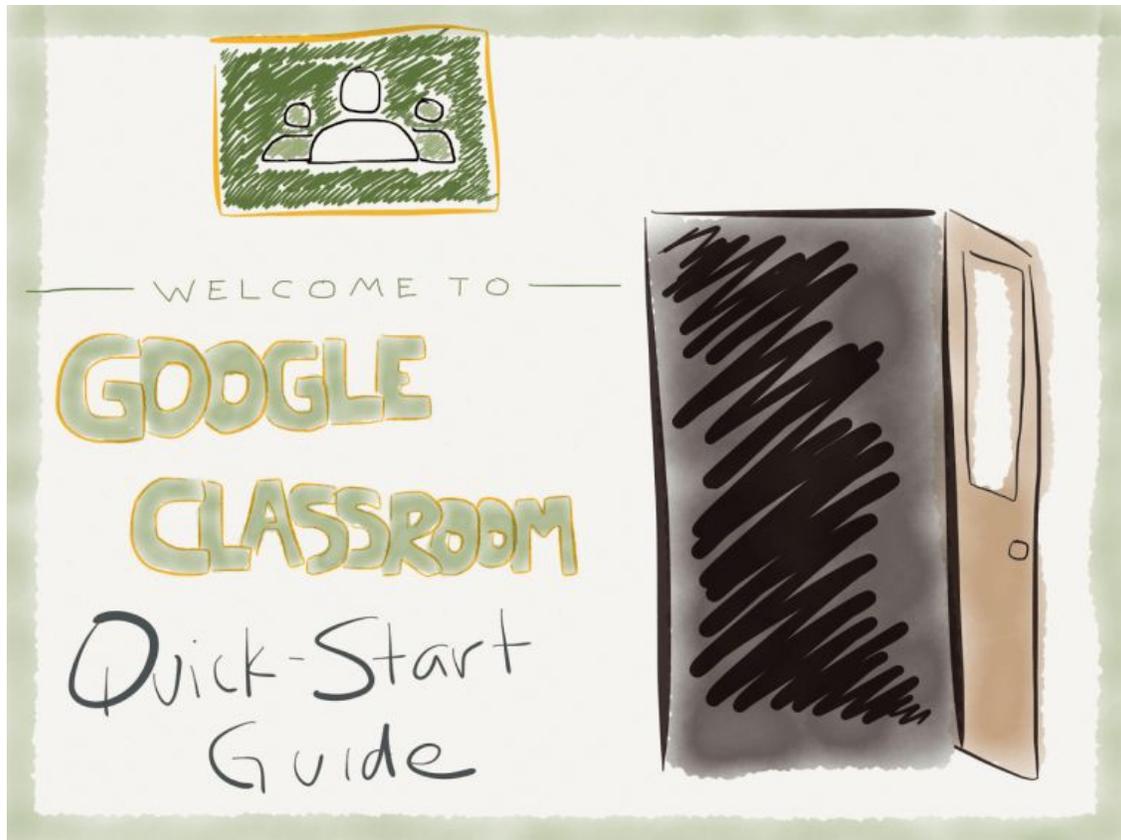# The GOOGLE CLASSROOM Quick-Start Guide

- It creates a central home for class activities.
- It lets teachers create assignments (and other class activities).
- It collects assignments from students.
- It helps teachers grade assignments and provide feedback.
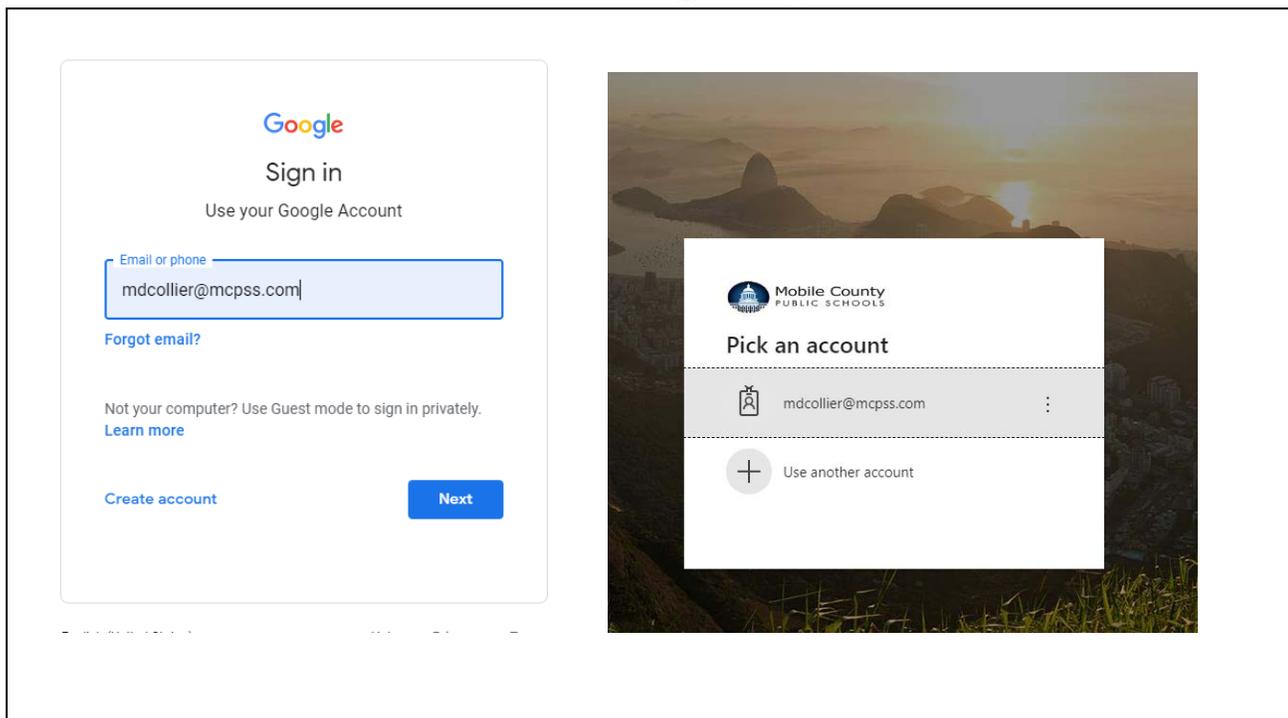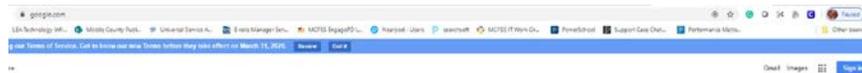- It returns assignments to students.

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Let's get started!

Set up your class in Google Classroom
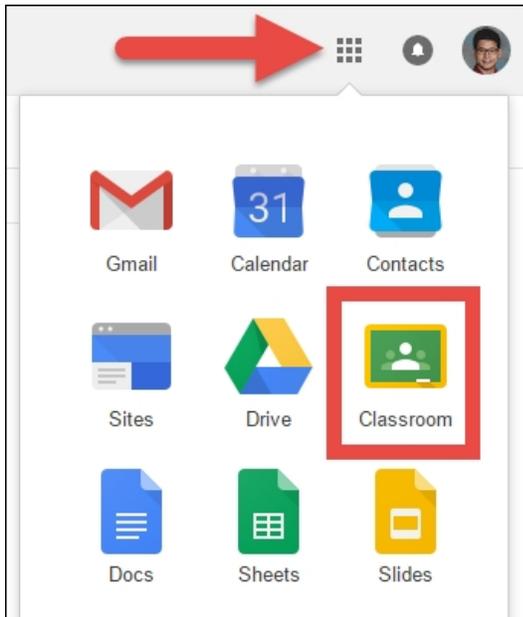
1. **Go to: www.google.com**

   ● Sign in with your district email and password.

2. Once you have logged in to your Google account, click on the app launcher (waffle) as
   seen below and select **Google Classroom**:

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3. **Click on the "+" button in the top right to create your first class.** (It's next to the waffle you use to access all of your apps.) Then click "Create class." If you do not see an option to create a class, refresh your screen and click on the "+" again.

