

Google Classroom Tutorials



<https://classroom.google.com>

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Classroom Helps Teachers:

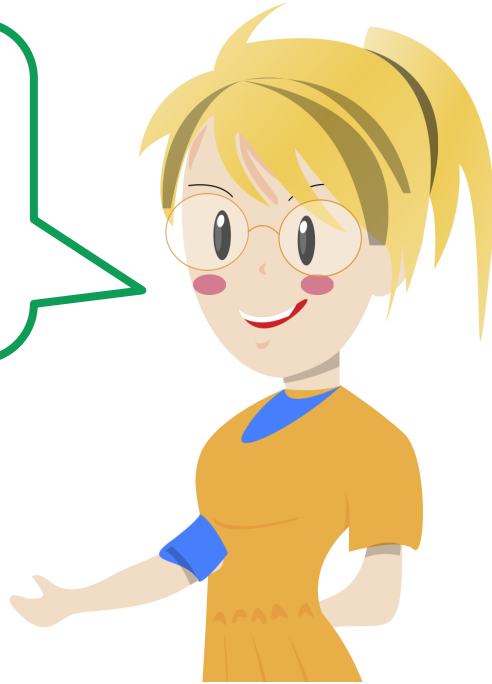
- automatically creates Drive folders for each assignment
- create and collect assignments paperlessly
- create assignments and share a single document or automatically make a copy for each student.
- See who has or hasn't completed the work
- provide direct, real-time feedback
- Students can easily see what's due, so they can stay on top of their work
- make announcements and start classroom discussions
- create, review, and grade assignments quickly, all in one place

Classroom Helps Students:

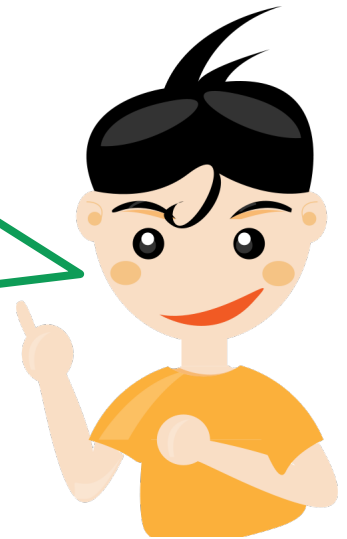
- stay organized with one Drive folder for each class/teacher
- notifies students on class stream when work is assigned and due
- class materials are automatically filed into folders in Google Drive
- communicate and assist classmates through class discussions

