

End of Year – Start of Year

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New in this manual

- The manual is re-written to cover more aspects of the process.
- New archive room functionality.
- Template and exemplar rooms.

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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 setups as well. This was more thoroughly covered in your basic Administrator training and in the basic Administrator manual. Please be advised that there might exist local guides or video tutorials customised for your area (fronter.com and frontersupport.com).

Fronter is continually being developed and improved. This may result in discrepancies between the manuals and the application. This guide has been written for Fronter Y12.

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.

- The old imported groups are discontinued, and new are created with the correct access rights.
- For all new groups that are created in the SAS system, new rooms will be created in Fronter.
- The teachers and students are enrolled in the 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 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 rollover 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. The purpose of this manual is to help school administrators to make the correct decisions.

Steps in the process

For schools that run a full import:

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/enroll existing users into new groups.
- Create new rooms and/or use existing rooms and enroll 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, it is being copied to a new group or having a new group enrolled, even if it's up for deletion, a general tidy up is advised. This is a job for the teachers who have content in the room, 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 (and/or EQUILLA if you have got that).
- 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 necessarily re-use):

- 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 resource 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- 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 to hide, resources that shouldn't be accessible to the students immediately. (If you want the previous students to have access to old content in archived room, it is better to hide the content in the copy after activating it.)

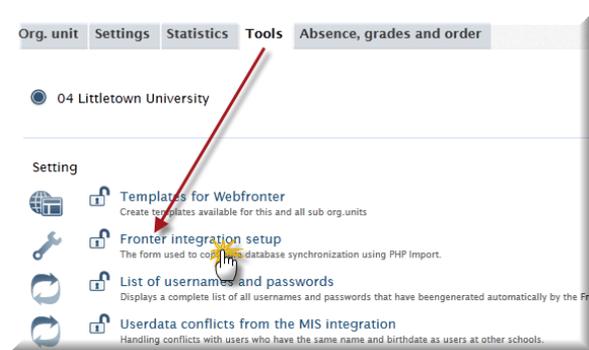
If the room is going to be re-used (new members enrolled):

- Follow the same steps as for archived rooms, but consider removing even test answers, hand-ins and forum contributions.

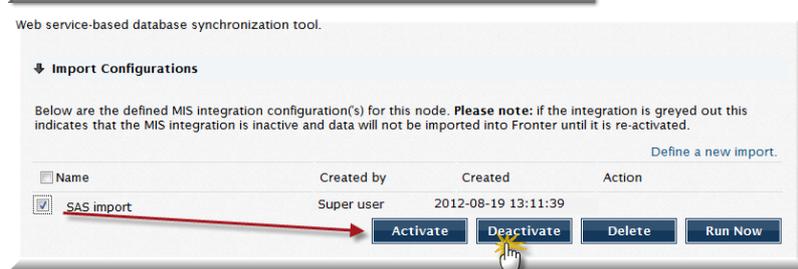
For manually created rooms enrolling and resigning members and deleting rooms are manual procedures.

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



In admin view, select school node, or top node, and **Tools** tab. Click **Fronter integration setup**.



Select the active integration (inactive integrations are displayed as transparent grey) and click **Deactivate**.

Note: In some installations Frontier will start and stop the import on behalf of the administrator.

If there is a need for service on the import; report via the **Support** tab.

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.
- Sometimes the teachers miss the end of year tidy up, and despair when they arrive the next year and find they have lost their content.

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.

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**.

The screenshot shows the Frontier interface. At the top, there is a navigation bar with the 'Rooms' menu open. The 'Options' sub-menu is visible, containing 'Create new room', 'Display all rooms', and 'Rooms not visited'. The 'Favourites' sub-menu is also visible, containing '1st year', 'Arts 9', 'Staff room', and 'Upper primary Science and ...'. Below the navigation bar, there are tabs for 'My rooms', 'Public rooms', 'Rooms not visited', 'Archived Rooms', 'Closed rooms', and 'Show all rooms'. The 'Archived Rooms' tab is selected, showing a list of archived rooms. The list is divided into two sections: 'Archived Rooms' and 'Rooms you may want to archive (rooms without any groups)'. The 'Archived Rooms' section shows 2 rooms currently archived, including '03 Littletown Primary School' and '04 Manually created rooms'. The 'Rooms you may want to archive' section shows 16 rooms that can be archived, including '03 Littletown Primary School', '04 Manually created rooms', and 'Classrooms'.

