

Introduction To



Google Classroom

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Introduction

Google Classroom is a free service that allows you to share files, create assignments, grade assignments and communicate with your students in a paperless way.

Note: *Your school or district does need to sign up for a G-Suite for education account in order to use it with students. Your school or district can sign up for free. A G-Suite for education account will help to ensure **privacy and protection** for your students. You can sign up here:*

<https://gsuite.google.com/signup/edu/welcome#0>

Classroom is available to:

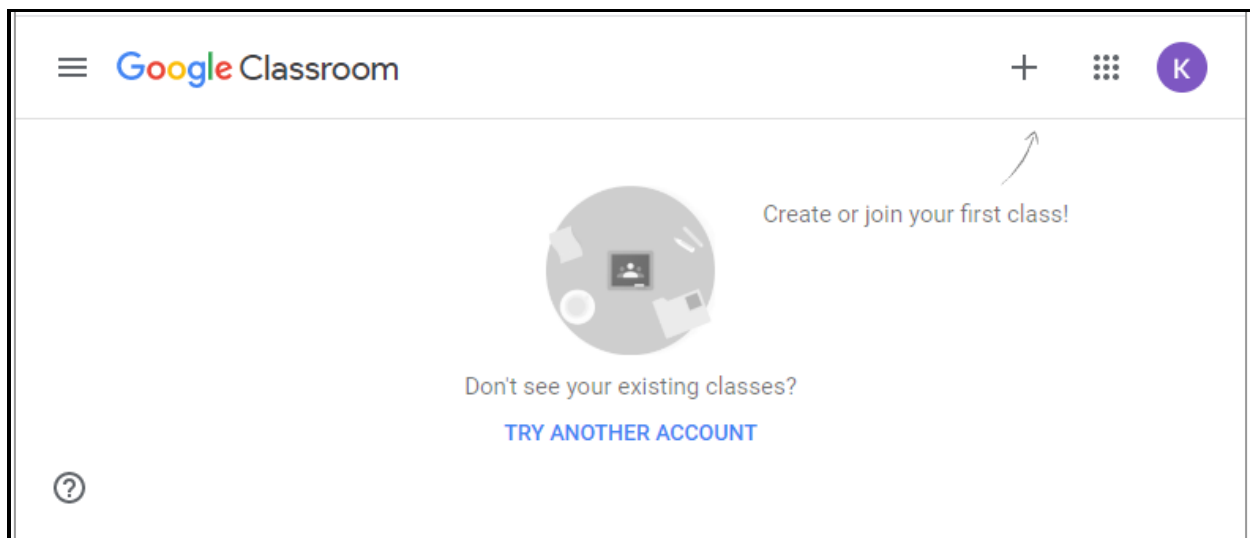
- Schools using G Suite for Education
- Organizations using G Suite for Nonprofits
- Individuals over 13 years of age with personal Google Accounts. Age may vary by country.
- All G Suite domains

*For additional questions you may have about Google Classroom and G-Suite for Education, **search for google classroom FAQ or visit:***

<https://support.google.com/edu/classroom/answer/6025224?hl=en>

To reach Google Classroom **without G-Suite for education** you must be signed into a **Gmail account**.

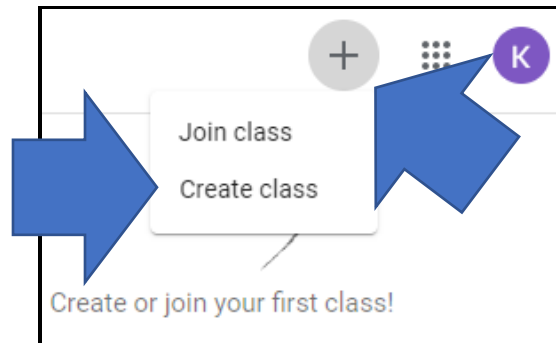
After signing into your **Gmail or G-Suite account**, use the link <https://classroom.google.com> and the following screen appears.



Create A Class

The first thing you need to do is to **create a class**. You can create one class or several classes for each subject you teach or each group of students you teach.

In order to create a class, you are going to click on the **plus + sign** up in the top right corner and then click on **Create Class**.



If your school does not already have a G-Suite for Education account, you will be prompted with a message asking your school or district to sign up.

Using Classroom at a school with students?

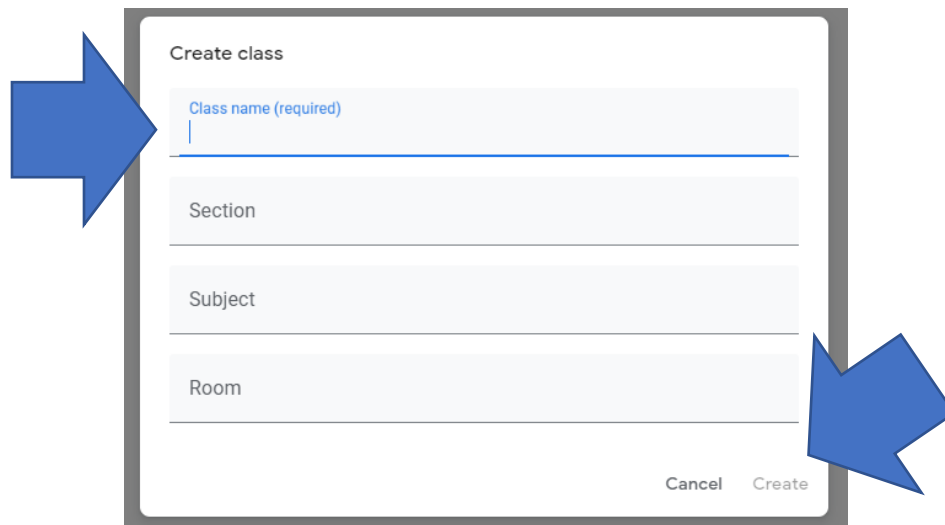
If so, your school must sign up for a free [G Suite for Education](#) account before you can use Classroom. [Learn More](#)

G Suite for Education lets schools decide which Google services their students can use, and provides additional [privacy and security](#) protections that are important in a school setting. Students cannot use Google Classroom at a school with personal accounts.

