

Google Classroom Teacher Guide

Access the digital version of this document at bit.ly/gclassroominstructions

Find more Google Classroom resources & watch the tutorial videos at bit.ly/asesgclassroominfo

On the digital version, use the Table of Contents below to navigate this document. Click any topic to get a link to go to that page. Or, click the Show Document Outline icon  on the left to navigate.

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Expectations for all All Saints' classes = Blue highlighted sections

**The Google Classroom app is great for marking up student work like you would on paper. It is free for phones, iPads and tablets in the App Store.*

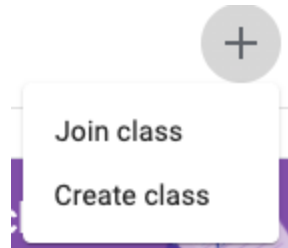


More Google Classroom Resources

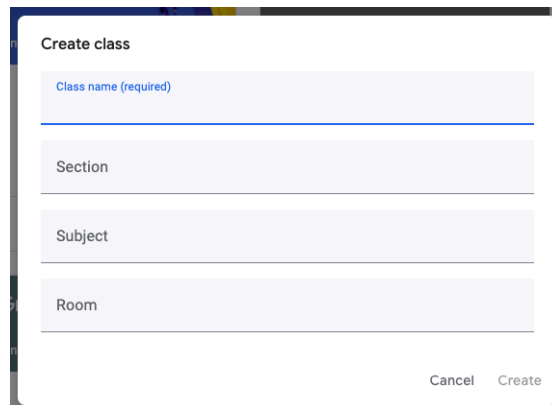
- [Training Slides](#)
- [Tutorial Videos](#)
- [Tech Tidbits: Google Classroom](#)
- [Google's First Day of Classroom](#)
- [Google Classroom Cheat Sheet](#)
- [Shake Up Learning's Google Classroom Cheat Sheet for Teachers](#)
- [Teachers' Essential Guide to Google Classroom](#)
- [Shake Up Learning's Google Classroom Resources](#)
- [Ditch that Textbook's Google Classroom Resources](#)

Logging In & Setting Up A Class

1. Go to *classroom.google.com* and log into your school Google (aseschool.net) account. Or, from a different Google app, use the waffle (9 dots) to navigate to Google Classroom.
 - Be sure to use Google Chrome as your web browser (not Safari, Edge, etc.)
2. **All of your regular classes that are in The Wire will be set up and rostered automatically for you.** You can create additional classes for other uses if needed (e.g. Middle School advisory).
 - If you do not see the “Create class” button, email allsaintsedtech@aseschool.net

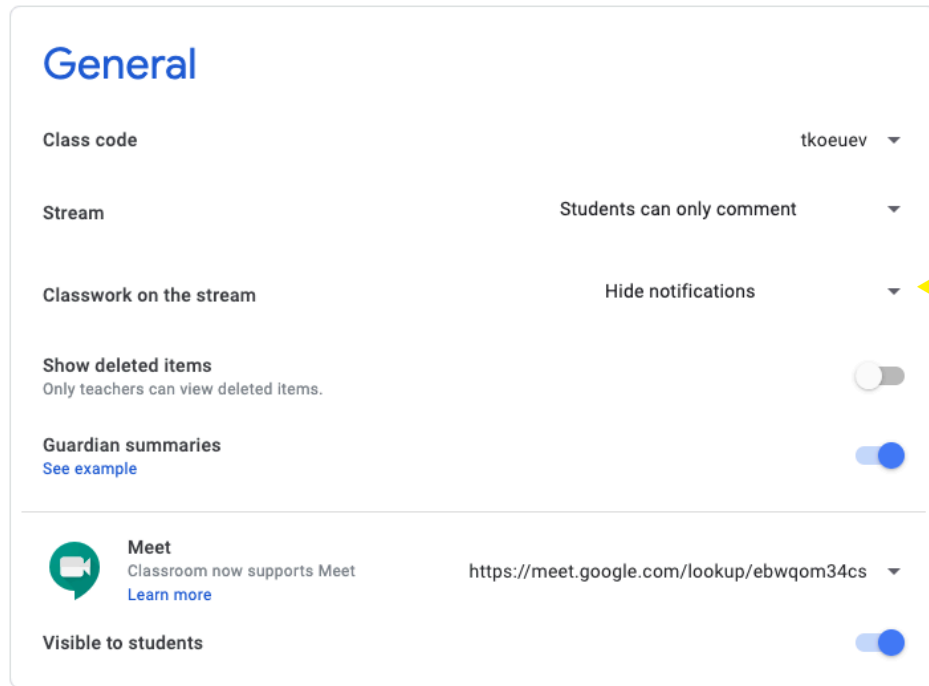


3. If you are setting up your own class (for non-Wire classes), enter your class information. Click “Create.”



4. Click the settings wheel on the top right to go to your class Settings. Adjust your settings how you would like them. See the highlighted notes below for settings that are required for all classes. When you are finished, click “Save.”
 - **Class Details:** Edit the class name, section, subject & room
 - **General:**
 - i. **Invite link-** Link you can share when you want to invite others to join your class.
 - ii. **Class Code -** You will not need this.
 - iii. **Stream -** We highly recommend changing this to “Students can only comment” or “Only teachers can post or comment” so the stream doesn’t get clogged up with student posts.
 - iv. **Classwork on the stream -** Change this to “hide notifications” so the stream is used for announcements only and doesn’t get overwhelming for students.
 - v. **Show deleted items -** You can toggle this on or leave it off.

