CLASS REACH

Closing Out the School Year

2024-2025

Steve and Amy Maus

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Overview

- Data Copying Lesson Plans and Assignments
- Locking Grading Units and Terms - how does that work?
- It really is time to do some archiving

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References

- Data Copier Basics for Admins
- Data Copier Basics for Teachers
- Data Copier – Copying…
- FAQ – Why should I lock an Academic Term?
- Setting up for a New School Year

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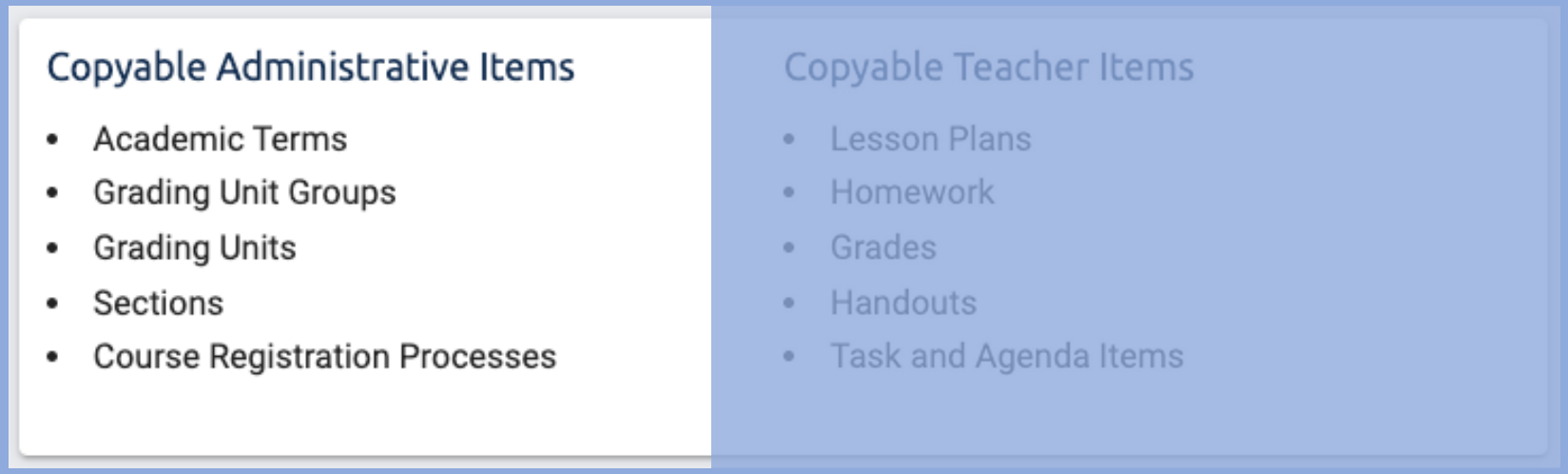
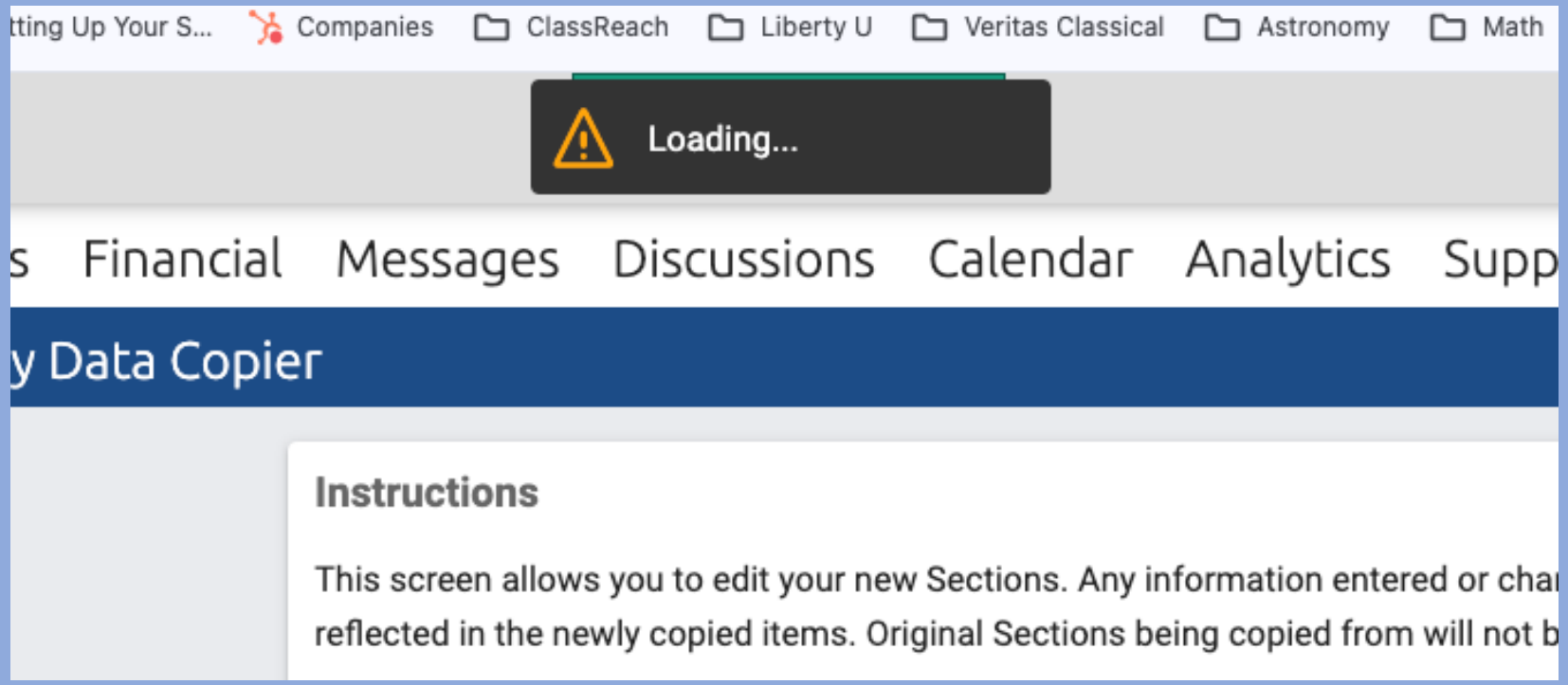
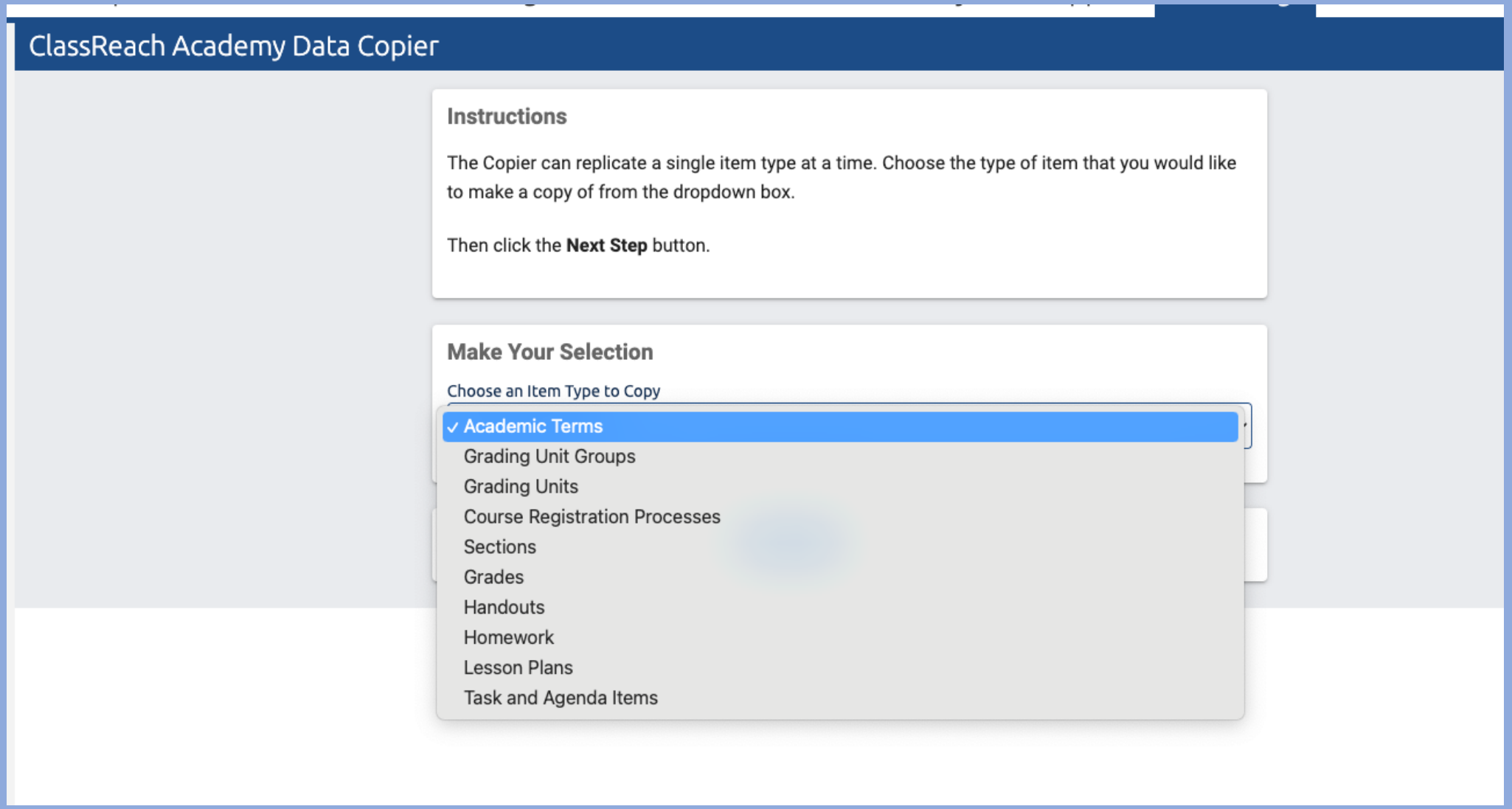
Data Copier Basics for Admins



