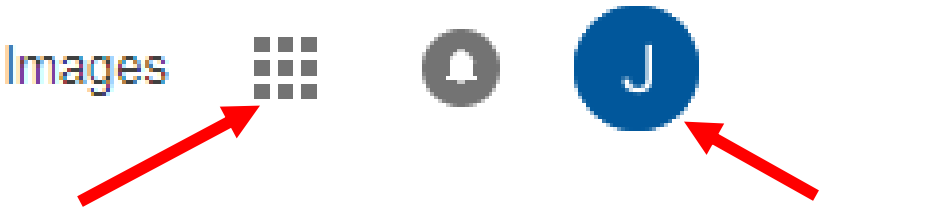
Google Classroom Basics

1. First things first…

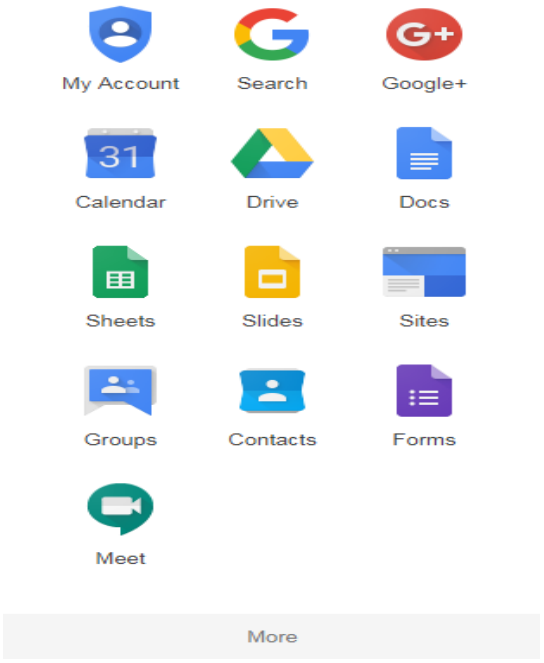
- Make sure you have activated your Google account for Monroe City Schools
- Go to Google.com, and sign in using your MCS email address, and the password monroe17 the first time
- If you already have a personal google account, do NOT merge them!
- You will see something similar to this in the top right corner (be aware that the circle with the letter will change based on your initial!)…



Get your tools here!

Manage Your account here!

2. Tools Menu



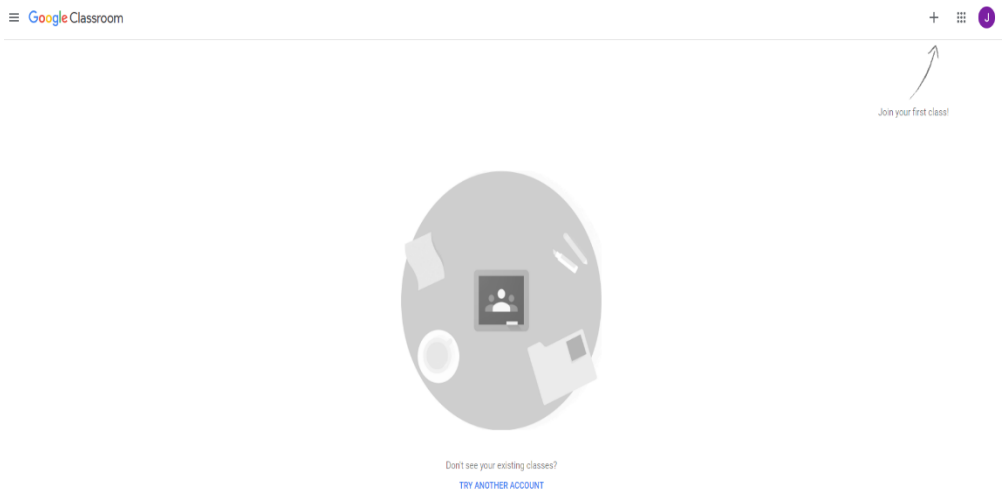
- Your DRIVE is like a giant USB in the cloud. You can store any type of file. It does not have to be a Google Doc.

- You will create quizzes and question activities in FORMS. You may or may not see it the first time you open your tools. If not, click MORE at the bottom to expand your menu bar.

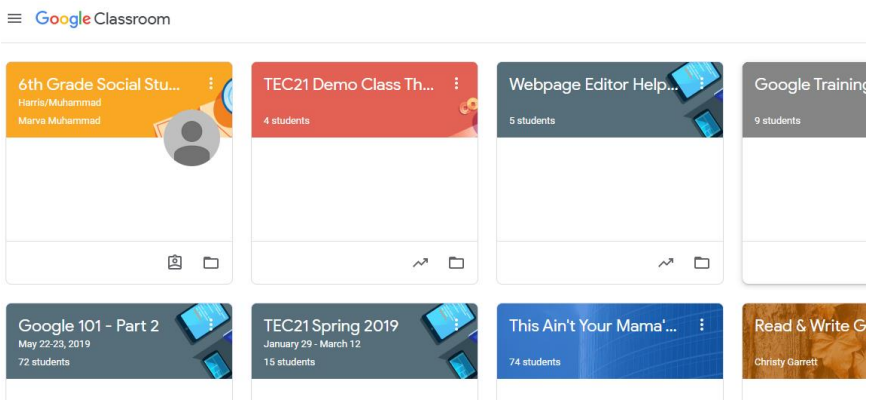
- To go directly to Google Classroom, open your internet browser and type classroom.google.com

- Sign in the same way as your google account.

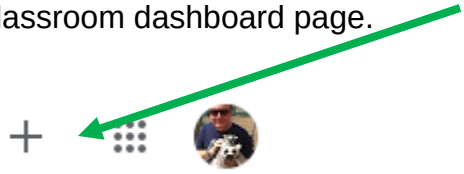
3. The Google Classroom dashboard looks like this…



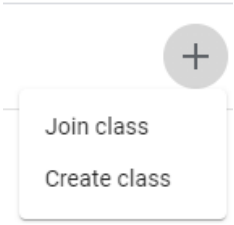
4. As you create classes, they will appear as a tile on the dashboard. It will look like…



5. To create a class, click on the "+" sign in the top right corner of the Google Classroom dashboard page.



6. As a teacher, you can also join classes (like your students will do), but for now click on "Create Class" from the pop-up menu.



