

ACSC Technology End of the Year Checklist

Before the end of the School year, please review and complete the following steps as necessary

MANDATORY ALL STAFF

- CHANGE YOUR NETWORK PASSWORD IF YOU HAVEN'T DONE SO RECENTLY TO KEEP IT FROM EXPIRING OVER THE SUMMER.**

New Teacher and Admin laptops have the functionality to change passwords off campus.

- Log into a computer
- Press **Ctrl/Alt/Delete**
- Click on **change a password**
- Type **old password and new password**
- Click the **arrow** to confirm new password
- The new password must be at least 8 characters and must include 3 of the 4 criteria: lower case, upper case, special character, number.

ALL Schoology Users with Courses and Groups

- Courses** will be **automatically archived on June 6/6/20**. Be sure to save materials from your courses to your resources so you can reuse materials next school year. Click [HERE](#) for directions.
- Groups** that were created by you will retain members until you delete them. You can export old users if you choose to import a list of new members. Click [HERE](#) for directions.

McGraw Hill Connect Ed Manual Rostered EOY Procedures (Grades 7-10):

Culinary (9-10) - - - Economics (9-12) - - - Science (7-8) - - - World Geography & History (7-8)

- OPTIONAL – SAVE CONTENT** if you plan to reuse next year. If you created a McGraw Hill ConnectEd class and have customized lesson plans and/or eAssessments that you would like to use again next year, be sure to save because the materials **WILL** be purged by the vendor this summer.
 - Click [HERE](#) for directions. Be sure to follow the link to save as PDF before deleting your class. (PRESERVE CLASSES IS NOT AN OPTION FOR ACSC).
- ALL CLASSES MUST BE DELETED** **after completing the step above** because all assignment data and customized lesson plans will be lost once the class is deleted. Click [HERE](#) for directions.

Student Communication can continue through the summer using Schoology

BE SURE TO LET STUDENTS KNOW TO CHECK THEIR MESSAGES IF YOU PLAN TO USE SCHOLOGY TO COMMUNICATE THIS SUMMER.

Click the envelope icon on the top right bar in your Schoology account. Type a last name of any student in the district to search for a student. Send a private message or add multiple student names to send a group message. Be sure to respond to messages within Schoology and not through Outlook.

School Admins and Guidance Counselors have the option to continue to post School updates on their recent activity page in Schoology for students and parents to view.

Parent Square: Teachers with courses can communicate with parents only until 6/9/20.

Admins can still send posts to their school, grade levels and groups.