

End-Of-Year Google Classroom Clean-up Tips



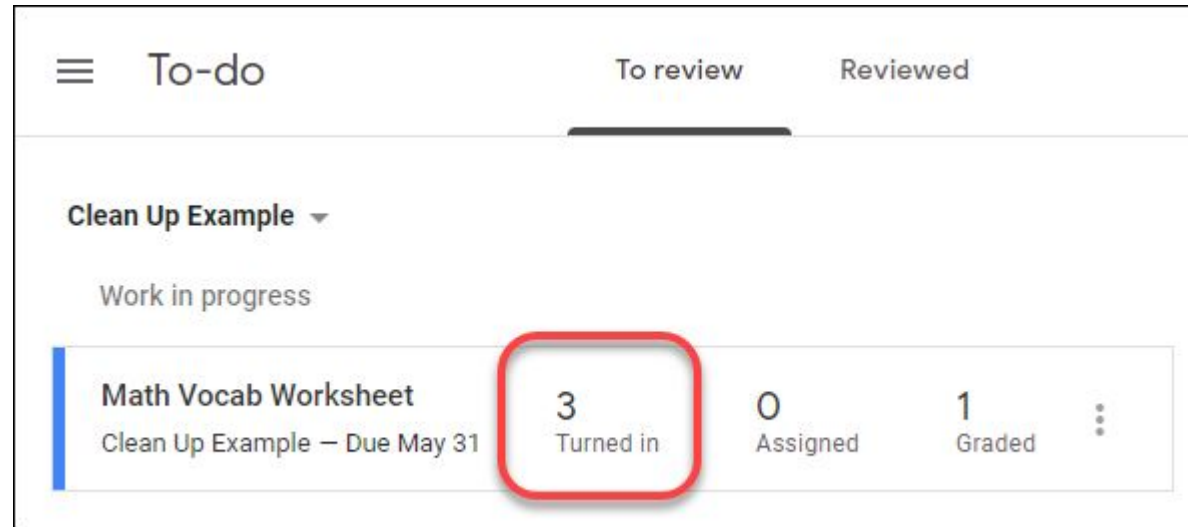
Clean-up and close-out steps for your digital classroom

Six steps: keeping your Classroom organized, clutter-free, and efficient for a new year

Return all
student work

1

make sure to return the files to your students



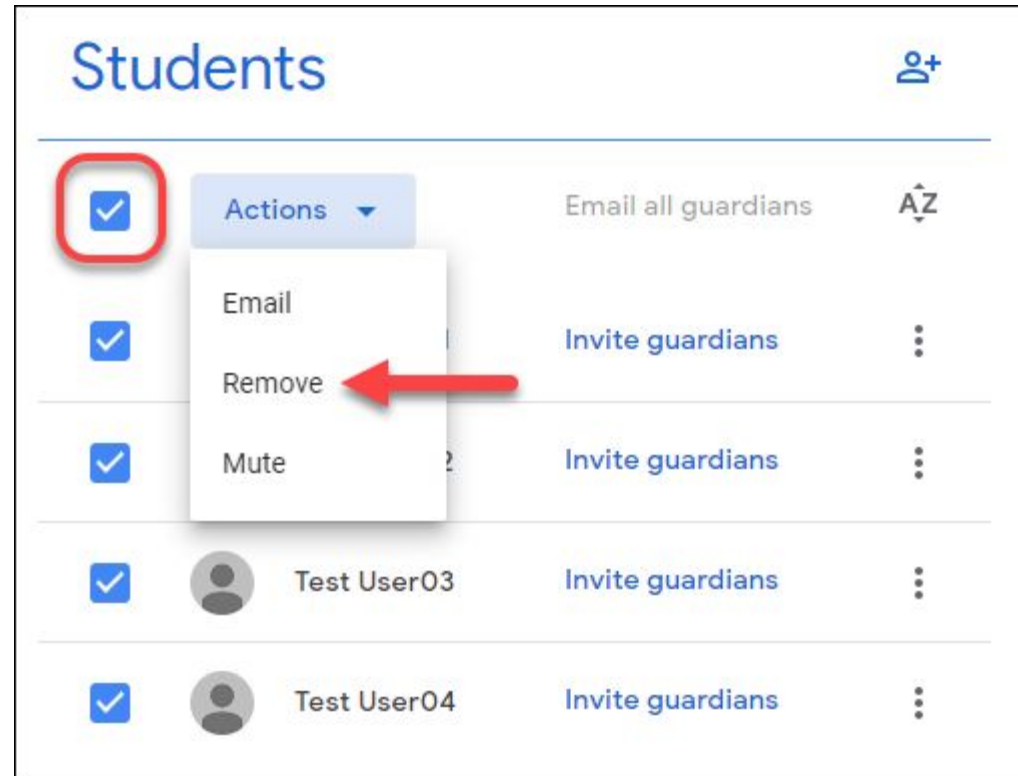
If you are still the owner of the students' work, when you delete it, you are really deleting the file.

