

# Closing Out the School Year

2024-2025

Steve and Amy Maus

# Overview

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



## 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



# Data Copier Basics for Admins

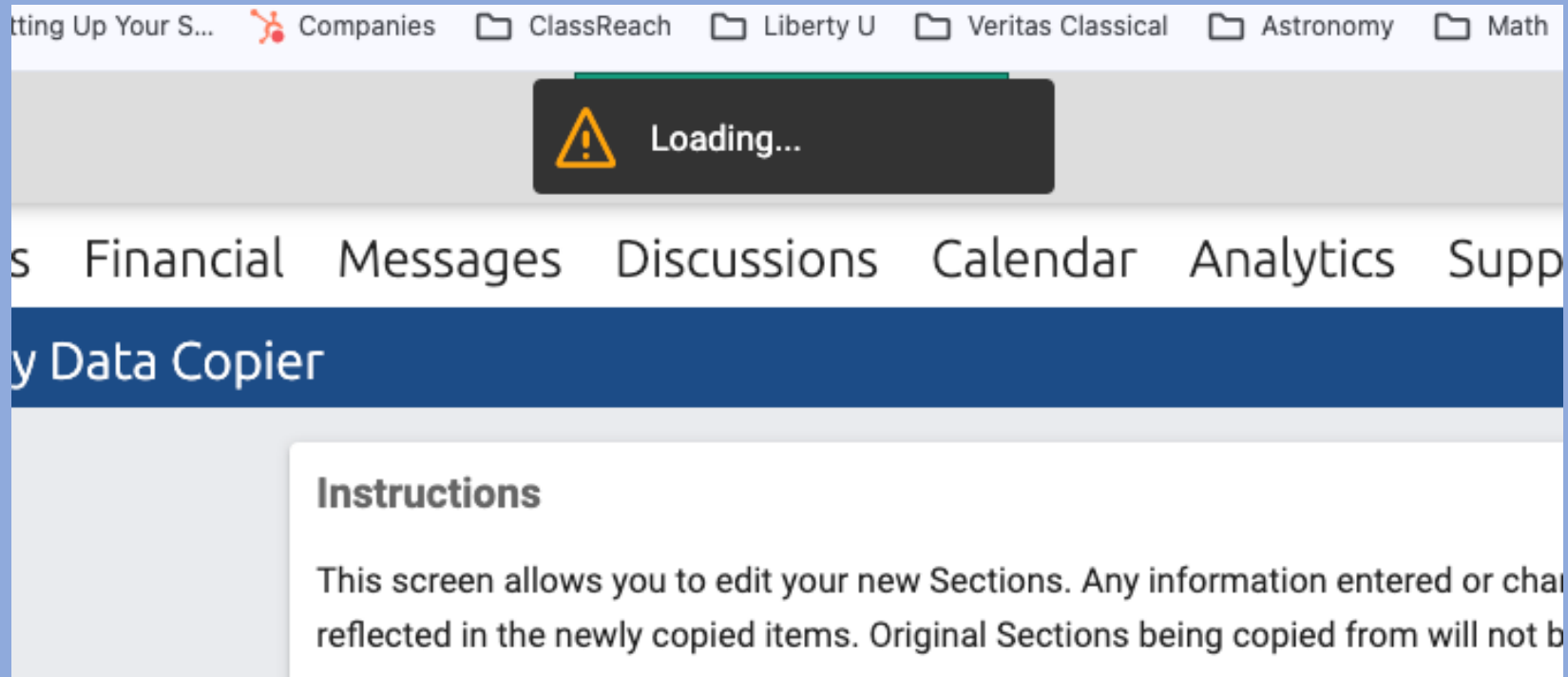
## Copyable Administrative Items

- Academic Terms
- Grading Unit Groups
- Grading Units
- Sections
- Course Registration Processes

## Copyable Teacher Items

- Lesson Plans
- Homework
- Grades
- Handouts
- Task and Agenda Items

Caution: Wait for loading to complete



## Select an Item to Copy

### ClassReach Academy Data Copier

#### Instructions

The Copier can replicate a single item type at a time. Choose the type of item that you would like to make a copy of from the dropdown box.

Then click the **Next Step** button.

#### Make Your Selection

Choose an Item Type to Copy

- ✓ Academic Terms
- Grading Unit Groups
- Grading Units
- Course Registration Processes
- Sections
- Grades
- Handouts
- Homework
- Lesson Plans
- Task and Agenda Items

## The From/To Step

### ClassReach Academy Data Copier

#### Instructions

To copy Academic Terms, choose where you want to copy from and where you want the items copied to using the dropdown boxes.

