

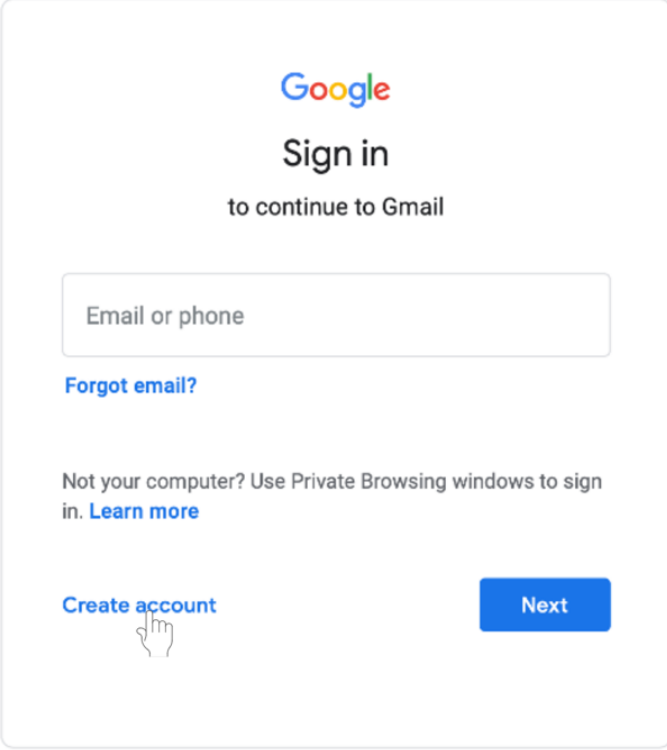
Getting Started with Google Classroom

Before you get started with Google Classroom, **talk to your Parish Catechetical Leader (PCL) and Pastor to make sure that your parish is using Google Classroom** for Religious Formation.

Creating a Gmail account

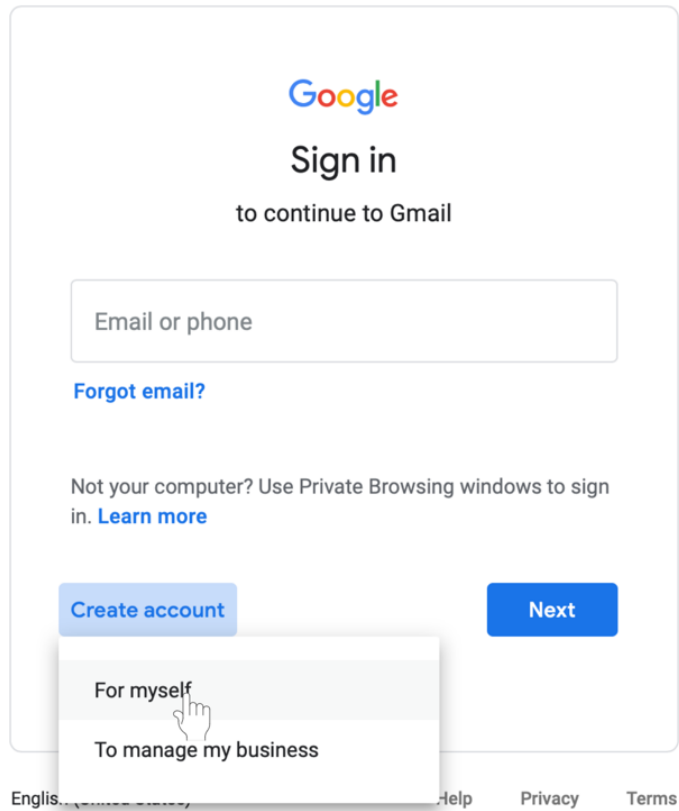
When you create your Google account, make sure to keep your username and password in a safe place like a notebook or email to yourself so that you can find it later if you forget.

