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.

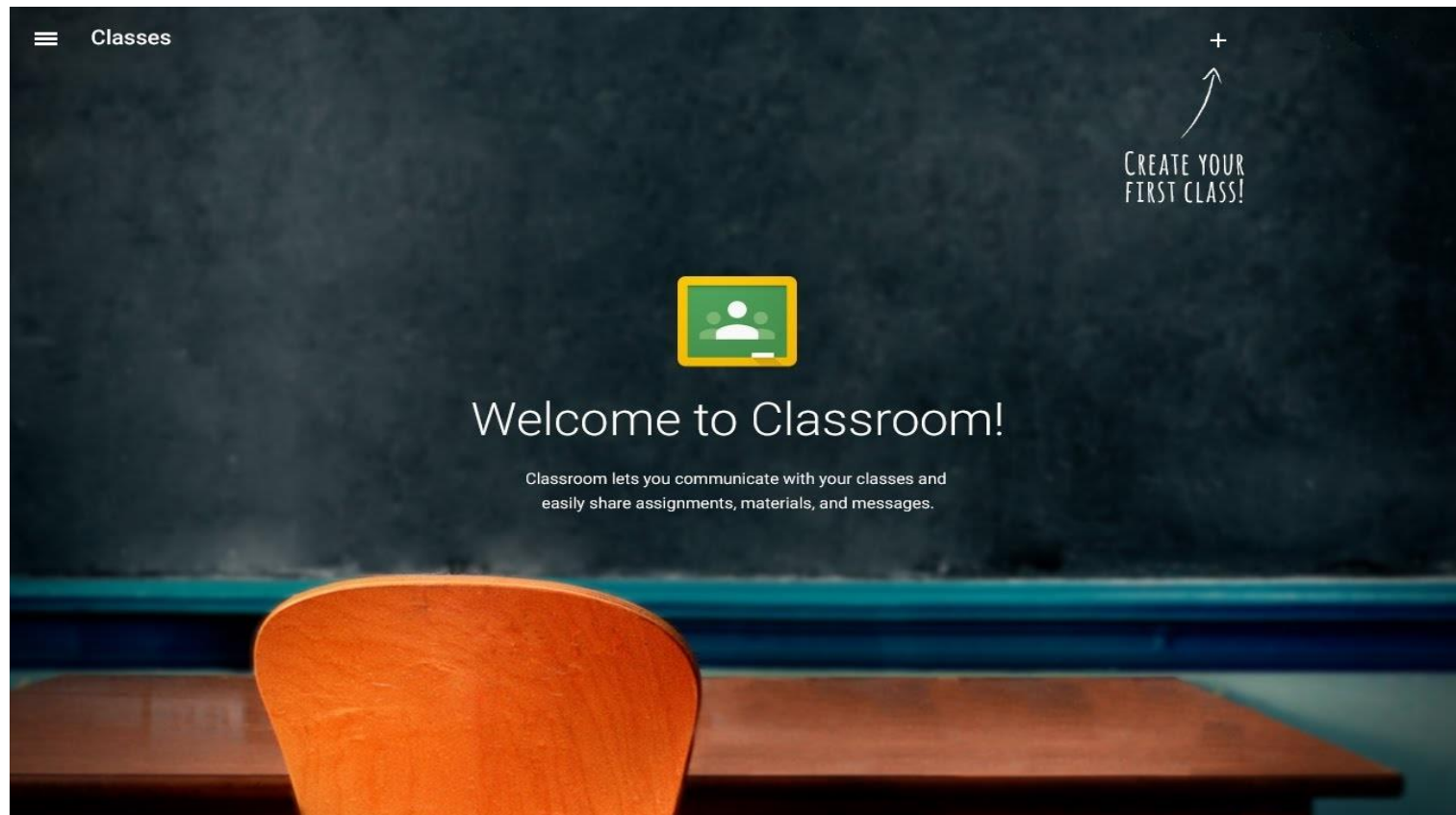# How to Create Your Own Classroom with Google

Navigate to Classroom Google, then continue:

Go to **+** sing by your name to create your first class:

BRITISH COUNCIL

Google

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

Create class

Class name (required)

