

THE  
Teacher's Guide

..... TO .....



GOOGLE  
CLASSROOM



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# The Teacher's Guide to GOOGLE CLASSROOM



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# The Teacher's Guide to GOOGLE CLASSROOM





## The Teacher's Guide to Google Classroom

[Google Classroom](#) is a free application designed to help students and teachers communicate, collaborate, organize and manage assignments, go paperless, and much more!

This guide is chocked full of step-by-step instructions for using Google Classroom, setting up classes, creating announcements, discussions, assignments, assignment management and tips! You will also find helpful screenshots of both the teacher and student side of Google Classroom. This reference guide is great for new users and full of handy reminders and tips for more experienced users.

### Things You Should Know:

- **GAFE:** Google Classroom is only available to users with Google Apps for Education (GAFE), a free collaborative suite of tools that includes web tools like Google Docs, Google Drive, Gmail, and more. If you have a GAFE account, but do not have access to Google Classroom, contact your campus or district IT department.
- **Grade levels:** Google Classroom can be used at any grade level, depending on the skills of the teacher and the skills of the students. Students will need to be able to login to Google Classroom using their Google Apps credentials. Most teachers are finding success in fourth grade and up, but there are many using it in primary as well.
- **Google Chrome:** To maximize the features in Google Classroom, teachers and students should use the [Google Chrome Browser](#). Some features work in other browsers, but not all. Plus, Google Chrome is a fantastic learning environment for all things Google! ([Download the Google Chrome browser here.](#))
- **Menus:** Google uses two symbols across Google Classroom, and other Google applications (including mobile applications) to represent menus and more actions:
  -  **three lines = menu** (usually the main menu)
  -  **three dots = more actions** (additional options and actions)

Anytime you see these symbols, there are additional features, actions or options to explore.



# Section 1: Getting Started



# First Login

## Google Classroom

Google Classroom is designed to help teachers and students communicate and collaborate, manage assignments paperlessly, and stay organized. Google Classroom is part of the Google Apps for Education suite of tools and is only available to Google Apps for Education accounts.

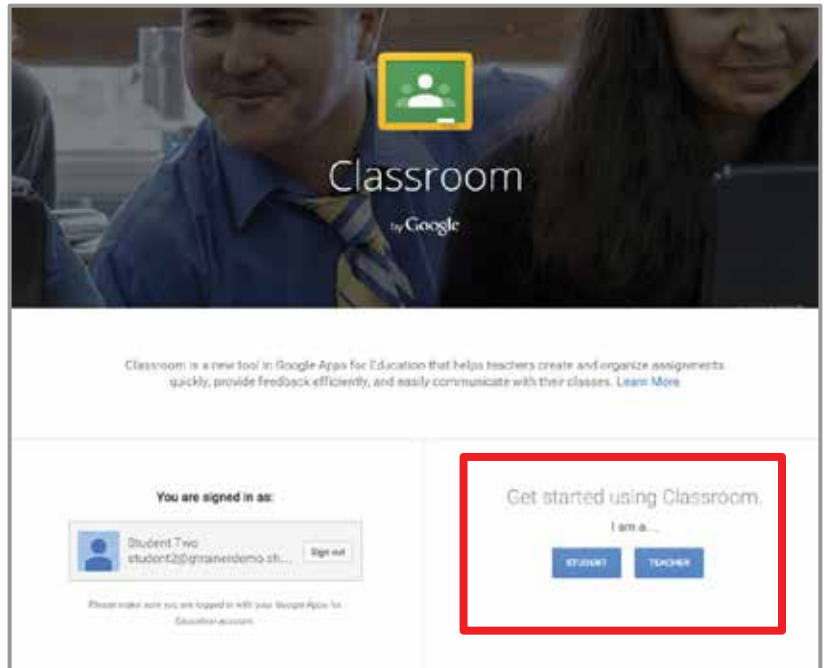
## First Login

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

The first time you arrive at the Google Classroom website you will see a screen like the one to the right. **Scroll down** and choose your role: teacher or student.

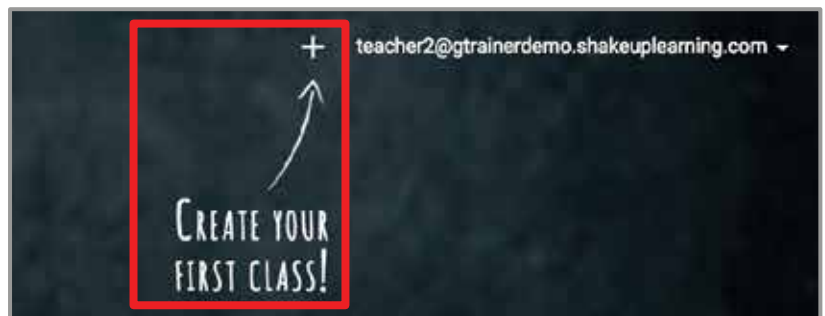
- **Teacher role:** Can create and join classes in Google Classroom.
- **Student role:** Can ONLY join classes in Google Classroom.

*Note: You cannot change your role later, so be sure to select the correct role. If you or your students select the incorrect role, you must contact your Google Apps IT administrator to correct the error.*



## Create or Join a Class

Click on the + at the top right to create a class, or join a class with the class code.



### Tech Tip!

Use Google Chrome to maximize the features in Google Classroom. Some features work in other browsers, but not all. Plus Google Chrome is a fantastic learning environment for all things Google!

# Create and Customize Your Class

1

## Create and Name Your Class

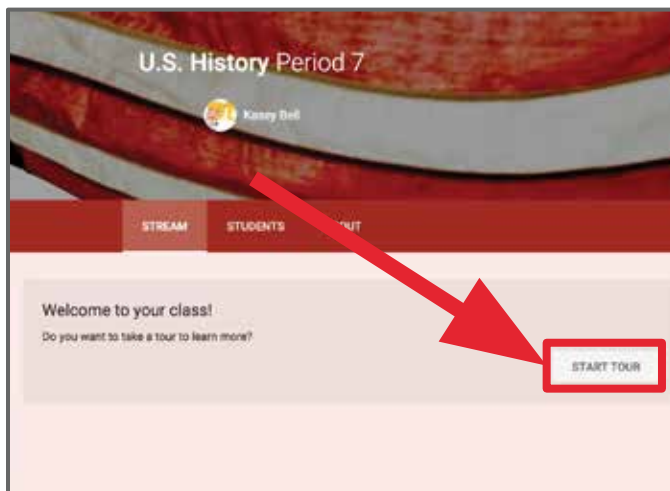
Click the + to create a class. Use a logical naming convention for your class name, and be consistent across all of your classes. **Beginner's Tip:** Create your classes in reverse order. For instance, if you teach seven class periods, create the 7th-period class first, then 6th, then 5th and so on. This will allow you to view your classes on the Google Classroom homepage in chronological order, which you will see later on in this guide.



2

## Take the Tour (It's good!)

There is a valuable tour built into Google Classroom for both teachers and students. It is worth your time to take a few minutes to get acquainted with the application.



3

## Select a Theme or Upload Photo

Select a theme from the gallery or upload your own image. (Note: The image must be at least 800x200 pixels.)



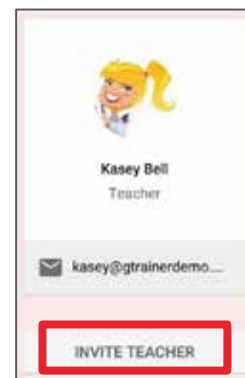
# Add Class Details

The **About tab** is where you add the details of your class including course description, syllabus, materials, invite co-teachers and more.



