Add Students to The Existing Google Classrooms with GAT Flow

Classroom Audit & Management · https://gatlabs.com/knowledge/tech-tips/add-students-to-google-classrooms/

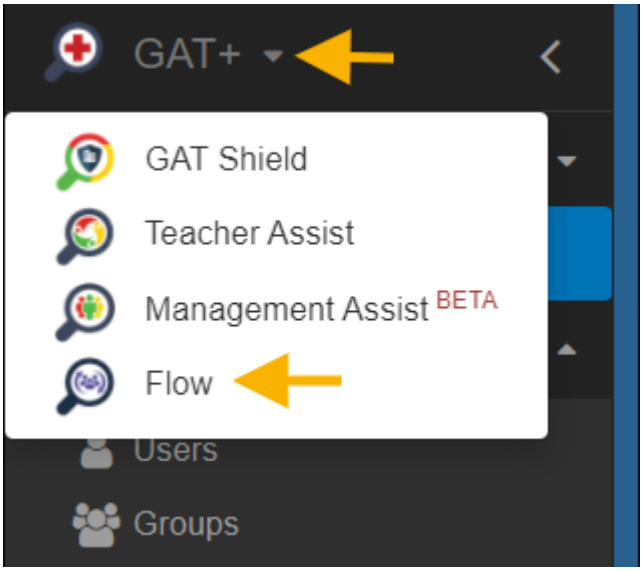
Introduction

GAT Flow tool allows Google Workspace Super Admins or Delegated Auditors (Delegate in Flow) to add and remove users from Google Classrooms. This can be done for individual students or groups of students in bulk.

Note: This requires GAT Unlock to be enabled.

Startup

In GAT+ navigate and click to open **Flow**



When Flow is launched it will be loaded on a new tab on your browser.

Set up the workflow

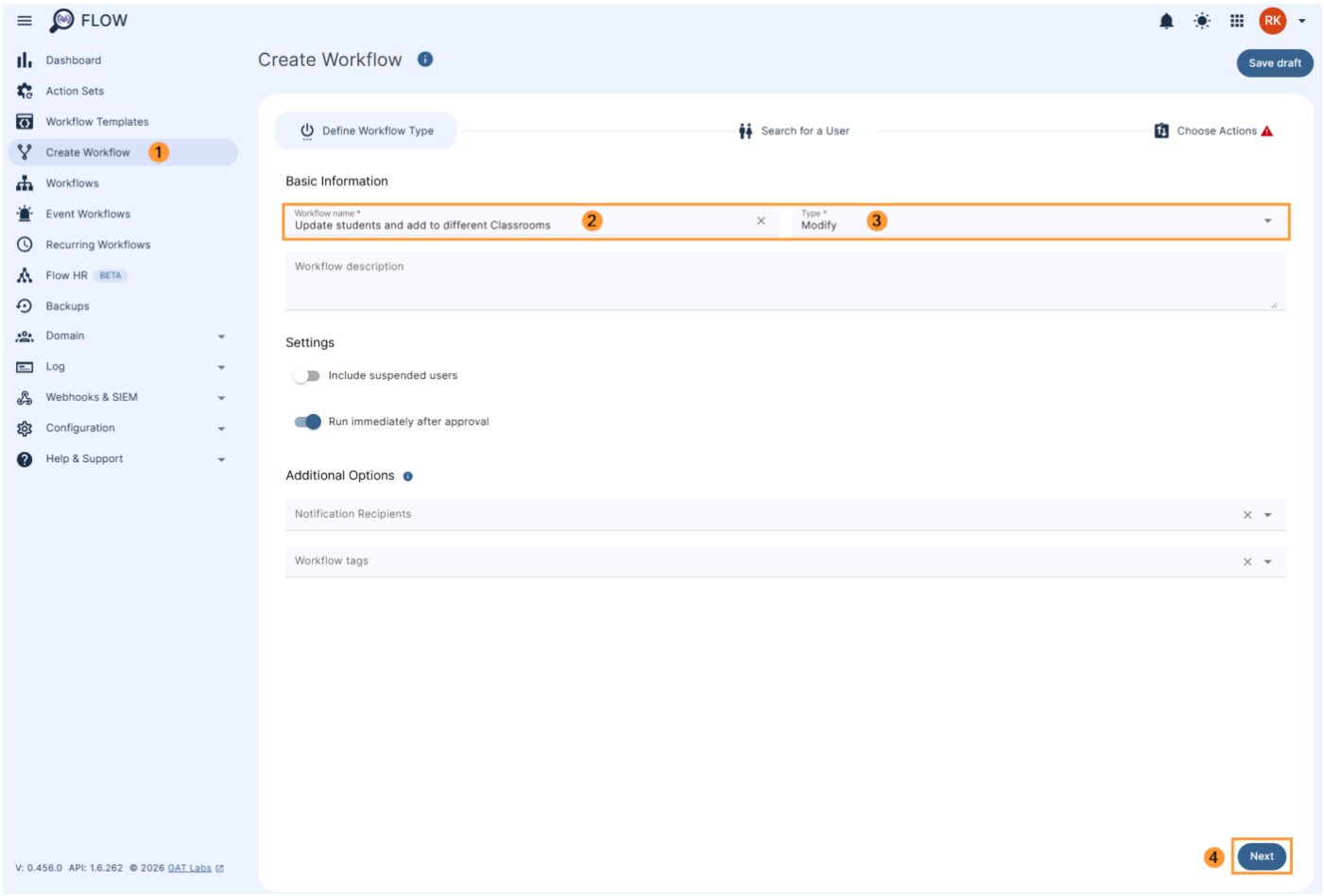
Navigate to **Flow → Create workflow**

Workflow type

In the **Workflow** fill in the details. You can set it up also as an **Event workflow** or **Recurring workflow.**

