


START THE SEMESTER: CHECKLIST


ACTIVATE YOUR COURSE

Before students can access your course in Springboard!, you must activate it.

1. Go to the Course Home of the course you want to activate.
2. Click **Edit Course** (far right of the Navigation Bar).


3. Click the  [Course Offering Information](#) link in the Tools list to view the settings shown below:


Course Offering Information - Springboard! Training Site_STest


 **Course Offering Information**

Active: Course is active



Registration: False



Start Date: Course has start date
August 5 2008 



End Date: Course has end date
August 5 2008 

* Course Offering Path: /content/AdministrativeCourses/STesterna


Course Address Book: Show course address book

Dark Color:  

Light Color:  

Soft Color:  

4. Check the box next to **Course is Active**.

If you don't want students to have access right away, put a checkmark beside "**Course has a start date**" and specify access date.

Specify a "**Course has end date**", which will be the last day students have access to the course. Most instructors choose to allow access 10 days beyond the end of the semester to allow students time to complete final exams and check grades. Students calling or e-mailing the Technology Support Desk with requests for access beyond the course end date will be directed to contact their instructor.

4. Check the box for **Course Address Book** to allow the course roster to appear in the Email Tool's Address Book.

5. Click **Save**.

COPY COURSE COMPONENTS

The **Copy Course Components** function allows you to reuse materials from an existing course. However, user data is **NOT** copied. Follow these steps to select and copy existing course components from one course to another. For best results, work through these steps in order.





You can copy components from any course that you have instructor-level access to. If you would like to copy components of *another* instructor's course, that instructor will need to provide written permission to springboardhelp@uakron.edu.




If you are copying linked or associated components, you must copy *all* of the related components at the same time.

Step 1: Access Copy Components

1. Log in to Springboard!
2. Click  Edit next to the title of the *target* course located on your Springboard! Homepage (that is, the new course this semester), OR open the Course Homepage for the target course, then click **Edit Course**.
3. Click  Import/Export/Copy Components.
4. Select **Copy Course Components from Another Org Unit**.
5. Click **Next**.

Step 2: Choose Components to Copy

1. The **Copy Course Components** page will appear divided into two sections:
 - The top section lists your current course components. Click the  View Detail beside a component to see existing items already in your course site.
 - The bottom section allows you to select the org unit you want to copy components *from*:
 - Choose **Existing Offering** to copy components from another course offering you're enrolled in. You can select an offering from the list or click **Search for offering** to find the course offering using a pop-up window.
2. After selecting the existing course offering, the bottom section of the page expands to list the components available. You can either **Copy all items** from a given component/tool, or you can **Select individual items to copy**.
3. After selecting the components to copy, scroll down and click **Next**.



If you choose to **Copy all items** for each component, you will go directly to the Confirm Components to Copy page after clicking **Next**. If you choose **Select individual items to copy** for any component, separate **Select Items** pages will appear for each relevant component after you click **Next**.

Step 3: Confirm Selections and Copy Components

1. The **Confirm Components to Copy** page appears, listing all components that will be copied and the number of items selected for each component. If needed, click **Modify** to change items selected and adjust your selections on the **Select Items** pages.
2. As Springboard! copies your course components, the **Copy Summary** page shows the progress. When successfully copied, a green checkmark appears beside the component; if any component fails to copy properly, a red **X** will appear beside it.
3. When Springboard! is finished copying, click **Done**. To return to Springboard!'s main page, click **My Home** in the top left corner of the window.






When copying components with dates attached (e.g., Calendar, News), the dates will *not* update for the new semester. Dates must be manually corrected. In addition, most options under Grades Setup will not be copied; these settings must be adjusted manually in the new course.

CREATE NEWS ITEMS


News Items are the first thing your students see upon entering your course. Information you as the instructor deem critical for students should be placed here.

To begin, log in to Springboard! and go to a Course Home page.

Add a News Item

1. Click  **New News Item** in the News header.
2. Enter a **Headline** for the News item.
3. Use the *Basic Tab* to write simple, plain-text news items. Use the *Advanced Tab* for more options like pasting from Word, inserting an image, creating lists, or adding a hyperlink.
4. If desired, click  **Spell Check** to check the message text before saving.
5. In the **Availability** section, choose the **Start Date** and time from the drop-down menus provided or click  **Select Date** to bring up a calendar. Click **Now** to automatically release the News items based on the current date and time.



When specifying a future **Date Available**, instructors will be able to see the News item on the Course Home page with a clock icon  shown beside the headline. Students will not see the News item until the date specified.






