

# Google Classroom User Guide

For administrators

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Updated: October 2023

Google for Education

#### About this resource

This resource has been designed to include important **step-by-step instructions for administrators** to get started with **Google Classroom with Google Workspace for Education**, **regardless of edition**. Learn how to create organizational groups, set permissions, and access audit logs and reports.

We know that every school is different, with unique initiatives and goals. While Classroom is part of any Google Workspace for Education edition, we recognize that not all schools are the same and have provided different editions to best fit each school's needs.

Does your institution already have a premium edition? Administrators will need to <u>configure settings</u> to enable premium features for their educators and education leaders to get the most out of Classroom.

#### **Companion resources**

Explore other resources to help support your institution.

#### <u>User guide for teachers</u>

Help teachers understand how to set up their classes, organize coursework, grade, provide rich feedback, and more.

#### Classroom webpage

Evaluating Classroom for the first time? Check out the webpage and connect with experts.

#### Getting started with practice sets

Help teachers learn how they can get started with practice sets to enrich learning and drive instructional impact.

#### 40+ ways to use Google Workspace for Education

This deck is a selection of popular use cases that are available if you're using one of the **paid editions of Google Workspace for Education**. These tools can help increase data security, teacher efficiency, student engagement, schoolwide collaboration, and more.

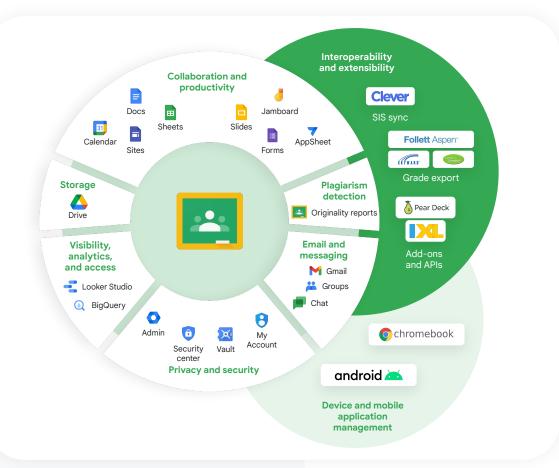
#### Professional development

Learning never stops. Explore technology training and resources that are available for educators free of charge.



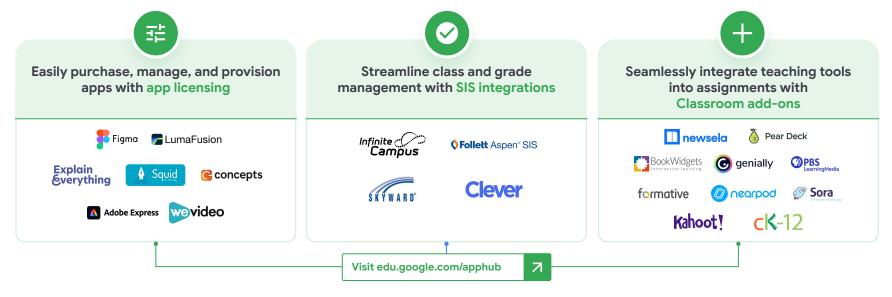
## Classroom brings together the best of Google Workspace for Education

Consolidating a school's tech stack **into a unified solution** reduces cost, improves security, and saves educators time.



### Schools can extend Classroom to make it theirs

Visit the <u>Google for Education App Hub</u> to find apps that connect with Google for Education to offer more personal learning experiences for students and teachers, and simpler setup for school admins.



Beyond our latest integrations, there are hundreds more apps that work with Google Workspace for Education and Chromebooks, through our APIs with Slides, Docs, Drive, and more.



#### Does your institution have a premium account?

### Get the most out of Classroom with your premium edition

Google Classroom is your central place for teaching and learning. The paid features of Classroom in the Teaching and Learning Upgrade and Education Plus editions help educators enhance instructional impact with tools that enrich and personalize learning, create classroom efficiency, keep class lists in sync with external systems, and enable teaching and learning from anywhere. But first, administrators may need to take the needed steps to enable premium feature availability for access by teachers.

#### Use cases

As a Google Workspace administrator with a premium account, you can enable your educators to get the most out of Classroom with enhanced features.

