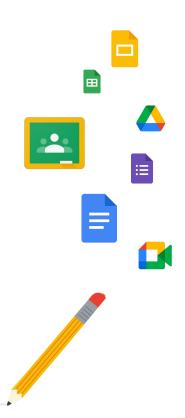


Google Classroom User Guide

For teachers



About this resource

This deck has been designed to include important step-by-step instructions for teachers to get up and running with Google Classroom. Understand how to set up your classes, organize coursework, grade, provide rich feedback, and more.

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

We'll explore the foundational getting started features for teachers regardless of edition. At the end of the deck, you will find additional resources to learn more capabilities.



Companion resources

Explore other resources to help support your institution.

User guide for administrators

Learn how to create organizational groups, set permissions, and access audit logs and reports.

- 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

I his 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, school-wide collaboration, and more.

Professional development

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



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.

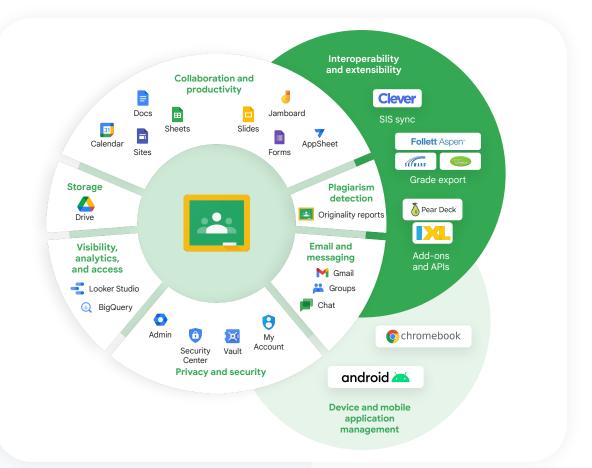




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Check out how teachers can amplify instruction with tools that simplify everyday tasks with premium Classroom capabilities.

Additional educator resources

Google Classroom

Getting set up

Where teaching and learning come together.

Google Classroom helps educators create engaging learning experiences they can personalize, manage, and measure. It's easy to get started in minutes.

- → Sign in to get started with Classroom and visit our Teacher Center to learn the basics
- Set up a class and manage communications in one place
- → Add students to a class by simply sending them a link
- Create an assignment and share with multiple classes
- → Schedule posts across multiple classes at once
- → Use originality reports to help guide critical thinking
- → Post announcements on a class stream
- → Set up and join a Meet video call
- → Create a rubric to keep grading consistent and transparent

Getting set up

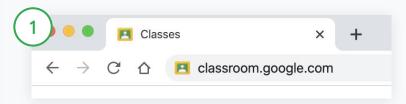
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Sign in

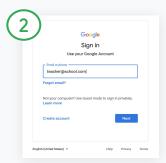
Classroom is easy to get started. Just sign in to start managing your classes today.



To sign in:

Head over to <u>classroom.google.com</u>.

Click Go to Classroom.



Enter your school email address (it looks like you@yourschool.com) and click Next.

Enter your password and click **Next**.



If you're using a Google Workspace account, click I'm a Teacher.

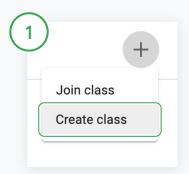
Click Get Started.



Set up a class

Create a class to assign work and post announcements to students.

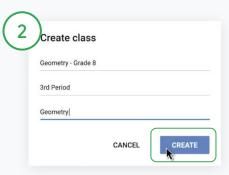
Save time by creating and managing multiple classes from one place.



Create a class

Within Classroom, open the Classes page and click Add+ in the upper right corner.

Select Create a class.



Enter the class name and fill in details for your class (session, grade, room, and so on).

Click Create.



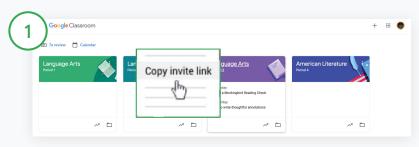
Add students to a class

Invite students to enroll in your class with only a few clicks. We'll show you the most common ways to add students.

If students have trouble joining, you can always resend class links or share simple instructions to join a class as a student.

Learn more about adding students to your class.

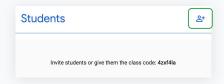
Schools using Education Plus can integrate Classroom with your SIS to automatically set up and sync classes.



