# WINANS ACADEMY

GOOGLE CLASSROOM TEACHER GUIDE

G suite Education

Please follow the steps below to sign in to your Google Classroom management portal:

1) Open Google Chrome web browser and navigate to https://classroom.google.com
2) In the upper right corner select *sign in > Google Classroom*
3) Sign in using your Rutherford email account – i.e, *userid@rutherfordwinansk5.org*

   *Note: if you are unsure of your username and password please refer to the provided **MasterTeacher Roster** document or contact your technology support team.*
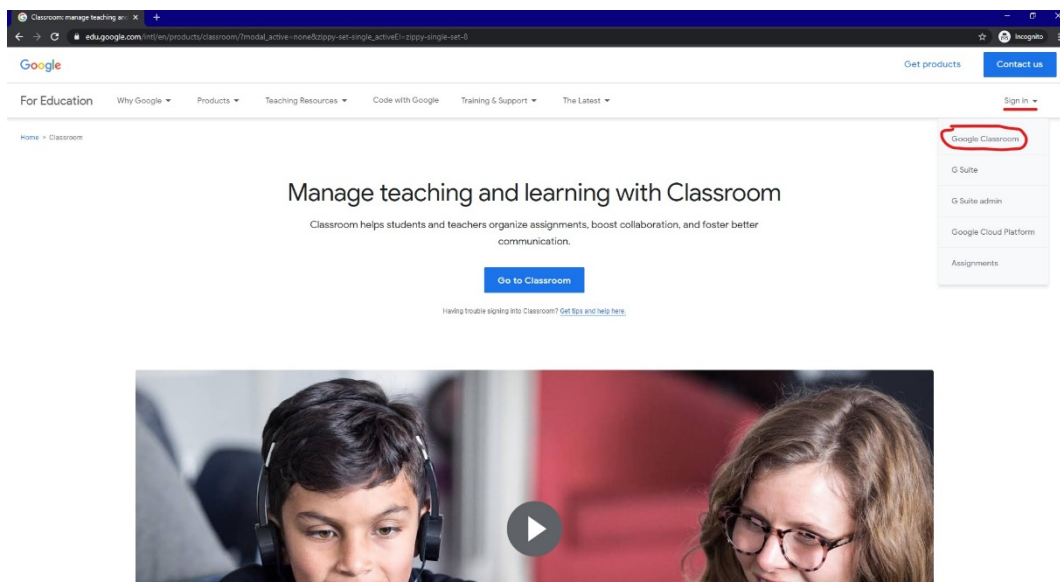
4) Next, select your role: *Pick your role > I'm a Teacher*
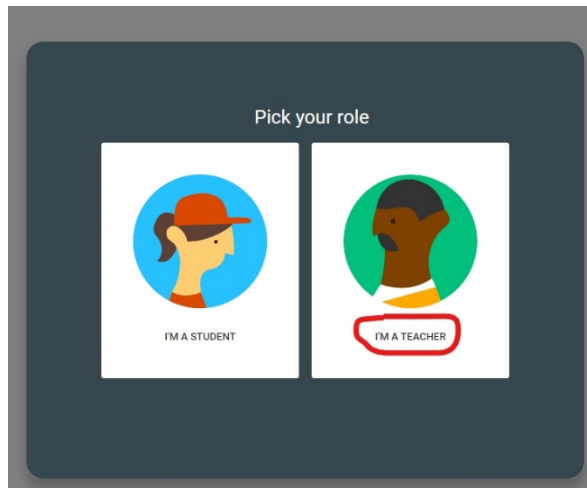
Congratulations you are now enrolled! You may now begin creating classes and adding/ inviting students to join.

