Google Classroom Training *(Updated 8-1-17)*

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Google Classroom Overview

Google Classroom provides a way for teachers to provide an organized online experience for the digital classroom. Google Classroom combines Google's suite of apps to create a wide variety of assignments and assessments. Below are some of the tasks that can be done through Google Classroom.

- You can post announcements to the class. This can be any information the teacher wants to communicate to the class.
- You can post questions for the class to answer. A question can be a short answer or multiple choice question. This could be something simple like a survey question or an academic question that you want the class to discuss. The teacher has the option to control who can post responses and who can see the results. The teacher can monitor responses and mute students or delete posts.

You can create assignments that the students finish and then the teacher can give feedback and grade.

- You can give the students a web page to visit with directions for what to do on this page. The students can click "Mark as Done" to let the teacher know he/she is finished. If you set this up using a "question" students can send you their score from the website program.
- You can post a YouTube video for the students to watch. (*This may not work depending on your school's security settings)*
- You can post a teacher created Google Doc that the students edit and then submit.
  Examples:
  - a list of questions or a worksheet they have to answer
  - a writing prompt
  - sentences with grammar mistakes that the student needs to correct
- Students can create class presentations using Google Slides. The teacher can present this presentation on the Smart Board through Google Classroom.
- You can create a Google Slide and then assign that file to a small group of students to collaborate on. Students can be working on the same project on different computers at the same time.

Google Forms

- With Google Forms you can create assignments and quizzes for the students to complete. The multiple choice, short answer, check box, and drop down questions can be graded by Google Automatically. Some of the short answer and extended response questions can be graded online by the teacher.

Responding to Student Work

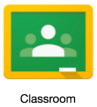
- Anything that is created using a Google Doc or Googles Slides has the option to add comments to the student's work. You can also add a grade and return the grade for the student to see.
- Google Forms will grade a lot of the work for you. You can also manually grade longer answers and provide feedback.

Training Outline

1. Logging into Google Classroom
2. Creating a class
    a. Going from one class to another
3. Set Student Settings
    a. Students – Set Comment Posting
    b. You can delete or mute a student comment
    c. Inviting guardians to receive updates
4. Joining a class
5. Creating an announcement or a question.
6. Assignments
    a. Posting a Google Doc you want them to add to or edit
    b. Giving a prompt and let them create the document
    c. Use a Google Forms set of questions.
7. Grading Assignments
    a. Commenting on assignments
    b. Documents automatically save
8. Accessing Google Drive Class Folder
9. Inviting other teachers
    a. About – INVITE TEACHERS
10. Archive Your Class

Logging into Classroom

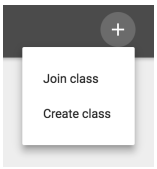
The purpose of Google Classroom is to create, distribute and grade assignments in a paperless way. To use Google Classroom you need a Google account. Go to classroom.google.com and log into your account. If you are using the Chrome browser you will see Google Classroom in the Google App list after using a few times.



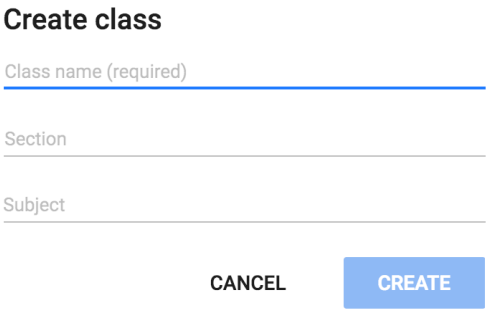
Creating a class

The first step to using classroom is to create a classroom for you students to join. You can have as many classrooms as you need.

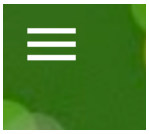
1. To create your class click the + symbol in the top right corner and chose “Create Class”. If you do not see this option, then you do not have a teacher account.



