Guide to Google Classroom

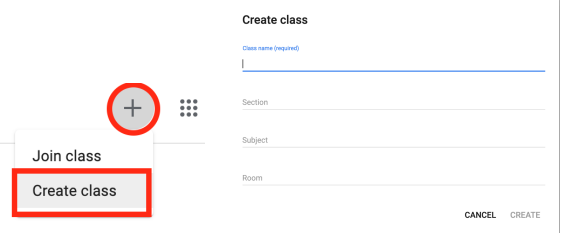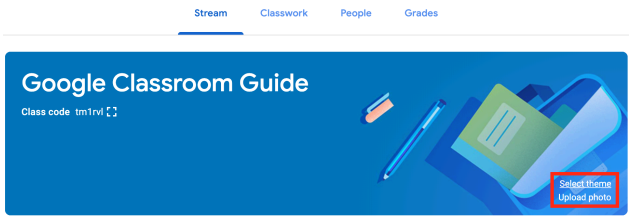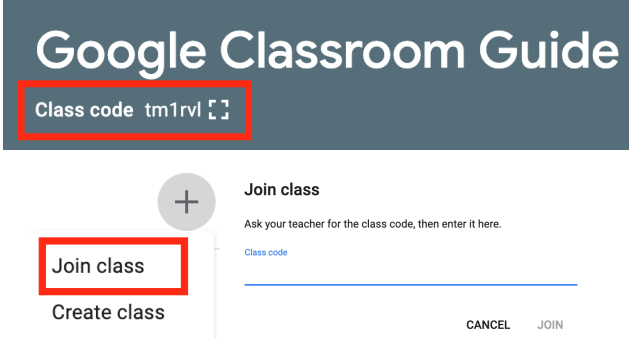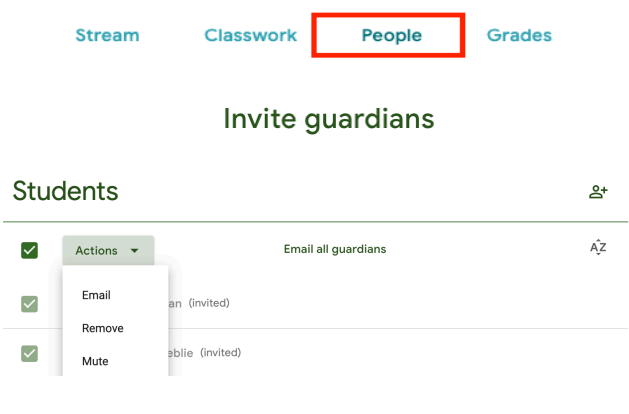|	
Go to classroom.google.com or use the app launcher in the upper right corner of your GMail or Drive.	
Create a Google Classroom ● Click on the "+" button in the upper right corner. ● Choose "Create class" ● Fill in information about your class. The class name should be the title of your class; consider using the school year in section. The only required field is "Class name" ● Click "CREATE".	
Your classroom has been created! ● You can click "Select theme" or Upload Photo on the right to change the header photo to personalize your classroom	
Invite students to your class ● Under your classroom name you will see the Class code. ● Provide this code to students by clicking the box to enlarge for projection. ● Students will click the plus sign and "Join class" to enter the code for your classroom. Each class code is unique. ● You can also invite students by email.	

● You can email students and add guardians on the PEOPLE tab
    ● Click Invite guardians next to each student's name and add emails
    ● Choose a student or group of students to email by clicking the box to the left of their name and select Actions
    ● Email all guardians by clicking "Email all guardians" at the top	

Post: Assignments

Assignments

Assignments are a type of post where students will have to turn something in for you to evaluate.

Make sure you are on the CLASSWORK tab

☰ Google Classroom Guide	Stream	**Classwork**	People	Grades		⚙	⠿	🧑

- Click on "+ Create"
  Click "Assignment"

Create menu showing: Assignment, Quiz assignment, Question, Material, Reuse post, Topic


- Add a title for your assignment
- Include instructions for your students
- Assign a Points value
- Add a due date
- Topic allows you to organize your posts by topic (add one to help keep assignments organized, you'll thank us later!)

