

Class Teams Creation and Archiving Process

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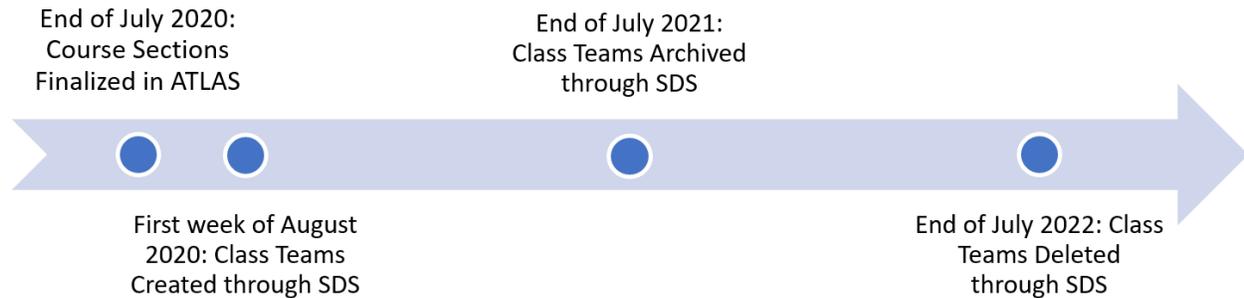
Introduction

Class Teams for each teacher in our district are created through a School Data Sync(SDS) tool that analyzes the class section name and class roster in ATLAS. This information is used to then generate a Microsoft Class Team and add the teacher of record as the owner and the students as members of the team. In addition to generating Class Teams for each teacher, the SDS tool is also used to archive the class teams at the end of an academic calendar year. This document clarifies the lifecycle of a class team and calls out important recommendations for managing your own class team.

Class Team Creation and Archive Timeline

Time of Year	Event
By End of July	Course Sections are Finalized in ATLAS
First Week of August	Class Teams are generated through School Data Sync based on ATLAS Course Sections (Takes a total of four days to complete)
After one Year End of July (After Summer School)	Class Teams are Archived through School Data Sync
One Year After Being Archived	Class Teams are Deleted through School Data Sync

Example Lifecycle of Class Teams for 20/21 Academic School Year:



Class Team Creation Process

- Class Teams cannot be created until ATLAS course sections have been finalized at the end of July
- Class Teams are then created based on the ATLAS course sections through [School Data Sync](#)
 - School Data Sync(SDS) reads course sections and rosters from ATLAS and creates classes and members for Microsoft Teams
- Due to the size of our district, the SDS process can take up to four days to finalize
- Changes in ATLAS schedules can cause delays in the creation of Class Teams

Class Team Activation

- Initially, Class Teams are only accessible to the teacher of record, who is the owner of the Team
- Although the student roster exists in the Team, students will not have access to the Team
 - This allows time for the teacher to setup the Class Team prior to letting students in
- The teacher of record must “Activate” the Team in order for students to obtain access
 - The Activation button is found at the top of the Class Team
 - [Tutorial: How to Activate a Class Team](#)

Restoring Deleted Class Teams

- If a Class Team is accidentally deleted, they can be restored within 30 days
- If your Class Team gets deleted, please report it through the Technology Support Portal at go.fresnou.org/support

Team Archive Process

- At the end of July, after Summer School has completed, all Class Teams that were created through SDS are archived.
- The archive process places the Class Team in an archived state and renames it by adding “Exp” and the date it was archived.
 - Example: “Exp0820_Smith P01 Attendance – Grade 5”) In this example we know that the team was archived in August of 2020.
- When a Team is in an archived state, the contents are read-only, meaning that the teacher can view the contents but cannot edit.

- After a year passes from the archive date, **the Class Team will be deleted**. However, teachers can restore their Class Team to avoid deletion. [Tutorial: How to Restore an Archived Team](#)

Access to Archived Teams

- The teacher of record (owner) can access an archived Class Team. [Tutorial: How to Access an Archived Team](#)
- The teacher of record (owner) can re-use assignments from an archived Class Team. [Tutorial: How to Re-Use Assignments from other Class Teams](#)
- Students of an archived Class Team remain in the Team roster, but will no longer see or have access to the Class Team
- The teacher of record (owner) can restore the team at any time. [Tutorial: How to Restore an Archived Team](#)
- Once a Class Team is restored, the **students in that Team will have access (including the ability to edit)**, therefore it is highly recommended that teachers remove the students from the Team roster. [Tutorial: How to Remove Members from a Class Team](#)

Archived Class Team Deletion Process

- Any Class Team left in the archived state for one year will be deleted through SDS
 - For example, a Class Team that was archived in August of 2021 and remained in the archived state, will be deleted the first week of August, 2022
- To avoid permanent deletion of an archived Class Team, teachers can restore their Class Team. [Tutorial: How to Restore an Archived Team](#)
- The Class Notebook will also be deleted from the Class Team

Recommendations for File Backup

For Teachers:

- Store and/or Save your desired documents to your OneDrive for backup purposes. [Tutorial: How to Save a Document in Teams to your OneDrive](#)
- Create your own Class Team with your PLC to house common assignments and documents. [Tutorial: How to Create a Class Team and Add Members](#)

For Students:

- Store and/or Save your desired documents to your OneDrive
- Save your Class Teams assignments to your OneDrive. [Tutorial: How to Save an Assignment to your OneDrive](#)
- Copy your Class Notebook Sections to your personal OneNote Notebook. [Tutorial: How to Copy Sections/Pages to another OneNote Notebook](#)

For more information on Microsoft Teams, visit the Microsoft Teams Knowledge Base at the link below.

[Welcome to Microsoft Teams - Microsoft Teams | Microsoft Docs](#)