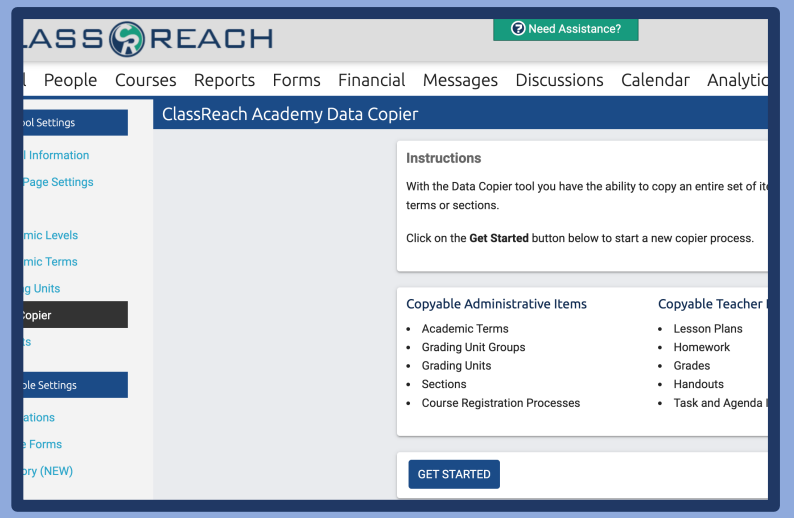
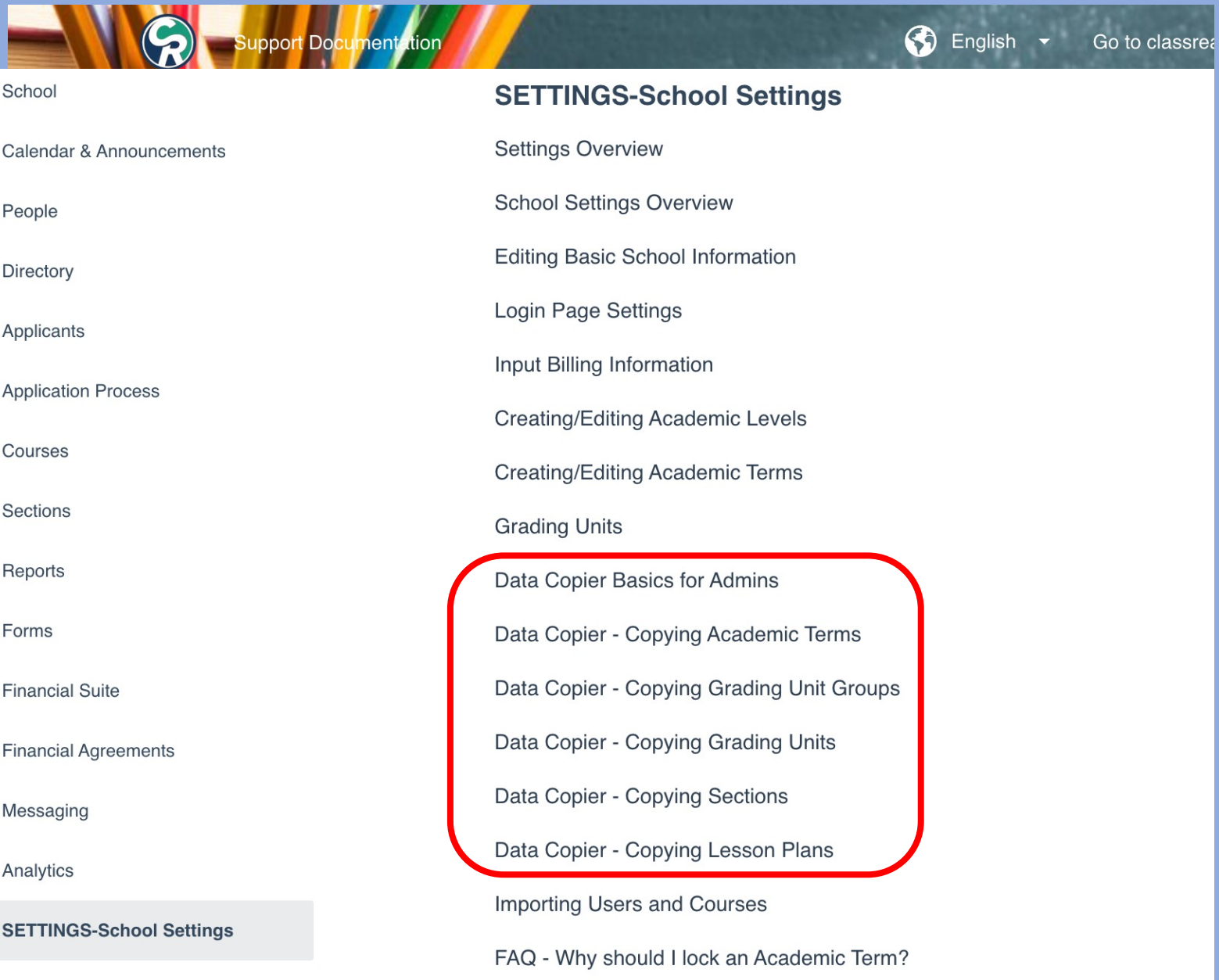
Data Copier
&
Setting Up for the New School Year

2024-2025

Steve and Amy Maus



References

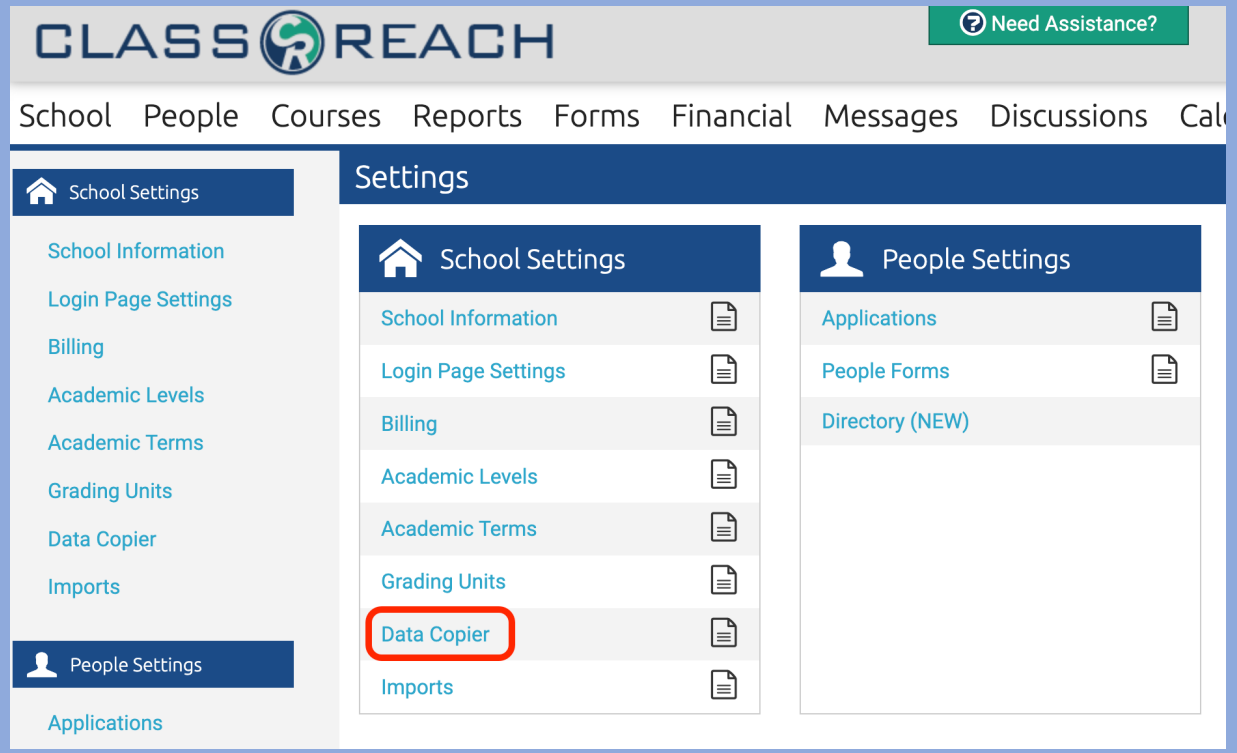

Support Documentation
English
Go to classrea
School
Calendar & Announcements
People
Directory
Applicants
Application Process
Courses
Sections
Reports
Forms
Financial Suite
Financial Agreements
Messaging
Analytics
SETTINGS-School Settings
SETTINGS-School Settings
Settings Overview
School Settings Overview
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?