## Invite Co-Teachers

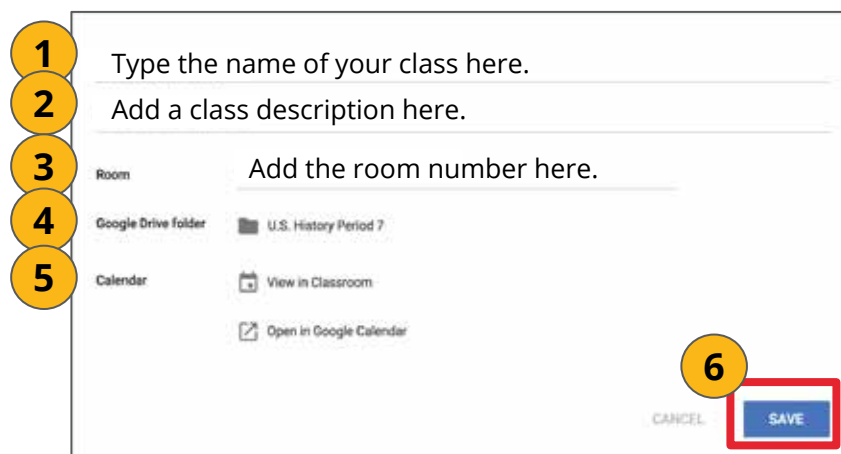
On this page, you will see the option to invite a co-teacher on the left-hand side. Click the **INVITE TEACHER** button to invite co-teachers to your class. Co-Teachers have the same permissions as teachers in the class.



## Add Class Details

Here you can *optionally* add additional class details and links to other information.

- 1 The title of your class
- 2 Class description
- 3 Room number
- 4 Click to view the Class folder that has been automatically created in Google Drive.
- 5 Click to view your class calendar in a new tab.
- 6 Click **SAVE** to save your changes.





# Add Class Materials

**The About tab** is also a great hub for your classroom resources. Consider adding files like:

- Class Syllabus,
- Class Rules,
- Google Doc, Google Slide, or Google Drive folders that you re-use throughout the year,
- and other files that students will need throughout the school year.




## Add Materials

Click **ADD MATERIALS**.

Add the title of your materials and attach your files and resources from local storage, Google Drive, YouTube videos or links. Click **POST** to save.

Type the title of your materials or resource here.

---

CANCEL POST



### Classroom Tip!

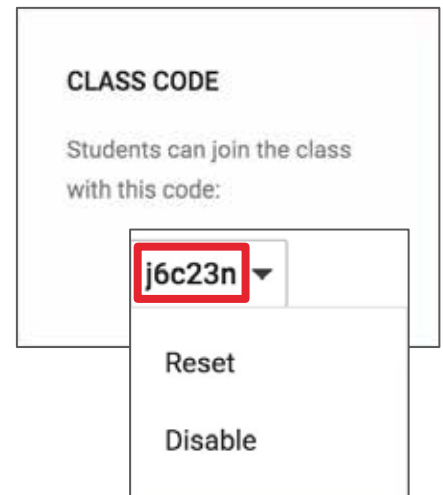
The About tab should just be the most important, year-round, resources. If this section grows to large, it can be difficult to locate specific links or files. Consider sharing a Google Doc, Google Drive folder, or link to a Google Site in the About tab with more extensive and organized resources so students can find what they need. No excuses!

# Adding Students

## Add Students with the Class Code:

When you create a class, Classroom will generate a class code that you can give to your students that will allow them to join your class. This six digit code is unique to your domain and your class. The class code can be found in the left sidebar of the **Stream**, and in the **Students** tab.

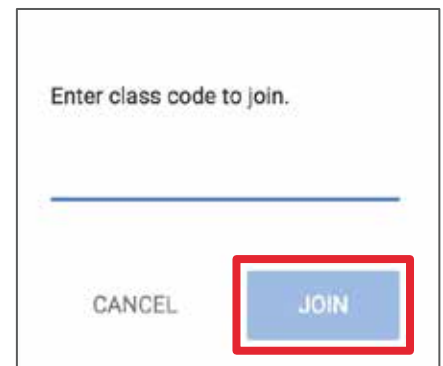
If necessary, you can reset this code or completely disable it once all your students have joined.



## How Students Join With the Class Code:

Give this code to your students. Students will follow the steps below.

1. Go to [classroom.google.com](https://classroom.google.com). If it is their first login, be sure to direct them to select their role as **Student**.
2. Click the **+** on the top right of the page to **Join Class**.
3. Enter the **Class Code** and click **Join**.



## How to Invite Students:

This method requires a bit more work on the part of the teacher. So most of the time, I recommend using the class code method. Follow the steps below to invite your students individually.

1. In order to invite students, they must be in your Google contacts. Your Google Apps admin may have created student contacts or groups for you. If not, you must add all of your students to your contacts. To do so, go to [google.com/contacts](https://google.com/contacts), and [create a new contact](#) for each student OR [create a contact group](#) for each of your classes.
2. After setting up your class, go to the **Students** tab and click the **Invite** button.
3. Search for each student or group and check the box to select.
4. Click **Invite Students**.



### Classroom Tip!

Since teachers can both create classes and join classes, invite a colleague to join your class as a student and vice versa. This way you can learn together and see both the student and teacher side of Google Classroom. It's a great way to get familiar with the application!



## Section 2: The Stream



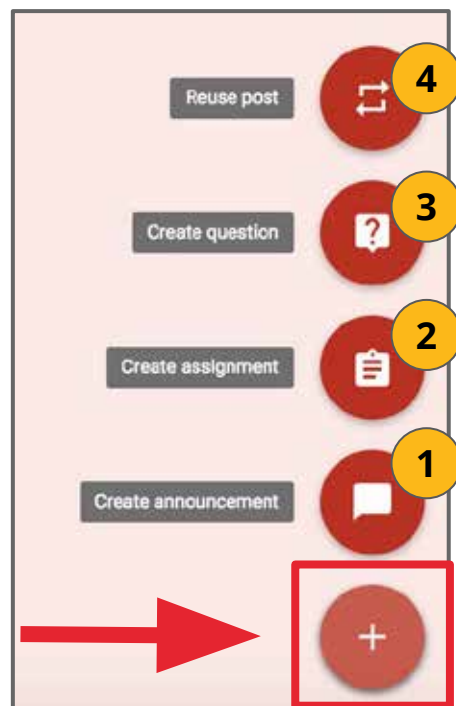
# The Stream

**The Stream** is where teachers view and add announcements, assignments, discussion topics, and comments.

## Add Content to the Stream:

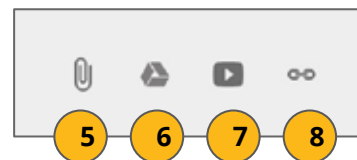
Use the **+** in bottom right of the screen to create:

- 1 Announcements:** Announcements are a great way to communicate with your students, share updates, reminders, and general class or school announcements.
- 2 Assignments:** Create digital assignments with due dates and create a paperless workflow for teachers and students.
- 3 Questions for Discussion:** Pose a short answer question for your students to discuss.
- 4 Reuse Posts:** Reuse any previous announcement, assignment or question again in any class. (time saver!)



## Optionally add other content to your posts:

- 5 File Attachments:** files saved locally on your computer or device.
- 6 Google Drive:** Files saved in your Google Drive.
- 7 YouTube videos**
- 8 Web Links** to outside websites, resources, etc.

