

When the school year is nearing the end, what sort of steps should be done in Schoology? This section will cover exporting your gradebook, accessing archived courses, saving content to resources, and copying gradebook Settings.

- Your personal resources can be used to store previous year's content and edit or create new content before next years courses begin.
- Your courses will not be deleted and can still be accessed once the school year is over.
- When the grading period ends, the course will be automatically archived. Archiving simply removes it from your drop down list and puts it in an archive area for you to access later. The entire course is stored, including all student data, but students cannot access archived courses. Just because a course is archived and accessible, doesn't mean you shouldn't save the information.
- Groups and Professional Development courses with the **Always Available** grading period are not affected.

## 1. Gradebook

Saving your gradebook at the end of the year as a backup is a best practice and it only takes a few steps. Accessing the Excel gradebook can be faster than going back to the archived course.

You can export a course gradebook in two formats:

- CSV
- CSV for import into other system

To export your course gradebook:

1. Click **Courses** in the top menu.
2. Click on the course that has the Gradebook you want to export.
3. Click on **Gradebook** in the course profile menu.
4. Click the gear icon at the top of the gradebook.
5. Select **Export**.



The screenshot shows a gradebook table with columns for Overall, Q2 Winter 2013 (2), Reading Assignments (5 pts), and Writing. A gear icon in the top right of the table is circled in red, and a dropdown menu is open showing options: Bulk Edit, Print Reports, Export (highlighted), and Import.

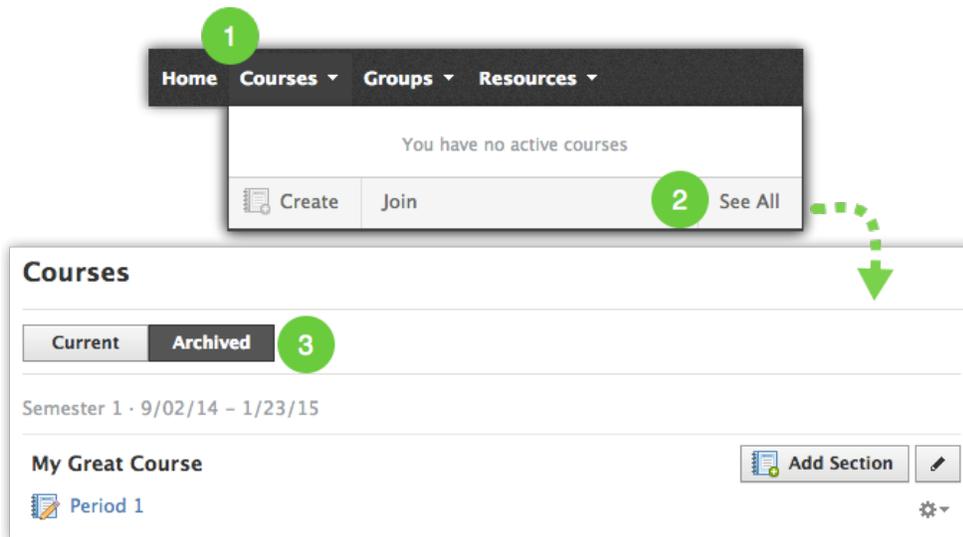
	Overall	Q2 Winter 2013 (2)	Reading Assign... 5 pts	Writing	n-class...
	<b>B</b> 83.33%	<b>B</b> 83.33%	4		
	<b>B</b> 86.67%	<b>B</b> 86.67%	5	5	3
	<b>D</b> 63.33%	<b>D</b> 63.33%	2	3	4

## 2. Archiving Courses

Courses automatically archive after the end date of the grading period passes, you don't have to do anything. For example, if your course is associated with the grading period "Quarter 4 SY1415" which ends on June 25, after June 25 that course is moved to your **Archived** courses. Archived courses *do not* expire. You still retain access to the Course – including the materials, gradebook, and Members page.

To access an archived course after the grading period has ended:

1. Click **Courses** in the top menu.
2. Select **See All** in the bottom-right corner of the drop-down menu.
3. Select **Archived** to see a complete list of archived courses sorted by grading period.



## 3. Saving Course Materials

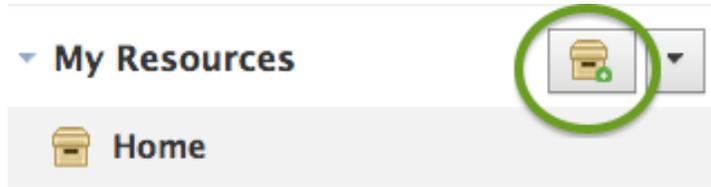
**I'm teaching the same course at the same school again next year. How do I save and reuse my materials?**

You can save your archived course to your **Resources** and re-use the same materials for the next school year, in a new course with new students and a new grading period. You can edit the resources in preparation for next year. If you are teaching a brand new course you can start building your course materials in your personal resources.

