

CREATE YOUR
FIRST CLASS!



Welcome to Classroom!

Classroom lets you communicate with your classes and easily share assignments, materials, and messages.

Navigating Google Classroom

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Creating a Class

Creating a Class

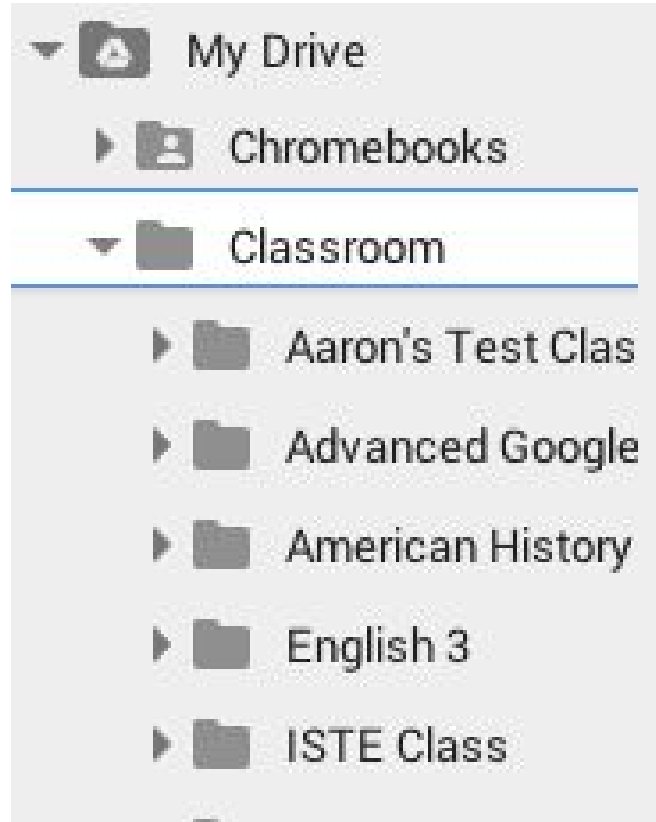
Go to <http://classroom.google.com>

- Click the "+" in the upper right corner and select "Create Class"
- Provide a name and section number (if applicable)
- Click the blue "Create" button

The screenshot displays the Google Classroom home page. At the top, there is a navigation bar with a hamburger menu icon, the word "Home", and a user profile icon for "aaron@bodhigafe.com". A red circle highlights the "+" button in the top right corner, which has opened a dropdown menu with "Create class" and "Join class" options. Below the navigation bar, there are three class cards: "Advanced Google" (9 students, no assignments), "Aaron's Test Class" (7 students, no assignments), and "Meyer Test" (2 students, worksheet). In the bottom right corner, a "Create a class" dialog box is open, showing a text input field with "English 3" and a section number input field with "1". A red box highlights the blue "CREATE" button, and a "CANCEL" button is also visible.

IMPORTANT!

- When you first create a class, Classroom automatically creates a folder for you called “Classroom.”
- Each class you create will be given a separate folder housed in your “Classroom” folder.



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Enrolling Students

Enrolling Students

You can enroll manually...

- Click “Students” then “Add”

- Choose from contacts
- Click “Add Students”

