














Previous Versions – Students X Drive

Previous Versions provides a Self Service for you to restore files and folder on the Students X Drive in case the originals are lost, damaged, or deleted. To use this feature, you need to use a Windows computer.

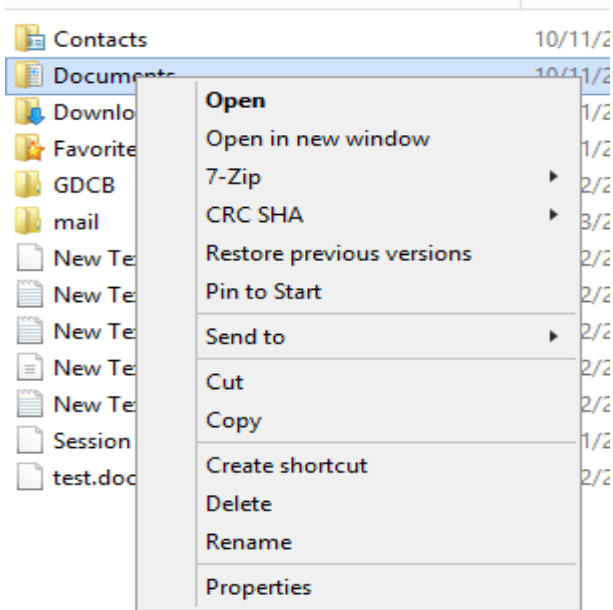
Steps

1. Navigate to the folder containing the file/folder you want to restore. Right click on the folder/file

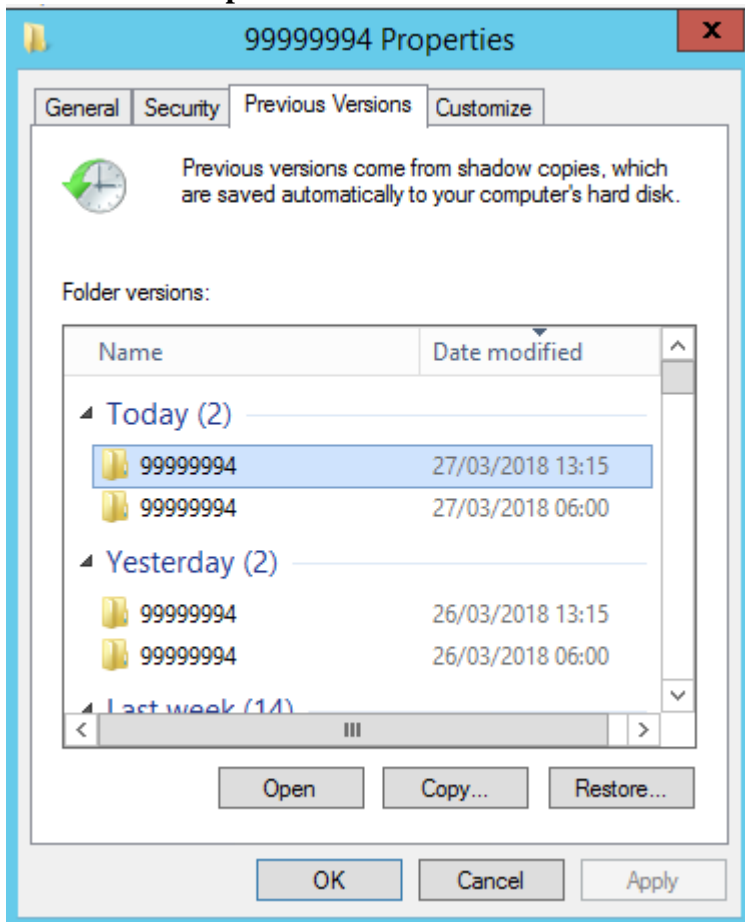
studentdata ▶ student\$ ▶ 99999994 ▶

Name	Date modified	Type	Size
 Contacts	10/11/2016 11:38	File folder	
 Documents	10/11/2016 11:38	File folder	
 Downloads	10/11/2016 12:52	File folder	
 Favorites	10/11/2016 11:38	File folder	
 GDCB	05/02/2018 11:58	File folder	
 mail	02/03/2015 16:19	File folder	
 New Text Document (2).pdf	05/02/2018 12:42	PDF File	0 KB
 New Text Document (2).txt	05/02/2018 12:42	Text Document	0 KB
 New Text Document (3).txt	05/02/2018 16:14	Text Document	0 KB
 New Text Document (4).html	05/02/2018 16:16	HTML File	0 KB
 New Text Document.txt	05/02/2018 11:58	Text Document	0 KB
 Session 6.mxd	10/11/2016 12:18	MXD File	289 KB
 test.doc	05/02/2018 12:15	DOC File	0 KB

2. and select “**Restore previous versions**”.



3. On the “**Previous Versions**” tab, select the previous version of folder/file you wish to restore. Click “**Open**”.



- Another window will pop-up showing the file and folder names and the date modified. Highlight the file/folder you want to restore. Right click the file and select “Copy”. Then, you can **Paste (Ctrl-V)** it back to the original folder or the location you wish to put the copied file.

\\studentdata\student\$\99999994 (27 March 2018, 13:15)				
Name	Date modified	Type	Size	
Contacts	27/03/2018 13:15	File folder		
Documents	27/03/2018 13:15	File folder		
Downloads	27/03/2018 13:15	File folder		
Favorites	27/03/2018 13:15	File folder		
GDCB	27/03/2018 13:15	File folder		
mail	27/03/2018 13:15	File folder		
New Text Document (2).pdf	05/02/2018 12:42	PDF File	0 KB	
New Text Document (2).txt	05/02/2018 12:42	Text Document	0 KB	
New Text Document (3).txt	05/02/2018 16:14	Text Document	0 KB	
New Text Document (4).html	05/02/2018 16:16	HTML File	0 KB	
New Text Document.txt	05/02/2018 11:58	Text Document	0 KB	
Session 6.mxd	10/11/2016 12:18	MXD File	289 KB	
test.doc	05/02/2018 12:15	DOC File	0 KB	

Supported Network Drive

- Student Home Directory (X Drive)

Backup Schedule

Student Home Directory (X Drive)

Schedule	Number of Recovery Point
Daily 06:00 and 13:15	Max of 64 Recovery points (approx. 1 month)

Remark

If you cannot see the previous version of a file or folder, it may be because the file or folder only existed earlier than any backup schedule. For example, if you create a file at 12:30 and delete it at 13:00, no backup will be taken for that file at 13:15 because it does not exist.