

# Google Classroom: How to use with iPads [Level 1]

By Crystal Beach, Buford HS

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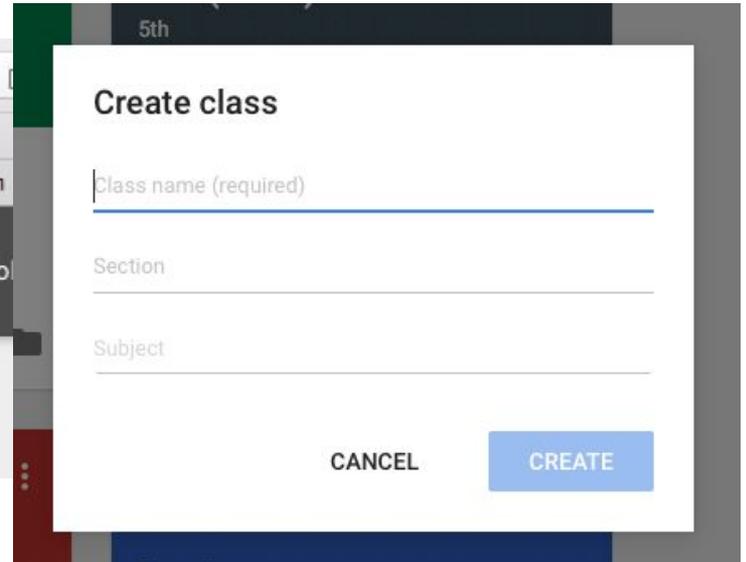
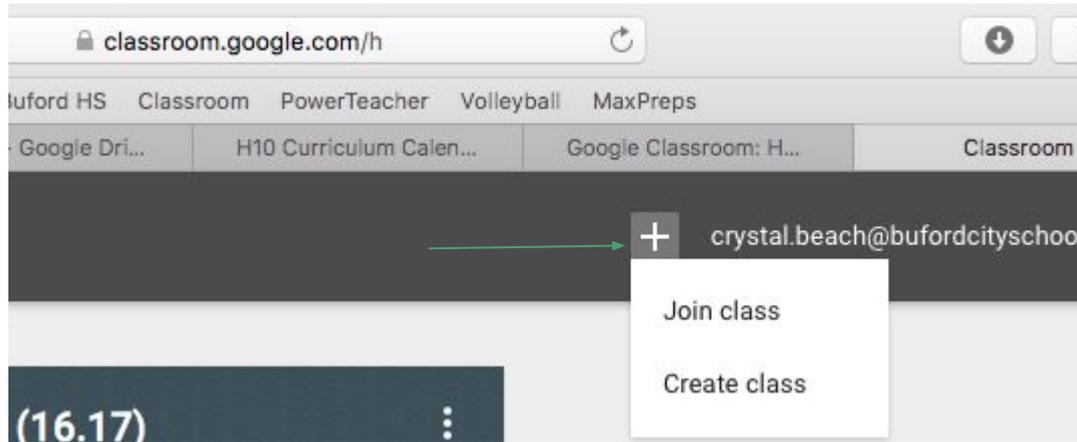
How to set up a classroom, how to assign writing assignments through Classroom, and how to navigate helping students use Classroom when you have access to iPads only.

# Step 1: Setting up a Classroom

- Go to [classroom.google.com](https://classroom.google.com) to set-up your free account.
- Be sure to choose TEACHER account and sign-up with your BCSS login and password.

