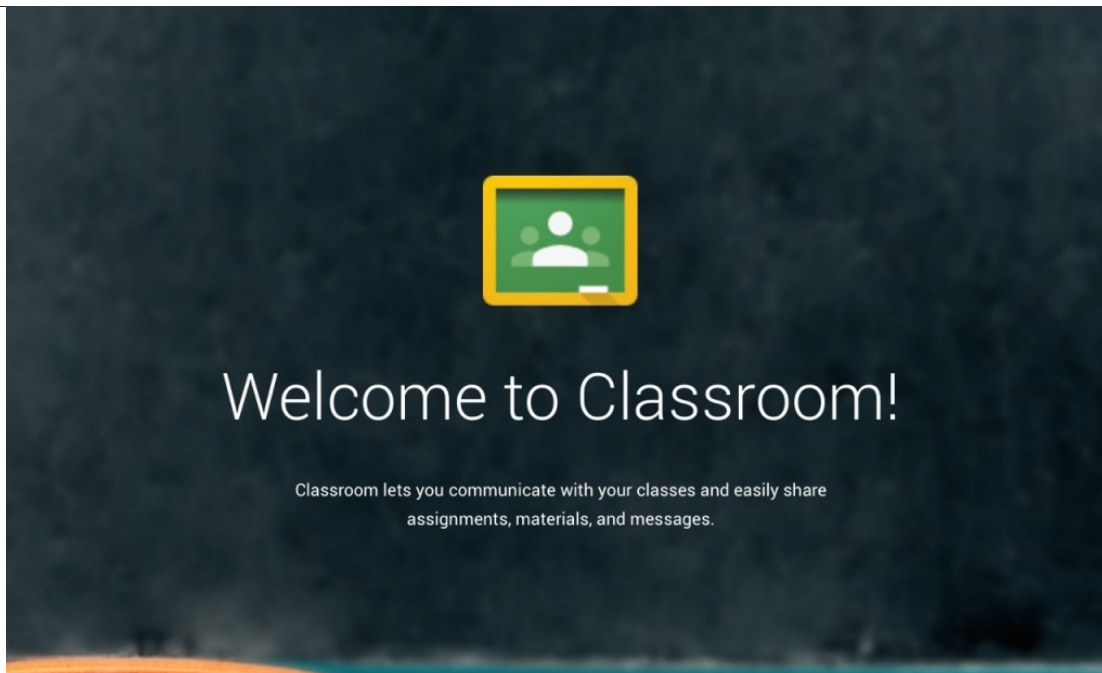
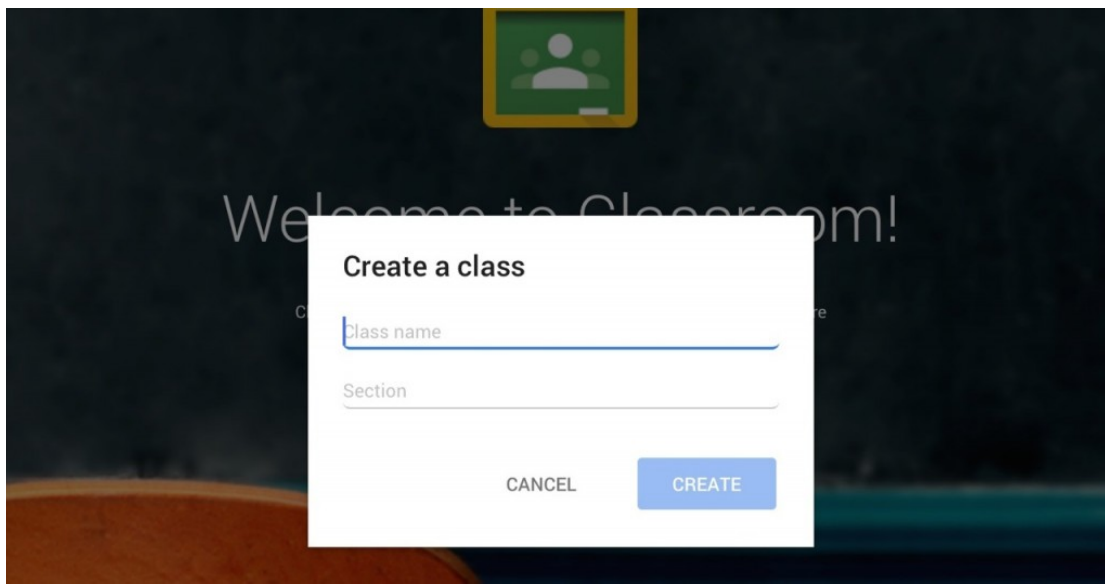


