



Google Classroom

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What's On Tap?

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- Creating a Class
- Adding Materials
- Adding People
- Creating Content and Assignments
- Students and Assignments
- Grading and Returning Work
- The Stream
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- Asking a Question
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- Using Topics
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- Changing the Look
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What is Google Classroom?

- Google Classroom is a blended learning platform for schools that aim to simplify creating, distributing and grading assignments in a paperless way. It was introduced as a feature of Google Apps for Education following its public release on August 12, 2014. Its aim is to be a paperless educational system.
- <https://www.youtube.com/watch?v=GIN-EtPa0lw>
- Is available on Web, iOS and Android making it a really nice BYOD application as well



Why Should I Use Google Classroom?

- Streamlines the process of assigning, collecting, viewing and commenting on assignments you give students
- Can easily replicate files you create as a template in Google Drive then creating a unique copy of the document for each student
- Allows you to ask the students questions (which they can answer and reply to) as well as comment
- Can also use it for announcements



What Google Classroom is not

- It is not a replacement for Edmodo, Facebook, etc if you are looking for a place to post social information regarding your classes
- Is not filled with features. It does a few things and does them pretty well

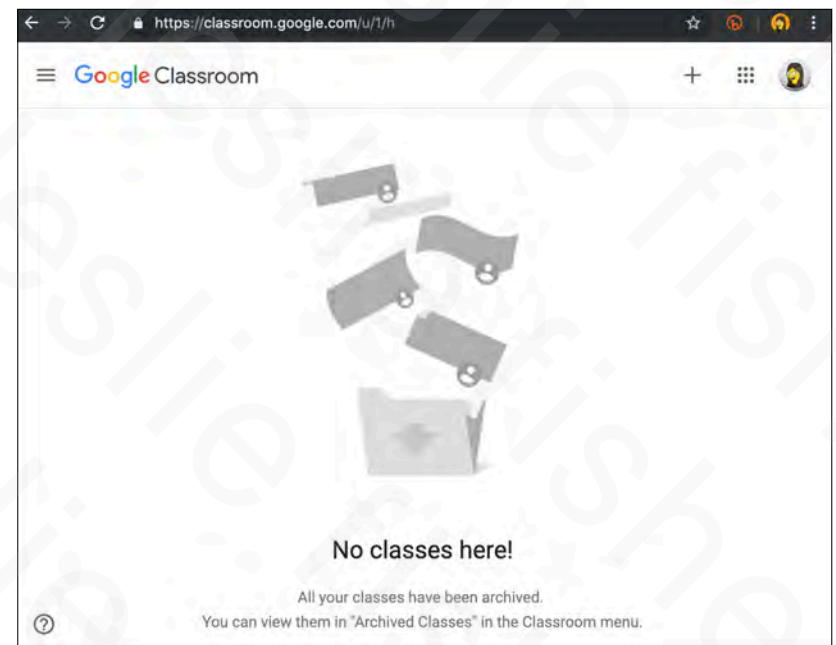


Getting Started



Getting Started

- Google Classroom can be used by anyone, but, if you are using it in a classroom you have to use the Google G Suite For Education. If you are an educator and have email through your school site you are already in the G Suite For Education Architecture.
- Your Tech Admin has to toggle on and allow access to Google Classroom. It's widely used so there is a good chance this has already happened
- Where to get started?
<https://classroom.google.com>
- Make sure you are using your School account to log in.





Anyone Can Use Google Classroom!

- As an aside, anyone can use Google Classroom.
- It's popular with clubs, adult education and I have even heard of families using it for chores, etc.
- To use Google Classroom outside of a classroom you have to use a non G Suite for Education account.
- Everything will work just like an educational account with the exception of guardian notifications.

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](#)



Step By Step. Getting Started

1. Head to <https://classroom.google.com>
2. Make sure you are logged in with your educational G Mail account
3. Click the + Button
4. Select Create Class
5. If you are seeing a warning about asking "Using Classroom at a School with Students" then you are using it from a non G Mail educational account
6. Suport Article: <http://bit.ly/2XO6jh2>





Creating a Class



Creating a Class

- As a teacher, one of the first things you'll do in Classroom is create a class for each of the classes you teach.
- Depending on your grade level you might have one class or one class for every period you teach, etc.
- Classes are the heart of Google Classroom. In a class, you can create and grade assignments, post announcements, and send messages to students.

The screenshot shows the Google Classroom interface on a mobile device. The URL bar at the top displays 'https://classroom.google.com/u/0/h'. The main header includes the 'Google Classroom' logo and a '+' icon for creating a new class. A white modal window titled 'Create class' is open, featuring the following fields: 'Class name (required)' (with a blue underline), 'Section', 'Subject', and 'Room'. At the bottom right of the modal are 'CANCEL' and 'CREATE' buttons. Below the modal, there is a link that says 'Don't see your existing classes? TRY ANOTHER ACCOUNT'.



Creating a Class

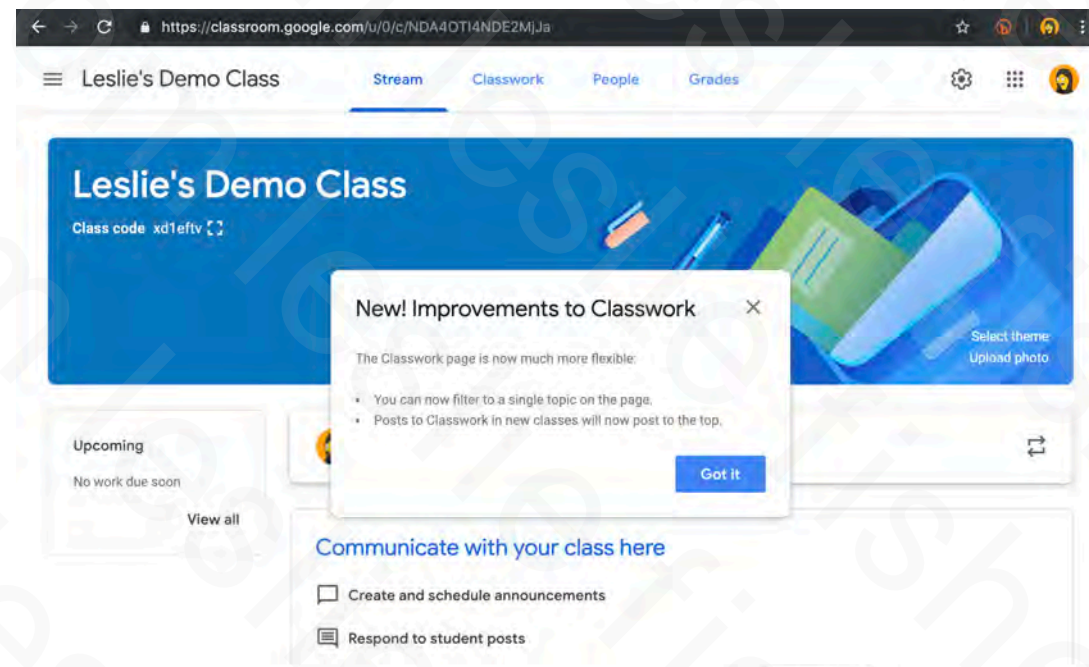
- To Create a Class (assuming you have already clicked on the + button on the main Google Classroom screen and selected Create Class)
 - Give your Class a name
 - Section (optional) is an additional descriptor if you feel your class name needs that. For example period 1, grade 2, etc
 - Subject (optional) allows you to list the subject matter of the class.
 - Room (optional) is for the room number that the class is conducted in.
- When you have filled out the required /optional information click Create
- Support Article:
<http://bit.ly/2JT5sSt>

The screenshot shows the Google Classroom interface on a mobile device. The URL bar at the top shows 'https://classroom.google.com/u/0/h'. The main header says 'Google Classroom' with a plus sign and a user profile icon. A white modal window titled 'Create class' is open, containing four text input fields: 'Class name (required)', 'Section', 'Subject', and 'Room'. At the bottom right of the modal are 'CANCEL' and 'CREATE' buttons. Below the modal, there is a link that says 'Don't see your existing classes? TRY ANOTHER ACCOUNT'.



Creating a Class

- You should be looking at a page like this one (points to the right 🖱️) once you have created your Class
- Google Classroom will also try to hold your hand a bit if it realizes you are either looking at a feature for the first time or a feature that has changed since the last time you have used it.





Overview of Layout and Adding Resource Materials To Your Class



An Overview of your Google Classroom Screen

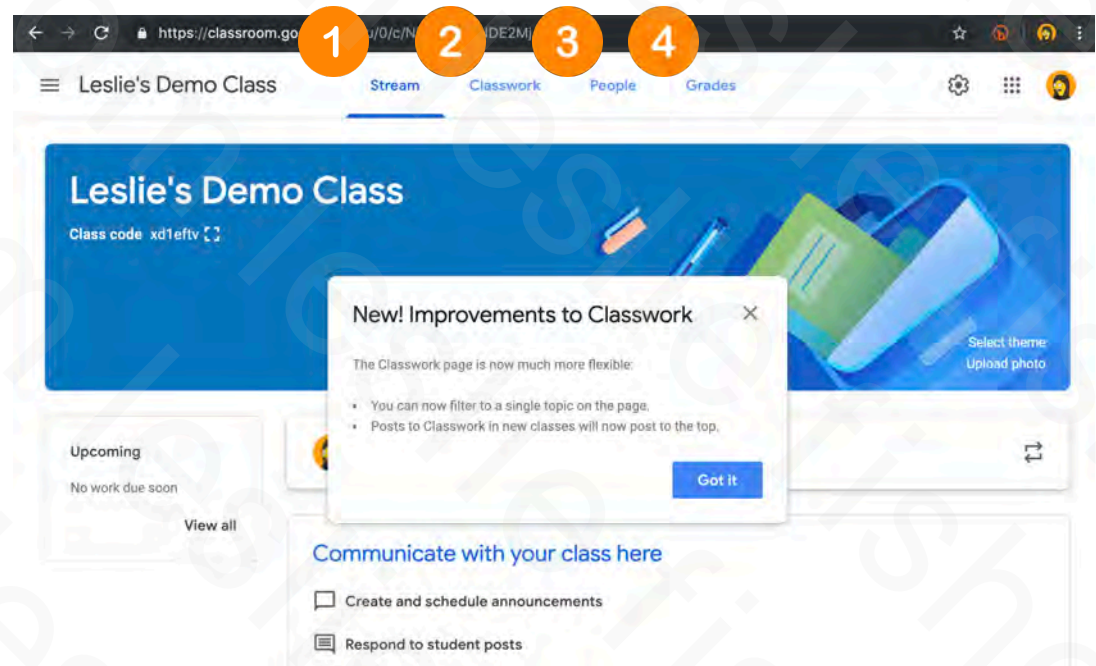
- Google Classroom is broken into four major areas

1. Stream. This is where you can communicate with your class and vice versa. You can control the amount of communication you allow which we will talk about later in this presentation.

2. Classwork. This is where you will post assignments, announcements and more.

3. People. Will show you who is a member of your class as well as a co-author

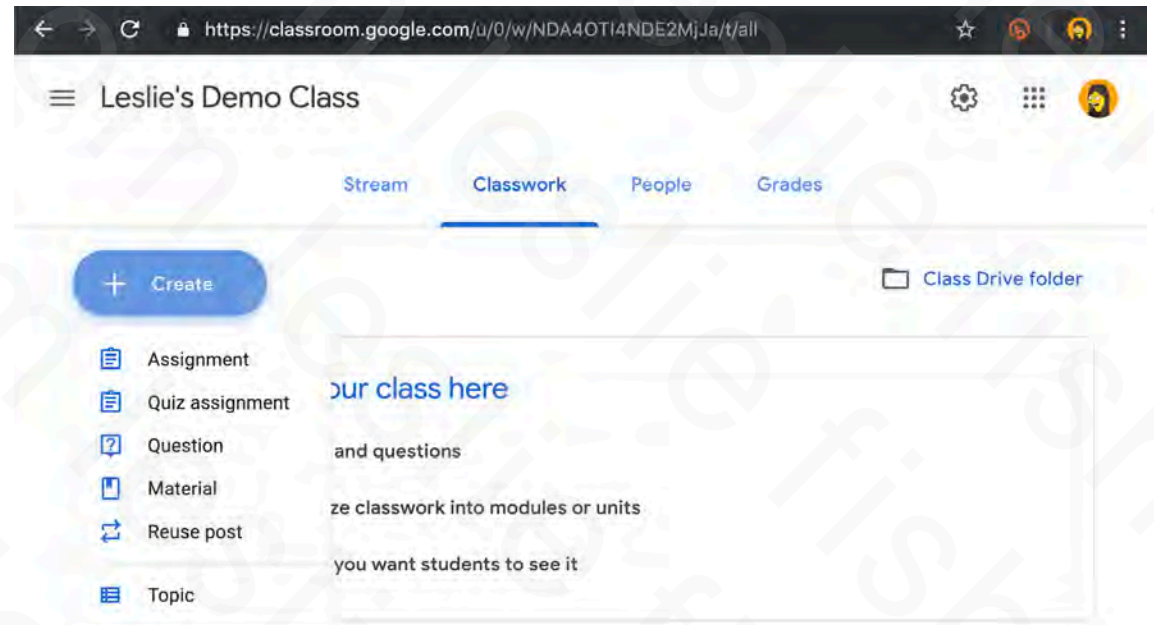
4. Grades. The history of grades you have given your students





Adding Class Materials

- Class Materials in Google Classroom are documents, items, etc. that students might want to access during the entire duration of the class
- Great for Syllabus, Expectations, Class Rules, etc.
- They can be organized by topic, custom order, etc.
- Support Article:
<http://bit.ly/2JRjyU2>





Adding Class Materials

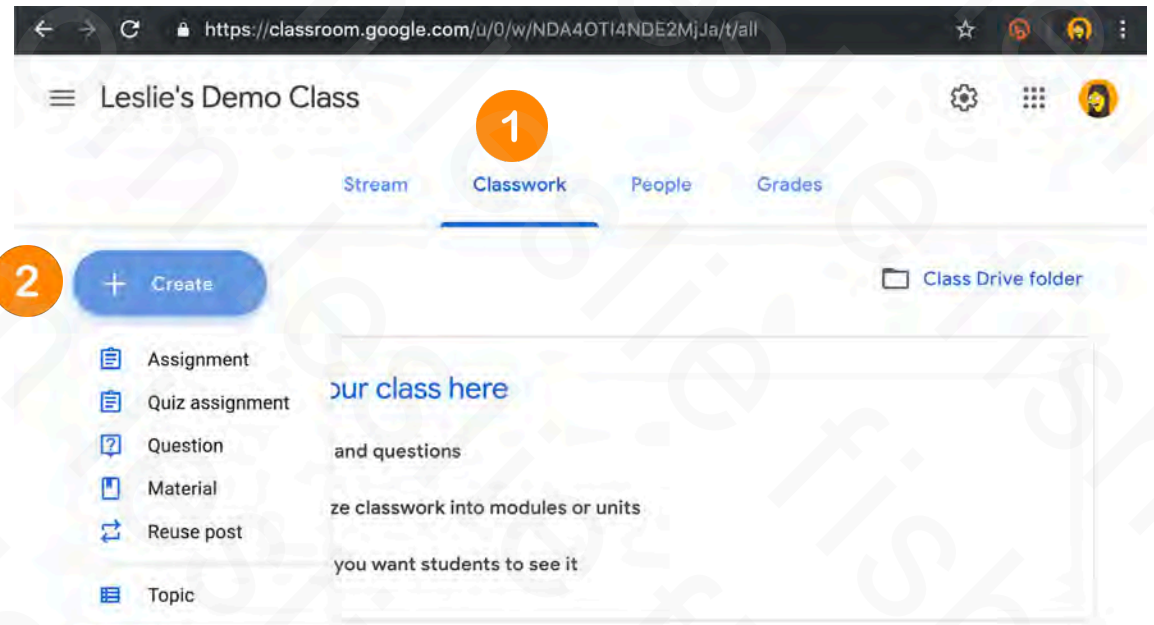
- To Add Class Materials:

1. On the top of your class page, click Classwork

2. Click on the Create button and select Material

- Support Article:

<http://bit.ly/2JRjyU2>





Adding Class Materials

- To Add Class Materials:

3. Give your Material a title and if you want to a description.

4. You can also create a new or use an existing topic (discussed later) to help organize the content of your materials.

- Support Article:

<http://bit.ly/2JRjyU2>



Adding Class Materials

5. You have the options to add multiple things to each Material you post.

- These options are the same options available to when you create an assignment as well, so, let's overview them here and remember them when we talk about assignments


•Material Options:


- File
- Google Drive
- YouTube Video
- Link

The screenshot shows a 'Material' creation window. At the top, it says 'Material' with a close button. Below that, there are dropdown menus for 'For: Leslie's Demo Class' and 'All students'. The main form has two text input fields: 'Title' and 'Description (optional)'. Below these is a 'Topic' dropdown menu currently set to 'No topic'. At the bottom, there is a row of icons: a paperclip (File), a Google Drive logo, a YouTube logo, and a link icon. To the right of these icons is a trash can icon and a 'Post' button. A red circle with the number '5' is overlaid on the bottom bar, specifically over the File icon.



Adding Class Materials: Attaching Content



- To upload a file, click Attach . Select the file and click Upload.
- To attach a Google Drive file:
 1. Click Drive .
 2. Select the item and click Add.

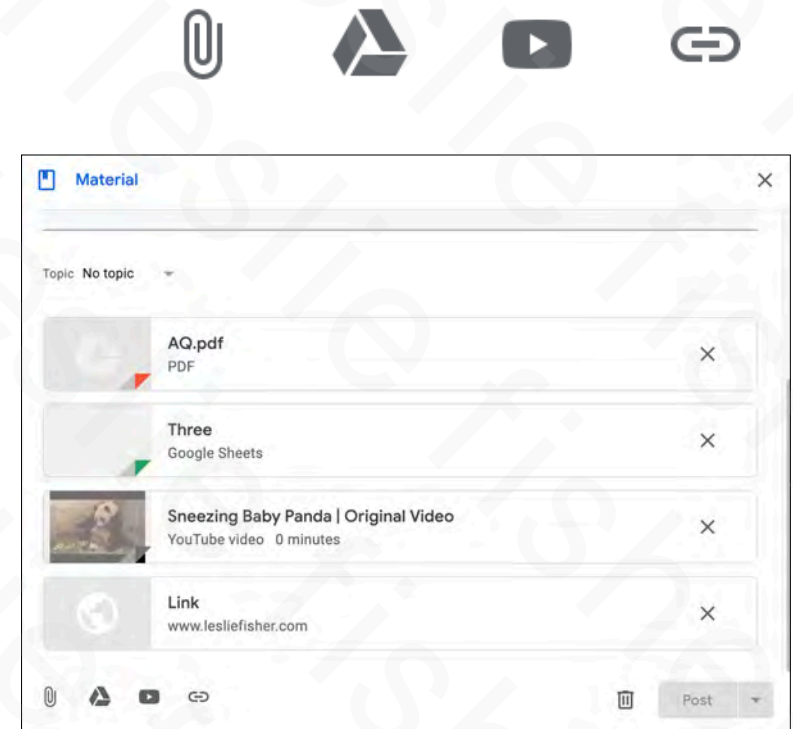
Note: If you see a message that you don't have permission to attach a file, click Copy. Classroom makes a copy to attach to the material and saves it to the class Drive folder.
- To attach a YouTube video, click YouTube  and choose an option:

To search for a video to attach:

 1. In the search box, enter keywords and click Search .
 2. Click the video > Add.

To attach a video link:

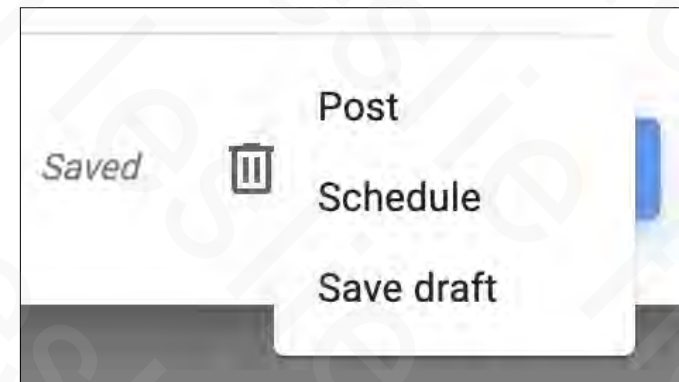
 1. Click URL.
 2. Enter the URL and click Add.
- To attach a link, click Link , enter the URL, and click Add Link.
- To delete an attachment, next to it, click Remove 
- Support Article: <http://bit.ly/2JRjyU2>





Post It Now, Post It Later or Keep it Just in Case

- Materials, just like assignments, has options when it comes to posting into your Classroom
- Post will post is automatically
- Schedule will let you post it at a specific time (handy for prepping things at the beginning of the week, etc.)
- Draft will keep the item and it will be shown in grey on your Glasswork tab. You can easily click on it from the Classwork tab and then schedule / post it. This is very handy especially in assignments to release extra credit or have things at the ready in case there is a substitute, etc.
- Support Article: <http://bit.ly/2JRjyU2>





Where Are Materials Stored?

- From the Classwork Tab there is an option at the top to click on your Class Drive Folder
- You can also see this content from Google Drive
- Once you create a class, a folder with its corresponding name will be created within a folder called Classroom within your Google Drive.
- All of your content for this class will be added to this folder unless you add the content from another folder in Drive. If you do it will leave that file there.



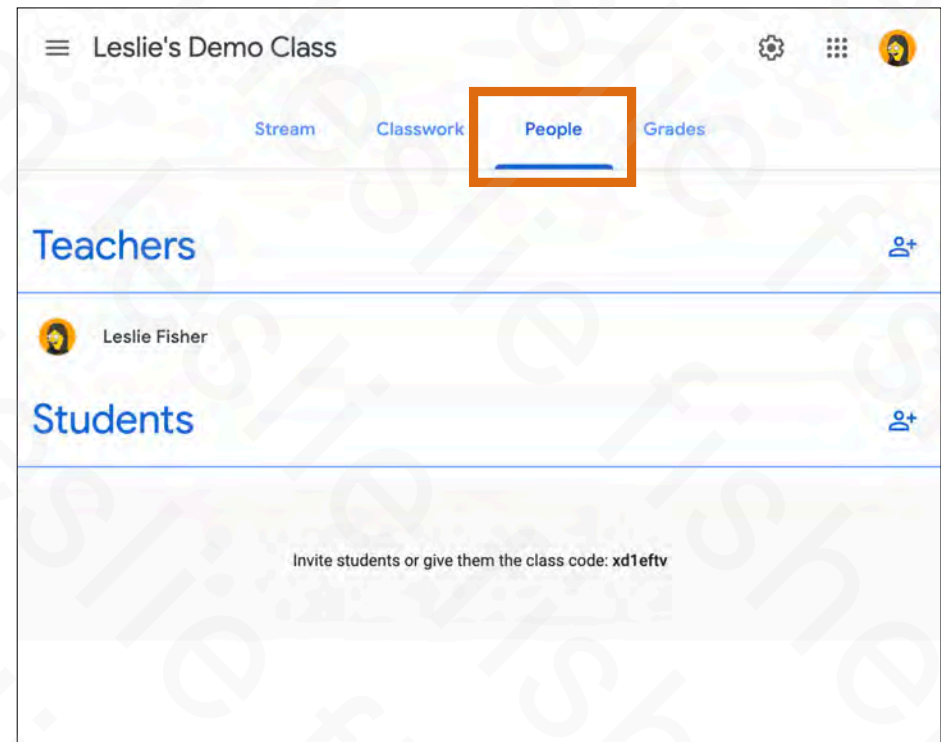


Adding Co-Teachers and Students (aka People)



Adding People

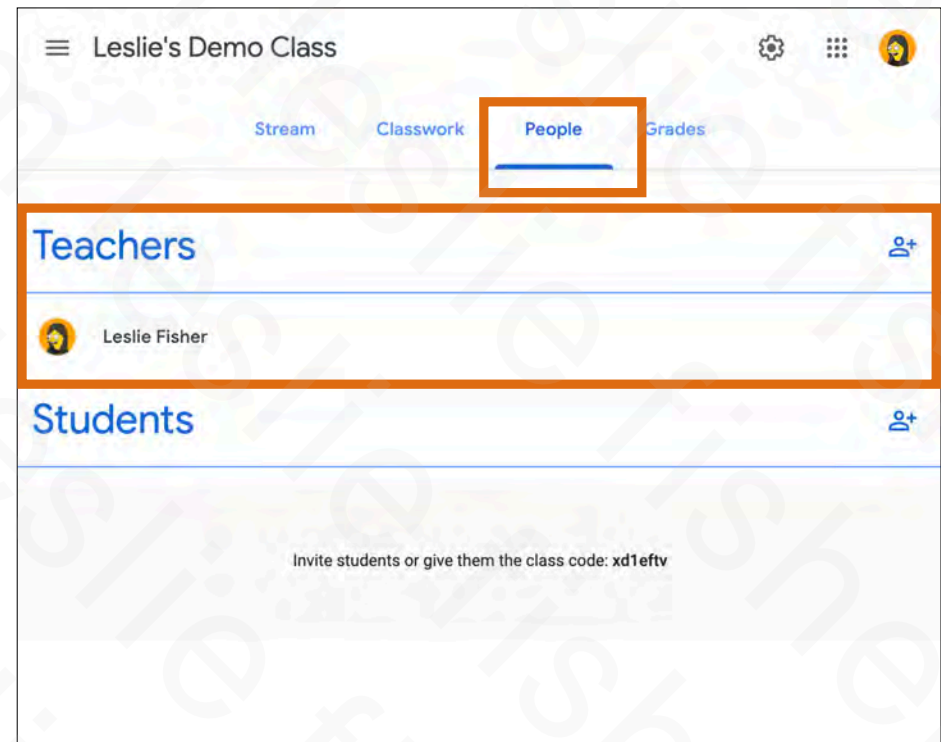
- You can add both Co-Teachers as well as Students by clicking the People tab at the top of your Google Classroom page
- Adding Co-Teachers Support Article: <http://bit.ly/2XN0xw2>
- Adding Students Support Article: <http://bit.ly/2XRrbUv>





Adding Co-Teachers

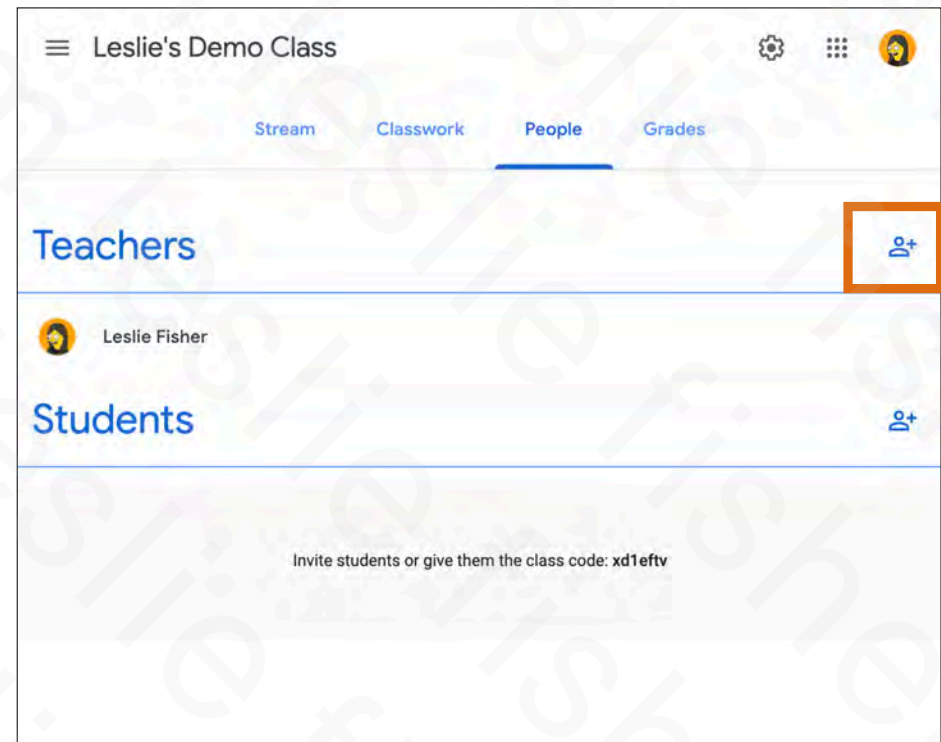
- Co-Teachers are just that. Someone who has access to the class and can assign, grade, etc.
- This is also handy if you have a substitute teacher.
- If you do have a substitute and they do not have a school / district email they might not be able to be added to the class. The option to allow Co-Teachers with outside email addresses can be configured by your admin and the steps to do so can be found here: <http://bit.ly/2JNWsOr>
- Support Article: <http://bit.ly/2XN0xw2>





Adding Co-Teachers

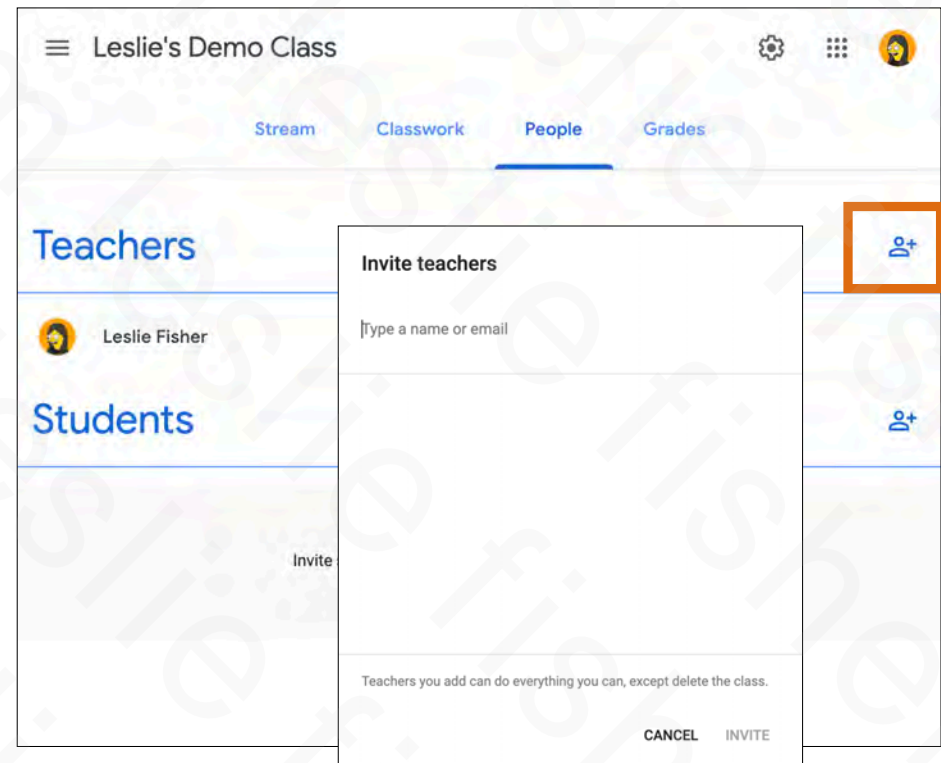
- To Add a Co-Teacher Click on the icon of a person and a + to the right of the word Teachers
- It will then ask you to add the name and email address of the person you want to add
- They will receive an email with the invitation and have to approve to join the class





Adding Co-Teachers

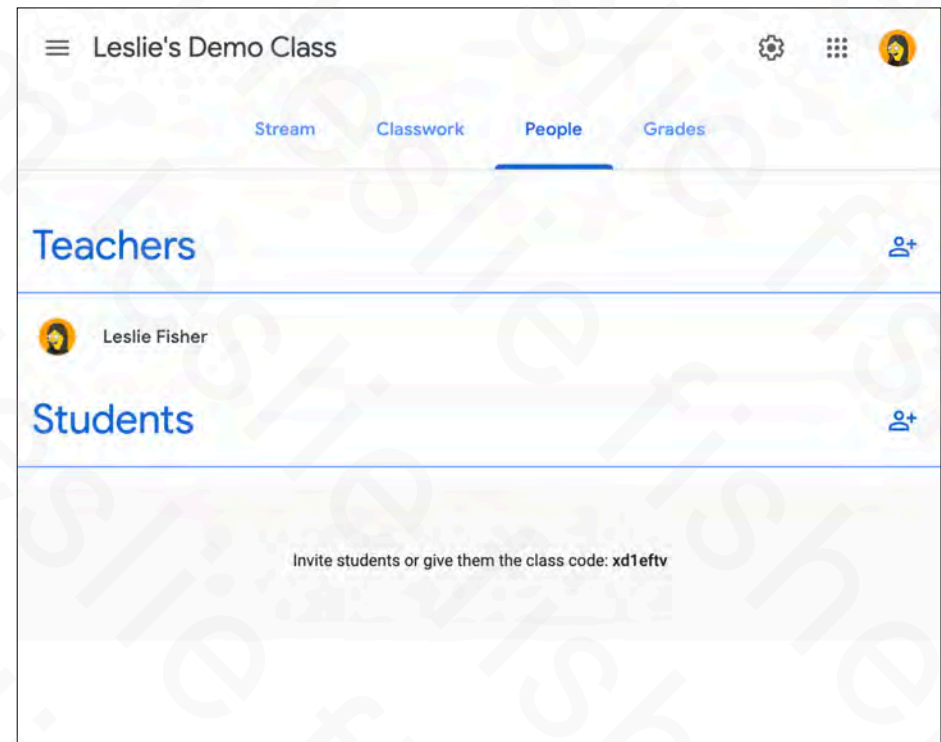
- To Add a Co-Teacher Click on the icon of a person and a + to the right of the word Teachers
- It will then ask you to add the name and email address of the person you want to add
- They will receive an email with the invitation and have to approve to join the class





Adding Co-Teachers

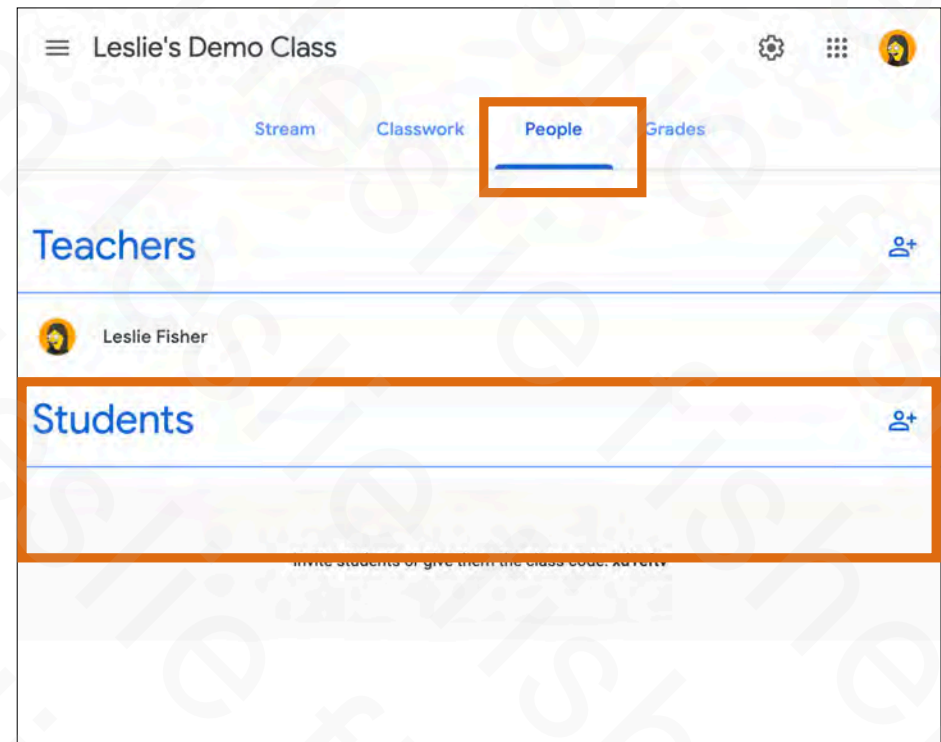
- There are a few class permissions to be aware of:
 - Only the primary teacher can delete a class.
 - The primary teacher can't unenroll or be removed from a class.
 - Only the primary teacher can opt-out of using Classwork for a class.
 - Teachers can't be muted in a class.
 - The primary teacher owns the class Google Drive folder.
 - After a co-teacher joins the class, the co-teacher has access to the class Google Drive folder.





