
Google Classroom

How to and Lessons Learned!

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

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”

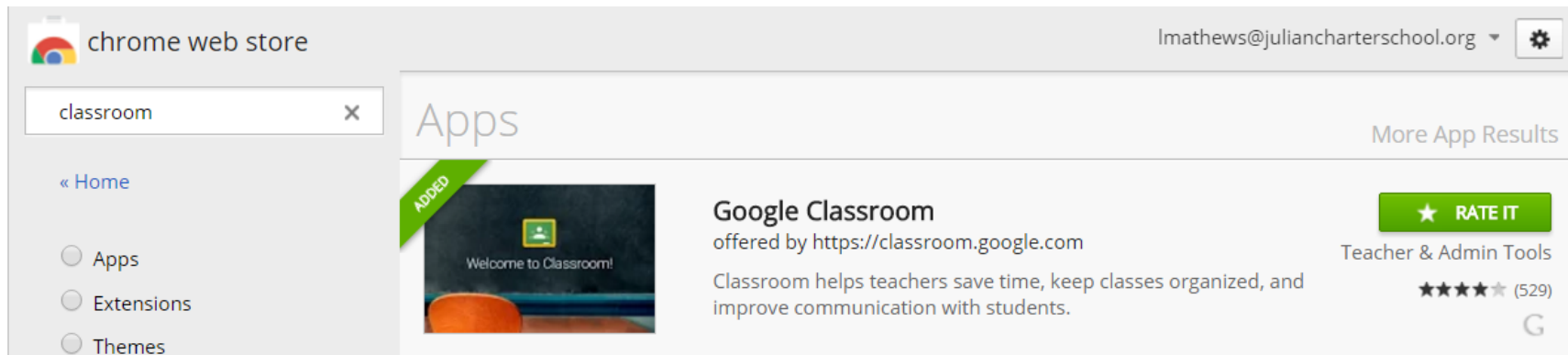
Click on “See How Classroom Works” for a guided tour.

Need help?

[Google Classroom Help: Getting Started](#)

Getting Started

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



[Google Classroom Help: Getting Started](#)

Create a Class



Classes



lmathews@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



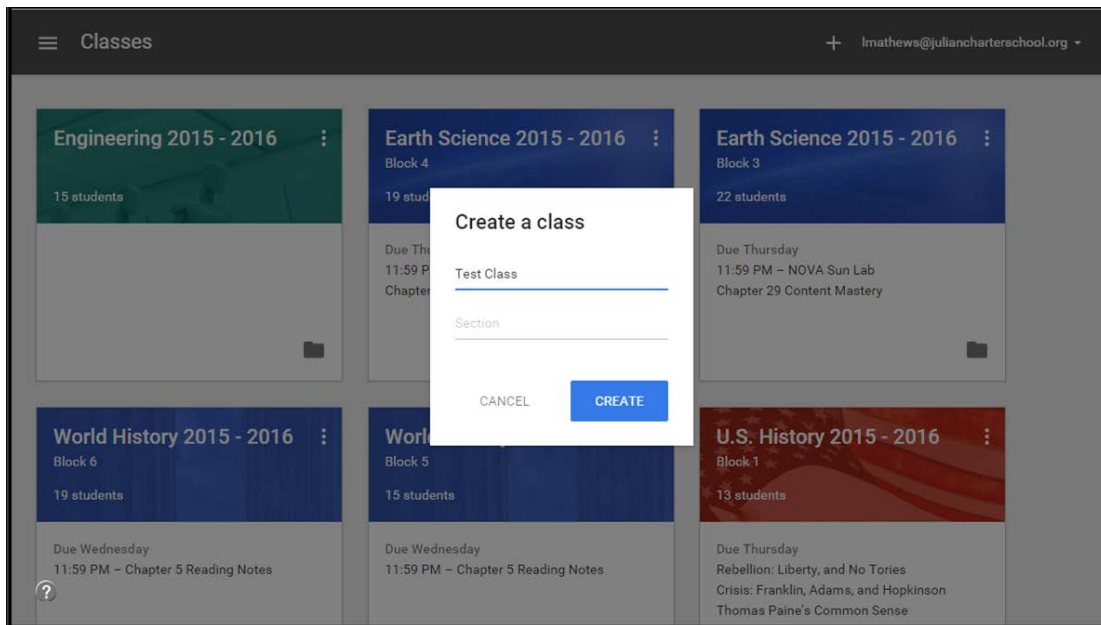
Block 5

15 students

Due Wednesday

11:59 PM – Chapter 5 Reading Notes

Create a class



[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/MTcwMTE4ODEx>

Invite Students

[Classroom Help: Student Help](#)

