



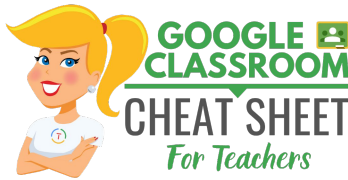
GOOGLE 
CLASSROOM

CHEAT SHEET

For Teachers

BY KASEY BELL

Shake Up Learning®



Written by Kasey Bell

ShakeUpLearning.com

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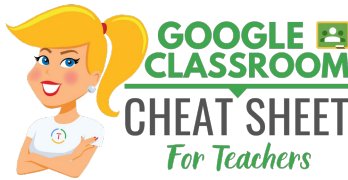


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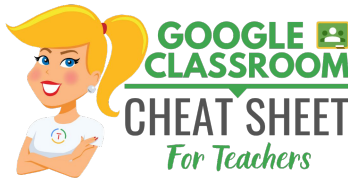
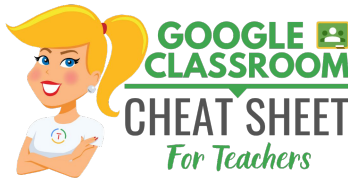


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GOOGLE CLASSROOM

[Google Classroom](#) is a free application designed to help students and teachers communicate, collaborate, manage assignments, go paperless, and stay organized.

This cheat sheet will give you step-by-step instructions for using Google Classroom on the **web**, setting up classes, creating announcements, discussions, assignments, assignment management and tips! You will also find helpful screenshots of Google Classroom. This reference guide is great for new users and full of handy reminders and tips for more experienced users. There are additional links and resources included in this cheat sheet. If you are viewing this electronically, the links should be clickable.

Things You Should Know:

- **G Suite for Education:** Google Classroom is available to both personal Google accounts and G Suite for Education accounts, however, you should only use Google Classroom with your school account.
- **Grade levels:** Google Classroom can be used at any grade level, depending on the skills of the teacher and the skills of the students. Students will need to be able to login to Google Classroom using their Google credentials.
- **Google Chrome:** To maximize the features in Google Classroom on the web, teachers and students should use the Google Chrome Browser. Google Chrome is a fantastic learning environment for all things Google!
- **Google Classroom Mobile App:** The Google Classroom mobile app is available on [iOS](#) and [Android](#). (Functionality will vary.)
- **Menus:** Google uses two symbols across Google Classroom, and other Google applications (including mobile applications) to represent menus and more actions:

-  **three lines = menu** (usually the main menu)
-  **three dots = more actions** (additional options and actions)

Anytime you see these symbols, there are additional features, actions or options to explore.

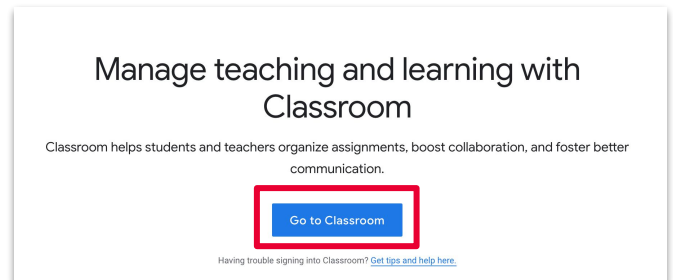
- **Support:** Google offers a great support page available here: support.google.com/edu/classroom
- **Additional Resources:** You will find additional Google Classroom tips and resources here: shakeuplearning.com/googleclassroom

FIRST LOGIN FOR TEACHERS

Go to classroom.google.com.

The first time you arrive at the Google Classroom website (if you have never logged in) you will see a screen like the one to the right.

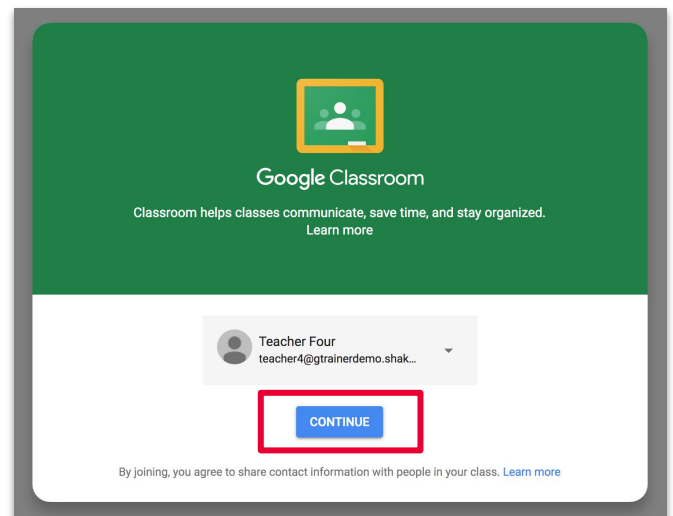
CLICK “Go to Classroom” button.



