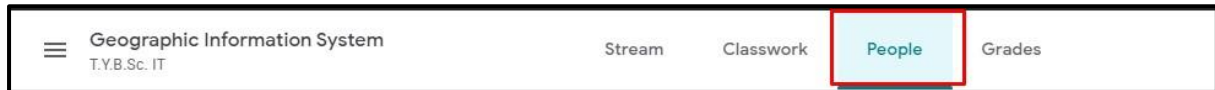



## Manual for Adding Students and Co-teachers to a Class in Google Classroom

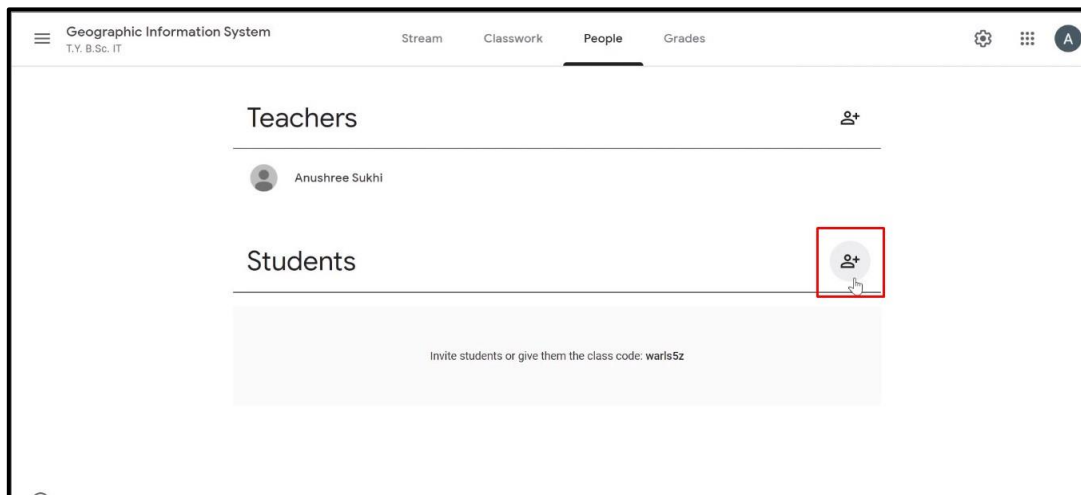
- **Adding Students to Class**

A teacher can add students by sending them email invites, to add students the teacher has to go into the class. Click on 'People' in top bar, as shown in Figure 1.



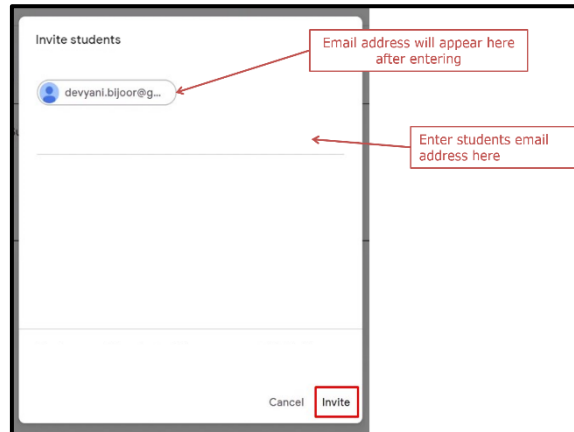
**Figure 2**

A page will appear as shown in Figure 2. Click on  highlighted in Figure 2.