Adding Students

- There are multiple ways to add students
- Easiest is if your students are already part of an email group, invite the email group.
- You can also click the Person and the + to the right of the word students and start typing in their name and email address. Depending on how Google is configured at your site you might see names and email addresses automatically show up as you type
- Support Article:
<http://bit.ly/2XRrbUv>

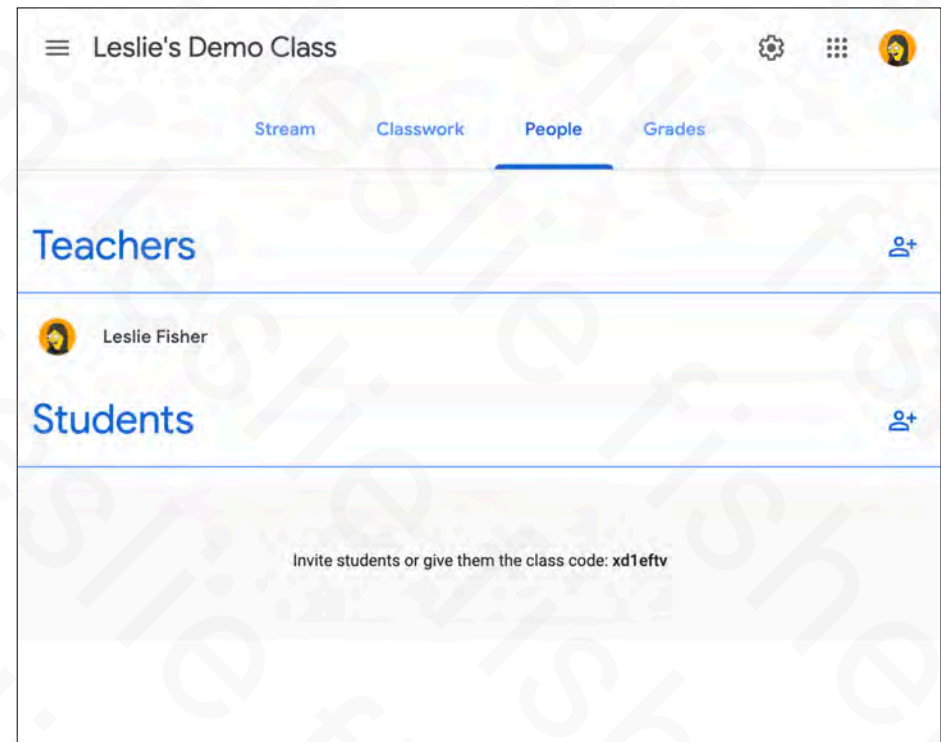




Adding Students From Outside Your Domain

- If you have a student and they do not have a school / district email they might not be able to be added to the class. The option can be configured by your admin and the steps to do so can be found here:

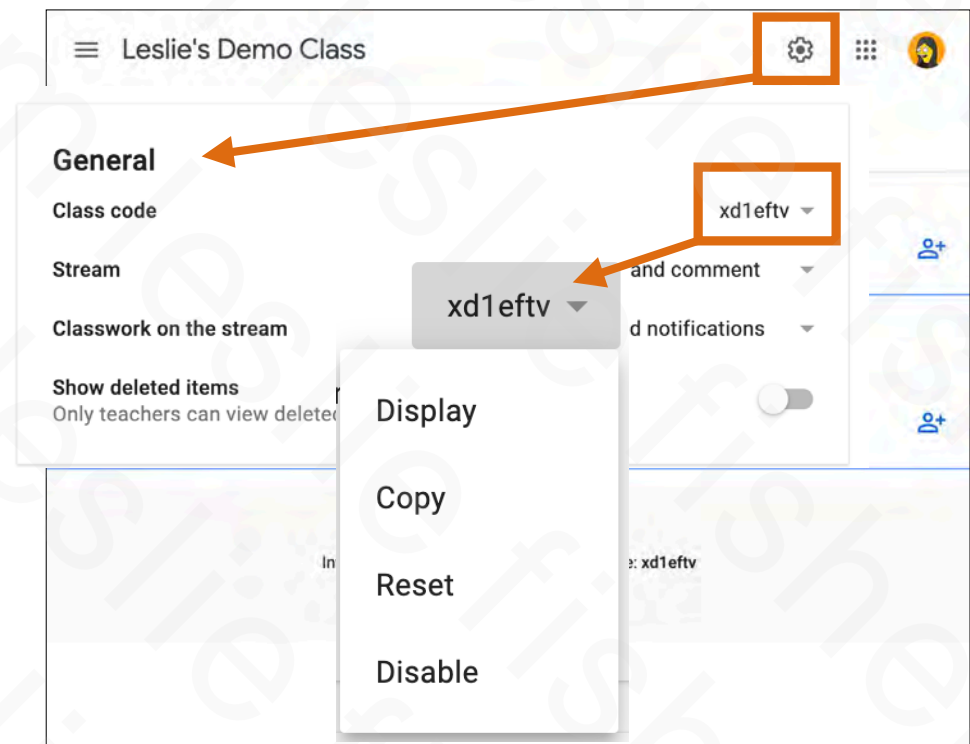
<http://bit.ly/2JNWsOr>





Adding Students Via a Join Code

- You can also invite people to join your class using a join code.
- You might remember seeing the Join a Class option when you clicked on the + button when you created a class
- Clicking on the cog in the upper right corner in your Class will show you Class Options including Class Code
- You can also see your class code from the upper left corner of your header from the Stream tab
- This would be the code you share with anyone you want to have join your class.
- As mentioned before, if you have someone joining outside of your school you need to make sure your admin has allowed for that option
- This is also the location where you can reset and disable the share code



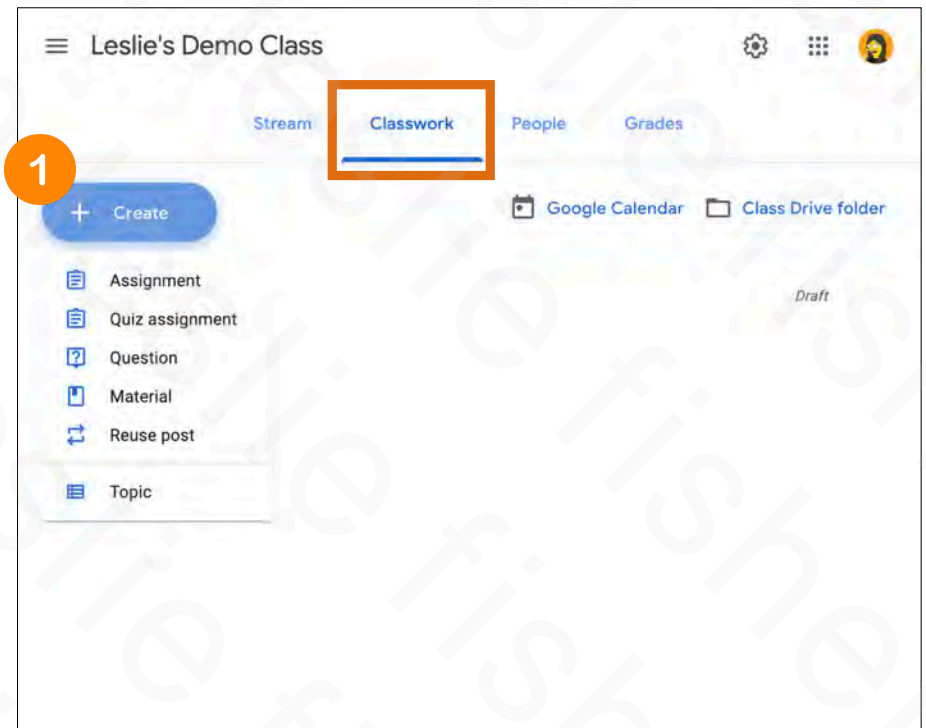


Creating Content and Assignments



Add an Assignment

- Assignments are the heart of Google Classroom and why most people use it.
 - Assignments are created in the classwork tab
1. To create an assignment click on the blue Create Button
- There are many other things we can create here, but, for now, lets keep it to Assignments and touch base on the rest later





Creating an Assignment

1. Select the class(es) you want to send the assignment to. Yes! If you have multiple classes you can send the same assignment to more than one class.

2. Select which students (you can also send to all students) you want to send this assignment to. Sending assignments to specific students is great for individual learning, make-up assignments, Extra work, etc.

- Support Article:
<http://bit.ly/2XTR1aI>

Assignment

For: Leslie's Demo Class All students

Title

Instructions (optional)

Points 100 Due No due date Topic No topic

Assign



Creating an Assignment

3. Title Your Assignment

4. Add instructions which is optional but helpful.

5. Set how many points this assignment is worth. You can also select the Ungraded option. We will take a deeper dive into customizing grading later

6. Set a Due Date (optional)

7. Set a Topic. (We dive into Topics later)

- Support Article:
<http://bit.ly/2XTR1aI>

The screenshot shows a form titled "Assignment" with a close button (X) in the top right. Below the title, it says "For: Leslie's Demo Class" and "All students". The form has several fields:

- 3**: Title (text input field)
- 4**: Instructions (optional) (text input field)
- 5**: Points (100) (dropdown menu)
- 6**: Due (No due date) (dropdown menu)
- 7**: Topic (No topic) (dropdown menu)

At the bottom, there are icons for adding content: a document icon, a folder icon, a video icon, and a link icon. To the right of these icons is an "Assign" button with a dropdown arrow. A red circle with the number 8 is placed over the link icon.



Creating an Assignment: Attachments

8. If wanted / needed add attachments.

- We spoke about the basics of attachments before, but, lets add some more content
- You can use the file option to add files from any application, but, both you and the student would need that application to be able to work on the file within the assignment. For example, if you add a file created in Photoshop you and your student would need Photoshop
- We will talk about this more in student interaction, but, students can add additional content when they Turn In their assignment, so, you do not have to include attachments for your students for them to return an attachment to you.

• Support Article:

<http://bit.ly/2XTR1a1>

The screenshot shows a 'Assignment' creation form. At the top, it says 'Assignment' with a close button. Below that, it specifies 'For: Leslie's Demo Class' and 'All students'. There is a 'Title' field, followed by an 'Instructions (optional)' field. At the bottom, there are dropdown menus for 'Points' (set to 100), 'Due' (set to 'No due date'), and 'Topic' (set to 'No topic'). Below these are icons for adding attachments: a file icon, an image icon, a video icon, and a link icon. To the right of these icons is a trash icon and an 'Assign' button.

8



Creating an Assignment: Attachments

8. If wanted / needed add attachments.

- There is a really, really slick feature with the Google Drive Attachment option
- You can have Google Classroom make individual copies of a Google file that you attach. Perfect for making a template once and having each student add content to it individually
 - Students can view: All students can read the file, but not edit it.
 - Students can edit: All students share the same file and can make changes to it.
 - Make a copy for each student: Students get their own copy of the file with their name added to the document title. For Google Docs, Sheets, and Slides files, both you and the student can edit the document. When students turn in the assignment, they can't edit the document until you return it to them.

• Support Article:

<http://bit.ly/2XTR1a1>

8



Creating an Assignment: Attaching Google Drive Files

8. If wanted / needed add attachments.

- To have Google Classroom Make a Copy for Each Student
 - It has to be a Google based item (docs, sheet, slides, etc)
- Support Article:
<http://bit.ly/2XTR1aI>

Assignment

For Leslie's Demo Class - All students

Title

Instructions (optional)

Points 100 Due No due date Topic No topic

8

Assign

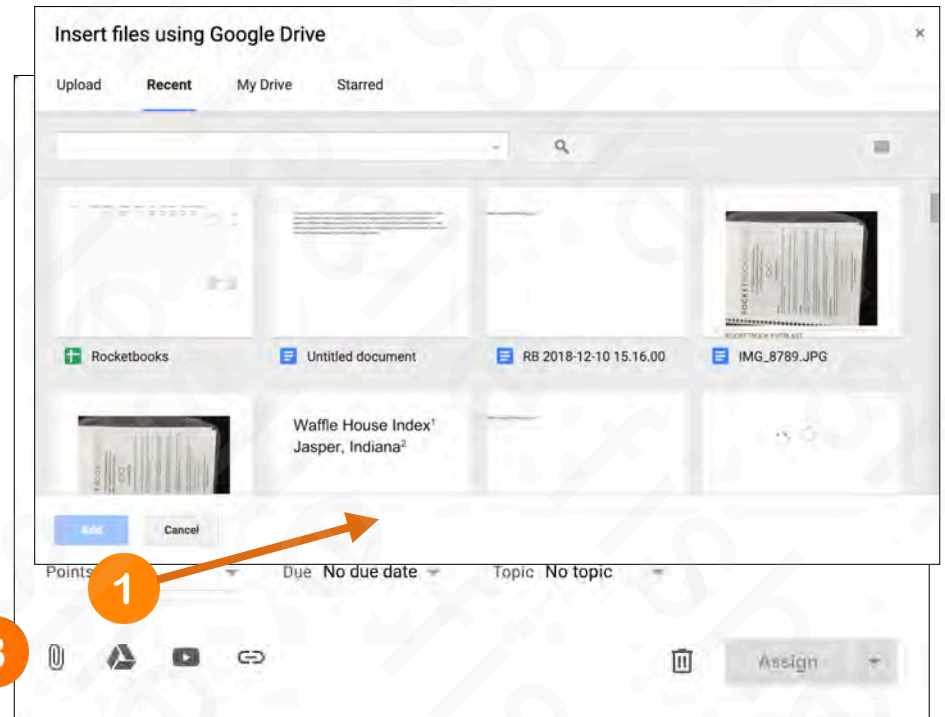


Creating an Assignment: Attaching Google Drive Files

8. If wanted / needed add attachments.

1. Click the Google Drive Icon

- An option to Insert files using Google Drive will appear
- You can upload a new file, look at recent files, head back to your Drive and viewed items you have starred
- Reminder! This feature will only work with Google Drive created items (docs, sheets, slides, etc.)
- Support Article:
<http://bit.ly/2XTR1a1>





Creating an Assignment: Attaching Google Drive Files

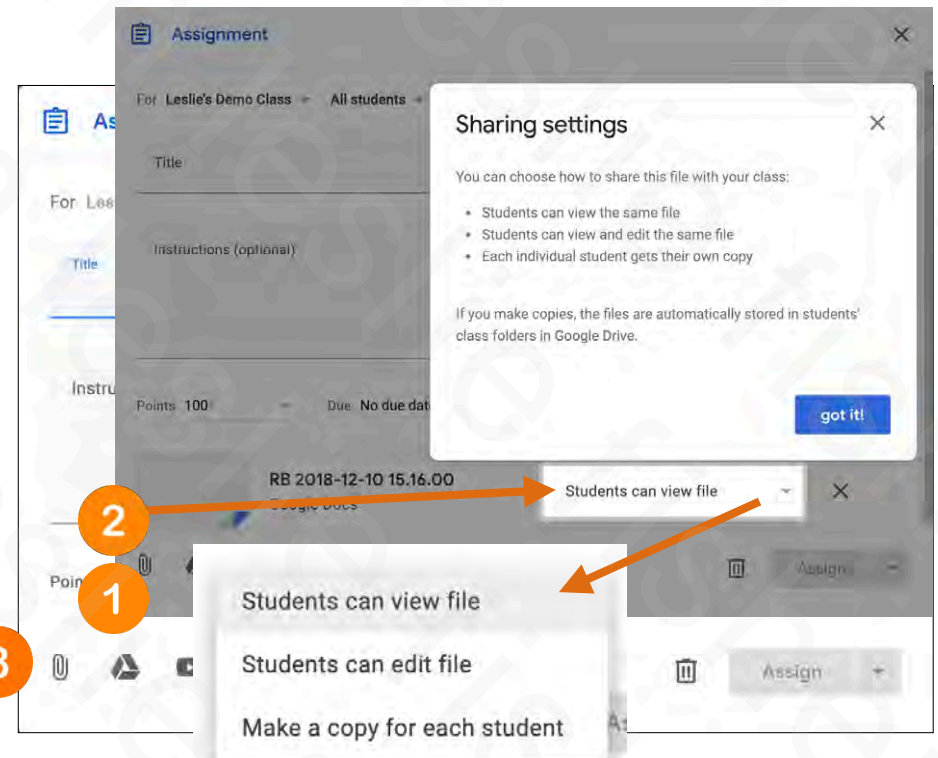
8. If wanted / needed add attachments.

2. Select the document you would like to attach

- Students can view: All students can read the file, but not edit it.
- Students can edit: All students share the same file and can make changes to it.
- Make a copy for each student: Students get their own copy of the file with their name added to the document title. For Google Docs, Sheets, and Slides files, both you and the student can edit the document. When students turn in the assignment, they can't edit the document until you return it to them.

• Support Article:

<http://bit.ly/2XTR1al>

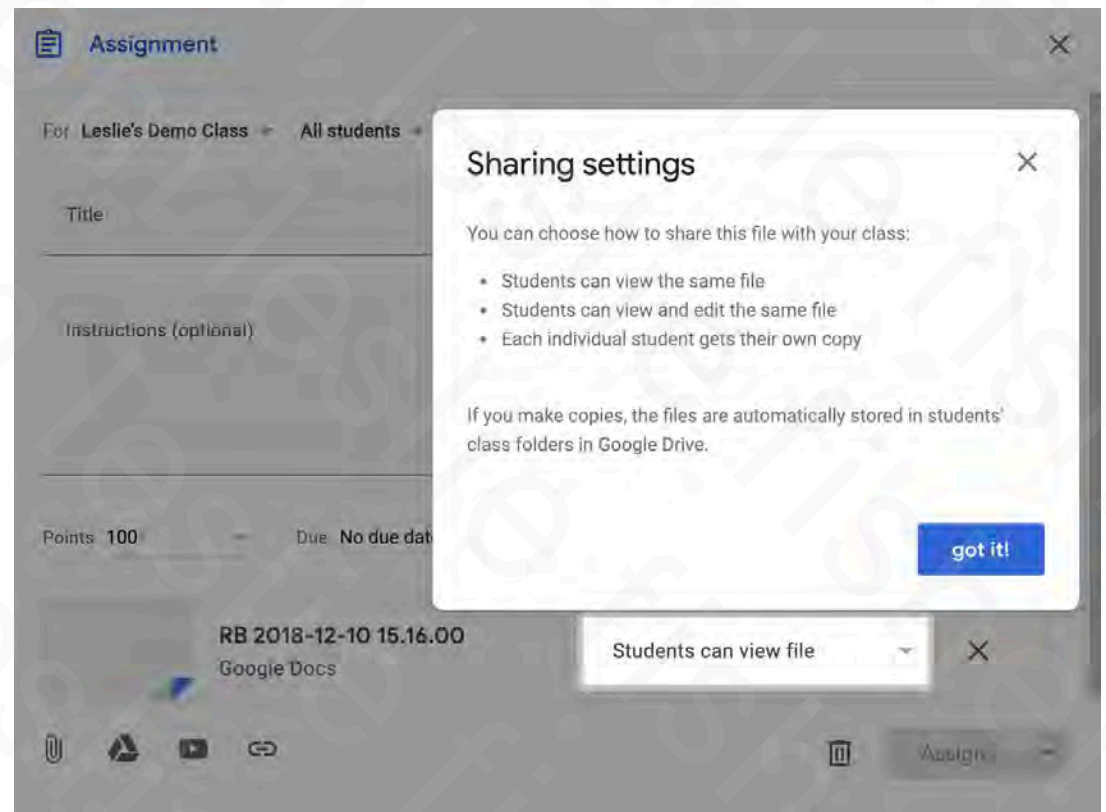




Creating an Assignment: Attaching Google Drive Files

8. If wanted / needed add attachments.

- If you choose Make a Copy, the files are automatically stored in the students class folders in Google Drive.
- Support Article:
<http://bit.ly/2XTR1a1>





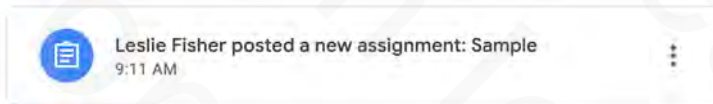
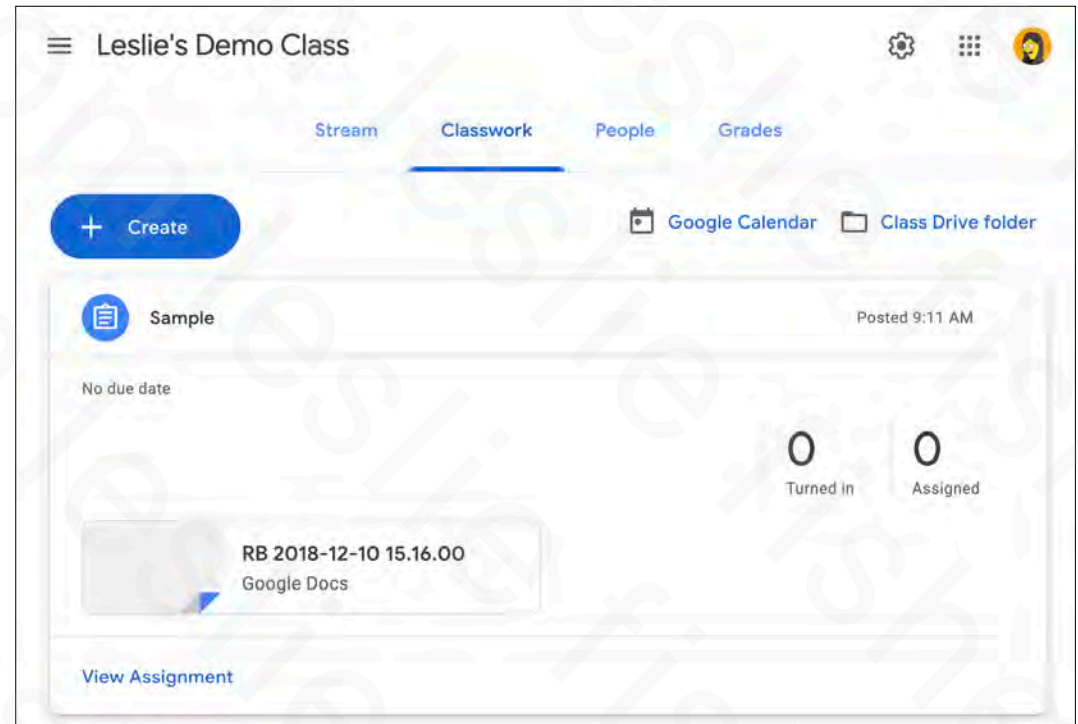
Creating an Assignment

- 9. Assigning your Assignment
- Clicking on Assign will assign it automatically
- 10. Clicking on the downward triangle to the right of the word Assign will display additional options
 - Schedule will allow you to set a time in the future for your assignment to be posted
 - Save Draft will leave the assignment in grey in your Classwork tab. You can edit the draft by clicking on the 3 grey dots to the right of the assignment and make it an posted assignment, schedule, etc
- Support Article: <http://bit.ly/2XTR1al>



When You Assign Your Assignment

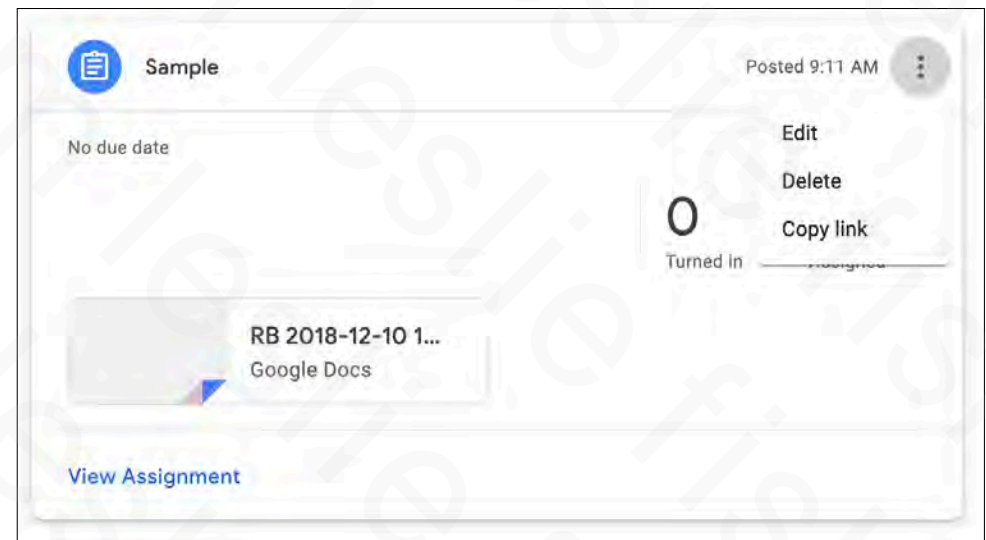
- Your Assignment will show up in two locations.
- The Classwork Tab
- The Stream (which we have not talked about but we will later)





Editing Your Assignment from the Classwork Tab

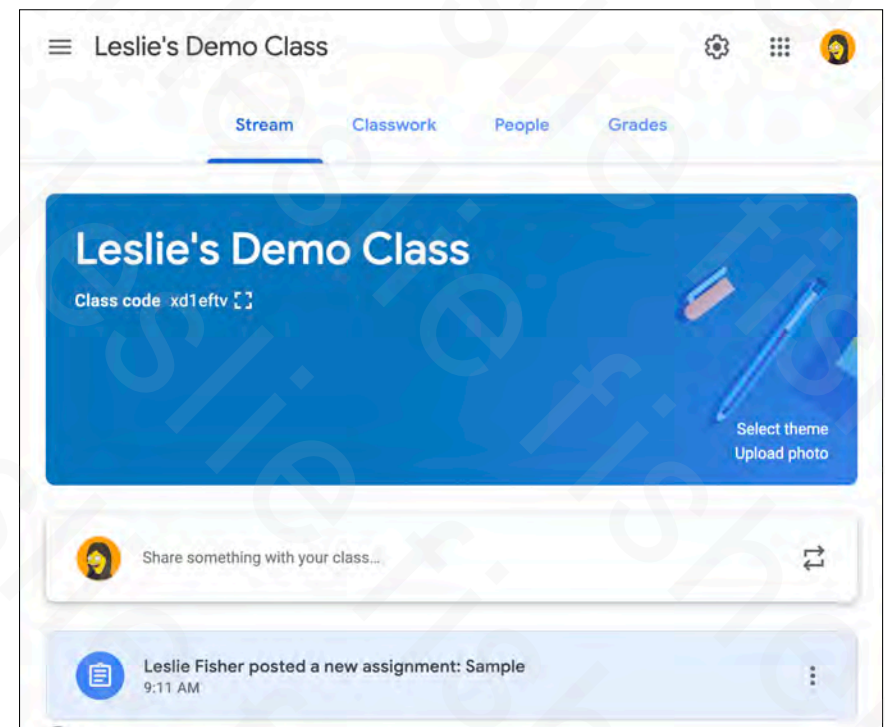
- Clicking on your Assignment from the Classwork tab will show three grey dots in the upper right corner
- Clicking on those dots will give you the option to Edit the assignment, Delete the Assignment as well as copy a link which is handy to sending to a student if they say they cannot find the assignment





Editing Your Assignment from the Stream Tab

- Clicking on your Assignment from the Stream tab will display two additional tabs for Student work and Instructions
- Student Work will show you how your students are progressing with the assignment (we will talk about this later)
- Instructions will provide an option to leave a class comment that will show up within the assignment. Handy if you want to add some comments and observations.





Editing Your Assignment from the Stream Tab

- Clicking on your Assignment from the Stream tab will display two additional tabs for Student work and Instructions
- Student Work will show you how your students are progressing with the assignment (we will talk about this later)
- Instructions will provide an option to leave a class comment that will show up within the assignment. Handy if you want to add some comments and observations.

The screenshot shows a class assignment page for 'Leslie's Demo Class'. At the top, there are two tabs: 'Instructions' (selected) and 'Student work'. The assignment title is 'Sample' with a value of '100 points'. Below the title, the teacher's name 'Leslie Fisher' and the time '9:11 AM' are displayed. A document icon is shown with the text 'RB 2018-12-10 ... Google Docs'. Underneath, there is a section for 'Class comments' with a text input field that says 'Add class comment...'. A help icon (?) is visible at the bottom left of the assignment card.



Video Demo: Make a Copy For Each Student Option



<https://youtu.be/tuVC8VgQNuA>

Slightly older version of Classroom and will update soon. The concept still make sense

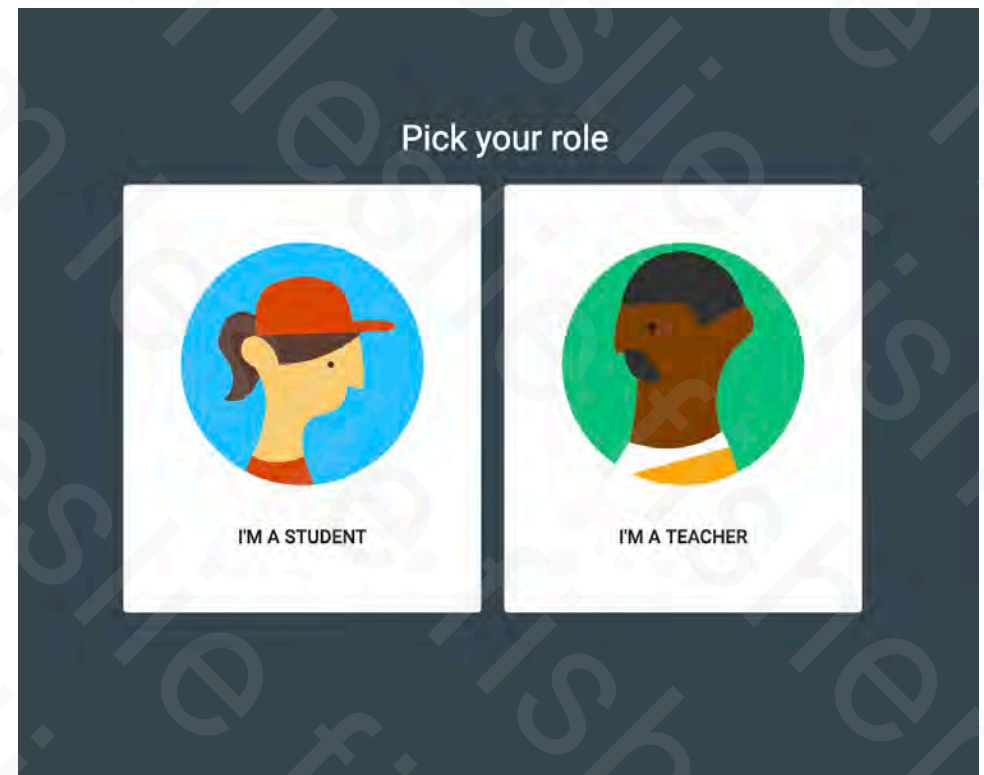


Students and Assignments



Students Joining a Class

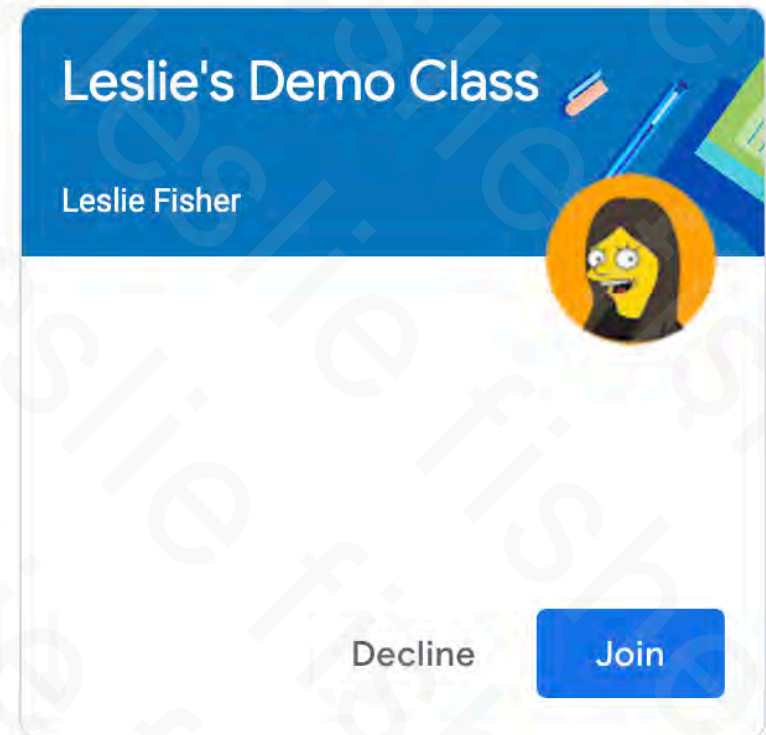
- Depending on how you configured Classroom your students might have been emailed their invite or they can head to classroom.google.com and use a join code you provide them.
- The Google Classroom web page would also list classes they have been invited to as well as classes they might already be enrolled in
- Make sure they choose Student. If they do not your admin will have to change their role
- Support Article: <http://bit.ly/2XV0e24>





Student Joining a Class

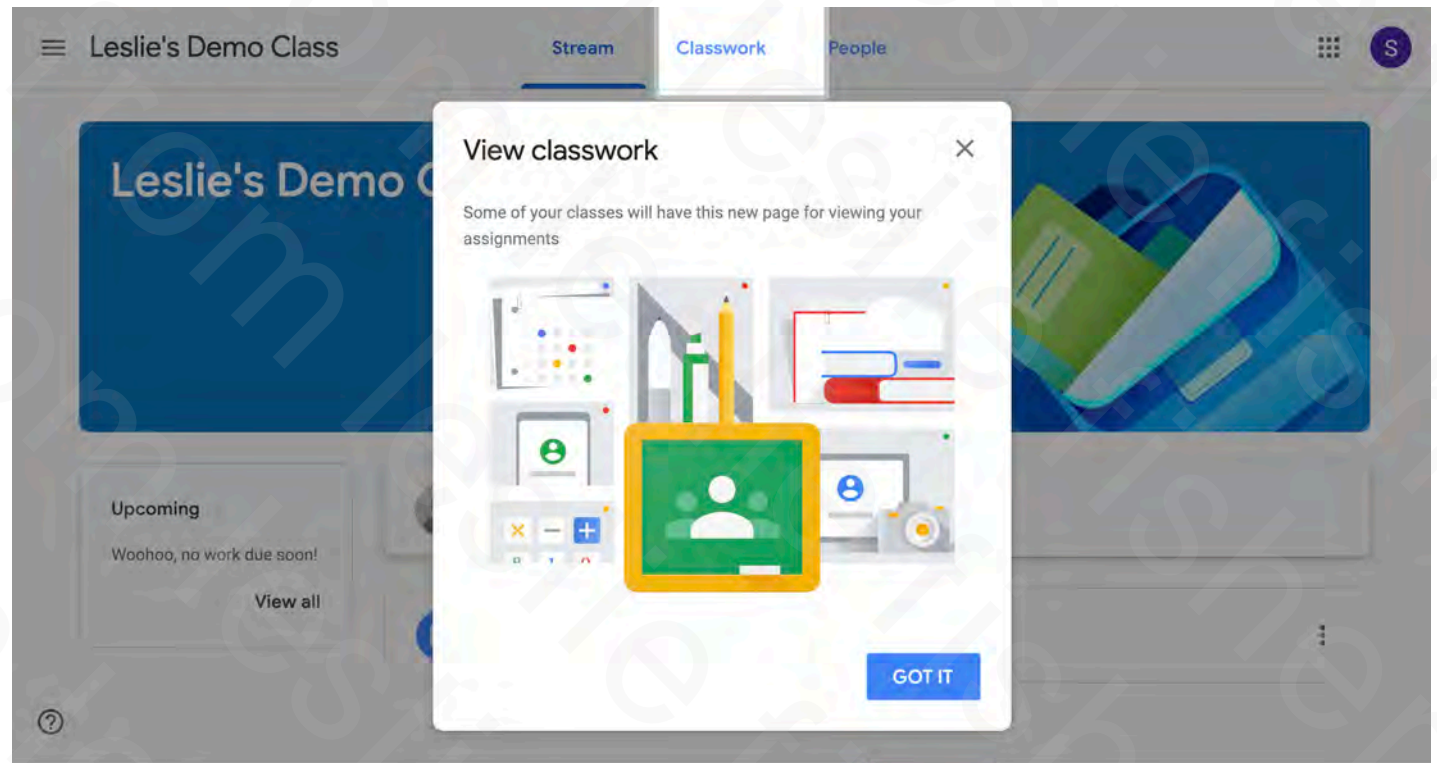
- Each class will show up like a card on a student's classroom screen.
- These cards are also how a teacher sees the classes they created, are co-teachers of, etc.
- If a student has yet to join the class they will see the option to do so in the lower right corner of the cards in question.
- Support Article:
<http://bit.ly/2XUbYlt>





Classroom Will Try To Help The Newbies

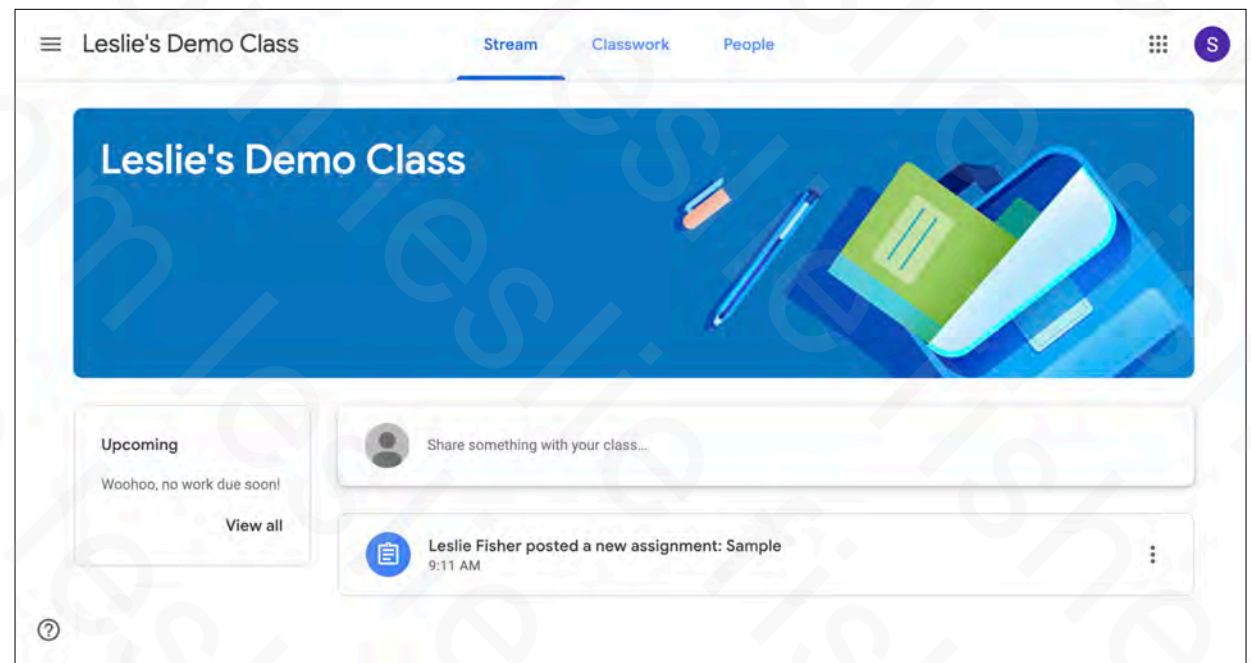
- Google Classroom will try to help a student with pointers and more if there is a new feature or if Classroom realizes the account has never used Classroom before





Students Viewing a Class

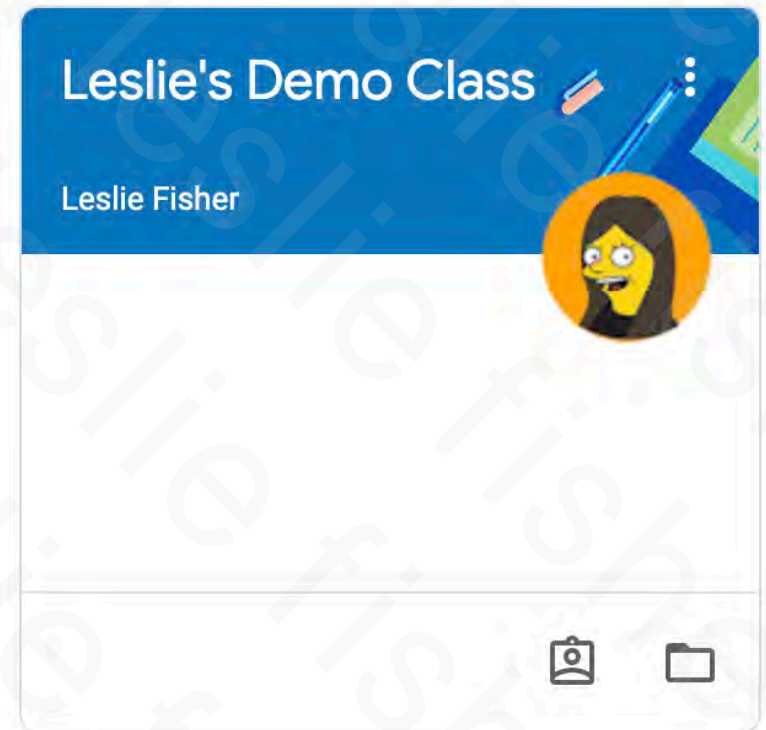
- When students join a class for the first time they will be taken to the class stream.
- The Class Stream is where they can see assignments, posts from teachers and students (if you allow) and more.
- We will discuss the stream a little later
- Support Article:
<http://bit.ly/2XUbYlt>





Student Accessing Work and Files For a Class

- Students can also access the assignments as well as view all of their content from the class card on their main classroom screen by clicking on the icons for View Class Assignments and View Class Content which are located in the lower right corner of each card in the main classroom screen





Student Clicking on an Assignment

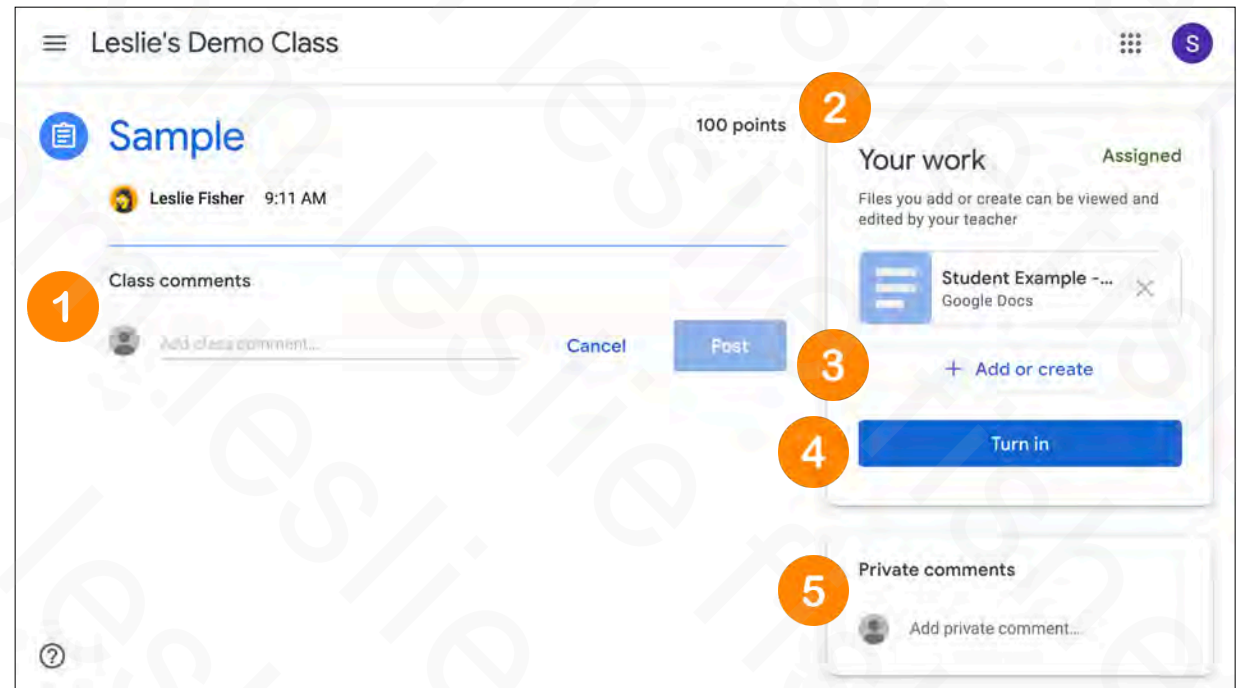
- When students open an assignment they will be taken to a web page for just the assignment
- Support Article:
<http://bit.ly/2XUbYIt>

The screenshot shows a Google Classroom interface for a class named "Leslie's Demo Class". The assignment is titled "Sample" and is worth 100 points. It was assigned by Leslie Fisher at 9:11 AM. Below the assignment title, there is a "Class comments" section with a text input field and "Cancel" and "Post" buttons. On the right side, there is a "Your work" section labeled "Assigned", which contains a list of files. One file is visible: "Student Example -... Google Docs". Below the file list are buttons for "+ Add or create" and "Turn in". At the bottom right, there is a "Private comments" section with an "Add private comment..." input field.



