of Robotics for<br>SCORBOT-ER 9Pro Fundamentals of Robotics provides students with a unique opportunity to gain experience<br>and skill in robotic operation and programming through an industrial robotic training<br>simulation software. This module features RoboCell, a 3D-solid modeling robotic simulation<br>software, which allows students to expand their programming skills through a variety of<br>simulated robotic workcells. This module gives students the fundamental skills needed to operate, maintain, program and |                             |                     |                |                |                |                |                |
| Search  | test robotic systems. The activities challenge students to design solutions for industrial robotic<br>applications, with emphasis on real industrial concerns, such as recording accurate positions,<br>optimizing programming and increasing productivity.<br>[Ver: 1.0.0.0]  |                             |                     |                |                |                |                |                |
| Help Files  |  |                             |                     |                |                |                |                |                |
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You are logged in as Admin User (Log out)

### Administrator's Quick Start Guide

November 2015 Rev B

#### Catalog # 200070



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|---|-----------------------------------|
| LearnMate 7 Administrators' Quick Start Guide                             | Fax: (603) 437-2137               |
| November 2015   |                                   |
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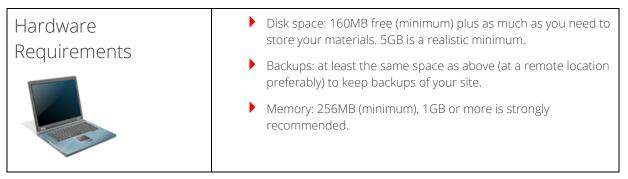
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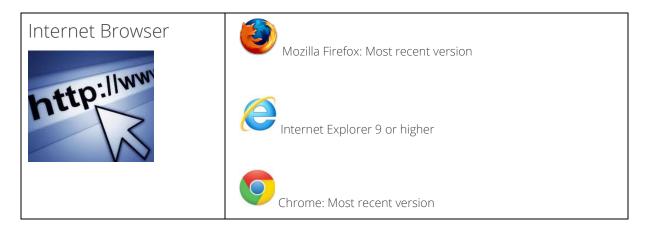
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### 1. System Requirements

Before starting, check that you have everything you need to use LearnMate.







### 2. Resetting Your Password

#### A. Browsing to the Site

In your web browser, enter the Internet address you have been given.

🔺 🗋 www.learnmate.org

#### **B.** Logging in

Log in using the administrator level username and password that you were given. intelitek >>> Home Courses At the top-right or bottom left corners of the screen, click 1 help and sup Help Files Utilities Log in. You are not logged in. (Log in) Username ladmin In the Log in to the site page, enter your username and 2 Password ..... password. Remember username Log in 3 Click Log in. You are now logged into the site.

G

| C. Changing your Password  | Administration  | - 3 |
|--|---|-----|
| At this point, change your password for security purposes. In the administration block, navigate to My profile settings > <b>Change password</b> . You may have to expand the Administration block (shown at right) if it is docked at the left of the screen. | <ul> <li>Front page settings</li> <li>Tum editing on</li> <li>Edit settings</li> <li>Users</li> <li>Filters</li> <li>Reports</li> <li>Backup</li> <li>Restore</li> <li>Question bank</li> </ul> |     |
| <i>Note</i> : Usernames and passwords are case sensitive.  | <ul> <li>My profile settings</li> <li>Edit profile</li> <li>Change password</li> <li>Roles</li> </ul>   |     |

2. Resetting Your Password



## 3. Installing Required Utilities

To prepare your computer for use with LearnMate, you must verify that your computer has the required utilities installed.

| 1 | Log in to the site as described in <b>2. B. Logging in</b> .   |   |
|---|--|---|
| 2 | In the help files block, click <b>Utilities</b> . The Utilities page is<br>displayed.                        | help and support<br>Feedback<br>Help Files<br>Utilities<br>down d the LMAgent setup file  |
| 3 | Follow the instructions in the Utilities page to check for,<br>and if necessary install, required utilities. | Utter:         Yearlant:         Yearlant:         Yearlant:         Yearlant:   For the term structures there is programmery more completer for use and Landoldant: Construction of Andrean Flasher, citabilities and Andrea con basics of a Self Pf the dates on it uses in a superior sortice, citabilities of Andrean Ff/F flasher. If there is instructions of Andrean Flasher, scale the someword rolet basics. The someword is in the specific date, basic is instructional Andrean Ff/F flasher. On the someword in the instructions on the someword rolet basics. The someword is its supplier date, basic is instructional Andrean Ff/F flasher. On the someword in the instructions on the instructions on the date is instruction. On the someword in the instructions on the instructions on the date is instruction. On the some instruction for Likelinger structures is instruction. On the some instruction for Likelinger structures is instructions on each order is instruction. Device to your Landolder size. Frain-hogging is to Likelinger you scenee are earer that cosines are datable in your biosese, citable are instructions. |