Teacher/Student View

When you See
me you are
looking at
the **TEACHER**
view



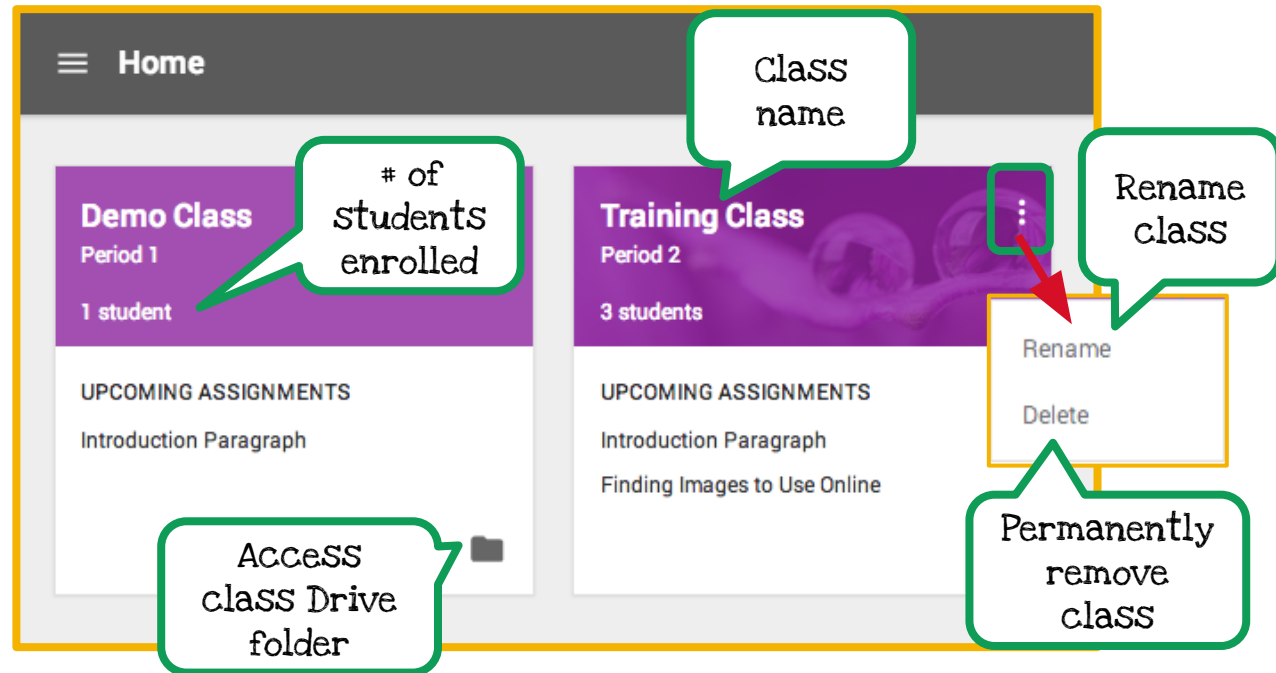
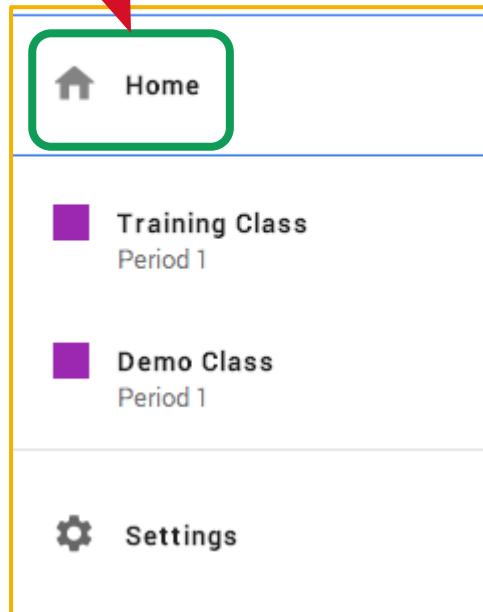
When you See
me you are
looking at the
STUDENT view



Classroom Home



The classroom home displays all classes created.



Create a New Class



Home

From Classroom Home

Demo Class
Period 1
1 student

UPCOMING ASSIGNMENTS
Introduction Paragraph

Class
Period 2
3 students

UPCOMING ASSIGNMENTS
Introduction Paragraph
Finding Images to Use Online

+

ally.fitzgerald@leanderisd.org

Create class

Join class

Create a class

Class name...

Section...

Include Section (optional)

CREATE CANCEL

Class Homepage



Switch Classes & Settings

Name of Class Training Class
Period 2

Class Section

Hover & Select to [Change Image](#)

Shows upcoming assignments 7 days in advance

Class Homepage

Add Students

Create [Announcement](#) or [Assignment](#)

Class Stream

Students can join with Class Code

UPCOMING ASSIGNMENTS

Due July 3

Introduction Paragraph

Finding Images to Use Online

CLASS CODE

Students can join the class with this code:

ASSIGNMENT Jul 1

Finding Images to Use Online

billions of images online and finding the right one can be difficult. Watch the video and tell me 4-6 things that you learned.

Google Search Finding the Perfect Images

YouTube video 8 minutes

Finding Images to Use Online

Each student will get a copy

1 TURNED IN

2 NOT TURNED IN

Training Class

Change Photo

kelly.fitzgerald@leanderisd.org

Class Homepage



Switch Classes

Name of Class Training Class

Email message from teacher: both teacher and student must have district Gmail account to receive messages

Shows upcoming assignments 7 days in advance

Class Homepage

STREAM **STUDENTS**

View students in class

Post message to class stream

Class Stream

leanderisd.org

Share with your class...

