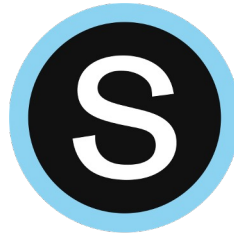

Wrapping Up the Year

with Schoology



Randy Hall, Senior Facilitator
LHRIC Instructional Technology



Icons from [NounProject](https://www.nounproject.com/).



END OF YEAR PATH TO SUCCESS

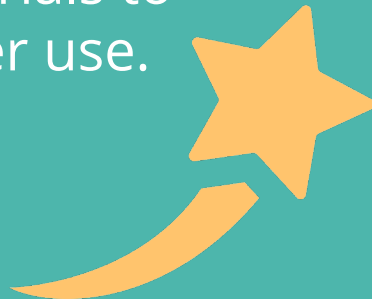


FIRST...

Finalize collection & grading of all student work & review gradebook/final grades.

THEN...

Save course materials to Resources for later use.



End-of-Year Steps for Schoology Teachers

DON'T FRET!
You will NOT
lose any of
your course
materials!

PRE-CHECK

When will courses archive?

- 1 Finalize Submissions & Grades
- 2 Save Course Materials to Resources

OPTIONAL:

Export Gradebook & SGY Groups



Learn about Archived Courses



Archived Courses

Courses

My Courses

Course Listing

Current

Archived

VH - Test Section 1_1677 2019-12-17 through 2020-01-01 · 12/17/19 - 1/01/20

Sandbox Course 5-6-2020

Apple Grove Unified Schools



Section 1

WHY?

Preserves all previous course materials & updates, student submissions, discussion posts, assessments, roster, and grades.

WHEN?

Automatically occurs 24-30 hours after final date of grading period.


WHERE?

Go to **Courses > My Courses**.
Click **Archived**.


HOW TO: [Where will I find archived courses?](#)





What is end date of my final grading period?





▼ Course Options


 View Course As


 Send Message


 Edit Info

 Edit Privacy / Course Settings

 External Tool Providers

 Moderate Posts

 Recycle Bin

SPANISH B 7:  Edit Course

Info Details Privacy / Course Settings External Tools SCORM

You must fill in the fields marked with *

Course Name: *

SPANISH B 7

Course Code:

Section Name: *

Subject Area: *

Other

Level: *

None

Grading Periods: *

☒ T3: 2021-03-12 - 2021-06-30 Mar 12, 2021 - Jun 30, 2021

☐ Q4: 2021-04-08 - 2021-06-30 Apr 8, 2021 - Jun 30, 2021

☐ Sandbox TERM Jun 1, 2020 - Dec 31, 2023

☐ Advanced

Save

Cancel

WHERE?

Under course photo, click **Course Options > Edit Info.**

Scroll to the bottom of the **Grading Periods** list to find the last one with a check mark.

Note the ending calendar date defined by your school/district.



SELF-CHECK

for LEARN ABOUT ARCHIVED COURSES

Do I know when my
Schoology courses
will archive?





Finalize Submissions & Grades



Gradebook

Inform Students of Deadlines &
Finalize Submissions



Grade Setup

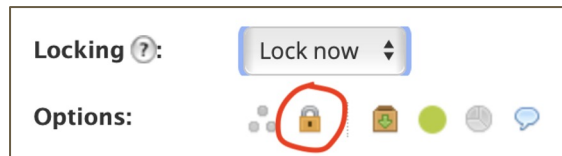
Review Gradebook

Inform Students of Deadlines & Finalize Submissions

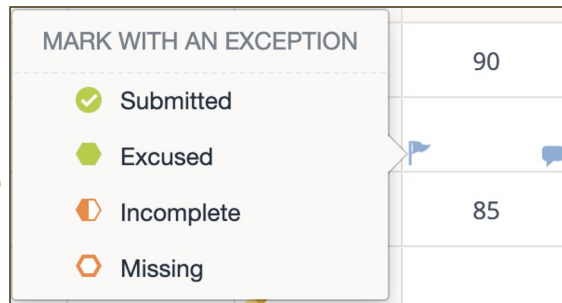


Communicate deadlines to students for late/missing work.