CLASSREACH

Overview

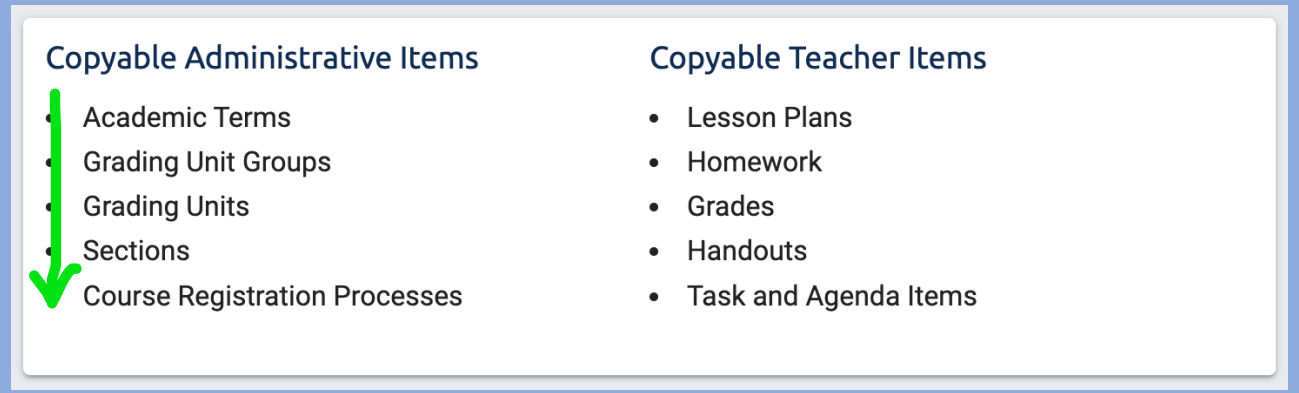
- Data Copier Overview
- Data Copier – How to
- Setting up for the New School Year

Data Copier Overview



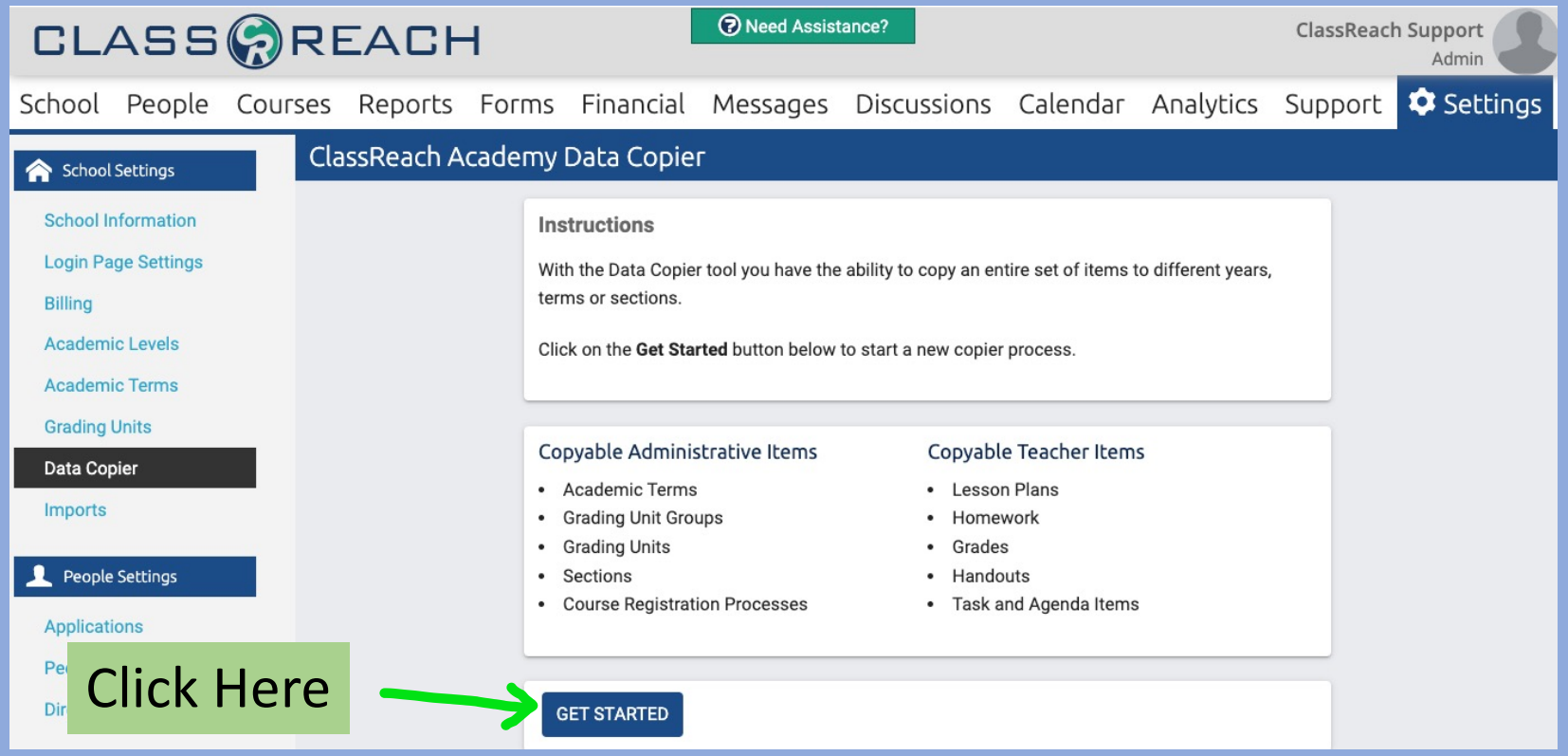
…found in Settings > School Settings>Data Copier