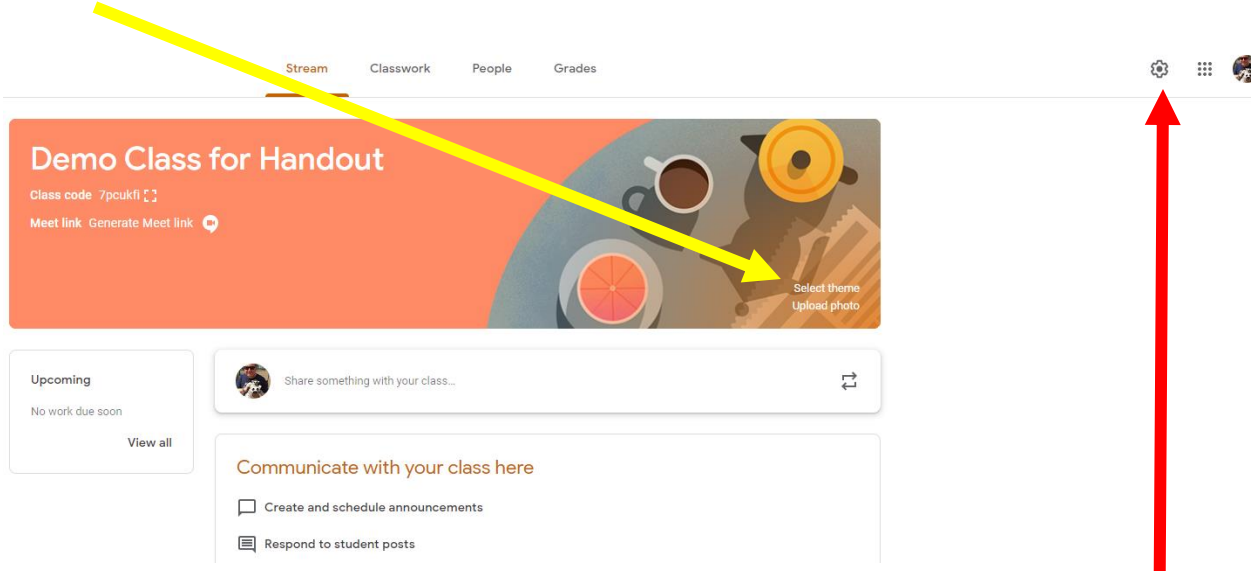
7. Fill in as much of the information as you need to do on the “Create Class” page.



The only required information is Class Name.

Once you have filled in as much as you wish, the “Create” button will become active. Click it.

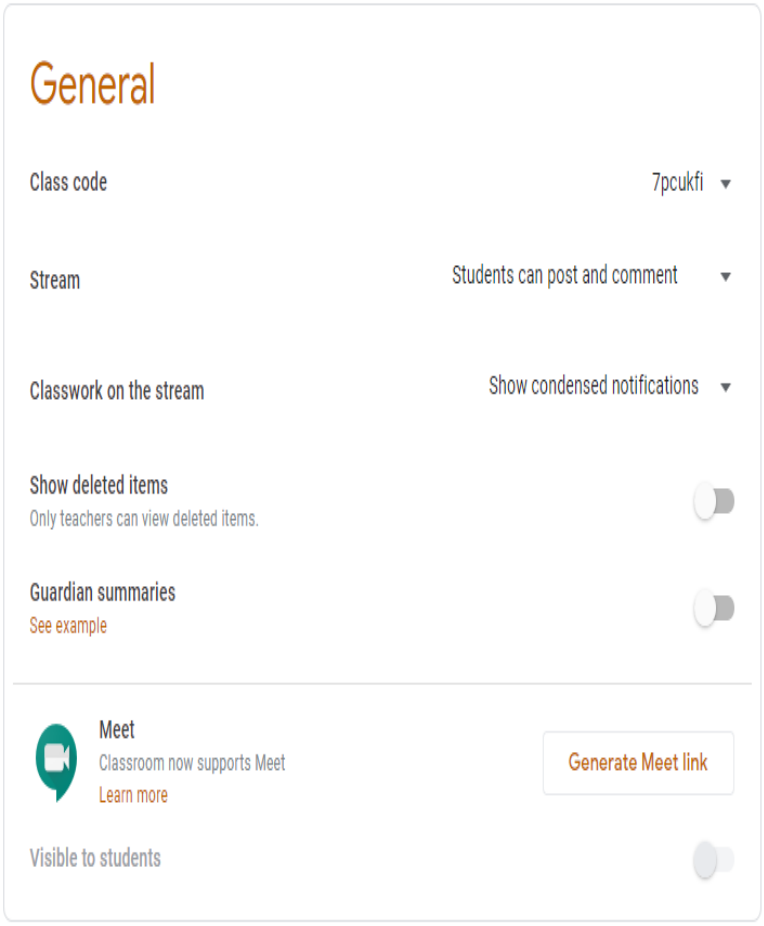
8. Your initial class page will appear. You can scroll over and click on the “Select Theme” button to customize your class header. You can also upload a photo, too!



9. Now that you have your class created, we need to look at some settings to make the class work the way you would like for it work. Click on the gear shift in the top right corner to open the “Settings” menu.

Settings Menu and Options

1. The top fields are for naming and information. You have already set that up, so we are moving to the second section – “General”. After the overview we will look at each option.



The class code is what you will give the students to have them join the class.

The “Stream” options determine how much access the students will have.

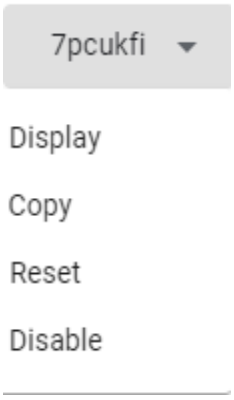
“Classwork” controls the way assignments appear on the stream.

I always make sure “Show Deleted Items” is turned on.

We do not have to worry about Guardian Summaries as we are an opt-out district.

