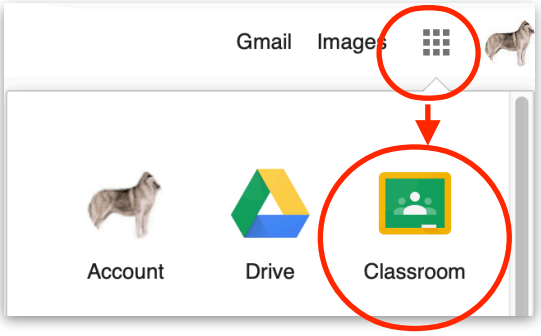
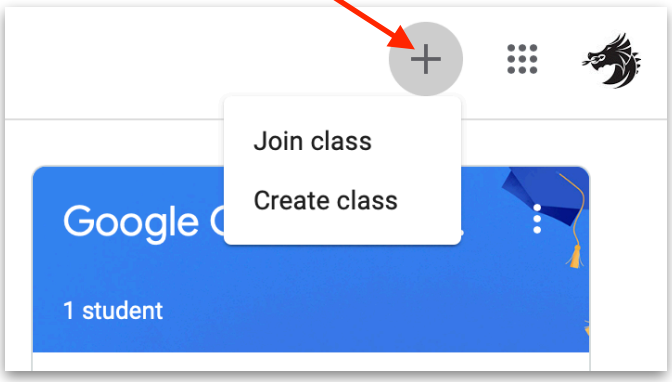
Google Classroom Setup

Section #1
Creating a New Google Classroom

1-1. To Create a New Classroom:
Click the 9 tiles to open drop down.

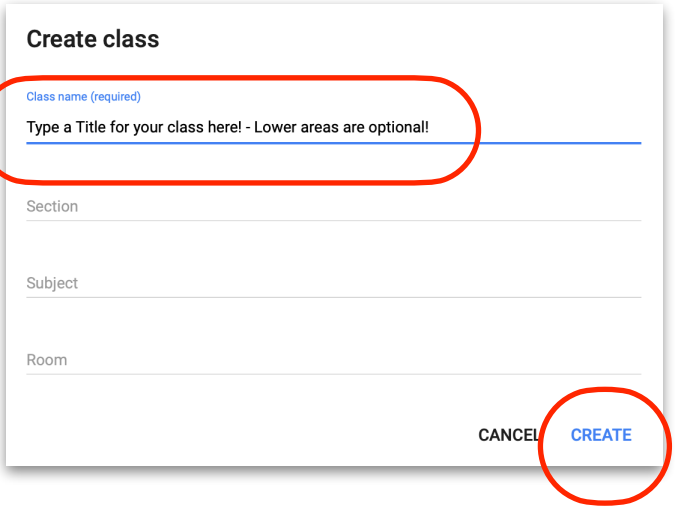


1-2. Click the Plus Sign **+,** to Create or Join a

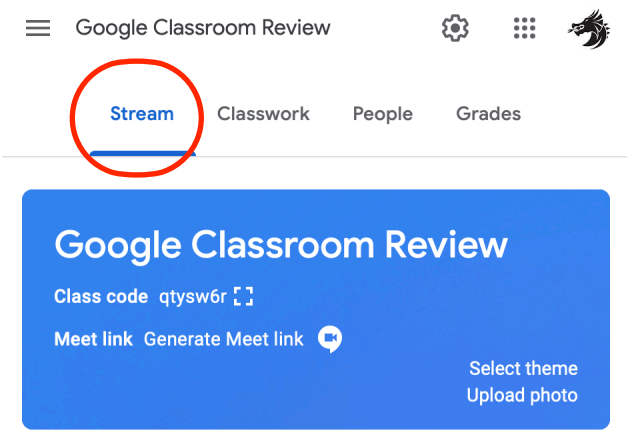


1-3. Type a Title:
Each Classroom must have a title, the other lines are optional. You may want to create a class for each of your classes.

The class will take a few moments to be created by Google, once you click create.

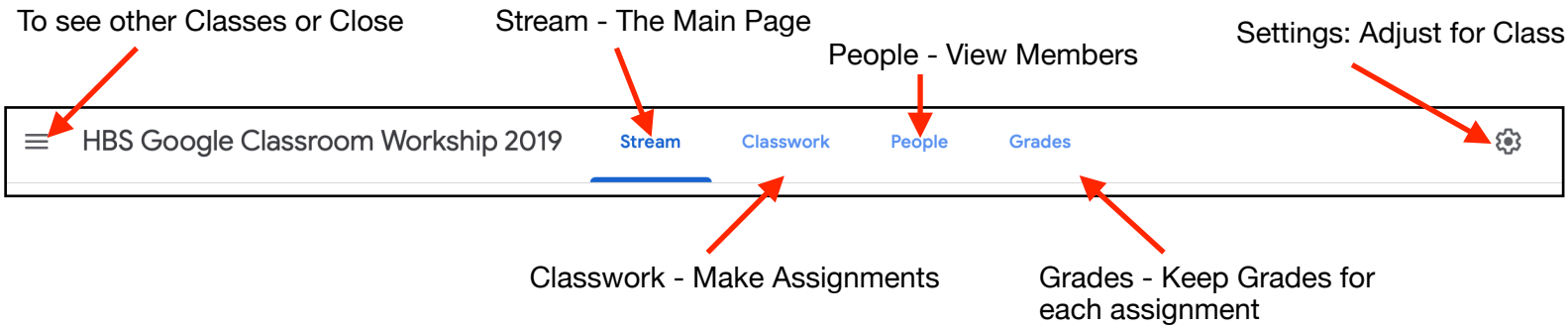


1-4. The Stream:
Once you create a Google Classroom, it will open to the Classroom Stream.
You can post announcements to your class on the class stream.
Announcements are posts with no assignments. You can use them to give notices or reminders to your students. Announcements appear in chronological order. If you want, you can move an older post to the top.
You can draft and schedule announcements and control who comments or replies to posts. If a student turns on notifications, they'll get an email when you post an announcement.