Student Clicking on an Assignment

1. Comments on the assignment from other students in the class (if allowed)
2. Overview of Assignment and any documents (if included)
3. Option for student to add or create additional content
4. Turn In option to send (hopefully) completed work back to the teacher
5. Option for student to leave private comments for teacher





Student Interacting on an Assignment

1. Comments on the assignment from other students in the class
 - Yes,. As a default a student can comment on an assignment and all of the other students can see the comment as well as reply
 - You can turn this option off if you would like and we will overview how to change student posting options

The screenshot shows a mobile interface for a class named "Leslie's Demo Class". At the top, there is a menu icon, the class name, and a user profile icon. Below this, the assignment title "Sample" is displayed with a "100 points" value. The assignment was posted by "Leslie Fisher" at "9:11 AM". A "Class comments" section is visible, featuring a text input field with a "1" in a red circle next to it, a "Cancel" button, and a "Post" button. To the right, a "Your work" panel shows the assignment is "Assigned" and lists files that can be viewed and edited by the teacher, including "Student Example -... Google Docs". Below this, there is a "+ Add or create" button and a "Turn in" button. At the bottom, a "Private comments" section is visible with an "Add private comment..." input field.



Student Clicking on an Assignment

2. Overview of Assignment and any documents (if included)

- Reminder that this is where both documents to be viewed and documents that you possibly gave them to edit will be listed.
- Seeing both documents for editing and documents for viewing are available to them so you might want to point out there is a document they will need to interact with (if applicable)

The screenshot shows a student's view of an assignment in a class titled "Leslie's Demo Class". The assignment is titled "Sample" and is worth 100 points. It was assigned by Leslie Fisher at 9:11 AM. The student has a "Your work" section on the right, which is currently empty. Below the assignment title, there is a "Class comments" section with a text input field and "Cancel" and "Post" buttons. At the bottom, there is a "Private comments" section with a text input field. A red circle with the number "2" is overlaid on the "Your work" section, indicating the student's current position in the assignment.



Student Clicking on an Assignment

2. Overview of Assignment and any documents (if included)

- Clicking on any resource will allow them to view it
- Clicking on a Google File (depending on how you configured it) will allow them to edit the file.

The screenshot displays a Google Docs interface. The main document area shows the text "Hello everyone How are you?". On the right side, there is a sidebar titled "Your work" with a circled orange number "2" next to it. Under "Your work", there is a section labeled "Assigned" which contains a document titled "Student Example - ... Google Docs". An orange arrow points from the document title in the sidebar to the text in the main document area. Below the "Assigned" section, there is a "+ Add or create" button and a "Turn in" button. At the bottom of the sidebar, there is a "Private comments" section with an "Add private comment..." button.



Student Adding to an Assignment

3. Add or Create

- Allows a student to add additional content to the assignment
- Can add Google Drive items, links and standalone files
- You as the teacher will be able to see all of the additional content they added once the student turns in their assignment
- Support Article: <http://bit.ly/2JTRbow>

The image shows three sequential screenshots of the 'Your work' interface for an assignment. The first screenshot shows a list of items added to the assignment: three 'Student Example' items (Google Docs), 'AQ.pdf' (PDF), and a 'Link' to 'http://www.lesliefisher.com'. The second screenshot shows the 'Add or create' menu with options for 'Google Drive', 'Link', and 'File'. The third screenshot shows the 'Turn in' button. An orange circle with the number '3' is placed over the 'Add or create' button in the second screenshot, with arrows pointing to the 'Google Drive' option and the 'Student Example' item in the first screenshot.



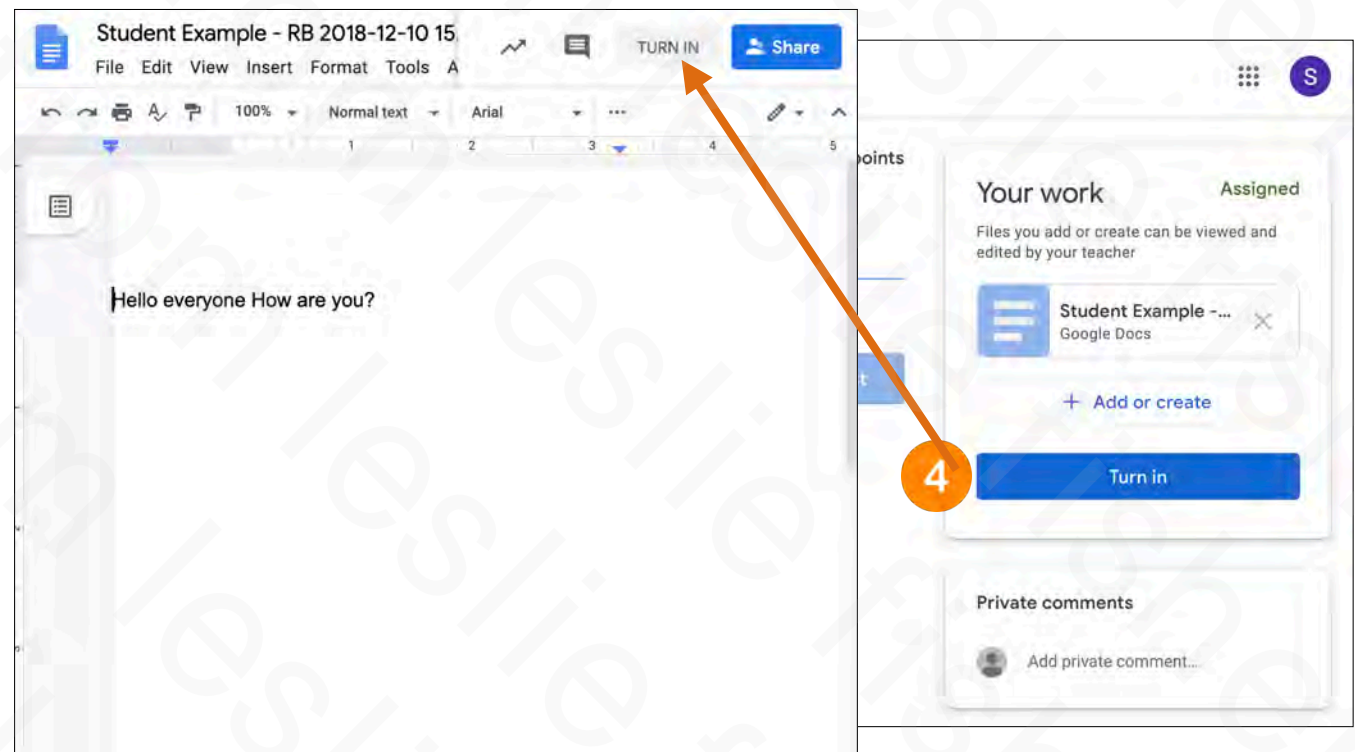
Student Turning In an Assignment

4: Turn In Assignment

- Please note they can click Turn In on both the assignment and any Google item you gave them. They might accidentally turn an assignment in to soon, but, you can always return the assignment to them for them to turn in again (which we will discuss)

- Support Article:

<http://bit.ly/2JTRbow>

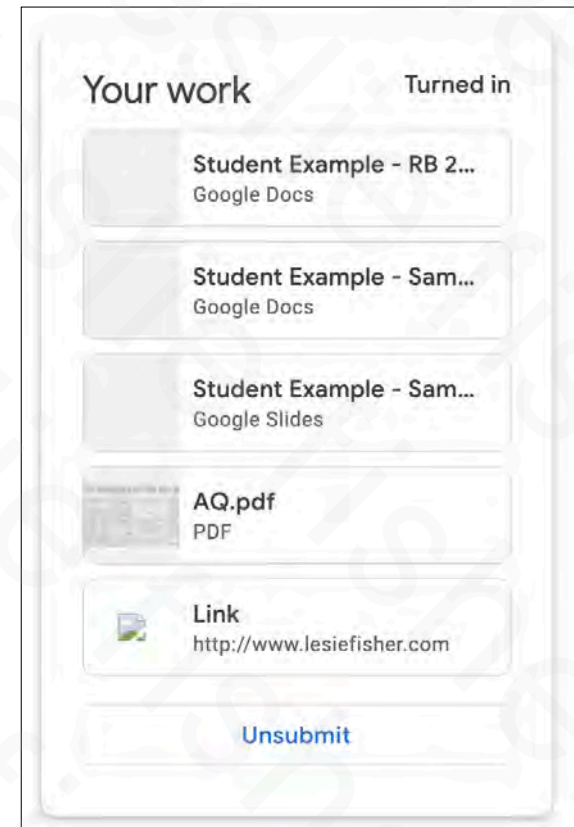




Student Turning In an Assignment

4: Turn In Assignment

- Once an assignment is turned in the student cannot continue to edit it.
- The student however can select Unsubmit which will return the assignment back to him and mark it back to not turned in.
- Student can then again make changes and the turn the item in again





Student Clicking on an Assignment

5. Option for student to leave private comments for teacher.

- Handy for a student to leave additional information that will only be seen by the teacher

The screenshot shows a mobile interface for a class named "Leslie's Demo Class". At the top, there is a menu icon, the class name, and a student icon. Below this, an assignment titled "Sample" is shown with a document icon and "100 points". The assignment was posted by "Leslie Fisher" at "9:11 AM".

Under the assignment, there is a "Class comments" section with a text input field containing "Add class comment...", a "Cancel" button, and a "Post" button.

On the right side, there is a "Your work" panel with the status "Assigned". It contains the text "Files you add or create can be viewed and edited by your teacher". Below this, there is a list of files, including "Student Example -... Google Docs" with a close button. There is also a "+ Add or create" button and a "Turn in" button.

At the bottom right, there is a "Private comments" section with a red circle containing the number "5" next to it. It has a text input field with "Add private comment..." and a submit button.

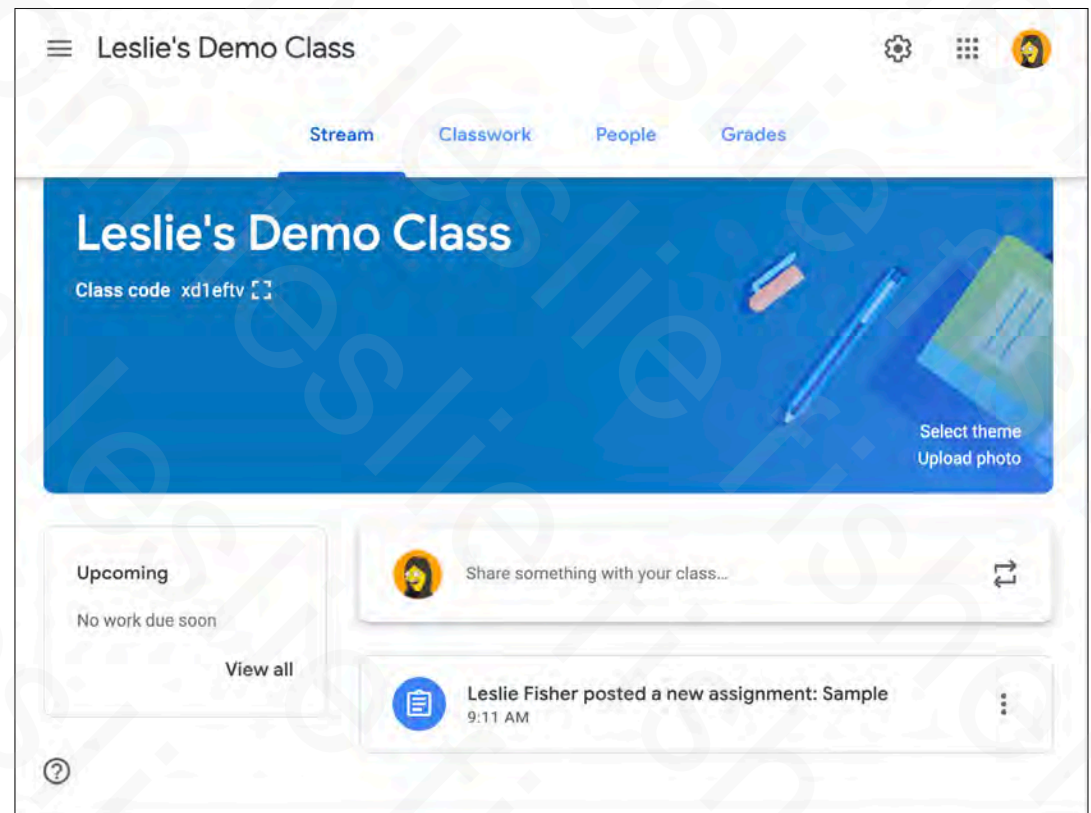


Viewing, Grading and Providing Feedback On Returned Work



Viewing Turned In Work

- There are a few ways to see who has returned work.
- One is to click the Stream and then click the assignment you would like to see the returned work for.
- Support Article:
<http://bit.ly/2XQyoUS>





Viewing Turned In Work

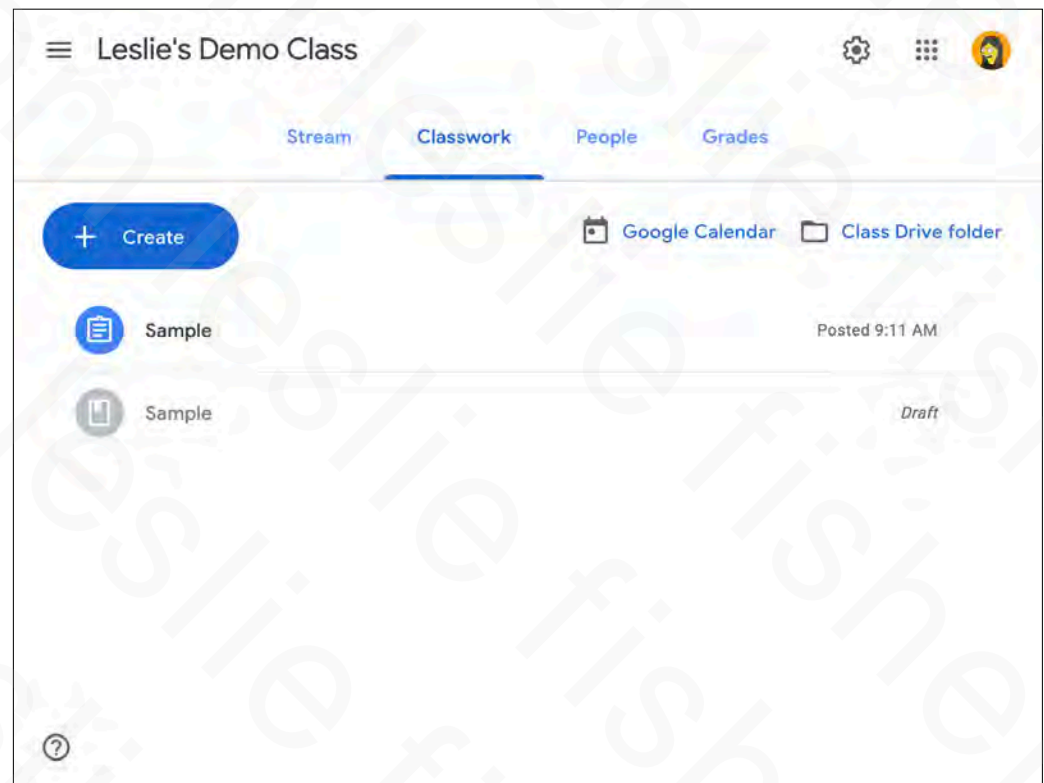
- There are a few ways to see who has returned work.
- One is to click the Stream and then click the assignment you would like to see the returned work for.
- Support Article:
<http://bit.ly/2XQyoUS>

The screenshot shows a user interface for 'Leslie's Demo Class'. At the top, there is a navigation bar with 'Instructions' and 'Student work' tabs. Below this, there is a 'Return' button with an envelope icon and a '100 points' indicator with a gear icon. The main content area is divided into sections. The first section is titled 'All students' and has a 'Sort by status' dropdown menu. Below this, there is a section titled 'Turned in' with a checkbox. The final section is titled 'Student Example' and shows a score of '___/100'. A question mark icon is visible in the bottom left corner of the interface.



Viewing Turned In Work

- Another way to view who has returned work is to click on the Classwork tab and then clicking on the assignment
- Viewing an assignment in this way will actually show you how many students have turned it in and how many students have not
- Support Article:
<http://bit.ly/2XQyoUS>





Viewing Turned In Work

- Another way to view who has returned work is to click on the Classwork tab and then clicking on the assignment
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Leslie's Demo Class

Stream **Classwork** People Grades

+ Create

Google Calendar Class Drive folder

Sample Posted 9:11 AM

No due date

1 Turned In 0 Assigned

RB 2018-12-10 15.16.00
Google Docs

View Assignment



Viewing Turned In Work

- There are also two different views for grading returned work
- If you are viewing the assignment from the Classwork Tab, click View Assignment at the bottom of the assignment
- Clicking View Assignment will then show you a list of all students given the assignment and their return status
- You can also click on the Assignment directly from the Stream tab and it will take you directly into the grading view
- Support Article:
<http://bit.ly/2XQyoUS>

The screenshot shows the 'Viewing Turned In Work' interface for 'Leslie's Demo Class'. At the top, there is a navigation bar with 'Instructions' and 'Student work' tabs, with 'Student work' being the active tab. Below the navigation bar, there is a 'Return' button and an envelope icon. To the right, it shows '100 points' and a gear icon for settings. The main content area is divided into sections: 'All students' with a 'Sort by status' dropdown, 'Turned in', and 'Student Example' with a progress indicator showing '___/100'. A question mark icon is visible in the bottom left corner.



Viewing Turned In Work

- There are also two different views for grading returned work
- If you are viewing the assignment from the Classwork Tab, click View Assignment at the bottom of the assignment
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Grading Turned In Work

- Viewing an Assignment will show you who has turned in work and who has not.

1. You can grade directly from this window or click on each individual student so see their returned work

- Support Article:

<http://bit.ly/2XQyoUS>

The screenshot shows a web interface for "Leslie's Demo Class". At the top, there are tabs for "Instructions" and "Student work", with "Student work" being the active tab. Below the tabs, there is a "Return" button and a "100 points" indicator. The main content area displays a list of students. The first row is "All students" with a checkbox and a "Sort by status" dropdown. The second row is "Turned in" with a checkbox and a red circle containing the number "1". The third row is "Student Example" with a checkbox and a score of "/100".



Grading Turned In Work

1. You can grade directly from this window

2. You can click on each individual item returned to you to view it. If it is a Google Drive item (docs, sheets, etc) you can add additional content to the document, comment, etc.

3. You can also leave a private comment for the student

- Support Article:
<http://bit.ly/2XQyoUS>

Leslie's Demo Class

Instructions Student work

Student Example /100

Turned in (See history)

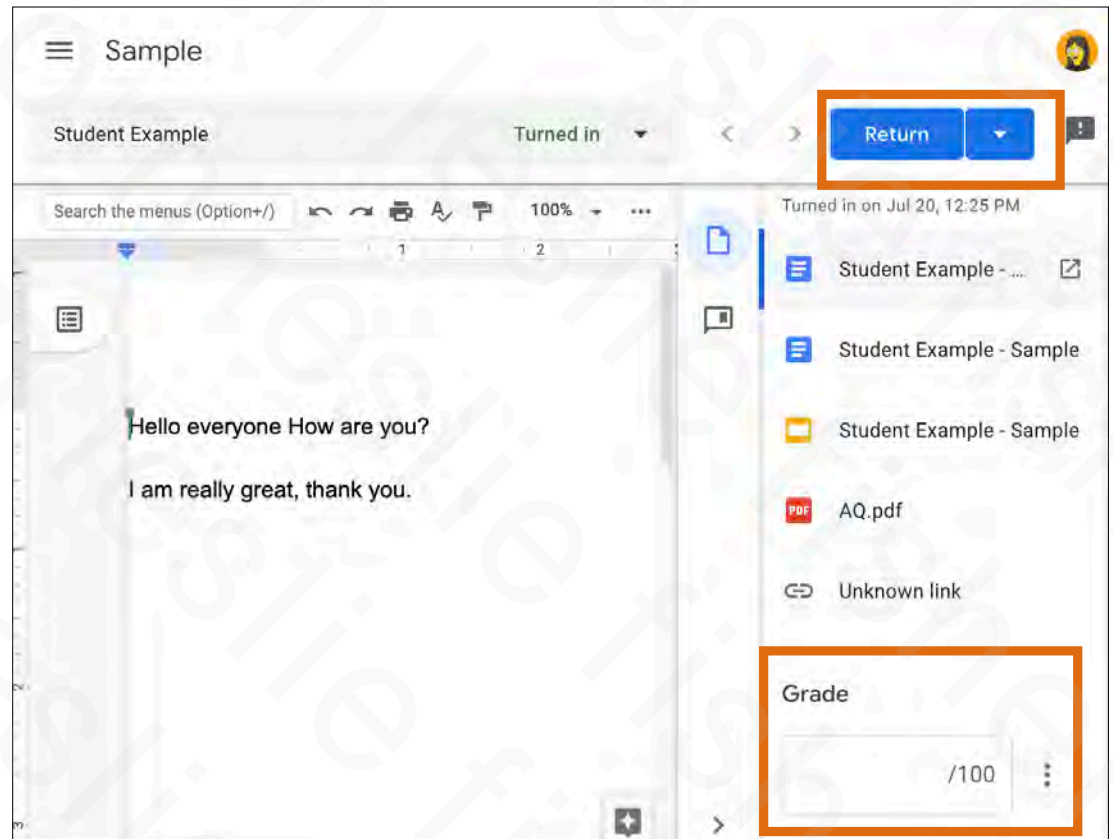
- Student Example - RB 2018... Google Docs
- Student Example - Sample Google Docs
- Student Example - Sample Google Slides
- AQ.pdf PDF
- Link <http://www.lesiefisher.com>

Add private comment...



Grading Turned In Work

- Based on the type of documents returned to you clicking on them will display them either with the application needed to open them or within the Google Classroom architecture
- If Classroom opens the item there are options to comment, grade and return the assignment
- Support Article:
<http://bit.ly/2XQyoUS>





Grading and Returning Turned In Work

- You have seen multiple places to add a grade.
- The one with the most options is clicking the assignment from the Classwork tab

1. Input your grade (we will talk about how to alter the grading options soon)

2. (Optional) You can click on all or a specific students to send them an email. This is not the same thing as returning their work

3. Click Return if you would like to send the assignment back to the student

- Support Article:

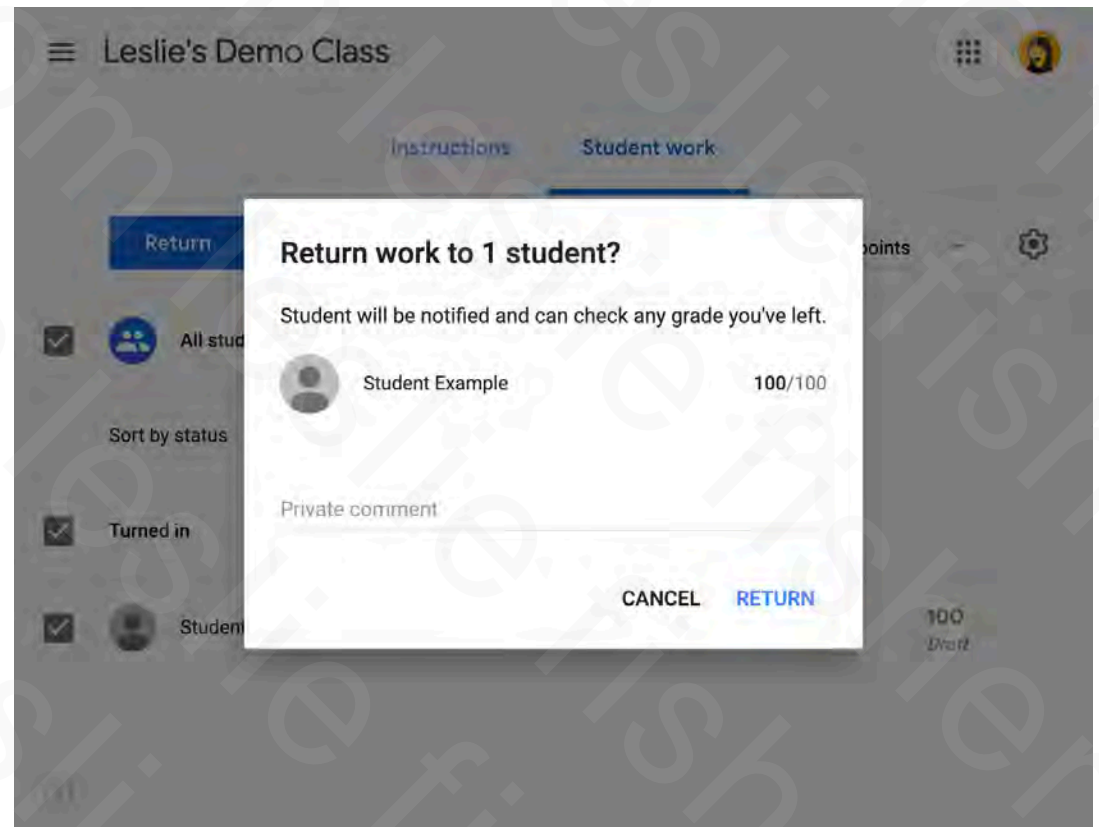
<http://bit.ly/2XOyoUS>

The screenshot shows the 'Leslie's Demo Class' interface. At the top, there are tabs for 'Instructions' and 'Student work'. Below the tabs, there is a 'Return' button (marked with a '3') and an email icon (marked with a '2'). To the right of these buttons, it says '100 points' and has a settings gear icon. Below this, there is a list of students with checkboxes and a '100/100' score (marked with a '1'). The first student is 'All students' and the second is 'Student Example'. There is also a 'Sort by status' dropdown menu and a 'Turned in' checkbox.



Grading and Returning Turned In Work

- You have seen multiple places to add a grade.
- The one with the most options is clicking the assignment from the Classwork tab
 1. Input your grade (we will talk about how to alter the grading options soon)
 2. (Optional) You can click on all or a specific students to send them an email. This is not the same thing as returning their work
 3. Click Return if you would like to send the assignment back to the student
- Support Article:
<http://bit.ly/2XOyoUS>





Students Can Resubmit Graded Work

- When a student gets back an assignment with a grade they have the option to submit their work again
- Support Article: <http://bit.ly/2XQyoUS>

The screenshot shows a classroom interface for "Leslie's Demo Class". The main area displays an assignment titled "Sample" with a score of "100/100". Below the assignment, there is a "Class comments" section with an "Add class comment..." button. On the right side, there is a "Your work" section with a "Graded" status. This section lists several items: "Student Example -... Google Docs", "Student Example -... Google Docs", "Student Example -... Google Slides", "AQ.pdf PDF", and "Link http://www.lesiefishe...". At the bottom of the "Your work" section, there is a blue "Resubmit" button. A callout box highlights the "100 Resubmitted" status next to the "Student Example" item, with an orange arrow pointing from the "Resubmit" button to this status.



Students Can Resubmit Graded Work

1. When you click on a resubmitted assignment you will see an option to see the grading history of the assignment
 - Clicking on See History will show you the entire grading history of the assignment for that particular student
 - They can keep resubmitting work again and again. No one says you have to keep grading it and returning it
 - Support Article:
<http://bit.ly/2XQyoUS>

The screenshot shows a mobile app interface for 'Leslie's Demo Class'. A modal window titled 'Student Example's history' is open, displaying a list of grading events. The events are as follows:

Action	Time	Grader
Turned in	2:42 PM	Student Example
Returned: 100/100	2:31 PM	Leslie Fisher
Draft grade: 100/100	2:30 PM	Leslie Fisher
Draft grade: Grade removed	2:23 PM	Leslie Fisher
Draft grade: 100/100	2:23 PM	Leslie Fisher
Turned in	12:25 PM	Student Example

The modal window also includes a 'CLOSE' button at the bottom right and a '100/100' score indicator on the right side. The background shows a 'Student' profile card and a 'Graded (See...)' section.



Seeing All of a Student's Work in One Place

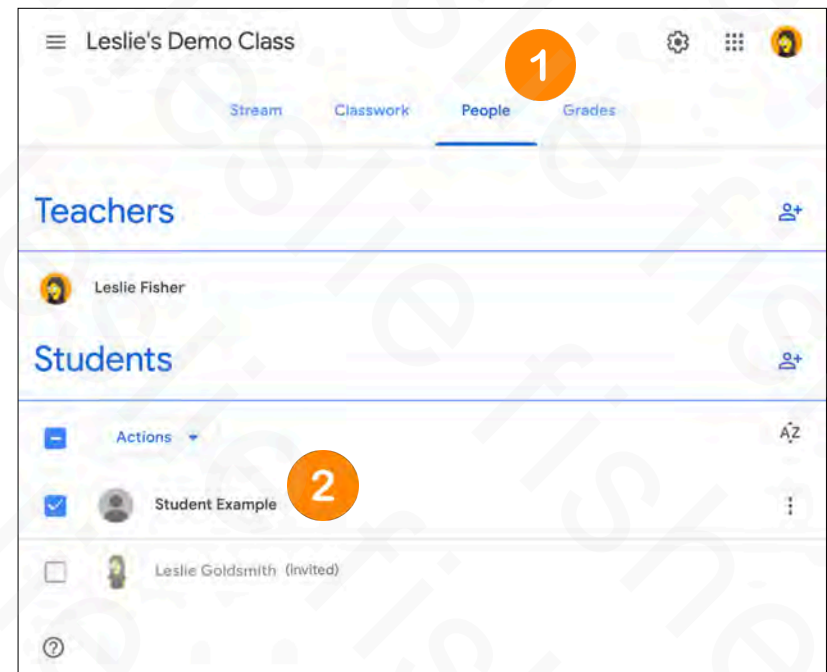
- You can see a list of an individual student's assignments, grades, and missing work all in one place. You can filter the list by status, turned in, returned with grade, or missing. You can also email it to the student and their guardian (if you have guardian email configured and running).

- To see all of a student's work:

1. Click the People
2. Click the name of the student you want to view.

- Support Article:

<http://bit.ly/2JS1w4n>





Seeing All of a Student's Work in One Place

- To see all of a student's work:

3. View the student's work. You can click on each item to see its specific content

4. You can use the filters (by clicking on them) on the left hand side to view only turned in work, work that required a grade or missing work

- Support Article:

<http://bit.ly/2JS1w4n>

Leslie's Demo Class

Student Example

Title	Due	
Websites that you think are super awesome	No due date	Assigned
Tell me what you think about this website	No due date	Assigned
Sample Quiz	No due date	Turned in
Sample	No due date	100/100

Filters

Turned in

Returned with grade

Missing



So! How Do We Feel About..... 👍 or 👎



So! How Do We Feel About..... 👍 or 👎

- Logging into Classroom



So! How Do We Feel About..... 👍 or 👎

- Logging into Classroom
- Creating a Class



So! How Do We Feel About..... 👍 or 👎

- Logging into Classroom
- Creating a Class
- Adding Co-Teachers To Your Class



So! How Do We Feel About..... 👍 or 👎

- Logging into Classroom
- Creating a Class
- Adding Co-Teachers To Your Class
- Adding Students To Your Class



So! How Do We Feel About..... 👍 or 👎

- Logging into Classroom
- Creating a Class
- Adding Co-Teachers To Your Class
- Adding Students To Your Class
- Creating an Assignment



So! How Do We Feel About..... 👍 or 👎

- Logging into Classroom
- Creating a Class
- Adding Co-Teachers To Your Class
- Adding Students To Your Class
- Creating an Assignment
- Making an Assignment that makes a copy for each student



So! How Do We Feel About..... 👍 or 👎

- Logging into Classroom
- Creating a Class
- Adding Co-Teachers To Your Class
- Adding Students To Your Class
- Creating an Assignment
- Making an Assignment that makes a copy for each student
- Viewing Returned Work



So! How Do We Feel About..... 👍 or 👎

- Logging into Classroom
- Creating a Class
- Adding Co-Teachers To Your Class
- Adding Students To Your Class
- Creating an Assignment
- Making an Assignment that makes a copy for each student
- Viewing Returned Work
- Grading Returned Work



Those Were The Basics. Now, Let's Do Some Digging

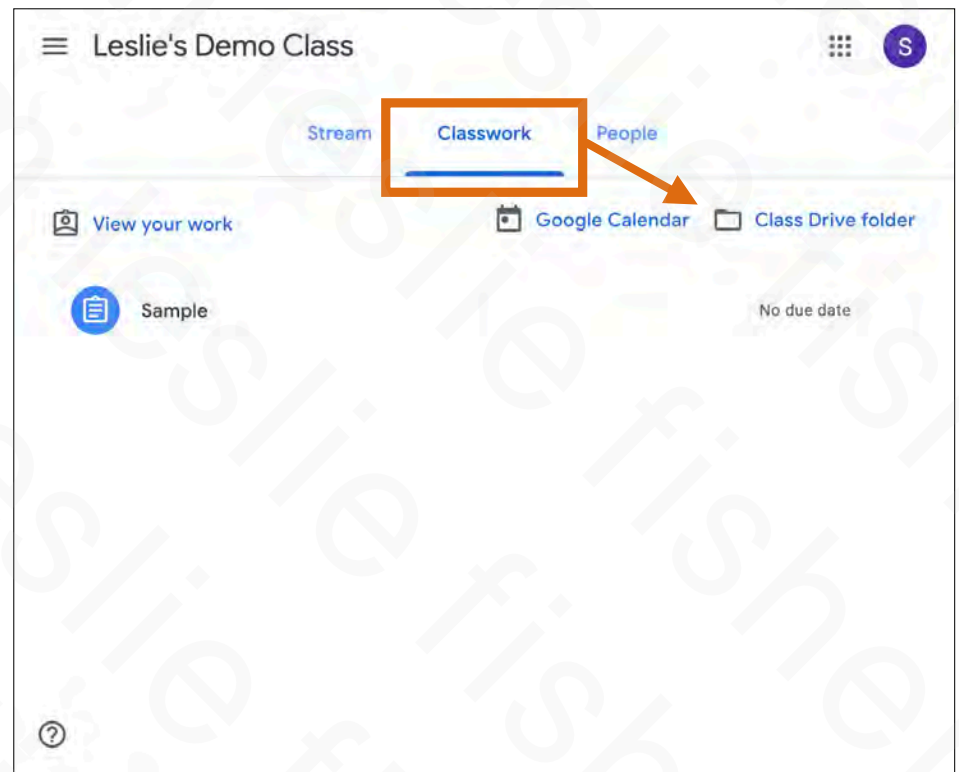


Other Interactions / Features



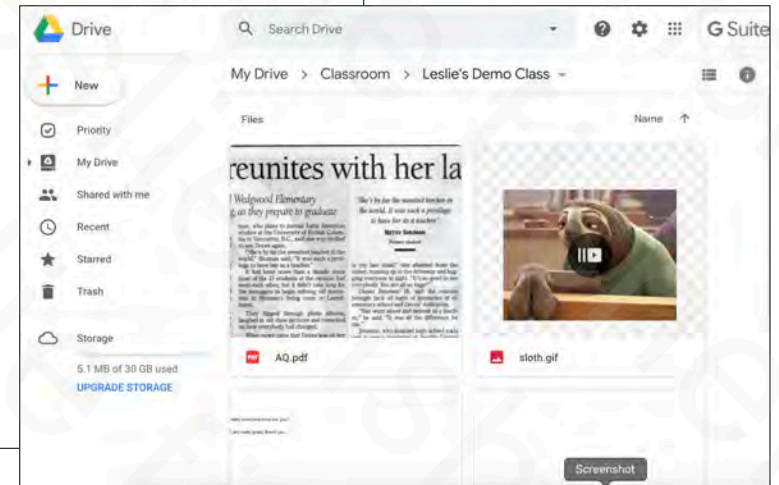
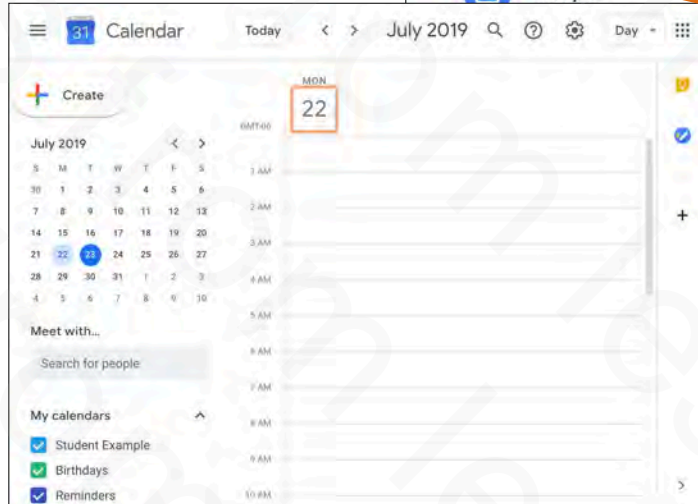
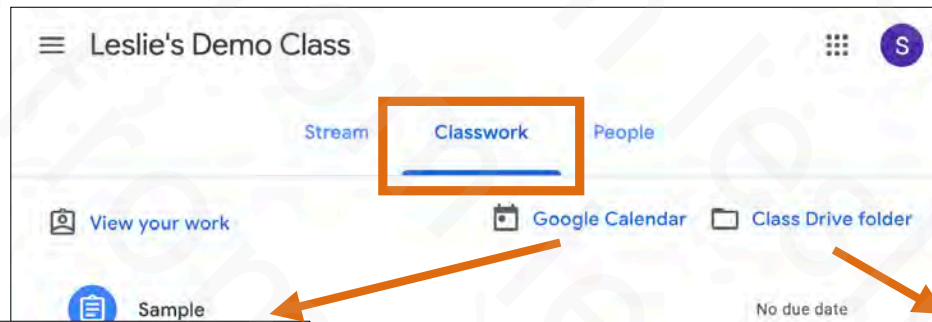
Viewing the Calendar and Drive Folder

- For both the teacher and the student clicking on the Classwork Tab will also give you the option to see your Google Calendar and Class Drive Folder.
- There are two different calendars you can view in Classroom. Google Calendar which will show all your appointments and assignments (which is this one here) and a Classroom Calendar which we will talk about later
- Clicking on Class Drive Folder will open up Google Drive and take you directly to the folder for this class
- Support Article:
<http://bit.ly/2Z5PE4R>





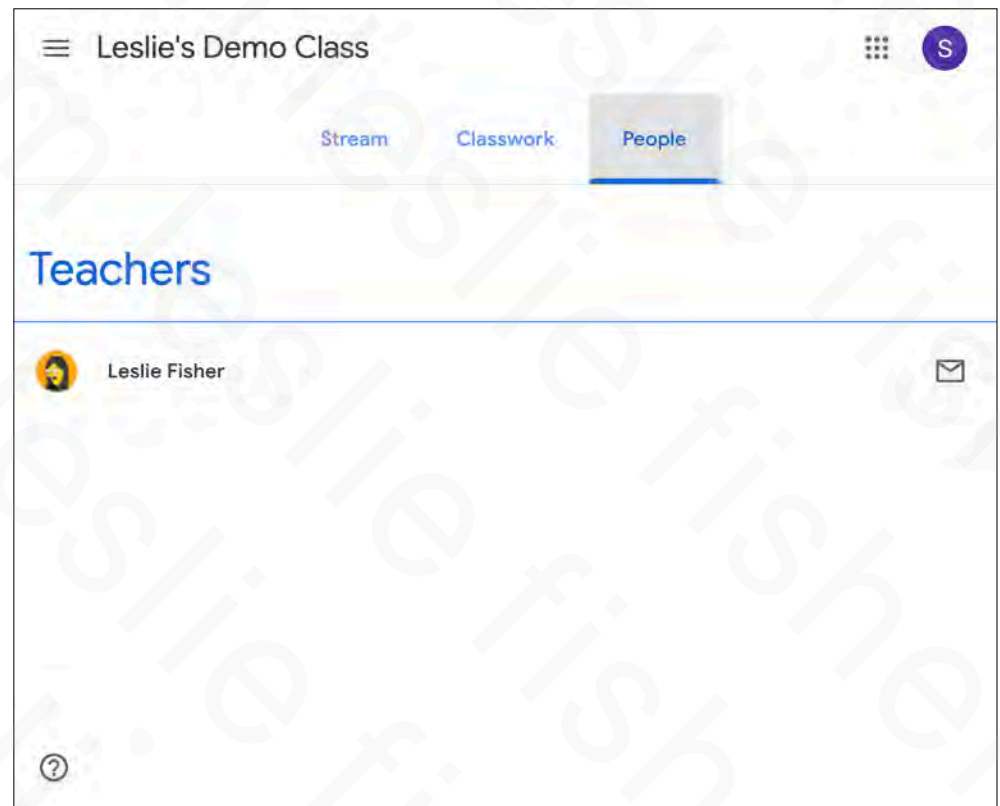
Viewing the Calendar and Drive Folder





Students Can Email You and Fellow Students In Classroom

- Students are able to email Teachers and Students from within classroom
- To do this, click on People. You will then see a listing of teachers and students in the class
- To the right of each person is an email icon. Clicking on that will open up Gmail and add the email address to a new email
- Support Article:
<http://bit.ly/2GqonTo>





Emailing Students Within Classroom

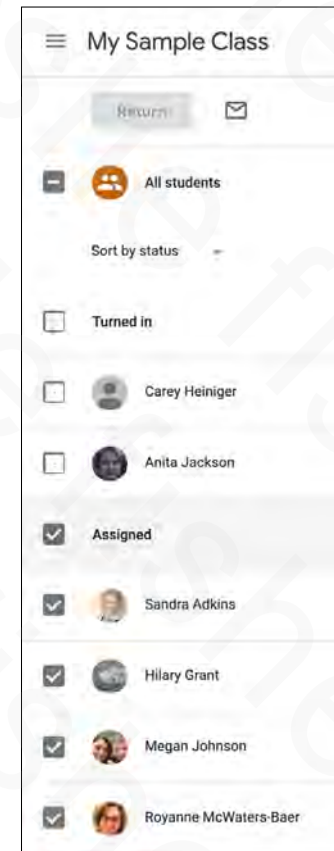
- You can email one, some or all of your students in a class.
- Click on the People tab and then select the students you would like to email.
- You can use either the Actions button or the three dots to the right of the students name to email them
- Support Article:
<http://bit.ly/2Z2myn7>

The screenshot shows a classroom management interface for 'My Sample Class'. At the top, there are navigation tabs: 'Stream', 'Classwork', 'People' (which is selected and highlighted with an orange box), and 'Grades'. Below these tabs, there are sections for 'Teachers' and 'Students'. Under 'Teachers', two names are listed: 'Leslie Fisher' and 'Rosalinda Jaimes'. Under 'Students', three names are listed: 'Sandra Adkins', 'Sara Badiner', and another student. In the 'Students' section, the 'Actions' button is highlighted with an orange box, and the three-dot menu icon next to 'Sara Badiner' is also highlighted with an orange box.




