

Introduction to Google Classroom

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Amy Mayer



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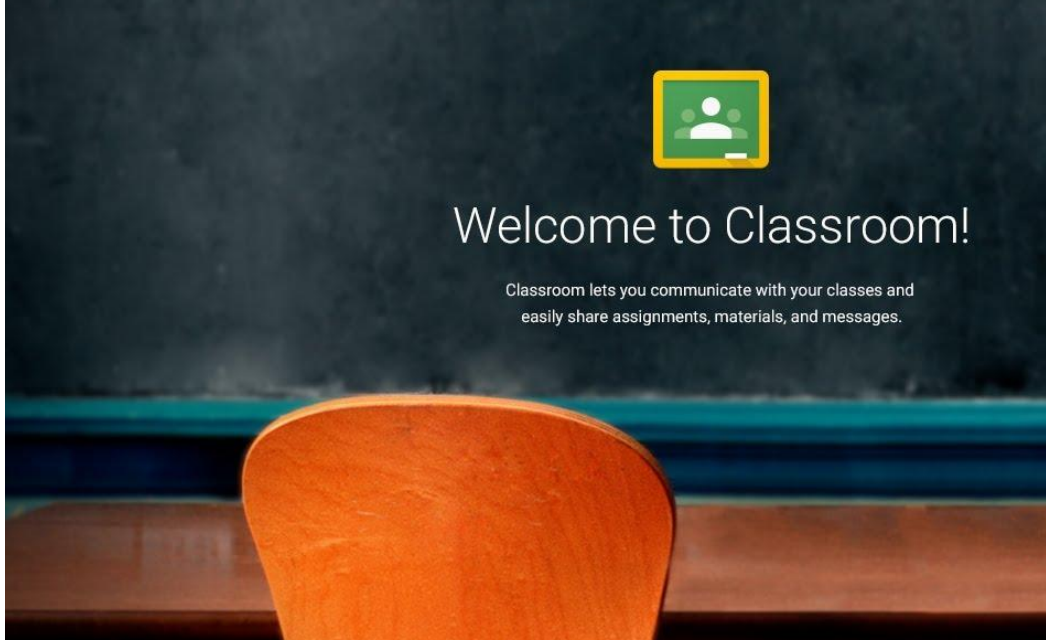
Technical Assistance

contact@techs4tex.org

**INFORMED
ENCOURAGE
DISCOVER
LEARN
TEACHING
GROWTH**

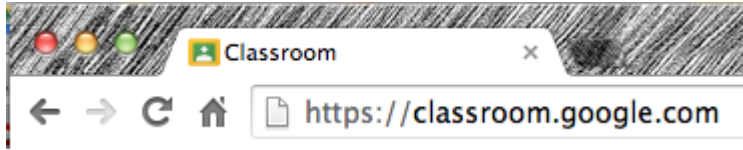
This Presentation . . .

<http://bit.ly/FriedClassroom>

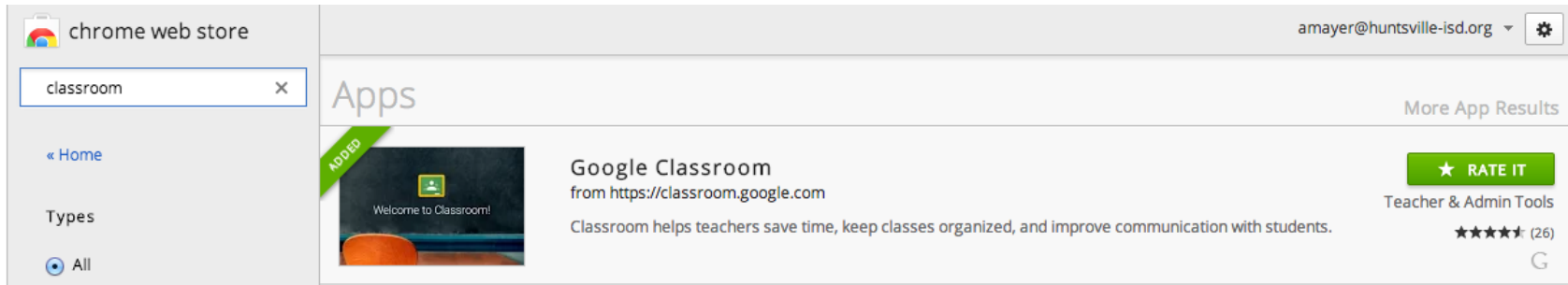
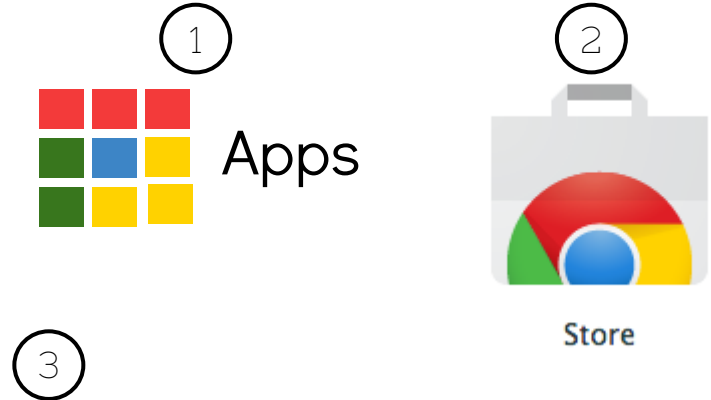


Getting to Google Classroom . . .

