



Google Classroom

Overview :

Sharing and **collaborating** is one the most powerful features of the Google Suite.

- Teachers can share resources to students.
- Teachers can comment on student work.
- Students can collaborate in groups.
- Students can submit work electronically.

However, this can become a mess without a tool such as Google Classroom. Without Classroom you would see the following:

- Students may name files incorrectly.
- Students may share the file wrong.
- Your **Shared with Me** folder will fill up with hundreds of shared files.

Google Classroom is a great tool and it can do all of the following and more:

- Create an online Classroom site which is **private** to you and your students
- Use **announcements** for a discussion stream with your students
- **Assign, collect,** and **grade** student work
- Automatically **share** and organize all files.

How to Create Your Own Classroom with Google

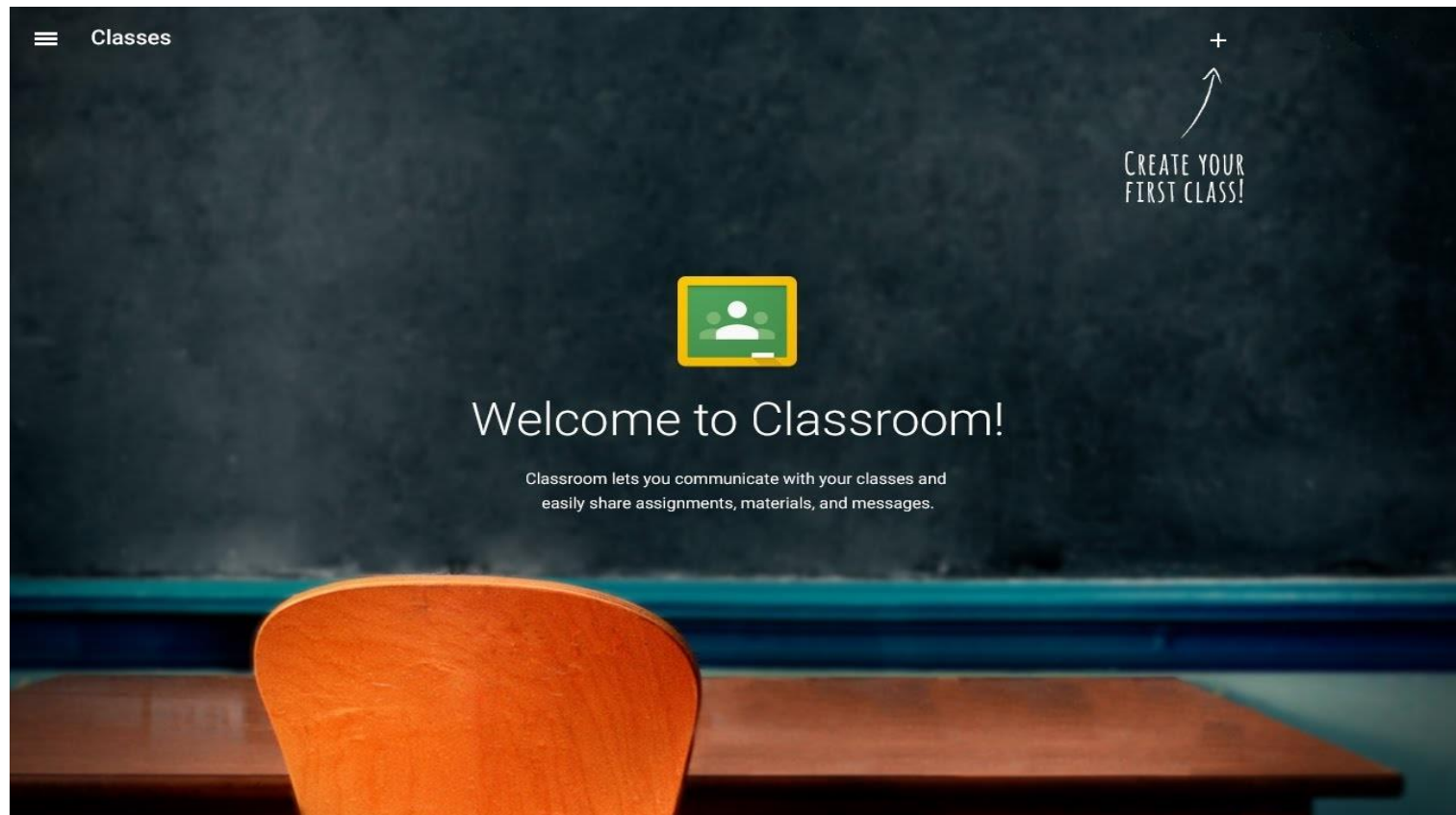
Navigate to [Classroom Google](#), then continue:



CONTINUE

By joining, you agree to share contact information with people in your class. [Learn more](#)

Go to + sign by your name to create your first class:



Type in your class name and section. Then **click** create.

Create class

Class name (required)

