

Google Classroom

Presented by
Brenda Lemon

District Librarian
USD 473 Chapman School
District
Chapman Kansas



<http://sites.chapmanirish.net/chslibrary/teacher-resources>

Who is eligible for Classroom?

Classroom is available to all schools that have Google Apps for Education.

How does Classroom relate to Google Apps for Education?

Classroom is a new product in the suite of tools called Google Apps for Education. Classroom gives teachers and professors a simple way to create, collect, grade, and return assignments paperlessly using Google Apps. Teachers and students can access Docs, Sheets, Slides, and other Google Apps for Education tools directly from Classroom.

Can I still use Classroom if Drive is disabled on my domain?

Classroom weaves together Google Docs, Drive, and Gmail to help teachers create and collect assignments paperlessly. If your IT administrator disables the Google Drive service, this will disable all the components of the service, including Google Docs, Sheets, and Slides, which means you will be unable to attach these materials in Classroom. You can still use Classroom; however, the feature set will be much more limited.

Do I need Gmail to use Classroom?

You do not need to have Gmail enabled for your Google Apps for Education account to use Classroom; however, if you don't have Gmail enabled, you will not receive email notifications.

Note that if you have your own mail server set up and receive Google Drive notifications, you will also receive Classroom notifications.

“Students” to use to play around with Google Classroom



Elementary: Chappy

username: chappy@chapmanirish.net

password: 473green

Middle School: Chappy Middleschool

username: chappymiddleschool@chapmanirish.net

password: 473green

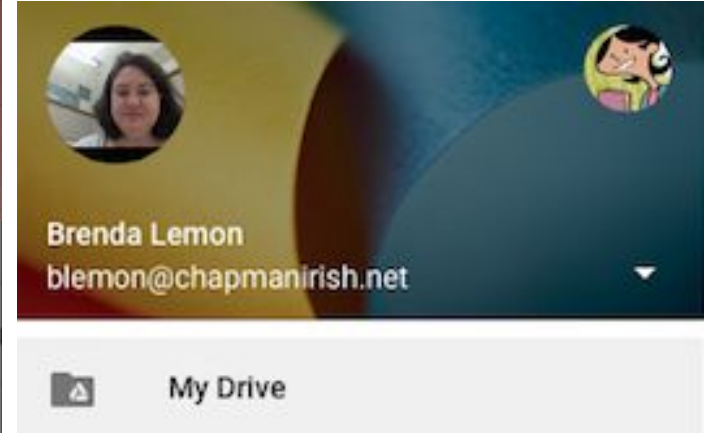
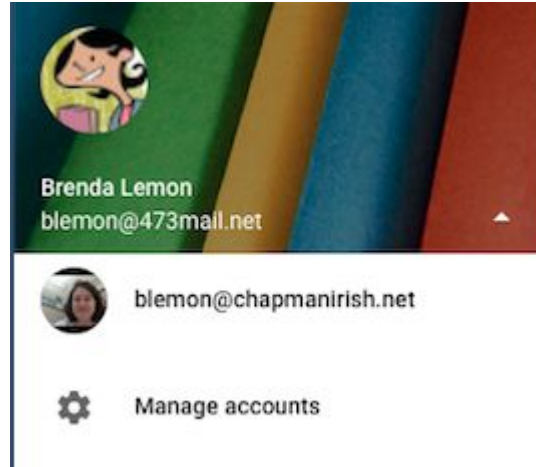
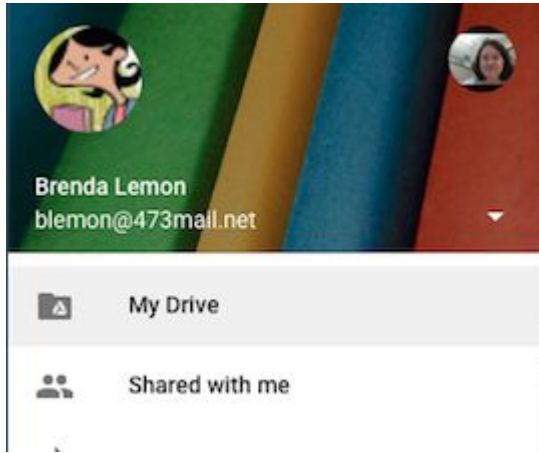
High School: Chappy Highschool

username: chappyhighschool@chapmanirish.net

password: 473green



2 minute video overview.



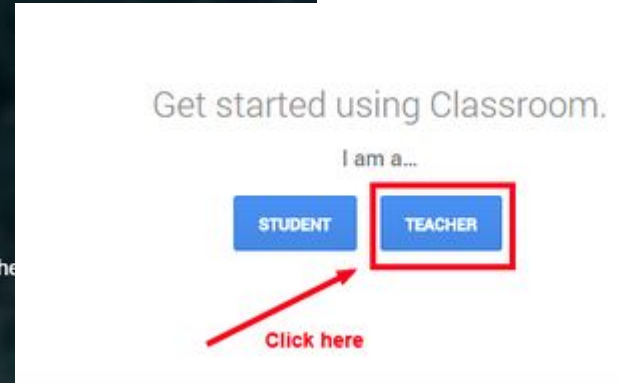
On an iPad, it is very easy to switch between accounts. Simply click on the name and select which account you want to use as long as you don't logout.

*students can add a passcode protection to their account.

Get started...



calendar.google.com



Teacher View: Laptop

How to add a class

1. Click on the + symbol.

2. Select Create class

Join class
Create class

HINT: creating a class will add a folder the Google Drive called CLASSROOM.

DO NOT DELETE THIS FOLDER.

Create a class

Class name

3. Name your class and hit CREATE

CANCEL CREATE

Teacher Inservice
Aug. 2015
1 student

NO UPCOMING ASSIGNMENTS

You will then see your class under HOME.

Teacher View - Laptop

When you want to open up a class, simply click on the title. This is the home screen of a class I created for this guide as an example.



This lets you toggle between classes or return to the home screen.

Teacher Inservice Aug. 2015



Brenda Lemon

You can change the theme for your classroom. If you want to upload a picture, make sure it is wide enough for a banner view.

Select theme
Upload photo

STREAM

STUDENTS

ABOUT

Stream shows messages and assignments

UPCOMING ASSI
No upcoming ass

Students shows who is enrolled in your class and their settings.

About is the class overview.



ug... ▾



POST



STREAM

Teacher View - Laptop

Click on STUDENTS to see a list of all of the students in your class. This is where you can set up their permissions as well.

The screenshot displays the 'Teacher View' interface on a laptop. At the top, a green navigation bar contains the links 'STREAM', 'STUDENTS', and 'ABOUT'. The 'STUDENTS' link is circled in red, with a red arrow pointing to it from a text box that says: 'Click on STUDENTS to see a list of all of the students in your class. This is where you can set up their permissions as well.'

Below the navigation bar, there is a blue 'INVITE' button and a red circle around the 'ACTIONS' dropdown menu. A red arrow points from the 'ACTIONS' menu to a panel on the left. This panel shows a list of students, with the first student 'Chappy Chappy' highlighted. A dropdown menu is open, showing options: 'Sort by first name' and 'Sort by last name'. A red arrow points from the 'Students can post and comment' dropdown menu to a panel in the center. This panel shows a list of permissions: 'Students can post and comment' (checked), 'Students can only comment', and 'Only teacher can post or comment'. A red arrow points from the 'CLASS CODE' dropdown menu to a panel on the right. This panel shows the 'CLASS CODE' 'h3p5mhl' and two buttons: 'Reset' and 'Disable'. A red arrow points from a text box that says 'Send an email to a student.' to a red circle around an envelope icon in the bottom right corner.

Student View - Laptop

Home

To add a class, have the students click on the plus sign and type in your code.

+

chappy@chapmanirish.net

Moore Social Studies

Danielle Moore

NO UPCOMING ASSIGNMENTS

5th Grade

Jessica Cochran

NO UPCOMING ASSIGNMENTS

Enter class code to join.

CANCEL JOIN

HINT: Students will see a shared folder in their Google Classroom for each class. Make sure to tell them not to delete this folder.

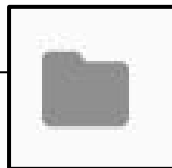
HINT: Unfortunately, students can remove themselves from your class.

Student View - Laptop

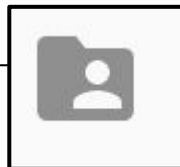


HINT: Students will have a folder called Classroom in their Google Drive account. This is NOT a shared folder. Think of this as a trapper keeper. Inside will be more folders - one for each class and inside of those will be a folder for each assignment.

HINT: You can tell if a folder is shared or not by looking for the icon.

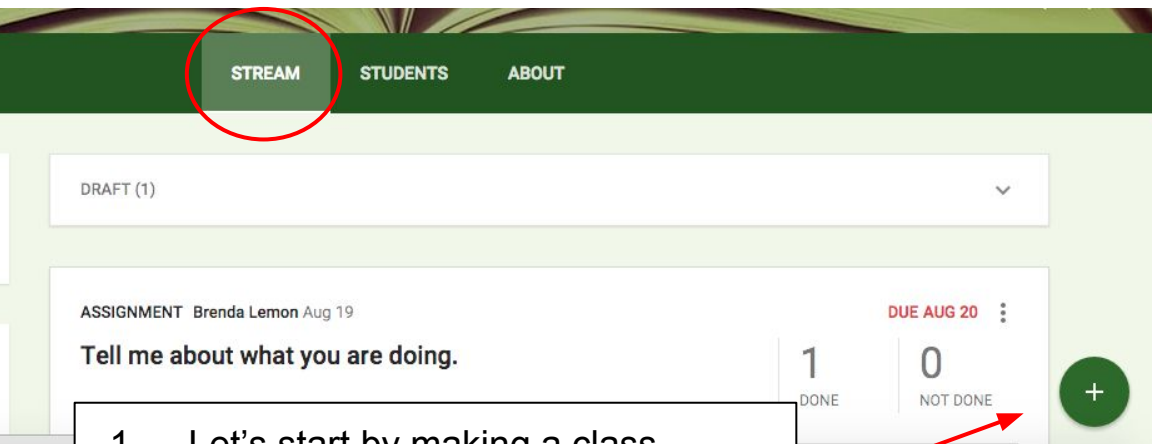



= not shared



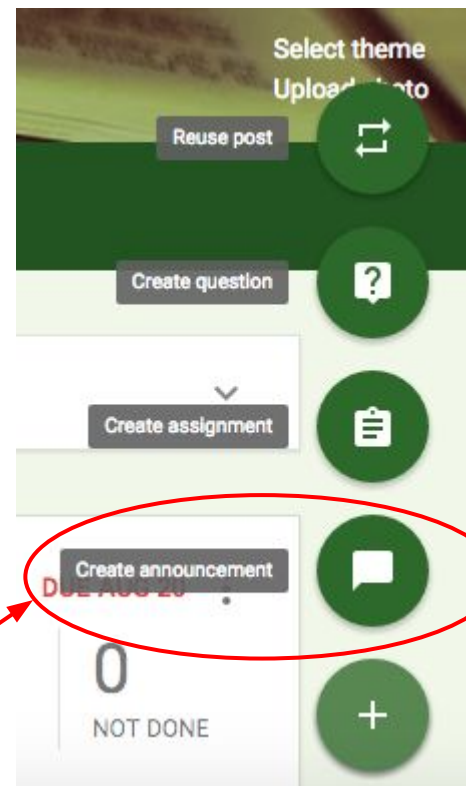
= shared folder

Teacher View - Laptop



1. Let's start by making a class announcement. On Stream, click on the  button.

2. Select create announcement.



Hi Everyone!

1. Type your message

3. Pull down if you want the same message to be in more than one class.

4. Post now or save the draft to post at a later date.



Teacher Inservice Aug... ▾

Draft saved



POST



Files from your computer

Google Drive files

Youtube Video

Website/link

2. Add attachments if necessary.

Teacher Inservice Aug... ▾



Teacher Inservice Aug. 2015



Irish TAG Library

Draft saved




Post

Save draft


HINT: Students can sign up to receive notifications on their phone or mobile device. <https://goo.gl/kHRyoZ>

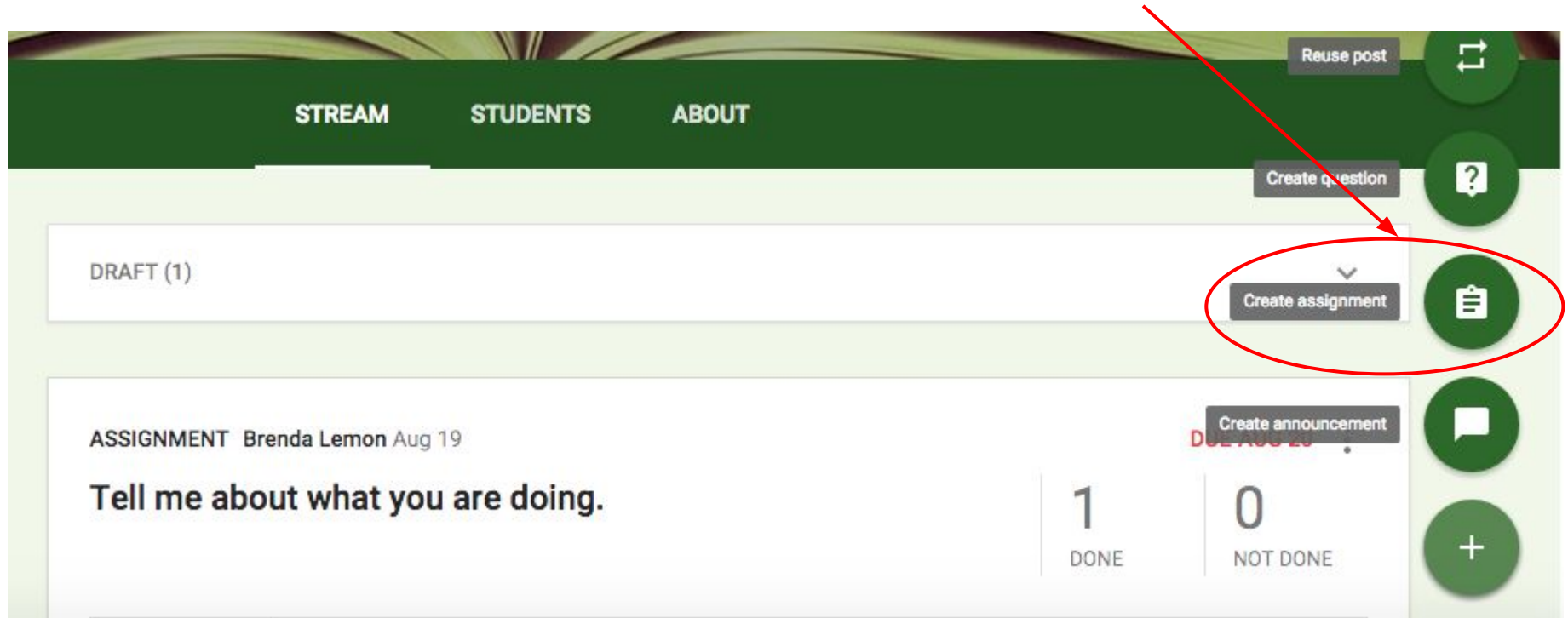
Teacher View - Laptop



If you give students the rights, they can add post and make comments to other student's posts. As a teacher, you have the right to delete a student's post, move their post to the top of the stream, and even Mute the student so they can no longer post or comment but can still see and complete assignments. Just click on the three dots  to access the drop-down menu.

Teacher View - Laptop

Now let's add an Assignment. Click  button and select Create Assignment. Then fill out the information it asks for such as the title of the assignment and a brief description or instructions.



STREAM STUDENTS ABOUT

Reuse post

Create question

DRAFT (1)

Create assignment

Create announcement

ASSIGNMENT Brenda Lemon Aug 19

Tell me about what you are doing.

1 DONE 0 NOT DONE

Teacher View - Laptop

The image shows the 'Teacher View' interface on a laptop. The main area is for creating an assignment, with fields for 'Title of assignment', 'Description of assignment (optional)', and 'Due' date. A red circle highlights the Google Drive icon in the bottom left corner of the assignment form. A red arrow points from this icon to a text box that says 'To add a file from your Google Drive account, simply click on the icon and select the file. If you can not find the file easily, use the search bar.' Another red arrow points from the Google Drive icon to a text box that says 'Type in the title of the assignment.' A third red arrow points from the 'Description of assignment (optional)' field to a text box that says 'Give a description of the assignment or any instructions student needs to complete.' A fourth red arrow points from the 'Due' date field to a text box that says 'Add due date'. The 'Due' date is currently set to 'Aug 10, 2015'. Below the assignment form, there are tabs for 'Announcement' and 'Assignment'. A red arrow points from the Google Drive icon to a text box that says 'To add a file from your Google Drive account, simply click on the icon and select the file. If you can not find the file easily, use the search bar.'

Type in the title of the assignment.

Give a description of the assignment or any instructions student needs to complete.

Add due date

To add a file from your Google Drive account, simply click on the icon and select the file. If you can not find the file easily, use the search bar.

The image shows the 'Insert files using Google Drive' dialog box. It has tabs for 'Upload', 'My Drive', and 'Starred'. The 'My Drive' tab is selected. There is a search bar at the top. Below the search bar, there are several folders and files. The folders are 'Google Photos', 'Technology', 'Classroom', and 'Science Assess...'. The files are 'Google Calendar', 'and', 'PDF', and 'Google Photos'.

Insert files using Google Drive

Upload My Drive Starred

Google Photos Technology Classroom Science Assess...