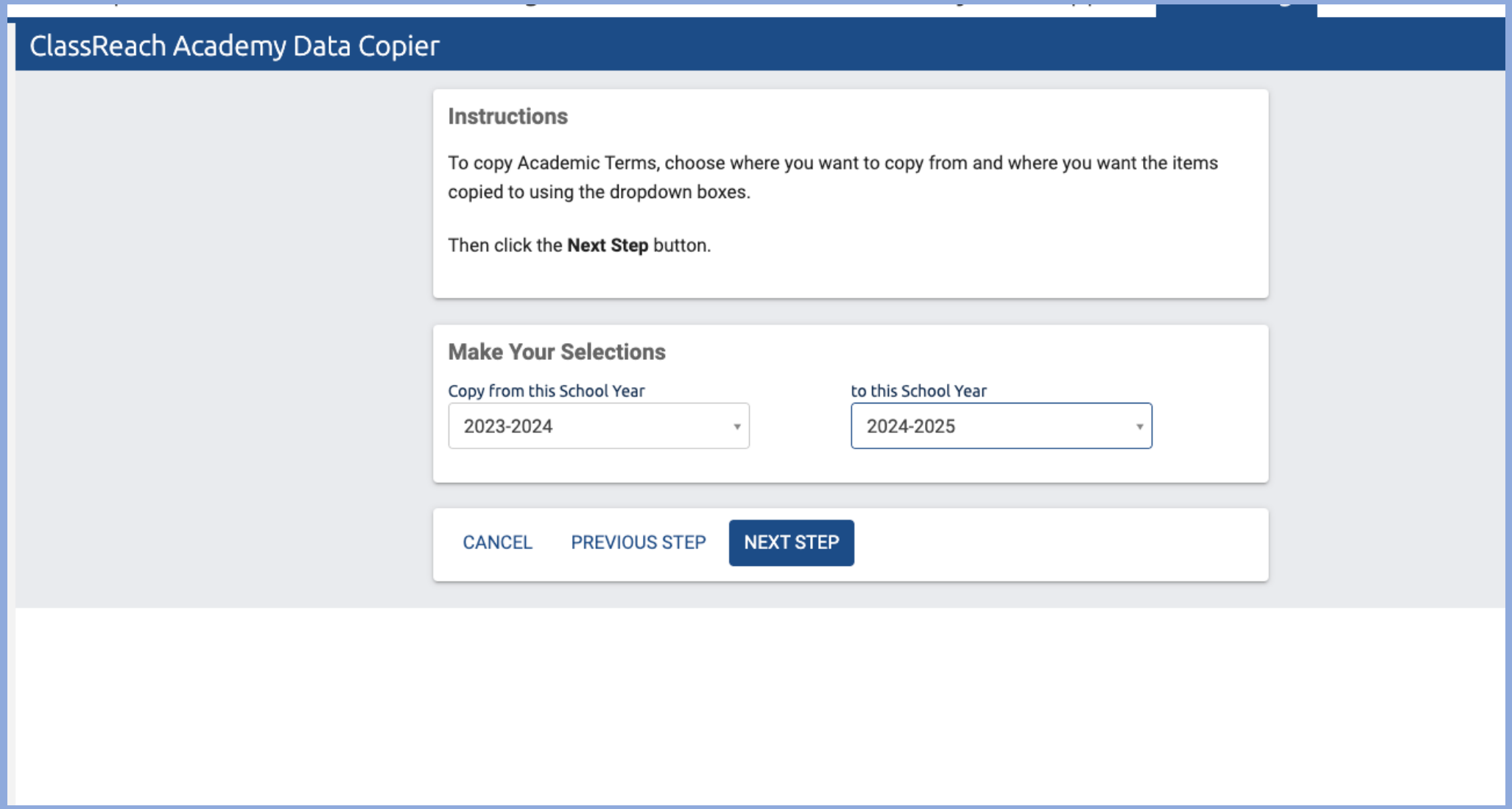
Caution: Wait for loading to complete



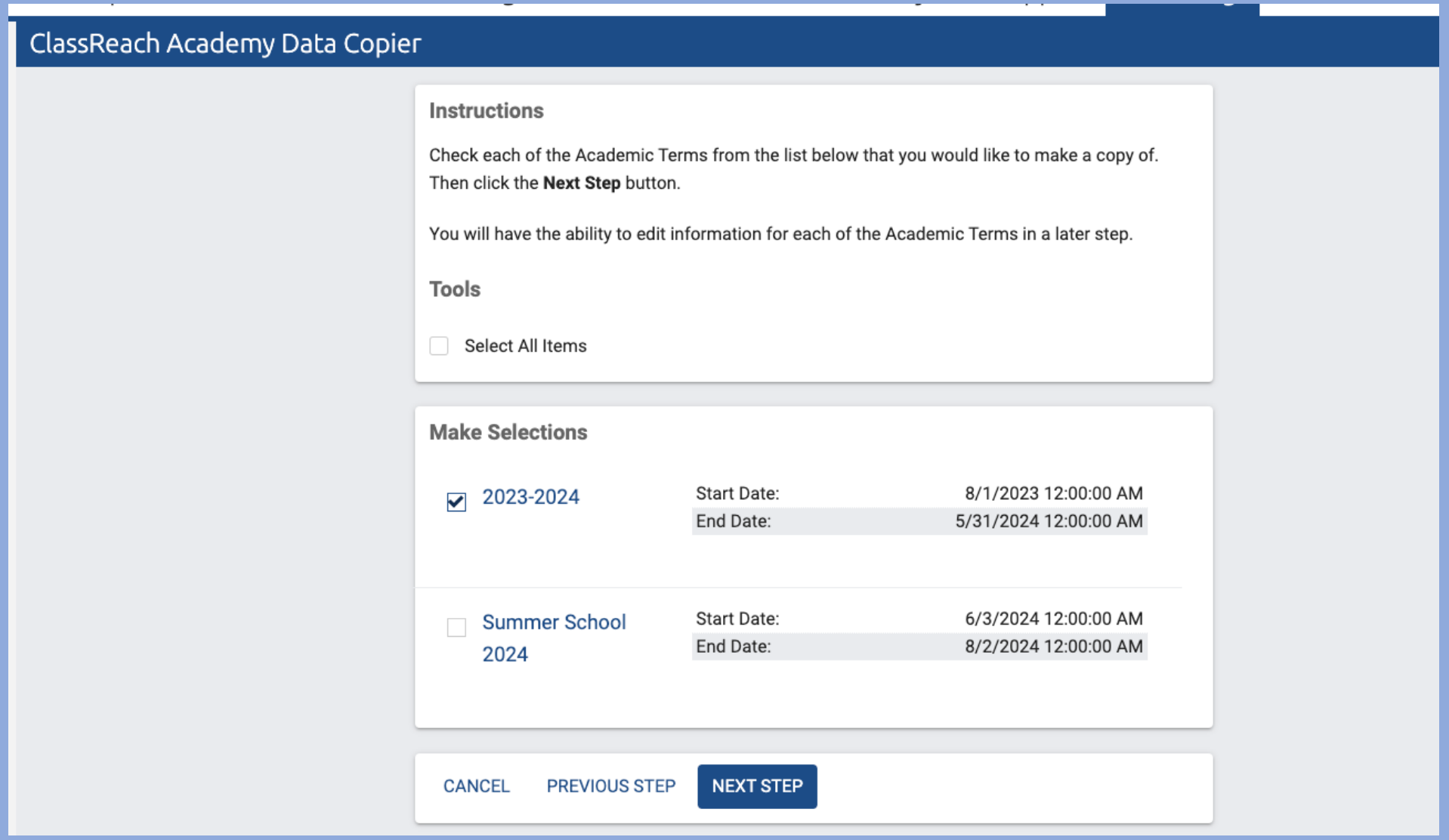
Select an Item to Copy



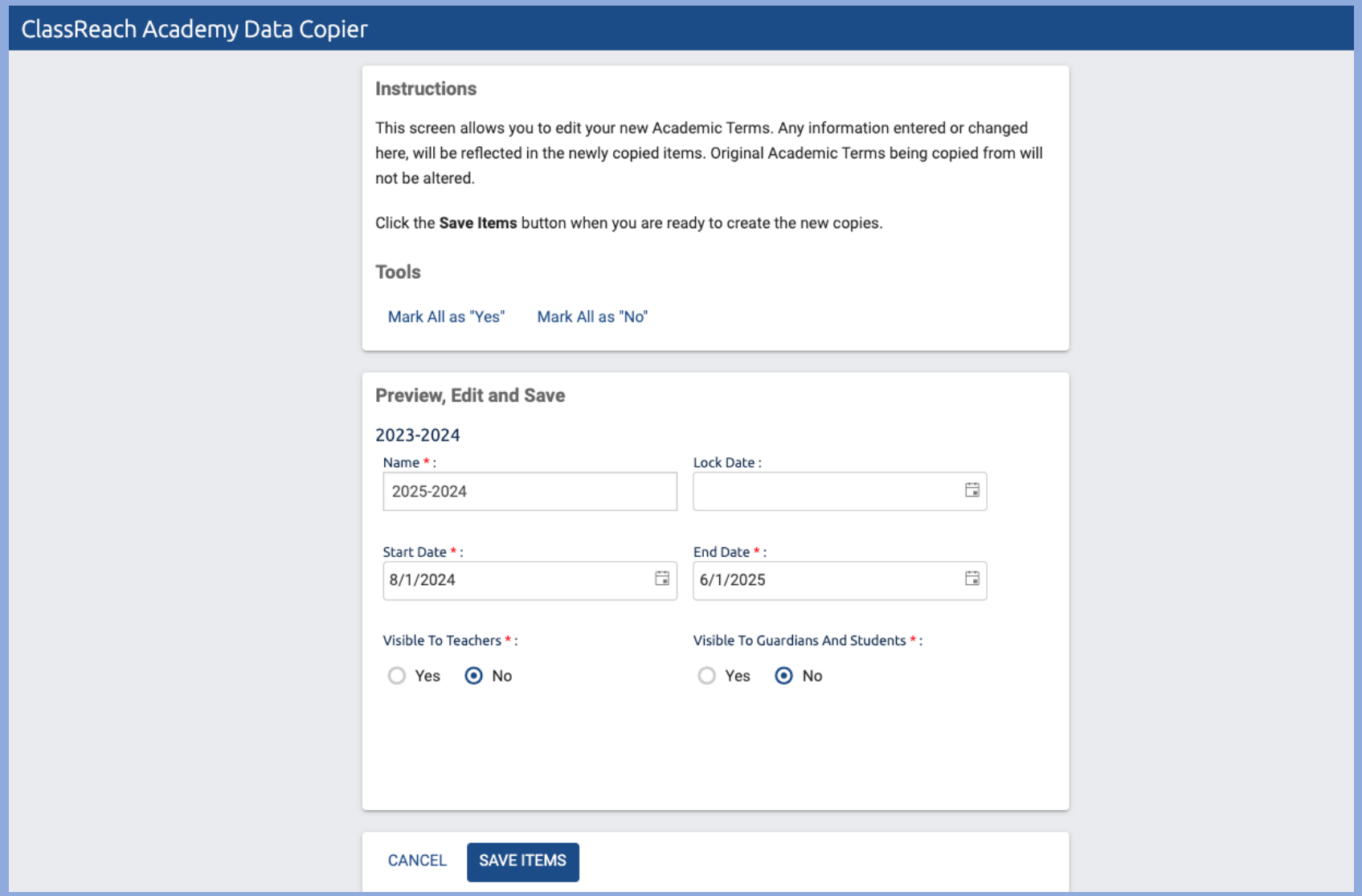
The From/To Step



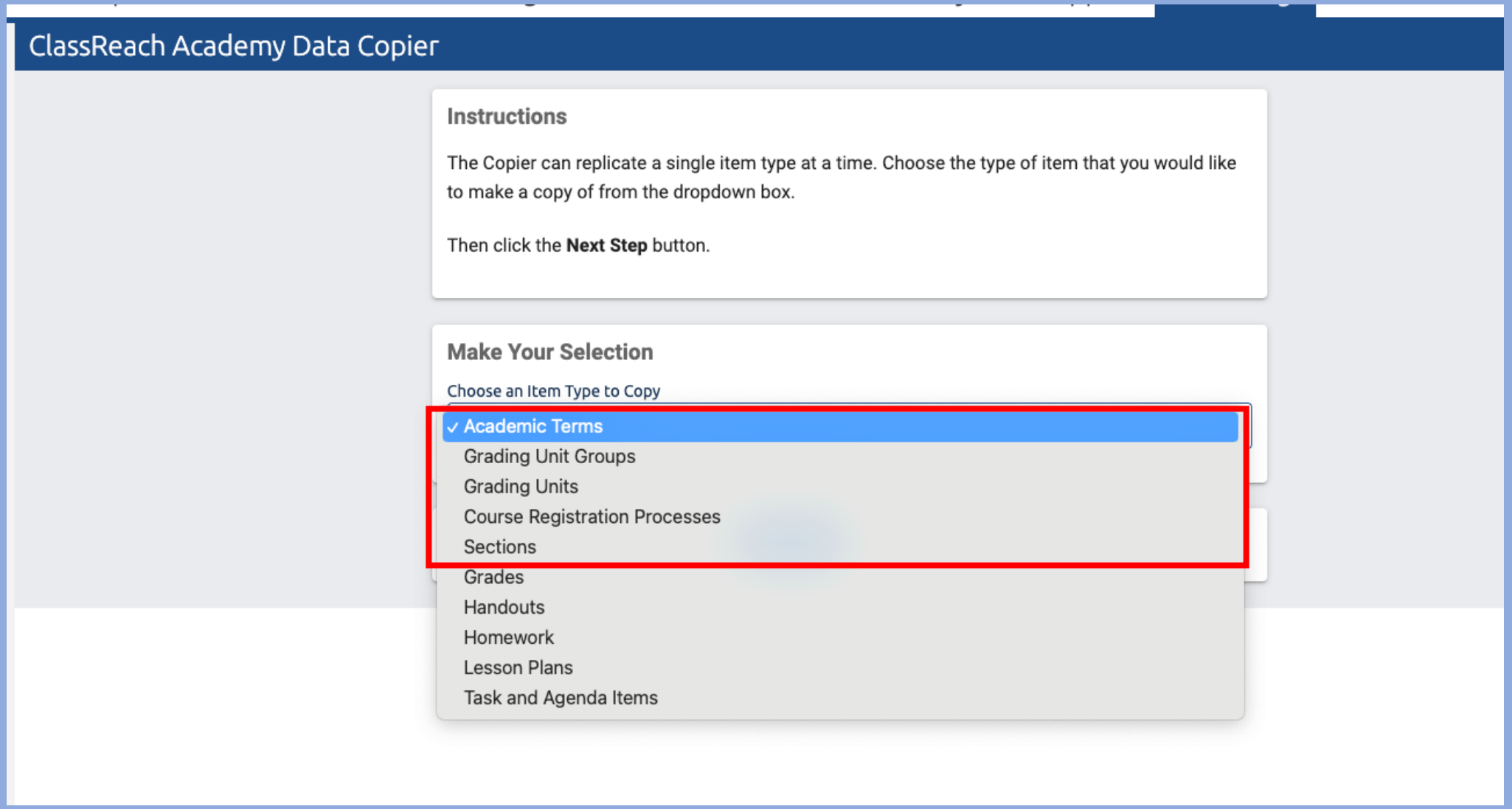
Make Selections



