

Importing (Migrating) Your Past LATTE Course Content into a New LATTE Course


Before you start: ***Instructions for Faculty***

The Import process will not make an exact duplicate of your past course. Almost everything moves with a few exceptions. *The end of this guide includes more information on what course components you need to recreate by hand.*

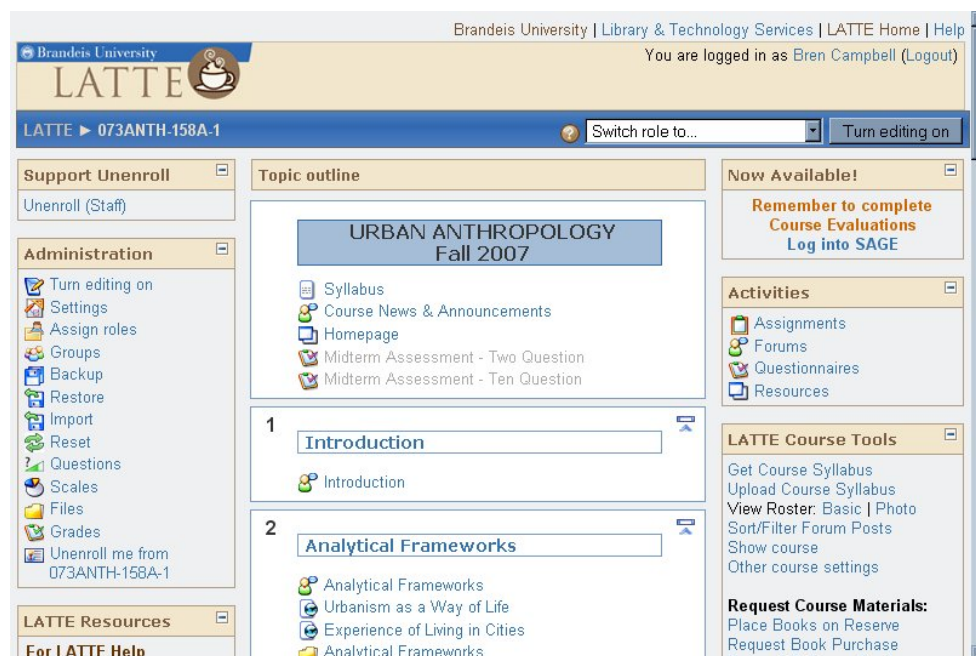
What the Import Process Moves:

- Files (PDFs, readings, etc.)
- Activities (forums, assignments, etc.)
- Resources (links, labels, etc.)
- The organization of the course outline

What the Import Process Doesn't Move:

- Student work, grades, or forum posts 
- Your course settings, including additions of TAs and other roles
- Instructor created blocks

Step 1: Locate your old course in LATTE. This is your “source” course.



The screenshot displays the LATTE interface for a course titled "URBAN ANTHROPOLOGY Fall 2007". The interface includes a navigation menu on the left with options like "Administration", "Support Unenroll", and "LATTE Resources". The main content area shows the "Topic outline" with sections for "1 Introduction" and "2 Analytical Frameworks". The "Introduction" section lists "Introduction" as a topic. The "Analytical Frameworks" section lists "Analytical Frameworks", "Urbanism as a Way of Life", "Experience of Living in Cities", and "Analytical Frameworks". The right sidebar contains "Now Available!" with a reminder to complete course evaluations, "Activities" with options for assignments, forums, questionnaires, and resources, and "LATTE Course Tools" with options for getting course syllabus, uploading course syllabus, viewing roster, sorting/filtering forum posts, showing course, and other course settings. There is also a "Request Course Materials" section with options for placing books on reserve and requesting book purchase.

Step 2: Check to see how many module sections your **old** source course has in the course outline. If it has the standard 15 or less, move on to Step 3.

Does the source course have more than 15 sections?

You will need to make sure the numbers match in your new destination course by following the directions below.