Google Calendar and PDF

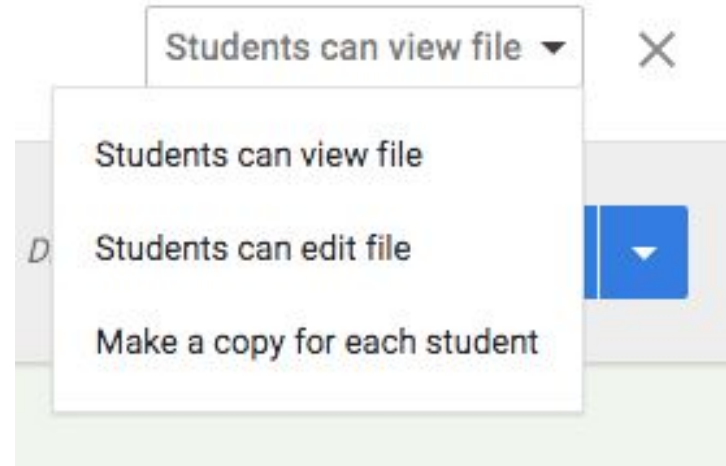
Teacher View - Laptop

1. Select the document from Google Drive and click the ADD button.

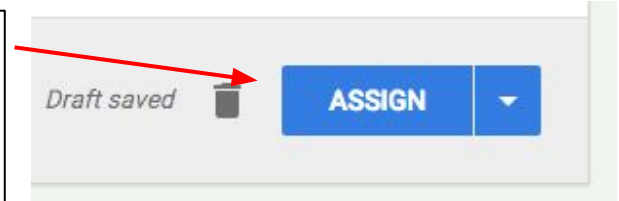


2. Select the drop arrow and to choose what students can do with the shared document.

Most common and easiest to use is **Make A Copy**.



3. Select to save as a draft or go ahead and assign.



Teacher View - Laptop

Title of the assignment.

This shows you the status of the assignment.

ASSIGNMENT Brenda Lemon – 1:35 PM

Introduce Yourself

Hi Everyone. Please open up the attached document and answer the questions.

DUE TUE, AUG 11

0

DONE

1

NOT DONE

Teacher Inservice Assignment
Google Docs



Add comment...

Attachments added or shared.

Teacher View - Laptop - New Feature is a built in Google Calendar

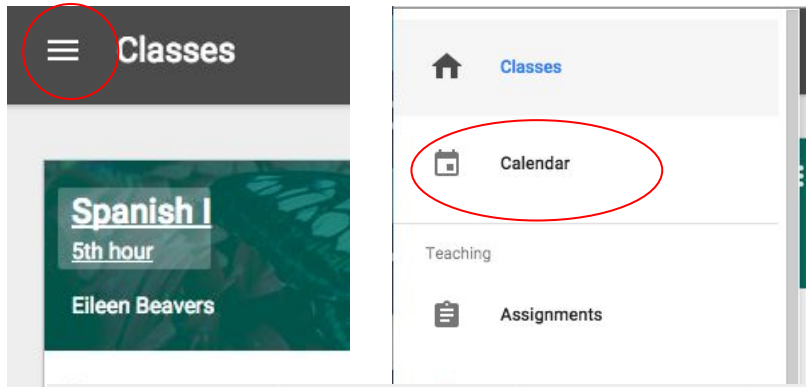
The screenshot displays the Google Classroom Teacher View on a laptop. The interface includes a top navigation bar with a 'Classes' tab and a 'Teacher Training' card showing '3 students'. A sidebar on the right contains a 'Calendar' button, 'Teaching' options, and 'Assignments'. At the bottom, a calendar view for September 27 to October 3, 2015, is shown. A green box at the bottom of the calendar contains a question: 'Question: What was one of your favorite books you think everyone should read?'.

1. To access your Google Calendar, click on the three lines (More) button on the top left-hand side.

2. Select Calendar

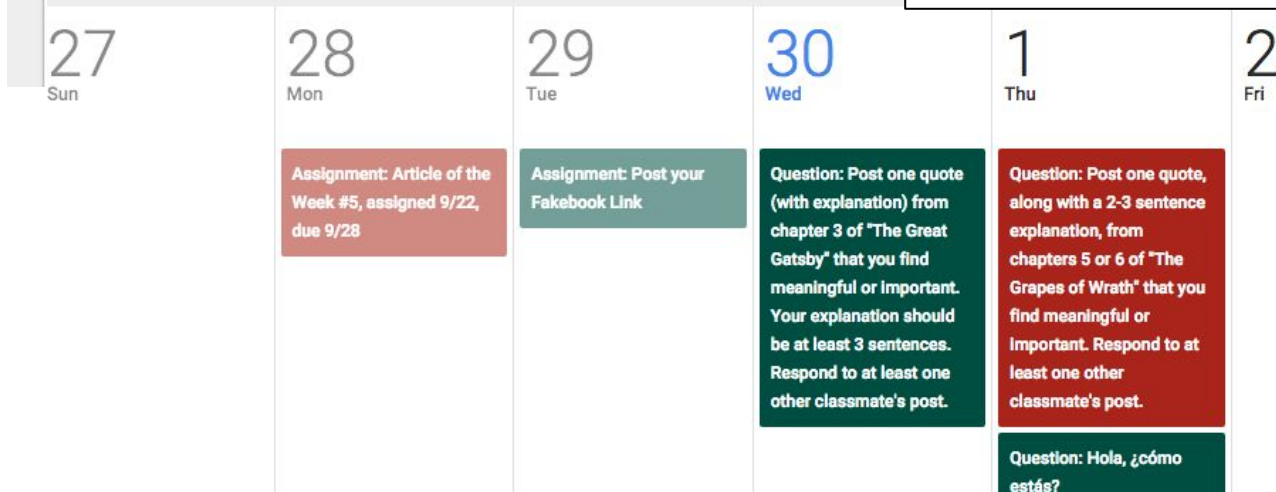
3. Any due dates you add to your Google Classroom will automatically appear on your calendar. You can also access your calendar by going to <https://calendar.google.com>

Student View - Laptop - Calendar



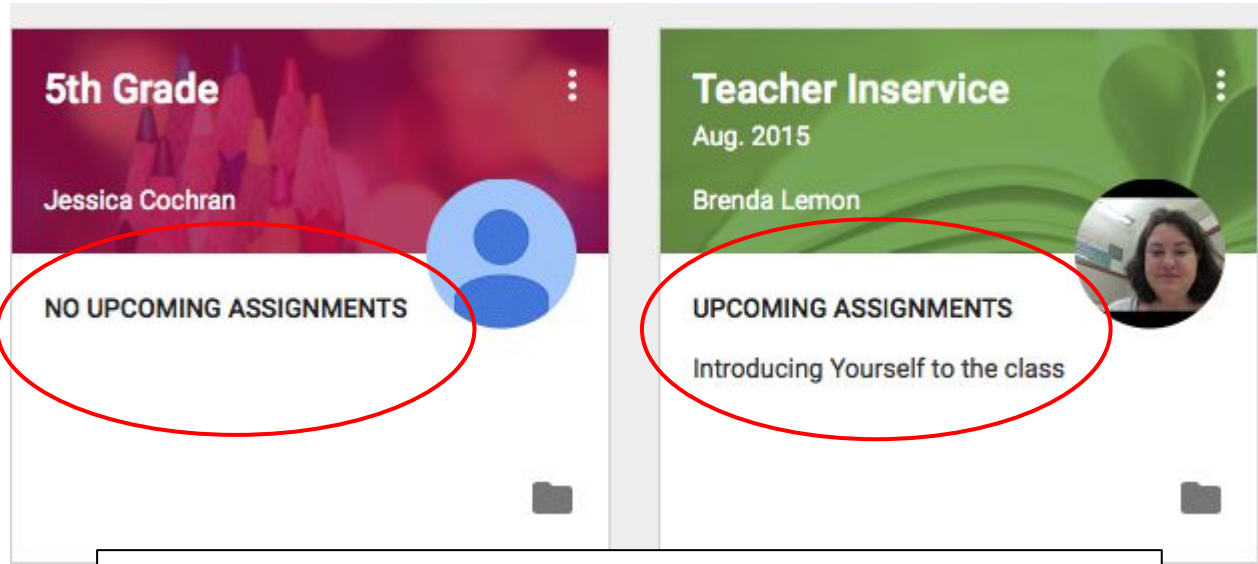
Students also have the new calendar feature. They follow the same steps as the teacher to access. When the student views their calendar, they can see the due dates for all of their classes in Google Classroom.

To go a step further, students can add the Google Calendar app to their phone or device and sync all of the calendar's together. To learn more, go to: <https://goo.gl/KQ2Rh>



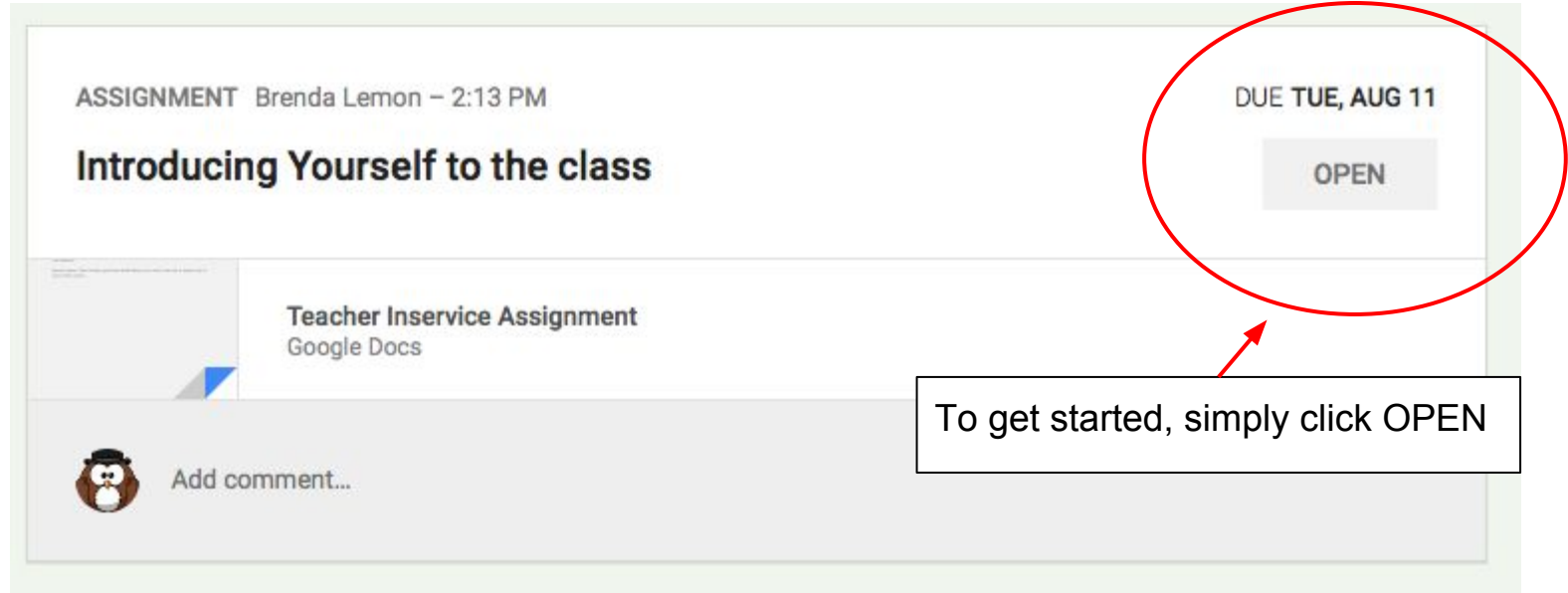
Student View - Laptop

When students login, they can see if there are any assignments they need to complete in all of their classes right from the home screen.



To go into a class, the student just needs to click on the title.

Student View - Laptop




ASSIGNMENT Brenda Lemon – 2:13 PM

Introducing Yourself to the class

Teacher Inservice Assignment
Google Docs

DUE TUE, AUG 11

OPEN

 Add comment...

To get started, simply click OPEN

The screenshot shows a student's view of an assignment. At the top, it says 'ASSIGNMENT Brenda Lemon – 2:13 PM'. Below that is the title 'Introducing Yourself to the class'. Under the title is a document icon and the text 'Teacher Inservice Assignment Google Docs'. To the right, the due date 'DUE TUE, AUG 11' and a grey 'OPEN' button are circled in red. A red arrow points from a text box below to the 'OPEN' button. The text box says 'To get started, simply click OPEN'. At the bottom left, there is a penguin icon and the text 'Add comment...'.

Student View - Laptop

Due Aug 19

Class Introductions

Title of Assignment



Brenda Lemon Aug 18, 3:53 PM



Add class comment

Students see the date due here.

Open up the attachment, read, and do what it tells you to do.

Here are the instructions.

If the assignment is late, it will tell them in red.



CMS Library - Introductions - Chappy Chappy

Google Docs



Add



TURN IN

Student View - Laptop

Introducing Yourself to the class - Chappy Chappy
Google Docs



Add private comment...

HINT: when they open up the assignment, it will automatically have their name as part of the title.

Introducing Yourself to the class - Chappy Chappy ☆

chappy@chapmanirish.net

File Edit View Insert Format Tools Table Add-ons Help All changes saved in Drive

Turn In

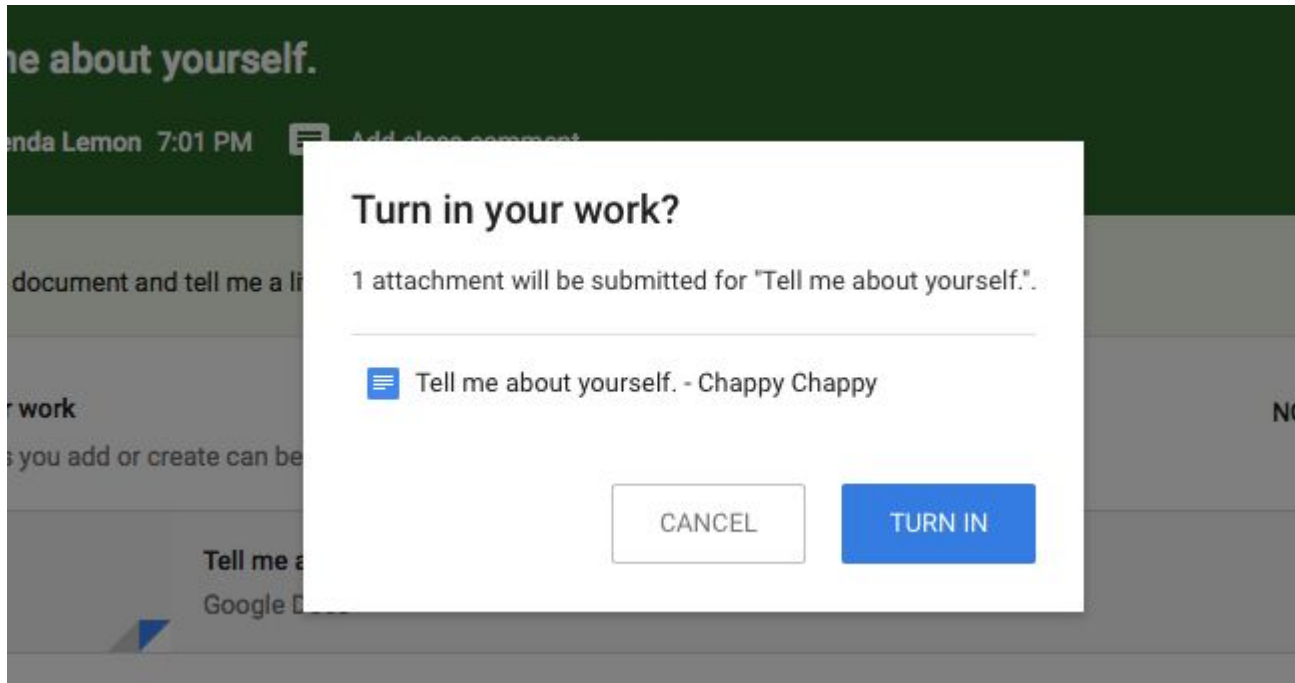
Comments



100% Normal text Arial 11 B I U A

My favorite thing to do during the weekend is to sit in my big comfy chair with a re
book with a large steamy cup of coffee nearby.

When they are done,
they can turn in the
assignment within
Google Docs.



Even after they select Turn In from within Google Docs, It will ask the students once again if they are sure. This is because once they turn it in, they can no longer make any changes unless the teacher hands it back.

Student View-Laptop

Students can be sure their work has been turned in when they see the green check mark.

Your work

Files you add or create can be viewed and edited by your teacher



DONE LATE

Students can add a private comment that only the teacher will see here.

CMS Library - Introductions - Chappy Chappy

Google Docs

UNSUBMIT



Add private comment...

Student View - Laptop

Your work

Files you add or create can be viewed and edited by your teacher

NOT DONE

MARK AS DONE

Add

Add

Google Drive

Link

File

Create

Docs

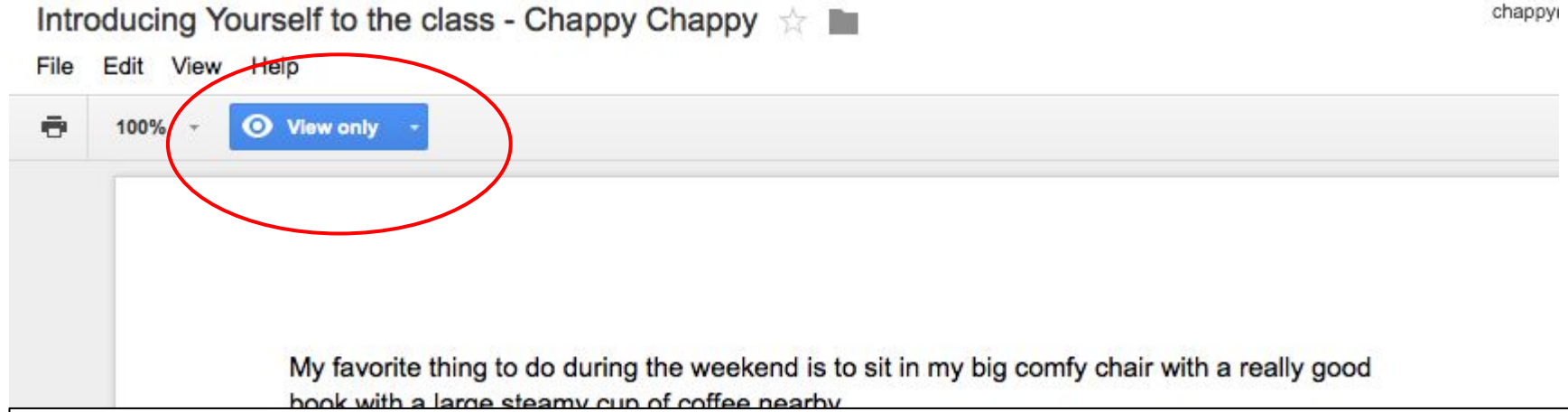
Slides

Sheets

Sometimes, you may want a student to complete an assignment from scratch. For example, an assignment to create a document and write a three-page essay. To do this, you would create an assignment and in the instructions you tell the students to create a document by themselves. The students then click on the assignment and then click on the arrow by **Add**.

