Google Classroom – Creating, Customizing, Announcement, Assignments
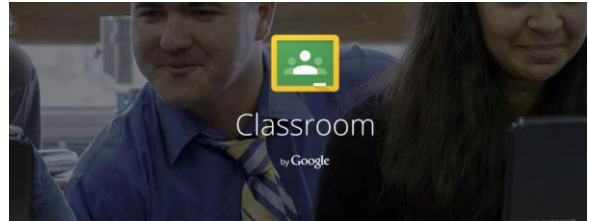
Google Classroom
Google Classroom is designed to help teachers and students communicate and collaborate, manage assignments paperlessly, and stay organized.

1. First Login
Go to classroom.google.com
The first time you arrive at the Google Classroom website you will see a screen like the one to the right. Scroll down and choose your role: teacher or student.
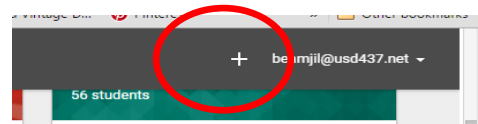
- **Teacher role**: Can create and join classes in Google Classroom.
- **Student role**: Can ONLY join classes in Google Classroom.

*Note**You cannot change your role later, be sure to select the correct role!*
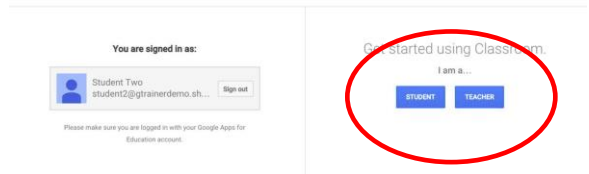
2. Create, Name Your Class & Join a Class
Click on the + at the top right to create class, or join a class with the **class code**. *(code found in the Students tab)*

3. Select a Theme or Upload Photo
You can select a theme from the gallery or upload your own image (your own theme).

About Tab

The About tab is where you add the details of your class including course description, syllabus, materials, invite co-teachers and more. Co-teachers have the same permissions as teachers in the class.

4. **Add Class Details**

Here you can optionally add important, year-round resources materials and links to other information in the About tab (class expectations, syllabus, etc.)

- Click to view the class folder that has been automatically created in Google Drive
- Click to view your class calendar in a new tab
- Click POST to post materials
- You can also invite other teachers to collaborate on this site
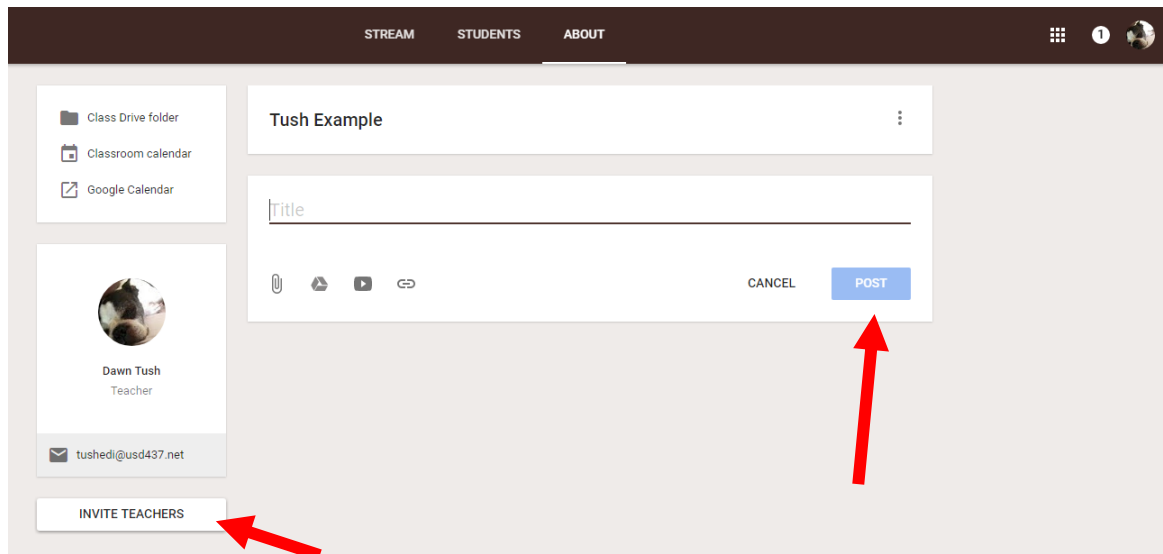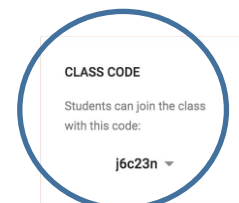

Students Tab

5. Add Students with the Class Code:

When you create a class, Classroom will generate a class code that you will give to your students to join your class.