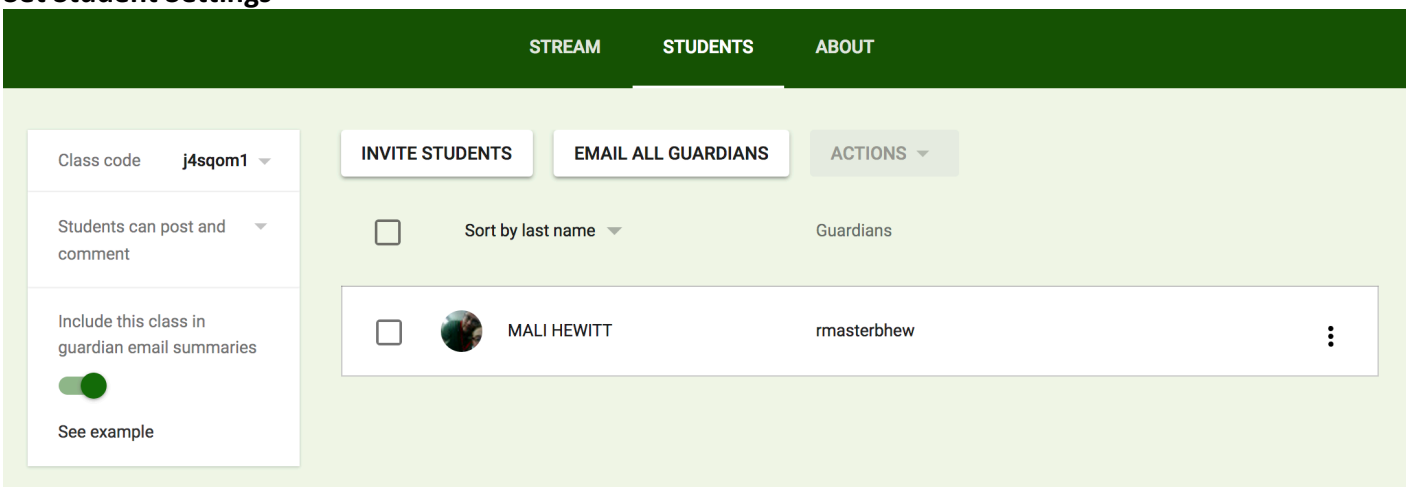
2. Give the class a name. The section and subject are optional.



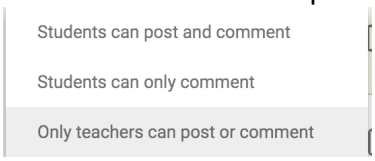
If you have more than one class you can switch between them by clicking the three bars in the top left corner.



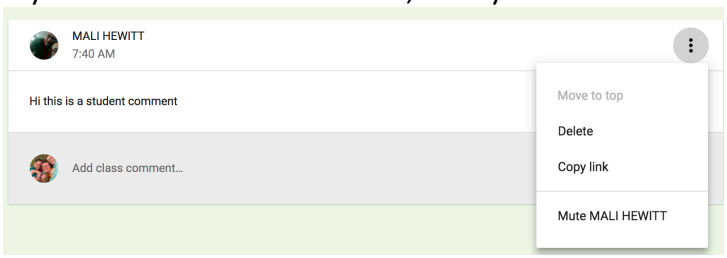
Set Student Settings



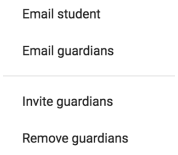
For each classroom you can chose between 3 screens, “Stream, Students, and About”. Select the Students Screen to set the student settings. In the beginning the only setting you can change is student posts and comments. Select the option you want.



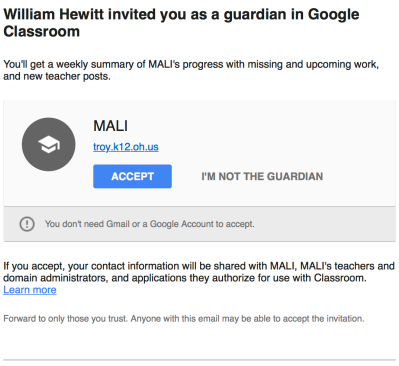
If you allow student comments, then you will have the following options when they post a comment.



