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# Google Classroom

— How to and Lessons Learned! —

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Link to presentation: <https://goo.gl/7QfAOK>

# Why Google Classroom?

Google Classroom is a great way to organize student work.

Use Google Classroom to:

- Assign, handout, collect, and grade student work.
- Send class announcements
- Hold class discussions

Students can join the classroom by invitation or class code.

Students can belong to multiple classes for multiple teachers.

Teachers can share classrooms.

# Getting Started

Create an account by going to: [classroom.google.com](https://classroom.google.com)

Log in using your gmail account information. The email that you use needs to be part of a school Google for Education domain.

**Select “Teacher”**

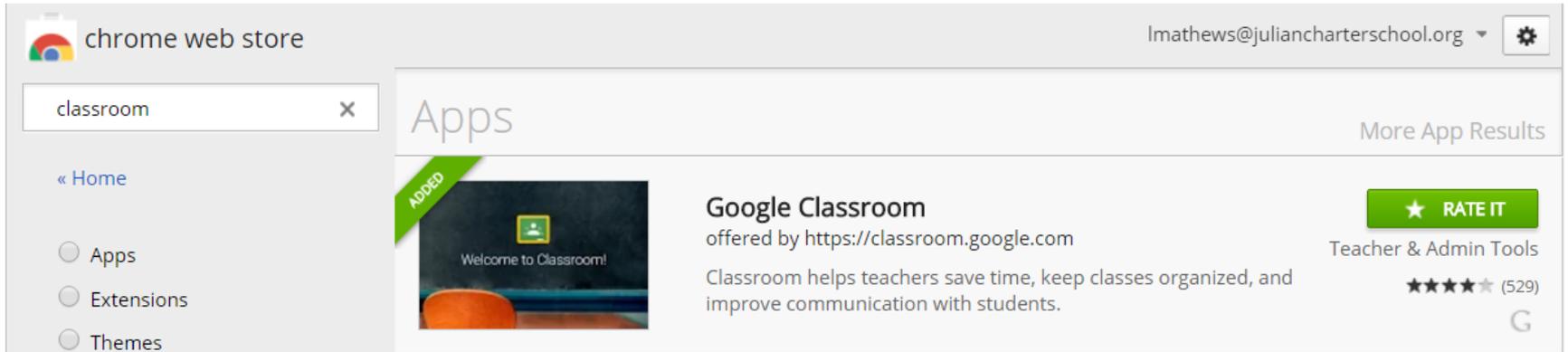
Click on “See How Classroom Works” for a guided tour.

Need help?

[Google Classroom Help: Getting Started](#)

# Getting Started

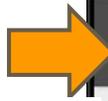
You can also install the app from the Chrome Web Store:



The screenshot shows the Chrome Web Store interface. At the top, the browser address bar displays "chrome web store" and the user's email "lmathews@juliancharterschool.org". A search bar contains the text "classroom". Below the search bar, a sidebar menu includes "« Home", "Apps", "Extensions", and "Themes". The main content area is titled "Apps" and features a "More App Results" link. The featured app is "Google Classroom", which has a green "ADDED" banner in the top-left corner of its preview image. The preview image shows a "Welcome to Classroom!" message on a chalkboard. To the right of the preview, the app title "Google Classroom" is displayed, followed by the URL "https://classroom.google.com" and a description: "Classroom helps teachers save time, keep classes organized, and improve communication with students." A green "★ RATE IT" button is visible, along with the text "Teacher & Admin Tools" and a star rating of "★★★★★ (529)". A small Google logo is in the bottom right corner of the app card.

