



# Google Classroom

## Setting Up Your Class

# What is Classroom?

Google Classroom is designed to help teachers effectively manage document sharing and provide feedback to their students.

Google Classroom works side-by-side with Google Drive.

# Classroom is NOT:

A learning management system (LMS)

A student information system (SIS)

A gradebook

Classroom is designed to fit alongside your existing solutions (i.e. Moodle, Edmodo, Hapara, PowerSchool, etc)

# Accessing Classroom

Google Classroom can be accessed at [classroom.google.com](https://classroom.google.com).

Currently Classroom is invitation-only, but is expected to be publically available in September of 2014.

# Teacher Setup

Classroom is designed to be used by teachers without input from IT or Tech Support.

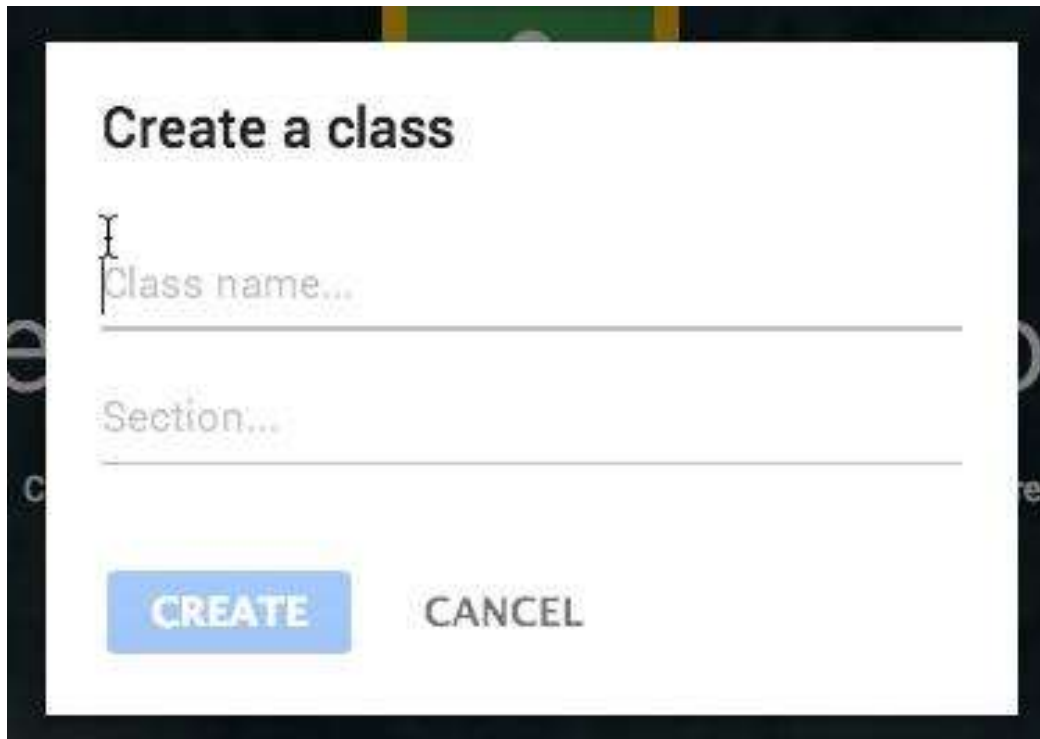
Setting up your classroom will take less than 5 minutes per class!

# Teacher Setup



# Teacher Setup

Enter class name and period (optional)



The screenshot shows a 'Create a class' dialog box. It has a title 'Create a class' at the top. Below the title are two text input fields: 'Class name...' and 'Section...'. At the bottom of the dialog are two buttons: 'CREATE' (highlighted with a blue glow) and 'CANCEL'.

# Classroom “home”

The screenshot shows a web browser window with the address bar displaying <https://classroom.google.com/c/MTMxNTgx>. The browser's toolbar includes various icons and a bookmarks bar with links like GCT, Settings, GET, Google Sites, JrS g+, quietube, and CopperHarbor. The Classroom page features a purple header with a background of purple spheres. The word "Biology" is centered in the header, with a small "1" below it. Below the header is a purple navigation bar with the words "STREAM" and "STUDENTS". The main content area is divided into several sections: a box on the left titled "UPCOMING ASSIGNMENTS" stating "This class has no assignments due soon."; a box below it titled "CLASS CODE" showing the code "pefbj5" and a dropdown arrow; a central box titled "Share with your class..." with a speech bubble icon and a list of items including "Announcement" and "Assignment"; a large box on the right titled "Welcome to your class!" with the text "Do you want to take a tour to learn more?" and a "START TOUR" button; and a small "Send Feedback" button in the bottom right corner.

Classroom

<https://classroom.google.com/c/MTMxNTgx>

GCT Settings GET Google Sites JrS g+ quietube CopperHarbor Other Bookmarks

Biology  
1

STREAM STUDENTS

UPCOMING ASSIGNMENTS  
This class has no assignments due soon.

CLASS CODE  
Students can join the class with this code:  
pefbj5

Share with your class...

Announcement Assignment

Welcome to your class!  
Do you want to take a tour to learn more?