Way 1: Navigate to the website

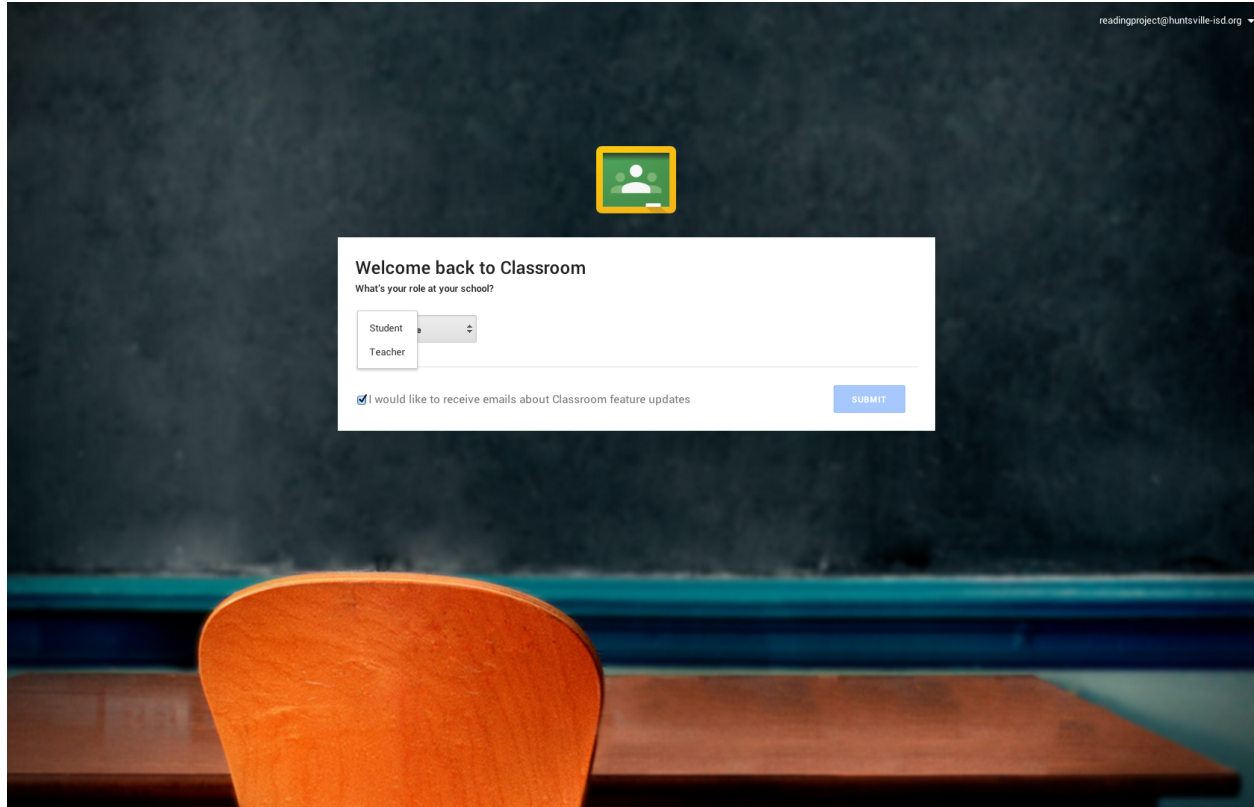


Way 2: Install from the Chrome Web Store



Logging in for the First Time . . .

Select your role in Classroom & click Submit.



readingproject@huntsville-isd.org

Welcome back to Classroom

What's your role at your school?

Student

Teacher

I would like to receive emails about Classroom feature updates

SUBMIT

Create Your First Class . . .



Create a class

Class name

Section

CANCEL

CREATE



Welcome to Classroom!

Classroom lets you communicate with your classes and easily share assignments, materials, and messages.

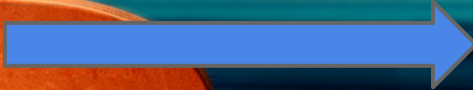
Create a class

Mrs. Mayer's Training Class for Huntsville ISD

01|

CANCEL

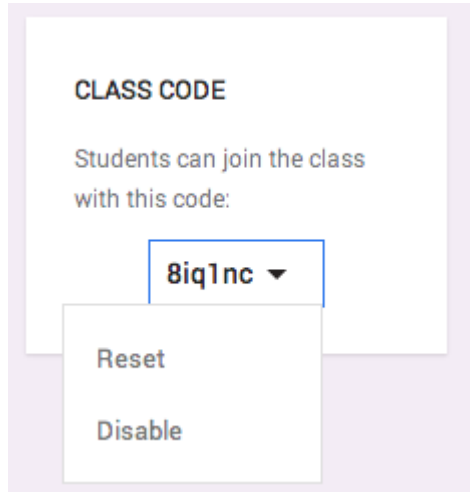
CREATE



Adding Students (two ways) . . .

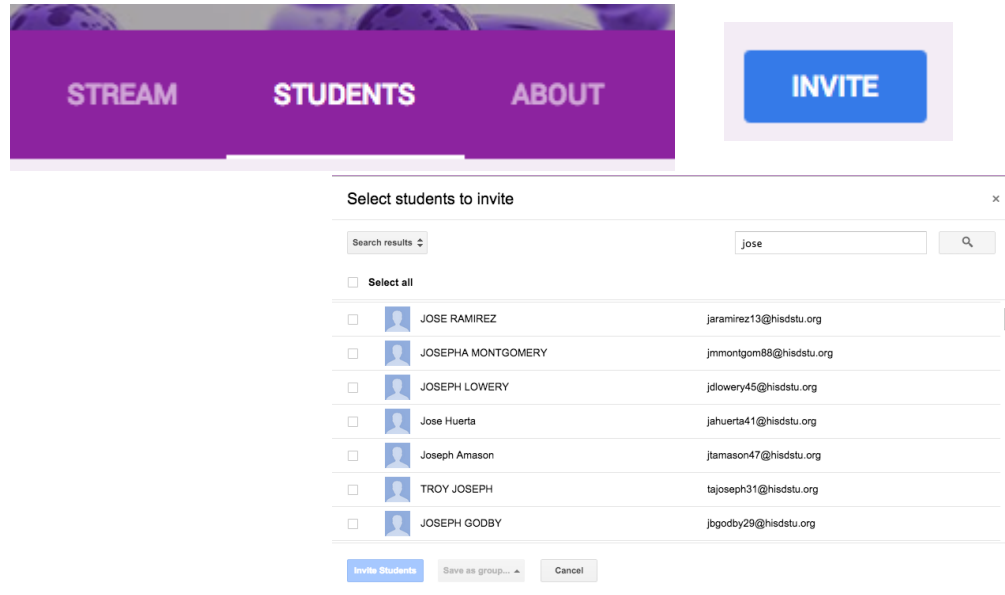
1

Give students the class code . . .

