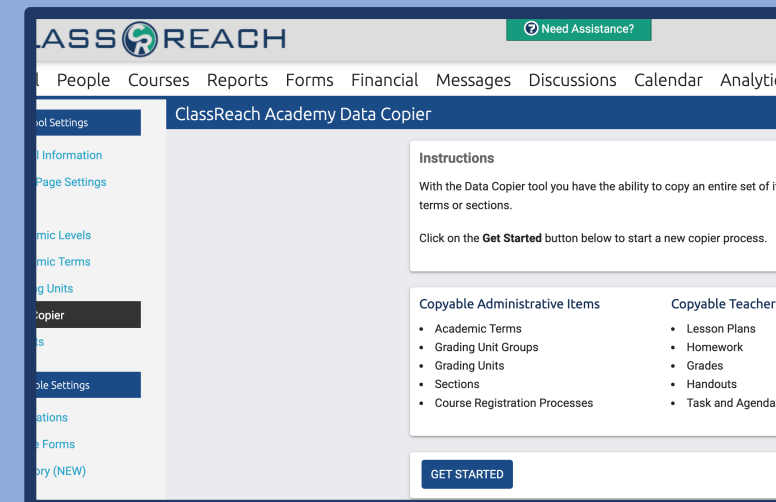




Data Copier & Setting Up for the New School Year

2024-2025

Steve and Amy Maus





References

School

Calendar & Announcements

People

Directory

Applicants

Application Process

Courses

Sections

Reports

Forms

Financial Suite

Financial Agreements

Messaging

Analytics

SETTINGS-School Settings

SETTINGS-School Settings

Settings Overview

School Settings Overview

Editing Basic School Information

Login Page Settings

Input Billing Information

Creating/Editing Academic Levels

Creating/Editing Academic Terms

Grading Units

Data Copier Basics for Admins

Data Copier - Copying Academic Terms

Data Copier - Copying Grading Unit Groups

Data Copier - Copying Grading Units

Data Copier - Copying Sections

Data Copier - Copying Lesson Plans

Importing Users and Courses

FAQ - Why should I lock an Academic Term?

Overview

- Data Copier Overview
- Data Copier – How to
- Setting up for the New School Year

Data Copier Overview

...found in Settings > School Settings>Data Copier

- Allows you to copy items from:
 - One year to the next year
 - One term to another term
 - Duplicate sections
 - One section to another section
- Admin and Teacher items
- Admin items have a specific order

The screenshot shows the CLASS REACH interface. At the top, there's a navigation bar with 'School', 'People', 'Courses', 'Reports', 'Forms', 'Financial', 'Messages', 'Discussions', and 'Cal'. Below this is a 'Settings' section with two main tabs: 'School Settings' and 'People Settings'. Under 'School Settings', there's a list of options: 'School Information', 'Login Page Settings', 'Billing', 'Academic Levels', 'Academic Terms', 'Grading Units', 'Data Copier', and 'Imports'. The 'Data Copier' option is highlighted with a red box. Under 'People Settings', there's a list of options: 'Applications', 'People Forms', and 'Directory (NEW)'.

The screenshot shows two columns of copyable items. The left column is titled 'Copyable Administrative Items' and contains a list of items: 'Academic Terms', 'Grading Unit Groups', 'Grading Units', 'Sections', and 'Course Registration Processes'. A green arrow points to 'Course Registration Processes'. The right column is titled 'Copyable Teacher Items' and contains a list of items: 'Lesson Plans', 'Homework', 'Grades', 'Handouts', and 'Task and Agenda Items'.

Data Copier – How to...

Regardless of what you choose to copy, there are some basic steps that every copy follows:

CLASS REACH Need Assistance? ClassReach Support Admin

School People Courses Reports Forms Financial Messages Discussions Calendar Analytics Support Settings

ClassReach Academy Data Copier

Instructions

With the Data Copier tool you have the ability to copy an entire set of items to different years, terms or sections.

