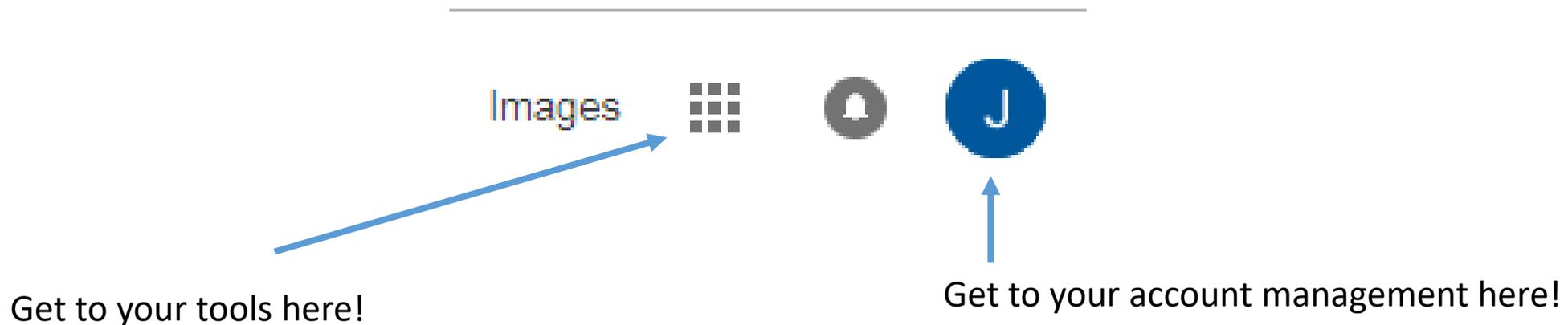
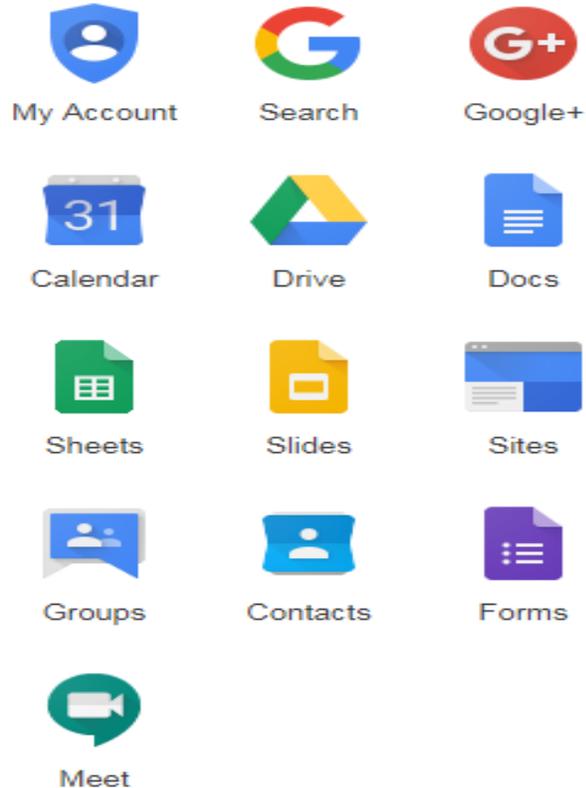


First things first...

- 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...



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.

