

Google Classroom Setup & 2018 Updates

Use this Table of Contents to Access A LOT of information about google classroom!
Focus on the top four if you need help setting up classroom and giving students access.
Play around with the fun features :)

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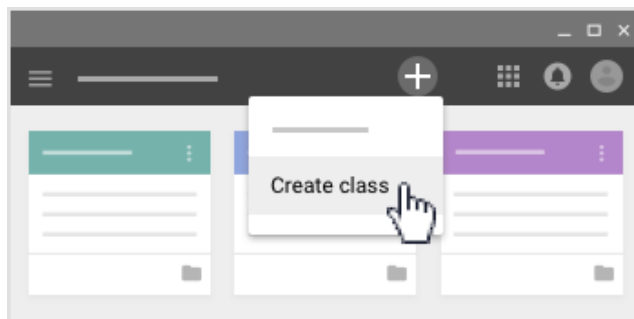
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Logging in

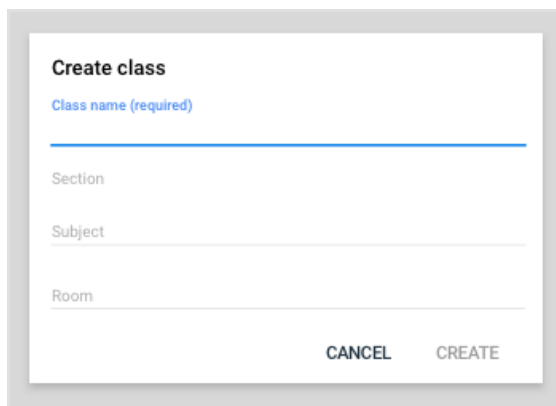
1. Visit google.classroom.com
2. Log in using your @efms352.org account
 - a. Students: firstinitial+lastname@efms352.org
 - i. (NOTE: some have the same and will have a different number or set up - check with Mr. Henry or myself in that case)
 - b. Passwords: should have been changed last year/NEW: _____ (will be requested to change)
 - i. Any issues remembering - an admin will need to reset the password (Mr. Henry or myself)

Creating a Google Class

1. Click Add  Create class.



- 2.
3. Enter the class name.


A screenshot of the 'Create class' form. The form has a title 'Create class' and a required field 'Class name (required)'. Below this, there are three optional fields: 'Section', 'Subject', and 'Room'. At the bottom of the form, there are two buttons: 'CANCEL' and 'CREATE'.

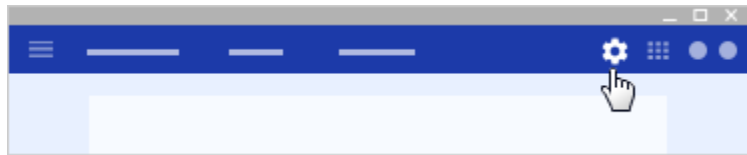
- 4.
5. (Optional) To enter a short description, grade level, or class time, click Section and enter the details.
6. (Optional) To add a subject, click Subject and enter a name or click one from the list that appears when you enter text.
7. (Optional) To enter the location for the class, click Room and enter the details.
8. Click Create.


All new classes have the Classwork page, which you can remove. If you remove it, the primary teacher of the class can add it back. For details, see [Add or remove the Classwork page](#).

Next steps: Classroom automatically creates a class code when you create a new class. You use it to [invite students](#) to the class. If you want, you can [change the class theme](#) or [display a profile photo](#). You can archive a class if you no longer need it. For details, see [Archive a class](#).

