# Google Classroom Teacher Guide

## Log In, Settings and Navigation in Google Classroom

1. Go to Levittownschools.com homepage, under the drop down menu STAFF, click on the Google Classroom link. Enter login credentials, school email (username@levittownschools.com) and password.
   ○ **OR** Go to *classroom.google.com* and log into your school email account.
   ○ Be sure to use a Google Chrome web browser, Login with school credentials

2. Upon login all classes and students will automatically be set up for each teacher. Google Classroom auto syncs with PowerSchool.
   ○ On first login teachers will need to accept a Google Classroom for each class on their schedule.
   ○ Co-Teachers will not see classes until the lead teacher accepts the class and adds the co-teacher.

3. Navigation Symbols in Google Classroom

| ≡ | ⚙ | ⋮ | ⠿ |
|---|---|---|---|
| Menu (main) | Settings (gear) | Actions (3 dots) | Waffle Menu |

4. Click the Menu (3 lines) in the top left corner, then select **"Settings"** at the bottom of the menu to navigate to your main Google account settings.
   ○ Change profile picture
   ○ Adjust all email notifications.

5. In some instances teachers may need to create a new class for clubs, subject area or grade level teacher groups, a practice or classroom template class.
   ○ *TIP: you can create a template class for planning purposes and repost assignments and announcements from this class.*

   1. Click the plus button on the top then **"Create class."**
   2. Enter your class information then Click "Create."
      a. **Class Name:** Required
      b. Section, Subject, Room are Optional

   +
   Join class
   Create class
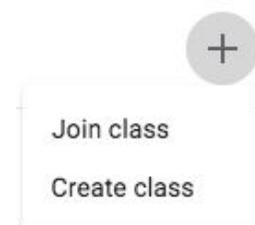
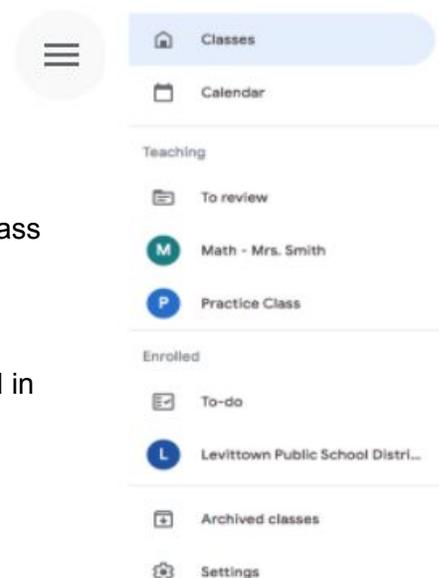# Google Classroom Homepage Navigation

1. Google Classroom Homepage Navigation:
   - Upon teacher login, each active class will have a Google Classroom.

     **1. Menu (3 lines):** Navigate to other classes, calendar, to review, archived classes & settings.

     **2. Plus Symbol:** Create or Join a class.

     **3. Waffle Menu:** Navigate to other Google apps, Calendar, Meet, Drive and more.

     **4. To-do:** View assignments for all classes you are enrolled in

     **5. To Review:** View assignments that have been turned in

     **6. Calendar:** View teacher Google Calendar

     **7. Actions (3 dots):** Options to move, edit, copy or archive your class.

     **8. Open Google Classroom Gradebook for class:** all assignments can be graded here.

     **9. Open Google Drive folder for class:** all classwork is stored here.
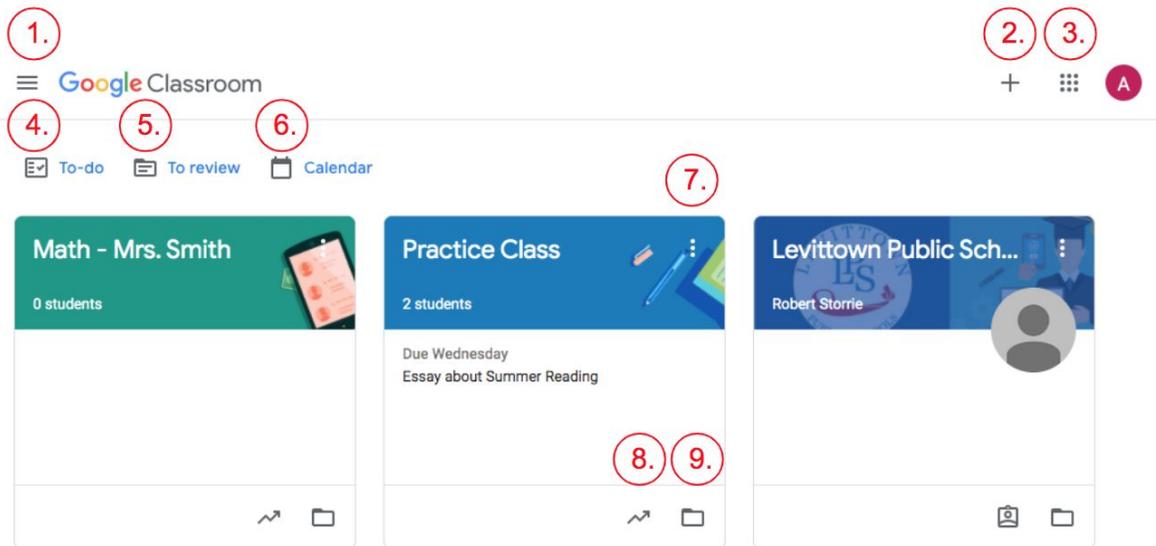


2. Main Menu (3 lines) Navigation:

   - **Classes:** Google Classroom homepage
   - **Calendar:** View teacher Google Calendar
     - i.  all assignments listed by due date, can filter by class
   - **To Review:** View assignments that have been turned in
   - **Class Names:** Click to Navigate to that class stream tab
   - **To-do:** View assignments for all classes you are enrolled in
   - **Archived classes:** View archived classes (not active)
   - **Settings:** Adjust Profile and email notification settings

3. To enter Google Classroom for each class click on the <u>Class Title</u> from the main page. The homepage, called the **"Stream"** in Google Classroom, will open.