Add students through an invite link

Within Classroom, select the class card and click More≡.

Select Copy invite link and share the clickable link with students via email.



Or, add students through a unique class code

Select your class and click Settings to display your class code.

Share the code with students and direct them to:

- Go to the Classes page on <u>classroom.google.com</u>
- Click Add + and select Join class
- Students should enter the code and click Join

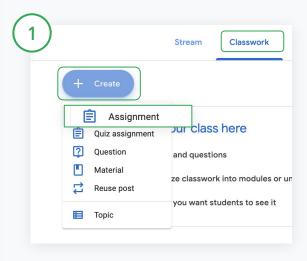


Create an assignment

Create more efficient workflows when assigning classwork. Specify due dates and point values, add attachments and rubrics, run originality reports, and more within an assignment.

Plus, save an assignment for later and share it with multiple classes or students.

Learn more about creating assignments.



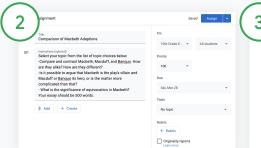
Create an assignment

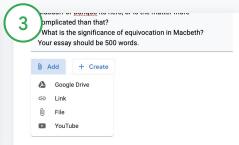
Within Classroom, click the class your assignment belongs in and select Classwork.

At the top, click Create and select Assignment.



Create an assignment





Add details

Within the assignment, enter the title and fill in instructions and assignment details, including grade category, point value, due date, and topic.

Under the "For" category, choose to post to additional classes or individual students.

Add materials

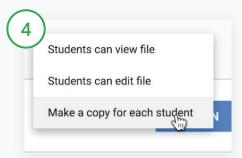
Within the assignment, add relevant attachments. Click Add and choose between Google Drive, Link, File, and YouTube.

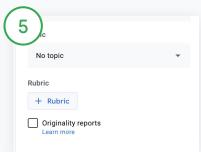
Or click **Create** to add a new attachment.

Select your file and click **Upload** or **Add**.



Create an assignment





Next to the attachment, click the down arrow and choose an option for how students interact with the attachment:

- Students can view file: use when the file is for reference only
- Students can edit files: use when students will work collaboratively on the same file
- Make a copy for each student: use when students will work individually in copies of the same file

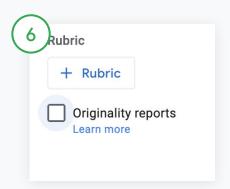
Add a rubric

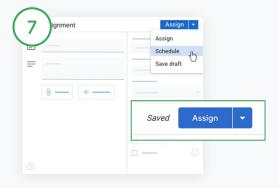
Within the assignment, click Rubric + and choose to either Create rubric, Reuse rubric, or Import from Sheets.

Learn more about <u>creating a</u> rubric.



Create an assignment





Turn on originality reports

Within the assignment, click the Originality reports box to check for plagiarism automatically once students submit assignments.

Learn more about running originality reports.

Choose when to post your assignment

- Immediate: Click Assign to post the assignment now.
- Schedule: Next to Assign, click Schedule and select a date and time. Hit Schedule again to save.
- Save for later: Next to Assign, click Save draft. You can open and edit draft assignments on the Classwork page.

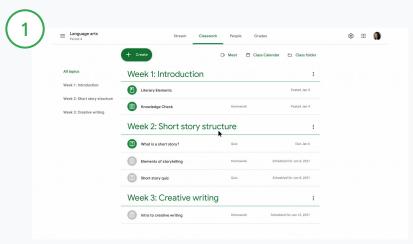
Click Assign.



Schedule posts and assignments across multiple classes

Easily assign classwork to multiple classes at once.*

Once an assignment has been scheduled, you can change the assignment within each individual class.



Create an assignment

<u>Follow instructions</u> on creating the assignment details like topic, due date, and post date.

On the **Stream** page, click Share something with your class and enter your announcement at the top.

Select which classes should receive the post

Choose between

- Published immediately
- Published at a certain time
- Save as draft

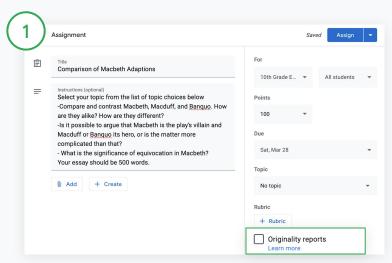


Tools to learn in their own way

Use originality reports

Originality reports bring the power of Google Search to your student assignments and grading. When assigning work, enable originality reports. When students submit their work, originality reports highlight text against billions of pages in the Google Search index that the student didn't cite or quote.