14 Controlling gene expression
Outline
PowerPoint

15 Genomes and DNA technology
Outline
PowerPoint

16 Use and misuse of genetic information
There are interesting articles about this issue at <http://www.nytimes.com/2008/02/24/health/24dna.html> and <http://www.nytimes.com/2007/03/18/health/18huntington.html>, along with links to other articles on this topic.
Outline
PowerPoint

17 Genetic variation and natural selection
Outline
PowerPoint

18



If the new course has fewer module sections than your old course, material from your old course will be forced into the top-most section of your new course when you import.



To add more sections to the course outline...

First go to your destination (new) course, and click "Other course settings"

Then choose the number of weeks/topics that match the old course.

Now let's get onto the import!

LATTE Course Tools

- Get Course Syllabus
- Upload Course Syllabus
- View Roster: Basic | Photo
- Sort/Filter Forum Posts
- Hide course
- Other course settings**

Request Course Materials:

- Place Books on Reserve
- Request Book Purchase
- Request Software Purchase
- Request a Film Purchase

Format ? Topics format

Number of weeks/topics 18

Course start date ? 15 January 200

Step 3: Go to the blank New LATTE Course for the new semester. This your “destination” course.

The screenshot displays the LATTE (Library & Technology Tools for Educators) interface. At the top, it shows 'Brandeis University | Library & Technology Services | LATTE Home | Help' and 'You are logged in as Bren Campbell (Logout)'. The course title is 'LATTE ► 083USEM-46B-1'. The main content area is titled 'Topic outline' and shows a course titled 'Cities and Cyberspace Fall 2008'. Below the title, there are two links: 'Course News & Announcements' and 'Introduce Yourself'. The topic outline consists of three numbered modules, each with a 'Module Title' input field. On the left, there is an 'Administration' menu with options like 'Turn editing on', 'Settings', 'Assign roles', 'Groups', 'Backup', 'Restore', 'Import', 'Reports', 'Questions', 'Scales', 'Files', and 'Grades'. Below that is 'LATTE Resources' with contact information for the help desk. On the right, there are 'Activities' (Forums), 'LATTE Course Tools' (Upload Course Syllabus, Sort/Filter Forum Posts, Hide course, Other course settings), 'Request Course Materials' (Place Books on Reserve, Request Book Purchase, Request Software Purchase, Request a Film Purchase), and 'Course Meeting Times' (Block K - M,W 2:10 PM - 3:30 PM).

This is where you will start the import process.

What the Import Process Moves:

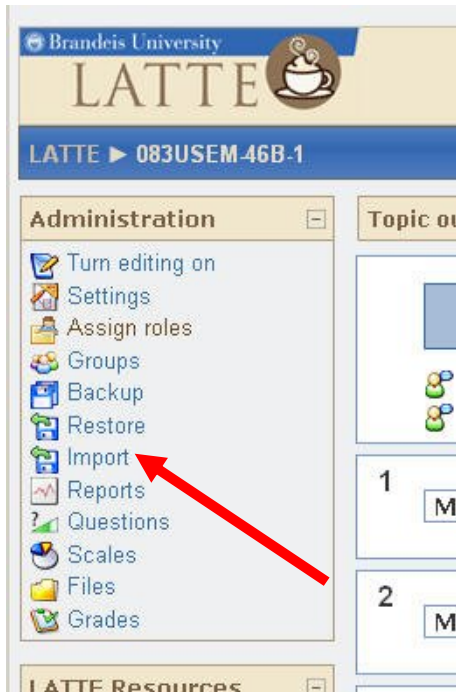
- Files (PDFs, readings, etc.)
- Activities (forums, assignments, etc.)
- Resources (links, labels, etc.)
- The organization of the course outline

What the Import Process Doesn't Move:

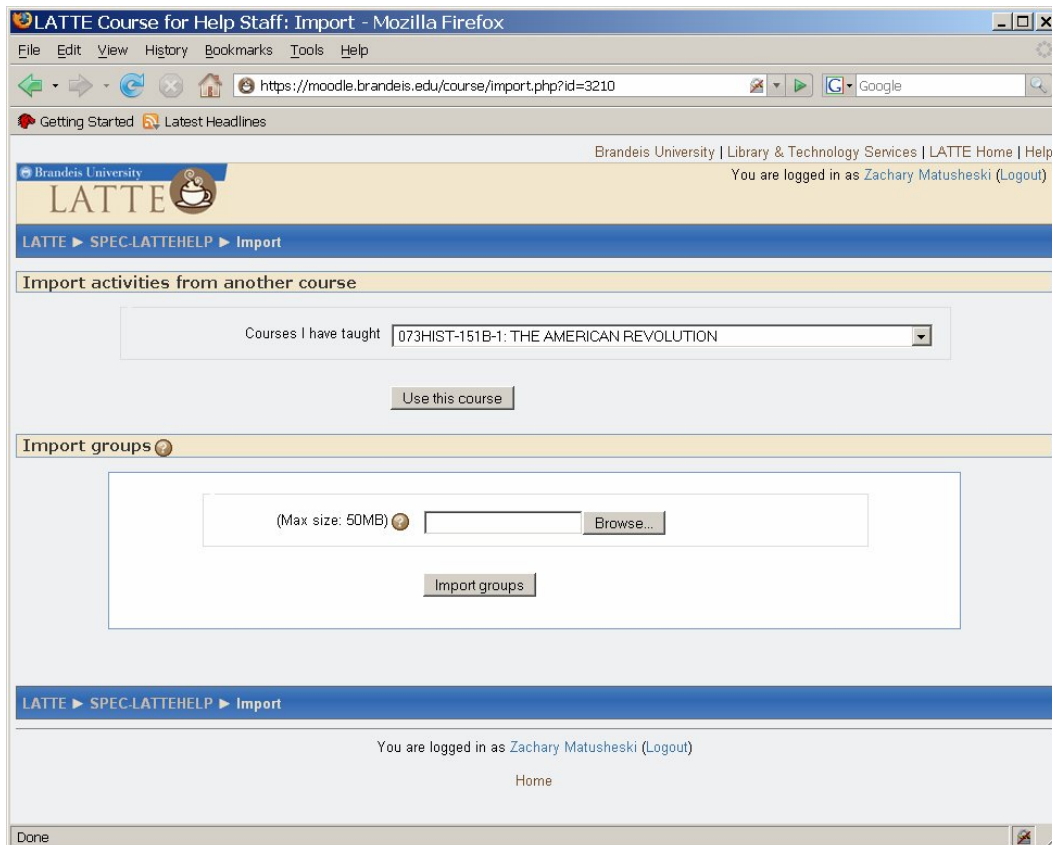


- Student work, grades, or forum posts
- Your course settings, including additions of TAs and other roles
- Instructor created blocks

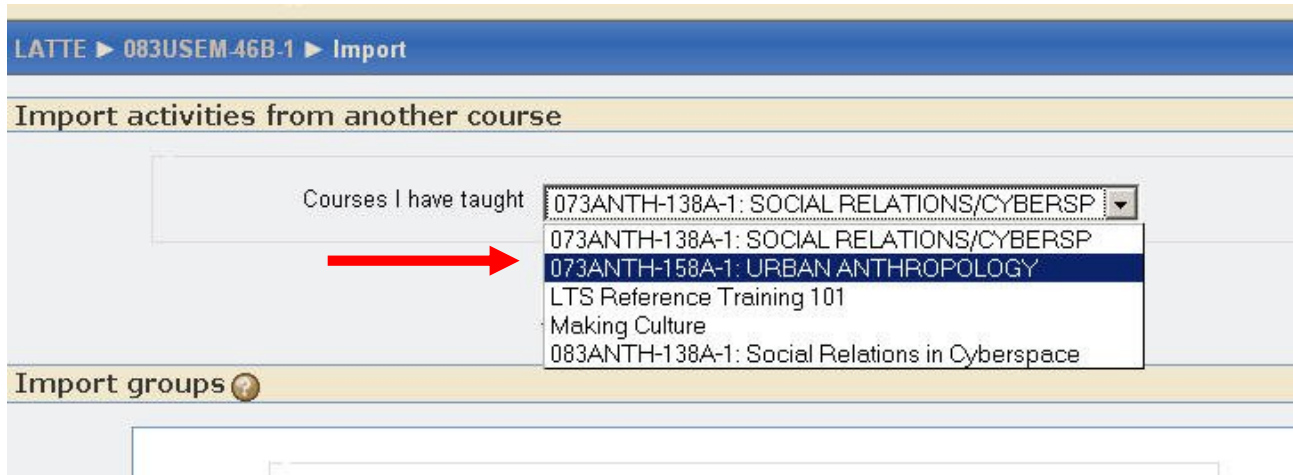
Step 4: Click the "Import" link in the Administration block of the destination course.



