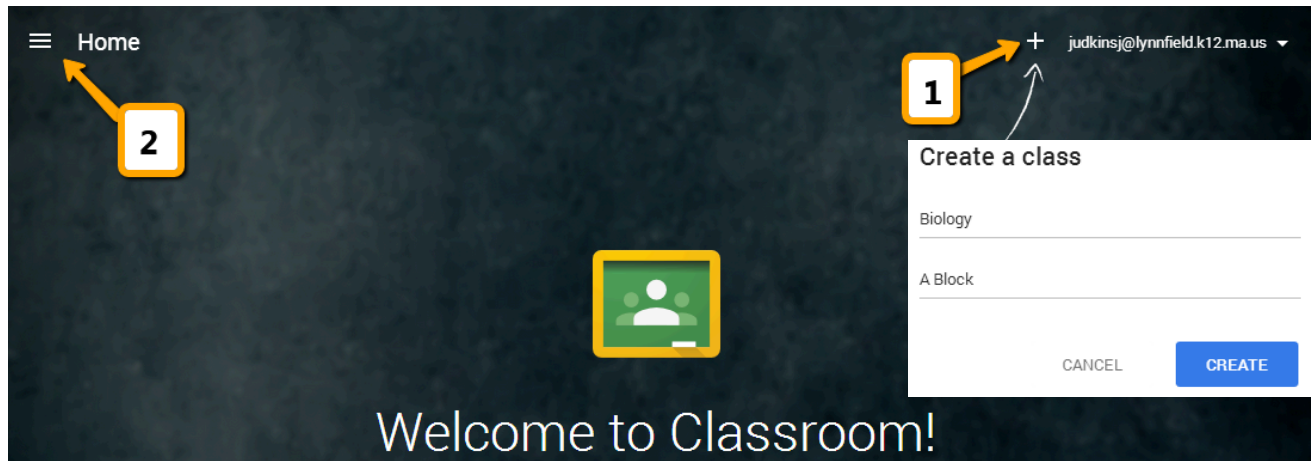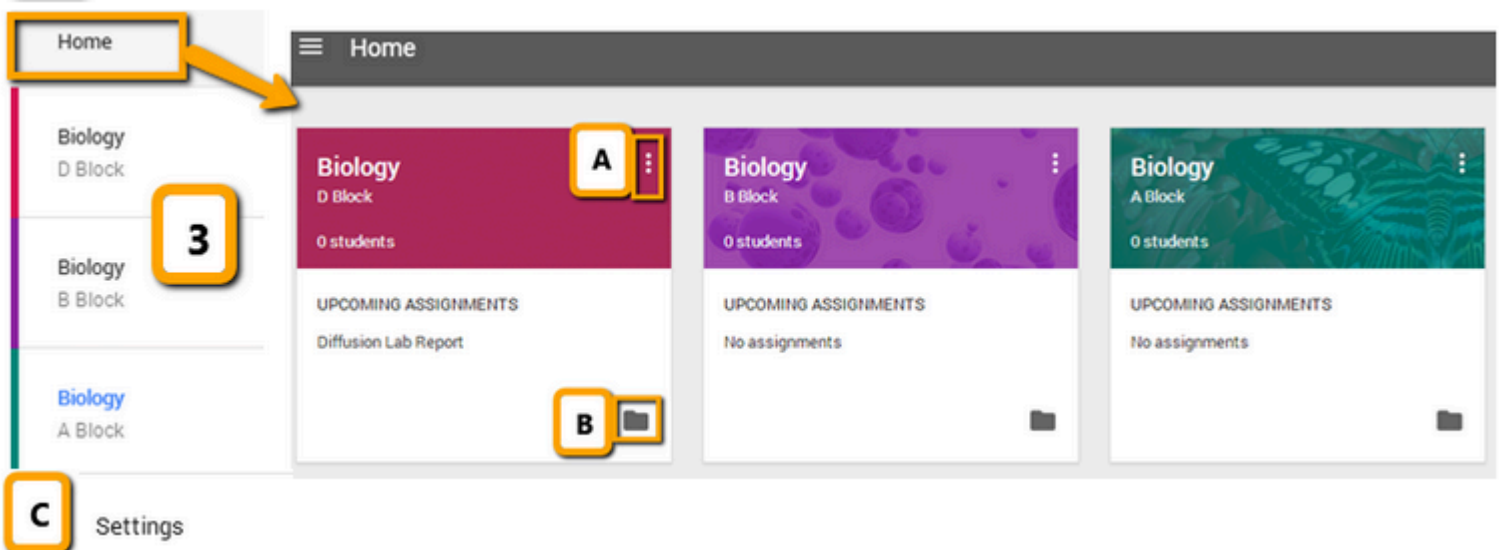# Google Classroom Cheat Sheet

