



Introduction to Google Classroom

Google Classroom provides staff with an opportunity to have an online presence for your classroom. This can be used to support the students in your classroom or for professional development. When in your Mail tab, click on the waffle icon and choose Classroom (you will have to scroll down). If this is the first time you are using Google Classroom you will need to indicate if you are a student or a teacher before proceeding.

Table of Contents

[Introduction to Google Classroom](#)

[How to Create a Class](#)

[Introduction to the Classroom Interface](#)

[Managing Your Classroom](#)

[Settings Options](#)

[Class Details](#)

[General Settings](#)

[Grading Settings](#)

[Adding Class Materials](#)

[Invite Another Teacher](#)

[Permissions for Posting and Commenting](#)

[Adding Students to Your Classroom](#)

[Inviting by Link](#)

[Inviting by Code](#)

[Directly Invite](#)

[Adding Guardians to Your Classroom](#)

[Inviting the Guardians](#)

[Guardian Perspective](#)

[Communicating with Students and Guardians](#)

[Emailing with Students](#)

[Emailing with Guardians](#)

[Adding Classroom Content](#)

[Creating an Announcement](#)

[Working with Assignments](#)

[Creating Assignments](#)

[Using Rubrics in Assignments](#)

[Creating a Rubric](#)

[Viewing the Rubric](#)

[Editing or Deleting the Rubric](#)

[Reusing a Rubric](#)

[Viewing & Grading the Assignments](#)

[The Grades Tab](#)

[Grading from an Assignment](#)

[Viewing Individual Students](#)

[Viewing Uploaded Assignment Files](#)

[Comment Bank](#)

[Asking Questions](#)

[Create Quiz Assignment](#)

[Creating Events/Due Dates](#)

[Originality Reports](#)

[Saving Time in Multiple Classes](#)

[Staying Organized](#)

[Using Topics](#)

[Creating Topics](#)

[Selecting and Creating Topics](#)

[Organizing the Classwork Tab](#)

[Google Drive Folders](#)

[Class Cards](#)

[Copying a Classroom](#)

[Transferring Ownership of Your Classroom](#)

[Archiving Your Classroom](#)

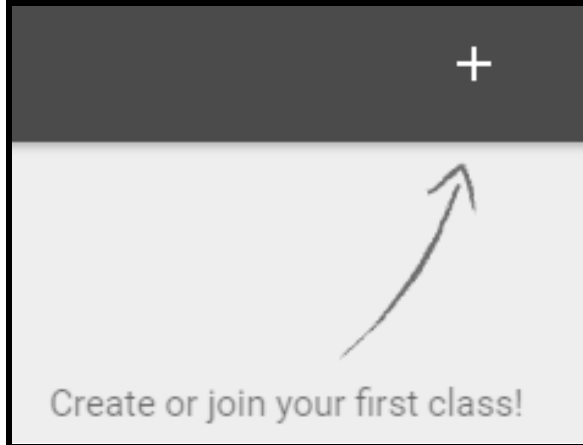
[Archiving](#)

[Restoring](#)

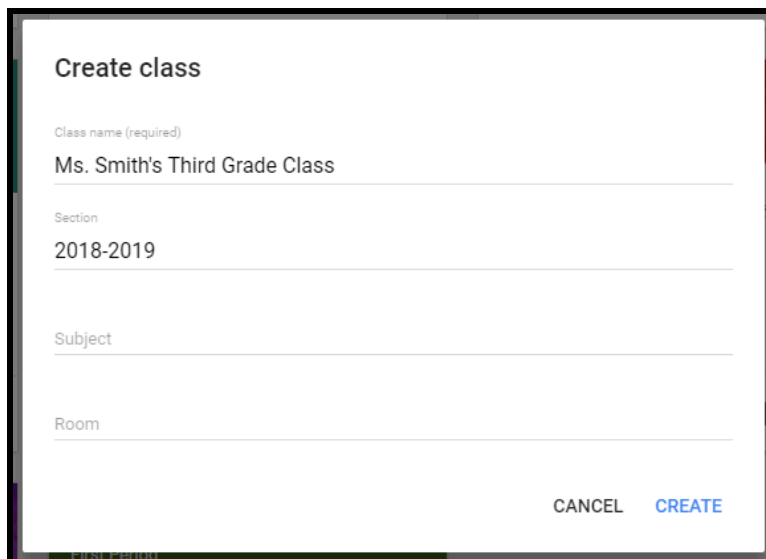
[Best Practices](#)

How to Create a Class

1. Click on the + symbol to create your first classroom.



2. You will need to choose **Create** instead of Join.
3. Enter a name for your classroom. You can also enter section information, if desired.



Create class

Class name (required)
Ms. Smith's Third Grade Class

Section
2018-2019

Subject

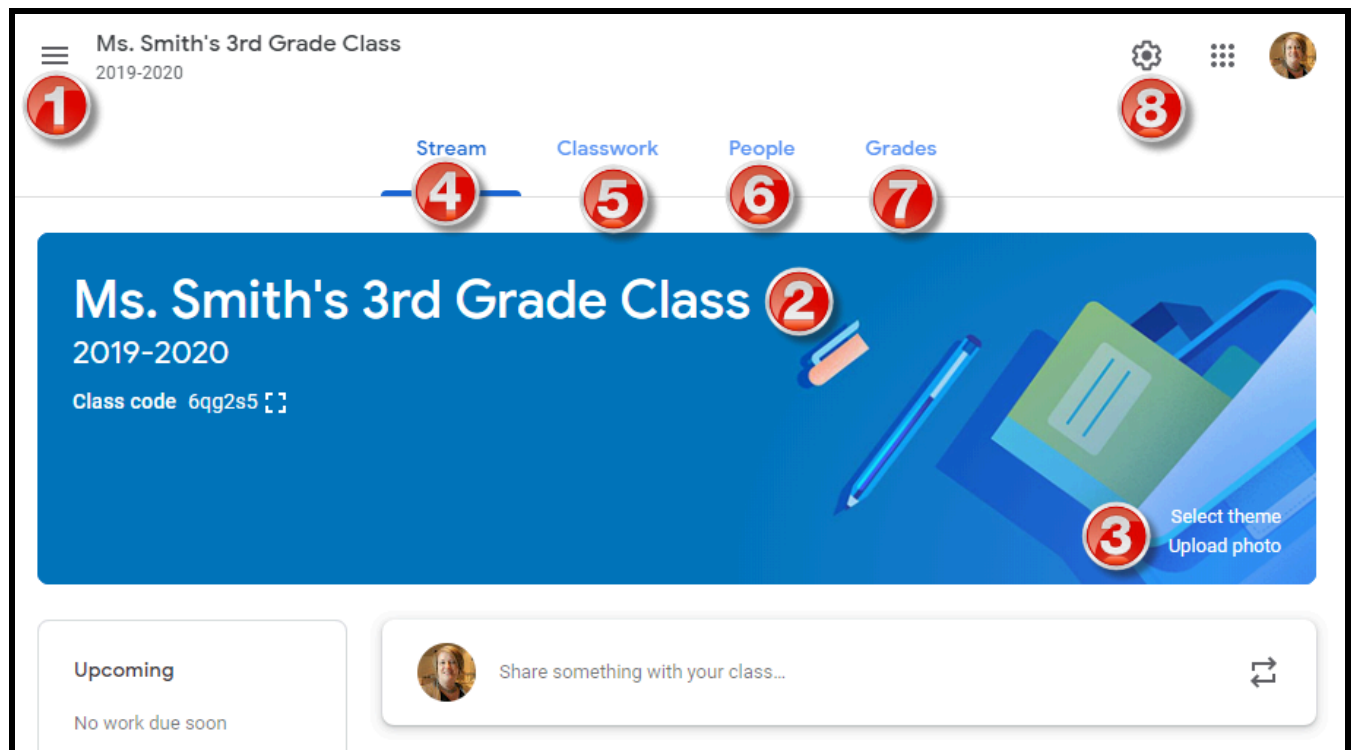
Room

CANCEL CREATE

4. Click **Create**. You will be taken to your classroom home screen.

Introduction to the Classroom Interface

Let's take a look at the Home Screen and get to know the tools available to you in Google Classroom.



1. The **hamburger icon** gives you quick access to your classes and assignments.
2. **Title** of your class and section information (along with the class code).
3. In the lower right corner, you can change your **theme**, upload a customized **image** and access information **About** the class.
4. **Stream**: This area shows the most recent activity in your classroom. You can share something with your class using the share feature. Otherwise things will automatically populate here according to the latest classroom activity. This is not able to be organized, as it is truly a stream.
5. **Classwork**: On this tab you can access your assignments, questions and materials.
6. **People**: On this tab you can access a list of teachers and students, add members and access the class code.
7. The **Grades** tab is where you will access the grades for all students and assignments in your class.
8. To make changes to how your classroom works, access the **Settings** icon.

Managing Your Classroom

Settings Options

Clicking on the Settings gear icon is an important first step to take for setting up your class before you add students. There are three sections in Settings: Class Details, General, Grades.

Class Details

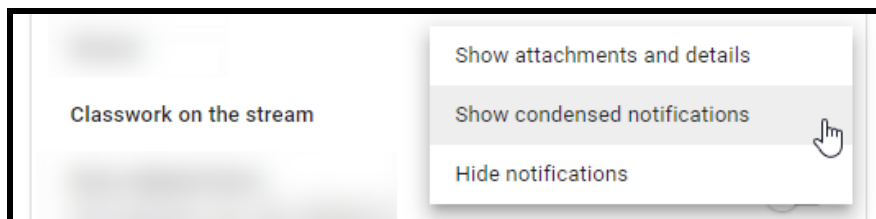
In Class Details you can change the name of your classroom or add other details for your class.

General Settings

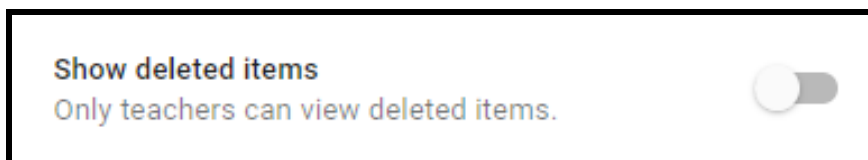
The General settings allow you to make various changes to permissions, access and more. There are three areas in the General Settings section: Invite Codes, Stream and Meet.

In the Invite codes section you will see the invite link and the class code. Here you can also reset your codes and link, if needed.

Let's look at the Stream section. Here you can determine who can post or comment to the stream. ***We recommend starting with the strictest setting (only teachers).*** In this Classwork on the Stream section you can choose whether or not to show your posted assignments in the Stream, as well as in the Classwork tab. (Best Practice: We suggest setting this to "hide notifications" so that the Stream is for announcements only and students learn to go to the Classwork tab to access all work to be completed.)



You can also choose whether or not you want items you have deleted to show up in the teacher view when working in Classroom. The default setting is off.



In the Meet section, you can create a custom Meet code for your classroom and decide whether or not to make it visible to students. For more information on Meet and Classroom, [view our guide on Creating a Managed Meet](#).

Grading Settings

Before you begin adding materials to the class, it is important to consider grades.

Grade calculation

Overall grade calculation
Choose a grading system. [Learn more](#)

1 Total points ▼

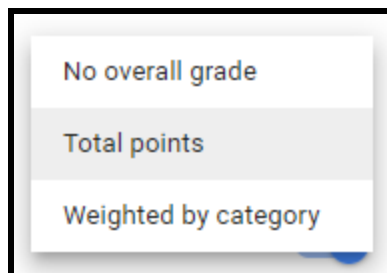
2 ☒ Show overall grade to students

Grade categories 3

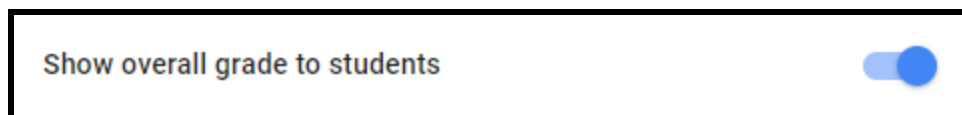
Grade category	Default points	
Quiz	50	X
Exam	100	X
Work Samples	100	X

[Add grade category](#)

1. First you will need to choose an overall grade calculation method. You can choose Total points, No overall grade, or Weighted by category. The default setting on your classroom will be “No overall grade”, so this is important to think about before adding content or students so that the work and grades more accurately reflect your classroom grading system. For information on the differences, you can click on “Learn more” on the menu.



