

Manual for Joining an Existing Class in Google Classroom

- **Sharing the Class code**

To join an existing class in Google Classroom, a student requires a class code, that is shared by the teacher.

To share the class code, the teacher has to click on the class on the dashboard. The class will open as shown in Figure 1. The teacher has to copy the code highlighted in the Figure 1.



Figure 1

The teacher can also enlarge the code to display on the screen, click on  next to the code. The code will appear as shown in Figure 2.

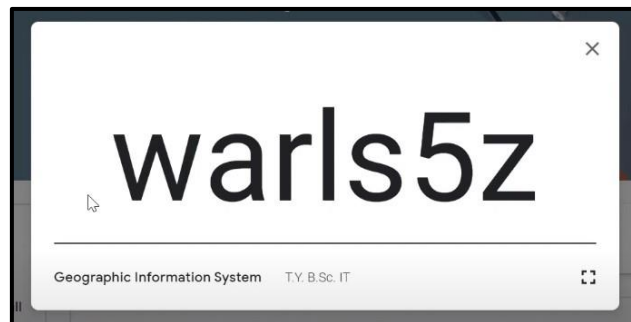



Figure 2

After copying the code, the teacher can paste the code in a chat or email and share it with the students.

- **Joining the Class**

To join a class on Google Classroom, the students have to sign in and go to the dashboard.

Click on the  the right corner (shown in Figure 3)

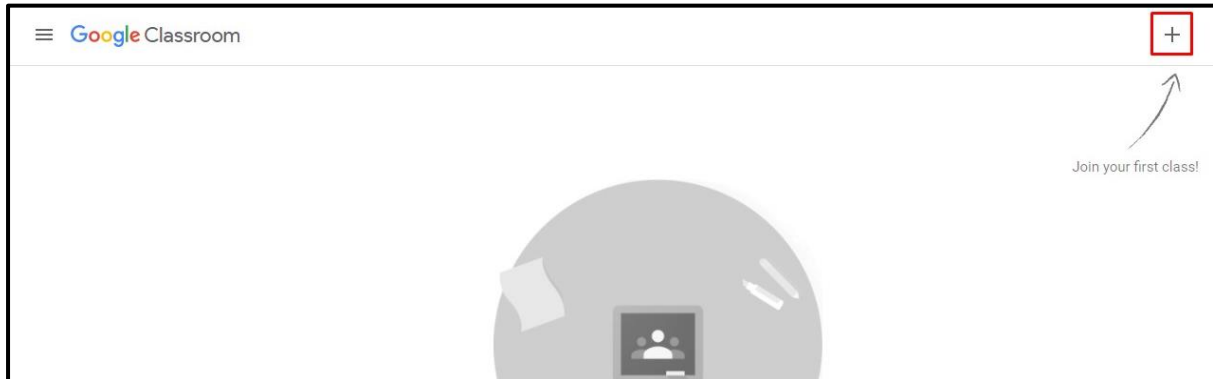


Figure 3

A dialogue box will appear as shown in Figure 4. The students have to enter the class code shared by the teacher and click on 'Join' (highlighted in Figure 4)

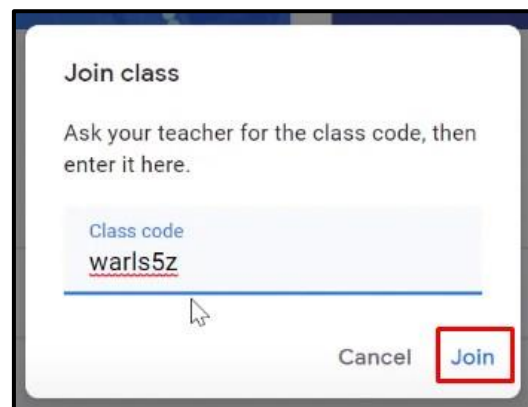


Figure 4

- **View Students List**

A teacher can view the list of students in the class by going in the class and clicking on 'People' on the top bar (as shown in Figure 5)

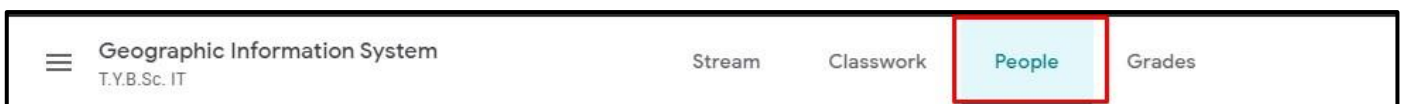
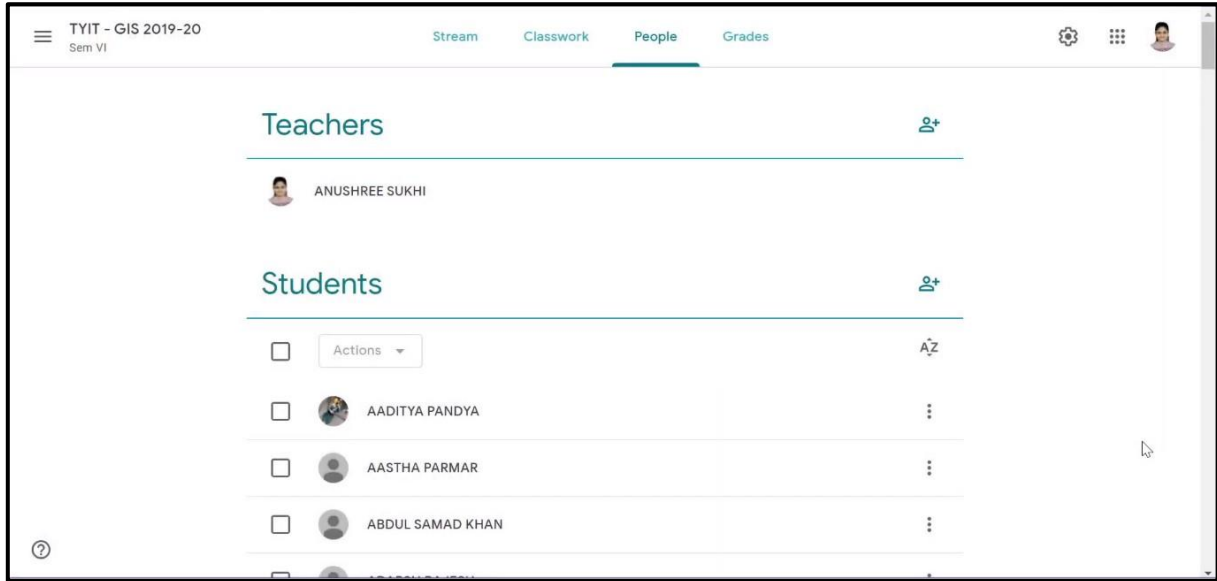


Figure 5

The list of students' names will appear as shown in Figure 6.



The screenshot displays a web application interface for a course titled 'TYIT - GIS 2019-20, Sem VI'. The interface has a top navigation bar with tabs for 'Stream', 'Classwork', 'People', and 'Grades'. The 'People' tab is currently selected. Below the navigation bar, there are two main sections: 'Teachers' and 'Students'. The 'Teachers' section shows a list with one entry: 'ANUSHREE SUKHI'. The 'Students' section shows a list with three entries: 'AADITYA PANDYA', 'AASTHA PARMAR', and 'ABDUL SAMAD KHAN'. Each student entry includes a checkbox, a profile picture, the name, and a vertical ellipsis menu icon. A search bar with the text 'A-Z' is visible at the top of the student list. The interface also includes a settings gear icon, a grid icon, and a user profile icon in the top right corner.

Figure 6