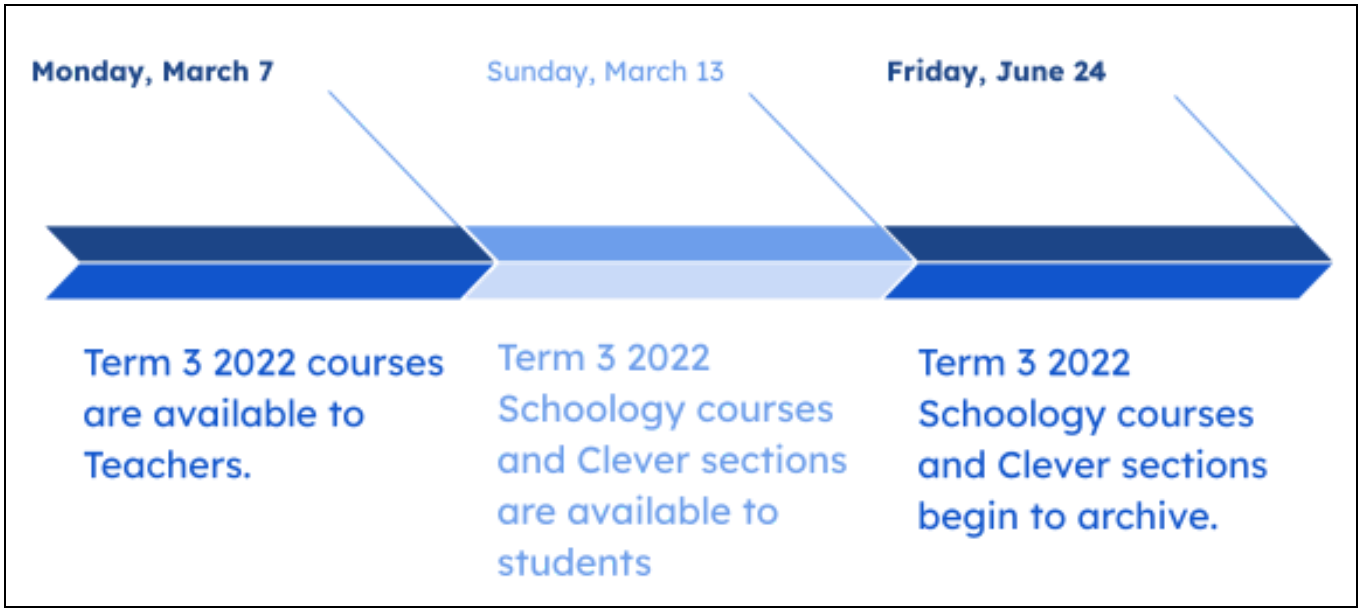
Term 1 to Term 2 Transition

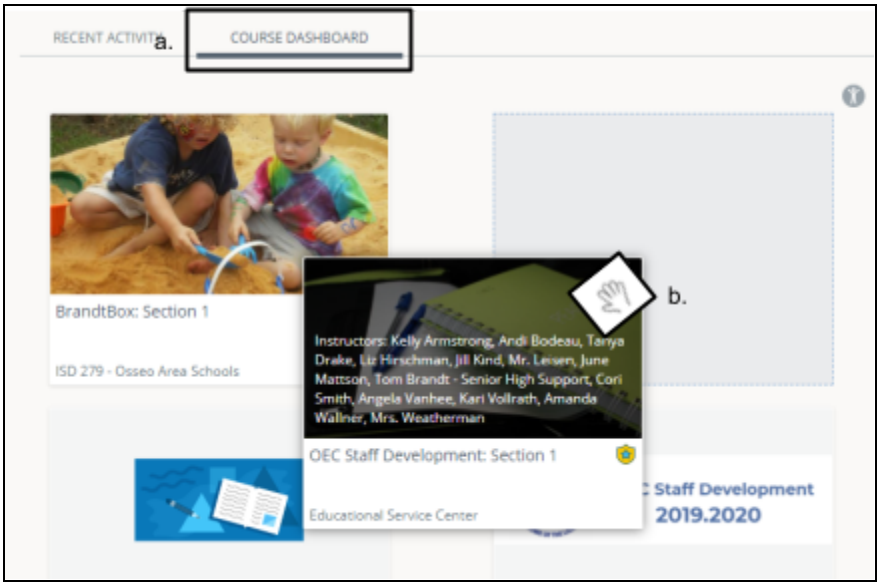


Wednesday, December 1 - Term 2 courses are available to teachers

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."

