

End of Year – Start of Year

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

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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 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.

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 (and/or EQUILLA if you are using it).
- 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 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 (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.

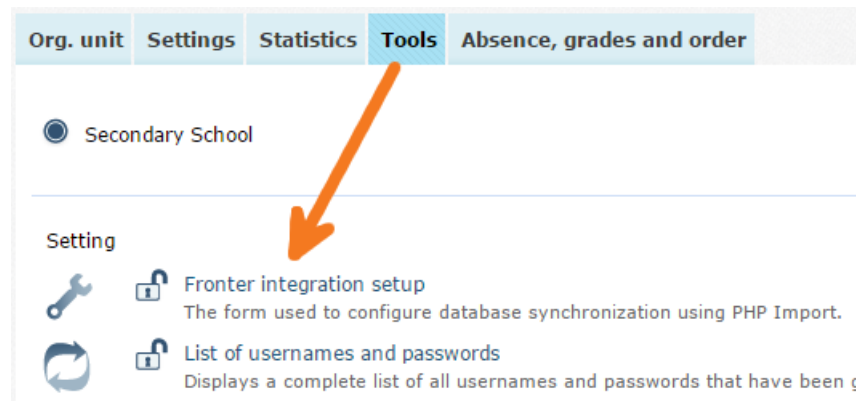
For manually created rooms enrolling and resigning members and deleting rooms is a manual procedure.



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**.


Web service-based database synchronization tool.

↓ **Import Configurations**

Below are the defined MIS integration configuration('s) for this node. **Please note:** if the integration is greyed out this indicates that the MIS integration is inactive and data will not be imported into Fronter until it is re-activated.

[Define a new import](#)

<input type="checkbox"/> Name	Created by	Created	AuthKey	Action
<input checked="" type="checkbox"/> sarahv-209400	sarahv	2015-04-24 16:09:48	[REDACTED]	<input type="checkbox"/> Activate <input checked="" type="checkbox"/> Deactivate <input type="checkbox"/> Delete <input type="checkbox"/> Run Now

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

If you need help regarding the import or additional work is required 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.

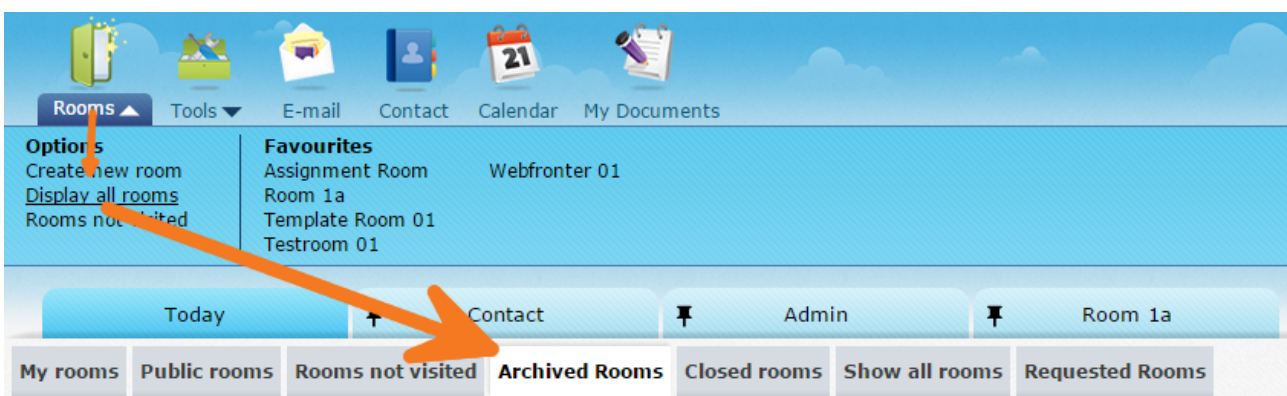
The archived rooms will be left in a frozen state, where the members have read/guest access, regardless of the access they had before archiving.

- 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 if the members got enrolled as an individual member or enrolled with a group. 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.)

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**.