1. Open your web browser and go to **gmail.com**.
2. Click **Create account**.



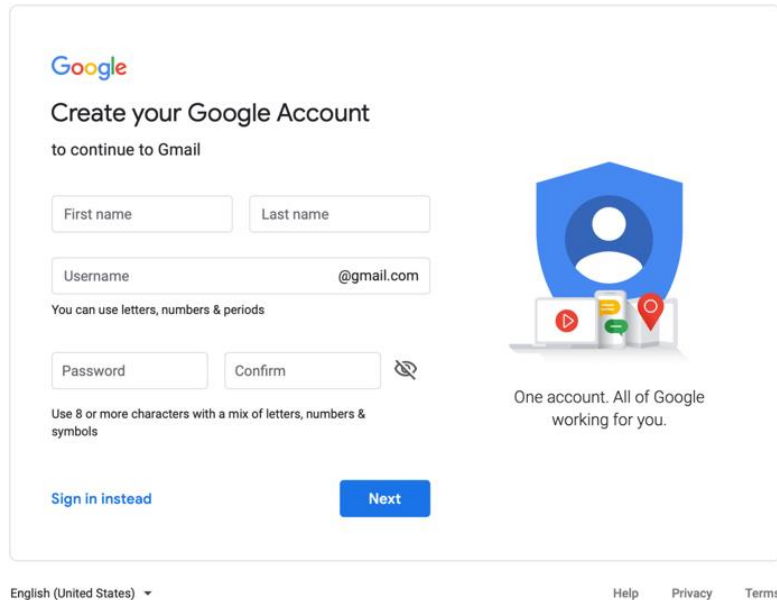
The screenshot shows the Google Sign in page for Gmail. At the top is the Google logo, followed by the text "Sign in to continue to Gmail". Below this is a text input field labeled "Email or phone". Underneath the input field is a link for "Forgot email?". A note below that says "Not your computer? Use Private Browsing windows to sign in. [Learn more](#)". At the bottom left is a link for "Create account" with a hand cursor icon pointing to it. At the bottom right is a blue button labeled "Next". At the very bottom of the page, there are links for "English (United States)", "Help", "Privacy", and "Terms".

3. Select **For myself**.



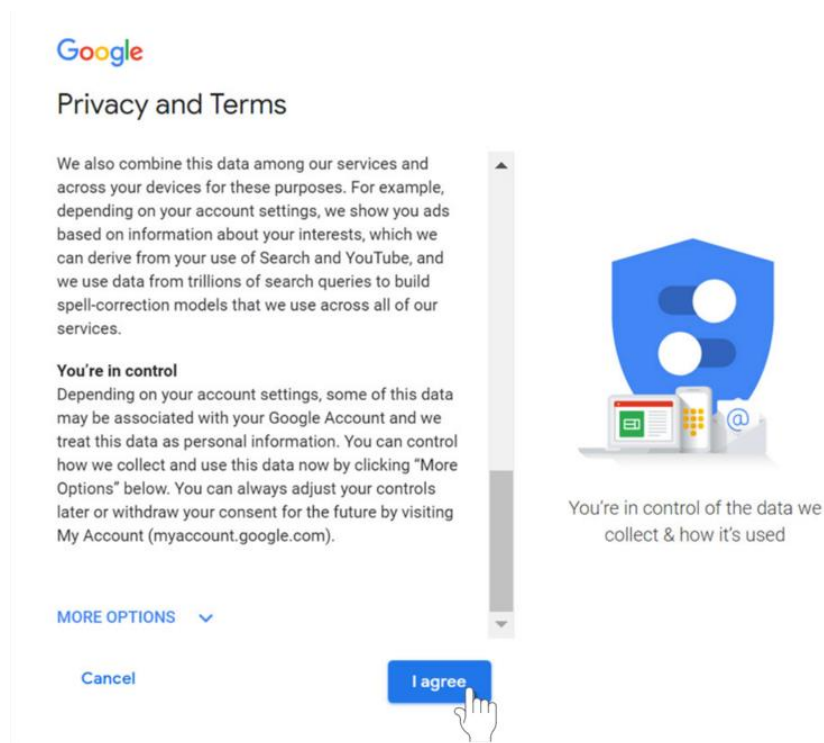
4. You will be taken to the **sign-up form**. Follow the directions on the page and fill in all required information. Click **Next**.

5. You will be asked to enter more personal information. Enter your **name** and **birthday**. A recovery phone number and email address are optional but are used by Google for security purposes or if you lose access to the account. Click **Next**.



The screenshot shows the Google Account creation interface. At the top left is the Google logo. Below it, the text reads "Create your Google Account" and "to continue to Gmail". The form contains several input fields: "First name", "Last name", "Username" (with "@gmail.com" pre-filled), "Password", and "Confirm". A note states "You can use letters, numbers & periods" for the username and "Use 8 or more characters with a mix of letters, numbers & symbols" for the password. There is a "Sign in instead" link and a blue "Next" button. On the right, there is a blue shield icon with a white person silhouette and a laptop with icons for YouTube, Gmail, and Maps. Below this icon, the text says "One account. All of Google working for you." At the bottom, there is a language selector set to "English (United States)" and links for "Help", "Privacy", and "Terms".

