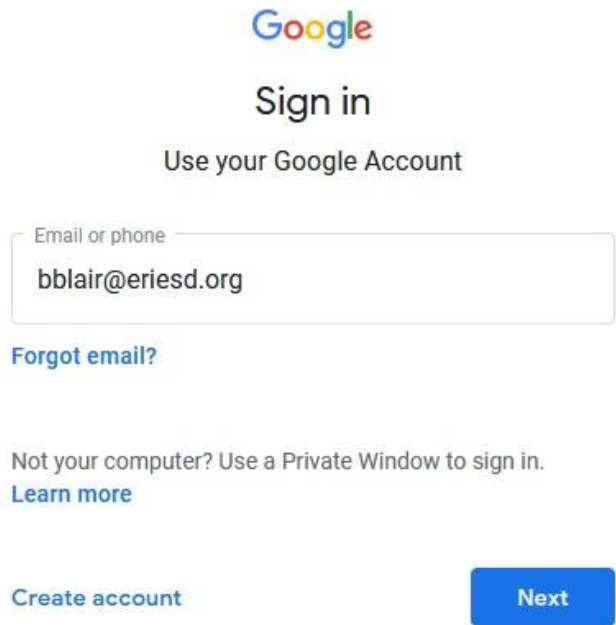


# Getting Started with Google Classroom

Google Classroom is a streamlined, easy-to-use online tool that helps teachers manage coursework. With Google Classroom, educators can create classes, distribute assignments, grade and send feedback, and see everything in one place. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students

## Logging Into Google Classroom:

1. Open your web browser to **https://classroom.google.com**.
2. From the **Sign in** screen that appears, enter your **District Email** in the space provided (*enter the entire email address. i.e. teacher@eriesd.org*).
3. Click **Next** to continue.



Google  
Sign in  
Use your Google Account

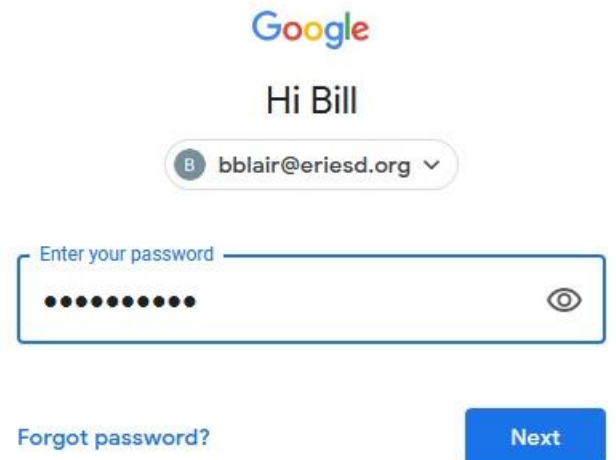
Email or phone  
bblair@eriesd.org

[Forgot email?](#)

Not your computer? Use a Private Window to sign in.  
[Learn more](#)

[Create account](#) [Next](#)

4. Enter your **Password** (*enter your District email account password*).
5. Click **Next** to continue.



Google  
Hi Bill  
bblair@eriesd.org

Enter your password

Forgot password? [Next](#)

### Issues Logging Into Google Classroom:

If you have not logged into an Erie Public School (EPS) Chromebook, or have not changed your EPS password recently, you may not be able to login to Google Classroom.

If you cannot log into Google Classrooms:


1. Open your web browser to **https://www.eriesd.org**.
2. Click on the **WebMail Login**.
3. From the **Sign in** window that appears, enter your **District Email Address** (*i.e. teacher@eriesd.org*).
4. Click **Next**.

