End of the Year Schoology Wrap Up

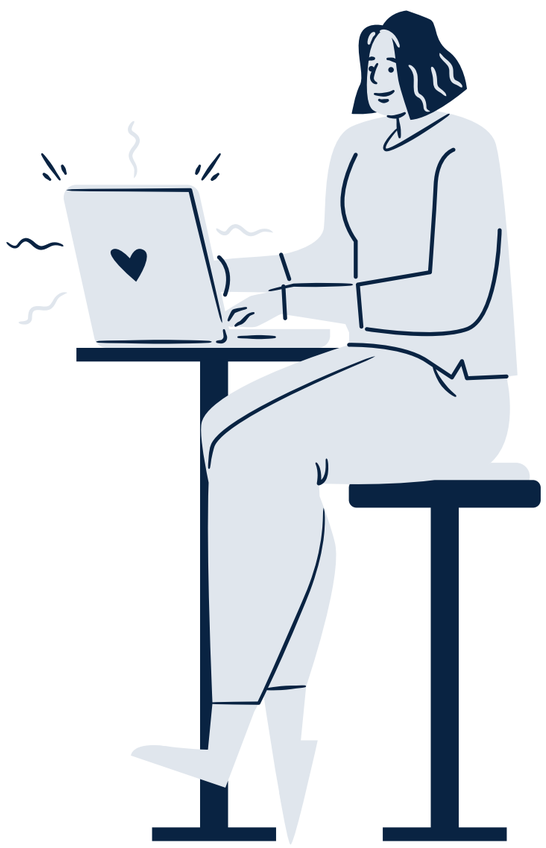
Cleaning up your Schoology courses at the end of the year will ensure an easy transition into the new school year! Follow these steps to successfully wrap up your year of using Schoology. If you have any questions please email Courtney Kalbach or Karen Ammann.

Step 1: Save Course Materials

- At the end of the school year, you may wish to save your course's contents to use for next year.
- Choose to save your entire course to resources or just save certain materials from the course to use for next year.

Choose an option below and click the link to read the how-to instructions.

- Option #1: Save the entire course to resources.
- Option #2: Save individual materials or folders to Resources.
- Watch this video to see step-by-step directions.

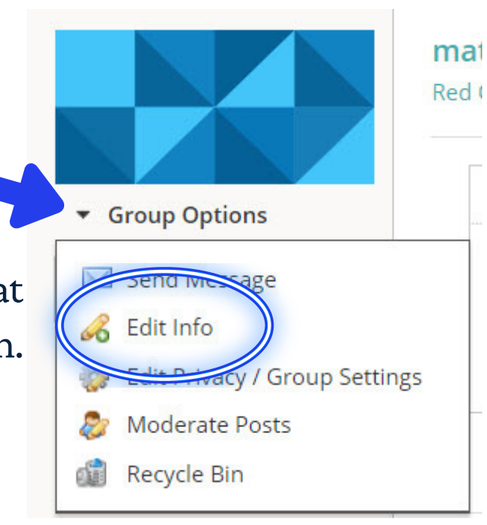


Leaving the District? Try this:

If you are moving to another district, create a Schoology group and copy your materials to the group. Then join the group with your new Schoology account to access the materials.

Create a group then copy your resources:

1. Log into your Red Clay Schoology account.
2. Click **Groups** at the top of the screen, then **My Groups** on the right.
3. Click **Create Group** on the right.
4. Name the group and **do not change** the privacy and access settings. Click **Create**.
5. Under the Group picture, click **Group Options** then **Edit Info**.
6. Click the **Settings** tab.
7. Under **"Other Settings"** in the **Create Resources** row, click the green check so that it is located under the **All Members** column. Click **Save Changes**. Now All Members in the group can copy the resources.
8. **Copy Materials** to the Group's Resources from your Courses or from your Personal Resources.
9. Copy the **Group Access Code** and save it through the summer.
10. In the fall, using your new Schoology account, join the group with the **Group Access Code**.
11. Be sure to **Copy all of the Materials from the Group** into your new Schoology account's Resources. RCCSD may inactivate a former employee's Schoology account at any point in time. This could leave the materials in the group inaccessible since the group was created using the RCCSD Schoology account.



Are you going to another district and you are unsure of whether they use Schoology? Follow these instructions on how to export your materials and save them in case you need them in the future.

Step 2: Access Archived Courses

Courses that were **automatically** generated from eSchool will archive at the end of the school year.
Once courses are archived, the course's grades cannot be synced to eSchool.