**Tip:** Create **Collections** in your **Resources** before you start saving course materials.

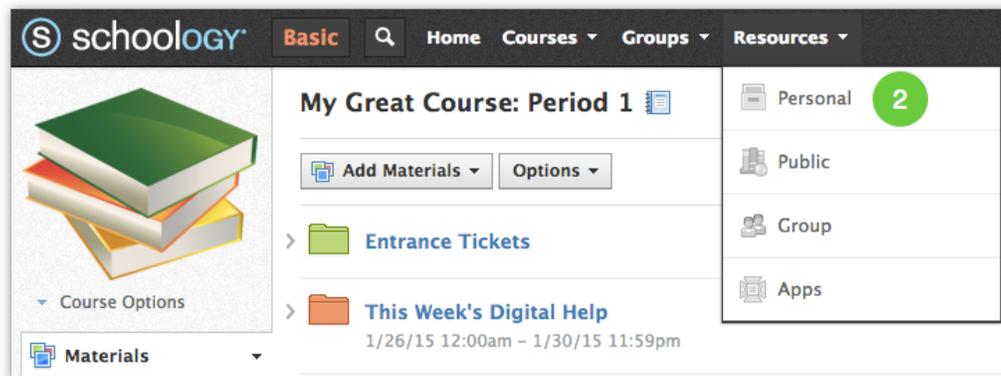
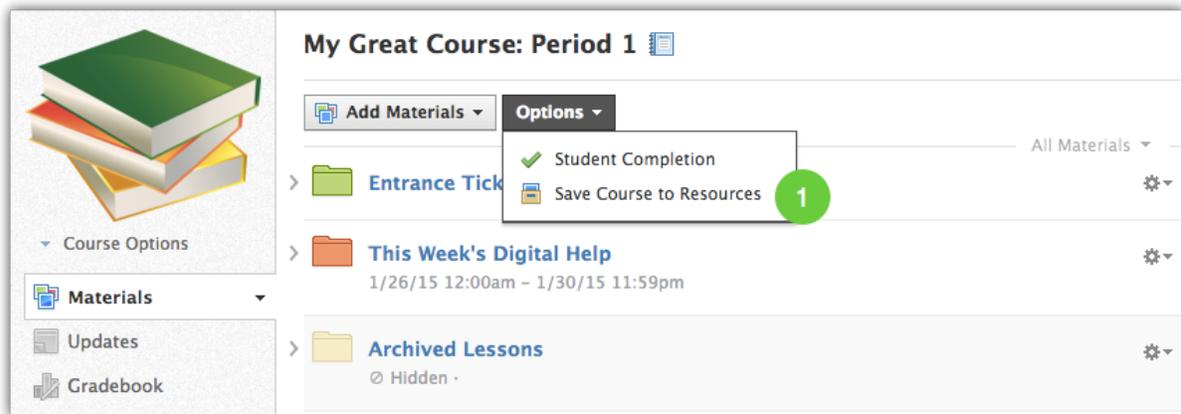
To create a Collection:

1. Click **Resources** in the top menu and then select **Personal** in the list.
2. Click the file cabinet icon in the left hand column to create a new Collection.



To save course to resources:

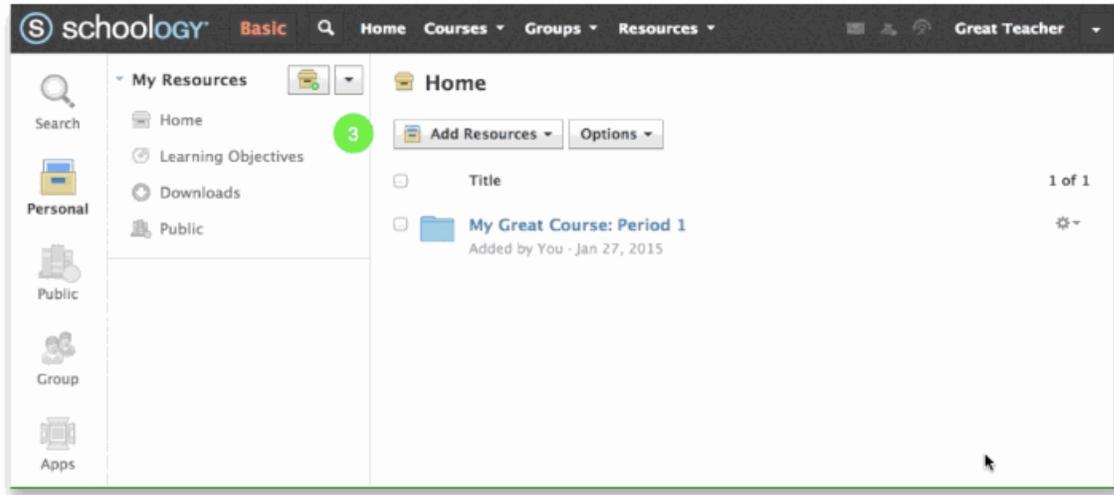
1. Go to the archived course (or active course).
2. Click **Options**.
3. Select **Save to Resources**.



When you create your new course for next year, you can load all of your saved materials by following these steps:

1. Go to your collection in Personal Resources.
2. Select the **Resources** to copy.
3. Click **Edit**, then **Add to Course**.

4. Select the course to copy to and change any Advanced Options if needed.



## 4. Save your Rubrics

In addition to saving your course materials, you can also save individual rubrics to your Resources to re-use in another course, or to share with others.

To save your existing rubric to Resources:

1. Click **Gradebook**.
2. Click **Grade SetUp**.
3. Click **Rubrics** in the upper-right corner.
4. Click the gear icon to the right of a rubric.
5. Select **Save to Resources**.

