An Introduction to Google Classroom

https://classroom.google.com
Classroom Benefits for Teachers:

- automatically creates Drive folders for each assignment
- create and collect assignments paperlessly
- create assignments and share a single document or automatically make a copy for each student.
- see who has or hasn't completed the work
- provide direct, real-time feedback
- Students can easily see what’s due, so they can stay on top of their work
- make announcements and start classroom discussions
- create, review, and grade assignments quickly, all in one place
Classroom Helps Students:

- stay organized with one Drive folder for each class/teacher
- notifies students on class stream when work is assigned and due
- class materials are automatically filed into folders in Google Drive
- communicate and assist classmates through class discussions
- share resources
Initial Screen

www.classroom.google.com

Select your role
Create Your First Class

Teachers have the ability to create a class or join a class as a student.

Teacher View
Join Your First Class

Students only have the ability to join classes.

Welcome to Classroom!

Classroom lets you communicate with your classes and easily share assignments, materials, and messages.

Student View
Classroom Home

The classroom home displays all classes created.

Teacher View

- Home
- Settings
- Demo Class
  - Period 1
- Demo Class
  - Period 1
- Training Class
  - Period 1
- Training Class
  - Period 2

Class name

# of students enrolled

Access class

Drive folder

Rename class

Permanently remove class

jlhall@atlantapublicschool.net
The About page allows you to share information about the class, as well as materials that all students need, such as syllabus or schedule.

- **Title of class**
- **Class description**
- **Location of class**
- **Teacher's email**
- **Class Google Drive Folder**
- **Add class materials**
- **Attach document, Drive file, YouTube video, hyperlink**
- **Title of material**
Create a New Class

From Classroom Home

Teacher View

Create a class

Name the class

Include Section (optional)

CREATE CANCEL
Class Homepage

- Switch Classes & Settings
- Name of Class
- Class Section
- Hover & Select to 'Change class theme'
- Shows upcoming assignments 7 days in advance
- Add Students
- Information About the Class
- Class Homepage
- Create Announcement or Assignment
- Class Stream
- Students can join with Class Code

Teacher View
Class Homepage

- **Switch Classes**
- **Name of Class**
- **Shows upcoming assignments 7 days in advance**
- **View students in class**
- **Post message to class stream**
- **Information About the Class**
- **Status of Assignment**
- **Show if assignment is open or closed**
- **Class Stream**
- **Email message from teacher: both teacher and student must have district Gmail account to receive messages**

**Student View**
Change Theme

Select existing theme

Upload an image from your computer

Select image/pattern from Gallery

Teacher View

jlhall@atlantapublicschool.net
Have Students Sign Up for Class

Teachers have the ability to give students a class code to join instead of having to manually adding the students.
Joining a Class

Teachers have the ability to give students a class code to join instead of having to manually adding the students.

Student View
Adding a Co-Teacher

You can add another teacher to your class to make it easy to co-teach.
Add/Invite Individual Students

Teacher View

Search students by name
Choose Posting & Commenting Rights

The teacher has the ability to decide what rights the students have when it comes to posting and commenting on the class stream.

Choose rights - this applies to all students in the class.
Restrict Commenting/Post for Individual Students

The teacher has the ability to “mute” individual students which will restrict those students from posting and commenting.

Teacher View
Sharing with the Class

When permitted, by the teacher, students have the ability to share ideas, thoughts and resources with students.

Student View
Announcements are a way for the teacher to pass on important information to the students.
Edit an Announcement

The announcement will be displayed on the class stream. Once posted, you have the ability to move to the top, edit or delete.

Teacher View
Displayed Announcement

Students can comment on an announcement, if permission has been granted.

ANNOUNCEMENT

Jennifer Hall     August 5

Greetings! I know this is going to be a fantastic year of learning.

Add a comment...
Create a Question

- Write question
- Due date & time:
  - Aug 31, 2015
- Choose classes to post to; option appears when 2+ classes are created

Attach file from computer
- Upload Drive File
- Attach link
- Add YouTube Video

Teacher View
Question Permissions

The teacher can allow students to see other student’s posts and/or edit their responses. The pop-up will appear after you select ‘Ask’
Displayed Question

What is one important concept from today's lesson?

Your answer
Classmates will see your answer

Type your answer

Question permissions
Add question response

Student View
Question Submissions

Once a student answers the question it instantly changes him/her to done. There is no action required for the student. This is a great way for the teacher to see who did and did not complete the question. Access the responses from the question page.

Teacher View
Make an Assignment

Name Assignment

Give assignment description (optional)

Choose due date & optional OR turn off due date

Attach link

Choose classes to assign assignment; option appears when 2+ classes are created

Attach file from computer

Upload Drive File

Add YouTube Video

Choose to post now or save to later

Assign

Save draft

Cancel post

Teacher View
Remove Due Date

Teacher View
Add Attachment to Assignment

Insert files using Google Drive

Upload file

Upload

My Drive

Starred

Upload documents, spreadsheets, images, etc.

Drag a file here

Or, if you prefer...

