

Office of Teaching and Learning

End of Year Google Classroom Cleanup

Access a version of this document with more tutorials at bit.ly/ldoegclassroom

This guide provides support for teachers to effectively manage their Google Classrooms as the school year concludes. The purpose of this guide is to help you organize your digital classroom and prepare for the next academic year by addressing several key tasks. By following the steps outlined, you can ensure a smooth transition out of your current classes and set themselves up for success in the future.

To achieve these end-of-year cleanup goals, follow these key steps:

- **Return student work** to transfer ownership of submitted documents back to the students, allowing them to edit the files and ensuring you can organize your Google Drive later.
- **Organize your Classroom Folder** by creating folders for previous years and moving the respective class folders into them. **Do not delete your Google Classroom folder.**
- **Optionally, make a copy of your Classroom** to prepare for the next school year. This copy will include the title, section, description, topics, classwork, and your grading system, but will not include students, student work, announcements, or student posts.
- **Hide or delete the Classroom Calendar** associated with archived or deleted classes.
- **Archive a Classroom** to prevent students from posting or communicating through it, but you and your students can still access the class materials. To completely remove student access, you can unenroll students or delete the class entirely. Archiving also removes the class from your Google Classroom home page and freezes it, preventing further changes. You can still copy and reuse posts and assignments from archived classes.

Implementing these steps will contribute to a more organized Google Drive and a more efficient management of your Google Classrooms in the years to come. Also, always refer back to your school system's technology guidelines and acceptable use policy.

For more information, you can use the step-by-step guide below.

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 DO 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](#)