

Guide to Backing Up and Restoring Materials

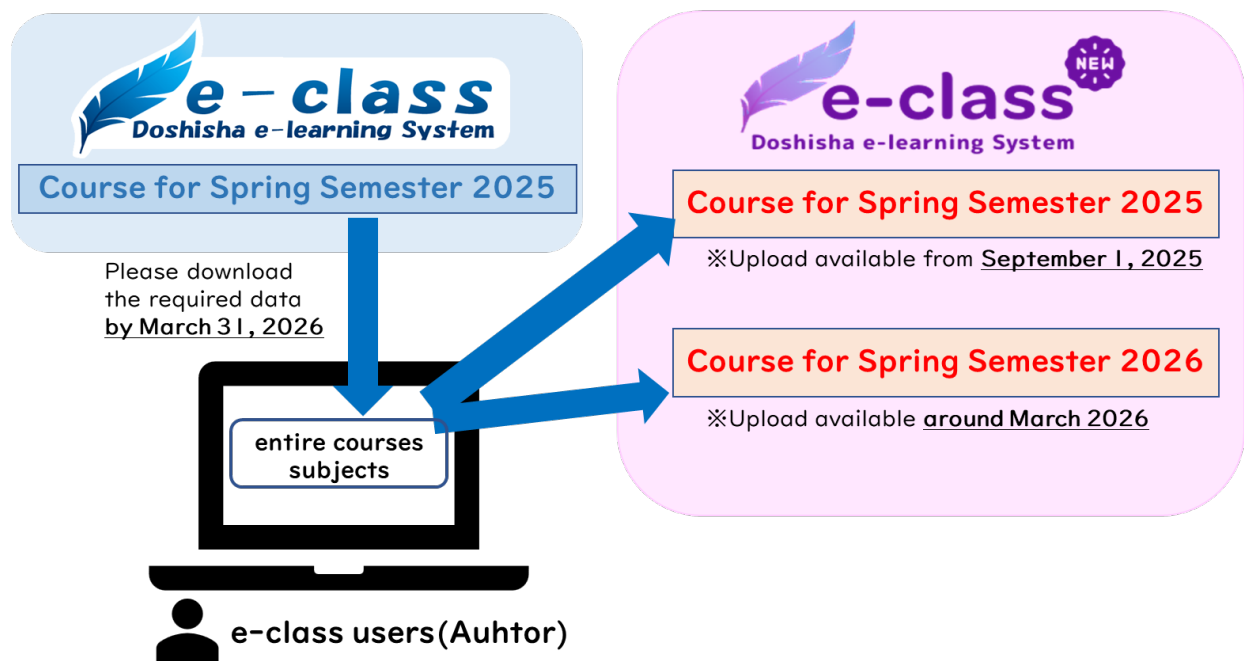
~How to transfer an entire subject~

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▼Introduction

- We will back up the entirety of courses subjects used in the current e-class. We will explain how to restore to a course subject on the new e-class.
- By restoring the backed-up data to the new e-class, you can transfer and reuse 'teaching materials' and 'exam materials.'
- Examples of transition patterns for entire courses subjects are shown in the following diagram.



