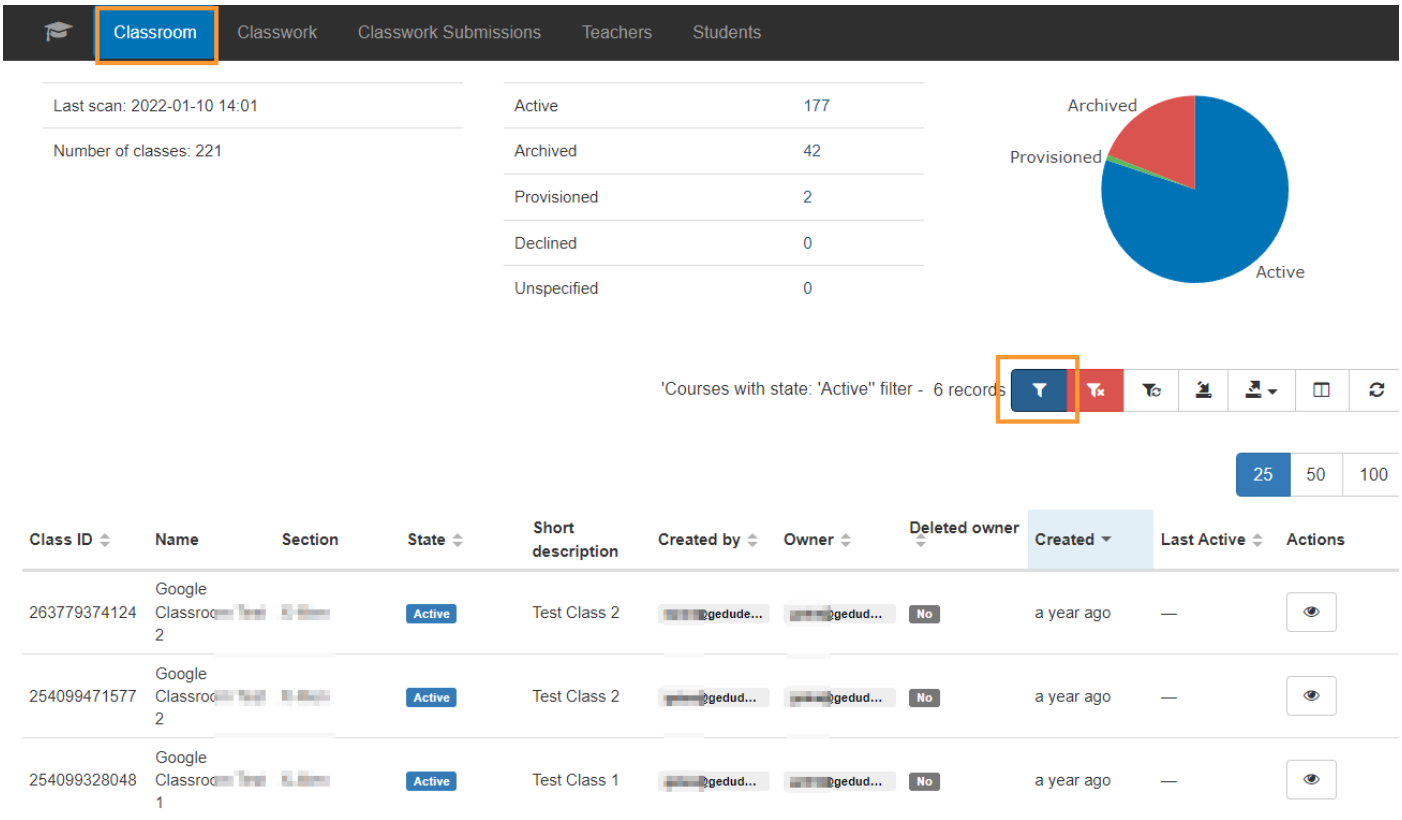
How to Change Ownership of a Google Classroom

Classroom Audit & Management · https://gatlabs.com/knowledge/tech-tips/how-to-change-ownership-of-a-google-classroom/