START TOUR

Send Feedback



# Change cover image

Classroom

Journal Article - Google D

Journal Article - Google D

https://classroom.google.com/c/MTMxNTgx

Other Bookmarks

Settings

GET

Google Sites

JrS g+

quietube

jrsowash@sowashventures.com

Biology

1

STREAM

STUDENTS

UPCOMING ASSIGNMENTS

Due Tomorrow

Lab Data Sheet

Lab Data Sheet

Create an assignment...

Announcement

Assignment

ASSIGNMENT Jun 23

DUE: JUN 24

Send Feedback



# Enrolling Students

Two ways to enroll students:

- By email address
- via a unique classroom code

*Note: Students and teacher must be in the same domain (same email address).*

*Classroom does not currently support multi-domain districts.*

Classroom

https://classroom.google.com/c/MTMxNTgx

Other Bookmarks

# Biology

1

STREAM STUDENTS

UPCOMING ASSIGNMENTS

This class has no assignments due soon.

CLASS CODE

Students can join the class with this code:

pefbj5

Share with your class...

Announcement Assignment

Welcome to your class!

Do you want to take a tour to learn more?

START TOUR

Send Feedback



# Teacher Tip:

If you plan on enrolling your students, you will need their email addresses.

The easiest way to add students via email is to create a contact group within Gmail. Give the group the same name as your class (i.e. “Biology 1”)

Select students to add



# Contact Groups



My contacts

All contacts

Allendale EL

BAISD 14

Biology 1

Directory

Starred in Android



teacher@allendale.k12.mi.us



teacher@allendale.k12.mi.us



teacher@allendale.k12.mi.us



teacher@allendale.k12.mi.us

Add Students

Save as group...

Your Gmail contacts will be displayed within Classroom. Select a contact group or individual users to enroll them in your class.



Distribute the unique class code and students can self-enroll. Code can be disabled or reset if unauthorized individuals begin to join.

ADD

REMOVE

EMAIL

CLASS CODE pefbj5 ▾



Students ▾



Edmund Pevensie



Eustace Scrubb



Jill Pole



Lucy Pevensie



Peter Pevensie



Polly Plummer



Susan Pevensie



Enrolled Students will be listed  
in the class roster and can be  
removed if necessary.

# Class Announcements

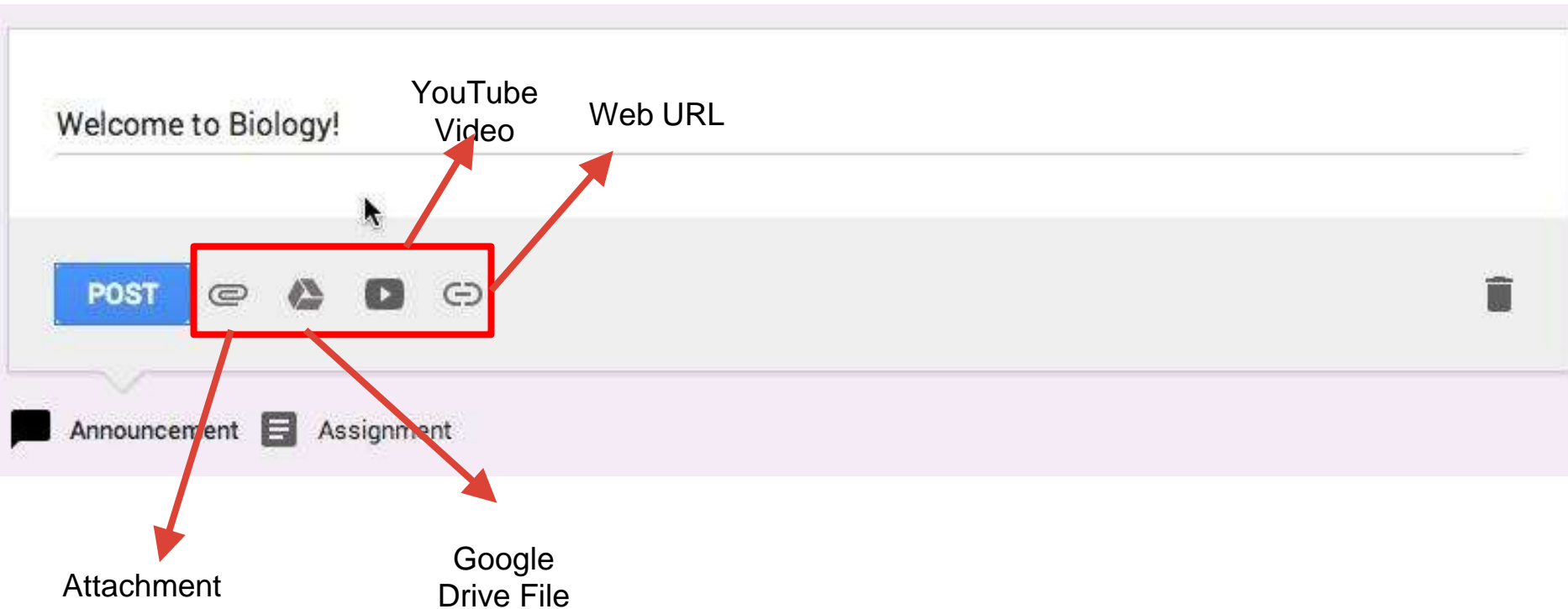
Google Classroom provides a simple “announcement” feature which allows teachers to send messages to all enrolled students.

