



Course Removal Best Practices

myCourses sections will remain on the system for a minimum of 18 months from the last day of the term.

myCourses section retention is well within the requirements of AOP 13.14 - Grade Appeal and Academic Review Board. This policy states:

“As part of the University’s grade appeal policy, faculty members are required to keep records on grades, examinations, projects, term papers, and other pertinent material not returned to the students on file for a minimum of six months”

If information is still needed past the removal date (e.g. student assessments, discussion posts, etc) it is the instructor’s responsibility to preserve needed materials. This handout provides steps to save student data from myCourses. Once the course is removed, the data will no longer be available.

Exporting Grades into a Spreadsheet

1. From the course **Grade Center**, click the **Work Offline** menu and select **Download**.

Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter **Work Offline**

Move To Top Email Sort Columns By: Layout Position Upload Download

Grade Information Bar Last Saved: October 20, 2015 12:40 PM

Last Name	First Name	Username	Student ID	Last Access	Availability	Test 1	Test 2
Sample	Sam	sss163	sss163		Available	87.00	95.00
Sample	Samantha	sss162	sss162	October 16, 2015	Available	95.00	87.00



- From the Data page, select **Full Grade Center** from the **Select Data to Download** option and click the **Submit** button.

The screenshot shows a web interface titled "DATA". At the top, it says "Items with Anonymous Grading enabled will not be included in the download." Below this, the "Select Data to Download" section has three radio button options: "Full Grade Center" (which is selected and circled), "Selected Column" (with a dropdown menu showing "Weighted Total"), and "User Information Only". There is also a checkbox for "Include Comments for this Column". Below this is the "OPTIONS" section, which includes "Delimiter Type" (radio buttons for "Comma" and "Tab", with "Tab" selected) and "Include Hidden Information" (radio buttons for "Yes" and "No", with "No" selected). A note below says "Hidden information includes columns and users that have been hidden from view." At the bottom, there is a message "Click **Submit** to proceed. Click **Cancel** to go back." and two buttons: "Cancel" and "Submit" (which is circled).

- The data will be compiled to download. On the Download Grades page click the **Download** button.

The screenshot shows a page titled "Download Grades". Below the title, there is a message: "The data has been saved to a file. To download the file and work off line click Download to Open the file." Below this message is a button labeled "DOWNLOAD", which is circled.

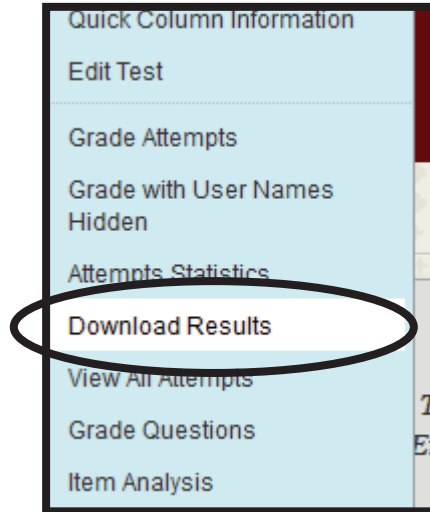
- The download dialog box will appear, save the file on your computer at a desired location. The file can now be opened in Excel when access to students' grades are needed.

The screenshot shows a Firefox download dialog box titled "Download Grades". The message says "Opening gc_EN-1103-99-201530_fullgc_2015-11-19-09-55...". Below this, it says "You have chosen to open:" followed by the file name "gc_EN-1103-99-201530_fullgc_2015-11-19-09-55-55.xls" and its details: "which is: Microsoft Excel 97-2003 Worksheet" and "from: https://bbtest.mycourses.msstate.edu". Below this, it asks "What should Firefox do with this file?" and has three options: "Open with" (with a dropdown menu showing "Microsoft Excel (default)"), "Save File" (which is selected), and "Do this automatically for files like this from now on." (with a checkbox). At the bottom, there are "OK" and "Cancel" buttons.



Downloading Test Submissions

1. From the course **Grade Center**, click the **action link** for the test or exam that you wish to download the submissions. A menu will appear, select **Download Results**.



