

# Google Classroom Guide: Help and Support for Educators

<http://hubpages.com/hub/Google-Classroom-Help-and-Support>

## How to Create a Class with Google Classroom

Creating classes is the first step for teachers who want to set up an online space with Google Classroom. Thankfully, this is easy to do. Here's how.

1. Navigate to <https://classroom.google.com>
2. Choose the "I am a Teacher" option
3. Click the "+" sign in the top right-hand corner next to your Google account
4. Select "Create Class", then give it a name and a section, and click "Create"

The "Section" field is a secondary descriptor for your class, so here you may want to add something like 1st period, a grade level, or some other short description.



Click the plus sign to create your first class

Source: Jonathan Wylie

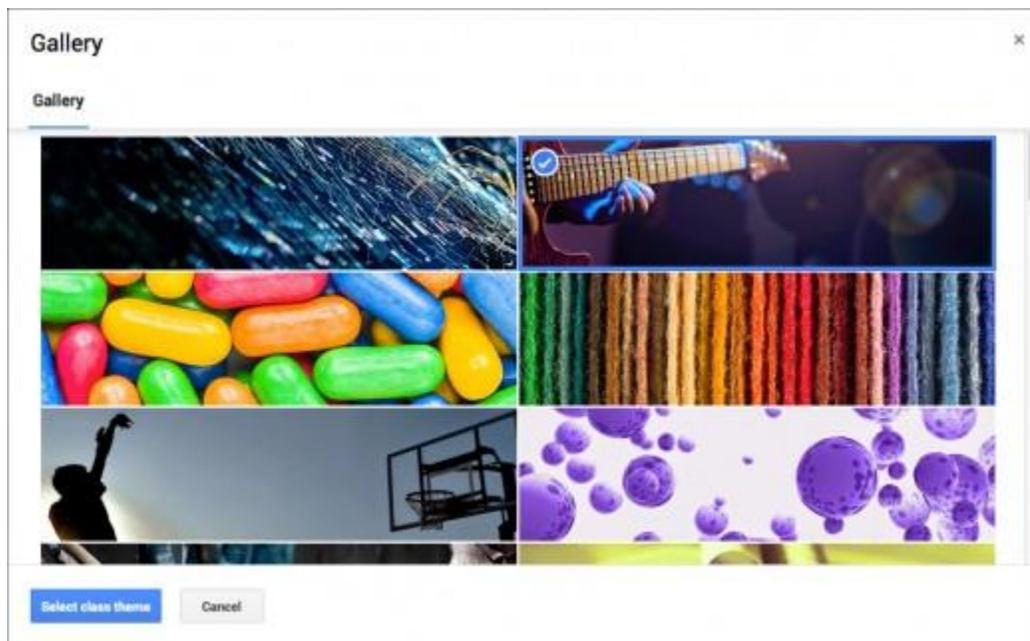
## Customize the Appearance of Your Class

When you create your class for the first time, you are given a default header image. This is the image that students will see when they click on your class to access assignments and announcements. You can customize this image with a few quick steps.

1. Hover your mouse over the banner image

2. Look for the "Change Photo" prompt in the bottom right-hand corner
3. Click "Change Photo" to open a gallery of photos you can choose for your class.
4. Choose a photo from the gallery, then click "Pick Course Image" to change your header image.

There are a variety of images to choose from, but most are themed on some kind of academic subject. For instance, you could choose books for Language Arts classes, a piano for Music, colored pencils for Art, and so forth.