Archived Rooms

There are 2 rooms currently archived.

<input type="checkbox"/>	Title
<input checked="" type="checkbox"/>	Secondary School
<input checked="" type="checkbox"/>	04 Rooms
<input checked="" type="checkbox"/>	Classrooms
<input type="checkbox"/>	History room
<input type="checkbox"/>	Year 1 - Fun with numbers

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

There are 2 rooms that can be archived.

<input type="checkbox"/>	Title
<input type="checkbox"/>	Secondary School
<input type="checkbox"/>	04 Rooms
<input type="checkbox"/>	Classrooms
<input type="checkbox"/>	Year 1 - Classroom
<input type="checkbox"/>	Year 2 - Classroom

Other rooms you can archive (rooms including group members)

There is one room that can be archived.

<input type="checkbox"/>	Title
<input type="checkbox"/>	Secondary School
<input type="checkbox"/>	04 Rooms
<input type="checkbox"/>	Classrooms
<input type="checkbox"/>	English room

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.

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.

The screenshot shows the 'Closed rooms' section of a software interface. At the top, there are several tabs: 'My rooms', 'Public rooms', 'Rooms not visited', 'Archived Rooms', 'Closed rooms' (which is highlighted with an orange box), 'Show all rooms', and 'Requested Rooms'. Below the tabs, the text 'Overview of all closed rooms' is displayed. A table lists the rooms with columns for 'Title', 'Created by', and 'Date'. The table contains three rows of data:

<input type="checkbox"/>	Title	Created by	Date	
<input type="checkbox"/>	Secondary School			
<input type="checkbox"/>	04 Rooms			
<input type="checkbox"/>	Classrooms			
<input type="checkbox"/>	English room (Closed)	Sarah Voit	2016-Apr-27	Delete
<input type="checkbox"/>	Year 1 - Classroom (Closed)	Sarah Voit	2016-Apr-27	Delete
<input type="checkbox"/>	Year 2 - Classroom (Closed)	Sarah Voit	2016-Apr-27	Delete

At the bottom of the table, there are several action links: 'Open rooms', 'Delete room' (highlighted with an orange box), 'Add to favourite rooms', and 'Remove as favourite rooms'. An orange arrow points from the 'Delete room' link to the 'Delete' link in the first row of the table. Another orange arrow points from the 'Delete' link in the first row to the 'Delete room' link at the bottom.

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).

Import Configurations

Below are the defined MIS integration configuration('s) for this node. **Please note:** if the integration is greyed out this indicates that the MIS integration is inactive and data will not be imported into Fronter until it is re-activated.

<input type="checkbox"/> Name	Created by	Created	AuthKey	Action
<input checked="" type="checkbox"/> sarahv-209400	sarahv	2015-04-24 16:09:48	XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX	Define a new import <input type="button" value="Activate"/> (1) <input type="button" value="Deactivate"/> <input type="button" value="Delete"/> <input type="button" value="Run Now"/> (2)

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/installation name in the 'building' field. Should you get an error message, please contact your local support.