Add materials to the assignment
- Click on the Add icon to add materials from different resources
    - Most common are Google Drive, YouTube, and Website link

Add / Create menu showing: Google Drive, Link, File, YouTube

Add from Google Drive

- When you add from Google Drive you will be taken to "Insert files using Google Drive"
- The default setting is "Recent" but you can search your Drive or upload.
- If you add a Google Doc, Slide, Sheet that you want students to type on individually, be sure to select "Make a copy for each student" (otherwise they will all be on the same document!)
- **TIP:** Add Google Form quizzes from your Drive to make it easy for students to access
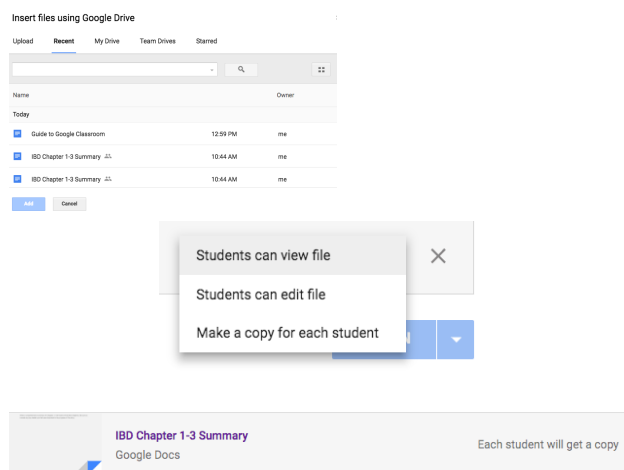
## Add from YouTube and Weblinks

If you want to post a YouTube video or link to a website:

- Locate the resource **first**
  - Copy the URL (the web address) to the video or the website
- Paste the link
- Click ADD (YouTube) or ADD LINK (website)
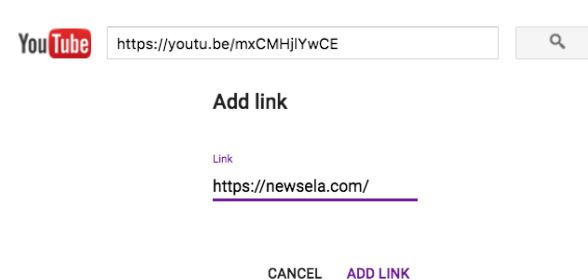
Differentiate your lessons

- You can choose to assign to all students or select a few, allowing for differentiation
- Click the down arrow next to "All students" and check the students who will receive this assignment.
- Students will only see posts that are selected for them.
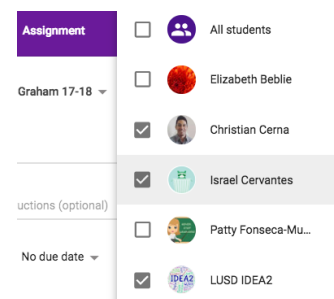
Push to multiple classes