Manage access to third-party apps	Θ	Step-by-step how-to
Install & allowlist to Classroom add-ons	θ	Step-by-step how-to
Create classes at scale	θ	Step-by-step how-to
Turn on school matches for originality reports	θ	Step-by-step how-to
Designate users who can visit a class virtually	Ð	Step-by-step how-to

Get even more out of your paid edition with our <u>40+ ways</u> to use Google Workspace for Education resource. These tools can help increase data security, teacher efficiency, student engagement, schoolwide collaboration, and more. Administrators

## Let's get started

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Administrators

## Getting set up

Easily set up Classroom for your institution. Customize permissions and user roles to enable greater management of your school community.

Jump to our <u>Google Classroom</u> <u>administrator resources</u> to learn more about getting set up with Google Workspace for Education and to find FAQs and helpful resources.

- → <u>Sign up</u> for Google Workspace for Education to enable Classroom
- → Assign users and control access by creating organizational units and groups
- → Verify teachers for added functionality
- → Change user roles to ensure users are identified correctly
- → Set permissions for your domain to determine who can create classes
- → Enable Google Meet for enhanced collaboration
- → Manage guardian settings to enable easier guardian communication



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#### Getting set up

## Ensure you're signed up for Google Workspace for Education

We recommend signing up for Google Workspace for Education when using Classroom to unlock seamless integrations with tools like Google Docs, Google Meet, Gmail, and more. Classroom is already included in Google Workspace for Education and works with Google Workspace collaboration tools to jump-start learning and empower teachers.

Learn more about the different editions of <u>Google</u> <u>Workspace for Education</u> to find the right solutions for your institution.

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Haven't signed up for Google Workspace for Education yet? Start now.

Go to the "<u>Get started with Google for Education" sign-up page</u> and enter your details into the form.



## Ensure you're signed up for Google Workspace for Education - cont.

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- Simply review the Google Workspace for Education School Consent and Agreement terms and click **Agree and Continue**.
- After you sign up, we'll share your Google Admin console, where you can verify domain ownership and continue setting up services for your users.

≡ Google Admin	Q Search for users, groups, a		8 ?
Admin console			
~	$\bigcirc$		<u></u>
Reports Track usage of services	<b>Rules</b> Manage rules for your domain	Apps Manage apps and their settings	Groups Create groups and mailing lists
ß			@.
Admin roles Add new admins	Device management Secure corporate data on devices	Security Manage security features	Domains Verify your domain or add domains

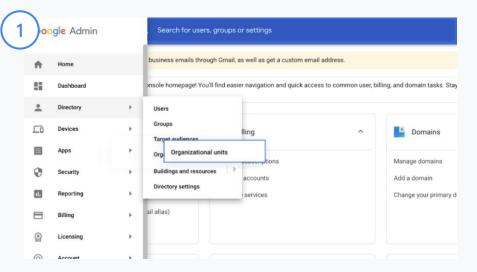
Visit the Google Workspace Admin Help Center to learn more.



## Assign users and control access

Once you've registered for Google Workspace for Education and gain access to your Google Admin console, admins can enable access to Google Classroom by organizational unit or by group to ensure students and teachers have access to the tools they need.

<u>Learn more</u> about organizational units and organizational structure.



#### Create organizational units

Sign in to your Google Admin console.

Go to the menu, select Directory, and click Organizational units.

Hover over the organization and click Create new organizational unit.

Enter a name under Name of organizational unit and click Create.



## Assign users and control access – cont.

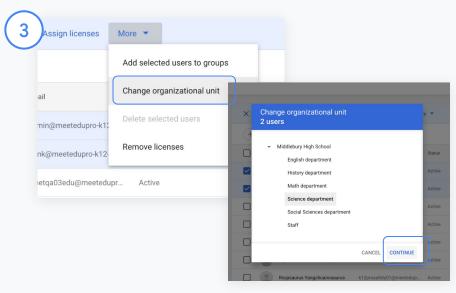
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#### Add users to an organizational unit

From the Admin console, go to Users and click the organization the users are in now.



## Assign users and control access – cont.



At the top, click More and select Change organizational unit.

Choose the new organization from the dialog box, click **Continue**, and select **Change**.

Grant access and turn Classroom functionalities on or off by organizational unit or group.



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#### Getting set up

## Verify teachers

When users sign in to Classroom for the first time, they identify as a teacher or student. Once teachers sign in, they get automatically added to the Classroom Teachers group for admin approval.

Admins must verify teachers to give them educator access to Classroom to set up classes, create assignments, and communicate with guardians.

Learn more through our Help Center.



Verify teachers From the Admin console, go to Apps.



Click Groups for Business and on the top right of the page, select Edit service.

Select **On for everyone** to turn on the service, and click **Save**.



