

Google Classroom basics: cheat sheet for teachers

This is not intended as an exhaustive resource about Google Classroom. It has been created to help teachers understand the basics to be up and running as quickly as possible.

To use Google classroom you will need...

1. A login to a G Suite for Education (formerly Google Apps for Education) account.

Your login:

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2. Up-to-date Chrome browser or Google Classroom app (available for iOS and Android)
3. At least a basic understanding of how to create, edit and share Google Drive files

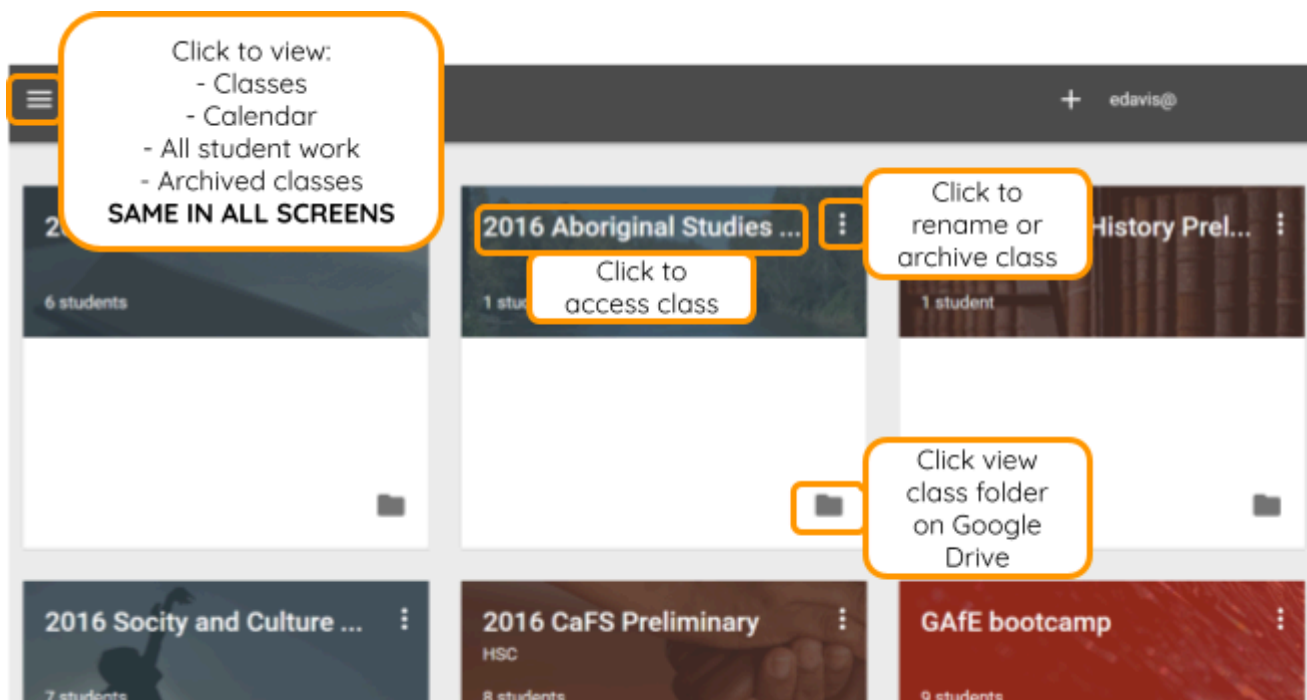
To login into Google Classroom...

1. Go to classroom.google.com or open the app
2. (If asked) Login in
3. (On your first login) select “Teacher” when asked if you are a teacher or student