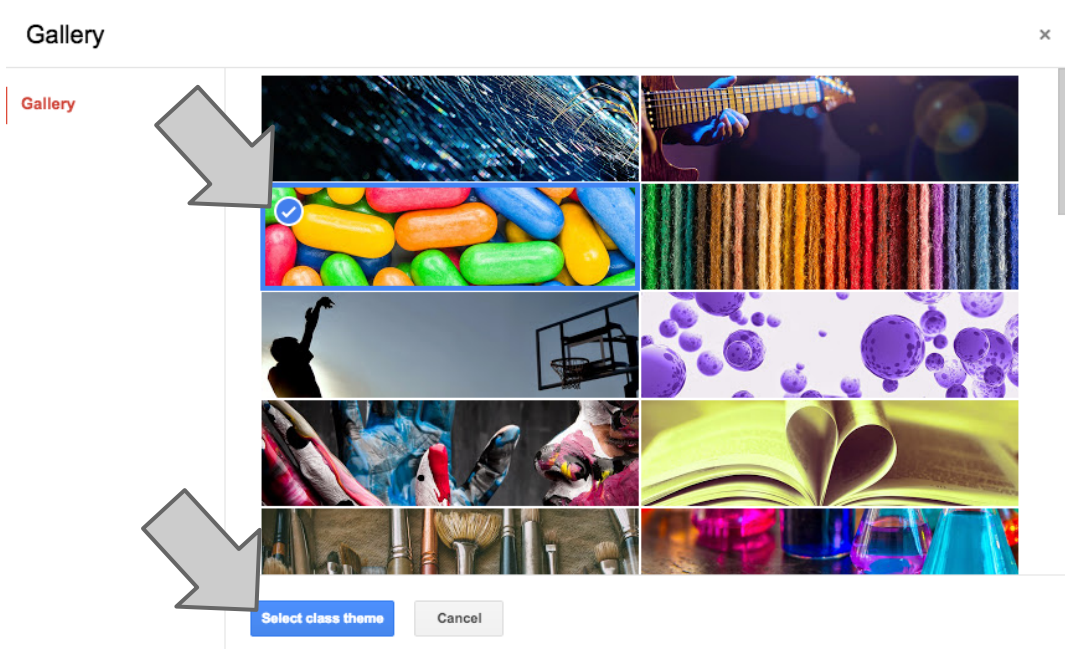


2

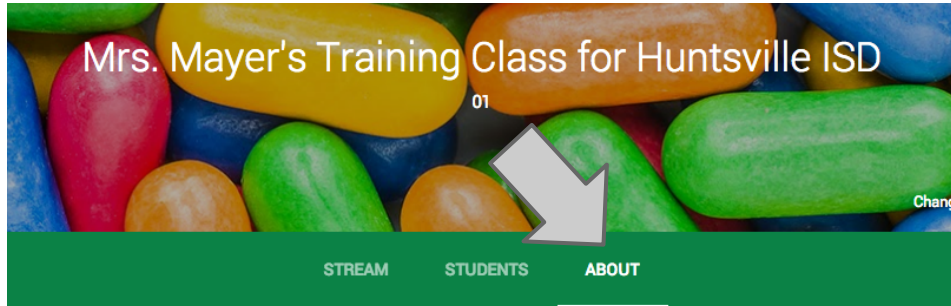
Add students through the “Students” area . . .



Choose a Class Theme . . .



Set Class Details in “About” ...



Set class information here

Title (optional)

Class description (optional)

Room

Where does the class meet? (optional)

Teacher email

✉ amayer@huntsville-isd.org

Google Drive folder

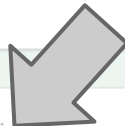
📁 Mrs. Mayer's Training Class for Huntsville ISD 01



See the name of the folder automatically created for your class to live in Google Drive

CANCEL

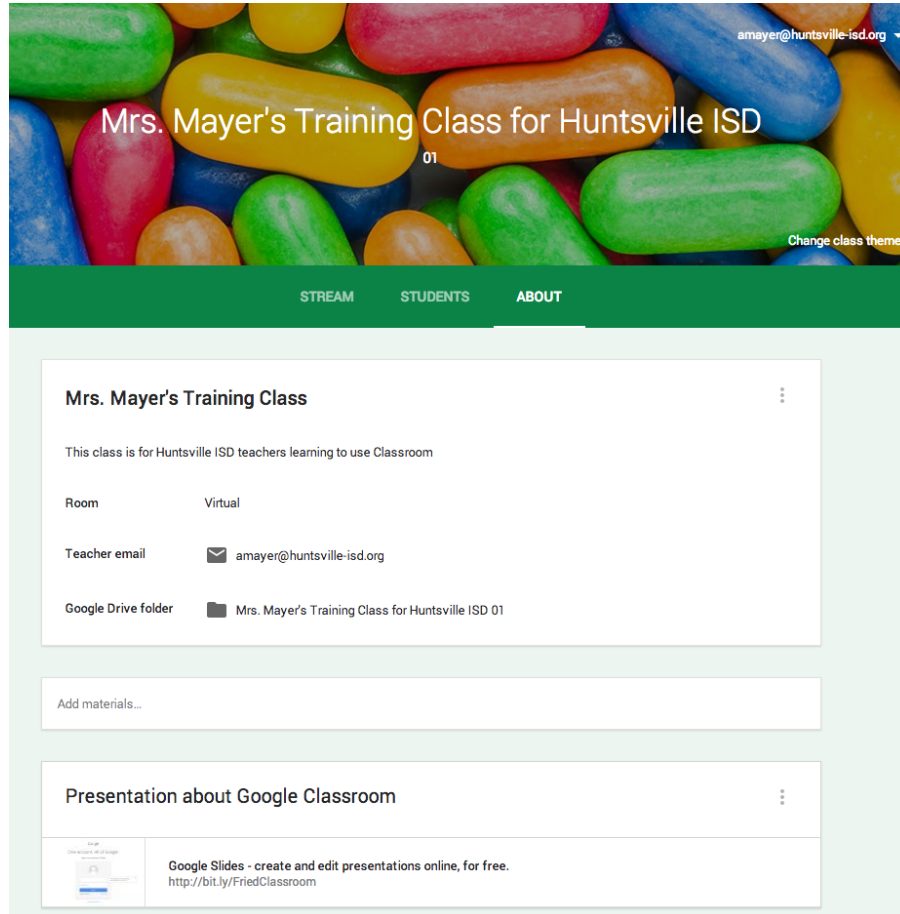
SAVE



Add materials...

