

End of Year Schoology Procedures

Avon School Corporation

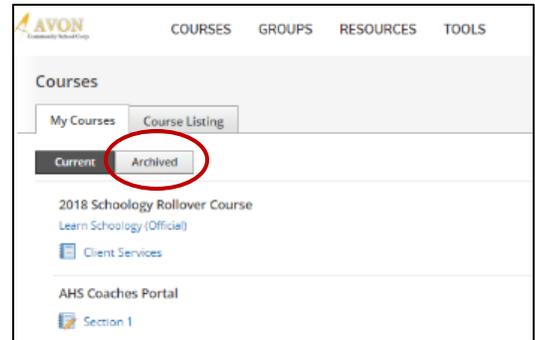
1. What happens when courses are archived?

At the end of a grading period, all courses associated with that grading period are removed from the **Courses** menu for all course admins and course members. Only courses associated with a current grading period will appear in the **Courses** menu.

Once the grading period ends, the course is moved to the **Archived** area and can be accessed here indefinitely.

To access archived courses, Course Admins can:

- Click **Courses** in the top menu and select **My Courses** on far right.
- Click **Archived** to view their list of archived courses, separated by grading period.
- Click on the gear to right of the course to copy materials to resources.

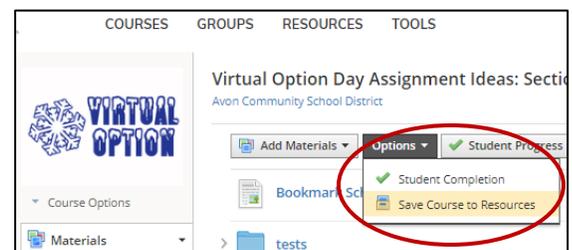
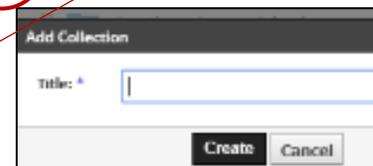
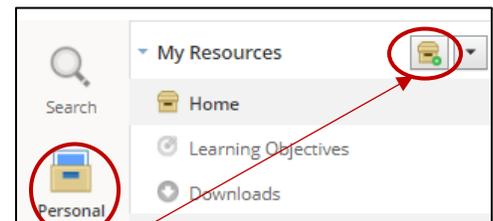


2. How do I save my course to Resources to reuse materials?

Click [HERE](#) for video tutorial

Before you get started saving your course materials, create collections for each subject area. A collection is a container that stores courses, folders, files, and resources you may want to use again. You can think of a collection as a file box of hanging folders filled with photocopies of your handouts, quizzes, and lesson plans.

- Click on **Resources**
- Make sure **Personal** is highlighted on left side
- Click the **file cabinet icon** on upper right side
- **Add Collection** for each course – **Add Title - CREATE**
- Go to your Course Materials page
- Click Options
- Select Save Course to Resources
- In the drop-down menu, select the desired collection



3. I'm moving and will be teaching at a new school. Can I take my material with me?

- Before the grading period ends, copy materials into a new ['free' Basic Schoology instructor account](#) using your personal email address.
- After creating the account, make a connection between the Basic and Enterprise accounts to share materials with a 'Collection' in resources. Now, within the Basic account, complete the task by making a duplicate copy of your own personal items.

4. When will my courses be ready for me to update in the fall?

There is no exact date as to when courses will be available in Schoology. Keep in mind schedules will change all summer long so even if your courses are available, there is still a chance they will be changed. Our recommendation is to create everything in a Collection in Resources and copy to your new courses when you return.