The screenshot shows a classroom interface with a dark blue header featuring a bokeh light pattern. In the top right corner, the email address `lmathews@juliancharterschool.org` is displayed. Below the header, the text "Test Class" is centered, with a small circular profile picture of "Linda Mathews" to its left. On the right side, there are links for "Select theme" and "Upload photo". A red navigation bar contains the labels "STREAM", "STUDENTS", and "ABOUT". Below this bar, on the left, is a blue "INVITE" button. To its right is a grey "ACTIONS" button with a downward arrow. Further right, the text "Students can post and comment" is followed by a dropdown arrow, and then "CLASS CO" is partially visible. In the center, a light pink box contains the text "Invite students or give them this code to join: h2cx9t". On the right, a grey box contains the text "Students can join using class code." with an orange arrow pointing to the code "h2cx9t".

Invite students to join by email.

Select Students

INVITE

ACTIONS

Students can post and comment

CLASS CO

Invite students or give them this code to join: h2cx9t

Students can join using class code.

Class Stream

The screenshot shows the Class Stream interface. At the top, there's a header with a hamburger menu icon, the email `lmathews@juliancharterschool.org`, and the class name "Test Class" with a profile picture of Linda Mathews. Below the header, there's a red navigation bar with tabs for "STREAM", "STUDENTS", and "ABOUT". The main content area is divided into sections. On the left, there's a box titled "Upcoming Assignments" with a large orange arrow pointing down to a "No work due soon" message. In the center, there's a "Welcome to your class!" message with a link to "Do you want to take a tour to learn more?". To the right of this, there's a grey box labeled "Add to Stream" with an orange arrow pointing to a vertical stack of action buttons: "Create question", "Create assignment", "Create announcement", and a plus sign. The right side of the interface features a vertical sidebar with several circular icons: a red square icon, a red question mark icon, a red clipboard icon, a red speech bubble icon, and a red plus sign icon. The background of the header area is a dark blue abstract pattern.

Upcoming Assignments

Test Class

Linda Mathews

STREAM STUDENTS ABOUT

No work due soon

VIEW ALL

STREAM

Show deleted items

Welcome to your class!

Do you want to take a tour to learn more?

Add to Stream

Create question

Create assignment

Create announcement

Reuse post

Select theme

Uplo...

?

+

Create Announcement

[Classroom Help: Post an announcement](#)

The screenshot displays the Classroom app interface with a 'Test Class' header. 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 adding 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' and a trash icon. At the bottom right of the dialog are a blue 'POST' button and a dropdown arrow. A red circular button with a white plus sign is visible in the bottom right corner of the app interface.

Announcement text

Add attachments

Choose classes to receive announcement

Save draft or post announcement

Create Assignment

Classroom Help: Creating and Grading Assignments

The screenshot shows the 'Create Assignment' form in a web application. The form is titled 'Assignment' and has a red header bar. It includes fields for 'Title of assignment', 'Description of assignment (optional)', and 'Due' date. Below these fields are icons for attachments (document, image, video, link) and a dropdown menu for 'Test Class'. A blue 'ASSIGN' button is at the bottom right. Annotations with orange arrows point to various parts of the form: 'Assignment Title' points to the title field, 'Assignment Description' points to the description field, 'Due Date and Time' points to the due date field, 'Attachments' points to the attachment icons, and 'Classes' points to the 'Test Class' dropdown menu.

Assignment Title

Assignment Description

Due Date and Time

Attachments

Classes

Assignment

Title of assignment

Description of assignment (optional)

Due Sep 8

Test Class

ASSIGN

Create Assignment with Handouts

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.

