
Start of Year 2012/2013 - Guidance



Version Control

<i>Version</i>	<i>Date</i>	<i>Description</i>	<i>Responsible</i>
1.0	27/05/2011	Initial documentation	Steve Henderson
1.1	17/06/2011	remove reference to final assessment portfolio copy.	Tom Soron
2.0	14/05/2012	Updated for 2102/13	Steve Henderson

QA Revision

<i>Version</i>	<i>Date</i>	<i>Description</i>
1.0 2.0	14/06/2011 15/05/2012	TS – Approved TS - Approved

Symbol Codes:

◆	◆	◆
Tasks Performed by Fronter	Tasks Performed by the school	New Items

The Start of Year Process:

The Start of Year process has been not been modified this year. This document is essentially a repeat of last year's with changes in action dates. If you have any questions please contact the Fronter Help Desk via the usual methods.

One update in terms of archived room usage is indicated in the relevant section of this document.

◆ Initial Preparations: (Before the end of August)

As in previous years we can only strongly recommend to schools that you engage in essential room housekeeping. This would involve where appropriate:

- Deleting content that is no longer required
- Emptying recycle bins
- De-activating tests/hand-ins where the end date has been left open
- Closing forums where necessary
- Storing useful files to resource rooms for future sharing etc.
- Closing or deleting manually created rooms no longer required. (Remember that any content still stored in the room at the time of deletion will be lost so first copy anything valuable to another room or export the room to make a local backup)
- Ensuring students or teachers who are leaving the school have copied work to their Final assessment portfolio. **Please note**, due to the Archiving process it is no longer essential to copy work to the final assessment portfolio as a general End of Year process as students will be able to access their work from previous academic years rooms via the Archived rooms tab.

◆ Disabling MIS updates and automated processes

IMPORTANT: MIS data imports into Fronter will be automatically deactivated on **2nd July 2012**. It will not be possible to reactivate the integration prior to the **1st September 2012**. This means that data will not update within Fronter during this period giving schools time to prepare their MIS systems for the new academic year. Schools wishing to deactivate imports earlier than 2nd July or wishing to reactivate imports prior to 1st September should contact the Fronter Helpdesk to request this.

IMPORTANT: On **29th August 2012** Fronter will perform some automated functions as follows: *(If you have requested early activation these processes will be completed when requested and not repeated on the 29th August as it will have already been completed.)*

- **Fronter will auto archive all MIS (imported) rooms.**
- **Fronter will delete all MIS (imported) rooms that have never been activated from previous academic years.**
- **An update will be run to ensure that all schools regardless of their MIS system will receive a new set of rooms for the new academic year that will require activation.**

◆ Once you have rolled over to the new academic year in your MIS system, you should then re-activate your import which you will be able to do from **1st September**. To reactivate your import, do the following:

- Login to Fronter as an Administrator
- Click on your name at the top right
- Click on Admin
- Click on Tools
- Click on your schools name on the left
- Click on "**Fronter integration Setup**"
- Tick next to the inactive school MIS integration
- Click on "**Activate**"

IMPORTANT: You should then run a full export from your MIS system and it will update Fronter automatically overnight.

Important to Note:

The process outlined above refers to imported rooms generated from the MIS System only. Fronter will never perform any actions on manually created rooms. Unless **you choose** to archive, close or delete them, manual rooms will always be left intact and unaltered. However the memberships where groups were enrolled into the rooms may change as the groups may have been updated or removed by the MIS.

Preparing for the new academic year: Your MIS System

For processes related to your MIS server, you are strongly advised to follow your service provider's recommendations/documentation for end of year and start of year routines.

Actions following the New Year MIS data import:

The import will generate a new set of imported rooms, and these rooms will have the new academic years members automatically enrolled into them.

New Rooms:

These rooms will be visible as normal, but as they have never been used before they will need to be activated. This can be done by the Room Owner or by the Administrator. Users will not be able to enter the rooms until either an administrator or Room owner has '**activated**' the room. When the Room Owner or Administrator enters the rooms they will be given **5 options for activation** as follows:

Room activation panel: 6Y Room

What do you want to do with "6Y 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**
Copy the tools, structure and content from the selected room. You can copy from an active or archived room. No student contributions will be copied from the chosen room.
- Import room from a zip-file.**
Copy the tools, structure and content from a room that has been previously exported from Fronter using the 'Fronter internal room export'. No student contributions will be copied from the chosen room.
- Move the members into this room:**
The users will be enrolled into the chosen room along with existing members, giving them access to the room content.
- Base on an exemplar room:**
Tools, room structure and content will be copied from the selected Fronter exemplar room.

