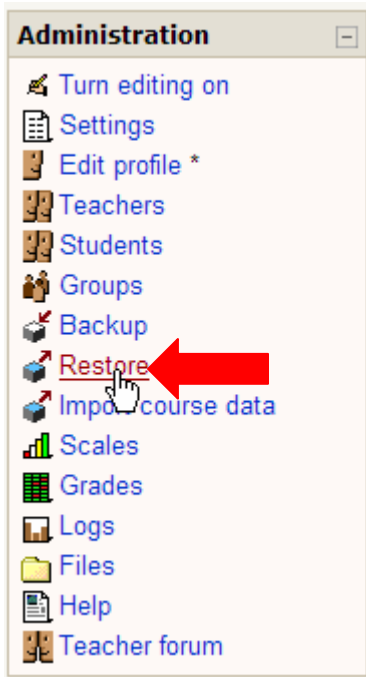


New Semester/Deleting Students

A new semester has come and you want to continue to use College Math Prep, but you do not want to see all of those prior students from other semesters. We recommend that you create a backup first (see other documentation at <http://www.svcc.edu/services/it/mathprep>). You can also simply export the quiz results from your current semester to the Excel format. Also see other documentation for instructions on how to do this.

To wipe out all of your students in your course and get ready for the next semester, **go to the main page of your course.**







On the left side of your screen under Administration, click the “Restore” link.



College Math Prep creates multiple backup files of your course every day but it will overwrite them each week. This is why we recommend that you make a final backup of your course at the end of each semester. However, for these purposes of wiping out students, these backup files are needed.

<input type="checkbox"/>	 backup-math_prep-20060318-0300.zip	6.3MB	18 Mar 2006, 03:00 AM	Unzip List Restore Rename
<input type="checkbox"/>	 backup-math_prep-20060319-0300.zip	6.3MB	19 Mar 2006, 03:00 AM	Unzip List Restore Rename
<input type="checkbox"/>	 backup-math_prep-20060320-0300.zip	6.3MB	20 Mar 2006, 03:00 AM	Unzip List Restore Rename
<input type="checkbox"/>	 backup-math_prep-20060321-0300.zip	6.3MB	21 Mar 2006, 03:00 AM	Unzip List Restore Rename
<input type="checkbox"/>	 backup-math_prep-20060322-0300.zip	6.3MB	22 Mar 2006, 03:00 AM	Unzip List Restore Rename
<input type="checkbox"/>	 backup-math_prep-20060322-0956.zip	6.2MB	22 Mar 2006, 09:56 AM	Unzip List Restore Rename

See the last backup file (the one on the bottom) and look to the right of it where you see the “Restore” link. Click that now.

<input type="checkbox"/>	 backup-math_prep-20060318-0300.zip	6.3MB	18 Mar 2006, 03:00 AM	Unzip List Restore Rename
<input type="checkbox"/>	 backup-math_prep-20060319-0300.zip	6.3MB	19 Mar 2006, 03:00 AM	Unzip List Restore Rename
<input type="checkbox"/>	 backup-math_prep-20060320-0300.zip	6.3MB	20 Mar 2006, 03:00 AM	Unzip List Restore Rename
<input type="checkbox"/>	 backup-math_prep-20060321-0300.zip	6.3MB	21 Mar 2006, 03:00 AM	Unzip List Restore Rename
<input type="checkbox"/>	 backup-math_prep-20060322-0300.zip	6.3MB	22 Mar 2006, 03:00 AM	Unzip List Restore Rename
<input type="checkbox"/>	 backup-math_prep-20060322-0956.zip	6.2MB	22 Mar 2006, 09:56 AM	Unzip List Restore Rename




The next screen is telling you to save space on our servers, we ask that you simply create a backup of your course to store locally, and then overwrite your existing course.

Click “Yes”

Later in this process you will have a choice of adding this backup to an existing course or creating a completely new course.

Do you want to continue?

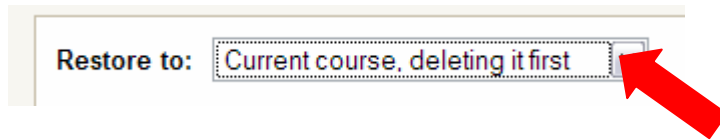


On the next page, scroll down and click “Continue”



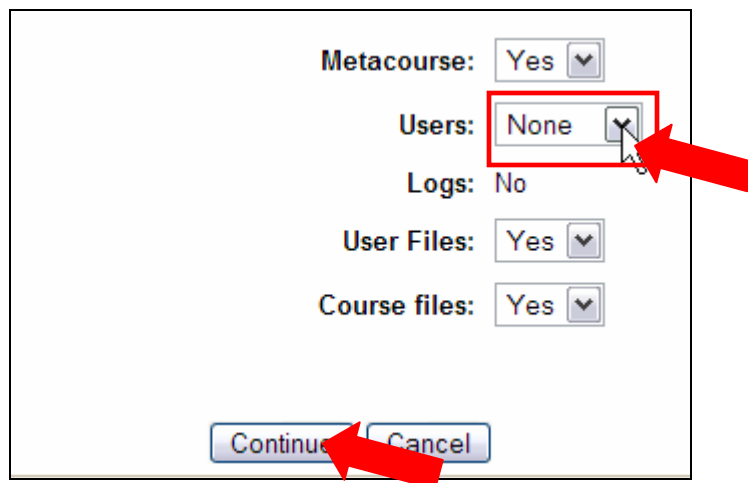
The next screen is where you choose if you want add the data to an existing course course, or delete the old course and restore it completely.

From the drop down box, choose “Current course, deleting it first”.

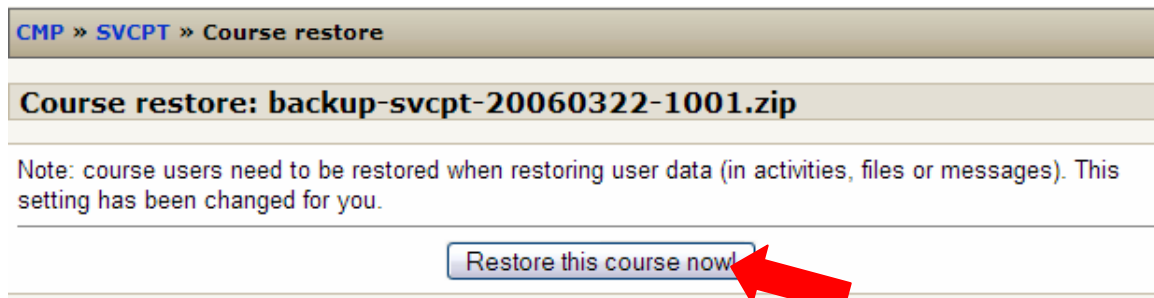


Scroll down and you will see some more controls.

Next to “Users” click the down arrow and choose “None” then click the “Continue” button.



On the next screen, click the “Restore this course now!” button.



Your course will be restored, and the old students will be deleted. Scroll to the bottom of this page and click the “Continue” button.



Your course is now restored and users are removed. You have a clean slate!

College Math Prep

Sauk Valley Community College

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CMP >> SVCPT

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