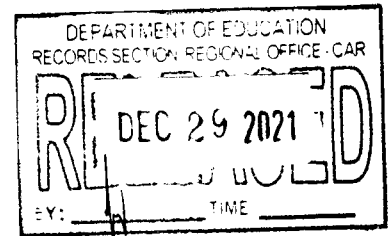




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, La Trinidad, Benguet



December 28, 2021

REGIONAL MEMORANDUM

No. 628-2021

**UTILIZATION OF REGIONAL LEARNING MANAGEMENT SYSTEM (LMS)
COURSE PACKAGES IN THE DELIVERY OF DISTANCE LEARNING**

To: OIC-Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Relative to the adoption of the Project HyTEQ (Hybrid Learning Using Technology with Equity and Quality) which utilizes online and/or in-person learning experiences through hybrid teaching-learning delivery, DepEd-CAR issues the User's Process Manual in importing, backing-up and restoring "Ready to Use" Regional LMS Course Packages.
2. The Regional LMS Course Packages will be utilized by teachers and learners of the school-recipients of Project HyTEQ and other schools that would like to adopt online/offline classes as the modality by which learning would be delivered.
3. Please see attached enclosures for your reference and guidance:
 - Enclosure 1. User's Process Manual in backing-up and restoring "Ready to Use" Regional LMS course packages for all on-premise LMS users
 - Enclosure 2. User's Process Manual in importing "Ready to Use" Regional LMS course packages
4. For other queries, please feel free to contact the CLMD-OIC Rosita Agnasi at rosita.agnasi@deped.gov.ph, Information Technology Officer Jumar Yago-an at jumar.yagoan@deped.gov.ph or Georgina Ducayso at georgina.ducayso@deped.gov.ph.
5. Immediate and widest dissemination of and compliance with this Memorandum is directed.


ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director

CLMD/RCA/gcd



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No.: (074) 422-1318 | Fax: (074) 422-4074
Website: www.depedcar.ph | Email: car@deped.gov.ph



ISO 9001:2015 Certified
Quality Management System
DE-50500784 QM15

**Backing-up and Restoring Ready to Use
Regional LMS Course Packages
for ALL On-premise LMS users (Project HyTEQ Strategy 2,3,4,5)**

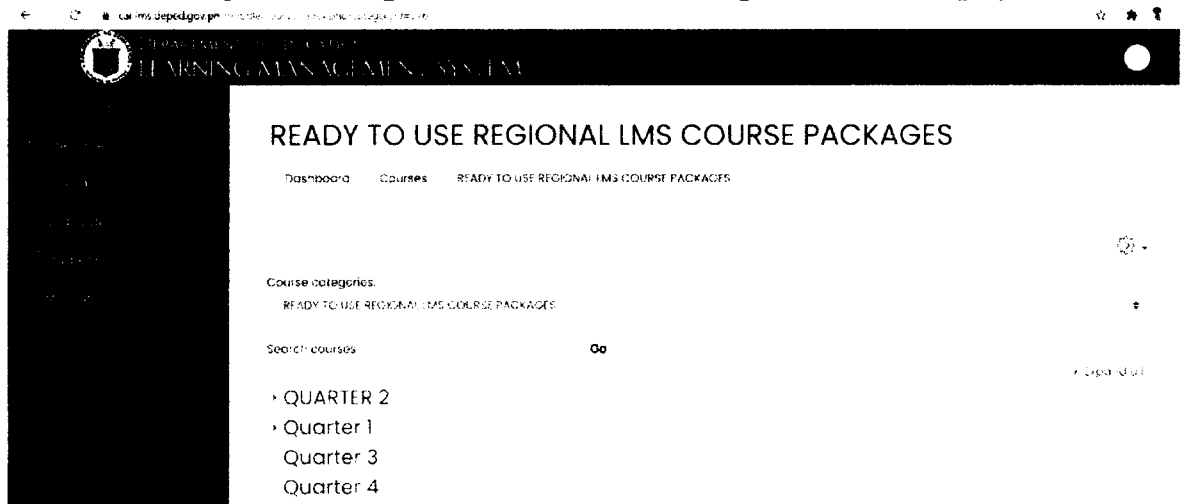
What you need?