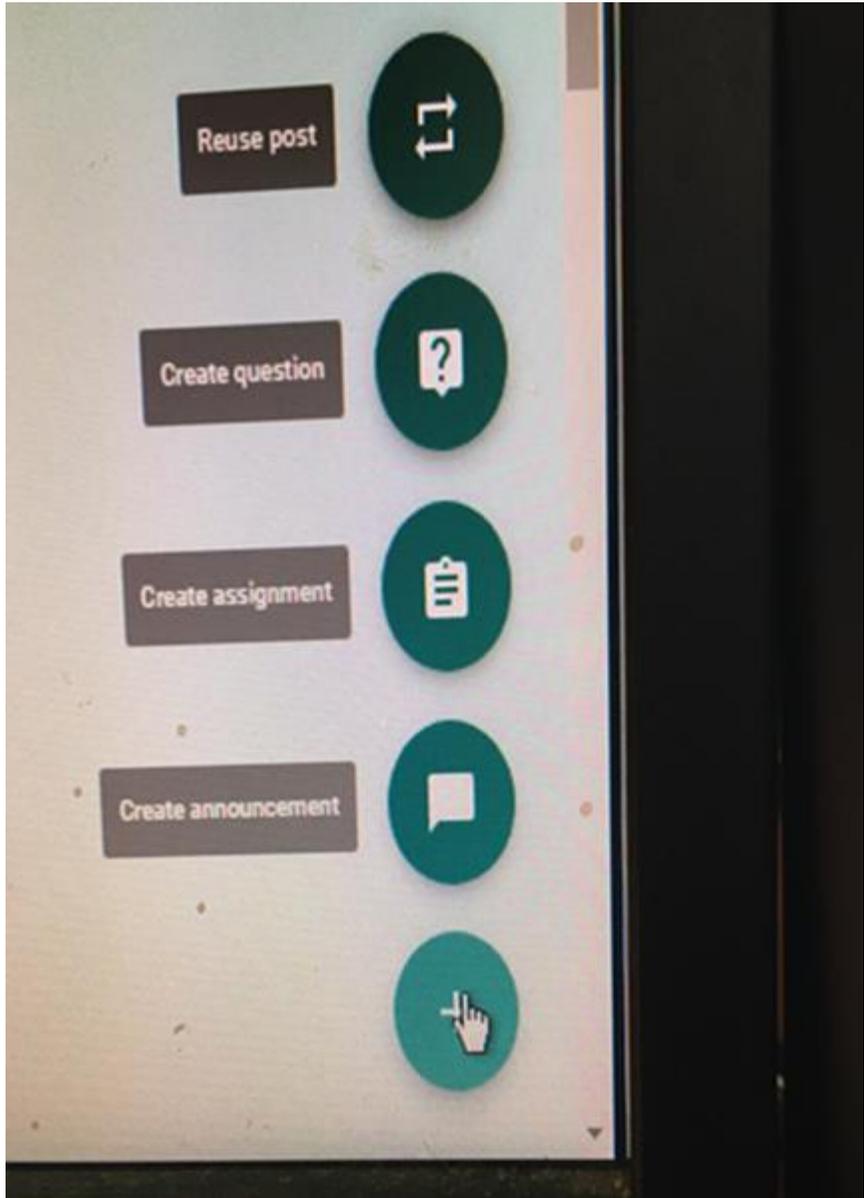
More

Classroom Homepage

- The stream is where you will post your announcements and assignments.
- When you create a new announcement or assignment it can save as a draft. So if you don't want to post it right away, you do not have to. It will save it for you to post later.

The screenshot displays the Classroom homepage interface. On the left sidebar, there are three main sections: 'No work due soon' with a 'VIEW ALL' button, 'TOPICS' with 'No topics' and an 'ADD TOPIC' button, and 'STREAM' with a 'Show deleted items' toggle switch. The main content area features a header for 'Jodie Moorhead' with a calendar icon and a date 'Jun 26 (Edited Jun 26)'. Below this, a 'Module 1 Test' announcement is shown, due on 'Jun 29, 12:00 PM'. It includes a progress bar with '3 DONE' and '14 NOT DONE' items, a preview of a Google Form titled 'This is a test.', and a note that 'No response sheet created'. Below the announcement is a comment input field labeled 'Add class comment...'. A second announcement header for 'Jodie Moorhead' dated 'Jan 27 (Edited Mar 7)' is visible below, with the text 'Welcome to TEC21 - Technology Enhancing Curriculum in the 21st Century'. Below this, there are '7 class comments' and a comment from 'Vanessa Small' dated 'Mar 7' that says 'This class is so much fun'. Another 'Add class comment...' input field is at the bottom.

