

Archiving

FOR KONSTELLA SCHOOL ADMINS

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** Please note that archiving is an irreversible process. **It is important to read this document before running the wizard.** In a few cases where unarchive is possible, fees will apply based on engineering hours.*

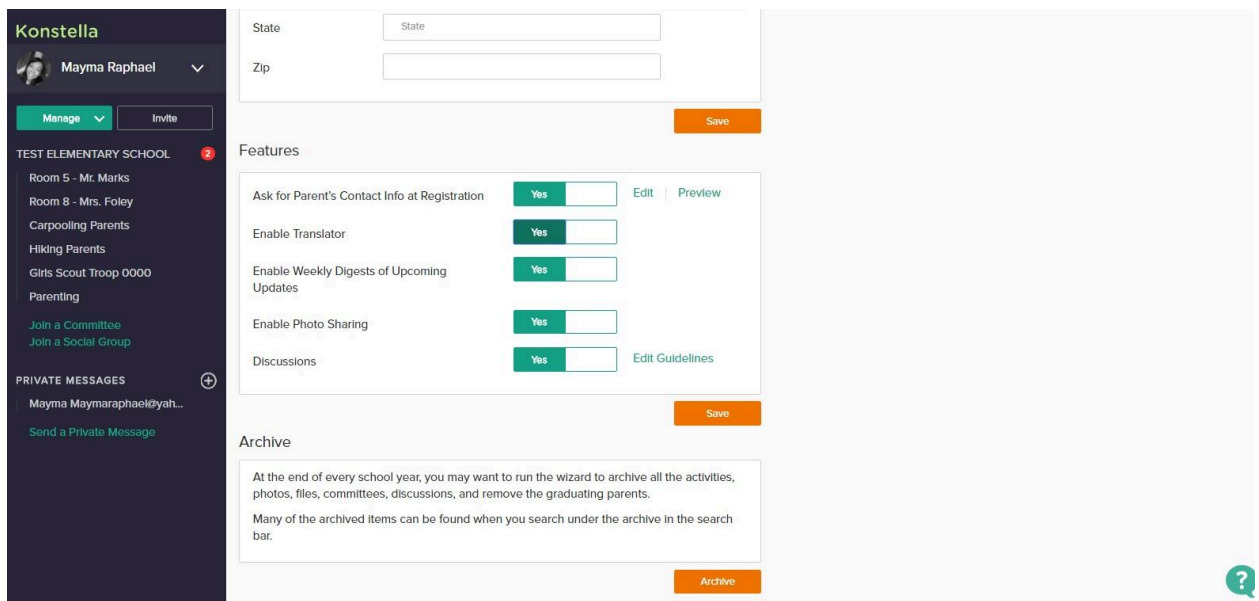
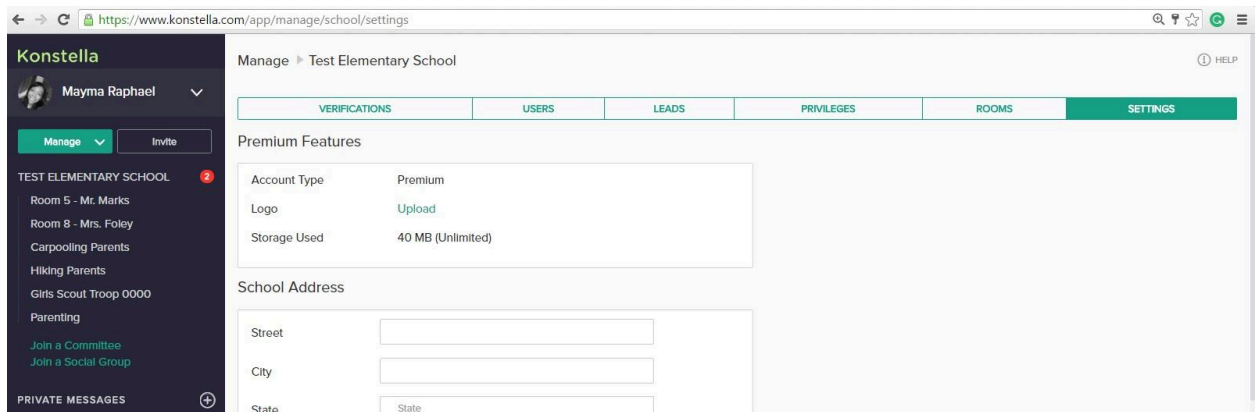
Konstella School Admins can run the Archive Wizard to archive files, photos, committees, events, and signups in the current year, and remove graduating parents.