1. Access to DepEd LMS
2. Access to your On-premise LMS

STEPS:

A. Backing up course from the DepEd LMS
Role: ICT Coordinator

1. Login to your DepEd LMS Account through car.lms.deped.gov.ph.
2. Enter the 'Ready to Use Regional LMS Course Packages' course category.



3. Enter the desired Quarter then Grade Level. Enrol yourself to enter the course.

Grade 6 - Q2 - Ready to Use Regional LMS Course Package

Dashboard Courses READY TO USE REGIONAL LMS COURSE PACKAGES QUARTER 2 ELEMENTARY Grade 6 - Q2 - Ready
Enrol me in this course Enrolment options

Enrolment options



[Grade 6 - Q2 - Ready to Use Regional LMS Course Package](#)

Self enrolment (Observer)

No enrolment key

Enrol me



4. Click on the settings located on the upper right corner (gear icon) and select 'backup.

Regional LMS Course Package

SE PACKAGES QUARTER 2 ELEMENTARY Grade 6 - Q2 - Ready

General

Filipino

at Anekdota

awan at Anekdota



Edit settings

Course completion

Filters

Gradebook setup

Backup

Restore

Import

Copy course

Reset

Repositories

More...



5. Uncheck the 'include enrolled users' under the backup settings.

Backup course: Grade 6 - Q2 - Ready

Dashboard Courses READY TO USE REGIONAL LMS COURSE PACKAGES QUARTER 2 ELEMENTARY Grade 6 - Q2 - Ready Backup

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

Backup settings

- IMS Content Package LI
- include enrolled users
- Anonymize user information
- include user role assignments
- include activities and resources
- include blocks
- include files
- include filters

6. At the bottom of the page, click the 'Jump to final step' button.

- include calendar events
- include user completion details
- include course logs
- include grade history
- include question bank
- include groups and groupings
- include competencies
- include custom fields
- include content bank content

Jump to final step Cancel Next

7. After backing up, click continue to download the backup.

Backup course: Grade 6 - Q2 - Ready

Dashboard Courses READY TO USE REGIONAL LMS COURSE PACKAGES QUARTER 2 ELEMENTARY Grade 6 - Q2 - Ready Backup

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

The backup file was successfully created

Continue

8. Download the backup by clicking the 'Download' button.

You can drag and drop files here to add them.

Restore

There are required fields in this form marked *

Course backup area

Filename	Time	Size	Download	Restore
Manage backup files				

User private backup area

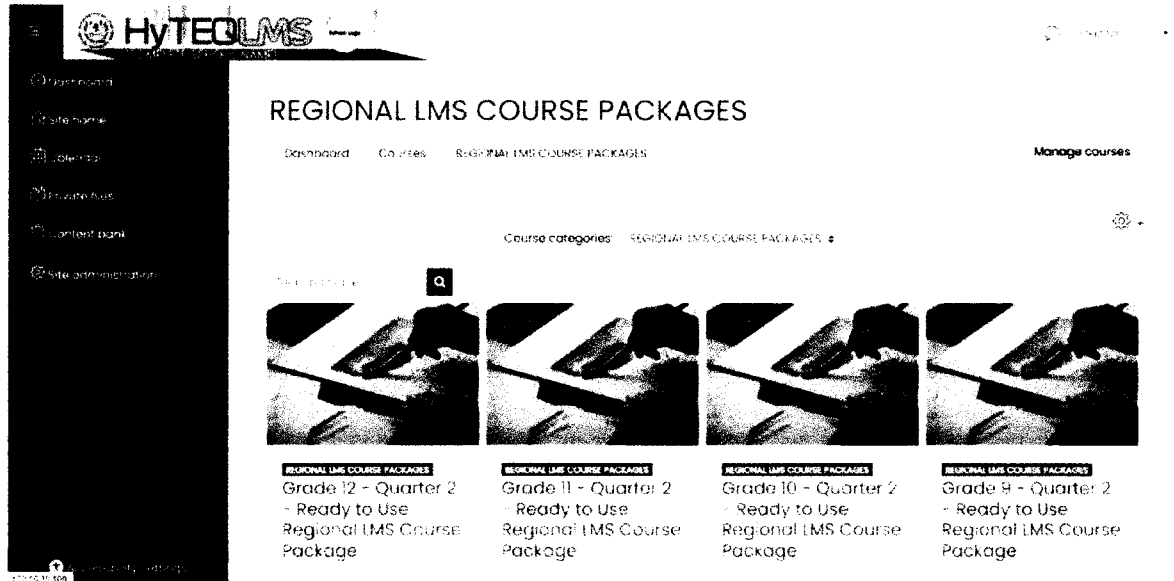
Filename	Time	Size	Download	Restore
backup-moodle2-course-8412-grade_6_-_q2_-_ready-20211201-1914-numb	Wednesday, 1 December 2021, 7:17 PM	373MB	Download	Restore

