

Google Classroom iPad App

User Guide for Teachers!

Link to [blog post](#)

UPDATED SEPTEMBER 15, 2016!



Get the app for your mobile device!

[iPad or iPhone](#)

[Android](#)

** Only available for GAFE accounts.*

Share this guide: bit.ly/gcteacherguide

Table of Contents

[The HOME Screen](#)

[The MENU](#)

[The STREAM](#)

[The STUDENT ROSTER](#)

[The ABOUT Page](#)

[The ASSIGNMENT Screen](#)

[The STUDENT WORK Screen](#)

[ANNOTATION TOOL](#)

[Creating an ASSIGNMENT](#)

[Creating an ANNOUNCEMENT](#)

[Viewing an ANNOUNCEMENT](#)

[Creating a QUESTION](#)

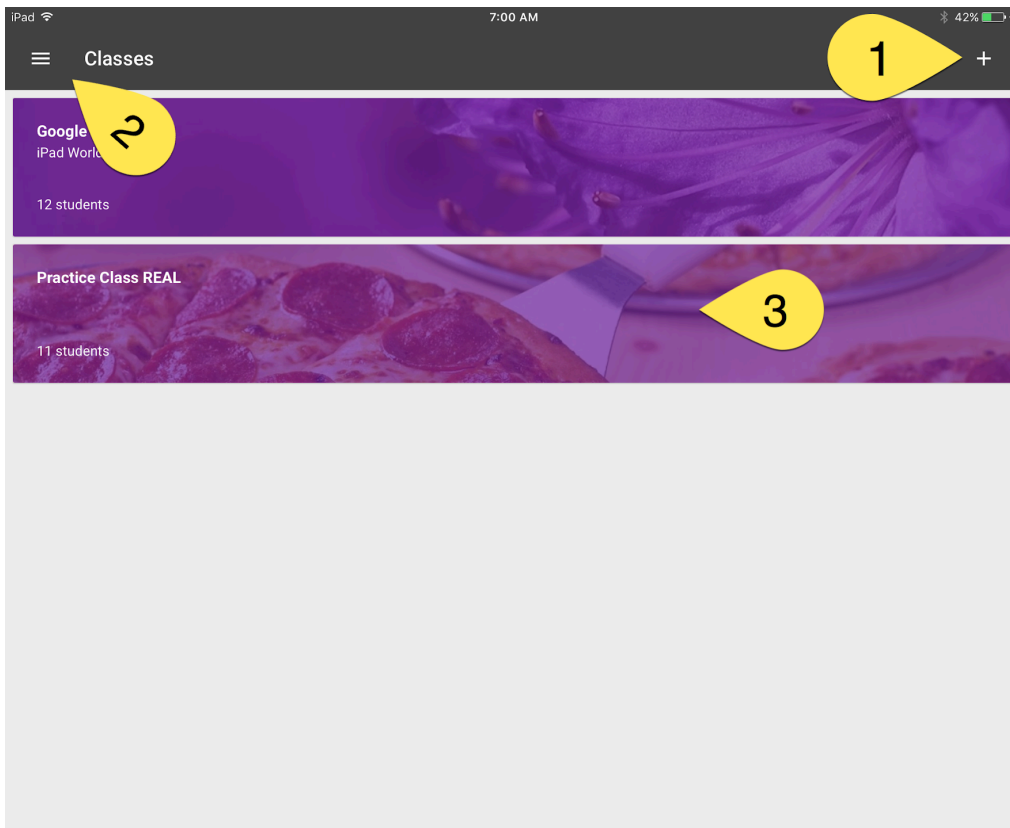
[Viewing a QUESTION](#)

[Reuse Post](#)

[Setting Up Your NOTIFICATIONS](#)

[Send Feedback](#)