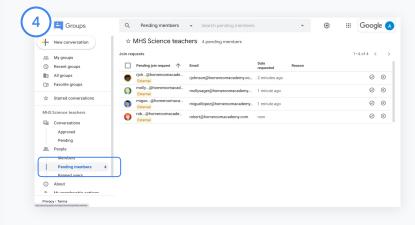


### Verify teachers – cont.

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Then, in a browser window, open the <u>Classroom Teachers group</u>. Under People, click <u>Pending members</u>.

Next to the user's name, check the box and click Approve applicant or Reject applicant.



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## Change user roles

Within Classroom, users are identified as either teachers or students. If needed, administrators can update a user's role from student to teacher, or vice versa, to expand their permission settings.

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Delete a user	Payment accounts		
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From the Admin console, go to Users.

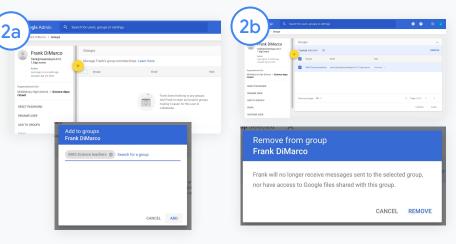
Within the Users list, select the user's name to open their account page.



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Getting set up

### Change user roles – cont.



Click Groups and select Add + to change a desired role.

To change a user's role from student to teacher:

- Click Add and enter the name of the group you want to add the user to. As you enter text, Classroom shows matching groups.
- Select your desired group and click Add.

To change a user's role from teacher to student:

- Next to the teacher group name, check the box and on the right, click Remove.
- Click Remove again.



## Set permissions

Manage role permissions for your school's domain by setting up teacher permissions. Teacher permissions allow educators to create and manage classes.

Google Workspace	Additional Google G	Web and mobile apps	Google Workspace Marketplace apps
Google Workspace Google Workspace Core services	Blogging, photos, video, social tools and nore	Manage SAML, Android and IOS apps	Add and manage third party apps 1 app allowlisted
	3 SERVICES	10 APPS	1 SERVICE MANAG
16 SERVICES			
SAML apps	LDAP	Password vaulted apps	
Manage SSO and User Provisioning	Add and manage LDAP clients	Add and manage access to apps that use credentials	
NO SERVICES	NO CLIENTS	NO SERVICES	

From the Admin console, go to Apps and select Google Workspace.



## Set permissions – cont.

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Within the Google Workspace interface, select Classroom from the list of services.

In General settings, hover over Teacher permissions and click Edit.

Choose from:

- Anyone in this domain (teachers and students)
- All pending and verified teachers
- Verified teachers only (recommended)
- Click Save to permit class creation based on your chosen group.

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All users in this account		Services 🛧	Service Status ON for everyone	
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Organizational Units	^	Classroom	ON for everyone	
Search for organizational units		Cloud Search	ON for everyone ON for everyone	
<ul> <li>Administration</li> <li>Faculty</li> </ul>		Gmail	ON for everyone	
Students		Classroom	ON for every	/one
		Google Meet	ON for everyone	
		Google Vault	ON for everyone	
		Google Voice	ON for everyone	



## Enable Google Meet

Set up Meet – accessible directly within Classroom – to allow teachers to host larger,\* more secure video meetings.

Teachers can manage, start, and join a class-dedicated Meet video meeting right within Classroom to make it easy and secure for both students and teachers to join.

\* Video conferencing for up to 100 users available with Google Workspace for Education Fundamentals, up to 250 users with the Teaching and Learning Upgrade, and up to 500 users with the Education Plus edition.

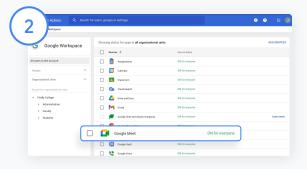
	Additional Google G	Web and mobile apps	Google Workspace Marketplace apps
Google Workspace	Blogging, photos, video, social tools and more	Manage SAML, Android and IOS apps	Add and manage third party apps 1 app allowiisted
Google Workspace Core services	53 SERVICES	10 APPS	1 SERVICE MANAGE
16 SERVICES			
TO SERVICES	LDAP	Password vaulted apps	
Manage SSO and User Provisioning	Add and manage LDAP clients	Add and manage access to apps that use credentials	
NO SERVICES	NO CLIENTS	NO SERVICES	

#### **Enable Google Meet**

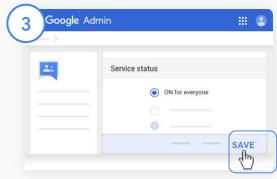
From your Admin console, click Apps, then click Google Workspace.



