

THG – Google Classroom Setup

STEP 1 – CREATE NEW G-MAIL ACCOUNT

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

Example:

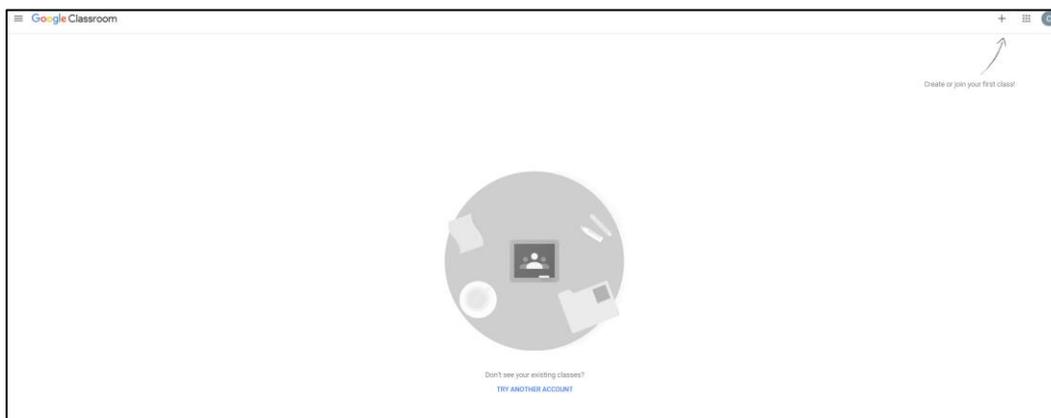
Name: John Carpenter

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”.



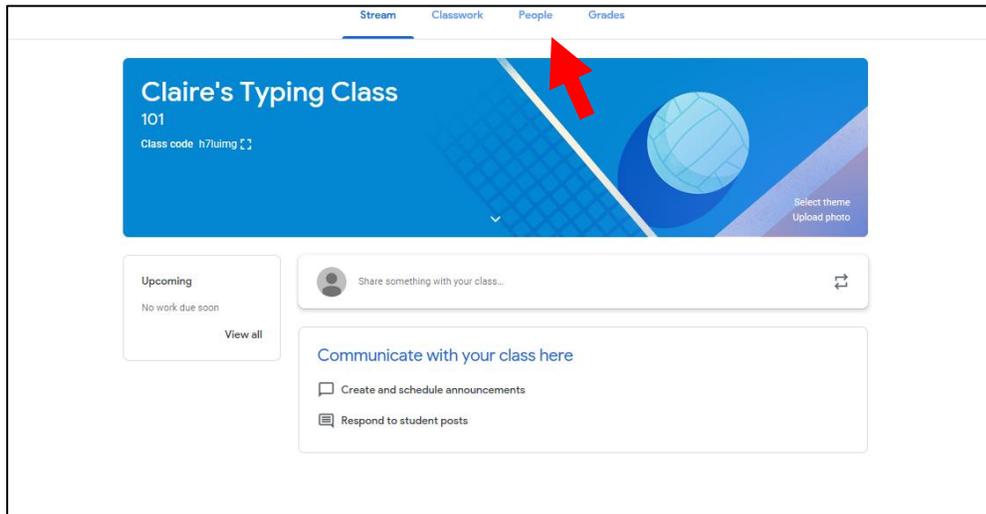
- Fill out Class information on “Create Class” screen. Once completed, click on “Create”.

You will repeat this process for each of your classes

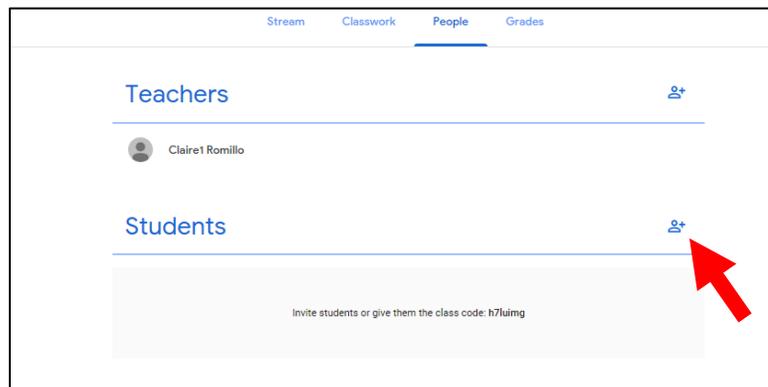
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STEP 3 – INVITE STUDENTS TO YOUR CLASS(ES)

- On your Class Page, Click on the **“People”** link on the top of your screen



- Click the **“Add Students”** icon to add students to your class.



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

COMMUNICATE WITH YOUR STUDENTS VIA VIDEO CHAT USING GOOGLE HANGOUTS

<https://hangouts.google.com/>

Please watch Google Hangout tutorial at https://www.youtube.com/watch?v=GBPc_hfszms