[Google Classroom Help: Getting Started](#)

# Create a Class



☰ Classes

+ Imathews@juliancharterschool.org ▾

Main Menu

**Test Class** ⋮  
0 students

**Engineering 2015 - 2016** ⋮  
15 students

**Earth Science 2015 - 2016** ⋮  
Block 4

**Add a Class**

Due Thursday  
11:59 PM – NOVA Sun Lab  
Chapter 29 Content Mastery

**Earth Science 2015 - 2016** ⋮  
Block 3  
22 students

Due Thursday  
11:59 PM – NOVA Sun Lab  
Chapter 29 Content Mastery

**World History 2015 - 2016** ⋮  
Block 6  
19 students

Due Wednesday  
11:59 PM – Chapter 5 Reading Notes

**World History 2015-2016** ⋮  
Block 5  
15 students

Due Wednesday  
11:59 PM – Chapter 5 Reading Notes



# Create a class

The screenshot displays a web application interface for managing classes. At the top, there is a header with a hamburger menu icon, the text "Classes", a plus sign, and the email address "lmathews@juliancharterschool.org". The main content area is a grid of class cards. A modal dialog box titled "Create a class" is centered over the grid. The modal contains two text input fields: "Test Class" and "Section". Below the inputs are two buttons: "CANCEL" and "CREATE".

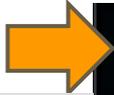
Classes visible in the background:

- Engineering 2015 - 2016 (Block 4, 15 students)
- Earth Science 2015 - 2016 (Block 4, 19 students)
- Earth Science 2015 - 2016 (Block 3, 22 students)
- World History 2015 - 2016 (Block 6, 19 students)
- World History 2015 - 2016 (Block 5, 15 students)
- U.S. History 2015 - 2016 (Block 1, 13 students)

[Classroom Help: Add a class](#)

# Format a class

Class Name



Main Menu



Test Class



Linda Mathews

Edit Theme



Select theme  
Upload photo

STREAM

STUDENTS

ABOUT

No work due soon

VIEW ALL

Welcome to your class!

Do you want to take a tour to learn more?



START TOUR

STREAM



Show deleted items



Add assignments,  
announcements, discussions



<https://classroom.google.com/u/0/c/MTcwMTE4ODE4>

# Invite Students

[Classroom Help: Student Help](#)

Invite students to join by email.

Test Class

Linda Mathews

Select Students

STREAM STUDENTS ABOUT

INVITE ACTIONS

Students can post and comment CLASS CO

Invite students or give them this code to join: **h2cx9t**

Select theme  
Upload photo

?

# Class Stream

lmathews@juliancharterschool.org

## Test Class

Linda Mathews

### Upcoming Assignments

STREAM STUDENTS ABOUT

Reuse post

Select theme  
Upload

Create question

Create assignment

Create announcement

+

**Add to Stream**

No work due soon  
VIEW ALL

STREAM  
Show deleted items

Welcome to your class!  
Do you want to take a tour to learn more?

# Create Announcement

[Classroom Help: Post an announcement](#)

The screenshot shows a classroom interface for 'Test Class' with a user profile for Linda Mathews. A red 'Announcement' dialog box is open, containing a text input field with the text 'This is an announcement!'. Below the text field is a toolbar with icons for attachments (paperclip, image, video, link) and a dropdown menu currently set to 'Test Class'. To the right of the toolbar are the labels 'Draft saved', a trash icon, and a blue 'POST' button with a dropdown arrow. The background shows a 'STREAM' section with a 'Show deleted items' toggle and a 'CLASS CODE' field.

**Announcement text**

**Add attachments**

**Choose classes to receive announcement**

**Save draft or post announcement**

# Create Assignment

[Classroom Help: Creating and Grading Assignments](#)

