Create, Modify, Delete or Add Guardian to Classroom via GAT Flow

Classroom Audit & Management · https://gatlabs.com/knowledge/tech-tips/create-modify-delete-or-add-guardian-to-classroom-via-gat-flow/

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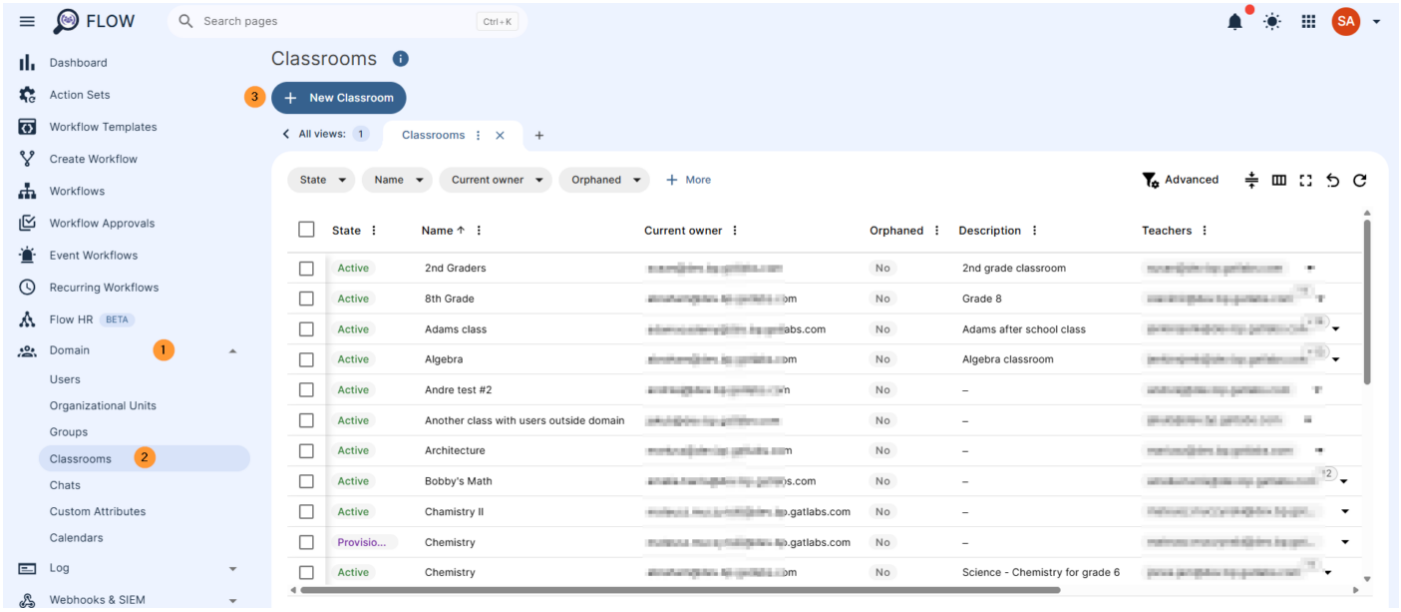
GAT Flow is a very comprehensive tool that simplifies many processes for Google Workspace for Education Admins. The **Classroom** tab within the tool helps create, modify, and delete the classroom simply and efficiently.

An Admin can add or delete Teachers and/or Students, as well as assign Guardians to the Students from this module in Flow.

Adding a new Classroom

To add a new Classroom, navigate to **GAT Flow -> Classrooms -> Create classroom**

View all the Google classrooms in the domain.

