Google Classroom Exploration for Teachers

Nevada Department of Education

Nevada Ready!

Getting Started	Explore

Getting Started

Please watch this video first, this will give you a quick overview of Google Classroom.

Google Classroom combines Google Drive for assignment creation and distribution; Google Docs, Sheets, and Slides for writing; Gmail for communication; and Google Calendar for scheduling.
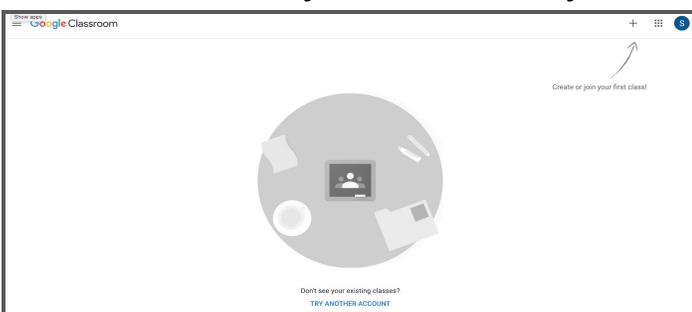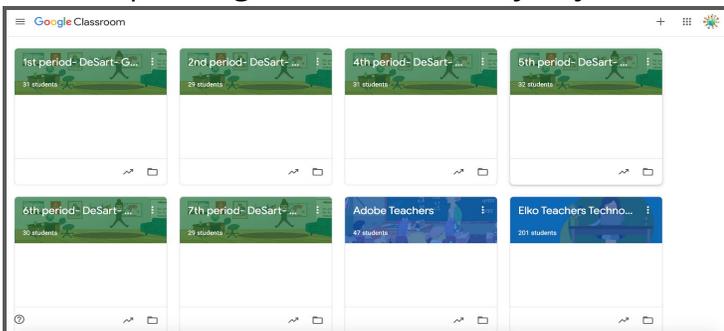
1st Time Logging In Screen
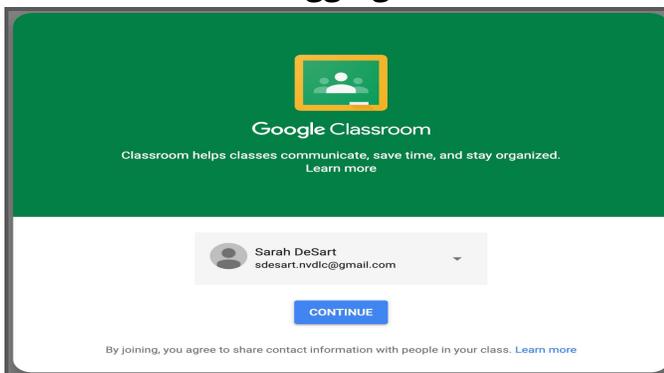
You may have to select that you are a teacher:
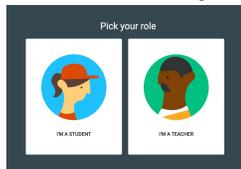
It will look like this if you don't have any classes

After you add classes it will look more like this depending on which classes you join

Explore

1. Watch Accessing Google Classroom
2. Go to classroom.google.com
3. Click on the + symbol in the top right hand corner by the "waffle"
4. Select create class.
5. Enter the Class Name (Subject, Section, and Room are optional).
   a. Many title their class by the Teachers Name followed by the Subject
   b. Example: Mrs. DeSart 7th Grade Social Studies
6. Congratulations!!! You have created your first class!
7. Think of how many classes you will need for the next school year.
   a. Secondary teachers might have one for each class period and even have one for each period and A/B Group.
   b. Elementary teachers might have one classroom for each subject and then repeat for A/B students.

TIP: I would create a practice classroom for this playlist.

8. Watch this video to find out all Google Classroom has to offer!

| Tour of Google Classroom	Explore

Tour of Google Classroom

Through Google Classroom you can access all your classes.

Explore

1. Click on each of the tabs at the top of the classroom you just created.

Video resources from Google, Teacher Tech, Ctrl Alt Achieve, and Shake Up Learning.

Each Classroom has 4 Tabs
Stream, Classroom, People and Grades
Students will only see 3 Tabs, Students do not have the Grades Tab

Stream	Classwork	People
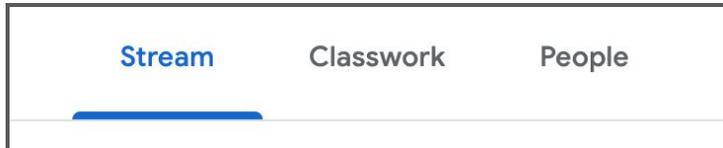
The 3 Lines by the Class Title will take you back to your home screen, to another class, class calendar, to do list and settings.

