



Google Classroom

Create a class

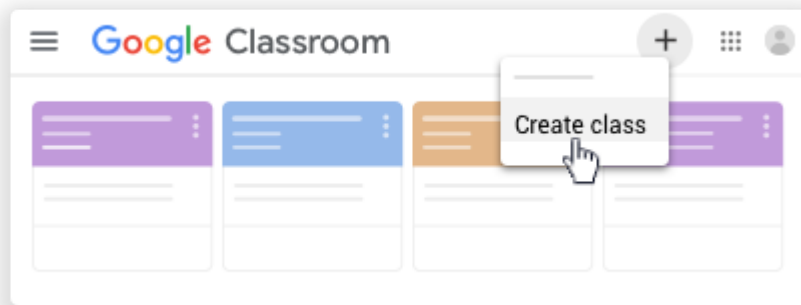
As a teacher, one of the first things you'll do in Classroom is create a class for each of the classes you teach. In a class, you can [assign work](#) and [post announcements](#) to students.

Anyone over 13 can create a class using a personal Google Account. However, if your school has a G suite for Education account, you should use that email to create your classes. For details, go to [About Classroom user accounts](#).

[Computer](#) [Android](#) [iPhone & iPad](#)

Create a class

1. Go to classroom.google.com .
2. On the **Classes** page, click Add + > **Create class**.



3. Enter the class name.

Create class

Class name (required)

Section

Subject

Room

Cancel Create

4. (Optional) To enter a short description, grade level, or class time, click **Section** and enter the details.
5. (Optional) To add a subject, click **Subject** and enter a name, or click one from the list that appears when you enter text.
6. (Optional) To enter the location for the class, click **Room** and enter the details.
7. Click **Create**.

Next steps: When you create a class, Classroom automatically creates a class code. You use it to [invite students to the class](#). You can always view the class code on the Stream page.

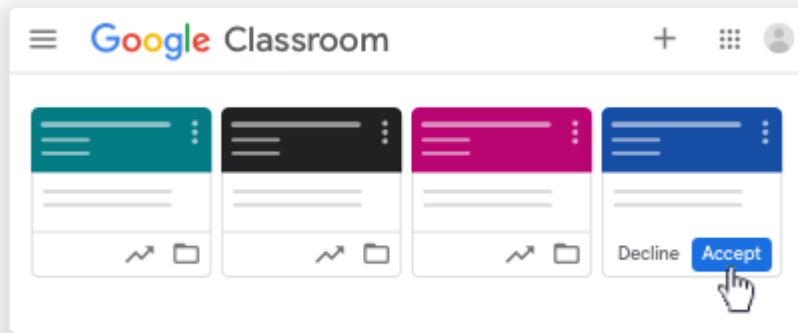
Complete other common tasks

Accept a provisioned class ^

Your Classroom administrator can create classes for you and add students to them. Classes created by your administrator are in a provisioned, or prepared, state. To activate a provisioned class so it's visible to students and co-teachers, you have to sign in to Classroom and accept the class.

1. Go to classroom.google.com [↗](#).

2. On the class card, click **Accept**.



3. Confirm the number of students and activation of the class and click **Accept**.

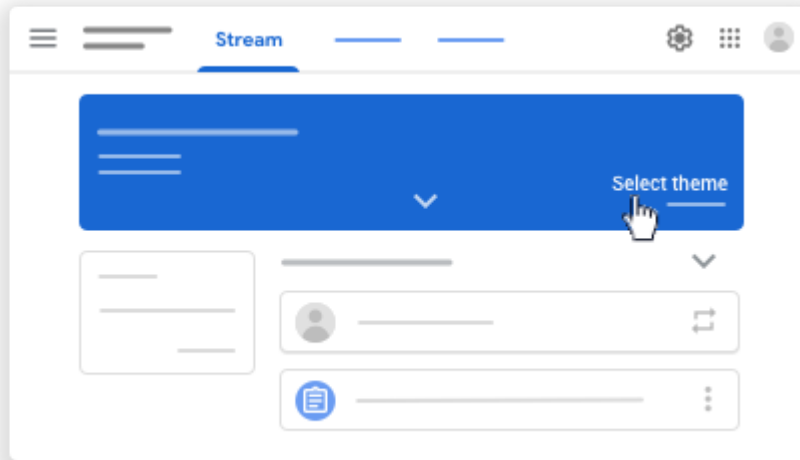
Note: To learn more about provisioning classes, go to [Classroom API resources](#) .

Change the class theme ^

After you create a class, you can change the default image or color pattern that's displayed at the top of the class stream. Only a teacher can change the theme.

Choose a different theme image from the gallery

1. Go to classroom.google.com .
2. Click the class and at the bottom of the image, click **Select theme**.

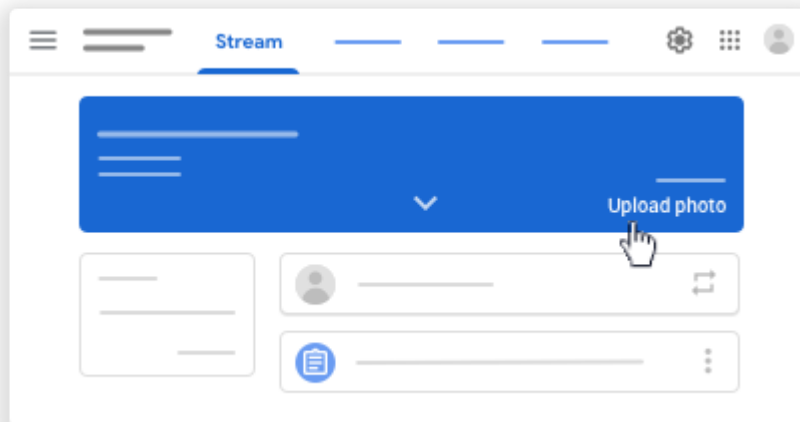


3. Choose an option:

- Select an image from the gallery and then click **Select class theme**.
- Click **Patterns**, select a color and pattern, and click **Select class theme**.

Upload your own theme image

1. Open the class and at the bottom of the image, click **Upload photo**.



2. Choose an option:


- Drag a photo from your computer to the middle of the screen.