I've read and understand the above notice, and I'm not using Classroom at a school with students

[Go back](#) [Continue](#)

You will then enter the **Class Name, Section Subject and Room** number but the only required item is **Class Name**



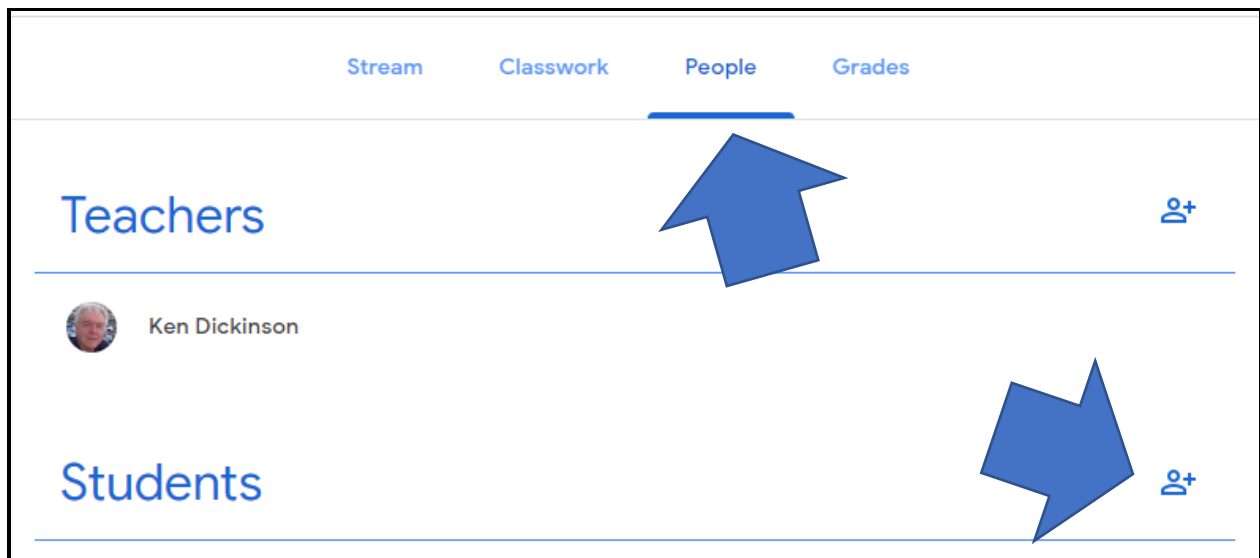
The screenshot shows a 'Create class' form with four input fields: 'Class name (required)', 'Section', 'Subject', and 'Room'. A blue arrow points to the 'Class name (required)' field, and another blue arrow points to the 'Create' button at the bottom right. The 'Cancel' button is also visible next to 'Create'.

Tip: You could use your personal name for the Class such **as Ken Dickinson's Excel Class** to personalize it for your students.

Click on **Create** and you are re-directed to the **Class page**.

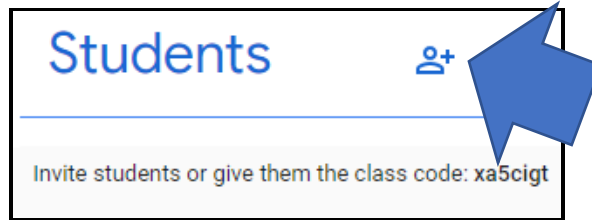
Invite Students to the Class

Click on **People** to invite students to the class

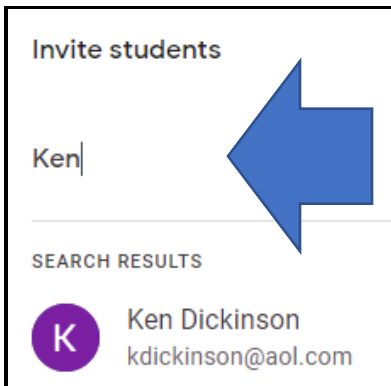


The screenshot shows the 'People' tab selected in the Google Classroom interface. The 'People' tab is highlighted with a blue underline and a blue arrow pointing to it. Below the tab, there are two sections: 'Teachers' and 'Students'. The 'Teachers' section shows a profile for 'Ken Dickinson' with a 'D+' grade. The 'Students' section is currently empty, with a blue arrow pointing to it. The 'Stream', 'Classwork', and 'Grades' tabs are also visible at the top.

Click on the **Plus sign** to invite students to the class or give them the **class code**

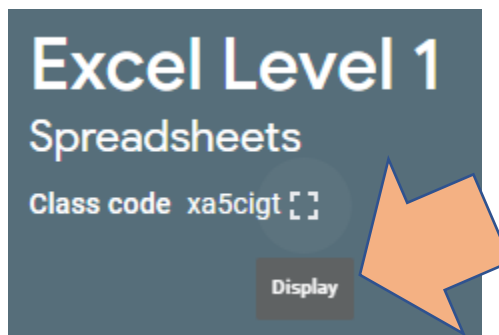


Type in an **email address** or search for an existing name in your contact list



Students Can Join a Class on their Own

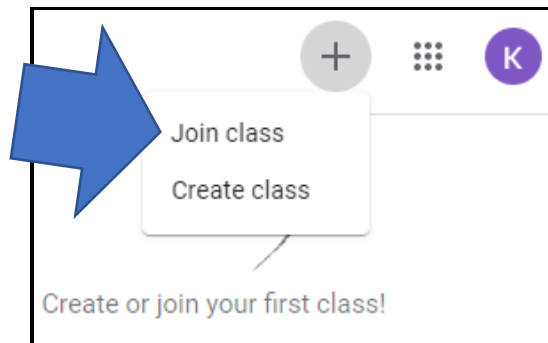
Find the **class code** under the **class name**



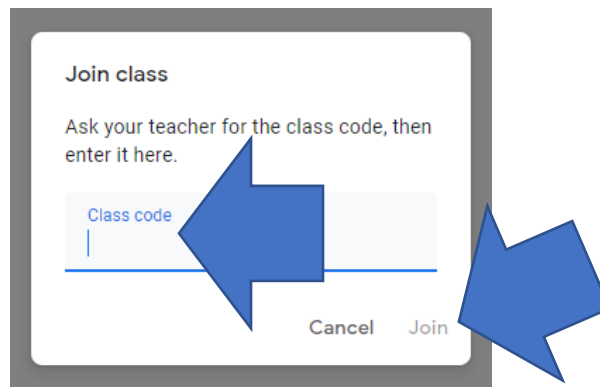
Click on the **Display square** to zoom up the code



To Join a class, students go to **their google classroom**, find the class and instead of clicking on the create class option, they will choose the **join class option**.



