

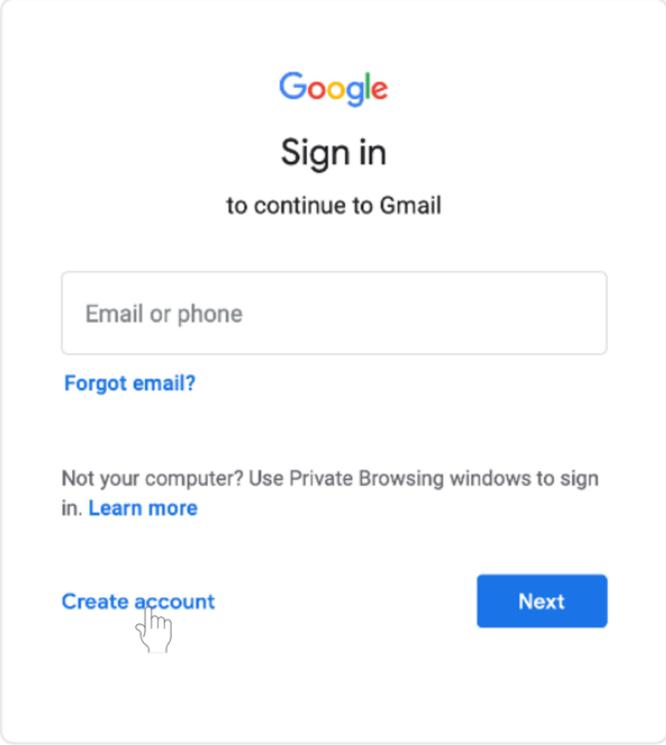
## Getting Started with Google Classroom

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

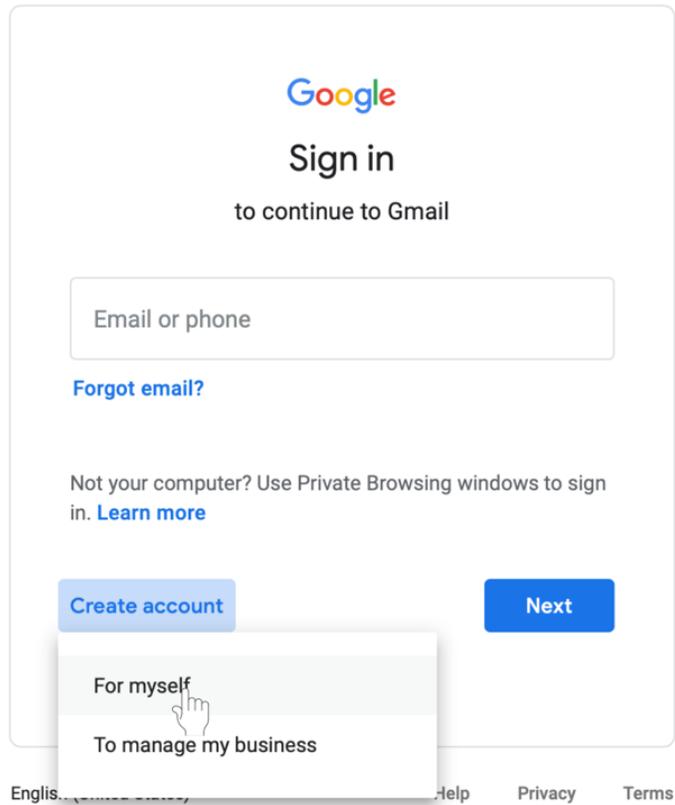
When you create your Google account, make sure to keep your username and password in a safe place like a notebook or email to yourself so that you can find it later if you forget.

