Classroom 101

Google Apps for Education

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Learning Targets

During this session you will learn how to...

- Install the Google Classroom app from the App Store
- Sign up for Classroom with a teacher account
- Create a class
- Customize your class changing the theme and modifying the "About" page
- Enroll students by invitation or class code
- Post an announcement to the "Stream"
- Create and deploy an Assignment

What is Google Classroom?

- [Google Classroom](#) is the newest product in the Google Apps for Education suite, providing a centralized point for teachers and students to exchange information.

- It provides efficient distribution, collection, organization, and grading of assignments, which are automatically filed into folders in Google Drive for both teachers and students.

- It saves time, improves organization, enhances communication, and easy to setup and use.
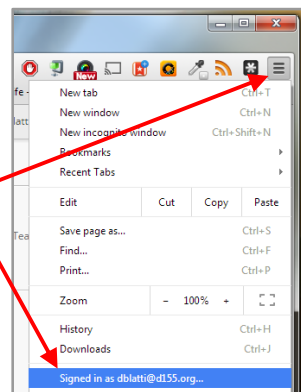
Google Classroom in Action
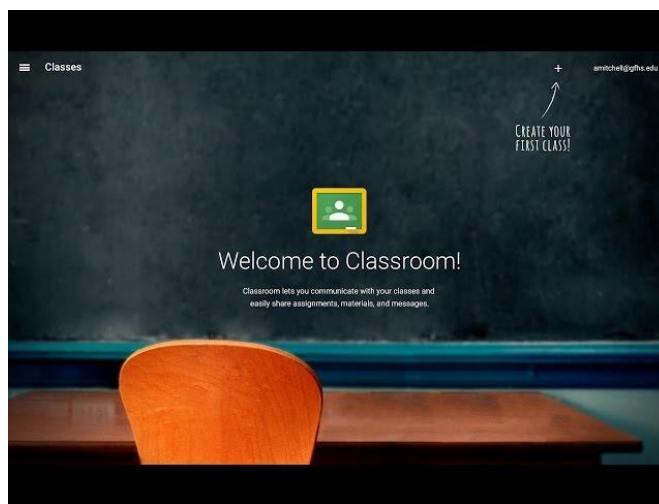
Accessing Classroom

Google Classroom, like all other Google Apps, is a website. It can be accessed by visiting classroom.google.com. By installing the Classroom app however, you'll have one-click access to Classroom from Chrome.

1. You'll need to open Chrome and sign in. *If you are logged into a Chromebook, you can skip this step.*

    a. Click the "3 bars" in the top right corner of your Chrome window.

    b. Look for "Signed in as (you)" in the menu. If you see that, you are already signed in. If not, click "Sign into Chrome..." and log in with your D155 credentials.

## Accessing Classroom (continued)

2. Once signed in, click "Apps" then "Web Store" (or just search for "Chrome Web Store" and click the first link)

3. Search for "classroom", then click the **FREE** button next to "Google Classroom.

4. Click "Add" to confirm.

5. The Classroom App is now added to your Apps page. Log into any Chromebook or Chrome browser using your account and the Classroom app will now show up automatically!
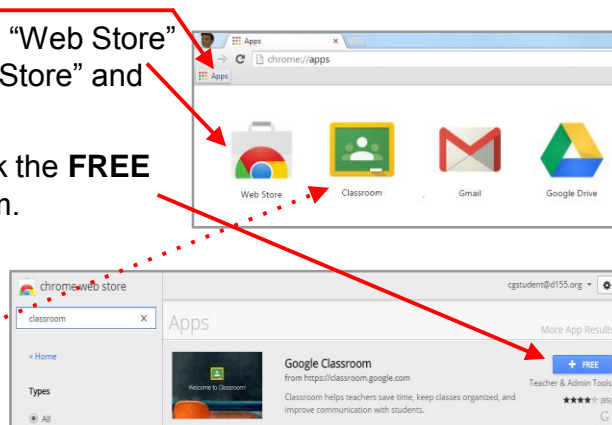
Getting Started