Give students a code to add themselves

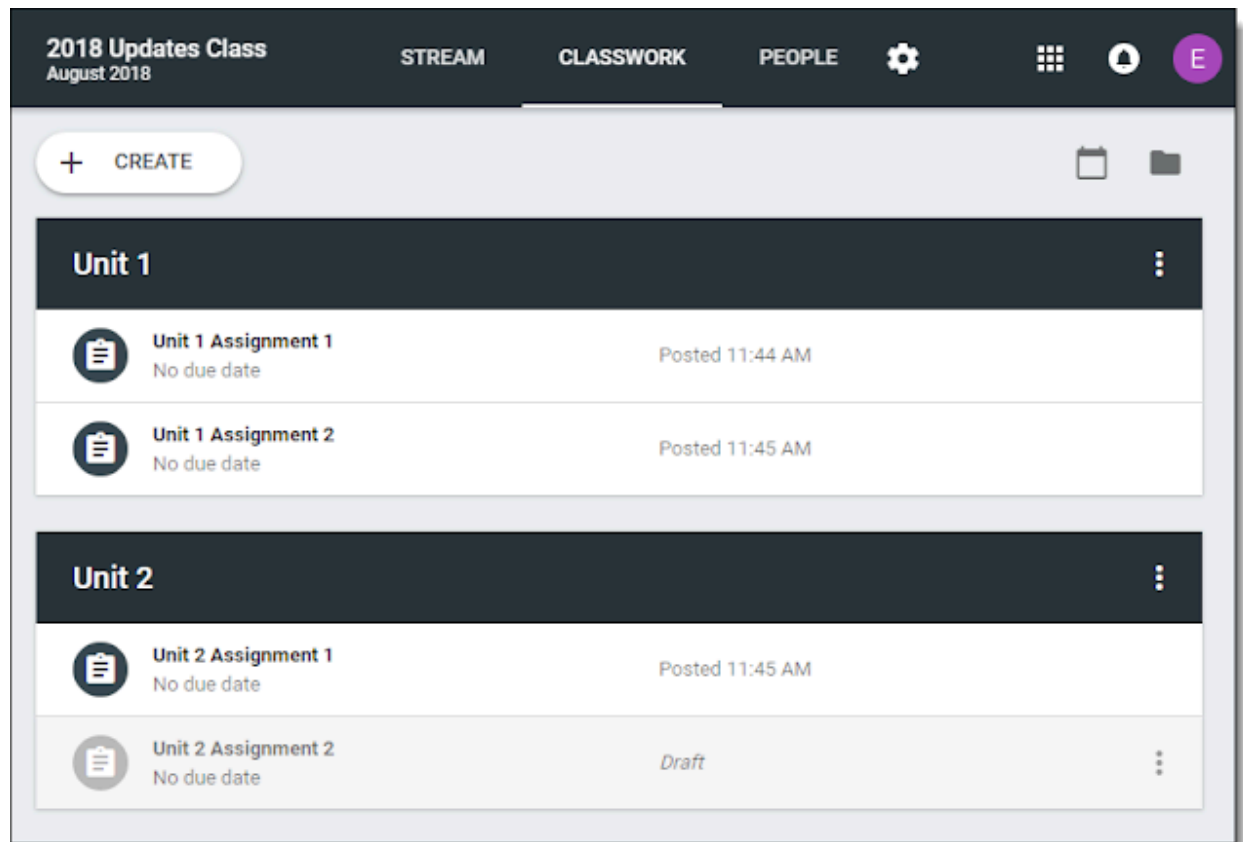
1. You can't sign in to Classroom with your G Suite account, katie@educatellc.com. To continue, switch to your Classroom account, such as *you@yourschool.edu* or *you@gmail.com*. [Switch accounts](#) or [learn more](#).
2. After you sign in, go to classroom.google.com.
3. Click the class > Settings .



