

Using Google Classroom

Prepared for Franklin Lakes Public Schools

In order to get started, access the interface by visiting <http://classroom.google.com>

If you are accessing Google Classroom for the first time, you will need to sign up for the service using the “Get Started” button. You will sign up and indicate that you are a teacher.

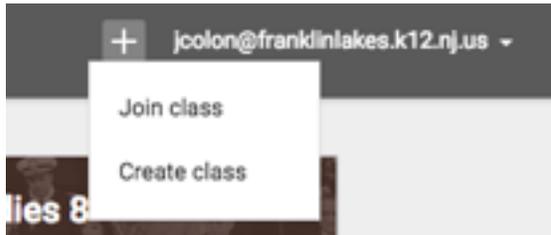
When students sign in for the first time, they will need to do the same thing, but they will select “Student” instead of “Teacher.”



Table of Contents

GETTING STARTED	2
CREATING A CLASS	3
CLASS OPTIONS.....	4
ADDING AN ASSIGNMENT	4
GRADING ASSIGNMENTS	6
ANNOUNCEMENTS	7
INVITING A COLLABORATIVE TEACHER, POSTING CLASSROOM MATERIALS.....	7
DELETING, ARCHIVING AND RENAMING CLASSES.....	8

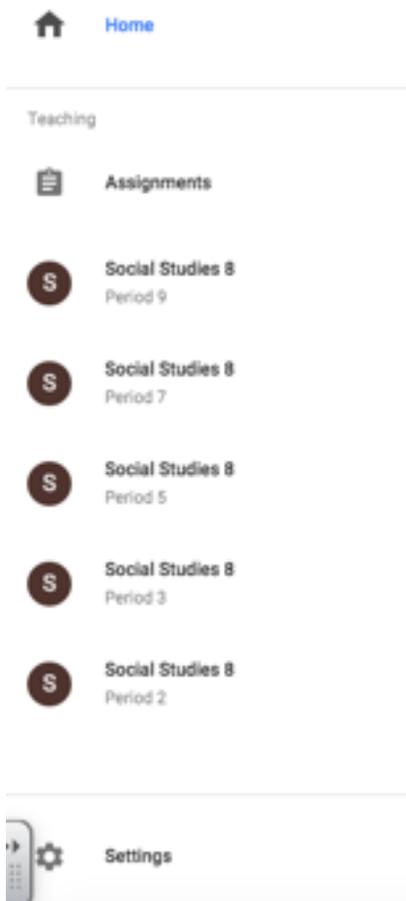
Getting Started



In the top right, click on the (+) button to create your class. You will use this button to create all of your classes.

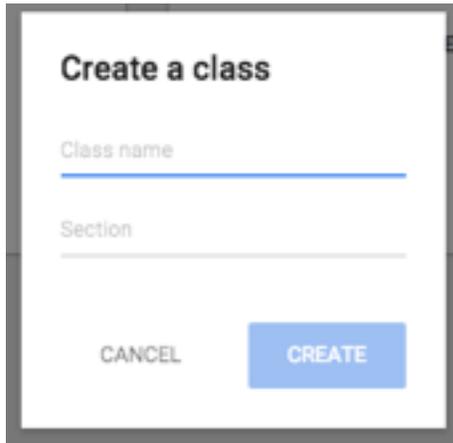


Use the Home button in the top left to access your Home interface, which will look something like...



This is the easiest and quickest way to access individual classes.