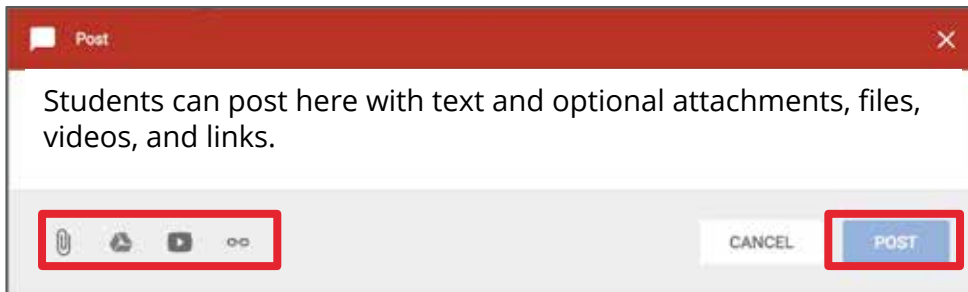
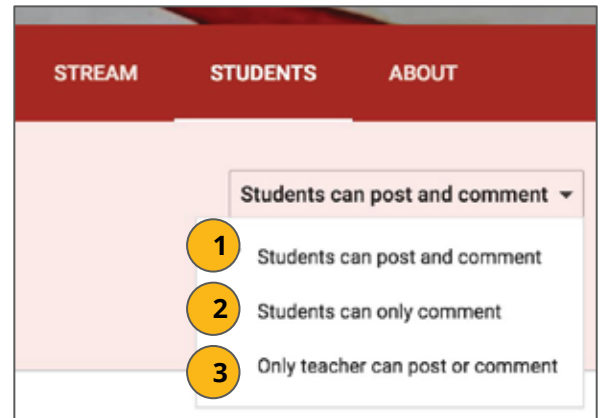


# Comment Settings

## Comment Settings:

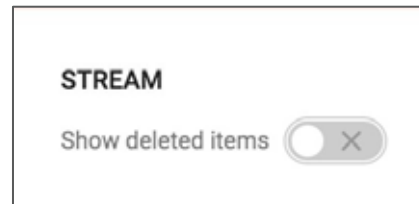
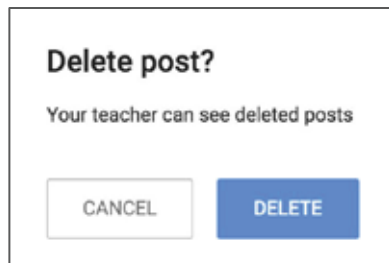
In the **Students Tab**, you will find a drop-down menu to set your preferences for student comments in Google Classroom. You have three options:

- 1 Students can post and comment:** (This is the default setting.) This means students have the ability to create their own posts and add to the stream with the options seen below. Comments are a great way to encourage communication and collaboration in the classroom. Set some guidelines and always monitor!



- 2 Students can ONLY comment:** This means that students can comment on the teacher's posts in the stream. This is a good way to allow questions, clarification and continue communicating with students.
- 3 ONLY the teacher can post or comment:** No comments are allowed by any students inside Google Classroom.

**Note:** The teacher can always see ALL of the comments, even after they have been deleted. In the stream, there is a toggle button to "**show deleted items.**" Flip the switch and see what's been deleted. Make sure your students understand that everything they post is under your watchful eye!



## Classroom Tip!

When discussing the use of student posts and comments, use this as a teachable moment to discuss online etiquette and digital citizenship skills.

# Student's View: The Stream

**The Stream** is where students can view and access announcements, assignments, discussion topics, and comments. If enabled by the teacher, students can also add posts and leave comments. (See the [Communication](#) section for more details on these settings.)

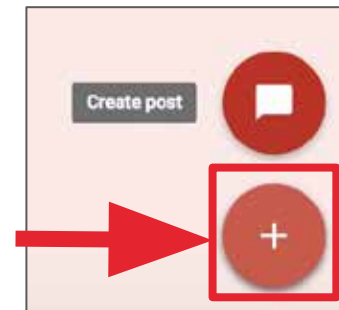
Below are directions and reminders for students.



## Add a Student Post to the Stream:

Click the + in the bottom right of the screen, and then choose **Create Post**.

- Add the text of your class post. **Remember, this is viewable by your teacher and the entire class.**
  - Use the post to ask a relevant question about class or assignments, collaborate with other students in your class, or to share relevant resources related to the class subject and topics.
  - **Note:** Your comments are saved, even after they have been deleted. Your teacher can always see what you share so keep it appropriate!



## Optionally add other content to your posts:

- 1 **File Attachments:** files saved locally on your computer or device.
- 2 **Google Drive:** Files saved in your Google Drive.
- 3 **YouTube videos**
- 4 **Web Links** to outside websites, resources, etc.

Section 3:

# Announcements & Questions

# Create Announcements & Questions

## Create an Announcement:



1. Click on the + in the bottom right corner of the screen.
2. Click **create announcement**.
3. Add the text of your announcement.
4. Select the class(es) you want to see the announcement.
5. Optionally add attachments, files, or links.
6. Click **POST** to add to the stream, or **save it as a draft** to post later.

Announcement

Type your announcement here.

U.S. History Period 7

POST

Post

Save draft

## Create a Discussion Question:



1. Click on the + in the bottom right corner, then click **create question**.
2. Add the text of your question and a description if you like.
3. Assign a due date.
4. Select the class(es) to which you want to pose the question.
5. Optionally add attachments, files, or links.
6. Click **ASK** to add to the stream, or **save it as a draft** to post later.

Question

Type your question/topic here.

Add additional details or instructions here.

Due Oct 26

U.S. History Period 7

ASK

Post

Save draft

7. After you click **ASK**, you will see a pop-up with the following options to "Let students..."
  - a. See and reply to each other's answers
  - b. Edit their answers

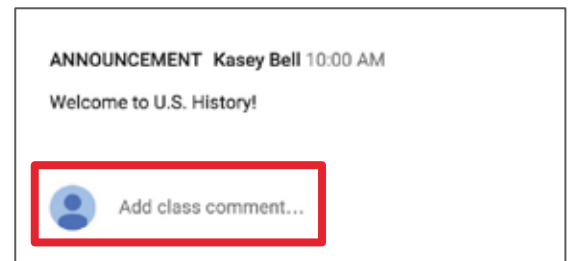
Select your preferences and click **ASK**.



# Student's View: Announcements & Questions



## Student's View of Announcements:

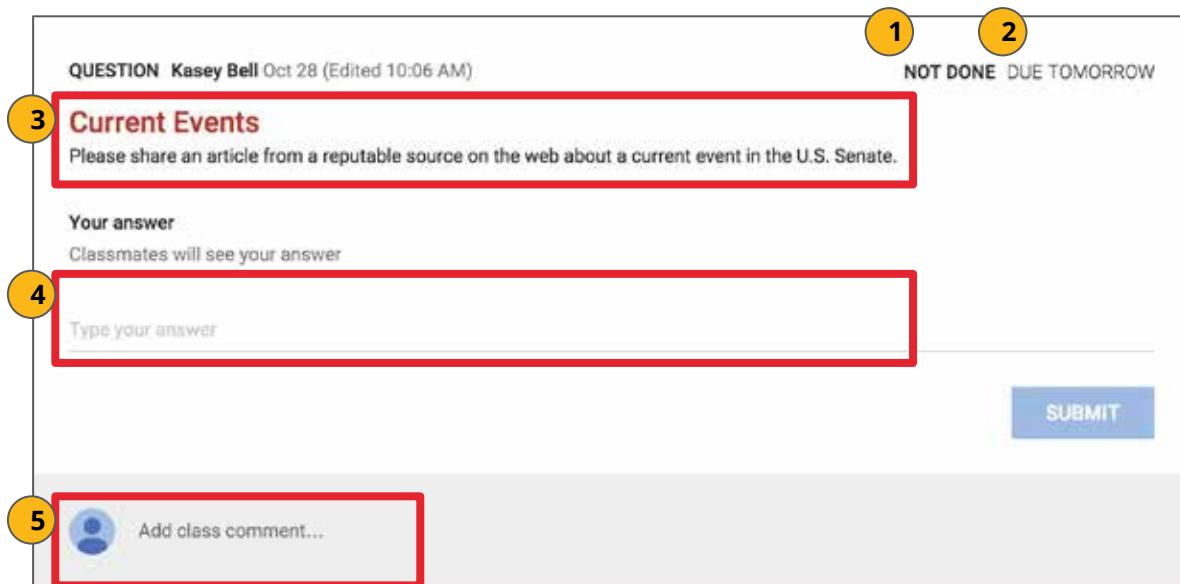
Announcements will appear in the **Stream**, and are generally read-only, but students have the option to leave a **class comment** if this has been enabled by the teacher. Class comments are viewable by the teacher and all students in the class. If the announcement has attachments, the students can also view the files, links or videos.



## Student's View of Questions in the Stream:

When a discussion question has been assigned to students, it will immediately appear in the **Stream**. Students will see the following options in the **Stream**.