## Enable Google Meet – cont.



Within the Google Workspace interface, select Google Meet from the list of services.



Next to Service status, click the down arrow.

Select On for everyone or Off for everyone to adjust settings for your entire organization and click Save.



## Enable Google Meet – cont.



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Allow users to create new video meetings:

From Meet within your Admin console, click Meet video settings and select your desired organizational unit.

Select Video calling and check Let users place video and voice calls. Click Save.

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Google Meet		Backgrounds	OFF Applies only to calls created by members of the organizational unit			
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Organizational Units Search for organizational units Middlebury High School English department	^	Video calling Inherited from 00: Middlebury High School'	Let users place video and voice calls. Learn more     Override will oversile the settings inherited from parent organizational unit Middlebury H     Changes may take up to 2 h hours to propagate to at users.     Prior changes can be seen in Audit tog	igh School'		
History department Math department				CANCE	L OVE	RRIDE
Science department Social Sciences departme Staff	ent	Attendance reporting C Inherited from OU: 'Middlebury High School'	Provide moderators attendance reports after the meeting. Learn more ON			



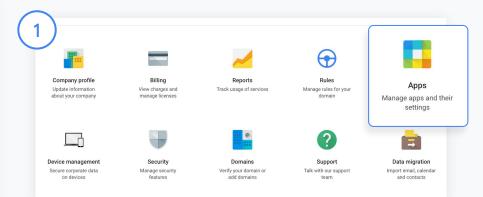
#### Proprietary + Confidential

#### Getting set up

## Manage guardian settings

Allow guardians to track their students' progress through automated email summaries, and give teachers permission to invite or remove guardians.

When email summaries are enabled, guardians are linked to their student and can receive updates about student performance, new assignments, approaching deadlines, and missing work.



Turn guardian email summaries on

From the Admin console, click Apps.

Go to Google Workspace and select Classroom.

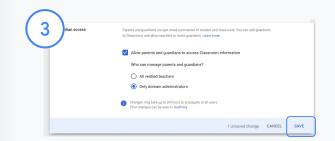


Manage guardian settings – cont.

2 Classroom	Teacher permissions	User set shares 12 shares for any set of the shares of the share of the shares of the
	Guardian access	Parents and guardians can get errail summaries of student and class work, You can add guardians to Classroom, and allow trachers to invite guardians. Laam recer
		Allow parents and guardians to access Classroom information
		Who can manage parents and guardians?
		Only domain administrators
		Changes may take up to 24 hours to propagate to all users. Prior changes can be seen in <i>Add</i> tog
		CANCEL SAVE

Click General settings.

Under Guardian access, check Allow parents and guardians to access Classroom information.



Manage who can invite and remove guardians

Within General settings, select Guardian access. Under Who can manage parents and guardians?, choose between the following and click Save.

- All verified teachers
- Only domain administrators



Administrators

# Tools for visibility and control

Provide a secure environment that can adapt and grow to the changing needs of your school community.

- → Access Classroom audit logs to investigate critical events
- → View usage reports to monitor activity and trends by role
- → Connect your SIS to Classroom so teachers can easily export student grades





## Access Classroom audit logs

Easily pinpoint events in Classroom right from your Admin console. Drill down on who, what, where, and when events happened in Classroom.

