End of Year – Start of Year

An international Fronter manual for the End of Year and Start of Year procedures.

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Contents

Preface

This manual describes the routines regarding the end of a school year and the start of the new. Most schools have set up an automatic import of users from their student/user management systems (e.g. MIS, SAS, SATS). Many schools also have an automatic room creation based on the import and that is what we call a full import. In this manual we will use the abbreviation SAS (Student Administration System) as a generic term for all student/user management systems.

Most of this manual is written to cover the aspects regarding a full import, but there are some paragraphs referring to manual set ups as well. This was more thoroughly covered in your basic Administrator training. Please be advised that there might exist local guides customised for your area.

The intended audience for this documentation are Fronter administrators.

What will happen when the full import runs?

An import is in reality an integration between Fronter and the SAS, and is usually customised. It is therefore a good idea to check if there are special circumstances around your school's import that will need extra attention.

In general, the following happens when the full import runs:

- The old imported groups are discontinued, and new are created with the correct access rights.
- Depending on your import type and settings, new rooms may be created in Fronter for any new groups that are created in the SAS system.
- Teachers and students are enrolled in any new rooms with the correct access.
- Where the group ID (internal ID for the group held within the SAS system) remains the same from the previous year, rooms will not be created (regardless of settings) and the existing rooms will then be populated with the relevant new year membership.
- The new rooms have to be activated, and this can happen in different ways (as described later in this manual).

In Practice: For the vast majority of schools, completing their SAS roll over will effectively assign new group IDs for all groups. The new year import will then create a new set of classrooms.

To ensure continuance and preserving important content, student results etc., there are some manual choices and actions to be taken. With this manual we want to help school administrators to make the correct decisions.

Steps in the process

For schools that run a full import that provision rooms

At the end of the school year:

- Do a general tidy up of the rooms.
- Stop the import.
- Archive rooms.

At the start of the new year:

- Start the import.
- Activate the new rooms by selecting the relevant options.
- Close rooms that are not to be used.

For schools with no import

At the end of the school year:

- Do a general tidy up of the rooms, including removing irrelevant users.
- Archive or delete rooms that will not be used next year.
- Remove groups that will not be used next year.

At the start of the new year:

- Manually import new users/enrol existing users into new groups.
- Create new rooms and/or use existing rooms and enrol the members.

At the end of year: Tidy and clean

Whether the room is to be stored as an archive for the students and teachers, copied to a new group, having a new group enrolled, or even deleted, a general tidy up is advised. This is a job for the teachers with access to the room and some knowledge of its contents, as they are the ones who know what's worth keeping and what should be discarded.

The tidying procedures and decisions are the same regardless of whether the room is imported or manually created.

If the room is to be deleted:

- Make sure all valuable content is safely copied into a manually created room.
- Make sure that the content and evaluations students need to keep are copied to final assessment in Portfolio and/or My Documents.

If the room is to be archived for storage (not to be re-used in the new school year):

- Delete everything that you don't need for the future and consider moving valuable content that you intend to re-use to a manually created room. Archived rooms use disk space just like an open room.
- Remember to empty the recycle bins as well.
- Since members in archived rooms only have read access – even if they were previously the owner (see more information below) – you will need to open hidden tools and folders if you want the content accessible after archiving.

If the room is to be archived and cloned/copied in the next import:

- Delete everything that you don't need, and that will just clutter up the room, such as various schedules and info letters.
- Consider changing access to, or hide, resources that shouldn't be accessible to the students immediately. (If you want the previous students to have access to old content in an archived room, it is better to hide the content in the copy after activating it.)

If the room is going to be re-used (new members enrolled):

- Follow the same steps as for archived rooms, but consider hiding or removing even tests, assignments and forum contributions.

For manually created rooms enrolling and resigning members and deleting rooms is a manual procedure.

Advanced tip For super eager teachers who want to work on preparing their class room during the holiday: Manually create a corridor and give teachers room creator access. Teachers can copy the old/archived class room and improve the copy, which can then be the base for the next year's room.