Enter the **class code** and select **join**



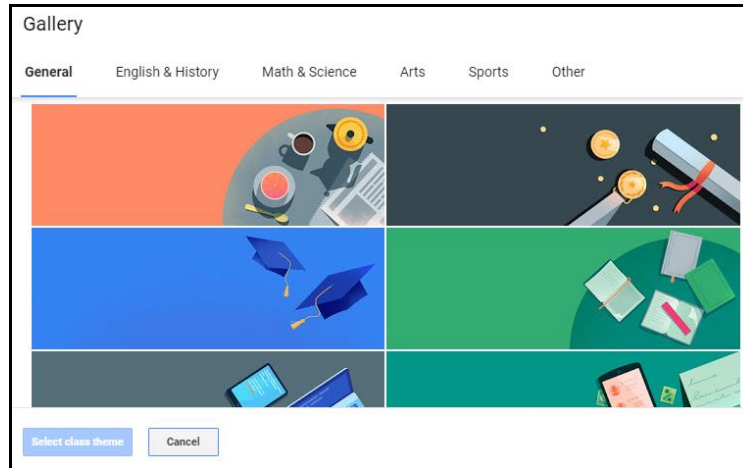
Once a student joins a class once, it will always remain in their classroom until you **remove** the student from the class, or you **archive** the class.

Features of the Class Page

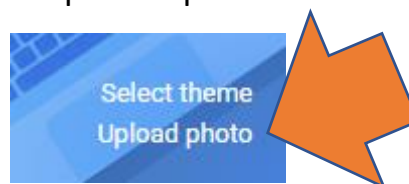
You can change the **Theme** of the class by clicking on the **Select Theme** button in the bottom right corner of the Class masthead



You can choose a new theme from the choices presented



You can use one of the created themes from google or you can personalize by uploading a photo from the upload photo option

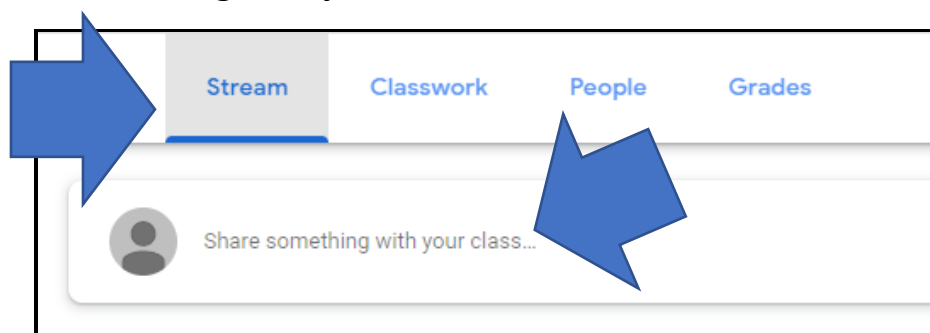


Tip: *You can use a different color for each class or subject area to easily differentiate the classes*

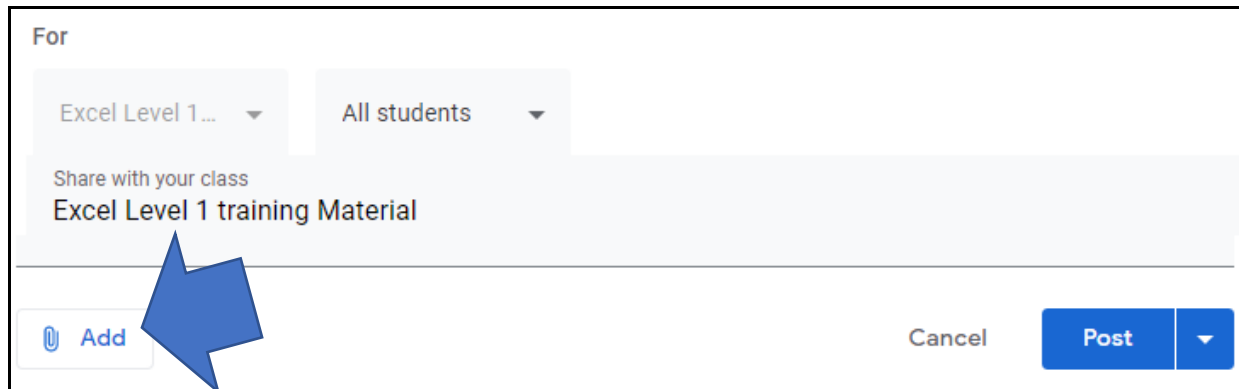
The Stream Tab

The **Stream Tab** hosts all the activity that has taken place in your classroom such as any announcements or assignments you have posted as a teacher and any comments or posts from student if you allow them with the most recent appearing at the top.

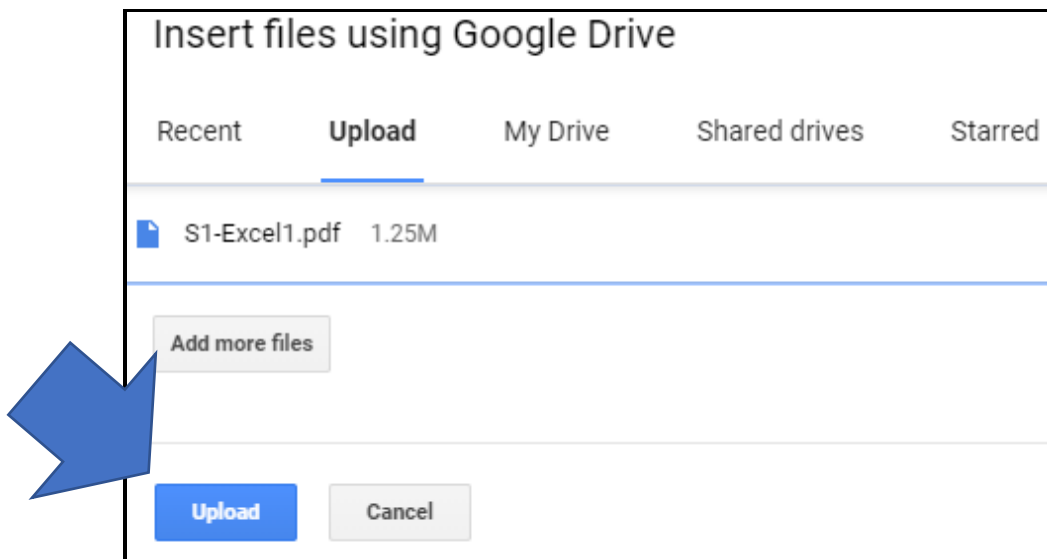
You can easily post announcements or attachments to the stream page by clicking on the **Share something with your class** box