1 Get Started → Create a Class

- From your web browser, navigate to classroom.google.com & sign up
- Name your class & section
- Classroom automatically creates folders to organize you!
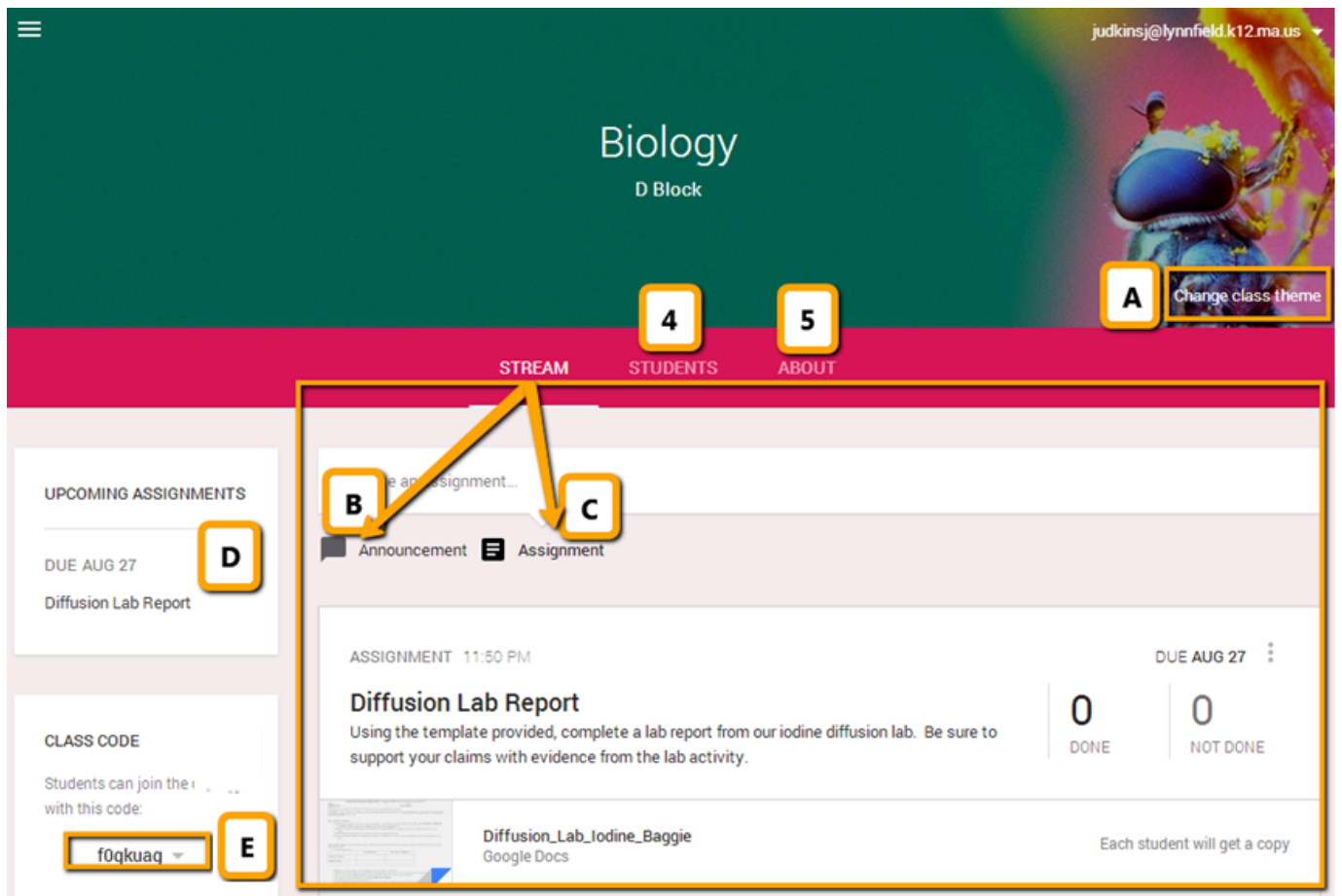
2 Home - Manage / Access Classes

