



Open LMS

Beginning and End  
of Semester  
Instructions and FAQ

# Beginning of Semester FAQ

## When do course shells get created?

Course shells are created by the Open LMS Administrator. The course shells for the upcoming term are created around the time of early registration. You will receive an email when new course shells are ready for you to begin working.

## How do I get content into my empty course?

If you have content in an Open LMS course from a prior semester, you can import the content into the empty shell. See *How to Import Content to an Empty Course*, in this manual, for instructions.

If you do not have content in any Open LMS course, you can manually create the activities and resources.

## How do students get enrolled in my courses?

Students are enrolled automatically into Open LMS courses by the Open LMS Administrator. The auto-enrollment into courses begins during the final days of registration. The enrollment continues through the end of Drop/Add for the term.

Remember, once a student registers for the course in Datatel/Colleague, it takes 24-48 hours for the auto-enrollment to occur. The auto-enrollment is not an immediate process. It is okay to manually add students that you know have registered for your course, especially during the schedule adjustment period.

## Where do I see the students enrolled in my Open LMS course?

To see enrolled students, in the Course Dashboard, click on the Participants link in the course.

## Since students are automatically enrolled in my Open LMS course, do I have to check my roster?

Yes. You need to check your roster and make sure that no student was added or removed incorrectly from your Open LMS course. Remember, the final pink roster is the official roster for your course, not Open LMS. You should check your WebAdvisor roster on the first day of the semester and then continue checking the roster daily until the 10% point (census date) of your course.

Possible scenarios with recommended actions:

- Students listed on your roster but NOT in the Open LMS course – when this occurs try to manually add the student to your course via the *Enroll user* option. If you cannot locate the student in Open LMS, send an email to the Open LMS Administrator and give the course ID and section number, student name, and student ID.
- Students listed in Open LMS but not on your roster – when this occurs, send an email to the Open LMS Administrator and give the course ID and section number, student name, and student ID.

## What about No Show students and students purged for non-payment? Do I have to remove them from my course?

These students are removed automatically from courses by the Open LMS Administrator. The removal begins during the purge after the first day of the semester. The removal continues until all of the census reports are updated in the Datatel/Colleague term.

Open LMS DOES NOT decide who is a No Show student. This is still decided by the course instructor.

Open LMS DOES NOT decide who is a purged student. Students who fail to pay tuition are flagged as non-paid in the system.

The auto-removal is NOT an immediate process. It's okay to manually remove students that you know are a No Show or have been purged from your course.

### **What about drop students after the census date? Do I have to remove them from my course?**

Students are NOT removed from the course if they drop after the census date? The history and activity of the student needs to be retained in the course. They will be suspended with the end date of the day the drop is processed/requested.

If a student drops your course, but is not suspended in your Open LMS course, please email the Open LMS Administrator for assistance.

### **Can I make the course visible before the first date of the semester?**

No. Students should not access your course prior to the first date of the semester.

### **When is my course start date?**

The start date for courses can vary and we don't have a single start date for each term. As you know, we have courses that run for shorter lengths of time (4 wks, 8 wks, 14 wks, etc) and may have start dates at what was traditionally considered the midterm of a course. Verify the start date with the Dean/Director in your area and/or the date on your paper roster.

### **When is my census date?**

The census date (also called 10% date) is calculated based on the course start date, course end date, and the length of time each course session. Given this situation, there are various census dates. Verify the census date of all your courses on your paper roster.

### **Does my course require a Mandatory Course Enrollment Activity (MCAE)?**

Yes. All courses have an Enrollment Quiz in Open LMS that is required for all students.

### **Do I have to use the Open LMS Gradebook?**

Yes, if your course is completely online, web-assisted, or hybrid. Your Gradebook should be set up to reflect the grade calculation identified in your syllabus.

### **How am I supposed to remember all this? Is there a list somewhere?**

It is a lot to remember. A *Beginning of Semester* checklist is provided at the end of this section.

