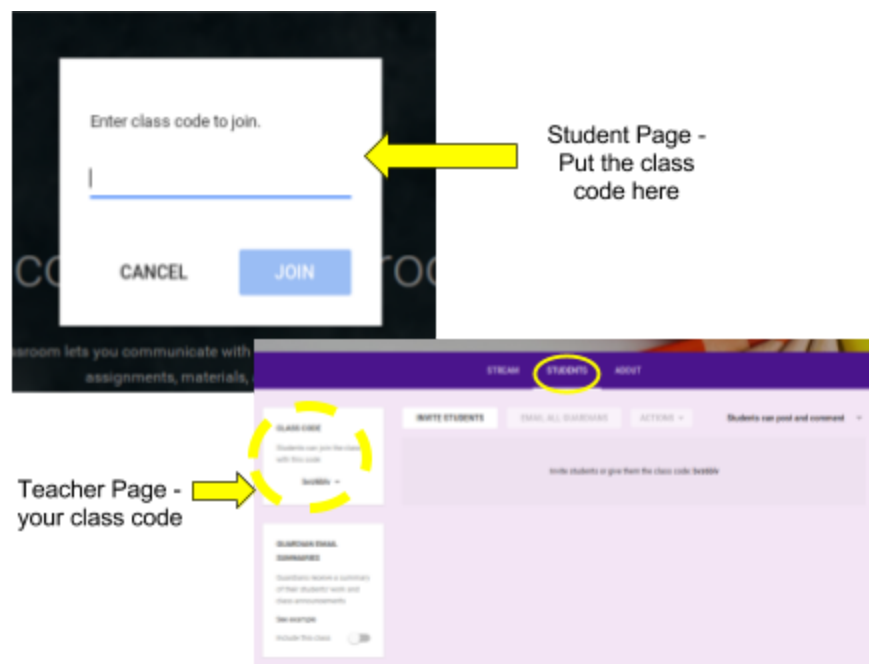


Tutorial: Students & Giving Feedback in Google Classroom

Note: The Classroom should be set-up; posts should be in the class stream and students should be in the Class to see these options

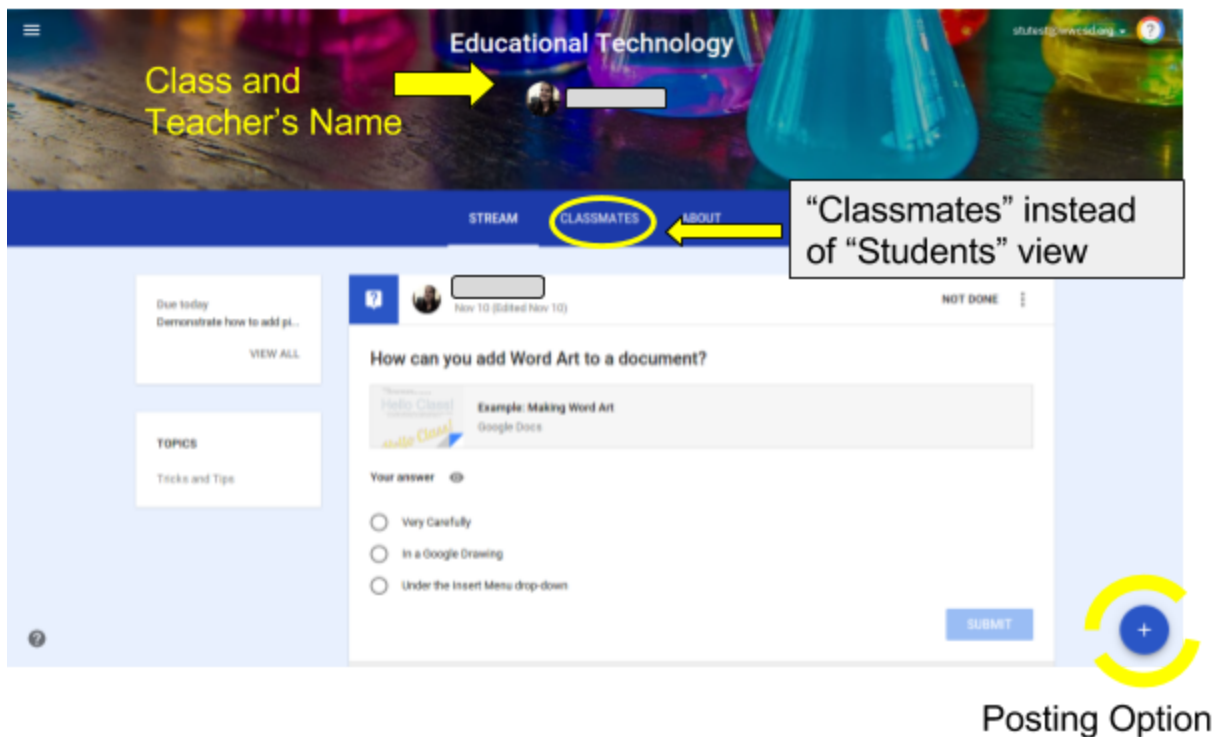
Signing the Students into Classroom (Student View)