2. Next you need to decide if you want students to be able to see their overall grade in the classroom. This can be helpful for students to evaluate how well they're doing in your classroom and all their work is in Google Classroom. If you do assignments outside of Google Classroom that includes grades, we recommend turning this OFF, as the overall grade wouldn't accurately reflect how they're doing in your class.



3. Finally, you can setup any categories you want for use with grading. This should reflect your same face-to-face grading system in order to make this virtual classroom meaningful for the students. This is especially helpful if you are using weights by category. But it can also be helpful if you show total points and have categories with different point values.

Adding Class Materials

In the Classwork tab you can add a container for related materials which are global for your class. For example, a syllabus, class expectations, information on grading, introductory documents, etc. Simply click on **Create**, choose **Material** and follow the steps for adding files, Google Drive files, videos and other information.

1. Enter the **Title** of the material. (You can choose to add one material at a time, or create a grouping of materials in one collection.)
2. Add a **Description** for the material(s), if needed.
3. Choose a **Topic**, if you'd like to tag this material box for sorting. (More later.)
4. Add any **materials** to the box. You can add Attachments (the paperclip icon), Drive files (the Drive icon), YouTube videos (YouTube icon) and links (link icon). You can add multiple files to one resource box. There is a 20 item limit in a Materials container.
5. When you have added all the desired resources, click **Post**, **Schedule** or **Save as Draft**.
6. Students will be notified there are resources available when the materials are initially posted. Any updates will only show the most recent changes when viewing.

Material
✕

For **Mrs. Smith's Third Grade Class 2018-2019** ▾ **All students** ▾

Title
 Chapter One Resources

Description (optional)
 Use these resources to help support our studies with Chapter One.

Topic **Chapter One** ✕

	Quote3.pdf PDF	✕
	The Water Cycle YouTube video 6 minutes	✕
	Link https://www.kidzone.ws/water	✕
	Water Cycle Writing Prompt and Reminders Google Docs	✕

Saved
Post
▾

Invite Another Teacher

If you are co-teaching, you can invite other staff members to manage your Google Class. This is helpful for managing students as well as content.

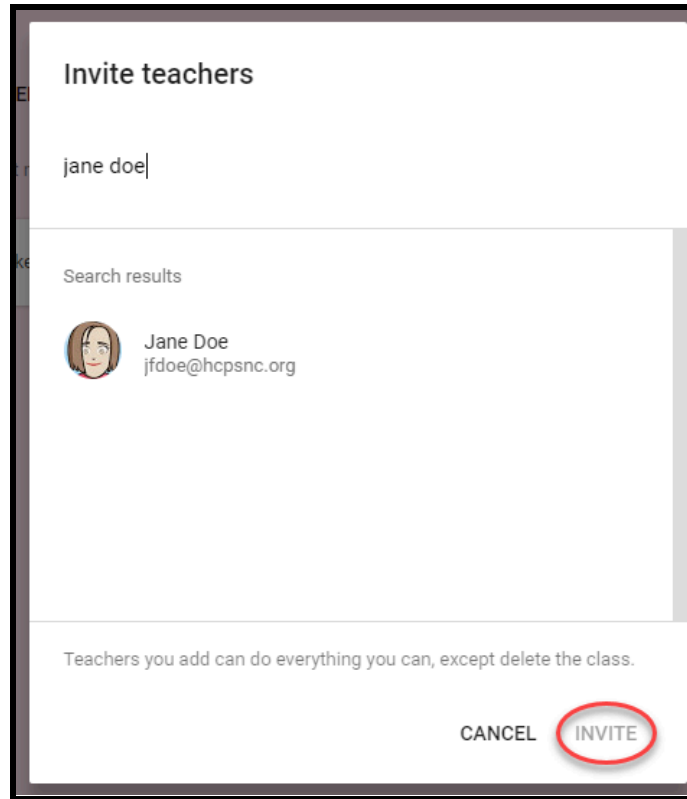
1. Click the **INVITE TEACHERS** button (found on the People tab in the Teachers section).

Teachers

Amber Garvey

2. **Enter the name** of the staff member who will be the co-teacher. Google will automatically query your Contacts and Directory.


3. Click on the co-teacher's **name**. Their name will be added to the invite window. Repeat for any additional teachers.



4. Click **Invite**. Now your co-teacher is listed on the People tab as a “grayed out” and “(invited)”. The co-teacher will have to accept their invitation in their mailbox in order for them to be listed as an active teacher.

NOTE: Teachers you add can do everything you can, except delete the class.

Permissions for Posting and Commenting

Before inviting students into your class, you will want to make decisions about what students will be able to do in your Stream. If you click on the Settings gear  at the top of your classroom, you will find a General section. Next to Stream you will see a **dropdown** menu of options for your class. You can set the permissions for commenting and posting. Select the option you feel is most appropriate and click Save.

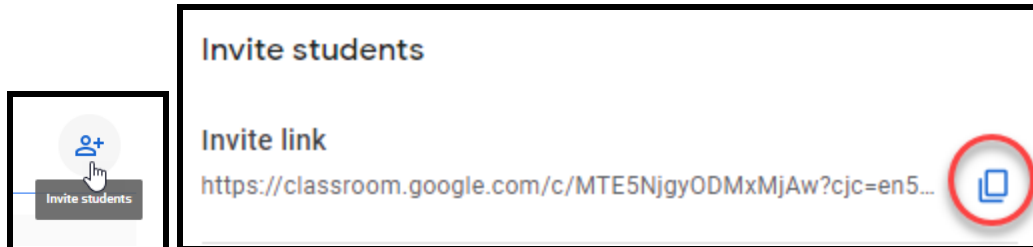


- **Students can post and comment:** This means that students will be allowed to post to the Stream and comment on all posts.
- **Students can only comment:** This means that students cannot post to the stream, but can comment on a teacher's posts.
- **Only teachers can post or comment:** This removes the ability of students to post or make public comments in the stream.

Adding Students to Your Classroom

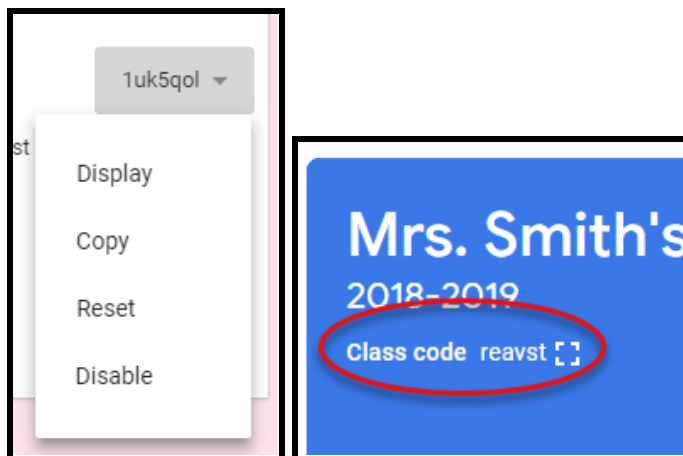
Inviting by Link

From the **Invite Students** icon you can click the copy icon and invite students with a link. Copy and send it or link it for students. They simply click on it and join the Classroom!



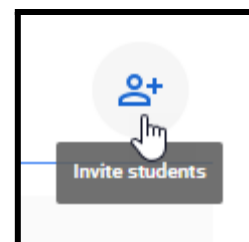
Inviting by Code

From the **Settings Gear** you can see your code and provide it to students. Use the dropdown box to display the code fullscreen for students, copy, reset or disable the class code, if needed. This option is also on the Stream tab under the name of your classroom. Clicking on the full screen icon will bring up a larger view to make it easier when showing students the code to join the class.



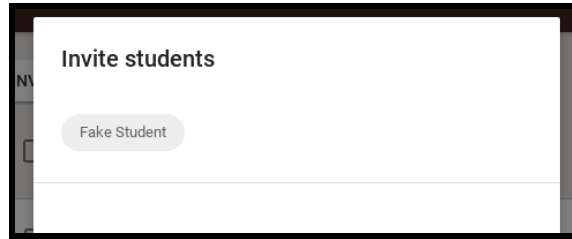
(Best Practice: This is the best option when students can independently navigate to Classroom and click the Join button.)

Directly Invite

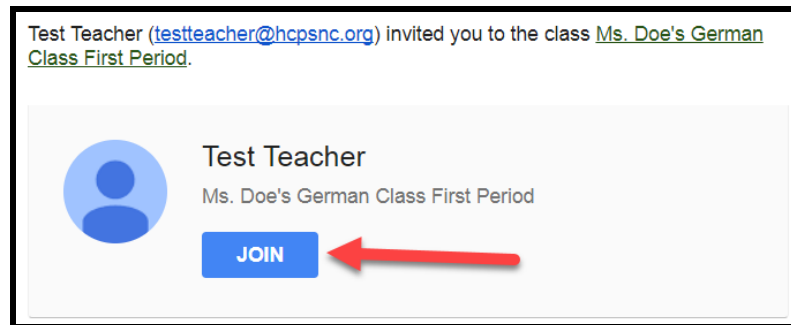


1. From the **People** tab, click the **Invite Students** button.
2. Enter the **name** in the search box.

3. Locate the student's name and click on it. The name will be added to the top of the screen in a bubble.

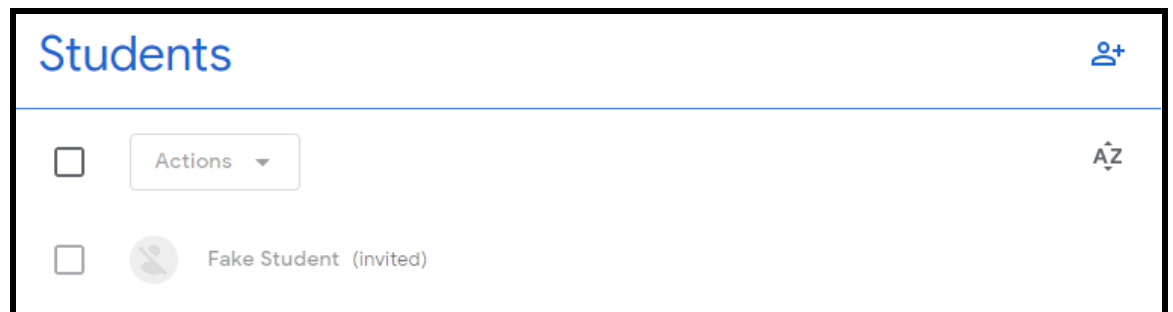


4. **Continue adding** your students until all names are at the top of the screen.
5. When all names have been added, then click the **Invite** link in the bottom right-hand corner.
6. Each invited student will receive an email with a "join the class" link (see below). After they click the "Join" button, they will appear in your list of students.

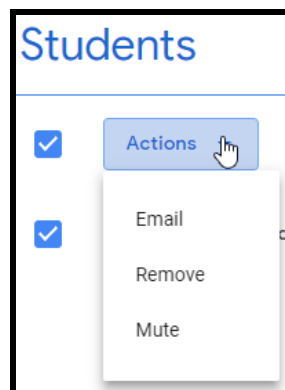


NOTE: *You can not use self-created mail lists for inviting students.*

7. Until the student has accepted the invitation, "Invited" will appear next to their name in the list.




8. Once they've accepted, you can manage the student's account by placing a checkmark in the box next to the student's name and using the **Actions** menu. You can email, remove and mute public comments in the Actions menu.