From the pull down menu, the student selects Docs. Google Classroom will automatically create a document with the title of the assignment and the student's name. When they are finished. They simply click **MARK AS DONE**. This is also how a student can create a slide presentation, sheets or drawing.

Student View - Laptop

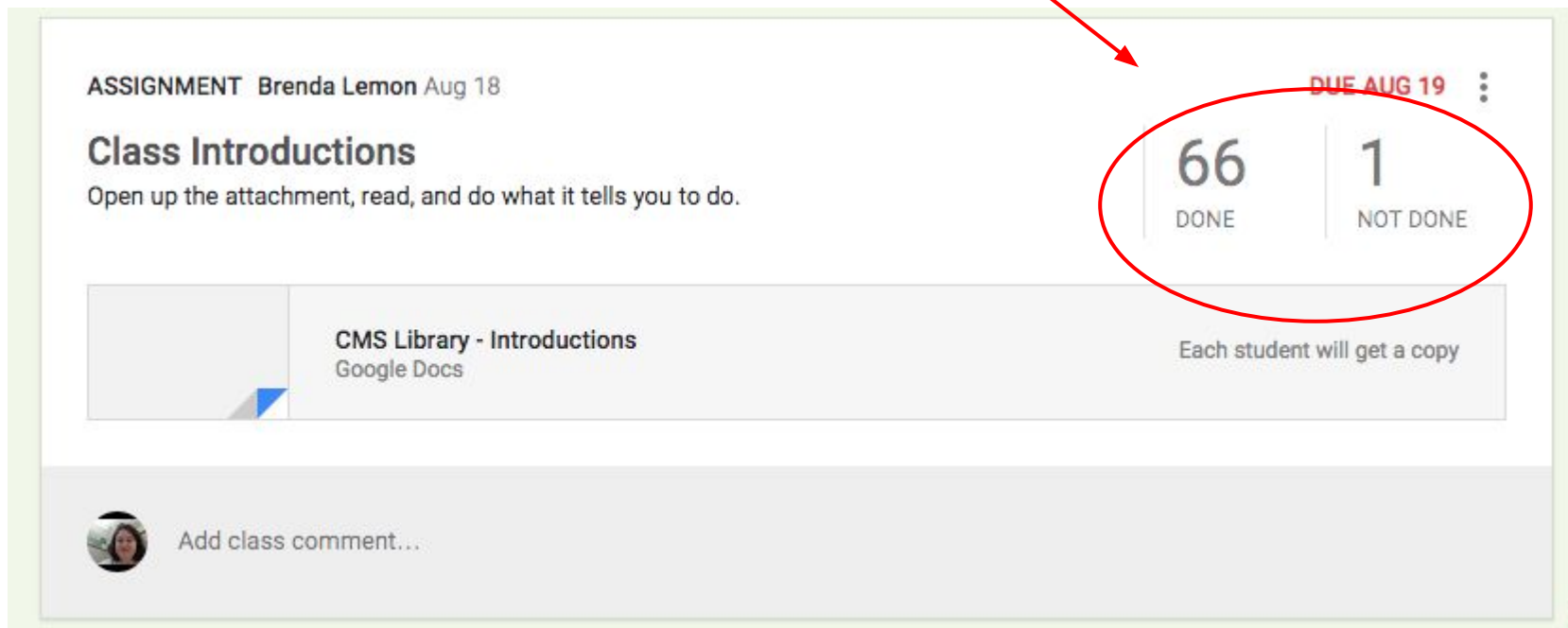


HINT: Once the student submits the assignment, it become the property of the teacher and no longer the student.

Think of it as a student turning in a paper assignment which you then take home to grade. The student can't add or change what they handed in unless you personally give it back to them.

Teacher View - Laptop

You can see how many students have completed their assignment.



The screenshot shows the 'Teacher View' of an assignment. At the top, it says 'ASSIGNMENT Brenda Lemon Aug 18'. Below this is the title 'Class Introductions' and the instruction 'Open up the attachment, read, and do what it tells you to do.' To the right, there is a red 'DUE AUG 19' label and a three-dot menu icon. A red circle highlights a progress summary box containing two columns: '66 DONE' and '1 NOT DONE'. Below this, there is a section for the attachment 'CMS Library - Introductions' with a Google Docs icon and the text 'Each student will get a copy'. At the bottom, there is a comment section with a profile picture and the text 'Add class comment...'.

ASSIGNMENT Brenda Lemon Aug 18

Class Introductions

Open up the attachment, read, and do what it tells you to do.

66
DONE

1
NOT DONE

DUE AUG 19

CMS Library - Introductions
Google Docs

Each student will get a copy

Add class comment...

Teacher View Laptop

To grade the assignment, click on the ones that are done.

ASSIGNMENT Brenda Lemon Aug 18

Class Introductions


Open up the attachment, read, and do what it tells you to do.

66 DONE

1 NOT DONE

CMS Library - Introductions
Google Docs

Each student will get a copy

 Add class comment...

Teacher's View - Laptop

You can change how many points you want the assignment to be or you can select Ungraded for no grade.

RETURN



100 points



Done



William Anderson

"Here is your grade"

100/100



Cheyenne Ballay

100/100



Caden Bevan

"Here is your grade"

100/100



Jordan Bingley

Add grade



Morgan Bishoff

100/100



Macy Bliss

100/100

Class

66

DONE

All

On the left-hand side is all of the students in the class arranged by last name. To see their assignment, simply click on their name.

You can quickly tell if you have graded an assignment. To add a grade, simply type in how the student did on this line.

CMS Library - Introdu...

Done late

CMS Library - Introdu...

Resubmitted

CMS Library - Introdu...

Done

Teacher View - Laptop

RETURN

Done

William Anderson

"Here is your grade"

Cheyenne Ballay

Caden Bevan

"Here is your grade"

Jordan Bingley

Morgan Bishoff

Macy Bliss

"Here is your grade"

Add grade

100/100

100/100

Hint: Students will not be able to see their grade unless you return their assignment. To return an assignment, click on the box in front of the person's name and then click RETURN. If you want to return all of the assignment at the same time, click on the box by Done.

Once an assignment is returned, students can resubmit it. So if a student does not do the assignment completely or has a lot of corrections to make, you can give them a low grade, return the work and have the student resubmit for a better grade. If you are done grading and a student resubmits the assignment anyway, you do not have to accept it.

CMS Library - Introdu...
Done late

CMS Library - Introdu...
Resubmitted

CMS Library - Introdu...
Done

Robert Cutter

Troy Ramey

Christopher
Lasluisa

Teacher View - Laptop

This pull down box will let you sort by those done or not done.

On the right-hand side is all of the students assignments in order of when they completed them. This way the ones that are not graded, resubmitted, or turned in late are at the top. To open an assignment to grade, just click on the square.

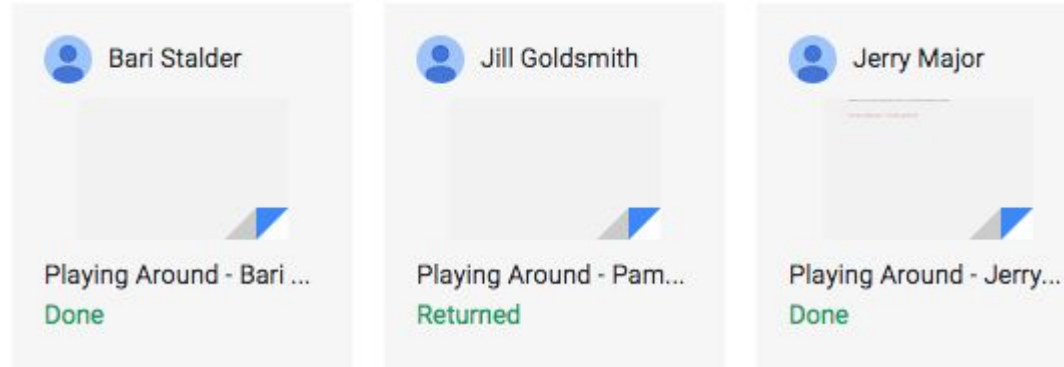
All

Student	Status
Chappy Chappy	Done late
Grace Mosher	Resubmitted
Tia Schulz	Done
Robert Cutter	Resubmitted
Troy Ramey	Done
Christopher Lasluisa	Done

Teacher View - Laptop

If you want to open up multiple assignments at the same time, hold down the Command Key (or Control key) while you click on the attachments. This will open up each file in it's own tab letting you see multiple student's completed assignments at once.

Done

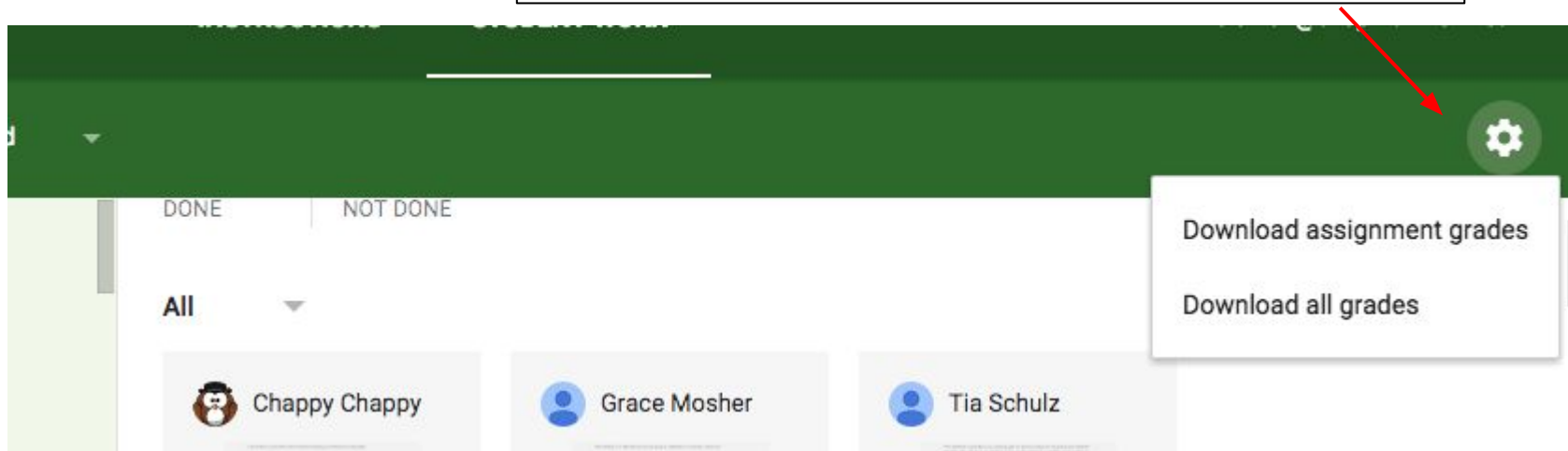


The screenshot displays three student assignment cards in a row. Each card features a student's profile picture (a blue circle with a white person icon), their name, a placeholder image for the assignment, and the assignment title. The status of each assignment is shown at the bottom of the card.

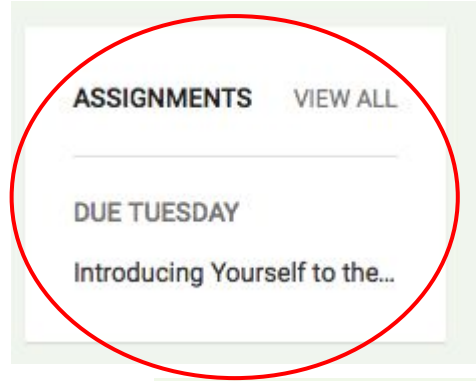
Student Name	Assignment Title	Status
Bari Stalder	Playing Around - Bari ...	Done
Jill Goldsmith	Playing Around - Pam...	Returned
Jerry Major	Playing Around - Jerry...	Done

Teacher View - Laptop

A new handy feature is the ability to download assignment grades to make it easier to transfer to Powerschool. Click on the Gear symbol to access the pull down box.



Students view - Laptop



On the left-hand side, there is a box that shows all or the assignments due.

Click the VIEW ALL to see all of the assignments from all of the classes.

Click on DONE to see the grade on finished assignments.



This is where the student would see their grade.

Open up the attachment, read, and do what it tells you to do.

Your work

Files you add or create can be viewed and edited by your teacher



Once the assignment has been returned, the student can resubmit if needed.

 RETURNED

Add ▼

RESUBMIT

Teacher & Student View - Laptop

The screenshot shows a web interface for a teacher's view. At the top, there is a dark green header with the text "INSTRUCTIONS" and "STUDENT WORK" in white. On the right side of the header, the email address "blemon@chap..." is visible. Below the header, there is a navigation bar with a green background. On the left side of this bar is a white left-pointing arrow. In the center is a green button labeled "RETURN" with a white envelope icon to its right. On the right side of the bar is a green button labeled "Ungrade". A red arrow points from the white left-pointing arrow to a white text box that says "To return to the previous screen, just click on the arrow." Below the navigation bar, there is a list of students on the left and a grid of work submissions on the right. The student list on the left has a light green background and includes checkboxes next to each student's name and profile picture. The work submissions on the right have a light gray background and show a grid of submission cards. Each card displays a student's profile picture, name, and the title of the submission, along with a status label in green text.

←

INSTRUCTIONS STUDENT WORK

blemon@chap...

RETURN

Ungrade

To return to the previous screen, just click on the arrow.

☐ Done

☐ William Anderson
"Here is your grade"

☐ Cheyanne Ballay

☐ Caden Bevan
"Here is your grade"

☐ Jordan Bingley

☐ Moraan Bishoff

All

Chappy Chappy

Grace Mosher

Tia Schulz

CMS Library - Introdu...
Done late

CMS Library - Introdu...
Resubmitted

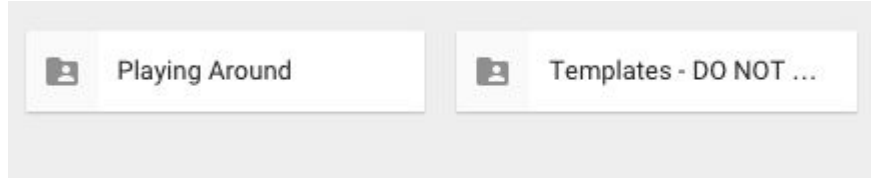
CMS Library - Introdu...
Done

Robert Cutter

Troy Ramey

Christopher Lasluisa

HINT: When you create an assignment and select MAKE A COPY FOR EACH STUDENT, it will automatically create a Template Folder. This is where all original copies will be placed. Do **NOT delete** this folder.




What about PDF's?

ASSIGNMENT Brenda Lemon – 3:13 PM

Playing Around with PDF

0
DONE

1
NOT DONE

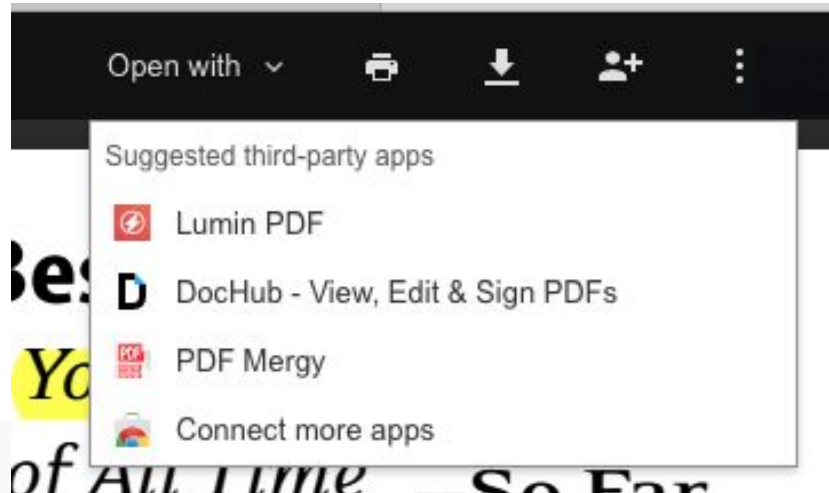


50_Best_YA.pdf
PDF

Each student will get a copy

Use DocHUB?

DocHub is an ADD-on or App that you can use within Google Docs.



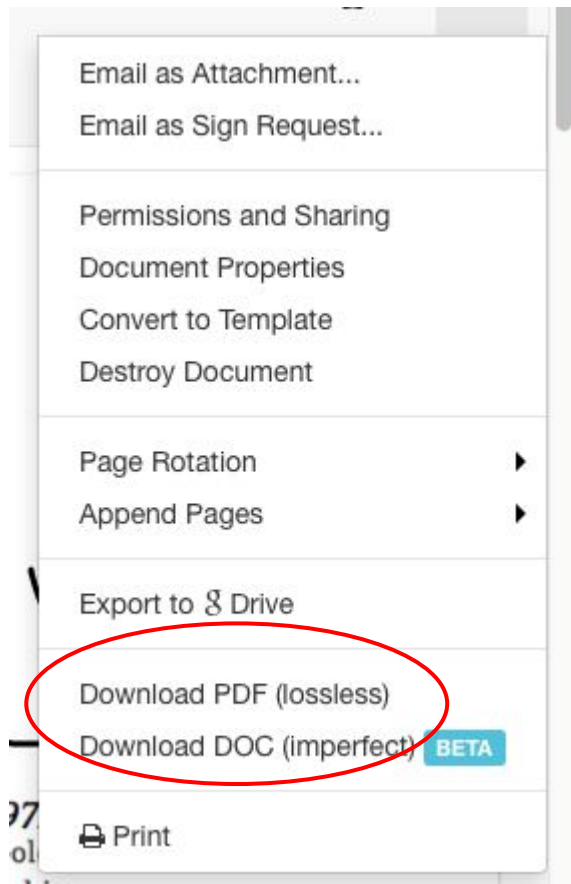
Logged in successfully.