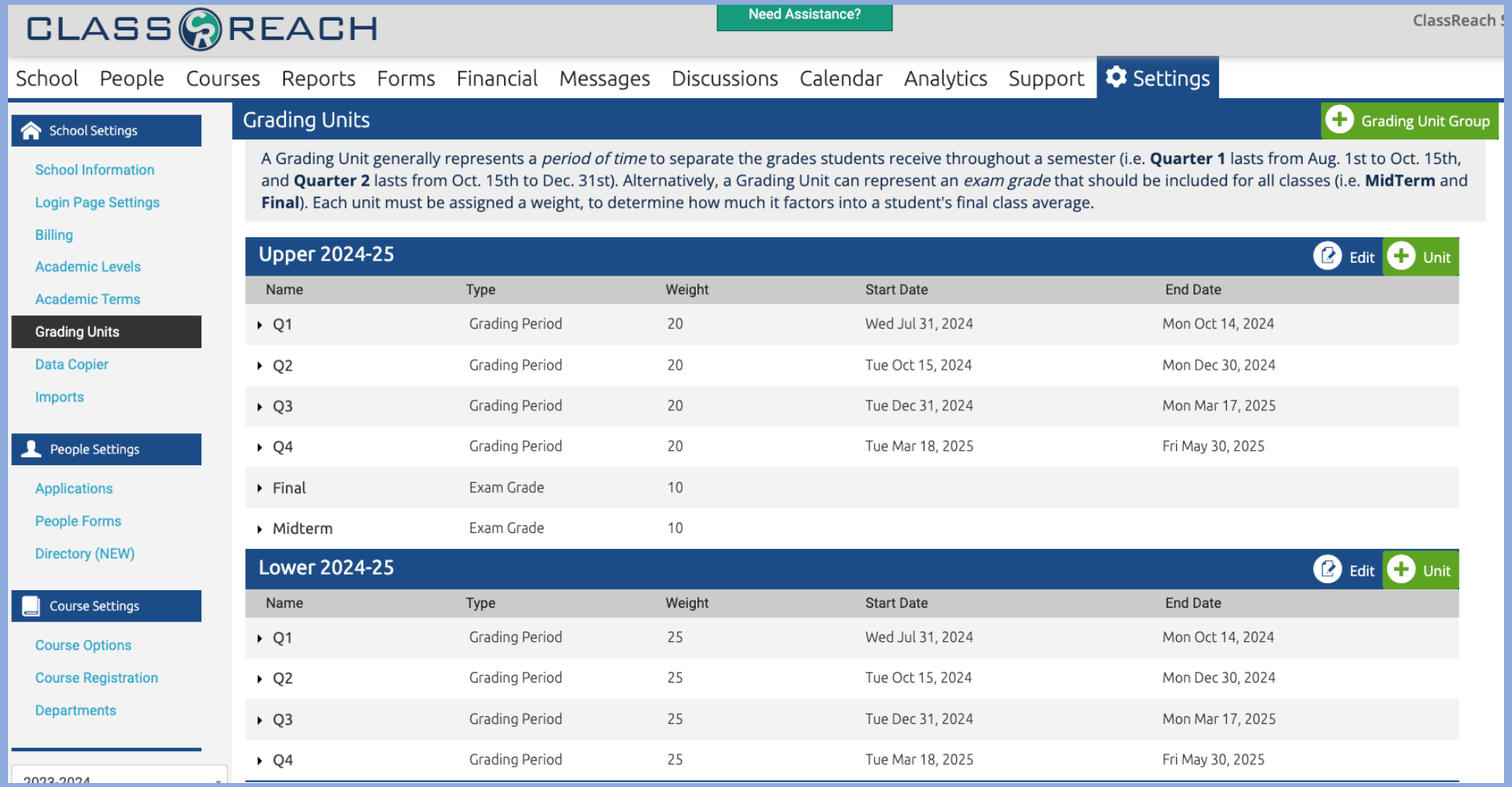
Preview, Edit and Save



Select the Next Item



Grading Unit Groups and Grading Units



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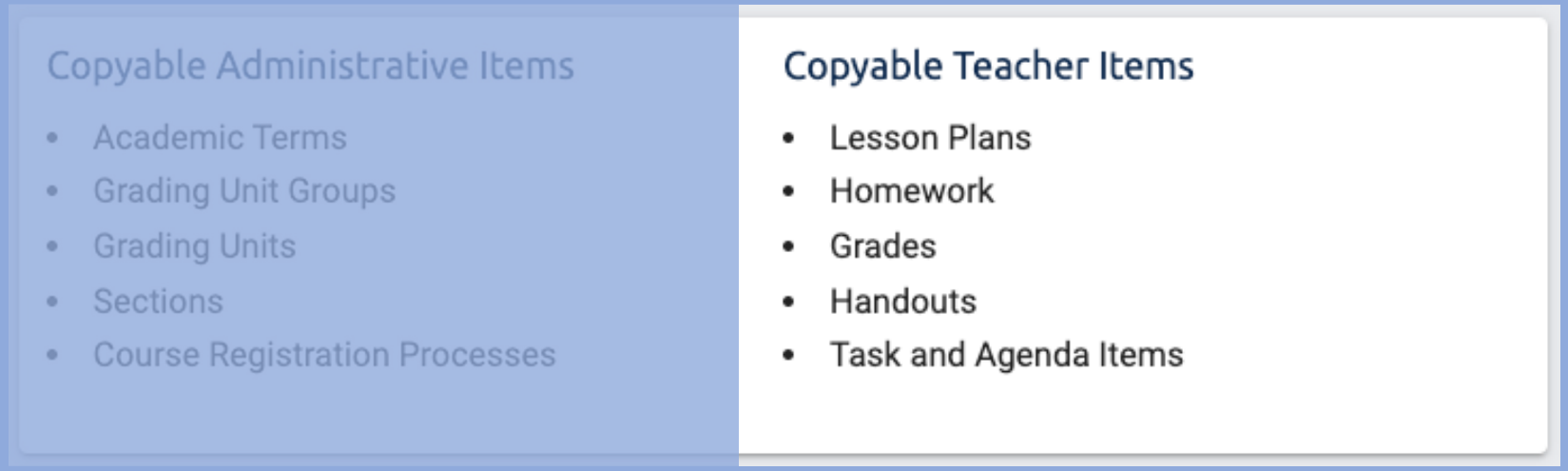
Data Copier Basics for Teachers