- If you teach the same course and have multiple classes who need the same materials, you can post the same assignment in each Classroom
- Select the down arrow next to your classroom name (next to "for")
- Check the classes this post is for and it will be added to those classes as well.
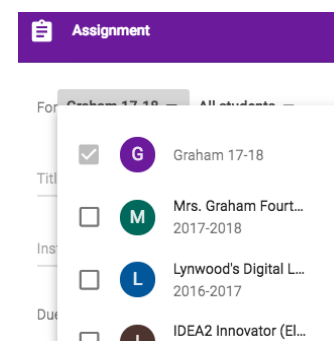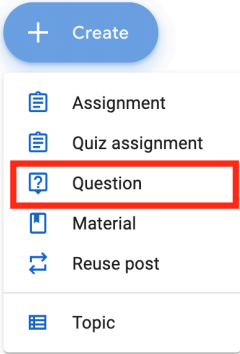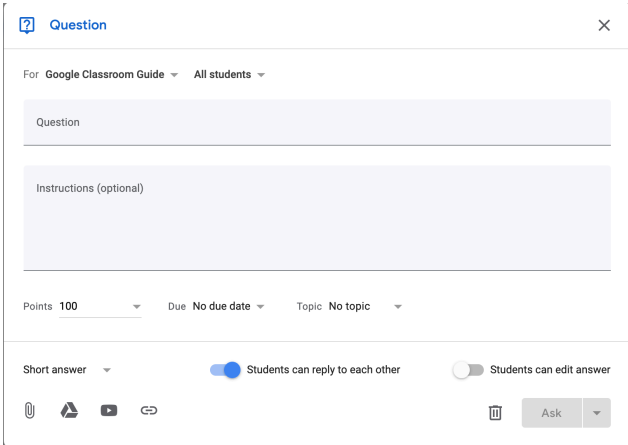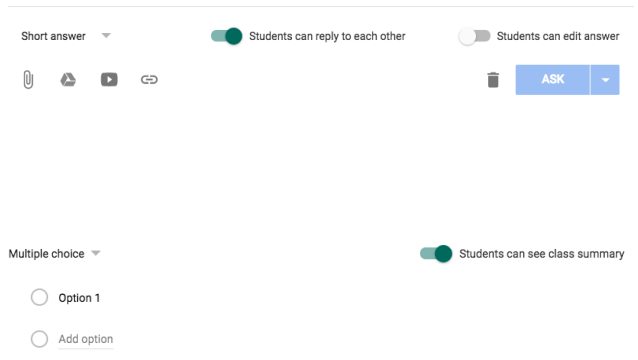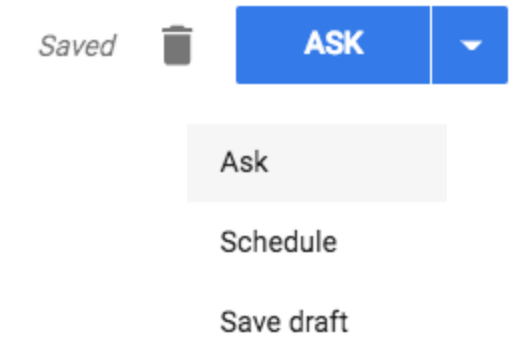
Assigning to Class

- You have options of when you would like to post the assignment
  - **Assign**: Post to classroom immediately
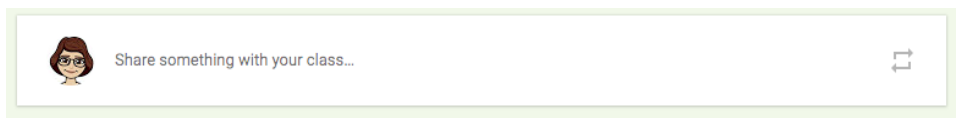 - **Schedule**: Allows you to select time and date you want the post to
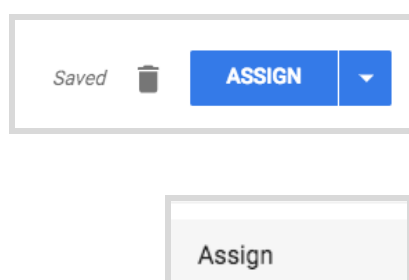
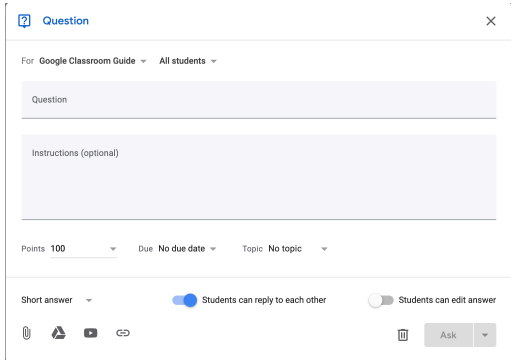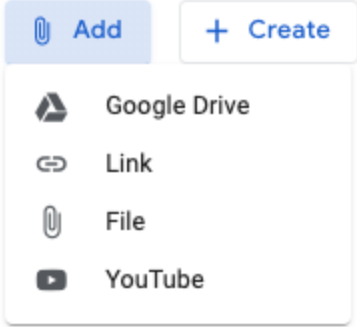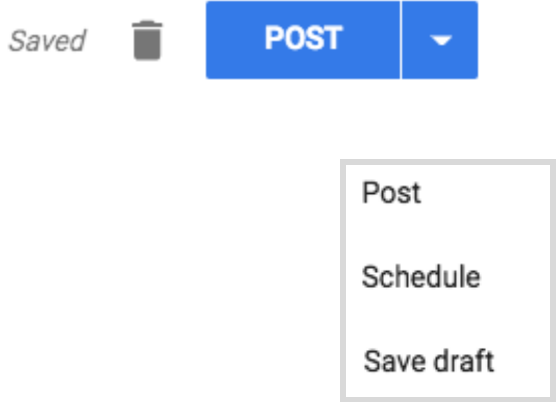|	
show in your classroom ○ **Save draft**: Saves as a draft if you want to post later on your own schedule or if you want to build the assignment further.	