The HOME Screen

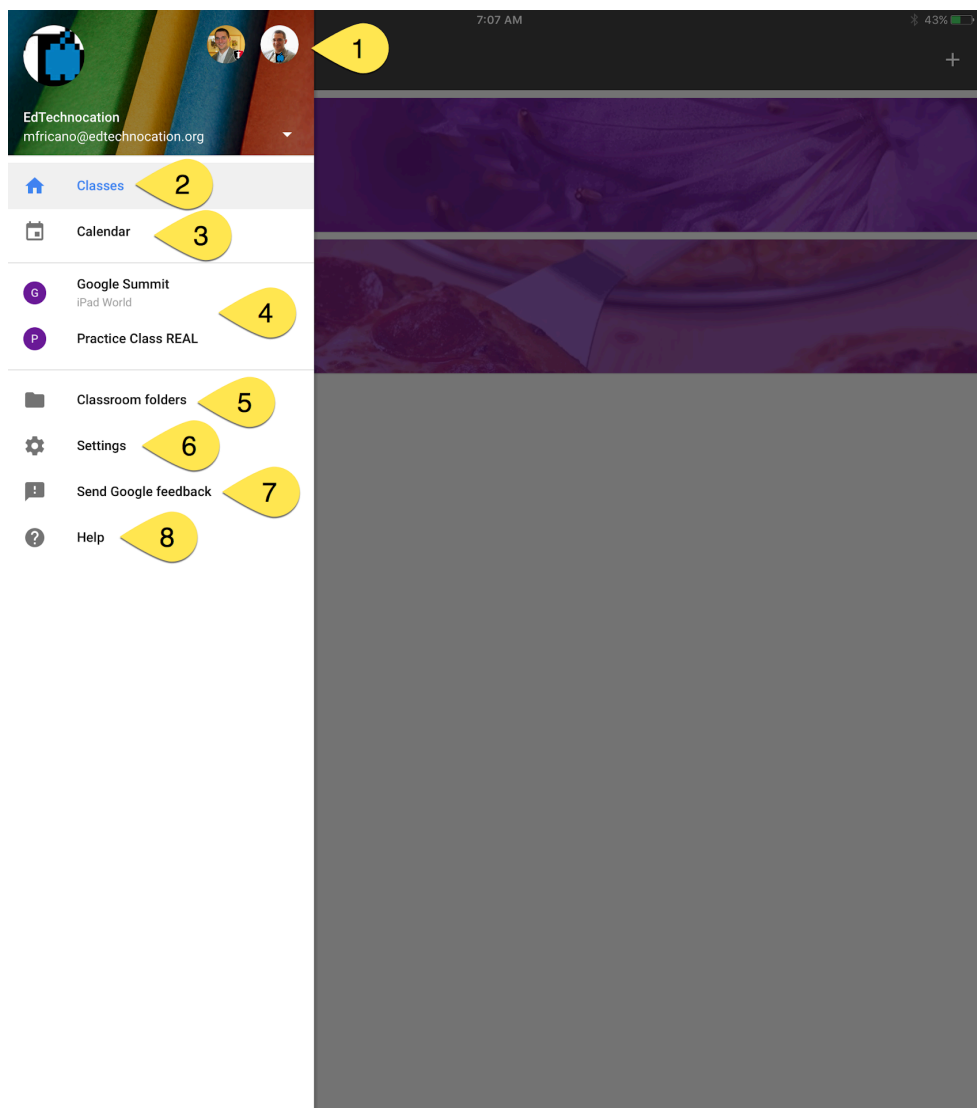


Tap the + to
“create” or “join”
a class.

Tap the
“pancakes” to
access the menu.

Tap a class in the
list to open it up.

The MENU



Connect multiple GAFE accounts & quickly switch with a tap!

1

Tap to access HOME screen.

2

Tap to open the Google Calendar app

3

Tap to access your classes.

4

Opens your Classroom folder in the Drive app.

