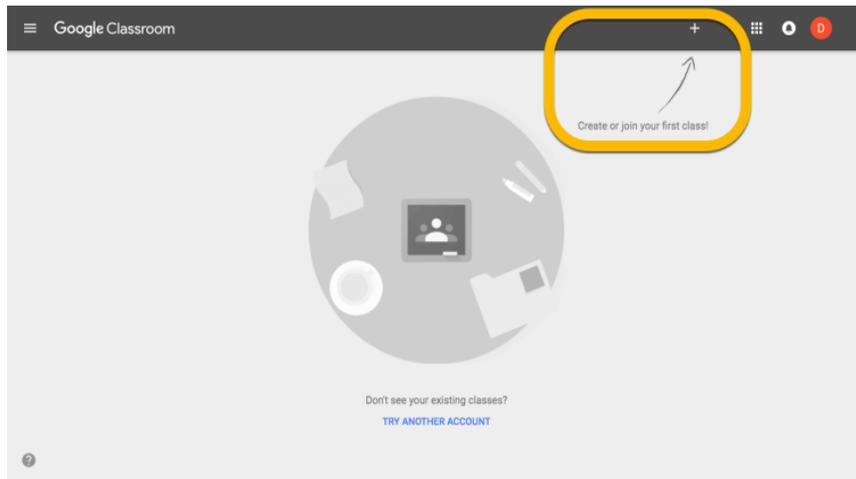


# Setting up your class in Google Classroom

1. Go to: [classroom.google.com](https://classroom.google.com).

- Google Classroom is now available for Google for Education accounts as well as regular Gmail accounts. Anyone with a Google account can now use Google Classroom.

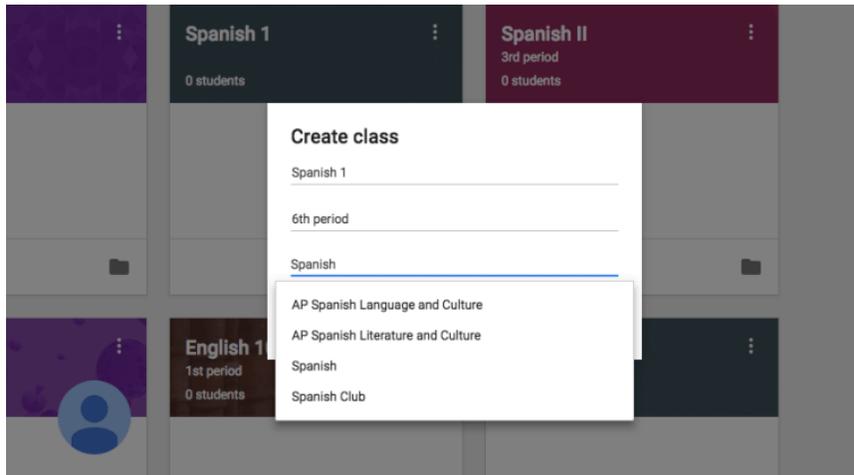


If this is your first-time accessing Google Classroom you will have to choose a role. Please choose I'm a Teacher. If you have accidentally picked I'm a student or cannot create a classroom please send an email to [donnie.choate@bpsb.us](mailto:donnie.choate@bpsb.us) to have your account changed.



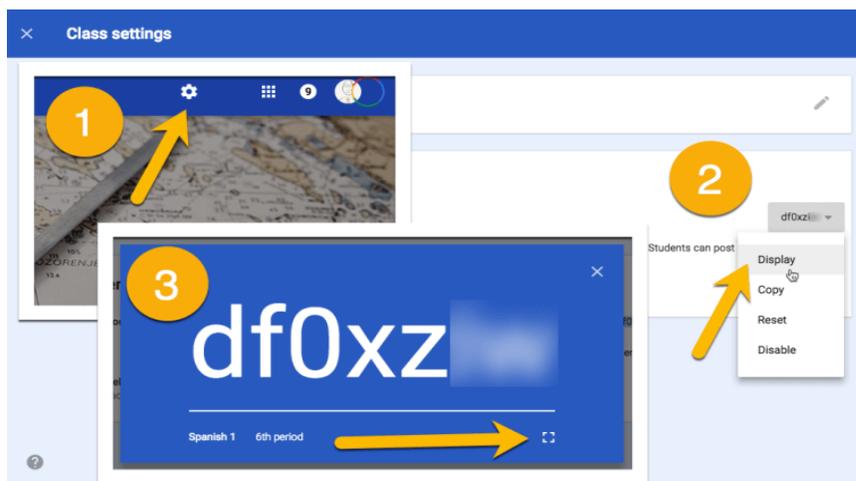
2. Click on the "+" button in the top right to create your first class. (It's next to the checkerboard icon you use to access all of your apps.) Then click "Create class."

- If you're getting started for the first time, your screen will likely look like the one above.
- If you have some classes already, they'll display on this home screen. You can add new classes with the "+" button.



