Scholar: Starting a New Term Using Last Term’s Materials

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Introduction

- If you are teaching the same course again, you can import materials from the:
  - Resources,
  - Assignments,
  - Syllabus,
  - Calendar,
  - Forums,
  - Announcements,
  - Tests & Quizzes and
  - Gradebook tools from an older course site.

- You can import tools and materials when you make the new site, or to a site that is already made.
- Student information will not be imported because Scholar gets that from Banner for each new course site.

Creating a New Site and Importing Materials

1. Go to My Workspace, Site Setup, and click "New". Create the new site, import rosters, and select the tools you would like to add to the site.
2. Under the list of tools, you will see a section labeled "Re-use Material from Other Sites You Own".
3. Select the "Yes, from these sites" radio button. All the Scholar sites that you have created or that you are the instructor or organizer of will be listed in the box.

4. Select the site or sites from which you would like to import materials.
5. Click the "Continue" button. You will go to the Re-use Material from Other Sites page. Tools that you can import are listed on the left of the table, and sites from which to import them are listed across the top.
6. Place a check in the box(es) next to tool(s) you would like to import. When you import a tool, all of the information stored in that tool gets imported too.
   - If you are importing tools from multiple sites, the materials in those tools will be combined and posted to the new site.
7. Click the "Continue" button. Proceed with site setup as normal.
8. When the new site is set up, you need to adjust your tools and materials to display properly. Scroll down to the "Adjusting the Settings on Imported Tools" section for instructions.

**Importing Materials to an Existing Site**

1. Go to the site, and click "Site Info",
2. At the top of the Site Info page, click "Import from Site". You will go to the Import Data page.

   - You can either replace data in the current site or merge current and imported data.
   - If you have participants who are not linked to rosters, you can merge them with current participants.
3. Select your import option. I selected "I would like to replace my data" for this tutorial. You will go to the Import Material from Other Sites page. The Scholar sites where you are an instructor or organizer are listed.

4. Use a radio button to select the site from which you would like to import material.
   o You need to import from one site at a time.
   o If you are importing from more than one site, repeat steps 1 to 3 above, and select "I would like to merge my data" so previously imported data is not overwritten.

5. You will go to the Re-use Material from Other Sites page as shown above. Select the tools you would like to import.
   o If you do not see the tool you are looking for, make sure it is activated in your current site. If not, go to Site Info, Edit Tools and activate it.

6. Click the "Finish" button.

7. When the tools are imported, you need change some of their settings for the new site.

Adjust the Settings on the Imported Tools

- If you have set display dates and due dates in the old site, they will carry over to the new site. They need to be updated for the new term.
- Also, the Gradebook will need to be relinked to the Tests & Quizzes and Assignments tools.
- If you linked to images in any of the tools that you have imported, make sure that the folder in Resources housing the image is publicly viewable and shown. Otherwise, Scholar cannot access the image file from the new site. To change Resources folder show/hide settings and accessibility, go to "Edit Details" for the folder. See the Resources lesson.

Setting up your New Gradebook

- The graded items, or columns, in the Gradebook should have been imported to your new site.
- You will notice that any Gradebook items sourced from the Tests & Quizzes tool are greyed-out. This is because you will need to relink them from within the Tests & Quizzes tool.
You may notice that items in the Assignments tool that you forwarded to the old Gradebook do not appear in the new Gradebook.

1. Delete any items sourced from the Tests & Quizzes and Assignments tools from the Gradebook by double clicking the item, and clicking the "Delete" button in the right-hand pane. You will re-add them from within the Tests & Quizzes and Assignments tools.

*It is possible to leave entries that were linked to the Assignments tool in source site’s Gradebook and then, in the new site, relink them to the Gradebook from within the Assignments tool.

### Setting up other Tools & Re-Sending Grades to the Gradebook

#### Resources Area

1. If you have display dates set for your folders in Resources, go to the "Actions" drop-down menu for the folder and click "Edit Details" to change the dates for the new term.
2. If folders were shown/hidden in the old site, they should be shown/hidden in the new site. Even so, double check the show/hide settings on sensitive materials. Do so by clicking "Edit Details" as described in step 1.
3. Folder permission settings should carry over when you import Resources. Even so, double check permissions on sensitive materials. Do so by clicking "Edit Details" as described in step 1.

#### Syllabus Tool

- Syllabi should be imported. View them as a student to ensure they display properly.
- If you redirect the Syllabus tool to a document stored in Resources, make sure that the file and/or its folder are not hidden, and that students have access to it.

#### Announcements Tool

Imported announcements will be automatically hidden, and the display dates will be from the old term.

