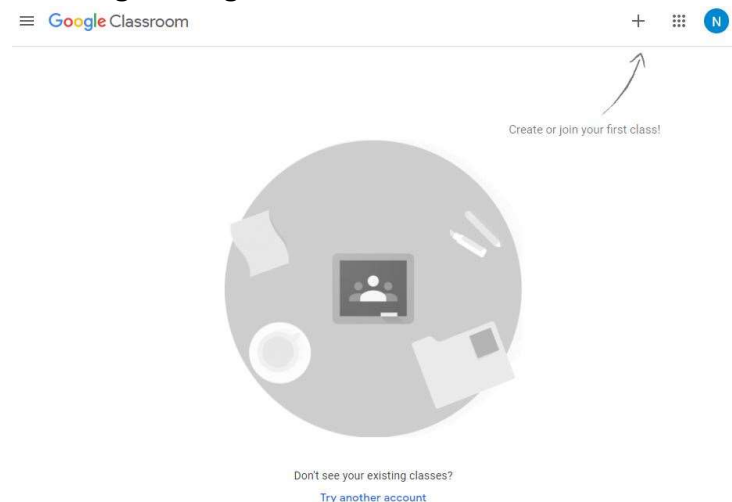


## Tutorial: Google Classroom

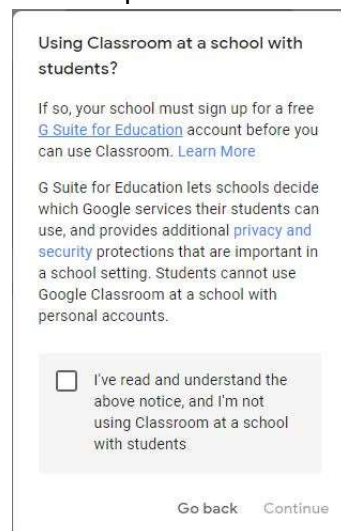
### Overview:

Google Classroom is a Course Management System used for teachers to organize and easily assign course work to students enrolled in their course. Google Classroom is used as a hub for all classroom content for the teachers who use it, where they can upload lessons, assignments, and host synchronous calls. Google Classroom is located on [www.classroom.google.com](http://www.classroom.google.com)

### Creating a Google Classroom:



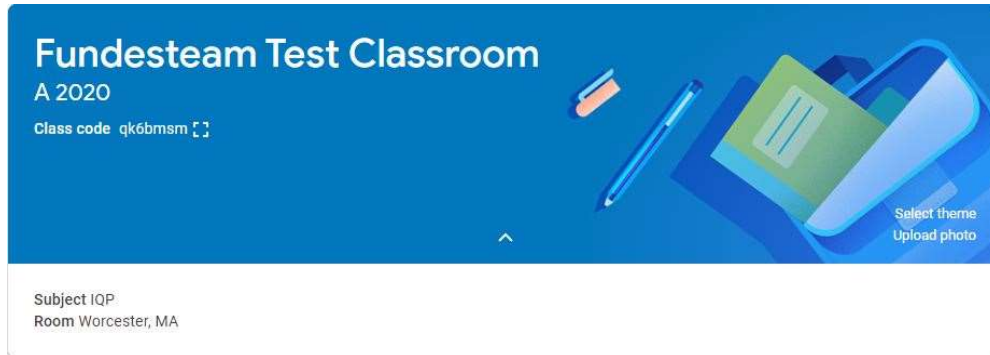
1. After signing into your google account you will see a dashboard similar to the one shown above. Click the plus icon in the upper right-hand corner and select the “Create Class” option from the drop-down menu.



2. After clicking the “Create Class” option, you may see this pop-up. If you are part of a school where more teachers will be making Google Classrooms, creating a free G Suite for education is something that you may want to look into. A G Suite is full of free Google tools and services used for school and homeschools globally. G Suite is suite of cloud-based tools for K-12 and Higher Educational Institution, it also provides free Google accounts for all students and educators. If you plan to continue without a G Suite for

education, select the check box next to the statement “I’ve read and understand the above notice, and I’m not using Classroom at a school with students” and hit continue.

3. Following this you will see another box pop-up labeled Create Class. Here you will enter your Class Name (required), Section, Subject, and Room (all optional) and select continue.