- If you're getting started for the first time, your screen will likely look like the one below.
- If you have some classes already, they'll display on this home screen. You can

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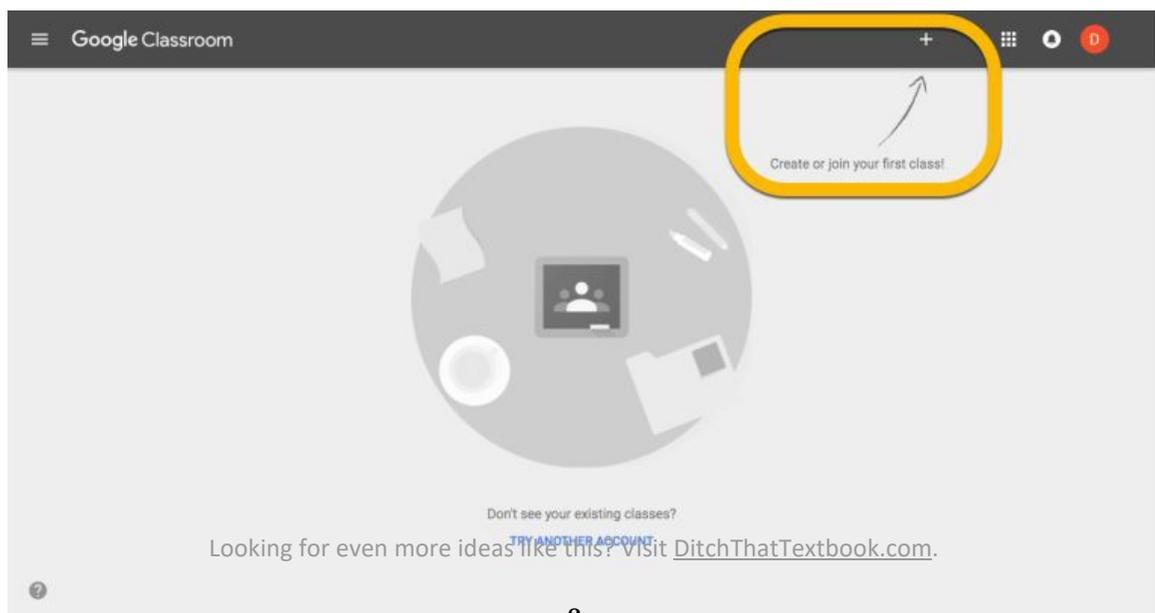
add new classes with the "+" button.
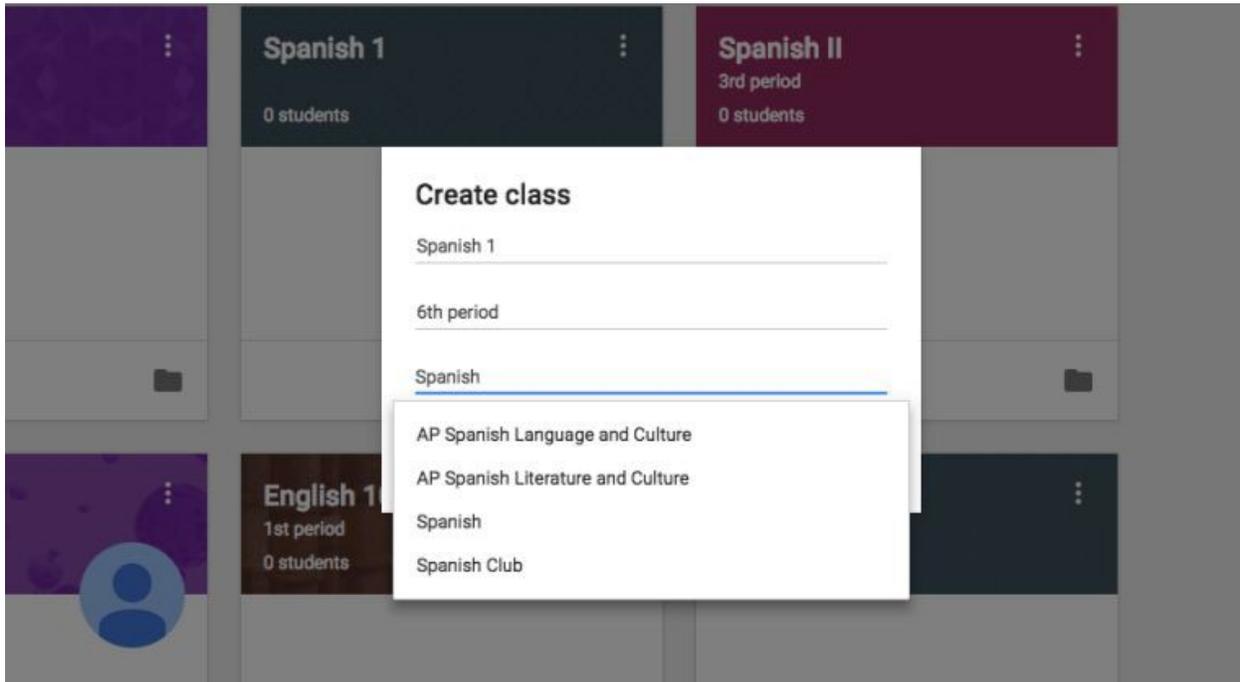
4. Add information about your class.