if you have returned the files, you are no longer the owner, so if you delete them, all it does is remove them from your Drive.

Un-enroll students from old classes

2

remove students from the old classes



This may be an option for you if you prefer not to have students accessing content from your class in the future.

Archive old classes

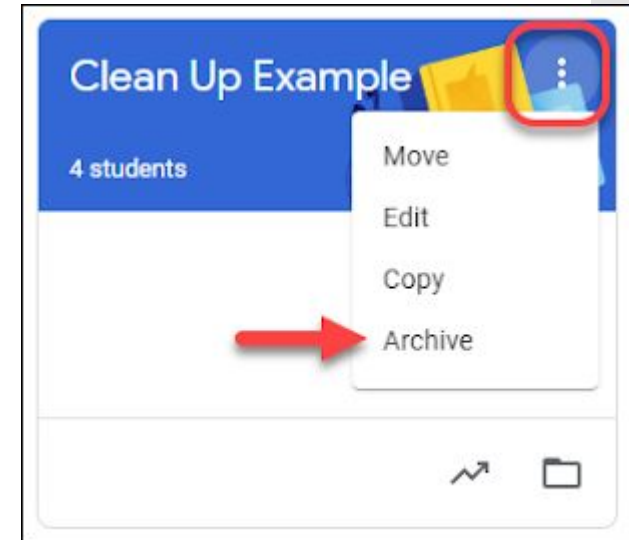
3

good way to clean up Classroom is to archive the old classes.

Archiving is a process that:

Removes the class from your main Classroom home page (**making your page cleaner and easier to navigate**).

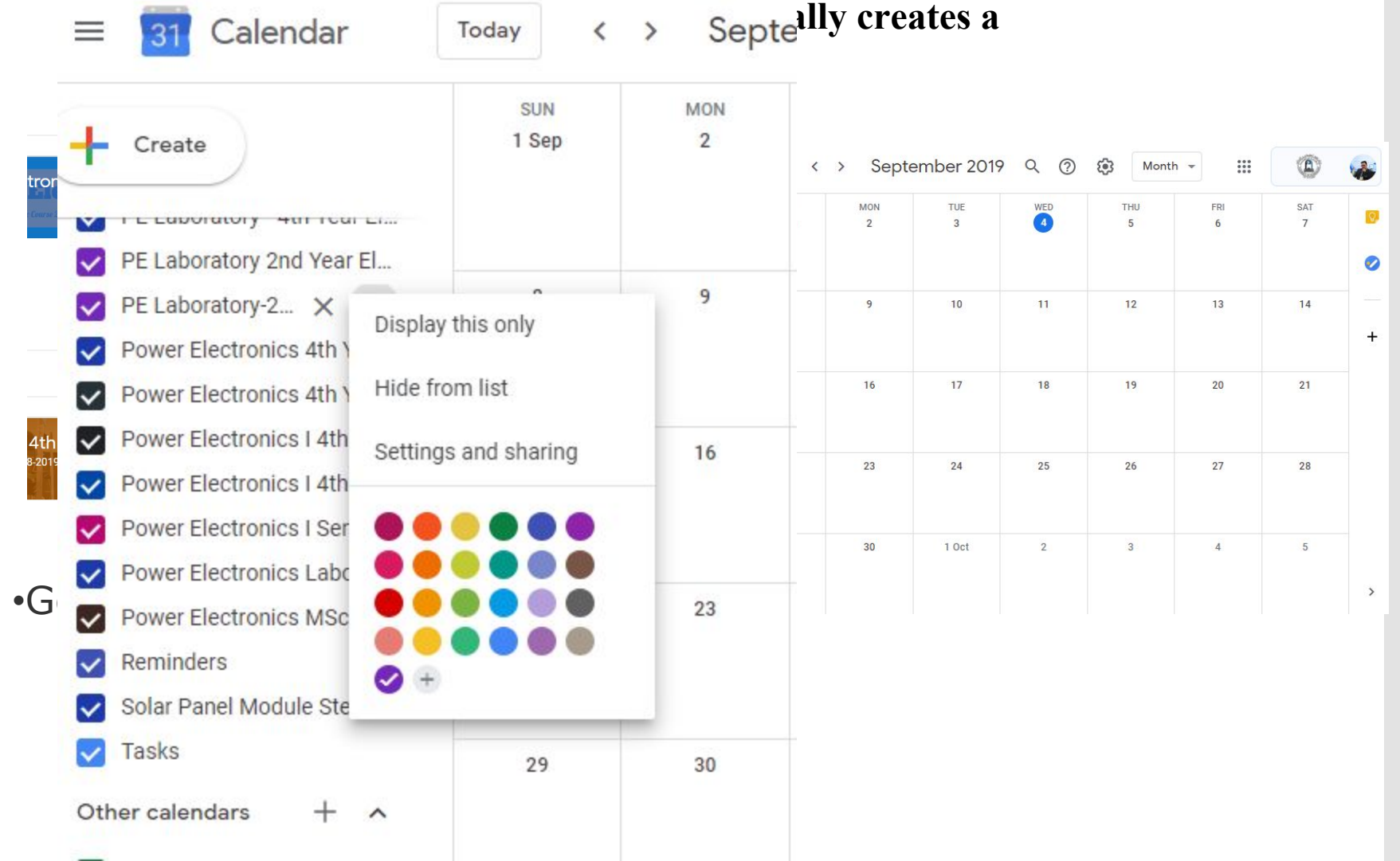
Archive class Still allows you to copy and reuse old posts and assignments from the archived class in your new classes.