6. Review Google's Terms of Service and Privacy Policy. Click **I agree**.

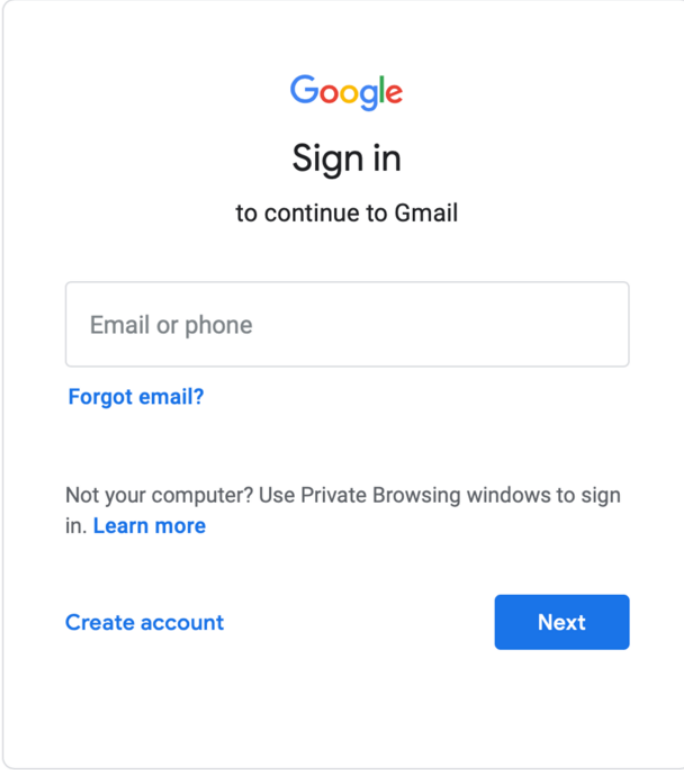


The screenshot shows the "Privacy and Terms" page. At the top left is the Google logo. Below it, the text reads "Privacy and Terms". The main content area contains text explaining data usage: "We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services." Below this is a section titled "You're in control" with text: "Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking 'More Options' below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account (myaccount.google.com)." There is a "MORE OPTIONS" link with a dropdown arrow. At the bottom, there are "Cancel" and "I agree" buttons. A hand cursor is pointing at the "I agree" button. On the right, there is a blue shield icon with a white person silhouette and a laptop with icons for Gmail, YouTube, and Maps. Below this icon, the text says "You're in control of the data we collect & how it's used".

7. Your account will be created.

Signing in to your Gmail account

1. Open your web browser and go to **gmail.com**.
2. Type in your email address. Click **Next**.

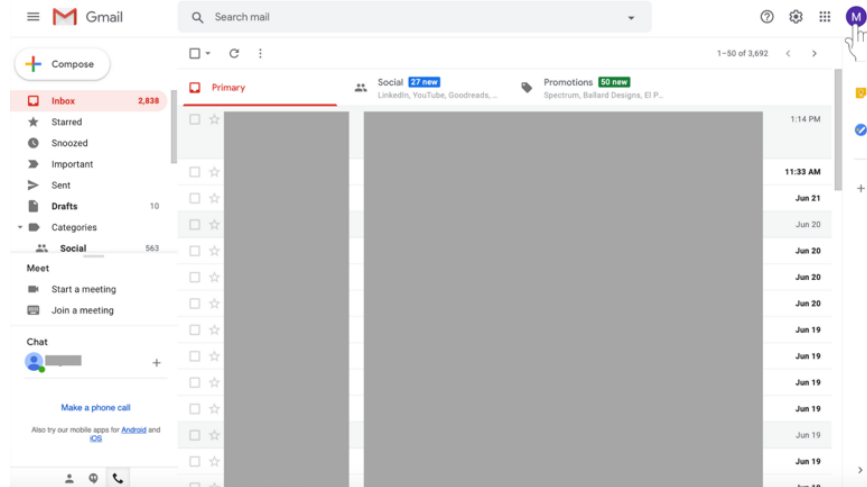


The screenshot shows the Google Sign in page for Gmail. At the top, the Google logo is displayed in its multi-colored font. Below it, the text "Sign in" is centered in a large, bold, black font, followed by "to continue to Gmail" in a smaller, regular black font. A white input box with a thin grey border contains the placeholder text "Email or phone". Below the input box, the link "Forgot email?" is shown in blue. Further down, a message reads "Not your computer? Use Private Browsing windows to sign in." followed by a blue link "Learn more". At the bottom left, the text "Create account" is in blue. At the bottom right, there is a blue button with the white text "Next". At the very bottom of the page, there are three links: "English (United States)" with a dropdown arrow, "Help", "Privacy", and "Terms".