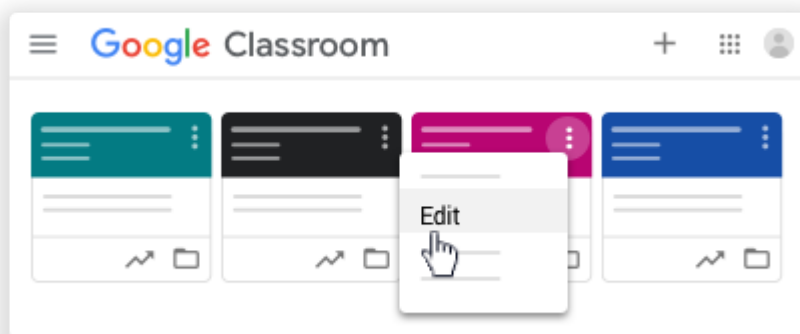
- Click **Select a photo from your computer**, choose the image you want to use for your class, and click **Open**.

3. Click **Select class theme**.

Edit class information



1. Go to classroom.google.com .
2. On the class card, click More  > **Edit**.



3. Enter a new name, section, subject, or room > click **Save**.

Display a profile photo



You can display a profile photo next to your name on the Stream page and on class cards on the Classes page. Classroom uses your Google Account profile photo as your Classroom profile photo.

For instructions, go to [Change your Gmail profile picture](#) .

Copy a class



To save time, you can copy a class for another section or term. For instructions, go to [Copy a class](#).

Problem creating a class?

If you have a G Suite for Education account but can't add a class, the Classroom G Suite administrator might need to verify you're a teacher. Contact your administrator for help. For instructions, administrators can go to [Verify teachers and set permissions](#).

Note: If you have a personal Google Account, there are limits on the number of classes you can create. Learn more about [Classroom limits](#).

Was this helpful?

Yes

No

Change class details

This article is for teachers


After you create a class, you can change class details, such as the class description, the class code, and what posts appear on the Stream page.

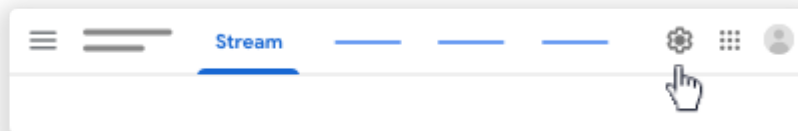
[Computer](#) [Android](#) [iPhone & iPad](#)

[Edit a class name, description, section, room, or subject](#)



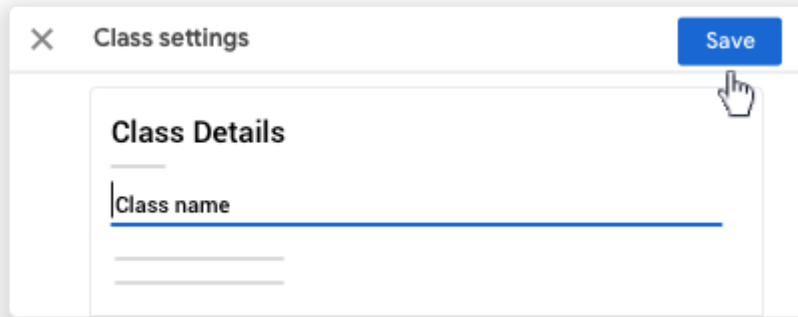
Notes:

- A class name is required.
 - If you edit the class name, the class Drive folder name isn't updated. Go to Drive and rename the folder.
1. Go to classroom.google.com .
 2. Click the class > Settings .



The class name is automatically entered.

3. Enter your changes and click **Save**.



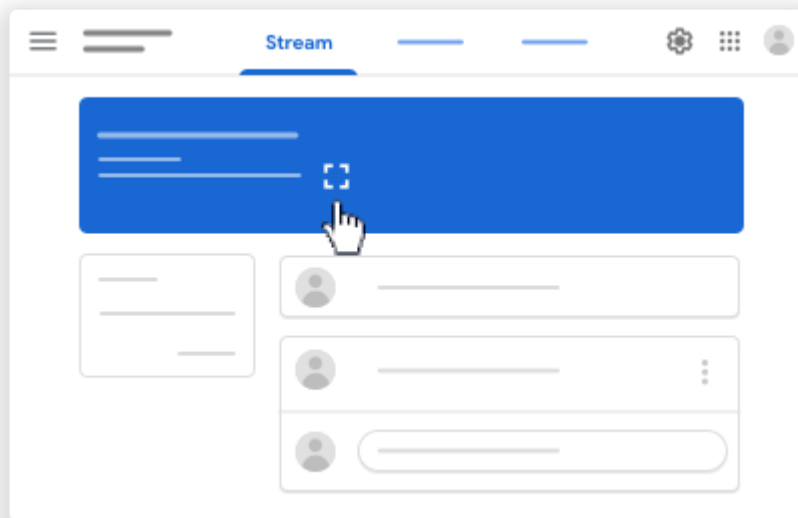
Note: Blank fields don't show in the student view.

Display the class code

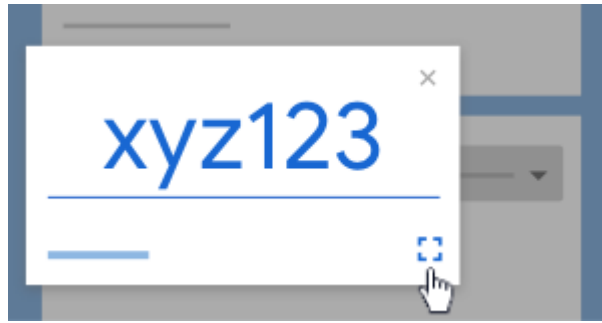


Classroom automatically creates a class code when you create a class. You can display the code to invite students and other teachers to the class.

1. Go to classroom.google.com .
2. Click the class > **Stream**.
3. To display the code when projecting, next to the code, click Display .





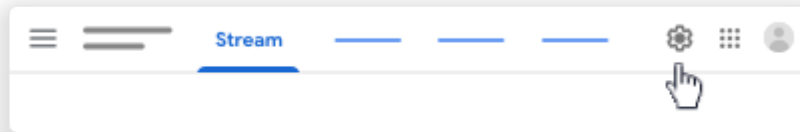
4. (Optional) To project the code at full screen, click Full screen .