A screenshot of a table with a dropdown arrow circled in the top right corner. The table has two columns and several rows. The first row is labeled 'Unit 1 Quiz'. The second row contains '--' in both columns. The third row contains 'P (20.00)' and '--'. The fourth row contains 'P (20.00)' and '--'. The fifth row contains 'P (20.00)' and '--'. The sixth row contains '--' and '--'.

2. The Download Results page will appear. Select the desired data to download and click the **Click to download results** button.

DOWNLOAD RESULTS

NOTE: This will ONLY download the results in the current view. If you want to download ALL the results for this item, go to Full Grade Center first.

Select the delimiter type for the downloaded results for this test. Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading.

Comma

Tab

Question text and results will download for all question types. Unsupported question types will be noted. Choose a download format. The format listed By User will include all of the questions for a user in one row. The format listed By Question and User will list each question for each user in a separate row. Choose the format By Question and User for assessments longer than 40 questions.

All attempts for this item may be downloaded under All Attempts. Downloading Only Valid Attempts will just include the attempt that is being graded. For example, if the grading option is Last Attempt then only the last attempt will be provided. If the Grading option is Average, all attempts will be provided.

Format of Results By User By Question and User

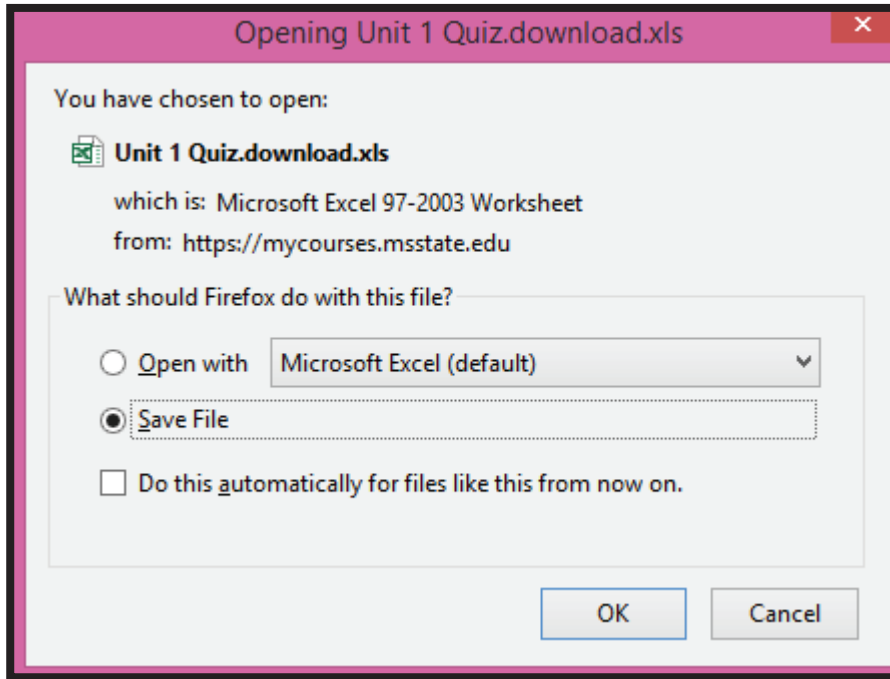
Attempts to Download Only Valid Attempts All Attempts

*Click **Cancel** to go back.*

Cancel **Click to download results**

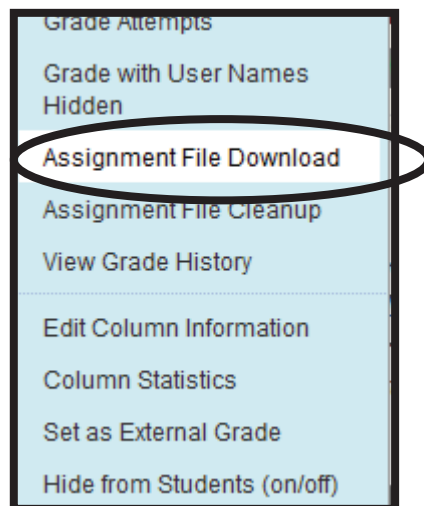


3. The download dialog box will appear, save the file on your computer at a desired location. The file can now be opened in Excel when access to students' submissions are needed.



