Showbie End of Year Process

At the end of the academic year, ARCHIVE your class but DO NOT delete it (ignore restore & delete options)
It is essential for Portfolio work to transition with the student, especially when they move to High School. If a class is DELETED, that work is no longer accessible for the parent.
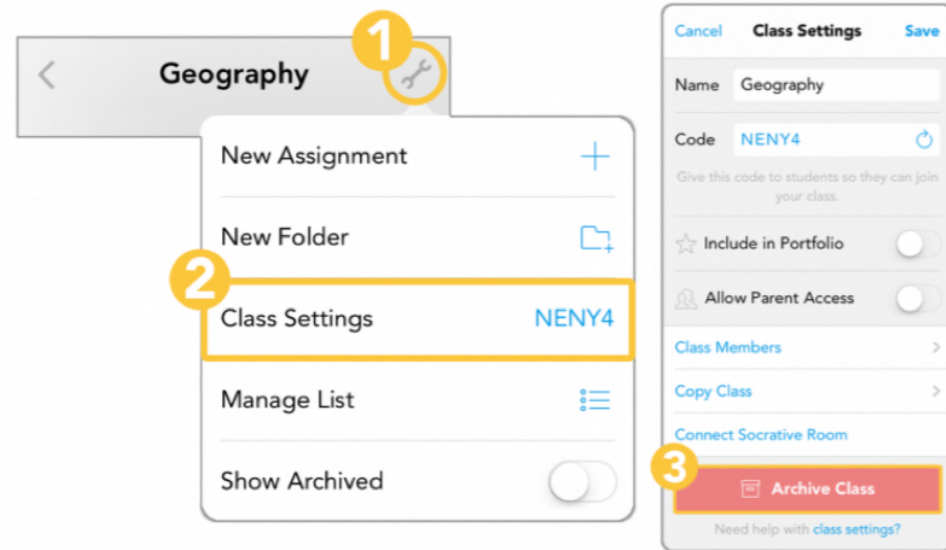
Archiving a class hides past/unnecessary classes from both you and your student's daily views and allows you to:
• Easily view & retrieve last year's resources
• Copy & share archived master content to active classes
• Find samples of exemplary student work
• View & export student grades from archived work

When classes are archived, as the teacher you will have view-only access. This means you will be able to make a copy of the class, restore it, delete it, view your students, and view the class overview.

Settings (iOS, Web)

Archive

Geography

New Assignment
New Folder
Class Settings   NENY4
Manage List
Show Archived

Cancel   Class Settings   Save
Name   Geography
Code   NENY4
Give this code to students so they can join your class.
☆ Include in Portfolio
👤 Allow Parent Access
Class Members
Copy Class
Connect Socrative Room
📖 Archive Class
Need help with class settings?

• Open the class/assignment you'd like to archive before tapping on the wrench
• Select *Class/Assignment Settings* in menu
• Tap *Archive Class/Assignment*

Archived assignments
Archived assignments in the class can also be viewed, copied and shared. Archived assignments cannot be modified by teachers or students. If an assignment needs to be modified, it can be restored. (see below for how to restore.)

Restoring archived teams or Assignments
If you've archived a class or assignment by mistake, it can be restored. A class should only be restored if you are actively using it with your students as restoring a class will make it appear within the class lists of student & teacher members that were originally part of the class.

To Restore (On the web version not App):
• Navigate to your class list or your assignment list within a class
• Tap on the spanner
• Tap on the slider next to Show Archived and your archived classes will appear at the bottom of the class list. Assignments will automatically show within your archived class.
• Tap on what you'd like to restore
• In the menu that pops up, tap Restore Class and it'll reappear with your active classes

You can also copy content from pervious archived assignments to your current class

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Kaligo
Summer Term Refresh

Here's our handy end of session guide for updating your school's Kaligo database at the end of year. If you have any questions, please contact your Inspire Learning Cluster Support Teacher/Lead Teacher