Post: Question

QUESTIONS

This type of post is a Question for your students. Teachers use this to
● Post a discussion question where students can comment
● Exit Ticket
    a. Multiple choice
    b. Short Response
          Make sure you are in the CLASSWORK tab

Click on "+ Create" Click "Question"	**+ Create** 📄 Assignment 📄 Quiz assignment ❓ Question 📖 Material ⇄ Reuse post ▤ Topic

● Write your question
● Add instructions if needed
● Include a due date
● Add a topic organize your posts
Click to see notes in ASSIGNMENTS section on how to
  ● *Add materials to the assignment*
    ○ *Google Drive*
    ○ *YouTube*
    ○ *Website Links*
  ● *Differentiate your lessons*
  ● *Push to multiple classes*
	❓ Question ✕
	For Google Classroom Guide ▾ All students ▾
	Question
	Instructions (optional)
	Points 100 ▾ Due No due date ▾ Topic No topic ▾
	Short answer ▾ ◉ Students can reply to each other ○ Students can edit answer
	📎 ▲ ▶ 🔗 🗑 Ask ▾

Question Settings
● Short Answer
    ○ Determine if students can respond to each other
        ■ Discussion questions
    ○ Decide if students can edit their answer
● Multiple Choice
    ○ be sure to include the options of responses
    ○ Decide if students can see a class summary of responses
	Short answer ▾ Students can reply to each other Students can edit answer
	
	🔗 🗑 **ASK** ▾
	
	Multiple choice ▾ Students can see class summary
	○ Option 1
	○ Add option

Ask the class
● You have options of when you would like to post the question
    ○ ***Ask***: Post to classroom immediately
    ○ ***Schedule***: Allows you to select time and date you want the question to show in your classroom
    ○ ***Save Draft***: Saves as a draft if you want to ask later on your own schedule, or add materials later.
	Saved 🗑 **ASK** ▾
	
	Ask
	
	Schedule
	
	Save draft

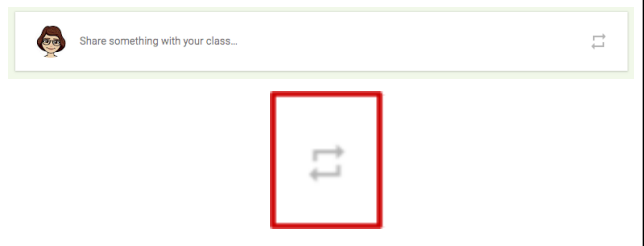# Post: Announcements

ANNOUNCEMENTS
This type of post is as stated: an Announcement. Teachers use this to
● Post a discussion question where students can comment
● Make an announcement
● Post materials that don't require students to hand in something for grading
    a. Field trip permission slip
    b. Video to view before class
             Make sure you are in the STREAM tab
 	
         Stream   Classwork   People   Grades

Click on Share something with your class Share something with your class…

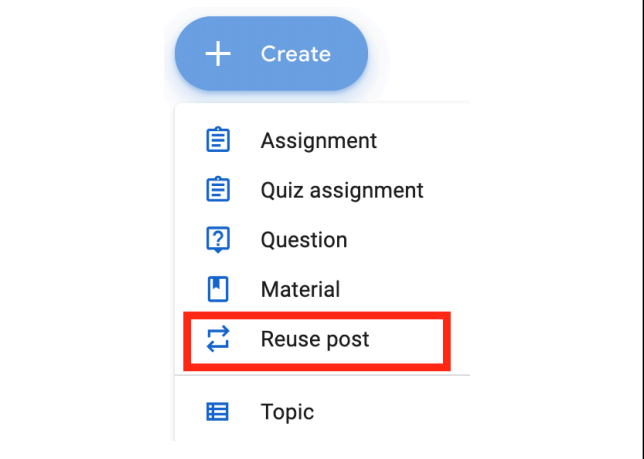|	

Add a title for your announcement
 	
● Write your announcement
● *Add materials to the assignment*
    ○ *Google Drive (you won't be providing a copy for each student however)*
    ○ *YouTube*
    ○ *Website Links*
● *Post to some or all students*
● *Push to multiple classes*	