Stop the import

To stop the import, select the required node in the admin structure tree where your import is set up (can be a school node or top node). Then select the **Tools** tab and click **Fronter integration setup**.
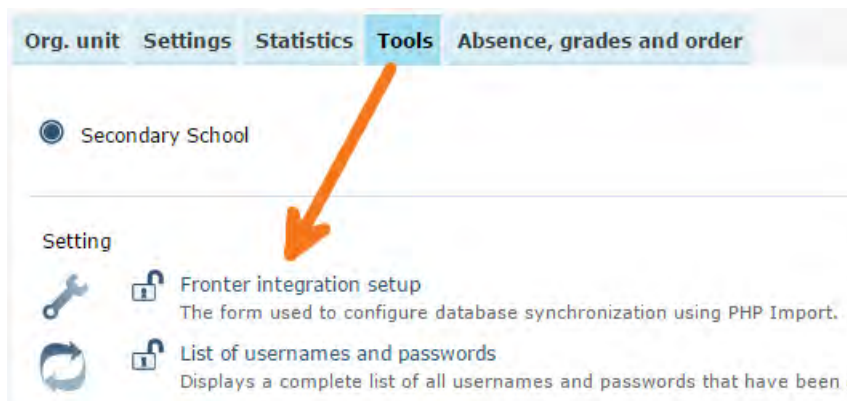
Select the active integration (inactive integrations are displayed as transparent grey) and click **Deactivate**.
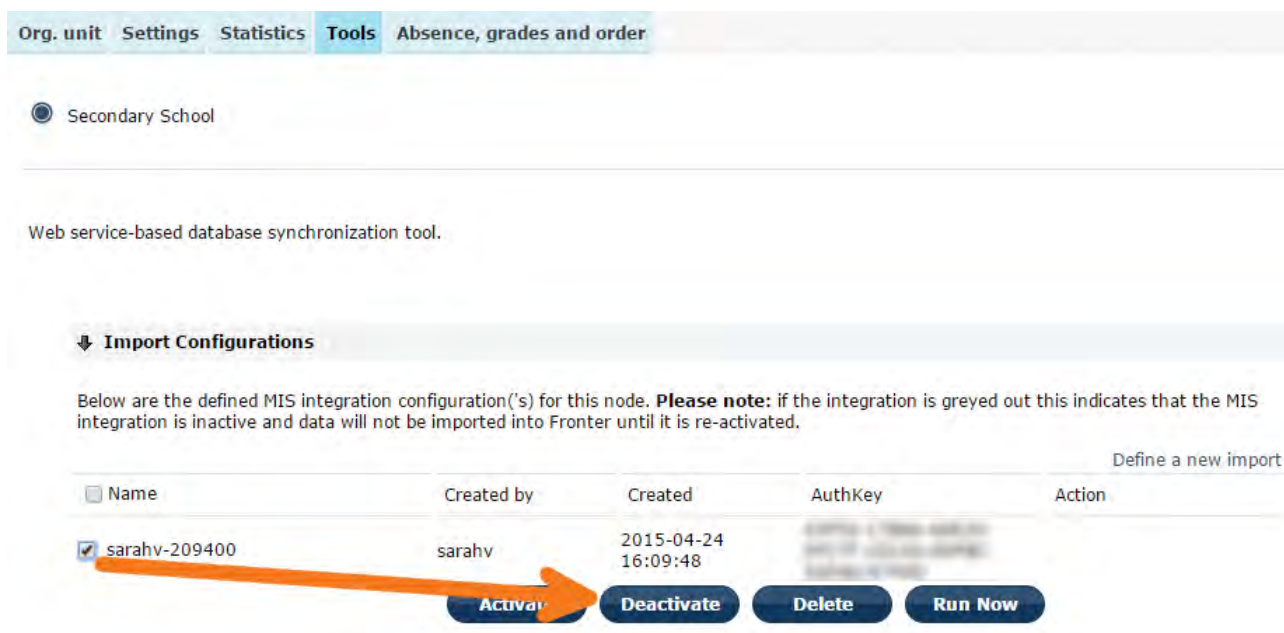
Note In some buildings, Fronter will start and stop the import on behalf of the administrator. If you are not sure if you are one of them, please contact your local support team.

Archive the rooms

When the rooms are tidy and the teachers and students are ready for vacation, it makes sense to archive the rooms. There are three good reasons for making archiving of the rooms an end of year routine:

- To keep the rooms for later reference of resources and student progress. Students (and teacher) can find documents and links, read their own forum contributions and comments. Portfolio and elements connected to learning goals will be accessible via My portfolio and ILP.
- If the teacher wants to keep the classroom content for their new class next year, the archived room can be cloned with the relevant content for the new group.
- When teachers miss the end of year tidy up and could not save the valuable content, they will still have their content in the archived room when they arrive the next year.

The archived rooms will be left in a frozen state, where the members have read/guest access, regardless of the access they had before archiving.

- Tools in the room set to visible only for write access or higher will not be visible to anyone after archiving.
- Tools set to 'Guest, that gives write access to read user' will still have write access after archiving (so content can be added/changed).
- Folders set to 'write access only' or higher will not show after archiving.

