Getting Started With Google Classroom

By Liza Zandonella - October, 2015

Open Google Classroom by clicking on the apps launcher Apps icon in the upper left corner of the screen. The app launcher will open displaying your most frequently used apps such as Gmail, Drive, Search, Docs, Sheets, YouTube and any other apps you've added to your launcher. To add Classroom, click on the **Web Store** icon in the lower right corner, type in "**Classroom**" then click **Add to Chrome**, and it will be added to your launcher.

Creating a Class

To Add (or Join) a class, click the + sign in the upper right corner of the screen and you will be prompted to select either Join class or Create class as shown to the right.
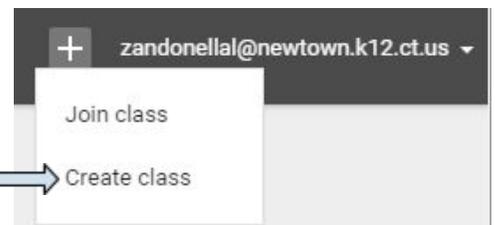
If you select **Join class**, you will have to enter the class code, or be invited by whomever created the class. Selecting **Create class** will open a window prompting you to name your Class and Section (left.) After you click **CREATE**, Classroom will add your class to your Classes page. Open a class by clicking the underlined (linked) class name. You can can easily **rename** or **archive** your your class by clicking on the three dots in the upper right corner of the icon. Classroom automatically creates a folder in your Drive for each class you create. Click the folder icon to open it and access the files within

The class header features the class name and section. **Select theme** or **Upload photo** to change the look of your header.

Stream, Students & About

Classroom organizes classes in three areas as seen in three tabs at the bottom of the header: **Stream**, **Students** and **About**. Simply click on the tab you'd like to access. The **About** page offers a place to provide a brief description of the class, quick access to the email address of the teacher(s), the **class folder** and it's contents, a calendar view of class assignments which can be added to Google Calendar. As with all Google apps, Teachers can easily add collaborators to their Classes by clicking ➡ INVITE TEACHER

Though added teachers can add assignments, get notifications when students submit work, etc., only the primary teacher (who created the class) owns the classroom folder on Drive, it's materials, class assignments, submitted work, and is able to change the file structure and / or delete the class.

From the **Student** page you can sort students by first or last name, select multiple students by checking the boxes to the left of their name, assign various **actions** such as **email**, **mute** or **remove**.

One of the really useful benefits of Google Classroom is that it offers the potential for students to post and comment on posts made by others. In the screenshot below, I've only allowed students to comment on posts, but I can change their level of access at any time.
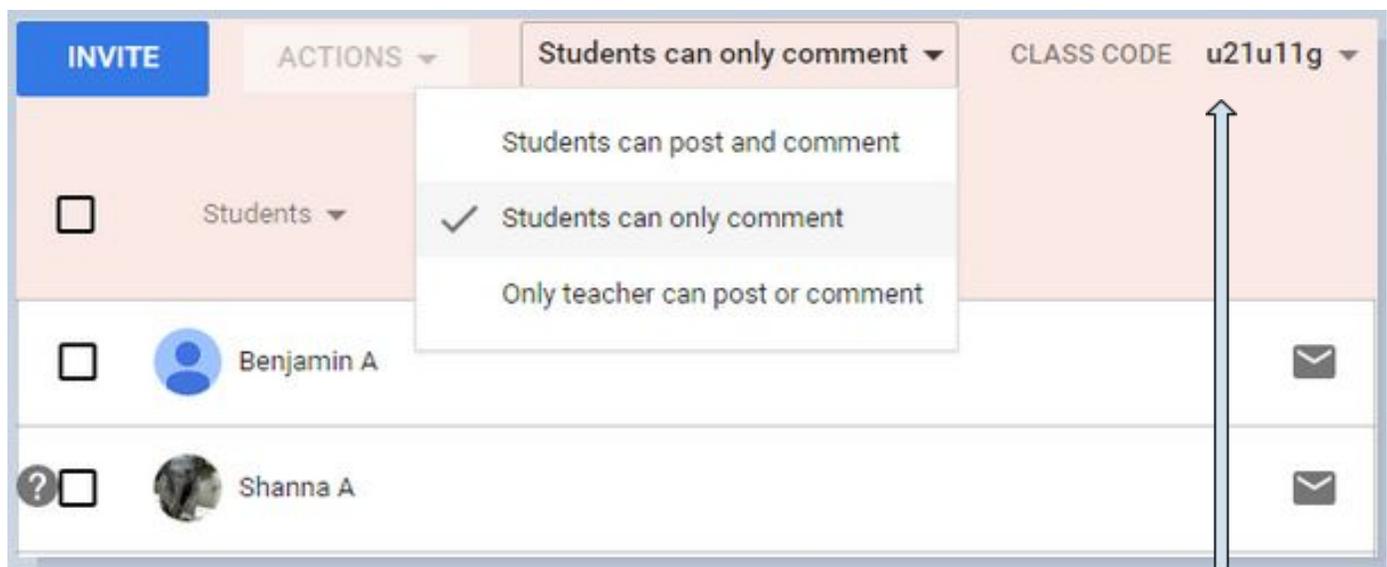
In addition to emailing invitations to specific people inviting them to join my class, I can share my **class code** with users who will be prompted to enter the code upon Joining the class.