Assignment

First Assignment

Description of assignment (optional)

Due Sep 8

Untitled document
Google Docs

Students can view file

- 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:

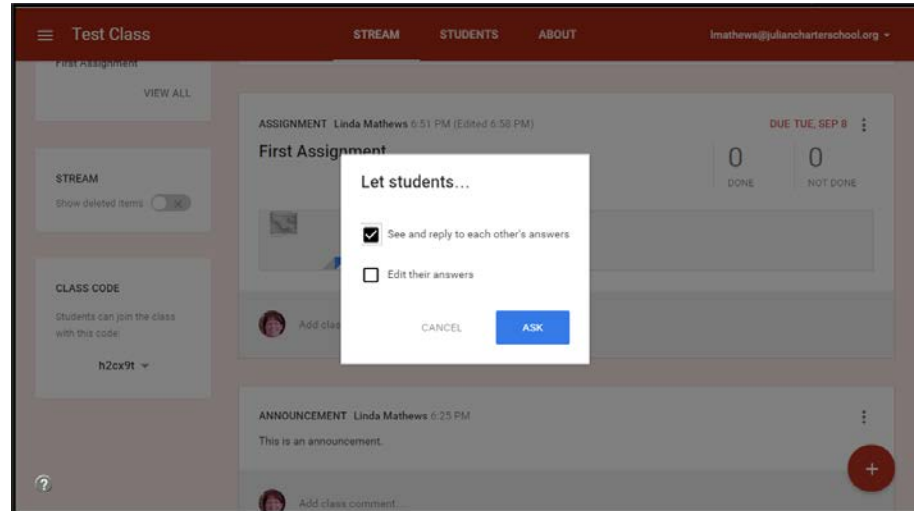
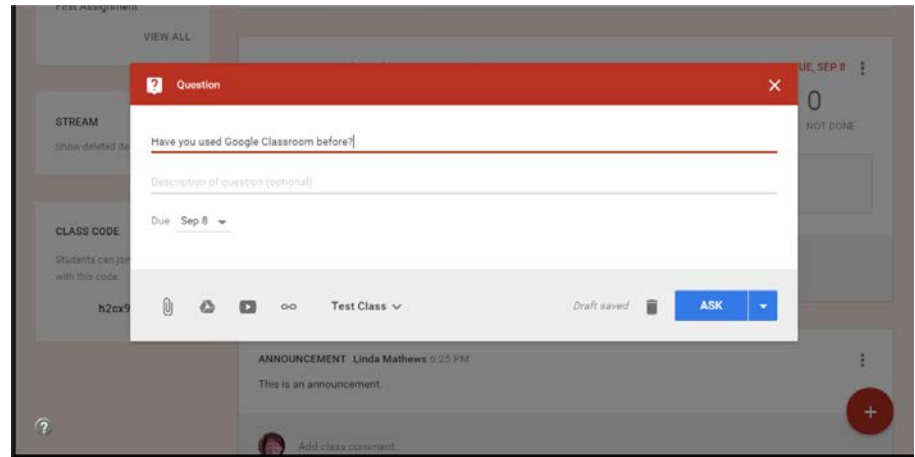
2 step process:

First step looks very similar to assignment.

Second step lets you choose access that students have:

to see other replies

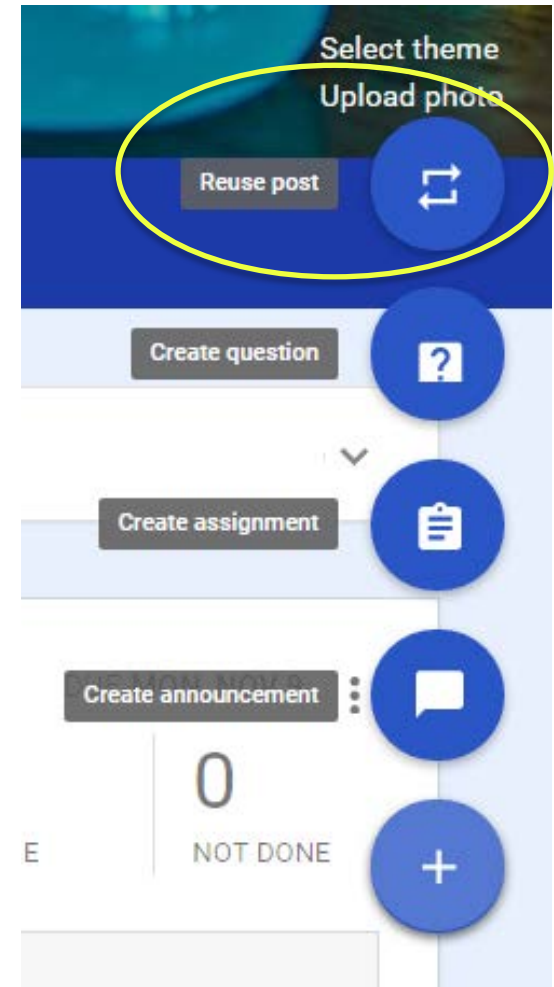
students can edit their own replies



Reuse a Post

Can copy assignments from other classes to current class.