- Toggle between classes
- Access "**Home**" screen to :
    - **(A)** Rename or Delete Classes
    - **(B)** View / Access a class Google Drive Folder

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- **(C) Settings** allows you to turn email notifications on/off

## 3 Class Page (Stream) - Discuss / Assign

- **(A) Change Theme** by choosing from different available background images
- **(B) Announcement** - start a class discussion or post a general message to a class Stream
- **(C) Assignment**
  - Add assignment name & description
  - Add due date (assignments can be turned in beyond due date but teacher will see late notification)
  - Select all Classes you want to assign this item to
  - Add resources: web links, YouTube videos or files from Google Drive
  - Select sharing options for files:
    - ➤ *Each student will get a copy* (Individual copy added to Google Drive folder for class which they can edit), *View Only*, or *Student can Edit* (allows all students to edit your copy of the file)
- **(D) Upcoming Assignments** notifications. Click assignment name to access Assignment Page **See #6 for details about the Assignment Page pg 4

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- **(E) Class Code** – Share this code with students so that they can join your class
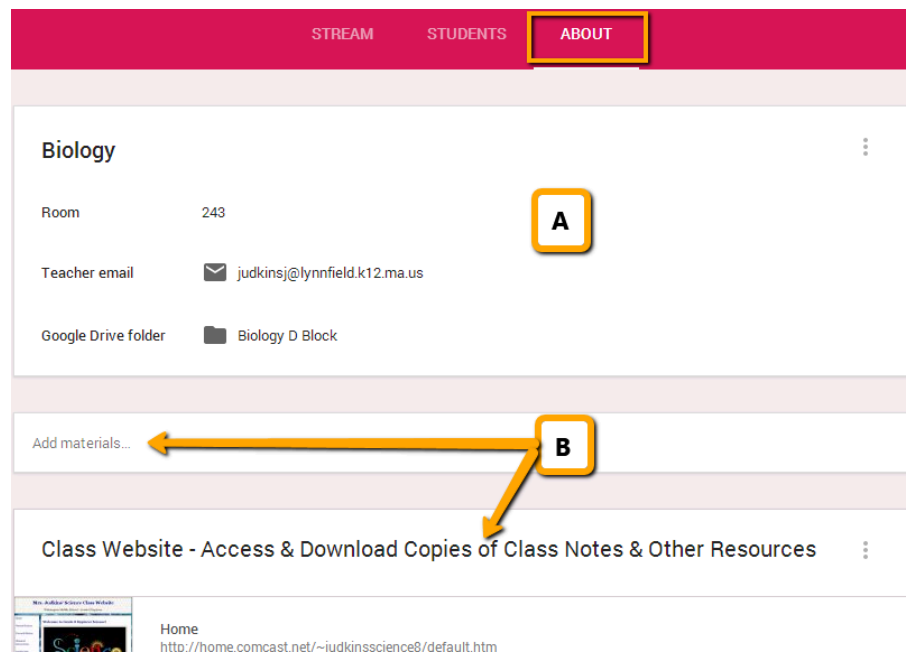
4 Students Page - Manage Students
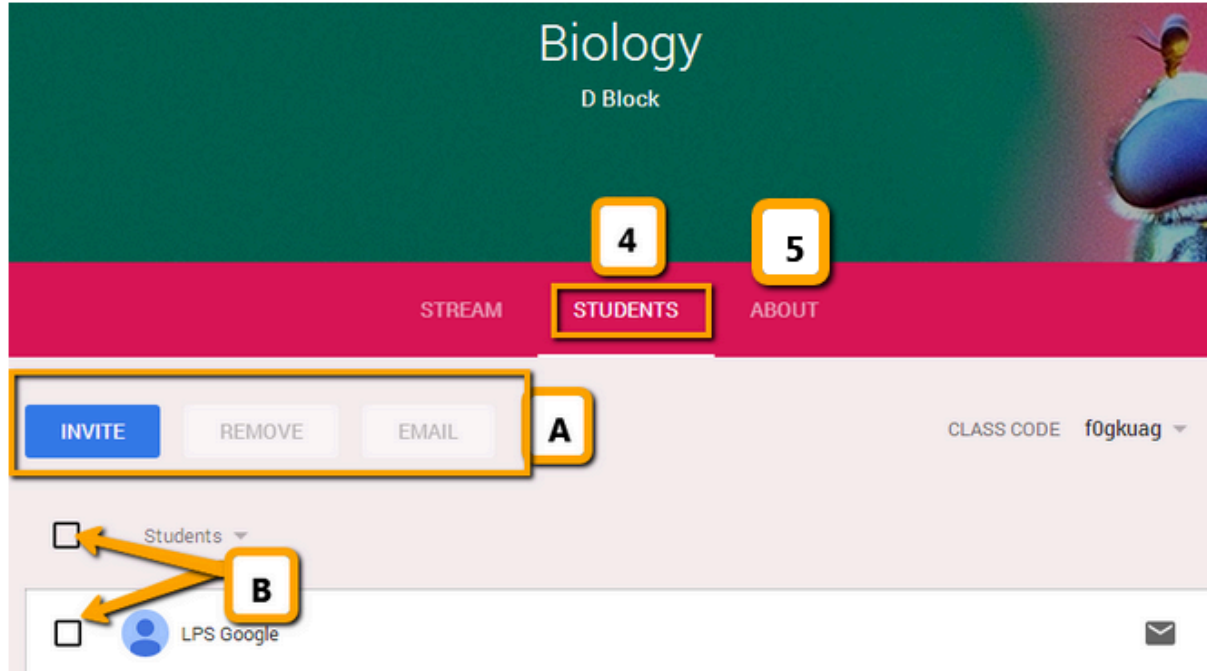
- **(A) Invite** students to class by email using existing Google contacts lists, **Remove** selected students or **Email** selected students
- **(B) Select students or class** to email or remove from class

5 About Page - Share Class Information & Resources