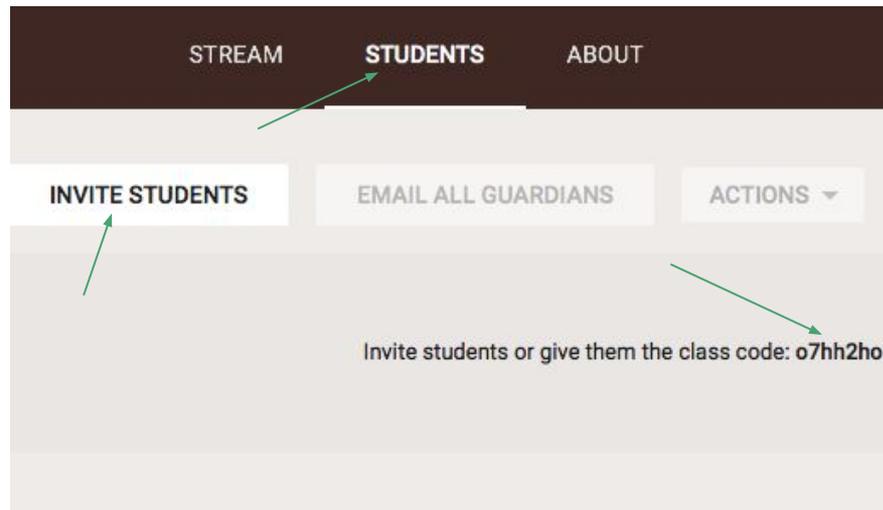
# Create a class

- Click the + sign in the right hand corner.
- Fill in relevant Class details.



# Join a class

- Option 1: Have students use BCSS login at [www.classroom.google.com](http://www.classroom.google.com). Once logged in, students will click the “Join” option and put in the unique class code.
- Option 2: Invite students to join. (I think this is the best option.)



# Adding students to class (option 2)

Select students to invite x

**Contacts**   Groups

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Directory  

**Select all**

# Adding a teacher to class

STREAM STUDENTS **ABOUT**



**Crystal Beach**  
Teacher

crystal.beach@bufordci...

## Google Classroom Practice Practice Group A

Class description (optional)

**Room**

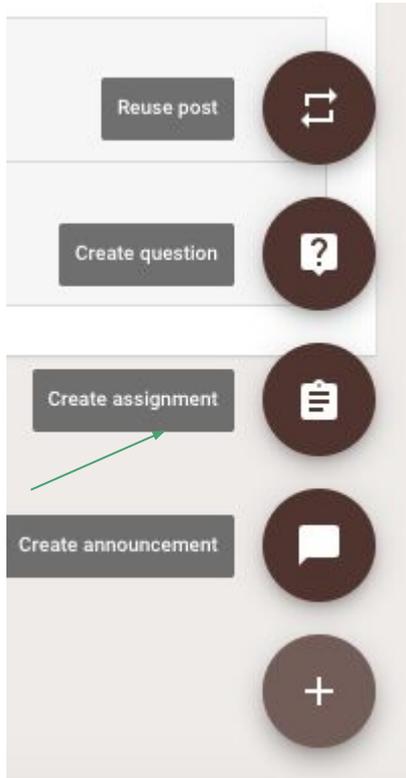
**Calendar**  View in Classroom  Open in Google Calendar

CANCEL **SAVE**

**INVITE TEACHERS** 

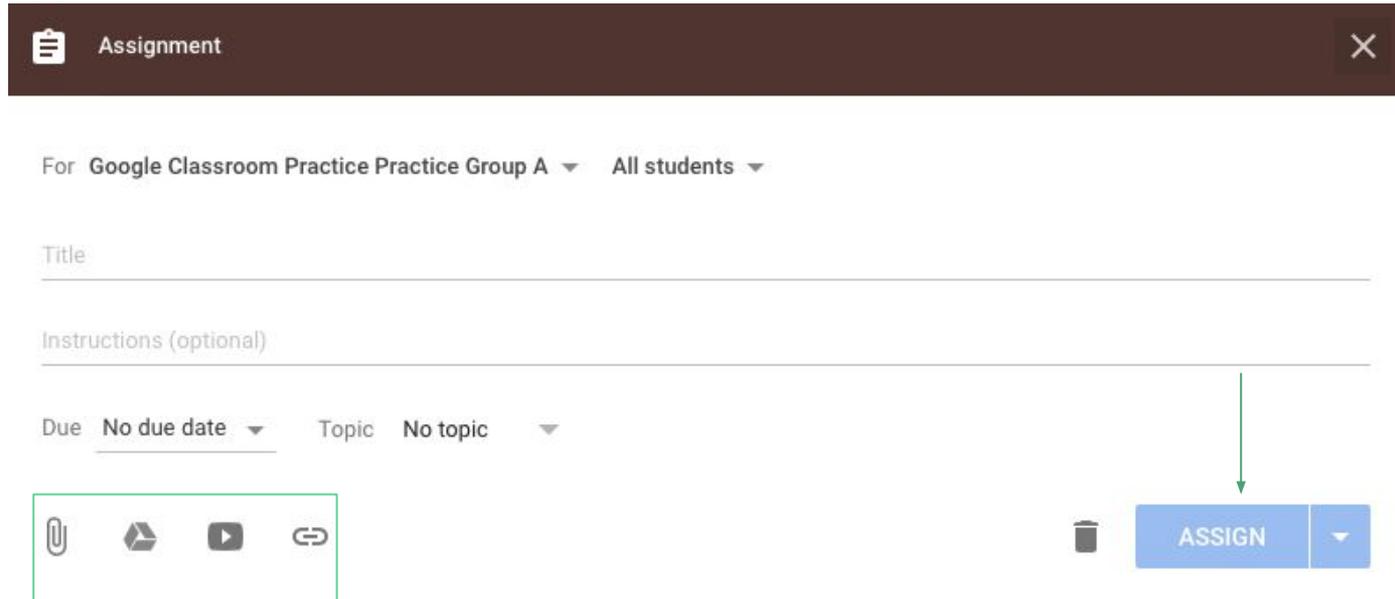
Add class materials...