Then click the **Next Step** button.

#### Make Your Selections

Copy from this School Year

2023-2024

to this School Year

2024-2025

CANCEL

PREVIOUS STEP

**NEXT STEP**

## Make Selections

### ClassReach Academy Data Copier

#### Instructions

Check each of the Academic Terms from the list below that you would like to make a copy of. Then click the **Next Step** button.

You will have the ability to edit information for each of the Academic Terms in a later step.

#### Tools

Select All Items

#### Make Selections

- |  |             |                       |
|--|-------------|-----------------------|
| <input checked="" type="checkbox"/> 2023-2024  | Start Date: | 8/1/2023 12:00:00 AM  |
|  | End Date:   | 5/31/2024 12:00:00 AM |
| <hr/>  |             |                       |
| <input type="checkbox"/> Summer School<br>2024 | Start Date: | 6/3/2024 12:00:00 AM  |
|  | End Date:   | 8/2/2024 12:00:00 AM  |

CANCEL

PREVIOUS STEP

NEXT STEP



## Preview, Edit and Save

### ClassReach Academy Data Copier

#### Instructions

This screen allows you to edit your new Academic Terms. Any information entered or changed here, will be reflected in the newly copied items. Original Academic Terms being copied from will not be altered.

Click the **Save Items** button when you are ready to create the new copies.

#### Tools

[Mark All as "Yes"](#)   [Mark All as "No"](#)

#### Preview, Edit and Save

2023-2024

Name \* :

Lock Date :

Start Date \* :

End Date \* :

Visible To Teachers \* :

Yes  No

Visible To Guardians And Students \* :

Yes  No

CANCEL

SAVE ITEMS

## Select the Next Item

### ClassReach Academy Data Copier

#### Instructions

The Copier can replicate a single item type at a time. Choose the type of item that you would like to make a copy of from the dropdown box.


Then click the **Next Step** button.

#### Make Your Selection

Choose an Item Type to Copy

- ✓ Academic Terms
- Grading Unit Groups
- Grading Units
- Course Registration Processes
- Sections
- Grades
- Handouts
- Homework
- Lesson Plans
- Task and Agenda Items

## Grading Unit Groups and Grading Units


Need Assistance?
ClassReach 5

School People Courses Reports Forms Financial Messages Discussions Calendar Analytics Support
Settings

School Settings

School Information

Login Page Settings

Billing

Academic Levels

Academic Terms

Grading Units

Data Copier

Imports

People Settings

Applications

People Forms

Directory (NEW)

Course Settings

Course Options

Course Registration

Departments

### Grading Units + Grading Unit Group

A Grading Unit generally represents a *period of time* to separate the grades students receive throughout a semester (i.e. **Quarter 1** lasts from Aug. 1st to Oct. 15th, and **Quarter 2** lasts from Oct. 15th to Dec. 31st). Alternatively, a Grading Unit can represent an *exam grade* that should be included for all classes (i.e. **MidTerm** and **Final**). Each unit must be assigned a weight, to determine how much it factors into a student's final class average.

Upper 2024-25
Edit
+ Unit

Name	Type	Weight	Start Date	End Date
▶ Q1	Grading Period	20	Wed Jul 31, 2024	Mon Oct 14, 2024
▶ Q2	Grading Period	20	Tue Oct 15, 2024	Mon Dec 30, 2024
▶ Q3	Grading Period	20	Tue Dec 31, 2024	Mon Mar 17, 2025
▶ Q4	Grading Period	20	Tue Mar 18, 2025	Fri May 30, 2025
▶ Final	Exam Grade	10		
▶ Midterm	Exam Grade	10		

Lower 2024-25
Edit
+ Unit

Name	Type	Weight	Start Date	End Date
▶ Q1	Grading Period	25	Wed Jul 31, 2024	Mon Oct 14, 2024
▶ Q2	Grading Period	25	Tue Oct 15, 2024	Mon Dec 30, 2024
▶ Q3	Grading Period	25	Tue Dec 31, 2024	Mon Mar 17, 2025
▶ Q4	Grading Period	25	Tue Mar 18, 2025	Fri May 30, 2025

# Data Copier Basics for Teachers

## Copyable Administrative Items

- Academic Terms
- Grading Unit Groups
- Grading Units
- Sections
- Course Registration Processes

