



**Center for Scholarship in Teaching and Learning  
Southeast Missouri State University**



# ***Online Instructor Suite***

## **Archiving and Reusing OIS Classes**



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## Overview

Class content created in OIS for one semester often needs to be re-used in a future semester. The basic recommendation is to save all tests, discussions, drop boxes, gradebooks, calendars and the user database into an OIS "archive", and only then delete or modify the original OIS components to fit the new semester.

This booklet will cover the changes one needs to make to each OIS module in order to prepare a previously used OIS class for a new semester.

# Identifying What "Stays" and What "Goes"

The first step in reusing OIS classes in new semesters is to identify what in the current (old) course should stay and what should be deleted. Below is an overview of the OIS objects that need to change in most cases.

**Students:** In most cases students from a current class will not be needed in the new semester. However, it is possible that some students may have incomplete grades and be finishing up the current course; in that case those students do not have to be deleted. You also do not need to delete the account you use to access the class and any "dummy student" account that can be reused in the new class.

**File and Folder Protection:** If this Manager feature is being used in the current class, the dates and times of the protected resources will have to be changed for the new semester.

**Tests:** Most of the time tests will be reused in a new semester. Instructors should be aware, however, that they may need to change test availability times in OIS UTest, as well as any test permissions that may have been set in a previous semester.

**Gradebooks:** Grade information for students will not normally need to be carried over to new semesters. However, it is usually useful to use a gradebook from a past semester as a template for the new class—especially if complex formulas are being used.

**Calendars:** Calendar items' dates and times often need to be changed when classes are being reused.

**Forum Discussions and Topics:** Discussions usually will need to retain their structure (i.e. Discussion levels, starter topics) from previous semesters but existing student replies may need to be deleted for the new class.

**Drop Boxes:** Categories and drop boxes will often be needed in the new semester, but old files submitted by students will need to be deleted.

## Changing Manager

### *I. Archiving the Current Class*

Before making any changes, the current class should be archived for future reference.

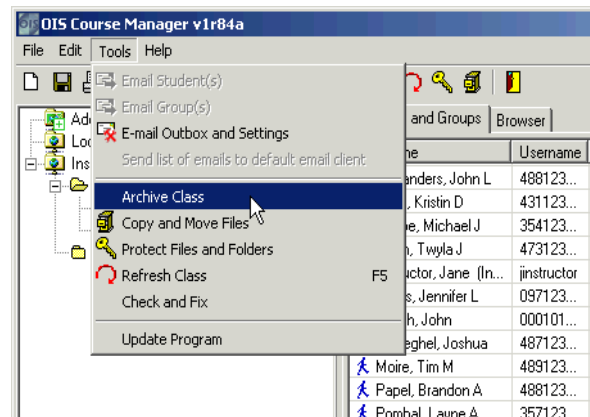
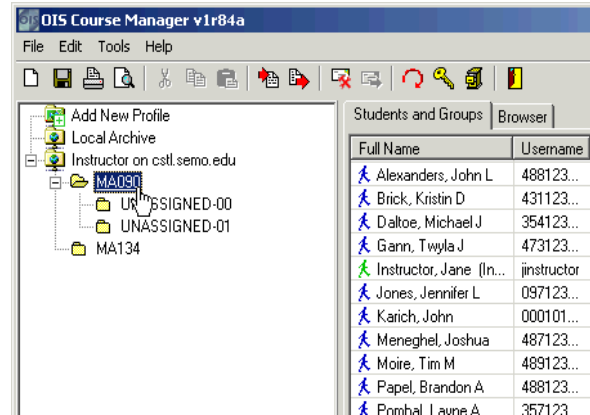
An OIS archive contain copies of the entire OIS database, including tests, gradebooks, calendars, drop boxes and bulletin board messages. The archived class will appear under the special profile named "Local Archive" in Manager, and

can be easily exported to a file that can be saved in any long-term storage media, such as a CD-R or ZIP disk.

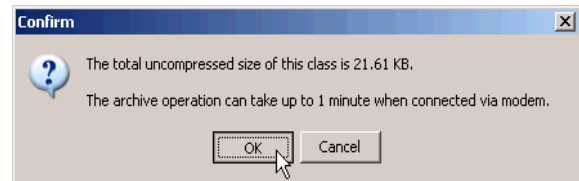
It is important to note that archiving a class does not cause any content to be deleted or modified in the source OIS class. It merely creates a “snapshot” of the OIS-related files at any point in time. Here’s how you can archive a class:

In Manager, left-click on the class you want to archive, then go to “Tools” and select “Archive Class” from the menu.

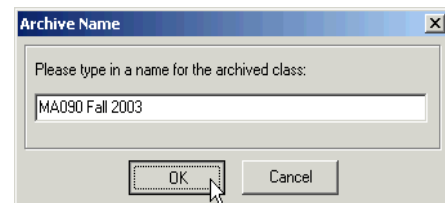
Note: make sure you select a “class” node in the left pane of Manager. Selecting a different node type (e.g. a Profile) will make the “Archive Class” menu item disabled.



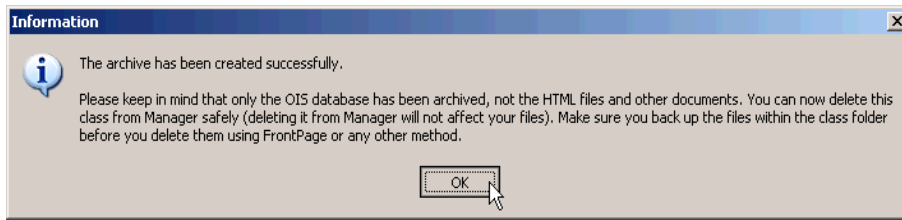
Before allowing you to continue archiving a class, Manager will calculate the size of your OIS class and ask you if you want to continue archiving it. It is recommended that you archive classes only when using a high-speed Internet connection, since the entire class has to be downloaded to your local hard drive.



The next step is to type in a name for the archived class. It is a good idea to put a semester or year indicator in the name so you know at a glance what classes you have in your archive.

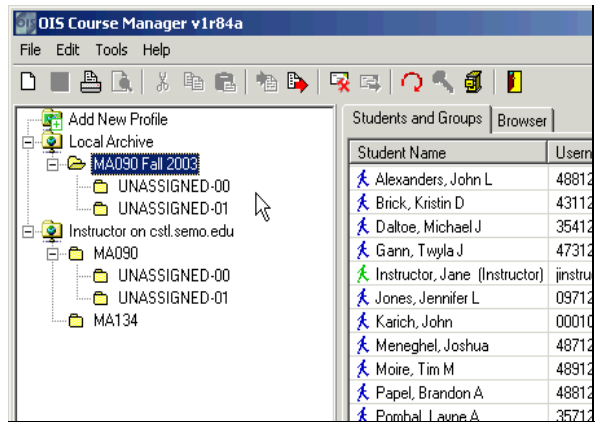


Once you select the name for the archived class, the archiving procedure will start on the server. The creation of the archive is usually fast, but it may take a long time to download it, depending on the speed of your Internet connection.