- **Name** – enter the name of the workflow (2)
- **Description** – enter a description for the workflow (optional)
- **Type** – select what workflow type you would like to run
  - **Modify** – modify existing users (3)
- **Include suspended users** – enable or disable to allow you to select users who are currently suspended:
  - If enabled – you will be able to select even users who are suspended
  - If disabled – you will be able to select only users who are active
- **Run immediately after approval** – provides an option to schedule the workflow to run in a selected future time (optional)

Later click **Next** (4) to proceed.

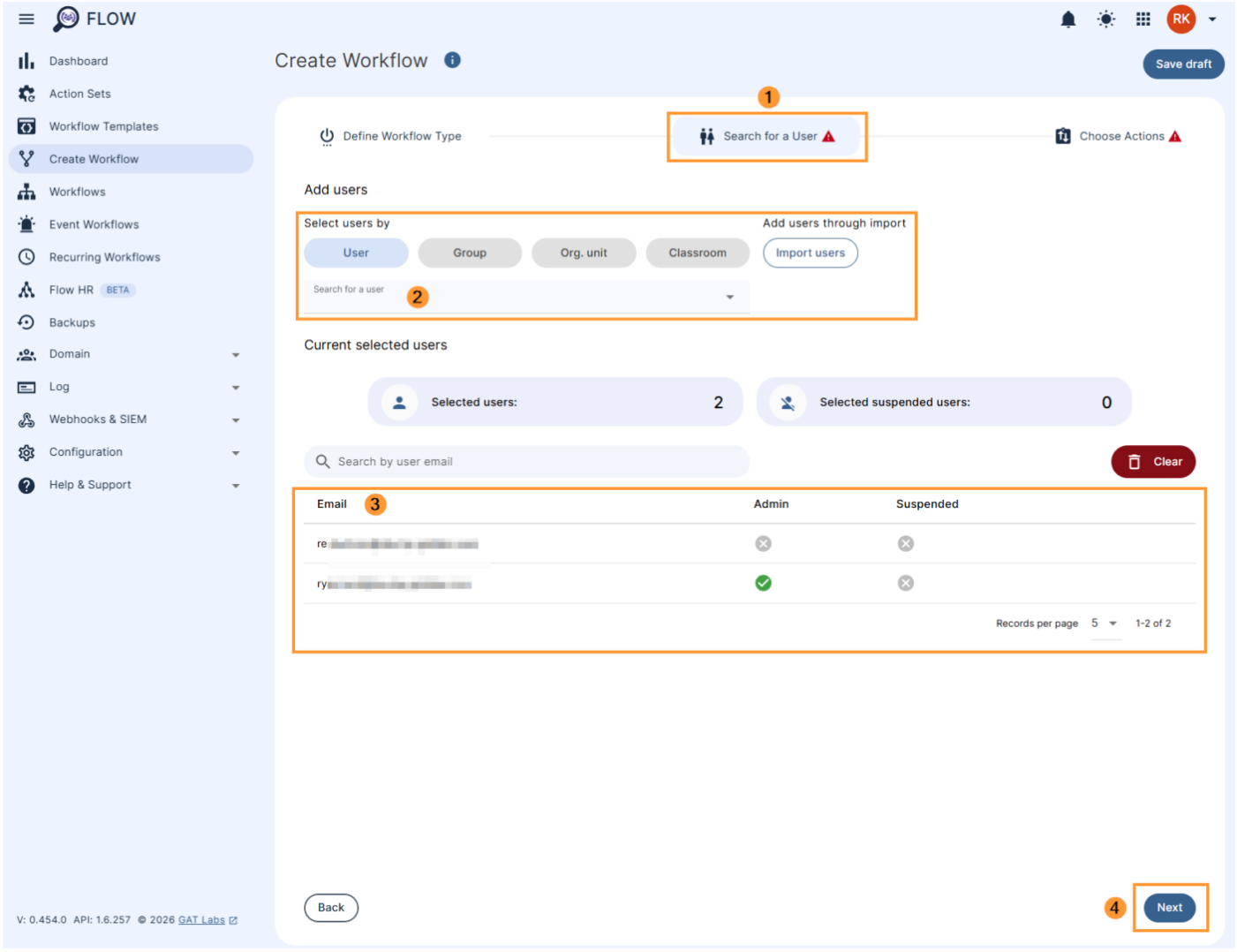


Click on **Next** to proceed.

