Google Classroom Basics

Getting Started: Signing in

To access Classroom we need to make sure we are logged into Google using our district account

1. Go to google.com in your browser
2. Click the circle icon in top right corner to see which account you are logged into.
3. If you are connected with a personal account, select sign out and sign in with your district account.

Opening Classroom

https://classroom.google.com/

Search for Google Classroom in your browser or pick from the app grid in to top right corner of Google Drive.

Creating your Class

1. Click plus sign in the top right corner. (Create Class)
2. Name your class, section and subject. The "section" will appear in smaller text below the class name.
3. Classes will show in chronological order, so add them in reverse order to have them appear in correct order.
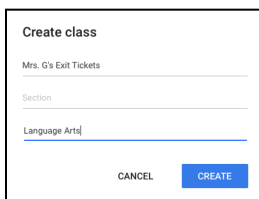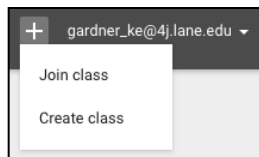
Class Comment Settings

Check commenting settings before adding students.

1. Click the name of your class to open.
2. Select **Student Tab**
3. Choose pull down menu in left sidebar: select student commenting options. (Recommend: "Only teacher can post or comment" until you have added content and discussed your expectations for commenting)
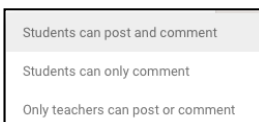
Changing Your Theme (Class Header)

Help to separate groups and classes visually through the image at the top of each class page.

1. Click "Select Theme" or Upload Photo from top right corner of any page.
2. Select from "Gallery" or "Patterns"
3. Choose background and click "Select class theme"

About Page

This page is a great place for class resources such as your syllabus, handouts or examples..

1. Go to About Page: Click "Add class material"
2. Give your content a name or description and select the item you would like to add.
   Choose from a file from your computer, google doc, youtube clip, or web link.

Sharing Class with other Teachers

Allow other teachers to see student progress and add content to your classes

1. Click "**About**" tab
2. Click **"Invite Teachers"**
3. Use search bar to find the teacher you would like to share with. Select check box near name and click "Next".
4. The next window will confirm your co-teacher. (Note co-teachers cannot delete your class)
5. Co-teachers will appear in left sidebar under **About** tab. Click three dots next to teacher name to remove.
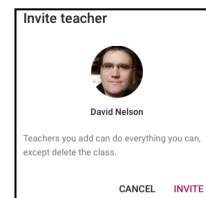
Adding Topics

Use topics to help students quickly sort through posts to find assignments and updates grouped by topic. Examples could be : Reminders, exit tickets, subjects, discussion topics, tutorials/examples, videos and more.

1. Select class and click on the **Stream** tab.
2. Click **ADD TOPIC** from left sidebar.
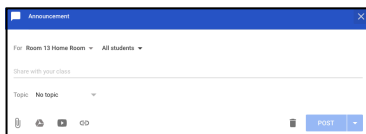
Adding Content to Class Stream

Once you have created your class and adjusted settings, we are ready to start adding content.
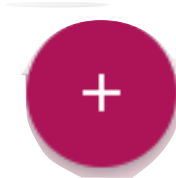
1. Select class and click on the **Stream** tab.
2. Click large plus sign in bottom right corner (Color will match page theme)
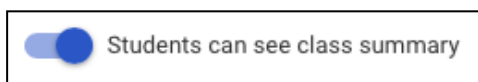
Announcements (Great for Reminders and updates)

1. Add information to your stream that students will see. You can post immediately or schedule announcements to appear at a specific date and time.

Polls

1. Click plus sign
2. Choose "Create Question"
3. Add in question and select "Multiple choice"
4. Make sure "Students can see class summary" is turned on in blue.

Assignments: With Google Docs

You can create an assignment with a google doc template attached. This feature can create a copy of your template for each student in your class and is automatically shared to student/teacher in Google Drive.

1. Create template in Google Docs (if using)
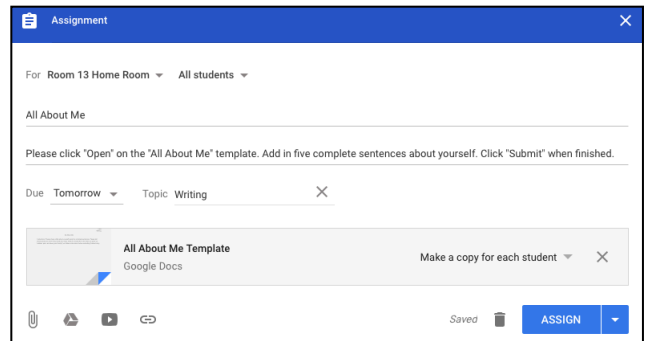
2. Select class, click plus sign, and select "Assignment"
3. Give assignment a name, description, due date, and topic.
4. Click Google Drive icon and select template
5. Click "Make a copy for each student" from pull down
6. Click "Assign" or "Schedule" with blue pull down
   Students will click "Open" from their account to edit their copy of the file. Once finished, they will click "Submit" in the top right corner to turn in work.

Questions with Videos

1. Click plus sign
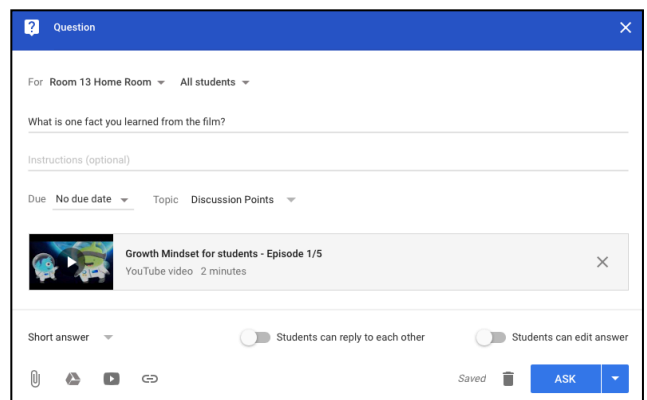
2. Click "Create Question"
3. Add in question for students to respond to.
4. Choose Topic
5. Click YouTube icon at bottom (Play icon)
6. Search for topic or paste in address of clip.
7. Click "Add"
8. Select if students can reply to each other or edit answers, then click "Ask".