   1. **Menu (3 lines):** Navigate to other classes, calendar, to review, and settings.
   2. **Stream Tab:** Class homepage where announcements will be posted.
   3. **Classwork Tab:** Post all assignments, materials and classwork.
   4. **People Tab:** List of all teachers and students enrolled, add co-teachers and students.
   5. **Grades Tab:** View teacher Gradebook for the class.
   6. **Settings Gear:** Adjust your class settings for this classroom only.
   7. **Waffle Menu:** Navigate to other Google apps, like Google Drive, Calendar, Meet & Slides.
   8. **Meet Link:** Use this link to start your Google Meet live sessions.
   9. **Upcoming / To-do:** View assignments that are due soon.
   10. **"Share something with your class..."** click in the box to post a message to students.
   11. **Reuse Post:** Click this button if you want to repost an announcement you previously posted.
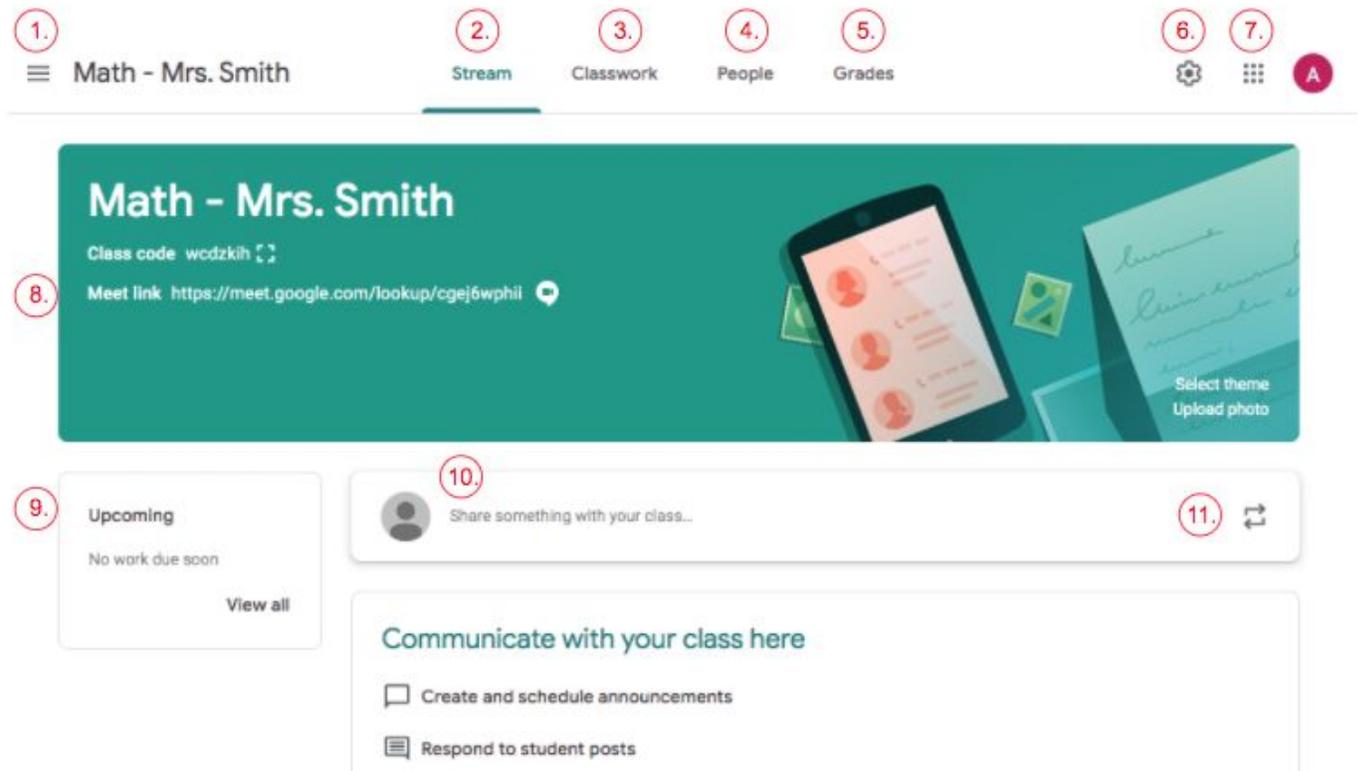


4. Go to the "People" tab to add a co-teacher or students.

   ○ **Teachers:** Click the plus person button next to "Teachers" to add a co-teacher.
   ○ **Students:** Click the plus students button next to "Students" to add your students.
      i. Start typing each name and suggested teachers/students will populate.
      ii. If students are invited manually, they will have to log in and **"Join"** the class.

   *TIP: Teachers can view a summary of all the students' work and grades for the class by clicking on the student name from the People tab. Teachers can use a screenshot to communicate with parents.*