Select a file from your computer

Add

Cancel
Add Drive File to Assignment

Teacher View

- Select file in Drive
- Select starred Drive file
- Insert files using Google Drive
- Upload, My Drive, Starred
- Show inserted file
- Remove inserted file
- Students can view file
- Students can edit file
- Make a copy for each student

- all students will be able to edit same file
- each student will get an editable copy of the file
- only viewing rights

only viewing rights
Add YouTube Video to Assignment

Teacher View

Search by name

Directly add YouTube video URL
Add URL to Assignment

Paste or type in URL

Remove URL

Teacher View
Displayed Assignment

The assignment will be displayed on the class stream.

- Time or date submitted
- Title and description
- Google Drive File: student will find file on Assignments Page
- Add a comment about the assignment
- View the assignments submitted
- View the assignments not submitted
- How Drive file was shared with students

Teacher View
Displayed Assignment

Students need to click on the name of the assignment to see all resources and attached work. Only the resources will be displayed on the stream page.
Move Post to the Top of the Stream

You can move posts that you want students to see to the top of the stream. If there are posts you want students to access all the time, use the About Page to display that information.

Student View
RePost Assignments, Announcements, Questions

You can repost any assignment, announcement or question post from any class onto a new class.
View Deleted Items

When you view deleted items they will be grayed out in the stream. You can not recover deleted items.

Teacher View
Access All Student Assignments

The teacher can click on the name of the assignment to access the Assignment Page. Here they can look at the student work.

Teacher View

- Assign grade
- Change point value
- Switch between all students, those done and those not done
- Choose student to access work
- Download assignment grades
- Download all grades
Teacher Assignment Page

Teachers can access every assignment for every class from the teacher assignment page.

Teacher View

- Give each class a different theme for quick color recognition.
- See assignments you have marked as reviewed.
- Name of class.
- Name of assignment.
- Mark as reviewed.
Grade Assignments

Assign grade on the Assignment Status Page.

The teacher gets editing rights to the file when the student turns in the assignment. Once the teacher returns the assignment the rights switch from editing to commenting.

The teacher must return the assignment back to the student for them to see their grade.
Assignment Submissions

Click on the title of the assignment to see assignment status of each student.

Switch between all students, those done and those not done

Teacher View
Students can access every assignment for every class from the student assignment page.

### Student Assignment Page

#### Student View

- **Name of class**
- **Name of assignment**
- **Due date**

#### View assignments that still need to be completed

- **All classes**
  - Collaborate with Shori
  - Demo Class
  - Eddie's Rockin' Classroom
  - Exploration Group
  - Fifth grade
  - Fourth grade
  - Tech

#### See finished assignments

- **Introduction Paragraph**
  - Demo Class — due Jul 7, 2014, 11:00 AM

- **Book + Song= Mash-up**
  - Fourth grade — due Sep 16, 2014

- **#07 Demonstrate Understanding**
  - Demo Class — due Oct 13, 2014

- **#006 - Read the following Newsela article and come to class with talking points**
  - Demo Class — due Oct 20, 2014

- **#006 Collaborative Notes**
  - Demo Class — due Nov 14, 2014
Submit an Assignment

The student can click on the assignment name from the class stream or the assignment sidebar to submit work.

The student will lose editing rights to the Drive file once the assignment is turned in. They have the option to unsubmit the assignment to obtain editing rights again.
Mark Assignment as Done

Sometimes assignments do not require students to turn in work. Use the ‘Mark as Done’ button on the assignment page to show you have completed the task.

Teachers/Students will receive an email when a note is left.
Unsubmit an Assignment

Students can unsubmit an assignment that they have already turned in. They access this feature on the assignment page.

Student View
Resubmit an Assignment

After students have unsubmitted an assignment they can resubmit once changes have been made by selecting ‘Turn in’ again.
Assignment Alerts

The class stream will notify students when work is about to be due or overdue.

Student View
View Assignments to be Done

The students can click on the ‘View All’ link in the Assignments section on the sidebar to gain access to all unsubmitted assignments.

Student View
View Graded Assignments

The students can click on the ‘View All’ link in the Assignments section on the sidebar to gain access to all submitted assignments.

Student View
Teachers have the ability to sort students by first or last name to make grading easier.
Export Grades

The teacher can export grades to upload into district’s gradebook. You can download grades for individual assignments or all assignment grades.

Click on an assignment name to access this feature.
Drive Folder(s)

Classroom automatically creates a folder for each assignment you create.

Folders for each class

Folders for each assignment

Students who have started the assignment will have files in the assignment folder; If no file exists for a student they have not opened the shared file or created an assignment file

Teacher View
Drive Folder(s)

Classroom automatically creates a folder for each class the student is enrolled.

Student View
Archive Classes

Archive a class once it has finished. Students can view archived classes, but cannot make any changes or turn in any assignments. This does not affect the student's ability to access class files in Drive.

Teacher View
Access an Archived Class

Teachers and Students can view archived classes, but can not make any changes.

Teacher View

Teachers Only

Make class active

Permanently delete class: this can not be undone
Switch Classes

You can easily switch between classes.

Teacher view (teaching & enrolled)

Student view (enrolled)

Teacher & Student View
Need Ideas?


Click on the Quicksheets & Tutorial Tab for Google Classroom resource for suggestions.
Google Classroom

Jennifer Hall, NBCT

Modified Version of Kelly Fitzgerald’s Getting to Know Google Classroom

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