

Google Classroom Teacher Quick Start Checklist

Creation

- Go to classroom.google.com and create your new Google Classroom.
- Customize the theme to reflect your class.
- Upload a profile picture (optional).

About Page

- Add your bio, classroom rules, syllabus, and school year documents to the about me page.
- Add a class description
- Link a Google Calendar to your class.

Students Page

- Add students with either the class code or import them directory from the invite student tab.
- Configure student access permissions (i.e. students can post or comment).

Stream Page

- Create Topics which follow the course curriculum.
- Upload course materials to your Google Drive account.
- Create your first assignments and questions.
- Post an announcement.
- Note the website address of your new Google Classroom from your browser's URL bar.