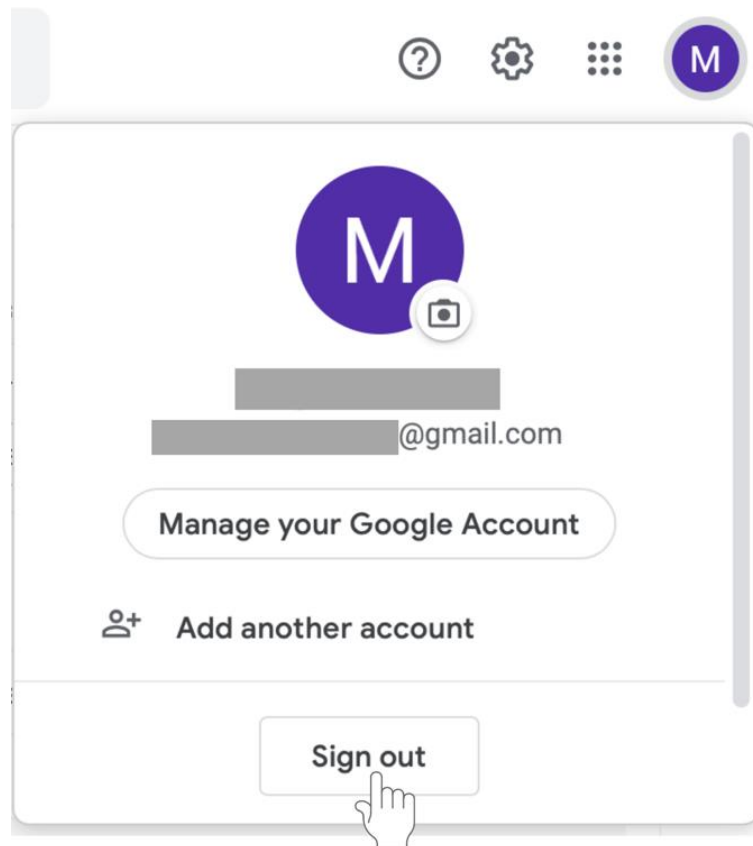
3. Enter your password.
4. Click **Next** to finish signing into your account.

Signing out of your Google account

1. In the top right corner of the page, find the colored circle with your first initial.
2. Click on the circle. A box will appear with your name and email address, and the option to sign out.