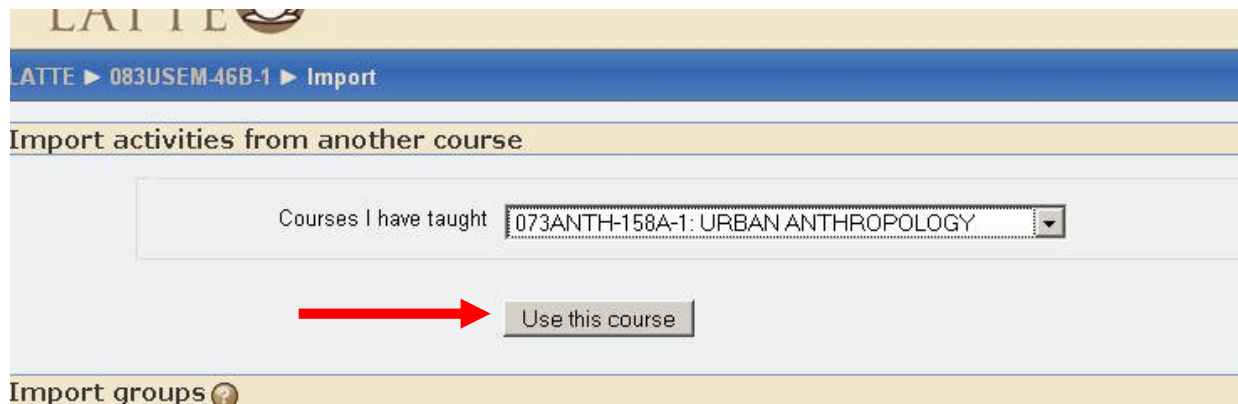
The LATTE Import Page will appear.



Step 5: Under “Courses I have taught”, choose the past course you want to get content *from*.



Step 6: Click the “Use This Course” button.



The parts that make up your source course will now be listed. *No student grades, student assignments, or student forum postings will be transferred.*

Brandeis University | Library & Technology Service: You are logged in as Br

Brandeis University
LATTE

LATTE ► 073ANTH-158A-1 ► Import course data

Import course data: 073ANTH-158A-1: URBAN ANTHROPOLOGY (073ANTH-158A-1)

Include: All/None All/None

- Assignments
 - Term Paper Proposal
 - Essay 1
 - Essay 2
- Chats
- Choices
- Databases
- Forums
 - Course News & Announcements

Step 7: Under forums, uncheck “Course News & Announcements” and “Introduction”.

- Essay 1
- Essay 2
- Chats
- Choices
- Databases
- Forums
 - Course News & Announcements
 - Introduction
 - Analytical Frameworks
 - The Public Realm
 - Organization of Diversity

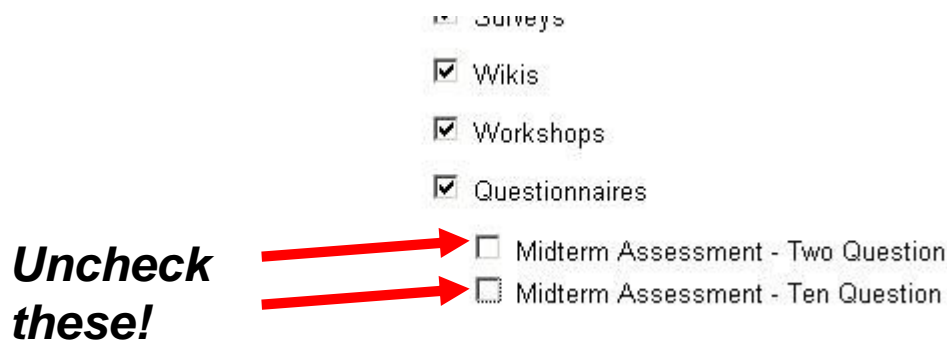
Uncheck these!