- vi. **Guardian summaries** - Guardian summaries should be off.
- vii. **Meet** - Generate link. Everyone will use Meet for video conferencing if needed.
- viii. **Visible to Students** - Make sure this is toggled on.



General

Class code: tkoeuv

Stream: Students can only comment

Classwork on the stream: Hide notifications

Show deleted items: Only teachers can view deleted items. ☐

Guardian summaries: See example ☒

Meet: Classroom now supports Meet. [Learn more](#) <https://meet.google.com/lookup/ebwqom34cs>

Visible to students: ☒

- o **Grading:** We recommend adding the *exact* grade categories that you will use in The Wire as the categories in Google Classroom (make sure they match exactly) so they work with Grade Sync. Leave the default points at 100 (or change to 10 if you prefer 10). Weighting is still only specified in The Wire.
 - i. Turn off “show overall grade;” official/final grades will be on The Wire.

Fall settings

Calculation method: Percentages

Assignment type	Letter grade scale	Weight (%)
Summative (Summ)		50
Formative (Form)		40
Classwork (CW)		10

Total weight 100%

Show overall grade to students ☐

Grade categories

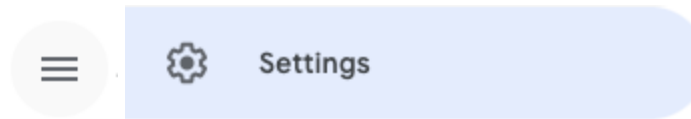
Grade category*	Default points*
Summative	100
Formative	100
Classwork	100

[Add grade category](#)

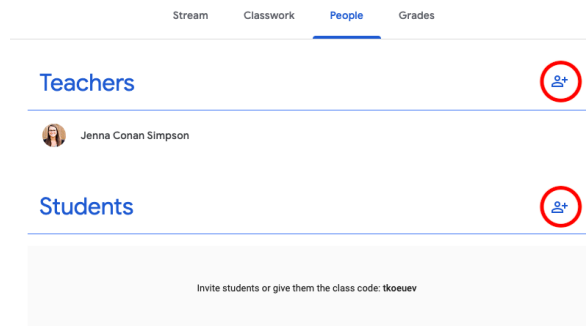
5. Click “Customize” on the top right side of the class homepage header to customize your header.



6. Click the three lines in the top left corner, then select “Settings” at the bottom to navigate to your account settings. You can adjust email settings here so you don’t get too many emails.

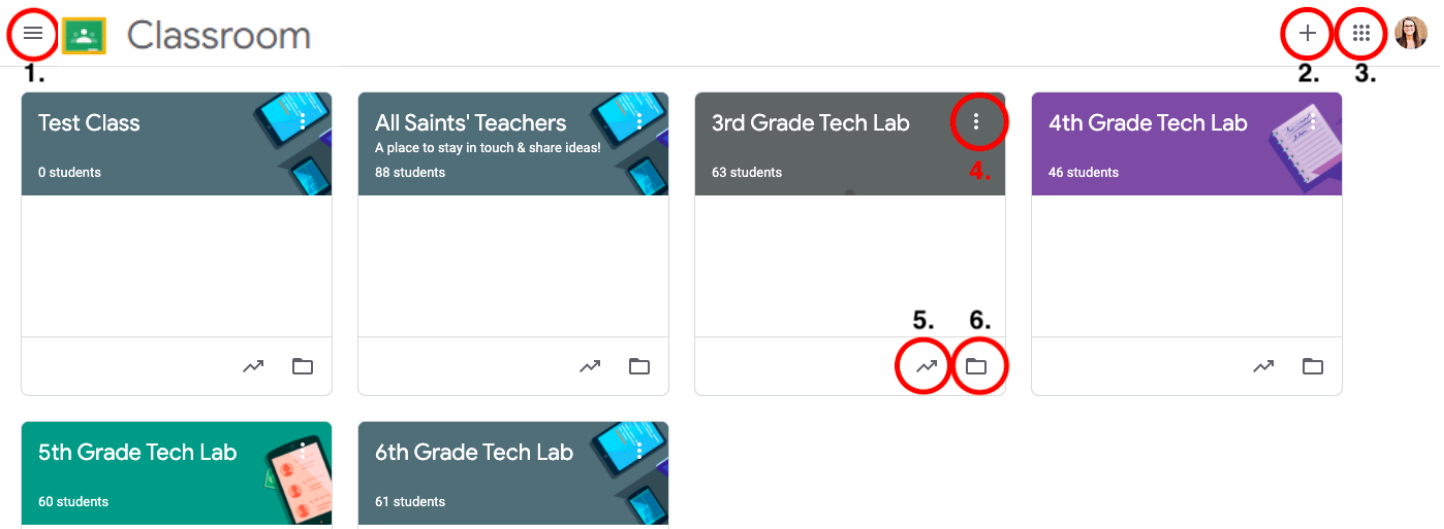


7. Go to the “People” tab to add your students and any co-teachers. **You do *not* need to add students to any classes that sync with The Wire for Grade Sync.**
- **Teachers:** Click the plus person button next to “Teachers” to add a co-teacher.
 - **Students:** Click the plus students button next to “Students” to add your students. Start typing each name and suggested students will populate.
 - i. Once you invite your students, they will have to log in and “Join” the class.
 - ii. Once students have joined, you can also click on their name to view their work and grades.