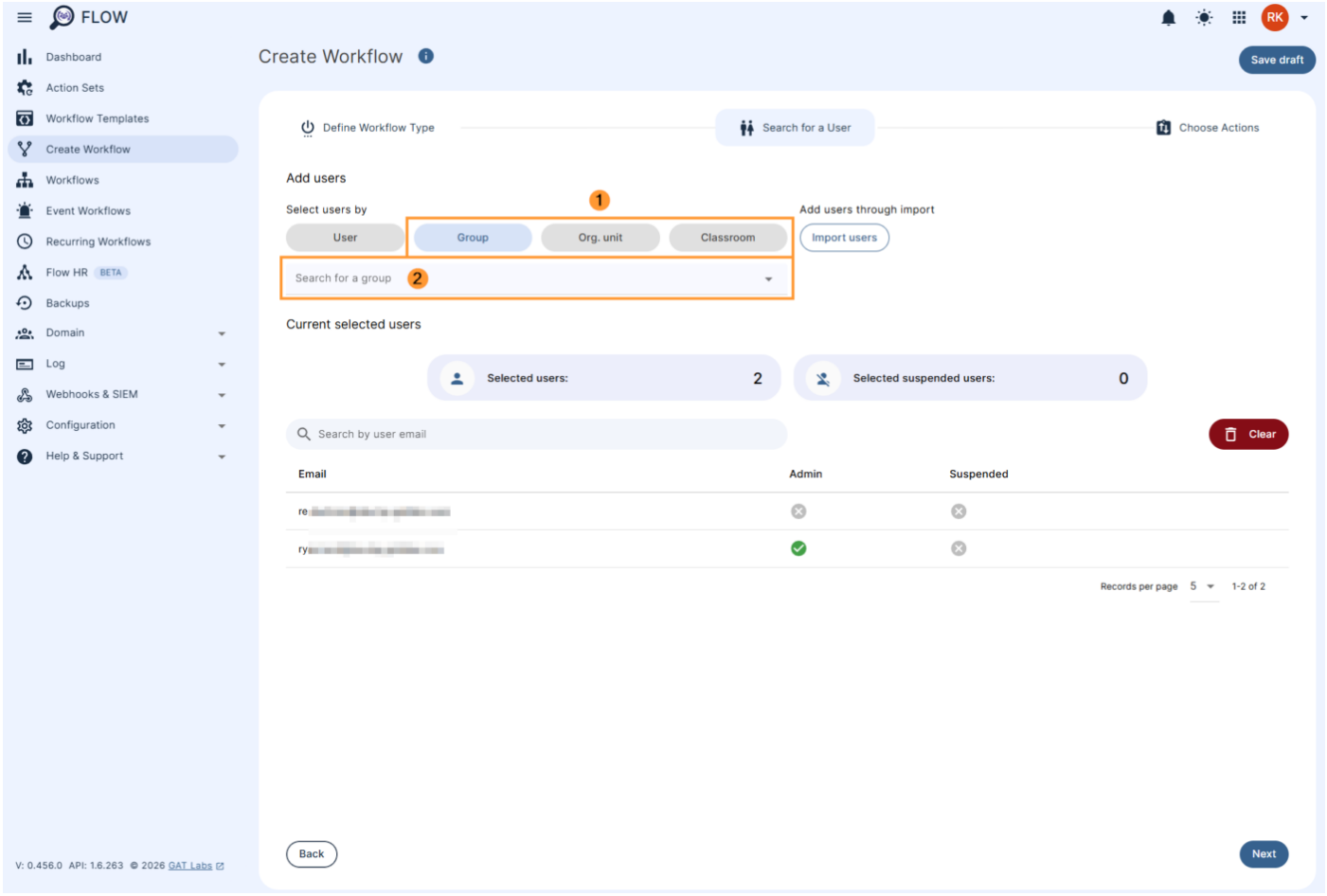
Search for a user

In “**Search for a user**” enter the users that need to be added to different classrooms

