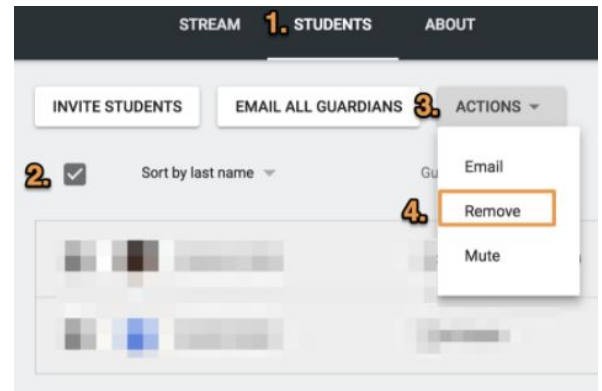


REMOVING STUDENTS, ARCHIVING, AND DELETING A GOOGLE CLASSROOM

REMOVING STUDENTS FROM YOUR CLASS

(YOU CANNOT REMOVE STUDENTS FROM ARCHIVED CLASSES)*

1. GO TO YOUR CLASS AND CLICK "STUDENTS".
2. CHECK THE BOX TO SELECT ALL STUDENTS.
3. CLICK "ACTIONS"
4. CHOOSE "REMOVE"

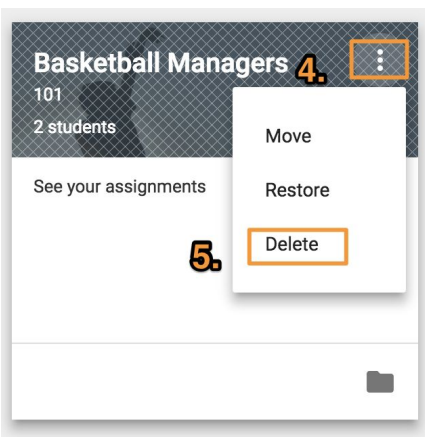


ARCHIVING AND DELETING YOUR CLASS

1. CLICK MENU
2. CLICK ARCHIVE
3. GO TO MENU > ARCHIVED CLASSES



4. CLICK MENU
5. CLICK DELETE *(OR "RESTORE" IF YOU NEED TO "UNARCHIVE" YOUR CLASS)



[CLICK HERE FOR MORE GUIDES AND VIDEO TUTORIALS OR VISIT:](http://flboe.com/faculty/resources_page)

http://flboe.com/faculty/resources_page