Adding Guardians to Your Classroom

Google Classroom provides a wonderful way for parents and guardians to be kept in the loop about happenings within your Google Classroom interface. They can learn about missing work, upcoming due dates and more. From **Settings** you will see a toggle switch for Guardian Email Summaries. It is important to note that Guardians cannot access Classroom or view your class stream. They will only receive an email summary, they will NOT have access to the Class. An example appears on the next page.



Google Classroom

Weekly summary for Felix

Aug 1 — Aug 5, 2016

Student work

Missing from last week

U.S. History — due Jul 26

My top five influential figures in American History

Create a top 5 list of the most influential figures in American history from the people listed in the handout. For each figure, write a brief explanation (in your own words) on why they are on your list. We will be going over this in class so make sure you are ready to justify your choices.

English and American Literature — due Jul 27

What is the Harlem Renaissance? Who started it?

Due next week

U.S. History — Due Aug 9

"The Price of Free Speech" Reading and Questions

Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.

Marine Biology — Due Aug 13

Aquarium Investigation Project

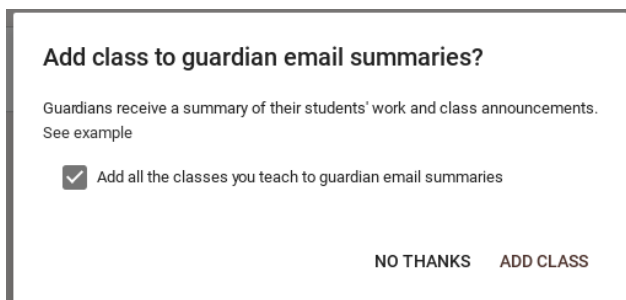
Select three aquatic animals you would like to learn more about this semester. Answer the questions in the Google Doc. These facts will be used as the basis for your end of year presentation.

Inviting the Guardians



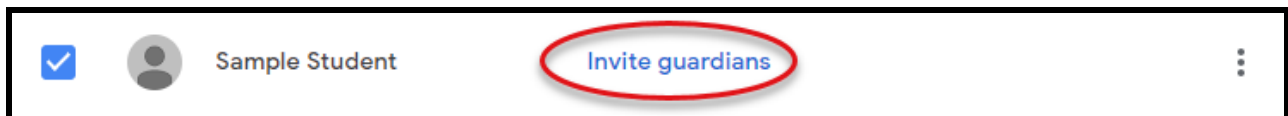
The screenshot shows the 'General' settings section. It includes fields for 'Class code' (with a dropdown menu showing 'reavst'), 'Stream' (with a dropdown menu showing 'Students can post and comment'), and a 'Show deleted items' toggle (currently off). The 'Guardian summaries' toggle is highlighted with a red rectangle and is currently on. Below it is a link 'See example'.

In order to use this feature, you will need to ensure the toggle “Guardian Summaries” is on. You will find this toggle in the Settings menu under the General section. If you toggle it on, at the popup window, you will be prompted to turn this on for all classes. If you only want to turn it on for this class, UNCHECK the box and then ADD CLASS. Otherwise it will be on for all your classes.



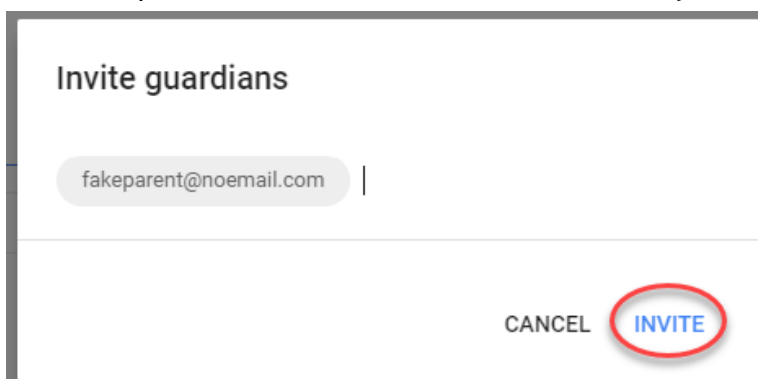
The dialog box is titled 'Add class to guardian email summaries?'. It contains the text 'Guardians receive a summary of their students' work and class announcements. See example'. Below this is a checkbox labeled 'Add all the classes you teach to guardian email summaries' which is checked. At the bottom right are two buttons: 'NO THANKS' and 'ADD CLASS'.

After turning the feature on, you may need to manually add the guardian’s email addresses beside each student listed on the People tab. Click the kabob menu to access the Invite Guardian option.

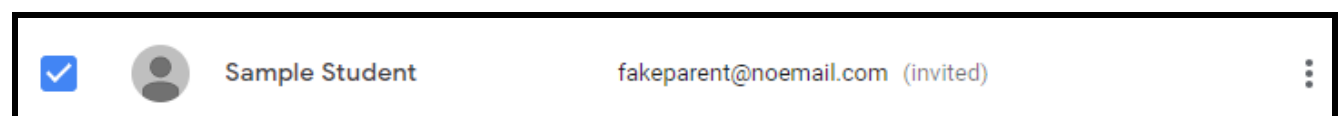


The screenshot shows a row in the 'People' tab for 'Sample Student'. It includes a checkmark icon, a profile icon, and a blue link 'Invite guardians' which is circled in red. A kabob menu icon is visible on the right.

*(If another teacher has already entered the email addresses, it will appear next to the student’s name. **DO NOT remove any email addresses next to a students’ name or you will break email alerts for other teachers! If you don’t want to use email alerts, simply toggle off the guardian summaries and your class will not be included.**)* Note: You can add multiple email addresses per student. Click INVITE after each entry.



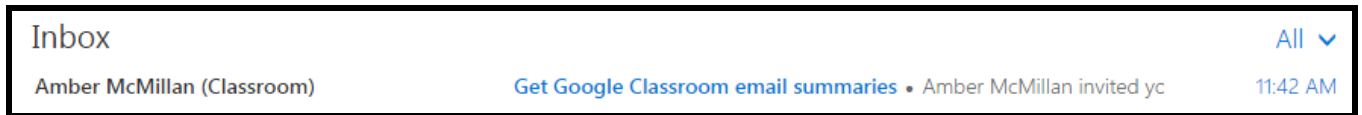
The dialog box is titled 'Invite guardians'. It contains a text input field with the email address 'fakeparent@noemail.com'. At the bottom right are two buttons: 'CANCEL' and 'INVITE', with 'INVITE' circled in red.



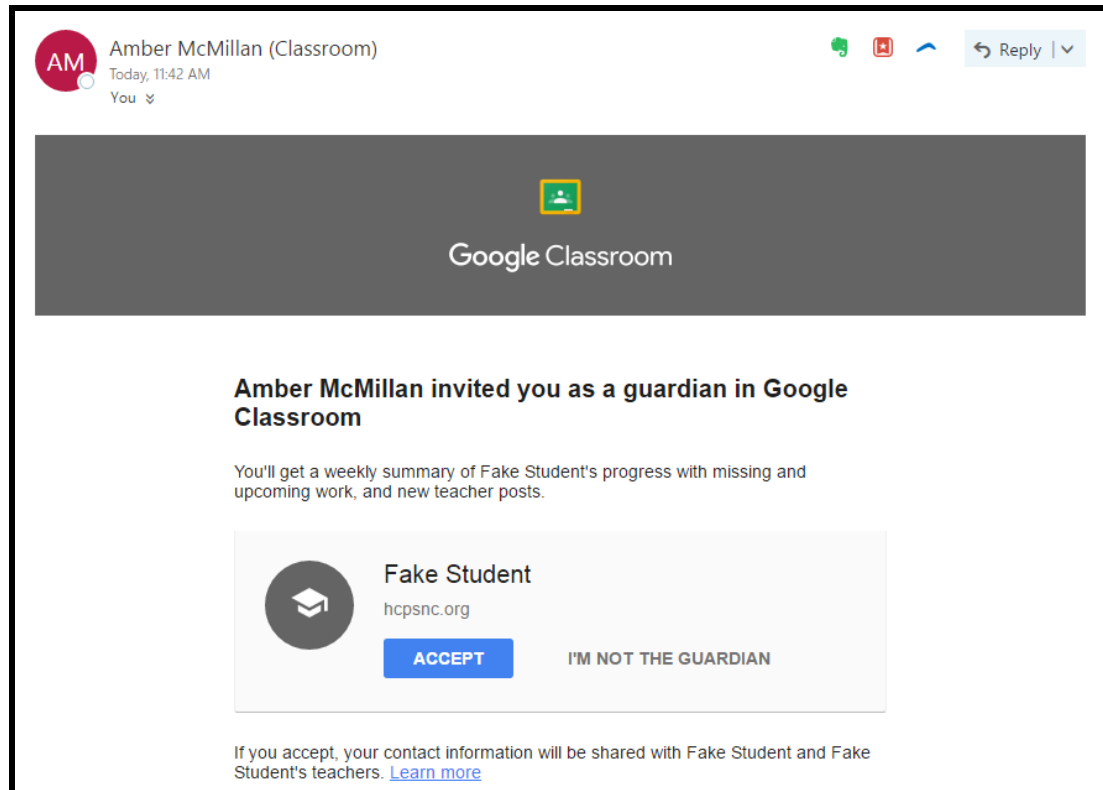
The screenshot shows the 'People' tab row for 'Sample Student' after the invite. It now includes the email address 'fakeparent@noemail.com (invited)' next to the student's name. The 'Invite guardians' link is no longer visible.

Guardian Perspective

Each guardian added will receive an email from you with the word “Classroom” after, so that it is evident this is the invitation to the Classroom.



The invited guardian must Accept the email summaries in order to begin receiving the updates. Once they click Accept, they will receive WEEKLY or summaries from your classroom. Here is a sample email:



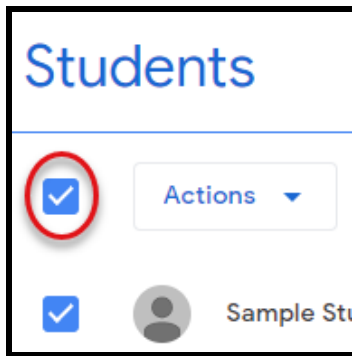
Parents can unsubscribe at any time and can change their own settings. **NOTE: Do NOT remove a guardian's email from a student as this will remove the email address from ALL of this student's Google Classrooms, even those you do not teach!**

Communicating with Students and Guardians

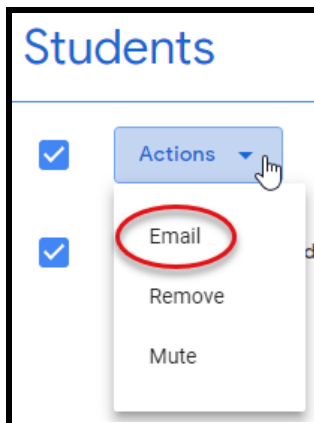
Once you have students and guardians in your classroom, communication with them is easy. Simply access the People tab.

Emailing with Students

1. You can email ALL students by accessing the People tab and selecting the top “select all” checkbox (above all the names). This will select all names in your student list. (Note: You can also select only the name or names you want to include in the email instead of using the Select All button.)

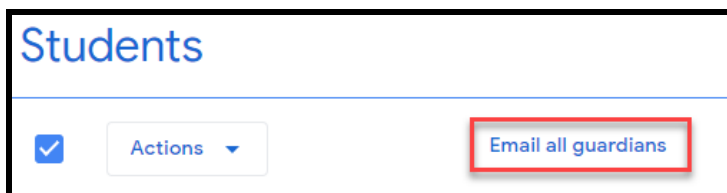


2. Then use the **Action** menu to select **Email**. This will open Gmail with a pre-populated email “To:” field which includes all checked students’ names. Simply complete your email and send.