The **Stream** page is where you will post announcements, questions and assignments. The screenshot below features an assignment, "Group Activity - Quote of the Day." If you hover your mouse over the title, the title becomes a hyperlink. When clicked by students, the link will bring them to the assignment. Similarly, any attached materials (links, videos or files) are also hyperlinked.

By clicking the three dots in the upper right hand corner, you will have the option to **Move** the particular assignment to the top of the stream, **Edit** it, or **Delete** it altogether.
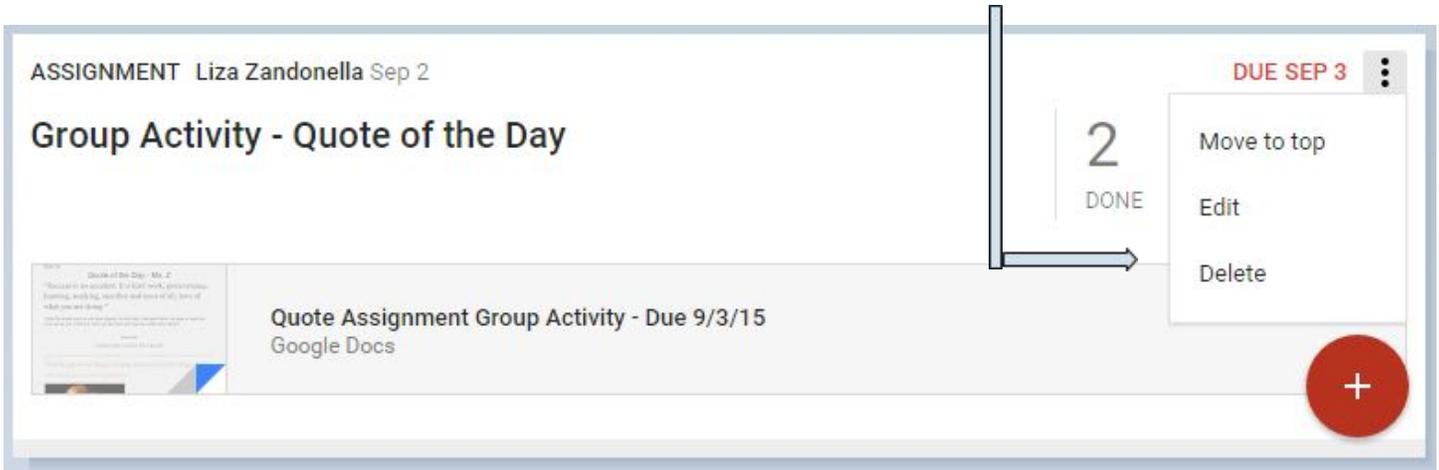

