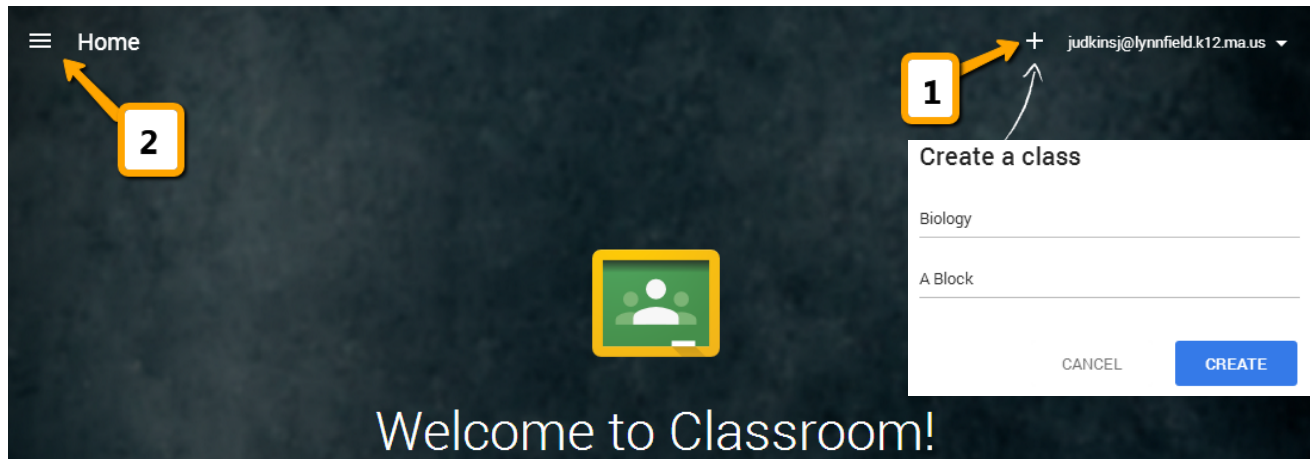


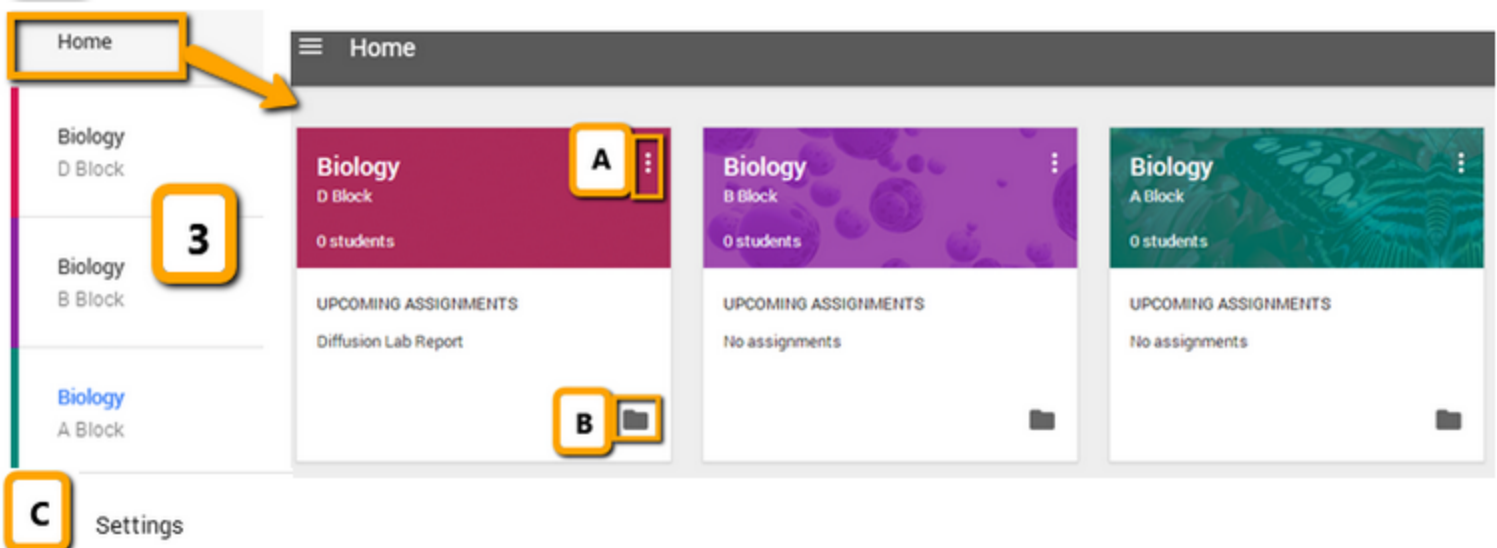
Google Classroom Cheat Sheet

1 Get Started → Create a Class



- From your web browser, navigate to classroom.google.com & sign up
- Name your class & section
- Classroom automatically creates folders to organize you!