Find the Google classroom you want to change ownership to

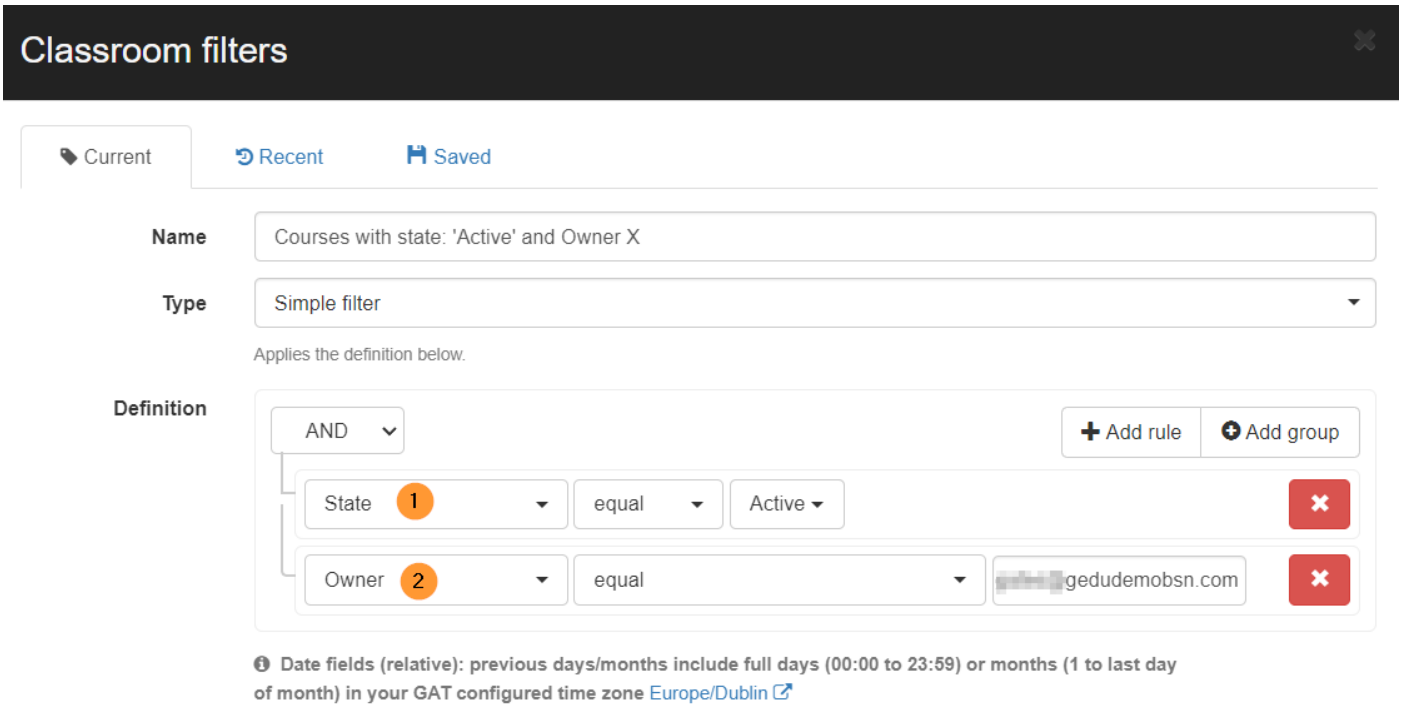
In **GAT+ > Classroom audit** > apply filter and search for the Classrooms needed.



Use any of the search parameters available to find what you are looking for.

For example:

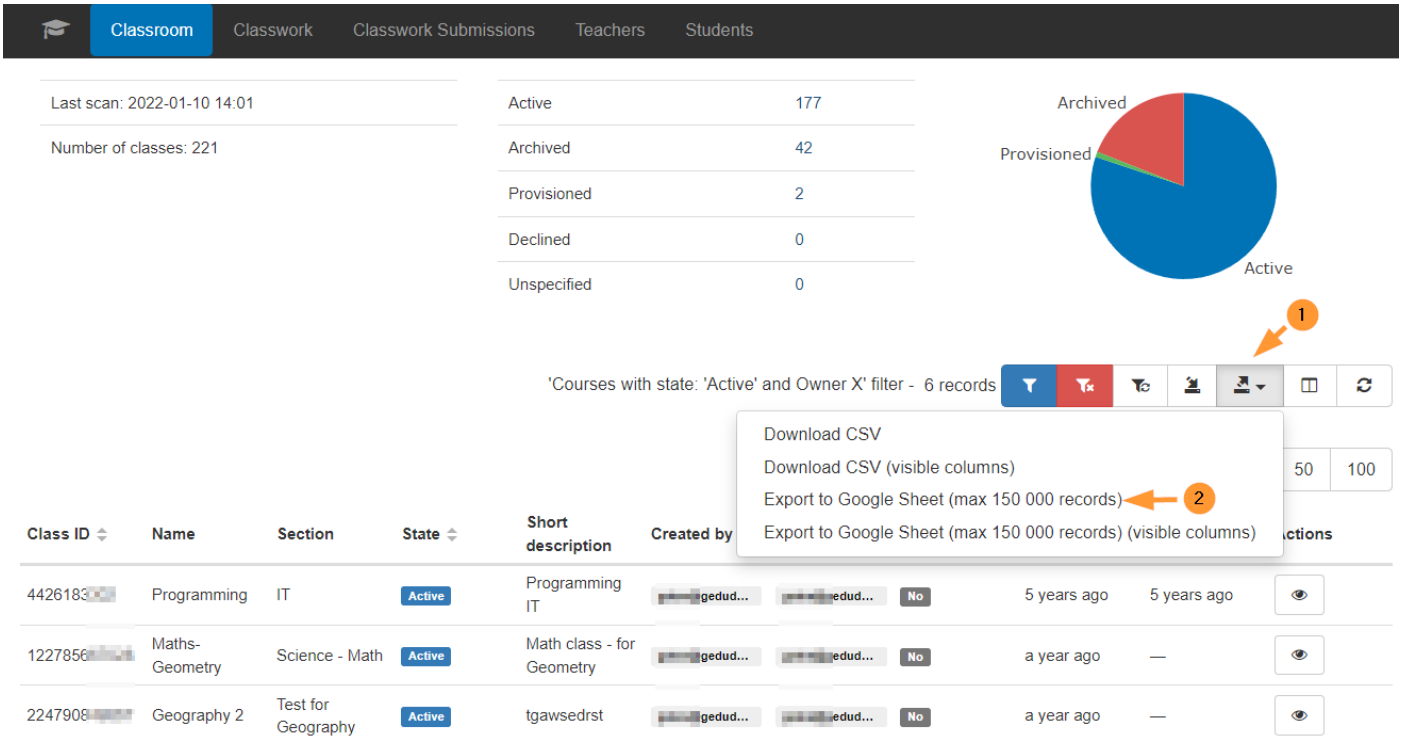
- **State = Active**
- **Owner = Teacher X** to change ownership to.



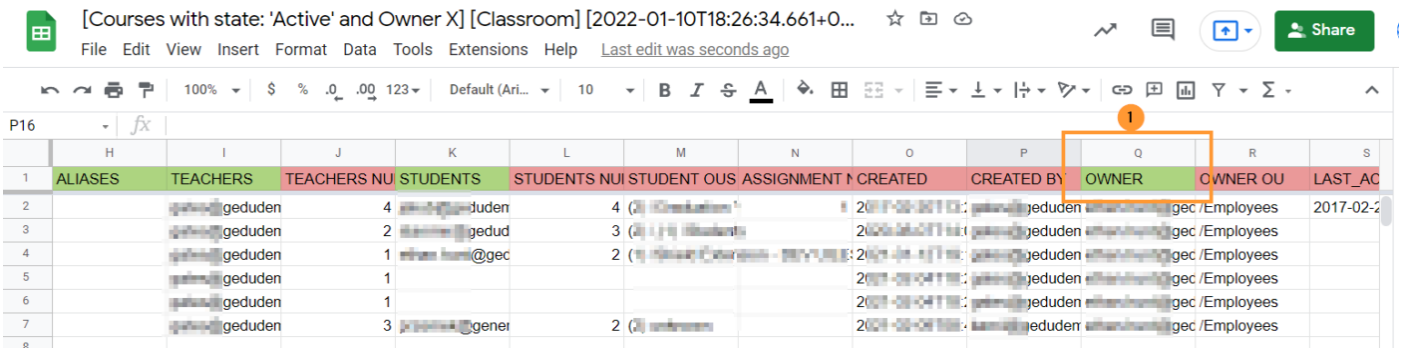
> The current owner **must not be deleted or suspended**, as Google blocks any access to the classrooms via API if the owner is deleted.
>
> As in the screenshot below **Deleted owner** is equal to **No**.