There will appear a long or short list of nodes, corridors and rooms, depending on existing amount of rooms in the building.

First on the list will be the already archived rooms, next rooms with no members enrolled and last the rest of the open rooms. Select required rooms and click **Archive room(s)**. 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 admin module, under Favourite rooms or Entrance hall, only from the *Archived rooms* tab.

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

Unarchiving of rooms

Unarchiving rooms is not usually good practice, but sometimes one would archive a room by mistake, and sometimes the use of a room continues across two school years, and one needs to archive it between imports.

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 rooms(s)** again.

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

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

Decisions to be made:

If the teacher should be able to activate/create new rooms based on the archived, make sure she/he is enrolled individually, not just as a part of a group. (Most imports will do this anyway.)

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.

Delete closed rooms

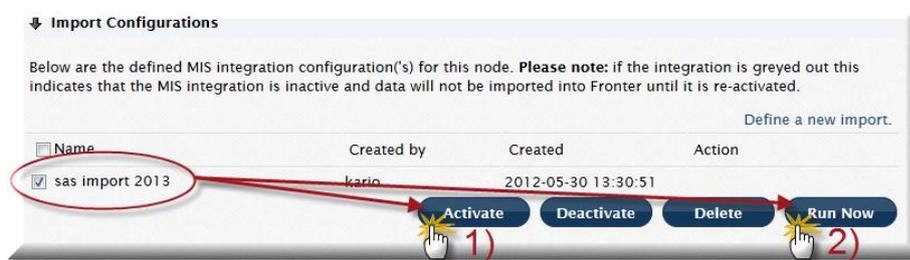
If you started the school year by closing all unused rooms, this would be the time to delete them. You find them here:



New year: Start the import

When the SAS is turned over to new school year, the new import can start.

From the admin module; click the tab **Tools**, select the relevant import and click **Activate** (1).



If you have an agreement to manually transfer files; do it at this point. If not, they just need to be available for Frontier 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 import has run, and to see log; go to <https://ws.frontier.com/admin> and log in with your usual credentials, selecting your building/installation.

Should you get an error message; report via the **Support** tab.

Activate the rooms

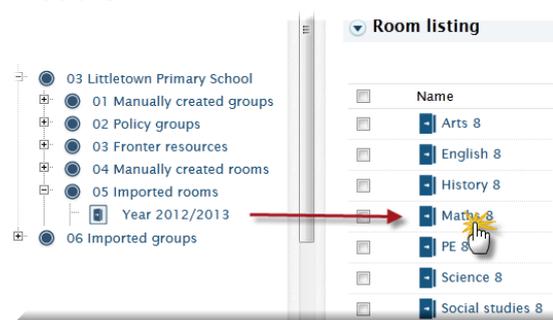
The new rooms are automatically created, usually under one corridor, where they exist as an *option* until activated. The teachers can activate their rooms themselves, or the admin can do it on their behalf.

The teachers will see the rooms in the room selector, the appearance being like any other room.

They can select **My rooms** or **Rooms not visited**.



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



How to activate the room -5 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 teachers cannot undo their actions, so they should know which choices to make before clicking **Save**. We'll go through the options one by one.

Autogenerated room

What do you want to do with "English year 8 2012/2013"?
[Click here for video tutorials explaining the options.](#)

Note: 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 Frontier using the 'Frontier 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 Frontier exemplar room.

1: Start using the room as a blank room

- 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.

This means exactly what the short description says. When selecting this, the teacher will be transferred to an empty classroom with the tool pack defined in the integration setup and the members enrolled. No content will follow the room, the teacher can add and edit as usual.

2: Copy from 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.

Choose room...
 Choose room...
 English teachers' collaboration room
 Archived Rooms
 English year 8 2011/2012

When selecting this, a drop-down menu will appear. The drop-down will display all rooms in which the teacher has owner access, regardless if archived or open.

The new room will be a copy of the selected one, which means the old room will not be affected in any way.

