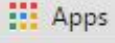





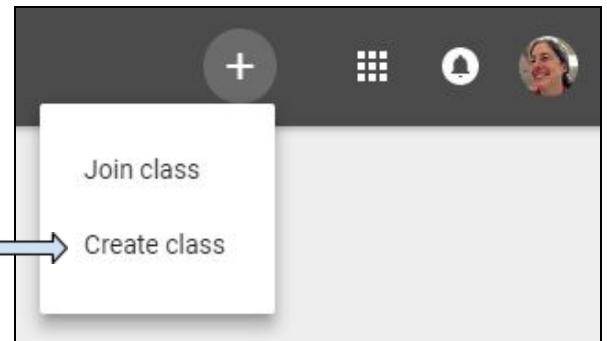
Getting Started With Google Classroom

Facilitated by Liza Zandonella - 11/6/18

Open Google Classroom by clicking on the apps launcher icon  in the upper right corner of the screen. The app launcher will open displaying your most frequently used apps such as Gmail, Drive, Docs, Sheets, etc. Click on the Classroom icon 

Creating a Class

To create a class, click the **+** sign in the upper right corner of the screen and you will be prompted to Join or Create a class. select **Create class**.



Create class

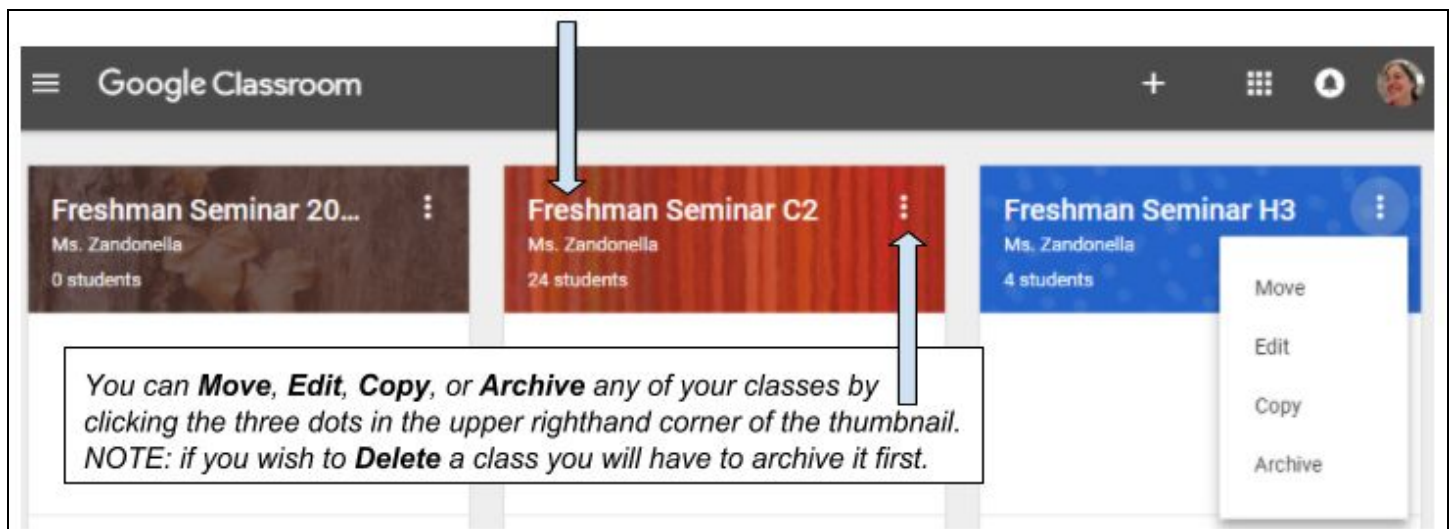
Class name (required)
Freshman Seminar

Section
Ms. Zandonella

You will be prompted to provide a **Class name** (required). You can also assign a **Section**, **Subject** and **Room**. When you've entered your information, click **CREATE**.

