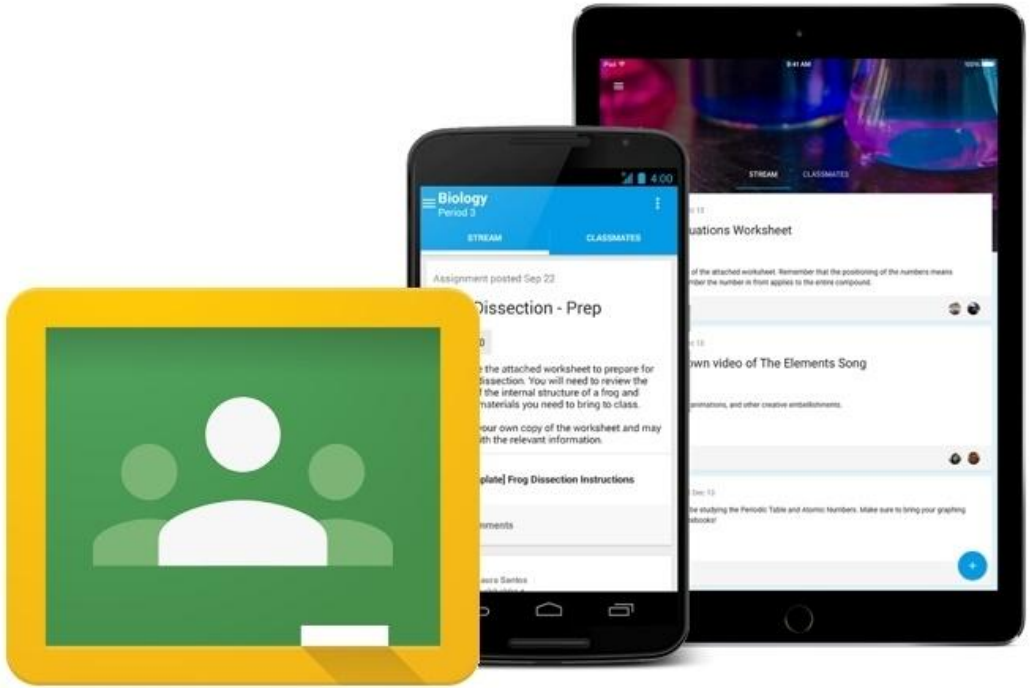


Google Classroom

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

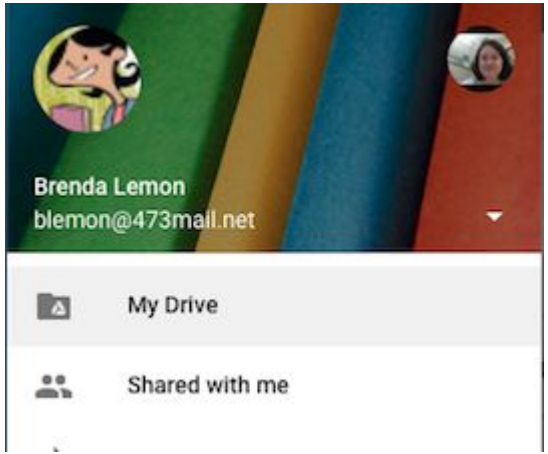
password: 473green

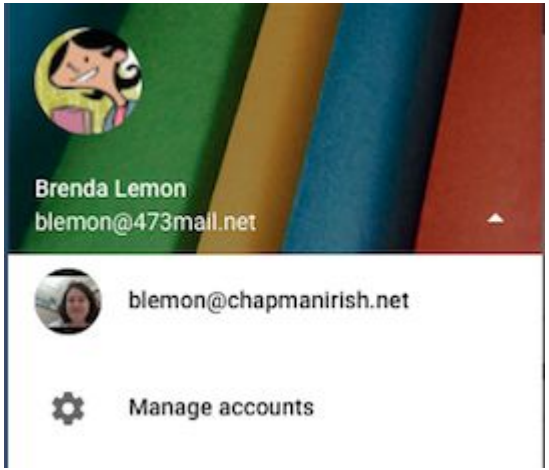
High School: Chappy Highschool

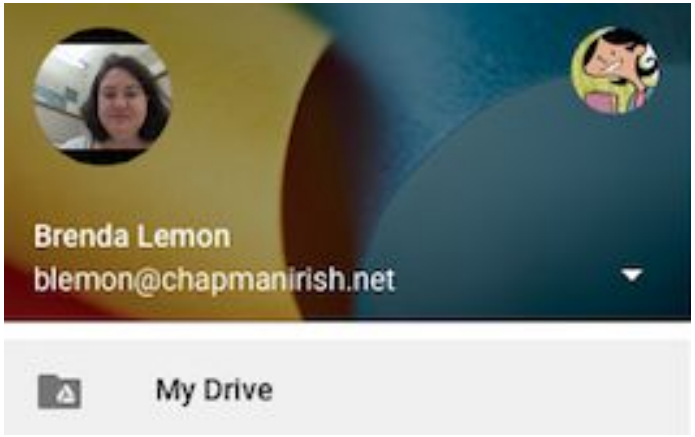
username:chappyhighschool@chapmanirish.net

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...

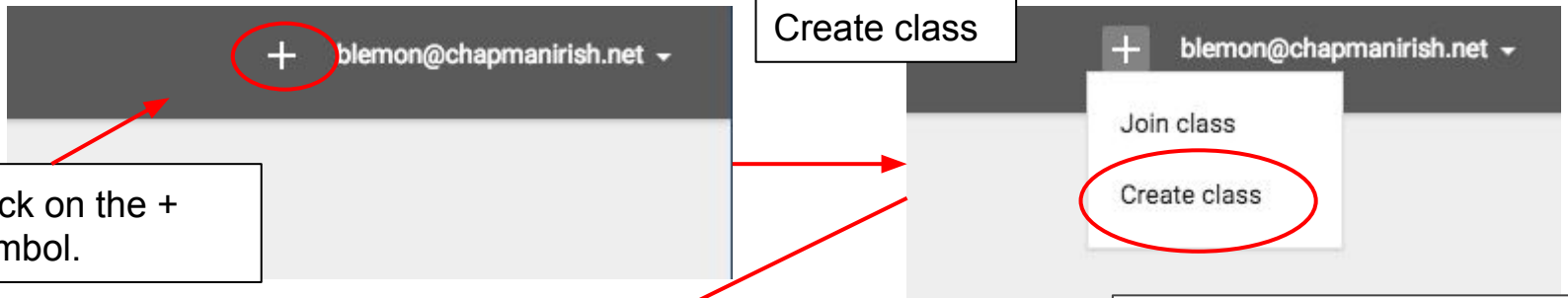
calendar.google.com

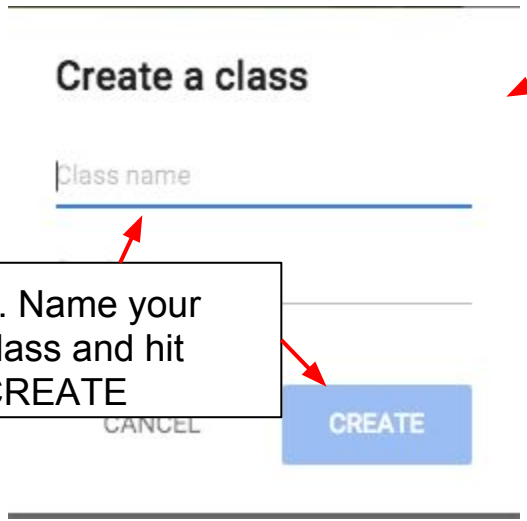
Teacher View: Laptop

How to add a class

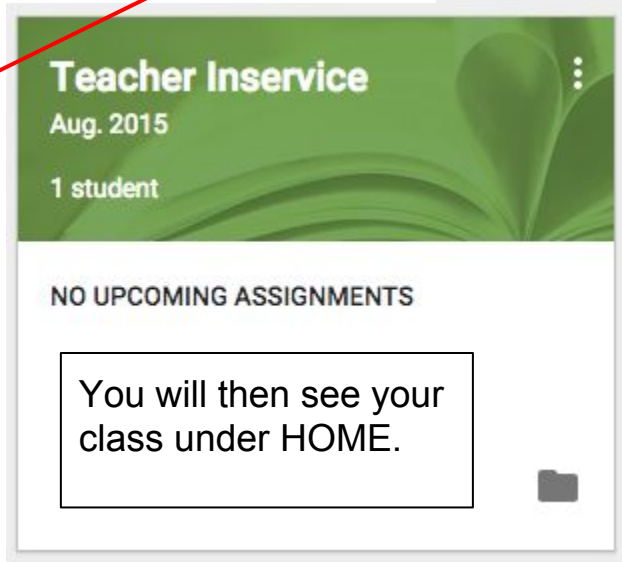
1. Click on the + symbol.

2. Select Create class





3. Name your class and hit CREATE



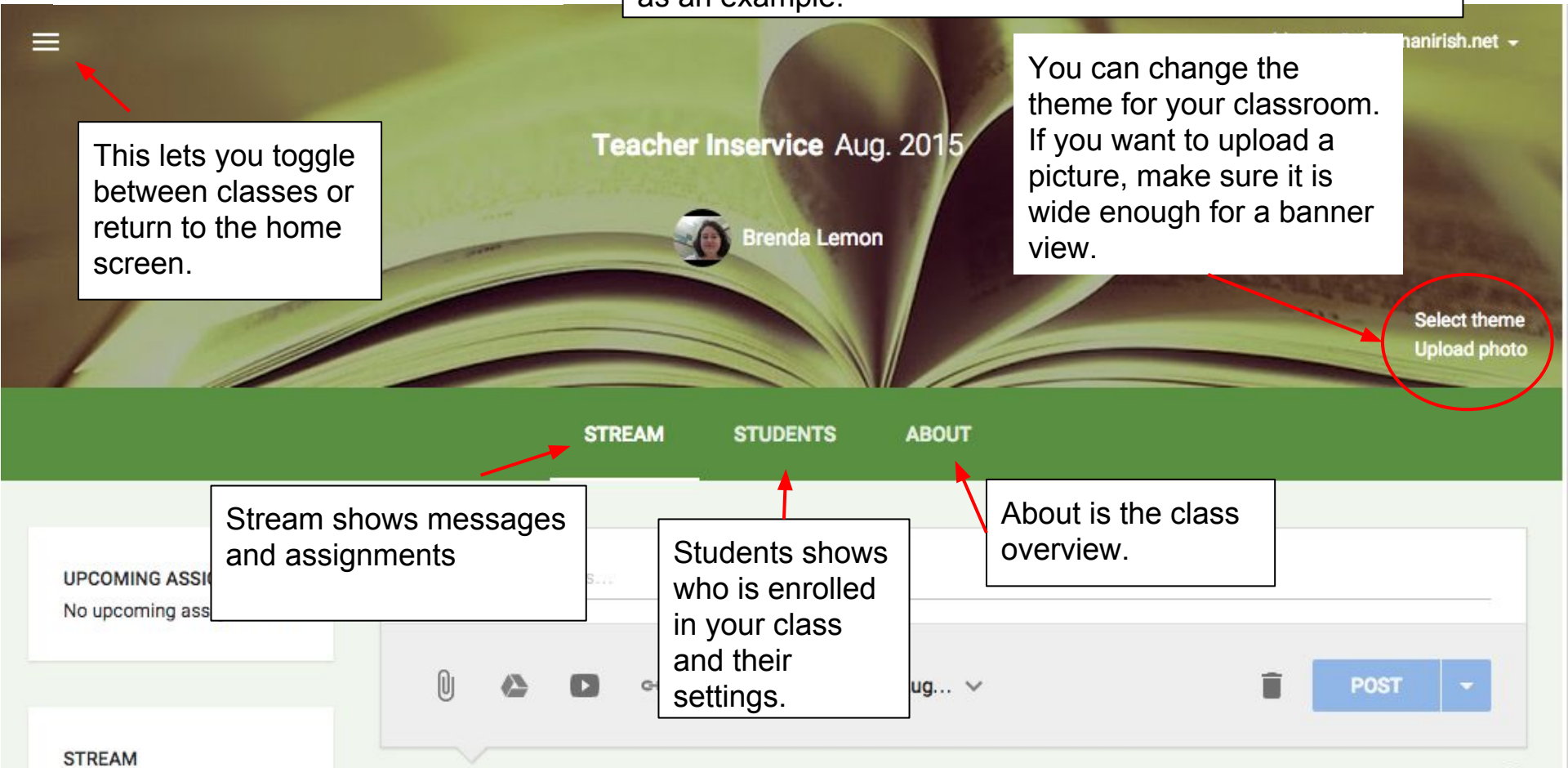
You will then see your class under HOME.

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

DO NOT DELETE THIS FOLDER.

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.

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.

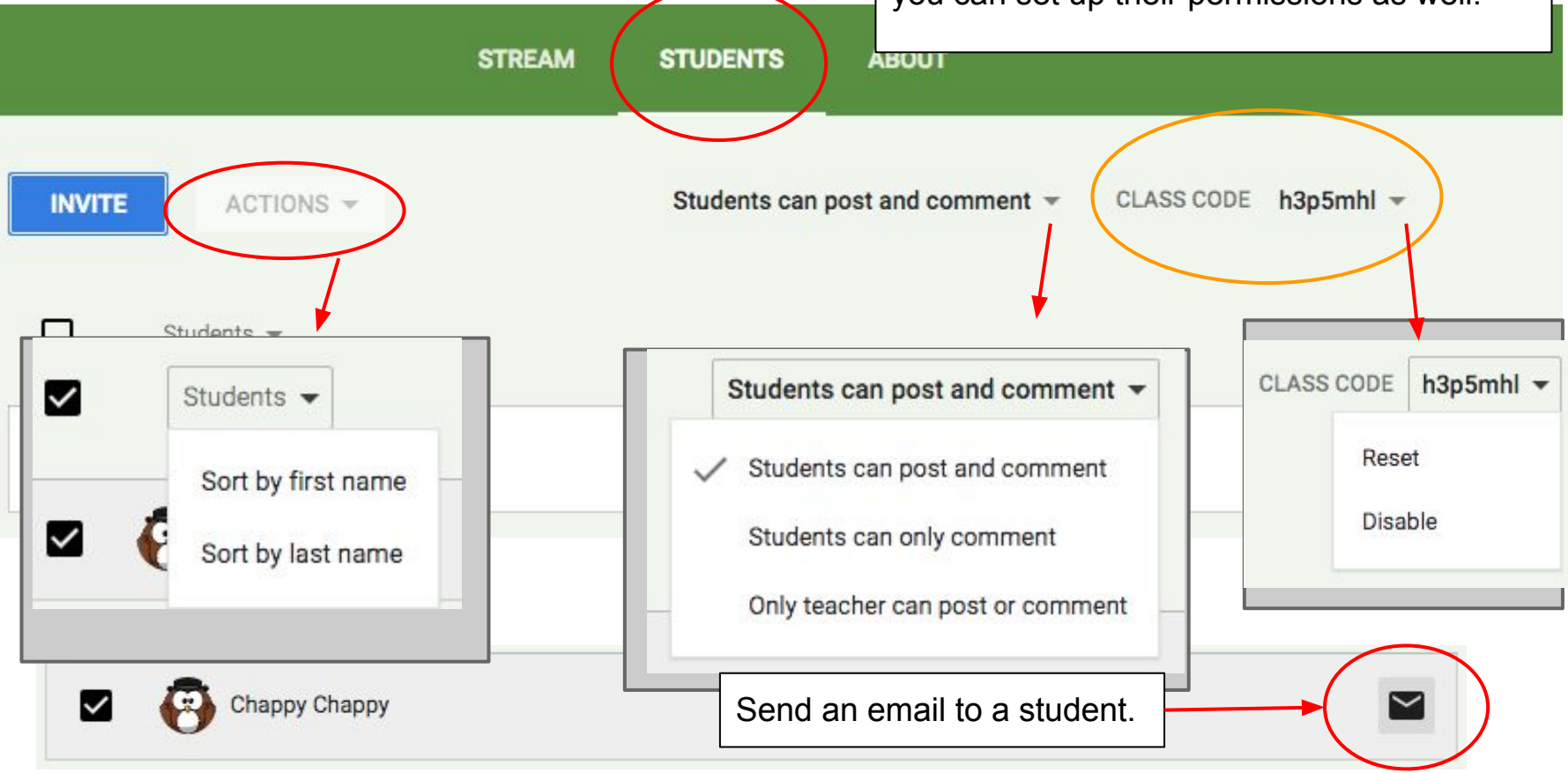
Stream shows messages and assignments

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

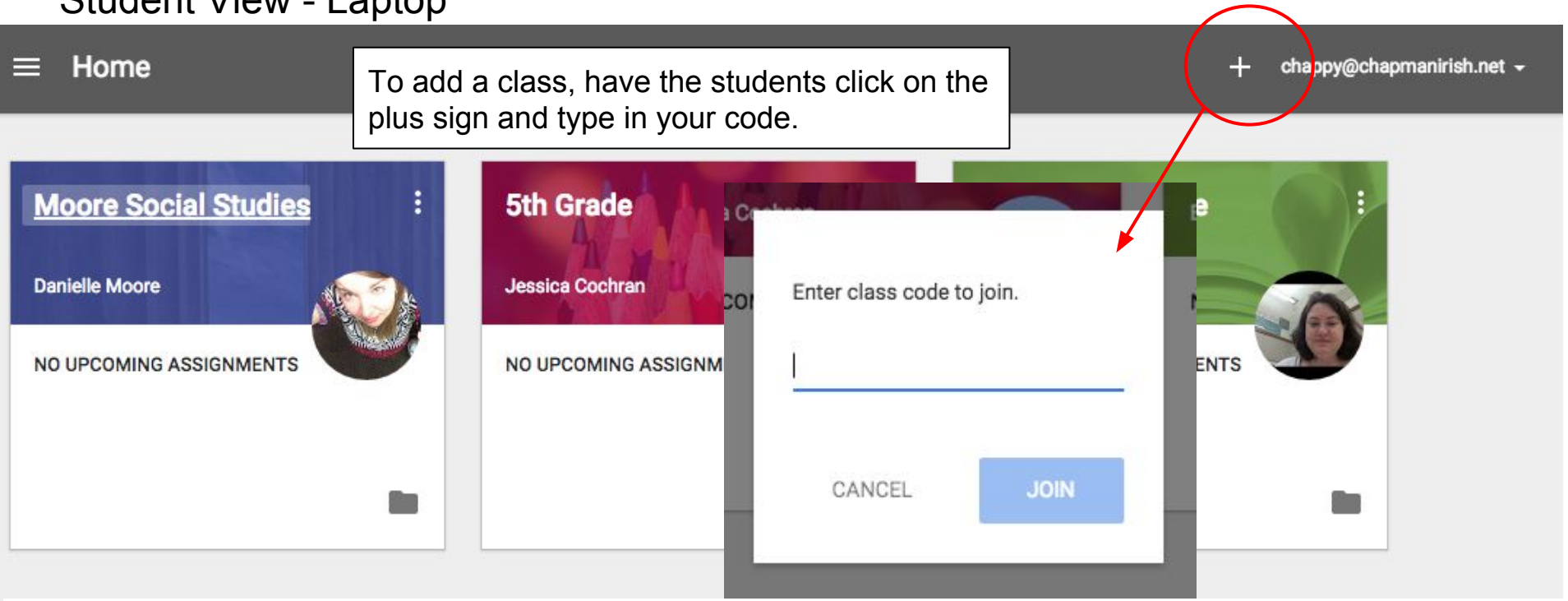
About is the class overview.

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.



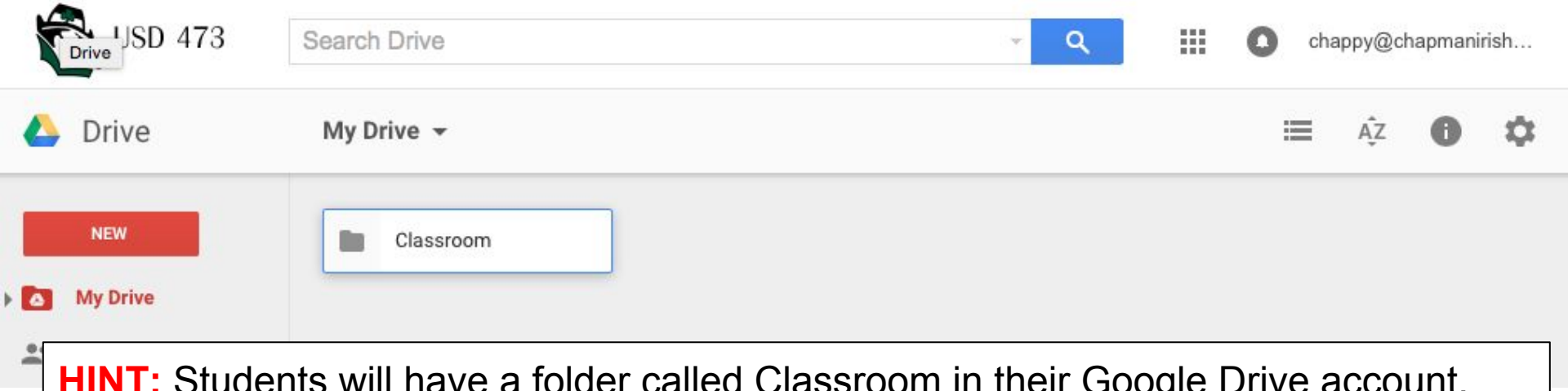
Student View - Laptop



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

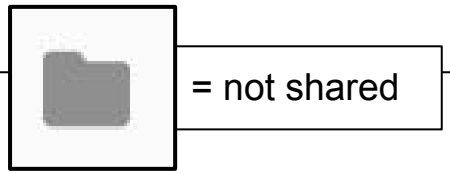
HINT: Unfortunately, students can remove themselves from your class.

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.

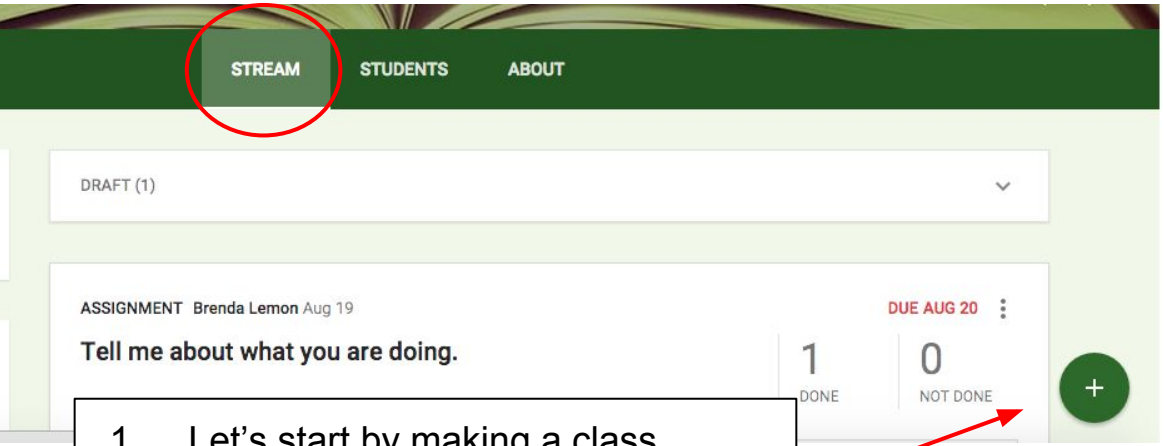
HINT: You can tell if a folder is shared or not by looking for the icon.