# Beginning Of Semester Checklist

Item	Course ID or Name					
<b>Course Creation</b>						
Course listed in Open LMS						
Content imported from prior term						
Only one Announcements forum in course after import						
<b>General Section Course Main Page</b>						
Instructor and course information						
Delivery methodology information						
<b>Course Availability &amp; Enrollment</b>						
Course available to students						
WebAdvisor/paper roster matches Open LMS enrolled users						
<b>Announcements</b>						
Welcome announcement posted						
“Getting started” instructions available to all students						
<b>Contact Information</b>						
Instructor contact information						
<b>Course Information</b>						
Syllabus using provided template						
<b>Course Content</b>						
Mandatory Course Enrollment Activity (MCEA) – only one (1) MCEA and it meets Registrar’s requirements						
First week’s assignment(s) ready – and not available until after MCEA completed						
<b>Gradebook (if used)</b>						
Visible to students						
Aggregation strategy matches course syllabus						
<b>Assessment</b>						
Artifacts identified to track learning objectives						
<b>Beginning of Term Documentation</b>						
MCEA artifact printed and signed						
Method of Instruction Justification form						

\* NOTE: Check with your Lead Instructor, Dean, or Department Head if you have any questions about tracking and reporting learning objectives in your courses.

# Beginning of Semester – Reminders and Instructions

## Course Creation

Most courses have an empty course shell created and will be listed under the *My Courses* link in Open LMS. If a course is missing contact the Open LMS Administrator. Instructions on how to import content are available in this manual.

## Course Information - Course Main Page

This section is the first section of your course. Consider storing items in this section that students will need to access throughout the semester, such as the syllabus.

Use the General Summary for limited information only. Do not use this section to store instructor information or images, use labels in this section instead. For example, create a label in this section to explain the delivery methodology to the students – traditional, hybrid, web-assisted, or online.

- For blended courses (hybrid or web-assisted) make sure you clearly communicate that students need to attend the seated portion of the class as well as complete assignments with Open LMS. Give the day and time that the seated portion will meet, or tell them where to locate this information in your syllabus.
- For traditional courses make sure you explain to students how Open LMS will be utilized in the course.

While these seem like something that a student should intuitively understand, it is often a point of confusion for students who are new to the college or new to Open LMS.

## Start dates and Census Dates

The way we are funded is based on the student enrollment at census, governed by Board policy and audited yearly. Therefore, no funding will be received for students not properly entered by the census date. This means that students **MUST** complete the mandatory Enrollment Quiz in Open LMS between the start date and the census date – not before and not after.

The start date is the first day of the semester for your course. Remember, not all courses start and stop on the same day for each term. The census date for courses varies based on the start date and stop date of each semester and is on your paper roster for your course. Contact your Dean/Director or Administrative Assistant to confirm the dates.

Courses in Open LMS should be ready and will be made available to students no later than 8 am on the start date of the course so students can begin working on the Enrollment Quiz.

## Student Enrollment in Open LMS Courses

Most students will be enrolled in your course by the start date of the semester. The roster provided in WebAdvisor is the official list of students enrolled in your course on the start date of the term. Check the Open LMS Participants list for each course against the roster at the start of each semester.

If a student is on your WebAdvisor or paper roster, but is not in the course in Open LMS, contact the Open LMS Administrator. If a student is in the Open LMS course but is not on the course roster, contact the Open LMS Administrator.

For assistance in WebAdvisor, contact the Registrar.

## Announcements

Open LMS provides a variety of ways to communicate with students. Use the Announcements Forum to post messages to students, this allows you to post a message on the forum and will also send the message to the

user's MTCC Gmail. Use the Message system in Open LMS to send a message to the participants in your course, this will show up in the Message link as an unread message.

