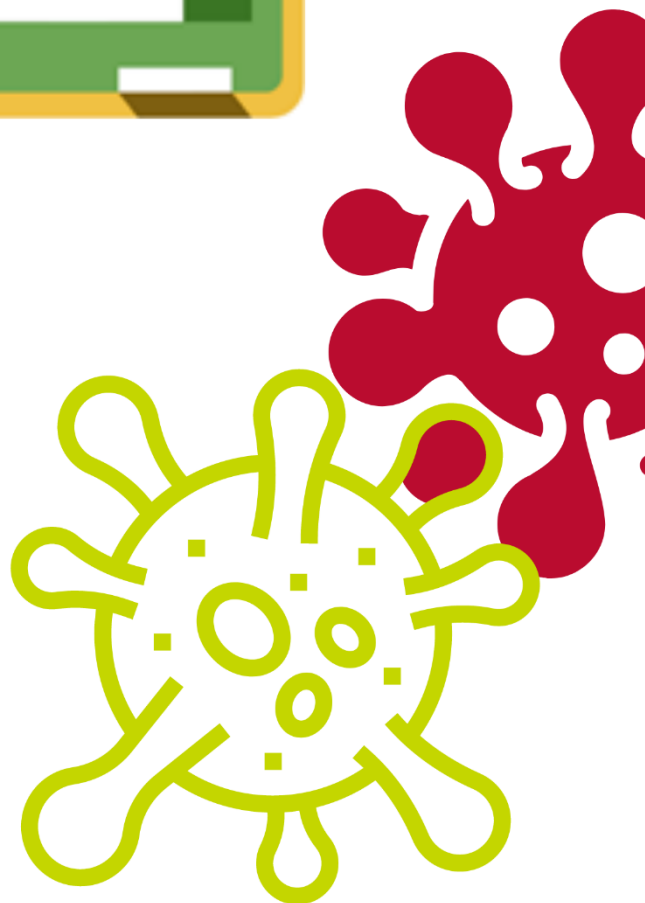# WESTERN CAPE EDUCATION DEPARTMENT

DIRECTORATE: E-LEARNING

SCHOOL IS CLOSED
LEARNING IS OPEN

HOW TO SET UP GOOGLE CLASSROOM

HOW TO SETUP GOOGLE CLASSROOM:

- **How to create a class in Google Classroom**
- **How to invite learners to a class**
- **How to add content or assignments to your class**

For more assistance with Google Classroom, use the following link: https://bit.ly/g_classroomhelp

HOW TO CREATE A CLASS IN GOOGLE CLASSROOM

As a teacher, one of the first things you'll do in **Classroom** is **create a class** for each of the classes you teach. In a class, you can assign work and post announcements to learners.

Steps:

1. Go to classroom.google.com
2. On the **Classes** page, click Add `Create class`
3. Enter the **class name**.

- **(Optional)** To enter a short description, grade level, or class time, click **Section** and enter the details.
- **(Optional)** To add a subject, click **Subject** and enter a name, or click one from the list that appears when you enter text.
- **(Optional)** To enter the location for the class, click **Room** and enter the details.
- Click **Create.**

Next steps: When you create a class, Classroom automatically creates a class code. You use it to invite learners to the class. You can always view the class code on the Stream page.

HOW TO INVITE YOUR LEARNERS TO A CLASS

To enroll learners in your class, you need to invite them or give them a **code to join.**

Note: Learners can unenroll themselves from classes. If they unenroll, their grades are removed.

Steps:

1. Go to classroom.google.com
2. Click the **class** you want to add leaners or a group of learners to.
3. At the top, click **People**: **Invite learners**
4. Enter the **learner's or group's email address**. As you enter text, an autocomplete list might appear.
5. Under Search results, click a **learner** or a **group**.
6. (Optional) To invite more learners or groups, repeat steps 4 and 5.
7. Click **Invite**

After you have emailed the invitation, the class list updates to show the names of invited learners.

ANOTHER OPTION: GIVE LEARNERS A CODE TO JOIN:
1. Click the **class**.
2. **Copy the code**: To copy the code to share with your learners, in the **General section,** next to the **code**, click the **Down arrow > Copy.**

GIVE THE STUDENTS THESE INSTRUCTIONS:
- Go to classroom.google.com
- On the **Classes page**, click **Add** > **Join class.**
- **Enter the code** and click **Join.**
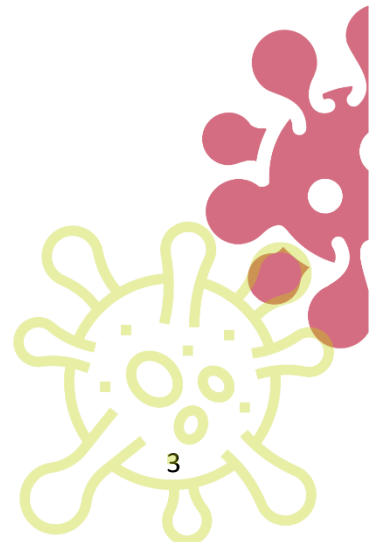
HOW TO ADD CONTENT OR ASSIGNMENTS TO YOUR CLASS

When you add content or assignments to the **Classwork page**, you can:

- **Post to one or more classes**
- **Post to individual learners**
- **Add a topic**

Steps: Add content or assignments

1. Go to classroom.google.com
2. Click the class: **Classwork**.
3. At the top, click **Create**: **Choose the option best suits intention**

Steps: Add attachments to Materials (Content Resource)

You can add Google Drive files, links, or YouTube videos to your materials.

To upload a file, click **Attach**. **Select** the **file** and click **Upload**.

TO ATTACH A GOOGLE DRIVE FILE:

1. Click **Drive**
2. **Select** the **item** and click **Add**.
3. **Note**: If you see a message that you don't have permission to attach a file, click **Copy**. Classroom makes a copy to attach to the material and saves it to the class Drive folder.

TO ATTACH A YOUTUBE VIDEO

1. Click **YouTube** and choose an option
2. **To search for a video to attach**:

   In the search box, enter **keywords** and click **Search**
3. Click the **video> Add**

To attach a video link:

4. Click **URL**.
5. **Enter** the **URL** and click **Add**.
6. To **attach** a link, **click Link**, **enter** the **URL**, and click **Add Link.**
7. To **delete** an **attachment**, next to it, click **Remove**