

Google Classroom Help Doc for East Penn School District

Frequently Asked Questions

Just click on a question below to view a quick step by step and a GIF. To learn more and go more in depth, some topics will have videos that accompany the answer. Feel free to watch them if you wish.

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Have a Google Classroom question that's not answered here?

Submit Your Question

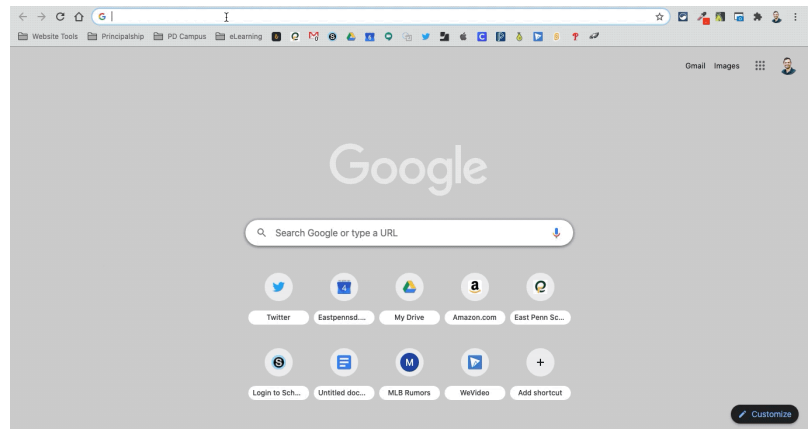
How do I create a Google Classroom?

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To create a Google Classroom for your classroom, follow the following steps:

1. Go to **classroom.google.com** & sign in with your East Penn credentials if you're not already logged in.
2. In the upper right hand corner, click on the **plus** and select **create class**.
3. Enter your Class Name, Section, Subject, & Room and click **Create**.

[Watch Full Video](#)



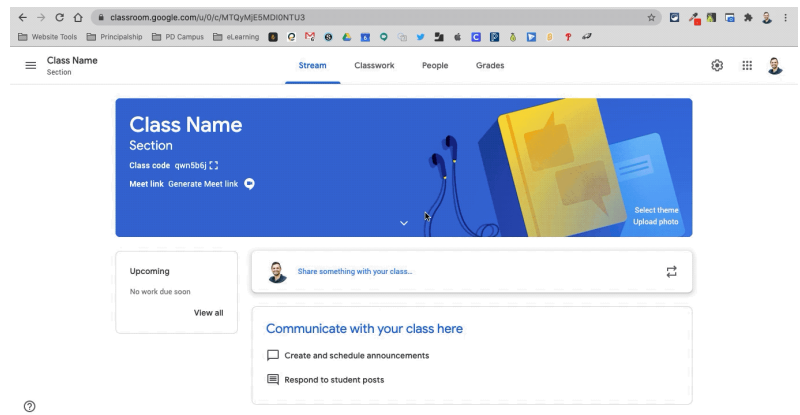
How do I add students/co-teachers?

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To add students or co-teachers to your classroom, follow the following steps:

1. Open up the Google Classroom in which you want to add students/co-teachers to.
2. Click on the **People** tab at the top.
3. To add **Teachers**, make sure to select  next to where it says teachers and enter the name of the teacher you wish to add, click on their name and select **Invite**.
4. To add **Students**, make sure to select  next to where it says Students and enter the name/email of the student you wish to add, click on their name and select **Invite**.

[Watch Full Video](#)



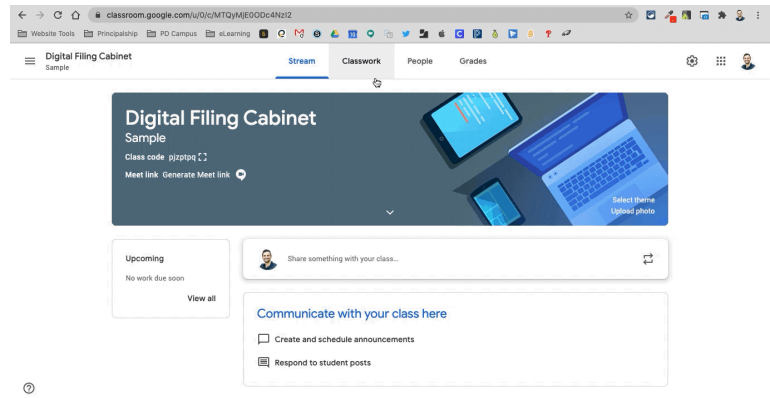
Note: You can also give students/teachers a code to type in, but that can lead to errors. This is the most efficient way to do it.