If needed, teachers can prevent additional submissions using the **“lock”** option for assignments or discussions.



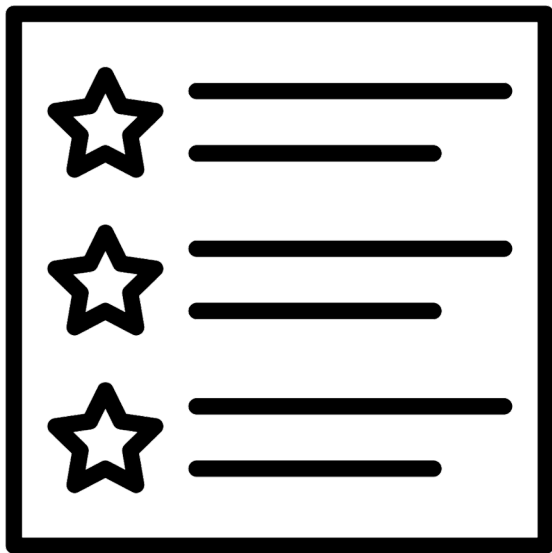
Remember to mark assignments in your gradebook with the **Missing or Incomplete** exceptions to make these easier to find.



STUDENT TIP:

[This YouTube video for students from FUHSD](#) illustrates how students can find late/missing work.

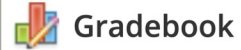
Review Gradebook



- Check for Missing Assignments
- Grade/Score Late Submissions
- Use BULK EDIT
- Any outside-of-Schoolwork work to add?
- Need override columns?
- Are Final Grade Settings accurate?



Check for missing assignments & Grade/Score late submissions



If you've used the "Missing" exception throughout the year...

use the gradebook VIEW filter **"Marked 'Missing' with Submission"** to highlight missing items that have new submissions.

The screenshot displays the Gradebook interface with two menus open. The 'VIEW' filter menu on the right lists various filters, with 'Marked 'Missing' with Submission' highlighted by a red bracket. The 'MARK WITH AN EXCEPTION' menu on the left shows options for marking items as Submitted, Excused, Incomplete, or Missing.

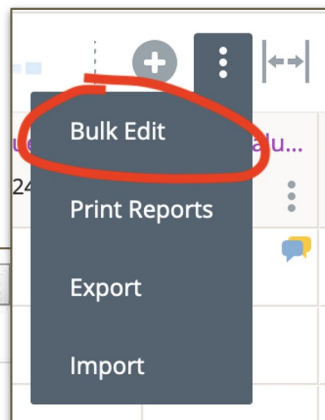
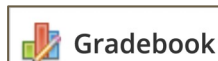
Filter	Count
Show Full Titles	
✓ Show Grading Scale	
HIGHLIGHT CELLS	
Marked 'Excused'	
Marked 'Incomplete'	3
Marked 'Missing'	3
Marked 'Missing' with Submission	5
Marked 'Submitted'	
Marked 'Submitted' with Submission	
Graded with New Submission	
Needs Grading	5
Not Submitted	3
Materials with factor 0	

Exception	Count
Submitted	
Excused	
Incomplete	
Missing	



Use BULK EDIT

Bulk Edit provides an all-in-one page to ensure that all graded items are **published**, use the correct grading **category**, and appear in the correct **grading period**.



English 101: Section 1 ▶

+ Add Assignment

◀ Shift due dates ▶

Bulk Edit

Semester 2

Name		Category	Max pts	Factor	Rubric	Due date ?	Period
 Pronouns	<input checked="" type="checkbox"/>	Homework	100	1.00	 Numeric		Semester 2
 Writing Prompt: Unit 1	<input checked="" type="checkbox"/>	Homework	10	1.00	 Numeric	6/08/18 10:59pm	Semester 2
 Field Trip Homework	<input checked="" type="checkbox"/>	Homework	20	1.00	 Numeric	6/25/18 10:59pm	Semester 2
 Reading Quiz: Unit 1	<input checked="" type="checkbox"/>	Tests	20	1.00	 Numeric	6/25/18 10:59pm	Semester 2
 Do-It-Yourself: Study Gui	<input checked="" type="checkbox"/>	Homework	100	1.00	 Numeric	6/27/18 11:59pm	Semester 2
 Reading Discussion	<input checked="" type="checkbox"/>	Participation	5	1.00	 Numeric	6/27/18 11:59pm	Semester 2
 Reading Assignment: Uni	<input checked="" type="checkbox"/>	Homework	5	1.00	 Numeric	6/28/18 10:59pm	Semester 2



Any outside-of-Schoology work to add?