Setup a Class

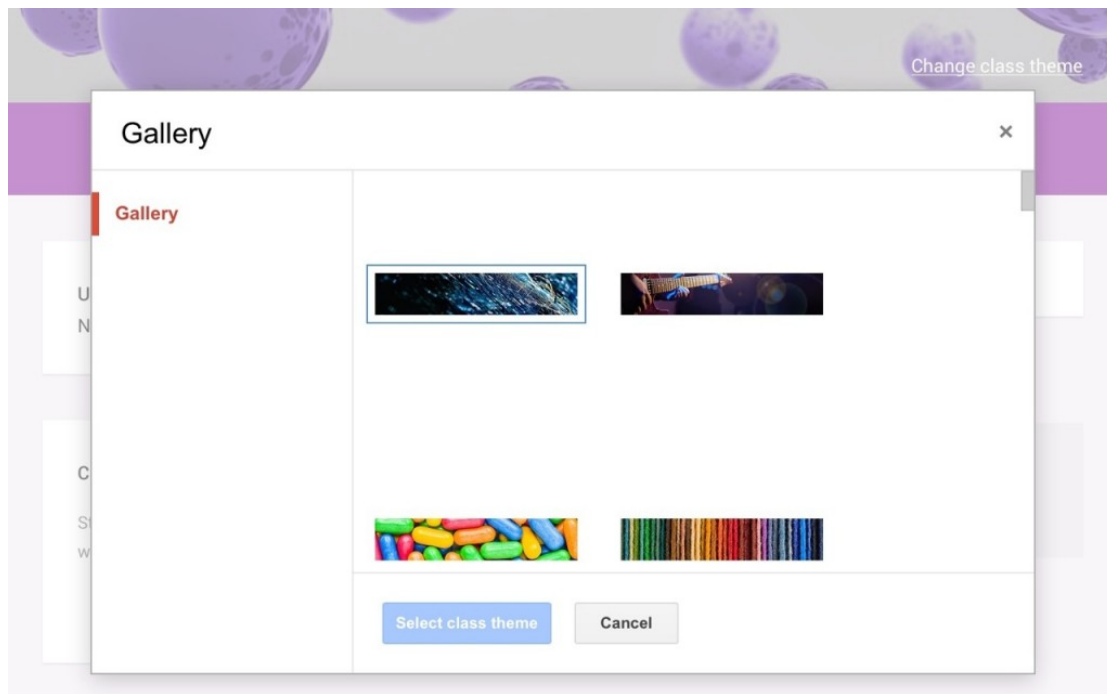


Head over to **<http://classroom.google.com>** to start your login and setup process.



Create your Class

After logging in for the first time, Google Classroom will ask you to setup a new course. This window is basic and only asks for the name of the course and the section name/number. This is so that if you teach multiple sections of the same course you will be able to differentiate between them.



Choose a Theme

Once the class is created, take a second and choose a new theme (if you'd like) for the headers of the Classroom pages. 'Change class theme' is located in the bottom right corner of the course header image. Take the opportunity now, to personalize what your 'Classroom' looks like. It's easy to change down the road should you want to mix it up a little.

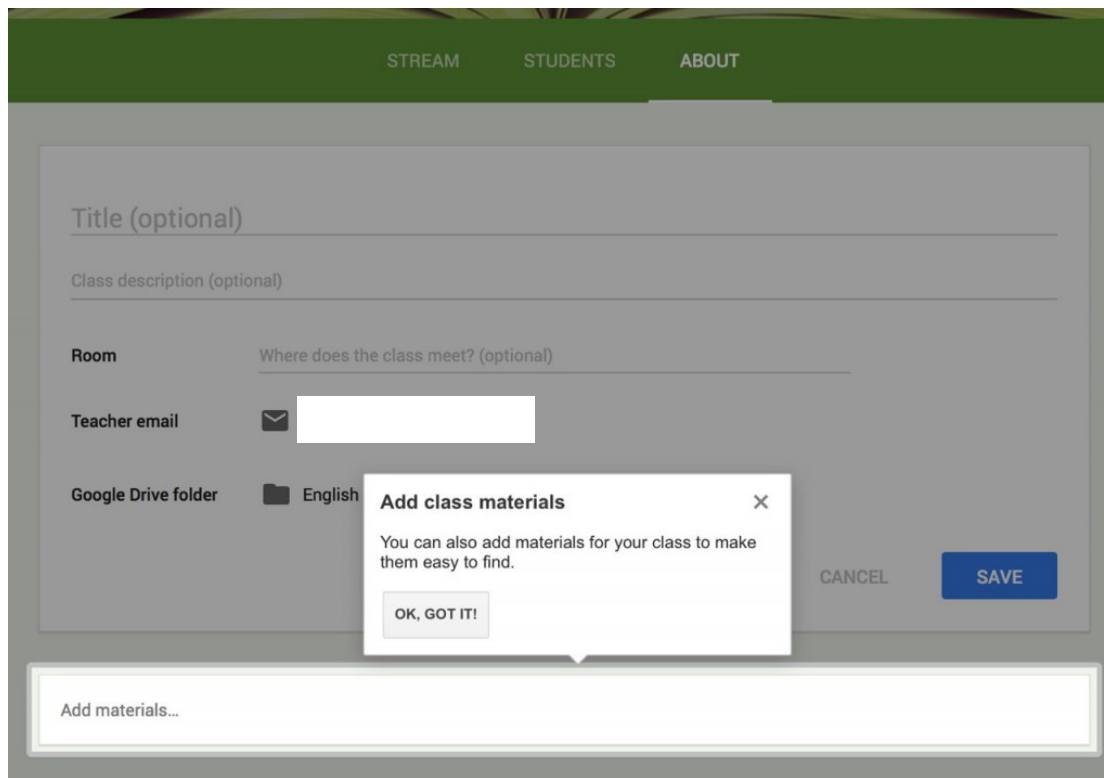
The screenshot shows a class setup form with the following fields and options:

- Title (optional)**: A text input field.
- Class description (optional)**: A text input field.
- Room**: A text input field with the placeholder text "Where does the class meet? (optional)".
- Teacher email**: A text input field with an envelope icon.
- Google Drive folder**: A dropdown menu showing a folder icon and the text "English 12 413".

At the bottom right of the form are two buttons: "CANCEL" and "SAVE". Below the form is a section labeled "Add materials..." with a plus icon.