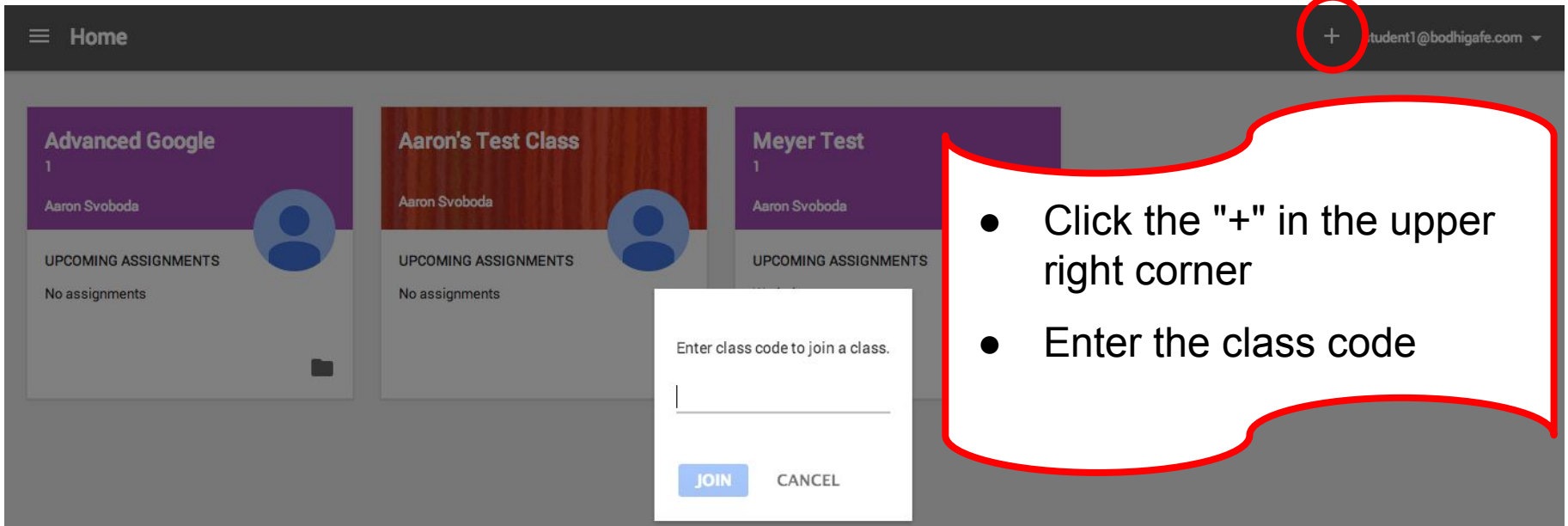
The screenshot shows a web interface with a purple header bar containing 'STREAM' and 'STUDENTS' tabs. The 'STUDENTS' tab is selected and circled in red. Below the header, there are three buttons: 'ADD', 'REMOVE', and 'EMAIL'. The 'ADD' button is circled in red. Below the buttons, there is a text area that says 'Add students to your class! Add students directly or give them this code to join: y0adgzt'. A modal window titled 'Select students to add' is open, showing a list of contacts with checkboxes. The 'My contacts' dropdown is circled in red. The list contains the following contacts:

Selected	Name	Email
<input checked="" type="checkbox"/>	Paloma Mena-Werth	paloma.mena-werth@kearneypublic.org
<input type="checkbox"/>	Paloma Mena-Werth	palmenawerth@kearneycats.com
<input type="checkbox"/>	Pam Bihlmaier	pambihlmaier@kearneycats.com
<input checked="" type="checkbox"/>	Pam Dickinson	pam.dickinson@kearneypublic.org
<input type="checkbox"/>	Pam Dickinson	pamdickinson@kearneycats.com
<input checked="" type="checkbox"/>	Patrick Nebesniak	patnebesniak@kearneycats.com

At the bottom of the modal, there are three tabs: 'Paloma Mena-Werth', 'Pam Dickinson', and 'Patrick Nebesniak'. The 'Add Students' button is circled in red.

Enrolling Students

Students can enroll by entering a class code...