[Click here to see notes in ASSIGNMENTS section on how to](#)
 	
● *Add materials to the assignment*
    ○ *Google Drive (you won't be providing a copy for each student in Announcements)*
    ○ *YouTube*
    ○ *Website Links*
● *Differentiate your lessons*
● *Push to multiple classes*	

Post to Class
 	
● You have options of when you would like to post the announcement
    ○ *Post*: Posts to classroom immediately
    ○ *Schedule*: Allows you to select time and date you want the post to show in your classroom
    ○ *Save Draft*: Saves as a draft if you want to post later on your own schedule or if you want to build the announcement further.	

Post: Reuse Post

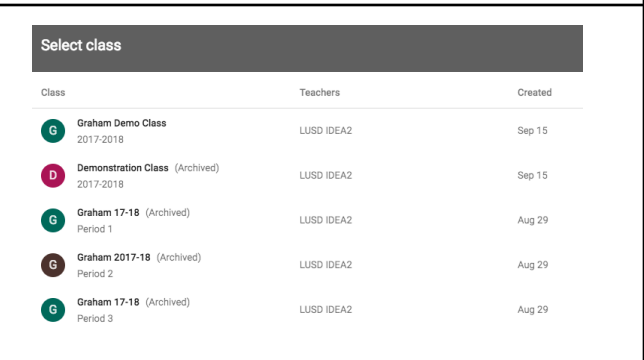| |
|---|
| **Reuse a post**

Teachers use this to
● Reuse a post from another classroom (a previous one or a collaborative space)
● Create a lesson one year, reuse it this year
● Save time!

       "Available in the STREAM and CLASSWORK tabs" |

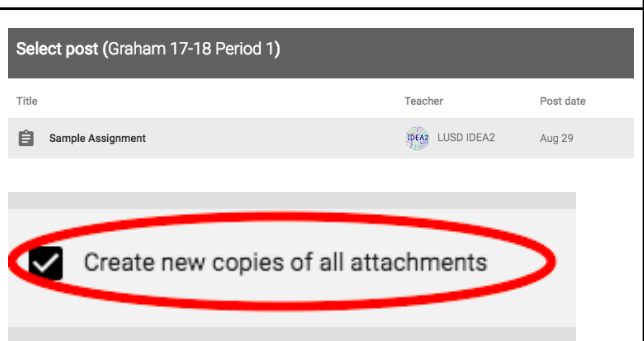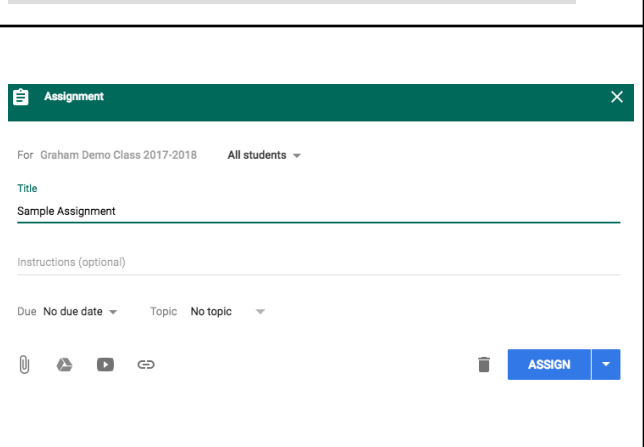|	
In the *Stream* click at the end of the Share something with your class box click on the double arrows.	Share something with your class…
In *Classwork* click on Create in the upper left hand corner of your classroom Click "Reuse post"	+ Create 📋 Assignment 📋 Quiz assignment ❓ Question 📖 Material 🔁 Reuse post ☰ Topic
• Select the class where your original assignment, announcement, question is located.	**Select class** Class — Teachers — Created G Graham Demo Class 2017-2018 — LUSD IDEA2 — Sep 15 D Demonstration Class (Archived) 2017-2018 — LUSD IDEA2 — Sep 15 G Graham 17-18 (Archived) Period 1 — LUSD IDEA2 — Aug 29 G Graham 2017-18 (Archived) Period 2 — LUSD IDEA2 — Aug 29 G Graham 17-18 (Archived) Period 3 — LUSD IDEA2 — Aug 29
• Select the post you wish to reuse • **BE SURE**: Create new copies of all attachments is checked so all videos, docs, links etc will be created in your new assignment. • Click Reuse	**Select post (Graham 17-18 Period 1)** Title — Teacher — Post date 📋 Sample Assignment — IDEA2 LUSD IDEA2 — Aug 29 ☑ Create new copies of all attachments
Edit and revise your reused post as needed and post to your classroom!	📋 **Assignment** ✕ For Graham Demo Class 2017-2018 All students ▾ Title Sample Assignment Instructions (optional) Due No due date ▾ Topic No topic ▾ 📎 ☁ ▶ 🔗 🗑 **ASSIGN** ▾