When the result is displayed.

- Export button - Export to Google Sheet



In the Google spreadsheet, **find and change the "Owner"** field.



- The fields in **red** color **cannot be edited.**
- The fields in **green** color **can be edited**

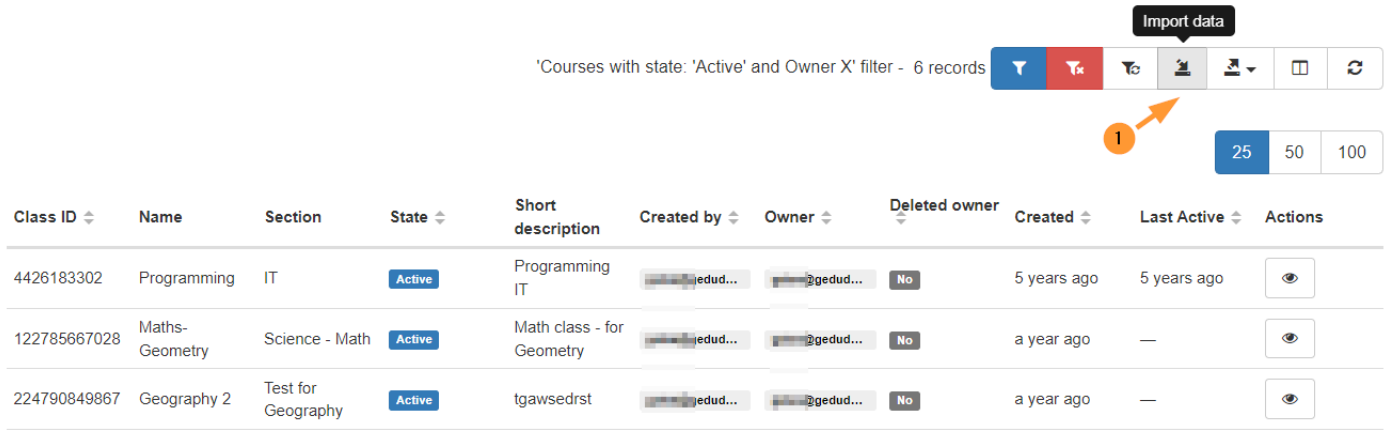
The **course_id, join code, created** and **created by** cannot be changed and are reflected in the spreadsheet with red color

As for this example:

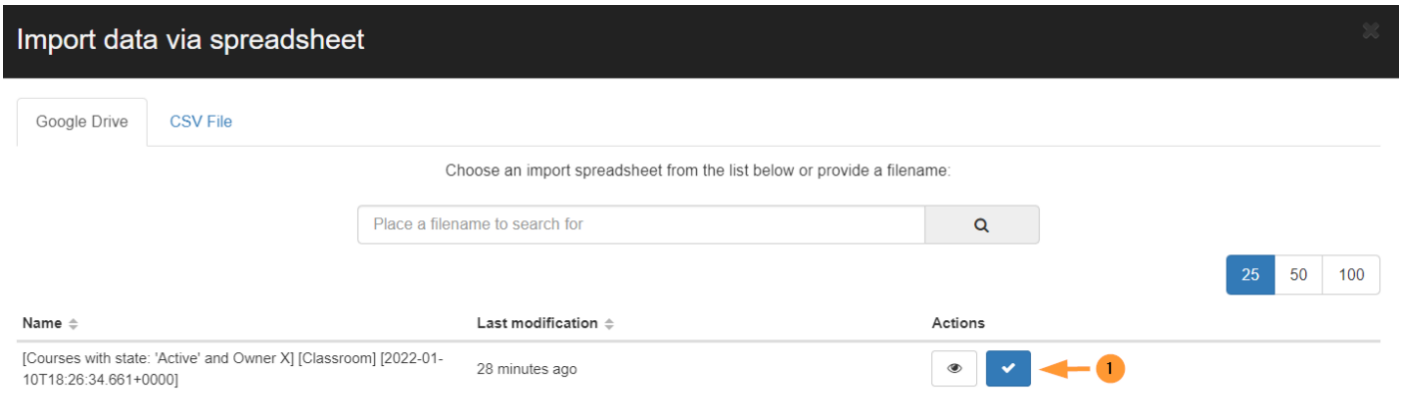
Remove **user1@gedudemobsn.com** and replace it with **user2@gedudemobsn.com**