Emailing Students Who Did or Did Not Submit Their Work

- You can email all students who completed or didn't complete an assignment or question. You can sort the students in 3 ways:
 - Turned in: Students who submitted their work.
 - Assigned: Students who didn't submit their work.
 - Graded or Returned: Students whose work you graded or returned without grades.
- Support Article:
<http://bit.ly/32GPSBL>





Emailing Students Who Did or Did Not Submit Their Work

- Click the class and then click an assignment or question in the class stream.
- Choose an option:
 1. To email all students who submitted work, click Turned in.
 2. To email all students who didn't submit work, click Assigned.
 - To email all students whose work you graded, click Graded. (lower on the list of this screenshot)
 - To email all students whose work you returned, click Returned. (lower on the list of this screenshot)
- 3. To email all students in the class, click All students.
- (Optional) To unselect any item, click it again.
- 4. Click Email  and enter your message.
- 5. Click Send.
- Support Article: <http://bit.ly/32GPSBL>

My Sample Class 100 points

Instructions Student work

3 7 1
Turned in Assigned Graded

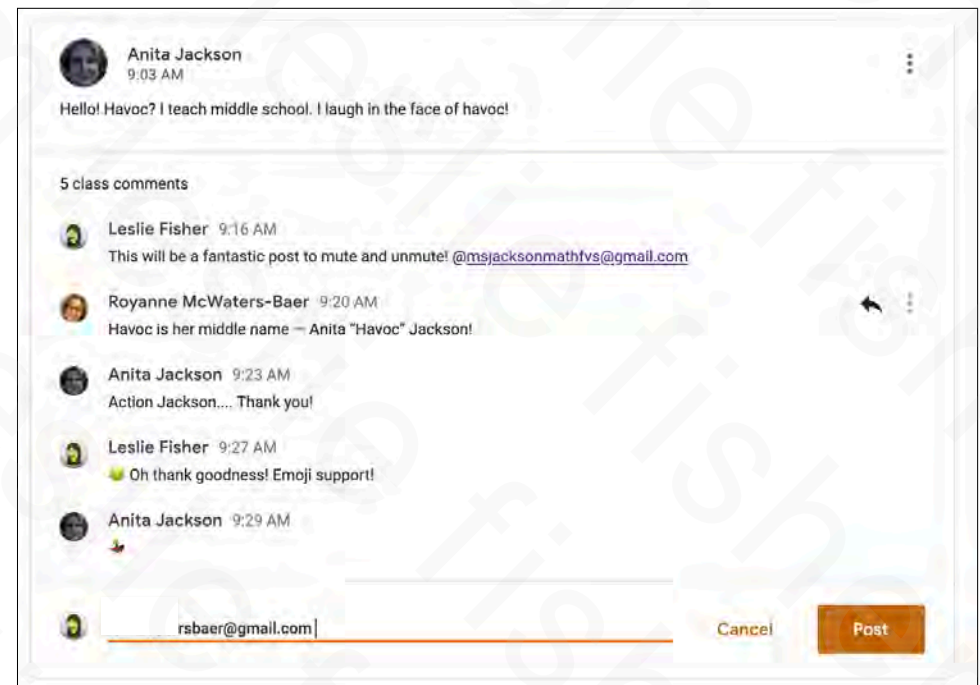
All

Student	Status	Score
Sara Badiner	Turned in	100
Anita Jackson	Draft	100
Haley Stamey	Turned in	100
Sandra Adkins	Assigned	
Hilary Grant	Assigned	
Megan Johnson	Assigned	
Royanne McWaters-Baer	Assigned	
Cathy Montag	Assigned	
Bethany Rodgers	Assigned	
Bekka Stasny	Assigned	
Carey Heiniger	Graded	



Mentioning Students In Your Comments

- When you mention someone in your comment or reply using the '+' or '@' sign, the person you mentioned receives an email if they have notifications set up in their account settings.
- You can also hover over any comment to a post and you will see an arrow on the right side. Clicking that arrow will add their email address to your reply
- Support Article:
<http://bit.ly/32GYrg9>





The Stream



The Stream

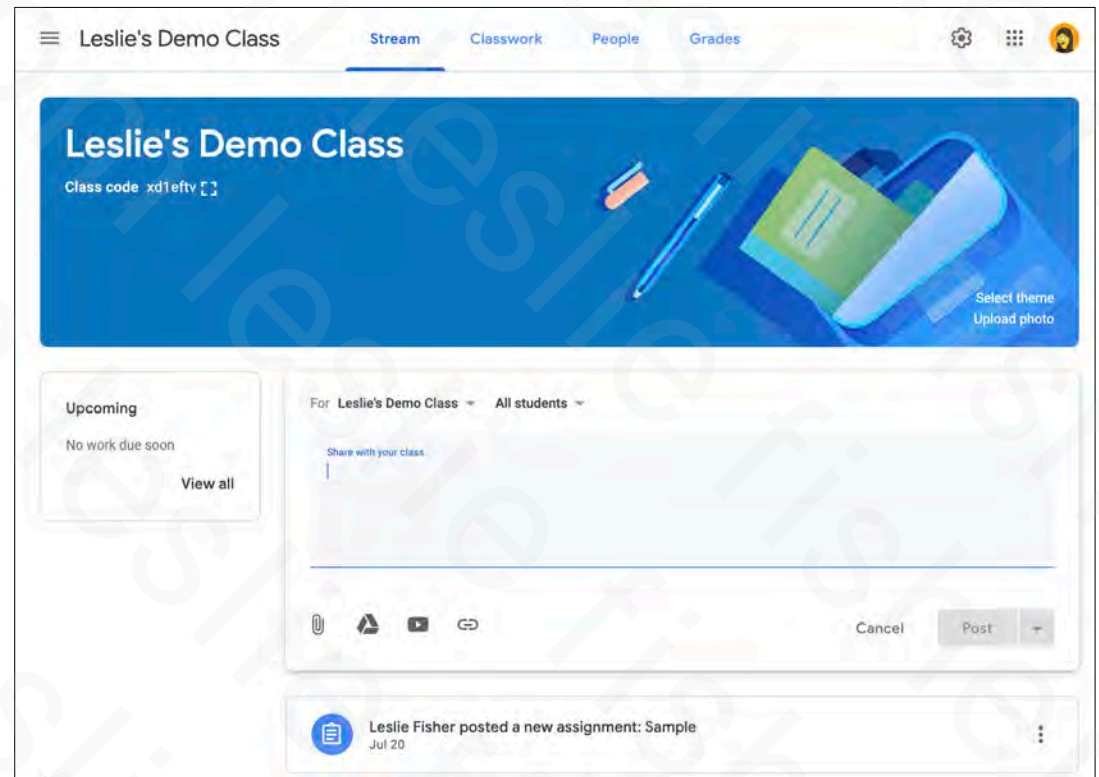
- The Stream is considered a conversation / announcement system
- When you make an assignment, it also shows up in the stream
- As a default, students are allowed to add content into the stream.
- This could become messy. Especially if you are new to Classroom. We will talk about how to alter these settings when we talk about settings.
- Support Article:
<http://bit.ly/2JSP1FH>

The screenshot shows the Classroom interface for 'Leslie's Demo Class'. At the top, there is a navigation bar with tabs for 'Stream', 'Classwork', 'People', and 'Grades'. Below the navigation bar is a blue header for the class with the title 'Leslie's Demo Class' and the class code 'xd1eftv'. To the right of the header, there are options to 'Select theme' and 'Upload photo'. Below the header, there is a section for 'Upcoming' assignments, which currently shows 'No work due soon' and a 'View all' button. To the right of the 'Upcoming' section is a 'Share something with your class...' prompt with a plus icon. Below the 'Share' prompt is a post from 'Leslie Fisher' dated 'Jul 20' with the text 'Leslie Fisher posted a new assignment: Sample' and a three-dot menu icon.



Posting Directly to the Stream

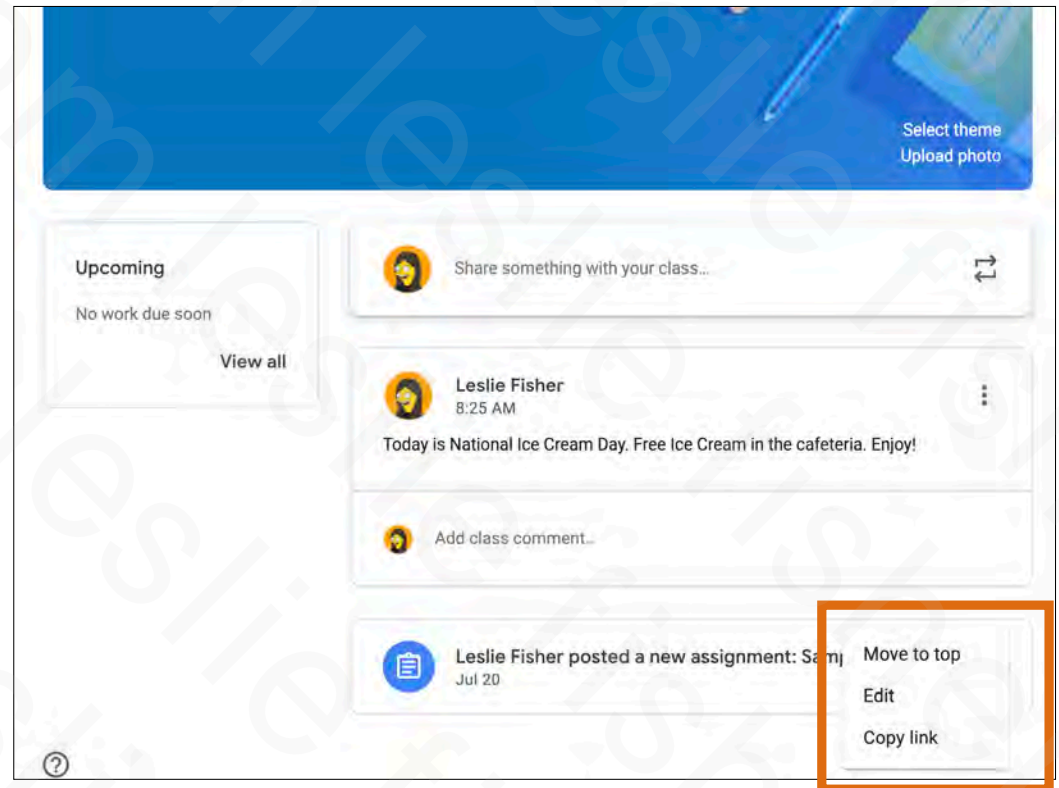
- At the top of the Stream, you will see an option to "Share something with your class"
- When you click this you will see it looks quite a bit like the assignment screen.
- It works exactly the same, but, there is no grading mechanism.
- Great to ask inquiry questions, knowledge check, retention check, etc
- You can also schedule posts to the stream or save them as drafts just like you can in assignments
- Support Article:
<http://bit.ly/2JSP1FH>





Re-Ordering Items in The Stream

- One of the more frustrating things is setting the order of items in the Stream
- There really is no straightforward way to do this.
- Each post has 3 grey dots on its right edge. Clicking on those will provide the option to move the post to the top
- You could theoretically do this to multiple posts in an attempt to set the order in one you would like.
- Assignment wise, you can drag assignments in the Classwork Tab and that will change the order in how they appear in the Stream
- Support Article: <http://bit.ly/2JSP1FH>





Reusing Items in The Stream

- You can reuse any post with the exception of assignments in the stream
- You can reuse assignments, but, you cannot set that in the stream
- To reuse a post look for the double arrows on the right side of the "Share something with your class"
- Clicking on the arrows will show your Google Classroom Classes
- Select the class you want to use the post from (yes. This means you can reuse a post from another class and cross post if you want)
- Once you select the class you will see a list of posts that you can reuse and an option to create new copies of attachments (if applicable)
- Support Article:
<http://bit.ly/2JSP1FH>

Leslie's Demo Class

Stream Classwork People Grades

Leslie's Demo Class

Class code xd1eftv

Select theme Upload photo

Upcoming

No work due soon

View all

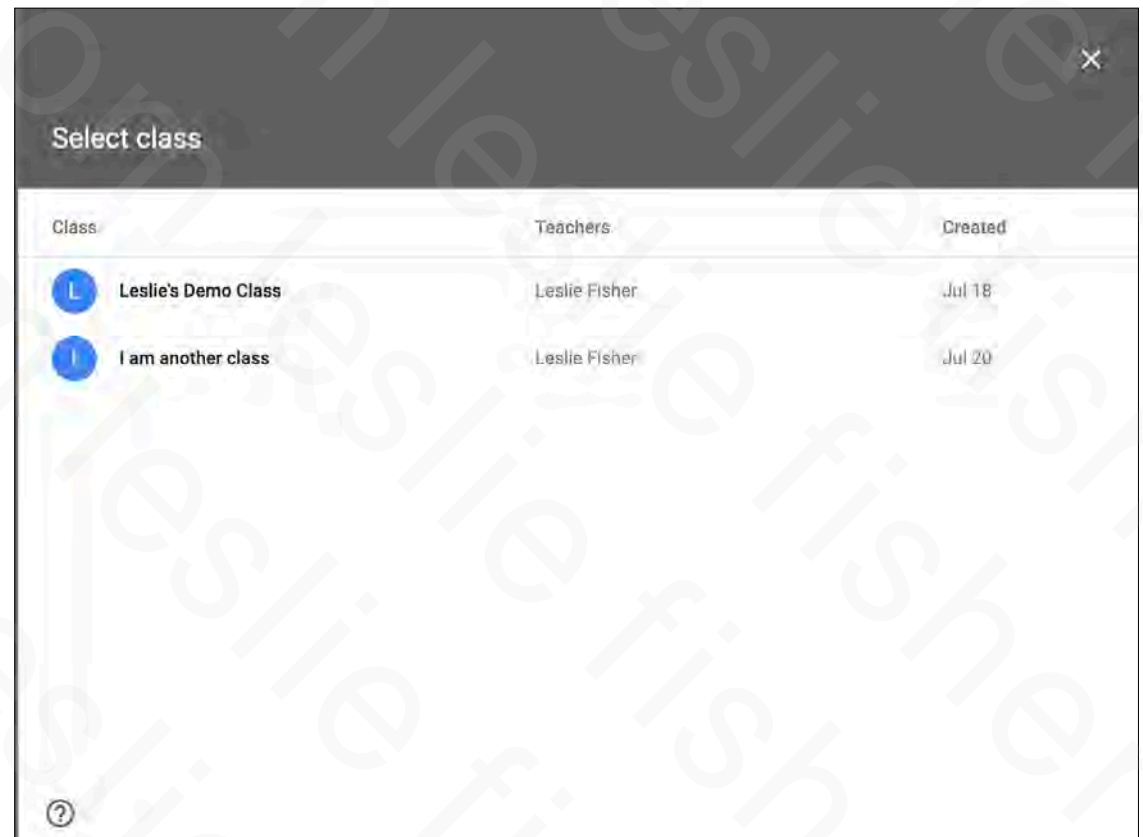
Share something with your class...

Leslie Fisher posted a new assignment: Sample Jul 20



Reusing Items in The Stream

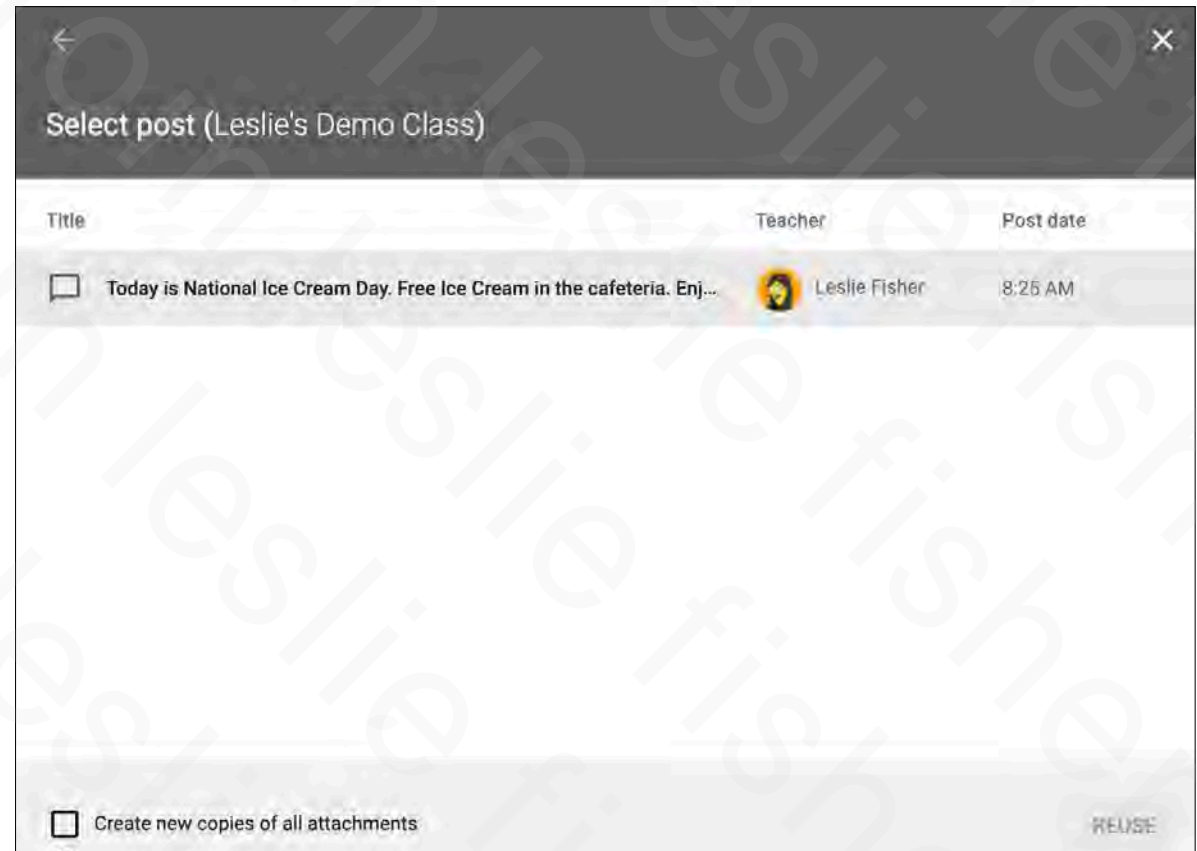
- You can reuse any post with the exception of assignments in the stream
- You can reuse assignments, but, you cannot set that in the stream
- To reuse a post look for the double arrows on the right side of the "Share something with your class"
- Clicking on the arrows will show your Google Classroom Classes
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- Once you select the class you will see a list of posts that you can reuse and an option to create new copies of attachments (if applicable)
- Support Article: <http://bit.ly/2JSP1FH>





Reusing Items in The Stream

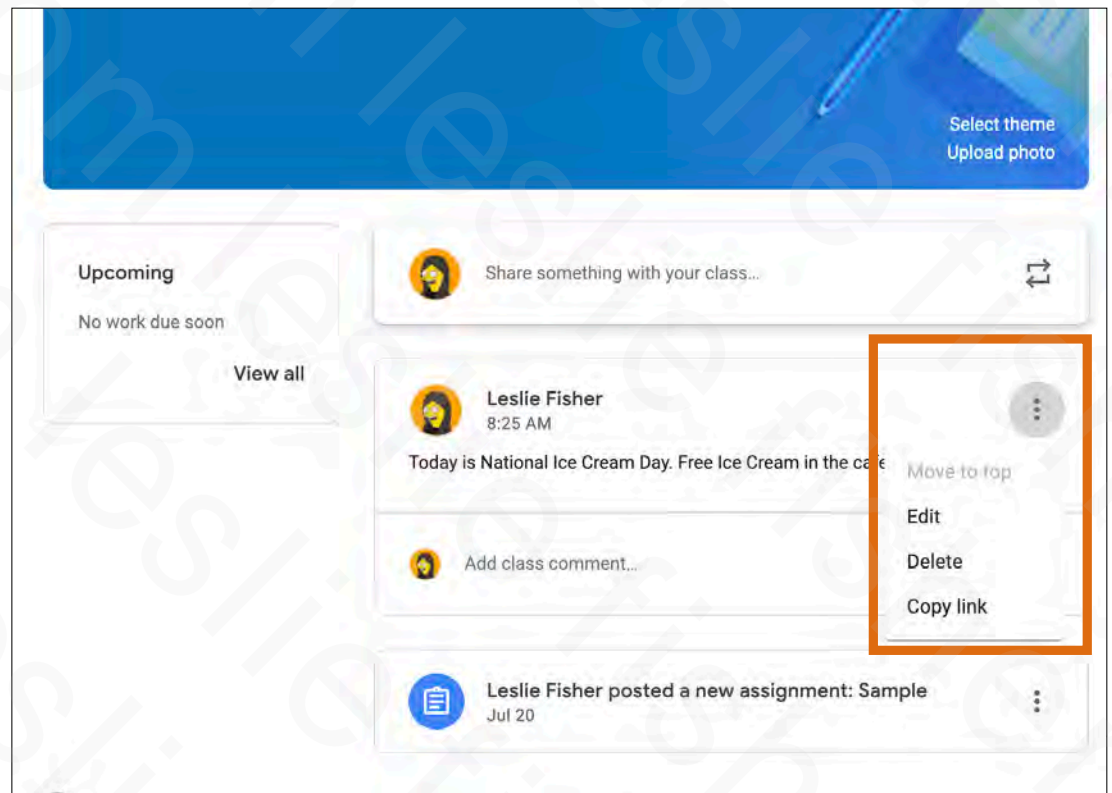
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- You can reuse assignments, but, you cannot set that in the stream
- To reuse a post look for the double arrows on the right side of the "Share something with your class"
- Clicking on the arrows will show your Google Classroom Classes
- Select the class you want to use the post from (yes. This means you can reuse a post from another class and cross post if you want)
- Once you select the class you will see a list of posts that you can reuse and an option to create new copies of attachments (if applicable)
- Support Article:
<http://bit.ly/2JSP1FH>





To Delete An Announcement

- To delete an announcement, click on the three grey dots on the right side of the announcement and select delete.
- Support Article: <http://bit.ly/2JSP1FH>



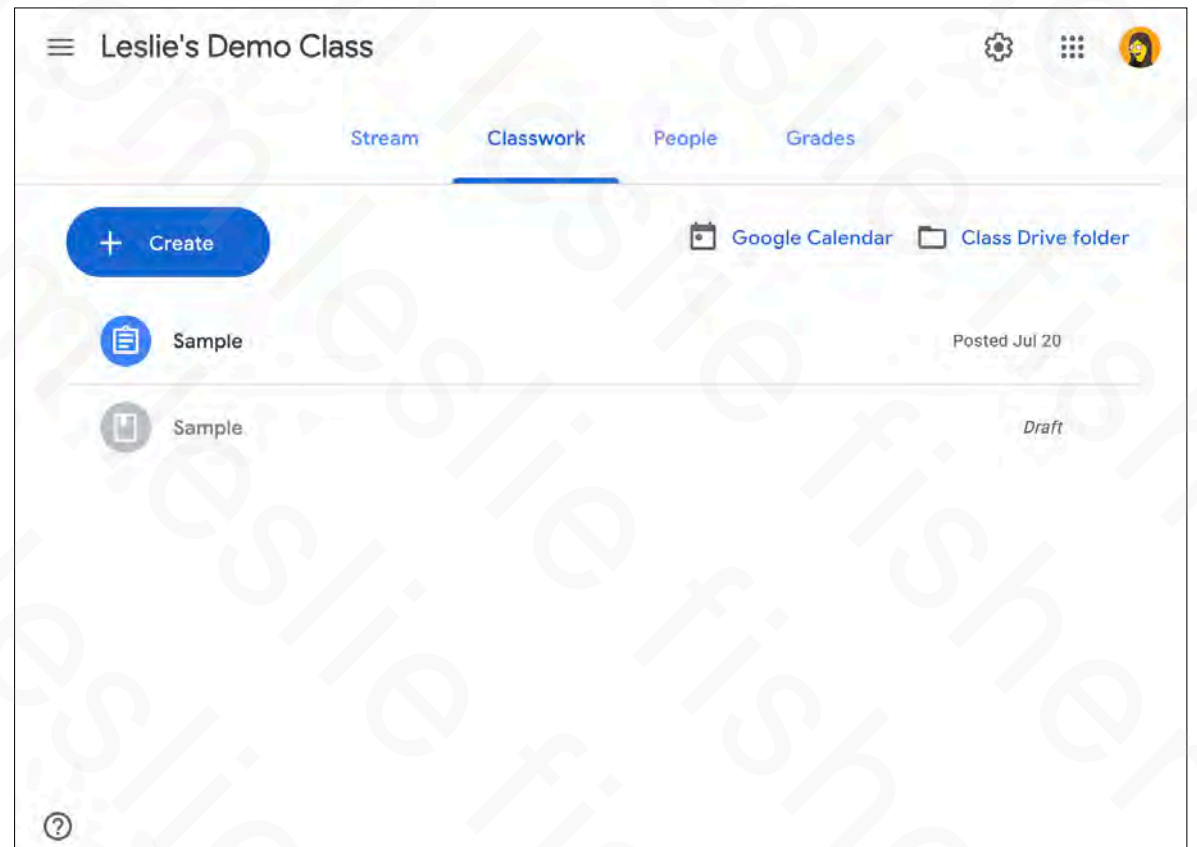


Deeper Dive Into The Classwork Tab



The Classwork Tab

- We went over creating assignments with the Classwork tab, but, it has a lot of other things to offer such as asking quiz questions, posting basic announcements and setting up topics
- Support Article:
<http://bit.ly/2JSP1FH>





Classwork Tab: Quiz Assignment

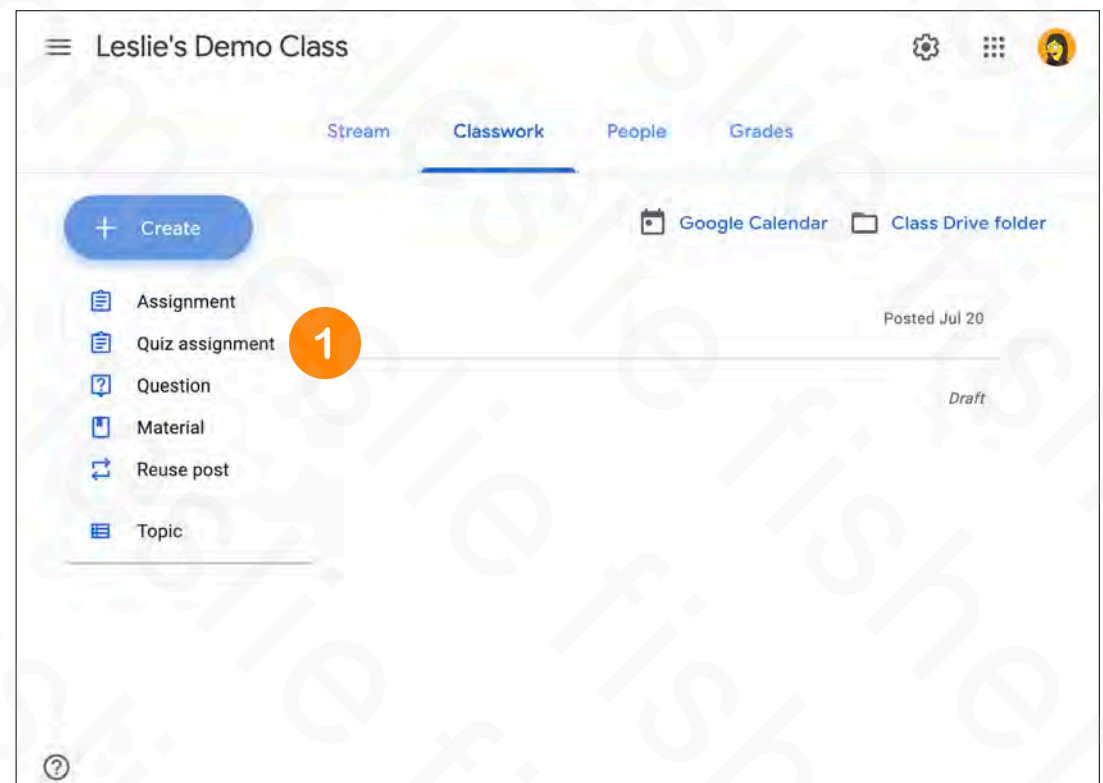


Creating a Quiz Assignment

- You can create a quiz using Google Forms and attach it to the assignment.

1. To do this, click on Create and Select Quiz Assignment

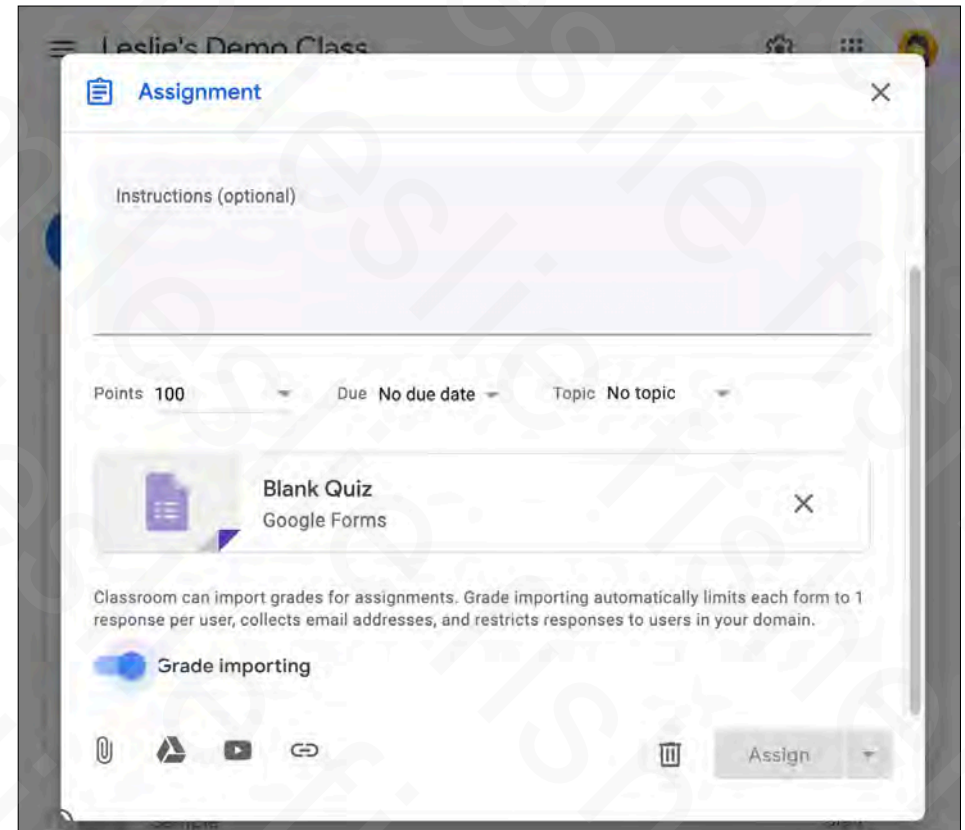
- Support Article:
<http://bit.ly/2XW8HSP>





Creating a Quiz Assignment

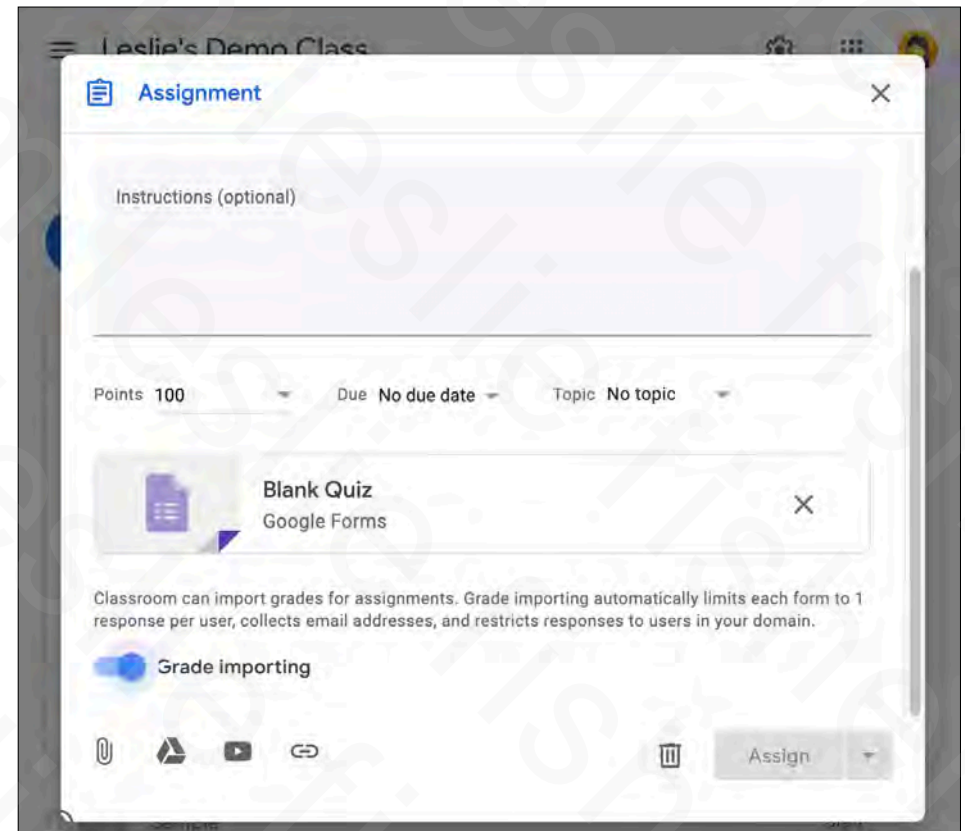
- When you select Quiz Assignment the standard assignment screen will display but a Blank Quiz will be added to the assignment as an attachment.
- There is an option to Import Grades which will import the scores from the Quiz directly into classroom
- When you turn on Grade importing:
 - The form is limited to one response per user.
 - The user's email address is collected automatically.
 - Only users in your domain can respond to the form.
- Support Article:
<http://bit.ly/2XW8HSP>





Creating a Quiz Assignment

- Tips for using forms in Google Classroom:
<http://bit.ly/2XUu1Z5>
- Tips for using forms in general:
<http://bit.ly/2XSKbSs>
- Support Article:
<http://bit.ly/2XW8HSP>





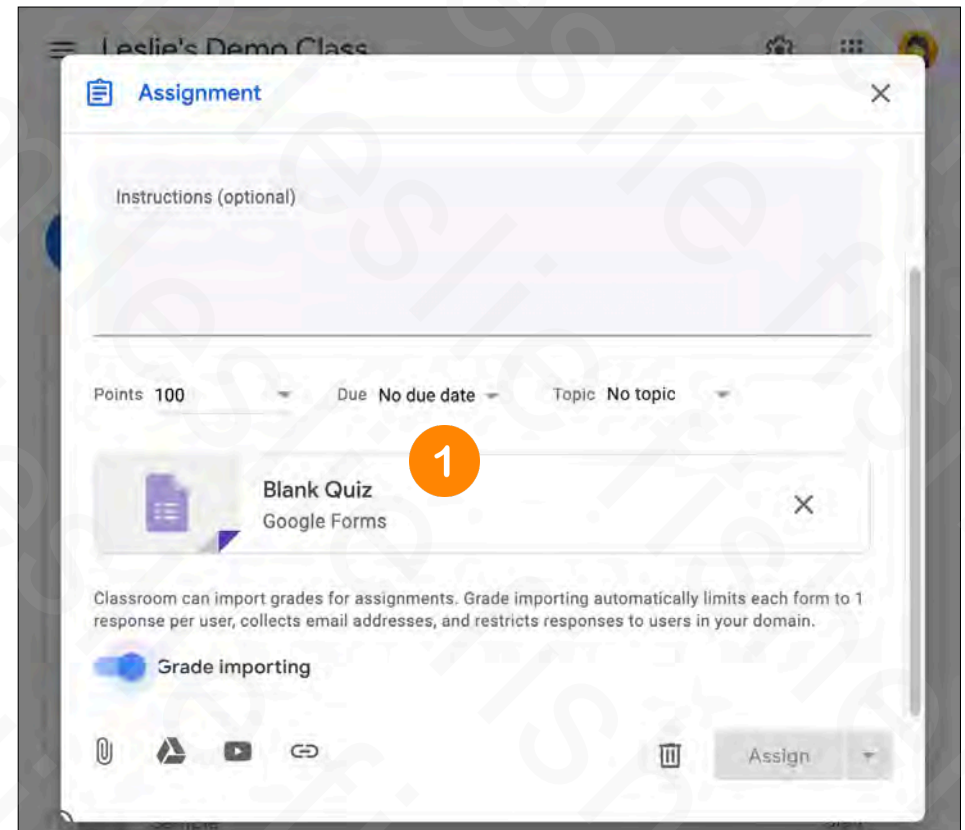
Creating a Quiz Assignment

1. To Customize the quiz, click on it from the Assignment

- This will take you to the form so you can edit it

- Support Article:

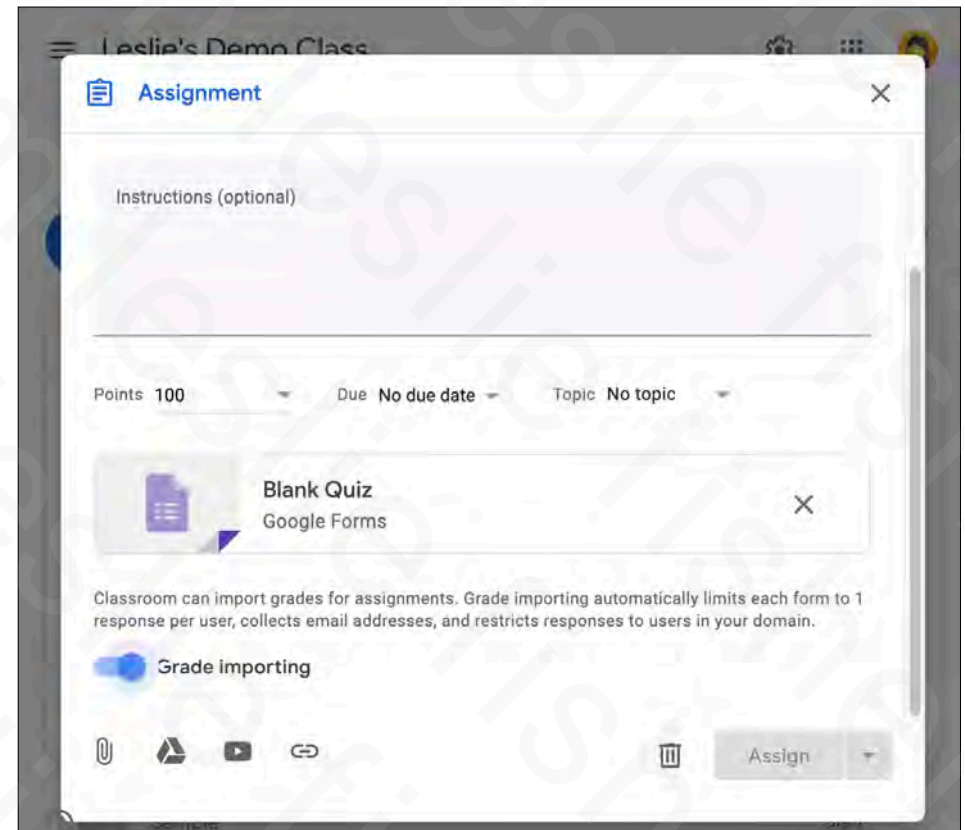
<http://bit.ly/2XW8HSP>





Some Tips For Google Forms

- Tips for using forms in Google Classroom:
<http://bit.ly/2XUu1Z5>
- Tips for using forms in general:
<http://bit.ly/2XSKbSs>
- Support Article:
<http://bit.ly/2XW8HSP>





Creating a Quiz Assignment

- Creating a form is a presentation / training on its own, so, for now, we will keep this basic.
 - 1. Name your quiz and give it a description
 - 2. Select the question type
 - 3. Type in your question
 - 4. Type in your answers
 - 5. Click the plus icon to add additional questions
- Support Article:
<http://bit.ly/2XW8HSP>

The screenshot shows the 'QUESTIONS' tab of a quiz creation tool. At the top right, it says 'RESPONSES' and '0 Total points'. The main title is 'Blank Quiz'. Below the title is a 'Form description' field with a callout '1'. A plus icon with a callout '2' is next to it. Below that is an 'Untitled Question' field with a callout '3'. To its right is a 'Multiple choice' question type selector with a callout '2'. Below the question field are two radio button options: 'Option 1' with a callout '4' and 'Add option or ADD "OTHER"'. At the bottom, there is an 'ANSWER KEY (0 points)' checkbox with a callout '5', and a 'Required' toggle switch.