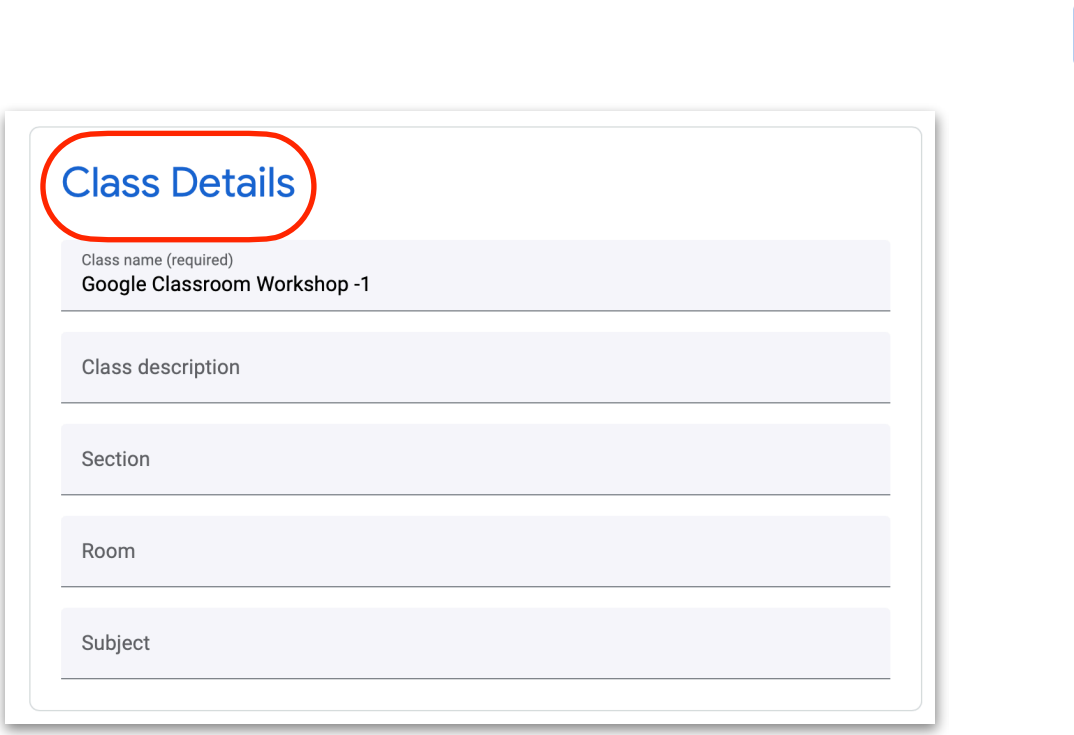
Section #2
Main Tool Bar & Adjusting Settings for Google Classroom

2-1. View of the Main Tool Bar Selections



2-2. Under Classroom **Settings** there are 3 areas: **Class Details**, **General**, **Grading**
Click the **"Cog Icon"** to open settings.

2-3. The **Class Details** include the Title of the class, Description, Section, Room and Subject. These may be edited at anytime. Click **"Save"** if changes are made.



2-4. The **General** area has several settings.

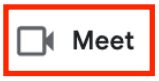
- **Class Code:** This is the code for joining the class. Click the dropdown arrow to Display, Copy, Reset or Disable.

- **Stream:** By default "Students can post and comment." Teachers should consider changing this setting to "Only Teachers can post or comment. Teachers may post a Google Document for students to share individual and group comments.

- **Classwork on the Stream:** This refers to the Stream Tab or the front page of Google Classroom. There are 3 options:
    - **Show Attachments and Details** - shows list of all posts, materials and assignments on the Stream. Also displays attachments.
    - **Show condensed notifications**
    - **Hide Notifications**

