Google Classroom Tips, Tricks, and Training Resources for Teachers

"Tell me and I forget, teach me and I may remember, involve me and I learn." - Xun Kuang (or someone else?)

Document Objective: This document will explore leveraging Google Classroom's features to create a dynamic and supportive digital learning space that empowers all students to succeed.

Guiding Question: How can Google Classroom support teaching and learning and engage all students?

Navigation: To see an outline of topics for this document, click on the "Show tabs & outlines" icon ☰ on the left. You can also find this in the "View" dropdown menu by clicking on "Expand tabs & outline bar."

Google Classroom Introduction

Maximizing instructional impact and fostering student success are paramount in modern education, and Google Classroom provides a powerful, intuitive platform to achieve these objectives. Google Classroom significantly reduces the non-instructional burden on educators by streamlining essential administrative processes such as assignment management, communication, and feedback. This efficiency gain translates directly into increased capacity for delivering high-quality teaching and personalized student engagement.

For learners, Google Classroom cultivates an organized and accessible digital environment conducive to academic growth. The platform's clear articulation of assignments, simplified submission pathways, and readily available resources empower students to manage their time effectively, develop greater autonomy in their learning, and maintain a focused commitment to their educational endeavors.

What's New with Google Classroom

Google Classroom is constantly evolving. Click here to explore the latest updates and improvements.

Getting Started With Google Classroom

If you are a new user or have used Google Classroom in the past but need some help, here are a few resources to help you get started.

[Google Classroom Training - Teacher Center](#)
[Google Tools for In-Person Learning](#)
[Google Classroom Blog](#)
[Google Classroom Mobile App](#)

3 Essentials to Get Started Organizing Google Classroom

Use the Classwork Page to Organize Student Resources and Assignments

1. The default for Google Classroom is the "Stream", but we recommend that you only use the stream for announcements. The Classwork Page is much easier to organize assignments and materials. We also highly recommend using topics to help students find what they need. Move current topics to the top of classwork. Use unclassified assignments/resources to highlight something important at the top of classwork. You can learn more about topics in Google Classroom **here**.
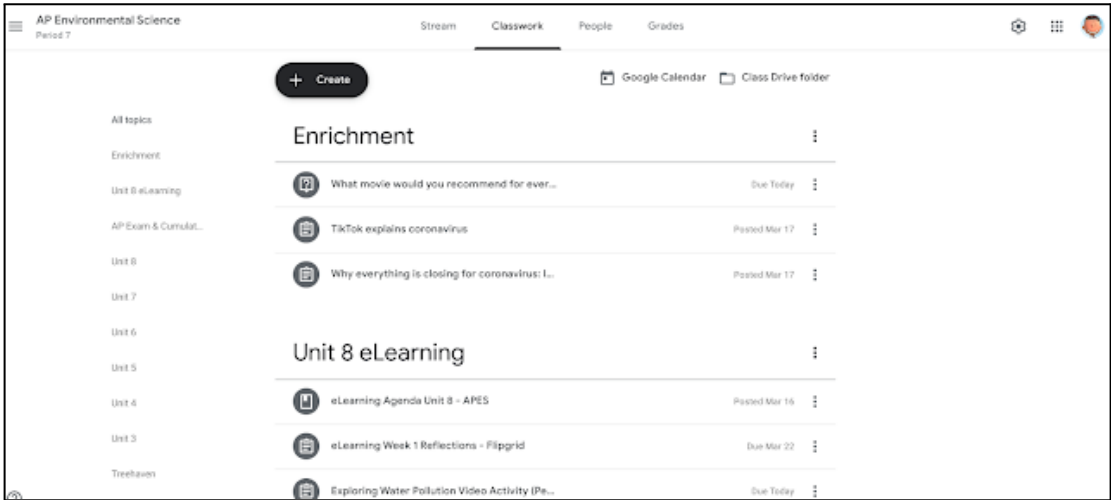

Turn Off Notifications in the Settings

2. Unless you feel that you need an email every time a student submits an assignment, you might want to turn this off. I also recommend that my students turn this off. You can learn more about notifications **here**.
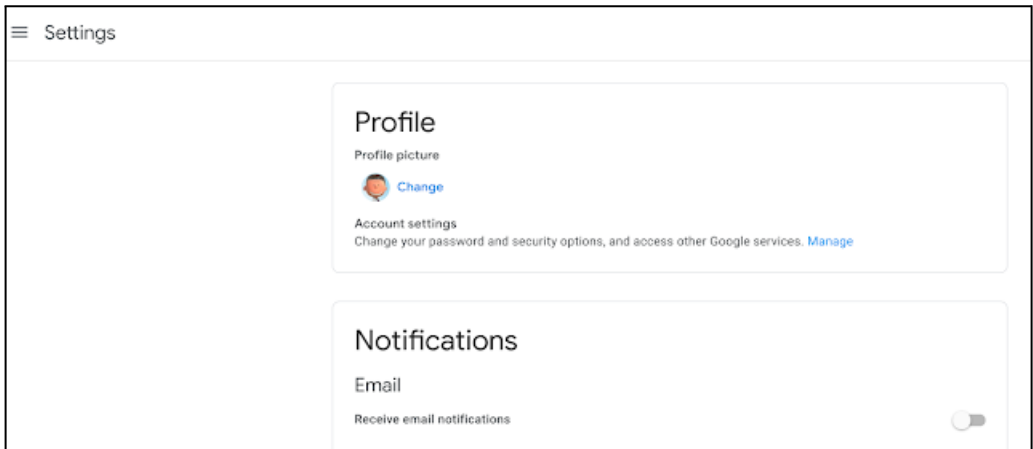
Hide Classwork Notifications in the Stream

