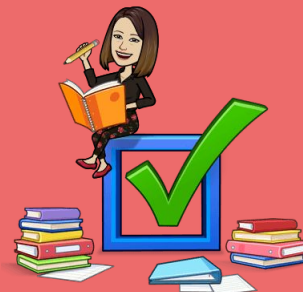


Tech Support

End-of-Year Tech Tips



Google
Classroom



Google Drive

GoGuardian



pisd.edu/EOY



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

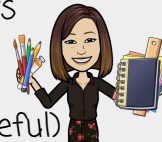
3 Dots > Hide from List

Settings & sharing > export, delete, unsubscribe



Class Options

- Create a Template (*new recommended)
- Duplicate class
 - 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”, “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 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



- Remove any *Default scenes* from the class before archiving. **Class > Settings > Default Scene - delete**
- **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.



Audio

The screenshot displays the GoGuardian Classroom interface. At the top, it says "Good morning, Lily" and "How can we improve GoGuardian Teacher?". Below this is a "Classrooms" section with a sidebar on the left containing "Active", "Pending", and "Archived" tabs. The main area shows a grid of classroom cards. Each card has a "Settings" icon, a "Start class with" section with a "Chat" button, and a "Start Class" button. The cards are labeled "Group 1", "Group 2", "Group 3", "Group 4", "Math Classroom Period 5 A", "Math Classroom Period 5 B Special", "Mrs. Jensby's 2nd Grade Class", and "P1 Marketing". A "Help" button is visible in the bottom right corner of the dashboard.

Seesaw Clean-up



Watch video

Create Collections

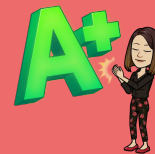
- Organize & categorize
- Create Collections in your Library
- Scroll down to Collections > Create
- Click on Activities Not in Collection,
- On each activity, click Organize

SIGN
ME UP



Archive Seesaw Activities (If needed)

- Select Activity > 3 dots : > Archive
- Removes the activity from Activities tab
- Is still available for future classes
- Remove assessments, declutter class feed, etc.



Archive Class

- Classes are archived at the end of the summer.
- To manually archive (Google Classroom rostered classes): Wrench Icon > Archive
- **Do not delete anything, ONLY archive!!**
- *** Seesaw Admin will merge accounts for portfolio.



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.