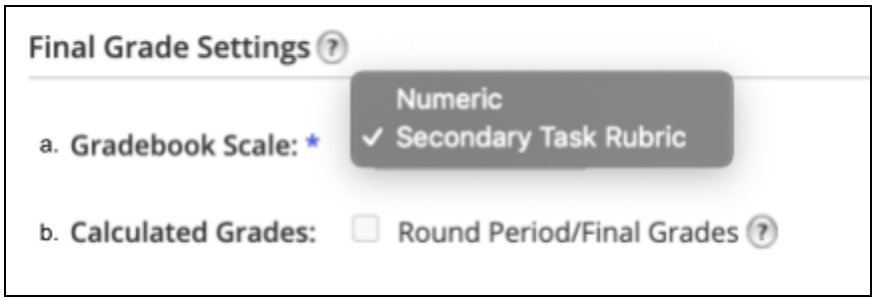
1. Reorder Courses

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



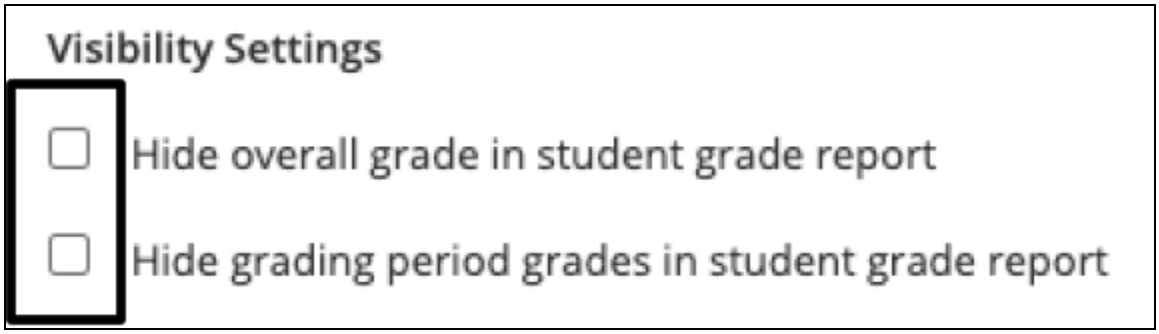
   a. Tap/click the Course Dashboard.
   b. Drag and drop the course tiles to the order you prefer.

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



   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



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.

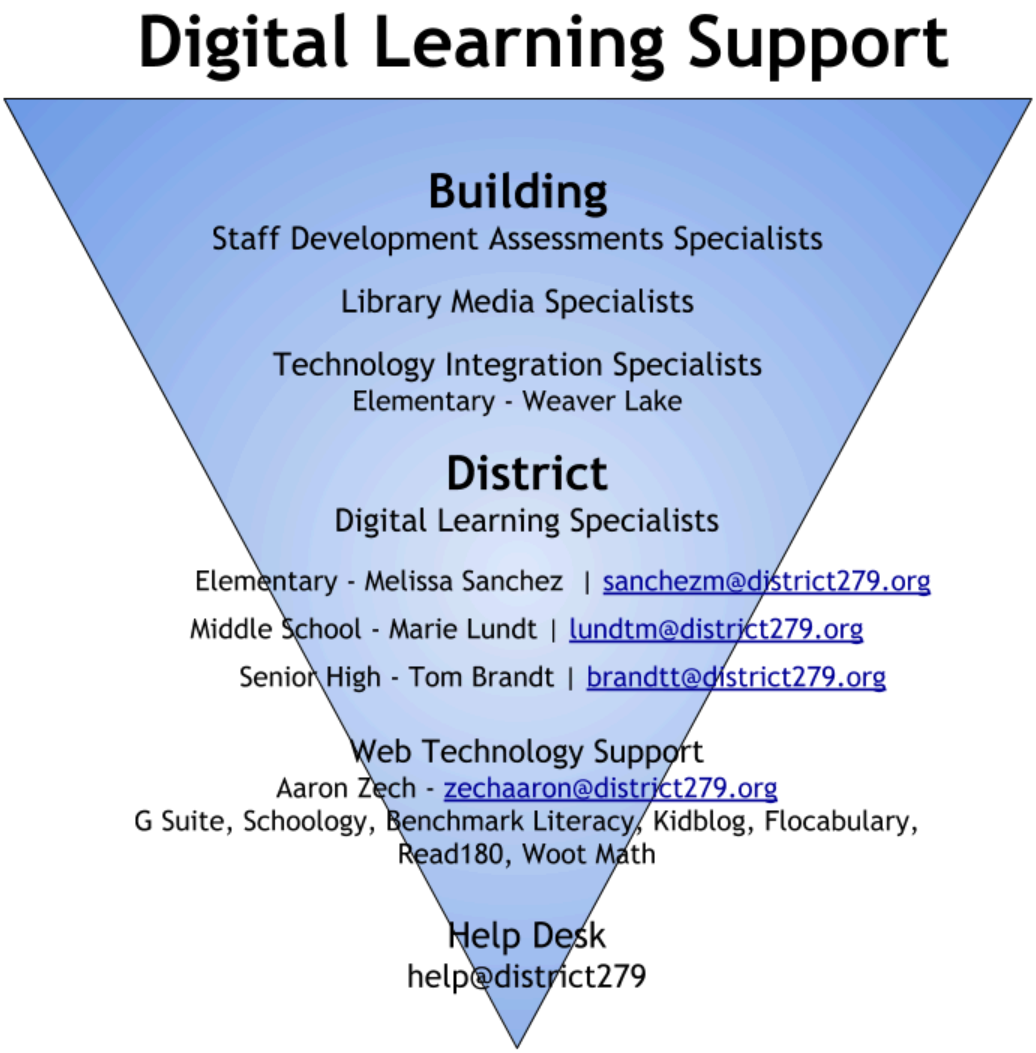
Monday, December 6 - Mark Reporting Day

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]