When the operation completes you will be able to access your newly archived class by selecting the "Local Archive" profile in Manager and then selecting the course you archived. You will then be able to use OIS applications as usual in this archived class.

Keep in mind, however, that archives are "read-only", so no changes can be made to an archived class.



Now that your class has been archived, you can keep it in the Local Archive profile or you can export it to a file and then delete it from the Local Archive. To export an archived class to a file: right click its name, then choose "Export Class to File" from the pop-up menu. You can then choose a file name to save the archive to (OIS archives have the extension OCA).

In order to bring an OCA file back to the "Local Archive" profile, just double-click on the file in Windows Explorer. OIS Manager will "import" the file and make it available next time you launch the program.

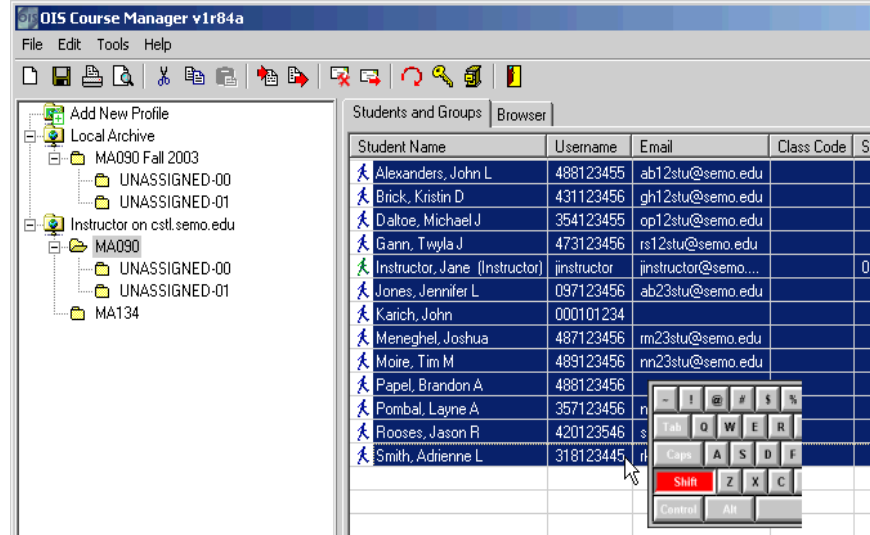
### ***III. Preparing Your Old Class for New Students***

Now that you have archived your class and saved it on your hard drive or to a CD for future reference, it is time to prepare the class folder to be used by the new students.

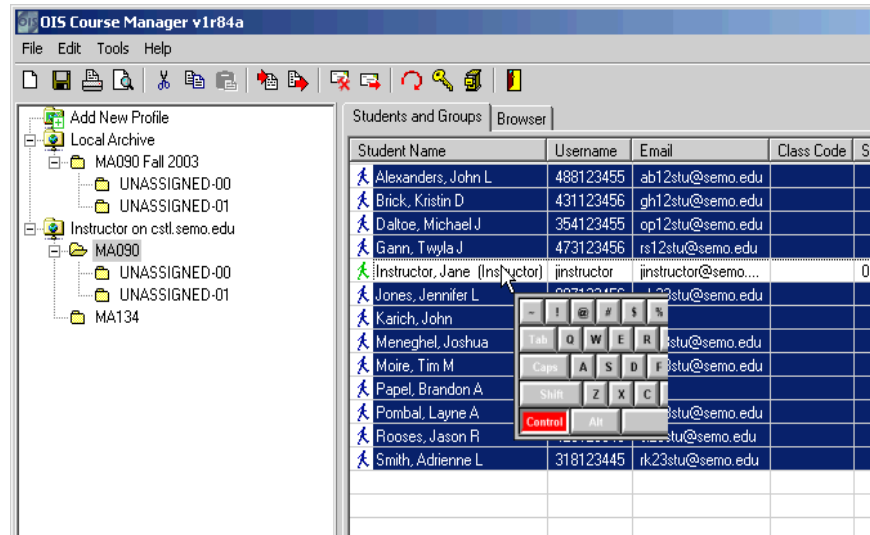
In most cases students from a previous semester should be removed from OIS Manager before adding students from a new semester. Once students from previous semesters are removed, then new students can be added.

# Deleting the Old Students and Adding the New Ones

First, select all the students from the roster. An easy way to do this is to click on the first student in the list, then hold down the shift key and click on the last student (you might have to scroll down, depending on the number of students in your class). This will select all students in the list.

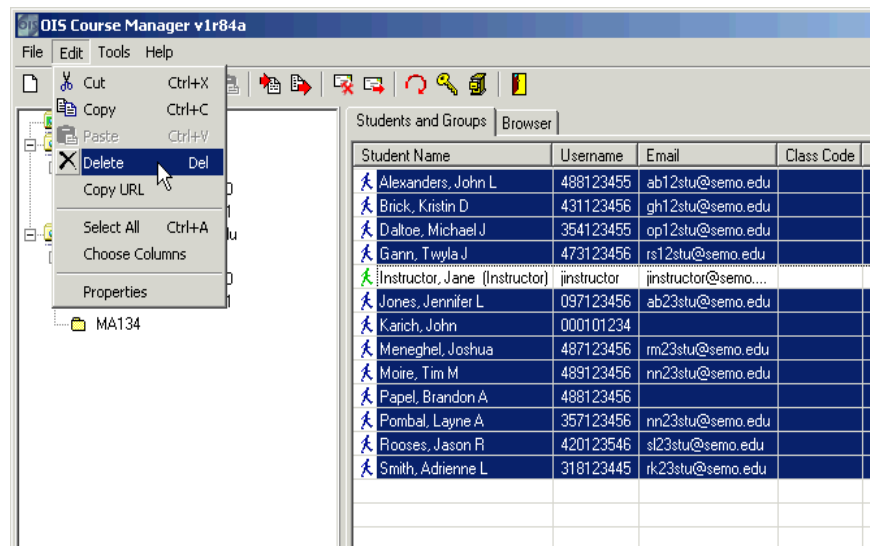


You can de-select individual students by holding down the control key (CTRL) and clicking on the student name.



