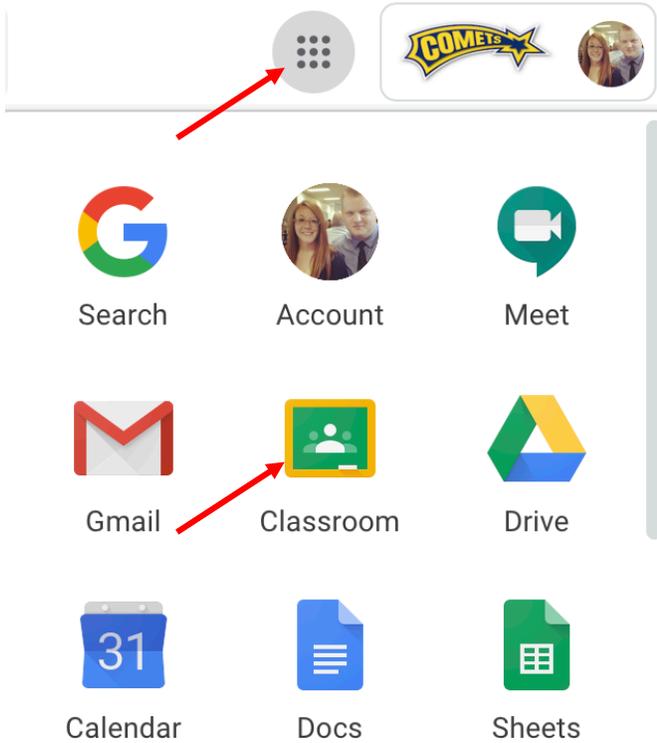
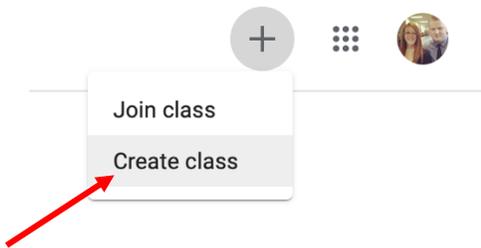


Setting up a Google Classroom

1. Login to Google
2. Click on the application switcher or 'waffle'
3. Select **Classroom**

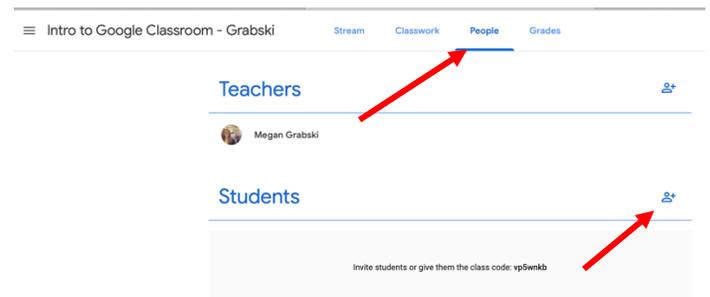


4. In the top righthand corner select create class.

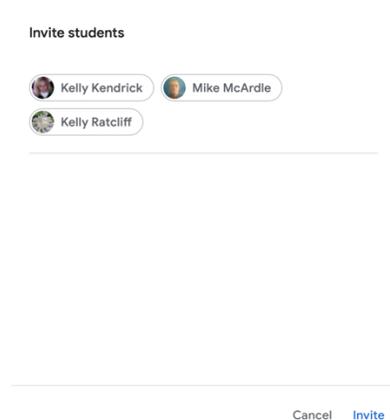


5. Enter your class information and select **create**.

6. Add students to your class by selecting the people tab at the top of the page.



7. Search for students using their last name. You can also bulk add students by copying and pasting from a list of student email addresses. (See next page on how to export a list of student emails by class.)



8. Select **Invite**.

Export Student Email Addresses in Progress Book

1. Login to Progress Book
2. Under the reports section on the right-hand side click the 'Select a Report' dropdown.

3. At the bottom of the list, select the 'Student Demographics by Class with Student Email' report.

4. Turn off your Pop-Up Blocker.

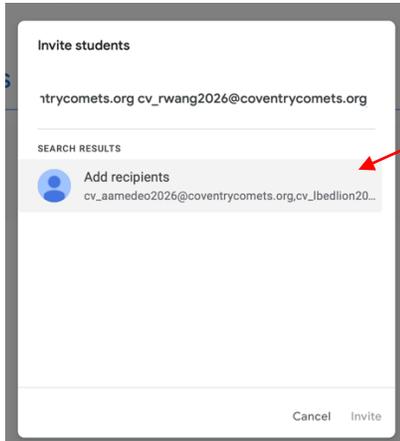
5. The report viewer screen will open. Click Export to download the excel File.

6. Click on the second tab in the spreadsheet.

7. The roster displays students by classes. Student email addresses are in 'column N'.

8. Select the cells and copy the email addresses.

9. Paste email addresses and click 'add recipients.'



10. Select Invite.