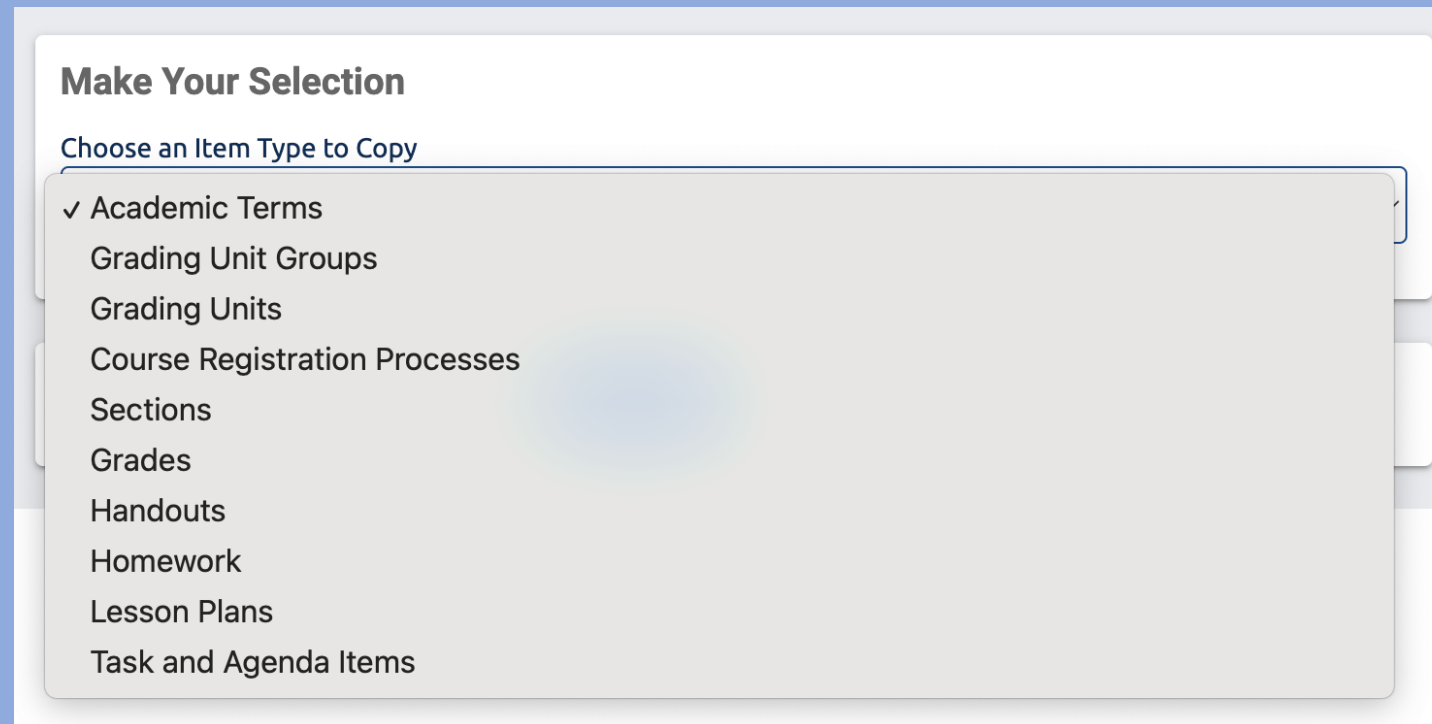
Click on the **Get Started** button below to start a new copier process.

Copyable Administrative Items	Copyable Teacher Items
<ul style="list-style-type: none">Academic TermsGrading Unit GroupsGrading UnitsSectionsCourse Registration Processes	<ul style="list-style-type: none">Lesson PlansHomeworkGradesHandoutsTask and Agenda Items

Click Here → **GET STARTED**

Data Copier – How to...

1. Select an item to copy. You will see the following options:



Data Copier – How to...

2. The From/To Step (you're copying data from where to where?)

Instructions

To copy Academic Terms, choose where you want to copy from and where you want the items copied to using the dropdown boxes.

Then click the **Next Step** button.

Make Your Selections

Copy from this School Year

Select...

to this School Year

Select...

CANCEL

PREVIOUS STEP

NEXT STEP

Data Copier – How to...

3. Make Selections of what you specifically want to copy (this could take a few seconds if it's a long list)

Instructions

Check each of the Sections from the list below that you would like to make a copy of. Then click the **Next Step** button.

You will have the ability to edit information for each of the Sections in a later step.