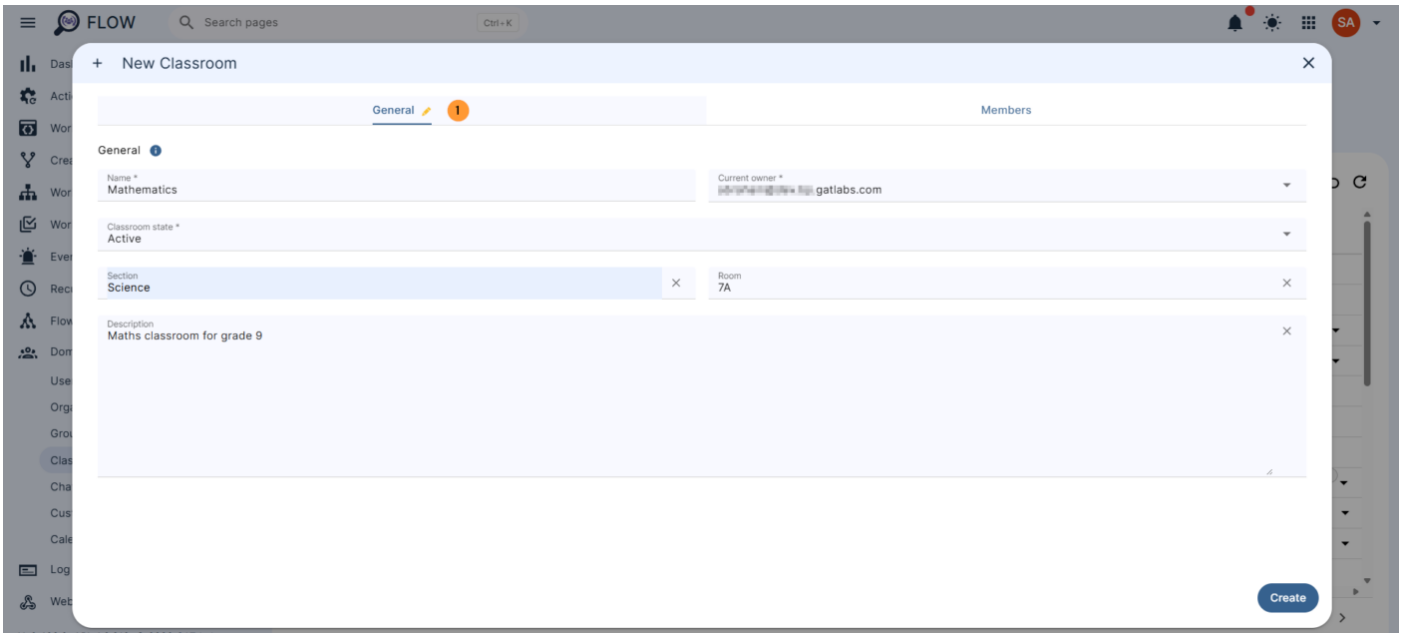


Create classroom

Click on the **+ New classroom** to create a new classroom, and fill in the details in the pop-up window.

General - fill in the details for the classroom, such as

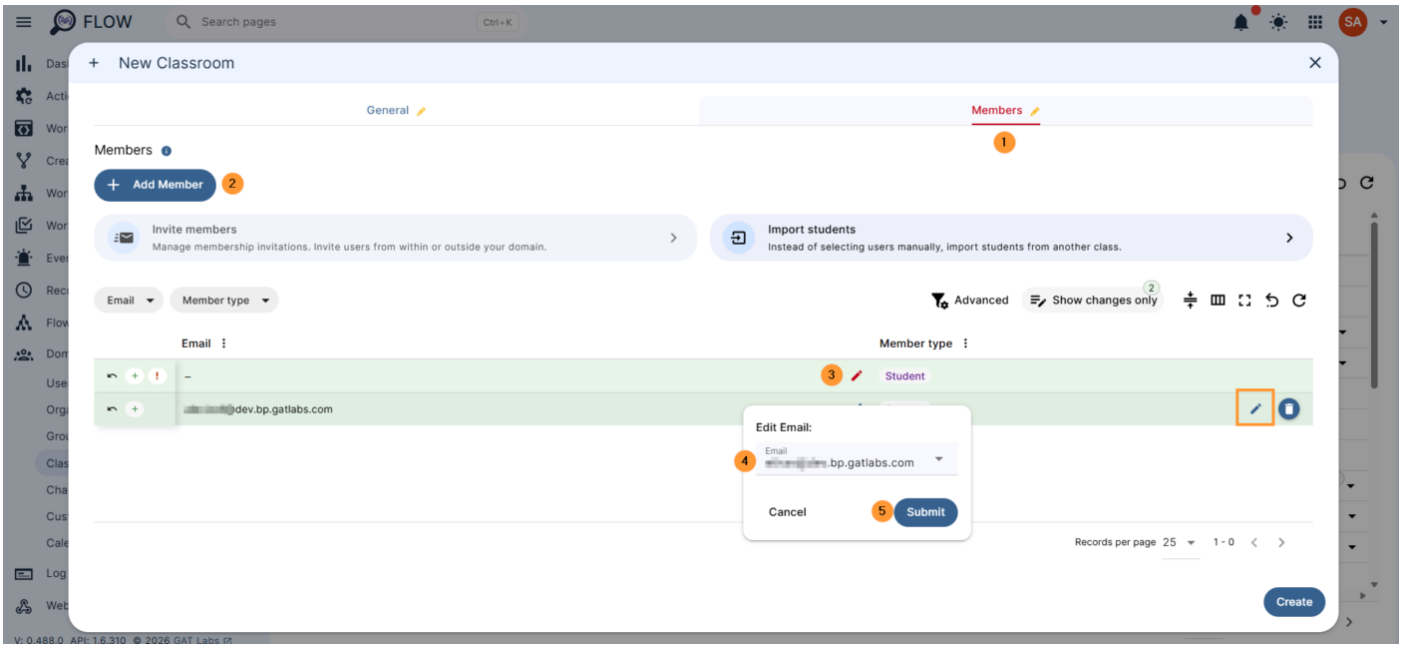
- Name - enter classroom name
- Current owner - enter owner
- Classroom state - enter the classroom state
  - Unspecified
  - Active
  - Archived
  - Provisioned
  - Declined
  - Suspended
- Section - enter section name
- Room - enter room name
- Description - enter a description



