GOOGLE CLASSROOM
The following SLIDES have been modified from the original workshop version to fit the time constraints of a presentation.

Hold onto your seats - time will fly!

For more information about PD workshops, submit a request at caladulted.org/TAP
ABOUT THE PRESENTER

Melinda Holt, PS II - Technology Integration
mholt@scoe.net and mholt@otan.us
916-228-2580
OBJECTIVES

Learn the BASICS of Google Classroom along with ...

- what is Google Classroom and who can use it
- how to access Classroom
- how to create class/es
- how to enroll students
- how to create assignments
- how to grade
- how to assign assignments.
What is Classroom?

Google Classroom is a *Blended Learning Platform*

That is directly connected to Google Drive, Calendar and other tools.

Note: Classroom is ever-changing! Improvements usually released during “breaks.”
Who can use Classroom?

ANYONE WITH A GOOGLE ACCOUNT

There are 2 types of accounts

CLUB and PUB
Why use Classroom?

- Paperless
- Organized in one place
- Helps students who miss class
- Reuse classes over and over
- Easy to use, make today use today
- Easy student access, on all devices
- Drive, Calendar and email are linked
- Grading is organized and easy
- Can include quizzes
- Easily see what’s been done, or not
- Immediate feedback
- ...and more!
Points to Ponder

- All users will need a Google account in order to use Classroom.
- Know your role - are you a teacher (creating classes) or student (joining classes)?
- Classroom can be accessed a variety of ways
1. Go to classroom.google.com

2. SIGN IN (Club*? or Pub?) - you may be asked to select a role.

3. Select the plus symbol to “Create Class” OR “Join a Class”

* CLUB USERS: once a role is selected it cannot be undone except by the domain administrator.
CLASSROOM APP

INSTALL and USE AFTER setting up an account, a class, or joining your first class, install the APP on smartphone, tablet or Chromebook using Playstore or Appstore.
CLASSROOM ROLE CHOICE
Student or Teacher?
CREATE A CLASS

A. Select the Plus by the user ID
B. Select “Create class”
C. Type in class name and any other information.
D. Select CREATE

Note: Class name is all that is required and all information can be changed at any time.
INSIDE GOOGLE CLASSROOM

Sometimes there’s new stuff!

What’s New in Classroom!

Classroom has a brand new look for the new year and now you can:

- Drag and drop topics and classwork items in the Classwork page
- Easily access the class code from the Stream
- Sign up for our new Gradebook beta
CLASSES

A. Classroom Main Menu

B. Class title - select to open class

C. ADD or Join Class

D. Move, Edit, Archive

E. Drive folder for Class

F. Due dates will appear
CLASS STREAM

A. STREAM - where all posts appear for students.

B. CLASSWORK - add, draft or schedule assignments.

C. PEOPLE - students and co-teachers

D. GEAR - class settings

E. CLASS CODE

F. UPCOMING - due dates, grade and view submissions

G. Where assignments appear

Note: Tabs are very similar between Student and Teacher but there are differences!
First time users of Google Classroom will see the CLASSWORK tab.

If you do not, you are old school. Enable it!

WHY?

GOOGLE will force Classwork to all eventually.

Select the ? in bottom left and select “Add Classwork page”
A. CREATE Assignments, Questions, Topics and Reuse posts
B. EDIT, DELETE, REORDER by selecting the in-line MORE button
C. CALENDAR = due dates. A Class Calendar is added to every user’s Google calendar. Calendar cannot be manipulated except thru assignments.
D. CLASS DRIVE FOLDER - container for all materials. A folder is created by Classroom for every user.
E. TOPICS - add for organizing
A. INVITE teachers
B. INVITE students
C. MORE - email and remove
D. ACTIONS - email, remove and mute
E. Select student/s for actions

Notes:
As students accept they are no longer grayed out.
Selecting a student opens work and grades
Co-Teachers have same permissions as Teacher.
CLASS SETTINGS (The Gear)

