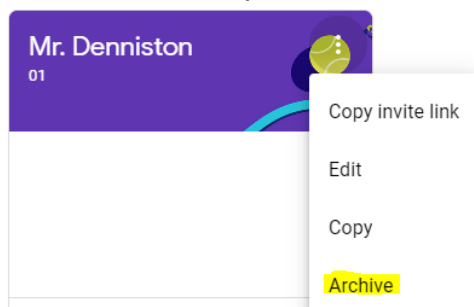


Archive/Delete a Class

Step 1.

Go to classroom.google.com. Find the class you wish to archive, then click on the triple dots in the upper right corner of the class card. From the drop-down menu, select Archive.



Step 3.

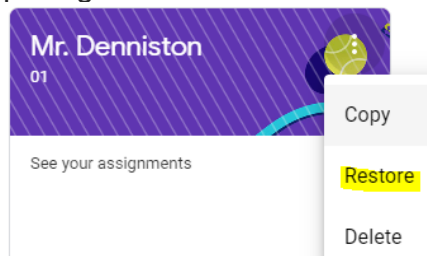
A warning message prompt appears. Confirm by selecting Archive again.

Step 4.

To restore an archived class, click on the triple lines (menu) in the upper left corner, and select Archived Classes from the drop down menu.

Step 5.

Click on the triple dots in the upper right corner and select Restore.

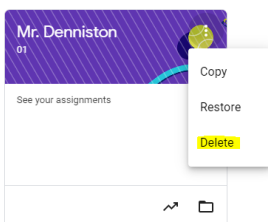


Step 6.

To delete a class (which must be in the archived folder), click on the three lines in the upper left corner, and select Archived Classes. Locate the class that needs to be deleted, then click on the triple dots in the upper right corner.

Step 7.

Select Delete from the drop-down menu.



Step 8.

A warning message prompt appears. Confirm by selecting Delete again.