2 Home - Manage / Access Classes



- Toggle between classes
- Access “**Home**” screen to :
 - **(A)** Rename or Delete Classes
 - **(B)** View / Access a class Google Drive Folder
 - **(C) Settings** allows you to turn email notifications on/off



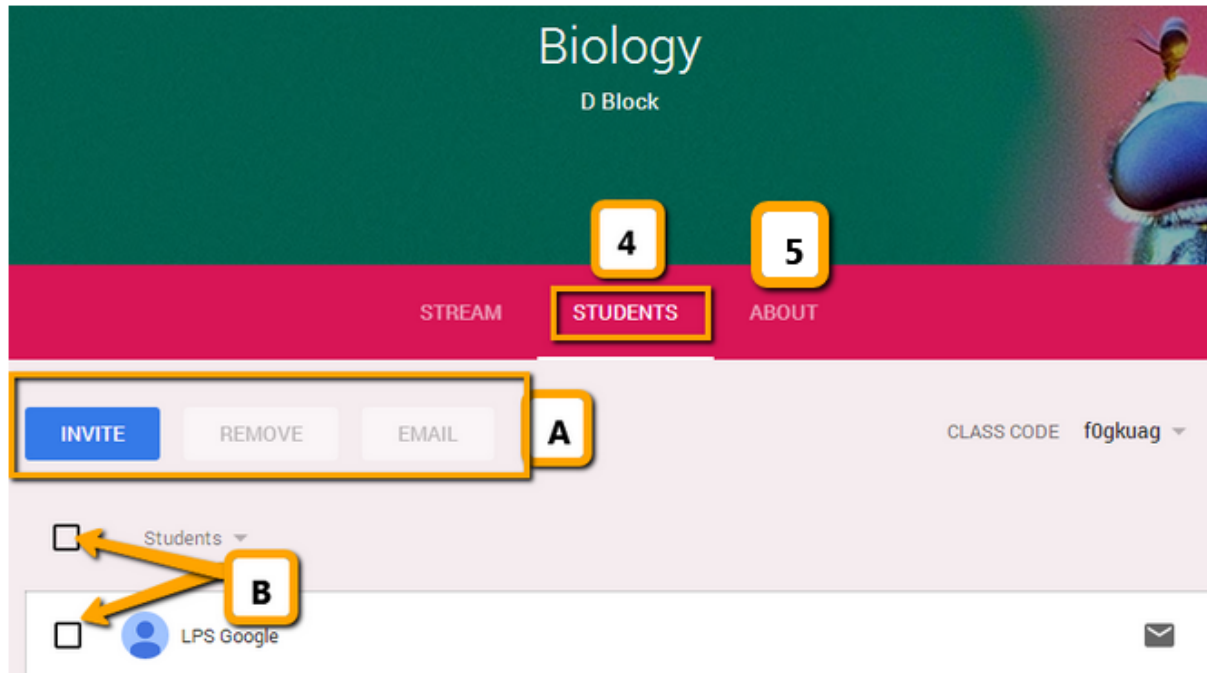
3

Class Page (Stream) - Discuss / Assign

- **(A) Change Theme** by choosing from different available background images
- **(B) Announcement** - start a class discussion or post a general message to a class Stream
- **(C) Assignment**
 - Add assignment name & description
 - Add due date (assignments can be turned in beyond due date but teacher will see late notification)
 - Select all Classes you want to assign this item to
 - Add resources: web links, YouTube videos or files from Google Drive
 - Select sharing options for files:
 - *Each student will get a copy* (Individual copy added to Google Drive folder for class which they can edit), *View Only*, or *Student can Edit* (allows all students to edit your copy of the file)
- **(D) Upcoming Assignments** notifications. Click assignment name to access Assignment Page [**See #6 for details about the Assignment Page pg 4](#)
- **(E) Class Code** – Share this code with students so that they can join your class