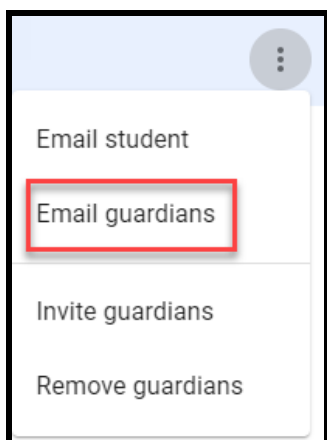


Emailing with Guardians

1. You can email all guardians at once by accessing the EMAIL ALL GUARDIANS button at the top of the Students list on the People tab.



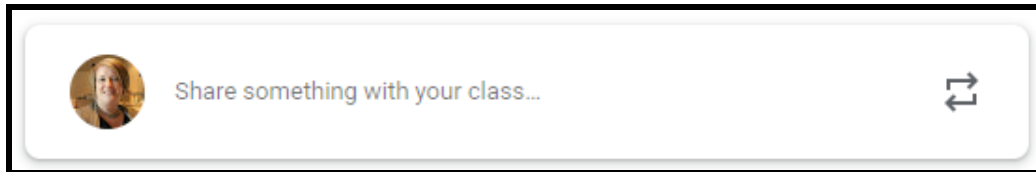
2. You can also use the kabob menu next to a student’s name to access an individual student’s guardian(s) to email.



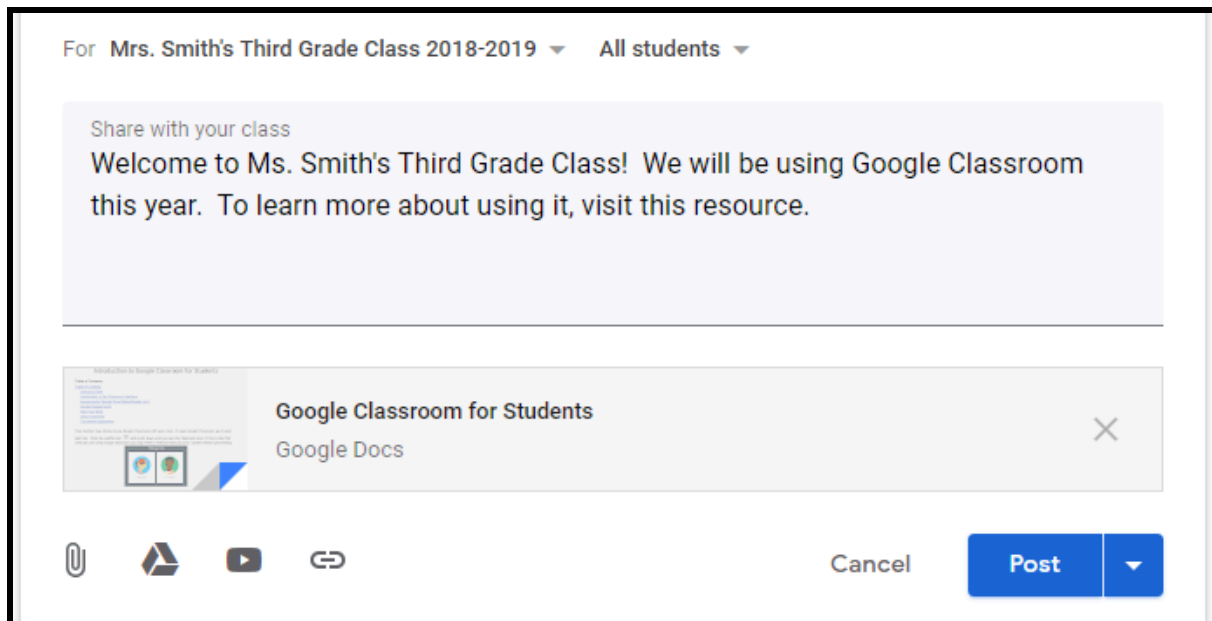
Adding Classroom Content

Creating an Announcement

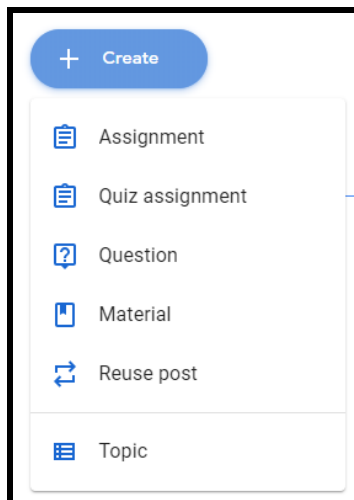
You can create an announcement which will be displayed in your class and distributed to your students. This is a place to enter announcements about dates, resources, and other information.



1. To create an announcement, click in the “Share something” field on the Stream tab.



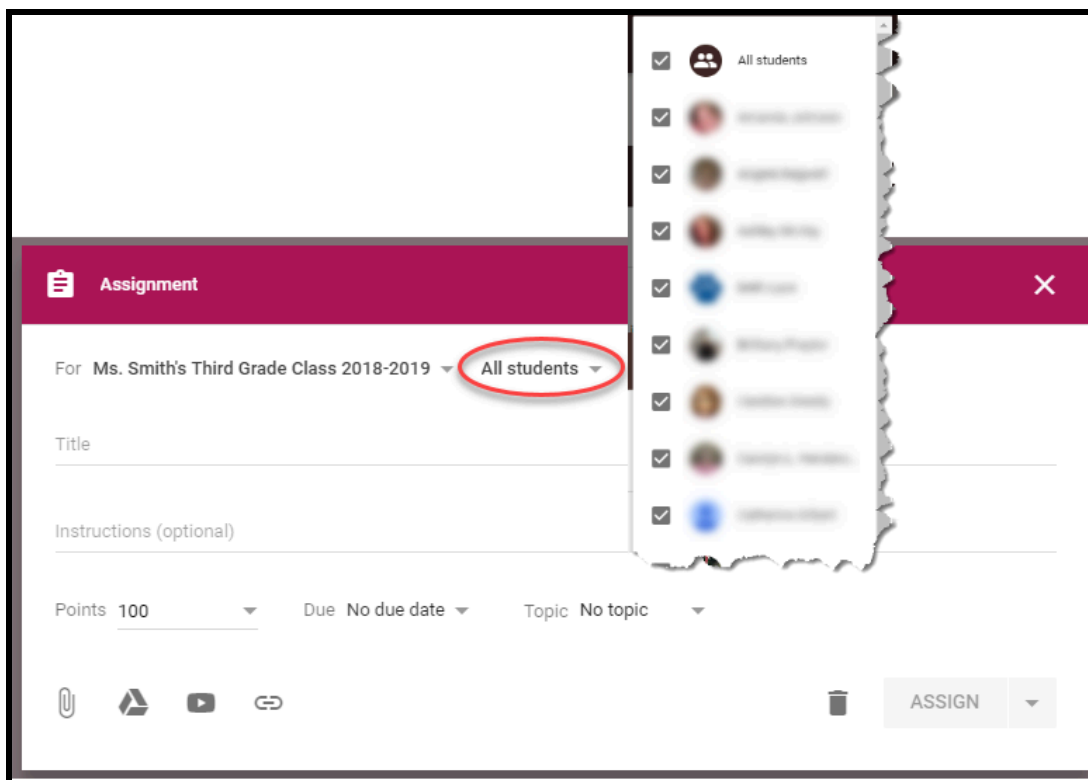
2. Enter the announcement **message**.
3. **Add** any attachments, links or videos desired.
4. Click **Post** to add it to your class Stream. You can also choose **Schedule** to set a posting date, or **Save Draft**, if you are not ready.



Working with Assignments

Creating Assignments

1. Click on the **Create** button in the top left hand corner of the Classwork tab.
2. Choose **Assignment**.



3. From the **All Students dropdown** menu you can decide which students should receive this assignment. By removing the checkbox next to All Students, you can then choose individual names for receiving the assignment.
4. Enter the **title** of the assignment.
5. Enter **instructions** for the assignment.



6. Choose a **category** (if you're using grading categories)
7. Decide how many **points** the assignment is worth (or if it is to be ungraded).
8. Enter the **Due Date** (if needed).
9. Assign a **topic** for organization (if using).
10. **Attach** any needed files, Drive documents, links or videos.

Assignment

For Mrs. Smith's Third Grade Class 2018-2019 ▾ All students ▾

Title
Climate and Its Causes

Instructions (optional)
Please answer the questions and return to me by the due date.

Points 20 ▾ Due Apr 11 ▾ Topic Chapter One ▾

Climate Homework Assignment
Google Docs

Students can view file
Students can edit file
Make a copy for each student

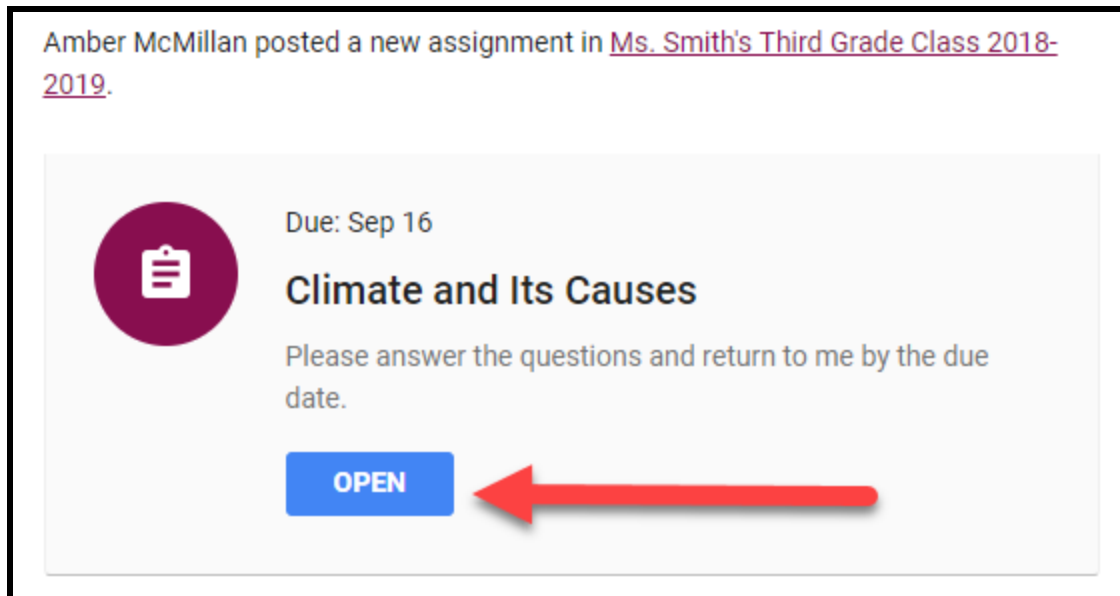
11. Set the **permissions** for any files:
 - a. Students can view.
 - b. Students can edit.
 - c. Make a copy for each student (*most likely, as this provides each student with a personal copy labeled with his/her name*). Note: If you leave the assignment and return to edit it before making this choice, this choice may not be an option. You may have to delete and recreate the assignment.
12. Click **Assign** when you are ready. You can also choose **Schedule** to set a posting date, or **Save Draft**, if you are not ready.
13. Your assignment will appear on the Stream tab (if you have not disabled it in Settings) and the Classwork tab, as well as in the students' email accounts. The Classwork tab is organized by Topic, if using.

