

Creating Class in Google Classroom.

1. Open web browser (Chrome is preferred) and go to **classroom.google.com**. Sign in with your xxx@juniv.edu account.
2. Click on the Plus (+) sign at the top of Welcome screen and choose **create** class
3. in the create class dialogue, type
Class name -----
Subject -----
4. Click create
5. Class code (5-7 characters) will be created and can be found underneath the class title. and Generate meet link.

In every session click on the generated meet link to generate new link of the form <https://meet.google.com/xxx.yyy.zzz> . Copy the link and click on **share something with your class**. Now, paste the link under **share with your class** and click on the post. Students can see the link in their classroom.

Students can join the class by clicking on the link.

Google Classroom ties [Google Drive](#), [Google Docs](#), [Sheets and Slides](#), and [Gmail](#) together to help educational institutions go to a paperless system.¹

You can upload your lecture notes and/or any document in the same location.

You can also send mail to all students with attachment(s).

You can create Assignment, quiz, Quiz assignment, etc.

After each session teacher will automatically receive audio and/or video file in their email.

Teacher can open a scheduled ZOOM meeting from Google Classroom as well as student can join ZOOM meeting from Google Classroom.