Remove old class calendars

4

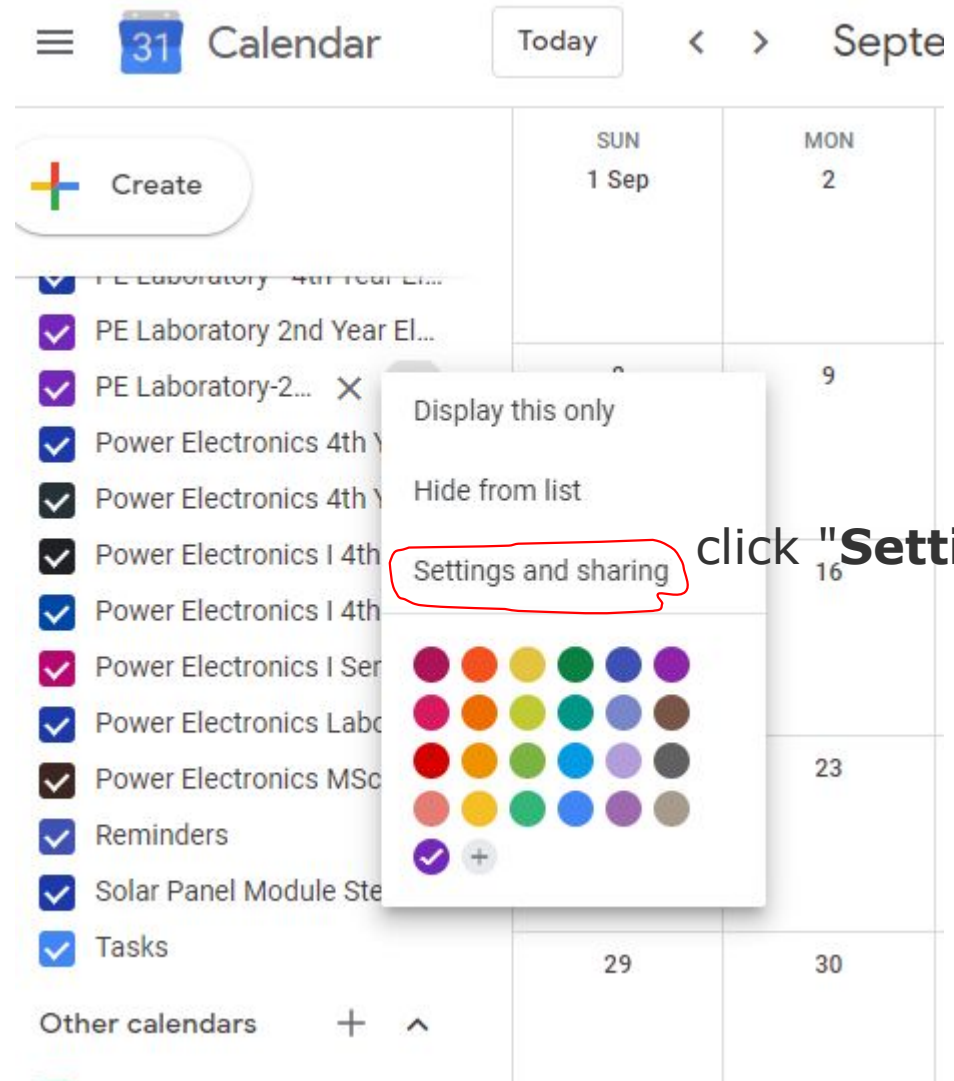
When you create a class in Google Classroom, and then make it public, Google automatically creates a calendar for the class.