Section

Subject

CANCEL

CREATE

Create class

Test 1

English

gl

English 10

English 9

Handwriting

Anthropology

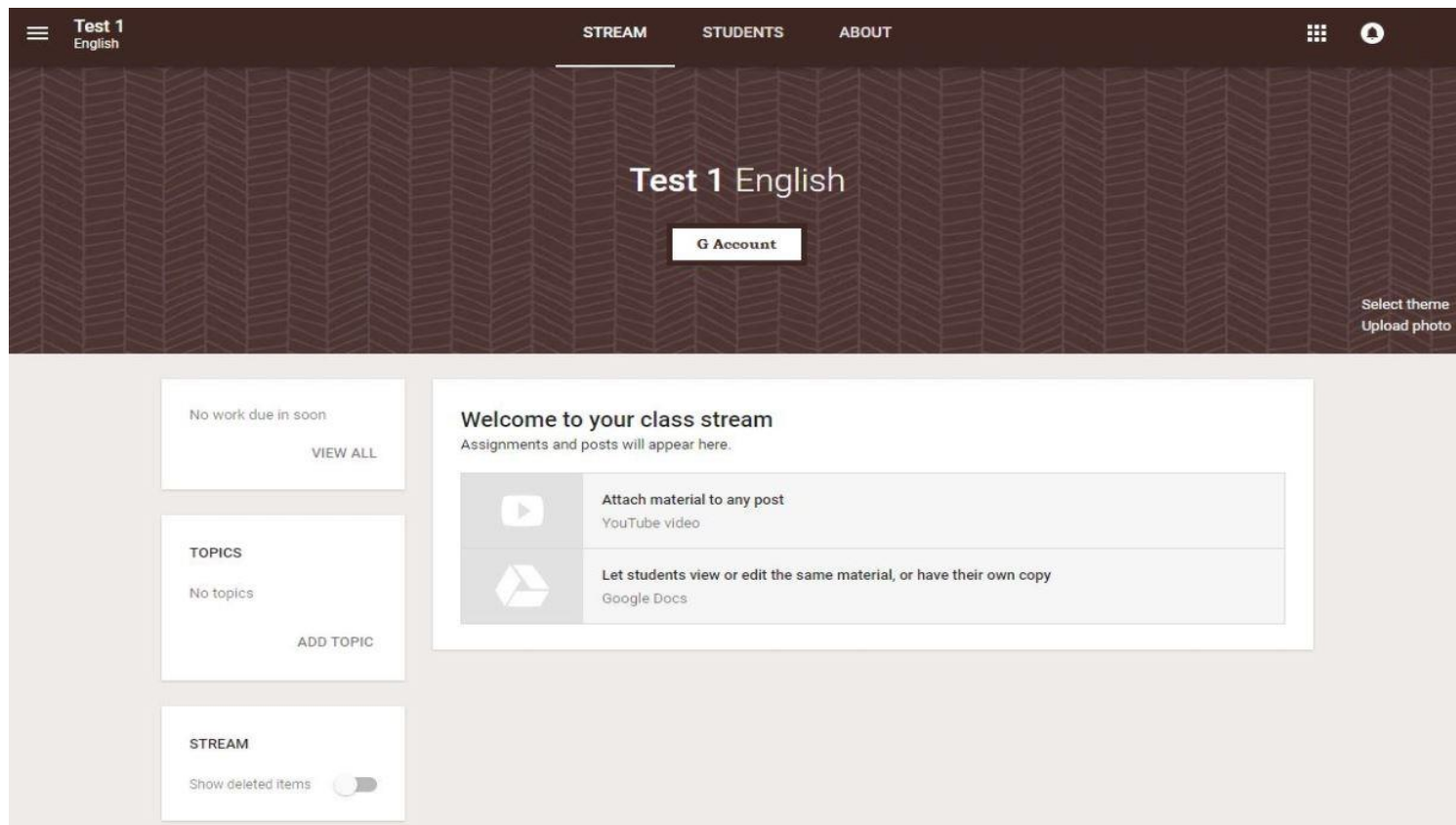
Religious Education (RE)

