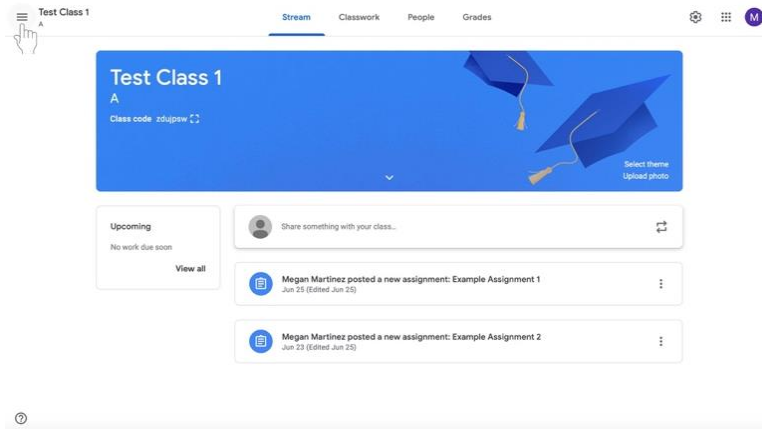


General Tips for Google Classroom

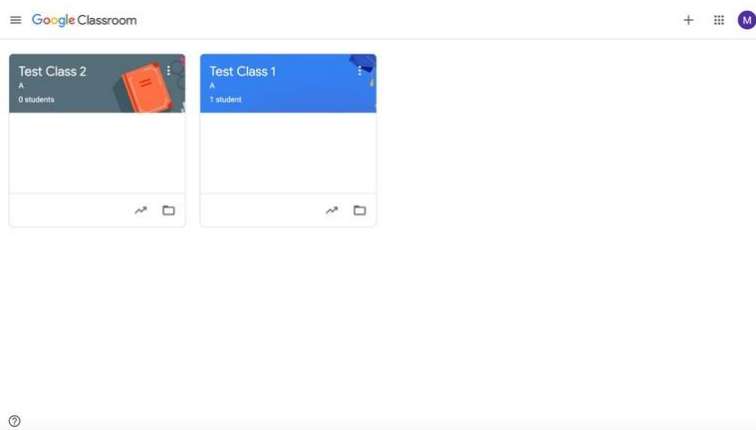
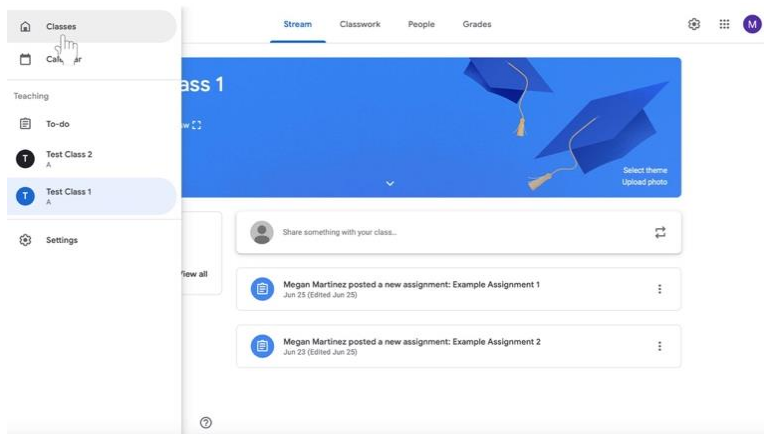
Finding a class

No matter where you are in Google Classroom, you can follow these directions to navigate to another class.