The image shows a screenshot of a classroom management application interface. A dark red header bar at the top contains a hamburger menu icon on the left, the words 'STREAM', 'STUDENTS', and 'ABOUT' in the center, and the email address 'lmathews@juliancharterschool.org' on the right. Below the header, a modal dialog box titled 'Assignment' is open. The dialog has a red header with a clipboard icon and a close button (X). The main content area is white and contains the following elements: a text input field for 'Title of assignment', a text input field for 'Description of assignment (optional)', and a date selector for 'Due' set to 'Sep 8'. Below the text fields is a toolbar with icons for attachments (paperclip), document, video, and link, followed by a dropdown menu currently showing 'Test Class'. To the right of the toolbar is a trash icon and a blue 'ASSIGN' button with a dropdown arrow. The background of the app is dimmed, showing a 'No work due so...' notification and a 'CLASS CODE' section with a code 'h2cx9t'. Five callout boxes with orange arrows point to specific parts of the dialog: 'Assignment Title' points to the title input field; 'Assignment Description' points to the description input field; 'Due Date and Time' points to the date selector; 'Attachments' points to the attachment icons; and 'Classes' points to the class dropdown menu.

**Assignment Title**

**Assignment Description**

**Due Date and Time**

**Attachments**

**Classes**

# Create Assignment with Handouts

The screenshot displays a web interface for creating an assignment. At the top, there are navigation tabs for 'STREAM', 'STUDENTS', and 'ABOUT', along with an email address 'lmathews@juliancharterschool.org'. The main content area is titled 'Assignment' and includes fields for 'First Assignment', 'Description of assignment (optional)', and 'Due' (set to 'Sep 8'). Below these fields is a preview of a Google Docs document titled 'Untitled document'. A dropdown menu is open over the document, showing three options: 'Students can view file', 'Students can edit file', and 'Make a copy for each student'. A large orange arrow points from the text box above to the dropdown menu.

**Important: After you create the assignment, you can change student access to a file (view or edit) but you cannot make a copy for each student.**

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

# Assignment Features

Do not have to return files when you enter the grades. (Draft grades)

Can send private comments to students via email.

Can create draft assignments to be made public at a later date. Note: This is not automatic - you have to remember to add the assignment at a later date!

Can add documents, links, YouTube videos, and documents to assignments.

Can create assignments without due dates.

Can bump an assignment to the top of the stream.

# Asking a Question

Discussion question:

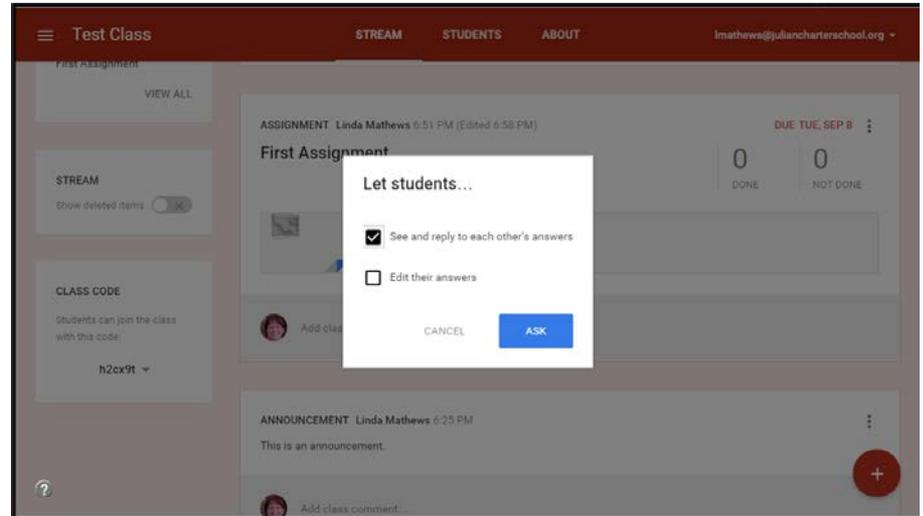
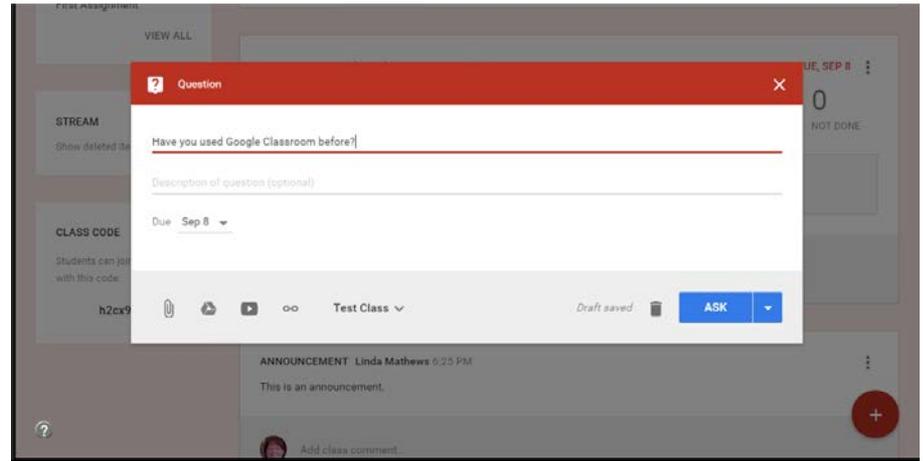
2 step process:

First step looks very similar to assignment.

Second step lets you choose access that students have:

to see other replies

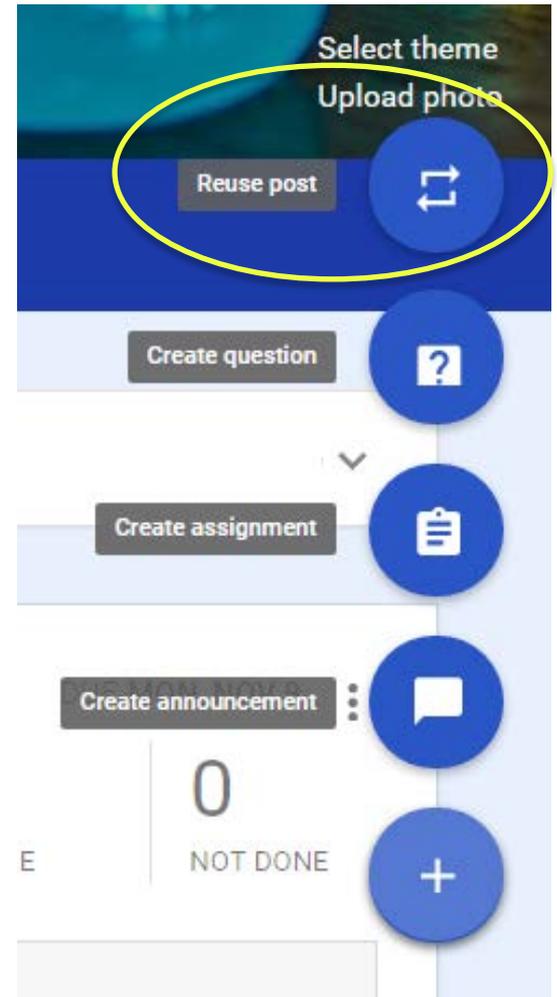
students can edit their own replies



# Reuse a Post

Can copy assignments from other classes to current class.

