

Migrate Student Submission Data Between Courses

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In the event that you may have to move to a another course (Destination Course) after the students have already submitted data in a course (Origin Course), you will have to first preserve all the student submission data. This article will go over the steps on how to back up student submission data and files. This would normally include submissions in **Assignments, Quizzes, and Discussion posts.**

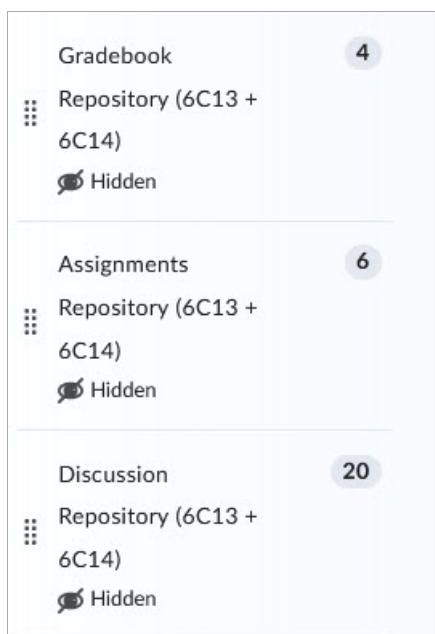
Packaging the Student Submission Files

There are three major components to manually back up: **Gradebook, Assignments, and Discussions.**

You want to first create three Content Modules to house your backup files.

For this example, I have named the modules **Gradebook Repository, Assignments Repository, and Discussions Repository.** These will be the destinations of your student submission data.

NOTE: We currently do not have a process regarding backing up **Quizzes.**



Gradebook

1. Refer to [this article \(https://vtac.lonestar.edu/help/a177\)](https://vtac.lonestar.edu/help/a177) for the steps on how to backup the **Gradebook.**
2. Upload the **CSV** file into the **Gradebook Repository** module that you created earlier.

In this example I have uploaded both the **CSV** and the **Excel** file of the Gradebook, on two different dates.

The screenshot shows a web interface for a 'Gradebook Repository (6C13 + 6C14)'. At the top right, there are 'Print' and 'Settings' icons. Below the title is a dropdown arrow. A text input field contains 'Add dates and restrictions...'. A paragraph states: 'This module includes the gradebook for the merged course as of February 14, 2023. It includes all student grades from both 6C13 and 6C14 sections.' Below this are three buttons: 'New', 'Add Existing Activities', and 'Bulk Edit'. The main content is a list of four items, each with a three-line menu icon on the left, a title, a file name, a file type icon, a dropdown arrow, and a checkmark on the right. The items are: 1. 'ENGL-1301 (6C13 + 6C14) 1 Composition & Rhetoric' with file 'I_GradesExport_2023-02-14-18-10' (CSV File); 2. 'ENGL-1301 (6C13 + 6C14) 1 Composition & Rhetoric' with file 'I_GradesExport_2023-02-14-18-10' (Excel Spreadsheet); 3. 'ENGL-1301 (6C14 Only) Composition & Rhetoric' with file 'I_GradesExport_2023-02-15-18-14' (CSV File); 4. 'ENGL-1301 (6C14 Only) Composition & Rhetoric' with file 'I_GradesExport_2023-02-15-18-14' (Excel Spreadsheet).

Assignments

The following steps will need to be completed for *each* individual Assignment folder.

1. From the **Assignment Folders** page, click on the **[Name of the Assignment Folder]** you're going to back up. You can also click the drop-down arrow next to the folder title and click **[View Submissions]**.







Assignment Folders

New Folder

Edit Categories

More Actions ▾

 Bulk Edit

<input type="checkbox"/>	Folder	New Submissions	Completed
	Daily Work		
<input type="checkbox"/>	Diagnostic Writing ▾   Error enabling Turnitin™		16/17
<input type="checkbox"/>	Reflection Journal ▾ 		15/17
<input type="checkbox"/>	Summary Writing Practice 1 ▾  	8	7/17
<input type="checkbox"/>	Intro to MLA Interactive Tutorial ▾ 	8	8/17

2. Check the corner **[Checkbox]** as shown to select all the submissions for this folder. Click **[Download]**.

Assignments > Diagnostic Writing > Folder Submissions

Diagnostic Writing - Folder Submissions

[Edit Folder](#)
[Email Users Without Submissions](#)
[Add Feedback Files](#)
[Submission Log](#)

[Users](#)
[Submissions](#)

View By: User [Apply](#)

Search For... [Show Search Options](#)

[Download](#)
[Email](#)
[Mark as Read](#)
[Mark as Unread](#)
[Delete](#)
[Publish Feedback](#)

1 Last Name ▲, First Name

<input checked="" type="checkbox"/>	Black, Alyssa	Fe
	Diagnostic Writing.pdf (32.53 KB)	
<input checked="" type="checkbox"/>	Bownes, Jynesis	Fe
	Document.pdf (64.41 KB)	

2

3. This will generate a ZIP file. Click **[Download]** to save the file to your computer for now.

Downloading Files

Your file is ready to download.

