Year End Procedures

Use this guide to clean your Odysseyware site and prepare it for use. At the very least, we recommend doing this at the end of each school year. Follow the sequence outlined in this guide. **NOTE: To complete these actions, you must be logged in as an Admin.**

Reports tab: Activity Reports

1. Generate the **Faculty Progress** report and Identify any open actions that need to be completed.

2. Generate the **Course Percentage** Complete report and determine which courses need to be archived.

Course Enrollment tab

3. Archive completed courses and courses that students will not work on during the next academic session.

   IMPORTANT: Be sure to select the most appropriate Reason code for accurate reporting.

Students tab

4. Archive graduated students.

5. Place ALL other students On Hold.
   · This immediately cleans your Active student list. Since not all students will return, you can decide who gets added back in. This also sets up an opportunity to review the student's permissions.

Teacher/Admin tab

6. Archive teachers who have retired or who will no longer use Odysseyware in any capacity.

School Settings tab

7. **Terms:** Create new terms.

8. **Calendar:** identify the No School days.

9. **Grading, Pacing, & Assessments and Permissions:** Review ALL settings and permissions and adjust where needed.

Courses tab

10. Review all active custom courses.

11. Archive unneeded custom courses.

Reports tab: Activity Reports

12. Generate the **Detailed Student Grading** report.
    · Run for Archived/On Hold students.
    · Run by individual status as needed for reporting purposes (ie. Complete, Incomplete, Dropped, Void).

   HOT TIP: Save time by creating a defined set of end of semester/year protocols for teachers to follow. Indicate which actions to take and which reports are needed, along with any other close-out instructions.

FOR MORE HELP: visit the [Help Center](#) or call 877-251-6662 for Technical Support.