
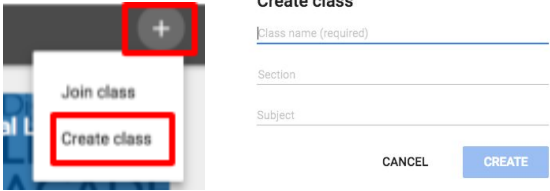
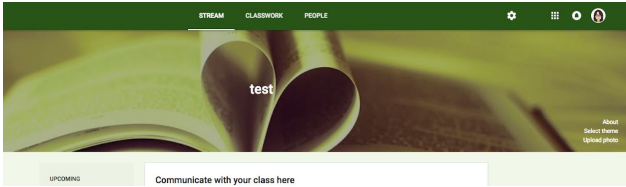

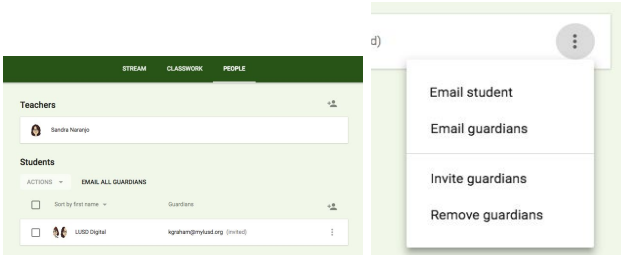


Guide to Google Classroom

<p>Go to classroom.google.com or use the app launcher in the upper right corner of your Gmail or Drive.</p>	
<p>Create a Google Classroom</p> <ul style="list-style-type: none"> ● Click on the "+" button in the upper right corner. ● Choose "Create class" ● Fill in detail information about your class. The class name should be the title of your class; consider using the school year in section. ● Click "CREATE". 	
<p>Your classroom has been created!</p> <ul style="list-style-type: none"> ● You can click "Select theme" on the right to change the header photo to personalize your classroom 	
<p>Invite students to your class</p> <ul style="list-style-type: none"> ● Click on "About" on the right ● Your Class code will appear on a pop-up. Provide this code to students by clicking the box or write the code on the board. Click on the box to project on your screen. ● Students will click the plus sign and "Join class" to enter the code for your classroom. Each class code is unique. ● You can also invite students by email. 	
<ul style="list-style-type: none"> ● You can also email students and add parent guardians on the PEOPLE tab 	

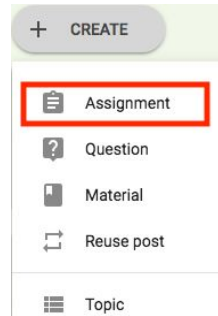
Post: Assignments

Assignments

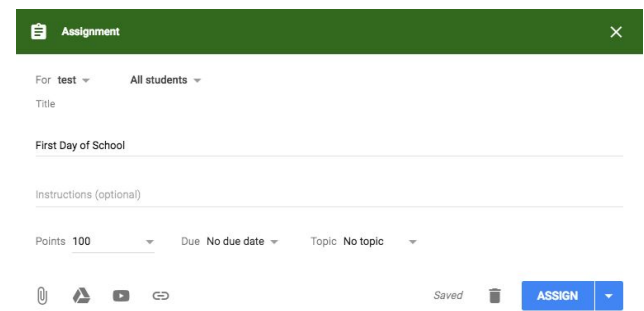
Assignments are a type of post where students will have to turn something in for you to evaluate.

****Make sure you are on the CLASSWORK tab****

- Click on "+ Create"
- Click "Assignment"



- Add a title for your assignment
- Include instructions for your students
- Assign a Points value
- Add a due date
- Topic allows you to organize your posts by topic (add one!)



Add materials to the assignment

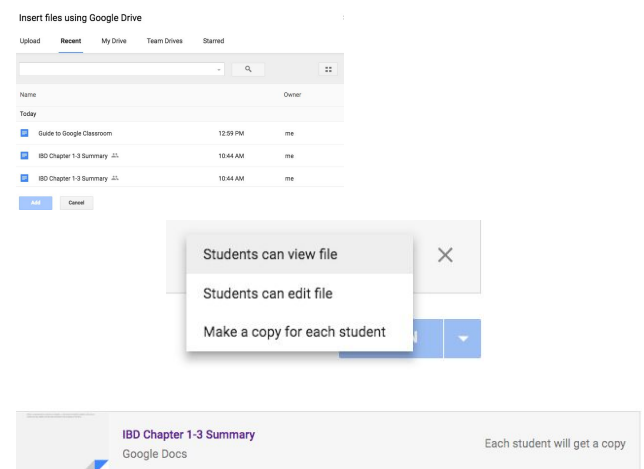
- Click on the icon to add materials from the different resources
 - Most common are Google Drive, YouTube, and Website link