Put permanent class information, like policies or syllabi, here

Set Class Details in “About” . . .



The screenshot shows the 'About' page of a Google Classroom. At the top, there is a header with a background image of colorful jelly beans. The header includes the email address 'amayer@huntsville-isd.org' and a 'Change class theme' link. Below the header is a navigation bar with three tabs: 'STREAM', 'STUDENTS', and 'ABOUT', with 'ABOUT' being the active tab.

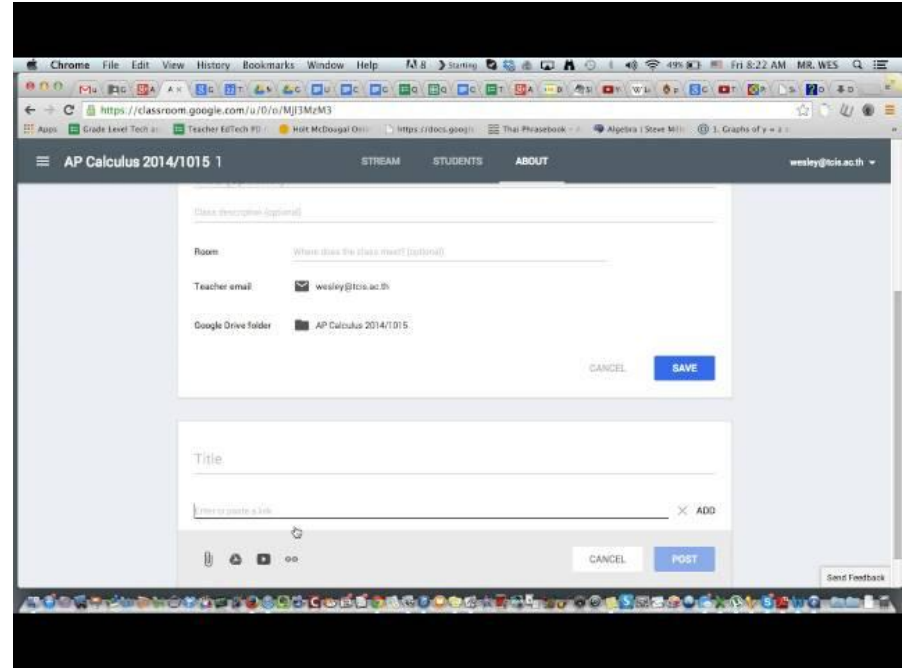
The main content area is titled 'Mrs. Mayer's Training Class' and contains the following information:

- This class is for Huntsville ISD teachers learning to use Classroom
- Room: Virtual
- Teacher email: amayer@huntsville-isd.org
- Google Drive folder: Mrs. Mayer's Training Class for Huntsville ISD 01

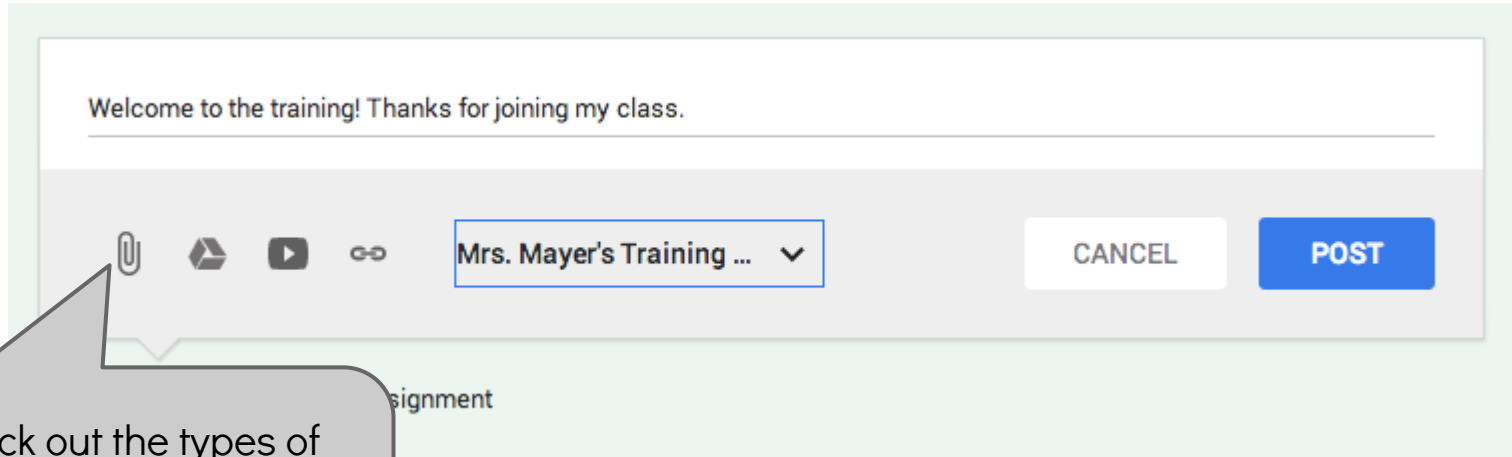
Below this information is a section for 'Add materials...' which is currently empty. Underneath that is a section for 'Presentation about Google Classroom' which includes a thumbnail for a Google Slides presentation titled 'Google Slides - create and edit presentations online, for free.' with the URL <http://bit.ly/FriedClassroom>.

Add your *Class* Calendar to your *Classroom*. . .





