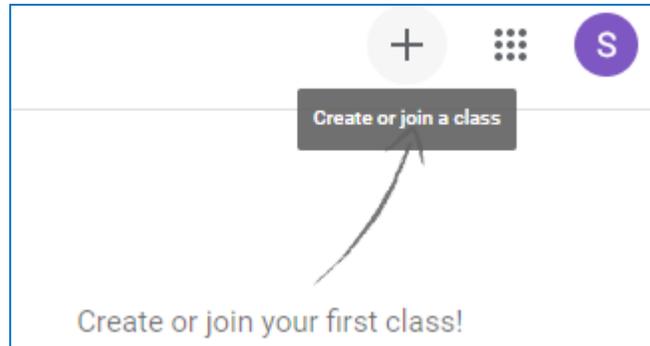


HOW TO USE GOOGLE CLASSROOM

To Create a New Class

1. Log into Google Classroom
 - a. Go to **classroom.google.com** and sign in using either your **sausdlearns.net** (SAUSD issued Google account) or a **different Google account** (ends with gmail.com)
 - b. Click on “Create or join a class” located on the top right corner of the screen. A drop-down will appear. Click on “Create a class”



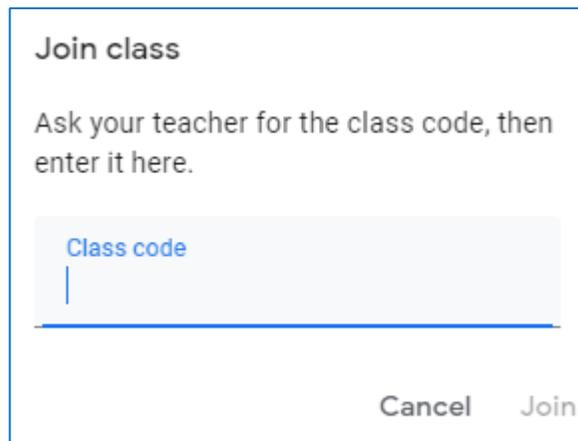
- c. Follow instructions on setup specifics and customizations. More information related to creating a new class can be found here:
<https://support.google.com/edu/classroom/answer/6020273?co=GENIE.Platform%3DDesktop&hl=en>

Other useful information within the link above includes but not limited to:

- How to unenroll from a class
- How to see your class information
- How to view dates and events on your calendar
- How to add materials to your Classwork page
- How to open your Google Drive folder
- How to copy a class
- How to join or leave a class as a co-teacher
- How to add a co-teacher to a class
- How to remove a student from a class
- How to invite students to a class

To Join an Existing Class

1. Log into Google Classroom
 - a. Go to **classroom.google.com** and sign in using either your **sausdlearns.net** (SAUSD issued Google account) or **a different Google account** (anything that ends with gmail.com)
 - b. Click on “Create or join a class” located on the top right corner of the screen. A drop-down will appear. Click on “Join class”



The screenshot shows a white dialog box with a blue border. At the top, it says "Join class". Below that, it says "Ask your teacher for the class code, then enter it here." There is a text input field with the placeholder text "Class code" and a vertical cursor. At the bottom right, there are two buttons: "Cancel" and "Join".

- c. Ask either your mentor/co-teacher for the class code. The class code is located below the name of the class

