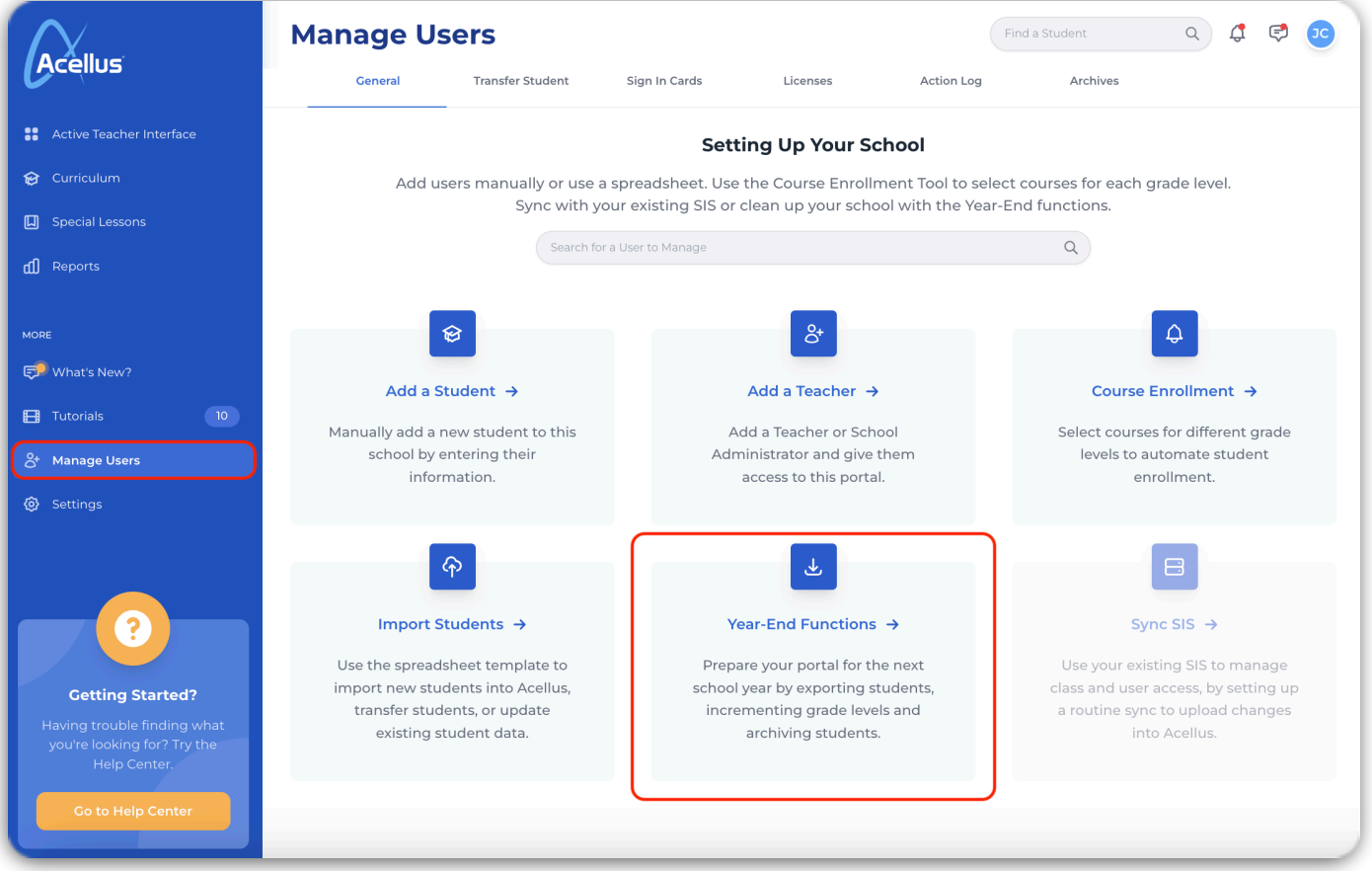


Year-End Functions

Year-End Functions are created to help teachers process certain information for students in bulk and make the end of the year processes as easy and smooth as possible.