5

Access settings: About, "Open links with Chrome", & Notifications

6

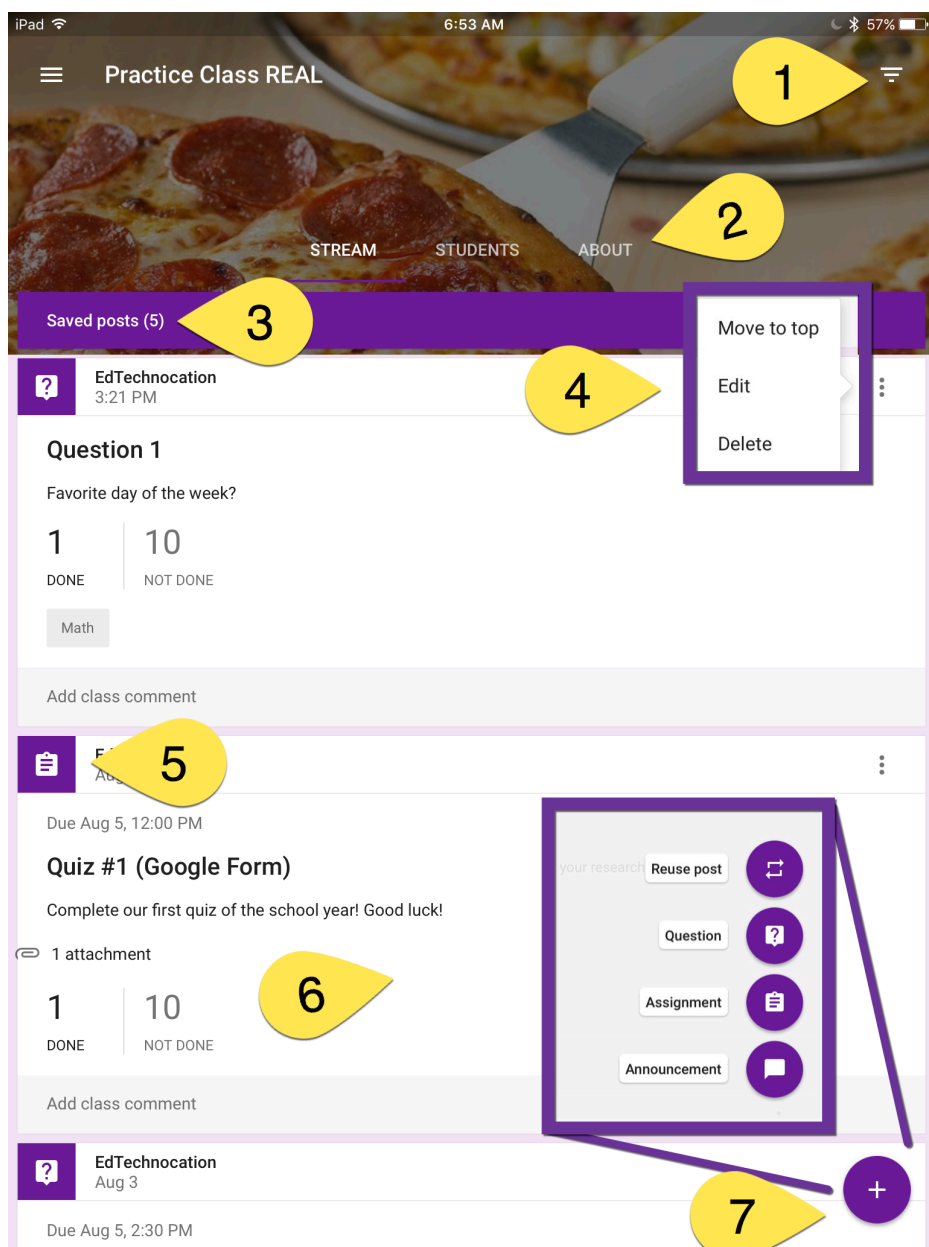
Send your feedback! Google is listening!

7

Loads the Google Classroom help site.

8

The STREAM



Filter to Topic:
filter your posts
based on their
topics

**Access the
Stream, your
Student Roster, or
the About page.**

Saved Posts:
Access your
Drafts &
Scheduled posts.

**Tap the 3 dots to
MOVE TO TOP,
EDIT, or DELETE
the post.**

**These icons
represent the type
of post.**

**Tap anywhere in
the box to open
the Assignment or
Announcement.**

**Tap the + to Reuse
posts & create
Questions,
Assignments, &
Announcements.**

Tip: drag down on the stream to refresh!

Tip: swipe left or right to switch between screens.

The STUDENT ROSTER

The screenshot shows the 'Practice Class REAL' app interface on an iPad. The top navigation bar includes a hamburger menu, the title 'Practice Class REAL', and three tabs: 'STREAM', 'STUDENTS' (which is selected), and 'ABOUT'. Below the navigation bar, a purple banner displays the 'Class code: gfj2eu3'. The main content area is titled 'Students' and lists ten students, each with a blue circular profile icon and a name (e.g., '1 Student', '10 Student', '14 Student', etc.). To the right of each student's name is a vertical ellipsis (three dots) menu. Callout 1 points to the top-right three dots menu, which is open, showing options: 'Disable class code' and 'Reset class code'. Callout 2 points to the class code banner. Callout 3 points to the three dots menu next to the first student. Callout 4 points to the menu that is open for the first student, showing options: 'Email student', 'Mute', and 'Remove'. To the right of the app screenshot are four red-bordered text boxes with yellow callout bubbles, providing instructions for each numbered callout.

1 Tap the 3 dots to **DISABLE** or **RESET** the class code.

2 Access your Class Code. Tap the code to copy it.

3 Invite new students to your Classroom.

4 Tap on a student's three dots to send an email, mute them, or remove them from the class.
(You students have to have access to Gmail.)

Tip: swipe left or right to switch between screens.

The ABOUT Page

Practice Class REAL

STREAM STUDENTS ABOUT

Practice Class
This is a one semester class about practicing, led by your awesome teacher, Mr. Fricano!
Room Room 777