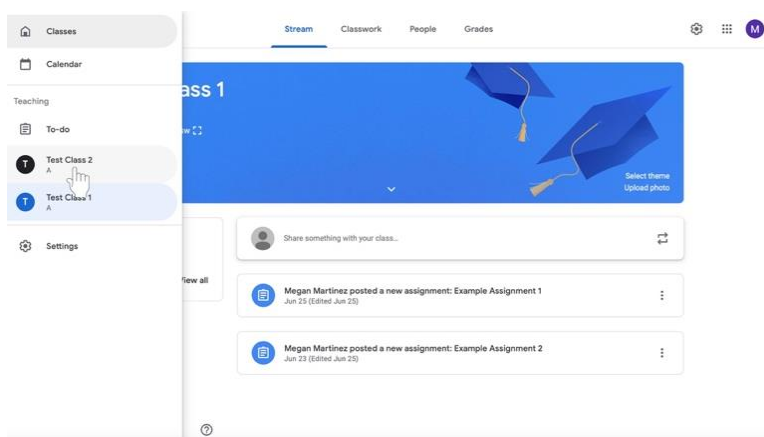
1. Click on the **three horizontal bars** at the top left corner of your screen.



2. Do one of the following:
- Click **Classes** with the house icon at the top of the menu to see all classes.

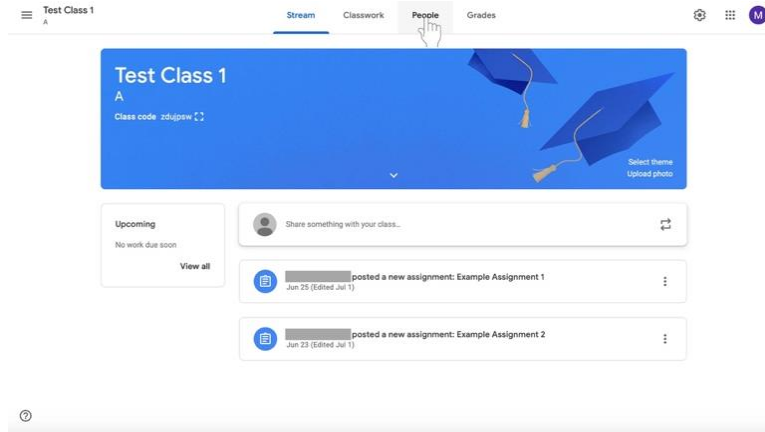


- OR under **Teaching** in the menu, see a list of your classes.

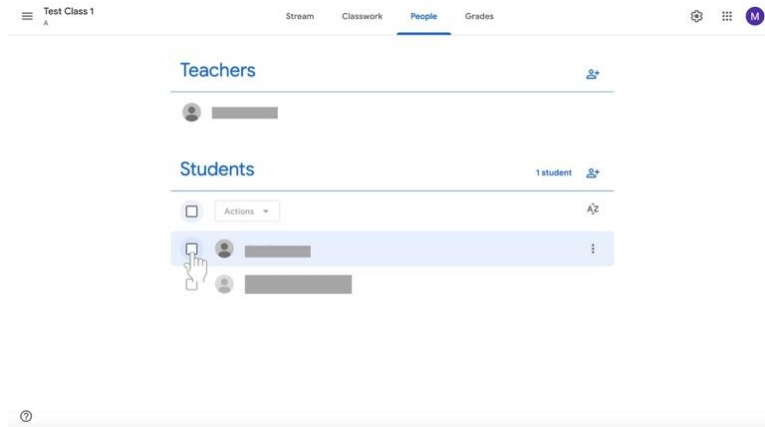


Removing a disciple from a class

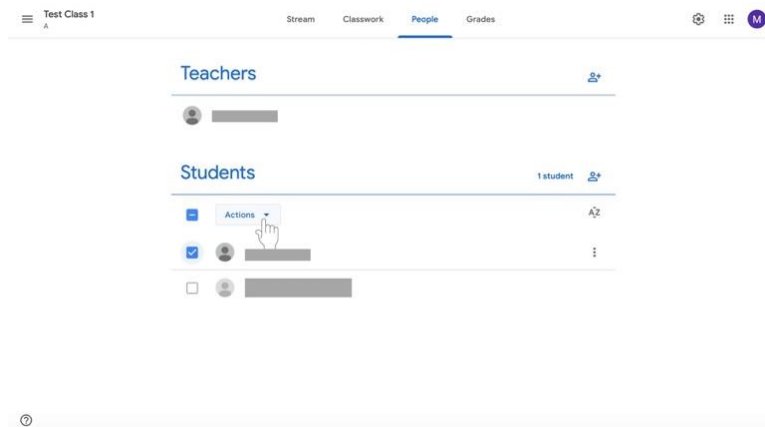
1. Navigate to the class to which the disciple(s) belong.
2. Click on the **People** tab at the top of the page to the right of Stream and Classwork.