DO! ✔

- Remove Primary 7 pupils from your school database
- Create new Primary 1 pupil accounts
- Transfer pupils to their new year group (or edit existing classes to reflect changes)
- Update teacher accounts by deleting accounts no longer needed and add new acconts for new members of staff

DON'T! ❌

- Delete pupils in Primary 2-6 as you will lose their data from this session
- Create new accounts for pupils already on the system
- Create teacher accounts that already exist on the system

Removing Primary 7 Pupils

- Kaligo licences have been purchased for all Primary 1 - 7 pupils across Scottish Borders Council.
- At the end of the school year, schools should delete all Primary 7 pupils from their school database.
- To do this, login to the dashboard - choose 'Classes and Pupils' from the submenu on the left side - choose your Primary 7 class (or classes) - scroll down below your pupil list and click the 'Delete' button - select all pupils then click the 'Delete' button again.
- This will remove all Primary 7 pupils from your dashboard and free up space to create your new Primary 1 accounts for pupils starting in August

Creating Primary 1 Pupil Accounts

- To create new accounts for your Primary 1 pupils, click 'Classes and Students' from the submenu on the left side.
- Next click the '+' button at the top of the page then give your new class a name, choose a year group then click the 'add' button
- At the foot of the next screen, choose the 'Bulk Add' option then type (or paste) the first names and surnames of your new Primary 1 pupils.
- Click the 'save' button and these will be created in the new class. You can then tweak settings for any pupils if you wish.

Transferring Pupils To New Year Group

- If classes are remaining the same next session, the quickest way to reflect this on Kaligo is to edit the class information within 'Classes and Students'
- You can update the class name, add/remove teachers from the class and then press the 'save' button below year group to save these changes.
- If you classes are significantly changing next session, you would be best to set up a new class (in the same way as listed in 'Creating Primary 1 Pupil Accounts' on bullet point no.2, then when the class is created, you can transfer pupils into this new class.
- To do this, go to their previous class and find the 'transfer' button below your list of students and select the pupils you wish to move. Press the 'Transfer To' option and complete this process to move pupils to their new class.

Updating Teacher Accounts

- To delete teacher accounts, click 'Teachers' from the submenu on the left side then click the names of any teachers you wish to remove. You can then press the 'Delete' button to remove their account.
- To create new teacher accounts, click 'Teachers' from the submenu on the left side then click '+ New Teacher'. add in their email address and then their First Name and Surname to add them to your school's database.
- You can also bulk add teacher by clicking the option on the 'Teachers' submenu and following the steps given.
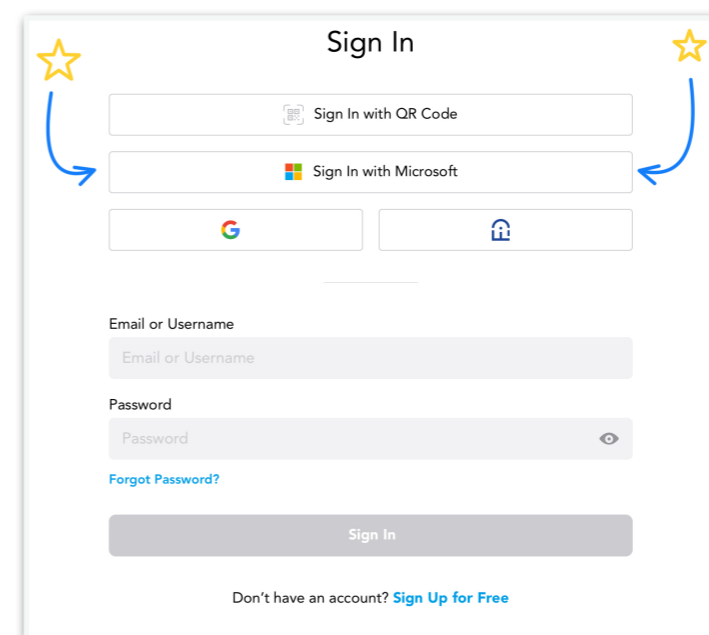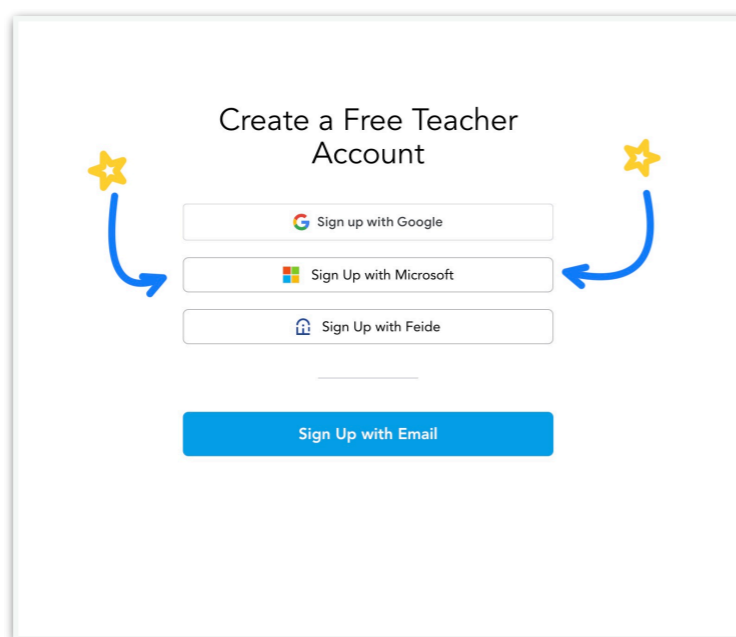
Showbie New Year Process
New Teacher Sign up