- 1 Completion Status (not done or done) 
- 2 Due Date (Students will also see if their assignment is **Late**.) 
- 3 Title and Description of the Discussion
- 4 Your Answer: This is where students type their answer. Students must first submit their own answer before can they view other students' responses.
- 5 Add a Class Comment: Use this space to ask questions or for general comments. **This is NOT where you type your answer to the question.**



**Note:** The title of the question is clickable and will take students to another page for that question. Students will still have the option to type their response on this page, but they will also see the option to leave a **private comment**, which is only viewable by the teacher. Be sure that students understand to type their answer in the answer response field, not as a comment or private comment.



# Section 4: Assignments



# Create Assignments

## Create an Assignment:



1. Click on the + in the bottom right corner.
2. Click **create assignment**.
3. Add the title of your assignment and an optional description.  
(**Tip:** number your assignments!).
4. Assign a due date.
5. Select the class(es) you to which you are giving the assignment.
6. Optionally add attachments, files, or links.
7. Click **ASSIGN** to add to the stream, or **save it as a draft** to post later.

Assignment

Type the assignment number and title here.

Add additional instructions and details of the assignment here.

Due Oct 26

U.S. History Period 7

ASSIGN

Save draft

## Assignments with Google Drive files:

When you add Google Docs, Google Slides, Google Sheets, or Google Drawings files as part of an assignment, you will get additional options for that assignment.

Assignment

My Summer Adventures

Using the provided template, please write a brief descriptive essay about your summer adventures.

Due Oct 26

My Summer 2015 - Essay by TYPE YOUR NAME HERE  
Google Docs

Students can view file

Students can edit file

Make a copy for each student

U.S. History Period 7

## Options:

- 1 **Student can view file:** each student is given access to a **view/read-only** version of the file.
- 2 **Student can edit file:** each student is given access to edit and **collaborate** on the **SAME** file.
- 3 **Make a copy for each student:** each student is given an **individual, editable copy** of the file inside their Google Drive.

# Student's View: Assignments

## Student View of Assignments:

Posted assignments will appear in the **Stream**. You may be prompted to refresh the **Stream** or assignment to see the latest updates. Students also have the option to leave a **class comment** if this has been enabled by the teacher. Class comments are viewable by the teacher and all students in the class.

Students will see the following information and options for each assignment in the **Stream**. (Note: This example was created using a Google Doc template and making a copy for each student.)

- 1 Completion Status (not done or done)
- 2 Due Date (Students will also see if their assignment is **Late**.)
- 3 Title and Description of the Assignment
- 4 Open: Click this button to open the assignment details page.
- 5 Add a Class Comment: Use this space to ask questions or for general comments.

ASSIGNMENT Kasey Bell 10:47 AM

1 NOT DONE 2 DUE NOV 13

3 #001 World War II Essay

Using the provided template, write a three-page essay summarizing the events of World War II.

4 OPEN

5 Add class comment...



## Tech Tip!

Have you seen the [Google Tone Chrome extension](#)? This extension makes it easy to get every student on the same page at the same time. Use Google Tone to send the URL for any web page, including news stories, pictures, documents, blog posts, YouTube videos, or even search results. Any computer within earshot (including over a phone or Hangout) that also has the Google Tone extension installed and turned ON can receive a Google Tone notification. [Watch this video to learn more.](#)

# Student's View: Assignment Details

## Student View of Assignment Details Page:

Students should develop the habit of clicking Open or clicking on the title of the assignment to open the assignment details page. On this page, students will have additional options for the assignment.

- 1 Title of Assignment, Description, and Due Date**
- 2** Under **Your Work**, Students will see any file attachments or templates the teacher has created or attached for students. Note: If the teacher has created a template for students to use, students should NOT Add or Create their own unless that is what the teacher has instructed.
- 3 Add:** Here students can add their own files or links.
- 4 Create:** Here students can create new Docs, Slides, Sheets or Drawings.
- 5 Turn In:** Students click the turn in button when they have completed the assignment and are ready to turn it in.
- 6** Add a **private comment**, which is only viewable by the teacher.

The screenshot displays the student interface for an assignment titled "#001 World War II Essay" with a due date of "Due Nov 13". The assignment is by "Kasey Bell" and was posted at "10:47 AM". The main instruction is: "Using the provided template, write a three-page essay summarizing the events of World War II." The "Your work" section is currently "NOT DONE" and contains the text: "Files you add or create can be viewed and edited by your teacher." Below this, there is a preview of a Google Docs document titled "World War II Essay - Student One". At the bottom of the interface, there are two buttons: "Add" and "Create". The "Add" button has a dropdown menu with options: "Google Drive", "Link", and "File". The "Create" button has a dropdown menu with options: "Docs", "Slides", "Sheets", and "Drawings". To the right of these buttons is a blue "TURN IN" button. At the bottom left, there is a "Add private comment" field. Red boxes and arrows highlight these elements, corresponding to the numbered list items: 1 (Assignment title), 2 (Your work section), 3 (Add button), 4 (Create button), 5 (TURN IN button), and 6 (Add private comment field).

# Student's View: Turn In Assignments

## The Turn In Button:

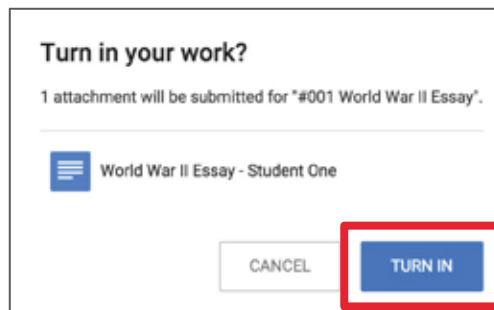
If the teacher has assigned a student their own copy of a Google file type (Docs, Slides, Sheets, or Drawings) as part of the assignment, there will also be a **Turn In** button (top-right) in the Google file next to the share button. (Note: The **Turn In** button changes the ownership of the file from the student back to the teacher, and the student can no longer edit the file. See page 24 for directions on unsubmitting assignments so that students can edit the file again.)

Students should submit their work using the **Turn In** button, NOT by sharing with the teacher. The teacher already has the right to view and edit the file.



## Turning In Google Assignments:

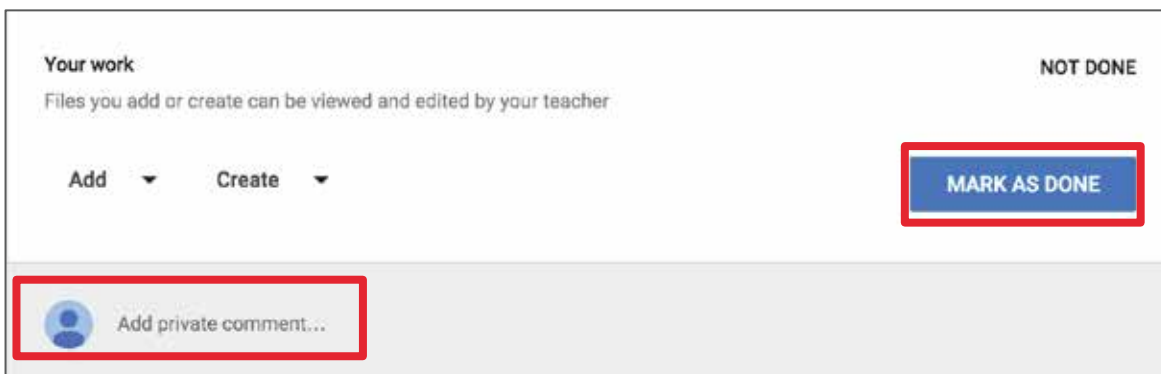
When a student clicks the Turn In button, a pop-up will prompt them to confirm their submission.



## Turning In Other Types of Assignments:

If the teacher has assigned a collaborative Google file (student can edit the file), or other outside types of assignment, The student will see a **Mark As Done** button instead of Turn In. This option will only appear in Google Classroom, not in the file itself.