Students and Teachers access classroom the same way (using the app we just installed). There are two important things you'll need to do here.
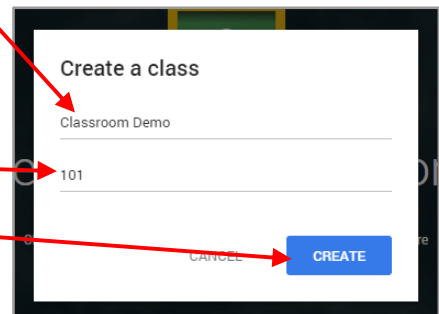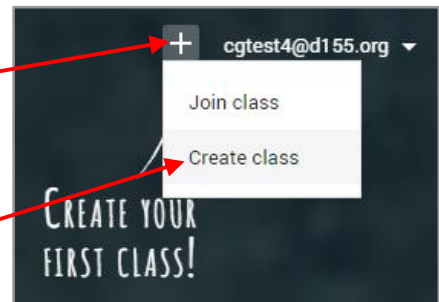1. Make sure you are logged in using your d155.org Google account
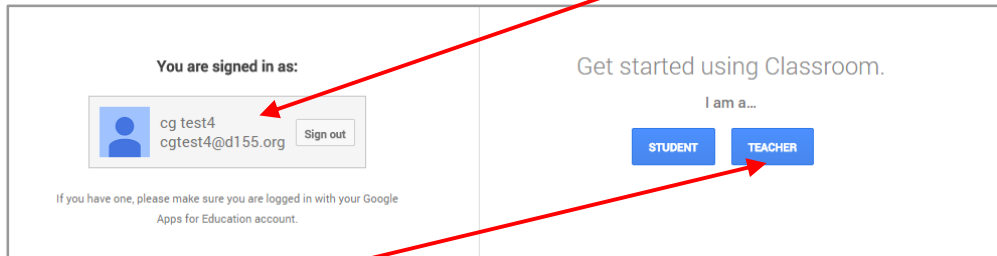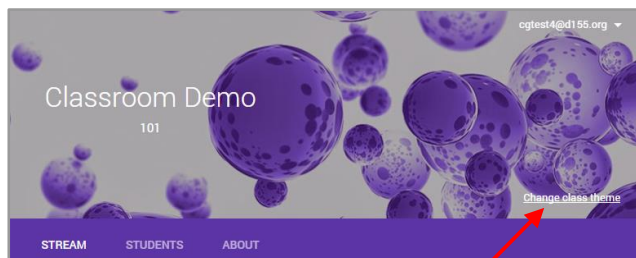


1.

classes.

Create a Class

1. Click **+** at the top-right of the page, then click **Create class**

2. Enter the class name in the first text box

3. Enter a short description in the second text box, such as section, grade level, or class time

4. Click **CREATE**

Change Your Theme

1. Click **Change class theme** in the lower-right corner of the header image.

2. Select a theme for your class by clicking it.

3. Click the blue **Select class theme** button to apply the theme.
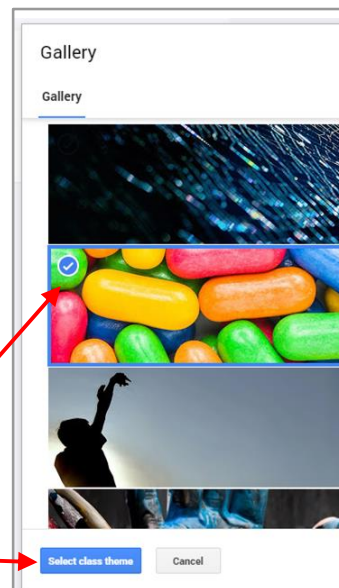
Setup the About Page

Each class has an "About" page for housing class specific information about the class. Click **ABOUT** to view and edit the page. You can add..

- A title
- A class description
- A room
- Materials like links, YouTube videos, and files from Google Drive (e.g. the course syllabus)

Customize this page to suit the needs of this class, then click **SAVE**.

Manually Enroll Students

Now that you have your class set up, it is time to invite some students. There are a couple ways to do so. One way is to add them manually.