Classroom Management

Teachers can
- [Track which students have completed assignments or not](#)
- [Grade and return student work](#)
- [View a summary of student work per student](#)
- [Invite another teacher to join their classroom](#)
- [View the class folder on Google Drive](#)
- [Rearrange and Edit posts](#)

Track Student Submissions

On the classwork page you can view the status of assignments by clicking on the assignment. For this assignment, you can see one student has submitted the assignment (TURNED IN), 4 are ASSIGNED (not turned in), & 2 that have been turned in have been GRADED.

You can see the assignment by clicking "VIEW ASSIGNMENT".
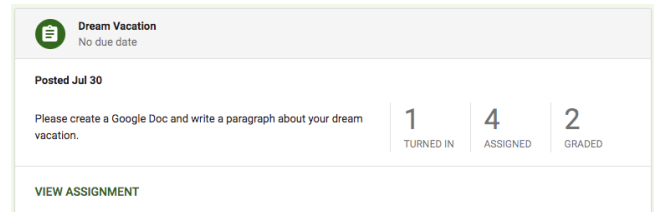
When you click on the number 1, you will see the work of the student who has turned it in.

You can view it by either clicking on it or if it's a question, you can see the response and grade it.
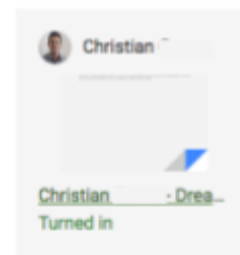
Grading

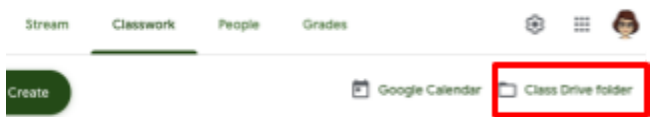You can change the point value of the assignment by clicking on the points on the top of the student list.

- Add a grade in the space next to the student name.
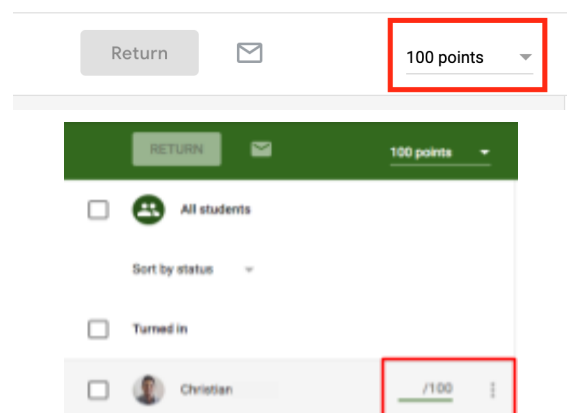
• Click RETURN to send back to student(s)
  ○ Add a private comment if necessary
  ○ Click "RETURN" at the bottom right
• Students will receive an email that the work has been graded
	Return work to 1 student?
	