Teachers

84 teacher
EdTechnocation

Mr. Fricano's Class Resources Website

EdTechnocation
<http://www.EdTechnocation.com>

Learn about Google Classroom

Google Classroom - Introduction
48 seconds

Syllabus - Practice Class

Syllabus - Practice Class

1 View the information you included when you created the About page.

2 View all of the teachers in the class.

3 Tapping a name will allow you to send an email to that teacher.

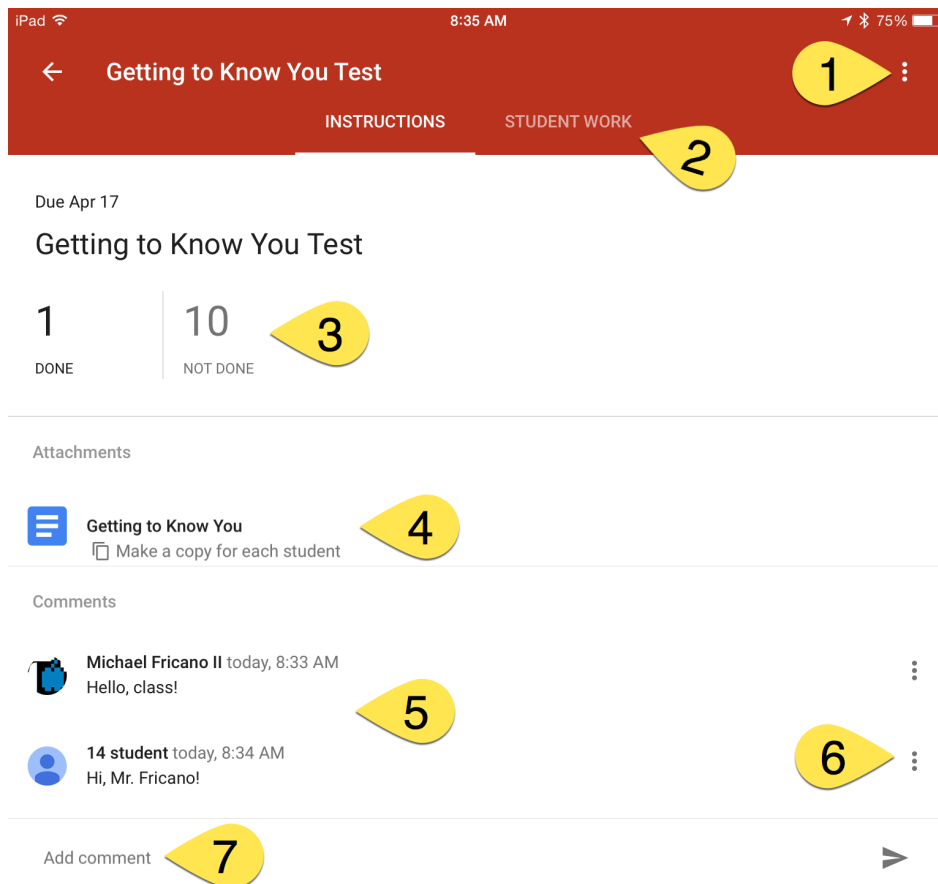
4 Invite more co-teachers.

5 Tap the 3 dots to send an email or remove a co-teacher.

5 You are NOT able to edit the About page in the mobile app. You can only do this from the web version of Classroom.

Tip: swipe left or right to switch between screens.

The ASSIGNMENT Screen (INSTRUCTIONS Tab)



Tap to **EDIT** or **DELETE**.

1

Tap to access **Instructions** or **Student Work** list.

2

Automatically tracks student progress. **NOT** tappable.

3

Access any **attachments**.

4

View the **Comments** thread!

5

Tap to delete yours or a student's comment.