- 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



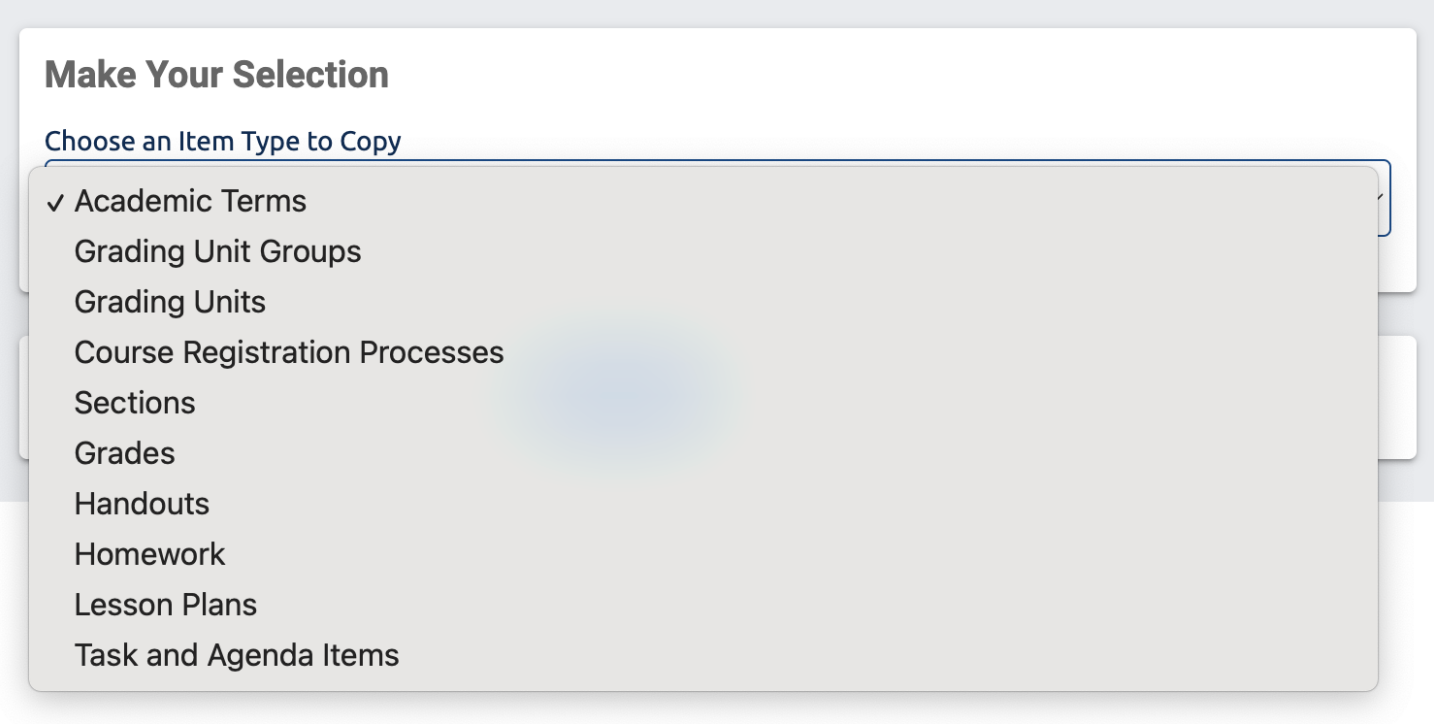
Data Copier – How to…

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



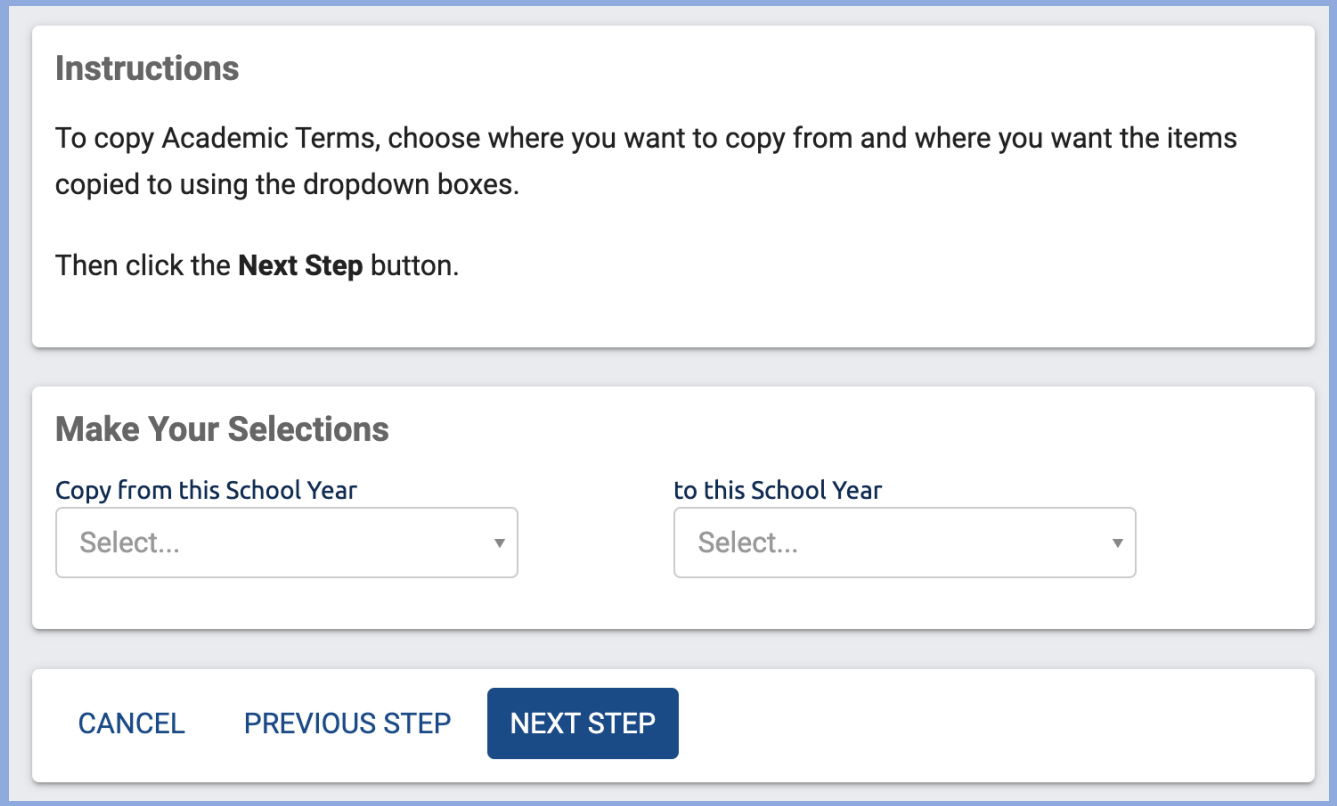
Data Copier – How to…

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



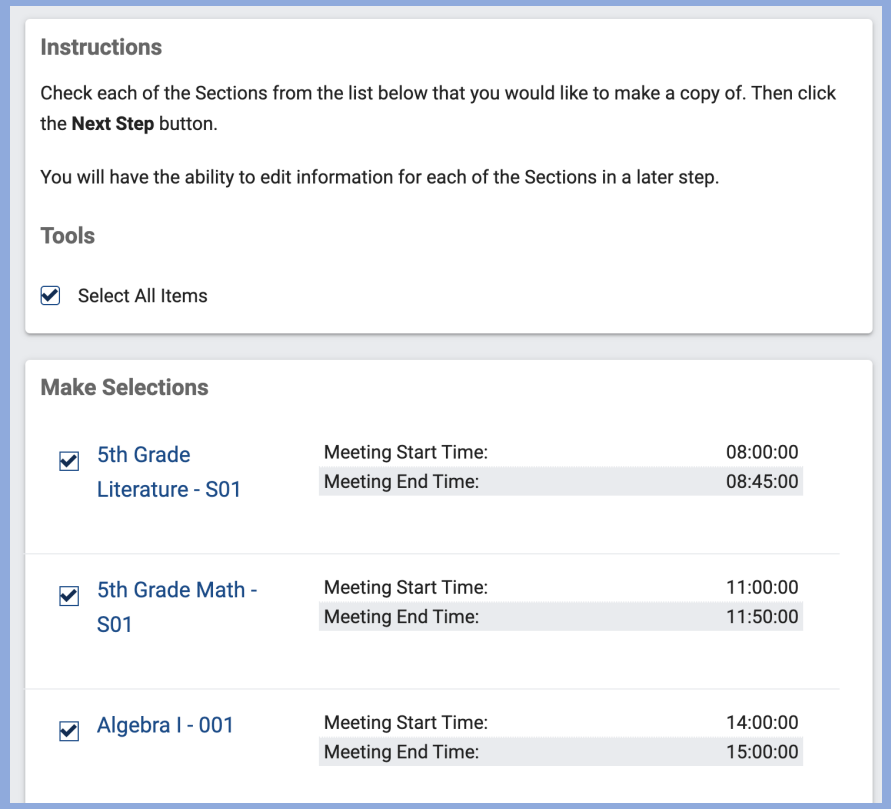
Data Copier – How to…

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



Data Copier – How to…

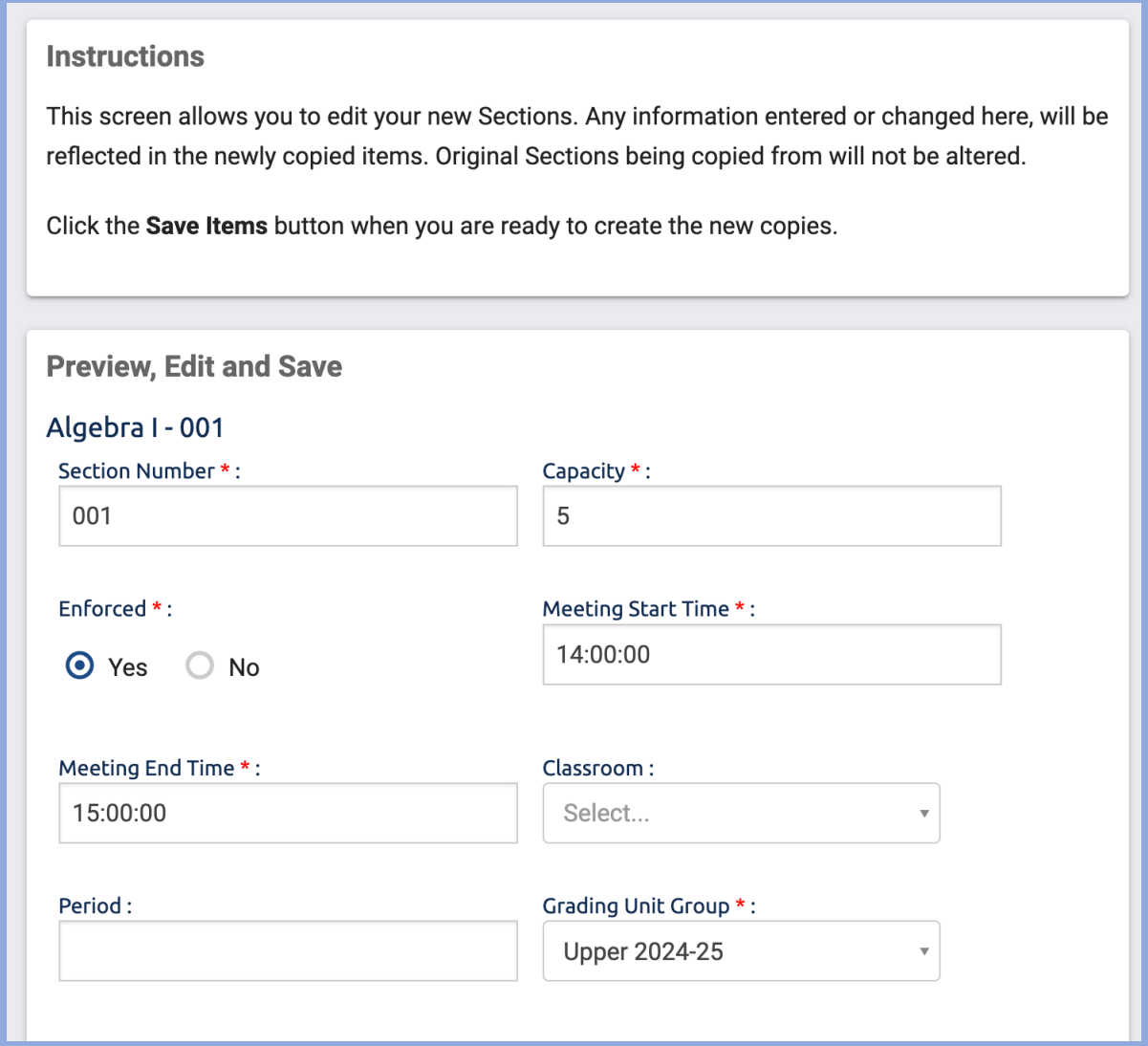
3. Make Selections of what you specifically want to copy (this could take a few seconds if it's a long list)



