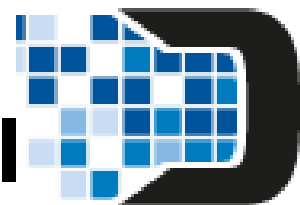
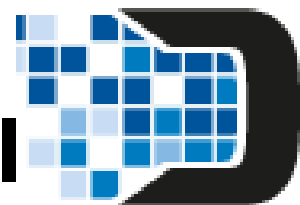


End of academic year checklist – digital



	Review full end of year guidance information on the MDLT Blog.
	Mute all learners in Teams or Google Classroom to ensure no unmonitored comments or chat.
	Return any outstanding assignments in Teams or Google Classroom.
	Leave Teams you no longer wish to be a member of – Leave, do not delete the team unless you are authorised to do so.
	Archive Teams or Google Classrooms you will not be using in the new term.
	Set up an out of office message in Outlook – Glow and Edunet.
	Set up out of office status message in Teams.
	Turn off notifications from Teams or Google Classrooms that will continue to operate over the holidays.
	Take a copy of any Class Notebooks you wish to retain if you are reusing the Class Team.
	Remove permissions to shared documents/folders as appropriate in OneDrive, G Drive, SharePoint etc.
	Check if there is any data or documents which need to be deleted or anonymised as per retention guidance.
	Delete or archive emails which are no longer relevant so you can start the new term with a clean inbox.
	Update or delete Google or Office 365 groups no longer required, after checking any connected materials are also no longer required.

End of academic year checklist – digital



End of academic year checklist - moving schools/LA