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Data Copier Basics for Teachers

- Lesson Plans – copy one or a few weeks at a time, adjust dates
- Homework
- Grades
- Handouts
- Task and Agenda Items – date change is likely

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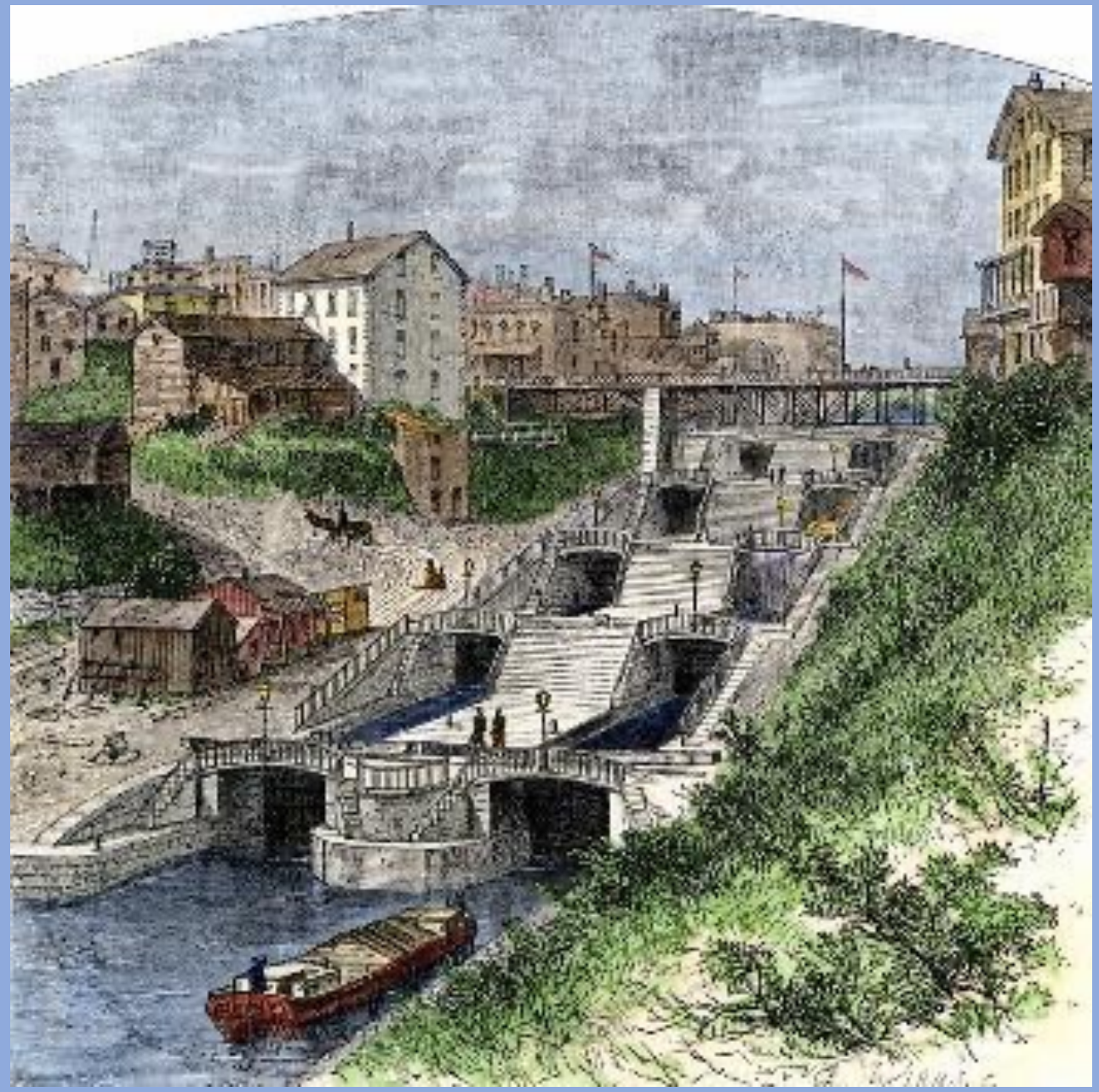
Locks



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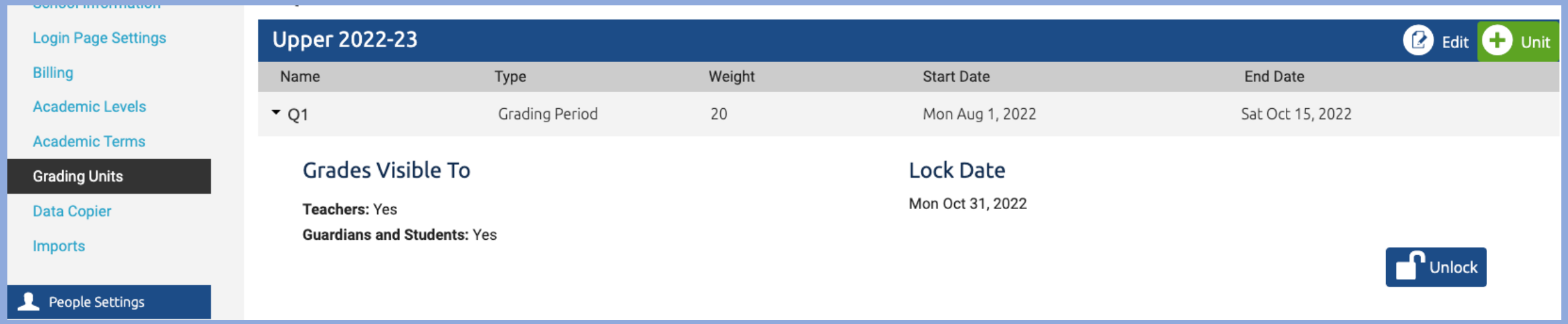
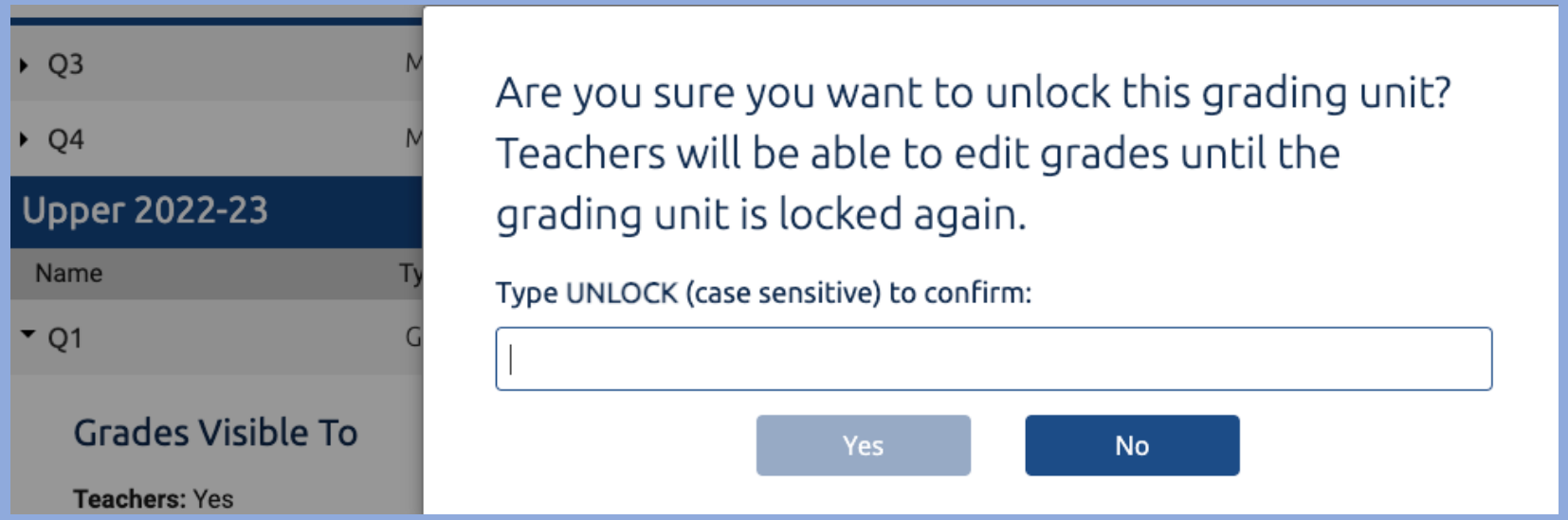

Login Page Settings
Billing
Academic Levels
Academic Terms
Grading Units
Data Copier
Imports
People Settings
Upper 2022-23
Edit
Unit
Name
Type
Weight
Start Date
End Date
Q1
Grading Period
20
Mon Aug 1, 2022
Sat Oct 15, 2022
Grades Visible To
Teachers: Yes
Guardians and Students: Yes
Lock Date
Mon Oct 31, 2022
Unlock


Q3
Q4
Upper 2022-23
Name
Q1
Grades Visible To
Teachers: Yes
Are you sure you want to unlock this grading unit? Teachers will be able to edit grades until the grading unit is locked again.
Type UNLOCK (case sensitive) to confirm:
Yes
No

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Academic Terms
Academic Term
2021-2022
Spring 2022
Sat Jan 1, 2022
Tue May 31, 2022
2021-2022
Sun Aug 1, 2021
Fri May 27, 2022
Fall 2021
Sun Aug 1, 2021
Fri Dec 31, 2021
2020-2021
2020-2021
Sat Aug 1, 2020
Sat Jul 31, 2021
Visible To
Teachers: Yes
Guardians And Students: Yes
Lock Date
Wed Jun 30, 2021
Action

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High School

These Gradebook Settings may be used for multiple Sections within ClassReach. Be careful when making any edits!