🏠 Classes

📅 Calendar

Enrolled

☑ To-do

Ⓖ Google Classroom Example Cl...

⬇ Archived classes

⚙ Settings
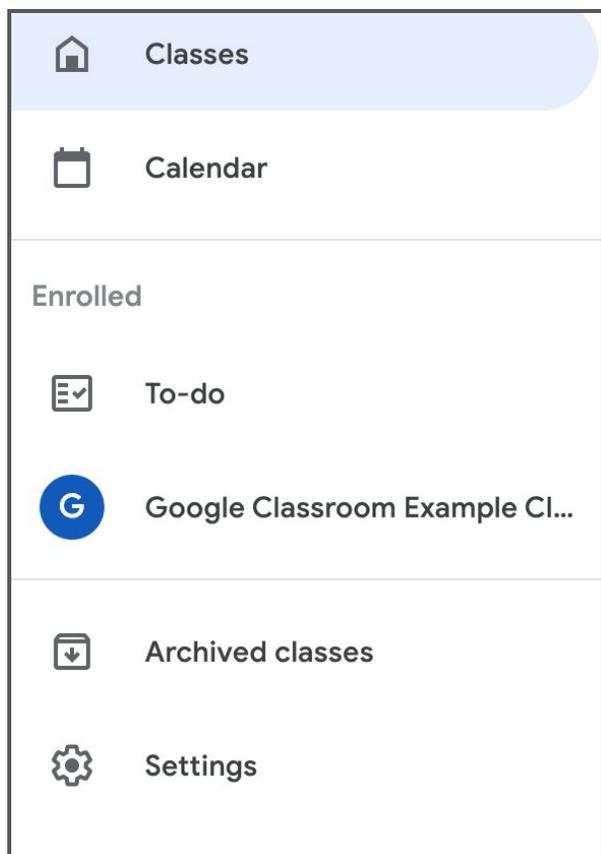
2. Find the 3 Lines by the Class Title, click on this and see what the dropdown menu can take you.
3. Using the three-lines toggle between classrooms, click the icon titled Classes and you will see this leads you back to the landing page for Google Classroom.
4. Each classroom tile has three-dots, click on the three-dots.
   a. You can move the tile and re-organize your classes.
   b. You can edit the name and information about a class
   c. You can copy a class (all assignments and materials become drafts and will have to be republished if you copy a class)
   d. You can archive a class if you no longer want to use the class.

1st period- DeSart- G...
31 students
Move
Edit
Copy
Archive
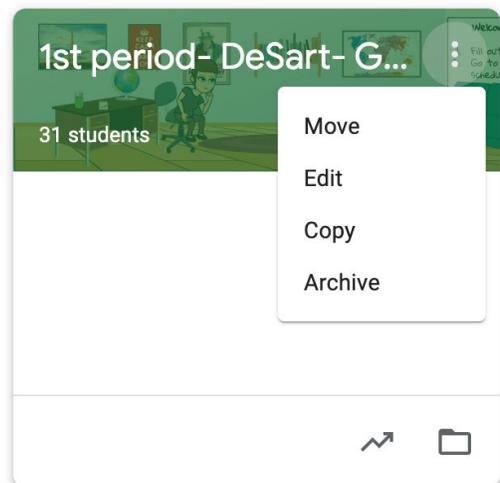
Find the three-lines again!

5. On the drop-down menu, along with access the other classroom you have created or joined you can go to:
   a. Your classroom calendars (every assignment that you assign a due date automatically gets added to the calendar)
   b. Either 'To Review' for class you are the instructor of or 'To Do' for classes you are a student in.
   c. Archived Classes
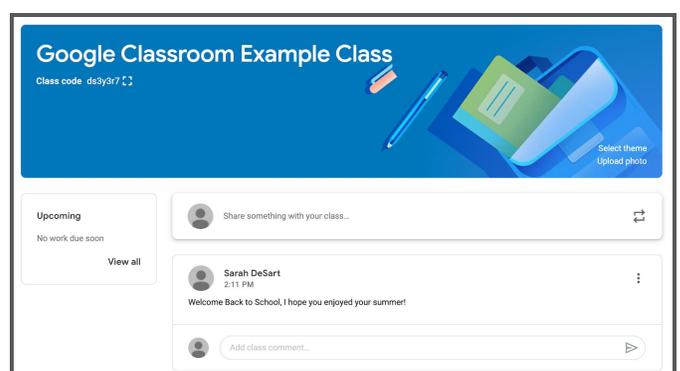   d. Settings- This setting is for general classroom settings such as notifications.

