



Microsoft Teams and the Transition to Second Semester

We are pleased to see the widespread adoption of Microsoft Class Teams as a Learning Management System during this 20/21 schoolyear to engage students in effective distance learning. As a result, there have been several questions around the nature of Class Teams with respect to the annual transition from fall to spring semester. To honor that we have crafted a brief Q and A for middle and high school teachers.

Q: Will there be a new Class Team created for spring semester?

A: It depends...

- Course Sections in ATLAS that use the same section ID for spring semester will not trigger a new Class Team
- Course Sections in ATLAS that have new section IDs for spring semester will trigger a new Class Team

Q: I don't want my new students to see our content from fall semester. What should I do?

A: You will need to manually clean up your Class Team. On the ensuing pages, you will find directions on cleaning up and moving content in your Class Team.

Q: Why do I still see Class Teams from fall semester?

A: Class Teams that were created for fall semester courses will remain active for the entire year. You may hide the Class Team to remove it from your default view by clicking the ellipsis(...) in right corner of the Teams tile, then click **Hide**.

Q: What happens to my Class Team at the end of the school year?

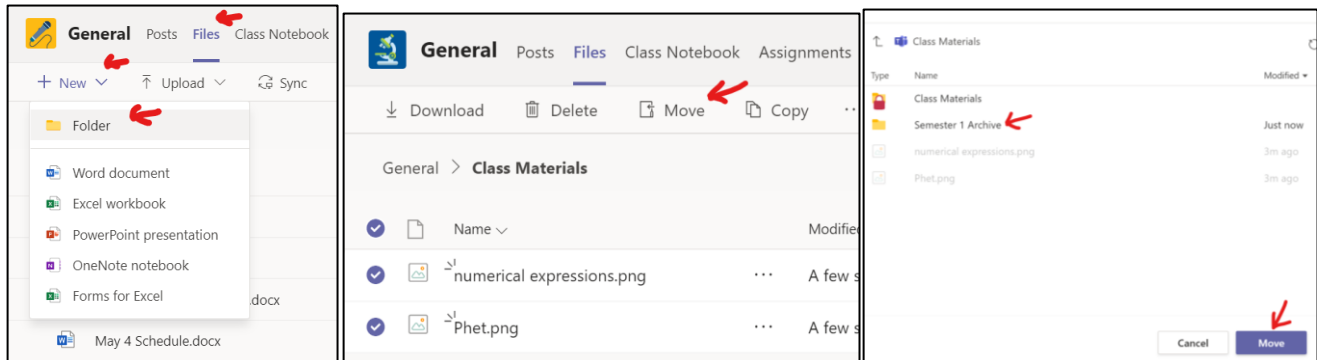
A: Your Team will be archived after Summer School has ended(end of July). This archived Team will not be active but be accessible to you during the following year. This allows for you to copy and modify assignments from one year to the next.

Clean Up and Move Content in a Class Team for the Second Semester

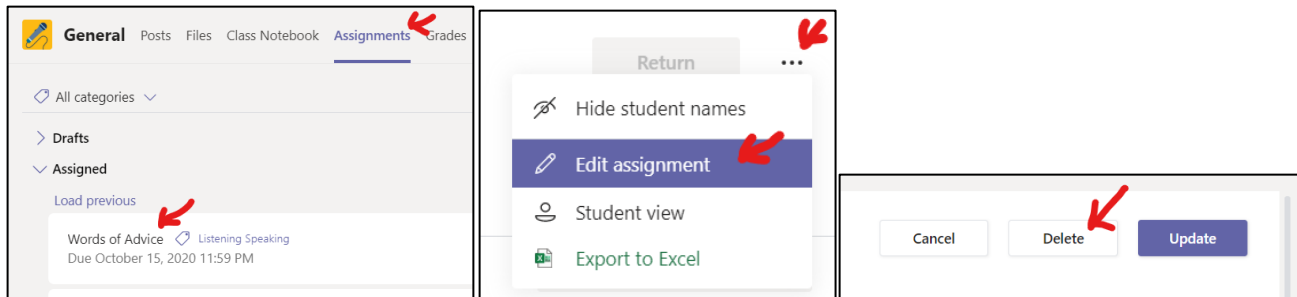
When the second semester begins, you may be using the same class team that was used during the first semester of the school year. Therefore, you might want to clean up the team a bit and move some content.

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.**

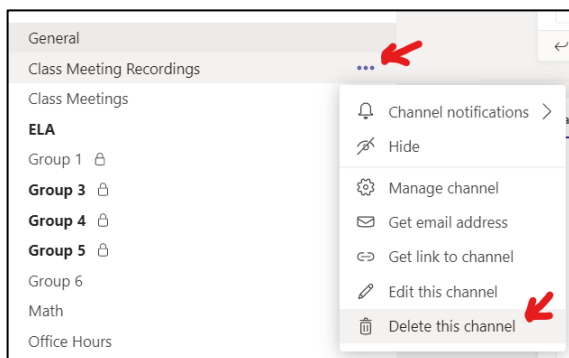
1. Move and store files that are no longer relevant to the second semester. This can be done by moving files into an archive folder.
 - a. **Create a new folder** "Semester 1 Archive" in the Files area of the General channel
 - b. Navigate to the file you wish to move, **click the ellipsis (...)** and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



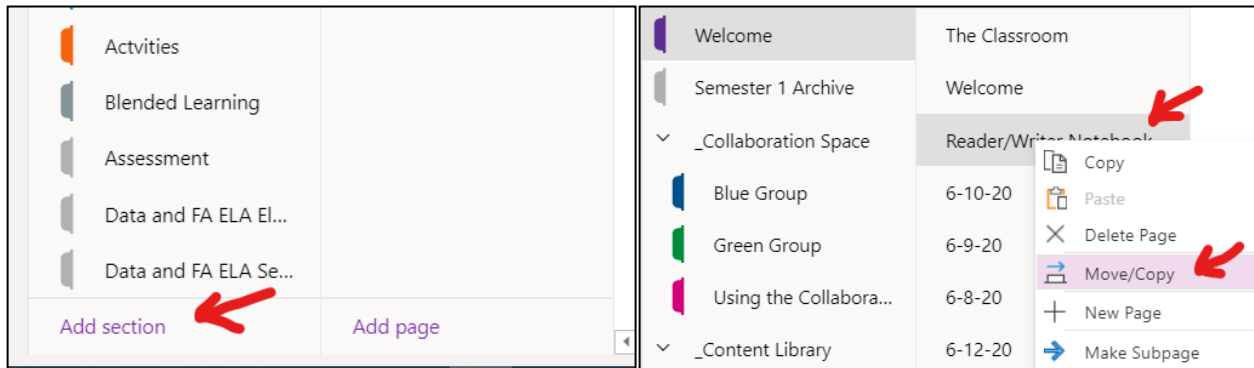
2. Remove any assignments that are no longer relevant to the second semester.
 - a. Click **Assignments** and click the assignment name
 - b. **Click the ellipsis (...)** and click **Edit Assignment**, then click **Delete**
 - c. Note, you may want to Export to Excel if you need to back up the grades



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**