- You must add a name for your class. This is how your students will identify your class when they open Google Classroom.
- Use the "section" field to differentiate between different classes of the same type. Many teachers will use this field for the class period. (This field is optional.)
- Click Create (lower right hand corner)

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5. Once your class is created, students can start joining it.

- **Students can join your class with a join code (above).** This is a quick, easy way to get students into your class. By sharing the join code, students can log in to Google Classroom, click the "+" button and "Join class" to enter the join code. Then, they're added to your class. This code can be sent out to students via other apps and programs you are currently using such as Remind, Class Dojo, class Facebook group. etc. (This code is unique to your classroom.)

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Using Google Classroom in everyday class

After your class is set up and students join, you have a fully functioning Google Classroom. Congratulations!

6. Add an announcement.

Go to your class Stream and click on "share something with your class". Add the text for your announcement. Add any files (attached or from Google Drive), YouTube videos or links you'd like. Then, post it (or schedule it for later).

This is a good way to communicate with your class and give them up-to-date information. Announcements are posted to the class stream, but there isn't a grade associated with them.

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For Spanish 1 ▾   All students ▾

Share with your class

This is an announcement! It's a great way to get important information to students.

In an announcement, you can attach files, connect files from your Google Drive, include a YouTube video, or add a link.

You can deliver the announcement to all students or just specific ones you choose. (Just use the "All students" drop-down menu above.)