Stream

The Stream is where teachers can create announcements and students can view and access announcements and comments.
Watch the Video.

If enabled by the teacher, students can also add posts and leave comments. (Discussed more in the settings section of this playlist)

Explore

Google Classroom Example Class
Class code ds3y3r7
Select theme
Upload photo

Upcoming
No work due soon
View all

Share something with your class...

Sarah DeSart
2:11 PM
Welcome Back to School, I hope you enjoyed your summer!

Add class comment...

Teachers will see upcoming items on the Stream page on the left-hand side.

> **Upcoming**
>
> No work due soon
>
> View all
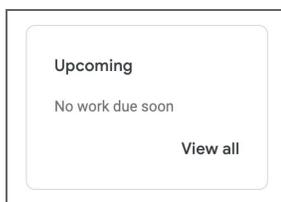
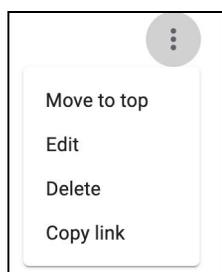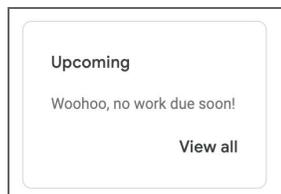Students will see items that are due soon.

> **Upcoming**
>
> Woohoo, no work due soon!
>
> View all

> ⋮
>
> Move to top
> Edit
> Delete
> Copy link

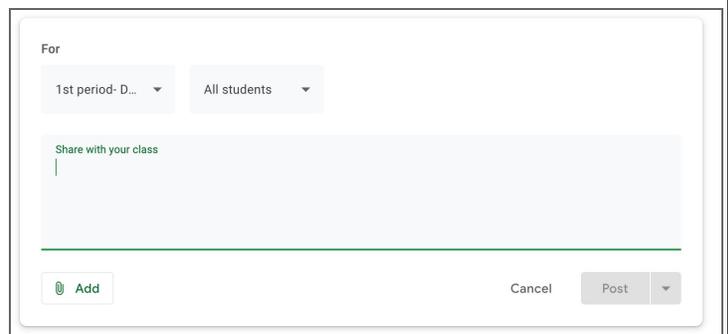On each post there are three-dots

You can move the announcement to the top of the stream.

Edit the announcement

Delete the announcement

Or Copy the Link to the announcement

1. Click on the "Share Something with your class"

> **For**
>
> 1st period- D...   All students
>
> Share with your class
>
> 📎 Add   Cancel   Post ▾

2. Under the word "For" you will see the name of the class, click on the down down arrow next to the class name. This will allow you to post the announcement for several classes by checking the box.
3. Click on the "All Students" drop down arrow. This will allow you to post the announcement for only certain students you select.
4. Click the "Add" button. You can add:
   a. Item from your Google Drive
   b. A link from the internet
   c. A file that is on your computer
   d. A Youtube Video
5. Next to the word "Post" is another dropdown menu, click the small arrow.

> Post
>
> Schedule
>
> Save draft
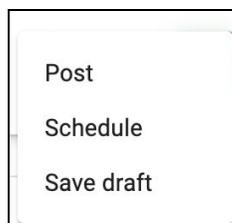
You can post immediately, schedule for a late time, or save your draft.

If you have selected multiple classes you will not be able to schedule, this feature has to be used one class at a time.
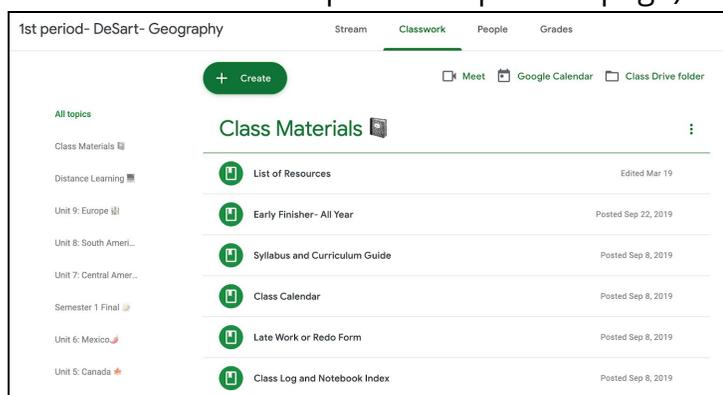
6. Practicing posting an announcement and attaching different items.

Classwork

The classwork is where you go to make assignments, class materials, quiz, and questions.

Watch the Classwork Video

On this page you can organize your resources into topics. (I always have one topic of class materials that I keep at the top of the page).

