# Intro to Google Classroom
A G E N D A and Notes

1. What is Google Classroom and why do I want to use it?
   A. It lets you create and collect assignments paperlessly.
   B. Automatically make a copy of a document for each student.
   C. It automatically creates the Drive folders for each assignment and each student. This keeps everyone organized.
   D. Teachers can quickly see who has and who hasn't completed the work.
   E. Gives real-time feedback and grades right inside Google Classroom.
   F. Free, no ads and easy to set up quickly.
2. Signing in to Google Classroom for the first time as teacher and student:
   A. You can get there by going to http://classroom.google.com or click the **Apps** launcher>>**More**. Classroom will be under "Even More from Google."
   B. You must log in with your district Google account (since we are a GAFE district).
   C. You must choose "**Teacher**" when logging in for the first time. Issues can occur when teachers and principals become a "student" first.
3. Adding your first class or multiple classes:
   A. Click on the Plus **(+)** button in the top right corner.
   B. Click "Create Class."
4. Applying a theme and adding a class resource page:
   A. Click "**Select theme**" at the right, or "**Upload photo**" to make your own banner from one of your personalized pictures.

Gallery

Gallery   Patterns

Select class theme   Cancel
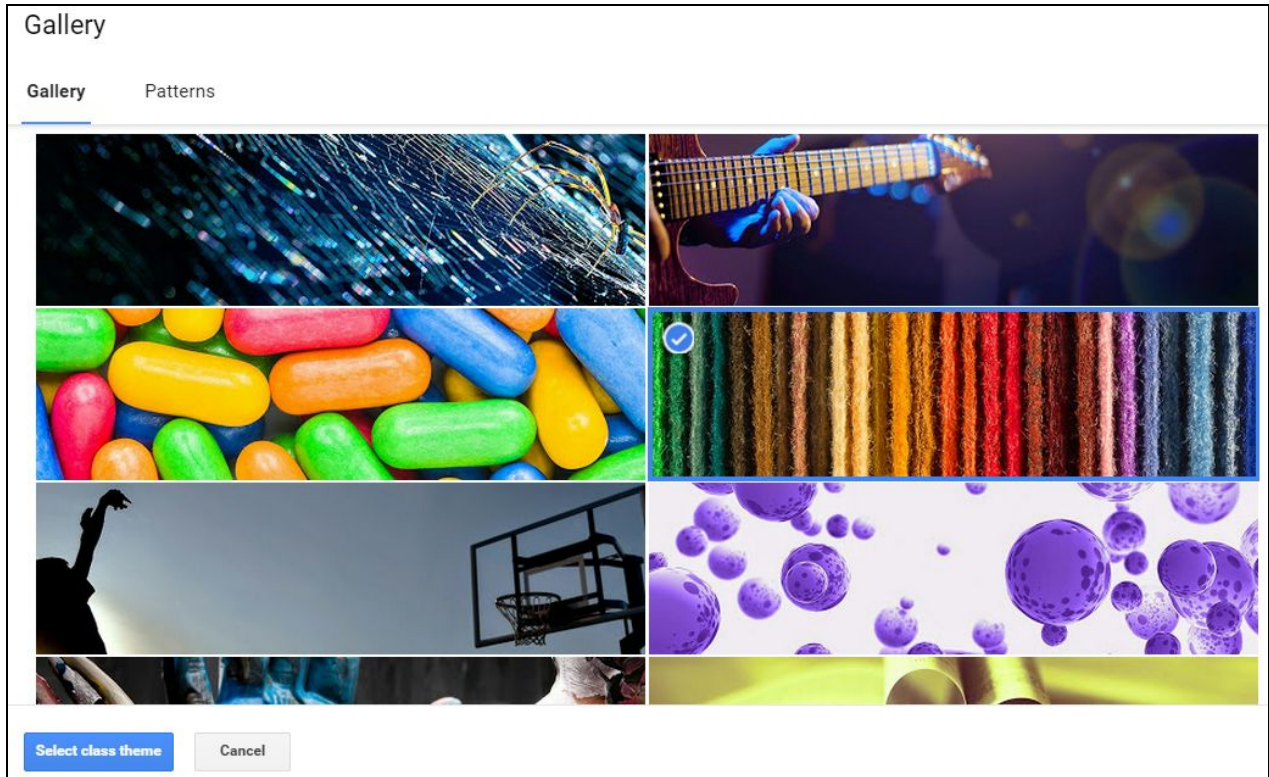
B. Click the **About** tab to create a class resource page with info about your class. You can add materials at the bottom from anywhere.

