

Setting Up Google Classroom:

Schools Administration Will Need

1. A G-Suites Account

Teachers Will Need:

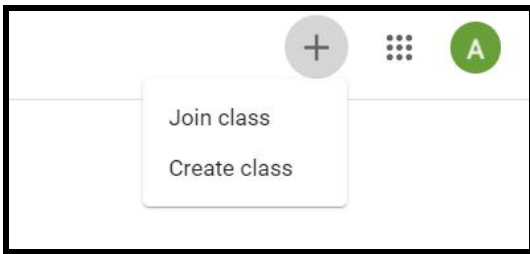
1. Internet Access
2. A Gmail Account
3. A computer, smart phone, or tablet

Students Will Need

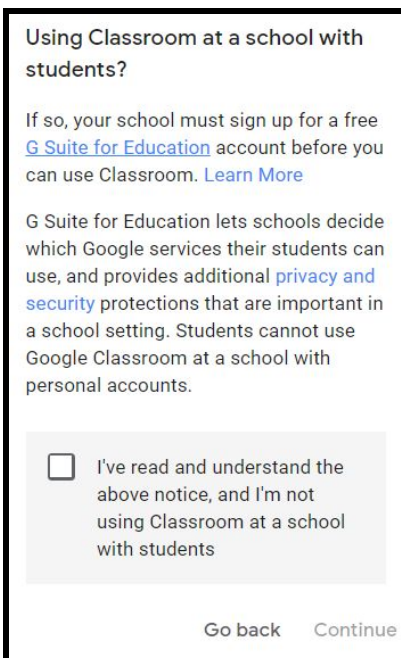
1. Internet Access
2. A Gmail Account
3. A computer, smart phone, or tablet

How To Create A Classroom:

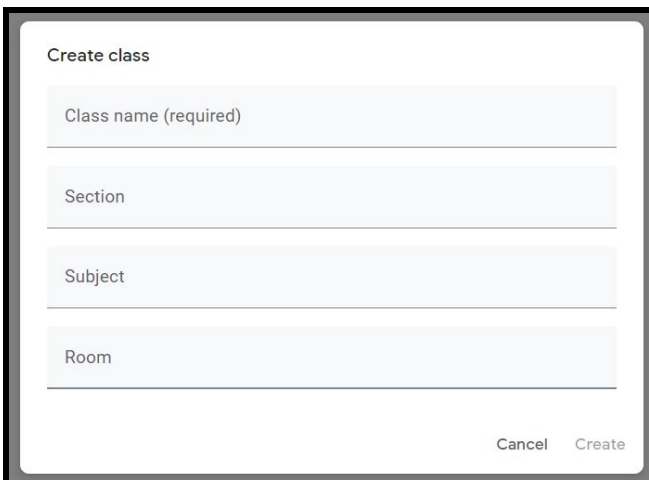
1. Once inside google classroom, click the + sign in the upper right hand corner, then click “Create Class” in the dropdown menu



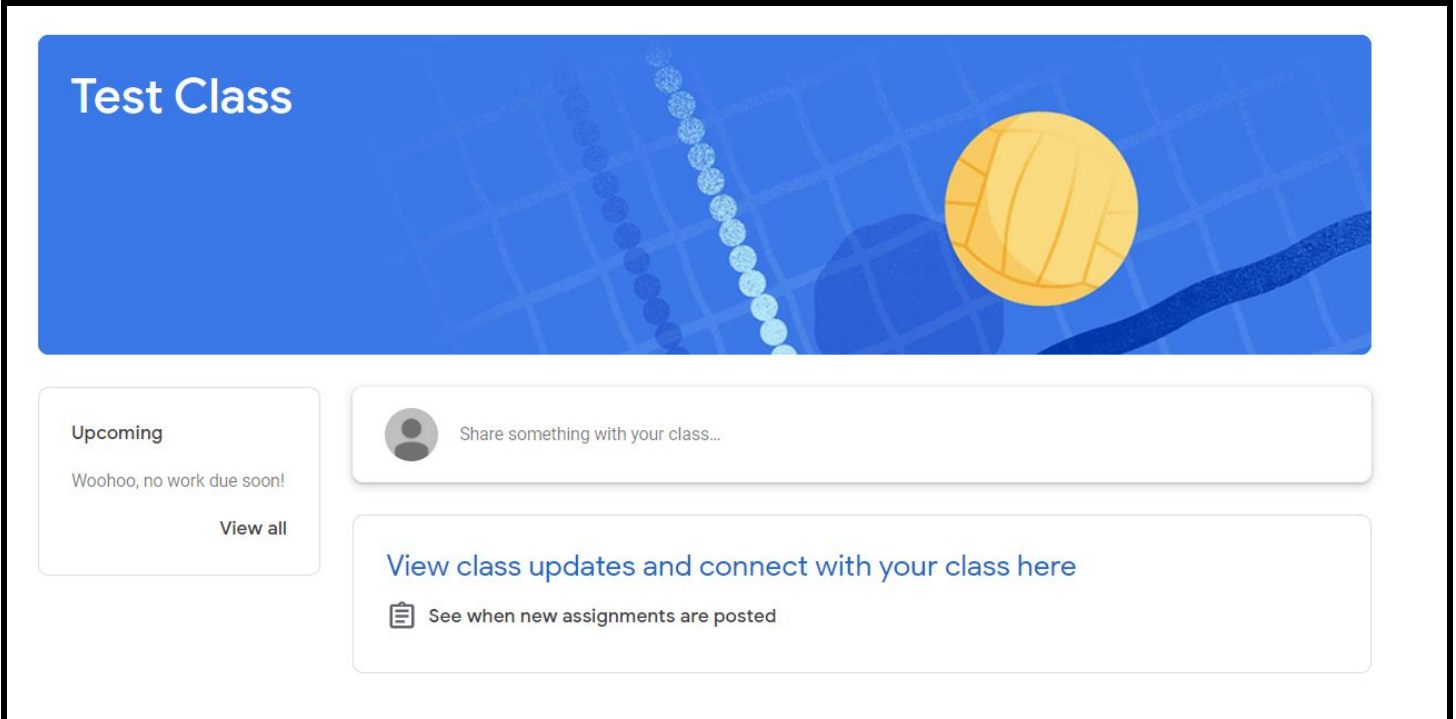
2. You may get a prompt if you are using Classroom in a school setting. Contact your administrator/technology specialist about setting up a “G Suites for Education” Account which is free. This only works with school emails. You can still make a classroom without the additional security and customization that “G suites” provides, and just click continue.



3. Put in the information for your classroom. You can make one for every section or put all sections into a single classroom if easier. The only required information is the class name.

A screenshot of the "Create class" form. The title "Create class" is at the top left. Below it are four input fields: "Class name (required)", "Section", "Subject", and "Room". At the bottom right, there are two buttons: "Cancel" and "Create".

4. You have created your classroom!

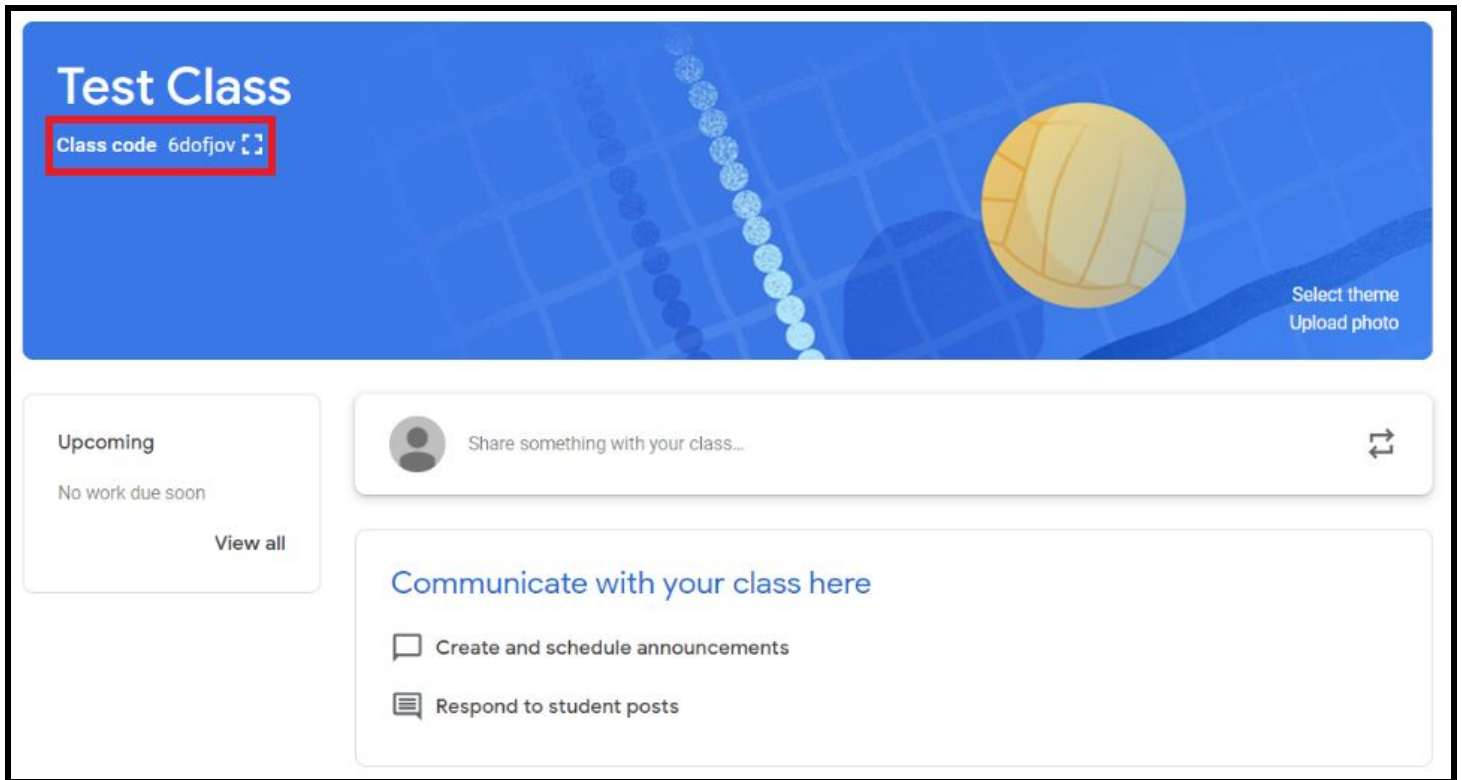


The screenshot shows a classroom dashboard for a class named "Test Class". The header is a blue banner with the text "Test Class" in white. Below the banner, there are three main sections:

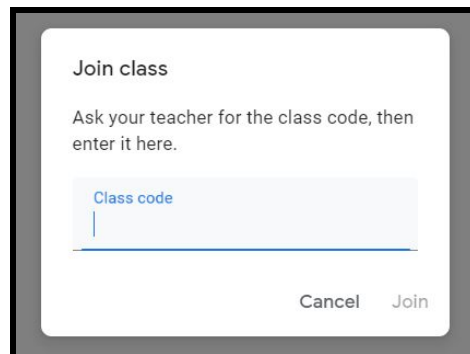
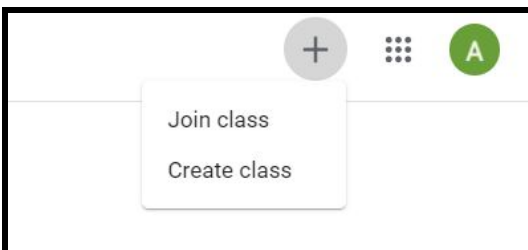
- Upcoming:** A white box with the text "Upcoming" at the top, "Woohoo, no work due soon!" in the middle, and a "View all" link at the bottom.
- Share something with your class...:** A white box with a grey person icon on the left and the text "Share something with your class..." on the right.
- View class updates and connect with your class here:** A white box with the text "View class updates and connect with your class here" in blue, and a link below it that says "See when new assignments are posted" with a calendar icon.

How To Get Students To Join Your Classroom:

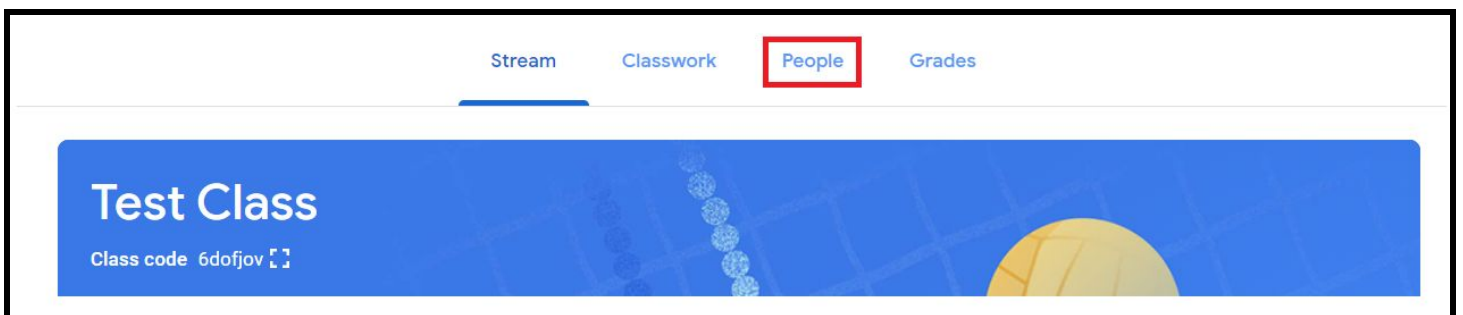
1. There are two ways to get students to join your class. The first is to send students your class code, which is depicted on your class homepage under the name of your class.