Section

Subject

CANCEL   CREATE

Create class

Test 1

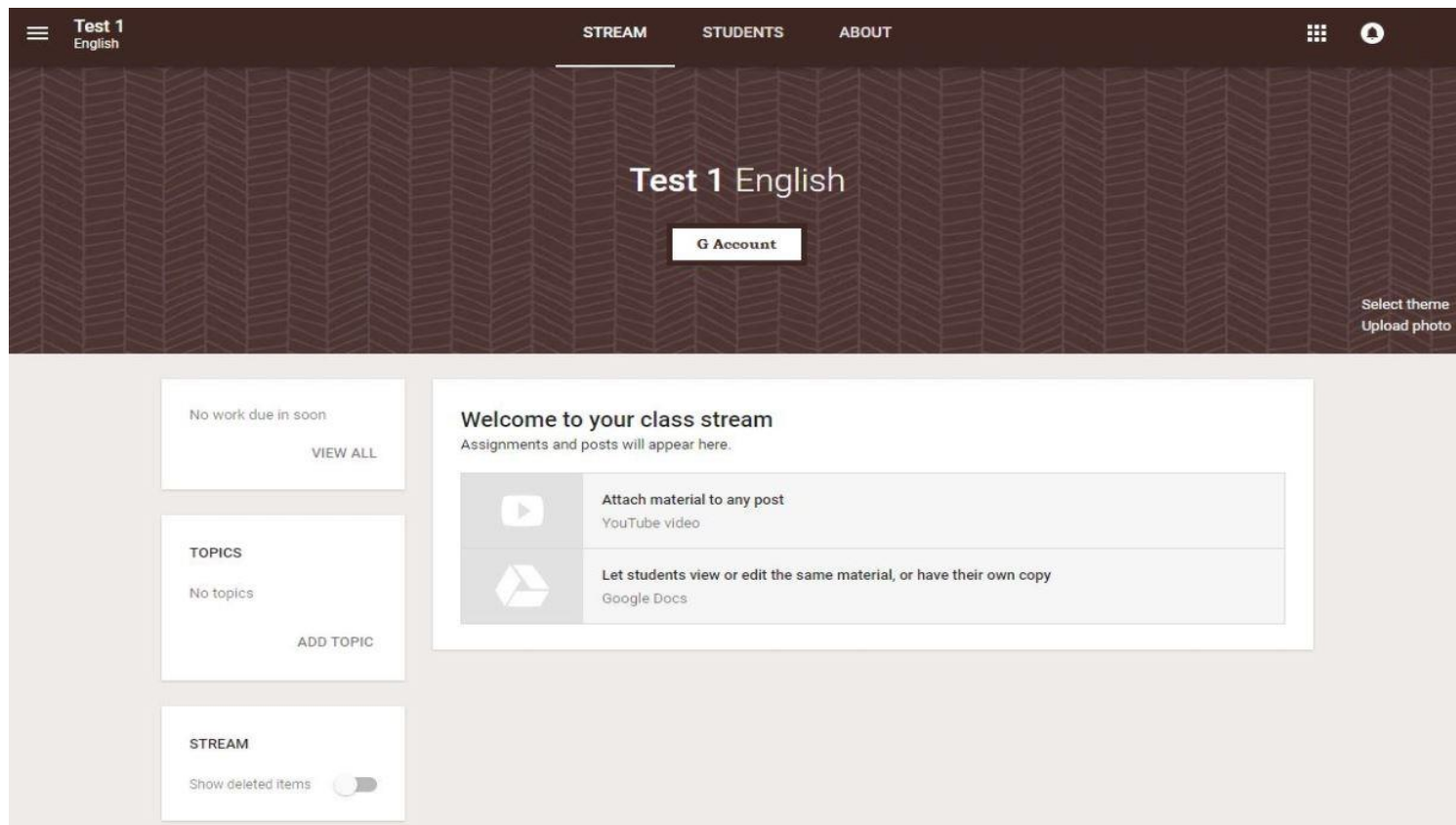English

g

