

## Manual for Creating and Using Topics in Google Classroom

To add topic under the Google Classroom, click on 'Classwork' tab as shown in Figure 1.

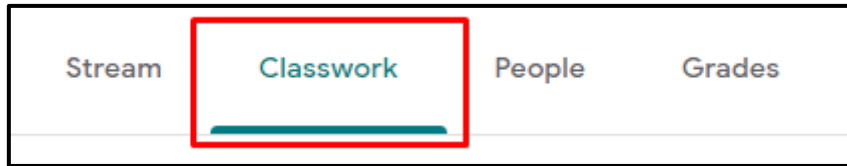


Figure 1

The page will open as shown in Figure 2.

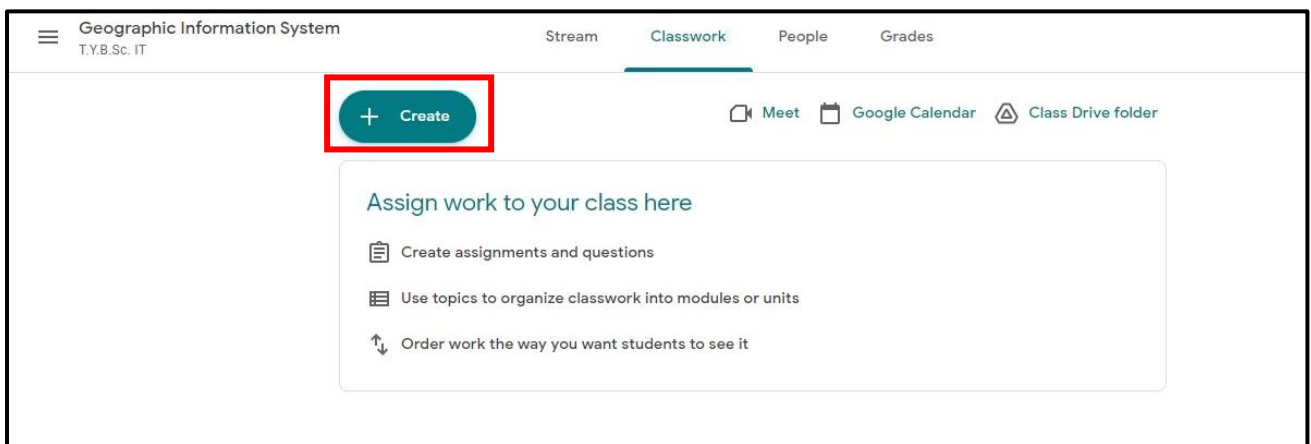
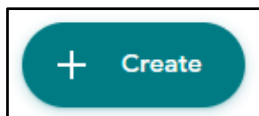
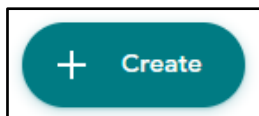


Figure 2



Click on  shown in Figure 1. A drop box will appear as shown in Figure 3, click on 'Topic' (highlighted in Figure 3)

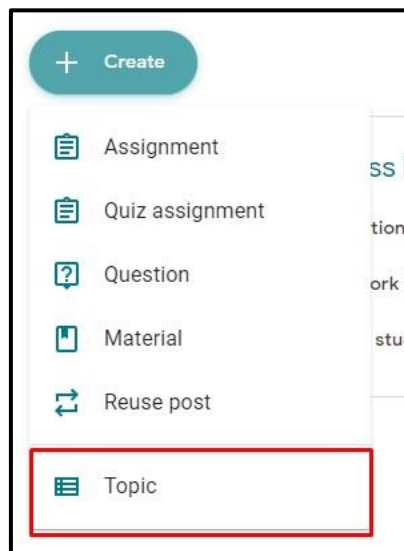


Figure 3

A popup box will appear, fill in the blank with the name of the topic and click on 'Add' shown in Figure 4.

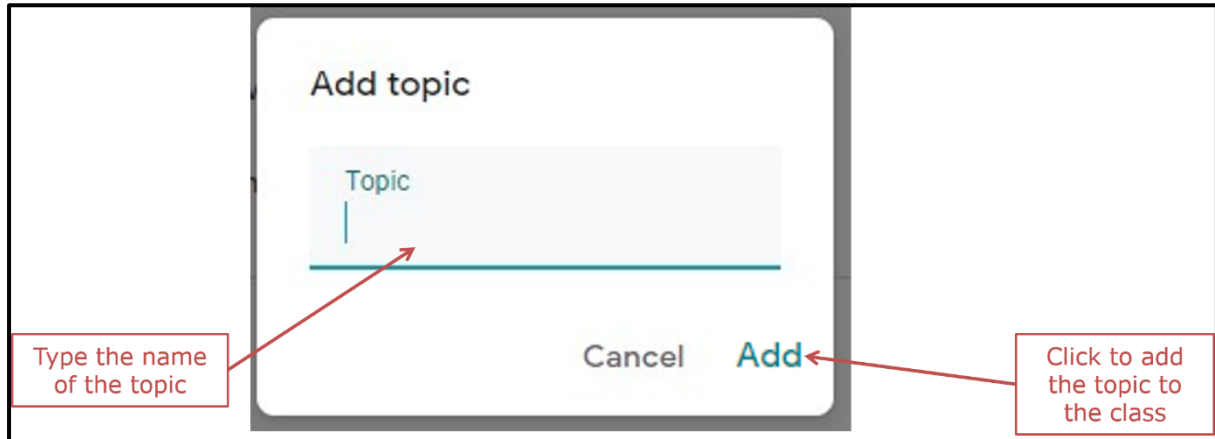


Figure 4

The topics will appear as shown in Figure 5.

