

DIGITAL LEARNING

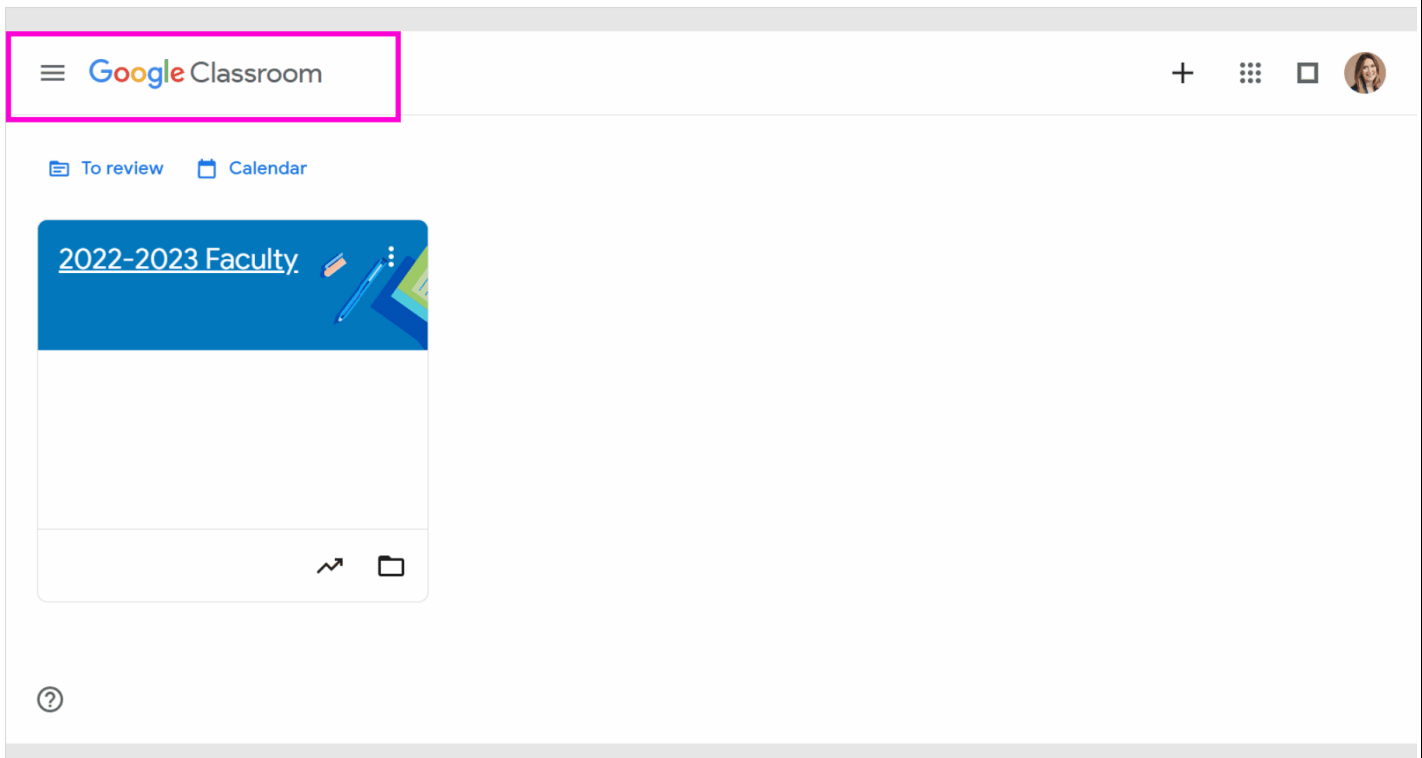
End of Year Google Classroom Cleanup

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](#)



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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](#)



The screenshot displays the Google Classroom interface. At the top, the Google Classroom logo is highlighted with a pink box. To the right of the logo are icons for adding (+), grid (⋮), and home (□). Below the navigation bar, there are links for 'To review' and 'Calendar'. A card titled '2022-2023 Faculty' is visible, featuring a pencil icon and a menu icon. At the bottom left of the card, there are icons for a link and a document. A help icon (?) is located at the bottom left of the page.

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July 17

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](#)

The screenshot displays the Google Calendar interface. The 'Calendar' tab is highlighted with a pink box. The main calendar view shows May 2023, with the 16th highlighted. The left sidebar contains a 'Create' button, a 'Meet with...' section, 'Time Insights', and a list of 'My calendars' including 'Bonnie Chelette', '2022-2023 Faculty', 'Birthdays', 'Computer Science', 'Copy of 2022-2023 Faculty', 'Copy of 2022-2023 Faculty', 'Social Studies', and 'Tasks'. There is also an 'Other calendars' section with 'Holidays in United States' and 'School System Support Ca...'. The top navigation bar shows 'Today', navigation arrows, 'May 2023', search, help, settings, and view options (Month, grid, square).

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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](#)

Google Classroom



To review Calendar

Computer Science