6

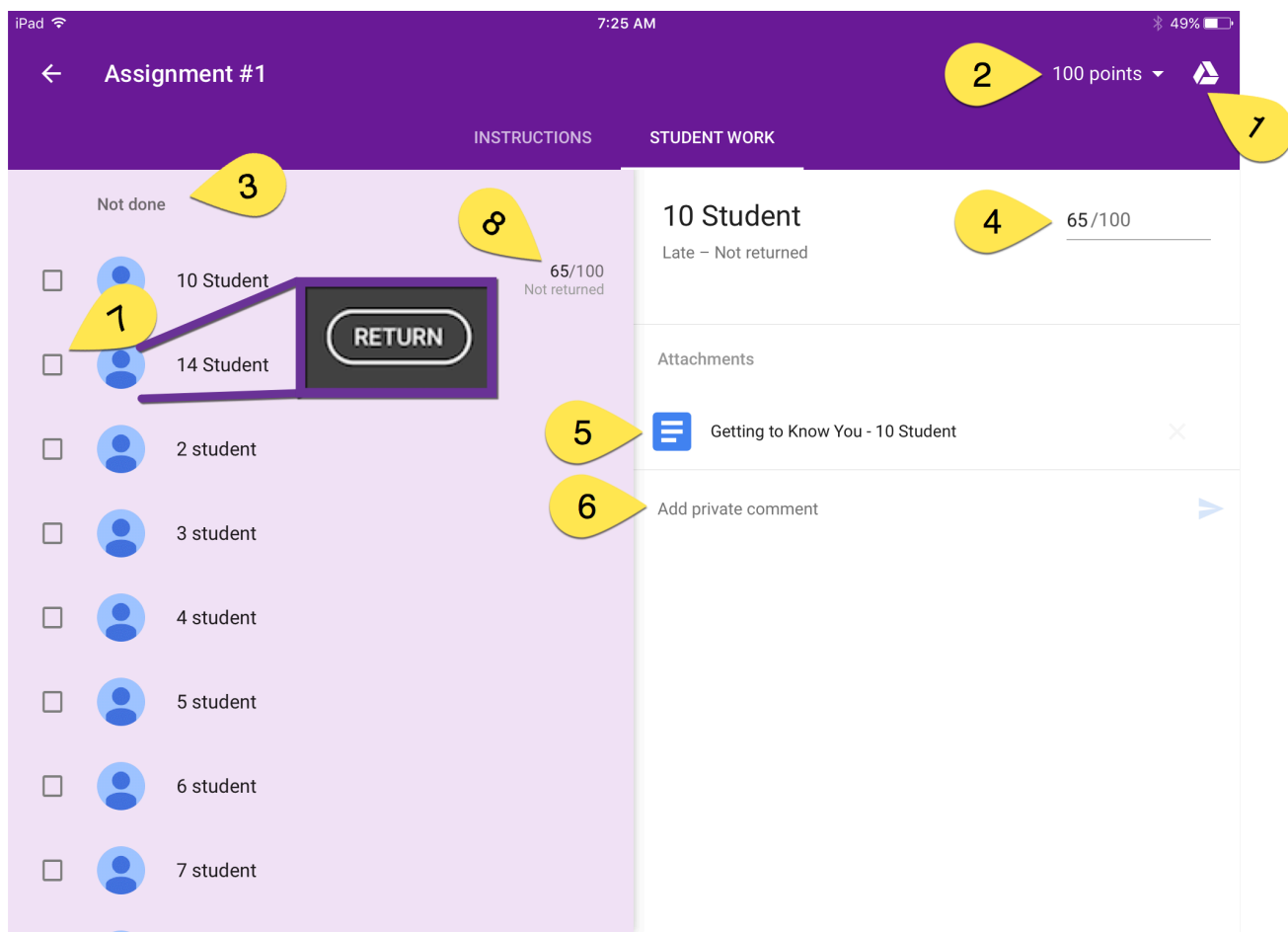
Add a new comment. Tap to type and then tap the triangle!

7

Tip: swipe left or right to switch between screens.

The STUDENT WORK Screen

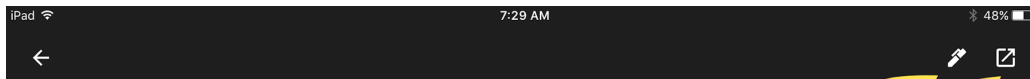
Best when viewed in landscape!



- 1 Tap to access Classroom folder in the Drive app.
- 2 Edit grading point scale.
- 3 View student roster. See who is Done, Not Done, & Returned.
- 4 Give a student a grade. Type in the points.
- 5 Access student files. Tap to open in Preview.
- 6 Have a private discussion w/ a student.
- 7 To RETURN check the box and tap the gray RETURN button.
- 8 View a student's grade & whether it's been Returned or not.

Tip: swipe left or right to switch between screens.

ANNOTATION TOOL



Tap for built in Annotation Tools!

1

Tap to open in another app like Google Drive.

2

Save your annotations as a PDF.

3

PDF will be named "Edited - ..."

4

PDF will automatically be attached to student's assignment.

5

Choose colors and line thickness for Pen, Marker, & Highlighter.

6

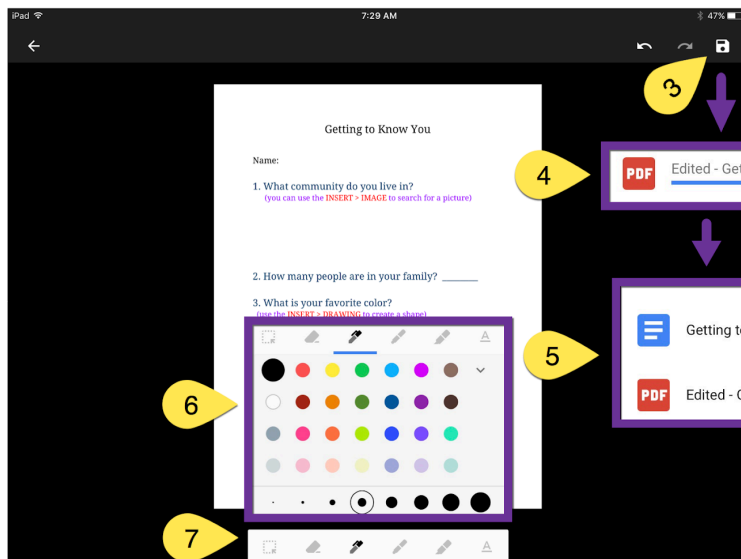
Annotation Tools: Select objects, Eraser, Pen, Marker, Highlighter, and Text Box

