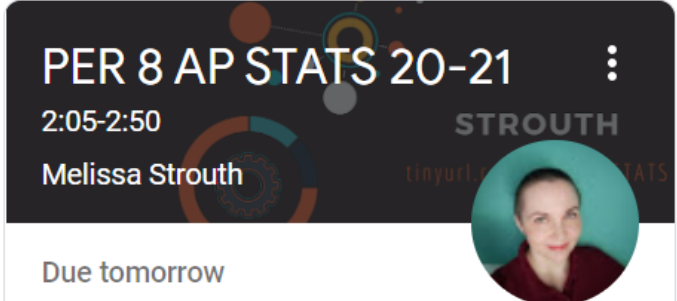# Google Classroom FAQ

If I accepted my Google Classrooms from the Little Sis Sync, am I allowed to change the class name/details?

Yes! Modifying the class name or details will not interfere with the sync between Google Classroom and Infinite Campus.

- From the Google Classroom homepage, click the 3 dots in the upper right corner of the class card and select Edit
    - Or, from the Google Classroom itself, click the Settings gear in the upper right corner of the page - Under General, you can edit the Class Details
- Keep the 20-21 year in the title
- Secondary teachers should include the period and class meeting times
- The teacher name is not required; your name and picture will automatically appear for the student on the Classroom home page

Example from Co-Teacher Perspective	Examples from Student Perspective
ALGEBRA 1 ⇢ 20-21 5th Period (11:35-12:20) 0 students	PER 8 AP STATS 20-21 2:05-2:50 Melissa Strouth STROUTH Due tomorrow

How do I change my profile picture in Google Classroom?

Your profile picture is important (especially in an online environment) so your classroom is personalized and students can "see" you. It will also help them visually locate the class card if they can find the one with your picture on the Classroom homepage. Please use a professional profile picture. (Contact the administrative assistant at your school, as she may have access to last year's Lifetouch photos.)

To update the professional photo in your Google account:
- From Google Classroom, go to the "hamburger" 3-line menu in the upper left corner of the screen
- At the bottom of the menu, click "Settings"
- In the profile picture section, click "Change"

For support with Google Meet, please contact your building's CH-UH Tech Coach.

Google Classroom FAQ

When does Little Sis Sync add new students to my Classroom?

Any student who is rostered to you today in Infinite Campus will be automatically added to your Google Classroom via the automatic nightly sync. Students who are unenrolled will not be removed, but you will be able to unenroll withdrawn students manually from the People page.

To remove students manually from your course go to the People page then click the checkbox next to their name and go up to the top of the Students section and choose Remove from the Action dropdown menu.

Why is my roster not updated in Google Classroom?

To allow you to update your students (for example, so you can manually add SPED students or others), Little Sis does not remove students from your Classroom as they are unenrolled from your class or withdrawn from the district via Infinite Campus.

Please take care of this manually on your own as there are changes to your class roster.
- Go to the People page in Google Classroom
- Click the checkbox next to the student's name
- Go up to the top of the Students section and choose Remove from the Action dropdown menu

How can I help my students organize their Google Classrooms?

Show students how they can drag and drop their class cards in order (by period for secondary students) on the Google Classroom homepage. If students have an "old" class from a prior year, semester, or due to a schedule change, they can unenroll themselves from the course. Go to the 3 "snowman" dots in the upper right corner of the class card, and click "Unenroll."

How can I stay organized in Google Classrooms?

Like your students, you can drag and drop the class cards to arrange them in the order you teach the classes. If you have a class that you no longer co-teach, you should remove yourself from that Classroom. On the Google Classroom homepage, go to the 3 "snowman" dots in the upper right corner of the class card, and click

For support with Google Meet, please contact your building's CH-UH Tech Coach.

Google Classroom FAQ

"Leave class." Teachers should not archive classes that they did not create, as it will impact other teachers and students!

How can I manage my Google Classroom notifications?

1. From the Google Classroom homepage at classroom.google.com, click the hamburger menu icon (3 bars in the upper right)
2. Scroll down and click **Settings**.
3. Under **Notifications**, use the toggle switches to adjust your preferences for when you receive emails.

You can also set up a filter in your Gmail inbox so that your Google Classroom notification emails are automatically sent to a designated "label." Follow these steps to create rules to filter your emails.

How can I view my Google Classroom as a student?