In this age of distance learning, you will want to select “Generate Meet Link” and make it visible to students.

2. Class Code



Display makes the code larger for viewing.

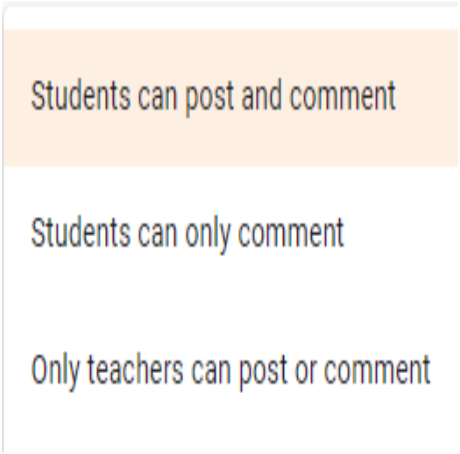
Copy makes a duplicate so it can be pasted somewhere.

Reset creates a new class code

Turns this class code off.

The students must use this class code to join the class. They **MUST** logged in to their official MCS Google GSuite account, or it will tell them the code is invalid. That is a safety feature for our teachers and students. Once all of the students for that class section have joined the class, I would disable the code so no other students from another class (or even MCS school) can join the class. If a new student needs to join the class, simply click back on this, and enable the code. It will be a different code, but it will allow them to join the same class.

3. Stream

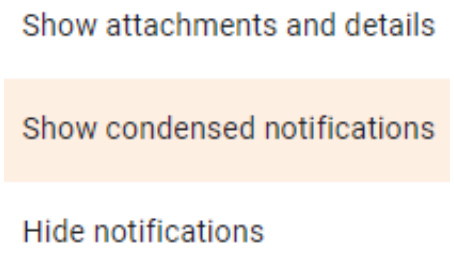


This gives students the ability to start topics on the stream. I like them to only be able to respond to my posts. They can reply to each other in my posts only.

Students can only comment on posts that I, as the teacher, have started. This prevents them from starting comments that are not on topic.

This option really takes away the purpose of Google Classroom, which is collaboration and working together in a digital environment.

4. Classwork on the Stream



This tends to make the stream look crowded and messy at it shows everything.

This option posts a statement that states there is an assignment or questions, but then the students have to click on it to go and answer.

Hide notifications, one again, defeats the purpose.

5. Show Deleted Items

If a student posts something inappropriate, and then deletes it, I can still see the comments or posts if this feature is turned on. Good for tracking possible bullying, etc., as it provides documentation. Only the teacher(s) can view deleted items.

6. Meet

   This is the FREE Google version of a program comparable to Zoom teleconferencing. Once again, in the case of distance learning, this feature is a great option for class discussion and delivery of content, if necessary.

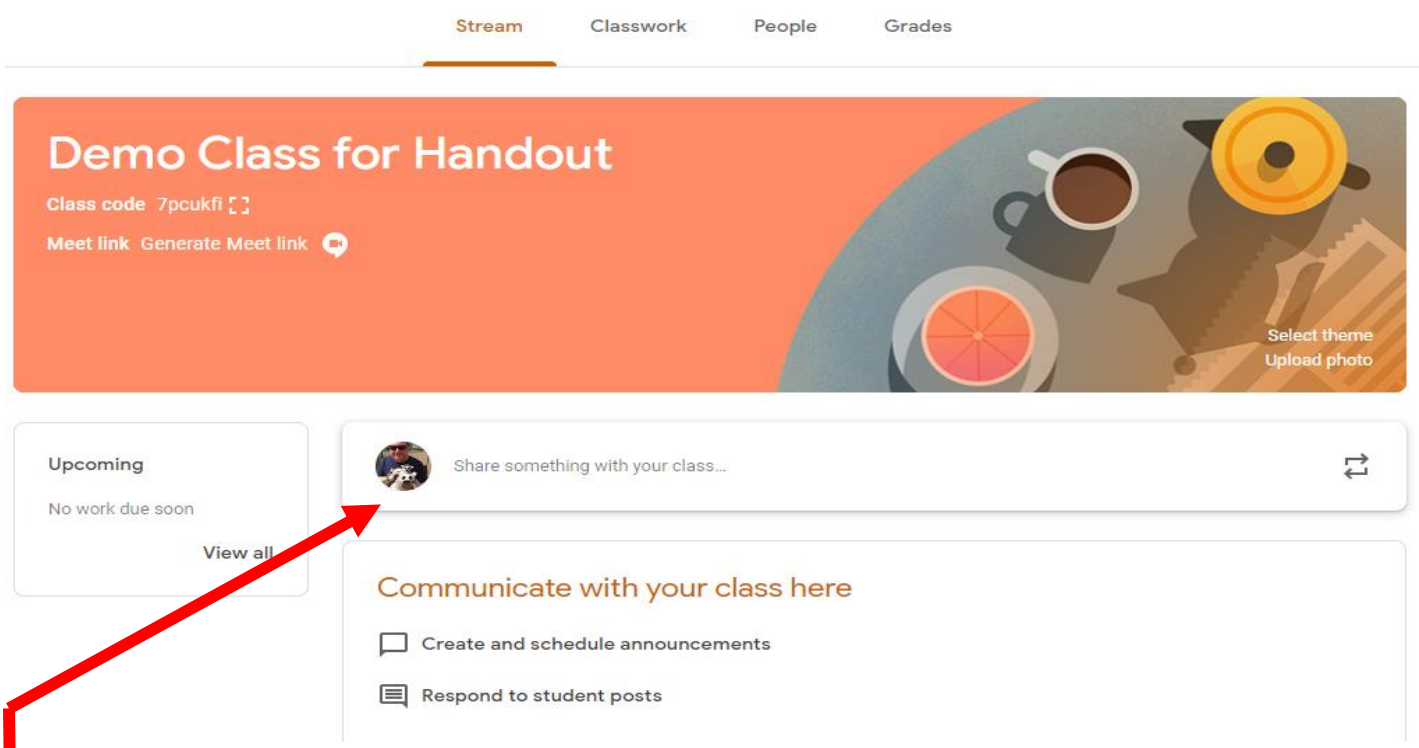
7. Once you change any settings, the “Save” button will be activated. Make sure to save your changes to settings.