Turn off, reset, or copy the class code

Classroom automatically creates a class code when you create a class. If students have a problem with the class code, you can reset it. If you don't want new students to join your class, turn off the code. You can turn it back on it at any time.

1. Go to classroom.google.com .
2. Click the class > Settings .



3. Next to the class code, click the Down arrow  and choose an option:
 - To display the code, click **Display**.
 - To copy the code, click **Copy**.
 - To reset the code, click **Reset**.
 - To turn the code off or on, click **Disable** or **Enable**.
Note: When you enable a code, Classroom generates a new class code.
4. Click **Save**.

Choose how Classwork notifications show on the Stream page




You can choose whether the Classwork notifications show on the Stream page, and what details the notifications show.

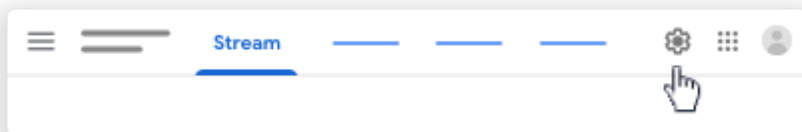
The **Show attachments and details** view looks like this:




The **Show condensed notifications** view looks like this:



1. Go to classroom.google.com .
2. Click the class > Settings .




3. Next to **Classwork on the stream**, click the Down arrow  > select an option:
 - **Show attachments and details**—Students see an expanded view of notifications.
 - **Show condensed notifications**—Students see a condensed view of notifications.
 - **Hide notifications**—No Classwork notifications show on the Stream page.
4. Click **Save**.

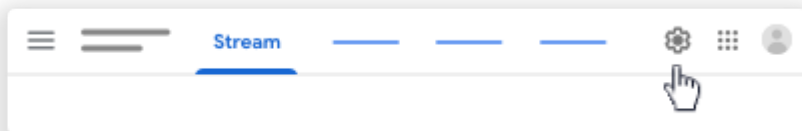
Note: Only teachers see an assignment's turned in, assigned, and graded totals.


Control who posts to the Stream page



Students can post messages on the Stream page and comment on posts from you and from classmates. You can control students' posts by setting permissions for individual students or the whole class.

1. Go to classroom.google.com .
2. Click the class > Settings .




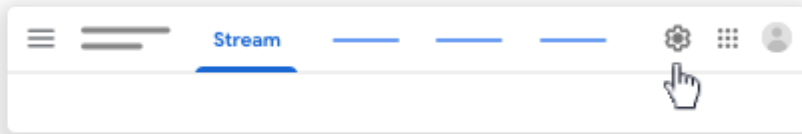
3. Next to **Stream**, click the Down arrow  > select an option:
 - **Students can post and comment**—This setting is the default. Students can create a post on the Stream page and comment on any item.
 - **Students can only comment**—Students can comment on an existing post, but not create a post.
 - **Only teachers can post or comment**—Students can't comment on or create posts on the Stream page. This setting is the same as muting all students.
Note: For information about muting and unmuting students, go to [Set student post and sharing permissions](#).
4. Click **Save**.

See deleted student posts



You can see any comments and posts that a student made and then deleted.

1. Go to classroom.google.com .
2. Click the class > Settings .



3. Next to **Show deleted items**, click the switch to the on position .
4. (Optional) To hide deleted items, click the switch to the off position .
5. Click **Save**.

Related articles

- [Change a class's visual theme](#)
- [Invite your students to a class](#)
- [Set up guardian email summaries](#)

Was this helpful?

Yes

No

Add materials to the Classwork page

This article is for teachers

As a Classroom teacher, you can post resource materials, such as a syllabus, classroom rules, or topic-related reading, to the Classwork page.

Like other types of posts on the Classwork page, materials can be organized by topic, reordered, and scheduled to post later.

[Computer](#)

[Android](#)

[iPhone & iPad](#)

Add materials ^

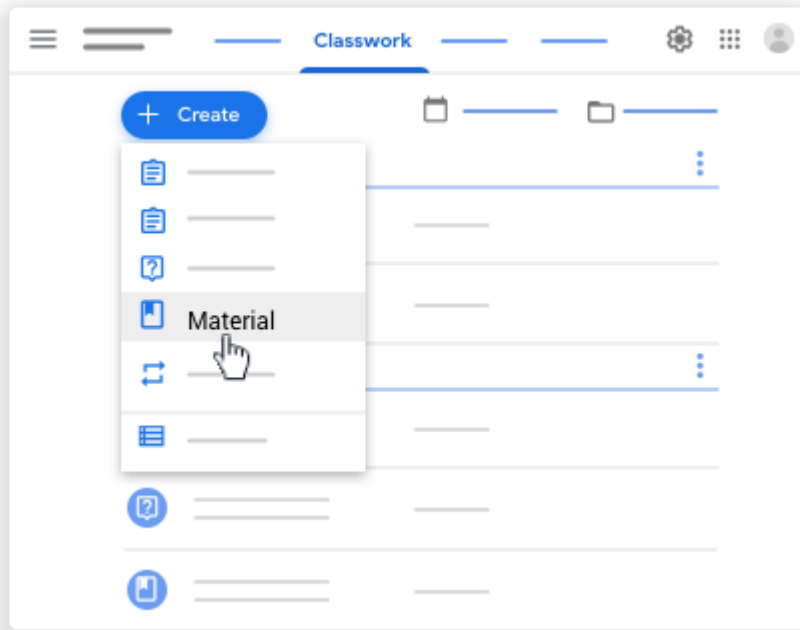
When you add materials to the Classwork page, you can:

- [Post to one or more classes](#)
- [Post to individual students](#)
- [Add a topic](#)

