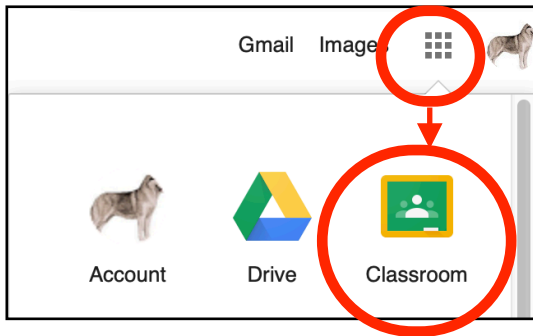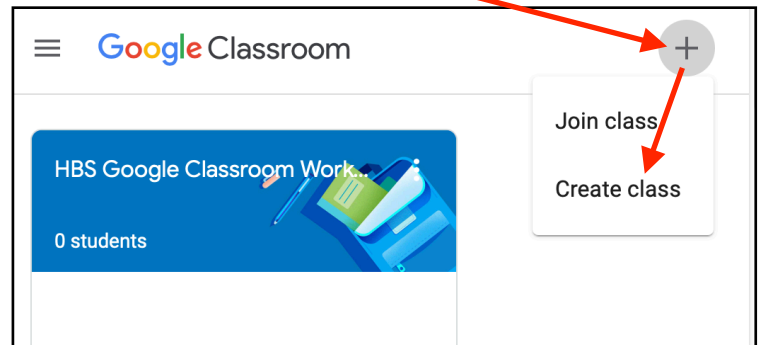# Google Classroom

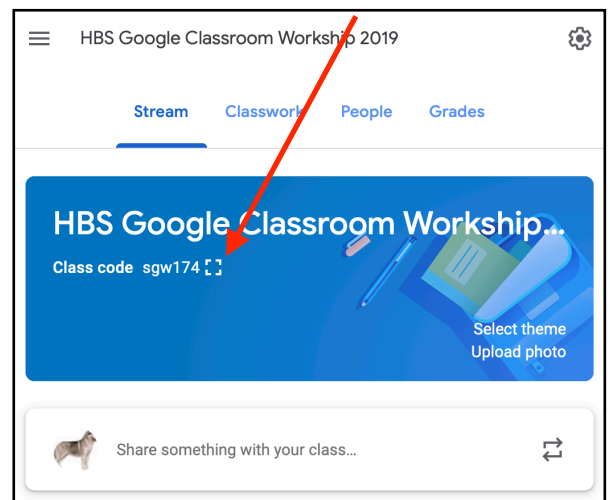1. Click the 9 tiles to open drop down. Click on Classroom
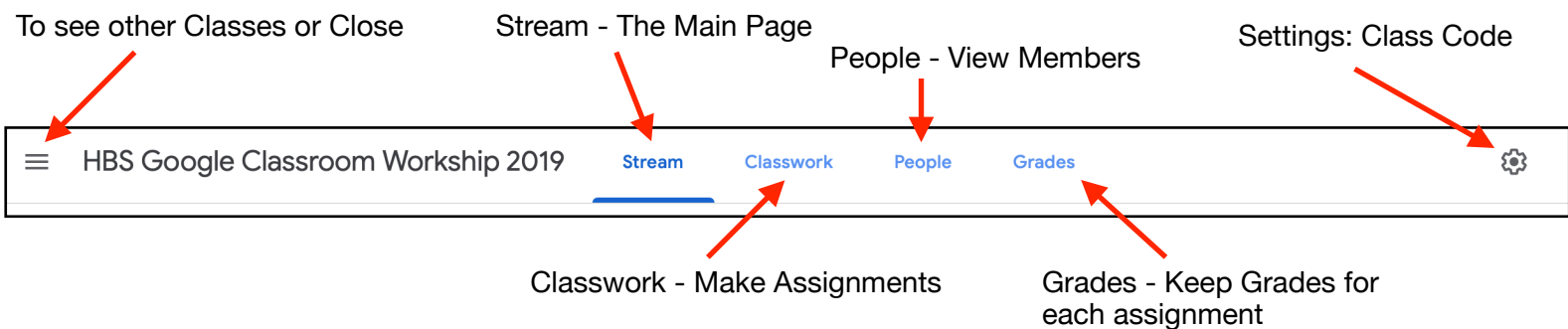
2. Click the Plus Sign **+**, to Create or Join a Class

3. Type in a Title. A title must be made, the other lines are optional. You may want to create a class for each of your classes.