Unfortunately, Google does not (yet) have a feature that allows you to switch to a student view. We recommend finding a "buddy teacher." From the People page, invite your buddy teacher in your Google Classroom(s) as a student. This will help each teacher learn how assignments, announcements, and materials work from a student perspective.

How do I set up a Google Meet for my students in Classroom?

- Go to the Settings page in your Google Classroom
- Under General, click the button to "Generate Meet link" and make sure it is visible to students

Meet
Classroom now supports Meet
Learn more

Generate Meet link

View this video to generate a Meet link on your Google Classroom Stream. For other brief video tutorials, review the Tech Tuesday from the beginning of the school year, which is also posted on the blog.

For support with Google Meet, please contact your building's CH-UH Tech Coach.

Google Classroom FAQ

We highly recommend using Meets generated through Google Classroom. [For general class sessions, you may also use nicknamed Meets, but please **do not** use Meet links generated via the Google Calendar invitations. Those are not secure Meets and may be accessible to others outside of our domain (those without @chuh.org accounts). An additional safety concern is that students can enter those sessions without a CHUH staff member. Use Google Calendar to schedule Google Meets for parent conferences and meetings with colleagues.]

How can I use the same Meet link for more than 1 Google Classroom?

If you want to use the same Meet link throughout the day, consider using your username as your Meet nickname (example: **g.co/meet/c_bauer**). This link should be posted in every Google Classroom at the top of the Classwork pages.

💻 Links   ⋮

Google Meet Link	Posted 4:47 AM ⋮

Class video meeting
http://g.co/meet/c_bauer

Google Classroom FAQ

How can I keep my Classroom Stream organized?

It is designed to be a "stream" of information, with the most recent posts on top.
Under the General section of your Classroom Settings, select these options from the drop-down menus:

Stream	Students can only comment ▼
Classwork on the stream	Hide notifications ▼

Use the Stream for announcements, and keep your assignments and course content (video, links, resources) on the Classwork page.
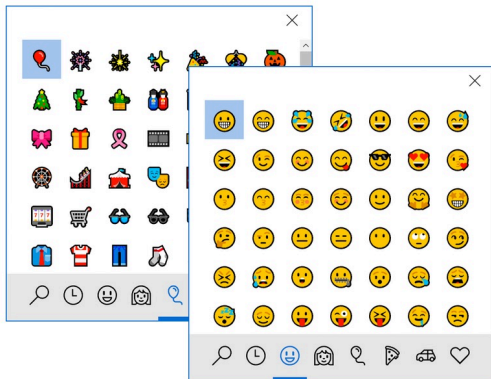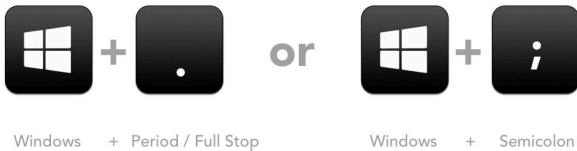
Google Classroom FAQ

How can I add graphics and fonts to my Classwork Page in Classroom?

You can help your visual learners by assigning an emoji to each activity on your Classwork page.

Use the Windows key (located to the left of the spacebar) and period key to bring up the Emoji keyboard.
.

Inserting an emoji on Windows 10

⊞ + **.**   or   ⊞ + **;**

Windows   +   Period / Full Stop   Windows   +   Semicolon

Emoji	Meaning in Google Classroom
✅	Resource
🍿	Video to Watch
📚	Reading
🕶	Explore Activity
💥	Just Added
⏰	Assignment w/ Due Date
🚀	Take it Further
🤔	Reflect
🥳	Activity
💚	Flipgrid

INFUSED classroom

Click here for the Emoji key being used by some of our high school staff members.

You can create your topic titles with one of these sites:
- Cool Text Fonts
- Text Giraffe

Copy and paste the font of your choice onto your Classwork page when you are adding the Topic.

For support with Google Meet, please contact your building's CH-UH Tech Coach.