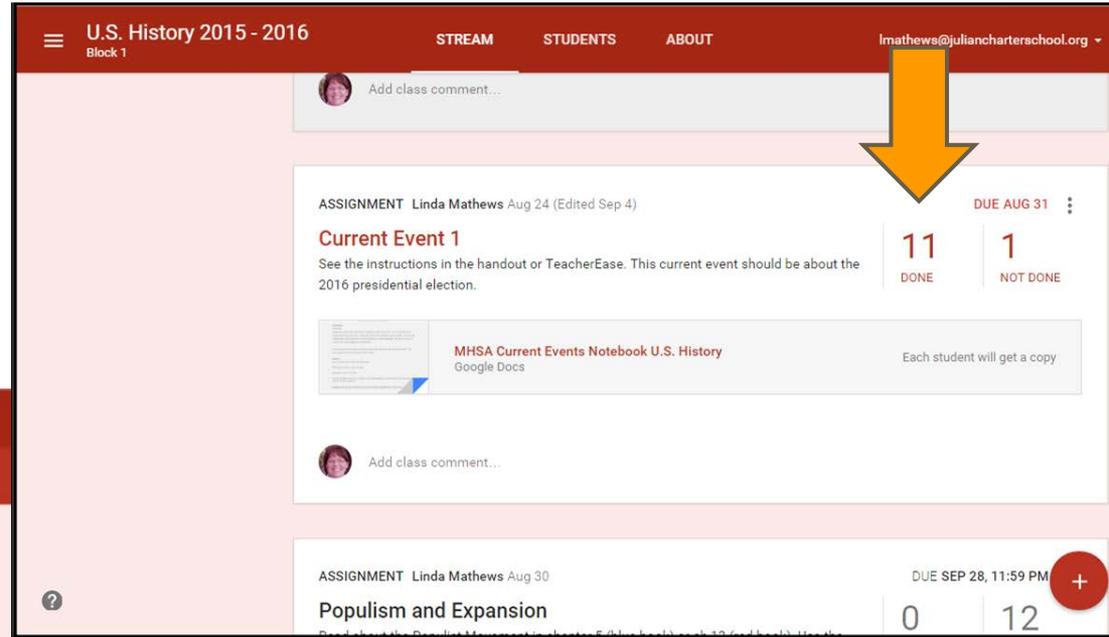
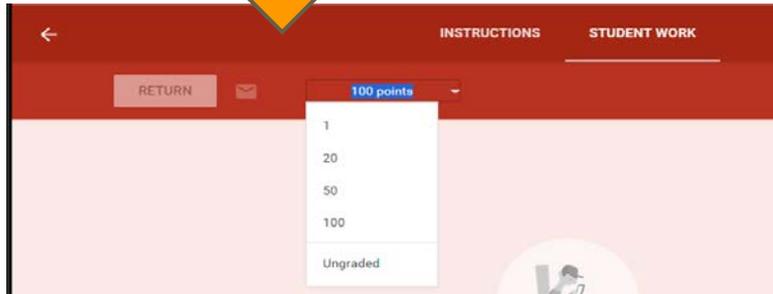
- Choose the class
- Choose the assignment
- Post the assignment



# Grading Assignments

- You can set points, email students, and return work.
- Grades can be exported in CSV format.

To grade assignments, click on the assignment to get list of students and their turned in work.



Add a class description and other course information.

Share class materials and student work with a co-teacher.

A folder is created for each class in your Google Drive.

Upload class syllabus and other materials/links students need for class

The screenshot shows the 'About' page in Google Classroom. At the top, a dark red navigation bar contains the tabs 'STRE...', 'STUDENTS', and 'ABOUT'. Below this is a form for class details. The form includes fields for 'Title (optional)', 'Class description (optional)', 'Room', and 'Where does the class meet? (optional)'. A 'Google Drive folder' section shows a folder named 'Test Class'. At the bottom right of the form are 'CANCEL' and 'SAVE' buttons. On the left side, there is an 'INVITE TEACHER' button and a list of email addresses, including 'lmath...' and 'llapchart...'. At the bottom left, there is an 'Add materials...' button. Several orange arrows point from text boxes to these specific elements: one from the top text box to the 'ABOUT' tab, one from the left text box to the 'INVITE TEACHER' button, one from the right text box to the 'Test Class' folder, and one from the bottom text box to the 'Add materials...' button. A small question mark icon is visible in the bottom left corner of the page.