Chapter One

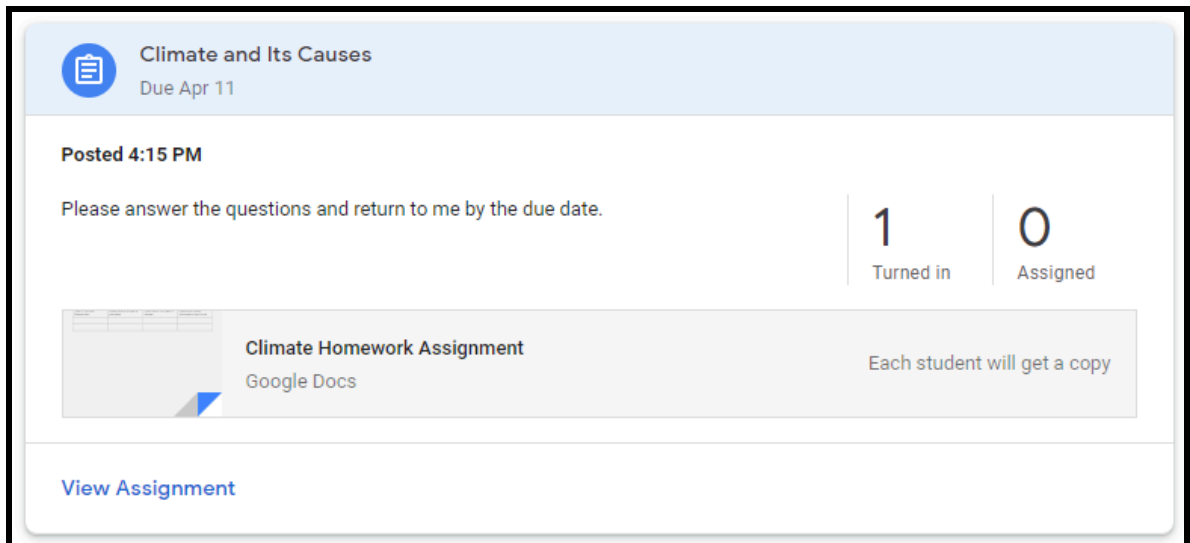
Chapter One Resources Draft

Climate and Its Causes Draft
Due Apr 11

14. Each student will receive an email with an “Open” button **linked** to the assignment:



15. After students have completed the assignment, you can see that items have been submitted. This will be reflected in your Stream by clicking on the assignment title or in the Classwork Tab, by clicking on the assignment block.

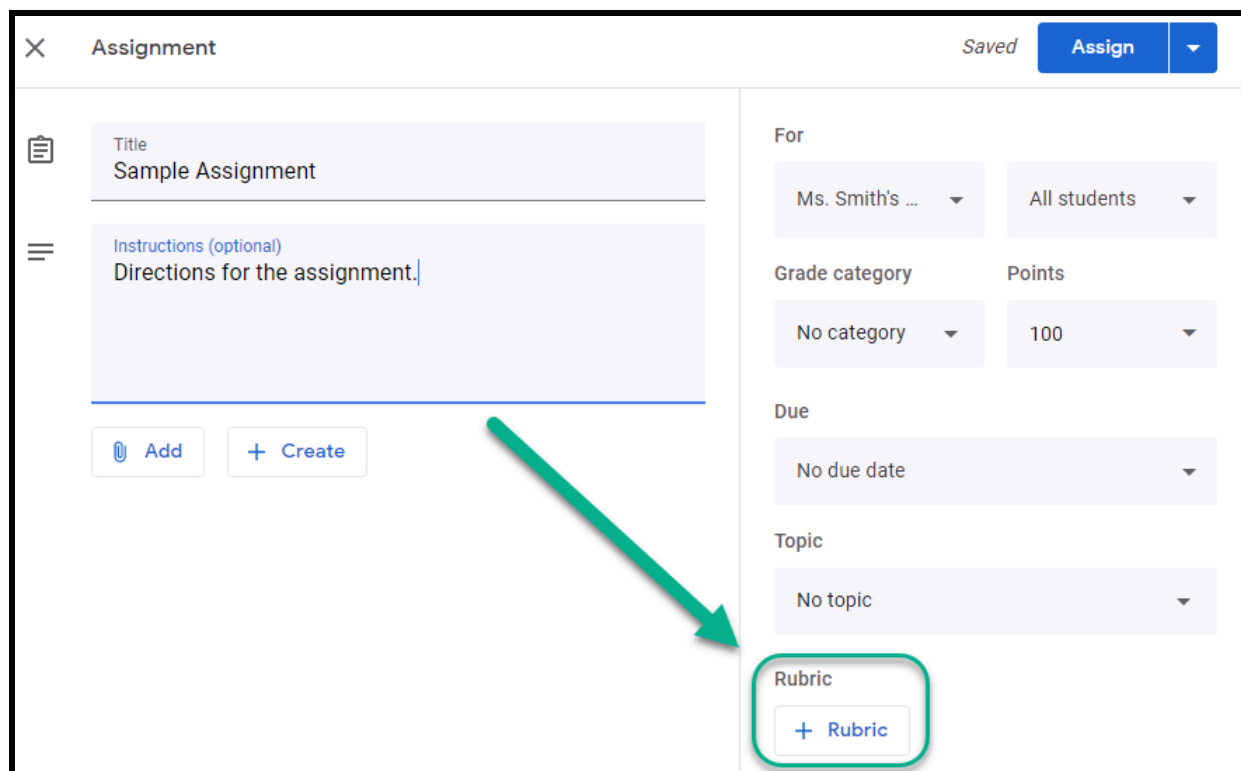


Using Rubrics in Assignments

Google Classroom has a built-in rubric tool for creating, reusing, viewing and grading rubrics for assignments. Teachers can either score the rubrics or leave comments on unscored rubrics.

Creating a Rubric

Rubrics are created and used when creating an assignment. You will see the Rubric button in the assignment edit view.



The screenshot shows the 'Assignment' edit view. On the left, there's a sidebar with a clipboard icon and a menu icon. The main area has a 'Title' field with 'Sample Assignment' and an 'Instructions (optional)' text area with 'Directions for the assignment.' Below these are 'Add' and 'Create' buttons. On the right, there are settings for 'For' (Ms. Smith's ...), 'All students', 'Grade category' (No category), 'Points' (100), 'Due' (No due date), and 'Topic' (No topic). At the bottom right, a 'Rubric' button is highlighted with a green rounded rectangle, and a green arrow points to it from the 'Create' button.

1. After clicking on the Rubric button, choose **Create Rubric**.
2. If you would prefer your rubric to be used as a reference instead of a scoring tool, turn off the "Use scoring" toggle.
3. If you are choosing to use scoring, you will need to decide if you want to sort the order of points in descending or ascending order.
4. Next you will enter your first criterion under Criterion Title. Examples of criteria include Conventions, Collaboration, Content. You can add a description to explain each of the criteria, if needed.
5. Enter the number of points associated with each performance level.
6. Enter a title under Level Title. Examples include: Mastery, Excellent, Level 4.
7. Include a description for the level.
8. To add another performance level in your rubric, click Add a Level and repeat steps 5-7.
9. Continue to add more criteria, as needed.
10. Click Save when finished.

Sample Assignment

Add the criteria you'll use to evaluate student work as well as any performance levels or descriptions you want to include. Students will receive a copy of this rubric with their assignment.

☒ Use scoring 2

Sort the order of points by: Ascending 3 /4

Criterion title (required) 4

Conventions

Criterion description

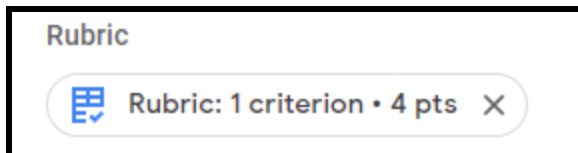
Using proper punctuation and spelling.

Points (required) 5	Points (required) 2	Points (required) 3	Points (required) 4
Level title 6	Level title	Level title	Level title 8
Poor Conventions	Inconsistent Conventions	Consistent Conventions	Above Level Conventions
Description 7	Description	Description	Description
Consistent lack of correct punctuation and spelling.	Inconsistent use of punctuation and spelling.	Consistent use of correct punctuation and spelling.	Above grade level use of correct punctuation and spelling.

[+ Add a criterion](#) 9

Viewing the Rubric

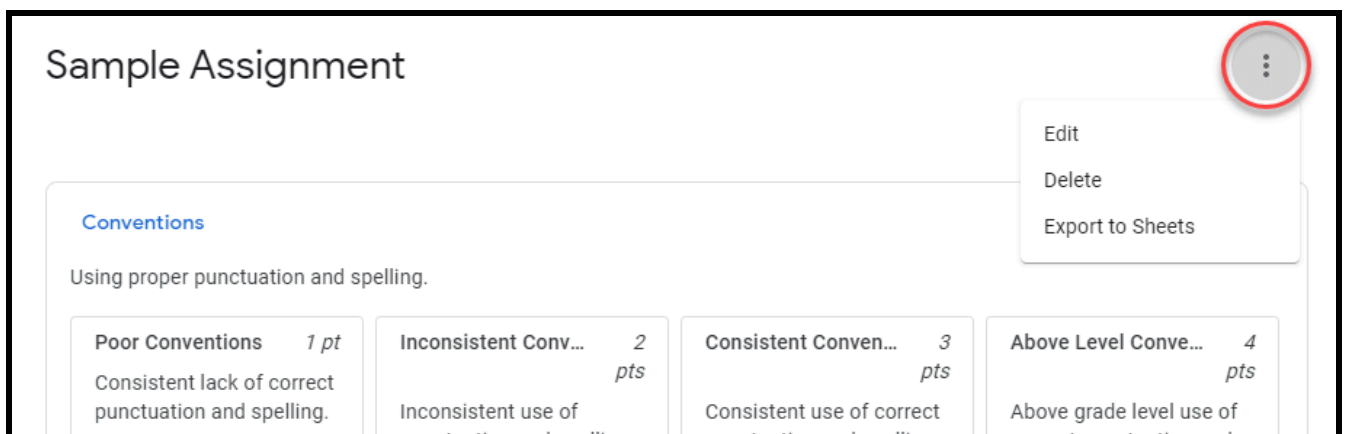
After adding the rubric to an assignment, you will see a link to the rubric in the assignment view.



It will show the number of criteria and how many points the rubric is worth.

Editing or Deleting the Rubric

After you have created a rubric, when in view mode you can click on the ellipsis menu and choose to edit or delete your rubric.



Reusing a Rubric

After you have created a rubric for an assignment, it is available to be reused with other assignments.

1. Give your new assignment a title.
2. Click on Rubric and choose Reuse Rubric.
3. Choose the classroom in which the rubric you want to reuse was created.
4. Select the assignment with the rubric you want to reuse from the list.

Select rubric Ms. Smith's 3rd Grade Class 2019-2020 X

Title	Last edited
2/13 Assignment 1 criterion • 4 pts	2/13/20
Sample Assignment 1 criterion • 4 pts	2/13/20
Report on Selected Animal 2 criteria • 8 pts	1/29/20
Test 2 criteria • 8 pts	1/28/20
Test Assignment 1 criterion • 4 pts	1/28/20
Sample Assignment 2 criteria • 8 pts	11/19/19
Kid President Reflection	8/21/19

Preview Select

5. Preview the rubric, if needed. When in preview mode, you can either Select and edit the rubric for your new assignment or simply select the rubric.

X Rubric preview Sample Assignment < > Select and edit Select

Sample Assignment
Last edited 2/13/20

/4

Conventions /4

Using proper punctuation and spelling.

Poor Conventions 1 pt Consistent lack of correct punctuation and spelling.	Inconsistent Conv... 2 pts Inconsistent use of punctuation and spelling.	Consistent Conven... 3 pts Consistent use of correct punctuation and spelling.	Above Level Conve... 4 pts Above grade level use of correct punctuation and spelling.
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Viewing & Grading the Assignments

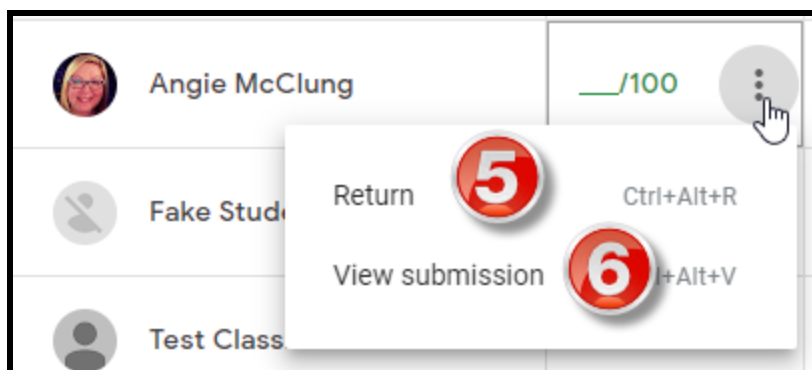
There are several ways to view and grade assignments. You can view by assignment, or view in the Grades view.