What the activation options mean:

Option 1 - Start using this room as a blank room

Room activation panel: 6Y Room

What do you want to do with "6Y 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** Choose
The room will be created with the schools Choose into the room. There will be no content in the room.
- Copy from room**
Copy the tools, structure and content from Classroom or archived room. No student contributions will be copied from the chosen room.
- Import room from a zip-file.**
Copy the tools, structure and content from a room that has been previously exported from Fronter using the 'Fronter internal room export'. No student contributions will be copied from the chosen room.
- Move the members into this room:**
The users will be enrolled into the chosen room along with existing members, giving them access to the room content.
- Base on an exemplar room:**
Tools, room structure and content will be copied from the selected Fronter exemplar room.

This option will simply open the room as an empty room. You can select the existing tool package from the dropdown menu. The room will be populated with the appropriate group as defined in the MIS system.

Option 2 - Copy from Room

Room activation panel: 6Y Room

What do you want to do with "6Y 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...
Copy the tools, structure and content from the selected room. You can copy from an active or archived room. No student contributions will be copied from the chosen room.

temp

TSS Room

web demo

Year level rooms (TS)

Counting numbers

Primary template

05 Imported Rooms

Registration Groups (TS)

6y

7w

8g

Year 6 (TS)

6Y Room_copy

Year 7 (TS)

7X Room

Archived Rooms

* Autumn Room (2012-Apr-13)

* Dinosaur Room (2011-May-19)

* Eco Room (2011-May-25)

* KS2 Water Room (2011-May-25)

Import room from
Copy the tools, structure and content from a room that has been previously exported from Fronter using the 'Fronter internal room export'. No student contributions will be copied from the chosen room.

Move the members into this room:
The users will be enrolled into the chosen room along with existing members, giving them access to the room content.

Base on an exemplar room:
Tools, room structure and content will be copied from the selected Fronter exemplar room.

Save
Cancel

This option gets content from another room. The generated room has membership enrolled as defined in the MIS import. It will get all tools and content from the room it is copying from. (Effectively this is copying the old room's contents into the new room) Bear in mind that the room you are copying from will still exist and be unaffected by the copy.

The room chosen to copy from can be an archived room or an active room. If a teacher is performing the activation, the teacher must be the owner of the room they are copying from. In cases where the teacher is using their old room as the copy, they will have ownership in the next academic year, so this should only present an issue where someone is attempting to copy from a room they did not own in the previous academic year or have never owned. In this scenario, we recommend that an administrator perform the copy on the teacher's behalf. The new room name will stay the same; it will not be overwritten with the name of the room you copied from. Student contributions will not be copied.

Option 3 - Import content and structure from a zip-file

Room activation panel: 6Y Room

What do you want to do with "6Y 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
Copy the tools, structure and content from the selected room. You can copy from an active or archived room. No student contributions will be copied from the chosen room.

Import room from a zip-file.
Copy the tools, structure and content from a room that has been previously exported from Fronter using the 'Fronter internal room export'. No student contributions will be copied from the chosen room.

Move the members into this room:
The users will be enrolled into the chosen room along with existing members, giving them access to the room content.

Base on an exemplar room:
Tools, room structure and content will be copied from the selected Fronter exemplar room.

This option allows you to import, previously exported Fronter rooms. When you use the room export/import feature, Fronter proprietary content such as pages, articles and learning paths will remain intact on import. Your room will get all tools and content from the zip-file it is copying from but your room will have the memberships as defined in the MIS import.

The new room name will stay the same; the old room name will not be copied across. Student contributions will not be copied.

Option 4 - Move the members into this room

Room activation panel: 6Y Room

What do you want to do with "6Y 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**
Copy the tools, structure and content from the selected room. You can copy from an active or archived room. No student contributions will be copied from the chosen room.
- Import room from a zip-file.**
Copy the tools, structure and content from a room that has been previously exported from Fronter using the 'Fronter internal room export'. No student contributions will be copied from the chosen room.
- Move the members into this room:**
The users will be enrolled into the chosen room along with existing members, giving them access to the room content.
- Base on an exemplar room:**
Tools, room structure and content will be copied from the selected Fronter exemplar room.

- temp
- TSS Room
- web demo
- Year level rooms (TS)
- Counting numbers
- Primary template
- 05 Imported Rooms
- Registration Groups (TS)
- 6y
- 7w
- 8g
- Year 6 (TS)
- 6Y Room_copy
- Year 7 (TS)
- 7X Room
- Archived Rooms
- * Autumn Room (2012-Apr-13)
- * Dinosaur Room (2011-May-19)
- * Eco Room (2011-May-25)
- * KS2 Water Room (2011-May-25)
- Choose room...