Gradebook

Use the **Add Grade Column** option to record activities and grades that occurred offline or outside of Schoology such as performance-based projects, field trips, extra credit opportunities or an activity in another platform.

alternative: add an assignment & "Disable Submissions"



Add Assignment

Add Test/Quiz

Add Discussion

Add Grade Column



Need Override columns?



Grade Setup

If desired, teachers can use either, or both, a **Course Override Column** and **Grade Period Override Columns** in the Grade Setup of their course.

[Find these options in the Final Grade Settings area of your Grade Setup.](#)

Final Grade Settings ?

1

Scale: * District Scale ▾

2

Calculated Grades: ☒ Round Period/Final Grades ?

3

Add Grading Columns to Gradebook
☐ Course override column ?
☐ Grade period override columns ?

4

Hide information from Student Reports
☐ Hide overall grades
☐ Hide grading period grades

Save Changes



Are Final Grade Settings accurate?



Gradebook

Ensure you have the correct final gradebook scale selected for your course.

Also, teachers using percentage-based scales should also enable the **Round Period/Final Grades** option.

Final Grade Settings ?

1

Scale: *

District Scale

2

Calculated Grades:



Round Period/Final Grades ?

3

Add Grading Columns to Gradebook



Course override column ?



Grade period override columns ?

4

Hide information from Student Reports



Hide overall grades



Hide grading period grades

Save Changes



SELF-CHECK

for FINALIZE SUBMISSION & GRADES

- ☐ communicated deadlines for final/late work to students?
- ☐ any assignments that need exception applied for incomplete, missing, or excused work?
- ☐ any submitted student work that needs grading or scoring?
- ☐ any unpublished materials that should be re-published in order to factor into the calculated overall/period grades?
- ☐ any graded work completed outside of Schoology to add so that calculated overall/period grades are accurate?
- ☐ need to use override columns?
- ☐ are Final Grade Settings accurate?





Save Course Materials to Resources

WHY?

Easier to reuse materials. Easier to update materials during the summer for next school year.

WHEN?

After no longer assigning course materials to students. + ***Before*** the end of the final grading period.

WHAT?

Saves entire set of your course materials in one easy step.

HOW?

Use the **Options > Save Course to Resources** option.


Schoolology

klschools.schoolology.com/resources#/resources/my/1074375392

COURSES GROUPS RESOURCES MORE


My Courses

Courses




Mr. Hall's 4th Grade

Kinder Art
Homeroom 25, Homeroom 24, Ho...
Kalamath Lewisboro School District




**RH Teacher Playground Course
Section 1**

John Jay High School




**Intro to Anthropology (Linked Sect...
Block B, Block A, C BLOCK**

LHBC - Instructional Technology




**Intro to Anthropology (Linked Sect...
Period 1, Period 2**

LHBC - Instructional Technology




Mr. Hall's 4th Grade

Kinder Art
Section 4
Kalamath Lewisboro School District



**SGF Power Up
for KL (2020)**

LHBC - Instructional Technology



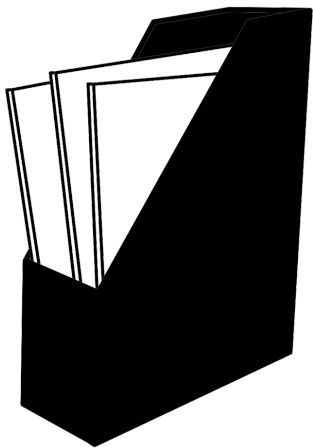
**Innovation Fellows
2020-2021**



QUICK LOOK

Save Course to
Resources [01:38]