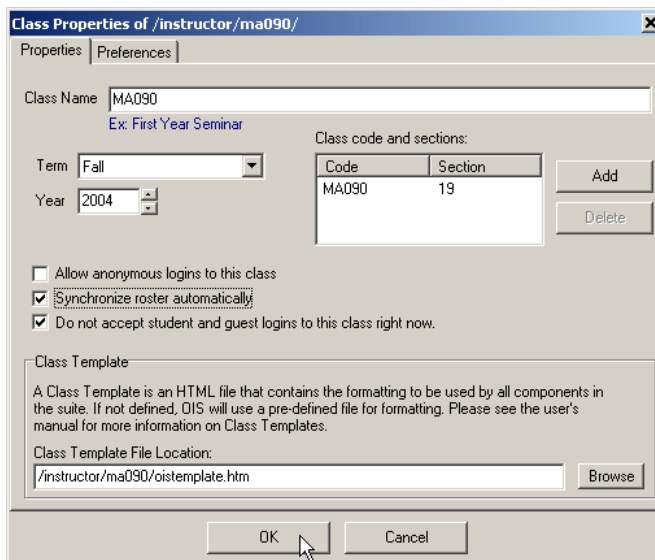
You might want to keep your own username in the roster, for example.

Once the students you want to delete are selected, go to the "Edit" menu and choose "Delete". You will be asked if this is really what you want to do.

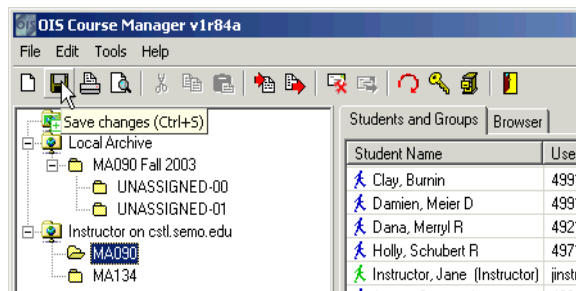


Note that deleting students deletes all OIS information, such as test results, drop box files etc. so make sure you archive your class first! You cannot "undo" a Delete operation.

The next step is to add the new students. The easiest way to do this is to go to the class properties by double-clicking on the class icon in the left pane of Manager. Then change the "Term" and "Year" of the class appropriately and make sure the checkboxes **"Synchronize roster automatically"** and **"Do not accept logins"** are checked. After clicking OK, the new students will be pulled from the administrative system into your OIS class database.



Remember to save the changes you have made to the database by clicking on the "Save" icon in the toolbar.

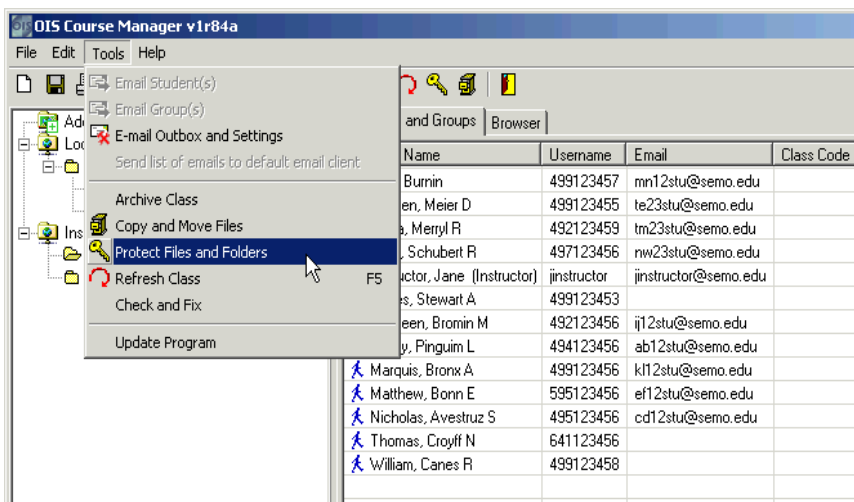


## Changing Dates in "File and Folder Protection"

If you do not use the "File and Folder Protection" feature in Manager, you may skip this section.

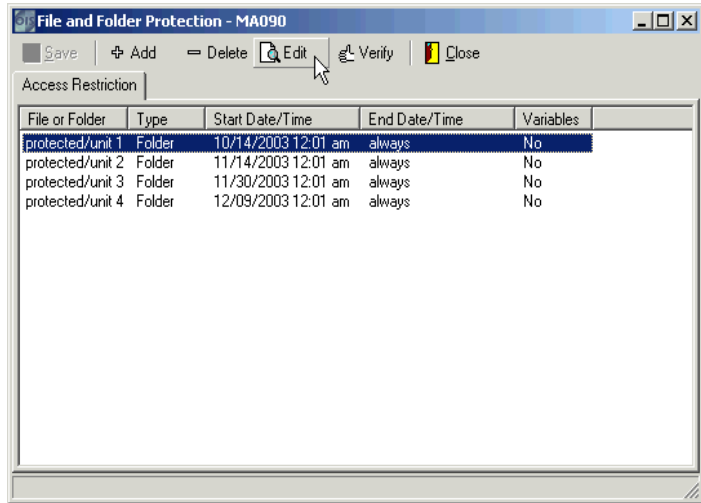
Manager can make files and folders available at certain times (time-restricted content) through the "Protect Files and Folders" feature. If you use this feature, you will need to adjust the "delivery" dates and times for each of your timed resources.

To do this, select the class and go to the "Tools" menu, selecting "Protect Files and Folders".



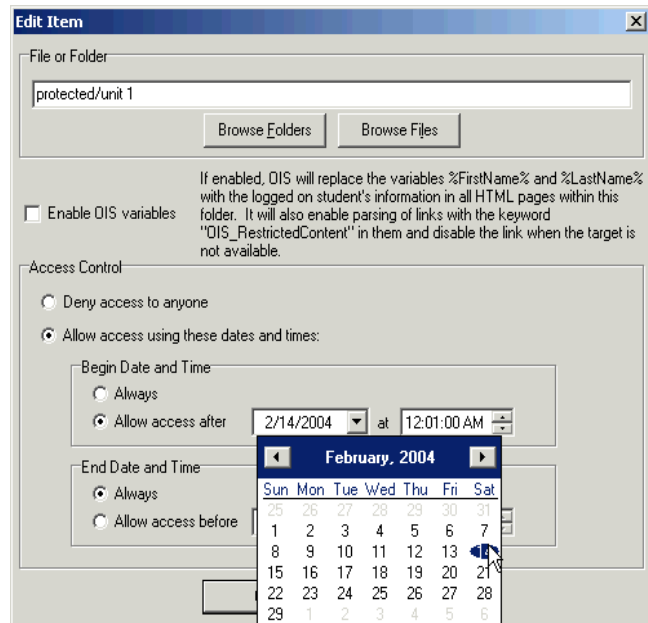
Click on the first item of the list, and then click on the “Edit” button.

Alternatively, you can just double-click on the list item to open the edit dialog.