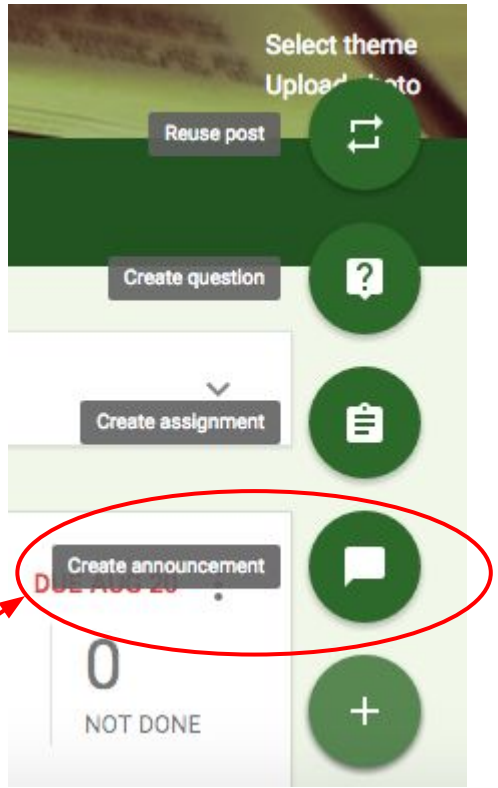
= not shared

= shared folder

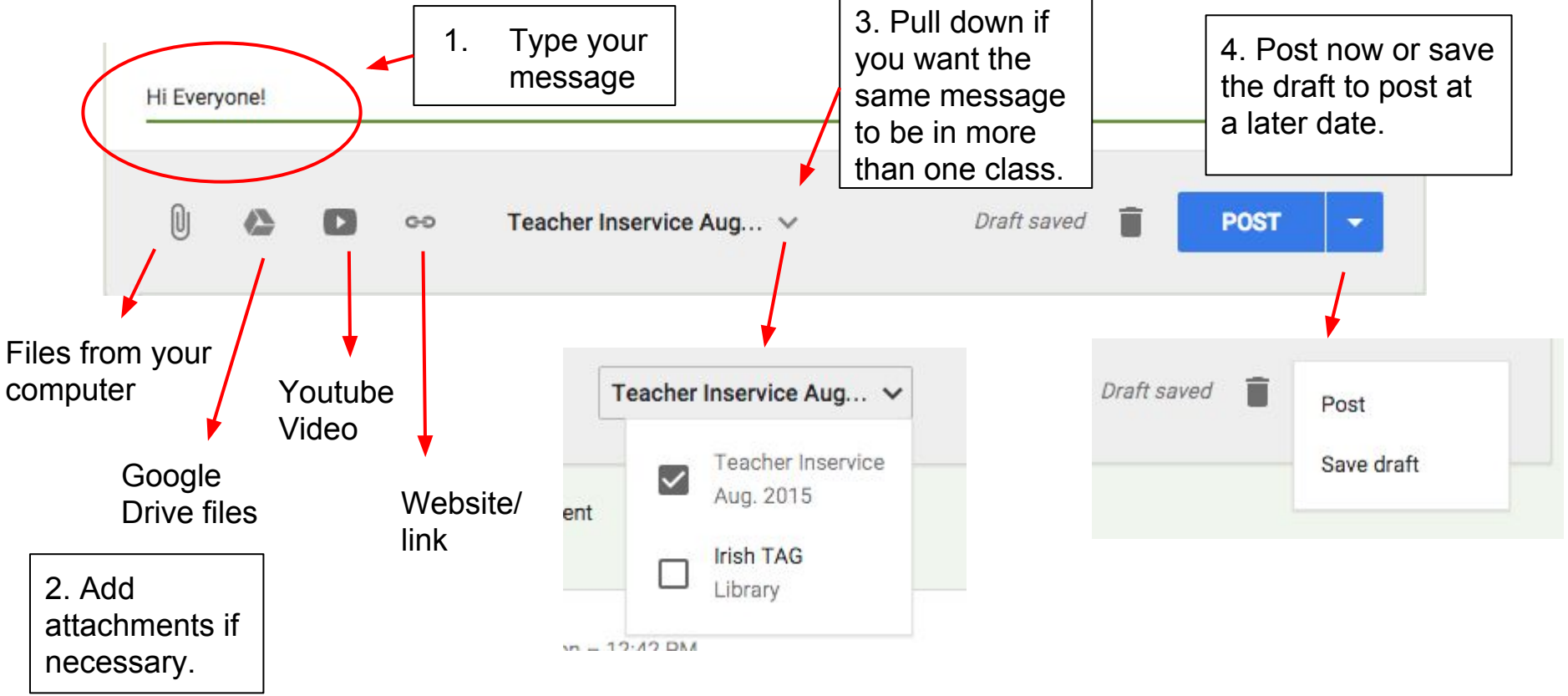
Teacher View - Laptop



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

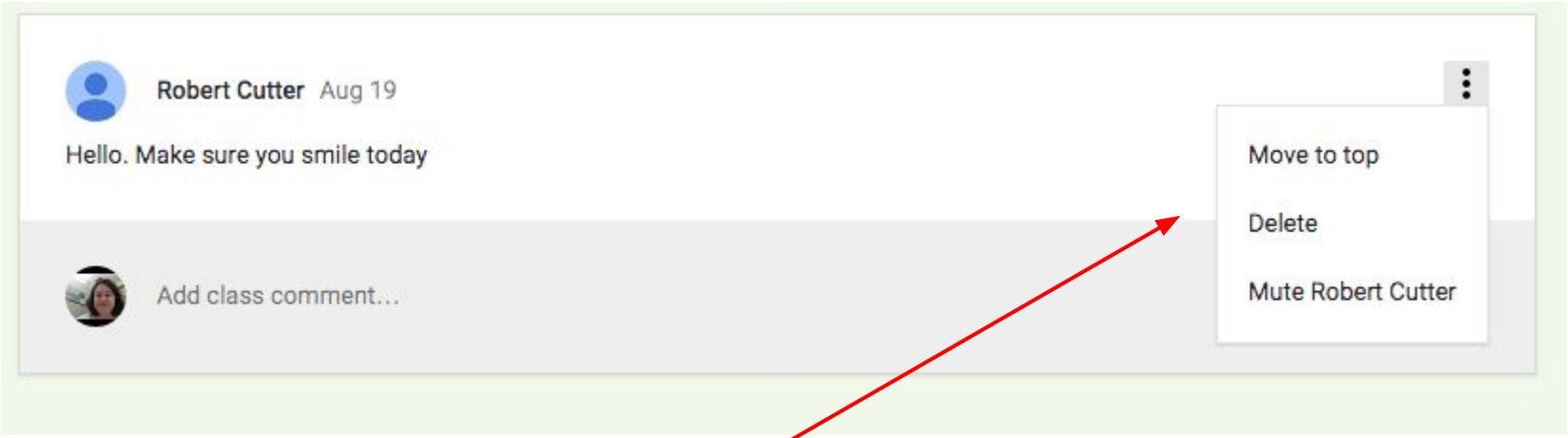


2. Select create announcement.



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

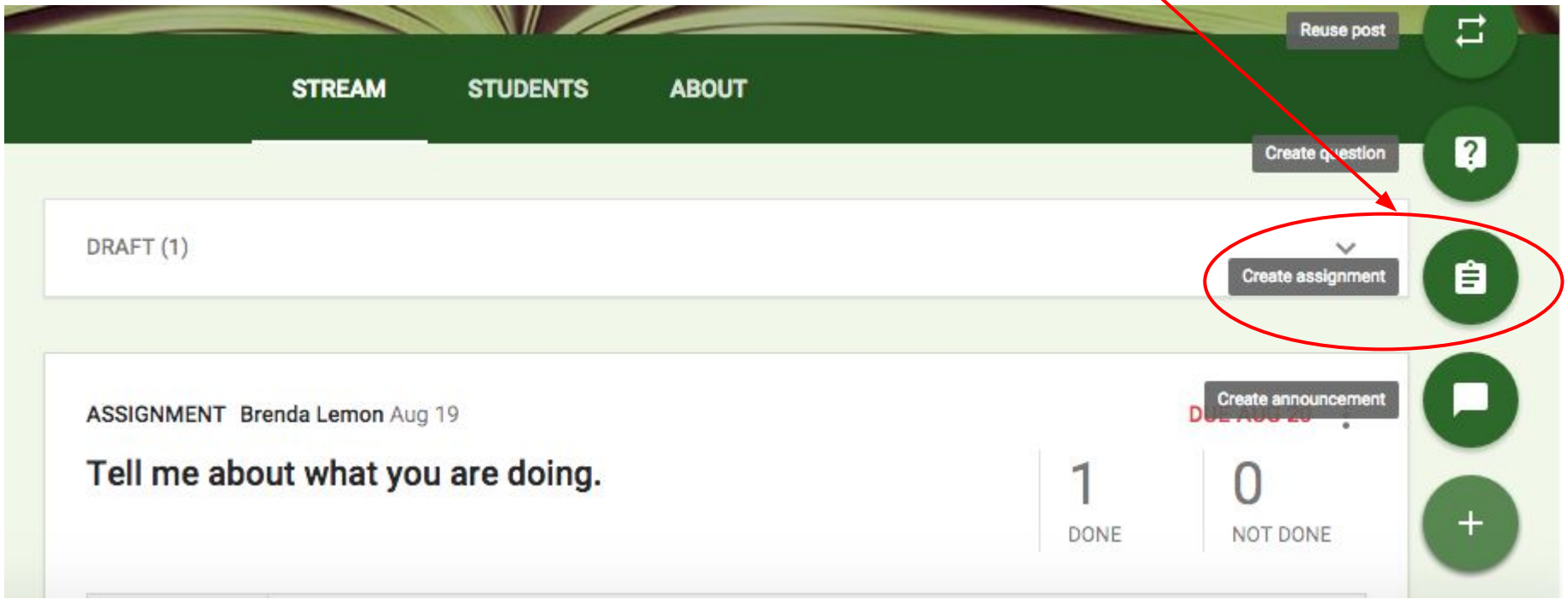
Teacher View - Laptop



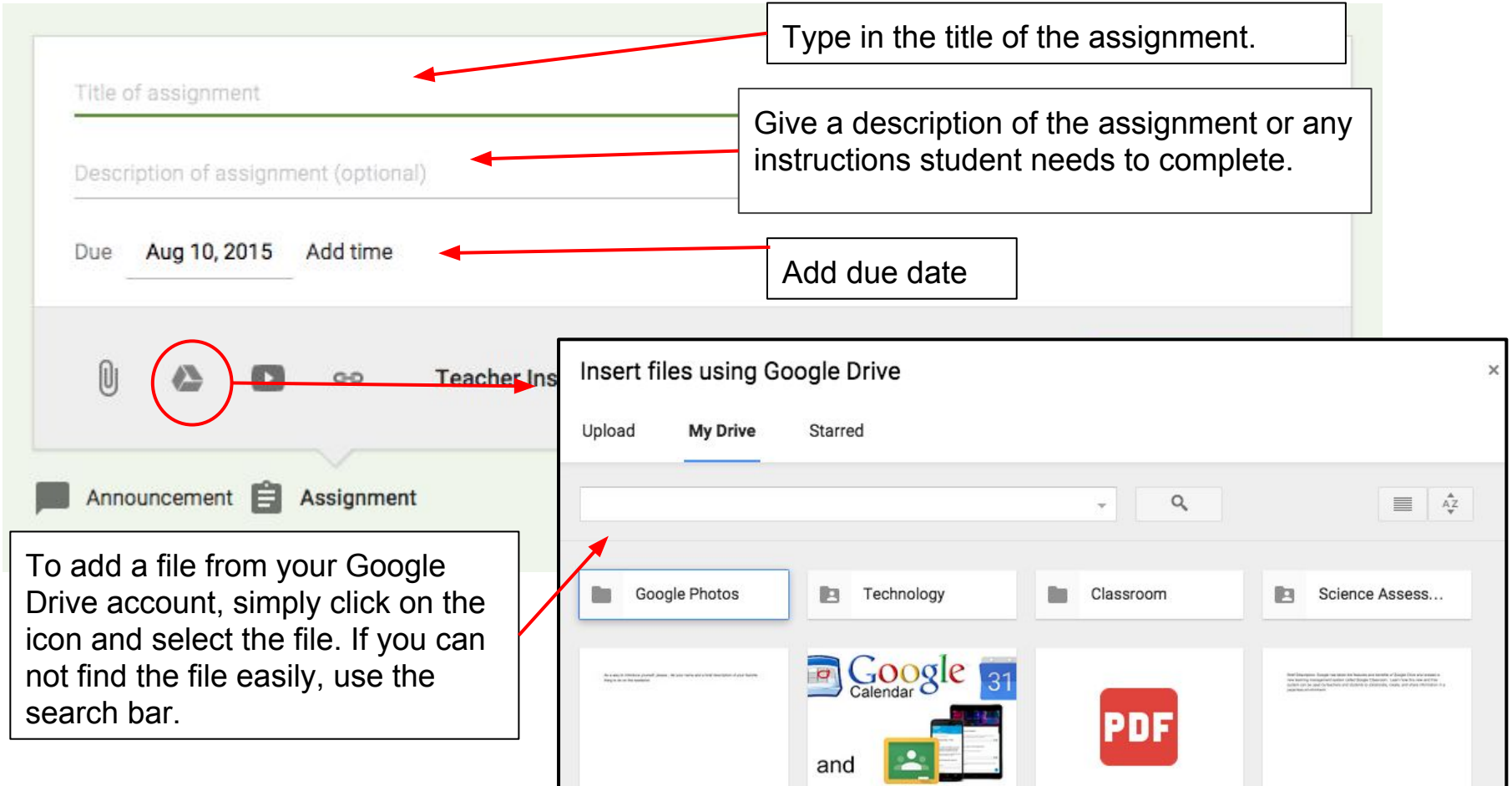
If you give students the rights, they can add post and make comments to other student's posts. As a teacher, you have the right to delete a student's post, move their post to the top of the stream, and even Mute the student so they can no longer post or comment but can still see and complete assignments.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



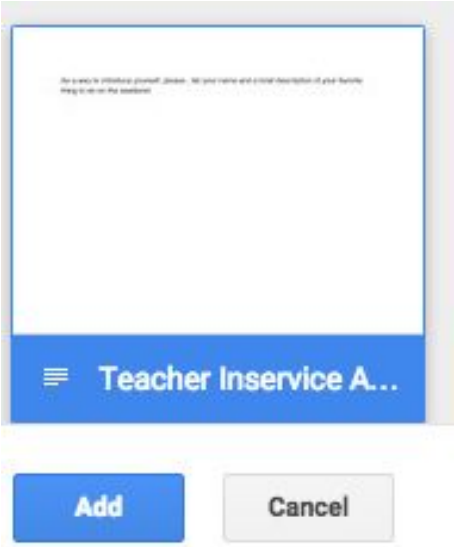
Teacher View - Laptop



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.

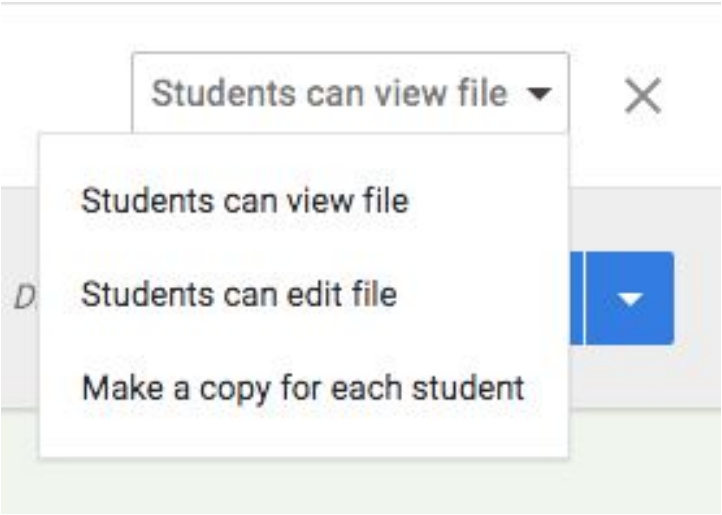
Teacher View - Laptop

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

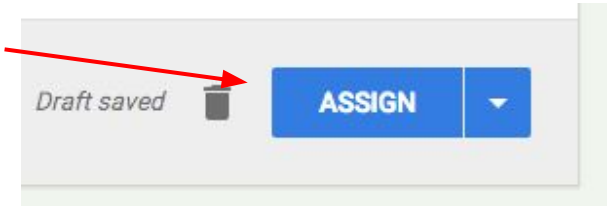


2. Select the drop arrow and to choose what students can do with the shared document.

Most common and easiest to use is Make A Copy.



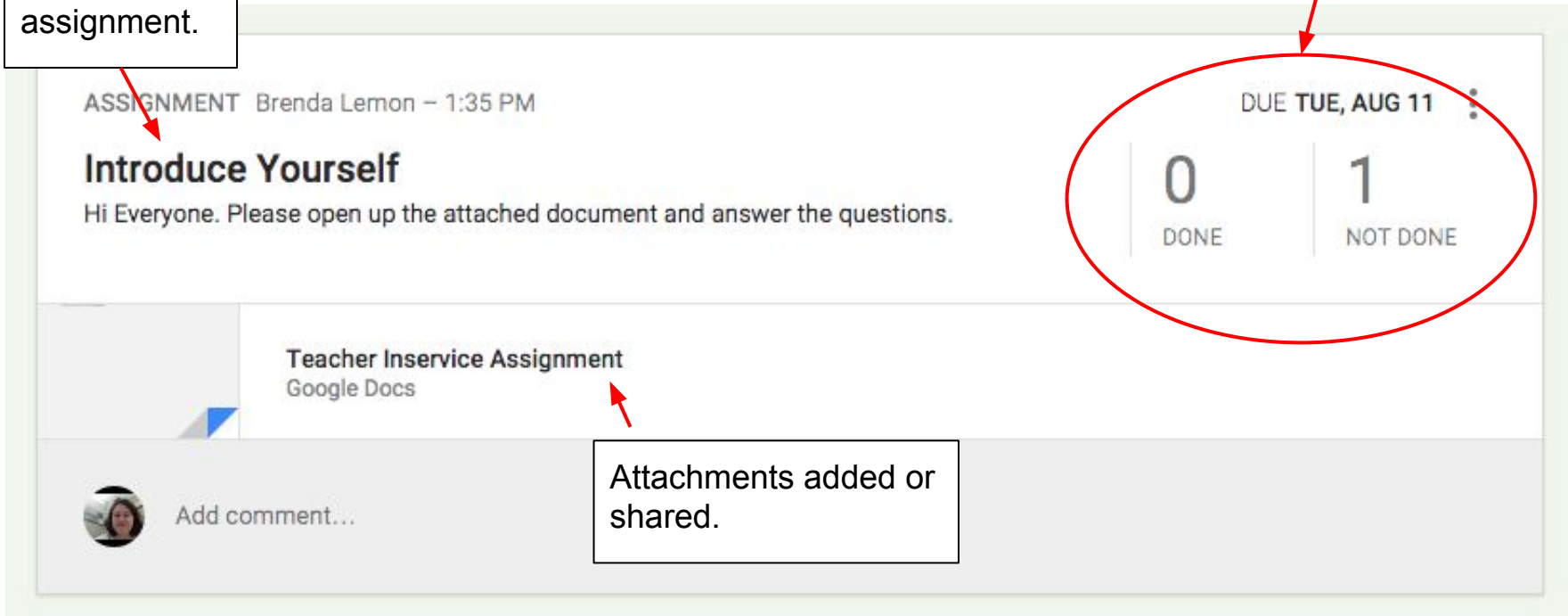
3. Select to save as a draft or go ahead and assign.



Teacher View - Laptop

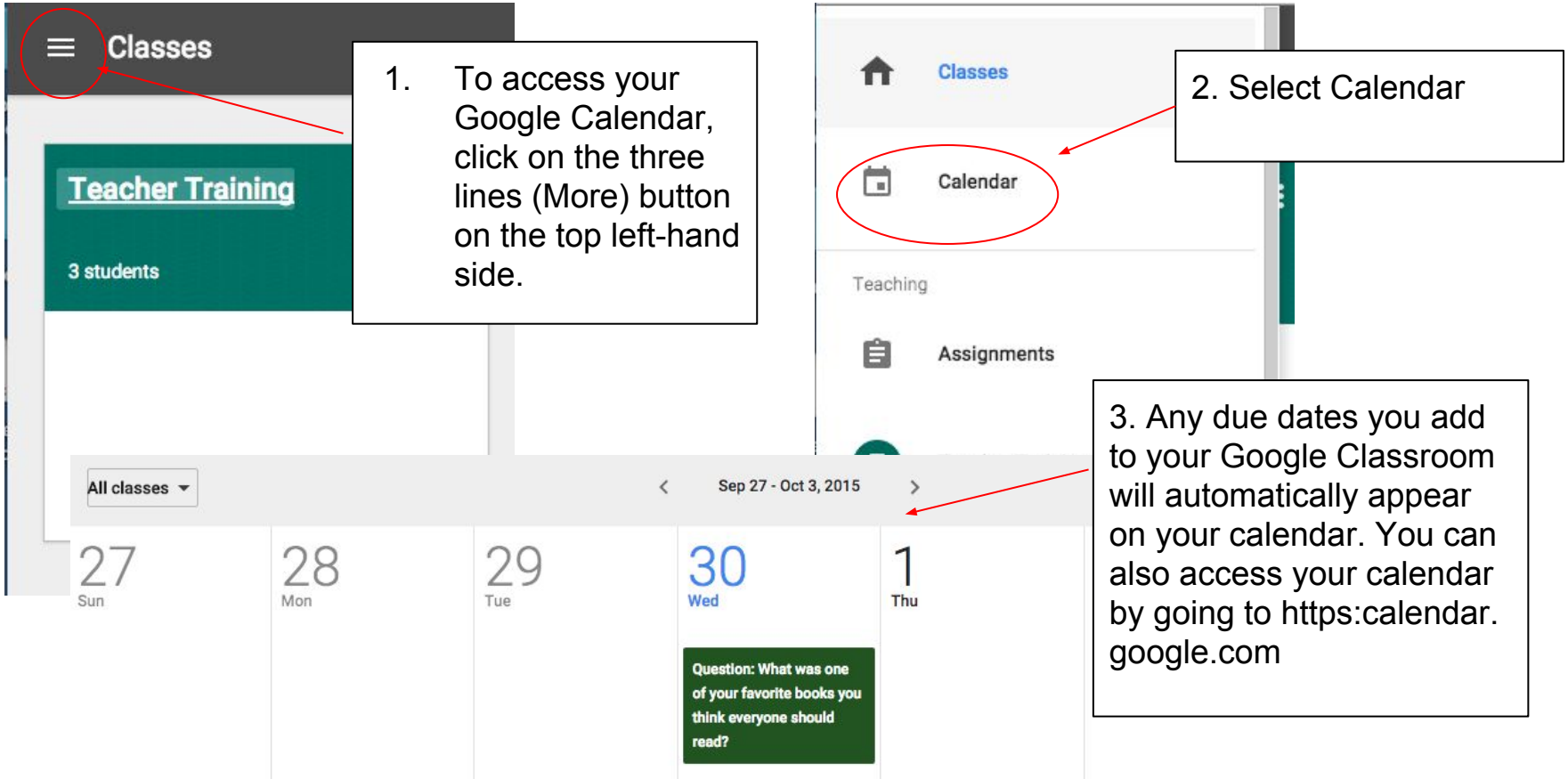
This shows you the status of the assignment.

Title of the assignment.

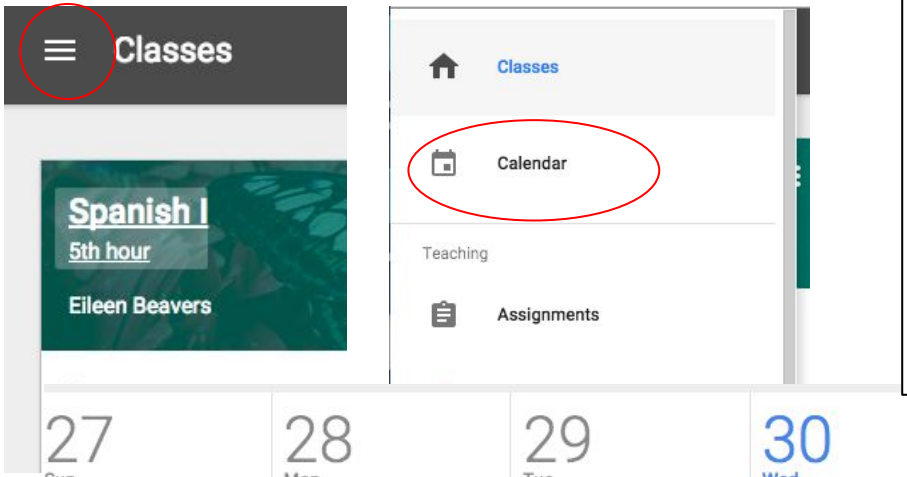


Attachments added or shared.

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



Student View - Laptop - Calendar

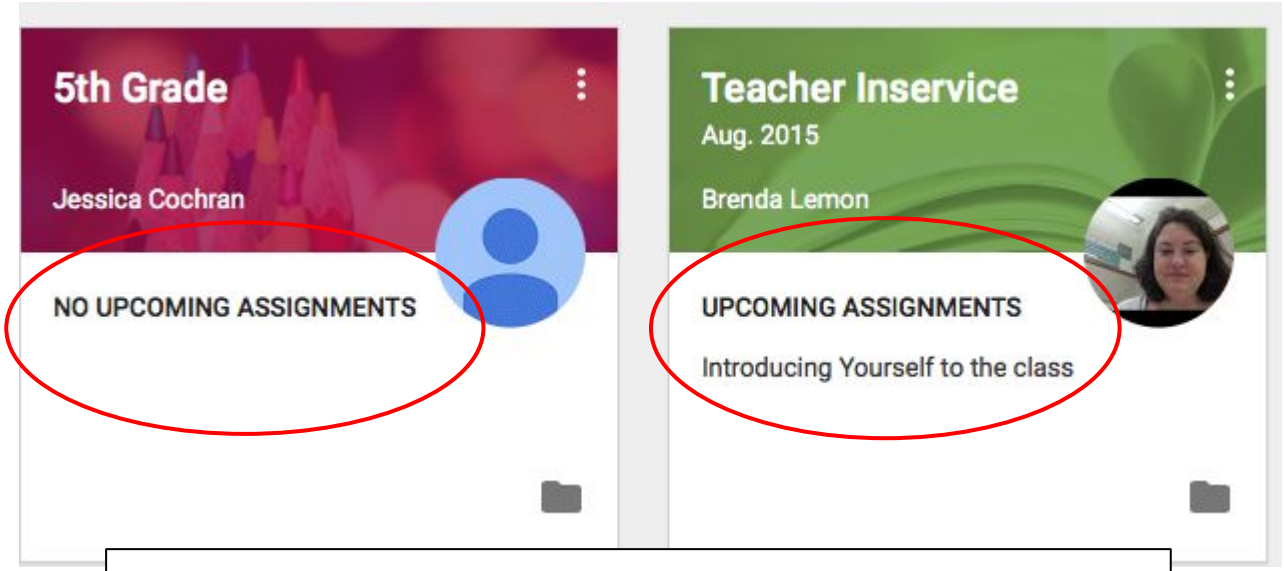


Students also have the new calendar feature. They follow the same steps as the teacher to access. When the student views their calendar, they can see the due dates for all of their classes in Google Classroom.

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

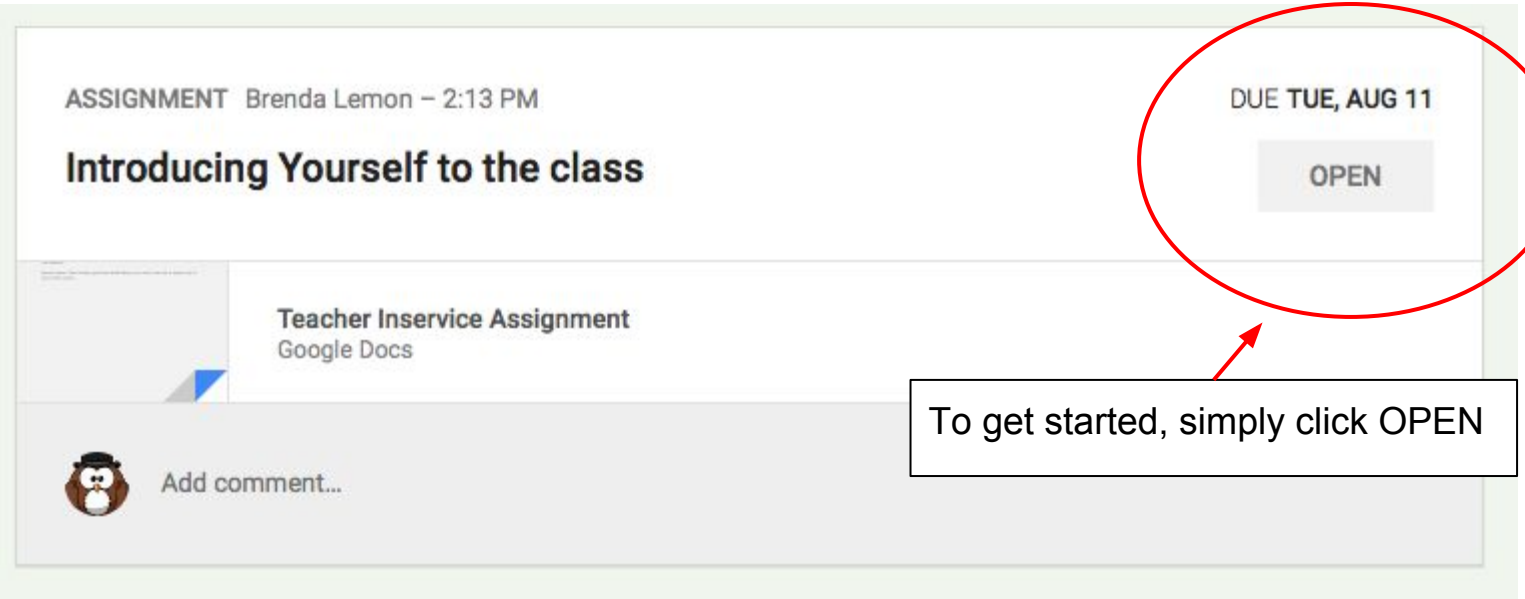
Student View - Laptop

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.

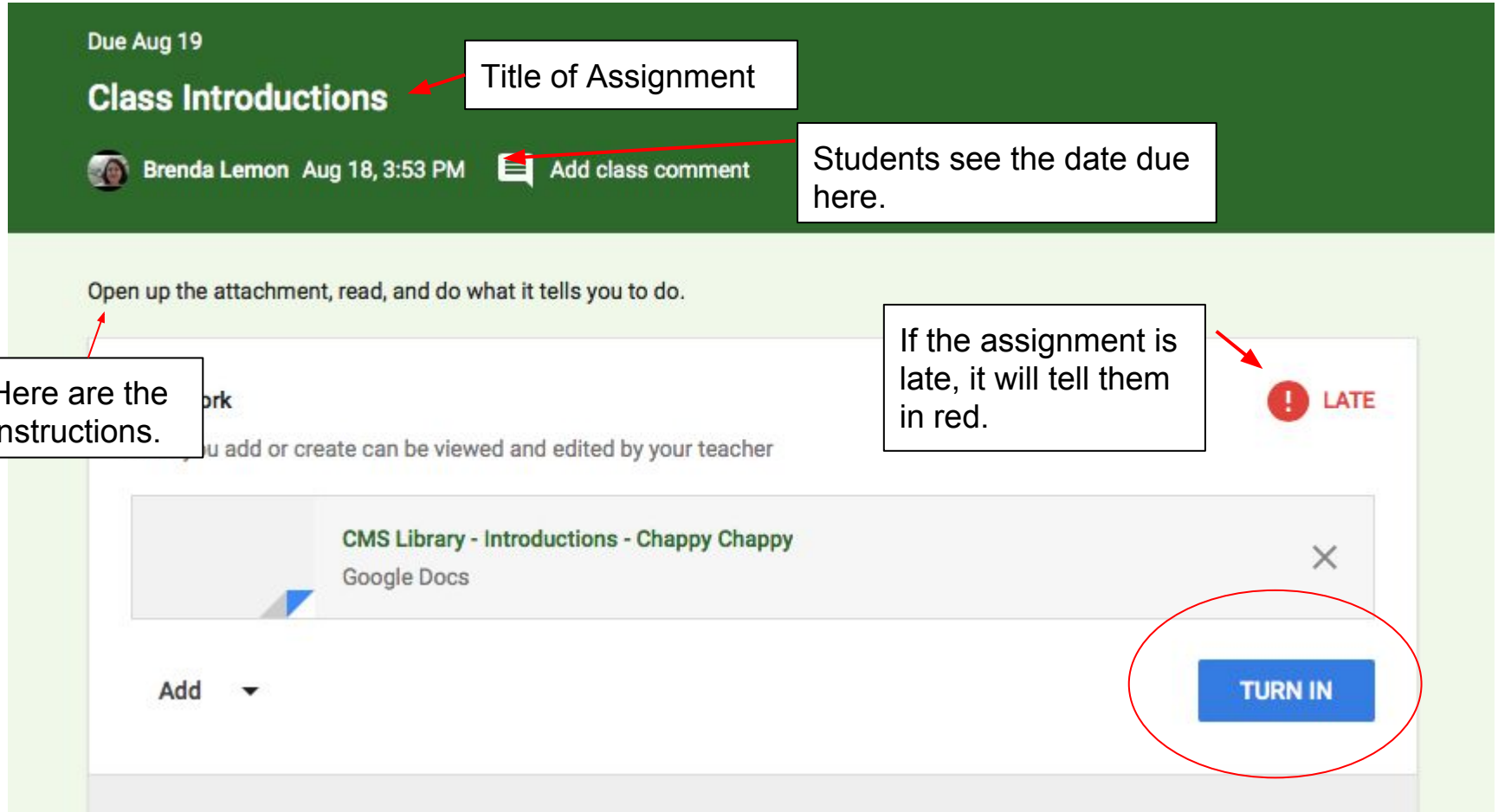


To go into a class, the student just needs to click on the title.