CLASS REACH

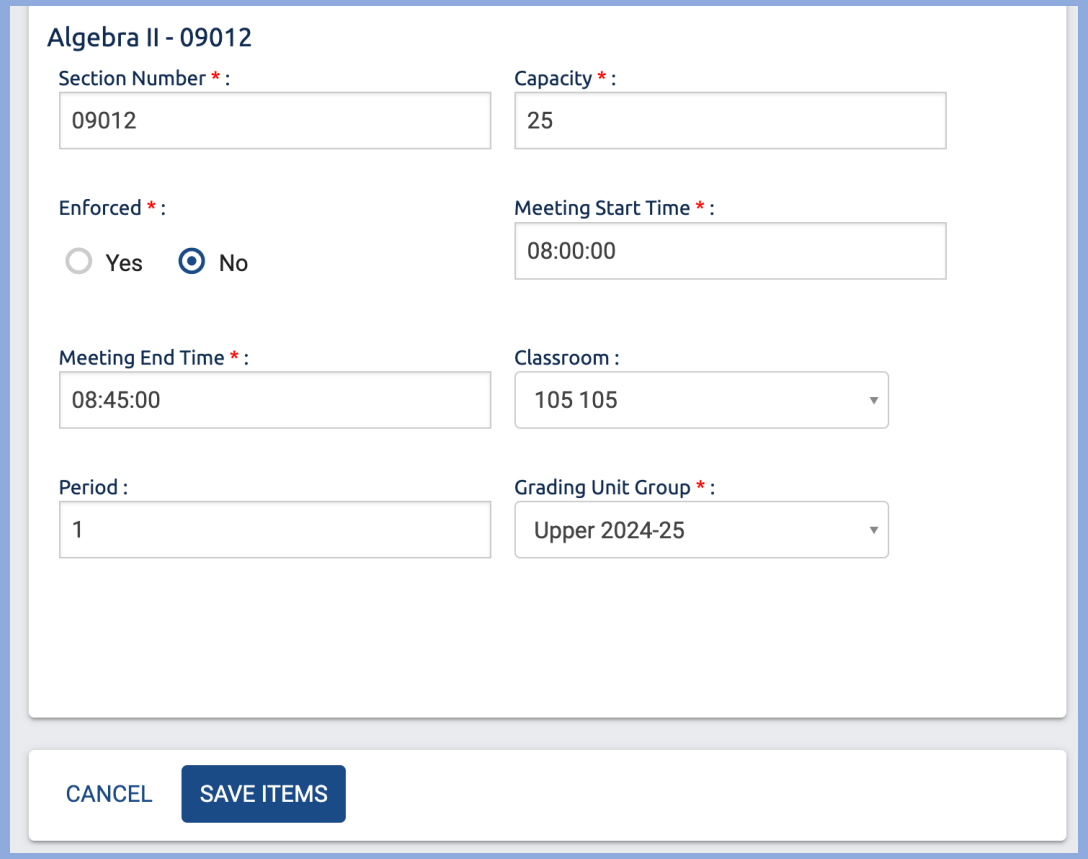
Data Copier – How to…

4. Preview, Edit, Save



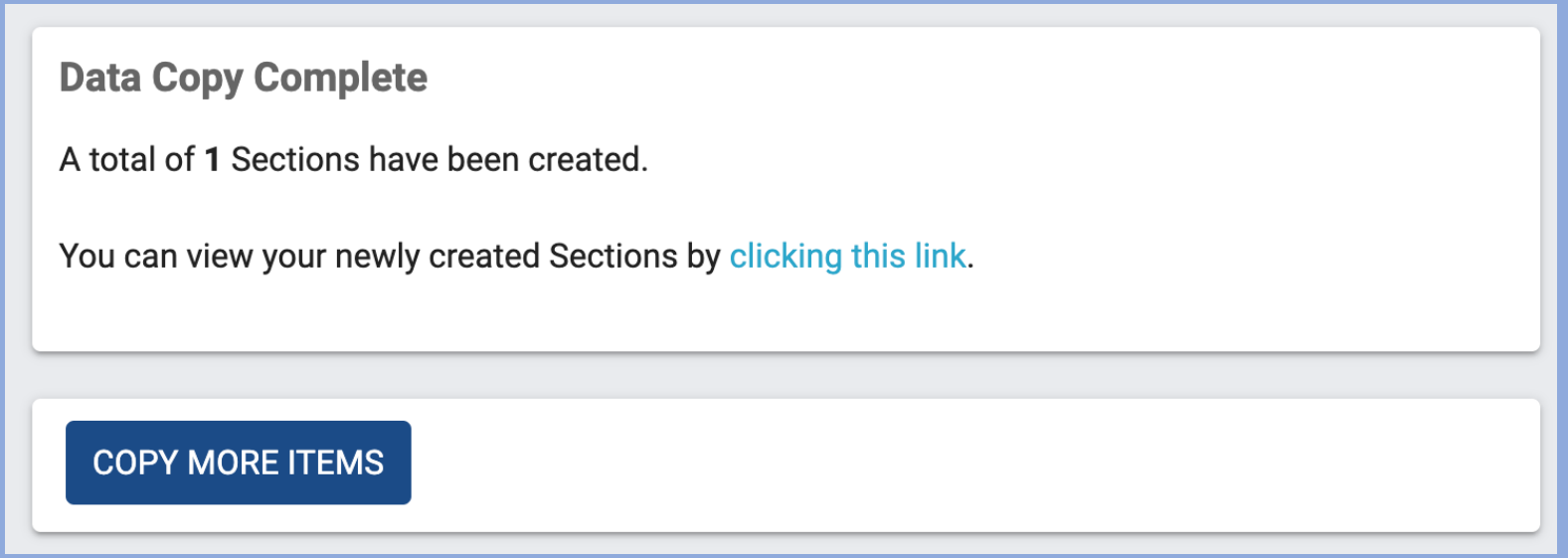
Data Copier – How to…

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



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



CLASS REACH

Setting up for Next Year

- Schedule time for this
- We're here to help

- Measure twice, Cut once

CLASSREACH

Setting up for Next Year