Please follow the instructions below to create your first class:

- Select the "+" symbol in the upper right corner
- Select *Create class*
- Enter the required classroom information
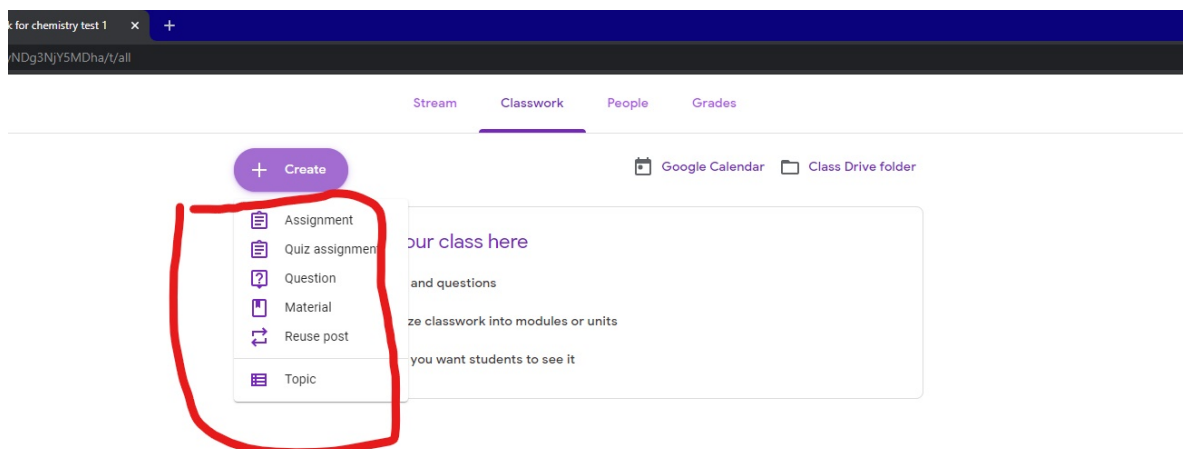
- When finished click "Create".

Now that you have created your first class you can start uploading classwork and assignments, pre-recorded lectures and create learning modules and topics to organize classwork.

To upload or create assignments follow the steps below :

1) Select *Classwork*
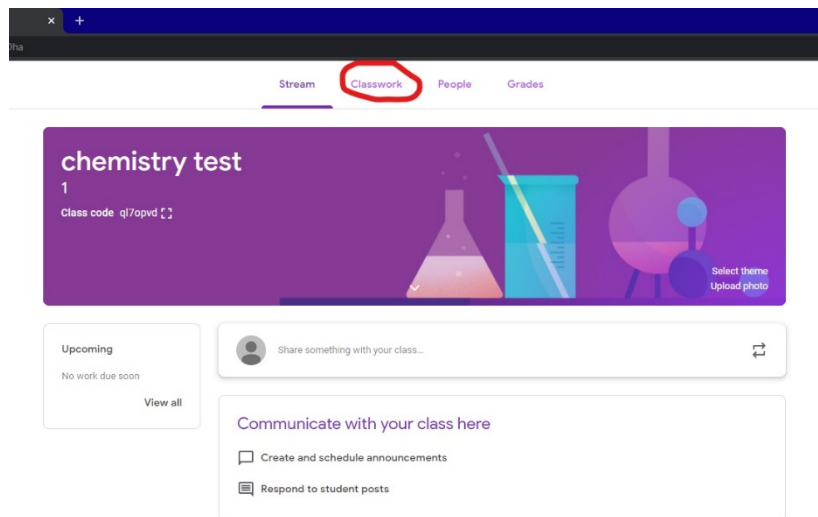
2) Click *Create* and select an option

3) You will now have the option to upload existing documents and/or assignments

Note : You may upload your assignments or save newly created ones by accessing your Google Drive account at https://drive.google.com/

