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: help.edgenuity.com/Data_and_Reporting/Data_Management.

Reach out to your Account Manager with any questions!

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 Specialists to schedule these dates.