The Grades Tab

This tab is helpful for viewing overall grading information on each assignment or for grading an individual student. You can also easily see which assignments are missing. Let's take a look at the Grade's Tab interface:

Ms. Smith's 3rd Grade Class 2019-2020		Stream	Classwork	People	Grades
1 Sort by last name ▼	3 Overall grade	4 No due date How do you think... Work Samples out of 100	No due date What do you feel... Quiz out of 50	Jan 16 Managem ent Ideas Exam out of 100	Jan 10 Make Up Assignm... out of 100
Class average	2 81%	75	40	95	
Angie McClung	84%	75	40	95 Done late	Missing
Fake Student	99%			Missing	Missing
Test Classroom Student	60%			Missing	Missing

1. You can choose a name **sorting** method (first or last) for your Grade Tab view.
2. The first row will show the **Class average** on all assignments.
3. If you have used the weighted or overall points grading system, you can see the **overall grade** for each student and the class.
4. Each **column** is a different assignment post. You can view the due date, title of the assignment, and possible grade.
5. For each student's assignment under the appropriate column you are provided with an area in which to enter the **assignment grade**.



6. After the assignment is graded, you can **return** the individual's assignment.
7. To view an individual student's assignment **submission**, you can access it from the kabob menu.

Grading from an Assignment

When you want to grade student work for an assignment, this method is much easier to navigate.

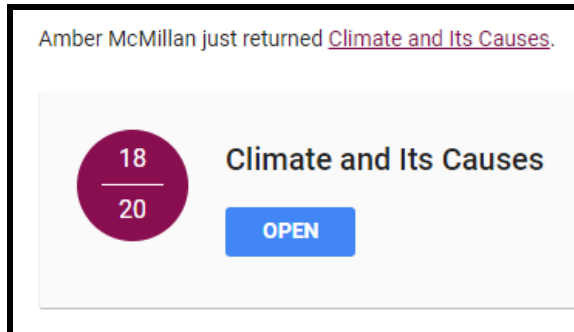
To view/grade the assignment, click the VIEW ASSIGNMENT button at the bottom of the assignment. You will be taken to the Student Work screen. (Note: Once the student submits, they can no longer change the file unless they unsubmit before grading.)

The screenshot shows the 'Student Work' interface for an assignment titled 'Climate and Its Causes'. At the top, there is a pink header bar with a 'RETURN' button, an envelope icon, and a '20 points' dropdown menu. Below the header, the left sidebar contains a list of students under the 'All students' filter. The first student listed is 'Fake Student', who has a banana emoji icon and a score of '___/20' with the status 'Done late'. The right panel shows the assignment title 'Climate and Its Causes' with a score of '1' for 'TURNED IN' and '0' for 'ASSIGNED'. Below this, there is a folder icon and a preview of the student's submission, which is a document titled 'Fake Student - Climat...' with the status 'Turned in late'.

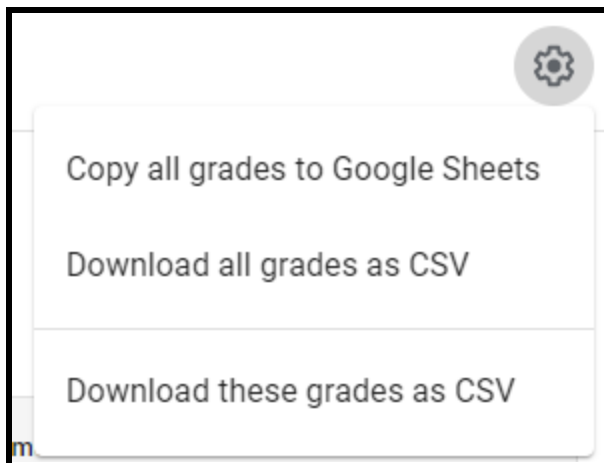
16. Click on each student's assignment title to **view** the submitted files. Use the Comment tool, if desired.
17. After viewing, to grade the assignment, click the grade area and type to enter the grade. Until you return the grade, it will be listed as a draft.

This screenshot shows the 'Student Work' interface after a grade has been entered. The top header bar is blue with a 'Return' button, an envelope icon, and a '20 points' dropdown menu. The left sidebar shows the 'All students' filter with a checkmark. The student list now includes 'Sample Student' with a person icon, a score of '18/20', and the status 'Draft'. A three-dot menu is visible next to the score. The right panel is not visible in this screenshot.

18. When ready, **select the students** to whom you are ready to return the assignments (Or use the “All Students” box to select all).
19. Click **Return**. You will see a confirmation window where you can add a private comment, if desired. Click **Return**.
20. The student will receive **notification** that the assignment has been returned and provides the student with the grade. They will also get a link to open the returned document in classroom.



21. To **download** the assignment grades or the grades for all assignments, click on the gear icon in the top right hand window.



Viewing Individual Students

To view all work from an individual student, click on the **People** tab. Locate the student's name and click the name. You will be taken to a screen showing all the work for that student in this particular

Google Classroom. You can use the filters to see what was turned in, returned with grade or missing.

The screenshot shows the Google Classroom interface for a user named Angela Bagwell. On the left, there is a 'Filters' sidebar with options: 'Turned in', 'Returned with grade', and 'Missing'. The main area displays a table of assignments. The table has columns for 'Title', 'Due', and a status column. The assignments listed are:

Title	Due	Status
Special Blogging Assignment	Feb 4	Turned in
What is YOUR Red Rubber Ball?	No due date	Assigned
January Blogger Entry	Jan 3	100/100
Enter the Tool Slam!	No due date	Assigned
Technology Integration Peer Collaboration Time	No due date	Turned in
Group Four SAMR Practice	No due date	Assigned

Viewing Uploaded Assignment Files

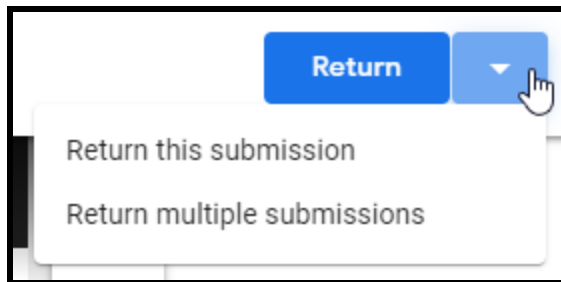
If an assignment has students upload files or use provided Google File copies, you can simply open the first student's file and toggle through each student's work from one newly opened window. Let's take a look at Uploaded Assignment view.

The screenshot shows the 'Uploaded Assignment' view in Google Classroom. The interface includes a header with the assignment title 'Management Ideas', the student's name 'Angie McClung', and a status 'Turned in Done late'. A 'Return' button is visible. The main area displays a preview of the uploaded file 'nationalboard ... pression.pdf'. On the right, there is a sidebar with the following elements:

- Files:** A list of uploaded files, including 'nationalboardvideo...' and 'TestingforGC.docx'.
- Grade:** A section for entering the grade, showing a box with '/100' and a dropdown menu.
- Private comments:** A section for adding private comments, with a text input field and a 'Post' button.

Numbered callouts (1-8) highlight specific features: 1. Student name, 2. Assignment title, 3. Status, 4. File list, 5. Grade input, 6. Private comments input, 7. Post button, 8. Return button.

1. You can view the student's name and assignment status at the top of the view. You can also select a particular student from this dropdown.
2. The large window below the student's name allows you to view the file. Depending on the type of file you are viewing, you may see various options for viewing, printing, or downloading.
3. This toggle allows you to move through your students one at a time.
4. You can see when the file was submitted and a list of files attached (if more than one was turned in to that particular assignment).
5. This is the area where the grade can be entered after reviewing the submitted work. Next to the grading field, you can also change the total points for the assignment, if needed.
6. There is a comment field to add comments for the student. You can also use the Comment Bank (discussed later).
7. To post your comment(s), click the Post button.
8. When you are ready to return the work for the student, in order for the student to see their grades and comments, you can use the Return button. Clicking Return only returns work to the individual student. The dropdown next to Return allows you to return multiple students' submissions at once. (After toggling through each student, use this option to more easily release grades to multiple students on this particular assignment.)

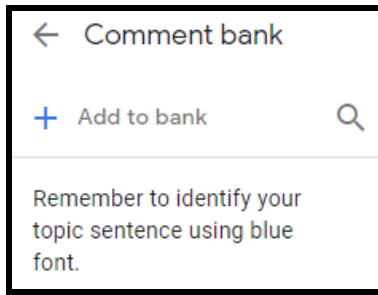


When using Google Docs, Sheets, or Slides, any suggested edits, comments, grades and information will be provided back to the student so that work can be resubmitted. If using Suggestions mode, any marks you make will appear back to the student as suggestions for changes. Suggestions will appear in green.

Areas Where Celimate is P revalent	"Facts" Facts about this type of climate	Resources where information was found

Comment Bank

You can even create your own Comment Bank to make things more efficient to include tips, reminders or other frequent comments. Adding frequently used comments allows you to simply copy and paste comments instead of typing them into the assignment's comment field.



Regardless of the grading method you choose, Google Classroom makes collecting work and files much easier and efficient for you. No more crates of files coming home with you for grading. Simply distribute assignments and student submissions are organized and made more accessible to you for providing feedback and grades!

Asking Questions

Asking questions is an important part of your teaching practice so that students can share their learning and use their higher order thinking skills. You can ask a question in your classroom which you can set up for the students to see each other's responses or indicate that the response is private between you and the student. Use this option when only a typed or selected response is needed, as this option does not allow students to upload content. This is simply an area where students can provide a text or selected response back to the teacher's view only or for the whole class to see and review.

From the Classwork tab:

1. Click on the **Create** button.
2. Choose **Question**.
3. Enter your **question**, **instructions**, **grade category** (if using), **point value**, **due date**, **topic** and any **attachments**. You can choose to ask a **Short Answer** or **Multiple Choice**. (If choosing a multiple choice question, you can enter possible answer choices.)
4. You will need to decide **what students can do** with these answers. They can see one another's answers (or a summary) and even edit their own responses.
 - "Students can reply to each other"**: If this is toggled on, then students can both see and reply to one another's answer. If it is toggled off, they will not see each other's responses.
 - "Students can edit answer"**: If this is toggled on, students can modify their answers after submitting. If it is toggled off, they cannot edit their responses.
5. Then click **Ask**. You can also choose **Schedule** to set a posting date, or **Save Draft**, if you are not ready. Students will receive an email with a link to answer the question or they will view it in the Stream.
6. The student will only be able to type in a response (or select a multiple choice response), there is currently not a way for the student to attach files. Students will not see summaries or other students' answers until they submit their own answer.
7. After students answer, the Question functions much like an assignment from the teacher's perspective. There is a place to put a grade and return to the student. You can also comment on a student's answer.

The screenshot displays the Google Classroom interface for a question titled "What are the different types of clouds?". At the top, there is a "RETURN" button, an envelope icon, and a "100 points" dropdown. The left sidebar shows a list of students under "All students", with a "Sort by status" dropdown. The main area shows the question details: "1 TURNED IN" and "0 ASSIGNED". Below this, a student named "Fake Student" is listed with a score of "90" and a status of "Draft". The student's answer is visible: "Cumulus, stratus, cirrus, nimbus".