1. After they have signed into Chrome/Apps, have the students go to Google Classroom.
2. They will be prompted to “Join a Class” (the same plus in the upper right you used to create the classroom.) Have them enter the code for your classroom (found on the “Students” tab of your class stream view.)

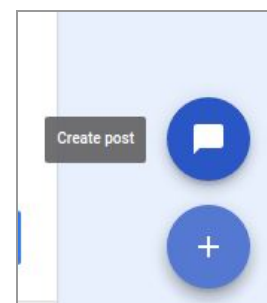


3. The students will see a similar view as the teacher view with a couple differences:
- Stream View options: Instead of a “students” tab, there will be a classmates tab

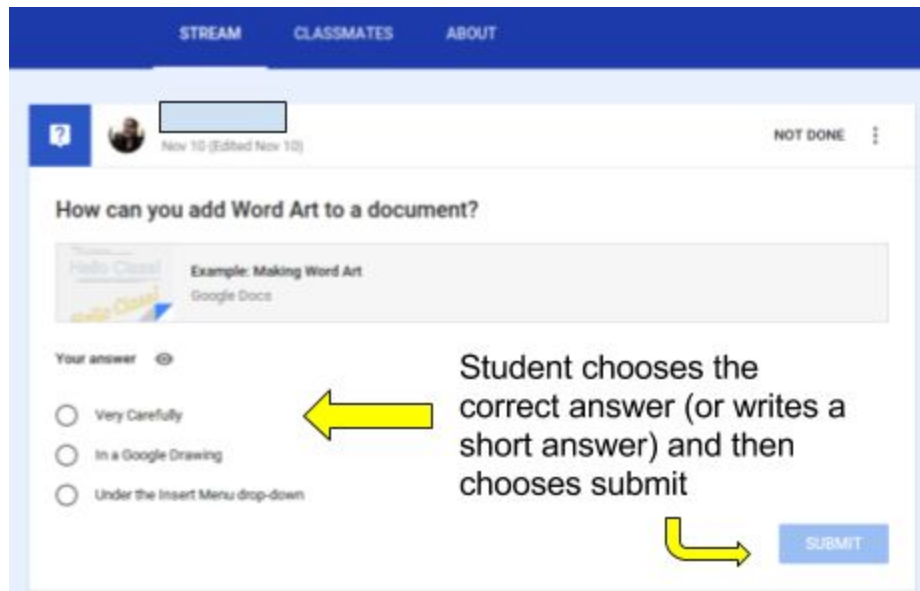
Student View:
Appears similar as the teacher view



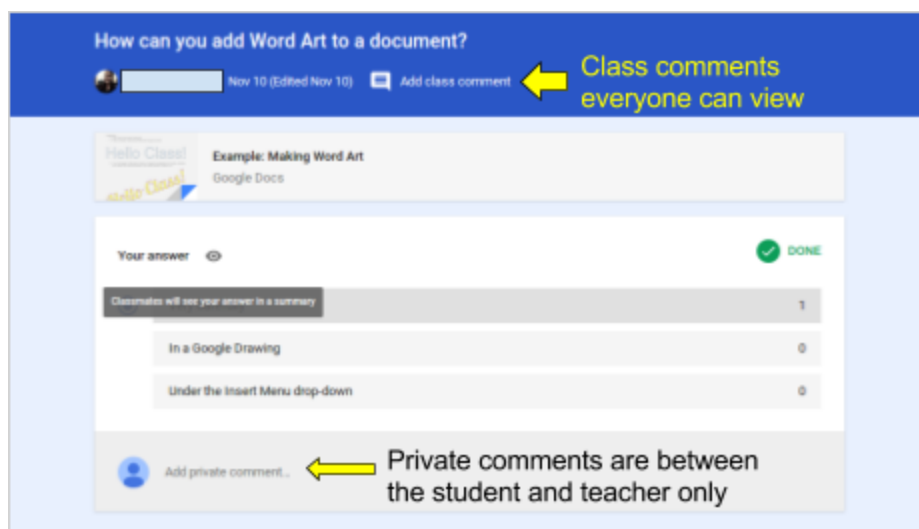
- Posting options: If you have enabled students to be able to create post the + sign in the lower right corner will give the option for them to create a post. (The other two options will either allow them to only comment on your posts or only view the stream.