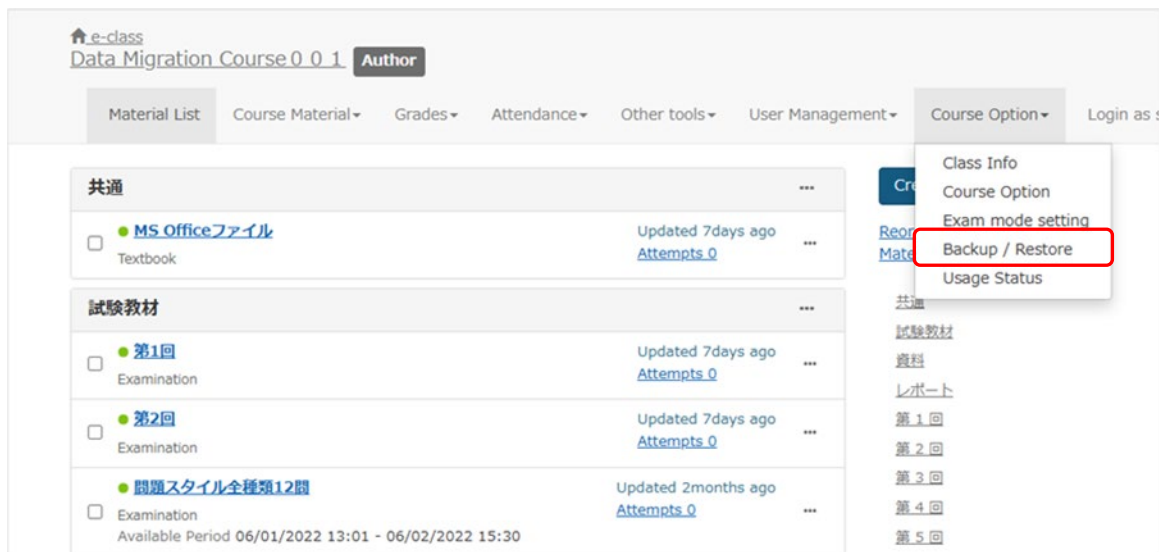
▼Notes

- Only the teaching materials could be transferred. Messages and attendance records are not included in the backup.
- LTI materials require reconfiguration of the integration.

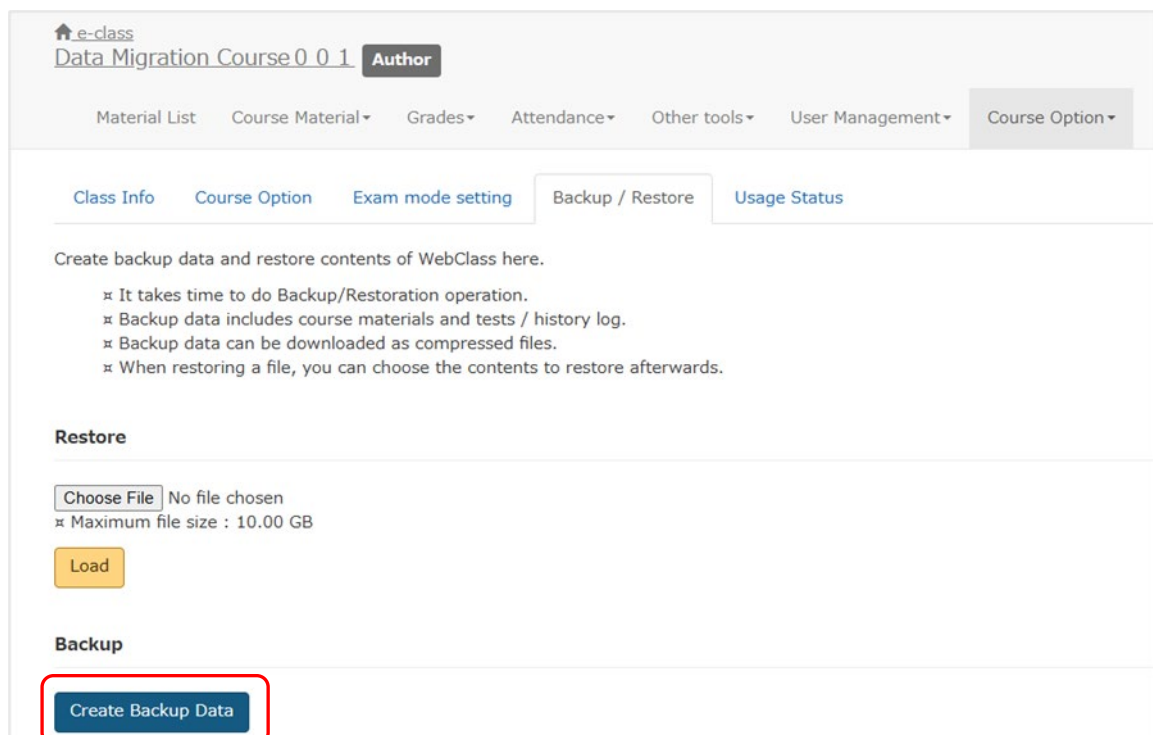
▼Creating Backup Data <Task in the current e-class>