1st period- DeSart- Geography	Stream Classwork People Grades
	🎥 Meet 📅 Google Calendar 📁 Class Drive folder

All topics
Class Materials 📑

Distance Learning 📚

Unit 9: Europe 🏰

Unit 8: South Ameri...

Unit 7: Central Amer...

Semester 1 Final 📝

Unit 6: Mexico 🌮

Unit 5: Canada 🍁

+ Create

Class Materials 📑   ⋮

📄 List of Resources   Edited Mar 19
📄 Early Finisher- All Year   Posted Sep 22, 2019
📄 Syllabus and Curriculum Guide   Posted Sep 8, 2019
📄 Class Calendar   Posted Sep 8, 2019
📄 Late Work or Redo Form   Posted Sep 8, 2019
📄 Class Log and Notebook Index   Posted Sep 8, 2019

TIP: Make your topics fun by adding emojis with

Explore

1. Click on the Classwork Tab.
2. Watch the Classwork Video
3. Click the + Create

> **+ Create**
>
> 📄 Assignment
> Ⓚ Kami assignment
> 📄 Quiz assignment
> ❓ Question
> 🅿 Material
> ⇄ Reuse post
> ☰ Topic

   a. Assignments- Have a due date and points assigned
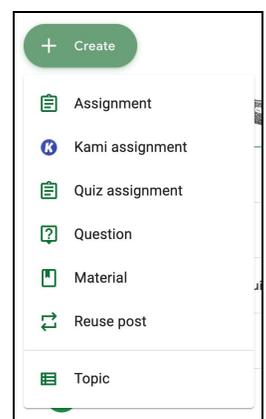   b. Quiz- Creates a blank Google Form Quiz
   c. Question- Ask the class a question (similar to a class discussion)
   d. Material- Use this for items you don't want to assign points or have to make a copy for each student the item.
   e. Reuse post- Use this if you would like to use a post from another class.
   f. Topic- topics will help organize your classwork by sections.

a Chrome Extension called Emoji Keyboard by JoyPixels CLICK HERE for the extension.
How to Video!

4. Decide what topics you are going to use:
   a. Read this article about ways to organize your topics.

Creating Materials

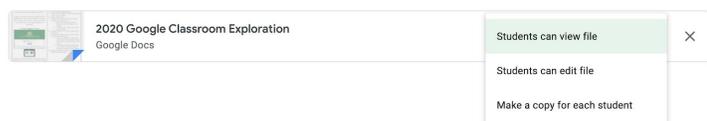There are several types of materials you can post under the Classwork Tab.

Watch this Video on Creating Assignments

Assignments

If you add a Google Doc, Slide, Sheet, or Drawing from your Google Drive, you have more choices. Click on the small arrow by X for these options.

1. Students can view file: students can only view the file and cannot edit or change the document.
2. Students can edit file: ALL students will be in the same document and can ALL edit the document together.
3. Make a copy for each student: Google will make copies of the item and each student will receive their own copy of the document to edit and turn back into Google Classroom.

Quiz Assignment
The only difference between Assignment and Quiz Assignment is that the Quiz Assignment creates a blank Google Form Quiz for you to create a quiz. Google Forms are an excellent way to quickly assess your students' knowledge. With grading capabilities this will save you time.

TIP: I usually make the Google Form first and then just assign it with a regular assignment in Google Classroom.

Explore

1. Watch video on creating assignments
2. Click + Create Button at the top of the Classwork page.
3. **Click Assignment**
   a. Insert Title - Read article on using a numbering system for assignments.
   b. Instructions (Tip: Make your instructions as detailed as possible this saves you time in the end from answering questions)
   c. Click ADD to add resources to your assignment. You can add:
      i. Google Drive File
      ii. Link to a Website
      iii. File from your computer
      iv. A YouTube Video
   d. Click CREATE if you would like to include a blank Google Doc, Slides, Sheets, Drawings, or Forms
   e. On the RIGHT SIDE you can:
      i. Select more classes by clicking on the arrow by the class name.
      ii. Select individual students
      iii. Assign Point Values
      iv. Select the due date
      v. Add the assignment to a Topic
      vi. Add a Rubric
      vii. Turn on Check for Plagiarism feature
   f. Click Assign or you can use the drop down menu to select to schedule the assignment for later or save it as a draft.
   g. Practice making a few assignments and attaching different items to the assignment.