Creating a Class

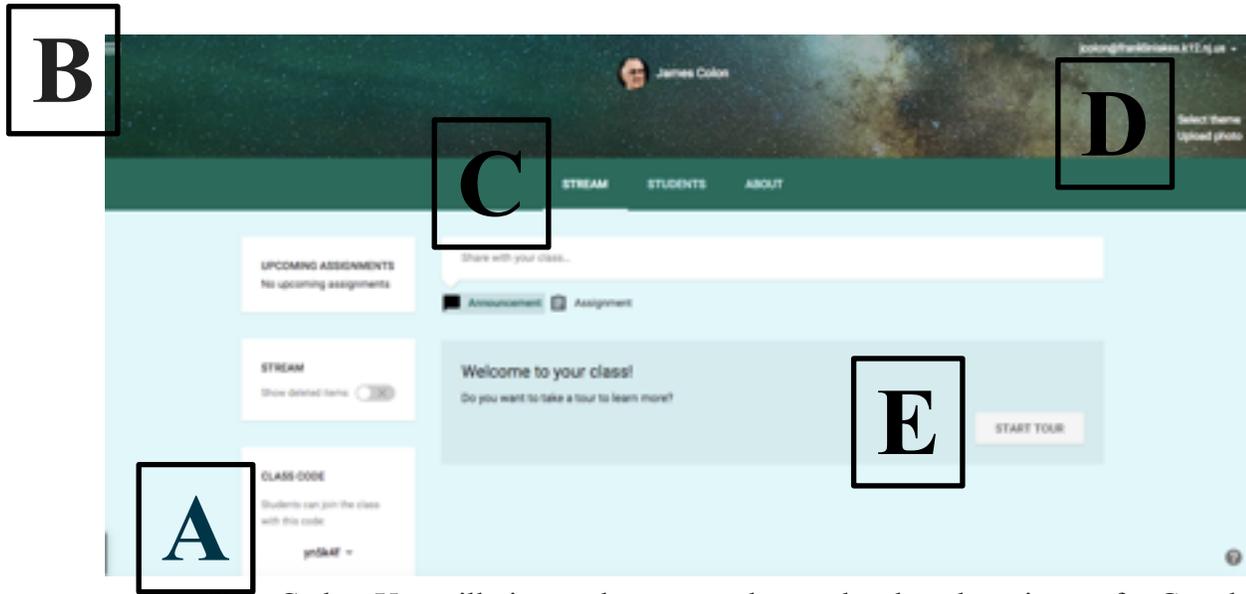
A screenshot of a web form titled "Create a class". The form has a white background and a dark border. At the top, the title "Create a class" is displayed in bold black text. Below the title, there are two input fields: "Class name" and "Section". The "Class name" field has a blue underline, and the "Section" field has a grey underline. At the bottom of the form, there are two buttons: "CANCEL" in grey text and "CREATE" in white text on a blue rectangular background.

Fill in your information according to your schedule and then click the newly highlighted "Create" button in order to create your first class.

If you have several sections of the same class, create different "classes" for each section and indicate that in the "Section" box. When creating assignments, you can click on all of your sections if every class is assigned the same homework assignment.

Every class that you create will automatically have a new folder added to your Google Drive, titled after the name of your class and class section.