- Grab the calendar's HTML address from the calendar's settings.
- Go to your Classroom's About section.
- Click "Add Materials"
- Click the link icon
- Insert your calendar's `http://` link
- Click Add
- Click Post



Create an Announcement . . .



Welcome to the training! Thanks for joining my class.

    Mrs. Mayer's Training ...

Assignment

Check out the types of files you can attach or distribute with an announcement.

Create an Assignment . . .

This is another example assignment selected from Google Drive.

Description of assignment (optional)

Due Sep 3, 2014 Add time

The screenshot shows the Google Classroom assignment creation interface. At the top, there is a text field for the assignment title, followed by a description field, and a due date field set to "Sep 3, 2014". Below these fields is a preview of the assignment, titled "Example Assignment in Google Classroom" and "Google Docs". A file selection menu is open, showing three options: "Students can view file", "Students can edit file", and "Make a copy for each student". The "Students can view file" option is selected. The interface also includes a toolbar with icons for attachments, a video player, and a link icon, and a bottom navigation bar with "Announcement" and "Assignment" tabs.

Example Assignment in Google Classroom
Google Docs

Students can view file ▾

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

Mrs. Mayer's Training ... ▾

Announcement Assignment

Check out the ways you can distribute a Google Drive file.

Add an Assignment to Multiple Classes. . .

The screenshot displays a classroom management interface. On the left, there are two panels: 'UPCOMING ASSIGNMENTS' with the text 'No upcoming assignments.' and 'CLASS CODE' with the text 'Students can join the class with this code:' and the code 'ahbxiku'. The main area shows an assignment titled 'Worksheet Project' with the description 'Students will work in groups to create a worksheet.' and a due date of 'Sep 9, 2014' at '3:30 PM'. Below this, a list of classes is shown with checkboxes for selection. The classes are: 'Worksheet Ass Google Docs' (checked), 'Worksheet Rub Google Sheets' (checked), 'Worksheet pro Google Docs' (checked), 'Group assignm Google Sheets' (unchecked), and 'IPC 1' (unchecked). A dropdown menu is open over the 'IPC' classes, showing 'IPC 4', 'IPC 7', 'IPC 6', 'IPC 5', 'IPC 3', and 'IPC 1'. On the right, there are options for file sharing: 'Students can view file', 'Students can view file', 'Make a copy for each student', and 'Students can view file'. At the bottom right, there are 'CANCEL' and 'ASSIGN' buttons.

UPCOMING ASSIGNMENTS
No upcoming assignments.

CLASS CODE
Students can join the class with this code:
ahbxiku

Worksheet Project
Students will work in groups to create a worksheet.

Due Sep 9, 2014 3:30 PM

Assignment	Platform	Class	Selected
Worksheet Ass	Google Docs	IPC 4	<input checked="" type="checkbox"/>
Worksheet Rub	Google Sheets	IPC 7	<input checked="" type="checkbox"/>
Worksheet pro	Google Docs	IPC 6	<input checked="" type="checkbox"/>
Group assignm	Google Sheets	IPC 5	<input checked="" type="checkbox"/>
		IPC 3	<input type="checkbox"/>
		IPC 1	<input type="checkbox"/>

Students can view file

Students can view file

Make a copy for each student

Students can view file

CANCEL ASSIGN

Join my Sample Class . . .

(if you have a huntsville-isd.org or hisdstu account)

- Navigate to Google Classroom.
- Click the + and choose “join class.”
- Use this class code:
 - 8iq1nc
- Check out the assignments and practice accessing them.
- Notice what has been created in Google Drive.

CLASS CODE

Students can join the class
with this code:


8iq1nc ▼

What happens on the students' side?

Assignment: This is another example assignment selected from Google Drive. DUE SEP 3


ADD ▾ CREATE ▾ TURN IN

Files you add or create can be viewed and commented on by your teacher.




Example Assignment in Google Classroom - Harry Hornet
Google Docs

✕



Harry Hornet 1:45 PM

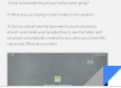
Hey Mrs. Mayer, am I supposed to do this assignment?



Add a comment...

Turn in files

When you turn in this assignment, you will lose the ability to edit these files. You can unsubmit the assignment to edit.

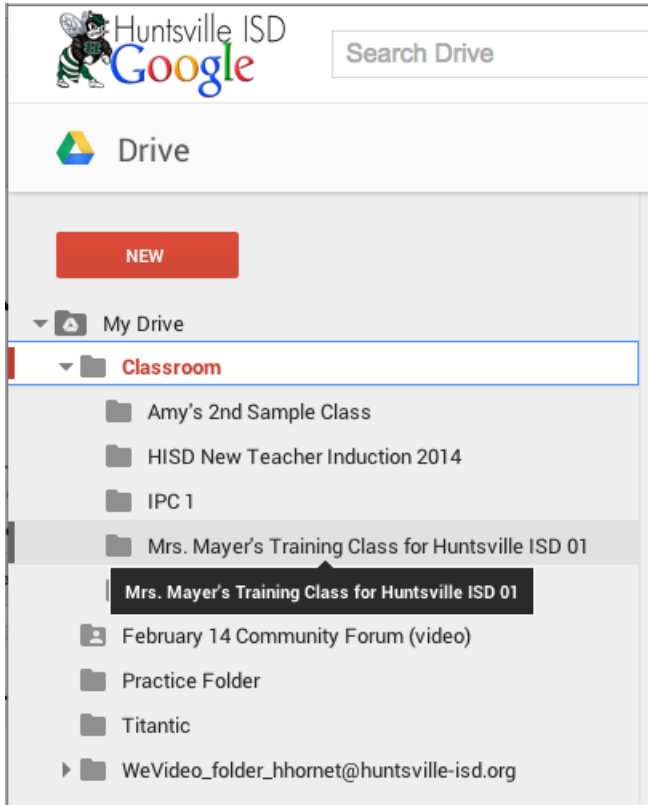


Example Assignment in Google Classroom - Harry Hornet
Google Docs

Add a private note to your teacher (optional)

CANCELTURN IN

What happens on the students' side?



