



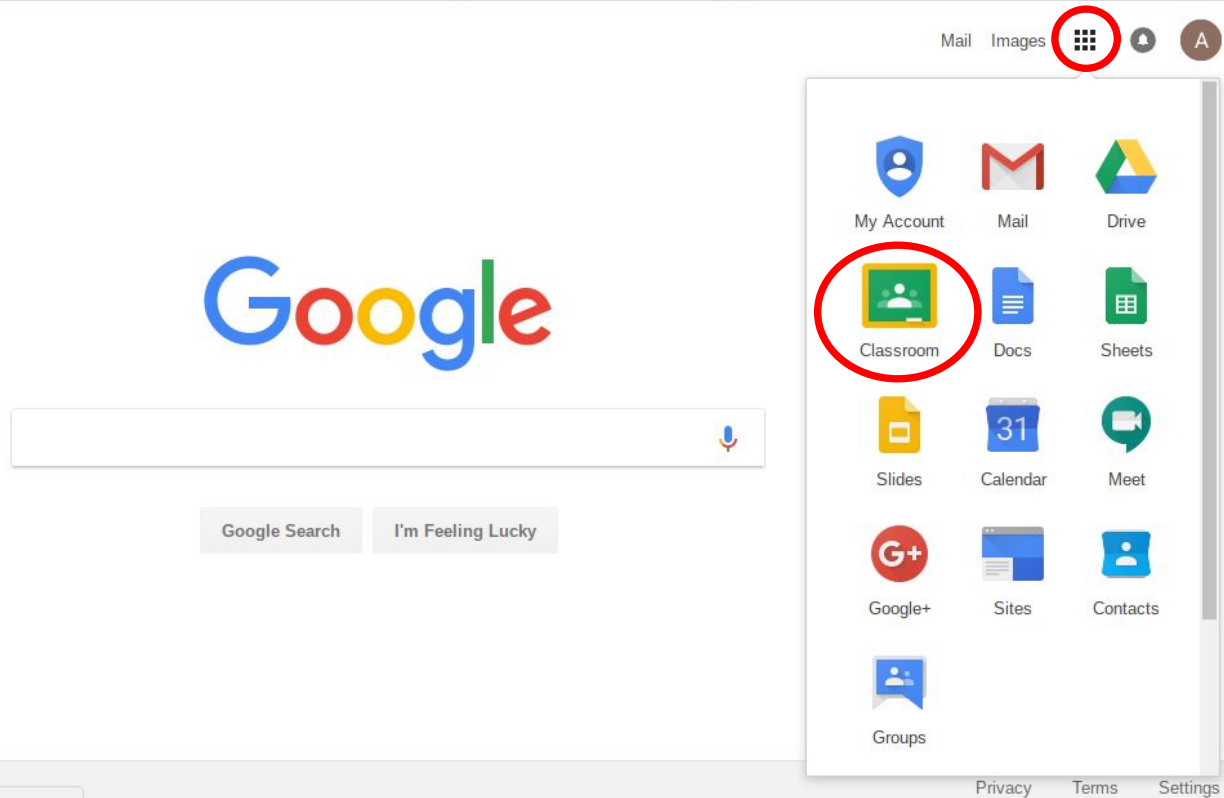
*Creating a Google Classroom*

## What will you learn?

1. Access Google Classroom
2. Create a Google Classroom
3. Change Classroom Theme
4. Create a question, assignment, or announcement post
  5. Invite Students
  6. Change Student Settings

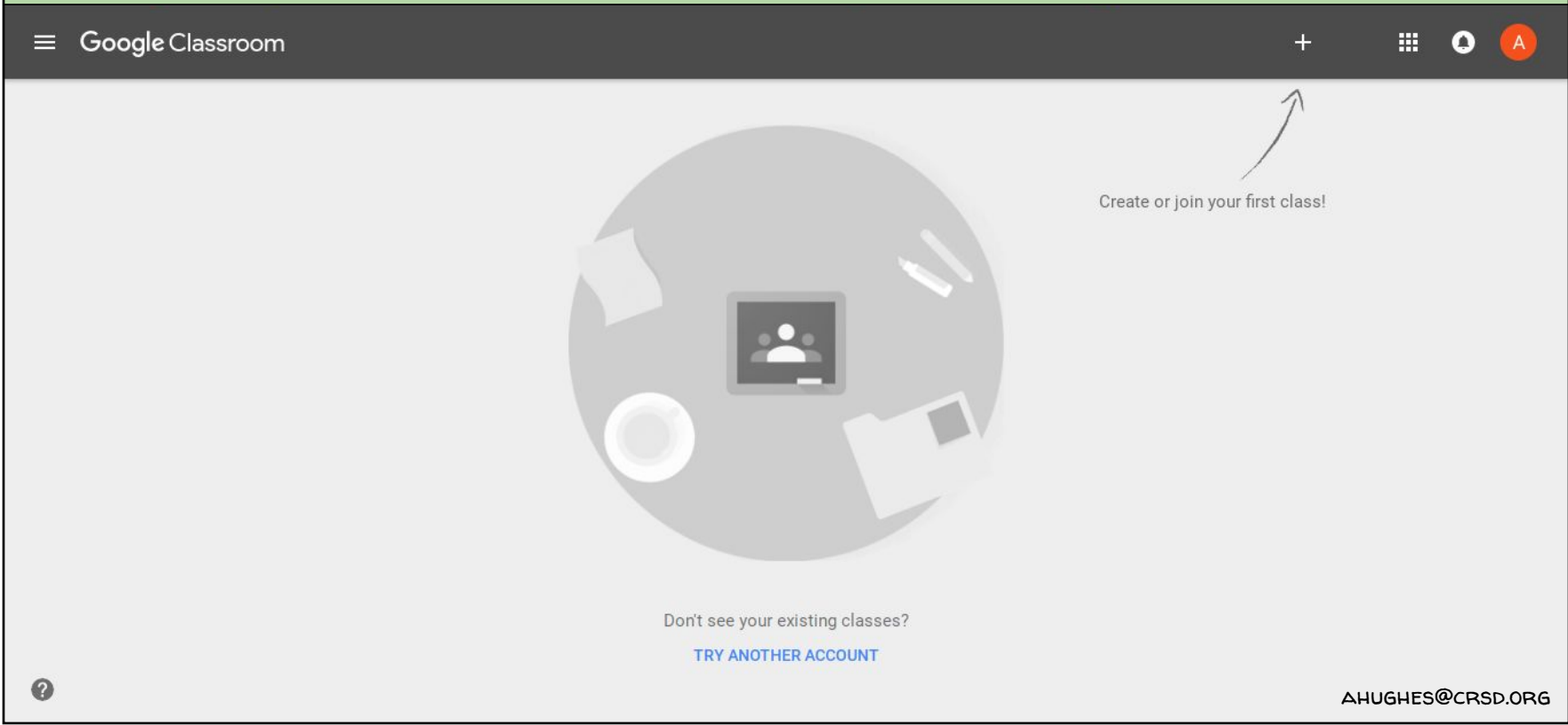
### TO ACCESS GOOGLE CLASSROOM:

You can access Google Classroom many different ways depending on the device you are using and/or the browser. From PCs/Macs you can type [www.classroom.google.com](http://www.classroom.google.com) in the browser URL. You can also click the Classroom icon from “burnt waffle” drop down menu on Google’s homepage.



**TO ACCESS GOOGLE CLASSROOM:**

**If you are not currently enrolled in any Google Classrooms your Classroom homepage will look like this.**



**TO ACCESS GOOGLE CLASSROOM:**

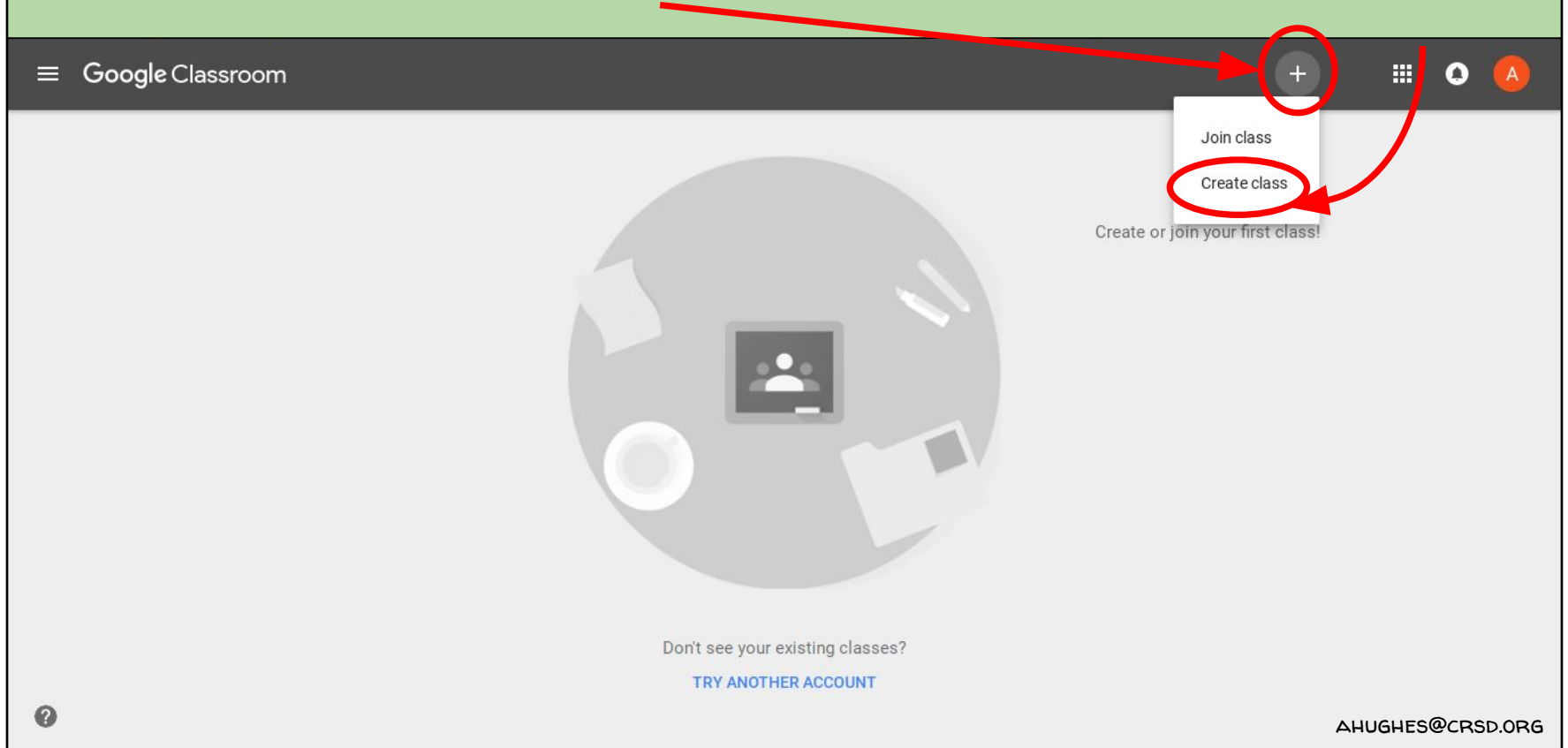
**If you are currently enrolled in Google Classrooms, whether you are a teacher, student, or co-teacher in the class, they will be displayed on your Classroom homepage.**