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



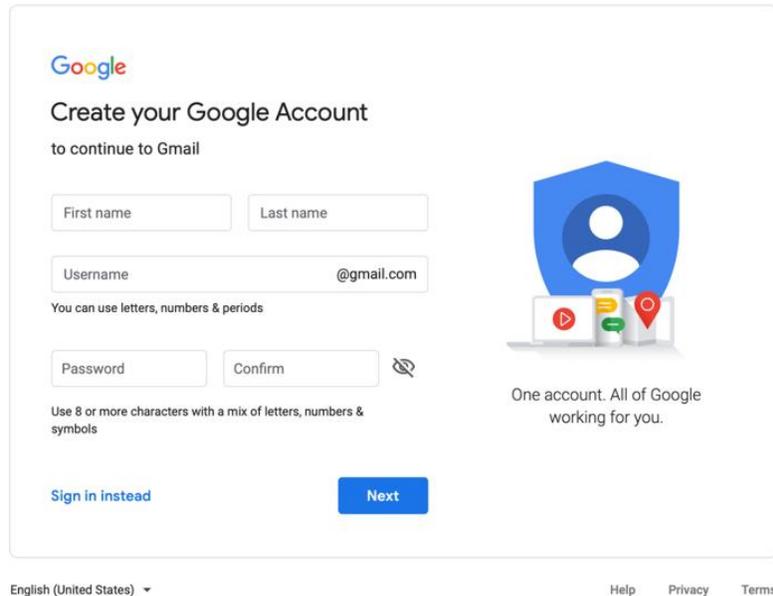
The image shows a screenshot of the Google Sign in page. At the top, the Google logo is displayed in its multi-colored font. Below the logo, the text "Sign in" is centered, followed by "to continue to Gmail". A text input field with the placeholder "Email or phone" is centered below. Underneath the input field is a blue link that says "Forgot email?". Further down, there is a line of text: "Not your computer? Use Private Browsing windows to sign in." followed by a blue link "Learn more". At the bottom left, there is a blue link "Create account" with a hand cursor icon pointing to it. At the bottom right, there is a blue button labeled "Next". At the very bottom of the page, there is a footer with "English (United States)" followed by a dropdown arrow, and then links for "Help", "Privacy", and "Terms".

3. Select **For myself**.



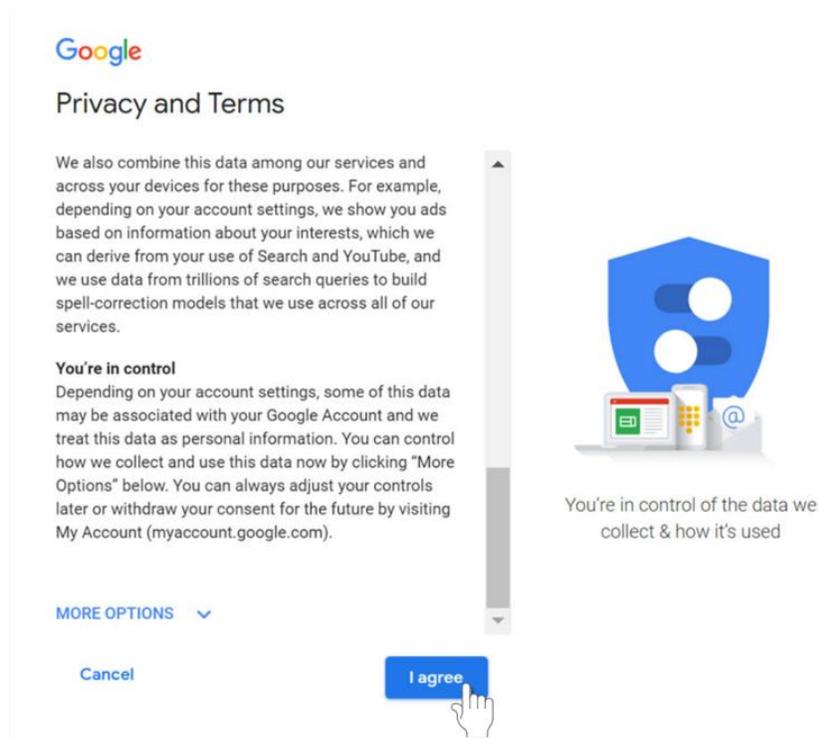
4. You will be taken to the **sign-up form**. Follow the directions on the page and fill in all required information. Click **Next**.