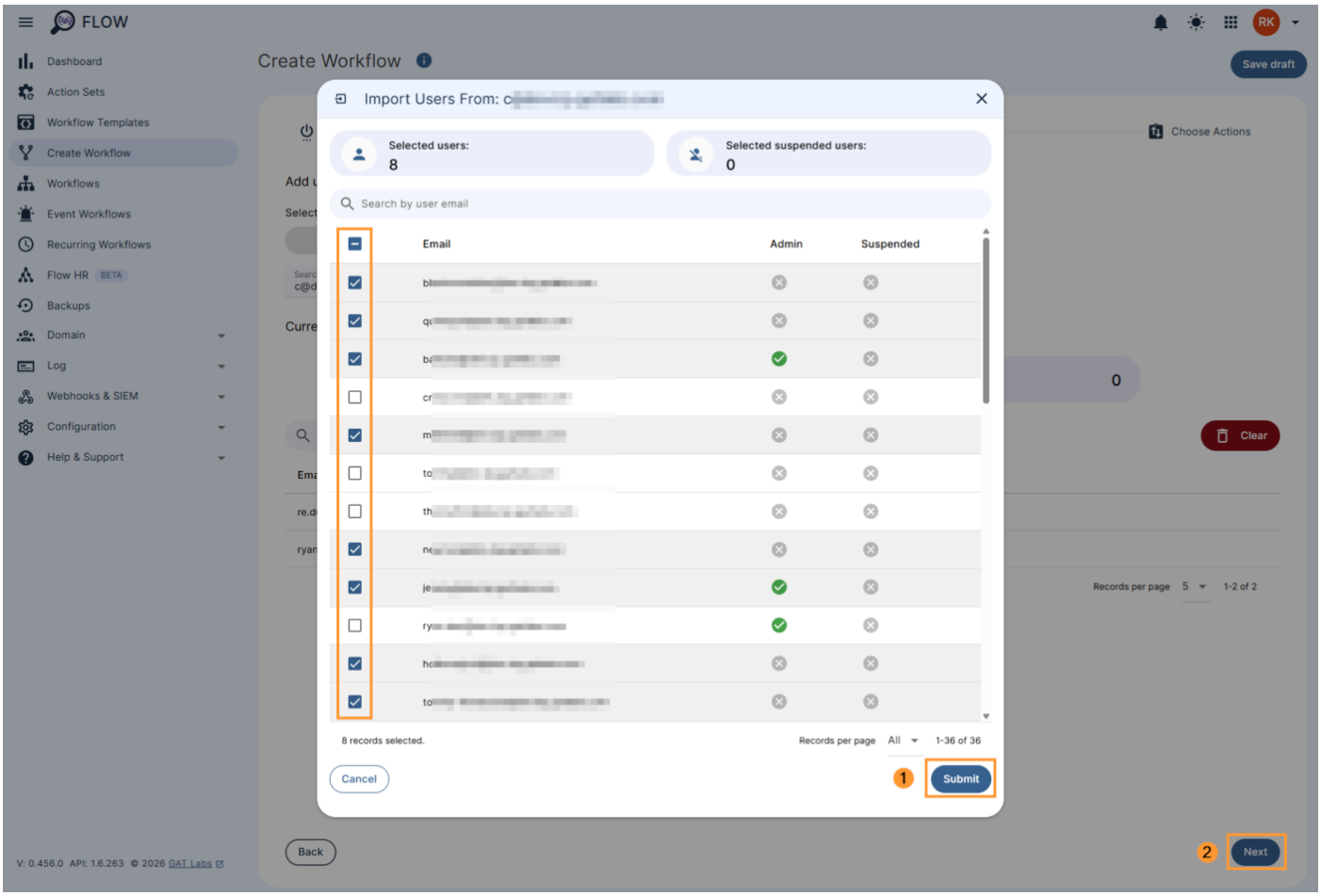
- Search for a user
- Search for a group
- Search for an OU
- Search for a classroom
- Import users



Click on the **“Group”, “OU”** or **“Classroom”** and search for the group, OU, or Classroom where the users you want to add belong to.