3. Installing Required Utilities



## 4. Adding and Entering Courses

### A. Enabling the Course Repository

In order to be able to install courses on your server, you must first enable the course repository. To enable the course repository:

| 1 | Log in to the LearnMate site.  | Username admin<br>Password Log in<br>Remember username   |
|---|--|--|
| 2 | In the Administration block of the Home page, click <b>Edit settings</b> .   | Administration  Front page settings Turn editing on Edit settings Users Filters Reports  |
| 3 | In the Administration block, navigate to Site<br>Administration > Plugins > Repositories ><br><b>Manage Repositories</b> . The Manage<br>Repositories page is displayed. | <ul> <li>Site administration</li> <li>Notifications</li> <li>Registration</li> <li>Advanced features</li> <li>Users</li> <li>Courses</li> <li>Grades</li> <li>Badges</li> <li>Location</li> <li>Language</li> <li>Plugins</li> <li>Security</li> </ul> |
|   |  | Repositories     Manage repositories     Common pository settings  |



| 4 | Change the setting for Amazon S3 to<br>Enabled and visible.<br>Note: This setting should only be enabled<br>while you are installing courses. Once you<br>have finished installing courses, return to<br>the Manage Repositories page and change<br>the setting for Amazon S3 back to Disabled. | Amazon S3 Disabled Enabled and visible Enabled wit hidden Disabled   |
|---|---|--|
| 5 | Enter the Access and Secret keys you received from your supplier.   | Amazon S3 settings          Repository plugin name       If you leave this empty the default name will be used.         Access key*       If you leave this empty the default name will be used.         Access key*       If you leave this empty the default name will be used.         Access key*       If you leave this empty the default name will be used.         Access key*       If you leave this empty the default name will be used.         Secret key*       If you leave this empty the default name will be used.         Same Same Same Same Same Same Same Same |
| 6 | Click Save. The course repository is enabled.   | Amazon S3<br>Endpoint Save Cancel  |



#### **B. Creating a Course Category**

As administrator, your privileges include adding courses to the site home page. First, however, you should create course categories into which you can later add courses. You can also rearrange courses between categories. To create a category:

| 1 | In the Administration block of the Home page<br>click <b>Edit settings</b> .  | Administration <ul> <li>Front page settings</li> <li>Turn editing on</li> <li>Edit settings</li> <li>Users</li> <li>Filters</li> <li>Reports</li> </ul>         |   |
|---|---|---|---|
| 2 | In the Administration block, navigate to Site<br>Administration > Courses > <b>Manage courses and</b><br><b>categories</b> . The Course and category<br>management page is displayed. | <ul> <li>Site administration</li> <li>Notifications</li> <li>Registration</li> <li>Advanced features</li> <li>Users</li> <li>Courses</li> <li>Grades</li> </ul> |   |
| 3 | Click Create new category.  | Course categories   | ate new category  |
| 4 | Enter a name in the Category name field.<br>Complete the other setting fields as required.  | Add new category<br>Parent category<br>Category name*<br>Category ID number @<br>Description  | Top         New Courses         Image: A_a ♥ B I         Image: A_a ♥ B I |
| 5 | Click <b>Create category</b> . The category is added.<br>You can manage and sort categories and courses<br>in the now displayed Course and category<br>management page.               | Create category   | Cancel  |



#### C. Installing a Course Add courses to your site and organize them into the categories that you created. To add a course: - < Administration In the Administration block Front page settings 🎇 Turn editing on 1 of the Home page, click Edit Edit settings settings. Users • Filters Reports Site administration Motifications Registration Advanced features In the Navigation block, Users Courses Grades navigate to Site 2 Administration > Courses > **Restore course**. The Restore Courses 🚱 Manage courses and categories course page is displayed. Add a category Restore course Course defaul tings 🚯 Course request Import a backup file In the left pane, click 3 Files Amazon S3. Choose a fi Click Save changes. The course is added to the site and can be seen on the Wikimedia home page, in the list of 4 available courses. At this 63 Amaz on S3 point, you are redirected to վհղ the Enrolled users page, and you may begin to enroll users into the course. Amazon S3 In the right pane, click 5 Imcontentstore. Imcontents tore



