End of Year Google Classroom Cleanup
Access a copy of this document at bit.ly/ldoegclassroom

🔲 Return All Google Classroom Student Work

- When a student submits an assignment, the ownership of that document changes to the teacher.
  - Students cannot edit these files
  - The files live in the teacher's Google Drive
- Return all student work so the ownership of the doc goes back to the student.
- This is important if you decide to clean up your Google Drive later.
- Step by Step Tutorial

🧹 Organize Your Classroom Folder

- **Do not delete your Google Classroom folder.**
- Create folders for previous school years and store folders of those classes there.
- [Step by Step Tutorial](#)
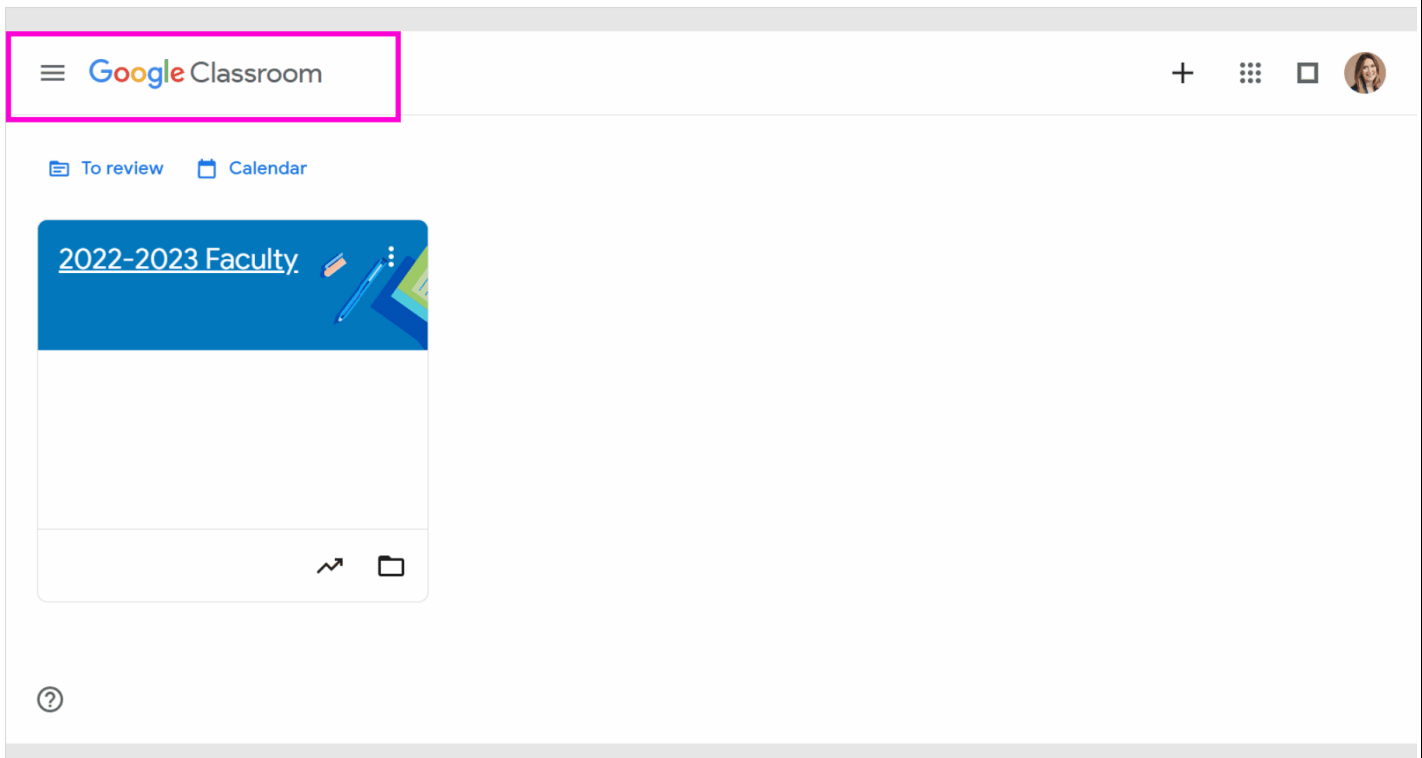
📄 📄 Make a Copy of Your Classroom

- You may want to make a copy of your Google Classroom to prepare for the next school year.
- Items that copy:
  - Title
  - Section
  - Description
  - Topics
  - Classwork
  - Your grading system
- Items that do NOT copy:
  - Students
  - Student work
  - Announcements
  - Student posts
- Step by Step Tutorial

📅 Hide or Delete the Classroom Calendar

- Every Google Classroom also creates a Google Calendar on your account.
- Once you have archived or deleted a Classroom, it is a good practice to also remove the calendar.
  - Option 1: Hide the Classroom Calendar
  - Option 2: Delete the Classroom Calendar
- Step by Step Tutorial

🗑️ Archiving a Classroom

- **This prevents students from posting or communicating via Classroom over the summer.**
- You and your students can still access class materials in an archived classroom.
  - To remove access completely, you can unenroll students from the course using the "People" tab in your Google Classroom or completely delete the class.
- Archiving removes the class from your Google Classroom home page.
- It also freezes the class so no changes can be made.
- You can still copy and reuse posts and assignments from the archived classes to your active Classrooms.
- You can easily restore classes from the archive.
- Step by Step Tutorial