Tools

Select All Items

Make Selections

<input checked="" type="checkbox"/> 5th Grade Literature - S01	Meeting Start Time: 08:00:00 Meeting End Time: 08:45:00
<input checked="" type="checkbox"/> 5th Grade Math - S01	Meeting Start Time: 11:00:00 Meeting End Time: 11:50:00
<input checked="" type="checkbox"/> Algebra I - 001	Meeting Start Time: 14:00:00 Meeting End Time: 15:00:00

Data Copier – How to...

4. Preview, Edit, Save

Instructions

This screen allows you to edit your new Sections. Any information entered or changed here, will be reflected in the newly copied items. Original Sections being copied from will not be altered.

Click the **Save Items** button when you are ready to create the new copies.

Preview, Edit and Save

Algebra I - 001

Section Number * :

Capacity * :

Enforced * :

Yes No

Meeting Start Time * :

Meeting End Time * :

Classroom :

Period :

Grading Unit Group * :

Data Copier – How to...

5. Click "Save Item" will complete the Data Copy requested action

Algebra II - 09012

Section Number * :	Capacity * :
<input type="text" value="09012"/>	<input type="text" value="25"/>
Enforced * :	Meeting Start Time * :
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="08:00:00"/>
Meeting End Time * :	Classroom :
<input type="text" value="08:45:00"/>	<input type="text" value="105 105"/>
Period :	Grading Unit Group * :
<input type="text" value="1"/>	<input type="text" value="Upper 2024-25"/>

CANCEL SAVE ITEMS

Data Copier – How to...

6. Data Copy Complete with two options
 - a. Click a link to view your newly created items
 - b. Copy More Items

Data Copy Complete

A total of **1** Sections have been created.

You can view your newly created Sections by [clicking this link](#).

COPY MORE ITEMS

Setting up for Next Year

- Schedule time for this
- We're here to help
- Measure twice, Cut once



Setting up for Next Year

Data Copier Tasks

- Academic Term(s)
- Grading Unit Groups
- Grading Units
- Sections
 - Teachers maybe, but not students

Individual Tasks

Academic Terms

- Data Copy or Create New Ones
- Select the one(s) to copy
- You re-name them
- New Dates
- Select options

Instructions

This screen allows you to edit your new Academic Terms. Any information entered or changed here, will be reflected in the newly copied items. Original Academic Terms being copied from will not be altered.

Click the **Save Items** button when you are ready to create the new copies.

Tools

[Mark All as "Yes"](#)

[Mark All as "No"](#)

Preview, Edit and Save

2021-2022

Name * :

2025-2022

Lock Date :



Start Date * :

8/1/2024



End Date * :

5/27/2025



Visible To Teachers * :

Yes No

Visible To Guardians And Students * :

Yes No

Grading Unit Groups

- Data Copy or Create New Ones
- Select the one(s) to copy
- Simply Copies the Groups
 - **Just the Groups**
- You re-name them
- Select options

Instructions

This screen allows you to edit your new Grading Unit Groups. Any information entered or changed here, will be reflected in the newly copied items. Original Grading Unit Groups being copied from will not be altered.

Click the **Save Items** button when you are ready to create the new copies.

Tools

[Mark All as "Yes"](#) [Mark All as "No"](#)

Preview, Edit and Save

Upper 2023-24

Name * :

Upper 2024-25

Are Grading Units Weighted * :

Yes No

Lower 2023-24

Name * :

Lower 2024-25

Are Grading Units Weighted * :

Yes No

Grading Units

- Data Copy or Create New Ones
- You re-name them
- New Dates
- Select options
 - You may only need to change the dates

Instructions

Instructions

This screen allows you to edit your new Grading Units. Any information entered or changed here, will be reflected in the newly copied items. Original Grading Units being copied from will not be altered.

Click the **Save Items** button when you are ready to create the new copies.

Tools

[Mark All as "Yes"](#) [Mark All as "No"](#)

Preview, Edit and Save

Q1

Name * : Lock Date :

Start Date * : End Date * :

Weight * : Visible To Teachers * : Yes No

Visible To Guardians And Students * : Yes No

End Date: 5/30/2024 12:00:00 AM

WARNING!

Do not reuse Grading Units

NOTE

A few thoughts on Locks

- Academic Terms
- Grading Units

Sections

- Be patient with the process
- Try one or two first to see how it copies as you develop
- Consider copying multiple sections and not editing them one at a time

Instructions

Check each of the Sections from the list below that you would like to copy. Click the **Next Step** button.