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s > Highlights						
Highlights	Audit log	Audit log				
Reports     Audit log	Classroom			± ≙		
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Classroom	Event name	Description	User	Date		
Drive	Joined course	kermit.theFrog@homeroomacademy.com.joined Biology 101 as a student	kernit.theFrog@homeroomacademy.com	Jul 19, 2020, 4:14:52 PM EDT		
Devices Token	Removed from course	Removed from course locy sarpetightom eroomacademy.com removed from Advanced Psychology locy sarpetightomeroomacademy.com				
Groups	Course deleted	jonas kahrwald@homeroomacademy.com deleted Events in World History	jonas kahrwald@homeroomacademy.com	Jul 19, 2020, 4:14:52 PM EDT Jul 17, 2020, 8:55:36 AM EDT		
SAML Hangouts Chat	Course archived	claudia tiedelmann@homeroomacademy.com archived Journalism	claudia tiedelmann@homeroomacademy.com			
Currents	New post	marta nielsen @homeroomacademy.com created an assignment in Greek Mythology	marta.nielsen@homercomacademy.com	Jul 17, 2020, 8:54:48 AM EDT		
Graduation	Quiz graded	woodstock@homeroomacademy.com graded snoopy@homeroomacademy.com quiz in Creative Writing on Pilots	snoopy@homeroomacademy.com	Jul 17, 2020, 8:54:21 AM EDT		
Google Meet	Assignment submitted	snoopy@homercomacademy.com submitted an assignment in Creative Writing on Pilots	snoopy@homeroomacademy.com	Jul 17, 2020, 8:53:29 AM EDT		
Users Accounts Access Transparency	Joined course	mikkel kahnwald@homercomacademy.com joined Events in World History	mikkel kahrsvald@homeroomacademy.com	Jul 10, 2020, 4:51:28 PM EDT		
LDAP Password Vault	Assignment returned	invader.zim@homeroomacademy.com returned an assigment to db@homeroomacademy.com in Chemistry	invader.zim@homeroomacademy.com	Jul 10, 2020, 4 51:28 PM EDT		
Context-Aware Access	Joined course	charlie brown@homeroomacademy.com joined How to Kick a Football	charlie.brown@homeroomacademy.com	Jul 10, 2020, 4:51:28 PM EDT		
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From the Admin console, go to **Reports** and click **Classroom** on the left under **Audit log**.

Find what you need and search by event, event description, user, and timestamp.



## View usage reports

Understand usage trends and monitor Classroom user activity in your school. For example, you can see the number of active classes and the posts created by teachers and students, or investigate issues – like who deleted a student or class.

Within a report, you can:

- Adjust filters to further classify your dataset
- Download a report for reporting and distribution

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Dashboard See relevant insights	Users Add or manage users	Company profile Update information	Billing View charges and	
about your domain		about your company	manage licenses	Reports Track usage of servic
			- 😛 L	
Groups Create groups and mailing lists	Admin roles Add new admins	Device management Secure corponate data on devices	Security Manage security features	Domains Verify your domain or add domains
Buildings and resources Manage and monitor buildings, rooms and				

Open a Classroom report From the Admin console, go to Reports. On the left, under Apps Reports, click Classroom.

Scroll and point to a graph to see statistics by date.

At the bottom of **Posts created**, check or uncheck a box to sort by teachers or students.



## View usage reports

#### View usage data by user

Within Reports, select User Reports and click Apps usage.

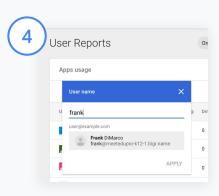
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#### Select Add a filter and then click User name.

Enter the user's name or their email address and click their name in the list to see usage.

3 Google Admin	Q Sear	rch for users, groups or settings			8	
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Apps usage		Apps usage				
Security		+ Add a filter				
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## Connect Classroom to your SIS and export grades

Integrate Classroom to your school's student information system (SIS)\* more seamlessly, enabling teachers to link and unlink their classes and export scores and missing assignments from their gradebook.

SIS export is available for these partners with the OneRoster® API:

- Infinite Campus users with the Campus Learning license
- Skyward version 2.0 users with the LMS API license
- Skyward Qmlativ users with the OneRoster API license
- Follett Aspen users of version 6.2 or above
- (Coming soon) PowerSchool with the universal connector

Learn more about <u>SIS grade export availability</u>, <u>SaaS</u> <u>supportability</u>, and other <u>SIS partnerships in development</u>.

Visit the Classroom Help Center to learn more.

First, document your <u>OAuth credentials</u> from your SIS. Connect Classroom to your respective SIS by heading to <u>classroom.google.com/admin</u>.



Next to "Select your SIS," click the **down arrow** and select your SIS provider.

Click Connect to Google.



## Connect Classroom to your SIS and export grades



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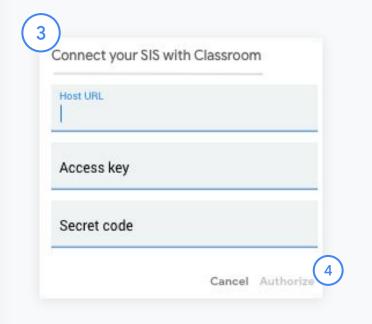
Under "SIS setup," click Connect.

Enter your OAuth credentials (Host URL, Access key, Secret code).

#### Click Authorize.

Under "Teacher permissions," check the box next to "Enable classwork and grade exporting."

#### Click Save.





## Google Classroom administrator resources

In addition to this guide, please check out additional resources designed to help admins unlock the power of Classroom.