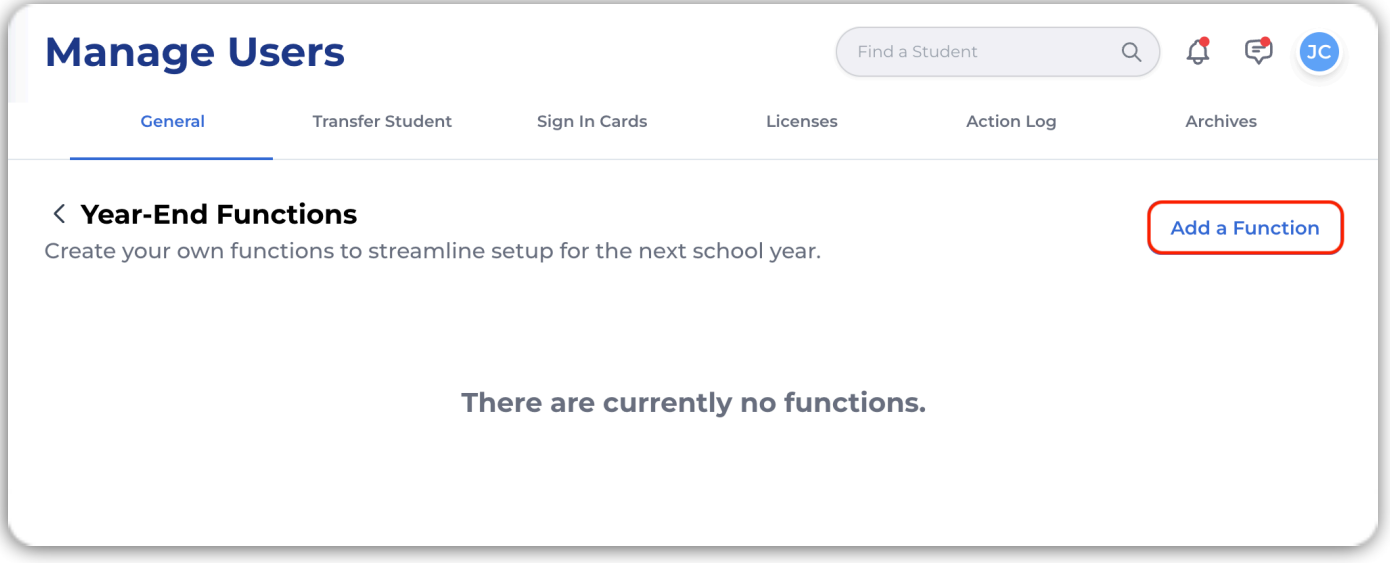
This guide will cover when to use these functions, how to set them up, and describe what each function does.

After signing in, click **'Manage Users'** on the left side and then **'Year-End Functions'**.



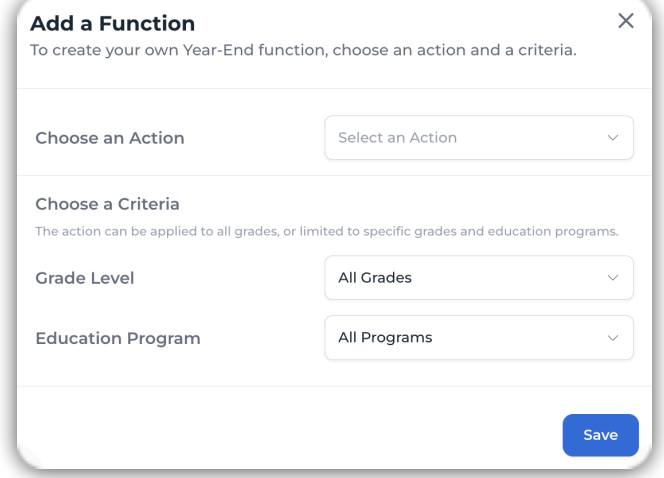
Note: Only the **"School Administrator"** administration level will have access to the **'Manage Users'** tab.

The Acellus **"Year-End Functions"** consists of several functions that are typically recommended after the end of each school year. To get started, click **'Add a Function'** at the top right of the screen.