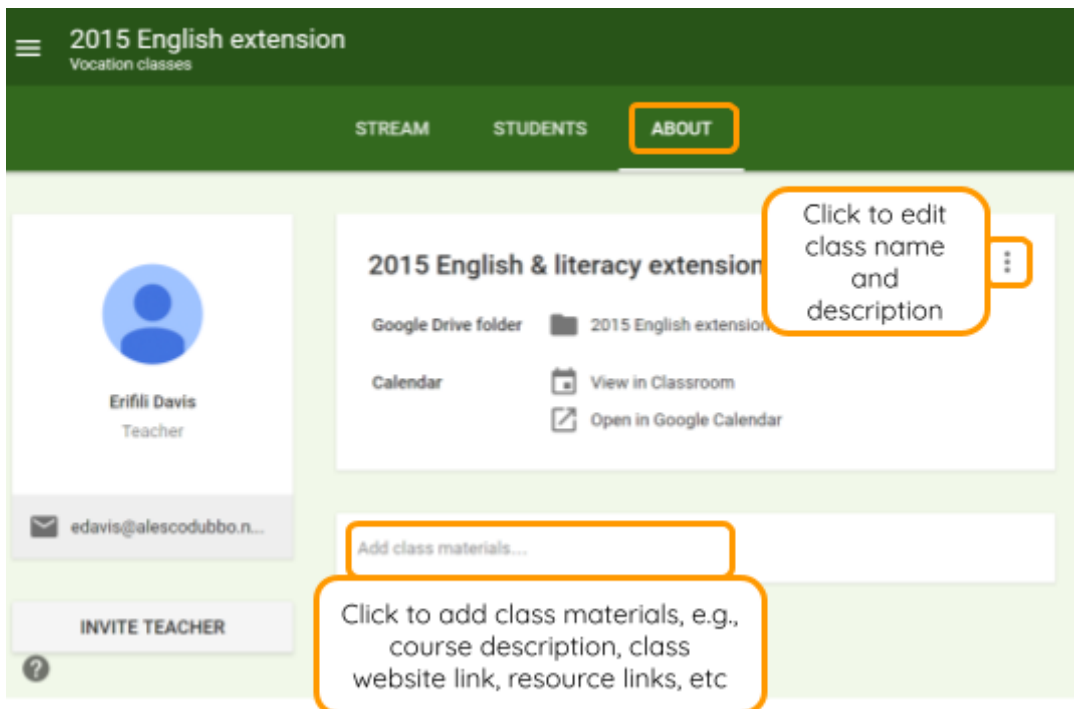
Note: the following instructions relate to the Chrome browser based version of Google Classroom. The mobile apps have similar, but slightly different, functionality.

Manage and access classes

To create a class, click the ‘+’ on the top right of the screen. When you create a class, Google Classroom automatically creates a folder in your Google Drive to manage students’ submitted files, etc. NEVER, EVER, EVER rename this folder.