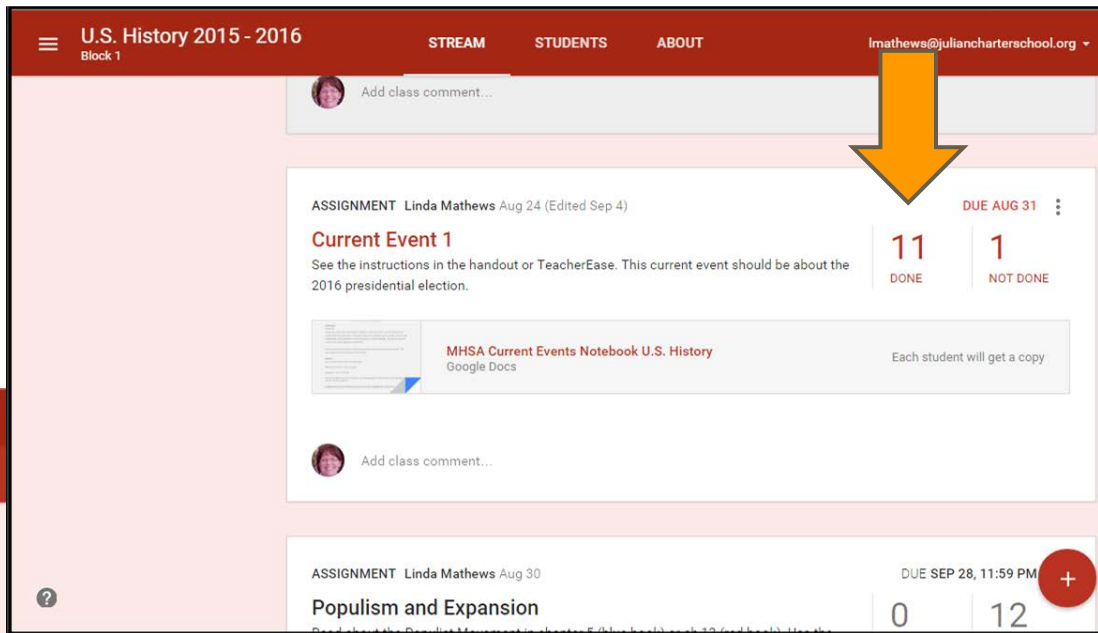
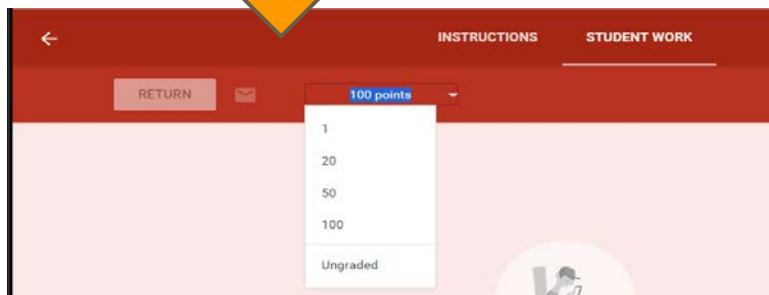
- Choose the class
- Choose the assignment
- Post the assignment



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

Title (optional)

Class description (optional)

Room

Where does the class meet? (optional)

Google Drive folder

Test Class

CANCEL

SAVE

INVITE TEACHER

Add materials...