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INVITE TEACHER

Title (optional)

Class description (optional)

Room   Where does the class meet? (optional)

Google Drive folder   📁 Repp's Google Classroom

Calendar   📅 View in Classroom

↗ Open in Google Calendar

CANCEL   **SAVE**

C. <u>Examples to include</u>: syllabus, grading policy, classroom rules, class website, calendar, etc.

D. You can add as many class materials as you want. When finished, click the blue **SAVE** button.

5. Students joining a class:

A. Students can join by you inviting them (clicking the **Invite** button).

B. Click **Directory** from the drop-down list to see all student e-mail addresses.

C. This sends an e-mail to each student. If **Contact Groups** are created, use the group name.

D. Place check-marks next to their names, then click **Invite Students**.

E. You can also use the **class code** instead. Put it up on the projector screen.

F. The class code can also be **disabled** at any time. You can click the drop-down arrow to re-enable it later, or click "**reset**" for a new code.

6. Posting an Announcement:

A. The announcement can be as long as you want.

B. Click on the Plus (+) button in the bottom right corner.

C. Click "**Create announcement**" and type an announcement to share with your class.
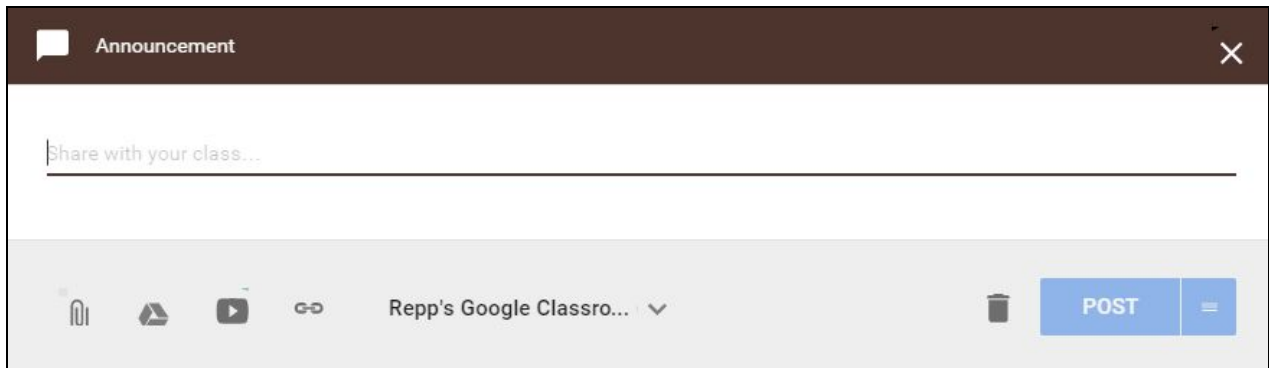
D. Attach uploaded files, Google Drive Docs, a YouTube video or a web link. **Tip**: Click the drop-down arrow to post the announcement to any of your other classes.

E. Click the blue "**POST**" button so that students can see the announcement.

F. Example: Give students a reminder of an upcoming event, and include a video demonstrating it below.

7. E-mailing a student.

A. No need to move out of Classroom to your Gmail.

B. Click on the **Students** tab at the top. Check their names. Go to **Actions>>Email**

8. Posting an Assignment to your stream.

A. Click on the Plus (+) button in the bottom right corner.

B. Click "**Create assignment**" and type an assignment for your class.

C. Give the assignment a title and a **Due Date** from the calendar (the default is the next day, but this can be changed at any time). The description is optional.

D. If you choose an assignment from your Google Drive, you have these choices: **Students can view the file**, **Students can edit the file**, or **Make a copy for each student.**

E. You can Edit an assignment by clicking the 3-dotted button in the top right of any assignment and then click **Edit** (or **Delete** if you want to remove it).

F. Click on the blue **ASSIGN** button.

9. Viewing, grading and returning an Assignment:

A. Click on the title of the assignment in the Stream (or) click on the title in the Upcoming Assignments at the left.

B. This takes you to the **Assignment Status** window. Here you can see who has and has not completed the assignment. Some students may have left comments about the assignment.

C. Here you can Return an assignment, Email a student, open the Folder where the assignment is stored, or Download,

D. The **Assignment Details** tab is where you will see the due date, assignment description, and number of students done and not done.

E. Click on the student's name to grade the assignment and see the submission history. Click **Return** to return the assignment to the student.

F. When you return the assignment, the student will be able to edit the returned files. You can then give feedback on the returned file.

G. Points can be give for each assignment. 1, 20, 50, 100 or Ungraded. 100 is the default. This is the number of total points for the assignment.

H. Grades can only be given as whole **numbers** (not percentages and not letters).

10. Reusing a Post:
  A. Click on the Plus (+) button in the bottom right corner.
  B. Click "**Reuse post**" and an **All classes** list will appear.
  C. Click on the title of the class you want to use the post from. Then, click the blue **Select** button.
  D. Click on the assignment and then click the blue **REUSE** button.