Attachment Google Drive YouTube Video Website

Add from Google Drive

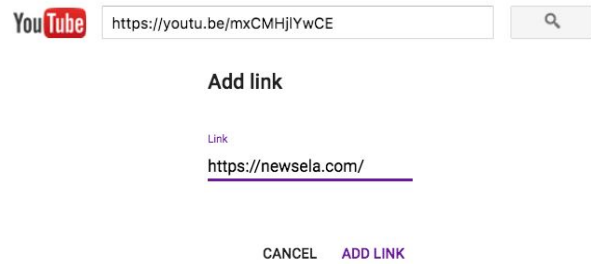
- When you add from Google Drive you will be taken to "Insert files using Google Drive"
- The default setting is "Recent" but you can search your Drive or upload.
- If you add a Google Doc, Slide, Sheet that you want students to write on individually, be sure to select **"Make a copy for each student"** (otherwise they will all be on the same document!)
- Add Google Form quizzes from your Drive to make it easy for students to access



Add from YouTube and Weblinks

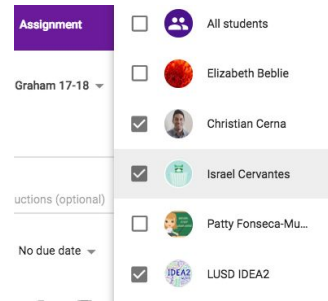
If you want to post a YouTube video or link to a website:

- Locate the resource first
 - Copy the URL to the video or the website
- Paste the link
- Click ADD (YouTube) or ADD LINK (website)



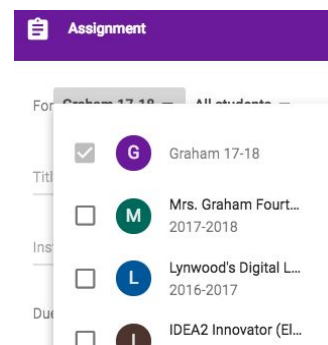
Differentiate your lessons

- You can choose to assign to all students or select a few, allowing for differentiation
- Click the down arrow next to "All students" and check the students who will receive this assignment.
- Students will only see posts that are selected for them.



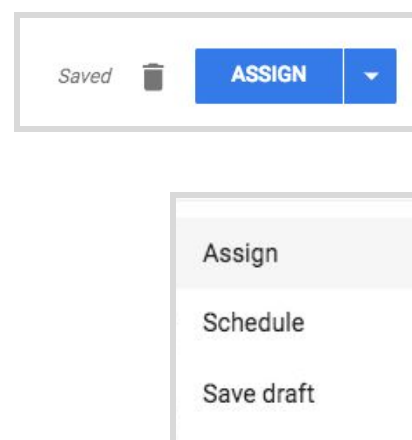
Push to multiple classes

- If you teach the same course and have multiple classes who need the same materials, you can post the same assignment in each Classroom
- Select the down arrow next to your classroom name (next to "for")
- Check the classes this post is for and it will be added to those classes as well.



Assigning to Class

- You have options of when you would like to post the assignment
 - Assign: Post to classroom immediately
 - Schedule: Allows you to select time and date you want the post to show in your classroom
 - Save draft: Saves as a draft if you want to post later on your own schedule or if you want to build the assignment further.