How do I add materials/assignments?

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To add materials or assignments, follow the following steps:

1. Go to your DFC (Collaborative Classroom).
2. Navigate to the **Classwork Tab** at the top of the Classroom.
3. Select the  button and choose what you'd like to add
For more information on each of those options see the question below
4. When creating your material, resource, or assignment, make sure to select the appropriate topic for where the resource should go.
5. Select **Post**



What is the difference between a material and an assignment?

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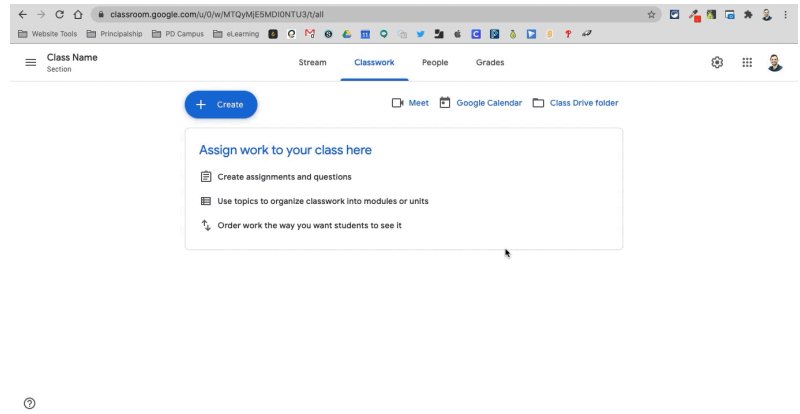
- | | |
|--|---|
|  Assignment | Students will have to submit something back to you. |
|  Quiz Assignment | Students will fill out a Google Form for formative assessment. |
|  Question | Students may be asked to answer a question and respond to other classmates. This is very similar to a discussion board. |
|  Material | These are posted resources for students. This could be an article, a link to another site, a video, or just something that the teacher found helpful for student. There will be nothing to submit here. |
|  Re-Use Post | This is where you will be able to use the materials/assignments from your collaborative Google Classroom (DFC) in your course. |
|  Topic | Create these topics to help organize your classroom for your students. See "How Do I Set Up My Topics for Hybrid Learning?" for more information. |

How do I reuse posts from my Digital Filing Cabinet to my Classroom? [Back to Top](#)

After you and your team have organized and compiled your resources, it's time to bring them into your classroom!

1. Go into your Course/Personal Google Classroom.
2. Navigate to your **Classwork Page**
3. Select **Create** and **Re-Use Post**
4. Find Your **Digital Filing Cabinet** and the file you're going to reuse.
5. Select the file and click **Reuse**

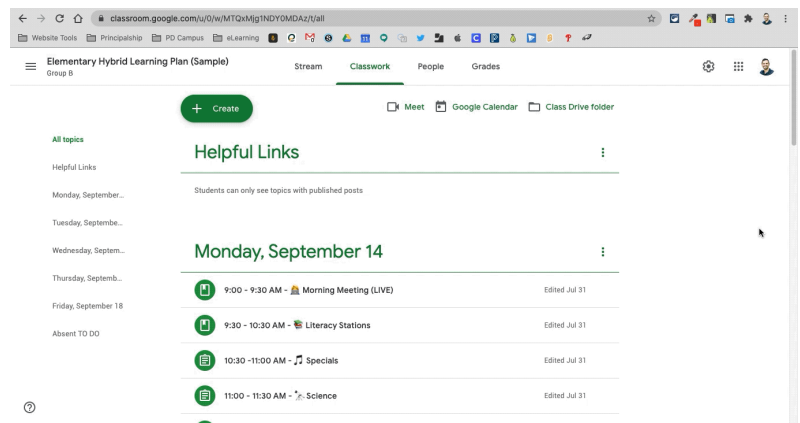
After it is in your classroom, you can reorganize and put in different topics.



How should I set up Topics for Hybrid Learning? [Back to Top](#)

In order to keep our Classrooms as organized as possible, the Office of Teaching & Learning has developed a template.