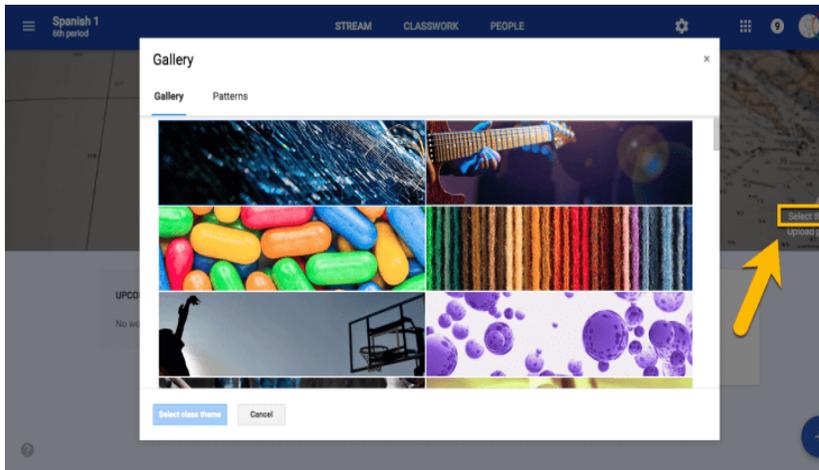
3. Add information about your class.

- You must add a name for your class. This is how your students will identify your class when they open Google Classroom.
- Use the "section" field to differentiate between different classes of the same type. Many teachers will use this field for the class period. (This field is optional.)
- The "subject" field lets you choose from a list of class subjects or type your own. (This field is optional.)



#### 4. Once your class is created, students can start joining it.

- **Students can join your class with a join code (above).** This is a quick, easy way to get students into your class. By displaying the join code, students can log in to Google Classroom, click the "+" button and "Join class" to enter the join code. Then they're added to your class.
- **You can invite students to your class by email.** This is a good option if students don't meet in person for your class. To do this, click the "People" tab at the top. Then, click the "Invite Students" button (an icon with a person and a plus). You can invite students individually with email addresses or by groups if all students are in a Google Group.



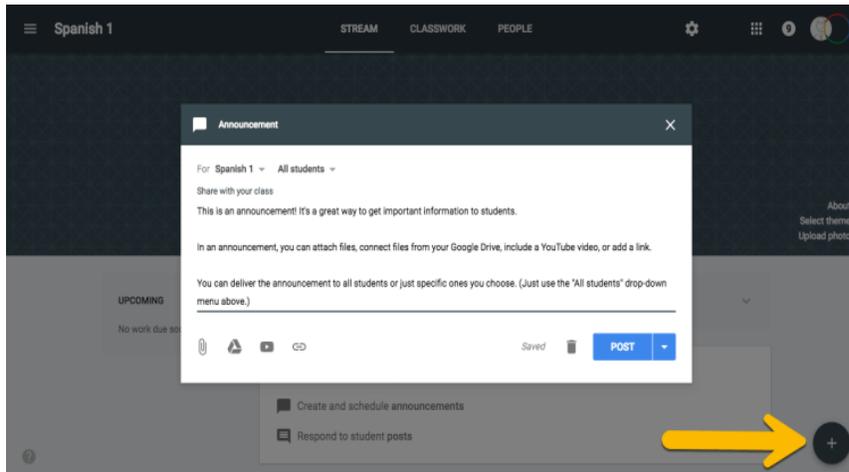
#### 5. Customize your Classroom.

- There won't be any students in your class the moment you create it. This is the time to get creative and have some fun with it! Click "**Change class theme**" on the right side of the header. It will open a gallery of header images you can use to spice up your classroom.
- You can also upload a photo to display at the top of your Classroom. You can use an image of your class or something that pertains to your class. Some teachers will create a custom header image with important information and fun graphics. [Use this template to create a header.](#)

# Using Classroom in everyday class

After your class is set up and students join, you have a fully functioning Google Classroom. Congratulations!

But you don't want to stop there. Here are some things you can do in your Classroom:

