



# Quick Reference Guide

## Google Classroom: Set-up Your Classroom (Teachers and Other Employees)

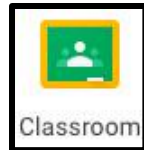
### Overview

Google Classroom is an application that allows distance learning for students and teachers. Teachers can create lessons online using Google Docs and Drive, which enables a student to access all course materials in one location. Teachers can use discussions, quizzes, tests, and links to resources to create an engaging environment for their students. The following information is for teachers and other employees only.

### Getting Started

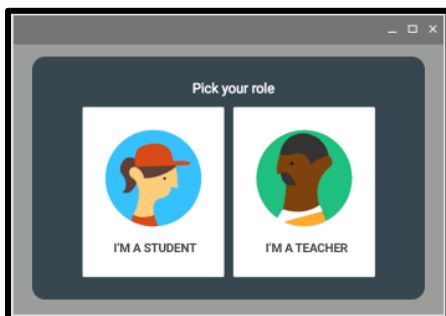
1. Navigate to the **My FWISD ClassLink Portal** and login with your username and password.  
<http://fwisd.org/myfwisd>

2. Click on the Google Classroom icon.



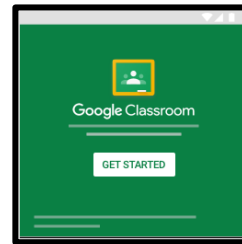
First-time users will be asked to select their role, read a welcome message, and accept the terms of use.

3. Select the role you will use in Google Classroom.



4. Select I'm a Teacher.

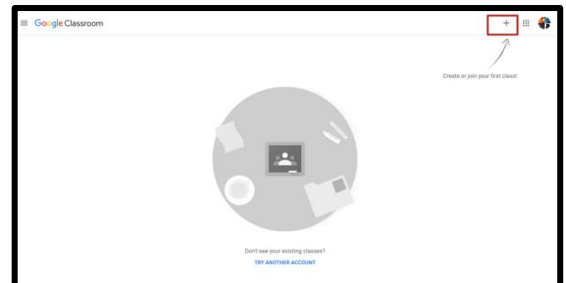
5. Click **Get Started**. Alternatively, choose **your account** next to the drop-down arrow. Click **Continue**.



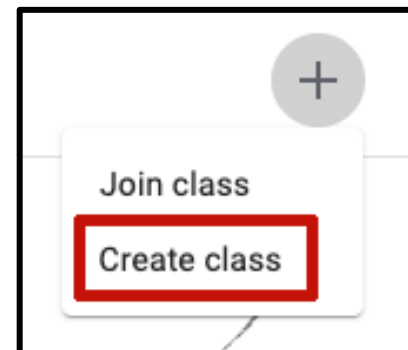
You will see the Google Classroom dashboard.

### Create a Class

1. Click the **Plus sign** in the upper right corner to begin a new class.



2. Click **Create class**.



Here you will be able to label your classroom by Class name, Section, Subject, etc.



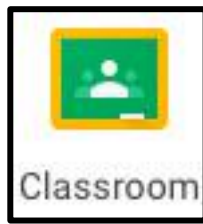
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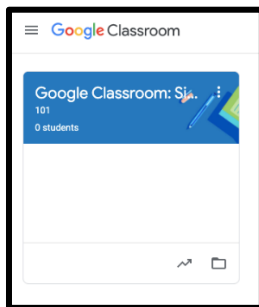
3. Click Create.

### Update Your Profile Photo

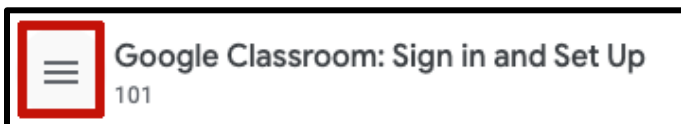
1. Click the icon for Google Classroom.



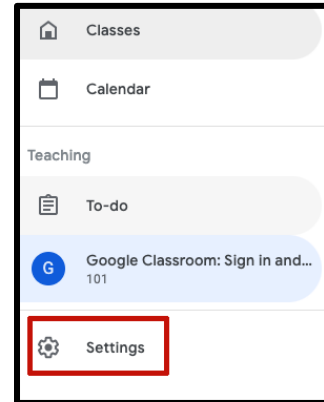
This brings you to your list of available Classrooms.



2. Click the **menu icon** or the three horizontal lines in upper left corner of your screen.

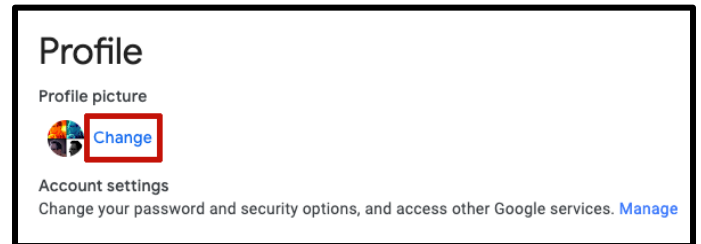


3. Click **Settings**.



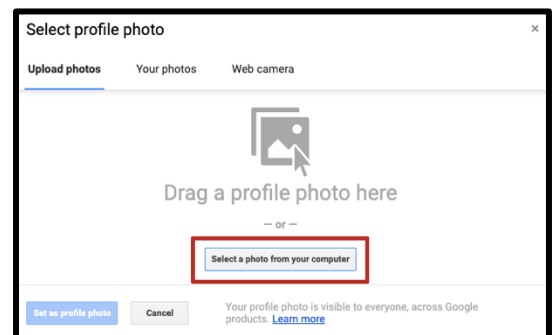
Here you will see a list of menu options to adjust your settings.

4. Under Profile, click **Change** to add or change your profile image.



Here you have options to upload a profile photo from your computer or use your web camera to take a new picture.

5. Click the **Select a photo from your computer** for a new profile image.

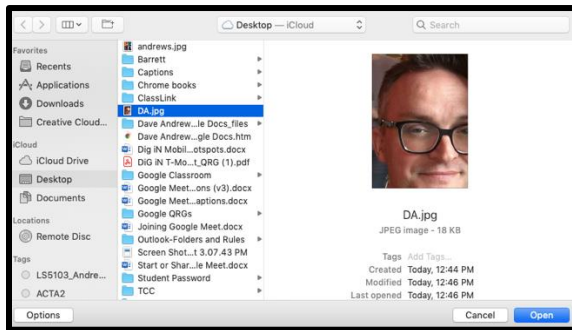




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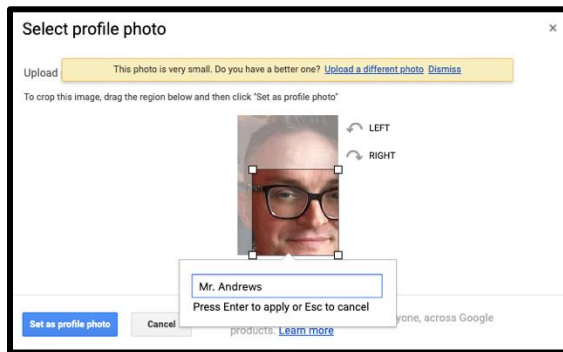
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6. Select your image from the menu.



7. Click Open.

From here you can label, adjust and crop your image to use as your profile photo.



8. Click Set a profile photo.

Your new Profile image will now be visible to Google users.