Copied items will be: The tools package, all folders (except individual folders), Tests and Hand-ins (but the students' contributions will not be copied), courses. Links are copied, and will work providing the objects they link to still exist with the same address. Forums are copied, but not 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 off course not copied.

Click **Save**, and the following message will appear:

Room copy in progress

The room is being copied. This operation may take some time. Once the room has been created it will be visible in the corridor. Please navigate away from this screen by selecting another room, one of your personal tools or other options on your top bar.

If there are not a lot of rooms being activated at the same time, the rooms are usually created very fast, 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 access rights.

3: Import room from a zip file

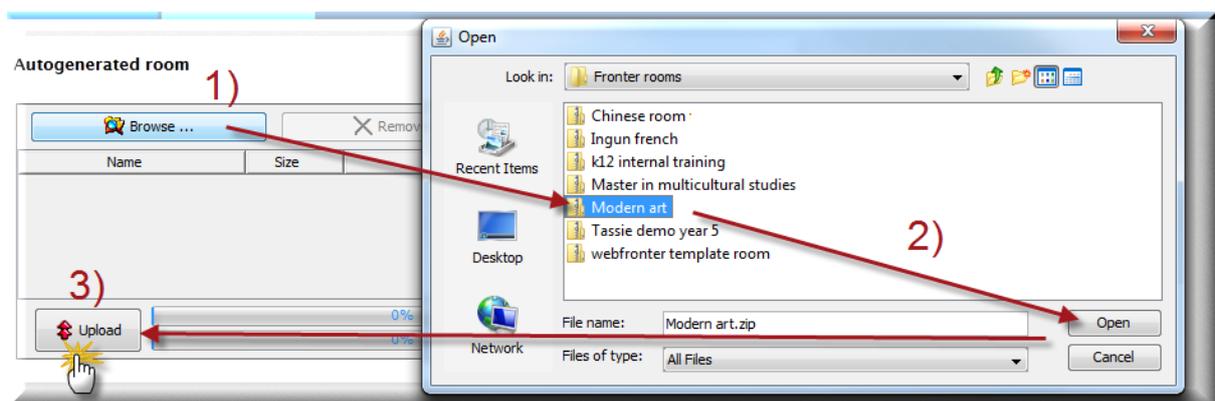
A room exported with Fronter's internal room export, can be re-imported. A room owner or administrator exports the room, and the zip file can be sent in an e-mail or shared via a memory stick, a server or an online repository (e.g. a Resource tool in Fronter) from where it can be downloaded.

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.



Select the option and click **Save** to get the upload window. Click **Browse** (1) and select required room from your computer/storing device/server (2). Double click or click **Open** and when the room is on the list in the upload window, click **Upload** (3).



The following message appears (see above):

Room copy in progress

The room is being copied. This operation may take some time. Once the room has been created it will be visible in the corridor. Please navigate away from this screen by selecting another room, one of your personal tools or other options on your top bar.

What follows an import 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: Merge with another room

An option relevant to very few is to move the new group of students (and teacher(s)) into an old room

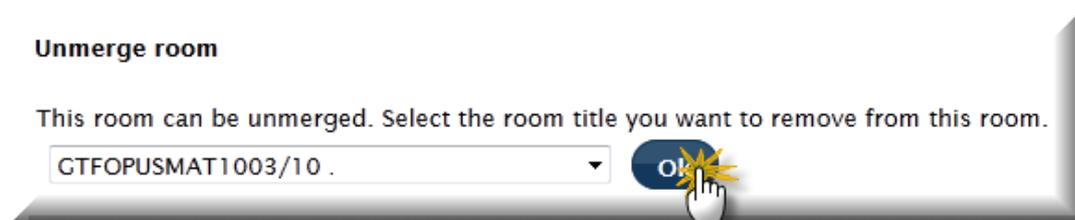


When selecting this option; the drop-down menu will display the rooms the teacher has owner access to, even the archived ones. Select required room and click **Save**.

This will cause the new members to be enrolled in selected room, and so there will be “two generations living under the same roof”. A more probable reason for selecting this option is 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 access rights.