7

Getting to Know You

Name:

1. What community do you live in?
(you can use the **INSERT > IMAGE** to search for a picture)



Creating an ASSIGNMENT

The screenshot shows the iPad app interface for creating an assignment. The interface is divided into several sections: a top header bar, a main content area, and a bottom section for file selection. Numbered callouts (1-9) point to specific UI elements and their functions:

- 1:** Tap the X to SAVE as Draft, DISCARD, or CANCEL.
- 2:** Attach files from Drive, a link, a photo from Camera Roll, or take a photo.
- 3:** Tap the Arrow to post your assignment to the Stream.
- 4:** Tap the "3 dots" to SAVE, SCHEDULE, or DISCARD.
- 5:** Tap to post in multiple Classrooms at once.
- 6:** Type in a title & instructions for your Assignment. This TITLE will become the name of your Drive folder.
- 7:** Give your Assignment a Due Date & Time (optional).
- 8:** Assign a TOPIC. Topics can be filtered in the STREAM.
- 9:** Tap the EYE to choose how to share files with your students.

The main content area includes fields for "Post in:", "Title", "Instructions (optional)", "Due" (date and time), "Topic", and "Materials". A "Save changes?" dialog box is shown, with options to "SAVE CHANGES", "DISCARD", or "CANCEL". A "Schedule" dialog box is also visible, showing the scheduled time and date. A "TIPS" section provides additional guidance:

- TIPS:** The "Make a copy" option is only available when you create. It disappears if you come back to edit.
- Topics are great for organizing the stream.
- Schedule a post and save yourself the time the next morning!

Creating an ANNOUNCEMENT

The screenshot shows the iPad Classroom app interface for creating an announcement. The top status bar shows 'iPad', signal strength, '11:58 AM', and battery level '28%'. The app header is purple with a white 'X' (1), a paperclip icon (2), a right arrow (3), and a three-dot menu (4). Below the header, the 'Post in:' section shows a purple circle with 'P' and the text 'Practice Class REAL'. A yellow callout 5 points to this section. Below it, the 'Share with your class...' section shows 'Test Announcement' with a yellow callout 6. A 'Save changes?' dialog box is overlaid, with a yellow callout 4 pointing to the 'Schedule' option. Below the dialog, the 'Topic' field shows 'No topic' with a yellow callout 7. At the bottom, a 'Schedule for' dialog shows 'Thu, Sep 15 10:30 AM' with a yellow callout 4. Below this, a menu for attaching content is shown, with options: 'Drive', 'Link' (2), 'Pick photo', and 'Use camera'. To the right of the screenshot, seven numbered yellow callouts (1-7) are paired with red-bordered text boxes explaining the corresponding UI elements.

1 Tap the X to SAVE as Draft, DISCARD, or CANCEL

2 Attach files from Drive, a link, a photo from Camera Roll, or take a photo.

3 Tap the Arrow to post your assignment to the Stream.

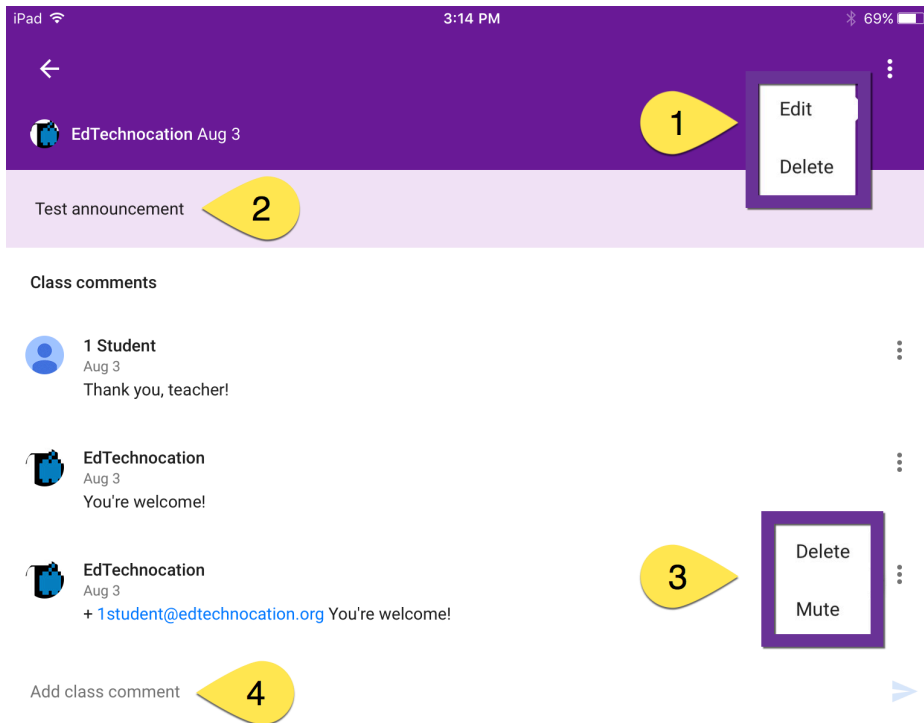
4 Tap the "3 dots" to SAVE, SCHEDULE, or DISCARD.