Remove old class calendars

4

- Click the **three-dots button** to the right of the **class name** in the "**My calendars**" list.

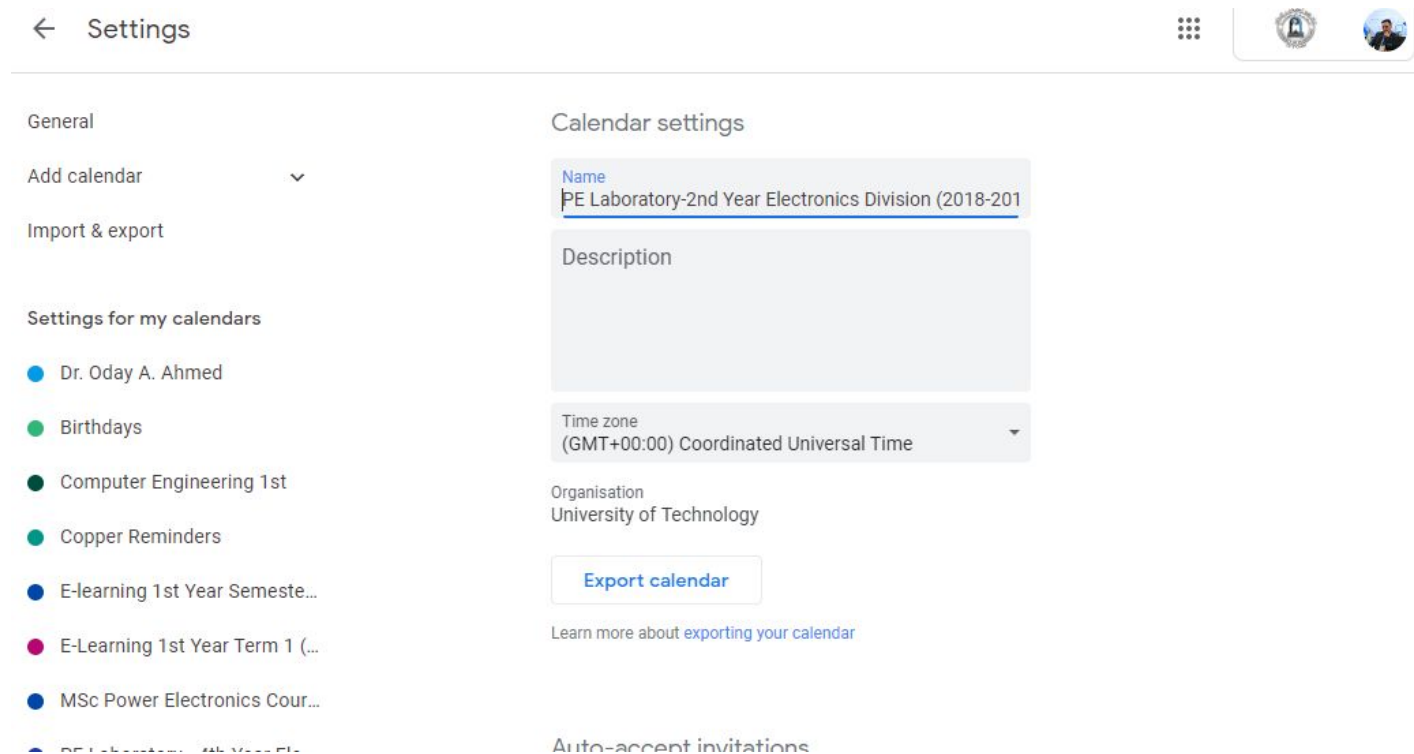


click "**Settings and sharing**".