This six digit code is unique to your domain and your class. The class code can be found in the left sidebar of the the **students tab.**
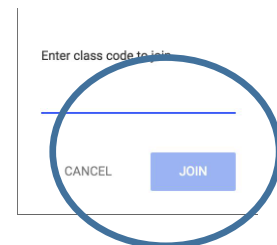

6. How Students Join With the Class Code: (option 1)

Give the code to your students.

Go to classroom.google.com, or have them go through Classlink.

If it is their first login, be sure to direct them to select their role as Student.

Click the **+** on the top right of the page to **Join Class.**

Enter the **class code** and click **join.**

7. How to Invite Students (option 2)

After setting up your class, go to the **Students tab** and click the **Invite** button.
Search for each students or group and check the box to select.
Click **Invite Students.**

In the student's tab, you can also use the **Parent Communication/Guardian** feature. Teachers have the ability to invite parents by email, to receive a weekly update on student work and announcements. Just click the Guardian Email Summaries area, and click invite Guardians next to a child's name (click to see example in your Google Classroom).

In the **Students Tab**, you will find a drop-down menu to set your preferences for student comments in Google Classroom. Here are the 3 options.

A) Students can post and comment:
This is the default setting.

B) Students can ONLY comment:
This is a good way to allow questions, clarification and continue communicating with students.

C) ONLY the teacher can post of comment:

Stream

This is where teachers view and add announcements, assignments, discussion topics and comments. If enabled by the teacher, students can also add posts and leave comments.

Add Content to the Stream:

Use the **+** in bottom right of the screen

Announcements: Announcements are a great way to communicate with your students, share updates, reminders, and general class or school announcements.

Assignments: Create digital assignments with due dates and create a paperless workflow for teachers and students.

Questions for Discussion:
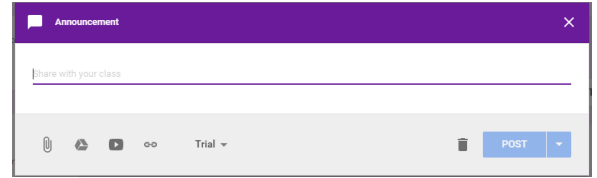Pose a short answer question for your students to discuss.
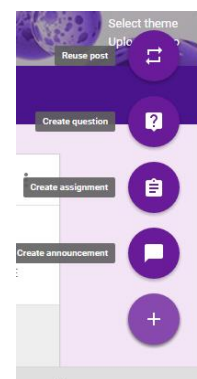
Reuse Posts:
Reuse any previous announcement, assignment or question again in any class.

**Note – You can add other content to your posts too!
- File attachments from your computer or device
- Google Drive files
- YouTube videos
- Web links to resources

8. Comment Settings
With every question posted, you have options on student comments.
- Students can reply to each other
- Students can edit answer