This explanation is provided using Microsoft Edge, with the subject selected from the schedule in advance

1. Access the current e-class and navigate to the course subject management screen containing the materials you want to export. This time, we will use 'Data Migration Course 001' as an example for explanation.
2. Click "Backup/Restore" under "Course Option".

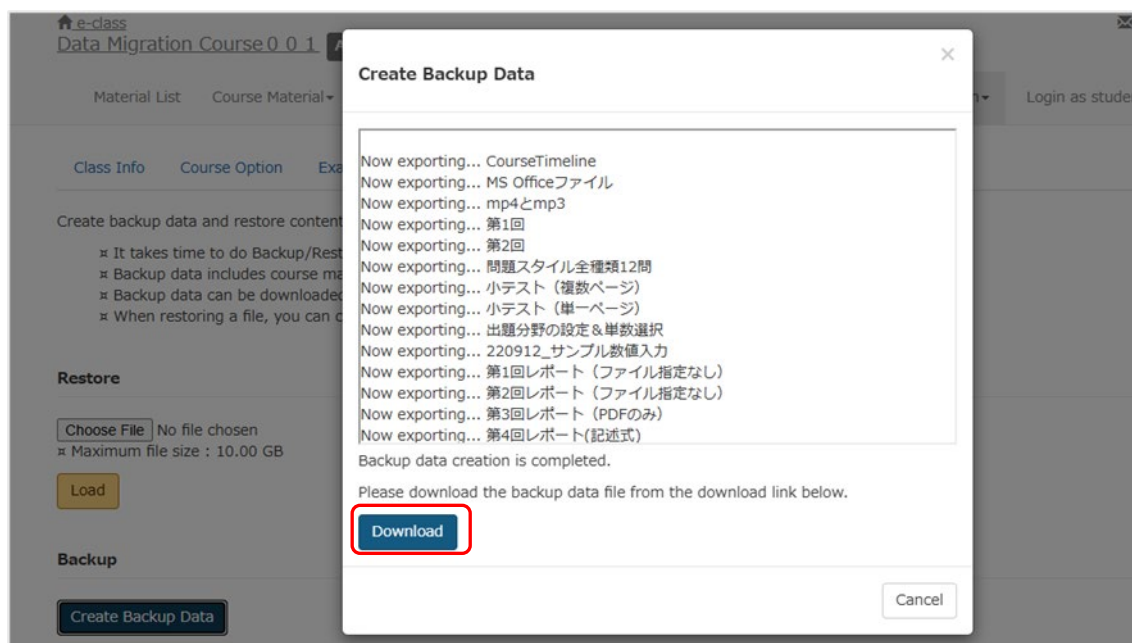


3. Click "Create Backup Data".



- Once the data processing is complete, a "Download" button will appear. Click it to download the file.

