

3 Steps for Closing Your Science Classroom

What a year! Whether you've been teaching in the classroom, remotely, or a bit of both, use this 3-step checklist to simplify closing your classroom for the summer.

1. Inventory and Kit Clean Up

- ☐ Remove all batteries from electronics. Batteries can corrode in flashlights, battery holders or other electronics if left for long periods of time without being used.
- ☐ Be sure all lids of containers with liquids or solids are tightly affixed.
- ☐ Check expiration dates for perishable items and discard what may expire over the summer.
- ☐ Inventory kit materials
- ☐ Order missing or broken components
- ☐ Order refurbishments for consumable items

2. Kit Storage

Kit totes are stackable to help save space. Just remember to stack from heaviest to lightest, keeping heavier kits on the bottom. This will help keep your totes in tip-top shape.

Have a broken tote? Replacements can be found in the Components Catalog.

3. Update Carolina Science Online (CSO)

- ☐ Clean up and manage your bookmarks for future assignments or in-class instruction
- ☐ Archive assignments so they are removed from your assignments list
- ☐ Export students' grades
- ☐ Remove groups of students that you will no longer need or remove students from groups if you plan to use the same grouping method next year