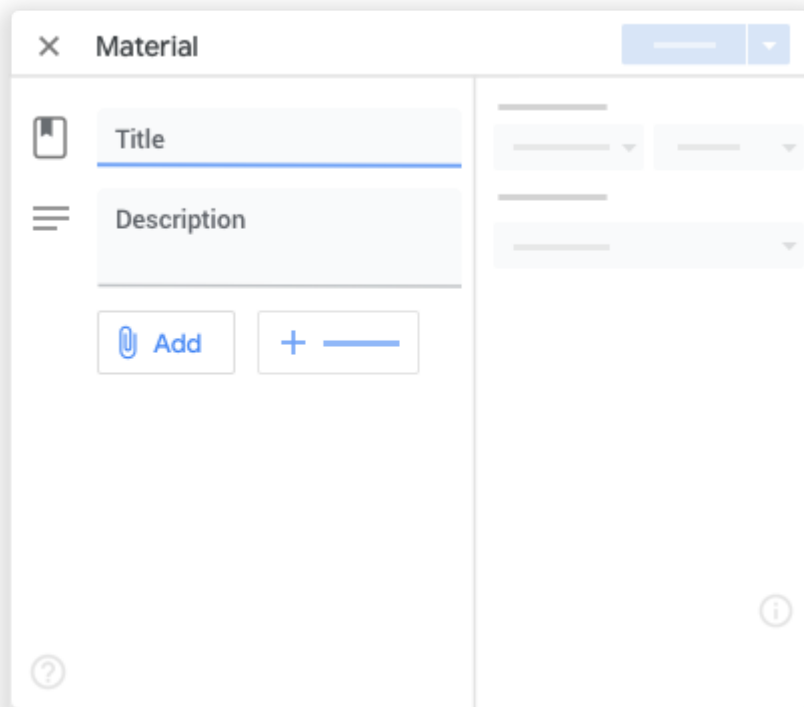
Add materials

1. Go to classroom.google.com [🔗](#) .
2. Click the class > **Classwork**.

3. At the top, click **Create** > **Material**.



4. Enter a title and a description.




Add attachments


You can add Google Drive files, links, or YouTube videos to your materials.


To upload a file, click Attach . Select the file and click **Upload**.

To attach a Google Drive file:

1. Click Drive .
2. Select the item and click **Add**.

Note: If you see a message that you don't have permission to attach a file, click **Copy**. Classroom makes a copy to attach to the material and saves it to the class Drive folder.

To attach a YouTube video, click YouTube  and choose an option:


- To search for a video to attach:
 1. In the search box, enter keywords and click Search .


2. Click the video > **Add**.

• To attach a video link:

1. Click **URL**.

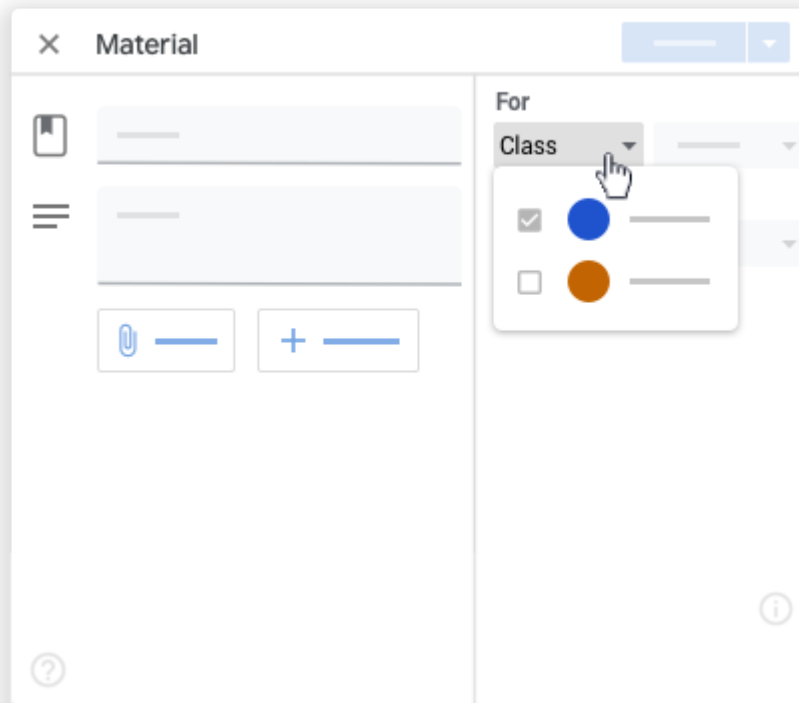
2. Enter the URL and click **Add**.

To attach a link, click Link , enter the URL, and click **Add Link**.

To delete an attachment, next to it, click Remove .

Post to one or more classes

Under **For**, click the Down arrow  > select the class or classes you want to include.

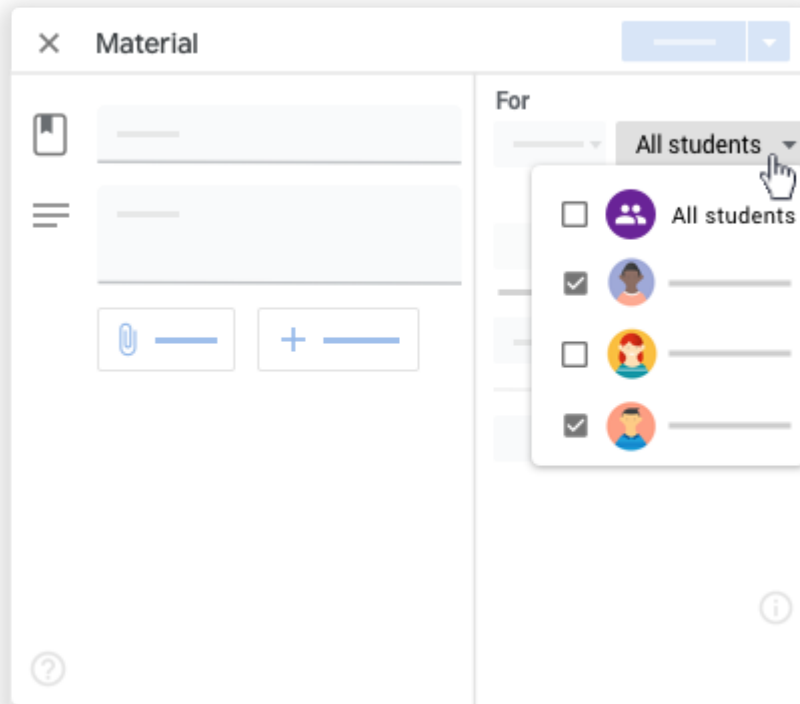


Note: You can't post to individual students across multiple classes. Posts to multiple classes are shared with all students in the classes.

Post to individual students

By default, material is posted to all students in the class. You can post material to individual students. However, if more than one class is included, you can't post to individual students. You also can't post to more than 100 individual students at a time.

