

Google Classroom Teacher Guide

Log In, Settings and Navigation in Google Classroom

- Go to Levittownschoools.com homepage, under the drop down menu STAFF, click on the Google Classroom link. Enter login credentials, school email (username@levittownschoools.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
- 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)



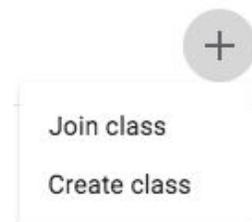
Actions
(3 dots)



Waffle
Menu

- 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.
- 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.*

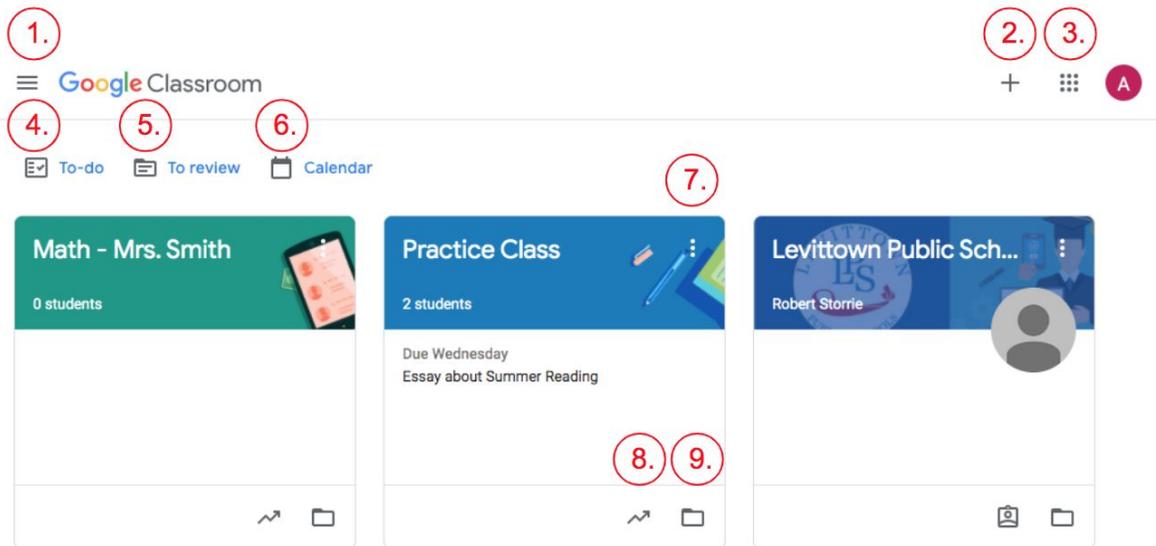
- Click the plus button on the top then **“Create class.”**
- Enter your class information then Click “Create.”
 - Class Name:** Required
 - Section, Subject, Room are Optional



Google Classroom Homepage Navigation

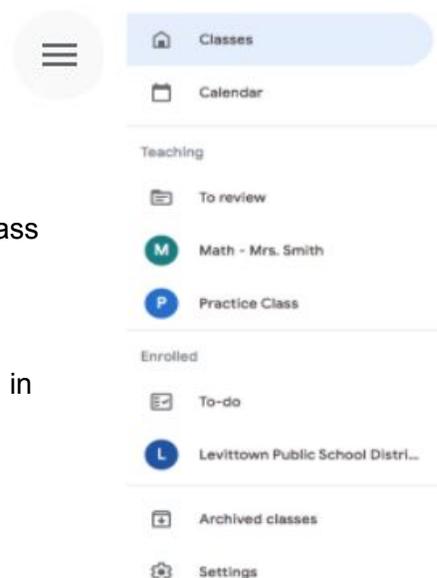
1. Google Classroom Homepage Navigation:

- 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.