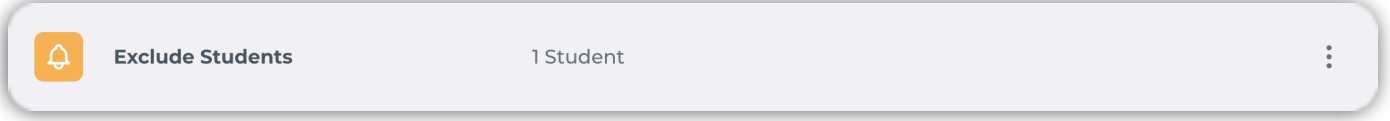
When adding a function, you will be able to select the type of action, the grade level the function will affect, and the education program.

Please keep in mind that each function will take effect in a sequential order. Make sure the functions created are in an order that will not hinder following functions. Recommended order is as follows: **Exclude Students, Export Students, Archive Students, Increment Grade Level.**



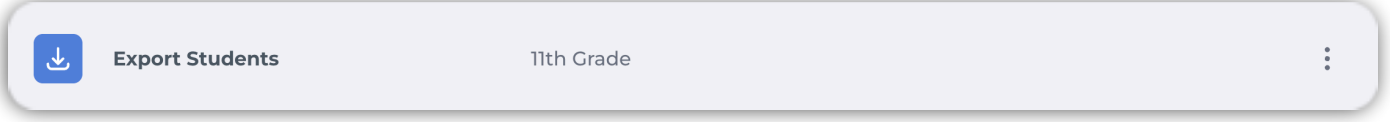
Exclude Students

If you have certain students who need to be held back a grade, or you don't want them archived with the rest of the students in the same grade because of another function, you can use the **"Exclude"** function to make sure they are not moved forward. To do this, use the search bar to find the students you want to exclude, select them, and then click **'Save'**. This will ensure that these students are not affected by any functions that come after the one you just created.



Export Students

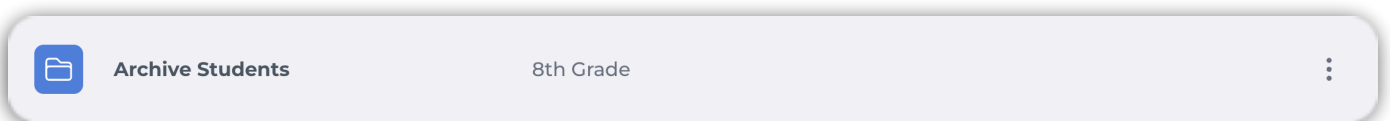
This function is primarily used to export data for students who will be leaving the school in the upcoming year. This may include elementary and middle schools needing to send data for students who will be transitioning from 5th to 6th grade and changing schools. The same criteria are available for selection as in other functions, including **"Grade Level"** and **"Education Program"**.



Note: Students that were specified with the **"Exclude Students"** function will not be exported.

Archive Students

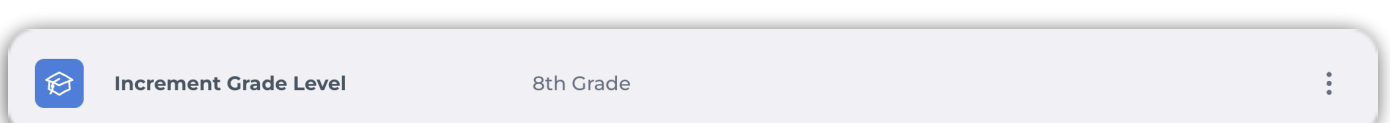
This function is usually utilized for 12th grade students who will be graduating in the following year, you can set this function using the same criteria as the other functions.



Note: Students that were specified with the **"Exclude Students"** function will not be archived.

