VIU Course Retention Process: Rationale and Benefits

New Process for Faculty: Taking stock of Ease in Following best **Best Practices** two-year old courses, deciding what data Managing practices engaged by for Post-(course and student) to back up/keep for Content most PSE institutions to Secondary future, and exporting that content from have a clear course from Year to Institutions retention process VIULearn Year Ensuring greater control over how much Reduced Less content on VIULearn student and course data lives on servers **Privacy of** Storage and means faster updating, from year to year will bring VIU in line Student and **Loading Speed** loading, and transfer speeds with privacy policies and data retention **Course Data** for VIULearn for back-end technicians and practices Instance support specialists Cleaner Deletion of courses Faculty will see fewer semesters of course **Old Courses** Interface for happens throughout July listings with old courses removed each **Deleted Every Usability** in each year, communication year; providing shorter listing of courses July **My Courses** reminders in advance and cleaner filtering options Widget Centre for Innovation and Ease in Back-Two Year For 2018, last three years Excellence staff will be able to End Retention will be retained. In 2019 Process 2019 Management and onwards, past two support faculty and students of LMS **Onwards** years will be kept more quickly and easily Not New: Do-it-yourself With exception where faculty have exporting of course content, **Exporting of** extended course access for students, Students are course activities, and student **Courses and** students never see old courses in their **Not Affected** data has always been possible Student Data course listing, as they are automatically in VIULearn removed from access after end of term

VIU is instituting a Course Retention Process to protect and streamline course and student data. Cleaning up our instance will provide many benefits for both faculty and support staff, along with those who manage and work daily in the technical operations of VIULearn. This process will also demonstrate responsible management of student data for privacy regulations. It is just good practice for post-secondary institutions. Thank you for supporting this new process!



VIULearn | Quick Guide: Exporting and Importing Course Content

The VIULearn Import/Export/Copy Components tool allows you to export all (or a selection of) your course content to be stored offline. The exported course can be imported back into VIULearn in the future.

Please note: Student data is not included in the course export. For more on how to export student data, please see our web resources (http://bit.ly/2JSVyiH) or contact learnsupport@viu.ca.



Export Your Course

- 1. Go to Faculty Tools located in the course navigation bar and select Course Admin
- Find and click on \$\frac{1}{2}\$ Import / Export / Copy Components
- 3. Select Export Components
- 4. Check the box to "Include course files in the export package"
- 5. Click Start
- 6. Check Select All Components and click Continue
 - If you wish to export only some parts of your course, check the boxes for individual tools instead of selecting all components
- 7. On the confirmation page that loads, click **Continue**
- 8. Wait for the course export to process and then click Finish
- 9. Click the blue link Click here to download the export Zip package to download your course export
- 10. Once you have downloaded the course package, click **Done**

Import a Course Package

- 1. Go to Faculty Tools located in the course navigation bar and select Course Admin.
- 2. Find and click on **\$\display\$** Import / Export / Copy Components
- 3. Select Import Components
- 4. Under "Select a component source" choose from a course package
- 5. Click **Start**
- 6. Drag and drop the zipped course export folder into the perforated box, or click **Upload** to browse for your file
- 7. When the upload is complete, click **Import All Components**
 - If you wish to import only some components from the course package, select **Advanced Options** to choose selected items
- 8. VIULearn will process the course package. If it is compatible, you will see three green check marks indicating that your content has been imported successfully.
- 9. Click View Content to exit the Import/Export/Copy Components tool and go to your Content

To learn more about the new course retention policy and how to export your data, please come to an information or hands-on support session. See a complete listing of available sessions through InVIU https://inviu.viu.ca. You can also try it yourself with our videos and resources. Email: learnsupport@viu.ca.

