

Google Classroom Manual

Trailblazers Training

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Table of Contents

- ★ Creating/joining a class
- ★ Add a Resource Page in the "About" section
- ★ Track assignments/events/due dates in Calendar
- ★ Inviting students/class code
- ★ Creating an assignment/announcement/reuse old post
- ★ Master folder for assignments
- ★ Attachments, Drive, Videos, Links
- ★ Due Dates
- ★ Assignments
- ★ Appearance of work turned in
- ★ Returning assignments
- ★ Student Viewpoint
- ★ Grading & Feedback
- ★ CSV file of grades (helpful for SIS)
- ★ New updates to Classroom as of 8/1/17

Add-Ons & Extensions

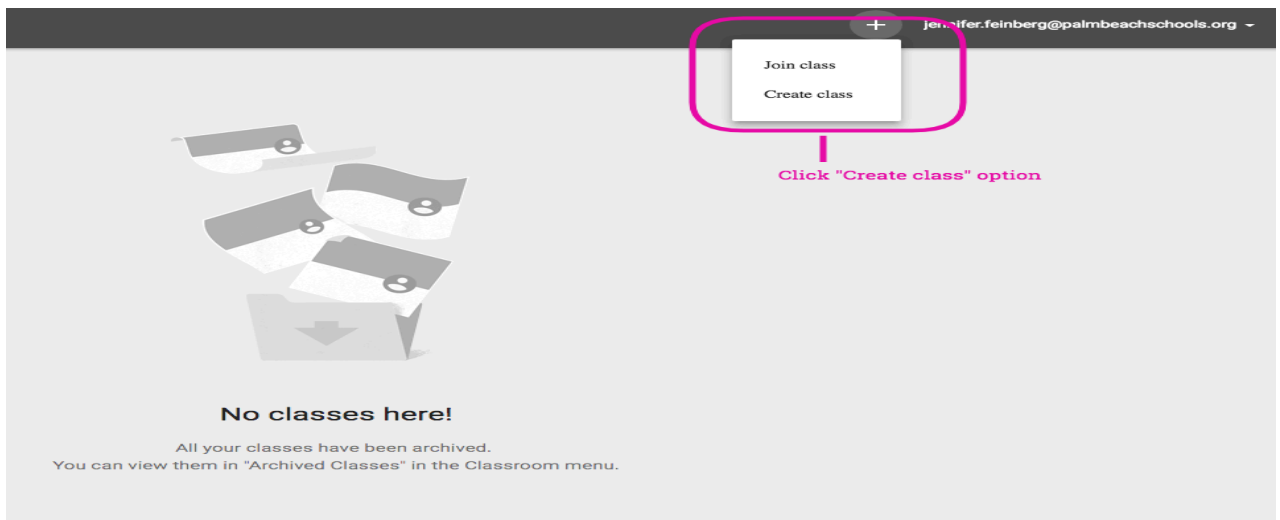
- ★ Helpful add-ons & extensions

Google Classroom Basics

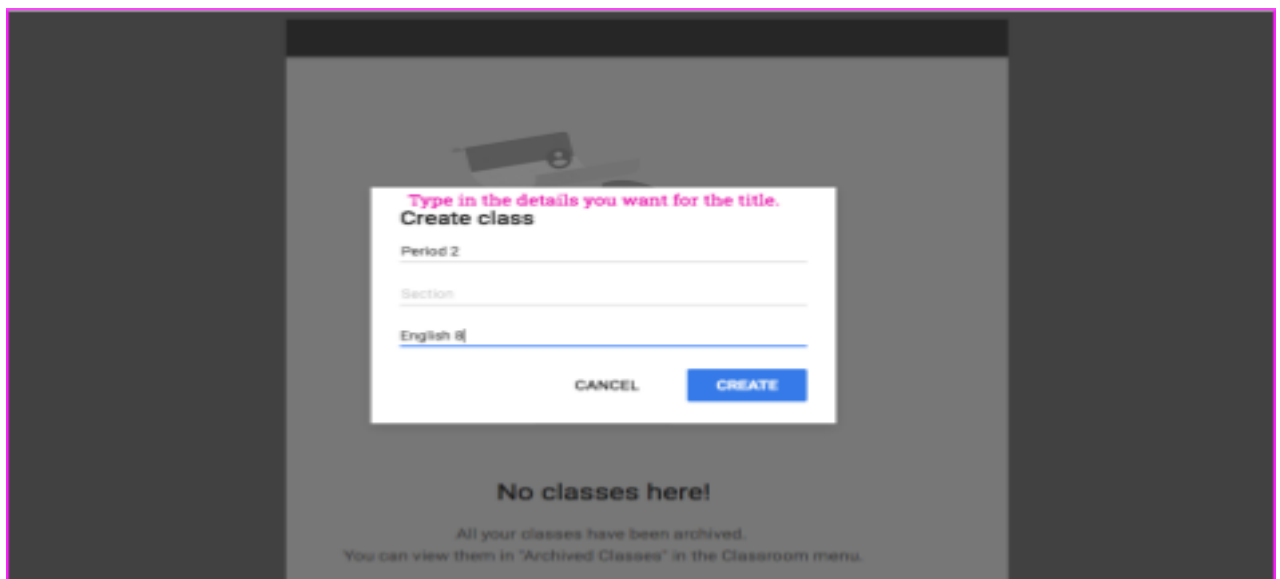
Creating a Class

★ Open Classroom  via the portal or in your tiles.

★ Click the  sign & click "Create class" or "Join class".