LOGIN

You will then be prompted to login with your Google credentials. If you are using Google Classroom with K12 students, you must use your G Suite for Education account (School Login).

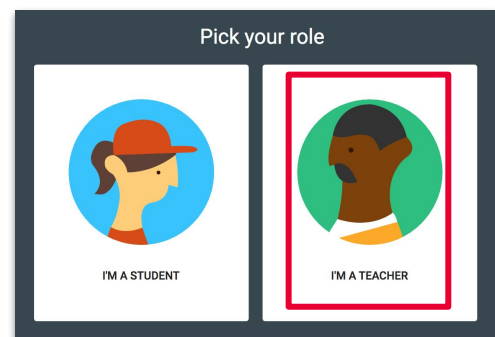
After you enter your email and password, **CLICK “Continue”**.



SELECT YOUR ROLE

Teachers, please select the teacher role.

- **Teacher role:** Can create and join classes in Google Classroom.
- **Student role:** Can ONLY join classes in Google Classroom.



Note: You cannot change your role later, so be sure to select the correct role. If you or your students select the incorrect role, you must contact your G Suite administrator to correct the error.

Check out this post for 6 Tips for Getting Started with Google Classroom:

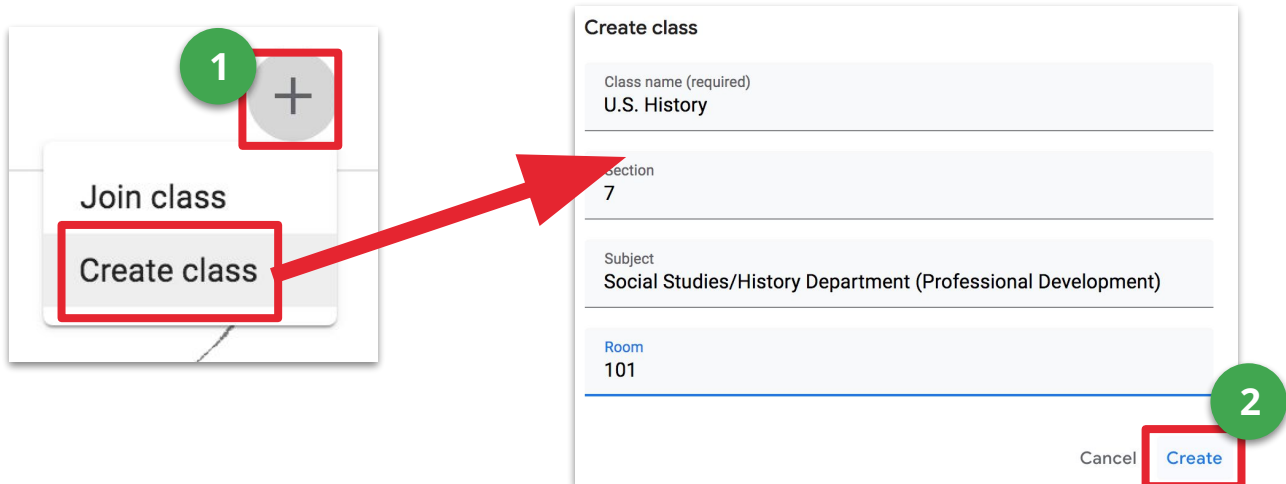
shakeuplearning.com/gettingstartedgc

CREATE AND CUSTOMIZE YOUR CLASS

1 Create and Name Your Class

Click the + to create a class.

2 Enter a name for your class, and be consistent across all of your classes. (Section, subject and room are all optional fields.) Then, **CLICK "Create."**



The image shows a sequence of two steps in the Google Classroom interface. Step 1 shows a 'Join class' dialog box with a '+' button highlighted by a red box and a green circle with the number '1'. A red arrow points from this '+' button to the 'Create class' form. Step 2 shows the 'Create class' form with the following fields: 'Class name (required)' with the value 'U.S. History', 'Section' with the value '7', 'Subject' with the value 'Social Studies/History Department (Professional Development)', and 'Room' with the value '101'. The 'Create' button at the bottom right of the form is highlighted by a red box and a green circle with the number '2'.