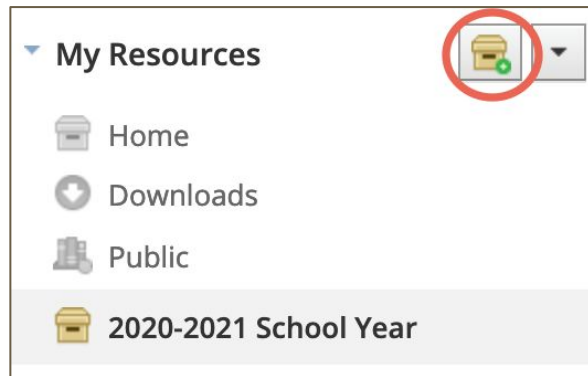
1st: Get Organized w/a Resource COLLECTION



Before saving, first add a new **COLLECTION** in resources for the current school year.

For example, title your collection:
2020-2021 School Year

Choose this collection when you save your course to resources. This can help keep things organized and easy to find later on.



TIP: [Add a new resources COLLECTION](#) before saving your course materials.



QUICK LOOK

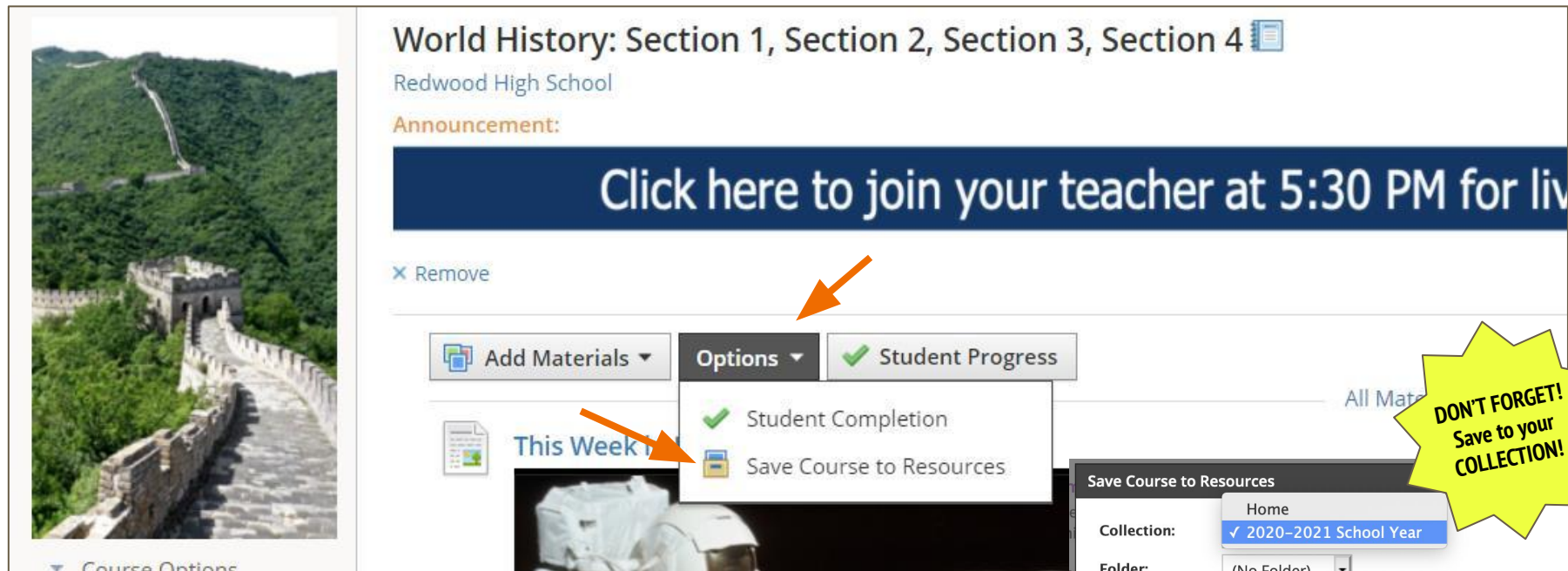
Save Course to
Resources [01:38]



QUICK LOOK

Save Course to
Resources [01:38]

2nd: Save Course to Resources



World History: Section 1, Section 2, Section 3, Section 4

Redwood High School

Announcement:

Click here to join your teacher at 5:30 PM for live

✕ Remove

Add Materials Options Student Progress

Student Completion

Save Course to Resources

Collection: 2020-2021 School Year

Folder: (No Folder)

Save as: Folder with Resources

Submit Cancel

DON'T FORGET!
Save to your
COLLECTION!