6. Check the **Show Start Date** checkbox to display the start date next to the headline of the News item.



When specifying an **End Date**, instructors will still be able to see the News item on the Course Home page. Students will not be able to see the News item beyond the date specified. Click **Now** to automatically close the News item based on the current date and time.

8. Click **Save** in the lower right corner when done or click **Save & New** to add another News item.

Attach a File


1. Click  **Edit News** to bring up the Edit News page.
2. Under the Attachments section, click **Add a File**. A window will open to allow you to locate files saved on your computer () , in course offering files () , your locker () , or a group locker () .
3. Click browse, select the desired file, and click **Open**. A file path will appear in the Edit News page.
4. Click **Add** to add the attachment to the News item.

5. Click **Save** in the lower right corner when complete or click **Save & New** to create another news item.


Re-Order News Items

When a new item is added to News, it is automatically placed at the top of the News list.

To re-order News items:

1. Click  Reorder News Items in the News header.
2. Change the numbers in the **Sort Order** column to show the desired order.
3. Click **Save** when done.




Delete a News Item

Click  Delete News beside the News item.


CLOSE THE SEMESTER: CHECKLIST

END OF THE SEMESTER: CALCULATE FINAL GRADES

Before calculating final grades:

- Go to  Grade Settings >  Calculation Options to review final grade calculation setup. While there, you may choose to select the option **Treat Ungraded Items as 0**. (When this option is unchecked, ungraded items are not included in final grade calculation.)
- Go to  Manage Grades and click on the links for Calculated Final Grade or Adjusted Final Grade to verify final grade properties. Confirm or update the Name, Statistics, Grade Scheme and Display Options. If using the Formula method, you should also set up or review your formula for the Calculated and Adjusted Final Grades.

1. Access the Gradebook and click  Enter Grades in the main menu to view the Student List.

2. Click  Enter Grade at the top of the Final Grades column.






You can also calculate final grade for individual students by clicking each student's name.

3. Prepare the final grade. This process will differ slightly depending on your settings for **Final Grade Release** and **Grade Calculation**. The chart below summarizes the four different possibilities.



To determine whether you have chosen to release the Calculated Final Grade or Adjusted Final Grade, check the column heading "**Release Final Adjusted/Calculated Grade**":

	"Automatically Keep Final Grades Updated"	Uncheck "Automatically Keep Final Grades Updated"
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<p>Calculated Final Grade</p>	<p>If you will be releasing the Calculated Final Grade AND have chosen to automatically keep final grades updated, you do not need to take any additional steps. Your final grades are ready to release to students as soon as you have entered all grade data.</p>	<p>If you will be releasing the Calculated Final Grade BUT have chosen not to automatically keep the final grades updated:</p> <ul style="list-style-type: none"> Click  Recalculate All. When prompted, choose Final Calculated Grade and click Calculate. Click Save. When the process has completed, your final grades are ready to release to students.
<p>Adjusted Final Grade</p>	<p>If you will be releasing the Adjusted Final Grade AND have chosen to automatically keep final grades updated:</p> <ul style="list-style-type: none"> Click  Recalculate All. Check which items you wish to include in the Adjusted Final Grade Calculation. Click Save. When the process has completed, your final grades are ready to release to students. 	<p>If you will be releasing the Adjusted Final Grade BUT have chosen not to automatically keep final grades updated:</p> <ul style="list-style-type: none"> Click  Recalculate All. When prompted, choose Final Adjusted Grade and click Calculate. Check which items you wish to include in the Adjusted Final Grade Calculation. Click Save. When the process has completed, your final grades are ready to release to students.

4. Click **Save** when done.



After saving, you are ready to release final grades to students -- to do this, Release All to allow all students to see their final grade. To preview individual students' views of the Gradebook before releasing, go to **Manage Grades** – Select the **Student's Name** and click on **Preview**.

END OF THE SEMESTER: EXPORT GRADEBOOK COPY


You may want to export a copy of your final gradebook from Springboard! for your long-term records. Grades can be exported in a .CSV (comma separated value) format which can be imported into Excel.



Remember that grades are sensitive data. You will want to store any grade information on a secure drive. Check with your department technology assistant if you are uncertain whether or not you have access to a secure drive.



You will want to export a copy for all your courses.