After you have completed setting up your classes you may begin to invite students to join and participate within each assigned class. Each student has been assigned an email address and password which can be found in the attached excel document named **Master Student Roster.** Students will use the provided email address to login and join their classes.
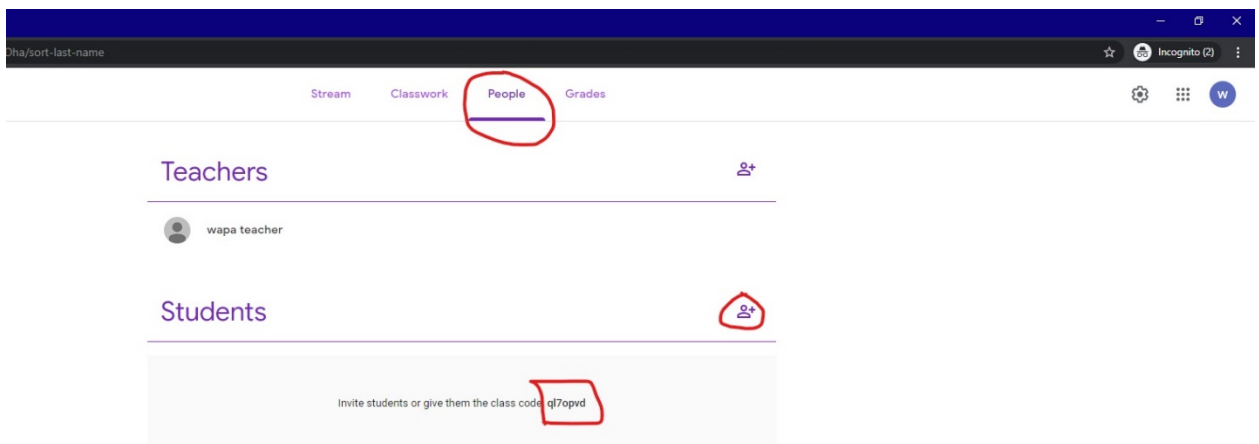
Note: Students will be prompted to change their password upon first sign in.

Inviting students to join:

1) Select the *People* tab located next to *Classwork*
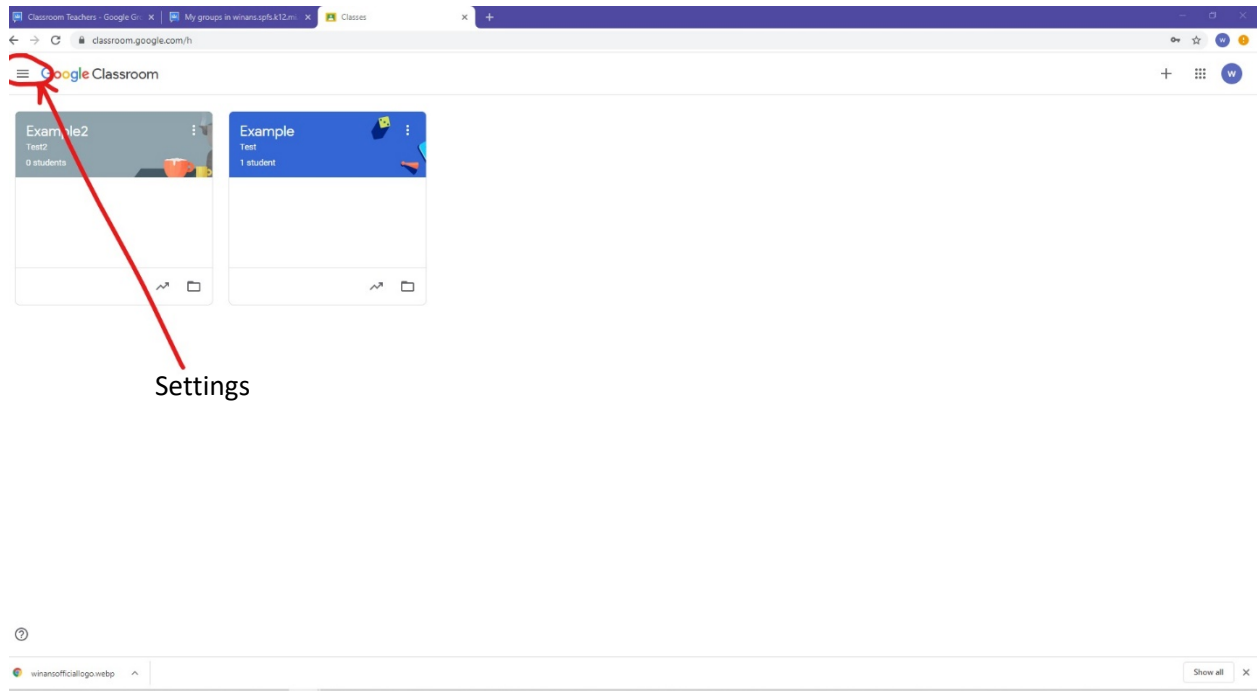2) Select the icon next to Students to begin inviting students via email

OR

3) Share your class code with students -***Preferred Method***

When students login to their classroom.google.com portal they will see a dashboard displaying all of their enrolled classes. Teachers may create *AND* join classes while students only have an option to join a class. When students select *join a class* they are prompted to enter the unique class code for that class.

