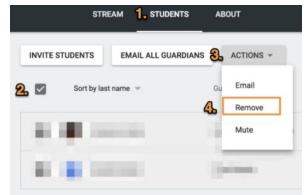
## REMOVING STUDENTS, ARCHIVING, AND DELETING A GOOGLE CLASSROOM REMOVING STUDENTS FROM YOUR CLASS

(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. 4. CHOOSE "REMOVE"



## **ARCHIVING AND DELETING YOUR CLASS**

- 1. CLICK MENU
- 2. CLICK ARCHIVE



3. GO TO MENU > ARCHIVED CLASSES

S CLICK MENU AND THEN SCROLL TO AND SELECT, "ARCHIVED CLASSES".			
Enrolled			
Ê	To-do		
D	Diaz Classroom		
S	Scott Vasel Scholarship Fund		
T	The Movement		
	Archived Classes		
\$	Settings		

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

Basketball Mana	gers 🗛 [
2 students	Move
See your assignments	Restore
5.	Delete
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