Your new class will appear on your **Classes** page which displays a thumbnail of each of your classes along the number of students enrolled in that class.

To open a class, just click on the title.



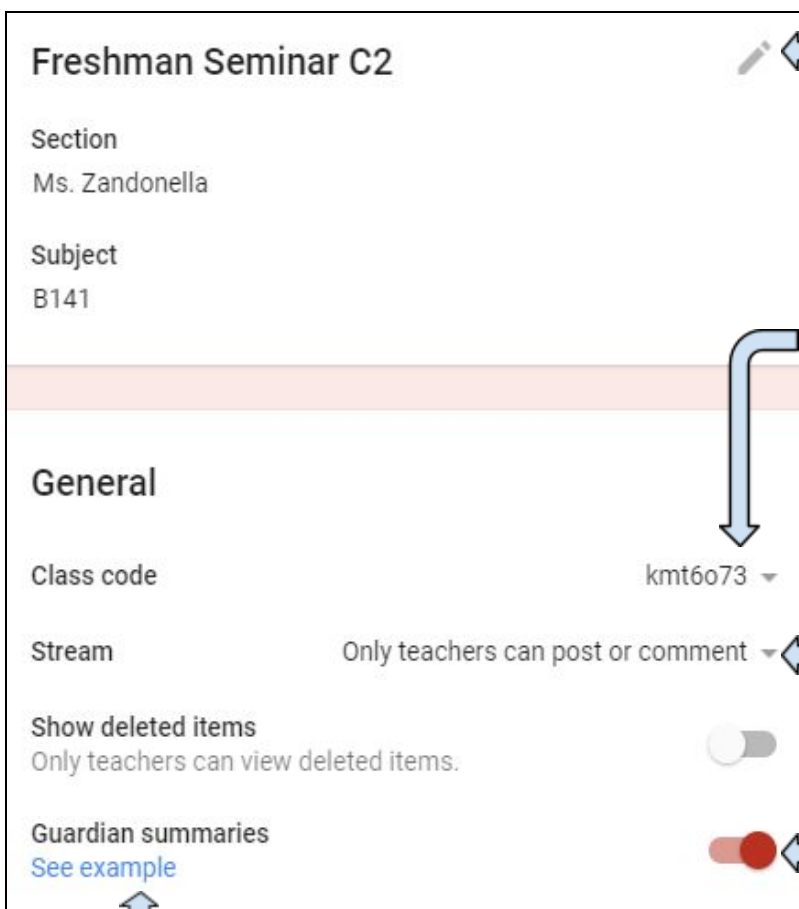
Your new classroom page will open, complete with an arbitrarily pre-selected theme which you can change by clicking **Select theme** in the lower right corner of the page banner. You can also select **Upload photo** to personalize your page.

Click the three horizontal bars to the left of the title to access your **Classes** page.



Settings

Each class you create has its own unique **Class code**. Click the **Settings** icon to display the Settings window shown below where you can find your class code and other settings.



Click the pencil icon to change the class name, section, subject, etc.

Students can join your class by going to Classroom, clicking the + sign, **Join class**, and entering the **Class code**. After they enroll class, a roster will automatically populate with their names.

Though Stream defaults to **Only teachers can post or comment**, you can opt to allow students to post and comment, or just comment on a your posts in the **Stream**.

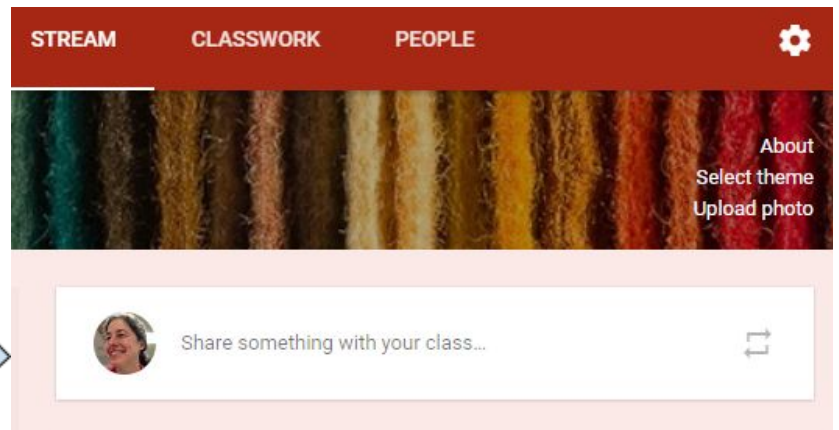
Slide the button to the right to allow guardians to see summaries of assignments and their due dates.

