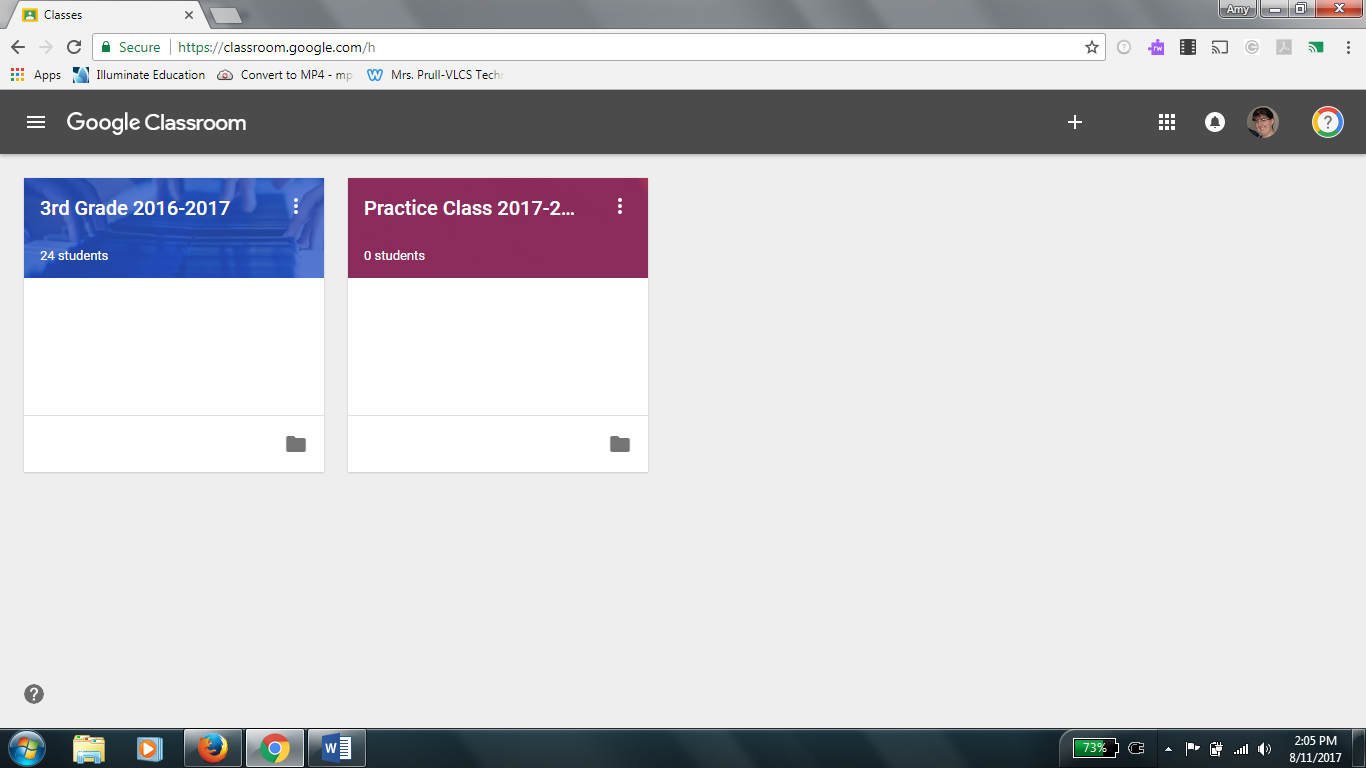
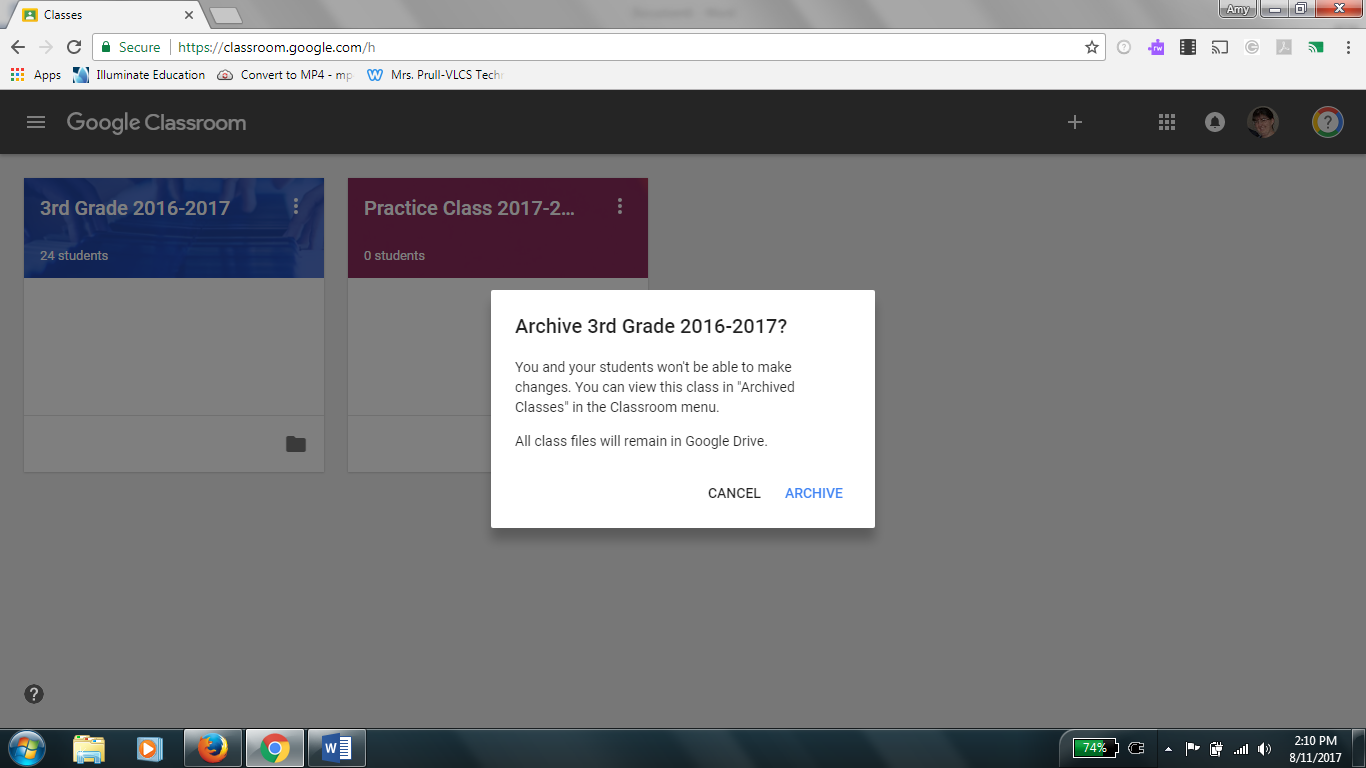
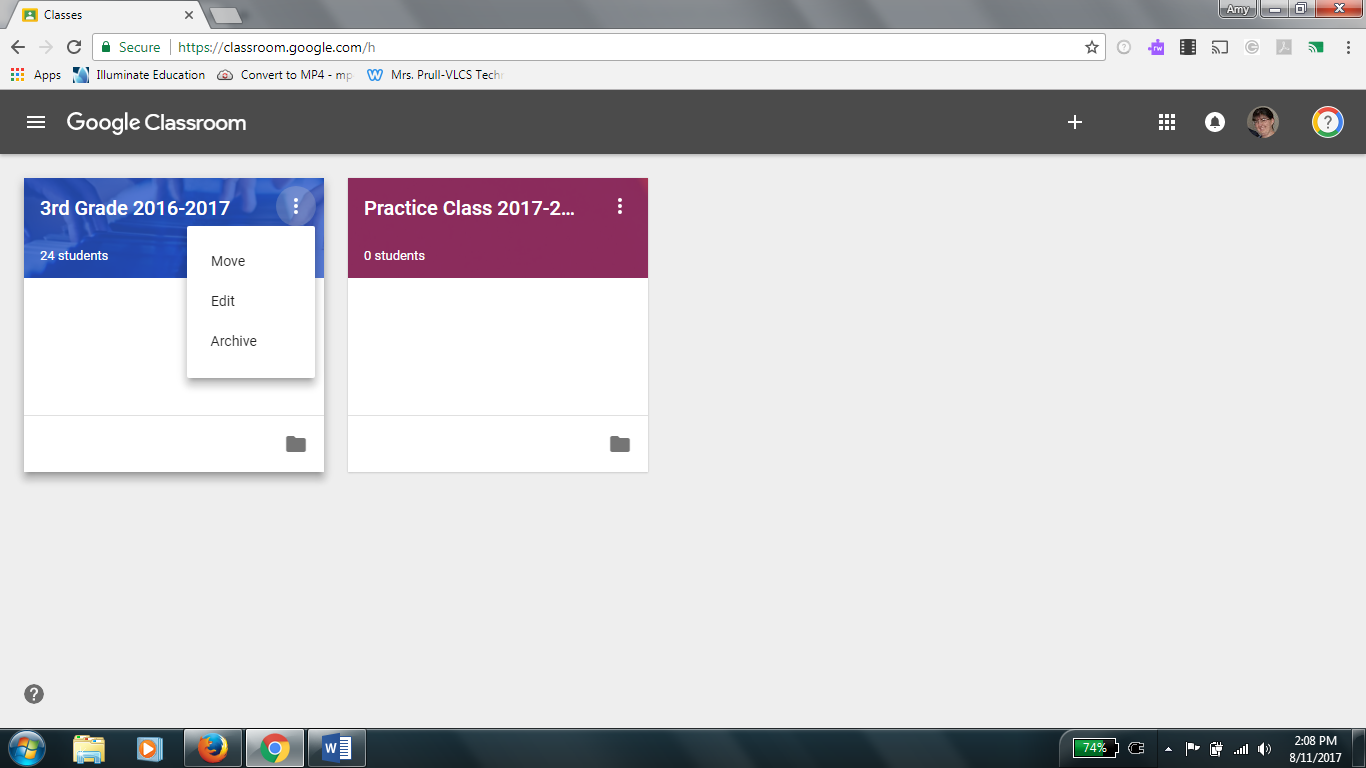
Archiving a class in Google Classroom

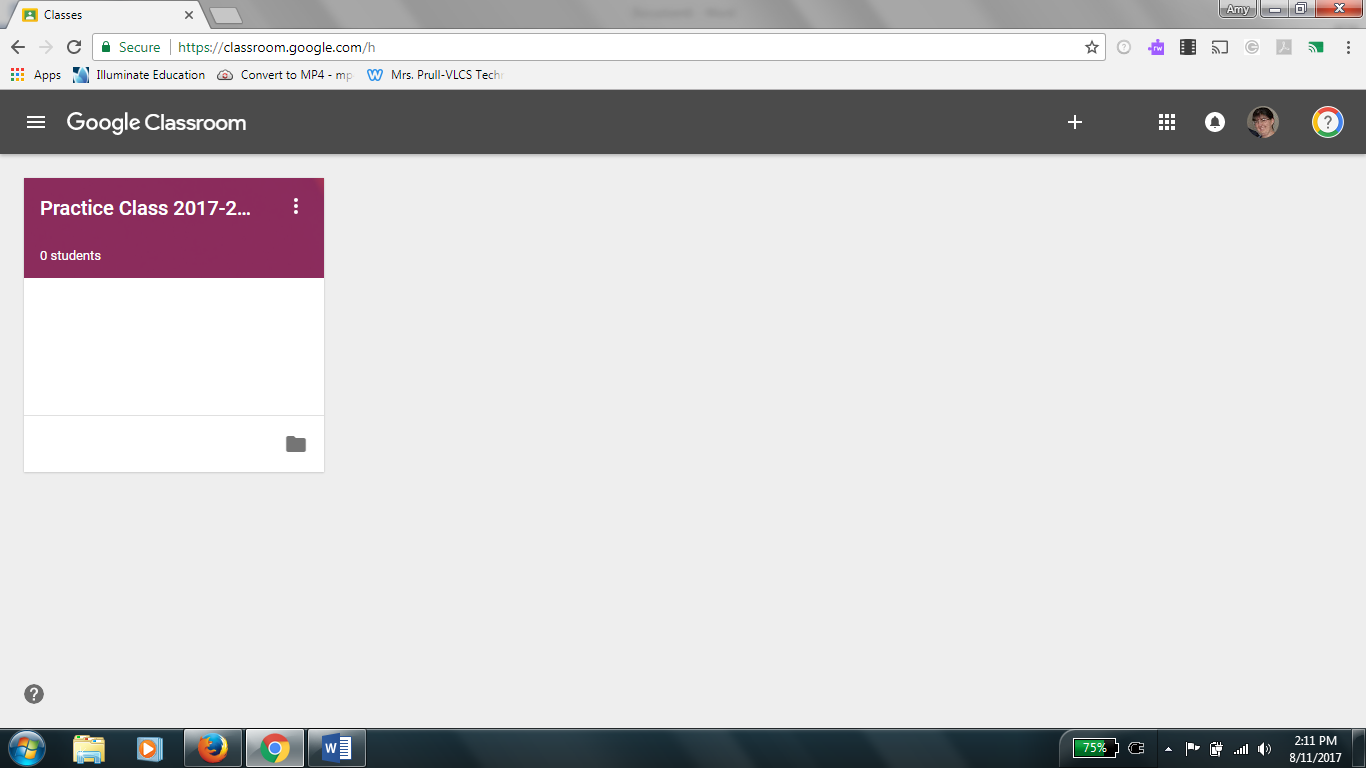
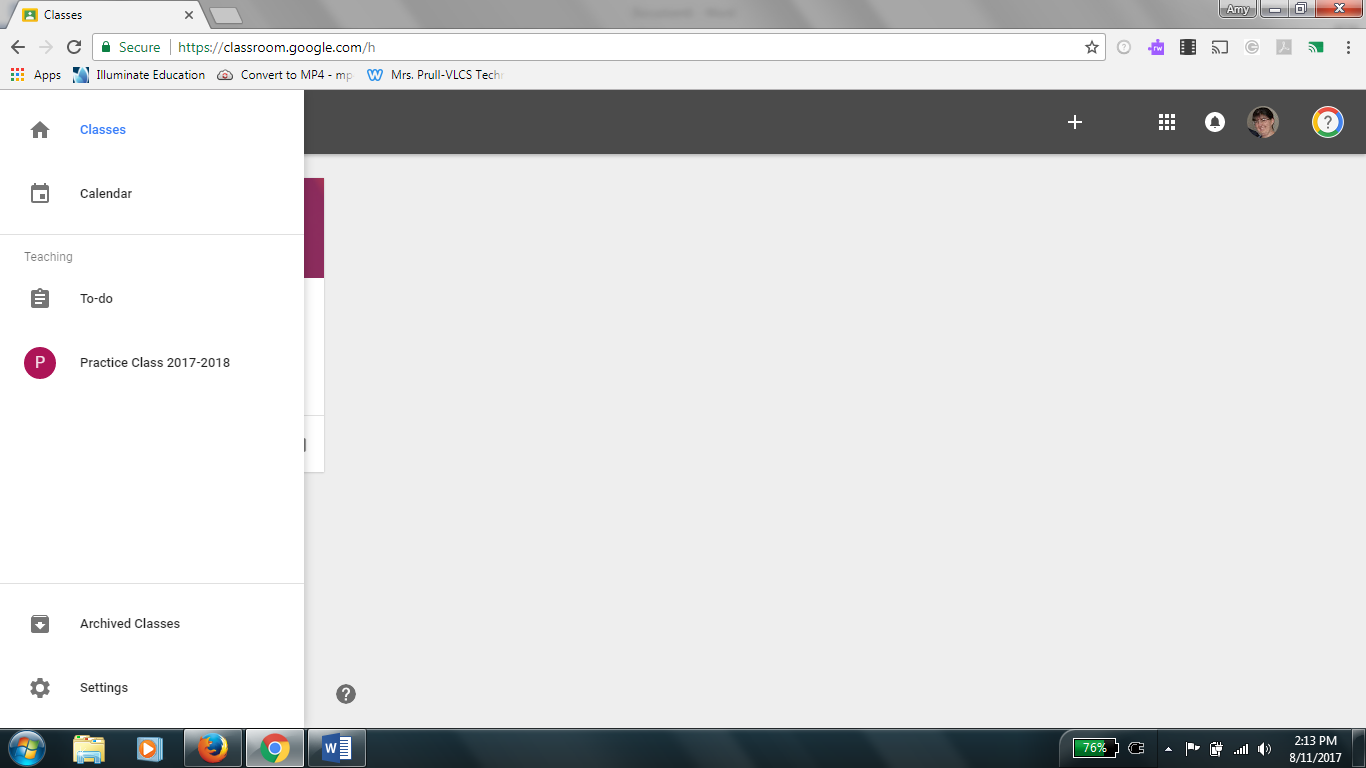
1. Select the class you wish to archive and click on the 3 dots in the right corner of the class tile.



1. When the menu comes up select archive. A message will pop up asking if you’re sure and letting you know that no changes can be made to the class once archived, however all the files will still be available in google drive.



1. If you need to look at the archived class, click on the 3 line menu button in the left corner. Towards the bottom you can select archived classes.

1. Select the class you wish to view. You can look through everything you did with the class and if you need to restore it to be an active class again you can restore it by clicking restore at the top.