📎   △   ▶   🔗   Saved   🗑   **POST**   ▾

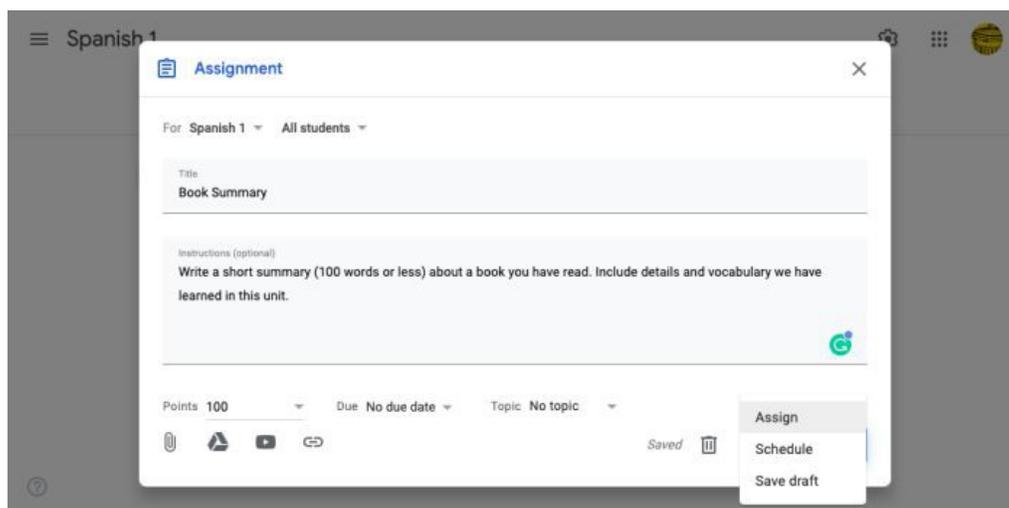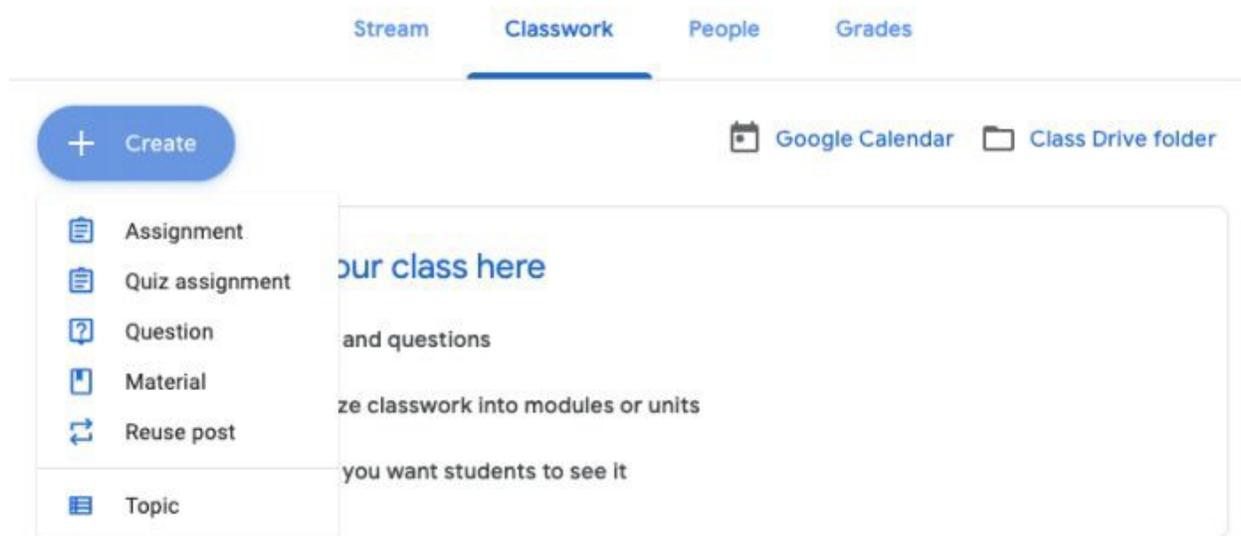Looking for even more ideas like this? Visit DitchThatTextbook.com.

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6.   Create an assignments and attach material.

Click Classwork, then Create, then choose an option in the dropdown.
This is where students get to work! You can create a graded (or ungraded) question for students to answer, a quiz, OR assignment for students to do. You can create them under the "Classwork" tab (above). You can also attach material you want the students to see.

Converting Word to Docs

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Things to include in your assignment or question (above):