Provide a "Welcome" message to your students in Open LMS. Consider including the following information in your message:

- Course title and description
- Instructor information
- Preferred contact methods and times
- Response time to requests for assistance
- Learning objectives for the course
- Explain the delivery method for the course – traditional, hybrid, web-assisted, or online. If your course is blended (hybrid or web-assisted) make sure you clearly communicate that students need to attend the seated portion of the class as well as complete assignments within Open LMS. If your course is traditional, make sure you explain to students how Open LMS will be utilized in the course.

Provide a "Getting Started" section for your students in Open LMS. Consider including the following in the section:

- Explain how the course is arranged in Open LMS.
- Explain any additional technical requirements or needed software for the course.
- Encourage students to use the Firefox or Chrome browsers when in Open LMS. These two seem to work the best with Open LMS.
- Direct them to the Enrollment Quiz as the first assignment to complete.
- Provide instructions for the first activities that need to be completed.

### **Contact Information**

Make sure you have updated your info in the *Instructor Information* section in the *Course Information* section of your course. Please include your name, MTCC email address, and phone number. You may also wish to give some background info on yourself (education, hobbies, certifications, etc).

### **Course Syllabus**

Update/upload your course syllabus with the template provided. This helps to ensure ADA compliance. Do not use crazy colors or fonts that do not match the rest of the syllabus or would cause it to come out of ADA compliance.

### **Course Content**

- Mandatory Course Enrollment Activity (MCEA)
  - Courses that are online (IN), hybrid (HY), or web-assisted (WB) MUST have a MCEA created in the course. It is recommended ....
  - The MCEA serves two purposes:
  - Documents the online enrollment date for online courses
  - Provides evidence of the online Open LMS component for hybrid and web-assisted courses
  - A standard MCEA is provided in your courses via the Enrollment Quiz. If you have one that you prefer to use (and it meets the requirements set forth by the Registrar) you can use that one instead
  - Please delete duplicates or additional MCEA that are present after the import of previous semester content is complete.
  - Access to all other activities needs to be restricted until the students completes the MCEA activity.
- First Weeks's Assignments
  - Online courses need to have activities and resources provided for the first week of the course. Remember, the activities in the two weeks will not be available until the Enrollment Quiz is completed.

## Gradebook

Courses that are online (IN), hybrid (HY), or web-assisted (WB) must have the Open LMS Gradebook visible to students. If your course is traditional, you do not have to use the Open LMS Gradebook although you are encouraged to regardless of the delivery method.

## Beginning of Semester Documentation

At the beginning of each semester, there is documentation that may need to be completed for each course. Turn in the completed documentation to the Support Technician for Learning and Student Services as part of the census process.

**MCEA artifact** – If your course section number ends with SB, HY, or IN – you **MUST** submit an MCEA artifact. For all other section numbers (e.g. TR), if an MCEA was used to track enrollment, you **MUST** submit an MCEA artifact. If you are uncertain about when an MCEA artifact is needed, please contact the Support Technician for Learning and Student Services.

Your MCEA artifact should be printed directly from the browser window. Do not download the document into other applications such as Excel. After printing off the MCEA artifact, make sure ALL of the students in the course are shown. Warning, some browsers will not print lots of pages. The printed MCEA artifact is signed and dated by the course instructor and attached to the Final Attendance Roster (pink form).

**Method of Instruction Justification form** – If your course section number ends with WB, HY, or TR and has a Lab component that is not tracked as a separate course, you **MUST** submit a Method of Instruction Justification form. For all other section numbers, if your course does not meet for all minutes of the contact time, you **MUST** submit a Method of Instruction Justification form. If you are uncertain about when a Method of Instruction Justification form is needed for a course, please contact the Support Technician for Learning and Student Services.

If you need assistance in completing the Method of Instruction Justification form, please contact the Support Technician for Learning and Student Services for detailed instructions.

Your Method of Instruction Justification form should be printed. Sign and Date the printed form and attach to your Final Attendance Roster (pink form).