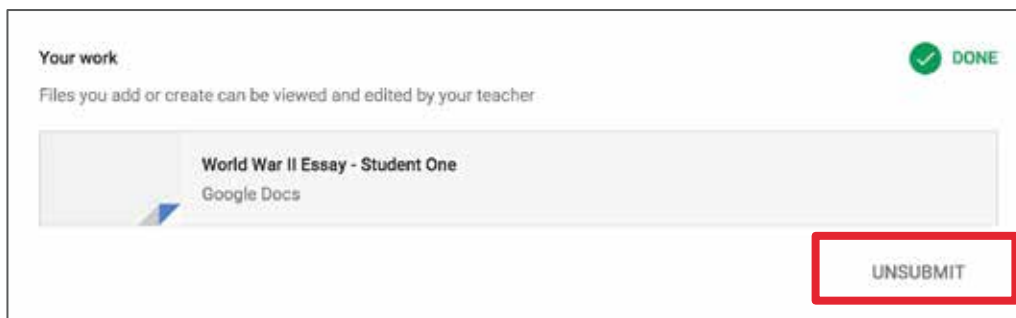
When students have completed the assignment, they simply click the **Mark As Done** button to let the teacher know they have finished. **Note:** The teacher does NOT receive an alert or email notification when work has been turned in, or marked as done. If a student is turning in late work, it is recommended that they leave a private comment to notify the teacher of late work or special circumstances.



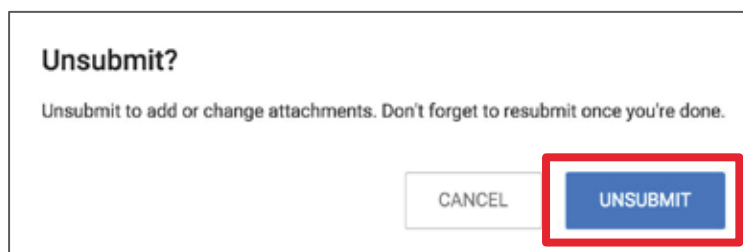
# Student's View: Unsubmit Assignments

## Unsubmit an Assignment:

If the assignment is a Google file type, it will become view-only for the student once it has been **Turned In**. If a student needs to revise or add attachments, they will need to click **Unsubmit**. The file can then be edited and revised again.



A pop-up reminder will appear to let students know they must resubmit once they have completed their revisions to the assignment. Click **Unsubmit** to confirm.



After the student has made their revisions or added or changed attachments, they will then need to click **Turn In** again to resubmit the assignment to Google Classroom.

# Managing Assignments: the Stream

## Managing Assignments in the Stream:

- 1 Click on the more actions button (three dots) to:
  - a. Move the assignment to the top of the stream: This is a great way to reorganize the order of your stream.
  - b. Edit the assignment
  - c. Delete the assignment
- 2 View how many students have “done,” the assignment and how many have not.
- 3 Click on the file name to view your original file, template and any other links or resources you may have included with the assignment.
- 4 View comments made on each individual assignment (if enabled).
- 5 Click on the assignment name to go to that assignment details page with additional information.

The screenshot shows an assignment stream interface. At the top, it says "ASSIGNMENT Kasey Bell 7:37 PM". Below that, the assignment title "World War II Essay" is displayed. To the right of the title, there is a progress bar showing "0 DONE" and "1 NOT DONE". A three-dot menu icon is located to the right of the progress bar. A dropdown menu is open, showing options: "Move to top", "Edit", and "Delete". Below the assignment title, there is a comment input field that says "Add class comment...".



### Classroom Tip!

You can attach multiple files, videos, and links to your assignments, so be sure to include all of the resources that are needed for each post. This feature is also a great way to offer choice in your assignments! List all of the options for reaching the learning goal with the assignment to differentiate for your students.



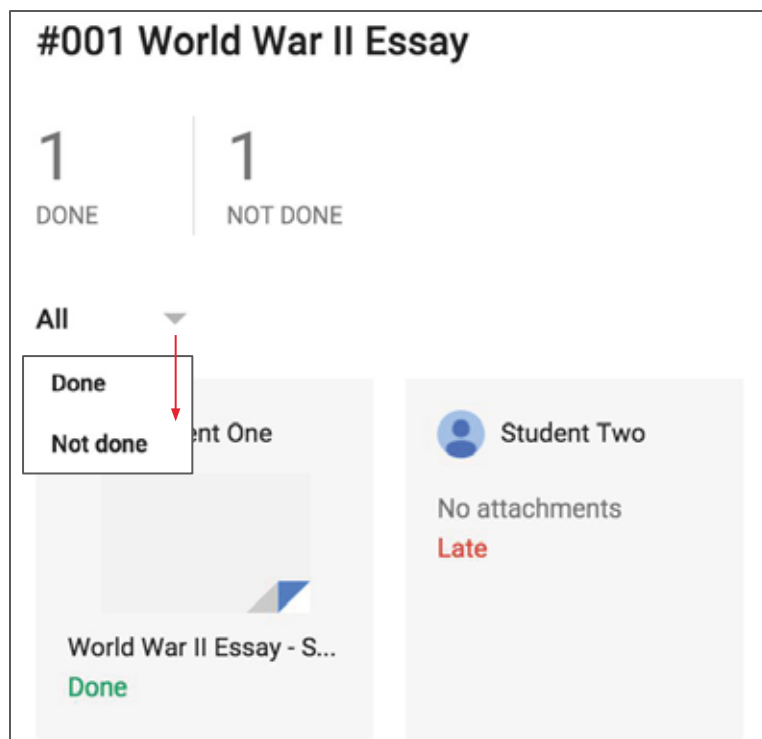
# Managing Assignments: Assignment Details

## Managing Assignments on the Assignment Details Page:

Click on the title of any assignment in the **Stream** to view the assignment details page.

Each assignment has an assignment details page where you can view which students have “turned in,” or “marked as done,” their assignments, grade and return assignments to students, and download a CSV of your grades.

Here you can view a list of students that are “done” or “not done” with the assignment. (Use the drop-down arrow to toggle between all, done, and not done.) You can also click on the document to view and assess their work. (Teachers can also access Google Drive files directly in their Google Drive. Details about the Google Drive folders can be found on page 37.)



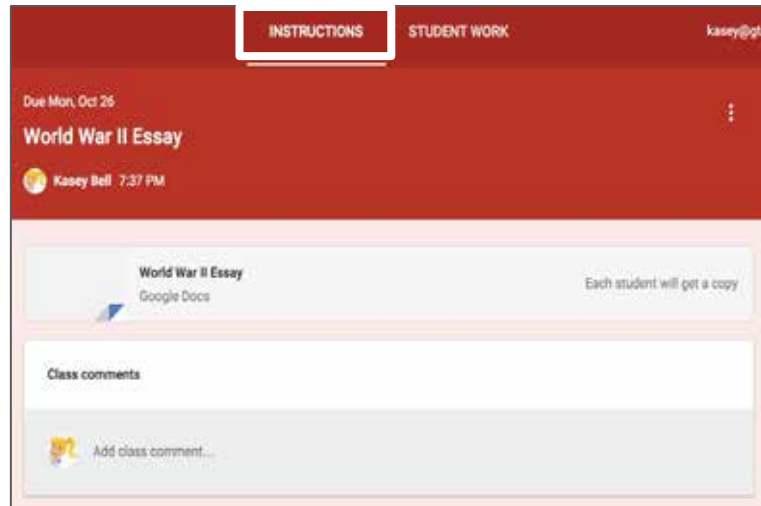
### Classroom Tip!

The process of turning in assignments and unsubmitting will be confusing at first. Take the time to walk through a demo assignment with your students to demonstrate the process and your expectations. Create your own workflow for Google Classroom and share the directions in the About tab of Classroom. Bonus: Have students create tutorials for each other!