Share a class material with your class by clicking on **Add**



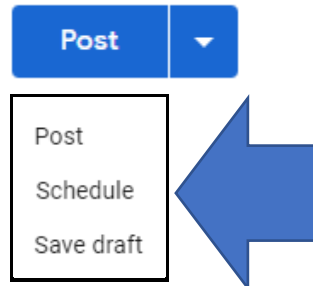
You can either type a message to your students or attach files from your computer by clicking on **File**, or **Google Drive**, you can add **YouTube** videos or **Links** and then post directly to your Stream page.



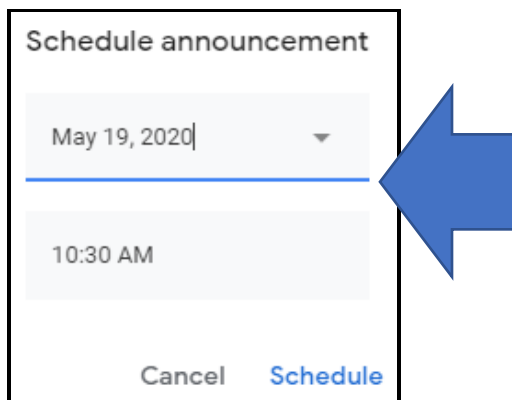
Click on **Upload** to Upload the material

Posting the Material

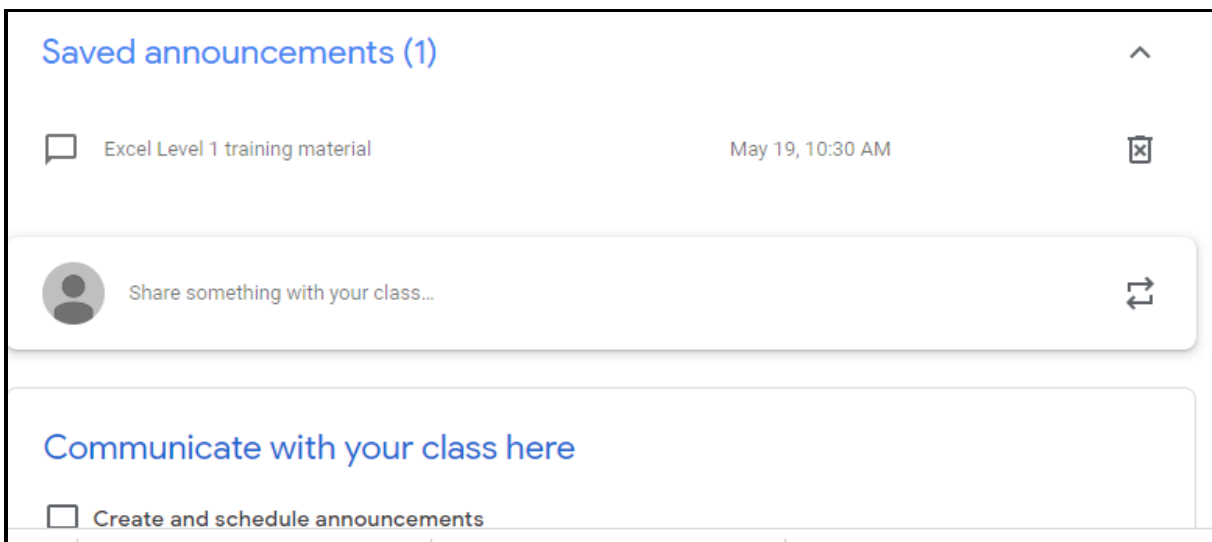
You can immediately Post the material, or schedule the post to go out at a specific date and time, or you can save the post as a draft to go out at a later date.



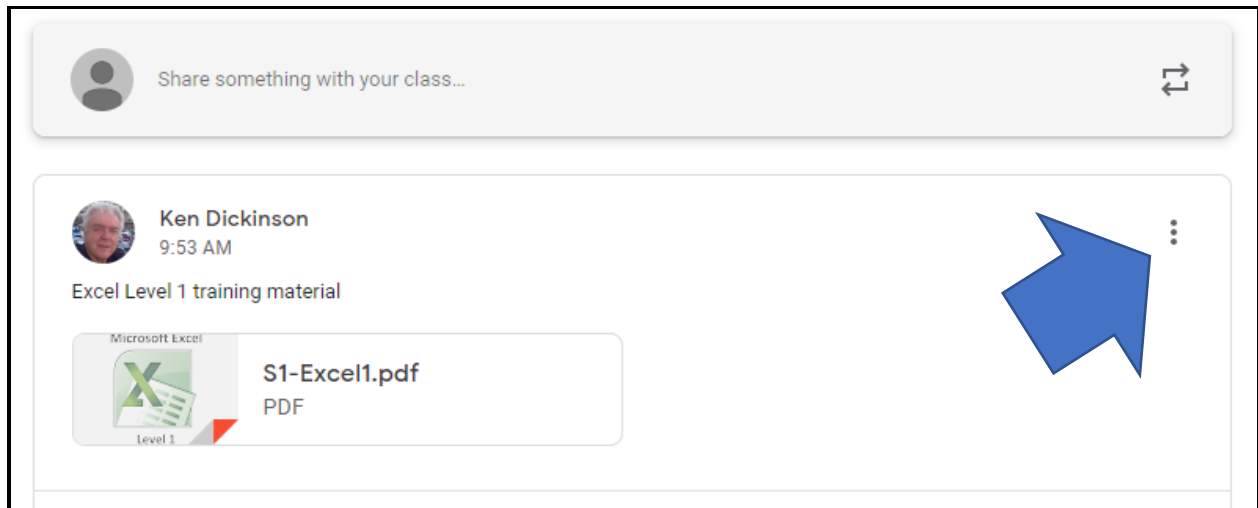
Select a **Date and Time** to send the post



