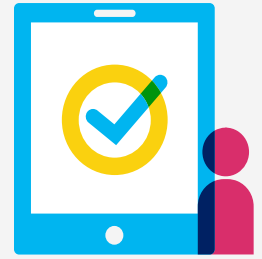


Schoology Learning

End-of-Year Best Practices



Rollover checklist for system administrators

Stay organized and confident as the school year ends with this simplified checklist of best practices. Each task includes a quick explanation so you know what to do and why it matters.

ENDING THE CURRENT YEAR

End-of-year grading

- **Extend grading periods** (if needed): Give teachers more time to enter final grades or complete coursework before the grading window closes.
- Prepare for summer school: Discuss if Schoology will be used for summer school in your district.
- Optional: Watch the webinar [“Best Practices for Closing Out the School Year with Schoology Learning”](#) for additional tips.

Optional

- **Archive or delete unused groups.**
- Clean up grading periods: Clear filters to view all grading periods, both active and inactive.

System administration review

- Review **roles** created at your district.
- Confirm that user **permissions** align with each role.
- Audit **third-party integrations** for accuracy and access.
- Verify that **feature options** reflect current district needs.
- Update **support contacts** to reflect any staffing changes.

Schoology Learning and your SIS

- Stop the sync between Schoology and your student information system (SIS) to keep data stable.
- Deactivate **auto-imports** to avoid duplication or errors during the rollover process.
- Turn off **Parent Email Digests** to prevent unwanted emails.

Rollover checklist for system administrators

WELCOMING THE NEW YEAR

Schoolology Learning and your SIS

- Prepare your SIS for a new school year
 - [My PowerSchool / PowerTeacher Pro](#)
 - [Skyward](#)
 - [Infinite Campus](#)
 - [SIS Connect](#)

System administration review

- Configure [grading periods](#) in Schoolology
- Confirm [grading settings](#) are accurate for the new year.
- [Re-establish auto-import](#) of users, courses, enrollments, and resources as needed or [manually import](#).
- [Install integrations, external tools, and apps.](#)

Optional

- [Course templates](#)
- [Cross-list sections](#)
- [Create school-wide groups](#)

Manage users

- Mark staff, student, and parent accounts as [inactive](#).
- [Deactivate multiple accounts in bulk](#) using a CSV file.
- Update [parent-school building associations](#) to ensure accurate access.
- Turn on [Parent Email Digests](#) to keep families informed.

GET THE MOST OUT OF YOUR SCHOOLLOGY SUBSCRIPTION!

Consider using these included features:

- [District Mastery](#)
- [Lesson Planner](#)
- [PowerBuddy for Learning](#)

CHANGES COMING UP?

Connect with your PowerSchool contact—we're here to support you every step of the way.

NEED HELP?

- [Schoolology Help Center](#)
- [PowerSchool Community](#)
- [Schoolology User Toolbox](#)

Submit a support ticket if you have any questions or encounter challenges during the rollover process.

If you'd prefer PowerSchool Services complete the rollover for you, check out our [Rollover Readiness Package](#).