A. GEAR

B. CLASS DETAILS can be changed at any time.

C. CODE - reset and/or disable

D. SET student comment permissions

E. SET view on stream (this changes the view for students as well)
THEME

A. SELECT THEME to personalize header using one of Google’s themes

OR

B. UPLOAD PHOTO
to brand the header with a program or class logo.

Buttons, links and text will automagically attempt to match photo color scheme.
ADD ASSIGNMENTS and QUESTIONS
ADD ASSIGNMENT

A. Open Classwork
B. Select Create
C. Select Assignment

Note: it is faster and easier to have any Docs, Slides or Sheets or any other file already loaded into My Drive if you will be attaching those items to an assignment.
ADD ASSIGNMENT SETTINGS

Decide:
A. Who gets the assignment
B. Title *
C. Instructions
D. Points
E. Due Date
F. Topic
G. Attach, Upload, Link
H. Files appear as added
I. File permissions:
   1. View only
   2. Edit (all on same file)
   3. Make a copy for each.
J. Assign, Draft, or Schedule
   * required
IMPORTANT ASSIGNMENT SETTINGS

After an assignment is ASSIGNED the type of permissions (students can view, edit or receive a copy) can NEVER be changed.

If an assignment has NOT been opened by any student, the setting can be changed only between view file or edit file.

There is a fix: DELETE the assignment and start over.
ADD QUESTION SETTINGS

Decide:
A. Who gets the question
B. Question *
C. Instructions
D. Points
E. Due Date
F. Topic
G. Short answer or Multiple Choice
H. Attach, add file, or link
I. Allow students to reply to each other
J. Allow students to edit
K. Assign, Draft, or Schedule

* required
IMPORTANT QUESTION SETTINGS

Multiple choice allows for options to be selected.

Student reply is not allowed but a summary can be viewed if allowed by teacher.

IF FILES ARE ADDED to the question, they are view only.
STUDENTS

TURNING IN WORK
WHAT STUDENTS SEE

A. Title of Assignment - select to see entire assignment

B. Description and attachments may or may not be seen on stream depending on view teacher has set using Gear

C. Assigned or Turned In

Directions should be simple and specific. Students can make copies of files and submit OR teacher can make copy for them.

Grades can be viewed when teacher returns work.
GRADING
(it does this too!)
A. In STREAM, select assignment title
B. Select VIEW ALL within Upcoming
C. Select CLASSWORK then the title of the assignment
D. Select PEOPLE then the individual student to see JUST their Assignments - filter as needed
GRADE ASSIGNMENTS

A. Select Assignment (as with previous slide)
B. Select Assignment to view
C. Enter Grade (or not)
D. Return Grade or Assignment (for redeux)
E. Sort Status
F. Use checkboxes for Actions
G. Change points
H. Access folder for assignment
In order for students to see their grade, teacher must return the assignment.

Assignments can be returned with private notes AND with no grade “REDO THIS!”

The Folder (in drive) mirrors the assignment name.

Grades can be given without assignment receipt

WHAT A STUDENT SEES AFTER GRADE IS RETURNED.
Links to more helpful hints and tricks

Google Classroom Help Center

Get the Mobile App (Google PlayStore)

Get the Mobile App (iTunes)

50 Things You Can Do With Google Classroom (Alice Keeler)

Google Classroom: Student Quick Sheet Guide (Alice Keeler)
IS THERE MORE? YES!

This presentation (and more!) could be a 3 hour, hands on workshop for any CA Adult Education WIOA-funded program or Consortium site.

FOR MORE INFORMATION about prerequisites and scheduling:

**WIOA funded agencies** submit a request to support@otan.us

**Consortium partners and agencies** submit a request to CAEP TAP at caladulted.org/TAP

For a list of SOME of OTAN’s PD workshops visit the training pages [www.otan.us/training](http://www.otan.us/training)