

End of Semester Tasks in Educator Faculty Directions

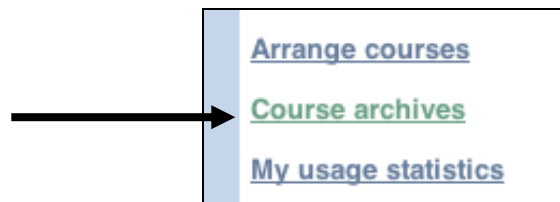
Deleting Courses

Each spring Technology Services sends out an email to all faculty listing the Educator courses under each account that are older than one year. Instructors are asked to decide which courses they wish to delete and which courses they would like to keep. **Deleting and Archiving are NOT the same thing.** Archiving removes the course from the main Course Manager list but does not remove any records or content in the course. Deleting removes the entire course including all course materials and student files. You may archive a course at any time. If you would like a course deleted at a time other than the yearly spring cleanup, please contact Technology Services at 382-6326.

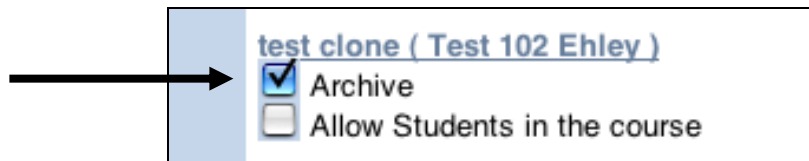
Archiving a Course

After you have copied materials from an old course to a new course, please archive the old course. This means it will not appear on your main list of courses when you log in or click on Course Manager. This will not remove any of the records or content of the course. To archive a course:

1. Click on **Course Manager**
2. Scroll down to the bottom of the screen and click on **Course Archives**.



3. Locate the course you wish to archive. Click on the check box to Archive.



NOTE: After the deadline for finishing Incompletes each semester, Technology Services removes student access to all courses for the previous semester. This means the **Allow Students in the course** checkbox will be empty. If you want students to still be able to use the course, **Allow Students in the course** should be checked. It is the instructor's responsibility to enable and disable student's access to the course if it is needed after the deadline for finishing Incompletes.

4. Scroll down to the bottom of the screen and click Submit. Your course will be archived and removed from your Course Manager list.

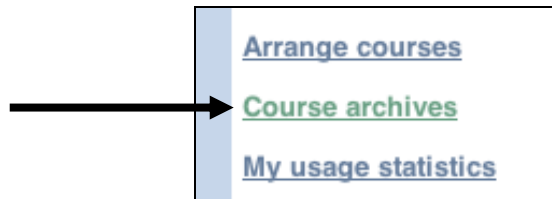
Accessing an Archived Course:

When you first log into Educator, you can easily access your archived courses by scrolling down to the bottom of your course list. Your archived courses are listed there and you can click on an archived course to enter it.

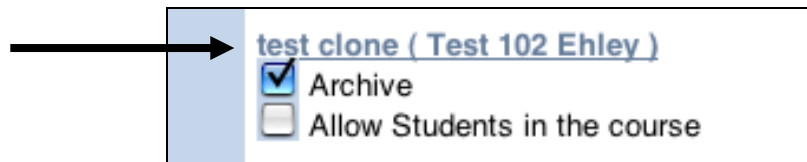


If you are already logged into Educator and in a course, to access your archived courses:

1. Click on **Course Manager**
2. Scroll down to the bottom of the screen and click on **Course Archives**.



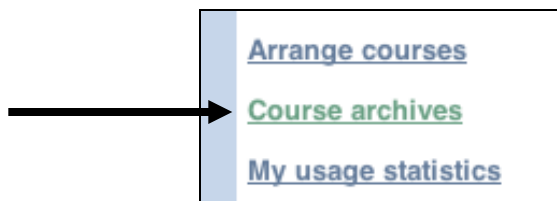
3. Click on the course name to enter the course.