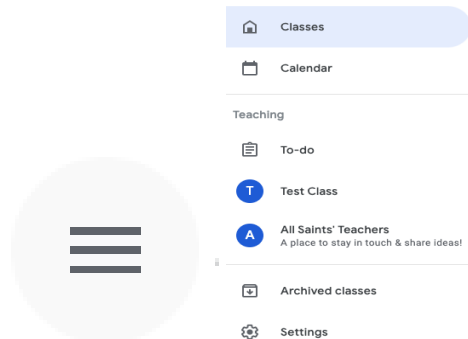


Navigating Google Classroom

1. Go to *classroom.google.com* and log into your school Google (aseschool.net) account. Or, from a different Google app, use the waffle (9 dots) to navigate to Google Classroom.
 - Be sure to use Google Chrome as your web browser (not Safari, Edge, etc.)
2. When you log in, you will see all of your active classes.
 - **1 - Three Lines (Hamburger):** Navigate to other classes, calendar, or Classroom homepage.
 - **2 - Add:** Create or join a class
 - **3 - Waffle / 9 Dots:** Navigate to other Google apps, like Google Drive or Docs.
 - **4 - 3 Dots (Snowman):** See the options to move, edit, copy or archive your class.
 - **5 - Open Gradebook for class**
 - **6 - Open Google Drive folder for class**



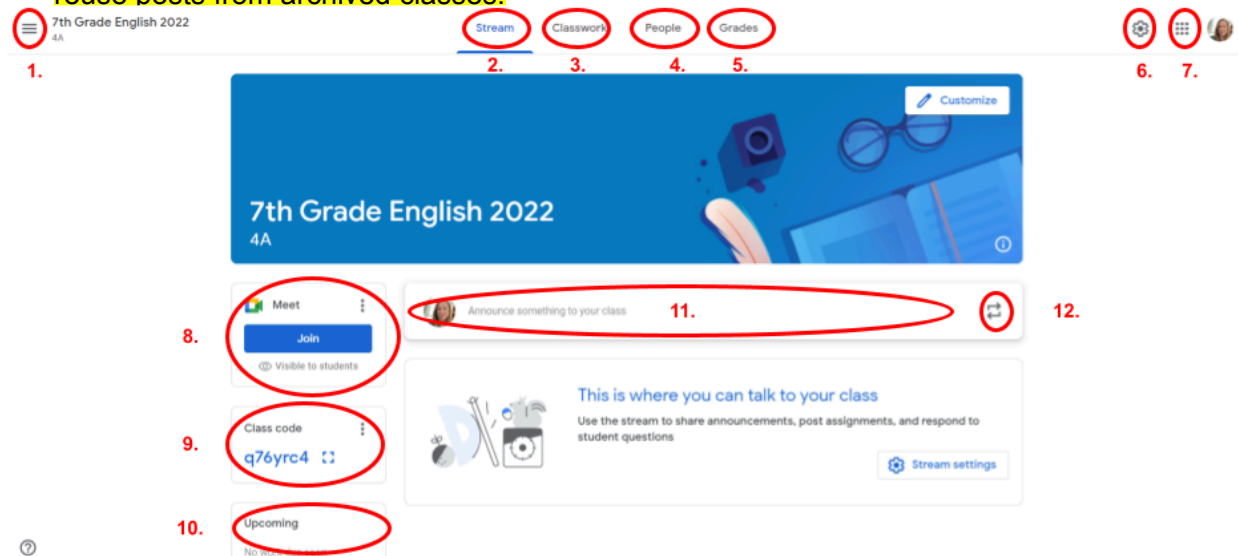
3. Click the 3 lines in the top left corner to see the following options:
 - **Classes:** View all your classes
 - **Calendar:** View your Google Calendar with all assignment due dates you have scheduled
 - **To review:** View the assignments for all your classes in order by due date
 - **Class Names:** Navigate to that class
 - **Archived classes:** View the classes you have archived
 - **Settings:** Adjust your account and email notification settings



4. When you click on a class, you will see the class homepage.

- **1 - Three Lines (Hamburger):** Navigate to other classes, calendar, or Classroom homepage.
- **2 - Stream:** Your class homepage where you will post announcements.
- **3 - Classwork:** All assignments, materials and classwork will be posted here.
- **4 - People:** The teachers and students who are in your class. You will also add parent email addresses for Guardian Summaries here.
- **5 - Grades:** View student grades here.
- **6 - Settings:** Adjust your class settings here (see info above).
- **7 - Waffle / 9 Dots:** Navigate to other Google apps, like Google Drive or Docs, here.
- **8 - Meet Link:** Use this link to start your Google Meet live sessions.
- **9 - Class code:**
- **10 - Upcoming / To-do:** You and students can view assignments that are due soon here.
- **11 - Stream Post:** Post class announcements here. Do not post assignments here (use Classwork).
 - i. Students will get an email when you post an announcement.
 - ii. You can also schedule announcements or save them as a draft.

○ **12 - Reuse Post:** Click this button if you want to repost something you previously posted to the Stream, such as if you want to post the same announcement for multiple classes. You can even reuse posts from archived classes.



