

End of the Year Guide for Instructors

This article contains information and guidance for Instructors on the course-level tools they should use and steps they should take at the end of the school year.

End of the School Year: A Checklist for Instructors

- [Archived Courses](#)
- [Final Grades](#)
- [Saving and Sharing Courses](#)

Things to Think About for Next Year

- [Importing Content into New Courses](#)

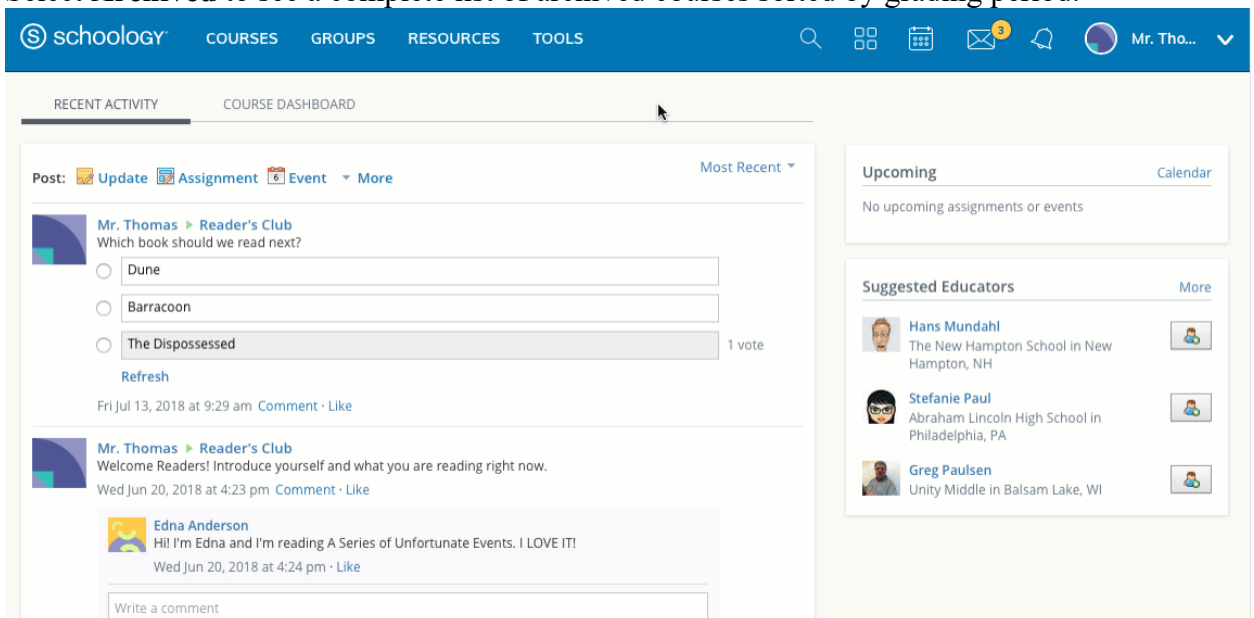
Wrapping up the Current School Year - 2022-23

Archived Courses

Courses archive after the end date of the grading period passes. Archived courses do not expire. If the grading period has passed, you can leave the course Archived and still retain access to the Course – including the materials, gradebook, and roster.

To access an archived course after the grading period has ended:

1. Click **Courses** in the header.
2. Select **My Courses**.
3. Select **Archived** to see a complete list of archived courses sorted by grading period.



The screenshot displays the Schoology interface. At the top, there is a blue navigation bar with the Schoology logo and menu items: COURSES, GROUPS, RESOURCES, and TOOLS. On the right side of the navigation bar, there are icons for search, a grid, a calendar, a notification bell with a '3' badge, and a user profile for 'Mr. Tho...'. Below the navigation bar, the main content area is divided into two sections: 'RECENT ACTIVITY' and 'COURSE DASHBOARD'. The 'RECENT ACTIVITY' section shows a post from 'Mr. Thomas' in the 'Reader's Club' asking 'Which book should we read next?'. The poll options are 'Dune', 'Barracoon', and 'The Dispossessed', with 'The Dispossessed' having 1 vote. Below the poll, there is a 'Refresh' button and a timestamp 'Fri Jul 13, 2018 at 9:29 am'. The 'COURSE DASHBOARD' section shows a post from 'Mr. Thomas' with the text 'Welcome Readers! Introduce yourself and what you are reading right now.' and a timestamp 'Wed Jun 20, 2018 at 4:23 pm'. Below this, there is a post from 'Edna Anderson' with the text 'Hi! I'm Edna and I'm reading A Series of Unfortunate Events. I LOVE IT!' and a timestamp 'Wed Jun 20, 2018 at 4:24 pm'. On the right side of the dashboard, there is a sidebar with two sections: 'Upcoming' (showing 'No upcoming assignments or events') and 'Suggested Educators' (listing 'Hans Mundahl', 'Stefanie Paul', and 'Greg Paulsen' with their respective school affiliations).

