### STEP 1 – CREATE NEW G-MAIL ACCOUNT

- Go to <u>https://accounts.google.com/signup/</u>
- Create a new Gmail account using the following format. *All students and staff must use a Gmail account.*

Example:

Name: John Carpenter

jcarpenter.thg@gmail.com

Do not use your personal Gmail account.

# **STEP 2 – CREATE GOOGLE CLASSROOM(S)**

- Go to https://classroom.google.com
- Begin creating Classrooms by clicking on "+" symbol on the top right area of the page then clicking on "Create Class".



• Fill out Class information on "Create Class" screen. Once completed, click on "Create".

Create class		
Class name (required)		
Section		
Subject		
Room		

You will repeat this process for each of your classes

## **STEP 3 – INVITE STUDENTS TO YOUR CLASS(ES)**

• On your Class Page, Click on the "People" link on the top of your screen

Claire's Typ 101 Class code h7/luimg []	ing Class	Select theme Updad photo
Upcoming No work due soon	Share something with your class	Ļ 1
View all	Communicate with your class here	
	Create and schedule announcements	
	Respond to student posts	

• Click the "Add Students" icon to add students to your class.

	Stream	Classwork	People	Grades		
Teachers					8+	
Claire1 Romillo						
Students					음+	
	Invite st	udents or give them	the class code: I	h7luimg		<b>k</b>

#### For instructions on using Google Classroom, please visit:

• Google For Education – Teacher Center

https://teachercenter.withgoogle.com/first-day-trainings/welcome-to-classroom

- Google Classroom Tutorial: <u>https://www.youtube.com/watch?v=M6L-nZGIUTE</u>
- Google Docs Tutorial: <u>https://www.youtube.com/watch?v=OBITNezSmLY</u>

### COMMUNICATE WITH YOUR STUDENTS VIA VIDEO CHAT USING GOOGLE HANGOUTS

## https://hangouts.google.com/

Please watch Google Hangout tutorial at <a href="https://www.youtube.com/watch?v=GBPc\_hfszms">https://www.youtube.com/watch?v=GBPc\_hfszms</a>