Google Classroom theme gallery

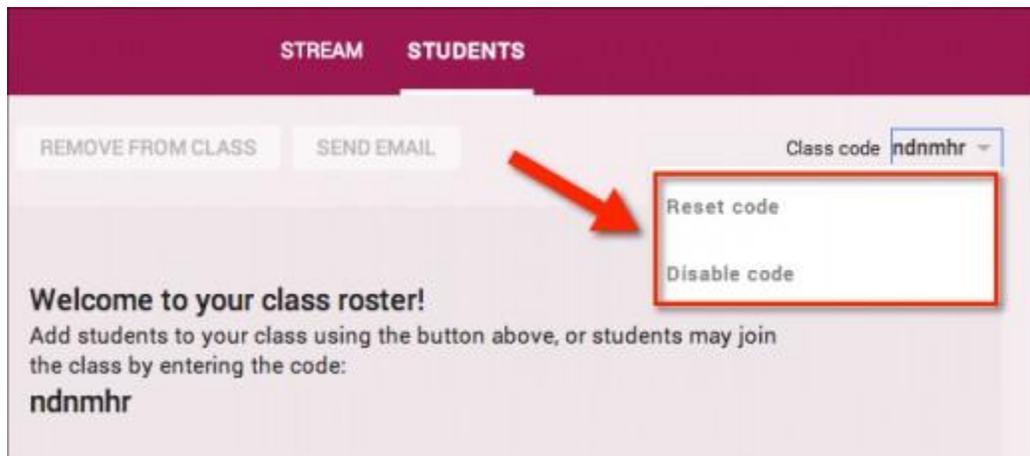
Source: Jonathan Wylie

## Adding Students to Your Classes (Part 1)

Once you have created all the classes that you need, you can quickly add students to your roster. This can be done in one of two ways. The first is to have students register themselves. You can do this by following the instructions below.

1. Click on the class that you want to students to register for
2. Click the "Students" tab at the top of the page
3. Make a note of the class code and distribute this to students.
4. Students will then navigate to <https://classroom.google.com>, click the "+" sign in the top right-hand corner of the screen, and select "Join class"
5. Students enter the class code, and will instantly be added to the class

Note that the class code can be changed or disabled at any time by the teacher. Simply click the drop-down next to the class code and choose to reset or disable it as you feel the need. Resetting or disabling the code will not affect student who have already registered for your class.



The class code can be reset or disabled at any time via the drop-down menu

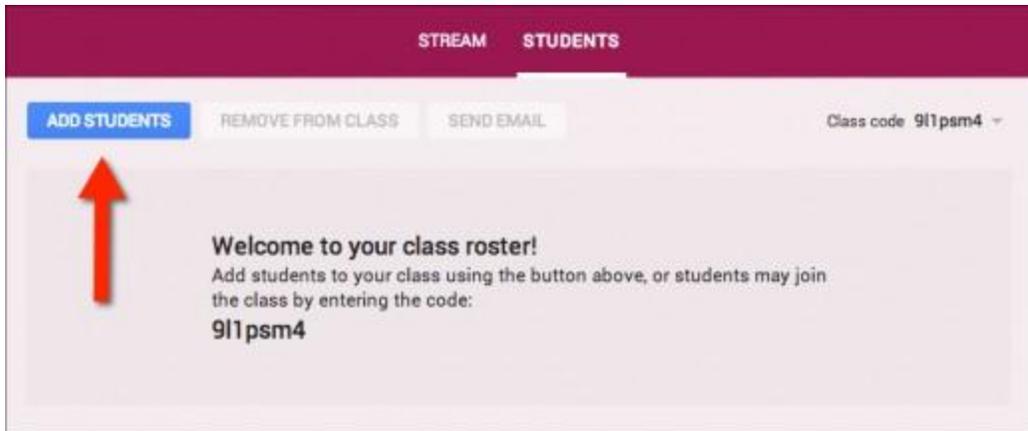
Source: Jonathan Wylie

## Adding Students to Your Classes (Part 2)

The second way to add students is for the teacher to add them manually. This is relatively straightforward, and perhaps not as tedious as you might think. Here's how it works.

1. Click on the class that you want to add students to
2. Then click the "Students" tab at the top of the page
3. Click "Add Students"
4. Your Gmail Contacts are automatically displayed, so if you already have students in your Contacts, you should be able to see them on this list.
5. You add multiple students at once if you click the "My Contacts" drop-down and access Contacts groups that you have previously set up in Gmail.
6. You can also search for individual students via the search box in the top right-hand corner.

Note that you can only add students who are part of your Google Apps for Education domain. If your students are using public Gmail accounts, they will not be able to access your online content in Google Classroom. This is intentional and is part of the security and privacy that Google wants to ensure teachers and students have when using this platform.