8. There will be a separate handout for using the “Grading” options.

Google Class Stream

1. **STREAM**

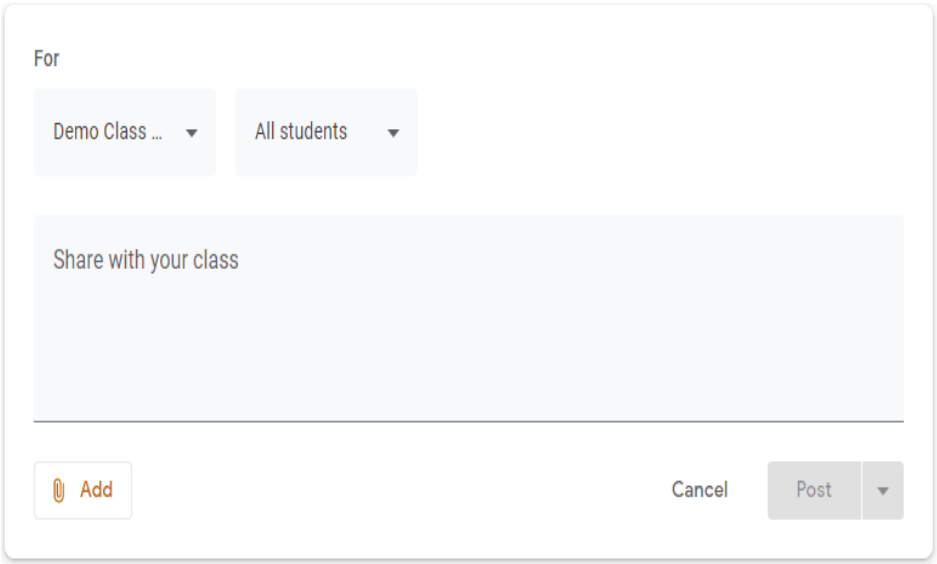
   The “Stream” is where the information for your Google Classroom will be posted. It resembles the main page of most social media once there are entries on the stream.



2. There always going to be four menu options at the top: stream, classwork, people, and grades. We will look at each one below, with the exception of grades, which will have its own handout.

3. As stated earlier, the stream is the main page for your Google Classroom. Everything that is assigned or posted appears on the stream. That is why I suggested the setting of “Condensed Notifications” in the settings portion. The only way to place something directly on the stream is to use the “Share something with your class…” option which will always appear at the top of the stream. The stream will always have the newest posts at the top.

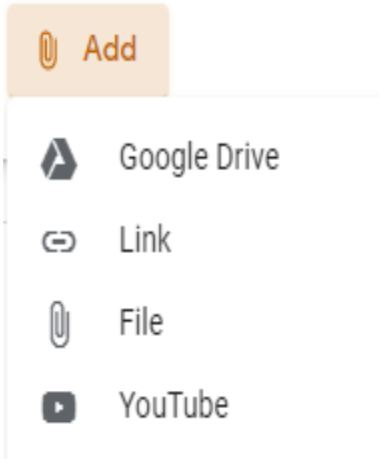
4. To add something in the “Share something…” option, simply click on the words in the box, and this screen will appear…



The box that says “Demo Class” will allow you to select multiple classes for the message to appear. If it needs to appear to all classes, click the down arrow and check the box before each class in which the message needs to appear.

If the message is just for particular students, you can select the down arrow nest to “All Students” and select the students to deliver the message to in the Google Classroom stream.

Type your message in the “Share with your class” space on this screen. If you need to give the students material, you can click the “Add” button”. You have several options to add material to the post.



Google Drive will allow you to select straight from your Google Drive.

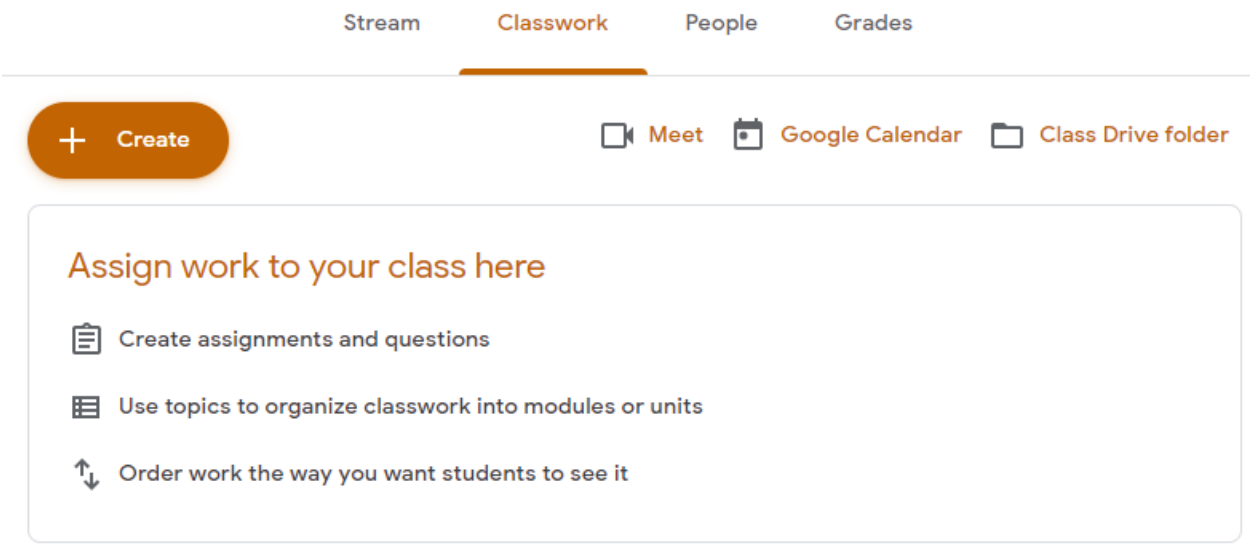
If you have specific website the students need to view, select the “link” option and paste the web address in the space.

The “File” option allows you to pull a file from your desktop or other storage location, other than Google Drive.

