

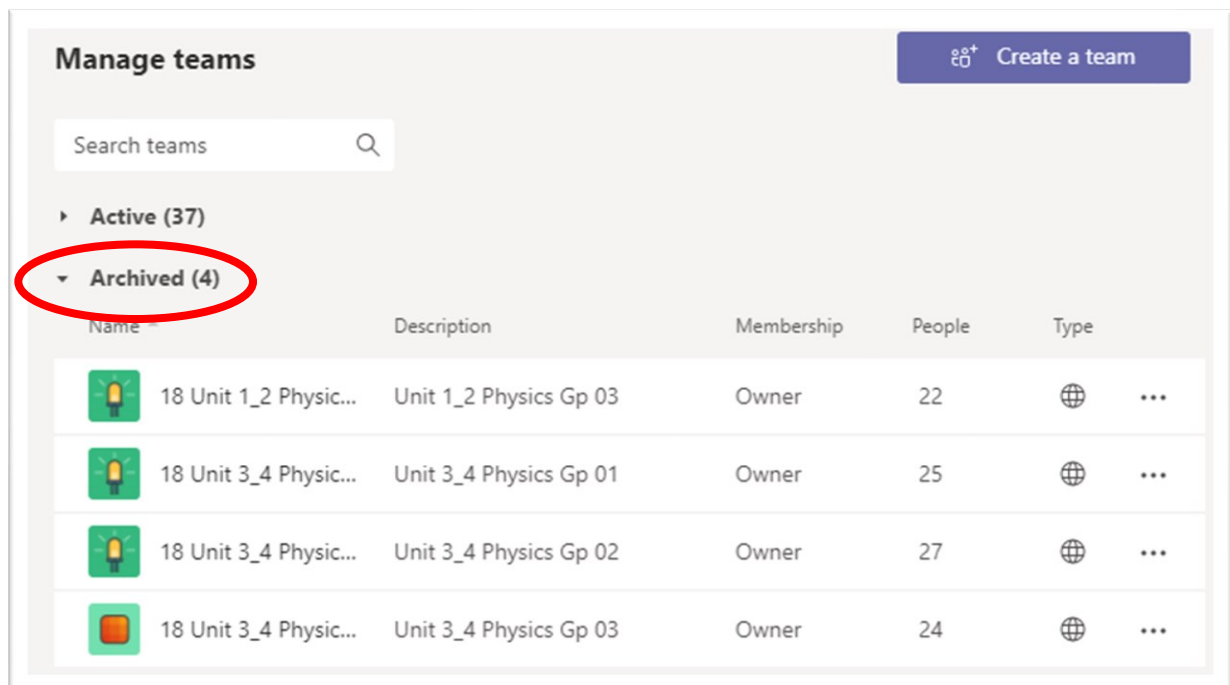
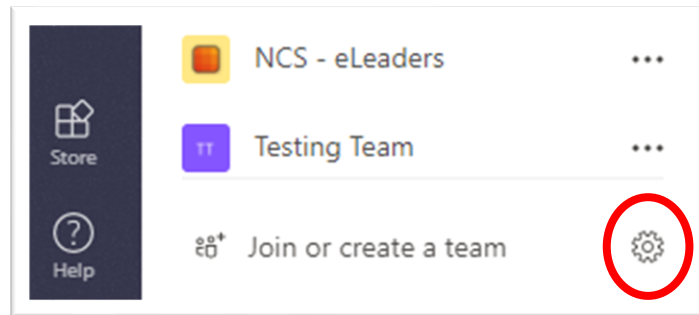
End of Year Teams Changes

- All **Class** Teams now have the prefix **18** (for 2018)
- Next year's Class Teams will have the prefix **19**
- All **Class** Teams will be **archived** (I will do this for you once reports are completed)

This means the team is put into a **read only** mode and no more posts can be made.

Archiving is not deletion. Archived Teams can still be accessed using the cog wheel at the bottom left of the Teams App when any Team is selected. If it is restored, it is restored for all students as well.

Best not to restore if it can be avoided 😊



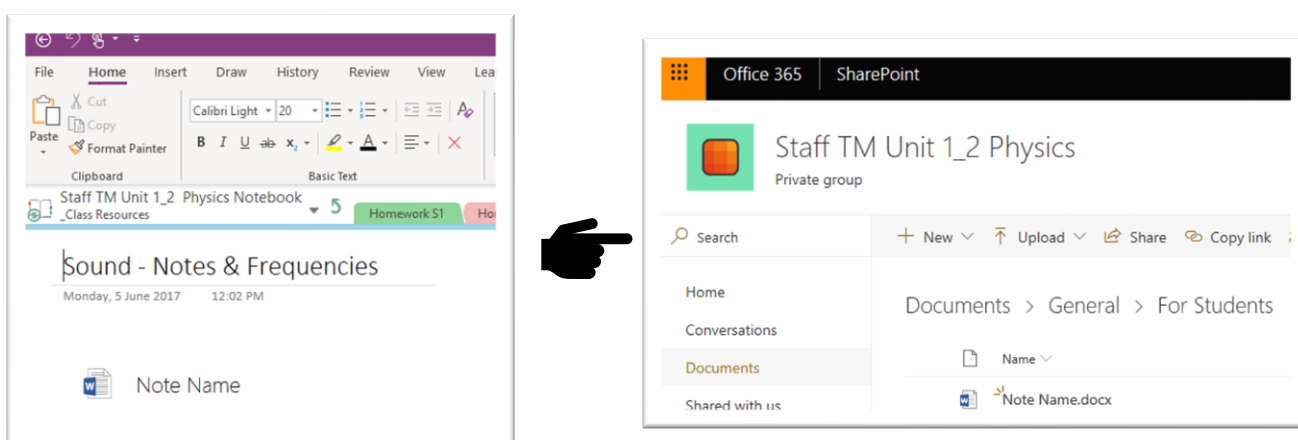
Please NEVER delete a Team. Unfavourite it or even leave it if you must...

Getting Ready for 2019 Rollover

Make sure that any additional information and resources you may want to share with your students in 2019 is moved from your Class OneNotes and Teams into your Staff TM OneNote and Team folders.

Actions required:

- Carefully check all your **Class** OneNotes and check that you don't have material in there that is missing from your **Staff TM** OneNote. If it is, copy it across.
- Look through your **Staff TM** OneNote and remove files stored within the OneNote. Put them in a '**Student Files**' area in the Staff TM Team. Printouts are fine to stay.



This will help reduce the size of your OneNotes in 2019.

- If you have placed video files within the OneNote, move them into Microsoft Stream (located at portal.office.com) and include the link. This will help reduce the size of your OneNote also.

Old OneNotes will stay where they are and continue to sync until you close them. (No need to export them this year). You will need to close them in order to have enough room to open next year's OneNotes. If you are running low on space, see document on removing old OneNote Backups.