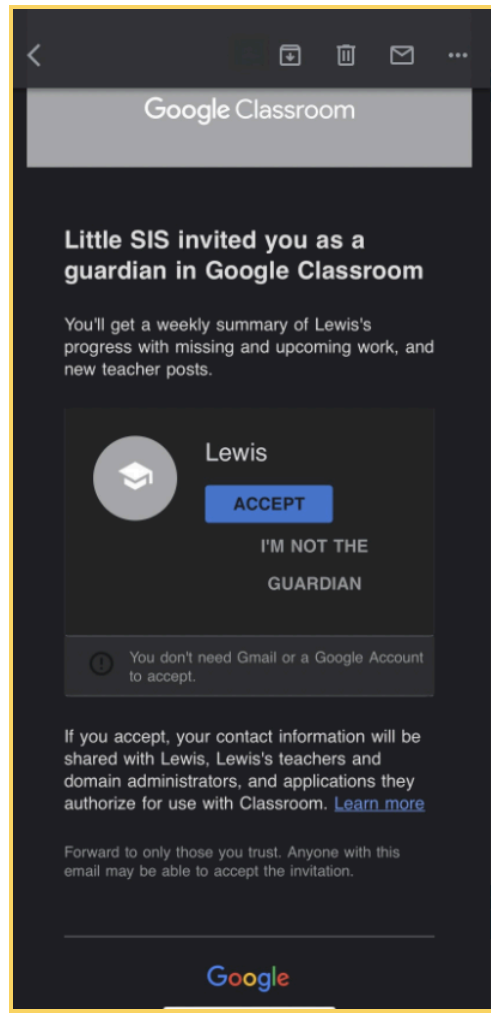# Google Classroom FAQ

How do Guardian Email Summaries work?

- Go to the Settings page in your Google Classroom
- Under General, make sure Guardian summaries are on
- Using LIttle Sis Sync, parent/guardian email addresses from Infinite Campus are already linked to Google Classroom

Little Sis automatically gets the email addresses from IC and emails the families. There is no code, and there is nothing you have to do. Parents can accept the invitation to receive a weekly email.
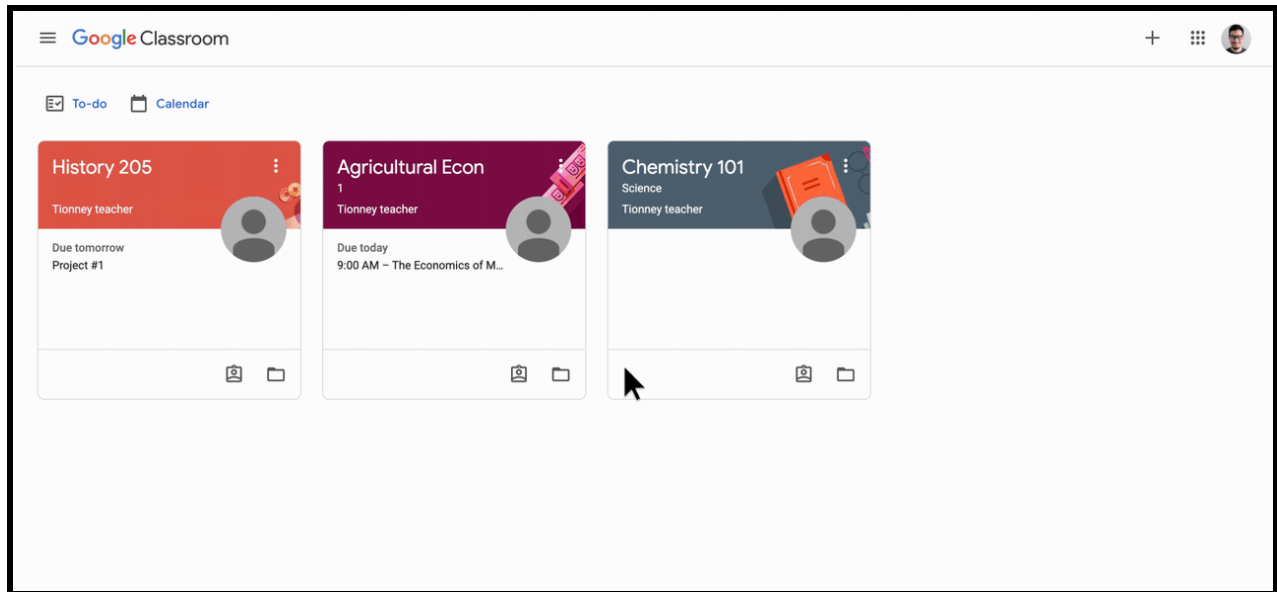

Learn more about Guardian Email Summaries here.