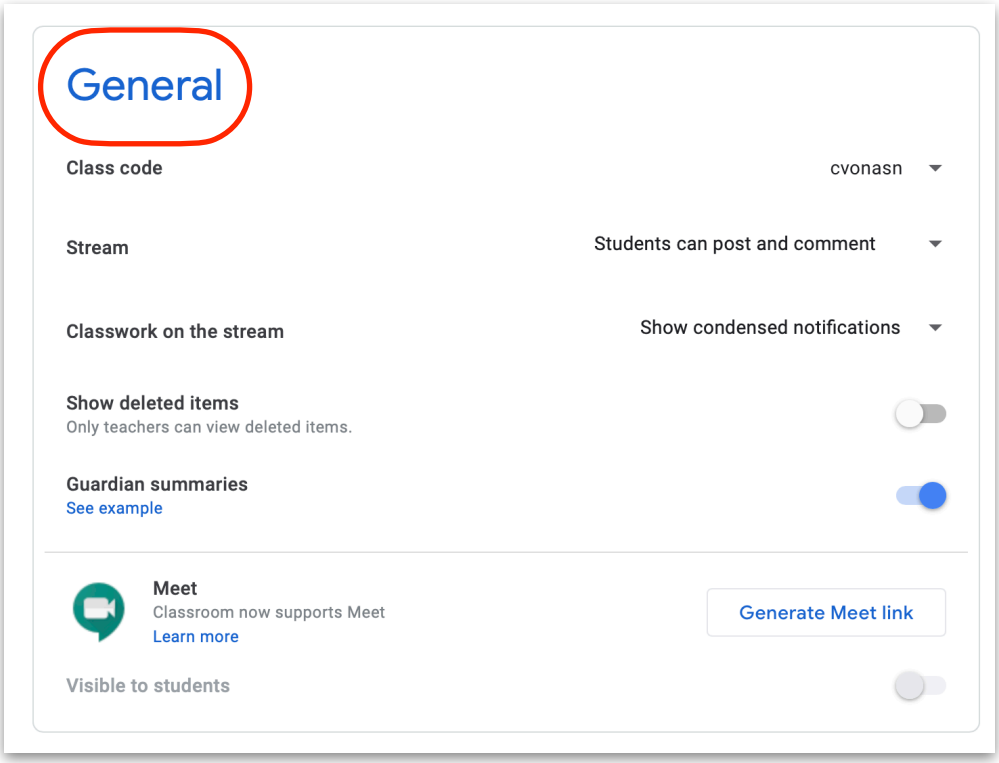
- **Show deleted items**

- **Guardian summaries:** Click for complete summaries information!

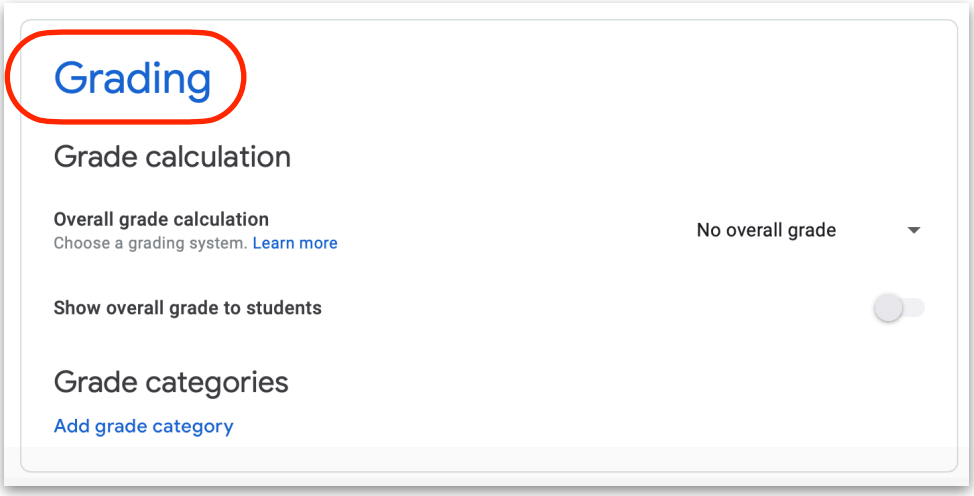
- **Meet:** Click, **"Generate Meet link",** students will see a Google Meet Icon 

The Icon will appear under the **Classwork** tab, for the students and teachers

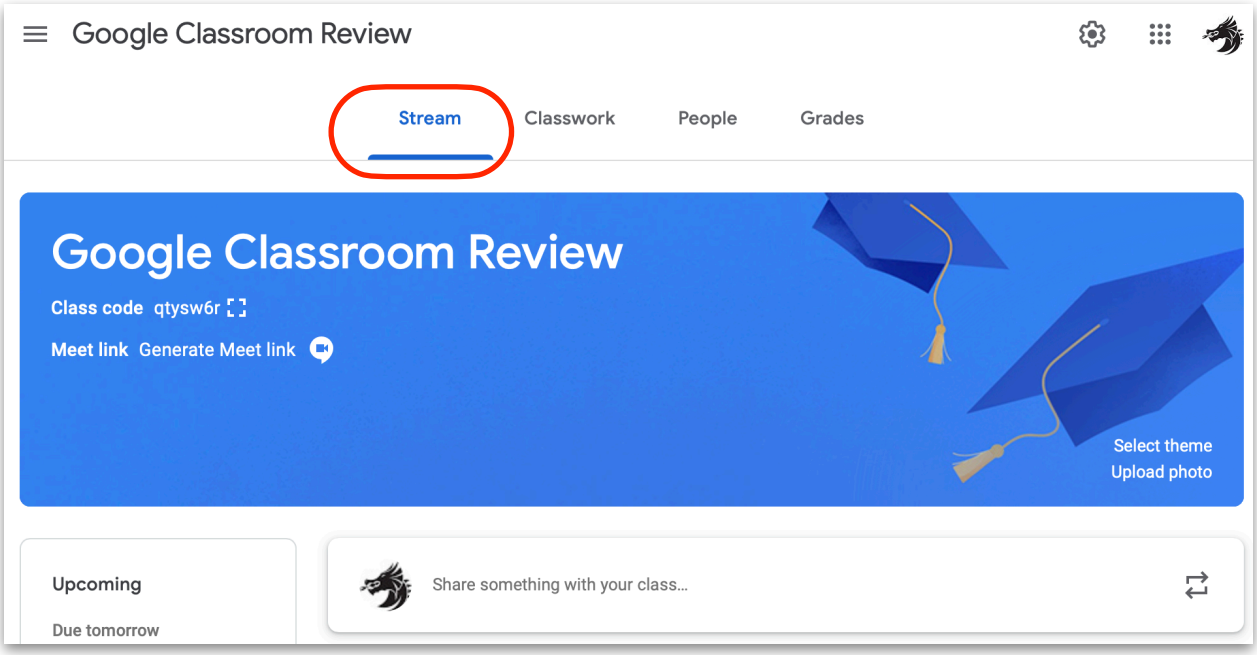
  Teachers may reset the link, this will generate a new link, or turn off the feature by moving the slider to the left, which will remove the Meet Icon from the students Stream.



2-5. Grading: Teachers may give grades to work turned in by students. The Google Classroom Grading option is not recommended as a replacement for PowerTeacher Pro. Grades entered into Classroom will need to be manually entered into PowerSchool.