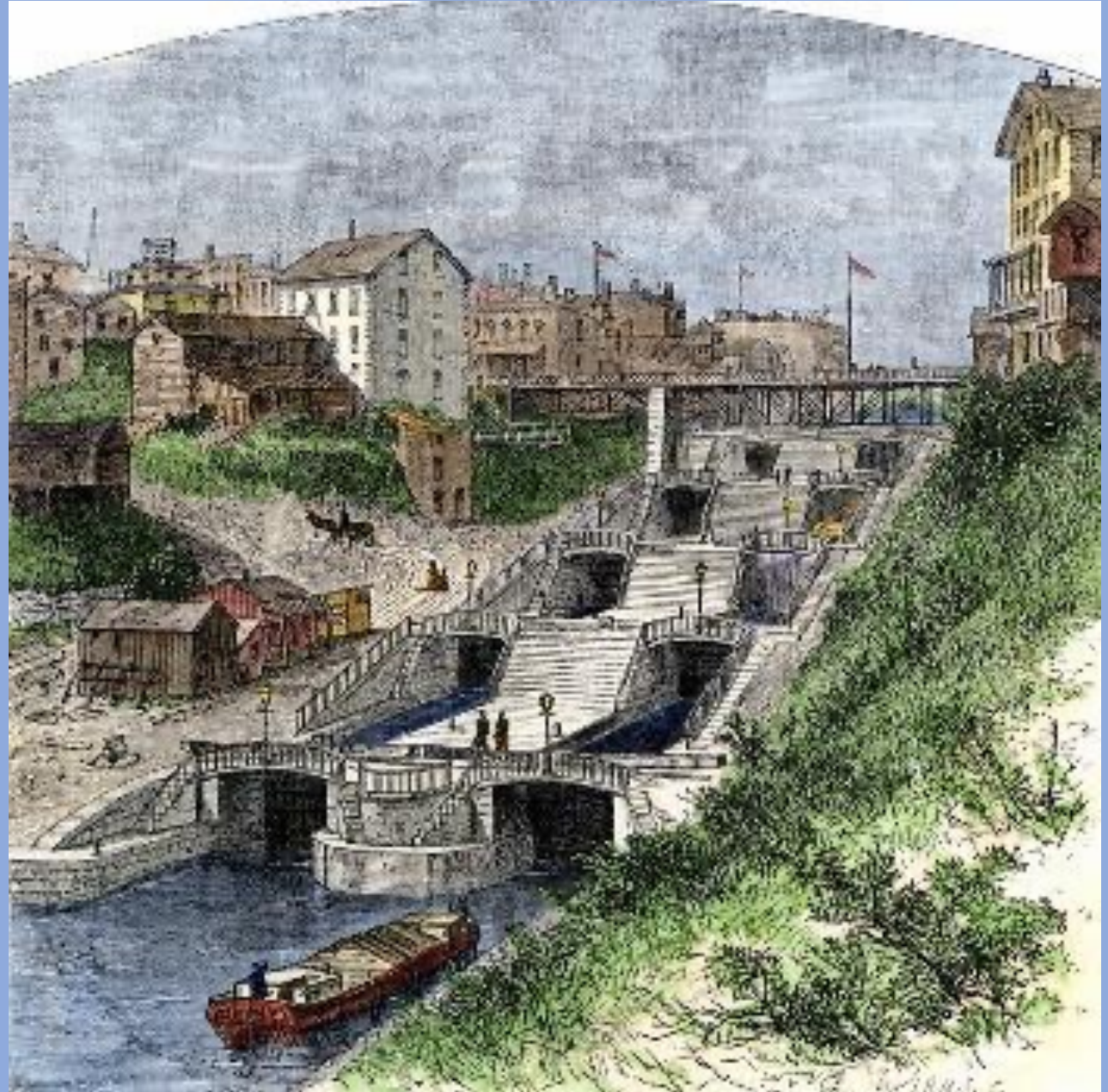
## Copyable Teacher Items

- Lesson Plans
- Homework
- Grades
- Handouts
- Task and Agenda Items

# 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

# Locks



- School Information
- 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 M

► Q4 M

## Upper 2022-23

Name Ty


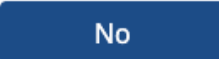
▼ Q1 G

**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

## 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



## 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



Grading Scale



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**

## 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
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#### 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

Academ

+ Acade

2021-

▸ Spri

▸ 202

▸ Fall

2020-

▾ 202

Vi

Tea

Gu

## —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

## 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

Print Progress Reports

Print Schedules

Grant Unlock Access

Previously Granted Unlock Dates

Academ

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

After the school year is  
over...