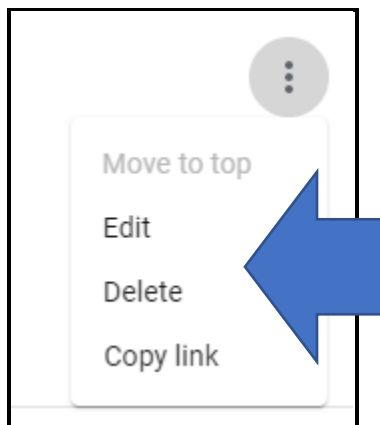
Scheduled posts are in the **Saved announcements** section at the top of the Stream column.



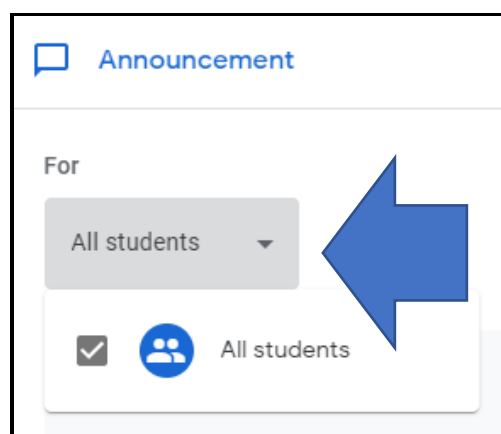
For any item in your stream click on the **three dot ellipsis** on the right hand side



You can **Edit, Delete or Copy** the link to the Stream item



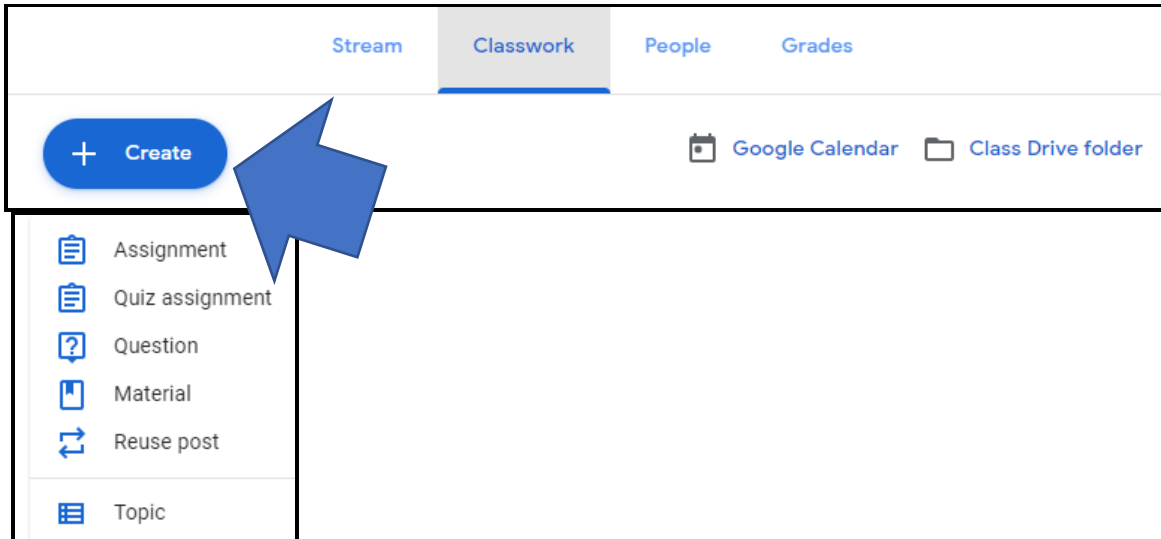
If you go back in to **Edit** the item, you can also choose to share the post with all students in the class or choose specific students,



The Classwork Tab

This is the area where you can create assignments for your students.

To create a new assignment, click on the **Create** button and choose the type of assignment that you want to create.



The regular **Assignment** option is the most open ended so more popular to use. You can create your own title, type in your own instructions along with attaching any documents, you tube videos etc.

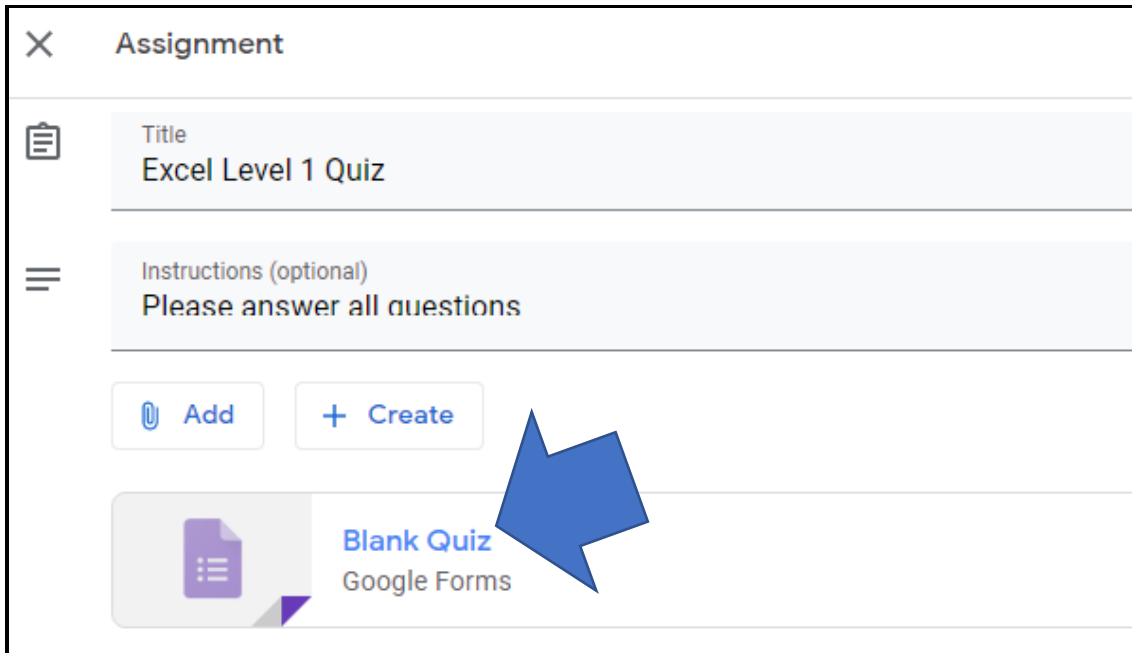
Tip: *Why is this different than adding an announcement on the Stream page?*