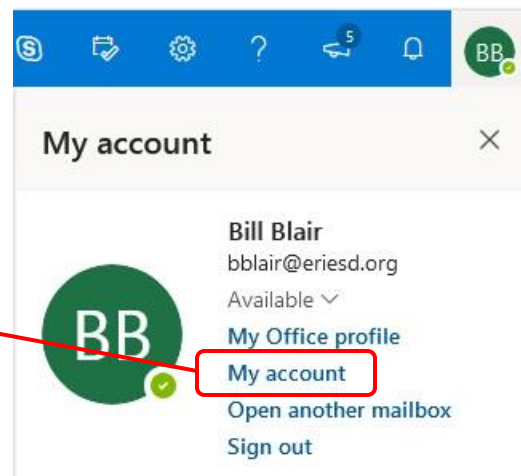
**Note:** If your email address is used with more than one account with Microsoft, you will be prompted to choose what account you want to use. Choose **Work or school account**.

5. From the **Enter Password** window that appears, enter your **District Password**.
6. Click **Sign in**.

### Changing Your Password:

To change your **District Password**:

1. Click on the **Settings**  icon from the upper right-hand side of the screen (*It will contain you initials*).
2. From the **My account** menu that appears, click on **My Account**.
3. Click on **Security & Privacy** from the menu on the left-hand side of the page.
4. From the **Security & privacy** window, click on **Password**.



From the **change password** window that appears.

1. Enter your **Old Password**.
2. Enter your **New Password**.
3. Confirm your **New Password**.
4. Click **Submit**.

Once you have successfully changed your password, you will receive a message stating that you will need to wait a few minutes for the password changes to be updated.

## change password

User ID

bblair@eriesd.org

Old password

Create new password

Confirm new password

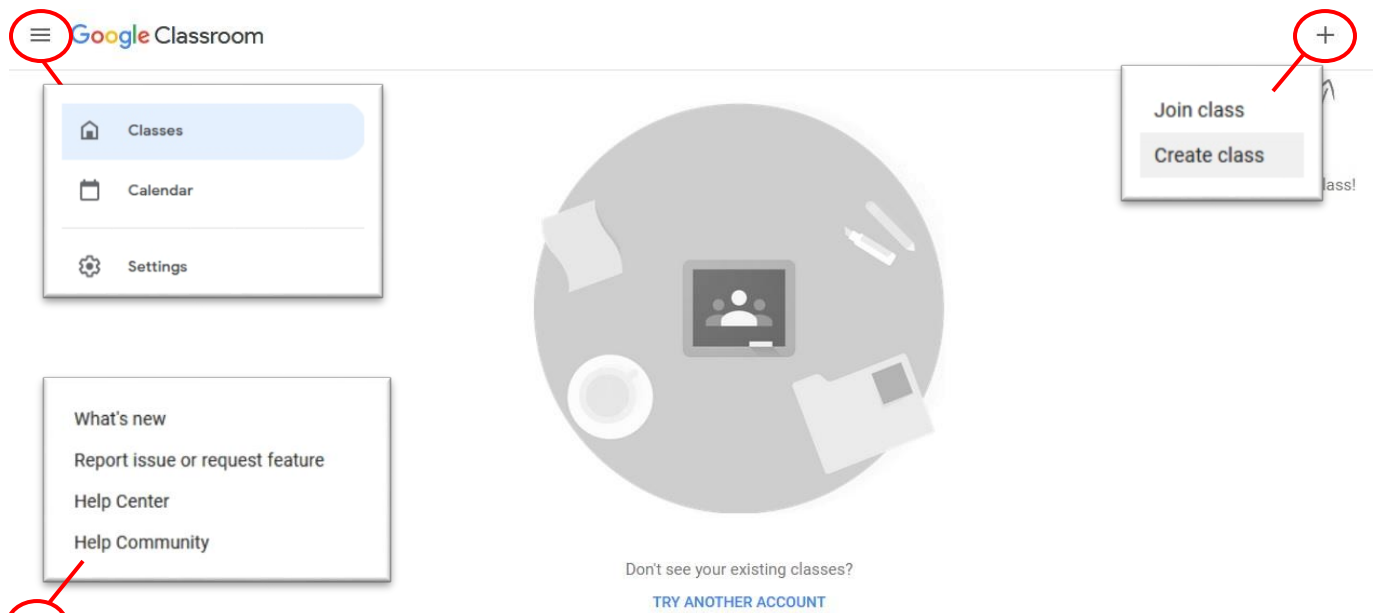
submit

cancel

Once you have successfully changed your **District Password**, open your web browser to **<http://classroom.google.com>**.