Classwork & Assignments

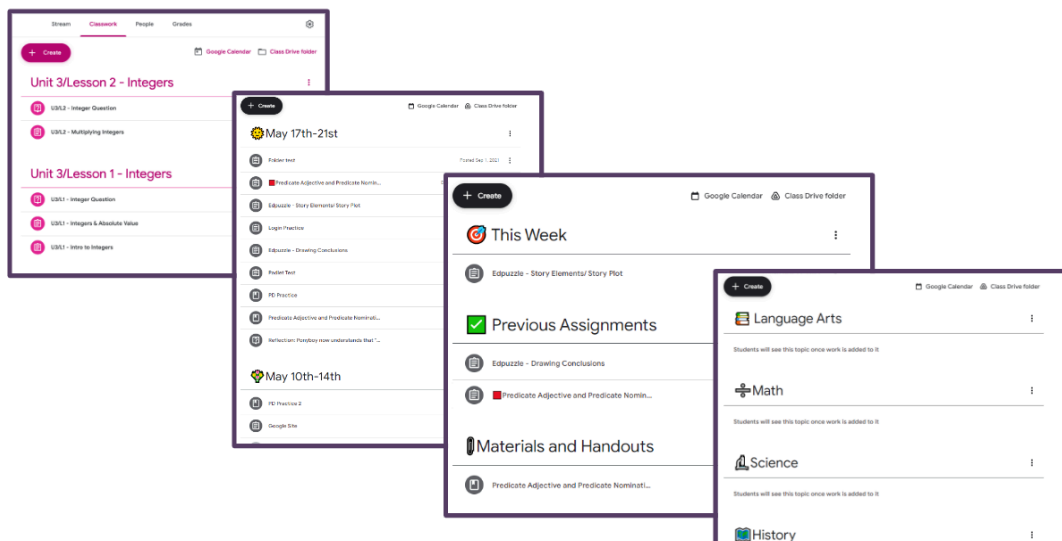
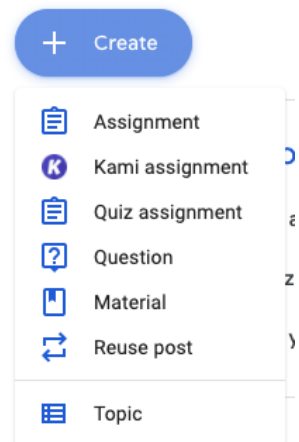
1. Click on the “Classwork” tab.

- **Create:** Create assignments, quizzes, discussion questions, material, or topics
- **Class analytics:** provides a centralized view of Classroom data and insights
- **Meet:** Start a Google Meet for your class (**NOTE:** if you do not see the icon, then the link has not been made visible to students yet).
- **Google Calendar:** View the Google Calendar for your class, with all due dates
- **Class Drive folder:** View the class Google Drive folder. This folder, called “Classroom,” gets automatically organized by class and assignment. Do not delete this folder!
- **Settings:** Adjust settings for this specific class

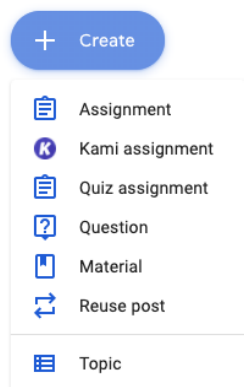


2. First, create “Topics” to organize your classwork.

- Create topics for each week, unit/module, or subject area (if you’re self-contained).
- Many teachers create a “Today” topic at the top for that day’s assignments, and/or a “Finished” topic at the bottom for assignments that should be completed.
- You can reorganize your Topics (or assignments) by clicking and dragging them. Click the 3 dots next to any topic for more options, such as renaming, deleting or copying a link.
- See examples below.



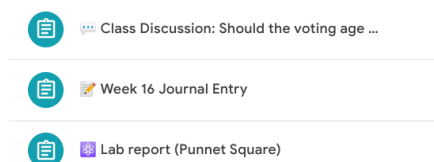
3. You can then create assignments, quizzes, discussion questions, or materials.



- **With any type of assignment, be sure students know to click “Mark as Done” or “Turn In” when they are finished. Otherwise, it will show that they have not completed the assignment.*
- **Assignment:** Assign something to your students, such as a video to watch or activity.
- **Kami Assignment:** If you have the Kami extension, you can create editable PDF assignments.
 - i. [How to use the free version of Kami with Google Classroom](#)
 - ii. [*You can also create editable “worksheet” type assignments using Google Slides.](#)
- **Quiz assignment:** Assign a quiz with Google Forms.
 - i. You can create a quiz from your Google Drive (+New > More) or at forms.google.com, then X out the Blank Quiz and “Add” yours.
 - ii. Or, you can click “Blank Quiz” to create your quiz.
 - iii. Make sure “Grade Importing” stays turned on if you want students’ quiz grades to automatically import to the Gradebook. Do not attach anything else to the assignment if you want the quiz grade to import. You also have to set the Form up to automatically collect emails, be limited to one response, and only allow users in your domain.
 - iv. *Find out more about creating [Google Forms](#) here and more about [using Forms quizzes with Classroom](#) here.*
- **Question:** Ask a discussion question.
 - i. It can be multiple choice or short-answer.
 - ii. You can turn students responding to each other on or off.
- **Material:** Post material that your students will see but don’t need to respond to.
- **Reuse post:** Reuse a previously created post from this class or any of your other classes, including Archived classes.

