



# How to Create a Class in Google Classroom

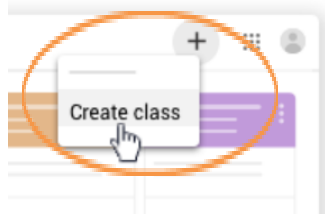
Google Classroom is a learning management system for schools that aims to simplify creating, distributing and grading assignments. It was introduced as a new feature of Google Apps for Education this year.

## Creating Classes

1) Open your Chrome browser and go to Google Classroom on the [homepage](#) and click on the icon or simply go to <https://classroom.google.com>.



2) If you are an approved teacher you should see a Welcome Screen to create your First class. **Click** on the **Plus sign** to begin and **click** on **Create Class**.



3) In the create class window:

Enter in your class information in the following format:

Please ensure that each class group is created using the following format as to not cause conflicts with our system.

**Primary Teachers** Enter: Last name –School abbreviation-school years

Click on Create to create your class.

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**Secondary Teachers** Enter: Last name –School abbreviation.-Subject-school years  
You should also enter the period in the Section Field.

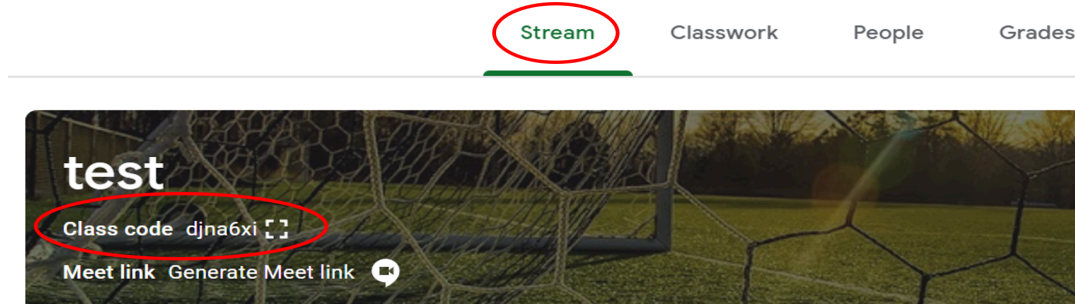
Two screenshots of the Google Classroom 'Create class' form. The left screenshot shows the 'Class name (required)' field with the placeholder text 'P1-Lastname-school-subject-yr' circled in red. The right screenshot shows the 'Class name (required)' field with the example text 'P1-Morgan-CVHS-Chemistry-20-21' circled in red. Both screenshots have the 'Create' button circled in red. A large orange arrow on the right points from the top right towards the 'Create' button in the right screenshot.

Click on Create to create your classes.

4) Congratulations! You have created a class.

### Getting students into your class

1) Find your Class Code if you click on **Stream** your Class Code it will be on the left and share your class code with your students.



2) Have students go to Google Classroom on the homepage and **click** on the classroom **icon** or simply go to <https://classroom.google.com>.



3) Students should select **I am A Student** and **click** on the **plus sign** to open the class code window.

4) Have students **Enter** the class code and **click** on Join.

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Enter class code to join.

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CANCEL

JOIN