The steps are the same for adding Questions

- Add materials to the assignment
 - Google Drive (you won't be providing a copy for each student however)
 - YouTube
 - Website Links
- Differentiate your lessons
- Push to multiple classes

Post: Question

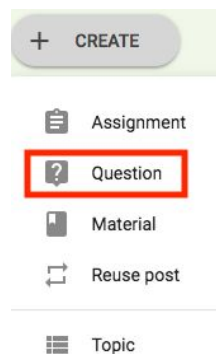
QUESTIONS

This type of post is a Question for your students. Teachers use this to

- Post a discussion question where students can comment
- Exit Ticket
 - a. Multiple choice
 - b. Short Response

****Make sure you are in the CLASSWORK tab****

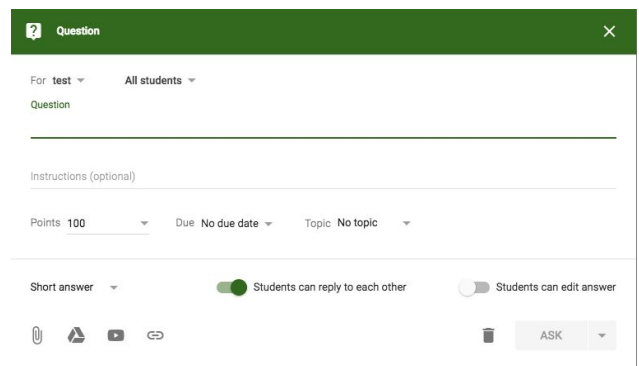
Click on "+ Create"
Click "Question"



- Write your question
- Add instructions if needed
- Include a due date
- Add a topic organize your posts

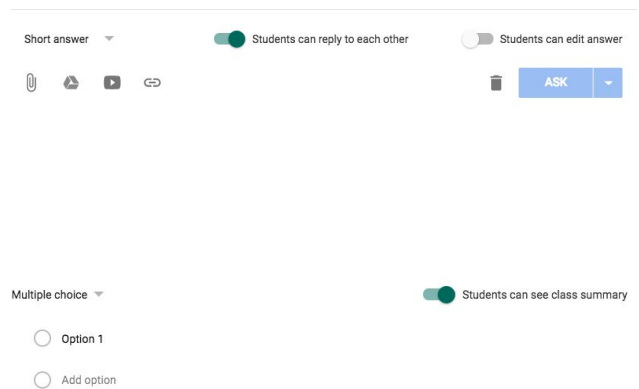
See notes in ASSIGNMENTS section on how to

- Add materials to the assignment
 - Google Drive
 - YouTube
 - Website Links
- Differentiate your lessons
- Push to multiple classes



Question Settings

- Short Answer
 - Determine if students can respond to each other
 - Discussion questions
 - Decide if students can edit their answer
- Multiple Choice
 - be sure to include the options of responses
 - Decide if students can see a class summary of responses



Ask the class

- You have options of when you would like to post the question
 - *Ask*: Post to classroom immediately
 - *Schedule*: Allows you to select time and date you want the question to show in your classroom
 - *Save Draft*: Saves as a draft if you want to ask later on your own schedule, or add materials later.

Saved



ASK



Ask

Schedule

Save draft

Post: Announcements

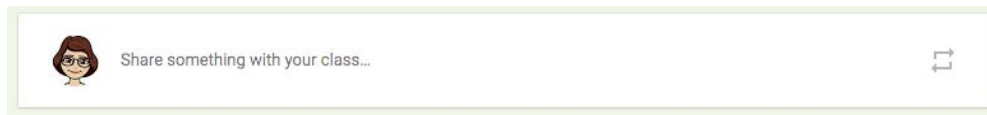
ANNOUNCEMENTS

This type of post is as stated: an Announcement. Teachers use this to

- Post a discussion question where students can comment
- Make an announcement
- Post materials that don't require students to hand in something for grading
 - a. Field trip permission slip
 - b. Video to view before class

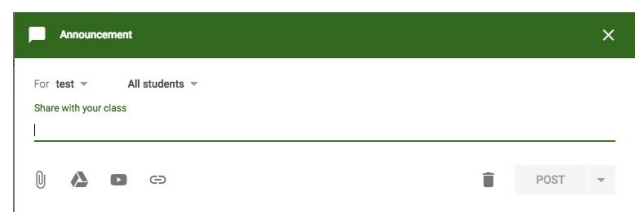
****Make sure you are in the STREAM tab****

Click on Share something with your class



Add a title for your announcement

- Write your announcement
- Add materials to the assignment
 - Google Drive (you won't be providing a copy for each student however)
 - YouTube
 - Website Links
- Post to some or all students
- Push to multiple classes



See notes in ASSIGNMENTS section on how to

- Add materials to the assignment
 - Google Drive (you won't be providing a copy for each student in Announcements)
 - YouTube
 - Website Links
- Differentiate your lessons
- Push to multiple classes

Post to Class

- You have options of when you would like to post the announcement
 - *Post*: Posts to classroom immediately
 - *Schedule*: Allows you to select time and date you want the post to show in your classroom
 - *Save Draft*: Saves as a draft if you want to post later on your own schedule or if you want to build the announcement further.

