

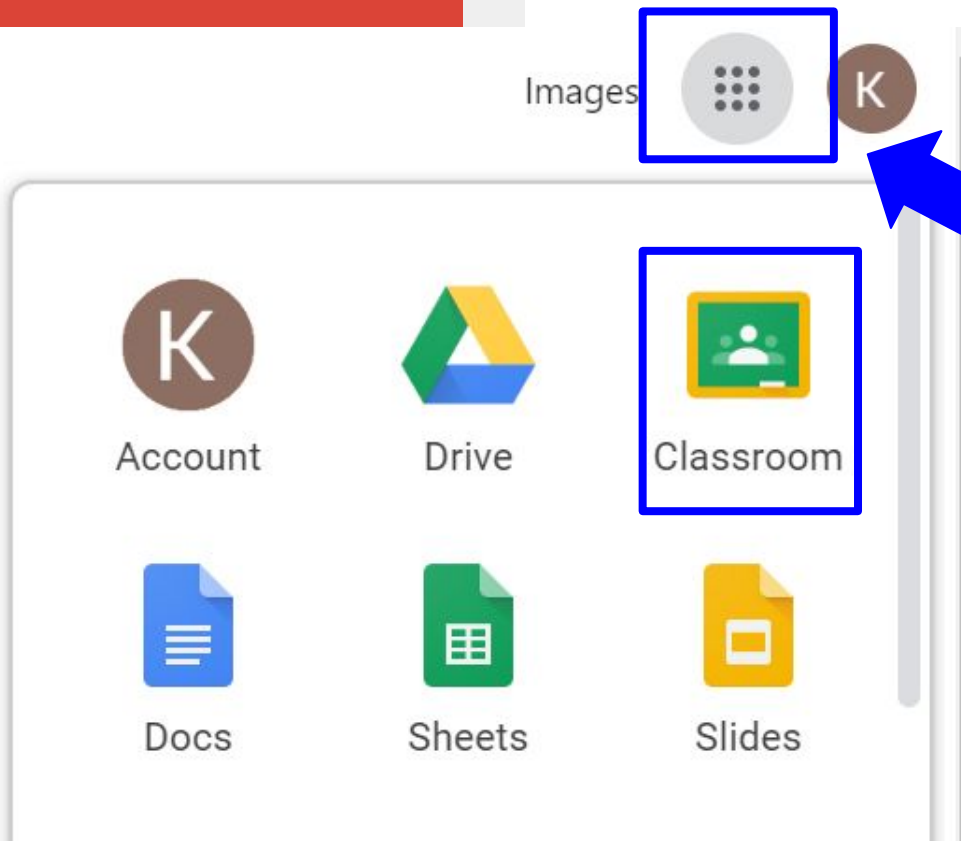
Google Classroom



Google Classroom Setup

- Set-up has already been done for you! It is up to date rosters, pulled from Skyward.
- You just need to log into your Greenville Google account and follow the directions on the next slide to get to Google Classroom and accept your class if you haven't already done so.
- Once accepted under the People tab you should see all your students. If you have multiple class periods then you will have a classroom for each.

Accessing Google Classroom



Click the waffle again to be able to access Google products, but specifically Google Classroom.

Tips:

- Use Chrome
- Number your assignments
- Create an assignment- MAKE A COPY if you want each student to complete it on their own copy.
- Use a different theme for each class to be able to tell them apart easily.
- You can add a co-teacher if you want someone else to have access too.

The gear is now
where you change
your settings.



Class Details

Class name (required)

Google Classroom Training 10\17

Class description

Section

Room

Subject

General

Class code

poghv78 ▼

Stream

Students can post and comment ▼

Classwork on the stream

Show condensed notifications ▼

Show deleted items

Only teachers can view deleted items.



Guardian summaries

[See example](#)



Which one should I pick?