Watch the video to learn more.



Enable originality reports

Within an assignment, click originality reports and select Assign to share with students.

<u>Students can run originality reports</u> for their work in Google Docs, Sheets, and Microsoft Word to identify any uncited content and make edits. Once submitted, Classroom automatically scans for plagiarism and makes results available to teachers.



Tools to learn in their own way

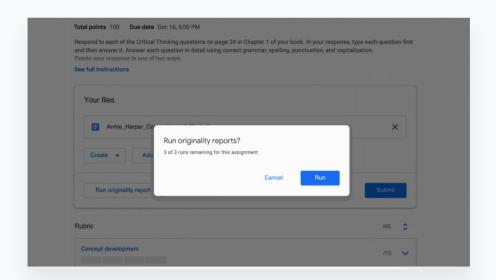
Use originality reports - continued

2 View the report

Within an assignment, click the On switch next to # of cited or quoted passages to view highlighted web matches.

See potential flags as a number or percent. A link to the external source is available for flagged passages.

Teachers can run originality reports at no charge for up to five assignments per class.* Students can run originality reports up to 3 times.

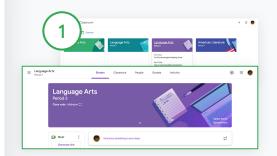


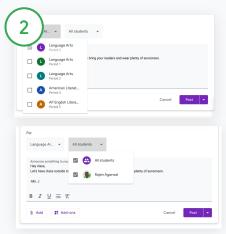


Post announcements

Give reminders to your students by posting announcements to your class on the class stream.

Visit the <u>Help Center</u> to learn more about managing and formatting announcements.





To create an announcement

Click the class you want to post the announcement to within Classroom.

On the **Stream** page, click Share something with your class and enter your announcement at the top.

Select who to share the announcement with

Within the announcement, click the down arrow next to "For" and select classes to include.

Or post to individual students. Within the announcement, click All students and click the students name(s) to select them.



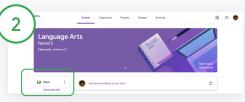
Set up and join a Meet video call

Connect with your students using simple, reliable, and secure video conferencing.

Manage, start, and join class-dedicated video meetings with Google Meet built right within Classroom – easily accessible on the side of each class stream.

All Meet links created in Classroom are nicknamed links that you and your students can use for all of your class meetings. Students are directed to a waiting room until their teacher or co-teacher joins, and those not on the class roster will have to "ask to join" to be admitted.







Create a designated class Meet link

In Classroom, click the class.

Under Meet, click Generate link.

(Or, click Settings . Then, under General, click Generate Meet link.)

A Meet link will appear for your class. Select **Save**.

If you make the Meet link visible to students, it appears in their class stream to easily join and continue to reuse.



Set up and join a Meet video call

Visit the <u>Help Center</u> to learn more about best practices, other Meet features and controls, and how to manage students.



Start a video meeting in Classroom

Click your desired class.

Choose between:

- On the left of the Stream page, under Meet, click Join
- At the top of the Classwork page, click Meet
- In a question or assignment, click the link for the class video meeting



Before you join the call, check that you're signed in with your Classroom account in Meet.

If not, click Switch account and sign in to your Classroom account.

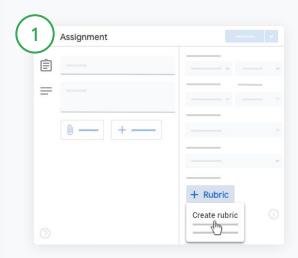
Click Join now.



Create a rubric

Create, reuse, and automatically calculate grades using rubrics within individual assignments.

Rubrics can be saved as drafts for future use and exported, imported, and shared with fellow teachers to help save time.



In Classroom, click the class and select Classwork.

Create an assignment with a title, click Rubric, and click Create rubric.



