

Google Classroom User Manual



Table of Contents

Contents

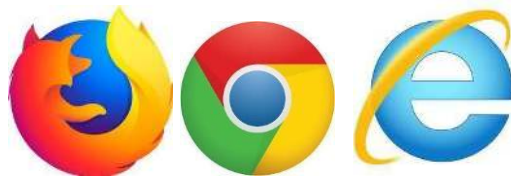
Table of Contents	3
Google Classroom on a Computer	4
1: Making an Account.....	4
2: Join a Class	6
Join a Class with a Class Code	6
Google Classroom on a Cell Phone	7
1: Download the Application	7
2: Join a Class	8

Google Classroom on a Computer

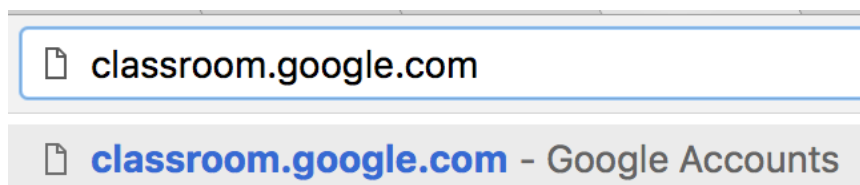
1: Making an Account


If you already have a Google Account, you can skip these instructions.

- 1 Open up your **internet browser** by clicking on the internet icon. (This could be **Firefox, Google Chrome, Internet Explorer**, etc., whichever internet explorer you use most often.)



- 2 In the toolbar of your internet browser, **type in the following URL:** classroom.google.com and **press enter.**



- 3 Click the  button in the middle of the page.
- 4 Create a Google Account by clicking on the [Create account](#) link.
- 5 On the right side of the page, **fill in the necessary information to create your Google Account.** You will have to choose your own username and password. (*It is recommended to write this information down elsewhere SO that you don't forget it.*)

The image shows a two-column form for creating a Google Classroom account. The left column contains empty input fields, while the right column, titled "(Example)", contains the same fields filled with sample data. Arrows point from text labels to the example fields:

- Name:** "Corris" and "Kaapehi" (labeled "Your name here")
- Choose your username:** "ckaapehieduventures@gmail.com" (labeled "Username that you choose")
- Create a password:** "*****" (labeled "Password that you choose")
- Confirm your password:** "*****"
- Birthday:** "April", "10", "1985"
- Gender:** "Male"
- Mobile phone:** "+264813065577" (labeled "Your phone number")
- Your current email address:** "ckaapehi@gmail.com" (labeled "Your current email address that is not the one above")
- Location:** "Namibia (Namibië)"

Both columns have a "Next step" button at the bottom.

6 After you have filled out all of the necessary information, click the **Next step** button.

7 Click the **Continue to Classroom** button in the middle of the page.

You have now successfully created a Google Classroom account!




2: Join a Class

Join a Class with a Class Code

1. Go to classroom.google.com. If it is your first login, be sure to select your role as Student
2. Click the + on the top right of the page to Join Class.



3. Enter the Class Code given to you by your teacher, and click Join.

1. Go to classroom.google.com. If it is your first login, be sure to select your role as Student.
2. Click the  on the top right of the page to access other Google software.
3. Press the  symbol. Your newly created Google Mail page should open on a new tab in your browser.
4. Open the email with the following subject: **Class Invitation: “<CLASS NAME>”**
5. Click the  button to accept the class invitation.

Google Classroom on a Cell Phone

1: Download the Application

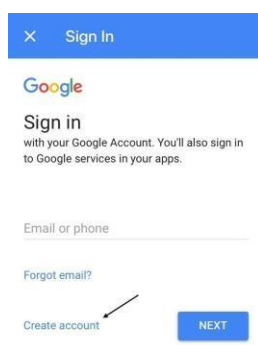
1. Open your phone's respective **app store**. This may be the google play store or the apple store.



2. In the search toolbar of your app store, **type in the following search query**:
“Google Classroom” and **press enter**.
3. Download the Google classroom application.



4. Click the **Get Started** button in the middle of the page.
5. If you have an Google Account, skip steps 6 and onwards and simply sign in using your username and password.
6. If you do not have an account, click the **create account** prompt.




7. Fill in the necessary personal information to create the account.

2: Join a Class

Join a Class with a Class Code

1. Open the Google Classroom app.

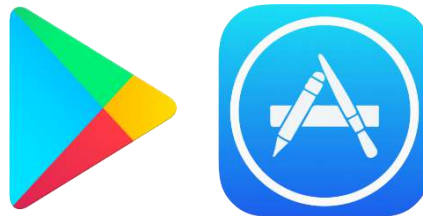


2. Click the  on the top right of the page then **Join Class**.
3. Enter the Class Code given to you by your teacher, and click **Join**.



✕ Join class JOIN

Ask your teacher for the class code, then enter it here.

1. Open your phone's respective **app store**. This may be the google play store or the apple store.



1. In the search toolbar of your app store, **type in the following search query**:
“Google Classroom” and **press enter**.
2. Download the Google classroom application.

- 3 Press the  symbol. Your newly created Google Mail page should open on a new tab in your browser.
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- 5 Click the  button to accept the class invitation.