3. Select **Sign out** at the bottom of the box.

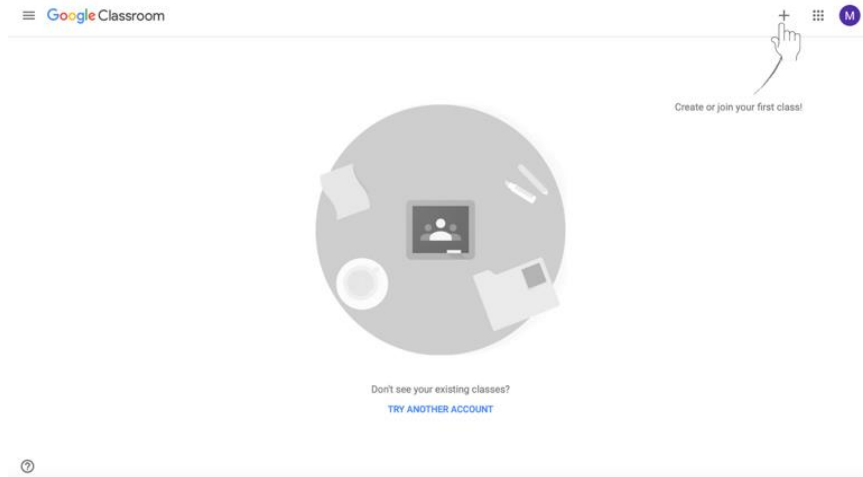


Accessing Google Classroom

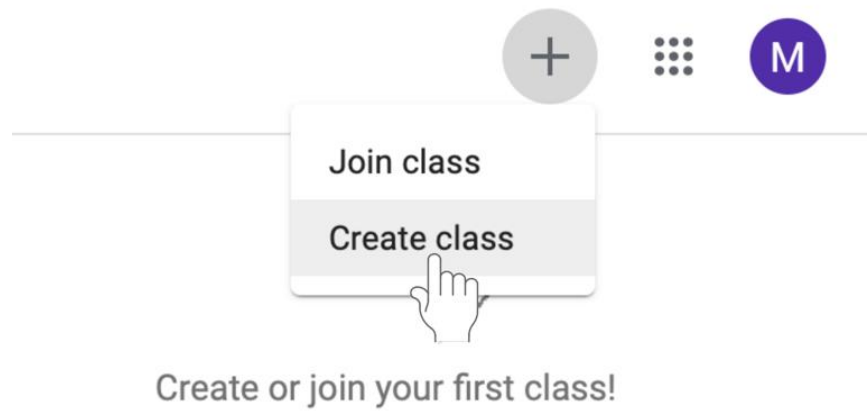
- Sign in to your **Google account**.
- Go to **classroom.google.com**, or use the **mobile app** available on iPhone and Android devices.
- **Tip:** While the **Google classroom app** is good for checking your class, use your computer for grading and creating assignments to make these tasks simpler.

To start a class with Google Classroom

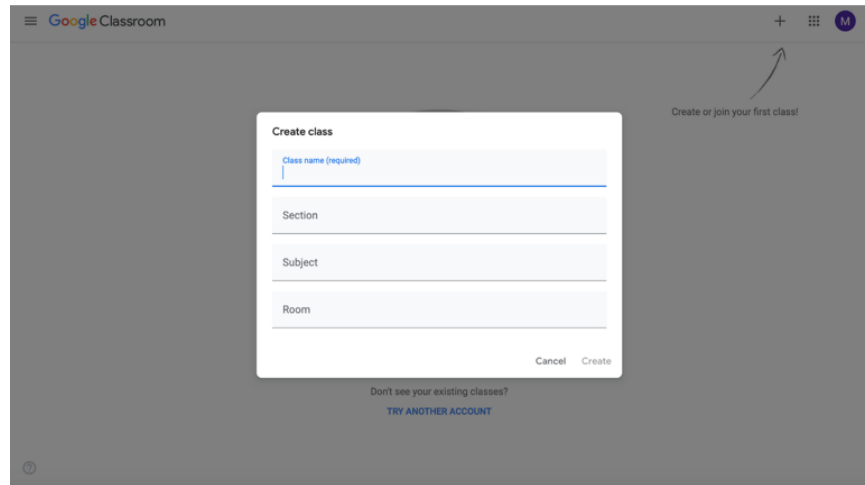
1. Open your web browser and go to **classroom.google.com**.
2. **Sign In** with your **Gmail account**.
3. On the Welcome screen, click on the + on the top left of the screen.



4. Choose **Create Class**.



5. Enter the required information, including the **class name**, **section**, **subject**, and **room**. Click **Create** at the bottom left of the box.



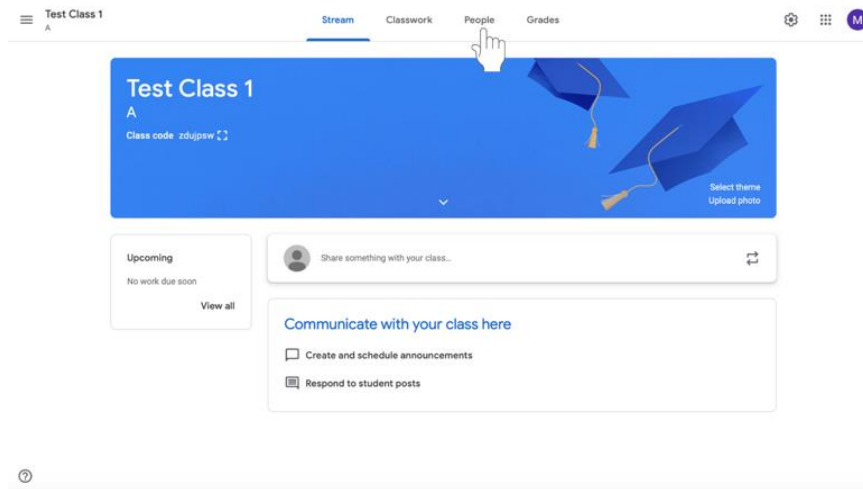
The screenshot shows the Google Classroom interface. At the top left, the text "Google Classroom" is visible. In the top right corner, there are icons for a plus sign, a grid, and a profile picture. A central white dialog box titled "Create class" is open. It contains four text input fields: "Class name (required)", "Section", "Subject", and "Room". At the bottom right of the dialog box, there are "Cancel" and "Create" buttons. To the right of the dialog box, the text "Create or join your first class!" is displayed with a curved arrow pointing to the plus sign icon in the top right corner. Below the dialog box, the text "Don't see your existing classes?" is followed by a link that says "TRY ANOTHER ACCOUNT".