Saved



POST



Post

Schedule

Save draft

Post: Reuse Post

Reuse a post

Teachers use this to

- Reuse a post from another classroom (a previous one or a collaborative space)
- Create a lesson one year, reuse it this year
- Save time!

“Available in the STREAM and CLASSWORK tabs”

In the **Stream** click at the end of the Share something with your class box click on the double arrows.

Share something with your class...



In **Classwork** click on Create in the upper left hand corner of your classroom Click “Reuse post”

+ CREATE

Assignment

Question

Material

Reuse post

Topic

- Select the class where your original assignment, announcement, question is located.

Select class

Class	Teachers	Created
G Graham Demo Class 2017-2018	LUSD IDEA2	Sep 15
D Demonstration Class (Archived) 2017-2018	LUSD IDEA2	Sep 15
G Graham 17-18 (Archived) Period 1	LUSD IDEA2	Aug 29
G Graham 2017-18 (Archived) Period 2	LUSD IDEA2	Aug 29
G Graham 17-18 (Archived) Period 3	LUSD IDEA2	Aug 29

- Select the post you wish to reuse
- **BE SURE: Create new copies of all attachments is checked** so all videos, docs, links etc will be created in your new assignment.
- Click Reuse

Select post (Graham 17-18 Period 1)

Title	Teacher	Post date
Sample Assignment	LUSD IDEA2	Aug 29

Create new copies of all attachments

Edit and revise your reused post as needed and post to your classroom!

Assignment ✕

For **Graham Demo Class 2017-2018** **All students** ▼

Title
Sample Assignment

Instructions (optional)

Due **No due date** ▼ Topic **No topic** ▼

Classroom Management

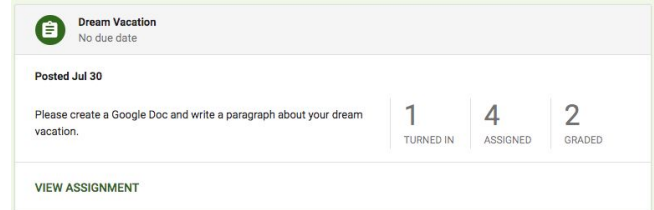
Teachers can

- [Track which students have completed assignments or not](#)
- [Grade and return student work](#)
- [View a summary of student work per student](#)
- [Invite another teacher to join their classroom](#)
- [View the class folder on Google Drive](#)

Track Student Submissions

For this assignment, you can see one student has submitted the assignment (TURNED IN), 4 are ASSIGNED (not turned in), & 2 that have been turned in have been GRADED.

You can see the assignment by clicking "VIEW ASSIGNMENT".

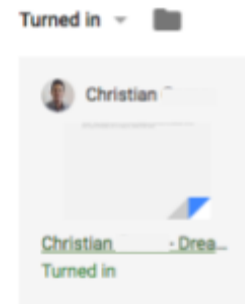


When you click on the number 1, you will see the work of the student who has turned it in.

You can view it by either clicking on it or if it's a question, you can see the response and grade it.