New to Google Workspace?

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Welcome! Learn more by checking out the Google Workspace for Education FAQ, and get started with the <u>Quickstart IT Setup Guide</u>. Support staff and enhance collaboration

Empower educators with instructional resources, professional development programs, and <u>online training</u> <u>courses</u>, available at no cost.

### Stay connected

Keep up with the latest stories and updates from Google on <u>The</u> <u>Keyword</u> and the <u>Google</u> <u>Workspace Updates blog</u>.

## 

### Need help?

Support is available for all Google Workspace for Education editions by phone, email, and online. Check out the <u>Google</u> <u>Workspace Admin Help Center</u>, <u>Google for Education Help</u> <u>Centers</u>, and <u>Partner Directory</u>.



#### Paid features

## Get more out of Classroom

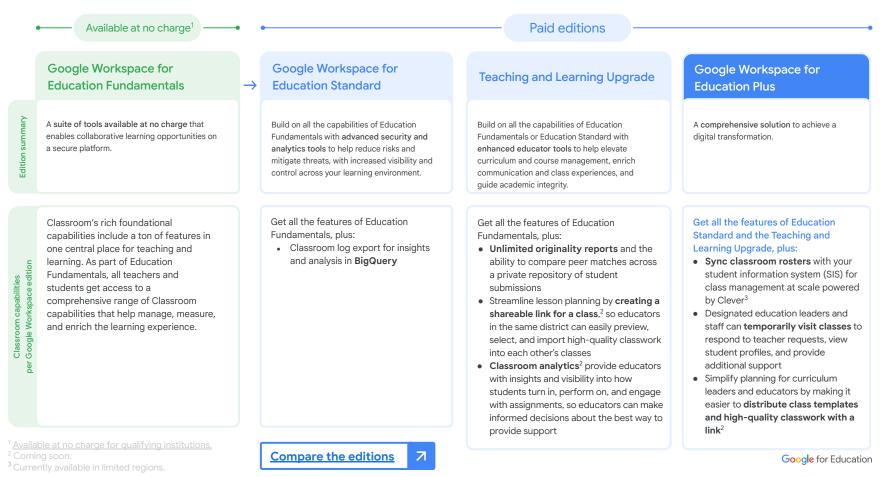
Check out the additional Classroom features and enhanced capabilities available with <u>Google</u> <u>Workspace for Education paid editions</u>.

Classroom seamlessly integrates with other Google Workspace for Education tools like Docs, Forms, Sheets, Meet, and Drive to create a connected ecosystem that makes it easy and efficient for students and educators to collaborate and communicate – and for education leaders to gain visibility and insights that support performance and enhance security. Administrators can operate with solutions designed to gain visibility, insights, and control with more Classroom capabilities:



- Surface essential information to make informed decisions with Classroom analytics\* and gain visibility into everything from class performance, individual student assignment completion, how grades are trending, and overall Classroom use and adoption.
- Designated education leaders and staff can **temporarily visit classes** to respond to teacher requests, view student profiles, and provide additional support.
- Simplify planning for curriculum leaders and educators by making it easier to **distribute class templates and high-quality classwork with a link**,\* so educators can import materials into their classes while encouraging organic professional development.
- Access **Classroom log event data** right from the Admin console with the investigation tool to examine events in depth and pinpoint performance or security issues. Export Classroom log event data to **BigQuery** to analyze adoption and engagement to make informed, data-driven decisions.

### Add additional capabilities to fit your institution's unique needs



### Google Workspace for Education FAQ

Google Workspace for Education editions include <u>Education Fundamentals</u>, available at no charge to qualifying institutions, and <u>Education Standard</u>, the <u>Teaching and Learning</u> <u>Upgrade</u>, and <u>Education Plus</u>, paid editions that offer premium features.



For specific features included in each of the Google Workspace for Education editions, please visit our <u>comparison chart</u> – or <u>compare editions</u> for Google Classroom.

For pricing information on each paid edition based on your region, needs, and enrollment numbers, please contact your sales representative.



All paid Google Workspace for Education editions are annual subscriptions, and pricing is locked for the duration of the subscription term. Customers who purchase the Teaching and Learning Upgrade can add Education Standard at any time – and vice versa.



Access help when you need it

- G Join our <u>educator community</u> to find a group near you.
- C> Find solutions from fellow educators in the <u>Classroom Help Community</u>.
- C Explore the <u>Help Center</u> and <u>Help Forums</u> for technical answers.



## Thank you