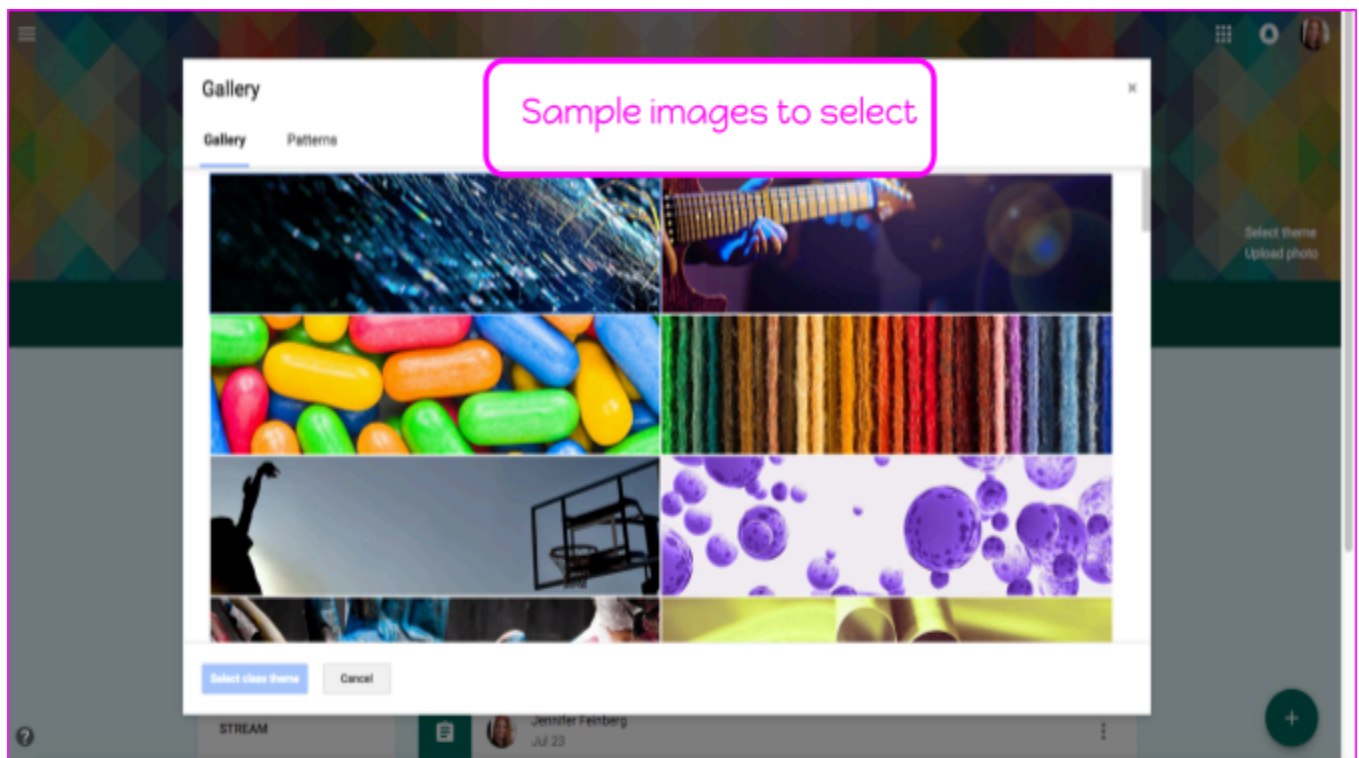
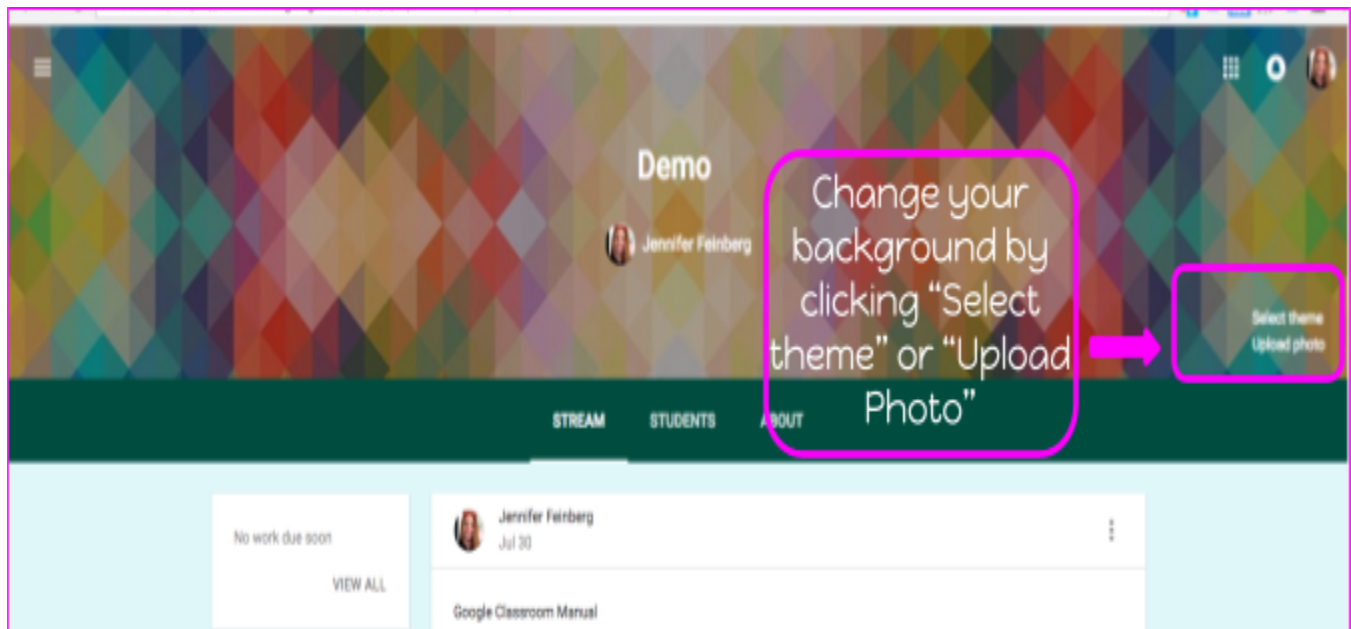


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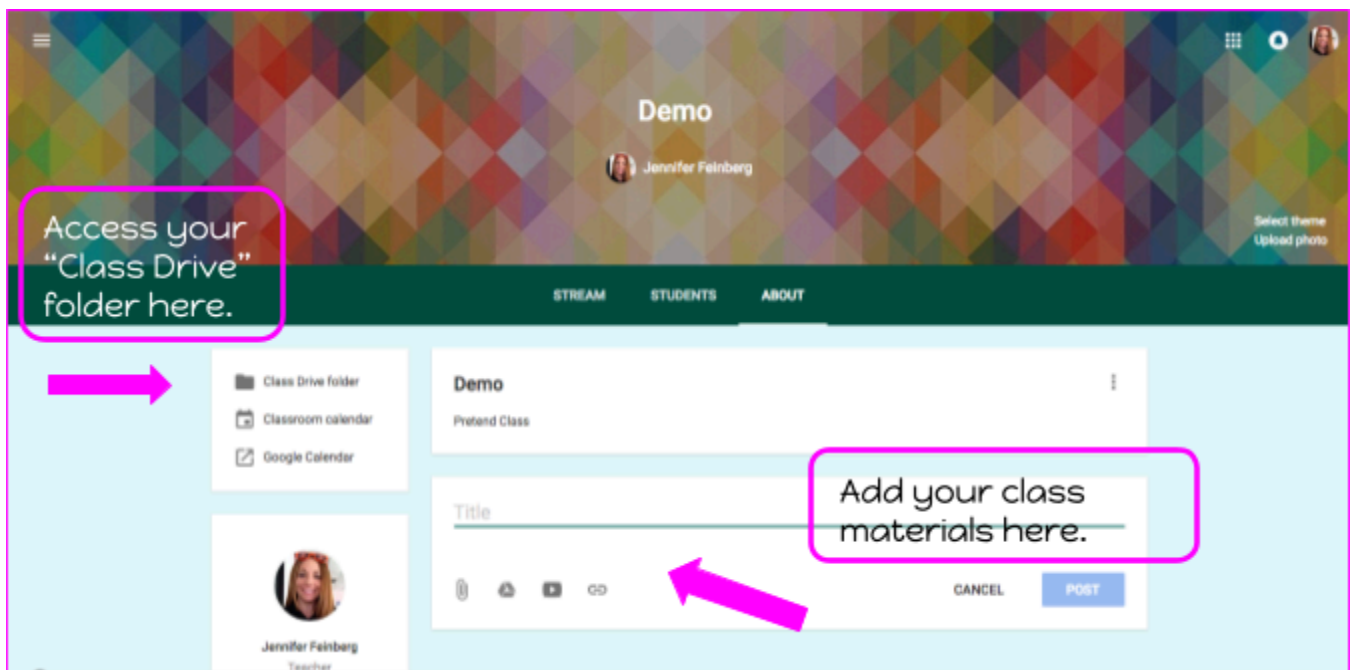
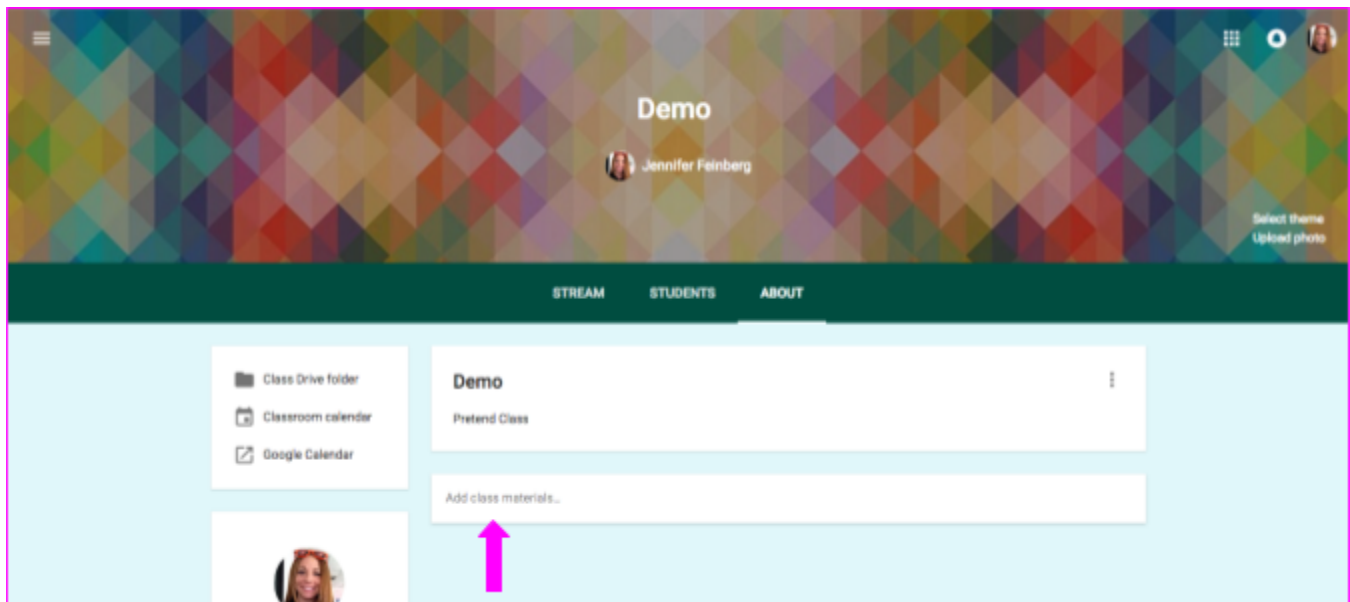
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- ★ On the Header, you're able to customize the theme to your liking. Click "Select theme" and "Upload photo" to explore those options.