Using The Answer Key

- You have to use an answer key for each question if you selected Grade Importing for your Quiz
- Clicking on Answer Key for each question will provide options to set the point value for the question as well as add answer feedback for both correct and incorrect answers
- Support Article:
<http://bit.ly/2XW8HSP>

The screenshot shows a quiz creation interface with two tabs: 'QUESTIONS' and 'RESPONSES'. The 'QUESTIONS' tab is active, showing a 'Blank Quiz' with a 'Form description' field. Below this is an 'Untitled Question' of type 'Multiple choice'. It has two options: 'Option 1' and 'Add option or ADD "OTHER"'. At the bottom of the question editor, there is a checkbox labeled 'ANSWER KEY (0 points)' which is checked and highlighted with an orange box. To the right of this checkbox are icons for copy, delete, and a 'Required' toggle switch. The bottom of the screen shows a toolbar with icons for adding questions, importing, text, images, video, and a menu.



Using The Answer Key

1. Adding a point value for the question
2. Providing answer feedback
3. Adding answer feedback for both correct and incorrect answers
4. Adding a link or video clip to feedback for correct and incorrect answers. You can add multiple links and videos if you would like

- Support Article:
<http://bit.ly/2XW8HSP>

Choose correct answers:

The first round of Golf was played in America 0 points

True

False

ADD ANSWER FEEDBACK

EDIT QUESTION

Add feedback

INCORRECT ANSWERS CORRECT ANSWERS

Enter feedback

[Link](#) [Video](#) 4 SAVE



To Import Students Grades from a Quiz

- If you selected Import Grades for the quiz here is how you import them.

1. Click on the Classwork Tab
2. Click on the Quiz Assignment
3. Click on View Assignment

- Support Article:
<http://bit.ly/2XW8HSP>

Leslie's Demo Class

Stream **Classwork** People Grades

+ Create Google Calendar Class Drive folder

Sample Quiz **2** Posted 10:03 AM

No due date

1 Turned in 0 Assigned

Golf Quiz
Google Forms

View Assignment **3**



To Import Students Grades from a Quiz

4. Click on Turned In

- Support Article:

<http://bit.ly/2XW8HSP>

The screenshot shows a quiz interface for 'Leslie's Demo Class'. The 'Student work' tab is active. A 'Return' button is visible. The quiz is worth 100 points. There are three options for downloading grades: 'Copy all grades to Google Sheets', 'Download all grades as CSV', and 'Download these grades as CSV'. The 'Turned in' section is highlighted with a red circle around the number 4. The 'All students' section is also visible. The 'Student Example' section shows a score of ___/100.



To Import Students Grades from a Quiz

5. Click on Import Grades

- A dialog box will appear warning you that you will replace any other existing grades for this assignment
- A small dialog box in the lower left will appear letting you know how many scores were imported
- Support Article:
<http://bit.ly/2XW8HSP>

Leslie's Demo Class

Instructions Student work

Sample Quiz **5** IMPORT GRADES X

1 Turned in 0 Assigned

Golf Quiz
Google Forms

Turned in Student Example
Turned in



To Import Students Grades from a Quiz

5. Click on Import Grades

- A dialog box will appear warning you that you will replace any other existing grades for this assignment
- A small dialog box in the lower left will appear letting you know how many scores were imported
- Support Article:
<http://bit.ly/2XW8HSP>

The screenshot shows the Google Classroom interface for 'Leslie's Demo Class'. The 'Student work' tab is active, displaying a 'Sample Quiz' with 1 turned in and 0 assigned. A red circle with the number '5' is next to the 'IMPORT GRADES' button. A dialog box titled 'Import Grades' is overlaid, asking for confirmation to import grades from 'Sample Quiz?' and warning that existing grades will be overwritten. The dialog box has 'CANCEL' and 'IMPORT' buttons.



To Import Students Grades from a Quiz

- To view the grades you can click on the Grades tab (which we will talk about) or click on each specific student
- If you choose to view quiz results on a student by student basis you will need to click on the quiz and then click on View Details
- Support Article:
<http://bit.ly/2XW8HSP>

Leslie's Demo Class

Student Example

Filters

Title	Due	
Sample Quiz	No due date	Turned in

No work has been attached

[VIEW DETAILS](#)



To Import Students Grades from a Quiz

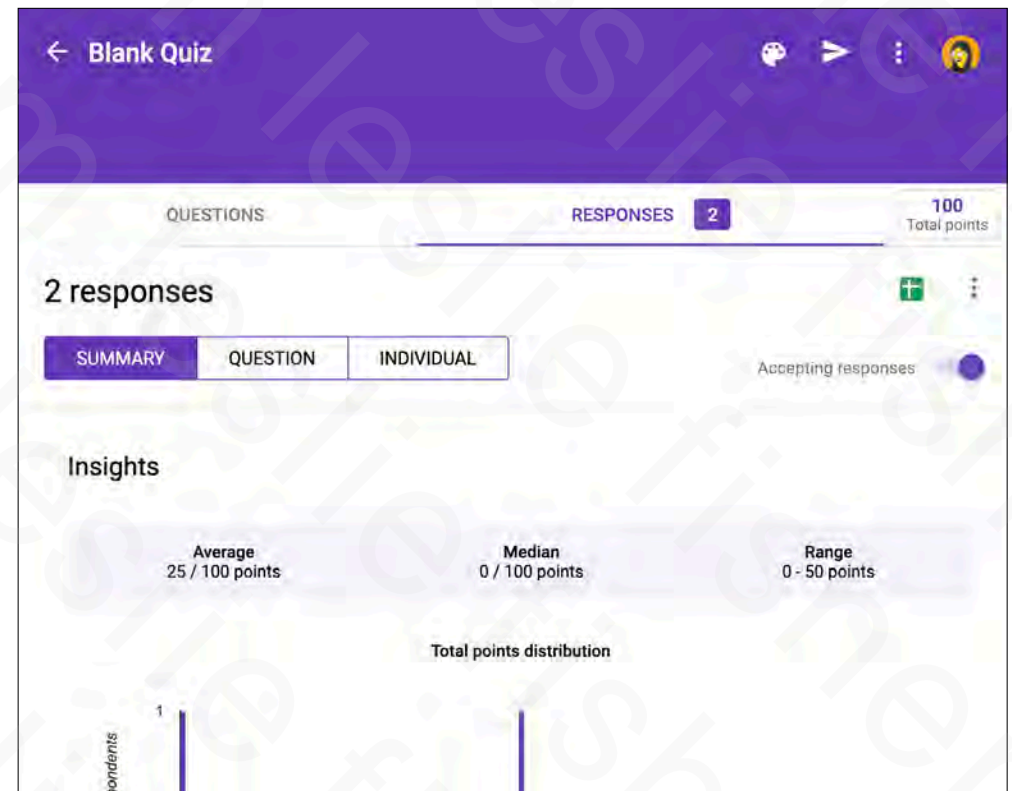
- To view the grades you can click on the Grades tab (which we will talk about) or click on each specific student
- If you choose to view quiz results on a student by student basis you will need to click on the quiz and then click on View Details
- Support Article: <http://bit.ly/2XW8HSP>

The screenshot shows a student's quiz results page. At the top, it says 'Leslie's Demo Class'. Below that is a student profile for 'Student Example'. There are tabs for 'Instructions' and 'Student work'. The 'Student work' tab is active, showing a score of 50/100. A 'VIEW DETAILS' button is highlighted with an orange arrow. The page also shows 'No due date' and 'Turned in' status.



View Student Responses From Within Google Forms

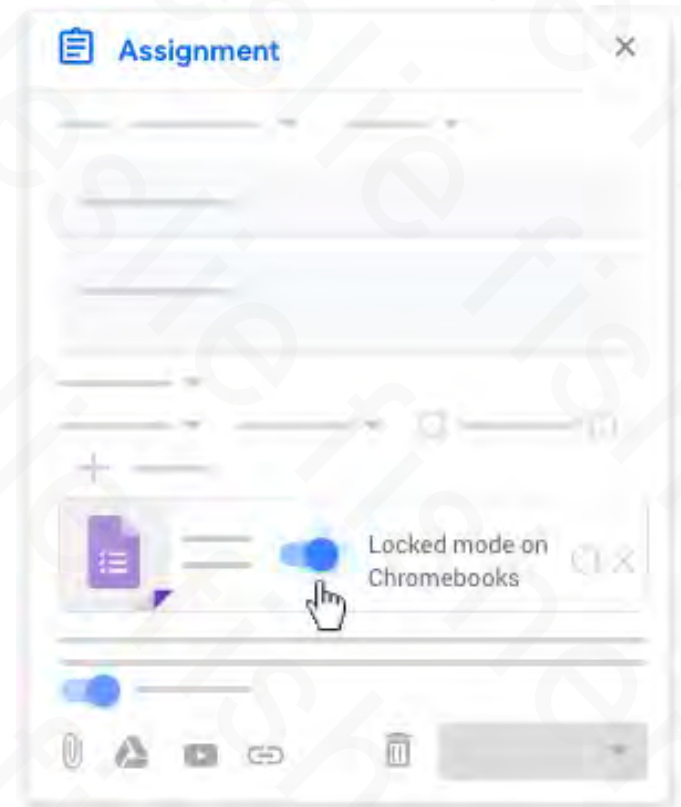
- You can also as the teacher click on the quiz and then click on responses. It will show you how each student responded to each question as well as how the class answered as a whole on each question
- Support Article: <http://bit.ly/2XW8HSP>





To Lock a Quiz

- If students are using Chromebooks managed by your school, you can lock the Chromebook browser while they're taking your quiz.
- When the quiz is in locked mode:
 - Students can't open other browser tabs.
 - The teacher gets an email if a student exits the quiz and then reopens it.
 - Unmanaged devices won't be able to access the quiz.
- To toggle on Locked Mode On Chromebook simply toggle it on next to the quiz within the assignment
- When students open the quiz on a managed Chromebook, they see a message that their Chromebook is in locked mode while they take the quiz.
- Support Article:
<http://bit.ly/2XW8HSP>





Classwork Tab: Asking a Question



Ask a Question

- When you click on Create on the Classwork tab one of the options is to Ask a Question
- You could make this question grade based or just simply use the opportunity to ask a question.
- Unlike assignments you cannot use the “Make a Copy” and unlike assignments you can set the question to be a short answer or Multiple Choice
- You can also allow students to reply to each other within the posting and also allow them to edit their answer
- Support Article:
<http://bit.ly/2JSNBen>

The screenshot shows a 'Question' form within a 'Leslie's Demo Class' interface. The form includes a title field, a dropdown for 'For Leslie's Demo Class' and 'All students', a large text area for the question, and an 'Instructions (optional)' field. Below these are fields for 'Points 100', 'Due No due date', and 'Topic No topic'. At the bottom, there are options for 'Short answer', 'Students can reply to each other' (checked), and 'Students can edit answer' (unchecked). A toolbar at the bottom contains icons for attachments, a video, a link, and a trash can, followed by an 'Ask' button.

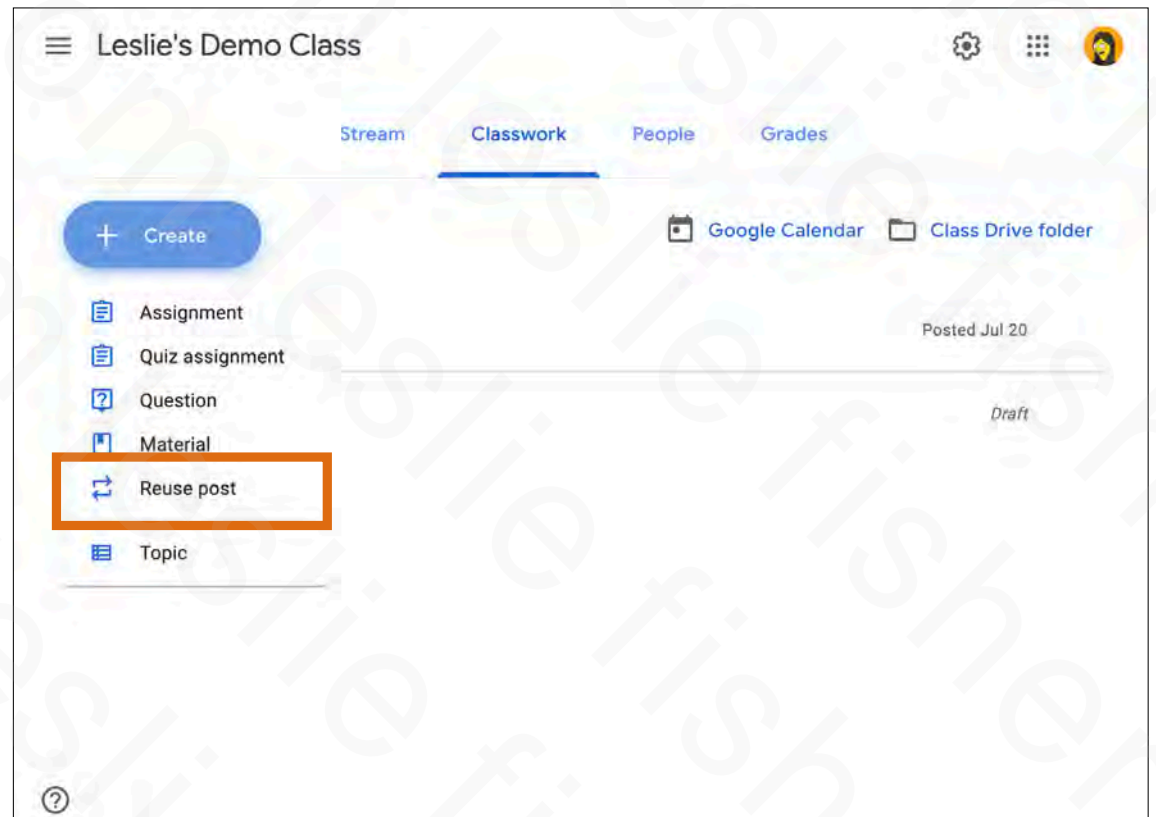


Classwork Tab: Reuse a Post



To Reuse an Classwork Post

- You can reuse an announcement, assignment, or question from an existing class. When you reuse a post, you can:
 - Use it in the original class or in a different class.
 - Make copies of any attachments, or add new ones.
 - Modify the post before you publish it.
- Support Article:
<http://bit.ly/2JQc43S>





To Reuse an Classwork Post

- To Reuse a post

1. Click on Create then Reuse Post.
2. Your Classes will Appear
3. Choose the class you would like to use the post from
4. Select the post you would like to reuse
5. Click Reuse
6. Optional. Select Create New Copies of All Attachments

- Support Article:

<http://bit.ly/2JQc43S>

The screenshot shows the Google Classroom interface for 'Leslie's Demo Class'. The 'Create' menu is open on the left, with the 'Reuse post' option highlighted by a red circle and arrow labeled '1'. The 'Classes' tab is selected at the top, with a red circle and arrow labeled '2' pointing to it. A red circle and arrow labeled '3' points to the 'Class Drive folder' card. A red circle and arrow labeled '4' points to a post titled 'Class Drive folder' with the text 'Posted Jul 20'. A red circle and arrow labeled '5' points to the 'Reuse' button at the bottom right of the post.



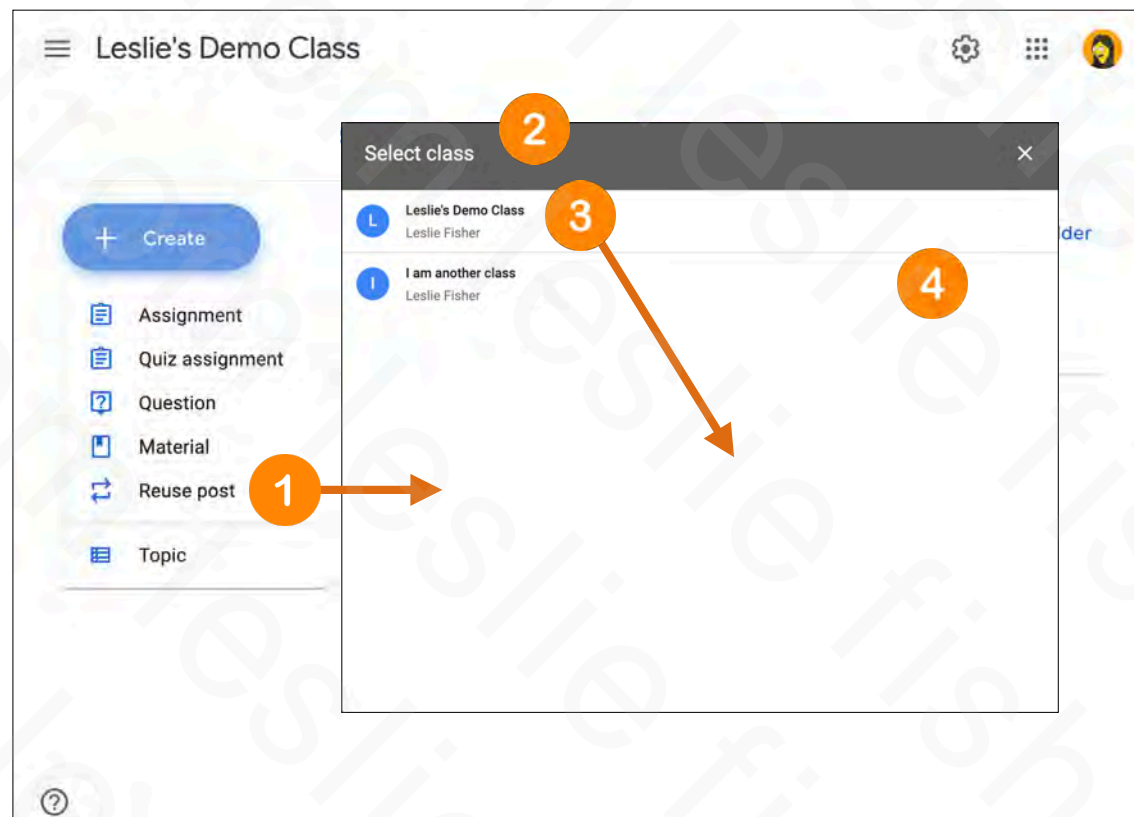
To Reuse an Classwork Post

- To Reuse a post

1. Click on Create then Reuse Post.
2. Your Classes will Appear
3. Choose the class you would like to use the post from
4. Select the post you would like to reuse
5. Click Reuse
6. Optional. Select Create New Copies of All Attachments

- Support Article:

<http://bit.ly/2JQc43S>





To Reuse an Classwork Post

• To Reuse a post

1. Click on Create then Reuse Post.
2. Your Classes will Appear
3. Choose the class you would like to use the post from
4. Select the post you would like to reuse
5. Click Reuse
6. Optional. Select Create New Copies of All Attachments

• Support Article:

<http://bit.ly/2JQc43S>

The screenshot shows the 'Leslie's Demo Class' interface. On the left, a sidebar contains a 'Create' button and a list of content types: Assignment, Quiz assignment, Question, Material, Reuse post (highlighted with a blue circle and arrow labeled '1'), and Topic. A modal window titled 'Select class' is open, showing two class options: 'Leslie's Demo Class' (highlighted with a blue circle and arrow labeled '2') and 'I am another class'. A second modal window titled 'Select post (Leslie's Demo Class)' is open, showing a list of posts: 'Sample Quiz' (10:03 AM), 'Sample' (Jul 20, highlighted with a blue circle and arrow labeled '3'), and 'Sample' (Draft, highlighted with a blue circle and arrow labeled '4'). At the bottom of the second modal, there is a checkbox for 'Create new copies of all attachments' and a blue 'REUSE' button (highlighted with a blue circle and arrow labeled '5').



To Reuse an Classwork Post

- To Reuse a post

7. The Assignment screen will be displayed which we have overviewed earlier in this presentation.

- You can send this assignment to another class, multiple classes, etc just like a regular assignment

8. Your Assignment can be saved as a draft, Assigned immediately or scheduled for a different time

- Support Article:
<http://bit.ly/2JQc43S>

7

Assignment

For Leslie's Demo Class All students

Title
Sample

Instructions (optional)

Points 100 Due No due date Topic No topic

RB 2018-12-10 15.16.00 Google Docs Make a copy for each

Assign

8

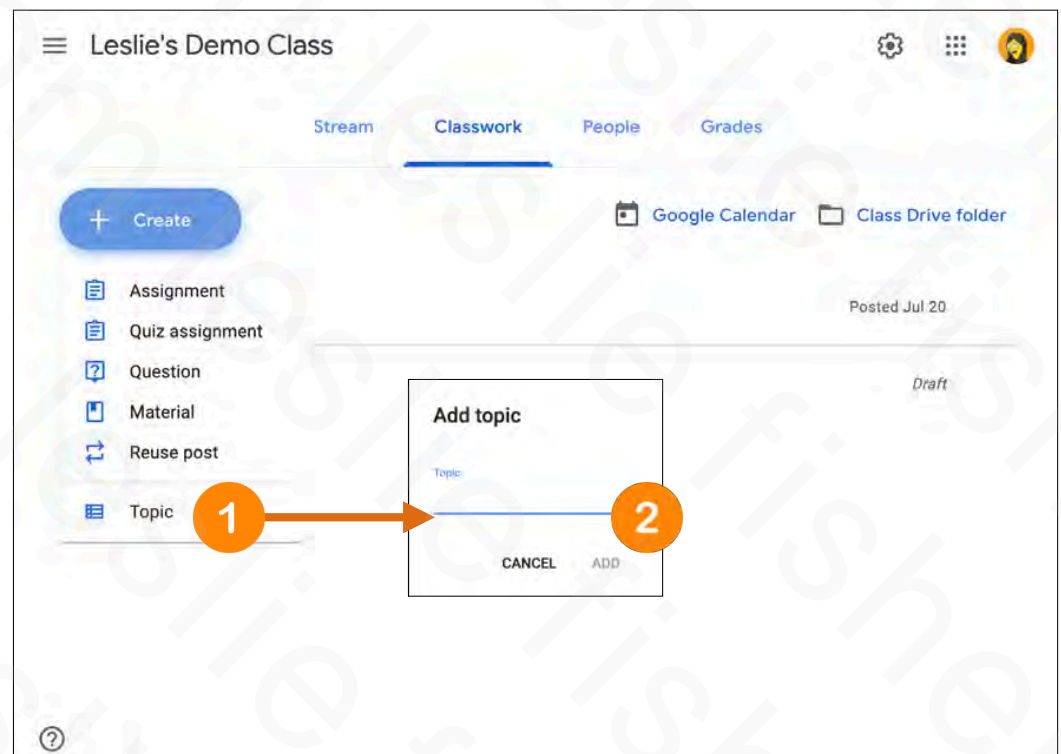


Classwork Tab: Topics



Classwork Topics

- Posting a lot of Assignments, Questions, etc. you might want to add topics to each of your posts
- Topics will then allow you and your students to be able to click on a topic and see all of the posts that have been tagged with that topic
- To create a topic
 1. From the Classwork Tab, click on Create and then select Topic
 2. Add your Topic and click Add
- Support Article:
<http://bit.ly/2XWvH48>





Classwork Topics

- Once you create topics both the students and teachers will see a topic option in the Classwork Tab
- Classwork tab will now list overall content and then content based by topic
- Clicking on the Topic listing on the left hand side will show just the topics in that category.
- Teachers can add Topics to existing posts by heading to the Classwork tab and clicking on the three grey squares to the right of a topic and selecting Edit
- Support Article: <http://bit.ly/2XWvH48>

The screenshot displays the 'Leslie's Demo Class' interface. At the top, there are navigation tabs for 'Stream', 'Classwork', 'People', and 'Grades'. The 'Classwork' tab is active. On the left, a sidebar contains 'All topics', 'Assignments', and 'Discussions', with 'All topics' highlighted by an orange box. The main content area shows a list of items: 'Sample' (Draft), 'Sample' (Posted Jul 20), and 'Sample' (Draft). Below this is an 'Assignments' section with a 'Sample Quiz' (Edited 11:58 AM). A zoomed-in view of a 'Sample' item shows a three-dot menu with 'Edit', 'Delete', and 'Copy link' options.



Classwork Tab: Hodge Podge



Exporting Grades

- There are many grading systems that support direct import from Google Classroom
- In case yours does not, you can export your grades.
- Click on and view an assignment and then click on Student Work.
- There will be a cog in the upper right corner and clicking on that cog will show you multiple options to copy and download your grading information
- Support Article:
<http://bit.ly/2Y0xDJ6>

The screenshot shows the 'Student work' tab for an assignment in 'Leslie's Demo Class'. The assignment is worth 100 points. A settings cog icon is visible in the top right corner of the assignment area. A red box highlights the options available when clicking the cog: 'Copy all grades to Google Sheets', 'Download all grades as CSV', and 'Download these grades as CSV'. Below the options, there are sections for 'All students' (with a 'Sort by status' dropdown), 'Turned in', and 'Student Example' (with a '50 Draft' status).



The Grades Tab



The Grades Tab

- From the Grades page, you can view and manage all the grades for a class
- There are two ways to see the grades for the class.
 - Click on it from your overall Classroom screen that shows all of your classes
 - Clicking on the Grades Tab within the class itself
- Support Article: <http://bit.ly/2JYOy4V>

Classwork Item	Score	Status
Sample Quiz	No due date	out of 100
Sample	No due date	out of 100
Class average		100
Student Example	50	Draft
		100



The Grades Tab

- From the Grades tab you can view individual submissions for each of your students as well as grade and return assignments. To do this click on the three dots to the right of the the assignment and select View Submissions
- Support Article:
<http://bit.ly/2JYOy4V>

Leslie's Demo Class

Stream Classwork People **Grades**

No due date
Sample Quiz
out of 100

No due date
Sample
out of 100

Sort by last name ▾

Class average 100

Student Example 50 Draft 100/100

Return ⌘+Option+R

View submission ⌘+Option+V

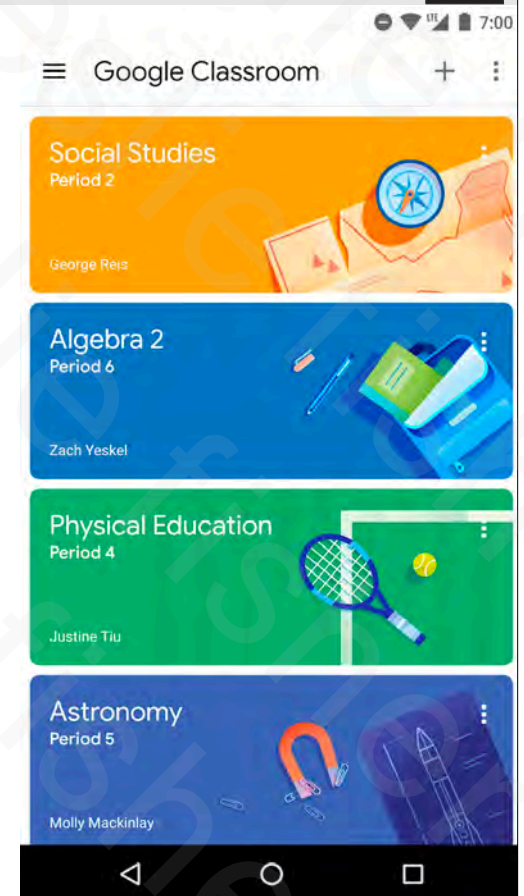


Classroom Mobile App



Classroom Mobile App

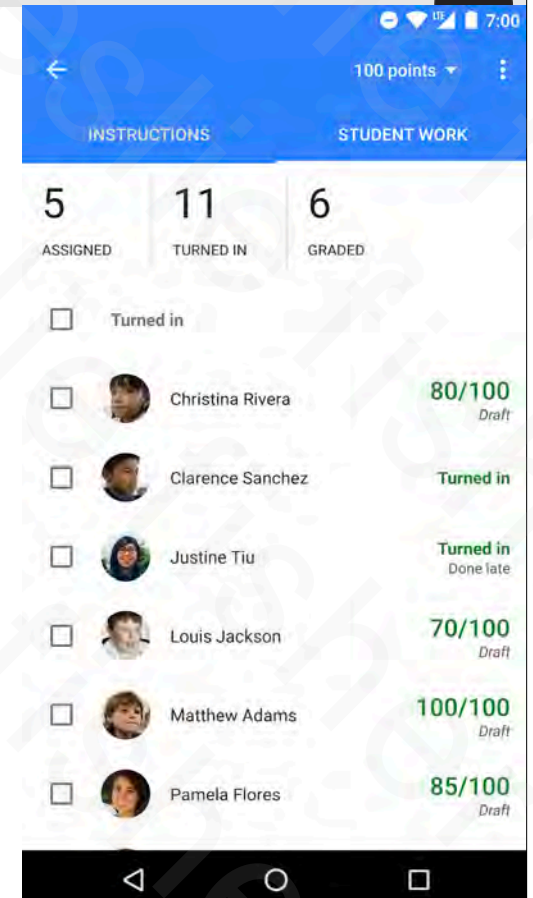
- There is a Google Classroom App that can be used by both Teachers and Students
- Please note that you cannot do all of the things we discussed so far in the app, but, you can accomplish the basics.
- Also, there are two items unique to the App. Drawing and Random Student Picker
- iOS: <https://apple.co/2JTkPdB>
- Android: <http://bit.ly/2JYYrQ5>
- Classroom Mobile FAQ: <http://bit.ly/2JYFHzR>
- Support Article: <http://bit.ly/2JTNIWP>





Classroom Mobile App

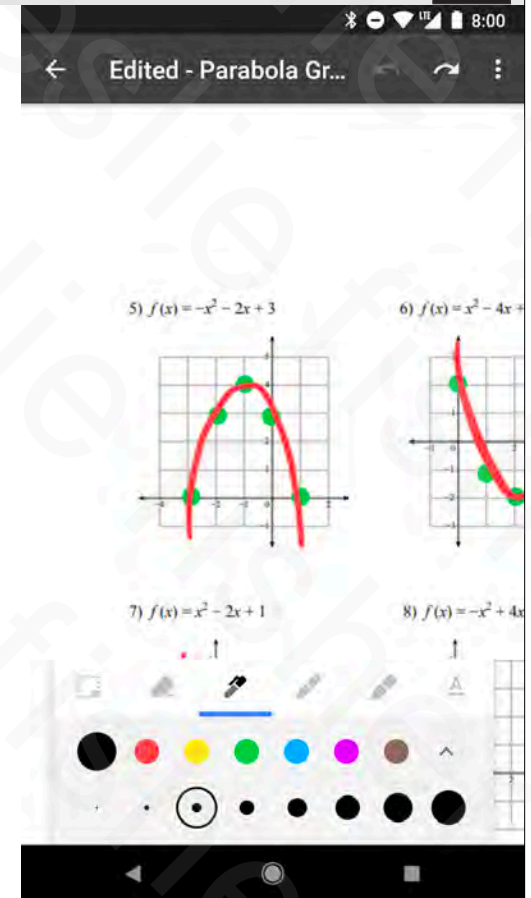
- What can teachers do with the Classroom mobile app?
 - In the Classroom mobile app, you can create a class, post announcements and comments, contact students, and check to see if students have completed an assignment as well as grade the assignment. Using the Google Drive app, you view any attachments that students add to an assignment.
- What can students do?
 - Students can post to the class stream, view, complete, and turn in assignments, and view their assignment planner. They can also join classes and contact their teacher or other classmates.
- To use all the features of the Classroom app, you need Google Drive, Docs, Sheets, and Slides. If they aren't already on your device, you can get them from the Google Play Store (Android) or App Store (iOS).
- Support Article:
<http://bit.ly/2JTNIWP>





There are Drawing Tools Hiding in the Classroom App

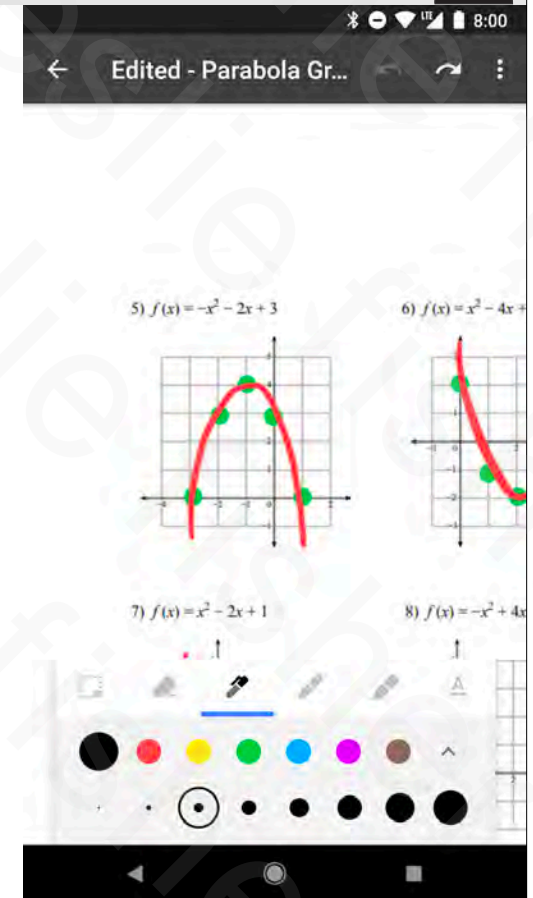
- You can underline words, highlight text, draw shapes, and leave notes on Google Docs files, and Adobe PDF, and Microsoft Office documents and long as you are using the Google Classroom App
- Both Teachers and Students can use these tools
- Support Article, Students: <http://bit.ly/2Y0I53i>
- Support Article, Teachers: <http://bit.ly/2XTDhMV>





There are Drawing Tools Hiding in the Classroom App

- A heads up that the moment you use the drawing tools in the app the type of file will be changed.
- When this happens the original document will be in your assignment, but there might be an additional edited document.
- If the original file was It's saved as...
 - Google Docs file / Separate PDF
 - Microsoft Office document / Separate PDF
 - JPEG or PNG image file / Edited file that replaces original
 - PDF / Edited file that replaces original
- Support Article, Students: <http://bit.ly/2Y0I53i>
- Support Article, Teachers: <http://bit.ly/2XTDhMV>