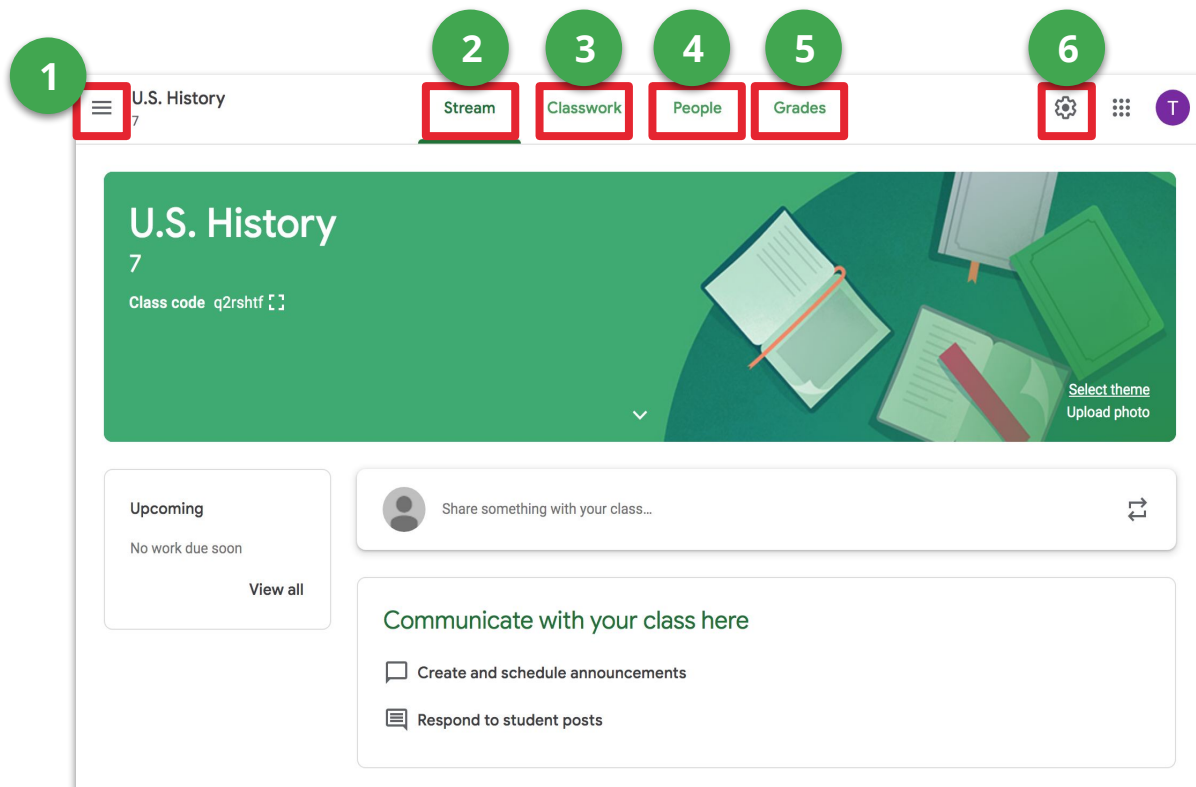


Ready to Learn More Google Tips?

Go to ShakeUpLearning.com/google-resources.

TEACHER NAVIGATION

- 1 **Main Menu (3 lines):** Access all of your classes, global settings, calendar, and more from this menu.
- 2 **Stream:** This is your communication hub, where you can create and schedule announcements for your class. You can customize what appears on the page for you and your students in the class settings.
- 3 **Classwork:** The Classwork page is where you will create, distribute, and organize assignments, questions, and class materials.
- 4 **People:** The People page is where you will add students and co-teachers to your class.
- 5 **Grades:** The Grades page is where you view and update your gradebook.
- 6 **Class Settings:** Add class details, access the class code, determine student permissions, and set up grading.

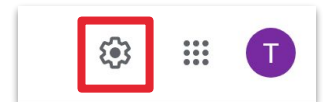


The screenshot shows the Google Classroom interface for a class named "U.S. History 7". At the top, there is a navigation bar with several icons: a hamburger menu (1), "Stream" (2), "Classwork" (3), "People" (4), "Grades" (5), and a gear icon for "Class Settings" (6). Below the navigation bar is a class banner for "U.S. History 7" with a class code "q2rshf". The main content area includes an "Upcoming" section with "No work due soon" and a "Communicate with your class here" section with options to "Create and schedule announcements" and "Respond to student posts".

CLASS SETTINGS

Each class you create in Google Classroom has its own settings. Here you can update your class details, view the class code, determine who can post on the stream, set classwork on the stream notifications, and set-up grading.

To access the class settings, go to the **Class settings icon (top-right)**.



UPDATE CLASS DETAILS

You can change or update the class details that you entered when you created the class in the **Class Details** section at the top of the settings page.