Once students have joined you class, you have the option to invite a guardian to receive updates on their child’s progress. Click on the 3 dots on the right side of the students name and you will get the following options.



Each guardian will get the following e-mail. If they accept this they will have the option to change it to daily summaries. Using the e-mail options **may** only works if your district uses g-mail.

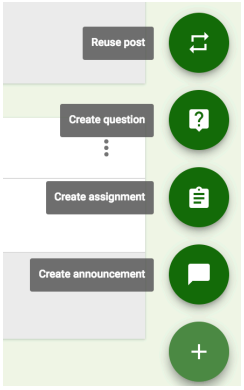


Joining a Class

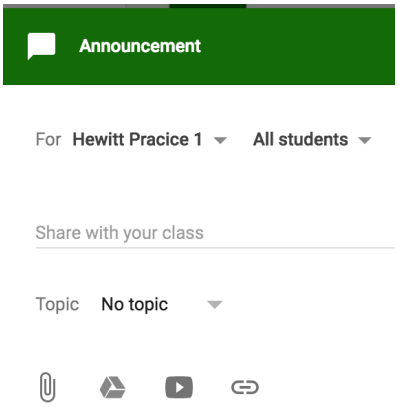
For a student to join your class you need to have them log into Google Classroom using their student accounts. The first time they do this there will most likely be a user agreement they need to accept. Once they are logged in they click the + symbol in the top right corner and chose “Join Class”. Then they need to type in the Class Code found on the STUDENTS screen.

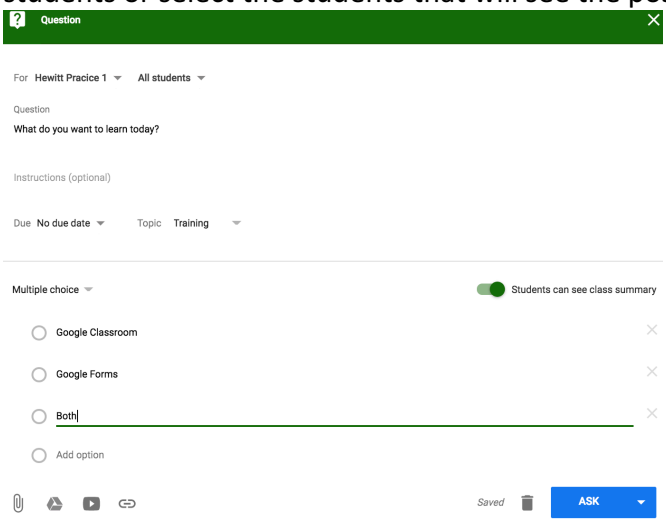
If a student unenrolls from you class, all of their assign will disappear from your class. If they enroll again all of their work will return.

Creating an Announcement or a Question



- If you click the + symbol at the bottom right corner you will have 4 options.
- The “Create Announcement” option lets you type a message that will show up in each student’s stream. This is also a good way to post a link to a web page you want them to use.
- A question can be a short answer or multiple choice question you want everyone to answer. You have the option to let students see each other’s responses.
- If you want organize your posts you can create a “topic”. Creating topics is a great way to organize your classroom into different subjects or categories.
- You can show a post to all students or select the students that will see the post.





For everything you post you have the option to attach a file , attach a document from your Google Drive , add a link to a Youtube video , or a link to another web page .

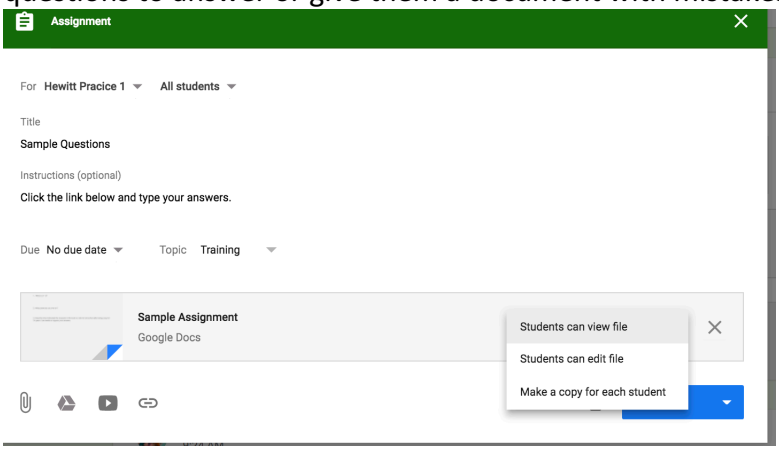
Creating an Assignment

Here are 3 common types of assignments.

