End of the Year/Term Schoology Considerations

Information to know

Corresponding PowerSchool Courses are archived, *not deleted*, a few days after the end of the term or school year. Course tiles for the ending term will no longer appear in the drop down menu and will be moved from the **My Courses** > **Current** list to the **Archived** list. See [Archived Courses](#) for more information.
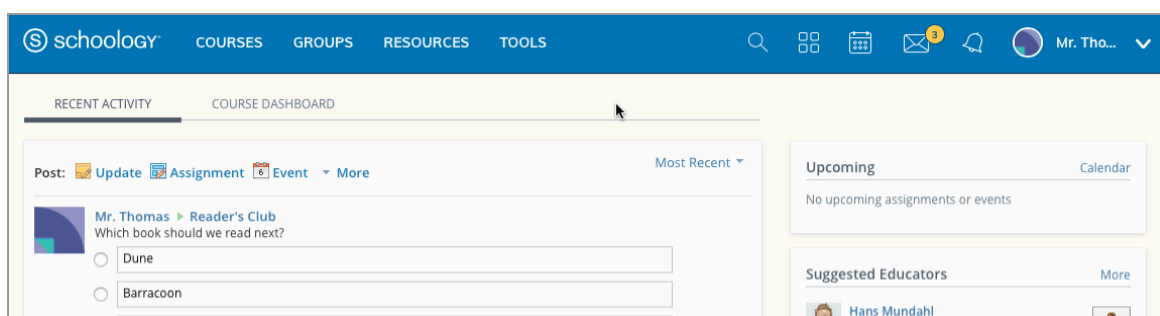
You do not need to do anything special at the end of the term/year to keep your courses or materials. You will always be able to access previous courses in the Archived listing.

Finalizing Feedback, Grading, and Reports

➢ Finalize feedback to assignments and grades as needed. See [Adding Feedback & Grade Comment](#) for more information.

➢ Use Bulk Edit to review and/or update publishing, category, points, due dates, and grading period. See [Bulk Edit](#) for more information.

➢ Review and decide which assignments may need to have submissions disabled or locked. See [Disable Submissions VS Locking Submissions](#) for more information.

➢ Check to make sure all grades are published and up to date.
  ○ You may have set some of your materials to **Unpublished** throughout the school year to prevent students from accessing those items. Unpublishing an item also removes the item from students' final grade report that is visible to them in Schoology. If you have unpublished an item to prevent students from accessing it, but you want the received grades for that item to factor into the student's calculated overall grade, you must re-publish the material(s). See [Final Grades](#) and [Unpublishing Material on Schoology/PowerSchool](#) for more information.

- ○ ***Careful:*** If you used the "Copy Settings" button to transfer the settings from a similar course, final grade settings are not copied with the **Copy Settings** option. The Final Grade settings must be configured individually for each course section. See Final Grades for more information.
  - ○ Add grades for items not completed in Schoology. See Add Grade Column or Disable Submissions on Assignments for more information.

- ➢ Secondary teachers, check to ensure grade data for assignments and final grades have correctly synced from Schoology to PowerTeacher Pro. See Syncing Schoology Grades with PowerTeacher Pro for more information.

  - ○ Use the Grade Sync Troubleshooting Checklist to help resolve any problems that you are experiencing.

- ➢ Exporting the Gradebook as a backup and/or to share with next term teachers is an option at the end of the term/year. See Final Grades for more information.

- ➢ Grades added to Archived Courses after the term ends, will not be reflected in or synced to PowerTeacher Pro. Teachers would need to modify their data in PowerTeacher Pro.

- ➢ Print Student Grade Reports as needed.

  - ○ Optional Student Grade Reports can be printed on paper or saved and shared as a PDF as necessary. See Print Grade Reports for more information.


