



Transfer Ownership

You can transfer ownership of a class to a teacher who is already listed as a co-teacher in the class. Once the transfer is completed, the co-teacher becomes the owner of the class. The new primary teacher will then own the class Google Drive folder, materials in the class template folder and any student work that has been submitted.

Step 1.

Open classroom.google.com

Step 2.

Click the card of the class you wish to transfer.

Step 3.

Select the tab at the top of the screen titled “People”.

Step 4.

Next to the recipient’s name, click More (three vertical dots). Select “Make Class Owner”.

Step 5.

Click “Invite”.

Notes:

To cancel an invitation to transfer a class, open the class that was to be transferred, then next to the teacher’s name, select More (three vertical dots). Select “Revoke Invite to Own”.

To accept or decline the transfer of a class, click on the class card and click on the “People” tab. Select “Revoke Invite to Own”.

When you are the intended recipient of a class, you will receive an email. In the invitation email, click “Respond”. Next, click Accept or Decline. The teacher who sent the invitation will get an email confirming that the class has been transferred.