Members

Enter the students and teachers for the classroom.

Click on Add member - in the new user added, click on the "pen icon" (3), enter the email address, and select the member type Student or Teacher.



When ready, click on **Create.**

The classroom will be created, and the selected users will be added as teachers or students of it.

Bulk import

Bulk import of the students from the existing classroom is possible by clicking on **Import students** and selecting the desired classroom.

Once chosen, the students of that existing classroom are automatically imported to the newly created classroom.

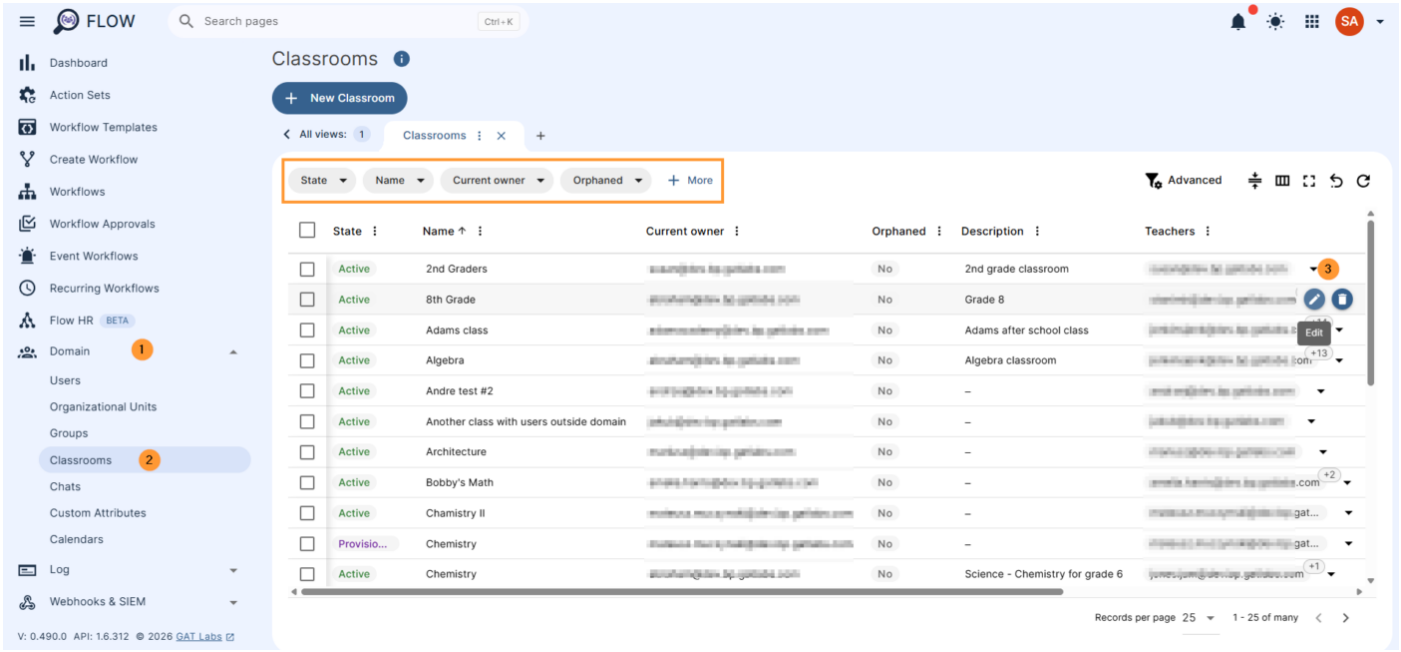
When all is ready, click on **Create.** This will create the new Classroom.