|    |   | ► Amazon S3 ► 🚍 Incontentstore   |
|----|---|--|
| 6  | Click <b>Course_Installs</b> .  | Amazon S3 > incontentstore   |
| 7  | On the top-right of the File<br>picker, click the middle icon.  |  |
|    | Locate the course that you want to install.   |  |
| 8  | You can click the Control<br>and "F" keys simultaneously<br>to display the browser's<br>search box. Type in the box<br>to search for a course.                                | 77- 1 of 220 🔨 🗙   |
| 9  | Click the ficon to the left of the course that you want to install. A popup window is displayed.  | 16/07/15, 14:32 193.1MB  |
| 10 | Verify the name of the<br>course and click <b>Select this</b><br><b>file</b> . The course file is added<br>to the Import a backup file<br>area of the Restore course<br>page. | Select 77-3015-0000_1.0.0.0_computer × Save as Author Admin User Choose license All rights reserved  Select this file Cancel |
| 11 | Click <b>Restore</b> .  | Files Choose a file  |

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| 12 | At the bottom of the page<br>that is displayed, click<br><b>Continue</b> .   | Continue   |
|----|--|--|
| 13 | Select the category in which<br>you want the course to be<br>installed.  | Restore as a new course         Restore as a new course <ul> <li>Restore as a new course</li> <li>Select a category</li> <li>Name</li> <li>Description</li> <li>Miscellaneous</li> <li>New Courses</li> <li>New installed courses installed here.</li> <li>Search</li> <li>Continue</li> </ul> |
| 14 | Click <b>Continue</b> .  | Continue   |
| 15 | At the bottom of each page<br>that is displayed modify the<br>settings if required and click<br>the red button at the<br>bottom-right of the page to<br>continue. It is<br>recommended that you do<br>not change any of the<br>settings. |  |
|    | Wait until the restore<br>process is complete. This<br>may take several minutes or<br>more depending on<br>available server resources. A<br>success message is<br>displayed on completion.   | Next<br>Perform restore  |
| 16 | Click Continue. The course page is displayed.  | 1. Confirm ► 2. Destination ► 3. Settings ► 4. Schema ► 5. Review ► 6. Process ► 7. Complete<br>The course was restored successfully, clicking the continue button below will take you to view the course you restore<br>Continue  |

#### 4. Adding and Entering Courses



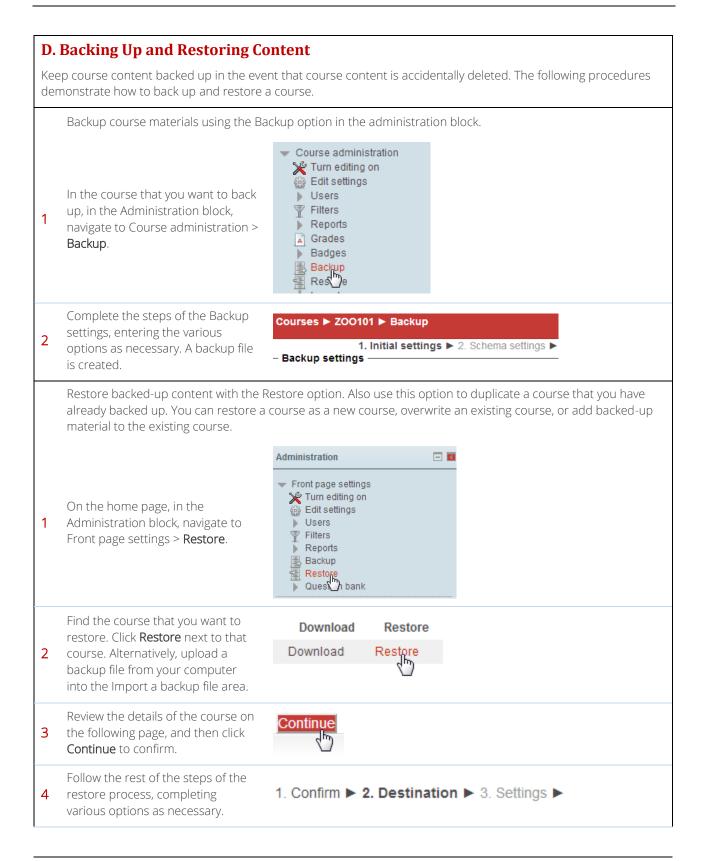
#### C. Entering a Course

After creating courses, following the login process, a list of available courses or course categories is displayed on the home page.

