**Google Classroom - quick and dirty directions**

**Teacher creates a google class:**

login to your google account

at the address bar, go to: classroom.google.com

click: + “create a class”

choose: I am a Teacher

Type in a class name: ex: 1 Wehner

click: create

\*\*\* be sure to write down the Class Code as students will need this to attach to your class

**Teacher adds students to class:**

Method 1:

Students will launch a browser and, at the address bar, type: classroom.google.com

Students will then sign in to their google account (at the prompt):

ex: [23nbastis@hinghamschools.com](mailto:23nbastis@hinghamschools.com)

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The classroom window will appear.

Click: + to join a class

Enter the class code: the teacher will need to give this code to students

Method 2:

Once teacher has created a class, click: students, click: invite

Type each student’s google account name and click: add

Students will launch a browser and, at the address bar, type: classroom.google.com

Students will then sign in to their google account (at the prompt):

ex: [23nbastis@hinghamschools.com](mailto:23nbastis@hinghamschools.com)

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Click: student, click: join

**Teacher posts announcements and assignments:**

To post an announcement, click Stream, click Announcement

To post an assignment, click Stream, click Assignment

Teachers can give assignments (that include links, video, files, due date), track progress, edit, and grade.

\*\*\* Students can post comments here as well - teacher has the option to mute individual students.