# Archiving

and

Housekeeping



## Archiving

- Families
  - Unenroll Students
- Teachers
- Admins
- Guests

### Brown Family

Basic   General Contacts Medical Siblings Enrollment CLA Financial Fields

Family Name\*

Parents/Guardians

- Miriam Brown
- Stu Brown

Children

- Charlie Brown
- Sally Brown
- Snoopy Brown

### Charlie Brown

Basic School Transfer




2024-2025

#### Enrolled Sections

#### —Edit Academic Level—

Academic Level

## Archiving

People Results			Select (4)	Action
<input checked="" type="checkbox"/>		Penny Singleton		Send Welcome Email...
<input type="checkbox"/>		Professor Snape		Quick Enroll...
<input checked="" type="checkbox"/>		Mark Spot		<b>Archive</b>
<input checked="" type="checkbox"/>		Tony Stark		Convert Guests to Users
<input checked="" type="checkbox"/>		Anne Sullivan		

- Families
- Unenro
- **Teachers**
- Admins
- Guests

Are you sure you want to archive the selected people? They will only show up when the "Archived" filter is selected, and they will be locked out of their ClassReach accounts.

Yes

No



## Archiving

- Families
  - Unenroll Students
- Teachers
- Admins
- Guests

People Courses Reports Forms Financial Messages Discussions Calend

George Washington

Basic School General Textbooks

First Name\* Middle Name

George

Replace

george.jpeg

Roles

Admin Teacher Guardian Student

Username Email

Account Status

Active Archived

Account Access

Enabled Locked

## Archiving

The screenshot shows the 'People Results' section of the Class Reach application. On the left is a navigation menu with categories like 'Applicant', 'Course Registration', 'Archived', and 'Guest'. The 'Guest' category is currently selected. The main area displays a list of four people: Don Felder, Adrian Monk, Timothy Schmit, and Joe Walsh. The first two rows are highlighted in yellow. An 'Action' dropdown menu is open for the selected items, with the 'Archive' option highlighted by a red box. Other options in the menu include 'Send Welcome Email...', 'Send Application Invitation...', 'Quick Enroll...', and 'Convert Guests to Users'. A search bar is at the top left, and 'Select (6)' and 'Action' buttons are at the top right.

	Search	People Results	Select (6)	Action
Conflicted		<input checked="" type="checkbox"/> Don Felder		Send Welcome Email...
Applicant		<input type="checkbox"/> Adrian Monk		Send Application Invitation...
Awaiting Approval		<input checked="" type="checkbox"/> Timothy Schmit		Quick Enroll...
In Progress		<input type="checkbox"/> Joe Walsh		<b>Archive</b>
Approved				Convert Guests to Users
Declined				
On Hold				
Course Registration				
Awaiting Enrollment				
In Progress				
Archived				
Archived				
Guest				
Guest				

• Families

• Unen

• Teachers

• Admins

• Guests

## Archiving

The screenshot shows the Class Reach interface with a confirmation dialog box overlaid on a table of course results. The dialog box contains the following text: "You are about to archive 2 courses. No data will be deleted, but the courses will no longer be visible unless you use the Archived filter in the sidebar." Below the text are two buttons: "Yes" and "No".

The background interface includes a navigation bar with the following items: Courses, Reports, Forms, Financial, Messages, Discussions, Calendar, Analytics, Support, and Settings. The main content area is titled "Course Results" and contains a table with the following data:

Course ID	Course Name	Section Name
<input type="checkbox"/> 050100		
<input type="checkbox"/> 050200		
<input checked="" type="checkbox"/> 0902		
<input checked="" type="checkbox"/> 1102	MATH III	Algebra II
<input type="checkbox"/> 110300	HIS III	American History
<input type="checkbox"/> 110301	H HIS III	American History Honors

An "Action" menu is visible on the right side of the table, with the "Archive..." option highlighted in a red box.