B. Restoring Course into the On-premise School LMS

Role: ICT Coordinator

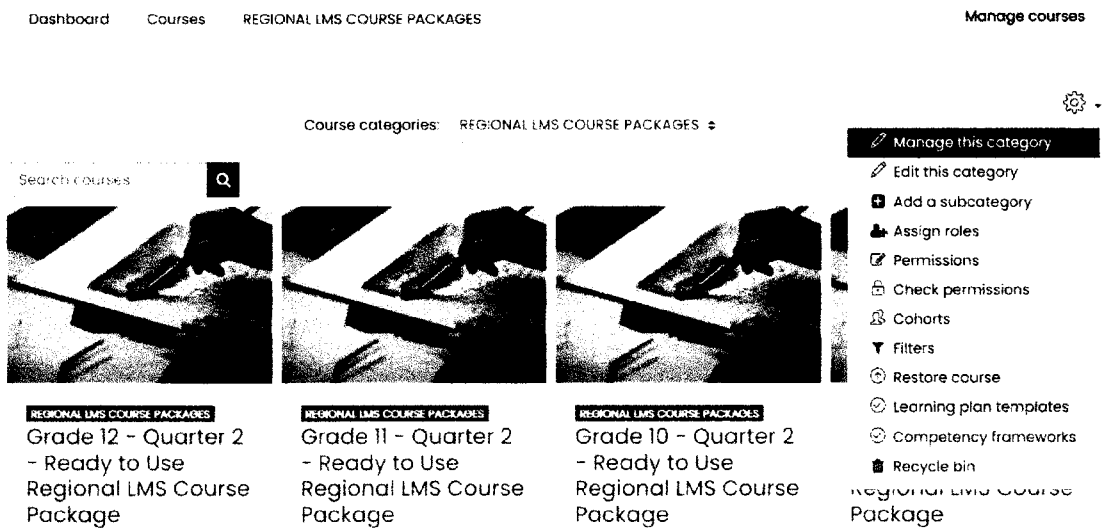
9. Login your administrator/manager/teacher account in your on-premise School LMS.

10. Enter the Regional LMS Course Package course category. It is recommended that fresh copies of the packages be restored here by the School ICT Coordinators.



11. Click on the settings located on the upper right corner (gear icon) and select 'Restore Course'.

REGIONAL LMS COURSE PACKAGES



12. Choose the file downloaded earlier (backup) from car.lms.deped.gov.ph.

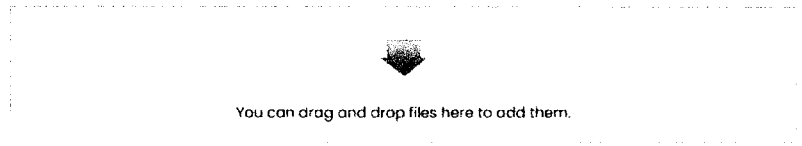
Restore course

Dashboard Category: REGIONAL LMS COURSE PACKAGES Restore course

Import a backup file

Files

Choose a file...