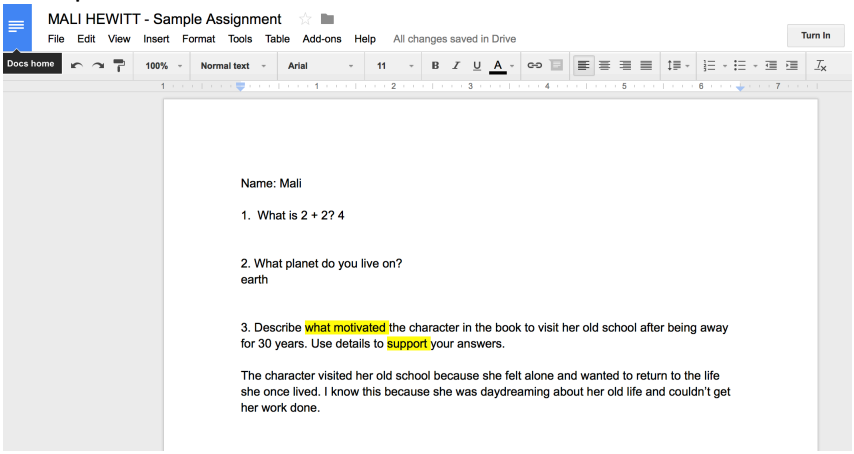
a. Posting a Google Doc you want them to add to or edit
b. Giving a prompt and let them create the document
c. Use a Google Forms set of questions

Posting a Google Doc you want them to add to or edit.

You can create your own document and attach it for the assignment. If you chose “Make a copy for each student” Google will make a copy of the document and add that child’s name to the document’s name. When the student is finished he/she clicks “Turn in” in the top right corner. You could make a list of questions to answer or give them a document with mistakes they need to correct.

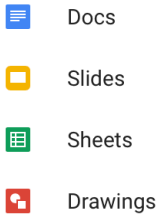


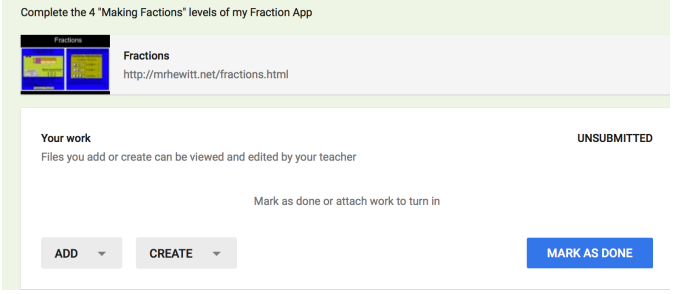
Example



Giving a prompt and let them create the document

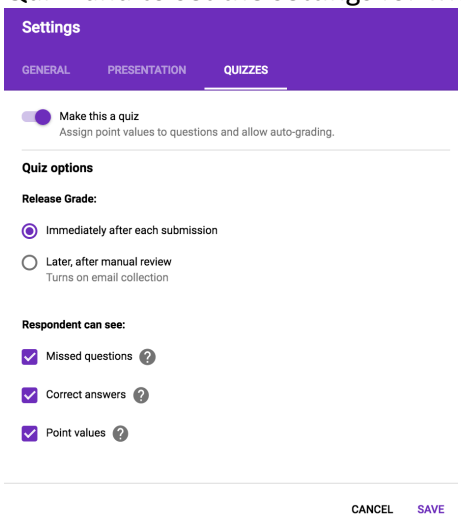
You can give them a prompt and then let them chose what app they will use to respond. They will click “Create” and pick the app they want to use. Google will create a document with their name and the assignment name. You can also give them a task like visit a web page and they can click “Mark as Done” to let you know they are finished.