1. Next to **All students**, click the Down arrow ▾ > **All students** to deselect it.

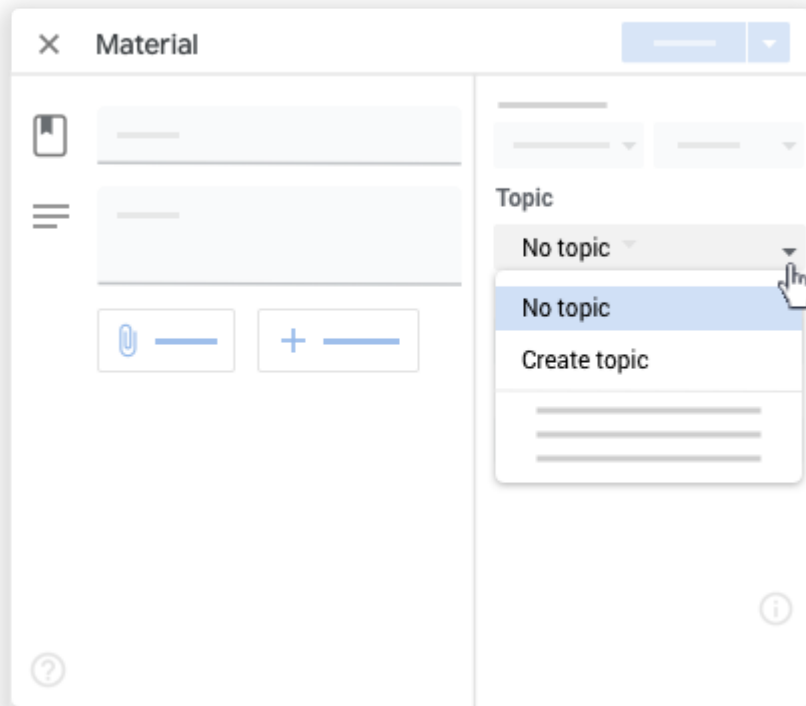


2. Select the students you want to post the material to.

Note: You'll see the number of students you posted to in the class stream. To view the students' names, click *number students* on the material.

Add a topic

1. Next to **Topic**, click the Down arrow ▾ .



2. Choose an option:

- To create a topic, click **Create topic** and enter a topic name.
- To select a topic in the list, click it.

Post, schedule, or save drafted material [^](#)

To post the material immediately, click **Post**.

To schedule the material to post later:

1. Next to **Post**, click the Down arrow ▾ > **Schedule**.
2. Next to the date, click the Down arrow ▾ and select a date and time.
3. Click **Schedule**.
The material automatically posts at the scheduled date and time.


To save the material as a draft, next to **Post**, click the Down arrow ▾ > **Save draft**.

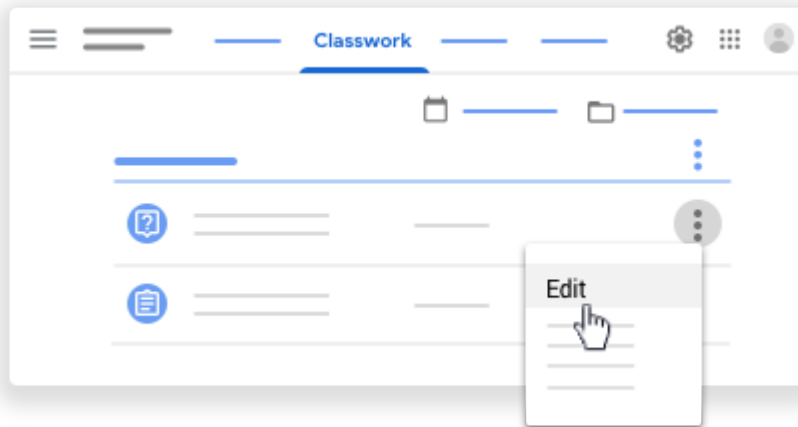
To see scheduled and drafted materials, click **Classwork**.

Edit material



Note: If material is posted to several classes, editing it in one class doesn't change it in any other class.

1. Go to classroom.google.com .
2. Click the class > **Classwork**.
3. Next to the material, click More ⋮ > **Edit**.



4. Choose an option:
 - **For posted material:** Make your changes and click **Save**.
 - **For scheduled material:** Make your changes and click **Schedule**.
 - **For draft material:** Make your changes. Then, next to **Post**, click the Down arrow ▾ > **Save draft**.

Was this helpful?

Yes

No

Invite your students to a class

This page is for teachers

To enroll students in your class, you need to invite them or give them a code to join.

Note: Students can unenroll themselves from classes. If they unenroll, their grades are removed.