When to Archive

You can run the wizard anytime in the summer. If you plan to archive classrooms because students are reassigned to new classrooms every year, we suggest running the Archive Wizard when you receive the new classroom assignments or several days before that. That way, users can access the content in their old rooms during the summer.

How to Archive

Please decide what you would like to archive: You have the option of photos, files, committees, discussions, and removing the graduating parents.



Locate the Archive Wizard

1. Click “**Manage**” on the left menu and click on the Settings Tab. It will take you to the [Manage School -> Settings](#) page.
2. Scroll down to **Archive**
3. Click on the **Archive** button

Run the Archive Wizard

1. **Name the Archive:**

The screenshot shows the 'Konstella' logo and 'Konnect Parents' tagline at the top. Below is a progress bar with five steps: 1. Name the archive (active), 2, 3, 4, and 5. The main content area is titled 'Name the archive' and contains a sub-header 'Name This Archive'. A text input field contains 'School Year 2015-2016'. Below the input field is a link that says 'Select an existing archive'. At the bottom right is an orange 'Next' button.

Most schools find it easier to name the Archive file by the school year, for example, the current school year “School Year 2015-2016”. This way it makes it easier to search the file and locate the exact year.

2. Select What to Archive:

The screenshot shows the 'Konstella' logo and 'Konnect Parents' tagline at the top. Below is a progress bar with five steps: 1, 2. Select what to archive (active), 3, 4, and 5. The main content area is titled 'Select what to archive' and contains the instruction 'Please select the Items you want to archive'. There are five checkboxes with labels and help icons: 'classrooms', 'school-wide activities that take place before today', 'files and photos shared school-wide', 'committees', and 'school-wide discussion posts'. At the bottom are two buttons: a grey 'Back' button and an orange 'Next' button.

It is a great idea to plan ahead what you would like to archive. You have the option to archive classrooms, photos, files, and committees, and remove the graduating parents.

Classrooms: All the classrooms will be archived. The parents will be removed from the classrooms, but not from the school. All the objects, such as activities, files, and photos that belong to the classrooms will also be archived. When the new school year starts and new classrooms are created, the parents will be placed in new classrooms by the admins, the room parents, or the parents themselves.

Middle & High schools that created grades as Rooms on Konstella may want to uncheck this option, or at least consider the pros and cons of archiving rooms.

In short, if classroom assignments change every year, you should archive rooms. If it doesn't, you may consider opting out of this option.

If you are going to archive classrooms, you may want to print out the directory before archiving, just in case you need it in the future. To print out the current directory, click the green Directory link in the left-hand column. Click the green Download Directory button in the upper right-hand corner.

Activities: All the school-wide announcements, events, and sign-ups will be archived except for the ones that take place after the date that you archive. If your school is subscribed to the premium plan, you can access these activities in the future if you need to recreate them. A copy feature is available for you and other organizers to quickly recreate them for the new school year.

Please note that all the events and sign-ups that are scheduled before the time you archive will be archived. Sign-ups without any specified time for their jobs will also be archived. Future events and sign-ups won't be archived.

Files: All the folders shared school-wide will be archived.

Committees: All the committees will be archived. The committee members will be removed from the committees. All the information, such as activities, files, and photos that belong to the committees will also be archived. Typically, schools do NOT archive committees because most volunteers stay and you want to pass along the resources shared in the committees to your successors.

Discussions: [deprecated feature] All the school-wide discussion posts will be archived.

Please note that you cannot archive Social Groups or Private Messages/Groups.

Typically, schools choose to archive Classrooms, Activities, and Files. Most schools keep committees in order to keep the committee members and shared files in the group.

3. Select Parents to Graduate

After making your choice, you will have the option of selecting graduating classrooms and parents.

First, select the graduating classrooms. Konstella will show you a list of parents who are graduating.

Please note that if a parent has a child or children in non-graduating classrooms, Konstella will not show the parent on the graduating list. You can modify the graduating list by clicking the check marks to select and deselect parents. To quickly find a parent on the list, you can use the filter located at the lower right corner of the page.

4. Confirm

Since you cannot undo archiving, please make sure that you are certain about the information you are archiving. If you need to change something before the final step, just go back at any time to change your options.