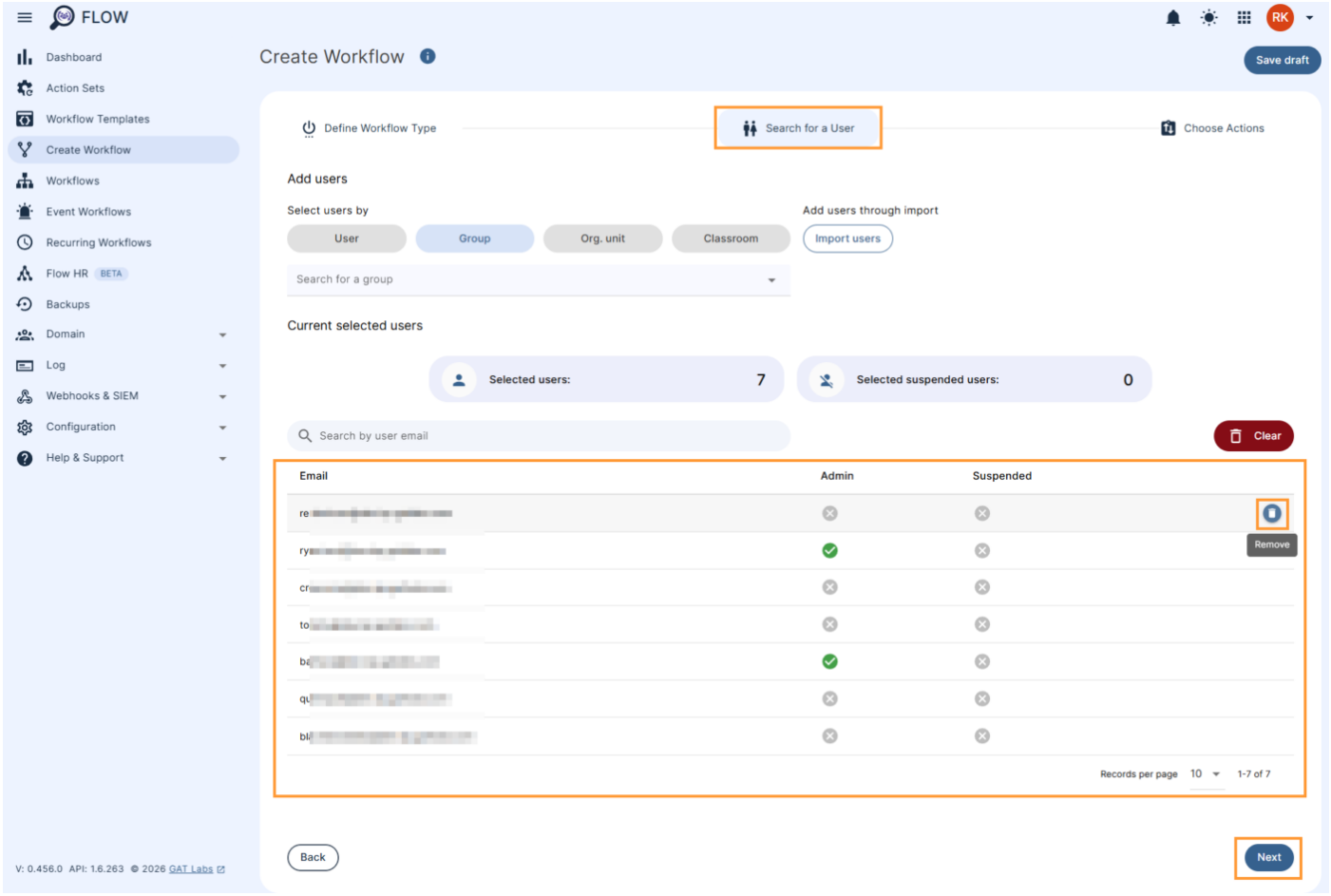


You can also search for users **individually** if they are part of different groups or org. units. Select the **checkmark** on each user to add or remove the user from the list.



Click on the **Submit** button

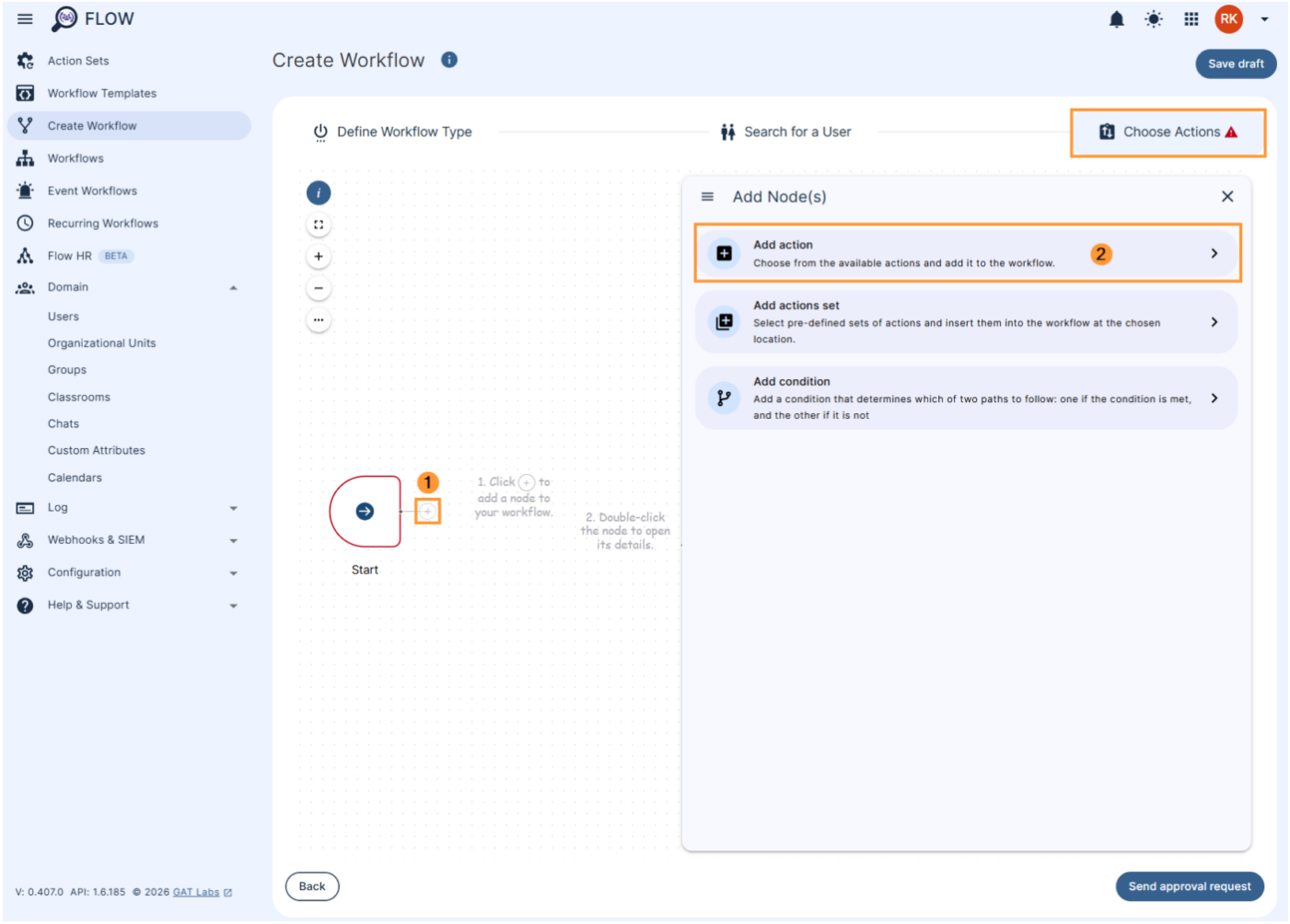
The list of users will be added to the workflow. Individual users can still be removed by clicking on the 'Remove' icon beside the name on the right-hand side.