Restore

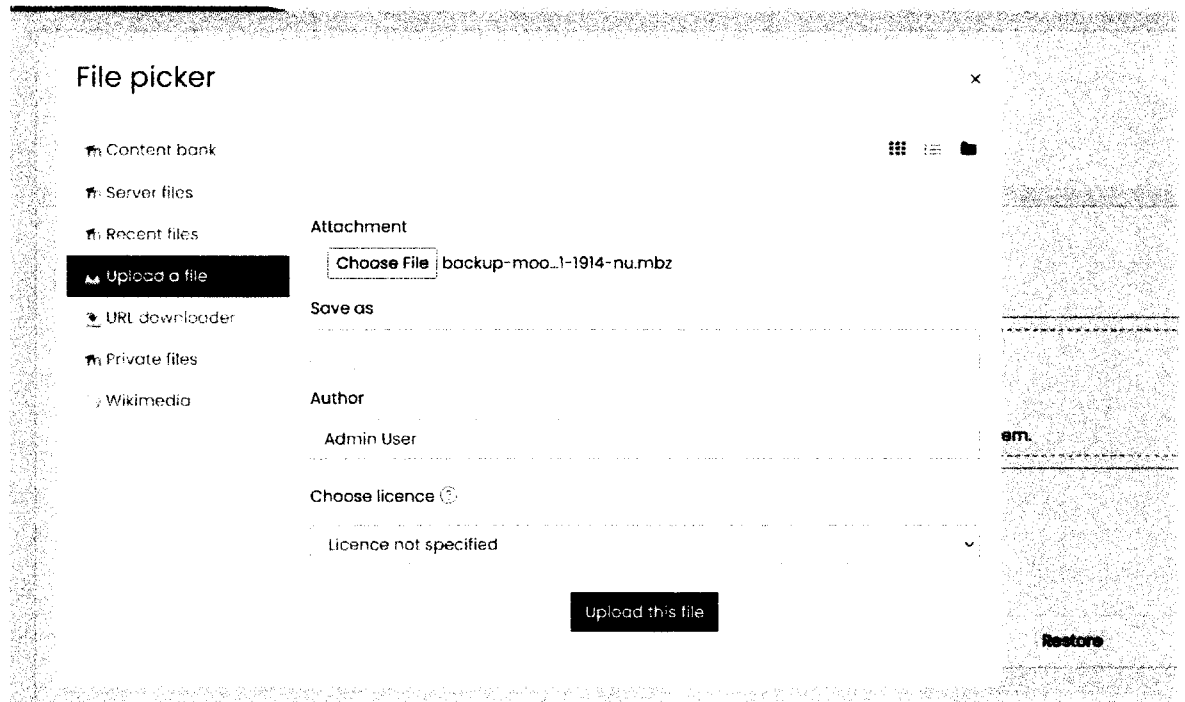
There are required fields in this form marked *

Course backup area

Filename	Time	Size	Download	Restore
----------	------	------	----------	---------

Manage backup files

13. Click 'Upload this file' button to upload the backup.



14. Click 'Restore' button then continue.

<input checked="" type="radio"/> Quiz	SCIENCE6_Q2_M9: Written Quiz	<input type="checkbox"/>
<input checked="" type="radio"/> Assignment	SCIENCE6_Q2_M9: Performance Task	<input type="checkbox"/>
<input checked="" type="radio"/> Label	SCIENCE6_Q2_M8: Animals: Characteristics of Verte...	<input type="checkbox"/>
<input checked="" type="radio"/> Lesson	SCIENCE6_Q2_M8: Animals: Characteristics of Vertebrates	<input type="checkbox"/>
<input checked="" type="radio"/> Quiz	SCIENCE6_Q2_M8: Written Quiz	<input type="checkbox"/>
<input checked="" type="radio"/> Assignment	SCIENCE6_Q2_M8: Performance Task	<input type="checkbox"/>