By clicking the **Add** button (plus sign with a circle) in the bottom right hand corner, a menu will appear offering the following options: **Reuse post** (for recurring assignments), **Create question** (which allows students to respond with comments), **Create assignment**, and **Create announcement.**
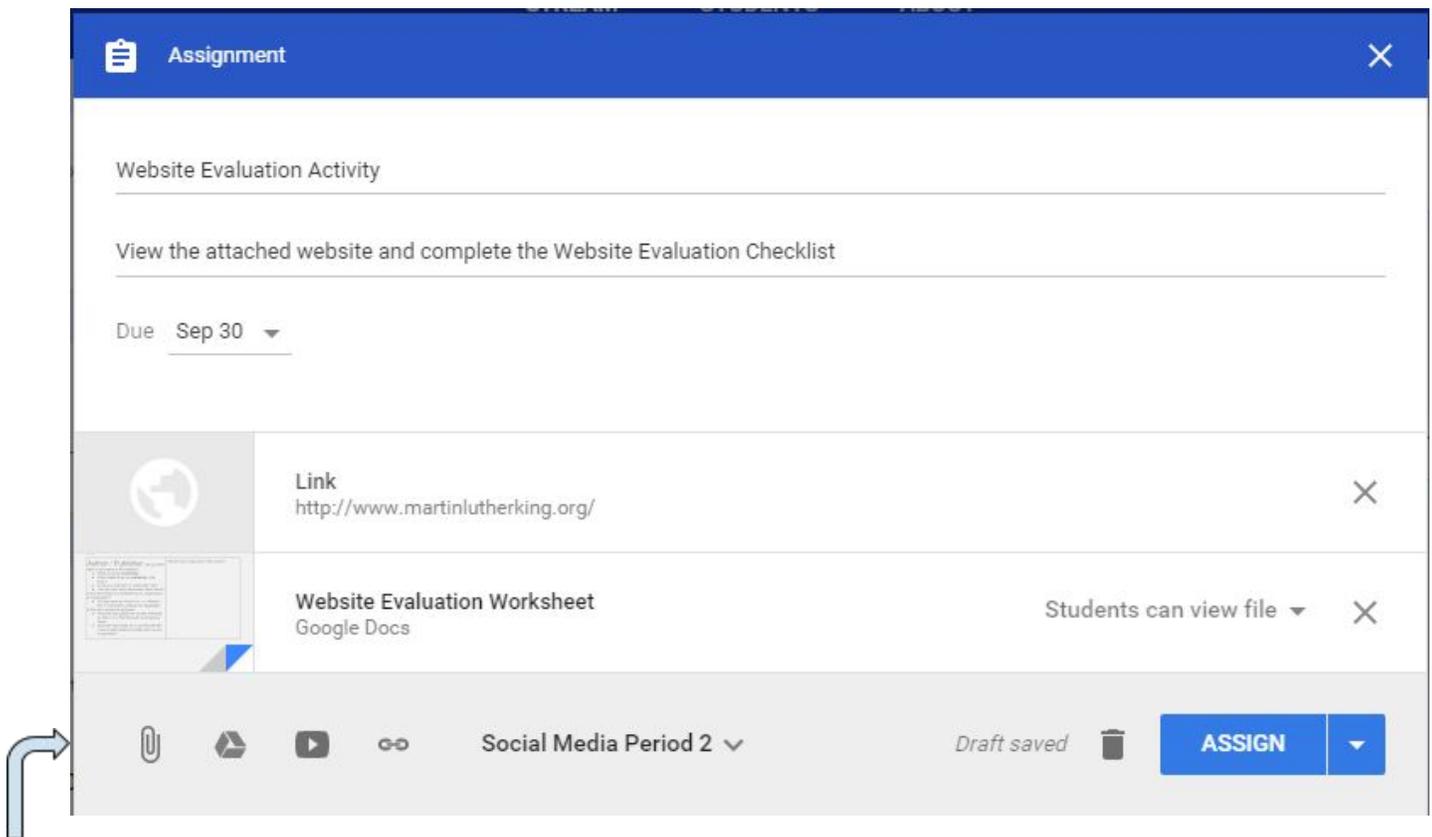

Add any **attachments**, **Drive files**, **YouTube videos** and **links** associated with the assignment that you'd like students to access as shown in the assignment above.