Turning in Questions (Student View)



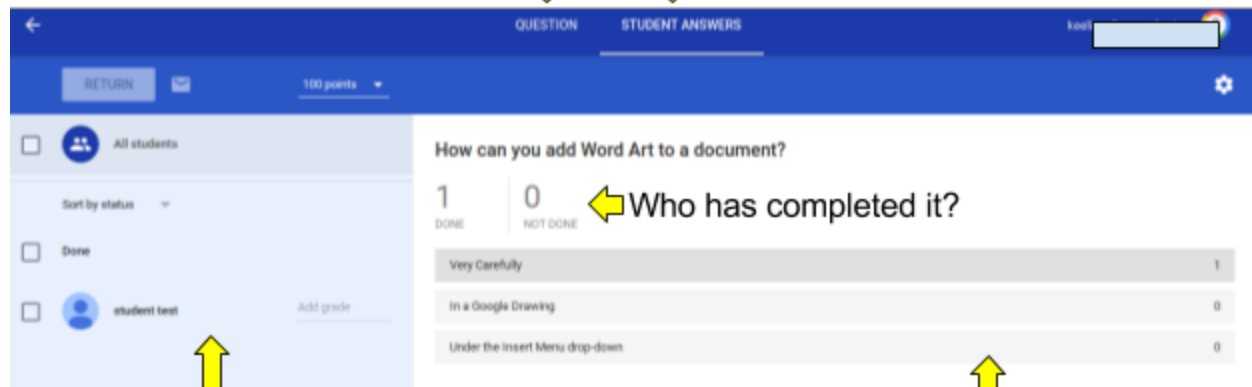
1. The student will choose a Question. They can either answer it from the Stream Page or they can click on the question.
2. They can view any materials available by clicking on the link before answering the question. (In case in the instructions want them to read/view the attached link or file before answering.)
3. The student will answer the question.
 - a. If students can see their classmates answers it will show up with a graph of multiple choice answers or a list of replies (for short answer)
 - b. If students can edit their response they can go back and click “edit” to change their answer
4. When it has been answered a “Done” will appear in the upper right of the post on both the stream and the expanded view.



Turning in Questions (Teacher View)

How your post appears to the students

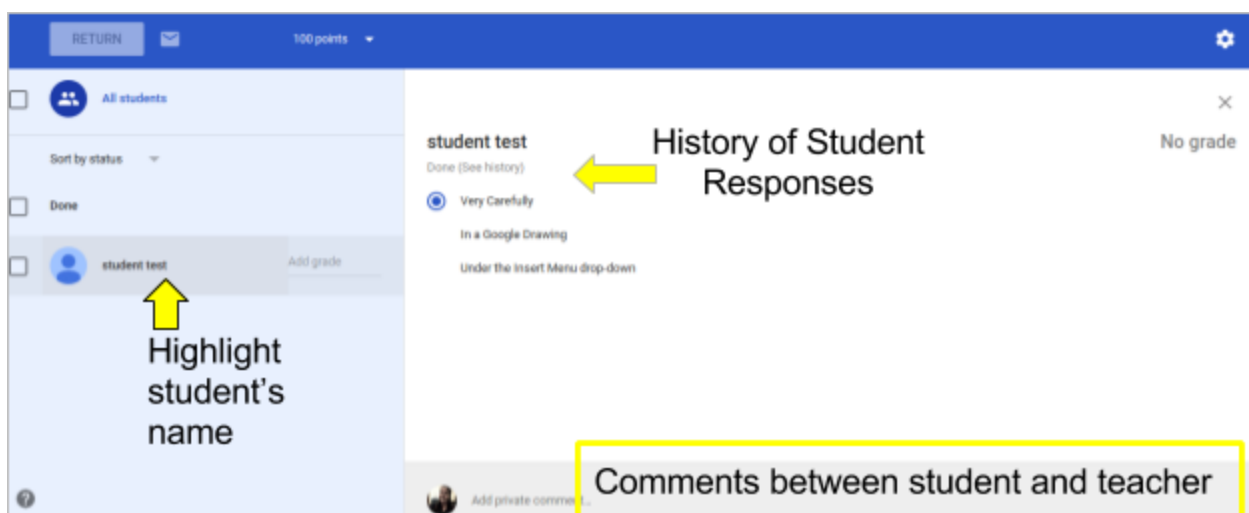
Student Responses



List of students sorted by completed and not; where you will add the grade for the assignment