Create a rubric - continued

2 Fill in your rubric details:

Criterion title – the grading evaluation (ex. Grammar, Teamwork)

Points - the number of points awarded

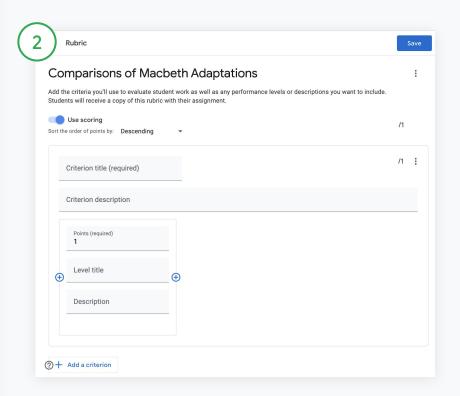
Level title – the title for performance level (ex.

Excellent, Full mastery)

Description - the expectations for the level

3 Click Save.

Visit the <u>Help Center</u> to see more rubric features and to set up <u>grading systems</u>.





Tools for management and organization

Save time by grading more efficiently, viewing student progress in one place and automating tasks.

- → Set up your grading system and grading scales
- View assignment progress across all classes by status
- → Give richer feedback through a custom comment bank
- → Grade with a rubric right alongside an assignment
- → Return student work right within Classroom
- → Update your gradebook and view student assignments in one place
- → Export grades to your SIS directly from gradebook
- → Reuse assignments between classes
- → Automate guardian summaries to keep parents informed



Set up grading

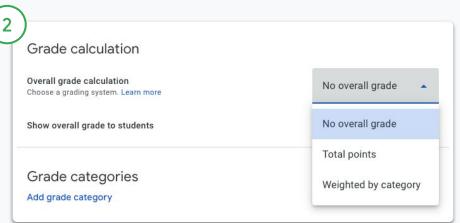
You can choose **Total Points** or **Weighted by category** grading for your grading system. In both, grades are calculated for you, and you can let students check their overall grade for the class.

Visit the <u>Help Center</u> to learn more about setting up grading systems.



Set up a grading

Within the class, click on the Class settings.



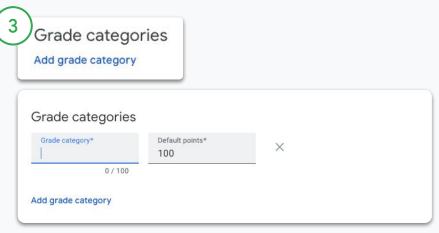
In Grading, under Grade calculation, click on the dropdown menu and select one of the following options:

- **Total points:** Divides total points earned by total points possible. You can let students see an overall grade.
- **Weighted by category**: Adds the scores across categories. You can let students see an overall grade.
- No overall grade: Grades aren't calculated for students.
 Students can't see an overall grade.

Set up grading

You can also organize classwork with grade categories, such as Essays, Homework, and Tests. For example, if your class has 4 essay assignments, you can organize them in an Essays category.

Visit the <u>Help Center</u> to learn more about setting up grading systems.



After you have selected the Grade calculation (step 2), complete the following steps:

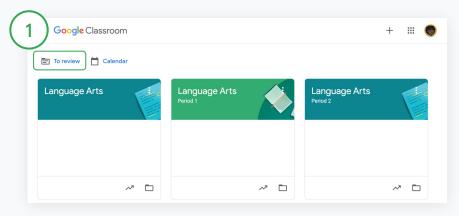
- 1. Under Grade categories, click on Add grade category.
- 2. Enter a grade category
- If you have selected Total Points or No overall grade, the under Default points, enter a whole number. If you have selected Weighted by category, the under Percentage, enter a whole number.
- 4. (Optional) To add another grade category, repeat steps 1-3.



View assignment progress

Get a quick overview of work you assigned across all your classes in one easy place.

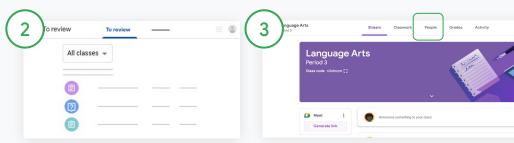
Use this tool to see the status of your work and mark work as reviewed.



View student work across all classes
In Classroom, click To review at the top.



View assignment progress



Filter by class

Click All classes and select a class. Click a title to view student submissions.

Sort work based on due dates by clicking the Down arrow or Up arrow.

Mark work as reviewed

Next to the work, click More ≡ and click Mark as reviewed.

After you mark work as reviewed, you can see it in the Reviewed list.

View a list of a student's work and its status

Click the relevant class. At the top, click People and select a student's name.