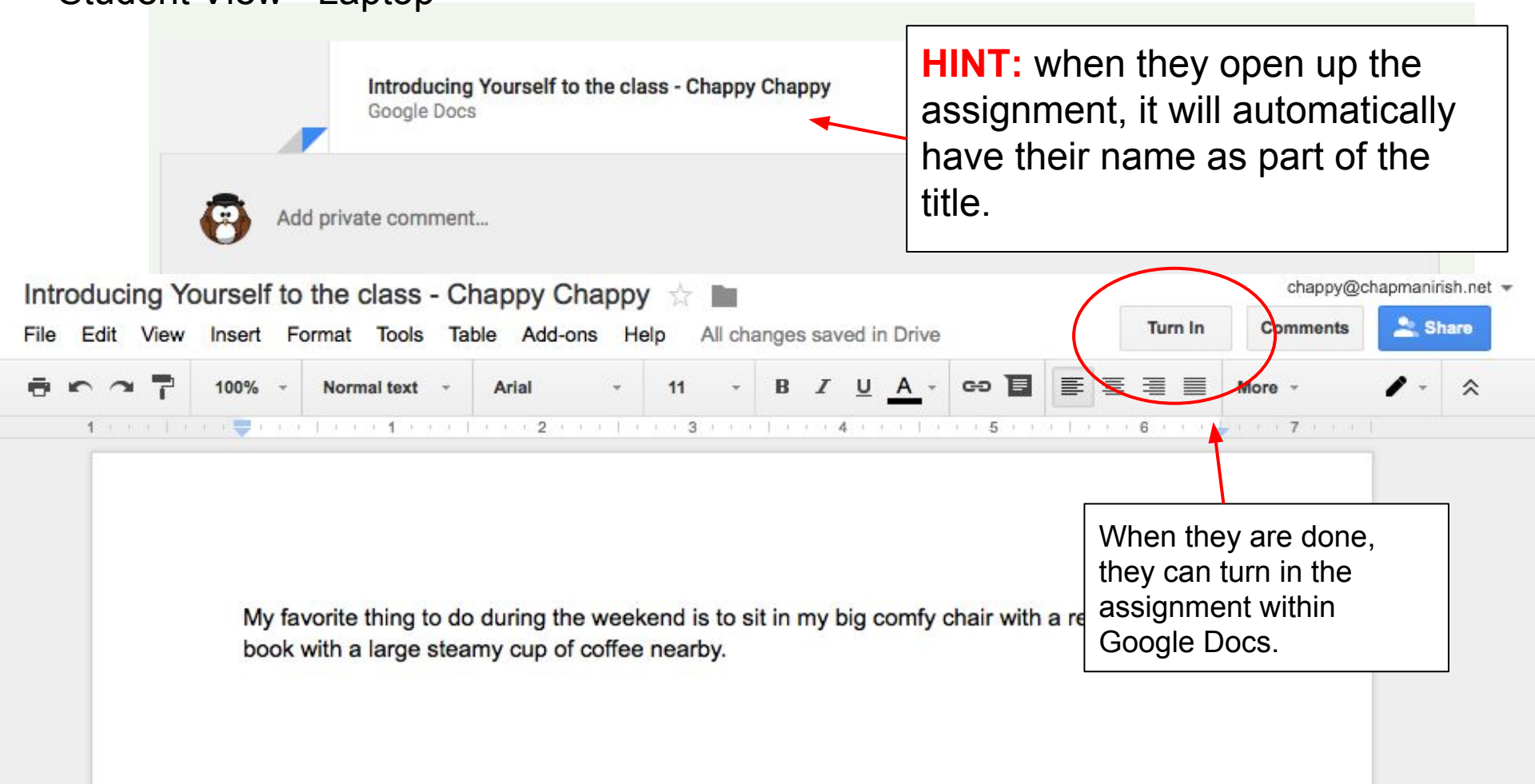
Student View - Laptop

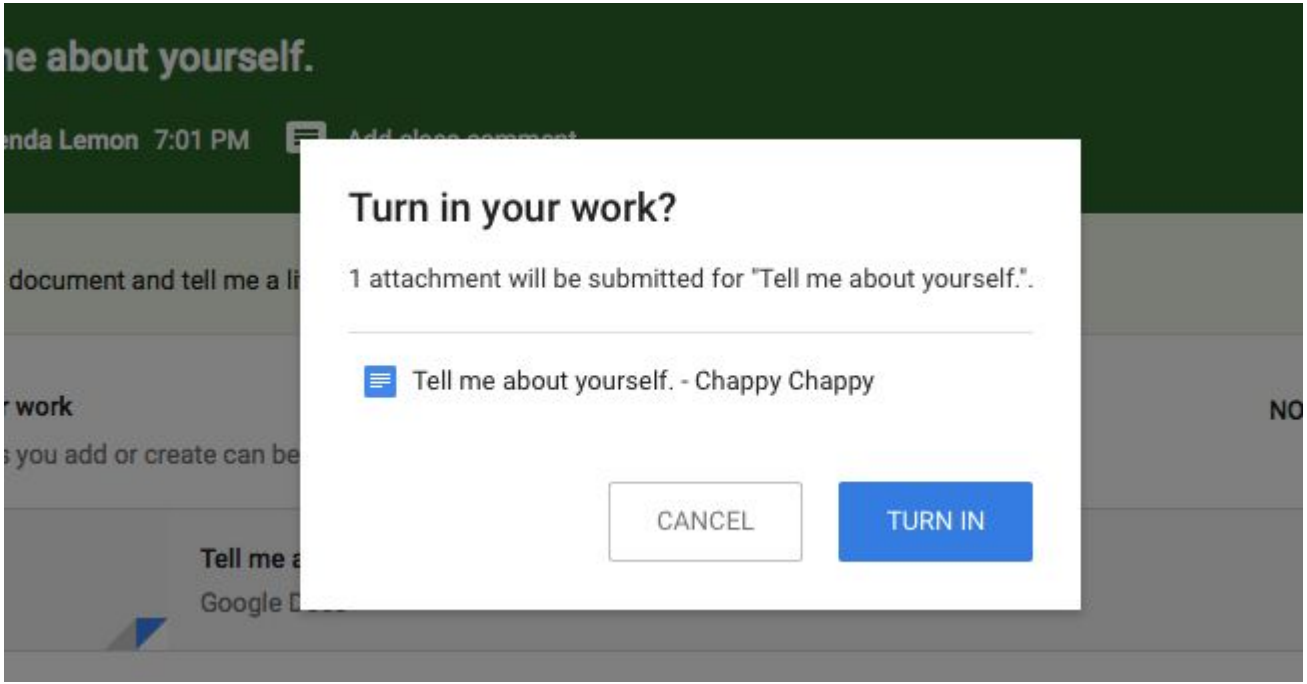


Student View - Laptop



Student View - Laptop

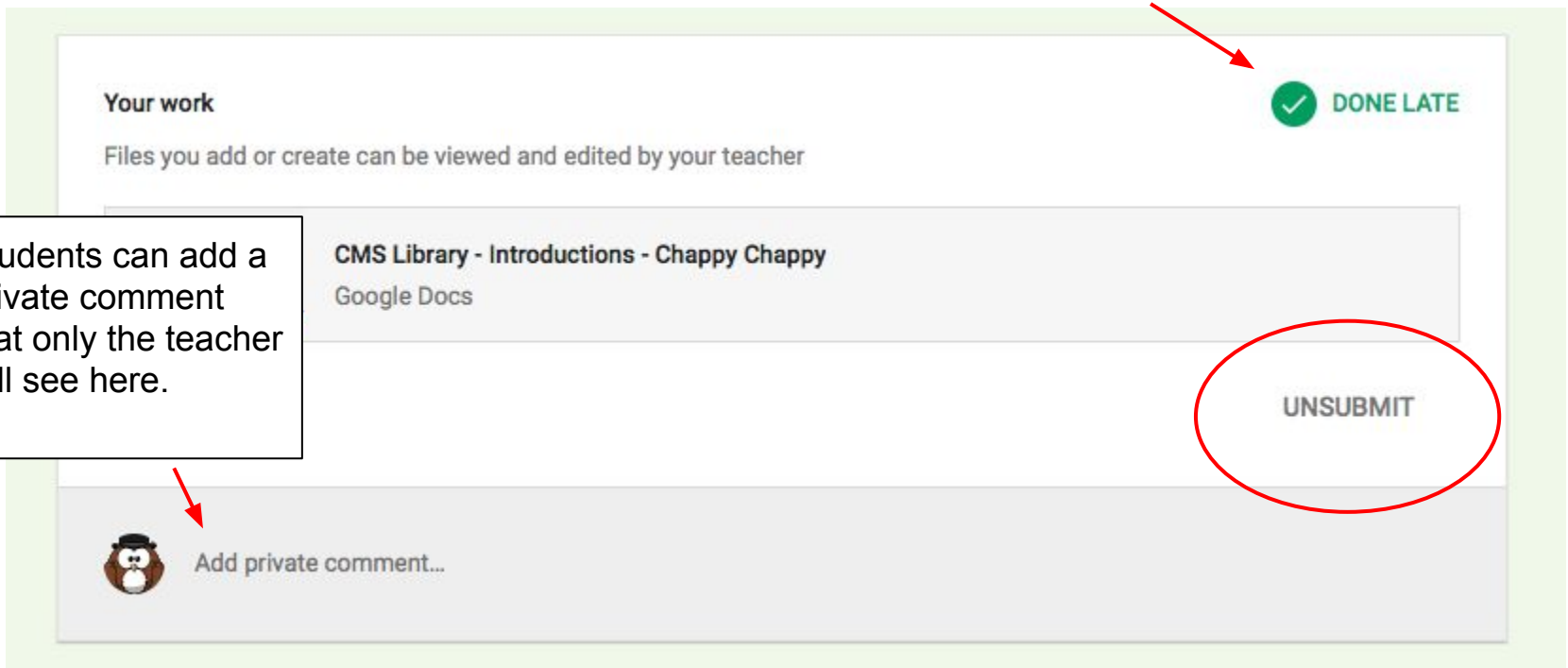




Even after they select Turn In from within Google Docs, It will ask the students once again if they are sure. This is because once they turn it in, they can no longer make any changes unless the teacher hands it back.

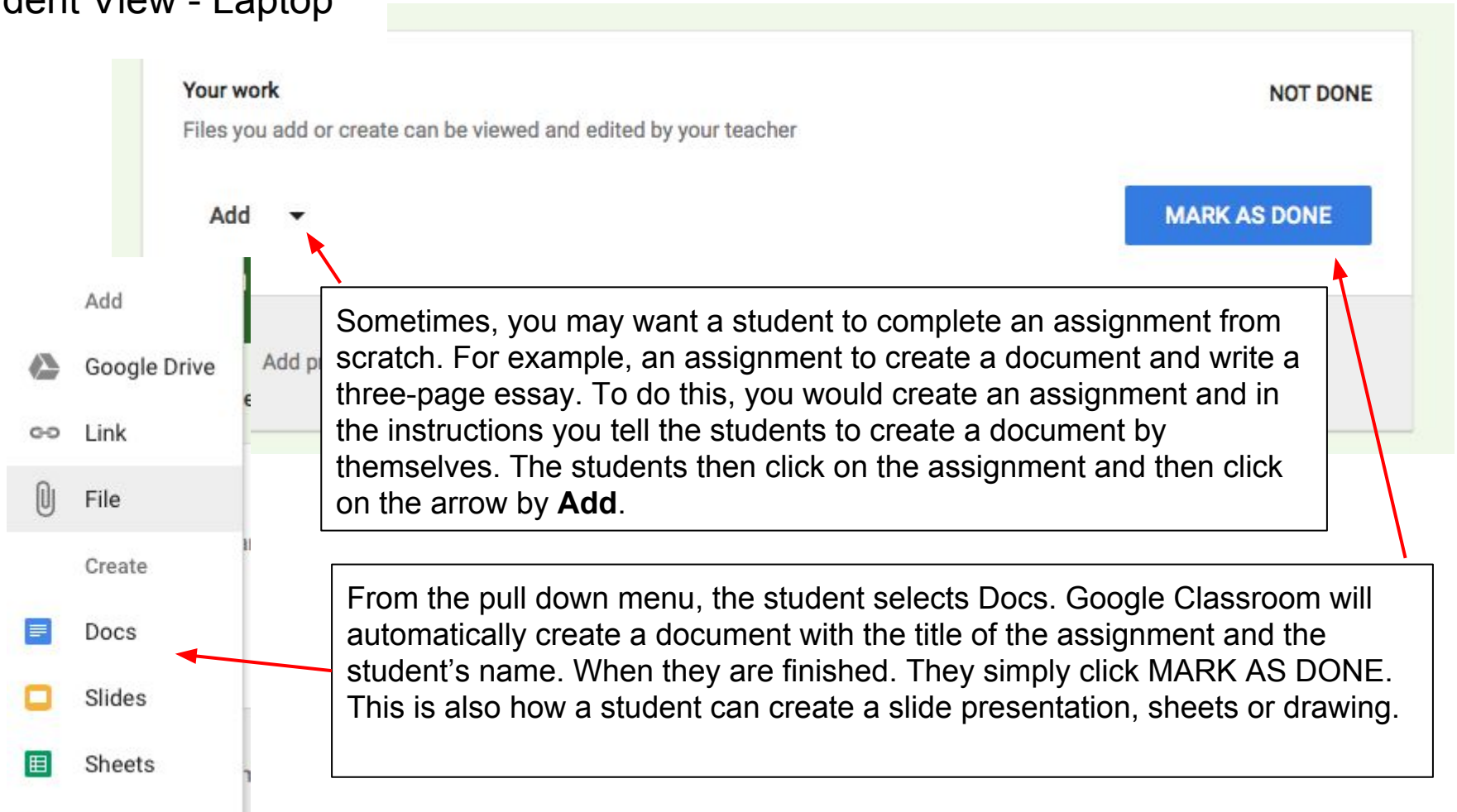
Student View-Laptop

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

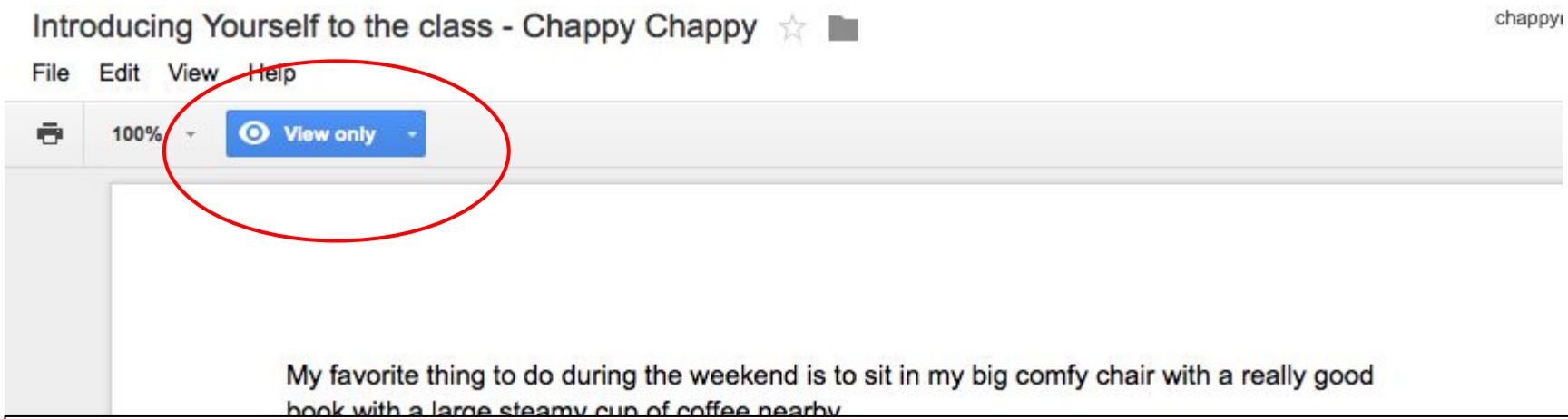


Students can add a private comment that only the teacher will see here.

Student View - Laptop



Student View - Laptop

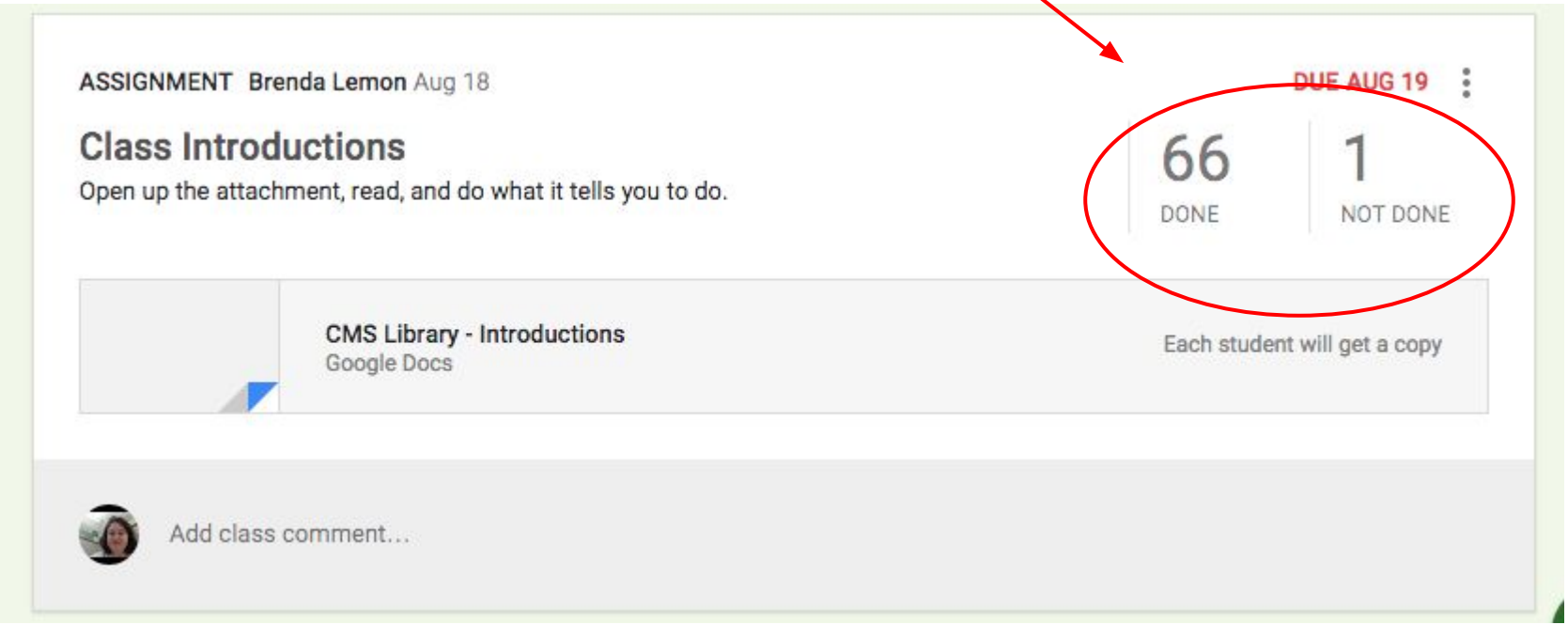


HINT: Once the student submits the assignment, it become the property of the teacher and no longer the student.

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.

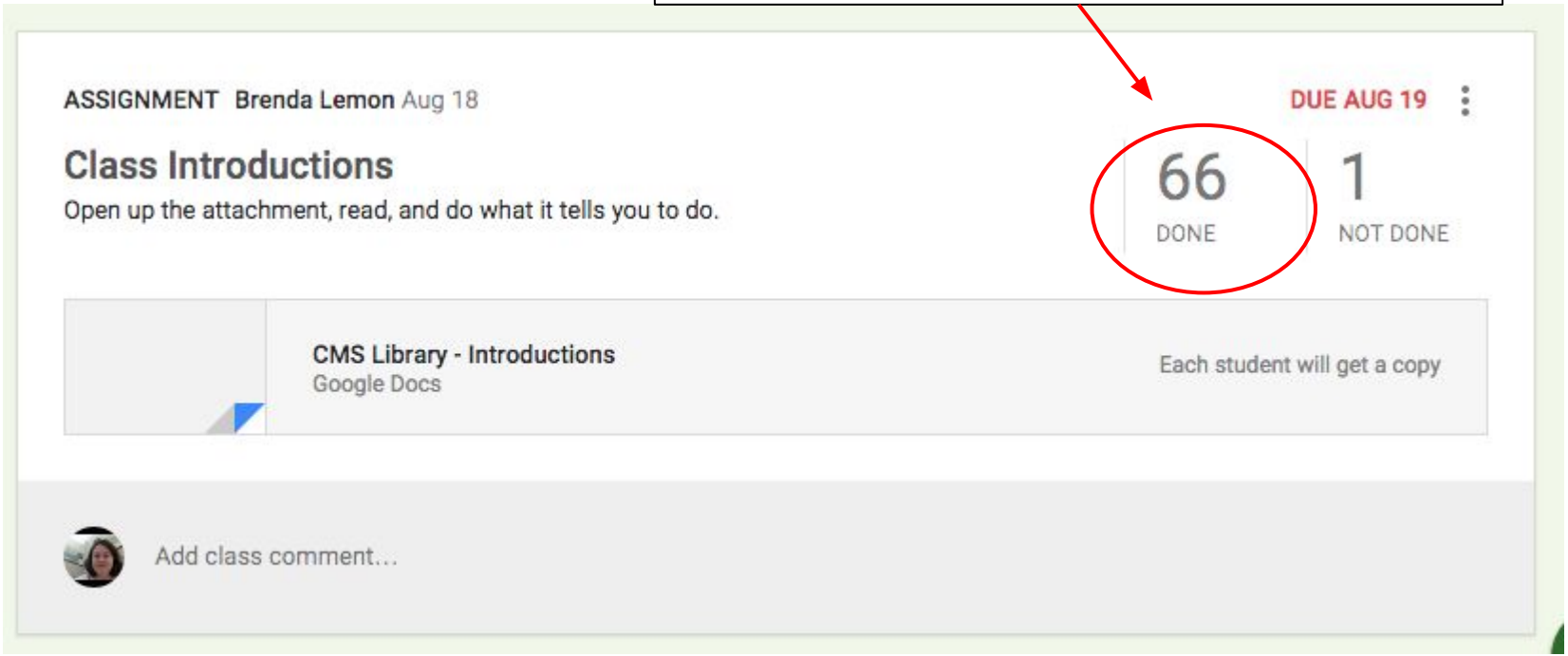
Teacher View - Laptop

You can see how many students have completed their assignment.

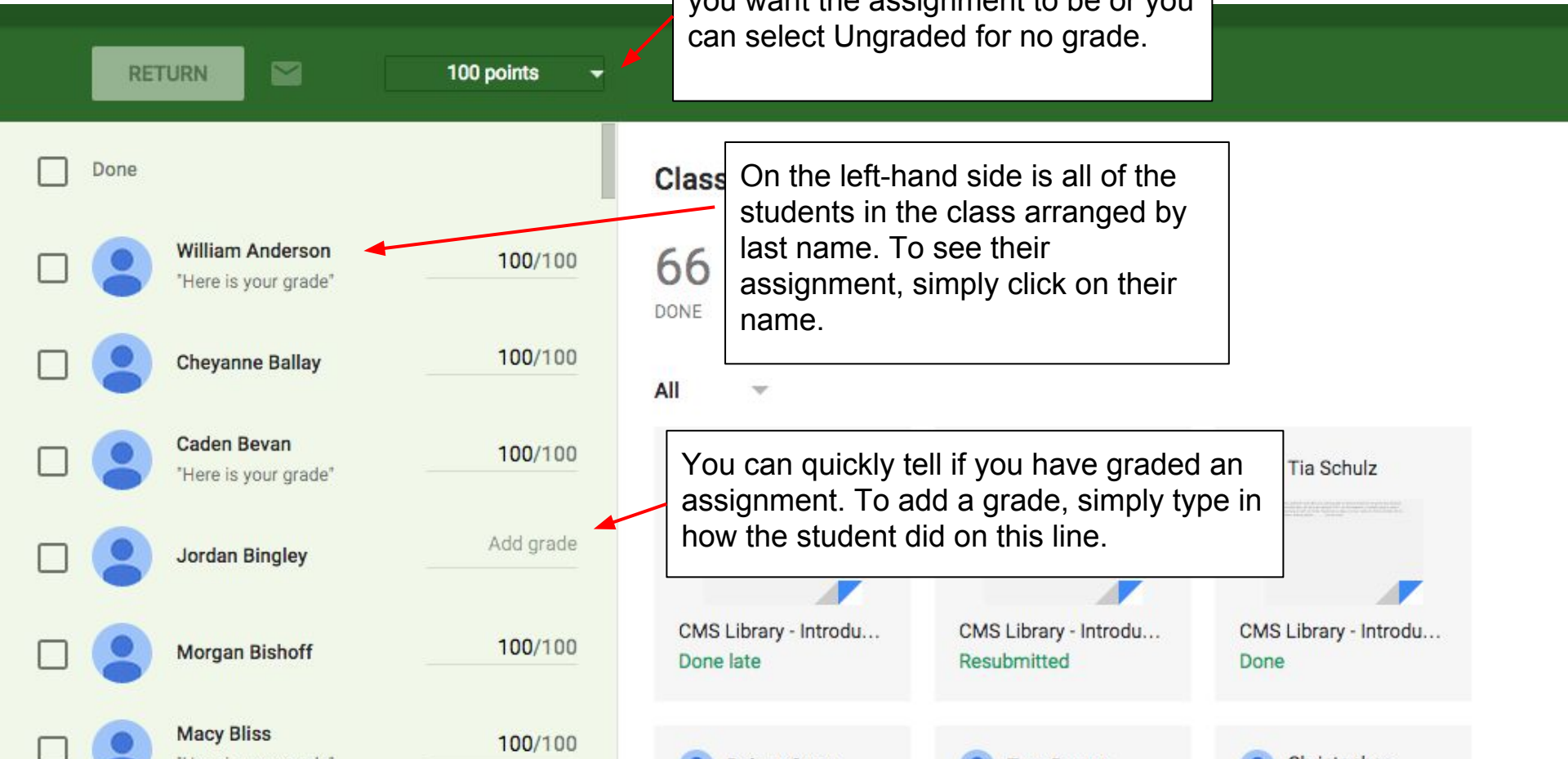


Teacher View Laptop

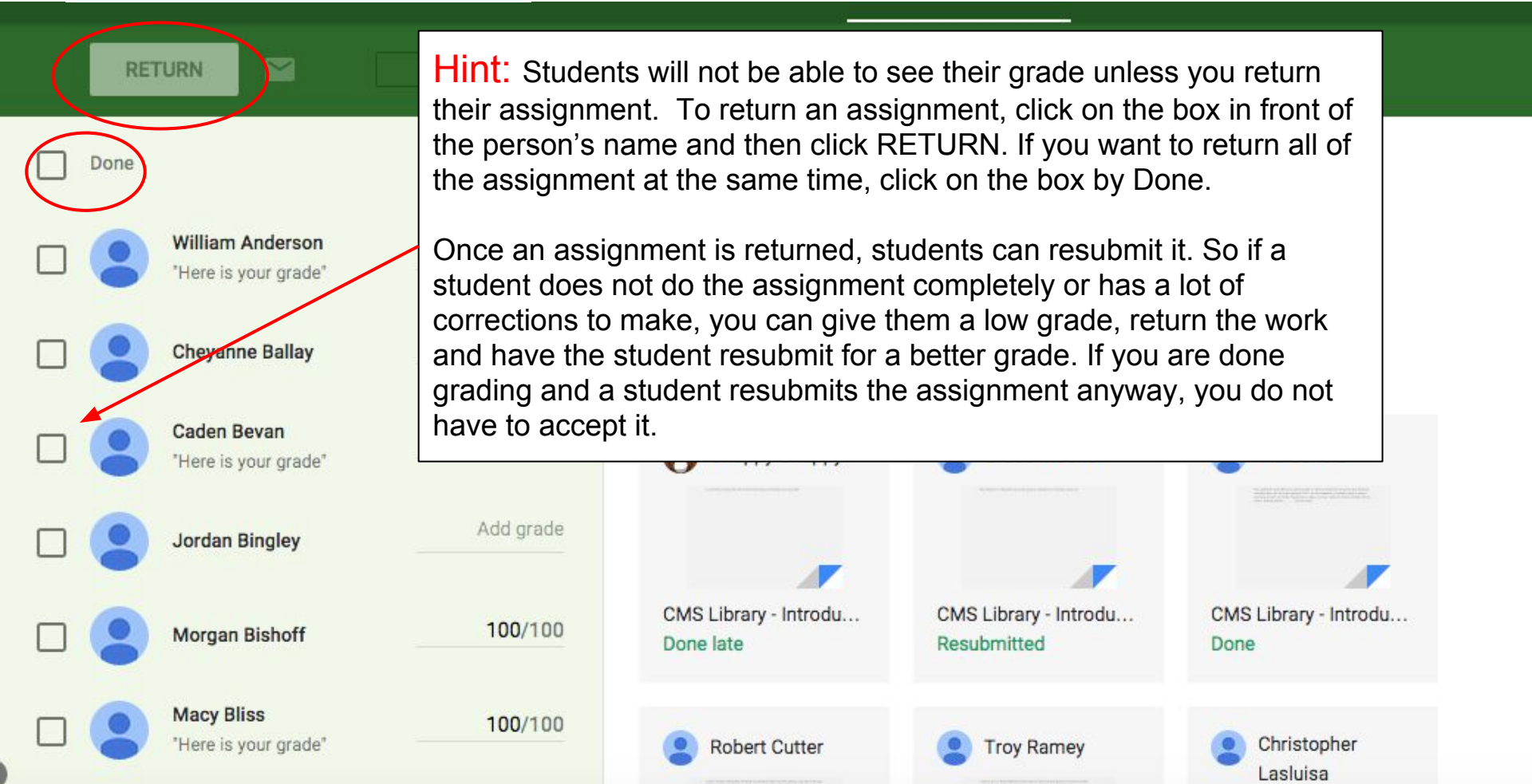
To grade the assignment, click on the ones that are done.