You will have the ability to edit information for each of the Sections in the next screen.

Tools

Select All Items

Make Selections

<input checked="" type="checkbox"/>	5th Grade Literature - S01	Meeting Start Time	Meeting End Time
<input type="checkbox"/>	5th Grade Math - S01	Meeting Start Time	Meeting End Time
<input checked="" type="checkbox"/>	Algebra I - 001	Meeting Start Time	Meeting End Time

Instructions

To be able to copy sections, you must select at least one section. Then click the **Next Step** button.

Make Selections

When copying Sections using this Grading Unit Group

Upper 2023-24

Lower 2023-24

Instructions

The Copier can replicate a single item type at a time. Choose the type of item that you would like to make a copy of from the dropdown box.

Instructions

This screen allows you to edit your new Sections. Any information entered or changed here, will be reflected in the newly copied items. Original Sections being copied from will not be altered.

Click the **Save Items** button when you are ready to create the new copies.

Preview, Edit and Save

5th Grade Literature - S01

Section Number * : S01

Capacity * : 15

Enforced * : Yes No

Meeting Start Time * : 08:00:00

Meeting End Time * : 08:45:00

Classroom : 101 English Room

Period : 1

Grading Unit Group * : Lower 2024-25

Group

Upper 2024-25

Lower 2024-25

When copying Sections using this Grading Unit Group they will be updated to use this Grading Unit Group

Lower 2024-25

Setting up for Next Year

~~Data Copier Tasks~~

- ~~• Academic Term(s)~~
- ~~• Grading Unit Groups~~
- ~~• Grading Units~~
- ~~• Sections~~
 - ~~• Teachers maybe, but not students~~

Individual Tasks

- Gradebook Settings
- Enroll Students
- Financial set up
- Calendar

Gradebook Settings

- Naming is important
- If you data copy sections, it copies the same Gradebook Setting from the previous year
- If you need to make changes to Gradebook Settings, do it before school starts!

The screenshot shows the CLASS REACH web interface. At the top, the navigation menu includes School, People, Courses, Reports, Forms, Financial, Messages, and Discussion. The main content area is titled "Gradebook Settings" and contains a descriptive paragraph: "Gradebook Settings allow you to define the criteria used to calculate... you can define different Gradebook Settings to use for different Sections. **Gradebook Settings**, and apply them to the appropriate Sections. You can also define the Gradebook Settings you would like to use for that Section." Below this is a list of gradebook options: Default Gradebook, Elementary, High School, Middle School, Old Example Gradebook, Standard's Based Grading, and Test Gradebook. A sidebar on the left lists various settings categories: People Settings (Applications, People Forms, Directory (NEW)), Course Settings (Course Options, Course Registration, Departments), Classroom Settings (Attendance Markings, Class Rank Settings, Classrooms, Conduct Items, GPA Calculation), Gradebook Settings (highlighted), and Transcript Settings. A "Need Assistance" button is visible in the top right corner.

High School

These Gradebook Settings may be used for multiple Sections within ClassReach. Be careful when making any

General

Rounding Decimals
1
Hide Numeric Ave
No
Hide Points Possible
No
Hide Grade Distrib
Yes

Grading Categories

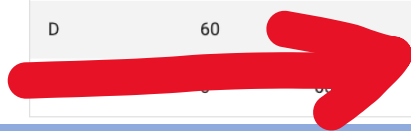
+ Category

Name	Weight	Drop?	
Homework	30%	No	
Participation	20%	No	
Tests	50%	No	

Grading Scale

+ Scale

Letter	Min	Max
A	90	
B	80	90
C	70	80
D	60	



Section Info

Course

American History

Section Number*

S-02

Capacity*

25

Enforce? * @

Yes

No

Period

Start Time*

10:15 AM

End Time*

11:15 AM

Meeting Days

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Academic Term*

2024-2025

Classroom

Select a Classroom

Gradebook Settings*

High School

Use custom Gradebook Settings
(teacher will be able to edit)

Teacher

Chris Columbus

Add Teacher

Enrolled Student @

Judy Dickens

Add Student

Student Awaiting Enrollment ?