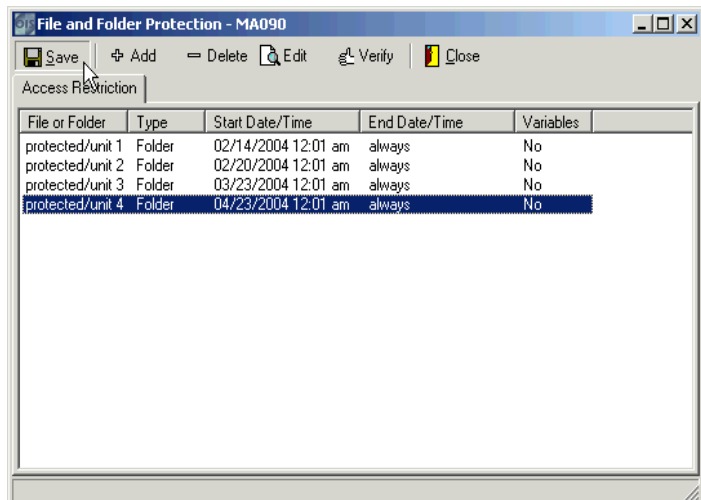


In the edit dialog, choose new beginning and ending dates for the resource, then click OK.

Repeat this step for each item in your list.



Then click on the “Save” button to save your changes to the server.



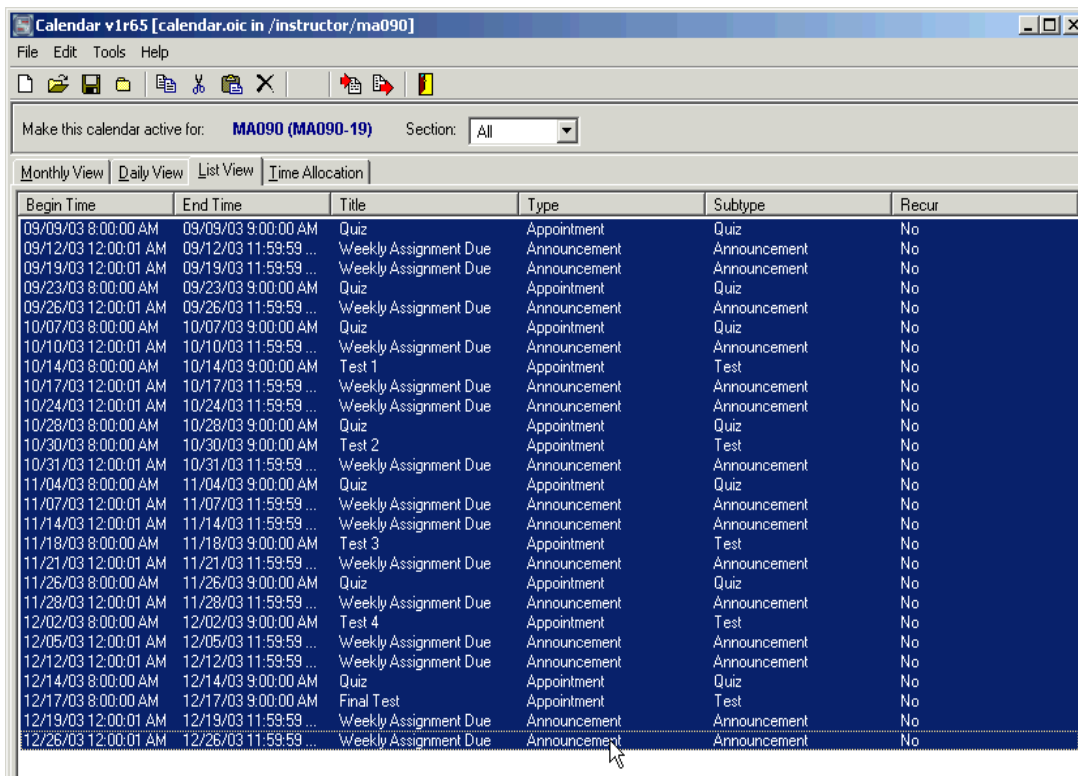
# Changing the Other OIS Modules

This section covers the preparation of various OIS modules to be reused in a new semester. If you do not use a particular OIS module you may skip that section.

## I. Calendar

Calendar files usually need attention when moving to a new semester because appointment dates will still be referencing the dates from the previous semester.

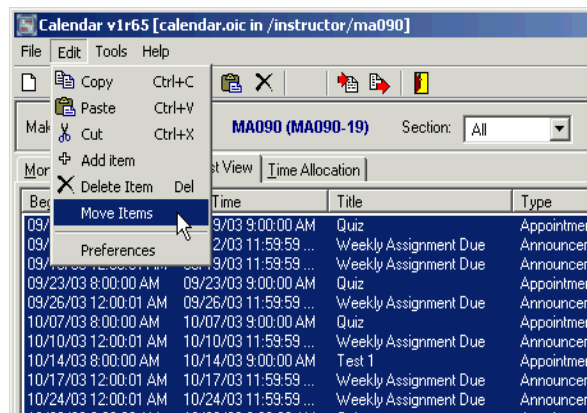
To fix Calendar files, first open the calendar file you wish to transition.



The screenshot shows the 'Calendar v1r65' application window. The title bar reads 'Calendar v1r65 [calendar.oic in /instructor/ma090]'. The menu bar includes 'File', 'Edit', 'Tools', and 'Help'. Below the menu bar is a toolbar with various icons. A status bar at the top indicates 'Make this calendar active for: MA090 (MA090-19)' and 'Section: All'. Below this are tabs for 'Monthly View', 'Daily View', 'List View', and 'Time Allocation'. The main area displays a table of appointments with the following columns: 'Begin Time', 'End Time', 'Title', 'Type', 'Subtype', and 'Recur'. The table contains 24 rows of data, including items like 'Quiz', 'Weekly Assignment Due', 'Test 1', 'Test 2', 'Test 3', 'Test 4', and 'Final Test'.