1. Go to the Announcements tool. Imported announcements will be greyed-out because they are hidden. Under each imported announcement, click "Edit". You will go to the Edit Announcement page.
2. Under Availability, check the radio button next to "Show..." or next to "Specify Dates..." and update your display dates.
3. Save changes. The imported announcement will no longer be hidden.

#### Calendar Tool

You will have to change your appointment dates for the new semester.

1. Go to the Calendar tool and locate appointments whose dates need changing.
2. Click on each appointment to open it. Then click the "Edit" button. You will go to the Editing event... page.
3. Update the dates and save.

**Assignments Tool + Relinking to Gradebook**

- Your assignments will be imported and saved as drafts. You will need to reenter the dates, link the assignments to the Gradebook, and post them.
- Make sure you have deleted any Gradebook entries associated with these assignments so when you re-add them, there will not be two entries.

1. Enter the Assignments tool. From the Assignment List page, click "Edit" under each assignment.
2. Update the "Open", "Due" and "Accept Until" dates.
3. Under "Grading", make sure "Add Assignment to Gradebook" is selected.
4. Scroll down and click the "Post" button. The assignment should be posted, and a new column should appear in the Gradebook.

- If you have categories or weighted categories in the Gradebook, drag and drop the new assignment from the "Unassigned" category to where you would like it.

*If you did not delete entries that were linked to the Assignments tool in source site’s Gradebook, you can re-link to them in the Assignments tool. Under "Grading" choose "Associate with existing Gradebook entry" and select the Gradebook column/entry to which you want to link from the drop-down menu.

**Tests & Quizzes + Relinking to Gradebook**

- Assessments that in the "Published" section of the Assessments page in the old site will be moved to the "Pending" section after being imported. You will have to re-publish.
- You need to update the open/close dates.
- You need to re-add them to the Gradebook.
- Make sure you have deleted any Gradebook entries associated with these assessments so when you re-add them, there will not be two entries.

1. Enter the Tests & Quizzes tool. Your imported assessments are listed under "Pending Assessments" even if they were published on the old site.
2. From the "Select Action" drop-down menu, choose "Settings".
3. Under "Delivery Dates," enter dates valid for this semester.
4. Under "Grading", make sure "Grades sent to Gradebook" is selected.
5. Click the "Save Settings and Publish" button.
6. The assessment should appear under "Published Assessments", and the Gradebook should have a new graded item/column for it. Drag and drop it to its category if you need to.
Starting a New Term with Last Term’s Materials

Workshop Checklist

☐ Importing materials when creating a new site

☐ Importing material to a site that is already been created

☐ Adjudging settings on imported materials
  
  ○ Resources area
  ○ Syllabus tool
  ○ Announcements tool
  ○ Calendar tool
  ○ Assignments and linking to Gradebook
  ○ Tests & Quizzes and linking to Gradebook
Help! I Need Support!

Browser Recommendations

- Mozilla Firefox 12 and newer
- Internet Explorer 9
- Chrome 18 and newer
- Safari 5.1

Most Scholar functions have been tested with all four browsers and versions listed above. That does not guarantee every feature will work perfectly in all four browsers, but we are committed to doing our best to support all four. If you suspect a browser-related problem, we encourage you to try another browser and to promptly report the issue to 4Help at http://www.4help.vt.edu.

Online Resources and Scholar Training

- For instructions on site creation, importing course materials, and TA permissions, see the Instructor’s Checklist at: http://help.scholar.vt.edu/Instructor%27sChecklist.html
- For instructions with screenshots and for answers to “How do I...?” questions, go to Scholar’s Inline Help. In Scholar’s left-hand menu bar, click Help. Use the search box or the alphabetical index to find your information.
- For Scholar FAQs, handouts, and videos, see the Online Learning & Collaboration Services (OLCS) website: http://www.olcs.lt.vt.edu/scholar/scholar.html.
- For Scholar short courses and one-on-one training, visit the Faculty Development Institute (FDI) website: http://www.fdi.vt.edu/, click the appropriate term, and register for Scholar training. You will need to log in with your PID and password.

Live Help

For questions, comments, suggestions, bug reports, or anything that needs attention, please use the 4Help web form at http://4help.vt.edu/ or call 540-231-HELP (4357). When requesting assistance, include as much of the following information as possible:
- your name and PID,
- the browser and operating system,
- the Scholar site’s title (on the site tab),
- the course name, course #, and instructor’s name,
- any complete error messages you may have saved,
- the day, time and what you were doing when the error occurred,
- and any solutions you have already attempted.

For in-depth assistance or a consultation on instructional strategies using Scholar, sign up for an In-Person Help session or a One-on-One session through the FDI at http://www.fdi.vt.edu.