*Because you can assign a **point** value to the assignment or have it be **ungraded**. You can also assign a **due date** for the assignment and you can create a **topic** for the assignment.*

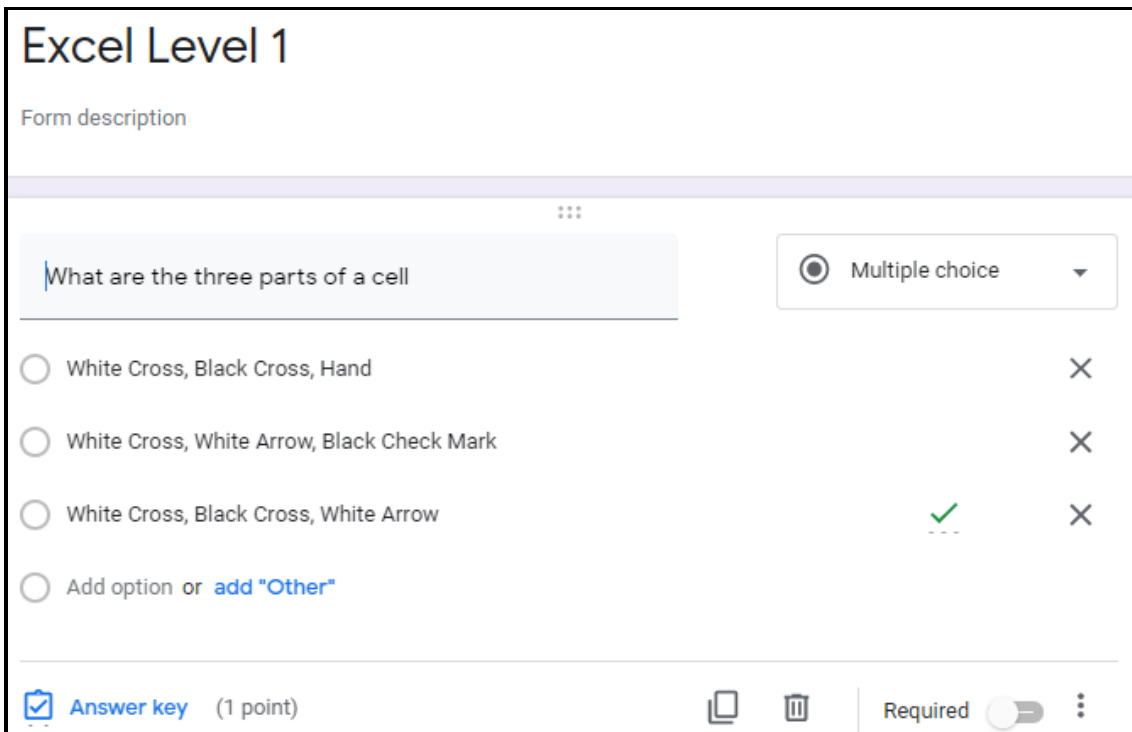
You can post the assignment to go out immediately or to go out on a specific date and time or you can save it as a draft and return to it later.

Tip: *Schedule all your assignments at the beginning of the month when you sit down to do your long-term planning.*

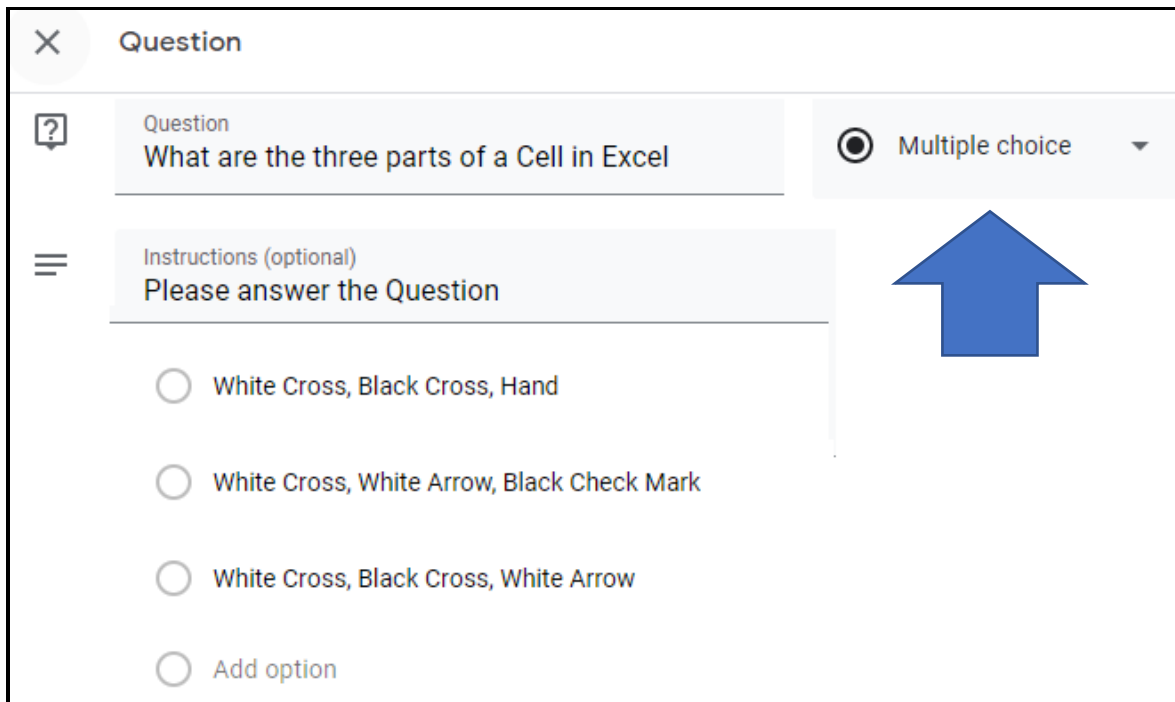
The quiz assignment will automatically attach a **blank google form** that you can use to create a quiz for your students. Click on **Blank Quiz** to create a new quiz in **Google Forms**



Note: Under the direction of your instructor you will learn how to create Quiz questions and grade responses.



