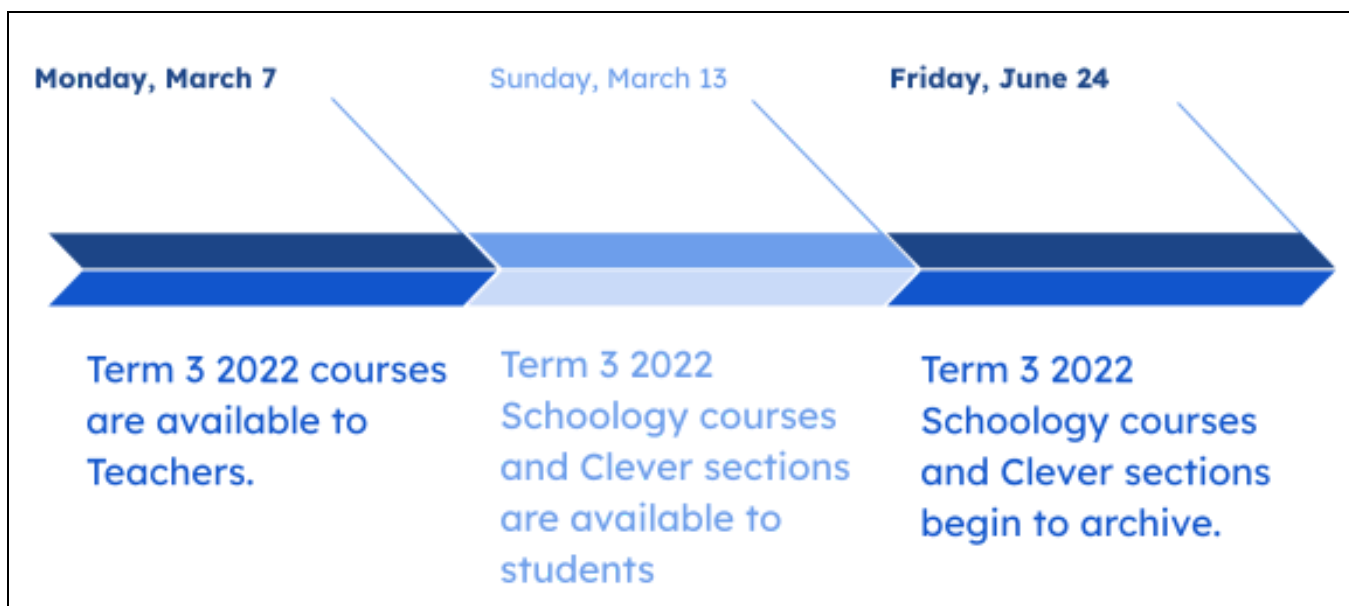


Term 1 to Term 2 Transition



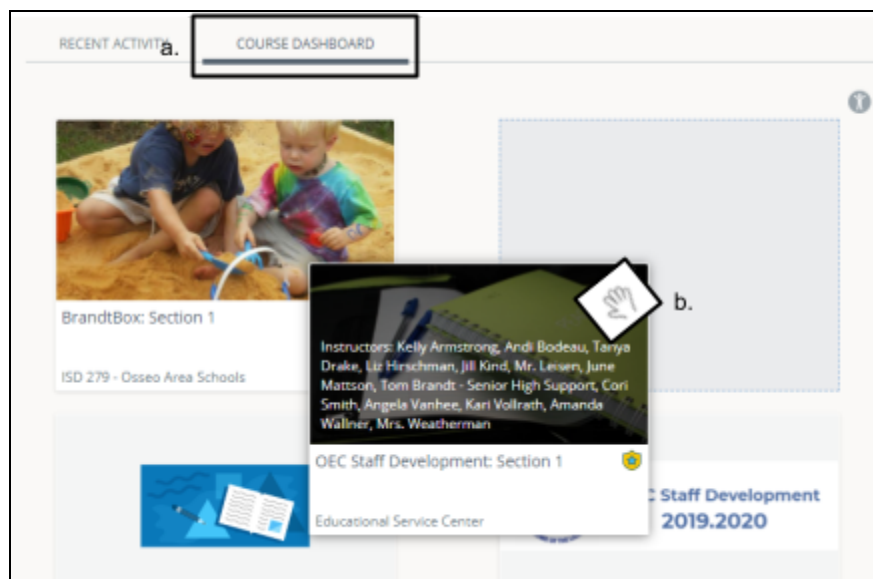
Wednesday, December 1 - Term 2 courses are available to teachers

You will want to prepare Term 2 courses prior to the first day of the term, Monday, December 7th.

Below is a suggested “order of operations.”