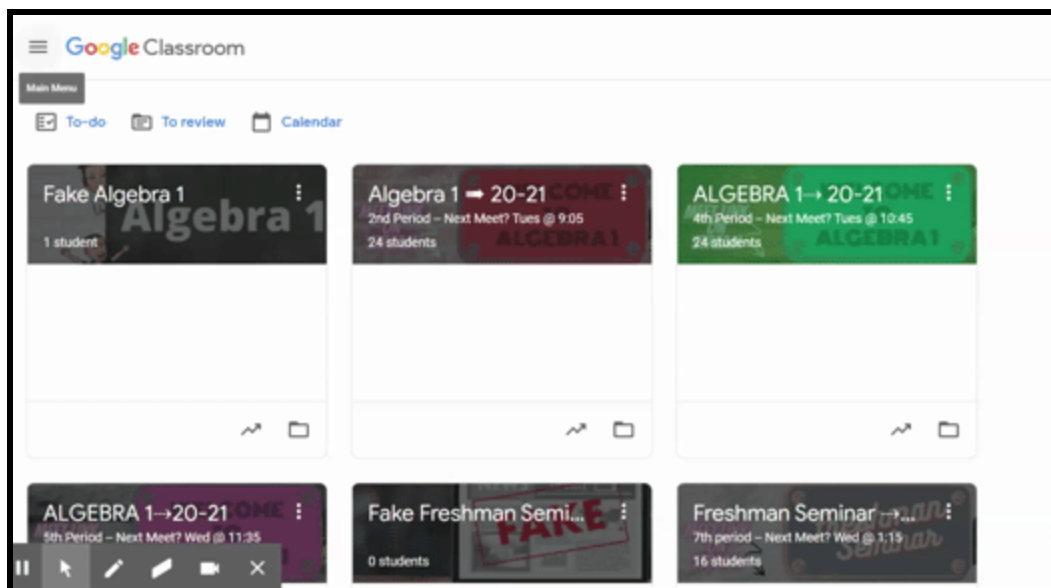For support with Google Meet, please contact your building's CH-UH Tech Coach.

Google Classroom FAQ

How can the new "To-do" widget help teachers and students stay organized?

Source: https://www.blog.google/outreach-initiatives/education/the-anywhere-school-meet-classroom-updates

How can the new "To Review" widget help teachers stay organized?

For support with Google Meet, please contact your building's CH-UH Tech Coach.

Google Classroom FAQ

What is the difference between TURN IN and MARK AS DONE on Google Classroom?

In Google Classroom, if there is an attachment being submitted for the assignment, students will be prompted to TURN IN. With the exception of Google Docs, they have to go back to Google Classroom to do that.
If there is no attachment being submitted, then the students will be prompted to MARK AS DONE.

How do originally reports work with my students' Google Classroom assignments?

You and your students can use originality reports to check work for authenticity. When you run a report, it compares a student's Google Docs file against webpages and books on the internet. The report highlights text from the internet that the student didn't cite or quote.

Since we now have G Suite Enterprise for Education, teachers have unlimited originality reports in Google Classroom. This can be used as an alternative to Turnitin.com.

Follow these directions to turn on originality reports for a Google Classroom assignment.

How can I use rubrics to evaluate student work?

In Classroom, you can create, reuse, and grade with rubrics for individual assignments. You can also export rubrics to share them with other teachers.

You can give feedback with scored or unscored rubrics. If a rubric is scored, students see their scores when you return their assignments.
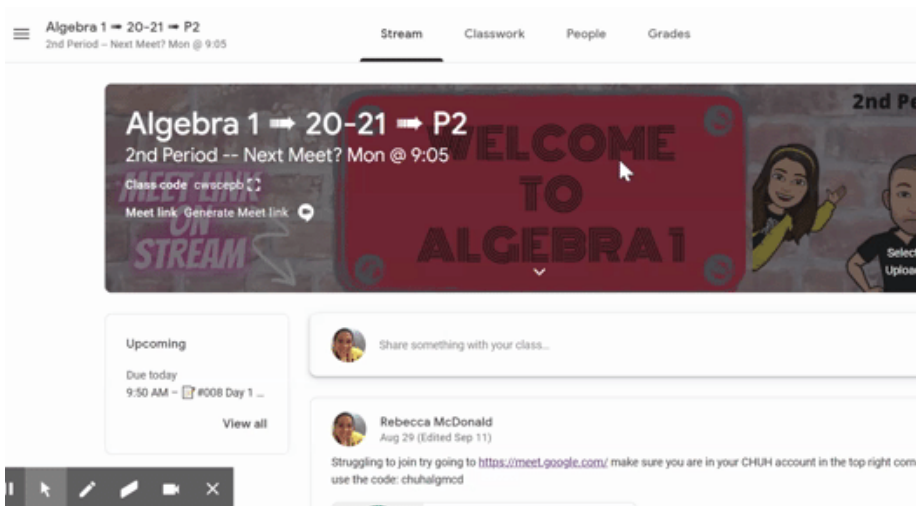
Follow these directions to set up rubrics in your Google Classroom.