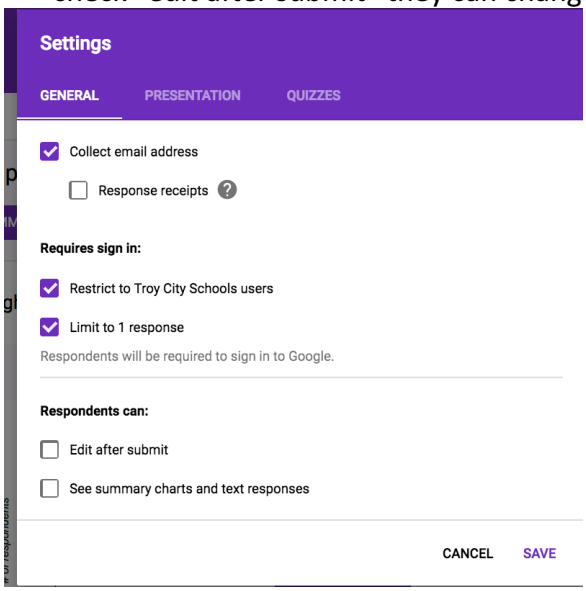


Use a Google Forms set of questions.
Google forms lets you create a wide variety of question that the students can answer. All of their responses are saved and the teacher can create a spreadsheet with all of the responses for the whole class. **Students cannot save their answers so make sure they have time to finish the assignment.**

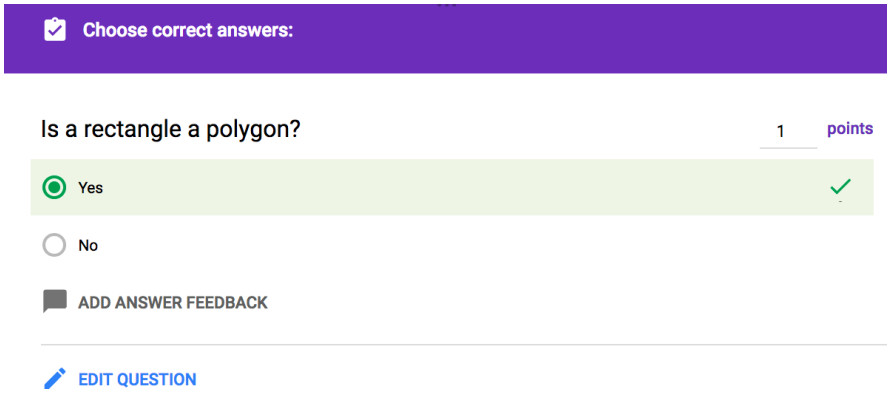
- Go to forms.google.com
- Click “Blank Quiz” if you want to grade this or if you have a form you want to turn into a quiz you can click the settings dial in the top right corner. The third tab allows you to “Make this a Quiz” and to set the settings for what the students can see when they are done.



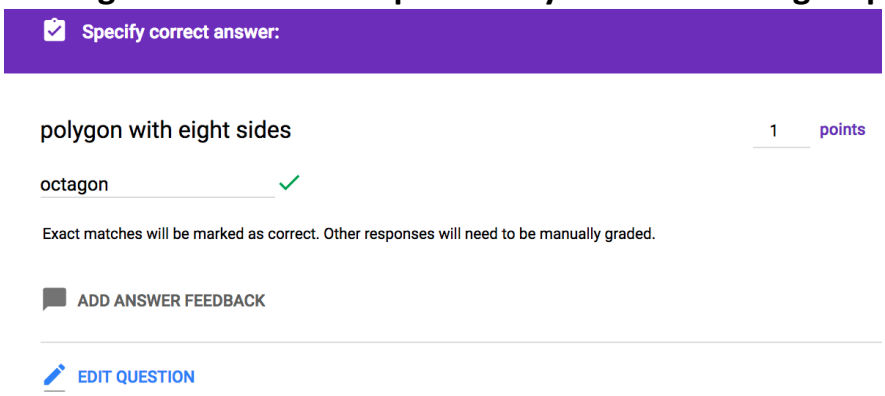
- **MAKE SURE TO ALWAYS START WITH A NAME QUESTION**. If you don’t there will no way for you to know who answered each question. Click the “Required” option. If you to sort the results by name make sure to include a “Last Name” question.
- Depending on your district settings you should be able to collect their e-mail as a way to identify their responses. If you limit to 1 response then they can go back later and see their results. If you check “edit after submit” they can change their answers to the correct answer.