Edit classroom

In **Domain > Classrooms**, you will see all the Google Classrooms of your domain

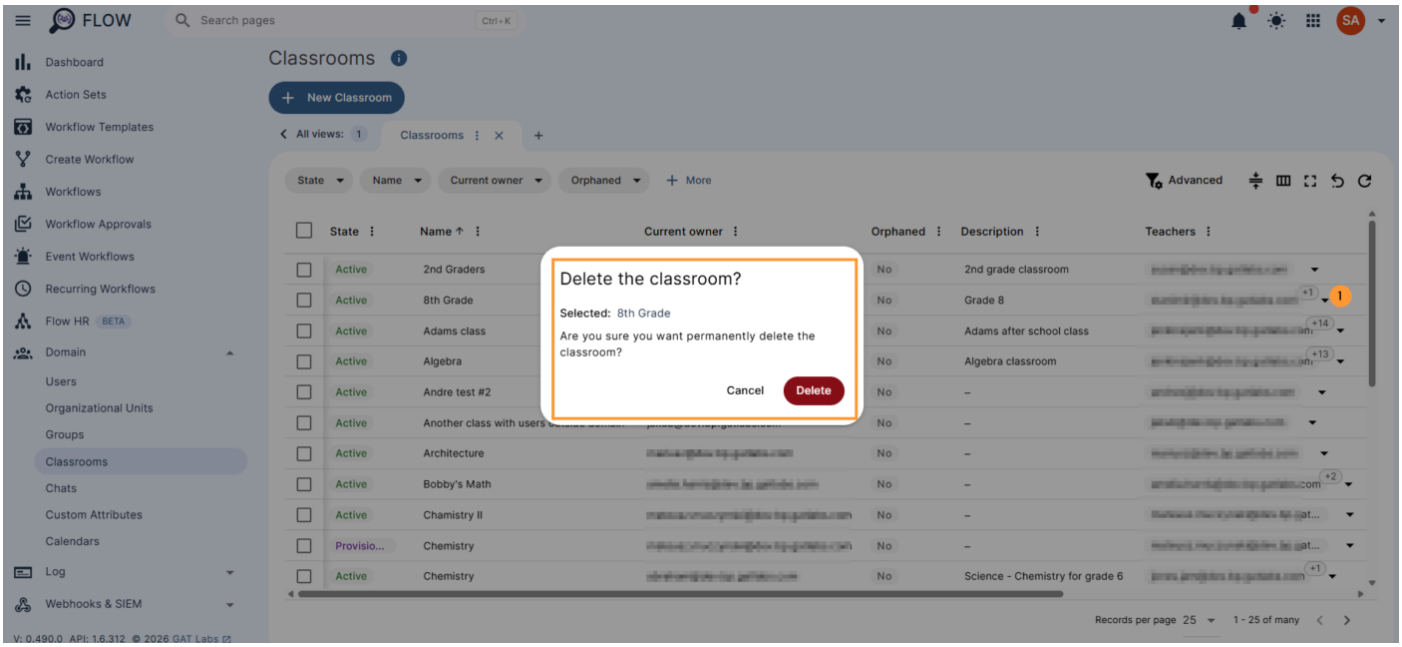
Search for any classroom needed. Hover over the classroom, and on the right side, the Pen icon (Edit) will be displayed.