The messaging tool can include links, attachments and videos.

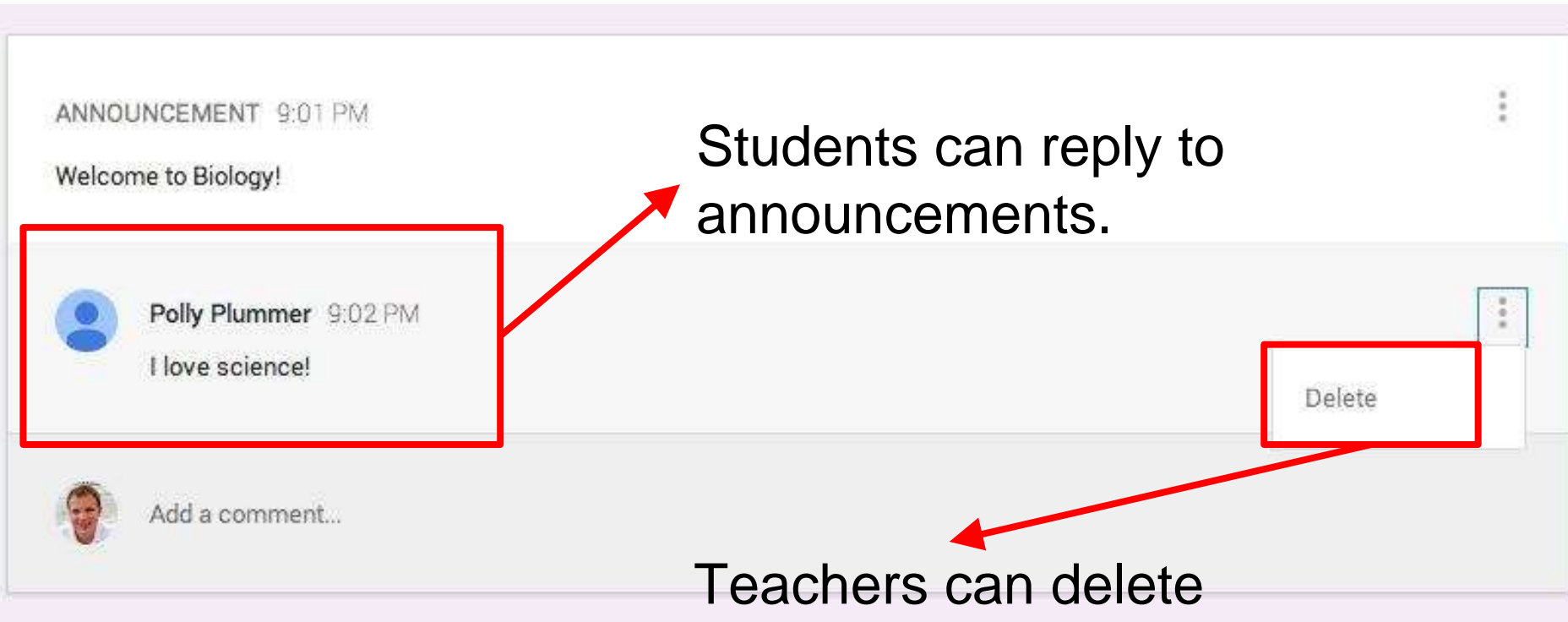
Students can reply to announcements.



# Classroom Announcement Tool



# Posted Announcement



Students can reply to announcements.

Teachers can delete student posts if moderation is needed.

# Class Assignments

The primary purpose of classroom is to make distributing assignments to students easier.

Assignments can include a due date and time.

Assignments can include a link, video, or attachment.

# Classroom Assignment Screen

Biology Lab 1 Assignment Name

Please use this spreadsheet to collect your lab data this week. Assignment description

Due Jun 24, 2014 11:59 PM X

Due date / time

M&M Data (Belvidere)

Google Sheets

Students can view file X

ASSIGN



Attachment / Video / Link



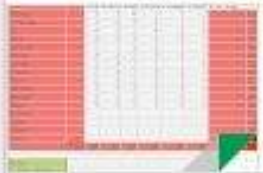
# Classroom Assignment Screen

Biology Lab 1

Please use this spreadsheet to collect your lab data this week.

Due Jun 24, 2014 11:59 PM X

This is where the  
“magic” happens!