# Managing Assignments: Assignment Details

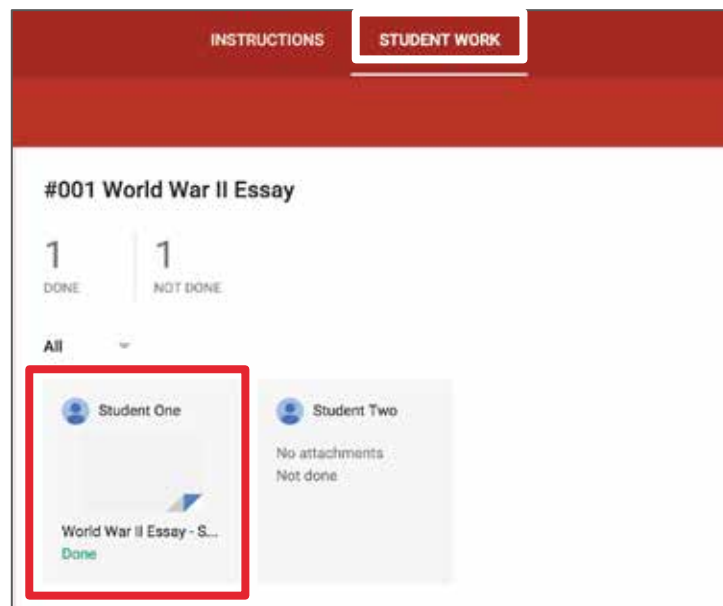
## Instructions Tab:

There are two tabs at the top of this page. The **Instructions** tab will give you a clean view of the assignment details and any comments. You can also use the more actions button (three dots) to edit or delete.



## Student Work Tab:

The **Student Work** tab will give you access and direct links to each student's assignment files if there are any. You can easily click on the file link to open the student file to review and assess. You can also assign grades on this page.

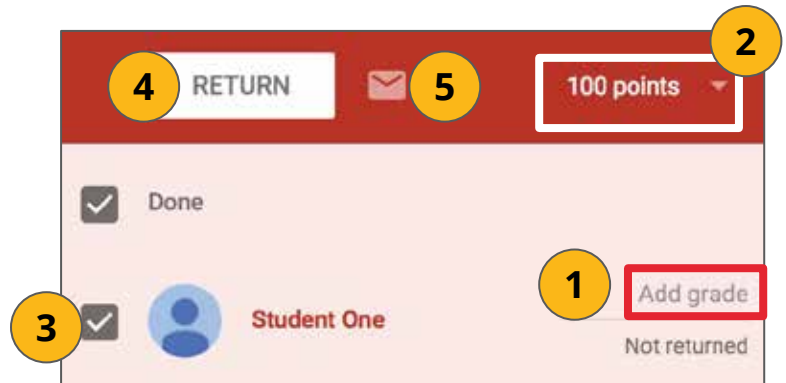


# Grading Assignments

## Grading Assignments on the Assignment Details Page:

On the left side of the page is where you can issue grades for the assignment and return work to students.

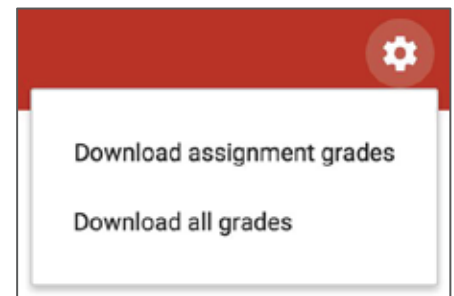
- 1 Type the exact grade/points for the student.
- 2 Use the dropdown to select from preset grades or "ungraded."
- 3 Check the box next to the student(s) names you wish to return.
- 4 Click the return button to return the assignment and notify the student.
- 5 Click the email icon to email the student directly.



## Download a CSV of Your Grades:

If you would like to download a spreadsheet of all of your grades for your records or to import into your grade book system, you can download a CSV spreadsheet for each assignment or all of your assignments from the Assignment details page.

To download a CSV spreadsheet of your grades, click on the settings wheel near the top-right, and select the download of your choice.



### Classroom Tip!

When a student turns in an assignment, the file ownership transfers from the student back to the teacher and becomes view-only for the student. If a student needs to make changes or add attachments, they need to unsubmit OR the teacher can return the assignment back to the student for revisions.

# Reviewing All Assignments

## Reviewing Assignments on the All Assignments Page:

You can also see and review assignments for ALL of your classes by navigating to the **Assignments** page (see page 39 for full navigation directions). Go to the menu in the top-left (three lines), and select **Assignments**.

Here you will have the following options:

- 1 To Review:** This tab will show all of the assignments that have been “turned in” for you to review, assess and/or grade.
- 2 Reviewed:** This tab will show a list of all of the assignments that you have already reviewed.
- 3 Assignment Title and Class:** You can click on the assignment name to go directly to the assignment details page.
- 4 Done:** See at-a-glance how many students are done with the assignment.
- 5 Not Done:** See at-a-glance how many students are not done with the assignment.
- 6 Mark as Reviewed:** Use this more actions menu (three dots) to mark assignments as reviewed.

The screenshot shows the 'Assignments' page in Google Classroom. At the top, there are two tabs: 'TO REVIEW' (callout 1) and 'REVIEWED' (callout 2). Below the tabs, there is a dropdown menu for 'All classes'. The main content area shows a list of assignments. The first assignment is '#001 World War II Essay' from 'U.S. History Period 7 - due Today'. It has a '3' callout next to the title. To its right, there are two columns: 'DONE' with '1' (callout 4) and 'NOT DONE' with '1' (callout 5). To the right of these columns is a three-dot menu (callout 6) with a 'Mark as reviewed' option. The second assignment is '#002 Unit 1 Test' from 'U.S. History Period 7 - due Nov 10', with '0' DONE and '2' NOT DONE.

**Note:** There is no verification system inside Google Classroom to confirm a student has actually completed their work. “Mark as Done,” and “Turn In,” are just indicators that the student has clicked those buttons. The teacher will still need to verify completion.



### Classroom Tip!

Some teachers prefer to view assignments from Google Drive, which may take fewer clicks to review, assess or just check for understanding. Learn more in the folder structure section of this guide on page 37.

# Student's View: All Assignments

## Student's View of Assignments Page:

Students can also see a list of their assignments for ALL of their classes by navigating to the **Assignments** page (see page 39 for full navigation directions). Go to the menu (three lines) in the top-left, and select **Assignments**.

There are two tabs at the top of this page:

- 1 To-Do:** Here students can see a list of all of the assignments that are pending, including the title, class name and due date. Click on the assignment name to go directly to that assignment details page.
- 2 Done:** Here students can see a list of all of the assignments they have turned in or marked as done.

The screenshot shows the 'Student's View of Assignments' page. At the top, there are two tabs: 'TO-DO' and 'DONE'. The 'TO-DO' tab is selected and highlighted with a red box and a yellow circle containing the number '1'. The 'DONE' tab is also highlighted with a red box and a yellow circle containing the number '2'. Below the tabs, there is a dropdown menu for 'All classes'. The main content area displays a list of assignments under the heading 'Late'. The assignments are:

- #002 Review Your Self-Assessment Results and Share Your Goals  
Commerce Digital Fluency 2015-16 — due Sep 16
- #001 Digital Fluency Pre-Assessment  
Commerce Digital Fluency 2015-16 — due Sep 16
- #003 Two Truths and a Lie!  
Commerce Digital Fluency 2015-16 — due Sep 16
- #004 What is Meaningful Technology Integration?  
Commerce Digital Fluency 2015-16 — due Sep 16



### Classroom Tip!

Get the mobile app for you and your students to access anytime, anywhere. Bonus! The mobile app will send push notifications to let students know when they have a new assignment. Available for [iOS](#) and [Android](#).



## Section 5: Reusing Posts





# Reusing Posts

## Reuse a Post:



You can reuse posts (announcements, questions or assignments) that you have already created inside any of your classes. If you teach the same subject to multiple class periods, this will allow you to copy your assignments over to each class, including drafts. Reusing posts is a big time-saver!

1. Click on the **+** in the bottom right corner.
2. Click **reuse post**.
3. Select the name of the class where the post was originally shared, then click **SELECT**.
4. Then select the post you wish to reuse.
5. There is a check-box at the bottom of the dialog box where you can allow Classroom to create new copies of your attachments. Check or uncheck your preference.
6. Click **REUSE**.

U.S. History Period 7		
Title	Teacher	Date posted
 World War II Essay	 Kasey Bell	Today
 My Summer Adventures Using the provided template, please write a brief descriptive essay a...	 Kasey Bell	Draft

Create new copies of all attachments

**REUSE**



### Tech Tip!

Get the [Share to Classroom Google Chrome extension](#)! This extension will save you time and allow you to “push” out a link to your students so everyone can get to the same web page at the same time. Note: both the student and teacher must have this installed. Students can also share links back to the teacher. You can also post announcements, create assignments, or save web pages to post to Classroom later from this extension.



