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 off office message in Outlook – Glow and Edunet.
Set up out off 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

Delete learner data from online systems you have been using as per the product guidance issued by the DPO.
Update any social media feed you will not be monitoring over the summer holidays.
Remove any images from any website or social media pages you no longer have permission to use - leavers.
Close any online education accounts you no longer require and request your data be deleted.
Remove/deactivate any forwarding rules you have set up between email accounts.
Check on guidance from external suppliers on preparation required for next year, for example Satchel One class configuration, This is Language or classes for using Scratch.
Pause any workflows you do not wish to run over the holidays.
Unsubscribe from any email lists you no longer require.
Request grace periods for leavers who require Glow access over the summer- email MIS Support.
Close any open ICT calls which are no longer required or update those awaiting feedback.
Ensure DPIAS are completed and reviewed for any product you wish to use at the start of the new year.

Contact learntech@moray.gov.uk with any questions

End of academic year checklist – moving schools/LA

In addition to the checklist above complete these tasks if you are moving schools or to another Local Authority.
Download anything you need over the summer until your Glow account is moved to your new Moray School.
Download anything you wish to keep from Glow if you are leaving Moray. A new account will be issued by the new LA.
Transfer ownership of any of the following so they can still be used in your old school –
– Teams or Google Classrooms
– Glow Blogs
- SharePoint Sites
- Google Sites
- Stream video channels
– Microsoft or Google Forms
- Google Sites
If you require more time to contact MIS Support to request a grace period be applied to your staff account.

Contact learntech@moray.gov.uk with any questions.