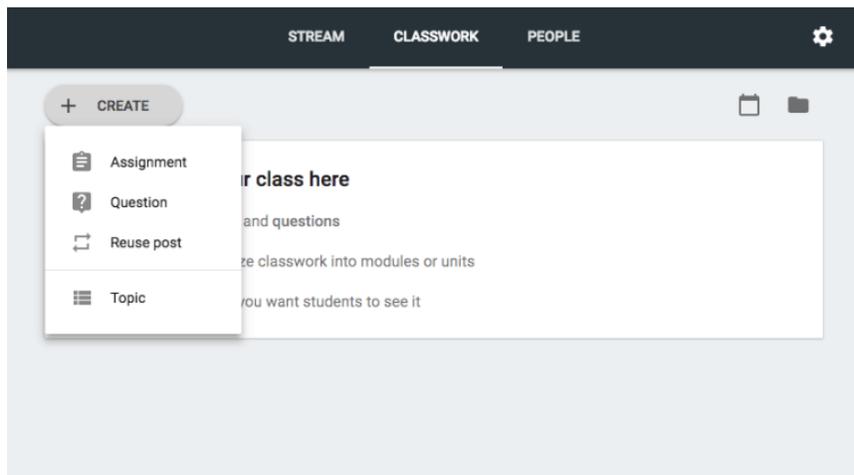


## 1. Add an announcement.

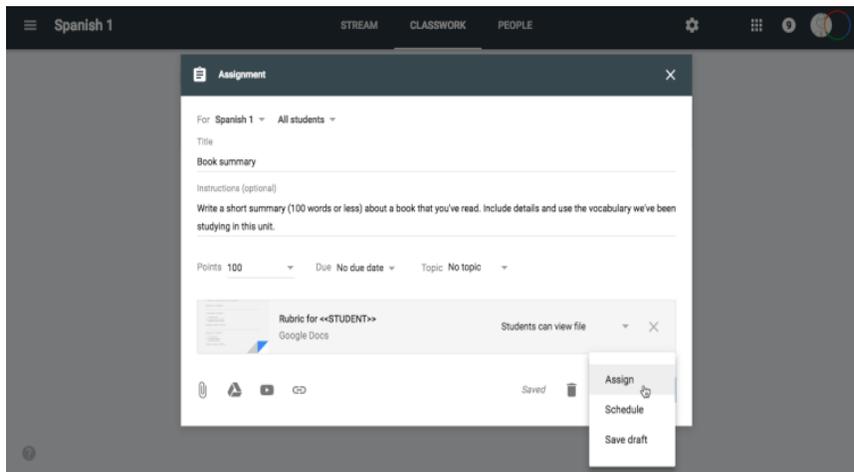
This is a good way to communicate with your class and give them up-to-date information. Announcements are posted to the class stream, but there isn't a grade associated with them.

Click the "+" button in the bottom right corner of the screen and choose "Create announcement." Add the text for your announcement. Add any files (attached or from Google Drive), YouTube videos or links you'd like. Then post it (or schedule it for later).

## 2. Create an assignment or question.



This is where students get to work! You can create a graded (or ungraded) question for students to answer OR assignment for students to do. You can create them under the "Classwork" tab (above).



Things to include in your assignment or question (above):

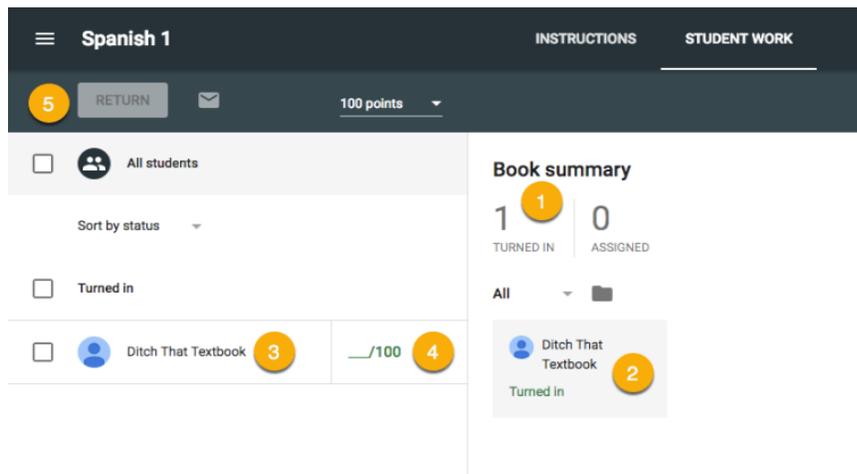
- A descriptive title for your assignment.
- A description. This is helpful for students who were absent and for referring back to a previous assignment later.
- Points. Choose how many points the assignment/question is worth (or use the drop-down menu to make it ungraded).
- A due date. Choose when the assignment is due (or don't use a due date).
- A topic.
- File attachments. Attach files, add files from Google Drive, include YouTube videos, or give students a link.

Assign the assignment immediately, schedule it to post automatically later, or save your assignment as a draft to finish later.

### **3. Organize your class with topics.**

If you have different chapters, units, subjects, etc. within your class, you can categorize your assignments and questions by topic to keep everything organized.

Under "Classwork", click the "Create" button and add a topic. Then, whenever you create a new assignment or announcement, you'll be able to add that topic to it.



#### 4. Grade and return work.

Once students have completed work, you can provide feedback and grade the assignment. Click on the "Classwork" button and click on the assignment to view student work.

Here are some of the actions you can take ...

1. Sort the assignment by students who have turned the work in or all students who were given the assignment. (Just click on the big number.) Or, you can sort by other options with the drop-down menu below the big numbers.)
2. Open and view student work by clicking on it. Inside student documents, slide presentations, etc., you can add comments directly to the file. Or ...
3. Type and view private comments to the student by clicking on the student's name. You can also see when files were turned in with the history.
4. Add a grade to student work.
5. When you're all done, return work back to students. Be sure you've checked the box next to their names and click the "Return" button.

I've included a link for Google's Classroom Help that has helpful information on completing other tasks in Google Classroom.

<https://support.google.com/edu/classroom/answer/6020273>

Miller, M. (2019). *The Google Classroom Quick-Start Guide + tips and tricks!*. [online] Ditchthattextbook.com. Available at: <http://ditchthattextbook.com/2014/10/16/the-google-classroom-quick-start-guide-tips-and-tricks/> [Accessed 11 Mar. 2019].