Teacher's View - Laptop



Teacher View - Laptop



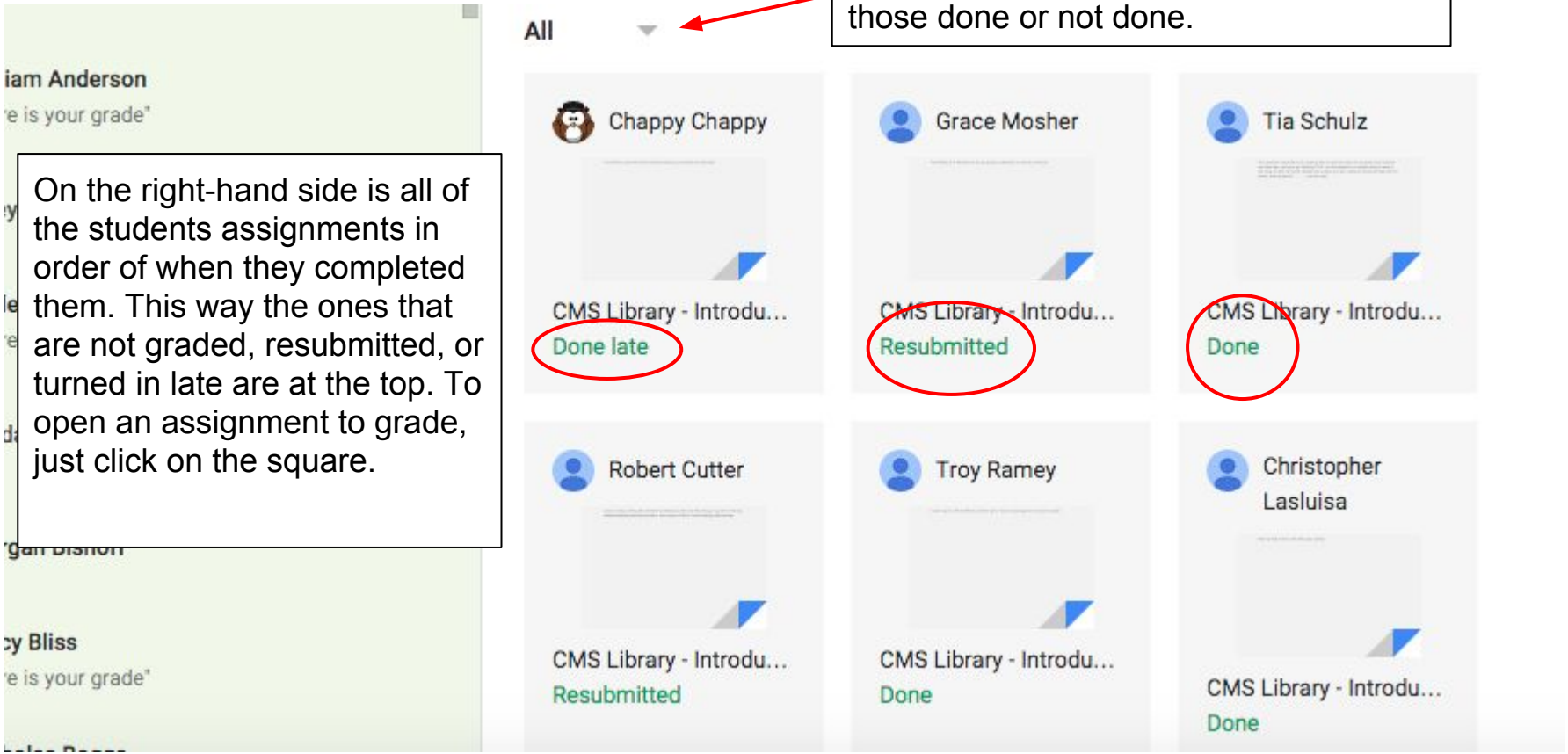
Hint: Students will not be able to see their grade unless you return their assignment. To return an assignment, click on the box in front of the person's name and then click RETURN. If you want to return all of the assignment at the same time, click on the box by Done.

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.

Teacher View - Laptop

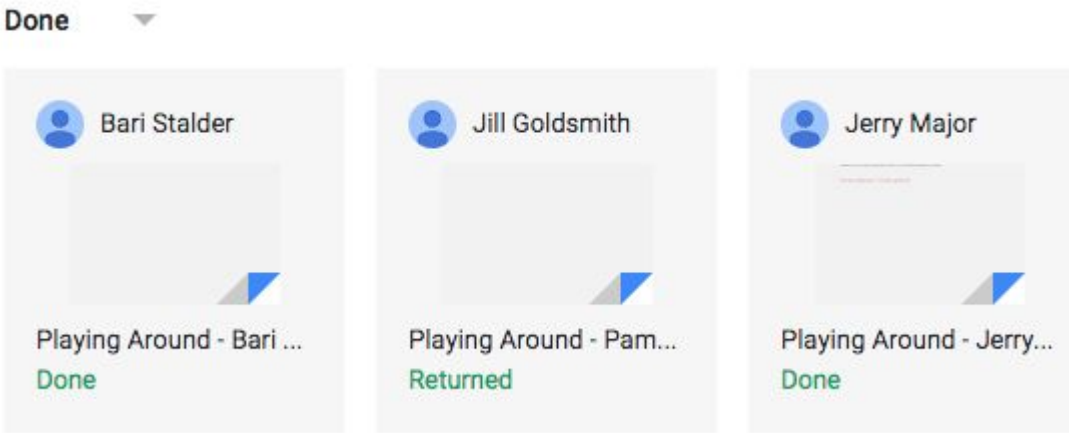
This pull down box will let you sort by those done or not done.

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.



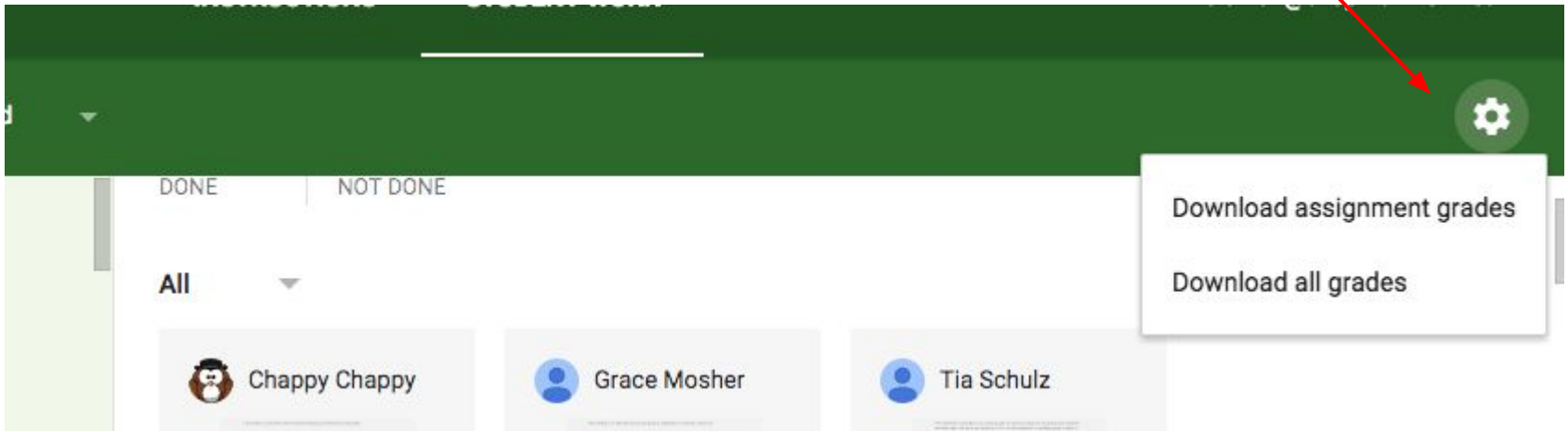
Teacher View - Laptop

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.

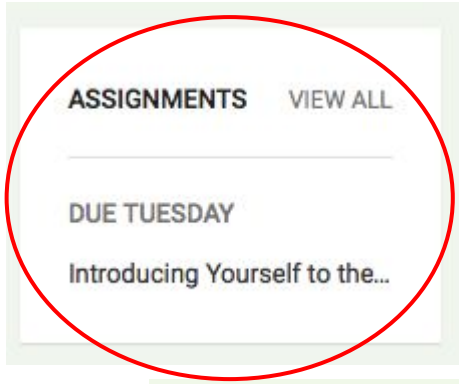


Teacher View - Laptop

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

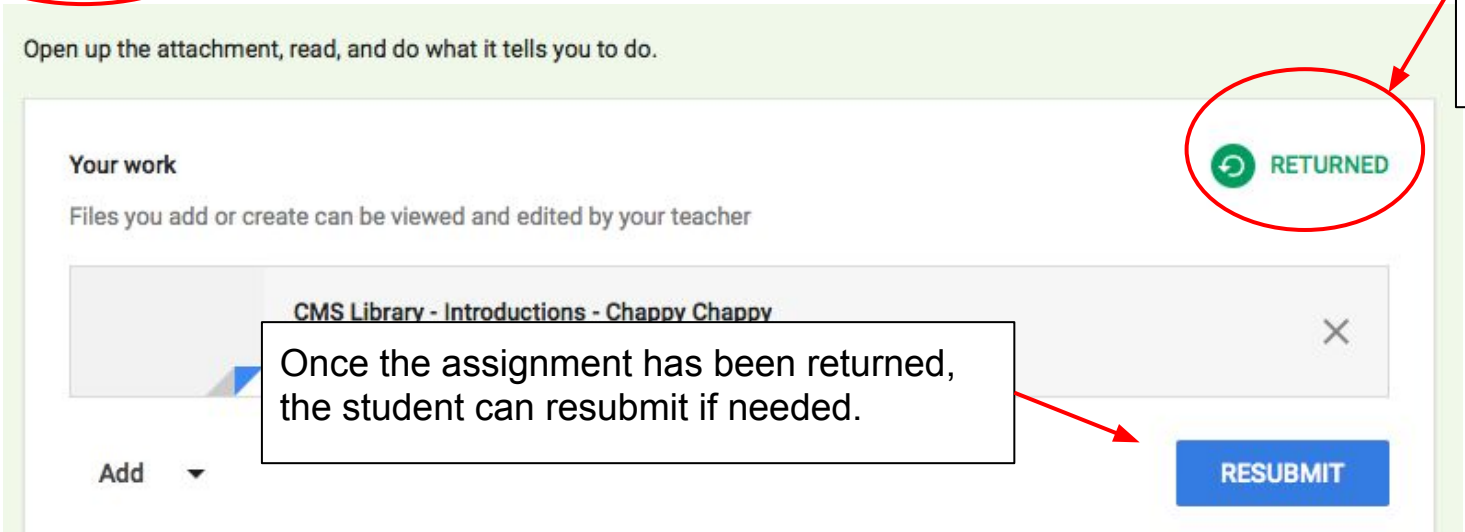


On the left-hand side, there is a box that shows all or the assignments due.

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

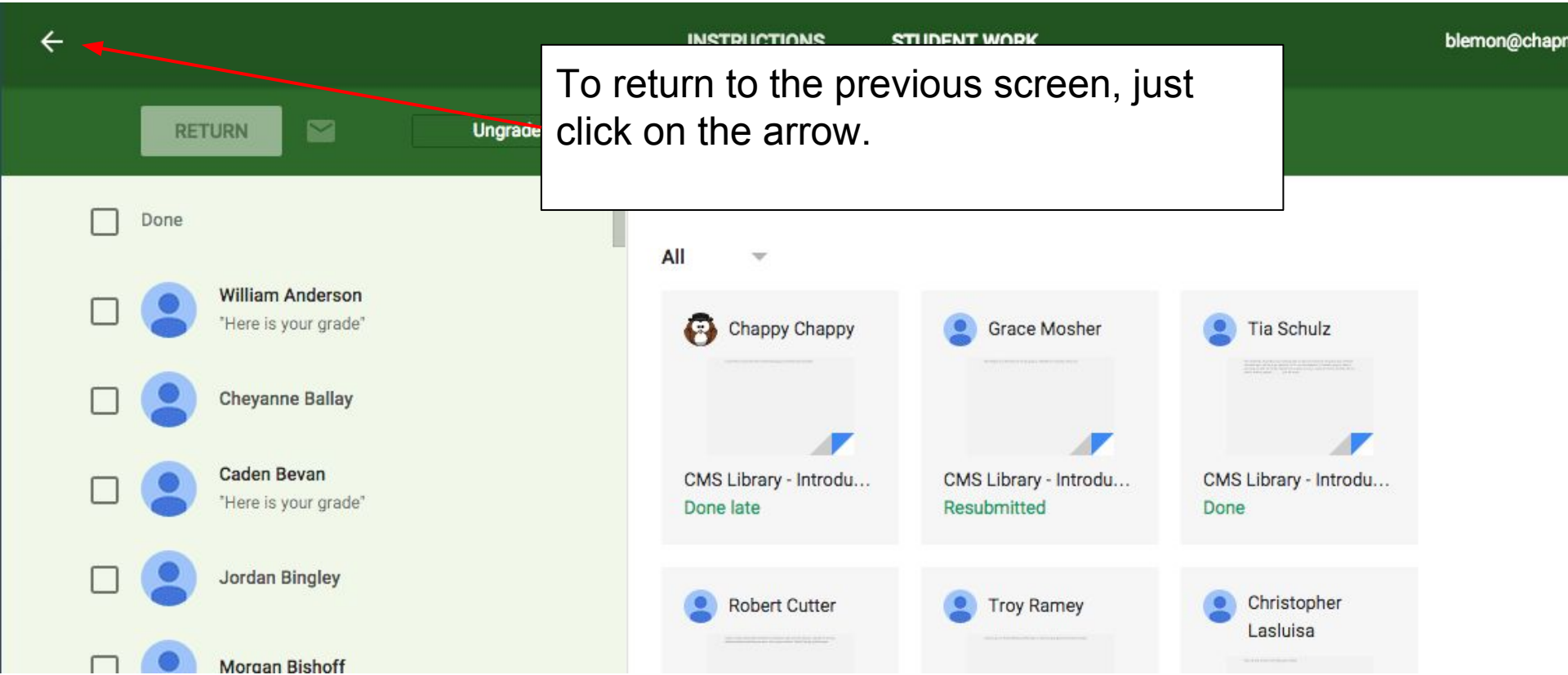
Click on DONE to see the grade on finished assignments.

This is where the student would see their grade.



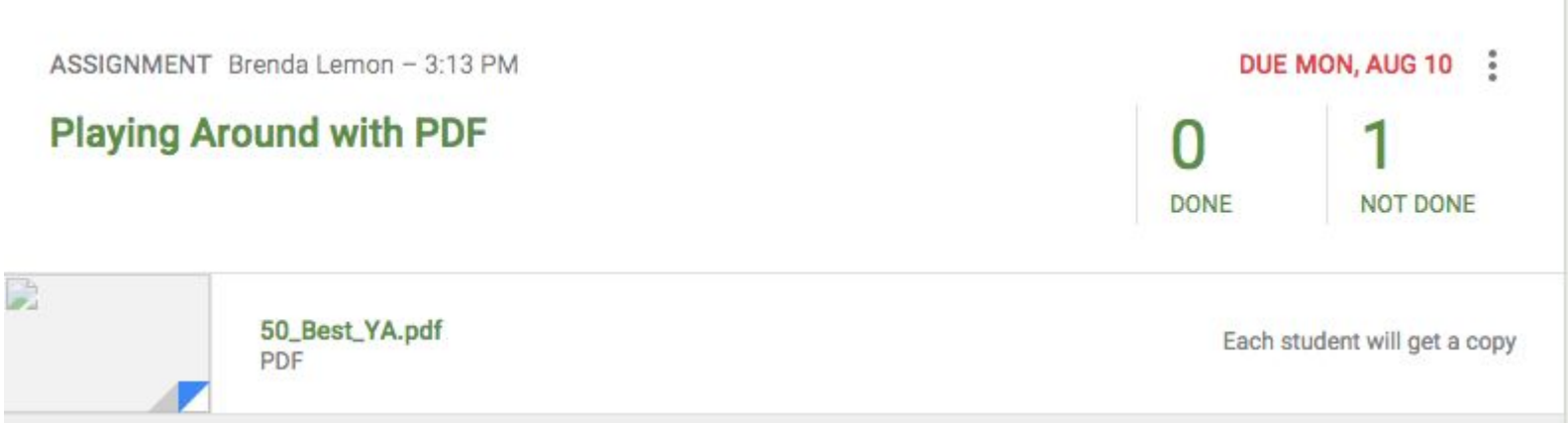
Once the assignment has been returned, the student can resubmit if needed.

Teacher & Student View - Laptop



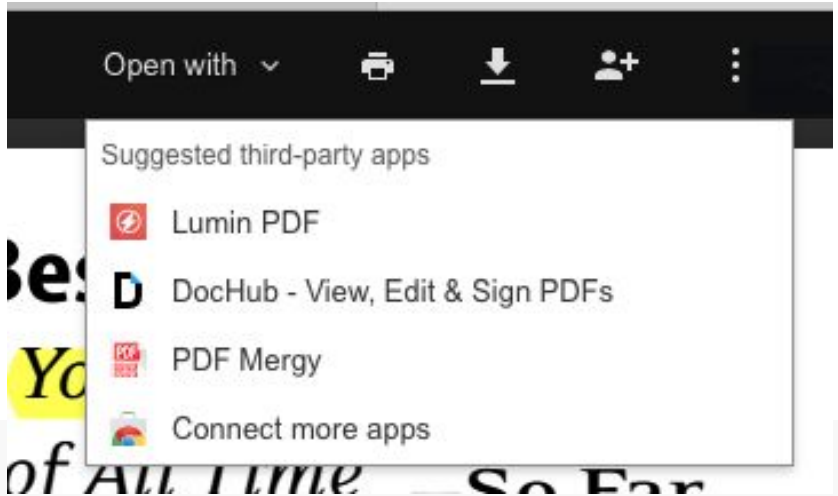
HINT: When you create an assignment and select MAKE A COPY FOR EACH STUDENT, it will automatically create a Template Folder. This is where all original copies will be placed. Do NOT delete this folder.

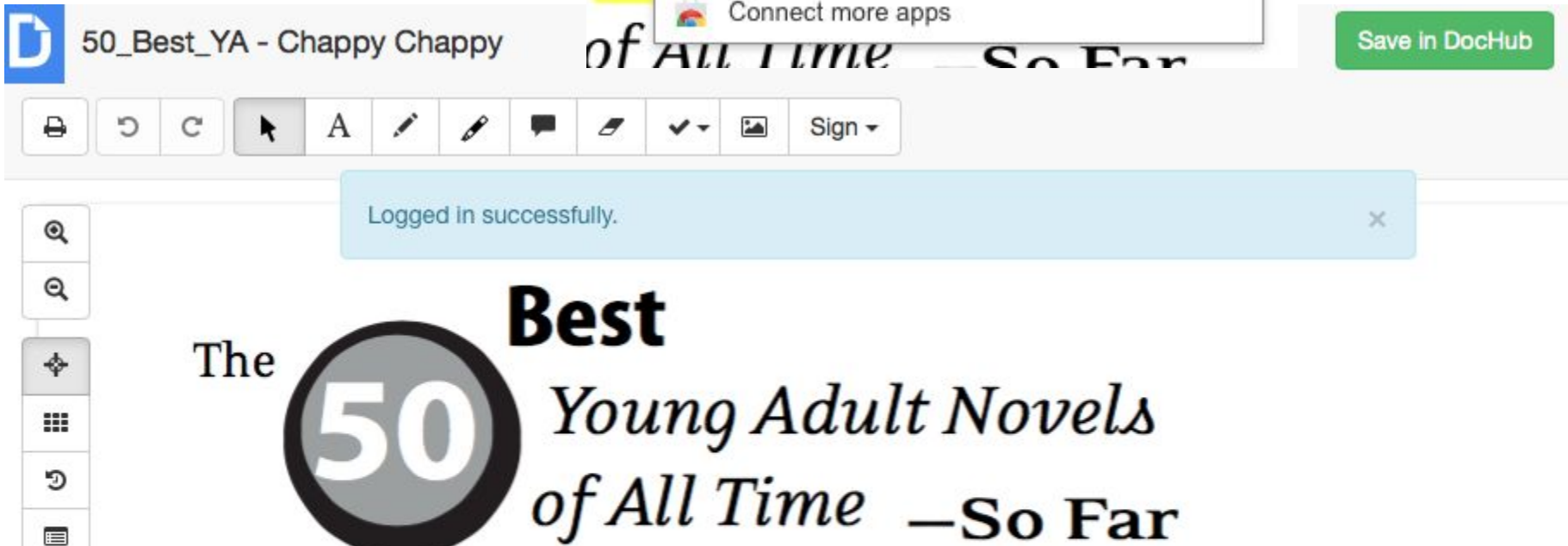
What about PDF's?



Use **DocHUB?**

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

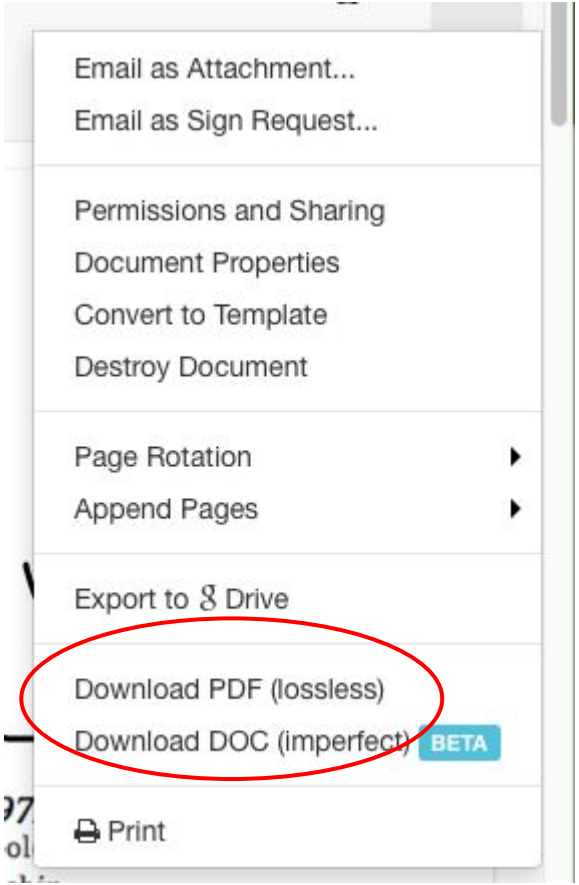




Problem?

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

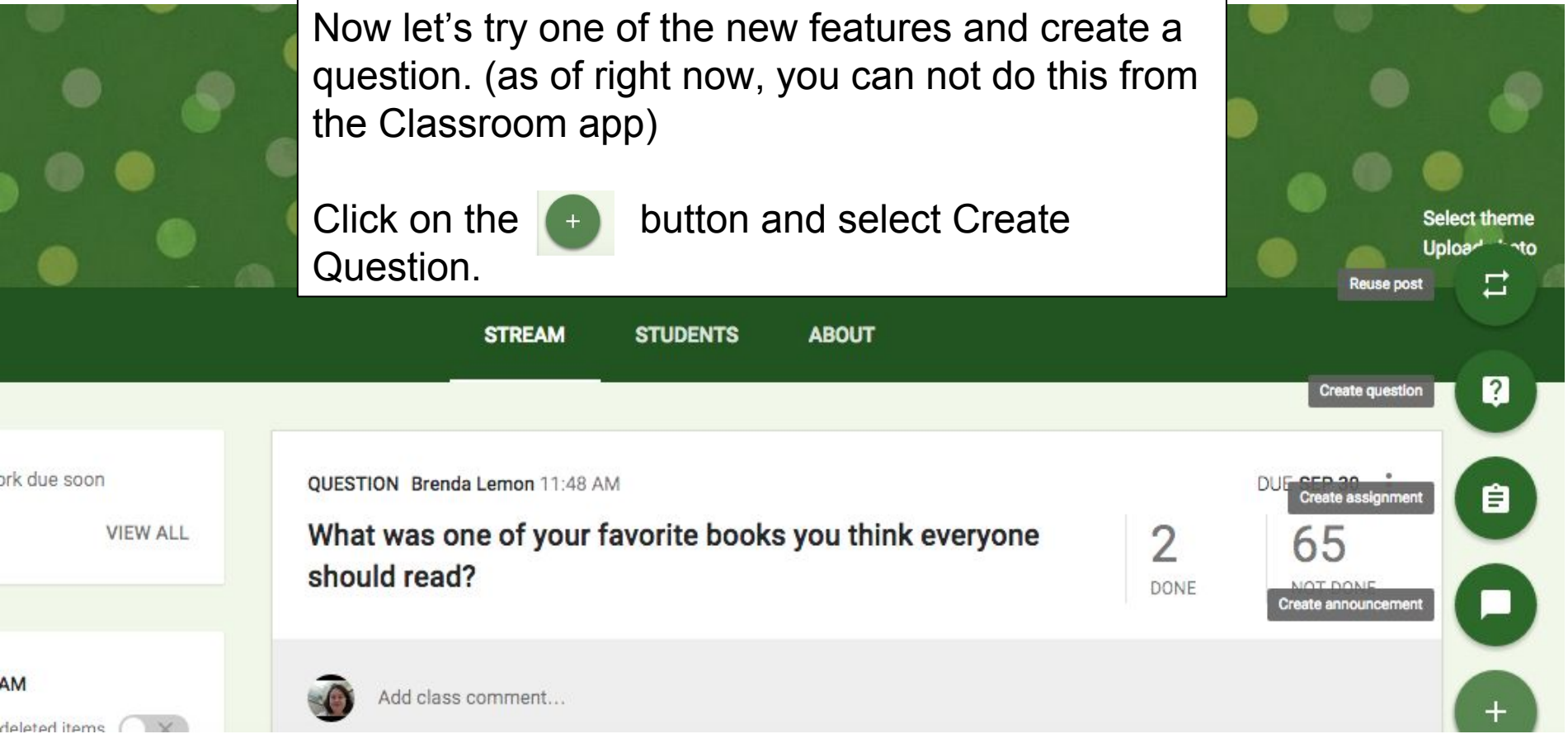


Another option when using a PDF on an iPad is to have the student open it up in Notability.
Here is a quick video that shows you how.

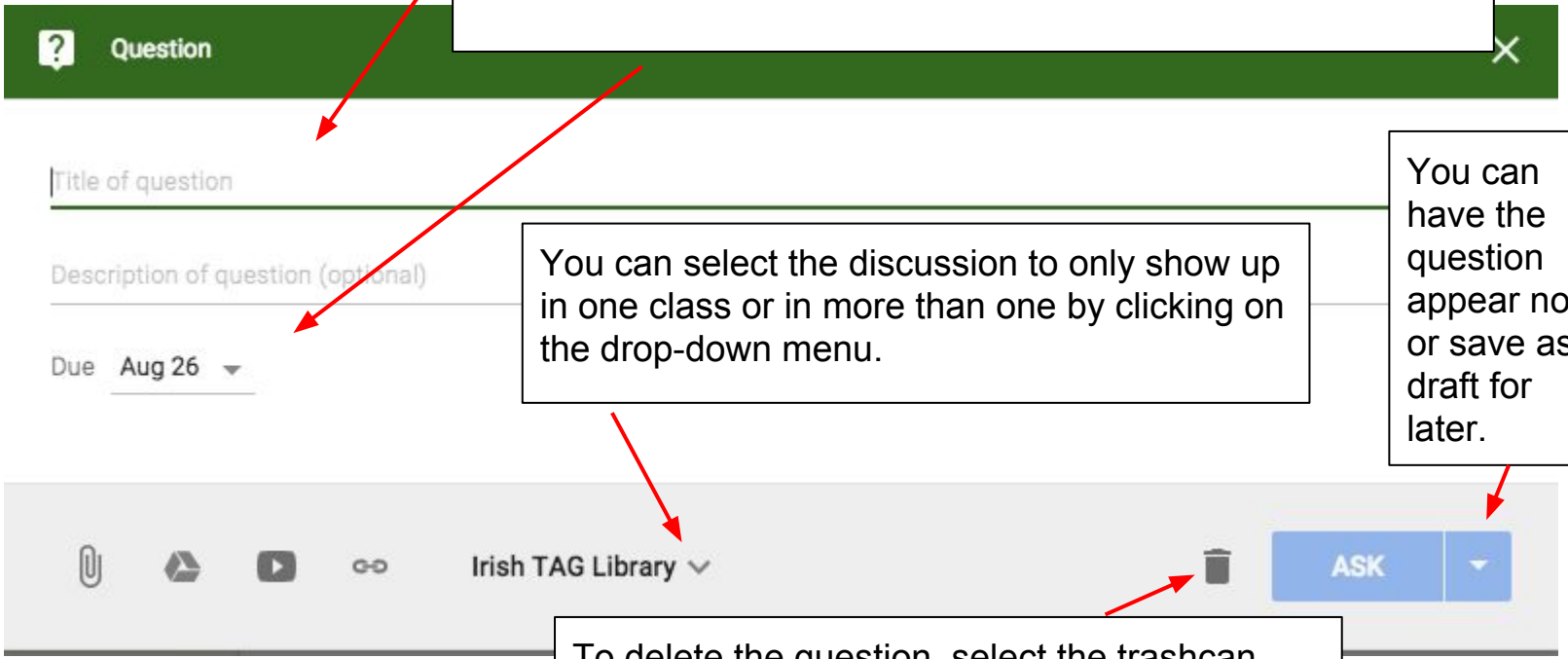
Teacher’s view - Laptop

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.