The **Question** option allows you to pose a question to your students and then have them respond to it.



Question

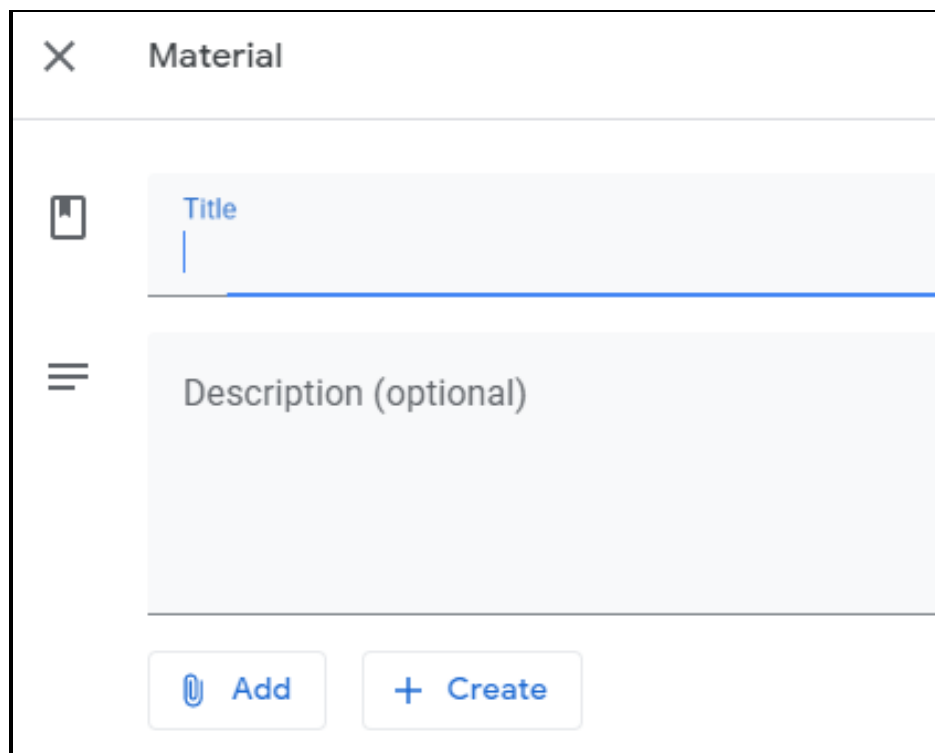
What are the three parts of a Cell in Excel

Multiple choice

Instructions (optional)
Please answer the Question

- White Cross, Black Cross, Hand
- White Cross, White Arrow, Black Check Mark
- White Cross, Black Cross, White Arrow
- Add option

The **Material** option is a great way to share attachments or materials with your students for example to share digital copies of notes and other resources.



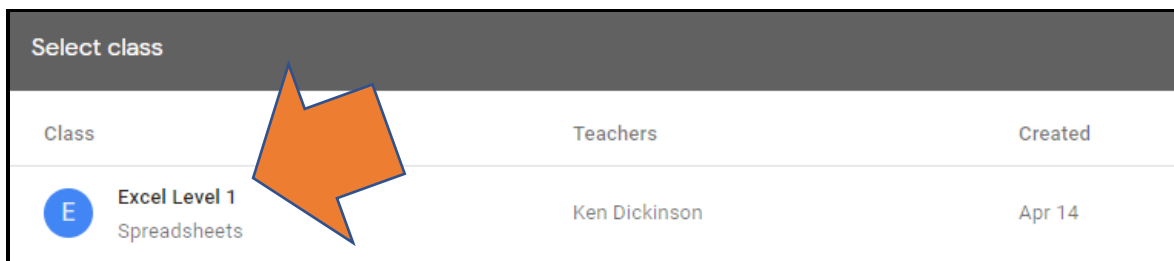
Material

Title

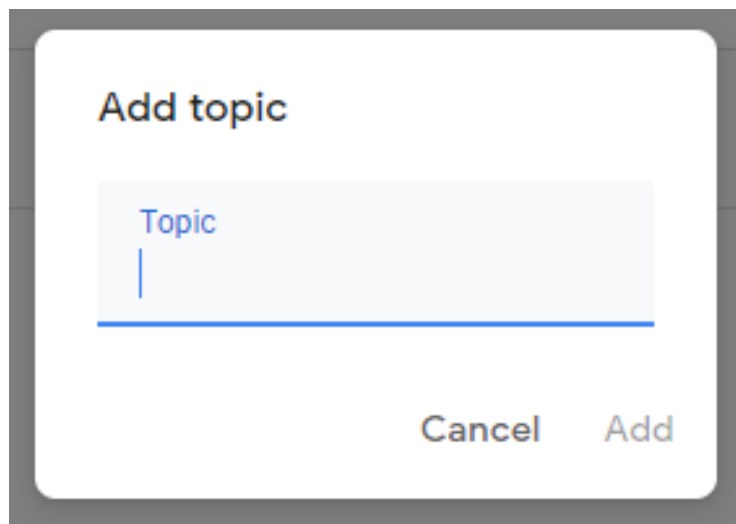
Description (optional)

Add Create

The **Reuse Post** option allows you to reuse a post that you have already created in another class

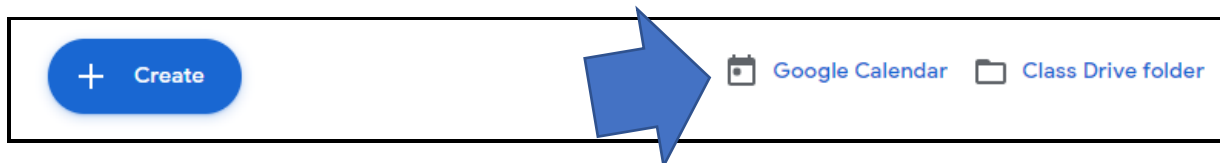


The **Topic** option is a great way to organize all your assignments into Topics



The Calendar

Under the **Classwork tab** you can also view the **Calendar** which will display all of the due dates for all of the assignments that you have created, along with the google drive folder that you have created which houses all of the attachments that you have added to your class.