1. Click **Grades** on the course NavBar and then click  **Export Grades**.
2. Select your Export Options.
 - a. **Export Grade Items For:** Select whether to export the Gradebook for All Users or by Section.
 - b. **Key Field:** The Key Field is the Username (UANet ID) for all users.
 - c. **Grade Values:** Select to export the Points Grade, the Weighted Grade, and/or the Grade Scheme.
 - d. **User Details:** Select to show in your exported .CSV file the Users' Last Name, First Name, and/or email address.
 - e. **Choose Grades to Export:** Select whether to export the entire Gradebook or only specific grade items as listed.
3. Click **Export to CSV**.
4. A new window opens and displays the progress of the export. When the CSV file is ready, a link will appear. **Click on the link** and **Save** the file to your computer. Use Excel or another CSV compatible program to open and view the data.

To open the CSV file using Excel:

1. Open **Excel**
2. To locate the CSV file, there are several options available depending on the version of Excel:
 - a. Click Data, Import External Data, Import Data **OR**
 - b. Click Data, Get External Data, From Text or Data, Get External Data, Import Text File **OR**
 - c. Click Data, From Text.
3. A **Wizard** will open and provide direction for opening the CSV file.
 - a. Select **Delimited** then Next.
 - b. Chose **Comma** as the Delimiter (this is a CSV – comma separated value file).
 - c. Chose **None** as the Text Qualifier.
 - d. Click **Finish**.
4. Save the Spreadsheet (**File, Save As...**)
 - a. If you are using this file for archive purposes, Save as .xls file type.
 - b. If you plan to use this as a template for importing grades, save as .CSV file type.

END OF THE SEMESTER: COURSE COPY





You can utilize the Copy Course Components utility to reuse materials from an existing course as well as to export a backup of your course for later use.



It is important to remember that NONE of the user data is copied in this export. This means that only the following items can be exported:

- Checklists
- Competencies
- Content
- Course files
- Discussions
- Dropbox
- Glossary
- Grades (except calculated grade items)
- Groups
- Homepage
- Navigation bar
- News Items
- Question library
- Quizzes
- Rubrics
- Schedule
- Self Assessments
- Surveys
- Widgets – both system and custom

To export a copy of your course components follow the steps outlined below:

1. Log into Springboard!
2. Click the  **pencil icon** to the right of your course name.
3. Click **Edit Course**.
4. Click  **Import/Export/Copy Components**.
5. Click **Export Components** and check the box next to **Include course files in the export package**.
6. Click **Next**.
7. Select the components you want to export by using the checkbox next to each component. To export only certain items, click the select box next to the heading such as Content and then choose **Select individual items to export**. This will allow you to select items such as individual Course Content, Quizzes, Dropbox folders, etc.
8. Click **Next**.
9. **Confirm** Components to Export.
10. Click **Next**.
11. The **Export Course Components** page appears providing export progress feedback. When successfully copied, a green checkmark appears beside the component; if any component fails to copy properly, a red **X** will appear beside it.
12. Click **Done**.


13. A new window opens and displays the export. A link will appear that you can download and save to your computer.
14. You can open the exported file by right-clicking on the file and selecting **Extract All** or **Open With...Compressed (zipped) Folders**.

END OF THE SEMESTER: COMPILE DISCUSSION




Did you know that you can compile Discussion Topics? You might want to compile discussion messages in order to (a) archive / backup conversations, or (b) print or save so that messages can be evaluated off-line.

To Compile All Postings:

1. Go to the Topic you wish to compile.
2. To compile all messages, click on the Topic that you want to compile.
3. Next, check the box to select all rows (messages)
4. Click  View Selected Messages as Printable.
 - a. This will create a popup window with all of the selected messages.
 - b. To print: Use the print button at the bottom right of the popup window if you want a paper copy, or if you have the ability to "print to PDF."
 - c. To save: Select (Ctrl + A) and copy (Ctrl + C) the entire window, open a new Word document, and paste (Ctrl + V) then save (Ctrl + S) the Word document.
5. Repeat above steps to print or save more discussion topics.

To Compile Selected Messages:

1. Go to the Topic you wish to compile.
2. To compile selected messages, click on the box to the left of the message you want to compile.
3. Click  View Selected Messages as Printable.
 - a. This will create a popup window with all of the selected messages.
 - b. To print: Use the print button at the bottom right of the popup window if you want a paper copy, or if you have the ability to "print to PDF."
 - c. To save: Select (Ctrl + A) and copy (Ctrl + C) the entire window, open a new Word document, and paste (Ctrl + V) then save (Ctrl + S) the Word document.
4. Repeat above steps to print or save more discussion messages.