English 10

English 9

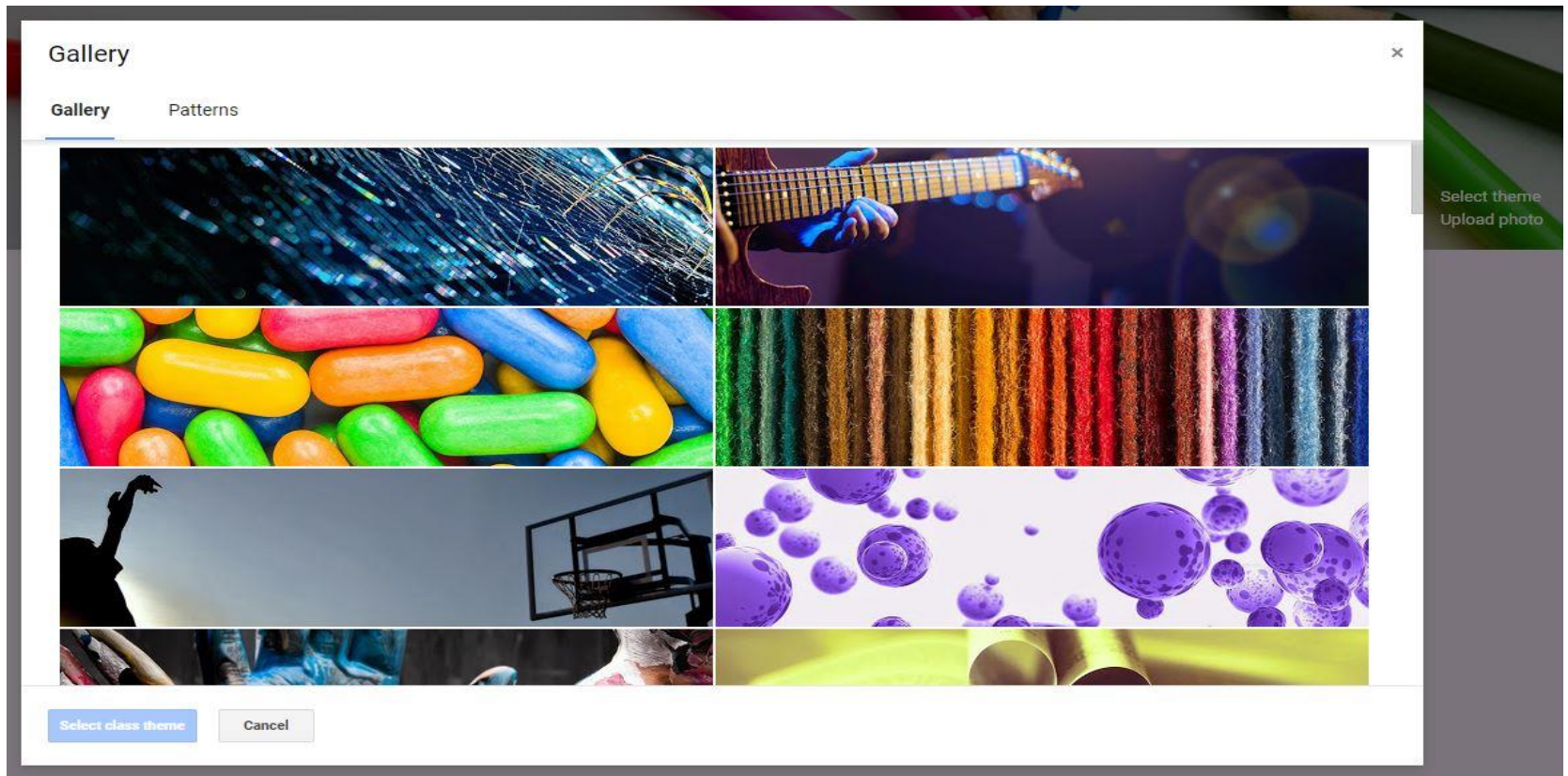Handwriting

Anthropology

Religious Education (RE)