4. **Click on Quiz Assignment**
   a. The Quiz Assignment has the same features as a regular Assignment, however it adds a Blank Google Form Quiz.
   b. To learn more about Google Forms Watch This Video
   c. If you are using Chromebooks in class with school owned devices you can LOCK the quiz. Students won't be able to leave the quiz and open a new tab!
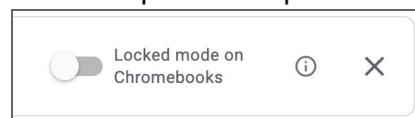
   d. Turn on or off Grade Importing- this feature will import the grade from the Google Forms quiz into your Google Classroom Gradebook.
   e. Google Forms automatically makes a new copy for each student when they open the form. (No need to turn on the

Question
This feature is similar to a discussion board, the teacher asks a question and students respond either by multiple choice or short answer. Students can see each other's answers to the classroom question.

If you attach a Google Doc, Slide, or Sheet you cannot make a copy for each student in the Question.

Materials
Classroom Materials are for items you would like to share with the class but do not need the students to turn in the items. There is no due date option or "make a copy" feature in the material choice.

TIP: Keep a Topic at the top called Classroom Materials for items you want students to access all year

'make a copy' feature)
f. Practice making a Quiz.

5. **Click on Question**
   a. Select if you want students to answer in short answer or multiple choice.
   b. If you select the short answer option you can then choose if students can reply to each other or be able to edit their own answer.

   c. If you select multiple choice, you will then need to enter the options.

   d. And select if you want students to see the class summary. (For polling and opinion questions)
   e. Practice making each type of question.
6. **Click on Materials**
   a. I use material to share websites, documents, and videos that I want students to view but it is not an assignment.
   b. TIP: I create a topic of Class Materials and include:
      i.   Syllabus
      ii. Curriculum Guide
      iii. Class Calendar
      iv. A Late Work Form
      v.   Class Log
      vi. Notebook Index
      vii. Early Finisher Activities
   c. Practice adding classroom materials.

7. **IMPORTANT!** Watch this video on how students turn in work from their perspective of Google Classroom.

| People	Explore
The People Tab of Google Classroom has a list of all participants of the class, students and teachers.	1. Watch the People Page Video and Adding Students Video 2. Decide how you want students to join your

Watch [People Page Video](#) and [Adding Students Video](#)

Ways to add participants to your class:
1. Class Code
   a. On the Stream you will see your class code under the class title.
   b. You can enlarge the code by clicking on the [ ] symbol.
   c. **TIP:** I find this to be the easiest way to add students to Google Classroom.
   d. In the Settings section of this playlist you will learn how to change your class code.
2. Adding students on the People Tab
   a. Click on the Person Symbol
   b. Enter the email address of the person you would like to add to your classroom.

Google Classroom.
3. On this page if you select a student or teacher you can email, remove, or mute the student. (Muting a student disables the student from posting comments on the stream but still allows them to post private comments and turn in assignments)
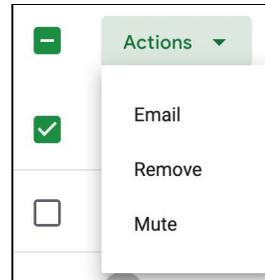
4. Read the information on Guardian Summaries and decide if you want to enable this feature. [CLICK HERE](#)
5. If you choose to use Guardian Summaries you will need to enter each parents email on the People Page.

Grades and Grading

The Grade Tab is Google Classrooms Gradebook and gives teachers and students a way to track and display grades for assignments.

HOWEVER! Because all of the grades need to be transferred to Google Classroom, I only use this as a way to grade Google Classroom assignments and do not record all grades in this Gradebook... that would be twice the work.

Grading
Watch Video on [Giving Feedback in Google Classroom](#)

Explore

1. Watch the Video [Giving Feedback in Google Classroom.](#)
2. Watch the Video [Grading Assignments in Google Classroom.](#)
3. Watch the [Video Creating Rubrics](#)
4. Create a sample rubric.

Settings

The settings for each class is located in the top right corner by the 'waffle'

Setting
1. You can change the Class Details:
   a. Class Name
   b. Description
   c. Room
   d. Section
   e. Subject
2. You can change the General Settings for each class (if you have multiple classrooms you will need to change these settings for each)

Explore

1. Find the Class Settings wheel in the top right corner of the screen. (Next to the 'waffle'
2. Check the class code
   a. TIP: if the class code contains 0/o or 1/l I would change the code because these letters and numbers can be confusing
3. The arrow next to the class code will allow you to:
   a. Display the code (large font so you can show students on your SmartBoard)
   b. Copy the code
   c. Reset the code (change the numbers, you can not choose your own code)
   d. Disable the code if you no longer want people
4. The arrow for the Stream settings will allow you to:
   a. Allow students to post and