Google Classroom



Reuse a post from another lesson

Create a question for the class to answer

Create an assignment for students (must be done in Google Forms and linked)

Create an announcement to share information with the students

Create Question

- Allows the teacher to create a poll, quick survey, or question(s) to be answered by the students.
- You can leave the default at "All Students" or you can click the down arrow and select students.
- You can set a due date and time.
- You can select the type of question.
- You can allow students to respond to each other or not.
- You can allow students to edit their answer.
- You can attach a resource for use with the question.
- When all is set, click the "ASK" button.

The screenshot shows the 'Create Question' interface. At the top, there is a dark green header with a question mark icon and the word 'Question', and a close button (X) on the right. Below the header, there are two dropdown menus: 'For TEC21 Summer Session' and 'All students'. A blue arrow points from the first bullet point to the 'All students' dropdown. Below these are two text input fields: 'Question' and 'Instructions (optional)'. Below the input fields are two more dropdown menus: 'Due No due date' and 'Topic No topic'. A blue arrow points from the second bullet point to the 'All students' dropdown, and another blue arrow points from the third bullet point to the 'Due No due date' dropdown. Below these are two toggle switches: 'Students can reply to each other' (which is turned on) and 'Students can edit answer' (which is turned off). A blue arrow points from the fourth bullet point to the 'Short answer' dropdown, and another blue arrow points from the fifth bullet point to the 'Students can reply to each other' toggle. Below the toggle switches are four icons: a paperclip, a document, a play button, and a link icon. At the bottom right, there is a blue button labeled 'ASK' with a dropdown arrow next to it. A blue arrow points from the seventh bullet point to the 'ASK' button.

The image shows a screenshot of an assignment creation interface. At the top, there is a dark green header with a clipboard icon and the word "Assignment" in white, followed by a close button (X). Below the header, there are two dropdown menus: "For TEC21 Summer Session" and "All students". The main form area has two text input fields: "Title" and "Instructions (optional)". Below these fields, there are two more dropdown menus: "Due No due date" and "Topic No topic". At the bottom left, there are four icons: a paperclip, a document, a video camera, and a link. At the bottom right, there is a trash can icon and a blue button labeled "ASSIGN" with a dropdown arrow.

Creating an assignment allows you to have interactive online quizzes for your students.

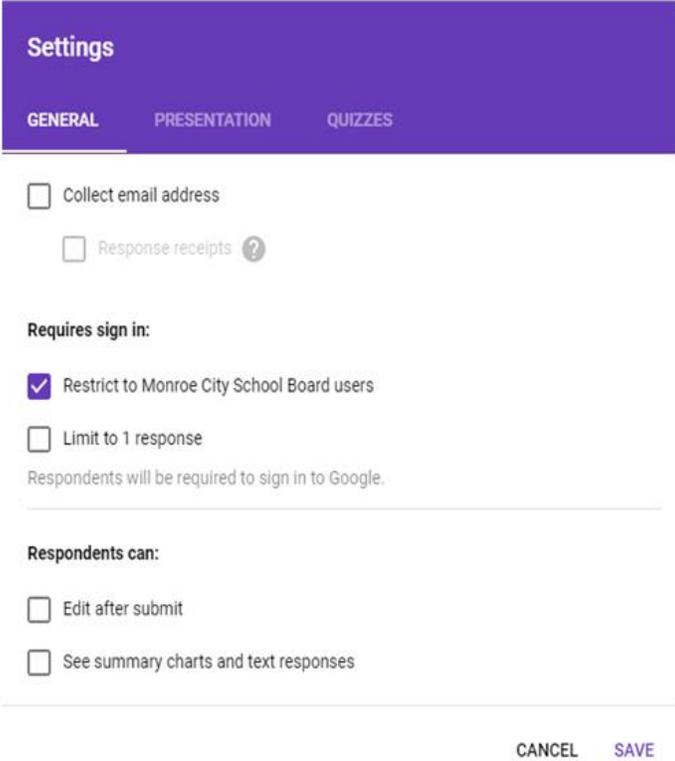
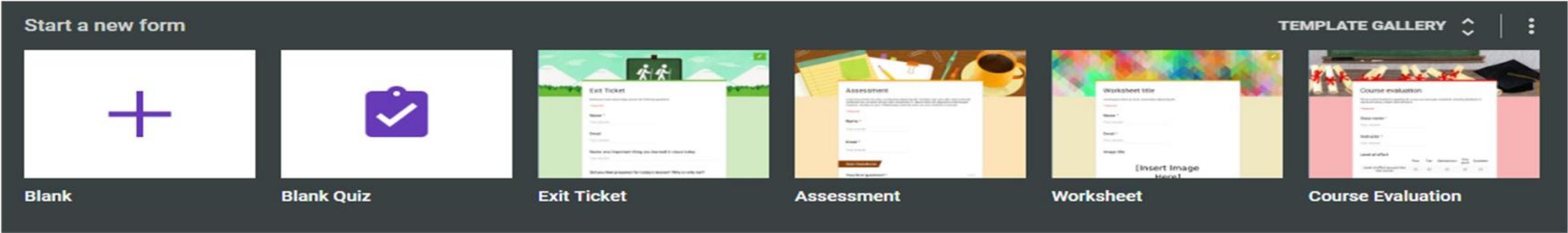
You will click "Create Assignment" from the menu.