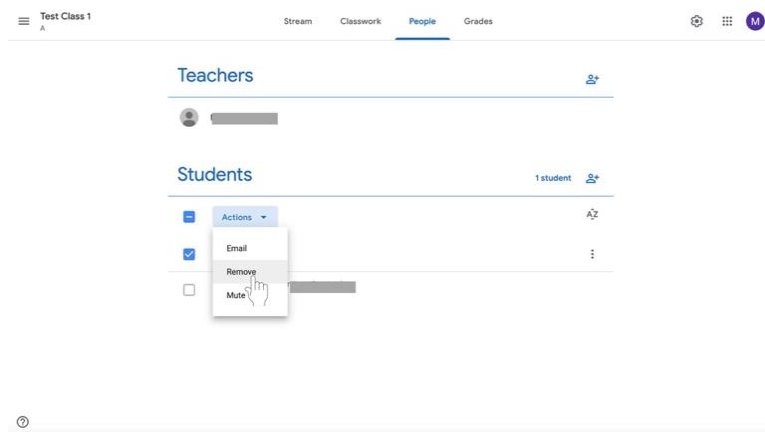
3. Check the names of the disciple(s) who you would like to remove using the boxes to the left of their names.



4. Under the **Students** label, select the menu labeled **Actions**. A menu will appear.



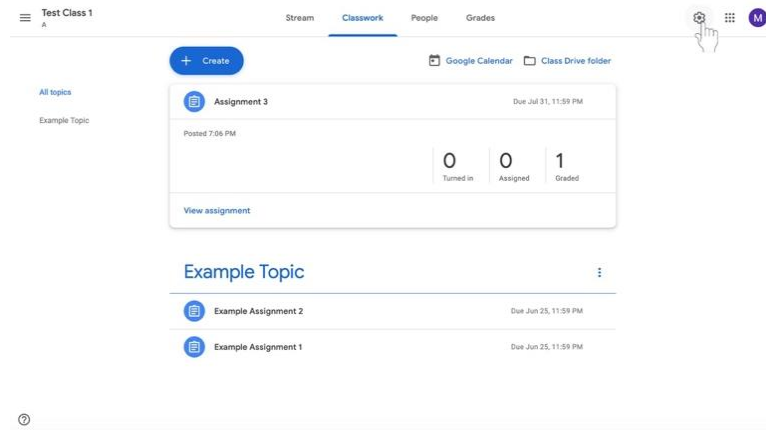
5. From the menu, select **Remove**, which will be at the middle of the list.