	Student will be notified and can check any grade you've left.
	
	LUSD Digital **96**/100
	         Previously: 95/100
	
	Private comment
	
	CANCEL **RETURN**

Student Summary Teachers can view each student's work on the People Page • Click on People	Stream Classwork **People** Grades
• Click on one of the students' names	☐ IDEA2 LUSD IDEA2 INVITE GUARDIANS ⋮
Student page/summary • Due dates • Grades • Filter by Turned in, Returned with Grade, or Missing • Clicking on the assignment will expand to show any student submissions as well as any private comments made by teacher and student Great for sharing with parents during conferences!	**LUSD Digital** Guardians: Kathleen Graham and Sandra Naranjo Title Due **Filters** Turned in Returned with grade Missing Testing WriQ 📎1 Jun 14, 11:59 AM **80**/100 Take this quiz!! No due date **Turned in** Flipgrid No due date Assigned Watch this No due date Assigned What is your Science Fair Project? No due date Assigned Planets Quiz No due date Assigned Quizizz Game Nov 16, 2018, 2:... **Missing** PictoPuzzles 💬1 📎1 Sep 14, 2018 **100**/100 LUSD Digital - PictoPuzzles Google Docs **Private comments** Kathleen Graham Sep 11, 2018 Good Job!
Invite a Teacher Teachers have the ability to add another teacher to their classroom. Teachers frequently add a teacher they co-teach with, an RSP teacher, a guidance counselor etc.	
Start on the PEOPLE tab	Stream Classwork **People** Grades
• In the Teachers section, click on the small head with a plus sign	**Teachers** 👤+

• Begin typing the name or email of a teacher (it will auto-populate with people from your school domain and click on their name.	**Invite teachers** Digital Search results 👤 **@Digital_Coaches** digitalcoaches@mylusd.org
You can have up to 20 "teachers" in your classroom. • Click "INVITE", they will receive an email with your invitation. ****Some grade levels or departments set up a classroom where all teachers in the grade level/department are teachers in a classroom without students. This is the classroom where the grade level shares assignments and resources with each other. Doing this allows you to REPOST from this collaborative space to your own classroom*	**Invite Teachers** Patrick Gittisriboongul Kristine Ono Mike Tu Teachers you add can do everything you can, except delete the class. CANCEL INVITE
Class Folder on Google Drive From the **CLASSWORK** page you can view the Class Drive Folder Google Drive automatically creates a folder for each classroom on your Drive.	Stream Classwork People Grades Create 📅 Google Calendar 📁 Class Drive folder
• There is a folder called Classroom on your Drive • Each Classroom has a separate folder • Within the folder each Assignment has a folder containing student work. ○ You can see the students work within the folder for each assignment	My Drive > Classroom > Graham 17-18 ▾ Name ↑ Last modified 📁 Khan Academy: What is an algorithm and why should you care? Sep 14, 2017 📁 Sample Assignment Sep 14, 2017 📁 Templates - DO NOT EDIT Sep 15, 2017 📁 Write a summary of Chapters 1-3 of Island of the Blue Dolphins Sep 15, 2017 My Drive > Classroom > Graham 17-18 > Write a summary of Chap Name ↑ Last modified Adalberto Zavala - IBD Chapter 1-3 Summary Sep 15, 2017 Adriana Ordaz - IBD Chapter 1-3 Summary Sep 15, 2017 Amy Maravilla - IBD Chapter 1-3 Summary Sep 15, 2017 Christian Cerna - IBD Chapter 1-3 Summary Sep 15, 2017

Rearrange and Edit Posts
This works in the Stream & Classwork tabs.
• Find the post you want to move
• Click on the three dots so you can:
    ○ Move to top (move down is available in Classwork)
    ○ Edit post
    ○ Delete post
	LUSD Digital
	Aug 13, 2018 (Edited Aug 13, 2018) ⋮
	The first day of school is August 22, 2018! Don't forget your backpack!
	