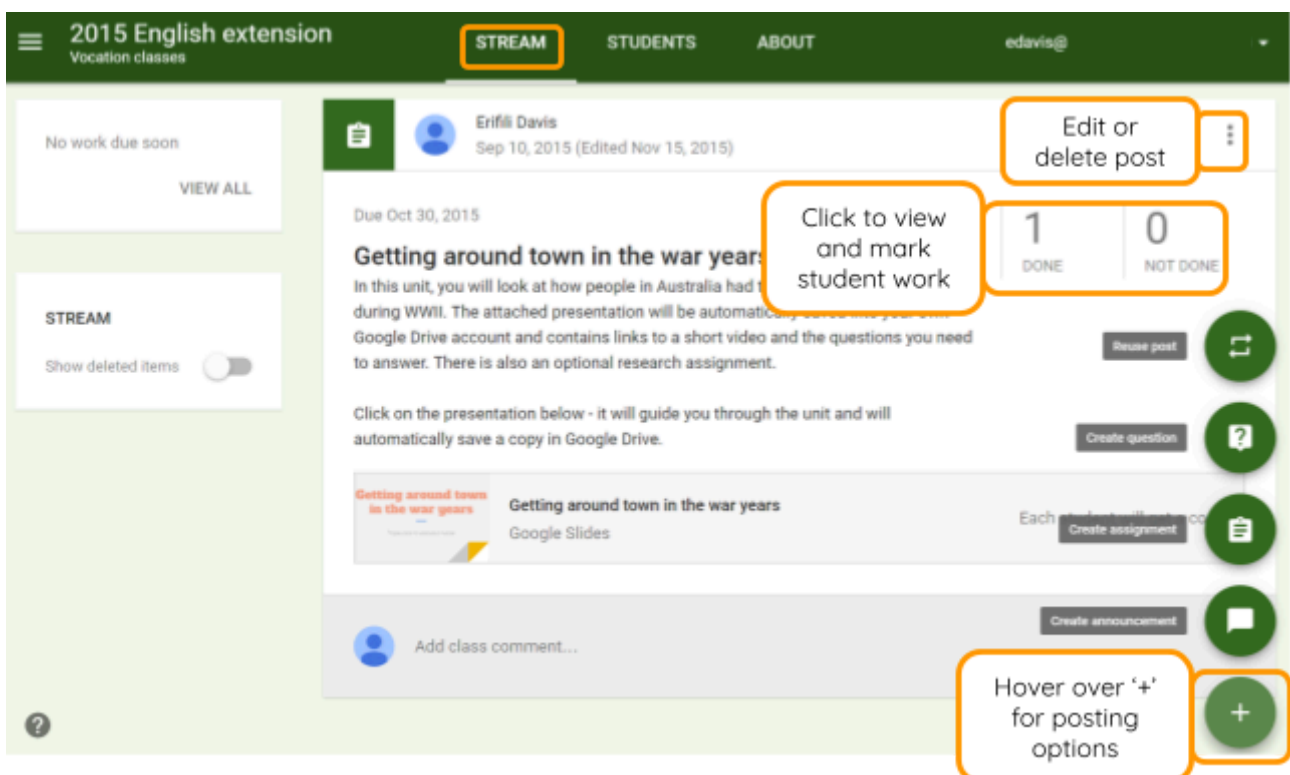


Class page: About



Class page: Stream

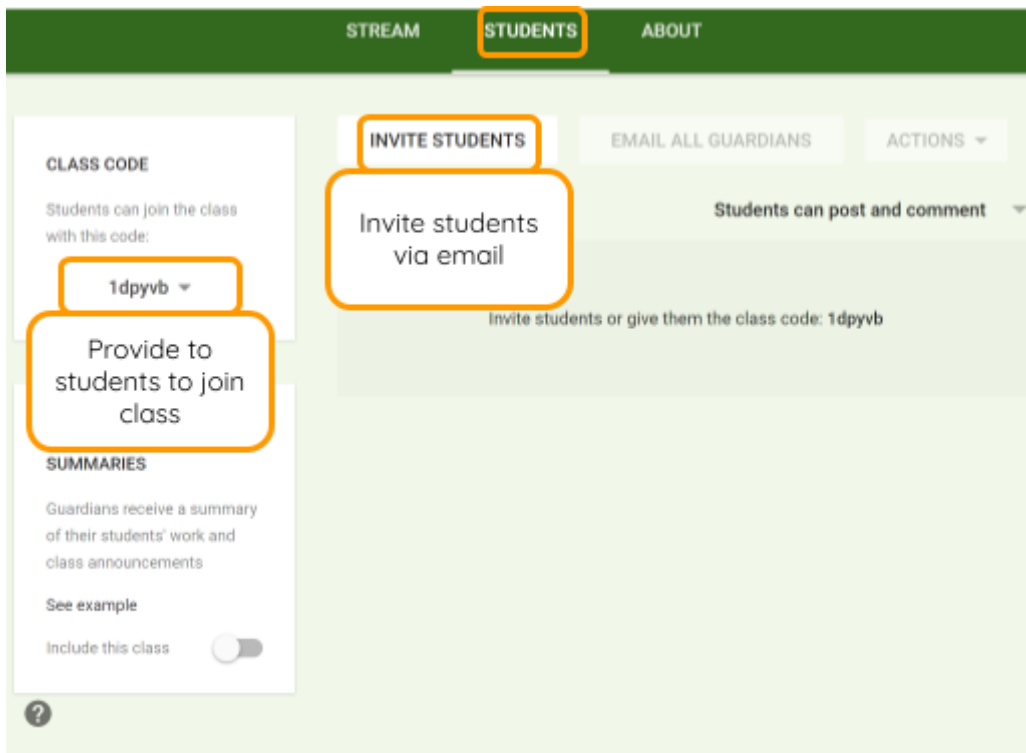
This is where you manage individual classes.



You can also change the theme and cover image of your class from 'Stream'.

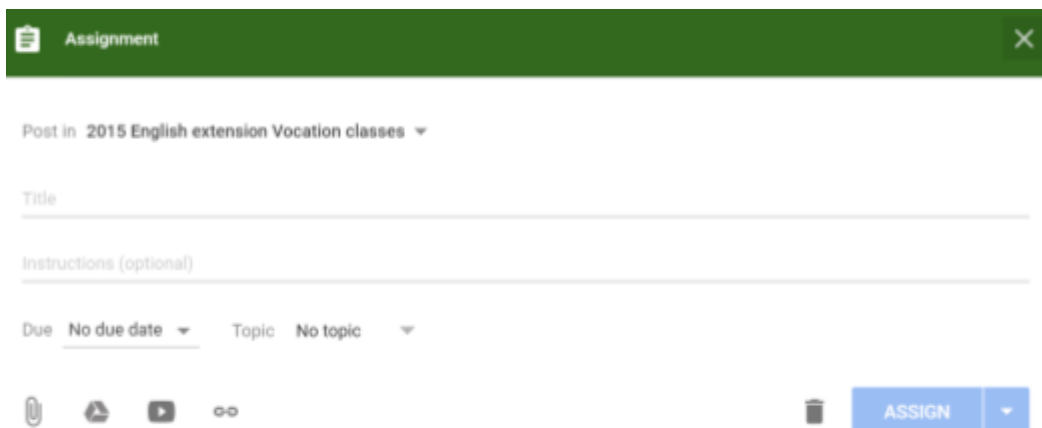
Class page: Students

This is where you invite and manage students.