Click the course that you want to enter.

Zoology: Introduction to Animals 101





4. Adding and Entering Courses



The course is restored.



### 5. The LearnMate Interface

The LearnMate system consists of different types of pages with various clickable options on each page. Shown below, you can see two commonly encountered pages, the Home page and a course home page.

| The home page lists all   | l available courses.   |
|---|--|
| Intelitek   | Home Page  |
| Home<br>Navigation  | Available courses  |
| Home Courses  | Engineering Semester 1   |
| Comments  | Incas         July 2014         ►           Sun Mon Tue Wed Thu Fri Sat         Fri Sat         5           Archaeology 223         6         7         8         9         10         11         12                   |
| Help Files  | 13         14         15         16         17         18         19           20         21         22         23         24         25         26           27         28         29         30         31         1 |
| Utilities   | Zoology: Introduction to<br>Animals 101<br>Teacher: Jimmy Smith  |
|   | III History: The Civil War     Image: Civil War       Teacher: Jimmy Smith     Image: Civil War  |
| Course pages show the intelitek   | e content and schedule of a course. Course Page  |
| Home ► Courses ► Advanced Lo  | evel Courses ► ZOO101  |
| Navigation  | Your progress<br>Breadcrumbs<br>28 May - 3 June  |
| My home     Site pages     My profile     Current course     My courses | 4 June - 10 June   |
| Administration  Course administration Switch role to                    | Blocks Assignment #1<br>Vertebrate Anatomy Quiz  |
| My profile settings   | 11 June - 17 June  |
| Site administration     Search  | 18 June - 24 June  |
| Comments 🔲 🖪  | 25 June - 1 July   |

To learn more about the basics of LearnMate, see the LearnMate 7 Teacher's Quick Start Guide.

### 6. Creating and Managing Users

As administrator, one of your main responsibilities is adding and managing users on the site. Once a user has access to the site it is then your responsibility to assign a role to that user, whether it be a teacher, student, or another role. The various roles have different permissions that come along with them.

| <b>A.</b> <i>A</i>           | A. Adding and Deleting a User   |  |  |  |  |
|------------------------------|---|--|--|--|--|
| To add a user to the system: |   |  |  |  |  |
| 1                            | In the Administration block, navigate to Site Administration ><br>Users > Accounts > <b>Add a New User</b> . The Add a new user page<br>is displayed. | <ul> <li>Site administration</li> <li>Notifications</li> <li>Registration</li> <li>Advanced features</li> <li>Users</li> <li>Accounts</li> <li>Browse list of users</li> <li>Bulk user actions</li> <li>Add a new user</li> <li>User default puerences</li> <li>User profile fields</li> </ul> |  |  |  |
| 2                            | Complete the required fields. Complete the voluntary fields as required.  | First name* Jimmy Last name* Smith   |  |  |  |
| 3                            | Click <b>Create user</b> .  | Create user  |  |  |  |
| On t                         | new user account is displayed on the Browse list of users page.<br>his page, you can delete a user, suspend user actions, or edit a<br>'s profile.    | Delete   |  |  |  |
|                              | ldition, you can search or filter to find specific users using the ing options  | User full name contains<br>Add filter<br>+ Short more  |  |  |  |
| Expl                         | ore other user account options in the Site administration block.  |  |  |  |  |