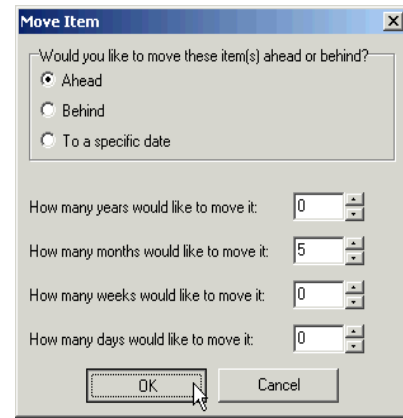
Begin Time	End Time	Title	Type	Subtype	Recur
09/09/03 8:00:00 AM	09/09/03 9:00:00 AM	Quiz	Appointment	Quiz	No
09/12/03 12:00:01 AM	09/12/03 11:59:59 ...	Weekly Assignment Due	Announcement	Announcement	No
09/19/03 12:00:01 AM	09/19/03 11:59:59 ...	Weekly Assignment Due	Announcement	Announcement	No
09/23/03 8:00:00 AM	09/23/03 9:00:00 AM	Quiz	Appointment	Quiz	No
09/26/03 12:00:01 AM	09/26/03 11:59:59 ...	Weekly Assignment Due	Announcement	Announcement	No
10/07/03 8:00:00 AM	10/07/03 9:00:00 AM	Quiz	Appointment	Quiz	No
10/10/03 12:00:01 AM	10/10/03 11:59:59 ...	Weekly Assignment Due	Announcement	Announcement	No
10/14/03 8:00:00 AM	10/14/03 9:00:00 AM	Test 1	Appointment	Test	No
10/17/03 12:00:01 AM	10/17/03 11:59:59 ...	Weekly Assignment Due	Announcement	Announcement	No
10/24/03 12:00:01 AM	10/24/03 11:59:59 ...	Weekly Assignment Due	Announcement	Announcement	No
10/28/03 8:00:00 AM	10/28/03 9:00:00 AM	Quiz	Appointment	Quiz	No
10/30/03 8:00:00 AM	10/30/03 9:00:00 AM	Test 2	Appointment	Test	No
10/31/03 12:00:01 AM	10/31/03 11:59:59 ...	Weekly Assignment Due	Announcement	Announcement	No
11/04/03 8:00:00 AM	11/04/03 9:00:00 AM	Quiz	Appointment	Quiz	No
11/07/03 12:00:01 AM	11/07/03 11:59:59 ...	Weekly Assignment Due	Announcement	Announcement	No
11/14/03 12:00:01 AM	11/14/03 11:59:59 ...	Weekly Assignment Due	Announcement	Announcement	No
11/18/03 8:00:00 AM	11/18/03 9:00:00 AM	Test 3	Appointment	Test	No
11/21/03 12:00:01 AM	11/21/03 11:59:59 ...	Weekly Assignment Due	Announcement	Announcement	No
11/26/03 8:00:00 AM	11/26/03 9:00:00 AM	Quiz	Appointment	Quiz	No
11/28/03 12:00:01 AM	11/28/03 11:59:59 ...	Weekly Assignment Due	Announcement	Announcement	No
12/02/03 8:00:00 AM	12/02/03 9:00:00 AM	Test 4	Appointment	Test	No
12/05/03 12:00:01 AM	12/05/03 11:59:59 ...	Weekly Assignment Due	Announcement	Announcement	No
12/12/03 12:00:01 AM	12/12/03 11:59:59 ...	Weekly Assignment Due	Announcement	Announcement	No
12/14/03 8:00:00 AM	12/14/03 9:00:00 AM	Quiz	Appointment	Quiz	No
12/17/03 8:00:00 AM	12/17/03 9:00:00 AM	Final Test	Appointment	Test	No
12/19/03 12:00:01 AM	12/19/03 11:59:59 ...	Weekly Assignment Due	Announcement	Announcement	No
12/26/03 12:00:01 AM	12/26/03 11:59:59 ...	Weekly Assignment Due	Announcement	Announcement	No

Next, you must go to each Calendar appointment and move it to the new date. The easiest way to do this is to select the "List View" tab, to see all Calendar items in a list. You can move all items at once or one at a time. In this example, we selected all items by clicking on the first one, then holding down the shift key and clicking on the last one.

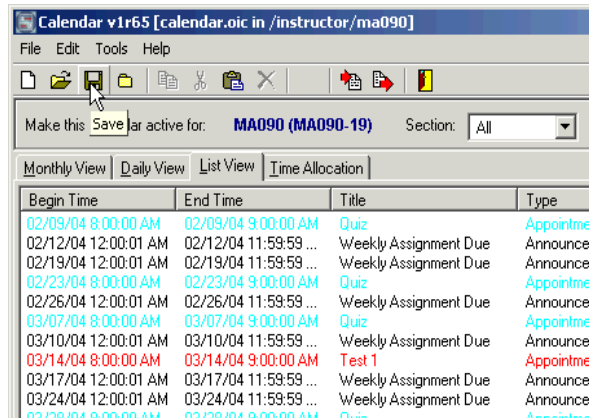


After selecting the item(s) you want to move, go to "Edit" and choose "Move Items" from the menu.

Select how you wish to move the selected calendar item(s) in the "Move Item" dialog. When you are finished click OK.



Double-check the dates for each item. To change the date of a particular item, double-click on it to open the item properties dialog.



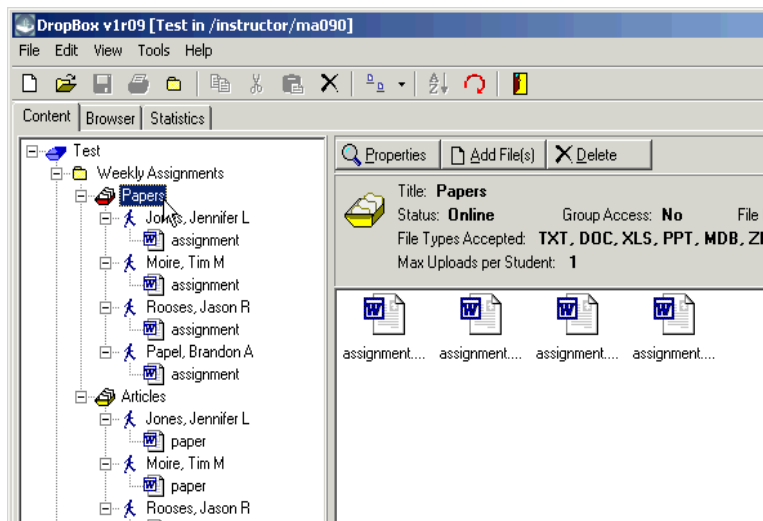
Click on the "Save" button to save your calendar changes.

## II. Dropbox

Transitioning DropBox to a new semester usually will involve deleting all current files which students have uploaded and/or changing availability times for drop boxes (if you are using that feature).

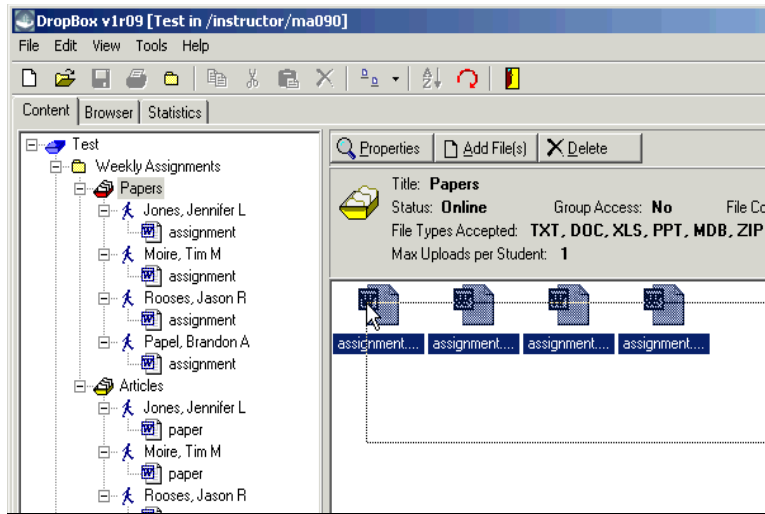
### Deleting Files From a Drop Box

Browse to the drop box you want to delete files from. Make sure you select the drop box node on the left pane so the list of files appears in the right pane. If you select a student node, only the selected student's files will be listed.