Note: Teachers can always see ALL comments, even after they have been deleted. In the stream, there is a toogle button to "show deleted items**". Make sure that students know that you are reading everything.*
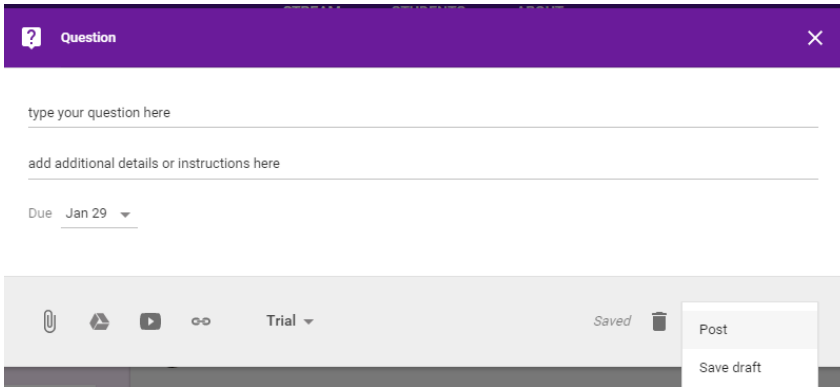
9. Announcemeents & Questions
Create an Announcment:
A) Click on the + in the bottom right corner of the creen.
B) Click **create announcment**
C) Add the text of your announcement
D) Optionally add attachments, files or links.
E) Click **Post** to add to the stream, or **save it as a draft** to post later.
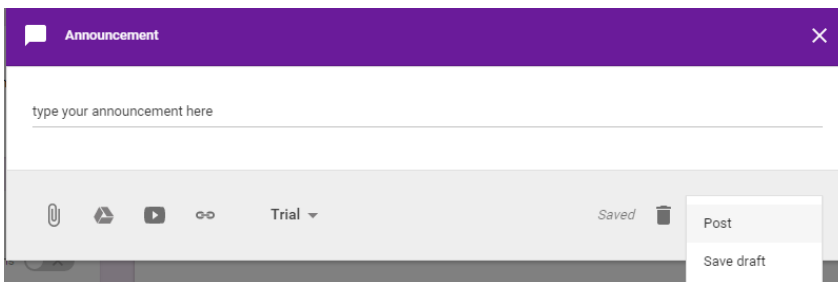
10.   Create a Discussion Question
A) Click on the + sign in the bottom right corner, then click **create question**
B) Add the text of your question and a description if you like
C) Assign a due date
D) Optionally, add attachments, files or links

E) Click **ASK** to add to the stream, or save as a draft for later posting.

11. Create an Assignment

A) Click on the **+** in the bottom right corner.

B) Click **create assignment**.

C) Add the title of your assignment and an optional description.
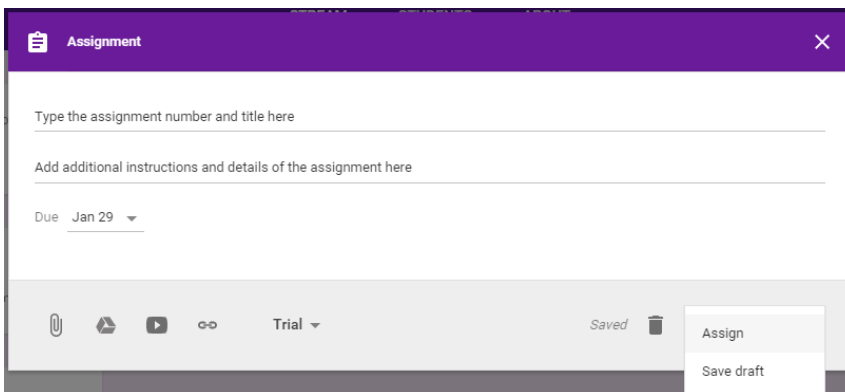   (*Tip*: number your assignments!).

D) Assign a due date.

E) Select the class(es) to which you are giving the assignment.

F) Optionally add attachments, files, or links.

G) You can also create a topic or choose a topic to add to your post (if you have created some) to make organization easy. This keeps assignments organized by subjects, units or chapters.

H) Click ASSIGN to add to the stream, or save it as a draft to post later.

12.   Assignments with Google Drive files:

When you add *Google Docs, Google Slides, Google Sheets,* or *Google Drawings* files as part of assignment, you will get additional options for that assignment.

Options:

   a) **Student can view file:** each student is given access to a **view/read-only** version of the file.

   b) **Student can edit file:** each student is given access to edit and collaborate on the SAME file.

   c) **Make a copy for each student**: each student is given an individual, editable copy of the file inside their Google Drive.
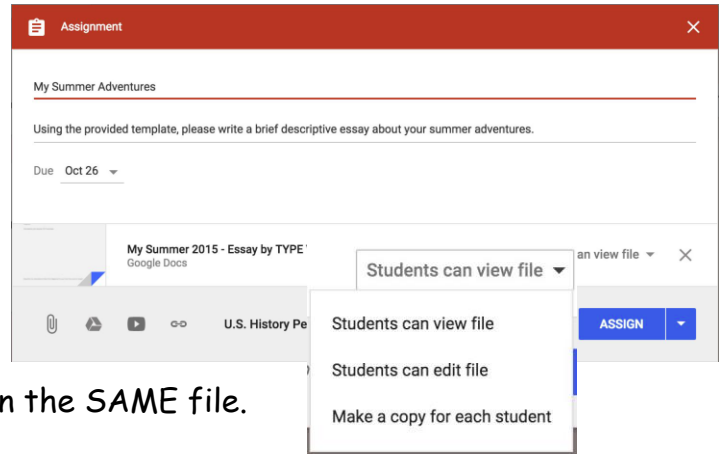
13.   Student View of Assignment Details Page:

Students should develop the habit of clicking **Open** or clicking on the **title of the assignment** to open the assignment details page. On this page, students will have additional options for the assignment.

   A) Title of Assignment, Description, and Due Date
   B) Under Your Work, Students will see any file attachments or templates the teacher has created or attached for students.

   Note: If the teacher has created a template for students to use, students should NOT Add or Create their own unless that is what the teacher has instructed.

   C) **Add:** Here students can add their own files or links.
   D) **Create:** Here students can create new Docs, Slides, Sheets or Drawings.
   E) **Turn In:** Students click the turn in button when they have completed the assignment and are ready to turn it in. *** If you have students turn work in, but then want them to correct errors, you will have to return the turned in assignment for this to happen.**

   14. Students can add a private comment, which is only viewable by the teacher.
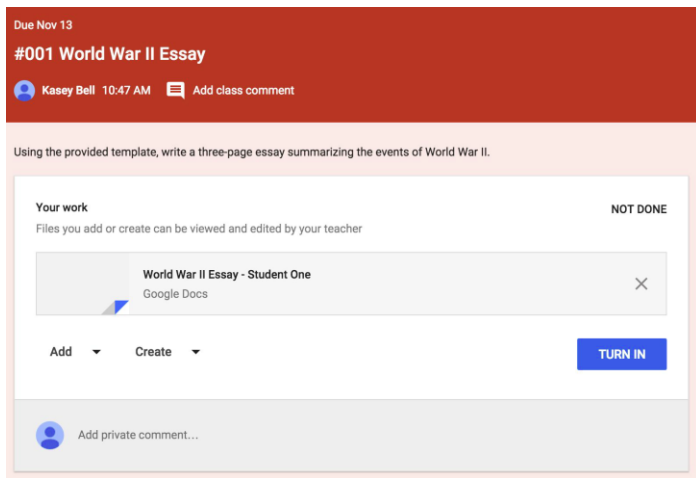
Grading Though Classroom is Easy

Teachers can give a student a grade, along with a comment, or she/he can return the assignment with instructions for improvement. The teacher can also leave comments inside the actual assignment for students.

15. **To grade an assignment**, inside the class, click the **assignment** in the class **Stream.** The Student Submissions page is where you find the list of all of the students who have completed the assignment. At the **top**, you will see the **point value** (100 is the default). If you **click on the drop down**, you can then **change the point value**.
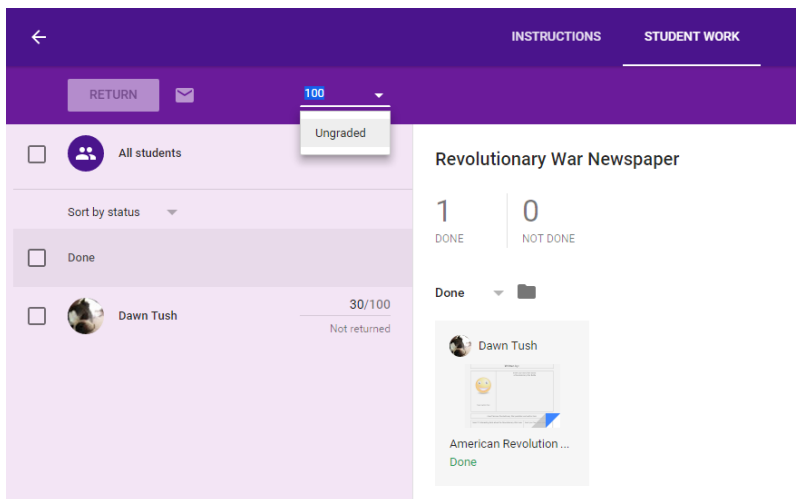

16. You are then prompted to Update point value.
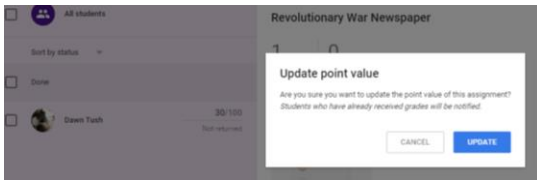
17. Once you have entered the grade for the student, **check the box next to the student's name**, and click **Return**. A box will pop up. Here, you can add feedback if needed. **Click Return again,** and the student will be notified of the grading assignment.

