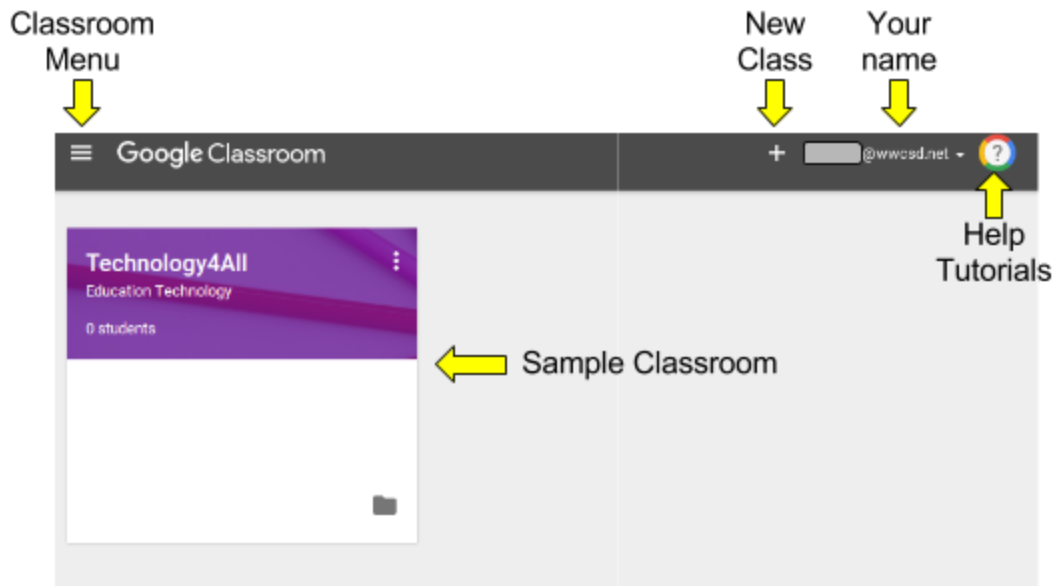


Tutorial: Google Classroom - the Basics

Creating a Classroom:

1. Sign in to Google and go to <https://classroom.google.com>
2. The screen may look similar to this:
(It may be blank initially if you don't have any classrooms set-up yet.)



3. To add a class, click the plus sign in the right hand corner. It will ask if you want to "Join Class" (the option students use to join your class) or "Create class." If you are making a new class, choose "Create Class."
4. Fill out the information in the form.

Pick a recognizable name. You do not have to choose a section, or a subject (that is at your discretion).

Create class

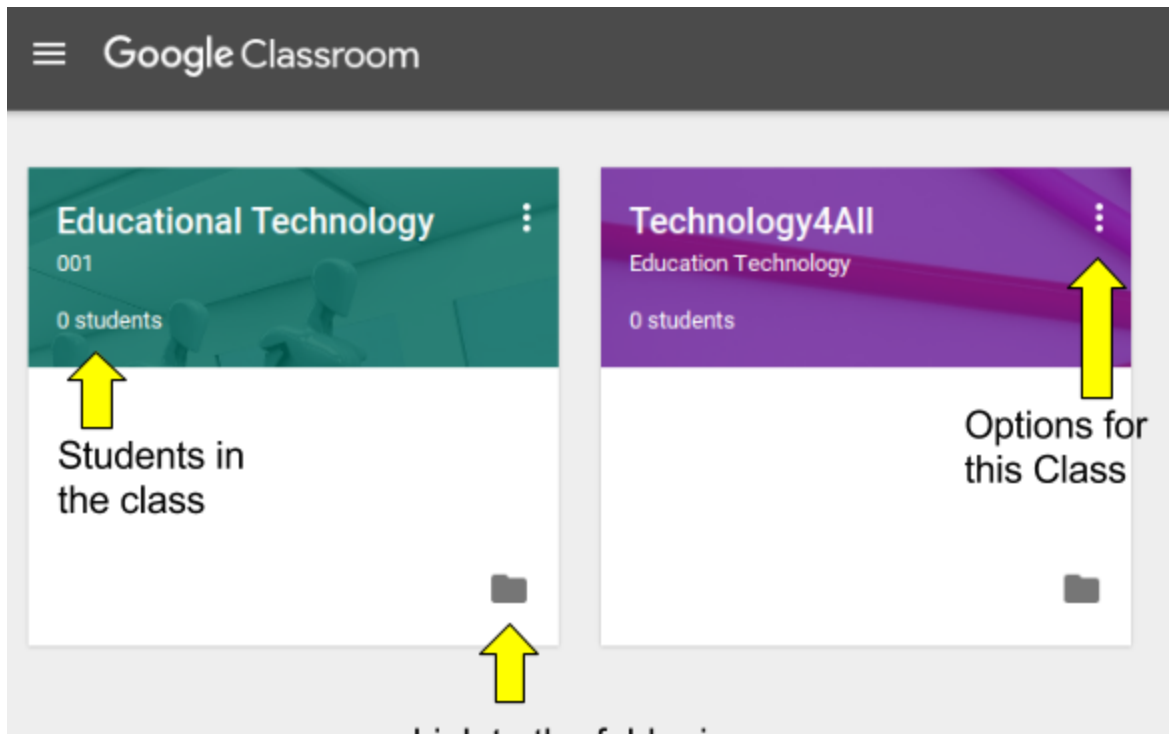
Class name (required)