# Step 2: Assigning a Writing Assignment



A vertical sidebar on the left side of the screen contains five options, each with a text label and a circular icon:

- Reuse post (circular arrow icon)
- Create question (question mark icon)
- Create assignment (notepad icon, highlighted with a green arrow pointing to it)
- Create announcement (speech bubble icon)
- A plus sign (+) icon for more options

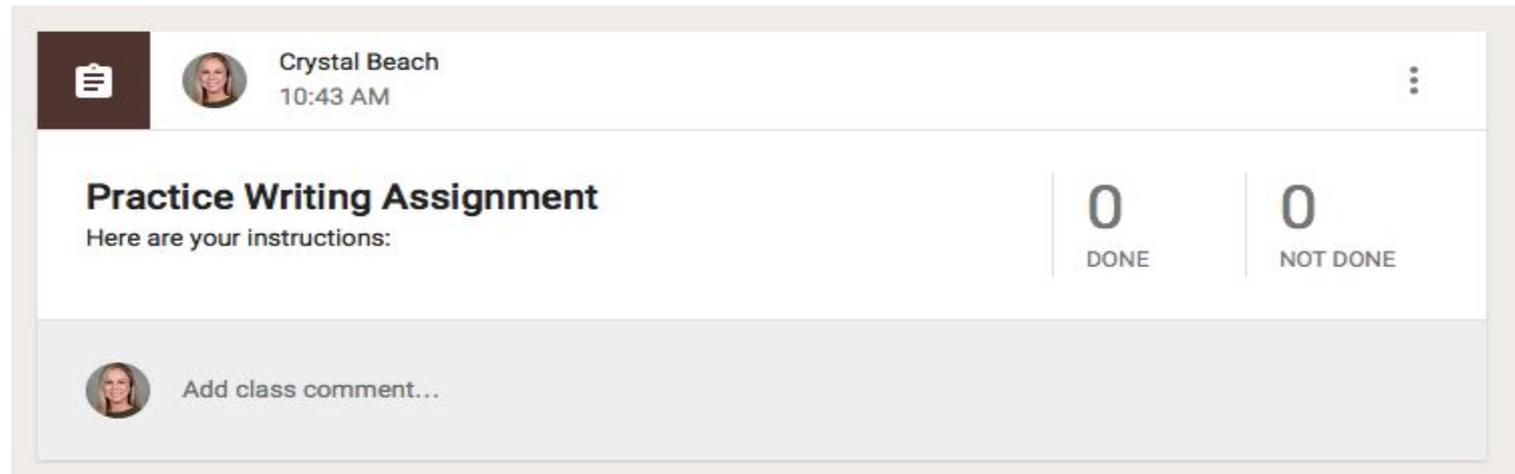


The main form for creating an assignment is titled "Assignment" in a dark header bar with a close button (X) on the right. Below the header, the form is structured as follows:

- For:** Google Classroom Practice Practice Group A (dropdown) All students (dropdown)
- Title:** A text input field.
- Instructions (optional):** A larger text input field.
- Due:** No due date (dropdown)
- Topic:** No topic (dropdown)
- Media:** A row of four icons for adding content: a paperclip (files), a cube (images), a play button (video), and a link (links). This row is enclosed in a green rectangular box.
- Actions:** A trash can icon, a blue "ASSIGN" button, and a dropdown arrow.

