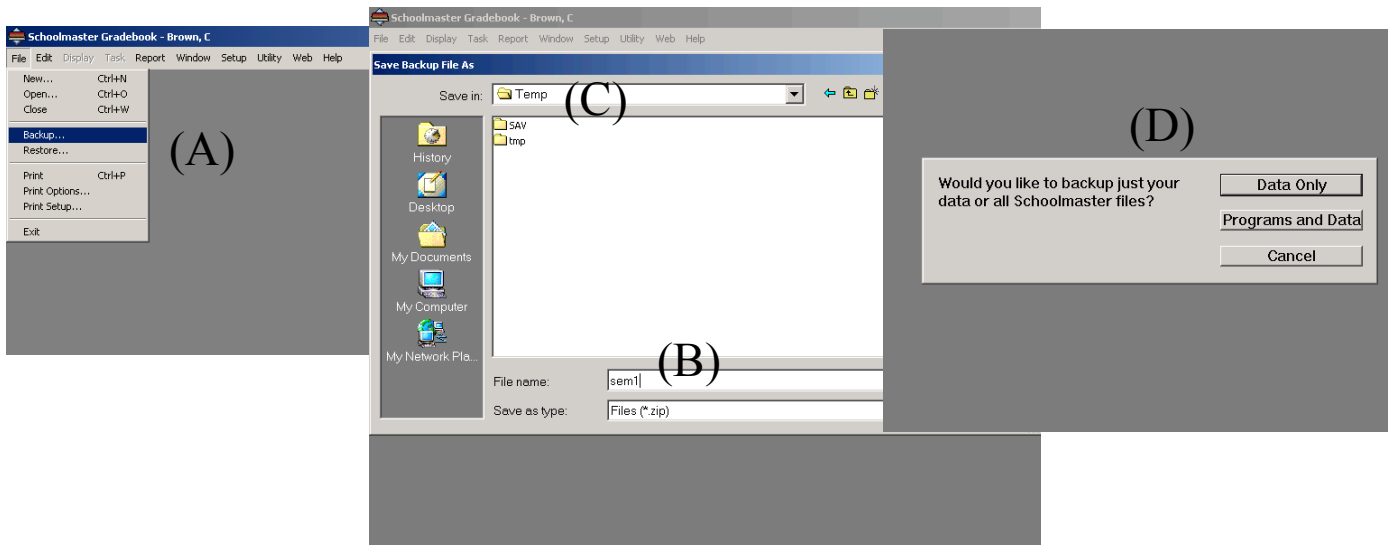


Hi All

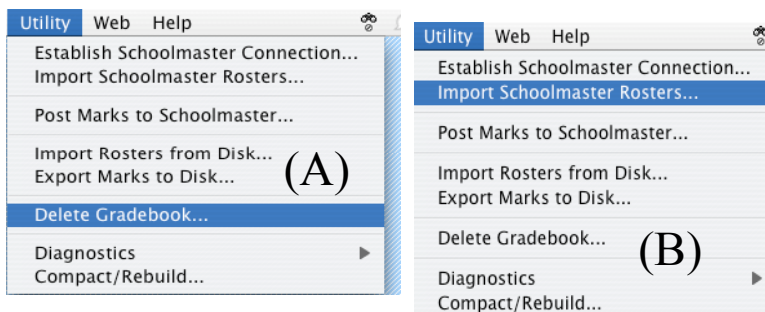
Since it is the beginning of the semester there are some housekeeping tasks you should do to make your semester go smoothly

1. Setting up you Sem 2 gradebook:

before you set up this semester's gradebook, take a minute and backup your gradebook for this semester - to do this, launch your gradebook, (A) go to file, backup, (B) give the file a name like sem1 - no spaces, just alpha numerics, no more than 8 characters, (C) save this into either your network account (H: drive) or your hard drive, (D) when asked, save data only. see pics below for clarification



Once you have done this you can delete your gradebooks from Sem1 and import your classes for semester 2. (A) delete you gradebooks by selecting Utility, delete gradebooks, (B) import you new rosters by selecting Utility, Import rosters (See pics below)



2. Edline:

When you log into edline you will see both you first and second semester classes. You may delete the first semester classes - Holly has been deleting a few as she has time, so it might not be there. When you do this, all the deleted course info goes into a folder in your "My Contents" tab called "old class materials". If you want to move any materials from an old class into this semester, select the class, select what you want to move and then pick the new class you want it moved to. Contact me if you need help with this.

Also - an important reminder: please do not change the title of your course in edline - if it is called "Tech 21st Cent-B 0475-06 (0475-06)" you can truncate it by removing the id number info - for example: I could rename it to "Tech 21st Cent-B s2 p1". Please DO NOT change the beginning part that has the course title.