Computer



Android

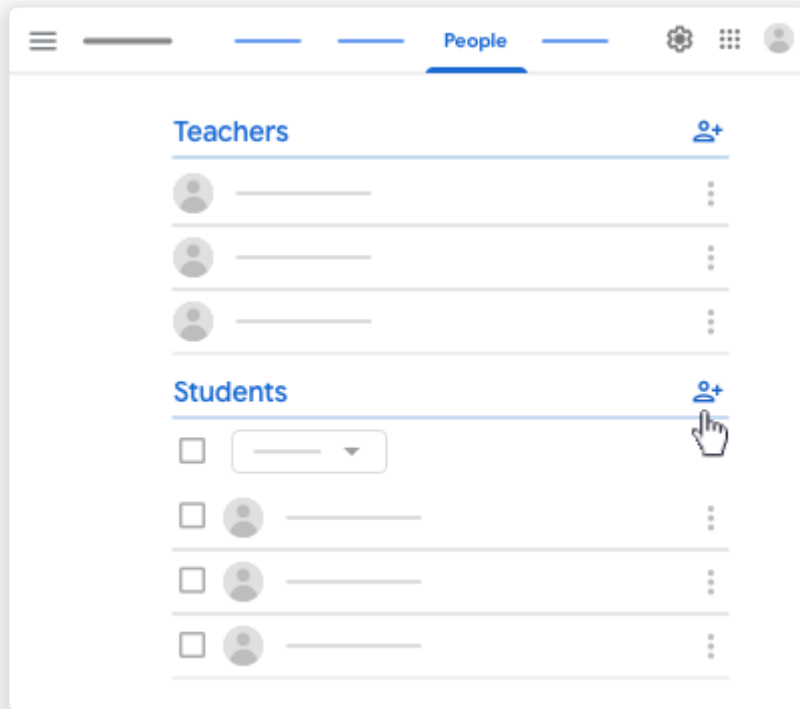
iPhone & iPad

Invite students or groups of students



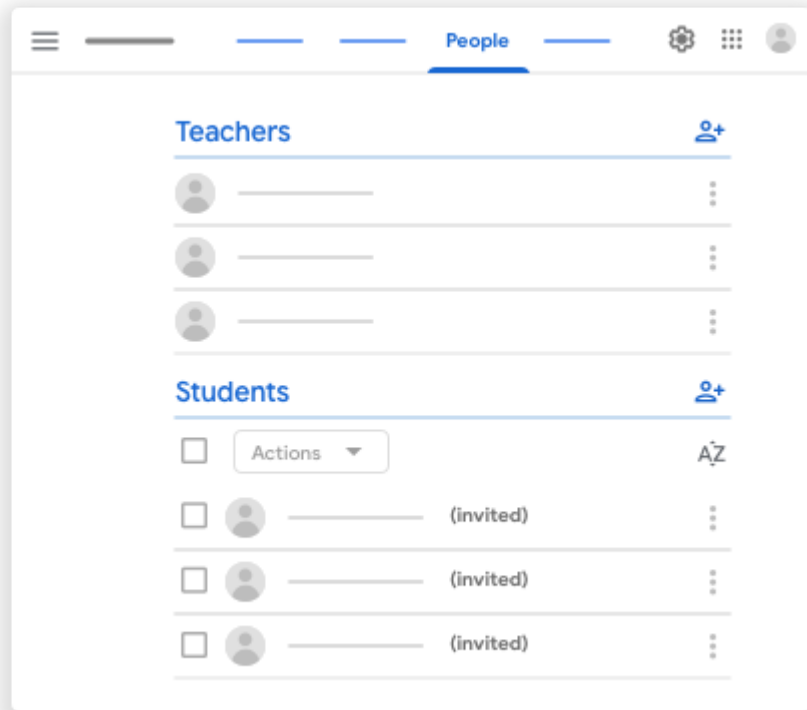
To invite a group of students, you can use a Google Groups email alias. You don't have to be the owner or a member of the group, but you must be able to view group members and view email addresses. If you can't see this information, contact your administrator to [change the permissions](#).

1. Go to classroom.google.com .
2. Click the class you want to add students or a group of students to.
3. At the top, click **People** > Invite students .



4. Enter the student's or group's email address.
As you enter text, an autocomplete list might appear.
5. Under **Search results**, click a student or a group.
6. (Optional) To invite more students or groups, repeat steps 4 and 5.
7. Click **Invite**.

After you email the invitation, the class list updates to show the names of invited students.

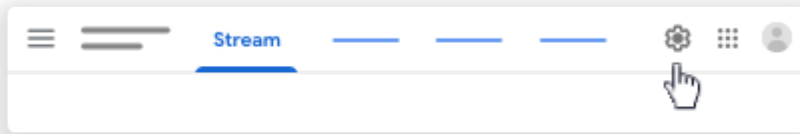


Give students a code to join

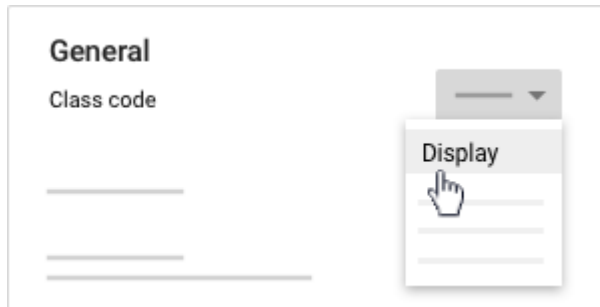


You have multiple ways to share the code with your students. For example, you can display the code on a projector or copy it and share it.

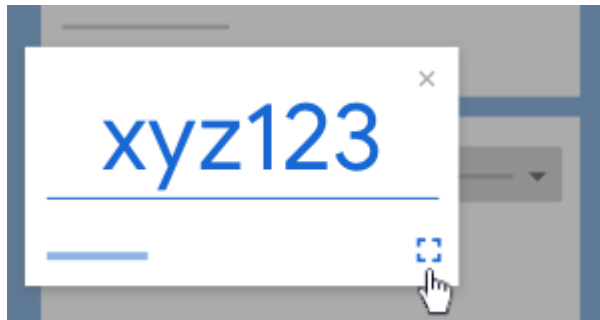
1. Go to classroom.google.com .
2. Click the class.
3. If you want to quickly display the code when projecting, under the class name next to the code, click Full screen . For a larger view, click Full screen again.
4. Click Settings and choose an option:



- To display the code on a projector, in the General section, next to the code, click the Down arrow ▾ > Display.






To get a larger view of the code, click Full screen [] .




- To copy the code to share with your students, in the General section, next to the code, click the Down arrow ▾ > Copy.



5. Give the students these instructions:

- a. Go to classroom.google.com .
- b. On the Classes page, click Add   **Join class**.
- c. Enter the code and click **Join**.

[Invite students from outside the school domain](#) 

[Turn off, reset, or copy a class code](#) 

Class size limits

[G Suite for Education accounts](#) 

For teachers with a G Suite for Education account, Classroom has the following size limitations for each class:

- Maximum number of teachers: 20
- Maximum number of members (teachers and students): 1,000

Note: Classroom uses Google Groups for all students and teachers. Each person can only be in a certain number of groups. For more information, see the Membership section of [Understand Groups policies and limits](#).

[Personal Google Accounts](#) 

Related topics

- [Set who can view, post, and moderate groups](#)
- [Troubleshooting invitations](#)

- [Limits when using personal Google Accounts](#)
 - [Understand Groups policies and limits](#)
-

Was this helpful?

Yes

No

Add a co-teacher to a class

This article is for teachers

You can invite teachers to join your class to help coordinate class activities. If you use Google Groups, you can also invite a group of co-teachers at the same time.

Your G Suite administrator might only allow teachers and students from your school to join classes. If you want to add a teacher from another school, contact your admin to update your domain's [class membership settings](#).