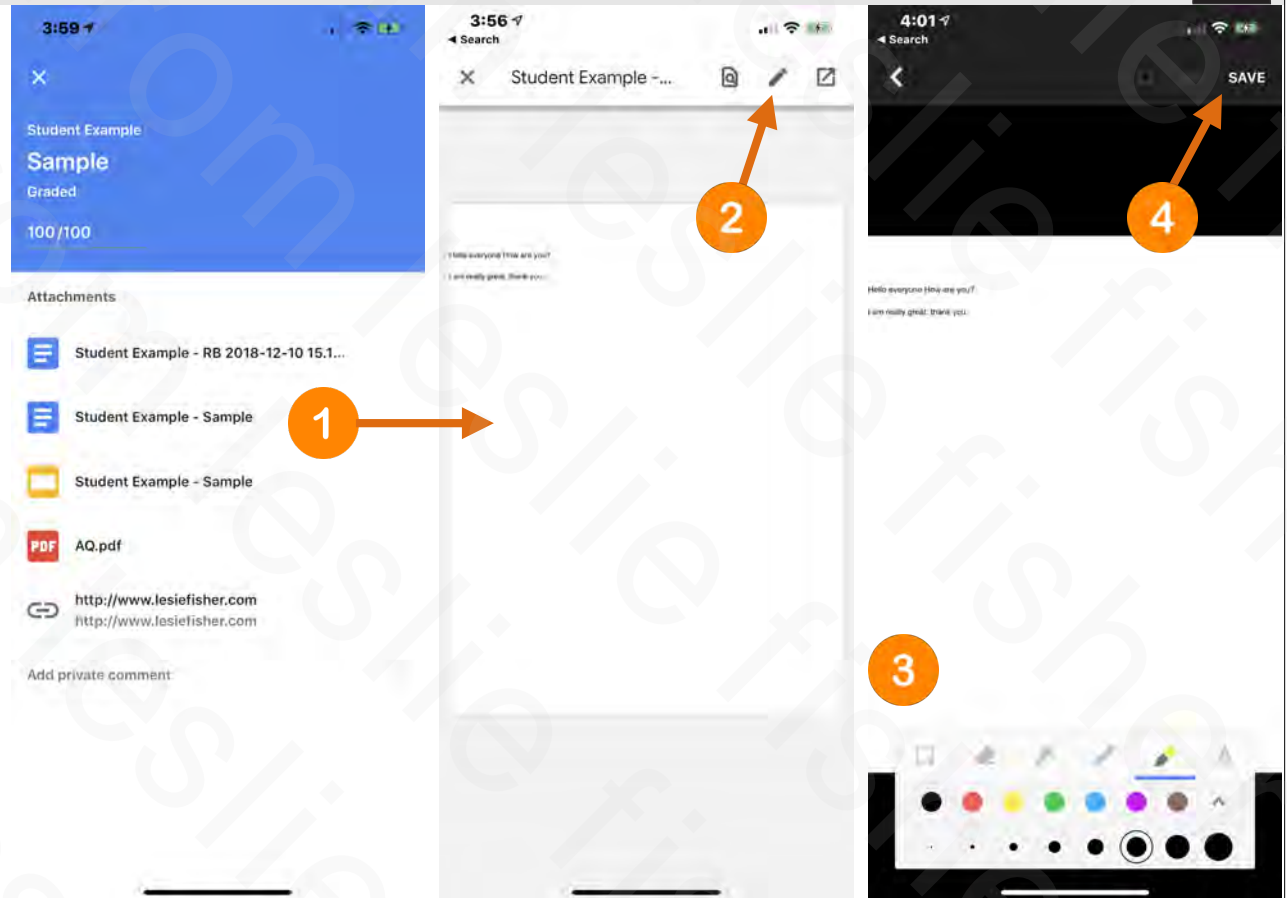




There are Drawing Tools Hiding in the Classroom App

1. From within an assignment, open an attachment
2. Look for a pencil in the upper right corner. That is your edit option
3. You will see a variety of markup tools at the bottom of the screen
4. When you are done, click on the Save option

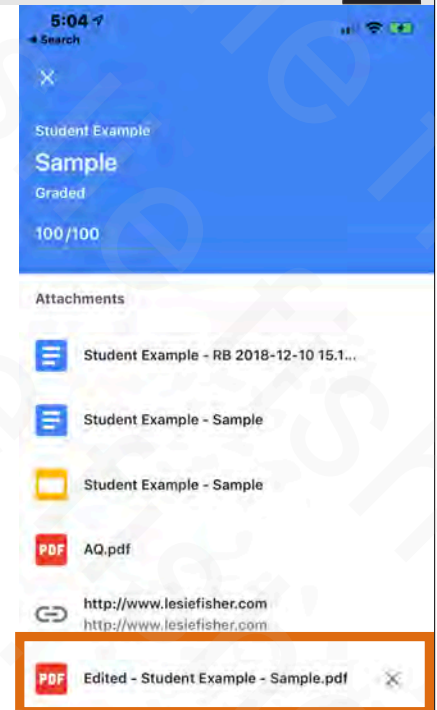
- Support Article, Students:
<http://bit.ly/2Y0I53i>
- Support Article, Teachers:
<http://bit.ly/2XTDhMV>





There are Drawing Tools Hiding in the Classroom App

- Just a reminder that the original document will be in your assignment, but there might be an additional edited document.
- If the original file was It's saved as...
 - Google Docs file / Separate PDF
 - Microsoft Office document / Separate PDF
 - JPEG or PNG image file / Edited file that replaces original
 - PDF / Edited file that replaces original
- Support Article, Students: <http://bit.ly/2Y0I53i>
- Support Article, Teachers: <http://bit.ly/2XTDhMV>



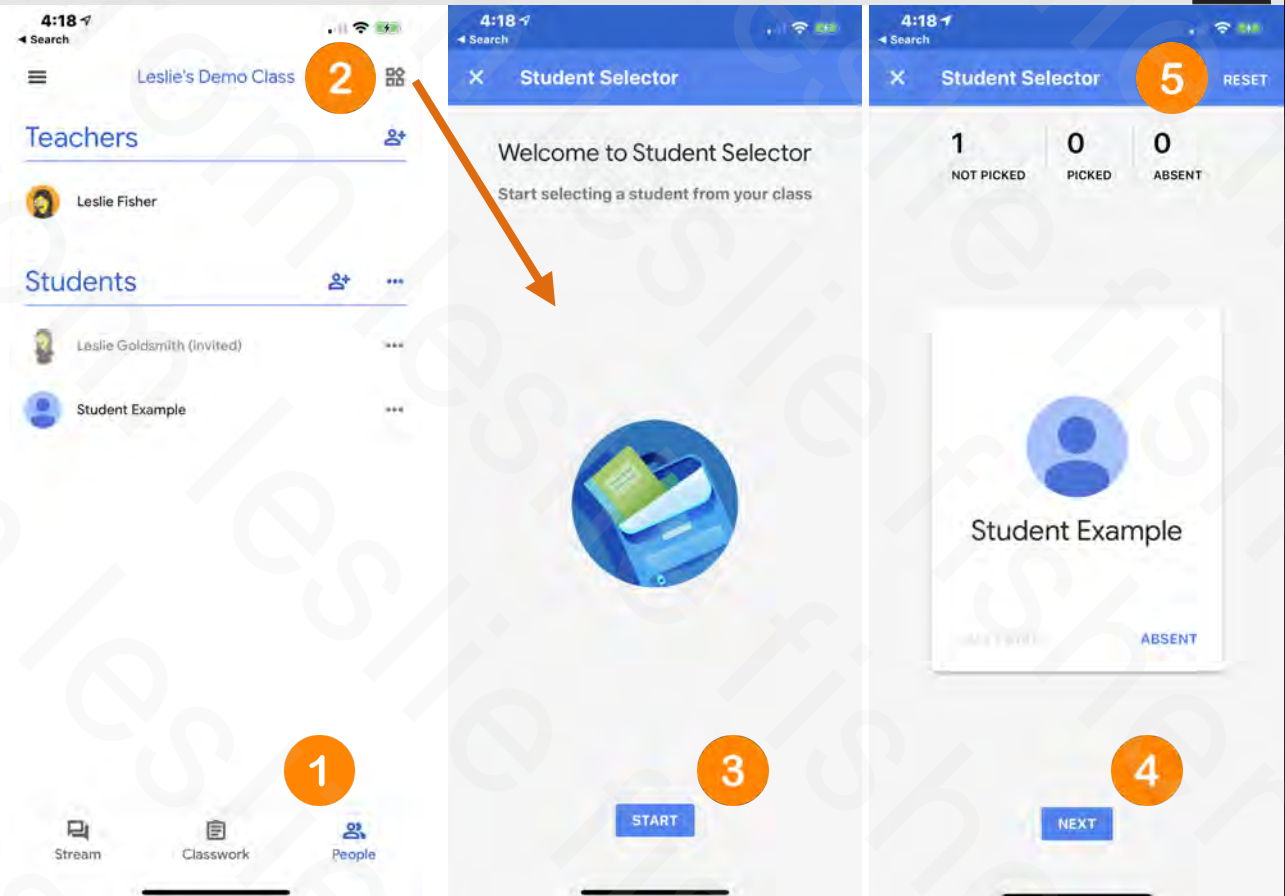


Mobile App, Teachers. Choose a Random Student

- You can use the mobile app to randomly select a student.

1. Click on People.
2. Click on the square like icon in the upper right corner
3. Start the Student Selector
4. Clicking next will move on to the next random student.
5. You can also select reset which will return all the students previously selected back into the possibility of being selected again

- Support Article:
<http://bit.ly/2XW6QNL>



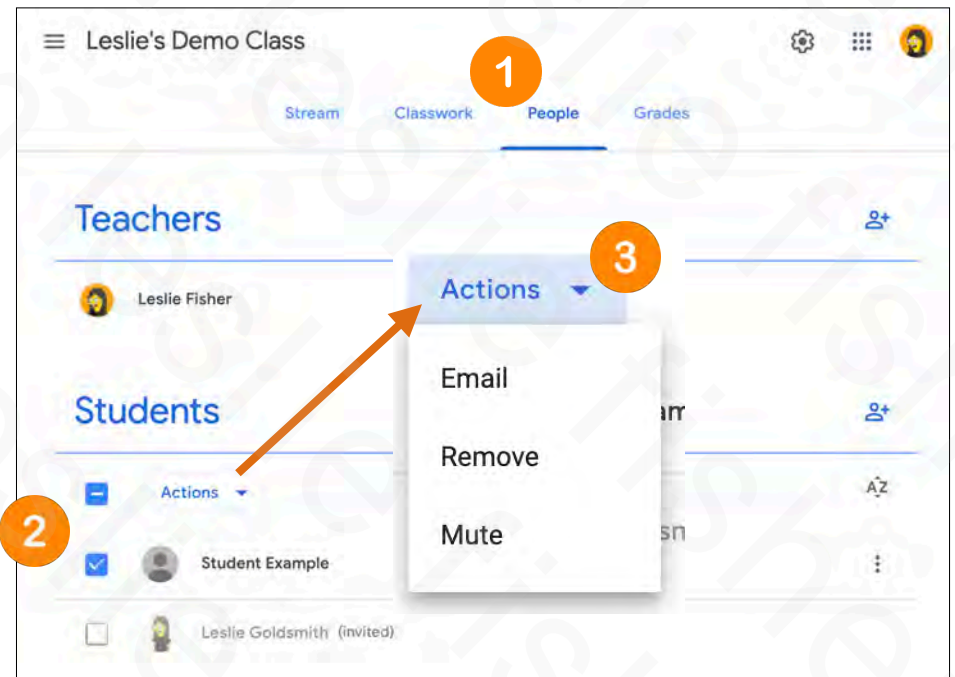


I am outta here!
Aka. Get off of my lawn!



Muting, Removing and Emailing a Student

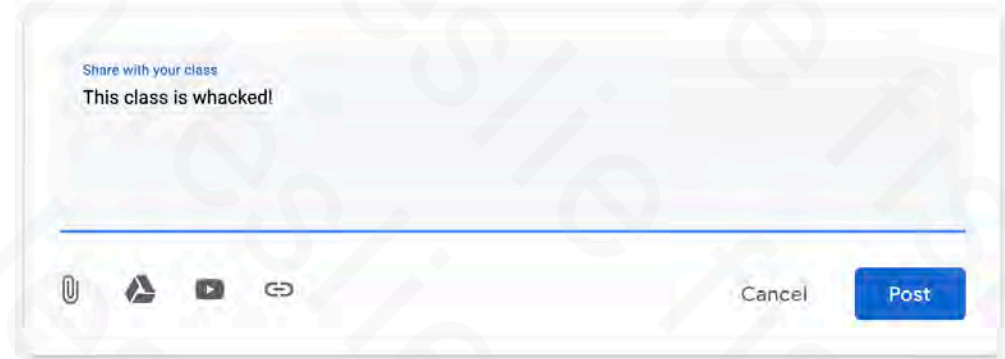
- Muting, Removing and Emailing a Student are all in the same location, the People Tab
1. Click on the People Tab
 2. Select the Student(s) to be impacted
 3. Impact the students by emailing them, removing them or muting them
 - If a student is muted, you can also use these steps to unmute them
 - Muting them only impacts their ability to post to the stream. They can still post private comments to the teacher and no one will know that the student is muted except for the student themselves.
 - Support Article: <http://bit.ly/2O9Aafb>





Deleting Student Posts

- As a default, students just do not have the ability to post, but, they can also add files, videos, links and more to said post.
- Most teachers will not allow student to post to the Stream but will allow them to comment to teacher posts
- We talked about how to change the default posting abilities for Students in your settings
- Support Article:
<http://bit.ly/32OchgP>





Deleting Student Posts

- To delete a post from a student

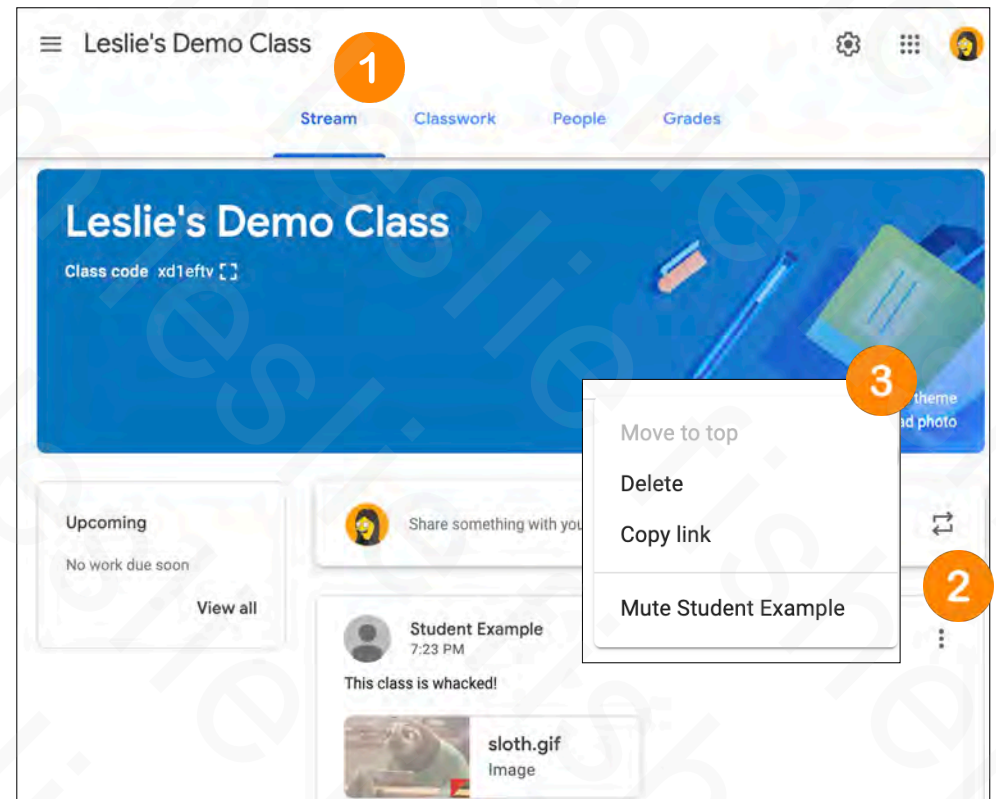
1. Click on the Stream Tab

2. Click on the three dots on the right side of the post in question

3. Select Delete.

- You can also mute the Student from this option as well

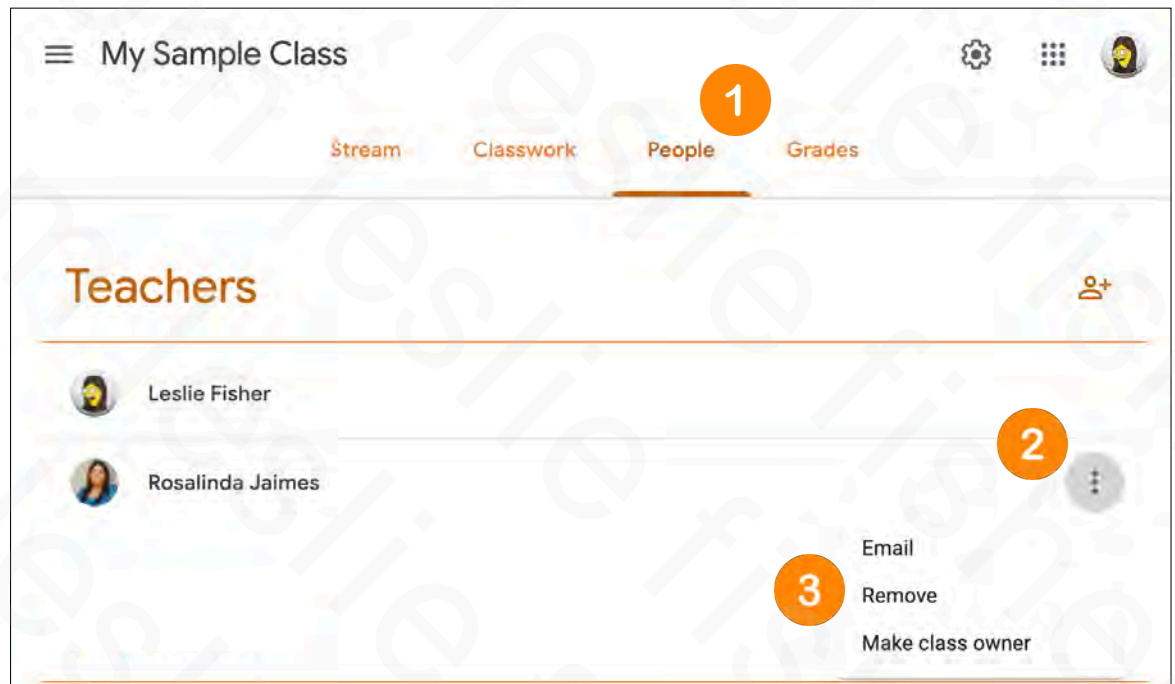
- Support Article:
<http://bit.ly/2O9Aafb>





Removing Co-Teachers and Main Teacher

- To remove a Co-Teacher from the class
 1. Click on the People Tab
 2. Click on the three grey dots to the right of the Co-Teacher you want to remove
 3. Select Remove
- Want to remove the main teacher? First make one of the Co-Teachers class owner and then delete what used to be the main teacher
- Support Article:
<http://bit.ly/2Odz2rd>





Archiving or Deleting a Class

- When you're done teaching a class, you can archive it. When a class is archived, it's archived for all teachers and students in that class. If you don't archive classes, they still appear on your Classroom homepage and on students' homepages.
- You can restore an archived class if you want to use it again, or delete it if you'll never use it again.
- Teachers and co-teachers can archive a class, but only the primary teacher can delete a class. Students can't archive or delete a class.
- Note: To delete a class, you need to archive it first.
- Support Article:
<http://bit.ly/2Obb283>



Archiving or Deleting a Class

When you archive a class

- It's placed in a separate area to preserve the class materials, student work, and posts. You won't see it with your active classes on the homepage.
- You and your students can view an archived class. To use the class again, you have to restore it.
- You and your students can still access any class materials in Google Drive. That includes any attachments for assignments or other student work.
- **Students can't unenroll from a class that has been archived.** This can limit how they can manage the classes they're done taking.
- The class calendar remains in your Google Calendar and in your students' calendars. If you no longer need the class, you can remove the calendar. For more information, see [Delete or unsubscribe from a calendar](#).
- Note: An archived class is not removed from Classroom until you delete it. That's why the calendar is not removed. When you delete a calendar, it is removed.
- Support Article:
<http://bit.ly/2Obb283>



Archiving or Deleting a Class

- To Archive a class

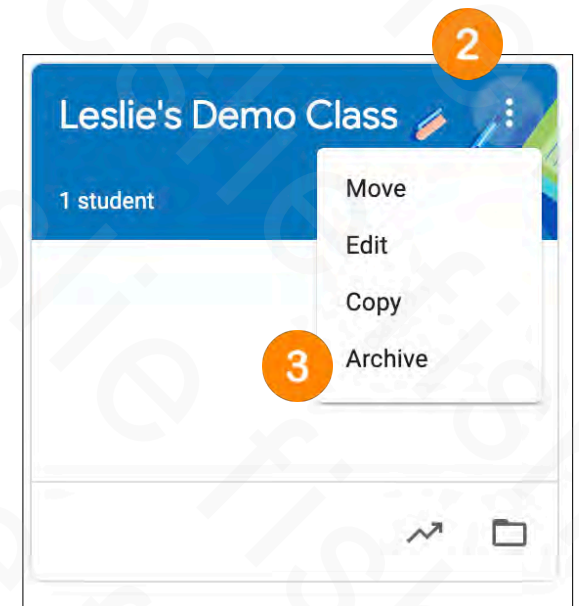
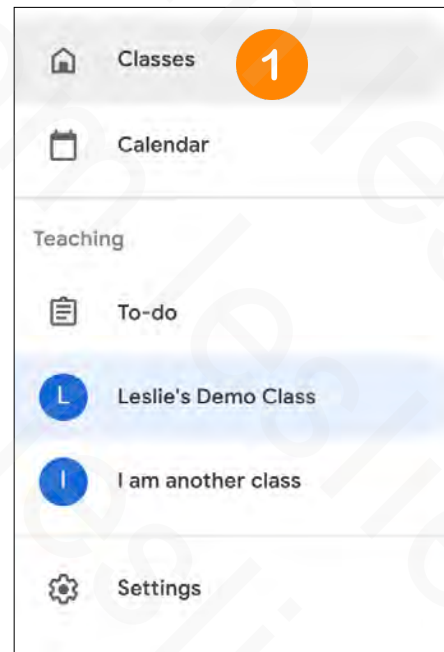
1. Click on the main three lines in the upper right corner and select Classes

2. Click on the three dots in the upper right corner of the class you want to Archive

3. Select Archive

- Support Article:

<http://bit.ly/2Obb283>





Archiving or Deleting a Class

- To Archive a class

1. Click on the main three lines in the upper right corner and select Classes

2. Click on the three dots in the upper right corner of the class you want to Archive

3. Select Archive

- Support Article:

<http://bit.ly/2Obb283>

The screenshot illustrates the process of archiving a class in Google Classroom. It is divided into three numbered steps:

- Step 1:** The user navigates to the 'Classes' menu in the top navigation bar.
- Step 2:** The user opens the menu for 'Leslie's Demo Class' and selects the 'Archive' option.
- Step 3:** A confirmation dialog box appears with the text: 'Archive I am another class? You and your students won't be able to make changes. You can view this class in "Archived Classes" in the Classroom menu. All class files will remain in Google Drive.' The dialog has 'CANCEL' and 'ARCHIVE' buttons.



Archiving or Deleting a Class

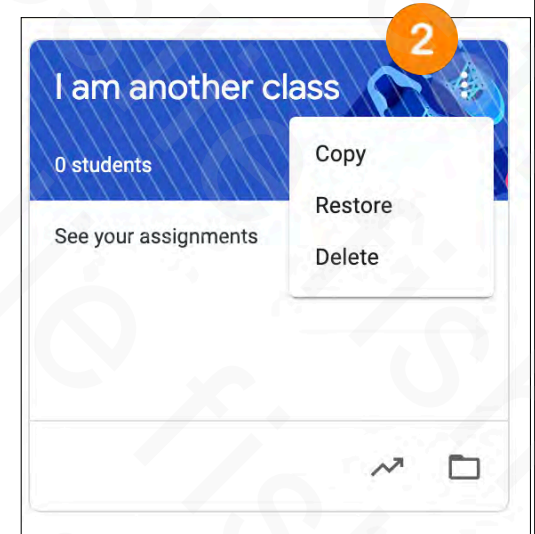
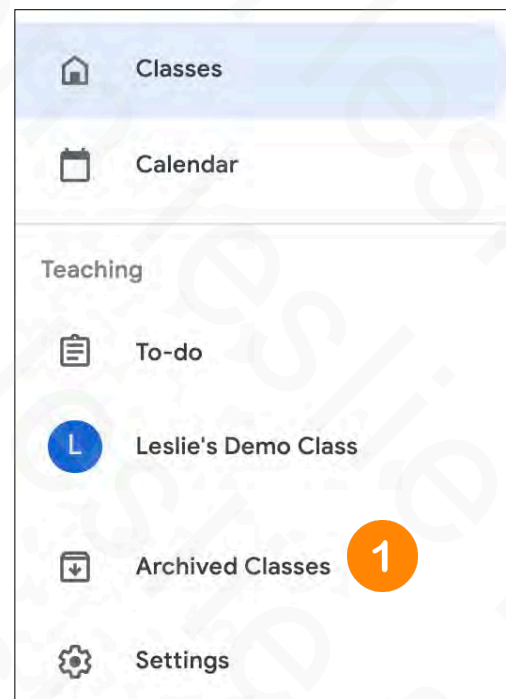
1. Once you Archive a class an option will appear in the main Google Classroom menu (three lines upper left corner) that says Archived Classes

2. You can then click on the three dots in the upper right corner of the class card to Copy, Restore or Delete the class

- You cannot un delete a deleted class (but the class files will still be in Google Drive unless you delete those too)

• Support Article:

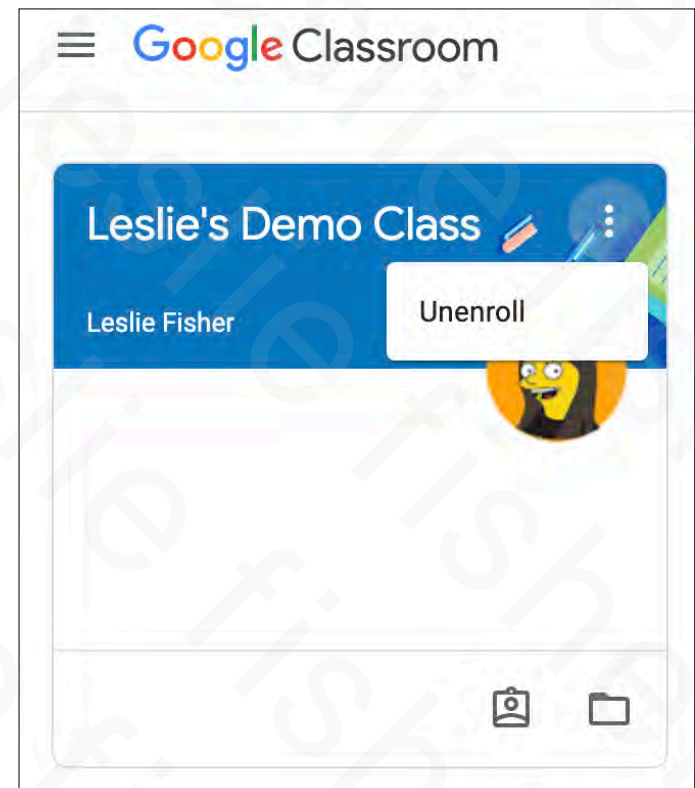
<http://bit.ly/2Obb283>





Unenrolling from a Class

- For a Student to unenroll from a class
 - If the teacher archived a class, a student can't unenroll from it. The teacher must unarchive the class so you can unenroll.
 - Reminder that all of the students work stays in the students Google Drive folder even if you archive or delete the class
 - All the student has to do to unenroll from a a class is to head to the main Classroom page, click the three dots in the upper right corner of the class they want to unenroll from and choose Unenroll
- Support Article:
<http://bit.ly/32J9Wnc>





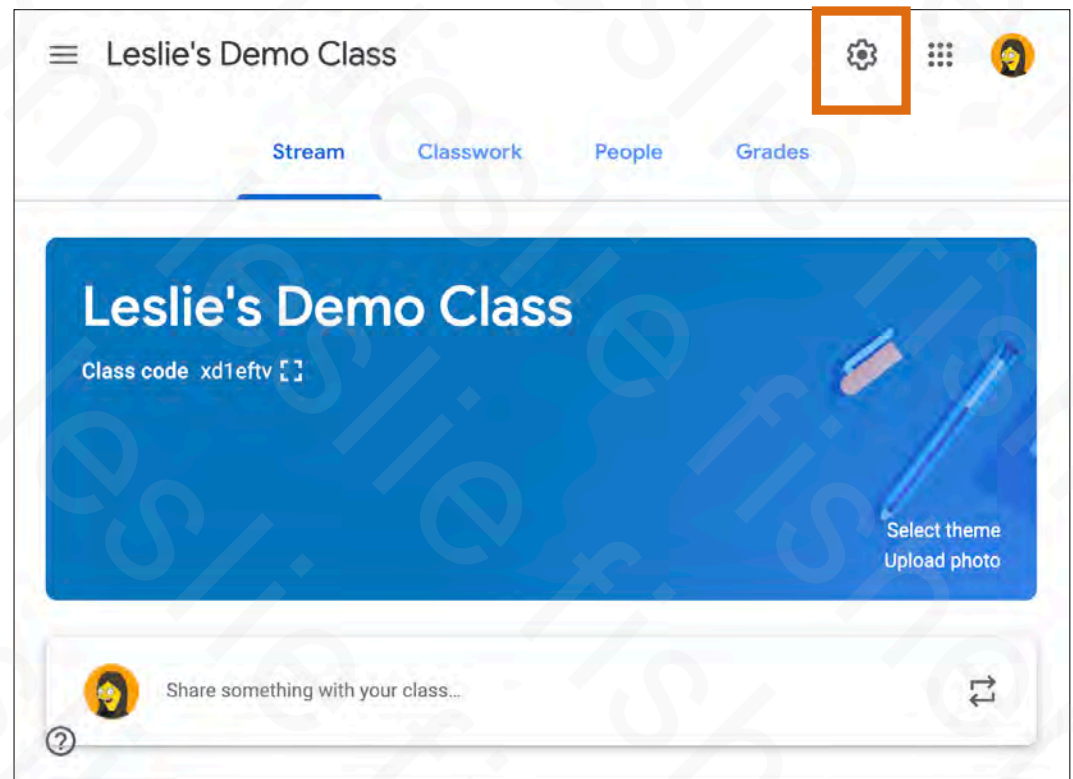
Classroom Settings

(Including a deeper dive into grades)



Classroom Settings

- To access Classroom Settings click on the cog in the upper right corner from any tab in Classroom. While I will mention each one in sections, its all on one page once you click on the cog.
- From settings you can:
 - Edit the class title, description, section, room, or subject.
 - Display, change, or disable the class code.
 - Choose how Classwork notifications appear on the Stream page.
 - Decide if your students can post on the Stream page.
 - Turn on guardian email summaries.
 - Choose to see deleted posts.
 - Add class materials.
- Support Article:
<http://bit.ly/2JTGeDd>





Classroom Settings, Section 1

- The first section of settings will let you change the name of the class, its description, its section, room and subject.
- All of these except Class name is optional.
- Support Article:
<http://bit.ly/2JTGeDd>

A screenshot of a web form titled "Class settings" with a "Save" button in the top right corner. The form is divided into a "Class Details" section and several input fields. The "Class name (required)" field contains the text "Leslie's Demo Class". Below it are empty input fields for "Class description", "Section", "Room", and "Subject". A question mark icon is located at the bottom left of the form.



Classroom Settings, Section 2

- The second section:
- Allows you to Display, Copy, Reset and Disable the Class code
- Allows you to set how students are allowed to post on the stream (if at all)
- Allows you to set if you want the icon view of attachments of classwork to show up in the stream or just show the title of the Classwork.
- Support Article: <http://bit.ly/2JTGeDd>

The screenshot shows the 'General' settings section of a classroom. It includes fields for 'Class code', 'Stream', 'Classwork on the stream', and 'Show deleted items'. Three callout boxes provide details for specific settings:

- Class code:** A dropdown menu with the value 'xd1eftv'. The callout shows options: Display, Copy, Reset, and Disable.
- Stream:** A dropdown menu with the value 'Students can post and comment'. The callout shows options: Students can post and comment, Students can only comment, and Only teachers can post or comment.
- Show condensed notifications:** A dropdown menu with the value 'Show condensed notifications'. The callout shows options: Show attachments and details, Show condensed notifications, and Hide notifications.



Classroom Settings, Section 3

- The third section:
- You can customize how Google Classroom Grades.
 - No overall grade, total points or weighted by categories.
 - You can set categories which can be part of a weighted grade or not
- Support Article, Set Up Grading <http://bit.ly/2XXKtYr>
- Support Article: <http://bit.ly/2XXKsUn>

The screenshot shows the 'Grade calculation' section of the Classroom settings. It includes options for 'Overall grade calculation' (with a 'Learn more' link) and 'Show overall grade to students'. Below this is the 'Grade categories' section, which has an 'Add grade category' link and a help icon. An orange arrow points from the 'Add grade category' link to a detailed view of the 'Grade categories' table. Another orange arrow points from the 'No overall grade' radio button to a list of options: 'No overall grade', 'Total points', and 'Weighted by category'.

Grade category	Default points	
Extra Assignments	100	X
Grade category	Default points	
	100	X

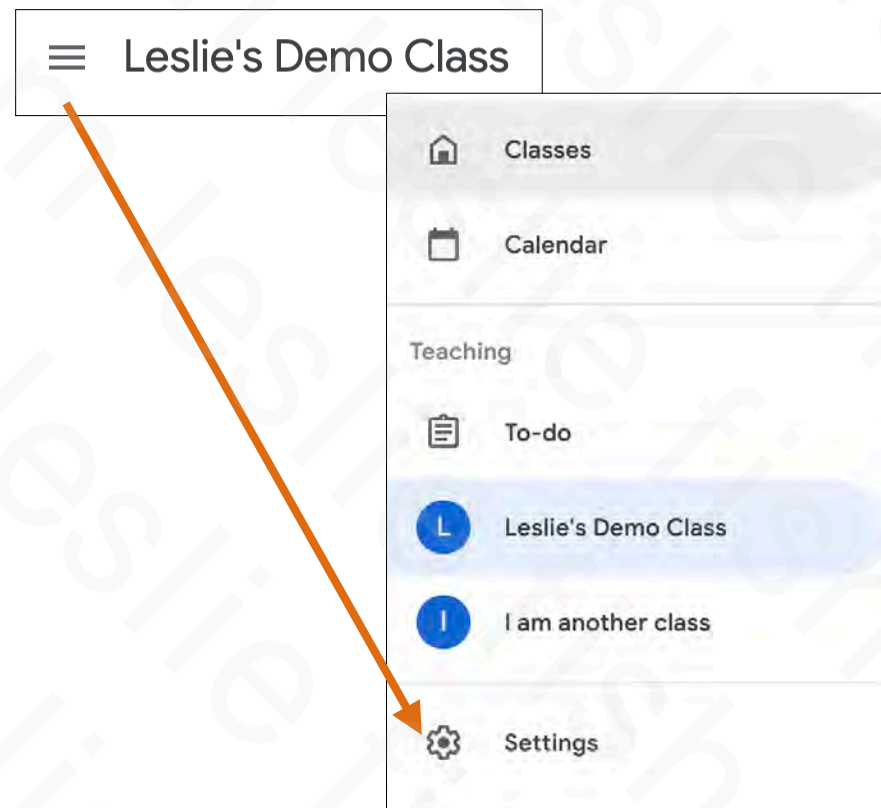
Options for overall grade calculation:

- No overall grade
- Total points
- Weighted by category



Classroom Settings, Notifications

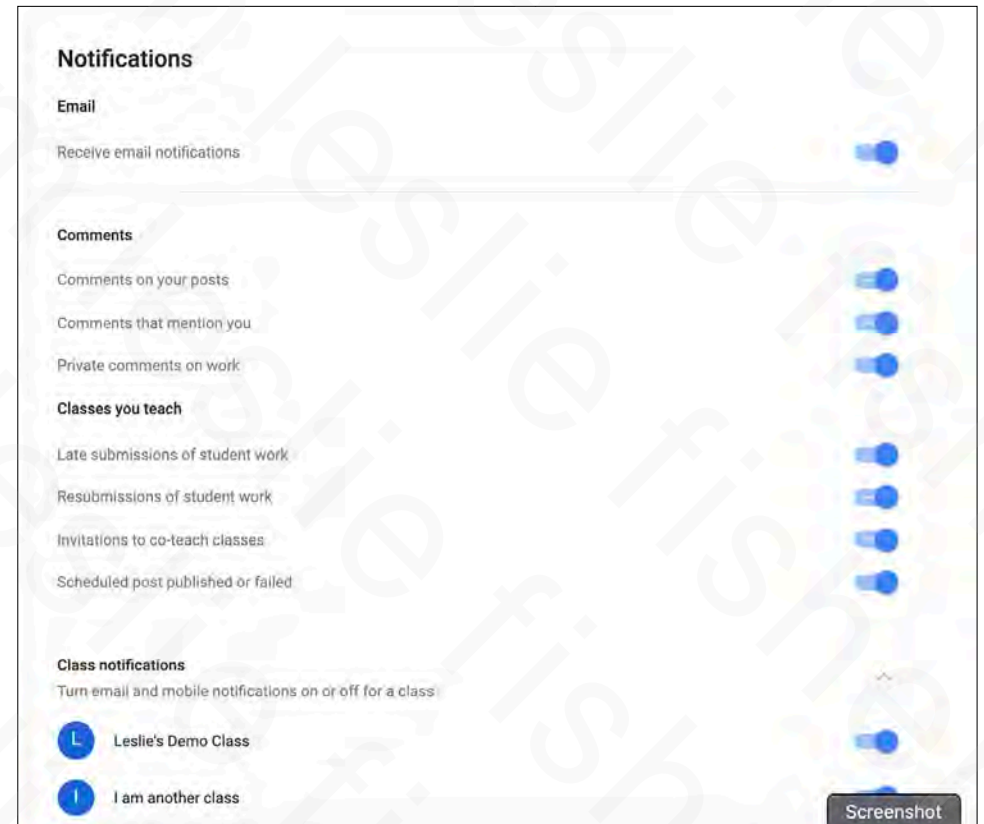
- There is another area in Classroom where some settings are hiding including notifications
- From the main Classroom screen that lists all of your classes click on the three lines in the upper left corner
- Once you click on the three lines you will see Settings listed at the bottom
- Support Article:
<http://bit.ly/2XUQ4PI>