Amy Bunny

If you want to change your grading scale or grading categories at all, this is a “Before school starts...” thing - this is a SHOULD do before school

Teachers often don't consider this until December or the end of the first quarter...BUT, you CAN help!

If you want to change to a completely different Gradebook Setting option – this is a MUST do before school



Enroll Students

- Unenroll students not continuing
- Student enrollment report
- Enroll students in next academic year (if needed)
- Course Registration or Enroll students (Quick Enroll)

We LOVE Quick Enroll

The screenshot shows the ClassReach interface with the 'People' tab selected. A 'Quick Enroll' modal is open, displaying the following information:

- Quick Enroll**
- Message: "You currently have 5 people selected. Please select which section(s) you would like to enroll them in."
- Note:** "Only selected students will be enrolled. Any other selected people will be ignored."
- Year: 2023-2024
- Section Selections:
 - Algebra I 09012
 - American History Honors 09012
 - Earth Science Honors 09012
- Buttons: Enroll (green) and Cancel (red)

The background shows a list of people with the following details:

Grade	Person	Selected
1st Grade	Dave C	<input type="checkbox"/>
2nd Grade	JJ CC	<input type="checkbox"/>
3rd Grade		
4th Grade	Judy Dick	<input checked="" type="checkbox"/>
5th Grade	Matthew	<input checked="" type="checkbox"/>
6th Grade		
7th Grade	Brooklyn	<input checked="" type="checkbox"/>
8th Grade		
9th Grade	Neymar C	<input checked="" type="checkbox"/>
10th Grade	Didi Hill	<input checked="" type="checkbox"/>
11th Grade		
12th Grade	Michael Jordan	<input type="checkbox"/>
Schedule		
Conflicted	Esther Milne	<input type="checkbox"/>

Financial Set up

CLASS REACH [Need Assistance?](#) ClassReach Support Admin

School People Courses Reports Forms **Financial** Messages Discussions Calendar Analytics Support Settings

Financial 2024-2025

- Summary
- Past Due Invoices
- Settings**

Online Payments

✓ Connected to Gravity [Dashboard](#) | [Gravity Payments](#)

Credit & Debit Cards · [Disable card payments](#)

Gravity Fees
Gravity Fees can vary per account. The default Gravity merchant fees for credit card payments are 2.8% + 10c per transaction.

Your account is set up to have the fees taken out of your Gravity payouts. Contact ClassReach Support to make any changes to this set up.

ACH Debits

Gravity Fees
Gravity Fees can vary per account. The default Gravity merchant fees for ACH payments are 0.8% per transaction.

Your account is set up to have the fees taken out of your Gravity payouts. Contact ClassReach Support to make any changes to this set up.

Accounts

[ADD ACCOUNT](#)

School Fees - Fe
Tuition - Tu

Financial Agreement Processes

[ADD PROCESS](#)

High School
Tuition 2024-2025

Check payments

Customers are allowed to submit check payments. [DISABLE CHECKS](#)

Default School Year for Financial Pages



[?](#)

2023-2024

Calendar

[Home](#)
[Reports](#)
[Forms](#)
[Financial](#)
[Messages](#)
[Discussions](#)
Calendar
[Analytics](#)
[Support](#)
[Settings](#)

[Calendar](#)

 Print
  New Event

< >
today
September 2023

month
week
day

SUN 27	MON 28	TUE 29	WED 30	THU 31	FRI 1	SAT 2
				Volleyball at Kootenai	Football vs G Prep	
3	4 Memorial Day Holiday	5 Soccer vs G Prep	6 ● 3:30p Teacher Mtg	7 Volleyball vs G Prep	8 Football at Central Valley	9
10	11 ● 3:30p Chess Club	12 Soccer vs Richland	13	14 Volleyball vs Richland	15 Football at Moses Lake	16
17	18 ● 3:30p Chess Club	19 Soccer vs The Oaks	20	21 Volleyball vs The Oaks	22 Football vs Lewis Clark	23

Housekeeping

Throughout Re-enrollment

- Don't forget to unenroll students!

In the summer (after school's out / Report Cards sent)

- Archive, archive, archive
 - People (note families will archive with the people)
 - Applicants
 - Courses
- Reports – out with the old / in with the new
- Forms – The Three D's - Duplicate, Deactivate, Delete