The screenshot displays the Google Classroom interface. At the top, the header reads "Google Classroom" with a hamburger menu icon on the left and a plus sign, a grid icon, a notification bell, and a profile icon with the letter "A" on the right. Below the header is a grid of eight class cards, each with a title, a subtitle, and a student count. The cards are: "Literacy Skills Period 3" (13 students), "Literacy Skills Period 2" (13 students), "Literacy Skills Period 1" (9 students), "Period 7" (23 students), "Period 3" (22 students), "Google Workshop" (7 students), "8th Grade SS Period 7" (29 students), and "Social Studies Period 3" (teacher Bonnie Schmidt). Each card has a vertical ellipsis menu icon in the top right corner and a folder icon at the bottom right. A question mark icon is visible in the bottom left corner of the grid. The email address "AHUGHES@CRSD.ORG" is located in the bottom right corner of the page.

Class Name	Subtitle	Students
Literacy Skills	Period 3	13 students
Literacy Skills	Period 2	13 students
Literacy Skills	Period 1	9 students
Period 7		23 students
Period 3		22 students
Google Workshop		7 students
8th Grade SS	Period 7	29 students
Social Studies Period 3	Bonnie Schmidt	

## TO CREATE A GOOGLE CLASSROOM

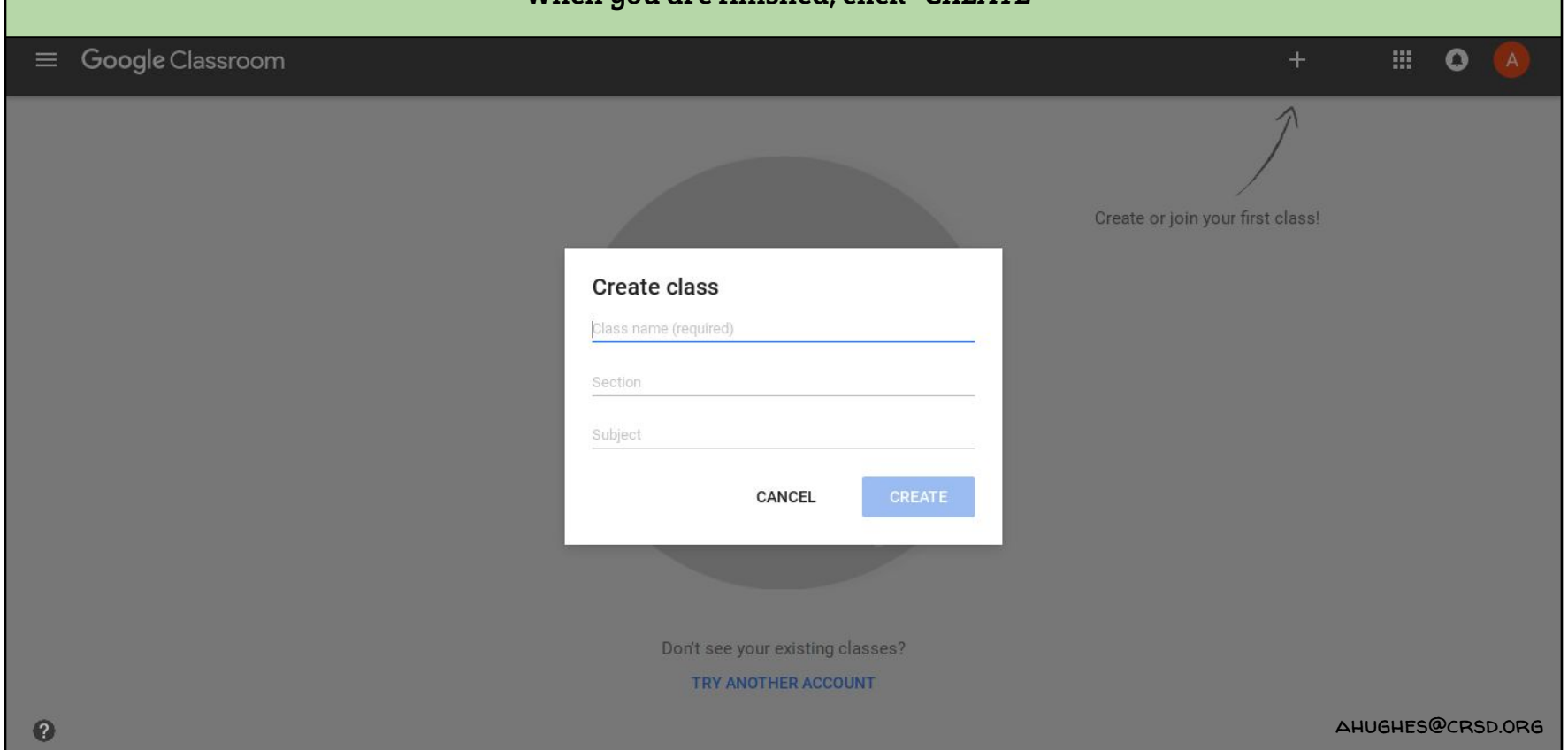
From your Classroom homepage click the “+” icon on the top navigation panel and then click “*Create class*”



The screenshot shows the Google Classroom homepage. At the top, there is a dark navigation bar with the Google Classroom logo on the left and a '+' icon on the right. A red arrow points from the text above to the '+' icon. A dropdown menu is open below the '+' icon, showing two options: 'Join class' and 'Create class'. The 'Create class' option is circled in red. Below the navigation bar, the main content area features a large circular graphic with icons representing a desk, a laptop, a coffee cup, and a folder. Below this graphic, the text reads 'Create or join your first class!'. At the bottom of the page, there is a link that says 'Don't see your existing classes? TRY ANOTHER ACCOUNT'. In the bottom right corner, the email address 'AHUGHES@CRSD.ORG' is displayed.