If you do not uncheck “Course News & Announcements” and “Introduction”, you will create duplicates in your new course.

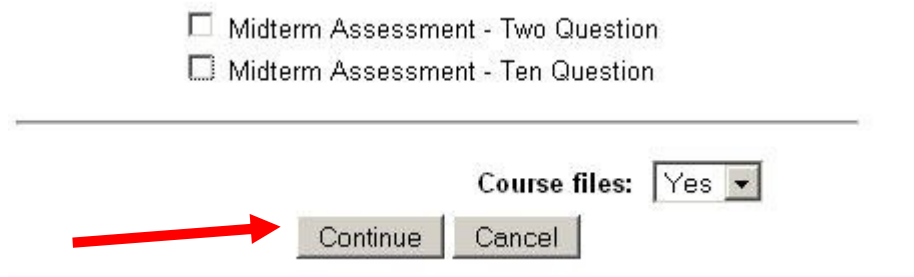


Step 8: Under Questionnaires, uncheck “Midterm Assessment –Two Question” and “Midterm Assessment – Ten Question”.



! If you do not uncheck the Midterm Assessments, you will create duplicates in your new course. !

Step 9: Click the “Continue” Button.



A new page will appear, listing everything that is going to be imported from the source course into the destination course.

Brandeis University | Library & Technology Services | LATTE Home | Help
You are logged in as Bren Campbell (Logout)

Brandeis University
LATTE

LATTE ► 073ANTH-158A-1 ► Import course data

Import course data: 073ANTH-158A-1: URBAN ANTHROPOLOGY (073ANTH-158A-1)

Include Assignments without user data	
Term Paper Proposal	<input type="checkbox"/>
Essay 1	<input type="checkbox"/>
Essay 2	<input type="checkbox"/>

Include Forums without user data	
Analytical Frameworks	<input type="checkbox"/>
The Public Realm	<input type="checkbox"/>
Organization of Diversity	<input type="checkbox"/>
The Organization of Transiency	<input type="checkbox"/>
Trust	<input type="checkbox"/>

Step 10: At the bottom of this page, click the "Continue" Button.