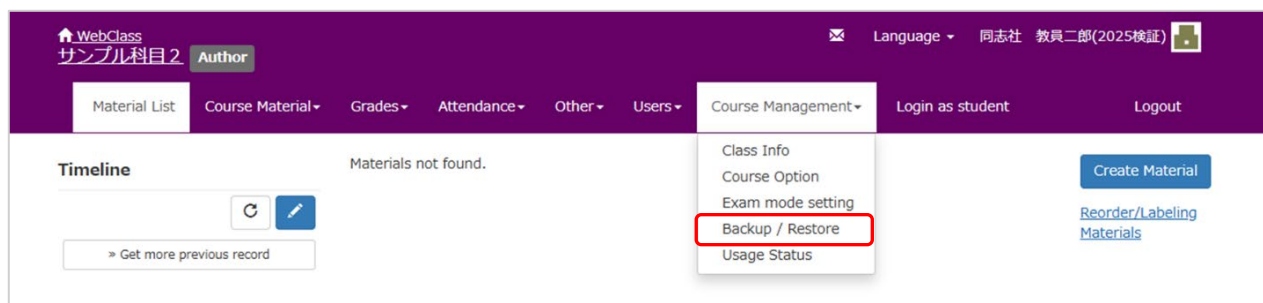
※ The downloaded file will be named "wc_backupYYYYMMDD.tar".



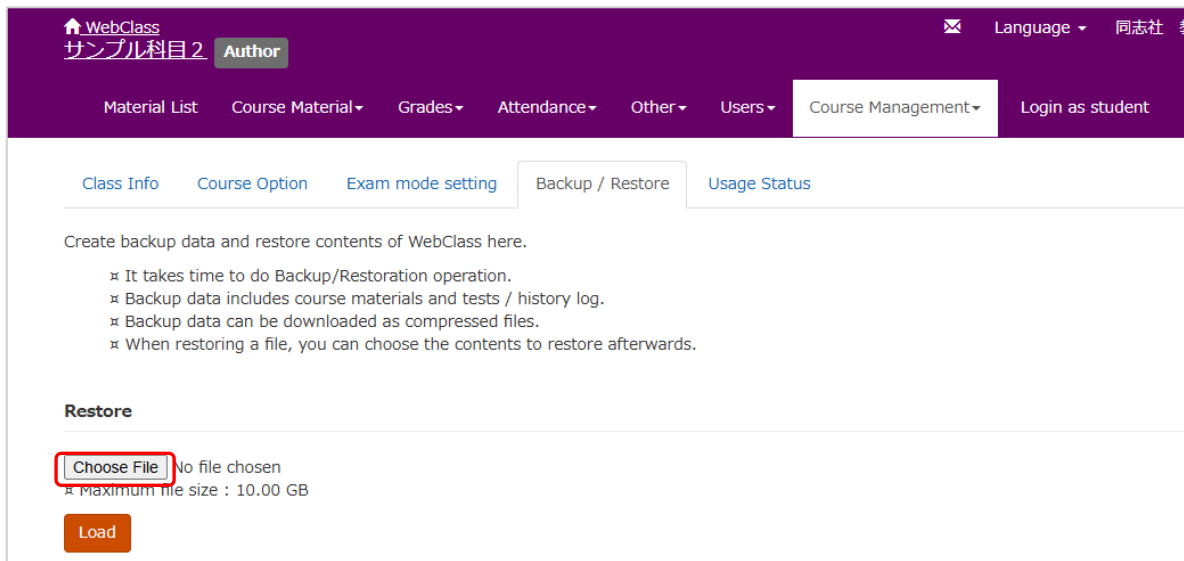
▼Restoring Backup Data <Task in the new e-class>

This explanation is provided using Microsoft Edge, with the subject selected from the schedule in advance.