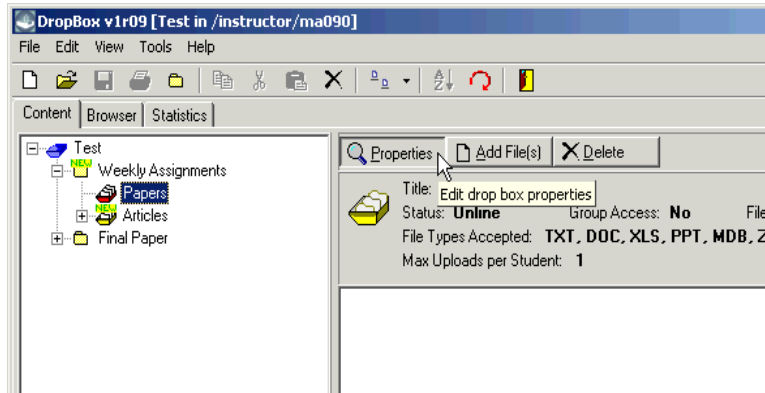
Next, select all files listed on the right. You can select the files by clicking on the white space, then dragging the mouse over the files while holding down the left mouse button, or you can select the first file, hold down the shift key, then select the last file.

Press the delete key to delete the selected files. Repeat as necessary for all drop boxes.



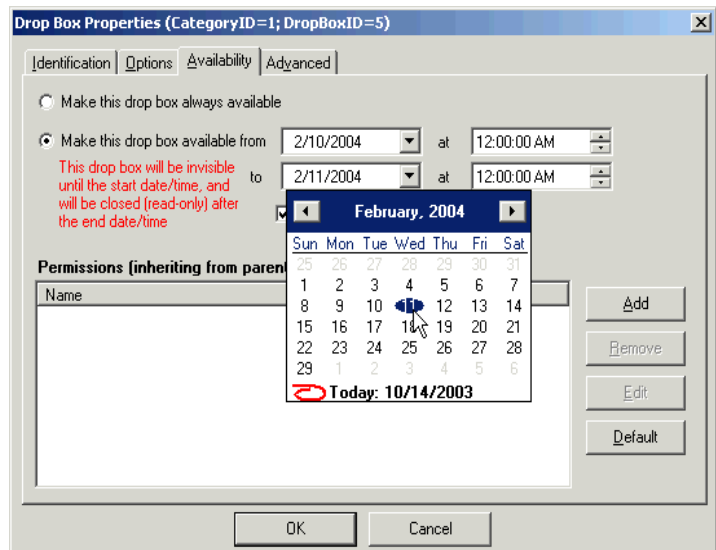
## Changing the Availability of a Category or Drop Box

If you set the availability of a drop box or category for the past semester, you will have to change those dates again now. You can change the availability dates by selecting the category or drop box and pressing the "Properties" button.



Next, in the "Properties" dialog select the "Availability" tab. Then, change the dates and times which the category or drop box is available as needed.

Click OK to save your changes.



### III. Forum

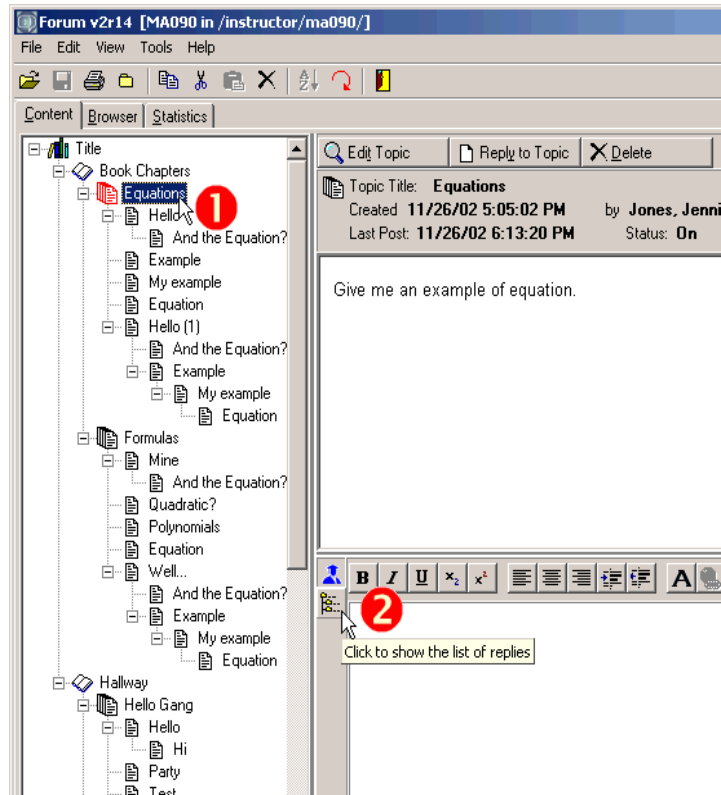
Transitioning Forums to new semesters involves deleting discussions or topics which you feel are not relevant or not needed for the new semester.

Note: If topics are kept from previous semesters it might be a good idea to set topic availability times so that topics for later assignments do not show to students until you are ready.

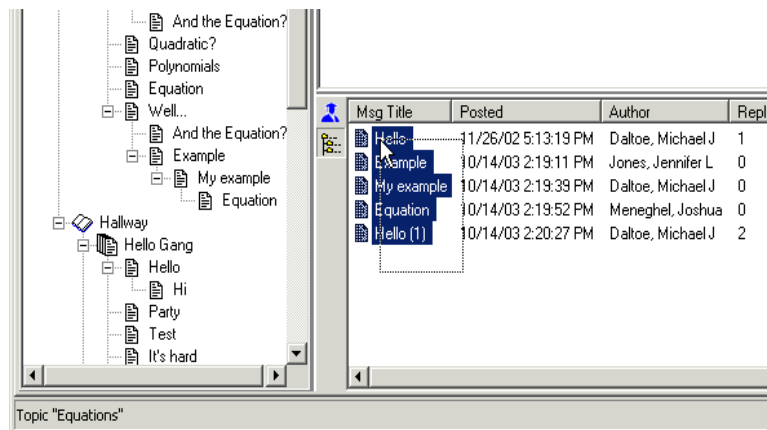
#### Deleting Replies to a Topic

Click on the appropriate topic (1).

Now click on the “Show list of replies” button (2) to see the list of messages posted as replies to the selected topic.