Add a Resource Page in the "About" section

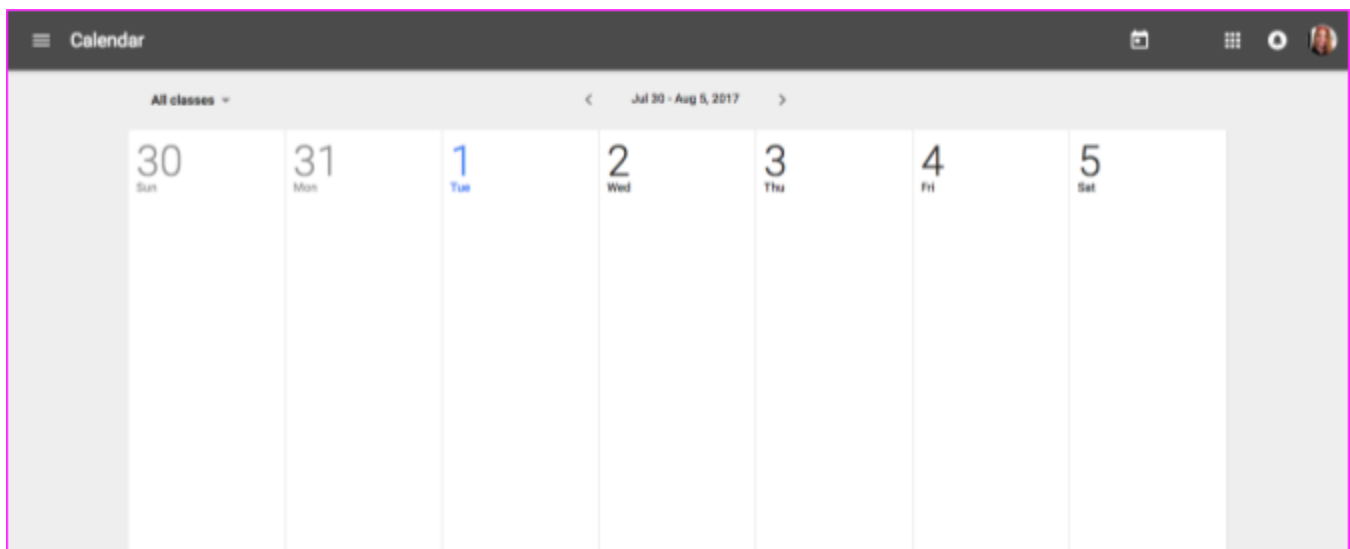
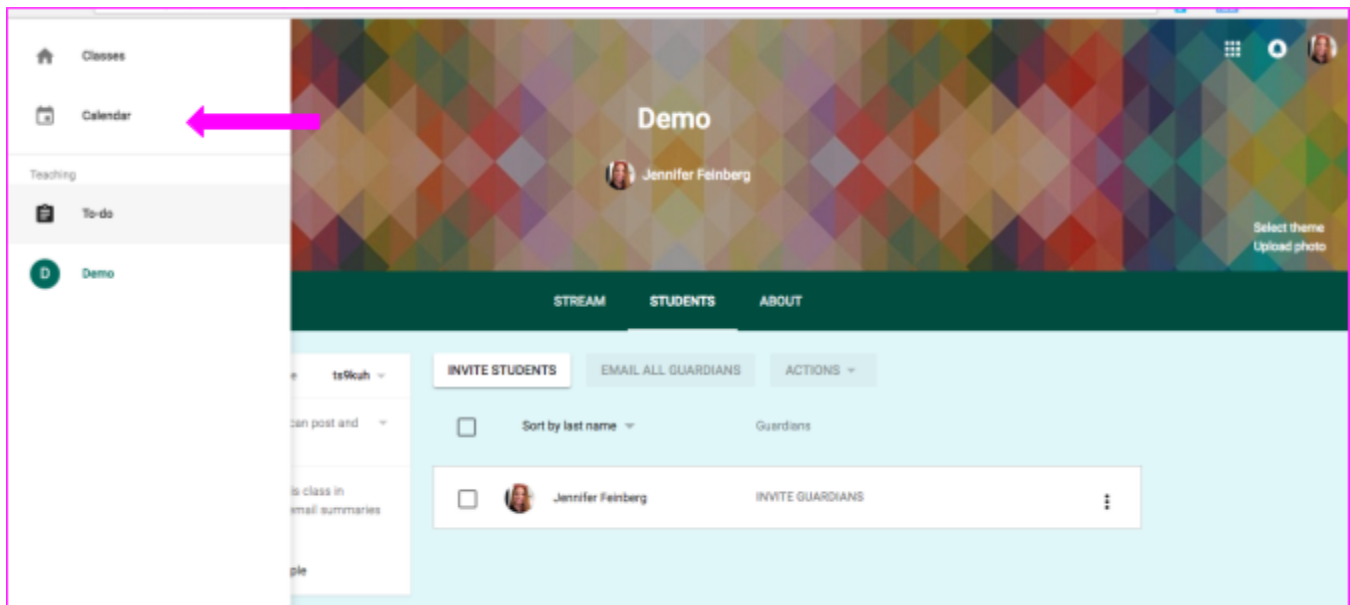
- ★ Under "Class Information", click "Add class materials" like your syllabus, etc.



- ★ Access your "Class Folder" in your Drive. It contains all of your documents, etc that you posted in your Stream.

Track assignments/events/due dates in Calendar

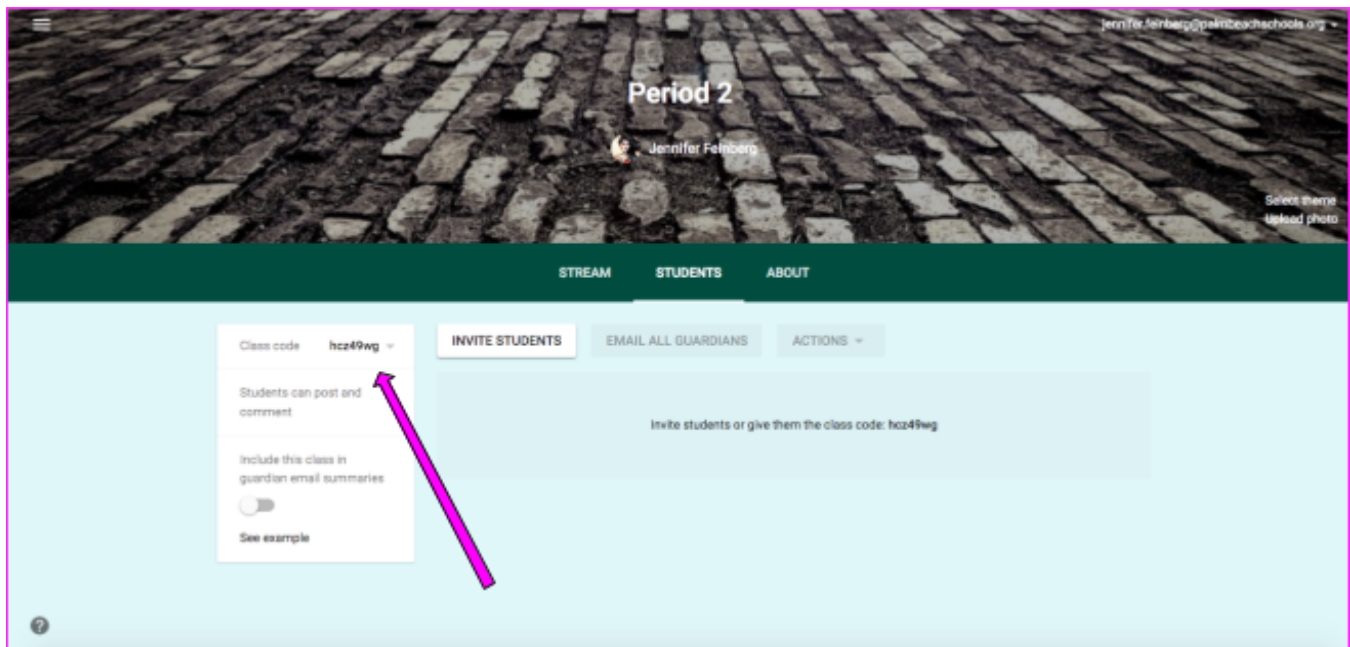
- ★ On the dashboard, click your  & click "Calendar"