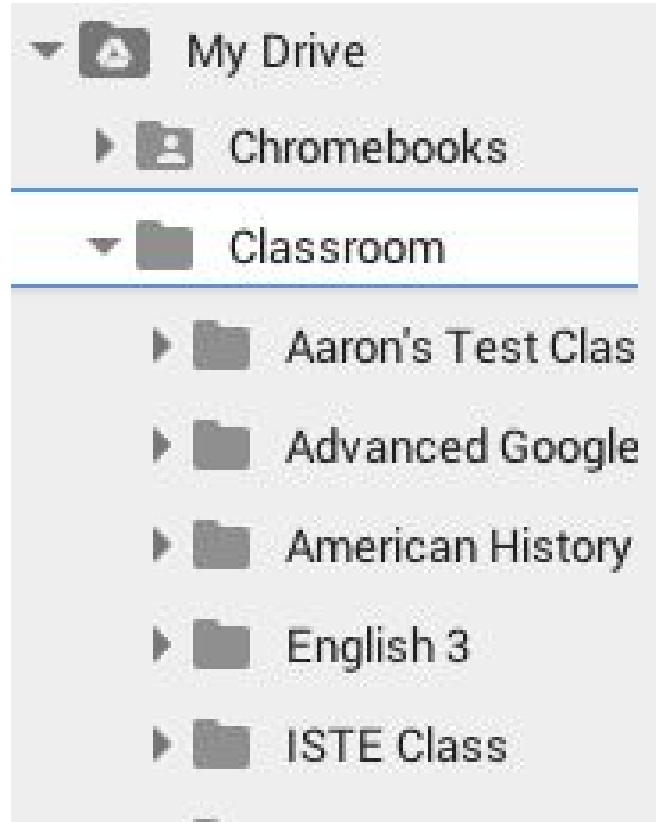


The screenshot shows a student dashboard with a dark header. On the left, there is a hamburger menu icon and the word "Home". On the right, there is a plus sign icon circled in red, followed by the email address "student1@bodhigafe.com" and a dropdown arrow. Below the header, there are three class cards: "Advanced Google 1", "Aaron's Test Class", and "Meyer Test 1". Each card shows the name "Aaron Svoboda" and a profile icon. Below each card, it says "UPCOMING ASSIGNMENTS" and "No assignments". A modal dialog is open in the center, titled "Enter class code to join a class.", with a text input field and two buttons: "JOIN" and "CANCEL". A large red callout box on the right contains the following instructions:

- Click the "+" in the upper right corner
- Enter the class code

IMPORTANT!

- When students are enrolled in a class, Classroom automatically creates a folder for them called “Classroom.”
- Each class in which they enroll will be given a separate folder housed in their “Classroom” folder.
- **THIS IS NOT A SHARED FOLDER**



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Announcements

Creating an Announcement

English 3
1

STREAM STUDENTS

Welcome to class!

Classroom 101
YouTube video 2 minutes

POST

Assign to multiple classes → English 3

Announcement Assignment

- Click on **"Stream"**
- Click **"Announcement"**
 - Type your message
 - Add an attachment
 - Add a Drive file
 - Add a YouTube video
 - Add a web-link
- Click **"Post"**

Students will then receive an email with your announcement. They will also see it in the stream.

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Creating Assignments

Create an Assignment

STREAM STUDENTS

Essay 1

Write a five paragraph essay about your summer break.

Due Jun 28, 2014 Add time

ASSIGN

Assign to multiple classes

English 3

- Click on "Stream"
- Click "Assignment"
- Provide a title and instructions
- Provide a Due Date and Time
- Provide resources:
 - Attachment
 - Drive Template
 - YouTube Video
 - Web-link
- Click "Assign"

Assignments: Using Drive Templates

- Click the Drive icon
- Select the file you want to use as a template
- Choose how the students will get the document:

Students Can View File:

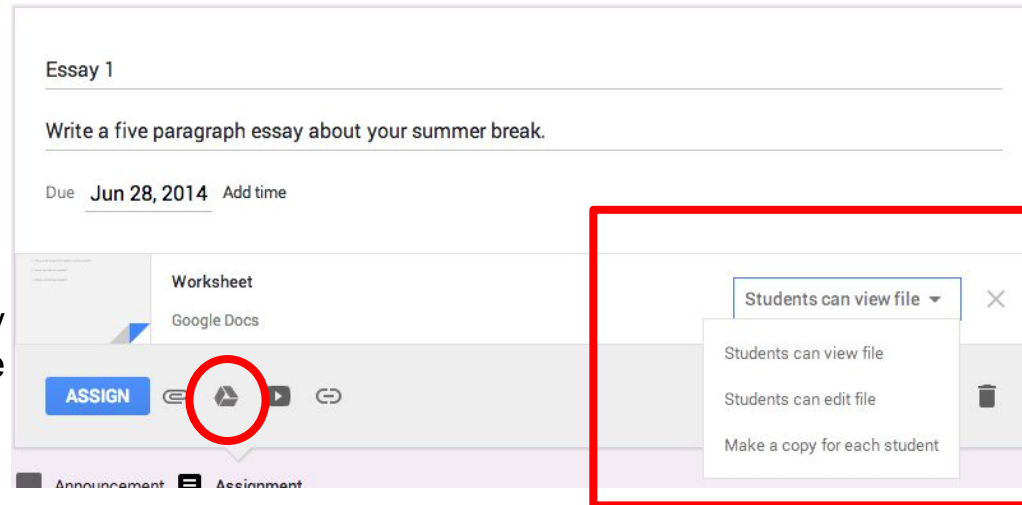
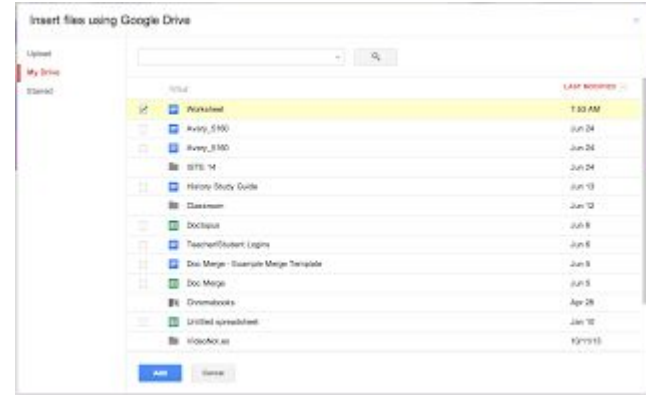
No editing. They would have to make their own copy.

Students Can Edit File:

Full class editing the same document.

Make A Copy For Each Student:

Every student will get their own editable copy of the template. (Classroom takes care of the naming!)



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Editing Assignments

Editing Assignments

- Click the three dots next to the due date
- Select either “Edit” or “Delete”

ASSIGNMENT Jun 29

Worksheet

Do this

DUE: JUN 30

34
TURNED IN

Edit

Delete

Worksheet

Google Docs

Each student will get a copy

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Students Submitting Assignments

Students Submitting Assignments

Adding From Drive:

- Click the "Add" button

- *From Google Drive*
- *Web-link*
- *Upload a file*



- Click the "Turn In" button

Students Submitting Assignments

Creating in Classroom:

- Click the "Create" button

- *Document*
- *Presentation*
- *Spreadsheet*
- *Drawing*

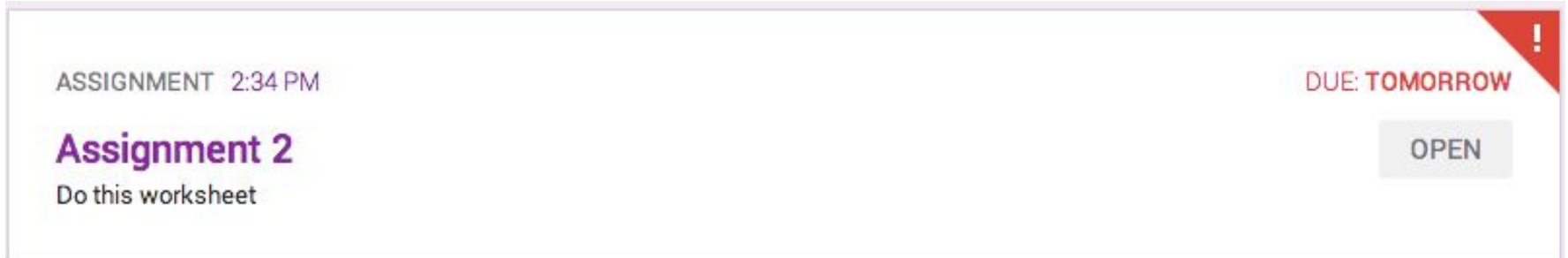
- Click the "Turn In" button



Students Submitting Assignments

Using Teacher Provided Drive Template:

1. Click “Open” next to the assignment title



ASSIGNMENT 2:34 PM

Assignment 2

Do this worksheet

DUE: TOMORROW

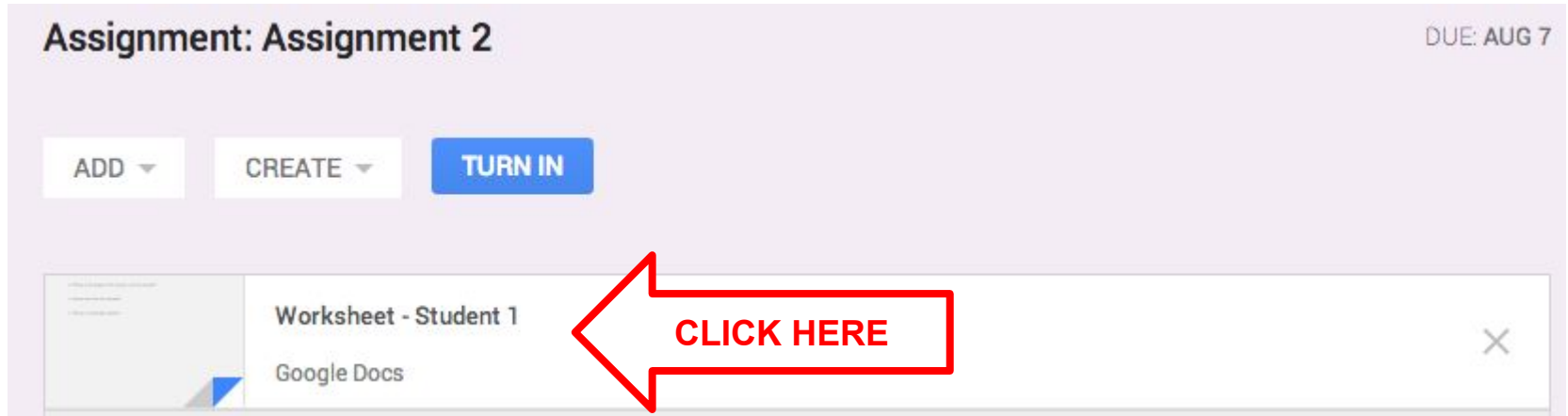
OPEN

The screenshot shows a rectangular assignment card with a light gray border. On the left side, the text 'ASSIGNMENT 2:34 PM' is displayed in a small, gray font. Below this, the title 'Assignment 2' is written in a larger, bold, purple font, followed by the description 'Do this worksheet' in a smaller, gray font. On the right side, there is a red triangular warning icon containing a white exclamation mark. Below the icon, the text 'DUE: TOMORROW' is written in a bold, red font. At the bottom right of the card, there is a light gray rectangular button with the word 'OPEN' written in a bold, black font.

Students Submitting Assignments

Using Teacher Provided Drive Template:

2. Click the document link. Note that it is already titled with the assignment and the student name



Assignment: Assignment 2 DUE: AUG 7

ADD ▾ CREATE ▾ **TURN IN**

Worksheet - Student 1
Google Docs

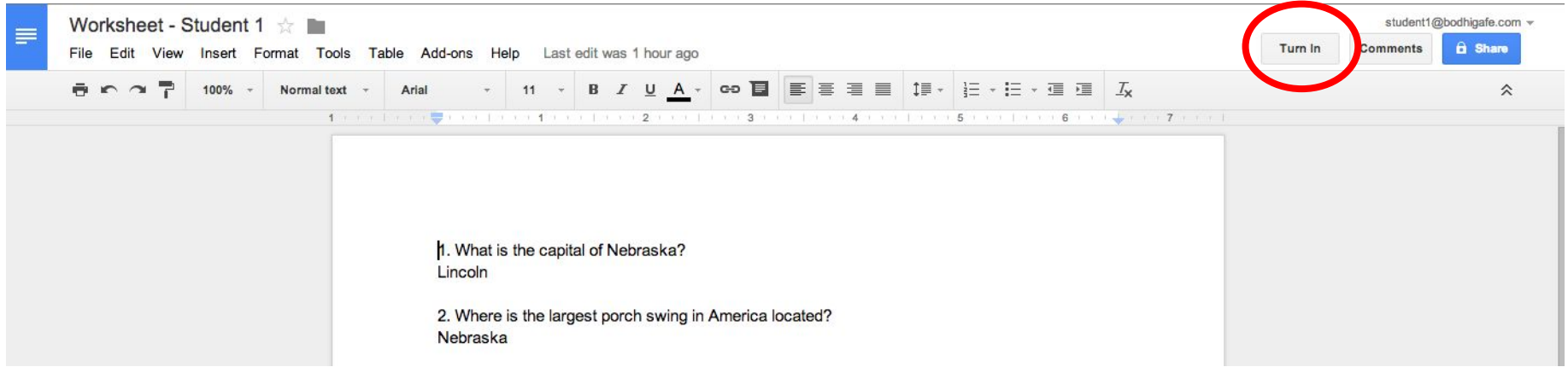
CLICK HERE

✕

Students Submitting Assignments

Using Teacher Provided Drive Template:

3. When done, click the “Turn In” button in the upper right corner.



The screenshot displays a Google Docs interface for a document titled "Worksheet - Student 1". The top menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Table", "Add-ons", and "Help". The status bar indicates "Last edit was 1 hour ago". The top right corner shows the user's email "student1@bodhigafe.com" and three buttons: "Turn In" (circled in red), "Comments", and "Share". The main editing area contains two numbered questions:

1. What is the capital of Nebraska?
Lincoln
2. Where is the largest porch swing in America located?
Nebraska

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Grading Assignments

Grading Assignments

Click on the assignment to open it

- *Note that you can see how many students have turned in the assignment!*

The screenshot shows an assignment card with the following details:

- Header: ASSIGNMENT Jun 13
- Title: **Test Assignment**
- Description: Type a paragraph telling me what fun things you will be doing this summer?
- Due Date: DUE: JUN 13
- Turned In: 9
- Not Turned In: 0
- Footer: Add a comment...

A callout box with a black border and rounded corners contains the text "CLICK EITHER LINK" in red. Two red arrows point from this box to the "Test Assignment" title and the "9" count.

Assignment Title	Turned In	Not Turned In
Test Assignment	9	0



Grading Assignments

- Set Point Value (1, 20, 50, 100, Ungraded)
- Click “No Grade” in the Grade column to enter the score.
- Send a note to the student with desired feedback. The student can respond!
- Click “Return” to send the assignment back to the student.

Assignment: Test Assignment

[RETURN](#) [EMAIL](#) [FOLDER](#) [DOWNLOAD](#)

Download a CSV file of all the grades and upload to your gradebook!

<input type="checkbox"/>	Student	Status	Grade	Points
<input checked="" type="checkbox"/>	 Pete Kropp Send a note	TURNED IN	<u>95/100</u> Not Returned	100
<input type="checkbox"/>	 Paloma Mena-Werth Send a note	TURNED IN	No Grade	

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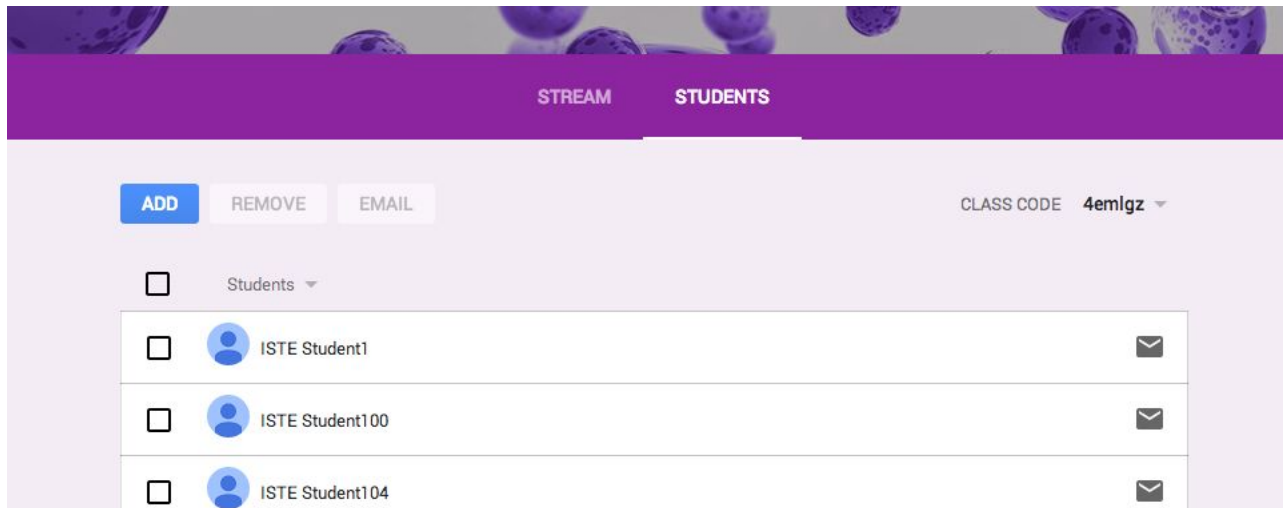
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Other Features