4. Create an “Assignment.”

- **Title:** Give the assignment a title.
 - i. Many teachers use dates, numbers, or emojis to help organize their assignments.
 1. Using numbers helps you organize your assignments both within the classroom and within the automatic organization in Google Drive, since it is alphabetical. I recommend using the week and assignment number (e.g. 1.1, 1.2).



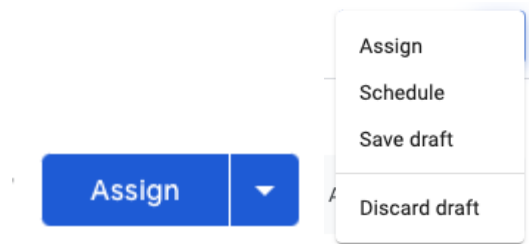
- **Instructions:** Add instructions for the assignment.
- **Add:** Add a file from your Google Drive, a link, upload a file, or add a YouTube video.
 - i. You can add multiple files to an assignment, but note that if you want a Google Form self-grading quiz to automatically add grades to the gradebook, only attach the Form.
 - ii. See #5 below for more information about adding items.
- **Attach:** Add a file from your Google Drive, a link, upload a file, add a YouTube video, or create a new document.
- **For:** Select the class(es) and, if needed, individual students you would like to assign it to.
 - i. You can schedule assignments for multiple classes now in Google Classroom. You can “copy settings to all” or choose different dates for each class.
 - ii. You can use the students dropdown menu on the right to assign differentiated assignments that will only be for certain students.
- **Due:** Set the assignment’s due date (and time).
- **Topic:** Choose which topic (week, unit/module, subject, etc.) the assignment belongs under.
- **Category:** Set your gradebook category *i.e. daily work, test, quiz*. **Be sure to assign a category before posting the assignment for it to sync properly to The Wire. Otherwise, you may have to update the category in The Wire manually.**
- **Points:** Adjust how many points the assignment is worth.
- **Rubric:** Include a rubric if you would like to. A lot of teachers find this helpful for grading.
- **Check plagiarism:** Turn on Google’s plagiarism checker. You have unlimited use of this tool.

The screenshot shows the Google Classroom assignment creation interface. On the left, the 'Title' and 'Instructions (optional)' fields are circled in red. Below these is the 'Attach' section, which includes icons for Drive, YouTube, Create, Practice sets, Read Along, Upload, and Link. The 'Add-ons' section on the right lists Edpuzzle, Kahoot!, Newsela, CK-12, and Pear Deck for Google Clas... On the right side of the interface, the 'For' section shows 'Tech Profess...' and 'All students' circled in red. The 'Due' section shows 'No due date' circled in red. The 'Topic' section shows 'No topic' circled in red. The 'Grading' section shows 'Set category' and '100' circled in red. The 'Rubric' section shows '+ Rubric' circled in red. The 'Check plagiarism (optional)' checkbox is also circled in red.

NOTE: If you add a file, it will display below the assignment description.

- Use the dropdown menu on the right side of the item to change the settings, such as “Students can edit file” or “Make a copy for each student.”
 - i. If for whatever reason you don’t have this option, you can go to the file URL (link) and change the word “edit” to “copy,” then just post the link in the assignment.
- If you need to remove the file, click the X.

5. When you are finished creating your assignment, click “Assign” to assign it to students immediately, or click the arrow button and “Schedule” to schedule it for a future day/time. You can also “Save draft” if you would like to come back to it later.



Assignment Tips

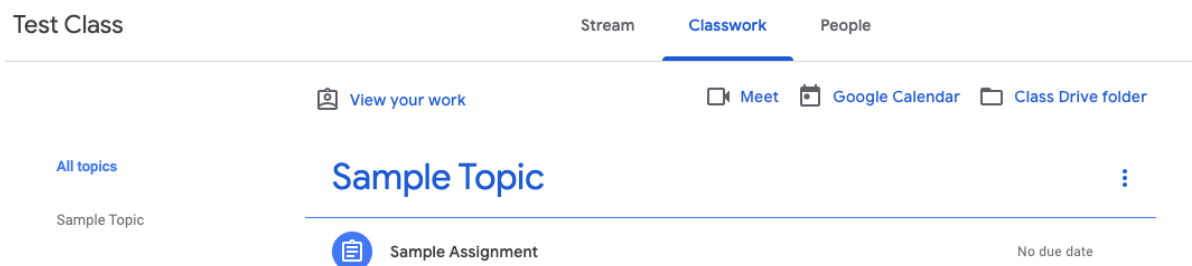
- Give detailed assignment instructions.
- Think about what questions students might have and try to answer them in the instructions.
 - Have students use the class comments to ask questions so everyone can see your response, in case other students have the same question.
- Consider making an instructional video or how-to screencast for students to watch if the instructions are multi-step or complicated.
- Let students know how the assignments will be graded.
- Consider providing a completed work sample for students to refer to.