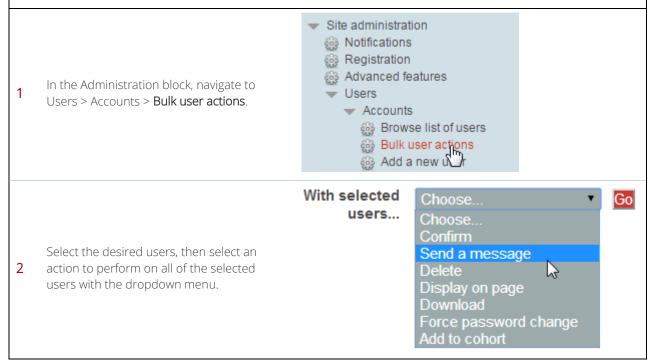


| B. Uploading Multiple Users |   |  |
|-----------------------------|---|--|
| You can                     | add multiple users to the site simultaneously.  |  |
| 1                           | In the Administration block, navigate to Site<br>administration > Users > Accounts > <b>Upload users</b> .  | <ul> <li>Users</li> <li>Accounts</li> <li>Browse list of users</li> <li>Bulk user actions</li> <li>Add a new user</li> <li>User default preferences</li> <li>User profile fields</li> <li>Cohorts</li> <li>Upload user</li> <li>Upload user</li> </ul> |
| 2                           | Create a .csv file with the required user information.<br>Drag the file into the upload area. For more<br>information regarding the formatting of a .csv file,<br>refer to the online help. | Upload     File*     Choose a file     new_users.csv   |
| 3                           | Click <b>Upload users</b> . The users are now in the system.  | Upload users   |



#### **C. Bulk User Actions**

As administrator, you can perform actions on multiple users simultaneously. For example, you can force multiple users to change their password.



#### D. Enrolling Users into a Course

You can enroll users into a course manually or you can provide them with an enrolment code. An enrollment code is simply a password that students can use to self-enroll into the course. Teachers can also perform these enrolment actions. For more information about these enrolment methods, see the LearnMate 7 Teacher's Quick Start Guide.

The default functionality of the self-enrollment method involves an email being sent with a link to complete selfenrollment. You can change the functionality so that they can enroll without an email being sent, using a password that they are given by enabling and configuring the password-based self-registration plugin in the Site administration | Plugins | Authentication | Manage authentication area.



#### **E. Allowing Guest Access** You can allow guests to gain temporary access to a course. To allow guest access: Plugins 🍪 Install plugins Plugins overview Activity modules Admin tools Authentication Navigate to Site Administration > Plugins > 1 Blocks Enrolments > Manage Enrol Plugins. Caching Course formats Enrolments Manage enrol plugins Cohort sync Guest access Ensure that Guest access is enabled. If it is Guest access 6/0 2013110500 2 9 disabled, click the icon to enable it. Plugins 🍪 Install plugins Plugins overview In the Administration block on the site home Activity modules 3 page, navigate to Site Administration > Plugins > Admin tools Authentication > Manage Authentication. Authentication Manage authentication Email-based self-res Guest login button Show -Scroll down the page. Ensure that the Guest guestloginbutton Hide 4 login button dropdown menu is set to Show. Show Administration Course administration Enter the course in which you want to allow 🌿 Turn editing on guest access. In the Administration block, 🎲 Edit settings 5 navigate to Course administration > Users > Users Enrollment methods. 💂 Enrolled users Enrolment methods Self enroln ont (Student) Manual enrolments

LearnMate 7 Administrator's Quick Start Guide



| 6 | In the Add method dropdown menu, select<br><b>Guest access</b> .The Guest access bar is displayed | Add method Choose  Choose Self enrolment Guest access |
|---|---|---|
| 7 | In the Guest access bar, click the icon to enable guest access.                                   | Enable  |

6. Creating and Managing Users



#### **E. Assigning Roles**

Users are automatically enrolled into courses as students. However, you can assign other roles to those users. To assign a role to a user:

| 1   | After entering a course, in the Administration block,<br>navigate to Course administration > Users ><br><b>Enrolled Users</b> . The Enrolled users page is<br>displayed.         | Administration Course administration Turn editing on Edit settings Users Lisers Enrolled users Enrolled users Groups Groups |
|---|--|---|
| 2   | In the Roles column, click the 🚇 icon for a user.  |   |
| 3   | Click the role that you want to assign. Teachers have<br>more permissions than Non-editing teachers, but<br>not as many as Managers. All have more<br>permissions than students. | Assign roles X<br>Manager Teacher Non-editing teacher Student   |
| 4   | Remove any unwanted user roles by clicking the X<br>icon next to that role.  | Student   |
| The user is now assigned the chosen role. |  |   |

### F. Types of Roles

This table summarizes the types of actions that each role can perform.

| Role                | Permissions   |
|---------------------|---|
| Manager             | Managers can access courses and modify them. They usually do not participate in courses.          |
| Teacher             | Teachers can do anything within a course, including changing the activities and grading students. |
| Non-editing Teacher | Non-editing teachers can teach in courses and grade students, but may not alter activities.       |
| Student             | Students generally have fewer privileges within a course.   |
| Guest               | Guests have basic privileges within a course.   |

6. Creating and Managing Users



### 7. LearnMate Blocks

LearnMate 7 provides a wide range of blocks. As the system administrator, you decide which blocks you see on each page. Block editing is typically performed on the Front Page and Course Pages by the administrator.