Remove old class calendars

4

you can now scroll down to the bottom of the calendar details screen and in the "**Remove calendar**" section click "**Delete**".



The screenshot shows the 'Settings' page of a calendar application. The left sidebar contains the following options: 'General', 'Add calendar', 'Import & export', 'Settings for my calendars', and a list of calendars including 'Dr. Oday A. Ahmed', 'Birthdays', 'Computer Engineering 1st', 'Copper Reminders', 'E-learning 1st Year Semeste...', 'E-Learning 1st Year Term 1 (...', 'MSc Power Electronics Cour...', and 'PE Laboratory-2nd Year Electronics Division (2018-2019)'. The main content area is titled 'Calendar settings' and displays details for the selected calendar: 'PE Laboratory-2nd Year Electronics Division (2018-2019)'. The 'Description' field is empty. The 'Time zone' is set to '(GMT+00:00) Coordinated Universal Time'. The 'Organisation' is 'University of Technology'. There is an 'Export calendar' button and a link to 'Learn more about exporting your calendar'. The 'Auto-accept invitations' section is partially visible at the bottom.

← Settings

General

Add calendar

Import & export

Settings for my calendars

- Dr. Oday A. Ahmed
- Birthdays
- Computer Engineering 1st
- Copper Reminders
- E-learning 1st Year Semeste...
- E-Learning 1st Year Term 1 (...)
- MSc Power Electronics Cour...
- PE Laboratory-2nd Year Electronics Division (2018-2019)

Calendar settings

Name
PE Laboratory-2nd Year Electronics Division (2018-2019)

Description

Time zone
(GMT+00:00) Coordinated Universal Time

Organisation
University of Technology

Export calendar

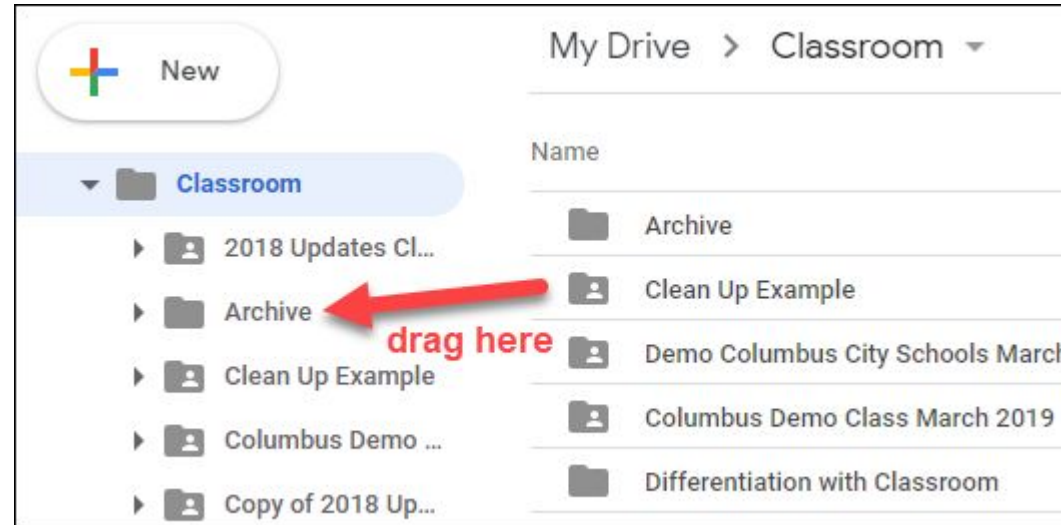
Learn more about [exporting your calendar](#)