Click **See example**, as shown above, to view what a **Guardian summary** looks like.

Stream, Classwork & People

Classroom organizes your classes in three tabs at the top of the header: **Stream**, **Classwork** and **People**. Simply click on the tab you'd like to access.

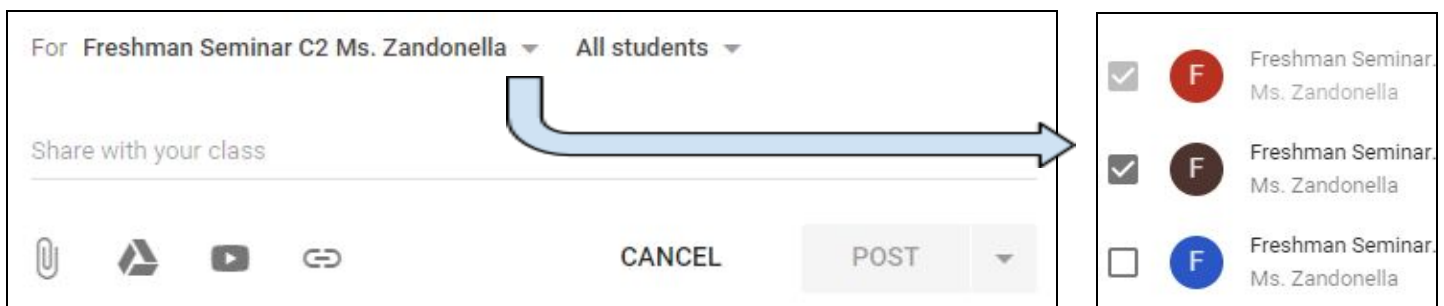
STREAM displays the assignments and announcements you post with the most recent at the top. As mentioned previously, you can allow students to not only comment to your posts in the Stream, but to post and respond to each others comments as well.



To post to your Stream, click

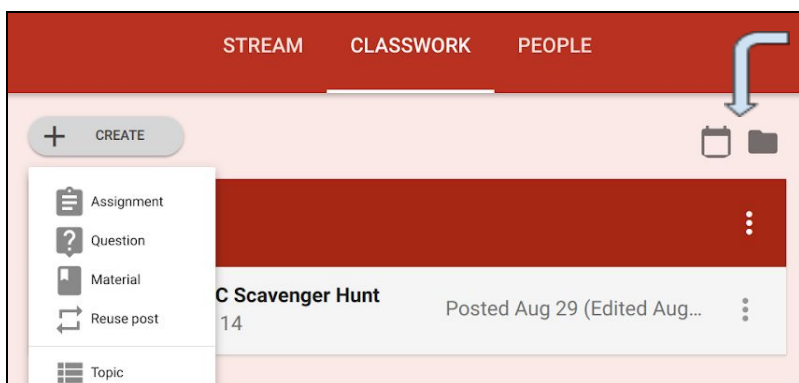
Share something with your class...

A window similar to the one below will open. The post below is **For Freshman Seminar C2** and **All Students**. You can easily share the same post with multiple classes, or students, by clicking the down arrow(s) then checking the boxes next to the classes / students with which/whom you would like to share, then type what you would like to share, & click **POST**.



CLASSWORK

Click the **CLASSWORK** tab, then click the **+ CREATE** button. You can create an **Assignment**, **Question**, **Material**, choose to **Reuse a post**, or create a **Topic**. Topics are a great way to organize your assignments into units for easy search and retrieval.