Section

Subject

CANCEL CREATE

5. The new classroom will appear ready to customize for your class.
(More on that in the next section.)
6. When returning to the classroom main page, you should also see the new classroom on the page.



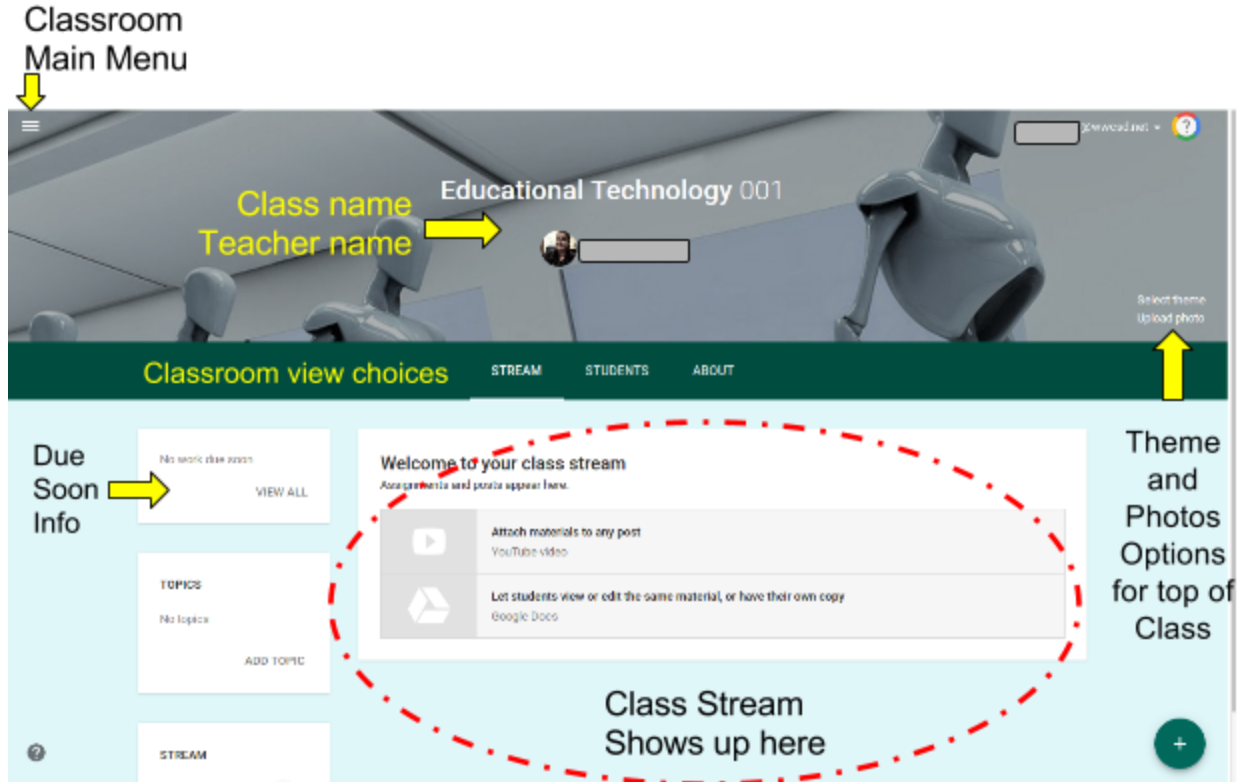
Link to the folder in
your Google Drive for
this class.