Classroom Settings, Notifications

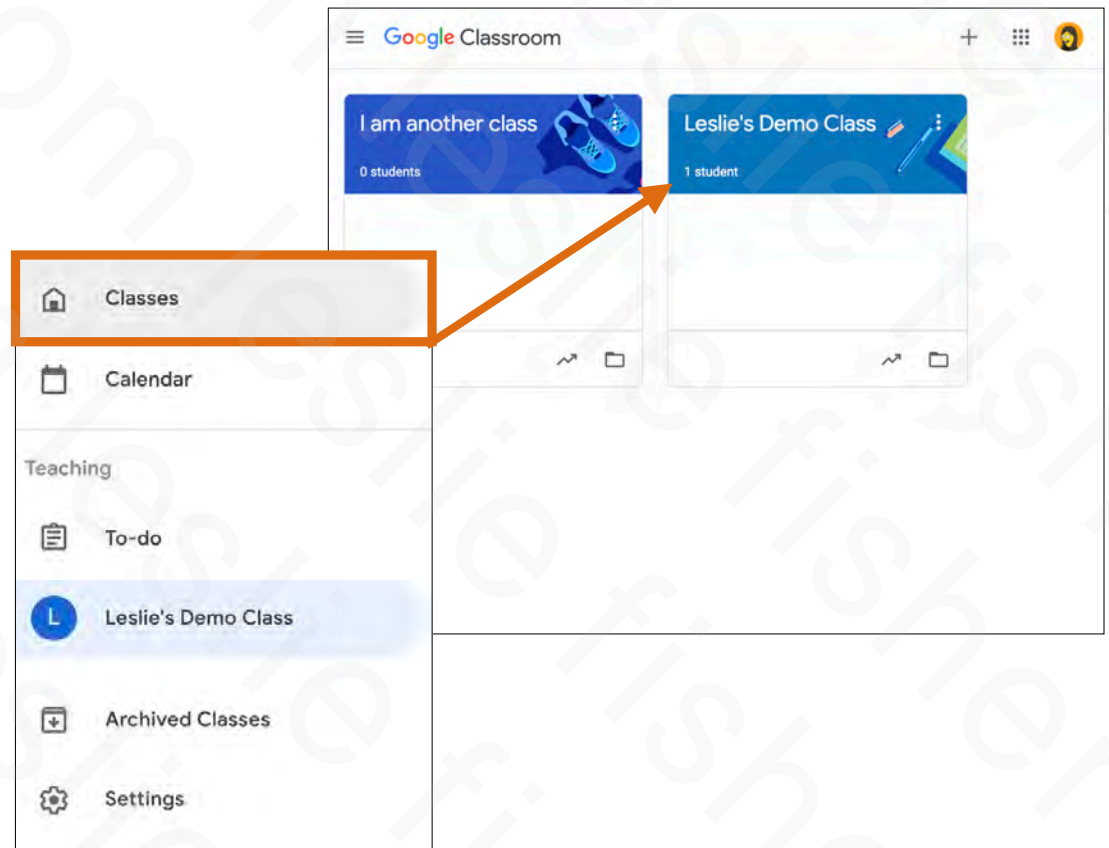
- From the settings on including receiving email and what you will receive emails about including comments and classes you teach
- Students have this option as well and includes additional notification toggles such as Teacher notifications
- Support Article:
<http://bit.ly/2XUQ4PI>





Classroom Settings, Main Settings

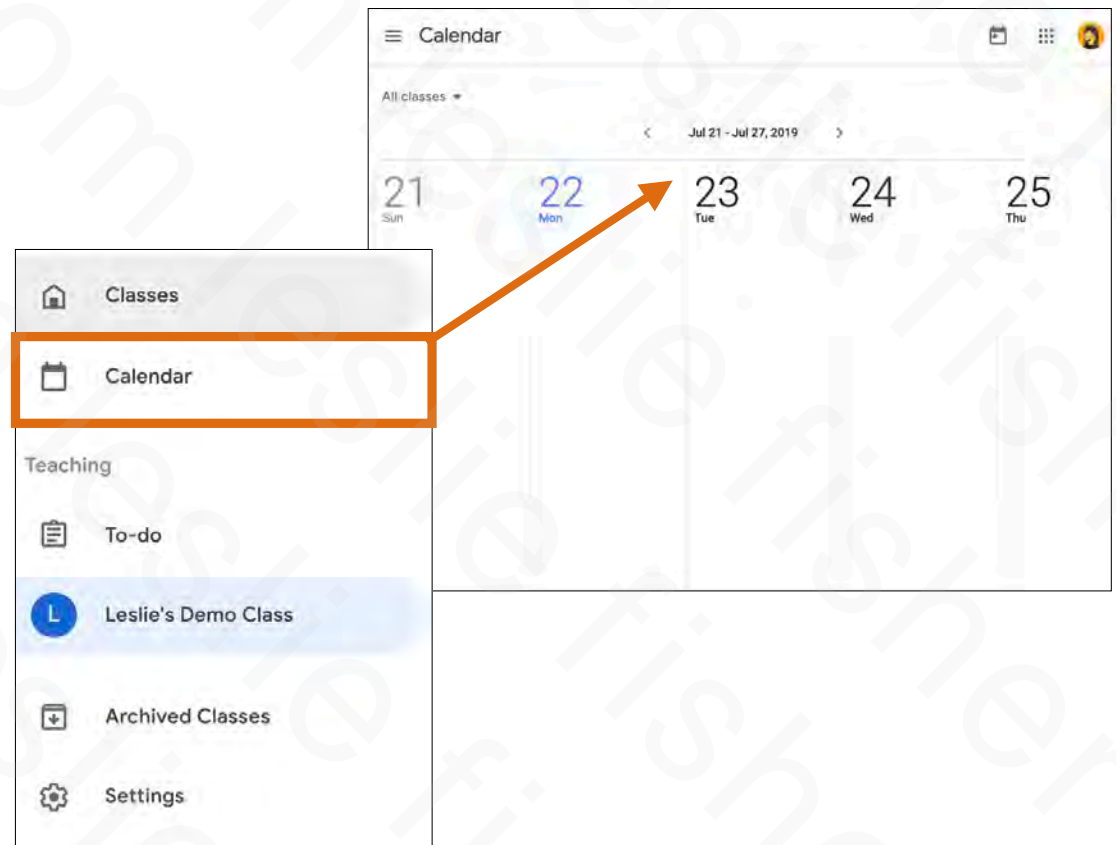
- Clicking on the three lines in the upper left corner of the main classroom screen displays more than notifications.
- Classes will show you all of the classes you are a teacher or a co-teacher of. It will also show a student what classes they are enrolled in
- Support Article:
<http://bit.ly/2XUQ4PI>





Classroom Settings, Main Settings

- Clicking on the three lines in the upper left corner of the main classroom screen displays more than notifications.
- Calendar can track assignments, questions, and events
- Please note this is different than Google Calendar. Your assignments actually show up in Google Calendar as well
- Support Article:
<http://bit.ly/2ObQ5cW>





Classroom Settings, Main Settings

- Clicking on the three lines in the upper left corner of the main classroom screen displays more than notifications.
- To-do will show you work that you have to review or work that you have received. For a student it shows them work they need to complete and work that was returned
- Support Article:
<http://bit.ly/2ObQ5cW>

The screenshot shows a 'To-do' interface with a sidebar on the left and a main content area on the right. The sidebar has a 'Teaching' section with a 'To-do' item highlighted in orange. An orange arrow points from this 'To-do' item to the main content area. The main content area shows a table of tasks with columns for 'To review' and 'Reviewed'.

		To review	Reviewed	
All classes -				
No due date				
Sample	Leslie's Demo Class	0 Turned in	0 Assigned	1 Graded
Sample Quiz	Leslie's Demo Class	1 Turned in	1 Assigned	0
Tell me what you think about this website	Leslie's Demo Class	0 Turned in	1 Assigned	0
Websites that you think are super awesome	Leslie's Demo Class	0 Turned in	1 Assigned	0

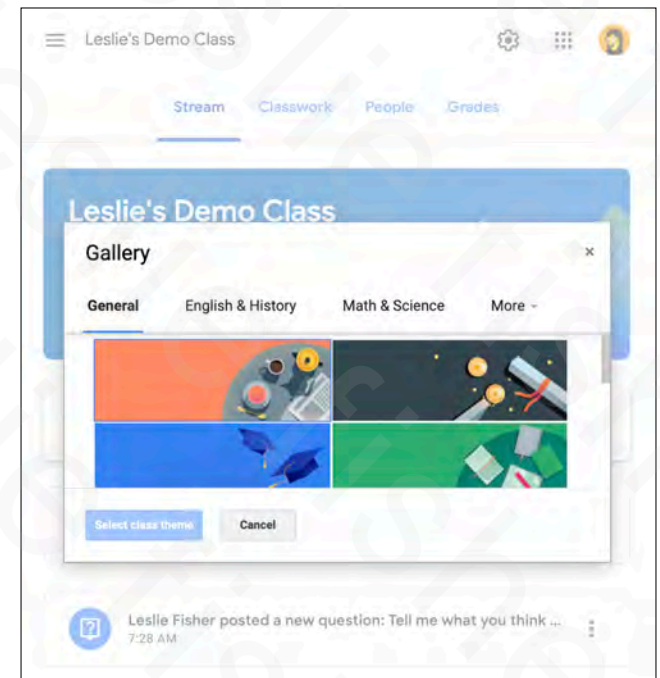
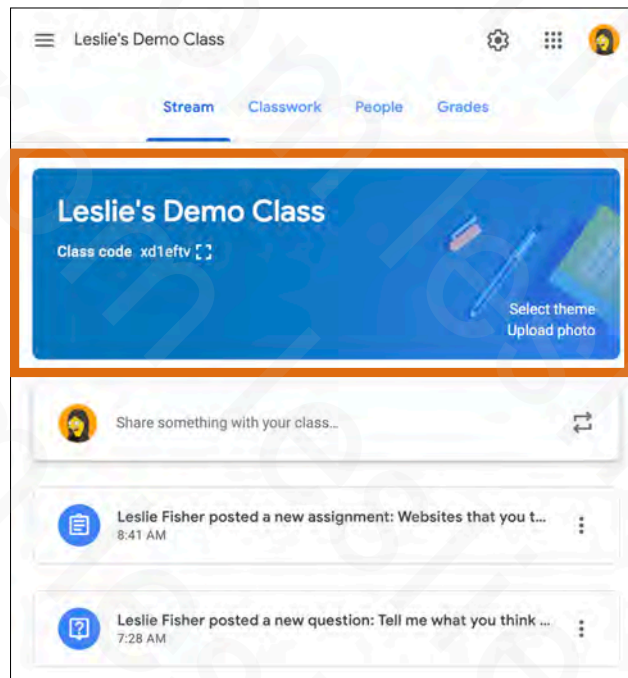


Changing The Look



Changing the Theme

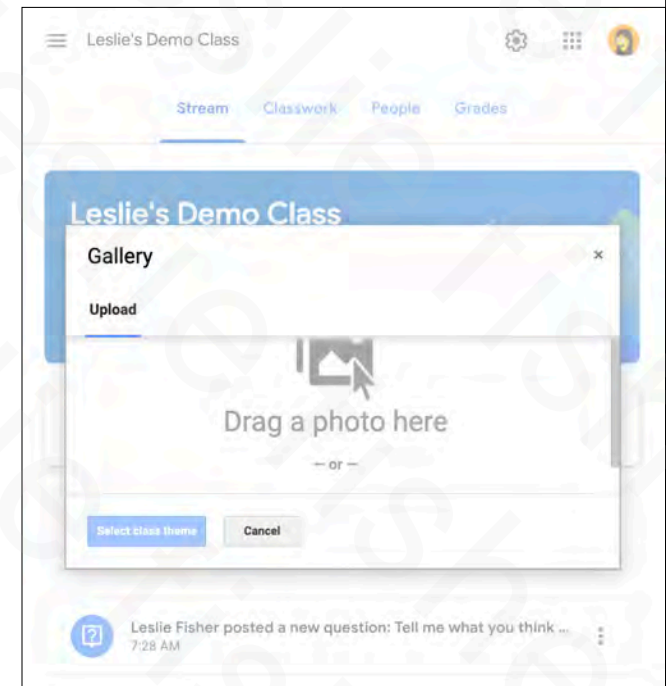
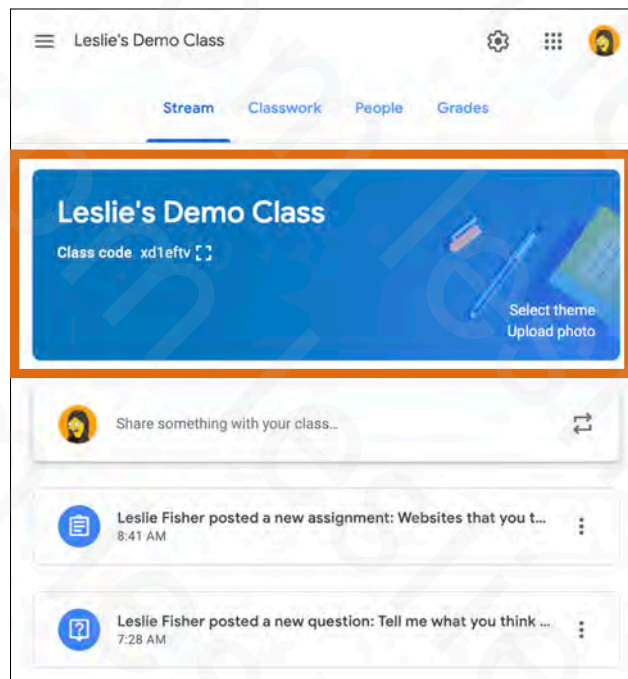
- The header and color accents can be changed in Google Classroom.
- You can also use a photo for the header, but, the accents will remain based on the last header color
- To change the Theme or make the header a photo, click on the stream and click Select Theme or Upload Photo
- There are a variety of themes available based by topic as well as an option to upload a photo for your header
- Support Article: <http://bit.ly/2JYwyHz>





Changing the Theme

- The header and color accents can be changed in Google Classroom.
- You can also use a photo for the header, but, the accents will remain based on the last header color
- To change the Theme or make the header a photo, click on the stream and click Select Theme or Upload Photo
- There are a variety of themes available based by topic as well as an option to upload a photo for your header
- Support Article:
<http://bit.ly/2JYwyHz>





Copying a Class



Copying a Class

- To reuse work you created in a class, you can copy a class. Copying also helps you save time when you have multiple sections of the same class.

- To Copy a Class

- Go to the main Classroom screen

1. Click on the three dots in the upper right hand corner of the card of the class you want to copy

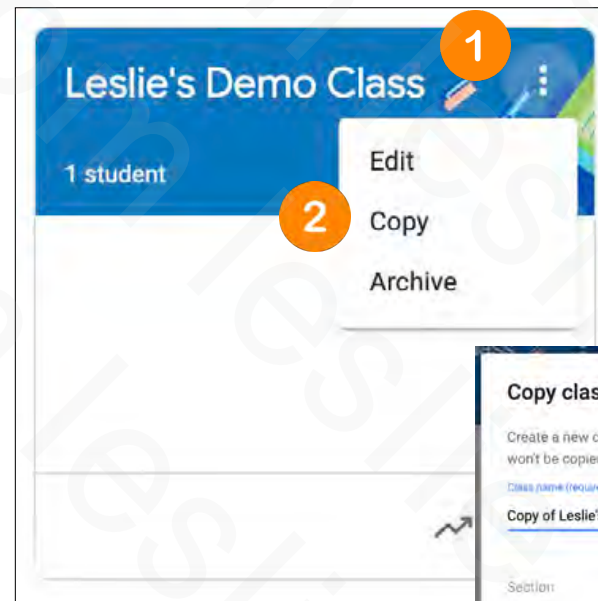
2. Select Copy

3. Name your class

4. Click Copy

- Support Article:

<http://bit.ly/2O831Av>



Copy class

Create a new class with copied topics and classwork items. Rosters and announcements won't be copied.

Class name (required)
Copy of Leslie's Demo Class

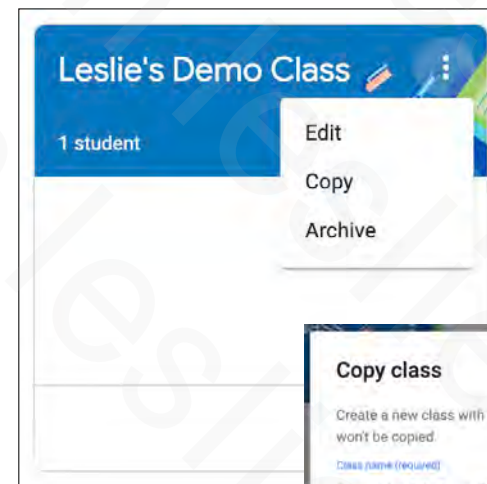
Section:
Subject:
Room:

CANCEL COPY



Copying a Class

- The copied class keeps this information from the original class:
 - Title
 - Section
 - Description
 - Course subject
 - Topics
 - Classwork posts (copied as drafts with no scheduled date)
- The following information doesn't appear in the copied class:
 - Teacher announcements
 - Deleted classwork items
 - Students and co-teachers
 - Student posts
 - Attachments that you don't have permission to copy
- Support Article: <http://bit.ly/2O831Av>



Copy class

Create a new class with copied topics and classwork items. Rosters and announcements won't be copied.

Class name (required)

Copy of Leslie's Demo Class

Section: _____

Subject: _____

Room: _____

CANCEL COPY

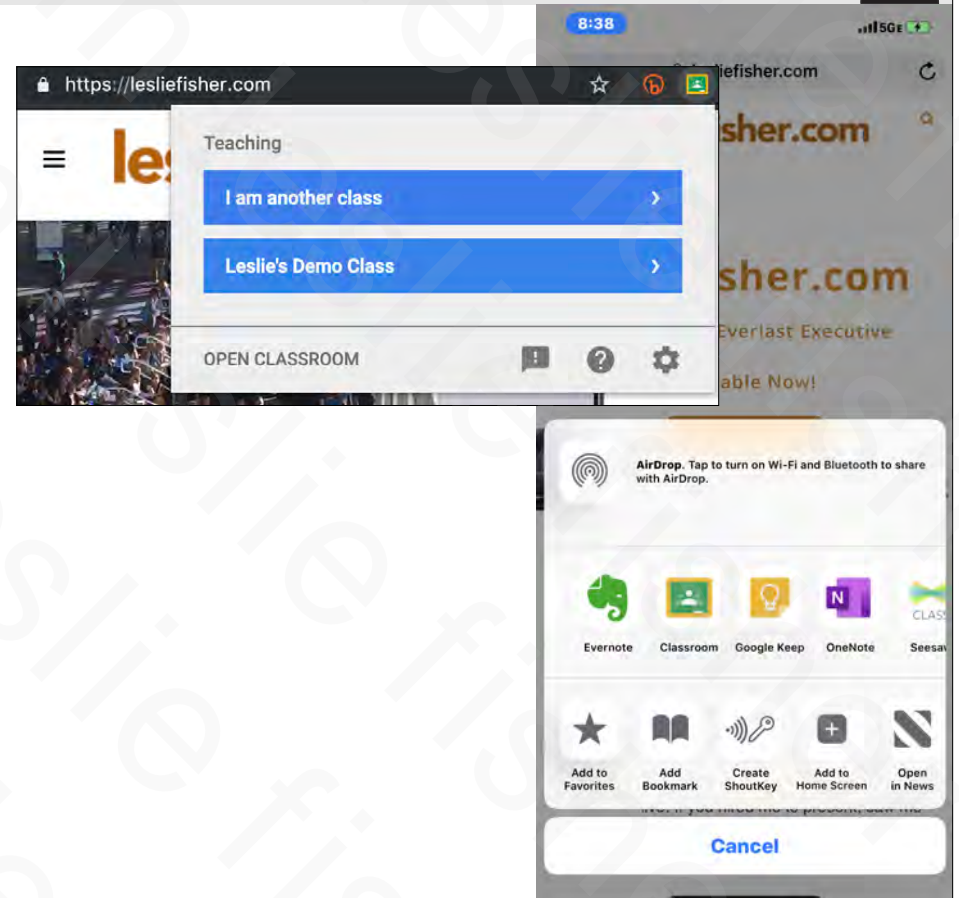


Share To Classroom



Sharing To Google Classroom

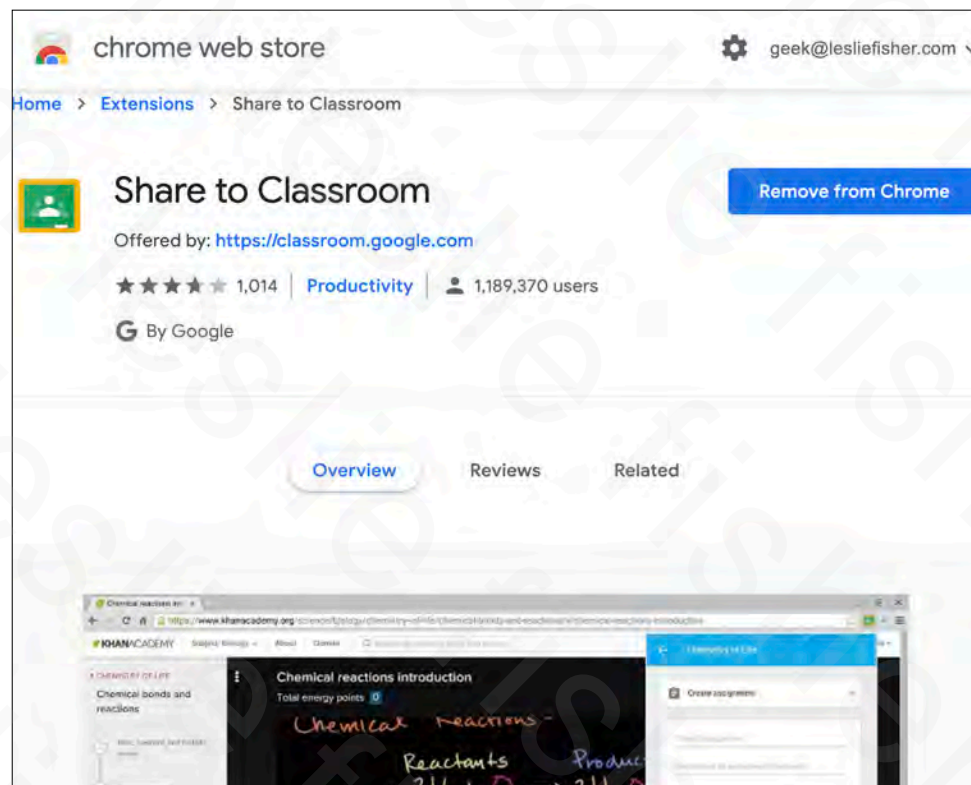
- There are two main ways you can share content to Google Classroom
- Sharing via the Share to Classroom Chrome Extension
- Sharing using the sharing options from your mobile device





Share to Classroom

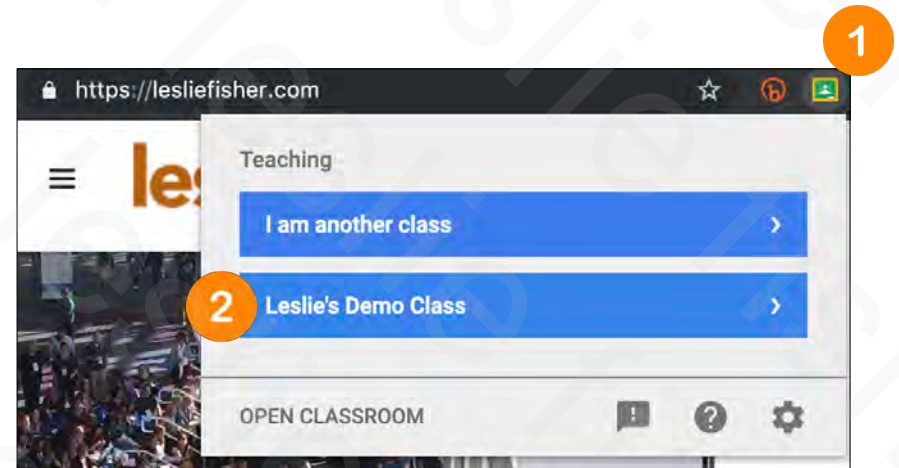
- Google has a Share to Classroom extension that is handy for both Teachers and Students.
- Chrome is required for this extension to work
- Teachers can also use the extension to create assignments and announcements.
- Students using Chrome browsers can use the extension to share web pages
- Link to download: <https://g.co/sharetoclassroom>
- Support Article: <http://bit.ly/32HyPj8>





Share to Classroom Extension, Teacher

- You can add webpages to new assignments, questions, or announcements in a class without leaving the page you want to share.
1. Once you are at a webpage you want to share, click the Share to Classroom extension
 2. Select the class you want to add this webpage to
- Support Article:
<http://bit.ly/32HlwiD>

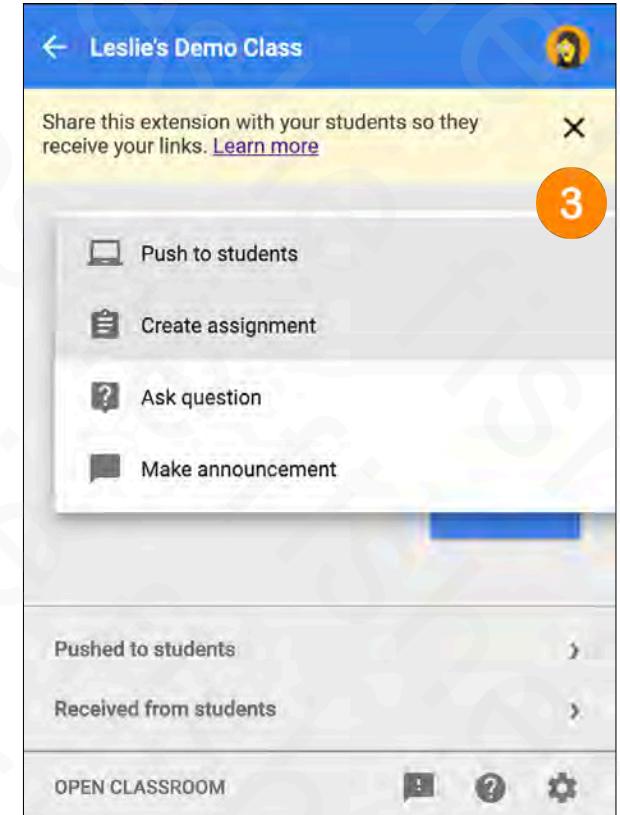
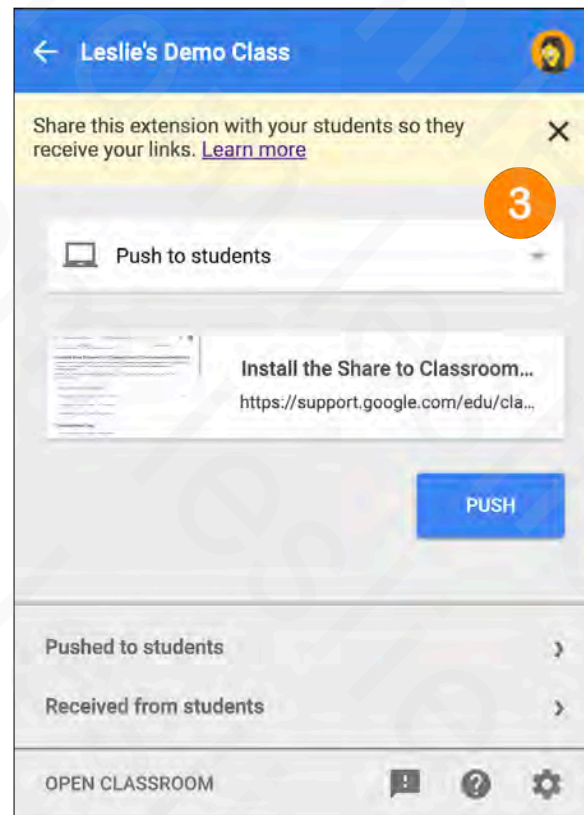




Share to Classroom Extension, Teacher

3. Click on Push To Students to see additional choices such as Create Assignment, Ask Question and Make Announcement

- Support Article:
<http://bit.ly/32HlwiD>



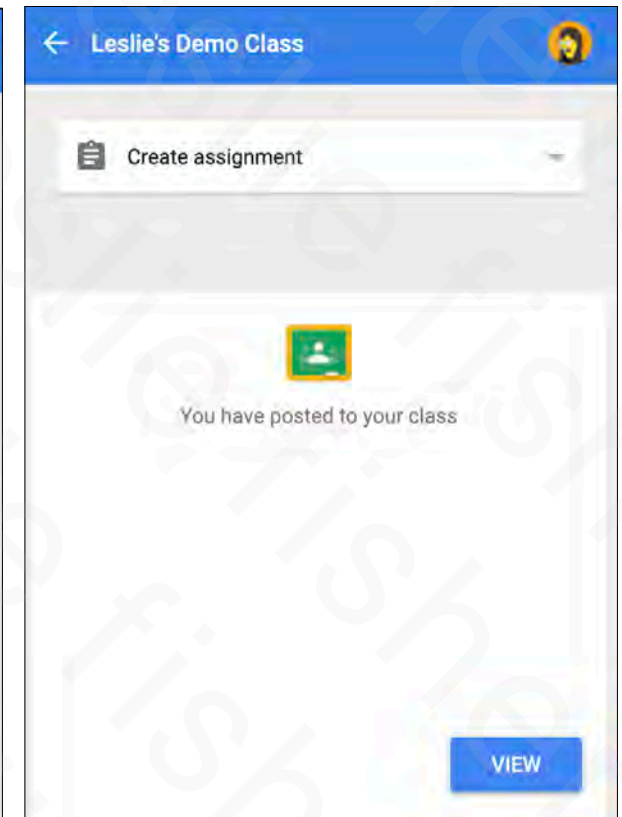
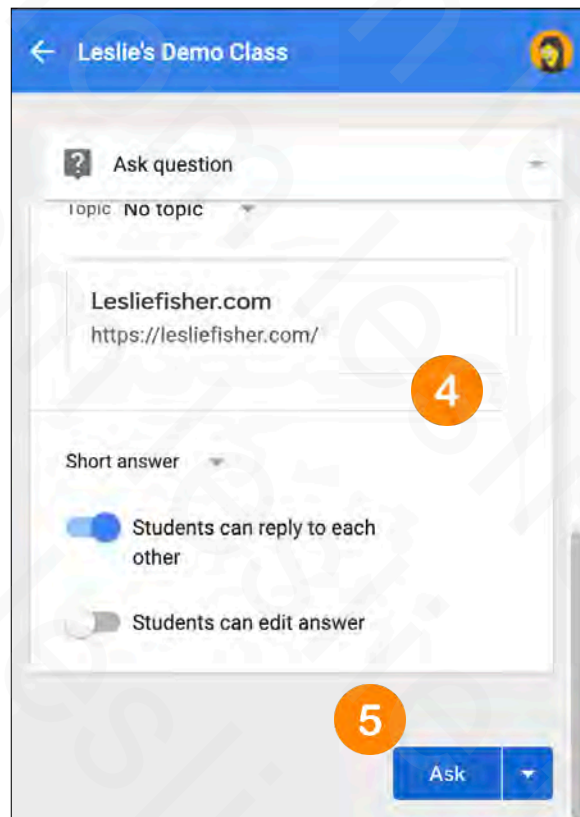


Share to Classroom Extension, Teacher

4. Select the option you would like and fill out accordingly

5. Click Ask (as usual you can also schedule this or leave this as a draft)

- Support Article:
<http://bit.ly/32HlwiD>





Share to Classroom Extension, Teacher

- Your item will be posted into the Classwork section of your class
- Support Article:
<http://bit.ly/32LGHQv>

The screenshot shows the Google Classroom interface for a class named "Leslie's Demo Class". The "Classwork" tab is selected. At the top, there are navigation options for "Stream", "Classwork", "People", and "Grades". Below this, there is a search bar for "All topics" and a "Create" button. To the right, there are links for "Google Calendar" and "Class Drive folder". The main content area displays a classwork post with the text "Tell me what you think about this website" and a timestamp of "Posted 7:28 AM". Below the text, it shows "No due date" and a progress indicator with "0 Turned in" and "1 Assigned". A link to "Lesliefisher.com" with the URL "https://lesliefisher.com/" is included in the post. At the bottom, there is a "View Question" link.



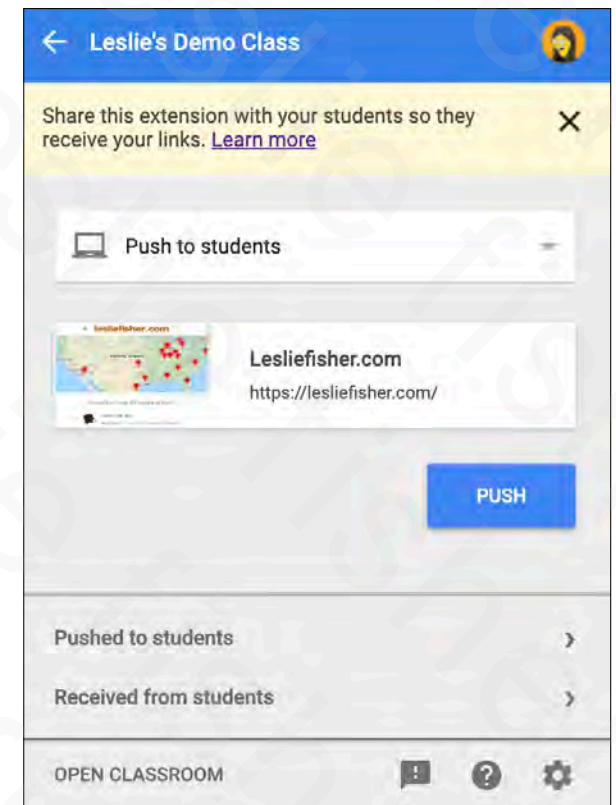
Share to Classroom Extension, Student View

The screenshot shows a classroom extension interface for 'Leslie's Demo Class'. At the top, there is a menu icon, the class name 'Leslie's Demo Class', a grid icon, and a purple circle with a white 'S'. Below this is a question card titled 'Tell me what you think about this website' with a '100 points' value. The question was posted by 'Leslie Fisher' at '7:28 AM'. A link card for 'Lesliefisher.com' with the URL 'https://lesliefisher.com/' is displayed. Below the link is a 'Your answer' section with a 'Turn in' button and a green 'Assigned' label. At the bottom, there is a 'Private comments' section with a text input field and a 'Add private comment...' button. A question mark icon is visible in the bottom left corner of the interface.



Share to Classroom Extension , Teacher, Pushing a Web Page

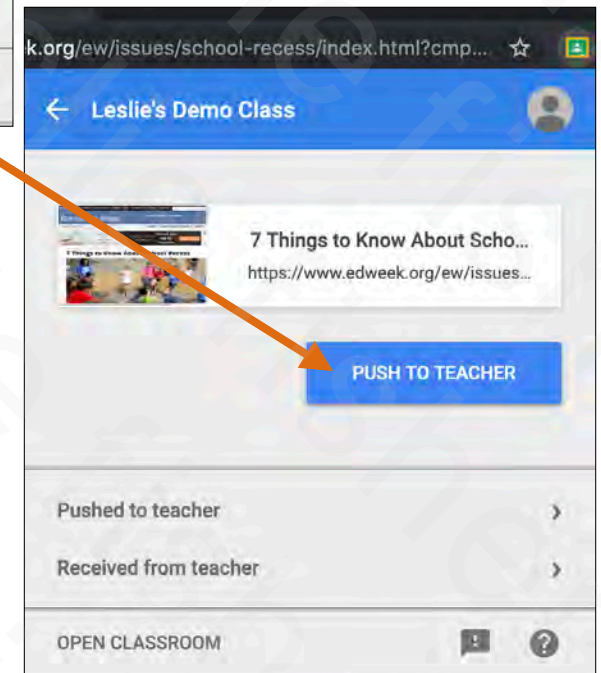
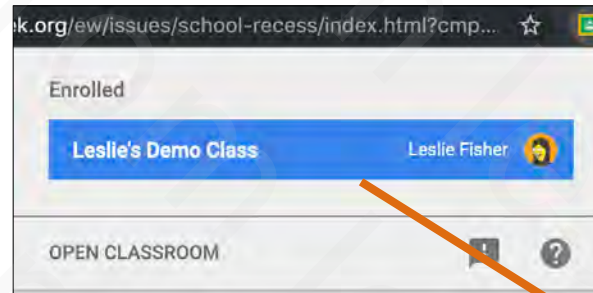
- There is one kinda fun thing the Share to Classroom Chrome Extension can do if your students are running it
- If you select a web page using the Share To Classroom Extension there is an option to Push to Students
- When you do this, it will force that web page to be front and center on their devices immediately
- Please keep in mind this will not work if your students are using a mobile device
- Support Article:
<http://bit.ly/32LGHQv>





Share to Classroom Extension, Student

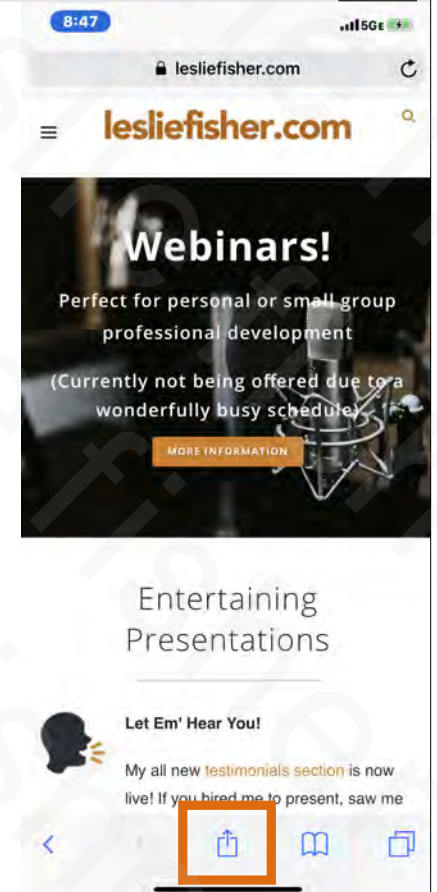
- When a Student uses Share to Classroom Chrome Extension it will send the webpage that they are currently viewing to the teacher.
- Unlike Push to Student, Push to Teacher will not automatically make the web page appear on the teachers screen. It will instead be listed at the bottom of the extension under an area called Received from Students
- Students can also see all of the items they pushed as well as received from the teacher at the bottom of the extension window.
- Support Article: <http://bit.ly/32HvksV>





Sharing to Classroom via Mobile Device, Teacher

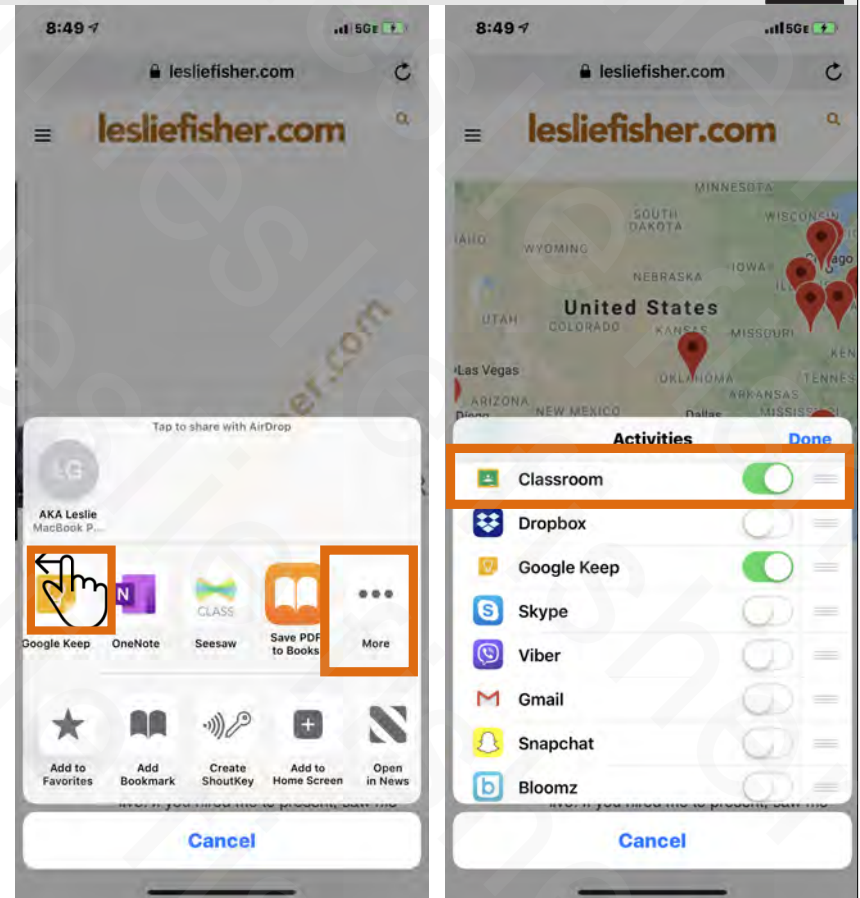
- Both Android and iOS have a share option
- Google Classroom is supported within that share option.
- How do you find the Share option? On Android it simply says Share... and on iOS it is a square with an arrow in it.
- There are hundreds of apps that support the share option meaning lots of great ways to add additional content types to Classroom
- In some cases the students will need to have the same app as well to be able to interact with what your have shared / assigned with/to them
- Support Article:
<http://bit.ly/3218Cki>
(however, this article is not 100% correct or covers this information)