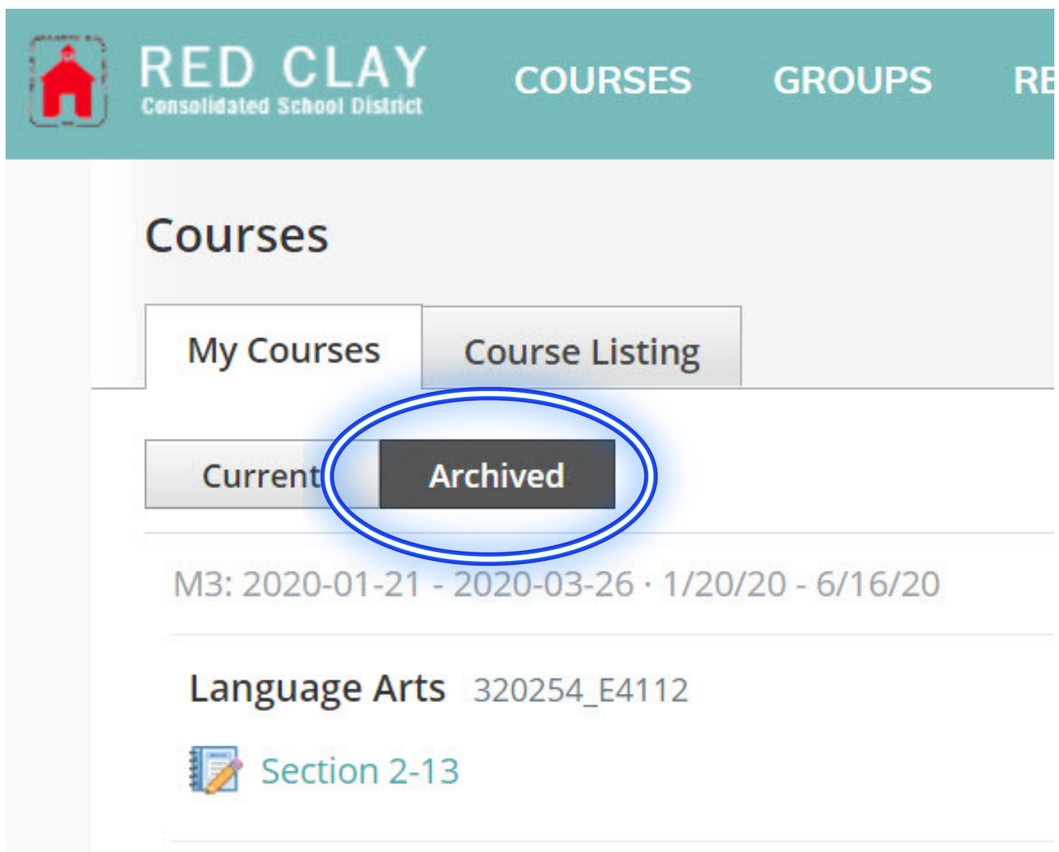
Example names of courses that were created automatically from eSchool include: English Language Arts: Section 3-1, English 9 Honors: Section 2-7, Physical Education: Section 4-5, etc.

- Notice that all the courses generated from eSchool have a section number in the title.

Teachers still have access to archived courses and groups. Students do not have access to achived courses and groups.

To view archived courses:

1. Click **Courses** at the top of the screen.
2. Click **My Courses.**
3. Click **Archived**.



Step 3: Archive Manually Created Courses & Groups

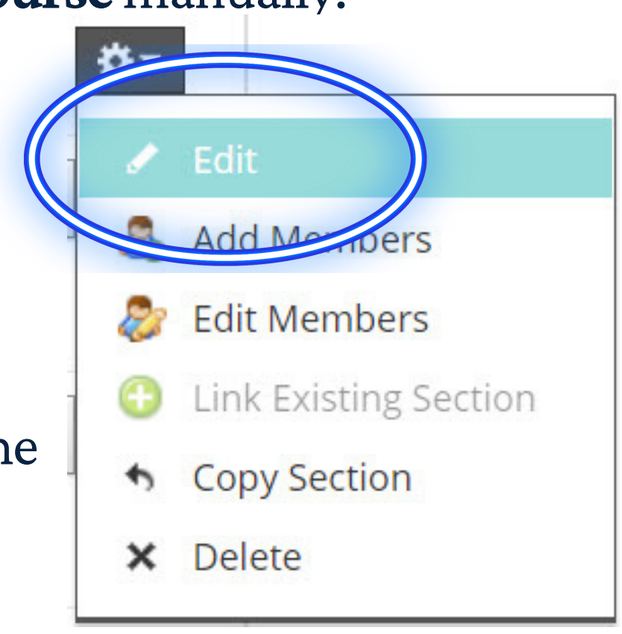
IMPORTANT!

Teachers that **manually created courses and groups must manually archive them at the end of the school year.** This is to ensure that students and parents do not have access to these courses and groups after the current school year has ended. The courses and groups will be archived for all members including all staff and students in the course or group.

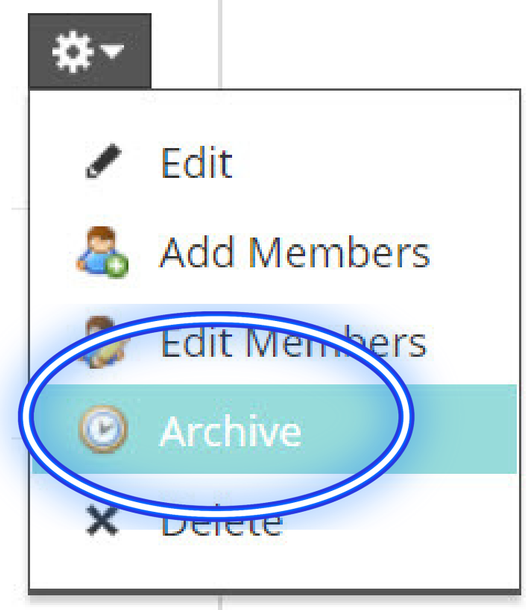
Example names of manually created courses and groups include: Mrs. X's First Grade Class 2020-2021, Remote Learning Class, Kindergarten Virtual, Freshman Class, etc.

To archive a Schoology **course** manually:

1. Click **Courses** at the top of the screen.
2. Click **My Courses.**
3. To the right of the course name, click the **Gear**, then **Edit.**
4. Under **Grading Periods**, scroll down to **Unlimited** and **uncheck** the box. Instead, **check** a box that shows a grading period date that took place in the **past**.
5. Click **Save.**



Click here to watch a How-To Archive Courses Video!

To archive a Schoology **group** manually:

1. Click **Groups** at the top of the screen.
2. Click **My Groups.**
3. To the right of the group name, click the **Gear.**
4. Then click **Archive**.
5. Click **Submit**.