3. We think it best to use the Stream for announcements and it will quickly get cluttered if everything you post in Classwork also posts in the Stream. Learn more about turning off Classwork in the Stream **here**.
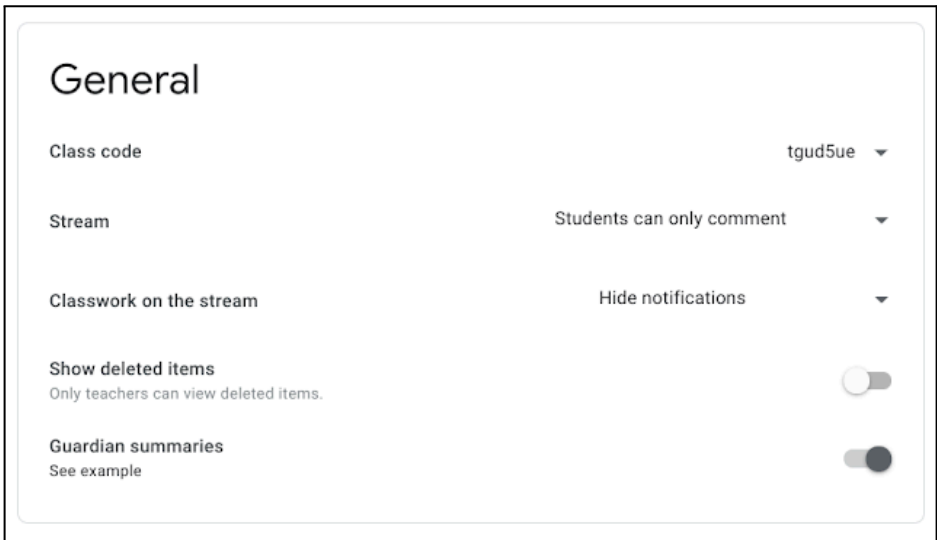
3 Tips to Help Students Find What They Need

1. Even if an activity or assignment does not have a digital component to submit, use the assignment option to set a due date. When a teacher posts an assignment, it gets added to students' virtual "to-do" list, which helps students stay organized.

Student view of the "To-do" page.

2. Use "Topics" to organize classwork. This can be by unit, topic, week, or something else that fits into the framework of the class. Teachers can even use emojis.

3. Remind absent students where to look if they miss class. This could be an announcement or a post at the top of classwork.

A List of More Google Classroom Recommendations

Google Classroom Essential Tip 1: Teacher and Student Views
It is important to understand both the teacher and student view of Google Classroom. Teachers signing into Classroom for the first time should sign-up as a teacher. Teachers can create sample classes and invite other teachers as students. This will help teachers to better understand the student view. Google Classroom also creates a Google Drive folder for both teachers and students. Teachers can also just ask some of their students what they see. (This help page has connections to both teacher and student views.)

Google Classroom Essential Tip 2: Assignment Options
Google Classroom supports different sharing options and it is important to understand the different Sharing Options in Google Drive before venturing too deeply in Google Classroom. Teachers also have the ability to assign an activity to all students or differentiate the distribution by choosing students or groups of students.

Google Classroom Essential Tip 3: Workflow
Understanding the workflow of distributing and collecting assignments for both the student and the teacher is essential. Learn more about workflow with this Google Classroom Workflow Explanation

Google Classroom Essential Tip 4: About Section
The 'About' section of Classroom is the place to share resources and links that students will use frequently. This is a great place to organize frequently used digital resources without losing them in the stream.