- **(A) Class Information** such as meeting room, teacher email & associated Google Drive Folder (auto-created by Classroom when you add the class)
- **(B) Class Resources** - add resources students will need access to all year, such as class website link or syllabus

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6 Assignments Page - View & Grade Student Work
Access Assignments page by clicking on assignment name anywhere on Class Page

- **(A) Assignment Details / Assignment Status** Click to switch between the detail view of the assignment and the status. View above shows "Assignment Status"
- **(B) Assignment Folder** - Every time you create an assignment, a folder is automatically created in Drive. Once students begin to edit their assigned document, you will be able to see their work in progress inside this folder
- **(C) Points** - Defaults to 100 (%) but can adjust point value for assignments or choose "ungraded"
- **(D) Return** - turns ownership of file back to student and notifies them that it's been graded / commented on by teacher
- **(E) Select Students or class** to email or return assignments
- **(F) Download** CSV of student grades

Additional Resources
Check out Google's Classroom Support page for more information!
- Video: Introducing Google Classroom - 2 mins
- Video: Newest Classroom Features - Allison Mollica - 6 mins
- Video: Google Classroom Student & Teacher Views - MA GEG - 40 mins
- Video: Classroom Tour - Jenn Scheffer - 15 mins
- Presentation: Google Classroom Presentation by fellow Google Education Trainer Aaron Svoboda

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