## TO CREATE A GOOGLE CLASSROOM

A page will appear to name your new class. This can also be edited at a later time.  
When you are finished, click **"CREATE"**



The screenshot shows the Google Classroom interface. At the top, the text reads: "A page will appear to name your new class. This can also be edited at a later time. When you are finished, click 'CREATE'". Below this, the Google Classroom header is visible with the logo and navigation icons. The main content area is a dark gray background with a large, faint circular graphic. In the center, a white dialog box titled "Create class" is open. It contains three input fields: "Class name (required)", "Section", and "Subject". At the bottom of the dialog box are two buttons: "CANCEL" and "CREATE". To the right of the dialog box, there is a plus sign icon and a notification bell icon. Below these icons, the text "Create or join your first class!" is displayed with a hand-drawn arrow pointing to the plus sign. At the bottom of the page, there is a question mark icon on the left and the email address "AHUGHES@CRSD.ORG" on the right.

Google Classroom

+

⋮

🔔

A

Create or join your first class!

### Create class

Class name (required)

Section

Subject

CANCEL CREATE

Don't see your existing classes?  
[TRY ANOTHER ACCOUNT](#)

?

AHUGHES@CRSD.ORG

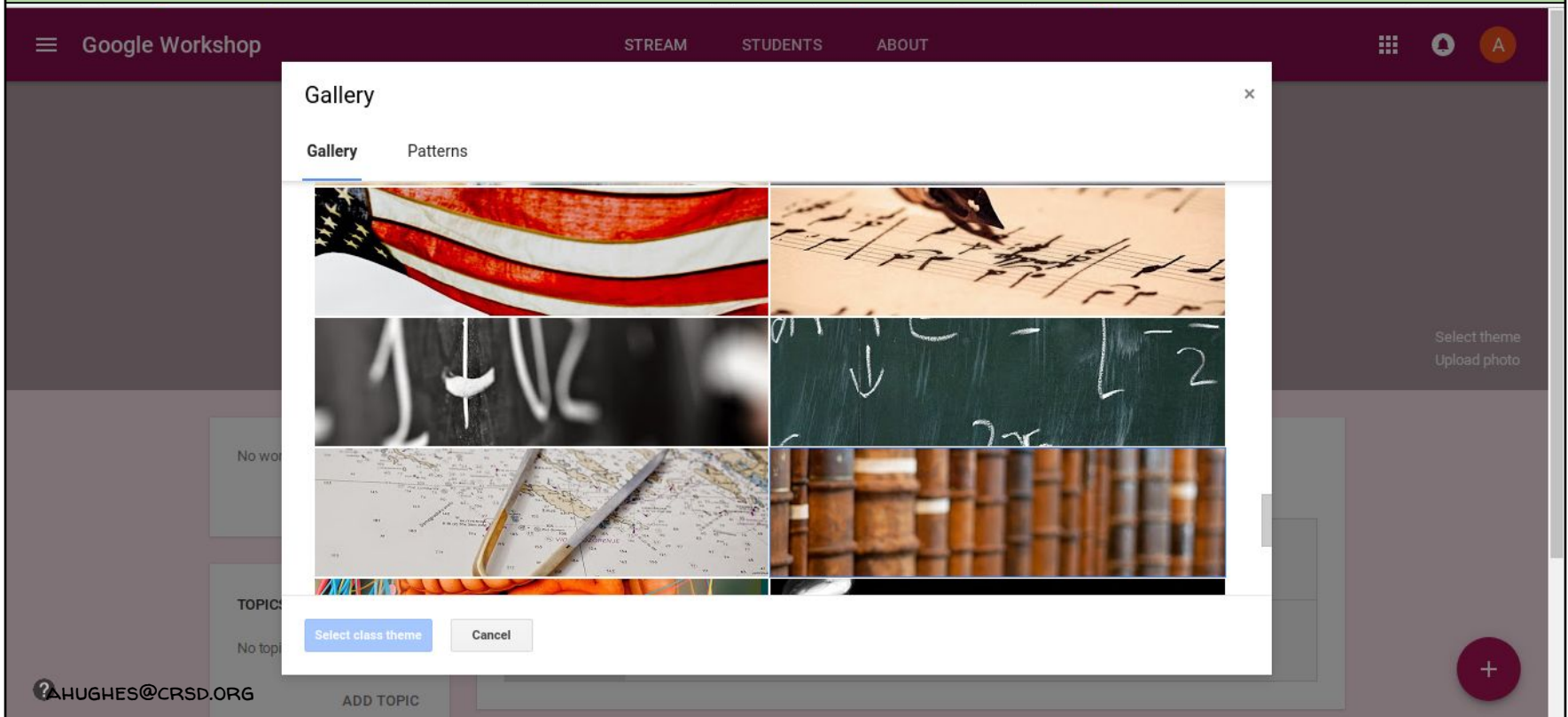
**TO CHANGE CLASSROOM THEME:**  
Click on *“Select theme”* to choose a pre-made theme from Google’s Gallery

The screenshot displays the Google Classroom interface. At the top, a purple navigation bar contains the text 'Google Workshop', 'STREAM', 'STUDENTS', and 'ABOUT'. On the right side of this bar are icons for a grid, a notification bell, and a profile icon with the letter 'A'. Below the navigation bar is a large banner image featuring a collection of colorful pencils (red, pink, purple, blue, green, yellow) arranged in a circular pattern. The text 'Google Workshop' is centered on the banner, with a user profile icon and the name 'Alison Hughes' below it. In the bottom right corner of the banner, a button labeled 'Select theme' is circled in red, with a red arrow pointing to it from the text above. Below the banner, the main content area is divided into three sections: a 'No work due soon' section with a 'VIEW ALL' button; a 'TOPICS' section with 'No topics' and an 'ADD TOPIC' button; and a 'Welcome to your class stream' section with the text 'Assignments and posts appear here.' and two options: 'Attach materials to any post' (YouTube video) and 'Let students view or edit the same material, or have their own copy' (Google Docs). A purple plus sign button is located in the bottom right corner of the main content area.