Create class

Class name (required)
Type a Title for your class here! - Lower areas are optional!

Section

Subject

Room

CANCEL   CREATE

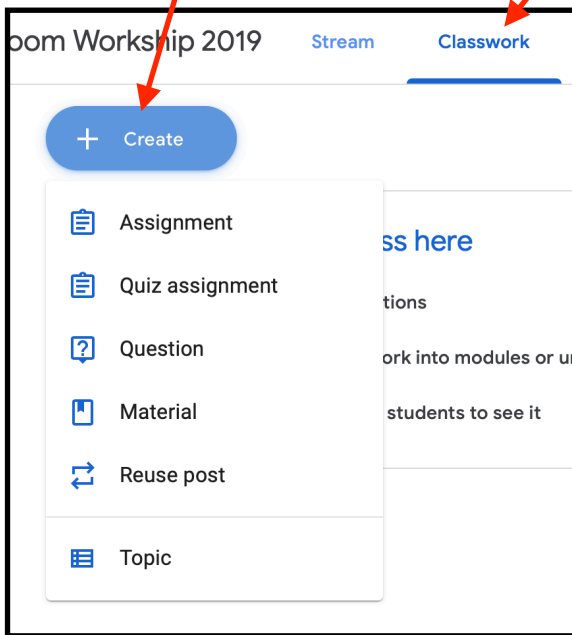4. Click the Class Code to expand. Students can join your class by inserting your class code when they selct, "Join Class"

5.

The Main Tool Bar Review

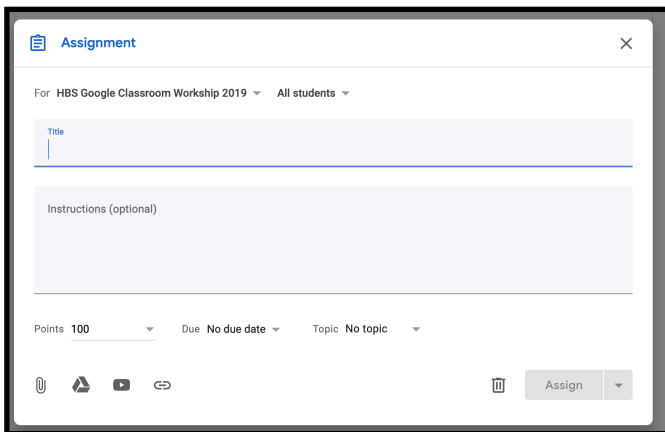To see other Classes or Close

Stream - The Main Page

People - View Members

Settings: Class Code

☰ HBS Google Classroom Workship 2019   **Stream**   Classwork   People   Grades   ⚙

Classwork - Make Assignments

Grades - Keep Grades for each assignment

6. **Create an Assignment under the Classroom Tab**

New Assignments appear in the Classwork list

om Workship 2019   Stream   **Classwork**

+ Create

📋 Assignment

📋 Quiz assignment

❓ Question

📖 Material

🔁 Reuse post

▤ Topic

ss here

tions

ork into modules or u

students to see it

7. **Fill in information for Assignment, Begin with a Title You may add to multiple classes**

+ Create

📋 Type Title

📋 Assignment #1

Assignment   ✕

For HBS Google Classroom Workship 2019 ▾   All students ▾

Title

Instructions (optional)

Points 100 ▾   Due No due date ▾   Topic No topic ▾
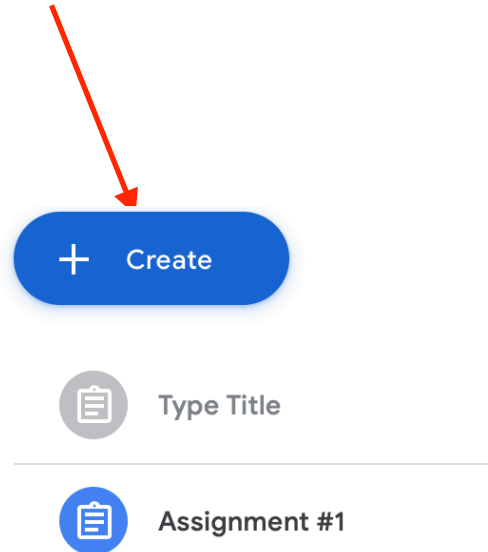
📎 ▲ ▶ 🔗   🗑   Assign ▾