**Documentation review and retention** – The MCEA artifact and the Method of Instruction Justification form should be attached to the Final Attendance Roster (pink form).

## How to Import Content Into A Course

Things to know about importing into Open LMS:

- Once you import content, the courses ARE NOT linked. This means that if you make changes to the original the changes are not made in the course that contains the imported material. It's like making a copy of a printed document. If you make a copy of something and then write to the original, the copy isn't changed.
- If you import more than once, all of the content is brought in again. Open LMS does not check to see if the activity or resources already exist. It just duplicates them. This will require you to unselect anything you do not need. If not, you will have to manually delete all duplicated materials.
- If you accidentally import the wrong content into a course (or duplicate the content), contact the Open LMS Administrator to get the course reset to an empty course.
- Make sure your course start date is correctly set in the Course Settings.

### Importing Content into a Course

1. Click on the course without the content. This is where the imported content needs to be after the import.
  2. In the Admin wheel, click on the Import link
  3. The "Find a course to import data from" window is shown. This window includes a list of courses from which you can import. If you have a long list of available courses, not all are shown. You can use the Search text box to type in the course title (e.g. CIS110)
  4. Locate the course that contains the content and click the circle next to it to select it.
  5. Click the Continue button.
  6. The Course selection – Initial settings window is shown. There are several check boxes provided.
  7. Click through to select individual content OR if you want the FULL course, click the Jump to final step button.
  8. Open LMS begins the import process. You will see a status bar that provides information about the importing percentage. Depending on how much content you are importing, it may take a few minutes. Don't panic.
  9. Once the import is finished, you will receive a green message "Import Complete. Click continue to return to course"
- NOTE: Contact the Open LMS Administrator if you receive an Error message on this screen
10. Click the Continue button to return to the course main page.

## End of Semester FAQ

### **Do I have to back up my course at the end of the term?**

While you are encouraged to back up your course at the end of the term (and at any time during the semester that you make significant changes to your course) it is not required.

Backing up your course (with users and feedback) and then downloading the course to an external storage location (like your office computer, thumb drive, and/or the cloud) is a best practice. This provides you an additional level of security in case of a system failure.

### **Do I have to remove the students from my course at the end of the semester?**

**No.** You should **NOT** remove them from the course at all. Removing a student from the course will remove any activity recorded for the student (this includes activity submissions and grades). When you make the course unavailable, it will remove the course from the student's My Courses list and the student can no longer access the course or the content.

### **Do I have to post grades in WebAdvisor?**

Yes. Your final grades for the semester are posted in WebAdvisor for all faculty with. Adjunct faculty may turn their grades into the Registrar's office by the date communicated.

For all students receiving and "I" grade you must enter the suggested expiration date communicated by the Registrar's office.

### **What are ALL of the documents that I need to turn in at the end of the semester?**

- Final grades posted in WebAdvisor.
- Print out of Gradebook, signed and dated.
- Final Attendance Roster (pink form) completed, signed, and dated. For WB, HY, and BL, enrollment verification and Method of Instruction Justification forms is required and must be attached.

Additional documentation may be needed for some areas. For a complete list, check with the Administrative Assistant or Dean/Director of your area.

### **How am I supposed to remember all this? Is there a list somewhere?**

It is a lot to remember. An *End of Term* checklist is provided at the end of this section.

## End of Semester – Reminders and Instructions

It's the end of the semester, and you need to make sure your current courses that utilize Open LMS are properly closed and recorded. At the end of this document, you will find the *End of Semester Checklist* to help you manage end of semester tasks more efficiently.

### Course and Content

While the Open LMS server is backed up routinely, you need to further protect your course content by backing up your courses with the users included in the backup. You also need to download the Gradebook, and include feedback in the download. These two objects need to be downloaded to your local hard drive or some other media that is outside of Open LMS.

