

k - s t a t e o n l i n e

REUSING YOUR COURSE

When you teach the same class each semester, you don't have to create a new course. Instead, you can "version" your course and assignments for the new semester. When you do this, you will want to clean up or update areas of your K-State Online course. The announcements, calendar, assignments, and files you've put online are not automatically updated with each new version of your course. You will have to go into each of these tools and decide what you want to update, what you want to delete and what you want to archive. **Here are the things you will want to do:**

- ❑ **EXPORT THE ROSTER AND GRADEBOOK** - If you like to keep copy of your Gradebook and Roster outside of K-State Online, you can easily export both. To export the Roster, go to your Roster, click the Export Roster link, and select the info you want included in the export. To export your Gradebook, go to your Gradebook, and from either the Raw Scores or Adjusted Scores page, click the Export link. The Roster and Gradebook are exported as a CSV file (comma delimited) and will most commonly open in Microsoft Excel.
- ❑ **REMOVE MANUALLY ADDED USERS** - Any students you manually added to your course the previous semester must be manually removed, or they will have access to your new semester. To remove students from your course's Roster, go to the Roster, select the students you no longer want to have access to your course, and then click the Mark Users(s) as Complete link. You can also click the Remove User(s) link, however by deleting the user entirely, all the student's grades, assignments, and other course data will also be deleted.
- ❑ **CREATE A NEW SEMESTER (REQUIRED) AND COPY ASSIGNMENTS** - You must first create a new semester and section for your content and assignments to be copied to. Go to the Semesters & Sections tool, and in the new semester, add a new section by clicking the Add sections to link. After creating the new section, you will you will be prompted to copy all assignments from the previous semester to the new one. Once the assignments are copied, you will need to update the dates the assignments are made available and when they expire by going to the Assignments tool and clicking the update links next to the assignments that need updating.
- ❑ **DELETE/ARCHIVE OLD ANNOUNCEMENTS** - Announcements can pile up quickly in a semesters time. You may want to go through them to see what can be deleted and what you might want to archive and use again. To archive announcements, go to the Announcements tool, select the announcements you want to save and then click the Archive link. To delete announcements, select the announcements you want to get rid of, and then click the Delete link. Archived announcements can be unarchived by selecting the announcement and then clicking the Unarchive link.
- ❑ **DELETE/DOWNLOAD FILE DROPBOX ITEMS** - Each semester it is a good idea to clear out any old files in your File Dropboxes for easier organization and readability. Go to the Manage Files tool and in each of your File Dropboxes, choose to either Delete the items or save them first by Downloading them to your personal computer and then deleting. Deleted files are moved to the Recycle Bin and are not permanently deleted.
- ❑ **UPDATE YOUR COURSE CONTENT** - You may want to review your course content in Manage Files and Publish, Unpublish, Download, or Delete any material in preparation for your new semester.
- ❑ **ARCHIVE YOUR CHAT ROOM** - If you want to save a copy of everything that was said in the course chat room(s), you will want to archive the chat logs. This is done in the Manage Files tool. On the Tools menu, click Archive Chat Log.
- ❑ **CLEAN OUT THE MANAGE FILES RECYCLE BIN** - The load time of the Manage Files tool is directly related to the size of the trash in the Recycle Bin. The more trash, the longer it takes to load. It is recommended the Recycle Bin be emptied at the beginning of the semester. Go to Manage Files, and from the Tools menu, click Empty Recycle Bin.
- ❑ **CREATE NEW MESSAGE BOARDS** - Your Message Boards, threads, and replies are typically not copied to the new semester. To create new Message Boards, go to the Message Board tool and click the Add Message Board link. After you create the Message Board, you will want to start new threads for your students to reply to. If a board was copied, you may want to clear the board by archiving all the threads so your new students won't have access to old posts.
- ❑ **UNINSTALL COMPONENTS YOU ARE NOT REUSING** - If you find you didn't use a tool or are not going to use it in the new semester, go to the Installed Components tool in the Course Settings section and uncheck the ones you don't want to reuse.