1. Log into Google Classroom.
2. If prompted, choose your roll as a **Teacher** to get started.

### Getting Started with Google Classroom:



### Creating a Class:

As a teacher, you can create a class using Google Classroom for any or all of the classes you teach. For each class you create, you can add students, create assignments, post announcements, return reviewed assignments, and send messages to students.

### To Create a Class:

1. Click on the **+** from the upper right-hand corner of the screen.
2. From the menu that appears, click on **Create Class**.
3. From the **Create Class** window that appears, complete the following fields:
  - a. Class Name (Required)
  - b. Section
  - c. Subject
  - d. Room
4. Click **Create**.

### Create class

Class name (required)

Practice Class

Section

Period 4

Subject

General Class

Room

111

Cancel

Create

### Stream:

**Stream** is the main screen of your class. Here you can share information (*announcements*) and respond to student posts. You can think of this section as the discussion board of your class.

The screenshot shows the Google Classroom interface for a class named "Practice Class" in "Period 4". The "Stream" tab is selected and highlighted with a red box. The interface includes a navigation bar with "Stream", "Classwork", "People", and "Grades" tabs. Below the navigation bar is a header section for "Practice Class" with a blue background, featuring a game controller and keyboard icon. The header also displays the class code "f0q3jcj" and options to "Select theme" and "Upload photo". Below the header, there is a section for "Upcoming" assignments, which currently shows "No work due soon" and a "View all" link. To the right, there is a text input field for sharing something with the class, followed by a "Communicate with your class here" section with two options: "Create and schedule announcements" and "Respond to student posts". A help icon (?) is visible in the bottom left corner.

### Creating an Announcement:

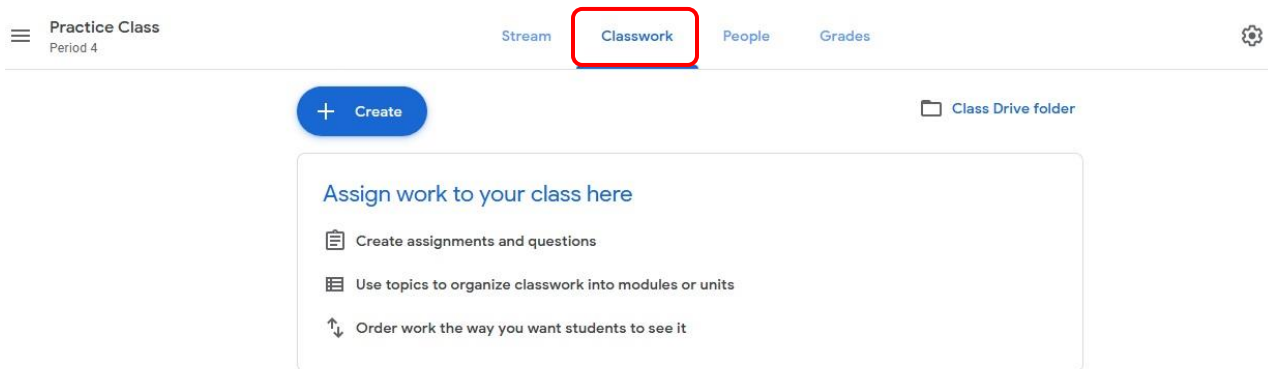
To create an announcement for your class:

1. Click on **Share something with your class...**
2. From the menu that appears, type in the announcement you wish to share with your students.
3. Click the **Add** button if you would like to add an attachment to you announcement.
4. Click on **Post** to complete the announcement.