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 includes fields for "First name", "Last name", and "Username @gmail.com". A note states "You can use letters, numbers & periods". There are also "Password" and "Confirm" fields with a strength indicator icon. A note below these fields says "Use 8 or more characters with a mix of letters, numbers & symbols". On the right side, 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 left, there is a link "Sign in instead" and a blue "Next" button. At the very bottom, there is a language selector "English (United States)" and links for "Help", "Privacy", and "Terms".

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

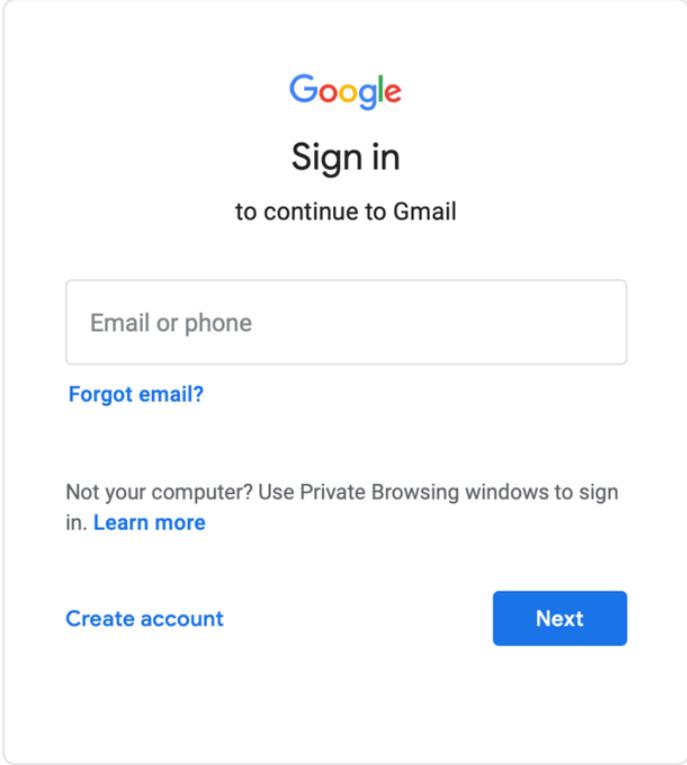


The screenshot shows the Google "Privacy and Terms" page. At the top left is the Google logo. Below it, the text reads "Privacy and Terms". The main content area contains text about data collection and usage, followed by a section titled "You're in control" which explains how users can manage their data. Below this text is a "MORE OPTIONS" link with a dropdown arrow. At the bottom, there are two buttons: "Cancel" and "I agree". A hand cursor is shown clicking the "I agree" button. On the right side, there is a blue shield icon with two white circles 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**.

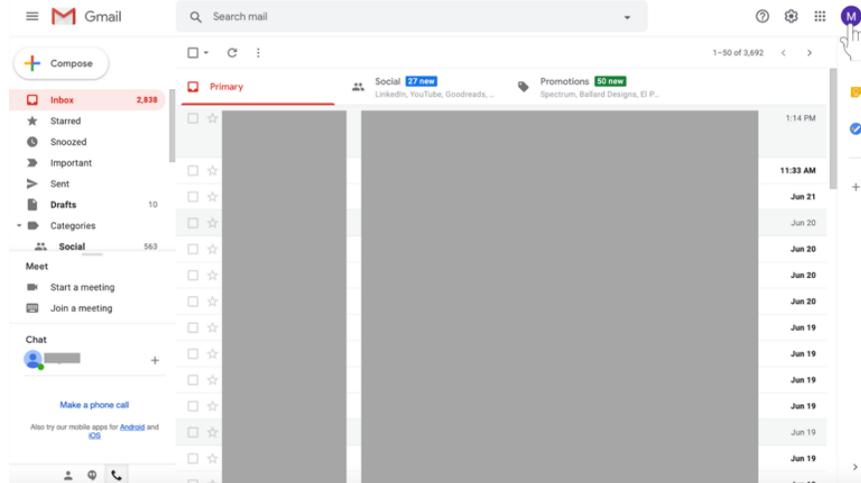


The screenshot shows the Google Sign in page for Gmail. At the top center is the Google logo. Below it, the text reads "Sign in to continue to Gmail". There is a text input field with the placeholder text "Email or phone". Below the input field is a link that says "Forgot email?". Further down, there is a message: "Not your computer? Use Private Browsing windows to sign in. [Learn more](#)". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". At the very bottom of the page, there are three links: "English (United States) ▾", "Help", "Privacy", and "Terms".