M&M Data (Belvidere)

Google Sheets

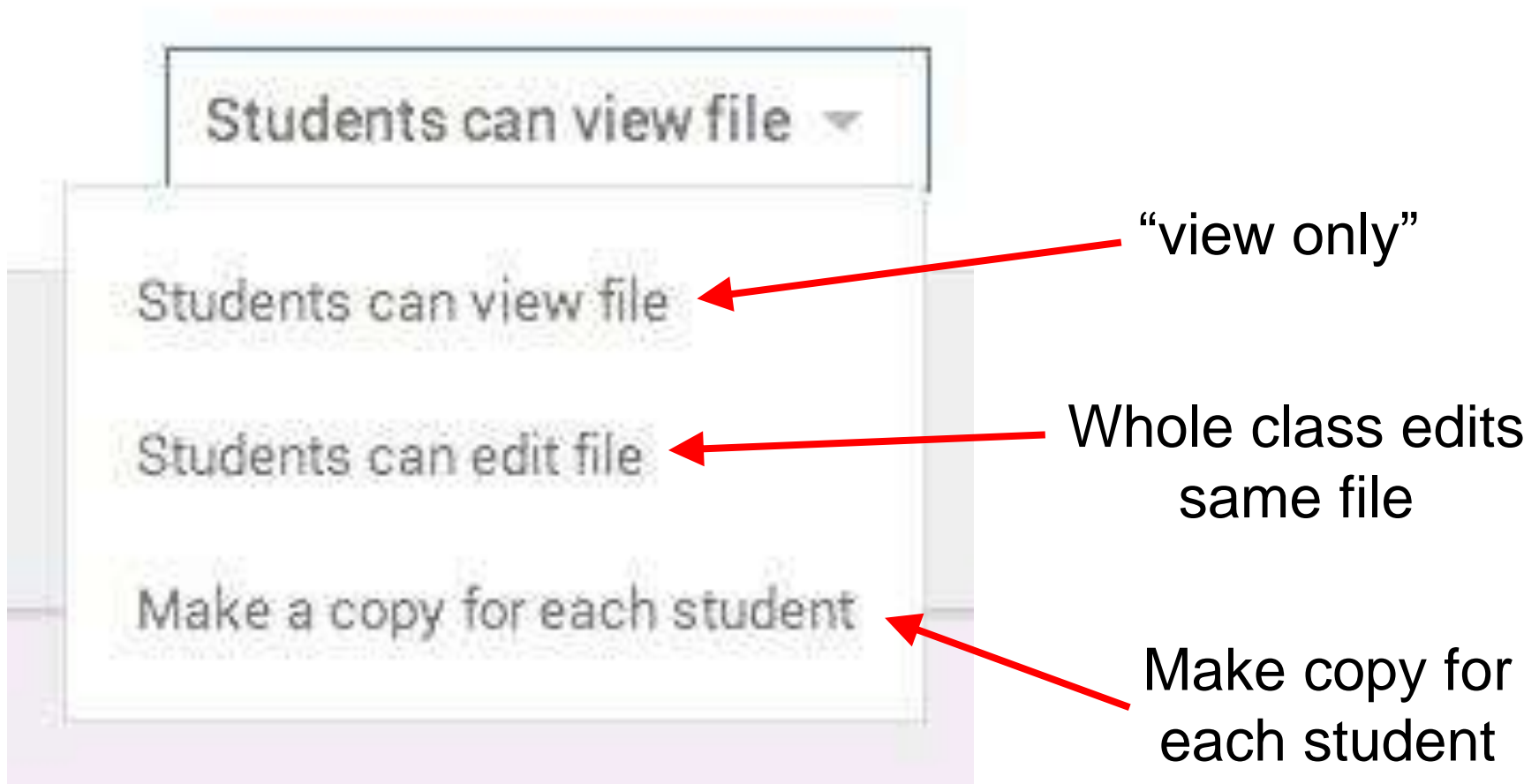
Students can view file ▼



ASSIGN



# Student View / Edit Rights



A screenshot of the Google Classroom sharing interface. A dropdown menu is open, showing three options: "Students can view file", "Students can edit file", and "Make a copy for each student". Three red arrows point from text annotations to these options. The first arrow points to "Students can view file" with the annotation "view only". The second arrow points to "Students can edit file" with the annotation "Whole class edits same file". The third arrow points to "Make a copy for each student" with the annotation "Make copy for each student".