Archaeology

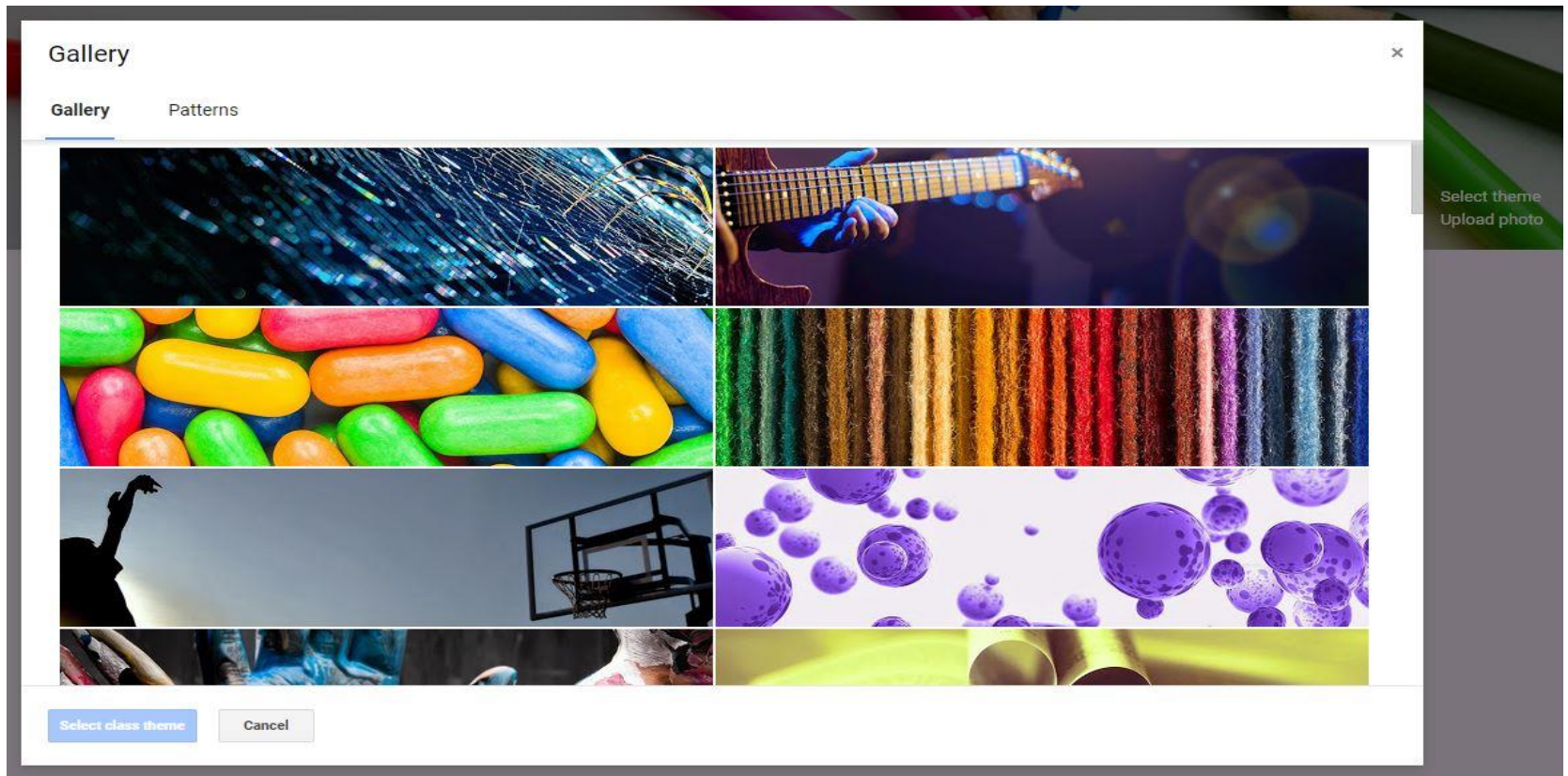
Performing Arts

Information and Communications Technology

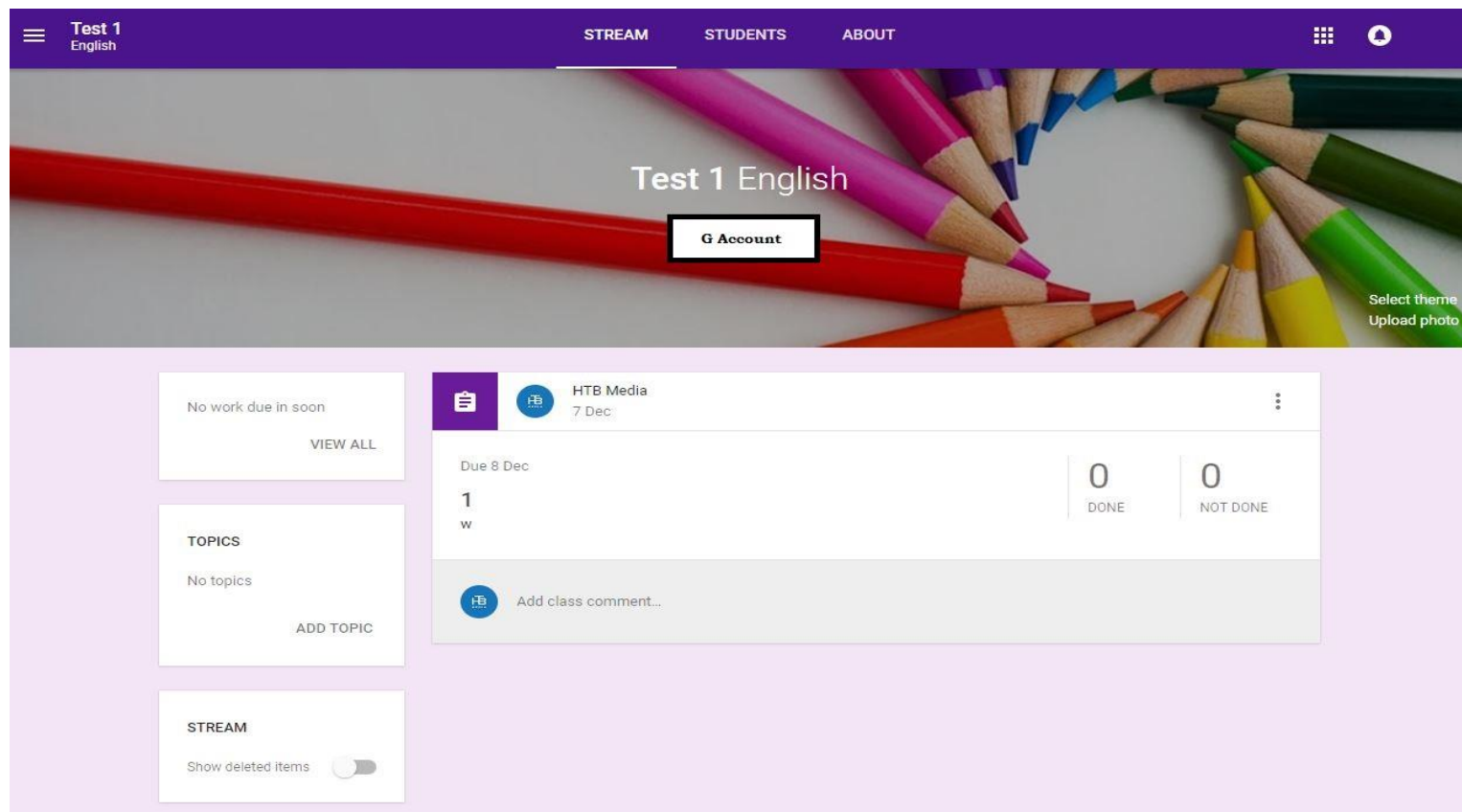
This screen is what your students will see once they join your class.



You can change the look of your class, and choose one of the theme below, or add your own photo.



STREAM: Where your announcements and assignments are posted, and you can add comments and contact your students.