Please note that there is also a difference in how the members got enrolled into the room. Only individual enrolled members of the room have their original access in the members list, and can for example download resources or access Assignments. If the teacher should be able to activate/create new rooms based on an archived room, she/he must have been enrolled individually in the archived room, not just as a part of a group. (Most imports will do this anyway.)
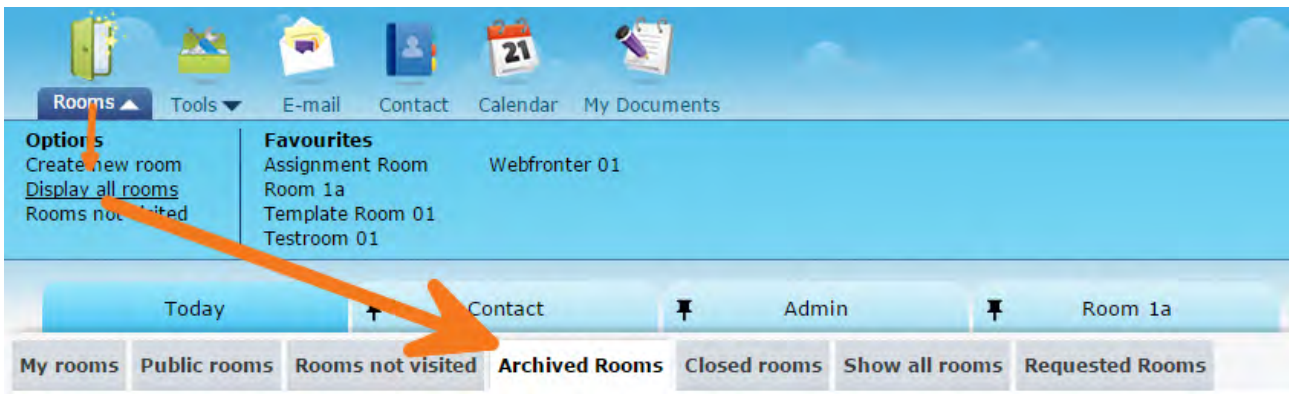
Note For some buildings, Fronter will enrol all teachers as individual users into their rooms, so that they will keep their Delete or Owner rights also after archiving the room. If you are not sure if Fronter is doing it for your building, please contact your local support team.

How to archive rooms

Both administrator and room owner can archive a room. Select **Rooms** from your top menu, click **Display all rooms** and then the tab **Archived rooms**.

You will see a list of nodes, corridors and rooms, depending on the existing amount of rooms in the building and what you have access to.

The list shows first the already archived rooms, then rooms that have either no members enrolled or where the members were enrolled as individuals (not enrolled as a group). And last on the list there are open rooms that have members that were enrolled as a group.

Select the required rooms and click **Archive room(s)** on the bottom right. The rooms will then move to the top section of the list, where they can still be accessed with read/guest access.

The archived rooms will not be visible in the corridors in the admin module nor under Favourite rooms nor on the Today page in the Entrance hall. They can only be seen from the **Archived Rooms** tab.

If you want to keep track of the students' progress in the Portfolio without having to copy everything to the Final assessment, or the elements connected to the learning goals in the ILP, you will need to keep the rooms archived for as many years as you need to keep the results.

Advanced tip If the list of rooms get very long, create an ad hoc admin user just for the corridor with current years' classrooms. This admin user will see only those rooms and can archive all in one go.

Since last autumn we made the bulk archiving even more simply for you. It is now possible to only display imported rooms. Under 'Rooms you may want to archive', there is a checkbox 'Show only imported rooms'. Checking this option will display only imported rooms from your integration.

Unarchiving of rooms

Unarchiving rooms is not usually good practice, but sometimes one would archive a room by mistake or sometimes the use of a room continues across two school years.

To unarchive a room, tick the box to the left of the room in the **Archived rooms** section and click the link **Unarchive Room(s)** at the bottom. A new page with more info will appear and you confirm by clicking **Unarchive room(s)** again.

The room will now appear under the tabs **My rooms** or **Show all rooms** and its name will be *Unarchived* plus the original title.

Note Archiving a room effectively resigns all groups and re-enrols the members in a new group with read access. This means that if you unarchive a room, you will need to manually re-enrol the previous members if you want them to have their old access back.

Delete closed rooms

If you started the school year by closing all unused rooms, this would be the time to delete them. You find the closed rooms under the **Closed rooms** tab from where you are able to delete them. Either with the **Delete** link in the right column or in bulk with the **Delete room** link in the bottom.
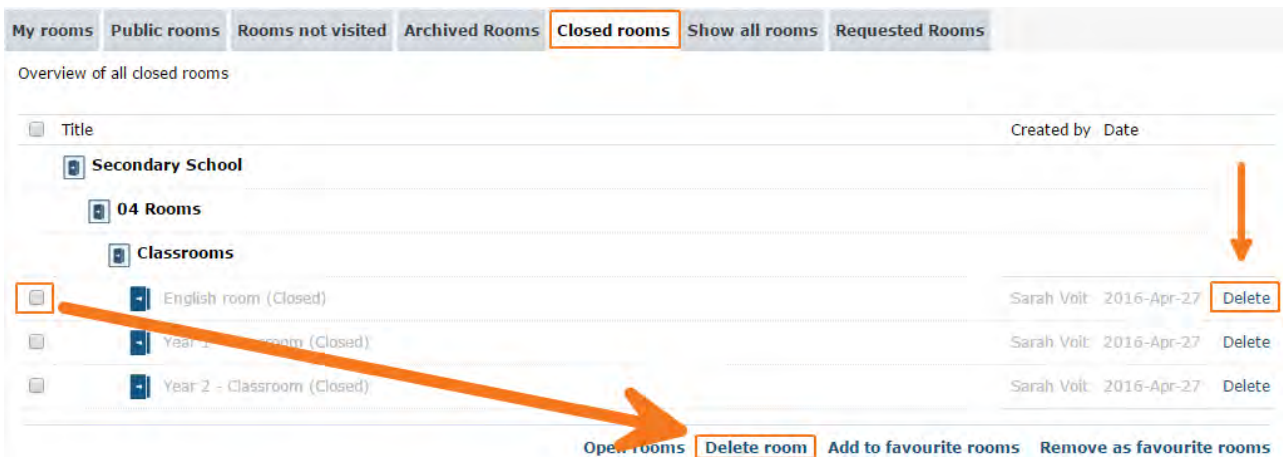
### Delete unused imported rooms

