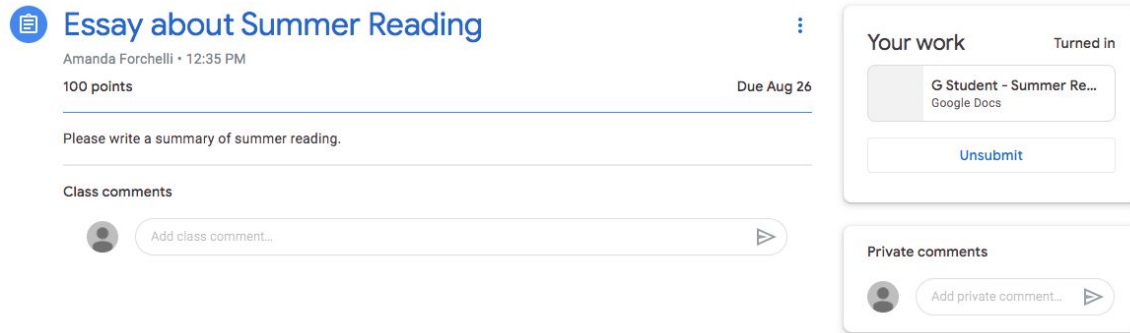


Communication in Google Classroom

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.
 - o 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
 - o Click the check mark at the top under “**Students**”
 - o Click “**Actions**” and then “**Email**” to email all students.
 - o Teachers can also just select a group of students to email.
 - o Click the 3 dots to the right of the student name to email individual.