Archaeology

Performing Arts

Information and Communications Technology
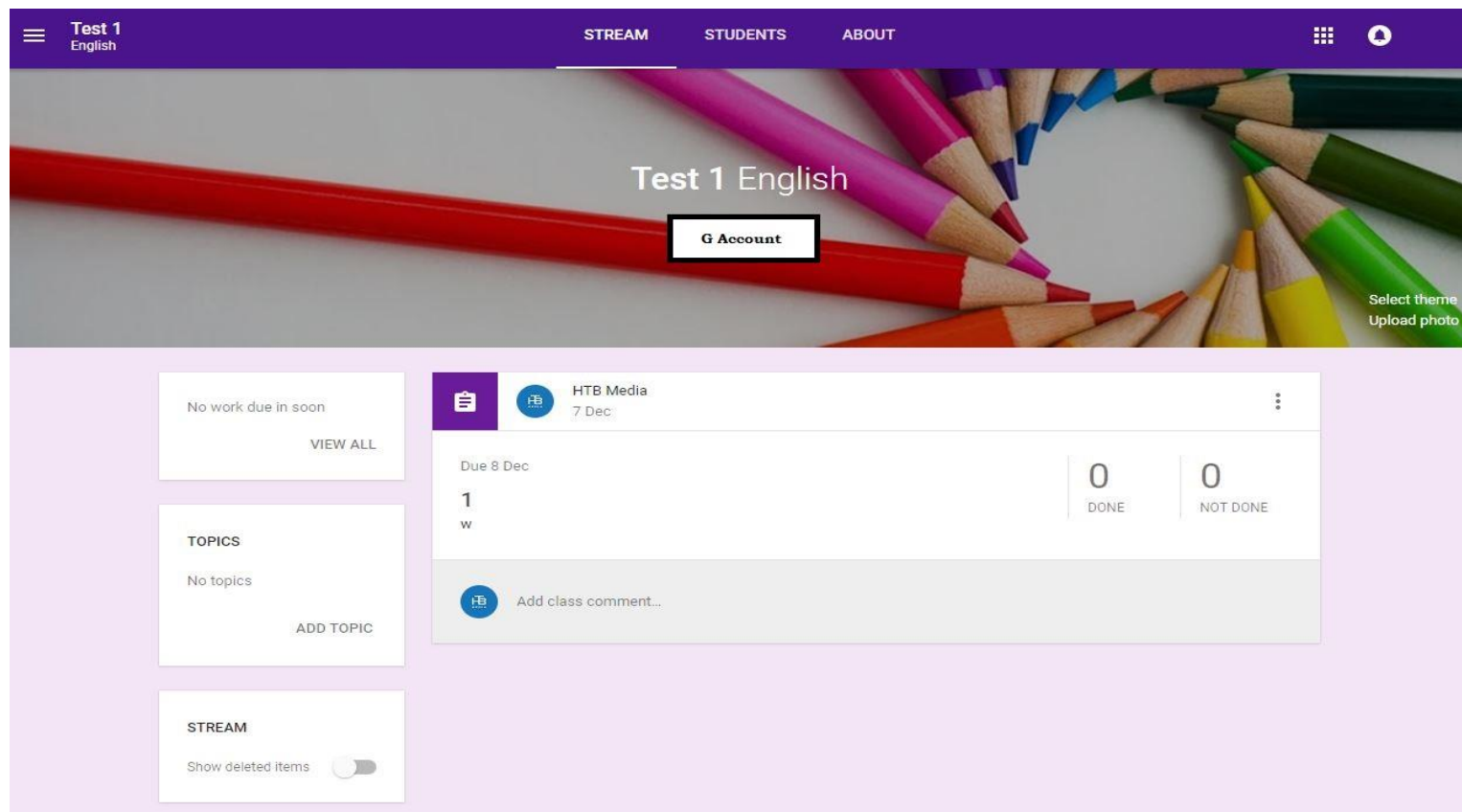
This screen is what your students will see once they join your class.

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.
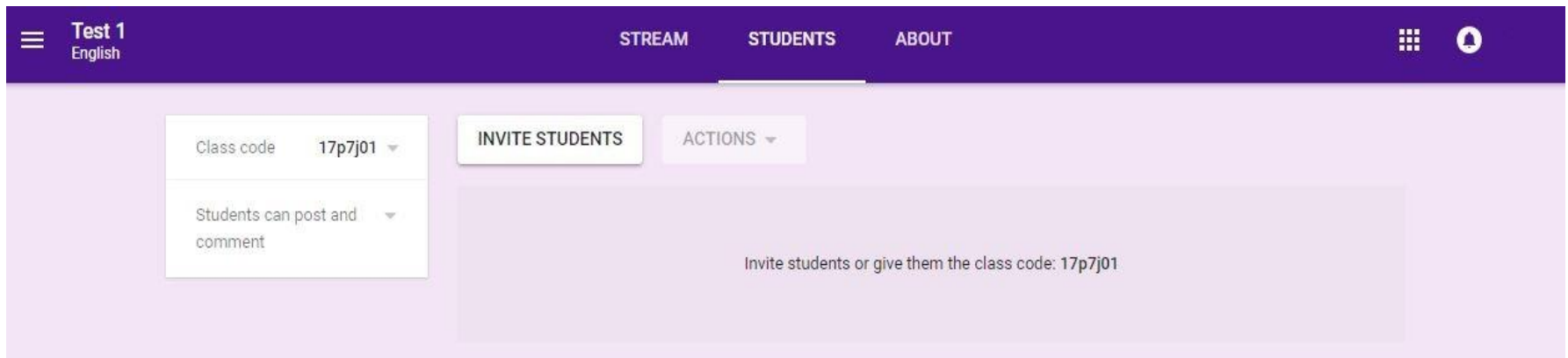
STUDENTS: we will talk about the Students Tab.