  E. Edit the assignment, as you normally would, and then click the blue **ASSIGN** button.

11. Creating a Question:
  A. Click on the Plus (+) button in the bottom right corner.
  B. Click "**Create question**."
  C. Type your question and then click the blue **ASK** button.

D. A "**Let students...**" box pops up. The two options are to let students "**See and reply to each other's answers**" and/or "**Edit their answers**." Both boxes can be selected, just one, or neither.

E. The question appears in the class Stream. Students will see each other's answers only if the option above was selected.

11. Downloading and exporting grades:
   A. Once grades are entered, you can click the **Download** button and enter them into Skyward.
   B. Download "This assignment" or "All assignments." It is a .csv file called "grades." It also opens in Excel.

12. Sorting students and removing a student from a class:
   A. To remove a student from your roster, click on **Students**, then check the student's check-box and click **Actions>>Remove>>Remove**.

B. To sort students, click on the **Students** column arrow>>**Sort by First name** or **Sort by Last name**. Found in any assignment <u>or</u> in the roster.

13. Posting comments to the class stream:

    A. When any comment is added to your assignments or announcements, you will get an e-mail every time, unless you turn <u>off</u> these notifications.

    B. Click on the Classroom Main Menu (top left corner) and scroll down to **Settings>>Send email notifications** (uncheck the box). These can be turned back on at any time. This is <u>one setting for all</u> of your classes combined.

    C. Control students' posting permissions by clicking his/her check-box and click **Students can post and comment**, **Students can only comment**, or **Only teacher can post or comment**. Click top check-box to select all.

    D. If the teacher allows students to "**post and comment**," the students can post files, any comment, and YouTube videos, among other items. Just click **Post** to post something to the **class stream**. Newest items are on top.

14. Viewing Assignments as a Student:

    A. Students don't have a Students tab. They see a **Classmates** tab instead, and can e-mail any classmates on the list, but they don't see other students' work.

    B. They can view assignments in the class stream, or by clicking under "**Upcoming Assignments**" at the left. **View All** takes them to the Assignments page.

    C. The drop-down arrow lets them choose assignments from just that class, or from **All Classes**.

    D. Students can Sort by when assignments are **due** and show assignments left "**To Do**" as well as those that are "**Done**," along with their grades.

    E. Open the Assignment by clicking its title.

    F. Students can click **Add** to add files, **Create** a Doc, Spreadsheet, Slideshow or Drawing or Open the assignment by clicking on its title and do the assignment the teacher has given (using it as a template).

    G. When done, click the **Turn In** button (within the document or next to the assignment). The document has <u>automatically</u> been Shared with the teacher, but you can also share it with others.

    H. There is a place to "**Add a private note to your teacher**" (optional) as the student turns in the assignment (just below the link to the document). Click **Turn In**.

    I. If the assignment has not yet been graded, there is an **Unsubmit** button in the top left (so a student can edit the assignment). Any edited assignment

after the due date will be considered **late**, and points can be deducted. **Unsubmit** is the only way to edit a document that has been **Turned In**.

    J. Watching a YouTube Video can be an assignment. The student can **Add** something to the assignment, or just click the **Mark As Done** button. A private comment can be added (to the teacher) after watching it. Private comments can only be seen by the <u>teacher and student</u> (no classmates).

    K. For a student to see feedback comments made by the teacher on an assignment, next to the grade at the right, click on the little square "comment bubble" icon.

    L. If a student didn't do well on an assignment there is a **Resubmit** button at the top of the assignment, if the teacher asks the student to redo it. The student would <u>edit</u> the document and click the Resubmit button afterward.

15. Changing your account settings:
    A. Click Classroom Main Menu (top left corner).
    B. Scroll down to Settings and click **Google Account Settings**.
    C. Under **Sign-in & Security>>Signing In to Google**, anyone can change his/her Google password.

16. Unenrolling from a class:
    A. Click on the Classroom Main Menu (top left corner) and click **Home**.
    B. In the top right corner of any class, click the **3-dotted button>>Unenroll**.
    C. Any document the student created in the Classroom will remain in that Classroom folder (in Google Drive).

17. How to add a co-teacher to your Google Classroom:
    A. Click on About and then at the left, click **Invite Teacher**.
    B. Select a teacher from your **Contacts** list.,

18. To send comments and feature requests to Google:
    A. Click on the little Question Mark in the bottom right corner of the screen.
    B. Send feedback, get help or ask a question.
    C. You can Highlight areas important to your message or Black out your personal information (click and drag over these areas).
    D. Google generates a screenshot along with your description and additional info.

19. Google Apps Admin. issues and solutions:
    A. You must be in the **Classroom Teachers** group (set up by the Google administrator) in order to have access to the **Teacher** button and create classes. Otherwise you will only have Student permissions. This can easily be fixed by contacting our Google admins (Steven and Kevin).