ASSIGNMENTS VIEW ALL

Due Tomorrow

Introduction Paragraph

Finding Images to Use Online

ASSIGNMENT Jul 1

Finding Images to Use Online

There are billions of images online and finding the right one can be difficult. Watch the attached video and tell me 4-6 things that you learned.

DUE: JUL 3

OPEN

Google Search Finding the Perfect Images

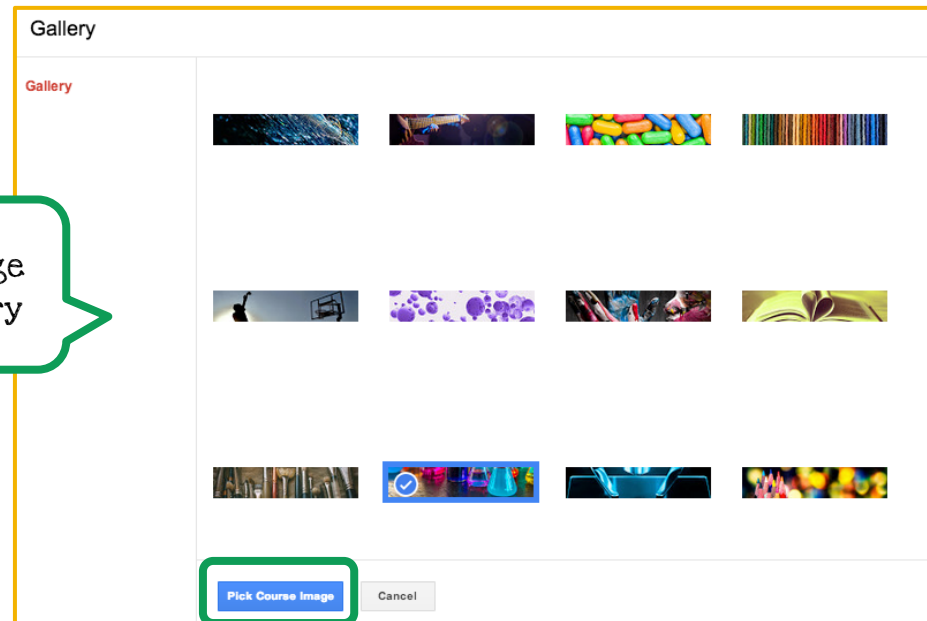
YouTube video 8 minutes

Add a comment...

Change Theme



Select image
from Gallery



Add Students



≡ Demo Class Period 1 Delete a student STREAM STUDENTS kelly.fitzgerald@leanderisd.org

ADD REMOVE EMAIL Send student(s) an email; your district must use Gmail for staff AND students for this feature to work

Manually add student(s) **OR** Give student(s) your unique class code

Welcome to your class roster!
Add students to your class using the button above, or students may join the class by entering the code:

CLASS CODE Change code Reset code Disable code

Disable Code So students can't join

Lists from contacts (Gmail), district directory, and created groups

Select students to add

Search results

☐ Select all

My contacts
All contacts
Directory
ITS C&I

Shows students added

Save students as a group

Add selected students

Add Students Save as group... Cancel

Make an Announcement



Share with your class...

Click here

Announcement

Assignment

Welcome to class! I am looking forward to a great school year.

Write announcement

Delete post

POST

Upload Drive File

Attach link

Choose classes to post to; option appears when 2+ classes are created

Training Class

Demo Class

Attach file from computer

Add YouTube Video

Displayed Announcement



The announcement will be displayed on the class stream.

ANNOUNCEMENT 11:15 PM

Welcome to class. I am looking forward to a great year.

 Add a comment...

Add
Comment
to Post

Edit message

Delete message

The screenshot shows a Google Classroom announcement post. The post header is 'ANNOUNCEMENT 11:15 PM' and the text is 'Welcome to class. I am looking forward to a great year.' Below the text is a comment section with a user profile picture and the text 'Add a comment...'. A green callout bubble points to the comment section with the text 'Add Comment to Post'. A red arrow points from a green-bordered menu icon (three dots) in the top right corner of the post to a yellow-bordered box containing the options 'Edit message' and 'Delete message'.