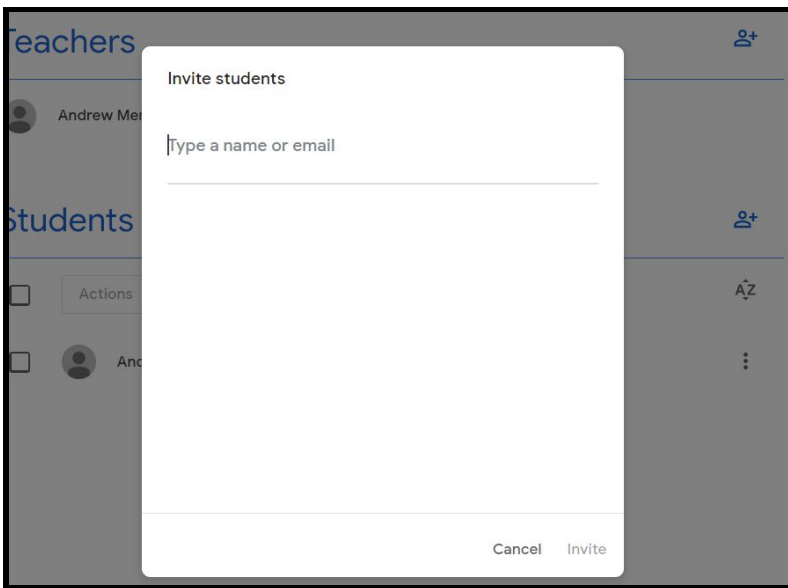
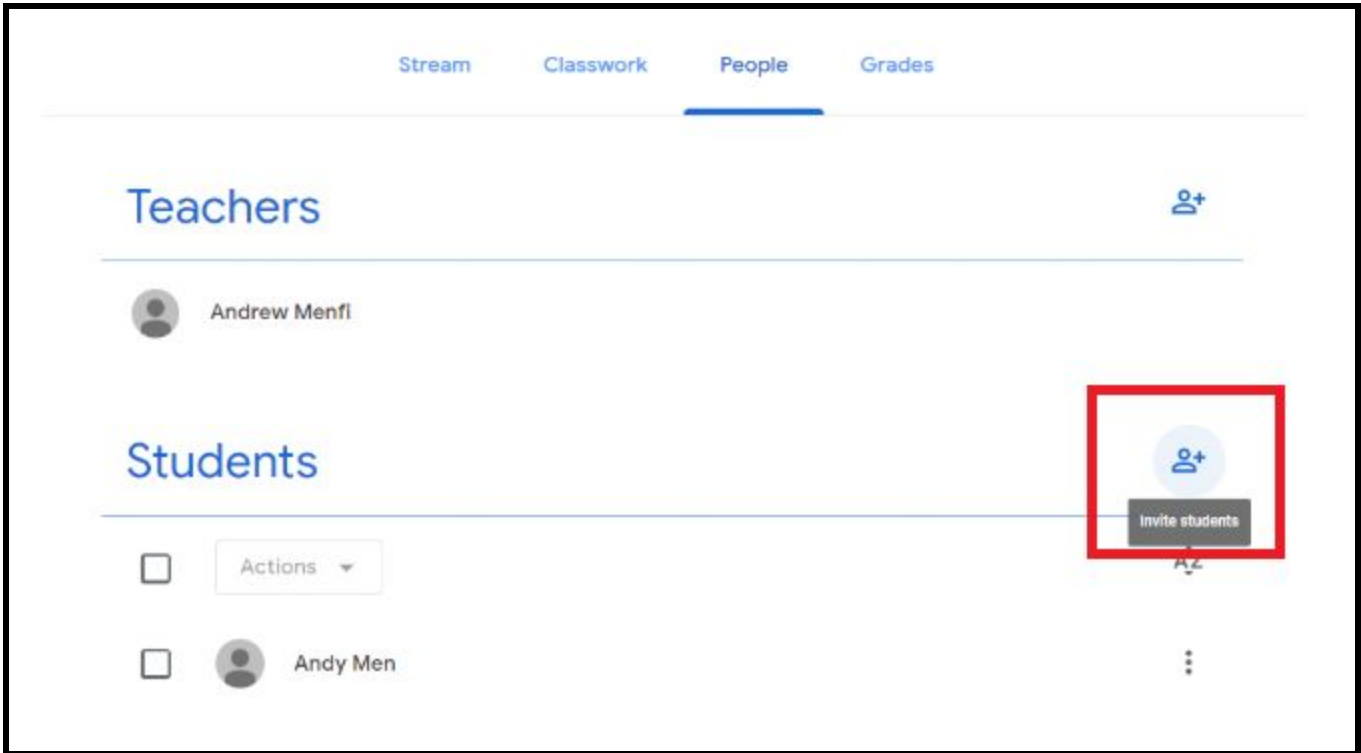
2. Once students have the class code, tell them to go to google classroom, click the + sign in the upper right hand corner, then click "Join Class" in the dropdown menu. Then type in code.



3. For the second option, start by clicking the "People" tab at the top of the screen.

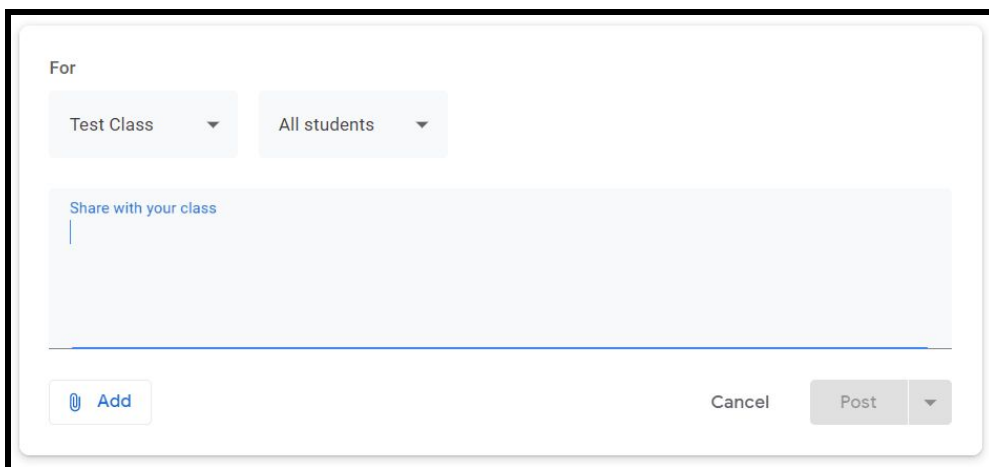
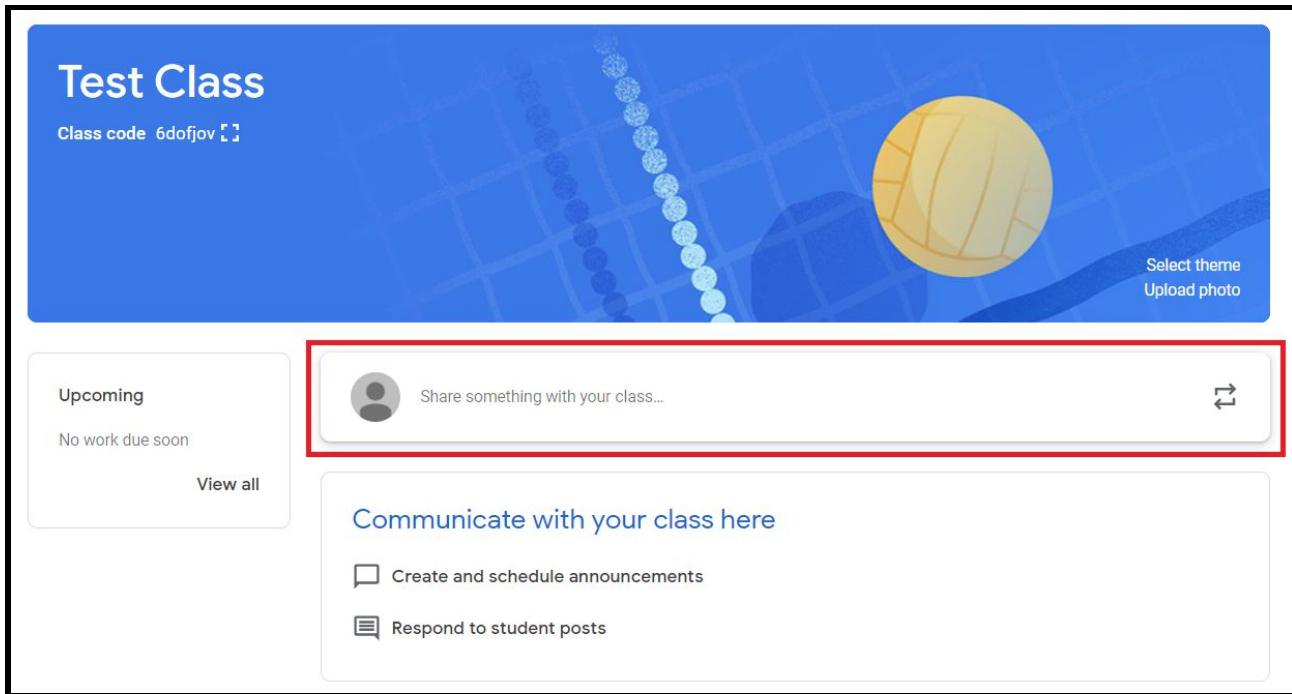


4. Once on the “People” page click the “Invite students” button then type in the email addresses of any students you want to join the class.

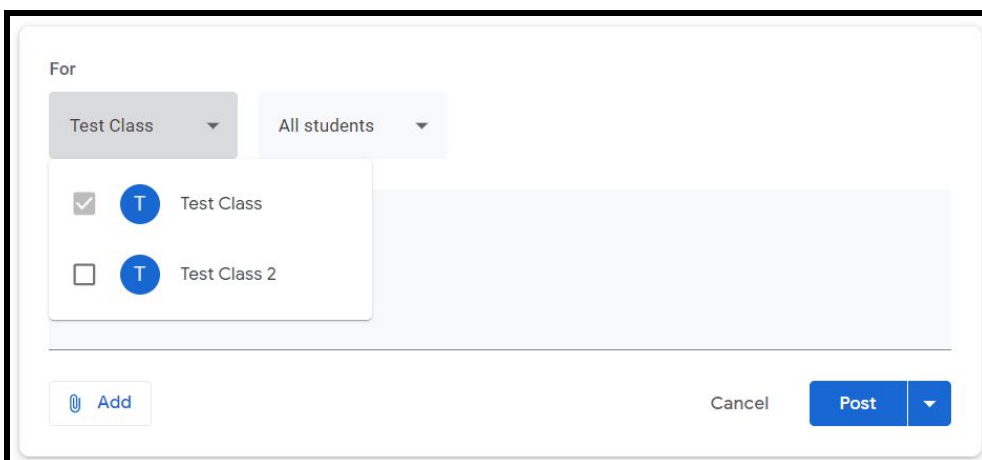


How To Send Announcements To Students:

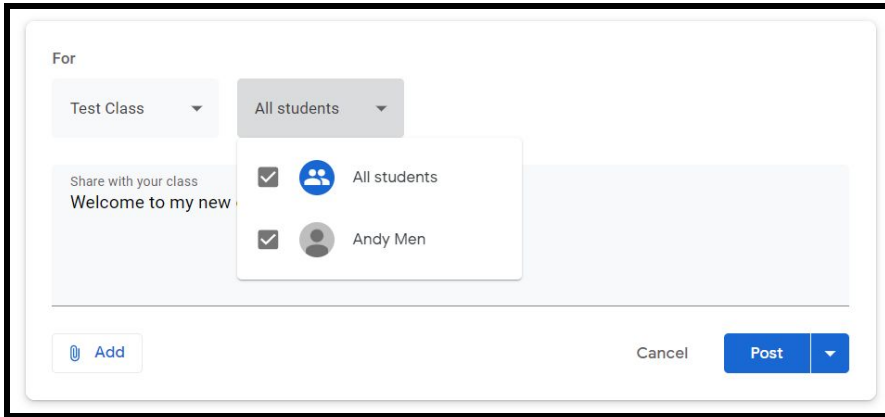
1. On the home page, click the box in the center to send announcements to your entire class which will be sent to their email addresses and displayed on the page.