Review Your Courses and Prepare for Next Term/Year

- ➢ At the end of the term/year, you may wish to save your course and its contents to Resources to allow easy access from a new course. See Save Courses to Resources for more information.
  - ○ *Note tips for saving Google Drive Assignment Button items in Save Courses to Resources

  Consider the following scenarios for steps on how to save and reuse your course materials:
  - ○ **I'm teaching the same course at the same school again next year.**
    - ● **How do I save and reuse my materials?**
  - ○ **I'm leaving my current school/organization/department.**
    - ● **How do I share my materials with the instructor who is taking my place?**
  - ○ **I am leaving my current school/organization/department.**
    - ● **How do I take my materials with me?** Recording illustrating process

➢ Cleaning up your **My Courses** list:
- ○ **NEVER** delete a course from the **My Courses** list. Deleting the course deletes it for ALL members. Instead, <u>unenroll yourself from the course.</u>
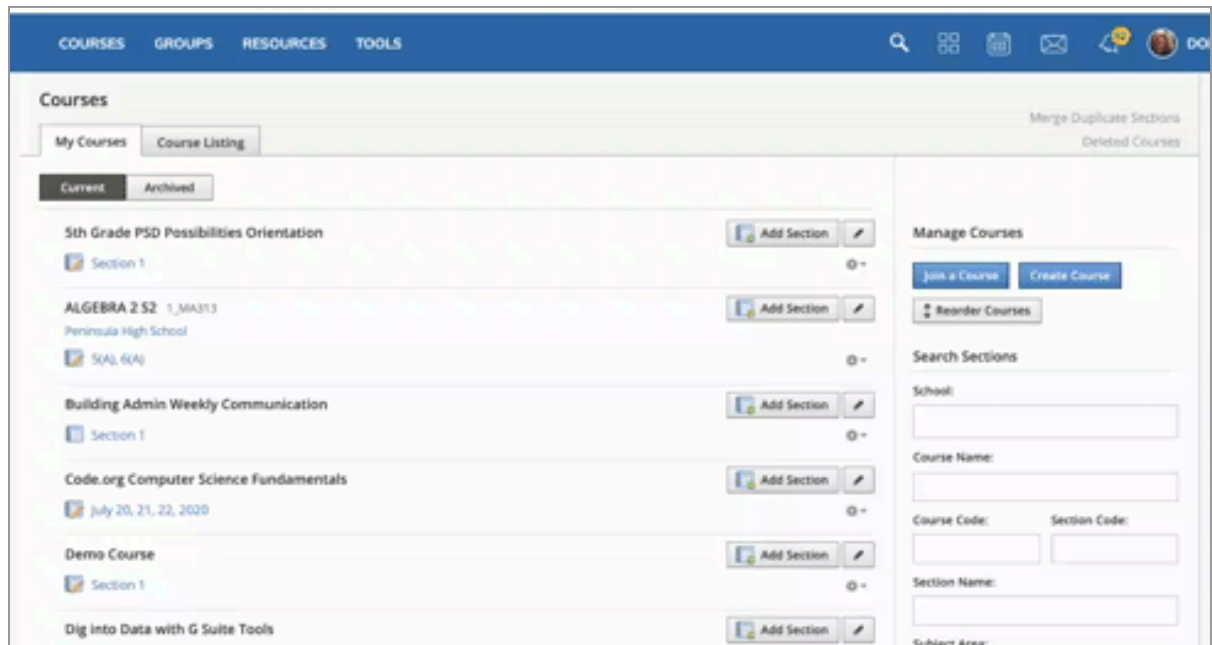
➢ Schoology courses will be created and populated through PowerSchool in August. Students will appear in the Schoology course members list within 24 hours of being enrolled in PowerSchool.

➢ You will be able to add or import content to courses from <u>Resources or Archived Course</u> once you see courses in the Schoology **Courses** dropdown or **My Courses** listing.