Managing Students

Click “Students” and you can...

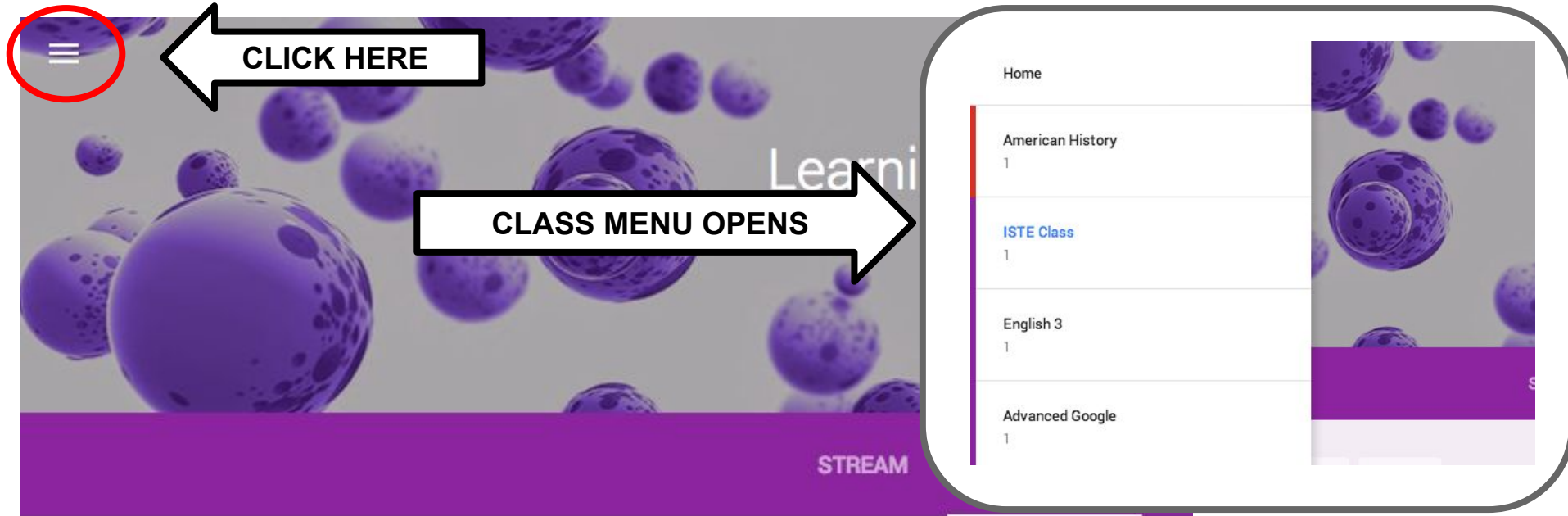
- *Add and Remove students*
- *Email students individually or in desired groupings*
- *Change or disable the class enrollment code*



Accessing Your Classes

Click the three white lines in the upper left corner to access your classes.

- *This is true for both teachers and students*



Class Cover Photo

Learning Coach

1

Gallery

Gallery

Pick Course Image

Cancel

CLICK HERE

Change Photo

SELECT FROM
PROVIDED IMAGES