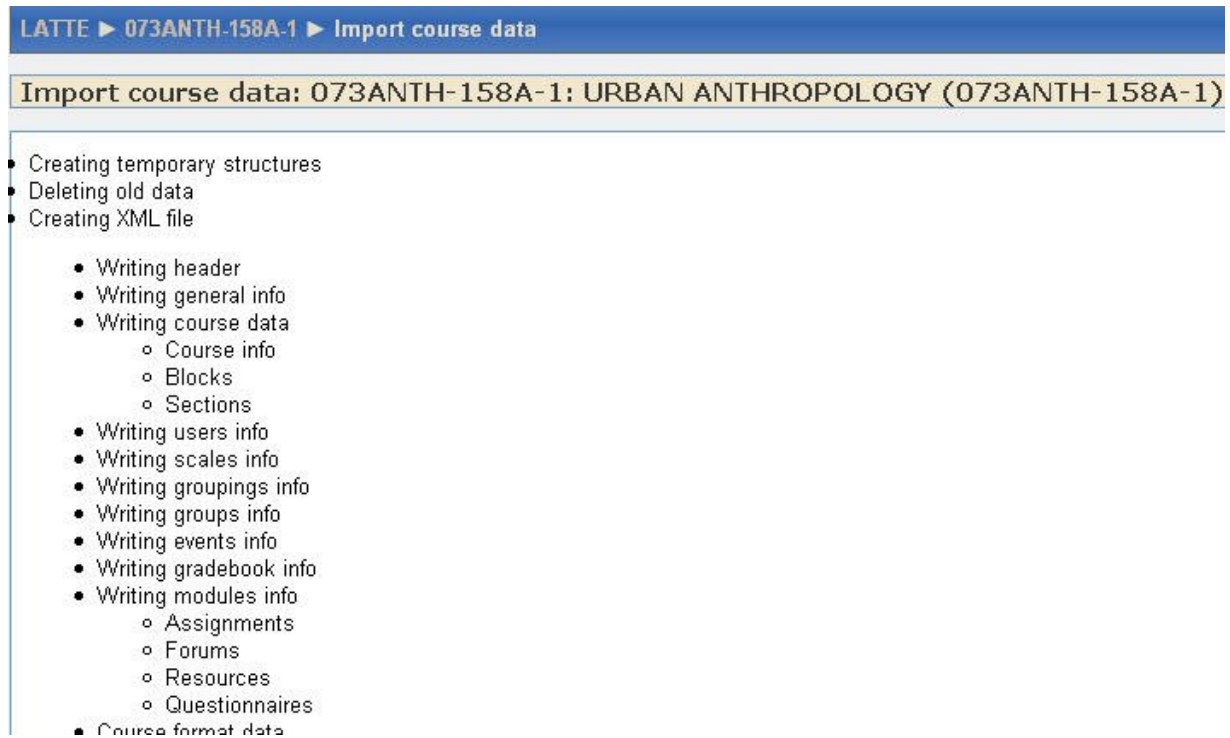
Recommended Readings	
The Downside of Diversity	<input type="checkbox"/>
Diversity and Community	<input type="checkbox"/>
Kitty Genovese	<input type="checkbox"/>

Include Questionnaires without user data	
Questionnaires	2
Respondents	0

Include Course Files	
Files	186

You are logged in as Bren Campbell (Logout)

A new page will appear that shows you the process LATTE is taking to import the content. *This could take several minutes for the process to complete.*



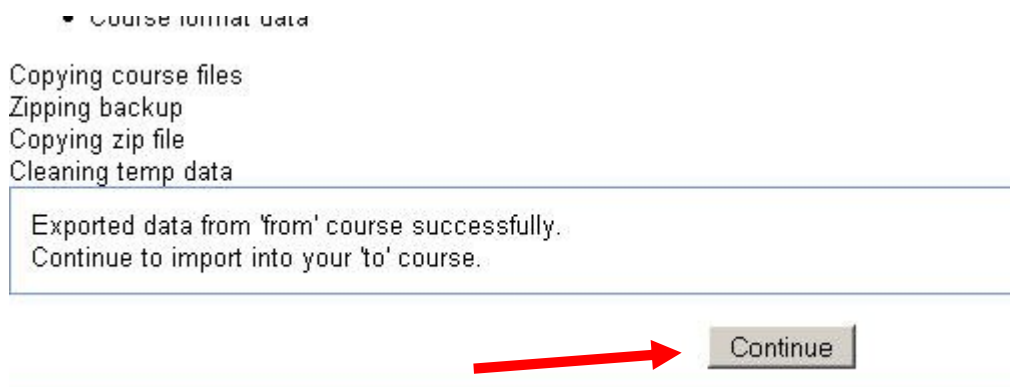
LATTE ► 073ANTH-158A-1 ► Import course data

Import course data: 073ANTH-158A-1: URBAN ANTHROPOLOGY (073ANTH-158A-1)

- Creating temporary structures
- Deleting old data
- Creating XML file
 - Writing header
 - Writing general info
 - Writing course data
 - Course info
 - Blocks
 - Sections
 - Writing users info
 - Writing scales info
 - Writing groupings info
 - Writing groups info
 - Writing events info
 - Writing gradebook info
 - Writing modules info
 - Assignments
 - Forums
 - Resources
 - Questionnaires
 - Course format data

When the process has completed successfully, another “Continue” button will appear.


