Schoology® Rollover

FIELD GUIDE

End of JUNE
The final grading period ends. Courses automatically archive. To edit and reuse, as a best practice instructors can save them to Resources.

End of JUNE / Beg. of JULY
Once the term is over, if you automated data provisioning, stop your sync. If you are using Parent accounts, disable Parent Email digest until the next academic year.

JULY - AUGUST
During the break, rollover your SIS data as usual. Once this is complete, setup Schoology with the new data, including creating new grading periods and restarting automated data provisioning if applicable.

AUGUST
Make sure new staff have their login before any pre-year PD. Also clarify how to get new students logged in for the first time.

SEPT.
Once classes start, remember to re-enable Parent Email Digests, if this applies to you.

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LHRIC INSTRUCTIONAL TECHNOLOGY

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