Downloading Assignment Submissions

1. From the course **Grade Center**, click the **action link** for the assignment that you wish to download the submissions. A menu will appear, select **Assignment File Download**.



	Safe Assign 2	Last	Tes
!	100.00		87.
--			--
--			--
--			--



- The download page will appear, select the checkbox next to all the student names for which you wish to download the assignment. Once the names are selected, the **Submit** button.

*Download and view student assignment submissions by selecting one or more user names and clicking **Submit**. Selected assignments are packaged as a ZIP file. Click the link to save the file to your computer.*

Cancel **Submit**

SELECT USERS

<input checked="" type="checkbox"/>	Name ▲	Date	Grade
<input checked="" type="checkbox"/>	Green_PreviewUser, Tina	Wednesday, June 17, 2015 8:27:00 AM CDT	Needs Grading

- The submissions will be packaged together in a zip file. Click the **Download assignments now** link to save the file to your computer.

Download Assignment: Safe Assign 2

The assignments have been packaged. [Download assignments now. \(0 KB\)](#)
Thursday, November 19, 2015 11:21:36 AM CST



Downloading Discussion Posts

1. From the course discussion thread click the discussion you wish to save by clicking in the checkbox next the title. Click the **Compile** button.

The screenshot shows the 'Create Thread' interface. At the top, there is a 'Thread Actions' dropdown menu with 'Collect' and 'Delete' options. Below this is a table of discussion threads. Each row has a checkbox, a date and time, and a thread title. The 'Collect' button is circled in red.

<input checked="" type="checkbox"/>	Date	Thread
<input checked="" type="checkbox"/>	11/4/14 9:19 AM	Course is closed
<input checked="" type="checkbox"/>	10/15/14 1:48 PM	Downtime scheduled
<input checked="" type="checkbox"/>	10/3/14 12:50 PM	Any troubles?
<input checked="" type="checkbox"/>	10/3/14 12:50 PM	Office Hours
<input checked="" type="checkbox"/>	10/3/14 12:50 PM	CTL 101 Netiquette Rules
<input checked="" type="checkbox"/>	6/30/14 8:59 AM	Final Grades
<input checked="" type="checkbox"/>	6/20/14 11:50 AM	Observations
<input checked="" type="checkbox"/>	6/6/14 11:10 AM	"Something went wrong" error
<input checked="" type="checkbox"/>	2/24/14 8:15 AM	Course Messages

2. Once all needed posts are selected, click the **Print Preview** button.

The screenshot shows the 'Print Preview' interface. At the top, there is a 'Sort by' dropdown menu set to 'Date of Last Post' and an 'Order' dropdown menu set to 'Descending'. Below this is a 'Select: All None' link. A 'Mark' dropdown menu is also visible. The main content area shows a preview of a discussion post with a checkbox, thread title, post title, and author name.

