

# END OF YEAR TASKS

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As the school year is coming to a close, we would like to provide you with a quick reminder of the steps we recommend that each school follow in preparation for the next school year. In this document you will find information on how to ensure that your students' information is up-to-date for the start of the new school year.

**Please note: if your school uses ccPathfinder, ccAchieve or takes advantage of our Data Update Services, the tasks of transferring, promoting and graduating student accounts will automatically happen with the submission of next year's data.**

For those of you who need a quick refresher, below is a 15 minute tutorial that you may click on to guide you through the process of updating your student and advisor lists. This video will provide you with guided directions on how to transfer/promote/graduate students, and also how you are able to update your advisor list.

[End of Year Tasks Video Tutorial](#)

## A NOTE ABOUT REPORTS

If your school or district has established Portfolio Completion Standards, please ensure that you have pulled your reports **prior to June 30<sup>th</sup>, 2014**. You should also pull all of your reports, including the general Portfolio reports before completing any of the tasks below.

## REVIEWING YOUR IMPLEMENTATION PLAN

After reviewing your reports, we encourage you to take some time and review your implementation plan. If your district has set-up Regional Completion Standards, you may want to explore new and innovative ways to integrate the requirements into various classes. If you have set-up your own Portfolio Completion Standards, any revisions or changes should be made **after June 30<sup>th</sup>, 2014**.

## TRANSFERRING STUDENTS

The transfer students feature allows you to transfer students at your school to another school within your region.

[Transferring Students - Video Tutorial](#)

[Transferring Students - Step-by-step Instructions](#)

## PROMOTING AND GRADUATING STUDENTS

The promote/graduate students feature is used to promote students to the next grade level, and to promote graduating grade 12 students out of the system, onto the inactive students list.

[Promoting and Graduating Students - Video Tutorial](#)

[Promoting and Graduating Students - Step-by-step Instructions](#)

## **UPDATING AND MANAGING ADVISOR INFORMATION**

It is important to review the list of advisors with access to CAMS. You can add, delete or modify the level of access for all users.

[Updating and Managing Advisor Information - Video Tutorial](#)

[Updating and Managing Advisor Information - Step-by-step Instructions](#)

## **FREQUENTLY ASKED QUESTIONS**

We have prepared a document of FAQs that we encourage you to review and help answer some of the more common questions.

[Frequently Asked Questions](#)