For support with Google Meet, please contact your building's CH-UH Tech Coach.
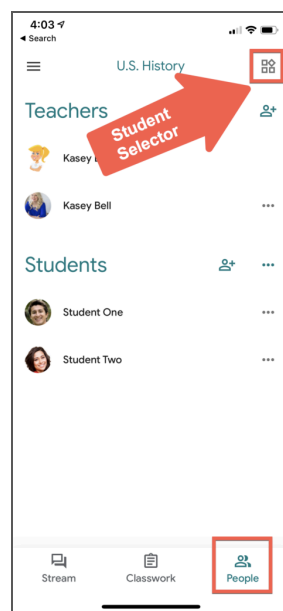
Google Classroom FAQ

How can I remove a student from Google Classroom?

- Go into the Classroom you would like to remove the student from.
- Click on the People tab along the top.
- Click the check box next to the student's name
- Go back up to the top and choose the drop down where it says action. Choose Remove
- Click "Remove" on the pop-up window

How does the Student Selector work in Google Classroom App?

If you use the Google Classroom app on your Android or iOS mobile device, use the Student Selector (found on the People tab) to randomly call on students.

For support with Google Meet, please contact your building's CH-UH Tech Coach.

Google Classroom FAQ

How can I set up the gradebook sync with Infinite Campus?

- Click the Settings gear in the upper right corner of your Classroom
- Under General, click Link to class
- To export data, choose a class listed from Infinite Campus - click Link

General

To export grades to the SIS, link this class to your SIS class

Link to class

What if I cannot find all my classes when I try to set up the link for the gradebook sync?

You will only see the classes that you are rostered to teach through Infinite Campus. Check with your co-teacher, if applicable, as s/he may need to link to the class.

You can only link to a class one time. If you linked to an "old" Google Classroom and archived it, the link is not automatically removed. You will need to find that Classroom, temporarily reactivate it, and unlink the class.

To restore an archived class:

1. Go to classroom.google.com homepage and click on the "hamburger" menu icon in the upper left corner.
2. Scroll down and click "Archived Classes."
   (Note: If you haven't archived any classes, you won't see this option on the list.)
3. On the class card, click the 3 "snowman" dots and then "Restore."
4. Click "Restore" to confirm.

Once my gradebook is set up how do I export grades into Infinite Campus?

- Go to the Grades tab at the top of Google Classroom.

  ⟳ SIS export

- Click the Sis Export button   in the top right corner.
- Choose the assignments you'd like to export
- Once the export is complete go into Infinite Campus and open your gradebook

For support with Google Meet, please contact your building's CH-UH Tech Coach.

Google Classroom FAQ

- Inside the gradebook you will see a new notification in the top right

  `Uncategorized Assignments [1]`
- Click on the notification to select the Grading Task (Progress, Quarter, Trimester, Semester, or Final Exam) and the Category of the assignment then click Save All.

Important Note
- You cannot change the name of the assignment within Infinite Campus. To change the name go back to Google Classroom and change the name there then SIS Export again.

Here is a video for step-by-step instructions for exporting assignments.

What if I did a SIS Export from Google Classroom into Infinite Campus and it did not export the grade?

A few different things may have happened
- You cannot transfer grades that were from assignments that were posted before the quarter started (9/2) - you will have to hand enter those grades.
- Your assignment name may be too long. Edit the Assignment name in GC then try to Export again.
-

How can I learn more about Google Classroom?

- Google's Help Center
- Google's Teacher Center
- 10 Google Classroom Tips for Remote Learning
- As always, contact your Tech Coach for individualized assistance and questions.

For support with Google Meet, please contact your building's CH-UH Tech Coach.