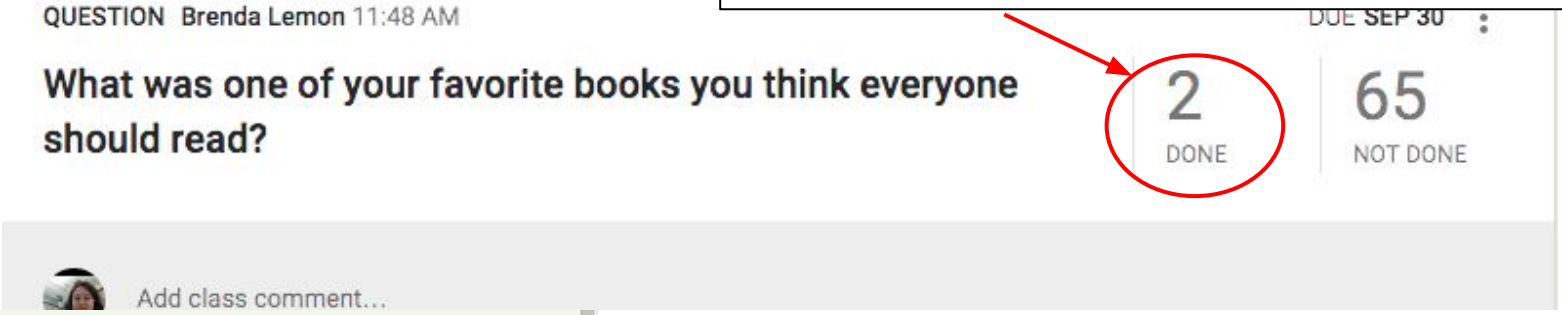


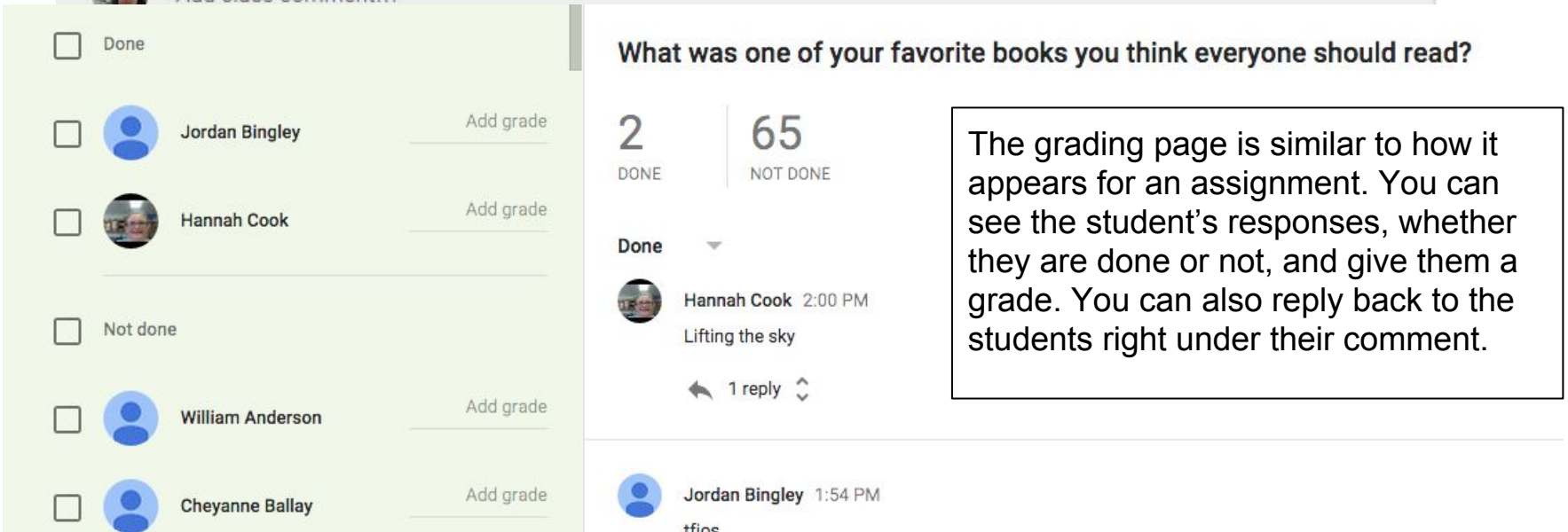
Teacher's View - Laptop



Teacher's View - Laptop

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

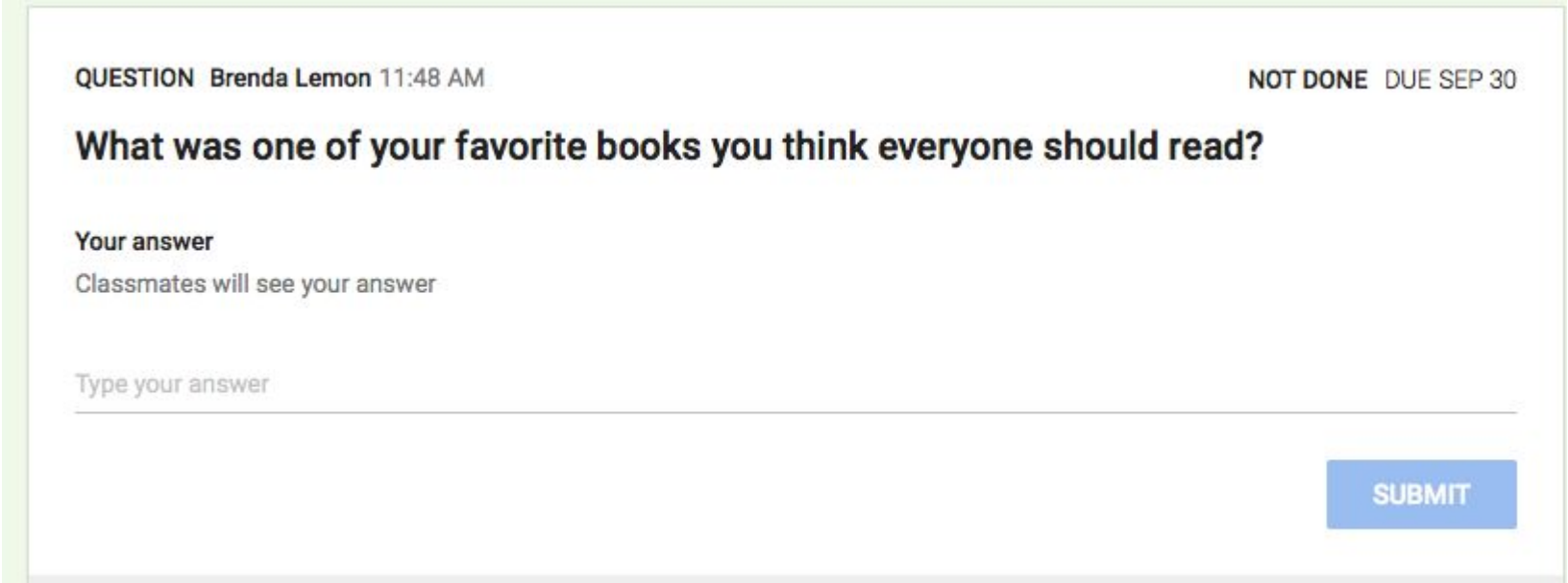




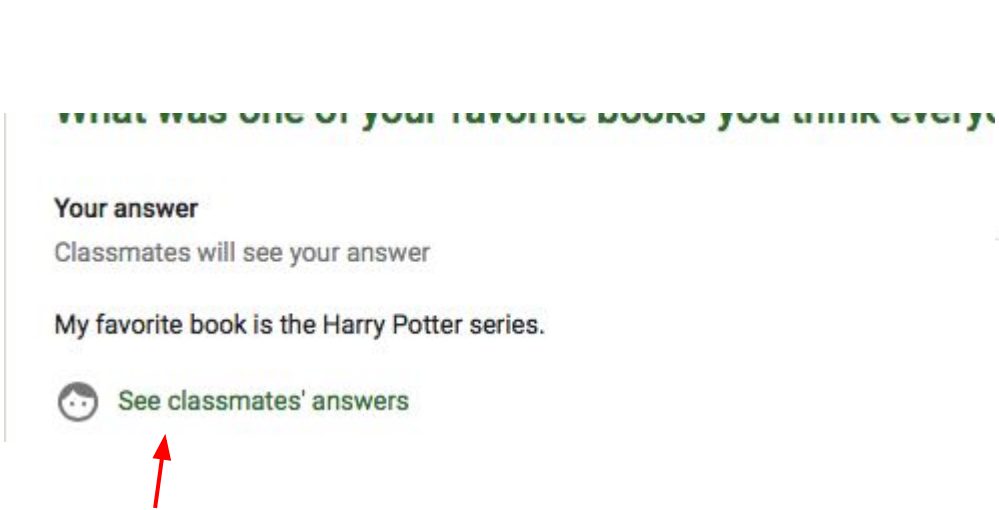
The grading page is similar to how it appears for an assignment. You can see the student's responses, whether they are done or not, and give them a grade. You can also reply back to the students right under their comment.

Student's View - Laptop

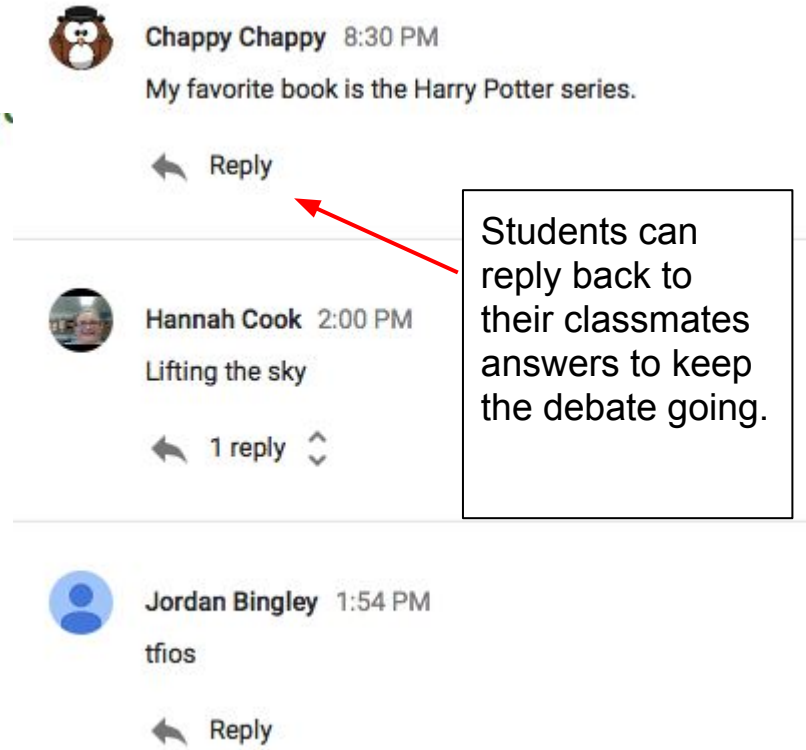
This is what the student sees when a teacher asks a question. Notice that it does not show them how their classmates answered until AFTER they type in their answer and then hit submit.



Student View - Laptop



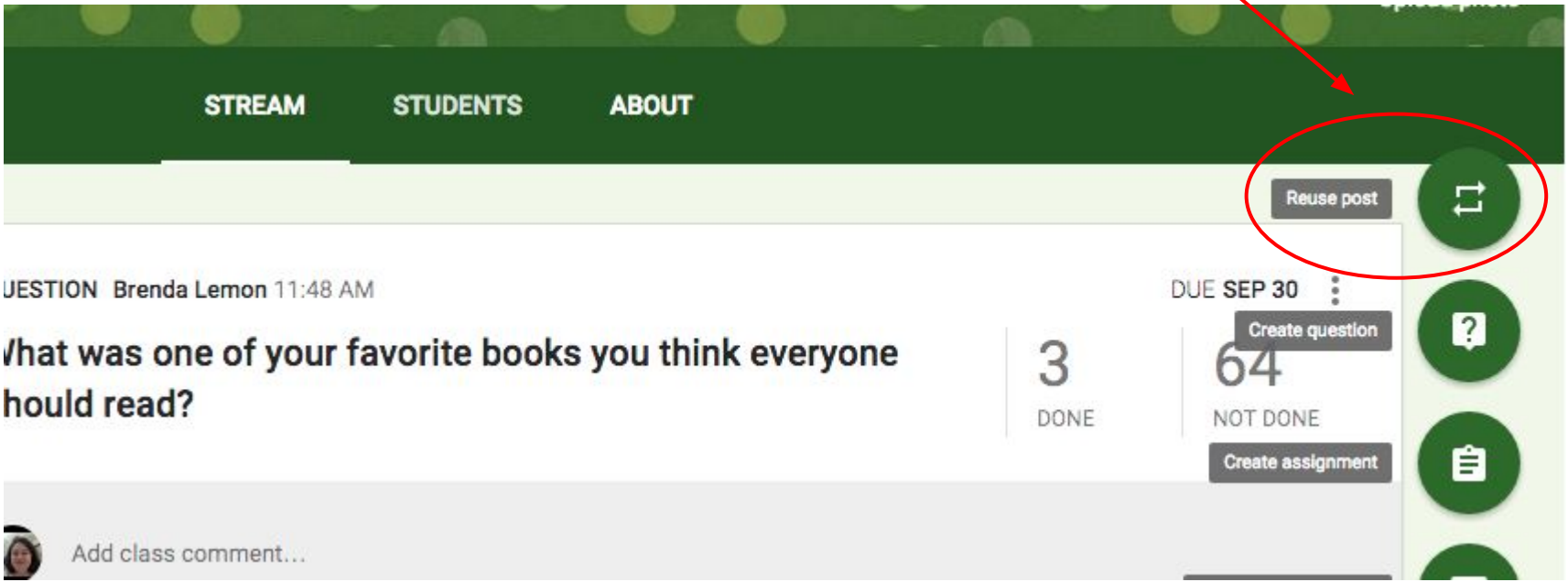
After the student submit their answer to the question, they can see their classmate's answers.



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

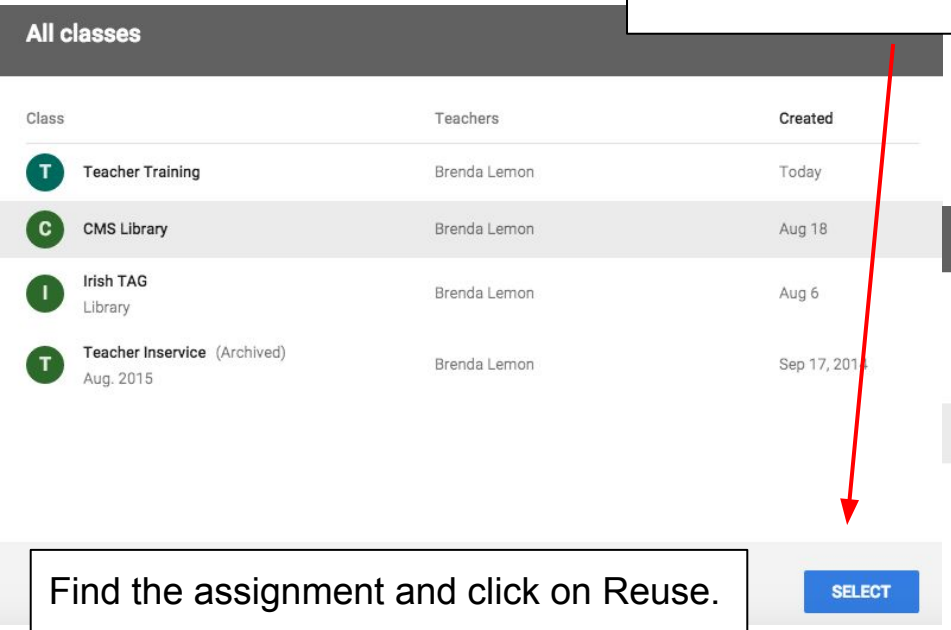
Teacher View - Laptop

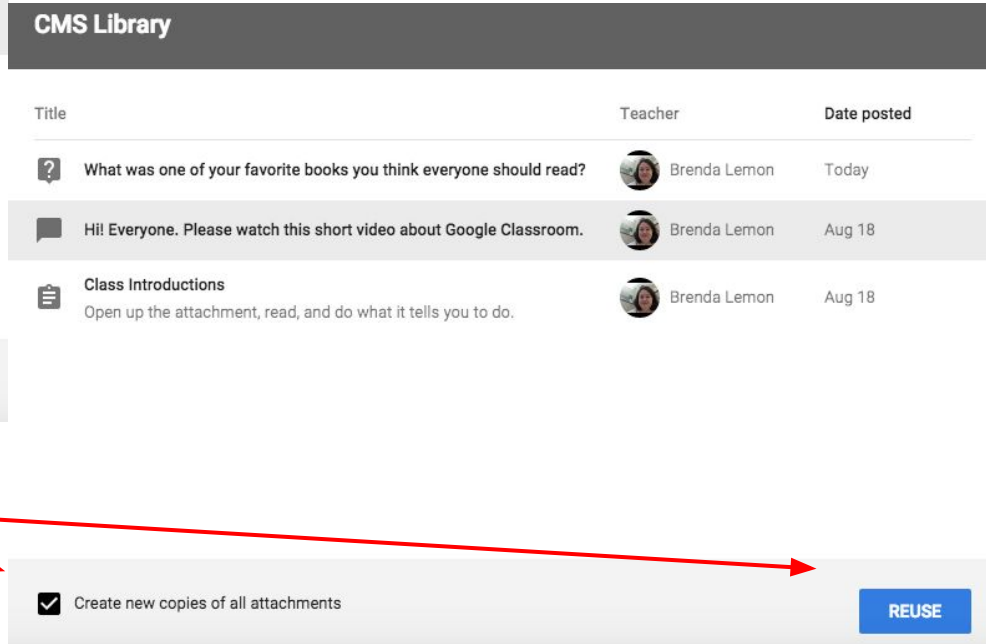
Another new feature is the ability to Reuse Post you have created before. To do so, click on the + button and select Reuse Post.



Teacher View - Laptop

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



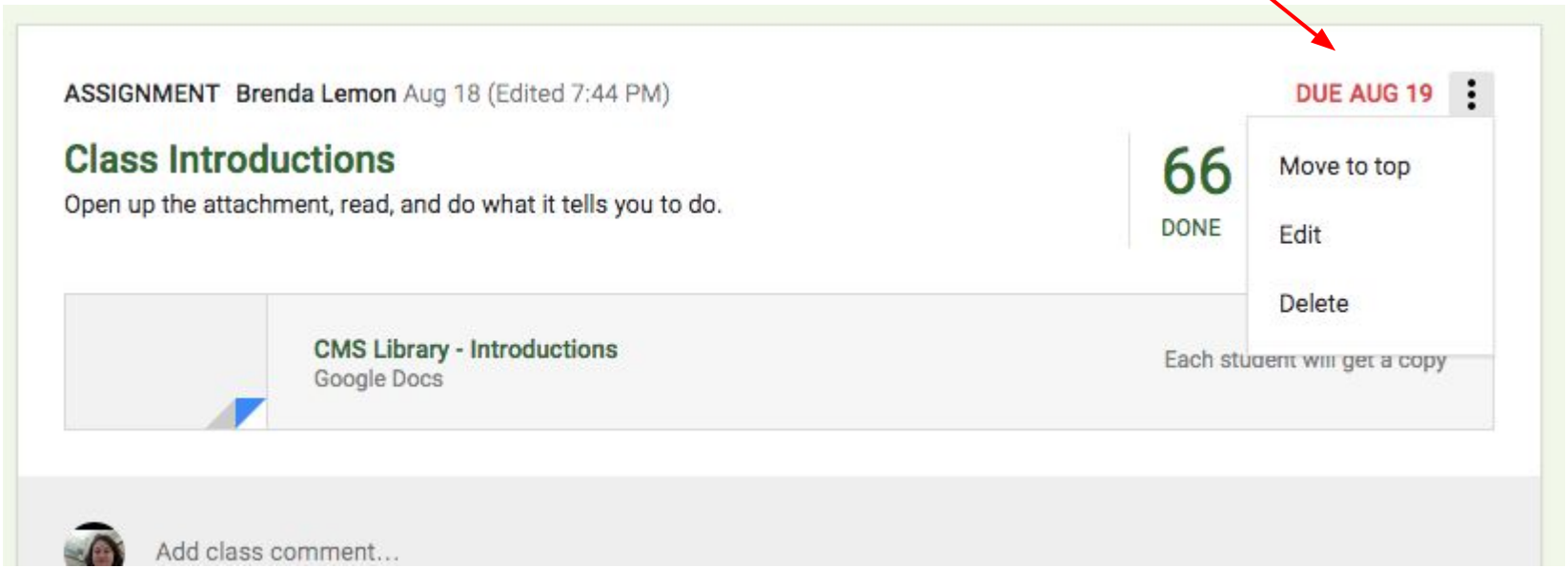


Find the assignment and click on Reuse.

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

Teacher View - Laptop

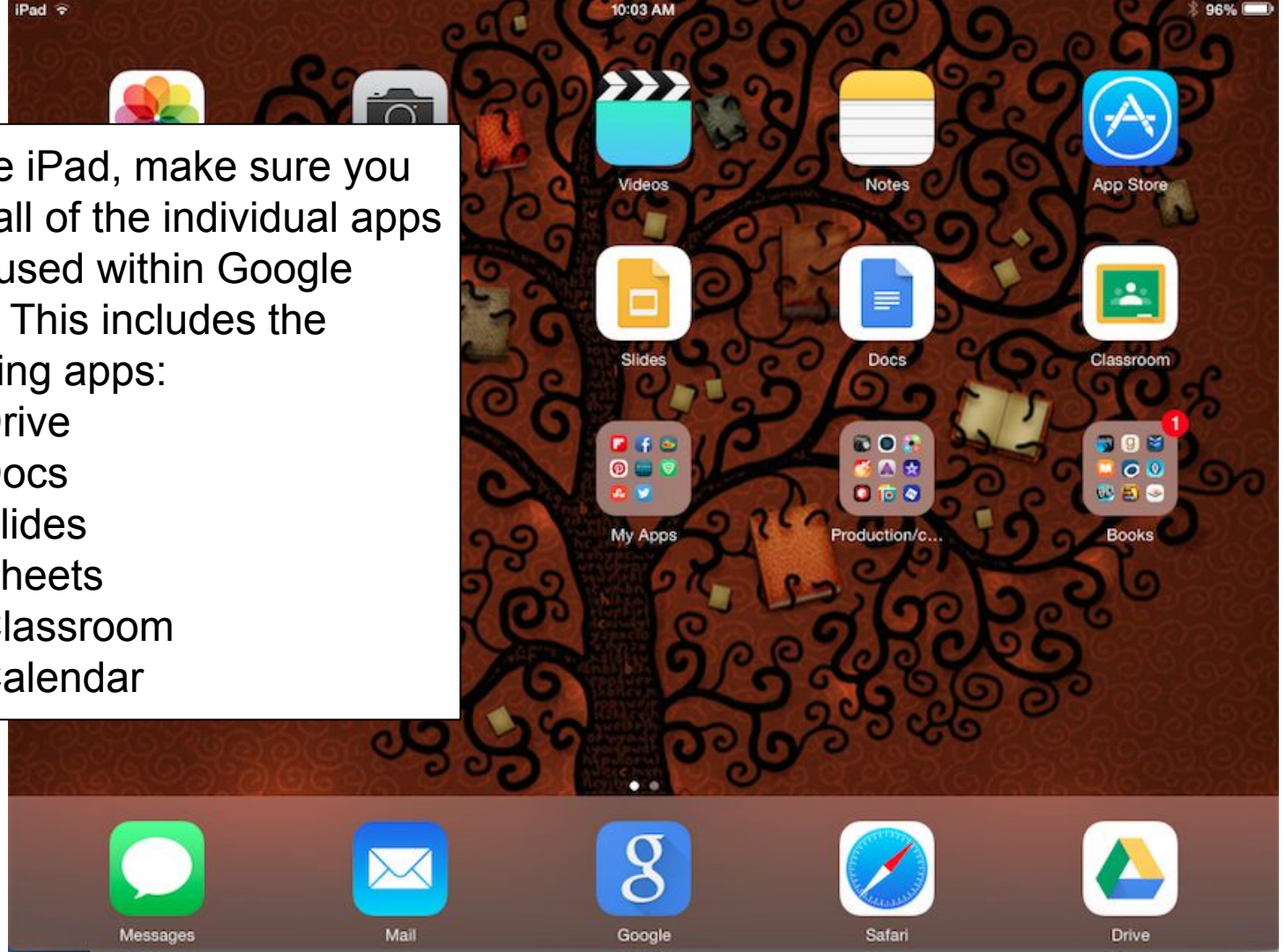
Another nice new feature is the ability to move post back to the top. In the stream, the most current post are at the top. So to make sure that important post are easily seen, you can move them back to the top by clicking on ⋮



What about iPads?