Click from the icons to add materials to Assignment

📎 ▲ ▶ 🔗
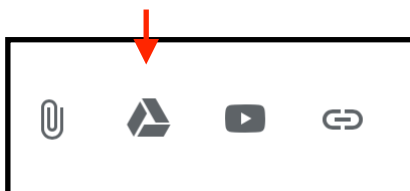
New Assignments will also be listed in the Stream

Stream   Classwork   People   Grades

HBS Google Classroom Workship 2019

Class code sgw174 ⌞⌝

Select theme
Upload photo

Share something with your class...

Dan Dearing posted a new assignment: Assignment #1
12:25 PM
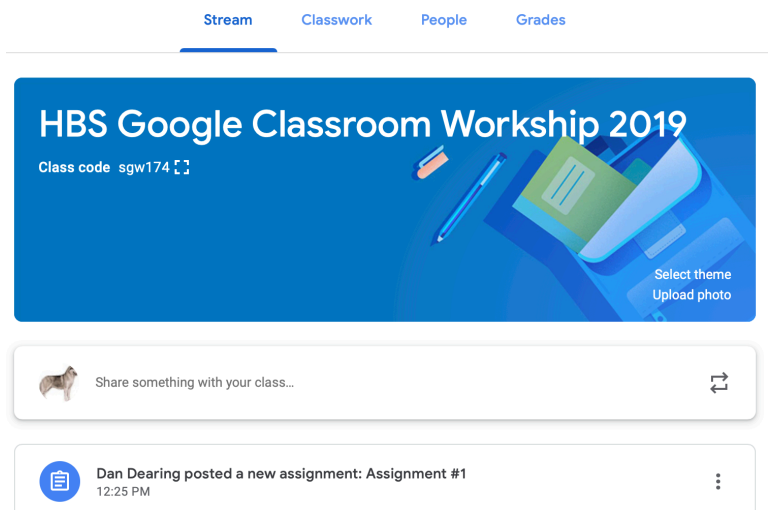
Using the Stream

- How To:
  - On the Stream tab, click on Share something with your class.
  - Type out your message.
  - If you want to add a link, something from Drive, a file or a Youtube Video, click the Add button.
  - Once it is complete, you can click Post to post instantly or click the drop down arrow to schedule it for later.
  - Once it is posted, you can click on the 3 dots on the right to move to the top, edit, delete, or copy.
- Tips & Tricks:
  - The stream is used for announcements. These are posts that do not have an assignment attached, but you can connect other files that may be good for students.
  - The stream goes from oldest to newest post (with the option to move an old post to the top).
  - Announcements can be posted instantly or scheduled for a later date.

Classwork Tab

- How To Assign Work:
  - Click on the Classwork tab.
  - Click the blue create button.
  - Choose your type:
    - *Assignment - Create many types of activities for students to complete, complete with rubrics, grading options, and more*
      - Give it a title and instructions.
      - Use the Add button to attach premade docs, files, links, Youtube and more.
      - Use the Create button to make a Doc, Slideshow, Sheet, Drawing, or Form for students to use.

- ○ Remember to choose how students are using it!
  - ■ View is only looking.
  - ■ Editing has them all in the same document.
  - ■ Copy means each student will get their own copy of it.
- On the right side, choose your settings.
  - ○ Will it go to all students or specific ones?
  - ○ How many points can they get or is it ungraded?
  - ○ Set a due date.
  - ○ If you are using Topics, assign it to a topic.
  - ○ Create or reuse a rubric if you want.
- Once it is all set, click the blue Assign button in the top corner to assign right away, or the drop down arrow to schedule for later.
- ■ *Quiz assignment - This uses Google Forms to create a quiz (that can also self-grade if wanted)*
  - Give it a title and instructions.
  - Click Add, if you need to add materials for the quiz.
  - Click on the Blank quiz and edit it.
  - On the right side, choose your settings.
    - ○ Will it go to all students or specific ones?
    - ○ How many points can they get or is it ungraded?
    - ○ Set a due date.
    - ○ If you are using Topics, assign it to a topic.
    - ○ Create or reuse a rubric if you want.
  - Once it is all set, click the blue Assign button in the top corner to assign right away, or the drop down arrow to schedule for later.