This page will show:

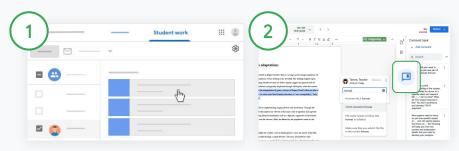
- student's assigned work and their due dates
- status of assigned, turned in, late, or missing work
- grades for classwork
- attachments to submissions
- Private comments the student sent you



Give richer feedback on assignments

Provide students with clear feedback by leaving comments on submitted assignments, or write directly on student work.

Classroom automatically saves your most-used feedback to a personalized and automated comment bank.



Leave a comment

Click the relevant class and select Classwork. Click an assignment and select View assignment.

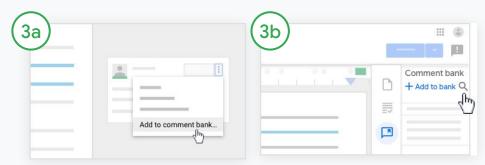
On the left, choose the student name and the file they turned in.

Select the section that you want to comment on and click Add a comment **!**.

Enter your comment and click Comment.



Give richer feedback on assignments



Create a custom comment bank for your most used comments

To add an existing comment, open the student's work. In the top-right corner of the comment box, select More and click Add to comment bank.

Make edits and click Add.

Or, enter a comment directly

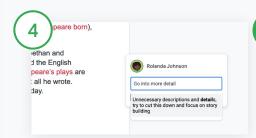
On the right of the students work, click the Comment bank.

Select Add to bank and choose between entering a single comment or multiple comments or paste a list or prepared comments.

Click Add.



Give richer feedback on assignments



Use a comment from the comment bank

Select the section you want to comment on and click Add comment 🖽.

In the comment box, begin typing your feedback and your corresponding most-used comments will automatically appear. Click the comment you want and press the Comment button to post.

Mobile app



Draw or write on student work

In your Classroom mobile app, tap the class and open an assignment.

Tap Student work and select a student's name and their attachment.

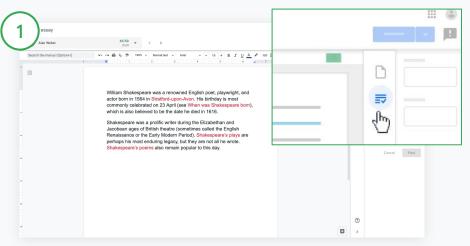
Click Edit and make notes or drawings.

Click More and then Save.



Grade with a rubric

Add a rubric to an assignment to keep grading consistent and transparent. Teachers can grade student work with rubrics displayed right alongside the assignment.



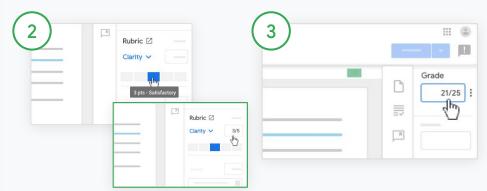
See your rubric while grading an assignment

Select the relevant class and click Classwork. Select the assignment, click View assignment, and open a student's file.

In the right column, click the Grading icon and expand or collapse a criteria description in the right column.



Grade with a rubric



Select a rating for each criterion

Within Rubric, assign a rating level for each criterion.

Click a rating level for each criterion, or if you're using the criterion for scoring, enter a number.

The rubric score automatically updates as you select rating levels.

Manually change the total grade

Within Grade, manually enter a grade for the student's assignment.

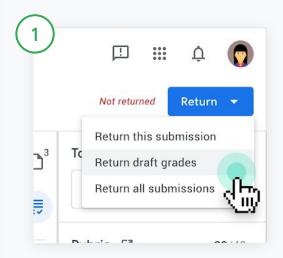


Return student work

Stay organized by returning student work right within the assignment. And share reviewed work with one or more students at a time.

Once the assignment is returned, students are able to view their grade.

Teachers can also return an assignment within the Classroom <u>gradebook</u>.



In Classroom, select the class and click Classwork. Select the assignment you want to return, and click View assignment.

Next to each student whose assignment you want to return, check the box, click **Return**, and select your preference.

