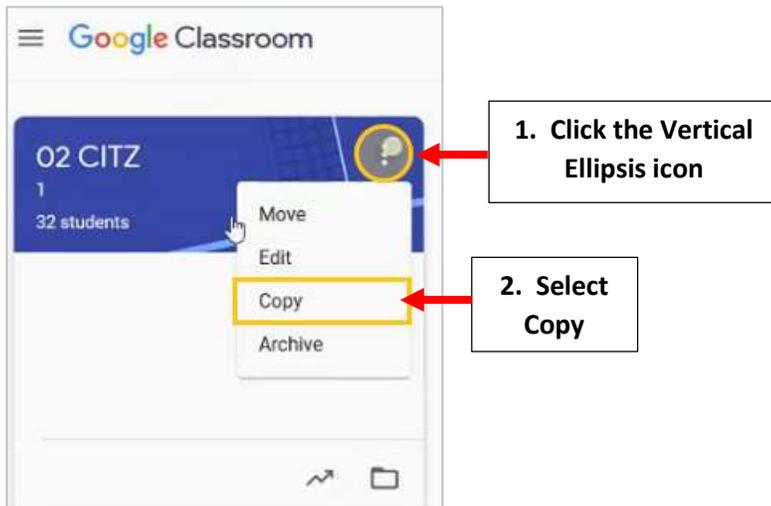


Google Classroom End of Year Tasks in FACTS SIS

1. Copy a Class

From Google Classroom, Click the **Vertical Ellipsis icon** in the top right corner of a class tile and Select **Copy**. The class name appears as **Copy of the Class**

**** Note: If Copy does not display, you are not a teacher in the class****



Enter **Name** for the New Class. Optional -Type a Section, Subject, and Room, if needed, and click **Copy**

****To Differentiate Classes, use the School Year in your Class Name.**

For example, replaced "Copy of" with 25-26

Copy class

Create a new class with copied topics and classwork items. Rosters and announcements won't be copied.

Class name (required)

25-26 02 CITZ

Section 1

Subject

Room

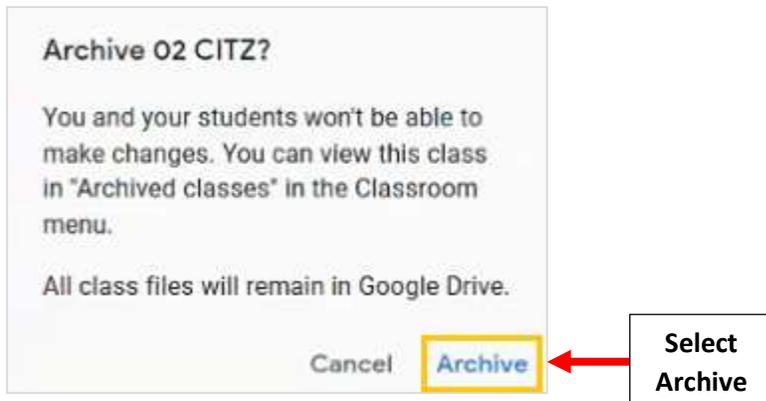
Cancel Copy

Enter Name for the New Class

2, Archive Current Year Classes

- Classes no longer being taught, should be archived to prevent changes and so students will no longer see it on their Classes page.
- Archived classes may be restored, if needed.
- If you wish to delete a class, you must first archive it.

From Google Classroom, Click the **Vertical Ellipsis icon**  in the top right corner of a class tile and Select **Archive**. A popup displays to confirm you wish to archive the class, Select Archive



To access Archived Classes, click the Menu icon , then select Archived Classes in the drop-down menu.