The **Best** **50** *Young Adult Novels*
of All Time —So Far

Problem?

Once open in DocHub, you can make corrections and additions but there is not an automatic save. You have to export it back into Drive and re-share.

It might be better to convert the PDF files into Word BEFORE they are uploaded into Google Drive using online free services such as <http://smallpdf.com/pdf-to-word>



Another option when using a PDF on an iPad is to have the student open it up in Notability.

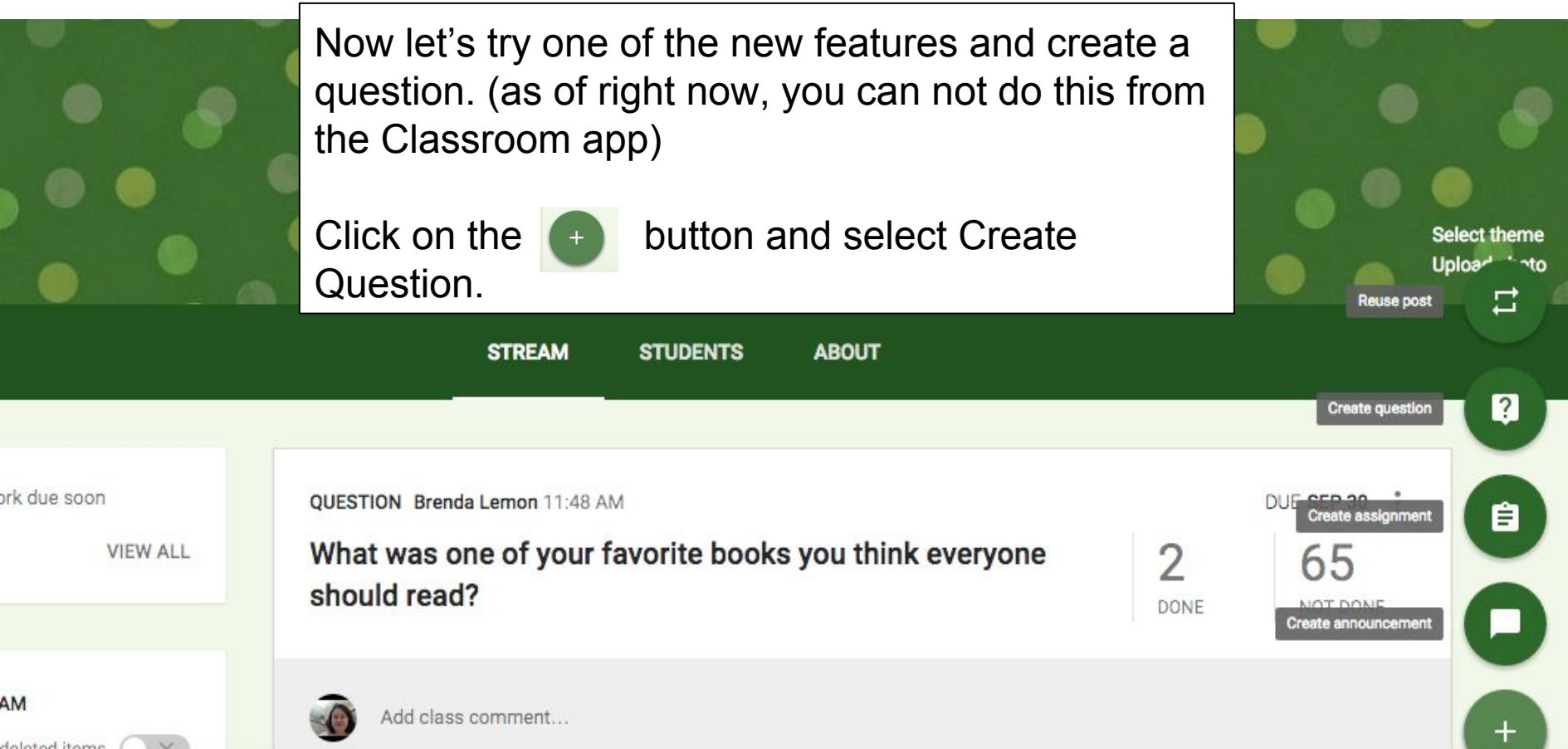
Here is a quick video that shows you how.



Teacher's view - Laptop

Now let's try one of the new features and create a question. (as of right now, you can not do this from the Classroom app)

Click on the  button and select Create Question.



STREAM STUDENTS ABOUT

Select theme
Upload photo
Reuse post
Create question
Create assignment
Create announcement
+

QUESTION Brenda Lemon 11:48 AM

What was one of your favorite books you think everyone should read?

2 DONE 65 NOT DONE

AM
deleted items

Teacher's View - Laptop

Question [X]

Title of question

Description of question (optional)

Due Aug 26 ▾

Irish TAG Library ▾

ASK ▾

To delete the question, select the trashcan.

Give the question a title and a description if needed. You can add links to the question and assign a due date or select no due date.

You can select the discussion to only show up in one class or in more than one by clicking on the drop-down menu.

You can have the question appear now or save as a draft for later.

Teacher's View - Laptop

To see the responses to the question, click on the number that are done.

QUESTION Brenda Lemon 11:48 AM

What was one of your favorite books you think everyone should read?

2
DONE

DUE SEP 30 :
65
NOT DONE



Add class comment...

☐

Done

☐

Jordan Bingley

Add grade

☐

Hannah Cook

Add grade

☐

Not done

☐

William Anderson

Add grade

☐

Cheyenne Ballay

Add grade

What was one of your favorite books you think everyone should read?

2

DONE

65

NOT DONE

Done



Hannah Cook 2:00 PM

Lifting the sky

1 reply



Jordan Bingley 1:54 PM

tfios

The grading page is similar to how it appears for an assignment. You can see the student's responses, whether they are done or not, and give them a grade. You can also reply back to the students right under their comment.

Student's View - Laptop

This is what the student sees when a teacher asks a question. Notice that it does not show them how their classmates answered until AFTER they type in their answer and then hit submit.

QUESTION Brenda Lemon 11:48 AM

NOT DONE DUE SEP 30

What was one of your favorite books you think everyone should read?

Your answer

Classmates will see your answer

Type your answer

SUBMIT

Student View - Laptop

What was one of your favorite books you think every

Your answer

Classmates will see your answer

My favorite book is the Harry Potter series.



See classmates' answers

After the student submit their answer to the question, they can see their classmate's answers.



Chappy Chappy 8:30 PM

My favorite book is the Harry Potter series.



Reply



Hannah Cook 2:00 PM

Lifting the sky



1 reply

Students can reply back to their classmates answers to keep the debate going.



Jordan Bingley 1:54 PM

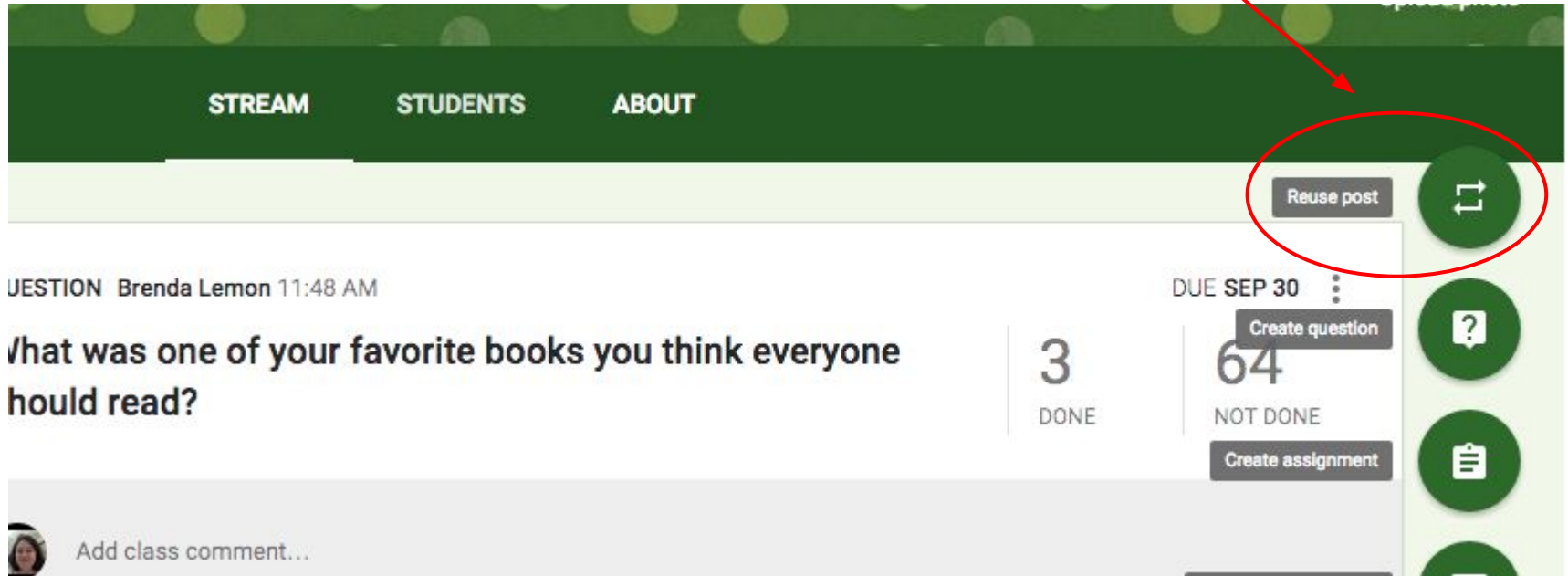
tfios



Reply

Teacher View - Laptop




Another new feature is the ability to Reuse Post you have created before. To do so, click on the + button and select Reuse Post.



Teacher View - Laptop

Click on the class that had the assignment and click Select.

All classes

Class	Teachers	Created
 Teacher Training	Brenda Lemon	Today
 CMS Library	Brenda Lemon	Aug 18
 Irish TAG Library	Brenda Lemon	Aug 6
 Teacher Inservice (Archived) Aug. 2015	Brenda Lemon	Sep 17, 2015









SELECT

Find the assignment and click on Reuse.

If you have the box marked, it will automatically create a copy of all of the attachments from that assignment as well.



CMS Library

Title	Teacher	Date posted
 What was one of your favorite books you think everyone should read?	 Brenda Lemon	Today
 Hi! Everyone. Please watch this short video about Google Classroom.	 Brenda Lemon	Aug 18
 Class Introductions Open up the attachment, read, and do what it tells you to do.	 Brenda Lemon	Aug 18

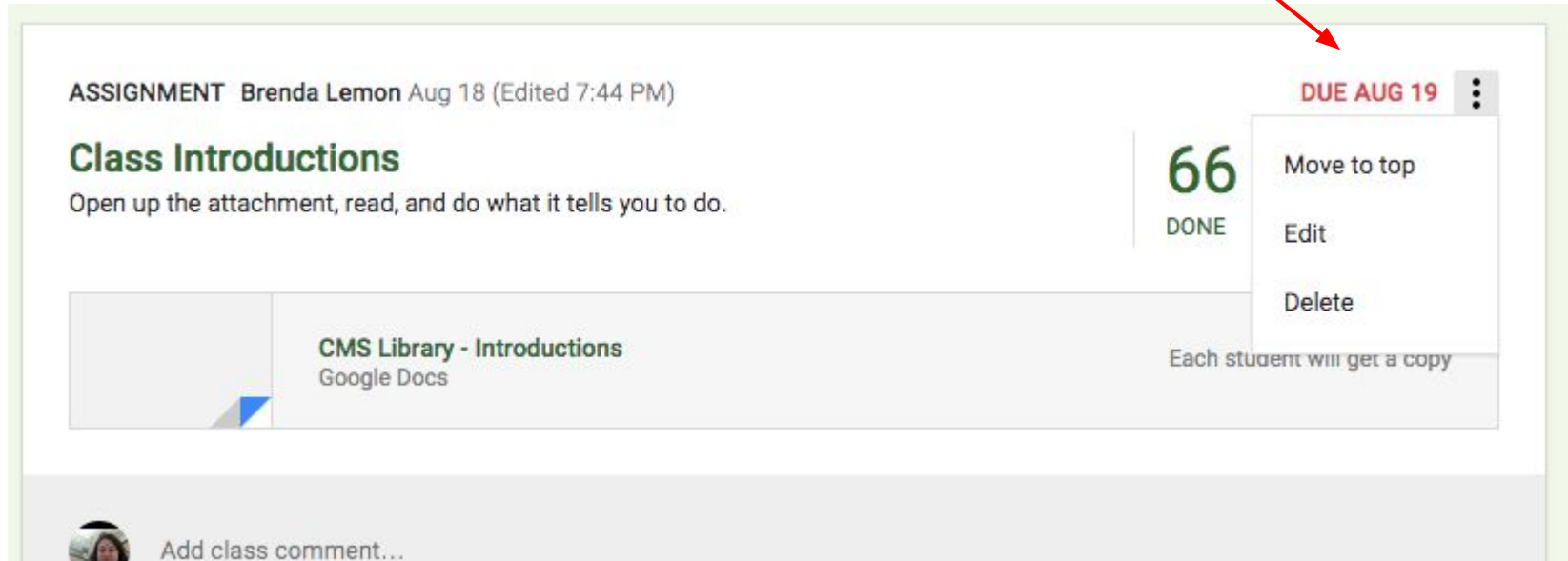


Create new copies of all attachments

REUSE

Teacher View - Laptop

Another nice new feature is the ability to move post back to the top. In the stream, the most current post are at the top. So to make sure that important post are easily seen, you can move them back to the top by clicking on



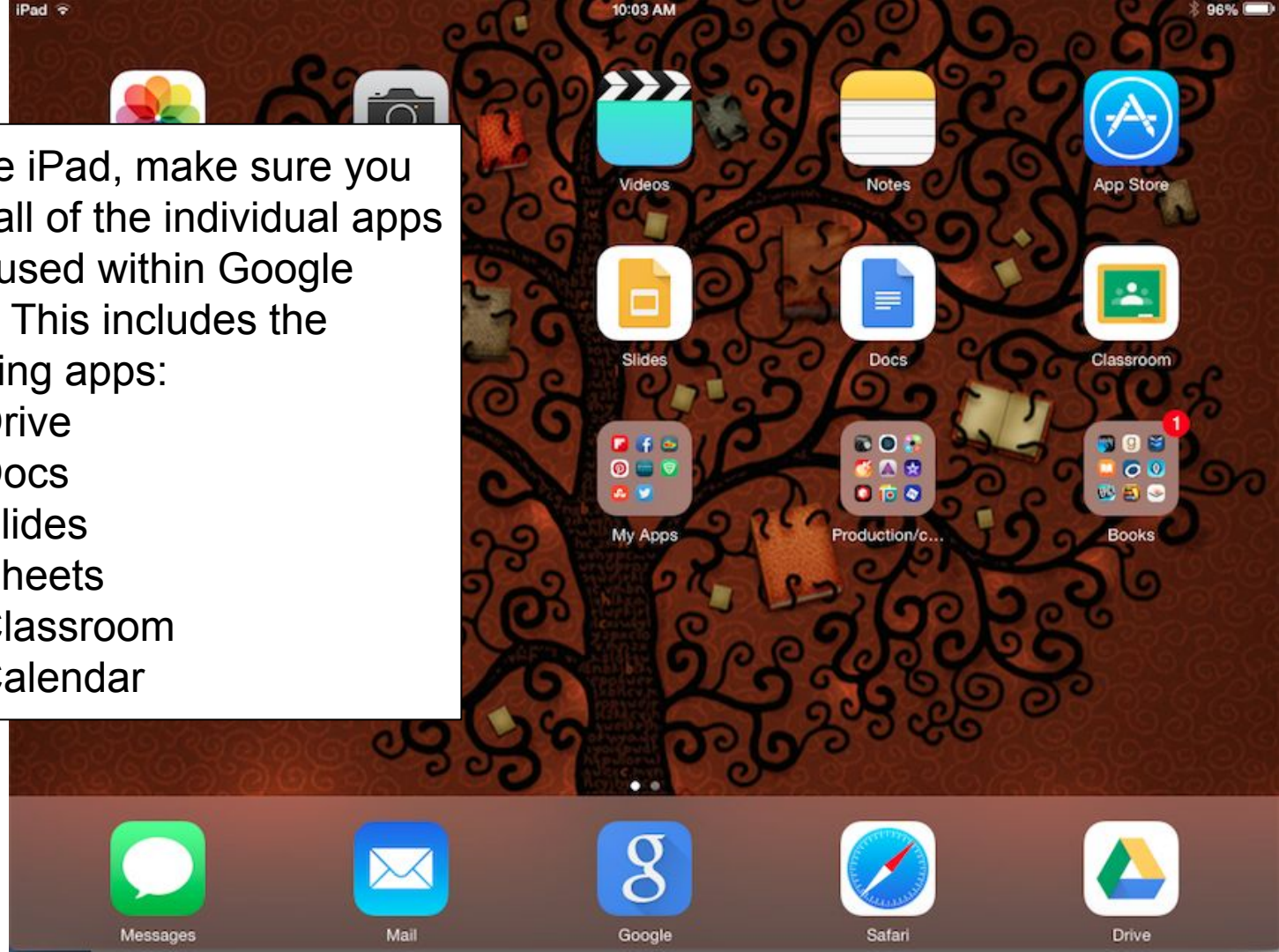
The screenshot shows the 'Teacher View' interface on a laptop. At the top, it says 'ASSIGNMENT Brenda Lemon Aug 18 (Edited 7:44 PM)'. Below this is the title 'Class Introductions' in green, followed by the instruction 'Open up the attachment, read, and do what it tells you to do.' On the right side, there is a large green number '66' with the word 'DONE' underneath it. To the right of the '66' is a red text label 'DUE AUG 19' and a three-dot menu icon. A red arrow points from the text in the first block to this menu icon. The menu is open, showing three options: 'Move to top', 'Edit', and 'Delete'. Below the title and instruction, there is a section for the attachment 'CMS Library - Introductions' by Google Docs. At the bottom, there is a comment section with a profile picture and the text 'Add class comment...'. The text 'Each student will get a copy' is visible at the bottom right of the attachment section.