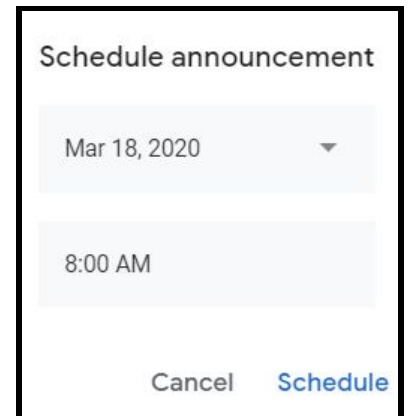
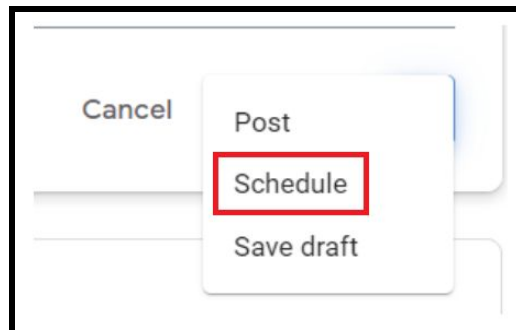
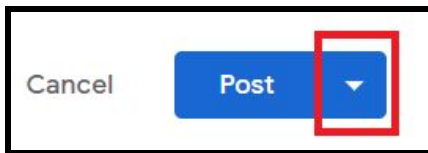
2. You have the option to send the same announcement to multiple classes by clicking the drop down box in the upper left and corner and checking all classes to send the announcement to.



3. You also have the option to send the announcement to only some students by clicking the drop down box next to the previous box and unchecking students you do not want to see the announcement.

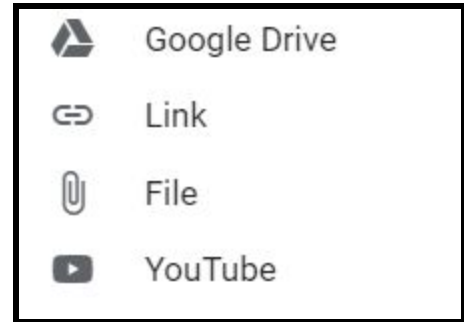
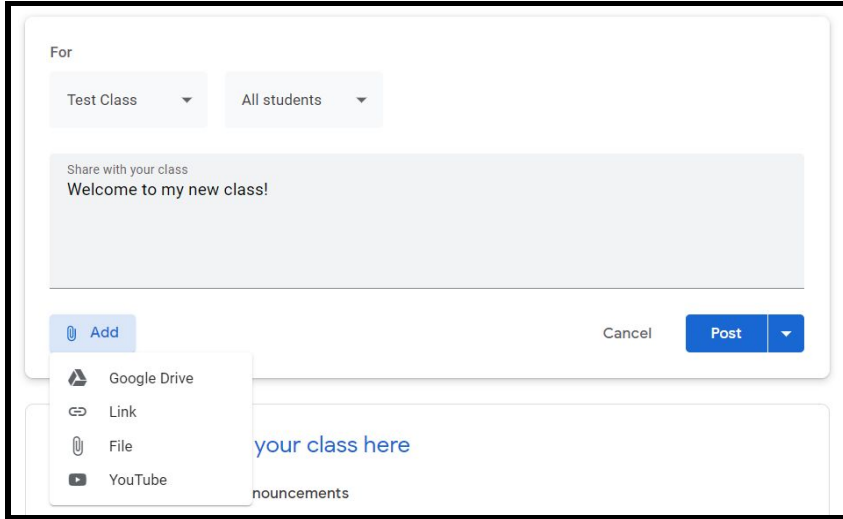


4. You also have the option whenever you make a post to schedule the post for a later date and time by clicking the down arrow to the right of "Post" then clicking "Schedule" then filling in the day and time.

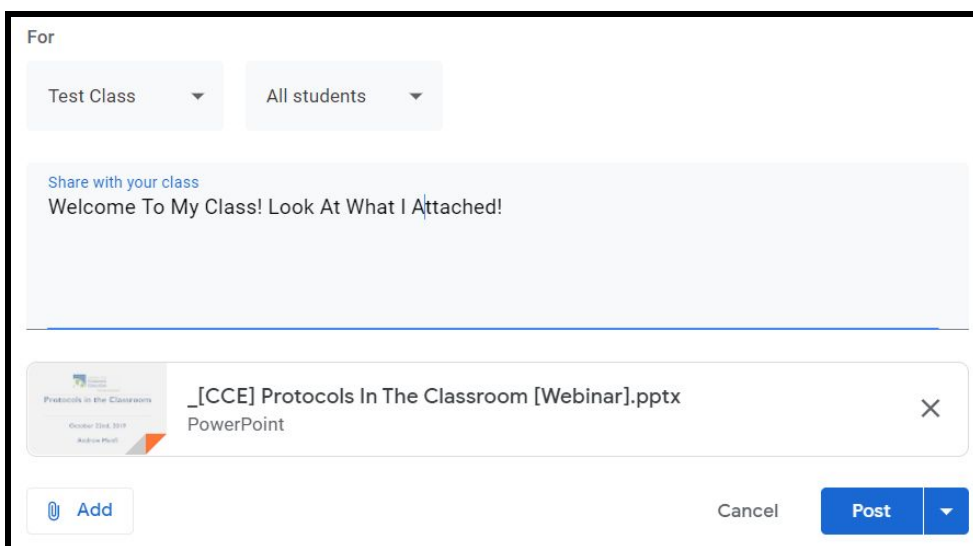
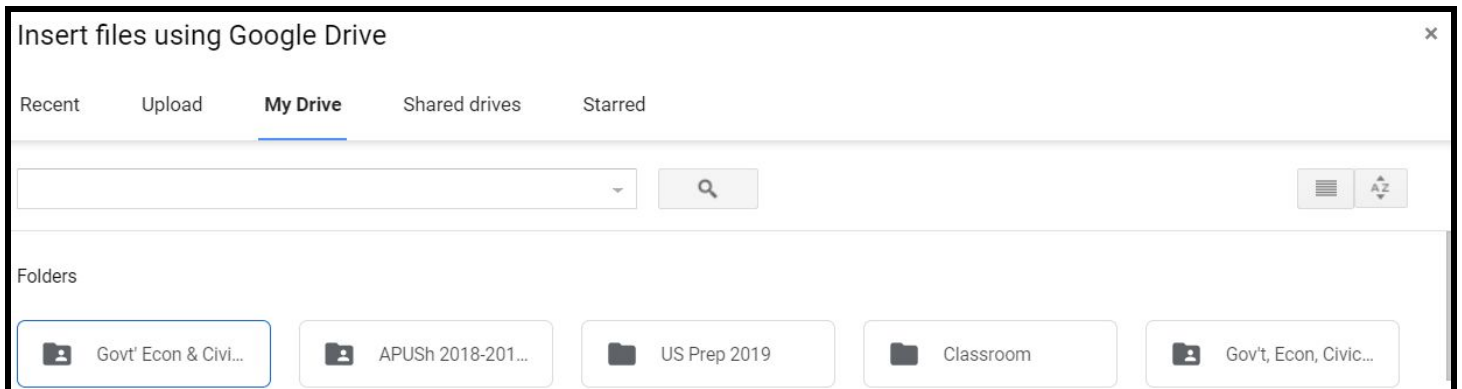


How To Send Attachments To Students:

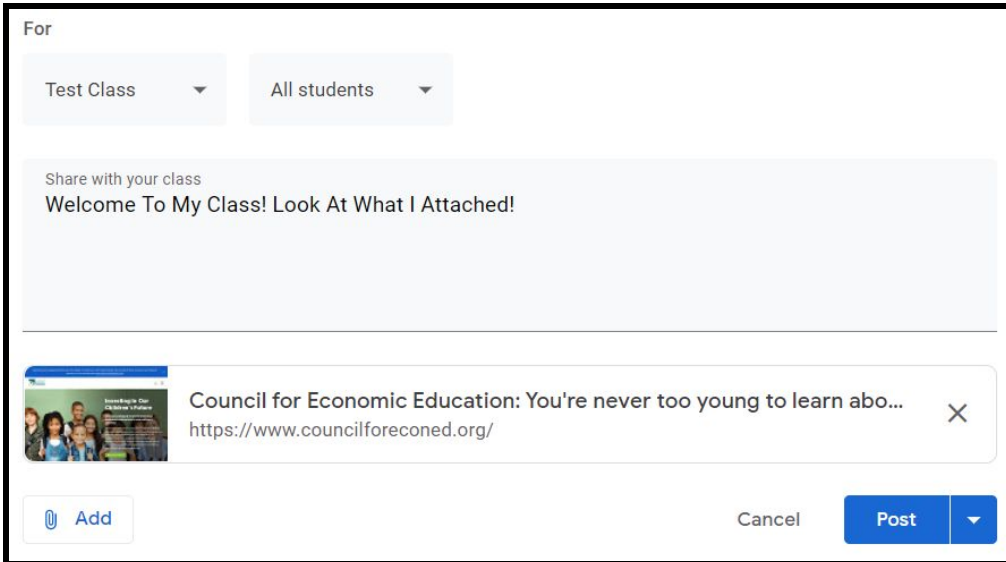
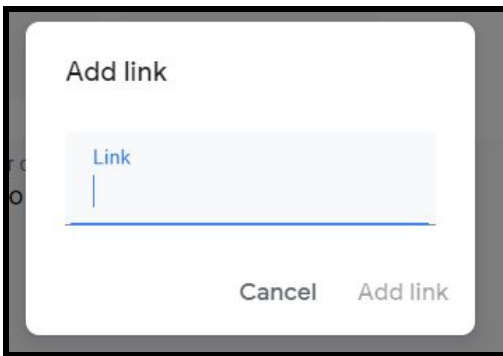
1. Whenever you make any kind of post you can send attachments to students by clicking the “Add” button in the bottom left.



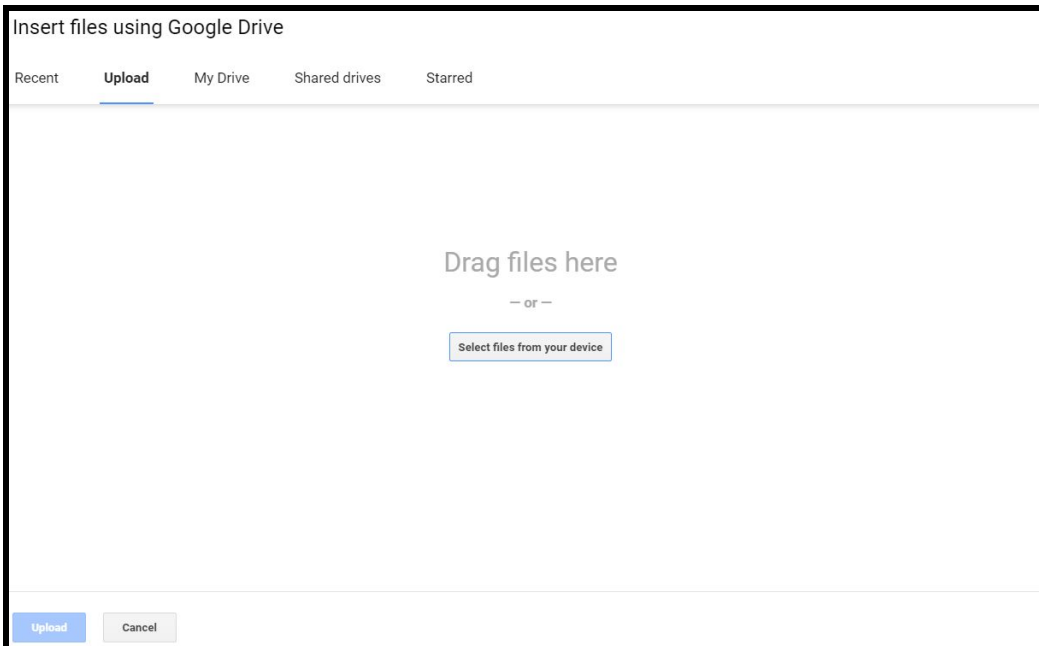
2. If you click “Google Drive” you can add documents you have uploaded digitally from your google drive