	Move to top
	Edit
	Delete
	Copy link

Classroom Settings

Class Settings
- View Class code
- Set Student ability to post/comment in stream
- Edit name of class and other information

The class code can be found in two locations

1) **Under the name of your classroom**

Google Classroom Guide

Class code tm1rvl

2) **In the settings**

Stream   **Classwork**   **People**   **Grades**

Clicking on the broken box next to the code under your class name will display it in a large format for you to project for students. You can adjust the settings using the settings gear.

✕ **Class settings**

Digital Learning 2018-2019

General

Class code   llws2l9

Stream   Students can post and comment

Show deleted items
Only teachers can view deleted items.

Guardian summaries
See example
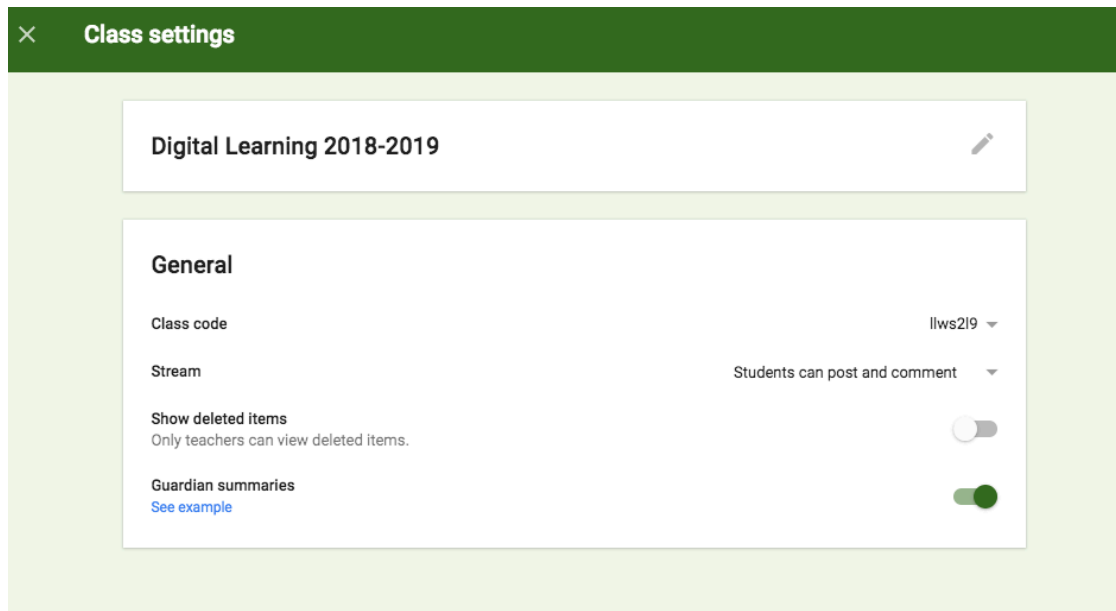
|	
Edit Class Information: Class Details ● Click on a section in Class Details ● Edit information as needed	**Class Details** Class name (required) Digital Learning 2018-19 Class description Section Period 1 Room 7103 Subject
General: Class code Click to Display, Copy, Reset, or Disable the class code **Display**: will enlarge the code to display on your projector **Copy**: will copy for you to paste it in a Doc or other place **Reset**: don't like your code? You can reset it! **Disable**: to inactivate your code	llws2l9 ▾ Display Copy Reset Disable
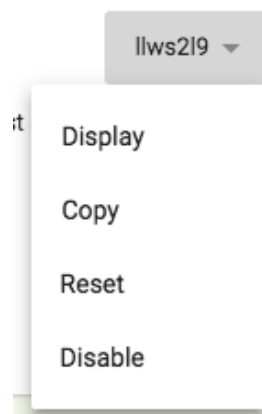
General: Stream
 	
 Teachers can change the settings regarding whether or not students can post or comment.
 OPTIONS
 ● **Students can post and comment**
   ○ Allows students to post their own questions and add comments to any posts by classmates and teacher
 ● **Students can only comment**
   ○ Students can comment on teacher posts, no student posting allowed
 ● **Only teachers can post and comment**
   ○ No student access to comment or post
	Students can post and comment
	
	 Students can only comment
	
	 Only teachers can post or comment

If you make any changes, be sure to click Save, found at the upper right corner

Save

For Videos and even more on Google Classroom visit our [YouTube Playlist](#)!