General

Rounding Decimals
1

Hide Numeric Averages
No

Hide Points Possible
No

Hide Grade Distribution Graphs from Parents and Students
Yes

Grading Categories + Category

Grading Scale + Scale Entry

Grade Mappings

Default Gradebook

These Gradebook Settings are locked, changing the settings would affect student grades that have been locked in place.

If you need to edit these settings, please contact ClassReach support for assistance.

These Gradebook Settings may be used for multiple Sections within ClassReach. Be careful when making any edits!

General

Rounding Decimals
0

Hide Numeric Averages
No

Hide Points Possible
No

Hide Grade Distribution Graphs from Parents and Students
Yes

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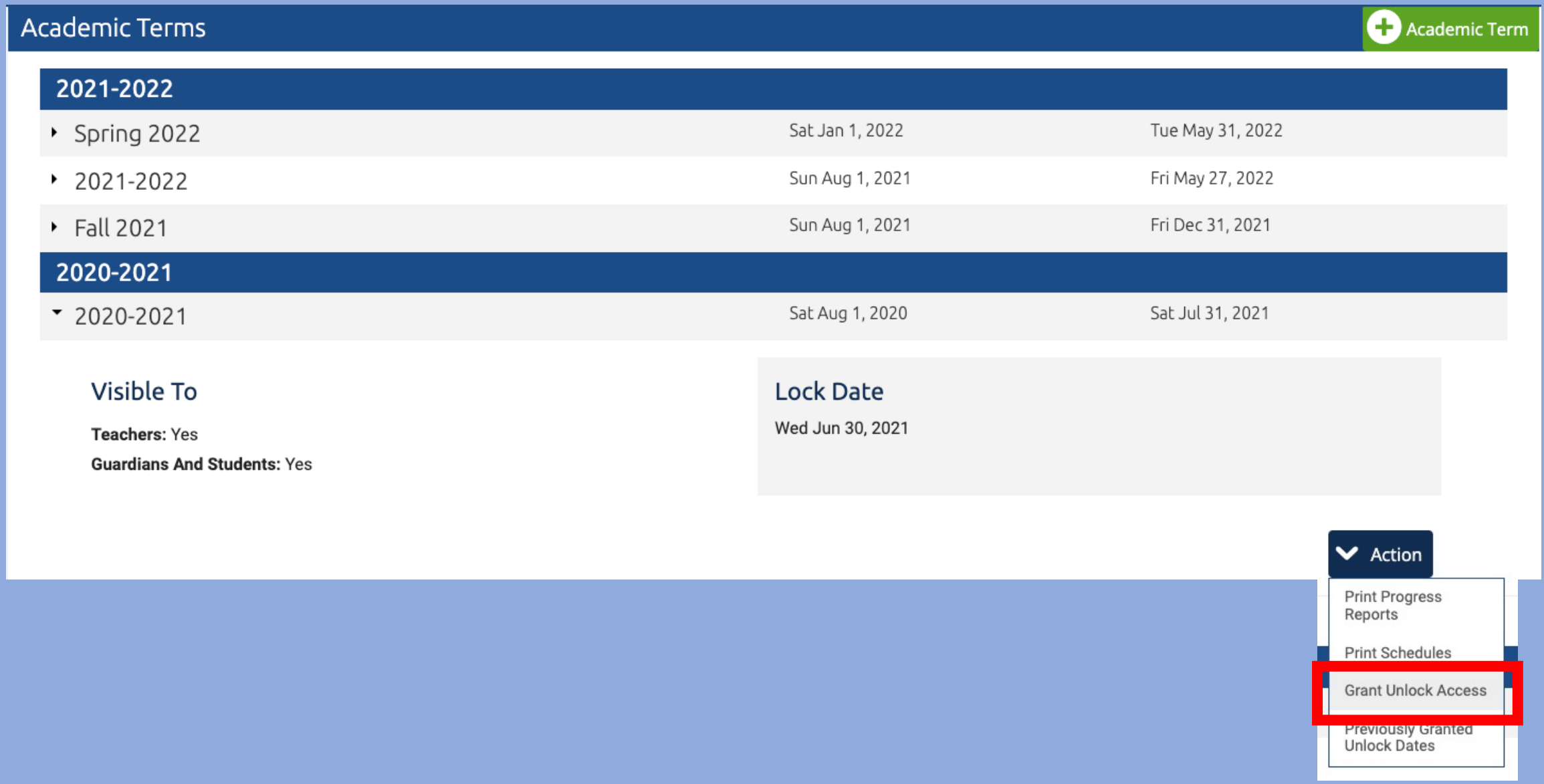
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Fri May 27, 2022
Fall 2021
Sun Aug 1, 2021
Fri Dec 31, 2021
2020-2021
2020-2021
Sat Aug 1, 2020
Sat Jul 31, 2021
Visible To
Teachers: Yes
Guardians And Students: Yes
Lock Date
Wed Jun 30, 2021
Action
Print Progress Reports
Print Schedules
Grant Unlock Access
Previously Granted Unlock Dates

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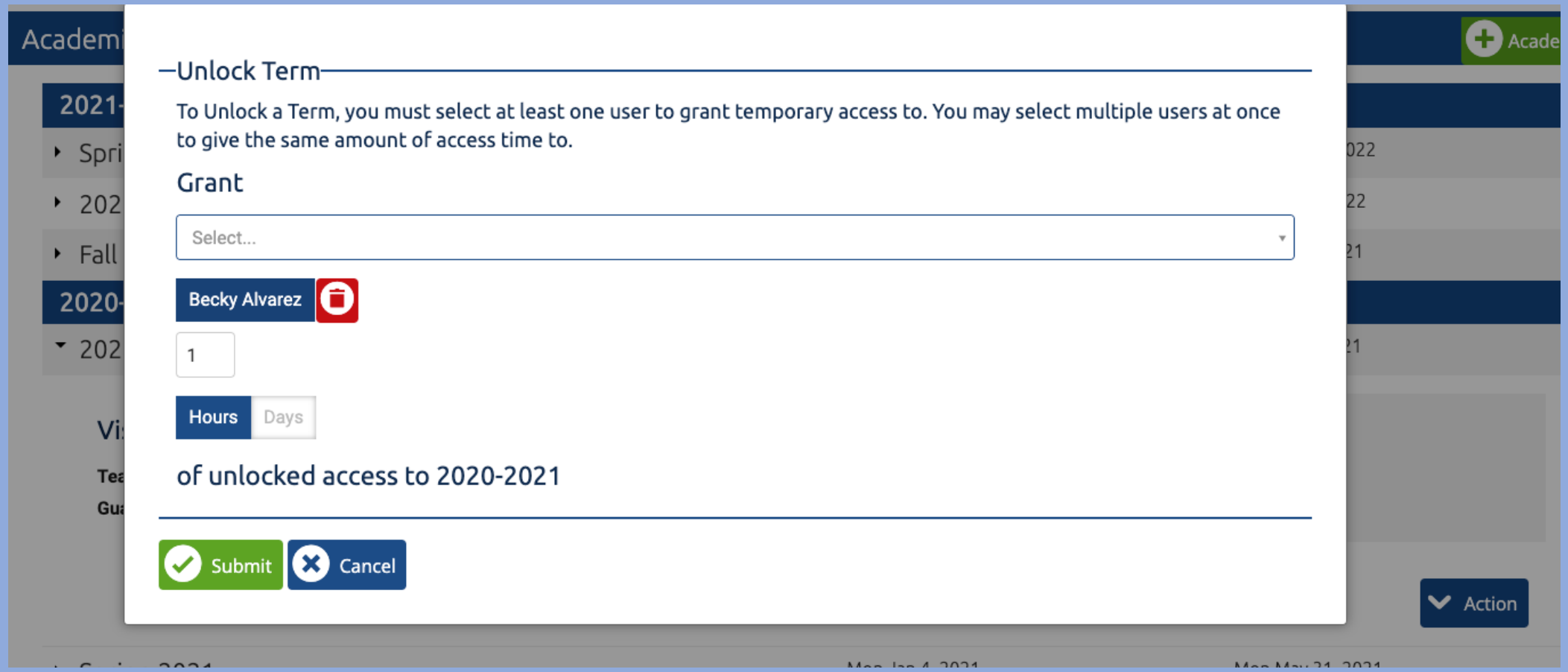
Unlock Term
To Unlock a Term, you must select at least one user to grant temporary access to. You may select multiple users at once to give the same amount of access time to.
Grant
Select...
Becky Alvarez
1
Hours
Days
of unlocked access to 2020-2021
Submit
Cancel
Action