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 there email, by click on invite students tab.
Also you can give and control the permeation for each students.

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.

This is your classroom cloud drive, you have 15 GB for your materials, videos, and files, you can share them with your students.
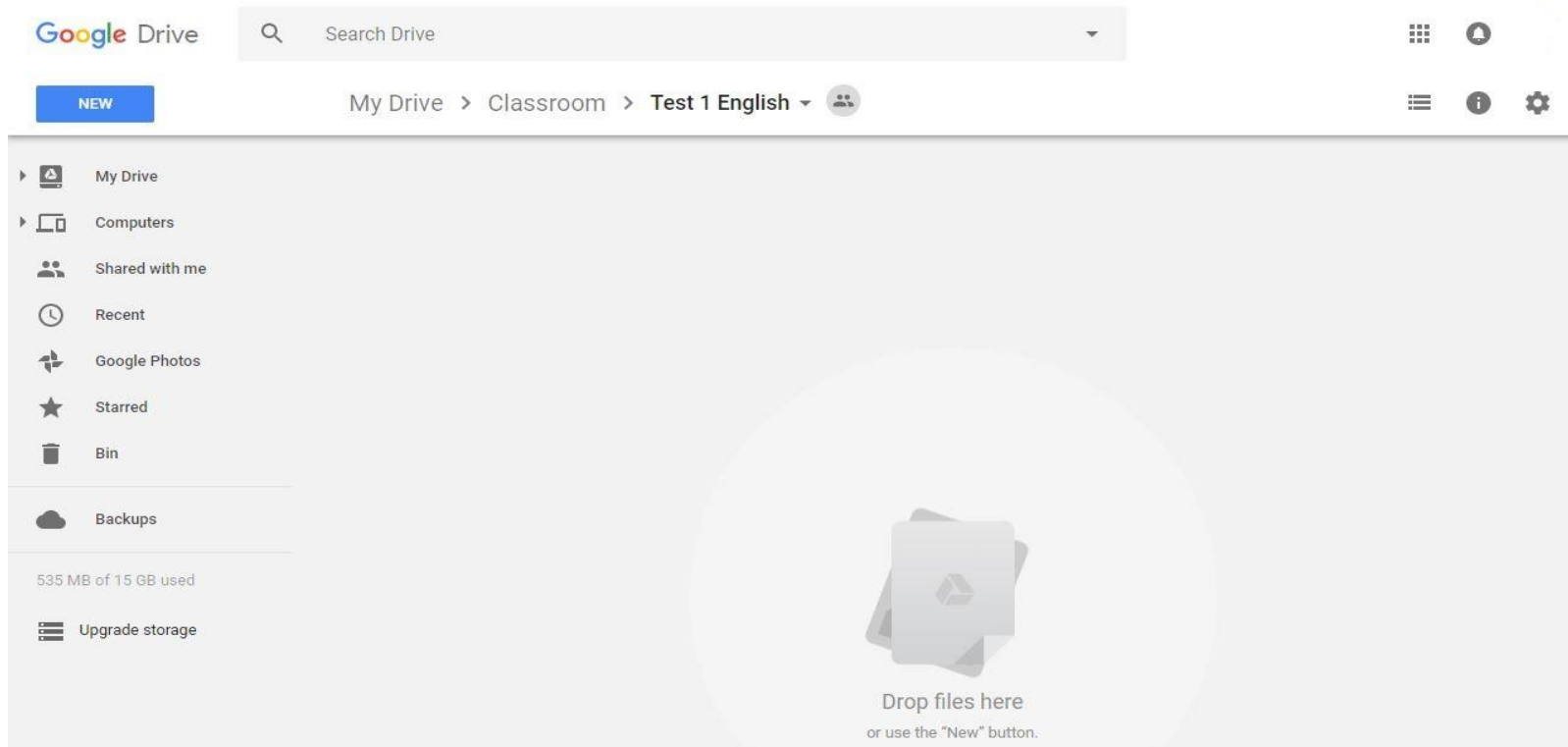
Navigate to the down right, **+** sign, and you will see the 4 options below:

- Create new announcement.

- Create new assignment.

- Create question.

- Reuse post.
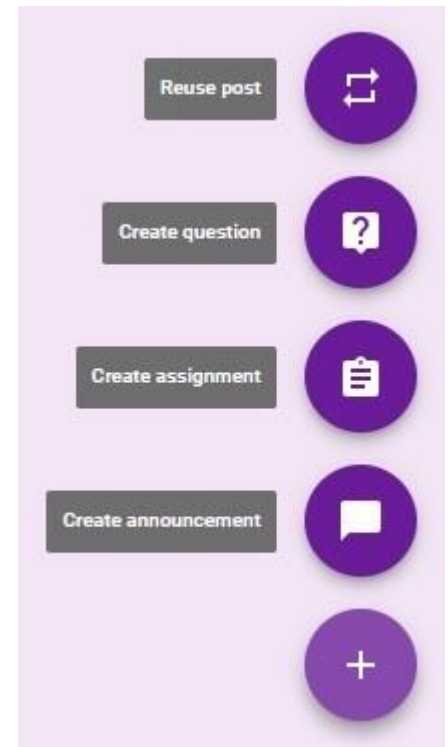
Create an announcement:

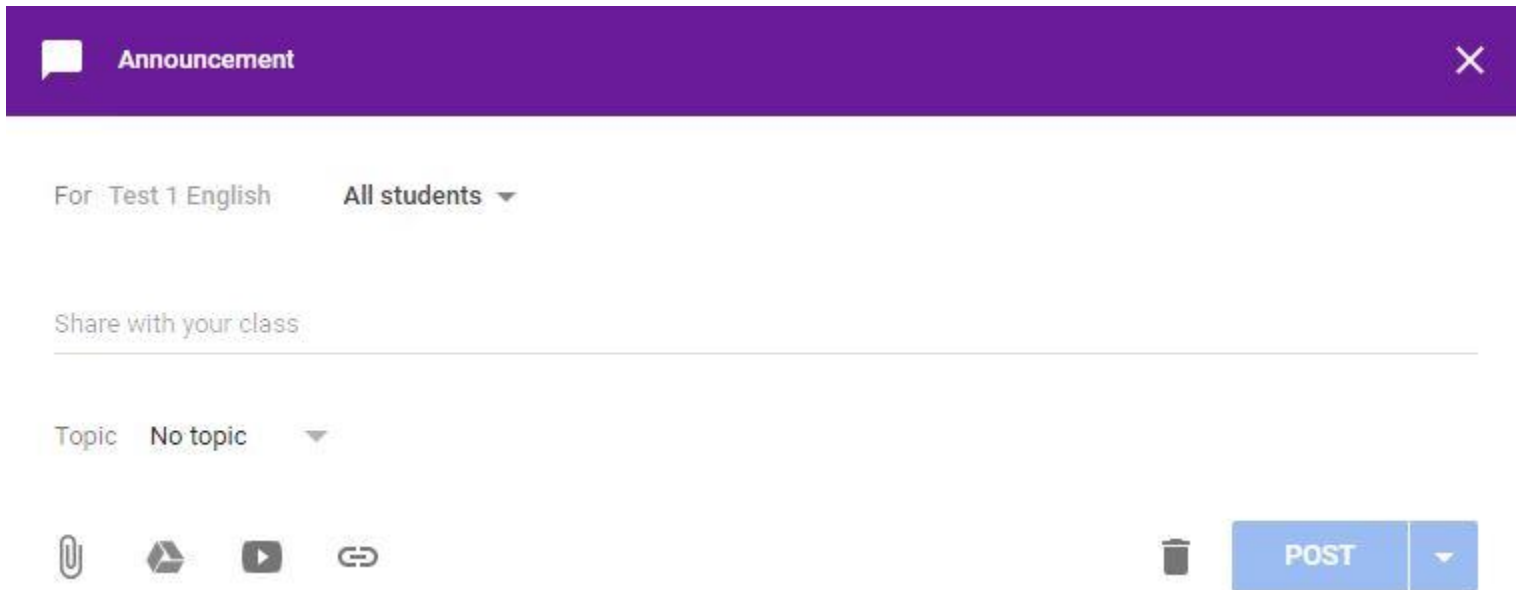Write a message for your class. **Click** on *Post*.
Congratulations, you just created your first announcement,
Your post will now show up in your **Stream** that the students can view.
You can also schedule the Post to go out later. To do this **click** the *drop down arrow next* to Post.
Click on *Schedule* and **choose** your time.
And you can add your material exported from YouTube, websites ..etc