Dream Vacation

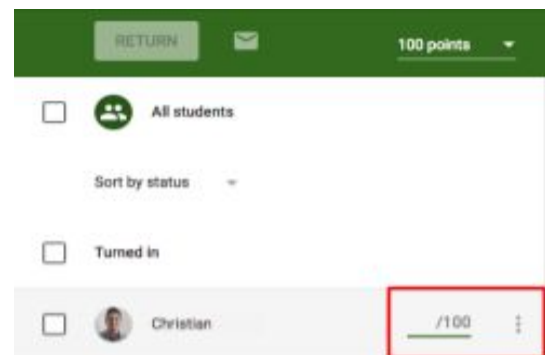
1 TURNED IN | 4 ASSIGNED | 2 GRADED



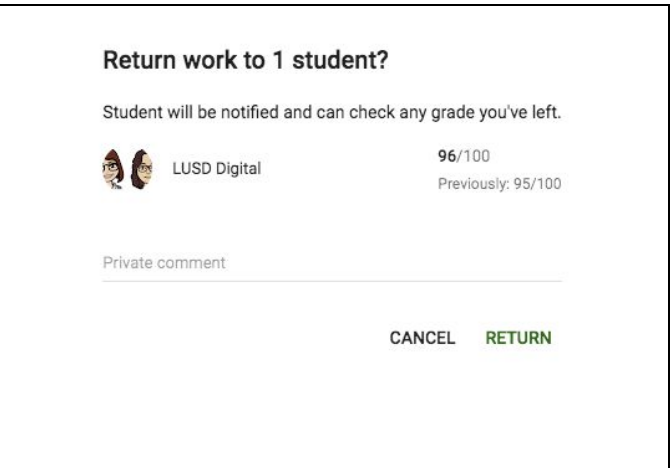
Grading

You can change the point value by clicking on the points.

- Add a grade in the space next to the student name.

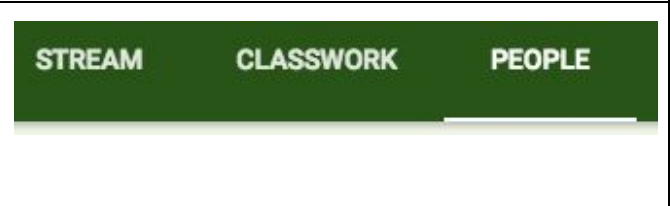


- Click RETURN to send back to student
 - Add a private comment if necessary
 - Click "RETURN" at the bottom right
- Students will receive an email that the work has been graded



Student Summary
Teachers can view each student's work on the Student Page

- Click on People



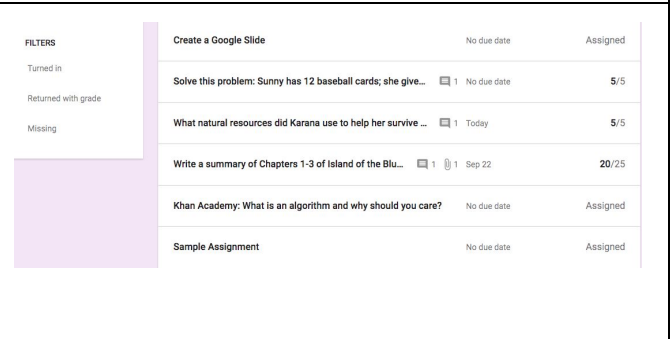
- Click on one of the students



Student page/summary

- Due dates
- Grades
- Filter by Turned in, Returned with Grade, or Missing


Great for sharing with parents during conferences!

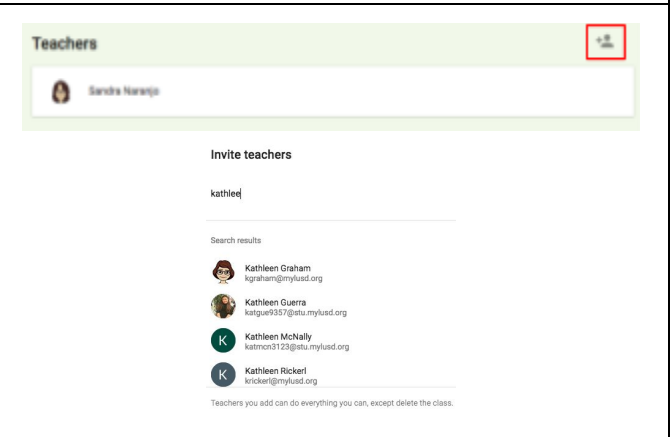


Invite a Teacher
Teachers have the ability to add another teacher to their classroom. Teachers frequently add a teacher they co-teach with, an RSP teacher, a guidance counselor etc.

Start on the PEOPLE tab



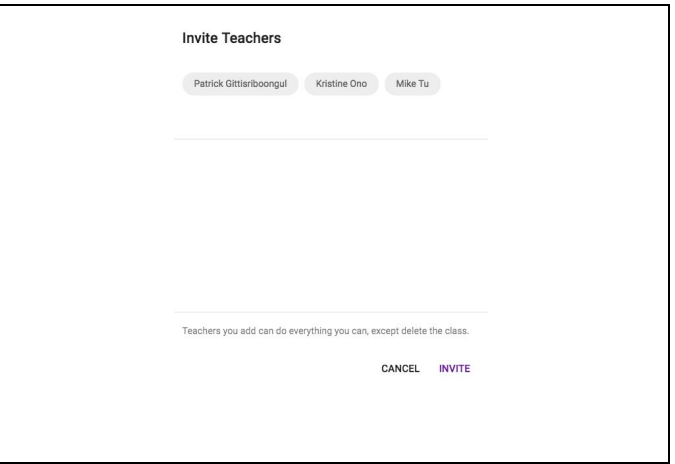
- Scroll down until you see yourself and 
- Click on the above icon
- Begin typing the name or email of a teacher (it will auto-populate) and click on their name.