Section #3
The Stream



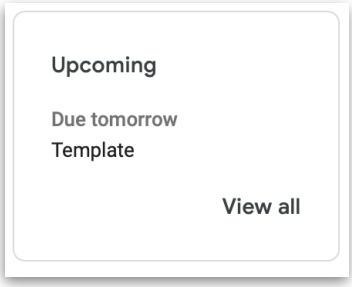
3-1 The Stream:

Once you create a Google Classroom, it will open to the Classroom Stream.
You can post announcements to your class on the class stream. In Settings the teacher may set the Stream to have Teacher only comments and posts, Students also comment and post or Students only able to comment to teachers posts. Refer to Section 2-4.

3-2. Share Something with your class… You may posts messages to your class. You can use posts to give notices or reminders to your students. Posts appear in chronological order. If you want, you can move an older post to the top.
You can draft and schedule announcements and control who comments or replies to posts. If a student turns on notifications, they will receive an email when a post has been made. Documents, images, web-links may be added to your posts.

3-3. **Assignments** may appear in the Stream. It is recommended to not rely on the Stream to display assignments. All Assignments will be organized and accessed through the **Classwork** tab. Refer to Section 2-4.

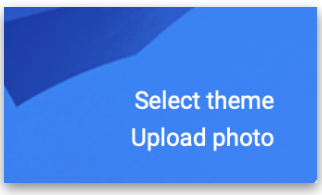
3-4. Upcoming: This area will display upcoming Due Dates to students. Due Dates need to be entered while making an assignment for dates to appear.



3-5 Class Code: The Class code appears on the stream image. By clicking the square to the right of the code, a larger window will appear with the code.

3-6 Meet Link: A link for Google Meet will appear if the meeting code has been generated in Settings. See Section 2-4.

3-7 Class Theme: The Theme may be changed by selecting a new theme or by uploading a photo.



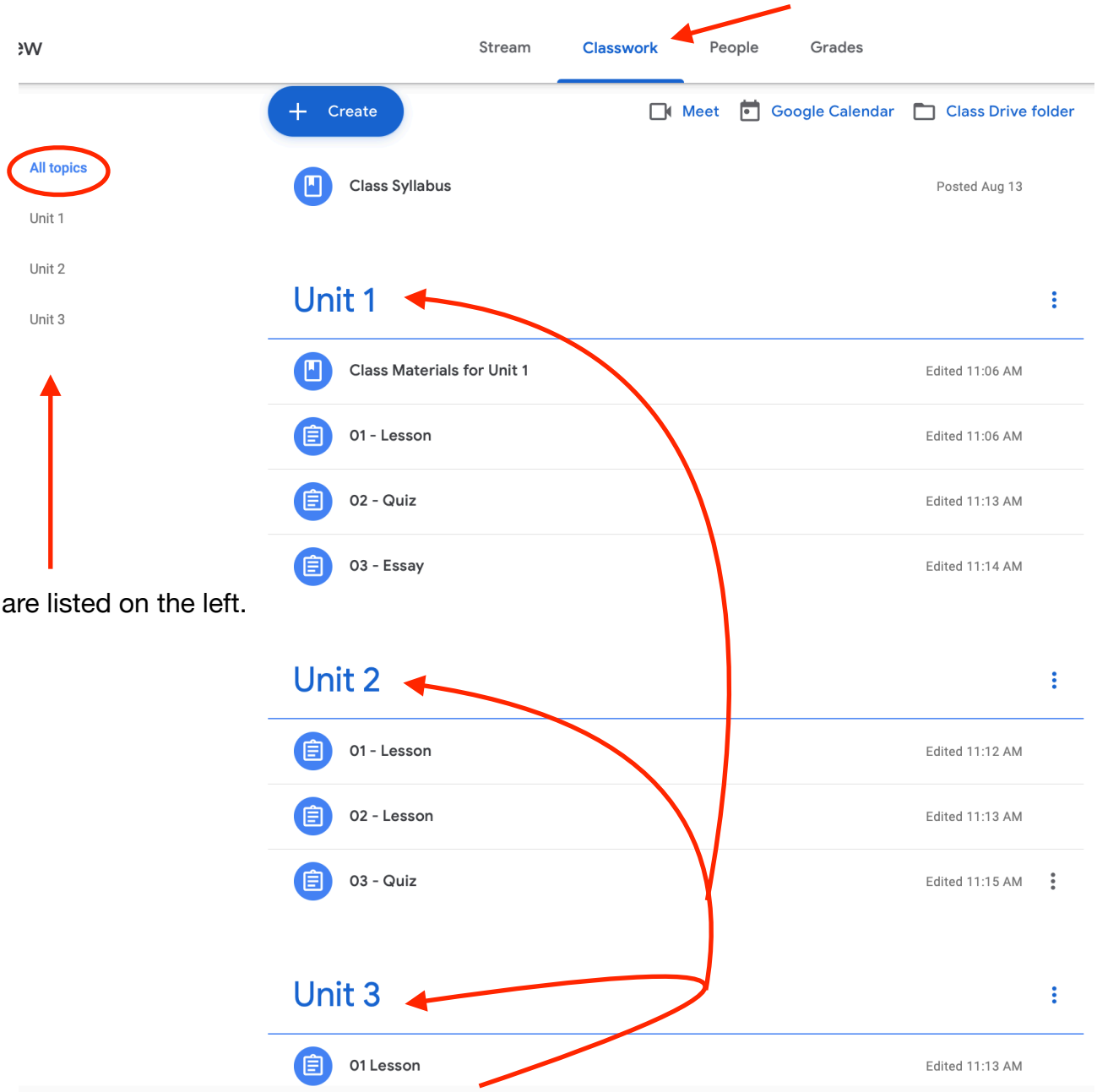
Section #4
Classwork - Creating Topics

4-1 Create: By click **Create** a Classroom teacher may create assignments, quizzes, questions, add materials, reuse posts and make topics.