Activating new imported rooms

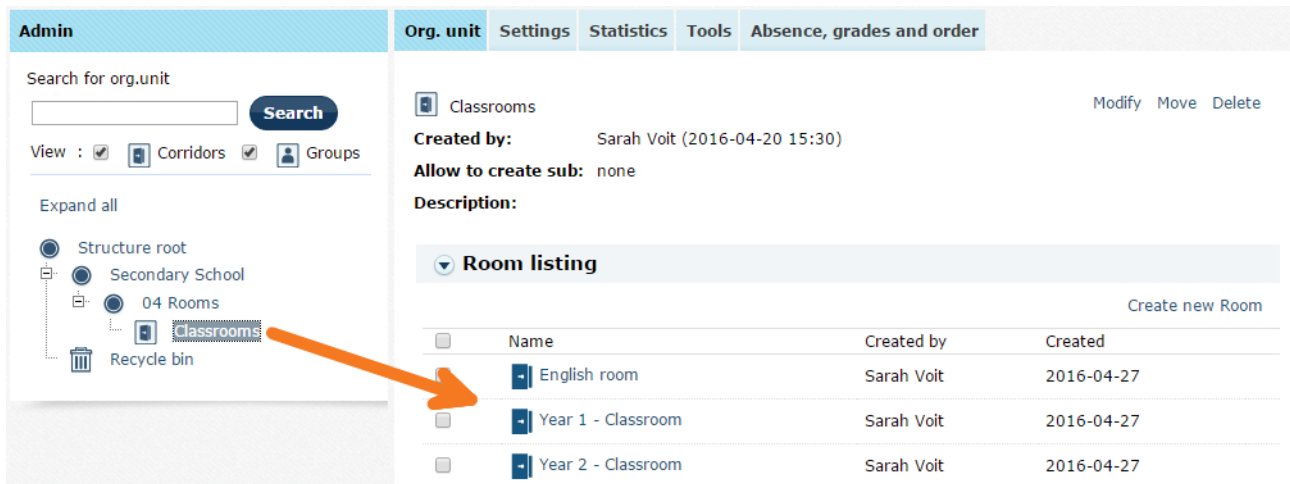
If the import creates new rooms, they will be initially set to inactive. The teachers can activate their rooms themselves or an admin can do it on their behalf.

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**.

Overview of all rooms in which you are a member. Enter a room by clicking on the title. Add favourite rooms for access directly from the room selector (if your admin has made this possibility available)

<input type="checkbox"/> Title	Created by	Date
<input checked="" type="checkbox"/> Secondary School		
<input checked="" type="checkbox"/> 04 Rooms		
<input checked="" type="checkbox"/> Classrooms		
<input type="checkbox"/> English room	Sarah Voit	2016-Apr-27
<input type="checkbox"/> Year 1 - Classroom	Sarah Voit	2016-Apr-27
<input type="checkbox"/> Year 2 - Classroom	Sarah Voit	2016-Apr-27

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



Admin | **Org. unit** | Settings | Statistics | Tools | Absence, grades and order

Search for org.unit **Search**

View : Corridors Groups

Expand all

- Structure root
- Secondary School
 - 04 Rooms
 - Classrooms**
 - Recycle bin

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**.

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**
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.
- Close room:**
Closes room. Rooms can be reopened from the "Display all rooms" > "Closed rooms" tab
- Base on an exemplar room:**
Tools, room structure and content will be copied from the selected Fronter exemplar room.

Save

Cancel

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).

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

Copy the tools, structure and content from the chosen room.

Choose room... ▼

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

[Show all rooms you have access to.](#)

Import room from

Copy the tools, structure and content from the chosen room. Contributions will be copied.

Year 1 - Classroom

Year 2 - Classroom

has been previously exported from Fronter using the 'Fronter internal room export'. No student

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.

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](#)

