

Part 1--Setting Up Google Classroom

1. Open Google Chrome
2. Go to www.google.com
3. Sign in if needed with your Morgan County email and password
4. In the upper right hand corner, click the “waffle” or “9 boxes”

Gmail Images



5. Select “Classroom”
6. Now in the upper right hand corner next to the “waffle” you will see a + sign. Click on this to create or join a class (THIS WILL BE THE SAME PLACE YOUR STUDENTS CLICK TO JOIN YOUR CLASSROOM)
7. For our purposes, we will be creating a classroom.
8. Fill in your information as needed. I suggest a different class for each period. While this takes a bit longer to post assignments, it is much easier when grading time comes.
9. When your class is created, there will be a “class code” just under the title of the class. THIS IS WHAT YOUR STUDENTS NEED!
10. At this point we can begin setting up assignments, materials and a host of other things.
11. For students, their progression to Google Classroom will be EXACTLY THE SAME, only when they click the +, they will be joining a class with your class code.

Part 2--Setting up assignments, materials and other information for your students

1. Click on Classwork at the top of the page
2. Click the +Create at the top of the page
3. More than likely you are going to use Assignment or Material.
4. Assignment gives you many more options as far as seeing which students have submitted their work, uploading google docs and other items with the option to make students download their own version (very handy if you intend for them to answer in a sheet) and then they can submit those documents back to you with their individual answers. You have options to assign a point value which you can grade online and give feedback as well. It will also show you as the teacher who has submitted their work and who has not at a glance!
5. Material just posts material. It is what I do for our TAM lessons. If you use this, you do not have submission tools and you will need to be careful in how you post links to a Google Doc, Sheet, or Slides presentation (SEE FORCE A COPY BELOW).
6. When you post one of these, it will show up in the stream for students to complete.

Part 3--Allowing students to view a document

1. Unless you are wanting students to collaborate on a single document, you need to either force them to make a copy or enable “view only” for the link you are posting.
2. In the document you want them to see (if it is a Google Doc, Sheet, or Slides) in the upper right hand corner there is a SHARE box. Click it.
3. You can enter particular emails, but for our purposes, you are most likely going to click “get shareable link”.
4. When you click this, you can choose for them to be able to edit, comment or view. VIEW is probably what you want to select. It allows them to see it without modifying it.
5. Copy that link and insert it into your Material or Assignment in Google Classroom.

Part 4--Forcing a copy for students

1. If you want students to have their own copy of that particular document to fill in for submission, paste the link into a blank Google Doc.
2. It will look like this:
https://docs.google.com/document/d/1_UFBIS2PBCxfrYFLFNT24G1nUSEa9Jj_L2DtwbY3Vyo/edit?usp=sharing
3. At the end highlighted in red, replace all of that back to ‘edit’ with copy so it looks like this:
https://docs.google.com/document/d/1_UFBIS2PBCxfrYFLFNT24G1nUSEa9Jj_L2DtwbY3Vyo/copy
4. Paste this link into your Google Classroom Assignment or Material and it will force students to download their own copy of the document.
5. Also, when you assign something in Google Classroom, you have the option there to force students to make a copy and you can skip all of this.

Part 5--Using Screencastify

1. See the video
2. The easiest tool to use for this is a chromebook!