You can edit student permissions and class sharing abilities by accessing the settings tab shown below.

Edit classrooms settings:

Settings

Customize the following student permission to suit your class

om.google.com/s

Change your password and security options, and access other Google services. Manage

Notifications

Email

Receive email notifications

Comments

Comments on your posts

Comments that mention you

Private comments on work

Classes you teach

Late submissions of student work

Resubmissions of student work

Invitations to co-teach classes

Scheduled post published or failed

Class notifications

Turn email and mobile notifications on or off for a class

For student use:

Please follow the instructions below to sign in to Google Classroom.

1) Open Google Chrome and navigate to the following URL in your web browser:
   https://classroom.google.com
2) Sign in to your classroom portal using the email address provided by your teacher or school
3) Next, select your role: *Pick your role > I'm a Student*
4) Select "+" located in the upper right corner of the webpage - *see example below*
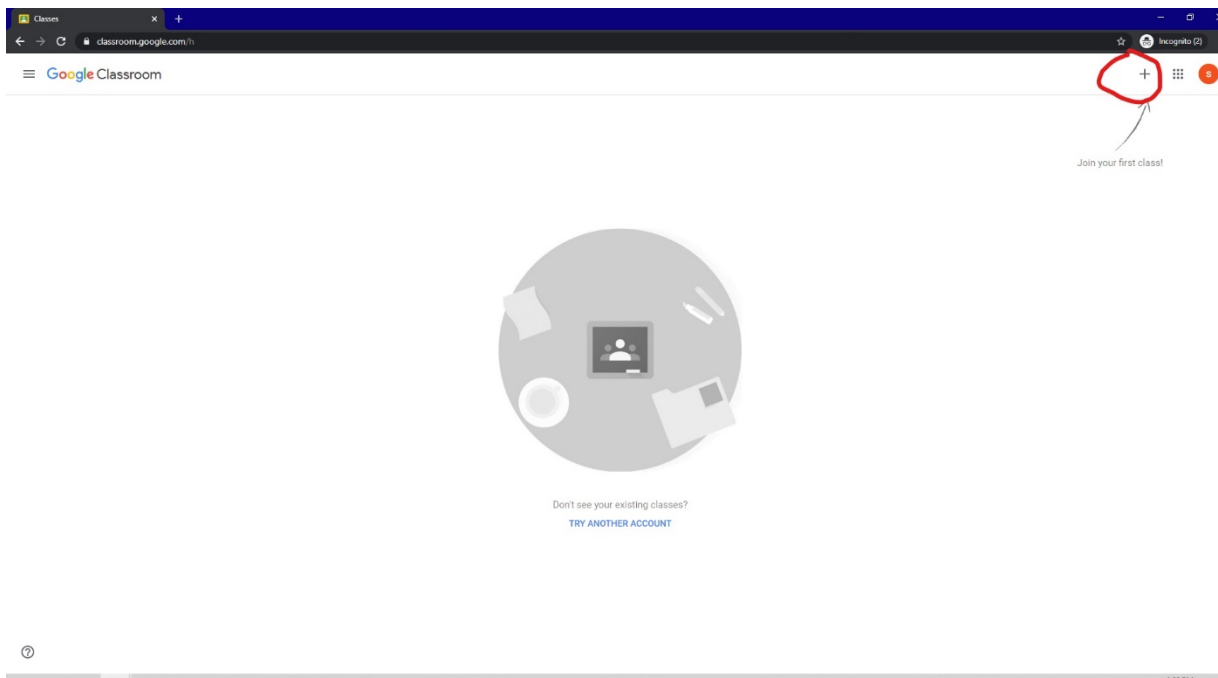
5) Enter the class code provided by your teacher or school. You will need to do this for each class you are enrolled in

classroom.google.com/h

☰ **Google** Classroom

Example
Test
wapa teacher

Join class

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

Class code

Cancel   Join