Continue

15. Select 'Regional LMS Course Package' category under Restore as a new course then click 'continue'.

1. Confirm ► 2. Destination ► 3. Settings ► 4. Schema ► 5. Review ► 6. Process ► 7. Complete

Restore as a new course

Restore as a new course

Select a category

Name

Description



REGIONAL LMS COURSE PACKAGES



QUARTER 1



QUARTER 2

Search categories



Continue

16. Click 'next' button then 'perform restore'.

include badges	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Include calendar events
include user completion details	<input checked="" type="checkbox"/>
include course logs	<input checked="" type="checkbox"/>
include grade history	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Include groups and groupings
	<input checked="" type="checkbox"/> Include competencies
	<input checked="" type="checkbox"/> include custom fields
	<input checked="" type="checkbox"/> Include content bank content
	<input checked="" type="checkbox"/> Include legacy course files

Animals:
Characteristics of
Vertebrates @

SCIENCE6_Q2_M8: ✓
Written Quiz @

- No

SCIENCE6_Q2_M8: ✓
Performance Task @

- No

17. Click continue to finally finish the process of restoring course.

HyTEQ [School Name]

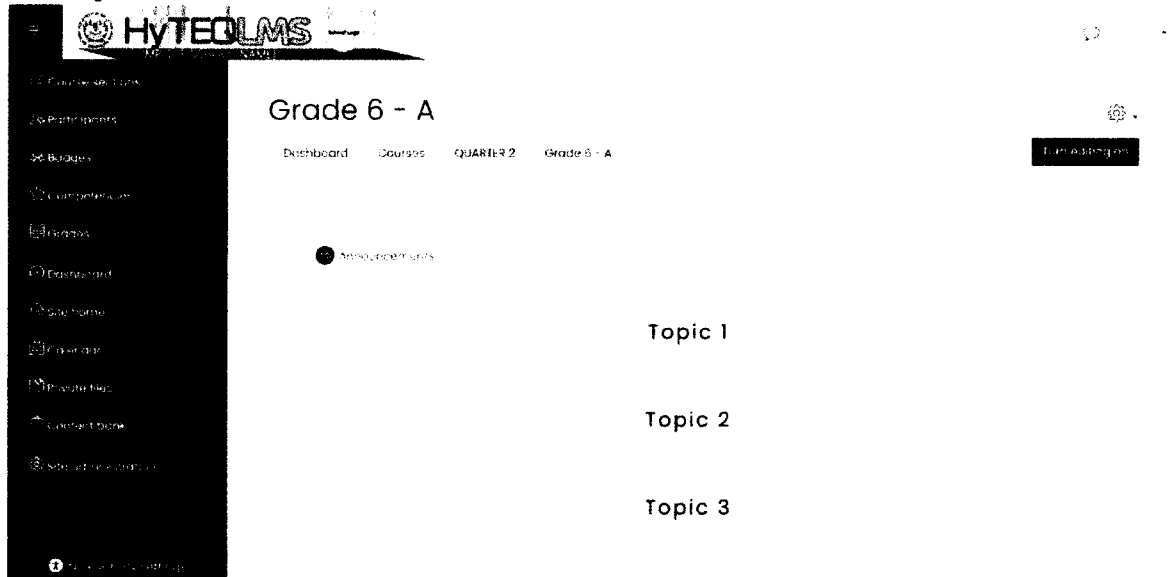
[Dashboard](#) [Category: REGIONAL LMS COURSE PACKAGES](#) [Restore course](#)