Choose between:

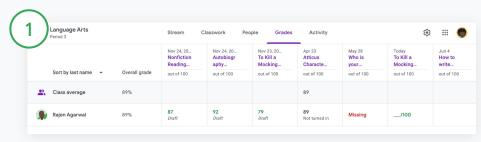
- Return this submission
- Return draft grades
- Return all submissions



Update your gradebook

Gradebook within Classroom provides one easy place to view student submissions, enter grades, return work, and review all the grades for an assignment.

Visit the <u>Help Center</u> to learn more about how to view and update your gradebook.



Open gradebook

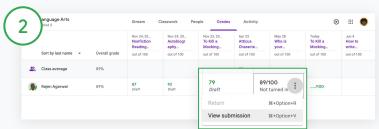
In Classroom, select the class and at the top, click Grades.

On the **Grades** page, you can view and even grade and return a student's submission.



Update your gradebook

Visit the <u>Help Center</u> to learn more about how to view and update your gradebook.

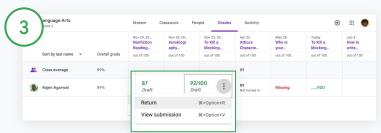


View student submissions

Within Grades, hover over a cell of a student's assignment. Click More and click View submission.

Work and grade status is color-coded:

- Red Missing work
- Green Turned in work or draft grade
- Black Returned work



Enter grades and return work within gradebook

Within Grades, enter a grade for the student's assignment.

To return the assignment, click More \equiv and click Return.

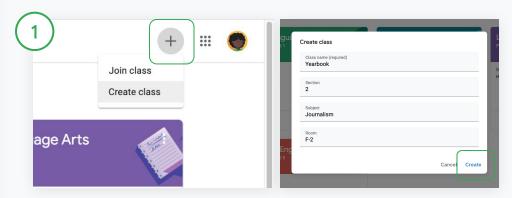


Export grades to your SIS

Export grades from gradebook directly into your Student Information System (SIS)* by first linking your class to your SIS.

Compatible SIS partners: Infinite Campus, Skyward, Skyward Qmlativ, Follet Aspen, and PowerSchool (coming soon).

Visit the <u>Help Center</u> to learn more about exporting grades and to <u>troubleshoot SIS grade import</u>.



First, link a class to your SIS

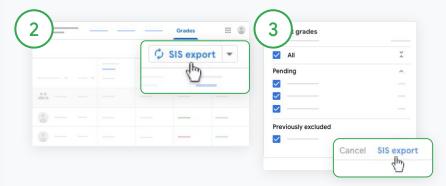
In Classroom, click Add + and select Create class.

Next to Link with, click the down arrow and select your class.

Enter your class details and click Create.

Export grades to your SIS

Visit the <u>Help Center</u> to learn more about exporting grades.



Export grades

Click the class you want to export from and select **Grades**.

On the right, click SIS export.

Grades export for any classwork with a checked box. For any grades you don't want to export, uncheck the box.

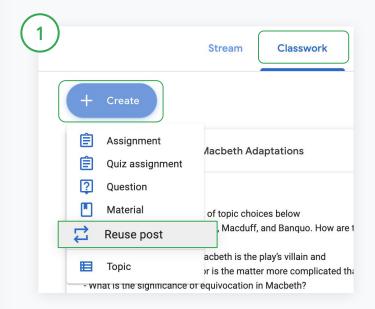
Click SIS export to export.



Reuse assignments and announcements

Save time by reusing your assignments, announcements, or other posts. Repost to the original class or a different class.

Before publishing, make updates by modifying the post and editing attachments or rubrics.

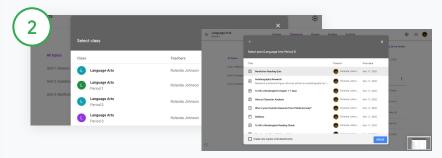


Reuse a post

In Classroom, select the class and click Classwork. Hover over Create and click Reuse post.

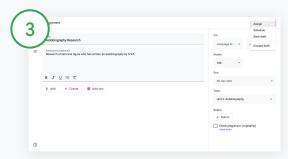


Reuse assignments and announcements



Select the class that has the post you want to reuse.

Select the post and click Reuse.



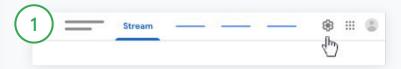
Change any information and add or delete attachments. Before reposting, choose an option:

- Save the post for later. Click to Down arrow and select Save draft.
- Reuse an assignment click Assign.
- Reuse an announcement click Post.