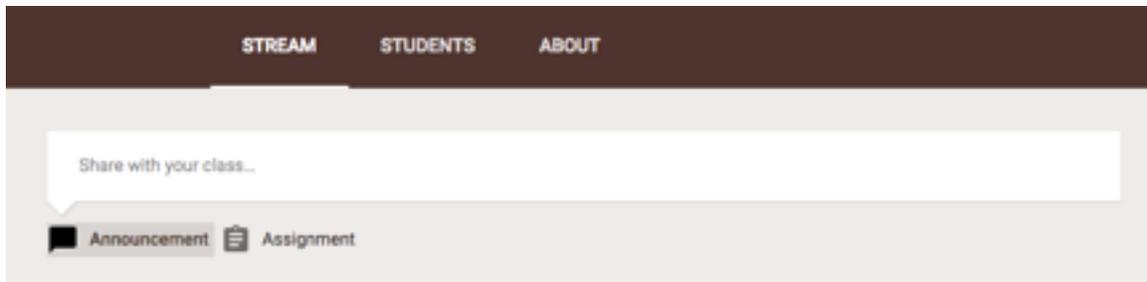
Class Options



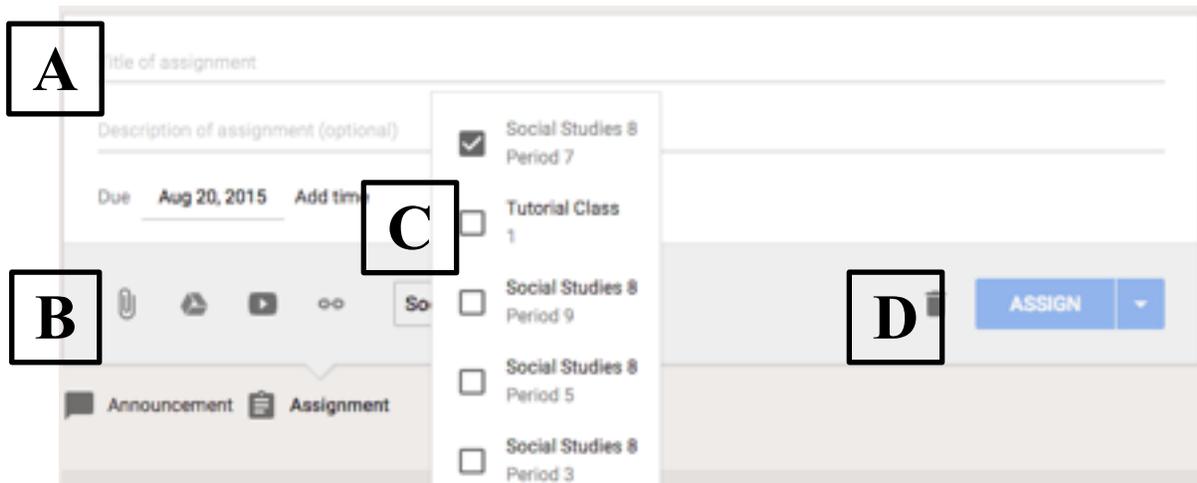
- A. Class Code – You will give students your class code when they sign up for Google Classroom. By clicking on the “+” button in the top right and then hitting “Join Class,” students can input your code and will be instantly added to your class.
- B. Home Button – Click this to access your Home interface.
- C. Toolbar – *Stream* allows you to access the page to either post assignments or post announcements. *Students* will list all of the students in your class, and will also give you *Student Posting Options*. *About* features some customizable features of your class, allowing you to change details as well as invite another teacher to your classroom.
- D. Appearance Options – Choose this to change the default theme/color scheme of your class, or to upload your own photo via your Google Drive or your computer.
- E. Tour – This is optional, but if you still need a refresher on how to use Google Classroom, feel free to take the tour and it will walk you through these steps again.

Adding an Assignment

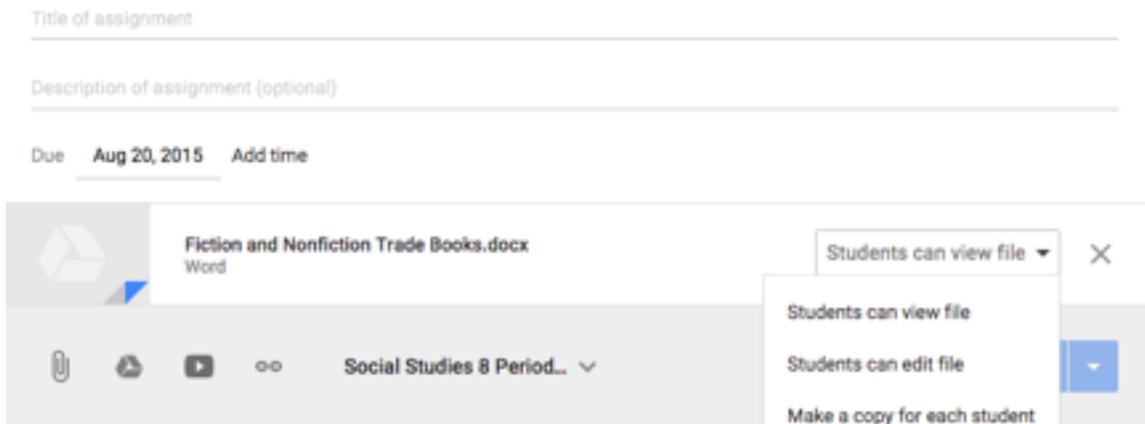
To add an assignment, from your homepage, click on the “Assignment” button.



Once you hit Assignment, you will be greeted with some customizable options.



- A. Name of your assignment, due date and description. Students will see both of these, so feel free to describe your assignment to clarify instructions for students if needed. If a student tries to submit a file after the Due Date, Classroom will not allow them to do so.
- B. Links, youtube videos, attachments, etc. – If you have a specific file (Word, PowerPoint, etc.) that you want students to fill out, click on the Paperclip and you will have the option to either link students to a file in your Drive OR you can upload a file directly.



