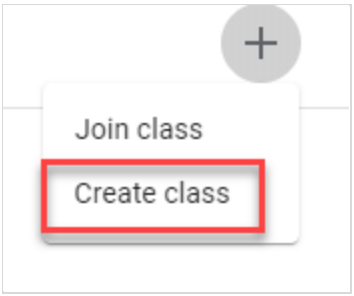
Step 1
Open Google Classroom

Teachers will go to Webdesk and open the Google Classroom application.

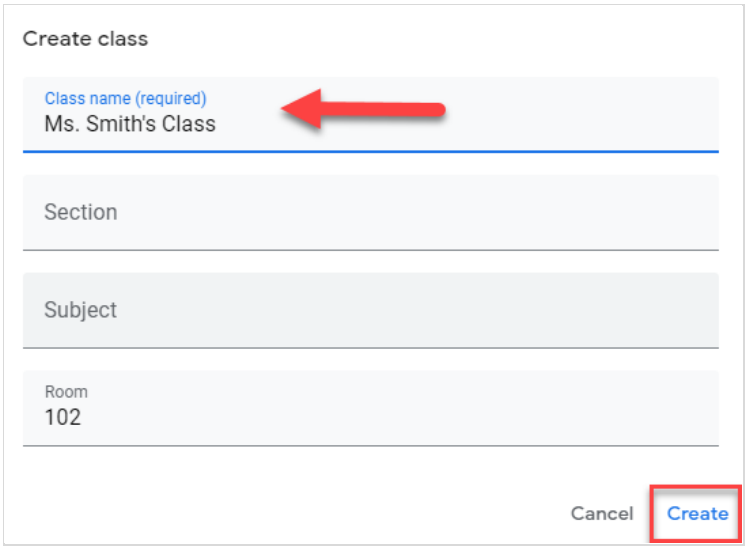
Step 2
Set up a class

On the top right of the screen, click the plus sign and choose Create class.



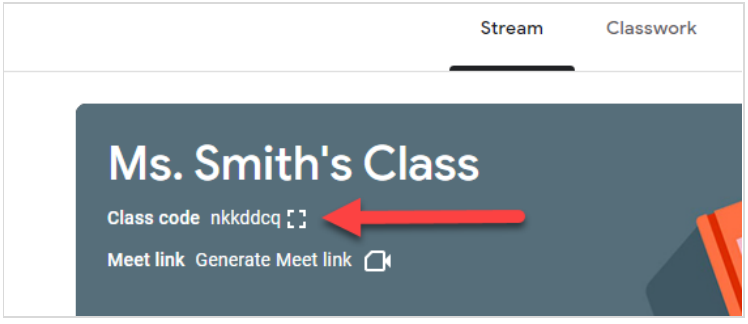
Fill in the details for your class.

Recommended naming convention:
Elementary: Teacher Name
Secondary: Period, Course Name, Teacher Name



Step 3
Add Students

Invite students by giving them your class code **or** invite students by email.

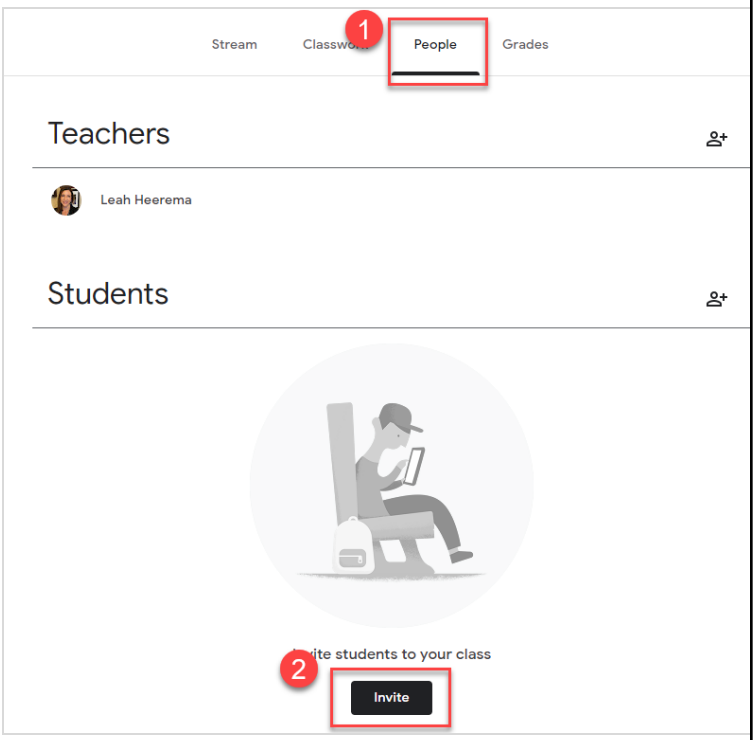


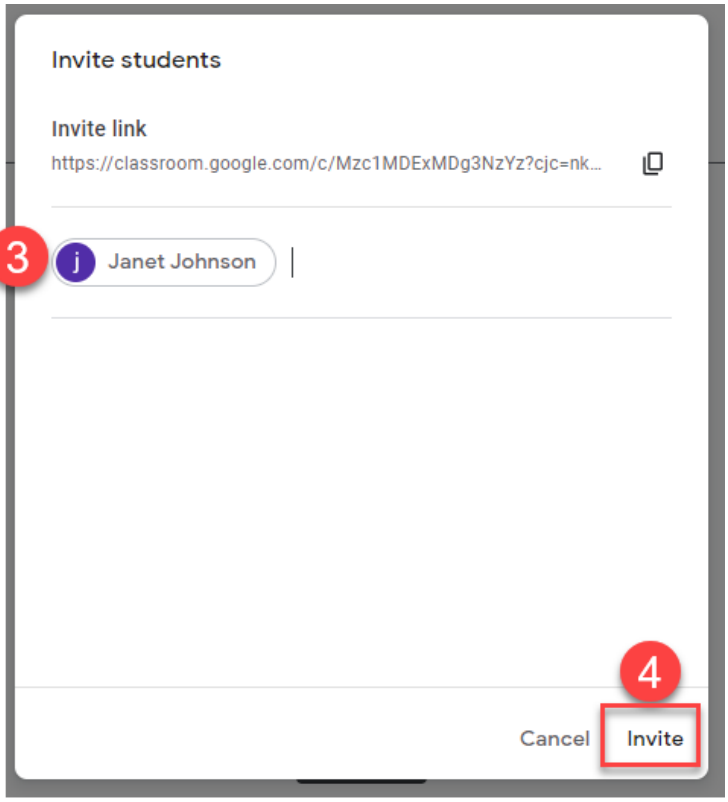
OR

If you choose to invite them by email:

1. Select the People tab
2. Click Invite under students.
3. Enter the students' email address(es)
4. Click Invite.

Students will see your class in their Google Classroom dashboard. They click "Join".





Prevent Unauthorized Access to your Google Classroom

The Issue

Anyone with access to your enabled Google Classroom Code can self-enroll into your learning space. Once inside your Google Classroom, those same people may

	then be able to enter Google Meet live instruction sessions because they will be “authorized” as students within your Google Classroom with access to the private Meet link. *The Remedy* ● Remove all Google Classroom Codes from public facing websites (e.g. PISD Teacher Web Page). ● Reset the Google Classroom code to prevent anyone from using the old one to gain unauthorized access. (Instructions to Manage your Invite Link or Class Code) ● Once most or all of your students have joined Google Classroom, disable the join code completely to prevent anyone else from self-enrolling. (Instructions in link above) ● Remove any student from your class who is not on your official roster.

Now, read Tips for Teachers to learn more!