Creating assignments (from the 'Stream' screen)

Before posting your assignment to the class stream, organise your resources, e.g., Google Drive files or templates you want to share, YouTube videos, links to other websites, etc.



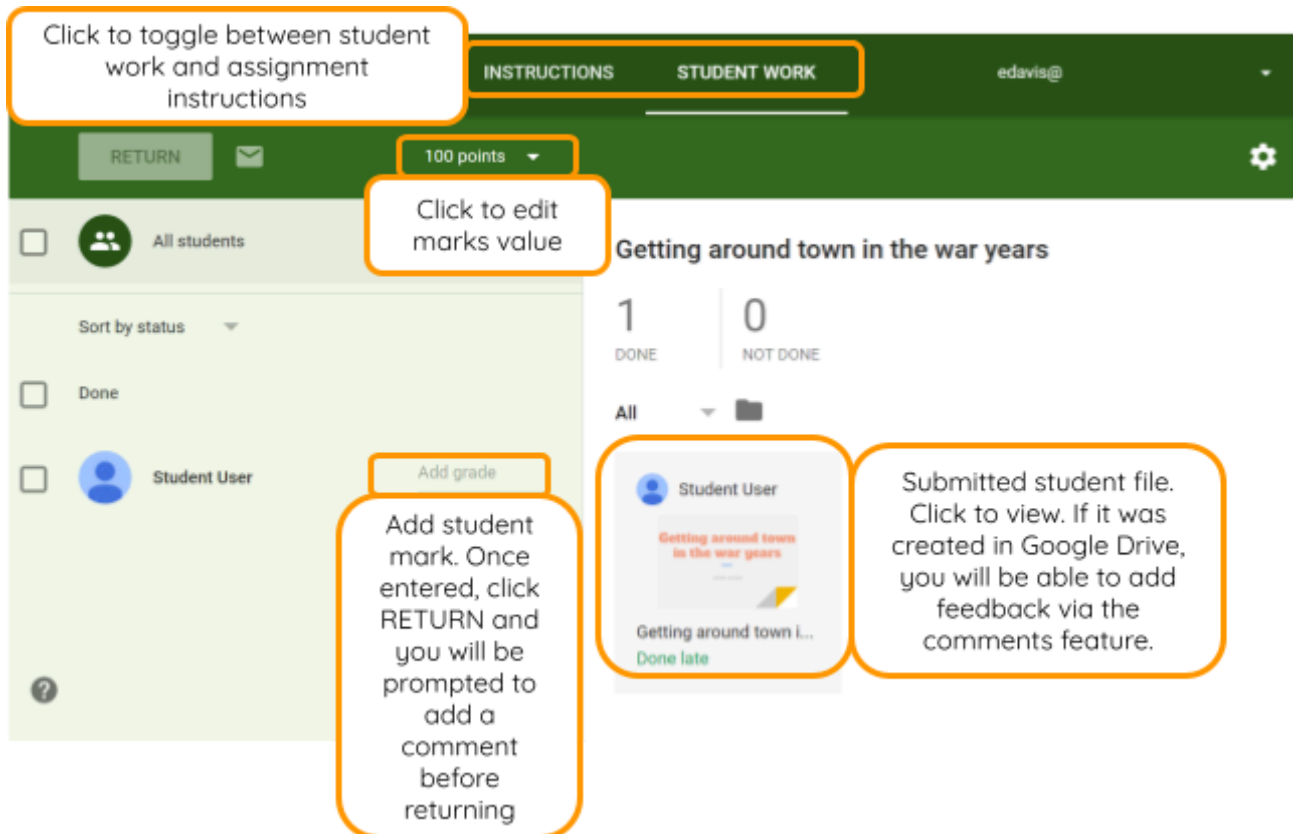
Information to include in your assignment:

- Title: name of your assignment
- Instructions (you can also include a PDF of the full assessment details and attach them using the paper clip icon)
- Due date
- Topic: this is handy as you can search the stream based on the topic and makes it easier to find relevant posts

- Additional resources. If you include a Google Drive file, you will be asked if you would like to make a copy for each student

Marking and returning assignments (from the 'Stream' screen)

Click on assignment to view student work.



More Google Classroom resources for teachers

The following resource includes an overview of Google Classroom, introductory video tutorials as well as how to use more advanced features:

<http://googleappsaction.com/?p=217>

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