Test 1 English

G Account

Select theme
Upload photo

No work due in soon
VIEW ALL

TOPICS
No topics
ADD TOPIC

STREAM
Show deleted items

HTB Media
7 Dec

Due 8 Dec

1
w

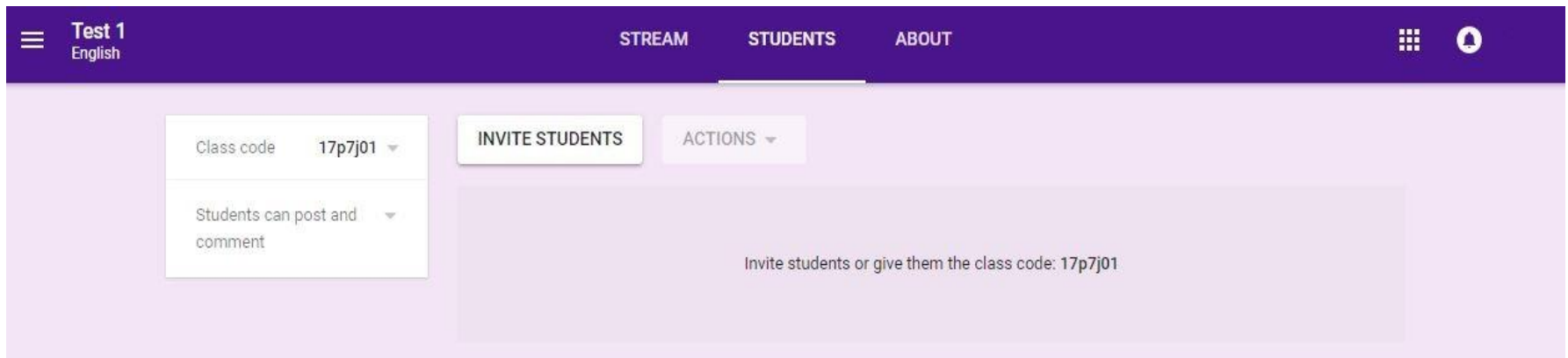
0
DONE

0
NOT DONE

Add class comment...

STUDENTS: we will talk about the Students Tab.

You will see a code on the left side of the page. Your students use the code to join your class. And you can invite new students through their email, by clicking on the invite students tab. Also, you can give and control the permission for each student.



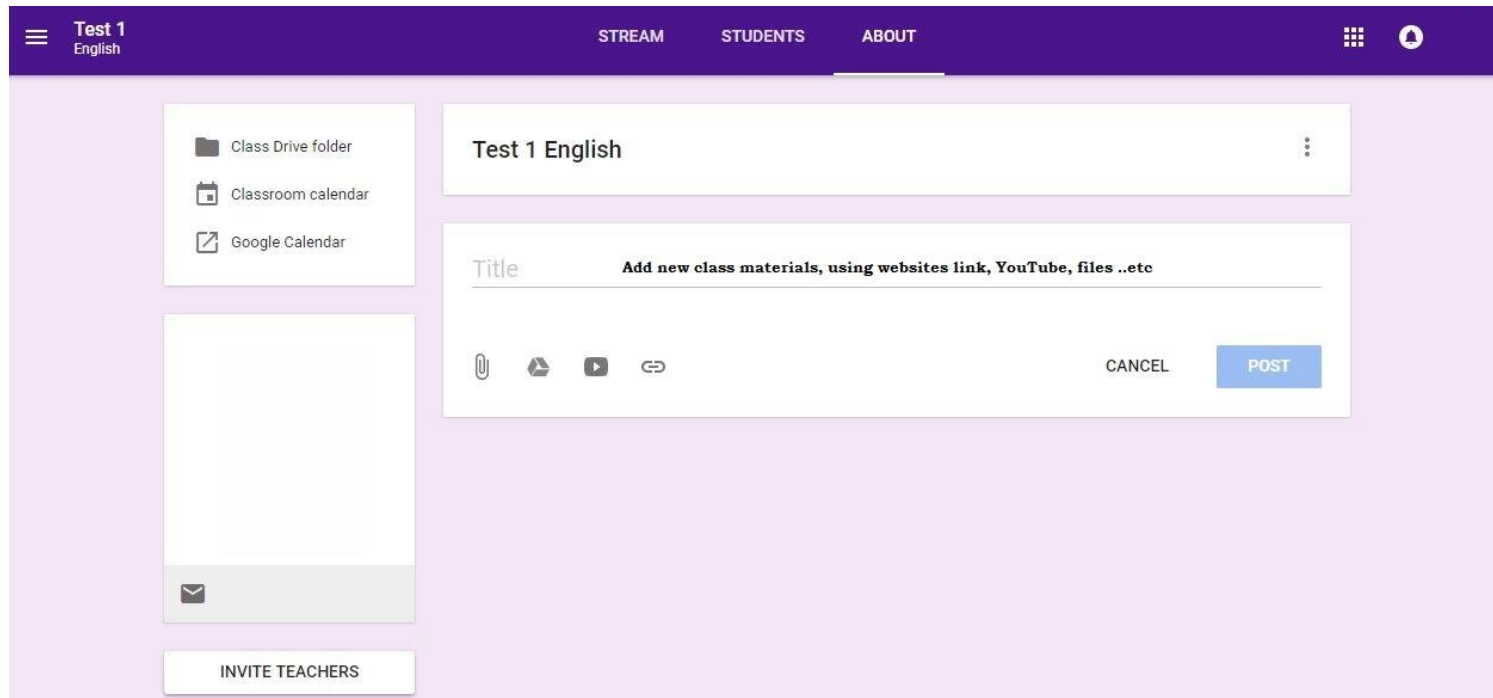
The screenshot displays the Google Classroom interface for a class named "Test 1 English". The top navigation bar is purple and contains the class name, a hamburger menu icon, and three tabs: "STREAM", "STUDENTS" (which is currently selected), and "ABOUT". On the right side of the navigation bar, there are icons for a grid and a notification bell. Below the navigation bar, the main content area is light purple. On the left, there is a white box containing two dropdown menus: "Class code" with the value "17p7j01" and "Students can post and comment". To the right of this box are two buttons: "INVITE STUDENTS" and "ACTIONS" with a dropdown arrow. In the center of the page, there is a light purple box with the text "Invite students or give them the class code: 17p7j01".