Auto-accept invitations

Move old class folders in Drive

5

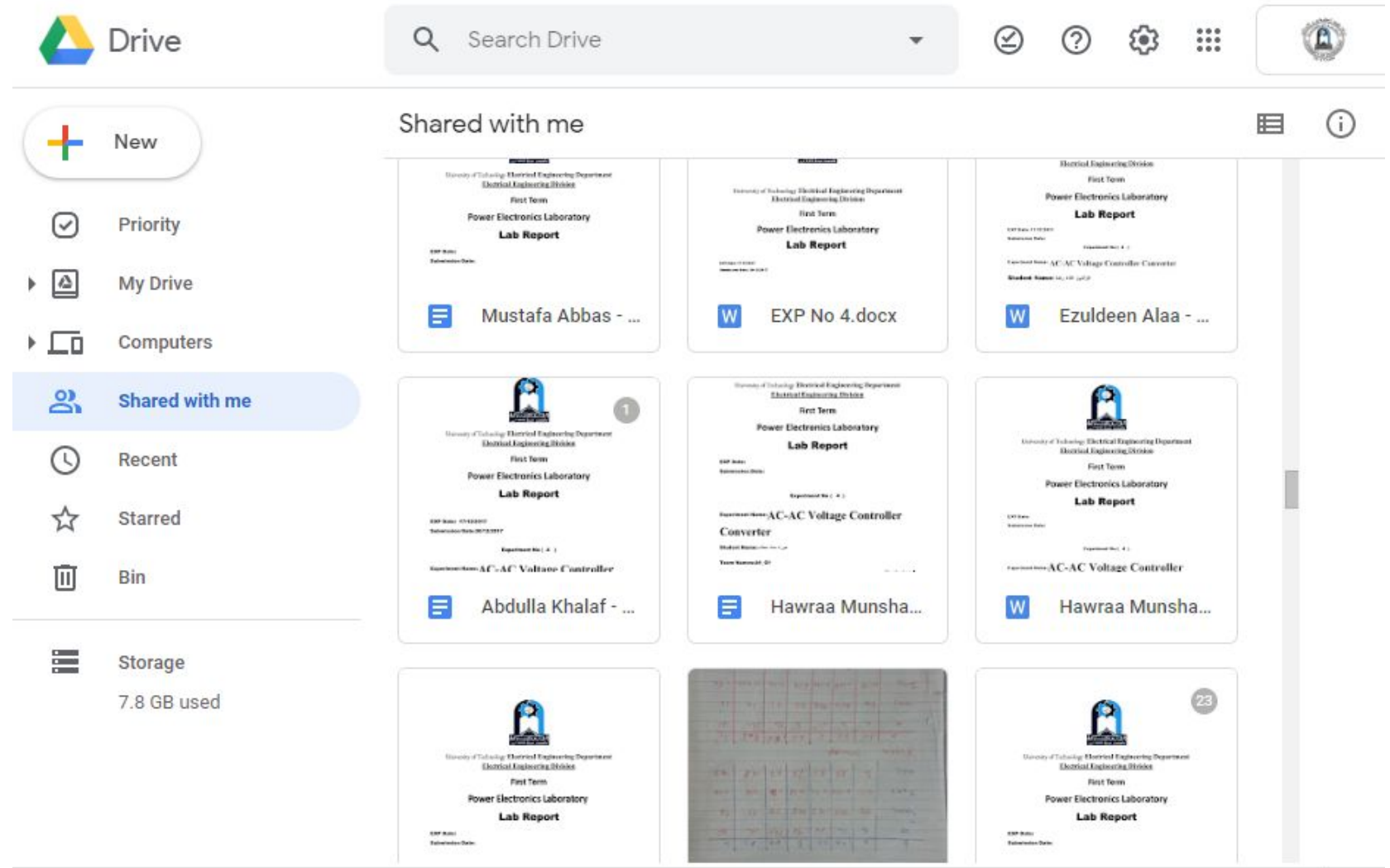
- Go to Google Drive and select the "**Classroom**" folder.
- If you do not already have a place to move the old class folders, create a new folder by clicking "**New**" and "**Folder**".
- Name it something like "Archive" or "Old Classes" or such.
- You can now simply **drag and drop the old class folders into the new folder** you have created.