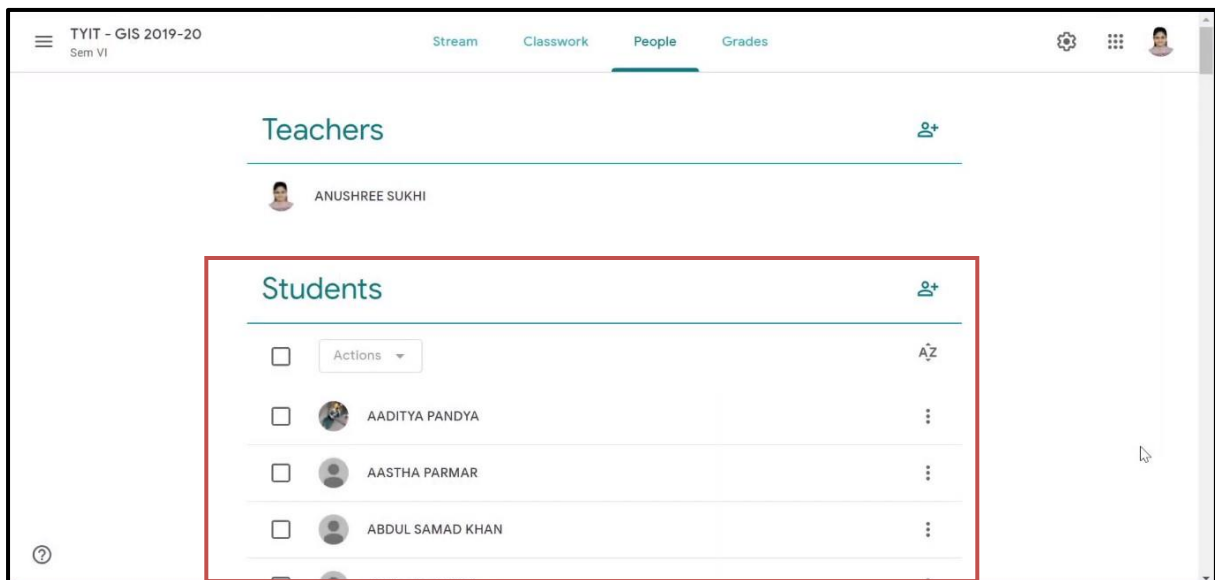
**Figure 1**

A dialogue box will appear as shown in Figure 3. Enter students email address in the space shown in Figure 3. Click on 'Invite' (highlighted on Figure 3) after entering the email address.



**Figure 3**

The list of students will appear on your screen under 'Students' as shown in Figure 4. The list includes names of the students that are invited (who have not accepted the invitation) and that have accepted the invitation.



**Figure 4**

On the teacher's dashboard, the classes will appear as shown in Figure 5, after inviting the students. The number of students would appear under each class name as highlighted in Figure 5. The count appear, includes the total of number of students invited and number of students accepted invitation.