Classroom allows you to add the same assignment to multiple classes. In the screenshot below, I've clicked on the pulldown arrow and selected not only Social Media (as seen in the previous screenshot) but Into / Tech Lit. as well.
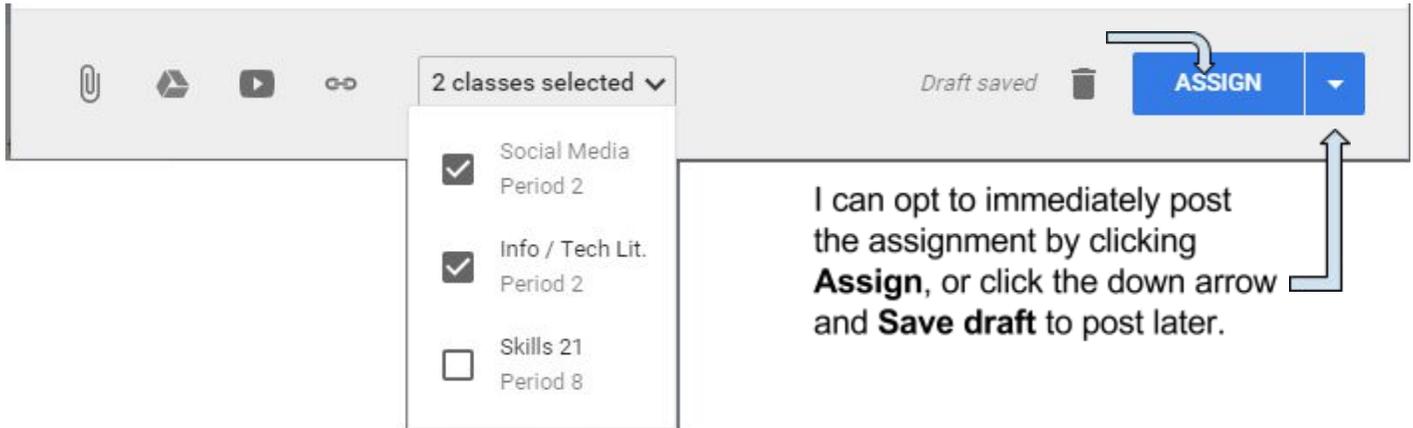
When uploading a document, Classroom defaults to **Students can view file**. If you would like all students comment collaboratively on the same document, click the down arrow and select **Students can edit file**. If you would prefer to have each student to create a unique response individually, **Make a copy for each student.**
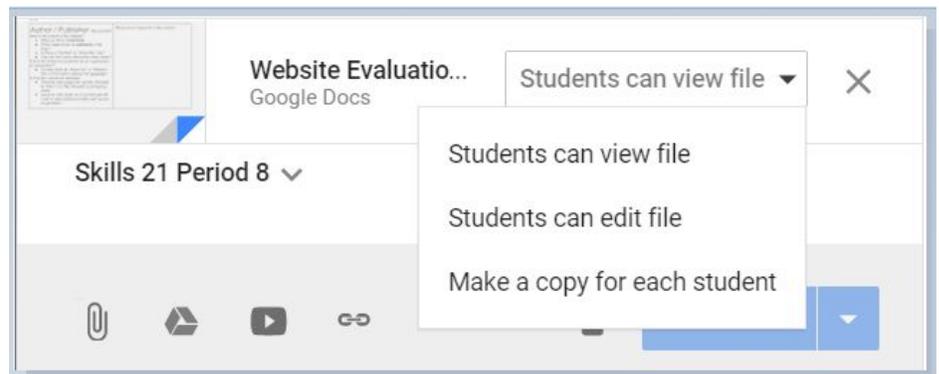
Students can now download an app that will notify them when an assignment is posted and when it is due.

Viewing Student Work

As students complete and submit an assignment it will be noted as **Done** right on the Stream page.

When the teacher clicks on the assignment title the **Student work** page opens with a list of students enrolled in the class arranged by who has **Done** the assignment and who has **Not Done** the assignment making it easy to send a quick reminder via email to the student(s) who need to complete it. Grades can also be added to the Student work page, downloaded as a batch and easily exported to most online gradebook programs.

To access a student's work, click on the icon of the doc with his or her name. Since the original assignment was created in a Google Doc and submitted in Classroom it is automatically shared giving both students and Teacher editing privileges.

Classroom Main Menu

Access Classroom's Main Menu by clicking the three lined box in the upper right hand corner of any Google Classroom page.

Classes, when clicked, will pull up a page of icons with each of the teacher's classes. **Calendar** displays due dates of all assignments.

The **Teaching** section of the menu features assignments and classes. **Assignments** lists the assignments of **All classes** by default color coding them by class. You can also click the pull down menu and select the name of the specific class you wish to view.

The **Enrolled** section lists any class you've joined and the assignments associated with those classes.

Archived Classes offers a place to "park" any classes that you may wish to create and add assignments to that you anticipate teaching in the future by don't want students to have access to yet.

Click **Settings** to change to profile picture, access your Google account settings, password and security options. You can also select / unselect **Send email notifications** when students submit assignments.

Click the question mark in any of Classroom page to access **Help**.