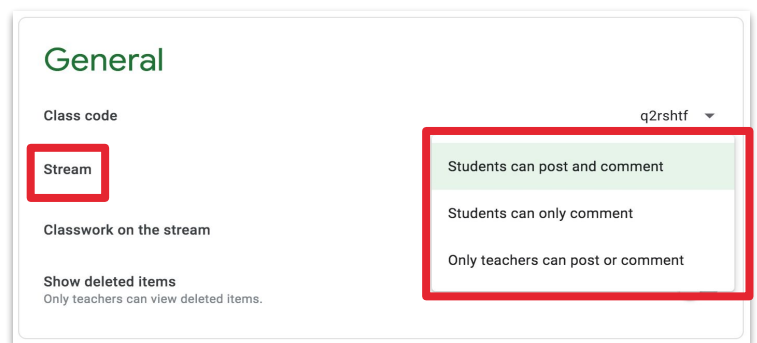
SET STUDENT PERMISSIONS TO POST AND COMMENT

- Posts are ideas, questions, or information that students share. Students can add files such as images, links, or YouTube videos to their posts.
- Comments are text-only responses to posts.
- Students can't edit their posts or comments, but they can delete them. Teachers can delete any post or comment, and see deleted posts and comments.

In the Class settings, under **General**, next to Stream, click **"Students can post and comment"** and then choose a permission:

- **Students can post and comment:**
This option is the default. Students can post to the Stream page and comment on any item.
- **Students can only comment:**
Students can comment on an existing post, but can't create a post.
- **Only teachers can post or comment:**

Students can't post or comment on the Stream page. This option mutes all students.



TIP: When discussing the use of student posts and comments, use this as a teachable moment to discuss online etiquette and digital citizenship skills.

SET UP GRADING

The third section in **Class Settings** will allow you to set up your grading options. This is completely optional. You do not have to track grades in Google Classroom. For your grading system, you can choose **Total points** or **Weighted by category** grading. In both, grades are calculated for you, and you can let students see their overall grade.

If you don't want to use a grading system, you can choose No overall grade. Grades won't be calculated and students can't see an overall grade.

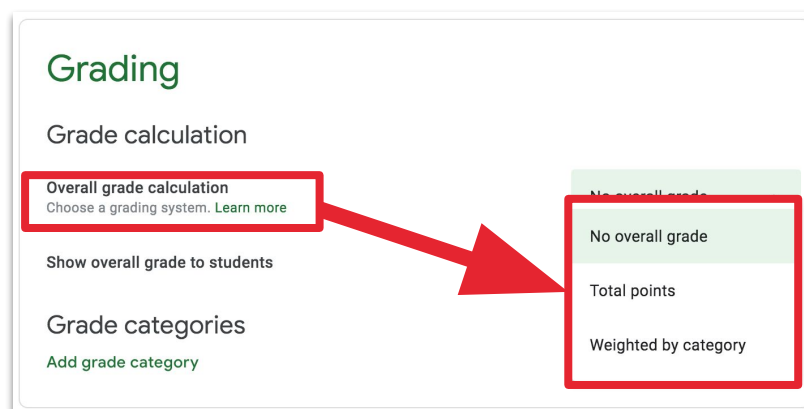
You can also organize classwork with grade categories, such as Essays, Homework, and Tests. For example, if your class has four essay assignments, you can organize them in an Essays category.

Adding grading systems and creating grade categories is only available in the web version of Classroom (not mobile).

To have grades calculated for you and an option to let students see their overall grade, use Total points or Weighted by category grading.

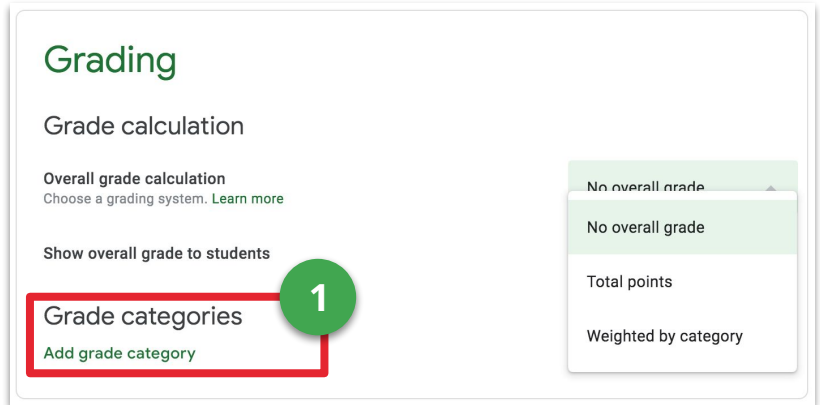
Next to Overall grade calculation, select one:

- **No overall grade:** Grades aren't calculated for students. Students can't see an overall grade.
- **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.