The tool for deleting unused imported rooms can be accessed by top administrators from anywhere within Fronter's tree structure. In Admin, choose the correct node on the left hand side, then choose 'Clean up old imported data' under Tools. Click on the tab 'Clean up unused imported rooms' and you will be presented with a list of unused rooms that can be deleted. A delete button is underneath the list. You can manually select the rooms you want to delete, or choose to delete all at once. When you click 'Delete', the selected rooms will be permanently deleted from you building.
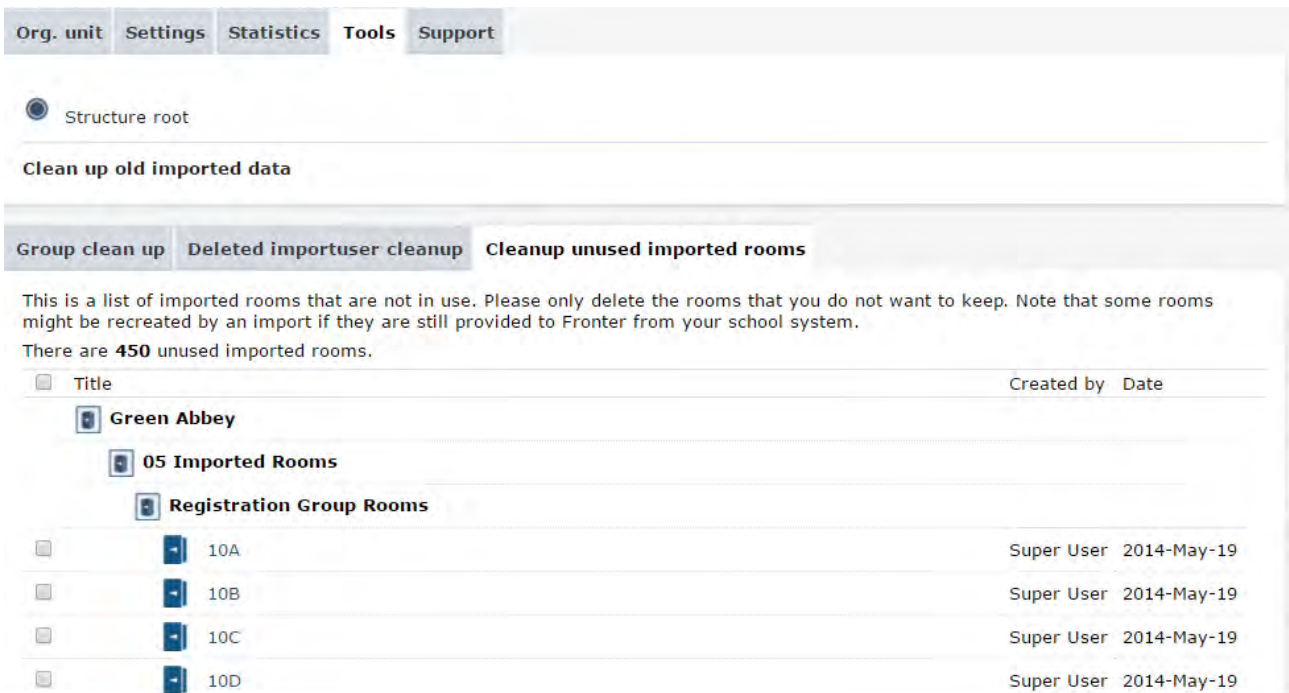
New year: Start the import

When the SAS is rolled over to the new school year, the import can be activated.