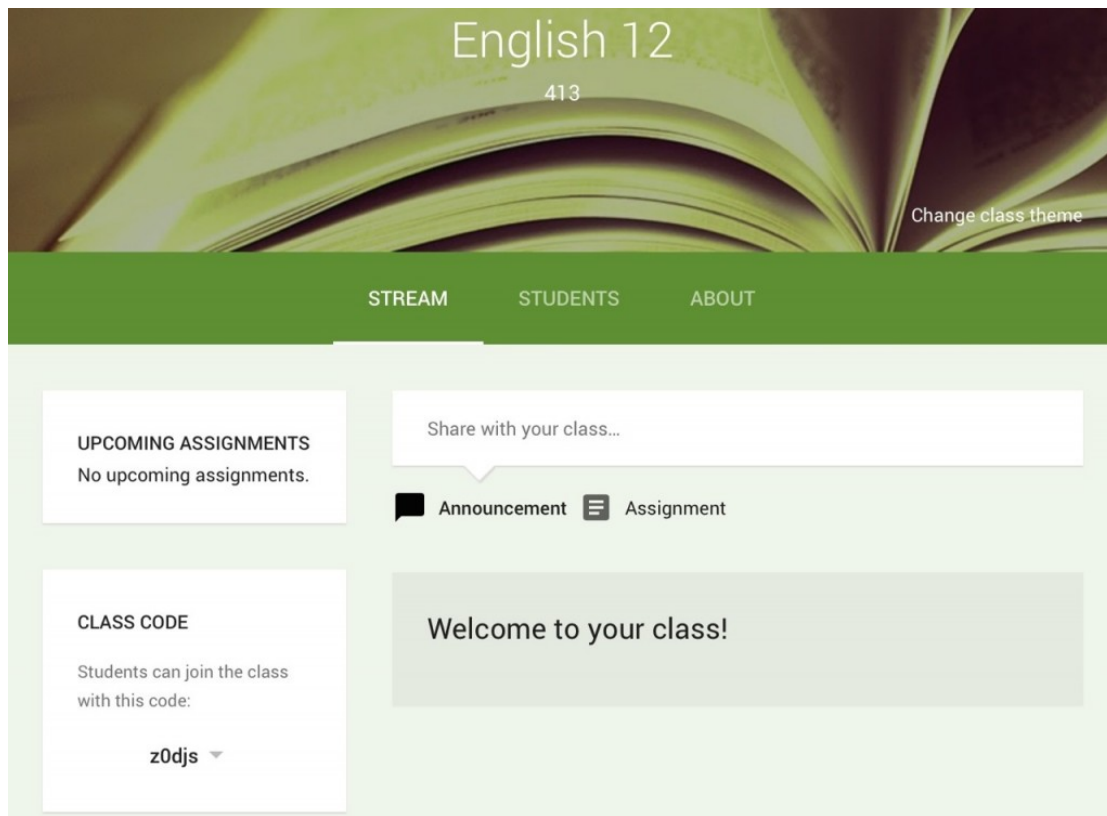
Setup your Class

The About page (accessible from the middle menu bar) is home to the course name, description, location, and instructor contact information. It also has a link to the Google Drive folder that is automatically created for each course to house resources.



About Section

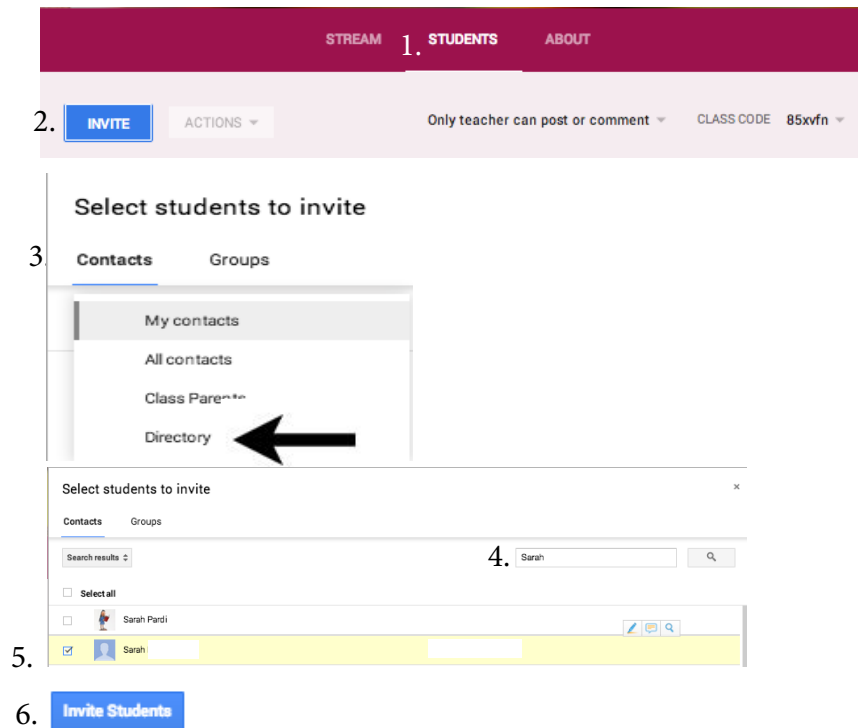
In addition, there is a Materials section that allows the instructor to add files from Google Drive. This is a great place to link course specific documents that will be referenced regularly (syllabus, reading list, homework calendar, etc).



The Stream page is responsible for showing students any new announcements or assignments that you've posted. It shows you, the teacher, how many students have submitted assignments and also allows students to comment on both assignments and announcements.

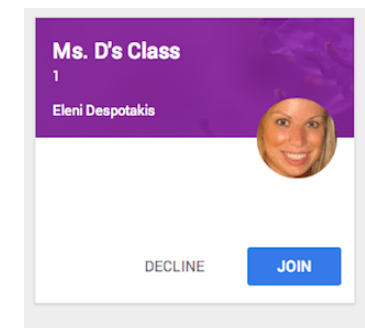
Encourage students to ask questions about assignments in the comments area for that particular assignment – it helps organize questions being asked, allows for you to monitor one area for new questions, and keeps a good archive of the questions that students had, both for other students to reference and for you (the teacher) to use in revising your directions for other classes.

Add Students to the Course by Invite



In the Students menu, you are able to Invite, Remove, and Email students. Students must be part of the GAFE domain in order to be invited and participate in your Google Classroom course. Since email is not set up in the elementary schools you can still invite the students and they will be prompted to join the class when they first log into <http://classroom.google.com>

1. Click on Students at the top of your screen
2. Click on Invite
3. Click on My Contacts select Directory
4. Type in the student's name and press enter
5. Check next to the name
6. Repeat steps 4-5
7. Press Invite Students when you have added all your students



Students will click join when they log in the first time.

