



# Archive and Delete a class

At the end of the school year or a semester, you may want to archive a class to preserve the class materials, any assignments, and any postings to the class stream. You can still access any class files in Google Drive, but the archived classes are moved to a separate area to help you keep your current classes organized. An archived class can be viewed by you and the students in the class. However, when the class is archived, you can't edit or add anything to the class until you restore it.



## Archive a class

1. Sign in to Classroom at [classroom.google.com](https://classroom.google.com).
2. On the class card, click  and select **Archive**.
3. To confirm, click **Archive**.



## View an archived class

1. Sign in to Classroom at [classroom.google.com](https://classroom.google.com).
2. Click  and select **Archived Classes**.
3. Select the class you want to view.

## Restore an archived class

1. Sign in to Classroom at [classroom.google.com](https://classroom.google.com).
2. Click  and select **Archived Classes**.
3. On the class card, click  and select **Restore**.

## Delete an archived class

1. Sign in to Classroom at [classroom.google.com](https://classroom.google.com).
2. Click  and select **Archived classes**.
3. On the class card, click  and select **Delete**.

**Warning:** There is no way to *undo* deleting a class. If you click Delete, you will no longer have access to any class posts or comments. However, you can still access class documents in Drive.