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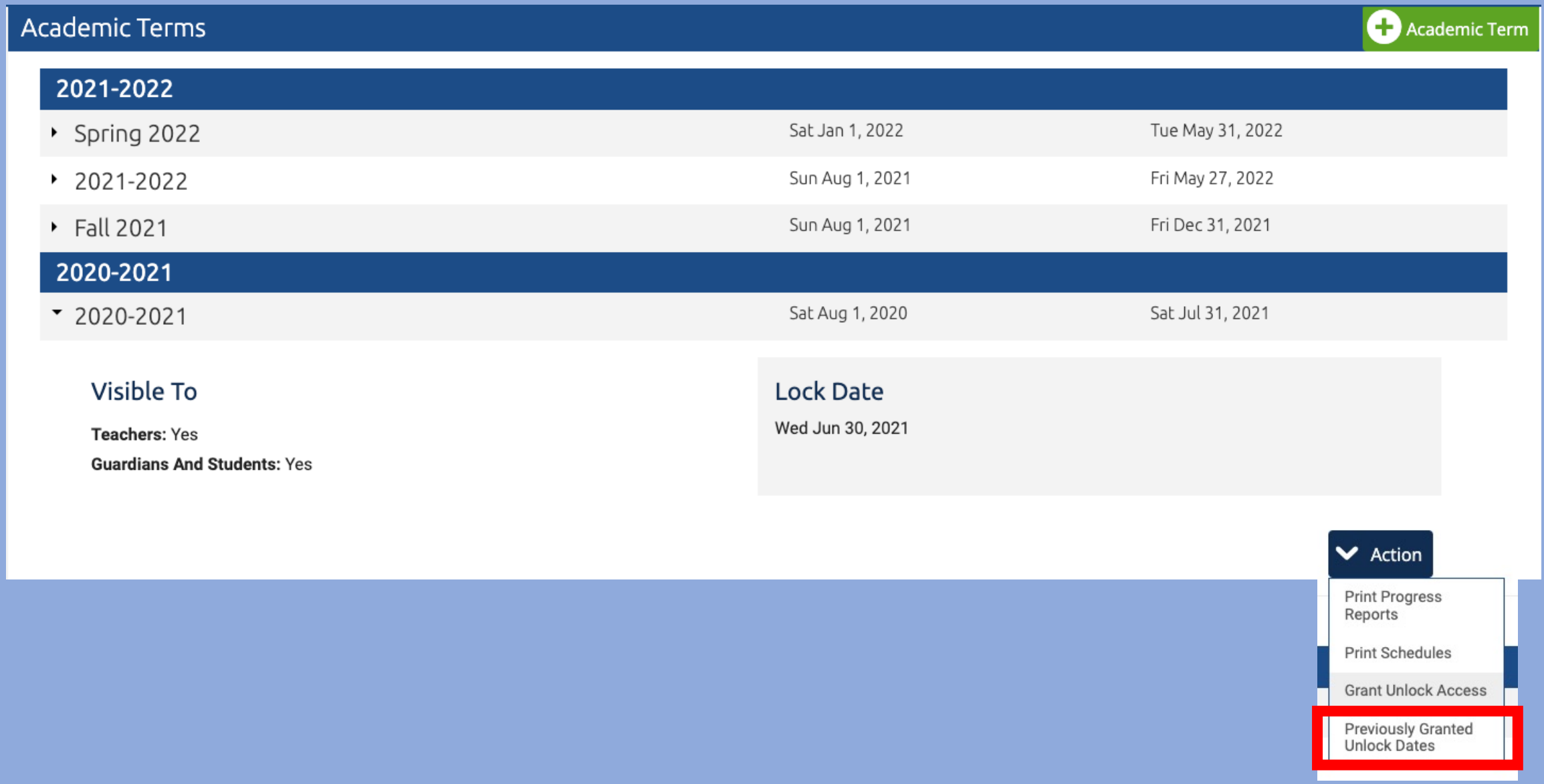
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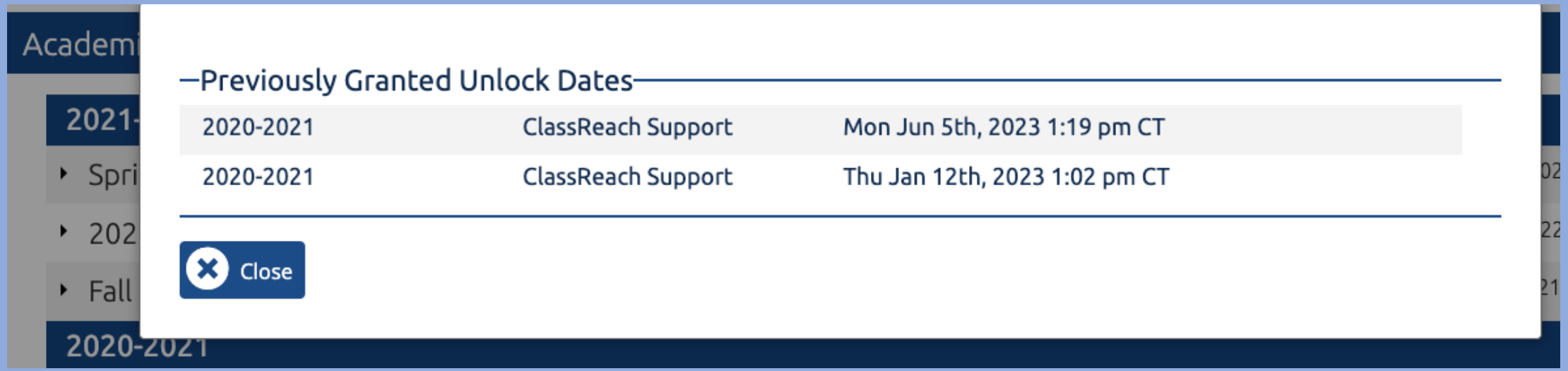
Academi
2021-
Spri
202
Fall
2020-2021
Previously Granted Unlock Dates
2020-2021 ClassReach Support Mon Jun 5th, 2023 1:19 pm CT
2020-2021 ClassReach Support Thu Jan 12th, 2023 1:02 pm CT
Close

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After the school year is over…

Archiving

and

Housekeeping

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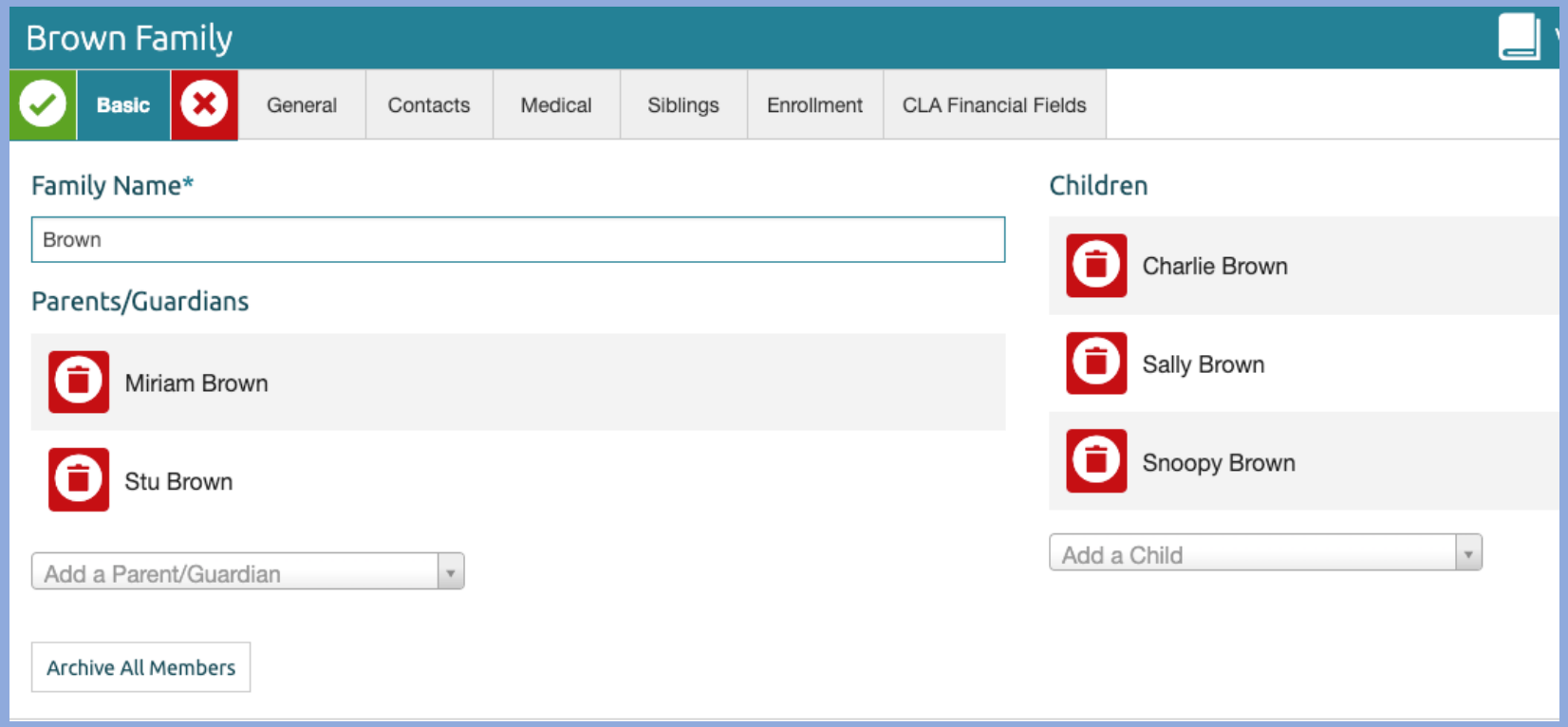
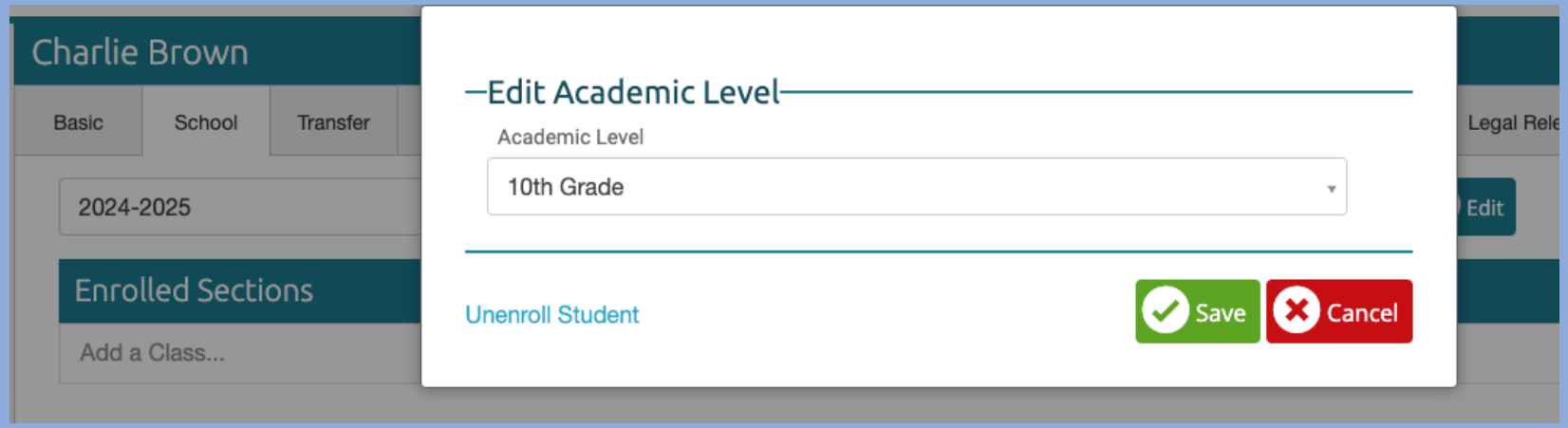
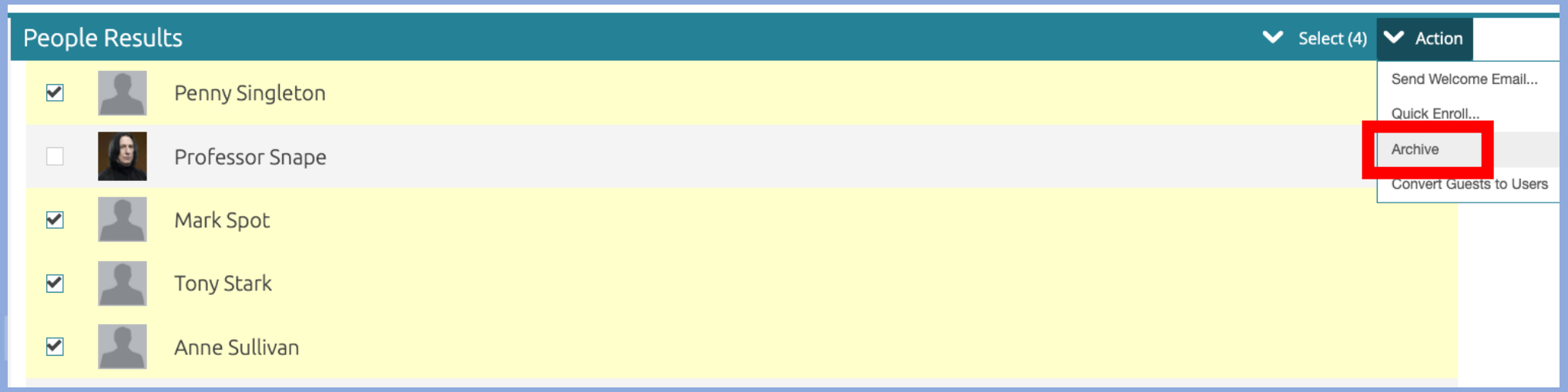
Archiving