Inviting Students/Class Codes

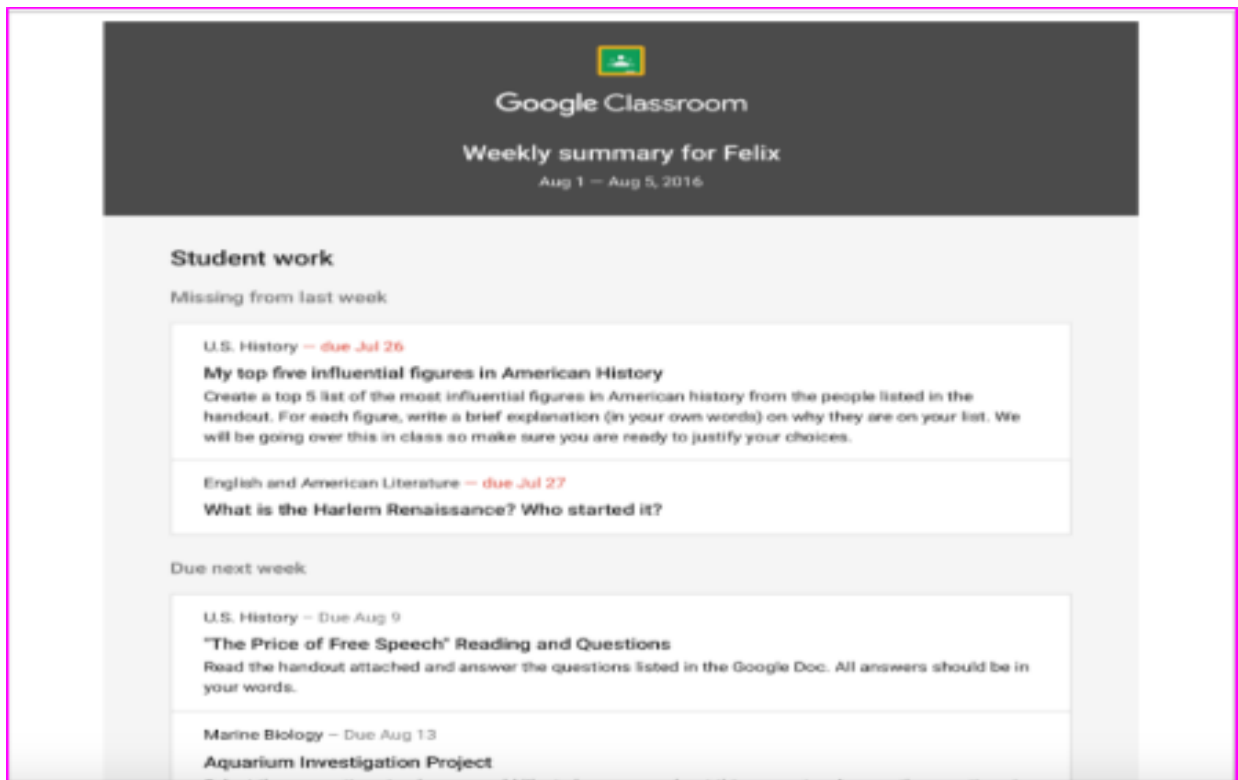
- ★ Click the "Students" tab.
- ★ Class code will appear on the left.

****See example below.****



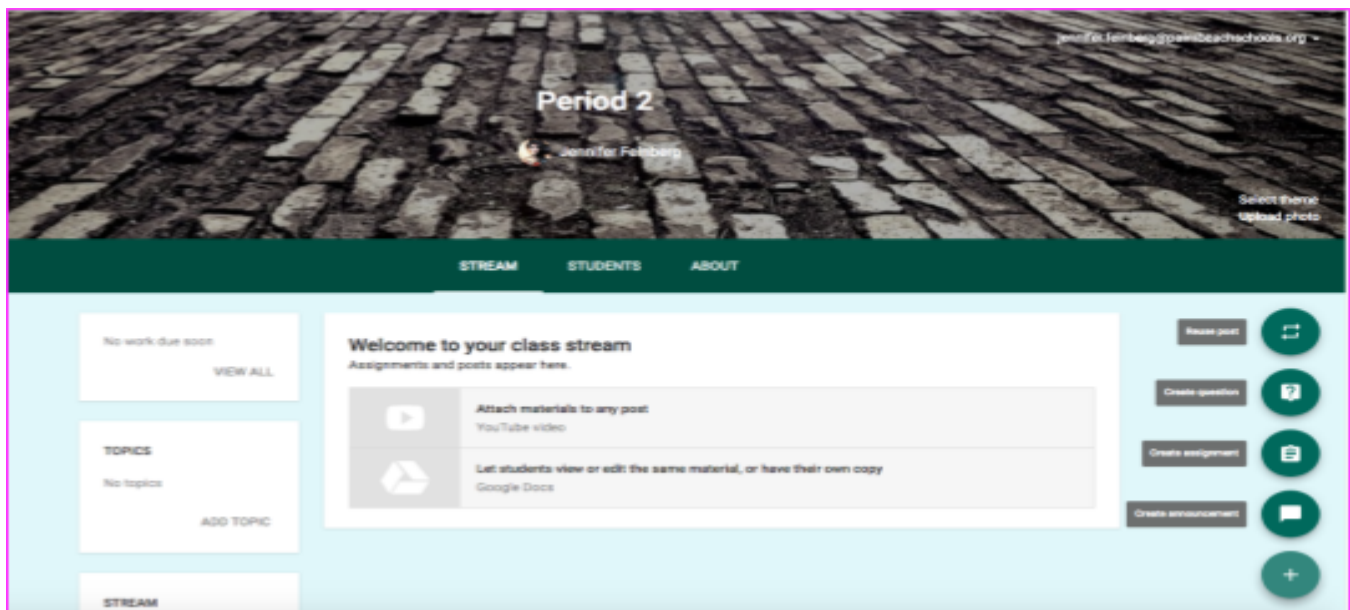
- ★ Invite students that are absent or new to the class by clicking "INVITE STUDENTS" & type in their name. Check for student #s if there are multiple students with the same name.
- ★ Adjust your settings to your preference:
 - students making comments
 - email summaries to parents so parents can track their child's progress
 - "EMAIL ALL GUARDIANS" gives you the option to email all parents or select parents

****See sample of Guardian Emails from Level 1 Course below.****

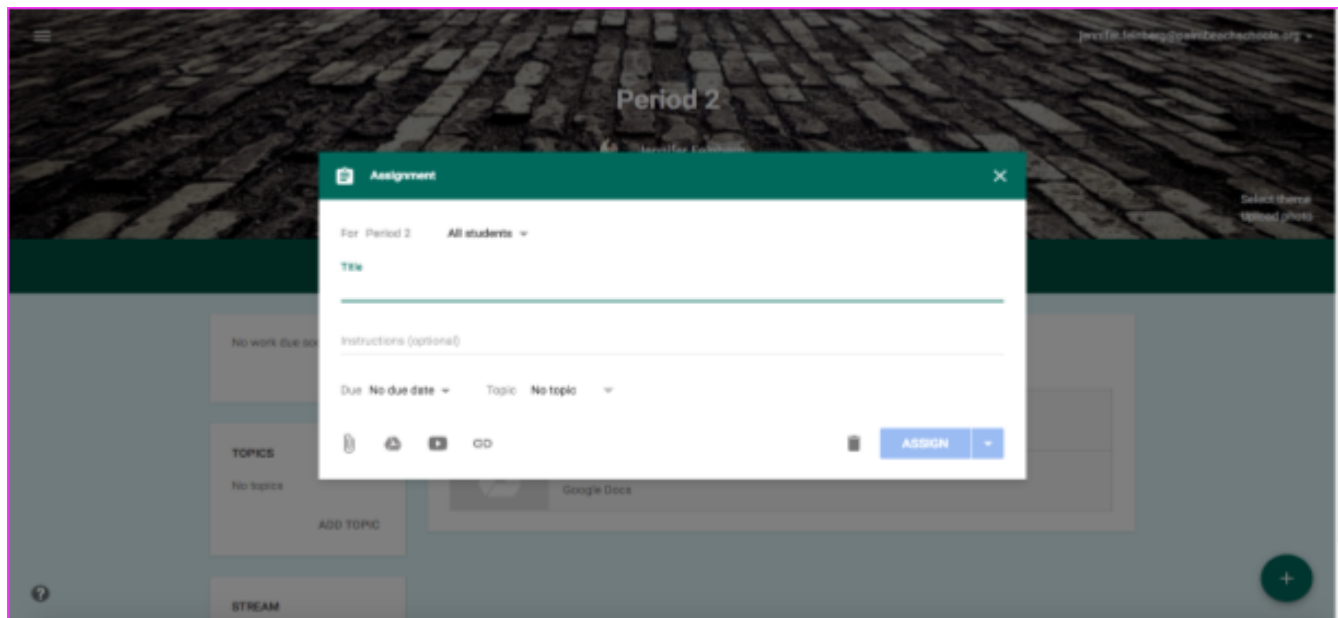


Creating an assignment/announcement/reuse post

★ Click the **+** sign. A list of options appear on the side.