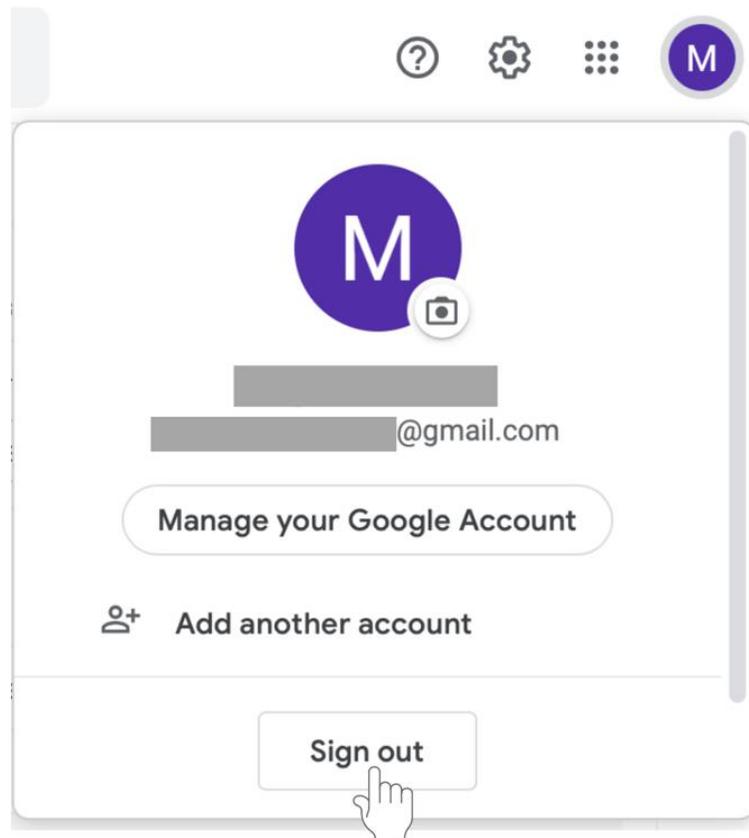
3. Enter your password.
4. Click **Next** to finish signing into your account.