What about iPads?

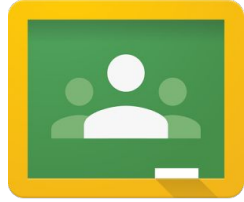


On the iPad, make sure you have all of the individual apps to be used within Google Drive. This includes the following apps:

- Drive
- Docs
- Slides
- Sheets
- Classroom
- Calendar

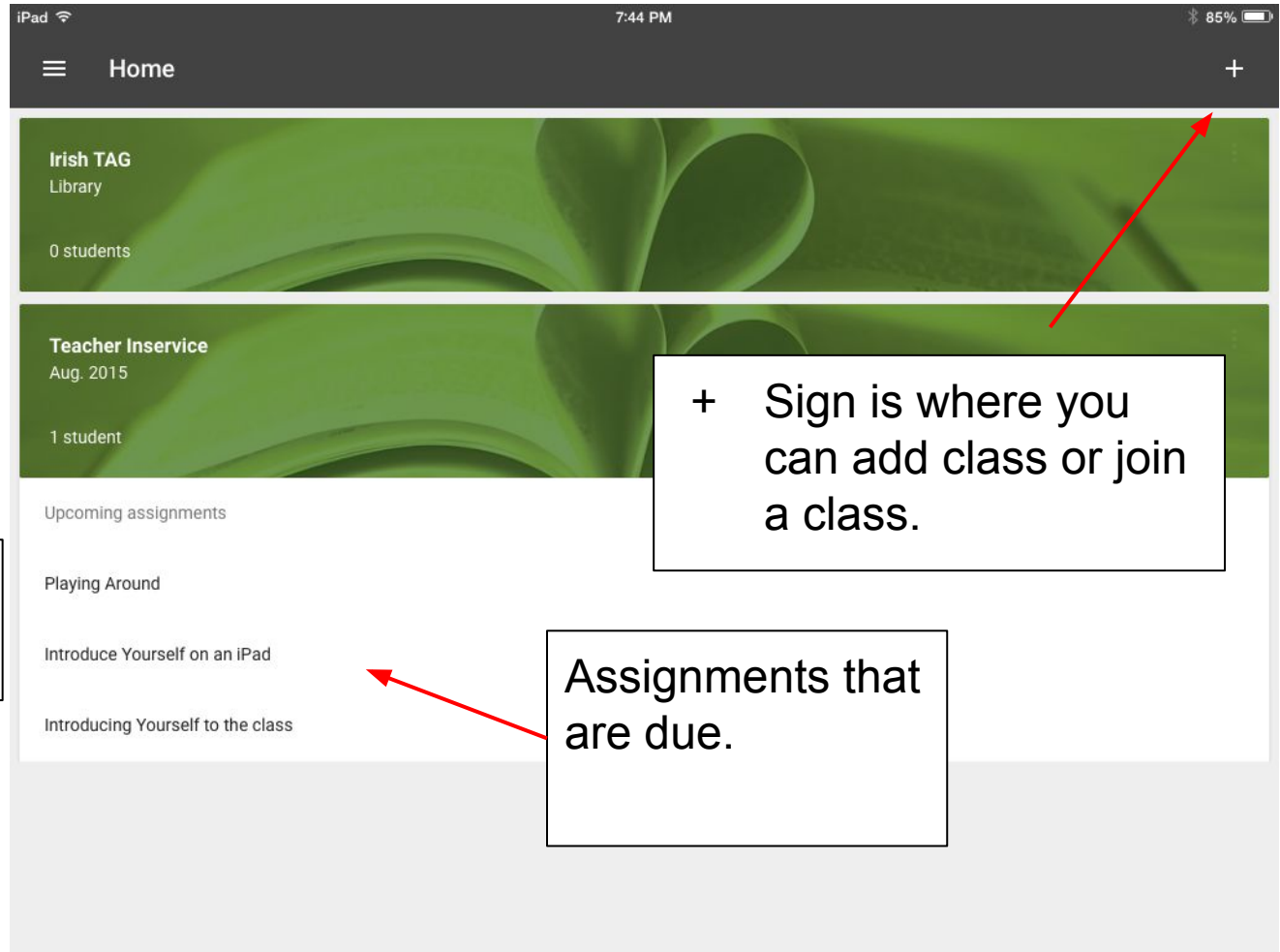


Teacher View: Add a class - iPad



iPad App

Classes already created.



Home

Irish TAG Library

0 students

Teacher Inservice Aug. 2015

1 student

Upcoming assignments

Playing Around

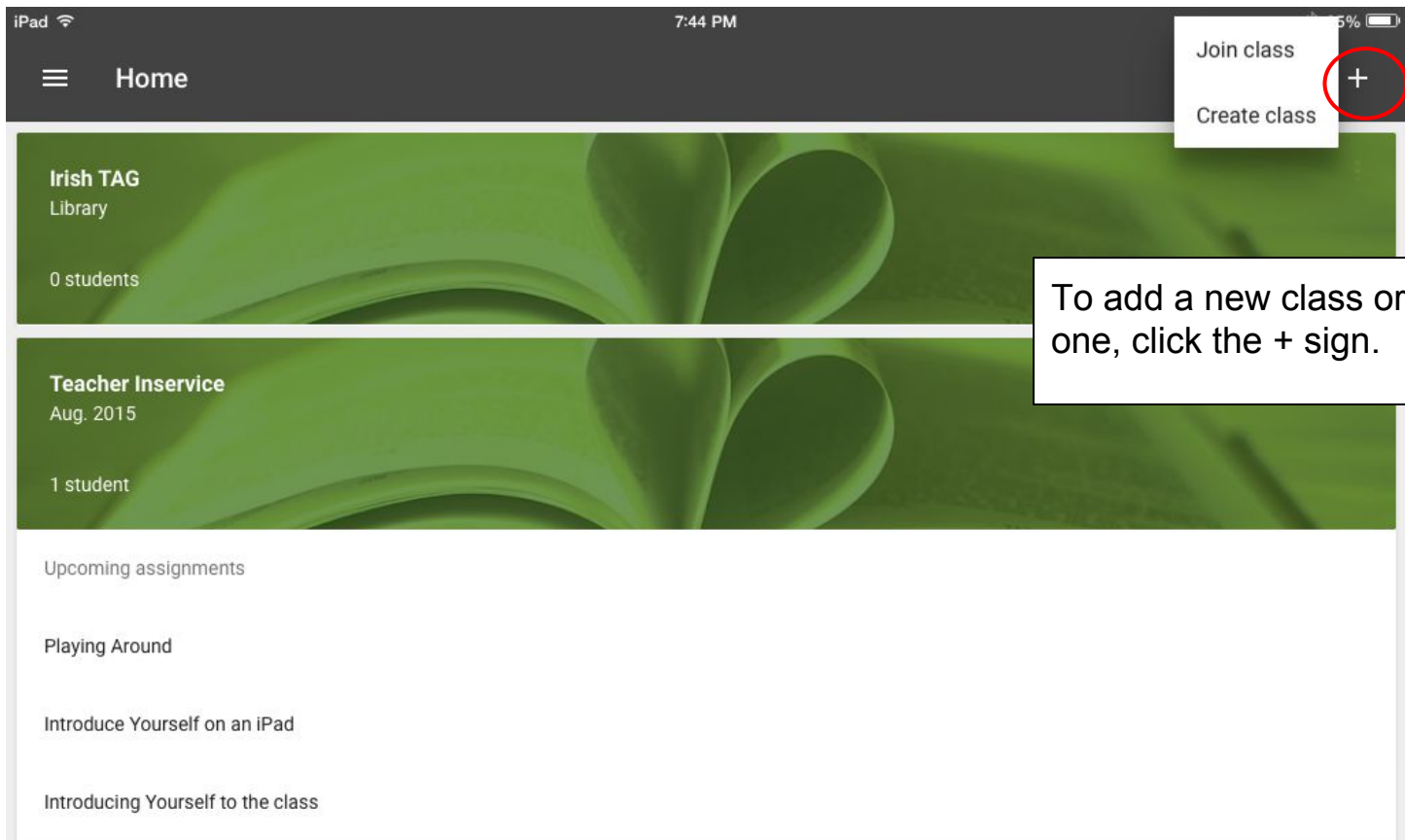
Introduce Yourself on an iPad

Introducing Yourself to the class

+ Sign is where you can add class or join a class.

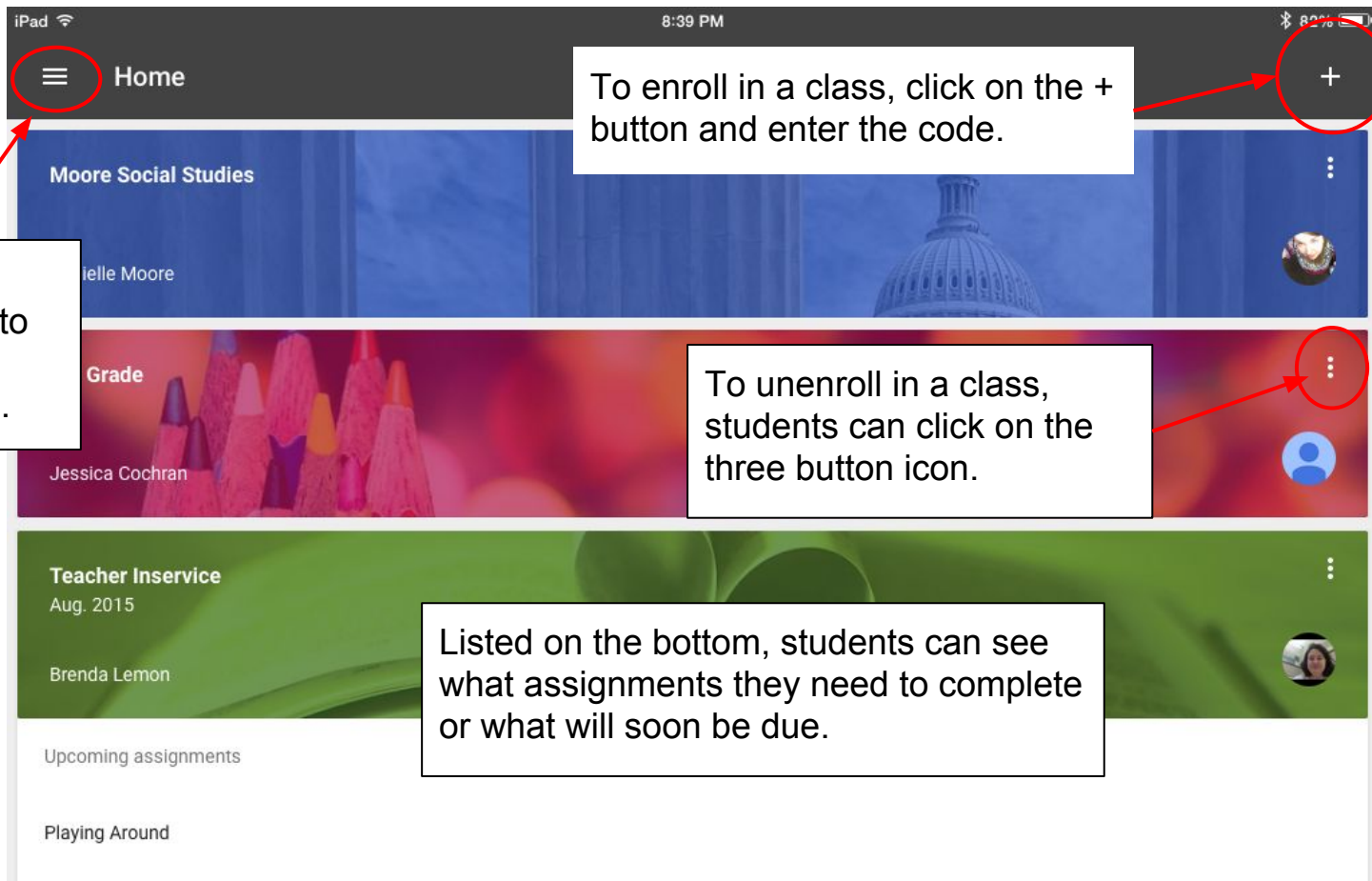
Assignments that are due.

Teacher View - iPad

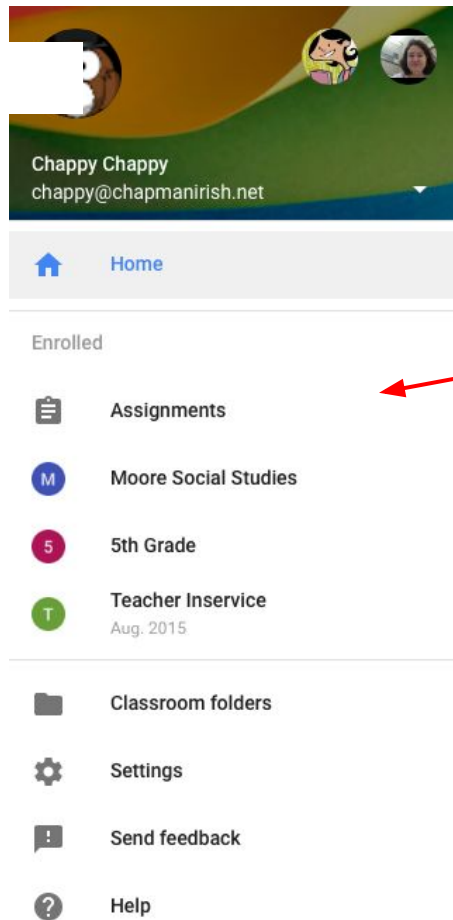


To add a new class or to join one, click the + sign.