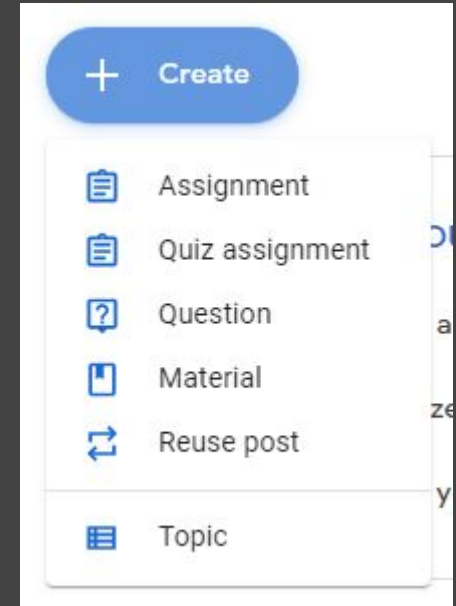
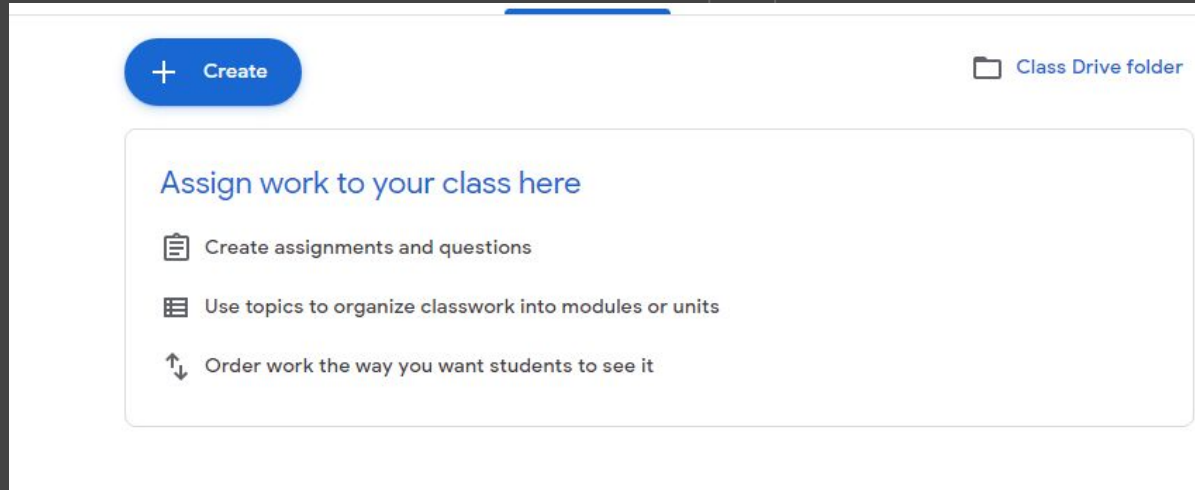
Students can post and comment

Students can only comment

Only teachers can post or comment

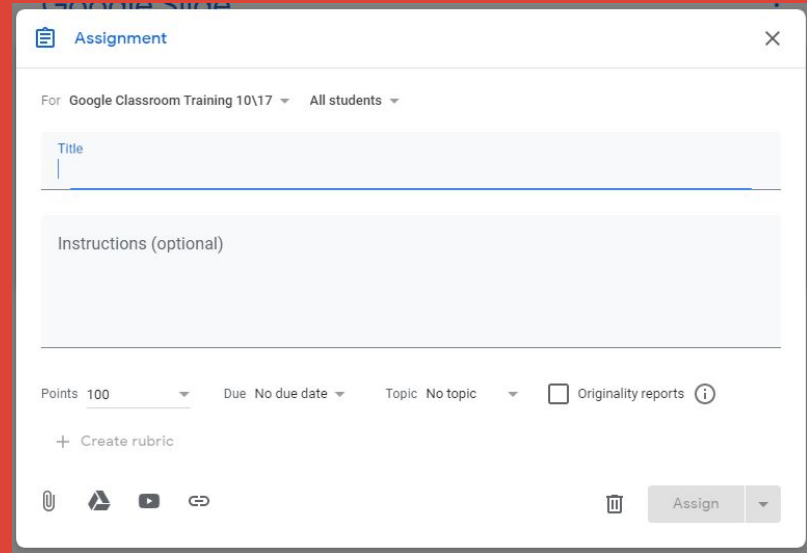
- The first option means student can add their own post with questions, ideas, or other issues.
- They can comment on your post.
- Only you can post and comment.