Huntsville ISD
Google

Search Drive

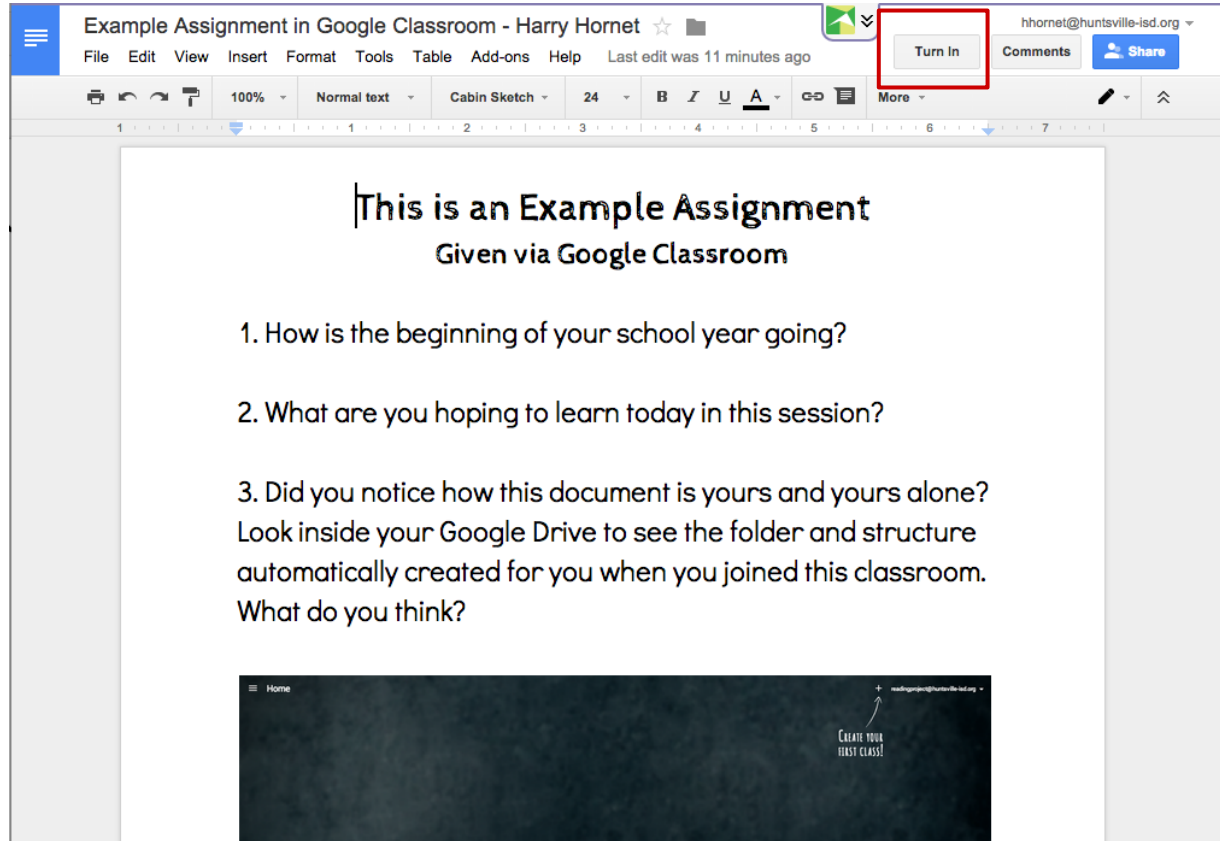
Drive

NEW

My Drive

Classroom

- Amy's 2nd Sample Class
- HISD New Teacher Induction 2014
- IPC 1
- Mrs. Mayer's Training Class for Huntsville ISD 01
- Mrs. Mayer's Training Class for Huntsville ISD 01
- February 14 Community Forum (video)
- Practice Folder
- Titantic
- WeVideo_folder_hhomet@huntsville-isd.org



Example Assignment in Google Classroom - Harry Hornet

File Edit View Insert Format Tools Table Add-ons Help Last edit was 11 minutes ago

Turn In Comments Share

100% Normal text Cabin Sketch 24 B I U A More

This is an Example Assignment Given via Google Classroom

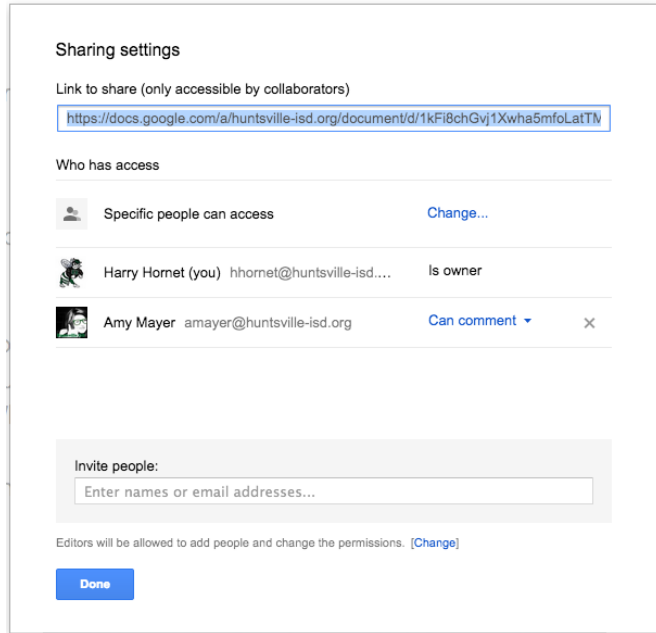
1. How is the beginning of your school year going?
2. What are you hoping to learn today in this session?
3. Did you notice how this document is yours and yours alone?
Look inside your Google Drive to see the folder and structure automatically created for you when you joined this classroom.
What do you think?

Home

CREATE YOUR FIRST CLASS!

What happens when an assignment is “Turned In”?