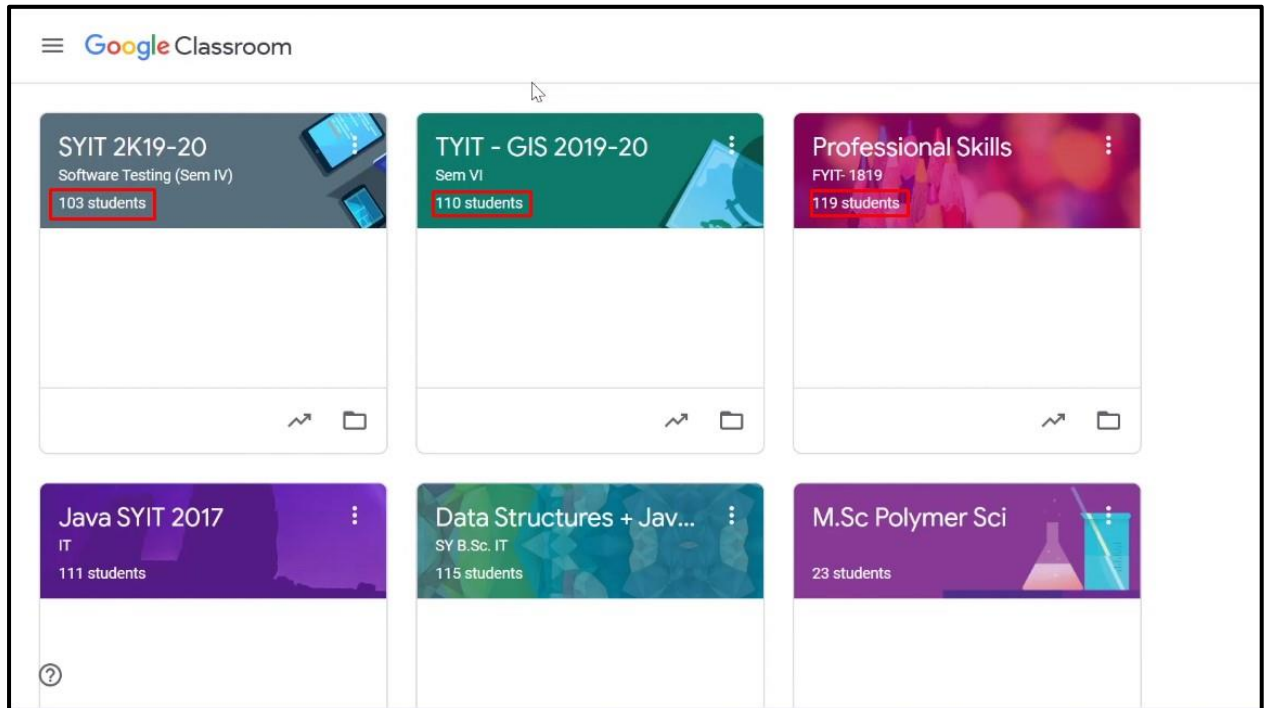



Figure 5

- **Adding Co-teachers to Class**

A teacher can add co-teachers by sending them email invites, to add co-teachers the teacher has to go into the class. Click on 'People' in top bar, as shown in Figure 1.



A page will appear as shown in Figure 6. Click on  highlighted in Figure 6.

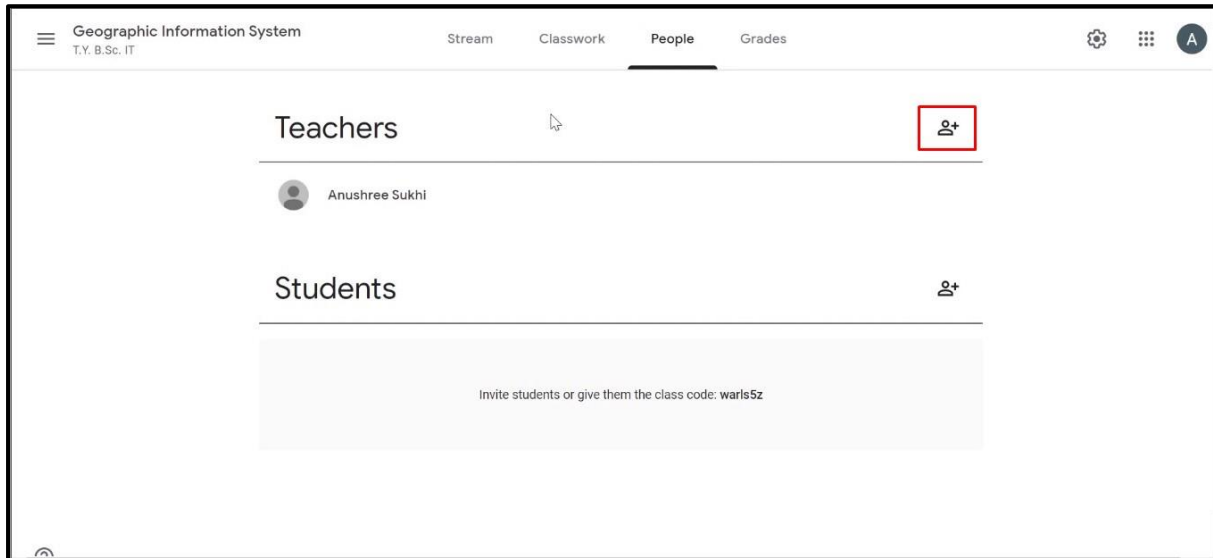


Figure 6

A dialogue box will appear as shown in Figure 7. Enter co-teachers email address in the space shown in Figure 7. Click on 'Invite' (highlighted on Figure 7) after entering the email address.

