End of Year Account Management

Springfield Public Schools
Curriculum, Instruction & Assessment

Canvas Courses

Are you already thinking about next year and your Canvas courses?
You may want to plan for continued access through the summer months.

Once the school year ends, teachers will lose edit access to current year Canvas courses. The courses will move to Past Enrollments. This isn't a problem if you don't plan to work on your Canvas courses during the summer. But if you want to work on content through the summer months, you'll want to use a master course.

Good to Know	**Something to Consider**

● Canvas courses for the 2025-2026 school year will be created for teacher access during the first week of August.
 	
● Course blueprints will be updated through the spring and summer of 2025 to align to written curriculum guides, including access to adopted and approved digital resources. The blueprints will provide content to student-facing courses for teacher use.
 	
● Canvas will continue to be used as the leading gradebook for grades 6-12. Teachers will continue to create assignments and enter student scores in Canvas.
	● Curriculum guides, and not Canvas courses, should lead teachers when making instructional decisions. Unit guides direct how Canvas blueprints are managed.
	
	● Importing content from one course to another in Canvas can create duplicate assignments and increase errors for Canvas grade pass back sync.
	
	● Sharpen your skills or remind yourself of what you once knew:
	   ○ See [how to make a master course](#)
	   ○ Consult a great [KnowledgeBase article in ServiceNow to learn how to import course content into a new course](#).

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Google Data

Are you interested in managing your Google data?
You may want to organize your files or download the data.

Organizing Google Files	**Downloading Google Data**
There is no "correct" way to organize files in Drive. Organization is all about accessing what you need, when you need it.	Exporting content from Google allows you to back it up or use it in other services.

Organizing Google Files

Tips:
1. Create and color code folders and subfolders. Use brighter colors to capture your attention.
2. Use clear naming conventions. Consider adding [OLD] or [OUTDATED] or even the date to indicate older files. Consider adding [UPDATED] and the date to capture updates to regularly consulted files.
3. Star the most important files. The end of the year is a great time to clean out the Starred section of Drive, in preparation for the coming school year.

Check out a Google Drive Help Center article–Organize your files in Google Drive–to see more strategies.

Downloading Google Data

Steps:
1. Login to your Google account.
2. Go to Google Takeout.
3. Select the data to export. There's a lot available. To avoid overwhelming yourself, only select the desired data that is important to you.
4. Choose the export destination, frequency, and file type & size. If you've chosen quite a lot, you may want to choose to download in smaller chunks before moving to another location.
5. Create and collect your export.

Check out a Google Account Help Center article–How to download your Google data–to learn more.