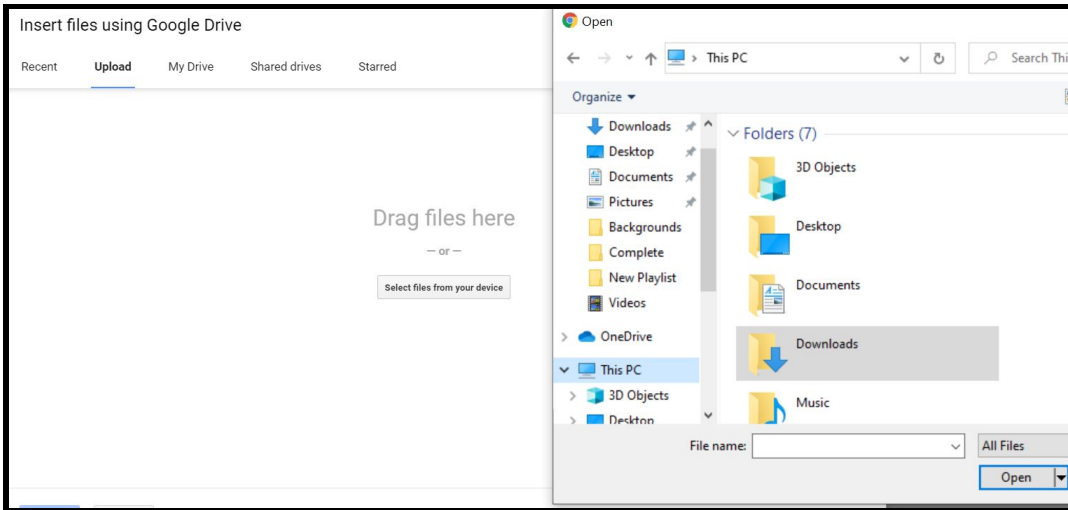


3. If you click “Link” you can put in a URL to link in a webpage.

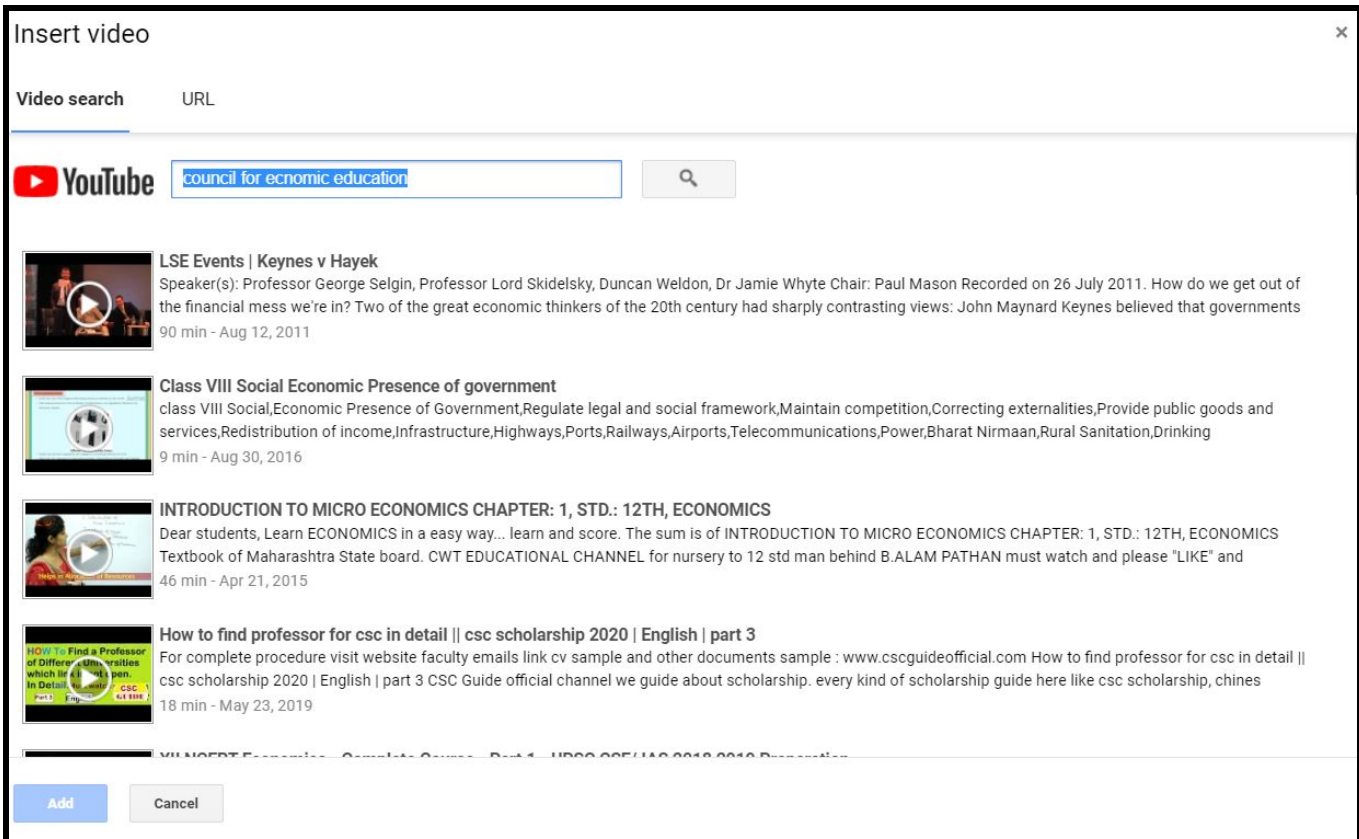


3. If you click “File” you can attach a file from your computer by either dragging it to the screen or by clicking “Select Files From Your Device” and choosing the file.






4. If you click “Youtube” you can attach a Youtube video by either searching for the video you want or by pasting in the URL.



Insert video ✕

Video search URL

Paste YouTube URL here:




For

Test Class ▾ All students ▾

Share with your class

Welcome To My Class! Look At What I Attached!

2019 Alfred P. Sloan Teaching Champion: Robert Massimi
YouTube video 1 minute✕

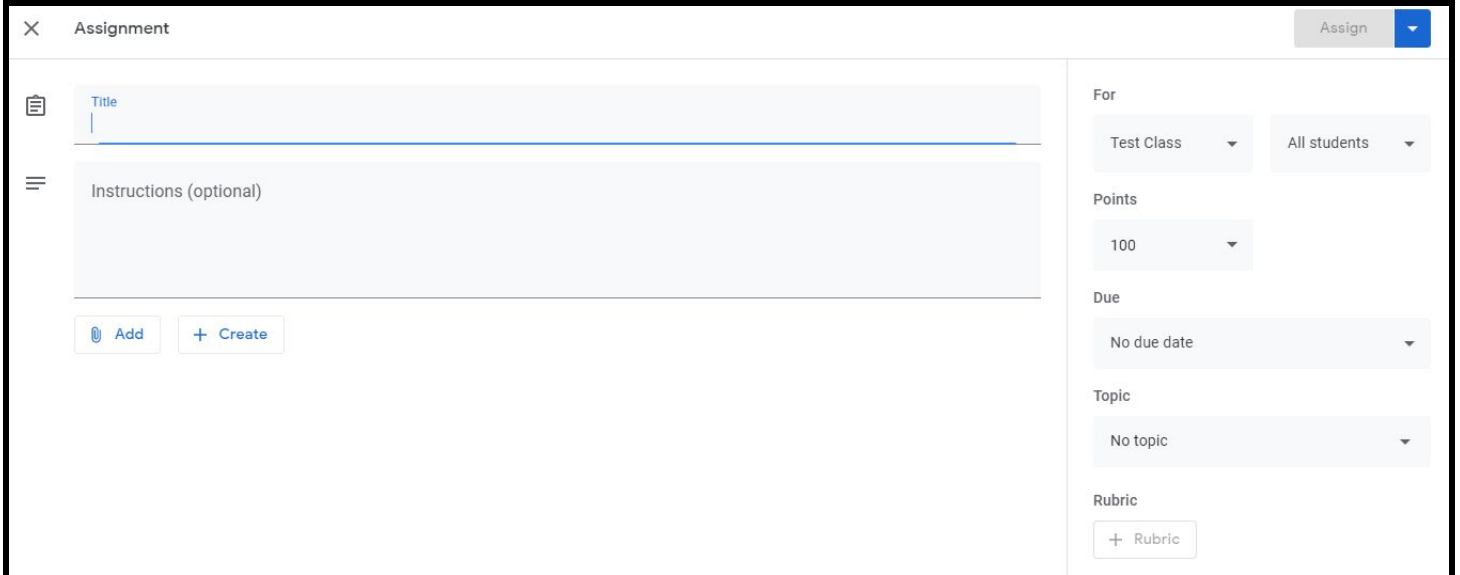
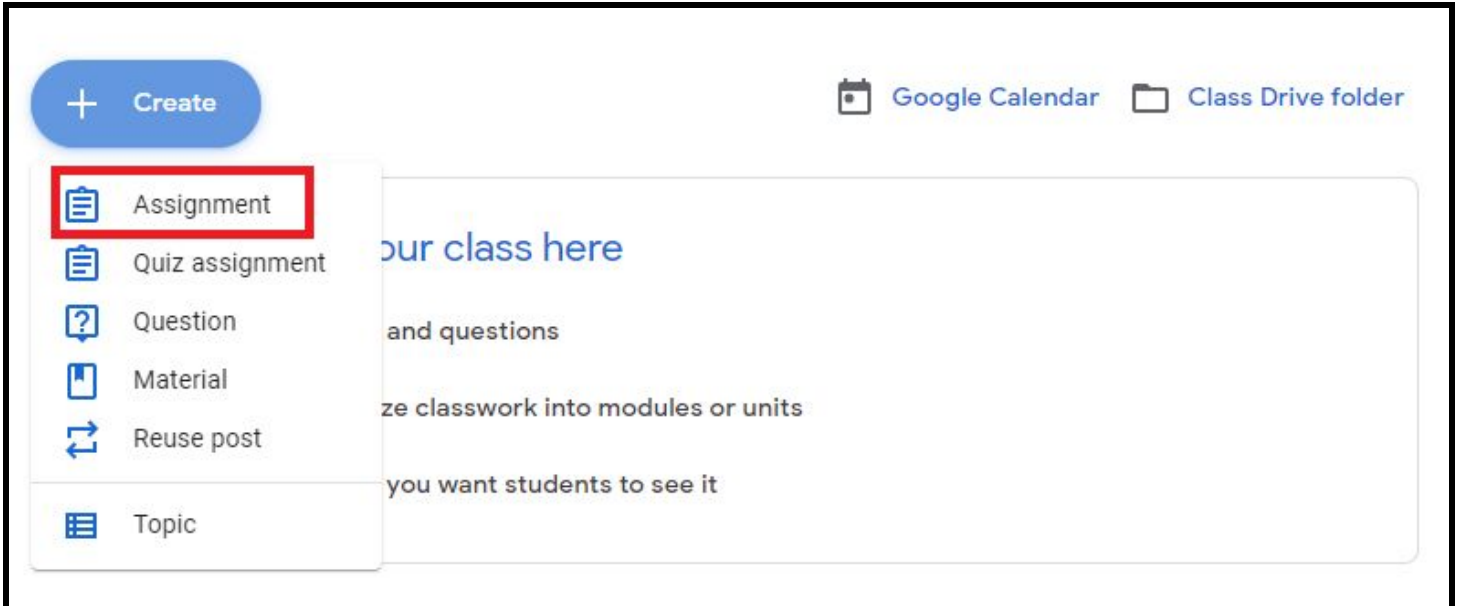
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How To Create Assignments For Students:

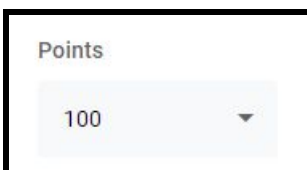
1. Click the “Classwork” button at the top of the page.



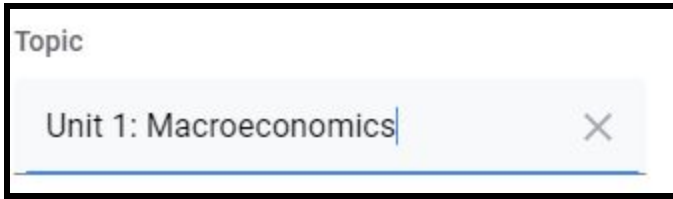
2. Click the “Create” button at the top left of the page. Then click “Assignment” in the drop down menu



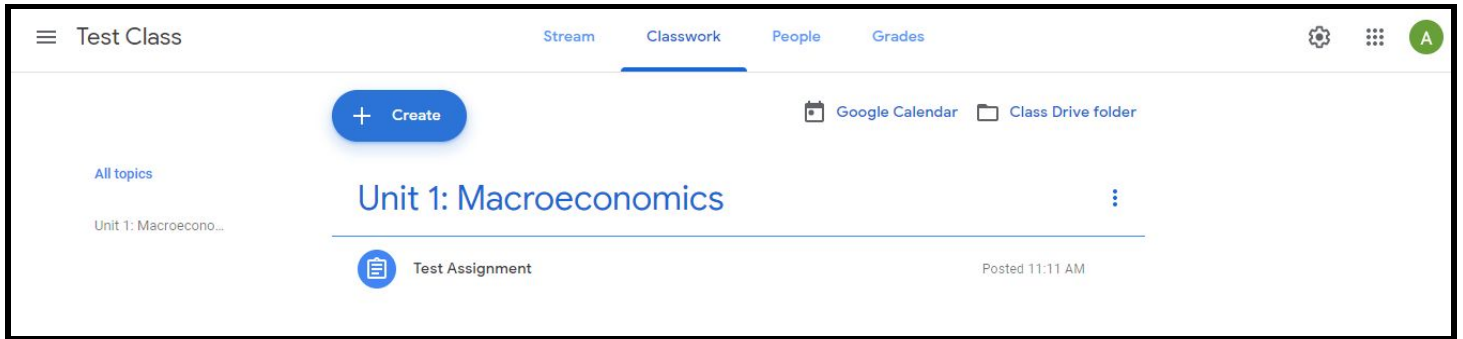
3. Creating an assignment is very similar to creating a post, with a few extra options. First you can give the assignment a point value if you want to grade it within google classroom



4. You also have the option to put your assignment under a topic [such as the name of the unit] to organize the work on the Classwork page.