Replace the email address of the **OWNER** and close the spreadsheet, **the changes should be automatically saved.**

Click on the **Import data** button.



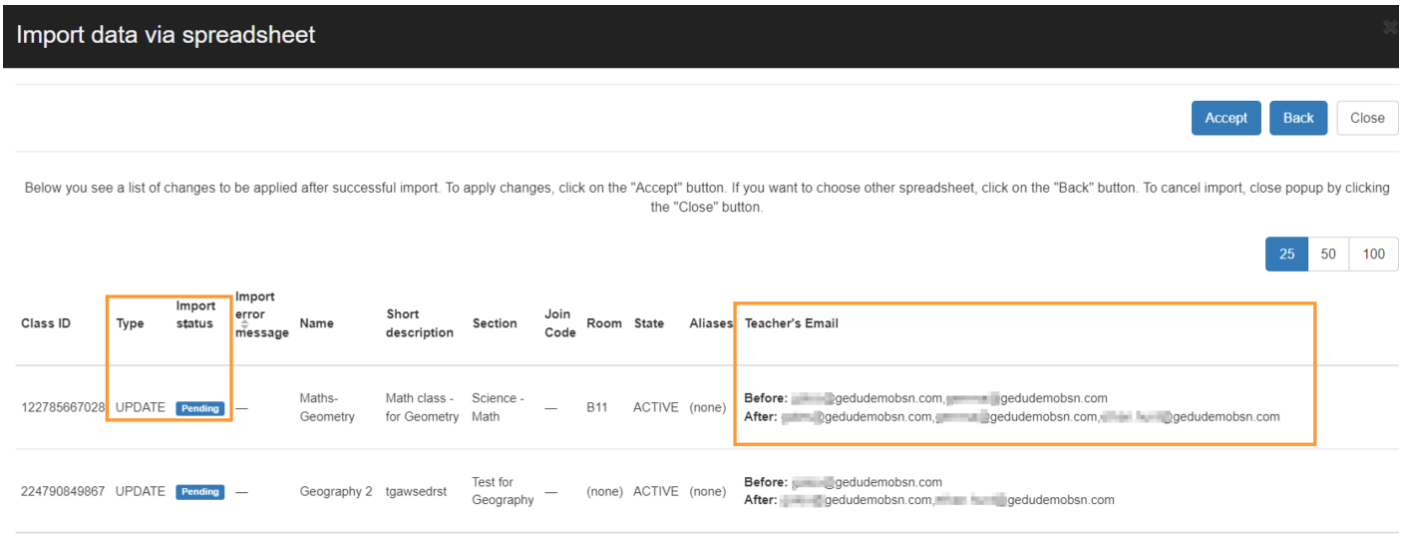
Select the spreadsheet you were working on.