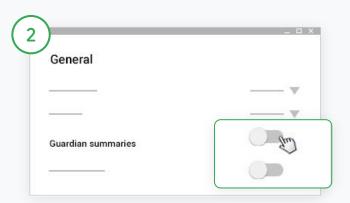
Automate guardian summaries

Keep guardians informed and engaged by inviting them to receive automatic email summaries of their students' progress. Choose which classes and guardians to include in the summaries.



Turn guardian summaries on or off

Select the class you'd like to send email summaries about and click **Settings** .

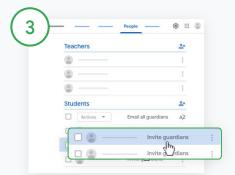


Under General, click the switch On of Off.

Click Add Class. And at the top of the page, click Save.



Automate guardian summaries



Invite or remove a guardian

Select the related class and click People.

Next to the student's name, click Invite guardians or Remove guardians.

• If inviting, enter the guardians email address(es)

Click Invite or Remove.



Email guardians

Select the relevant class and click People.

- To email one student's guardian: Next to the student's name, select More and click Email guardians. An email window opens with the email addresses populated.
- To email all guardians in a class: At the top, click Email all guardians.

Enter a subject and your message. Click **Send**.



Teachers

Tools to learn in their own way

Help students stay focused with features that let them create their most productive and customized learning environment.

- Accessibility resources enable learning opportunities for all students
- → Automatic due dates in student calendars to help them keep track of deadlines
- → Student to-do lists are customized to help them stay organized
- → Student originality reports help prevent unintentional plagiarism



Accessibility resources

Give students the freedom to adjust accessibility settings so they can learn and work in their ideal way.

Google for Education Accessibility Resource center

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Google for Education Accessibility flashcards

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Google Workspace user guide to accessibility

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[Playlist] Accessibility tips for Google Workspace

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[Classroom] Using a screen reader with Classroom

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[Chromebook] Accessibility shortcuts

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Distance Learning accessibility guide

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Guardian's Guide to Accessibility

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[Chrome extensions] <u>Snap&</u>
<u>Read</u>, <u>Co:Writer</u>,
<u>EquatIO</u>,
Read&Write

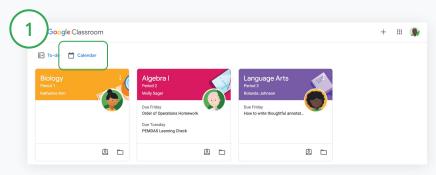
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Automatic due dates in Calendar

Enforce timelines easily with due dates that appear automatically on calendars when classwork is distributed.

For each class, you and your students share a Classroom calendar and a Google Calendar where deadlines appear.



View classwork in your Classroom calendar

At the top of Classroom, click $Menu \equiv$ and select Calendar to see all assignment due dates.

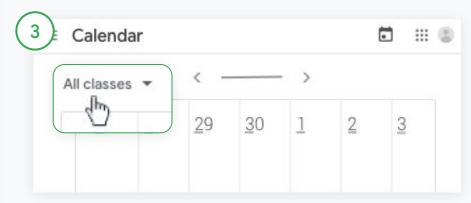


Automatic due dates in Calendar

- 2 Select an assignment to open it and find out more.
- 3 See classwork for all your classes
 Click All classes.

See classwork for only one class

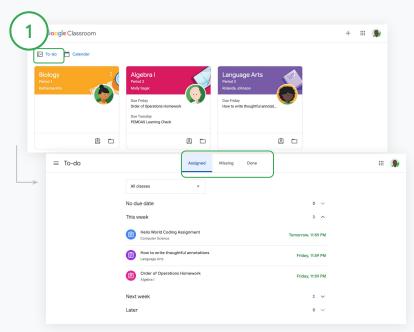
Click All classes and select the class.



Show students their custom to-do list

Enable students to stay on track and plan ahead with Classroom's automatically created to-do list personalized for each student.

Students can visit the <u>Help Center</u> to learn more ways to view classwork.



Direct students to view their all-class to-do list

At the top of Classroom, click To-do and choose an option:

- Click Assigned to see work that's been assigned to you
- Click Missing to see work that's past due
- Click Done to see work that a teacher graded or returned

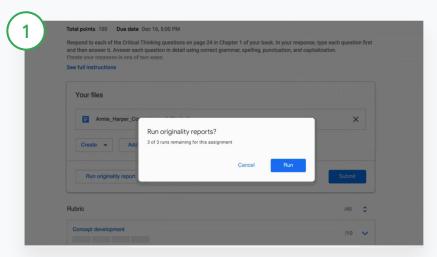


Empower students to use originality reports

Help guide critical thinking and allow students to check for unintentional plagiarism.