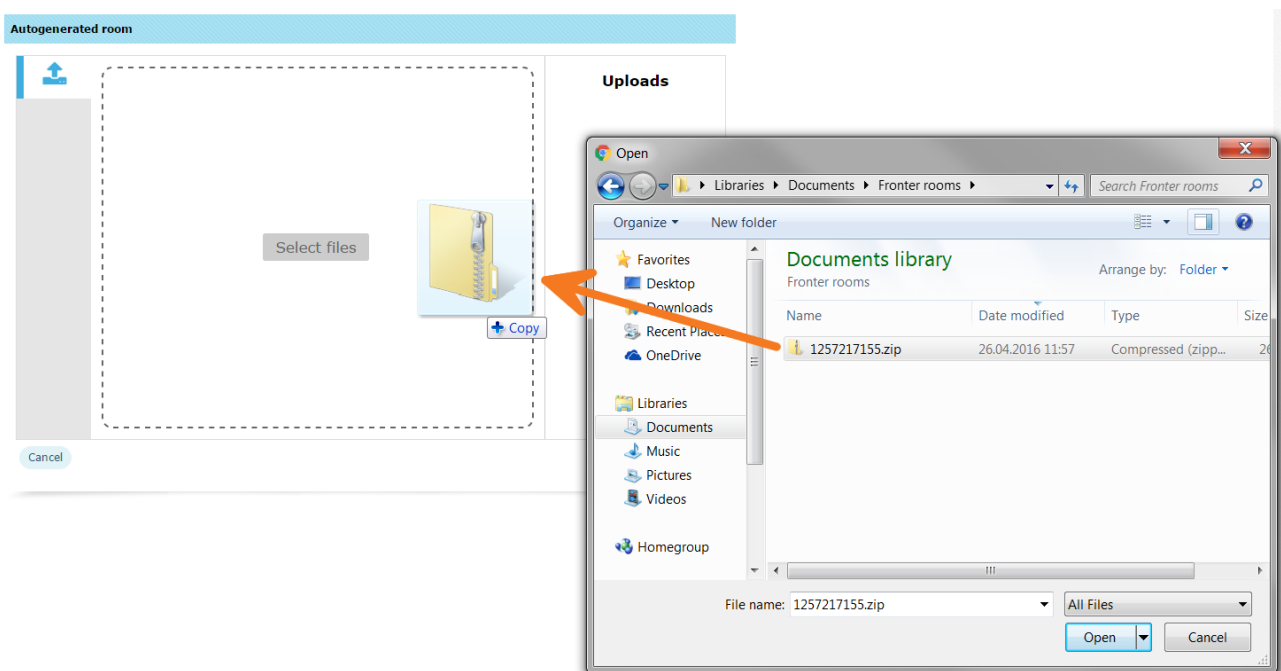
If there are not a lot of rooms being activated at the same time, the rooms are usually created very quickly and are available almost immediately via the room selector on the top menu.

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.



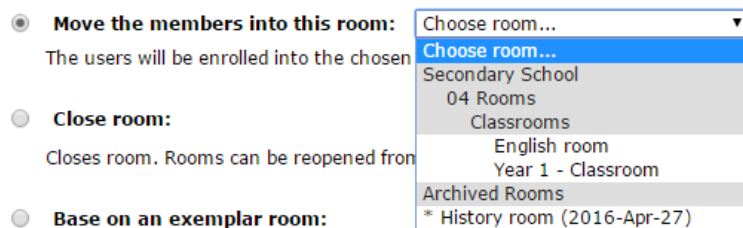
After the upload is completed, you get the **Room copy in progress** message. What gets imported is pretty much the same as for a copied room, but student contributions in

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 in the selected room, and so there will be “two generations living under the same roof”. An example 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 their access rights.

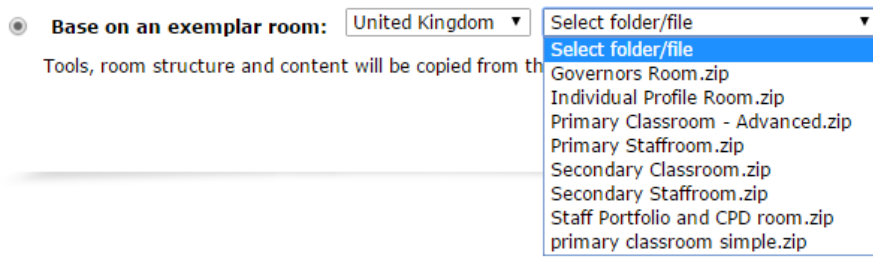
5. Close room

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.