➢ You can update and organize your material templates directly in **Resources** at any time.
- ○ **Note items in Resources are **static,** changes made to items in Resources are **NOT** transferred to that item located out in a course. If you make a change to a material template in Resources, you will need to re-Add to Course to see the update in the course.*

➢ You can <u>copy grade settings from Archived Courses</u> for consistency and to save time.
- ○ <u>Save Rubrics</u> for use in other courses

➢ Archiving Staff Created Courses - The ability to create, edit grading period, and delete staff created courses is only enabled for short periods of time at the beginning of a term. You can archive a course by editing course
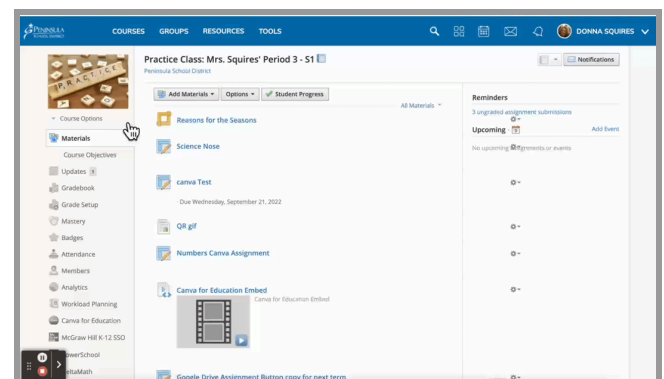
info to a past grading period during the open time or submit a [Service Central ticket](#).

Access to Groups and Support Materials

➢ Grade Level/Department Groups in Schoology are a great source for standards, frameworks information and support materials. See [Access Groups in Schoology](#) for more information on how to join and leave a group.

- If you no longer need to be a member of a Group, you can *Leave this Group* yourself, no need to ask someone!
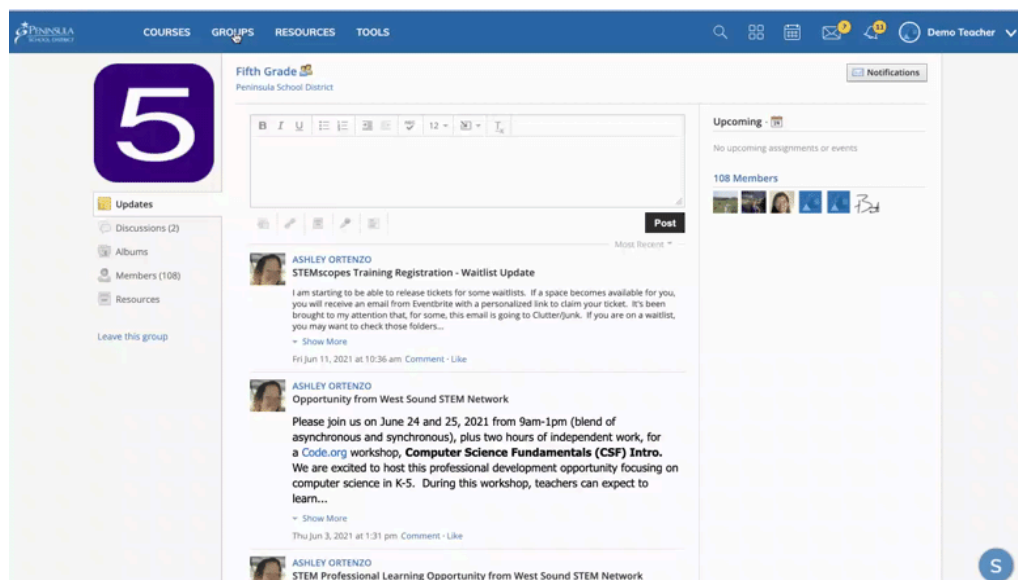
Additional Supports and Resources

- [Start of Term/Year Instructor Checklist](#)
- [Schoology Basics Checklist](#)
- [Service Central Schoology Solutions](#)
- [Grade Sync Troubleshooting Checklist](#)
- [DLI Professional Learning and Support](#)

News and Updates

As Schoology is always working to improve the function and capabilities of the platform, there are often updates to the way tools work and even new tools and functions that are released periodically. The following are recent updates we want to highlight:

- [Elementary Experience](#)
- [Microsoft Immersive Reader Integration](#)
- [Student Annotations](#)

- Materials Button