[Computer](#)

[Android](#)

[iPhone & iPad](#)

Invite co-teachers or groups of co-teachers



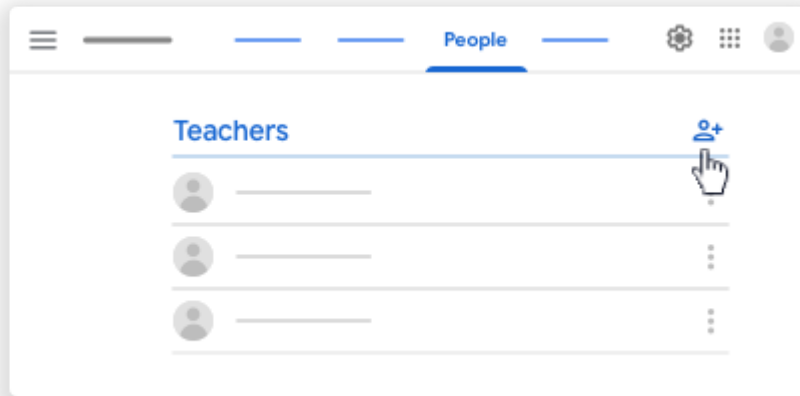
Note: To invite teachers using Google Groups, you don't have to be the owner or a member of the group, but you must be able to view group members and email addresses. If you can't view the list, contact your administrator to change the permissions. Learn more about [Troubleshooting Invitations](#).

Invite a teacher to co-teach your class

1. Go to classroom.google.com .
2. Click the class you want to add co-teachers or groups to.
3. At the top, click **People**.



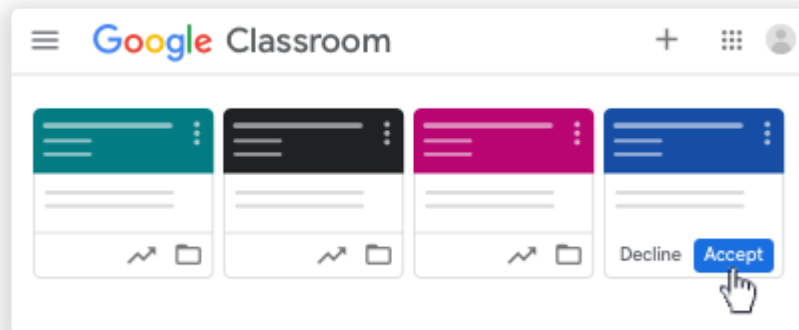
4. Click Invite teachers .



5. You can invite individual teachers or a group. Enter the email address of the teacher or group. As you enter text, Classroom shows matching addresses that you can choose from.
6. From the **Search results**, click a teacher or group.
7. (Optional) To invite more teachers or groups, repeat steps 5-6.
8. Click **Invite**.

Accept an invitation to co-teach a class

Invited teachers get an email asking them to co-teach your class. To join the class, the invited teacher must click a link in the email, or sign in to Classroom and click **Accept** on the class card.



Permissions for co-teachers



There are a few class permissions to be aware of:

- Only the primary teacher can delete a class.
- The primary teacher can't unenroll or be removed from a class.
- Teachers can't be muted in a class.
- The primary teacher owns the class Google Drive folder.
- After a co-teacher joins the class, the co-teacher has access to the class Google Drive folder.

Class size limitations



G Suite for Education accounts

For teachers with a G Suite for Education account, Classroom has the following size limitations for each class:

- Maximum number of teachers: 20
- Maximum number of teachers invited through a group: 10
- Maximum number of members (teachers and students): 1,000

Note: Classroom uses Google Groups for all students and teachers with G Suite for Education accounts. Each person can only be in a certain number of groups. See the Membership section of [Groups policies and limits](#) for details.

Personal Google Accounts

Teachers with a personal Google Account also have additional limits on activity, such as creating classes or inviting students. Learn more about [Policies and limits](#).

Was this helpful?

Yes

No

View due dates and events on your calendar

This article is for students. Teachers [go here](#).

For each class, you share a Classroom calendar and a Google Calendar with your teacher and classmates. If you don't see any calendars, the admin turned off Calendar for your class.

What can you do with each calendar?

Note: Classroom calendar is available only on computers, not mobile devices.

Google Calendar	Classroom calendar
<ul style="list-style-type: none">• View classwork due dates• View class events• Add personal reminders only you see• Add events, such as study sessions	<ul style="list-style-type: none">• View classwork due dates• Click an item to open it in Classroom

[Computer](#)

[Android](#)

[iPhone & iPad](#)

View items on your calendars

[View due dates on your Classroom calendar](#)

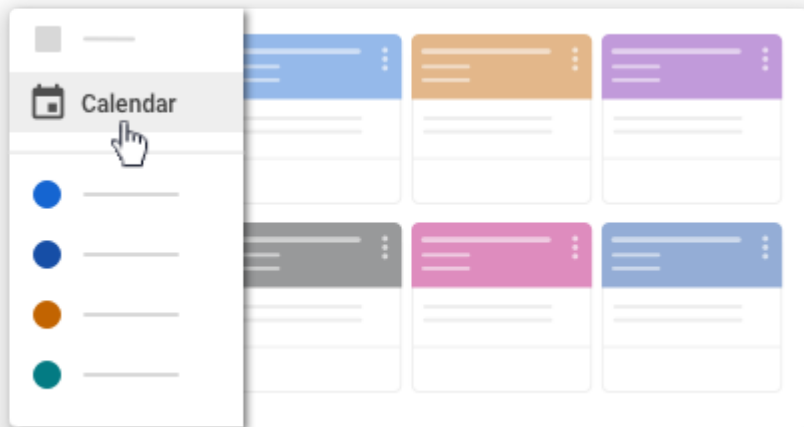


On the Classroom calendar, you can see classwork due dates. You can't add any items.