Create Quiz Assignment

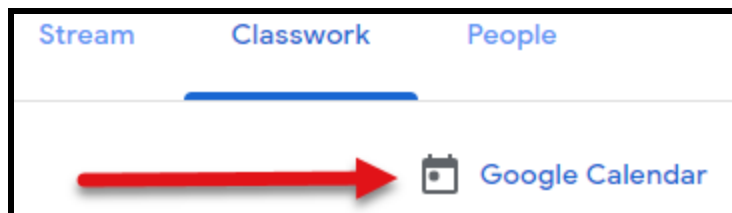
You can create an assignment within Classroom using a Google Form. Using this method allows you to automatically import grades when using a Form in Quiz mode. For more information on how to do this, [view the guide for Google Forms Basics](#). Note: The blank quiz that comes with the assignment can be used or removed and replaced with an existing Google Quiz.

Creating Events/Due Dates

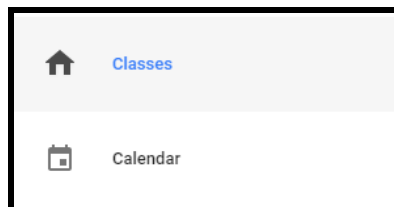
Each classroom now comes with a class calendar which is automatically created when you create the class. So there is no need to go to Google Calendar and create a calendar for use with your Classroom. Events are automatically added when a due date is associated with a question or assignment.

To view Calendars:

1. On the Classwork tab, you can click to view the class calendar within Google Calendar.



2. In the hamburger menu, click on Calendars to see an overlapping view of all your class calendars within Google Classroom. Students will also see this view.



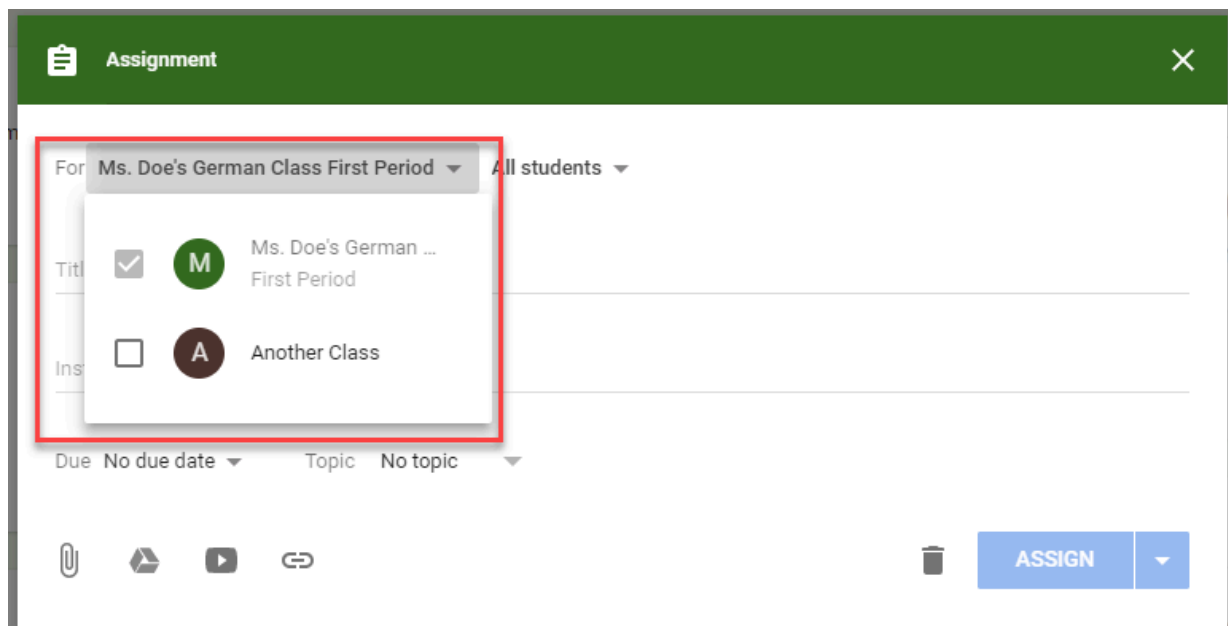
Originality Reports

Google Classroom has released Originality Reports for students and teachers. For now this feature is unlimited for us. After the 2020-2021 school year, teachers can include 3 assignments per course with the feature turned on. Students are allowed to run the checker three times per assignment. [Learn more about this Originality Reports feature from Google.](#) [See our overview of this tool from the teacher and student perspective.](#)

Saving Time in Multiple Classes

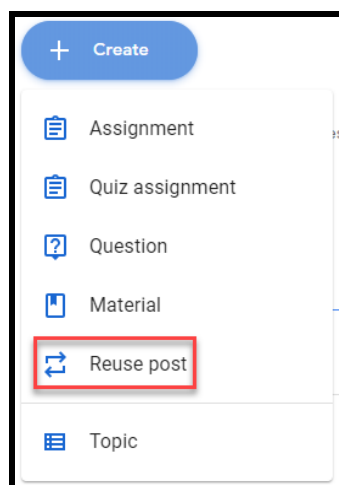
If you have multiple classes, anytime you create an Announcement, Assignment or Question, you have the option of selecting all the classes to which you want to send a copy. This is super helpful for teachers who have multiple periods with the same subject. Click on the **drop down** menu at the top “For” menu and place a **checkmark** next to all intended classes. As soon as you create it, it will be

placed in all selected classes!



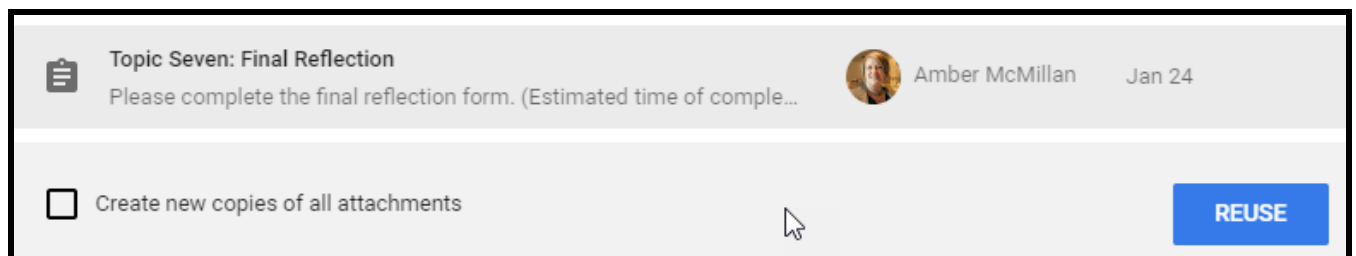
The screenshot shows the 'Assignment' creation window. A dropdown menu is open for the 'For' field, showing two options: 'Ms. Doe's German Class First Period' (selected, with a green 'M' icon) and 'Another Class' (with a brown 'A' icon). The 'All students' dropdown is also visible. At the bottom, there is an 'ASSIGN' button.

Additionally, you can reuse assignments, announcements and questions from other classrooms. To do this, click on the Create Button on the Classwork Tab and choose Reuse Post.



The screenshot shows the 'Create' menu. The 'Reuse post' option, represented by a circular arrow icon, is highlighted with a red box.

Simply select the classroom in which the original post was made and you will be able to choose the post you want to reuse. You can elect to make new copies of all attachments or leave the same.



The screenshot shows the 'Reuse Post' dialog box. It displays the title 'Topic Seven: Final Reflection' and the text 'Please complete the final reflection form. (Estimated time of comple...'. The user's name 'Amber McMillan' and the date 'Jan 24' are shown. At the bottom, there is a checkbox labeled 'Create new copies of all attachments' and a blue 'REUSE' button.

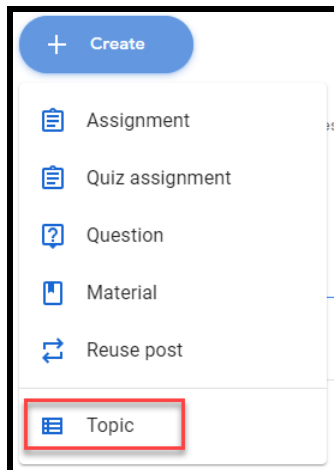
Staying Organized

Using Topics

Google Classroom Assignments, Questions, and Materials can be assigned topics in order to help the classroom stay organized on the Classwork tab. Using the topics will make it easier for you to create an organized course.

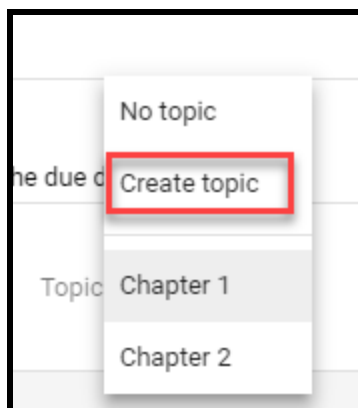
Creating Topics

To add topic, click on the **Create Button** and choose **Topic**. Enter the **name** of the Topic and click **Add**.



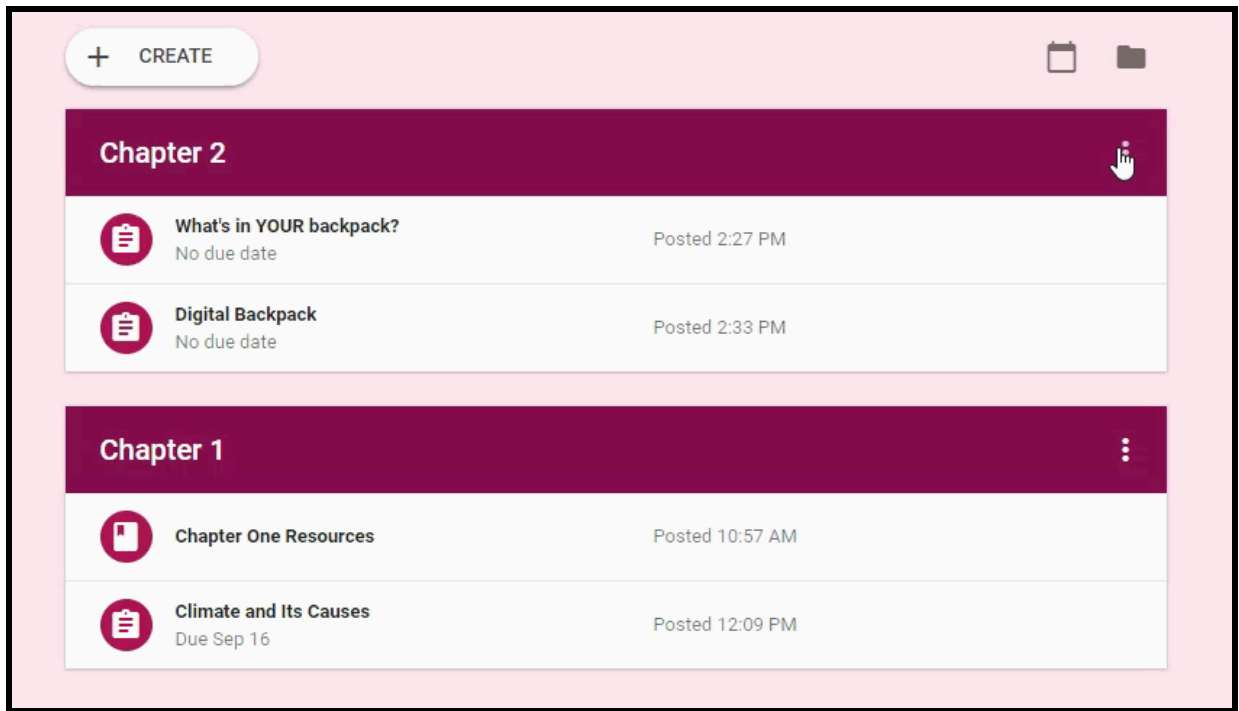
Selecting and Creating Topics

You can also add a new topic while creating an assignment, question or material. Click on the topic dropdown and either choose a topic you've already created or create one. This can be chapter numbers, unit titles dates, or any identifiable category.