5. Click the Settings Gear icon from the top right corner to adjust classroom Settings.
    ○ **Class Details:** Edit the class name, section, subject & room
    ○ **Class Code:** Code Enabled or Reset, Invite link, code can be given to students to join
    ○ **Stream:** Choose commenting permissions from below options
        i. "Students can post & comment"
        ii. "Students can only comment"
        iii. "Only teachers can post or comment" (this option would mute all students).
    ○ **Classwork on the stream:** Choose to "hide notifications", keep stream for announcements only
    ○ **Show deleted items:** Can toggle this on or leave it off
    ○ **Meet:** Generate Meet link for video conferencing
    ○ **Visible to Students**: Keep this toggled on for easy access to live stream sessions.
    ○ **Grading settings:** Under Overall grade calculation, keep no overall grade calculation
        i. Under show overall grade calculation to students, keep this toggled off
        ii. Grade categories, no input needed
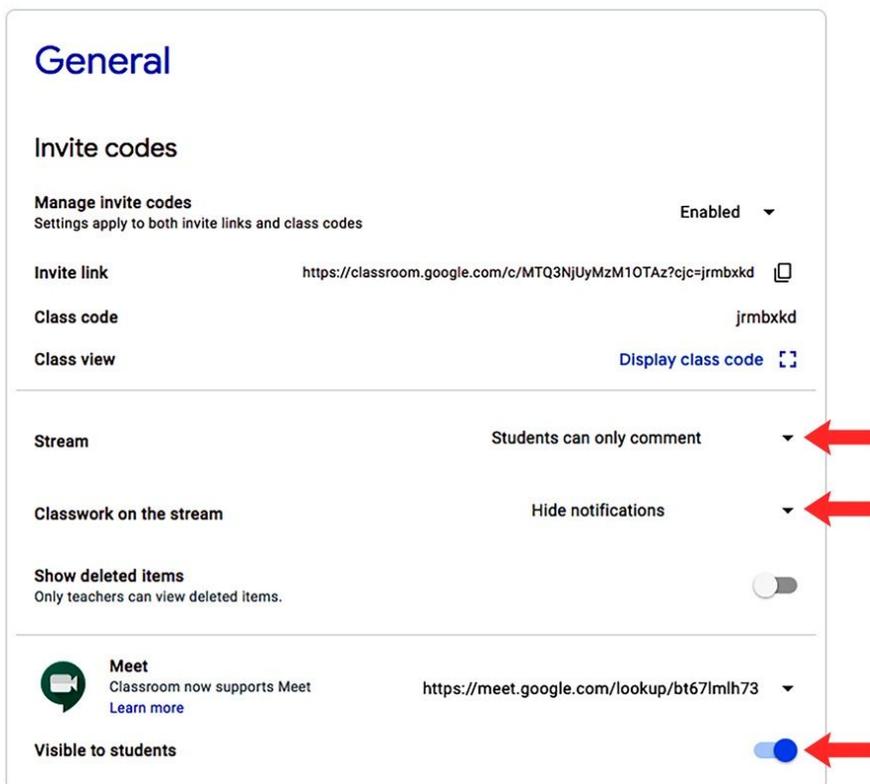


    ○ Click **"SAVE"** when finished editing. Note: You will have to change the settings for each class.


6. To change the classroom banner (image) Click **"Select theme"** or **"Upload photo"** on the bottom right of the class homepage header.



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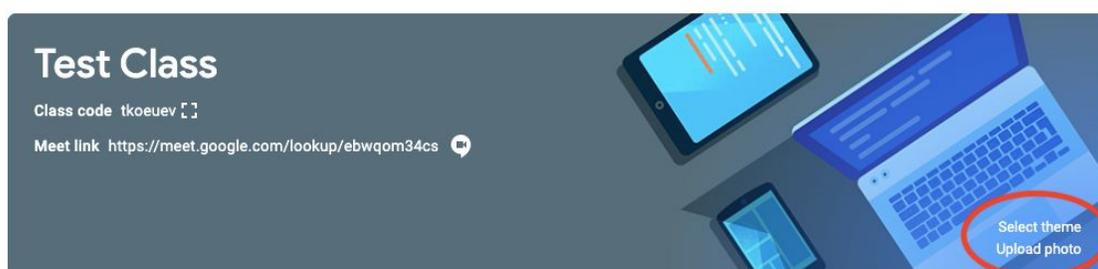
# Post Announcement to Stream

1. From the Stream tab, click in the box **"Share something with your class,"**
   ○ A popup box will appear to type the announcement in
2. Choose which classes from the drop down menu or under all students, select student groups.
3. Click **"Post"** to publish immediately, use the drop down menu to **"Schedule"** or **"Save Draft."**
   ○ Students will get an email notification for all announcements and postings

# Classwork Tab Navigation

1. **Create:** From the **+** **"Create"** button teachers can post the following items:
   ○ **Assignment:** Assign work to students (e.g. do now, worksheets, essay, presentations to do.)
   ○ **Quiz assignment:** Assign a quiz with Google Forms.
   ○ **Question:** Ask a discussion question, multiple choice or short-answer.
   ○ **Material:** Post material for students to view, notes to refer back to.
   ○ **Reuse post:** Reuse a previously created post from classes, including Archived classes.
   ○ **Topic:** Add a Topic heading to organize materials & assignments on the classwork tab.

2. **Meet:** Start a Google Meet live session for the class.
3. **Google Calendar:** View the Google Calendar for your class, shows all due dates for assignments.
4. **Class Drive folder:** View the class Google Drive folder.
   ○ This folder, called "CLASSROOMS," gets automatically organized by class and assignment.
   ○ *TIP: Do not delete this folder!*
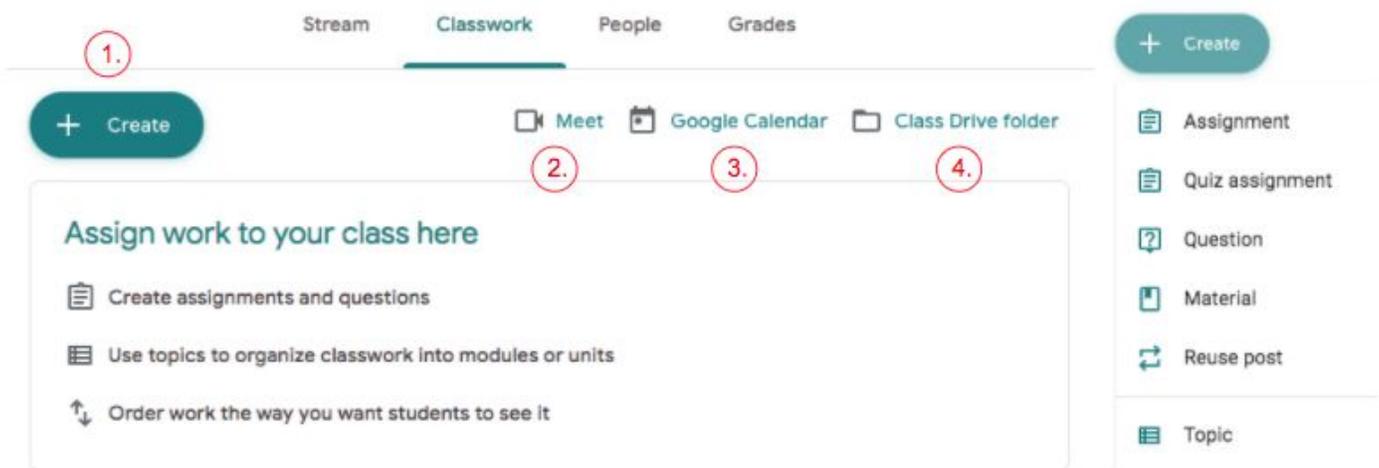
# Classwork Tab Organization