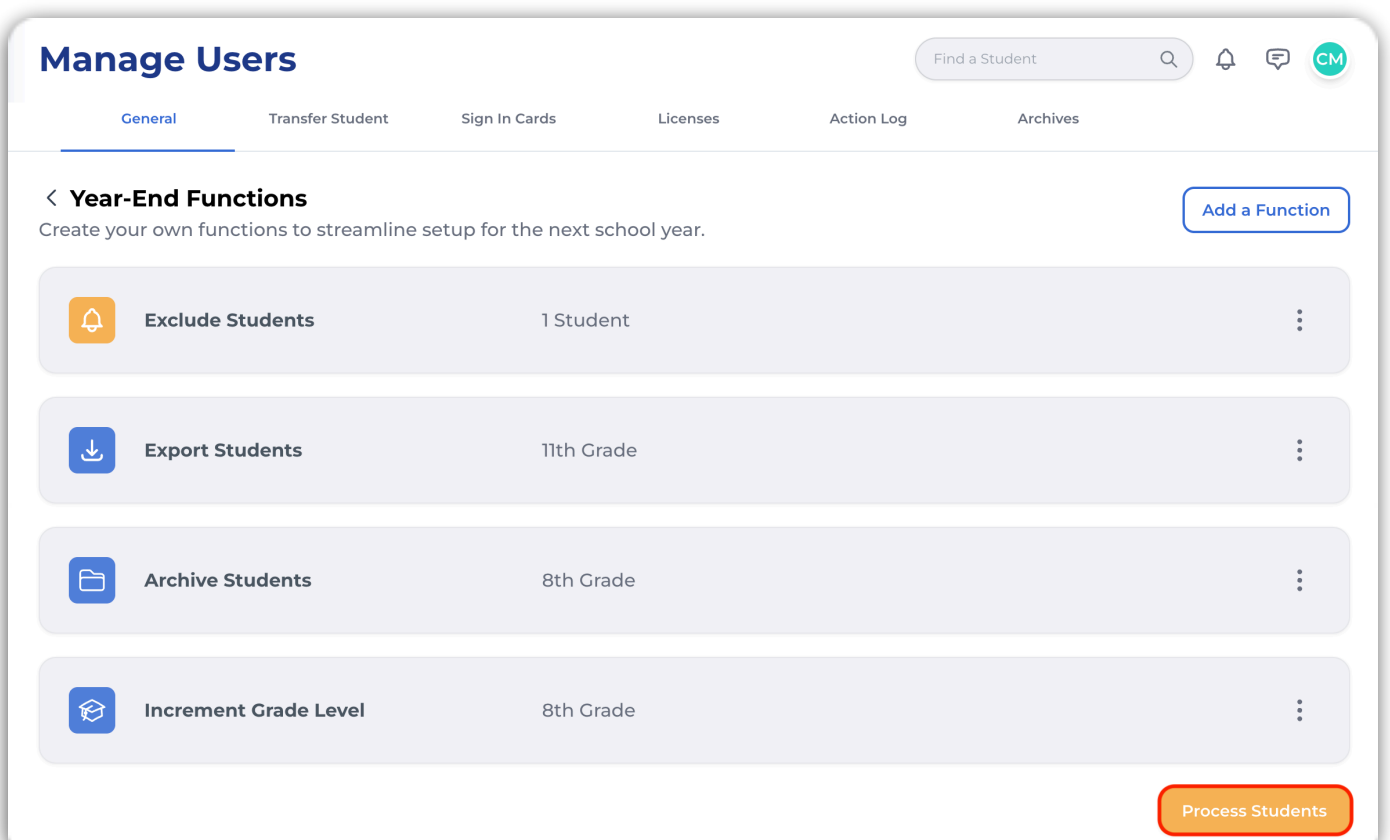
Increment Grade Level

When using this function, you can specify the **"Grade Level"** and **"Education Program"** for advancing grades. The most common use of this function is to select **'All Grades'** under **"Grade Level"** and **'General Education'** under **"Education Program"**. This will advance all general education students in every grade to the next level when the function is processed. You have the flexibility to customize which grades and education programs will be advanced as needed.



Note: Students that were specified with the **"Exclude Students"** function will not be incremented.

Now that you have your functions created, and in the correct order you'd like them to be, click **'Process Students'** in the bottom right and you're good to go.



Many of the functions will remain the same throughout the years, but they can be easily edited, removed, or even disabled if necessary. In most cases, the changes needed to be made before processing the functions and students within, would be the students specified within the **"Exclude Students"** function.

It is recommended to wait til the end of the school year and then process these functions before the next school year begins. Then make sure to head over to the **"Course Enrollment"** tab and process those students. (See [Acellus Tutorial: Bulk Course Enrollment](#))