

Google Classroom Quick Reference Guide

1. Open Google Classroom.



2. Click on the + on the upper right corner of your screen.



3. Click "Create Class."

4. Give your class a name and section then click "create."

5. There are 2 ways you can add students to your classes. You can invite them or have them enter Google Classroom and type in the code.

A white rectangular form with a grey border. At the top, it says 'Create a class'. Below that are two input fields: 'Class name' and 'Section'. At the bottom right, there are two buttons: a grey 'CANCEL' button and a blue 'CREATE' button.A white rectangular box with a light purple border. At the top, it says 'CLASS CODE'. Below that, it says 'Students can join the class with this code:'. At the bottom, it displays the code 'oadqrv' followed by a downward-pointing arrow.

6. Take the tour through Google Classroom to learn more about how the app works.

A light purple rectangular dialog box. It contains the text 'Welcome to your class!' followed by 'Do you want to take a tour to learn more?'. At the bottom right, there is a white button with the text 'START TOUR'.


7. If there is a website, blog, or other materials that you want your class to have constant access to, put them on the “About” section of your class.


STREAM STUDENTS ABOUT

Title (optional)

Class description (optional)

Room Where does the class meet? (optional)

Teacher email  etrowbridge@oakridgeschools.org





Google Drive folder  Test 2

CANCEL SAVE



Add materials...

8. The “Stream” area is where you put announcements, assignments, and links (websites, YouTube videos, Prezis, etc.)

Welcome to our class!

    Test 2 ▾

CANCEL POST

 Announcement  Assignment

There is another tour when you click on “Assignment”. Take that tour and you should be all set to begin using Google Classroom.