1. Organize your classwork tab by creating **"Topics"** (headings)
   - On the Classwork tab teachers can create topic headings to keep all posts organized and easy to find. Teachers can organize topics by week #, unit, chapter, assignment type, categories, dates and more. ***(See examples below.)***
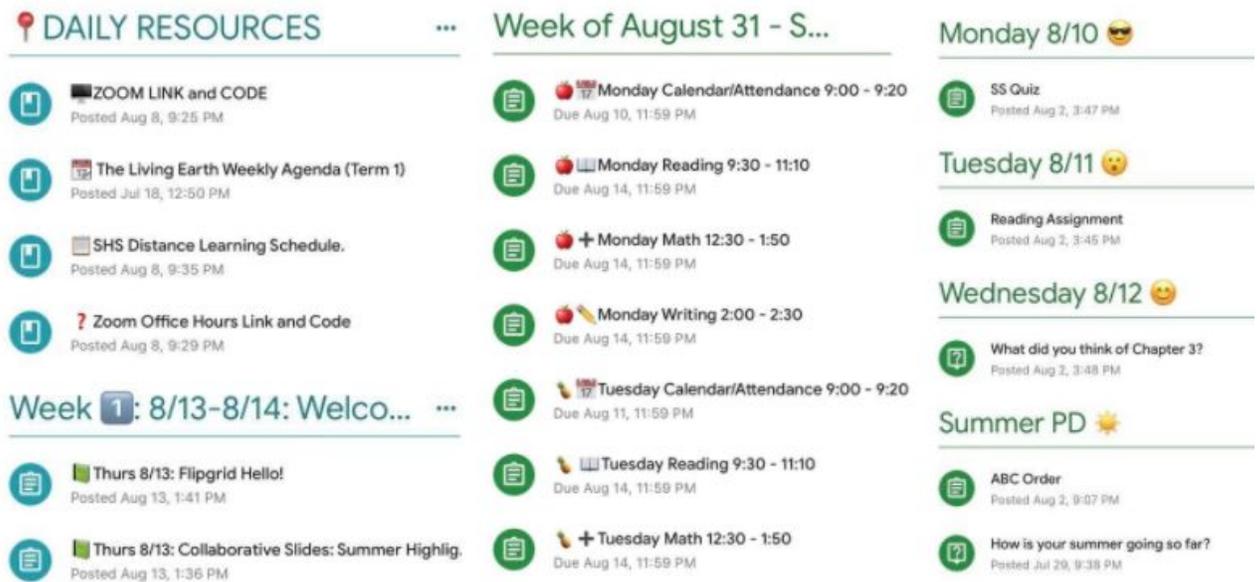


   - Reorder your Topics & Assignments by clicking the title & dragging it to move them up or down. 3 dots (actions) has options for moving, renaming, deleting or copying the link for each topic.
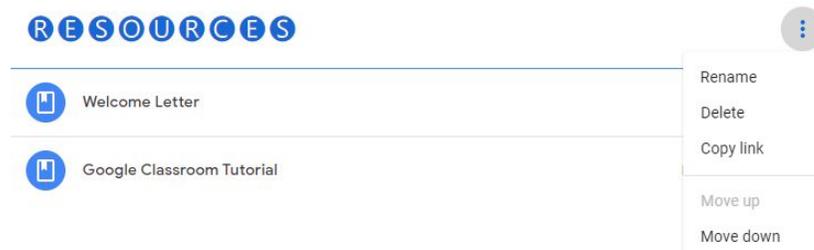


   - *TIP: Add the emoji keyboard extension to add symbols to topic and assignment titles to make them visual, you can also use coolfonts.org to copy and paste the title in a different font.*

   - *TIP: Teachers can create a Resources topic at the top of the classwork page for important classroom materials and links for easy access for students.*

   - Filter classwork topics on the left side under **"All Topics"**
     - to see all posts for a topic click the topic name from the list on the left.

# Create an Assignment

1. **+ Create:** From the Classwork tab, click on the **"Create"** button, and select **"Assignment."**
2. **Title:** Give the assignment a title.
   ○ Use dates, numbers, or emojis to help organize the classroom assignments.
   ○ *TIP: Many teachers use the week # and the assignment number (e.g. 1.1, 1.2). This allows students to know what order to complete the assignments under the topic heading. Using numbers helps you organize your assignments both within the classroom and the automatic organization in Google Drive, since it is alphabetical.*

3. **Instructions:** Add instructions for the assignment.
4. **Add:** Option to add a file from Google Drive, upload a file from a device, add a link or YouTube video.
   ○ Teachers can add multiple files to an assignment.
   ○ Note: If posting a Google Form self-grading quiz no other items can be posted with it.
5. **Create:** Create a new Google Doc, Slides, Sheet, Drawing or Forms.
6. **For**: Select the class(es) or individual students you would like to assign to.
   ○ use the **"all students"** drop down menu on the right to assign differentiated assignments
   ○ Note: that you can only assign to multiple classes at once if you are assigning the work immediately. If you are scheduling it, you will have to assign one class at a time
   ○ *TIP: you can "Reuse Post" from the first class to make this easier.*
7. **Points:** Adjust how many points the assignment is worth or select ungraded.
8. **Due:** Set the assignment's due date and time.
9. **Topic:** Choose which topic (week, unit/module, subject, etc.) the assignment belongs under.
10. **Rubric:** Including a rubric is optional.