Click on the “**Next”** button

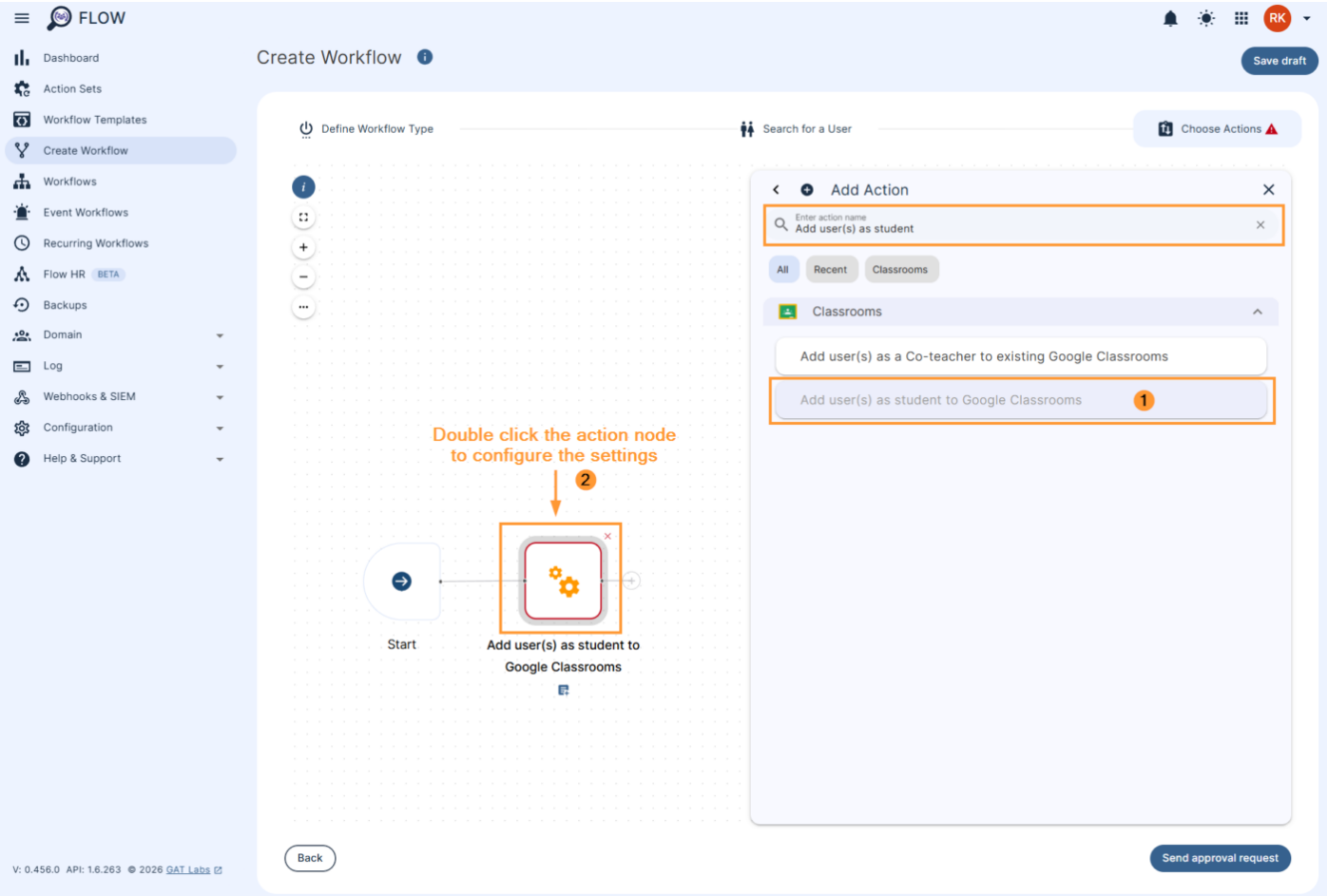
Choose actions

In the **Choose actions** click on the **(+) button** (1) and then click the **Add action** button (2)



When selecting *Add action*, a menu with different options will be displayed.

Select and click on **Add user(s) as students to Google Classrooms** from the menu on the right (1). Double click the 'Add user(s) as student to Google Classrooms' action node to configure the settings (2).