The YouTube option will actually open the site and you can search for the video you wish to attach to the message.

Once you have added the materials that you need to link to the message, the: Post” button will become active. You can either click the “post” button to immediately post the material or you can click the down arrow and select “Schedule”. With this option you will be given the choices of date and time in the future for the material to be posted. With this feature, you can prepare for the week/unit/lesson, and schedule them to appear on the dates they are needed.

5. **Classwork**
   Classwork is the location to create assignments, quizzes, questions, etc. The dashboard for this option looks like…

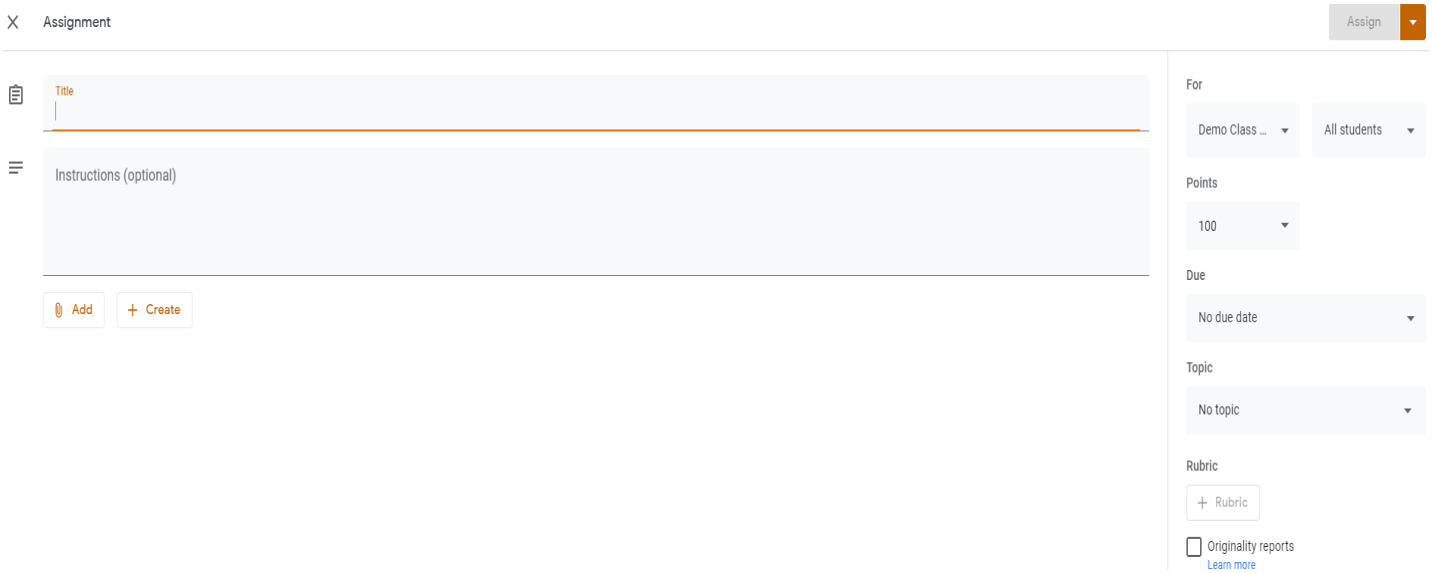


6. This page will change as you create assignments and add posts. A list of posted materials will appear where it says “Assign work to your class here” in the image above.

7. To add an assignment, etc., click on the “+ Create” button. You will see this menu…

Assignment	Assignment – some task that needs to be completed
Quiz assignment	Create a quiz for the students to complete
Question	Question – ask the students and get immediate responses
Material	Material – simply delivering some type of content for the students
Reuse post	Reuse a post – allows you to create the assignment in one class and use it in multiple classes (No repeating of work!!!)
Topic	Topic – allows you to create discussion boards on specific topics within the bigger Google Classroom

8. Assignment



Put the Title of your lesson in the appropriate location.

Put any instructions needed in the space provided.

You can place this assignment in more than one class by clicking on the down arrow next to the name of the class under “For”.

You can also assign this activity to certain students. Default is going to be for all students in the class, but you can click the drop-down arrow next to “All Students” and select the students who need the assignment.