Final Grades

As a reminder, all Final grades must be maintained in eSchoolPLUS TAC. Any gradebook grades currently in Schoology will not be pushed into TAC

Saving and Sharing Course Materials

At the end of the year, you may wish to save your course and its contents. Learn more: [How do I save my course?](#)

Consider the following scenarios for steps on how to save and reuse your course materials:

- **I'm teaching the same course at the same school again next year.**
 - [How do I save and reuse my materials?](#)
- **I'm leaving my current school/organization/department.**
 - [How do I share my materials with the instructor who is taking my place?](#)
- **I am leaving my current school/organization/department.**
 - [How do I take my materials with me?](#)

I'm teaching the same course at the same school again next year. How do I save and reuse my materials?

You can save your archived course to your **Resources** and reuse the same materials for the next school year, in a new course with new students and a new grading period.

Tip: Create **Collections** in your **Resources** before you start saving course materials.

To create a Collection:

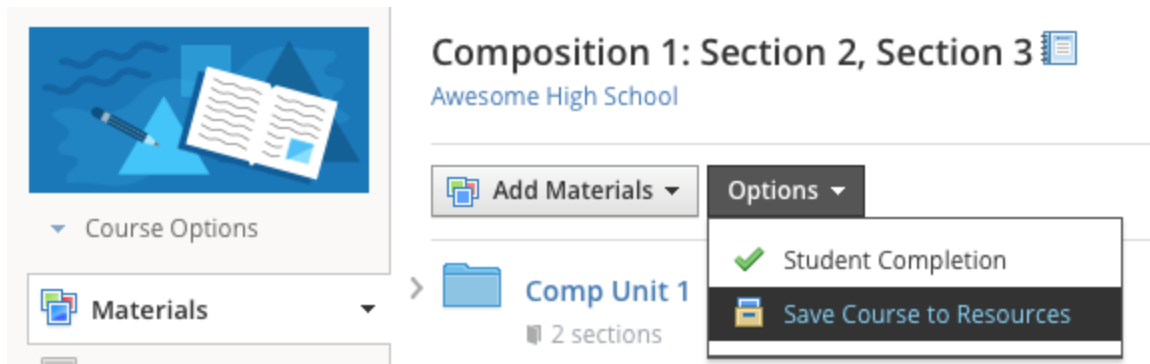
1. Click **Resources** in the header.
2. Click the file cabinet icon in the left-hand column to create a new Collection.



To save a course to Resources:

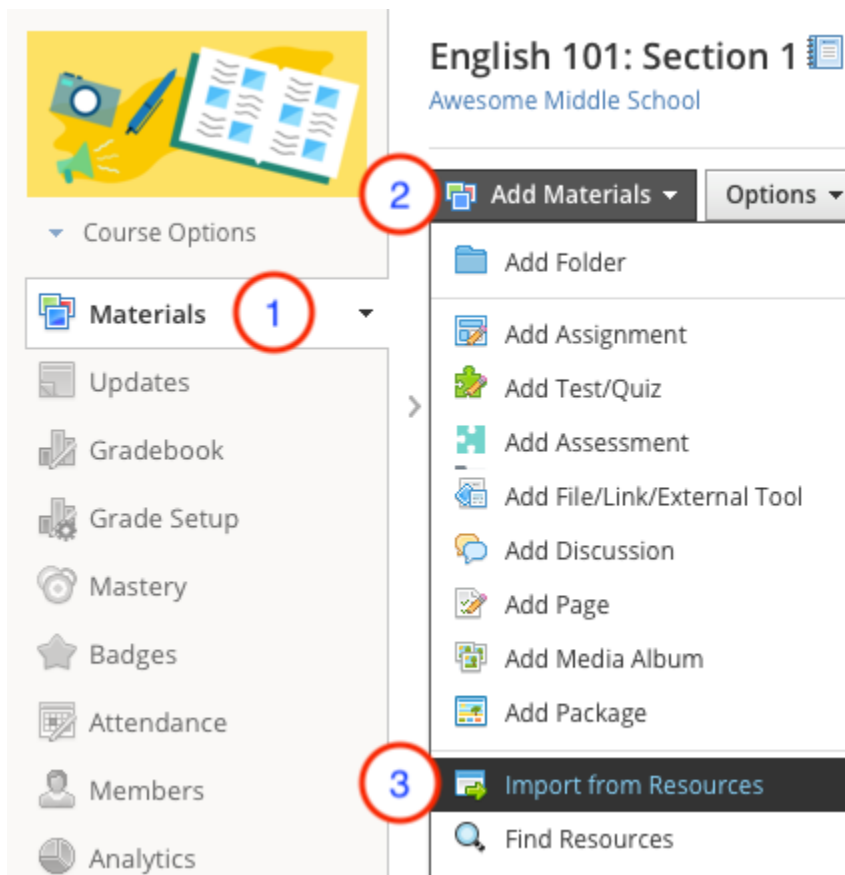
1. Go to the [archived course](#).
2. Navigate to the **Materials** page.
3. Click **Options**.
4. Select **Save to Resources**.