1. Ask your school admin for a sign up request to be sent to your glow email address. You must use this to be connected to the correct data region.

2. Click on Sign up with Microsoft

3. Follow the prompts using your Glow username and passwords

4. Once signed up you can go to the app on your iPad and choose Sign in with Microsoft

Note: You will be initially signed up with a basic account but once added to the school system fully, you will then be upgraded to Pro. If this has not been done within 48 hours please get in touch with your Inspire Cluster support teacher or Lead Teacher.

Create a Free Teacher Account

- G Sign up with Google
- Sign Up with Microsoft
- Sign Up with Feide

Sign Up with Email

Sign In

- Sign In with QR Code
- Sign In with Microsoft
- G
-

Email or Username
Email or Username

Password
Password

Forgot Password?

Sign In

Don't have an account? Sign Up for Free

To sign up pupils or to sign in pupils check out instructions in the Showbie Handbook
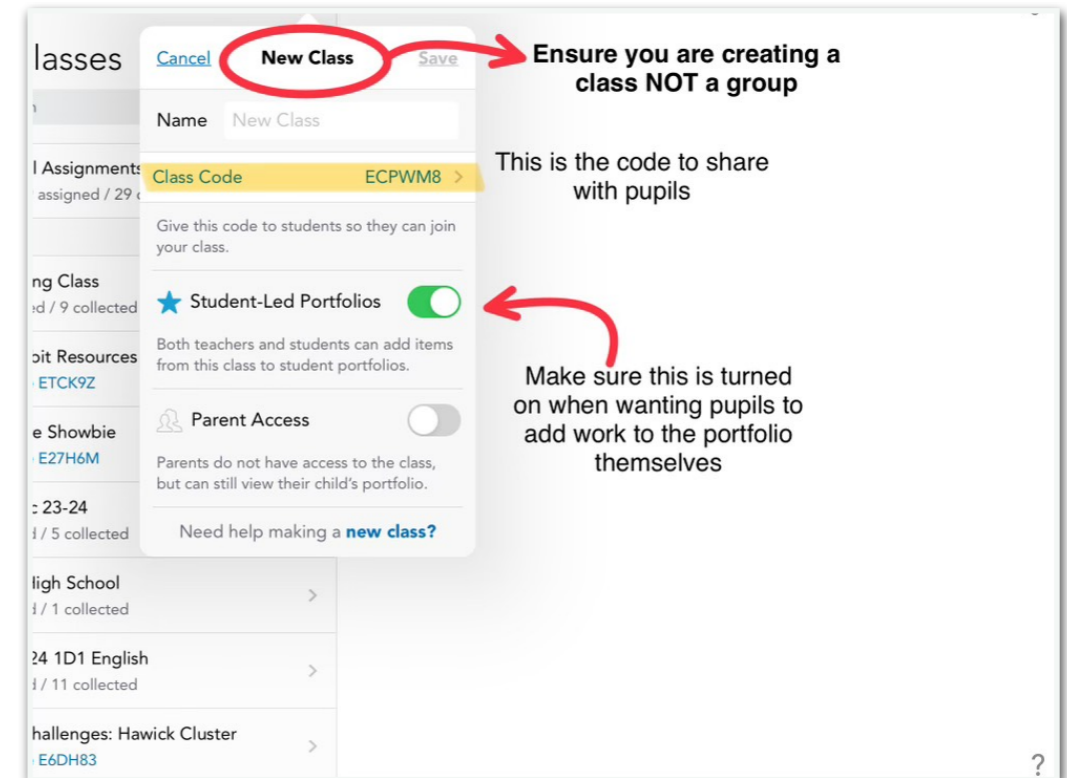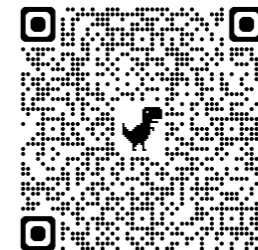
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Showbie New Year Process

Creating Classes

• Tap the Spanner and selecting New Class

•Naming a new class: Year Group+ teacher + year, e.g. S1 Ms Inspire 23/24

For trouble shooting and help look in the Showbie Handbook

iPad MOT

Signed into Apple ID
Click settings and your name should be in the top corner.
To sign in use your Apple ID and 6 digit password
