

This Veeya QuickGuide will walk students through the process of joining a Google Classroom.

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### ITEMS NEEDED FOR SETUP

1. Computer or smart phone
2. Internet connection

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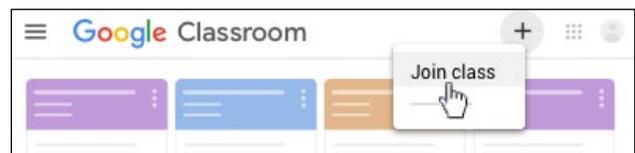
### JOIN A CLASS AS A STUDENT

To use Classroom, you need to sign in on your computer or mobile device and then join classes. Then, you can get work from your teacher and communicate with your classmates. When you join a class on one device, you're enrolled in that class on all devices.

You have 2 ways to join a class:

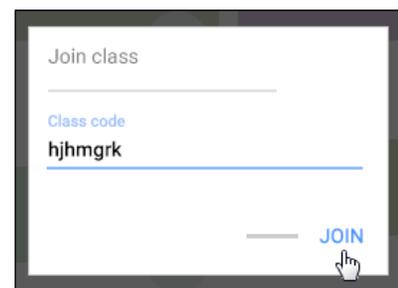
- 1) **Join a class with a class code (provided by your teacher).** Use this code to add yourself to the class. Your teacher might give you the code while you're in class or email it to you.

- a. Go to [classroom.google.com](https://classroom.google.com).
- b. At the top of the screen, click Add + > Join class.



- c. Enter the class code your teacher gave you and click Join.

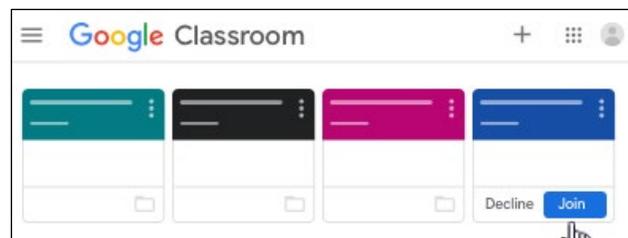
A class code consists of 6 or 7 letters or numbers. For example, hjhmgrk or g5gdp1.



- 2) **Accept an invitation from your teacher.** If your teacher sends you an invitation, you'll see Join on the class card on your Classroom homepage.

- a. Go to [classroom.google.com](https://classroom.google.com).
- b. On the class card, click Join.

You must be signed in to Classroom before you can join a class. Unsure if you're signed in?