5. Send a message to graduating parents

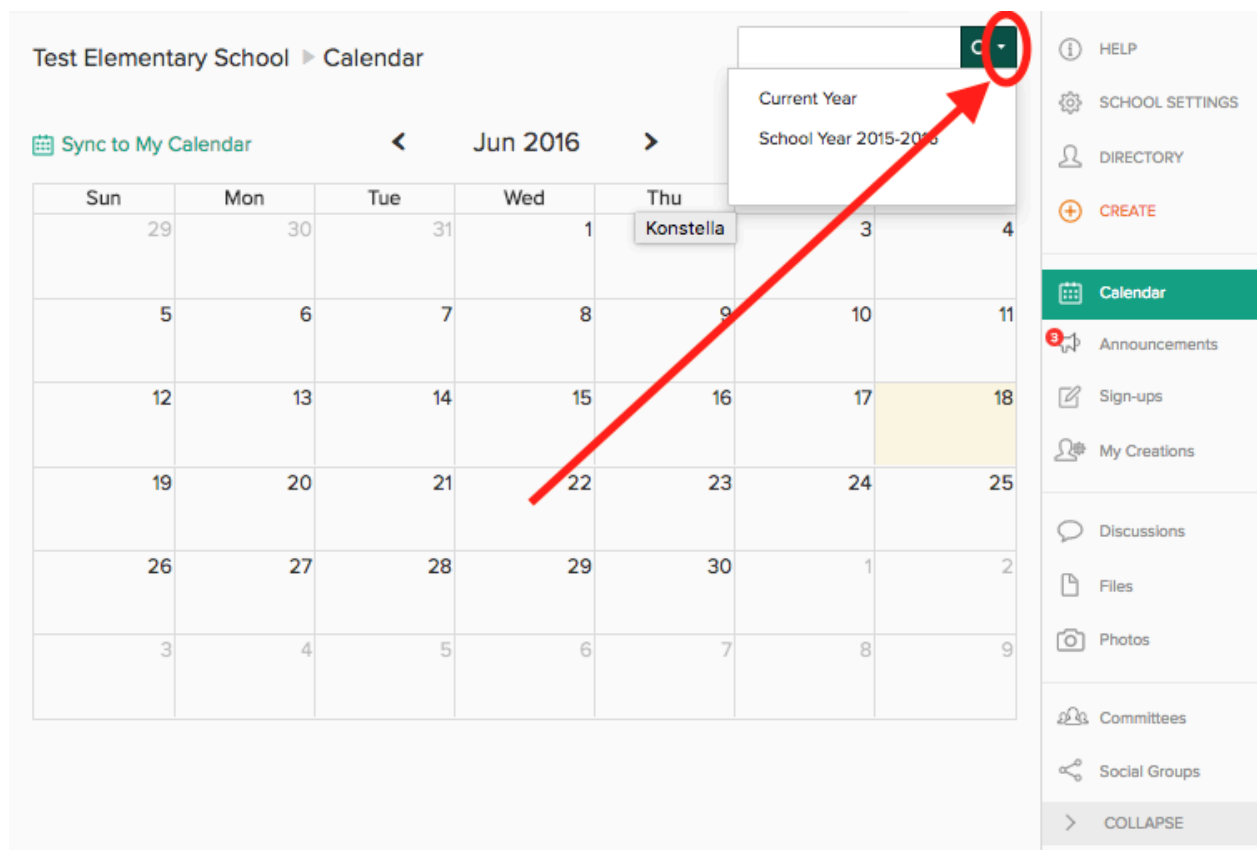
You will be prompted to send a brief message to the graduating parents. Be sure to make it sweet, as they will be officially gone from the system, and this will be their final communication from you via Konstella. You can say something along the lines of: Thank you for ----; We will miss you at ---- School.

Access Your Archived Content

Users in your community can access the archived content based on their roles in the archived years. For example, if I search for "valentine", it will return the activities with the word in Room 2 because I was a member of Room 2 that year.

As we mentioned previously, accessing your archived information is easy.

1. Exercise a search on the homepage, in the search box located in the top right-hand corner.
2. Type in a keyword that relates to your previous posts. Posts such as events, sign-ups, sales, and donations are searchable. Files & Photos are searchable by folder/album names.



3. Click on the desired content and review.

4. If you are copying a sign-up or event, please note that the date on the copied document will be cleared. This will allow you to add the correct date and time for the future date.
5. Participation in past events, sign-ups, sales, and donations is not accessible.

Search in Archive is only offered by the Premium and Platinum plans.