1. Click the **STUDENTS** tab

2. Click the **INVITE** button

3. Click the **My Contacts** drop-down and select **Directory**

4. Search for a student

5. Check the checkbox next to their name

6. Repeat steps 4 & 5 to add additional students

7. Once all of the students you would like to invite are listed, click the **Invite Students** button
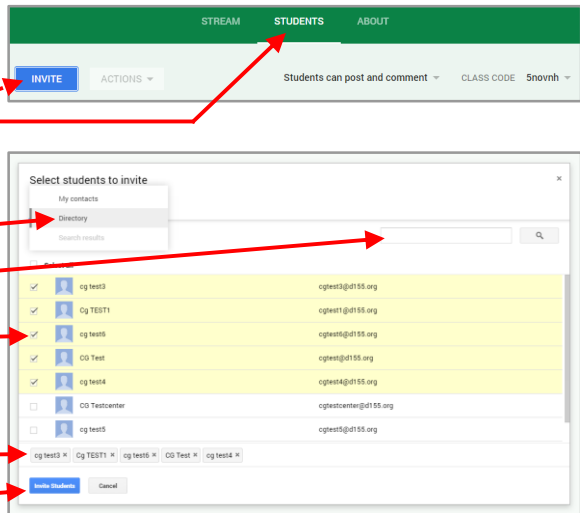
Use a Class Code to Self-Enroll

You can also give students a code to add themselves to your class.

1. Click the **STUDENTS** tab

2. Share the unique class code with your students by writing it on the whiteboard

3. Students can join your class by clicking the **+** button in the top right corner of their screen and entering the class code
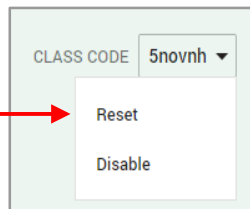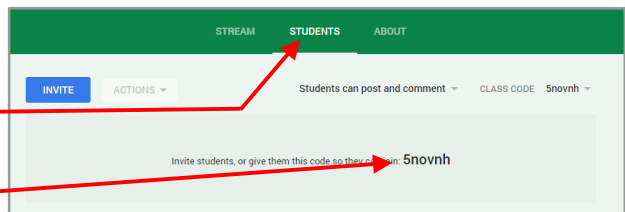
To reset the code or disable it, click the code and select **Reset** or **Disable.**

Post an Announcement to the Stream

Teachers can use the Stream page to post both announcements and assignments to their class. Items are posted in chronological order, with the newest at the top.

1. Click the **STREAM** tab

2. Click **Announcement**

3. Type a message and attach a file, video, or link for your students.

4. Click **POST**
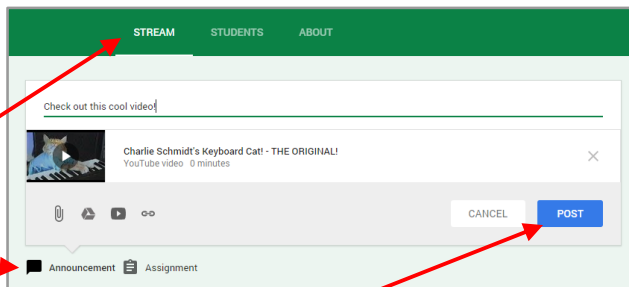
By default, students can both post to the class stream and comment on existing posts. If you'd like to remove either of those capabilities, change **Students can post and comment** under the **STUDENTS** tab.
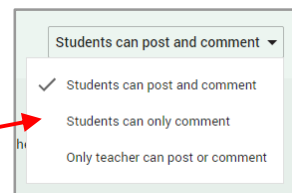
Create an Assignment

To create an assignment when you're signed into Classroom, simply:

1. Select a class

2. Click **Assignment** at the top of the stream

3. Enter the title of the assignment

4. (Optional) Enter a description of the assignment or any additional instructions

5. The assignment is due the next day by default. Click on the date to select a different date from the calendar

6. If you want the assignment turned in before midnight on the due date, click **Add time** to set the time to before midnight. Or, click again to select a time from the drop-down list

7. To attach a file, a Google Drive item, a YouTube video, or a link, click the appropriate icon

8. Locate and select the relevant item and click **Add**. To attach a link, enter or paste the link and click **ADD**
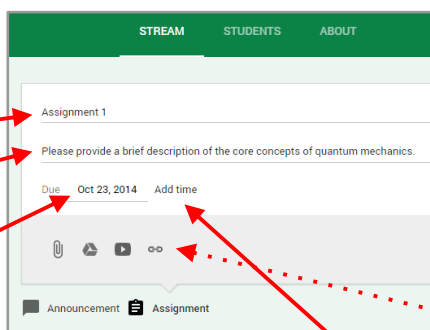
Create an Assignment (continued)

9. If you attach a Drive item, you have a few options on how the student can interact with the item. You set the appropriate option by clicking **Students can view file** next to the attached item

- Select **Students can view file** if you want all students to read, but not change, the same file

- Select **Students can edit file** if you want all students to make changes in the same file

