

Use Google Classroom for a Course

An Introduction to Google Classroom

This article will provide a brief introduction for first-time use of the Google Classroom application. Google Classroom is a virtual teaching tool that integrates seamlessly with other Google tools (e.g. Docs, Sheets, Drive), providing a space where educators and students can interact. Schools and nonprofits get Classroom as a core service of G Suite for Education and G Suite for Nonprofits, which are free. Individuals with a personal Google Account can also use Classroom for free. For Valparaiso University, Classroom is a service that comes standard with G Suite for Education.

First Time Set-Up

1. Navigate to classroom.google.com in your preferred web browser and click "Go to Classroom."
2. Log-in with your Valpo Gmail account credentials.
3. If there is a "welcome" message on the subsequent screen, read it and click the "Accept" button.
4. You will then be presented with a selection screen that gives you two choices: "I'm a student" or "I'm a teacher"
 - a. If you are an instructor seeking to create a new Classroom for students to join, then select "I'm a teacher."
 - i. **Instructors will need to submit a ticket through the IT Help Desk in order to have their Classroom Teacher accounts activated. You will receive an e-mail notification once your account has been approved.**
 - b. If you are a student attempting to join a Classroom that has been set up by your instructor, then select "I'm a student."

***Once you have selected your role (teacher or student), changing it will require you to submit a ticket to the IT Help Desk. They can be contacted by e-mail (helpdesk@valpo.edu) or by phone (219-464-5678).**

5. After choosing your role, select "Get Started" to begin using Classroom.
 - a. Teachers: Follow [these instructions](#) to begin creating a class.
 - b. Students: Follow [this guide](#) to join an existing class.

Please note that though Google Classroom is an additional tool that can be used by VU faculty and students, explicit support for this service as an alternative to our LMS (BlackBoard) is not provided by the Office of Information Technology.

For in-depth troubleshooting for Google Classroom, please consult Google's robust support page at the following web address: <https://support.google.com/edu/classroom>

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