Please note that Search in Archive can only be performed on activity posts such as announcements, sign-ups, events, sales, donations, albums, and folders. Archived people and group names are not searchable. For example, you cannot search for “Room 10” or “Running Club” and hope the groups will be found. However, if you search for “running”, the activities with the keyword running created for Room 10 or the Running Club will be returned as search results.

Classroom Assignments in the New School Year

If you archive classrooms, all the parents will be moved out of their old classrooms. They will still be in the school.

When the new classroom assignments are out in the new school year, please go ahead and create the new rooms on Konstella on your [Manage School->Rooms](#) page.

Parents who open any Konstella web page or mobile apps will be prompted with a popup message window to assign their children to the right rooms. Please be sure that you do not create the new rooms until your parents are aware of their assignments. If a parent chooses to close the popup without updating her children's classroom info, we won't prompt the window again on the same device until 30 days later.

We suggest sending an announcement to all the parents and asking them to come to Konstella and assign their children to the right rooms. As described above, in most cases, Konstella will prompt them to assign their children. If not, you can ask them to go to the [Your Children](#) page to update their children.

You as the Admin can help the teachers by assigning them to the right rooms on your “[Manage School -> Users](#)” page.

Let's say 14 days later, you learn who are the new Room Leads. You can give them room privileges on the [Manage School->Privileges page](#). Please note that only when a parent is in the room, she can be assigned as a Room Lead.

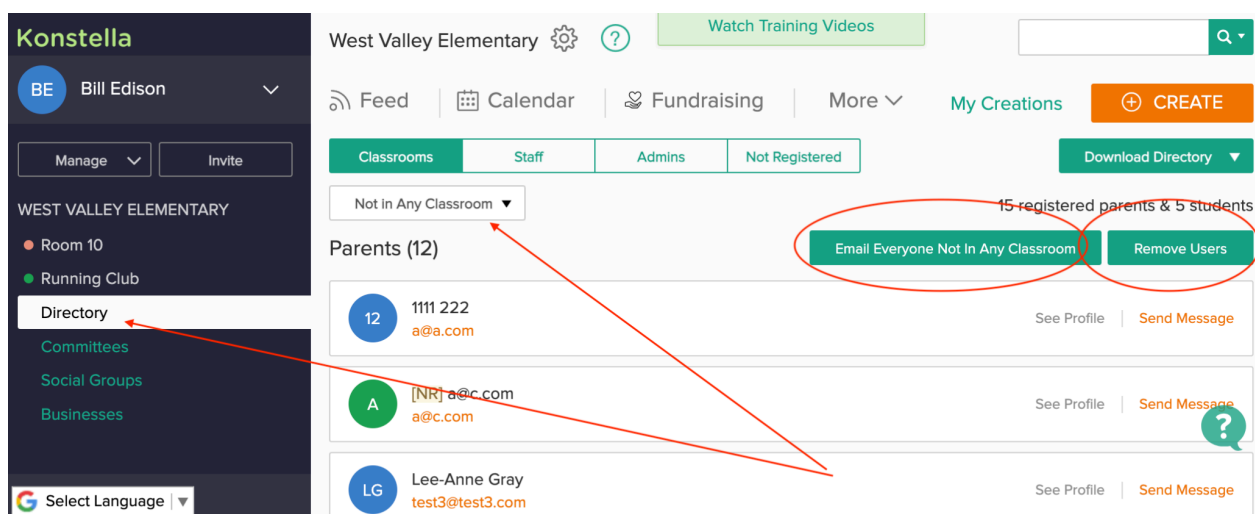
For the parents who did not update their children's classroom assignments, the Room Leads can move parents to their rooms too by clicking the Manage button on the left menu, then clicking **"Add Parents"**.

The screenshot shows the Konstella app interface. On the left is a dark sidebar with the 'Konstella' logo at the top, followed by a user profile for 'Mayma Raphael' with a dropdown arrow. Below this are two buttons: 'Manage' (highlighted in green) and 'Invite'. The sidebar continues with a list of school-related items under 'TEST ELEMENTARY SCHOOL', including 'Room 5 - Mr. Marks', 'Room 8 - Mrs. Foley', 'Carpooling Parents', 'Hiking Parents', 'Girls Scout Troop 0000', and 'Parenting'. There are also links to 'Join a Committee' and 'Join a Social Group'. At the bottom of the sidebar is a 'PRIVATE MESSAGES' section with a plus icon, showing a message from 'Mayma Maymaraphael@yah...' and a 'Send a Private Message' link.