Once done you will see the window at left.

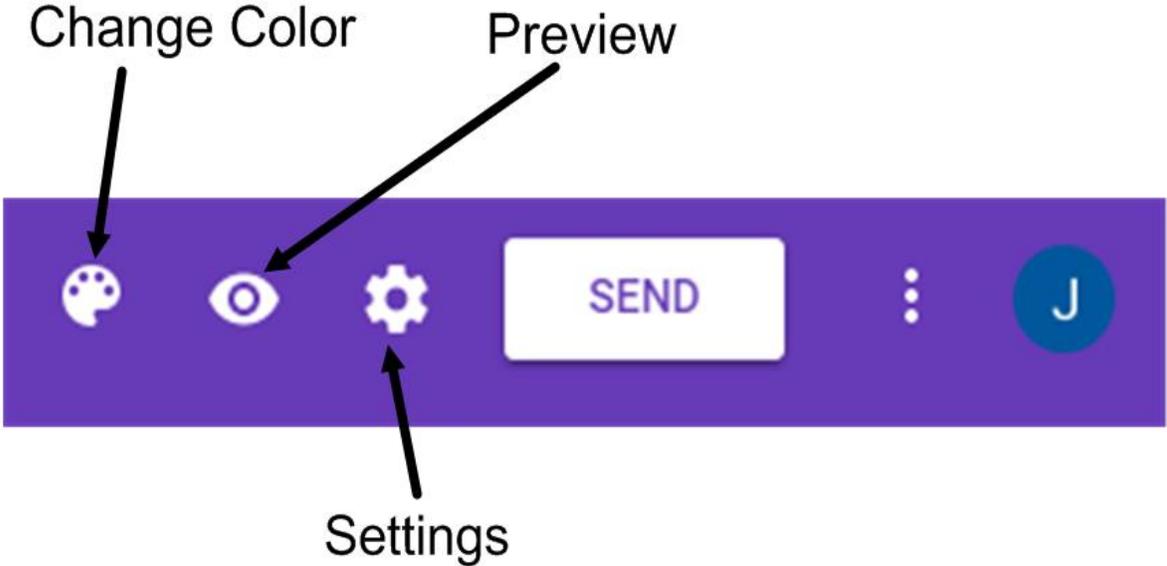
Give your assignment a title and instructions. Give it a due date and time, if you wish to.

The best, and easiest way, to create the full assignment is in Google Forms. Save it to your drive and link it to the assignment.