ABOUT: Now you should set up the About Page.

At the bottom of the page, a box states, “Add Class Materials”.

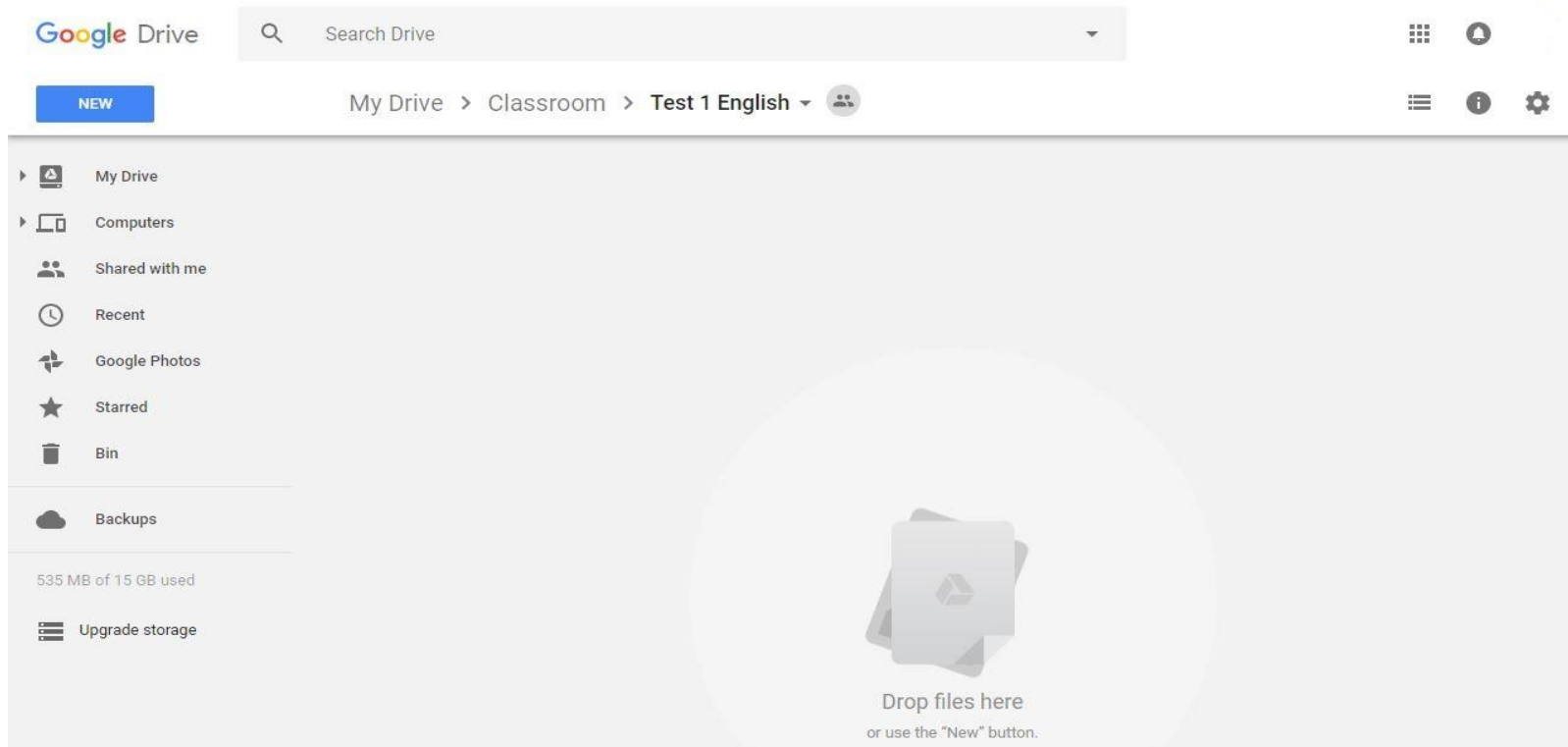
Here is where you would upload your class syllabus, class rules, grading rubrics. Or links to websites you will use all year. This is mainly for documents that students can reference all year not for assignments.

Also you can invite a new teachers with you to join your classroom, also you cab change and setup new calendars.



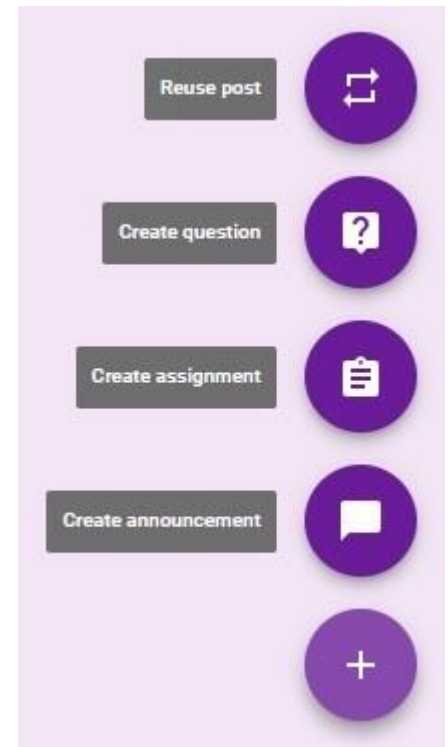
The screenshot shows the 'About' page for a Google Classroom named 'Test 1 English'. The page has a purple header with navigation tabs for 'STREAM', 'STUDENTS', and 'ABOUT'. On the left, there are three options for adding content: 'Class Drive folder', 'Classroom calendar', and 'Google Calendar'. Below these is a large empty box for a description, with an 'INVITE TEACHERS' button at the bottom. The main content area shows the class title 'Test 1 English' and a form to 'Add new class materials, using websites link, YouTube, files ..etc'. The form includes a 'Title' field, a text input area, and icons for adding files, folders, YouTube videos, and links. There are 'CANCEL' and 'POST' buttons at the bottom right of the form.