Diagnostic Writing Download Mar 1, 2023 248 PM.zip

[Download](#)
[Close](#)

4. **Upload the ZIP file** back into your **Assignment Repository** module through **[New]** → **[Upload Files]**. *You will need to do this for each individual Assignment folder.* The end result should look similar to the following screenshot:

Assignments Repository (6C13 + 6C14)

Print Settings

Add dates and restrictions...

This module includes all the submitted assignments for the merged course as of **February 14, 2023**

It includes all student submissions from both 6C13 and 6C14 sections.

New Add Existing Activities Bulk Edit

Diagnostic Writing Download Feb 14, 2023 1036 AM Zip Compressed File	✓
Reflection Journal Download Feb 14, 2023 1127 AM Zip Compressed File	✓
Essay 1 Planning Page and Prewriting Download Feb 14, 2023 1129 AM Zip Compressed File	✓
Essay 1 Graphic Organizer (Outline) Download Feb 14, 2023 1130 AM Zip Compressed File	✓
Essay 1 First Draft Download Feb 14, 2023 1132 AM Zip Compressed File	✓
Essay 1 First Draft Download Feb 16, 2023 205 PM Zip Compressed File	✓

Discussions

The following steps will need to be completed for *each* individual Discussion Topic.

1. **[Discussions]** → **[Topic Title]** drop-down menu → **[View Topic in Grid View]**.

Discussions

Discussions List

New

Filter by: Unread

Non-Grade

View Topic

View Topic in Grid View

Edit Topic

Hide from Users

View Topic Statistics

Subscribe

Delete

Topic

Threads

Posts

Last Post

Study Buddy

There may be times when you would like to ask one of your classmates a question about class. Here is the place to do so. Use this board to post comments, ask questions, and reply to your peers. I will moderate this board at least once a week, but it must be clear that any questions or comments meant for me (the instructor) or that you want to be private, should be emailed; you will get a much quicker response. You should subscribe to this board for regular updates.

22

28 (22)

Though this board is not part of a graded, structured discussion, rules of respect and netiquette still apply. If anyone posts blatant inflammatory comments, I will delete the comments and create an incident report that will be given to the appropriate academic authorities.