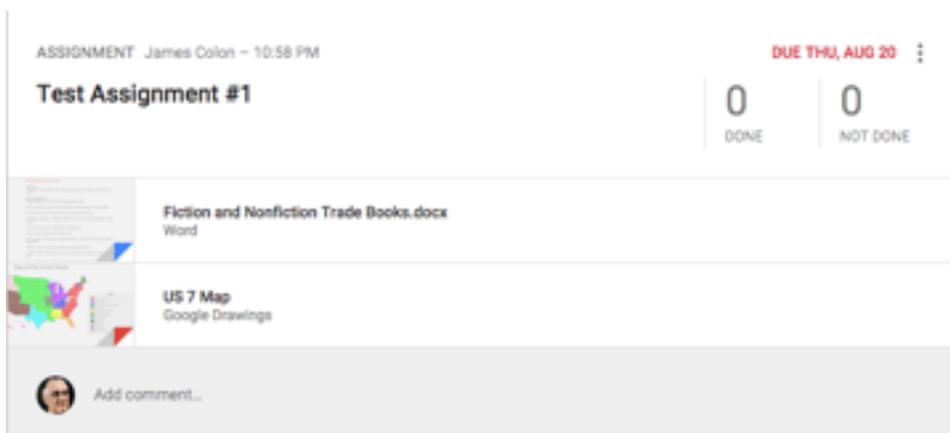
If you add a file, you will then have an additional option for students: give them access to view the file, give them permission to edit the file, or make a copy for each individual student. **More often than not, you will want to create a copy for each student.** Students will then be able to complete the assignment, turn it in and allow you to grade each student's assignment individually.

You can also attach multiple files, links, etc. and you will be prompted for each file the permissions you wish to grant students: *Example*: assign essay instructions as a "Students can view file" and assign a blank chart where "Students can edit file" to sign up for essay topics or presentation dates.

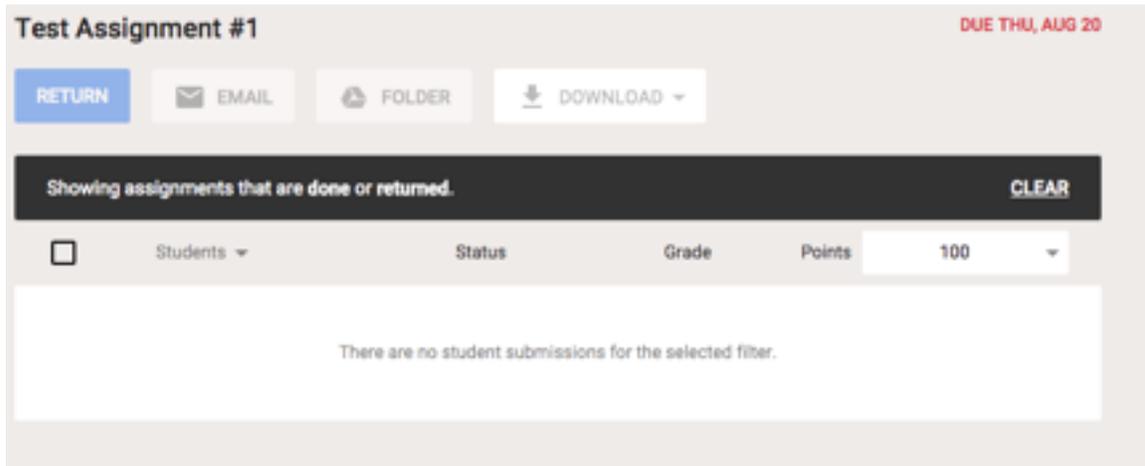
- C. Select classes this assignment applies to: you can click as many classes as you would like.
- D. Assign to students or save as a draft for later

Grading Assignments

Once you post your first assignment, you will get a new view:



From here, you can post additional clarifying comments for students and you can click on  to make any additional changes that you forgot about. By clicking on the “Done” or “Not Done,” you will be taken to that individual assignment page.



From this screen, you can grade student assignments, add comments to assignments, e-mail students of your choice or download all of the student scores at once. You may also assign a point value here if you are using a rubric or a special form of grading. When you are done with your grading, you may hit “Return” to send the results back to students.