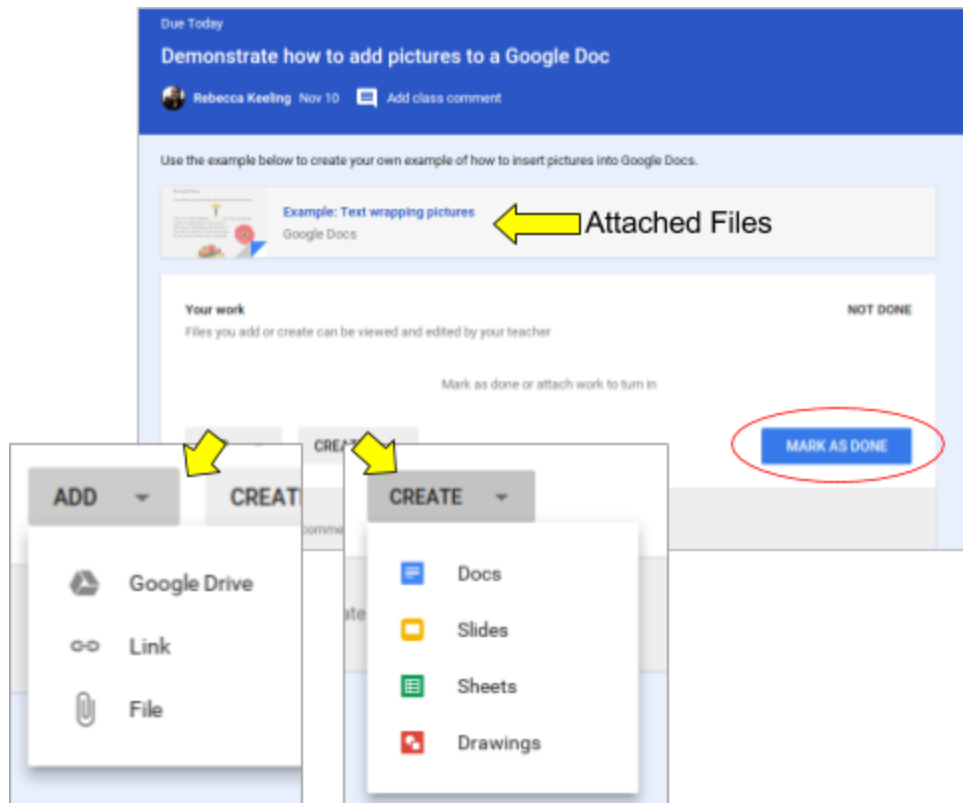
Results

1. Choose the question post from the stream.
2. The student responses will appear on the right in either a graph (multiple choice) or in short responses.
3. On the left there will be a menu of students who have completed the question and those who have not. This is where you will put the grade (More on that in a later section)
4. You can click on each student in the left hand menu to see their individual response. The information to the right should show their individual response and any comments to you. You can also exchange commentary or give feedback with the student privately in this location.