How? Use the [Options > Save Course to Resources](#) option.

Save Course to Resources

NOTES

When you save a course to Resources, the following **items will not copy**:

- student information,
- student submissions,
- Google Drive Assignments attachments, and
- OneDrive Assignments attachments.

FORGOT TO SAVE COURSES BEFORE END OF YEAR?

No worries! You can still access your [archived courses](#) and save your course materials to resources. ***It is recommended that teachers NOT edit course materials in an archived course.***





SELF-CHECK

for SAVE COURSE TO RESOURCES

- ☐ created a new **COLLECTION** in Resources (e.g. 2020-2021)?
- ☐ know where to find **Options > Save Course to Resources?**
- ☐ know where to find **archived** courses?

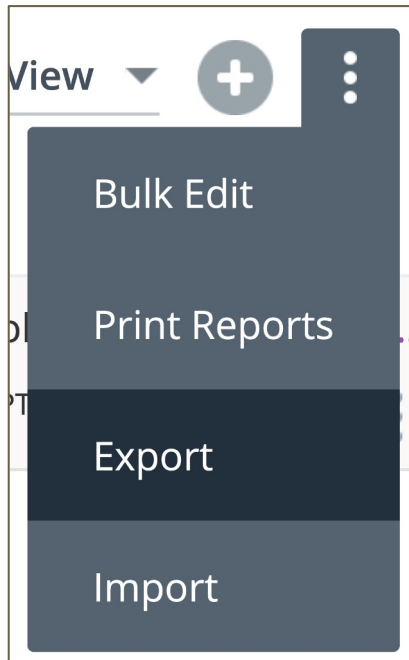
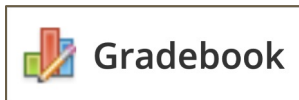




OPTIONAL: **Export Gradebook & Schoology Groups**

Export Gradebook

Teachers may export their Schoology Gradebook if desired.



1 Choose Export Type → **2 Export**

Below you can choose to export your gradebook in 2 ways.

- 1) As a CSV version of your gradebook
- 2) As a CSV file that can be used to import into other systems

Please select the appropriate choice and click 'Next'

☒ Gradebook as CSV

☐ CSV for import into other system

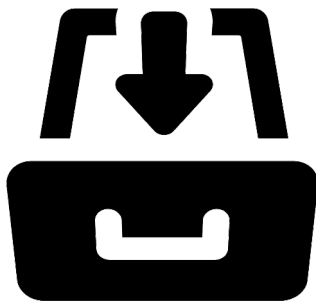
Next

Used Schoology Groups?

Courses archive automatically. **Groups must be archived manually.**

Groups move to an archived space in Schoology, and you can restore them with no loss of content.

Consider whether to **Reuse, Archive, or Delete** your Schoology Groups.



Consider these Group scenarios. Reuse? Archive? Delete?

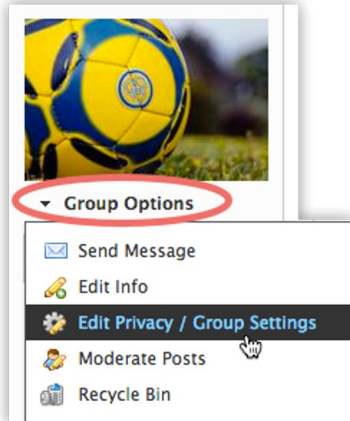
Faculty Curriculum Group

REUSE this group by keeping the original. Next year, add members by [CSV import](#) (system admins only) or **access code**.



Athletics

If there are common resources, like play books, *REUSE* this group, but update members. Consider **turning off posting abilities** between seasons. This will ensure no posts to the group while it's not being monitored by the coach.