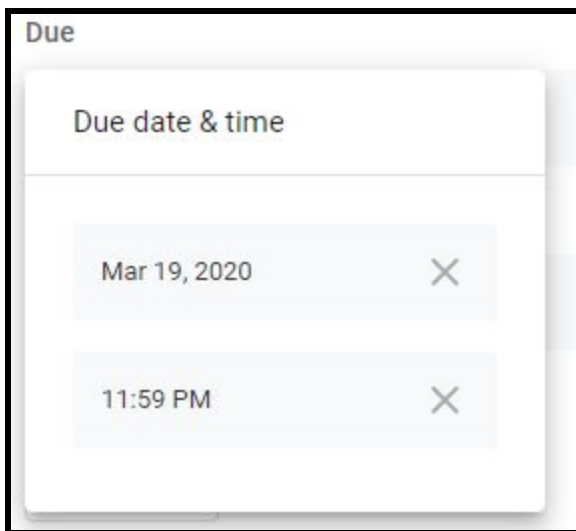


A screenshot of a text input field labeled "Topic". The text "Unit 1: Macroeconomics" is entered into the field, and a small "X" icon is visible to the right of the text, indicating a clear or delete function.



A screenshot of the Canvas LMS interface. The top navigation bar includes "Test Class", "Stream", "Classwork", "People", and "Grades". A blue "Create" button is prominent. Below the navigation, the page title is "Unit 1: Macroeconomics". A "Test Assignment" is listed with a "Posted 11:11 AM" timestamp. The interface also shows "All topics" and "Unit 1: Macroecono..." on the left, and "Google Calendar" and "Class Drive folder" on the right.

5. More importantly you have the option to set a due date and time for students to complete work and hand it in. Students will be made aware of this due date and time when viewing the assignment.

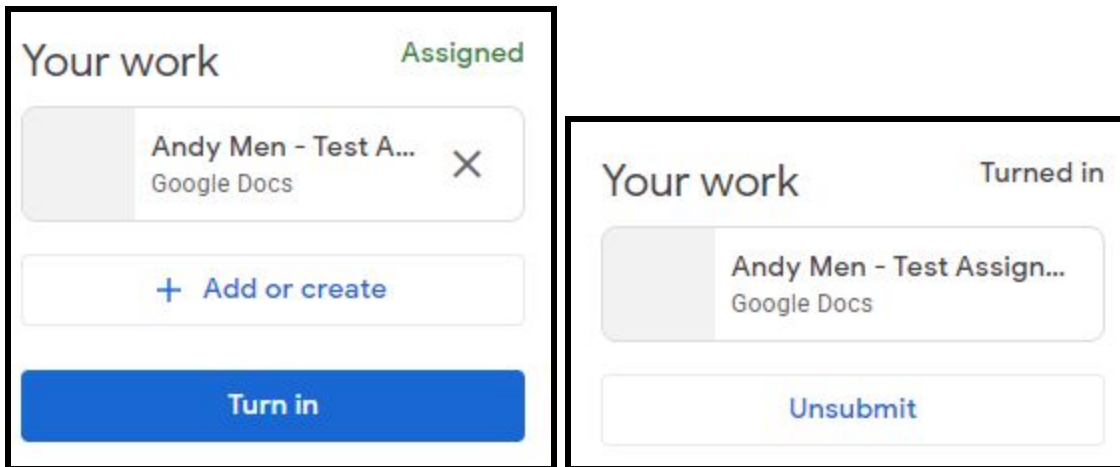


A screenshot of the "Due date & time" settings dialog. It shows two input fields: "Mar 19, 2020" and "11:59 PM", each with a small "X" icon to its right for clearing the field.

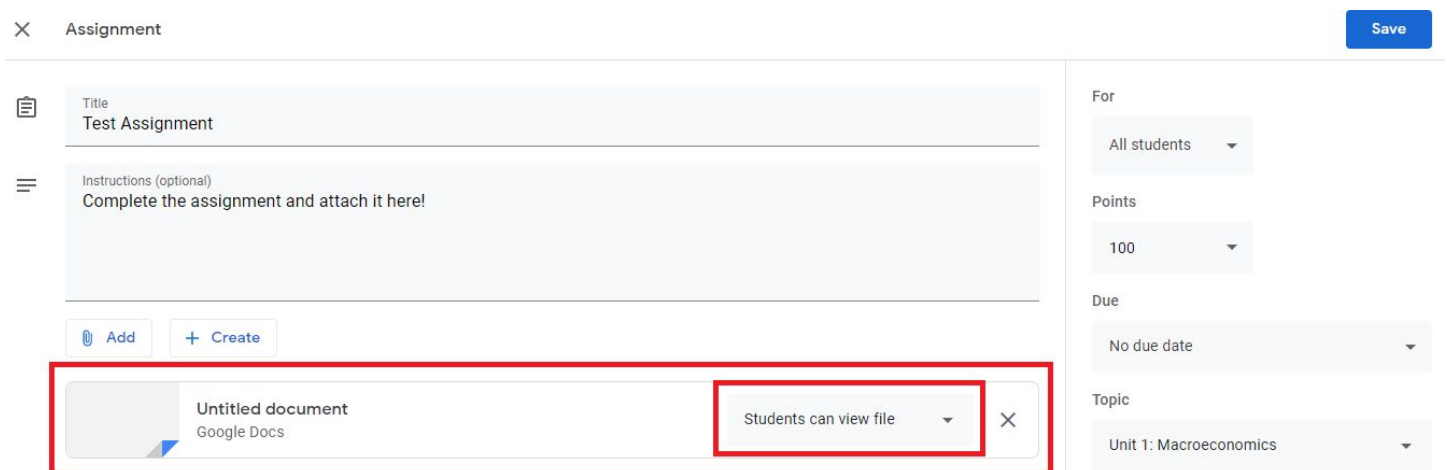
6. From a student's perspective, once they view the assignment they will click the "Add or Create" button in the top right of the screen to add a document where they have done the work or create a new document to complete the work on.



7. Once a student has completed the work, they will click "Turn In" to send you the assignment. They have the option to "Unsubmit" the work if they want to change or fix it.



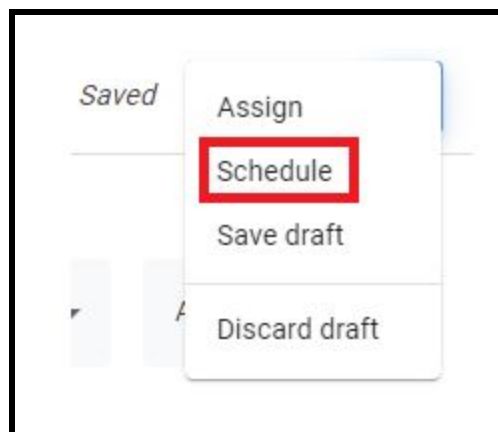
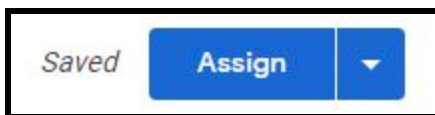
8. As a second option, you can create worksheets for students to fill out. The first step is to create the worksheet and attach it to the post. Once it shows up at the bottom of the assignment, click the drop down menu next to the upload, marked "Students can view file"



9. If you set this menu to “Make a copy for each student” every student will get a copy of the worksheet you made in Google Docs that they can edit and turn in to you. The other benefit of this is that you can view each student’s document as they are working on it in real time.

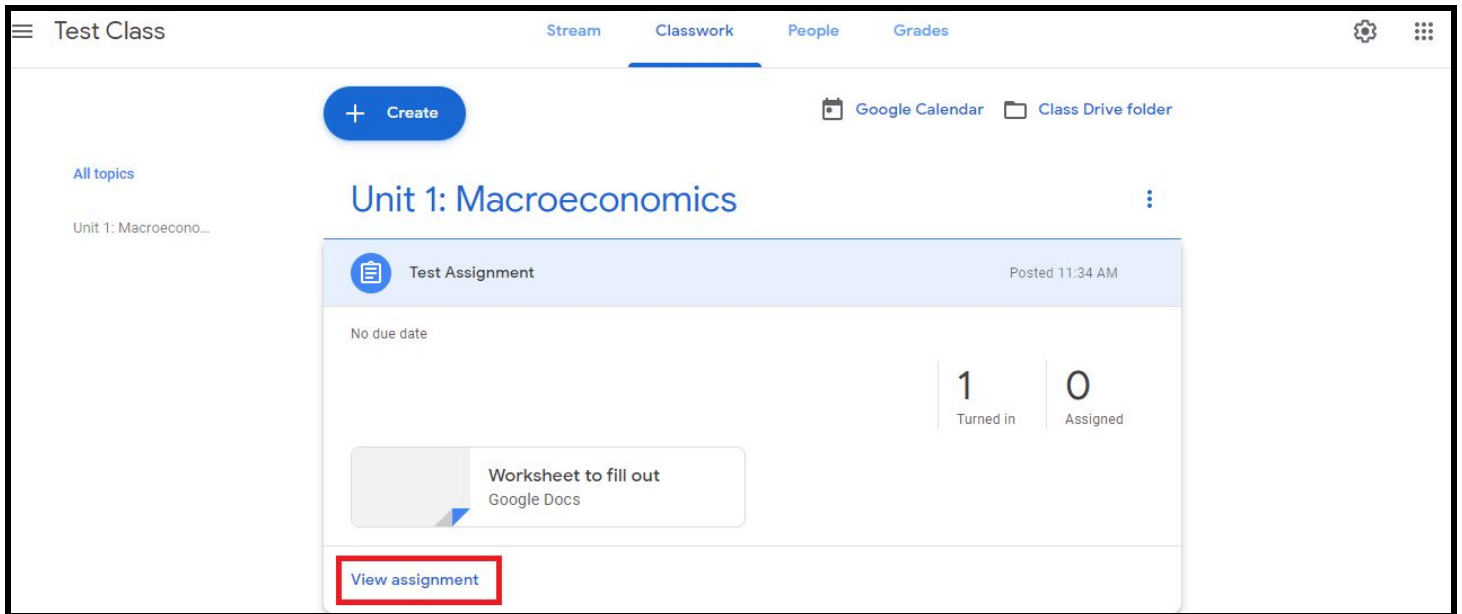


10. When finished. Click the “Assign” button at the top right of the page. As with announcements you can schedule the assignment to post at a later date and time.



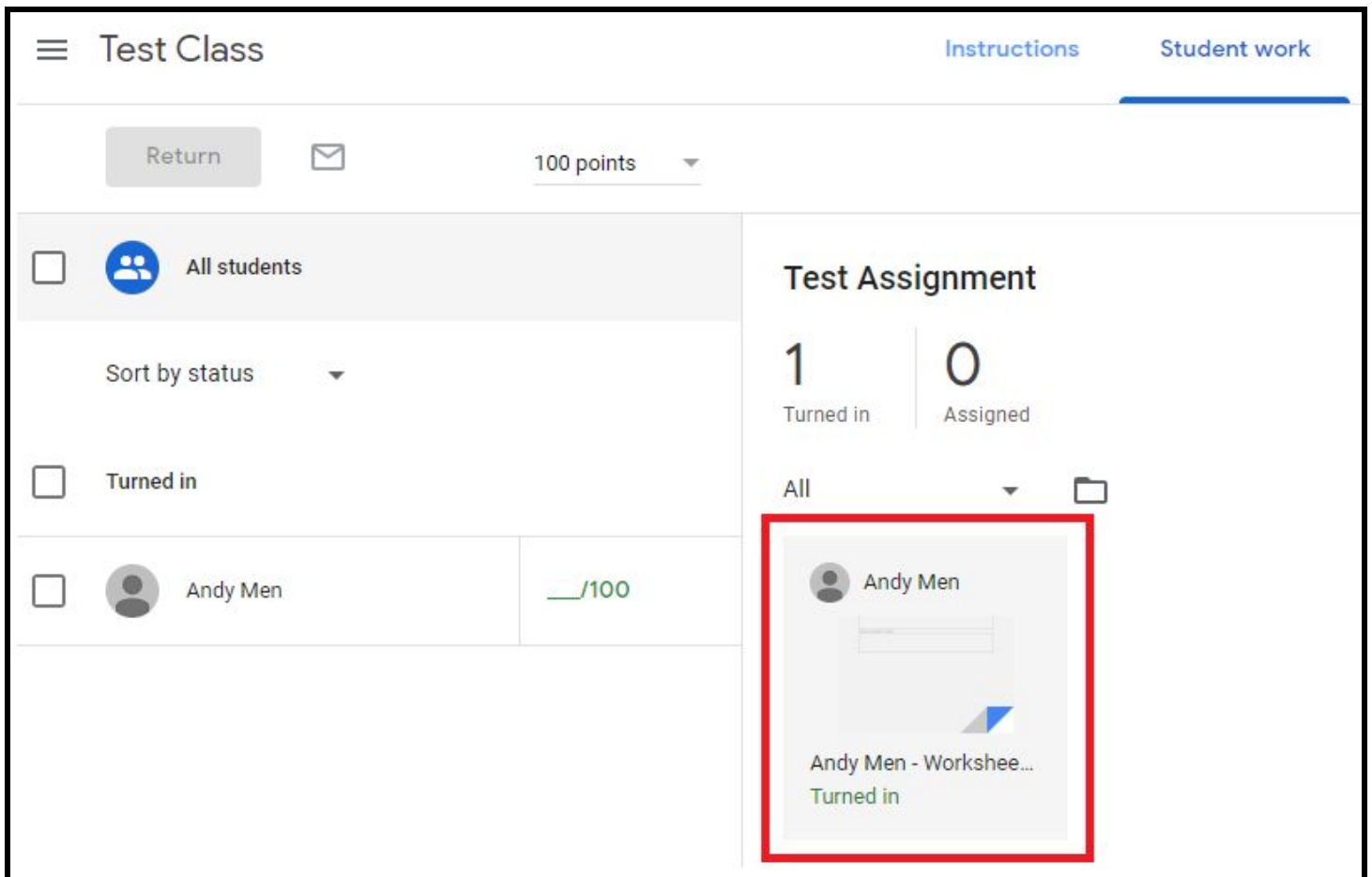
How To View And Grade Student Work:

1. At any point you can view your assignment under the “Classwork Tab” including seeing how many students have turned in their assignment. When ready to look at student work, click “View Assignment” under the assignment.



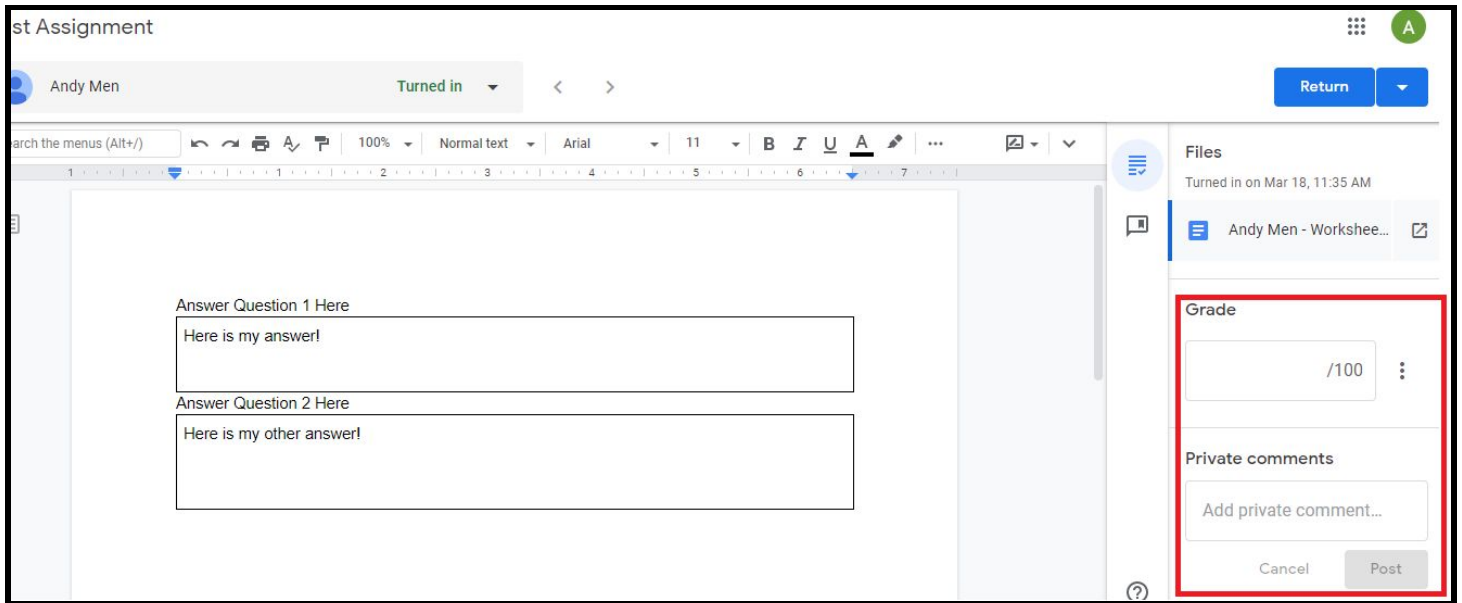
The screenshot shows the Canvas LMS interface for a 'Test Class'. The 'Classwork' tab is active. The main content area displays 'Unit 1: Macroeconomics' with a 'Test Assignment' card. The card shows 'No due date', '1 Turned in', and '0 Assigned'. A 'View assignment' button is highlighted with a red box.

2. On this page you can view all of your student work for the assignment by clicking on the documents on the right side of the page.

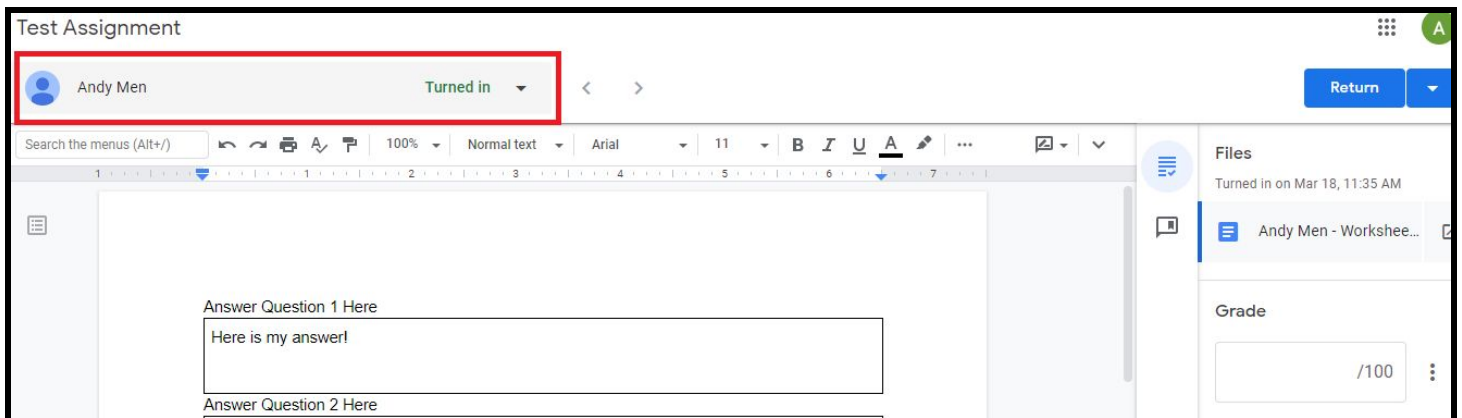


The screenshot shows the Canvas LMS interface for the 'Test Assignment' in the 'Student work' tab. The left sidebar shows 'All students' and 'Turned in' filters. The right pane shows a list of student work, with a document titled 'Andy Men - Workshee...' highlighted by a red box.

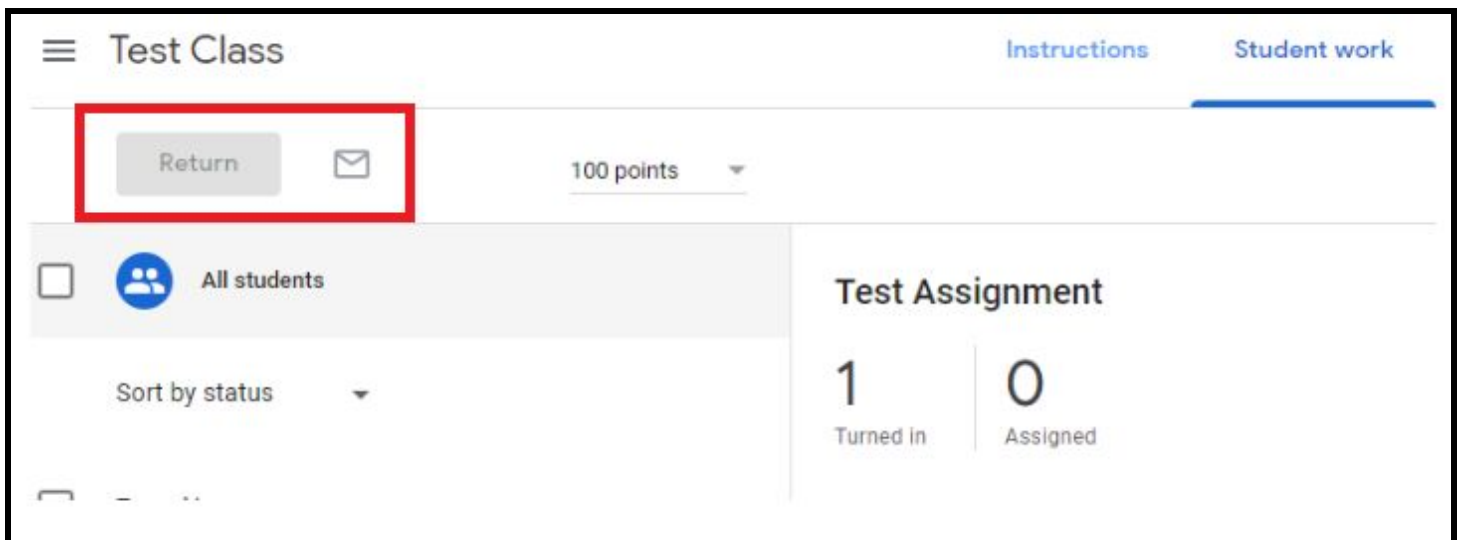
3. While viewing student work you can send students private comments or type in their grade [If you are using google classroom for grading] on the right side of the screen



4. At the top of the screen you can click the student name to look through other student's work on the same assignment.

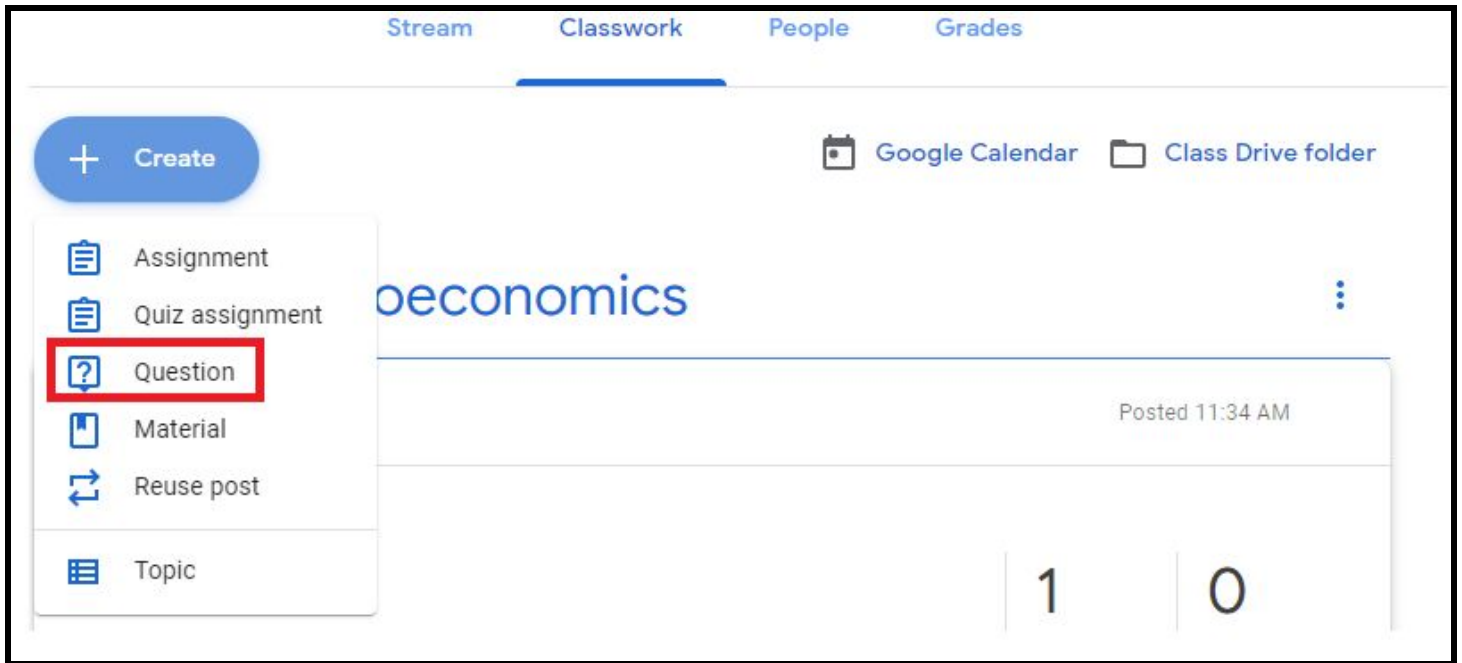


5. Once all student work is graded [if you are grading it] you can return to the assignment page and click "Return" to send students the grades you inputted on the assignment.