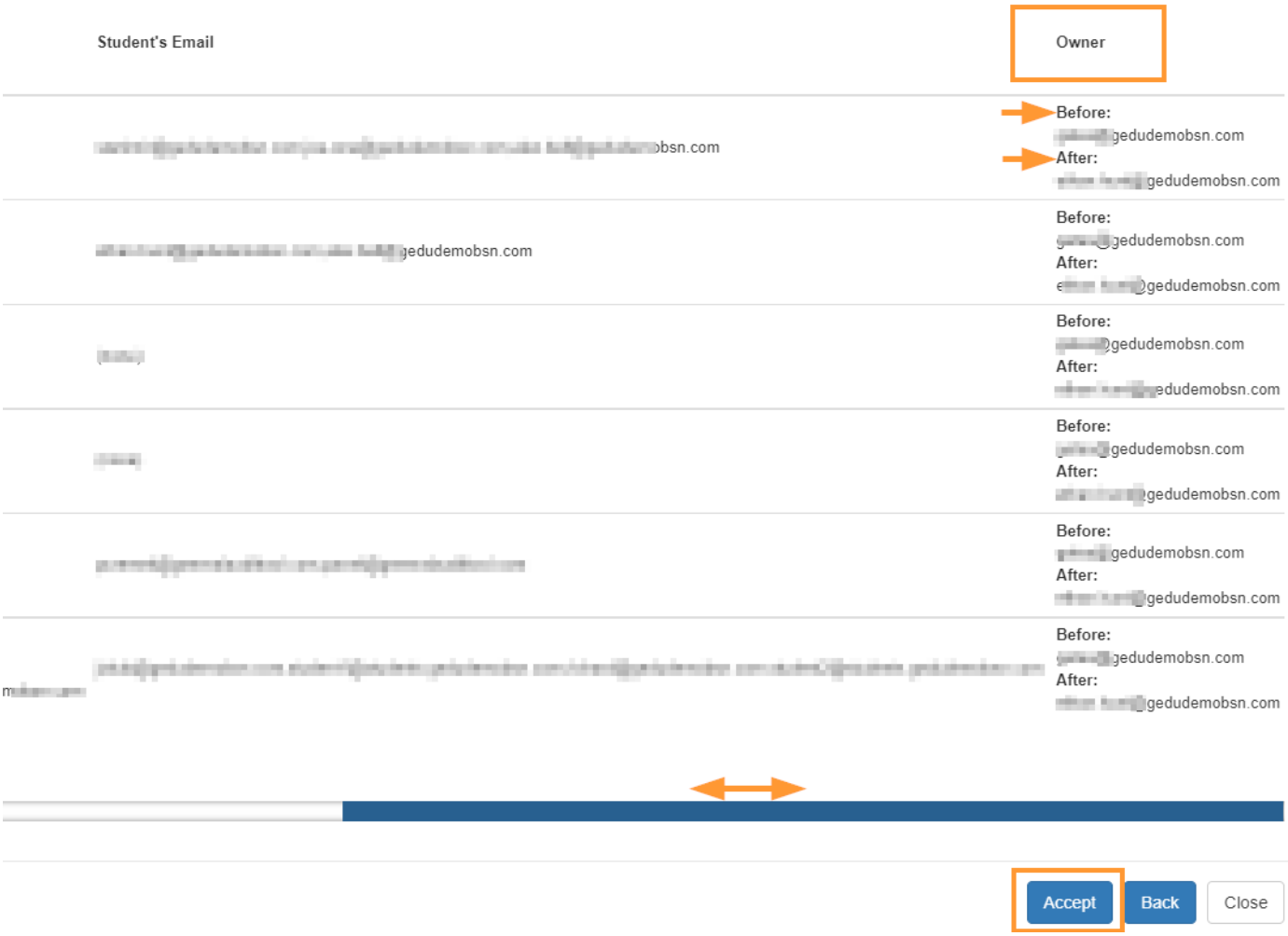
Click on the "blue checkmark" button.

A new window will be displayed where you can view all the changes that will occur.

- **Import status** - pending state - a change is in pending state
- **Teachers email** - view the changes that will happen, by default when "owner" is changed, they will be added automatically as a Teacher.
    - **The owner must be also a teacher**
    - Before - users before the change
    - After uses - users after the change - not the owner will be also added as a Teacher.