Remove old class files from "Shared with me" in Drive

6

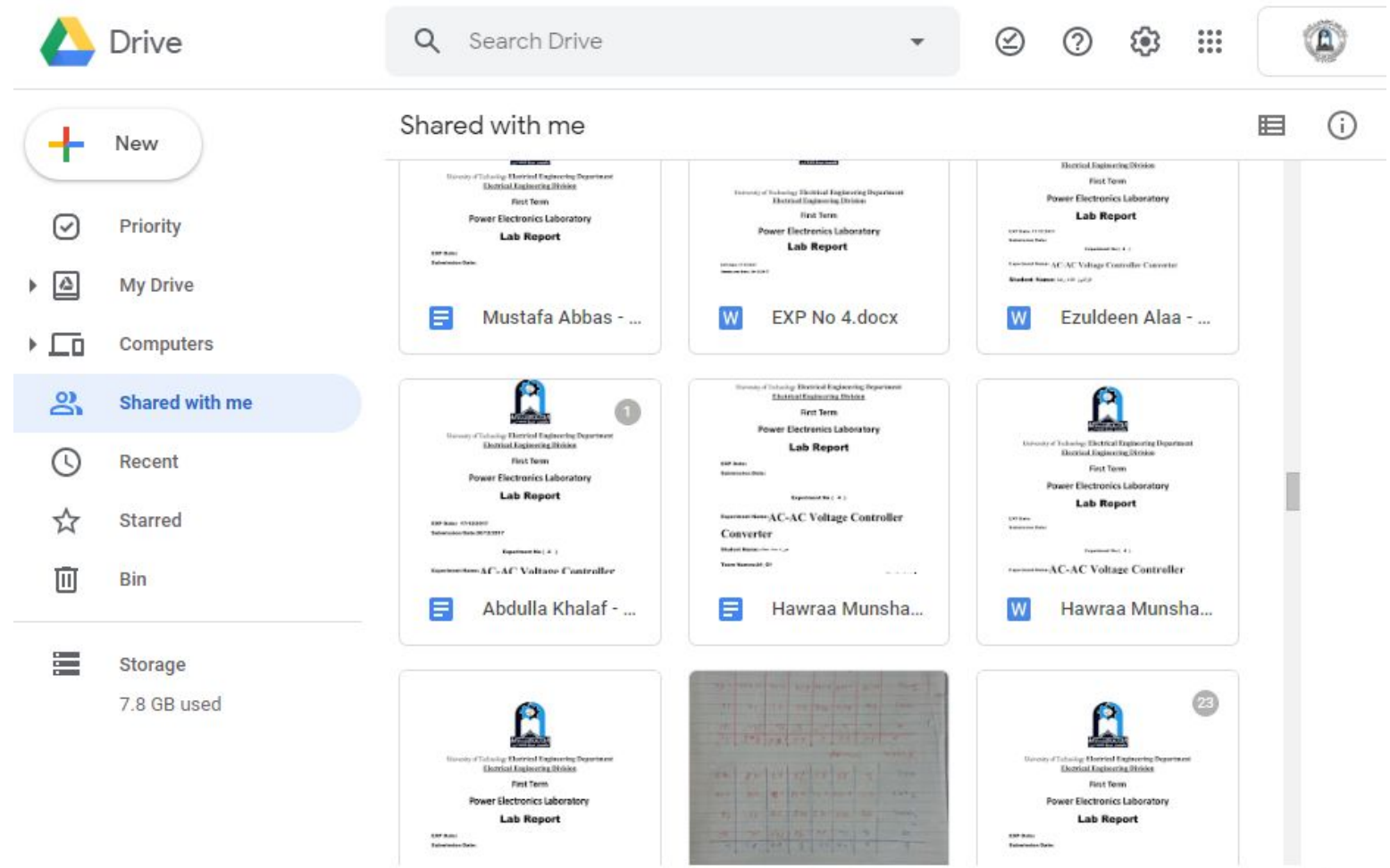
When files get shared as part of a Classroom assignment, sometimes the files will also show up in the "Shared with me" area of your Google Drive. **If you have a lots of students and lot of assignments, this can cause quite a mess in "Shared with me".**



