

Spring Cleaning Checklist

Clean Up Your Classes

Keep your dashboard organized while preserving the data you need.

- Hide classes** for short-term cleanup (easy to restore later)
- Archive classes** to remove them from your dashboard while keeping all data accessible
- Delete classes** only if you're sure you won't need them again

Remove Unused Assessments and Assignments

Clear out anything you don't plan to use again.

- Go to **Assessment/Assignment Center** → **Assessments** → **Assessment Bank**, OR **Assignments** → **Assignment Bank**.
- Refine your **Assessment and Assignment Banks** by removing unused content
- Archive or delete** assessments and assignments you created but never used
- Keep your banks focused so it's easier to find and reuse what matters

Prep Assessments for Next Year

Set yourself up now to save time later.

- Duplicate assessments** you plan to reuse (This keeps each year's data separate)
- Rename assessments** for the new school year
- Update items to align with any **new or revised state standards**

Save Your Reports

Keep a record of student progress and performance.

- Export **grade book and class results** to Excel
- Save **student progress reports** as PDFs
- Use this data for future planning and intervention

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