Step 11: Click the “Continue” Button.



• Course format data

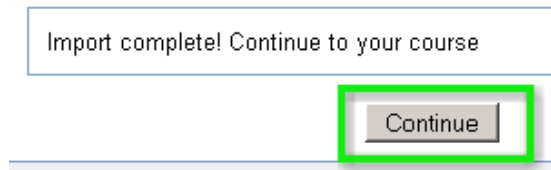
Copying course files
Zipping backup
Copying zip file
Cleaning temp data

Exported data from 'from' course successfully.
Continue to import into your 'to' course.

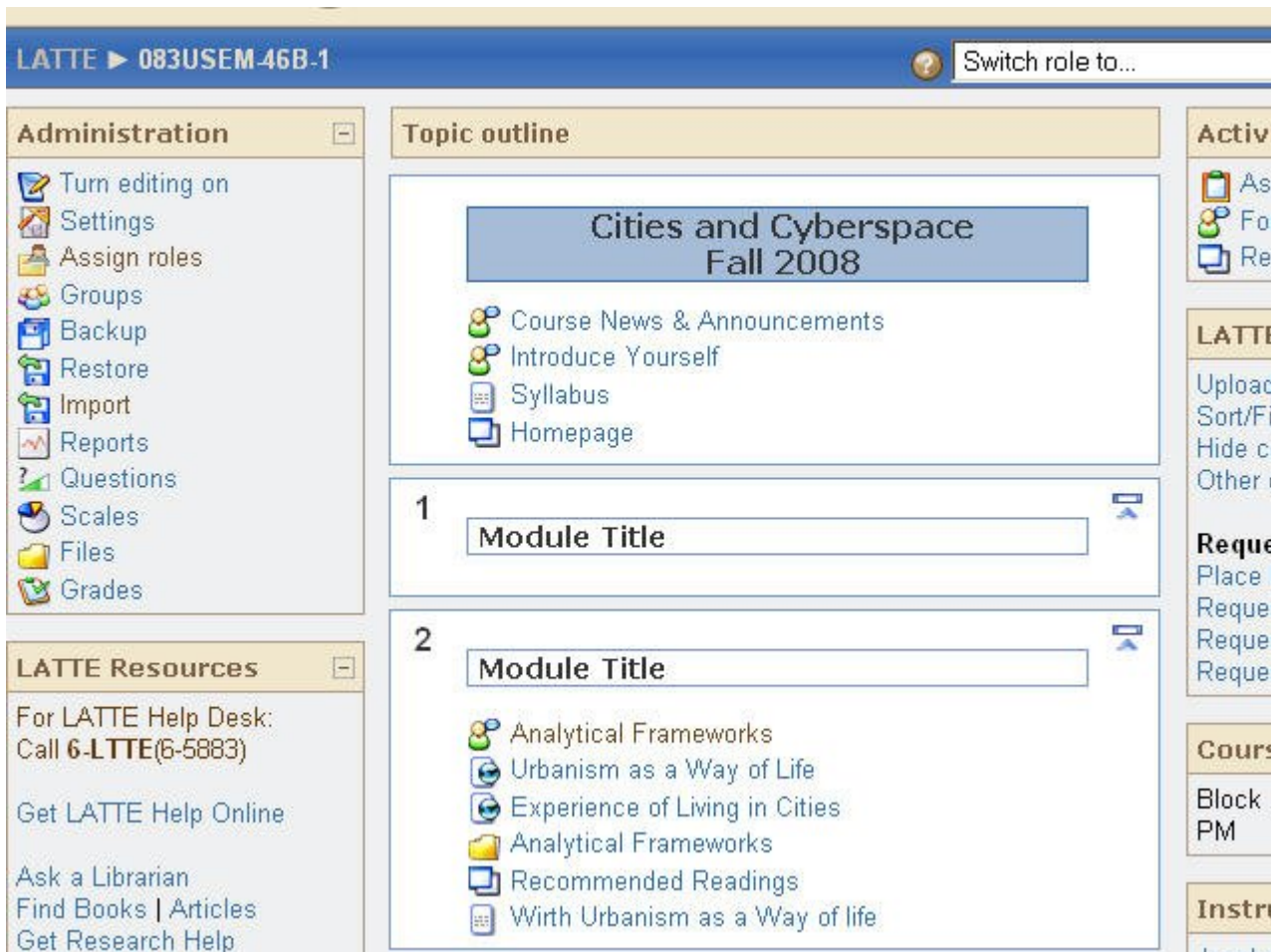


LATTE will complete its import process and take you to another confirmation screen. This may take several minutes.