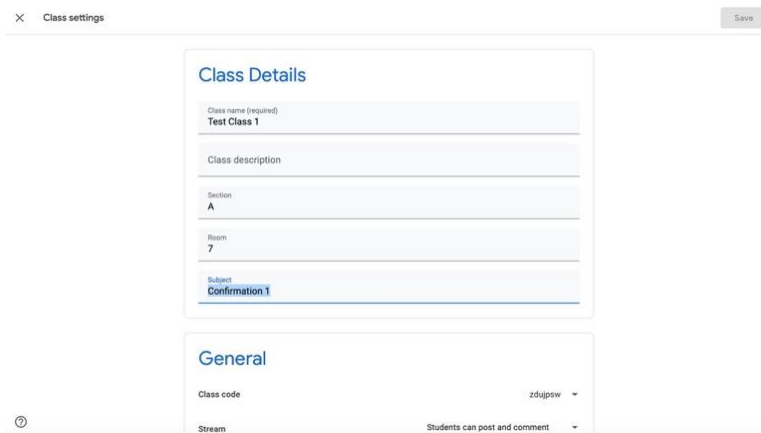
Seeing and Changing Class Details

Editing a class name, description, section, room, or subject

1. Navigate to the class.
2. Click **Settings** (pictured as a gear icon) at the top right corner of the screen.

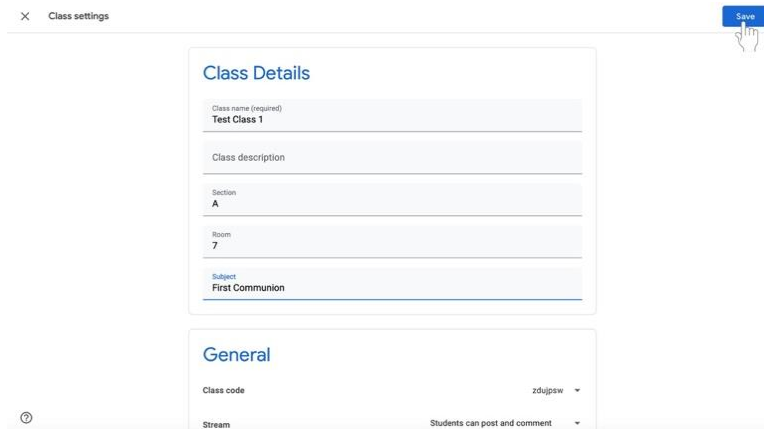


3. The **Class Details** label will appear with the **Class name** at the top. Highlight the **Class name**, **Class description**, **Section**, **Room**, or **Subject** to change information.



4. Make relevant changes.

5. Click the blue **Save** button at the top right corner of the screen.



The screenshot shows a 'Class settings' interface. At the top left, there is a close button (X) and the text 'Class settings'. At the top right, there is a blue 'Save' button with a hand cursor icon pointing to it. The main content area is divided into two sections: 'Class Details' and 'General'.

Class Details

- Class name (required): Test Class 1
- Class description:
- Section: A
- Room: 7
- Subject: First Communion

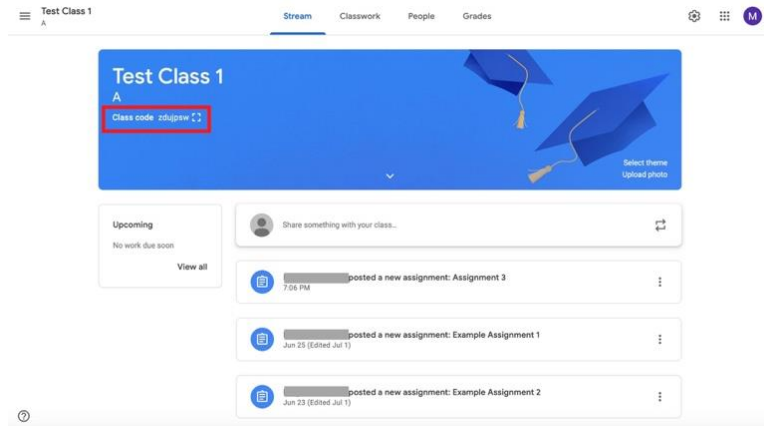
General

- Class code: zdjgsw
- Stream: Students can post and comment

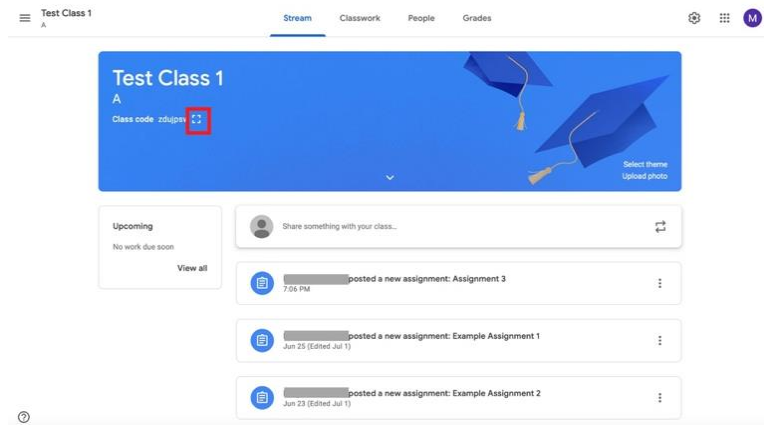
At the bottom left of the form, there is a small circular icon with a question mark.

