

Don't bring clutter to your new interface! Use Class Closeout to deactivate classes that are no longer being used.

Class Closeout

Class Closeout deactivates old classes and assignments so that educators only see their current classes. While Class Closeout removes unused classes and assignments from view, it doesn't permanently delete them, so it is possible to reactivate a class to retrieve data if the need arises. A best practice is to generate and save Learner Progress Reports on classes before performing a Closeout. This makes progress data easily accessible in the future.

If you are unsure of which classes to closeout, run a Class Usage Summary for the school year to date. Print the report and highlight the classes with no activity for the school year. These are classes that aren't being used, and therefore can be closed out. Only users with an Administrator role can perform a closeout.

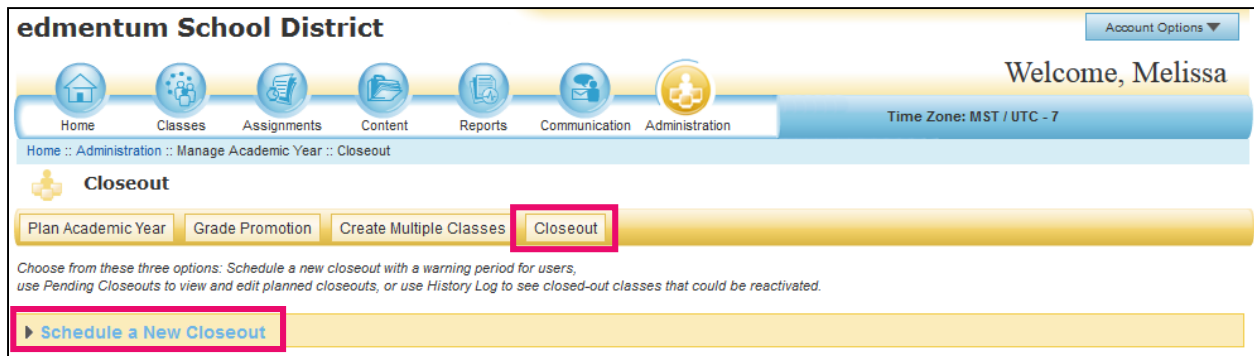
Note: Closed out classes will still be available after the upgrade, but will be marked as closed out.

How to Schedule a Closeout

1. Select the **Administration** mini-app.
2. Choose **Manage Academic Year**.



3. Choose **Closeout**.
4. Choose **Schedule a New Closeout**.



5. Select the classes that need to be closed out by Location.
6. Set a **Closeout Date** on which the selected classes will be automatically closed out. You must schedule a closeout at least two days from today's date.
7. Select the **Transition Period**, which is the amount of time before the schedule Closeout during which all users in the account (except Learners) will be able to see which classes (including corresponding assignments and discussions) are marked for Closeout.
8. Once all required fields are selected, choose **Schedule**. A confirmation window will display when the Closeout has been scheduled successfully.

▼ Schedule a New Closeout

To schedule a new closeout, select one or more classes by location, then a Closeout Date and Transition Period.

***Classes**

Ohio School District

Oklahoma School District

Online Training District

Online Training School

- 13-14 Alg 2 Fall Sem Holland
- 13-14 Alg 2 Holland
- 13-14 Chemistry Holland Per2
- 13-14 English 10 - American Lit Holland Per 2

***Closeout Date** 06/01/2016 12

Select a date on which the selected class or classes will automatically be closed out. Once closed out, classes, along with their assignments and discussions, will no longer appear to instructors or learners when they log in. Account administrators may still run reports on the data related to these closed out classes and their assignments, and they can reactivate classes that have been closed out.

***Transition Period** 30 Days ▼

The transition period is the amount of time before the scheduled closeout during which all users in an account will be able to see which classes and corresponding assignments and discussions are marked for closeout. You can change the transition period during this time, up until the date the class is closed out. However, if you select 30, 60, or 90 days when less than that number of days remain until the closeout, the transition period will only be the period until closeout. If, for example, you select a Closeout Date that is only 7 days away, the transition period will start immediately and will last only 7 days.

Schedule