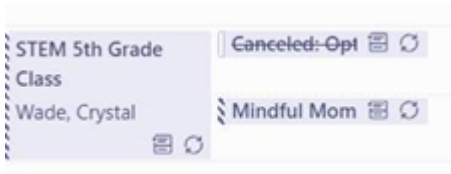
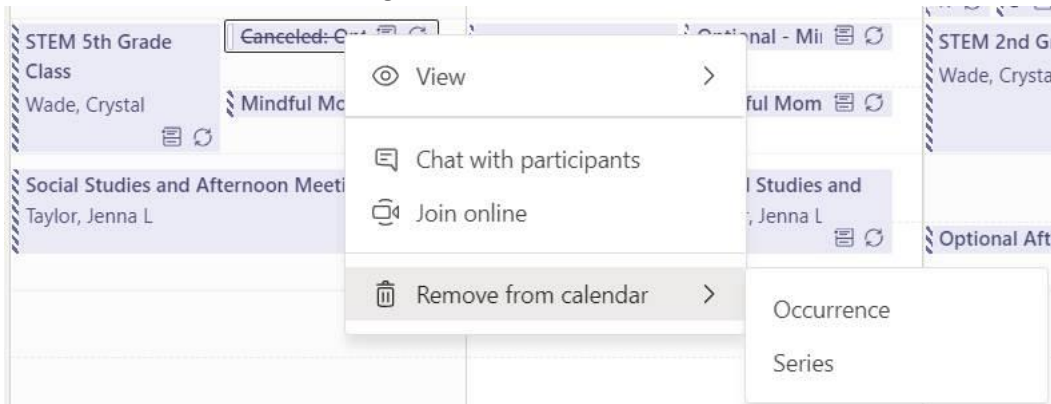


Directions for Teams Clean-up

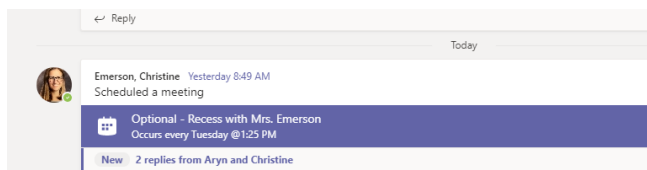
1. Open your child's calendar. Your child should have multiple meetings crossed out. If your child does not have any crossed out invitations, you may skip steps 1-3.



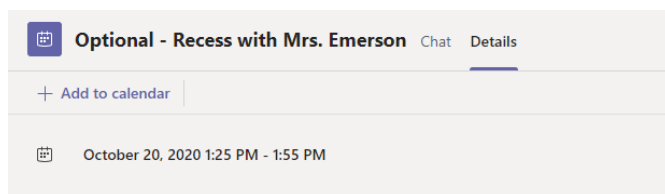
2. Click on the crossed-out meeting, then remove from calendar, then series.



3. Do this for each crossed out calendar invite.
4. All remote students should have the teams for _____, PE, STEM, Media, Art, Music, and Counseling. All of these teams include meeting invitations. If you notice one of these classes is not showing up on your child's calendar, please add them by using the following directions (steps 5 & 6)
5. Open a team and find the meeting invite.



6. Open the meeting invite, click on add to calendar. This will add the meeting to the calendar.



7. All students will notice that the majority of the previous teams will be deleted. Our teachers will be archiving all core subject teams prior to the beginning of school on Wednesday.
8. If your child will be continuing with remote learning, he/she will notice that there are new teams for each subject. These new teams will be used moving forward with remote learning.
9. If your child will be returning to face to face learning in 4th & 5th grades, he/she will notice that there are new teams for each subject. While these teams will not be used for class meetings, they will provide a resource bank for our students and can be continued to be used for assignments.