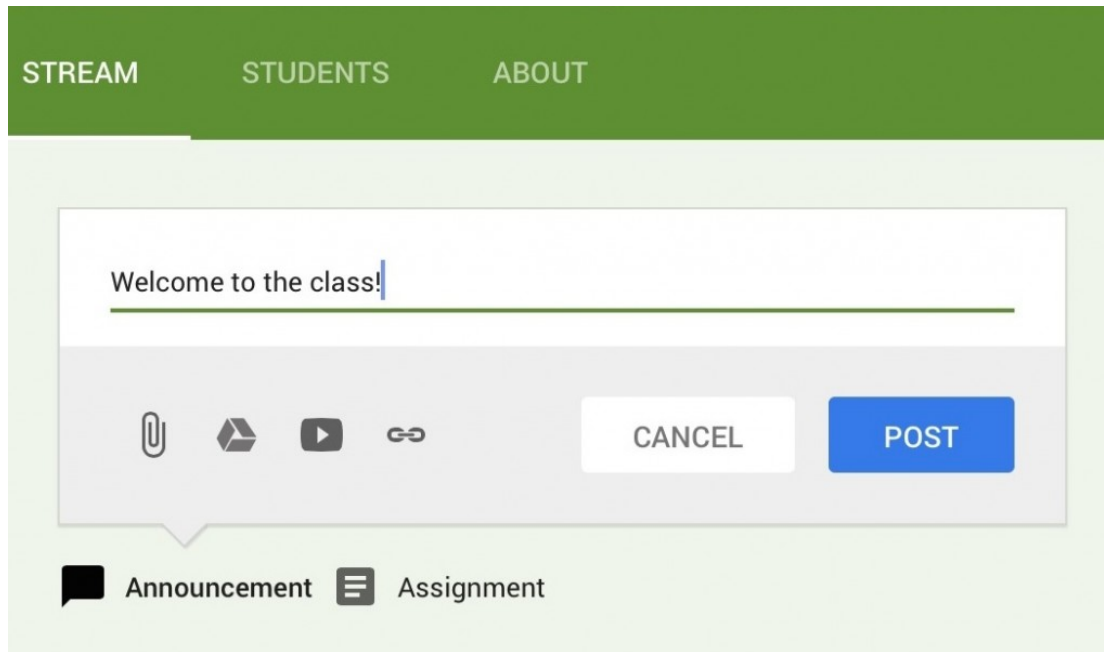
CLASS CODE

Students can join the class
with this code:

z0djs ▼ ***Varies by class**

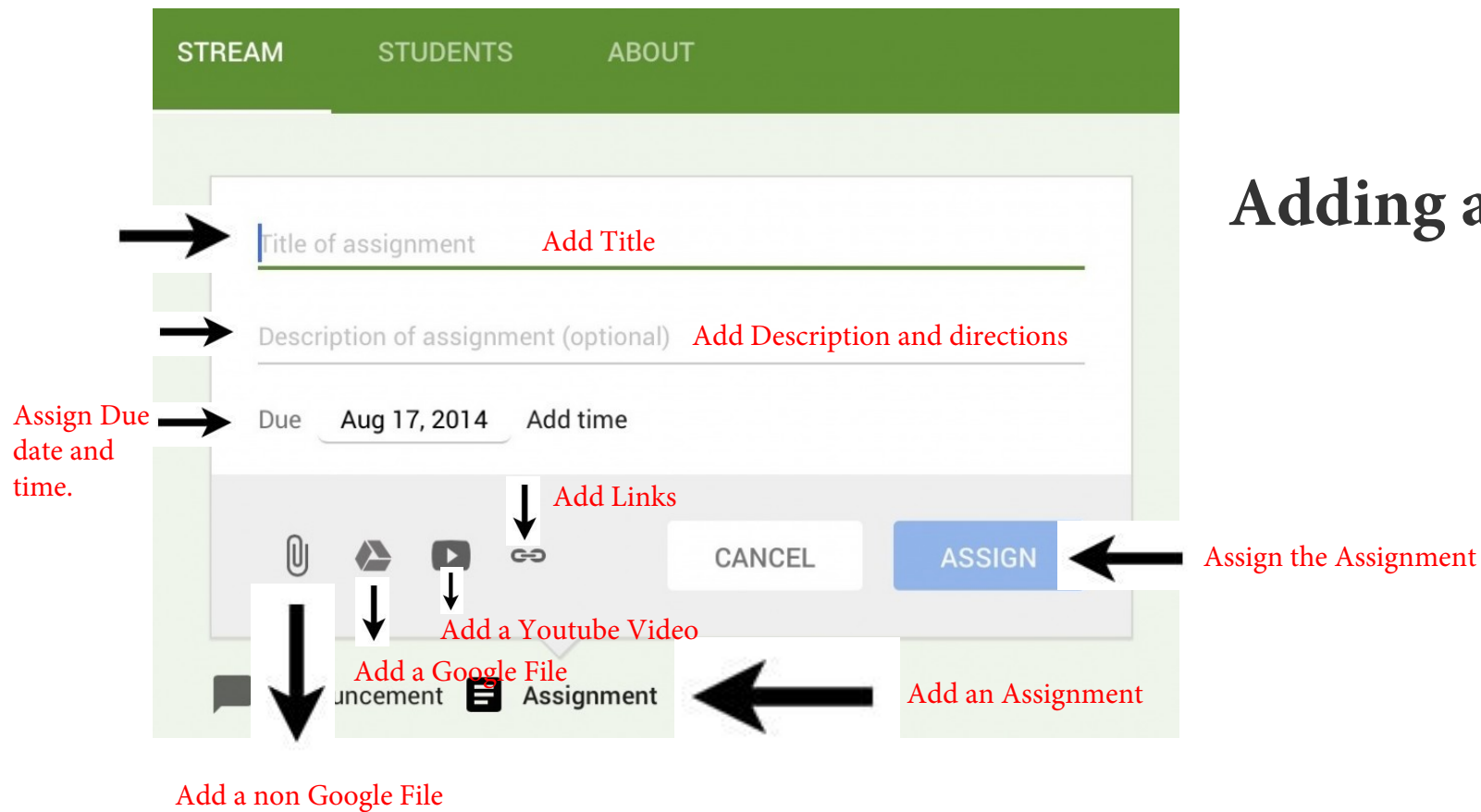
Add Students to the Course by Class Code

If you don't want to manually invite students, you can give them the unique course code for them to enroll manually. They would just need to go to <http://classroom.google.com> and sign in, then click the '+' icon and click Join Class. This is where they would enter your unique course code and they will be added to your roster. The code could be found in the students section.



