Getting Started with Google Classroom

Accessing Google Classroom

1. Go to **https://classroom.google.com**
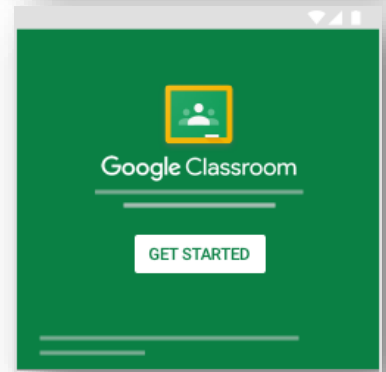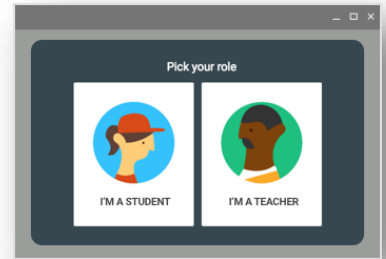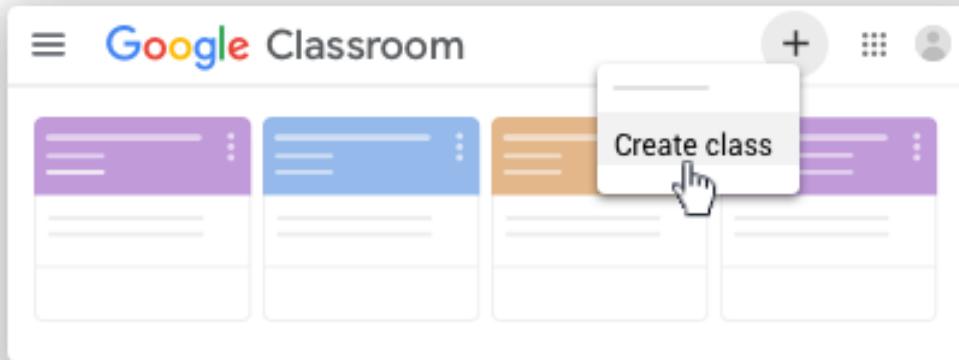2. Click **Go to Classroom**
3. Enter your username and click **Next**.
4. Enter your password and click **Next**.
5. If there is a welcome message, read it and click **Accept**.
6. Click **I'm A Teacher**.
7. Click **Get Started**.

Setting Up the Environment

1. Go to the Google Classroom home page.
2. Click **Add (+)** > **Create class**.
3. Enter the class name.

4. (Optional) To enter a short description, grade level, or class time, click **Section** and enter the details.

5. (Optional) To add a subject, click **Subject** and enter a name, or click one from the list that appears when you enter text.

6. (Optional) To enter the location for the class, click **Room** and enter the details.

7. Click **Create**.

Next steps: When you create a class, Classroom automatically creates a class code. You use it to invite students to the class. You can always view the class code on the Stream page.

Activity Stream/ Post Announcements

To ask a question or to share information with your teacher and classmates, create a post.

1. Go to **Google Classroom**

2. Click on a class.

3. On the Stream page, click **Share** something with your class.

Note: If you don't see Share something with your class, your teacher turned off permissions to post.
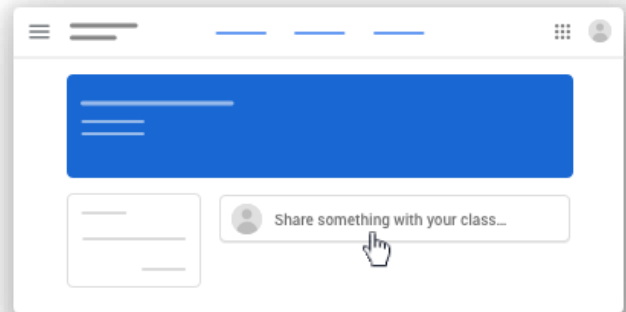
4. Enter what you want to say and click **Post**.

You can attach items to your post, such as images, files, Google Drive items, YouTube videos, or links.

1. Follow the steps above to create a post.

2. Attach an item to your post:

Attachment Type Directions	
Image or file	• Click **Attach**. • Drag files to attach or select them from your computer.
Drive	• Click **Drive** and select your file or upload a new file. • Click **Add**.
YouTube	Search for a video: • Enter keywords and click Search • Click on the video and then click **Add**. Attach a video link: • Click **URL** and enter or paste the URL. • Click **Add**.
Link	• Click **Link** and enter or paste the URL. • Click **Add Link**.

3. Click **Post**.

Note: If you see a message that you don't have permission to attach a file, click Copy. Classroom makes a copy to attach to your post and saves it to the class Drive folder.