Digitizing Classwork

- [Digital Interactive Notebooks Resources](#)
- [How to Create Interactive Notebooks in Google Slides](#)
- [How to Make Digital Interactive Notebooks](#)
- [Make Your PDFs and Worksheets Editable Online](#)
- [How to Make Interactive Worksheets with Google Slides](#)
- [Make PDFs Interactive with Kami](#)
- [Kami & Google Classroom Integration](#)
- [Using the Free Version of Kami with Google Classroom](#)

6. Student View

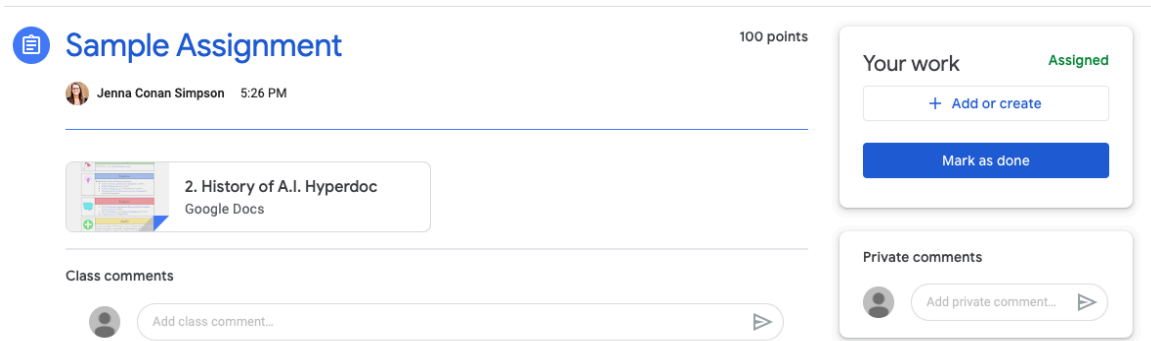
- *If you would like to see your classroom from a student view, you can use our “Sample Student” Google account. Invite “Sample Student” to your class; then open an Incognito Window (right click on Chrome and select “New Incognito Window,” log into the account, and join your class.
 - i. Username: samplestudent@aseschool.net; password: *allsaints1951*
- **Stream:** Students’ Steams will look just like yours.
- **Classwork:** Their Classwork tab will look just like yours but with a button that says “View your work” where they can go to see assignments they have submitted and their grades.



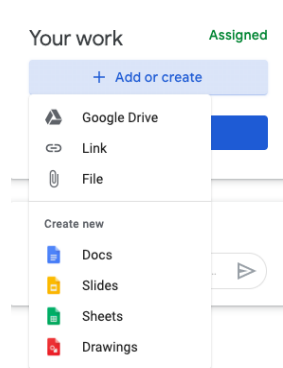
- **Assignments:** When students open an assignment, they will see the instructions and any linked work below the title and teacher name. All-class comments will be below. They will see the point value in the middle, then their work on the right side. They can send private comments

to you below their work. When they are finished, they need to click “Mark as done” to turn in the assignment.

- i. If you chose “Make a copy for each student,” they will see the assignment already attached under “Your work.”



- ii. When they click “Add or create” work, they will have the option to upload a file from their Google Drive, post a link, upload a file from their computer, or create a new Google Doc, Slides, Sheet or Drawing.
 1. **Tip:** If you will have students take a picture of work to turn in, have them use an app like PDF Scanner to scan in a higher-quality image that you can mark up digitally.



- iii. When they are finished, they need to click “Mark as Done” or “Turn In.”

Grading & Feedback

**Note: All student work goes into the Classroom folder of your Google Drive. It gets automatically organized by class and assignment. Do not delete this folder!*

1. From the Classwork tab, click on any assignment to begin grading. Open the assignment and make sure you are on the “Student Work” tab.
2. You will now see the grading overview page.
 - a. **1:** Navigate between the assignment Instructions and Student Work tabs.
 - b. **2:** Select all or certain students to return assignments to (“Return” button) or email (email button). This is helpful to email all students who haven’t completed the assignment.
 - c. **3:** Sort the students listed by their assignment status, last name or first name.
 - d. **4:** Change the number of points an assignment is worth. You can also click the small arrow and change the assignment to “Ungraded.” **Be sure it’s either Material or Ungraded if you don’t want it to show in The Wire.**
 - e. **5:** See how many students have turned in the assignment and how many it is still assigned to.
 - f. **6:** Enter a grade for a particular student. Then, click the 3 dots to return it to that student.
 - g. **7:** See a thumbnail of each student’s submission and the status of their assignment. Click here to go directly to Step 5 (below), the grading page.

4th Grade Tech Lab

Instructions Student work **1.**

2. Return Email **4.** 100 points

3. Sort by status

5. 40 Turned in 6 Assigned

6. 100

7. Harrison Balch - Google...

Student	Grade
Aaron Anstead	100
Harrison Balch	100
Harper Bauer	100
Keegan Bell	100
Charles Bredthauer	100
Blythe Burbach	100