- Families
  - Unenroll Students
- Teachers
- Admins
- Guests

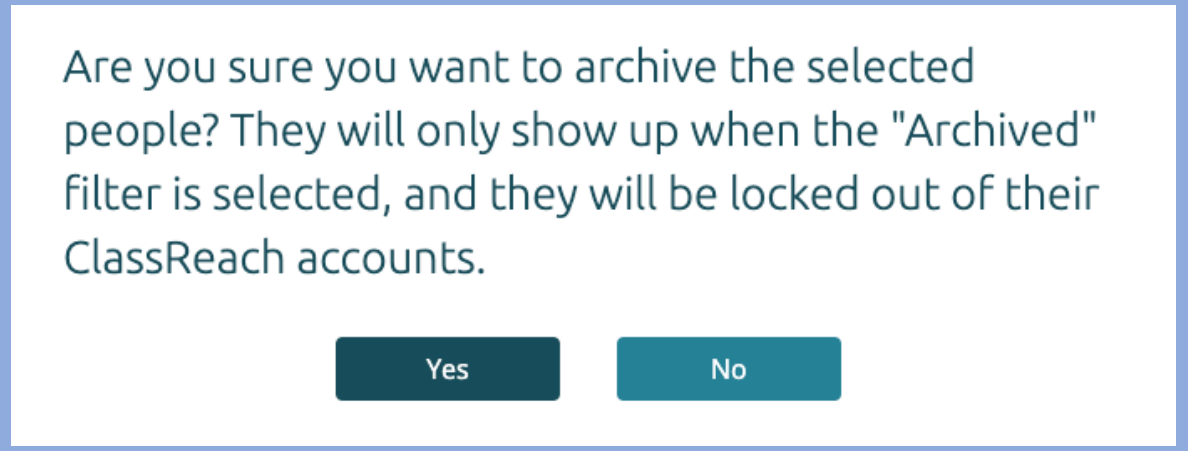




Archiving



- Families
  - Unenrol
- Teachers
- Admins
- Guests



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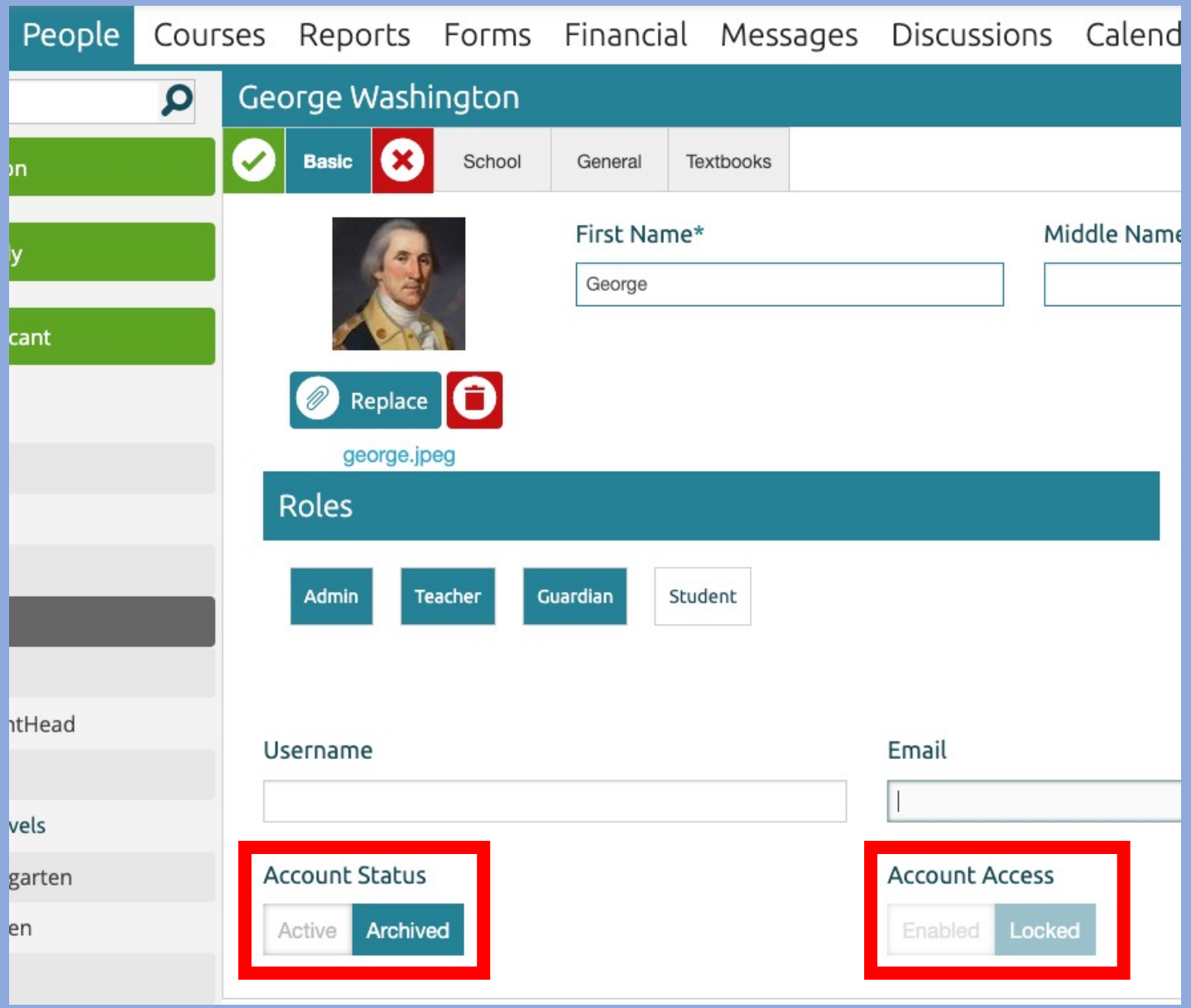
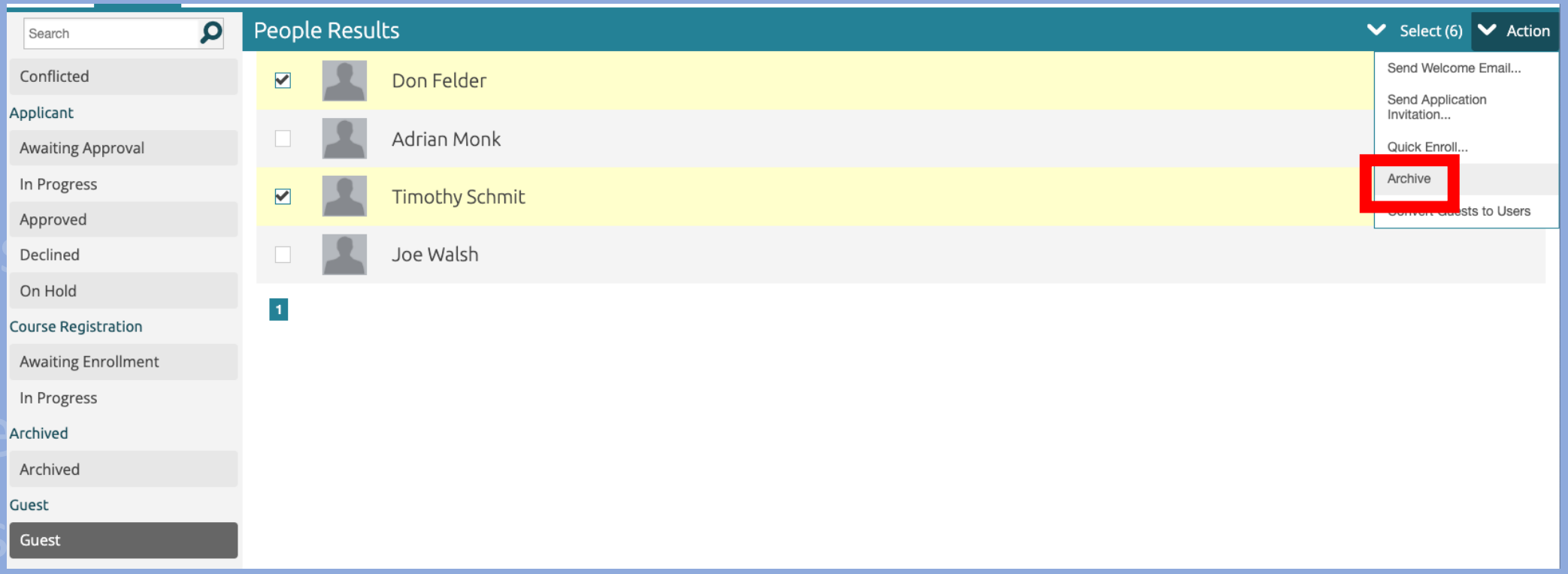
Archiving