When downloading the objects, you need to know where you want to store them before you begin. Make a folder on your PC and/or thumb drive that will house these objects, so that you can easily locate them if needed. Remember, the backup and download process is to protect you in case of a catastrophic system failure.

### Course Availability and Enrollment

Make the course unavailable to students shortly after the end of the term. This will remove the course from the My Courses list for the students. The course is moved below the active courses under the teachers Hidden courses section.

DO NOT unenroll students from your course after the end of the term. If you remove them from the course, any work submitted (with corresponding feedback and grades) is also removed. In case of grade challenges, you will need to be able to access data on Open LMS. It is recommended that you backup and restore the course for subsequent terms and make the current course unavailable to students.

### End of Semester Documentation

At the end of each semester, there is quite a bit of documentation that needs to be completed for each course. The completed documentation is then turned into the Departmental Dean/Director or Support Technician for Learning and Student Services as part of the checkout process.

Attendance – attendance for all class sessions for all delivery methods is reported by submitting your Final Attendance Roster (pink form). ALL students must have an "L" for last date of attendance. For students who withdrew prior to the last day of the course, place a "WP, WF, etc" on the last day attended. Contact the Support Technician for Learning and Student Services (652-0698) for assistance.

Grades – final grades must be posted in WebAdvisor or adjunct instructors will submit grades to the Registrar's office by the communicated date. Make a copy of your Gradebook, print out the spreadsheets, or other forms of grade reporting. In Open LMS, it's easier to download the Gradebook in Excel format and print out then trying to print out the Grader report from the screen. Sign and date the copy/print out.

Final Attendance Roster – If you did not meet a scheduled class due to inclement weather, attach the Inclement Weather Form to the Final Attendance Roster. Indicate the date missed, reason, and make up schedule/assignment or indicate that no classes were missed in the comment section. Include any inclement weather dates of school closing dates on this report. Sign and date the sheet. Courses that are Traditional, Blended, or Hybrid MUST complete this documentation. Courses that are fully online do not complete this documentation.

## How to Backup and Download a Course

Open LMS is routinely backed up but you may want to keep your own copies of course content that includes the work submitted by students and any feedback you gave during the course.

Things to know about backup in Moodle:

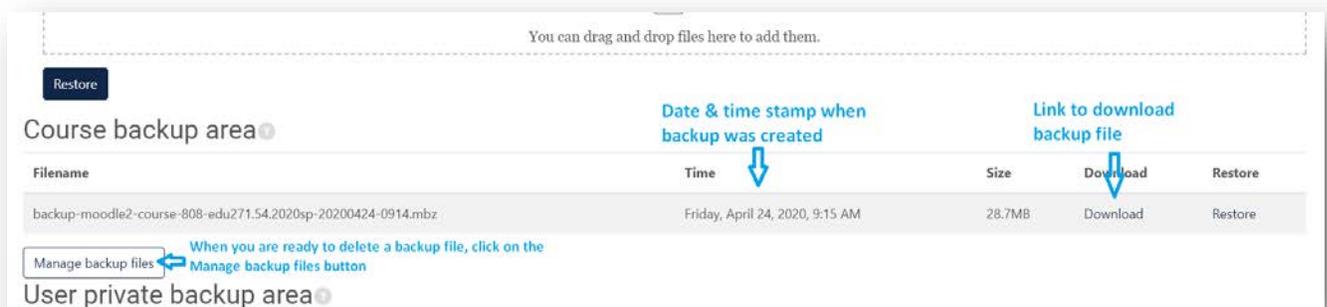
- Once you backup the course, the backup and the course ARE NOT linked. This means that if you make changes to the original, the changes are not automatically made in the backup file.
- If you backup without users, then no users (teachers, students, etc.) are in the restored course.
- You can backup with all activities and resources in the course. Or, you can backup only selected activities and resources. In the instructions below, you keep all activities and resources in the backup.
- Every backup file stored on Open LMS takes up valuable space. Once you have finished all backup and download steps, finish the final housekeeping to help keep Open LMS clean.