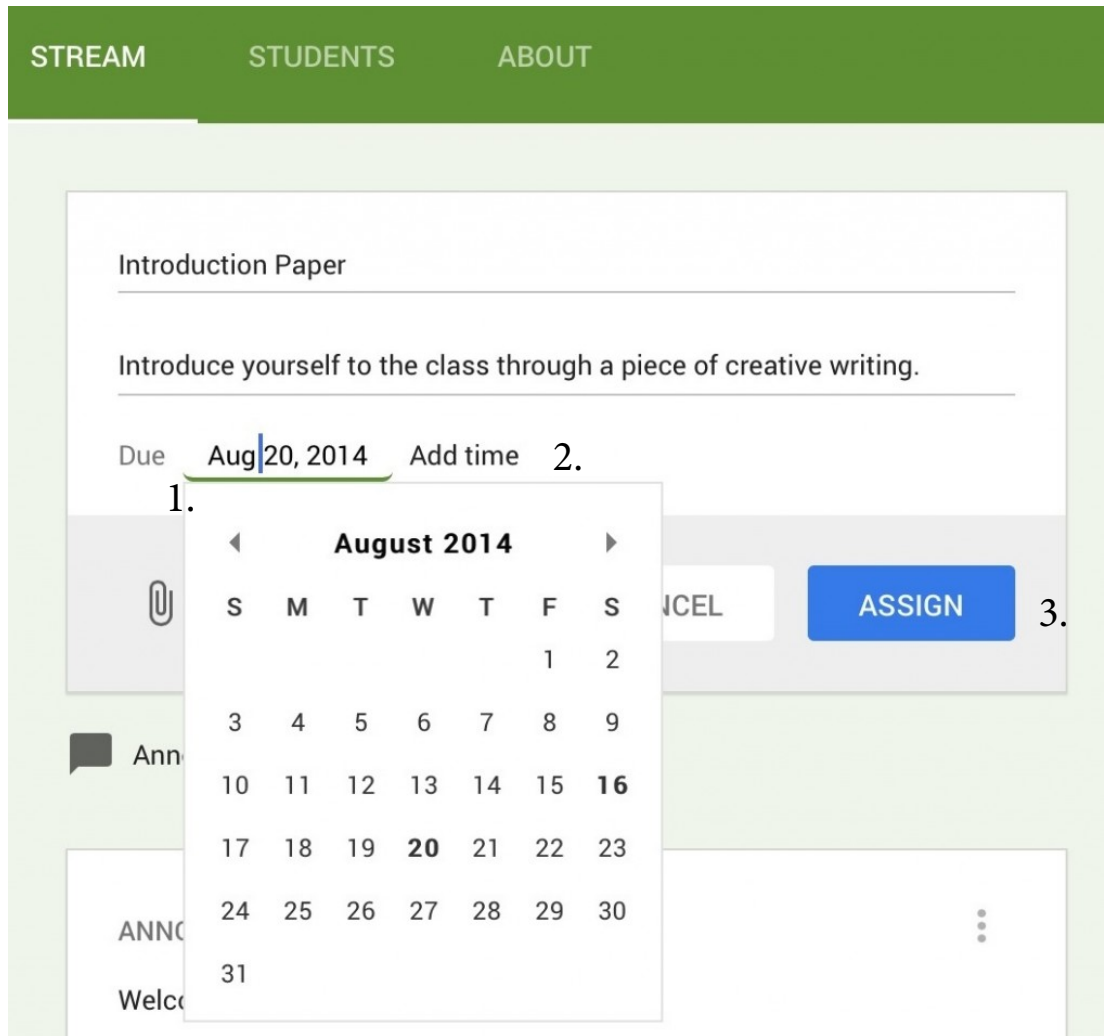
Adding an Announcement

Adding an announcement is easy in Google Classroom. Announcements are visible by anyone enrolled in that class. Go to the Stream page and click Announcement in the top middle of the activity stream. A box will appear allowing you to type out your message. You are also able to attach a file, attach a Drive file, embed a YouTube video, or share a link with your announcement. Announcements can be commented on by students. Press Post when you are done.



Adding an Assignment

Clicking on the Assignment option in the top middle of your Stream page allows you to add a new assignment. Blanks are available to title and describe your assignment (title is required, description is optional).