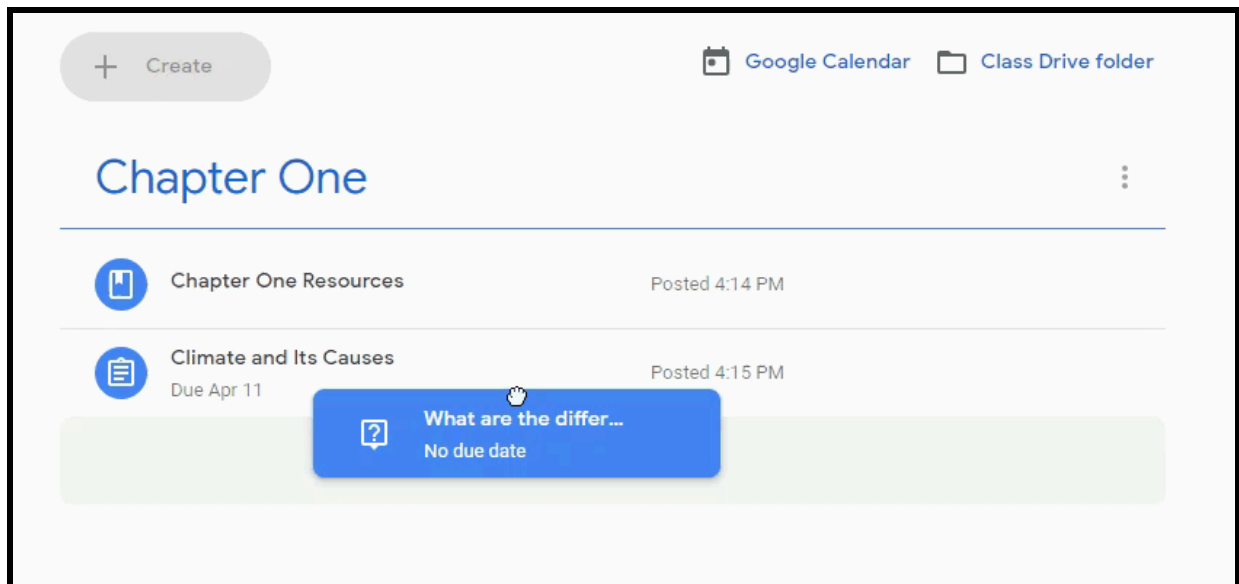


Organizing the Classwork Tab

The Classwork Tab is organized by Topic and then has assignments associated with those topics underneath each topic heading. All elements on this tab can be moved by using the “move up” or move down” feature found in the kabob topic and element menus. If you move a topic, all elements move with the topic, making it faster to organize.

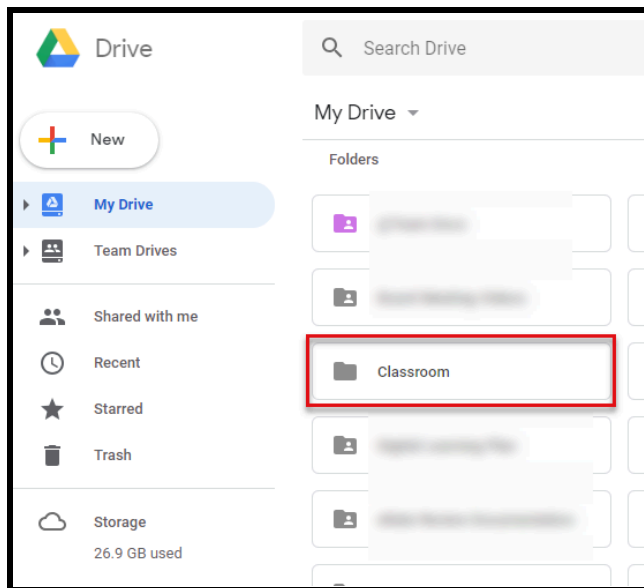


You can also use the Drag and Drop feature to move items on the Classwork tab in order to better organize the content in a logical manner.



Google Drive Folders

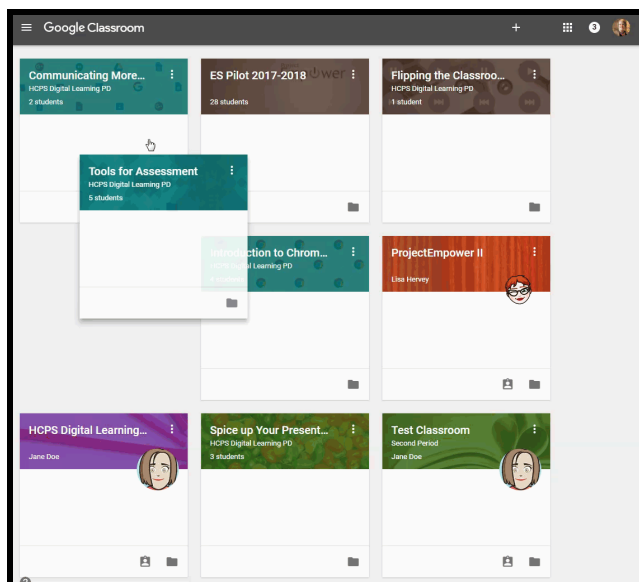
When you setup your Google Classroom, a folder will automatically appear in your Google Drive and be labeled Classroom. Inside this folder will be a folder for each of your classrooms. The names of folders will correspond to the names of your Google Classrooms. Whenever you create an assignment or upload a file, these will be organized for you in your Classroom folder in subfolders named according to your assignments. In order to keep this organized in an order, you may want to always name your assignments with the date first. For example: “9/20 Brainstorm Event”. Students will see this structure also, but will only see files they have submitted to you through Google Classroom.



It is important that you leave the folder structure of the Classroom folders as they are created and only use them for access, if needed. We feel it is much easier to access files from within Google Classroom and think of the folder in Drive as merely a storage container. But it is important to know not to delete this folder or manipulate the contents of the folders. Use the tools within Classroom to access documents, grade assignments, access resources, etc.

Class Cards

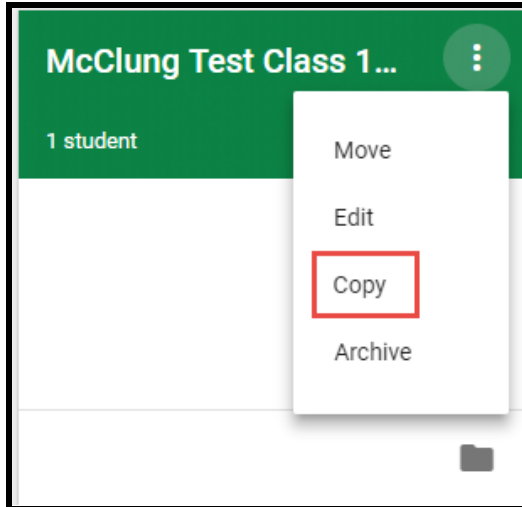
You can also organize your class cards on your Home page. Simply drag and drop them in the desired order or use the kabob menu to reorder your classes.



Copying a Classroom

If you want to copy all questions and assignments from a classroom into a new classroom, follow these steps:

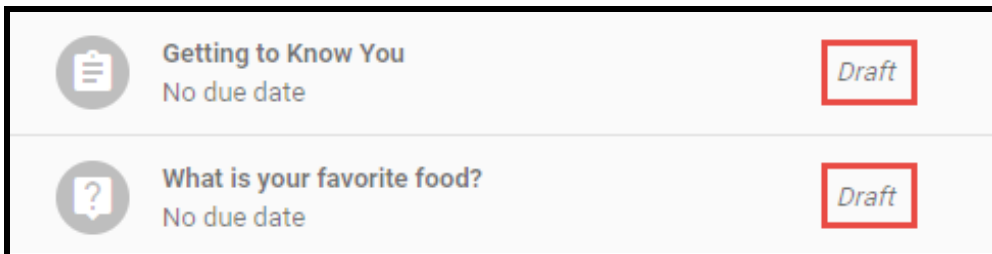
1. Go to your Google Classroom Homepage.
2. Click on the kabob menu of the classroom you want to duplicate and click **Copy**.



3. On the Copy class menu, give your new classroom a name. Fill in the desired fields and click **Copy**.

A screenshot of the 'Copy class' form in Google Classroom. The title is 'Copy class'. Below it, a note says 'Create a new class with copied topics and classwork items. Rosters and announcements won't be copied.' There's a label 'Class name (required)' in blue. The text input field contains 'Copy of McClung Test Class 10/2018'. Below this are three more text input fields labeled 'Section', 'Subject', and 'Room'. At the bottom right, there are two buttons: 'CANCEL' and 'COPY'.

4. Once the classroom has been copied, you will find all topics, assignments and questions in the new classroom. Assignments and questions will be in draft format for you to edit and assign when needed.

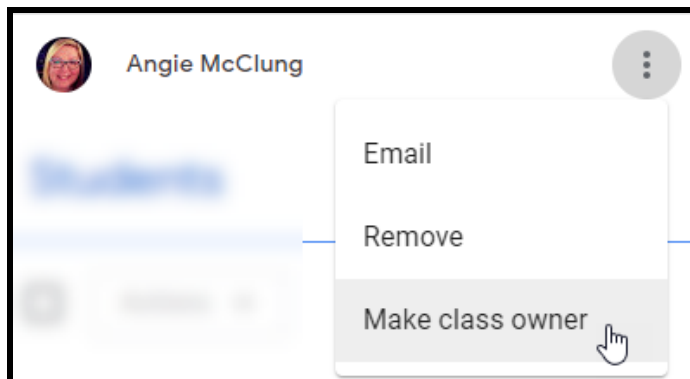


Transferring Ownership of Your Classroom

If you are leaving the school system or if you need to transfer ownership of your classroom to another teacher (ex. maternity leave, change in grade levels, change in classes you teach), and you would like to give your class to another teacher, follow these steps:

5. First add another teacher to the class (directions in [Invite Another Teacher](#)).

6. After they have joined the class, you should see his/her name in the list of teachers under the About tab.
7. Once you have confirmed the new teacher has joined the class, you will need to decide if you will be leaving the class permanently. If so, find the other teacher's name on the **People** tab. Click on the **three dots**. Select **Make Class Owner**. You will continue to remain the owner of the class until the invitation is accepted. You continue to be a co-teacher if the transfer of ownership is accepted. When the ownership is transferred, you'll receive a confirmation email.



8. If you no longer need access to the class you can "Leave the Class" once ownership has been transferred. However, you can continue to be a co-teacher, if needed.

Archiving Your Classroom

Archiving your class places the content in a different area which is unable to be edited, this should be done at the end of each school year or semester. The assignments, posts and materials will be placed in the archive. Students can still access the archive unless they have been removed from the class, but they cannot edit content.

Archiving

1. To archive a class, go to the **dashboard** listing all classes.
2. On the card for your class, click the **three dots**.
3. Choose **Archive**.
4. Your class will be available for viewing only.

Restoring

1. To restore a class, go to the **dashboard** listing all classes.
2. On the card for your class, click the **three dots**.
3. Choose **Restore**.
4. Your class can now be edited and used, but will have all the same content, assignments, and student content.

Best Practices

- We recommend creating a new class each semester and reusing posts and assignments as needed or creating a copy of the class.
- After creating a copy of the class to reuse in the next school year or semester, archiving the old class will help keep your Classroom Homepage cleaner, prevent

students from editing the “old” class, and you will be able to use any assignments over again in your new class.

- Create a test classroom to play with and learn how to use the different functions of Classroom. Invite a colleague to be a student so that you can see how it works on the student side.
- If you are comfortable using a mobile device, Google Classroom is also available on Android and iOS. This makes posting and accessing your classroom even easier and more efficient.
- Many third party applications and sites integrate with Classroom (EDpuzzle, Nearpod, etc.). These tools can post to classroom making the use of digital tools even more innovative and engaging!
- Use the [Quiz Lock feature](#) in Google Forms to keep your students on task while taking a quiz.