- Scroll to the right side
- **Owner** - view the Before and After changes



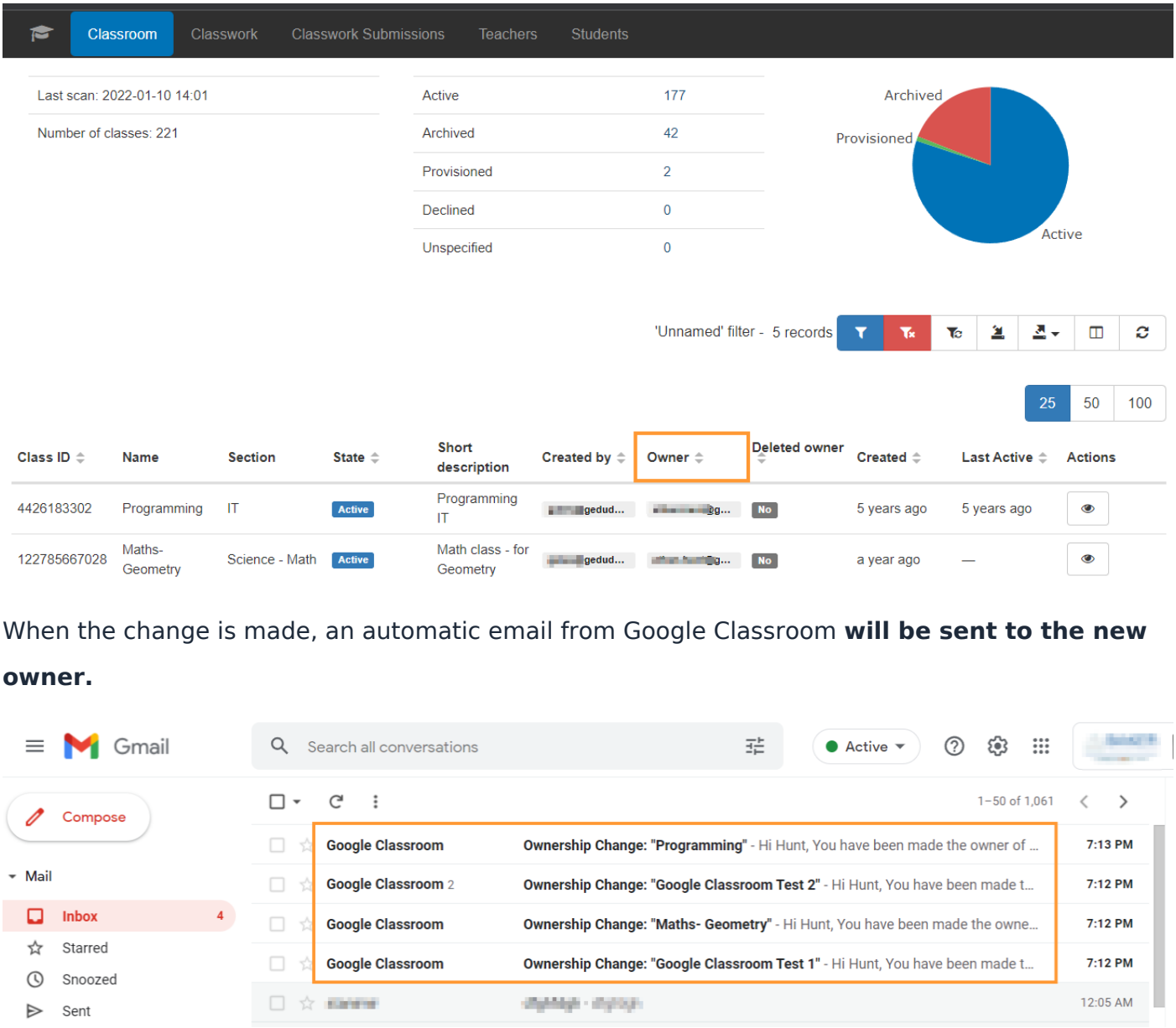
> **Note:** you cannot transfer ownership to an account that is already added as a student in the STUDENT column.

- Click **Accept** and the change of ownership will occur.

If an error message, you can scroll to the right side on the import option and view the error message.