- ★ Creating assignments, click "Create assignment".
- ★ Add the assignment title, directions for the assignment.

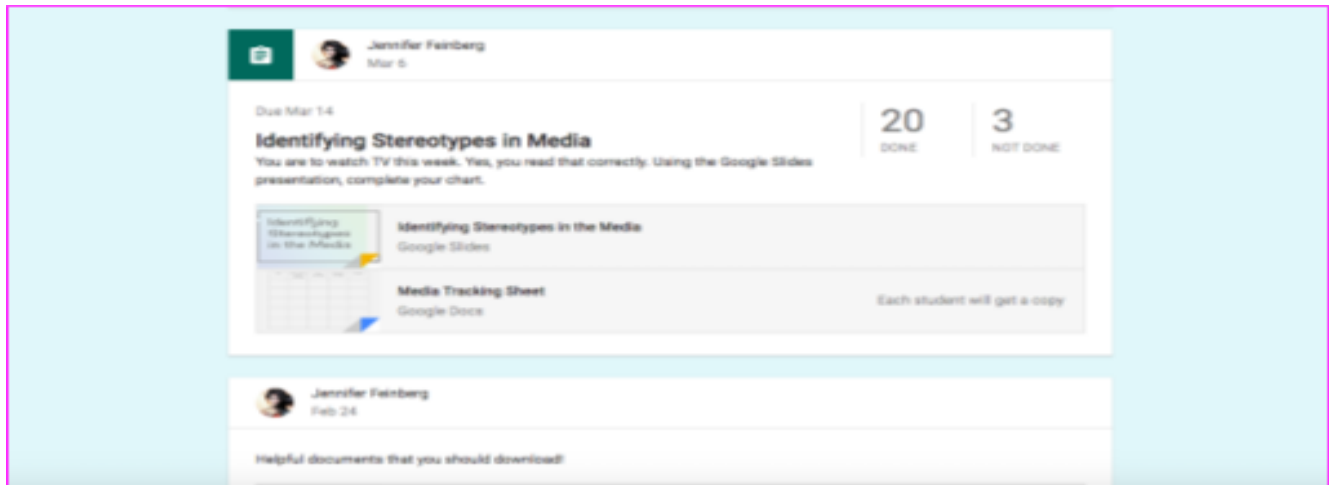


- ★ To add a due date, click the drop-down arrow and select a date. The default time is 11:59 pm. You can change that or even omit a time. **Google Classroom will email you when an assignment is submitted late.
- ★ To add attachments, something from your Drive, a video, or even a link, click the appropriate icon.
- ★ Make sure to click "ASSIGN" so that your assignment will appear on the Stream.
 - Instruction can be differentiated in Classroom. Instead of clicking "All Students", you can select specific students.
 - Multiple classes can be added for the assignments instead of posting in each individual class.

Helpful Tip to remain organized

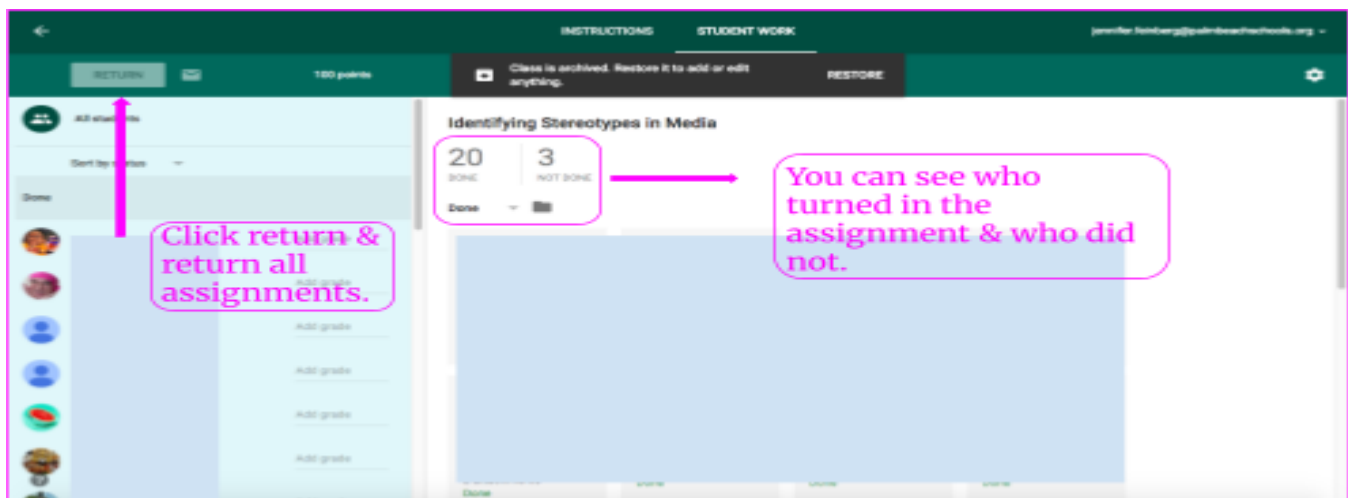
- ★ Create a folder in Drive for the Master Assignment. Classroom does create a folder for each class, as well. You can create a Master Class for master assignments.

Appearance of assignments when turned in



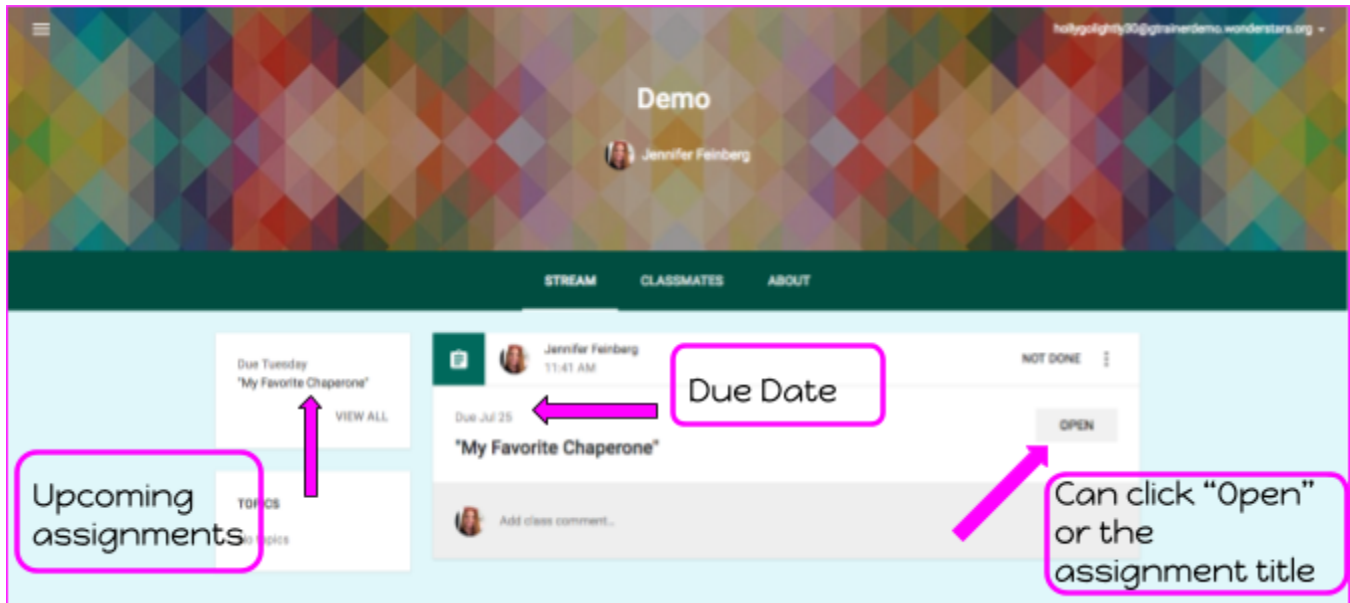
Returning assignments

- ★ Returning assignments, once graded, consists of a few clicks.
- ★ Click anywhere on "DONE" or "NOT DONE".
- ★ Click "RETURN". You can return with a message or not. It is up to you whether you add a grade in Classroom or not. You do have the option to download the grades as a .CSV spreadsheet and can upload the grade into SIS from there. (Example provided after "Grading ...")