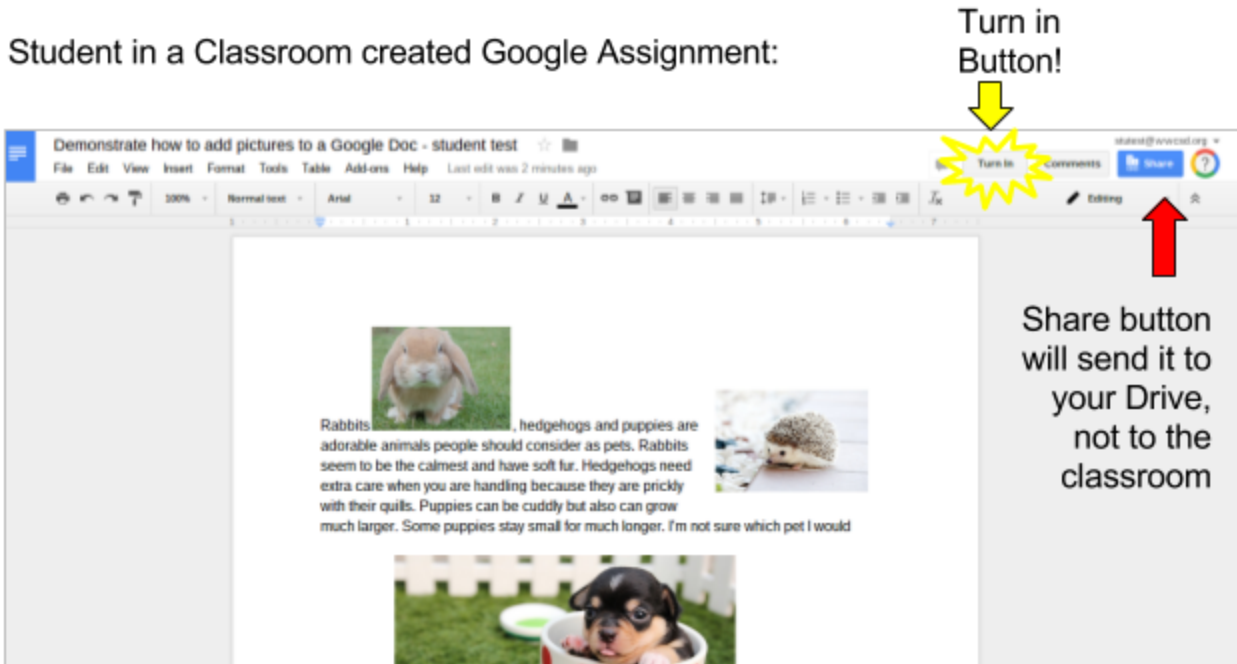
Turning in Assignments (Student View)

1. Student will need to choose the assignment from the Stream.
2. **Student needs to complete in Google Doc/Sheet/Etc:** They will choose “Create” under the assignments.

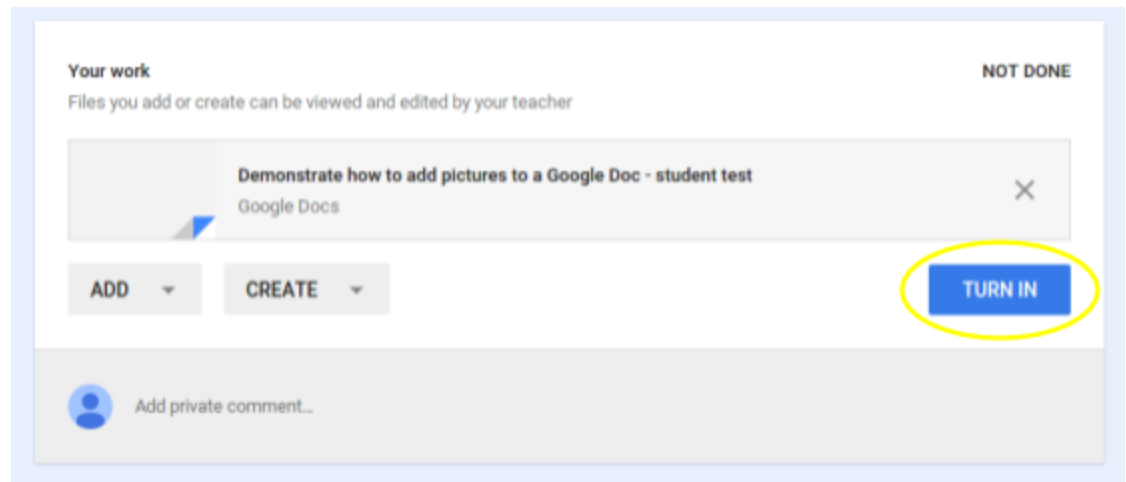


- a. Google will automatically create a document for the students to use or fill in if it was made as a copy.
- b. The students will click on the newly created document to complete the assignment.
- c. After completing the assignment they will **choose “Turn in”** in the upper right hand corner (normally near where it says “Share”). Note: If that option is not available, they can go back to the assignment in Google Classroom and choose **“Turn in”**.

