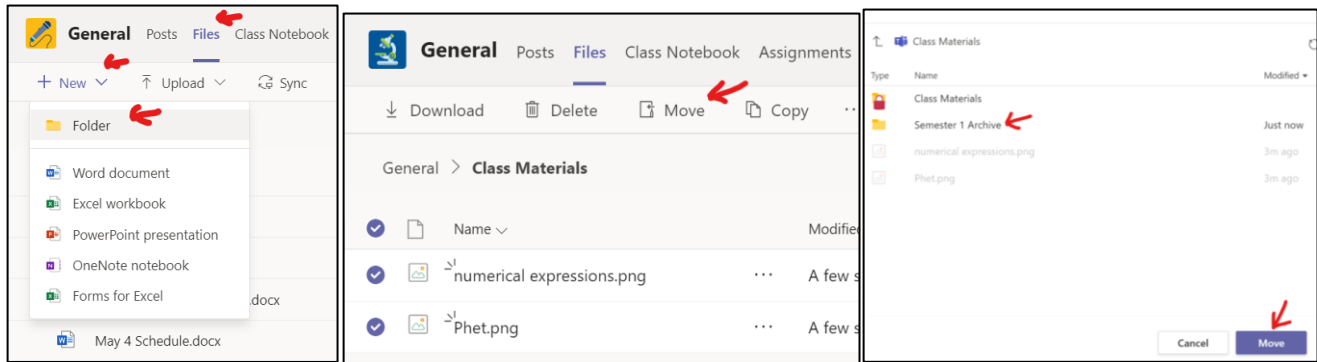


Managing a Class Team for the Second Semester

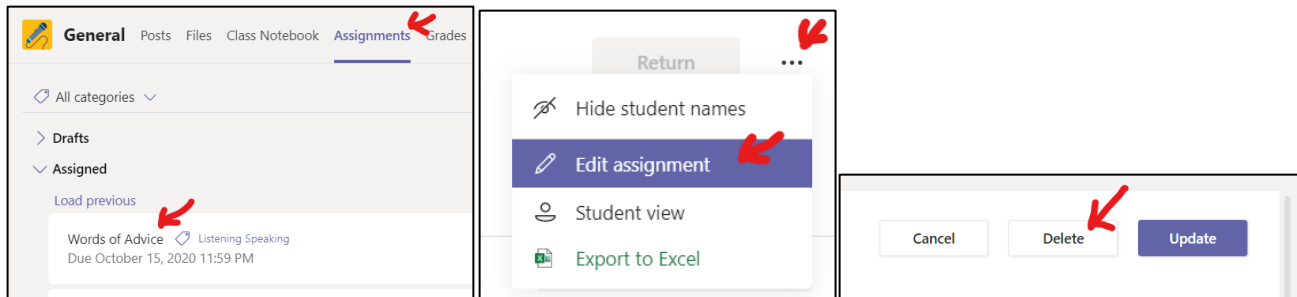
When the second semester begins, you may be using the same class team that was used during the first semester of the school year. Therefore, you might want to clean up the team a bit and move some content.

Below are just a few suggestions for cleaning up your class team. **Please DO NOT delete your team and create a new one for the new semester.**

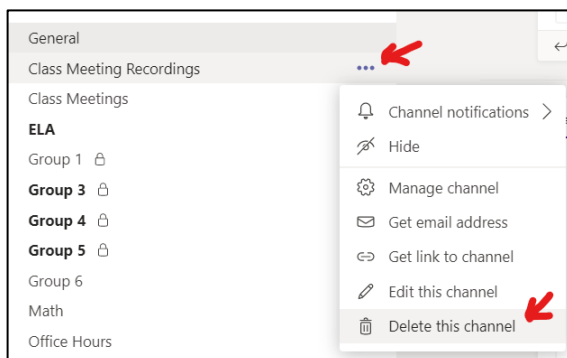
1. Move and store files that are no longer relevant to the second semester. This can be done by moving files into an archive folder.
 - a. **Create a new folder** "Semester 1 Archive" in the Files area of the General channel
 - b. Navigate to the file you wish to move, **click the ellipsis (...)** and click **Move**
 - c. Navigate to the folder "Semester 1 Archive", click it and click **Move**



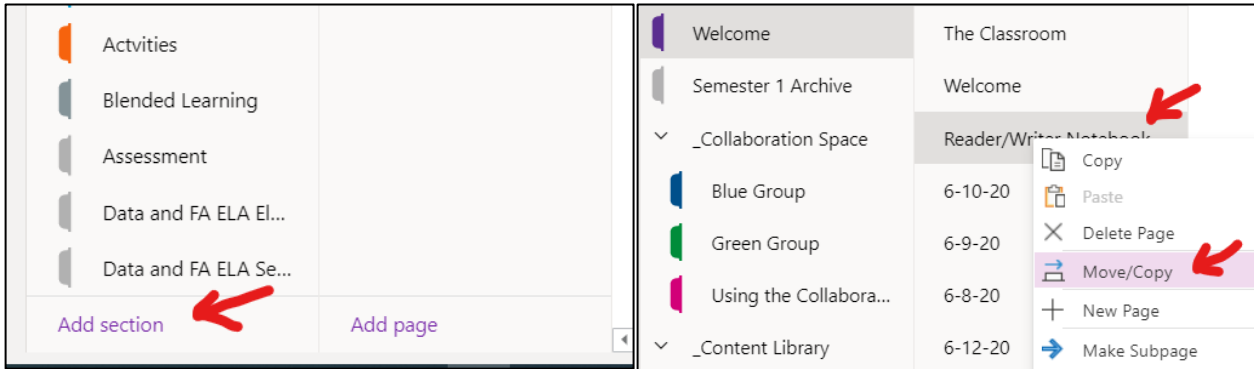
2. Remove any assignments that are no longer relevant to the second semester.
 - a. Click **Assignments** and click the assignment name
 - b. **Click the ellipsis (...)** and click **Edit Assignment**, then click **Delete**
 - c. Note, you may want to Export to Excel if you need to back up the grades



3. Remove any Channels that are no longer relevant to the second semester.
 - a. **Click the ellipsis (...)** next to the channel name and click **Delete this Channel**



4. Move any Class Notebook pages that are no longer relevant to the second semester.
 - a. **Create a new Section** and call it "Semester 1 Archive"
 - b. Right-click on any page or section and click **Move/Copy**
 - c. Navigate to "Semester 1 Archive" and click **Move**.



5. Remove any Posts that are no longer relevant to the second semester.
 - a. **Click the ellipsis (...)** in the right corner of the post and click **Delete**