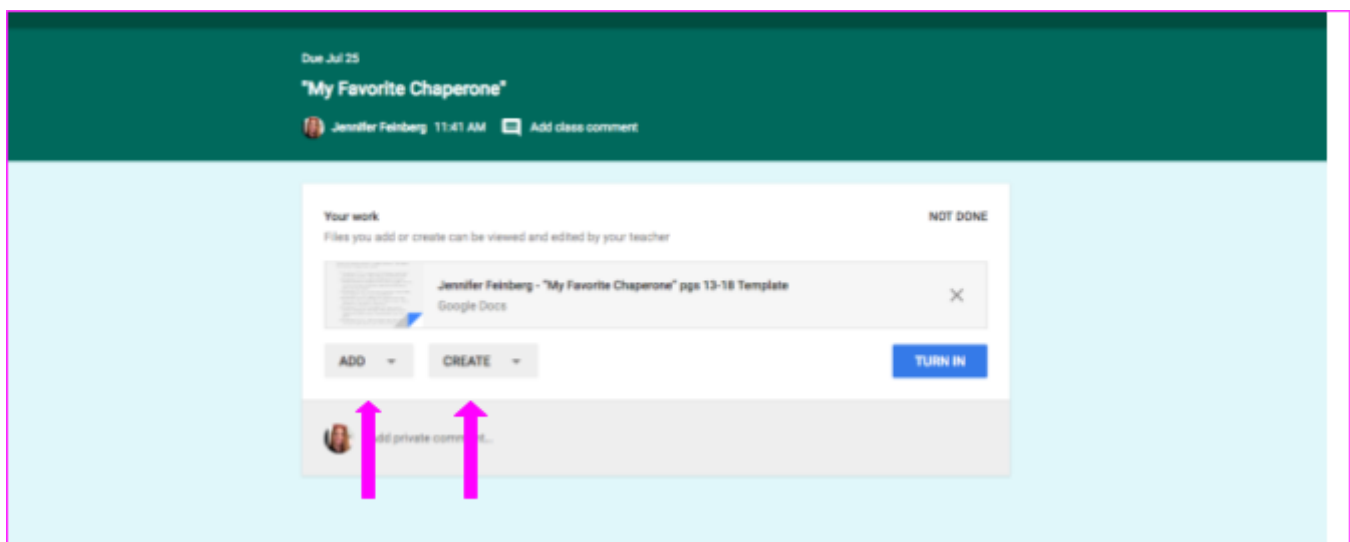


Student Viewpoint

- ★ A student's stream views differently than a teacher's.

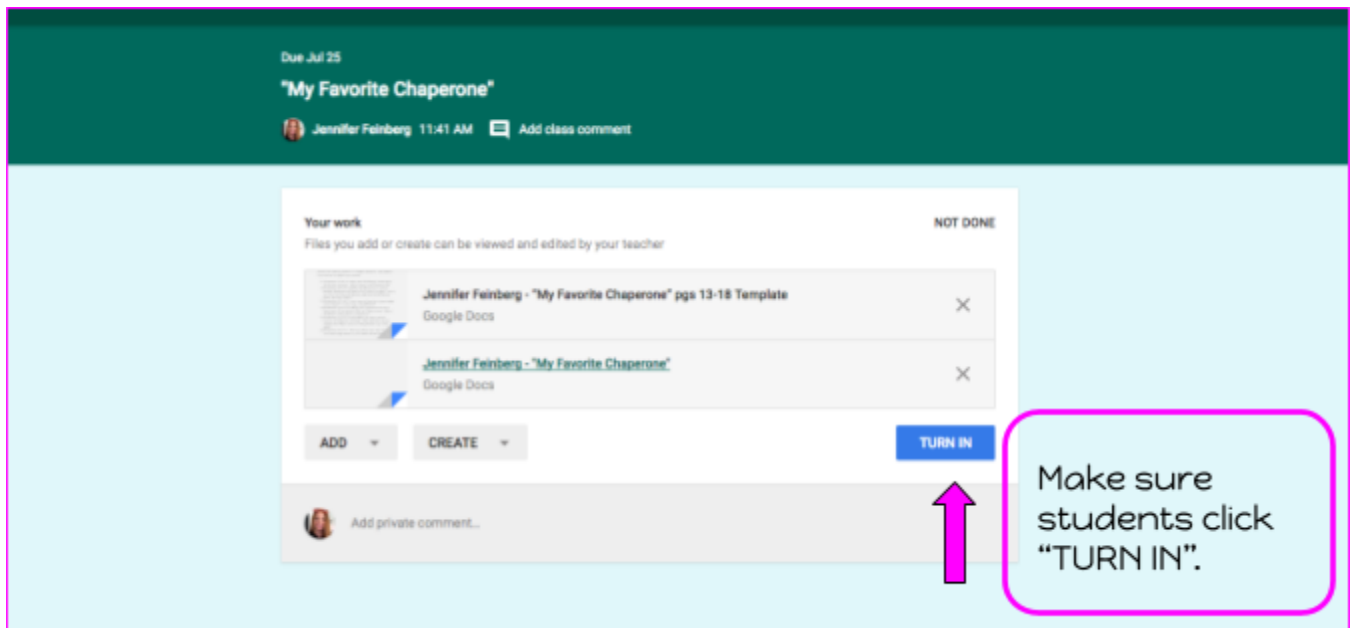


- ★ Once they open the assignment, they can upload an existing document or create a new one.

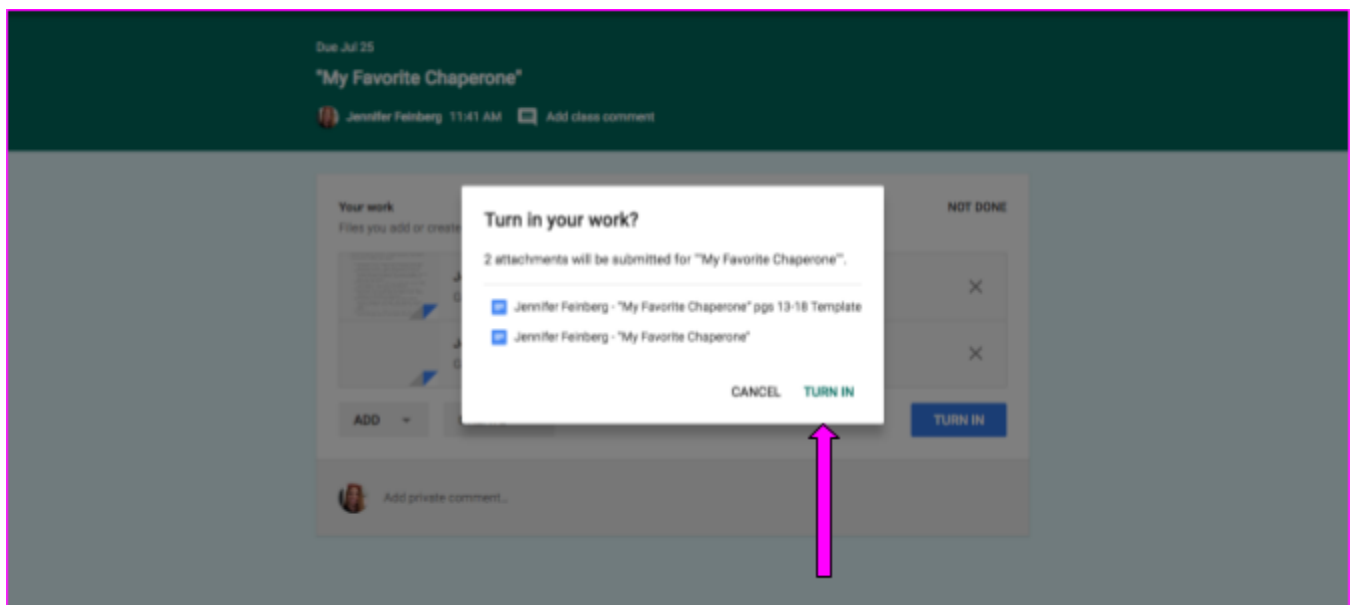


- ★ Upon completion of the assignment, click "TURN IN".