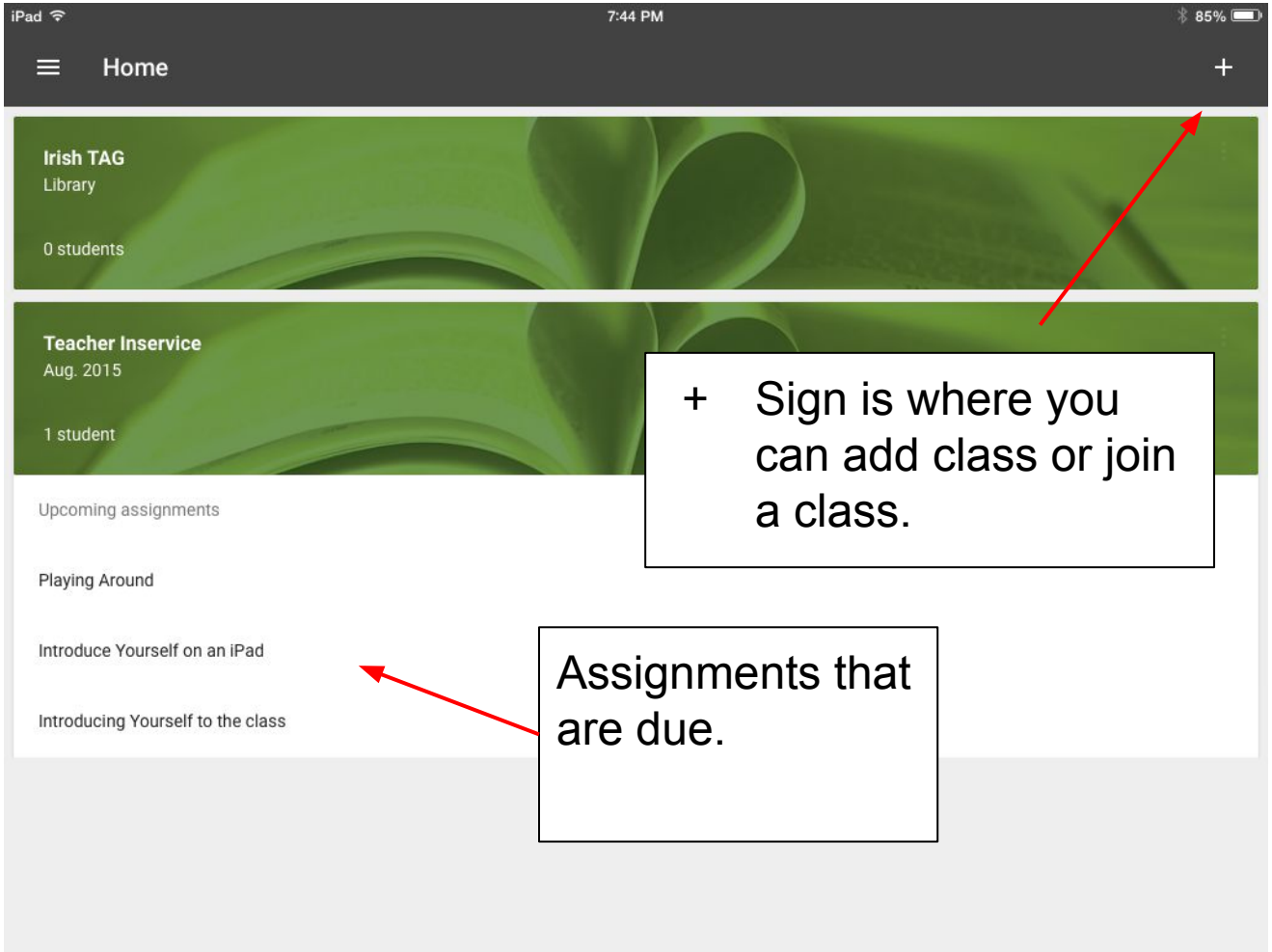
On the iPad, make sure you have all of the individual apps to be used within Google Drive. This includes the following apps:

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



Teacher View: Add a class - iPad

iPad App

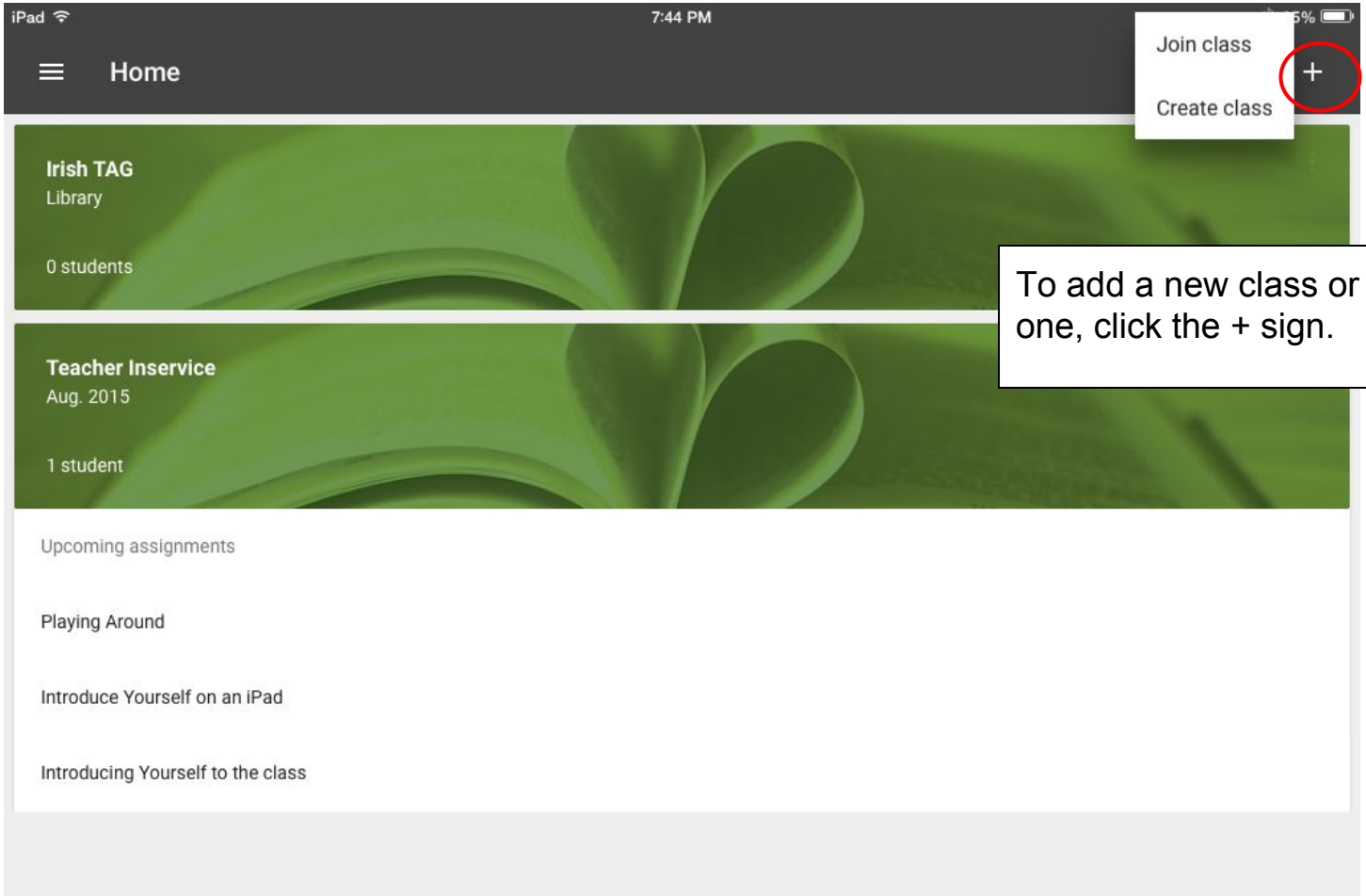


Classes already created.

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

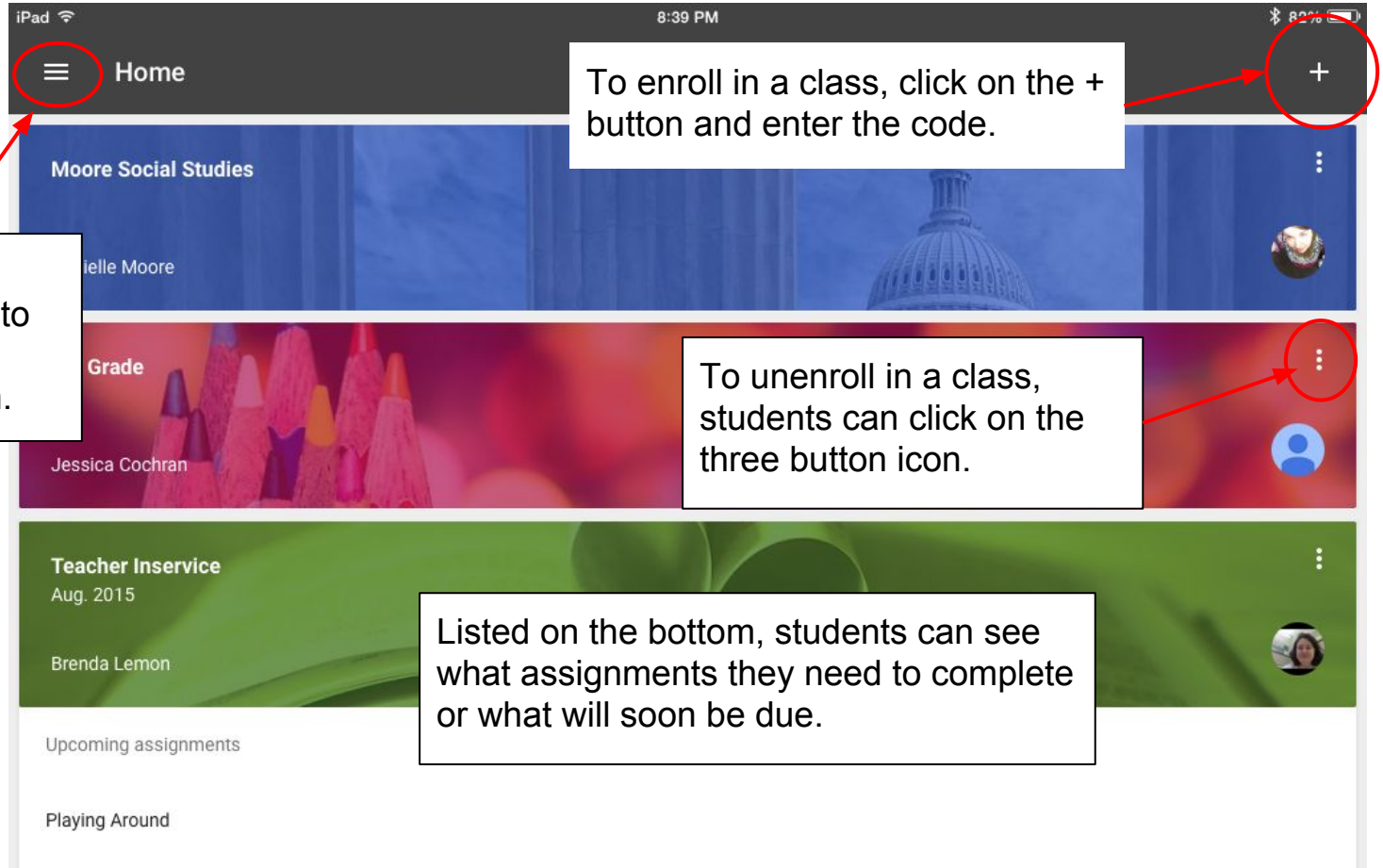
Assignments that are due.

Teacher View - iPad



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

Student View - iPad



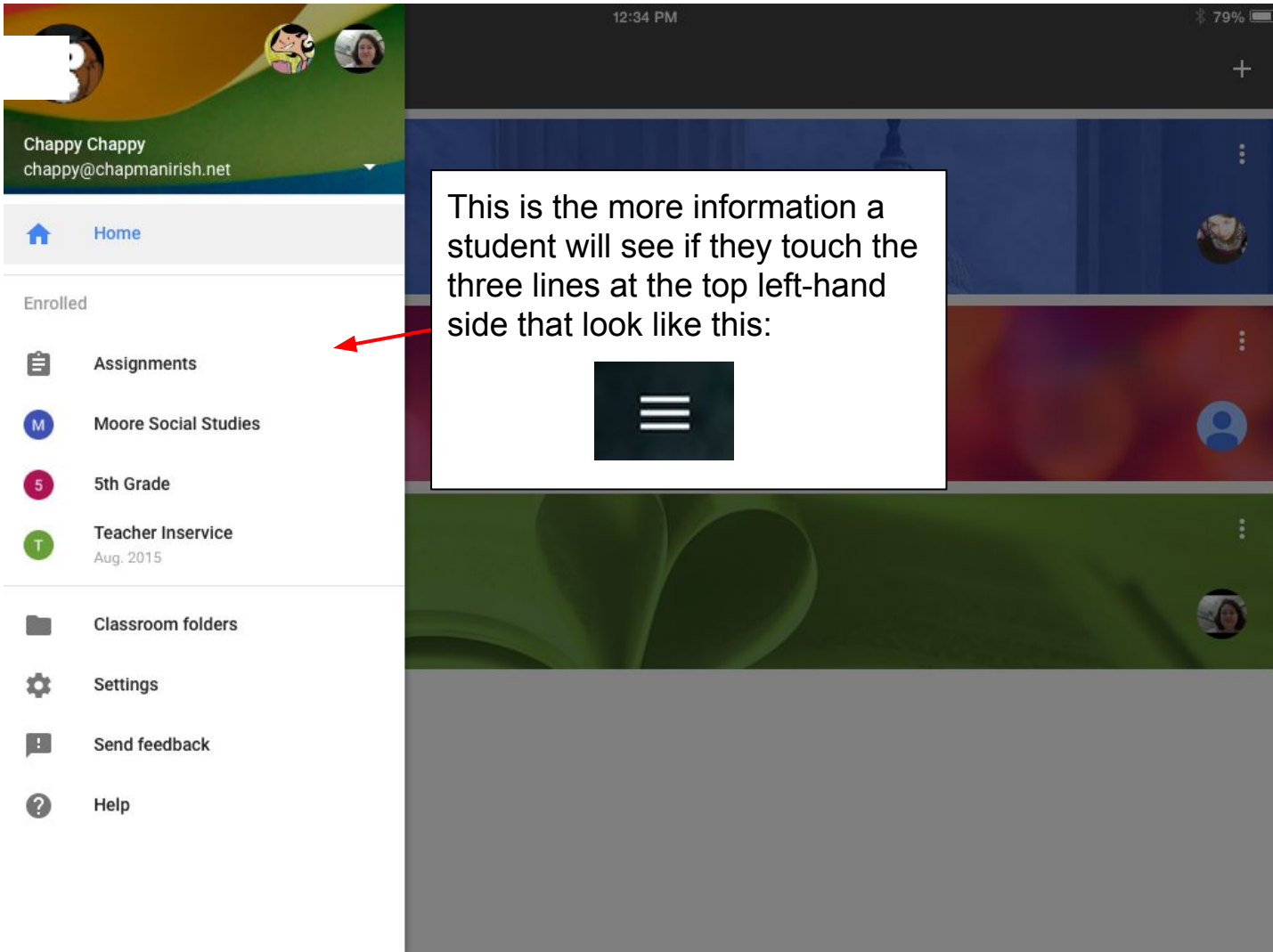
Press the three lines to see more information.

To enroll in a class, click on the + button and enter the code.

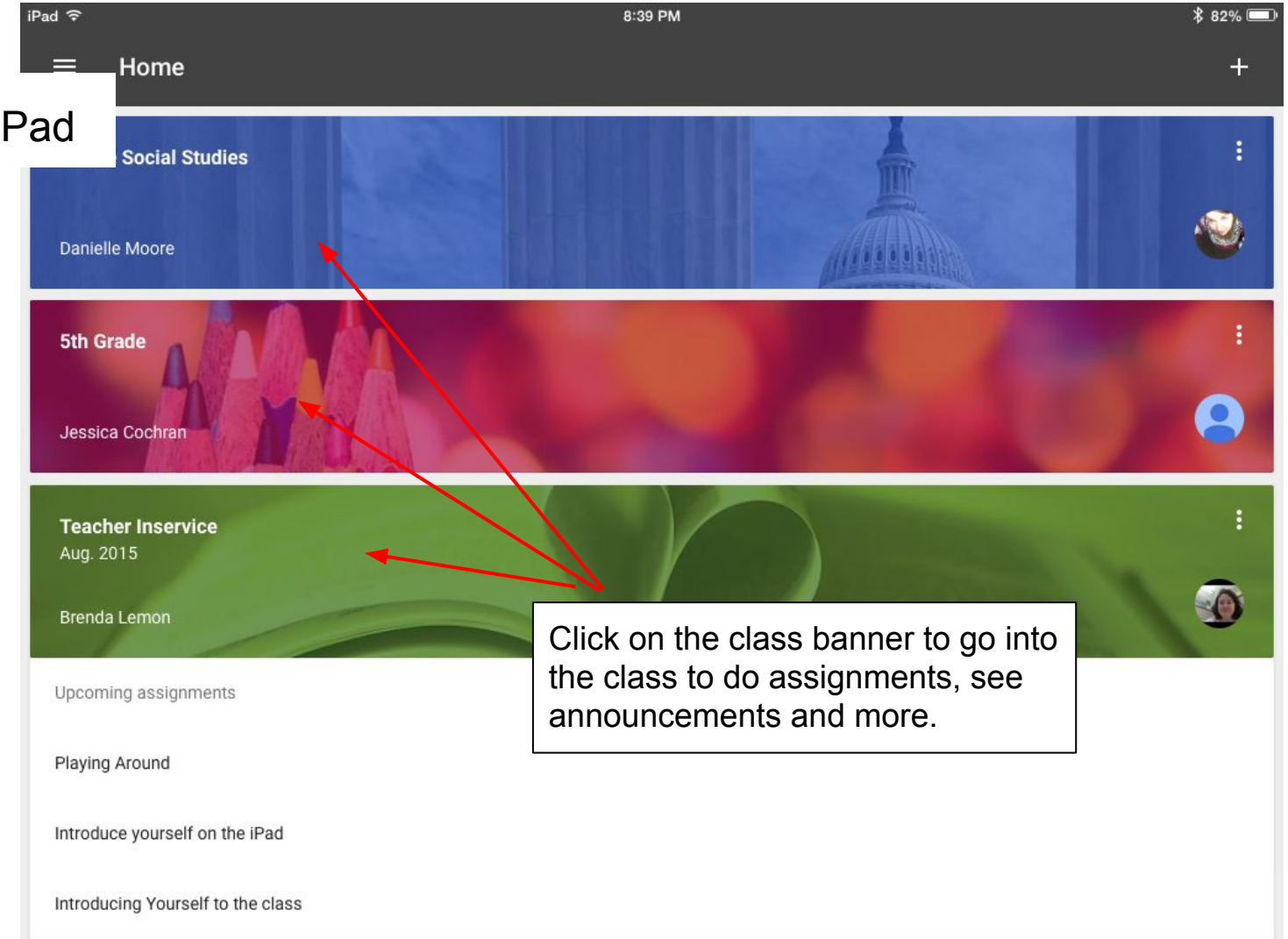
To unenroll in a class, students can click on the three button icon.

Listed on the bottom, students can see what assignments they need to complete or what will soon be due.

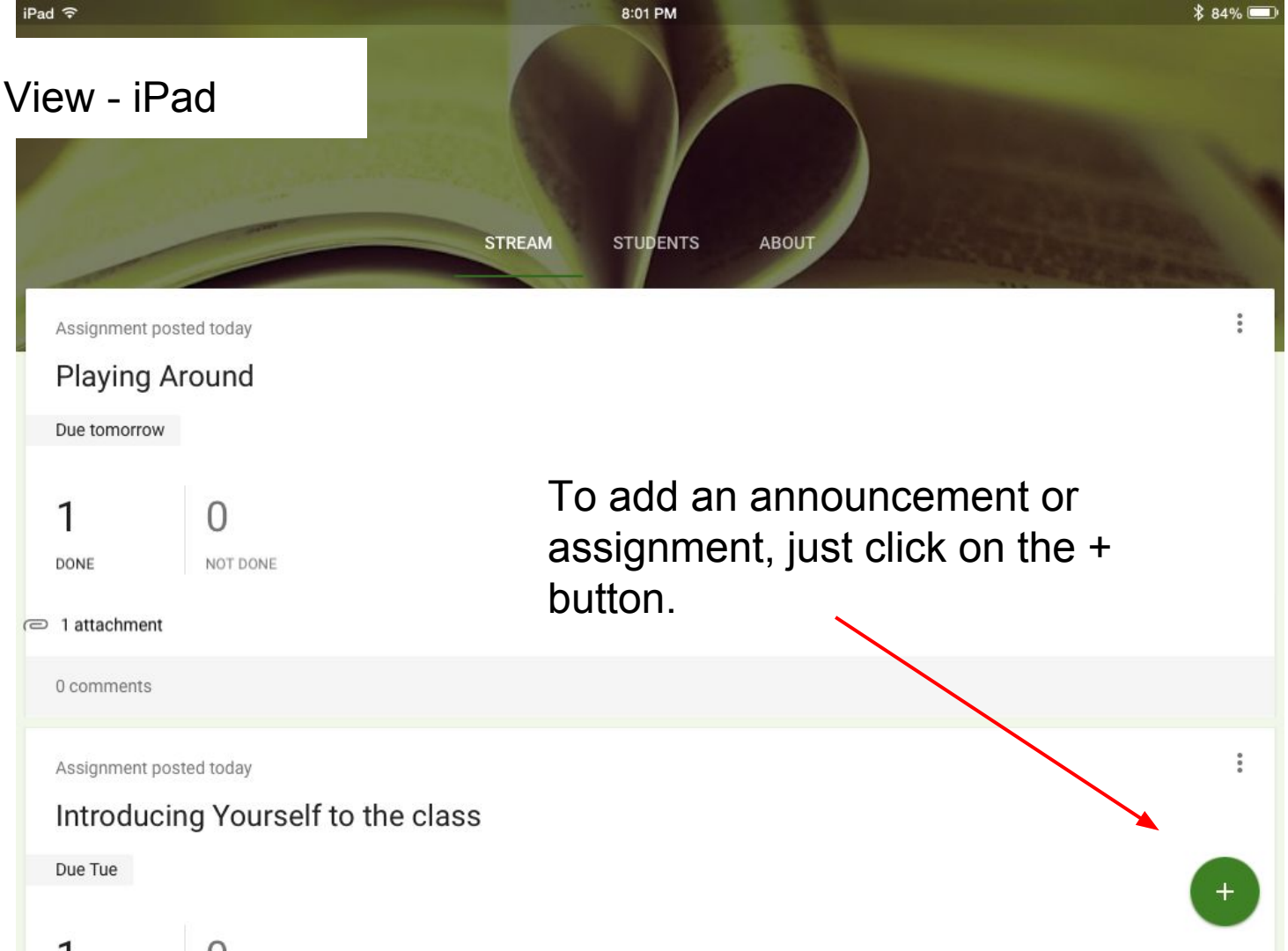
Student View - iPad



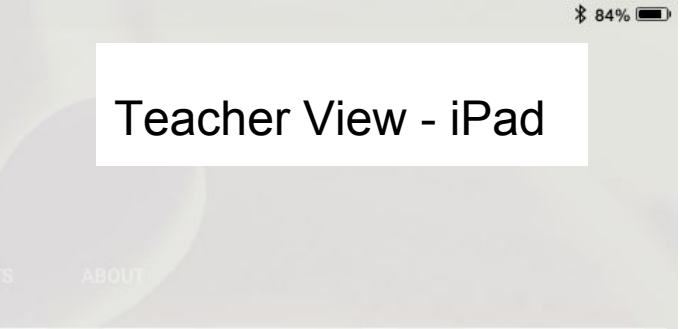
Student View - iPad

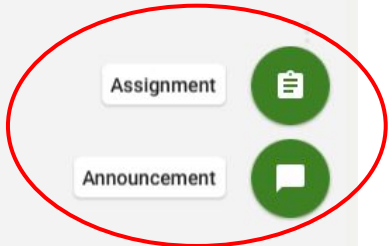


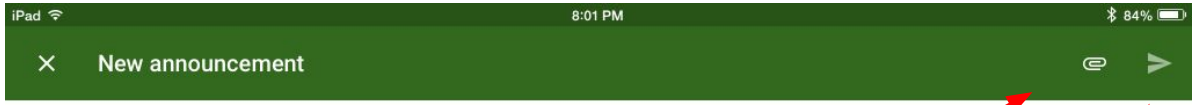
Teacher View - iPad



Teacher View - iPad





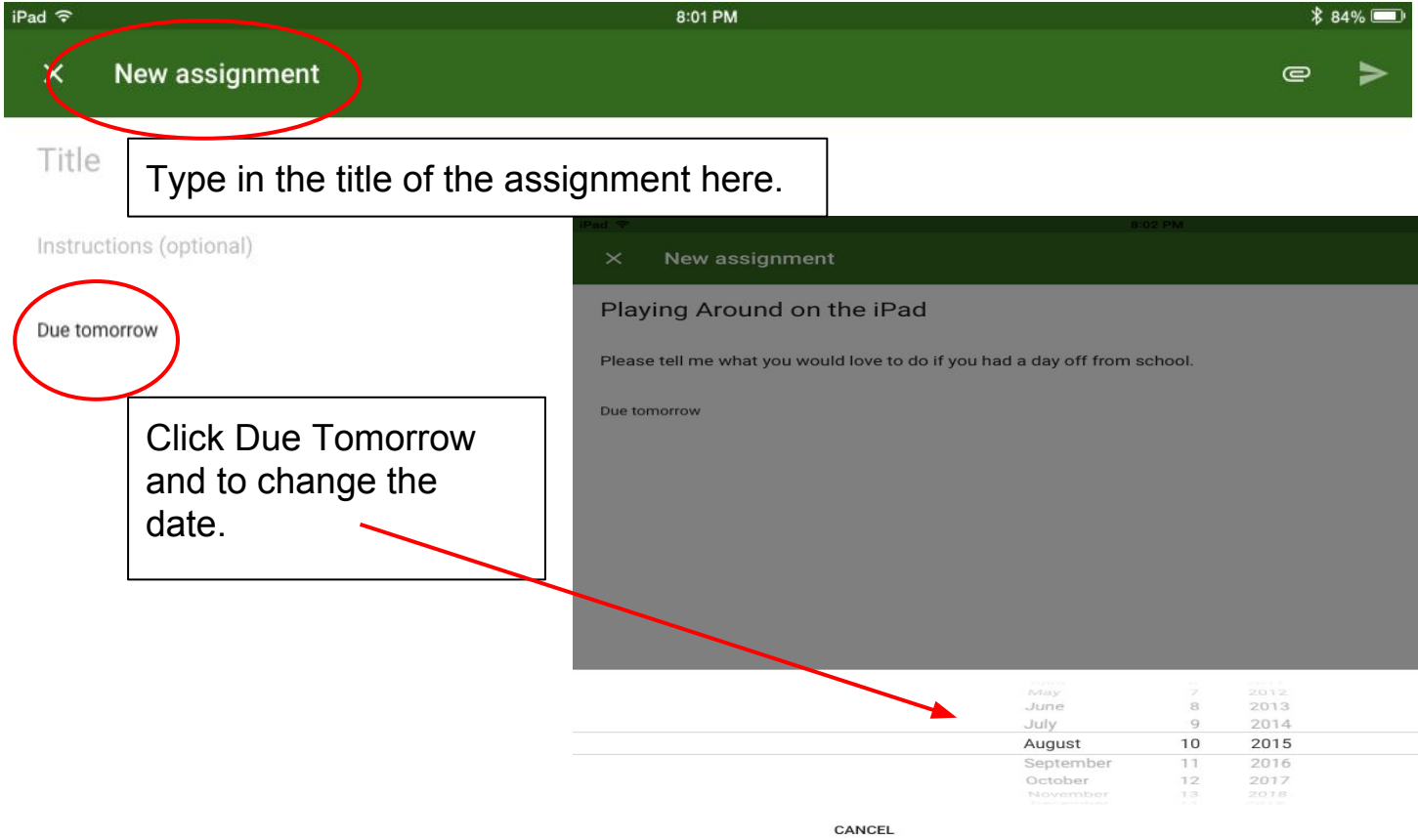


Type in your announcement here.

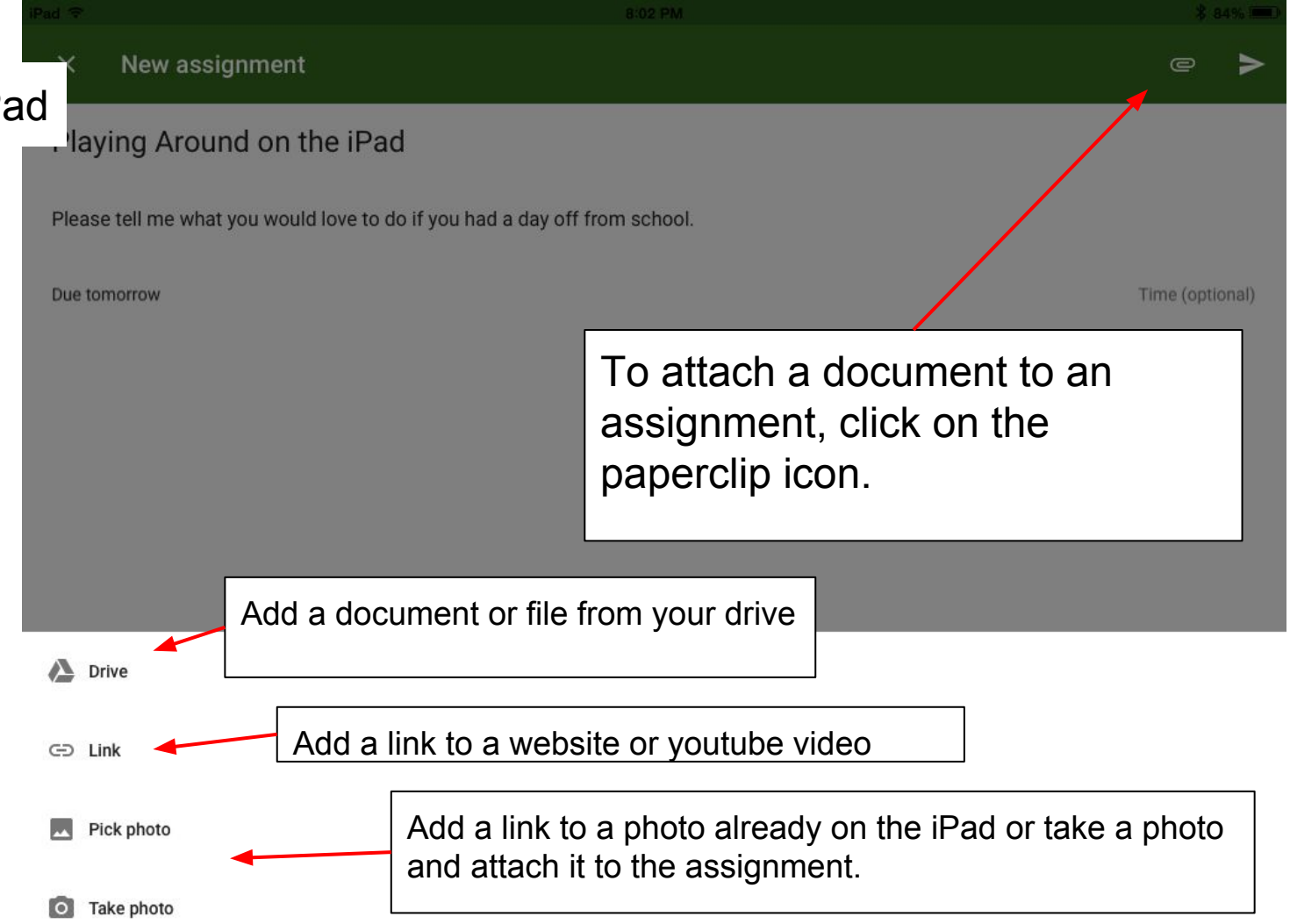
To add an attachment, click on the paperclip.