- Courses

## 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

School Discussions

+ New Topic

All

Admin

Teacher

Guardian

Student

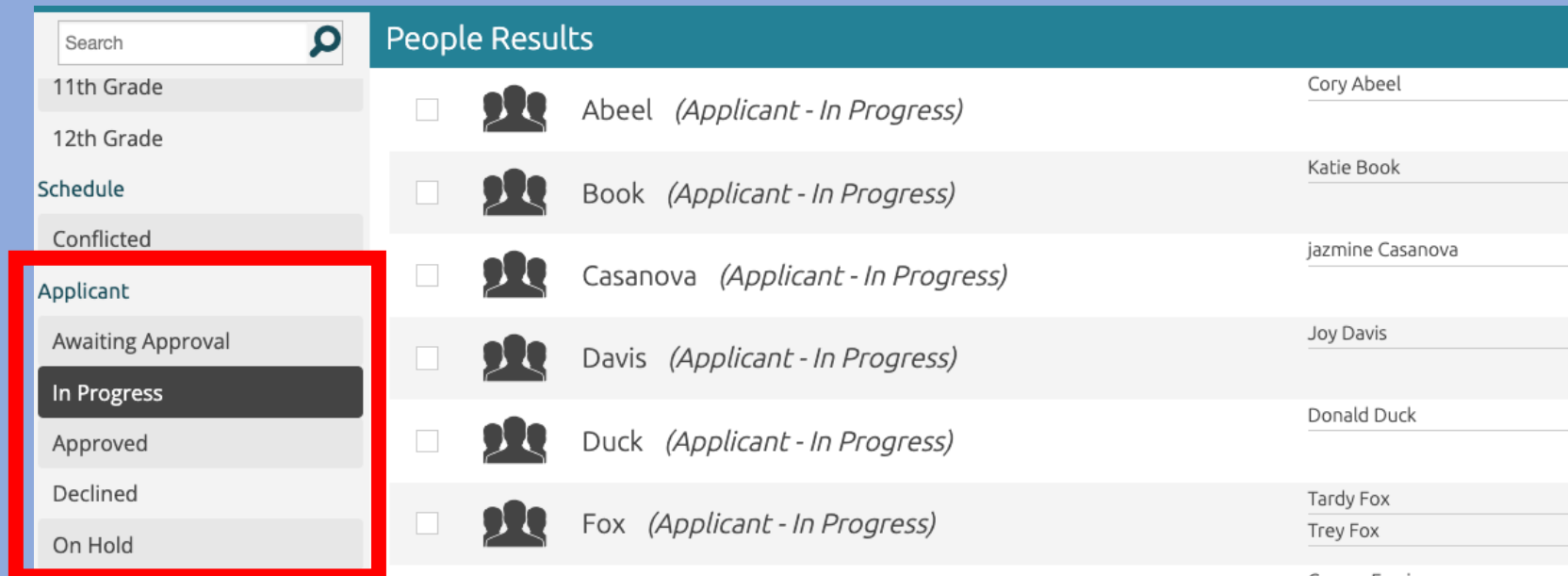
Archived

<input checked="" type="checkbox"/> <span style="font-size: 1.2em; font-weight: bold;">★</span> Archive only	Oct 21, 1:06 AM CT	Nov 10, 1:48 PM CT	1
<input checked="" type="checkbox"/> School Discussion for Students	Aug 29, 1:31 PM CT	Oct 2, 11:40 AM CT	2
<input checked="" type="checkbox"/> Checking something	Aug 23, 9:57 AM CT	Aug 23, 9:57 AM CT	0
<input type="checkbox"/> School Discussion	Nov 19, 2:06 PM CT	May 26, 1:22 PM CT	3
<input type="checkbox"/> teacher discussion	Nov 19, 2:04 PM CT	Nov 11, 12:48 PM CT	2







1

## Other Housecleaning Items

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



The screenshot shows the 'People Results' page in the CLASS REACH system. On the left, there is a search bar and a filter menu. The filter menu is open, showing options: 11th Grade, 12th Grade, Schedule, Conflicted, Applicant, Awaiting Approval, In Progress, Approved, Declined, and On Hold. The 'In Progress' option is highlighted with a red box. The main area displays a list of applicants, each with a checkbox, a person icon, a name, and a status. The list includes: Abeel (Applicant - In Progress), Book (Applicant - In Progress), Casanova (Applicant - In Progress), Davis (Applicant - In Progress), Duck (Applicant - In Progress), and Fox (Applicant - In Progress). The names of the applicants are listed on the right side of the table.

People Results	
<input type="checkbox"/>	 Abeel (Applicant - In Progress) <span>Cory Abeel</span>
<input type="checkbox"/>	 Book (Applicant - In Progress) <span>Katie Book</span>
<input type="checkbox"/>	 Casanova (Applicant - In Progress) <span>jazmine Casanova</span>
<input type="checkbox"/>	 Davis (Applicant - In Progress) <span>Joy Davis</span>
<input type="checkbox"/>	 Duck (Applicant - In Progress) <span>Donald Duck</span>
<input type="checkbox"/>	 Fox (Applicant - In Progress) <span>Tardy Fox Trey Fox</span>

## Other Housecleaning Items

Approved	<input type="checkbox"/>		Agnes Addison
Declined	<input type="checkbox"/>		Georgina Allen
On Hold	<input type="checkbox"/>		Gregory Allen
Course Registration			
Awaiting Enrollment			
In Progress			

- 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)

# Q & A