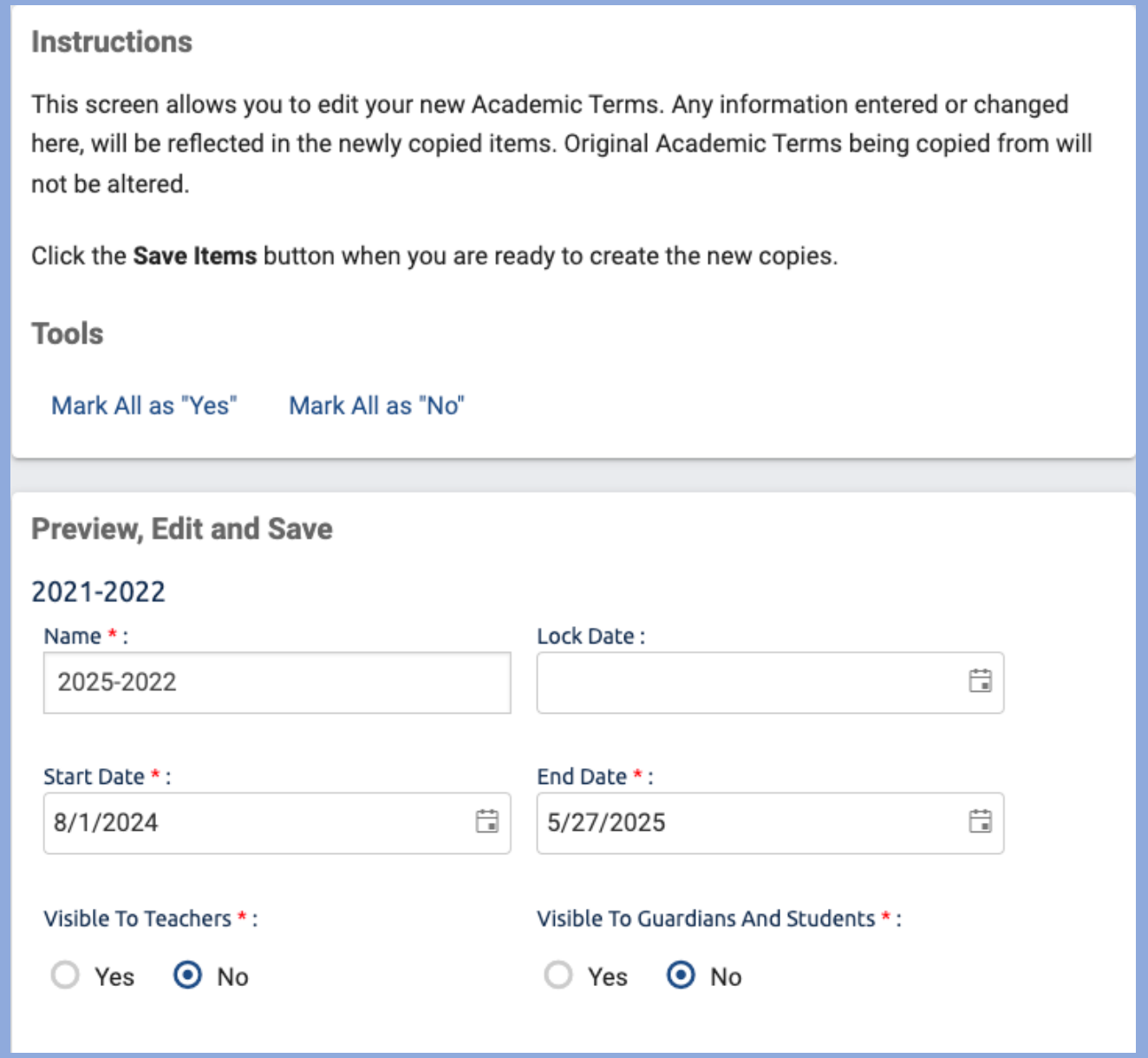
Data Copier Tasks

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

Individual Tasks

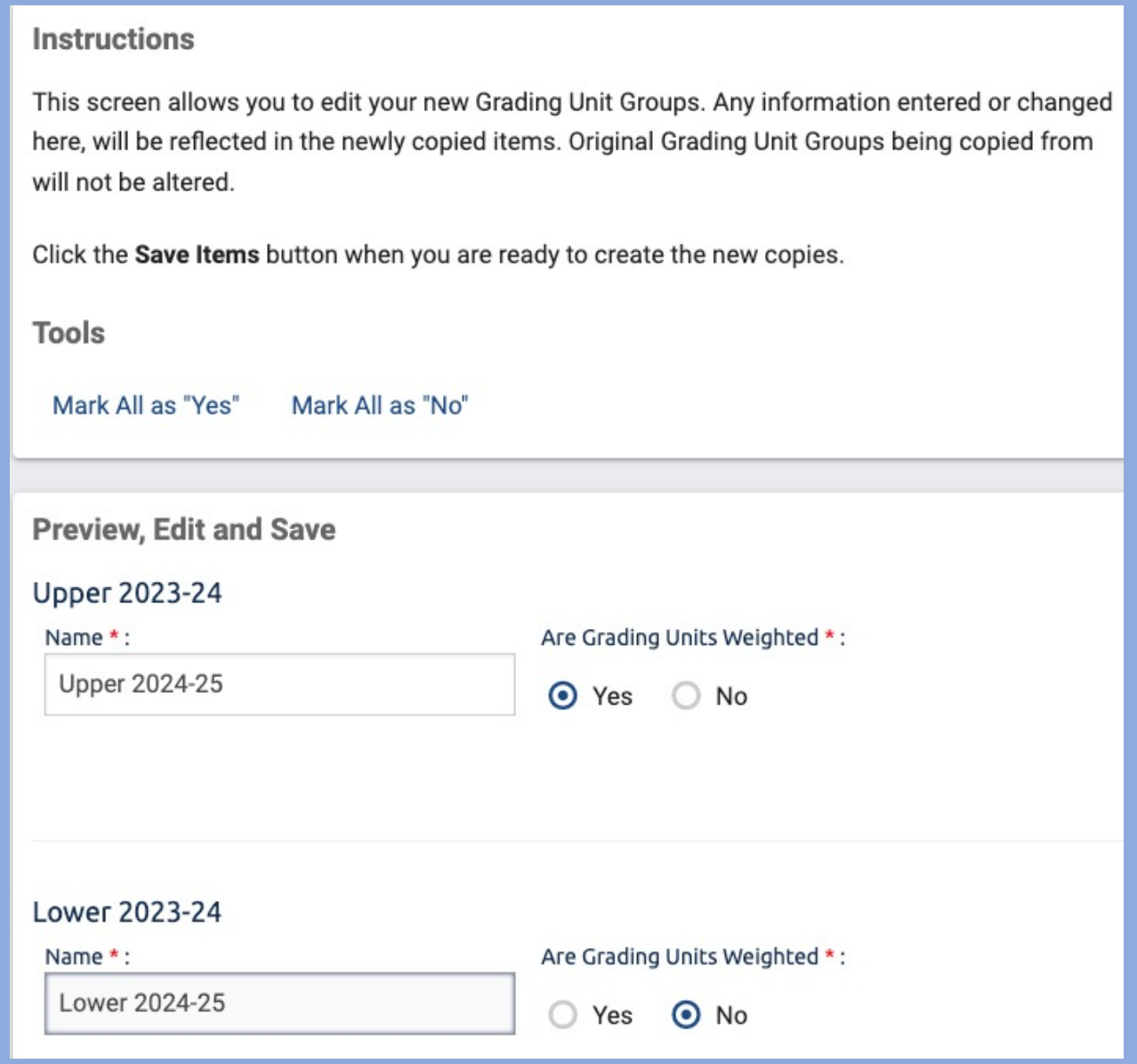
Academic Terms

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



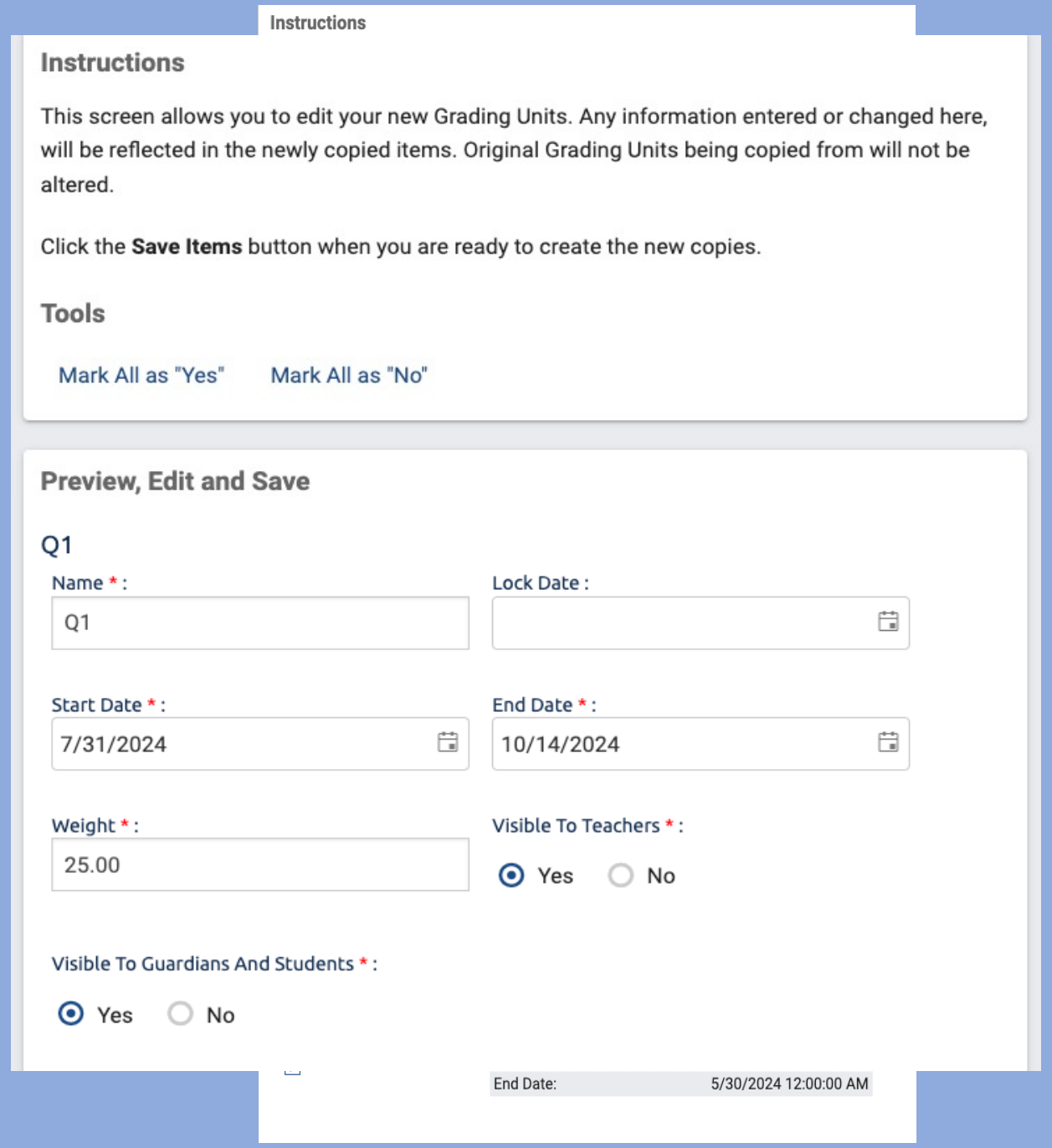
Grading Unit Groups

- 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



Grading Units

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



CLASS REACH

WARNING!

