

End-of-the-Year Procedure

At the end of the semester or end of the year (or both), follow these steps to ensure students do not copy content and forward to students who are coming into the class. First, some important tips: (1) Do not delete your classroom or assignments within the classroom. The assignments can be re-used, even if the class is archived. (2) Keep in mind that documents you created are stored in Google Drive, not within the classroom.

Return Student Work

After an assignment has been submitted, you become the owner of the document. The student can only view the document. When the file is returned to the student, he/she becomes the owner again. Once the file has been returned, it is safe to delete the file.

Step 1. Click the menu button in the top left corner of the Classroom. It looks like a sandwich.

Step 2. Choose “To-Do” from the drop-down menu. All of your classes will be shown, but you have the option to select just one class to work on.

Step 3. Click on “Turned In” to view assignments that have been turned in, but not yet graded.

Step 4. Select those students, grade the assignment, and click “Return” at the top.

Step 5. When finished with all the assignments, go back to the “To-Do” page. Click on the three-dots menu to move it to the “Reviewed” section. Repeat this process for each class.

Unenroll Students from the Class

To ensure students in your class cannot access content from your class in the future, follow these steps:

Step 1. Open the course and select the “People” tab.

Step 2. Check the box shown near the top of the “Students” section to select all students in the class.

Step 3. Click on the “Actions” button.

Step 4. Select “Remove” from the drop-down menu.

Remove Old Class Calendars

Any class in Google Classroom that contains assignments with due dates will have a course calendar. Before deleting a calendar, consider printing the calendar for reference during the upcoming year. To remove a calendar, follow these steps:

Step 1. Open Google Calendar. The classes will be in the list titled “My Calendars” (left side).

Step 2. Click the three-dots button to the right of the class name. To delete a calendar, click “Settings and Sharing”. Scroll to the bottom of the details screen and in the “Remove Calendar” section, click “Delete”.

Move Old Class Folders in Drive

Critical Reminder: Important: DO NOT delete the “Classroom” folder from your Drive!

To move previous semester class folders to a new location in your Drive, follow these steps:

Step 1. Open Google Drive and select the “Classroom” folder.

Step 2. Create a new folder by clicking “New”, then “Folder”. Name it “Old Classes” or something similar.

Step 3. Drag and drop the old class folders into the new folder just created.

Archive Old Classes

Archiving is a process that removes the class from the main Classroom home page. Your screen will ‘cleaner’ and students will not have to navigate around courses they have already completed. While the ‘archive’ process will remove the course from view, the posts and assignments can still be found.

Step 1. Go to the home page of Classroom.

Step 2. Click the three-dots menu in the top right corner of the class.

Step 3. From the drop-down menu, select “Archive”.

Step 4. When asked for verify, click “Archive” again to verify.

Un-Archive A Class:

Step 1: From the home page of Classroom, click the menu button in the top left.

Step 2. Scroll to the bottom of the drop-down menu and choose “Archived Classes”.

Step 3. Locate the archived class you wish to restore, then click the three-dots menu in the top right corner of that class.

Step 4. Click “Restore” from the drop-down menu.

Step 5. Click “Restore” to verify.