Google Forms



I suggest limiting responses to 1.
I don't like to allow edit after submit.
I don't allow students to see responses and charts.



QUESTIONS

RESPONSES

Blank Quiz

Form description

Untitled Question

Multiple choice

Option 1

Add option or [ADD "OTHER"](#)

ANSWER KEY (0 points)



Required



Once you begin, it is easy to create the actual form that will be used for the assignment.

You can select the type of question.

You can make the question required or not.

You can add images, texts, or videos.

Students will not see the "responses" tab at the top.

It will save in your Google Drive as you go.

How are responses gathered?

Within the actual Google Form, which became the assignment, you have many options to view student responses.

The summary shows automatically.

You can view individual student responses by clicking on “individual” and the student’s name.

The green “Sheets” logo will take you to your Drive where the assignment automatically created a file for you.

The screenshot displays the 'RESPONSES' tab of a Google Form. At the top, there are two tabs: 'QUESTIONS' and 'RESPONSES', with 'RESPONSES' being the active tab and showing a count of 12. Below the tabs, the text '12 responses' is displayed. There are two buttons: 'SUMMARY' (highlighted in red) and 'INDIVIDUAL'. To the right, there is a green plus icon (Google Sheets logo) and a vertical ellipsis menu icon. Below these is a toggle switch labeled 'Accepting responses' which is currently turned on. The main content area is titled 'Who has responded?' and lists several email addresses: danielle.price@mcschools.net, patricia.hudson@mcschools.net, janice.jordan@mcschools.net, april.pealer@mcschools.net, stephany.long@mcschools.net, and ella.taylor@mcschools.net. A vertical scrollbar is visible on the right side of the list.

What does it look like in “Sheets”?

[Template] Let's Learn About Google Classroom (Responses) ☆ 📁

File Edit View Insert Format Data Tools Form Add-ons Help Last edit was made 6 minutes ago by Jodie Moorhead

🖨️ ↶ ↷ 📄 \$ % .0_ .00 123 Arial 10 B I A 🎨 📏 📐 📑 ⬇️ ⬅️ ➡️ 🔍 📄 📊 🔍 Σ

Timestamp	A	B	C	D	E	F	G
	Timestamp	Email Address	Name	After watching the video,	What do you think some c	Why did the teacher in the	The Classroom Stream at
1/30/2017 9:28:00		jodie.moorhead@mcscho	answer key	answer	answer	It allows him to keep his c	TRUE
2/15/2017 19:47:00				There are a couple of way	Students would be able to	It allows him to keep his c	TRUE
2/15/2017 21:06:33				The advantages of the Go	Students are able to inter	It allows him to keep his c	TRUE
2/16/2017 14:19:25				Gives the student and the	encourages positive colla	It allows him to keep his c	TRUE
2/17/2017 10:26:27				Google classroom makes	Information is easily acce	It allows him to keep his c	TRUE
2/17/2017 12:46:08				The organization incorpor	Students will be able to vi	It allows him to keep his c	TRUE
2/18/2017 7:58:49				Students will be able to c	My students will be able t	It allows him to keep his c	TRUE
2/19/2017 21:00:12				For my First Grade class	Clarification on assignme	It allows him to keep his c	TRUE
2/20/2017 18:26:59				It keeps your students org	I think they would enjoy u	It allows him to keep his c	TRUE
2/20/2017 21:14:43				I think it has a great tool	its easily accessible. can	It allows him to keep his c	TRUE
2/20/2017 22:24:28				I think an advantage of G	Students and teachers wi	It allows him to keep his c	TRUE
2/21/2017 6:19:51				You can post an assignme	Students have access to	It allows him to keep his c	TRUE
2/24/2017 19:20:50				I can easily update and st	Students will always have	It allows him to keep his c	TRUE

Each column is a question on the assignment. You can see how each individual answered.

It will grade your assignment!!! YES... it WILL grade your assignment! Using the Google Add-on “Flubaroo”, your assignments can be grade, but that is another workshop.