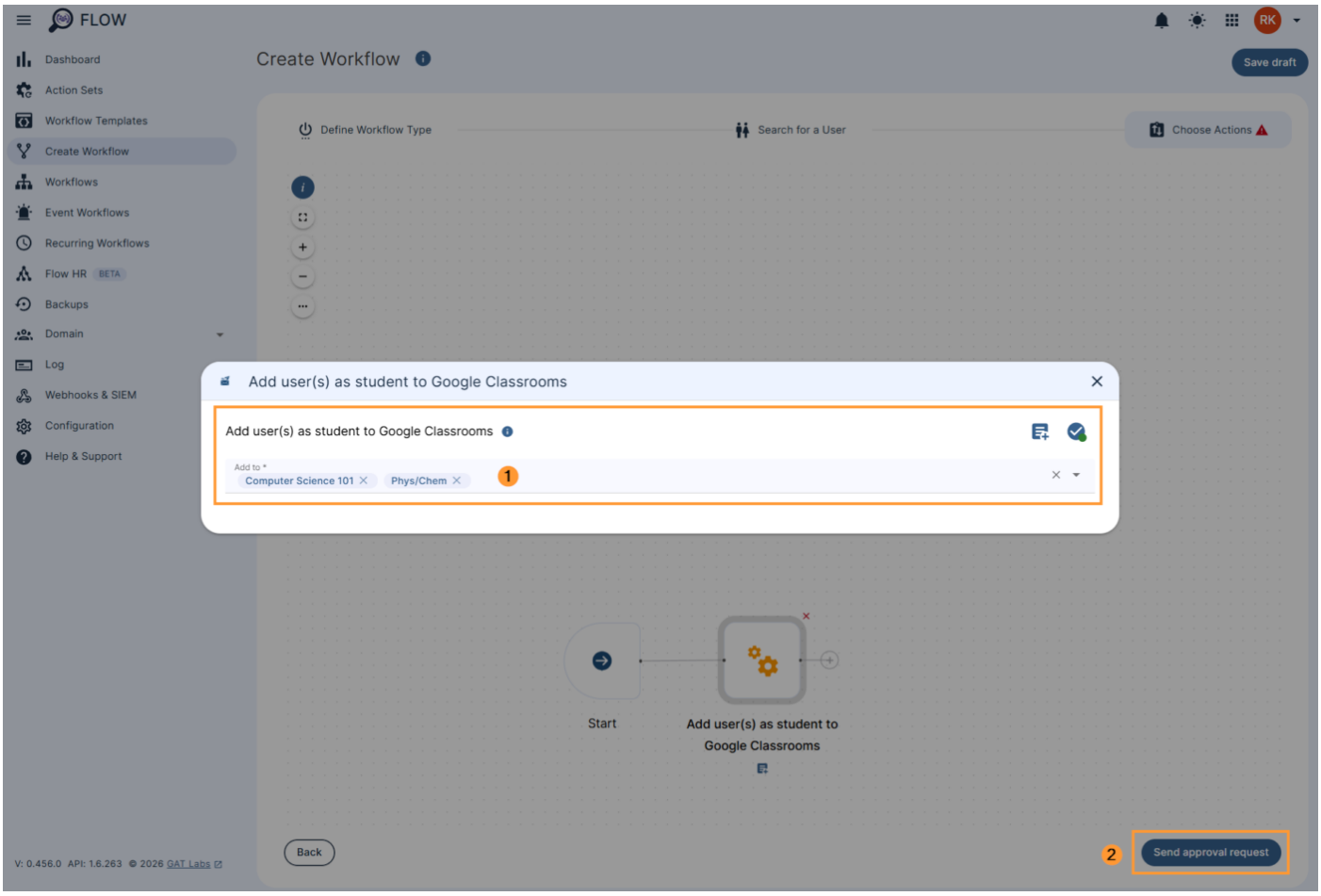


Search and **add all classrooms to which you want to add the selected students into.**

Enter the classrooms where you want to add the students into

Note: There are a few options for Google Classrooms.

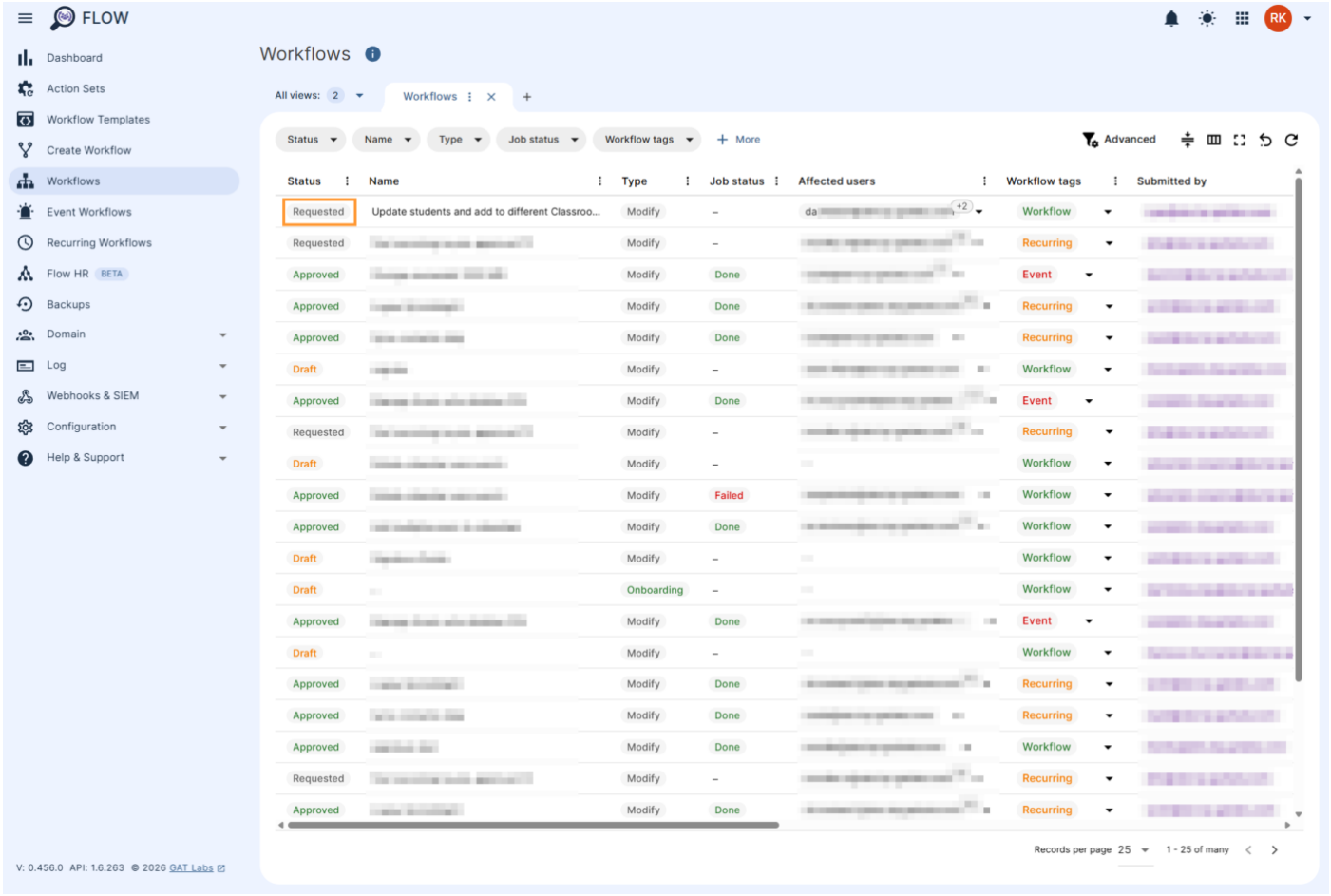
- Add student(s) to Google Classroom
- Add teacher(s) to Google Classroom
- Remove student(s) from all Classrooms
- Remove teacher(s) from all Classrooms