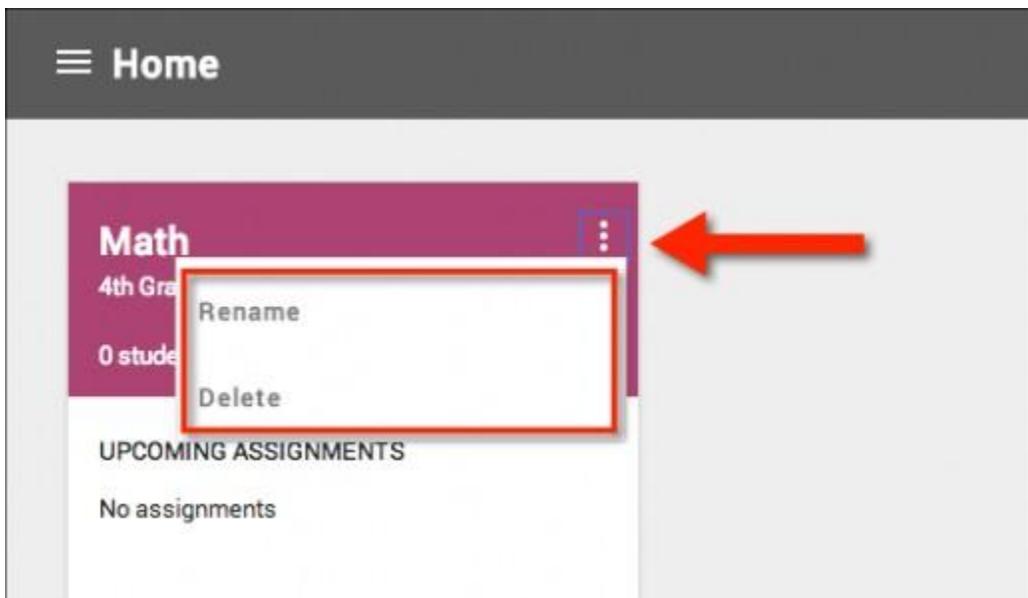
There are two ways to add your students to a class in Google Classroom

Source: Jonathan Wylie

## Edit or Delete a Class

When you first try out Google Classroom, you may end up creating some test classes just to get a feel for all that it has to offer. That's perfectly natural because we all like to test out new products to see how they will work for us. However, you may want to edit the name of your test class or simply delete it altogether when you are done. Here's how to do that.

1. Click the menu button in the top left-hand corner of the screen (it looks like three horizontal lines)
2. Now click the three dots in the top right hand corner of the class you want to edit
3. Choose Rename or Delete to make the changes you need



Rename or delete classes from the Home screen

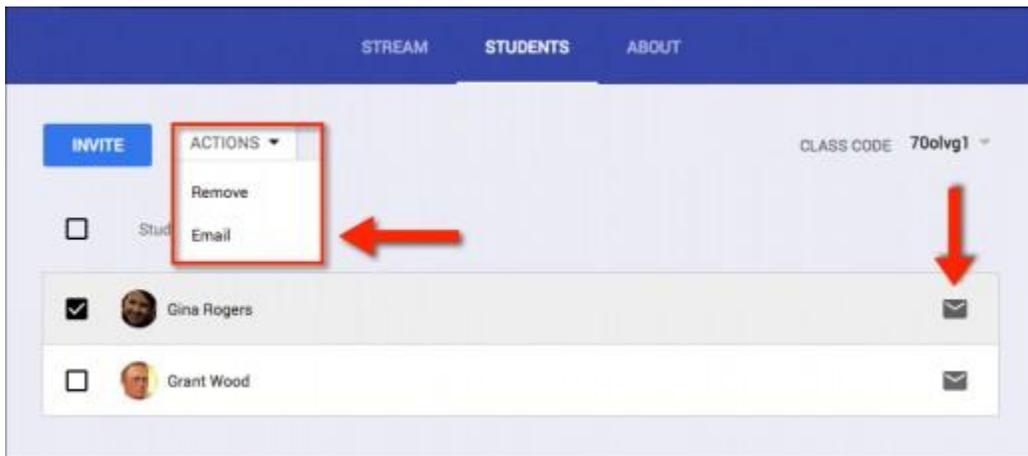
Source: Jonathan Wylie

## Classroom Communication

There are two ways to encourage dialog between students and the teachers in Google Classroom. The first is the Stream - a Facebook-esque wall of messages that can be viewed by all members of the class. This feature is available to both students and teachers.

The second way to communicate is by using email. Students can click the envelope next to their teacher's name on the class homepage to open a Gmail message that is autofilled with their instructor's email address. Students can also email each other by clicking the Students tab, and clicking on the envelope to the right of the student's name.

Teachers can do the same when they click on the "Students" tab, however, they have the additional option of selecting multiple students and then clicking **Actions > Email** to send a message to multiple students at once.



Teachers can email individual students or the whole class from Classroom

Source: Jonathan Wylie

## Create an Assignment in Google Classroom (Part 1)

Assignments can be created, and assigned to students, from inside Google Classroom, and there are a number of useful options here for educators. Here's how to add your first assignment.

1. Click on the class you want to add an assignment to
2. Now click "Assignment" in the middle of the page
3. Give your assignment a title and add any additional instructions or a description in the box below
4. Click the date to choose a due date for your assignment, and add a time if you want to specify when it is due on a given day

5. Choose the type of assignment you wish to create by clicking on one of the icons next to the word Assign. Your choices are to upload a file from your computer, attach a file from Google Drive, add a YouTube video, or add a link to a website.
6. Click "Assign" to give this assignment to your students.