The main content area is titled 'Manage > Room 8 - Mrs. Foley' with a 'HELP' icon in the top right. It contains several sections: 'Requests to join Room 8 - Mrs. Foley' with a verification log entry; 'Teachers in Room 8 - Mrs. Foley' with an 'Invite Teachers' button; 'Leads (1)' with an 'Add Room Lead' button; and 'Users (3) Students (2) in Room 8 - Mrs. Foley'. A red arrow points from the 'Add Parents' button in the 'Users' section to the 'Add Parents' button in the 'Leads' section. The 'Users' section lists three users: Mayma Raphael (Mom of Reagan Raphael), Stew Raphael (Dad of Reagan Raphael), and Marva Telemaque (Mom of Jacob Telemaque). Each user entry has 'Edit' and 'Add Child' buttons, and a 'Remove' button.

You as the Konstella School Admin can do the update too on your [Manage School -> Users](#) page. We'd suggest you send a message to your Room Leads if too much data needs to be updated.

Alternatively, you can use the buttons below to email all the parents who are not in any classrooms, asking them to move themselves to the right rooms by a certain day. On the deadline date, you can use the Remove Users button below to remove them at once.



FAQs

When is the best time to archive?

If you plan to archive classrooms because classrooms are reassigned every year, we suggest running the Archive Wizard when you receive the new classroom assignments or several days before that. That way, users can access the content in their old rooms during the summer.

We are on the Basic Plan. Should we run the archive?

Yes, you definitely should. Leaving content unarchived and reusing Rooms could lead to privacy issues.

What archiving features are not available to Basic Plan users?

Schools on the Basic Plan can run the archive wizard just like Premium Plan schools. However, users in the school won't be able to access archived content next school year. In the article, we mentioned the difference in several places. For more detailed information, please search for "Premium" and read the relevant details.

How long will it take to archive my school's information?

Archiving can take anywhere from 5 to 10 minutes depending on the size of your school and the amount of information you need to archive.

What if I archived something that I did not want to archive?

Unfortunately, you will not be able to recover that information.

I just realized that I forgot to archive classrooms (or committees, ...), can I redo the archive?

While you cannot unarchive, you can run the archive wizard again to add to an existing archive. On the first window of the archive wizard, choose “add to an existing archive” instead of creating a new archive.

Will committees and private groups be removed, or will they stay?

You have the choice to archive committees. Private Groups will not be archived.

Will all the children be automatically moved out of classrooms?

Yes, if you choose to archive classrooms.

When should I add new classrooms?

We suggest adding new classrooms after parents are aware of their classroom assignments. Once rooms are added, when parents come to Konstella, they will be prompted to choose their classrooms.

In my middle (or high) school, we only have 3 classrooms, i.e. the 6th grade, 7th grade, and 8th grade. Do you suggest archiving classrooms?

Yes. It’s good practice to start fresh every year. When you archive though, you don’t want to archive the classrooms. You can still select to graduate the 8th graders. That way, you keep the room assignments, but remove the graduating parents.

Will graduating students (and their parents if they have no other children) automatically be removed from Konstella?

Konstella automatically figures out all the graduating parents. You can modify the list if needed. After your approval, these parents will be moved out.

Can parents search archived content?

The “Search in Archive” feature is for parents to look up and copy from archived posts. When a user performs a search in the archive. The search is based on the user’s archived roles, i.e. the user will only be able to access content based on her archived roles. The “search in archive” feature is only available for premium accounts.

Can I retrieve volunteer lists from archived sign-ups?

No. Participations (such as volunteer sign-ups, RSVPs, purchases, etc) are not retrievable from archived posts.

Will parents be able to search the archived content in classrooms that they were not in?

No. If your school has a Premium account. Parents can search the archived content. They can only search the school-wide content and the content in the groups they were in before archiving.

Will the admins have to reload all parents into the system in the fall since everyone will be in new classrooms?

If you archive all the classrooms, the parents will be moved out of their rooms. They will still be in your school. They don't need to re-register. When the new year comes, either you (the Admin), the room parents, or the parents themselves can place the students in the right rooms. Please read the [Classroom Assignments in the New School Year](#) section.

I already created several school-wide events and sign-up sheets for the next school year. Will they be archived?

If an event or a sign-up sheet takes place in the future, Konstellat will not archive it.