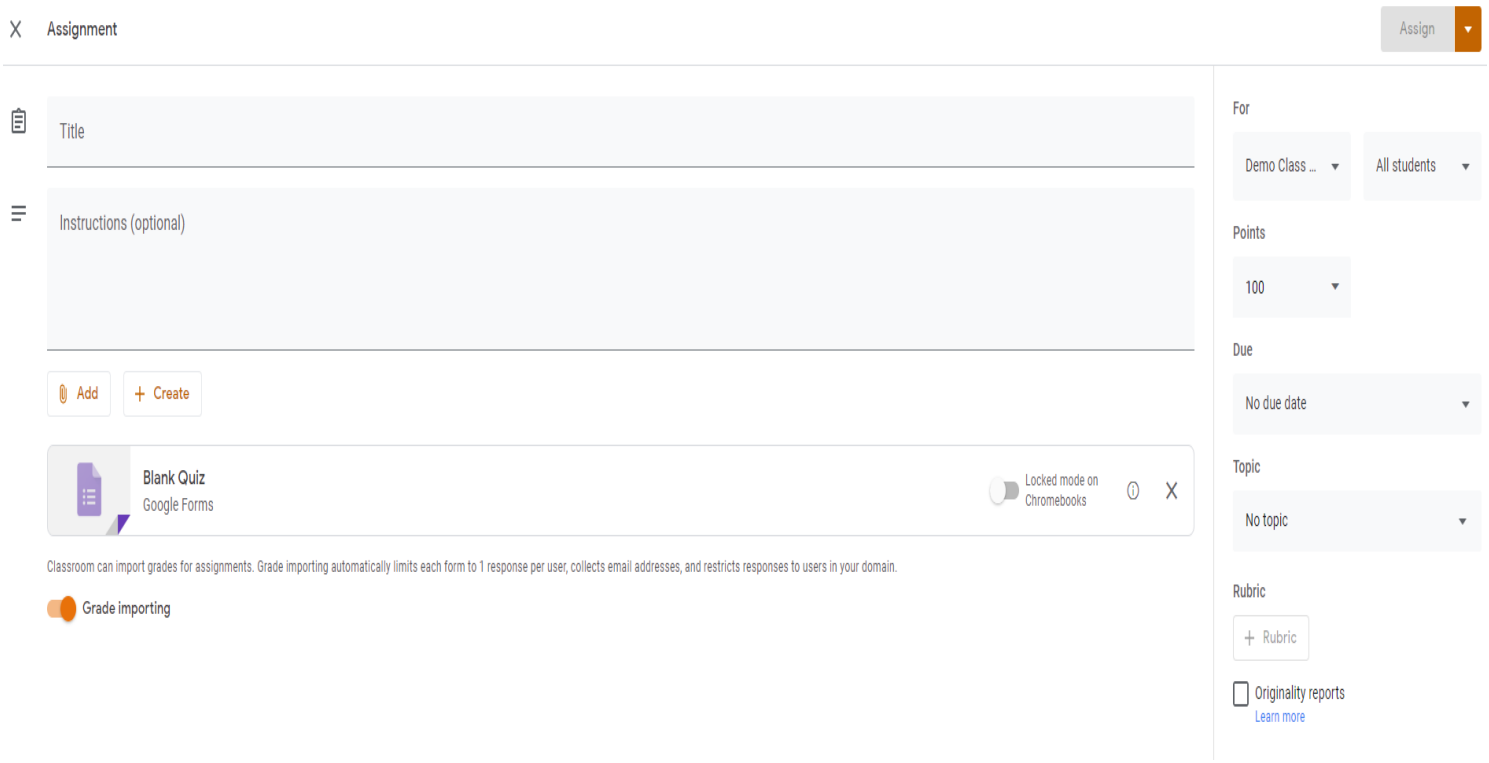
You can set a point value and a due date. To select a due date, click on the words “No Due Date” and then again on the menu that pops up. A calendar will appear, and you can select the date and time by which the assignment needs to be completed.

For any assignment that is project-based learning, you will want to attach a rubric, so the students know what is expected of them. You have three options for a rubric – create a rubric, reuse a rubric, or import from Sheets.

You can also check for originality by clicking on the box in front of “Originality reports. For more information, visit the Google explanation site at the following URL: https://support.google.com/edu/classroom/answer/9335816?hl=en&authuser=0

When all is completed, the “Assign” button in the top right will become active. Once again, you can assign immediately, schedule the assignment to post later, save the assignment, or discard.

9. Quiz Assignment



The options for the Quiz Assignment are pretty much the same as a regular assignment. However, there are a few differences that need to be highlighted.

A Quiz Assignment is different from a regular assignment in that there is an actual quiz for the students to complete. This option will require that you click on "Blank Quiz" to prepare the quiz. It will take you to Google Forms where you will create the quiz for the students to complete. **NOTE:** You can also create the quiz in Google Forms and then attach it to a regular assignment. The option is your choice.

You can select "Locked mode on Chromebooks" which will make the Chromebook act just like the student computers do when they are taking the DRC-based LEAP 2025 tests. It will not allow them to go to another browser to find answers. There are a few glitches when choosing this option for home use. The students are not all using the MCS wifi network, so it can be a little difficult.

You can also import grades, but more on "Grading" later.

10. Question

    This option allows you, as a teacher, to ask a question and get immediate responses through Google Classroom. This is a great way to do an exit ticket, etc.

Why would I ask a Google Classroom questions, even in a face-to-face environment?

- It requires all student to be engaged.
- It eliminates the eager student(s) who want to answer every question.
- It takes the fear out of the student who shrink to avoid being called on to answer a question.
- As a teacher, I have documentation, and I can provide immediate clarification to struggling students.

11. To create a question in Google Classroom, click on the "Create" button in the Classwork tab. From this point, the options look just like the "Assignment" options; however, instead of "Assign" the button in the top right corner will activate and say "Ask".

12. You do have two choices that need to be addressed: "Students can reply to each other" and "Students can edit answer". I usually allow students to reply to each other because that creates an online discussion mode, but I do not allow them to edit their answers. They can submit another reply, but I still have a record of their initial responses.

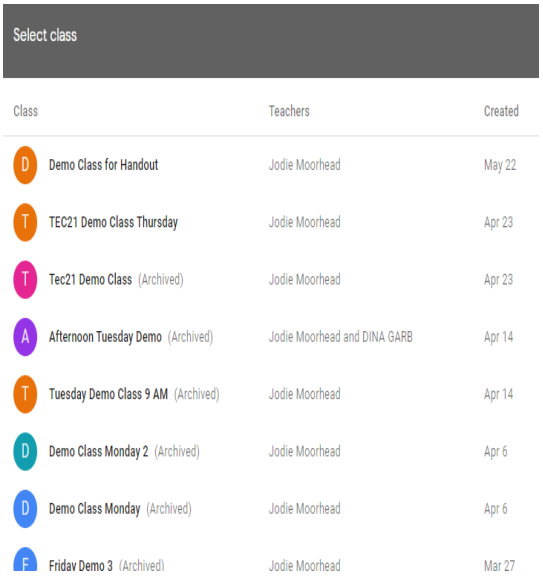
13. **Material**

    The "Material" option is just that – a way to get the students some type of information they need for class. It does not require a response of any type, so the options are more limited as to what you can select – class, student, and if it goes in a topic or not.

