

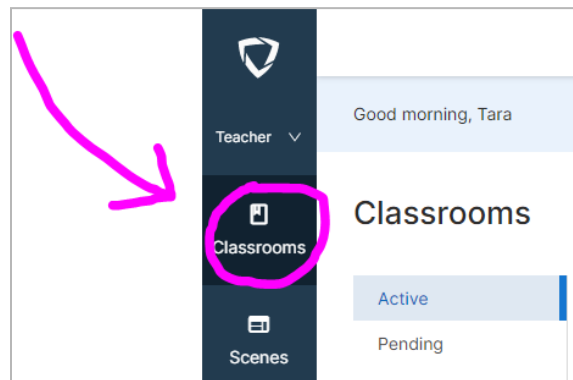
GoGuardian - Enroll Students via Email

Traditionally, we use Google Classroom rosters to set up our GoGuardian classes. However there may be times when you want to keep track of a student's screen, but can't use Google Classroom. Such as if you are covering another teacher's class, during ISS, or are a special ed or support staff who may not have a Google Classroom. If this is the case, you can choose to manually set up a class by typing in each student's email address.

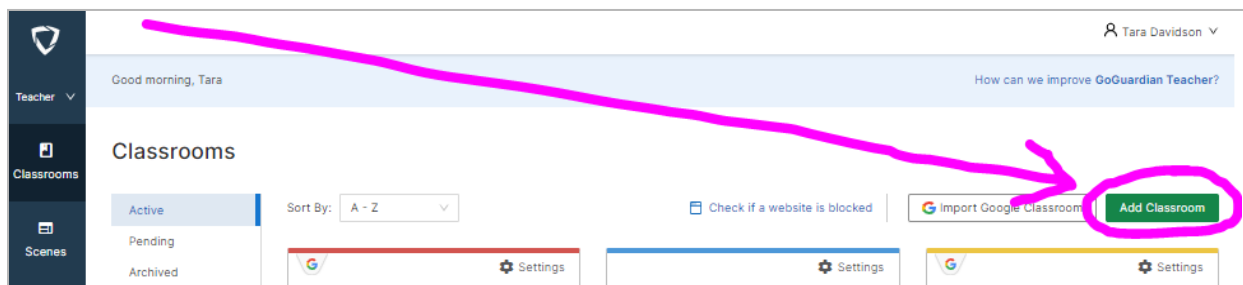
SET UP A CLASSROOM MANUALLY

1. Log in to teacher.goguardian.com
Choose LOG IN WITH GOOGLE

2. Click on CLASSROOMS

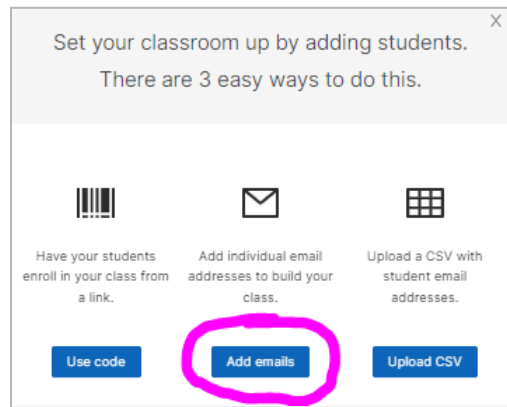


3. Click ADD CLASSROOM



4. Type in a class name - then click ADD CLASSROOM

5. Choose ADD EMAILS



6. Type in each student's email address

- Student emails are the first two letters of their first name, followed by their entire last name, followed by @mtsinai.k12.ny.us.
- For example, student John Doe's Google username is 'jodoe@mtsinai.k12.ny.us'
- Be aware that some students may have their first 3 letters of their first name if they have older siblings whose name starts with the same letter. If you are unsure, ask T. Davidson or the tech dept. for help.

A screenshot of a web form titled "Add Students". It has three tabs: "Enroll Code", "Student Emails" (which is selected), and "CSV Import". Below the tabs, it says "Add one or more students by entering their school email addresses below." There is a text input field labeled "Email 1" containing the text "jodoe@mtsinai.k12.ny.us". A pink arrow points to this input field. Below the input field is a blue button labeled "Add Another Email". At the bottom of the form is a large green button labeled "Add Students".

7. Once you are done, the student(s) will be enrolled in the class and you can start the session at any time to view student activity.

If you need additional help, contact T. Davidson or [click here](#) to view our GoGuardian teacher resource page.