Do not reuse Grading Units

CLASSREACH

NOTE

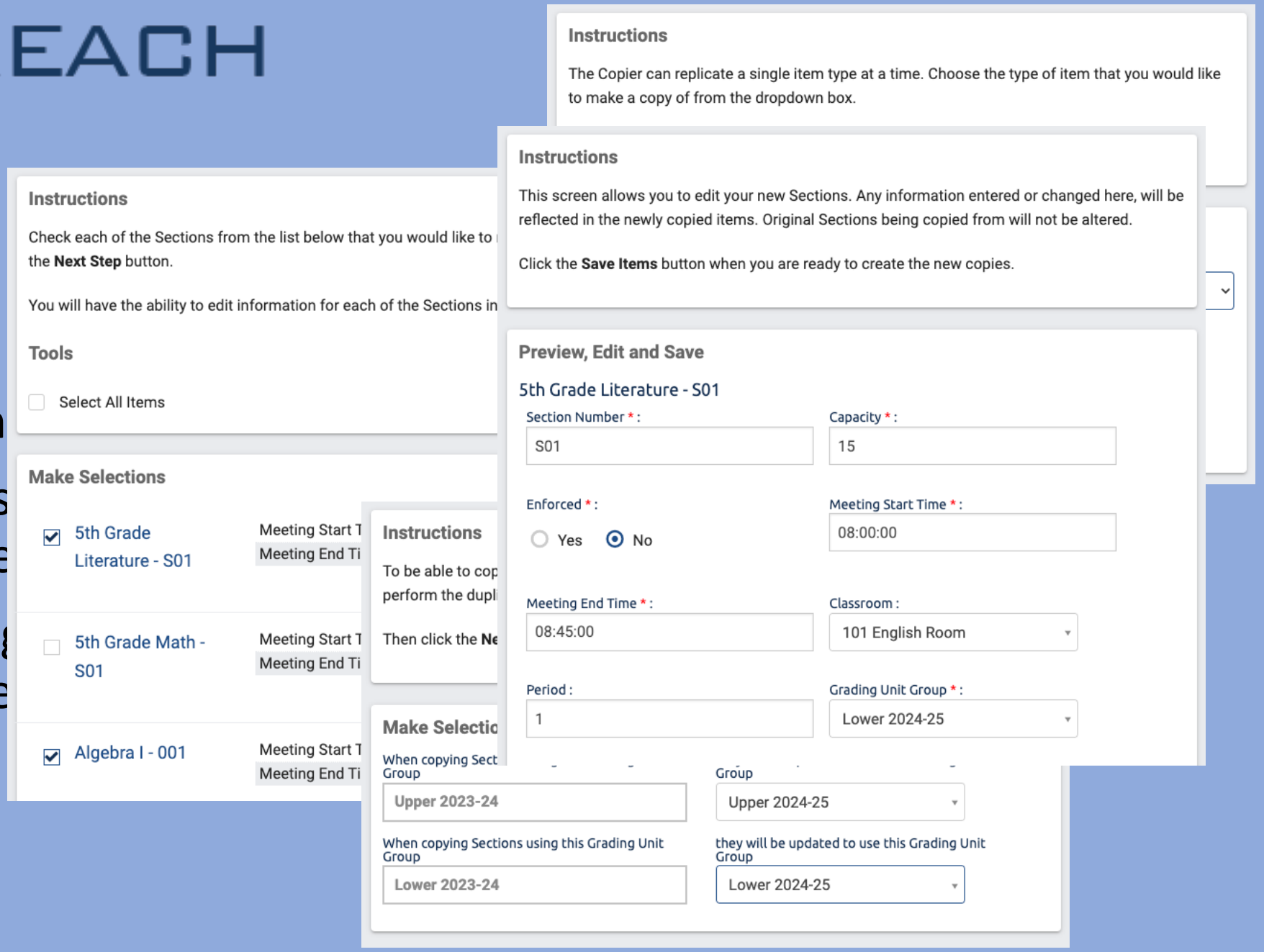
A few thoughts on Locks

- Academic Terms
- Grading Units

CLASS REACH

Sections

- Be patient with th
- Try one or two firs
  it copies as you de
- Consider copying
  sections and not e
  once



Setting up for Next Year

~~**Data Copier Tasks**~~

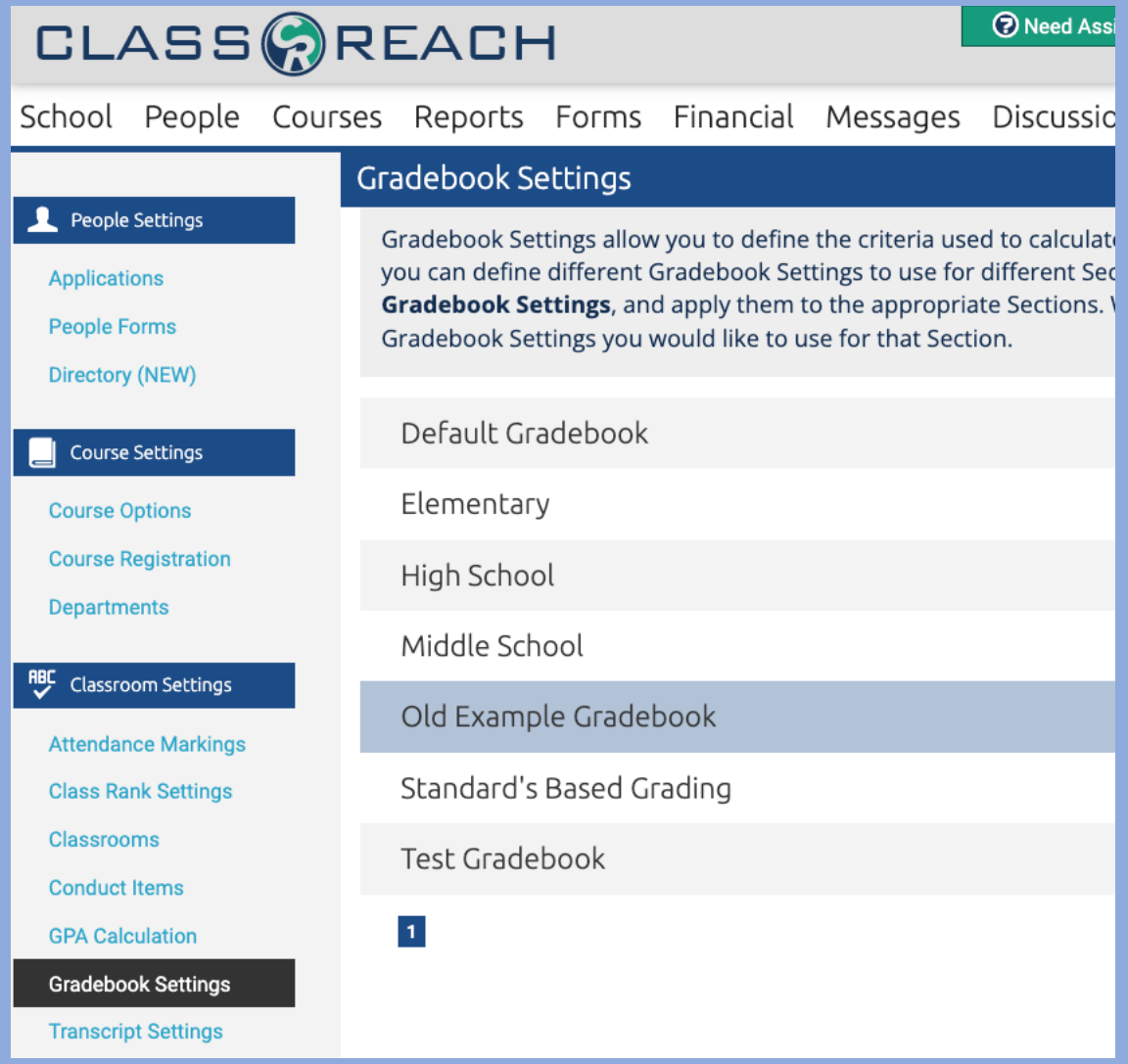
- ~~Academic Term(s)~~
- ~~Grading Unit Groups~~
- ~~Grading Units~~
- ~~Sections~~
  - ~~Teachers maybe, but not students~~

Individual Tasks

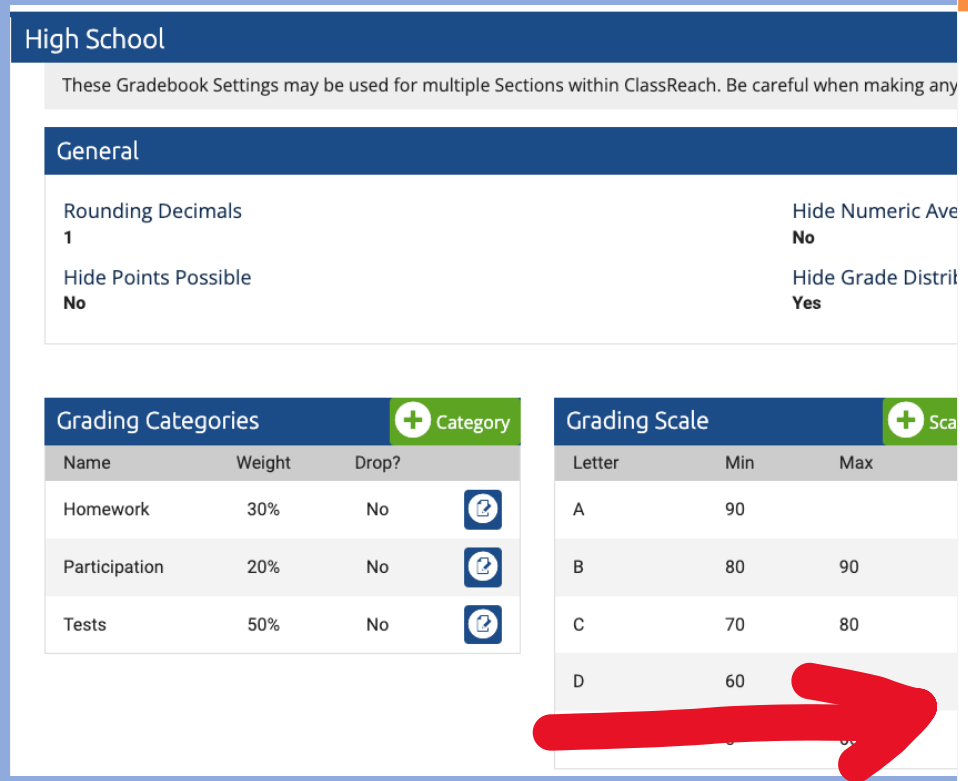
- Gradebook Settings
- Enroll Students
- Financial set up
- Calendar