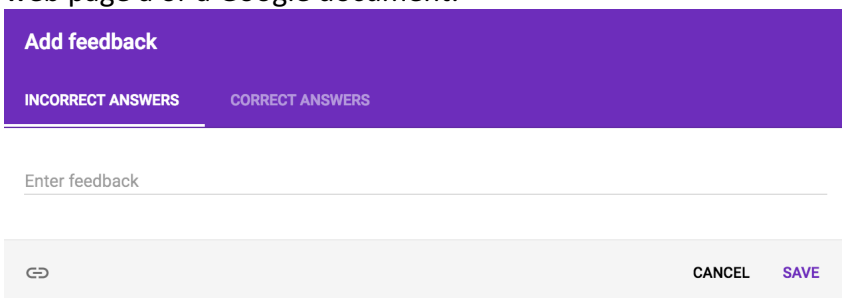
- Create your questions. Multiple Choice question will be graded automatically if you set up the answer key**.**



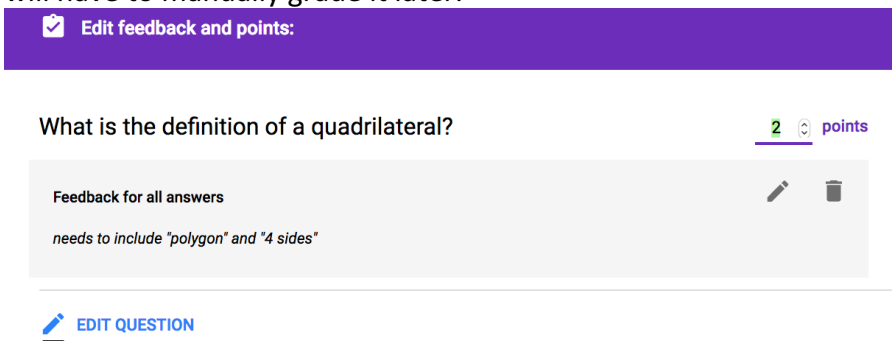
- Short answers will be graded but a student's answer must be an exact match to the answer. If they spell it wrong the answer will be wrong. You can go back later and change their grade if you don't want spelling to count. Assign each question a point value and add a comment if needed. **Don't forget that on all the questions you need to assign a point value.**

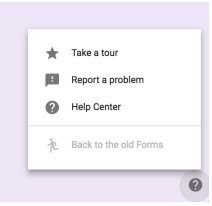


You can add feedback for incorrect answers and correct answers. Feedback can be a link to another web page a or a Google document.



If you use "Paragraph" answer you can give them feedback for how the question will be graded, but you will have to manually grade it later.

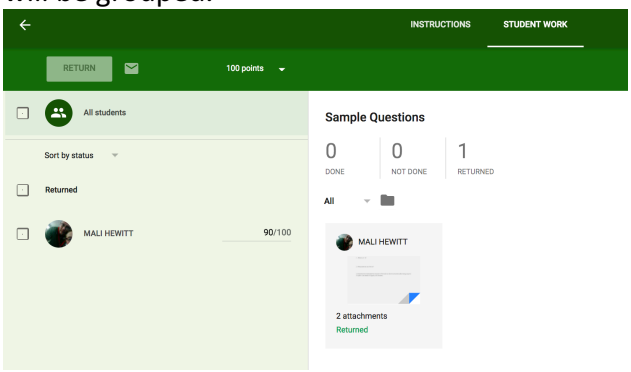


- If you want to learn more about using Google Forms click the ? in the bottom right corner and chose help center. 