- Select **Make a copy for each student** to provide an individual copy of the file for each student
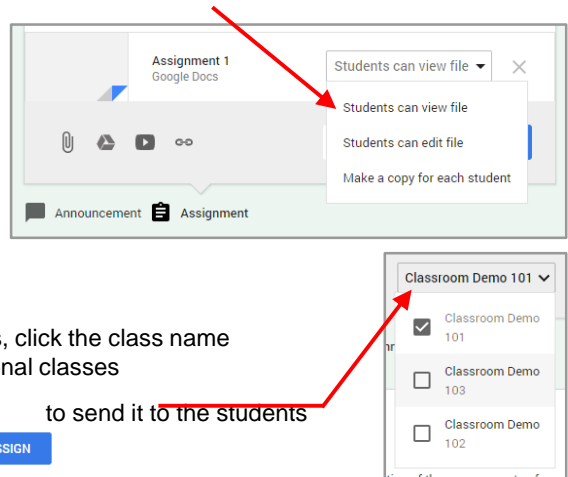
10. If you want to give the assignment to another class, click the class name next to the attachment icons and select any additional classes

11. After you specify the assignment details, click   to send it to the students

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Assignment Workflow

Here's an example of the flow between a teacher and a student:

1. Teacher selects the option to create a copy of the Google Doc for each student and sends the assignment to the class.
2. After turning in an assignment, the student loses edit access to the Doc but remains a viewer.
3. The teacher edits the Doc to grade the assignment, returns it to the student, and editing access is again transferred to the student.

Both the teacher and students can see a list of pending and completed class assignments. The teacher can see the all of the grades for an assignment, and students can see their own grades for completed assignments.
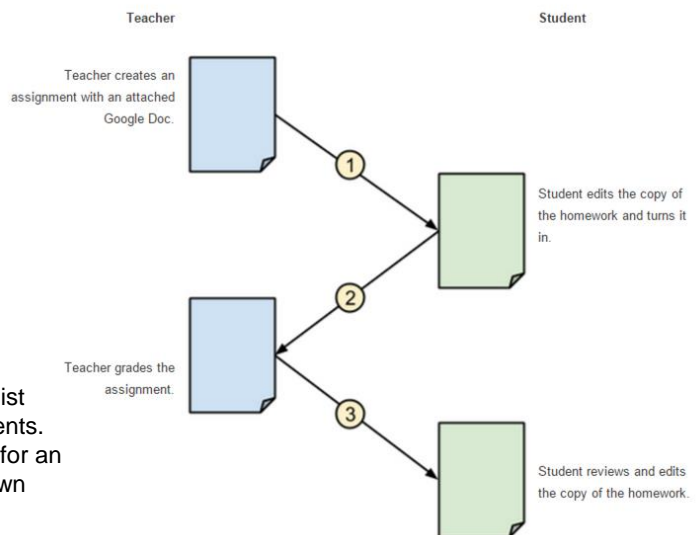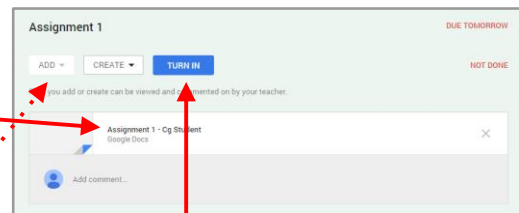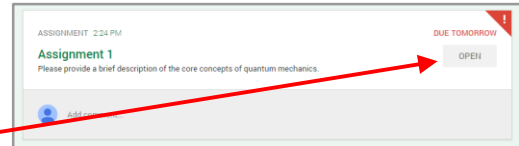
Student View

When a student visits your class in Classroom, they will find announcements and assignments from you in the stream.

1. Click **OPEN** to open the assignment

2. If the teacher made a copy for each student, the students can open their copy in Google Drive by clicking the assignment.

3. Alternatively (or additionally), they can create a new item in Drive, or attach a file, link or video.

4. Students click **TURN IN** to turn in their assignment when complete.

View Student Work

Teachers will see stats on how many students have turned in the assignment on their class stream.

1. Click **DONE** or **NOT DONE** to view lists of students who have or have not completed the assignment.

2. From the list of completed assignments, click a student's name to reveal their assignment, then click the item icon to open it.