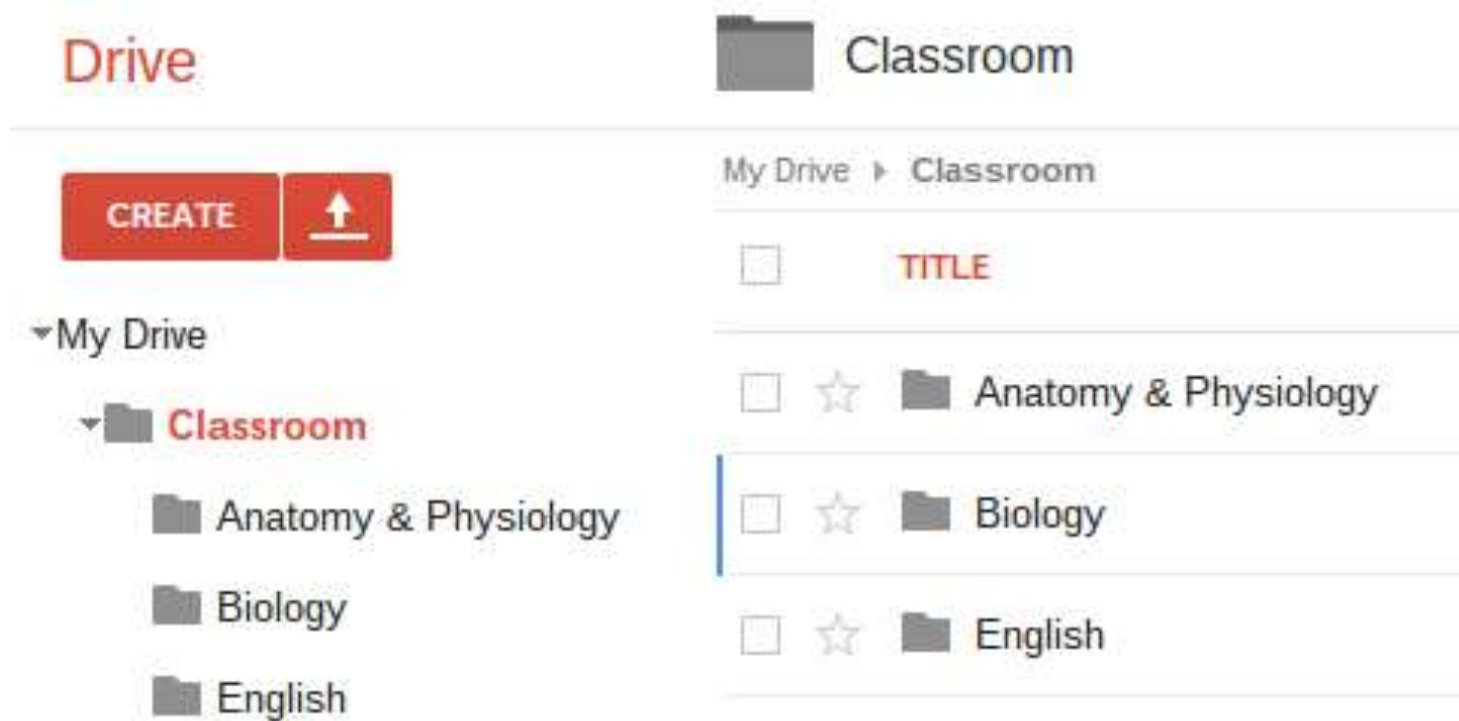
Students can view file ▼

Students can view file ← “view only”

Students can edit file ← Whole class edits same file

Make a copy for each student ← Make copy for each student

# Classroom creates a folder structure in the students Drive account.



# Assignments - Teacher View

ASSIGNMENT 9:58 PM

DUE: JUN 24

## Lab Data Sheet

Use this spreadsheet to collect your lab data on Tuesday.

0

TURNED IN

7

NOT TURNED IN

M&M Data (Belvidere)

Google Sheets

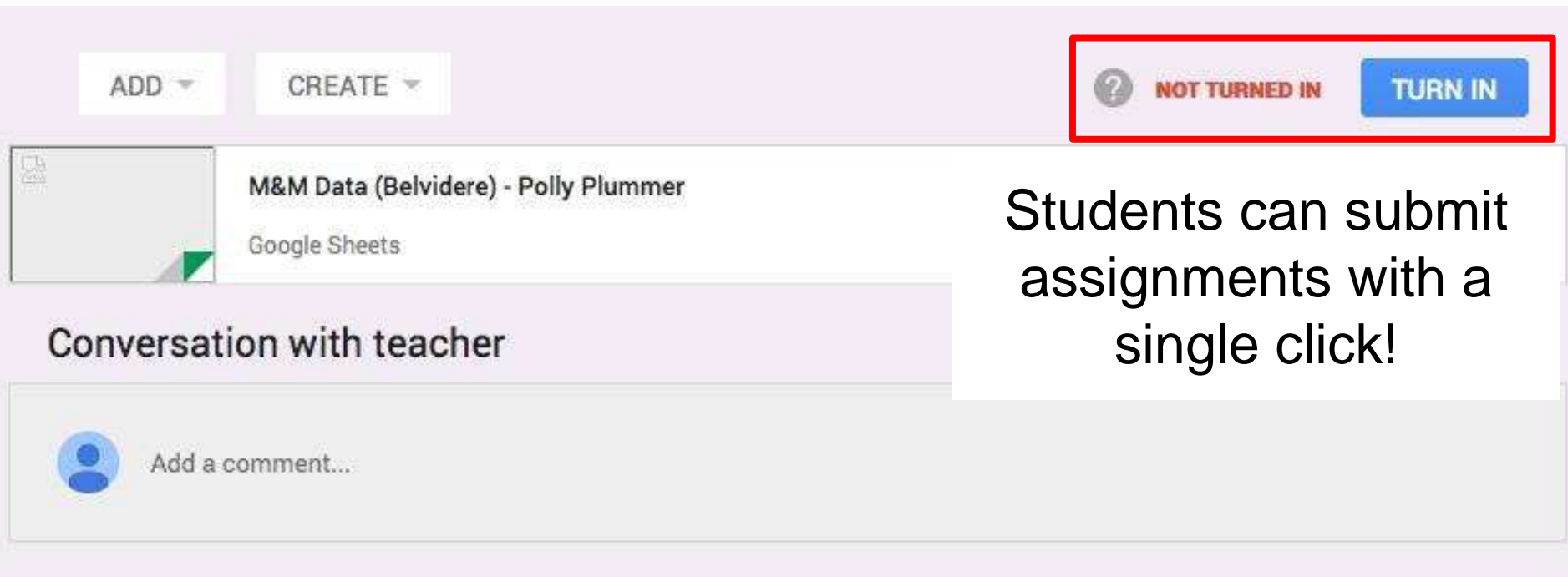


Add a comment...