**TO CHANGE CLASSROOM THEME:**

**There are several themes to choose from depending on what type of class you are teaching.**

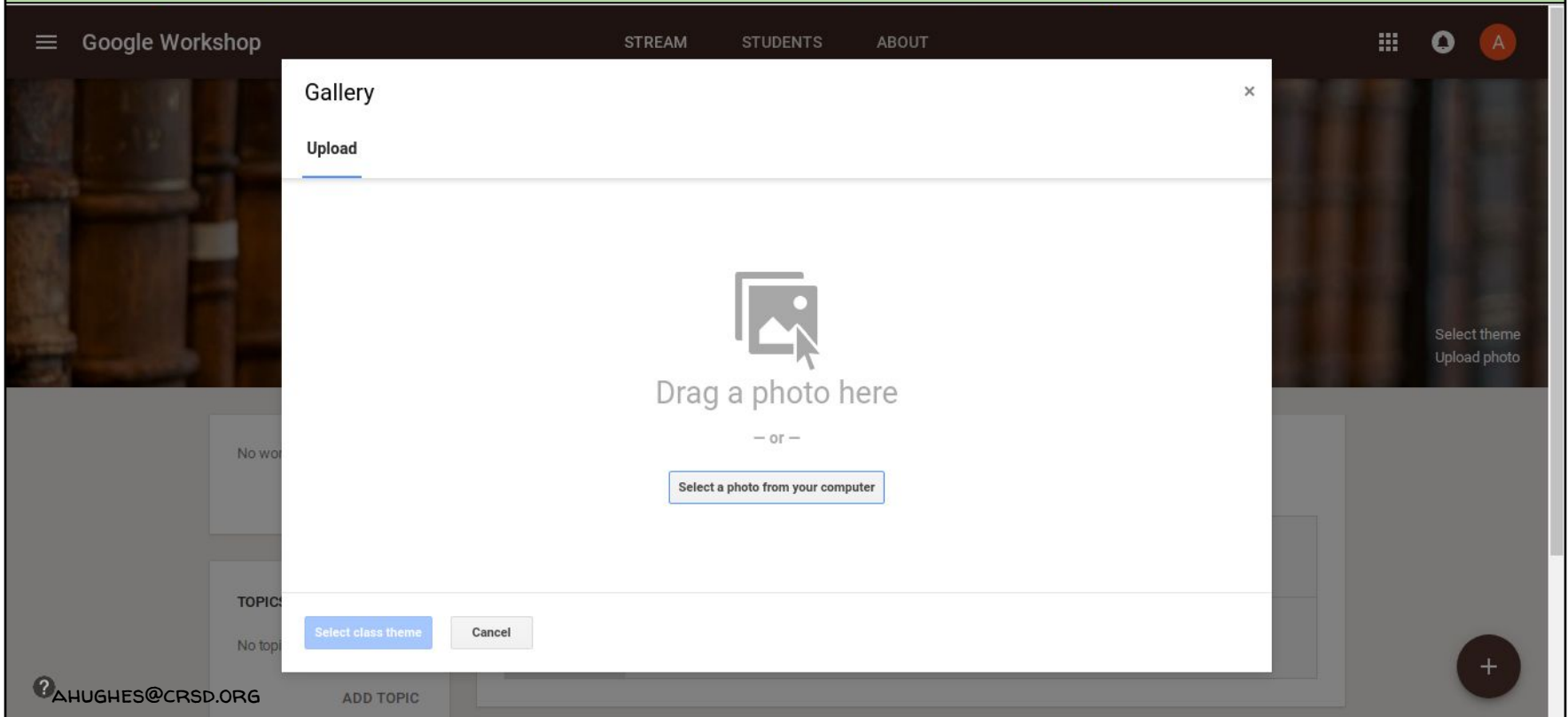


**TO CHANGE CLASSROOM THEME:**  
To make your own custom theme, click on *“Upload photo”*

The screenshot shows a Google Classroom interface. At the top, a purple navigation bar contains the text "Google Workshop" on the left, and "STREAM", "STUDENTS", and "ABOUT" in the center. On the right side of the navigation bar are icons for a grid, a notification bell, and a profile circle with the letter "A". Below the navigation bar is a large banner image featuring a collection of colorful pencils (red, pink, purple, blue, green, yellow) arranged in a circular pattern. The text "Google Workshop" is centered on the banner, with a user profile icon and the name "Alison Hughes" below it. In the bottom right corner of the banner, there is a button labeled "Upload photo" which is circled in red. A red arrow points from the instructional text above to this button. Below the banner, the main content area is divided into three sections: a "No work due soon" section with a "VIEW ALL" button; a "TOPICS" section with "No topics" and an "ADD TOPIC" button; and a "Welcome to your class stream" section with the text "Assignments and posts appear here." and two options: "Attach materials to any post" (YouTube video) and "Let students view or edit the same material, or have their own copy" (Google Docs). A purple circular button with a white plus sign is located in the bottom right corner of the main content area.