Sharing to Classroom via Mobile Device, Teacher

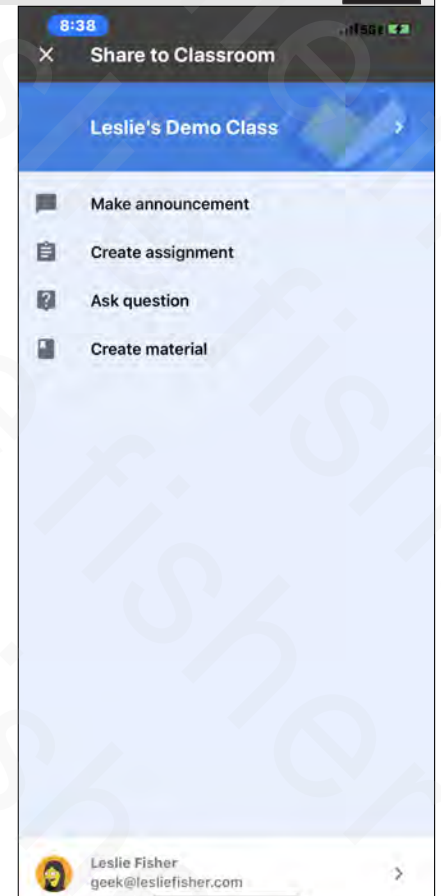
- When you click on Share you will see a listing of Apps that support the share option. Scroll to the right to see the complete list.
- If you do not see Google Classroom in the app list then it might not be toggled on
- To toggle on Google Classroom for Sharing tap on the More icon (which you will see when you have reached the last app while scrolling to the right) and look for Google Classroom to toggle it on.
- Support Article: <http://bit.ly/32l8Cki>
(however, this article is not 100% correct or covers this information)





Sharing to Classroom via Mobile Device, Teacher

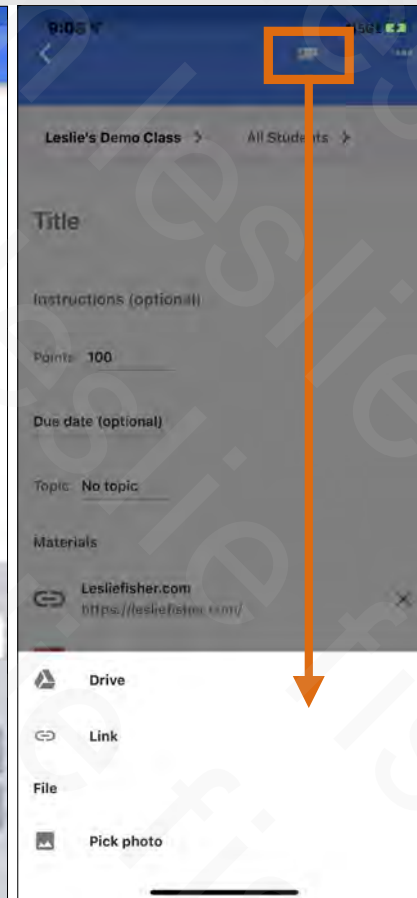
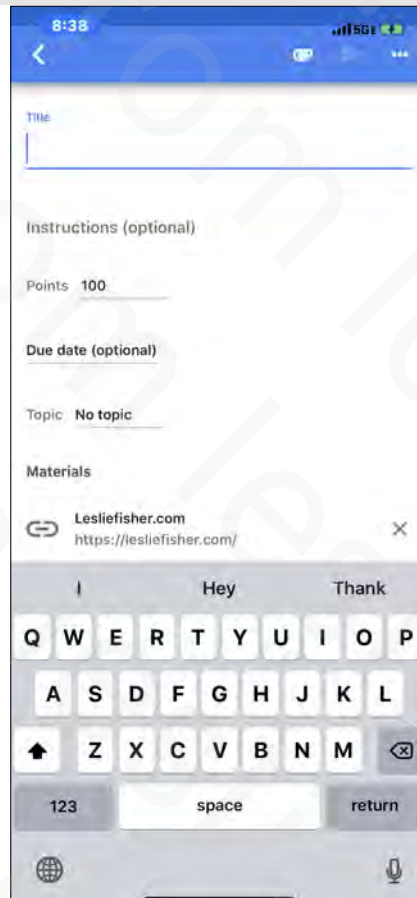
- When a Teacher clicks on the Classroom icon from the Share option, they are given the option to make an Announcement, Create an Assignment, Ask a Question or Create Material
- Support Article:
<http://bit.ly/32I8Cki>
(however, this article is not 100% correct or covers this information)





Sharing to Classroom via Mobile Device, Teacher

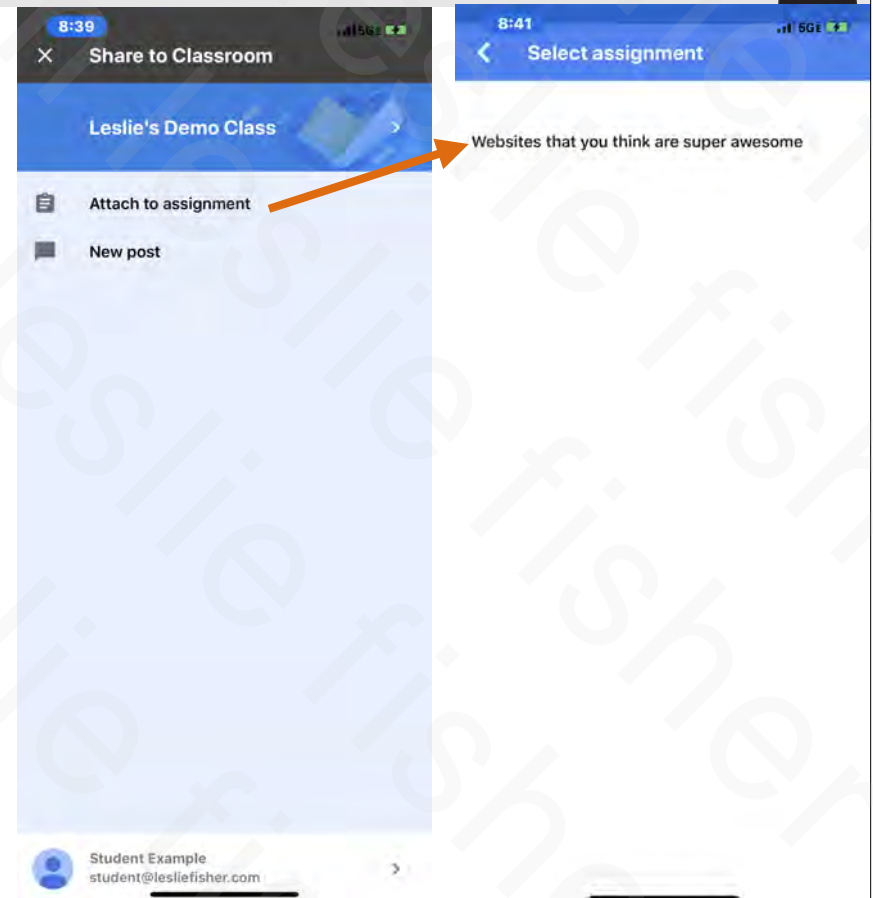
- Teachers can assign, post, etc., with the entire feature set they are used to.
- They can even attach files (as long as you can access them from a mobile device) and if the attachments are Google based change the sharing options of the files
- Support Article: <http://bit.ly/32l8Cki> (however, this article is not 100% correct or covers this information)





Sharing to Classroom via Mobile Device, Student

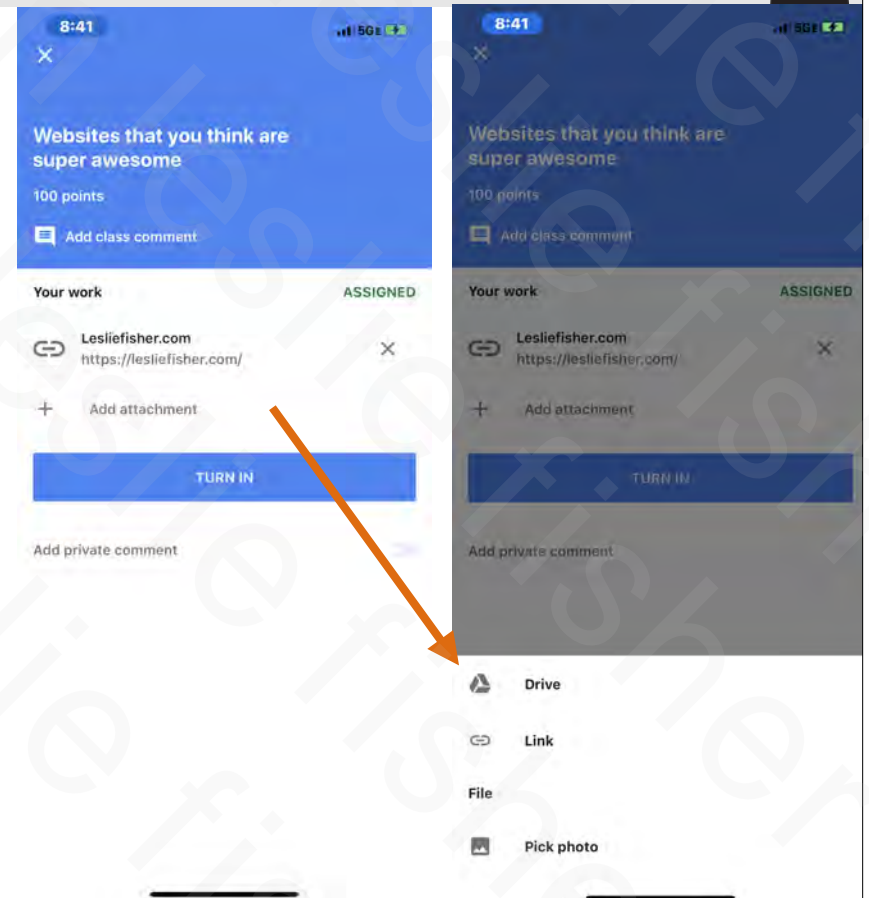
- Students can find their sharing options the same way teachers can and they also might have to tap on the More option to add Classroom to their list of apps they can share from
- When students click on the Classroom share option they will have the option to Attach what they are sharing to an assignment and if they are allowed to post to the class the option to make a new post.
- This is a very handy way for a student to use a variety of different apps in the process of completing an assignment.
- Keep in mind you might need the same app the student was using in order to view / interact with it
- Support Article:
<http://bit.ly/2JUXhoH>





Sharing to Classroom via Mobile Device, Student

- Once the Student adds content to the assignment they can add additional content by clicking on the Add Attachment option
- Support Article: <http://bit.ly/2JUXhoH>





Guardians



Adding Guardians To Your Class

- When guardians join Classroom, they receive regular, automatic email summaries for each of their students. Guardians choose the frequency of the emails daily or weekly and can unsubscribe at any time.
- Support Article:
<http://bit.ly/2Z8ofPY>

Google Classroom

Weekly summary for Felix
Aug 1 - Aug 5, 2016

Student work

Missing from last week

U.S. History - due Jul 26

My top five influential figures in American History
Create a top 5 list of the most influential figures in American history from the people listed in the handout. For each figure, write a brief explanation (in your own words) on why they are on your list. We will be going over this in class so make sure you are ready to justify your choices.

English and American Literature - due Jul 27

What is the Harlem Renaissance? Who started it?

Due next week

U.S. History - Due Aug 9

"The Price of Free Speech" Reading and Questions
Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.



Adding Guardians To Your Class

- If your school administrator has turned on guardian email summaries, you can choose which classes to include in those summaries. When you include a class, guardians can receive automatic regular emails about their students in that class.

Before you can invite, remove, or email guardians:

- You must use Classroom on a web browser or the Android app.
- Your administrator must verify that you're a teacher.
- Your administrator must give you permission to manage guardian email summaries.
- Support Article:
<http://bit.ly/2Z8ofPY>

Google Classroom

Weekly summary for Felix
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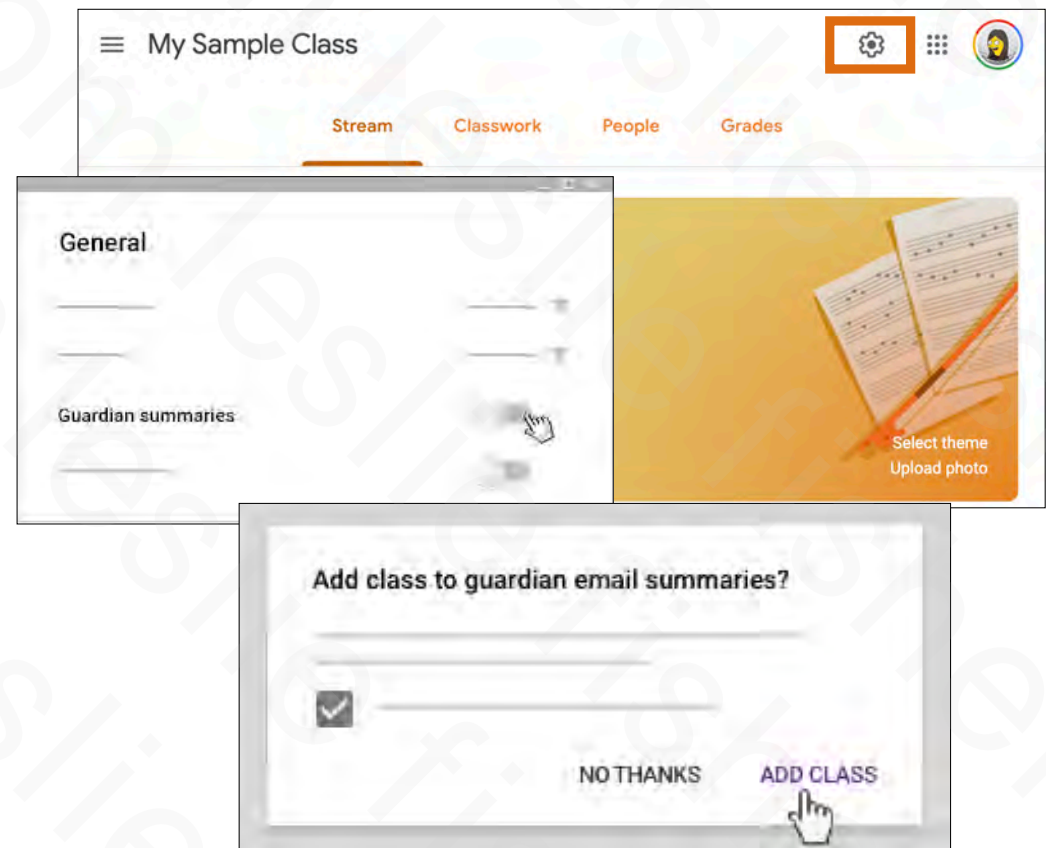
U.S. History - Due Aug 9

"The Price of Free Speech" Reading and Questions
Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.



Adding Guardians To Your Class

- To toggle on Guardian access click on the settings cog in the upper right corner of your class.
- From the Settings list look for General > Guardian Summaries and toggle it on.
- Support Article:
<http://bit.ly/2Z9YBKK>





Adding Guardians To Your Class

- Based on the top of account I have, I am not able to share with you a high level of screenshots, etc.
- The Support Article below, titled Guardian FAQ's has both frequently asked questions for both teachers and guardians
- Support Article:
<http://bit.ly/2GqpMcH>

Guardian email summaries FAQ

This article is for guardians and teachers.

When a guardian accepts an invitation from a teacher, they get regular emails about their student's work and classes. These emails, known as guardian email summaries, include information about missing work, upcoming work, and class activity. Your student's teacher or the school administrator sends you the email invitation. After you accept the invitation, you get regular email summaries of your student's work.

Note: You can only receive summaries for students using Classroom with a G Suite account. For details, see [About Classroom user accounts](#).

Here are some frequently asked questions by guardians and educators.

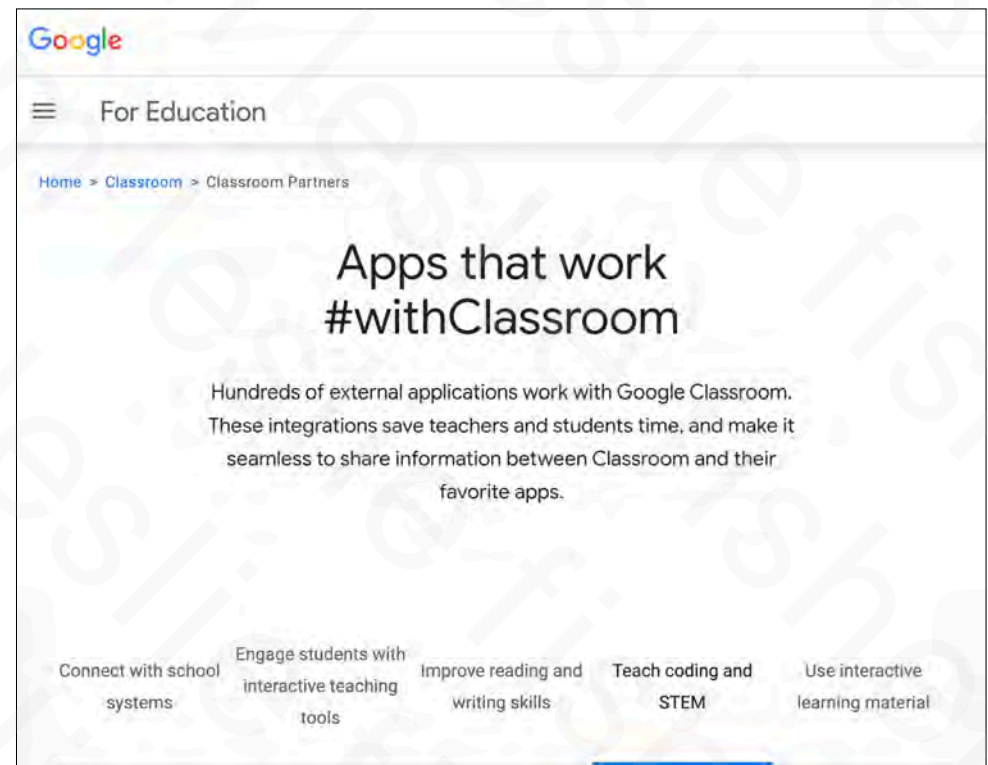


Integrating Classroom With Your Favorite Apps and Websites



Websites and Apps That Support Classroom

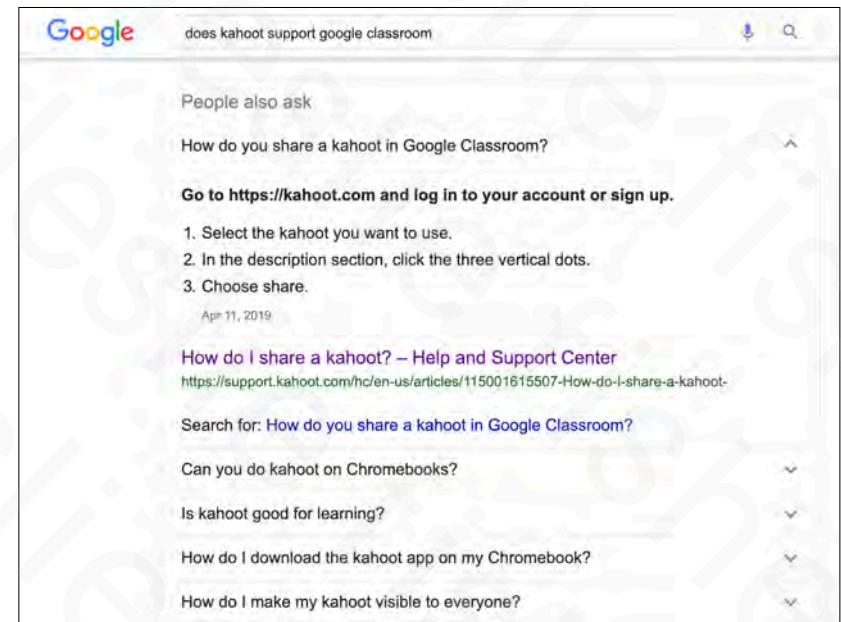
- Google Classroom can become even more handy once you learn many educational websites support Google Classroom.
- One of the features if a website supports Google Classroom is (if applicable) they will integrate your class list into their website making assignment tracking and grading even easier.
- There are also many additional sites that support assigning their content directly into Classroom.
- Google keeps a small example list of Sites that work with Classroom here:
<http://bit.ly/2Z6DBEt>





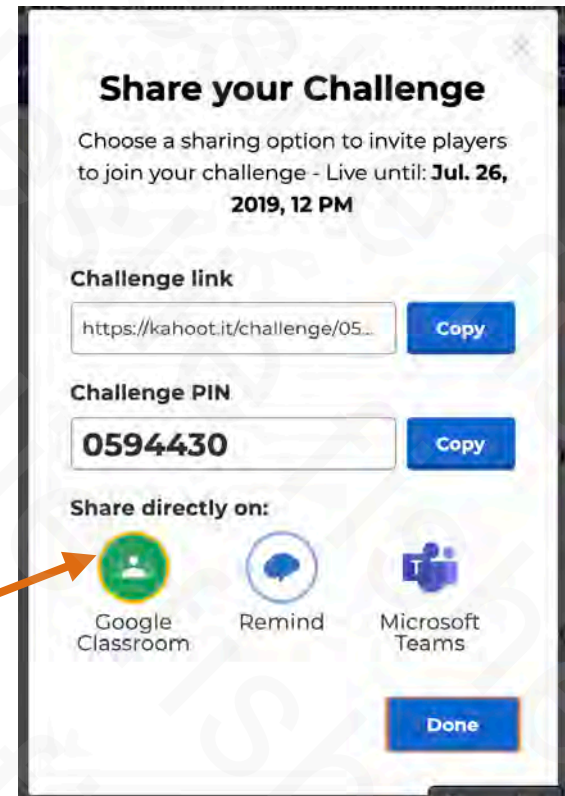
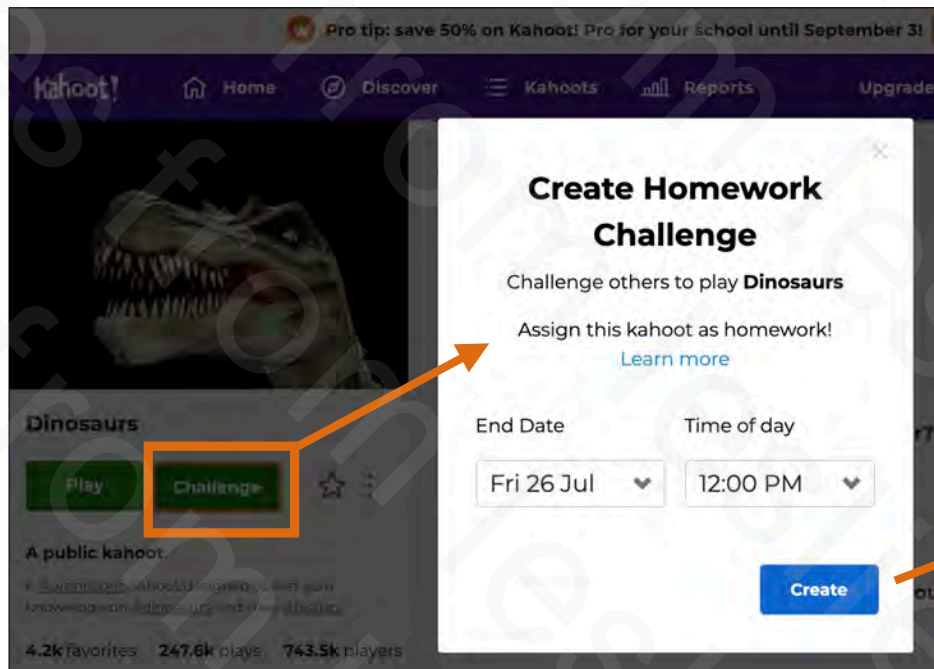
Websites and Apps That Support Classroom

- There are so many sites that work with Classroom that I would suggest simply going to the website and seeing if it is obvious they support Google Classroom.
- If not, simply Google if said website supports Google Classroom and you should be able to find out that way
- For example, Does Kahoot support Google Classroom





Does Kahoot Support Google Classroom? Yes!





Does Kahoot Support Google Classroom? Yes!

Share your Challenge

Choose a sharing option to invite players to join your challenge - Live until: **Jul. 26, 2019, 12 PM**

Challenge link
 Copy

Challenge PIN
 Copy

Share directly on:

- Google Classroom
- Remind
- Microsoft Teams

Done

<https://classroom.google.com/u/0/share?...>

Choose class

Teaching

- Leslie's Demo Class
- I am another class

GO

<https://classroom.google.com/u/0/share?url=htt...>

Share to Classroom

- Leslie's Demo Class

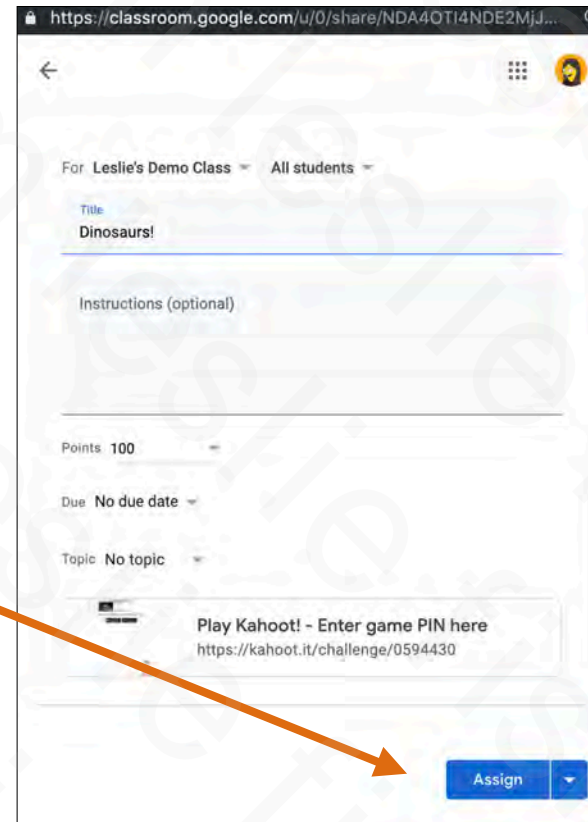
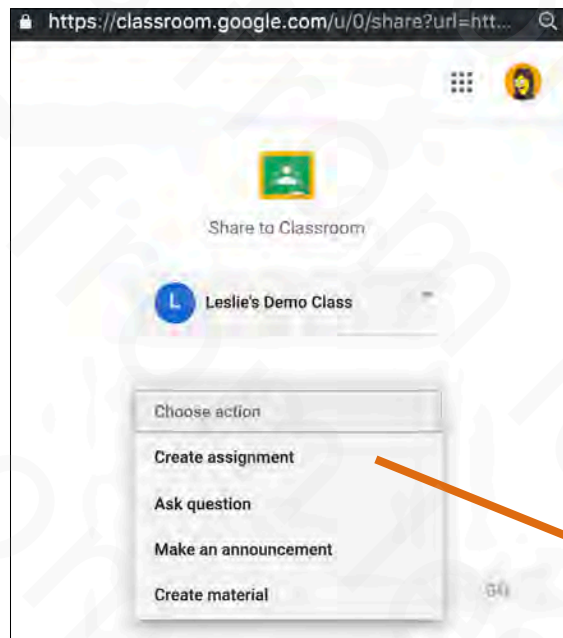
Choose action

- Create assignment
- Ask question
- Make an announcement
- Create material

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Does Kahoot Support Google Classroom? Yes!



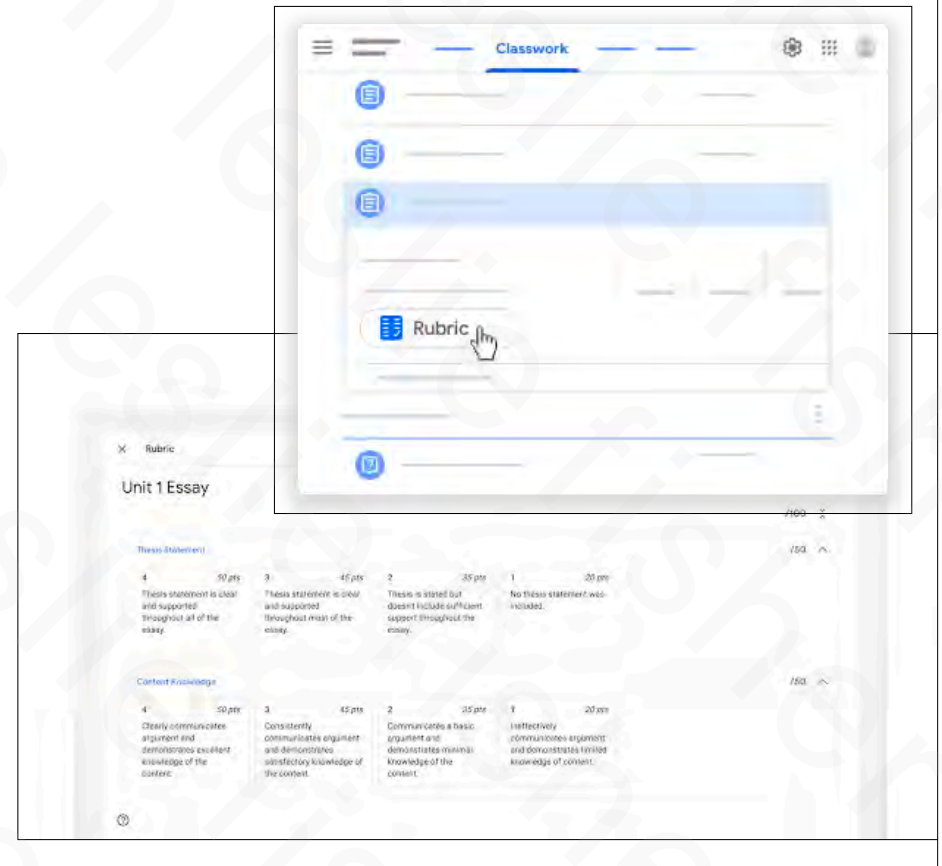


Being Added This Fall.. Rubrics!



Heading to Classroom This Fall, Rubrics!

- Google announced a few changes for Classroom this fall including Rubrics
- It is currently available for Beta. Your Administrator can request access
- Feature should be added sometime in early September. Hopefully sooner.
- Announcement:
<http://bit.ly/2Z3vwR0>
- Support Article:
<http://bit.ly/2Z5Y10B>



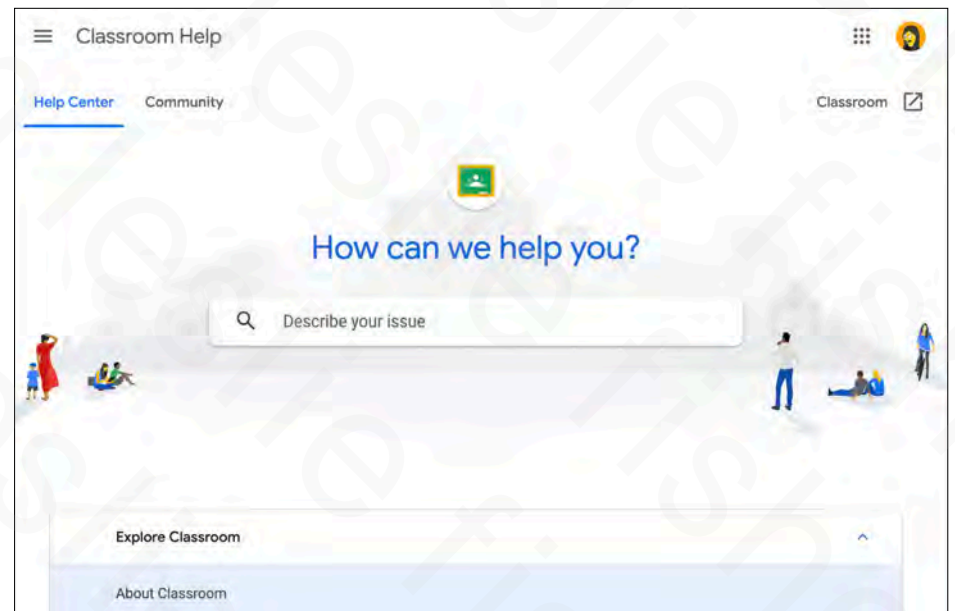


Google Classroom Support



Google Classroom Help Files

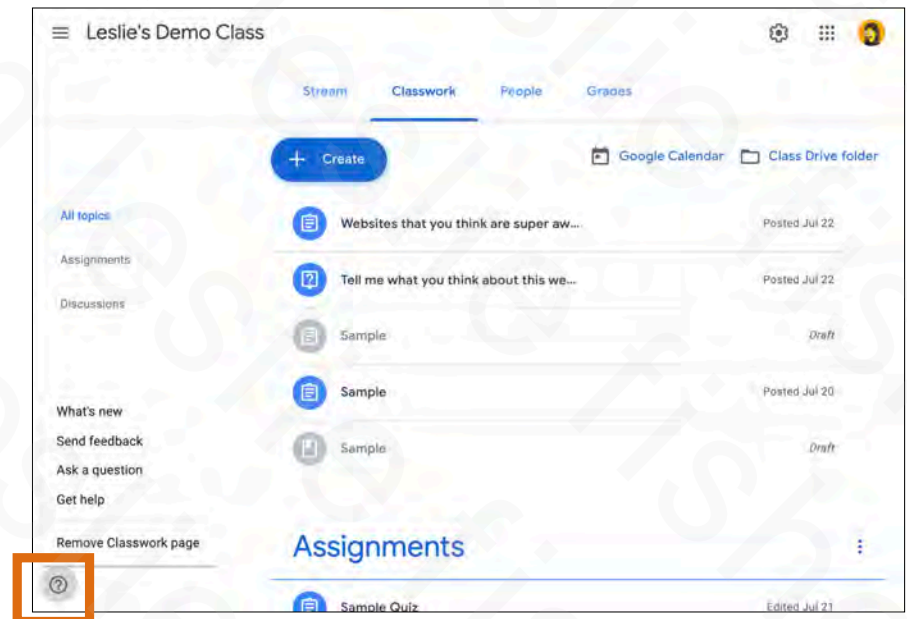
- All of the support files I have included as links at the bottom of the slides have come from Classroom Help
- You can even search for particular terms
- Also, search results will show you community posts as well as any possible comments and answers those posts got
- Google Classroom Help:
<http://bit.ly/2Z7K02p>





Google Classroom Help Files

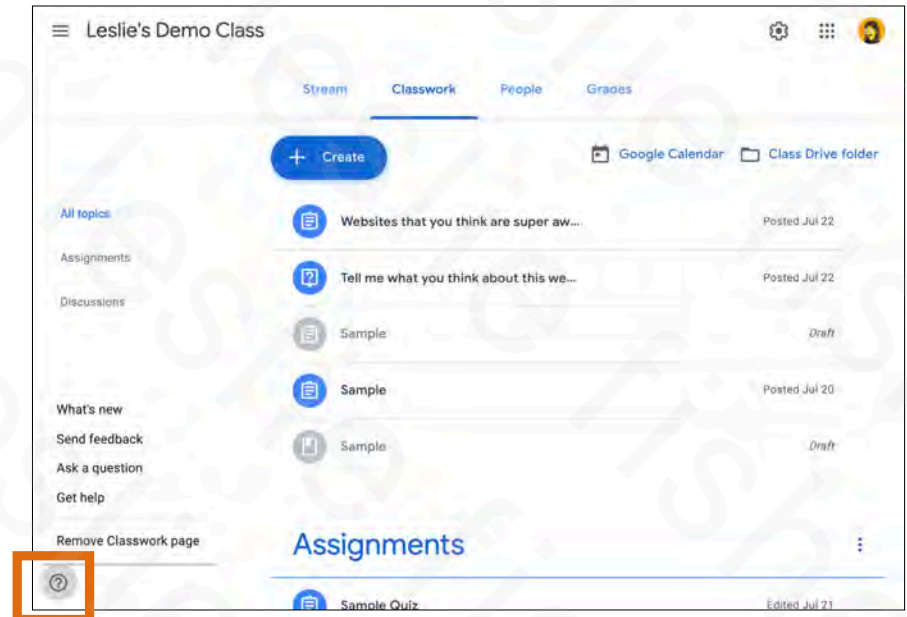
- There is a question mark in the lower left corner of every Google Classroom page.
- Clicking on the question mark will give you access to the following:
 - What's New
 - Send Feedback
 - Ask a Question
 - Get Help





Google Classroom Help Files

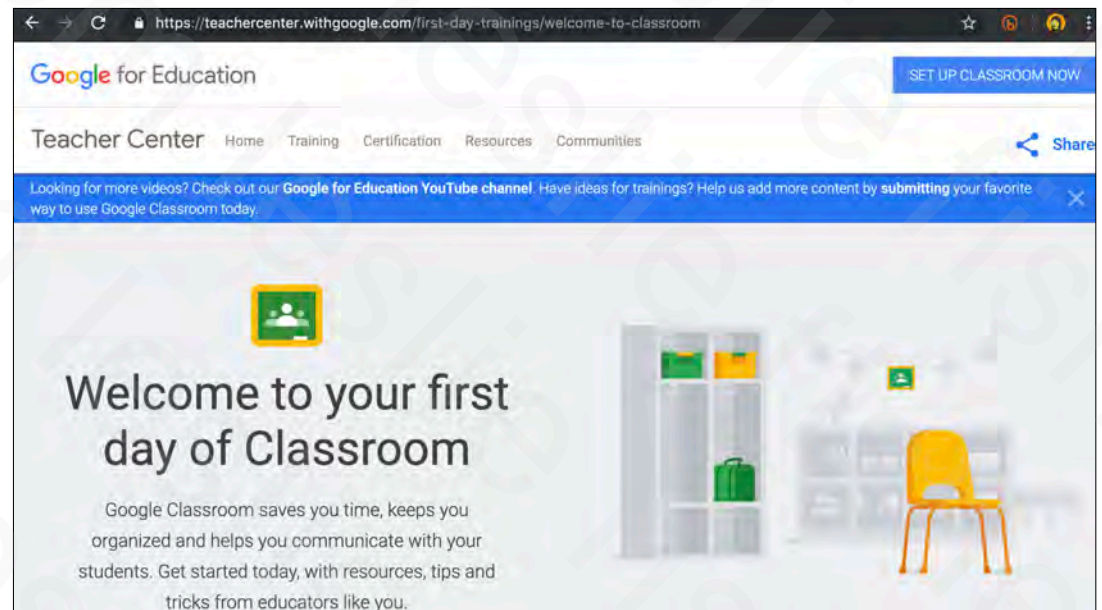
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 - Send Feedback
 - Ask a Question
 - Get Help





Teacher Center, First Day With Classroom

- A series of videos designed to help you get up and running with Google Classroom
- <http://bit.ly/2Gtj4D0>





Thank You!!

Leslie Fisher

www.lesliefisher.com

www.lesliefisher.com/follow