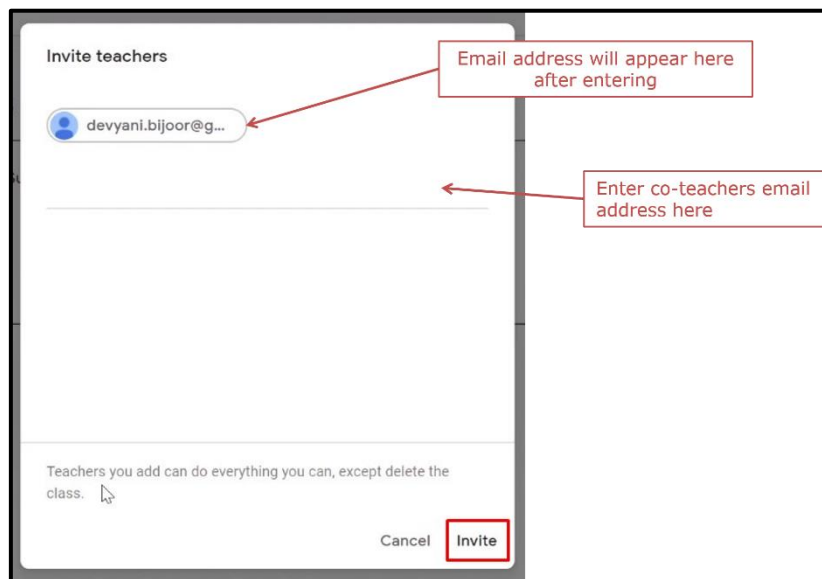
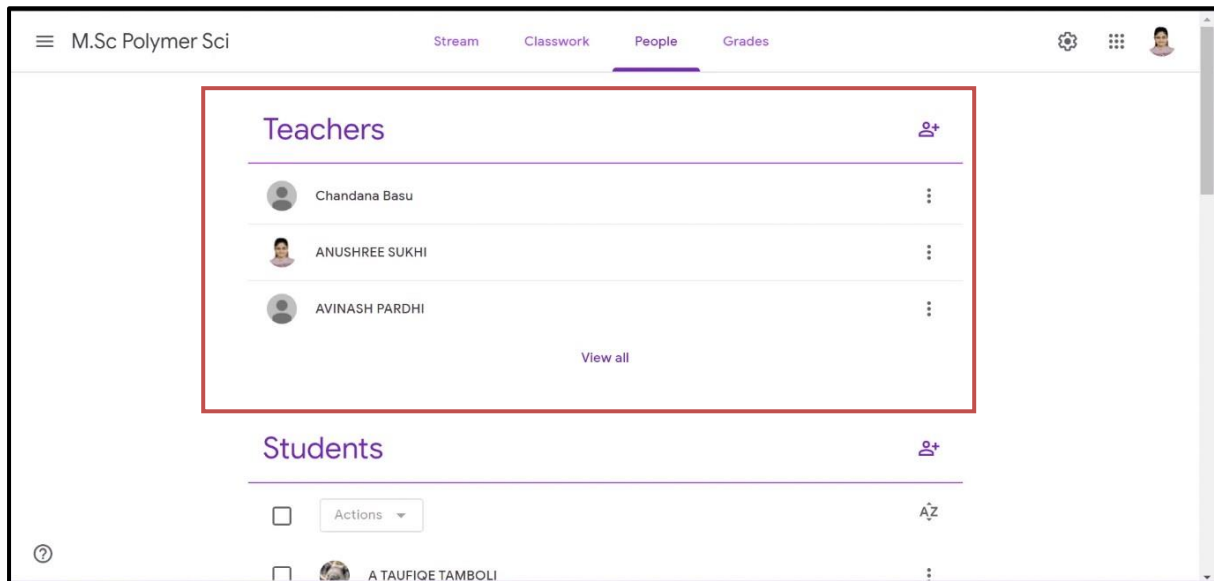


Figure 7

The list of co-teachers will appear on your screen under 'Teachers' as shown in Figure 8. The list includes names of the co-teachers that are invited (who have not accepted the invitation) and that have accepted the invitation.



**Figure 8**