

Manual for Moving, Copying, Archiving a Class in Google Classroom

- **Moving A Class**

To move or change the order of a class in Google Classroom, go to the dashboard as shown in Figure 1.

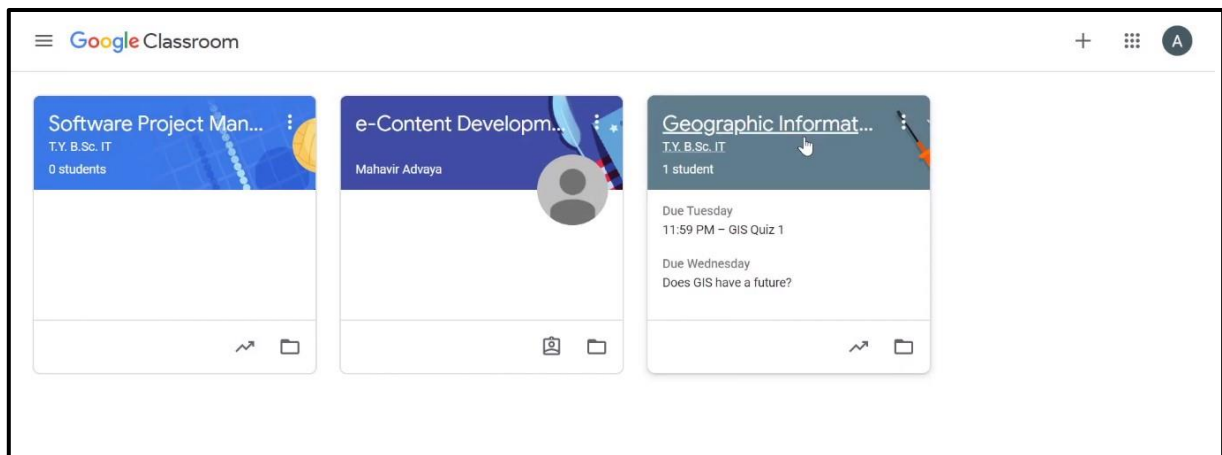



Figure 1

Click on  next to the name of the class. A drop-down menu will appear as shown in Figure 2.

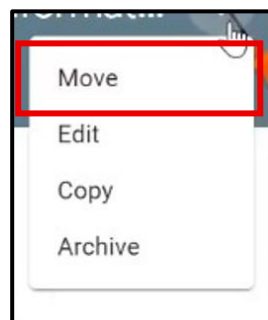


Figure 2

Click on 'Move' highlighted in Figure 2. A pop-up menu will appear as shown in Figure 3. Move the class according to the preferred arrangement.

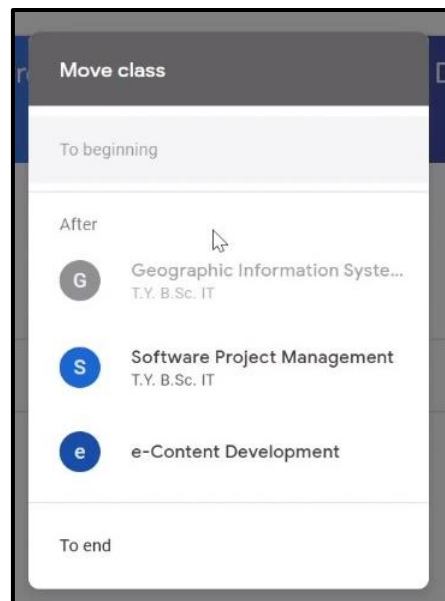


Figure 3

OR

Go to the dashboard, click on the class and drag and drop the class according to preferred arrangement as shown in Figure 4.

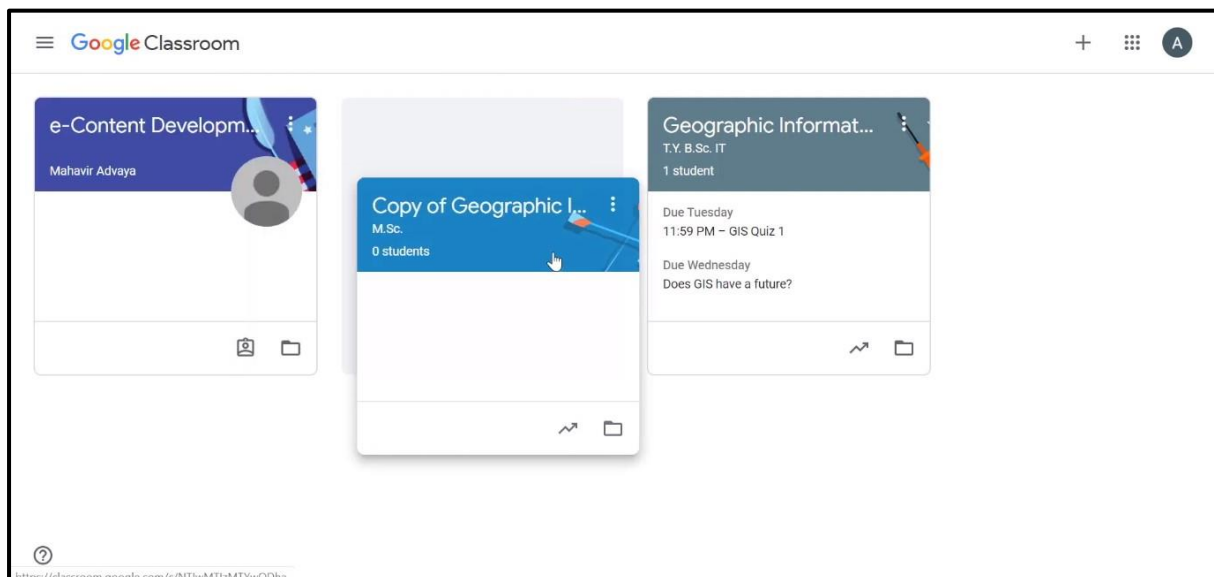


Figure 4

- **Copying A Class**

To copy a class in Google Classroom, go to the dashboard as shown in Figure 1. Click on



next to the name of the class. A drop-down menu will appear as shown in Figure 5. Click on 'Copy' highlighted in Figure 5.