***** If you want the student to revise the assignment, simply don't assign a grade, and check the box and click Return to return the assignment to the student. Please make sure to leave them feedback to why the assignment was returned.
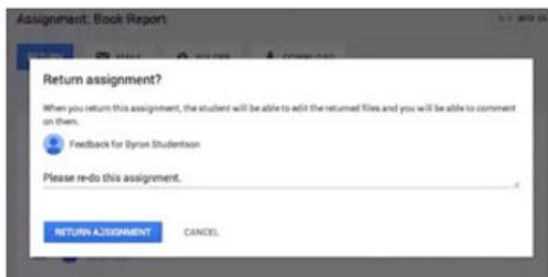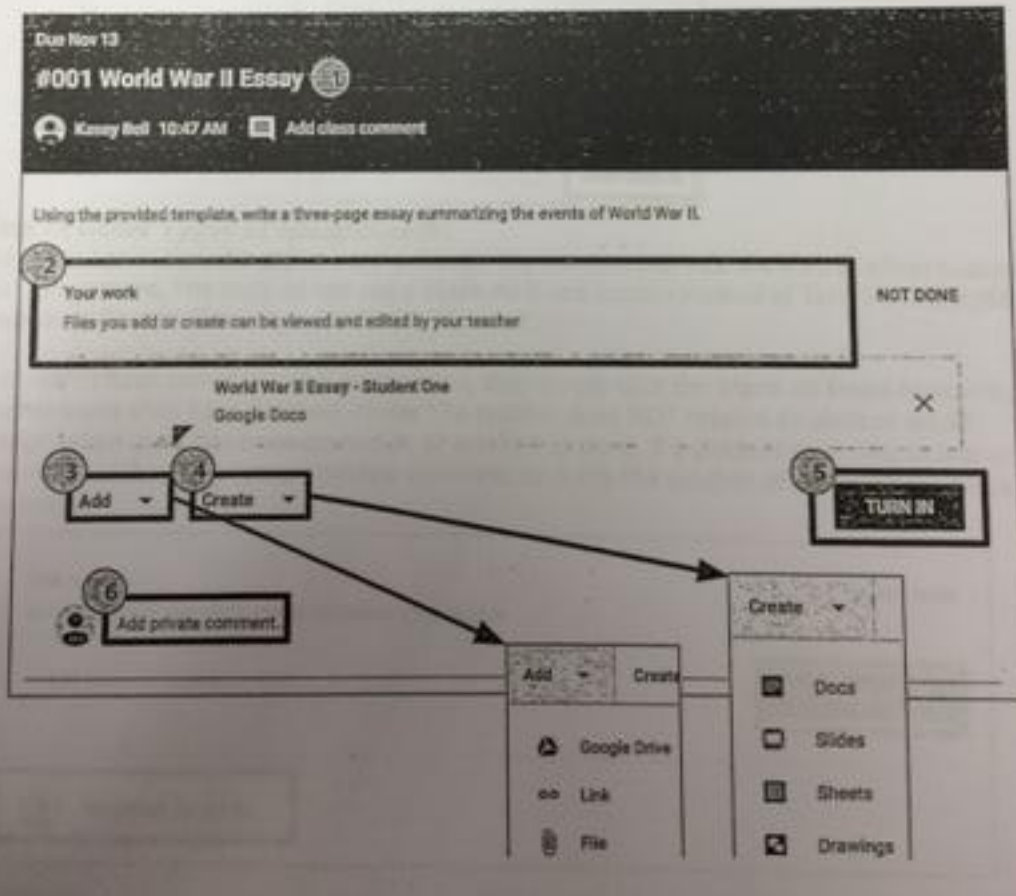
Student's View: Assignment Details

Student View of Assignment Details Page:
Students should develop the habit of clicking Open or clicking on the title of the assignment to open the assignment details page. On this page, students will have additional options for the assignment.