Teachers can easily determine how many assignments have been turned in.



# Assignments - student view



The screenshot shows the student interface for an assignment. At the top, there are two buttons: 'ADD' and 'CREATE', both with dropdown arrows. To the right, a red box highlights a status area containing a question mark icon, the text 'NOT TURNED IN', and a blue 'TURN IN' button. Below this, the assignment details are shown: a thumbnail of a Google Sheet icon, the title 'M&M Data (Belvidere) - Polly Plummer', and the text 'Google Sheets'. A section titled 'Conversation with teacher' is visible, featuring a user profile icon and a text input field with the placeholder 'Add a comment...'. A white text box on the right side of the screenshot contains the text: 'Students can submit assignments with a single click!'.

ADD ▾ CREATE ▾

?

NOT TURNED IN

TURN IN

M&M Data (Belvidere) - Polly Plummer

Google Sheets

Conversation with teacher

Add a comment...

Students can submit assignments with a single click!

# Assignments - student view



Students can also submit  
assignments directly from  
Google Docs!

# Class Assignments

Teachers do not have access to student work until submitted.

Students may choose to manually share files if desired.

Once submitted, teacher becomes the owner of the Doc and student can no longer edit.

# Class Assignments

Students can submit/unsubmit as necessary.

Due dates/times do not (at this time) have an impact on document editing or submissions.

# Grading Assignments

Open Drive folder with assignments.

Download CSV of grades.

## Assignment: Journal Article

RETURN

EMAIL

FOLDER

DOWNLOAD

Minimal grade scale options.



Students

Status

Grades

Points 100



Edmund Pevensie  
Send a note

TURNED IN



Eustace Scrubb  
Great job eustace!

TURNED IN

96/100

Not Returned

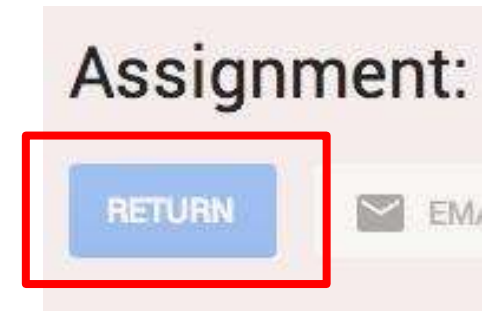
76/100

Not Returned

Enter a numerical grade

Add a personal note/comment

When finished grading and commenting on assignments, “return” them to students for review or revisions.

A screenshot of a 'Return assignment' dialog box. The title 'Return assignment' is at the top. Below it is a warning message: 'You will lose the ability to edit any student file submissions, and the original student will be able to edit it.' Below the warning is the text 'Feedback for 7 students'. There is a text input field with the placeholder 'Add a note (optional)'. At the bottom are two buttons: 'RETURN ASSIGNMENT' (blue) and 'CANCEL' (grey).

**Return assignment**

You will lose the ability to edit any student file submissions, and the original student will be able to edit it.

Feedback for 7 students

Add a note (optional)

**RETURN ASSIGNMENT** CANCEL

# Grading Assignments

Teachers can provide feedback to students through Classroom.

