



Google Classroom Quick Resource Guide

Teachers

[Introduction to Google Classroom](#)

Common Sense Media Article: [Teachers Essential Guide to Google Classroom](#)

[Google Classroom Tips & Tricks](#) (full video--click on links below to bring you to specific sections)

- [Creating and Organizing Your Posts](#)
 - [Reuse Posts from Archived Classes](#)
 - [Differentiate Your Assignments by Assigning Them to Different Students](#)
 - [Use Topics to Organize Your Assignments](#)
 - [Create a Resources or Notes Topic](#)
- [Tips for Grading Efficiently](#)
 - [Use the Comment Bank](#)
 - [Use the Arrow Keys to Navigate the Gradebook](#)
- Random Other Tips and Tricks
 - [Create a Customized Header for Your Google Classroom](#)
 - [Use the Find Command to Help you Locate Assignments](#)
 - [Make Copies of Your Classes](#) (including drafts of every assignment, ready to go)
 - [Create a Class for Early Finishers](#) (or an Honors section of students in the same class)

Students

[Join a Class](#)

[View Due Dates & Events on Your Calendar](#)

[Turn Notifications On or Off](#)

Guardians

[Classroom Email Summaries for Guardians](#)

[Guardian Summary FAQ](#)