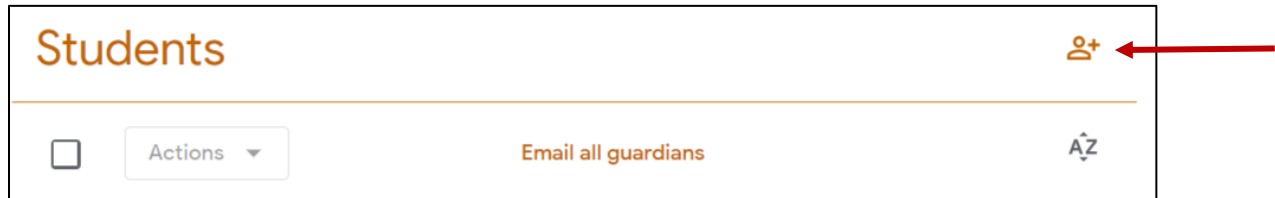


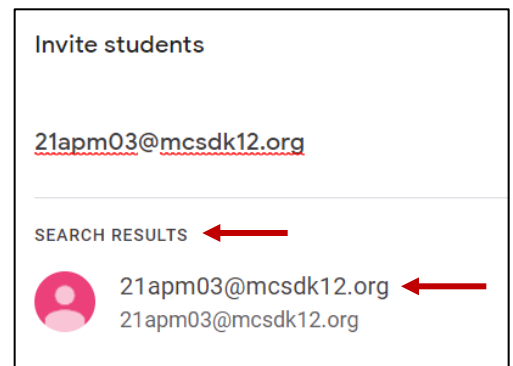
Google Classroom

Manually Adding Students

1. Open your Google Classroom and click on the **PEOPLE** tab at the top.
2. Click on the person icon next to the title **Students**.



3. Type the **EMAIL ADDRESS** of the student you would like to add. Click on the email address in the **Search Results**.
4. When finished, press **INVITE** at the bottom of the box.
***NOTE: You can add as many students as you need before pressing the INVITE button.**



Accessing Student Email Addresses Through Webmail:

1. Open your webmail and create a new message.
2. Type the name of the student. If they do not show within the suggestions listed, click **Search Directory** at the bottom of the box.
3. Click on the name of the student to add them to the **To:** line.
4. Double-click the name of the student to open their contact card.
5. Click the **COPY** button beside their name.
6. Go back to the Google Classroom tab.
7. Right-click and paste the email address in the search box.



***NOTE: You do not need to send the email. It can be deleted after email addresses have been acquired.**

5. Students are not technically enrolled in your class until they **accept the invitation**. Students may either accept through a link in their school email or if they already have the Google Classroom app on their phones, they can accept through the notification. Once they accept, they become part of your class.