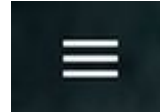
Student View - iPad



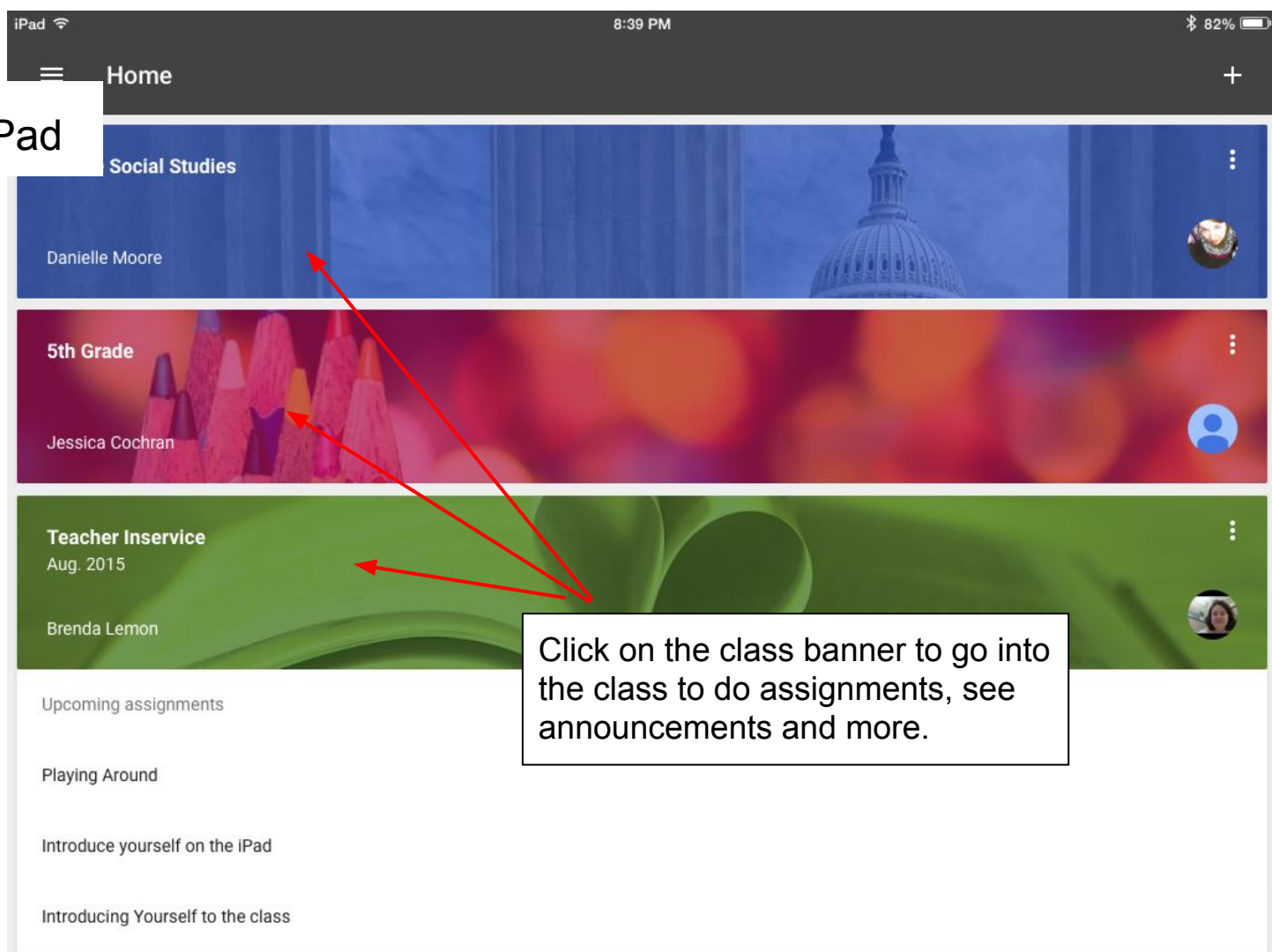
Student View - iPad



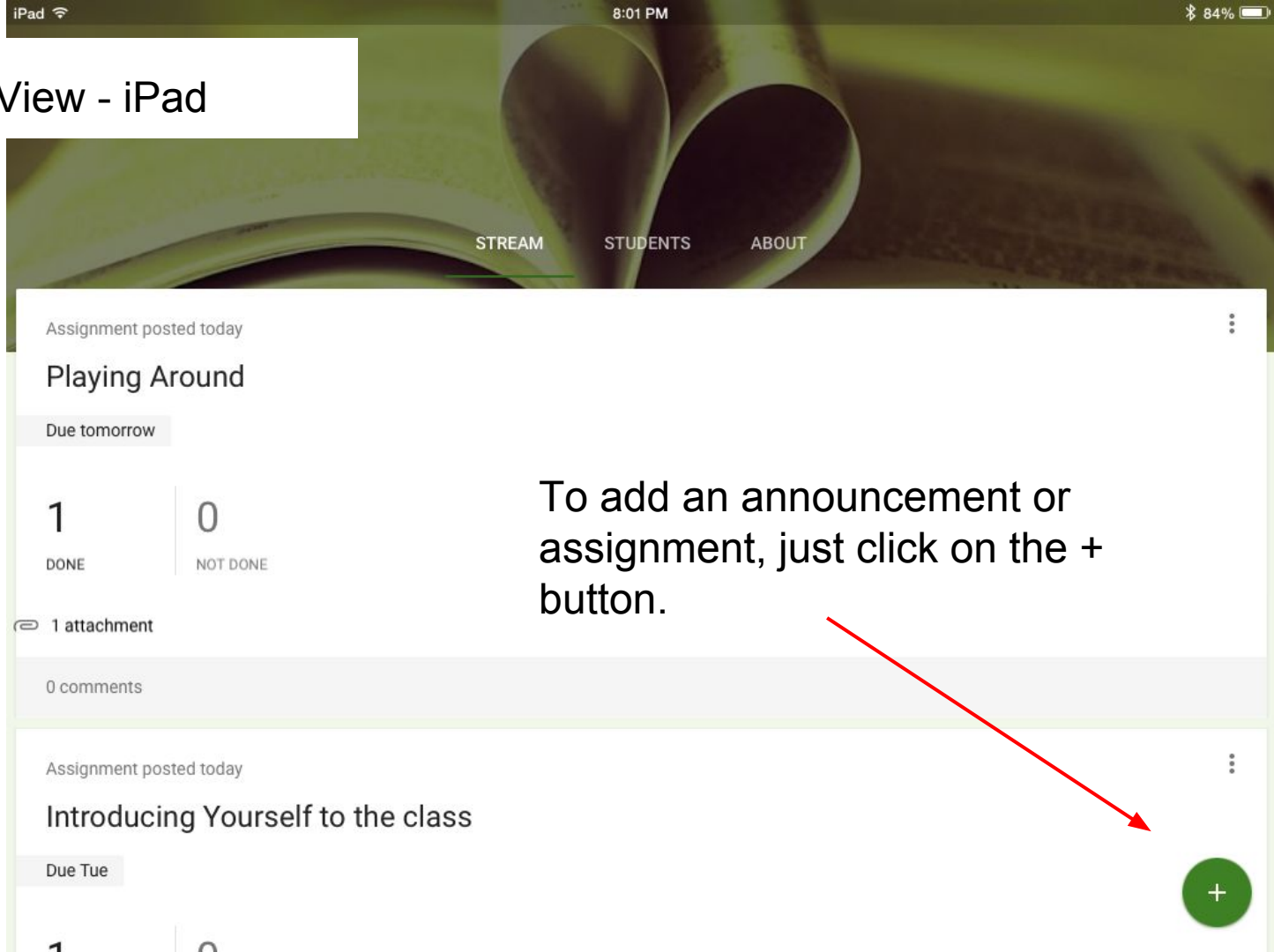
This is the more information a student will see if they touch the three lines at the top left-hand side that look like this:



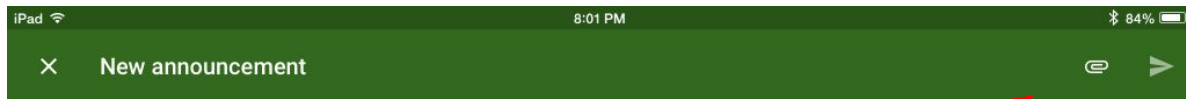
Student View - iPad



Teacher View - iPad



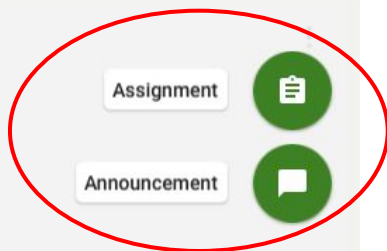
Teacher View - iPad



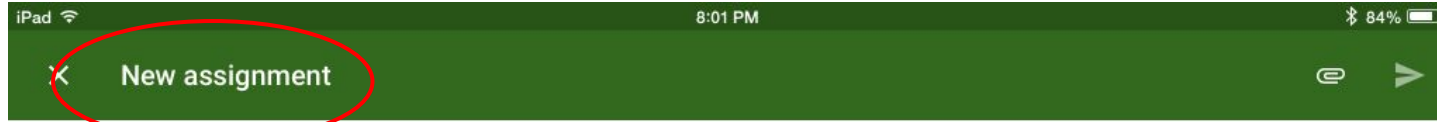
Type in your announcement here.

To add an attachment, click on the paperclip.

To send, click on the arrow or paper airplane icon.



Teacher View - iPad



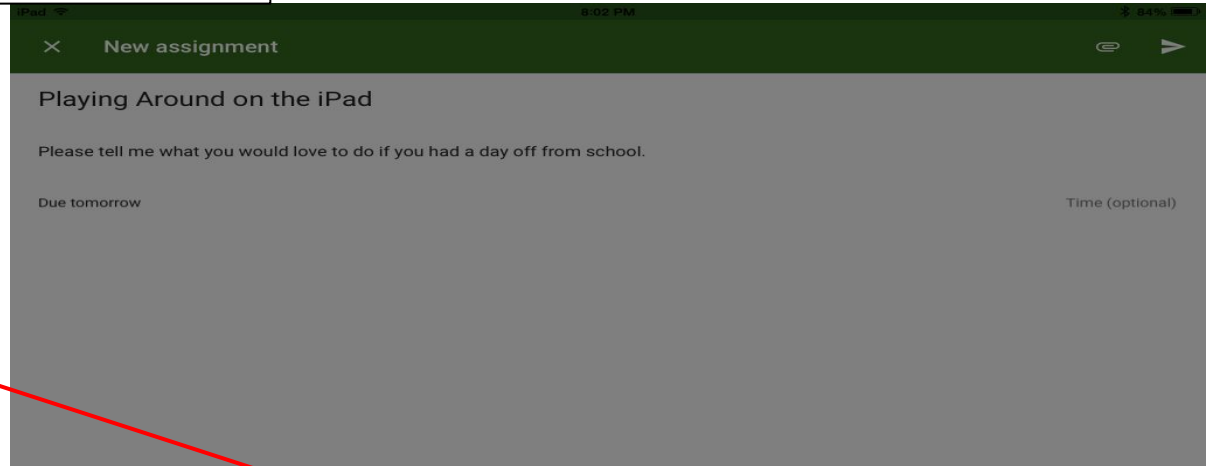
Title

Type in the title of the assignment here.

Instructions (optional)

Due tomorrow

Click Due Tomorrow
and to change the
date.

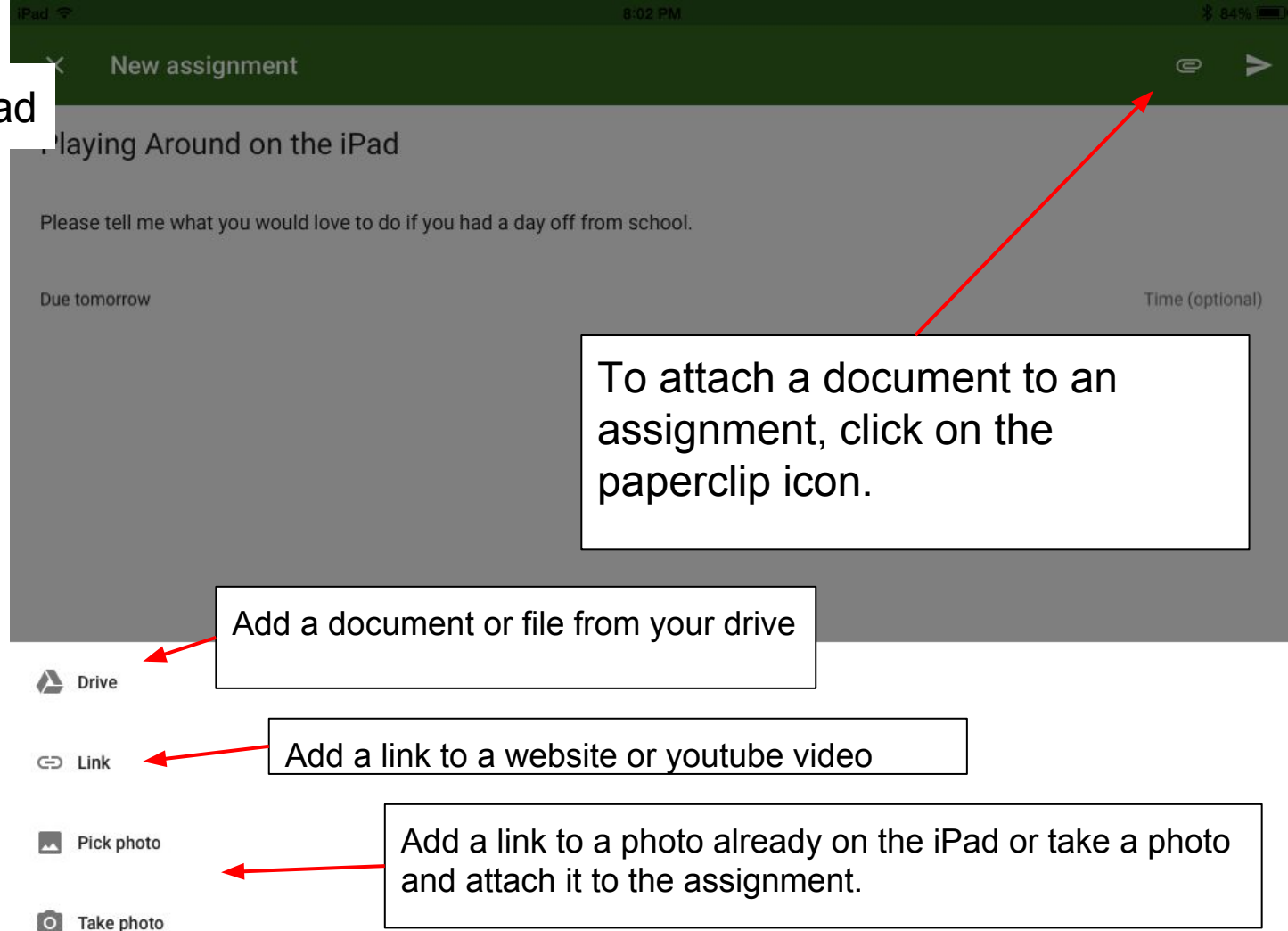


May	7	2012
June	8	2013
July	9	2014
August	10	2015
September	11	2016
October	12	2017
November	13	2018

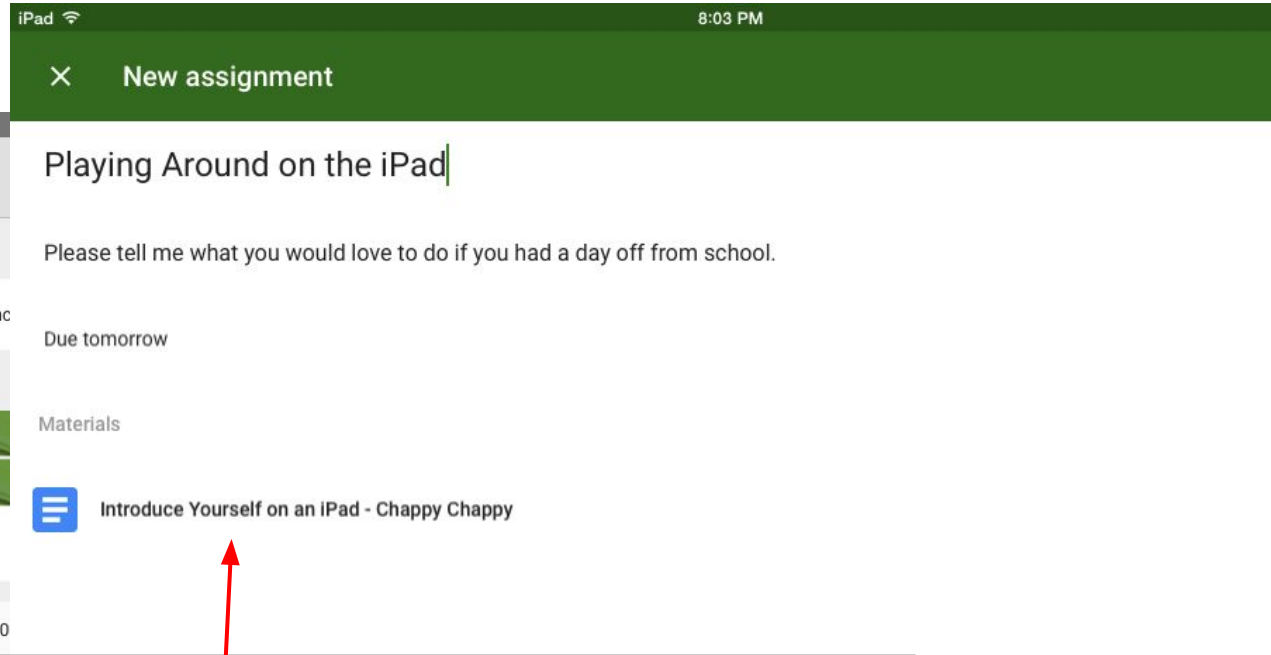
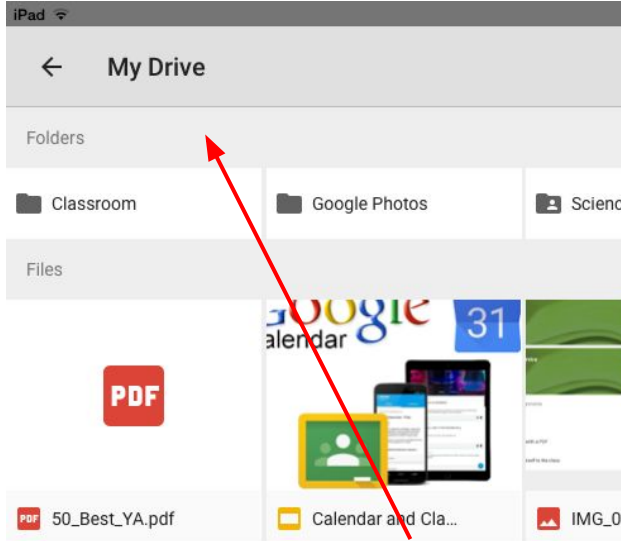
CANCEL

DONE

Teacher View - iPad



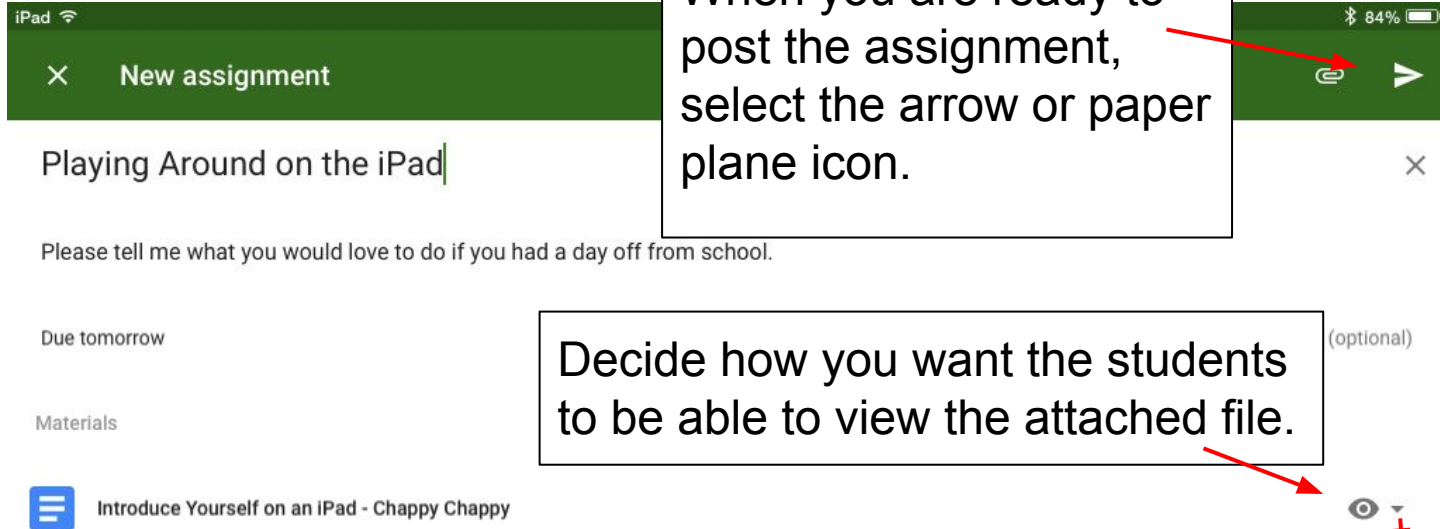
Teacher View - iPad



When you select to attach a file from Google Drive, Classroom will automatically switch over to the Drive app. Find the file you want and touch it. It will then appear in the Classroom app.