- A descriptive title for your assignment. (Pro tip: It's good to number your assignments to eliminate confusion.)
- A description. This is helpful for students who were absent and for referring back to a previous assignment later.
- Points. Choose how many points the assignment/question is worth (or use the drop-down menu to make it ungraded).
- A due date. Choose when the assignment is due (or don't use a due date).
- A topic. (We'll get to this in a moment …)
- File attachments. Attach files, add files from Google Drive, include YouTube videos, or give students a link.
- **Assignments can be added to multiple classes using the dropdown in the assignment creation section. See below:**
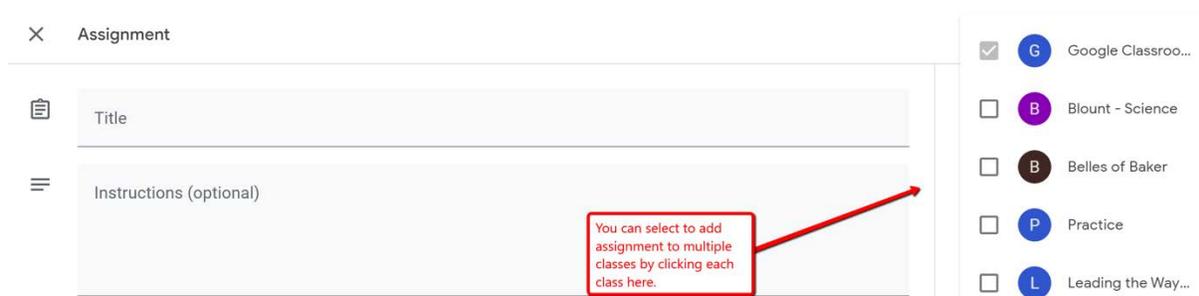
Assign the assignment immediately, schedule it to post automatically later, or save your assignment as a draft to finish later.

7. Organize your class with topics.

Under "Classwork", click the "Create" button and add a topic. Then, whenever you create a new assignment or announcement, you'll be able to add that topic to it.

If you have different chapters, units, subjects, etc. within your class, you can categorize your assignments and questions by topic to keep everything organized.

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Stream   **Classwork**   People   Grades

➕ Create   📅 Google Calendar   📁 Class Drive folder

📋 Assignment

📋 Quiz assignment

❓ Question

📖 Material

🔁 Reuse post

▦ Topic

our class here

and questions

ze classwork into modules or units

you want students to see it

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8. Grade and return work.

Once students have completed work, you can provide feedback and grade the assignment. Click on the "Classwork" button and click on the assignment to view student work.

Here are some of the actions you can take …

1. Sort the assignment by students who have turned the work in or all students who were given the assignment. (Just click on the big number.) Or, you can sort by other options with the drop-down menu below the big numbers.)
2. Open and view student work by clicking on it. Inside student documents, slide presentations, etc., you can add comments directly to the file. Or …
3. Type and view private comments to the student by clicking on the student's name. You can also see when files were turned in with the history.
4. Add a grade to student work.
5. When you're all done, return work back to students. Be sure you've checked the box next to their names and click the "Return" button.

6.

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Tips and tricks

Here are some ideas for maximizing your use of Google Classroom ...

1. On your "Classes" page (click the three lines menu button and "Classes"), **click and drag your class cards** around the page to reorder them.
2. Whenever you see a folder icon, click it to **open that class's Google Classroom folder** in Google Drive. This is where student work lives when it's turned in.
3. Assignments with due dates automatically go on your class's Google Calendar. **Click a calendar icon to view it.**
4. Want to **make an individual copy of a file for every student** in an assignment? (i.e. You have a graphic organizer you want ALL students to complete.) Google Classroom is like your digital photocopier. When you attach the file to your assignment, use the drop-down menu on that file and choose "Make a copy for each student."
5. **Know the difference between the types of comments** you can leave in Google Classroom. Check out the graphic below!
6. The **Google Classroom mobile app** is your secret tool for giving students quick, easy, instant feedback. Check out all you can do with it.
7. **Adjust the settings** for your class using the gear icon from your class's home screen. You can change your class name, display the class code, decide what actions students can take in the stream, and decide whether to display deleted items.
8. You may collaborate with other teachers while working to create your on-line platform. However, limit your groups to 10 or less and be mindful of social distancing.

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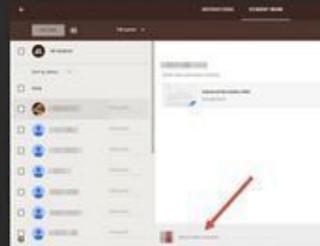
Here is a link to the Google Classroom question and answer page. If you have questions about setting up your Google Classroom or adding classwork to your class, please click the link below:

https://support.google.com/edu/classroom

Also, there is a video to help you with setting up your Google Classroom as well:

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