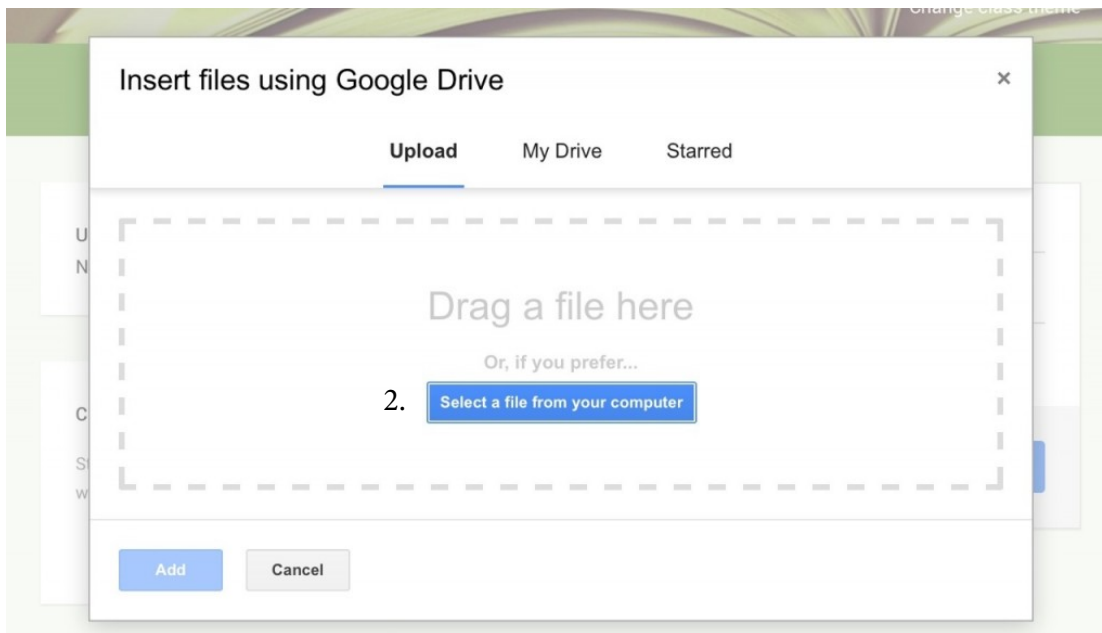


Enter Due Date

1. Click on the Date
2. Find a time
3. Click Assign

You also have to add the assignment due date (and time, if desired).

1.

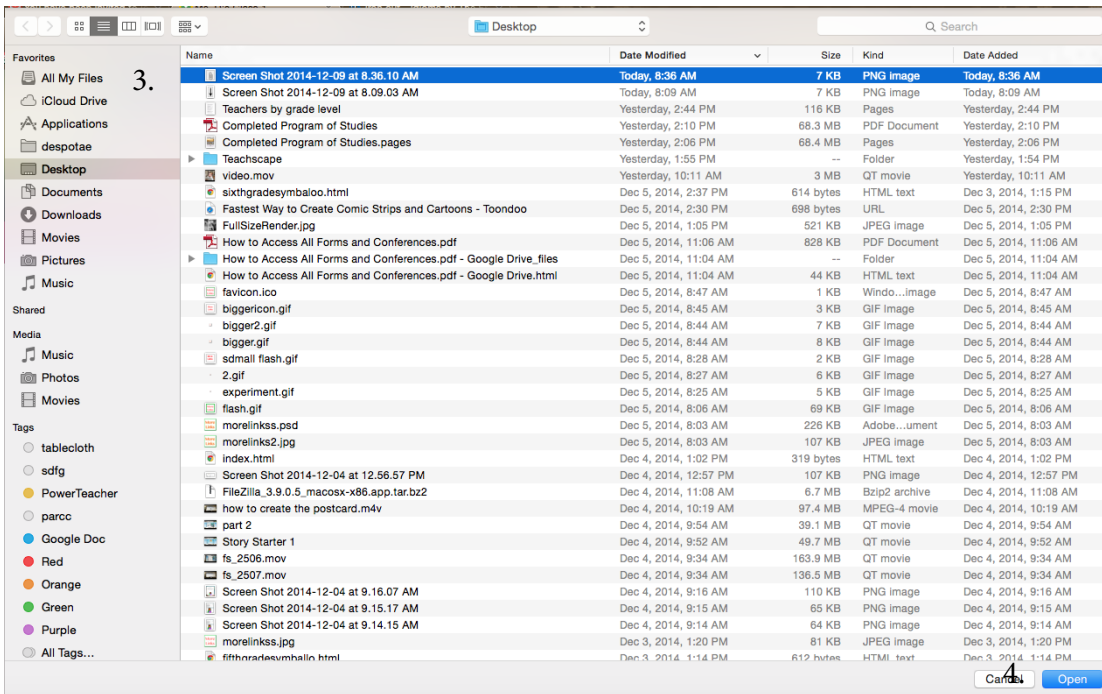


2.

Select a file from your computer

Insert Files

1. Click on the paper clip
2. Click on Select a file from your computer
3. Select the file
4. Click on Open
5. Click on Upload