If you want to give the assignment to more than one class, click the name of the class at the bottom of the assignment window and choose the classes you want to assign it to.



How to add an assignment in Google Classroom

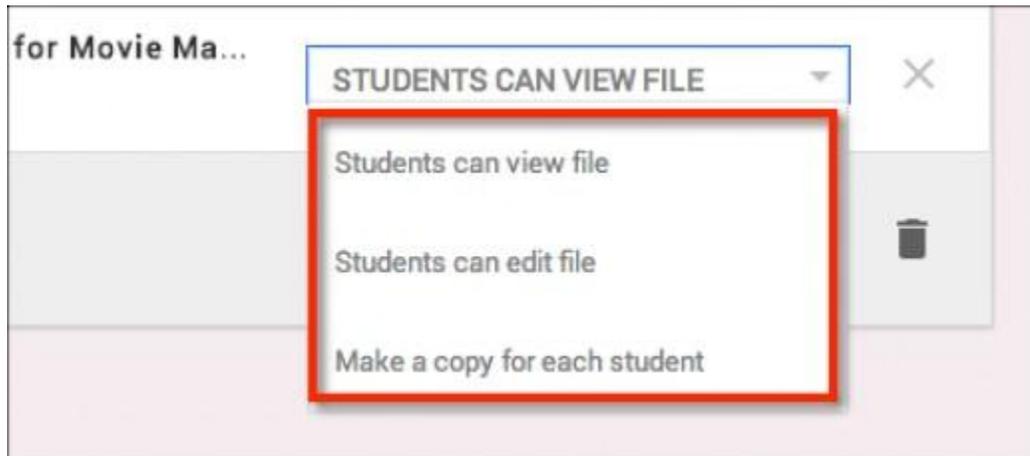
Source: Jonathan Wylie

## Create an Assignment in Google Classroom (Part 2)

Many teachers who use Google Classroom will likely elect to add an assignment from their Drive, because this is likely where a lot of the teacher's resources are now stored. However, there is an added benefit to choosing a Drive resource in Google Classroom, and that becomes clear with the options you get when you select a file from Drive.

1. Students can view file: Select this option if you want all students to be able to view the file, but not be able to modify it any way. This is ideal for study guides and generic handouts that the whole class need access to.
2. Students can edit file: Choose this if you want all students to be able to edit and work on the same document. This would be ideal for a collaborative class project where students may be working on separate slides in the same Google Presentation, or where they are collaboratively brainstorming ideas for something you want to discuss in your next class.
3. Make a copy for each student: If you pick this option, Classroom will make a copy of the original file for each student in your class and give them editing rights to that file. The teacher's master remains intact and the students have no access to the original file. Choose this if you want to quickly disseminate a paper that has an essay question for students to work on, or a digital worksheet template where students fill in the blanks with their own answers.

This level of automation was possible before Google Classroom, but it is infinitely easier to manage when integrated into this new platform.



Teachers have a variety of options on how they want to share assignments from Drive