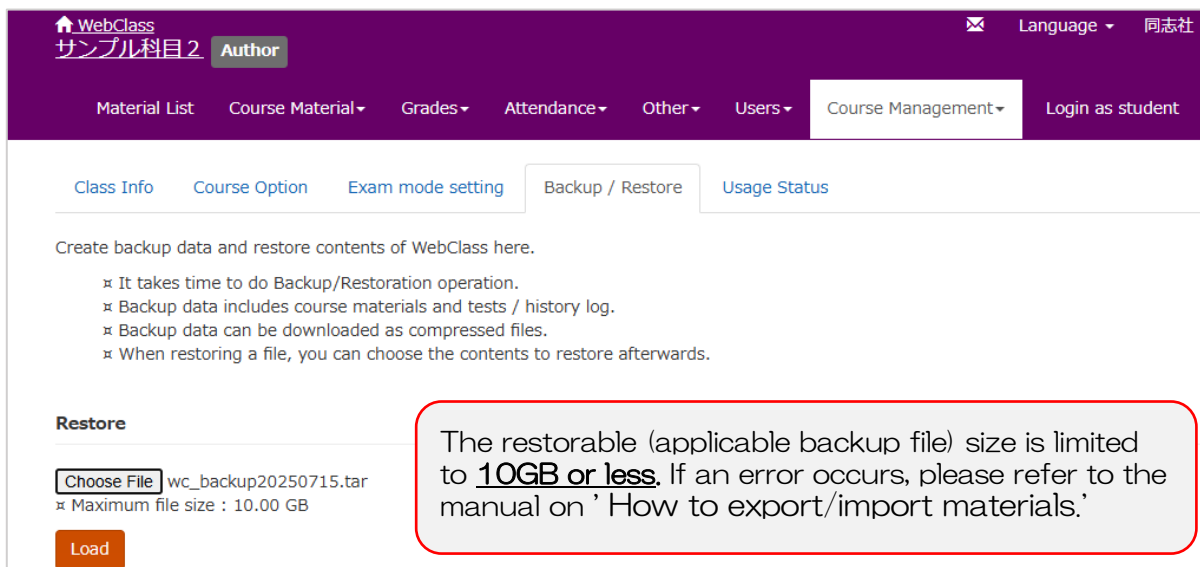
- Access the new e-class and navigate to the operation screen of the course subject where the backup data will be restored. This time, we will use 'サンプル科目2' as an example for explanation.
- Click "Backup/Restore" under "Course Option".



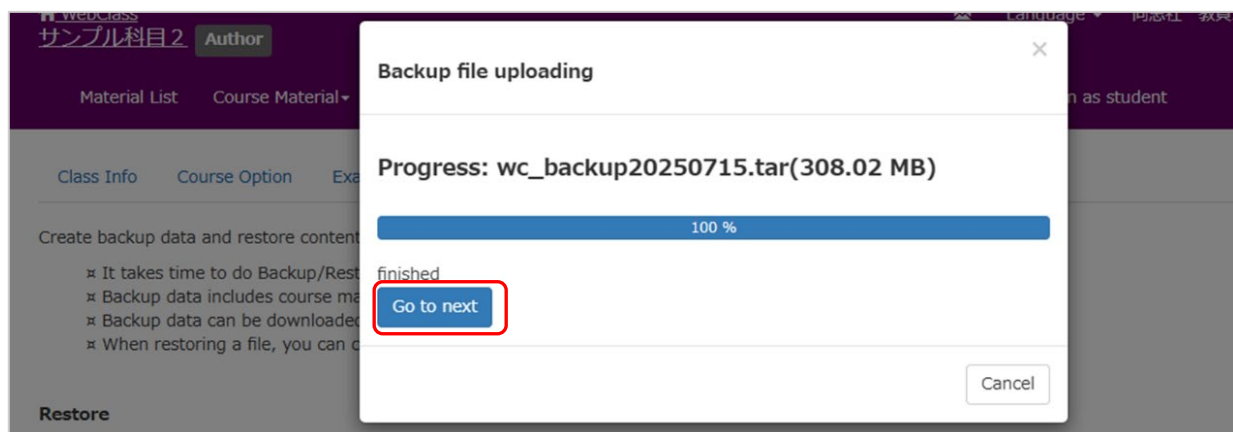
3. Select the backup file by clicking "Choose File" or "Browse".
The file name should be "wc_backupYYYYMMDD.tar".



4. Click "Load".



5. The upload screen will appear. Once the status reaches 100%, a "Go to next" button will be displayed. Click it to continue.