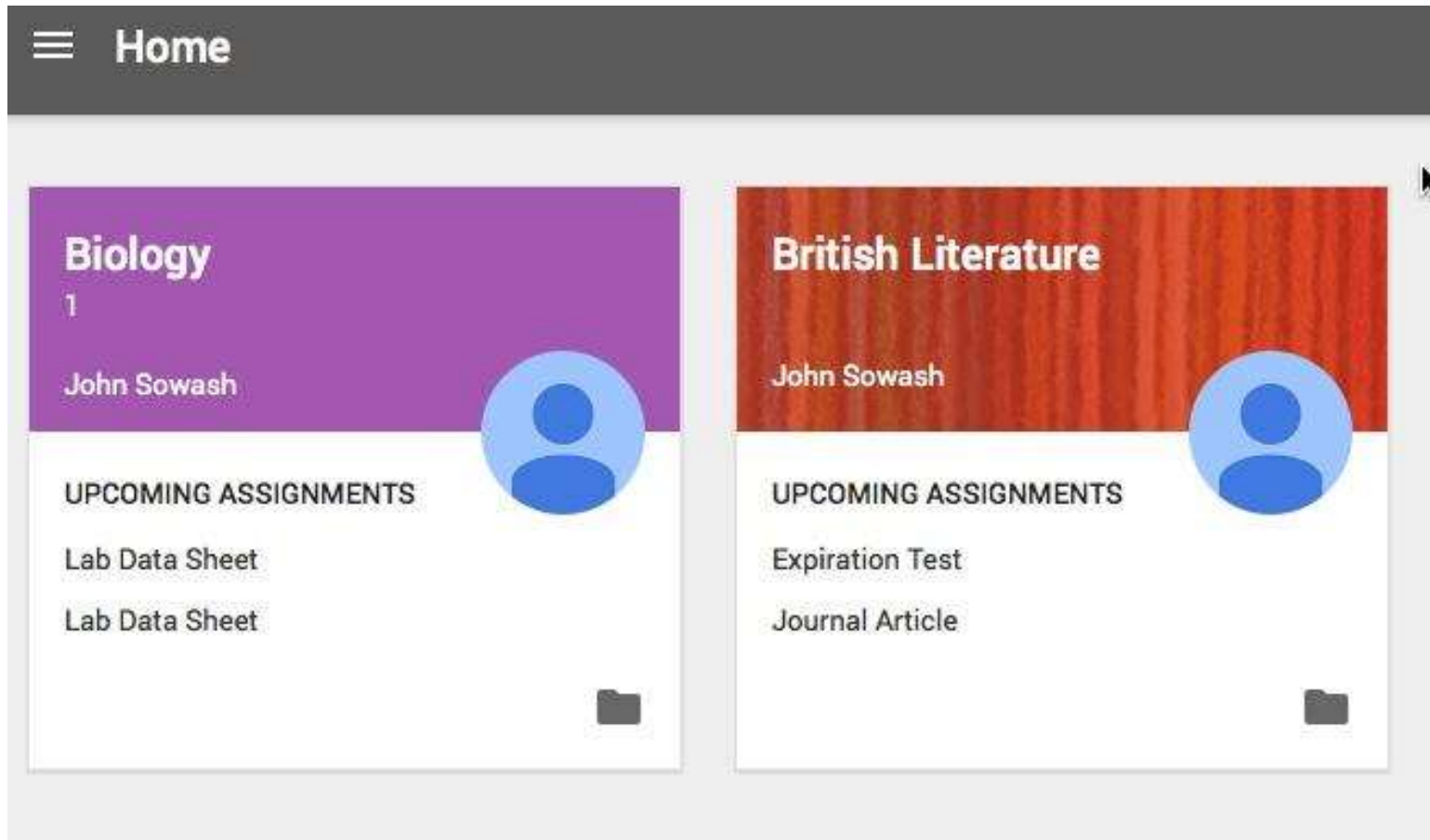
Students can ask questions and respond to teacher comments.

Teachers can also add comments within the Doc / Presentation / etc to leave feedback.



# Student Features

# Easily switch between classes



# Student dashboard with multi-class view. Shows pending assignments.

SHOW ALL CLASSES ▾


NOT TURNED IN (4/5)

TURNED IN (1/5)

Biology


Photo Caption Contest

DUE: JUNE 17

 Photo Caption Contest (Belvidere)