# Archiving/Deleting a Class

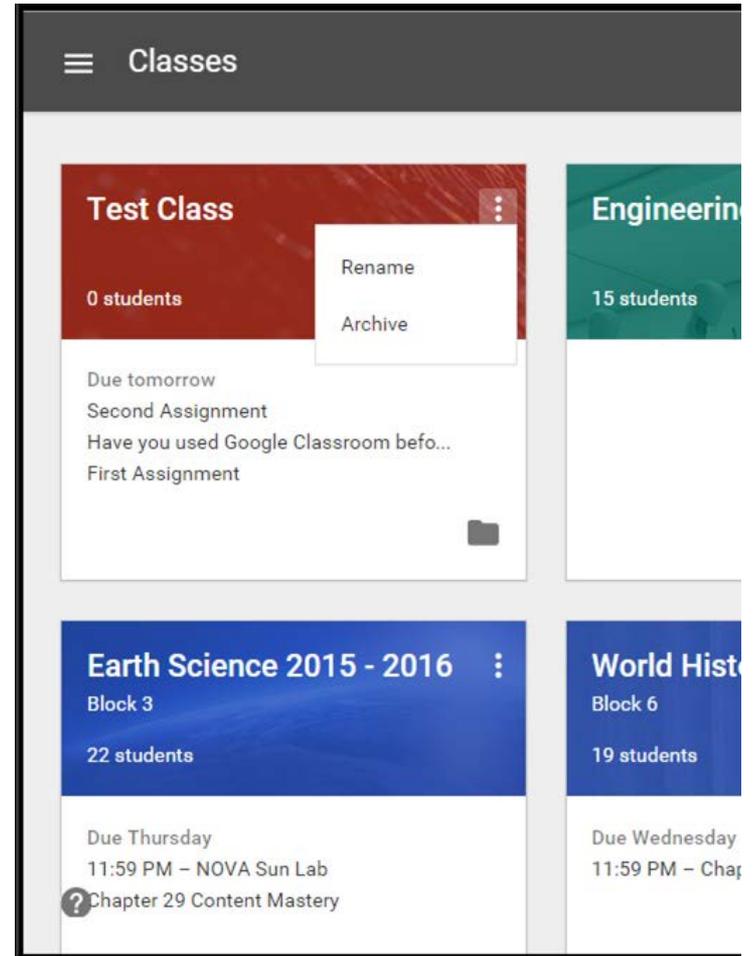
To archive a class:

- Select classes from the main menu
- Select the option menu on the class.
- Select archive.

Once a class is archived, materials in that class cannot be changed.

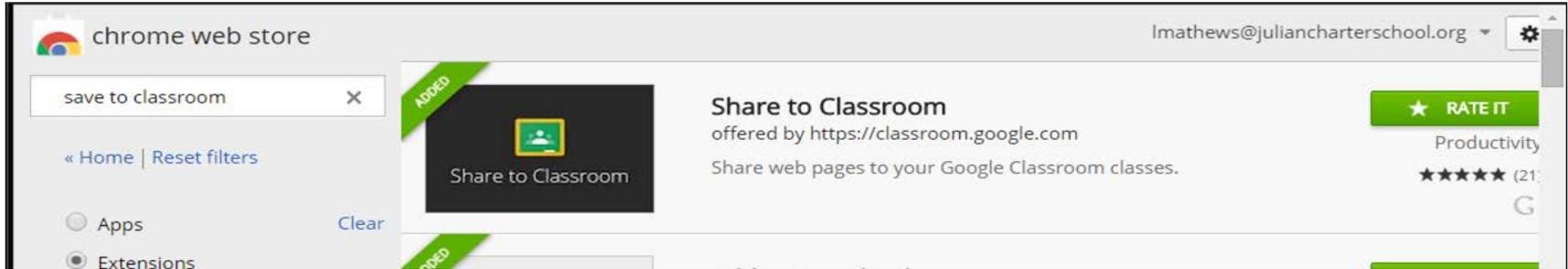
You can copy assignments from archived classes.

To delete a class, you must archive it first.  
The delete option will appear.