A syllabus, classroom rules, topic related reading may also be created in this area.

4-2. Topics: Topics are used to organize assignments into modules or units.
Teachers and Students see Topics while in the **Classwork** view.

4-3. Below is an example of what students see when they click on the Classwork Tab.



Topics are listed on the left.

Assignments are sorted by **Topics**. Students can click a **topic** to see all Assignments and materials within that **Topic.**

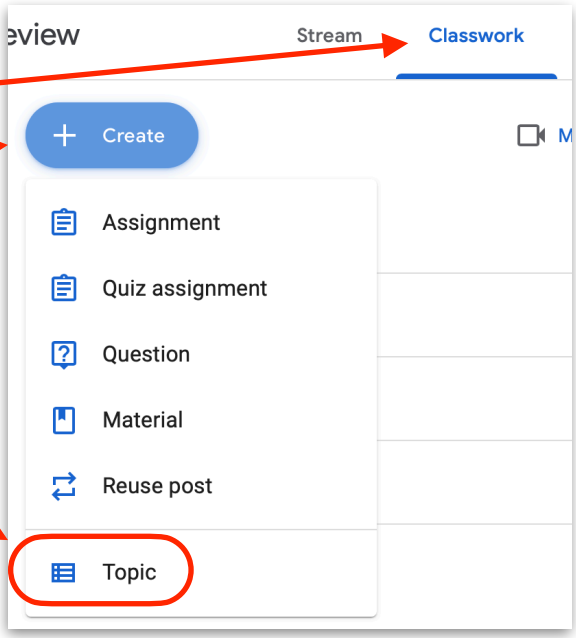
Note: Teachers and Students see Assignments organized by **Topic** while in the **Classwork** Section.

4-4. Creating Topics

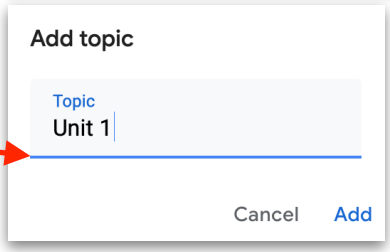
4-5. Click the Classwork Tab

4-6. Click +Create

4-7. Click Topic

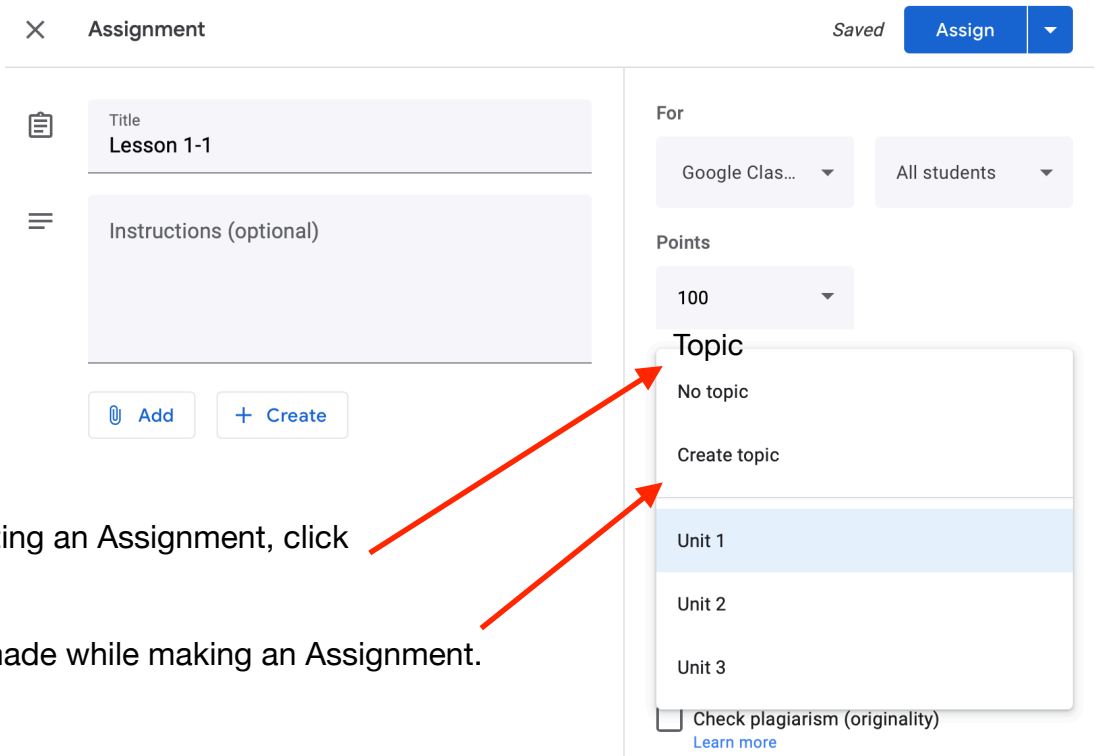


4-8. Type Title of Topic, Click ADD



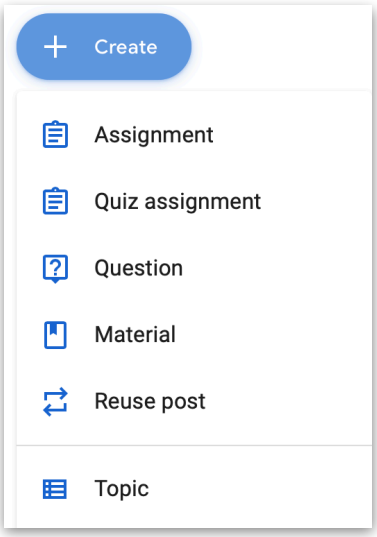
4-9. When creating or editing an Assignment, click **Topic** and choose a **topic.**

4-10. Topics can also be made while making an Assignment.



