Tech Support
End-of-Year Tech Tips

Seesaw

Google Classroom

Google Drive

GoGuardian

PISD HotSpot
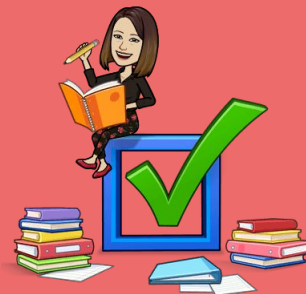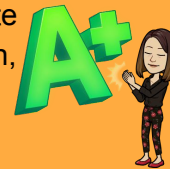
pisd.edu/EOY

Seesaw Clean-up

Archive Seesaw Activities

- Select Activity > Archive
- Activities still available for future classes
- Declutter class feed, etc.

Create Collections

- Organize & categorize
- Create Collections in your Library
- Scroll down to Collections > Create
- Click on Activities Not in Collection, On each activity, click Ogranize

Download Student Journal

- Connect w families - +Families, turn on family access, enter emails
- Families get email with link to download archive as soon as class is archived.

Archive Class

- Classes will be archived at the end of the year.
- To manually archive: Wrench Icon > Archive (Be sure student email/ID is linked)!
- *** Do not delete anything, ONLY archive!!
- *** Seesaw Admin wil merge accounts for portfolio.

Google Classroom Clean-up

Return Student Work

Check the "To do" &
"To review" tobs

*** <Ctrl> - to open assignments in new tab.

Set Student Access

Remove students from original class

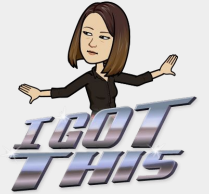Students can still access classwork in Google Drive.

Archive class with students for view-only access

Archive Class

Moves class to Archived Classes of Google Classroom dashboard for teacher and students.

Classroom card >
3 dots > archive

** Archives for all!

Remove Calendars

Declutter calendar views

3 Dots > Hide from List

Settings & sharing > export, delete, unsubscribe

Class Options

- Duplicate class (recommended)

Assignments in draft, no students or teachers

Classroom card >
3 dots > copy

- Reuse class (be careful)

Leaving the District?

Transfer ownership of Google Classroom to teammate/admin.

Http://plsd.edu/EOY

Google Drive Clean-up

📁 Classwork Folders

Create subfolder for archived classes. (Use naming convention like "used", "Zarchive", etc. to appear at end.)

*** DO NOT DELETE master "CLASSROOM" folder.

🤝 Shared with Me

Remove files/folders from "Shared with Me"

Removes it from your view, the shared folders will still be in owner's drive.

"P" will show preview of file

🚗 Leaving the District

Ensure your files are not lost. Follow steps to export, transfer, or save files: http://pisd.edu/EOY

Watch video ➡️

GoGuardian Clean-up

Archive Completed Classes: In addition to cleaning up your Classroom dashboard, this will also stop any pre-scheduled classes from running and will cut down on overlap of scenes with other teachers.