Classwork



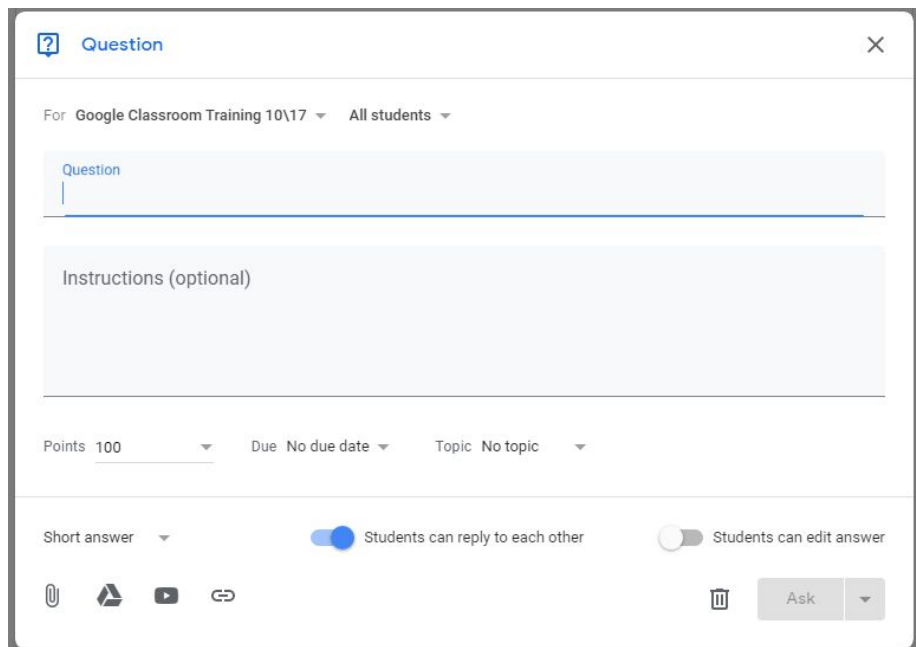
Assignments

- Can be given to multiple classes at one time
- Can be given to select students in one class
- Due Date and/or Time
- When attaching items (Google Doc, slides, sheets) >
 - View - makes it a pdf
 - Edit - makes it collaborative
 - Copy - makes a copy for each student



The screenshot shows the 'Assignment' creation window in Google Classroom. At the top, it says 'Assignment' with a close button. Below that, it specifies 'For: Google Classroom Training 10\17' and 'All students'. There is a 'Title' field with a blue underline. Below the title is a large text area for 'Instructions (optional)'. At the bottom, there are settings for 'Points' (set to 100), 'Due' (set to 'No due date'), 'Topic' (set to 'No topic'), and a checkbox for 'Originality reports' (unchecked). There is a '+ Create rubric' link. At the very bottom, there are icons for attaching files (Google Drive, YouTube, etc.) and an 'Assign' button.

Post a question to students



The screenshot shows the 'Question' creation interface in Google Classroom. At the top, there's a title bar with a question icon and the word 'Question', and a close button (X). Below this, it says 'For Google Classroom Training 10\17' and 'All students'. The main area has two text input fields: 'Question' and 'Instructions (optional)'. Below these fields, there are three dropdown menus: 'Points' set to '100', 'Due' set to 'No due date', and 'Topic' set to 'No topic'. At the bottom, there are two toggle switches: 'Students can reply to each other' (which is turned on) and 'Students can edit answer' (which is turned off). To the left of these toggles is a dropdown menu set to 'Short answer'. At the very bottom, there are icons for attaching files, a video icon, a link icon, a trash icon, and an 'Ask' button with a dropdown arrow.