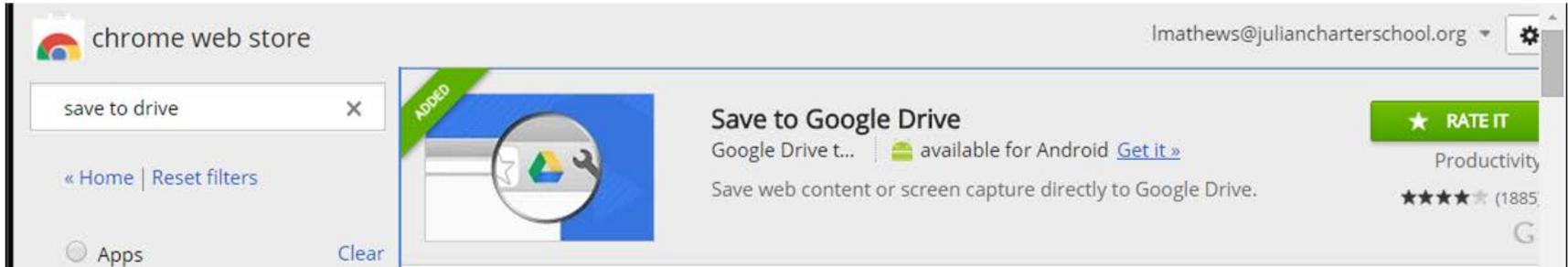
# Useful Extensions

## Share to Classroom



The screenshot shows the Chrome Web Store interface. At the top, the text "chrome web store" is visible on the left, and the user email "Imathews@juliancharterschool.org" is on the right. A search bar contains the text "save to classroom". Below the search bar, there are navigation links: "« Home | Reset filters" and radio buttons for "Apps" and "Extensions". The "Share to Classroom" extension is highlighted with a green "ADDED" banner. The extension card features a dark background with a white icon of a person and a document, and the text "Share to Classroom". To the right of the card, the title "Share to Classroom" is displayed, followed by "offered by https://classroom.google.com" and "Share web pages to your Google Classroom classes." A green "★ RATE IT" button is on the right, with "Productivity" and "★★★★★ (21)" below it.

## Save to Google Drive



The screenshot shows the Chrome Web Store interface. At the top, the text "chrome web store" is visible on the left, and the user email "Imathews@juliancharterschool.org" is on the right. A search bar contains the text "save to drive". Below the search bar, there are navigation links: "« Home | Reset filters" and radio buttons for "Apps" and "Extensions". The "Save to Google Drive" extension is highlighted with a green "ADDED" banner. The extension card features a blue background with a white icon of a document and a magnifying glass over a Google Drive logo, and the text "Save to Google Drive". To the right of the card, the title "Save to Google Drive" is displayed, followed by "Google Drive t..." and "available for Android [Get it](#)". A green "★ RATE IT" button is on the right, with "Productivity" and "★★★★★ (1885)" below it.

# Lessons Learned

Although students are comfortable with phones and games, they are not always familiar with productivity tools. Walk them through Google Classroom several times. (Turninpaloozas, practice assignments)

Need to have a way to indicate in gradebook if assignment is in Google Classroom (ONLINE, GCLASS, INCLASS)

Remind students that turning in assignment is a 2 step process.

Make sure students understand how to access handouts attached to lessons.

# More Lessons Learned

Students need a basic understanding of how permissions work on documents turned in. (Long term assignments)

Make sure that students read the notes for assignments.

Think about how you want to deal with assignments turned in to wrong assignment.

# Classroom Support

Google has a good Classroom support center:

<https://support.google.com/edu/classroom/>

Follow the Google Classroom for Education blog:

<http://googleforeducation.blogspot.com/>

You can also follow the blog on Twitter and Facebook.

# Contact Me

Linda Mathews

Academy Instructor - Murrieta High School Academy

My background: [About me](#)

email: [lmathews@juliancharterschool.org](mailto:lmathews@juliancharterschool.org)

website: [www.magistramathews.weebly.com](http://www.magistramathews.weebly.com)

The [slide presentation](#) is on my website.

