

Learning Materials for ETUDES:

http://foothillglobalaccess.org/etudes/user_resources.htm

Steps required for transferring from one semester to the next.

1. Go to the formal ETUDES site and ask for a Shell Request
2. After the original class has been completed and grades have been posted, there are three steps to finalize the process.
 - a. In administration mode go to the Miscellaneous Tab on the left.
 - i. On the bottom of page will be a tab call "**CLEAR ENTIRE CLASS LIST**". Press this tab. This deletes all students and all of their records and uploads from this course. This is normally done once and only when a course is copied to a new term. *This deletes information and cannot be undone.*
 - b. Go to the forums section. Login at administrator mode. Delete all prior students topics by reviewing and following the instructions listed in FAQ's item 1.
 - c. Change the master dates. In each ETUDES (Classroom, Assignments, Tests) there is a tab in the upper left, which states "**Open Master Date Planner**". Review your class syllabus and make the appropriate date changes.

Shell Transfer Request:

Shell transfers (term roll-overs) are coordinated with Distance Learning Coordinators. Many colleges require that YOU request to have your site cloned for future terms.

http://foothillglobalaccess.org/etudes/laccd_transfers.htm

FAQ's

1. Retaining Forum Topics:

Background: Many faculty have developed great discussion topics and wish to reuse them from term to term. The "initialize forum for next term" process would clear everything from your forums (TOPICS and messages below them), requiring you to re-post them all over again.

Software Revision (March 24, 2004): We have revised the software and it will RETAIN all ANCHORED topics when you initialize your forums for the next term. Previously, all topics were removed as part of the clearing process. Only the original anchored topics (top level) posted by the instructor are retained. If the anchored topics contained replies (messages from students and comments from you), those are deleted. As part of this process, the software must update each forum to list the "clean" retained topic html pages.

Depending on how many anchored topics you have, this process may take a while.

BE PATIENT and allow all the forums to update. Do NOT exit or close the browser until the process is completed.

Questions that you may have after reading the above:

1. What if you have topics that you wish to keep for the next term, but they are not marked as "anchored"?

Before you initialize your forum for the next term, click on the "edit" link of each topic that you wish to retain and change them to "anchored."

A Final Word of CAUTION:

Do NOT clear your forums via the "initialization" process until your term is over!
Clearing the forum of an older term's shell will also clear your CURRENT!
Each class is linked to ONE master forum--the same one.

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2. Email a WELCOME MSG to your Etudes students

Here is the best way to get the students started (if you have email addresses available and auto-roster importation):

- 1) Populate the course using the auto-reg button under Student Info.
- 2) Log into your course as an admin and click on "Student Info"
- 3) Click on "Print Class List" and then on "Active Class List" to get the email list (link is on the blue table at the top of the page).
- 4) Copy/paste the email list into your emailer and use the BCC (not the CC !!!!! or TO !!!!!) field with a welcome message.
- 5) Sit back and wait.

Note: If students didn't include an email address when they were admitted to the college, one won't be there. Keep in mind that if their email has changed since they were admitted, your message to them will bounce back.

3. Minimum system requirements for ETUDES?"

Etudes is a server application so there really aren't any minimum system requirements for the client end. As long as the client machine can run a relatively recent browser (Netscape 4.7 and IE 5.5), you should be okay. RAM limitations will interfere with how swiftly the browser runs on the client but not necessarily how well Etudes runs. RAM requirements will depend on your operating system.