Make an ASSignment



Click here

Create an assignment...

Announcement Assignment

Name Assignment

Title of assignment

Description of assignment (optional)

Give assignment description (optional)

Choose due date from calendar

Jul 2, 2014 Add time

Give specific time assignment is due

Choose classes to assign assignment; option appears when 2+ classes are created

Cancel assignment

ASSIGN

Attach file from computer

Upload Drive File

Attach link

Add YouTube Video

only viewing rights

each student will get an editable copy of the file

all students will be able to edit same file

Students can view file

Students can edit file

Make a copy for each student

Training Class

Demo Class

Displayed Assignment

The assignment will be displayed on the class stream.



time Submitted

view the [assignments Submitted](#)

view the [assignments not Submitted](#)

view the [assignments Submitted](#)

view the [assignments not Submitted](#)

How Drive file was shared with students

Add a comment about the assignment

Each student will get a copy

Google Drive File; student will find file on ASSIGNMENTS Page

YouTube Video

Google Docs

Finding Images to Use Online

YouTube video 8 minutes

Google Search Finding the Perfect Images

There are billions of images online and finding the right one can be difficult. Watch the attached video and tell me 4-6 things that you learned.

Finding Images to Use Online

ASSIGNMENT 10:21 AM

DUE: JUL 3

1 TURNED IN

2 NOT TURNED IN

Edit assignment

Delete assignment

DUE: JUL 3

Submit an Assignment



The student can click on the assignment name from the class stream or the assignment sidebar to submit work.

The screenshot shows the Google Classroom interface for submitting an assignment titled "Finding Images to Use Online". The assignment is marked as "UNSUBMITTED" and has a due date of "DUE: JUL 3". The "TURN IN" button is visible. Below the assignment title, there is a section for "Conversation with teacher" with a comment input field. To the left, there is a sidebar with options: "Google Drive", "Link", and "Upload File". A red arrow points from the "CREATE" button to the "Google Drive" option in the sidebar. Another red arrow points from the "CREATE" button to the "Document" option in the file type selection menu. The file type selection menu also includes "Presentation", "Spreadsheet", and "Drawing".

add existing file

assignment title

due date

create Drive file

file created by teacher; if no file was created by teacher this will be blank

submit assignment

remove added file

add comment for teacher

add existing Drive file

add link to online Source

add file from computer

Document

Presentation

Spreadsheet

Drawing

Google Drive

Link

Upload File

TURNED IN

UNSUBMIT

The student will lose editing rights to the Drive file once the assignment is turned in. They have the option to unsubmit the assignment to obtain editing rights again.

ASSignment Alerts



The class stream will notify students when work is about to be due or overdue.

ASSIGNMENT Jul 1

Finding Images to Use Online

There are billions of images online and finding the right one can be difficult. Watch the attached video and tell me 4-6 things that you learned.

Shows alert on Class homepage stream for assignments about to be due and those overdue

DUE: TOMORROW

OPEN

ASSIGNMENTS VIEW ALL

Due Tomorrow

Introduction Paragraph

Finding Images to Use Online

Shows an alert on Sidebar for assignments about to be due

DUE: JUL 3

OPEN

so and tell me 4-6

denotes assignment has been turned in

View all Assignments



The students can click on the 'View All' link in the Assignments section on the sidebar to gain access to all submitted and unsubmitted assignments..

ASSIGNMENTS [VIEW ALL](#)

Due Tomorrow

Introduction Paragraph

Finding Images to Use Online

Click here to view all assignments

Assignments NOT TURNED IN (0/2) **TURNED IN (2/2)**

TRAINING CLASS ▾

Training Class

Finding Images to Use Online

Turned in Jul 1 90/100

Finding Images to Use Online - V

Finding Images to Use Online - Vi

shows assignments turned in

shows date turned in

shows grade when graded and returned

Introduction Paragraph

Turned in Jul 2

Introduction Paragraph - V

Assignments NOT TURNED IN (1/3) **TURNED IN (2/3)**

TRAINING CLASS ▾

Training Class

Problem Solving

DUE: JULY 7

Shows assignments still due

Submitted Assignments



Only displays assignments that have been submitted.