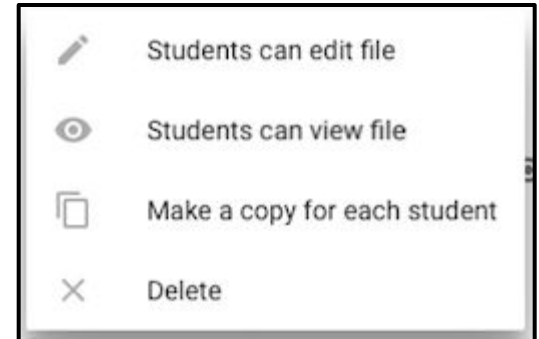
Teacher View - iPad

When you are ready to post the assignment, select the arrow or paper plane icon.

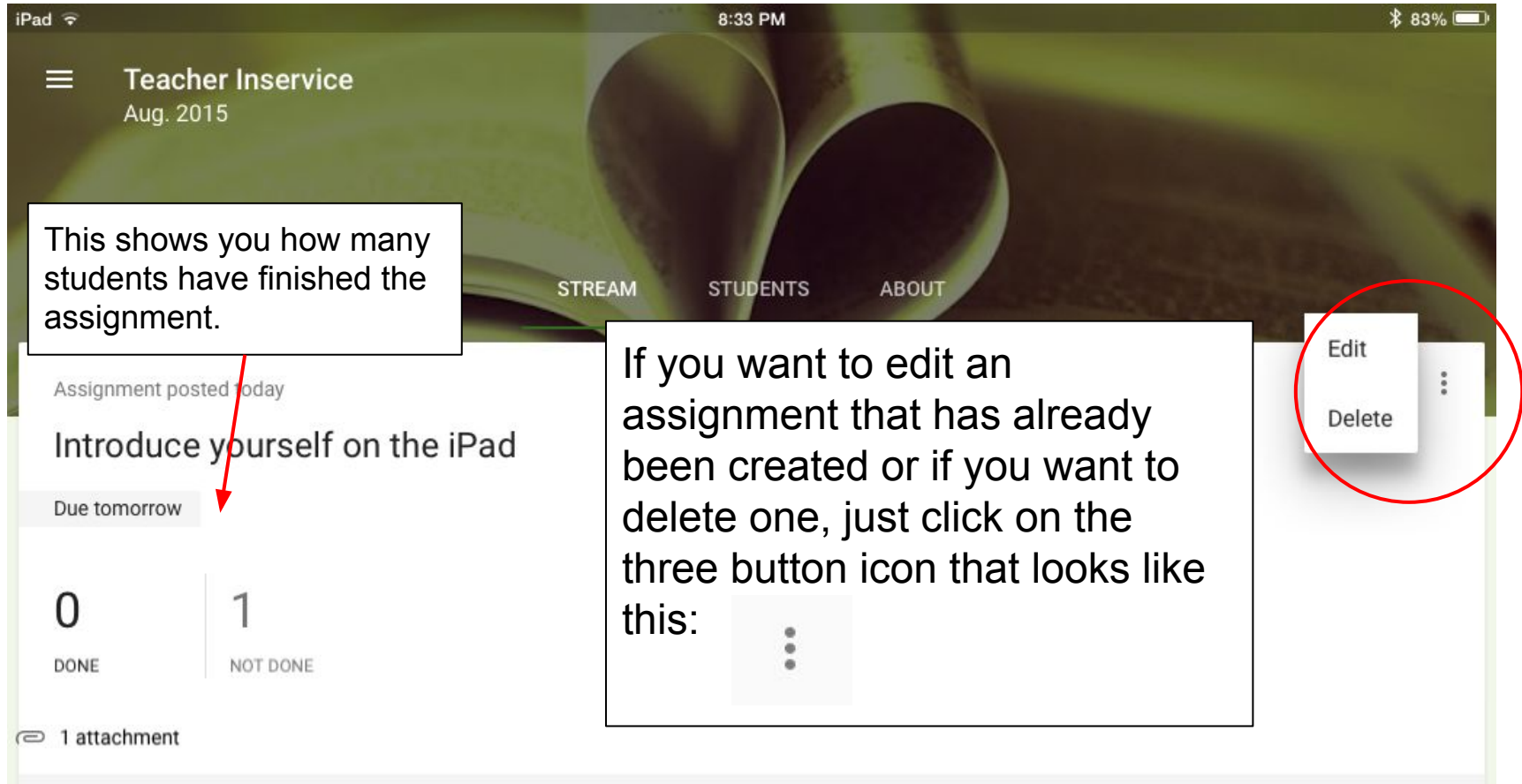


Decide how you want the students to be able to view the attached file.

(optional)

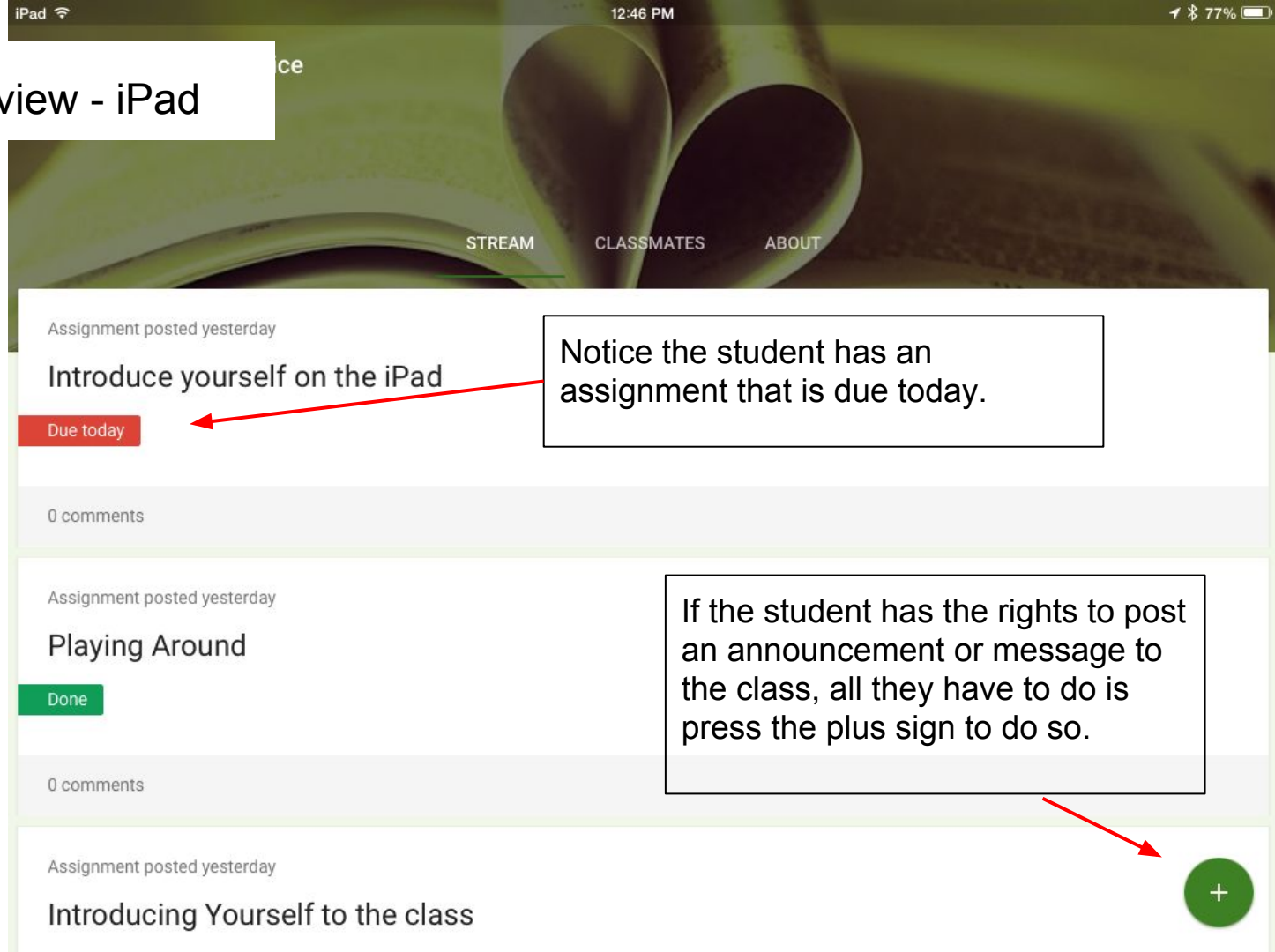


Teacher View - iPad



Student view - iPad

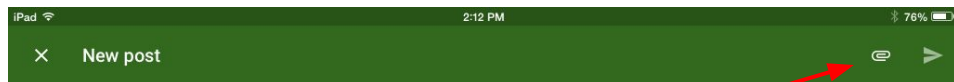
This is the view of what the student sees when they are in a class.



Notice the student has an assignment that is due today.

If the student has the rights to post an announcement or message to the class, all they have to do is press the plus sign to do so.

Student View - iPad



Type in the message here.

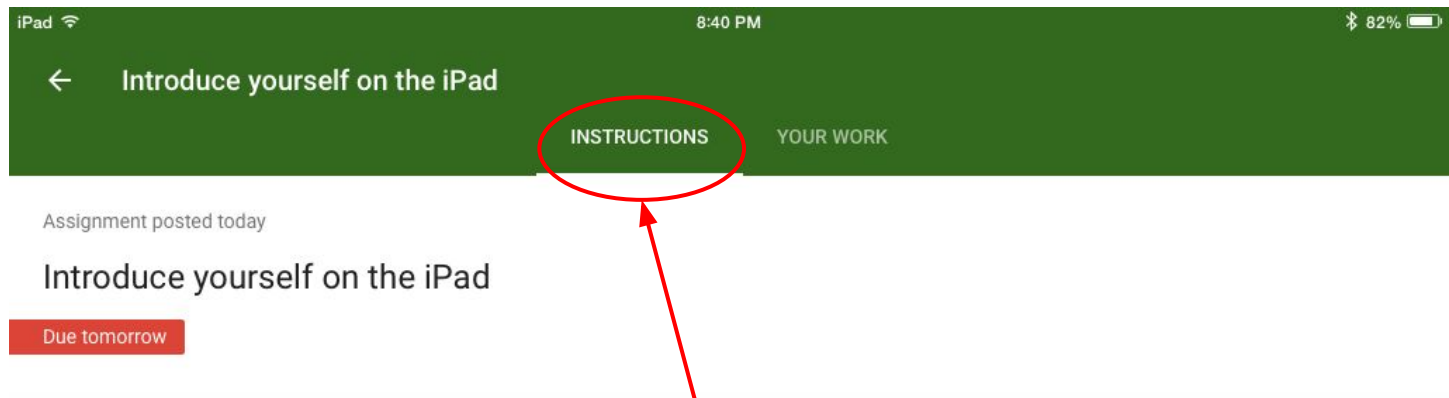
To add an attachment to a message or announcement, simply click on the paperclip icon.

To send the message, the student presses the arrow or paper airplane icon.



The student can attach a Google Drive document, a weblink, or a picture.

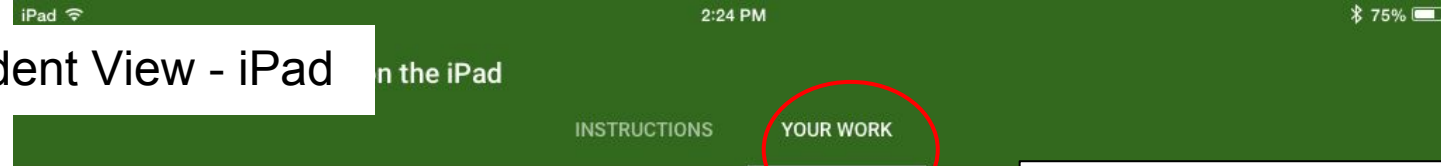
Student View - iPad



Add comment

To complete an assignment, students simply touch the title. The first screen to appear will be the assignment instructions.

Student View - iPad



To complete an assignment, students will need to press **YOUR WORK**.

Due today

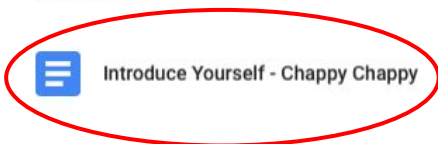


NOT DONE

When the assignment has been completed, the student will need to press the **TURN IN** bar.



Attachments



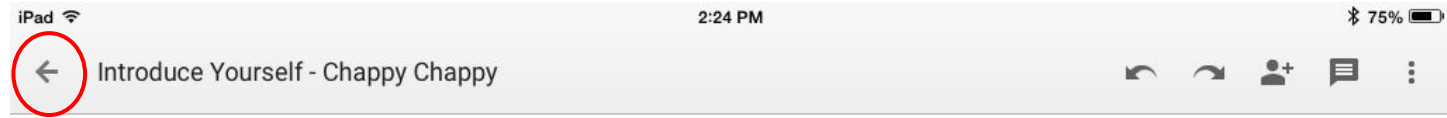
To open up the attachment and complete, the student will need to press on the title.

+ Add or create attachments

Add private comment



Student View - iPad

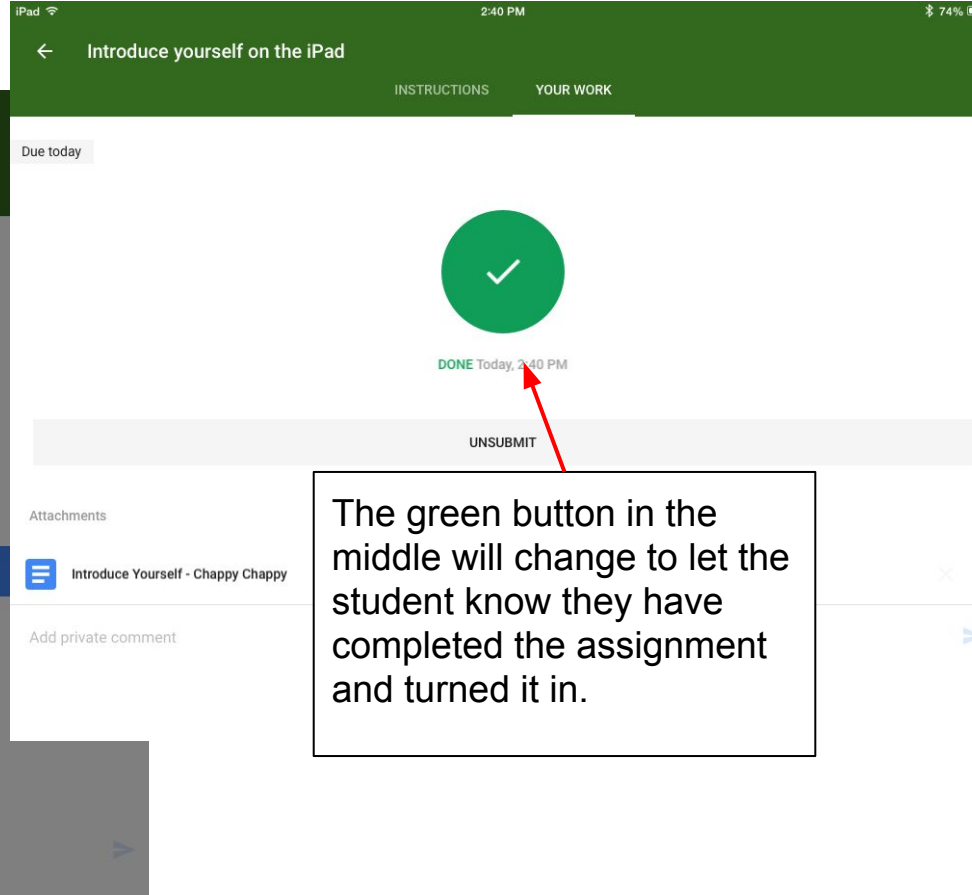
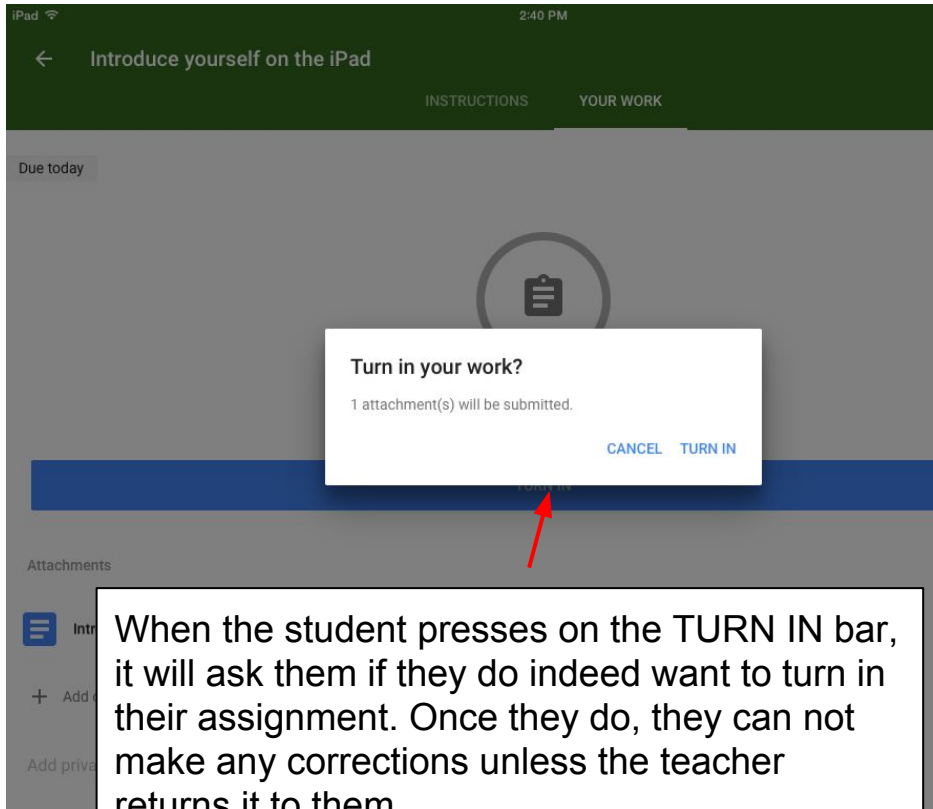


When a student selects a Google Drive attachment, the app will automatically switch over to the Doc, Sheets, or Slides app.