For more information about specific blocks and how to add them, see the LearnMate 7 Teacher's Quick Start Guide.



### 8. LearnMate Tools

Apart from the Home and Course pages, LearnMate 7 includes additional places to help you manage student's learning. These tools include the messaging system, calendar, My Profile page, My Private Files page, and blogs. For more information about these topics, see the LearnMate 7 Teacher's Quick Start Guide.

8. LearnMate Tools

### 9. LearnMate Reports

LearnMate provides administrators and teachers with several different types of reports for analysis. Reports can be accessed from the Site Administration block.

| Report                 | Description  |
|------------------------|--|
| Comments               | Summarizes comments made in the course.  |
| unActive Userss        | Lists users who have been inactive.  |
| Backups                | Summarizes backups of courses.   |
| Config Changes         | Lists configuration changes made by the administrator.                               |
| Events List            | Details events in the system.  |
| Logs                   | Displays logs of individual users.   |
| Live Logs              | Displays live logs from the past hour.   |
| Performance Overview   | Lists issues which may affect performance of the site.                               |
| Question Instances     | Lists all the contexts in the system where there are questions of a particular type. |
| Security Overview      | List issues that have security implications on the site.                             |
| Event Monitoring Rules | Allows you to create and monitor rules for events.                                   |
| Spam Cleaner           | Allows you to search for users who are spammers and delete those users.              |

You can also use the Configurable Reports block to design a custom report.



### 10. LearnMate Plugins

LearnMate 7 has a number of plugins that can be enabled or disabled. As administrator, you may want to change the settings of certain plugins in order to optimize certain features of the site. Your teachers may also have various preferences for which plugins to enable. You can cater to their wishes as well.

| A. Configuring a Plugin |   |   |  |
|-------------------------|---|---|--|
| Follov                  | Follow this procedure to configure a plugin.  |   |  |
| 1                       | In the Administration block, navigate to<br>Site administration > Plugins > <b>Plugins</b><br><b>overview</b> . | <ul> <li>Plugins</li> <li>Install plugins</li> <li>Plugins overview</li> <li>Activity modules</li> <li>Admin tools</li> <li>Authentication</li> </ul> |  |
| 2                       | Click <b>Settings</b> to change the settings of the plugin, or click <b>Uninstall</b> to remove it.             | Settings Uninstall  |  |
| 3                       | Change any of the settings on the<br>Settings page, and then click <b>Save</b><br>changes.                      | Save changes  |  |

| B. C                             | B. Changing the Language Settings  |  |  |
|----------------------------------|--|--|--|
| To change the language settings: |  |  |  |
| 1                                | In the Administration block, navigate to<br>Site administration > Language ><br><b>Language settings</b> . | <ul> <li>Language</li> <li>Language settings</li> <li>Language bitomisation</li> <li>Language packs</li> </ul> |  |
| 2                                | Change the settings as required, and then click <b>Save changes</b> .                                      | Save changes   |  |



## 11. Performing Backups

You can configure a schedule for automated course backups.

Try to schedule backups for when your server isn't usually busy. You should always alert users with an announcement on the first page that if they log on during the backup hours they may notice a decrease in performance.



| Con | Configuring the Backup Schedule   |  |  |
|-----|---|--|--|
| 1   | In the administration block,<br>navigate to Site administration ><br>Courses > Backups ><br>Automated backup setup. | <ul> <li>Courses</li> <li>Manage courses and categories</li> <li>Add a category</li> <li>Restore course</li> <li>Course default settings</li> <li>Course request</li> <li>Backups</li> <li>General backup defaults</li> <li>General import defaults</li> <li>Automated backup setup</li> <li>Upload courses</li> </ul> |  |
| 2   | In the backup_auto_active<br>dropdown menu, set the status<br>to enabled.   | Active<br>backup  <br>backup_auto_active<br>backup_auto_active   |  |
| 3   | Select the day and time of day of the backup execution.   | Schedule<br>backup  <br>backup_auto_weekdays   |  |
| 4   | Complete the <b>Save to</b> field.  | Save to<br>backup  <br>backup_auto_destination<br>Backup_auto_destination<br>Full path to the directory where you want to save<br>(leave blank to save in its course default dir)  |  |
| 5   | Adjust other fields as required.  |  |  |
| 6   | Click <b>Save changes</b> . The backup schedule is configured.  | Save changes   |  |