The screenshot shows the 'Submitted Assignments' page in Google Classroom. The interface includes a purple header with navigation tabs: '← Finding Images to Use Online', 'ASSIGNMENT DETAILS', and 'STUDENT SUBMISSIONS'. The user's name 'kelly.fitzgerald@' is visible in the top right. Below the header, there are four action buttons: 'RETURN' (blue), 'EMAIL' (envelope icon), 'FOLDER' (folder icon), and 'DOWNLOAD' (download icon). A black banner states 'Showing assignments that are turned in or returned.' with a 'CLEAR' button on the right. Below this is a table with columns: 'Student' (with a checkbox), 'Status', 'Grade', and 'Points' (with a dropdown menu set to '100'). The first row shows a student with a checked checkbox, a profile icon, and a 'Send a note' button. The status is 'TURNED IN' and the grade is 'No Grade'. Callouts provide additional information: 'return back to class homepage' points to the back arrow; 'view assignment details' points to the 'ASSIGNMENT DETAILS' tab; 'view students with submitted and unsubmitted status' points to the 'STUDENT SUBMISSIONS' tab; 'Assignment title' points to the assignment title text; 'email student; both teacher & student must have district Gmail account.' points to the 'EMAIL' button; 'view assignment Drive folder' points to the 'FOLDER' button; 'Download grades as csv file' points to the 'DOWNLOAD' button; 'clear student from list' points to the 'CLEAR' button; 'return work back to student to edit/redo' points to the 'RETURN' button; 'assignment status' points to the 'TURNED IN' status; 'click to assign grade' points to the 'No Grade' text; and 'assign point value: 1, 20, 50, 100, or no point value' points to the points dropdown menu.

return back to class homepage

view assignment details

view students with submitted and unsubmitted status

← Finding Images to Use Online ASSIGNMENT DETAILS STUDENT SUBMISSIONS kelly.fitzgerald@

Assignment title

email student; both teacher & student must have district Gmail account.

view assignment Drive folder

Download grades as csv file

clear student from list

return work back to student to edit/redo

RETURN EMAIL FOLDER DOWNLOAD

Showing assignments that are turned in or returned. CLEAR

✓ Student Status Grade Points 100

✓ [Profile Icon] Send a note

TURNED IN No Grade

assignment status

click to assign grade

assign point value: 1, 20, 50, 100, or no point value

UnSubmitted Assignments

Only displays assignments that have not been submitted.



return back to class homepage

view assignment details

view students with submitted and unsubmitted status

Assignment title

email student; both teacher & student must have district Gmail account.

view assignment progress

Download grades as csv file

clear students from list

assigned point value: 1, 20, 50, 100, or no point value

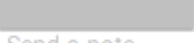
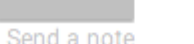
assignment status

click to assign grade

← Finding Images to Use Online ASSIGNMENT DETAILS STUDENT SUBMISSIONS kelly.fitzgerald@lear

RETURN EMAIL FOLDER DOWNLOAD

Showing assignments that are not turned in.

☒	Student	Status	Grade	Points
☐	  Send a note	NOT TURNED IN	No Grade	100
☐	  Send a note	NOT TURNED IN	No Grade	

ASSignment Submissions



Click on the assignment from class stream or assignment sidebar and select student submissions. This view will show all students and assignment status.

← Finding Images to Use Online ASSIGNMENT DETAILS **STUDENT SUBMISSIONS** kelly.fitzgerald@leanderisd.org

assignment name Assignment: Finding Images to Use Online

RETURN EMAIL FOLDER DOWNLOAD

☐	Student	Status	Grade	Points	100
☒	v [redacted]	RETURNED Jul 2, 11:08 AM TURNED IN Jul 2, 10:59 AM	90/100		change grade
Finding Images to Use Online - v [redacted]					
	Kelly Fitzgerald 11:23 AM	Good job!	Comments left		
	Add a comment...				
☐	c [redacted]	NOT TURNED IN	No Grade	assign grades	
☐	[redacted]	NOT TURNED IN	No Grade		

students with work turned in

students with work not turned in

date/time assignment was turn in and returned

Grade Assignments



Grade assignments from the Submitted Page & and the Student Submissions Page.