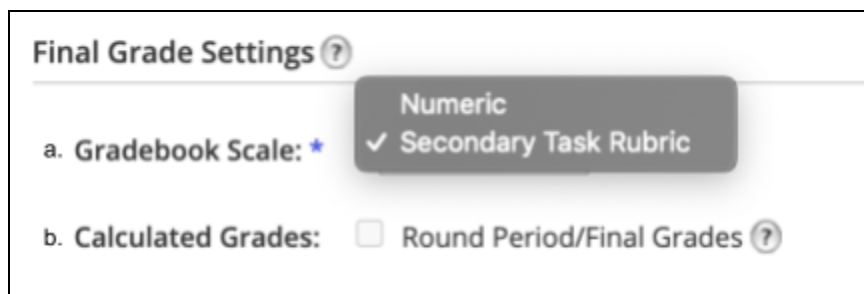
1. Reorder Courses

Your Term 2 2020-21 courses will appear at the bottom of your course list. You may want to reorder this list.



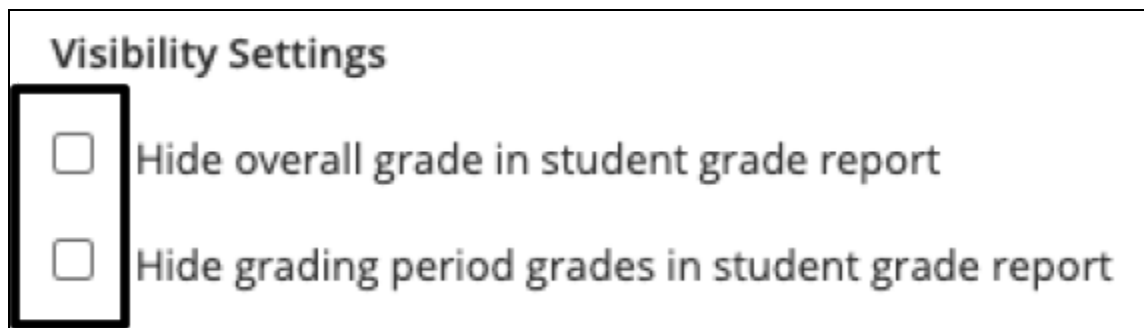
- Tap/click the Course Dashboard.
- Drag and drop the course tiles to the order you prefer.

2. [Link Sections](#)
3. [Copy your grade book settings to your Term 2 courses](#)
4. [Move Course Materials from Resources](#)
5. Update Final Grade Settings



The screenshot shows the 'Final Grade Settings' section. It includes a title 'Final Grade Settings' with a help icon. Below it, there are two settings: 'a. Gradebook Scale: *' with a dropdown menu showing 'Numeric' and '✓ Secondary Task Rubric', and 'b. Calculated Grades: ☐ Round Period/Final Grades ?'.

- a. Select Secondary Task Rubric from the Gradebook Scale drop down menu.
 - b. Since the Secondary Task Rubric scale is point based, you are not able to round grades.
6. Visibility Settings



The screenshot shows the 'Visibility Settings' section. It has a title 'Visibility Settings'. Below the title, there are two checkboxes: 'Hide overall grade in student grade report' and 'Hide grading period grades in student grade report'. Both checkboxes are currently unchecked. A red box highlights the checkboxes.

Do not check Hide overall grade or Hide grading period grades in student grade report. Hiding these grades hinders teachers accessing grades in the Advisory Dashboard.

7. Design Course
 - [Course Design Guidelines](#) (Non-Negotiable)
 - [Rename Course Sections](#)
Chad Manders (MGSH) explains how you can change the section name of our course to the period or hour number.
 - [Post a banner using Course Updates](#)
Many teachers like to create a visual banner at the top of their Schoology courses that provides quick links to frequently used tools.

Monday, December 6 - Mark Reporting Day

Your building administration determines the window for entering final grades. The link below describes the grade entry process.

[Enter your Grade into Synergy](#)

[Accessing grades for students transferring schools](#)

Saturday, December 18 - Term 1 2020 courses will begin to archive

Before your Term 1 courses move to course archives, you may wish to save the materials to your Resources for use next year.

[Save Course to Resources](#)

Digital Learning Support

Building

Staff Development Assessments Specialists

Library Media Specialists

Technology Integration Specialists
Elementary - Weaver Lake

District

Digital Learning Specialists

Elementary - Melissa Sanchez | sanchezm@district279.org

Middle School - Marie Lundt | lundtm@district279.org

Senior High - Tom Brandt | brandtt@district279.org

Web Technology Support

Aaron Zech - zechaaron@district279.org

G Suite, Schoology, Benchmark Literacy, Kidblog, Flocabulary,
Read180, Woot Math

Help Desk

help@district279