6. The details of the loaded file will be displayed. Select the material you want to restore and click "Continue".

Restore

Version of backup data : [11.14.7]
 Date of backup : [2025-07-15]
 Do you want to restore the WebClass backup data?
 If so please select the name of the content and click on the [Continue] button.
 If contents with the same name exists, please proceed only after you delete the content that exists.

	CourseTimeline	
<input type="checkbox"/> Forum		Content with the same name already exists.
<input checked="" type="checkbox"/> Textbook	オリエンテーション	Restorable
<input checked="" type="checkbox"/> Textbook	説明資料	Restorable
<input checked="" type="checkbox"/> Textbook	MS Officeファイル	Restorable
<input checked="" type="checkbox"/> Textbook	mp4とmp3	Restorable
<input checked="" type="checkbox"/> Assessment	コメントシート_1	Restorable
<input checked="" type="checkbox"/> Assessment	コメントシート_2	Restorable
<input checked="" type="checkbox"/> Assessment	コメントシート_3	Restorable
<input checked="" type="checkbox"/> Assessment	小テスト_1	Restorable
<input checked="" type="checkbox"/> Assessment	評価説明動画	Restorable
<input checked="" type="checkbox"/> Assessment	出欠確認 第 1 回	Restorable
<input checked="" type="checkbox"/> Assessment	出欠確認 第 2 回	Restorable
<input checked="" type="checkbox"/> Assessment	出欠確認 第 3 回	Restorable
<input checked="" type="checkbox"/> Assessment	出欠確認 第 4 回	Restorable
<input checked="" type="checkbox"/> Assessment	出欠確認 第 14 回	Restorable
<input checked="" type="checkbox"/> Assessment	出欠確認 第 15 回	Restorable
<input type="checkbox"/> Log data	Track record/Access Log	Restorable
<input type="checkbox"/> KEYWORD	FAQ/GLOSSARY	Restorable
<input type="checkbox"/> GROUP	Group Settings	Restorable

※When loading a backup file into a course for the first time, all restorable materials will be selected by default.

※If a material with the same name already exists, a message saying "A material with the same name already exists" will appear. In this case, you will not be able to select the item or overwrite its contents. Please check the target environment beforehand.

※Although LTI tool materials may display a message saying "Restoration is possible", please note that actual data migration is not supported.

7. If "OK" is displayed, the process is complete. Click "Close" to exit the screen.

「A warning screen may be displayed, but it is not a problem.

Restore

Error: [text_book table]The data structure does not match to current system.

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Error: [text_book table]The data structure does not match to current system.

Backup Data Restoration is completed.