In the example below, John Public wants to create a backup of his course that includes user (student and teacher) data. He wants to make the following changes:

- Create the backup with the user data.
- Download the backup to an external storage device.
- Complete the final housekeeping steps to remove the backup files from the course.

Here are the steps:

1. From the course main page, click Backup in the Admin wheel.
2. The initial Backup settings screen is shown
3. Make sure that the *Include enrolled users* and *Grade history* check boxes are checked
4. Scroll to the bottom of the screen and click the Jump to final step button
5. The backup is started and a status bar gives the expected time and percentage completed displays. Based on the size of your course, this may take a few minutes so don't panic.
6. Complete screen is displayed with a green confirmation message. Click the continue button and you are redirected to the Restore screen.  
NOTE: If you receive an error message (shown in red) on the Complete screen, stop here and contact the Open LMS Administrator.
7. On the restore screen, you will see backups completed for the course (see image below)



8. Find the course with the time and date stamp that you just completed. Notice the links on the far right-hand side of the screen: Download and Restore
9. On the row that has the correct date and time stamp, click the Download button
10. At this point your browser takes over the download process and individual browsers handle the download process differently. Follow the screen prompts and save your download file to an external storage device such as your computer hard drive or a thumb drive.

11. When the download is completed you are returned to the Restore screen.
12. Once the backup download is completed you need to delete backup files stored in your course.
13. You have more than one backup area: Course backup area and User private backup area.
14. Click on the Manage backup files button at the bottom of the Course backup area.
15. The file picker for the backup area is shown. In the Files window, you will see your backup file(s). Click on the file to be deleted.
16. A dialog window is displayed. You are given two options: Download and Delete. Click on the Delete button.
17. Click OK to confirm deletion.
18. You are returned to the file picker.
19. Click the Save changes button. NOTE: if you DO NOT save the changes the file will not be deleted, despite having already confirmed the deletion in the prior step.
20. You are returned to the restore screen.
21. This concludes the backup process. To return to the course main page, click the course name in the breadcrumb trail.

## How to Export Gradebook Data in Excel Format

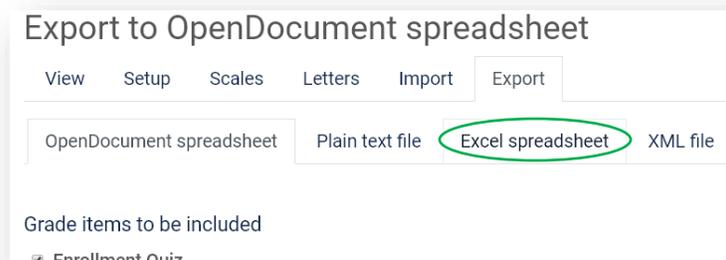
While the Open LMS server is backed up routinely, you need to further protect your course content by backing up your course with the users included in the backup. You also need to download the Gradebook and include feedback in the download.

Things to know about downloading Gradebook data:

- Once you download the Gradebook data, the course and the download file ARE NOT linked. This means that if you make changes to the grade in the course the same changes ARE NOT made in the download file. It's like making a copy of a printed document. If you make a copy of something then change the original, the copy does not have the same changes reflected.
- Have a specified location to store download Gradebook data (as well as course backups). This way you will be able to locate the data if needed at a future time.
- The Excel file created in the Gradebook download does NOT have formulas. The calculations setup in the Open LMS Gradebook do not come over in the download.

Steps to export Gradebook data in Excel format:

1. Log in to Open LMS and click on the course that contains the Gradebook you want to export.
2. In the Admin wheel, click on the Gradebook setup link. The Gradebook setup displays and the Admin block shows the grade administration list. There are several ways to complete the download. This document shows only one (1) method.
3. Using the pull-down menu in the Gradebook setup, scroll down and locate the Excel spreadsheet option under the Export tab (see image below).