**TO CHANGE CLASSROOM THEME:**

**You can drag and drop a photo from another website or a file saved on your computer. You can also select a file saved on your Drive.**



**TO CHANGE CLASSROOM THEME:**

Once you select a photo, you have the option to crop the image. When finished, click on *“Select class theme”*

The screenshot displays the Google Classroom interface with a modal window titled "Gallery" open. The modal shows an "Upload" section with a file named "Google-Apps.jpg". Below the file name, there is a text instruction: "To crop this image, drag the region below and then click 'Select class theme'". The image itself is a collage of various Google service icons, including Gmail, Drive, Docs, Sheets, Slides, YouTube, and others. A white rectangular crop box is overlaid on the image. At the bottom of the modal, there are two buttons: "Select class theme" (highlighted in blue) and "Cancel". The background of the Classroom interface is dimmed, showing the "Google Workshop" header, navigation links for "STREAM", "STUDENTS", and "ABOUT", and a user profile icon in the top right corner. In the bottom left corner, there is a contact email "AHUGHES@CRSD.ORG" and an "ADD TOPIC" button.

**TO CHANGE CLASSROOM THEME:**  
**Your new theme will change immediately.**

☰ Google Workshop

STREAM

STUDENTS

ABOUT



Google Workshop

 Alison Hughes

Select theme  
Upload photo

No work due soon

VIEW ALL

TOPICS

No topics

ADD TOPIC

**Welcome to your class stream**

Assignments and posts appear here.




**Attach materials to any post**

YouTube video



**Let students view or edit the same material, or have their own copy**

Google Docs

 Class theme updated





## TO CREATE A QUESTION, ASSIGNMENT OR ANNOUNCEMENT POST

To create a new question, assignment, or announcement that will appear in the “class stream,” click the “+” icon in the bottom right hand corner. Then click the desired post option. You can attach materials such as images, Docs, links, etc. to any post.

The screenshot displays the Google Classroom interface. At the top, there is a dark green navigation bar with the text "Google Workshop" on the left and "STREAM STUDENTS ABOUT" in the center. On the right side of this bar are icons for a grid, a notification bell, and a red circle with a white letter 'A'. Below the navigation bar is a large banner area with a collage of various icons. The text "Google Workshop" is centered in the banner, with "Alison Hughes" below it. On the right side of the banner, there are icons for "Reuse post" and "Upload".

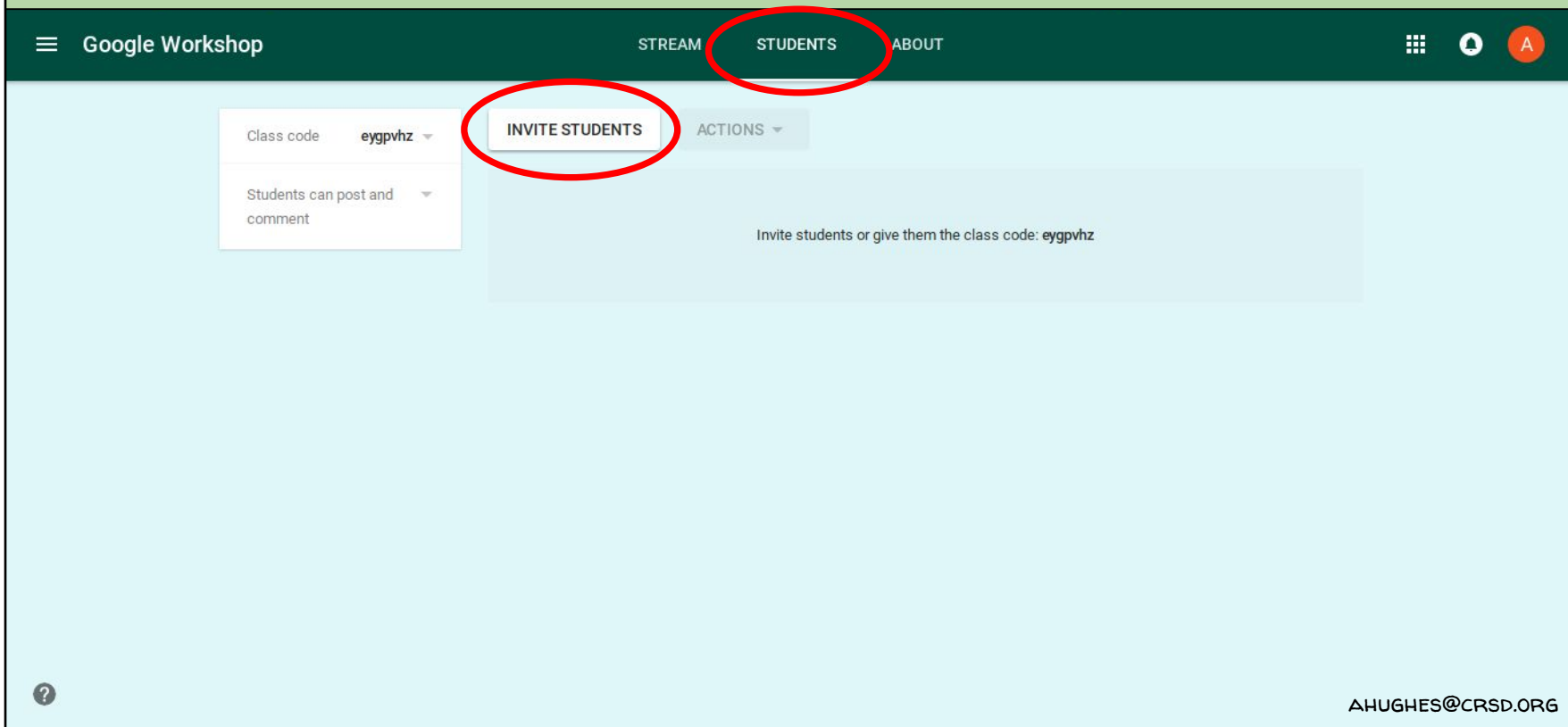
The main content area is divided into three sections. On the left, there is a white box with the text "No work due soon" and a "VIEW ALL" button below it. Below that is another white box with the text "TOPICS" and "No topics" below it, and an "ADD TOPIC" button at the bottom. In the center, there is a white box with the heading "Welcome to your class stream" and the text "Assignments and posts appear here." Below this heading is a list of options for attaching materials to a post:

-  **Attach materials to any post**  
YouTube video
-  **Let students view or edit the same material, or have their own copy**  
Google Docs

On the right side of the main content area, there is a vertical stack of four green circular buttons with white icons: a question mark, a clipboard, a speech bubble, and a plus sign. The plus sign button is circled in red. To the left of these buttons are three grey buttons with white text: "Create question", "Create assignment", and "Create announcement".

**TO INVITE STUDENTS:**

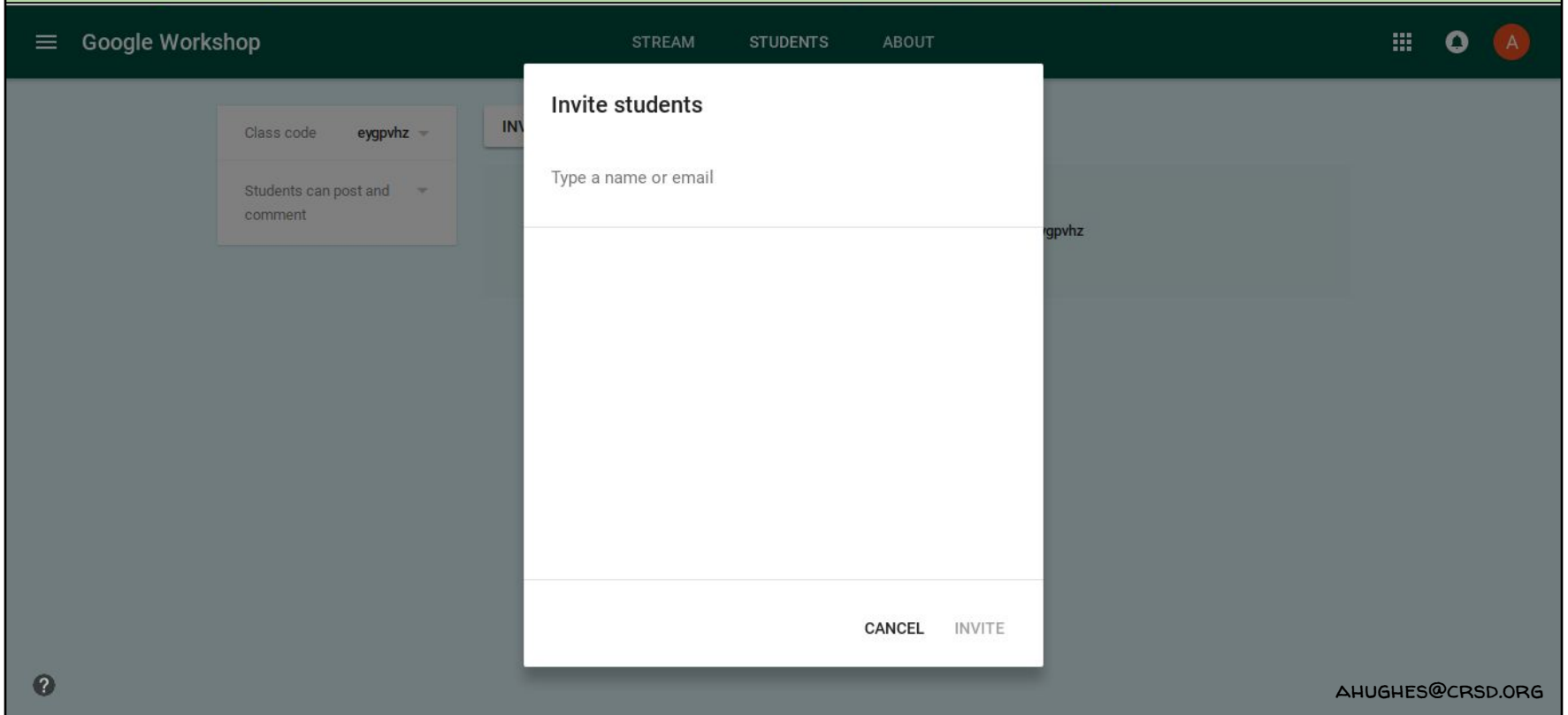
**One way for students to join your class is to invite them. Click on the "STUDENTS" tab and then the "INVITE STUDENTS" button.**





**TO INVITE STUDENTS:**

**Type in the name of any CRSD student or staff member. Students can also be searched by their student number and staff members by their e-mail address.**





### TO INVITE STUDENTS:

You can also have students join your class by giving them the Class Code. Click on the class code and choose a method from the drop down menu. The “*Display*” option will enlarge the code on the teacher’s computer/smartboard for students to see.

The screenshot shows the Google Classroom interface. At the top, there is a dark green navigation bar with the text "Google Workshop" on the left and "STREAM", "STUDENTS", and "ABOUT" in the center. On the right side of the navigation bar, there are icons for a grid, a notification bell, and a profile picture with the letter "A". Below the navigation bar, the main content area is light blue. In the top left of this area, there is a "Class code" field containing "eygpvhz" with a dropdown arrow. This field is circled in red. Below it, a dropdown menu is open, showing options: "Display", "Copy", "Reset", and "Disable". To the right of the class code field is an "INVITE STUDENTS" button and an "ACTIONS" dropdown menu. Below these buttons, there is a light blue box containing the text "Invite students or give them the class code: eygpvhz". In the bottom left corner, there is a small question mark icon. In the bottom right corner, the email address "AHUGHES@CRSD.ORG" is displayed.