Joining a Class: (Student Option)

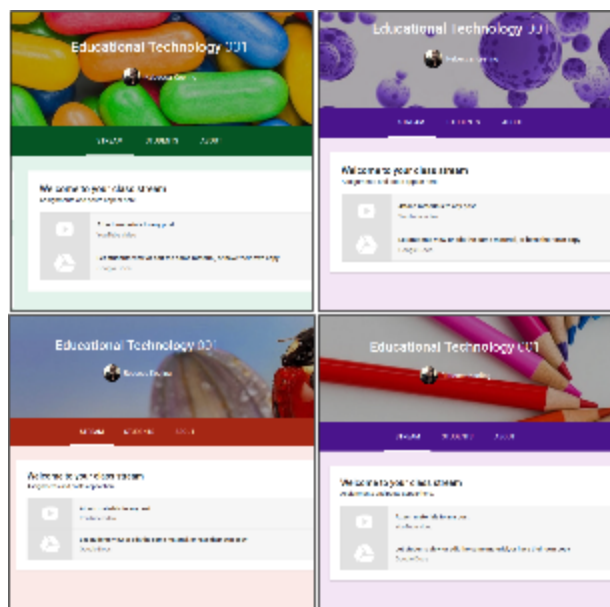
1. To join a class, the students will click the plus sign in the upper right hand corner and choose “Join class.”
2. They will get a **passcode** from the teacher (under the students tab of your stream view options - more information below). This is where they enter that code to join the class.
3. It should appear in their main menu after joining.

Customizing Your Google Classroom

(Example Classroom)

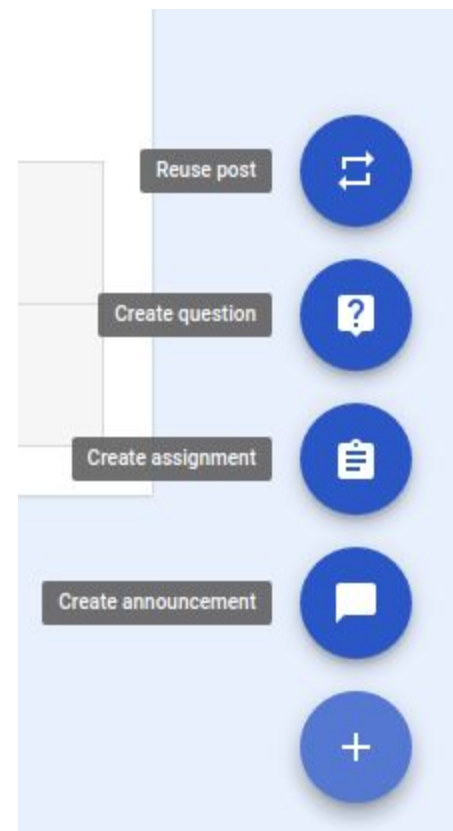


1. **Change Color/Theme of the classroom:** The right hand side of the top banner will give you different options. Choose a theme or choose to upload a picture to customize the classroom. Here are some Theme options:



2. **Help with Google Classroom:** Initially, there are a few ideas that will show up in your stream when you start your classroom. (They won't show up for the students.) They are not clickable but if you need help, there is a question mark in the lower left that leads you to Classroom help or the colorful ? button in the upper right which leads you to some great tutorials.
3. **Adding Assignments, Announcements, or Questions:** When you are in your Stream (the default view when you open classroom) you can add different types of information for the students