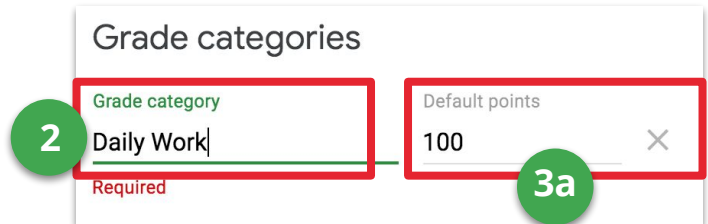
SET UP GRADE CATEGORIES

1 In Class settings, under the Grading section, categories, click **Add Grade Category**.

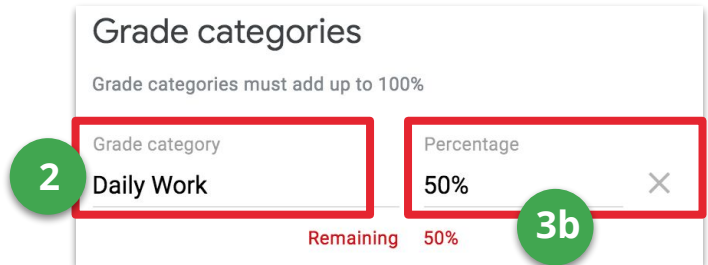


2 Enter a grade category. Depending on how you choose to have your grades calculated, you will see the option to enter points or percentage.

3a If you choose the **TOTAL POINTS OPTION**: Under Default points, enter a whole Number.

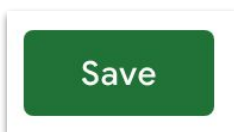


3b If you choose the **WEIGHTED BY CATEGORY OPTION**: Under Percentage, enter a whole number.(To save, weights must add up to 100%.)



Continue to add as many grade categories as you need.

4 Once you have added your categories, points, and or weights, don't forget to click the **SAVE** button at the top-right of the page.



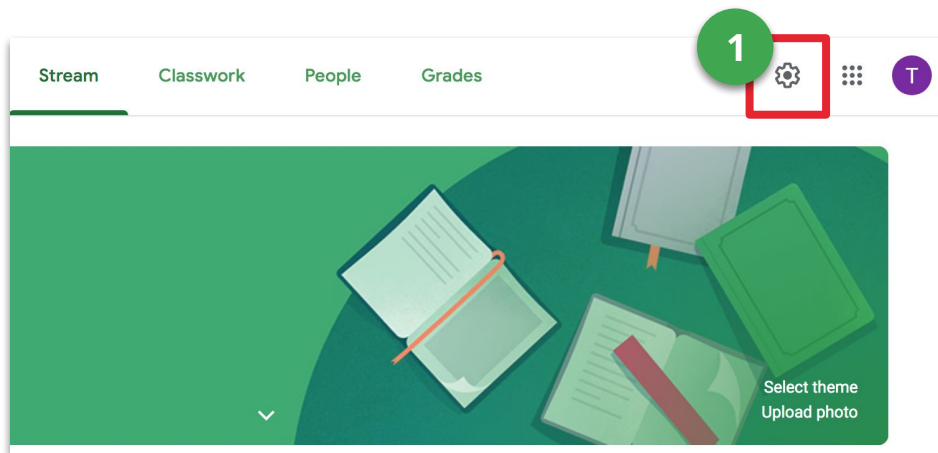
To learn more about how to use the grading system in Google Classroom, [CLICK HERE](#).

ADDING STUDENTS WITH A CLASS CODE (Easiest Option)

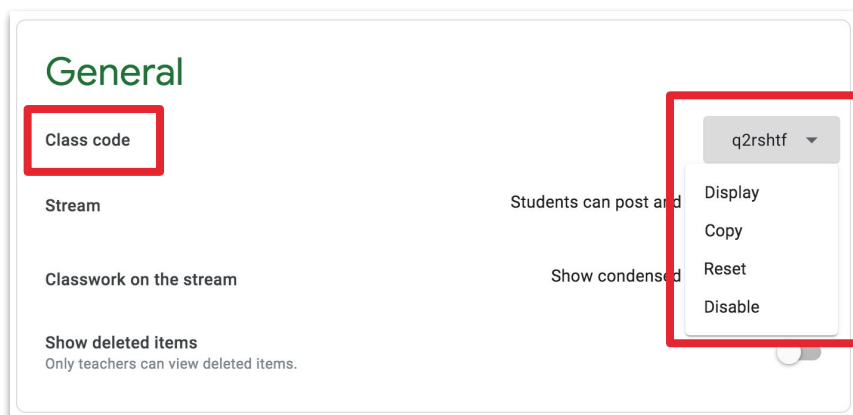
To enroll students in your class, you need to invite them or give them a code to join. In some cases, your school can add students for you. (Note: Students can un-enroll themselves from classes. If they unenroll, their grades are removed.)