Student in a Classroom created Google Assignment:



- d. **Troubleshooting Note:** If you have the students “share” with you - it will go to your drive but not to Classroom. The “share” option is great for collaborating on the assignment with other students but does not allow them to “Turn it in”.
3. **The assignment to be turned in was not created in the Assignment Post:** They can choose to add the assignment by choosing the “Add” button.
 - a. Choose the assignment from either the computer or Google Drive. Upload the file.
 - b. After the file is uploaded, students can choose to “**Turn In**” the assignment similar to if they created the document under the assignment.



4. **Turning in a physical assignment (“Mark as Done” Option):** This is for when a student turns in a physical, non-digital assignments. (Example: Project, paper assignment) They click on the assignment and choose “Mark as Done”. It will remind them they have not attached anything but let them mark that they have completed the assignment in the Class Stream.

Turning in Assignments (Teacher View)

How your post appears to the students

Student Responses

100 points

INSTRUCTIONS STUDENT WORK

RETURN

All students

Sort by status

Done

student test Add grade

List of students sorted by completed and not; where you will add the grade for the assignment

Demonstrate how to add pictures to a Google Doc

1 DONE 0 NOT DONE

Who has completed it?

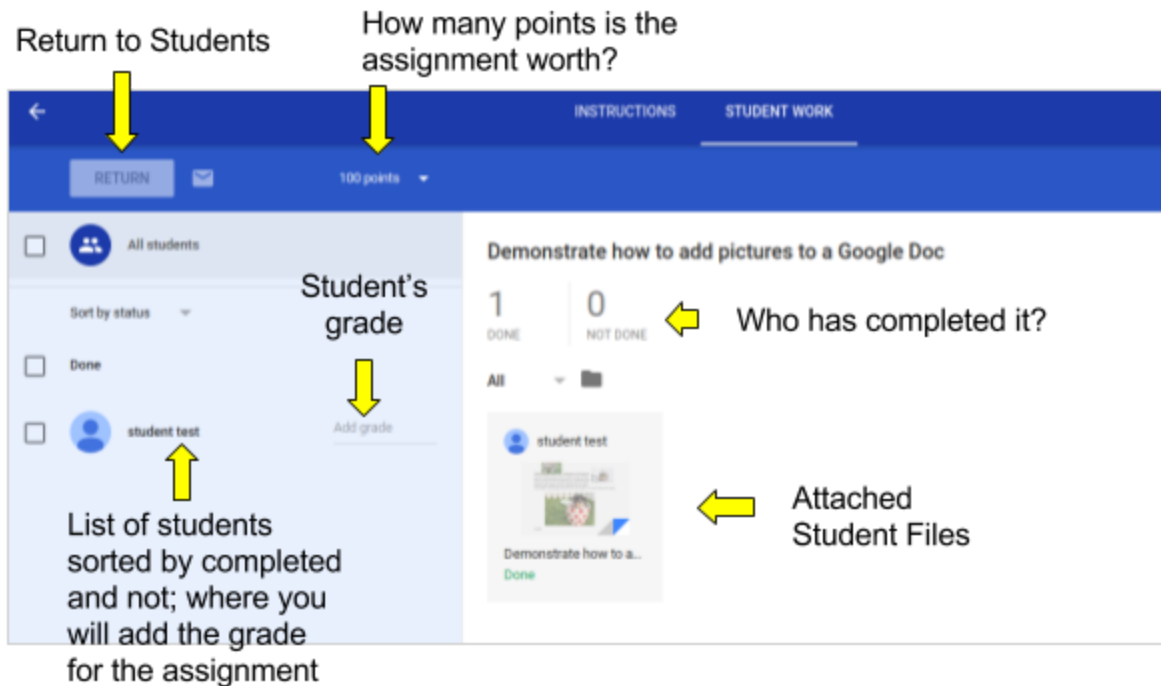
All

student test

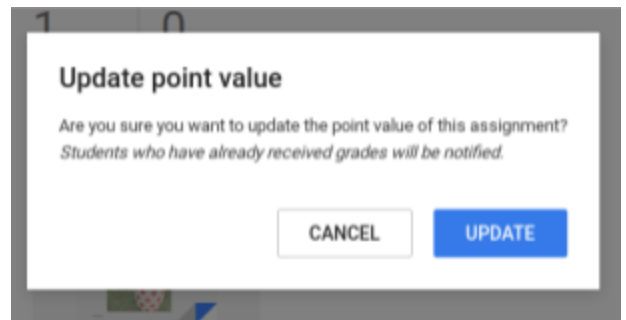
Attached Student Files

1. Choose the assignment post from the stream.
2. The student responses will appear on the right in tile format initially.
3. On the left there will be a menu of students who have completed the question and those who have not. This is where you will put the grade (More on that in a later section)
4. You can click on each student in the left hand menu to see their individual response. The information to the right should show their individual response and any comments to you. You can also exchange commentary or give feedback with the student privately in this location.