From the admin module, click the tab **Tools**, select the relevant import and click **Activate** (1). If your institution manually transfers files; do it at this point. If not, they just need to be available for Fronter to fetch. Make sure the import is still ticked and click **Run now** (2). The import should now run regularly (typically every night).
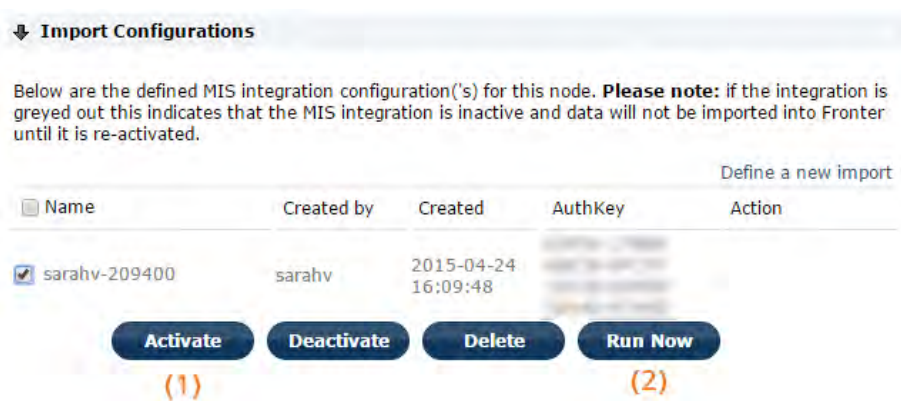
To see if the import has run and to see the log, go to https://ws.fronter.com/admin and log in with your Fronter admin credentials, entering your building name in the 'building' field. Should you get an error message, please contact your local support team.

Activating new imported rooms

If the import creates new rooms, they will be initially set to inactive. The teachers can activate their rooms themselves or an admin can do it on their behalf.

The teachers will see the rooms in the room selector, they will appear on the list as a normal room. They can select **My rooms** or **Rooms not visited**.

An administrator can open the rooms directly from the admin module.

How to activate the room – 6 options

When an administrator or a teacher who is the room owner clicks on the room title for the first time, she/he will get to select how the new room should be activated. The action cannot be undone, so they should know which choices to make before clicking **Save**.

We will go through the different options one by one.

1. Start using the room as a blank room

This means exactly what the short description says. When selecting this, the room will be opened as an empty classroom with the tool package defined in the integration setup and the members enrolled. The room will be created without content, the teacher can add and edit and the students can contribute as usual.

2. Copy from room

When selecting this option, a drop-down menu will appear. The drop-down will display all rooms in which you have owner access, regardless if open or archived (see limitations mentioned above).

The new room will be a copy of the selected one, which means the old room (the room from which you are copying) will not be affected in any way.

Room activation panel: English room

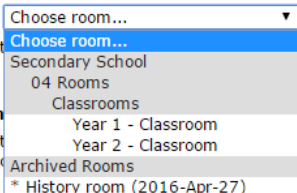# What do you want to do with "English room"?

Click here for video tutorials explaining the options.

Note: Selecting one of the options below will delete all content in the room. This operation may take up to 24 hours to complete.

○   **Start using this room as a blank room**
The room will be created with the schools default tool package and the members enrolled into the room. There will be no content in the room.

● **Copy from room**   Choose room...   ▼   Show all rooms you have access to.

| Choose room... |
| Secondary School |
| 04 Rooms |
| Classrooms |
| Year 1 - Classroom |
| Year 2 - Classroom |
| Archived Rooms |
| * History room (2016-Apr-27) |

Copy the tools, struct... ...om. You can copy from an active or archived room. No student contributions will be copied from the
chosen room.

○   **Import room from** ... ...s been previously exported from Fronter using the 'Fronter internal room export'. No student
Copy the tools, struct... contributions will be c...

Copied items will be: The tool package, all folders (except individual folders), tests and assignments (but the students' contributions will not be copied and assignments will get set back to draft status), courses. Links are copied, and will work providing the objects they link to still exist with the same address. Forums are copied, but without students' contributions. Documents, files and resources stored by a teacher in folders and Resource tools are copied. Goals are copied if the new room is sitting in a part of the structure that have the same goals activated, but teachers' own created goals are not copied. Wiki tool is copied, but not any of the content. Changes in access are copied. Members are of course not copied.

After clicking **Save**, the following message will appear.

Room copy in progress: English room

The room is being copied. This operation may take some time. You can see the status of the operation on the "Requested rooms" tab under "Display all rooms".

Please navigate away from this screen by selecting another room, one of your personal tools or other options on your top bar.

Current Status: **In Progress**

View Room Requests

If there are not a lot of rooms being activated at the same time, the rooms are usually created very quickly and are available almost immediately via the room selector on the top menu.

The members can edit and add to the copied content according to their access rights.

3. Import room from a zip-file

A room exported with Fronter's internal room export, can be re-imported. A room owner or administrator exports the room, and the zip-file can be sent in an e-mail or shared via a memory stick, a server or an online repository (e.g. a Resource tool in Fronter) from where it can be downloaded.