**Note:** If you click on the arrow to the right of **Post**, you will have the option to schedule a date and time that you want the announcement to appear on the class page.

### Classwork:

The **Classwork** section of your class allows teachers to organize assignments into modules and units.



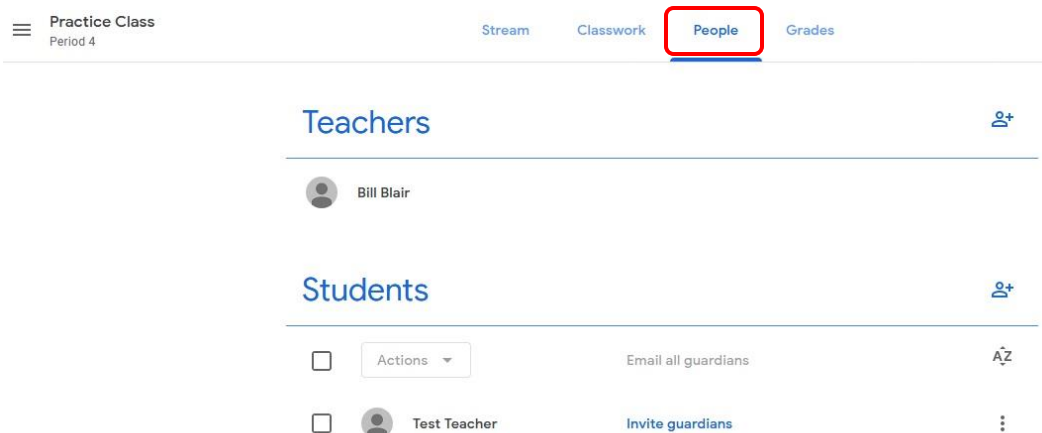
### Creating Classwork:

To assign work for your class:

1. Click on the **Create** button.
2. From the menu that appears, you can choose to create/add Assignments, Quizzes, ask Questions, add Materials, Reuse Posts, and/or create Topics to help organize classwork.

### People:


The **People** section of your class allows teachers to add students and other teachers to their classes.



## Inviting Teachers

You have the ability to invite other teachers to your classes. Teachers you add can do everything you can, except delete the class.

To add a teacher:

1. Click on the **Invite**  icon to the right of Teachers.
2. From the **Invite Teachers** window that appears, type in the email address of the teacher that you would like to invite to your class.
3. Click on the teacher email address that appears under **Search Results**.
4. Click **Invite**.

After you have successfully invited a teacher to your class, their name(s) will appear under Teacher stating that they were invited.

## Invite teachers

rvitale@eriesd.org|

### SEARCH RESULTS

 rvitale@eriesd.org  
rvitale@eriesd.org

Teachers you add can do everything you can, except delete the class.


Cancel

Invite

## Inviting Students:

There are two ways that teachers can invite students to their classes. You can use the **Invite Icon**, or you can share the **Class Code** with your students.

### Sending an invitation to your students:

1. Click on the **Invite**  icon to the right of Students.
2. From the **Invite Students** window that appears, type in the email address of the student that you would like to invite to your class.
3. Click on the student email address that appears under **Search Results**.
4. When you are finished adding your students to the invite list, click **Invite**.

### Sharing the Class Code with your students:

1. Click on the **Stream** section of your class.
2. Locate the **Class Code** under the name of your class.
3. Click on the **Display icon** to enlarge the Class Code to share with your students.
4. The students will log into Google Classrooms and use the Class Code to join your class.


## Invite students

 rvitale@eriesd.org

 chake@eriesd.org

dgibbons@eriesd.org|

### SEARCH RESULTS

 dgibbons@eriesd.org  
dgibbons@eriesd.org

Cancel

Invite

## Practice Class

Period 4

Class code fqo3jcj 

Display