

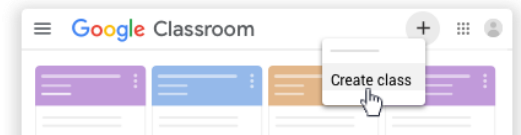
# Instructions for Creating Google Classroom For Catechists

## Creating a class for the first time

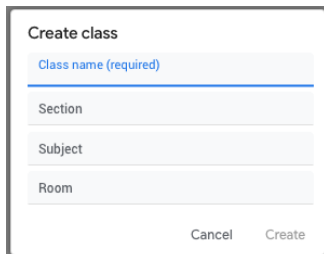
1. Sign into your Gmail account.
2. Click on the Google Apps icon (upper right hand corner of screen; it looks like 9x9 dots)
3. Find and click on the Google Classroom icon.



4. At the top of the Classes page, click Add + Create Class.



- a. Enter the class name. (Ex: 6<sup>th</sup> grade PSR)



The form is titled 'Create class' and contains four input fields: 'Class name (required)', 'Section', 'Subject', and 'Room'. At the bottom right, there are 'Cancel' and 'Create' buttons.

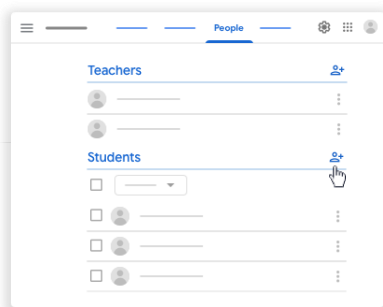
- b. Enter the Section (Ex: Wednesday 7pm)
- c. Enter the Subject (Ex: Old Testament, RCIA, etc)
- d. Enter the Room (Can leave blank or "Online")
- e. Click Create.

5. Classroom automatically creates a class code that you can use to invite students to the class. The class code can also be seen at the top of the class stream.

6. To invite students:

- a. At the top, click People.

Click  in Students.



- b. Enter the email address of a student or group.  
Click Invite.

*Note: Students will need a Gmail account to join the class.*

THANK YOU for BEING Jesus' AMBASSADOR during these times!