You can invite as many teachers as you would like to your classroom.

- Click "INVITE", they will receive an email with your invitation.

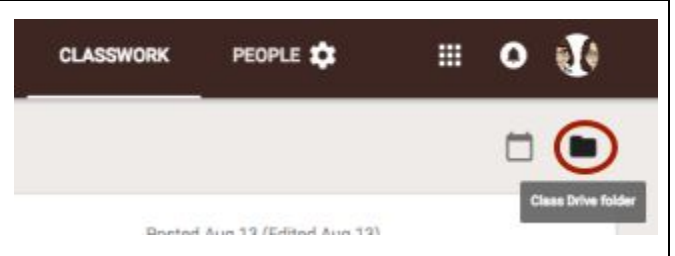
****Some grade levels or departments set up a classroom where all teachers in the grade level/department are teachers in a classroom without students. This is the classroom where the grade level shares assignments and resources with each other. Doing this allows you to REPOST from this collaborative space to your own classroom*



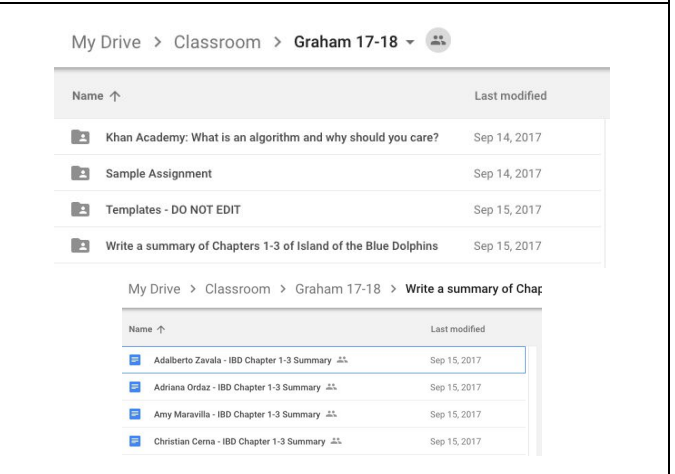
Class Folder on Google Drive

From the **CLASSWORK** page you can view the Class Drive Folder

Google Drive automatically creates a folder for each classroom on your Drive.