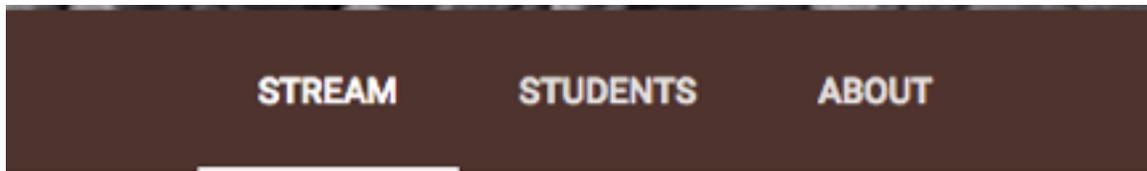
Also, every time you create a new assignment, a new folder is created in your drive, which will contain all student work: you can click on the “Folder” button to access this and monitor student progress.

Announcements

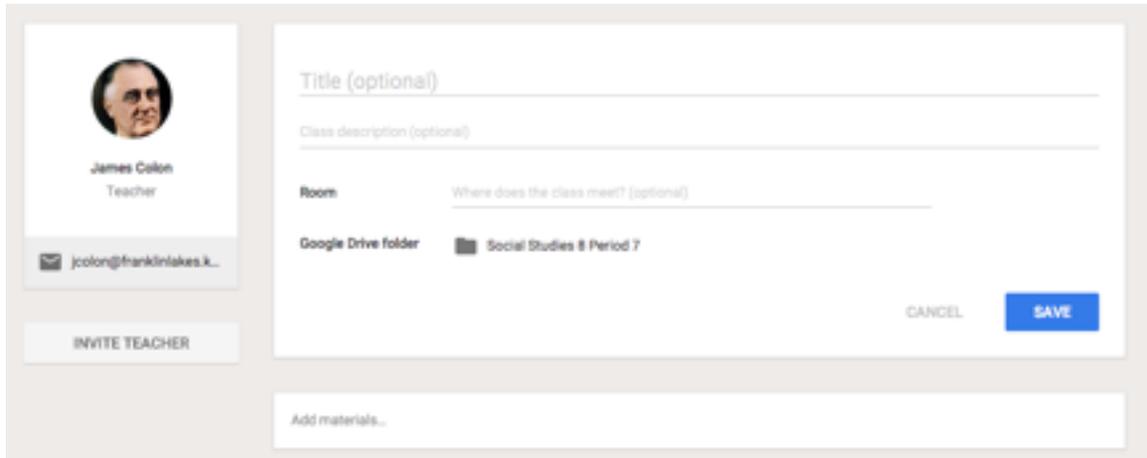
You can use “Announcements” instead of “Assignments” to post anything you want; this can include creating a discussion for students electronically.

Inviting a Collaborative Teacher, Posting Classroom Materials

In order to invite a collaborative teacher, you must be on the homepage of your classroom page, which will have this toolbar at the top:



Select the “About” tab to see



this new screen.

On this screen, hit the “Invite Teacher” button in order to pull up a list of contacts in your district and find the teacher you wish to invite.

At the bottom of this page, where it shows “Add materials...” you can add any type of materials to your classroom that students will have unlimited access to (links, syllabus, videos, etc.)

Deleting, Archiving and Renaming Classes

If you made a mistake or only teach a quarter long class and want to keep your interface

neat, click on your  button in the top left. From here, you will see a list of all of your classrooms that you have created.

 [Home](#)