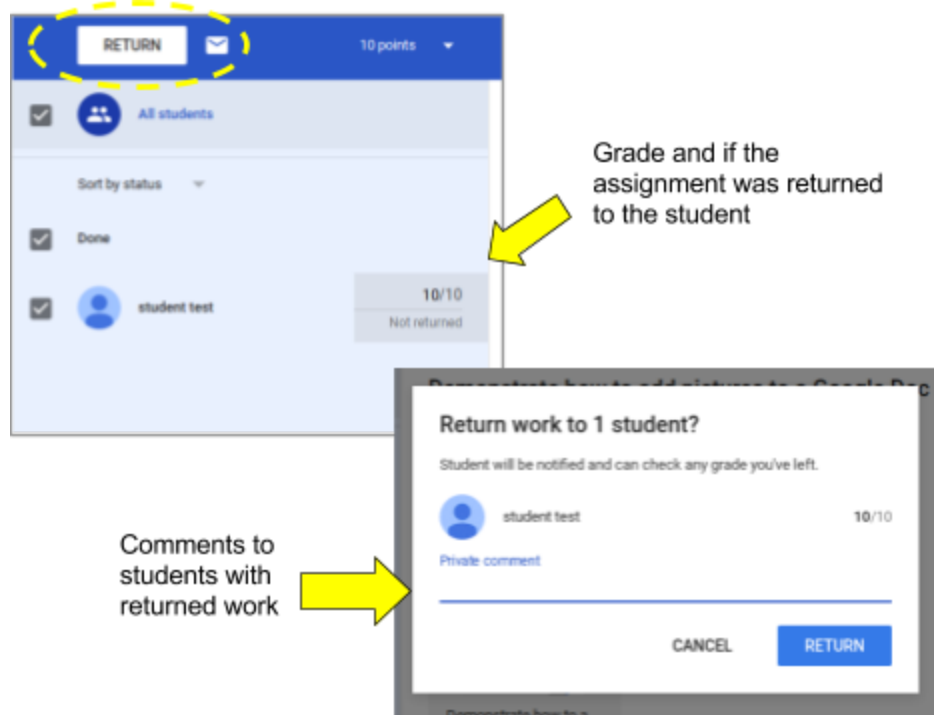
Grading assignments/Giving Feedback (Teacher view)



1. Change how many points the assignment is worth. Google Classroom defaults to 100. You can also choose to make an assignment “Ungraded”.
2. Click on a student’s name who is done. Their file(s) will open to the right. You can click on that tile to view their file(s). You can also leave private comments to the students in the bottom of the window. Note: Any work attached to the assignment is visible to you. A student listed as “Not done” can be chosen and you can see how much (if any) of the assignment is completed.
3. Put the points for the assignment in the left hand menu next to the student’s name. (It will automatically put the value in a fraction of grade/how many points it’s worth.) There will be a check next to the student’s name and under the grade it will say “not returned”. Note: Google also will save the grades even if you don’t return them immediately.
4. Returning assignments to students:



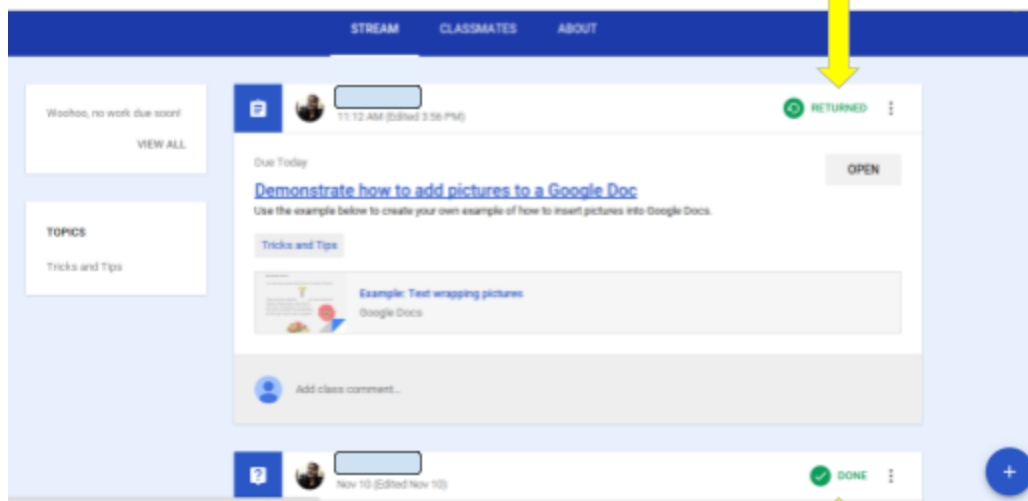
- a. Make sure the student's names have checks by them (those to whom you are returning an assignment.) You do not have to return assignments all at once. (You can do a few at a time.)