4. Click on the Excel spreadsheet link in the list
5. The Export Excel spreadsheet page is displayed.
6. On the right-hand side of the screen click the *Expand all* link to show all export settings.
7. Verify that all activities are selected with a checkmark.
8. Scroll down to the bottom of the page and click Export format options to expand the settings.
9. Click the checkbox to include feedback in the export.
10. If you wish to include suspended users, make sure the checkbox next to *Require active enrollment* is UNCHECKED. Remember, suspended users are the students who have dropped the course.
11. Verify the settings are correct.
12. Click the download button.
13. At this point, your browser takes over the download process and individual browsers handle the download process differently. Follow the screen prompts and save your download file to an external storage device and/or your computer hard drive.
14. When the download is completed you are returned to the Export screen.
15. This concludes the Gradebook download process. To return to the course main page, click on the course name in the breadcrumb trail.

## How to Obtain Quiz Statistics

Open LMS automatically calculates basic statistics for quizzes and quiz questions. You can use these statistics for assessment reporting.

Things to know about quiz statistics:

- Use quiz statistics for a new quiz to identify any issues with the assessment tool
  - Is there a specific question that all or most of the students got incorrect? If so, why?
  - Is the answer to the question incorrectly identified in the set up?
  - Is the question badly formatted?
  - Do you need to adjust how the material is covered in class?
- Use quiz statistics for course and/or program assessment
  - Identify the number of participants who completed the activity
  - Identify the average grade, median grade standard deviation, skewness, as well as other basic statistics. These stats are available at the quiz level and the question level.
- You can download quiz statistics

Steps to show quiz statistics:

1. Log in to Open LMS and click on the course that contains the quiz.
2. Click on the quiz activity.
3. In the Admin wheel, click on the Results link and choose Statistics.
4. Statistical information is displayed. NOTE: this may take a few minutes to render, based on how big the quiz is, how many students are in the course, and how busy Open LMS is at the time.
5. Quiz information is shown at the top of the page (see image below). These are quiz level statistics. You can download the report.

### Quiz information

Download full report as Comma separated values (.csv) Download

Quiz name	Module 1 Exam
Course name	EDU271.54 - Educational Technology - Perkins
Open the quiz	Friday, January 31, 2020, 12:00 AM
Close the quiz	Tuesday, February 4, 2020, 11:59 PM
Open for	4 days 23 hours
Number of complete graded first attempts	4
Total number of complete graded attempts	4
Average grade of first attempts	94.38%
Average grade of all attempts	94.38%
Average grade of last attempts	94.38%
Average grade of highest graded attempts	94.38%

- Below the Quiz information are the question-level statistics for all questions on the quiz (see image below)
  - If you have any pink highlights, they are for questions that have a Discriminative efficiency less than 15%

Download table data as Comma separated values (.csv) Download

Q#		Question name	Attempts	Facility index	Standard deviation	Random guess score	Intended weight	Effective weight	Discrimination index	Discriminative efficiency
1	<input type="checkbox"/>	One-to-one computing and Bring Your Own Technology/Device (BYOT/D) ...	4	75.00%	28.87%	0.00%	2.50%	7.62%	51.45%	75.00%
2	<input type="checkbox"/>	What is the meaning of the term digital childhood?	4	100.00%	0.00%	0.00%	2.50%	0.00%		
3	<input type="checkbox"/>	A digital native most commonly refers to	4	100.00%	0.00%	25.00%	2.50%	0.00%		

- Click on a question name in the appropriate row for question level statistics. This information is also available for download.
- Question information:

### Question information

Quiz	Module 1 Exam
Question name	All of following statements are true about teacher use of technology except <input type="checkbox"/> <input type="checkbox"/>
Question type	<input type="checkbox"/> Multiple choice <input type="checkbox"/>
Position(s)	6
All of following statements are true about teacher use of technology <i>except</i>	