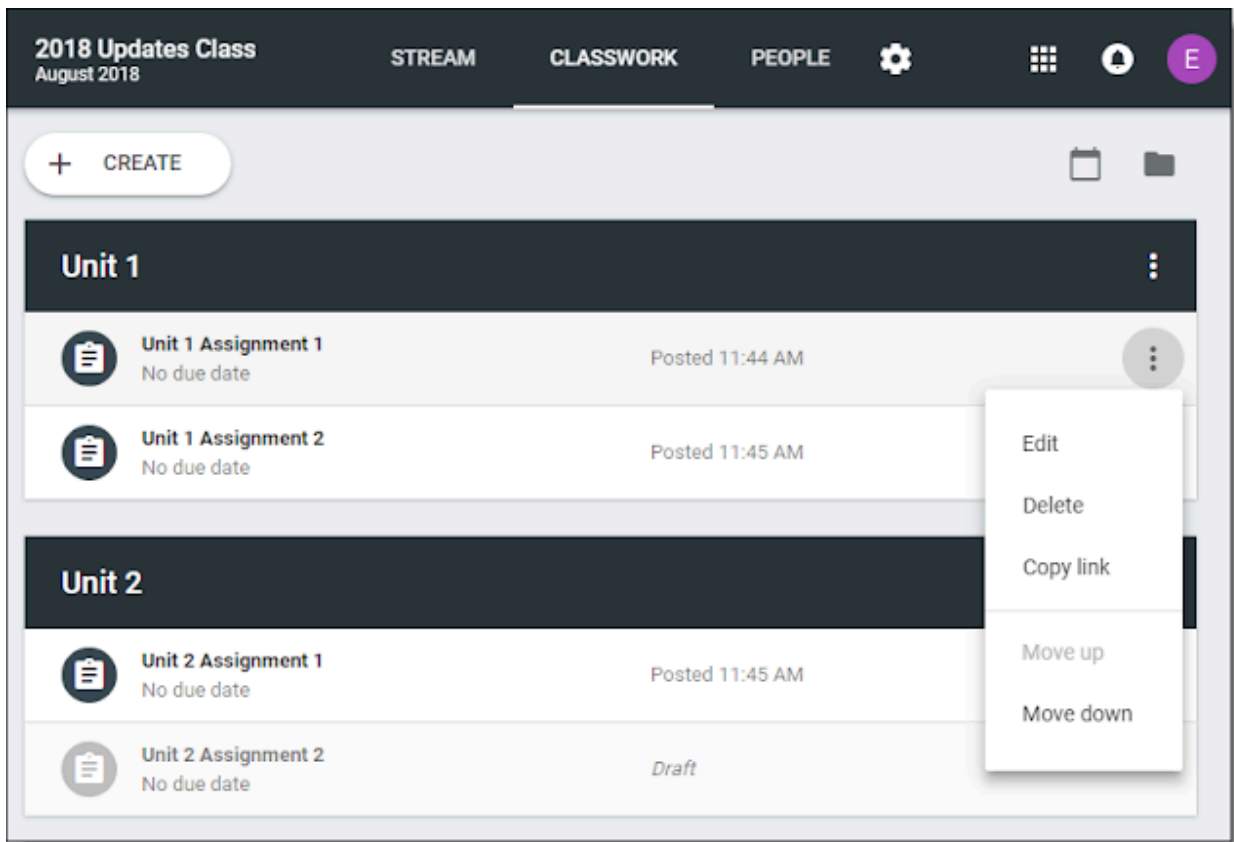
- 4.
5. There are a few ways to give the code to your students. Choose an option:
 - Click the code > Copy. Send an email to students with the class code.
 - If you're projecting your device to the class, click the code > Display. Next, click Full screen to display the code in full screen.
 - Write the code on the board in your classroom.
6. Give the students these instructions:
 - Sign in to Classroom at classroom.google.com.
 - On the homepage, click Add  > Join class.
 - Enter the code and click Join.

Update #1 - New Classwork Page

One of the most noticeable changes to Classroom is the addition of a new tab for a **"Classwork"** page. In the past your Assignments and Questions were part of the Stream, but the **Assignments and Questions have been moved to the new Classwork page.**



For even more organization you can use **Topics to group your Assignments and Questions**, and can **move each item up and down** to put everything in exactly the order you want. This is a helpful change from the chronological order of the Stream, and looks much more like a traditional learning management system with course content arranged by units.



Update #2 - Streamlined Stream Page

With the new updates, the **Stream now only contains teacher Announcements, student Posts** (if enabled), and any **replies** to these. Basically it is now a discussion stream. The Assignments and Questions have been moved to the Classwork page.

Now that Assignments and Questions have been moved to the Classwork page, the **Stream no longer has Topics or the "Move to top" option**. Posts in the Stream will simply appear in **chronological order** with the newest at the top.

Update #3 - New People Page

In the past you would manage students and guardians on the "**Students**" page, and co-teachers on the "**About**" page. This has all been **consolidated on the "People" page** now.

From the People page you can **invite co-teachers, students, and guardians**. You can also manage these users in several ways including:

- **Students** - Email, Remove, Mute
- **Teachers** - Email, Remove, Make Class Owner