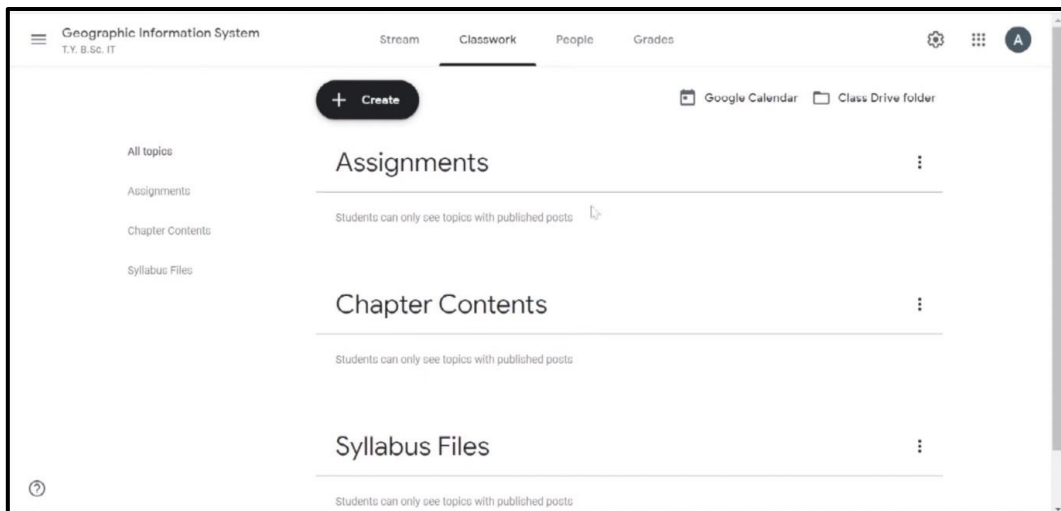
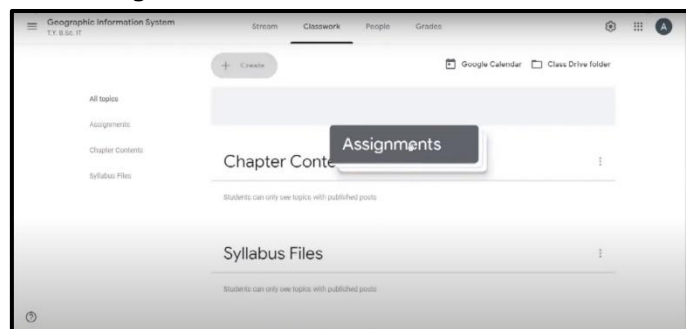



Figure 5

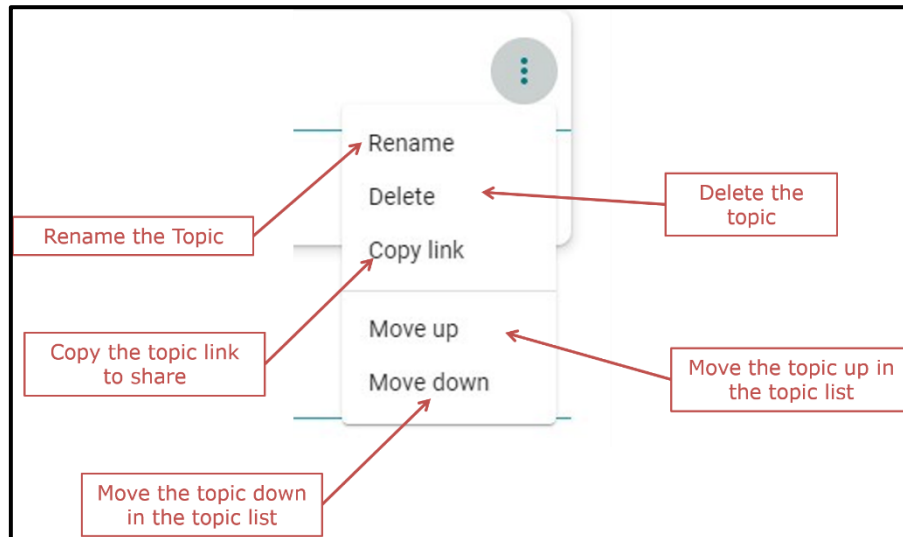
To arrange the topics, click on the topic, drag (shown in Figure 6) and drop the topic according to preferred arrangement.



**Figure 6**



To edit the topic, click on  next to the topic. A drop-down menu will appear as shown in Figure 7. Click on the options to edit the topic (details shown in Figure 7)



**Figure 7**