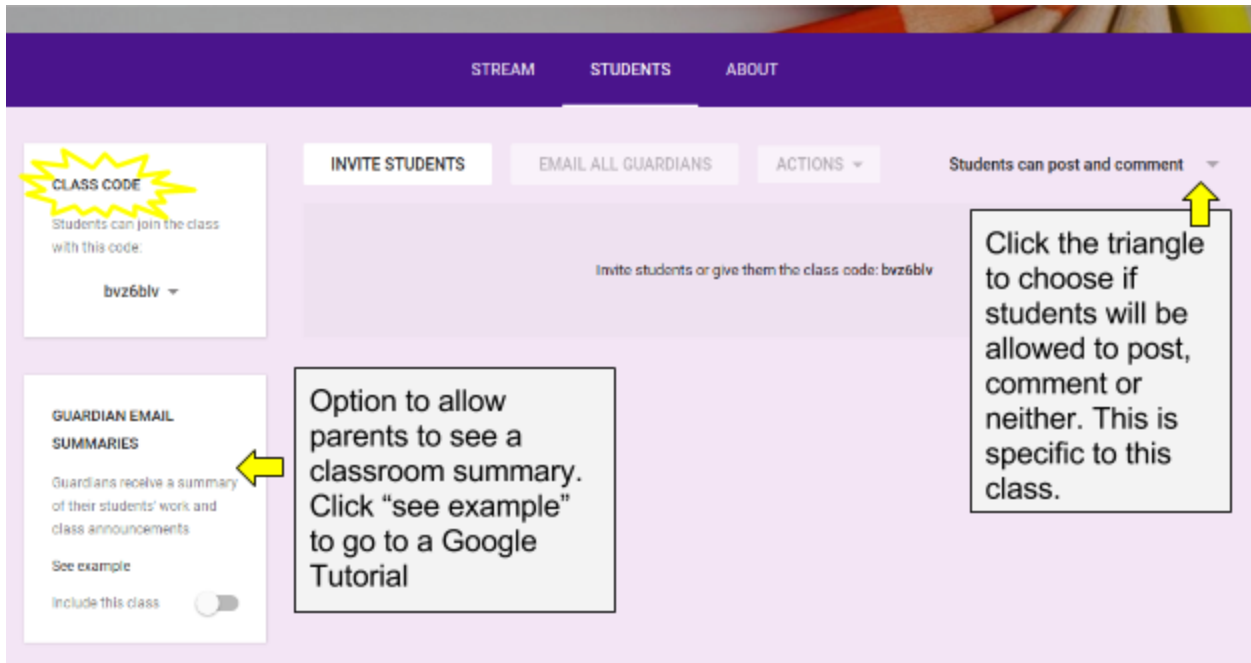
- a. **Create Announcement** - An announcement to the class. You can use this for class discussion or add a link or video to share.
- b. **Create Assignment** - This creates an assignment to have the students complete. This assignment can be in Google or a different upload depending on what you assign. These assignments will go to a special folder of your Google Drive and will also give you an option to grade and "return" the assignments to the students.
- c. **Create Question** - Takes a quick poll of the class. The results usually appear after they submit the answers.



- d. **Reuse Post** - Reuse one of the previous posts from any of your classrooms and post again. (Great for when you need to share an announcement/assignment with more than one class and you didn't do so initially.)

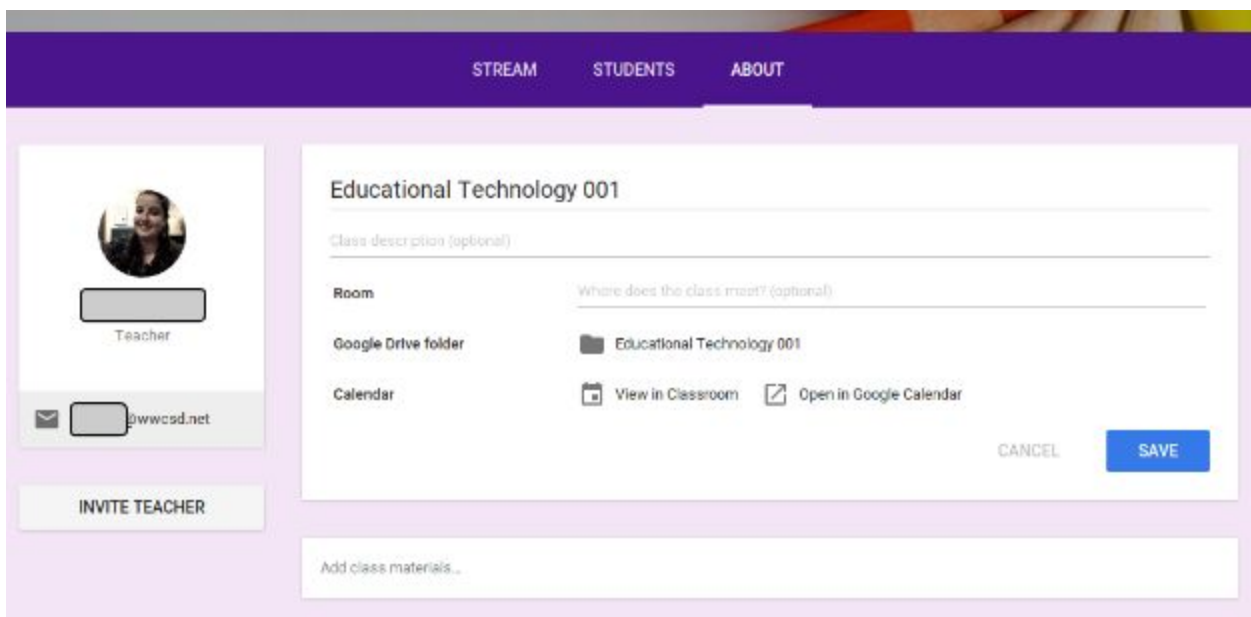
4. **Classroom Viewing Choices:** Underneath the top banner for your classroom there will be three choices - Stream, Students or About.
 - a. Stream: any announcements, assignments, or posts made in the classroom.