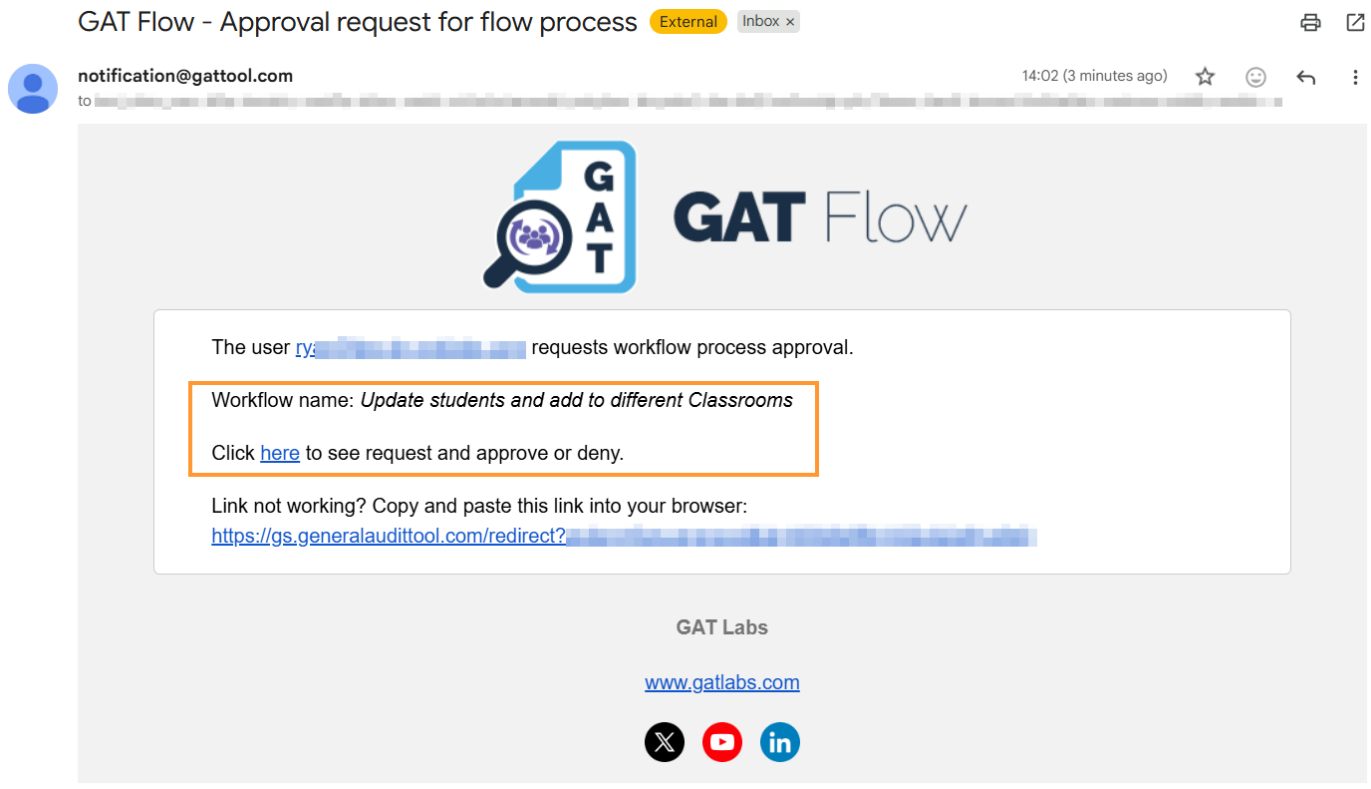
Request

Click on “**Send approval request**” when ready

The request will be visible in **Workflows**



The Security officer will receive an email notification, with details on how this request can be approved.



When approved, the action will take an effect and all passwords will be changed.

Result

The result will be visible in **Workflows** or **Approval** by clicking on the **Page icon** on the right side

Note: If students are already members of the classroom, they will not be added, but the remaining users will be.

Click on the **Page icon** to see more details about who are the users affected by this rule and the status of the job.