Section #5
Classwork - Assignments

5-1. Create:
Click Create to make a new Assignment



5-2. Assignment Selections

Type in a Title, and optional Instructions.

For: You may also choose an individual class and designate the full class or an Individual students for the assignments.

If you choose more than one class, all students will be selected.

Points: Points are optional, see Section 2-5. Grading

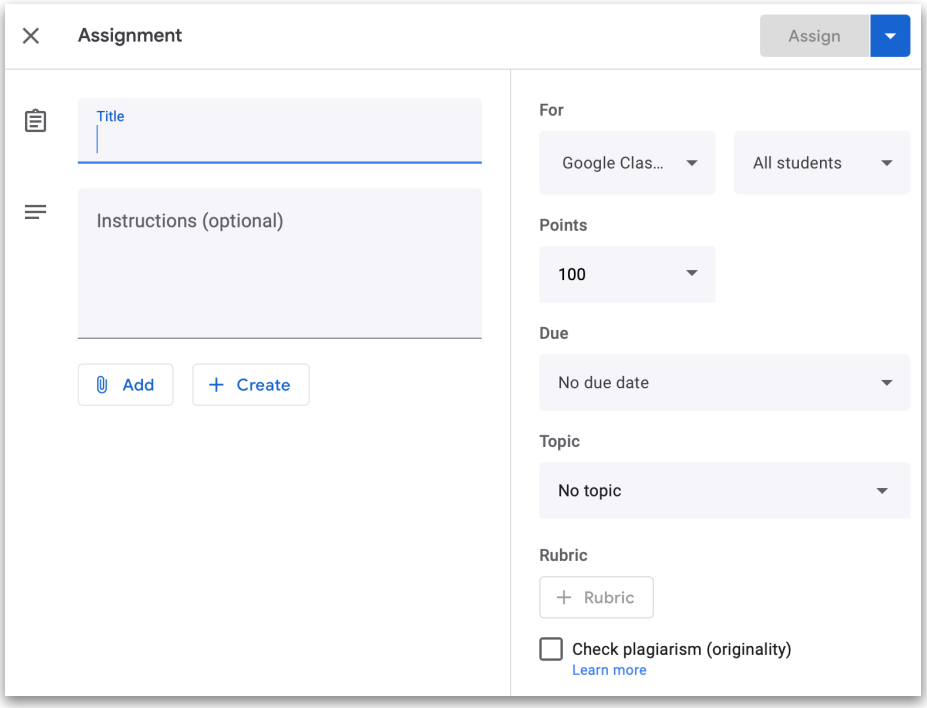
Due: Due dates should be selected. This will allow Upcoming work to appear on the student's Stream.

Topic: Add a Topic to organize Units and Modules.

Rubric: Click to Create a New Rubric, Reuse a Rubric, or import a Rubric.

Check Plagiarism (Originality)
This option allows 3 reports for students to check for originality while working on a document.
Once the document is turned in, Classroom runs another originality report for the teacher.

[Click for more information concerning Originality Reports.]

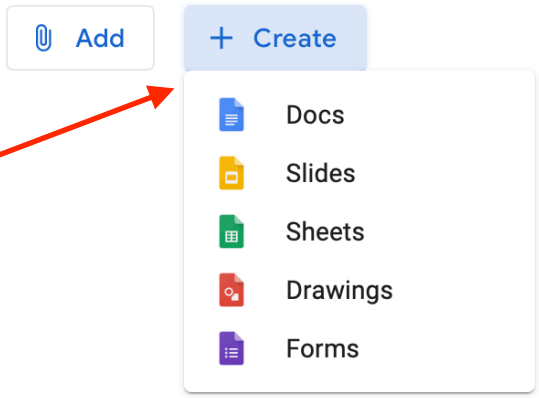


Naming Convention for Assignments

Each assignment needs to be attached to a Topic

A naming convention for assignments will be used under the Topic title. Assignments will look like:

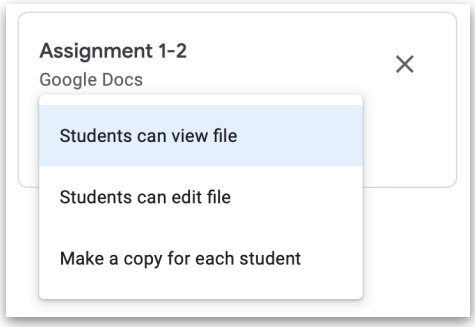
Unit 1
01 Video & Questions
02 Reading
03 Essay