- Families
  - Unenroll Students
- Teachers
- Admins
- Guests

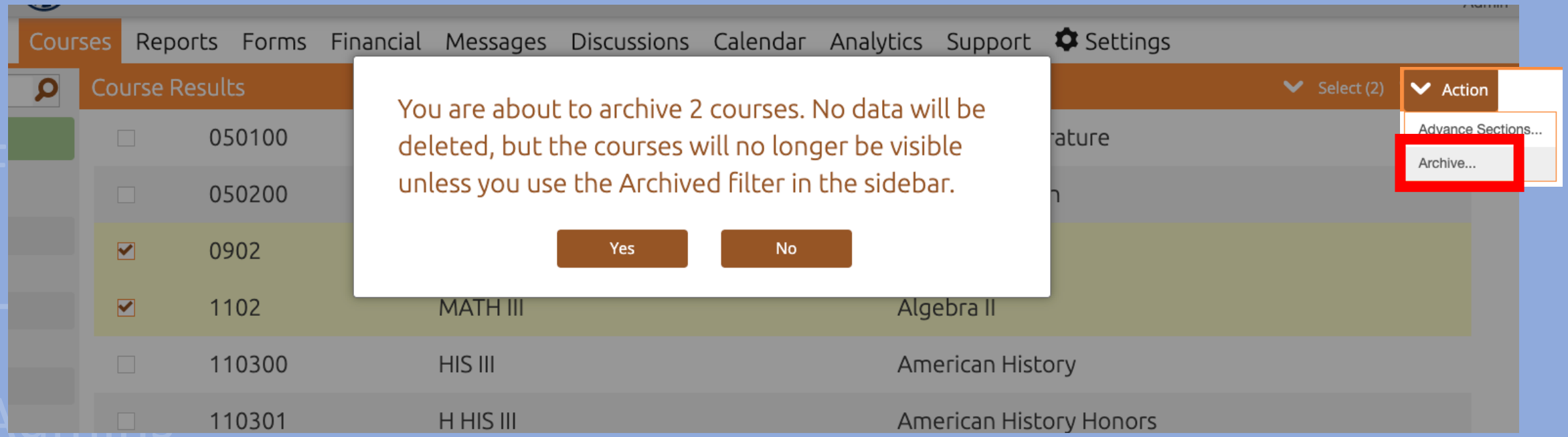


Archiving



- Families
  - Unen
- Teache
- Admins
- Guests

Archiving



- Courses

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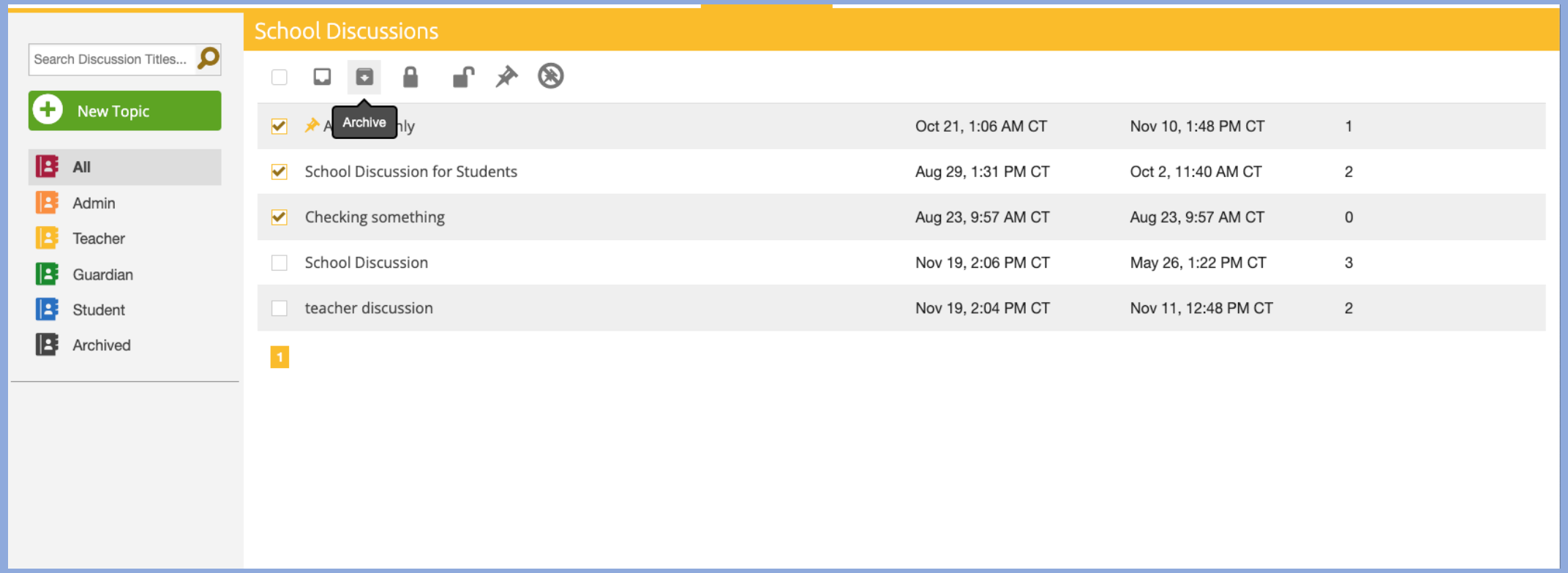
Other Housecleaning Items

- Financials
  - Check Payments
  - What happens to balances?
  - Payment Methods
  - Auto Pay
- Reports
  - Final Progress Report will remain available
  - Transcripts

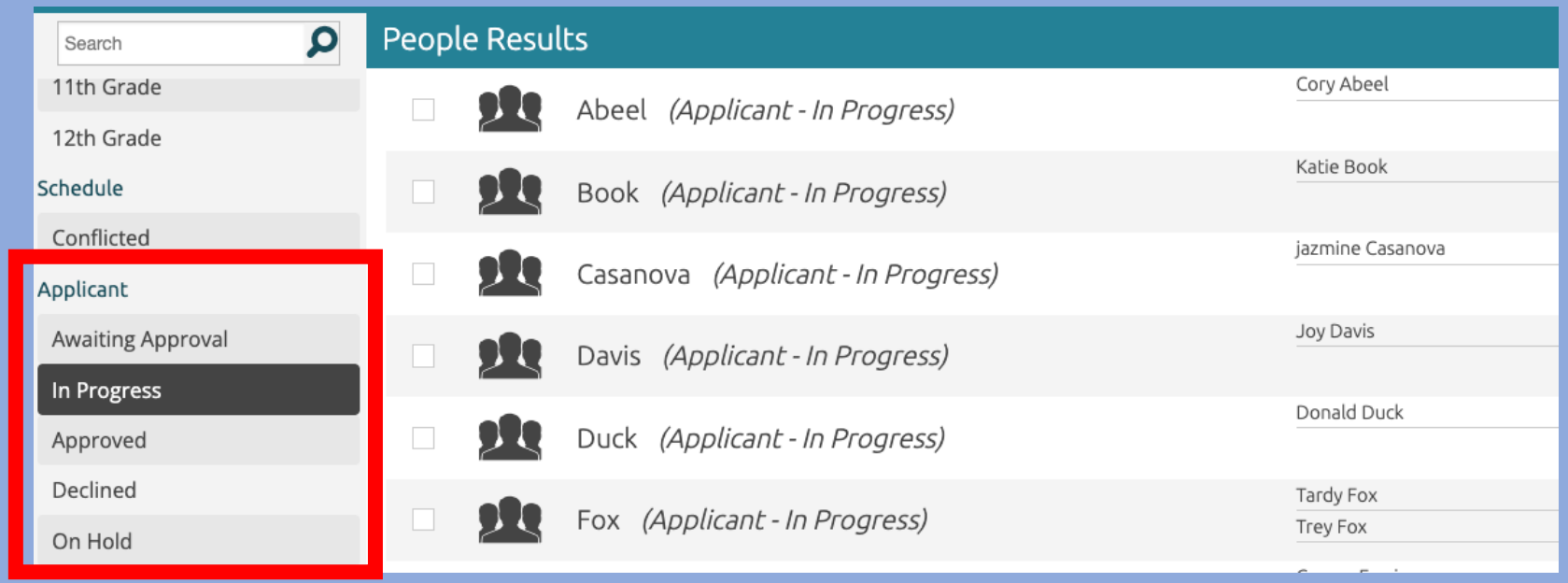
Other Housecleaning Items

- Discussions



Other Housecleaning Items

- Applications
  - Archive any left from this year
  - don’t archive the Approved ones



Other Housecleaning Items

- Course Registration
  - Work with families to get them completed
  - Take Control of any “In Progress” registrations and submit them
  - “Awaiting Enrollment” – revise, approve, delete sections (if needed)

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Q & A