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

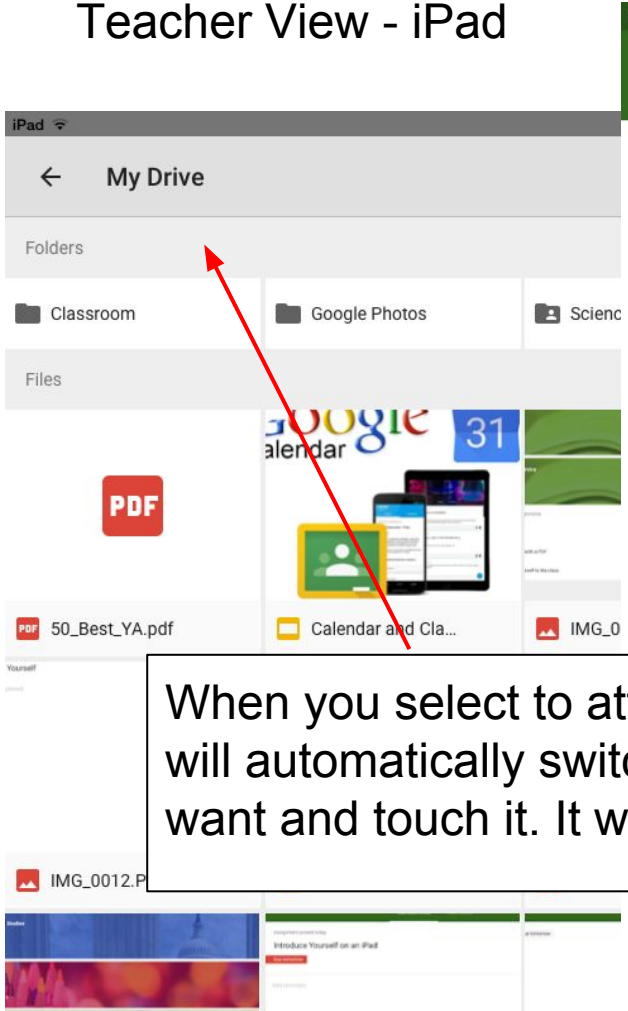
Teacher View - iPad

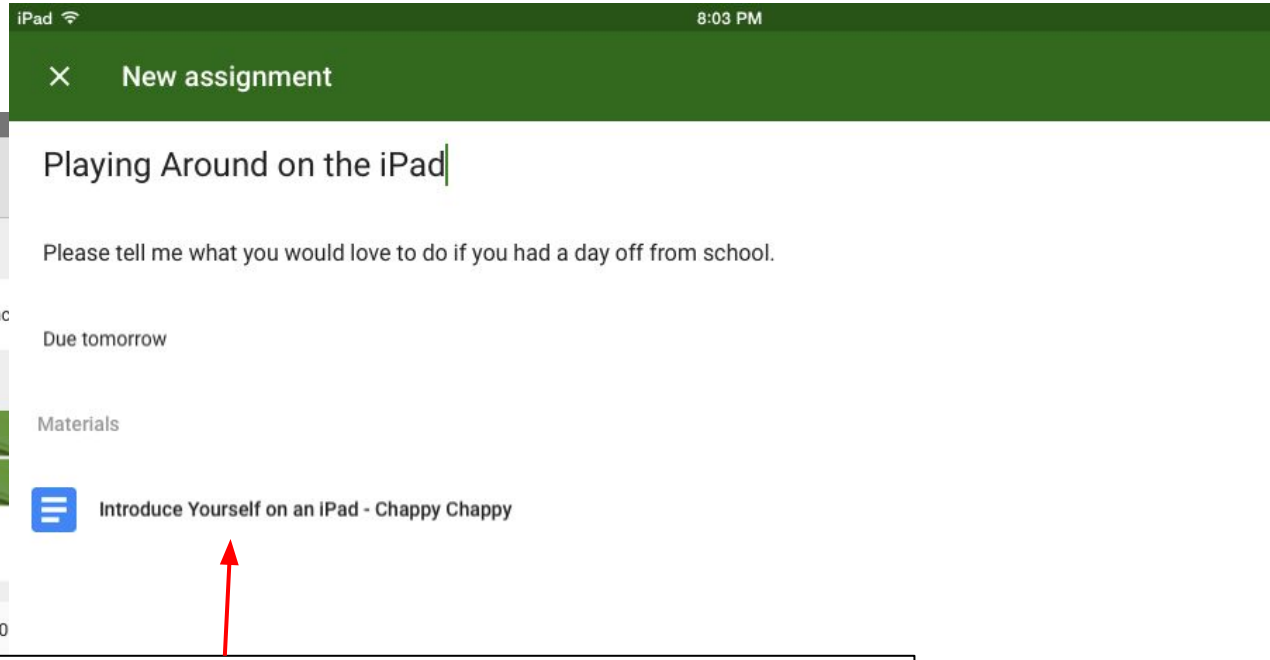


Teacher View - iPad



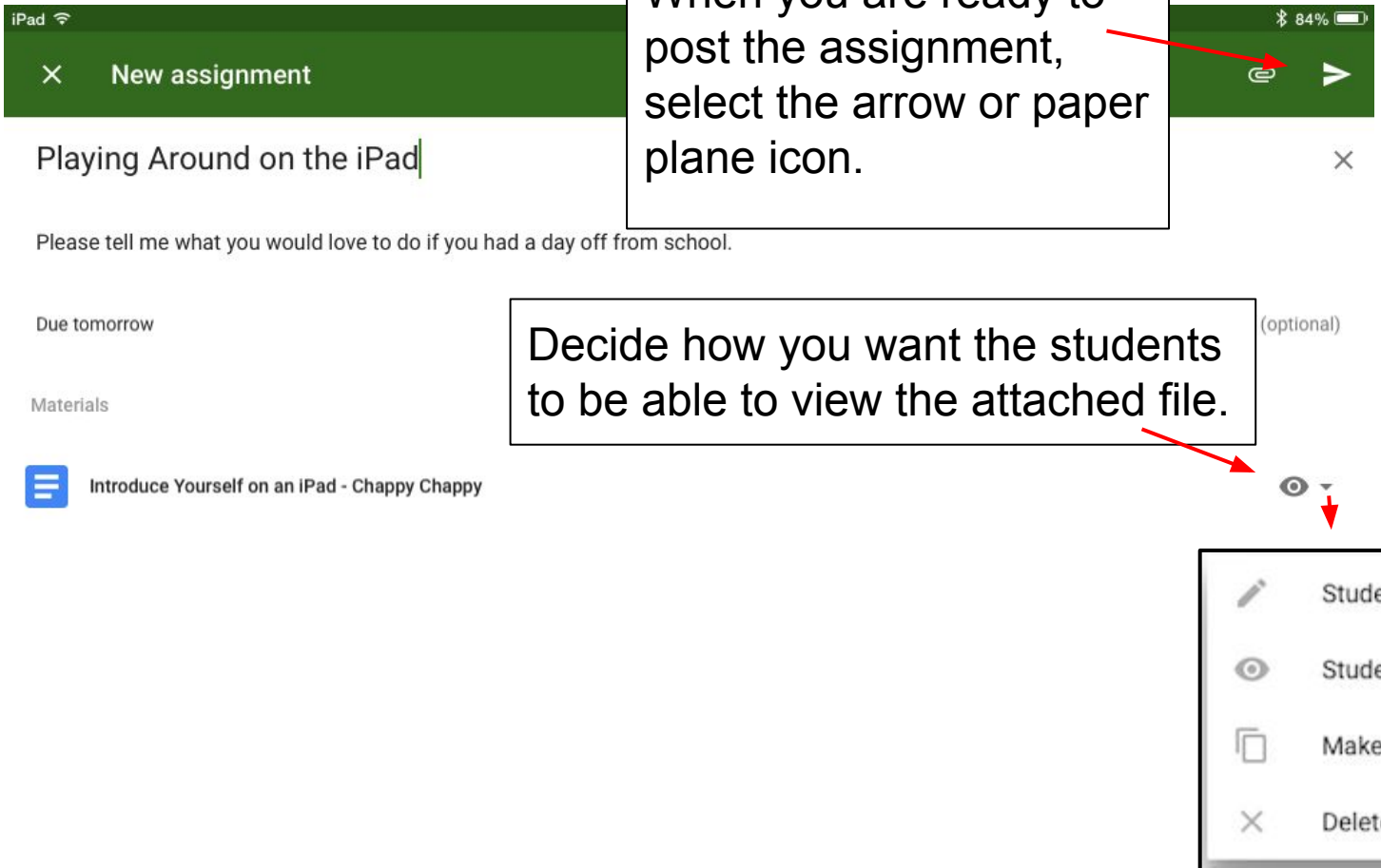
Teacher View - iPad



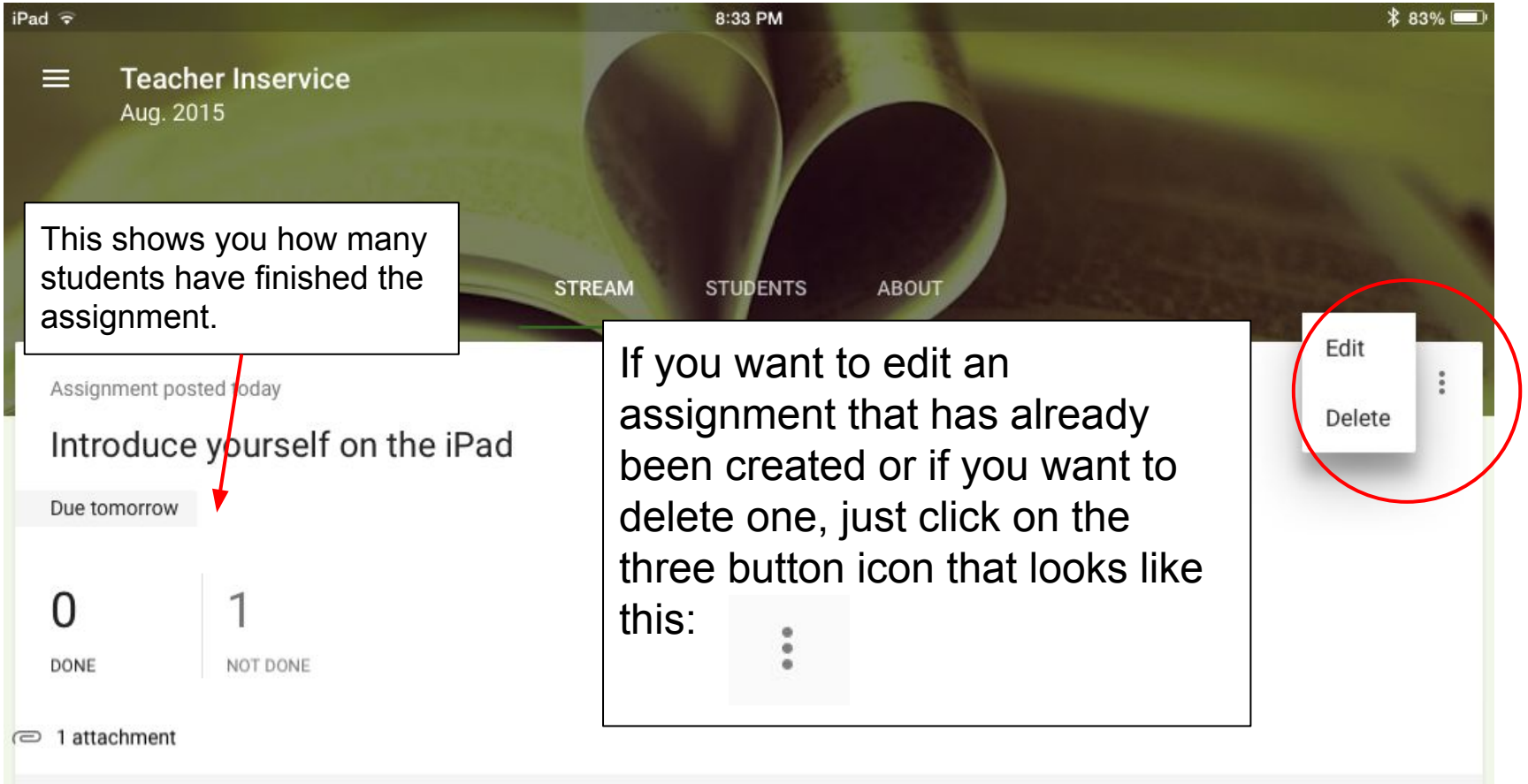


When you select to attach a file from Google Drive, Classroom will automatically switch over to the Drive app. Find the file you want and touch it. It will then appear in the Classroom app.

Teacher View - iPad

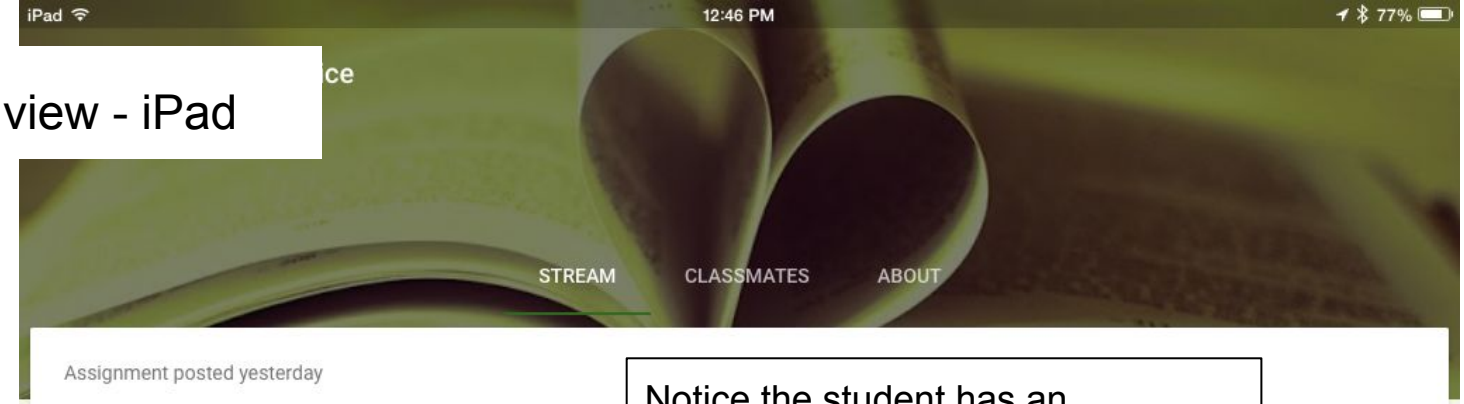


Teacher View - iPad



Student view - iPad

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



Assignment posted yesterday

Introduce yourself on the iPad

Due today

0 comments

Notice the student has an assignment that is due today.

Assignment posted yesterday

Playing Around

Done

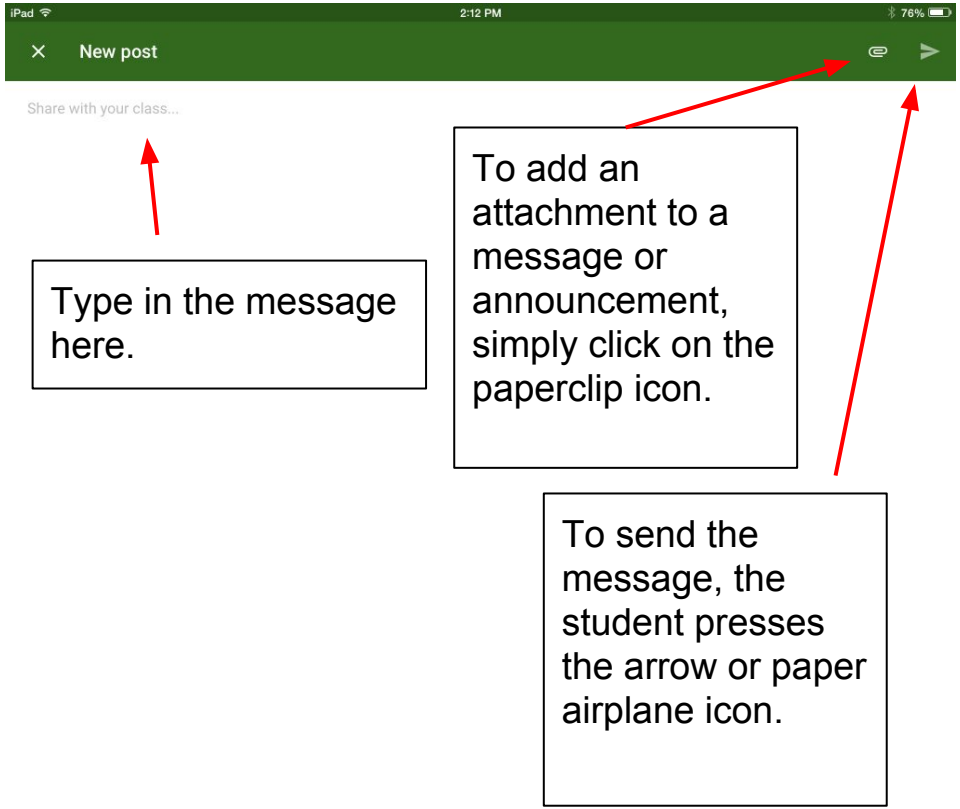
0 comments

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.

Assignment posted yesterday

Introducing Yourself to the class

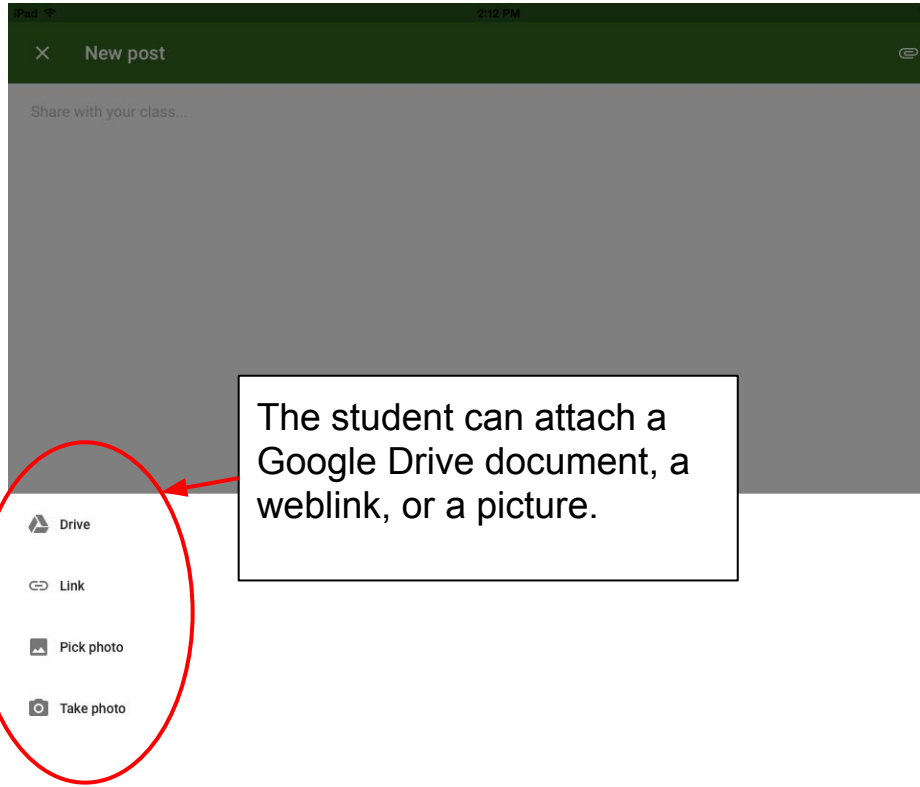
Student View - iPad



Type in the message here.

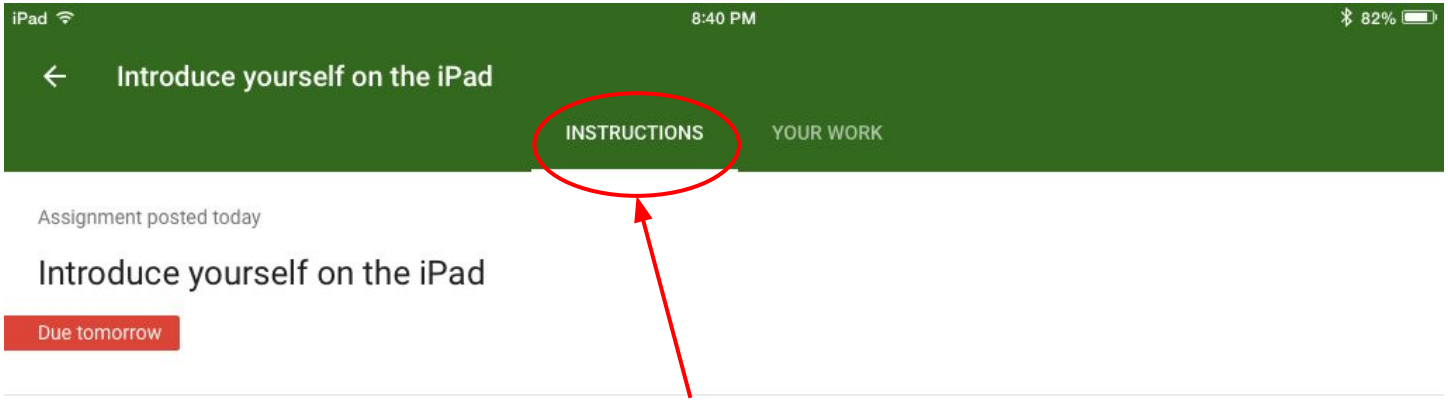
To add an attachment to a message or announcement, simply click on the paperclip icon.

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



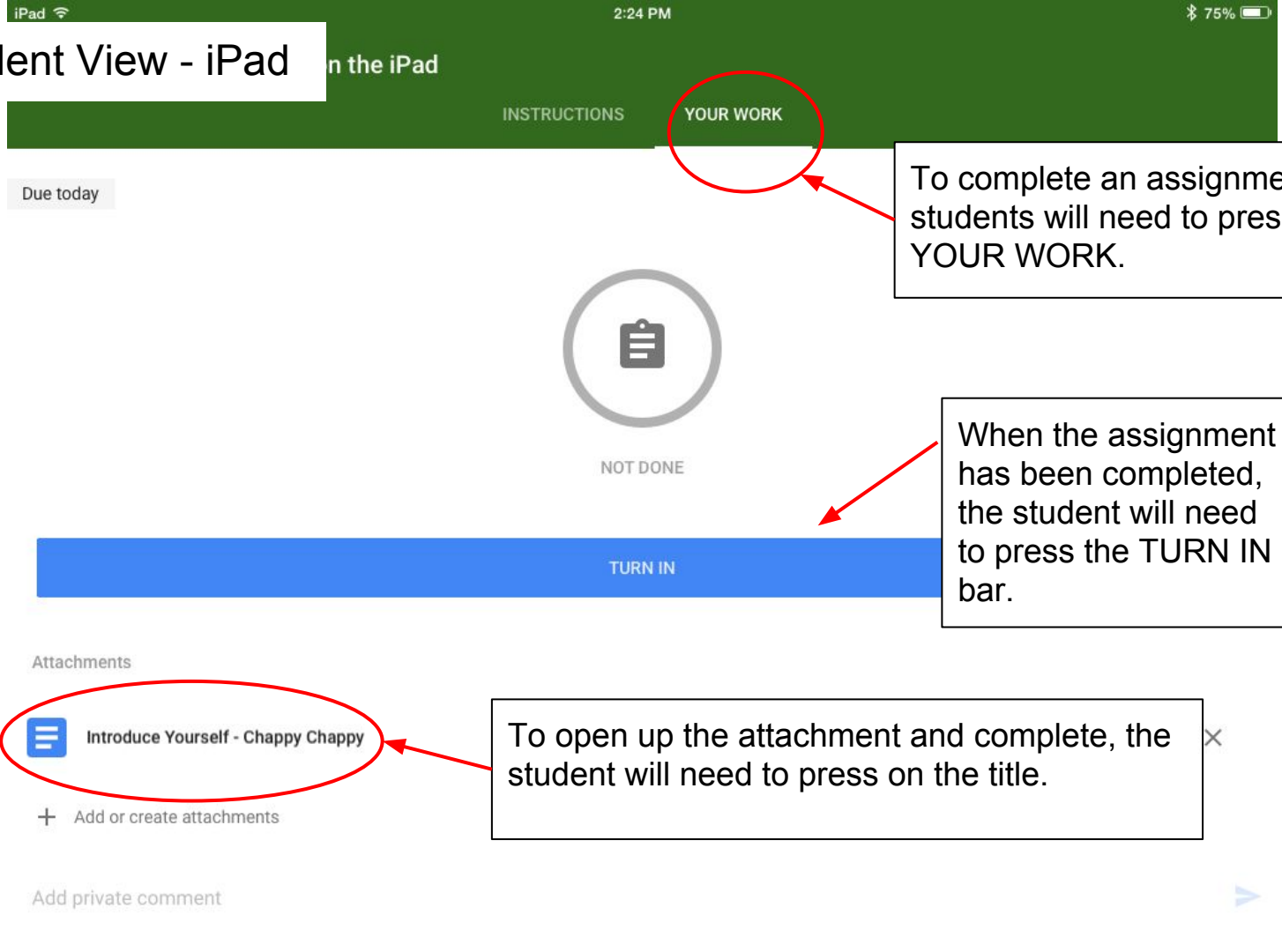
The student can attach a Google Drive document, a weblink, or a picture.

Student View - iPad



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

Student View - iPad

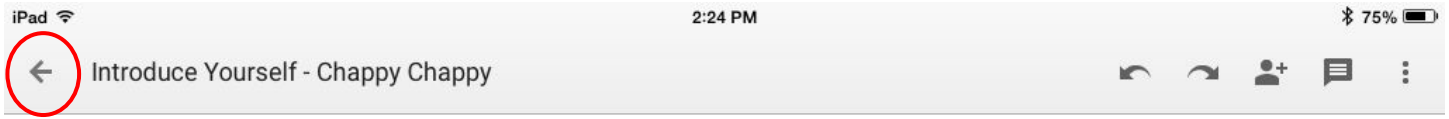


To complete an assignment, students will need to press YOUR WORK.

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

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

Student View - iPad

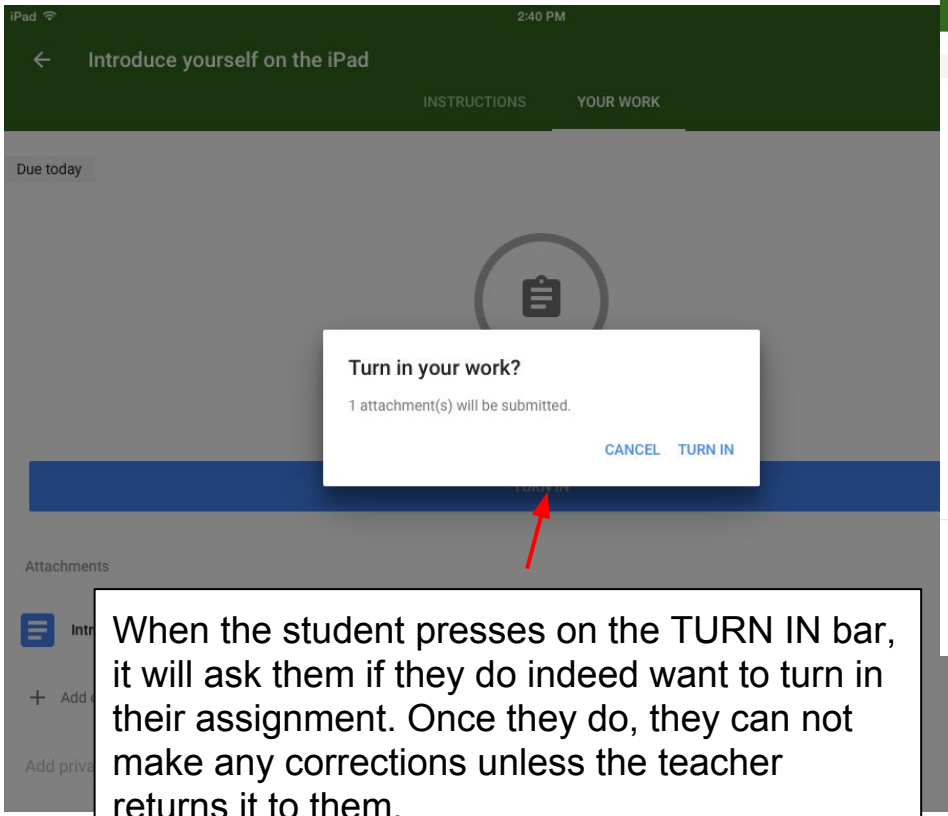


When a student selects a Google Drive attachment, the app will automatically switch over to the Doc, Sheets, or Slides app.

