

Dear teacher,

Thank you for installing Classroom. Here are some instructions to help you create your first class.

### How to create your first class?

#### STEP 1

**iPhone** (iOS 7+) : Download the app Classroom via the App Store or at [classroom.co](https://classroom.co)

**Android** (4.4+) : Download the app Classroom via the Google Play or at [classroom.co](https://classroom.co)

**Web / Other smartphones** : Use the mobile app at [web.classroom.co](https://web.classroom.co)

#### STEP 2

Create your user account on Classroom (the required phone number remains confidential. It is only used for authentication and won't be used nor disclosed to anyone).

#### STEP 3

Click the "+" button to create a class.

#### STEP 4

Enter a name for your class (eg Hoboken Room 103) and choose a picture to illustrate it.

#### STEP 5

Choose a unique ID for your class. This identifier will be to all parents in your class to join (eg: hobokenroom103)




#### STEP 6

Fill in your position (Teacher, Assistant ...), the class type (preK, 1st Grade, Music ...) and decide whether you want to allow users of the class to have access to private messaging. Also decide whether to allow them to comment your messages.

#### STEP 7

Download our template letter to parents on [classroom.co/resources](https://classroom.co/resources). Fill in the class ID you chose and send it out to parents to inform them to join your class.

Voila! Now you just have to post your first message.

 **Attention when parents have sent you a request to join the class, you must accept them by clicking the icon  or .**

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For more information about the application and how it works, go to the site [classroom.co](https://classroom.co).

King regards,

The Classroom Team