Note: 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.



When you or your system admin create your new course for next year, follow these steps to load all of your saved materials:

1. Click **Materials** in the left menu of the course.
2. Click **Add Materials**.
3. Select **Import from Resources** from the drop-down menu.
4. Select the **Resource Collection** that contains the course content.
5. Check the box to select all items and folders, or select specific items and folders for import.
6. Click **Import** to complete.

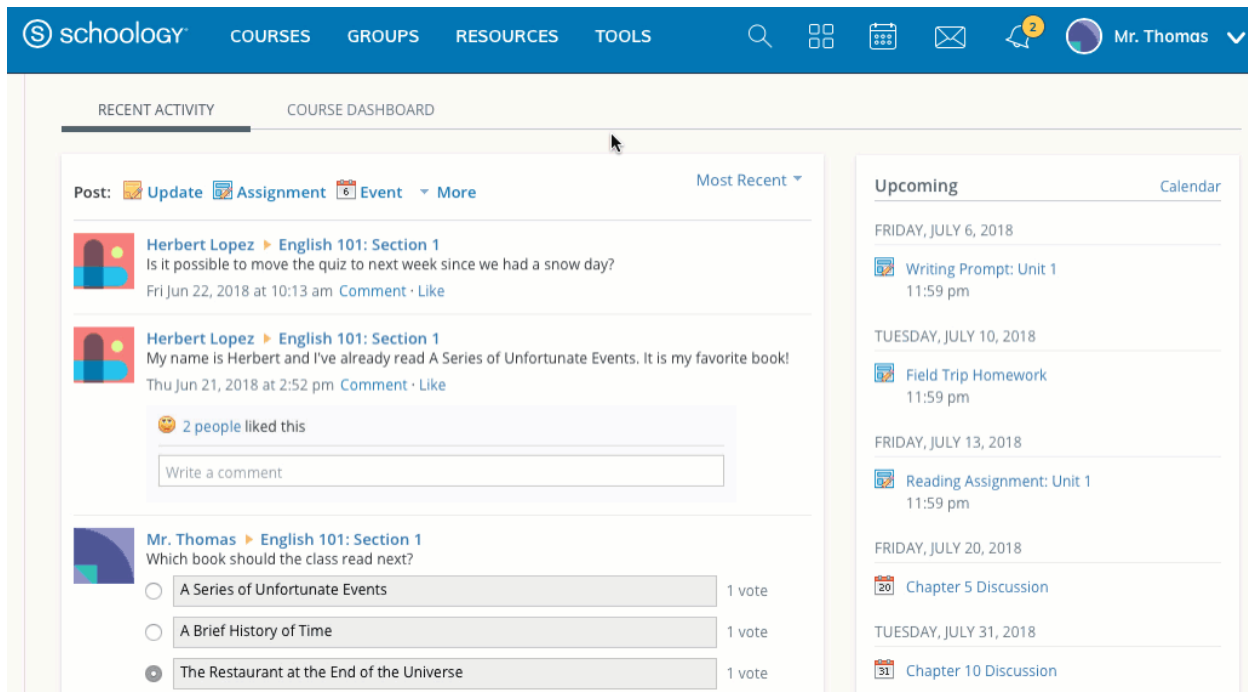


I'm leaving my current school/organization/department, and I want to share my materials with the instructor who is taking my place.

