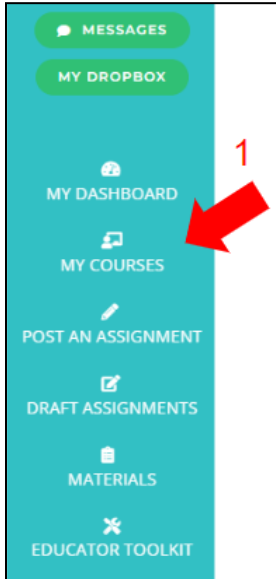


Instructions for Creating Courses

Google Classroom

1. Click the "My Courses" tab



2. Click "Create a New Course"

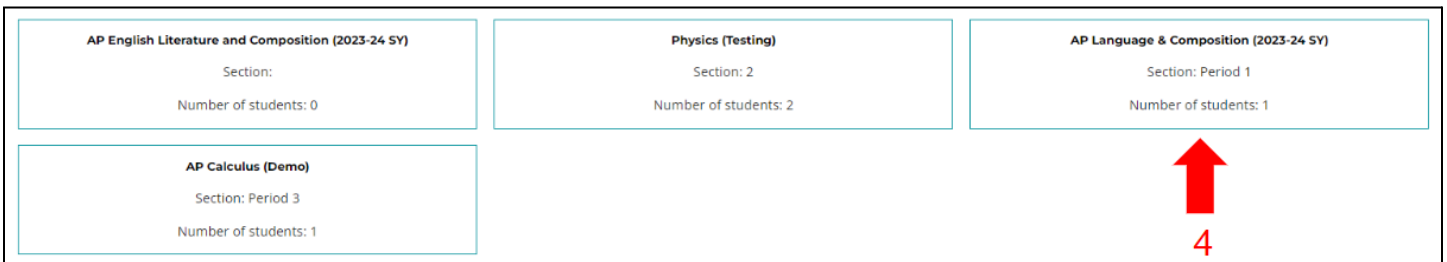


3. Click "Import from Google Classroom"



**Note: The first time you import a course from Google Classroom, you may be prompted to accept privacy settings.*

4. Click on the course you would like to import



5. The students in the class will automatically populate on the roster

**Note: If needed, you can add additional students to the roster by increasing the "Number of students" and manually entering student names.*

6. Click "Save Changes and Exit"

The 'Create New Course' form. It has fields for 'Name:' (AP Language & Composition (2023-24 SY)), 'Section Name:' (Period 1), and 'Number of students:' (1). Below these are fields for 'First name', 'Last name', 'ID', and 'Email'. A red arrow labeled '6' points to the 'SAVE CHANGES AND EXIT' button. A red bracket labeled '5' groups the 'First name', 'Last name', 'ID', and 'Email' fields.