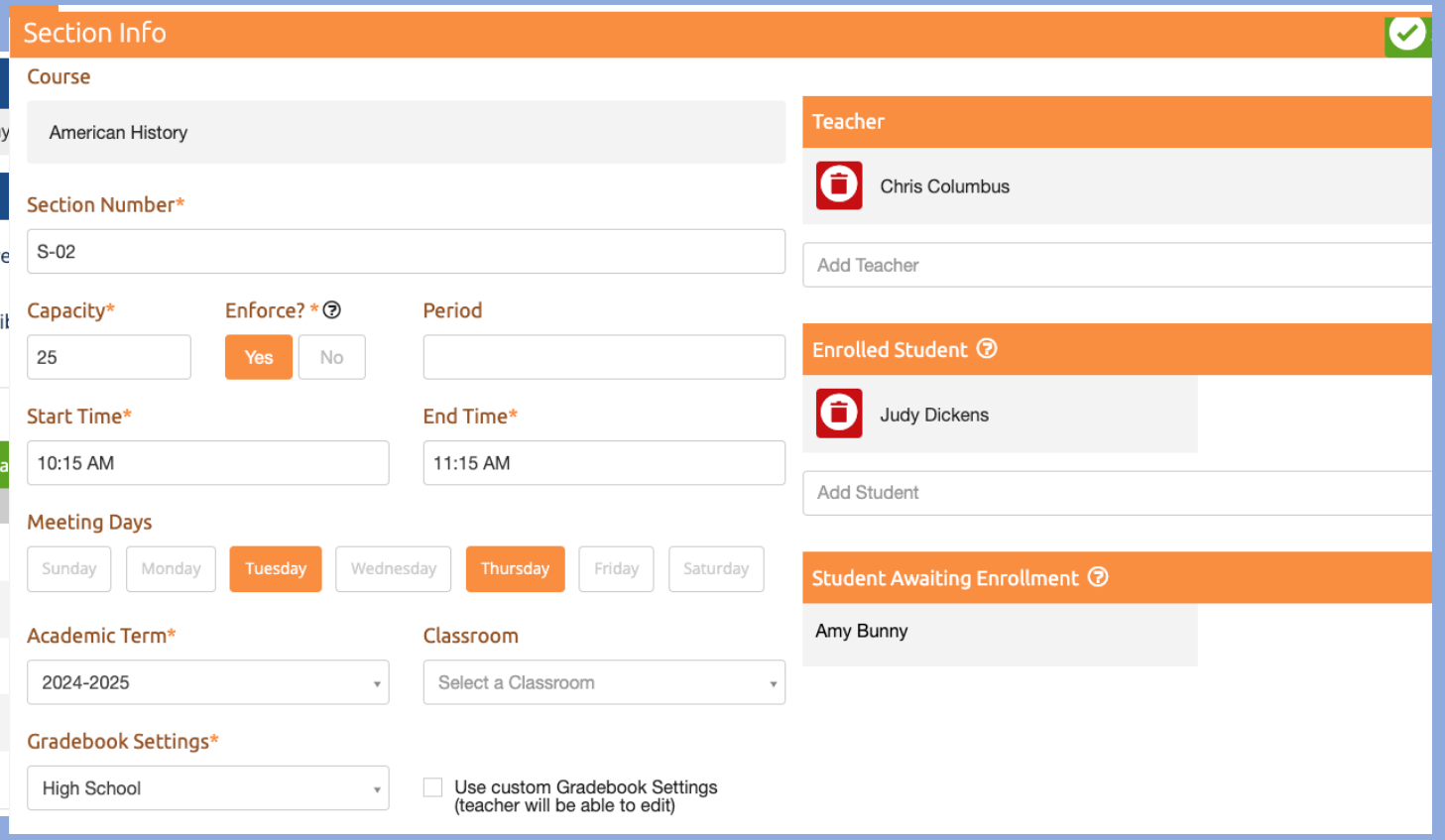
Gradebook Settings

- 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!



CLASSREACH





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!

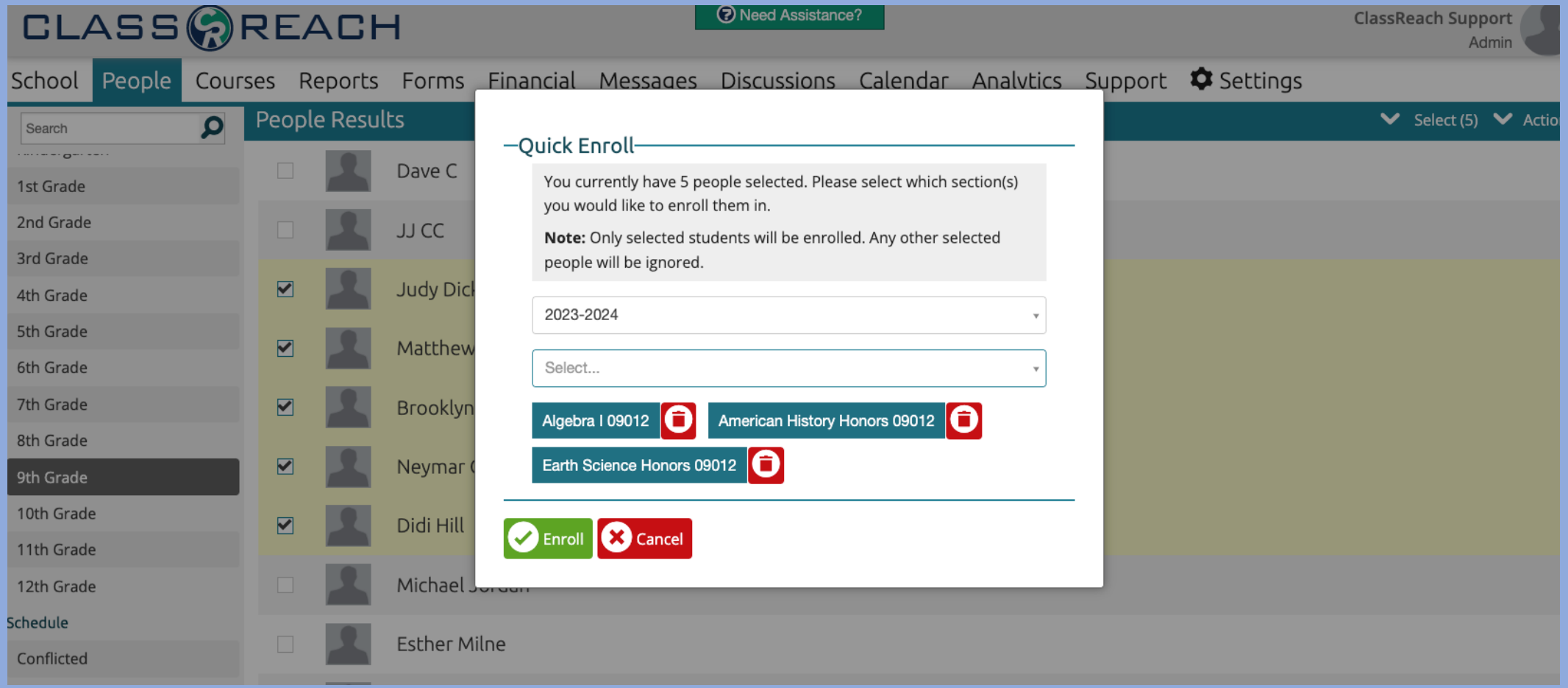
If you want to change to a completely different Gradebook Setting option – this is a MUST do before school

