Google Classroom Introduction

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I invite you to join my classroom with the code: 4hbpsc
classroom.google.com

Google Classroom Homepage = Create Classes, Access Classes, & Manage Classes

Create or Join a Google Classroom

Create your Classroom - Name your class (include Period #) Include School Year in “Section”
*This is what your students will click to join your classroom.

Home - Manage & Access Classes

See next page for section 2
Brings you back to the main Google Classroom homepage with the list of all your classes.

View a calendar for all your classes or select the class you would like to view to see the dates in which you assigned assignments.

Toggle between each of your classes.

Archived classes are located here. When selecting this option, you can choose to restore to delete the class.

Turn on/off e-mail notifications.

Archived Classes

Settings
To move the order of your classes on the dashboard, you can drag and drop them. Click to view a video on how to do this.
Settings: Find your class code, stream permissions, and guardian summary settings.

***Please note the settings gear is where you change your stream setting to "Only Teachers can post or comment. This is the recommended setting for you to begin, until you would like to have open class discussions through the stream.

Your Google Apps A.K.A “The Waffle” (Google Drive, Docs, Slides, Sheets, etc)
Announcements are created and posted.
Upcoming work is listed.

Classwork
- Create assignments
- Ask questions
- Distribute materials
- Reuse a post
- Create class topics

People
- Add a co-teacher.
- All your students are listed here.
- Input Guardian email address for summaries.
- Remove Students “Mute” Students

Grades
Gives you a gradebook view of all students, assignments, and grades.
Select theme:
Select a pre-created Google Classroom theme for your class! There are photos and patterns to choose from.

Upload photo:
Feel free to customize your own banner/classroom theme and upload it to your Google Classroom.
Upcoming lists any upcoming assignments students have for their class. Similar to an agenda or “to-do” list.

This is where you will share an announcement with your class. You are able to attach a document, video, or link to an outside resource.

Edit, Delete, or Copy the link from your post.
People

Invite your co-teacher

- Type in parent/guardian email for weekly summaries of upcoming and/or missing assignments
- **Please use caution when choosing this option as if you do not grade an assignment, parents can be notified.**
Classwork

- Title, Description, & Due Date. You are able to attach documents, link, and/or a video.
- Use materials as a way to add notes and/or resources for your students.
- Create topics to filter your materials and assignments for your classes.
- Creates a blank quiz on Google Forms that attaches to an assignment for students to complete. You are able to customize it with questions. Please make sure you insert a question for their name!
- Pose questions for a way to check in with your students. Short response or multiple choice options available.
- Re-use previous posts - this pushes up the original post to the beginning of your stream.
Assignments

Post in the selected class or click on the drop down arrow to select multiple classes for the post to appear in.

Assign work to the whole class or individual students. *Great way to differentiate!

Drop down arrow allows you to post now, schedule the post, or leave it as a draft to come back to.

If you need to create a new document that is not already in your Google Drive, you can do so here.

Add attachments from your computer, Google Drive, Youtube, or a link to an outside resource.

Keep your Google Classroom organized by putting your assignments and resources in Topics.
Assignments continued

You can change the point value to any number of points.

Click for a calendar view to choose a due date for the assignment.

Create and reuse rubrics for assignments/projects.

If you check this box, you and your students can check their work for originality. The reports link directly to the flagged site and uncited text.
Assignments Continued

Students can view file - similar to a PDF format, students are not able to edit!

Student can edit - ALL students will be editing on ONE document.

Make a copy for each student - each student gets their own copy and is able to edit.
Grading

Click here to view assignments.

Click students name to view their work.

Provide grade here. Remember to click “Return” which sends the grade to each student.
Grading Portal

Return work once graded. If you would like students to correct their work, DO NOT return. Students will have to un-submit on their end. You can tell them to unsubmit in a private comment.

Comment Bank. Please see the following slide for more information.

Input grade. Click on the three dots to change the point value.

Add a private comment to the student about their overall work.

Clicking Post will post will send the private comment to the student.
Comment Bank

Click here for your comment bank.

Click here to add comments to your comment bank.

Search through your comments.

Click here to view a video on how to use these comments to provide feedback on student work.