

End of the School Year Checklist

Schoology-Related Items

If you need assistance with any of these items, see the Help Center article online that accompanied this print-out for further instructions. Visit our Help Center at

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

Wrapping up the School Year

- Have you shared the “How Do I End a School Year on Schoology?” Help Center article with the teachers at your school?

URL: <https://support.schoology.com/hc/en-us/articles/205627937>

- Have you enabled access to archived courses for your teachers?

- Have you exported final grades from Schoology?

- Have you marked departing faculty and graduated students’ accounts as Inactive?

Things to think about now to get ready for next year

- Did you recently get a Turnitin license for your school? If so, have you installed the Schoology Turnitin app for all users at your school?

- Are you planning on using Google Drive on a school-wide basis next year?

- Are you planning on using any new LTI or External Tools on a school-wide basis next year?

- Are you buying content? Are you planning an import of content from another platform?

- Are you implementing Standards-Based Grading? Do you want to add custom Learning Objectives school-wide?

Account-Related Items

If you answer "yes" to any of these questions, contact your Client Success Manager at Schoolology for further assistance.

- Are you getting a new System Admin next year?
- Are you getting new Support Contacts next year?
- Are you changing your authentication method (how users at your school log in to Schoolology)?
- Are you changing your provisioning method (the way you import accounts, courses, and enrollments)?
- Are you incorporating parents next year?
- Are you expanding Schoolology's use to additional buildings in your district this year?
- Are you purchasing new devices for your students?
- Are you expanding the use of devices in your classrooms?