How To Do Message Board Discussions:

1. If you want to do a message board style discussion with your students, go back to the classwork page, click “Create”, then click “Question”.



2. Type in your question for students to answer. Most of the options should be familiar. You have the option to allow students to respond to each other's answer in the bottom right of the page. You also have the option to make the question you are asking be “Short Answer” or “Multiple Choice”.



3. From a student's perspective, they will be able to input their answer, then view other student's answers as well as reply to their answers if you want them to have a message board style discussion.

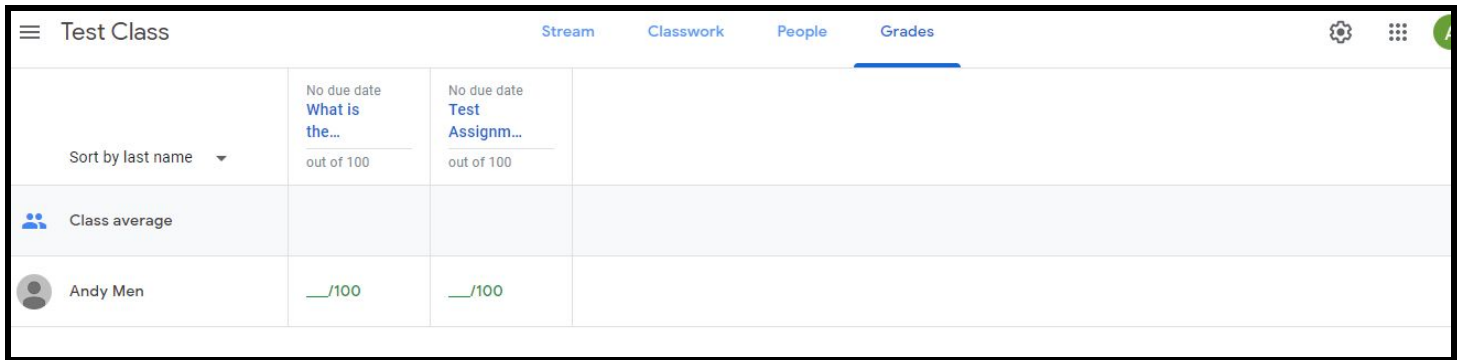
The screenshot shows a question titled "What is the meaning of life?" worth 100 points. The question is by Andrew Menfi, posted at 12:29 PM. Below the question is a text input field with the prompt "Type in your answer in 3-4 sentences." and a "Class comments" section with an "Add class comment..." field. On the right, there is a "Your answer" section with the text "The meaning of life is obviously to learn!" and a blue "Turn in" button. Below that is a "Private comments" section with an "Add private comment..." field.

This close-up shows the "Your answer" section. The text "The meaning of life is obviously to learn!" is displayed. Below it is a button labeled "See classmate answers" with a person icon. A "Reply" button with a left-pointing arrow is also visible.

The screenshot shows a student list on the left with "All students" and "Andy Men". On the right, the question "What is the meaning of life?" is shown with an answer by Andy Men at 12:32 PM: "The meaning of life is obviously to learn!". A "Reply" button is visible below the answer.

How To Calculate Grades:

1. If you wish to use google classroom as a grading tool, you may click the “Grades” tab at the top of the page to view and change all student grades for every assignment.



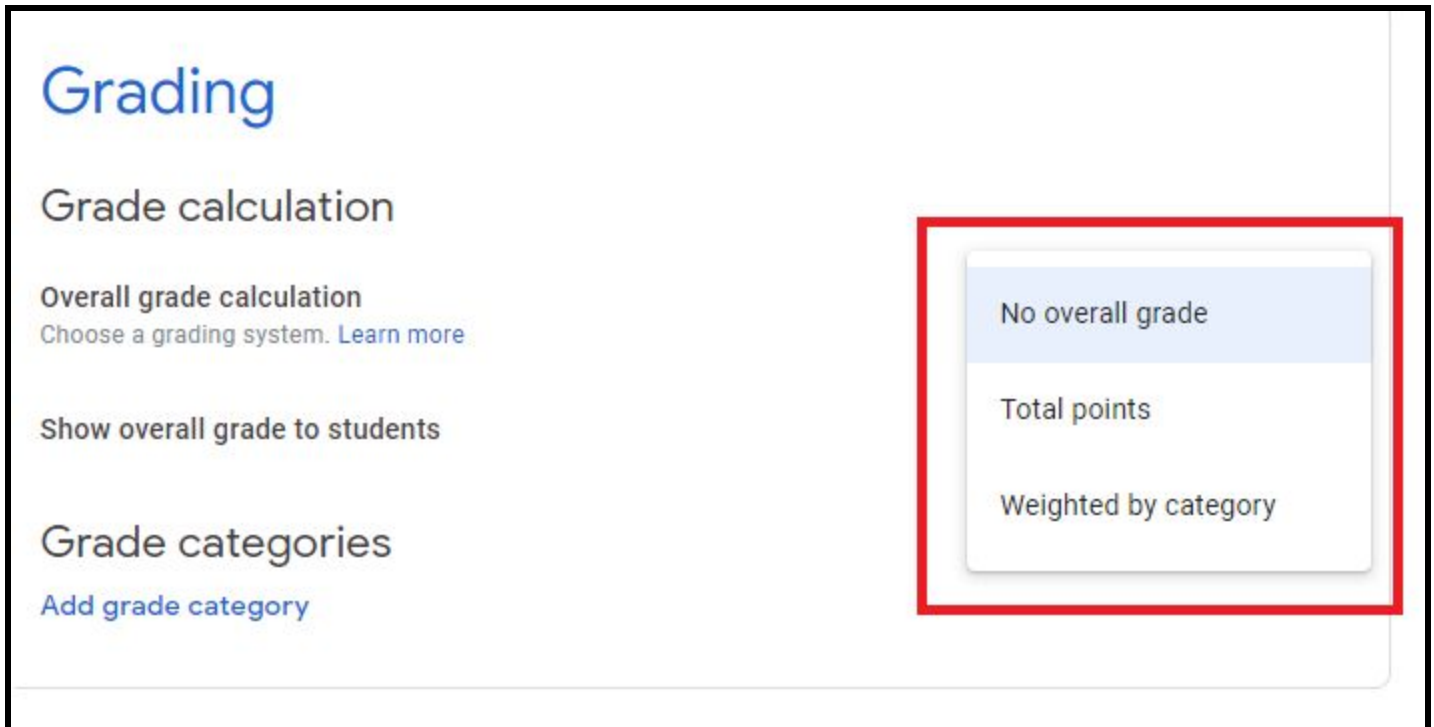
The screenshot shows the 'Grades' tab in Google Classroom for a class named 'Test Class'. At the top, there are navigation tabs for 'Stream', 'Classwork', 'People', and 'Grades'. Below the tabs, there is a table with columns for 'Sort by last name', 'No due date', and 'No due date'. The first row shows 'Class average' and the second row shows 'Andy Men' with a score of '___/100'.

| Sort by last name | No due date | No due date |
|-------------------|------------------------------|-------------------------------|
| Class average | What is the... out of 100 | Test Assignm... out of 100 |
| Andy Men | ___/100 | ___/100 |

2. If you want to calculate a total grade for students you set this option to either total points or category weights by clicking the settings gear in the top right hand corner of the screen to do so.



3. Once you do, scroll down to “Grading” and set the option you prefer [This is the same system for a majority of digital gradebooks that schools use]



The screenshot shows the 'Grading' settings page in Google Classroom. The page is titled 'Grading' and has a section for 'Grade calculation'. Under 'Overall grade calculation', there are three options: 'No overall grade', 'Total points', and 'Weighted by category'. The 'Total points' option is highlighted with a red box.

Grading

Grade calculation

Overall grade calculation
Choose a grading system. [Learn more](#)

Show overall grade to students

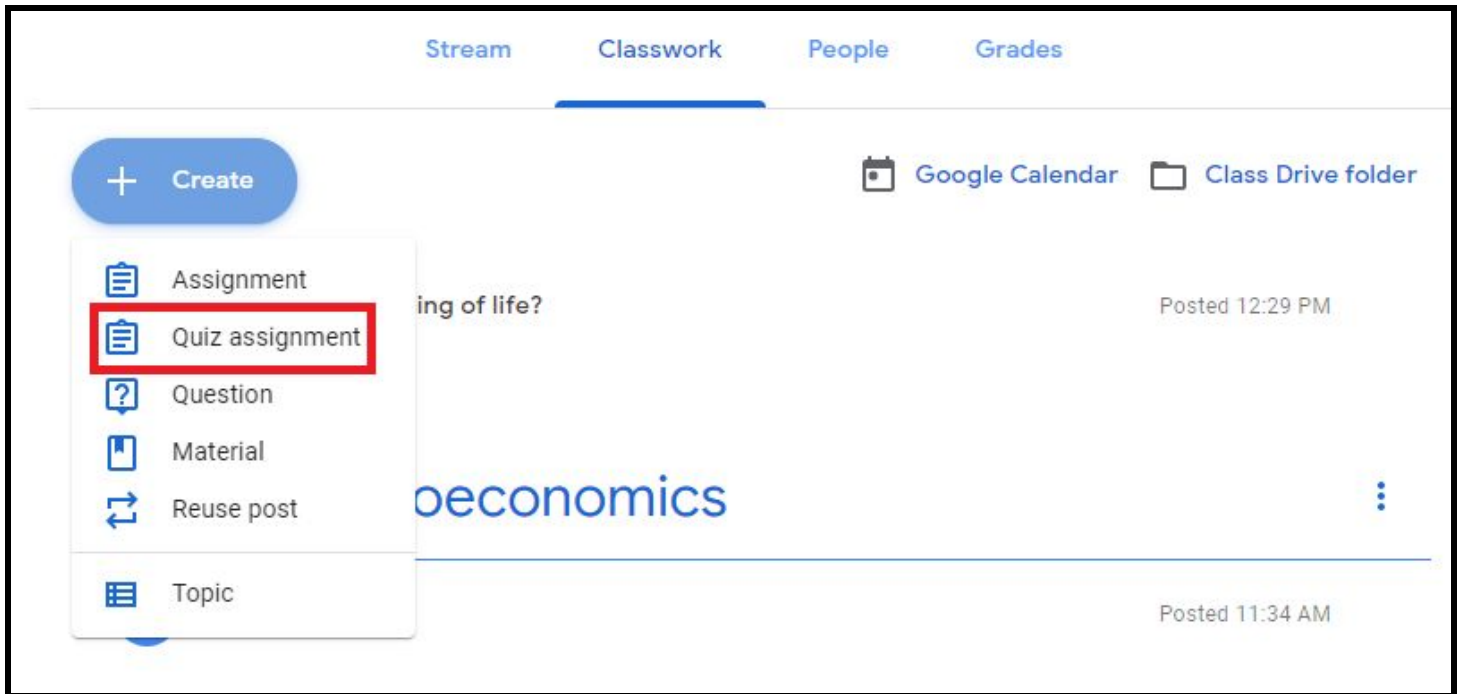
Grade categories

[Add grade category](#)

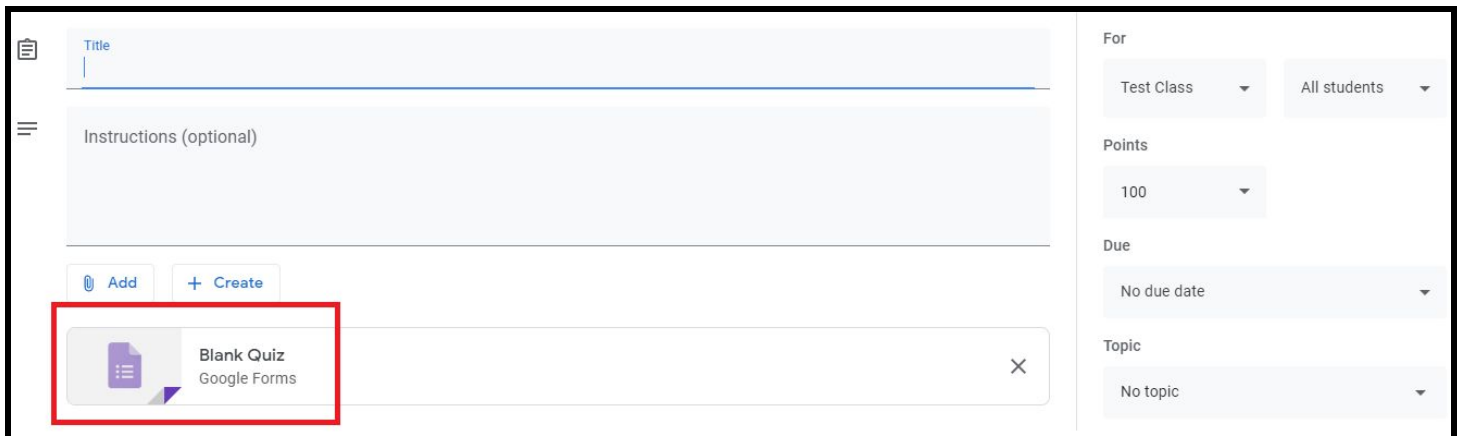
- No overall grade
- Total points
- Weighted by category

How to Create Quizzes:

1. If you want to create Quizzes for students to take, go back to the classwork page, click “Create”, then click “Quiz Assignment”.