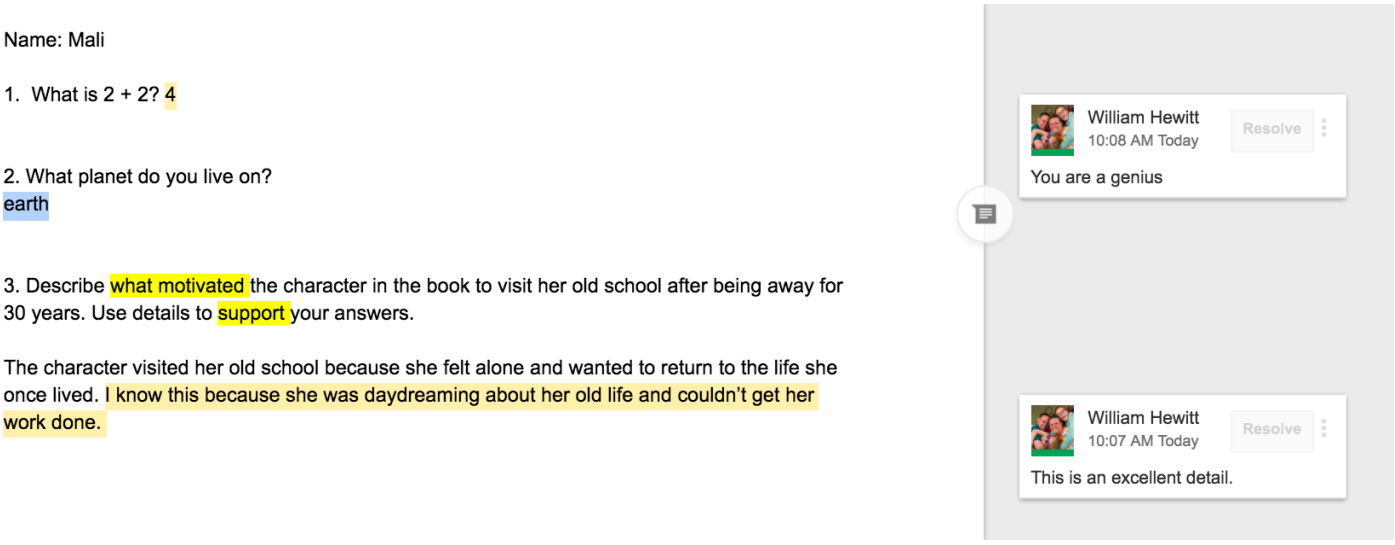
- Change the name and location in the top left corner.
- Go back to Google Classroom and create an assignment. Attached your Google Form by clicking the Google Drive option.

Grading Assignments

If the assignment was done with a Google App, you can click on the assignment and the student responses will be grouped.



Click on assignment you want to grade. Decide the grade you want to give the student. You can type comments to the student by selecting the part that needs a comment then click the symbol. You can also click the Comment button in the top right corner.



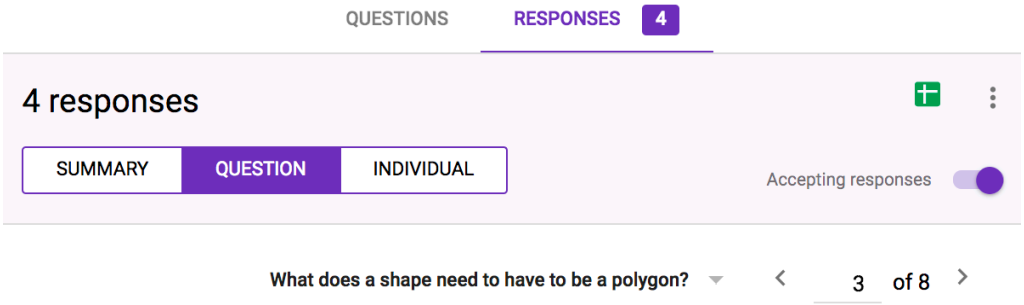
Once you have determined the grade you want to give that student, close that tab to go back to your classroom screen. Remember Google automatically saves everything as long as there is an internet connection.