## 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.

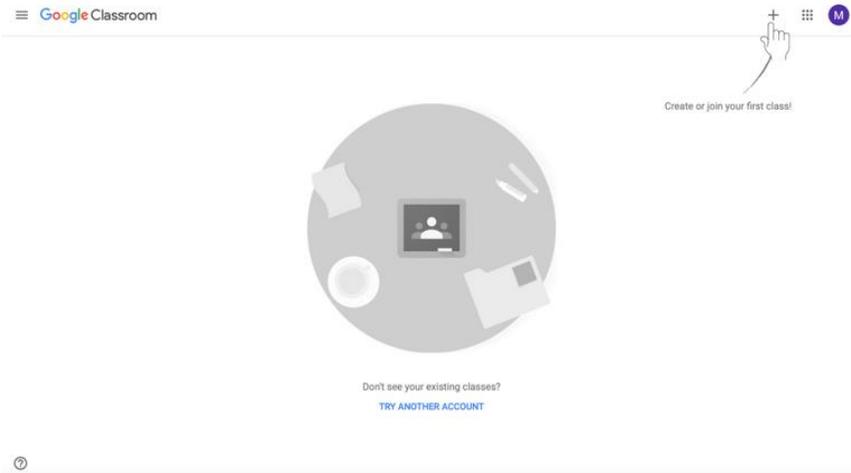


## Accessing Google Classroom

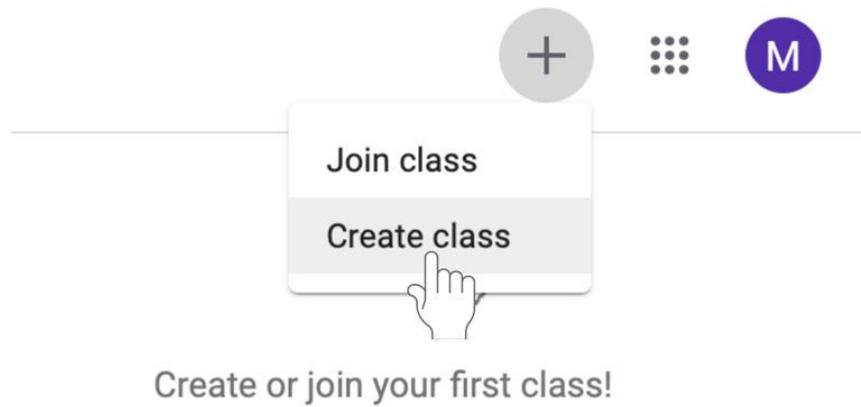
- Sign in to your **Google account**.
- Go to **classroom.google.com**, or use the **mobile app** available on iPhone and Android devices.
- **Tip:** While the **Google classroom app** is good for checking your class, use your computer for grading and creating assignments to make these tasks simpler.

## To start a class with Google Classroom

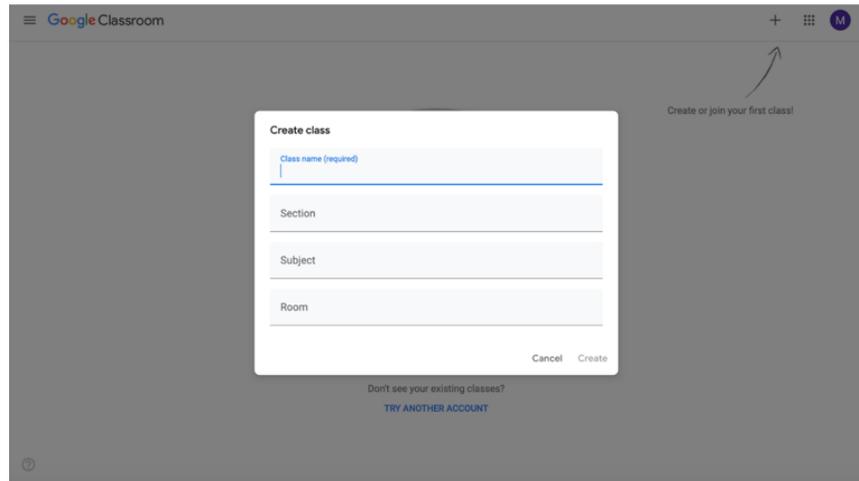
1. Open your web browser and go to **classroom.google.com**.
2. **Sign In** with your **Gmail account**.
3. On the Welcome screen, click on the + on the top left of the screen.



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.



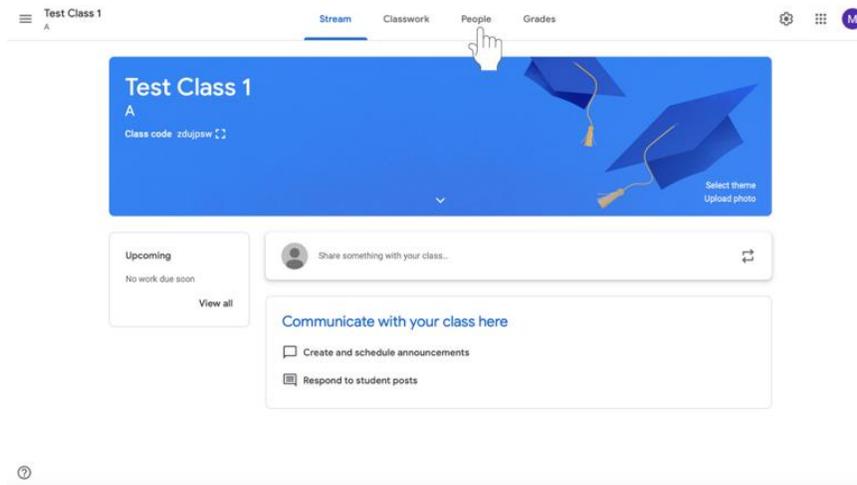
The screenshot shows the Google Classroom interface. At the top, the text "Google Classroom" is visible on the left, and a plus sign, a grid icon, and a profile picture icon are on the right. Below the header, there is a "Create class" dialog box with the following fields: "Class name (required)", "Section", "Subject", and "Room". At the bottom of the dialog box, there are "Cancel" and "Create" buttons. To the right of the dialog box, there is a link that says "Create or join your first class!" with an arrow pointing to the plus sign in the header. At the bottom of the page, there is a link that says "Don't see your existing classes? TRY ANOTHER ACCOUNT".