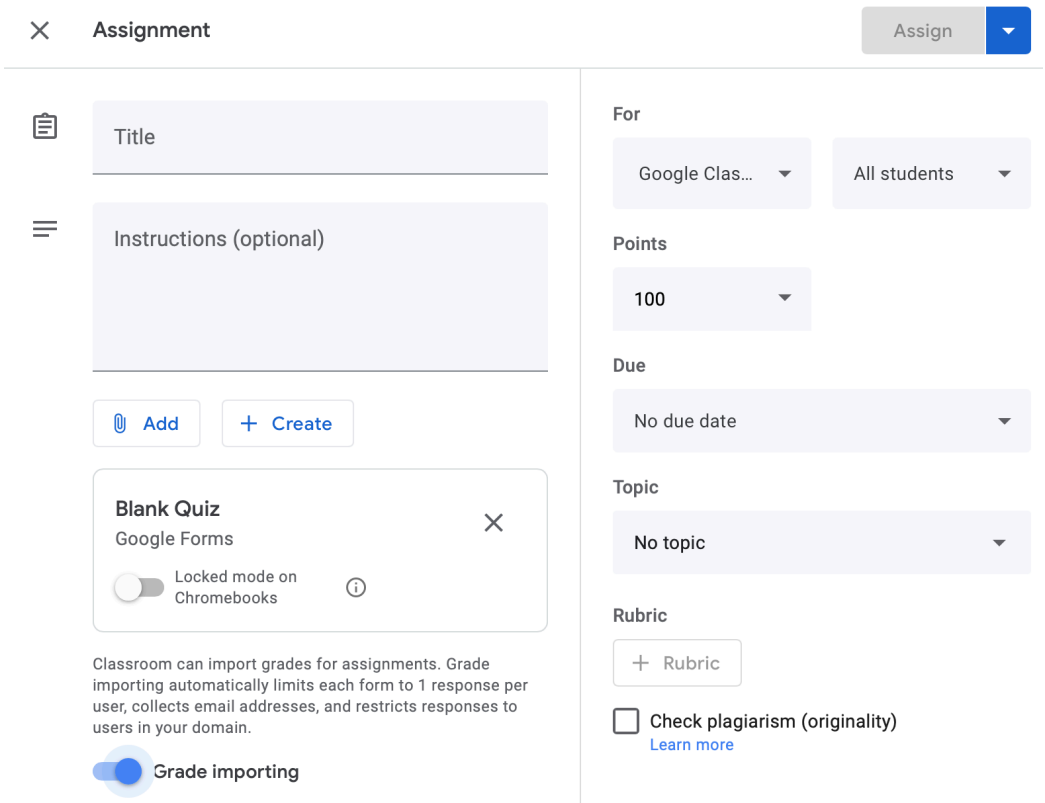
Add & Create:
You may add material to the assignment from google drive or upload from other source.

You may also Create a new Doc, Slide or other.

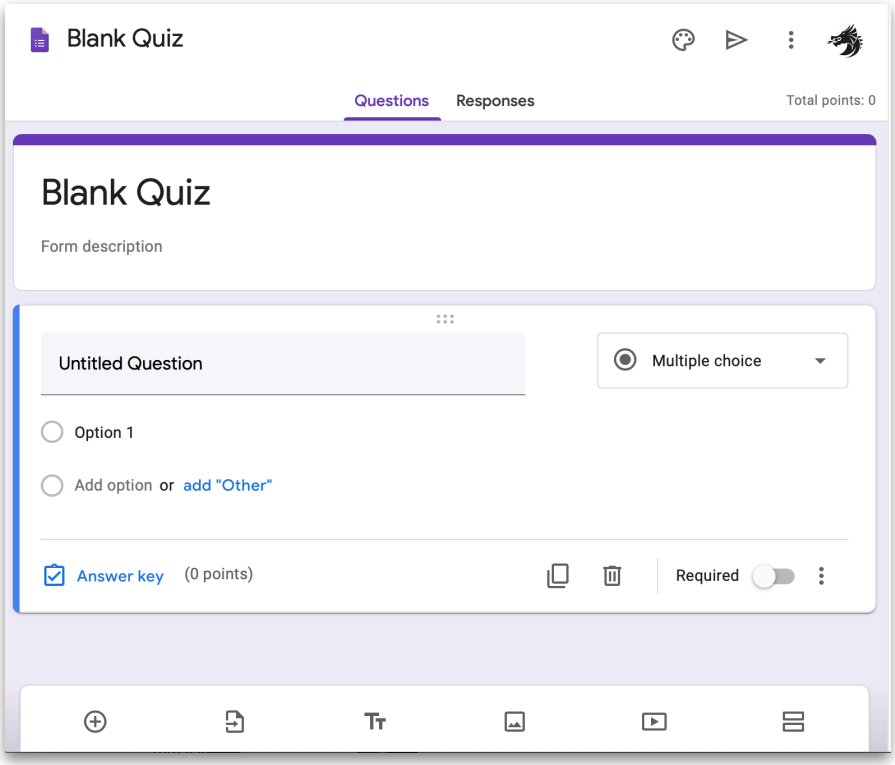
When a Doc is created, it may be set for “Students can view file,” Students can edit file,” or “Make a copy for each students”



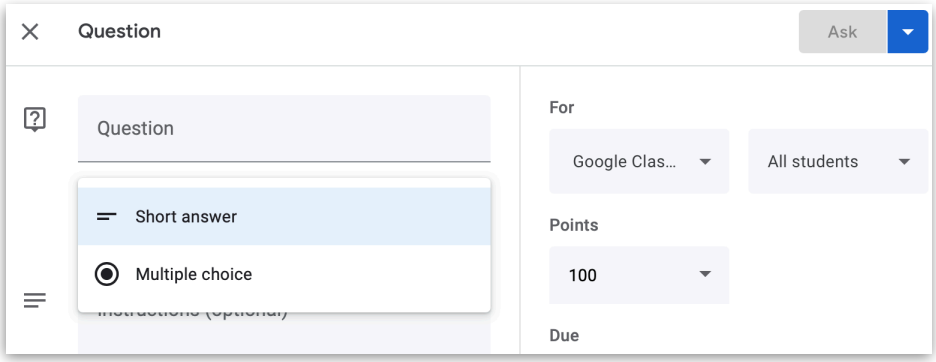
5-3. Quiz Assignment:
Once fields are filled in, as with a regular assignment, click on Blank Quiz