If you are not going to be teaching the same grade level, or are leaving your school or organization, you may want to share your Schoology content with your colleagues.

To Add a Connection:

1. Add the instructor — for example, the instructor who is taking over your grade level — as a **Connection**:
 - Click the magnifier icon and search for the instructor's name.
 - Click **View More Results** to see a full list of users matching the instructor's name.
 - Click **Add Connection** to the right of the educator's name.
2. Review the [Creating a Collection and Saving Course to Resources](#) instructions above to save your course materials to a resource collection.
3. Go to **Resources**.
4. Click the Collection where your course materials are saved.
5. Click **Share**.
6. Click **Connections** and select the name of the instructor.



The screenshot shows the Schoology interface. At the top is a blue navigation bar with the Schoology logo and tabs for COURSES, GROUPS, RESOURCES, and TOOLS. On the right of the navigation bar are icons for search, a grid, a calendar, an envelope, a notification bell with a '2' badge, and a user profile for Mr. Thomas. Below the navigation bar are two tabs: RECENT ACTIVITY (selected) and COURSE DASHBOARD. The main content area is divided into two columns. The left column shows a 'Post' section with a dropdown menu for 'Update', 'Assignment', 'Event', and 'More'. The posts are from Herbert Lopez and Mr. Thomas. The right column shows an 'Upcoming' calendar with dates from Friday, July 6, 2018, to Tuesday, July 31, 2018, listing various assignments and discussions.

I am leaving my current school/organization/department, and I want to take my materials with me.

If you will not be teaching the same course at the same school again, you may want to take your Schoology content with you.

To do this, first save your existing course materials to your Resources:

1. Navigate to the [archived course](#).
2. Click **Options**.
3. Select **Save to Resources**.

If you will be using Schoology again next school year in your new school/organization/department you can:

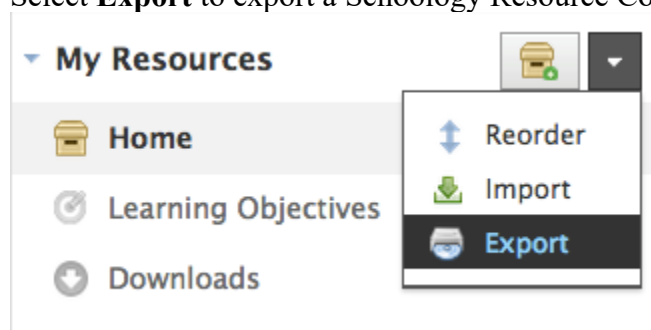
- Merge your existing account into your new Schoology account at your new school.

Note: This option is only available if your current account is a Basic account. Enterprise accounts cannot be merged into accounts outside your organization.

- Alternatively, add your new account at your new school as a Connection on Schoology, and share your Resources with your new account. To do this, follow the instructions above ([To Add a Connection](#)), but add yourself (your new account) as the Connection, rather than a colleague.

If you will no longer be using Schoology again next school year in your new school/organization/department, you can export the materials you saved to your Resources.

1. Save the course materials to **Resources** following the steps above.
2. Click **Resources** in the header.
3. Click the down arrow in the left menu of **My Resources**.
4. Select **Export** to export a Schoology Resource Collection as a [Common Cartridge](#) file:



5. The name of the exported file will be the name of the collection, excluding special characters. Spaces are replaced with hyphens.
6. Check the status of the export in the [Transfer History](#) area. Once the process is complete, click the gear to the right of the export and select **Download** to download the file.

Note: The Common Cartridge file version that is exported (v1.2) does **not** support the following content:

- SCORM
- Media Albums
- Matching questions with more than one blank
- Fill-in-the-blank questions with more than one blank
- Ordering questions

Planning Ahead for Next School Year

Importing Content into New Courses

New courses for the 2023-24 School year will be available to all staff once the Student Information System has been rolled over to the new year.

All courses will be automatically generated in Schoology based upon classes created in SIS. You will receive information on the “Go Live” date for classes in the new school year.

To import saved content from Resources into your course, navigate to the new course section.

1. Click **Add Materials**.
2. Select the option to **Import from Resources**.
3. Select the collection in which you saved your course.
4. Click on the folder in which the course content was saved. The name of the folder should be the name of the course section you saved to Resources.
5. Select all items by checking the box next to the Title heading. If you prefer to import only some material, select the checkboxes next to the items you'd like included in the new course section.
6. Click **Import** to complete.