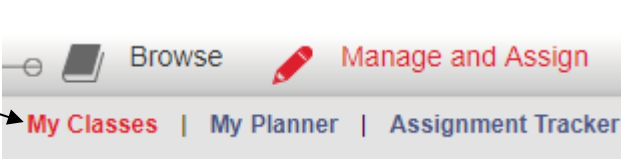

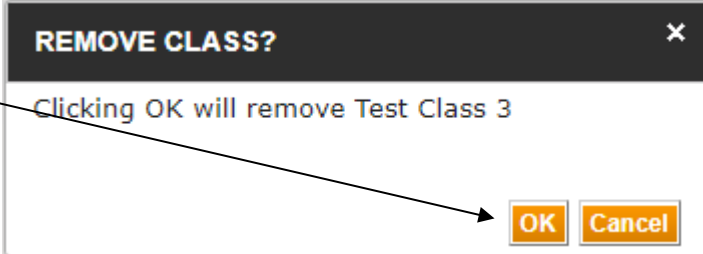


Teachers, the McGraw Hill Education digital platform does not delete classes in preparation for the upcoming year. To prepare for next year’s student uploads and to keep 2017-18 school year assignments from showing up for students next year, please follow the steps below to delete classes.

Teachers will still have access to assignments, customized content within the teacher account including teacher created Library items, Blasts and Rubrics from the 2017-18 school year.

IMPORTANT: As is recommended by McGraw-Hill Education documentation, teachers should download any report data that they wish to save from the assessment platforms (eAssessment or Engrade – Online Assessment Center) prior to deleting classes.

Please complete these steps between Monday, June 11 and Thursday, June 14, 2018.

Login to G Suite and click on the McGraw Hill Ed icon. (https://www.yakimaschools.org/Page/297)	
Remove Each Class	
STEP 1 Click on Manage and Assign and click on the My Classes link.	 <p>The screenshot shows a navigation bar with a 'Browse' button (with a book icon) and a 'Manage and Assign' button (with a pencil icon). Below these buttons are three links: 'My Classes' (highlighted in red), 'My Planner', and 'Assignment Tracker'. An arrow points from the 'My Classes' link in the text to the 'My Classes' link in the screenshot.</p>
STEP 2 Click on Remove for each class. You will have more than one class.	 <p>The screenshot shows a class entry for 'TEST CLASS 3' with 'Grade Level: 6'. To the right of the class name are three buttons: 'Create Class', 'Edit Class', and 'Remove Class'. An arrow points from the 'Remove' text in the text to the 'Remove Class' button in the screenshot.</p>
STEP 3 You will be asked to confirm the removal, click on the OK button. Do this for each class you have. The classes will be re-created and student populated in August with the new Skyward sync.	 <p>The screenshot shows a dark dialog box titled 'REMOVE CLASS?' with a close button (X) in the top right corner. Below the title is the text 'Clicking OK will remove Test Class 3'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'. An arrow points from the 'OK' text in the text to the 'OK' button in the screenshot.</p>