

# Tech Support

## End-of-Year Tech Tips



GoGuardian



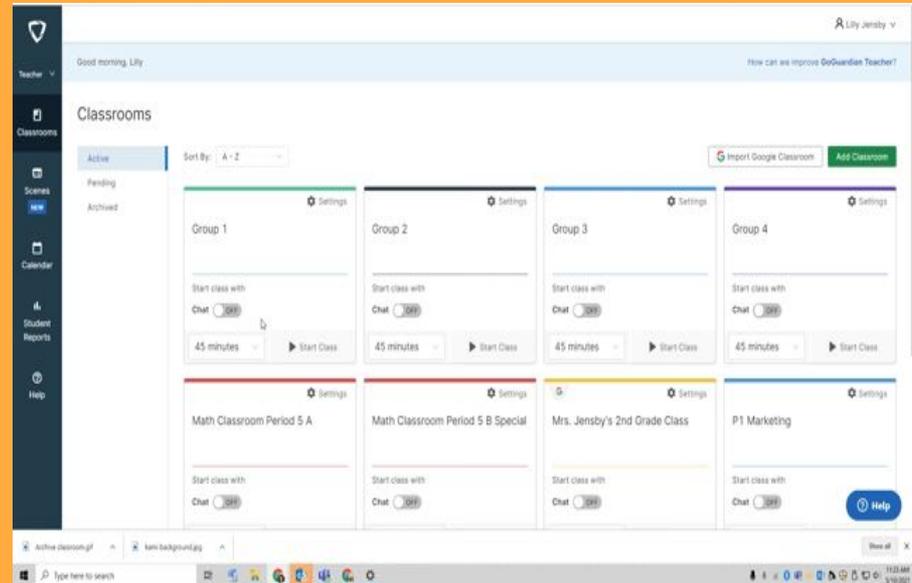
[pisd.edu/EOY](http://pisd.edu/EOY)

# GoGuardian Clean-up



**\*NEW!** All classes will be **AUTOMATICALLY ARCHIVED** before the start of new school year.

- **Remove co-teachers** from Class.  
Class > Teachers > Remove
- **Remove** from the class before the start of the school year.  
Class > Settings > Delete
- **Archive** classes. This step will prevent classes from running and remove them from the list of default scenes with other teachers.  
Class > Settings > Archive Class



# Seesaw Clean-up



## Create Collections (In MyLibrary)

- Scroll down to Collections > Create
- Click on Activities Not in Collection
- On each activity, click Organize
- Create Collections in your Library to organize your lessons.

SIGN  
ME UP



## Archive Activities (Opt.) (In MyLibrary)

- Select Activity > 3 dots : > Archive.
- Removes lesson from Activities tab.
- Still in My Library for future classes.
- Remove assessments, declutter class feed, etc.  
\*\*\*Do NOT delete student work.



## Archive Class

- The District archives classes at summer's end. Seesaw Admin will merge accounts for portfolio.
- Manually archive non-rostered (Google Classroom or manually rostered) classes:  
Wrench Icon > Archive Class (scroll).  
\*\*\*Do NOT delete classes

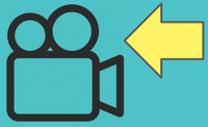


## Download Student Journal

- Connect with families - +Families, turn on family access, enter emails.
- Families get email with link to download journal archive as soon as class is archived.  
\*\*\*Do not turn off Family access.



Watch video



# Google Classroom Clean-up

## Return Student Work

**Return work:** Check the "To review" tab.

\*\* CTRL + click opens assignment in new tab.

Select all students > return



## Set Student Access

**Archive class** with students for view-only access

**Remove students** from original class (still have access to classwork in Drive)

**Students unenroll** themselves from class.



## Archive Class

**Removes class** from Google Classroom dashboard and into **Archived Classes** folder for teacher and students.

Class card > 3 dots > archive

\*\* Archives for all!



## Remove Calendars

**Declutter calendar views:**

Google Calendar > Settings >  hide from list, share, export, unsubscribe,



## Class Options

- **Create a Template** \*recommended
- **Duplicate class**
  - Class card > 3 dots > copy
  - no students or teachers
  - Content in draft form
- **Reuse class** (be careful)



## Leaving the District?

**Transfer ownership** of Google Classroom to teammate/admin.

[Http://pisd.edu/EOY](http://pisd.edu/EOY)



# ▶ Google Drive Clean-up



## Classwork Folders

Create subfolder for archived classes. (Use naming convention like “used”, “Z-archive”, etc. to appear at end.)

**\*\*\* DO NOT DELETE master “CLASSROOM” folder.**

## Shared with Me

Remove files/folders from “Shared with Me”

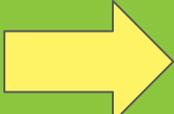
Removes it from your view, the shared folders will still be in owner’s drive.

“P” will show preview of file

## Leaving District

Ensure your files are not lost. Make copies of shared files. Follow steps to export, transfer, or save files:

<http://pisd.edu/EOY>

Watch video  



# Google Drive Bonus



## Name Folders

Prioritize Frequently used Folders

- \*  Numbers - Begin with year (2024-25, etc.).
- \*  Emojis - visuals to signal contents.
- \*  Symbols - Keyboard symbols appear at the top.

## Organize Files

Shared with Me” - add Shortcut

Add Multiple shortcuts

Add subfolders

Unused or Z-Archive

! Loose to File

## Drive Hacks

Multi-select files: press and hold

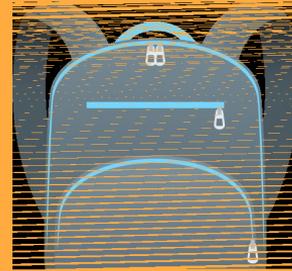
- \* Shift for consecutive files
- \* CTRL for non-consecutive files

CTRL+ALT+P shows preview

CTRL+ALT+E renames file

# New Tech

## What do I do with my devices?



### Leaving District

Please consult your  
**CTA** on returning  
technology that is  
checked out to you.  
No CTA? Call helpdesk.



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