14. **Reuse Post**

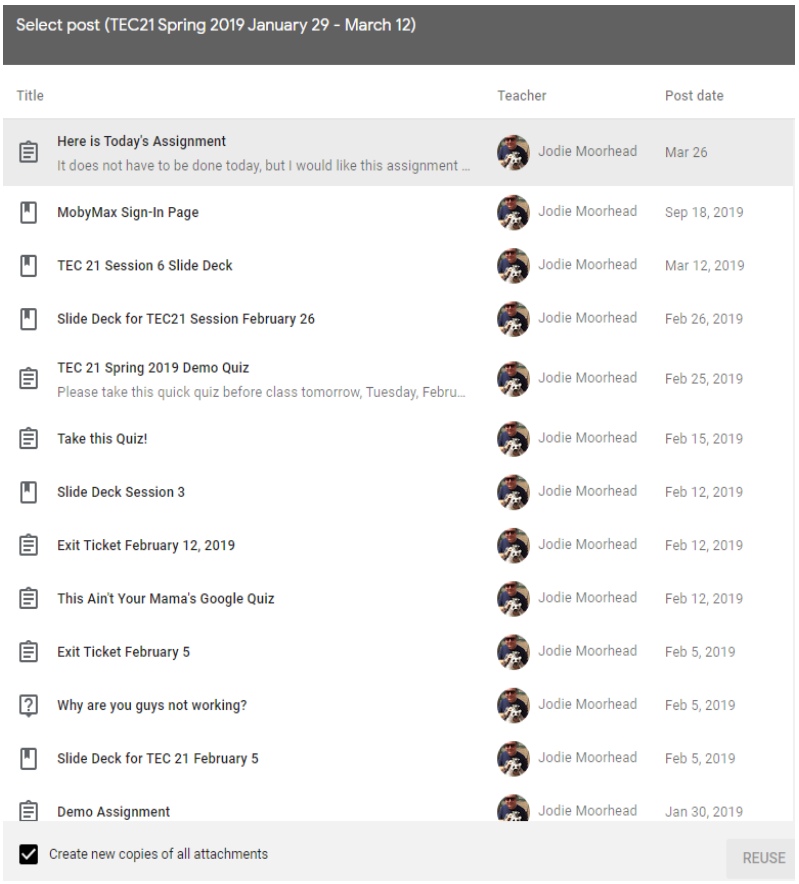
    When you are creating assignments, etc., you have the option to apply it to multiple classes when it is being created. If you have posts in another Google Classroom that you wish to reuse, click on the "Classwork" tab, and then select "Create". The last option will be "Reuse post."

    When you select this option, a box of all of your previous Google Classroom will appear. Select the class that has the reusable post by clicking on the name of the class. A list of all the posts created in that class will then pop up. Select the post/assignment that you wish to reuse. It will then



appear in the class in which you are currently working. If it is an assignment or anything the students must complete, make sure the box in front of "Create new copies of all attachments' is selected. There will be no overwriting of any materials.

15. Unfortunately, you can only select one post to reuse at a time.



16. **<u>MEET</u>**

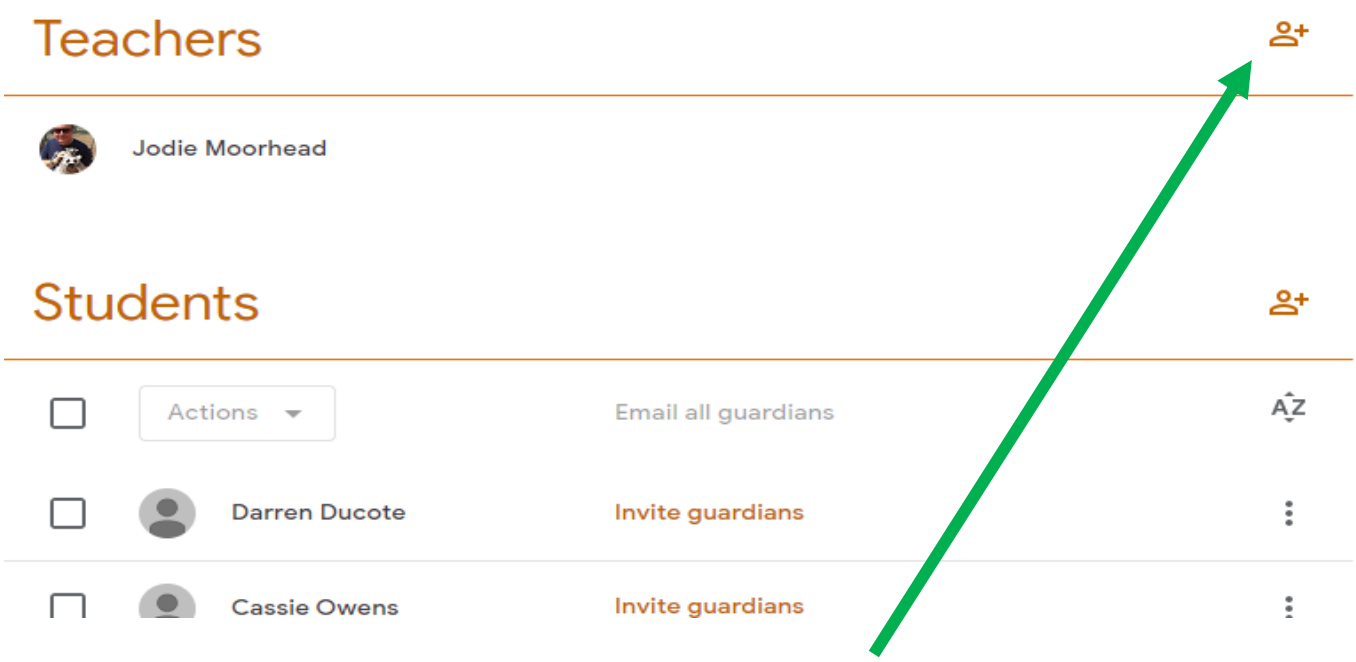
This option works a lot like Zoom, and there will be a separate handout on Google Meet. Here are some of the basics.

- Under the Classwork heading, click on the "Meet" option.
- Click on the Generate "Meet" Link
- When you are ready to host a meet, click on the link on the Google Classroom header
- Allow camera and microphone to be used
- Click on "join" to host a meeting or "Present" to share your screen
- More details in a Google Meet handout

People

1. The “People” tab allows you to see the members of your class. There are several things you can do on this tab that are useful for keeping the class on track.

