



DIGESTIBLE #39

Classroom Cleanup....Digitally

This time of year, in a "normal" year, we might be taking things off the walls, emptying desks and cleaning up the detrius that children often leave behind. Even though our physical space has changed, we don't completely escape the "cleanup!" Below are tips for **digitally cleaning up our virtual classrooms and ending out the year strong.**

Alecia at AIMS

10 easy ways to clean up Google Classroom
It's the end of the year. Your Google Classroom has become a hot mess. Want to get it straightened out? Use these tips from Google Teacher Podcast episode 88. More: [GoogleTeacherPodcast.com/88](https://www.google.com/podcasts/episode/88)

- 1. Grade and return all work.**
This returns the access to students' work back to the students.
- 2. Archive old classes.**
This is better than deleting them because you can still revisit them.
- 3. Remove or unenroll students.**
If they're not in your class anymore, this removes their access to view or share.
- 4. Do NOT delete the Classroom folder.**
It's keeps Classroom functioning. And it's really hard to get back when it's gone.
- 5. Clean up your Google Drive.**
If you want to keep files from Classroom, move them into another folder.
- 6. Make a folder for exemplary work.**
Save this work to show future students. Exemplars help them envision.
- 7. Keep files in "Shared with Me."**
You can't clean up "Shared with Me." It's a filter, not a folder. Leave it be!
- 8. Delete old class calendars.**
This will help declutter your Calendar. Delete through Google Calendar.
- 9. Make a Google Classroom template.**
Teaching that class again? Copy it and save it "(class name) template" to copy.
- 10. Reflect on your Classroom practices.**
What worked? What didn't? Ask for advice from colleagues or your PLN.

Infographic by Matt Miller (DitchThatTextbook.com). Based on Google Teacher Podcast episode 88.

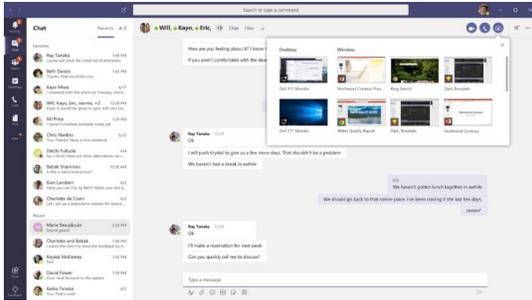
Google Classroom Cleanup

"As we wind down the school year we want to make sure that things are organized as things are ready to go for the fall. Our Google classrooms have served their purpose and our students will no longer be in our classes. So what do we do with all of that digital work? And what do we do with the Google classes themselves?" In a past Google Teacher Podcast episode, Matt Miller from "[Ditch That Textbook](#)" discussed end of the year Google Classroom cleanup and how to make sure the Google Classroom is set and ready to go for next year. You can listen to that episode [here](#) and click below for **10 tips for cleaning up your Google Classroom.**

[Learn More](#)

Microsoft Teams Tips

Not a GSuite School? Microsoft Teams has been adopted to great success for several of



our schools and we would be remiss if we did not include this recent newsletter we came across from Microsoft, which includes tips for:

- downloading participant reports (assessments!)
- setting background effects
- changing screensharing from the chat window
- new templates for all kinds of things!

Check out these **Microsoft Teams** tips below.

[Learn More](#)



Ways to End This Crazy School Year Strong

So, we've figured out graduation (sorta) and end of year parties (kinda). What do we do with these last days of school? In **Education Week**, [Larry Ferlazo](#) wrote a fun post, "**Nine Ways to End This Crazy School Year Strong**." We know how important reflection is for moving forward, but Larry also talks about how important it is to help our communities vision for the future. This article is so packed with **great ideas for contextualizing, celebrating, reflecting and honoring our collective experiences**. Check it out.

[Learn More](#)



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