

# AACPS Athletics – Coaches and Google Classroom

Paid Coach who is a full time AACPS employee

- Coach can create their own Google Classroom for their sport, invite students, and have full access to the platform.
- Coach can add paid assistant coaches as co-teachers to their Google Classroom.

Paid Coach who is *not* a full time AACPS employee

- Coach calls Help Desk for email and password setup (410-222-5135).
- AD/Asst AD need to create the Google Classroom for the coach under the their Google Classroom account.
- AD/Asst AD can invite the head and any paid assistant coaches as co-teachers and monitor the Google Classroom.
- As a co-teachers, any paid coach will have full access to the platform (be able to invite students, create meetings, and upload/post documents and resources).

Volunteer Coach who is a full time AACPS employee

- Coach can create their own Google Classroom for their sport and invite students.
- Coach can add paid assistant coaches as co-teachers to their Google Classroom.

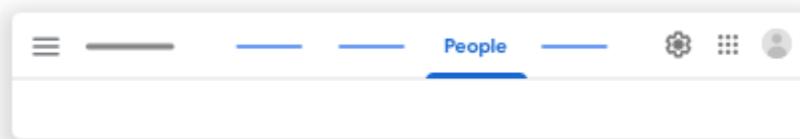
Volunteer Coach who is *not* a full time AACPS employee

- These coaches will not have access to as Google Classroom as teachers or co-teachers. They can participate in the the classroom through invitations by those who do have access.

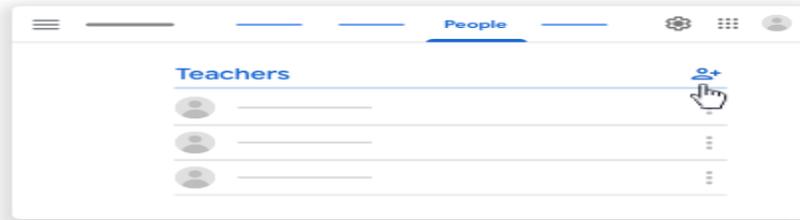
Point of Contact for further questions from ADs/coaches  Steve Hildebrand in Technology at [shildebrand@AACPS.org](mailto:shildebrand@AACPS.org)

# How to invite a teacher to co-teach your class

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class you want to add co-teachers to.
3. At the top, click **People**.



4. Click Invite teachers .



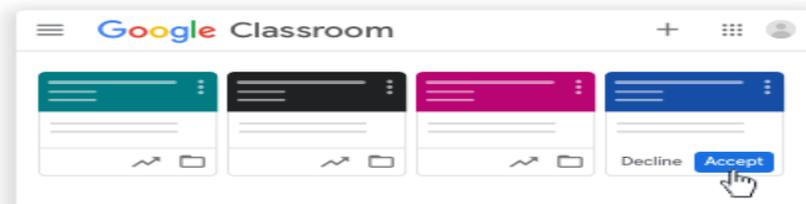
5. You can invite individual teachers . Enter the email address of the teacher.

As you enter text, Classroom shows matching addresses that you can choose from.

6. From the **Search results**, click a teacher .
7. (Optional) To invite more teachers or groups, repeat steps 5-6.
8. Click **Invite**.

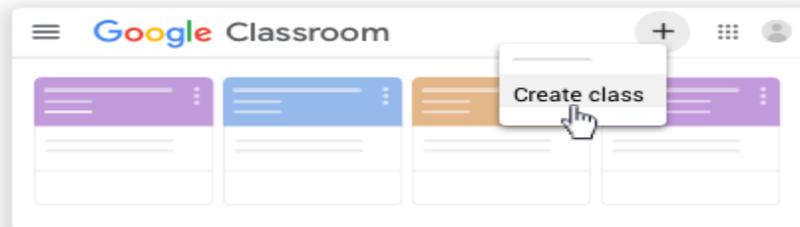
## Accept an invitation to co-teach a class

Invited teachers get an email asking them to co-teach your class. To join the class, the invited teacher must click a link in the email, or sign in to Classroom and click **Accept** on the class card.



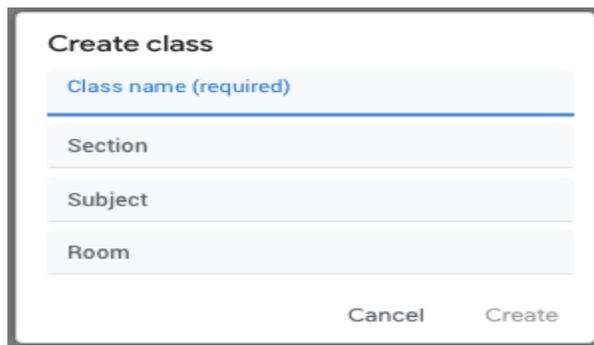
## How to create a class

1. Go to [classroom.google.com](https://classroom.google.com).
2. At the top of the Classes page, click Add   Create class.



Note: If you don't see Create class, your account only lets you join classes. Switch accounts or contact your G Suite administrator for help.

3. Enter the class name.

A screenshot of the 'Create class' dialog box. The title is 'Create class'. It contains four input fields: 'Class name (required)', 'Section', 'Subject', and 'Room'. At the bottom right, there are two buttons: 'Cancel' and 'Create'.

4. (Optional) To enter a short description, grade level, or class time, click Section and enter the details.
5. (Optional) To add a subject, click Subject and enter a name or click one from the list that appears when you enter text.
6. (Optional) To enter the location for the class, click Room and enter the details.
7. Click Create.

Classroom automatically creates a class code that you can use to [invite students to the class](#). You can always get the class code at the top of the class stream.