6. Your class has been created.

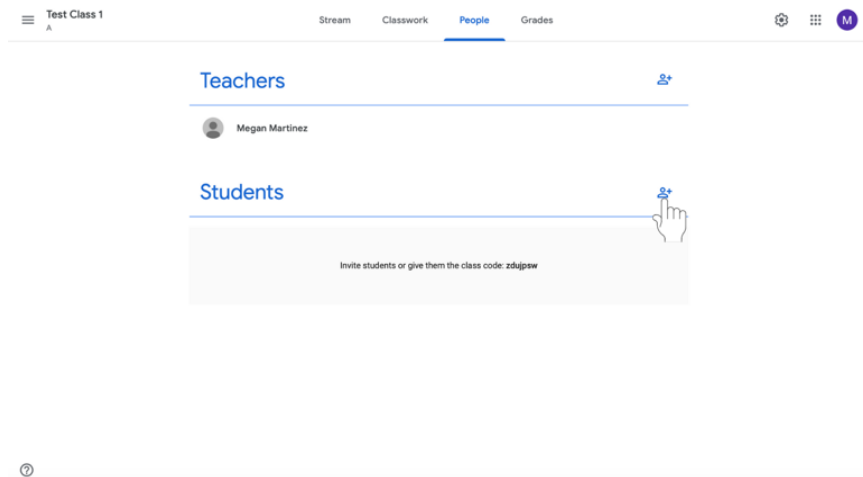
Adding students to Google Classroom by email

Once you have created your class, you will be taken to the class page. You can now add disciples. There are two ways to add students—by email or by code. You do not have to do both. Follow the instructions below to add disciples by email.

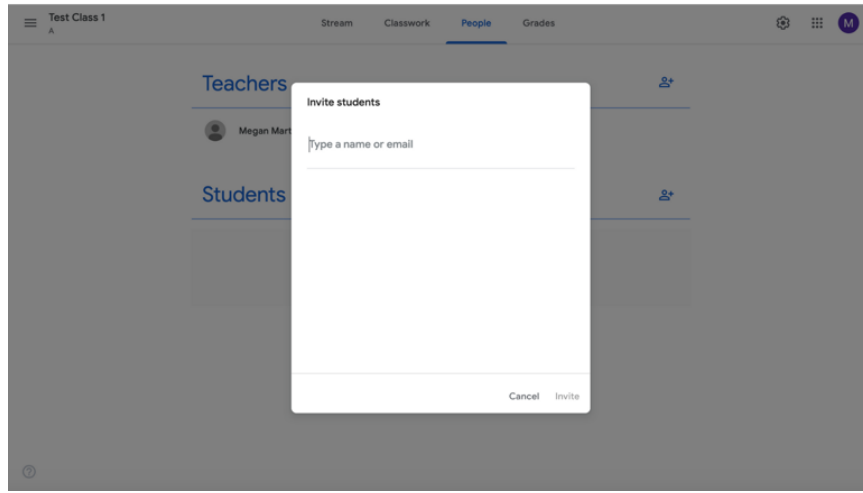
1. To invite students via email, click on the **People** tab.