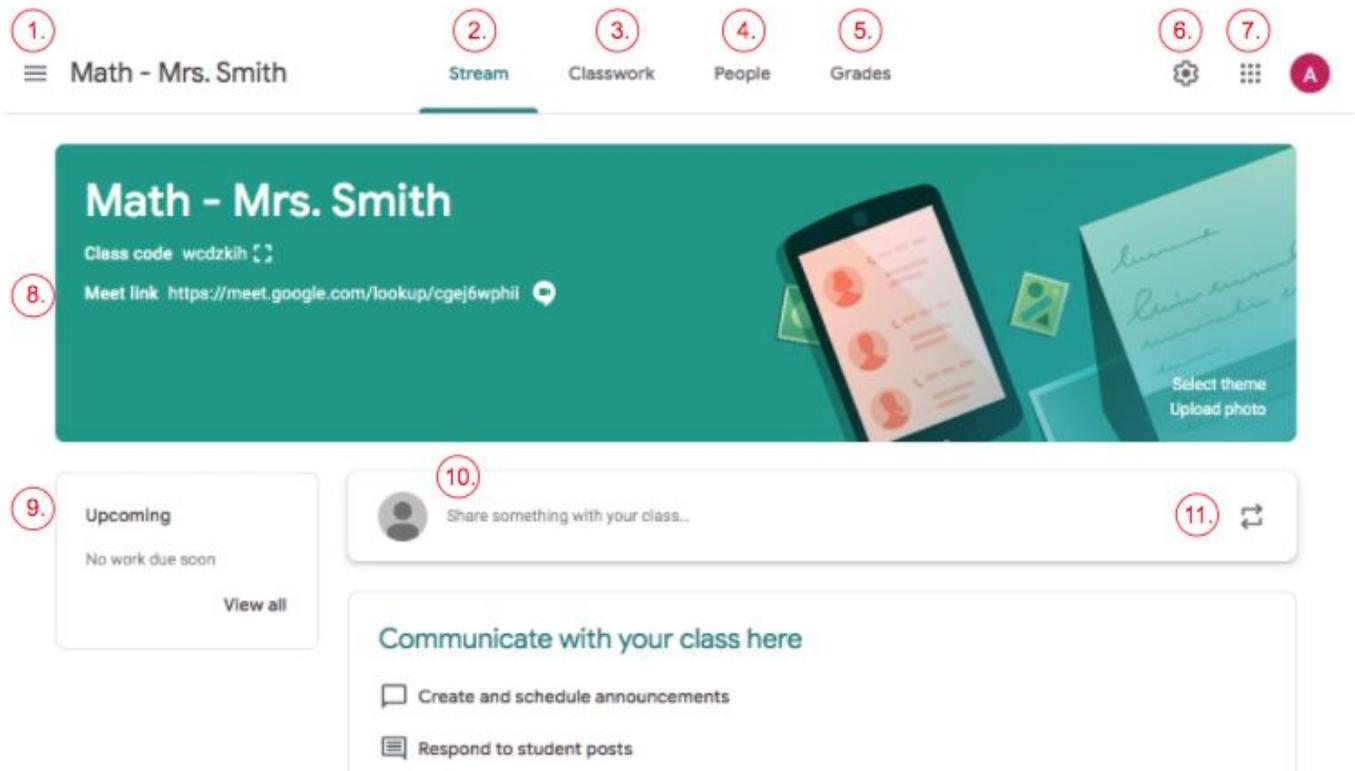
2. Main Menu (3 lines) Navigation:

- **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 Class Title 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.



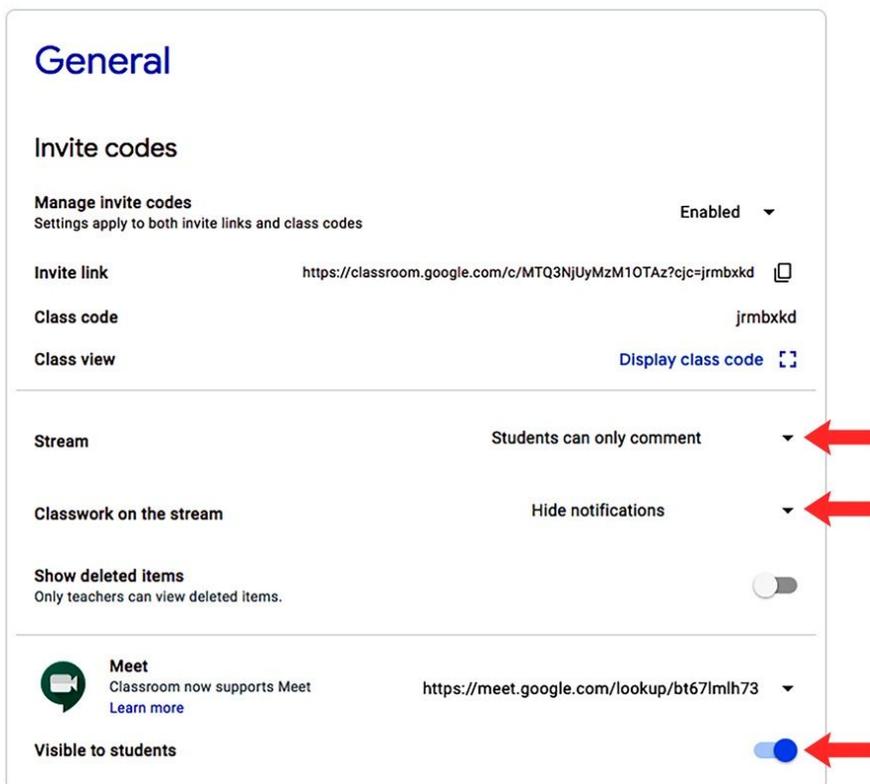
4. Go to the “People” tab to add a co-teacher or students.



- o **Teachers:** Click the plus person button next to “Teachers” to add a co-teacher.
- o **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.

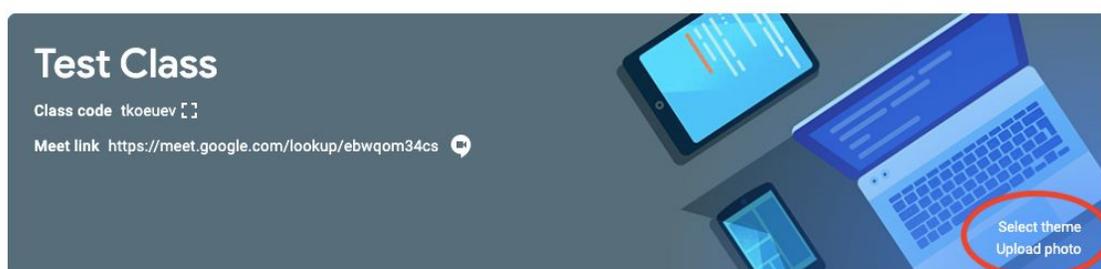
***TIP:** Teachers can view a summary of all the students' work and grades for the class by clicking on the student name from the People tab. Teachers can use a screenshot to communicate with parents.*

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.



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
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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!*