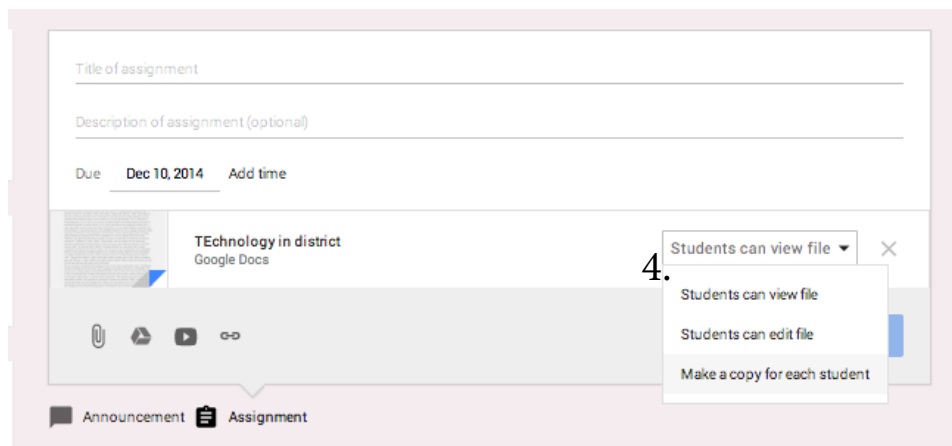
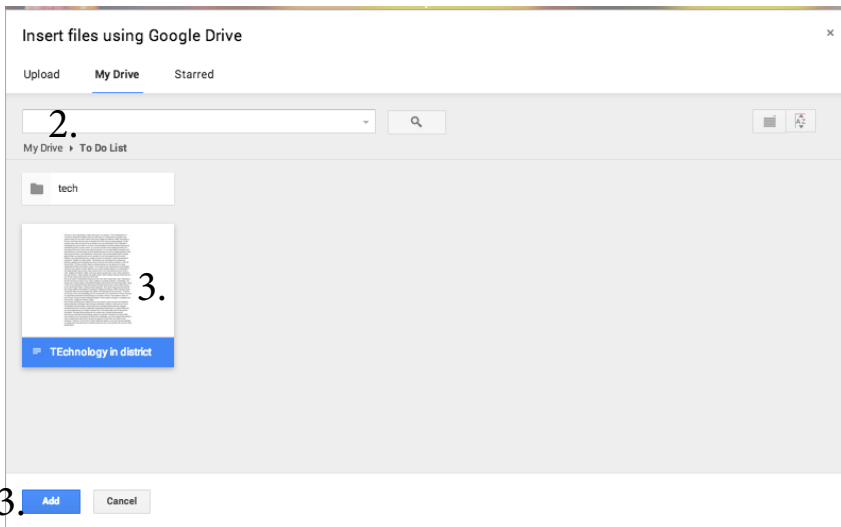
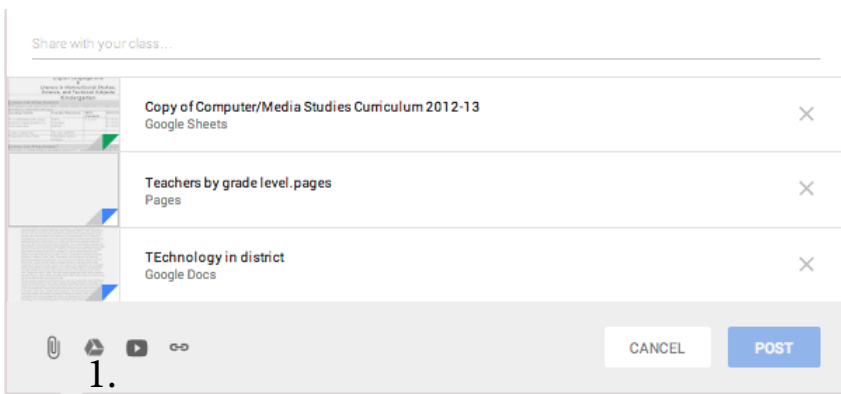


3.

4.

5.

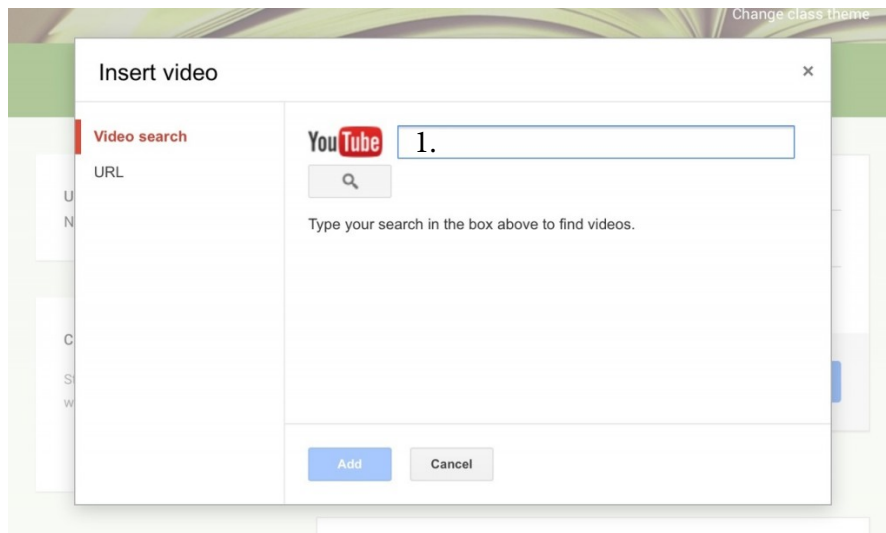
Upload



Insert Google Doc

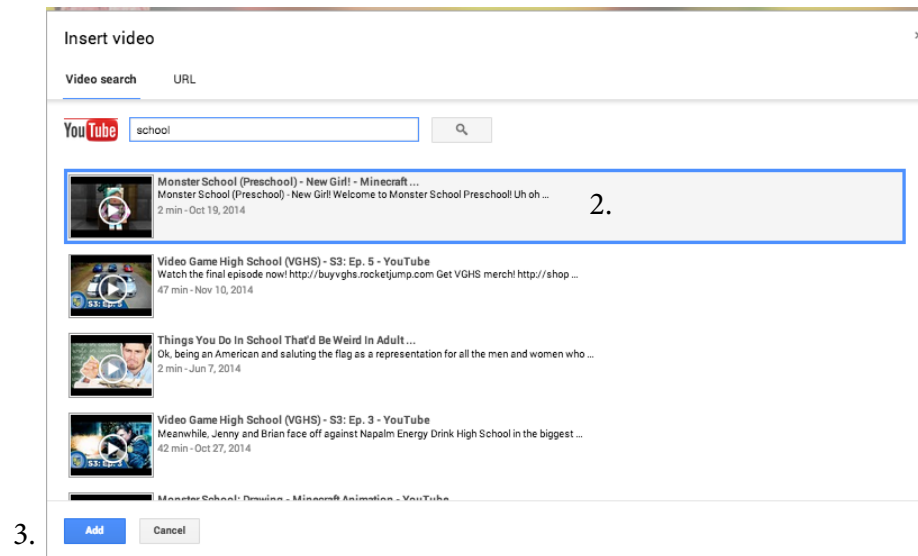
1. Click on Drive
2. Find your File
3. Click on it and press Add
4. Select Sharing option
5. Click on Assign

If you want each student to have an individual copy select Make a copy for each student