Originality reports bring the power of Google Search to your assignments in Google Docs, Slides, and Microsoft Word. <u>Enable originality reports</u> so students can identify any uncited content and make edits. Once submitted, Classroom automatically scans for plagiarism and makes results available to teachers.

Students can run originality reports up to 3 times.



Empower students to run an originality report on their assignment

- Within a class, students can click Classwork and select the Assignment.
- Under Your work, upload or create your file.
- Next to "Originality reports," click Run. Under the file name, click View originality report to see the report and any originality flags.



Google Classroom educator resources

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



First day of Classroom

Visit the <u>Teacher Center</u> site for resources on how to get started with Classroom, all created by real educators.



Video how-tos

Watch educator and student training videos to get started or dive deeper, see an overview of top features in Classroom 101, and subscribe to our Google for Education YouTube channel to stay connected for more ideas.



Classroom Help Center

Equipped with countless guides and step-by-step instructions, use our <u>Classroom Help Center</u> to address any and all questions.



Compatible apps

Access educator-approved apps that integrate seamlessly with Classroom to enable unlimited learning opportunities.

g.co/firstdayofclassroom



Paid features

Get more out of Classroom

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

Teachers can amplify instruction with tools that simplify everyday tasks with more Classroom capabilities:



- Create interactive assignments with practice sets to gain valuable insights at both the student and class level, and offer hints with the help of AI for students when they get stuck.
- Support active learning by assigning interactive questions for YouTube
 videos* to reinforce concepts, gauge student engagement and performance,
 and offer real-time feedback as they move through the lesson at their own
 pace.
- Help students build independent literacy skills by assigning differentiated reading activities based on Lexile® measure or grade level, with the Classroom integration* with Google's Read Along. A reading buddy, Diya, gives students real-time feedback on their pronunciation with the help of Al. Read Along also uses gamification to engage and inspire, and provides educators with auto generated insights into student progress and the ability to view accuracy, speed, and comprehension metrics.
- Enable varied learning experiences through intuitive Classroom add-ons, enhancing student-centered learning with top EdTech tools like Kahoot! and Pear Deck – available directly within Classroom using single sign-on.

Add additional capabilities to fit your institution's unique needs

Available at no charge*

Paid editions

Google Workspace for Education Fundamentals

A suite of tools available at no charge that enables collaborative learning opportunities on a secure platform.

Google Workspace for → Education Standard

Build on all the capabilities of Education Fundamentals with advanced security and analytics tools to help reduce risks and mitigate threats with increased visibility and control across your learning environment.

Teaching and Learning Upgrade

Build on all the capabilities of Education Fundamentals or Education Standard with enhanced educator tools to help elevate curriculum and course management, enrich communication and class experiences, and guide academic integrity.

Google Workspace for Education Plus

A comprehensive solution to achieve a digital transformation. Get all the capabilities of Education Fundamentals, Education Standard, Teaching and Learning Upgrade, and more.

Classroom's rich foundational capabilities include a ton of features in one central place for teaching and learning. As part of Education Fundamentals, all teachers and students get access to a comprehensive range of Classroom capabilities that help manage, measure, and enrich the learning experience.

Get all the features of Education Fundamentals, plus:

 Classroom log export for insights and analysis in BigQuery Get all the features of Education Fundamentals, plus:

- Unlimited originality reports and the ability to compare peer matches across a private repository of student submissions
- Streamline lesson planning by creating a shareable link for a class,** so educators in the same district can easily preview, select, and import high-quality classwork into each other's classes
- Classroom analytics** provide educators with insights and visibility into how students turn in, perform on, and engage with assignments so educators can make informed decisions about the best way to provide support

Get all the features of Education Standard and the Teaching and Learning Upgrade, plus:

- Sync classroom rosters with your Student Information System (SIS) for class management at scale powered by Clever¹
- 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.**

Available at no charge for qualifying institutions

^{**} Coming soor

¹Currently available in limited regions

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 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>.
- 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

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



Thank you