3. You can make comments to provide feedback, or use the "Suggesting" mode to make suggestions (You could use this feature to provide feedback on a rough draft and have students use the re-submit feature to turn in a final draft)

4. Close the tab containing their assignment to return to the **ASSIGNMENT STATUS** page.
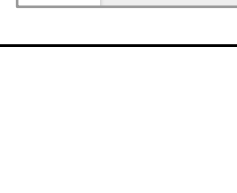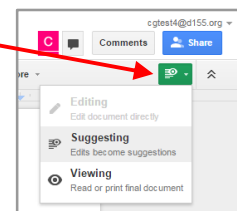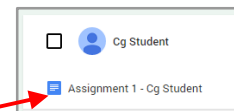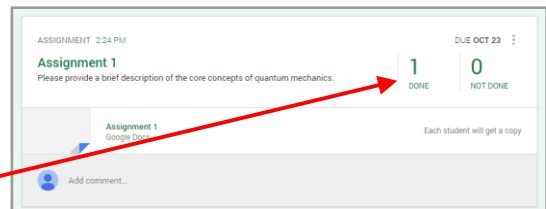
Grade and Return

- click the **100** to change the total "points" you'd like the assignment to be worth (the default of 100 can be used to easily apply a percentage grade)

- If you'd like to attach a private comment about the assignment (before it is returned), put a check next to the student and type it in the **Add comment...** text field, then click **POST** to attach it to the assignment.

- To return the graded assignment to the student(s), click the checkbox (or multiple checkboxes) and click **RETURN**.

- Provide any final feedback to the student and click **RETURN ASSIGNMENT**. This would be a good place to attach a letter grade if you choose to do so.
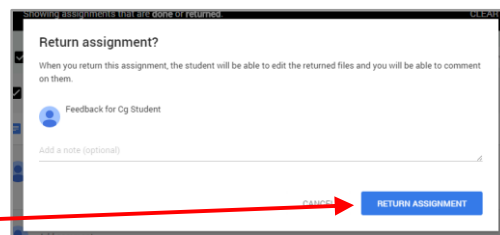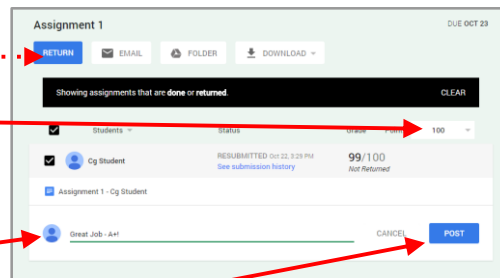

Google Drive Folder Structure

- Behind the scenes, Google Classroom automatically organizes things for both teacher and student.

- A folder is created in each user's (teacher and student) Google Drive called **Classroom**. Inside the **Classroom** folder is a folder for each class.

- In that class folder, students will have access to their assignments.

- In the teacher's class folder, teachers will have:

  - A folder for each assignment, containing the submitted work for every student in that class.

  - A "Templates" folder, which will contain templates of each assignment. These are automatically created for you when you create a new assignment from on a Google Docs file.
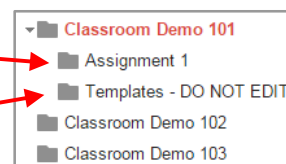
Access the "Home" Screen

Classroom allows teachers to create multiple classes to suit their needs.

- Click the "3 bars" in the top-left corner, then **Home** to access the "Home" screen. The home screen will contain a tile representing each class.
- When students access the home screen, they will see tiles for each of their classes
- Click the applicable tile to access your class.
- Use the **+** in the upper-right corner to create a new class.
- Click the "3 dots" in the upper-right corner of the class tile to rename or delete a class.
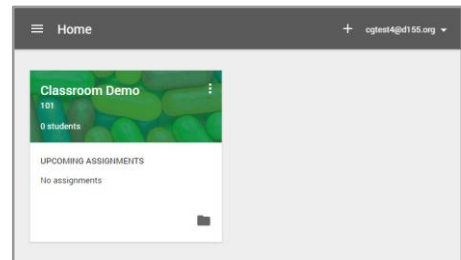
Further Training

- [Classroom Help Center](#)

- Google for Education Classroom Training

  - [Level 1](#)

- Search "Google Classroom" combined with words like "tips" or "tutorial" to find great resources like these:
  - [A Google Classroom Tutorial](#)
  - [Google Classroom: A great introduction](#)
  - [10 Tips To Use Google Classroom Effectively Infographic](#)
  - [12 great ways to start using Google Classroom now](#)

- Several instructional videos on classroom are available on [YouTube](#)