Google Classroom Essential Tip 5: Archiving Classes
When ending or starting a new year or semester, it is best practice to archive last year's classes to preserve the class materials, any assignments, and any postings to the class stream. Reusing an existing class with new students can be a confusing experience. You can still access the old class files in the Classroom Google Drive Folder, but the archived classes are moved to a separate area to help you keep your current classes organized. An archived class can still be viewed by you and the students in the class. Posts can be copied from archived classes. However, when the class is archived, you can't edit or add anything to the class until you restore it. Additional Resource: Archive a Class Tutorial

Google Classroom Tip 6: File Naming Convention
Google Classroom will keep the Google Drive name of the attached file. If the option of giving a copy to each student is used, then the student's name will be added to the end of the document. Consistency in naming is essential to help keep teachers and students organized. Try to use the same name for the Google Drive file, classroom assignment post, and your grade book entry. Additional Resource: Alice Keeler's Naming Conventions for Google Classroom

Google Classroom Tip 7: Assigning Work, Topics, and Scheduling Posts
Teachers can assign posts to specific students to allow for differentiation. Google Classroom allows teachers to organize posts by topic. Students and teachers can then sort posts by topics. Additionally, teachers can post in the stream or classwork immediately or schedule a post for a future day and time. Additional Resource: Organizing Your Class Stream

Google Classroom Tip 8: Grading

Google Classroom creates a Google Drive Folder for each class. This folder will include student copies of all assignments created. These folders are a great resource to quickly review and grade assignments turned in by students. Assignments can also be viewed and graded in the Google Classroom interface. Teachers can also create and grade with [rubrics](#) in Google Classroom.

Google Classroom Tip 9: Discussion Questions, Exit Slips, & Formative Assessments.

Google Classroom allows teachers to post short-answer or multiple-choice questions. Teachers have the ability to allow students to see each other's responses so this feature can be used for classroom discussions. Additional Resource: Google Help - [Create a question](#)

Google Classroom Tip 10: Guardian Summaries

Teachers can facilitate communication with parents with [Guardian Summaries](#). These daily or weekly email updates include missing work, upcoming work, and classroom activity. Additional Resource: [Common Sense Media Parents' Ultimate Guide to Google Classroom](#)

Google Classroom Tip 11: Single View Student

See a single view of a student's work — [Teachers](#) and [students](#) now have a page that lists all of a student's work for a class and the status of that work.

Google Classroom Tip 12: Emoji in Titles and Topics

Emojis are a great way to engage students and organize resources in Classroom. Google Classroom supports the use of emojis in topics and titles. Learn more [here](#).

Google Classroom Tip 13: Turn Off Grade Calculation

If You Have a separate online grade book set "Grade calculation" to "No overall grade" in the Google Classroom Settings. This will avoid confusion if an assessment or assignment is added to the separate online grade book but not in Google Classroom. Learn more about this setting [here](#).

Google Classroom Tip 11: The Power of To Do

Both students and teachers have To-Do lists for all assignments posted in Google Classroom. Students can organize their work for individual classes and further see work that is assigned to them, missing, and done. The teacher's view shows a list of assignments that have been turned in, assigned, and graded.

Student Options:

More of What Can Teachers Can Do with Google Classroom?

[Google features and benefits](#) (Quick Overview of the Google Classroom Features)
[Google Classroom Tutorials](#) (Organized Google Classroom Training Resources)

Google Classroom - Teachers	Google Classroom - Students
- Teachers can add students directly or share a code with their class to join. - Teachers can add co-teachers. - Google Classroom helps teachers organize, distribute, and collect student classwork and homework paperlessly. - Teachers can seamlessly integrate Google Drive resources to create and share activities. - Receive notifications when assignments are turned in on time or late. - Teachers can provide feedback for in-progress and completed work, - Communicate with their students directly and with whole class announcements--all without using a single piece of paper. - Use the Google Classroom App to annotate PDF files on their mobile device. - Connect due dates to a shareable Google Calendar connected to Classroom - Post poll questions and exit slips. - Create and facilitate online discussions. - Create drafts & copy posts from different classrooms (Including archived classes.) - Connect selected web apps and resources directly to Classroom. - Connect parents to Google Classroom with Guardian Summaries. - Tag posts with customizable topics. - Schedule assignment posts in advance. - Differentiate work by sharing posts with specific students.	- Students can work on assignments in Google Docs and turn it in with a few clicks. - Students can easily see due dates on their assignments page, so they can stay organized and submit work on time. - Students can post questions connected to announcements or assignments - Students can stay connected by receiving an email when a teacher posts a new assignment or announcement. - Classroom creates a folder in Google Drive that automatically stores/organizes their classwork. - Connect with the updated mobile app. - Participate in online discussions and respond to questions. . - Share resources directly with their teacher using the Share to Classroom extension. - Use the Google Classroom App to annotate PDF files on their mobile device. - Access essential resources posted by their teacher in the about section of the course. - Able to communicate face-to-face with teachers and peers accessing Google Meets directly from Classroom.

Official Google Classroom Resources

- Manage teaching and learning with Classroom (Overview and links to tutorials for specific actions and tools in Google Classroom.)

- Google Classroom Features and Updates (List of improvements and updates.)

- Google Classroom Mobile App (Resources to use the Classroom App)

- Google Classroom Training Center for Teachers (Training for educators using classroom)

Additional Resources

- ➢ Google Classroom Bitmoji Banner
- ➢ Google Classroom Cheat Sheet
- ➢ Google Help Forum
- ➢ Google Classroom on Twitter
- ➢ Google+ Google Classroom Community
- ➢ Google Classroom Pinterest Board
- ➢ Google Classroom - Ditch That Textbook