



Google Classroom Badge Info Sheet

Google Classroom Creator Badge Requirements

Description: The educator has demonstrated the ability to use the basic features of Google Classroom effectively with students. The earner completed approximately 3 hours of professional learning credit equal to 3 CLU's to earn this badge. When you are ready to get started, go to <https://caddoschools.instructure.com/enroll/9MJFKM> and select the Google Drive Creator Badge module.

Title: Create a Class in Classroom

Summary: Create at least one class in your Google Classroom account and take a screenshot of it.

[Create A Class Help Guide](#)

Title: Adding Students

Summary: Invite your students to your class or provide the code and have them join. Enlarge the join code and post a screenshot to it below.

[Add Students To Your Class Help Guide](#)

Title: Adding Co-teachers

Summary: Invite your principal or another teacher at your school as a co-teacher. Take a screenshot showing the the person you added as a co-teacher.

[Add A Co-Teacher To A Class Help Guide](#)

Title: Stream

Summary: Create an announcement or post in your Stream. Take a screenshot.

[How to Post To The Stream Youtube Video](#)

Title: Classwork Tab

Summary: Under Classwork, add 2 assignments (or other options from the selections). Give them both due dates. Post one now and set one for a future date. Take a screenshot showing where you enter the information to set it for a future date.

[Add Materials To The Classwork Page Help Guide](#)

Title: Calendar

Summary: Go to your Classroom Calendar that shows the due dates for your assignments. Take a screenshot.

[Use The Calendar As A Teacher Help Guide](#)

Title: Differentiation

Summary: You can assign certain assignments to certain students. For one of your assignments, choose only 3 or 4 students to send it to and take a screenshot before actually assigning it to them.

[Differentiation With Google Classroom Youtube Video](#)

Title: About/Resources

Summary: Add at least 3 resources to your Classwork page (not an assignment). Add at least 2 different types. Take a screenshot.

[Add Materials To The Classwork Page Help Guide](#)

Title: Blog Post

Summary: Create a post that students can respond to in your Stream. Have your students comment. Take a screenshot and upload below.

[Set Student Permissions To Post And Comment Help Guide](#)

[Post To The Class Stream Help Guide](#)

Title: Send Copy To All Students

Summary: Create an assignment that you can send a copy of to all of your students. Take a screenshot showing the window that allows you to do this. Upload the screenshot or post a link to it below.

[How To Make A Copy For Each Student In Google Classroom Youtube Video](#)

Title: Reusing Posts or Assignments

Summary: You can re-use posts and assignments that you've created for one class in another class so you do not have to re-type the assignment. Take a screenshot that indicates or only shows what the re-use icon looks like (what you click on when you want to re-use a post). Upload it below.

[Reuse A Post Help Guide](#)

Title: Grades

Summary: Go to your Grades tab. State the 3 font colors and what they represent. Note: if you are completing this badge in Badgecraft it asks you something different - ignore that question and answer this one. Unfortunately, I can't make changes in Badgecraft without axing everyone who has started but not completed the badge.

[Google Classroom Gradebook Help Guide](#)

Title: Grading In Classroom

Summary: Create an assignment for your students and have Google grade all or part of it. Take a screenshot showing students' scores and upload or post a link to it below.

[How To Grade Assignments in Google Classroom Youtube Video](#)

Title: Guardian Summaries

Summary: Make sure the "Include this class in guardian email summaries" feature is turned on. Add several parent emails. Take a screenshot and upload or post a link to it below.

[Guardian Summaries Help Guide](#)

Title: Classroom and Students

Summary: Use your Google Classroom with your students for at least one month. Create announcements, assignments and questions with links, attachments, link to a Drive doc, and a video. Reflect on how effective (or not) Google Classroom has been for your classes.