2. When you click on the “people” tab at the top of the Google Classroom screen, you will see…



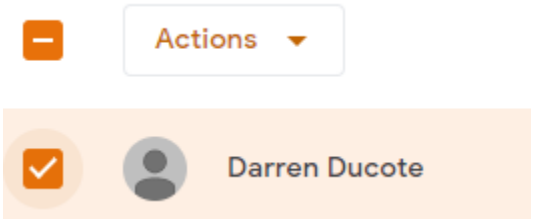
3. You can actually share control of the class by making a co-worker a teacher in the class. To do this, Click the avatar button at the end of the line next to “Teachers”. It looks like…

4. All you have to do is enter the person’s MCS email address in the space provided on the screen that pops up. It can be more than one additional teacher. Once the email addresses are entered, the “Invite” option will become active. Click it and it will send an invitation for them to join the class as a teacher.

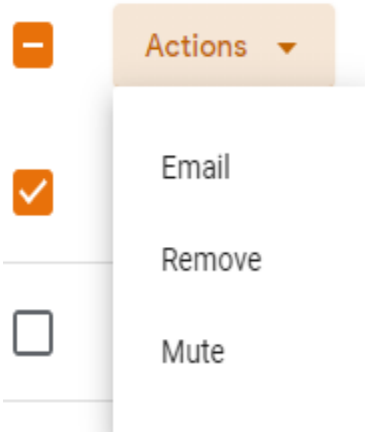
5. Earlier, we discussed the class code. Remember, that is the code that students will use to “join a class” from their Google Classroom dashboard page. Once they have entered the code to join the class, their names will appear in the “Students portion of the “people” page. **NOTE**: If this class is created by an administrator to be a PLC or grade-group, participants who join the class will show up in the “Students” section of the list, even though they are really teachers.

6. Let's look at what you can do as a teacher with the controls in the "Students" portion of the screen.

7. To perform an action with a student(s), click the box in front the name of the student(s) that need an action performed. The actions menu button will become active.



8. There are three actions that can be performed, one of which does not work at this time.



The email feature does not work because Gmail is turned off.

You can remove unwanted students from your class roster, if needed.

You can "Mute" a student if they are not following the rules of the classroom when posting.

When a student is muted, they still respond to the assignments, questions, etc., in the Google Classroom Stream. However, the only person that can see the posts is the teacher(s). They still must participate in the class activities, but they cannot be seen by other students!

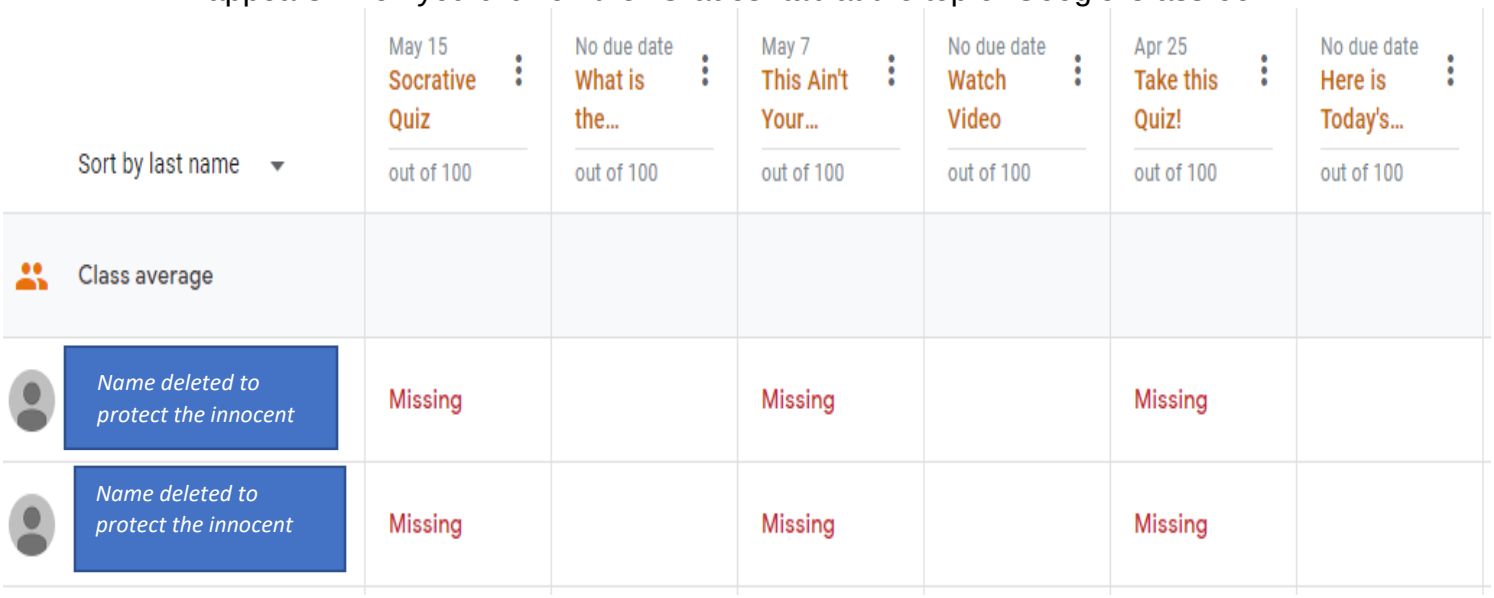
9. The list of students will be created by the time order in which they joined the class. If you would like the names to be alphabetized, click the A-Z button to sort by first name or last name.



10. You can choose to invite guardians, but ***I HIGHLY RECOMMEND THIS NOT BE DONE***. That gives them access to see other students' information, which violates our privacy rules!

GRADES

1. The “Grades” option on the Google Classroom page allows teachers to assign point values to questions, quizzes, assignments, etc., and as the student completes the activity it will import the grade to a “gradebook-like” page that appears when you click on the “Grades” tab at the top of Google Classroom.



2. When you are creating an assignment or quiz, you select a point value. As students submit the activity, it will give them a score and tell the date/time the assignment was submitted.

3. **NOTE**: If a student turns in an assignment late, a teacher should still accept it. We are responsible for knowing whether the student has mastered the material/concept/skill, and we are held responsible for making sure they have knowledge of those concepts which are testable. Set a policy about late work and point deductions at the beginning of the year so students are aware of consequences of late work, but never refuse a student’s work. It will eventually train them to just stop doing the work.

4. There is a separate handout for Google Forms (where you create Quizzes) and setting up points in an assignment.