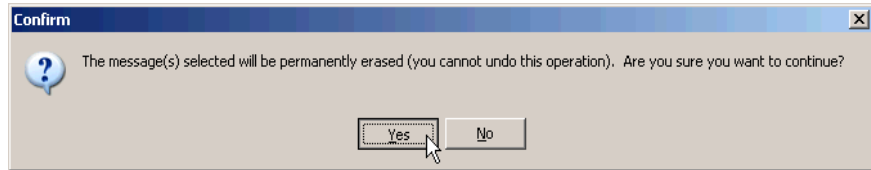


Now select all replies (or just the ones you want to delete) and press the “Delete” key (or go to “Edit” and choose “Delete” from the menu).



Note that you cannot “undo” the delete operation. Click on “Yes” to continue.

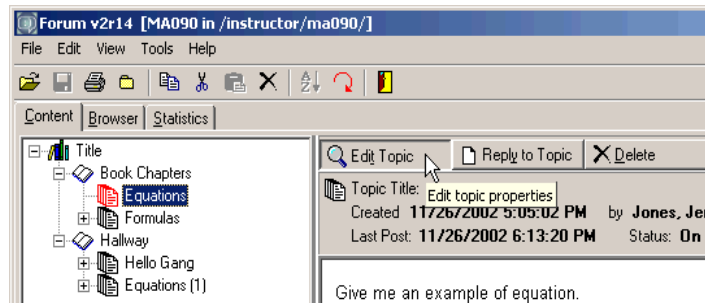
You can delete topics and discussions the same way, in case you are not planning on using the same Forum structure in the upcoming semester. Just select the node (discussion, topic or thread) you want to delete and press the “Delete” key.



## Changing the Availability of a Discussion or Topic

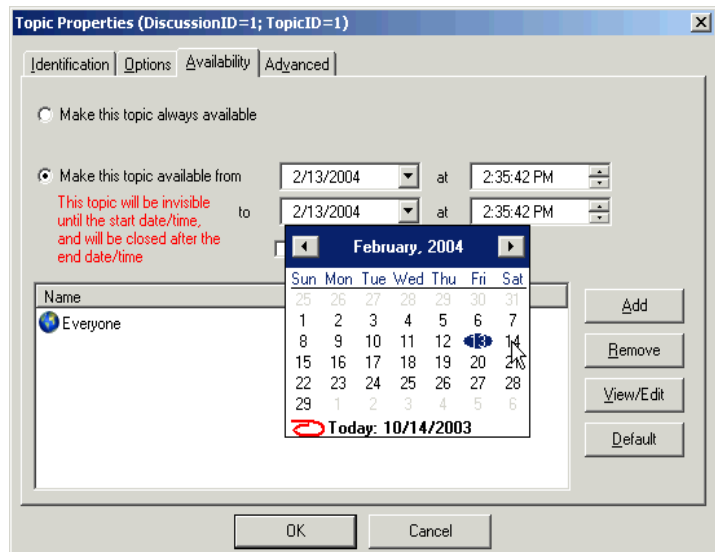
If your discussion or topic had availability dates set, you will need to change those dates for the new semester.

Select on the discussion or topic and click on the "Edit" button.



In the properties dialog, select the "Availability" tab, then change the topic availability dates and times as needed.

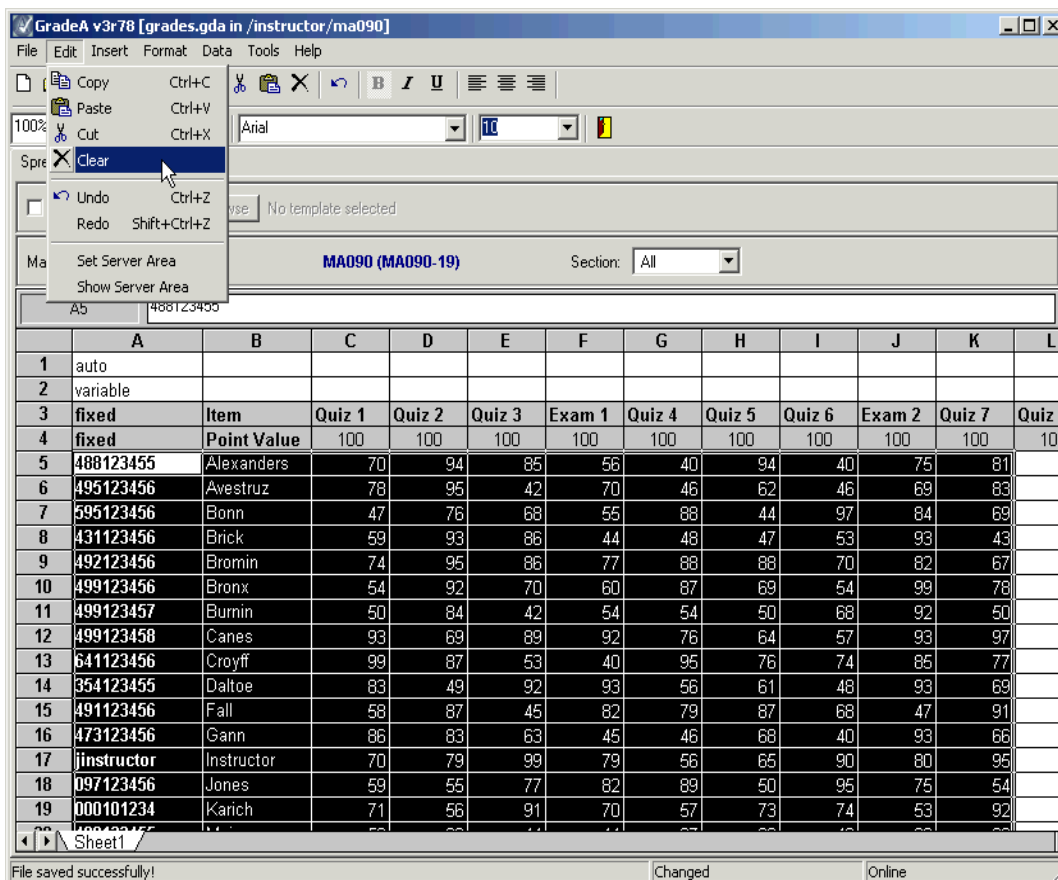
Click OK to save your changes.



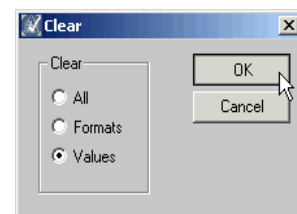
## IV. GradeA

It is simple to use an existing gradebook as a template for a new semester. It is usually a matter of deleting all old students and their grades from the gradebook and inserting the new ones.