**TO INVITE STUDENTS:**

The *“Display”* option allows the Class Code to be enlarged and shown to students.

The screenshot shows the Google Classroom interface. At the top, there is a dark green navigation bar with the text "Google Workshop" on the left and "STREAM", "STUDENTS", and "ABOUT" in the center. On the right side of the navigation bar are icons for a grid, a notification bell, and a profile picture with the letter "A". Below the navigation bar, the main content area is a light gray. On the left, there is a settings menu with two options: "Class code" with the value "eygpvhz" and a dropdown arrow, and "Students can post and comment" with a dropdown arrow. To the right of the settings menu are two buttons: "INVITE STUDENTS" and "ACTIONS" with a dropdown arrow. A large, dark green modal window is centered on the screen, displaying the class code "eygpvhz" in large white text. Below the code is a horizontal line, and at the bottom left of the modal is the text "Google Workshop". There are close and maximize icons in the top right and bottom right corners of the modal, respectively. In the bottom left corner of the entire screenshot is a small question mark icon, and in the bottom right corner is the email address "AHUGHES@CRSD.ORG".

### TO CHANGE STUDENT SETTINGS:

Several access settings can be set for a Google Classroom. To set access permissions for the entire class click the drop down menu below. You can choose whether students can post and comment, only comment, or only teachers can post/comment.

The screenshot shows the Google Classroom interface. At the top, there is a dark green navigation bar with the text "Google Workshop" on the left and "STREAM", "STUDENTS", and "ABOUT" in the center. On the right side of the navigation bar, there are icons for a grid, a notification bell, and a profile picture with the letter "A". Below the navigation bar, the main content area is light blue. On the left, there is a "Class code" field with the code "eygpvhz" and a dropdown arrow. To the right of the class code field is a button labeled "INVITE STUDENTS" and another button labeled "ACTIONS" with a dropdown arrow. The "INVITE STUDENTS" button is open, showing a dropdown menu with three options: "Students can post and comment", "Students can only comment", and "Only teachers can post or comment". The dropdown menu is circled in red. To the right of the dropdown menu, there is a text field with the text "Invite students or give them the class code: eygpvhz". At the bottom left corner, there is a small question mark icon. At the bottom right corner, there is the text "AHUGHES@CRSD.ORG".

## TO CHANGE STUDENT SETTINGS:

After students are enrolled in your class, you have the option to invite their guardians to the class. Guardians will have access to view the class and have the opportunity to see what their child is learning, when assignments are due, and stay in contact with the teacher.

The screenshot shows a class management interface for "8th Grade SS Period 7". The top navigation bar includes "STREAM", "STUDENTS", and "ABOUT". On the left, there are settings for the class code "k21trbh", a toggle for "Only teachers can post or comment", and a toggle for "Include this class in guardian email summaries". The main area displays a list of students with checkboxes, names, profile pictures, and "INVITE GUARDIANS" buttons. For the student "Weston", two email addresses are listed as "invited": westonsdad@gmail.com and westonsmom@gmail.com. A help icon is in the bottom left, and the email AHUGHES@CRSD.ORG is in the bottom right.

Class code	INVITE STUDENTS	EMAIL ALL GUARDIANS	ACTIONS
k21trbh	<input type="checkbox"/>	<input type="checkbox"/>	Sort by last name
Only teachers can post or comment	<input type="checkbox"/>	Guardians	
Include this class in guardian email summaries	<input type="checkbox"/>		
<input type="checkbox"/>			
See example			
	<input type="checkbox"/>	Tori	INVITE GUARDIANS
	<input type="checkbox"/>	Gabriella	INVITE GUARDIANS
	<input type="checkbox"/>	Cole	INVITE GUARDIANS
	<input type="checkbox"/>	Shannen	INVITE GUARDIANS
	<input type="checkbox"/>	Samantha	INVITE GUARDIANS
	<input type="checkbox"/>	Weston	westonsdad@gmail.com (invited) westonsmom@gmail.com (invited)

## TO CHANGE STUDENT SETTINGS:

After students are enrolled in your class, you can change other settings. Next to each student's name is a speaker icon. When a speaker has a line through it, the student is "muted" and cannot comment or post. To mute or unmute students, check the box next to their names, click the "ACTIONS" button, and select *mute/unmute*

The screenshot shows a classroom management interface for "8th Grade SS Period 7". The top navigation bar includes "STREAM", "STUDENTS", and "ABOUT". On the left, there are settings for the class code (k21trbh), posting permissions, and guardian email summaries. The main area displays a list of students with checkboxes, names, and speaker icons. A dropdown menu is open over the "ACTIONS" button, showing options: "Email", "Remove", "Mute", and "Unmute".

Student Name	Status	Actions
Tori	Muted	Actions menu (Email, Remove, Mute, Unmute)
Gabriella	Muted	Actions menu
Cole	Not Muted	INVITE GUARDIANS
Shannen	Not Muted	INVITE GUARDIANS
Samantha	Not Muted	INVITE GUARDIANS
Weston	Not Muted	westonsdad@gmail.com (invited) westonsmom@gmail.com (invited)

8th Grade SS  
Period 7

STREAM STUDENTS ABOUT

Class code: k21trbh

Only teachers can post or comment

Include this class in guardian email summaries

See example

Sort by last name

INVITE STUDENTS EMAIL ALL GUARDIANS ACTIONS

Email

Remove

Mute

Unmute

westonsdad@gmail.com (invited)

westonsmom@gmail.com (invited)

AHUGHES@CRSD.ORG