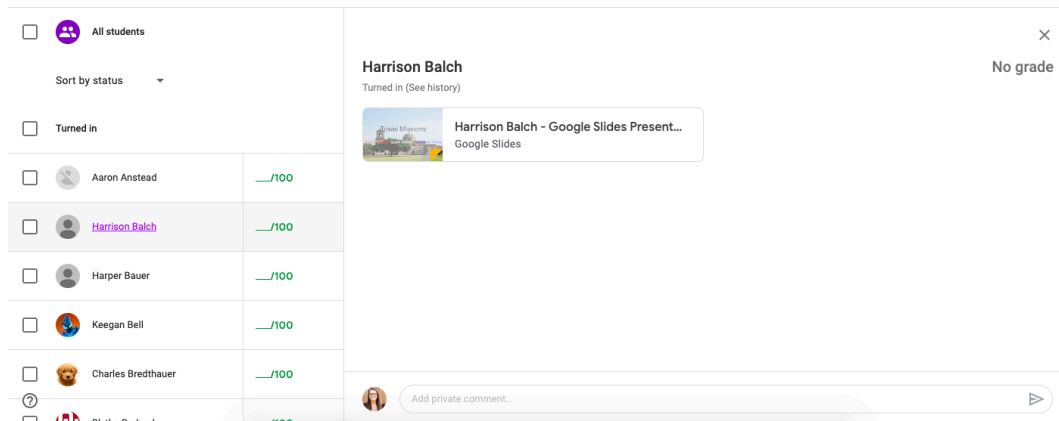
3. Use the settings wheel on the right side of the assignment to copy the grades into Google Sheets or download grades as a CSV.

Copy all grades to Google Sheets

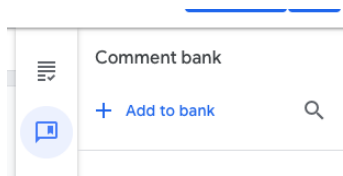
Download all grades as CSV

Download these grades as CSV

4. If you click on a student's name from the list on the left side, you can see their grade and leave private comments.



5. Click on a student's assignment itself to view the grading page for that student's assignment.
- 1: Click the arrow on the right side of the gray box or use the two arrows to the right of the box to navigate to another student's work.
 - 2: Add a comment for the student directly on the page. You can also make any other changes needed directly on the student's work.
 - 3: Navigate between Grading view and Comment Bank view. Comment Bank is where you can create frequently used comments to easily reuse for multiple students.
 - You can also add links to resources, like explainer videos or articles, to the Comment Bank.



- 4: See the assignment history (when it was assigned, turned in, returned, etc.).
- 5: Open the assignment in a new window (box with arrow) or annotate on the assignment with Kami (purple K).
 - *Tip: On the Google Classroom mobile app, you can annotate on assignments.*
- 6: Enter a grade for the assignment. Click the 3 dots to change the total point value.
- 7: Add a private comment to the student.
 - *Tip: The **Mote** extension allows you to give verbal feedback on assignments.*
- 8: Return the assignment to the student. You must return the assignment for the student to be able to edit it, so I would recommend returning assignments once they are graded.

Google Slides Presentation - Texas Missions

1. Aaron Hammer

Turned in

8. Return

3. See history

4. Aaron Hammer - Go...

5. K

6. /100

7. Add private comment...

Click to add speaker notes

6. Click the “Grades” tab to view all assignment grades, class averages, see whether a student is missing assignments, etc. You can also enter grades, view submissions, and return work for any individual student here.

- Green means the work is turned in, red means it is missing, and black means it has been returned to the student.

4th Grade Tech Lab	Stream	Classwork	People	Grades
Sort by last name	May 22 Online Learning...	May 15 Digital Citizens...	May 8 Augmented Reality...	May 1 Take a Virtual...
	out of 100	out of 100	out of 100	out of 100
Class average				N/A
Aaron Anstead	Missing	___/100	___/100	___/100
Aaron Hammer	Missing	Missing	Missing	Missing
Adelaide Patyk	Missing	Missing	Missing	Missing

7. Click the 3 dots at the top next to the assignment name to edit the assignment, delete the assignment, or return all.

May 22
Online

Edit

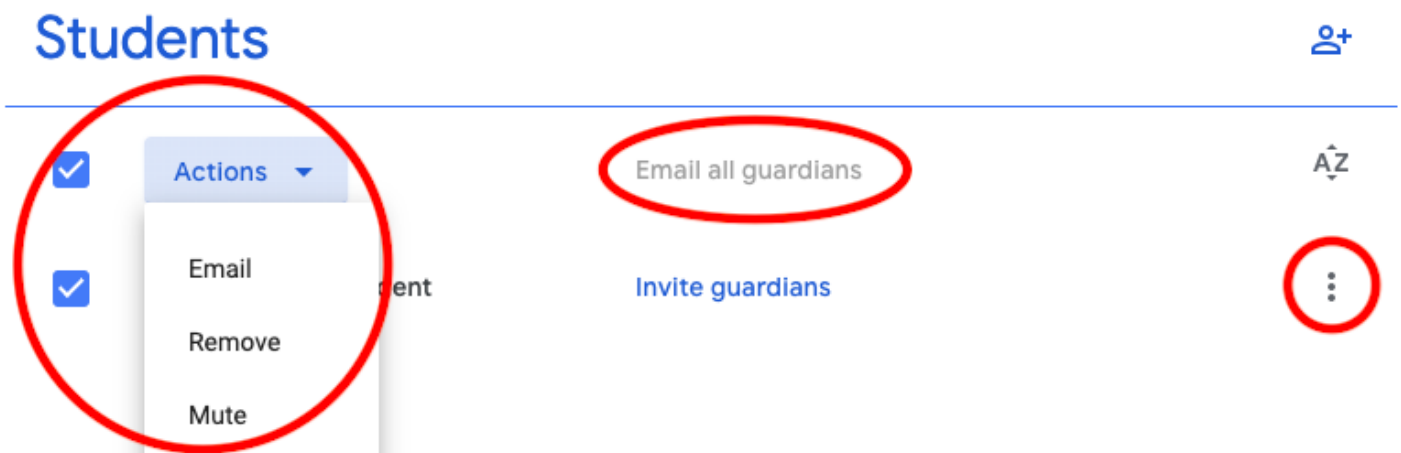
Delete

Return all

8. To view all of a student’s work and grades, navigate to the “People” tab then click on their name.

Communication

1. Post announcements to the Stream. Students will receive an email when a new announcement is posted as long as they have email notifications turned on.
2. To email students, go to the People tab.
 - Click the check mark at the top under “Students” then click “Actions” and “Email” to email all students.
 - i. You can also just select some students to email.
 - Click “Email all guardians” to email all parents.
 - Click the 3 dots on the right to email an individual student.