[eg: jbloggs119@ea.scotborders.sch.uk and 123456]

Up to date Software
Click Settings - General - Software Update.
You will need internet, at least 20% battery and enough storage space to install the update.

Signed into Outlook
Open Outlook app and look for grey sign in box at the bottom of the screen. Click "sign in" and use your glow email and password eg: gw23bloggsjoe@glow.sch.uk
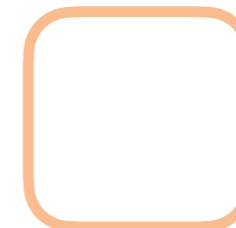
Free up storage - Apps
Long press on any app icon until it wiggles. Click the to delete an app. Note: do not delete Bookcreator or Procreate until you have saved your work to your OneDrive.
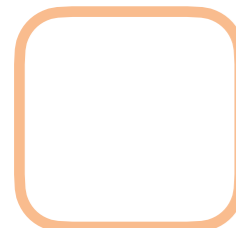
Signed into Showbie
Open Showbie and click "sign in" then click "sign in using Microsoft" or click the Microsoft icon. Enter your glow email and password eg: gw23bloggsjoe@glow.sch.uk

Free up storage - Photos
Open Photos and delete any pictures/videos you do not need (remember Live Photo & videos take up the most space. Click "Recently deleted" to delete your old photos.

Signed into Proxy (Internet)
In Safari check you can use Google. If it doesn't work type w.com to display the proxy box? Use your cluster details [eg cluster1\jbloggs119] and your password for a laptop.
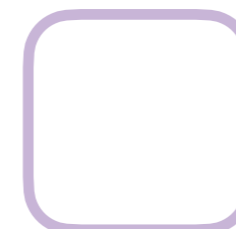
Checked and cleaned
Check your iPad for damage & make sure there is nothing in the lightning port. Remove any dirt/stickers and wipe the screen with a soft damp cloth.

Date: Initials:

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