Classroom is fully integrated with **Calendar** and **Drive**. You (and your students) can click on the **calendar** icon to see assignment due dates for all your classes, or the **folder** icon to access folders for each of your assignments on your Drive.

Select which class(es) the assignment is for, enter a **Title** and, if you'd like, **Instructions**. You can also set **Points**, when the assignment is **Due** and give it a **Topic** category.

Assignment

For Freshman Seminar C2 Ms. Zandonella All students

Title
Research Questions

Instructions (optional)
Use the attached Question Template to create a set of questions on your issue.

Points 100 Due No due date Topic Research

[Template] Question_Template.docx
Google Docs

Students can view file
Students can edit file
Make a copy for each student

Click the appropriate symbol to add any **attachments**, **Drive files**, **YouTube videos** and **links** associated with the assignment that you'd like students to access. In the screenshot above I've attached a file from Drive which defaults to **Students can view file**. You can click the down arrow to select either **Students can edit file** (all students can collaboratively work on the same file) or **Make a copy for each student** which each student will individually complete and turn in. You can then click the blue **Assign** button or the down arrow to **Schedule** a date for the assignment to be posted or **Save draft**.

Viewing and Grading Student Work

To view your students work, click on the assignment title and the screenshot shown below will appear indicating how many students completed and **TURNED IN** (5) the assignment.

Liza Zandonella
Sep 25, 2017 (Edited 7:48 AM)

Assessment

Information Literacy Pre-Assessment - Grade 9

A. Fill out the Information Literacy Assessment Form attached below. This is to be completed INDEPENDENTLY, and will count as a quiz grade.

5 TURNED IN | 6 ASSIGNED

Click the number above TURNED IN and the completed submissions will appear as thumbnails arranged in alphabetical order by student name as seen on next page.

Freshman Seminar C2
Ms. Zandonella

INSTRUCTIONS STUDENT WORK

RETURN 100 points

All students

Sort by status

Graded

<input type="checkbox"/>	Naiya A	97
<input type="checkbox"/>	Rachel A	100
<input type="checkbox"/>	Victoria A "okay thank you!"	88 Done late

NHS LMC Scavenger Hunt

0 TURNED IN | 0 ASSIGNED | 24 GRADED

All

Naiya A - NHS LMC Sc... Graded

Rachel A - NHS LMC S... Graded

Victoria A - Graded

To open any of the submitted work, click on the thumbnail and it will open as shown below:

NHS LMC Scavenger Hunt

Victoria A 88/100 Done late

RETURN

Search the menus (Alt+/)

100% Normal text Comic San...

NHS LMC Scavenger Hunt

- Names of team members:
Victoria Aguiar
- Each team member electronically sign in at the circulation desk and place their Name tag in the Pass Box as if they were coming from study hall.
- Find the author & call number for the book "Into the Wild" and write it down below:
917 KRA-KRAKAUKER, Jon
- Name an award winning fiction title found on our Resource Lists in Destiny
Stubby the war dog: story of World War I's bravest dog B.A
- Find the NHS LMC website. Print 1 full size sheet of library passes (4 on a page). Find the copier machine and copy a page for each team member.
- Find Ms. Zandonella's desk in the library. On the wall behind it is a sign listing 8 tips to help you spot fake news. List them below:
Consider the source
Read beyond
Check the Author
- Go to the Reference section of the library and find the book at with the call number REF 523.1 UNI. What is the title?:

Comment bank

Files
Turned in on Sep 18, 10:45 AM

Victoria A - ...

Grade
88/100

Private comments

Liza Zandonella
Sep 18, 9:17 AM
Let me know if you need help finding the answers. You are welcome to complete and resubmit for a better grade. :o)


Victoria A
Sep 18, 10:46 AM
okay thank you!

Provide feedback such as comments / corrections right on the document, as well as assign a **Grade** and add **Private comments** to the right of the students work.