Remove old class files from "Shared with me" in Drive

6

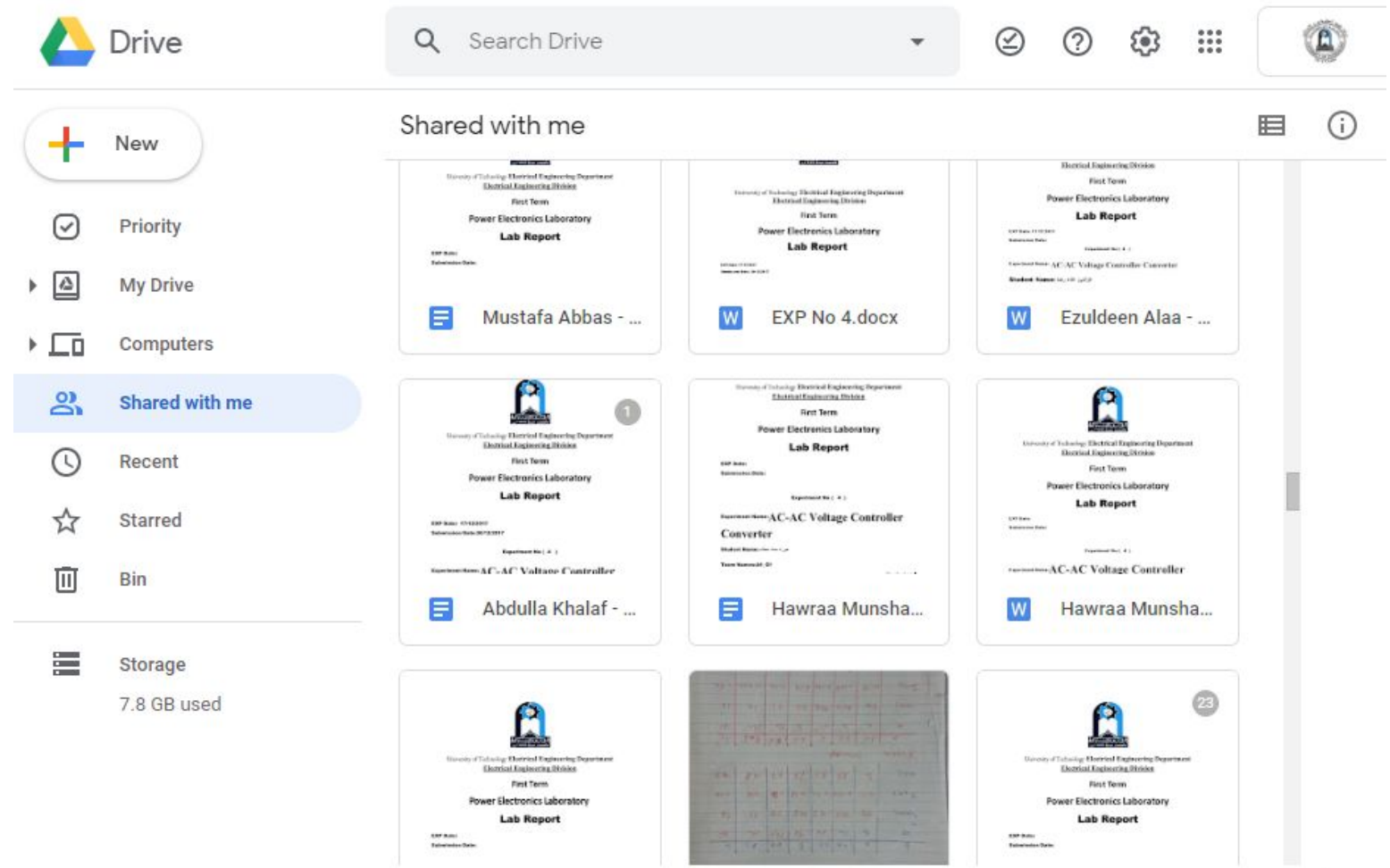
- **Make sure you have returned all the assignments to your students first** before you delete anything out of "Shared with me" (see Tip #1 above). Remember that you actually become the owner of a file when a student turns it into you. If you have not returned the file yet, then you are technically the owner of the file, and **if you delete the file, it really gets deleted.**



Remove old class files from "Shared with me" in Drive

6

- On the other hand, **if you are not the owner of a file**, and you delete it from "Shared with me" **it does not really delete the file. It simply removes it from the "Shared with me" list.** The file will still show up in your "Classroom" folders, even when you remove it from "Shared with me".



Remove old class files from "Shared with me" in Drive

6

