



Start of Year 2010/2011 - Guidance and scenarios





Version Control

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1.0	10/06/2009		Tom Soron
1.1	24/05/2010	Updates to reflect improvements in SOY process	Tom Soron
1.1.1	07/06/2010	Minor update removing paragraph that is not applicable due to backend procedure.	Tom Soron

QA Revision

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1.0	10/06/09	Proof read – Tom Soron
1.1	26/05/10	Proof read – Antony Moore



Disabling MIS updates – Important Information

A number of schools are in the process of updating their MIS system ready for the next academic year.

IMPORTANT: Fronter will be automatically deactivate the importing of data on 15th July 2010 with an opt out option for local authorities who may wish to disable the import at a different time.

Once you wish the changes for the next academic year to take effect you should reactivate your import in Fronter by completing the following:

- Login to Fronter as an Administrator

- Click on Admin

- Click on Tools

- Click on "Fronter integration Setup"

- Tick next to the inactive school MIS integration

- Click on "Activate"

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



Introduction: What will happen when the New Year Full Import Runs?

The basic premise is:

For all **new** groups that are created in the MIS system, corresponding new rooms will be created in Fronter

Where the **Group ID** (internal ID for the group held within the MIS 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 academic years memberships.

In Practise:

For the vast majority of schools, completing their MIS rollover will effectively assign new group IDs for all groups. The next academic years import will then effectively create a new set of classrooms. It is because of this scenario that Fronter has implemented a new set of options to assist schools in dealing with this effectively. The documentation that follows is primarily intended to offer guidance on how to use the options presented and why.

Steps in the process

As the end of the academic year approaches, it is important that schools begin a three step process:

1. Undertaking a general 'tidy up' of their rooms
2. Prepare for a new import from the MIS system and develop a framework to manage users for the next academic year
3. After the new academic years import, select relevant options to activate any new rooms that are created.

First Step: Tidy and Clean

As you would prepare for the next academic year in a physical classroom by tidying the room, updating the wall displays etc. you need to complete a similar process in Fronter. For all schools, housekeeping is an advisable step and should be done before the import of new data from the MIS in September. 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 have copied work to the student portfolio (this is especially important where students are leaving the school on transfer, or transition from year 6 to 7, a separate guide is available specifically for Y6 to Y7 transition)

If you have cleaned up, you can now archive....

Archiving a room is recommended where the MIS rollover creates a new set of Group IDs and therefore a new set of classrooms. Fronter has a comprehensive Start of Year functionality to offer a very flexible approach to managing your users and rooms. An option is available within 'Display All Rooms' called 'Archived Rooms'.

From 'Display All Rooms', administrators can select rooms to be archived. 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.



Private rooms | Rooms not visited | External rooms | External room invite | **Archived Rooms**

Overview of all rooms that are possible to archive and a list of all archived rooms.

Archived Rooms

There are no rooms currently archived.

Rooms you may want to archive (rooms without any groups)

There is one room that can be archived.

<input type="checkbox"/> Title	Created by	Date
<input type="checkbox"/> merge user test	Super User	2009-May-26

Archive Room(s)

Other rooms you can archive (rooms including group members)

There are 10 rooms that can be archived.

<input type="checkbox"/> Title	Created by	Date
<input type="checkbox"/> 18NOSE	Super User	2009-May-26
<input type="checkbox"/> 2G	Super User	2009-May-08

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 is advisable to archive all your existing automatically generated rooms at the end of term or before reactivating the MIS integration for the next academic year.

Student access to contributions in the Portfolio from Archived Rooms:

Students should be able to find historical contributions that are stored in archived rooms. In the portfolio, a new 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).

Statistics | Result matrix | Final assessment | Learning goals | Details

Date: From: 2009-05-08 To: 2009-05-28 (yyyy-mm-dd) **Include archived rooms**

Content search:

Group/student: -> 2G

View statistics: activity in rooms in tests and courses for hand-ins content usage

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.



Second Step: Preparing for the new academic year:

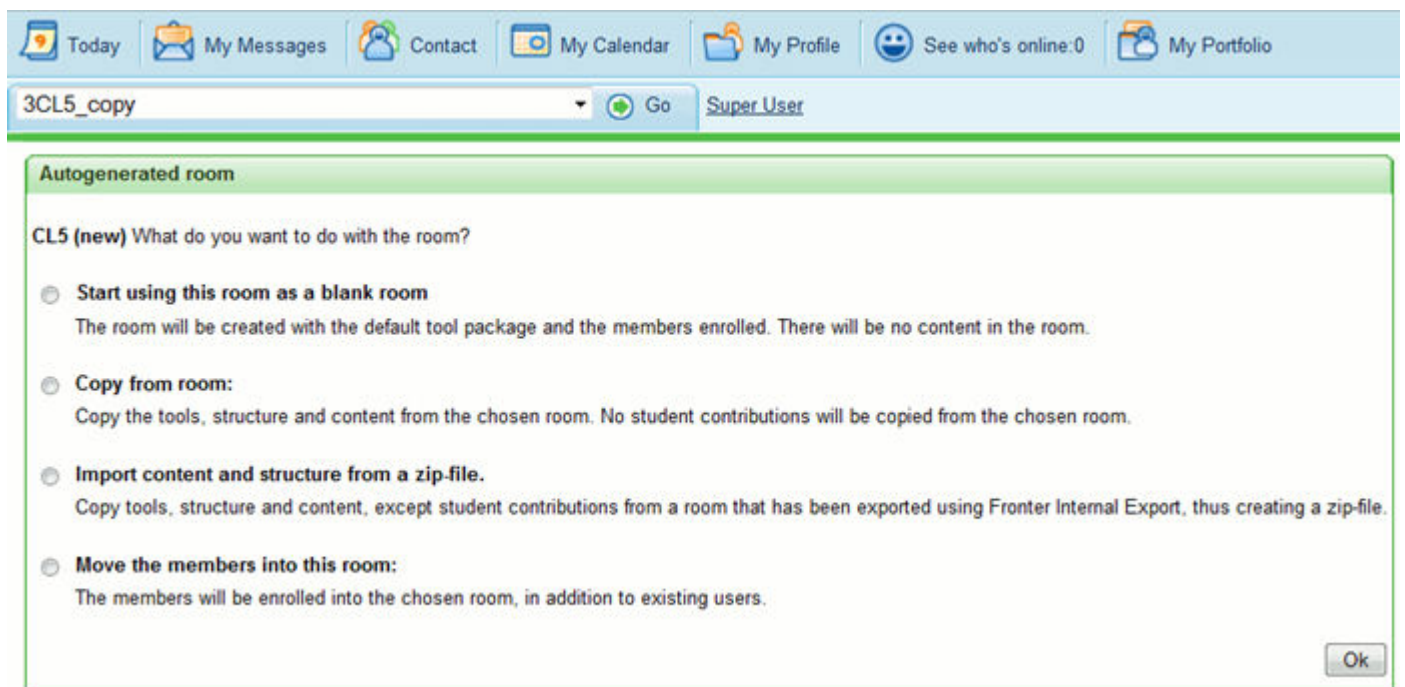
For processes related to your MIS server, you are strongly advised to follow your service provider's recommendations/documentation for end of year and start of year routines as these are the routines and processes that Fronter use to test.

Third Step: Actions following the New Year MIS data import:

The full import will generate new rooms where Group IDs have changed and these rooms will have the new academic years memberships automatically enrolled. Rooms re-imported using existing Group IDs will simply be re-populate with the new students for the academic year.

New Rooms:

These rooms will appear in the choose room drop down menu 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 4 options for activation as follows:



Activation Options:

START USING THIS ROOM WITHOUT PRE-POPULATING IT WITH CONTENT – Keep the room as a new room with members as defined by the import.

(The room will be created with the default tool package and the members enrolled. There will be no content in the room.)

COPY FROM ROOM - Get content from another room. The generated room has membership as defined in the New Year's import. It will get all tools and content from the room it is copying from. **The old room will not be changed.**

(Effectively this is copying the old room's contents into the new room.)

Bear in mind that the old room will still exist.

The room chosen to copy can be an archived 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.

The new room name will stay the same; the old room name will not be copied across. The room name can be changed.

Student contributions will not copy across as the students will no longer have access to the new copy of the room.



IMPORT CONTENT AND STRUCTURE FROM A ZIP FILE – This option allows you to import, exported fronter rooms. When you use the room export/import feature, Fronter proprietary content such as frontpages, pages, articles and learning paths will remain intact on import.

(Copy's tools, structure and content, except student contributions from a room that has been exported using Fronter Internal Export)

MOVE THE MEMBERS INTO THIS ROOM –This option replaces the new room with another room's content. 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)*

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

This may be a more suitable option where there is no need for a duplicate – it will avoid having to decide what to do with leftover rooms as in the COPY ROOM option.

The old members of the room will be removed if the merge takes place with an archived room so bear in mind that if this was an archived room, the members no longer have access to their contributions.

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

A note about manually created rooms:

Manual rooms are not affected by the start of year process. It is advisable therefore to reconsider group enrolments into manual rooms at the start of the year to ensure appropriate users are enrolled. Normal practice should be applied for tidy up operations. Manual rooms can also be archived if required.

A note about copy room:

The copy room function is not limited to Start of Year Procedures. This represents useful functionality throughout the year and resolves issues relating to copying rooms with pages, links and images etc. We hope you will find it useful.

If you have any questions relating the start of the next academic year in Fronter please do not hesitate to contact the Fronter helpdesk.

Functionality improvements for SOY Process 2010

Based on the feedback received from the SOY process from last academic year the following improvements have been made:

Administrator Room Activation: Administrators can now copy from any room, regardless of whether they are explicitly enrolled as a member of the room.

Archive Date added to Archive rooms tab: You will now see the date that the room has archived in the room name to allow you to differentiate between the previous academics year's archived rooms.

Archived rooms added to disk storage statistics: A checkbox has been added to allow you to filter on archived rooms so that you can see how much disk storage the archived rooms are taking up.