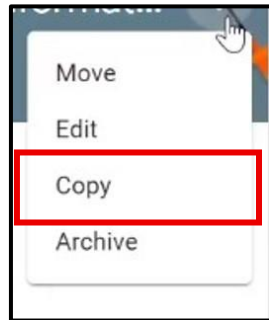


Figure 5

A pop-up box will appear on the screen as shown in Figure 6. Fill in the details about the class and click on 'Copy' (highlighted in Figure 6). All the content, assignments, quizzes will be copied and a new class will be created without stream posts or student list.

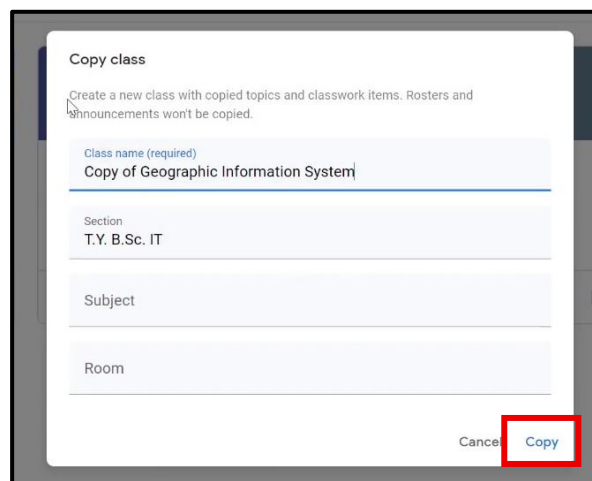


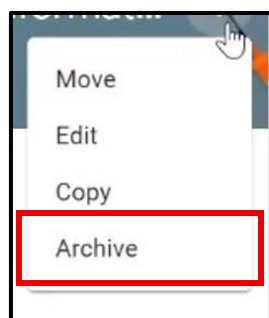
Figure 6

- **Archiving A Class**

To archive a class in Google Classroom, go to the dashboard as shown in Figure 1. Click



on next to the name of the class. A drop-down menu will appear as shown in Figure 7. Click on 'Archive' highlighted in Figure 7.



A pop-up box will appear as shown in Figure 8. Click on 'Achieve' as shown in Figure 8.

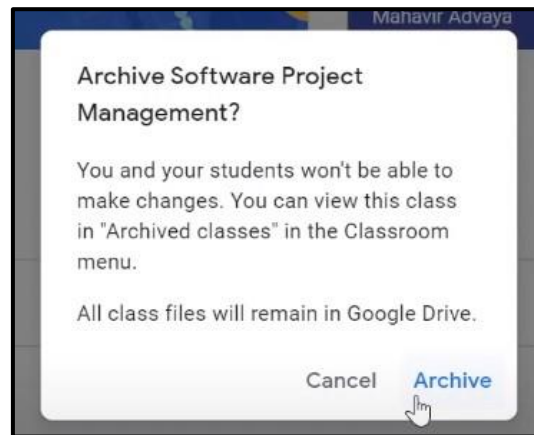



Figure 8

The archive class will appear in 'Achieved Classes' in the right menu. To view the



archived class, click on  in the left corner of the dashboard. A menu will appear as shown in Figure 9, click on 'Achieved Classes' (highlighted in Figure 9)

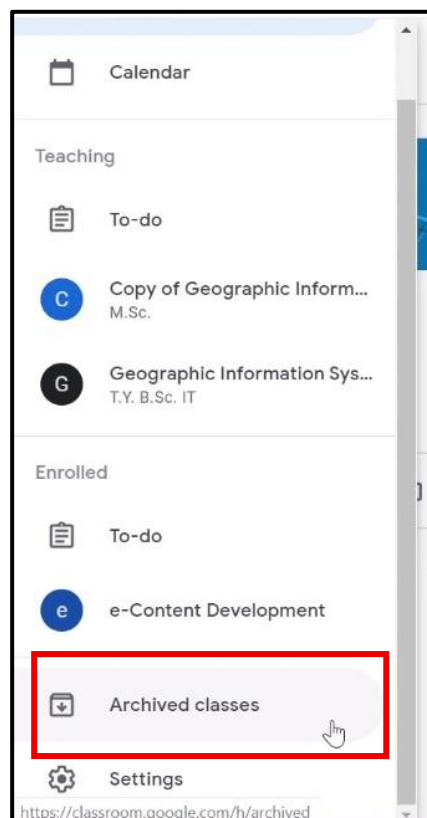



Figure 9

A teacher can restore, delete or copy the archived class by click on  next to the class name as shown in Figure 10.

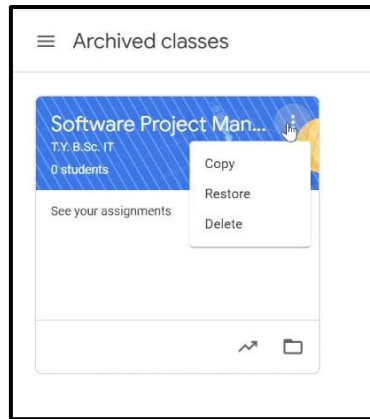


Figure 10