When you create a class, Classroom will generate a class code that you can give to your students that will allow them to join your class. This six digit code is unique to your domain and your class.

- 1 Find your class code by going to the **Class settings icon (top-right)**.



- 2 Under the General section, you will find the Class code. Click the drop down arrow to display the code for your students, copy it, reset it, or disable it.



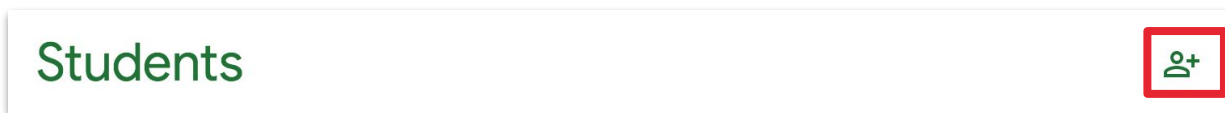
INVITING STUDENTS WITH EMAIL (More time-consuming)

You have the option to invite students to join your Class.

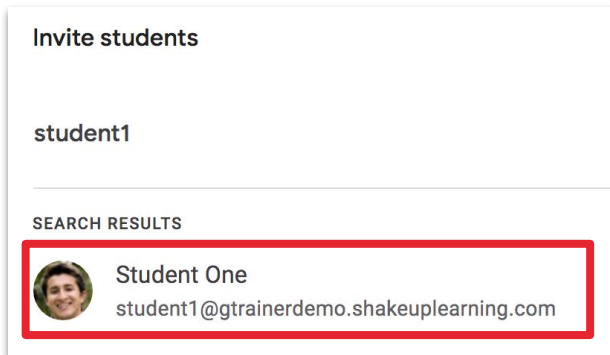
1 Go to the People page.



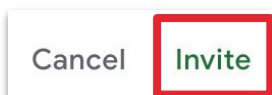
2 Click on the add student icon.



3 Begin typing the email address of the student you wish to invite. As you enter text, an autocomplete list might appear. Under Search results, click a student or a group.



4 To invite more students or groups, repeat step 3. Then, after you have added all the students you wish to invite, **Click Invite**.



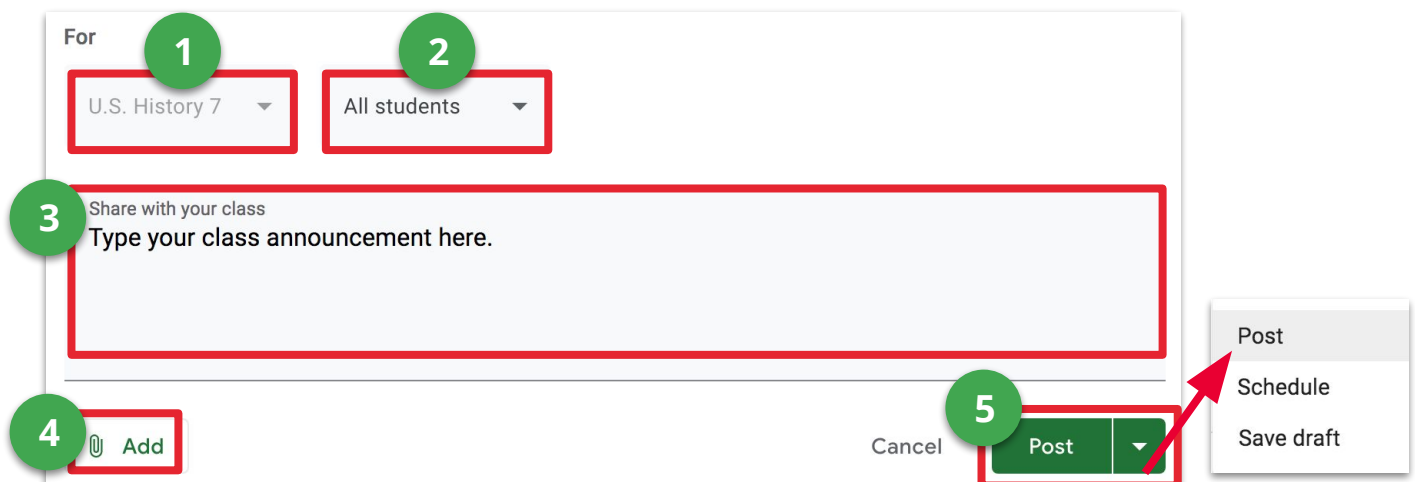
After you email the invitation, the class list updates to show the names of invited students. Student must accept the invitation from their Google Classroom homepage in order to join your Class.

ADD ANNOUNCEMENTS TO THE STREAM

Announcements are a great way to communicate with your students. Add reminders, campus announcements, friendly messages, anything appropriate for your students.