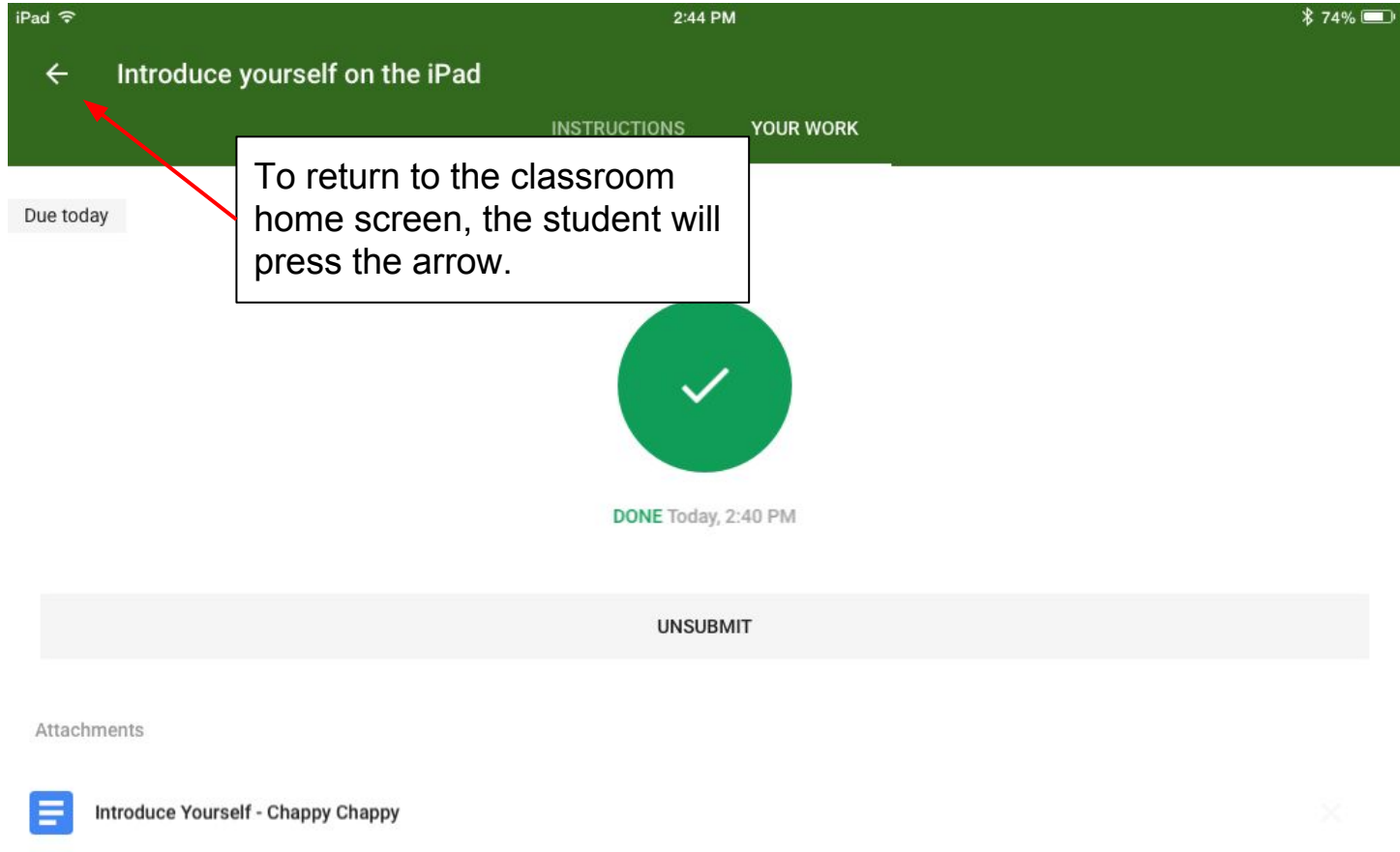
When the student is finished, they press the arrow and close out of the app. They will then need to re-open the Classroom app and touch the TURN IN bar.

My favorite thing to do is to sit in a nice chair with a really good book and a huge cup of hot coffee nearby.

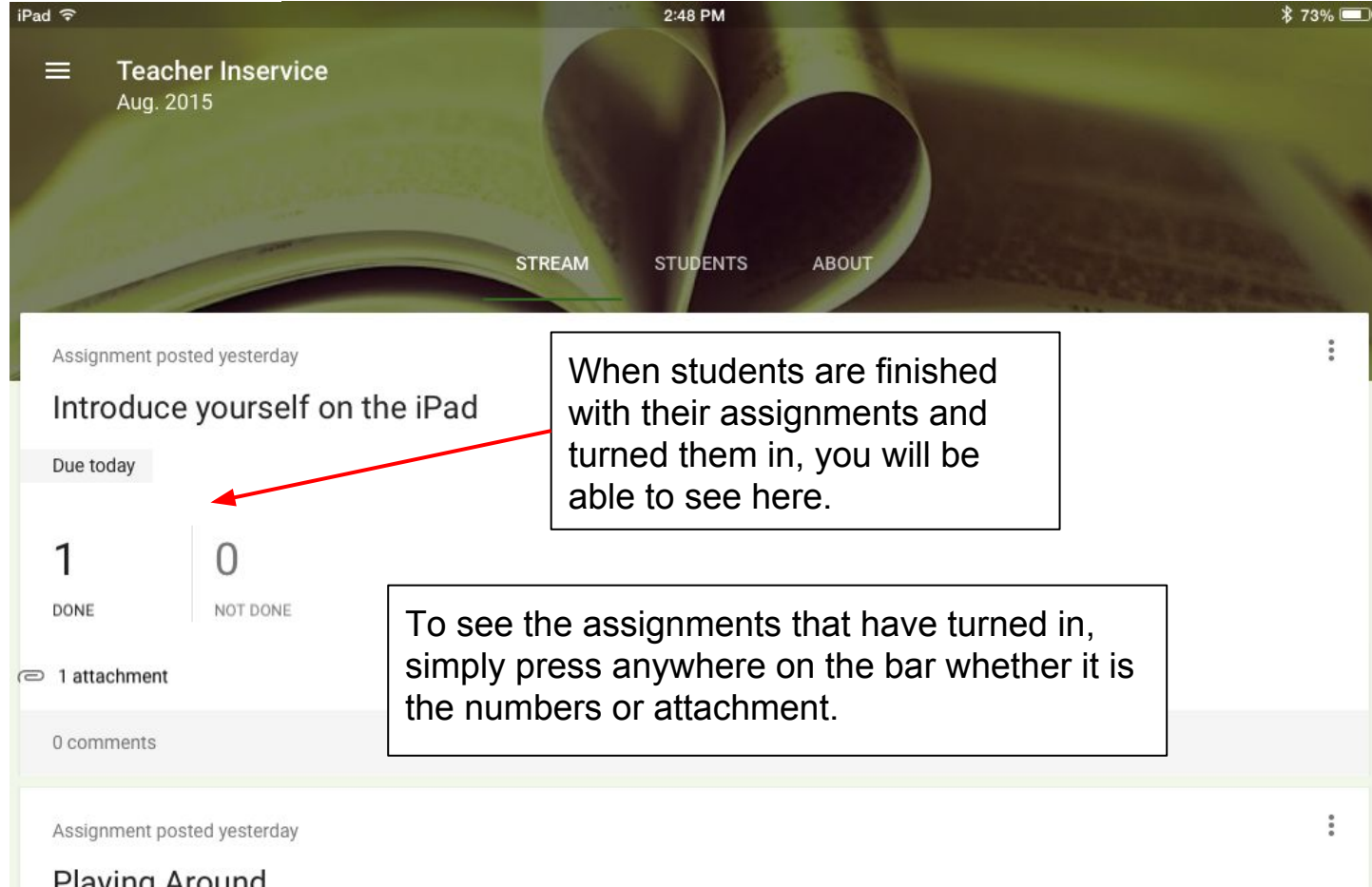
Student View - iPad



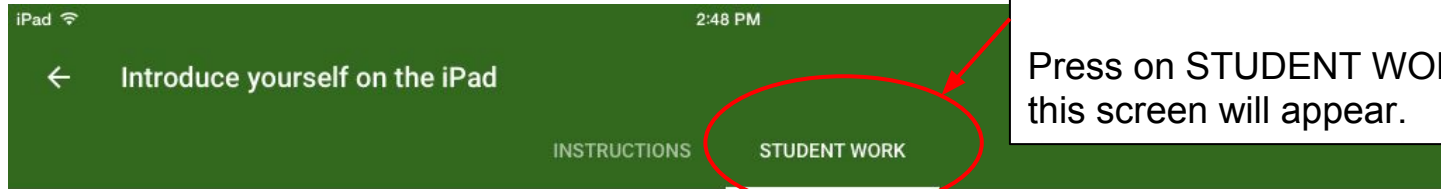
Student View - iPad



Teacher View - iPad

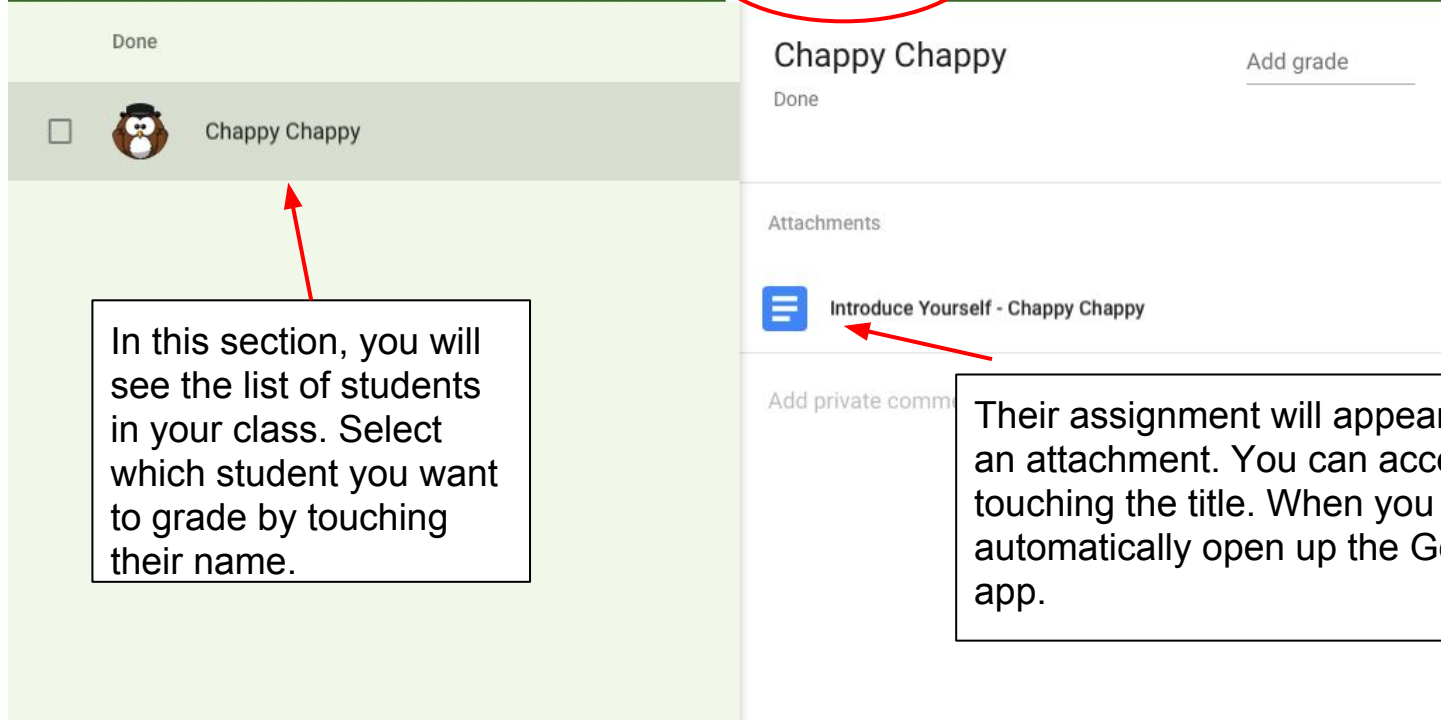


Teacher View - iPad



The first screen will be the INSTRUCTIONS screen.

Press on STUDENT WORK and this screen will appear.



In this section, you will see the list of students in your class. Select which student you want to grade by touching their name.

Their assignment will appear most likely as an attachment. You can access it here by touching the title. When you do, it will automatically open up the Google Drive app.


Teacher View - iPad

iPad 2:49 PM 73%

← Introduce yourself on the iPad 100 points ▾

INSTRUCTIONS STUDENT WORK


Done

☐  Chappy Chappy

Chappy Chappy 100/100

Done

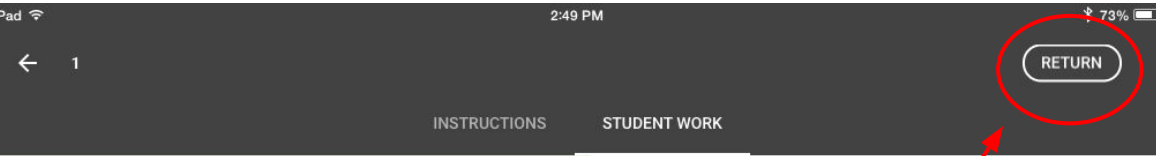
Attachments

 Introduce Yourself - Chappy Chap

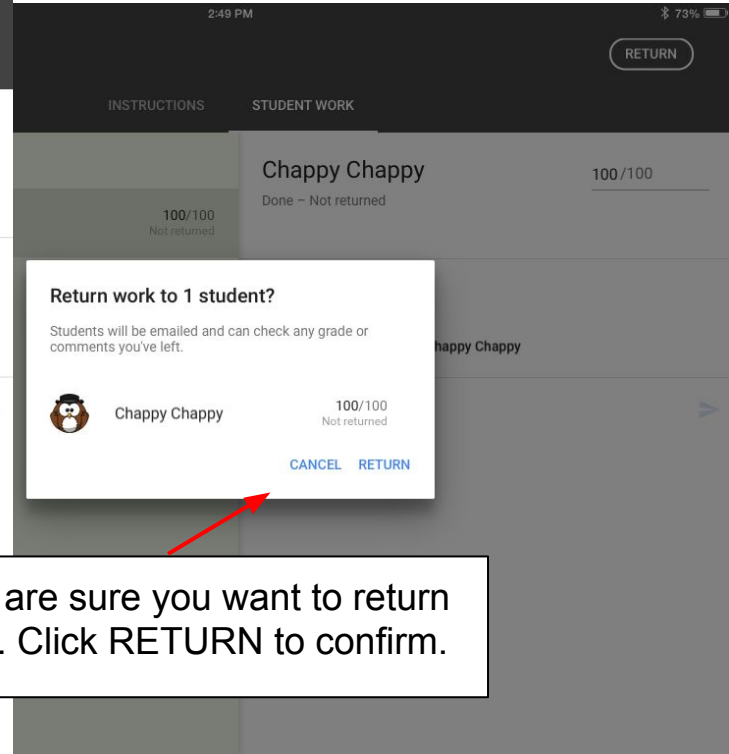
Add private comment

After you have graded the attachment or assignment, put in the grade here.

Teacher View - iPad



Once you are done, don't forget to hit the RETURN button. It is like handing back a graded assignment back to the student so they can see the grade and how they did.



It will ask if you are sure you want to return the assignment. Click RETURN to confirm.

New Features

Co-Teacher - you can have more than one teacher “assigned” to the same class.

“Add to Google Classroom” extensions on other apps - everyday, a new app will have a feature that will let a student or teacher save right to the Google Classroom app as an attachment.

Mobile updates - get notifications on your phone

API Updates like Roster Sync - <http://goo.gl/E1Hahg>


Admin - Whitelist Domains - can add people not affiliated with the Google Apps account. For example, teachers with an email that ends in usd473.net



GEG Kansas

GEG Kansas

With support from faculty and staff from Fort Hays State University's College of Education



GEG

Kansas

Public 3,706 members

All posts

Darcy Leech
 Google Classroom - Aug 6, 2015

Google and PDFs -
 Situation: teacher has a teacher resource CD with PDF worksheets. Teacher wants to go paperless with Google Classroom. What's the best way to use those
[Read more](#)

+4

6 comments

Darcy Leech
 Aug 7, 2015 +3

So maybe the best option is to have the PDF for students to view and they complete the answers on a Google form for easy grading?

Robert Allen Moody (Doc) OWNER
 Google Classroom - Aug 6, 2015

General availability of Google Classroom
 Posted: 05 Aug 2015
 We announced the Google Classroom API in June, and it's now available for use.
[Read more \(18 comments\)](#)

+1

zack vogel
 Google Classroom - Aug 4, 2015

Does anybody know of a way to schedule post for Google Classroom?

+1

<https://goo.gl/ns5rz9>

Sign up to join. This is a group of Kansas teachers and administrators using Google. It is a support group for help and sharing of ideas.

Need more information? Go to <https://goo.gl/9gq2No>



Search Google Classroom Help



blemon@chapmanirish.net ▾

Classroom Help

CLASSROOM 

HELP FORUM

Welcome to the Google Classroom Help Center



Overview

About Classroom

Understanding the assignment flow

Get the Classroom app

Get started in Classroom with a screen reader

Classroom API overview

What's new in Classroom

Security and privacy

Frequently asked questions