The Teacher's Guide to GOOGLE CLASSROOM

STEP 1: Login

Go to classroom.google.com. The first time you arrive at the Google Classroom website you will see a screen like the one shown.
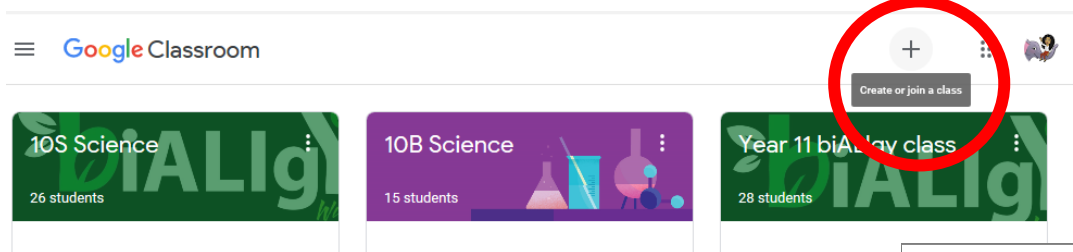
Scroll down and choose your role:

● Teacher role: Can create and join classes in Google Classroom.

● Student role: Can ONLY join classes in Google Classroom.

Tech Tip!
Use Google Chrome to maximize the features in Google Classroom. Some features work in other browsers, but not all. Plus Google Chrome is a fantastic learning environment for all things Google!

STEP 2: Create a Class

Click on the + at the top right to create a class, or join a class with the class code.

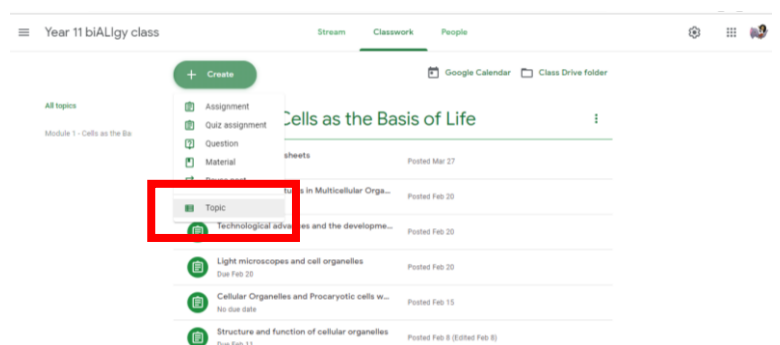Create a class by writing a suitable name for students to be able to identify the class.

STEP 3: Add topics and materials/assignments

It may be best to add TOPICS and organise materials and assignments underneath this.

In order to add materials or assignments click CREATE and select TOPIC. Once this has been done, click CREATE once again and select whether you want a submittable assignment or material to share.

STEP 4: Add students

You can add students to your class by sharing the **class code** or by manually adding students by their DET email addresses.