It is possible for an administrator to unmerge if necessary. From the left menu within the room; click the **Room** icon, and from the drop-down menu; select **Edit properties**. Scroll to the bottom of the page, and you have a new choice:

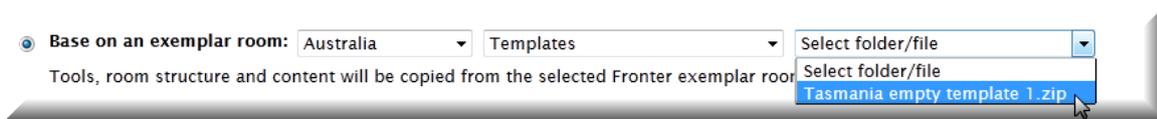


Select the room you want to unmerge, and click **Ok**. A dialog box will ask you to confirm that you want to move the selected members, click **Ok** again. Repeat procedure if there is more than one room to be unmerged.

5: Base on an exemplar room

Some regions have created rooms for their customers to use. There are template rooms with nice front pages and structure, and topic rooms with topics like “Space” or “Fun with numbers”. This is a rather new feature, and the number to choose from isn’t overwhelming.

Select geographical area, topic area and the room.

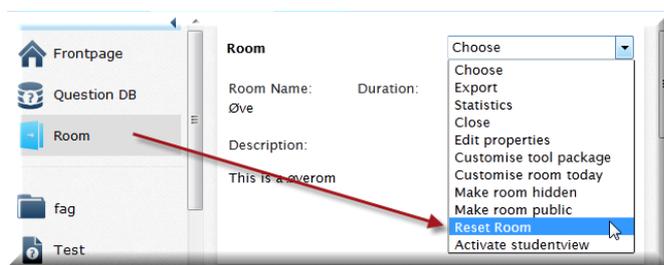


The members can edit and add to the imported content according to access rights

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.

Reset room

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



This will take you back to the *Room activate console* and give you another go at the five choices.

Note that if members of the room have added something, that will disappear with the reset.

The room owner does not have the option to reset a room.

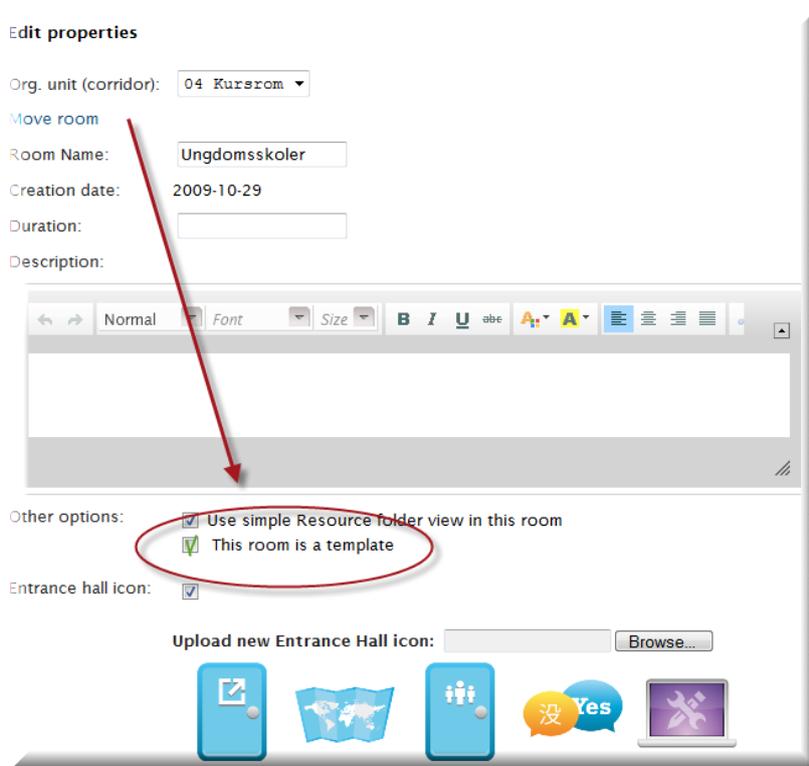
Closing unused rooms

If the import creates more rooms than those who will actually be used by teachers and students, it makes sense to close the rooms to remove them from their 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 many options. The administrator can set for all rooms to be a copy of a designated template room. It is only a top administrator that can make this feature available, by activating Global setting 808.