2. Check the **[Select All]** checkbox at the corner of the table → Click **[Print]**.

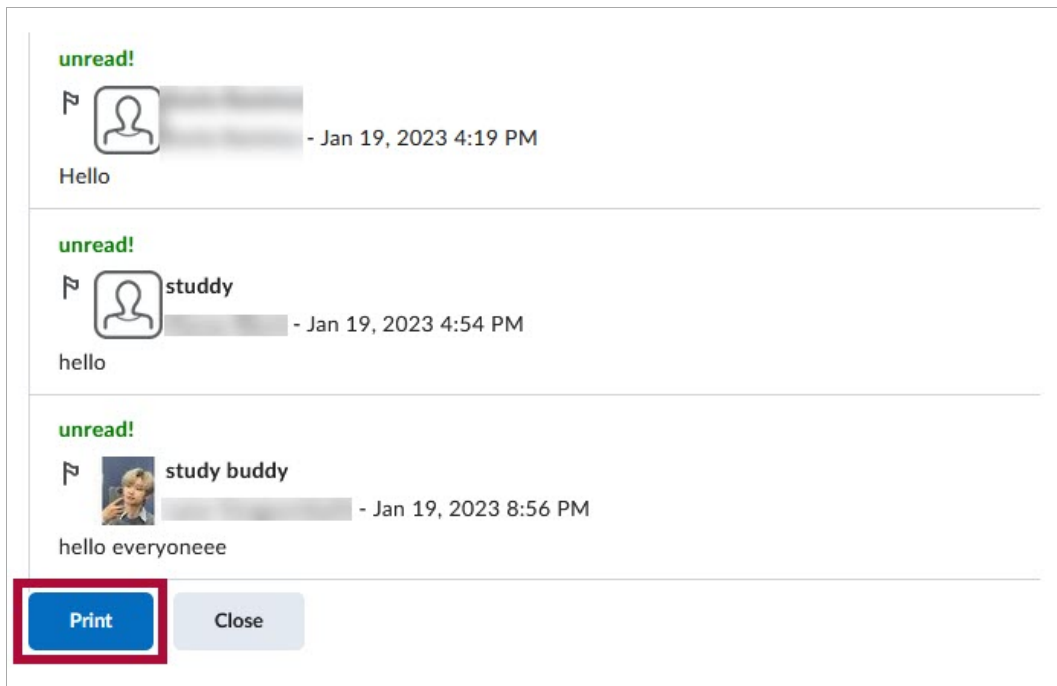
Mark Unread

Delete

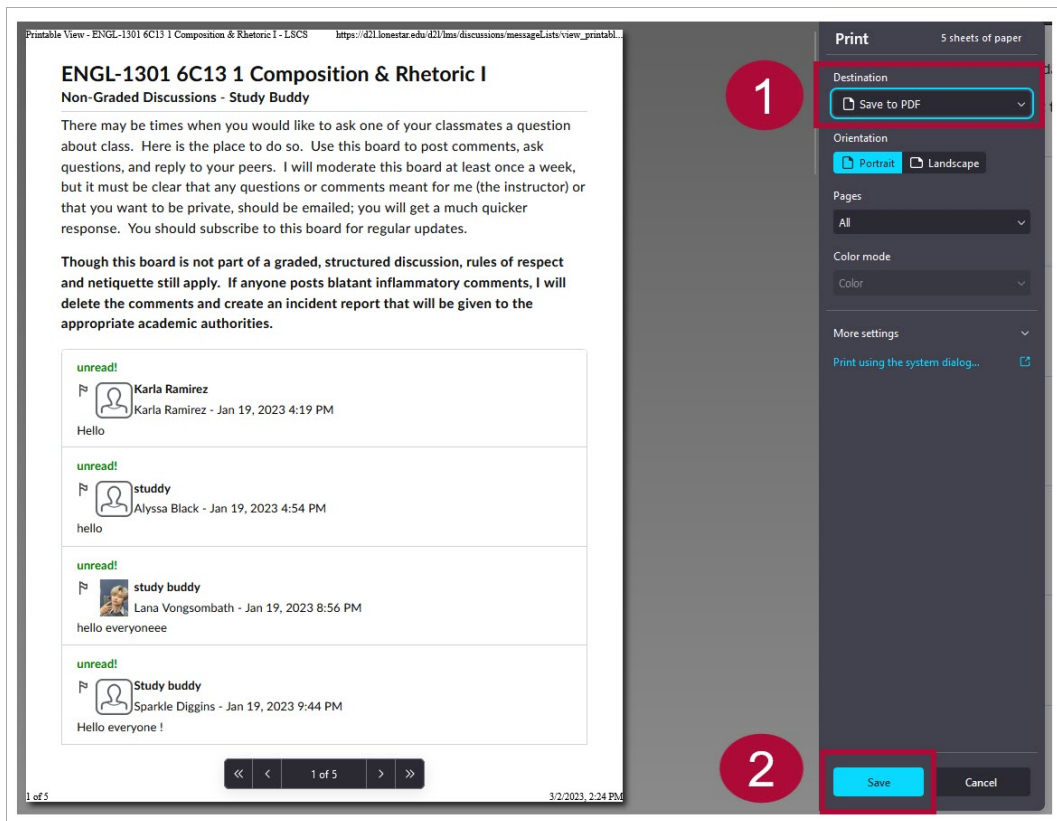
Print

<input checked="" type="checkbox"/>			☆	Subject
<input checked="" type="checkbox"/>			☆	▼ AccessCode
<input checked="" type="checkbox"/>			☆	AccessCode
<input checked="" type="checkbox"/>			☆	▼ AccessCode

3. Make sure all student posts for this topic are included in the popup window. Click **[Print]** on the popup window.



4. Within the **Print window**, select [**Save to PDF**]. Click [**Save**] at the bottom right corner of the window. Save the PDF to your computer for now.



5. **Upload the PDF files** back into your **Discussion Repository** module through [**New**] → [**Upload Files**]. *You will need to do this for each individual Discussion Topic.* The end result should look similar to the following screenshot:

Discussion Repository (6C13 + 6C14) Print Settings

▼

Add dates and restrictions... 🔊

Add a description...

New ▼ Add Existing Activities ▼ Bulk Edit

☰ Social Corner - ENGL-1301 6C13 1 Composition & Rhetoric I - LSCS PDF document	▼	↕	🔊	✓
☰ Study Buddy - ENGL-1301 6C13 1 Composition & Rhetoric I - LSCS PDF document	▼	↕	🔊	✓
☰ Week 1 Discussion - Time Management and Goals - ENGL-1301 6C13 1 Composition & Rhetoric I - LSCS PDF document	▼	↕	🔊	✓
☰ Week 1 Discussion - Virtual Name Tags - ENGL-1301 6C13 1 Composition & Rhetoric I - LSCS PDF document	▼	↕	🔊	✓
☰ Week 2 Discussion - Strong Line Response - ENGL-1301	▼	↕	🔊	✓

Import Content Modules into Destination Course

Now that you have packaged up all the student submission data, its time to move it over to the Destination Course. Follow the instructions at [Copy Course Components \(Advanced\)](https://vtac.lonestar.edu/help/copy-course-components-advanced) (<https://vtac.lonestar.edu/help/copy-course-components-advanced>) and import these repository modules into your new Destination Course.