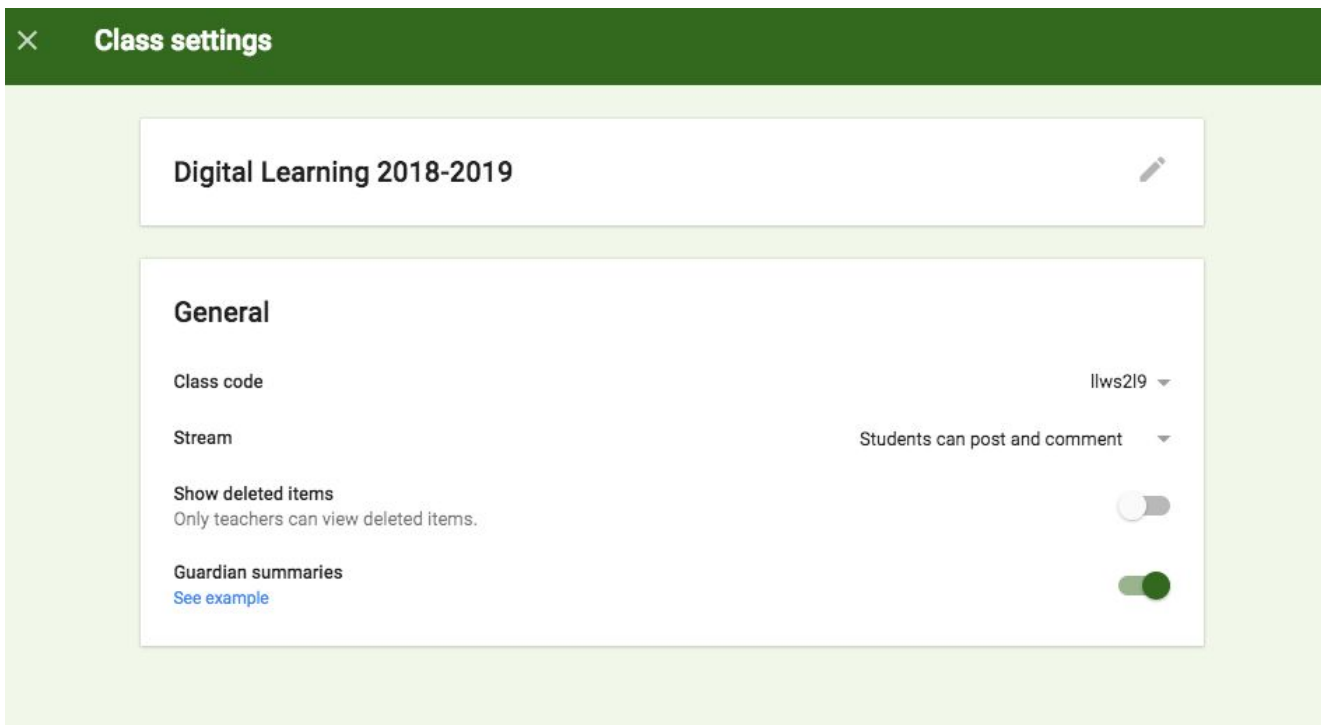
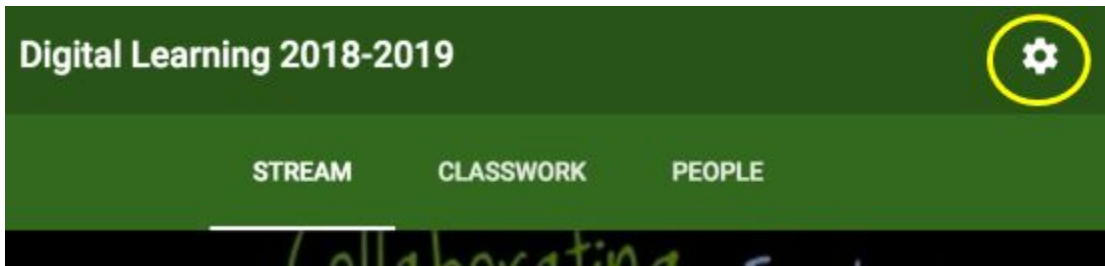
- There is a folder called Classroom on your Drive
- Each Classroom has a separate folder
- Within the folder each Assignment has a folder containing student work.
 - You can see the students work within the folder for each assignment



Classroom Settings

Class Settings

- View Class code
- Set Student ability to post/comment in stream
- Edit name of class and other information



Class code

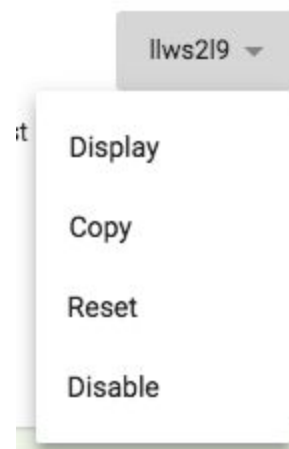
Click to Display, Copy, Reset, or Disable the class code

Display: will enlarge the code to display on your projector

Copy: will copy for you to paste it in a Doc or other place

Reset: don't like your code? You can reset it!

Disable: to inactivate your code



Stream

Teachers can change the settings regarding whether or not students can post or comment.

OPTIONS

- **Students can post and comment**
 - Allows students to post their own questions and add comments to any posts by classmates and teacher
- **Students can only comment**
 - Students can comment on teacher posts, no student posting allowed
- **Only teachers can post and comment**
 - No student access to comment or post

Students can post and comment

Students can only comment

Only teachers can post or comment

Edit Class Information

- Click the pencil on the right of your class name to expand.
- Edit information as needed

Digital Learning 2018-2019



Edit

Digital Learning 2018-2019

Class description (optional)

Where does the class meet? (optional)

CANCEL

SAVE