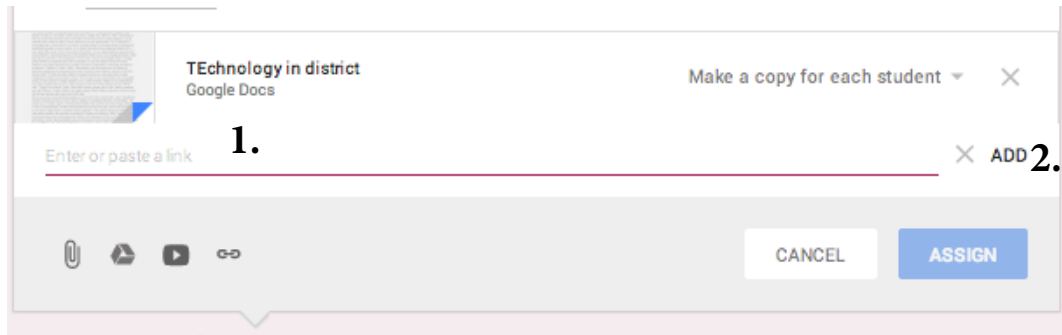
Add Youtube Video

1. Search for your video
2. Select the video
3. Click on Add



3.

Just like with announcements, you are able to add a file (from your computer or from Drive), YouTube video, or a link to supplement the assignment. *Youtube Videos may only accessible to students at home.



Add a Link

1. Type in the link
2. Click on Add

ASSIGNMENT Dec 1 DUE DEC 5, 6:00 PM

All About Dinosaurs

Please open the attached Google Doc and write a response based on the video, and links attached.

1. 1 DONE | 3 NOT DONE

All About Dinosaurs DUE DEC 5, 6:00 PM

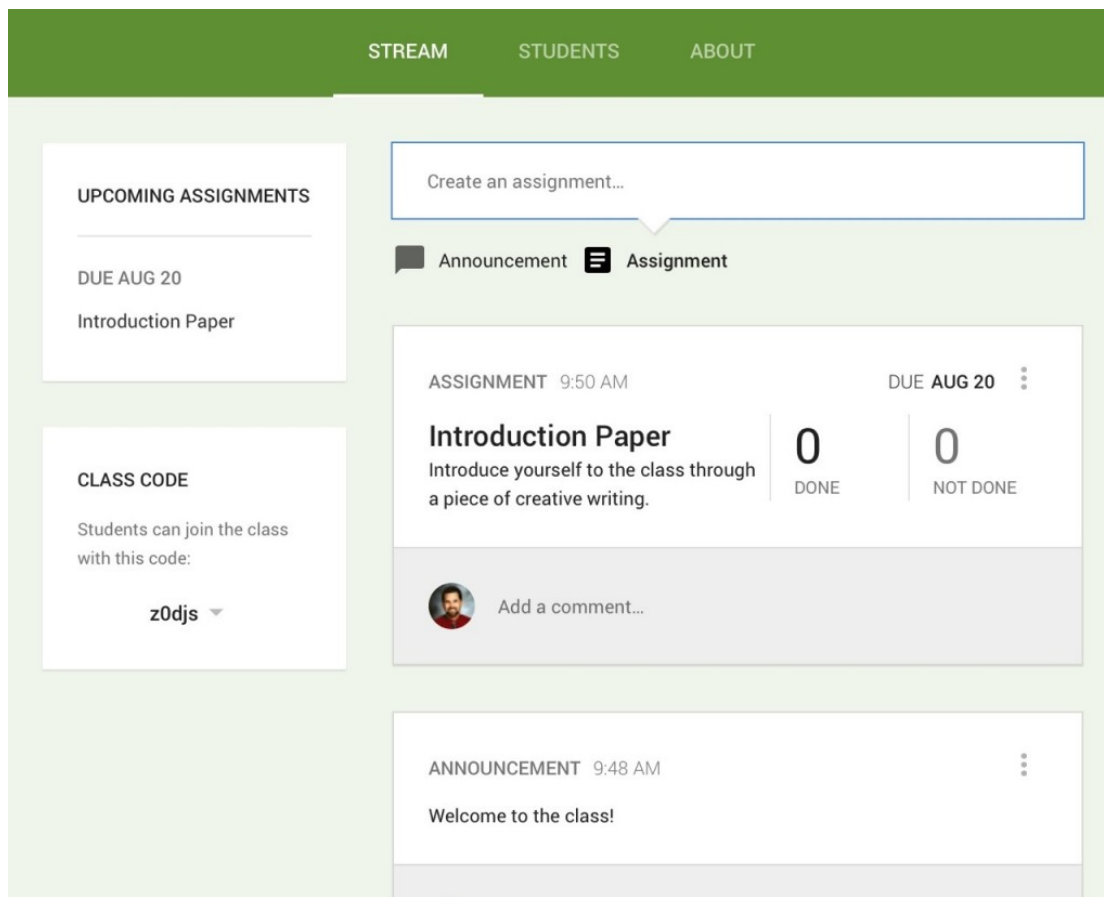
4. **RETURN** EMAIL FOLDER DOWNLOAD

Showing assignments that are done or returned. CLEAR

<input type="checkbox"/>	Students	Status	Grade	Points
<input type="checkbox"/>	Anna <i>Thanks Ms. D</i>	RETURNED	100/100	3.

Review Assignments, Grade and Return Completed Work

Once you've created a new assignment, you can view submissions, assign points, and return work by clicking on the assignment in your stream. You will see a page like the one pictured above. Access done assignments by clicking on Done. (1.) You can access the assignment by clicking on the students name. (2.) Once you review, the assignment you can grade, (3.) and comment on a submission, you can click the return button (4.) and the assignment and its grade is sent back to the student.



Features of Google Classroom:

- Widget on Left Sidebar in Streams shows upcoming assignments that are due.
- Assignments in Stream show how many have submitted and how many are still due (see image above).
- Students can comment on just about any post in Classroom
- In the student view, a Turn In button appears in Drive.