Select the option and click **Save** to get the upload window. Click **Select files** and browse for the requested zip-file. You can **Drag&Drop** the file into the Uploader, double click it or click **Open** in the dialogue window.
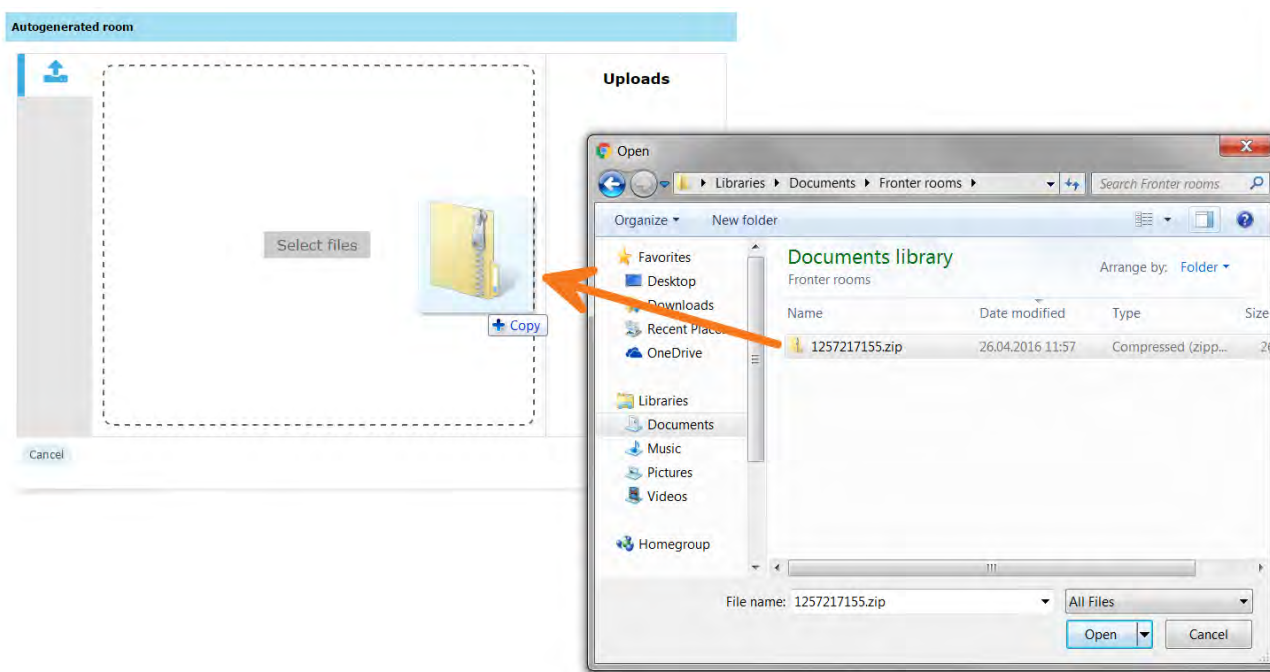

After the upload is completed, you get the **Room copy in progress** message. What gets imported is pretty much the same as for a copied room, but student contributions in open folders will also follow (the new room owner will then be displayed as the owner of the documents) and Goals are not exported.

The members can edit and add to the copied content according to access rights.

4. Move the members into this room

An option relevant to very few is to move the new group of students (and teacher(s)) into an old room.
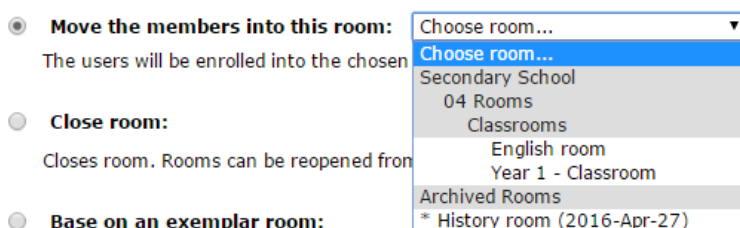
When selecting this option, the drop-down menu will display the rooms you have owner access to, even the archived ones. Select the required room and click **Save**.

The new members will be enrolled into the selected room, and so there will be "two generations living under the same roof". An example for selecting this option could be that the same class will keep the room across the school years, in which case the merge merely implies an update of the members list. The newest imported room will no longer be visible in the corridor.

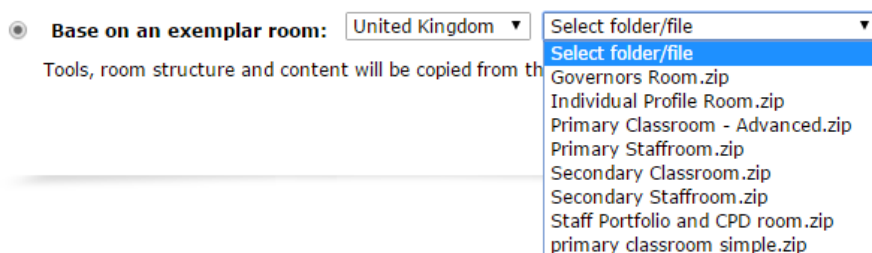The members can edit and add to the copied content according to their access rights.