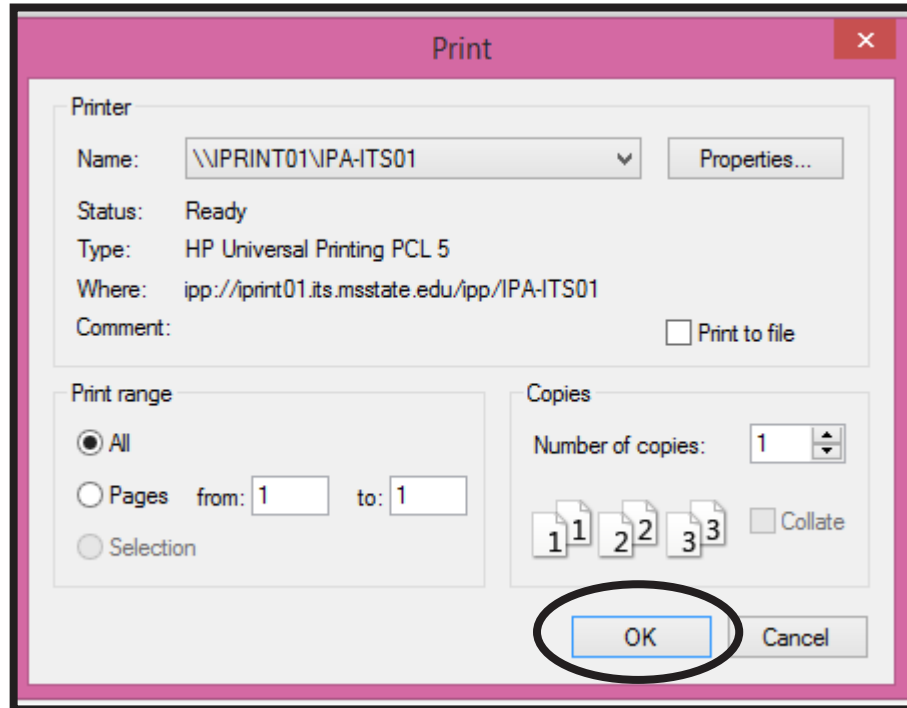
Sort by Order

Select: [All](#) [None](#)

Thread: Course is closed
Post: Course is closed
Author: Tina Green



3. Finally, select the printer and click the **OK** button. Note if you have Adobe Acrobat, you can select the PDF Converter and create a pdf file to save on your computer.





Copy Course Content from One Course to Another

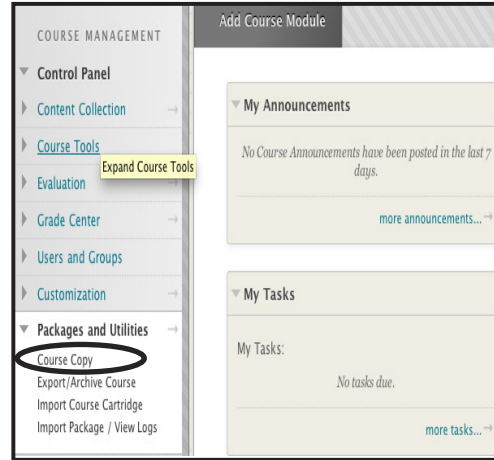
Course content can be copied into another course. When a course copy is completed, the course will have all the content but none of the student data. This option is a quick solution, if only course content is needed and no record of student data for the course.

1. From Course Management, click **Packages and Utilities**, then click **Course Copy**.

Copy Course

1. **Select Copy Type**
Select Copy Type:

2. **Select Copy Options**
Destination Course ID: **Browse...**



2. Click the **Browse** button to choose your destination course.

3. Choose your course from the list to copy to.

Note: The courses listed are ones you are the courses you have access to.

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input type="radio"/> Introduction_to_myCourses	Introduction to myCourses	Mar 28, 2013	trng00	00, myMedia
<input type="radio"/> learntraining_april_146	88 Learn Training 146	Mar 26, 2013	trng00 tmg3	00, myMedia Green, Tina
<input type="radio"/> learntraining_april_193	88 Learn Training 193	Mar 26, 2013	tmg3 trng00	Green, Tina 00, myMedia
<input type="radio"/> learntraining_april_217	88 Learn Training 217	Mar 26, 2013	trng00 tmg3	00, myMedia Green, Tina
<input type="radio"/> learntraining_april_240	88 Learn Training 240	Mar 26, 2013	trng00 tmg3	00, myMedia Green, Tina

4. Set your copy options.

2. **Select Copy Options**

Destination Course ID: **Browse...**

Select Course Materials

Content Areas
 Course Content
 Blank Page

5. Click the **Submit** button to finish.

3. **File Attachments**

Course Files

Copy links to Course Files
 Copy links and copies of the content
 Copy links and copies of the content (include entire course home folder)

4. **Submit**

Note: Copying course content to a course will not overwrite any existing content in the course. The copied content will merge into the existing content.