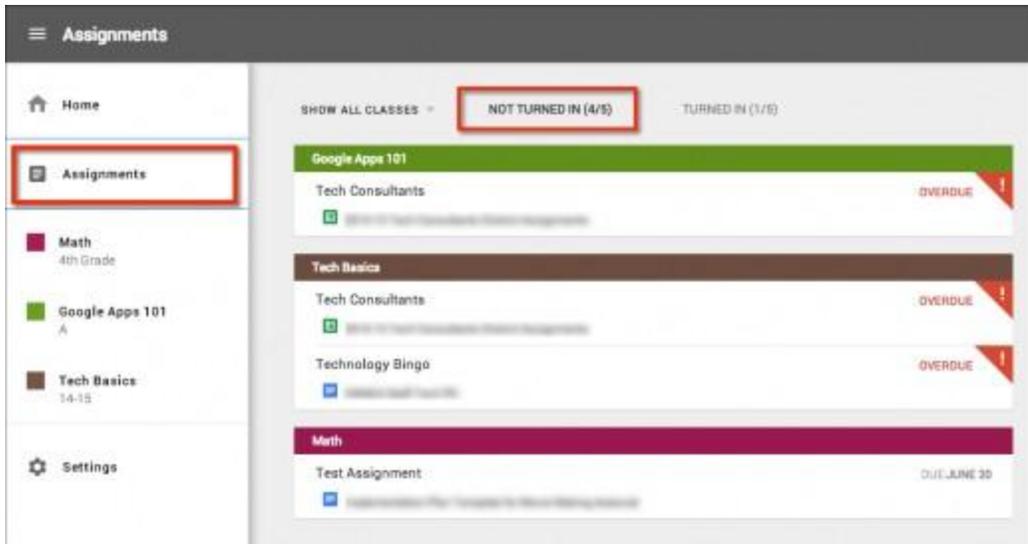
Source: Jonathan Wylie

## How Students Complete & Submit Assignments

Students can view active assignments when they log in to Google Classroom by clicking on a specific class they are part of and reviewing the upcoming assignments. However, a more efficient way is to click the menu button in the top left-hand corner of the screen and select Assignments from the pop-out menu. This shows students a list of assignments for all their classes, as well as which ones they have turned in, which ones are still outstanding, and which ones are overdue. Assignments that have been graded by the teacher will also be shown here with a grade next to them.

Clicking on one of these assignments will open the relevant file for the student. If it is a Google Drive file, an additional button is added to the toolbar in the top right-hand corner, next to the Share button. This button is marked "Turn it in". Clicking it submits their assignment to the teacher.

As of now, there is no way to "turn in" YouTube videos or URLs that have been assigned to students by the teacher, but that will likely change before too long.



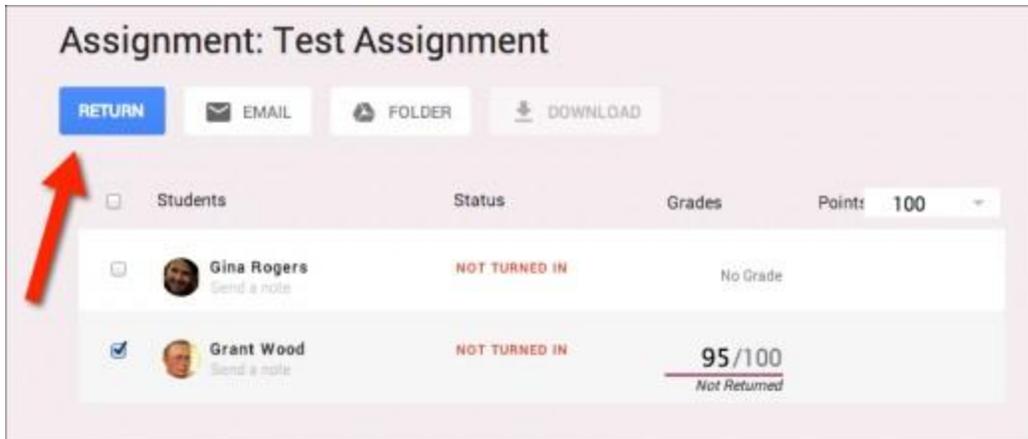
Students can view all the assignments they have assigned to them via the sidebar menu

Source: Jonathan Wylie

## Grading and Returning Assignments to Students

Teachers can find student submissions in a number of different ways. However, perhaps the most efficient way is to enter the class you are interested in grading and clicking on the assignment name from the Stream view. If you find that assignments are getting buried among student conversations, look at the sidebar on the top left of the Stream view and you should see the "Upcoming Assignments" box. Click on the assignment you want to grade and follow the directions below:

1. Click the name of the student who has submitted an assignment you want to grade.
2. When the document opens, use [the commenting features in Drive](#) to leave detailed feedback on specific parts of the student submission. Close the document when you are done. All changes are saved automatically.
3. When you return to Classroom, click to the right of the student's name where it says "No grade" and enter a points based grade for the assignment.
4. Check the box next to the student you just graded, then click the blue "Return" button to save the grade and notify the student that their paper has been graded
5. Add any additional feedback in the pop-up box, then click "Return Assignment"



Grades entered by the teacher will automatically trigger an email notification to students

Source: Jonathan Wylie

## Grading Tips and Further Information

How do the students know that I have graded their assignment? Do I have to grade an assignment out of 100? These questions, and more, are answered below.

- When the teacher returns an assignment to a student, the teacher no longer has editing rights on that document.
- You can return an assignment to a student without grading it by simply checking the box next to the student's name and clicking Return. This could be useful for assignments submitted in error.
- When you return an assignment to a student they will automatically receive an email notification informing them of your actions
- You can change a grade at any time by clicking on the grade and then clicking "Update"
- Clicking the folder button will open the Google Drive folder where all student submissions are stored. This is useful for reviewing all the submitted assignments at one time.
- The default number of points for an assignment is 100, but you can change this by clicking the drop-down arrow and selecting another value, typing a value of your own, or even choosing the option to not score an assignment.

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