1. Confirm ► 2. Destination ► 3. Settings ► 4. Schema ► 5. Review ► 6. Process ► 7. **Complete**

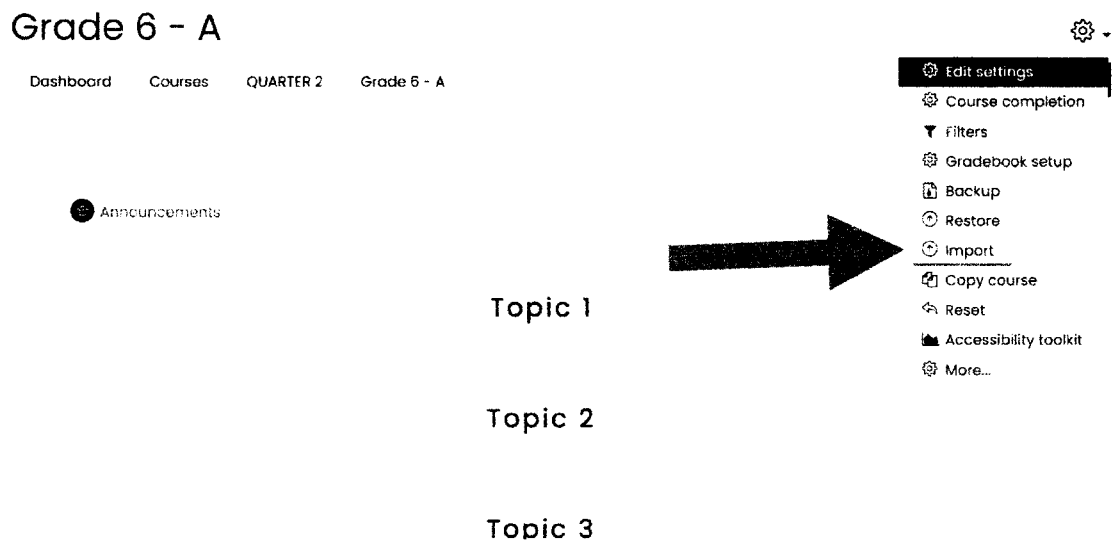
The course was restored successfully, clicking the continue button below will take you to view the course you restored.

C. Importing from the Ready to Use LMS Course Package (on-premise LMS)
Role: Teacher

1. Login to your School LMS.
2. Enter your course.



3. Click on the settings located on the upper right corner (gear icon) and select 'import'.



4. Find a course to import data from by searching keyword related to your course/grade level. Make sure the course is labeled with 'Ready to Use Regional LMS Course Package'.

Grade 6 - A

Dashboard Courses QUARTER 2 Grade 6 - A Import

1. **Course selection** ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

Find a course to import data from:

Select a course Total courses: 2

Course short name	Course full name
<input checked="" type="checkbox"/> Grade 6 - Q2 - Ready to Use Regional LMS Course Package	Grade 6 - Q2 - Ready to Use Regional LMS Course Package
<input type="checkbox"/> Grade 6 - A	Grade 6 - A

grade 6 Search

Continue

5. Select the target course then click 'continue button'.

Grade 6 - A

Dashboard Courses QUARTER 2 Grade 6 - A Import

1. **Course selection** ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

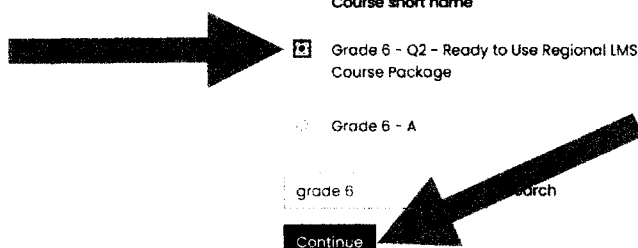
Find a course to import data from:

Select a course Total courses: 2

Course short name	Course full name
<input checked="" type="checkbox"/> Grade 6 - Q2 - Ready to Use Regional LMS Course Package	Grade 6 - Q2 - Ready to Use Regional LMS Course Package
<input type="checkbox"/> Grade 6 - A	Grade 6 - A

grade 6 Search

Continue



6. Leave the checked fields then click 'Next'.

- Include files
- Include filters
- Include calendar events
- Include question bank
- Include groups and groupings
- Include competencies
- Include custom fields
- Include content bank content
- Include legacy course files

Jump to final step

Cancel

Next



7. If you are importing for the first time, leave the checked contents then click 'Next' button. If not, you may choose the new contents you want to import.

