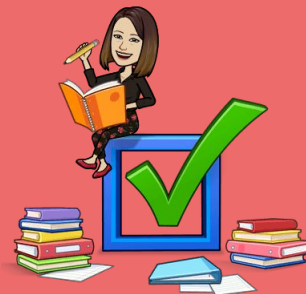


Tech Support

End-of-Year Tech Tips



GoGuardian



pisd.edu/EOY

Seesaw Clean-up

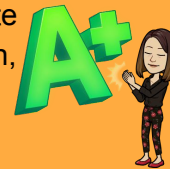
Archive Seesaw Activities

- 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 Organize



Download Student Journal

- Connect w families - +Families, turn on family access, enter emails
- Families get email with link to download journal 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 will merge accounts for portfolio.



Google Classroom Clean-up

Return Student Work

Check the "To do" & "To review" tabs

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



Set Student Access

Remove students from original class

Students can still access classwork in Google Drive.



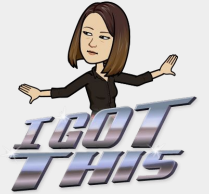
Archive class with students for view-only access

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

The screenshot shows the GoGuardian Classroom dashboard for a user named Lily Jendry. The interface is organized into a grid of classroom cards. On the left, there is a vertical navigation menu with icons for Classrooms, Scenes, Calendar, Student Reports, and Help. The main content area is titled 'Classrooms' and includes a 'Sort By: A-Z' dropdown and buttons for 'Import Google Classroom' and 'Add Classroom'. The dashboard displays eight classroom cards arranged in two rows of four. Each card has a title, a 'Start class with' section containing a 'Chat' button with a 'OFF' indicator, and a '45 minutes' duration selector followed by a 'Start Class' button. The cards are titled: Group 1, Group 2, Group 3, Group 4, Math Classroom Period 5 A, Math Classroom Period 5 B Special, Mrs. Jendry's 2nd Grade Class, and P1 Marketing. A 'Help' button is located in the bottom right corner of the dashboard area. The browser's address bar shows the URL 'teacher.go-guardian.com/classrooms/active' and the system tray at the bottom indicates the time is 11:23 AM on 5/10/2021.