- Options for file attachments being added to the assignment. Once you add a file, it will display below the assignment description.
    - Use the drop down menu on the right side of the attachment to change the settings
    - **"Students can view file"** view only permissions for students.
    - **"Students can edit file"** students can edit the file attachments
    - **"Make a copy for each student"** this will make an individual copy of the file for each student to work on allowing the student to turn it in to the teacher upon completion.

- When you are finished creating your assignment, click **"Assign"**
    - Choose **"Assign"** to publish to students immediately
    - Choose **"Schedule"** for a future day/time
    - Choose **"Save draft"** to come back to it later
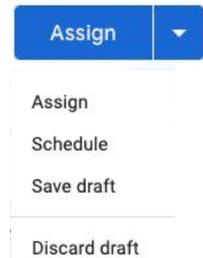
    *TIP:* *Once the assignment is posted, you cannot change it to be scheduled at a later date. Instead Reuse the post, schedule it for future date then delete the original post.*

- Assignment details can be found by click on the title of an assignment:
    - Date posted
    - Due date
    - # of students assigned to
    - # of students turned in
    - 3 dots (actions):
      Edit, Delete, Copy link
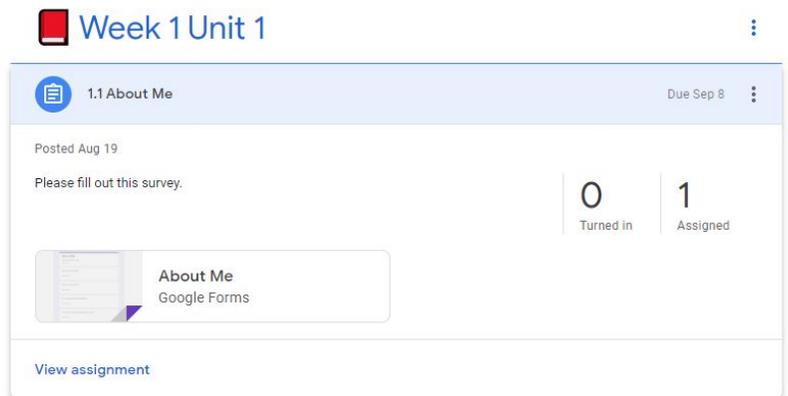
# Create a Question Assignment

1. From the Classwork tab, click on the **"Create"** button, and select **"Question."**
2. Enter the question with instructions.
    - Choose a short answer or multiple-choice question from the drop down.
    - Note: There is no character limit for short-answer questions.
    - For multiple-choice questions, click Option 1 and enter the first answer option. Click Add option 2, continue for each answer choice, no limit. To delete an option, click the X to remove.
3. Choose to allow students to reply to each other, and if students can edit answers.
    - Check or uncheck the boxes before posting.
4. Select **"Ask"** to post the question for your students, or choose to "Schedule" or "Save draft."

# Create a Quiz Assignment

1. From the Classwork tab, click on the **"Create"** button, and select **"Quiz assignment."**
   - Classroom creates a blank quiz using a Google Form and attaches it.
2. Click on the **"Blank Quiz"** attachment to edit the quiz & add questions before you assign.
3. Toggle the grade importing on to have the quiz graded & added to Google Classroom gradebook.
4. Select **"Assign"** to post immediately to students, or choose to "Schedule" or "Save draft."

# Add Class Materials

1. Post classroom materials in the classwork tab (e.g. syllabus, classroom rules, tutorials, topic related reading, pdf's or classroom notes.)
2. From the Classwork tab, click on the **"Create"** button, and select **"Materials."**
   - Add a title and description of the materials.
   - Attach files, video clips, or presentations.
   - Choose which class(es) or students, and which topic to post under.
3. Select **"Post"** to publish immediately to students, or choose to "Schedule" or "Save draft."

# Reuse Post

1. Teachers can reuse an announcement, assignment or question from any class or an archived class.
2. From the Classwork tab, click on the **"Create"** button, and select **"Reuse Post."**
3. Pop up window will appear to choose the class you wish to reuse the assignment from then choose the assignment name you wish to reuse
4. Check **"Create new copies of all attachments"** so that all the attached documents will appear in the new class drive folder.
5. Click "REUSE" and the teacher will be able to modify all settings for the assignment before publishing.
   - Modify any changes needed, change due dates, instructions, titles, topics etc.
6. Select **"Assign"** to post the question immediately to students, or choose to "schedule" or "save as draft."

# Student View of Assignments

1. **Stream:** Students' Stream will look just like the teachers classroom Stream.

2. **Classwork:** The student classwork tab will look similar except for an added button for **"View your work"** students can go to see assignments they have submitted and their grades. No grades tab for students.
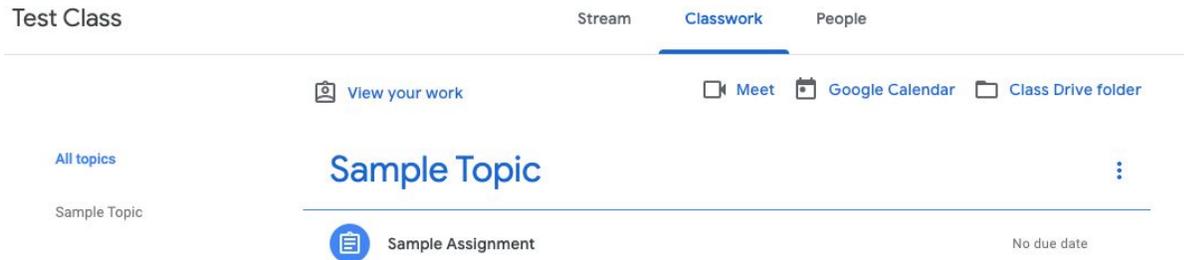


3. **Assignments:** When students open an assignment, they will see the instructions and linked work below the title and teacher name. All-class comments will be below. They will see the point value in the middle, then their work on the right side. Students can send private comments to the teacher below their work.