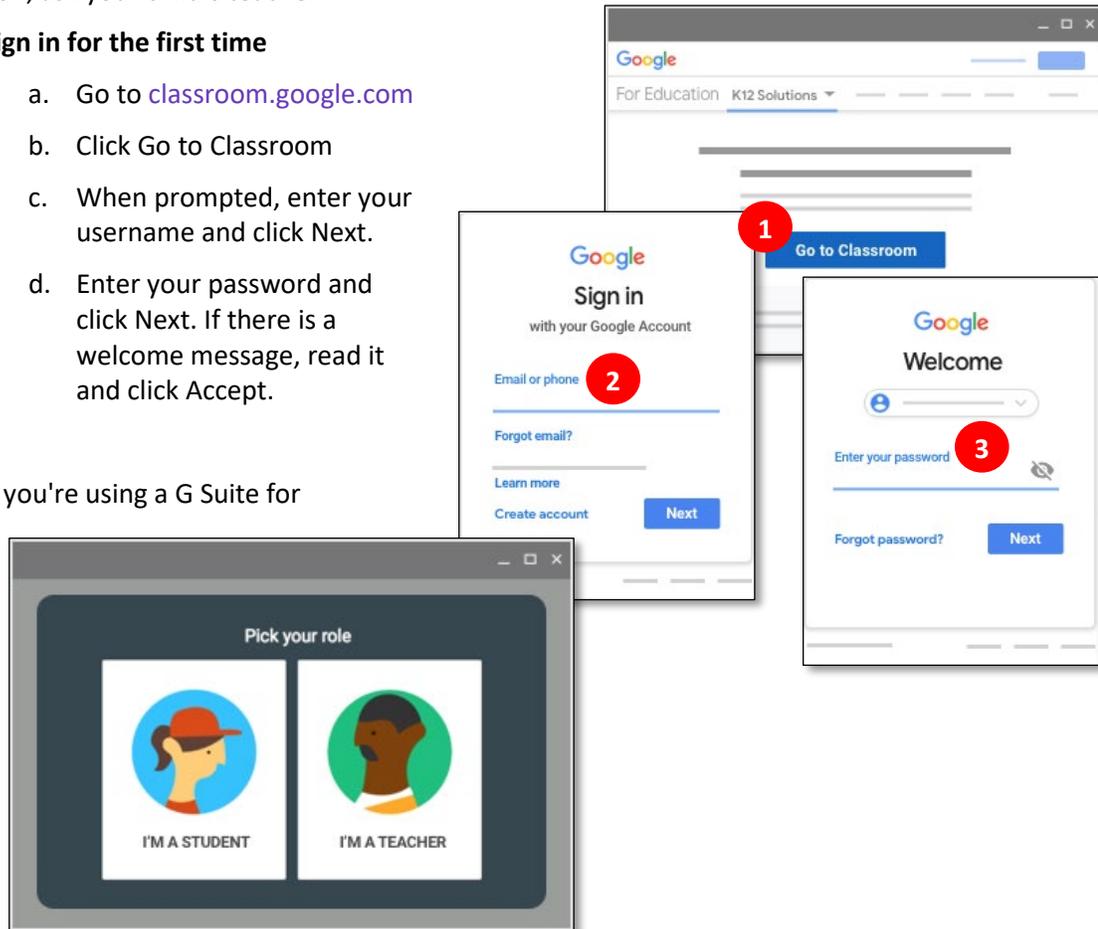


## HOW DO I SIGN IN TO CLASSROOM?

Important Note: Parents and guardians can't access Classroom or their child's assignments due to privacy laws. Guardians can receive email summaries if their child's teacher allows it. For more information, ask your child's teacher.

- 1) **Sign in for the first time**
  - a. Go to [classroom.google.com](https://classroom.google.com)
  - b. Click Go to Classroom
  - c. When prompted, enter your username and click Next.
  - d. Enter your password and click Next. If there is a welcome message, read it and click Accept.

- 2) If you're using a G Suite for



Education account, click I'm A Student.

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### IF YOU HAVE TROUBLE SIGNING IN

Error message	What it means	What you can do
Your administrator hasn't activated Classroom.	Your administrator hasn't turned on Classroom for your account.	Contact your IT administrator.
This service has been disabled by your admin.	Classroom isn't activated for your account.	Contact your IT administrator.
You can't use Classroom with this account.	You signed in to Classroom with the wrong account.	Sign out and sign in again. On the mobile app, you'll be asked to add another account. Sign in with the other account.
Has your admin activated Classroom? To use Classroom, ask your school's IT or G Suite administrator to activate Classroom for your school.	Your school doesn't use G Suite for Education.	Your school needs to <a href="#">sign up for G Suite for Education</a> before you can use Classroom.

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### ACCESS OTHER AREAS OF CLASSROOM

Teachers and students: Click Menu ☰ to access other areas of Classroom.

Classes—Students, navigate to any of your classes.

Calendar—Students, see your [class calendars](#).

Work—Students, go to [See your work for a class](#).

Settings—[Change your profile photo or password](#).

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### FORGOT OR LOST THE CLASS CODE? CODE WON'T WORK?

If you deleted, lost, or forgot the class code before joining a class, ask your teacher to resend the code or set a new one. If the code isn't working, ask your teacher for help.

Note: You only use the class code **once** to join the class. You are then enrolled in the class, and you don't need to re-use the code again.