5 Tap to post in multiple Classrooms at once.

6 Type in your Announcement.

7 Assign a TOPIC. Topics can be filtered in the STREAM.

Viewing an ANNOUNCEMENT



Tap the "3 dots" to Edit or Delete the Announcement.

1

Announcement text will show here.

2

Tap the "3 dots" next to a comment to Delete the comment or Mute a Student.

3

Add a comment to the thread for everyone to see.

4

Creating a QUESTION

The screenshot shows the Google Classroom interface for creating a question. Numbered callouts (1-12) point to specific UI elements. Instructional text boxes on the right provide guidance for each step.

Callouts and Instructions:

- 1:** Tap the X to DISCARD or SAVE DRAFT
- 2:** Attach Drive files, links, images, and videos.
- 3:** Tap to post the question to the Stream.
- 4:** Tap the "3 dots" to SAVE, SCHEDULE, or DISCARD.
- 5:** Post in multiple Classrooms.
- 6:** You can type or Question in the Title box.
- 7:** Type your instructions here.
- 8:** Choose a due date and time (optional)
- 9:** Choose or create a new topic.
- 10:** Choose your Question type: Short Answer Multiple Choice
- 11:** Multiple Choice question setup. Create multiple options, click and drag to reorder.
- 12:** Toggle ON/OFF whether student can edit and reply to each other.

UI Elements and Callouts:

- 1:** Close button (X) in the top bar.
- 2:** Attach button (paperclip icon).
- 3:** Post button (arrow icon).
- 4:** More options button (three dots).
- 5:** Post in button (P icon).
- 6:** Title field.
- 7:** Instructions (optional) field.
- 8:** Due date and time field.
- 9:** Topic field.
- 10:** Question type dropdown menu.
- 11:** Multiple choice options list.
- 12:** Toggle switch for "Students can edit answer" and "Students can reply to each other".

Additional UI Elements:

- Save changes?** dialog box with options: SAVE CHANGES, DISCARD, CANCEL.
- Save changes** menu with options: Save changes, Schedule, Discard.
- Attachment options:** Drive, Link, Pick photo, Use camera.
- Multiple choice options:** Option 1, Option 3, Option 2, Add option.
- Students can see class summary** toggle.

Viewing a QUESTION

The screenshot shows an iPad interface for viewing a question. At the top, a purple header bar contains a back arrow, a question title, and a status bar. Below the header, there's a section for the question itself, followed by a 'Student answers' section. The 'Student answers' section displays a table of responses for 'Question 1'. The table has three rows: 'Friday' with a count of 0, 'Saturday' with a count of 1, and 'Sunday' with a count of 0. The 'Saturday' row is highlighted. Below the table, there's a section for student comments, showing a comment from '1 Student' at 9:38 AM: 'Friday, Friday Friday!'. A 'Reply' button is visible below the comment. Numbered callouts (1-5) point to specific UI elements: 1 points to the 'Edit' and 'Delete' buttons in the top right; 2 points to the three dots menu icon; 3 points to the 'Add class comment' button; 4 points to the 'See student answers' button; and 5 points to the 'Student answers' section header.

Due tomorrow
Which day of the week is your favorite?

1 | 10
DONE | NOT DONE

Add class comment

See student answers

Student answers

Question 1

Friday	0
Saturday	1
Sunday	0

1 Student
9:38 AM
Friday, Friday Friday!

Reply

View a count of which students are DONE & NOT DONE.

Tap the 3 dots to EDIT or DELETE the Question.

Tap to create a class comment (that all students will see).

Tap to access the STUDENT ANSWERS & to Reply to answers individually.

If it's a MULTIPLE CHOICE question you'll see a bar graph of responses with individual counts.

Reuse Post

✕ Reuse post: select class 1

- G Google Summit
iPad World
EdTechnocation
Date created: Mar 23
- P Practice Class (Archived)
GROUP 4
EdTechnocation
Date created: Mar 17

Choose the Classroom that contains the post you want to reuse.

1

Choose the post from the list.

2

Decide whether or not you want to create new copies of any attached files.

3

Set up the new post. You can edit it, remove or attach files, and set a new due date.

4

Tap the arrow when you are ready to post.

5

Tap the X to DISCARD or SAVE DRAFT.