Displaying a class code

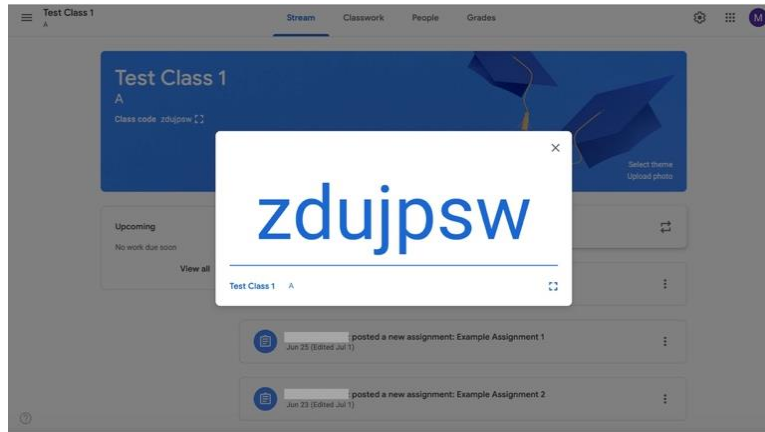
1. Navigate to the class.
2. Click the **Stream** tab at the middle of the screen.



3. The class code will be underneath the class information at the top of the screen highlighted here in red.

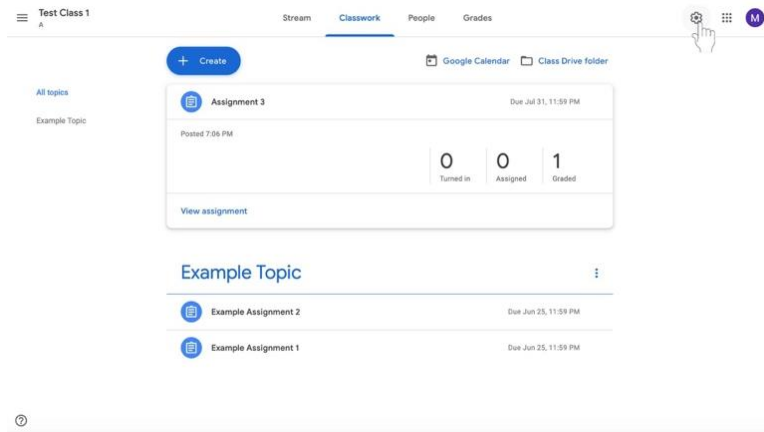


4. If you wish to **enlarge** the class code, click the **Display** icon (pictured as a box with open sides) highlighted here in red.



Turning off, resetting, or copying the class code

1. Navigate to the class.
2. Click **Settings** (pictured as a gear icon) at the top right corner of the screen.



3. Find the **General** label under the **Class Details** label. Then, find the **Class code** and click on the down arrow next to the code.

Class settings Save

Class Details

Class name (required)
Test Class 1

Class description

Section
A

Room
7

Subject
Confirmation 1

General

Class code zdjupsw

Stream Students can post and comment

- a. To display the code, click **Display**.
- b. To copy the code, click **Copy**.
- c. To reset the code, click **Reset**.
- d. To turn the code off or on, click **Disable** or **Enable**.

Class settings Save

Subject
Confirmation 1

General

Class code zdjupsw

Stream Students can post and

Classwork on the stream Show condensed

Show deleted items
Only teachers can view deleted items.

Grading

Grade calculation

Overall grade calculation
Choose a grading system. Learn more

No overall grade