### Question statistics

Attempts	4
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9. Analysis of responses:

Model response	Partial credit	Count	Frequency
Most teachers use computers for email, word processing, and student recordkeeping.	0.00%	0	0.00%
Most teachers believe that technology is valuable to their teaching.	0.00%	0	0.00%
Most teachers of math, science, or history use more technology than English/language arts teachers.	0.00%	1	25.00%
Most teachers use technology to engage students in higher-level thinking.	100.00%	3	75.00%
[No response]	0.00%	0	0.00%

10. This concludes the obtaining quiz statistics process. To return to the course main page, click on the course name in the breadcrumb trail.

## End Of Semester Checklist

Item	Course ID or Name					
<b>Course &amp; Content</b>						
Backup of course with users completed and saved to local hard drive or other media off server						
Download of gradebook with feedback completed and saved to local hard drive or other media off server						
<b>Course Availability &amp; Enrollment</b>						
Make course unavailable to students						
<b>DO NOT</b> unenroll students from the Open LMS course						
<b>End Of Term Documentation</b>						
All attendance rosters are turned in. Must have an "L" for last date of attendance.						
Final grades posted in WebAdvisor or Adjunct grades turned in to Registrar's office.						
Print out of gradebook, signed and dated						
All documentation signed provided to appropriate staff.						

# OpenLMS Archiving FAQ

## What is course archiving?

Course archiving is the process of moving your courses out of Open LMS into a long-term storage location.

## Why are courses archived?

Course archiving occurs to keep Open LMS as small and as efficient as possible. As more courses are added to Open LMS your My Courses list will grow and grow, making it more difficult to locate a specific course. Once a course is archived, it is removed from Open LMS and will no longer appear in the My Courses list.

## Do I need to do anything before a course is archived?

This is a tricky question. While you actually do not need to do anything to make the course be archived, you are strongly encouraged to perform some end-of-semester housekeeping. The housekeeping activities include the backup (with users) of your course and then download the backup file to an external storage location, such as your office computer and a thumb drive. In addition to retaining a backup of your course it is important to maintain a copy of your gradebook outside of Open LMS. You should export and download a copy of your Open LMS Gradebook during and at the conclusion of each semester.

## Can an archived course be reactivated?

In the event that you need to reactivate a course, you must contact the Open LMS Administrator to have the course restored to Open LMS.

## Are ALL courses archived?

Curriculum courses that include course content and student grades are archived. There are some courses that are not archived – based on how it is used in Open LMS. Types of courses that are not archived include Master courses, courses for clubs, offices, departments, HRD, and ABE.

## Are archived courses stored forever?

No. A course is archived and removed from Open LMS two (2) years after the term in which the course was offered. The archived course is stored for four (4) years. The archived course is then deleted six (6) years after the course offer term.

## When do courses get archived or deleted?

The Open LMS Course Archive/Deletion Schedule (in this manual) provides the timeline for course archiving.

## Open LMS Course Archive/Delete Schedule

<b>Term Course Offered</b>	<b>Archived and Removed from Open LMS (2 years after offer date)</b>	<b>Date Archived Courses Deleted (6 years after offer date and 4 years after archive date)</b>
Spring 2020	Summer 2022	Summer 2026
Summer 2020	Fall 2022	Fall 2026
Fall 2020	Spring 2023	Spring 2027
Spring 2021	Summer 2023	Summer 2027
Summer 2021	Fall 2023	Fall 2027
Fall 2021	Spring 2024	Spring 2028
Spring 2022	Summer 2024	Summer 2028
Summer 2022	Fall 2024	Fall 2028
Fall 2022	Spring 2025	Spring 2029
Spring 2023	Summer 2025	Summer 2029
Summer 2023	Fall 2025	Fall 2029
Fall 2023	Spring 2026	Spring 2030