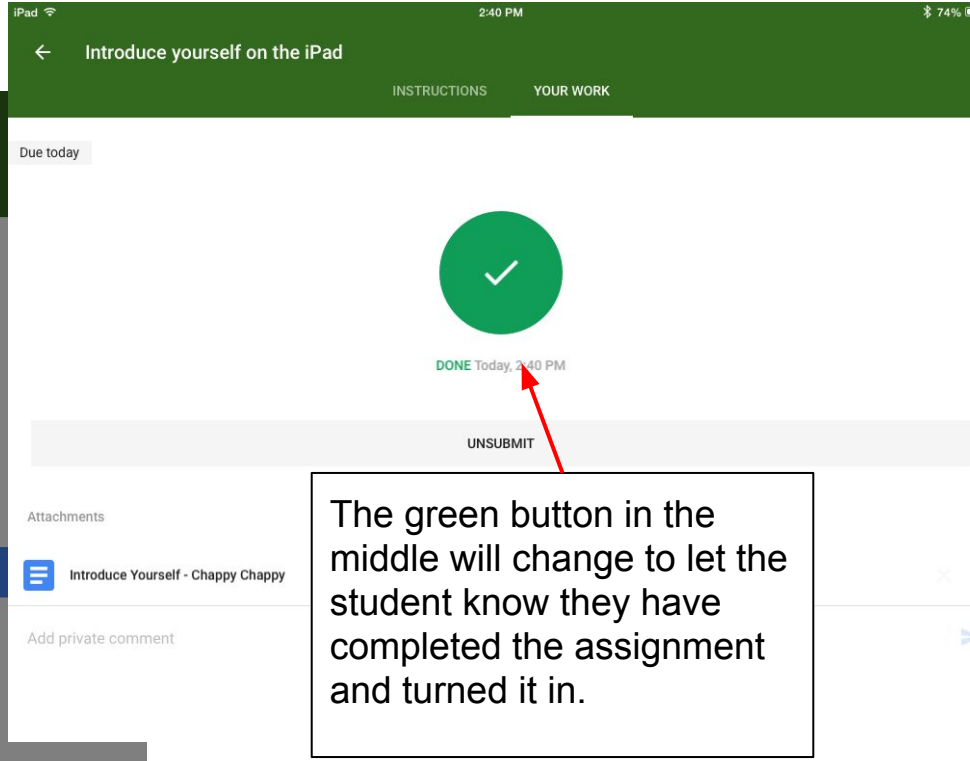
When the student is finished, they press the arrow and close out of the app. They will then need to re-open the Classroom app and touch the TURN IN bar.

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

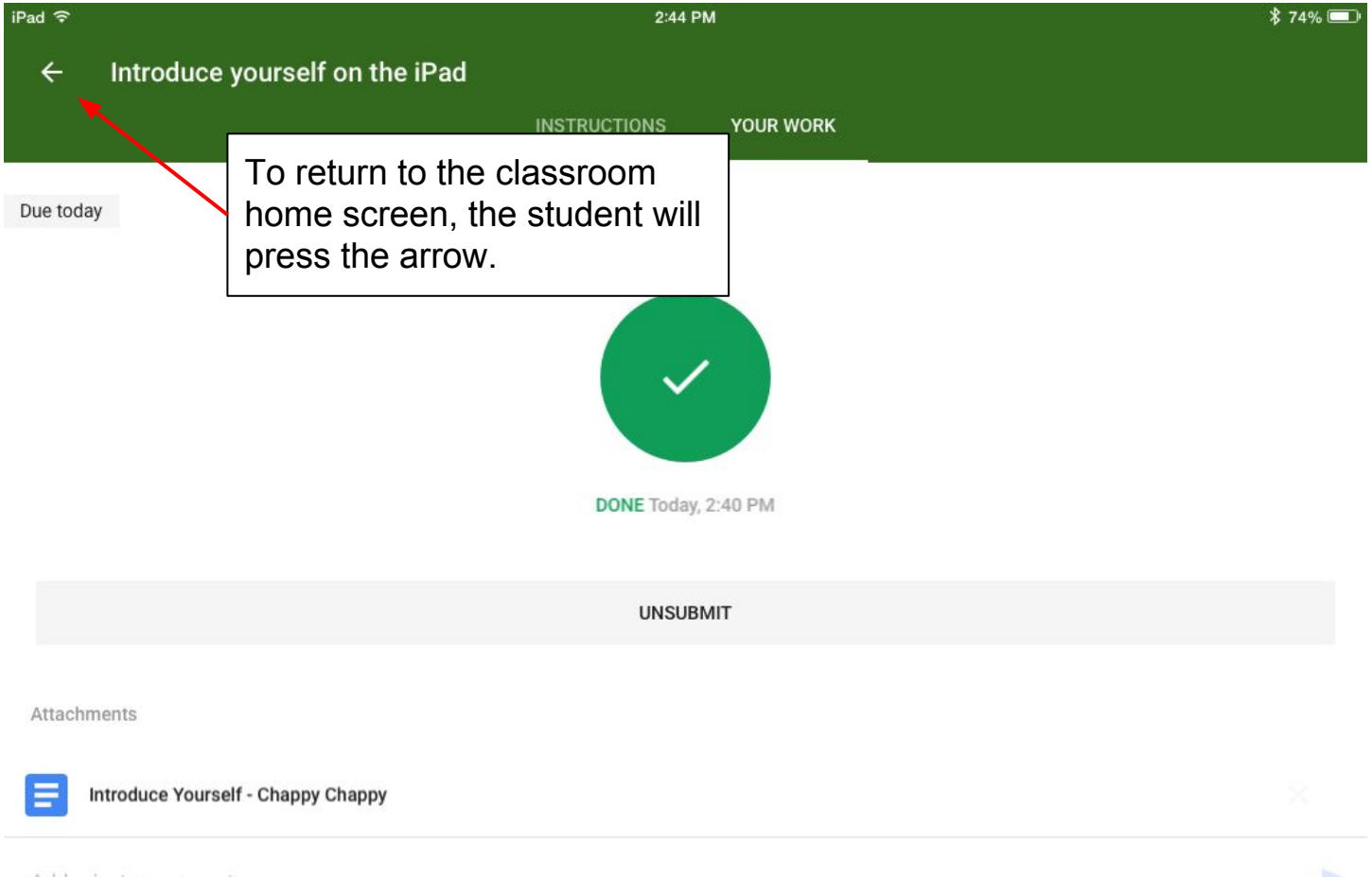


When the student presses on the TURN IN bar, it will ask them if they do indeed want to turn in their assignment. Once they do, they can not make any corrections unless the teacher returns it to them.

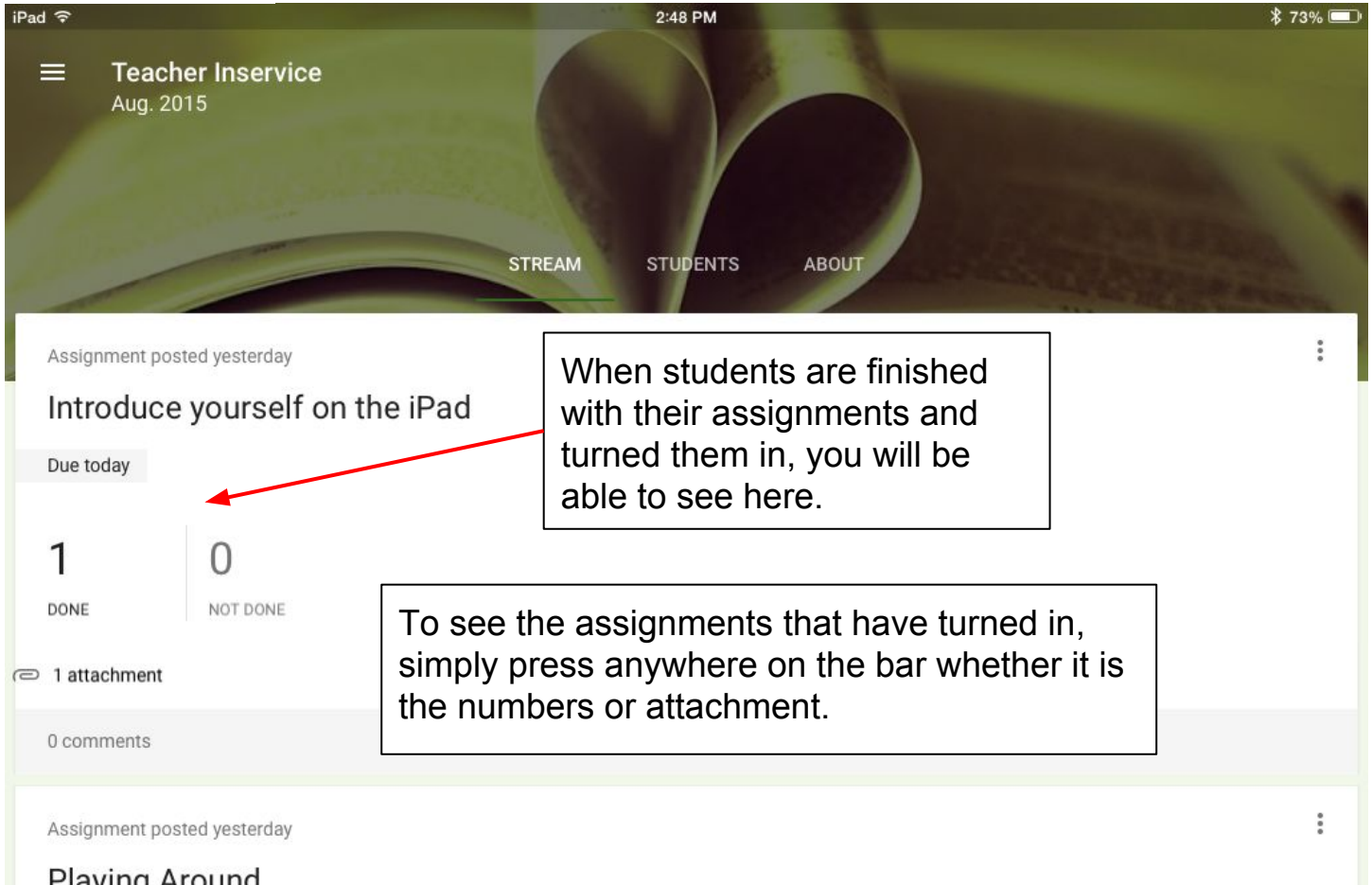


The green button in the middle will change to let the student know they have completed the assignment and turned it in.

Student View - iPad



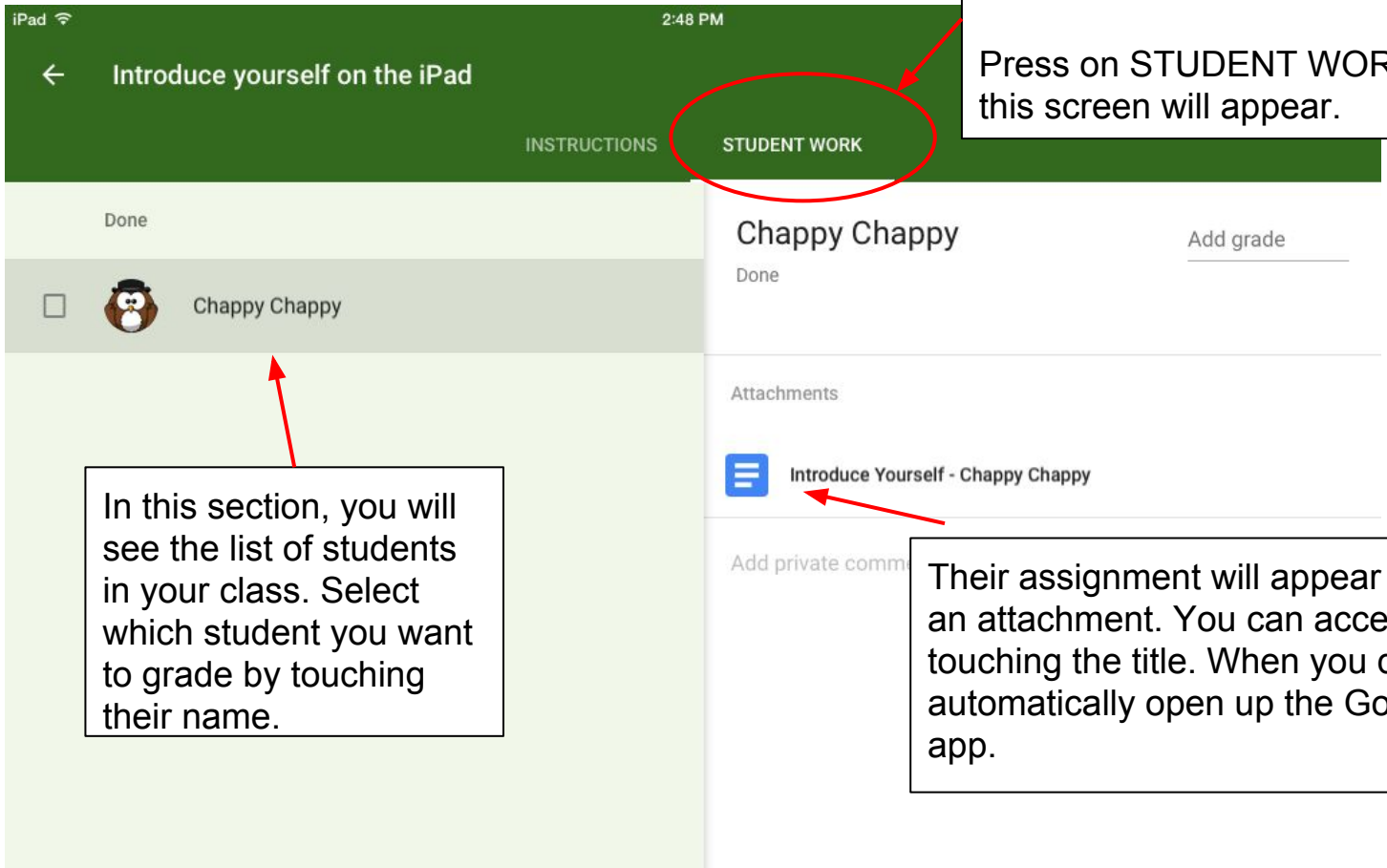
Teacher View - iPad



Teacher View - iPad

The first screen will be the INSTRUCTIONS screen.

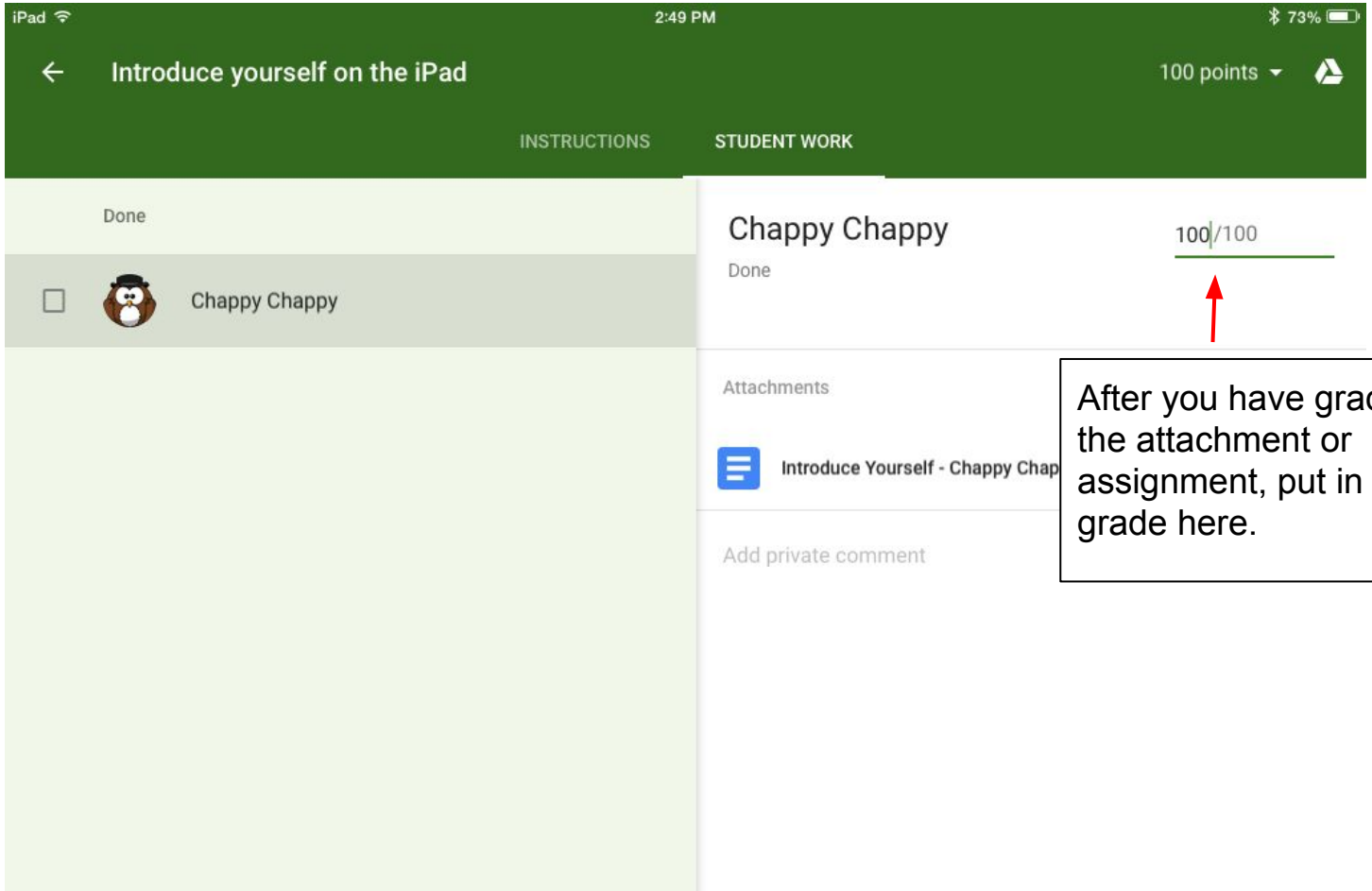
Press on STUDENT WORK and this screen will appear.



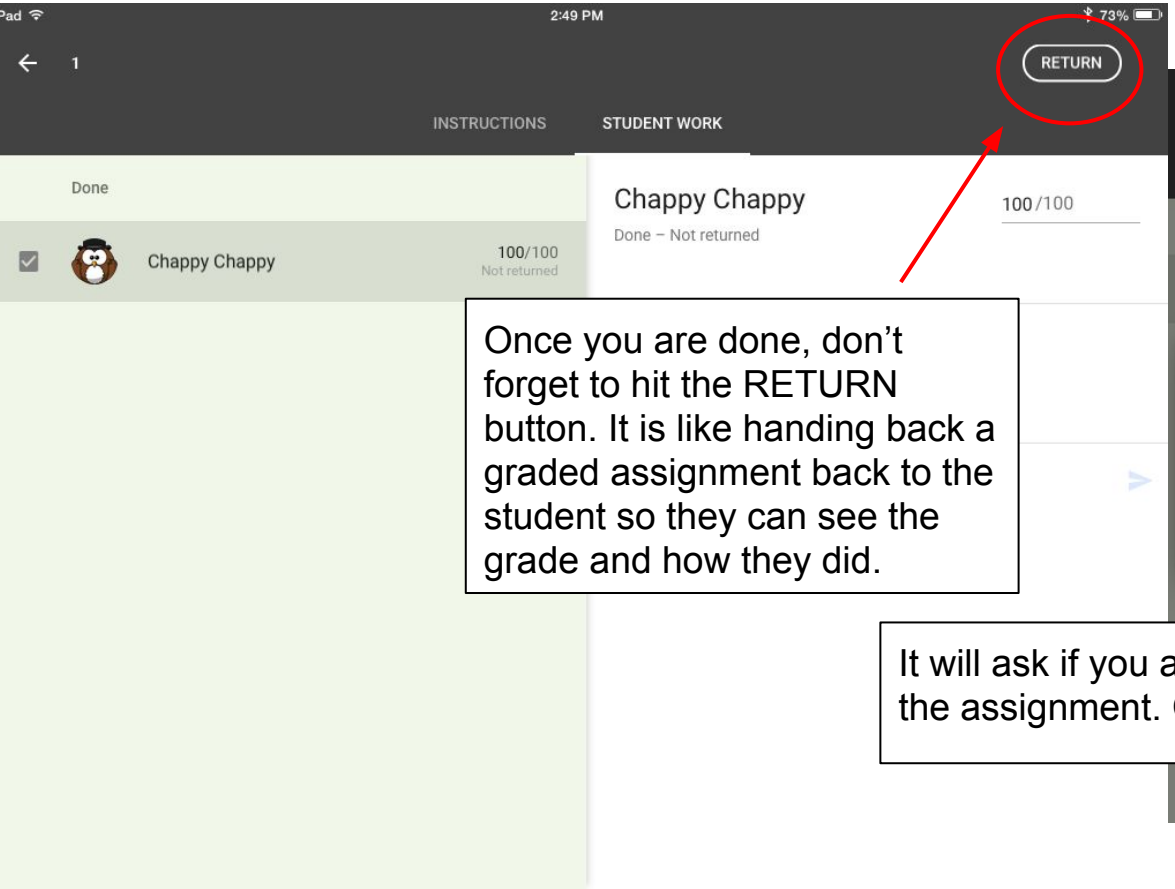
In this section, you will see the list of students in your class. Select which student you want to grade by touching their name.

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.

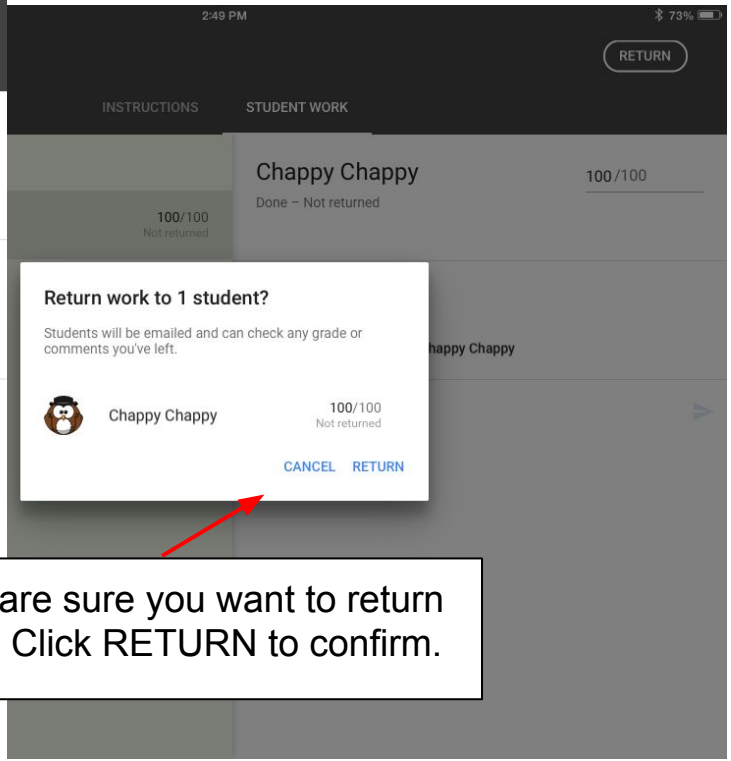
Teacher View - iPad



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.

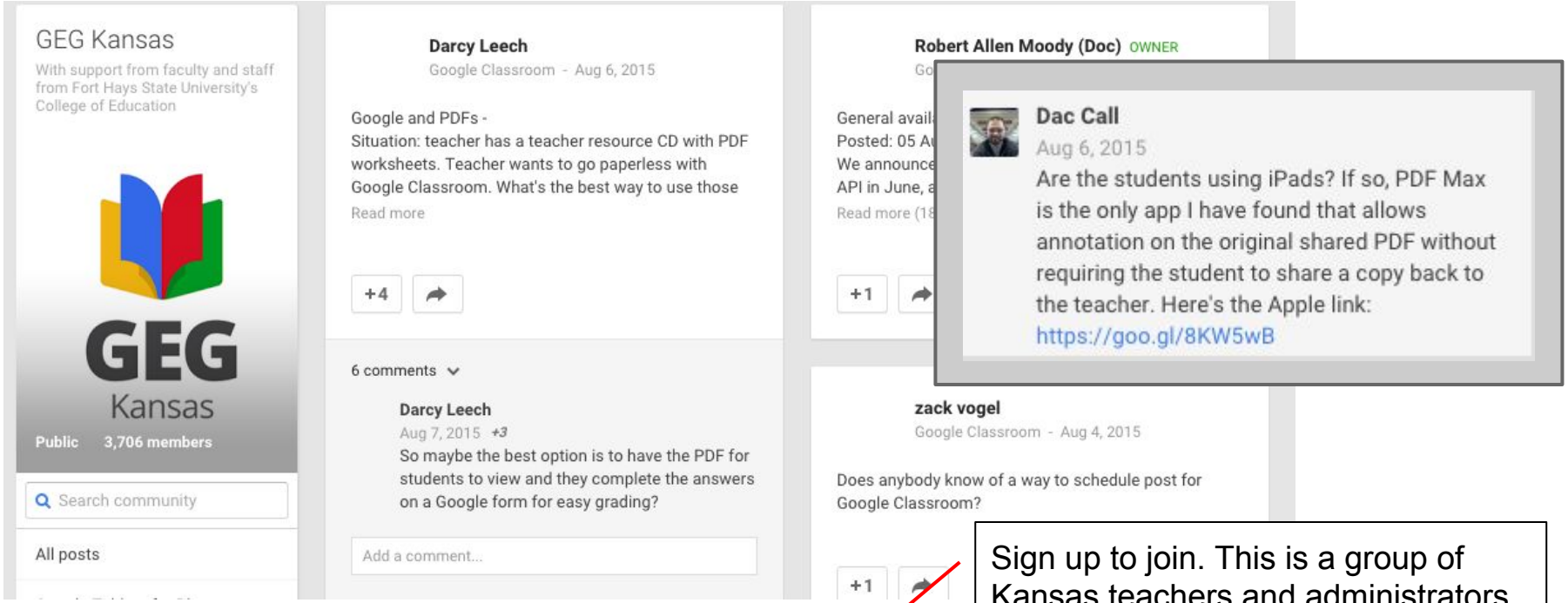
“Add to Google Classroom” extensions on other apps - everyday, a new app will have a feature that will let a student or teacher save right to the Google Classroom app as an attachment.

Mobile updates - get notifications on your phone

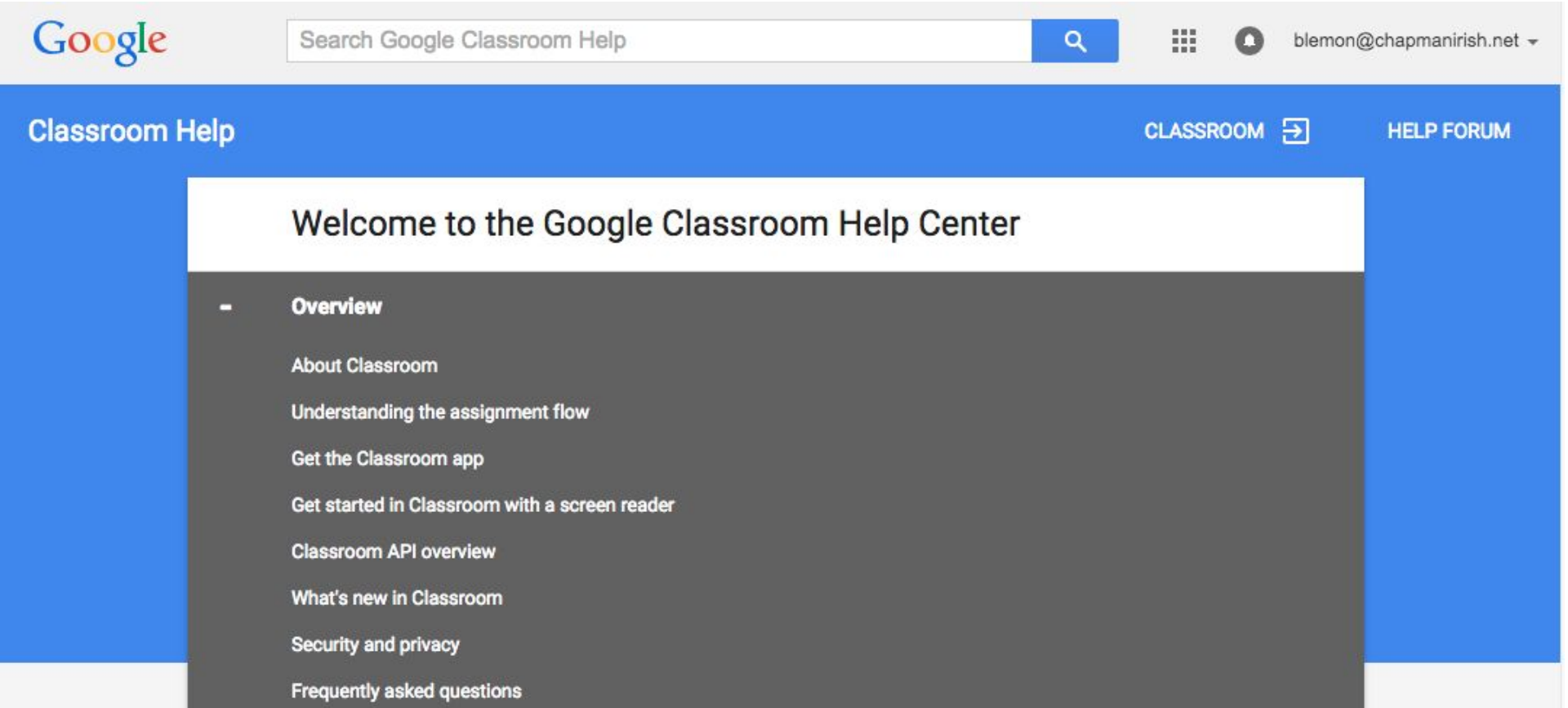
API Updates like Roster Sync - http://goo.gl/E1Hahg

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



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