



Navigating Google Classroom



Welcome to Classroom!

Buford



Please go to: [Classroom.google.com](https://classroom.google.com)

The word "Google" in its signature multi-colored font, displayed within a white rectangular box with a black border.

Buford



Why Use Google Classroom?

With Google Classroom, you can:

- 1. Create and collect assignments.*
- 2. Improve communication with students.*
- 3. Stay organized.*



Classroom App

- *The Classroom App can be downloaded for Android (Google Play) or Mac (Apple Store)*
- *Quick and easy access to enter classroom.*



Buford



Creating A Teacher Account

- Log onto [Classroom.google.com](https://classroom.google.com)
- Choose **teacher account** and sign up using your BCSS issued email ID and password



Creating a Class

1. Click the “+” in the top right hand corner and choose create a class.
2. Give your class a name with a description.
3. Click *Create*.



Create a class

Class name

Section

CANCEL

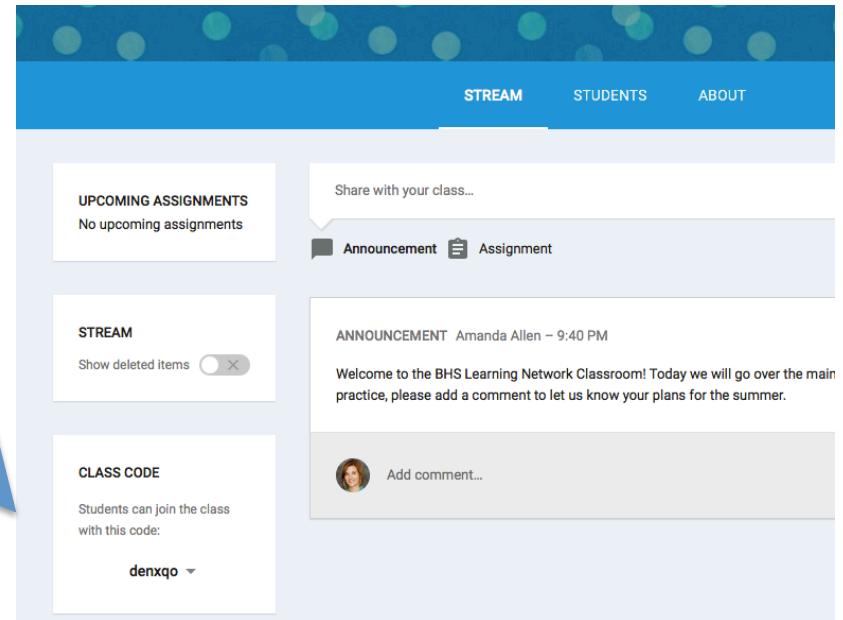
CREATE

Buford



Join A Class

- 1. Use a teacher issued code*
- 2. Use the email invitation sent by the teacher*



Join our #BHSPLN Class using
the class code:

denxqo

Buford



Adding Students (Email or Class Code)

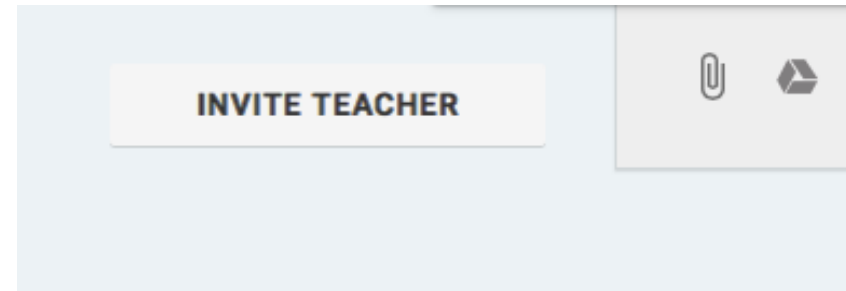
As a teacher, you can manually invite students.

1. Log into the class for which you want to add students.
2. Click the student tab.
3. Click the invite button.
4. Scroll through contacts or search student names.
5. Check the box for each student you wish to invite.
6. Click invite students at the bottom. This sends an email to the students.

Buford



Adding a Teacher



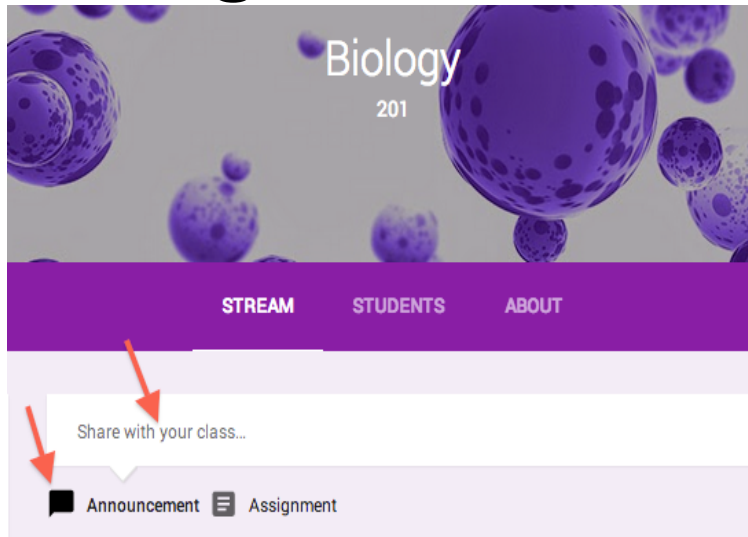
New to Google Classroom, you can invite other teachers to join your class. This is great for co-taught classes as this enables both teachers the same access to the class.

1. Click the About tab.
2. Click Invite teacher on the left sidebar.
3. Scroll through contacts or search for a particular name to invite.

Buford



Posting an Announcement



Announcements can be added to the class quickly and easily. Each announcement posted is automatically emailed to the students.