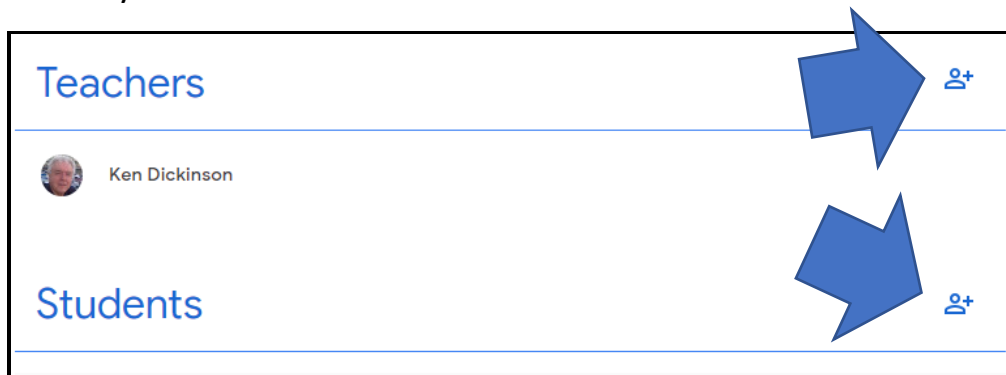
As you add assignments and materials and questions to the **Classwork tab**, they will also appear on the **Stream tab** in chronological order with the most recent appearing at the top.

Assignment Ideas

- **Link Articles or Websites** for research and then have students answer questions in google classroom
- **Link Quizzes** with google forms that you want students to complete. The best thing about google forms is that you can make them self grading.
- You can also have students complete graphic organizers digitally through google docs or google sheets

The People Tab

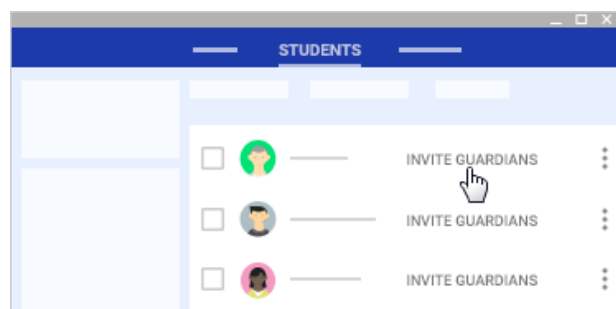
The **People tab** allows you to see all the students and the teachers that you have connected to your class. Follow the same steps that you used to add students to the class to also **add teachers** to the class for co-teaching or if you want them to have access to your materials.



You also can **email** students, **mute** students which revokes their ability to post and comment on google classroom. This can be very handy or remove students from your class if they are no longer in it.

Parents and Guardians

If you are using **G-Suite for Education**, you have the ability to invite their parents or guardians to the class so that they can receive updates or check on their students grades. Next to the student's name click **Invite Guardians**



The Grades Tab

Is an online grade book, of all the assignments for all of the students, that you have on google classroom.

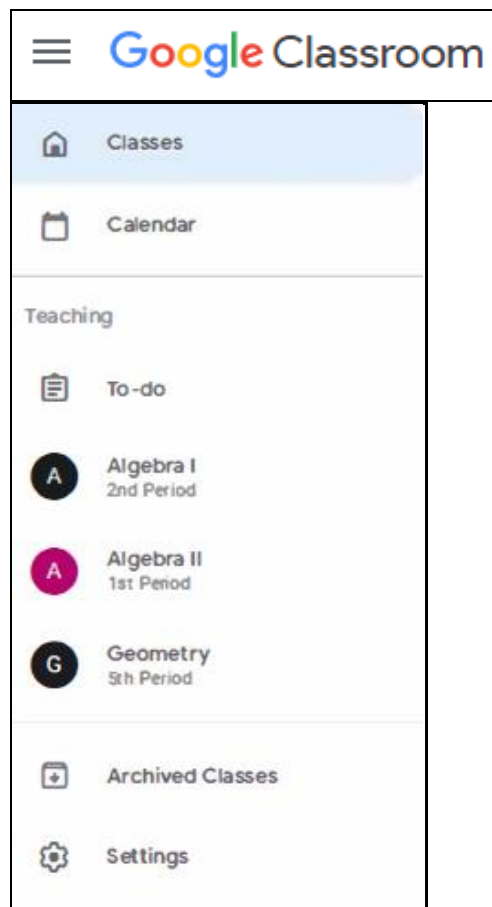
This is very handy to be able to see student grades all in one place

You can also go in and edit any of the grades if you need to, rather than going directly to that assignment.

You can also click on any assignment and view student work that was submitted, or you can click on a student and view all of the work that they have submitted for the different assignments.

The Classroom Menu

Click on the **Classroom Menu** in the top left corner of your screen to see a list of **Classes** that you are teaching along with a **To-do** list and a list of **Archived** classes plus the classroom **Settings**.



Click on **Settings** to change your **Profile** and picture and other **Notifications**

Class Settings

Access the **Class Settings** by clicking on the gear icon in the upper right-hand corner of your class page



You can edit any information for your class in the **Class Details** section

Class Details

Class name (required)
Excel Level 1

Class description

Section
Spreadsheets

The **General Settings** allows you to change settings for the Class Code, Comments and Notifications, change the Grading system etc.

General

Class code xa5cigt ▾

Stream Students can post and comment ▾

Classwork on the stream Show condensed notifications ▾

Show deleted items
Only teachers can view deleted items.

The **Grading Settings** allow you to control the grading method, add grade categories and show overall grades to students.

Grading

Grade calculation

Overall grade calculation No overall grade ▾
Choose a grading system. [Learn more](#)

Utilize the Mobile App

A mobile App is available for both IOS and Android platforms. The Classroom app lets you stay connected any time. App specific features include the ability to add and edit classes, add and communicate with Students and Upload files, create Video clips, etc.

