Google Classroom Quick Reference Guide

1. Open Google Classroom.

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

+ etrowbridge@oakridgeschools.org ▼

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.

Create a class

Class name

Section

CANCEL   CREATE

CLASS CODE

Students can join the class with this code:

oadqrv ▼

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

Welcome to your class!

Do you want to take a tour to learn more?

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.

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

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