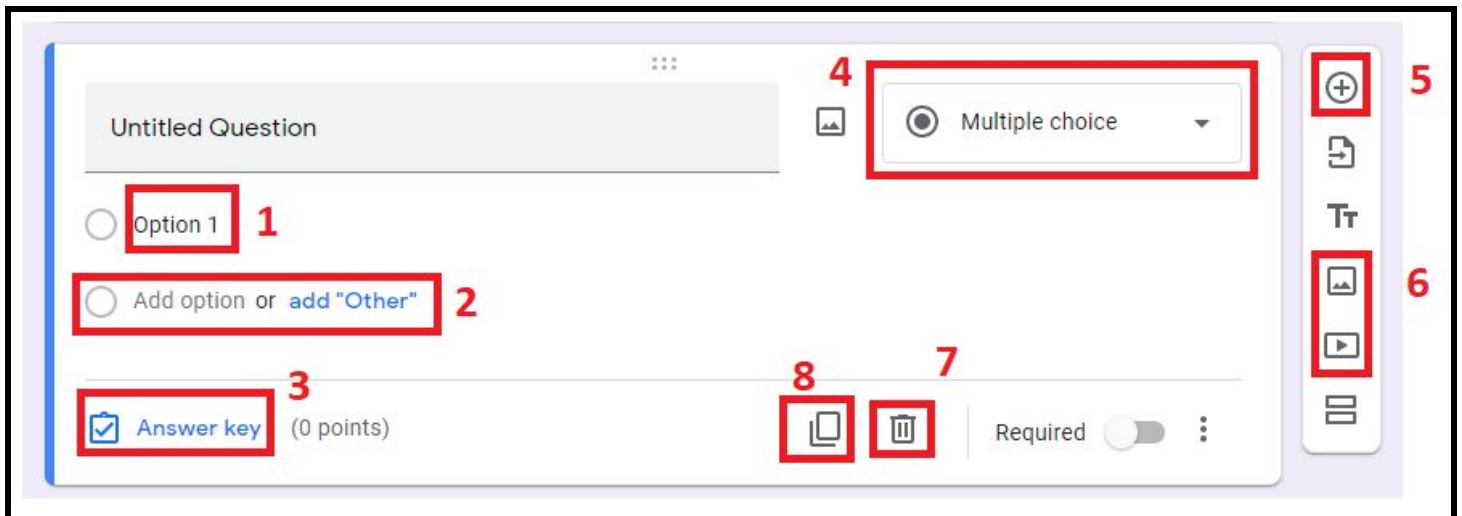


2. Creating a quiz on Google Classroom uses “Google Forms”. Once you click “Quiz Assignment” a blank Google Form will be generated for you. Click it. For the purposes of this Guide, only the basics of “Google Forms” will be covered.

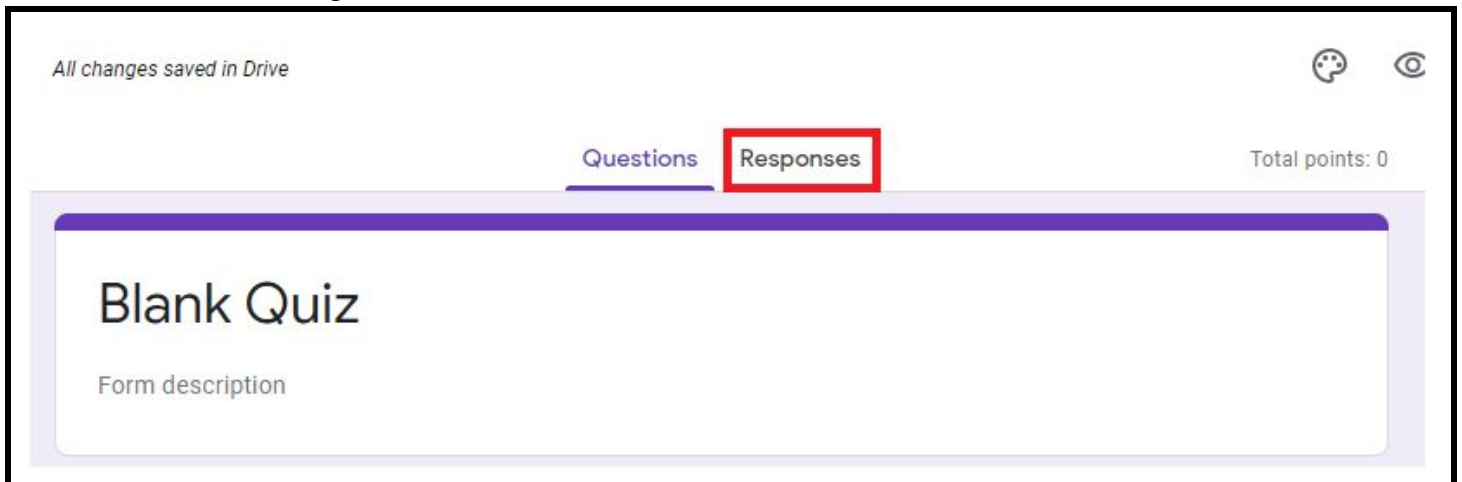


3. This is the screen you will be given when creating a google form. Here is a quick rundown of some of the basic functions

- 1) Click here to change the potential answers for the questions
- 2) Click here to add more multiple choice options
- 3) Click here to put in the answer for the question, and any feedback you want to give students which will automatically generate after they have finished the quiz and received the graded answers.
- 4) Click here to change the question type. There are many question types including short answer, paragraph, checkbox all that apply and more.
- 5) Click here to generate a new blank question.
- 6) Click here to add pictures or videos to the question.
- 7) Click here to delete the question.
- 8) Click here to duplicate the question you are working on.

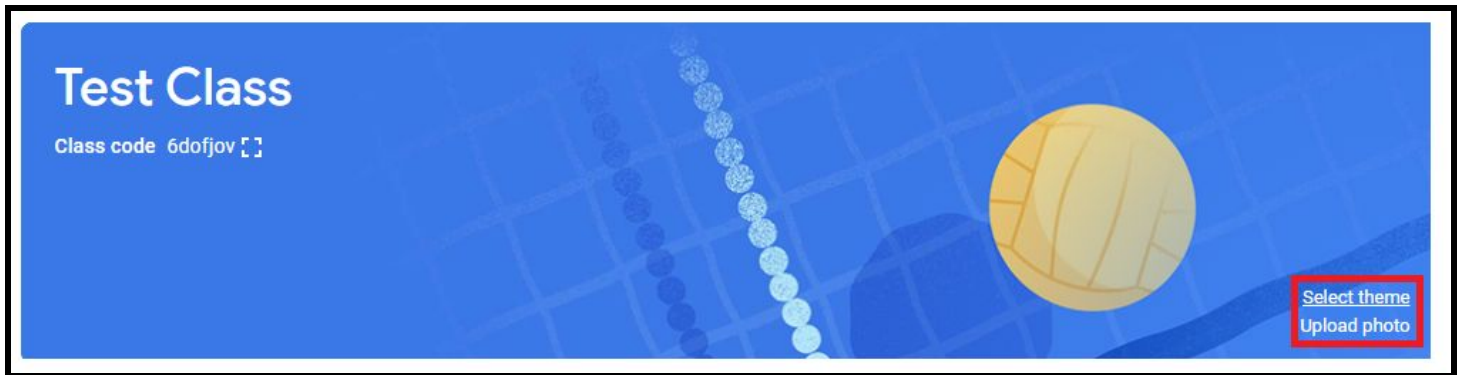


4. Once students have completed the quiz, return to the document and click “Responses” at the top of the page to see student results and grades.

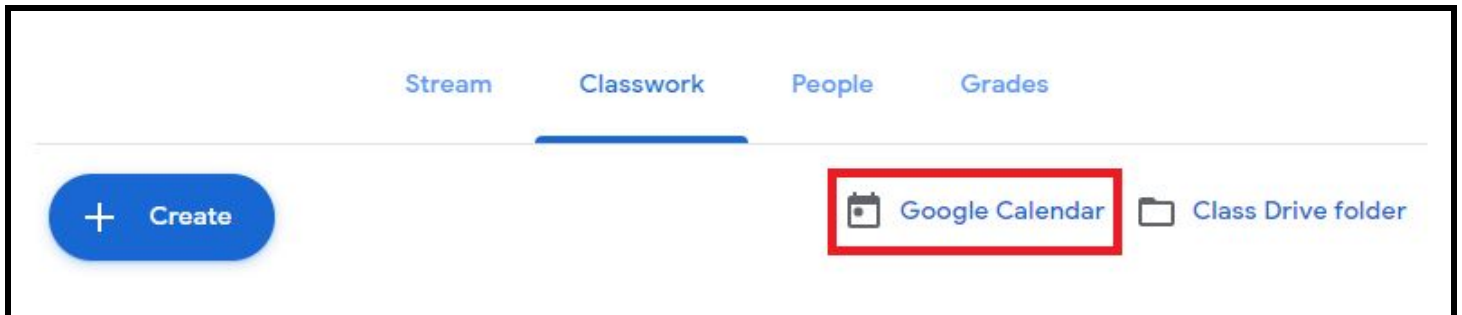


Miscellaneous Tips:

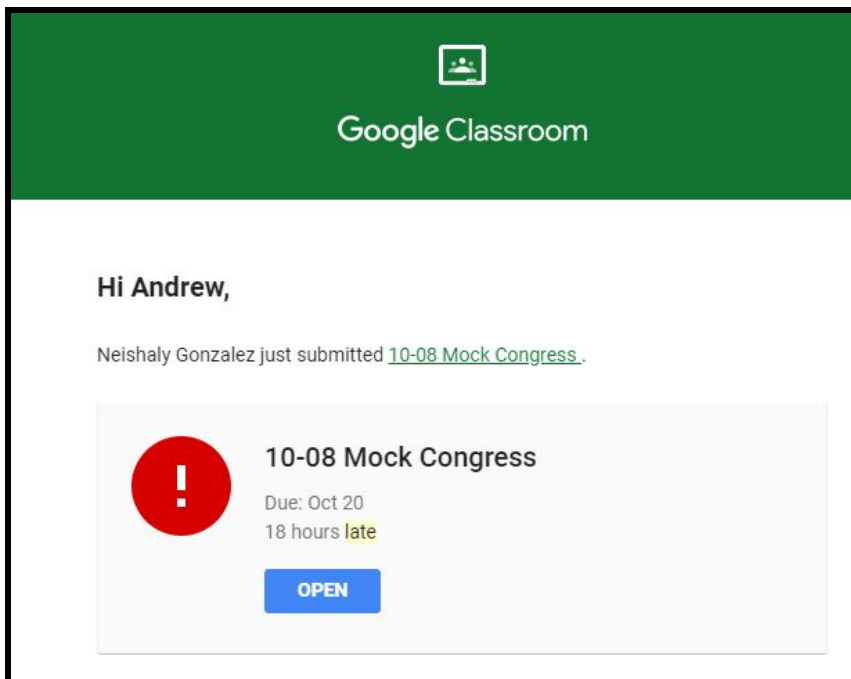
1. You can add custom photographs and images to the background of your google classroom by clicking “Select Theme” or “Upload Photo” in the bottom right corner of the classroom banner.



2. Any assignment due dates are automatically added to your and students google calendar. You can view this at any time by clicking the “Google Calendar” button on the “Classwork” Page.



3. Google classroom will automatically send you an email if a student submits late work. This is so you can grade it if you desire and you don't need to keep checking the assignment page to see if students with missing work have submitted their assignments.



4. If you do not want students to post or comment on the classroom page. You can disable this function by clicking on the Settings gear, scrolling down to “General” and clicking the dropdown box next to “Stream”



General

Class code 6dofjov ▾

Stream

Classwork on the stream

Show deleted items
Only teachers can view deleted items.







Students can post and comment

Students can only comment

Only teachers can post or comment

5. When creating an assignment on the “Classwork” page you have the option to click “Reuse Post” to copy and paste the exact post from and of your other Google Classrooms.

+ Create

-  Assignment
-  Quiz assignment
-  Question
-  Material
-  **Reuse post**
-  Topic