

# End of Year Data Management

## Checklist



End of year is a busy time, and cleaning up your data is probably the last thing on your list. With this easy-to-follow checklist, we have demystified this task.

Follow the items listed below, and for detailed instructions go to: <https://help.edgenuitycourseware.com/hc/en-us/articles/360043182253-End-of-Year-Data-Management>.

### COURSE MANAGEMENT

- Complete enrollments that earned credit and disable enrollments that are unfinished or assigned in error.
- Adjust target dates for courses and active enrollments.
- Update courses with new versions available and remove customized courses that are no longer needed.

### STUDENT ACCOUNTS

- Archive graduating seniors and promote students to the next grade.
- Archive student accounts that are no longer actively working.
- Create student accounts for new or transferred students.
- Ensure students are associated with the correct school(s) within your district.

### EDUCATOR ACCOUNTS

- Deactivate educator accounts that are not used or valid.
- Review permissions for teachers and administrators.
- Maintain district calendar to address holidays, in-service days, or any additional days students are not expected to work.

## Reserve and finalize training dates for the school year.

Training is essential for a new and existing implementation using Edgenuity. Start looking at your district/school calendar early and schedule the training as far in advance as possible to ensure you get the requested date. You can email your Account Manager and/or Professional Development Specialist to schedule these dates.