Sharing Settings BEFORE the doc is “Turned In”:





Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/a/huntsville-isd.org/document/d/1kFi8chGvj1Xwha5mfoLaTN>

Who has access

Specific people can access [Change...](#)

	Harry Homet (you) hhornet@huntsville-isd.org	Is owner
	Amy Mayer amayer@huntsville-isd.org	Can comment ▾ ✕

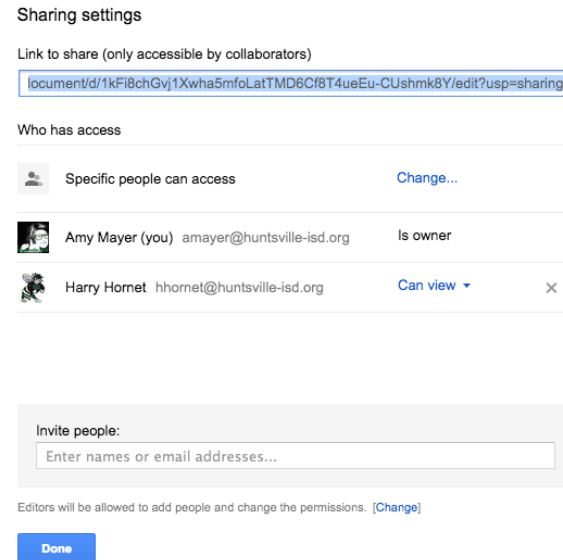
Invite people:

Enter names or email addresses...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

Sharing Settings AFTER the doc is “Turned In”: (accessed through the teacher’s account)





Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/document/d/1kFi8chGvj1Xwha5mfoLaTMD6Cf8T4ueEu-CUshmk8Y/edit?usp=sharing>

Who has access

Specific people can access [Change...](#)

	Amy Mayer (you) amayer@huntsville-isd.org	Is owner
	Harry Homet hhornet@huntsville-isd.org	Can view ▾ ✕

Invite people:

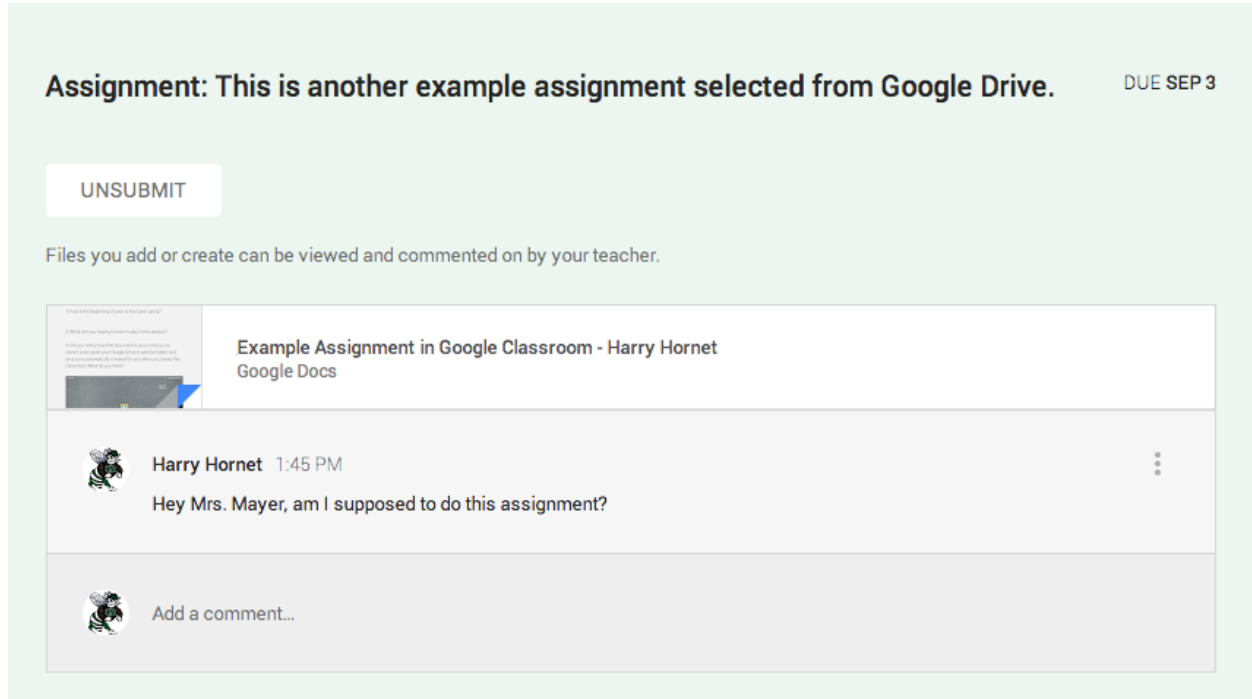
Enter names or email addresses...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

How can a student regain edit rights and continue working?

The student must navigate back to the assignment via Classroom, click it, then click “Unsubmit.”



The screenshot shows a Google Classroom assignment page. At the top, the assignment title is "Assignment: This is another example assignment selected from Google Drive." and the due date is "DUE SEP 3". Below the title is a white button labeled "UNSUBMIT". Underneath the button is a message: "Files you add or create can be viewed and commented on by your teacher." The main content area shows a preview of a Google Docs document titled "Example Assignment in Google Classroom - Harry Hornet". Below the document preview is a comment from "Harry Hornet" at "1:45 PM" that says "Hey Mrs. Mayer, am I supposed to do this assignment?". At the bottom of the comment section is a text input field with the placeholder "Add a comment..." and a small bee icon to the left.

How does the teacher “return” and give grades?

The screenshot shows the 'ASSIGNMENT STATUS' page for 'Your first assignment'. The page has a green header with navigation options: 'Your first assignment', 'ASSIGNMENT DETAILS', 'ASSIGNMENT STATUS', and the email 'amayer@kleinisd.net'. Below the header, the assignment title 'Your first assignment' is on the left and 'DUE OCT 3' is on the right. A row of action buttons includes 'RETURN' (highlighted in blue), 'EMAIL', 'FOLDER', and 'DOWNLOAD'. A table lists student submissions with columns for checkboxes, student names, status, and grades. The first student, Adolfo Sanchez, has a checked checkbox, a status of 'DONE (LATE) Oct 3, 2:01 PM', and a grade of '90/100' with the note 'Not Returned'. Below the table is a comment section with a placeholder 'Add a comment...'. At the bottom, two more students are listed: Beverly Harper (status: 'DONE (LATE)', grade: 'No Grade') and Cami Tidwell (status: 'DONE', grade: 'No Grade'). A 'Send Feedback' button is located at the bottom right.