****See example below.****

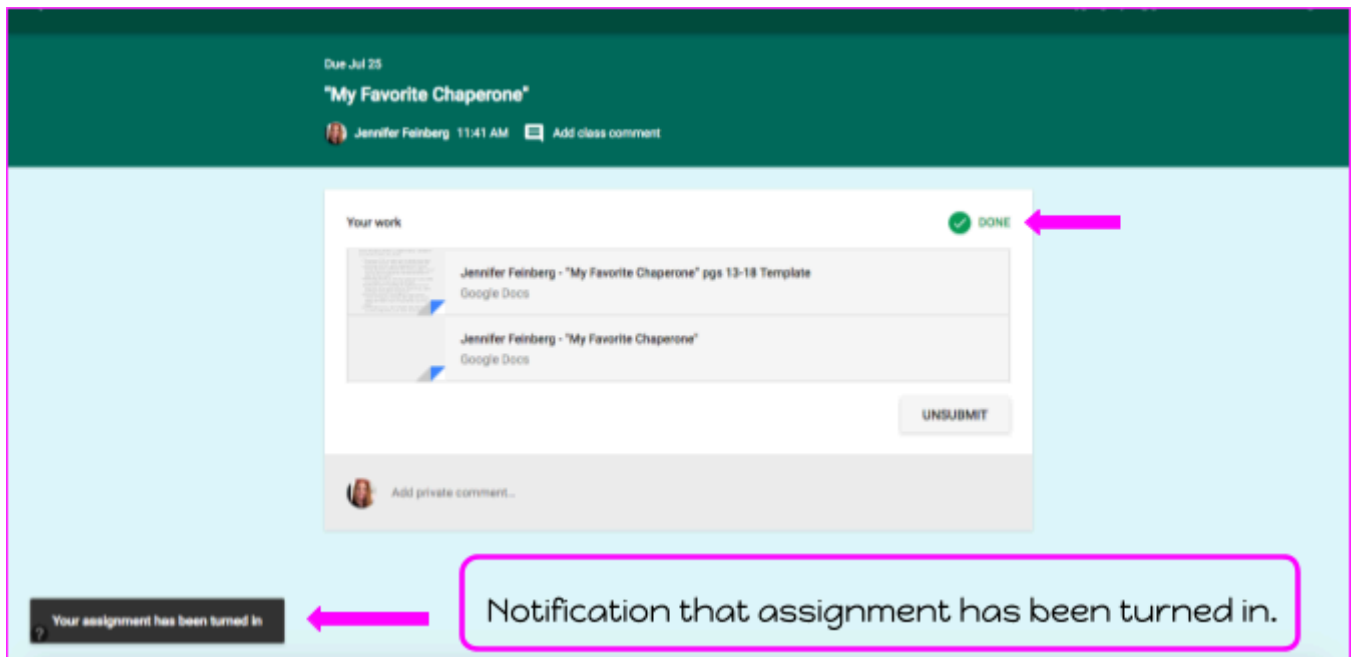


- ★ Once the student clicks "TURN IN", they receive a message asking if they'd like to turn in the work.

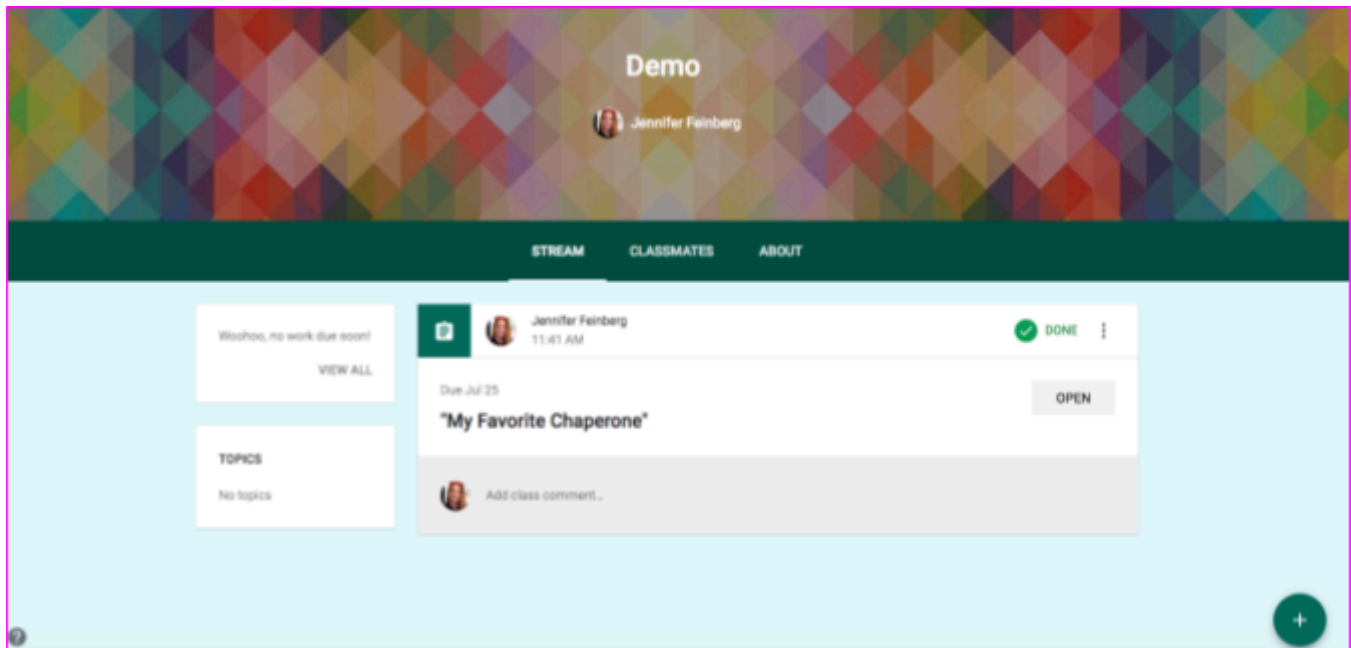


- ★ Upon submitting, the assignment will show a green checkmark stating "Done".

****See example below.****



- ★ Students can unsubmit the assignment if they choose to make changes, however, will have to resubmit.



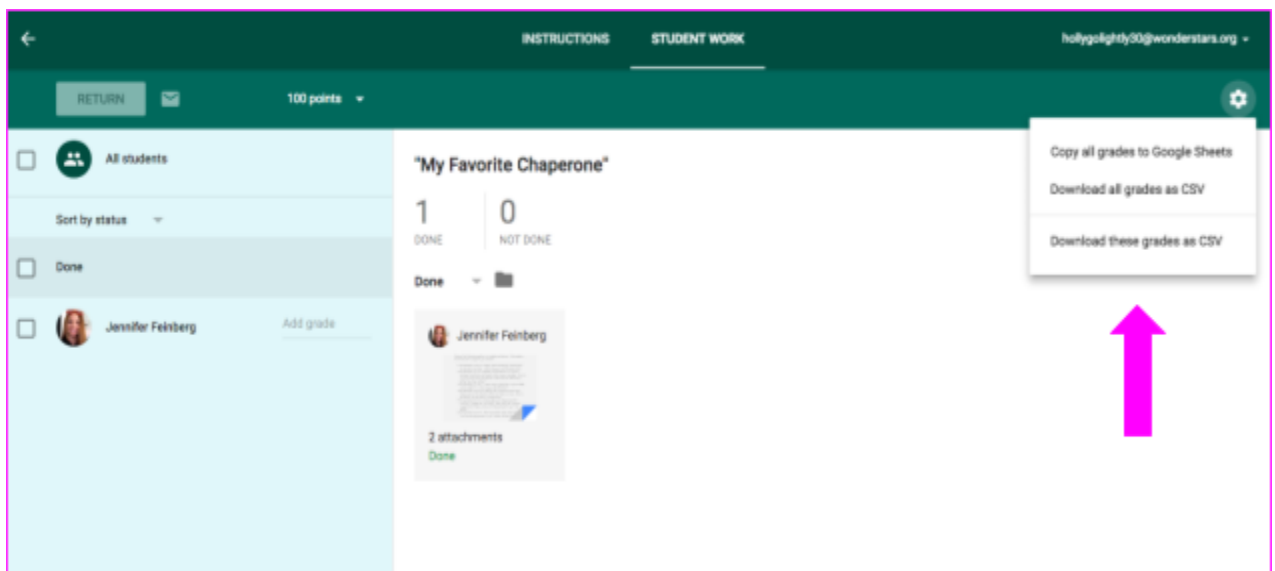
****See above for the student's stream once they've turned in the assignment.****

Grading and feedback

- ★ Grading can be done in Classroom, though the default is only out of 100 points. You can customize the grades.
- ★ If you grade utilizing a rubric, add-ons & extensions can help there.