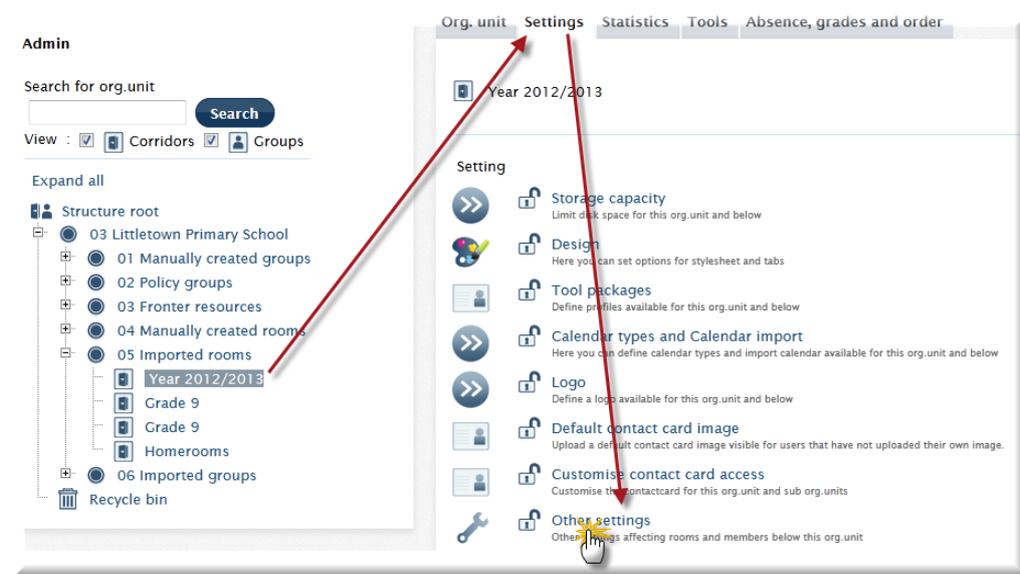
To make a template room/to make a room a template: When creating a room, or by clicking *Edit properties* in an existing room, tick the box **This room is a template** nearly at the bottom of the page.



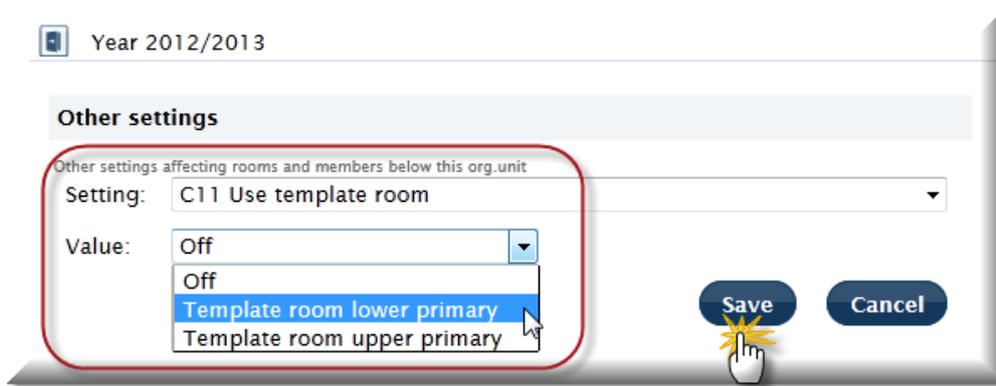
You can create as many template rooms as you like.

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 following message:

Room copy in progress

The room is being copied. This operation may take some time. Once the room has been created it will be visible in the corridor.

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

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

For schools with no import

For schools with no import, there will be no activating of rooms, as 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). Different schools have different systems. Some schools have continuing year rooms, and between the school years they resign the old members and enroll 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 holiday, e.g. because she/he is preparing it for next year, change group access in room to *No access* and the back to *Write* when the term starts.

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

Further help:

Request help via the **Support tab**, or see <http://frontersupport.com/> for your country.

For training; see <http://com.fronter.info/training/>.

Version control and QA

Version control

Version	Date	Description	Creator
92.1	06.08.09	EOY/SOY	Steinar Hov
Y12.1	10.06.12	EOY/SOY	Kari Olstad

QA Review

Date	Approved by	Comments
08.08.09	Ingun Vaglid	Checked and corrected
12.06.12	Ingun Vaglid	Commented and approved