1. Go to classroom.google.com .
2. At the top, click Menu ☰.

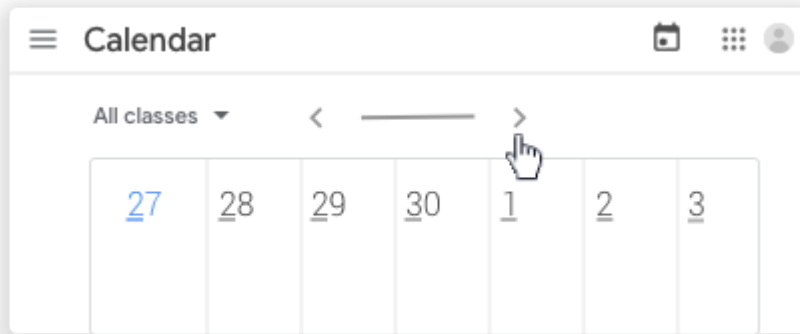


3. Click Calendar.

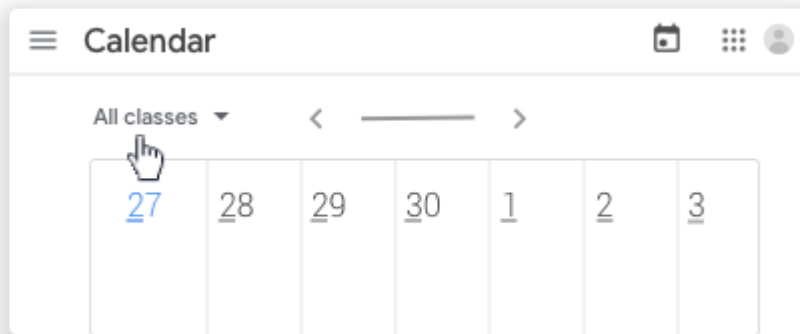


4. Choose an option:

- To see past or future work, next to the date, click Back < or Next > .



- To see assignments for all your classes, click **All classes**.



- To see assignments for one class, click **All classes** > select the class.

5. (Optional) To open classwork, click an assignment or question.

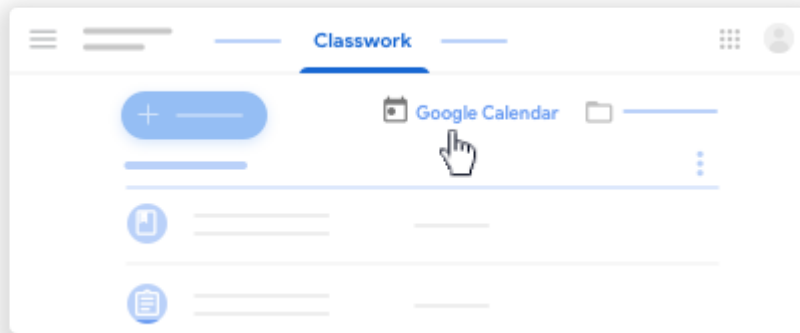
View due dates and events on your Google Calendar



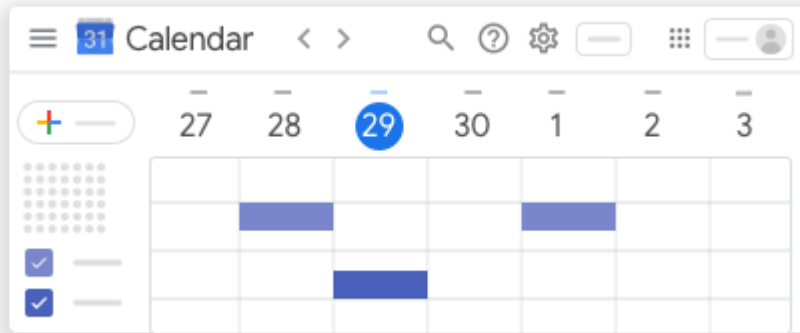
On your Google Calendar, you can see classwork due dates and class events, such as field trips or exams. In your **Other calendars** list, you can find all your class calendars, and select if you want to see or hide them.

1. Go to classroom.google.com .
2. Click the class > **Classwork**.

3. Click Google Calendar .



4. (Optional) For details, click an item.




5. (Optional) To see or hide other class calendars, at the left, under **Other calendars**, check a box for a class.

Add items to your Google Calendar

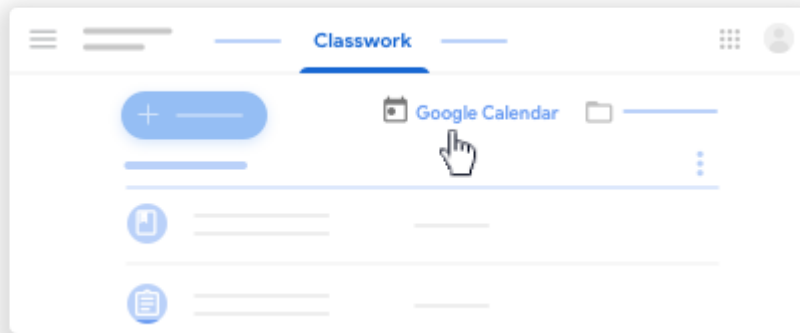
Add a personal reminder



You can add a personal reminder, such as a note to remember your calculator. Anything you add in Google Calendar won't show in the Classroom calendar.

1. Go to classroom.google.com .
2. Click the class > **Classwork**.


3. Click Google Calendar .

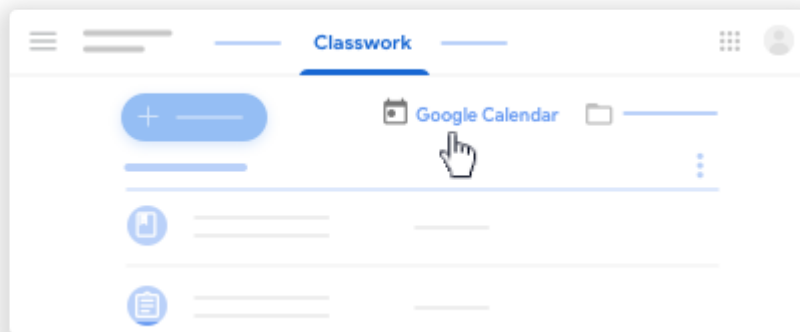


4. For more instructions, go to [Add reminders](#).

Add an event



You can add events, such as a study session, and invite classmates. Anything you add in Google Calendar won't show in the Classroom calendar.

1. Go to classroom.google.com.
2. Click the class > **Classwork**.
3. Click Google Calendar .



4. For more instructions, go to [Create an event](#).

Related articles

- [View your day, week, or month](#) 
- [Show shared calendars](#) 

Was this helpful?

Yes

No