1. **Title of Assignment, Description, and Due Date**

2. Under **Your Work**, Students will see any file attachments or templates the teacher has created or attached for students. Note: If the teacher has created a template for students to use, students should NOT Add or Create their own unless that is what the teacher has instructed.

3. **Add**: Here students can add their own files or links.

4. **Create**: Here students can create new Docs, Slides, Sheets or Drawings.

5. **Turn In**: Students click the turn in button when they have completed the assignment and are ready to turn it in.

6. Add a **private comment**, which is only viewable by the teacher.

Student's View: Turn In Assignments
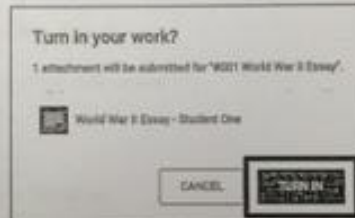
The Turn In Button:
If the teacher has assigned a student their own copy of a Google file type (Docs, Slides, Sheets, or Drawings) as part of the assignment, there will also be a **Turn In** button (top-right) in the Google file next to the share button. (Note: The **Turn In** button changes the ownership of the file from the student back to the teacher, and the student can no longer edit the file. See page 24 for directions on unsubmitting assignments so that students can edit the file again.)

Students should submit their work using the **Turn In** button, NOT by sharing with the teacher. The teacher already has the right to view and edit the file.
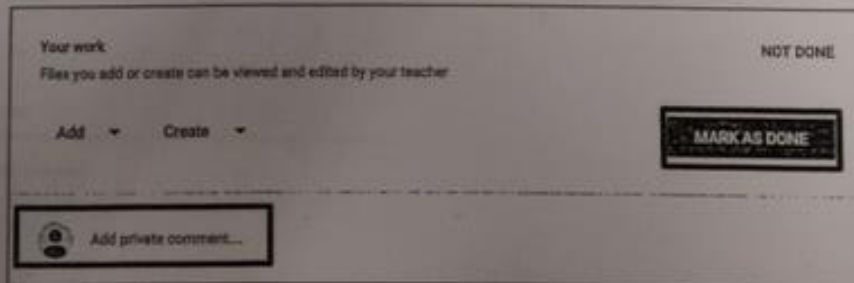
> student1@gtrainerdemo.shakeuplearning.com ▾
>
> | Turn In | Comments | Share |
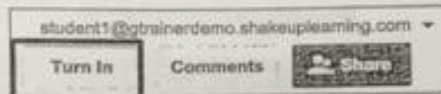
Turning In Google Assignments:
When a student clicks the Turn In button, a pop-up will prompt them to confirm their submission.

> Turn in your work?
>
> 1 attachment will be submitted for 'W201 World War II Essay'.
>
> World War II Essay - Student One
>
> CANCEL   TURN IN

Turning In Other Types of Assignments:
If the teacher has assigned a collaborative Google file (student can edit the file), or other outside types of assignment, The student will see a **Mark As Done** button instead of Turn In. This option will only appear in Google Classroom, not in the file itself.

When students have completed the assignment, they simply click the **Mark As Done** button to let the teacher know they have finished. **Note:** The teacher does NOT receive an alert or email notification when work has been turned in, or marked as done. If a student is turning in late work, it is recommended that they leave a private comment to notify the teacher of late work or special circumstances.

> Your work   NOT DONE
> Files you add or create can be viewed and edited by your teacher
>
> Add ▾   Create ▾   MARK AS DONE
>
> Add private comment...

Deleting and Achieving Classrooms in Google Classroom

To Delete a class in classroom. You can't delete a class unless it's archived.

Archive a class

You and your students can view an archived class, but you can't modify an archived class until it is restored. You can still access any archived class files in Google Drive.

1. Go to classroom.google.com.

2. On the class card, click More   and select **Archive**.
3. To confirm, click **Archive**.

Delete a class

1. Sign in to Classroom with your Google Apps for Education account, which looks like name@myschool.edu.
2. Click Menu and select Archived classes.
3. On the class card, More and select Delete.
4. To confirm, click Delete.