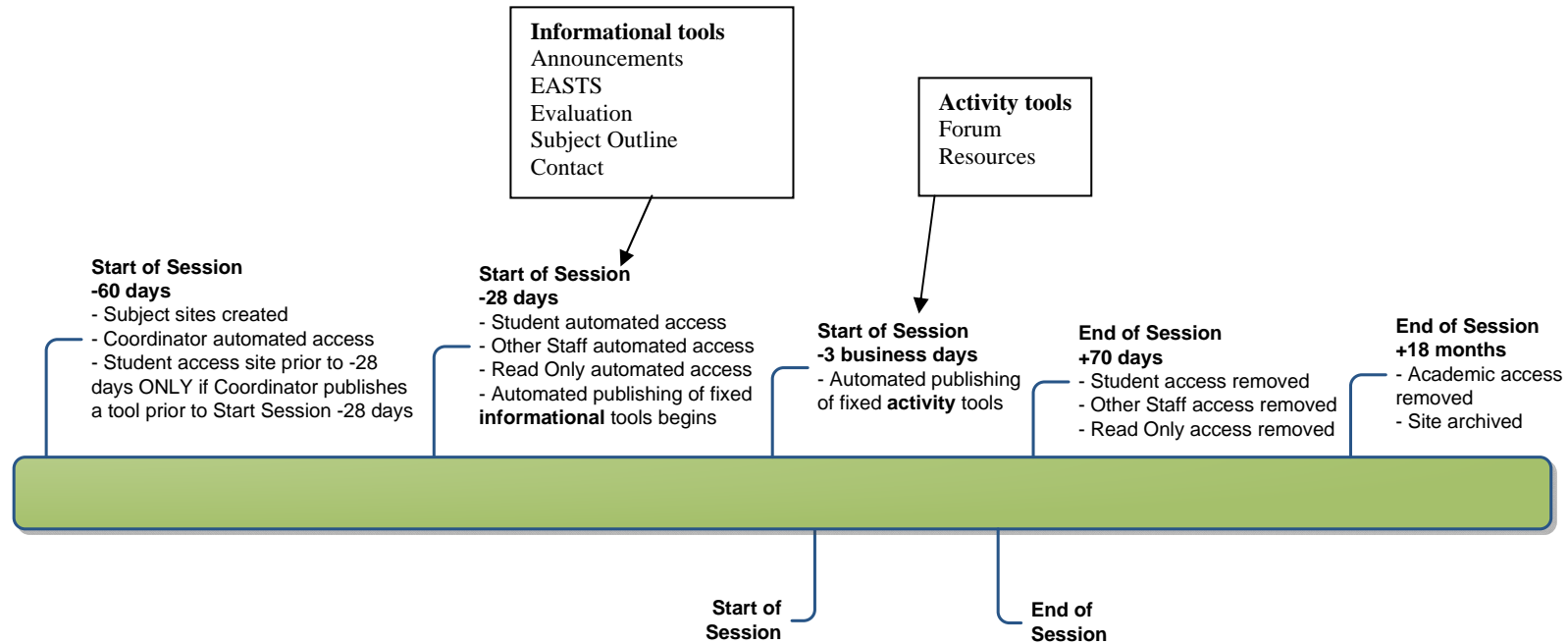


CSU Interact: Considerations for the beginning and end of session

Session life-cycle diagram (from 2007 10 31 AP Project Functional Reqs v1.4.doc)



Note: this diagram is not to scale

A schedule of session dates can be found at <http://www.csu.edu.au/division/lts/key-dates/session-dates/>

Beginning-of-session considerations:

- Understanding the difference between making tools available to “**Coord**” (only the Subject Coordinator can create & see content) or “**All**” (all site members can see content in these tools). If you want to upload Resources but don’t want students to see them until you are ready, use the “Coord” option.
- Once a tool is made available to **All** it cannot be turned off (with the exception of Web Content and News tools)
- Sites are **unpublished** (ie, not seen by students) until either the first tool is made available to “All” or the first default date (28 days before session) is reached (whichever event occurs first).
- You may wish to import content from an earlier session – see scenario 2 below.
- **Merging sites:** Subject coordinators are now able to merge sites. There are a number of issues to consider, not the least of which is that a merge can only be undone after a request from the HOS to the DIT Service Desk.
 - Merge works only with subject sites of the same session code, eg 200940.
 - If subject sites are merged, Forums and OASIS from the individual sites are also merged automatically
 - A merge of a cohort to a subject site should take place at the earliest possible opportunity. Ideally, this would be before Forums are created (3 working days before session starts) and also prior to any content or student work commencing within the original sites.
 - See <http://www.csu.edu.au/division/landt/interact/help/merge.htm> for more information

Further Subject Coordinator help is at

<http://www.csu.edu.au/division/landt/interact/staffsupport/subjcoord.htm>

End-of-session considerations:

- Create/keep backups of Resources (save to P: drive or elsewhere)
- Export a copy of Modules (if used) to a backup location
- Wiki pages can be saved as a Word document, pdf or imported into another site

Importing content into another site may be a useful option. There are two likely scenarios for importing content:

Scenario 1: Site A = 200870 subject site, Site B = a project site you own

Scenario 2: Site A = 200870 subject site, Site B = 200940 subject site

Import features:

- You must be the owner of both sites
- Tools whose content you want to import must be turned on in both sites
- In Site B in both scenarios, import content from **Site Info > Import from Site**
- Further instructions at <http://www.csu.edu.au/division/landt/interact/help/siteinfo.htm#10>