Other Settings		
	All Members	Group Admins
Post group updates: ?		✓
Comment on group updates: ?		✓
Create discussions: ?		✓
Create Resources: ?		✓

Consider these Group scenarios. Reuse? Archive? Delete?

Poetry Club

ARCHIVE this group as student members and the faculty advisor may not want previous year's comments, discussions, and posts to be read by a new batch of students. However, the faculty sponsor may want to revisit documents and posts at a later time.

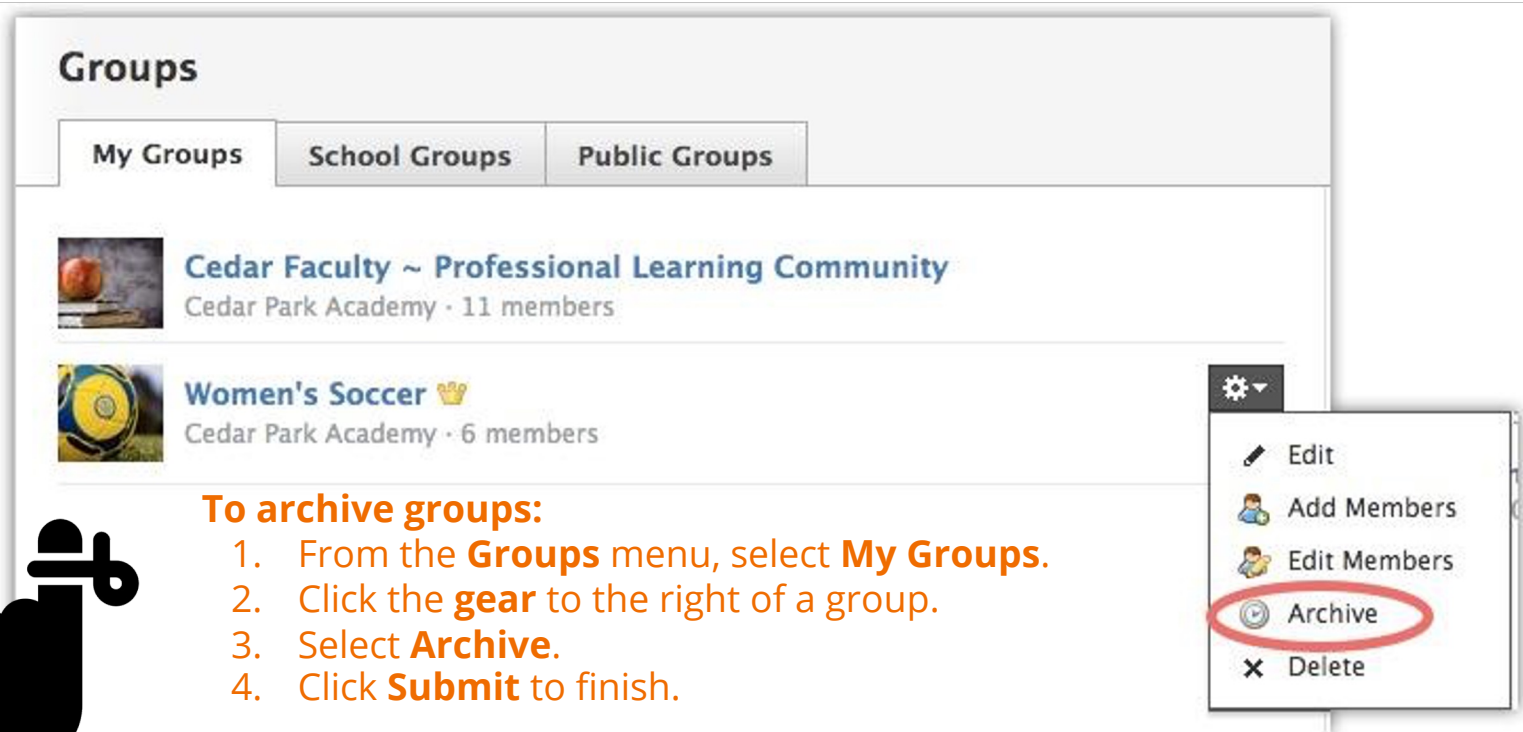


Group Work

DELETE groups that were intended for one-time use. For example, a teacher created a project team group for five students to brainstorm, research, and prepare a presentation over a two-day period. There would be little reason for these students or the teacher to return to the group a year later. Students submitted their final work in their teacher's course at the end of the project. Deleting the group helps keep everyone organized.