5. Close room

This option simply closes the room. The room will then not be available to the students, and for the owner of the room and administrator it is only available from the **Closed rooms** tab in **Display all rooms**.

6. Base on an exemplar room

Some regions have created exemplar/template rooms for their customers to use. There are template rooms with nice front pages and structure, and rooms for different school types like primary or secondary.

Select the geographical area, eventually topic area and the room.

After clicking **Save**, the **Room copy in progress** message is displayed.

The members can edit and add to the imported content according to their access rights.

> **Note** Some rooms have content that can only be viewed in the area where they are created. You can import a room from any area/country, but you cannot expect it to work as intended if you are not in the same area/country.
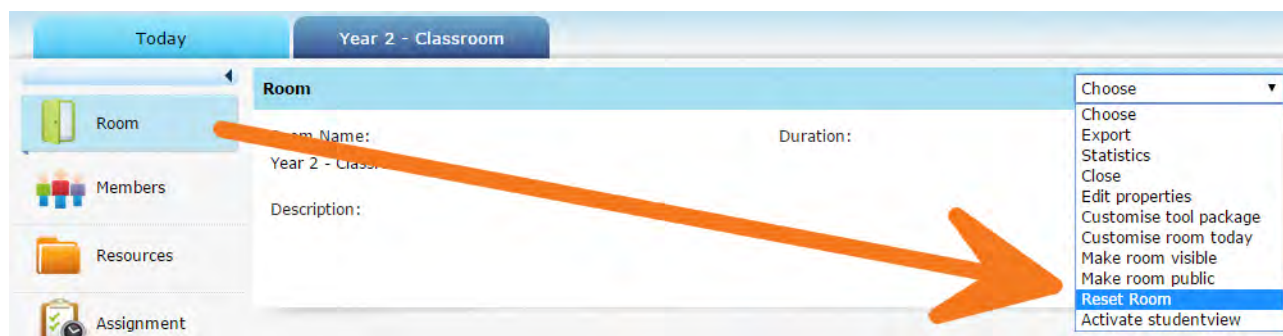
Contact you local support team if you wish to add exemplar rooms.

Exceptions

- If a template room is already set for the import, none of the above will appear.
- Manually created rooms are not influenced by the import and membership has to be manually adjusted.

Reset a room

As an administrator you have the option to reset a room.

This will take you back to the **Room activation panel** and give you another go at the six choices. A room owner does not have the option to reset a room.

Note If members of the room have contributed or added content to the room, it will disappear with the reset.
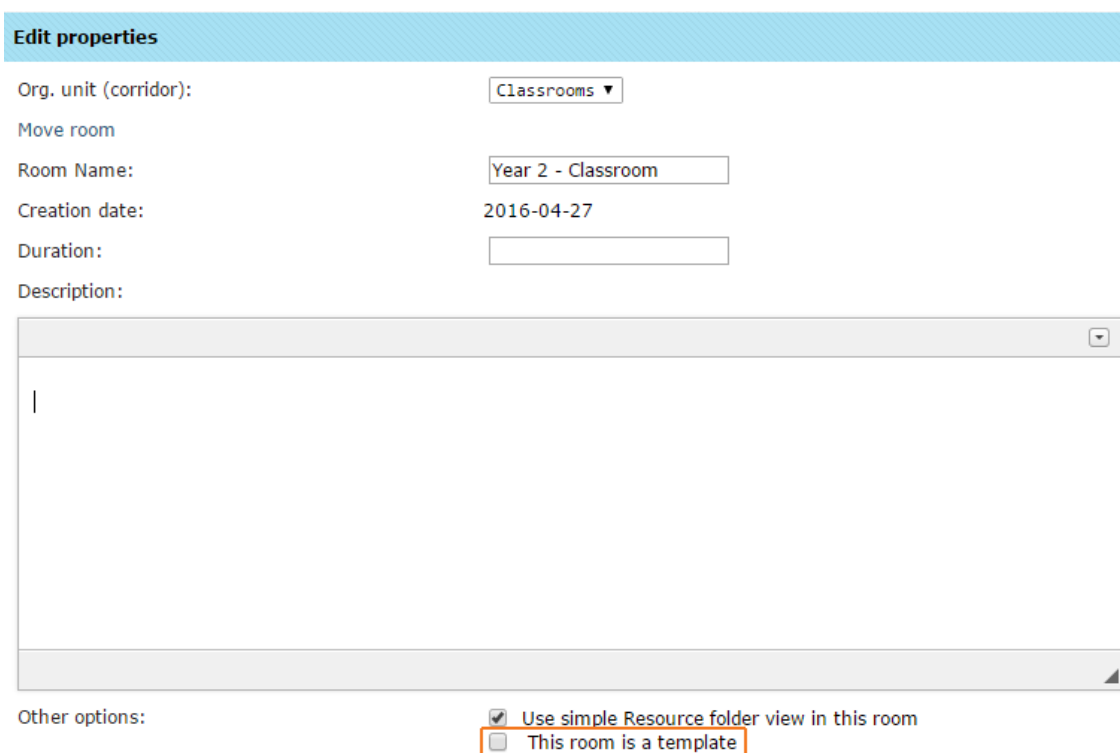
Closing unused rooms