4. If you chose **"Make a copy for each student,"** students will see the assignment file attached under **"Your work."**
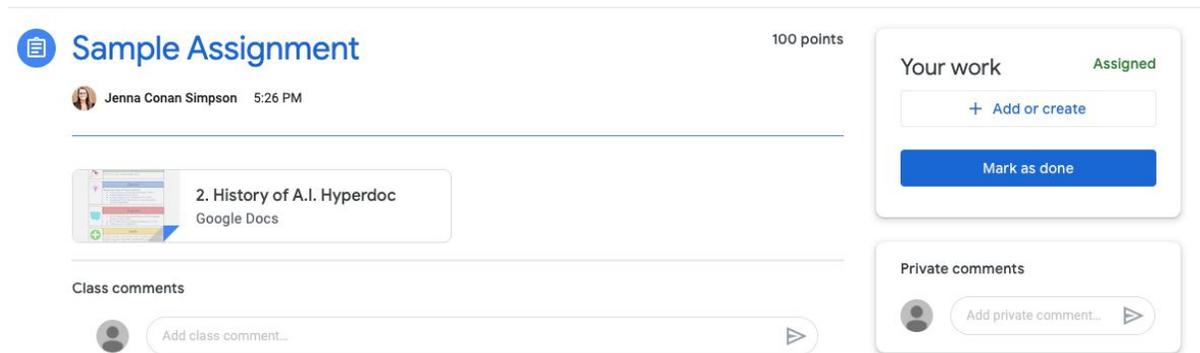


5. When students click **"Add or create"** work, they will have the option to:
    - upload a file from their Google Drive
    - upload a file from their computer
    - post a link
    - or create a new Google Doc, Slides, Sheet or Drawing

6. When students finish, they need to click either:
    - **"Mark as Done"** for view only or assignments completed not within the google platform. (E.g. videos, IXL, workbook pages)
    - **"Turn In"** for all attachments within google classroom (e.g. essay in google docs, or google slides presentation)
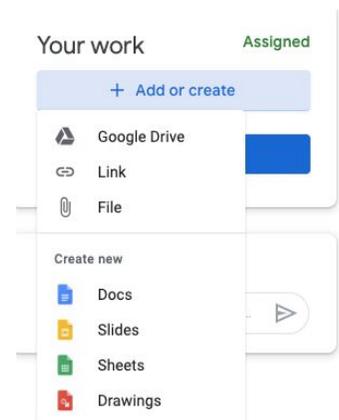
# Grading and Student Feedback

1. Teachers can grade classroom work from 3 areas in Google Classroom.
   - Student work page
   - Grading tool
   - Grades tab

2. From the Classwork tab, click on any assignment and click **"View Assignment"**.  This will open the **"Student Work"** tab.

3. You will now see the grading overview page.
   1. Navigate between the assignment Instructions and Student Work tabs.
   2. Select all or certain students to return assignments ("Return" or "email" button).
      - *TIP: This is helpful to email all students who haven't completed an assignment.*
   3. Sort the students listed by their assignment status, last name or first name.
      - *TIP: You can sort by missing work and send a BCC email reminder to that group.*
   4. Enter a grade for a particular student. Then, click the 3 dots to return it to that student.
   5. Change the number of points an assignment is worth.
      - *TIP: You can also click the small arrow and change the assignment to "Ungraded."*
   6. See how many students have turned in the assignment and how many it is still assigned to.
   7. See a thumbnail of each student's submission and the status of their assignment.
   8. Click the settings gear to copy the grades into Google Sheets or download a CSV file.
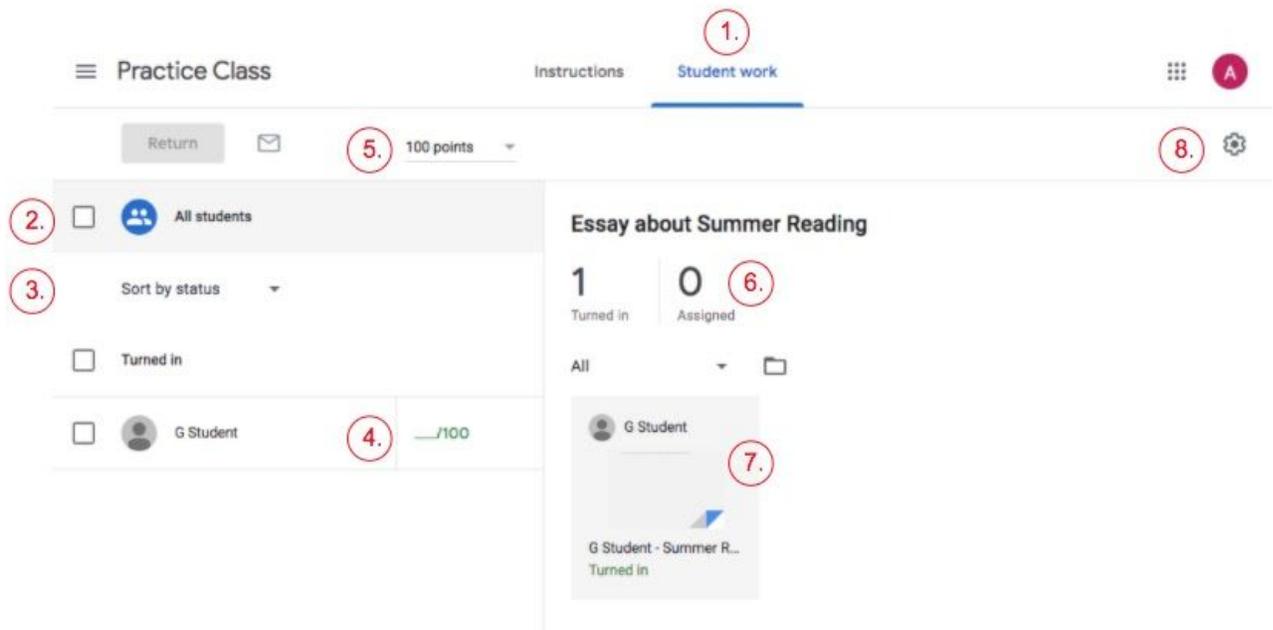
4. Click on a student's assignment itself to view the grading tool for that student's assignment.
    1. Teachers can navigate to the next student's work:
        ○ use the down arrow next to turned in
        ○ use the two arrows to the right of the box to move forward and backward
    2. Add a comment for the student directly on the page.
    3. Navigate between Grading view and Comment Bank view.
        ○ Comment Bank is where you can create frequently used comments to easily reuse
    4. See the assignment history (when it was assigned, turned in, returned, etc.).
    5. Open the assignment in a new window
        ○ *TIP: On the Google Classroom app, you can annotate on assignments in the app.*
    6. Enter a grade for the assignment. Click the 3 dots to change the total point value.
    7. Add a private comment to the student.
    8. Return the assignment to the student. You must return the assignment for the student to be able to edit it and make corrections.
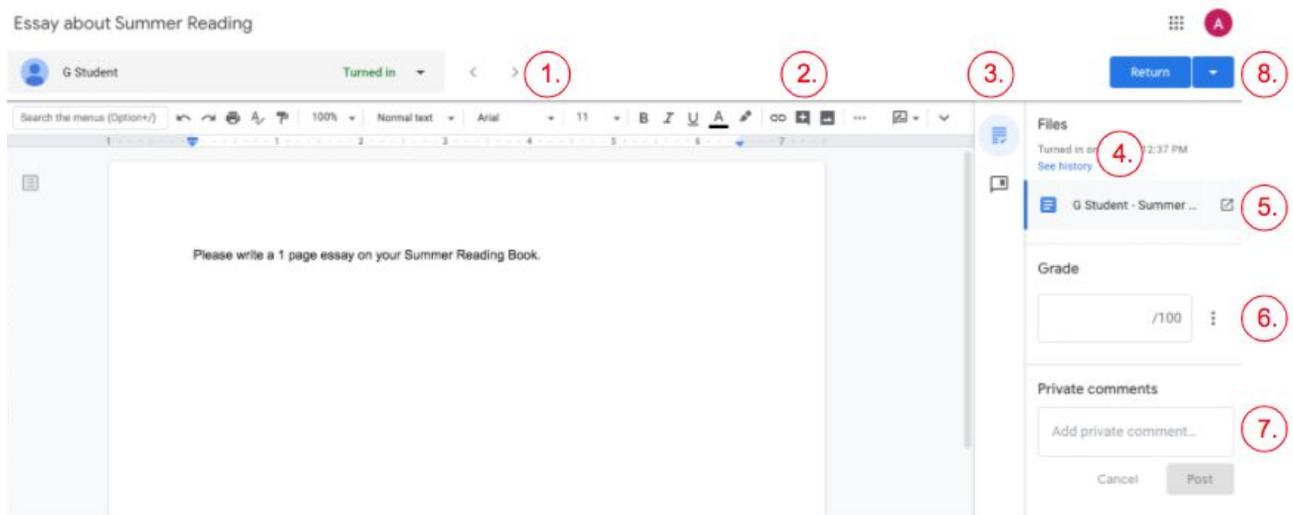