Click to update the classroom



Delete Classroom

Click on the '**bin/trash**' symbol to delete the Classroom. It will be followed by a confirmation message. Select **Delete** to confirm.



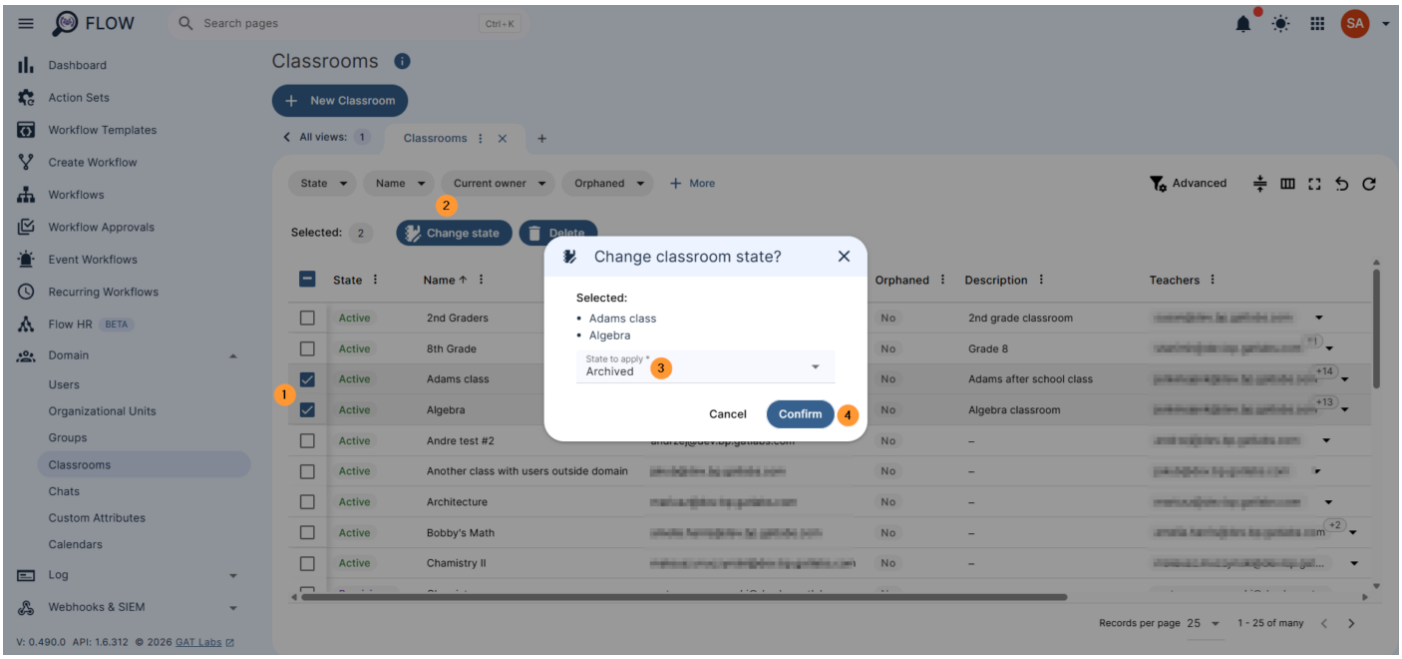
> **Note: The Owner of the classroom is automatically assigned as a Teacher, and cannot be removed. ' 'Classroom owner may not be removed' message will appear if trying to perform the removal of the Owner.**
>
> **In case the account of the Owner is deleted, the Classroom Owner field will become ORPHANED. When the classroom becomes orphaned, it is impossible to add a new**

> **student/teacher to it or change its owner.**
>
> **To avoid the above situation from happening, the best practice would be to make sure the classroom ownership is transferred to the other teacher before deleting the user from the domain. By doing it, the classroom will still be kept active and can be edited at any time.**

Change classroom state

In the Classroom audit in Flow, the Admin can also change the classroom's state in bulk to any classroom.

Select the classrooms, in the pop-up window, select the state to apply, and confirm



Related Posts

- Changing the Owner of the Google Classroom with GAT Flow
- Add Students to Google Classrooms
- Import Students/Teachers to Virtual Classrooms in Bulk
- Add and Update Google Classroom Guardians in Bulk