If the import creates more rooms than those that will actually be used by teachers and students, it makes sense to close the rooms to remove them from user's room lists. Do not delete the rooms, as they will just be re-created when the import updates.

Template rooms

This feature allows for the administrator to have full control over the activation of rooms, as opposed to let the teachers choose between the various room activation options. The administrator can set for all rooms to be a copy of a designated template room. Only a top administrator can make this feature available, by activating global setting 808. This feature is only for solutions with a room import.

Make a room a template room

When creating a room, or editing a room via **Edit properties**, tick the box **This room is a template** (nearly at the bottom of the page).

You can create as many template rooms as you like.

How to set up a template room

In the admin module, select the corridor in which the rooms will be imported, or already have been imported but not yet activated. From the **Settings** tab, click **Other settings**.
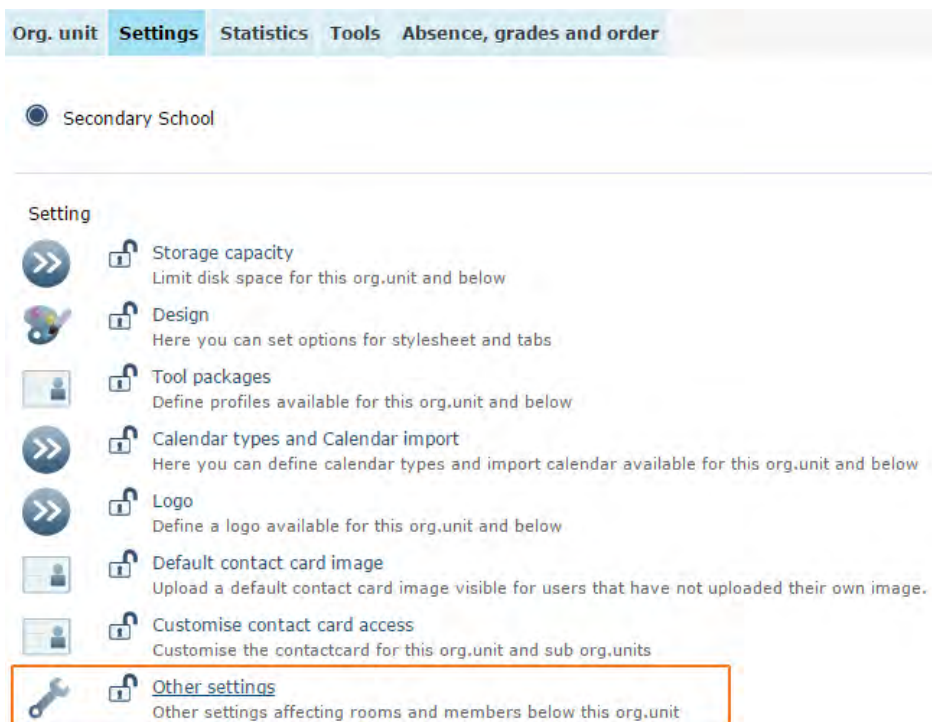
Add setting **C11 Use template room** and when the drop-down menu appears, select the room you want for a template. **Save**.

When the first member of the room, it does not matter whether it is a teacher or a student, selects the room from their list for the first time, the room is activated for all members, as a copy of the template room. The member activating the room will get the **Room copy in progress** message.

The members can edit and add to the content in the room according to their access rights.

Schools with no import

For schools with no import, there will be no activating of rooms since all rooms are created manually. But the new rooms can be copies from existing rooms, exemplar rooms or imported rooms (described in the Administrator guide, chapter 'Copy room'). Different schools have different systems. Some schools have continuing year rooms, and between the school years they resign the old members and enrol the new. For some schools a class will keep their rooms across several years, and some schools archive all rooms and manually create new ones every year.

Tip If the teacher does not want the students to access the class room during the holidays, e.g. because she/he is preparing it for next year, the group access for the students in the room can be changed to 'No access' and then back to 'Write' when the school year starts.

For manual maintenance, it is advisable to give the groups and corridors descriptive names, like the year the students enter or leave school. This way the group names don't need to be changed every year and it's easy to see when archived or closed rooms should be deleted.

Further help

You can request help via the **Support** tab in your Fronter building.

For training please contact your Key Account Manager.