5. Click the **"Grades"** tab to view all assignment grades, class averages & missing assignments.
    ○ Teachers can enter grades, view submissions, and return work for any individual student here.
    ○ Green means the work is turned in, red means it is missing, & black means returned to the student.
    ○ Click the 3 dots (menu) at the top next to the assignment name:
        ■ to edit the assignment, delete the assignment or return all.

# Comment Bank

1. Teachers can create a comment bank for frequently used comments for student work.
2. From the grading tool on an assignment, click on the comment bank icon.
3. Click **"Add to bank."**
4. Enter the comment and click **"Add."**
   - ○ _TIP:_ _Enter multiple comments at once in the popup window by just having each one on its own line._
   - ○ _TIP:_ _When adding comment use # and all the comments appear for you to select from._
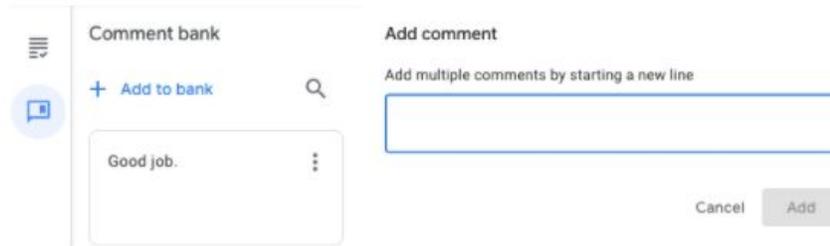


# Archiving Classes

1. A teacher can archive a class in Google Classroom from the Google Classroom homepage.
   - ○ Click on the 3 dots and choose **"Archive."**
2. You have to confirm the archive in the pop up window that appears.
3. The class will still be visible under the Archived classes
   - ○ Find archived class from the Menu in the top left corner
   - ○ In order to Restore you must go to the archived class section
   - ○ Click the 3 dots menu and click **"Restore"**
4. To delete a class completely you must first Archive the class, go to the archive class section
   - ○ Click the 3 dots menu and click **"Delete."**
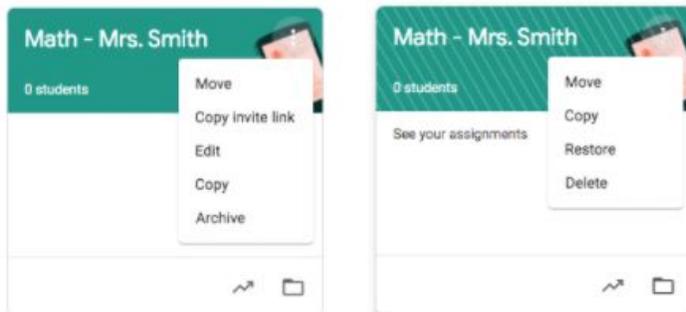
# Communication in Google Classroom

1. Student Commenting: in settings the teacher can choose to allow students to make class comments which are viewed by all, or the teacher can choose to shut off class commenting for all.

