

How Do You Add or Create Events in Google Classroom Using the Plus Button Step by Step?

TechRounder Help Center PDF

Live article:

<https://www.techrounder.com/help/how-do-you-add-or-create-events-in-google-classroom-using-the-plus-button-step-by-step/>

By Vipin PG | Published March 30, 2026 | Updated March 30, 2026 | Topic: Solution | 4 min read

Google Classroom uses the plus (+) / Create button in two distinct places: the Classwork tab (for assignments, quizzes, questions, and materials) and Google Calendar (for standalone events like field trips or exam dates). Here is a full step-by-step breakdown of both methods.

Method 1: Create Classwork Items Using the Plus Button (Classwork Tab)

This is the primary way teachers add work and events to their class. The Create button in the Classwork tab is the plus-style button that opens a menu of item types.

Step 1 - Open Your Class

1. Go to classroom.google.com and sign in with your Google account.
2. On the homepage, click the class you want to add an event or item to.

Step 2 - Go to the Classwork Tab

1. At the top of the class page, click the Classwork tab. This is where all assignments, quizzes, questions, and materials are organized.

Step 3 - Click the Create Button

1. Near the top of the Classwork page, click the Create button (labeled with a plus icon on mobile).
2. A dropdown menu will appear with the following options:
 - Assignment - Standard graded work with file attachments, due dates, and rubrics.
 - Quiz Assignment - An auto-graded Google Forms quiz with optional lock mode for Chromebooks.
 - Question - A single short-answer or multiple-choice prompt for quick formative checks or discussions.
 - Material - A resource post (links, documents, videos) without grading.
 - Reuse Post - Import an existing item from another class.
 - Topic - A category header to organize items in the Classwork tab.

Step 4 - Fill In Event/Item Details

1. Select the item type you need (for example, Assignment).
2. Enter a Title for the item.
3. Add Instructions or a description in the body field.
4. Use the Add button to attach files from Google Drive, links, YouTube videos, or other materials.
5. In the right-side panel, configure:
 - Class - Select one or multiple classes to post to.
 - For - Post to all students or select specific students.
 - Points - Set a point value or mark as ungraded.
 - Due - Set a due date and time. This date will automatically appear on the Google Classroom calendar.

- Topic - Assign the item to an existing topic for organization.

Step 5 - Post, Schedule, or Save as Draft

1. Click the Assign button to publish immediately.
2. Or click the dropdown arrow next to Assign and choose Schedule to set a future publish date and time.
3. Choose Save Draft to keep it hidden from students until you are ready.

Quote: Note: Any assignment or quiz with a due date will automatically generate an entry in the linked Google Calendar for your class. Students subscribed to the class calendar will see it there.

On Mobile (Android or iOS)

1. Open the Google Classroom app and tap the class.
2. Tap the Classwork tab at the bottom of the screen.
3. Tap the + (plus) button at the bottom right.
4. Choose Assignment, Quiz, Question, or Material from the popup menu.
5. Fill in the details and tap Assign or save as a draft.

Method 2: Add Standalone Events to the Class Calendar Using the Plus Button in Google Calendar

For events that are not tied to an assignment - such as field trips, exam dates, guest speakers, or virtual meeting sessions - you must add them directly through Google Calendar. These events will appear in students' Google Calendars (not the built-in Classroom calendar view).

Step 1 - Open Google Calendar from Classroom

1. Go to classroom.google.com and open your class.
2. Click the Classwork tab.
3. At the top of the page, click Google Calendar . This opens the Google Calendar linked to that specific class.

Step 2 - Click the Plus Button to Create an Event

1. In Google Calendar, click on the date you want to add the event to. A quick-create popup will appear.
2. Alternatively, click the large + Create button in the top-left corner of Google Calendar for full options.

Step 3 - Fill In the Event Details

1. Enter an Event Title (for example, "Midterm Exam" or "Field Trip to Science Museum").
2. Set the Start Date and Time and End Date and Time .
3. Add a Location (physical address or Google Meet link).
4. Add a Description with any instructions, links, or notes for students.

Step 4 - Assign the Event to the Class Calendar

1. In the event editor, find the Calendar dropdown menu (it shows your default calendar by default).
2. Click the dropdown and select the name of your Google Classroom class calendar from the list. This is the critical step - selecting the correct class calendar ensures students in that class can see the event.

Step 5 - Save the Event

1. Click the Save button. The event is now live on the class calendar.
2. Students who are subscribed to the class Google Calendar will see it appear automatically in their own Google Calendar view.

Quote: Important: Events added directly in Google Calendar will not appear in the Classroom's built-in calendar view (accessed from the left menu in Classroom). Students must open Google Calendar at calendar.google.com to see standalone events. Only items with due dates created through the Classwork tab show in the Classroom calendar.

Quick Reference: Which Plus Button Does What?

- Classwork tab -> Create button: Adds graded or ungraded work (assignments, quizzes, questions, materials). Due dates automatically appear in both the Classroom calendar and Google Calendar.
- Google Calendar -> + Create button: Adds standalone events (field trips, meetings, exam days) to the class Google Calendar. Visible in Google Calendar only, not in Classroom's calendar view.