

Buford Professional Learning Network

Google Classroom

- *Classroom* is designed to help teachers create and collect assignments using less paper and includes time-saving features like the ability to automatically make a copy of a *Google* document for each student. It also creates Drive folders for each assignment and for each student to help keep everyone organized.



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Other Benefits

- Provides for more efficient use of instructional time
- Provides opportunities for students to collaborative, create, and communicate.



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Objective of today's lesson

- Use Google Classroom to work collaboratively on a document in order to collect information from the entire class.
- Observe different ways in which students can submit an assignment and receive feedback through Google Classroom.
- Learn how to complete a form in order to assess students' understanding of the concepts presented during the activity.



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Creating or joining a class

- Login using your gmail account.
- Open your gmail.
- Click on the Google apps (9 small squares in the upper right corner of the page)
- Click on “more” at the bottom of the menu and open Classroom.
- Click the “+” button at the top of the page near your log in.
- Select join a class (when you ready to set up your own class, select “create a class” instead.
- Enter the code for this class that is on the board.



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Creating an Assignment (teacher use)

- Click the “+” button at the bottom right corner of your home page and choose “create an assignment”.
- Once the assignment comes up, assign a name, provide directions, and assign a due date.
- Documents can be attached from your computer or cloud storage or via shared links.
- Choose how you want to assign the document to your students. You can choose “view file”, “edit file” or “make a copy”. For collaborative activities, choose “edit file”.
- Click assign.



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Completing and submitting an assignment (student use)

- After completing the collaborative activity, students should make a copy of the completed document.
- Remind students to name the copy.
- In order to submit the assignment, students will click the “add” button on the left side of the page and select the type of attachment from the drop down menu.
- The attachment will upload to the assignment box. Click “turn in”. An un-submit button will appear for students who need to make changes to their assignment.



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Providing Feedback (teacher use)

- Once the assignment has been submitted, feedback can be provided or a grade can be assigned.
- This information can be sent back to the student by clicking on the student's name on the left side of the page, followed by the return button.
- If the students are editing the original document, feedback can be provided as they are completing the assignment.



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Assessment

- Through Google forms, a quiz can be created.
- From Google Drive, choose “New” and “Forms” from the drop down menu.
- Quizzes can include various types of questions-multiple choice, short answer, etc.
- Questions can be reordered and answer choices can be randomized.
- Student responses will come to you in the form of a Google Spreadsheet.