3. You can also communicate with students about their individual assignments via email or private comments during grading (see Grading & Feedback section above).
4. If a student is not being appropriate in their public comments, you can “Mute” them so they can no longer comment publicly. You can always un-mute them if they earn the privilege back.
5. If students comment on a post in the Stream or on an assignment with a question, be sure to tag them in your response. Use the + button then their email address to tag them, and they will get an email notifying them that you responded.
 - You can also tag students in the same way in comments on Google Docs, Slides, etc.

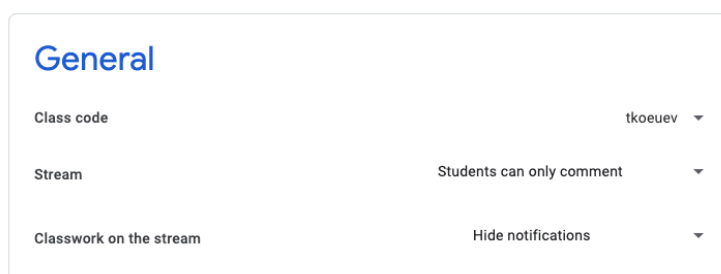
Google Classroom Quick Setup Guide

Access the full Google Classroom Teacher Guide at bit.ly/gclassroominstructions

1. Set up your Settings for each class.

a. **General:**

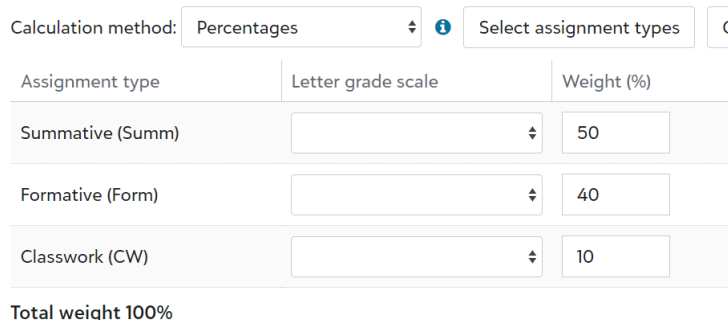
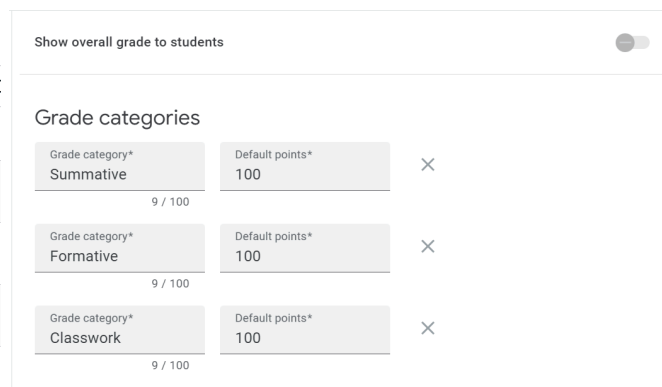
- i. **Stream** - We highly recommend changing this to “Students can only comment” or “Only teachers can post or comment” so the stream doesn’t get clogged up with student posts.
- ii. **Classwork on the stream** - Change this to “hide notifications” so the stream is used for announcements only and doesn’t get overwhelming for students.
- iii. **Meet** - Generate link. Everyone will use Meet for video conferencing if needed.

A screenshot of the Google Classroom 'General' settings page. It shows three settings: 'Class code' with the value 'tkoeuev', 'Stream' set to 'Students can only comment', and 'Classwork on the stream' set to 'Hide notifications'. A large yellow arrow points from the right towards the 'Stream' setting.

- b. **Grading:** We recommend adding the *exact* grade categories that you will use in The Wire as the categories in Google Classroom (make sure they match exactly) so they work with Grade Sync. Leave the default points at 100 (or change to 10 if you prefer 10). Weighting is still only specified in The Wire.

- i. Turn off “show overall grade;” official/final grades will be on The Wire.

Fall settings

A screenshot of the 'Fall settings' page in Google Classroom. It shows a table for assignment types and weights. The 'Calculation method' is set to 'Percentages'. The table has three rows: 'Summative (Summ)' with a weight of 50%, 'Formative (Form)' with a weight of 40%, and 'Classwork (CW)' with a weight of 10%. The total weight is 100%.A screenshot of the 'Grade categories' settings page in Google Classroom. It shows a toggle for 'Show overall grade to students' which is turned off. Below, there are three grade categories: 'Summative', 'Formative', and 'Classwork', each with a default points value of 100.

2. Ensure your rosters are correct.

3. Update any headers you want to customize.