- *Questions - Use this to collect formative assessment, to check in with students, and more*
  - Ask your question in the top box and give instructions if needed.
  - Determine the type of question in the drop down box to the right of the question - Short Answer or Multiple Choice.
    - For Multiple Choice, add the options to answer below.
  - Use the Add button to attach premade docs, files, links, Youtube and more.
  - Use the Create button to make a Doc, Slideshow, Sheet, Drawing, or Form for students to use.
  - On the right side, choose your settings.
    - Will it go to all students or specific ones?
    - How many points can they get or is it ungraded?
    - Set a due date.
    - If you are using Topics, assign it to a topic.
    - Create or reuse a rubric if you want.
  - Once it is all set, click the blue Ask button in the top corner to assign right away, or the drop down arrow to schedule for later.
- *Material - use this to distribute resources.*
  - Give it a title and description.
  - Use the Add button to attach premade docs, files, links, Youtube and more.
  - Use the Create button to make a Doc, Slideshow, Sheet, Drawing, or Form for students to use.
  - On the right side, choose your settings.
    - Will it go to all students or specific ones?
    - If you are using Topics, assign it to a topic.

- Once it is all set, click the blue Post button in the top corner to assign right away, or the drop down arrow to schedule for later.
- How To Use Topics:
  - Topics are used to organize the assignments into sections.
  - Under the create button is Topic.
  - Type the topic name and click add.
  - Assignments can be dragged and dropped into topics.
- Using the Google Calendar
  - All assignments that have a due date will go on the Google Calendar for the class to have access to.
- Using the Class Drive Folder
  - The class drive folder is where all of the assignments get stored.
  - It will automatically create a template folder for any assignments that students get a copy of, as well as creating one folder per assignment.

People
- This is where you can track who is in the class.
- Co-teachers can be added.
- Students can be invited by email or given the class code to join.

Grades
- Grading set up is done in settings (the gear in the top right).
- You have the option for students to see the overall grade or not.
- You have the options to make categories that are weighted.
- Tips & Tricks:
  - Make a check in category to take attendance/track participation.

Settings
- The gear in the top right corner is where you will be able to change settings.

- You can choose for students to have the ability to post and comment on the stream, just comment, or no posting options.
- You can also turn on guardian email summaries, where parents can be connected to students and get notifications about missing work, upcoming work, and class activities.
- Grading options can also be modified here.

Resources:
Google Classroom Help Center:
https://support.google.com/edu/classroom/?hl=en#topic=6020277

Google's First Day of Classroom Training: Many how to videos for getting started!
https://teachercenter.withgoogle.com/first-day-trainings/welcome-to-classroom

Ditch that Textbook: 10 Tips to Use Google Classroom Effectively and Efficiently:
https://ditchthattextbook.com/10-tips-to-use-google-classroom-effectively-and-efficiently/

Shake Up Learning: 15 Google Classroom Tips for Teachers
https://shakeuplearning.com/blog/15-google-classroom-tips-for-teachers/
- Kasey Bell at Shake Up Learning has a great podcast! Episode 55 is about Apps that Integrate with Classroom. Episode 54 has online learning tips for school closures
  - https://shakeuplearning.com/shake-up-learning-show-podcast-with-kasey-bell/

Continuous Learning Guide for Parents/Students from Yokohama International School:

https://lh3.googleusercontent.com/Vc5_Nq_4inmA_BWrvWcp0TOVFUkKm
pxVOizDUoqi0nKXJH8NV_0WwqINzIe9k6rq09kRIhK6vvjRjcfdkLky77cj6Nb
if16cO4G34QIHriZaJPboLWs=w1280

Resources for Teaching Online Due to School Closures from The
EduBlogger:
https://www.theedublogger.com/teaching-online-school-closures/#daily

Tips for Recording Lessons from The EduBlogger:
https://www.theedublogger.com/files/2018/06/10-Tips-For-Filming-A-Piece-
To-Camera-1gt95is-1yr2f9c-724x1024.png

Example of a Communication Expectation Guide from Jennifer Chang
Wathall: https://www.jenniferchangwathall.com/

Infographic on Feedback during Online Learning:
https://res.cloudinary.com/dq82ikfq4/image/upload/w_900,c_limit/v1583338
936/wo7lzyv2vfslmzk6gs0w.jpg