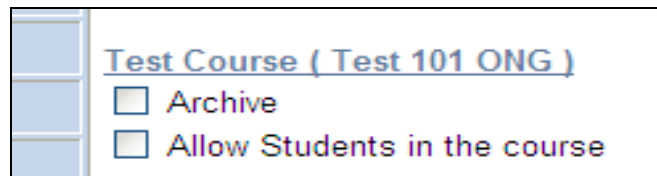
Unarchiving a Course:

You can unarchive a course to put it back on your list of courses under Course Manager.

1. Click on **Course Manager**
2. Scroll down to the bottom of the screen and click on **Course Archives**.



3. You will see a list of all of your courses and their current status (archived, allow students in course). Find the course you wish to unarchive and **uncheck** the box **Archive**. In the example below, the course is unarchived but students are NOT allowed to enter the course.

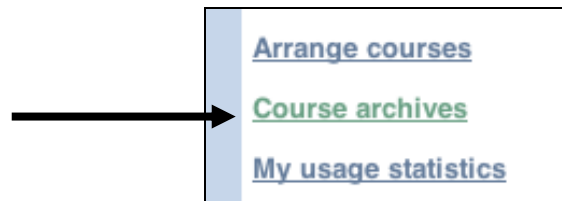


4. Scroll down to the bottom of the screen and click Submit. Your course will be unarchived and returned to your Course Manager list.

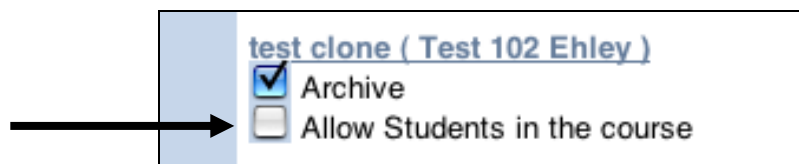
Removing Student Access:

This option keeps the students from being able to enter the course again and **removes the course from the student's Course Manager area**. Note: it does NOT remove it from the faculty listing of courses in the Course Management area.

1. Click on **Course Manager**
2. Scroll down to the bottom of the screen and click on **Course Archives**.



3. Locate the course you wish to remove student access from. **Uncheck** the check box to **Allow Students in the course**.



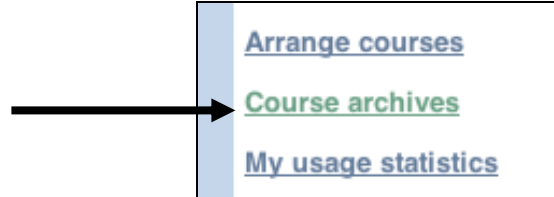
NOTE: After the deadline for finishing Incompletes each semester, Technology Services removes student access to all courses for the previous semester. This means the **Allow Students in the course** checkbox will be unchecked.

4. Scroll down to the bottom of the screen and click Submit. Student access will be turned off and the course will be removed from the student's Course Management area.

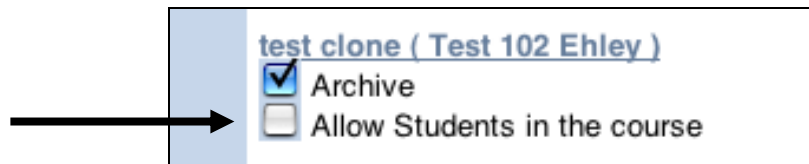
Adding Student Access:

This option lets the students enter the course again and **shows the course in the student's Course Manager area.**

1. Click on **Course Manager**
2. Scroll down to the bottom of the screen and click on **Course Archives.**



3. Locate the course you wish to add student access to. **Check** the check box to **Allow Students in the course.**



NOTE: After the deadline for finishing Incompletes each semester, Technology Services removes student access to all courses for the previous semester. This means the **Allow Students in the course** checkbox will be unchecked. It is the instructor's responsibility to remove access again after the course is no longer needed.

4. Scroll down to the bottom of the screen and click Submit. Student access will be turned on and the course will be added to the student's Course Management area.