Step 1.

Go to classroom.google.com and open the class. From the tabs shown at the top, click on Classwork. Click on Create, then select Materials from the drop-down menu.
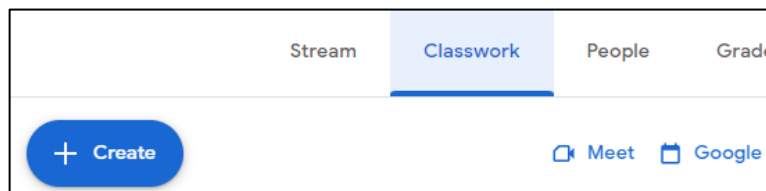
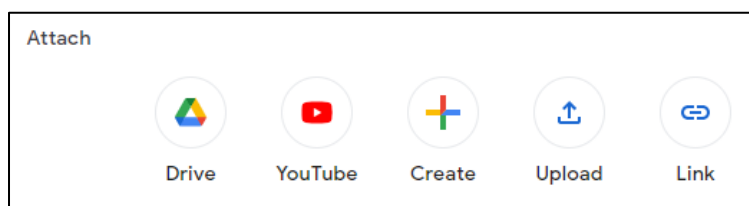

Step 2.

Enter a title for the Materials List. Add a description if desired.

Step 3.

There are several options with the assignment. You can attach a file from Google Drive, link a YouTube video, upload a file from your computer hard drive, or link to a website. Click Create to begin a new document.

Step 4.

Select the class for which the page is designed, select All Students, then if desired, add or select a topic.

Step 5.

Click Post. The drop down arrow next to "Post" allows for scheduling at a later date and saving the materials post as a draft.