

How to create a new Google Classroom

1. In Google Apps, go to Google Classroom.
2. Click on the + sign in the top right of the screen.
3. Click on Create Class. (if a message comes up, click on agree terms)
4. Fill in the information of your class. The only required field is the name of the class.
5. If you'd like to change the theme of the class you can click on Select Theme.
6. Now your class is set up, but you will need to invite your students to the classroom.
7. Near the top of the page under the class name you will see a class code. This is a unique code that is for your class only.
8. Click on the code to enlarge it and copy it.
9. Put the code in an email