2. Students also have the option for private comments to the teacher within the assignment.
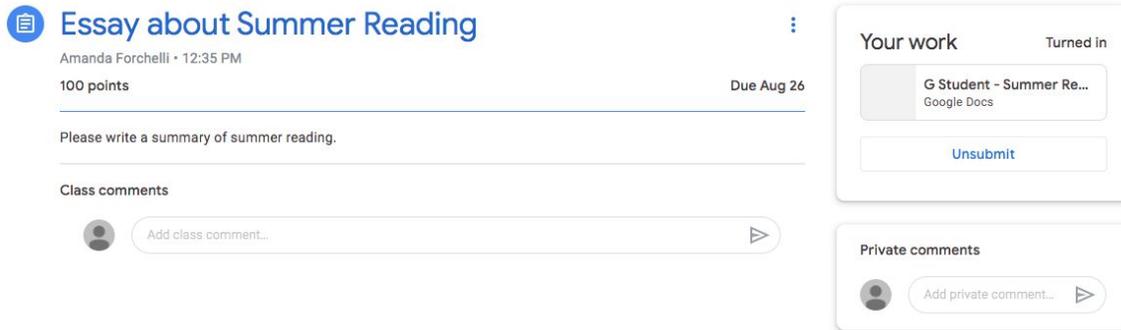


3. When a student comments the teacher has the ability to delete the comment or mute the student entirely.
   ○ To do this click on the 3 dots menu on the comment, choose either delete or mute student.

4. Students will automatically get email notifications every time the teacher posts an announcement, assignment or question. To receive email notifications the student must have the notifications turned on in the settings of Google Classroom.

5. To email students directly, teachers can go to the **"People"** tab
   ○ Click the check mark at the top under **"Students"**
   ○ Click **"Actions"** and then **"Email"** to email **all students**.
   ○ Teachers can also just select a group of students to email.
   ○ Click the 3 dots to the right of the student name to email individual.
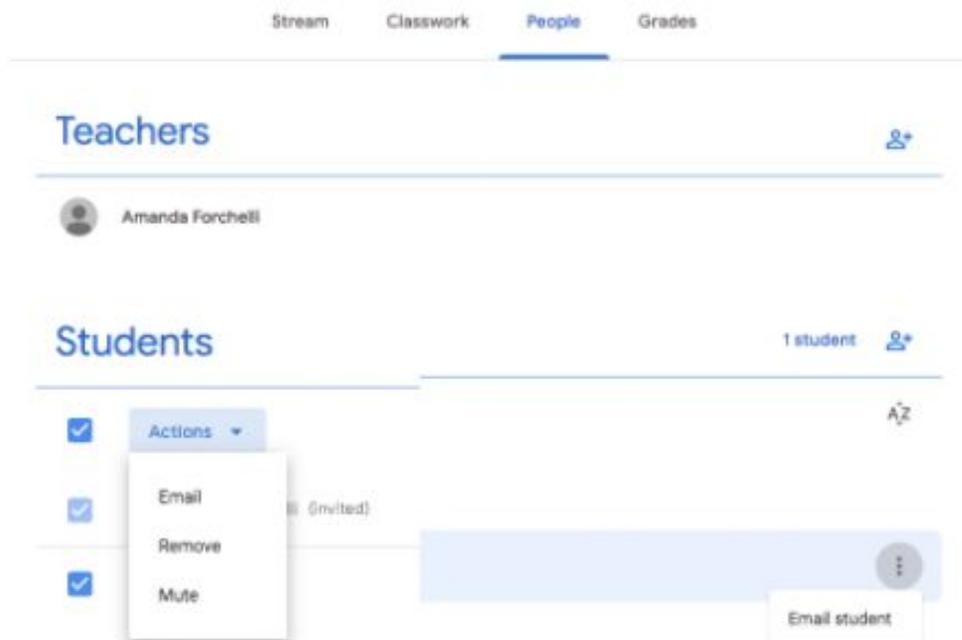
# Google Calendar

1. To access the Google Calendar go to the Menu (three lines) in the top left corner.
2. Click on Calendar
   - if you want to access a specific class calendar you can click on it from the classwork page
3. Inside the calendar are all class assignment due dates, each assignment is automatically added.
4. Use the filter drop down menu to select show all or 1 class at a time.
5. Student and teachers can also view an assignment straight from the calendar
6. If you need to add an event to the calendar the teacher can manually add it in the calendar page.
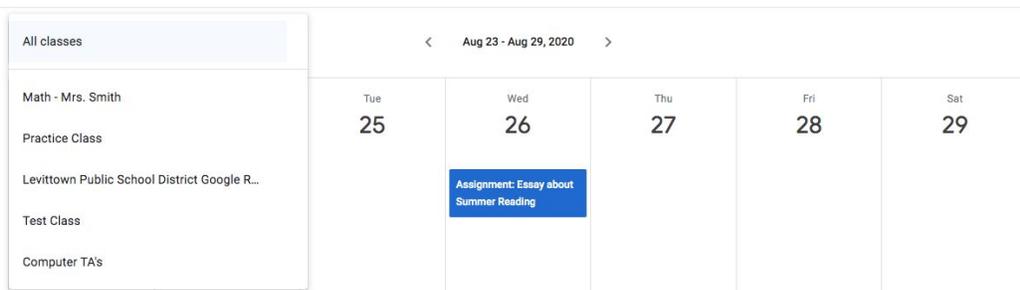


# Google Drive Classroom Folders

Google Classroom automatically creates a class folder for each of your classes.

1. Google Classroom organizes all the class folders in a 1 folder on your drive labeled "CLASSROOMS."

2. Inside the "CLASSROOMS" folder is a folder for each class labeled by the title of the class) all students and documents for assignments are stored here. DO NOT DELETE!

3. Each assignment will have its own folder inside the classroom folder.

4. Inside the classroom folder is also a templates folder for any templates that the teacher has shared with students in their assignments.

   _TIP:_ _**Do not touch or move these folders!**_