6. Your class has been created.

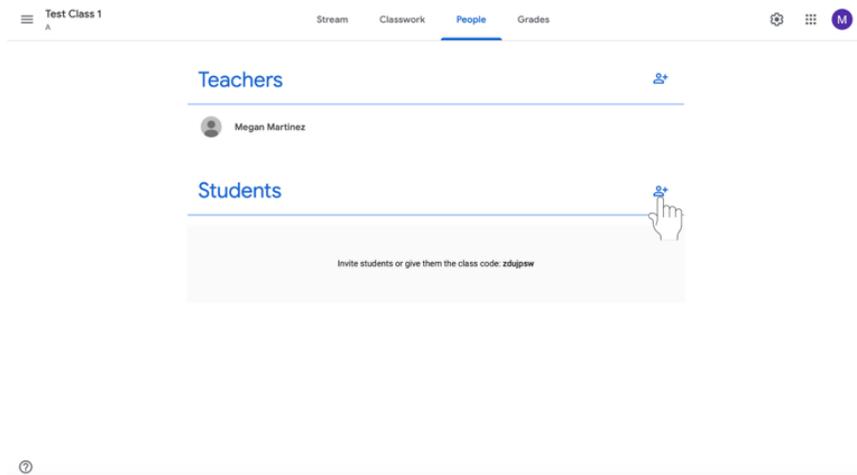
## Adding students to Google Classroom by email

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.

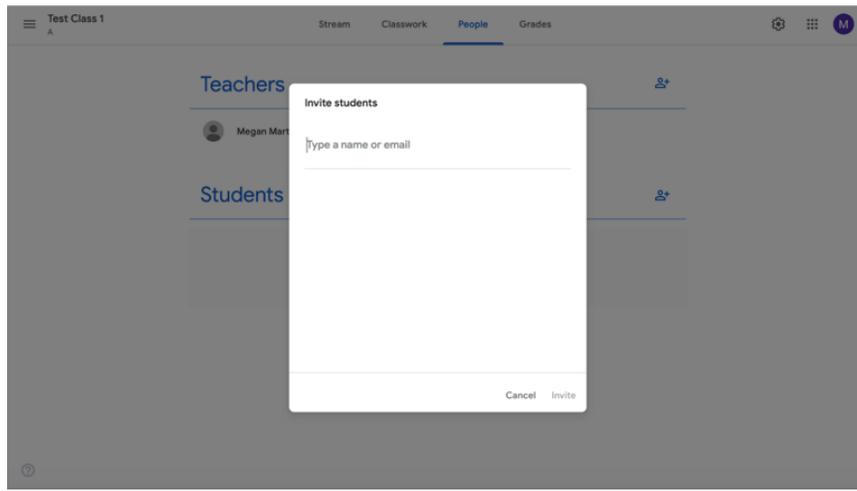
1. To invite students via email, click on the **People** tab.