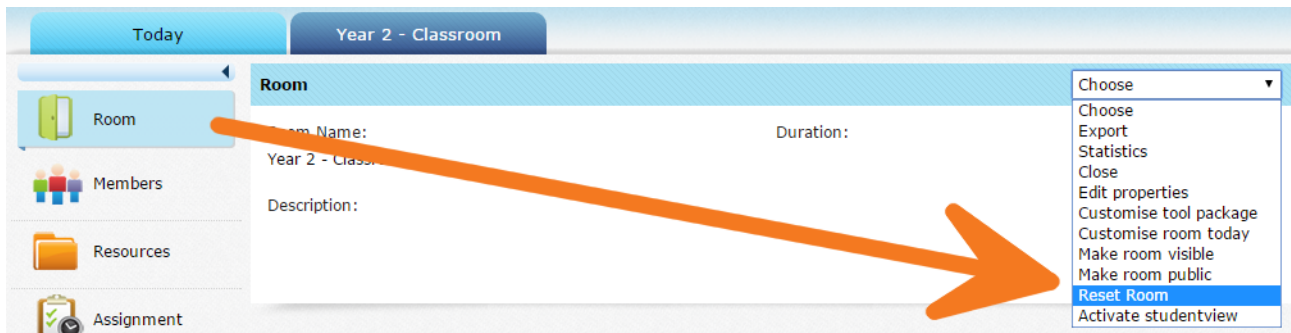
Note: Some rooms have content that can only be viewed in the area where they are created. You can import a room from any area/country, but you cannot expect it to work as intended.

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).

Edit properties

Org. unit (corridor):

Move room

Room Name:

Creation date:

Duration:

Description:

Other options:

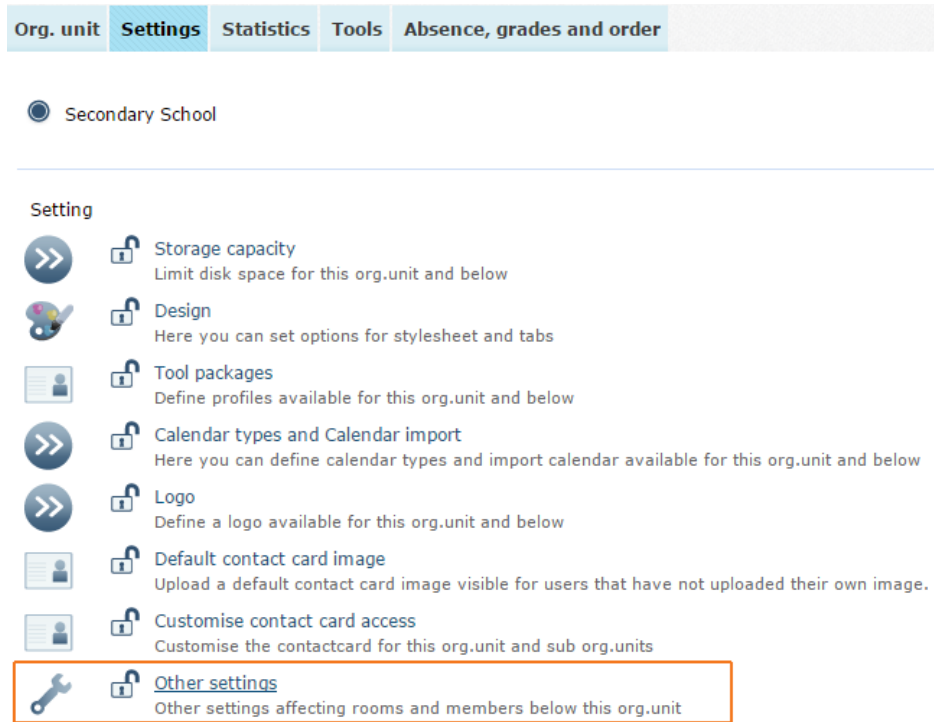
Use simple Resource folder view in this room

This room is a template

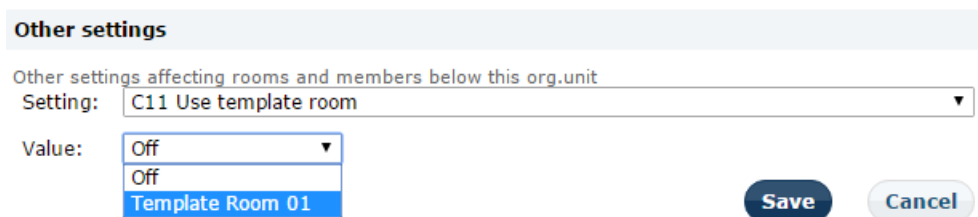
You can create as many template rooms as you like.

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 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, 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.