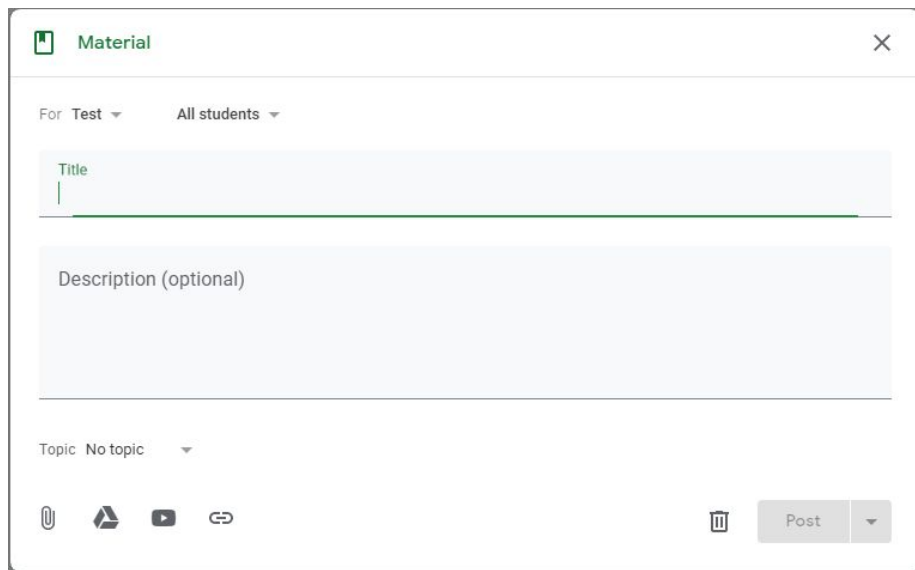
- Can be short answer or multiple choice
- Students will not see others answers until they have submitted.
- Can put a point value on the question.
- You can turn on the reply to each other feature or can edit their answer after it is turned in.

Reuse Post

- This allows you to reuse any post that you have posted before in any of your classrooms. Also good if you have archived your class from the year before, but want to reuse a post from that year.
- Make sure to click the box at the bottom to create new copies of the attachments if students need new copies.
- Once you choose, then it copies your post and you can edit the information before you post.

Material

- Post a syllabus, class rules, etc.
- Things that you would want your class to access all year long.



The screenshot shows a 'Material' form with the following elements:

- Title:** A text input field with a green border and a green cursor.
- Description (optional):** A large text area for additional information.
- Topic:** A dropdown menu currently set to 'No topic'.
- For:** A dropdown menu set to 'Test'.
- Access:** A dropdown menu set to 'All students'.
- Bottom Bar:** Includes icons for attaching files, a gallery icon, a YouTube icon, and a link icon. On the right, there is a trash icon, a 'Post' button, and a dropdown arrow.

Private Comments

These will not appear in the stream.
Private comments are just between
the teacher and student.

- ★ Pressing "Assign" removes the ability to make changes to the doc.
- ★ Teachers can comment on assignments not submitted.
- ★ Teachers always have the right to edit or comment on student's google files in an assignment.
- ★ When students hit "Create" in an assignment, it is automatically shared with the teacher and the student's name is put in the title!

Grades Tab

- Gradebook in Google Classroom.
- Automatically tells you if a student turned in something late

	Mar 29 Test	Mar 29 History	
▼	out of 50	out of 100	
	50 <i>Draft</i>	___/100	
	50 <i>Draft</i>	___/100	
	Missing	Missing	
	Missing	Missing	
	50 <i>Draft</i>	Missing	
	Missing	Missing	

Google Drive/ Shared Drives

A decorative graphic in the top right corner consisting of several overlapping circles in various shades of gray, creating a modern, abstract background element.

- Save your documents
- Organize your documents
- Access from anywhere
- Share with others
- Save word documents and other products

More Help Documents

If you need more help documents, please visit the Technology department page.

[Technology Instructional Document Page](#)

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