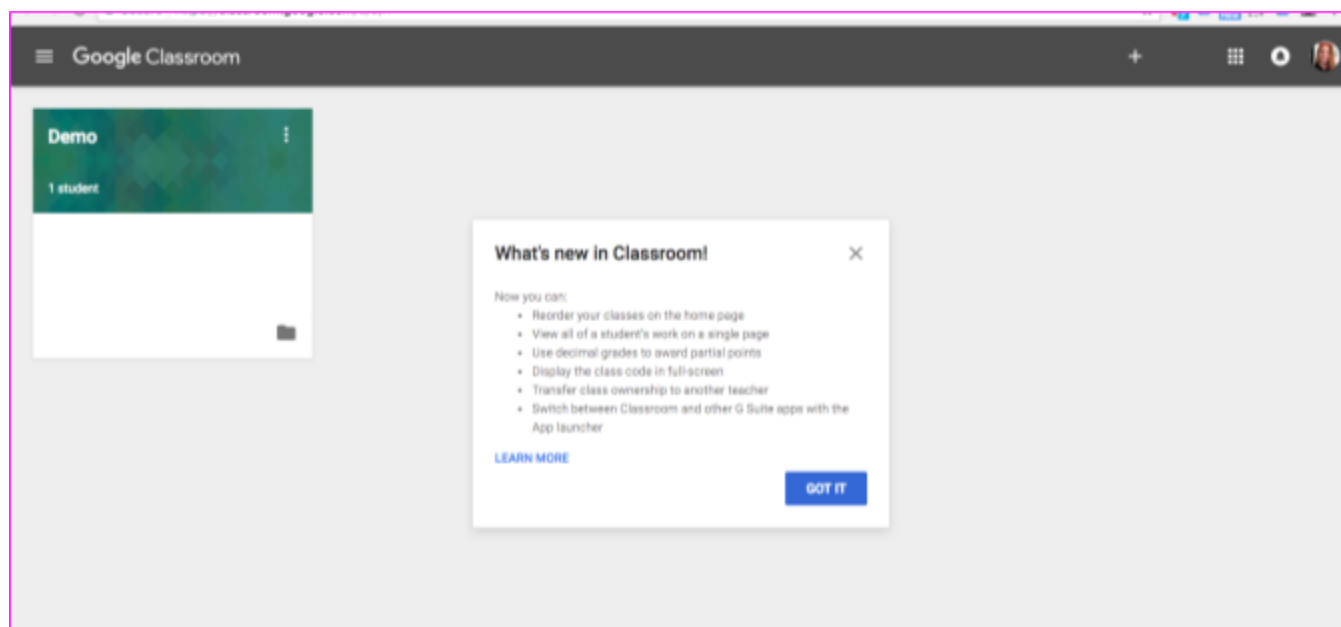
CSV Download

- ★ If you choose to grade in Classroom, you can download the grades into a .csv file and upload into SIS.
- ★ In the open assignment, click the gear in the upper right hand corner & download the CSV file.

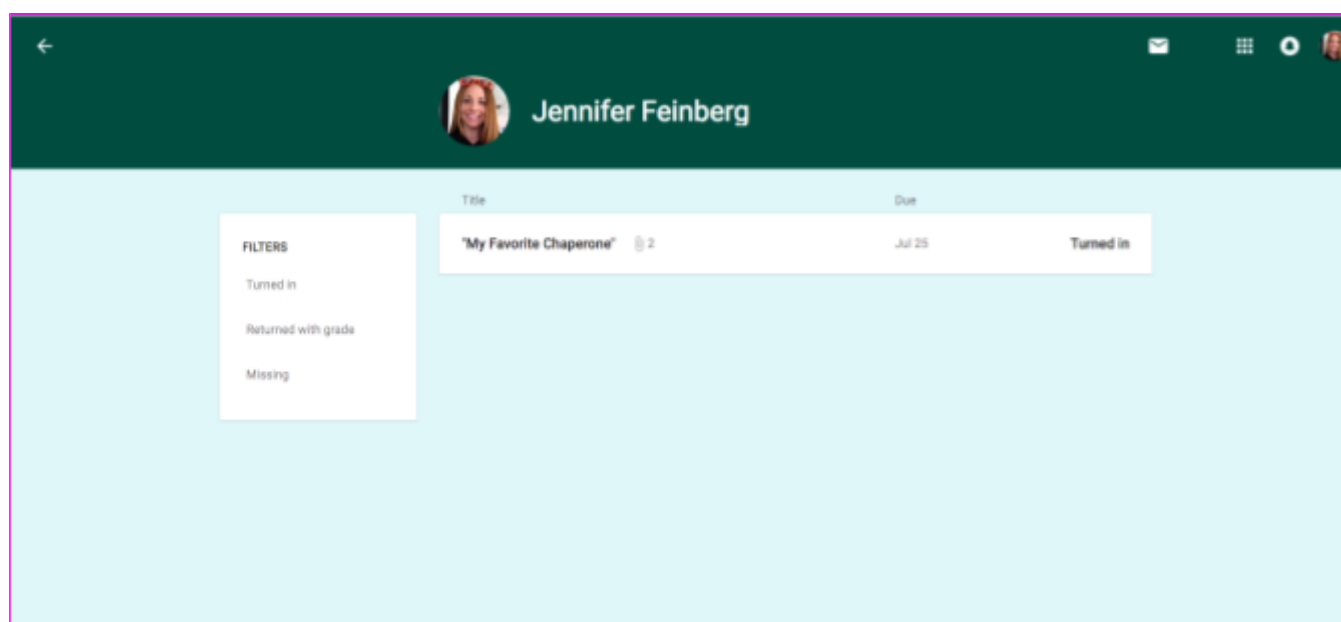


New Updates to Classroom as of 8/1/17

- ★ Reordering your classes in your teacher dashboard
- ★ Get a single view of a student's work
- ★ Decimal grading
- ★ Transfer ownership of classes to other teachers
- ★ New Classroom integration: apps like Quizziz, Kami & Edcite can work in Classroom
- ★ Import Google Forms Quiz into Classroom
- ★ Add feedback in Quizzes in question-by-question grading feature



****Example of single view of a student's work. Simply click the student's name to see all of the work the student has turned in. Add filter, if desired.****



Add-Ons & Extensions

- ★ Add-ons & Extensions can make your life MUCH easier. There's something for everyone. Here are some that I use.

- Doctopus - allows you to create and send assignments to students; allows for differentiation in assignments; frees up time with grading.
- Goodric - allows you to use rubrics to automatically grade and score assignments; works hand-in-hand with Doctopus; utilizes Sheets to create rubrics, emails students their graded assignment with their rubric.
- RosterSync - A template that allows you to add your roster into Doctopus to grade your assignments.
- Highlight Tool - create and customize highlighters, labels; perfect for annotation.
- Ginger - spell check tool that highlights misspelled words in blue.
- Save to Drive - saves any site, document, etc to Google Drive.
- Share to Classroom - posts sites/assignments/videos, etc to Classroom.
- Draftback - for revisions and note of total revision history.
- EdPuzzle - adding videos to your lessons (videos already created or your own & adding your own flair); allows the teacher to monitor if students actually watched them.
- AdBlock for YouTube - blocking pesky YouTube ads.
- Click Timer - a web-based timer for classroom management, etc.
- Kami - a pdf converter & editor to edit documents and pdfs; great for annotation.