## 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**.

Create class		
Class name (required) Intro to Google Classroom		
Section		
Subject		
Room		
	Cancel	Create

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

■ Intro to Google Classroor	n - Grabski	Stream	Classwork	People	Grades		
	Teachers					2	<u>}</u> +
	Megan Grabski						
	Students					2	<u>}</u> +
		Invite s	tudents or give them	the class code:	vp5wnkb		

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.)

Kelly Kendrick	Mike McAr	dle	

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.

S <b>Progress</b> Book Teacher Home Page	Home I GradeBook I	Principal   Guidance   Clerical   Curriculum   Food   Attendance   PA Admin   🐥 🐣 😯		
ń				
Welcome Megan Grabski				
Classes Edit List	Class Administration	Reports		
Art: 8	Seating Chart	Run		
English/Language Arts: 8	Daily Attendance (HR)	AS: Grabski, Megan 😒 🕖		
Handwriting: 8	Lunch Counts	Select a Report		
Mathematics: 8	Post Homework	Student Search		
Reading Level: 8	Post Class Information	Student Search		
Science: 26	Try New Seating Chart	Student Name Search		
Science: 8	Lesson Plans	Average Calc Setup		
Social Studies: 26	Set Up Assignment Types			
Social Studies: 8	Search Lesson Plans	Set Up Calc Methods & Weights		
Spelling: 8	ipelling: 8 5 Day Planner			
Work Skills: 8	Import Lesson Plan Schedules			
Writing: 8	Online Learning	Administration		
	Dashboard	Set Up GradeBook Access		
	Assignments & Marks	Set Up Lesson Plan Sharing		
	Assignment Details / Assignment Marks	Set Up Groups Within Classes		
Add a Recurring Assignment / Assignment Maintenance		Set Up Teacher Preferences		
	GradeBook Grid / 5-Day View	Set Up Classes for ParentAccess		
	Standards-Based Grid / Progress By Student	Group Classes Together		
	Enter Report Cards / Enter Interims	Transfer Student Marks		
	Google Classroom Sync	Update Email Address		
	Students	Bank Maintenance		
	Student Information			

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.

Document map ~SAFtemp\_55509763-e8c3-4877-ae3 +

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.

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cv_j	wall2026@cov		v_rwang2028	5@c		
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