On the right side of the screen type the grade. When you are done click return at the top left and the student will be able to see his/her grade. You can then sort the column by last name to put the grade in your gradebook.

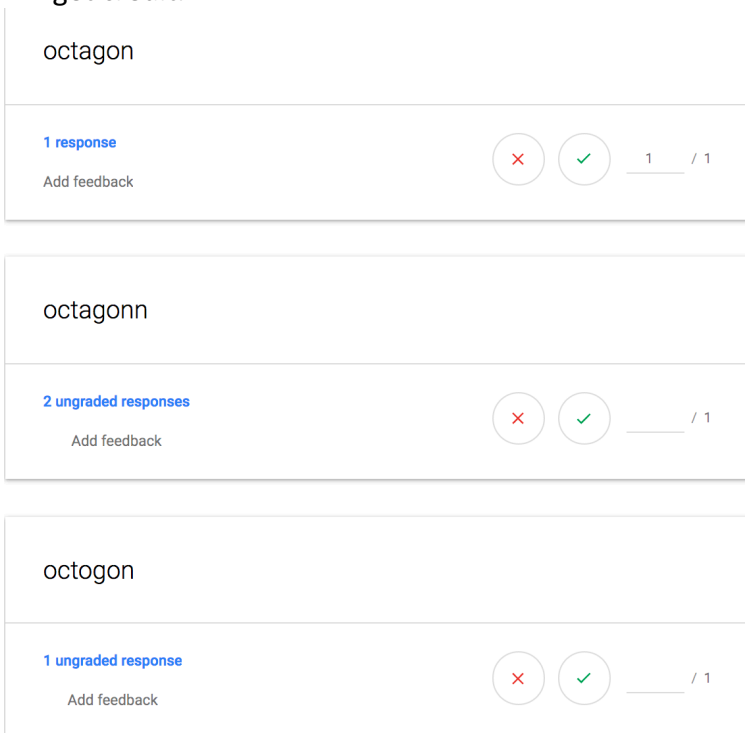
Grading Google Forms

If you used a Google Form, click on the link to that form in your classroom. This will open up the form. Click the pencil in the top right corner to edit it.

You will see 2 tabs.



- Click the Responses Tab.
- You will first see a summary of all of the responses.
- You can grade the responses one question at a time or by individual students.
- Multiple Choice Questions and short answers that are an exact match will be graded. Grading by question allows you to accept answers that didn't match the exact answer but are close enough to get credit.



- Make sure to click save before moving to the next question.
- Click "Individual" to see each student's response.

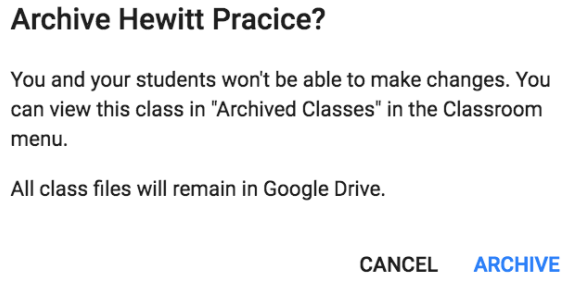
- When you are done, you can export all of the grades and responses by clicking the green Sheets symbol.
- You can then click on the assignment name and type their final grade.

Accessing Google Drive Class Folder

For any file that was created using a Google App you can access this file in your Google Drive. Go to drive.google.com and find your "Classroom" folder. All of the student files will be here.

Inviting other teachers

If you co-teach with someone you can invite them to be part of your classroom by clicking the "About Tab" then "INVITE TEACHERS"

Archive Your Class

At the end of the year go to your list of classes, and click the 3 dots. Select Archive. To see this class you and your students will need to go to the "Archived Classes" in the Classroom main menu.