1. Course selection ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete

Include:

Select

All / None (Show type options)

General

Announcements

Filipino

Fil6_Q2_M1-Pagsagot sa mga Tanong Tungkol sa Talaa...

Fil6_Q2_M1-Pagsagot sa mga Tanong Tungkol Talaarawan at Anekdata

SCIENCE6_Q2_M8: ANIMALS: CHARACTERISTICS OF Vertebrates

SCIENCE6_Q2_M8: Written Quiz

SCIENCE6_Q2_M8: Performance Task

Previous

Cancel

Next



8. Confirm by clicking 'Perform import' button.

SCIENCE6_Q2_M8:
Animals:
Characteristics of
Verteb...

SCIENCE6_Q2_M8: ✓
Animals:
Characteristics of
Vertebrates

SCIENCE6_Q2_M8: ✓
Written Quiz

SCIENCE6_Q2_M8: ✓
Performance Task



There are required fields in this form marked .

9. After successfully importing, you should see the quality assured contents in your course. You may now start with your class!

Grade 6 - A

[Dashboard](#) [Courses](#) [QUARTER 2](#) [Grade 6 - A](#) [Import](#)

[1. Course selection](#) ▶ [2. Initial settings](#) ▶ [3. Schema settings](#) ▶ [4. Confirmation and review](#) ▶ [5. Perform import](#) ▶ **6. Complete**

Import complete. Click continue to return to the course.

x

Importing Ready to Use Regional LMS Course Packages for DepEd LMS users (Project HyTEQ Strategy 1,4,5)

What you need?

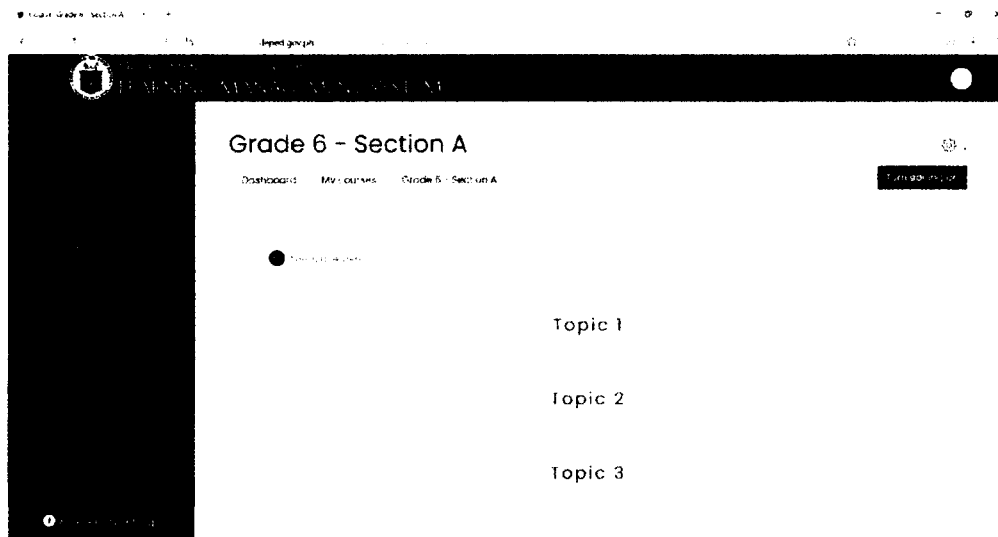
1. Access to DepEd LMS
2. Assigned Course

Whose role?