1. Under the stream tab, click Announcement.
2. Type in what you would like to communicate with students.
3. Attach any documents, files, links, or videos.
4. Select the classes to which you would like to post the announcement.
5. Click post.

Buford

Google Productivity Training 2015



The screenshot shows the Google Classroom interface with several red boxes and arrows pointing to specific features:

- Assignment Title:** Points to the text "Demo Assignment".
- Additional information - optional:** Points to the text "Answer the question on the provided document".
- Assign Due Date & time (optional):** Points to the "Due Jul 31, 2014" text.
- Desired attachments:** Points to the "Google Docs" icon and the "ASSIGN" button.
- Denotes Assignment:** Points to the "Assignment" tab in the bottom navigation bar.
- From drop down, choose 'sharing rights':** Points to the sharing options dropdown menu.
- Previous Announcement is below newest post (Assignment in this case):** Points to the "ANNOUNCEMENT" section below the assignment.

The sharing options dropdown menu includes:

- Students can view file
- Students can edit file
- Make a copy for each student

The bottom section of the interface shows an announcement titled "How is everyone's summer going?" and a video titled "Frozen 'In Summer' song -- Official | HD".

Buford



Responding to the Class


Students can either comment or share with the class. As the teacher you can set the following parameters for the class:


- 1. Students can post and comment.*
- 2. Students can only comment.*
- 3. Only the teacher can post or comment.*



Posting an Assignment

Share with your class...


Announcement  Assignment

ASSIGNMENT Amanda Allen – 11:22 PM DUE THU, MAY 28 


Super Hero Quiz

Complete this quick quiz to find out how much you know about Super Heroes.

0 DONE	1 NOT DONE
-----------	---------------

 **Superhero Trivia**
Google Docs

Each student will get a copy

 Add comment...

Buford



Posting an Assignment

1. *Under the stream tab, click Assignment.*
2. *Type in the title and description of the assignment.*
3. *Attach any documents, files, links, or videos.*
4. *Select “can view, can edit, or make a copy.”*
5. *Add a due date and time.*
6. *Select the classes to which you would like to post the assignment.*
7. *Click post.*

Google Productivity Training 2015



The screenshot shows the Google Classroom assignment creation interface. Red callout boxes with arrows point to specific elements:

- Assignment Title**: Points to the "Demo Assignment" text field.
- Additional information - optional**: Points to the "Answer the question on the provided document" text area.
- Assign Due Date & time (optional)**: Points to the "Due Jul 31, 2014" date selector.
- Desired attachments**: Points to the "Google Docs" attachment icon.
- Denotes Assignment**: Points to the "Assignment" toggle switch.
- From drop down, choose 'sharing rights'**: Points to the sharing rights dropdown menu.
- Previous Announcement is below newest post (Assignment in this case)**: Points to the "ANNOUNCEMENT" section below the assignment.

The interface includes a blue "ASSIGN" button, a sharing rights dropdown menu with options "Students can view file", "Students can edit file", and "Make a copy for each student", and a list of previous announcements including "How is everyone's summer going?" and a YouTube video titled "Frozen 'In Summer' song -- Official | HD".

Butord



Grading an Assignment

- 1. Click on the assignment you wish to grade.*
- 2. Set the points possible for the assignment on the far right side of the screen.*
- 3. Open the assignment by clicking on the attachment.*
- 4. Make any comments you wish to make on the student work and close it out.*
- 5. Assign points and return the document to the student. (This can be done at one time once you are finished grading).*

Buford



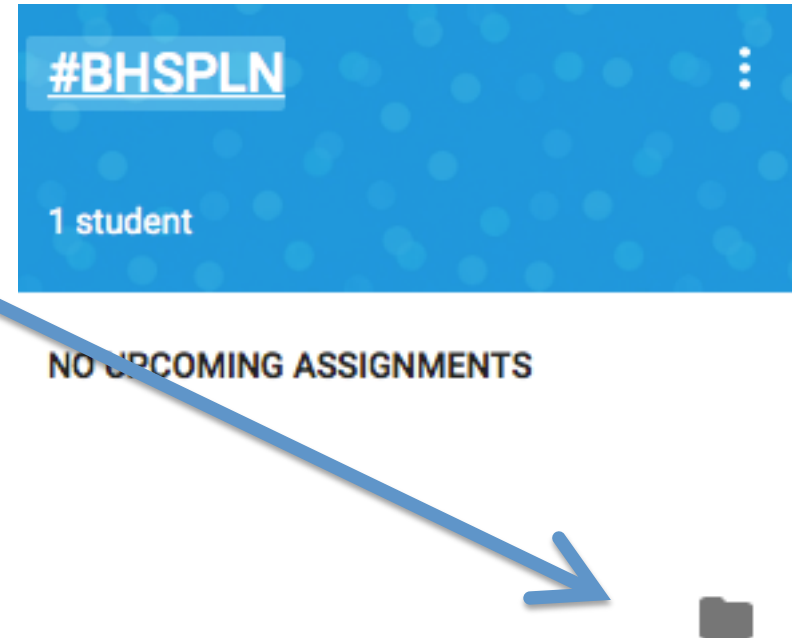
Communicating with Students

- *Email feature (under the student tab)*
- *Private Comments (from grade book)*
- *Mute students (this means they can no longer make comments)*



Google Drive

- *All documents, including assignments, are automatically added to your Google drive.*
- *When students open an assignment, it is added to their Google drive.*
- *This eliminates lost or misplaced work!*
- *You, as the teacher, can access the student work.*





Get Started!

- *Start using Google Classroom today!*
- *Visit*
<https://www.google.com/edu/training/get-trained/classroom/basics.html> *for a more detailed guide to learning the basics of Google Classroom.*

Buford