Cell Map - Edit

DUE: JUNE 17

 [Template] Parts of the Cell - Mind Map

Watch Pre-Lab Video


DUE: JUNE 18

 Earthworm Dissection Lab

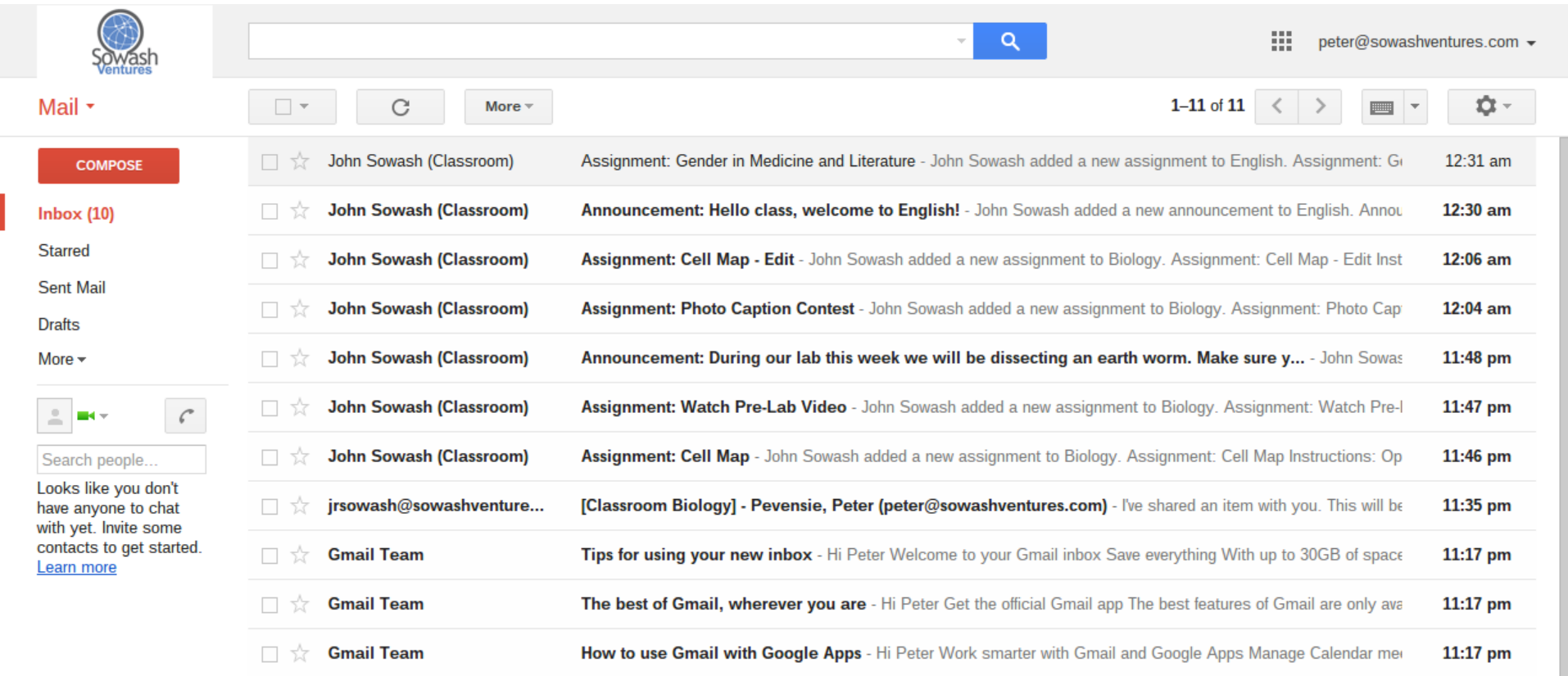
English

Gender in Medicine and Literature

DUE: JUNE 19

 The Rest Cure: Gender in Medicine and Literature

# Students receive email notifications for all announcements and assignments



The screenshot displays a Gmail interface. At the top, the 'Sowash Ventures' logo is on the left, a search bar is in the center, and the email address 'peter@sowashventures.com' is on the right. The left sidebar shows the 'Mail' menu with options like 'Compose', 'Inbox (10)', 'Starred', 'Sent Mail', 'Drafts', and 'More'. Below this is a chat section with a 'Search people...' box and a message: 'Looks like you don't have anyone to chat with yet. Invite some contacts to get started. [Learn more](#)'. The main inbox area shows a list of 11 emails. The first 10 emails are from 'John Sowash (Classroom)' and contain assignment or announcement notifications. The last three emails are from the 'Gmail Team' and contain tips for using Gmail. Each email entry includes a checkbox, a star icon, the sender, the subject, a preview of the email content, and the time.

Sender	Subject	Preview	Time
John Sowash (Classroom)	Assignment: Gender in Medicine and Literature	John Sowash added a new assignment to English. Assignment: Gi	12:31 am
John Sowash (Classroom)	Announcement: Hello class, welcome to English!	John Sowash added a new announcement to English. Annou	12:30 am
John Sowash (Classroom)	Assignment: Cell Map - Edit	John Sowash added a new assignment to Biology. Assignment: Cell Map - Edit Inst	12:06 am
John Sowash (Classroom)	Assignment: Photo Caption Contest	John Sowash added a new assignment to Biology. Assignment: Photo Cap	12:04 am
John Sowash (Classroom)	Announcement: During our lab this week we will be dissecting an earth worm. Make sure y...	John Sowas	11:48 pm
John Sowash (Classroom)	Assignment: Watch Pre-Lab Video	John Sowash added a new assignment to Biology. Assignment: Watch Pre-l	11:47 pm
John Sowash (Classroom)	Assignment: Cell Map	John Sowash added a new assignment to Biology. Assignment: Cell Map Instructions: Op	11:46 pm
jrsowash@sowashventure...	[Classroom Biology] - Pevensie, Peter (peter@sowashventures.com)	I've shared an item with you. This will be	11:35 pm
Gmail Team	Tips for using your new inbox	Hi Peter Welcome to your Gmail inbox Save everything With up to 30GB of space	11:17 pm
Gmail Team	The best of Gmail, wherever you are	Hi Peter Get the official Gmail app The best features of Gmail are only ava	11:17 pm
Gmail Team	How to use Gmail with Google Apps	Hi Peter Work smarter with Gmail and Google Apps Manage Calendar mei	11:17 pm

# Sample system email message delivered to student

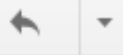
Assignment: Gender in Medicine and Literature

Inbox x



**John Sowash (Classroom)** <no-reply-classroom+66ee3614@google.com>

12:31 AM (11 minutes ago) ☆



to me ▾

John Sowash added a new assignment to English.

Assignment: Gender in Medicine and Literature

Instructions: Please read this article prior to class on Thursday.

Due date: Jun 19

View assignment: <https://classroom.google.com/c/MTA5Nzc5/a/MTEExNDE1>

You are receiving this email because you are signed up for English. Click to unsubscribe from these emails:

<https://classroom.google.com/s>



# Missing Features

# Missing Features

No Google Calendar Integration

No Google Sites integration

Not ideal for large projects (sharing multiple docs and templates; mixed editing rights)

Minimal grading options / features

# John R. Sowash

John Sowash is an experienced educator and former school administrator who challenges educators to lead their classrooms with creativity and inspiration. John inspires educators to use technology connect with and challenge students. Schools around the world have invited John to come and share with them.

**John R. Sowash, M.Ed**231-sowash-

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Twitter: [@jrsowash](https://twitter.com/jrsowash)Professional

Blog: [The Electric Educator](#)[Google Profile](#) (links to all of my social media feeds)