➔

Restore

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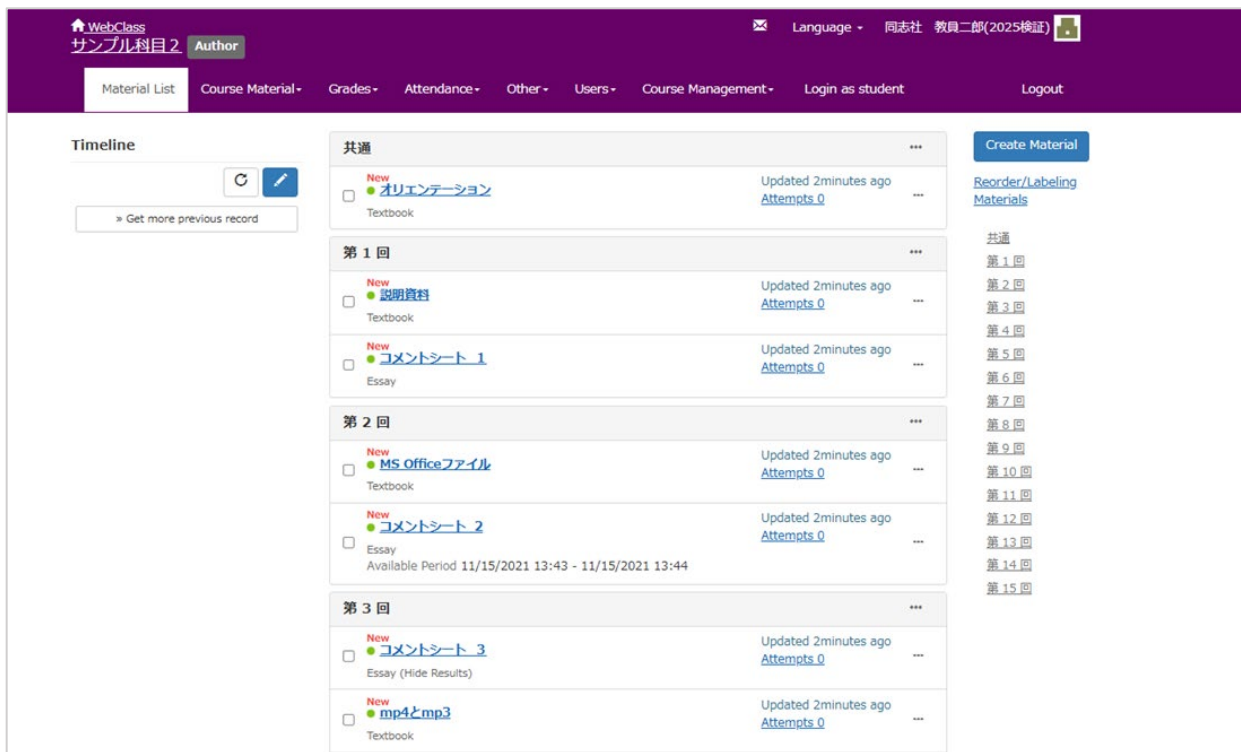
Error: [questions table]The data structure does not match to current system.

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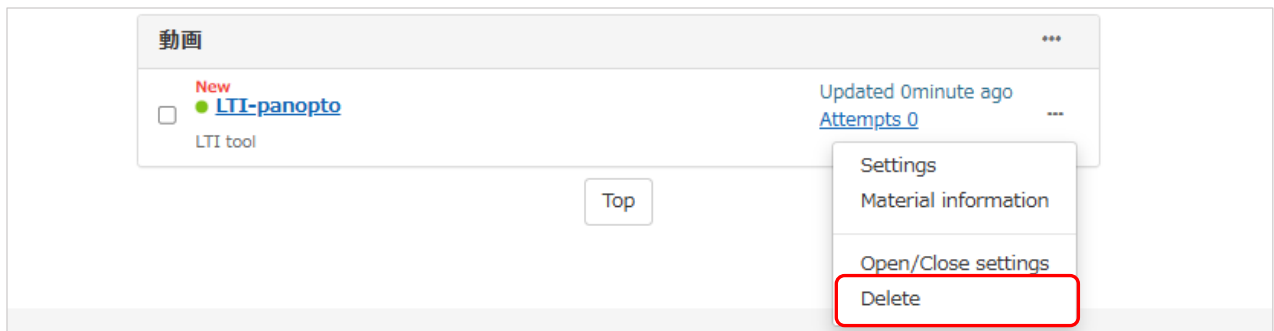
Backup Data Restoration is completed.

"Scroll down to the bottom"

8. The restored material will now appear in the material list.
Please confirm that the teaching material is displayed correctly.



9. (This task is intended only for those who have created the LTI teaching materials.)
-1 If LTI tools materials are transferred, reconfiguration will be required. Therefore, please delete the relevant materials once.



- 2 Please reconfigure.

Panopto Faculty and Staff Version User Manual (e-class)

https://doshishaacjp.sharepoint.com/sites/it/panopto_manual/panopto_e-class_t_en.pdf

(Attention)

After the current environment maintenance period (March 31, 2026) has passed, you will no longer be able to access the LTI video folder in Panopto. Please download and save to your device as needed. For details, please refer to 'e-class リニューアルと LTI 連携について~Panopto~'.

End