Archiving/Deleting a Class

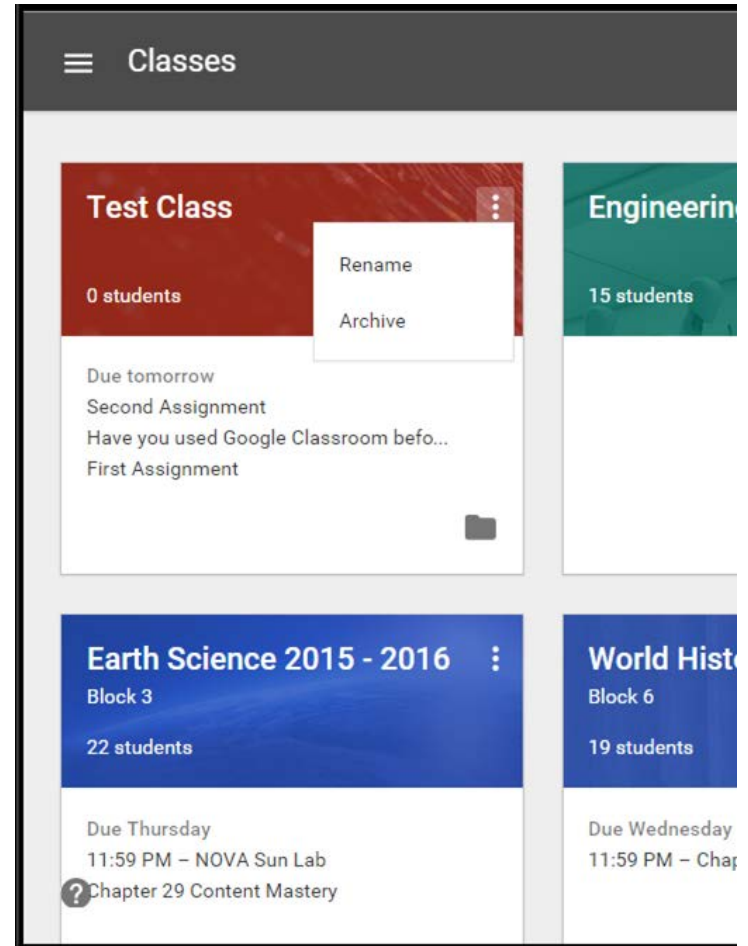
To archive a class:

- 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.

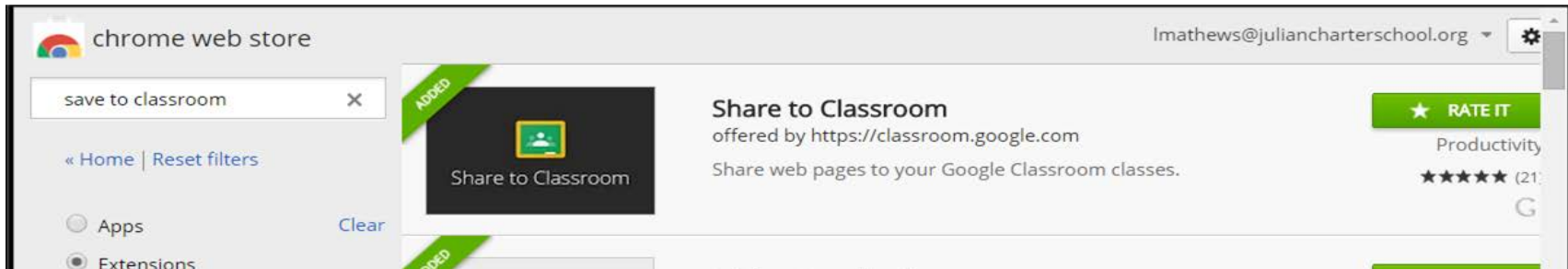
You can copy assignments from archived classes.

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

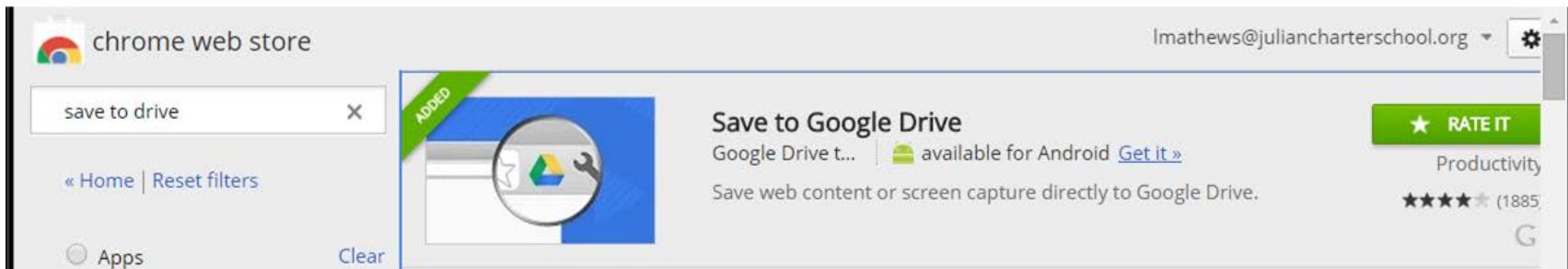


Useful Extensions

Share to Classroom



Save to Google Drive



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](#)

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