2018 Updates Class
August 2018

STREAM CLASSWORK PEOPLE

Teachers

	Eric Curts	
	John Smith	

Students

ACTIONS EMAIL ALL GUARDIANS

☐ Sort by last name Guardians

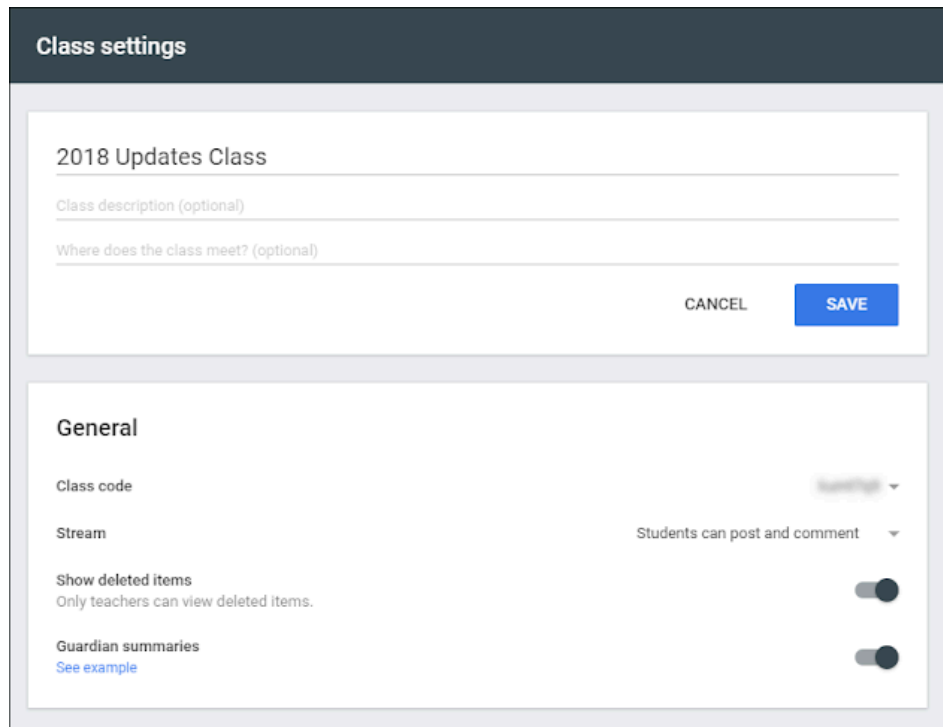
<input type="checkbox"/>	Test User01	INVITE GUARDIANS	
<input type="checkbox"/>	Test User02	INVITE GUARDIANS	

Update #4 - New Settings Page

Settings for each class have now been pulled together in one central location, rather than being scattered around on different screens as before. To get to the **new Settings page**, simply click the **gear icon in the top right corner** of the class.

On the new Settings page you will find the following options:

- **Class Details** - Click on the pencil icon next to the class title to edit the title, class description, and location where the class meets
- **Class code** - To give to your students so they can self-enroll in your class
- **Stream** - Permissions for what students are allowed to do on the Stream page, such as posting, commenting, or nothing
- **Show deleted items** - Control whether teachers can see items that have been deleted, which can be helpful to deal with inappropriate student posts or comments
- **Guardian summaries** - Option to include information from this class in the email summaries sent out to parents who have signed up for guardian notifications



The screenshot shows the 'Class settings' page for a class titled '2018 Updates Class'. The page is divided into two main sections. The top section, titled 'Class settings', contains input fields for 'Class description (optional)' and 'Where does the class meet? (optional)', along with 'CANCEL' and 'SAVE' buttons. The bottom section, titled 'General', contains settings for 'Class code' (with a 'Settings' dropdown), 'Stream' (with a 'Students can post and comment' dropdown), 'Show deleted items' (with a toggle switch and the text 'Only teachers can view deleted items.'), and 'Guardian summaries' (with a toggle switch and a 'See example' link).

Class settings

2018 Updates Class

Class description (optional)

Where does the class meet? (optional)