On the Stream page, click in the box at the top where it says, “**Share something with your class,**” to add a new announcement. A new announcement compose box will pop-up, giving you the following options:

- 1 Select the class or multiple classes to post the announcement using the drop-down arrow. (If you have multiple classes, you can push it out to multiple classes at once.)
- 2 Select the student, groups of students, or all students using the drop-down arrow. This allows you to differentiate announcements that are for individuals, groups, or whole class.
- 3 Add the text of your announcement.
- 4 Optionally, attach files to your announcement.
- 5 Click “Post” to publish the announcement, or use the drop-down arrow to save as a draft or schedule it.

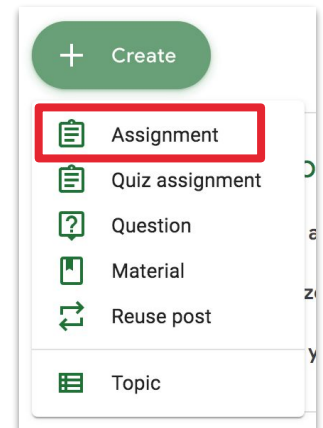


The screenshot shows the announcement compose box with the following elements highlighted by numbered callouts:

- 1**: The "For" label above the class selection dropdown.
- 2**: The "All students" dropdown menu.
- 3**: The text input area with the placeholder "Share with your class" and "Type your class announcement here."
- 4**: The "Add" button with a paperclip icon for attaching files.
- 5**: The "Post" button and its dropdown menu, which includes options for "Post", "Schedule", and "Save draft".

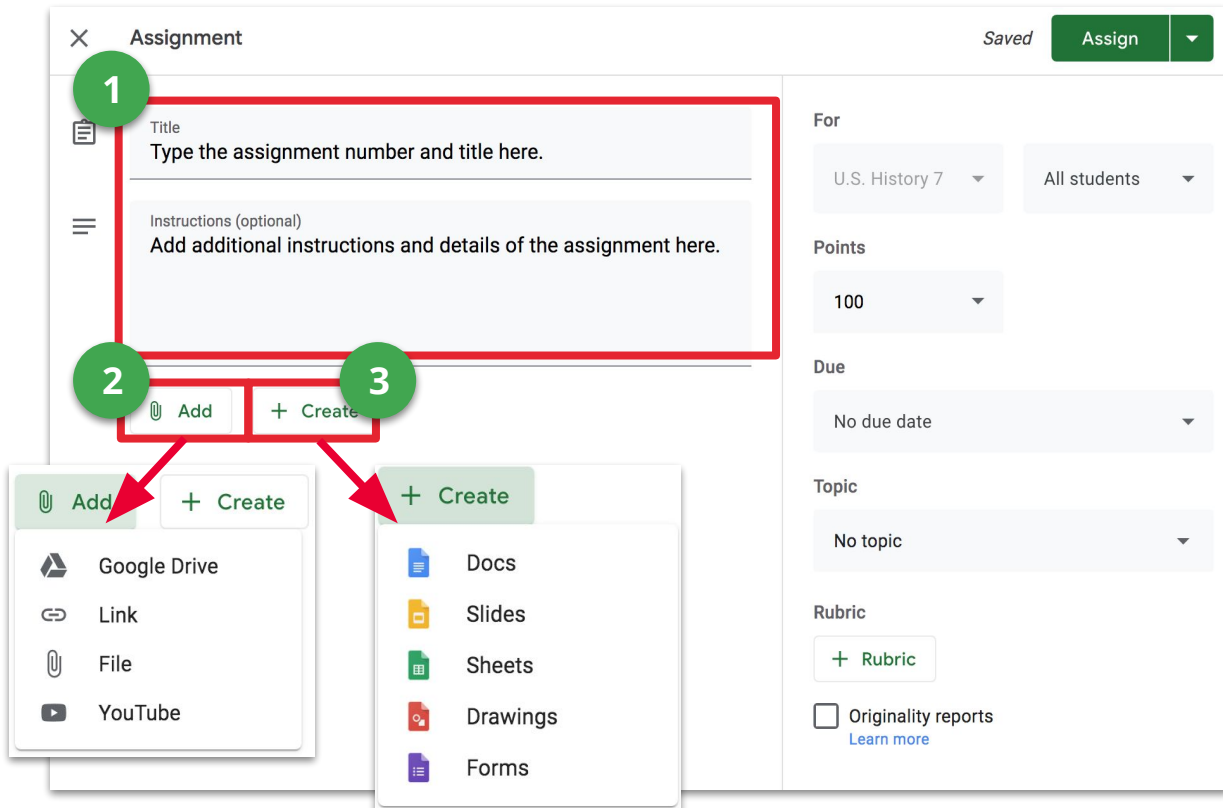
CREATE AN ASSIGNMENT

On the Classwork page, you can add assignments, quizzes, pose questions, add classroom materials, and even reuse old posts. To create an assignment from the Classwork page, click on the **“Create”** button, and select **“Assignment.”**



A new assignment creation window will open with the following options:

- 1 Add the title of your assignment and description.
(Tip: Number your assignments.)
- 2 Attach any existing files, links, or YouTube videos that are related to the assignment using the **“Add,”** button.
- 3 You can also click on the **“Create”** button to create new Google files to attach to the assignment.