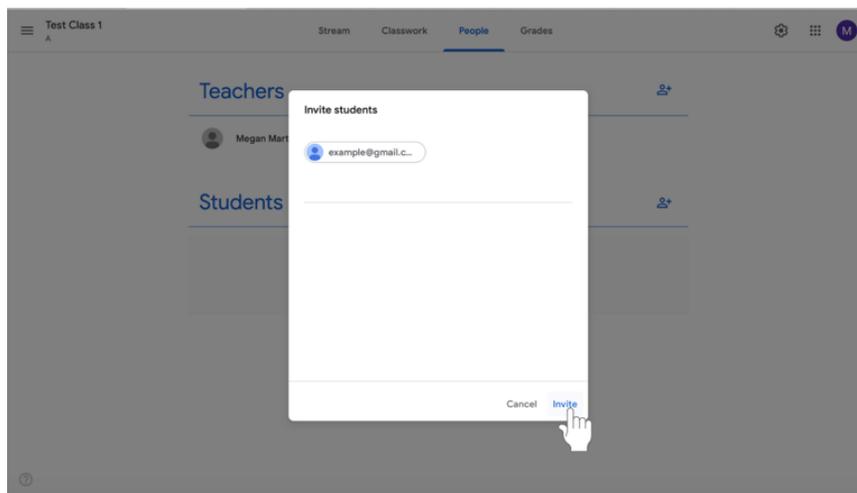
2. Click the **Invite Students** icon to the left of Students. This icon appears as a person with a +.



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



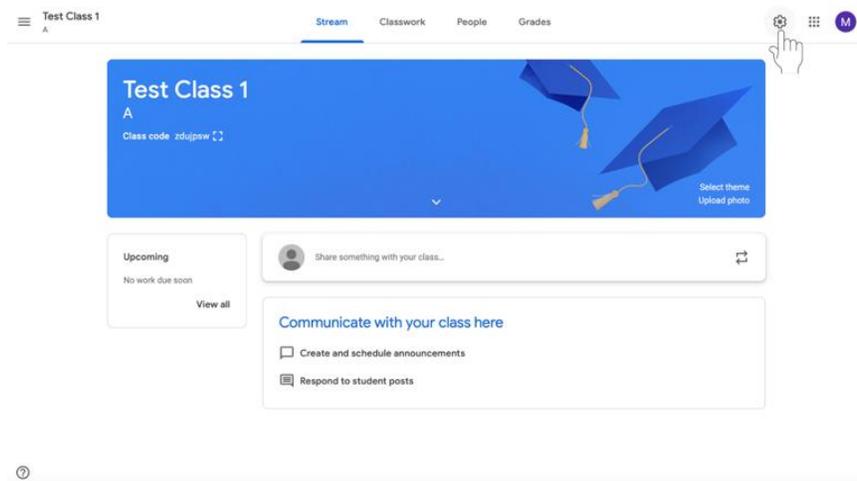
4. Click **Invite**. An email notification will be sent to the disciples inviting them to join the class.



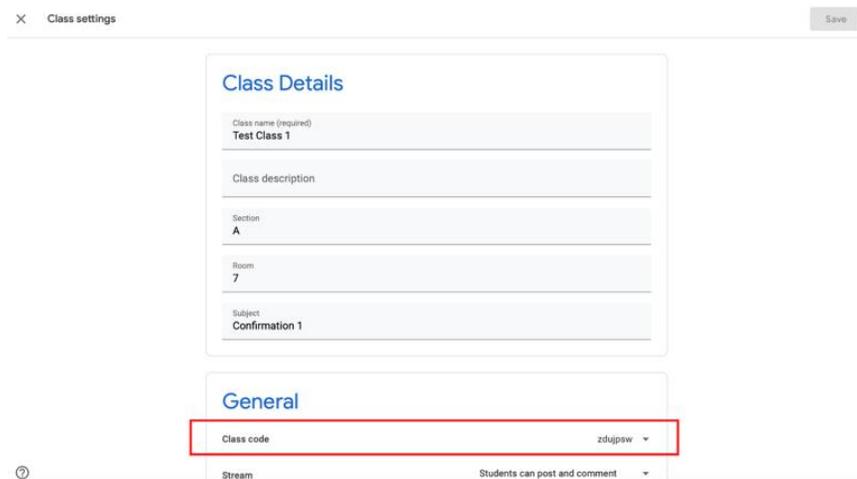
## Adding students to Google Classroom with a class code

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.