CANCEL SAVE

General

Class code Settings

Stream Students can post and comment

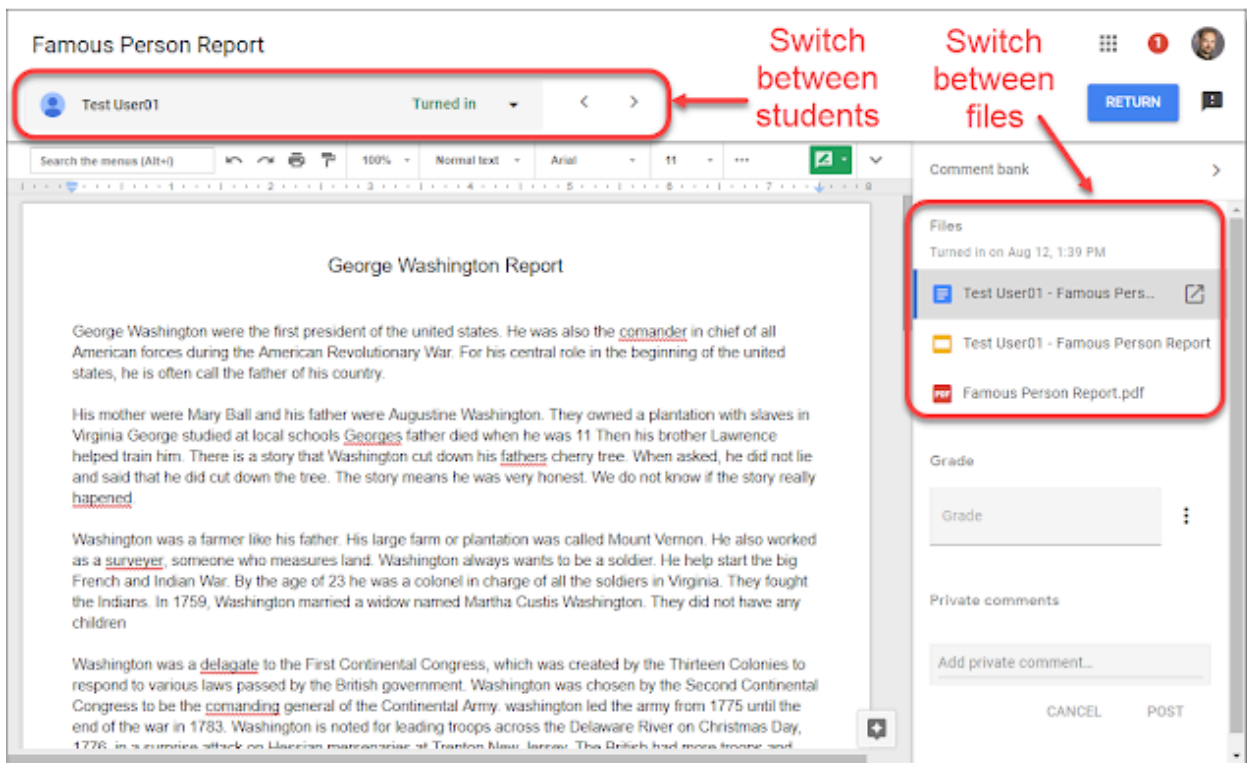
Show deleted items ☒
Only teachers can view deleted items.

Guardian summaries ☒
[See example](#)

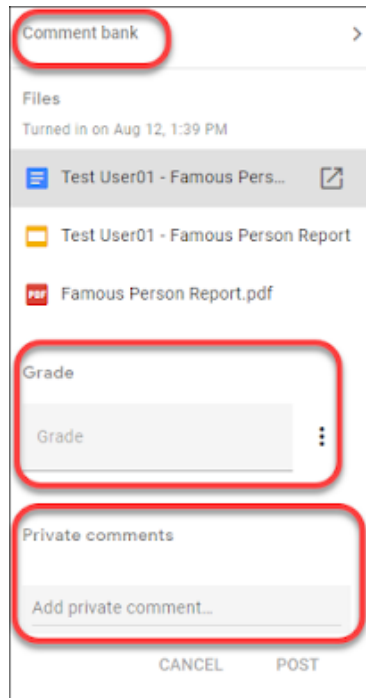
Update #5 - Quick Switch when Grading

One of the most useful updates to Classroom is an improvement to accessing and grading student work. In the past you could access all of the turned in work from your students in one place, but you still needed to open each document separately. Now Classroom allows you to **quickly and easily switch from one student document to the next**.

- First, simply begin by **opening a student document as normal** from the assignment page in Classroom.
- You will notice that the student file will open in a **special new window with two extra panels**.
- At the **top** will be a panel where you can easily **rotate through each of your students** using either the left and right arrows, or using the drop-down student name menu.
- On the **right side** will be another panel that will list **all of the files the student has submitted** for that assignment. If the student has more than one file you can just click through the list to open each one.



Update #6 - Feedback Options when Grading



- First you can **enter a grade** directly in the right-hand panel instead of having to go back to the assignment page.
- Second, below the grade there is a spot to send the student a **private comment**. Again this is much more convenient while grading the file than having to find this option back on the assignment page.
- Third, and completely new, is the option to **maintain and use a comment bank** on the grading screen.

To use this new feature:

- Click the "**Comment bank**" link at the top of the right-hand panel.
- This will open up your comment bank.
- You can add new content by clicking "**Add to comment bank**".
- You can even type in or paste in multiple comments at once by having a line break after each one.

- To use these comments you can simply open the comment bank and then **copy and paste** the desired text into a normal marginal comment in the student document.
- If you have lots of comments, you can use the **search button** in the comment bank to narrow it down to the entries you are looking for.