- b. Choose the “Return” option in the upper left. Classroom will prompt if you want to send a message to those students (which you can add) and then choose return.
- c. Once the grade is “returned” the grade will be visible to the student.

Student View:

Returned assignments with Grades will be marked “Returned”

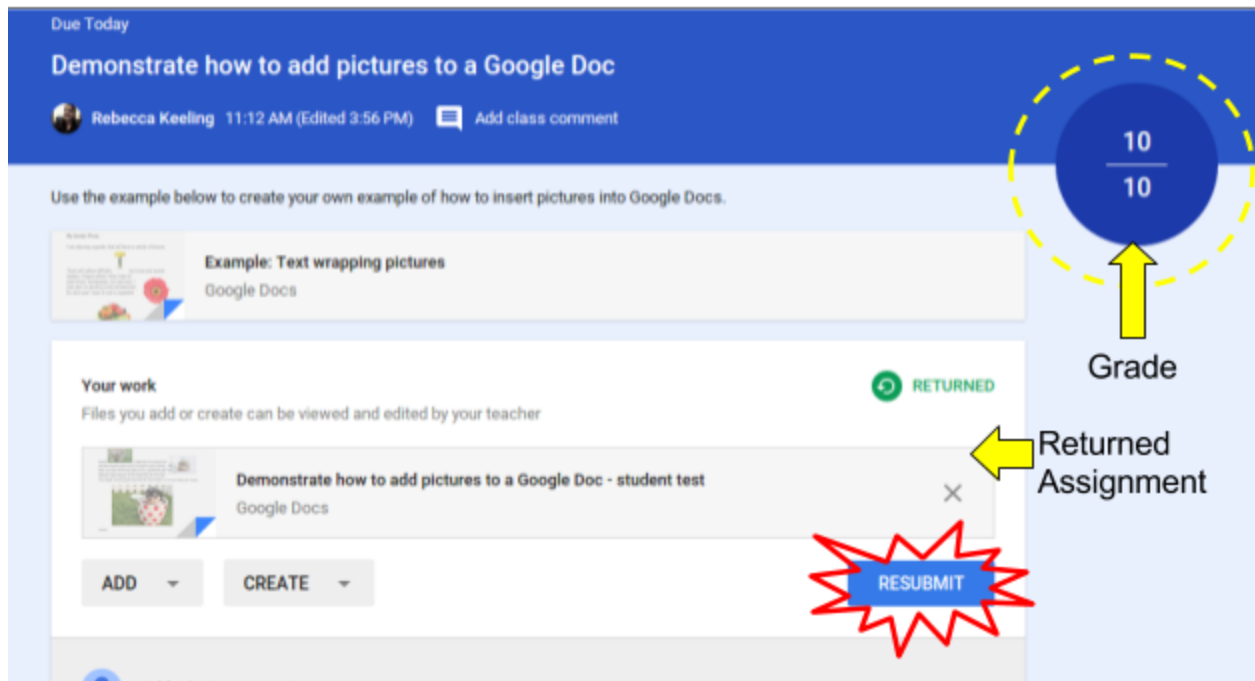


Ungraded assignments are marked as “Done” if student turned in the work

Unsubmit/Resubmit an Assignment (Student View)

If you allow a student to make changes to an assignment they can resubmit the assignment.

Student View of Graded Assignment (Once returned)



1. **Unsubmit** - a student can choose to “Unsubmit” an assignment by clicking on the same spot they “Turn in” the assignment in classroom. They can then make changes and “Turn in” the assignment again. This only works if the assignment is not returned from the teacher.
2. **Resubmit** - This occurs after an assignment has been “returned.” The student can add any extra files to the assignment and then “resubmit” it for grading to the teacher. This is helpful if they attached the wrong files or did not fully complete the assignment. They can also make any changes to the file they originally submitted.