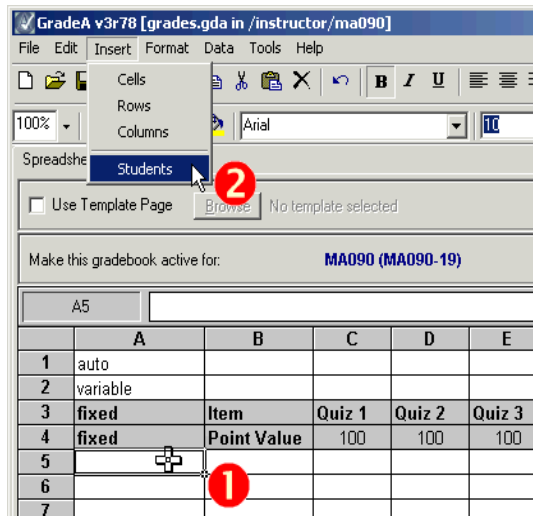
First open the existing gradebook. Then select all cells that you want to delete (you might want to keep cells that contain formulas and delete the ones that contain only data, like grades and names). Go to “Edit” and choose “Clear” from the menu.



GradeA will ask you what you want to clear. If you want to keep the formatting (font, alignment, borders) of the cells, choose to clear only “Values” and click OK.



Now click on the cell that had the first student's user ID (1), then go to "Insert" and choose "Students" from the menu.



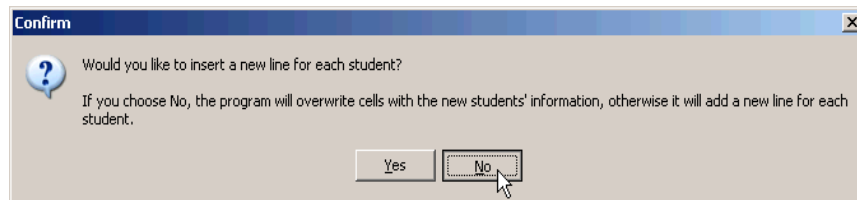
GradeA will ask you what information you want to insert into the gradebook. The field "Username" is already selected and cannot be deselected. Usually, inserting the "Last Name" in the second column will make it easier for you to manipulate the gradebook later.



Click OK to continue.

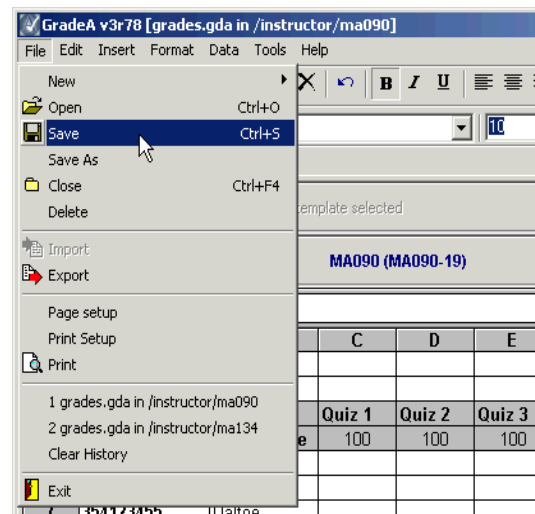
Next, GradeA will ask you if you want to insert a new line for each student. If you plan to reuse the formulas and formatting from the deleted students, click "No" to make GradeA overwrite the first and second columns with data ("Username" and "Last Name" from the selection above).

If you click "Yes", GradeA will insert a new line for each student.



Next, make sure the server area for the new roster includes all the students and assignments. To set a new server area, first select the area, then right click it and choose "Set Server Area" from the pop-up menu.

Go to "File" and choose "Save" to save your new gradebook (or click on the "Save" button in the toolbar).

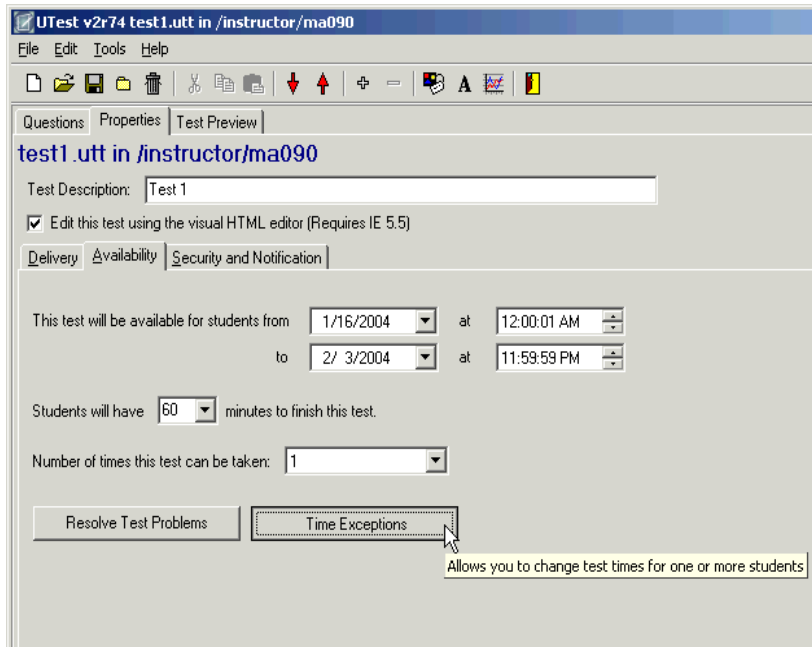


## V. UTest

Usually minimal changes are required to reuse UTest tests in a new semester. Most of the time this involves setting a new starting time and ending time when a test is available to students, removing any time exceptions, and making sure that any permissions in use are cleared or changed accordingly.

To change the dates and times when the test will be available, open the test and click on the “Properties” tab. Change the dates and times as appropriate.

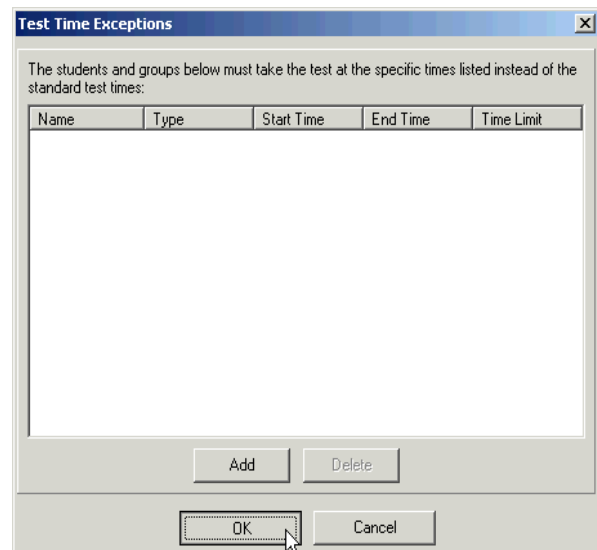
If you assigned any time exceptions for students during the previous semester, you will need to clean the exceptions before proceeding. To do this, click on the “Time Exceptions” button...



... and make sure that the list of time exceptions is empty. If not, click on each item and press the “Delete” button to erase the exception.

Click OK to save the list.

Finally, if you assigned any different permissions to a test, you will have to reassign those permissions. You can do that in the “Security and Notification” tab.



As usual, click on the “Save” button to save your changes to the test file. Repeat the steps above for each test in your class.

