Creating a Class in Google Classroom and Adding/Inviting Students

In Google Chrome, open the URL of "https//classroom.google.com" and sign in. If this is the first time, it may ask you to define your role as teacher or student. Obviously, select teacher.

Once you sign in, you will see the image below in the top right corner...

PLEASE NOTE: *You will not see my picture but a circle with your initial!*

To add a class, or join a PLC class, click the "+" sign and select the correct option. The tic-tac-toe board gets you to all of your Google Tools. The circle with your initial in it, gets you to account specifications, including the location where you can sign out.

Fill in the information on the dialog box that pops up. Be as specific as you care to be. This is for your information. Students/participants will not see this. Once created, you will see a box similar to the following for every class you have created.
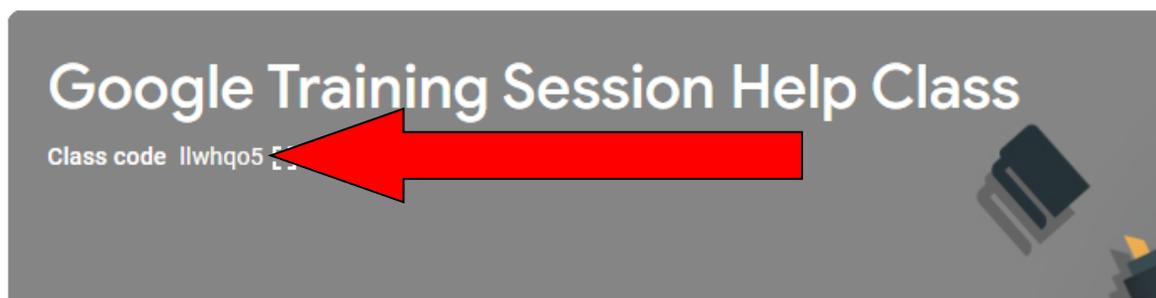

The three dots allow you move, edit, or archive the class within the Google Classroom system.

When you click on a class to open it, Classroom will take you to the "Stream" page, which is like Facebook and is where all of your class information will be poster.

To enroll students in the class, they will simply go to Google Classroom and click the same "+" you did to create the class. They SHOULD only see join a class and they will select that option. It will ask them for a code and you will find the code on the stream for your Google Class.

The easiest way to get student in the class is to give them the Class Code, in this example *llwhqo5*. The red arrow points to the location of your class code. Each class you create in Google Classroom has a unique identifier.

Student Username is: firstname.lastname@mcschools.net (No special characters or spaces.)

Password is: monroe17 (It should prompt them to change it immediately)

Once in Google Classroom, teachers and students can communicate and post assignments, questions, collaborations, etc.