

Enroll Students

There are two primary ways to enroll students into your Google classroom.

Email Invitation

Step 1.

Open classroom.google.com, click on the desired class, click on the “People” tab at the top, then click the “enroll” icon (located to the right of “Students”).



Step 2.

Enter the student last name, and click on the name when it appears on the screen. Repeat the process for each student in the class. When finished, click “Invite” in the lower right corner.



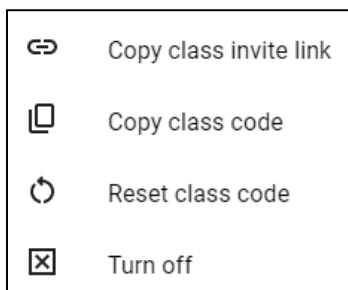
Class Code

Step 1.

Open classroom.google.com, click on the desired class, and take note of the “Class code” shown on the left side of the screen. Students will see a “Join” icon on the screen. Once the “Join” icon has been clicked, students enter the class code.

Step 2.

The class code can be modified or utilize in more than one way. Click the triple dots next to the class code, and select one of the options.



The class code can also be ‘enlarged’ so the class can see it easier on the screen. Click on the partial box next to the class code to see the magnified number.