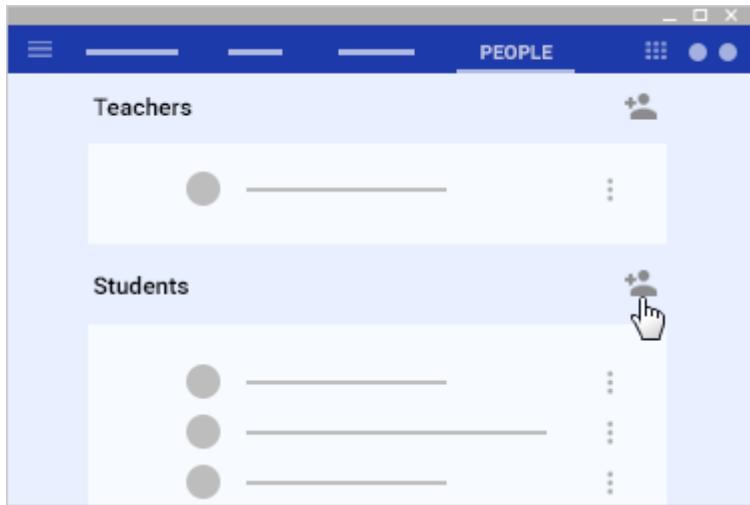


Invite your students to a class

To enroll students in your class, you need to invite them or give them a code to add themselves. If you use Google Groups, you can also invite a group of students at the same time. If you want me to create a group for you with your students please let me know <mailto:kristiehayes@poncaschool.org>

Invite students or groups of students

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



4. You can invite individual students or a group. Enter the student's or group's email address.

As you enter text, an autocomplete list might appear.

5. From the **Search results**, click a student or group or click **Add recipient**.
6. (Optional) To invite more students or groups, repeat steps 4-5.
7. Click **Invite**.

Notes:

- The class list is updated to show the names of invited students. Invited students receive an email. To join the class, the student must sign in to Classroom and click **Join** on the class card.
- To invite students 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 view email addresses. If you can't see the list, contact <mailto:kristiehayes@poncaschool.org>

Give students a code to add themselves

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



3. There are a few ways to give the code to your students. Choose an option:
 - o Click the code **Copy**. Send an email to students with the class code.
 - o If you're projecting your device to the class, click the code **Display**. Next, click Full screen to display the code in full screen.
 - o Write the code on the board in your classroom.
4. Give the students these instructions:
 1. Sign in to Classroom at classroom.google.com.
 2. On the homepage, click Add **Join class**.
 3. Enter the code and click **Join**.

Reset or disable a class code

If students have a problem using the class code, you can reset it. You can also disable the code.

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



3. Click the code **Reset or Disable**.
4. (Optional) To enable a disabled code, click the code **Enable**.
5. Click Close to return to the class stream.