1. Create **Topics** for each day of the week (including the in school days). This will create consistency for students.
2. Create assignments based off of the daily schedule.
Tip: Use Emojis to help students, especially primary, visualize each period. On your mac, access emojis by holding **control, command, & space**.
3. **Reuse posts** like Morning Meeting, Teacher Check-In, & Lunch/Break to help save time.
4. After each week, you can move/keep/edit certain assignments and materials to fit what you need.



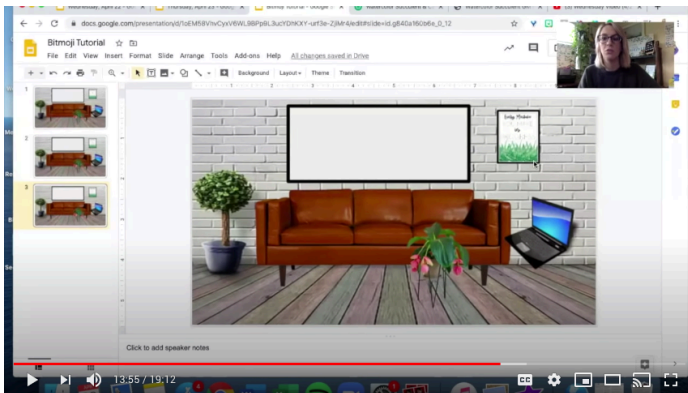
Tip: Create a section for Helpful Links that they will need/use often and a section for **Absent TO DO** for make up for students that miss time in both the in-class and hybrid setting.

How do I create a Bitmoji Classroom?

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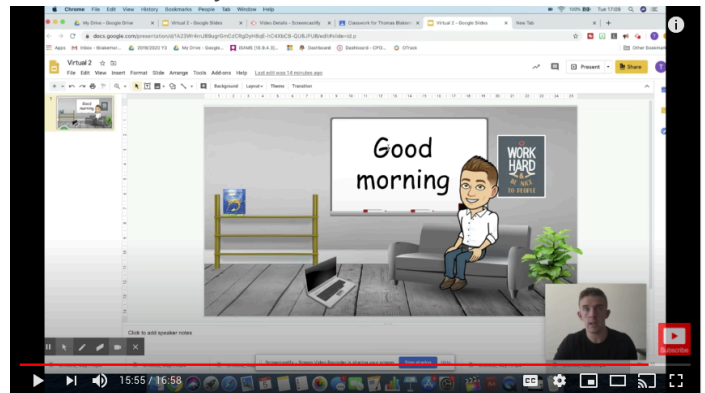
While this is not a requirement, a lot of teachers have been building their own virtual classroom with their Bitmoji. This is a fun activity and gives students a semblance of normalcy in the hybrid setting. We have found some videos/resources for those interested.

Bitmoji Tutorial by Katherine Panczner



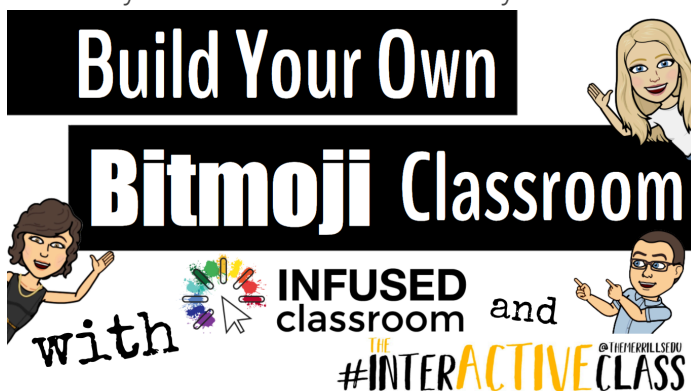
[Watch Full Video](#)

Interactive Bitmoji Classroom Tutorial | Google Classroom and SeeSaw By Thomas Blakemore



[Watch Full Video](#)

Bitmoji Classroom Resources By Joe & Kristin Merrill & Holly Clark



[Get A Copy](#)

Bit Moji Tips/Suggestions

- ✓ Create in Google Slides and use for your virtual Morning Meeting.
- ✓ Don't buy backgrounds and assets on TPT, many of these are copyrighted and could cause issues.
- ✓ Instead, use websites like [Unsplash](#) or [Pexels](#) and use **Insert - Image - Search the Web** inside of Google Slides to ensure copyright usage.
- ✓ Download the [Bitmoji Chrome Extension](#) for an easier workflow
- ✓ Have fun with it!