- b. **Students:** show the students enrolled in your class. **This is where you get the password to join the class.** (It will be in the left side menu.) You can also choose to email invite students, or their guardians. Under the Action tab you can choose to Remove (from the class), Email, or Mute (they can't comment/post) a selected student.



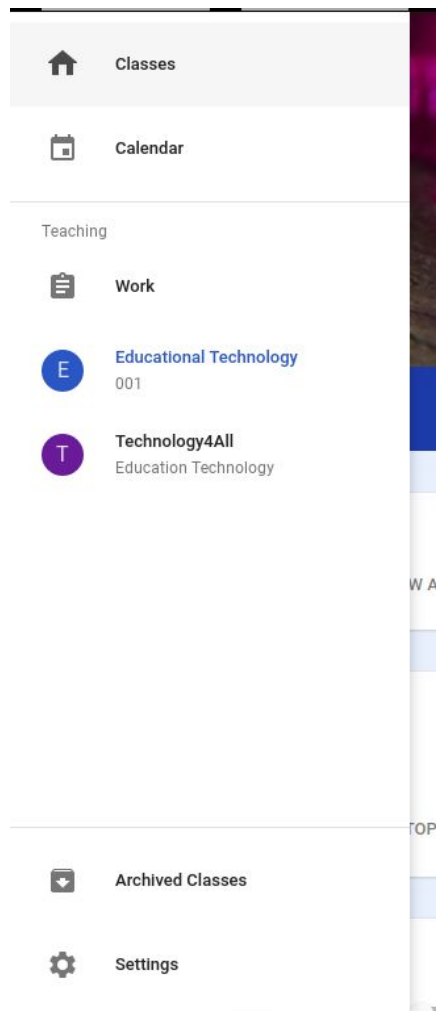
The screenshot shows the 'STUDENTS' tab in Google Classroom. At the top, there are navigation tabs: 'STREAM', 'STUDENTS', and 'ABOUT'. Below these, there are three main sections: 'INVITE STUDENTS', 'EMAIL ALL GUARDIANS', and 'ACTIONS'. A yellow starburst highlights the 'CLASS CODE' section, which shows the code 'bvz6blv'. A yellow arrow points to the 'GUARDIAN EMAIL SUMMARIES' section, which has a toggle switch for 'Include this class'. Another yellow arrow points to the 'Students can post and comment' dropdown menu, which is currently set to 'Students can post and comment'. A text box explains that clicking the triangle in this dropdown allows the teacher to choose if students can post, comment, or neither. A third text box explains that the 'GUARDIAN EMAIL SUMMARIES' section allows parents to see a classroom summary and provides a link to a Google Tutorial.

- c. **About:** What this class is about. You also have the option to invite other teachers to the class. You can also designate a folder to have the assignments go to in your Google Drive and link to your Google Classroom.



The screenshot shows the 'ABOUT' tab in Google Classroom. At the top, there are navigation tabs: 'STREAM', 'STUDENTS', and 'ABOUT'. The main content area is titled 'Educational Technology 001'. It includes a 'Class description (optional)' field, a 'Room' field with the text 'Where does the class meet? (optional)', a 'Google Drive folder' field with a folder icon and the name 'Educational Technology 001', and a 'Calendar' field with two options: 'View in Classroom' and 'Open in Google Calendar'. There are 'CANCEL' and 'SAVE' buttons at the bottom right. On the left side, there is a teacher profile card with a photo, the name 'Teacher', and an email address '@wwcsd.net'. Below the profile card is an 'INVITE TEACHER' button. At the bottom, there is a field for 'Add class materials...'.

Switching Between Classes



In any of the Classroom pages, you can switch between classes by clicking on the three horizontal lines in the upper left corner.

1. **Classes** - will take you to the main page with all your classes
2. **Calendar** - this is a Google Calendar with due dates of announcements
3. **Teaching** - the classrooms you have created. Work will be the student work turned in.
4. **Archived Classes** - when you right click the Options for a Classroom (on the Classes page - the three dots on the upper right hand corner) You have the option to Archive a class. This saves the classroom, but does not allow for any changes to be made to that class; it also removes it from the students' class view. You can still reuse the posts for other classrooms. **You must archive a class before you can delete it.**
5. **Settings** - These are settings for your Google account that are affected in Classroom. Example: Emailing a copy every time a student comments/posts something.