Step 12: Click the "Continue" Button on the next confirmation screen.



Congratulations! You are done with the import!



Now you just need to do a little more to complete your course, which is covered in the next two pages.



You will need to restore a few things to your course that the Import process didn't migrate for you.

Step 1: Turn editing on.

Switch role to... Turn editing on

Topic outline

Hand and Brain
Fall 2008

Course News & Announcements → ↕ ⓧ ⓧ ⓧ ⓧ
Introduce Yourself → ↕ ⓧ ⓧ ⓧ ⓧ

Add a resource... Add an activity...

1 Module Title

Add a resource... Add an activity...

Activities

Forums

LATTE Course Tools

Get Course Syllabus
Upload Course Syllabus
View Roster: Basic | Photo
Sort/Filter Forum Posts
Show course
Other course settings

Request Course Materials:
Place Books on Reserve
Request Book Purchase
Request Software Purchase
Request a Film Purchase

Course Meeting Times

Step 2: Choose your course settings.

Switch role to... Turn editing on

Activities

Forums

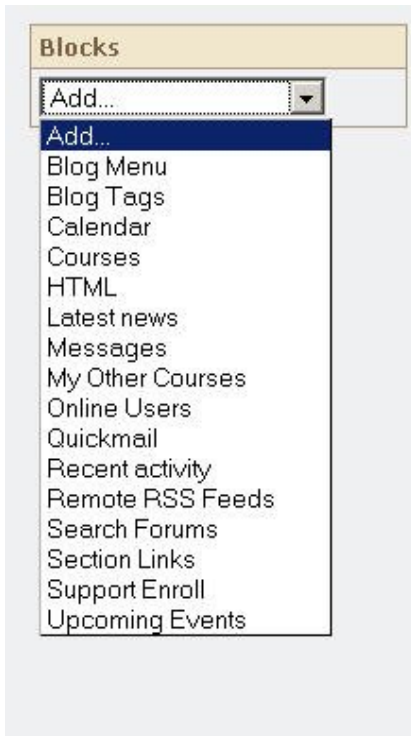
LATTE Course Tools

Get Course Syllabus
Upload Course Syllabus
View Roster: Basic | Photo
Sort/Filter Forum Posts
Show course
Other course settings

Request Course Materials:
Place Books on Reserve
Request Book Purchase
Request Software Purchase
Request a Film Purchase

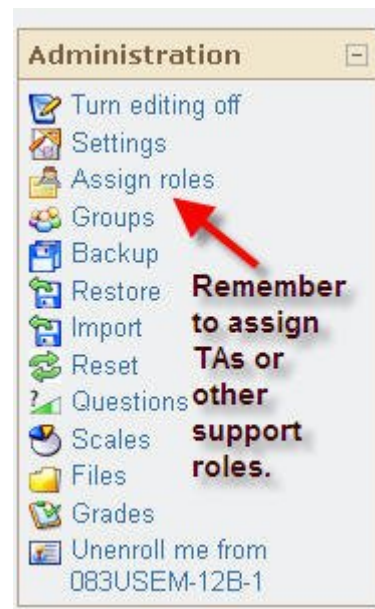
Course Meeting Times

Set your course settings through "Other course settings."



Step 3: Add your customized course blocks.

Step 4: Add your support roles (TAs, Academic Admins, etc.)



If you get stuck, have questions, or the new course doesn't look like you expect...

LATTE Help is available to assist with walking you through the import process!

Call: (781) 736-LTTE (x65883)

Email: latte@brandeis.edu