Consider these Group scenarios. Reuse? Archive? Delete?



Groups

My Groups School Groups Public Groups

 **Cedar Faculty ~ Professional Learning Community**
Cedar Park Academy · 11 members

 **Women's Soccer** 🏆
Cedar Park Academy · 6 members

To archive groups:

1. From the **Groups** menu, select **My Groups**.
2. Click the **gear** to the right of a group.
3. Select **Archive**.
4. Click **Submit** to finish.

Edit
Add Members
Edit Members
Archive
Delete



SELF-CHECK

for EXPORT GRADEBOOK & SGY GROUPS

- ☐ do I want to **export a local copy** of gradebook?
- ☐ do I want to **reuse, archive, or delete** any SGY Groups?



END OF YEAR PATH TO SUCCESS



STEP 1: Finalize grading of all submitted student work & review gradebook/final grades.

STEP 2: Save course materials to Resources for later use.

That's all!

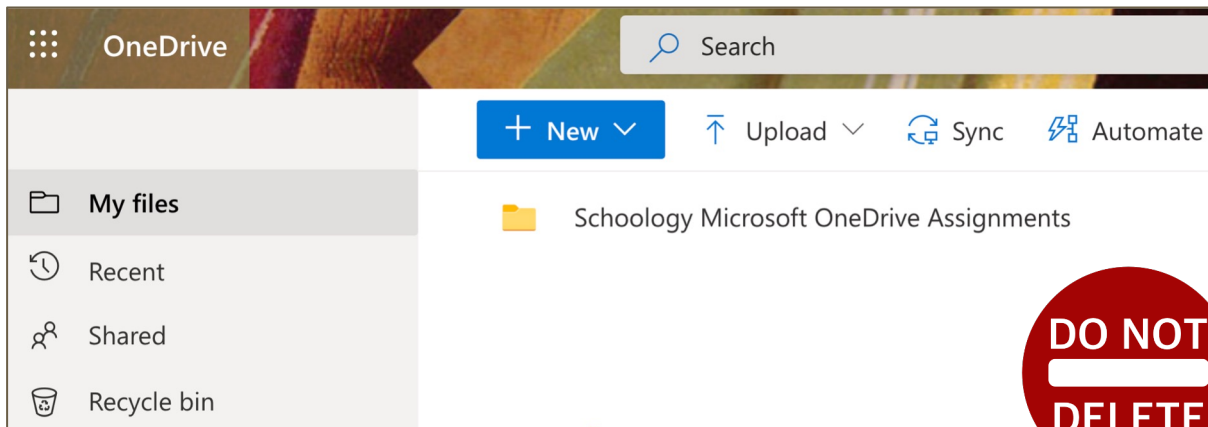
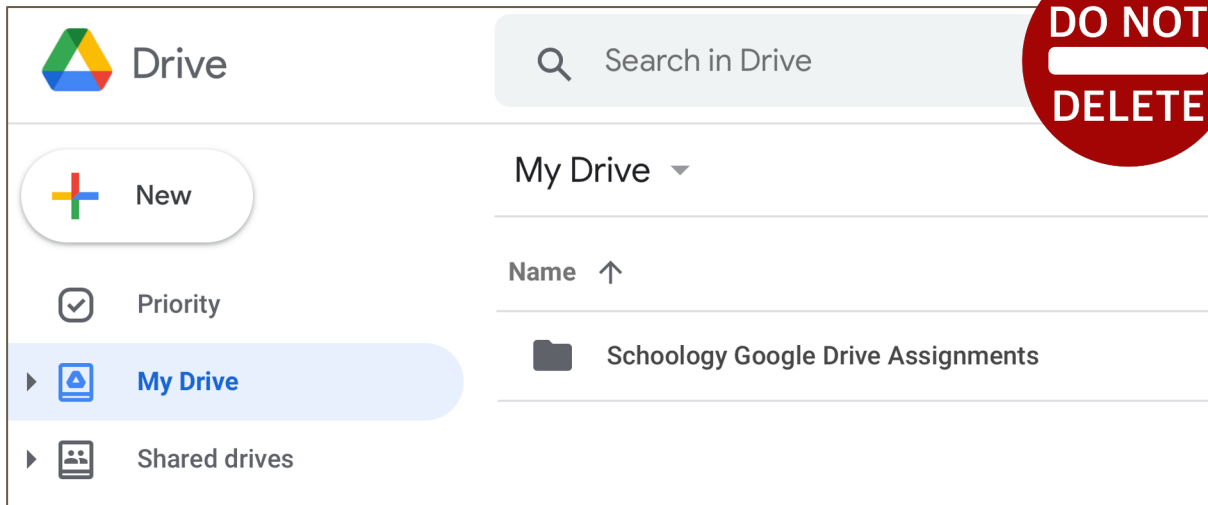
(optional) Export gradebook.