The import generated room already has the correct members enrolled. The source room has the content. This option will merge the groups from the generated room to the source room and update the relationship to the MIS. (This effectively moves the members of the **new** room into an **old** (existing) room and this new room will now be updated by the MIS. Old members of the source room will remain as members)

In this scenario, the new room is removed since membership is applied in the old room. The old room name remains, but can be changed without affecting user updates.

It will be possible if desired to merge several rooms together so that many groups can access the same room.

If members are moved (merged) into an archived room, the archived room will be automatically un-archived. Any old members of the archived room will remain with read access.

As this is a more advanced feature, if you have any questions about the process please ensure to contact the help desk prior to making the change

Option 5 - Base on an exemplar room

Room activation panel: 6Y Room

What do you want to do with "6Y 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**
Copy the tools, structure and content from the selected room. You can copy from an active or archived room. No student contributions will be copied from the chosen room.
- Import room from a zip-file.**
Copy the tools, structure and content from a room that has been previously exported from Fronter using the 'Fronter internal room export'. No student contributions will be copied from the chosen room.
- Move the members into this room:**
The users will be enrolled into the chosen room along with existing members, giving them access to the room content.
- Base on an exemplar room:** United Kingdom Select folder/file
Tools, room structure and content will be copied from the selected exemplar room.

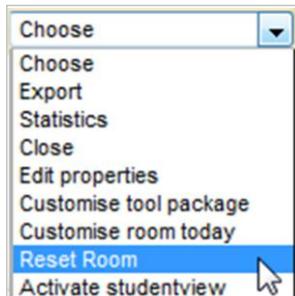
- Select folder/file
- Governors Room.zip
- KS3&4 Room Template.zip
- Staff Room.zip
- KS1&2 Room Template.zip

This option is effectively the same as copying from another room. The difference is that Fronter will make available a selection of exemplar rooms. The generated room has membership enrolled as defined in the MIS import. **It will get all tools and content from the room it is copying from.**

Once an activation choice has been made, the room is active and ready for use. If the initial activation was completed in error, then an administrator can use the 'Reset Room' functionality to correct the situation.

Reset Room:

This functionality is available to administrators within a room that has been activated but needs to be reset so that a different activation option can be selected. The Reset room option is visible within the 'room properties' dropdown:



Scenarios:

You may decide to 'Reset' a room if for example:

You open an imported room and then realise you have made the wrong activation choice. Or perhaps you have created a room as a blank and then realise it would have been better to open it as a copy of another room.

WARNING: the resetting a room will destroy the all content in the room as you are actively choosing to replace the original with something new and cannot be un-done. All that will remain intact is the membership and room name. You will receive a warning message informing you of the implications of your decision.



The warning message gives you the option to cancel at this point. Once you click yes the new activation choice will initiated and all previous room contents will be permanently deleted.

About Archived Rooms:

From 'Display All Rooms', administrators can view archived rooms and could archive any manual rooms if so desired. Once archived, these rooms will only be visible from the Archive Rooms tab. Rooms that have been archived are only accessible to the members of the room at the time it was archived or those who have contributed in the room at any time. Student Portfolios will still contain all data stored within the archived rooms and their contributions will still be visible.

[My rooms](#)
[Public rooms](#)
[Rooms not visited](#)
[Archived Rooms](#)
[Closed rooms](#)
[Show all rooms](#)
[External rooms](#)
[External room invite](#)

Overview of all rooms that are possible to archive and a list of all archived rooms.
 IMPORTANT: Once a room is archived you should access the students work via the portfolio tool by selecting the check box 'Include archived rooms'.
 Please [Click Here](#) to see a video tutorial explaining Archived rooms.

Archived Rooms
 There are 4 rooms currently archived.

Title

- Training School (TTTUK)
 - 04 Rooms (Manually Created)
 - Misc
 - Room copy masters only (TS)
 - Autumn Room
 - Dinosaur Room
 - Eco Room
 - KS2 Water Room

One of the main reasons for archiving rooms is that it places them in a temporary storage state whilst administrators and owner teachers make decisions about how to deal with new rooms coming onto the system in the next academic year. It also provides a traceable year on year record. Fronter will archive all your old imported rooms as described earlier in this guide.

Student access to contributions in the Portfolio from Archived Rooms:

Students are able to find historical contributions that are stored in archived rooms. In the portfolio, a checkbox called "Include Archived rooms" is available. When the checkbox is activated the room list (dropdown box) will include all archived rooms the student was a member of and/or contributed in. All archived rooms shall be shown in the dropdown list with name of room + (Archived).