Students can respond to comments and ask questions here as well.



People

The People tab displays **Teachers** and **Students** (and their guardians) To invite a teacher, or student, click  and enter their email address.

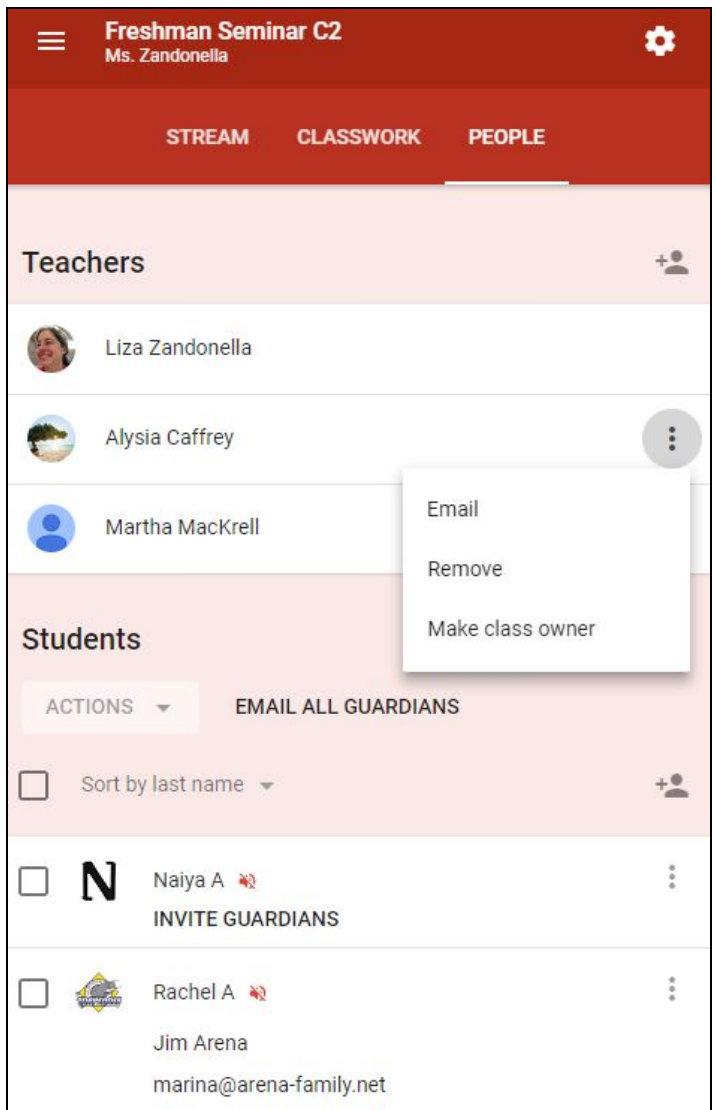
Invited teachers can add assignments, and receive notifications when students submit work, etc., but only the teacher who created the class owns the Classroom folders on Drive, it's materials, assignments, submitted work, and is able to change the file structure and / or delete the class. You can transfer ownership of the class to someone else.

From the **People** page you can sort students by first or last name, select multiple students by checking the boxes to the left of their name, assign various **actions** such as **email**, **remove** or **mute**.

Classroom Main Menu



Access Classroom's Main Menu by clicking the three lined box in the upper right hand corner of any Google Classroom page.



Classes, when clicked, will pull up a page thumbnails of your classes.



Calendar displays due dates of all assignments.

The **Teaching** section of the menu features a **To do** section which provides an overview of the assignments, work that's been graded, reviewed and work still in progress for all of the classes you are teaching

Enrolled lists the classes you've joined and their associated assignments



Archived Classes offers a place to "park" classes that you have created or want to that you anticipate teaching in the future but don't want students to access yet. NOTE: You must Archive any classes you wish to delete prior to deleting them.



Settings Change your profile picture, manage account setting and notifications, etc.



Help Click the question mark to access Classroom's searchable Help Center