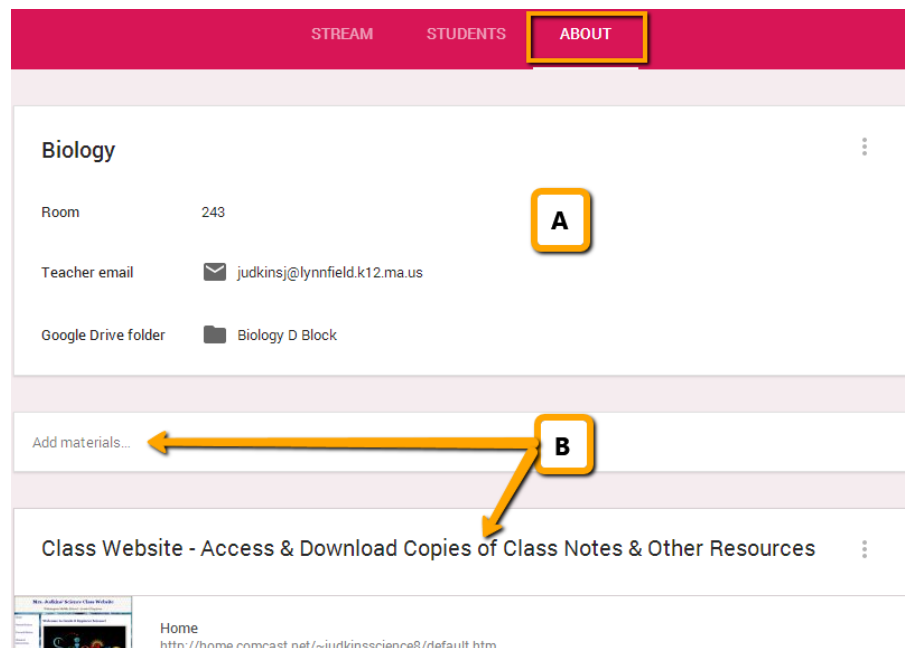
4 Students Page - Manage Students



- **(A) Invite** students to class by email using existing Google contacts lists, **Remove** selected students or **Email** selected students
- **(B) Select students or class** to email or remove from class

5 About Page - Share Class Information & Resources

- **(A) Class Information** such as meeting room, teacher email & associated Google Drive Folder (auto-created by Classroom when you add the class)
- **(B) Class Resources** - add resources students will need access to all year, such as class website link or syllabus



6

Assignments Page - View & Grade Student Work

Access Assignments page by clicking on assignment name anywhere on Class Page

The screenshot shows the 'Assignment Details' view for an assignment titled 'Diffusion Lab Report' due on August 27. At the top, there are two tabs: 'ASSIGNMENT DETAILS' (labeled A) and 'ASSIGNMENT STATUS'. Below the tabs are several action buttons: 'RETURN' (labeled D), 'EMAIL', 'FOLDER' (labeled B), and 'DOWNLOAD' (labeled F). On the right, the points are set to '100' (labeled C). Below the buttons is a table with columns for 'Student', 'Status', 'Grade', and 'Points'. One student's work is shown with a status of 'NOT DONE' and a grade of 'No Grade'. A blue circle highlights the 'SELECT STUDENTS OR CLASS' button, which is labeled E. Arrows point from E to the checkboxes in the 'Student' column. A 'Send a note' button is also visible.

- **(A) Assignment Details / Assignment Status** Click to switch between the detail view of the assignment and the status. View above shows “Assignment Status”
- **(B) Assignment Folder** - Every time you create an assignment, a folder is automatically created in Drive. Once students begin to edit their assigned document, you will be able to see their work in progress inside this folder
- **(C) Points** - Defaults to 100 (%) but can adjust point value for assignments or choose “ungraded”
- **(D) Return** - turns ownership of file back to student and notifies them that it's been graded / commented on by teacher
- **(E) Select Students or class** to email or return assignments
- **(F) Download** CSV of student grades

Additional Resources

Check out [Google's Classroom Support page](#) for more information!

- Video: [Introducing Google Classroom](#) - 2 mins
- Video: [Newest Classroom Features](#) - Allison Mollica - 6 mins
- Video: [Google Classroom Student & Teacher Views](#) - MA GEG - 40 mins
- Video: [Classroom Tour](#) - Jenn Scheffer - 15 mins
- Presentation: [Google Classroom Presentation](#) by fellow Google Education Trainer Aaron Svoboda