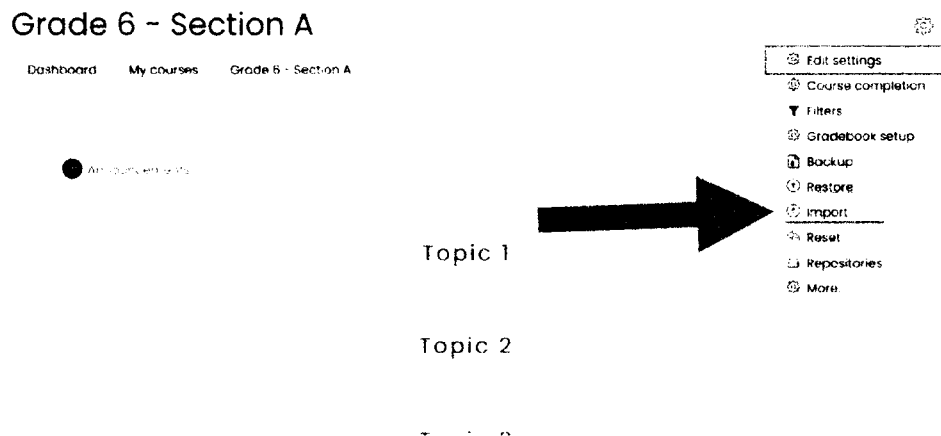
- Teacher
- School ICT Coordinator

Steps:

1. Login to your DepEd LMS Account through car.lms.deped.gov.ph.
2. Enter your course.



3. Click on the settings located on the upper right corner (gear icon) and select 'import'.



- Find a course to import data from by searching keyword related to your course/grade level. Make sure the course is labeled with 'Ready to Use Regional LMS Course Package'.

Grade 6 – Section A

[Dashboard](#) [My courses](#) [Grade 6 – Section A](#) [Import](#)

[1. Course selection](#) ▶ [2. Initial settings](#) ▶ [3. Schema settings](#) ▶ [4. Confirmation and review](#) ▶ [5. Perform import](#) ▶ [6. Complete](#)

Find a course to import data from:

Select a course

Total courses: 1

Course short name

Course full name

Grade 6 - Q2 - Regional LMS Course Package

Grade 6 - Q2 - Ready to Use Regional LMS Course Package

Grade 6 - Q2

Search

Continue



- Select the target course then click 'continue button'.

Find a course to import data from:

Select a course

Total courses: 1

Course short name

Course full name

Grade 6 - Q2 - Regional LMS Course Package

Grade 6 - Q2 - Ready to Use Regional LMS Course Package

Grade 6 - Q2

Search

Continue



- Leave the checked fields then click 'Next'.

[1. Course selection](#) ▶ [2. Initial settings](#) ▶ [3. Schema settings](#) ▶ [4. Confirmation and review](#) ▶ [5. Perform import](#) ▶ [6. Complete](#)

Import settings

Include activities and resources

Include blocks

Include files

Include filters

Include calendar events

Include question bank

Include groups and groupings

Include competencies

Include custom fields

Include content bank content

Jump to final step

Cancel

Next



7. Leave the checked contents then click 'Next' button. If you are importing again to get new updates, you may only check the new contents.

1. Course selection ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete

Include:

Select

All / None (Show type options)

- General
- Announcement
- FILIPINO
- Fil6_Q2_MI-Pagsagot sa mga Tanong Tungkol sa Talaa
- EDUKASYON SA PAGPAPAKATAO
- ESP6Q2M2 - Edukasyon sa Pagpapakatao Ikalawang Mar
- Edukasyon sa Pagpapakatao Ikalawang Markahan Modyul 2: Pagpapanatili Ng Mabuting Pakikipagkaibigan
- Karagdagang Gawain- Performance Task
- Tayahin

Previous Cancel Next



8. Confirm by clicking 'Perform import' button.

Karagdagang
Gawain-
Performance
Task ✓

Tayahin ✓

Previous Cancel Perform import



There are required fields in this form marked *

9. After successfully importing, you should see the quality assured contents in your course. You may now start with your class!