After grading, return assignment back to student

email student; both teacher & student must have district Gmail account.

Access assignment Drive folder with submitted assignment

Download grades as csv file

Showing assignments that are turned in or returned. CLEAR

☒	Student	Status	Grade	Points
☒	[Redacted Name]	TURNED IN Jul 2, 10:59 AM UNSUBMITTED Jul 1, 12:02 PM	90/100 Not Returned	100

Finding Images to Use Online - Vi [Redacted Title]

name of assignment

add comments

status of when turned in

type in grade

change point value

The teacher gets editing rights to the file when the student turns in the assignment. Once the teacher returns the assignment the rights switch from editing to commenting.

View Graded Assignments



Students can click on assignment name from the class stream or from the assignments sidebar.

This block shows two parts of the interface. On the left is a sidebar with a yellow border containing the text 'ASSIGNMENTS VIEW ALL', 'Due Tomorrow', 'Introduction Paragraph', and 'Finding Images to Use Online' (which is highlighted with a green box). On the right is a larger view of the assignment 'Finding Images to Use Online' (also highlighted with a green box). It includes a video thumbnail titled 'Google Search Finding the Perfect Images' and a description: 'These are images of images, called meta-images. Finding the right one can be difficult. Watch the attached video and tell me 4-6 things that you learned.' The due date is 'JUL 3' and the status is 'OPEN'.

This block shows the 'Assignment Details' page for 'Finding Images to Use Online'. The page has a purple header with navigation tabs: 'Finding Images to Use Online', 'ASSIGNMENT DETAILS', and 'MY ASSIGNMENT'. The main content area shows the assignment title, a grade of '90/100' (with 'Grade' written above it), and a status of 'RETURNED' with a question mark icon. A blue 'RE-SUBMIT' button is visible. Below this is a section for 'Conversation with teacher' with a text input field and a 'Send comment to teacher' button. A 'Google Docs' document is also shown. Several green callout boxes provide instructions: 'Assignment status' points to the 'RETURNED' status; 'Points earned / total points' points to the '90/100' grade; 'Re-submit assignment if changes were made' points to the 'RE-SUBMIT' button; 'Comment from teacher' points to the text input field; and 'Send comment to teacher' points to the 'Send comment to teacher' button.

Drive Folder(s)

Classroom automatically creates a folder for each assignment you create.



The screenshot shows the Google Drive interface. On the left, the 'My Drive' sidebar shows a hierarchy: Classroom > Training Class > Finding Images to Use Online. A green box highlights the 'Classroom' and 'Training Class' folders, with a callout saying 'Folders for each class'. Another green box highlights the 'Finding Images to Use Online' folder, with a callout saying 'Folders for each assignment'. The main area shows the 'Finding Images to Use Online' folder contents. A table lists files, with one file 'Finding Images to Use Online - V...' highlighted. A callout points to this file saying 'Turned in assignments'.

TITLE	OWNER	LAST MODIFIED
Finding Images to Use Online - V...	Vi...	Jul 1 vi...

Drive Folder(s)



Classroom automatically creates a folder for each class the student is enrolled into.

The screenshot shows the Google Drive interface. On the left, the 'My Drive' sidebar is visible, containing a 'Classroom' folder. A green callout box points to this folder with the text 'Folders for each class'. The main area shows the 'Training Class' folder. A green callout box points to a file named 'Finding Images to Use Online - V...' with the text 'class assignments'. The interface includes a top bar with 'Drive' and 'Training Class' labels, and a table of files with columns for 'TITLE', 'OWNER', and 'LAST MODIFIED'.

TITLE	OWNER	LAST MODIFIED
Finding Images to Use Online - V...	me	Jul 1 me

Google Classroom



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