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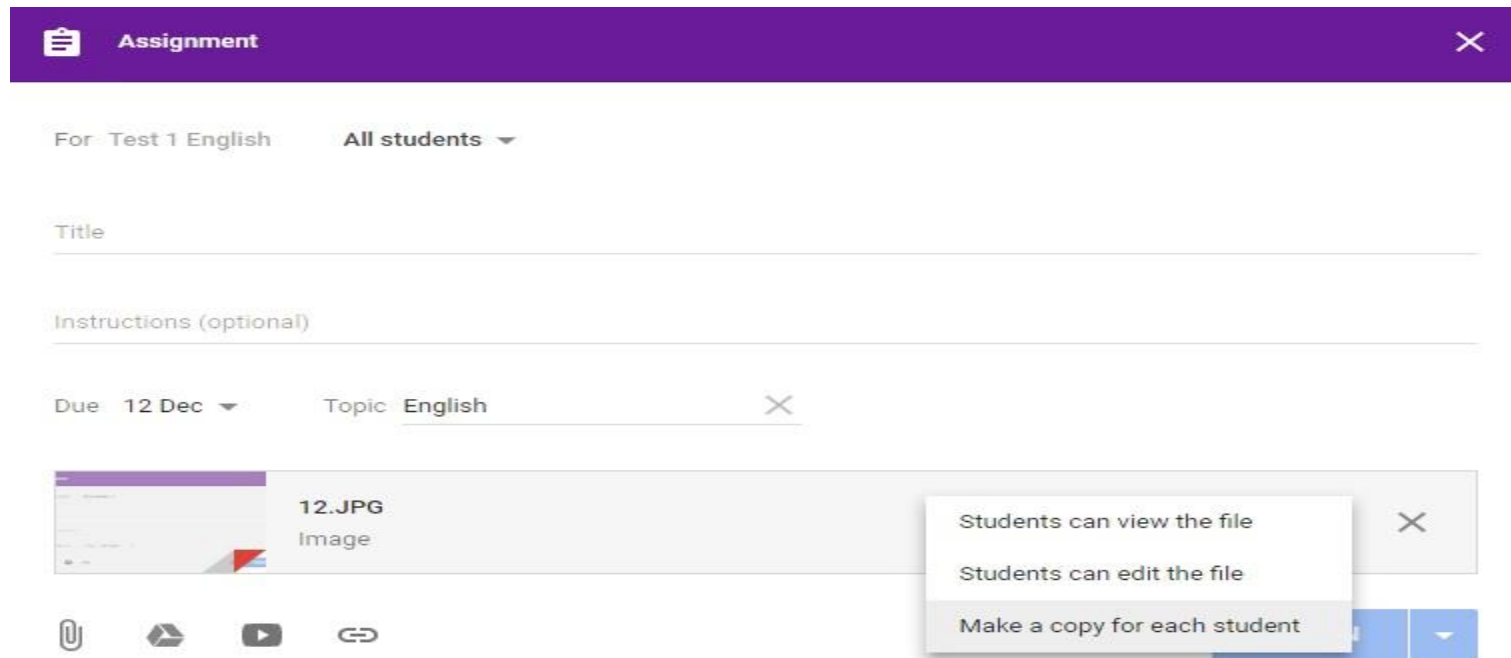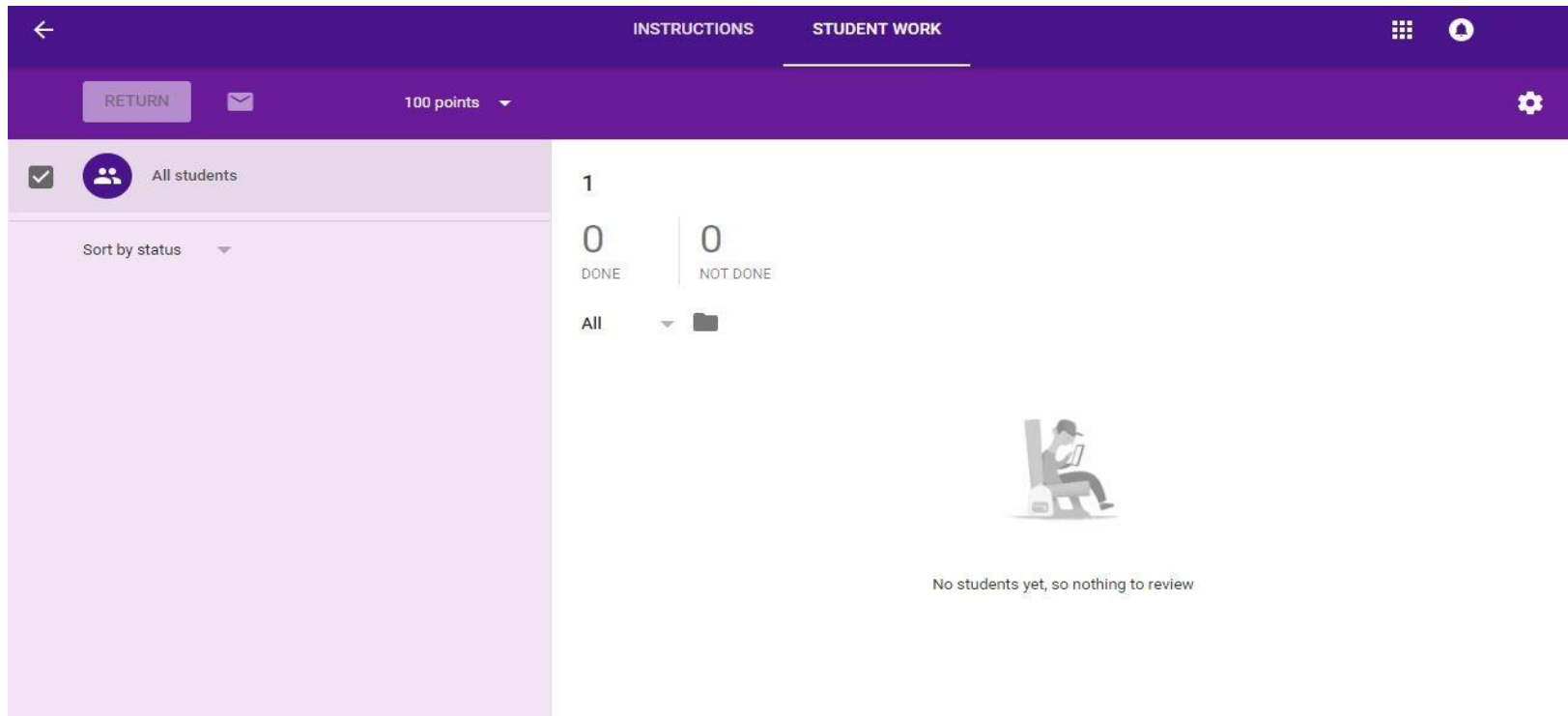
choose a due date and choose/create a topic. Example: English, Science, or Language Arts.
After choosing which assignment to upload, you must click the *drop down arrow* and choose *Make a copy for each student*.
This will alleviate issues by giving each student their own copy. Click on *Assign*.

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.

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

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
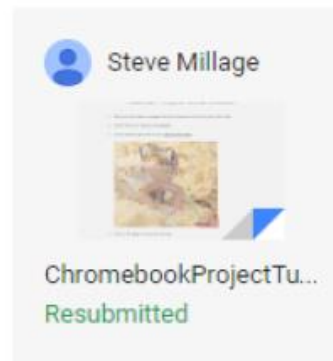
Private comment

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.

Thank You !