FYI for Google &
Microsoft

IMPORTANT!

DO NOT delete the
Schoology folder in
your Google Drive or
Microsoft OneDrive!



FYI for Google TAKEOUT

IMPORTANT

Google Takeout only downloads files that you “own.”

Students should **make copies** of their Schoology Google Drive Assignments files **before** using Google Takeout.

The screenshot shows the Google Drive interface. At the top, the search bar contains 'Peter Jones' with a magnifying glass icon to its left. A red arrow points to the search bar. Below the search bar, the 'Shared with me' section is active, highlighted in blue. A red arrow points to this section. The search results list several documents, including 'Peter Jones - Unscramble the Words - Fun with Goog', 'Peter Jones - Riddles and Brain Teasers-Google Doc', 'Peter Jones - Google Research Paper - 2156249', 'Peter Jones - Ex Google Drive Assignment - Scroll Sa', and 'Peter Jones - The Last Lecture - Presentation Assign'. On the right side, a context menu is open, showing various actions. The 'Make a copy' option is highlighted with a red oval. Other options include Preview, Open with, Share, Add to workspace, Add shortcut to Drive, Move to, Add to Starred, Download, and Remove.

Select all of the documents you'd like to keep, right-click, and MAKE A COPY.

SEARCH TIP

To find & make copies of your Schoology Google Drive Assignments:

1. Go to **Shared with Me**.
2. Search for your full name + a hyphen (e.g. *Peter Jones -*)
3. Make copies of all documents you'd like to keep to another folder in your Google Drive.
4. Google Takeout will grab these documents because they are now owned by you.

Additional Schoology Resources from PowerSchool

Schoology Support Center

<http://support.schoology.com>

End of Year Guide for Instructors

<https://support.schoology.com/hc/en-us/articles/205627937-End-of-the-Year-Guide-for-Instructors>

Where do I find Archived Courses?

<https://support.schoology.com/hc/en-us/articles/201001723-Where-do-I-find-archived-courses->

How do I use the Bulk Edit feature?

<https://support.schoology.com/hc/en-us/articles/201001713-How-do-I-use-the-Bulk-Edit-feature-in-courses->

Gradebook Overview

<https://support.schoology.com/hc/en-us/articles/201001903-Courses-Gradebook>

Final Grade Settings

<https://support.schoology.com/hc/en-us/articles/215633118>

Copy Grade Settings between Courses

https://support.schoology.com/hc/en-us/articles/209970338#copy_settings

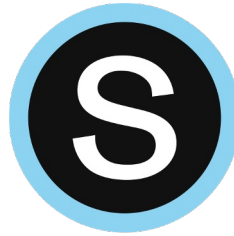
SCHOOLGY WEBINAR RECORDING:

Tips & Tricks for the Schoology Gradebook & End of Year

<https://help.powerschool.com/t5/General-Distance-Learning/Success-with-Schoology-Tips-and-Tricks-for-Schoology-Gradebook/ba-p/160323>

Wrapping Up the Year

with Schoology



Randy Hall, Senior Facilitator
LHRIC Instructional Technology



Icons from [NounProject](https://www.nounproject.com/).