CLASS REACH

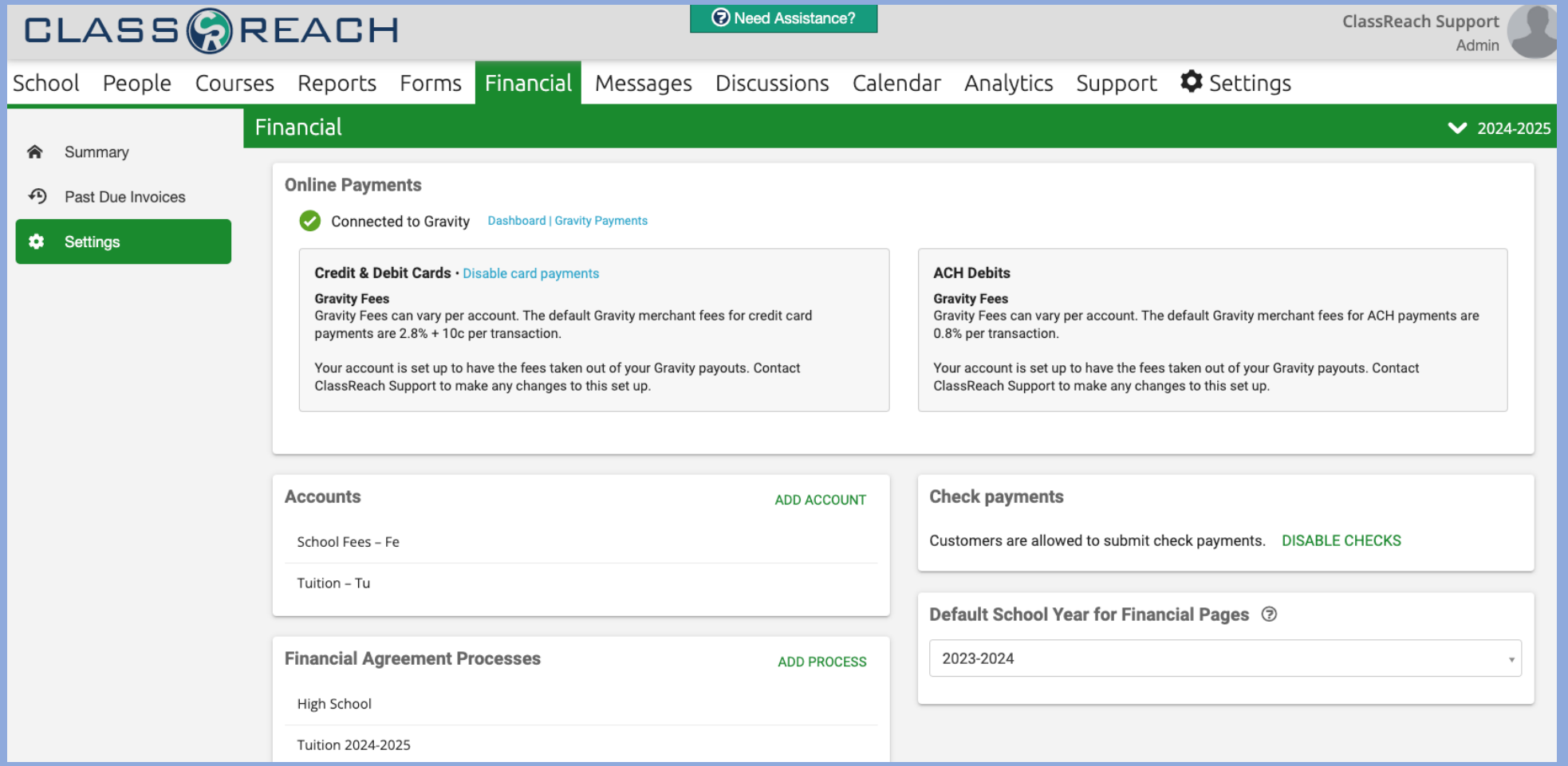
Enroll Students

- 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

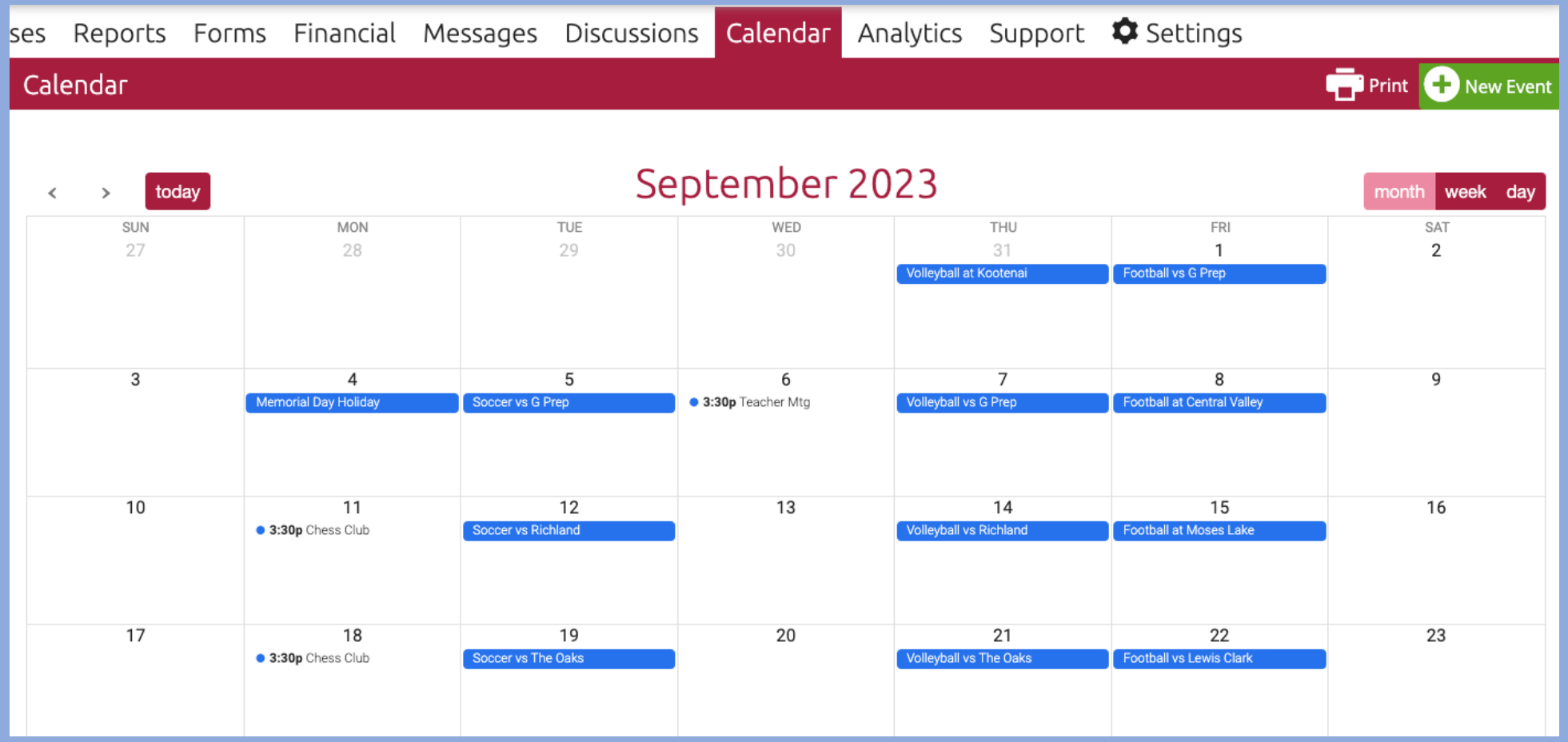


Financial Set up

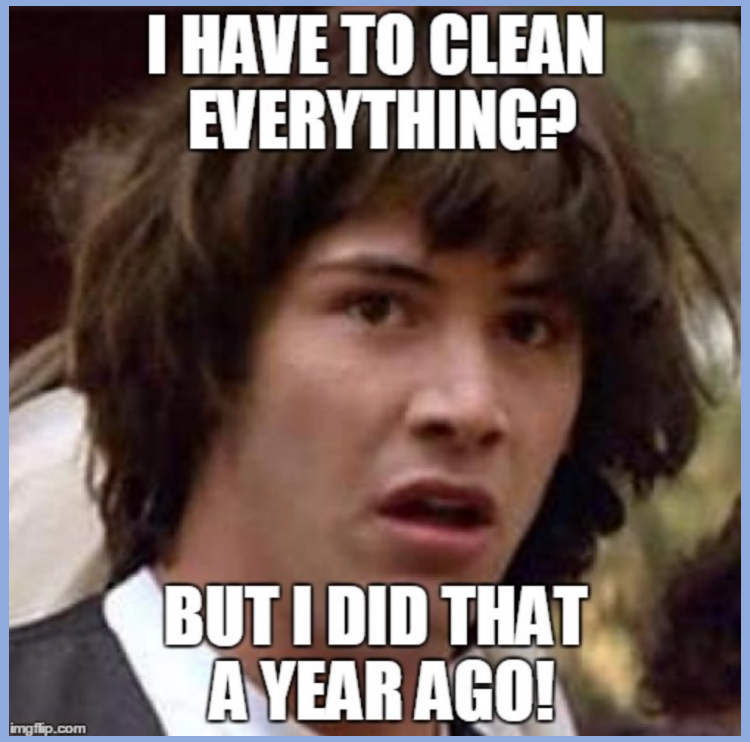


CLASSREACH

Calendar



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