Teaching

 **Assignments**

 **Social Studies 8**
Period 9

 **Social Studies 8**
Period 7

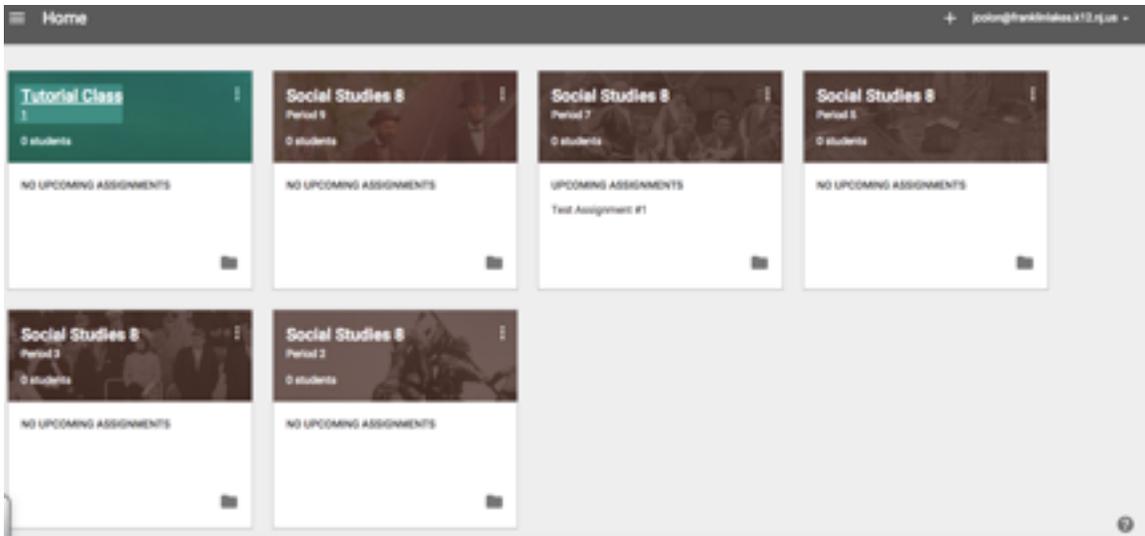
 **Social Studies 8**
Period 5

 **Social Studies 8**
Period 3

 **Social Studies 8**
Period 2

 **Settings**

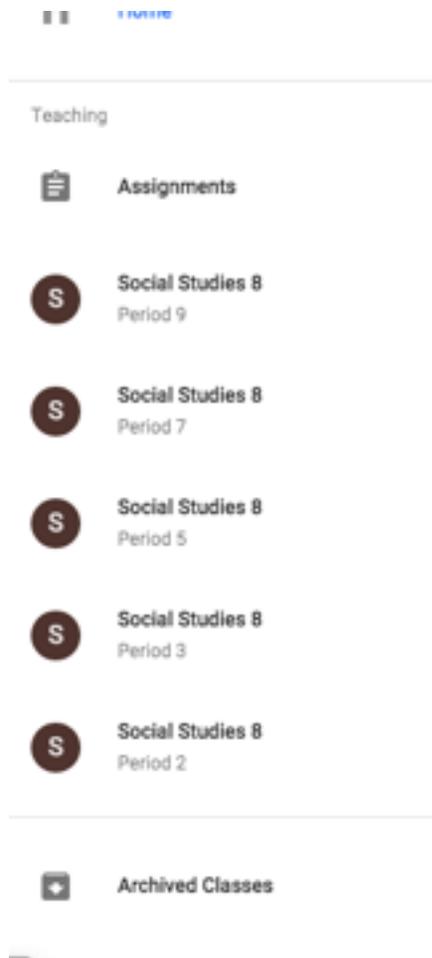
Click on Home one more time, and you will then be linked to the following page:



The screenshot shows a dashboard with a header bar containing a hamburger menu icon, the word "Home", and a user profile icon with the email "jcoong@harkness.k12.ny.us". Below the header, there are six class cards arranged in two rows. The first row contains four cards: "Tutorial Class" (0 students, no upcoming assignments), "Social Studies 8" Period 9 (0 students, no upcoming assignments), "Social Studies 8" Period 7 (0 students, upcoming assignment "Text Assignment #1"), and "Social Studies 8" Period 5 (0 students, no upcoming assignments). The second row contains two cards: "Social Studies 8" Period 3 (0 students, no upcoming assignments) and "Social Studies 8" Period 2 (0 students, no upcoming assignments). Each card has a small menu icon in the bottom right corner.

Selecting the Folder  icon will take you to that classroom's folder on your Google Drive.

Selecting  on a class will give you the option to either *Rename* or *Archive* your class. Archiving a class **does not** delete the files from that class, it just removes it from your interface. Once you archive a class, a new button will appear on your “Home” menu:



Selecting this button will then take you to your Archived classes, which you can then delete or restore using the familiar  button.