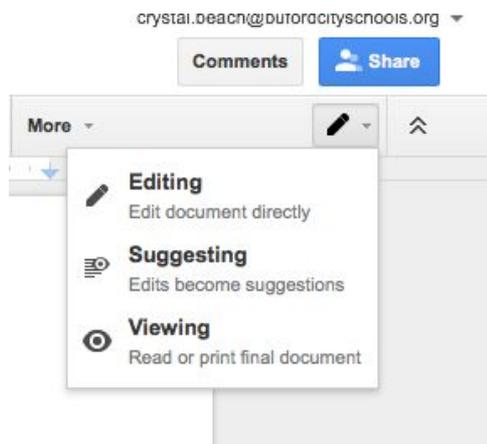
A green arrow points from the "ASSIGN" button back to the "Create assignment" option in the sidebar.

- Students will login to the Classroom app on their iPads.
- They will then click on the assignment; this will allow them to open up and create a new “assignment document.”
- All work is saved in the student’s Google Drive.
- Make sure students click SUBMIT when turning in their work. If they don’t, it won’t show up on your end.



# Step 3: Giving Feedback on Assignments

- Click on the assignment you have created.
- Each individual student's work will appear.
- Click on the Doc that they submitted.
- Post comments OR go into "Suggesting Mode."
- Close the Doc and move to the next student's work.



## SFP Literature Review Draft

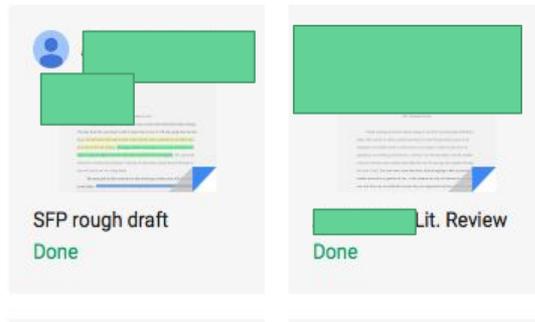
24

DONE

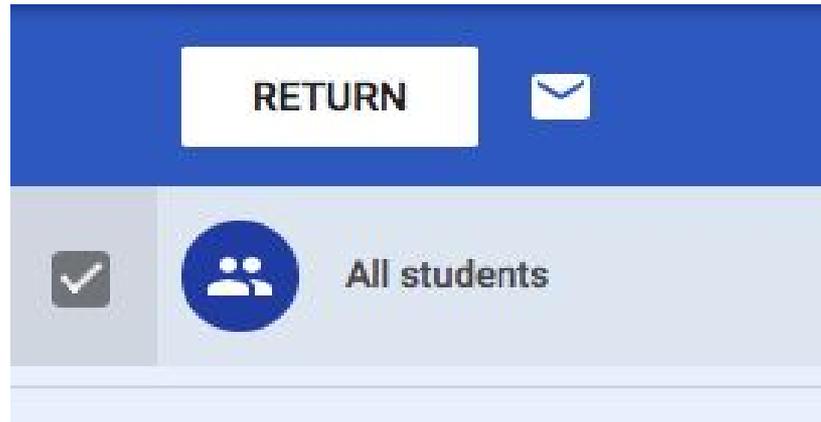
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NOT DONE

All



- Return work to all students with option to write private overall comment or comment to the group. (Note: I typically just leave individual comments ON the Doc itself.)



# Final Thoughts on Classroom with iPads

- Think: What do you want students to DO? How can Classroom help with that learning opportunity?
- Walk students through the app first, so they become comfortable with the tool.
- When using iPads with multiple students, make sure students get used to signing OUT of their account. In other words, create a step-by-step process for them to follow.
- Start small! Build in one new Classroom goal every other week, every month, or whatever works best for you.