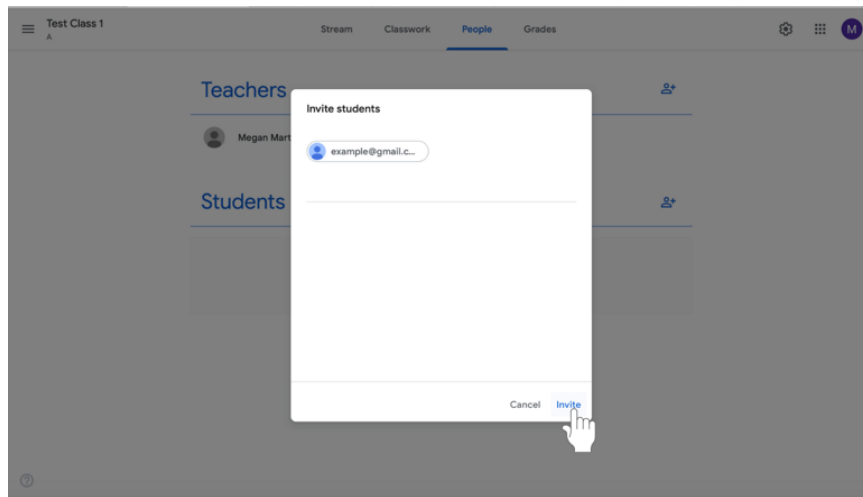
2. Click the **Invite Students** icon to the left of Students. This icon appears as a person with a +.



3. A menu will appear where you can type the disciples' email addresses. **Type in the disciples' email addresses.**



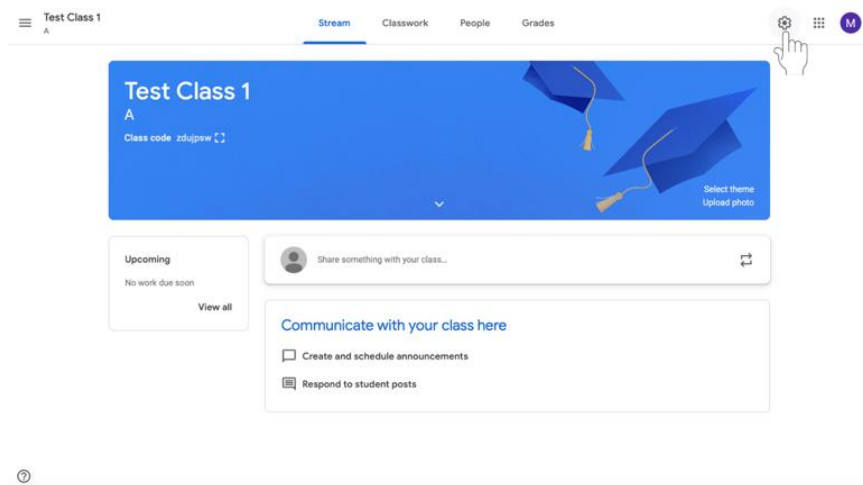
4. Click **Invite**. An email notification will be sent to the disciples inviting them to join the class.



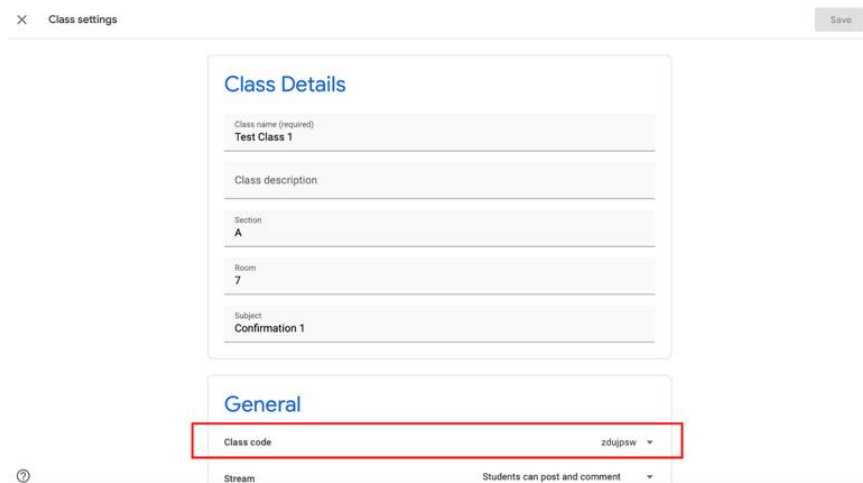
Adding students to Google Classroom with a class code

Add disciples to your class with a **class code**. A class code is a short code that anyone can use to join the class if they are provided the code. There are two ways to add students—by email or by code. You do not have to do both. Follow the instructions below to add disciples by asking them to use the class code.

1. Click **Class settings** icon (pictured as a gear) in the top right corner of the screen.



2. Find the class code under the **General** tab, which is second from the top (highlighted in red in the example below).



3. Share your class code with your disciples. Ask them to join your class using this code.