# Section 6: Communication



# Communication

## Private Comments vs. Class Comments

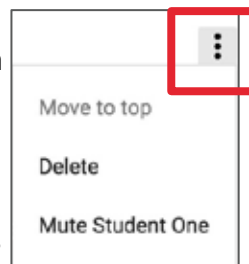
There are two types of comments: **private comments** and **class comments**, which are viewable by the entire class (if this has been enabled in your comment settings). These are clearly labeled in the comment space, but students have to pay attention. Be sure to give clear directions on where you want them to comment.



## Student Comment Actions:

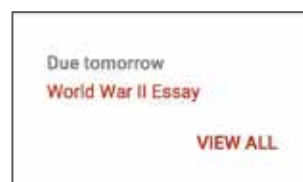
On each student post, you will have a more actions button (three dots). Using this button you can choose to:

1. Move the post to the top of the stream,
2. Delete the post,
3. Or mute the student.  
(This is handy if a student is abusing the comments privilege.)



## Communicating Due Dates:

Google Classroom makes it easy for students to see what assignments they have left to complete, and what is coming due soon. On the left side of the **Stream**, students can view what assignments are due next. The mobile apps also allow push notifications about assignments, due dates and more!



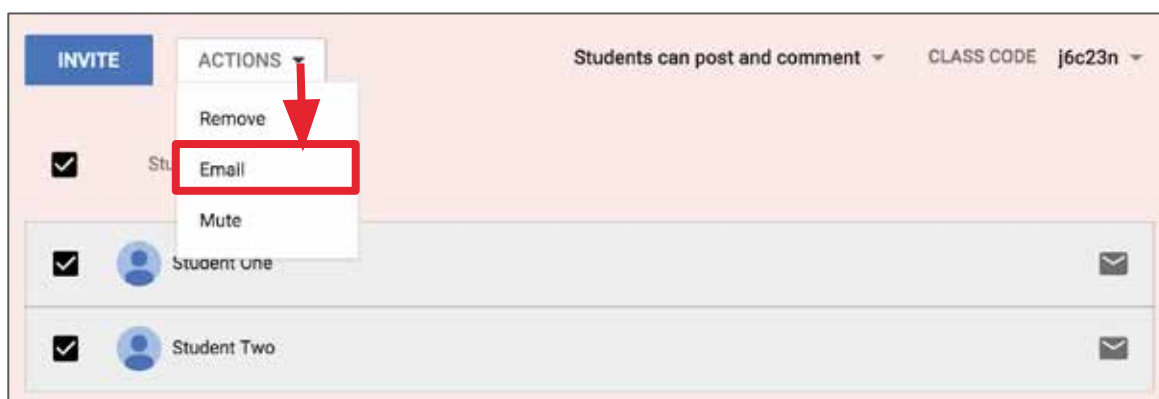
## Automated Actions:

Google Classroom will automatically send students email notifications every time you post an assignment, announcement or question in the class. (Note: Email notifications will only work if email is enabled for your students through your Google Apps domain. Students also have the ability to turn off email notification in their settings.)

## Email Students from Google Classroom:

You can email students or groups of students directly from the **Students tab** inside Google Classroom. (Note: Email notifications will only work if email is enabled for your students through your Google Apps domain.)


1. Select the students, or students that you would like to email using the checkbox. (Use the top checkbox to select all students.)
2. Then click the **Actions** button and choose **Email**.
3. A new window will open where you can compose and send your email.



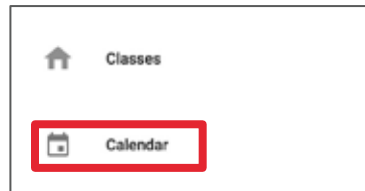
# Google Calendar Integration

## Viewing your Classroom Calendars:

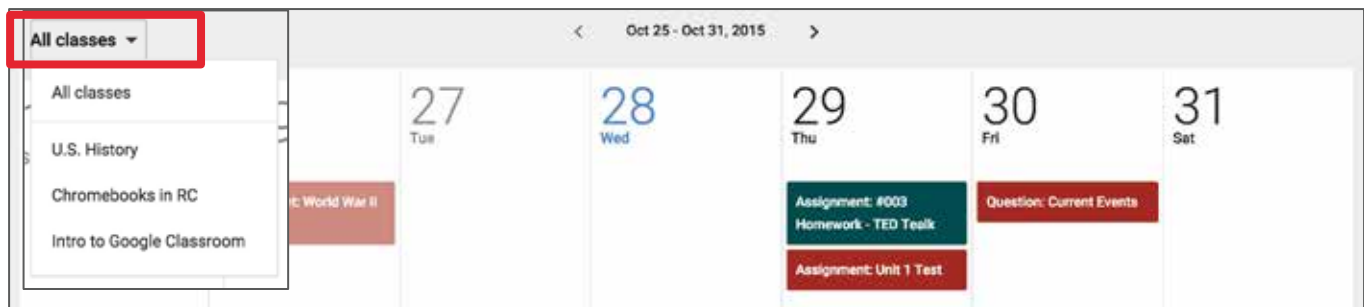
Google Calendar is integrated into Google Classroom, which makes it easy for teachers and students to see assignment due dates and more in one location. Each assignment or discussion question with a due date will automatically be added to that class's Google Calendar.

1.  Go to the Google Classroom Menu (three lines) near the top-left of your screen.

2. Select **Calendar**.



Here you and your students can view a weekly calendar of all of your classes together, or filter for each class. You can also click on an assignment to go directly to that assignment details page.



To add other types of events to your Classroom calendar, like the date for your class field trip, you will need to go to [calendar.google.com](https://calendar.google.com) and add them to each class manually. [Directions for creating events can be found here.](#)

# Section 7: Google Drive

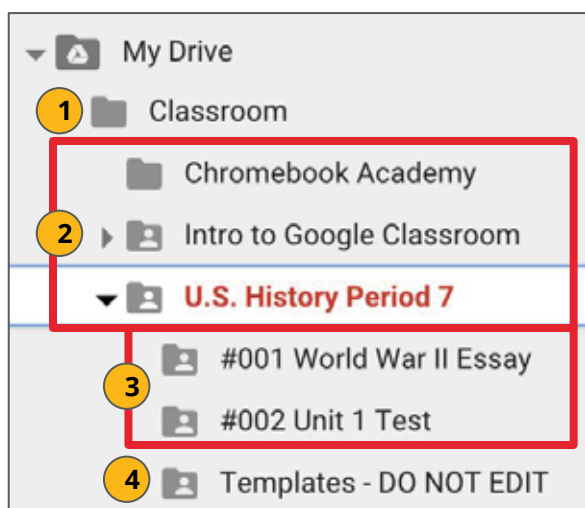
# Google Drive Folder Structure

## Google Drive Folders:

When you and your students connect to Google Classroom, Classroom will automatically create a folder structure for you in Google Drive. This automation makes organization for teachers and students so easy!

Inside your Google Drive ([google.com/drive](https://google.com/drive)), you will find one master folder titled, “**Classroom.**”

- Inside the master Classroom folder is a subfolder for each of the classes you have created. There is also a shortcut to this folder under the **About** tab.
  - ◆ Inside each class folder is a folder for each assignment for that class.
  - ◆ You will also find other various files and folders depending on what you have added to your classroom.
  - ◆ Note: The Templates Folder is created when you create a template in Google and create an assignment that “makes a copy” for each student, as you see in my example below.



- 1 Master **Classroom** Folder
- 2 **Class Folders** created for each class you create in Google Classroom.
- 3 **Assignment Folders** created for each assignment you post.
- 4 This is a **Template Folder** that is created for the templates you have shared in classroom assignments. Note: It is recommended that you do NOT edit the templates folder.



## Student Folders!

Students will have a similar folder structure that is created in their Google Drive for each Class that they join in Google Classroom, and each assignment given. Sharing rights will vary depending on the assignment and how it was shared. Take the time to show students where their folders are in Google Drive, and show them the process of “turning in” assignments. A few quick reminders will make your job much easier!