This is your classroom cloud drive, you have 15 GB for your materials, videos, and files, you can share them with your students.



Navigate to the down right, + sign, and you will see the 4 options below:

- Create new announcement.
- Create new assignment.
- Create question.
- Reuse post.



Create an announcement:

Write a message for your class. **Click** on *Post*.

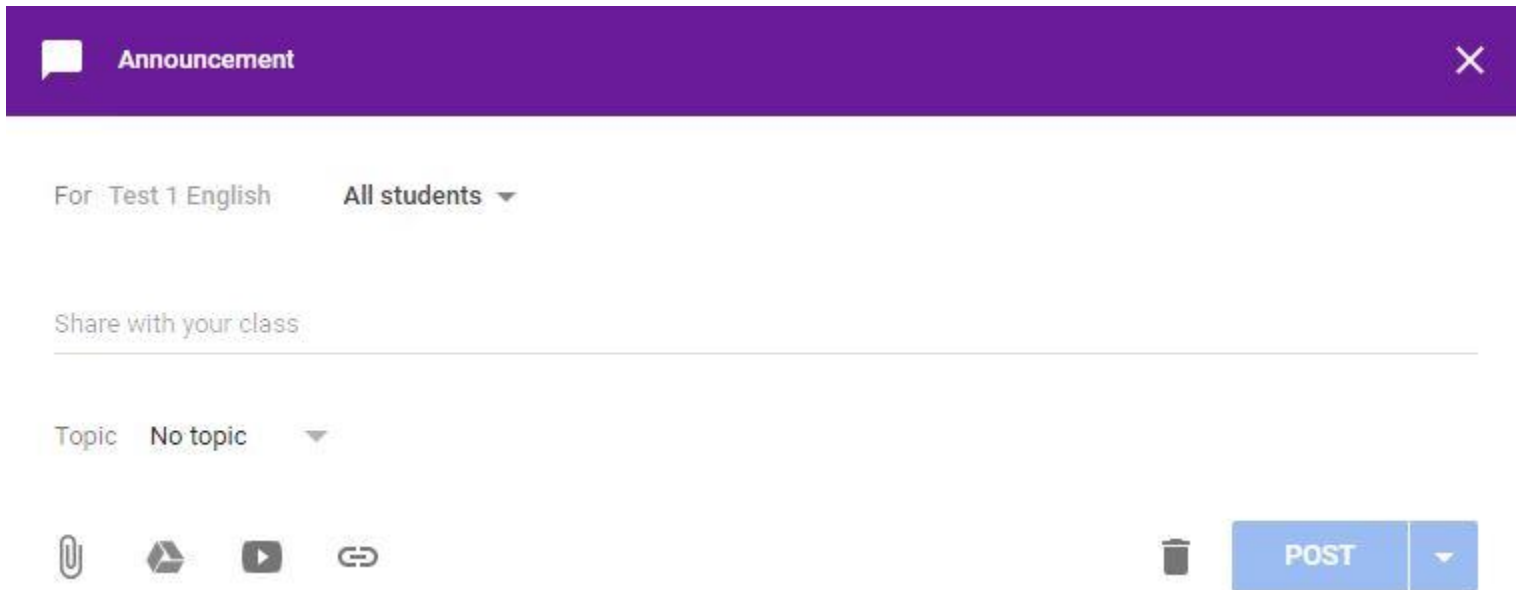
Congratulations, you just created your first announcement,

Your post will now show up in your **Stream** that the students can view.

You can also schedule the Post to go out later. To do this **click** the *drop down arrow next to Post*.

Click on *Schedule* and **choose** your time.

And you can add your material exported from YouTube, websites ..etc








Announcement ✕

For: Test 1 English All students ▼



Share with your class

Topic: No topic ▼

     POST ▼

Create an Assignment:

Fill out the required information in the Assignment Popup. **Click** on the *Paper Clip Icon* to choose a file from your computer or **click** the *Google Drive Icon* to choose a file from Google Drive.






