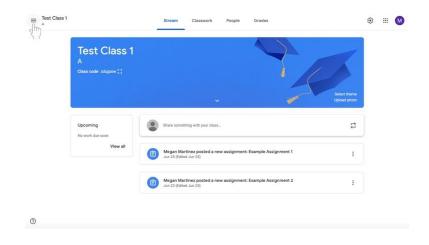
General Tips for Google Classroom

Finding a class

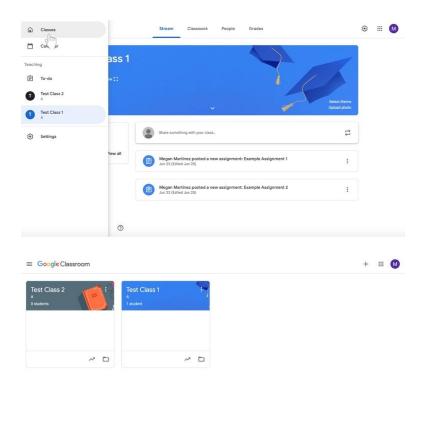
No matter where you are in Google Classroom, you can follow these directions to navigate to another class.

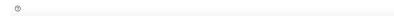
1. Click on the three horizontal bars at the top left corner of your screen.



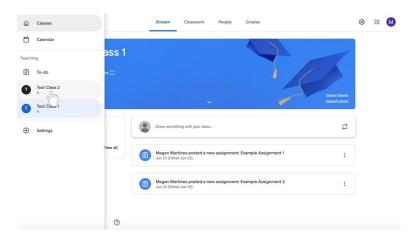
2. Do one of the following:

a. Click **Classes** with the house icon at the top of the menu to see all classes.





b. 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.

Test Class 1		1	
Class code zdujpsw []		ct theme ad photo	
Upcoming No work due soon	Duar something with your class.	tt	
View all	Jun 25 (Edited Jul 1)	:	
	Jun 23 (Edited Jul 1)	:	

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

Teachers		<u>8</u> *	
۰			
Students	1 student	<u>&</u> +	
Actions -		ĄŻ	
		ł	

- $\equiv A^{\text{Test Class 1}}$ ® = 🔕 ork People Grades Class Teachers 2+ • Students 1 student &* ĄZ Actions : C 🖮 : 0
- 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.

Teachers	2+	
•		
Students	1student 😫	
Actions 👻	Ąż	
Email Remove	I.	
Mute (

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.

	+ Create	Google Calendar 🗈 Class Drive folder	2.7
All topics	Assignment 3	Due Jul 31, 11:59 PM	
Example Topic	Posted 7:06 PM		
		O O 1 Turned in Assigned Graded	
	View assignment		
	Example Topic	I	
	Example Assignment 2	Due Jun 25, 11:59 PM	
	Example Assignment 1	Dee Jun 25, 11:59 PM	

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.

× Class settings				Save
	Class Details			
	Class name (required) Test Class 1			
	Class description			
	Section A			
	Room 7			
	Subject Confirmation 1			
	General			
1.147	Class code	zdujpsw	-	
0	Stream	Students can post and comment	÷	

4. Make relevant changes.

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

Class Details			1.1
Class name (required) Test Class 1			
Class description			
Section A			
Room 7			
Subject First Communion			
General			
Class code	zdujpsw	*	
Stream	Students can post and comment		

Displaying a class code

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

≡ Test Class 1 A	Stream Classwork People Grades	۲	 M
Test Class 1			
Upcoming No work due soon	Dure sometring with your class.		
View all	posted a new assignment: Assignment 3		
	posted a new assignment: Example Assignment 1		
0	posted a new assignment: Example Assignment 2		

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

$\equiv {\rm Test \ Class \ 1}_{\rm A}$		Stream Classwork People Grades	۲	 (
	Test Class 1 A Class code izduper			
	Upcoming No work due soon	Brare something with your class	ţ	
	View all	276 PM posted a new assignment: Assignment 3	:	
		posted a new assignment: Example Assignment 1 Jun 25 (Edited Jul 1)	:	
0		posted a new assignment: Example Assignment 2 Jun 23 (fidted Jul 1)	:	

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

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

	+ Create	Google Calendar 🔄 Class Drive folder	
All topics	(i) Assignment 3	Due Jul 31, 11:59 PM	
Example Topic	Posted 7:06 PM	0 0 1	
	View assignment	Turned in Assigned Graded	
	Example Topic	1	
	Example Assignment 2	Dive Jun 25, 11:59 PM	
	Example Assignment 1	Due Jun 25, 11:59 PM	

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 Details		
Class Details		
Class name (required) Test Class 1		
Class description		
Section A		
Room 7		
Subject Confirmation 1		
General		
Class code	zdujpsw T	

- 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**.

	Subject Confirmation 1			
	General			
	Class code		zdujpsw 👻	
	Stream	Students can post and	Display Copy	
	Classwork on the stream	Show condensed	Reset Disable	
	Show deleted items Only teachers can view deleted items.		0	
	Grading			
	Grade calculation			
0	Overall grade calculation Choose a grading system. Learn more	No overal	l grade 👻	