Student View from 'My Portfolio'

[My Today](#)
[My Portfolio](#)

[Others' portfolio](#)
[My Portfolio](#)
 Details

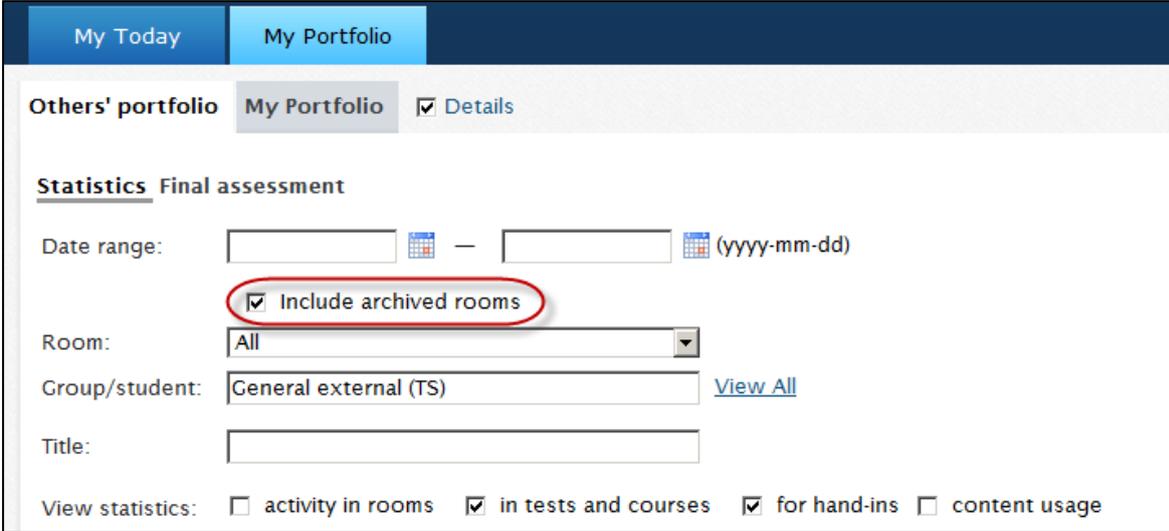
Statistics Final assessment

Date range: (yyyy-mm-dd)

Room:

Title:

Teacher View



The screenshot shows the 'Teacher View' interface. At the top, there are two tabs: 'My Today' and 'My Portfolio', with 'My Portfolio' selected. Below the tabs, there are three sub-tabs: 'Others' portfolio', 'My Portfolio', and 'Details', with 'My Portfolio' selected. The 'Statistics' section is titled 'Final assessment'. It includes a 'Date range' field with two date pickers and a minus sign, followed by the text '(yyyy-mm-dd)'. Below this is a checkbox labeled 'Include archived rooms' which is checked and circled in red. The 'Room' field is a dropdown menu currently set to 'All'. The 'Group/student' field is a text input containing 'General external (TS)' with a 'View All' link to its right. The 'Title' field is an empty text input. At the bottom, there is a 'View statistics' section with four checkboxes: 'activity in rooms' (unchecked), 'in tests and courses' (checked), 'for hand-ins' (checked), and 'content usage' (unchecked).

A list of the student's contributions will be shown in the same way as contributions in open rooms are shown in the portfolio today. When clicking on a contribution from an archived room, the contribution will be opened in read only view.

If the contribution is stored in an Open room, but the user is no longer member of the room, the user will not be able to see his/her contributions. The student will then have to be added as a member of the room, to see the contributions.

◆ Archive rooms: functionality update

Prior to the update users with content in an archived room would have access to view their content only. The update now extends the archive room membership to true read access enabling those with or without content to access the room to view other's content - as they had prior to archiving.

Note that any tools with visibility set at 'write' or higher will not be visible in the archive, however where 'guest' tools were applied to give write access to read level users, the write attribute will remain allowing changes after archiving.

Useful Notes:

◆ User Conflicts:

Resolving user conflicts is something that administrators should do on a regular basis. It is particularly relevant when there is a full import of MIS data as this may result in a number of conflicts.

As users move between Fronter schools there is a potential for the creation of user conflicts. A user conflict is when Fronter has not been given enough information in order to tell whether a user being sent to Fronter is a new user or updating an existing user.

We would recommend running through the "[Y6-Y7 Transition Guide](#)" in order to ensure that all user conflicts have been resolved and all users in your school are able to access the system. The help guide is located on the Fronter support site.