INSTRUCTION TO SETUP GOOGLE CLASSROOM

Follow these steps to create a class:

1. Open a Web browser and go to classroom.google.com. You have to sign in with your Google account.

2. On the Welcome screen, click the plus sign at the top and choose Create Class.

3. In the Create a Class dialogue box, type in the Class Name and Section.

4. Click Create.

Your new classroom is created. You can see that the classroom has three/four main tabs. Here's what those tabs mean:

- **Stream:** This is where you communicate with class, making announcements, respond to students posts/queries.

- **Classwork:** This is where you manage your class assignments. You can add new assignments, with due dates and attached materials. You can send a message to your entire class — even with an attachment.

- **People:** This is where you manage your students. You can invite students to your classroom from here and manage their permissions level. To invite students to your class, you have to set them up as Google Contacts in your Google account. Please conact the academic coordinators or program leaders to know the contacts.

- **Marks:** This is where you upload the assessment.