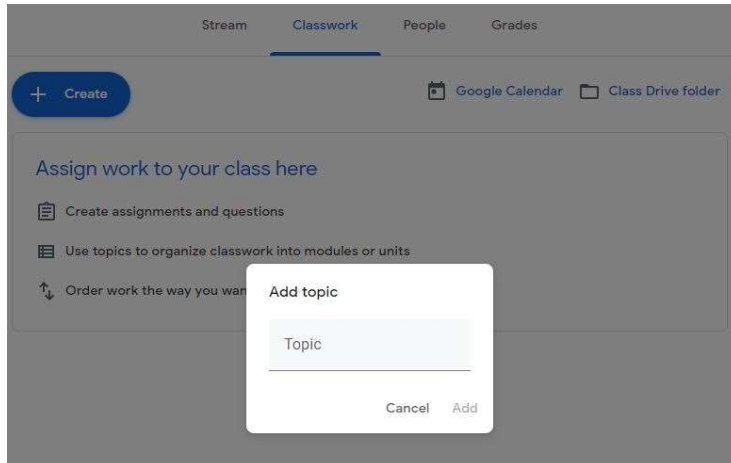
4. So, after hitting continue you will see your newly made classroom. The first thing listed at the top of the banner is the Class Name, underneath you will find the class section you entered (if you added one). If you click the arrow at the bottom of the banner, you may expand the banner in which you will see the Subject and Room you provided.
5. Underneath the Title (and possible) section you will see something labeled as a Class Code. This is the code that the students will use to join your Google Classroom to see all the classroom content that you upload. We will cover how to join a Google Classroom in a later section.

### **Navigating Your Google Classroom:**

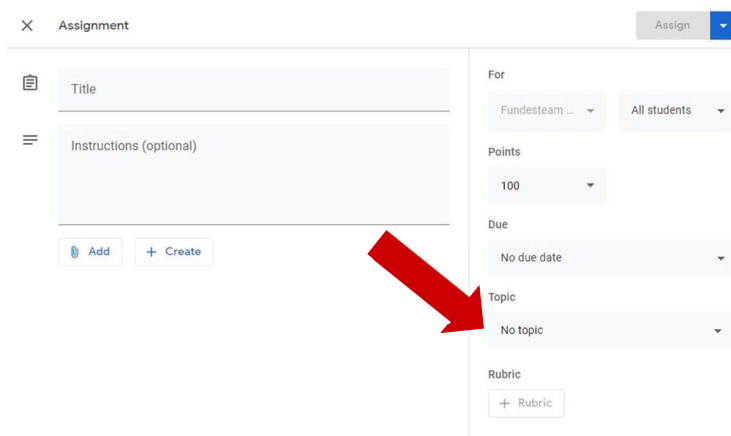
1. At the top of your classroom you will see a menu that says: “Stream”, “Classwork”, “People”, and “Grades”. Here is the main area where you will navigate through the classroom.
2. The Stream section is where your main form of communication will be through Google Classroom. Here you can make announcements and schedule announcements to be sent out to the students. Students may also comment on your post or also post discussion posts of their own. In this section you may also respond to any student’s discussion posts that they might post to the stream. To the left of the stream there is a small box that shows upcoming assignments that will showcase for you and your students any upcoming assignments that need completion.
3. The Classwork section is where you will assign work to your class here. In this section you can create assignments and questions and access your classes shared Google Drive Folders. Inside the Classwork tab you can organize your class work content with “Topics” into desired modules or units and then you may further order the work in the way you want students to see it. By clicking the blue “Create” button on this page you are able to create an assignment, quiz assignment, send a question out for your students to answer, add material, add a topic for organizations, and you may even reuse posts from another classroom that you have already set up.
4. The people section is where you can monitor the number of students and teachers there are and invite more. In this section you may also monitor each student’s progress on their assignments and work

## Separating your Classroom by Sections:

1. To create a section, enter the classwork sections and select the blue “Create” button
2. Select the Topic option from the drop-down lists. Topics are used to create separations in course content to allow easier use for your students. Topics can be used to designate class subjects or different modules.



3. Once clicking the topic option write the Topic in the grey box that says topic and click add.



4. When you go to create an assignment in the Create an Assignment directory that is where you are able to sort the assignments into topics by selecting the topic from the drop down.

## Creating an Assignment:

1. To create an assignment, enter the classwork sections and select the blue “Create” button. Select the assignment option from the drop-down menu.
2. This will pull up the create an assignment pop-up window. Here you may add in all the fundamentals about the assignment. In the main body you will add your title and then any instructions you would like for the assignment (this may be optional).
3. Underneath the instructions box you may add a file that you have already created or create your own assignment.
4. On the right-hand side directory, you can determine other logistics like points, add a rubric, designate the assignment to the specific topic, etc. The first section allows you to determine which class to post the assignment to along with which students to assign the

assignment to. Following that you may designate how many points the assignment is worth or make it an ungraded assignment. Following that you may set the due date for the assignment and below that what topic (if you have set topics) that the assignment belongs under. Following that you may also upload a rubric for the assignment for you students to follow.