6

← Google Summit - iPad World

- #02 - Getting to Know You
Open this Assignment to access your "Getting to Know You" document.
EdTechnocation - Mar 26
- #01 - Express Yourself
Use a photo editing app of your choice to express how you're feeling right now.
EdTechnocation - Mar 26
- #03 - Google Summit Sharing
Create a new Google Slide inside of the "Google Summit" document.
EdTechnocation - Draft

Create new copies of all attachments?

If you're reusing this post for a different class, consider creating a new copy of each attachment that can be customized for the new class.

CREATE NO THANKS CANCEL

✕ New assignment 4

#02 - Getting to Know You 5

Instructions (optional)

Open this Assignment to access your "Getting to Know You" document.

Answer the question

When you are finished

Due Apr 6 Time (optional)

Materials

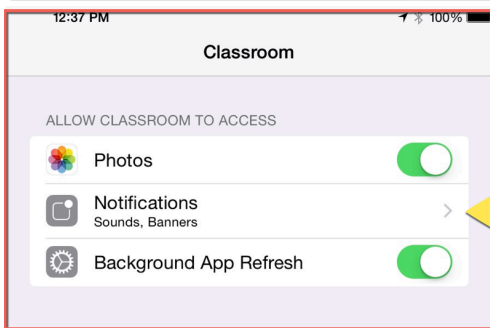
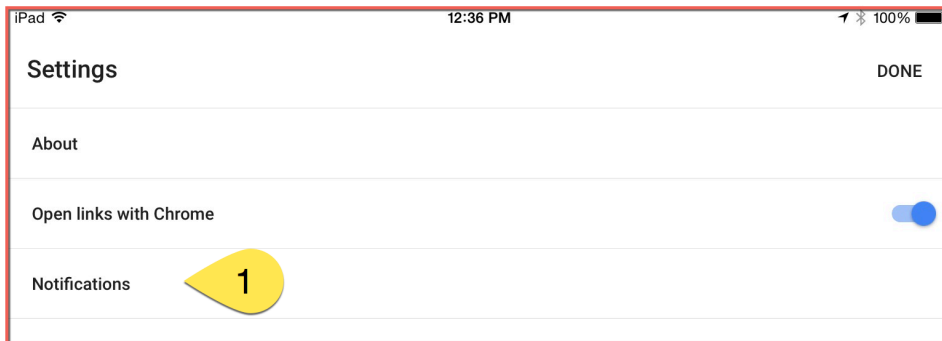
Summit - Getting to Know You

Google Docs on the App Store
<https://itunes.apple.com/us/app/google-docs/id842842640?mt=8>

Save draft?

CANCEL DISCARD SAVE DRAFT 6

Setting Up Your NOTIFICATIONS



In your Google Classroom Settings, tap "Notifications".

1

You'll be taken to your Settings app, tap "Notifications" again.

2

Toggle this switch to green by tapping it.

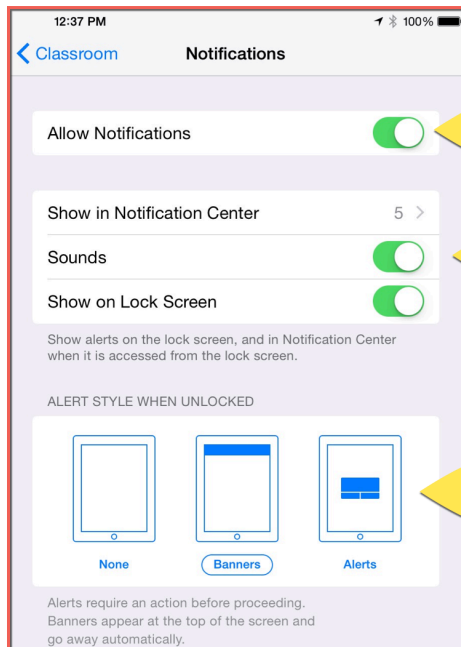
3

Adjust your preferred settings for receiving notifications.

4

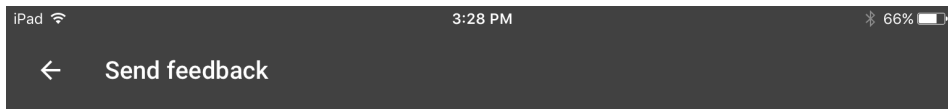
Choose how you want your notifications displayed.

5



Tip: If you prefer iOS notifications, don't forget to turn off the email notifications on the web version!

Send Feedback



Write your feedback

1



Include system data

Share system data with Google to better diagnose the problem.



Include screenshot

Send screenshot of the last page that you were on.

2



Google Account

Include your Google Account information

Type your feedback here.

- Ask for new features.
- submit a glitch or error.
- Praise the team for a great app!

1

Tap the CHECKS to turn on or off.

2

You can preview your feedback before submitting it.

3

Then tap SEND to finish.

3

PREVIEW

SEND