# Section 8: Getting Around

# Navigation

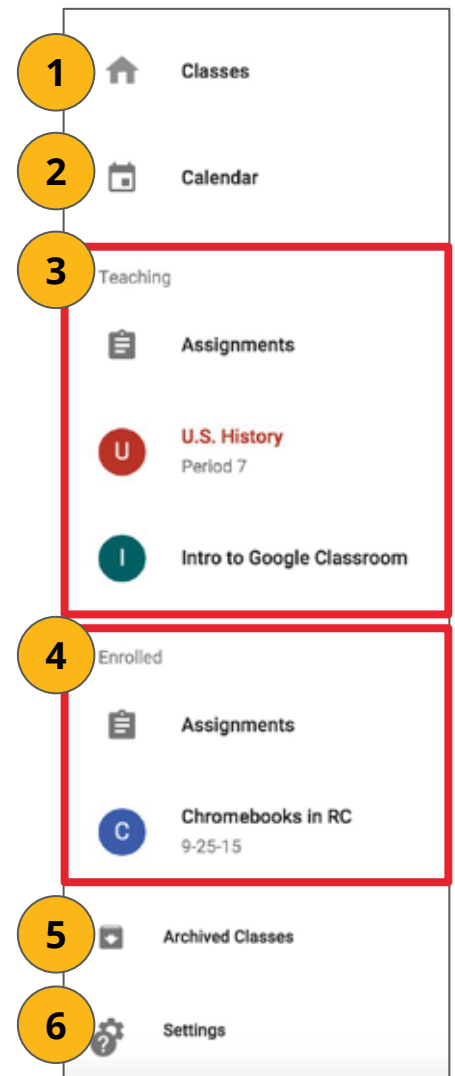
## Google Classroom Navigation:

To navigate to your Google Classroom homepage and the other classes you have created, click on the menu in the top-left of your screen (three lines). Note: this is also how your students will toggle between classes.



In this menu, you will see the following options:

- 1 Classes (Google Classroom Homepage)
- 2 Classroom Calendar
- 3 Assignments & Classes (that you are teaching)
- 4 Assignments & Classes (that you are enrolled in as a student if any)
- 5 Archived Classes
- 6 Settings

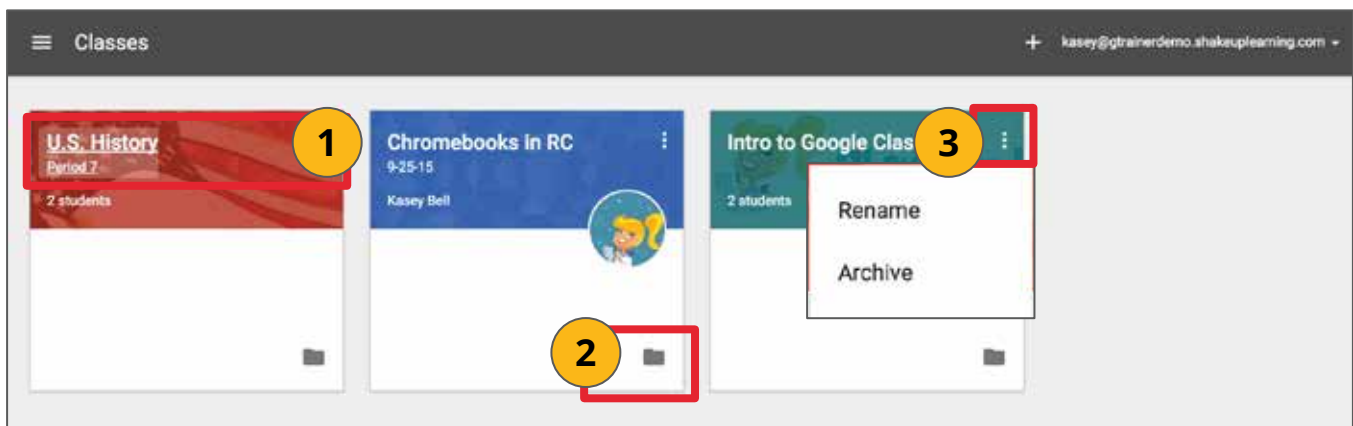


# Google Classroom Homepage

## Google Classroom Homepage:

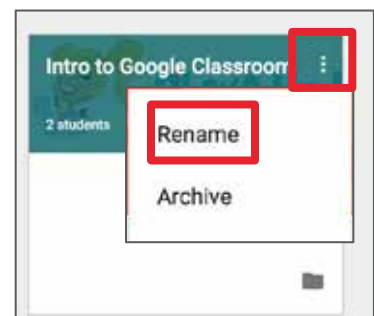
Below is an example of a Google Classroom homepage. There is a “card” for each class that you have created and for those in which you enrolled in as a student.

- 1 Click the title of the class to go directly to that class.
- 2 Click the folder icon in the bottom-right of each card to go directly to the folder for that class in Google Drive.
- 3 Click the more actions button (three dots) to:
  - **Rename the class**
  - **Archive the class** (teacher option) OR **Unenroll** (student option) (Yes, students can unenroll from your class. If they do, they will have to rejoin via class code or invitation to access the class again)



## Renaming Classes:

If you need to rename your class, you can use the more actions button (three dots) to **Rename**.



### Classroom Tip!

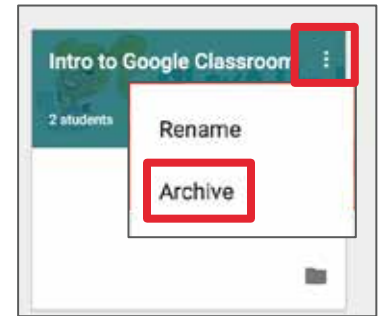
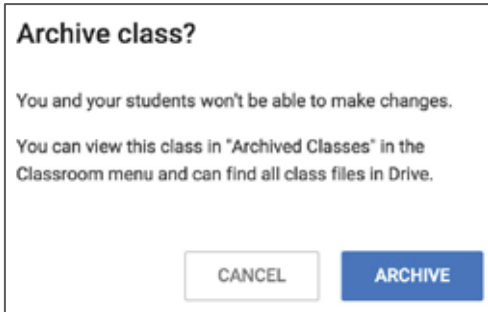
You will notice that there is no way to reorder the “cards,” on this page. The cards will be in reverse chronological order based on when each class was created or joined. Create your classes in reverse order. For instance, if you teach seven class periods, create the 7th-period class first, then 6th, then 5th and so on.

# Google Classroom Settings

## Archiving Classes:

When you no longer need a class that you have created, you can archive using the more actions button (three dots).

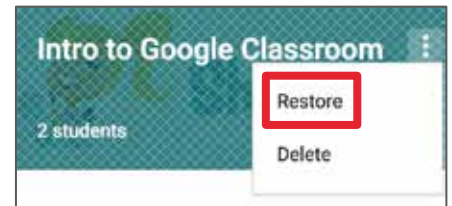
A pop-up warning will appear. Click **Archive** to confirm.



You will still be able to view your class files in your Google Drive folder, but the class will then be moved to the archived section. Students will also see it in their archived section and will be able to see the assignments for that class. .

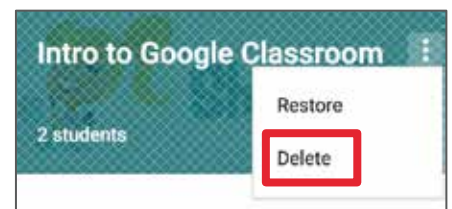
## Restoring Classes:

You can unarchive a class by visiting the **Archived Classes** section from the main menu, then click on the action menu (3 dots) and choose, "**Restore.**"



## Deleting Classes:

To delete a class completely, it must first be archived. Then go to the **Archived Classes** page, click on the more actions button (three dots) and choose delete.



## Google Classroom Global Settings:

The last option at the bottom of your main menu on the Google Classroom homepage is Settings. Here, **you and your students** can:

- Change or add a profile picture
- Go to your Google account settings
- Turn on/off email notifications