 **Assignment** 

For **Test 1 English** **All students** ▼

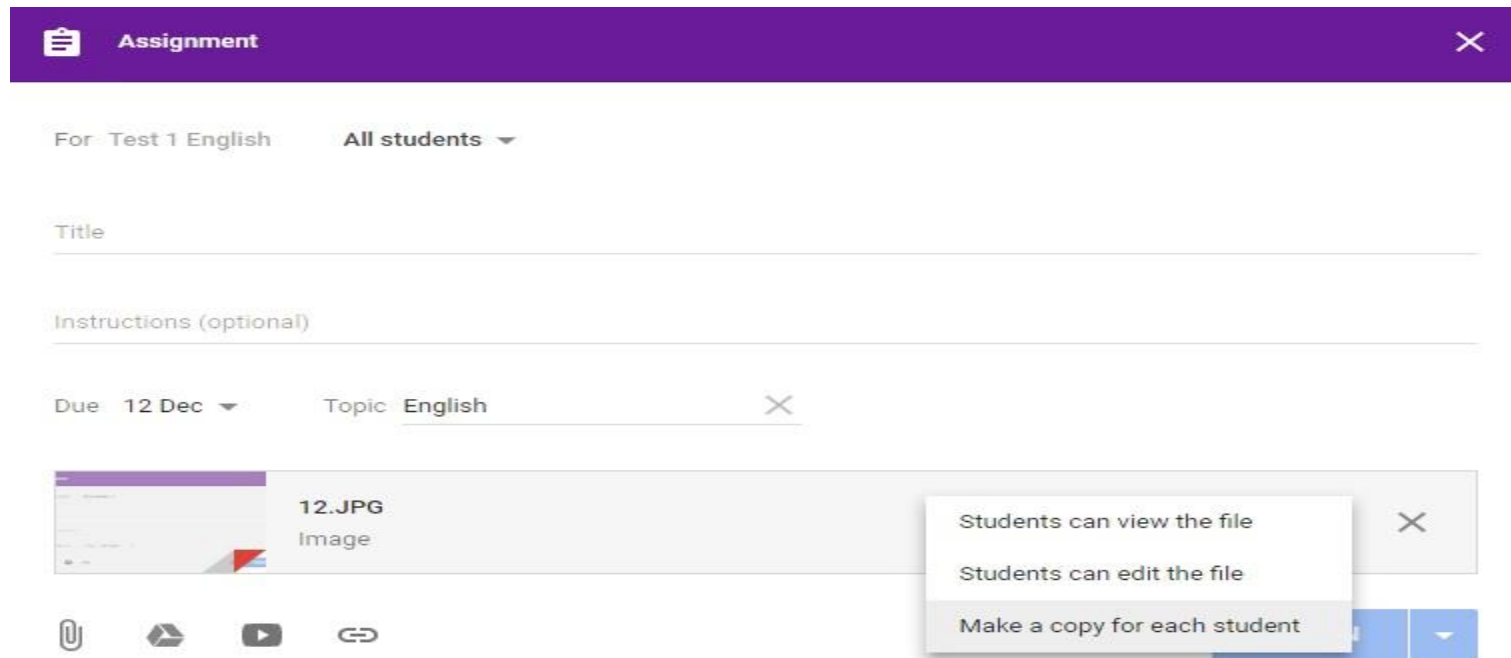
Title

Instructions (optional)

Due **Tomorrow** ▼ Topic **No topic** ▼

     **ASSIGN** ▼

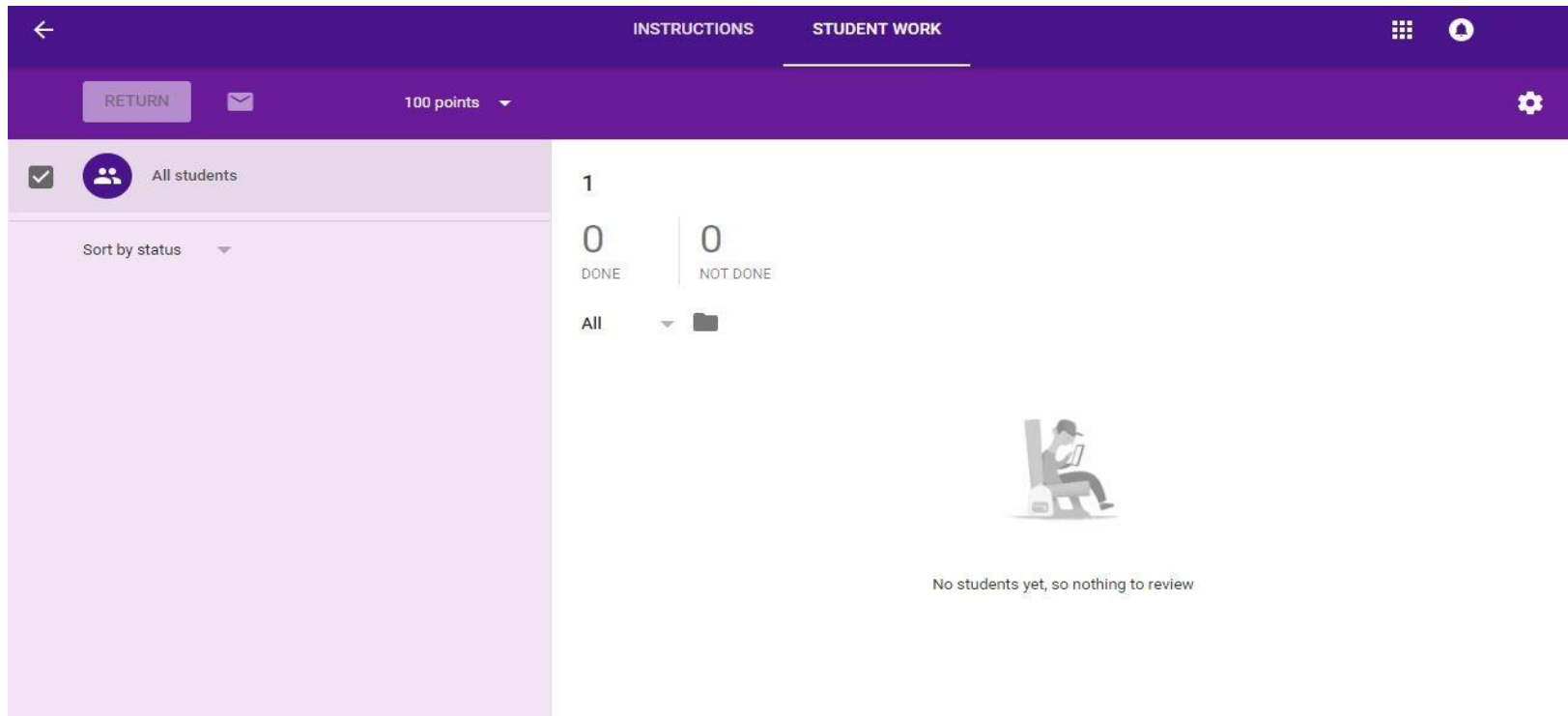
choose a due date and choose/create a topic. Example: English, Science, or Language Arts.
After choosing which assignment to upload, you must click the *drop down arrow* and choose *Make a copy for each student*.
This will alleviate issues by giving each student their own copy. Click on *Assign*.