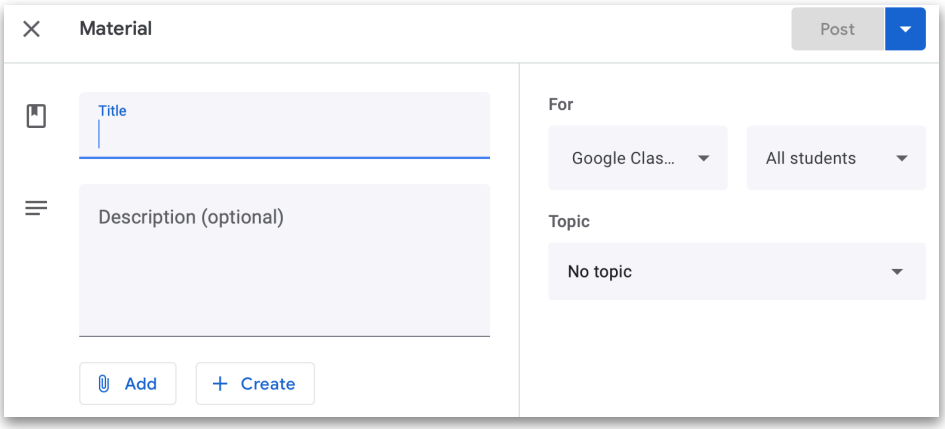
A Google Form, Blank Quiz Template will open. Questions with correct answer may be entered, a quiz which will be graded once students Submit their quiz.



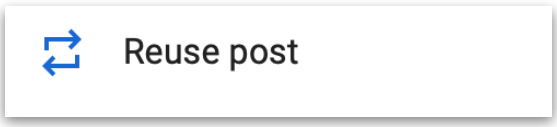
5-4. Question
Ask the class a question.
The question may be in Short Answer or Multiple Choice answer format.



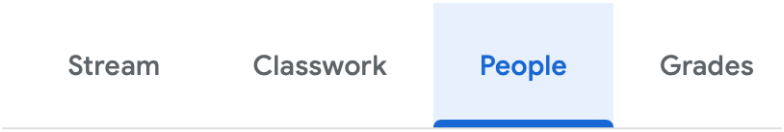
5-5. Material
Add a Syllabus
Add documents, images, links, etc.



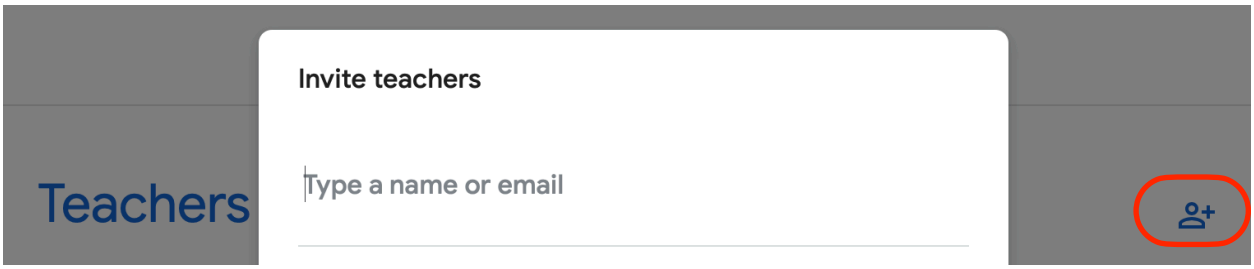
5-6. Reuse Post
Use a Post from another Classroom, or from Archived Classrooms



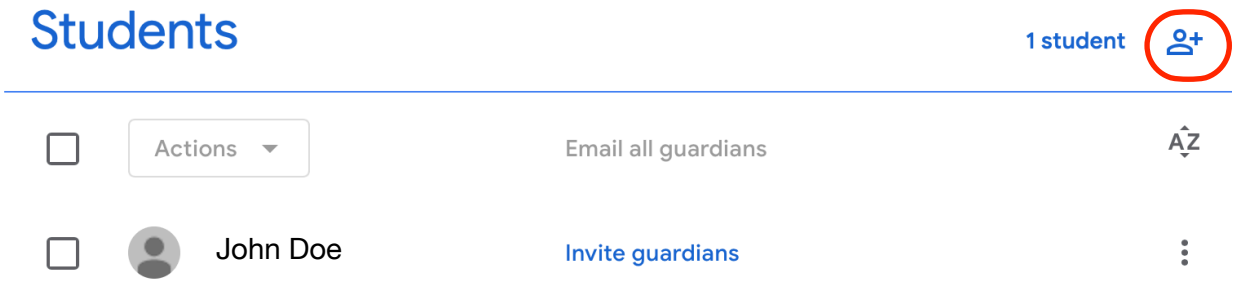
Section #6
People



6-1. People
Click the People tab to invite teachers and students and guardians to the class.



Add Teachers: Click the Add People Icon.
Type in a teachers email address and click Invite. Once a teacher accepts your invitation in the Google Classroom Home area, they will be part of your class.
Teachers you add can do everything you can, except delete the class.



Add Students and Invite Guardians.
Students should be encouraged to join the class by entering the Class Code. Sometimes you will need to manually add a student. Click the Add People Icon, type email address and click Invite. Once the students accepts the invitation, they will be in the class.

Teachers may also Invite Guardians. Guardians will receive a summery detailing finished and upcoming work.

Guardian summaries: Click for complete summaries information!

Google Classroom Sequence

Log Into Google Classroom

Create a new Classroom

Go to Settings: Adjust Settings: Class Details, General, Grading

Go to Stream: Adjust Theme as needed. Check for Class Code and Google Meet link. A welcome comment with class information can be created.

Go to Classwork Tab: Set up Topics for organizing Units and Modules
Begin making Assignments, Quiz, Questions, add Materials.

Go to People Tab: Invite co-teachers if necessary. Invite students or use the Class Code to have students join. Add Guardian emails for email summery updates (optional)