← Your first assignment ASSIGNMENT DETAILS **ASSIGNMENT STATUS** amayer@kleinisd.net ▾

Your first assignment DUE OCT 3

RETURN EMAIL FOLDER DOWNLOAD

<input type="checkbox"/>	Student	Status	Grade	Points
<input checked="" type="checkbox"/>	Adolfo Sanchez	DONE (LATE) Oct 3, 2:01 PM See submission history	90/100 <i>Not Returned</i>	100 ▾
Assignment 1 Google Classroom - Adolfo Sanchez				
Add a comment...				
<input type="checkbox"/>	Beverly Harper Send a note	DONE (LATE)	No Grade	
<input type="checkbox"/>	Cami Tidwell	DONE	No Grade	

Send Feedback

How can the teacher grade and return work or export grades?

Through the assignment page created when a file is assigned . . .

The screenshot displays a teacher's interface for an assignment. At the top, a student's name 'Amanda Cason' is shown with a checkmark icon, a profile picture, and the status 'LATE'. To the right, the score '95/100' is displayed, with 'Not Returned' written below it. Below this, a section titled 'Student's work in progress:' contains a question mark icon and a document icon with the text 'Template/Directions for Mission & Vision of a Teacher - Amanda Cason'. A comment from 'Amy Mayer' at '3:00 PM' reads 'I really enjoyed your essay, Amanda. Thank'. Below the comment is an 'Add comment...' field with a profile picture icon. A dropdown menu is open, showing the title 'Vision & Mission of a Teacher' and four action buttons: 'RETURN' (blue), 'EMAIL' (with an envelope icon), 'FOLDER' (with a folder icon), and 'DOWNLOAD' (with a download icon and a dropdown arrow). The 'DOWNLOAD' menu is expanded, showing two options: 'This assignment' and 'All assignments'. At the bottom of the menu, there is a checkbox, the text 'Students', and the word 'Status'.

NEW Features 10-14-14

Set class permissions

The screenshot displays a class management interface with a light blue header. On the left, there is a blue 'INVITE' button and a grey 'ACTIONS' dropdown menu. Below these is a checkbox and the label 'Students'. In the center, a dropdown menu is open, showing three options: 'Students can post and comment' (checked with a green checkmark), 'Students can only comment', and 'Only teacher can post or comment'. On the right, the text 'CLASS CODE' is followed by 'fkptco' and a small downward arrow. Below the header, a row shows a checkbox, a profile picture of Karen Paschal, and the name 'Karen Paschal'. To the right of this row, the word 'Invited' is next to an envelope icon.

INVITE ACTIONS

Students

Students can post and comment

- ✓ Students can post and comment
- Students can only comment
- Only teacher can post or comment

CLASS CODE fkptco

Invited

NEW Features 10-14-14








Invite Groups (or Group members) to a Classroom

Select students to invite ×

Contacts **Groups**

Groups ▸ iTechs

Select all

<input checked="" type="checkbox"/>	 Amy Mayer	amayer@huntsville-isd.org
<input checked="" type="checkbox"/>	 Karen Paschal	kpaschal@huntsville-isd.org
<input checked="" type="checkbox"/>	 Lisa Gregg	lgregg@huntsville-isd.org
<input checked="" type="checkbox"/>	 Matthew Lahey	malahey@huntsville-isd.org
<input checked="" type="checkbox"/>	 Melissa Thornton	mthornton@huntsville-isd.org
<input checked="" type="checkbox"/>	 Ruth Hutchison	rhutchison@huntsville-isd.org
<input checked="" type="checkbox"/>	 Sonny Cruse	scruse@huntsville-isd.org

Amy Mayer × Karen Paschal × Lisa Gregg × Matthew Lahey × Melissa Thornton × Ruth Hutchison × Sonny Cruse ×

Invite Students Cancel

Things you should **never** do . . .

Here are some tips and tricks sent in by teachers or Instructional Technology Specialists that are good to know before you start using Google Classroom.



NEVER Give a FORM as an Assignment...

When you're asking students to submit info in a Google form, add the form as an announcement link to avoid every student showing a permanently late assignment, since there is nothing to "Turn In."

Thanks for the tip +Twyla Felty!

Dallas ISD Google Apps for Education
Pre-Staff Development Survey

Please answer the questions below to help us determine the content for upcoming GAPE (Google Apps for Education) staff development sessions.

* Required

My skills with Google Docs

- I don't know how to use Google Docs.
- I can create a Google Doc.
- I can create a Google Doc and share it with others.
- I know advanced Google Docs features (e.g., comments).
- I can teach others about Google Docs.

My skills with Google Chrome mobile

- I don't know how Chrome is different from any other browser.
- I can log into Chrome.
- I can log into Chrome and install Apps.
- I can log into Chrome and install Apps and Extensions.
- I can teach others to install Apps and Extensions and recommend popular tools for educators.

P.S. You can now create your own look and feel for Google Forms. Yipee!

NEVER Let your 7th Graders Make Random Comments...

Tell students BEFORE they ever log into Google Classroom that this is a virtual classroom environment. They cannot “speak out of turn” ie fill the stream with random comments (like example to right). They can answer your questions only (or whatever you decide the rule is).

Thanks for the tip +Tina Glanski
Perkiomen Valley Middle School West
(Pennsylvania)



NEVER Say Classroom “Can’t Do That”...

Because next time you go back, it might! Keep your eye on Classroom’s developing features and submit ideas and suggestions via the “Send Feedback” button that is always in the bottom right. (Well, maybe not “always,” but it is today!)



Evaluation

bit.ly/EvalAmy