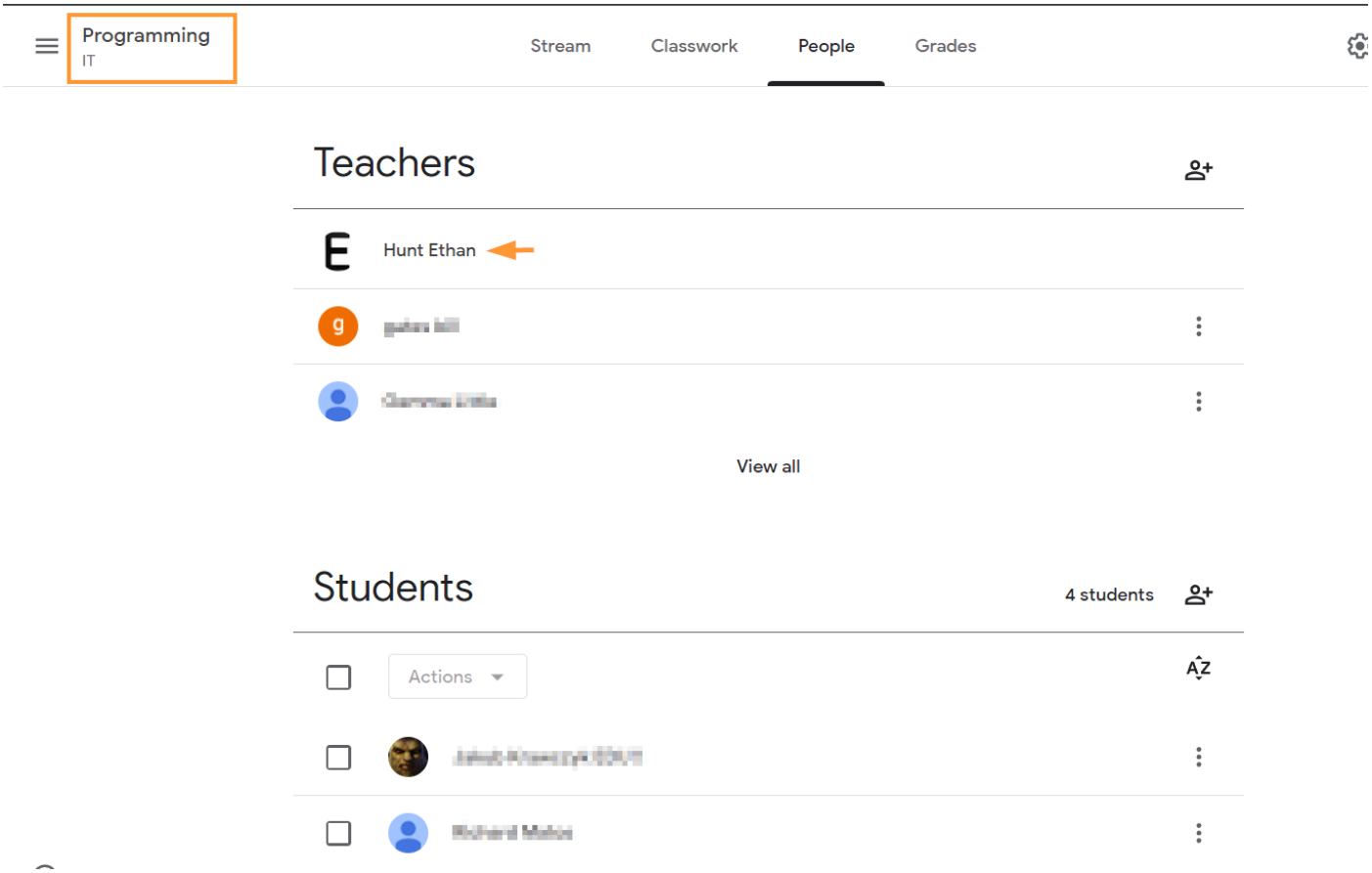
Apply a filter for the classrooms again, perhaps search for the classrooms by the new owner of the classrooms.

> The original owner remains in the **created by** field, that **cannot** be changed



When the change is made, an automatic email from Google Classroom **will be sent to the new owner.**

In **Google Classrooms**, the new owner can see the classroom.


Programming
IT
Stream
Classwork
People
Grades
Teachers
Hunt Ethan
View all
Students
4 students
Actions