

Schoology Learning End-of-Year Best Practices



Checklist for teachers

Grades

These steps will help ensure your Schoology Learning course gradebook is finalized and ready for any end-of-year reporting needs.

To close out the school year, in each Schoology course:

- Ensure all items are published
- Enter a score for all **gradebook** items (leave no blanks) or mark an **exception**
- Use **Bulk Edit** to double-check each gradebook quickly
- **Sync** the gradebook to your SIS

QUICK TUTORIAL

[This quick video](#) visually guides you through the process.

Sharing or exporting Schoology Learning materials

- Create **Collections** in Resources to share with others
- **Export Resources** from Schoology Learning

Course materials

Follow these quick tips to save your materials and make setup a breeze when planning for next year.

- **Save your custom rubrics** to Resources so you can easily reuse or adjust them next year.
- **Save course materials** to Resources so you can quickly reuse them next year without rebuilding everything.

These steps are best practices to make next year easier. Some teachers may access past course materials in the **Archived section** of Schoology Learning.

NEED HELP?

To access **PowerSchool Community** articles, first, log in to your Schoology environment, scroll down, and click on the PowerSchool Community link in the footer. A new tab will open using the credentials from your Schoology account. [Click here](#) for assistance.

- [Schoology Help Center](#)
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