The screenshot shows the Google Classroom assignment creation interface. At the top, there is a purple header bar with a clipboard icon, the word "Assignment", and a close button (X). Below the header, the form includes:

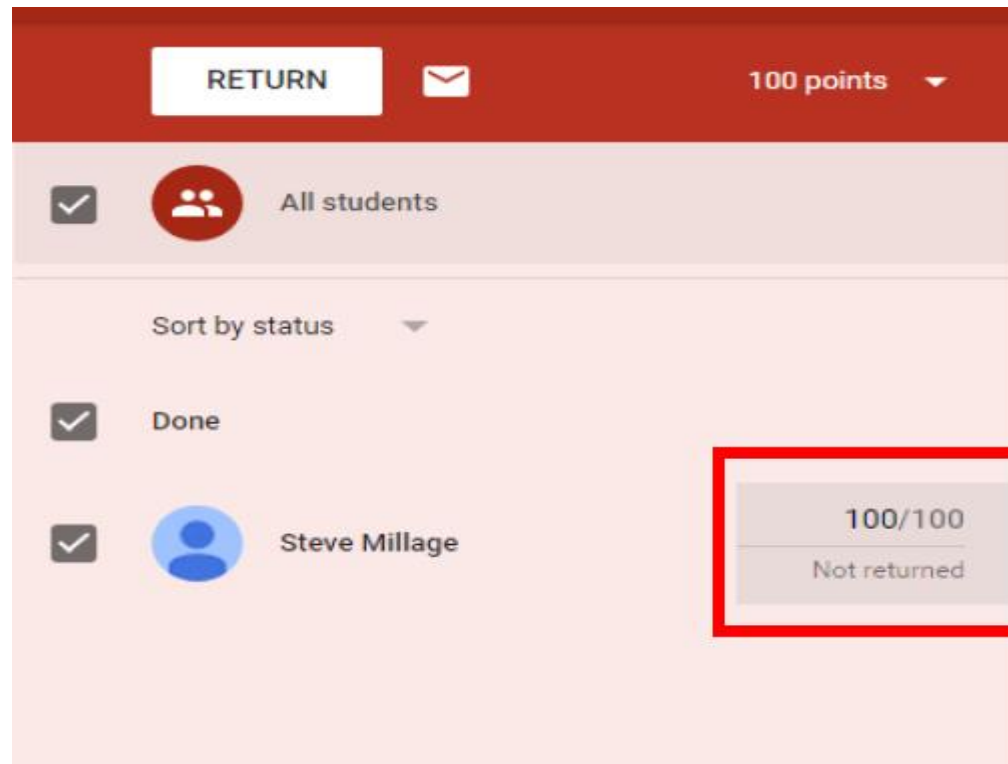
- "For: Test 1 English" and "All students" with a dropdown arrow.
- A "Title" input field.
- An "Instructions (optional)" input field.
- "Due: 12 Dec" with a dropdown arrow and "Topic: English" with a close button (X).
- A file upload section showing a preview of a file named "12.JPG" (Image). A dropdown menu is open over the file, with the following options:
 - Students can view the file
 - Students can edit the file
 - Make a copy for each student (highlighted)
- At the bottom, there are icons for attaching files, folders, videos, and links.

This page is for viewing your students progress. It will show which students are done or not done. If you have students that are not done, they will show up on the left hand side under the *Not Done Tab* and you can actually open your students' assignment and leave comments or work on the assignment with the student. Once your student completes the assignment, the student will click *Turn In* and your assignment screen will update.



The screenshot displays the 'STUDENT WORK' interface. At the top, there are tabs for 'INSTRUCTIONS' and 'STUDENT WORK'. Below the tabs, there is a 'RETURN' button, an envelope icon, and a '100 points' dropdown menu. On the left side, there is a section for 'All students' with a 'Sort by status' dropdown. The main area shows a summary: 1 student, 0 DONE, and 0 NOT DONE. Below this, there is a folder icon labeled 'All' and a large illustration of a student sitting at a desk with a laptop. At the bottom, it says 'No students yet, so nothing to review'.

Now that the student has submitted the assignment, you can give them a grade. **Type** their grade on the line that says, “Add grade”.



The screenshot shows a user interface for managing grades. At the top, there is a red header bar with a white button labeled "RETURN" and an envelope icon. To the right of the header, it says "100 points" with a dropdown arrow. Below the header, there is a list of items. The first item is "All students" with a red circle icon containing two white figures and a checkmark to its left. Below this is a "Sort by status" dropdown menu. The second item is "Done" with a checkmark to its left. The third item is "Steve Millage" with a blue circle icon containing a white figure and a checkmark to its left. To the right of "Steve Millage", there is a grey box with a red border containing the text "100/100" and "Not returned" below it.

If you feel the student needs to keep working on the assignment.

Click the *check box* next to the student's name and **click** *Return*. You will receive the following message.

Here you can **write** a message explaining why you returned the assignment and then **click** *Return*.

Return work to 1 student?

Student will be notified and can check any grade you've left.



Steve Millage

90/100

Private comment

Check your last two answers. |

CANCEL

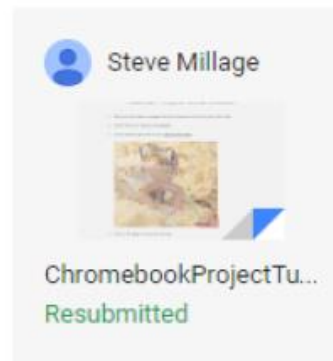
RETURN

Your student will see that he is not done with his assignment. Once your student has redone his assignment he can **click Turn in** and your Assignment Page will **update** stating, “Resubmitted” next to the students’ assignment.


1st Assignment

1	0
DONE	NOT DONE

All  



Steve Millage



ChromebookProjectTu...
Resubmitted

Thank You !