CREATE AN ASSIGNMENT (continued)

4 Select the class or multiple classes to post the announcement using the drop-down arrow. (If you have multiple classes, you can push it out to multiple classes at once.)

5 Select the student, groups of students, or all students using the drop-down arrow. This allows you to differentiate assignments that are for individuals, groups, or whole class.

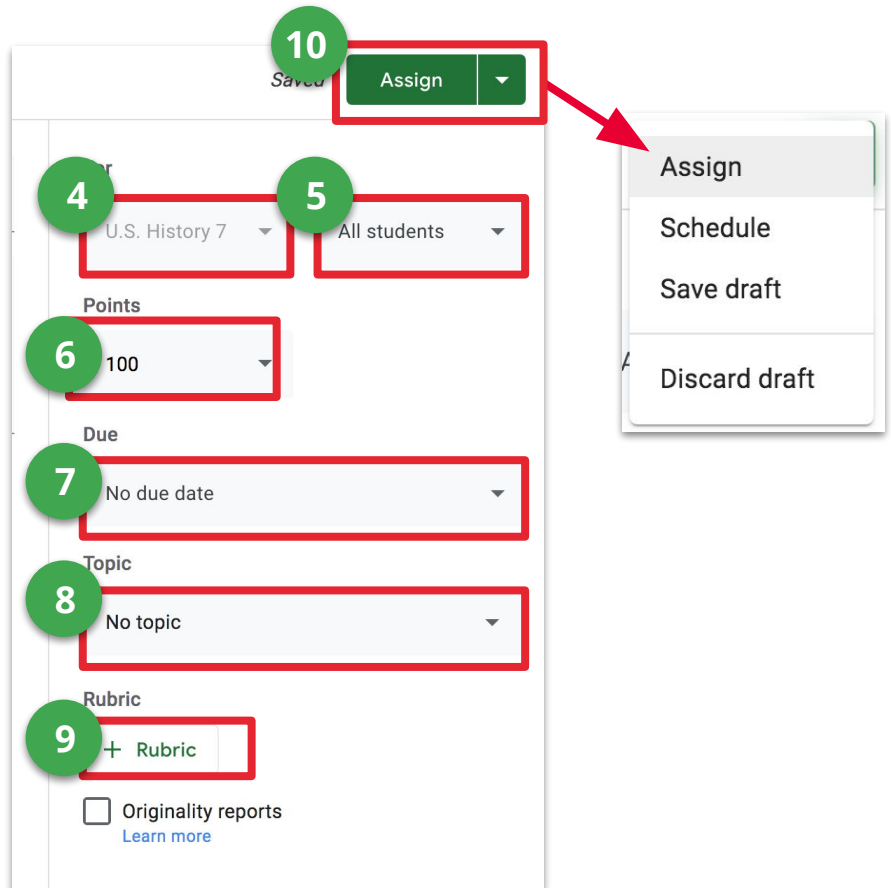
6 Optionally, add the point value for the assignment or select "Ungraded."

7 Add the due date and time.

8 Add a topic to organize assignments by topic. (More on topics on page 22.)

9 Optionally, attach a rubric.

10 Assign, schedule, or save as a draft.



The screenshot shows the Google Classroom assignment creation form. The fields are numbered as follows:

- 4**: Class selection dropdown (U.S. History 7)
- 5**: Student selection dropdown (All students)
- 6**: Points input field (100)
- 7**: Due date dropdown (No due date)
- 8**: Topic dropdown (No topic)
- 9**: Rubric attachment button (+ Rubric)
- 10**: Assign button

The dropdown menu for the 'Assign' button contains the following options: Assign, Schedule, Save draft, and Discard draft.












CLASSROOM TIP!

You can attach multiple files, videos, and links to your assignments, so be sure to include all of the resources that are needed for each post. This feature is also a great way to offer choice in your assignments! List all of the options for reaching the learning goal with the assignment to differentiate for your students.

ASSIGNMENTS WITH ATTACHMENTS

You can add attachments to your assignment, such as files from your computer, Google Drive files, YouTube videos, or links.

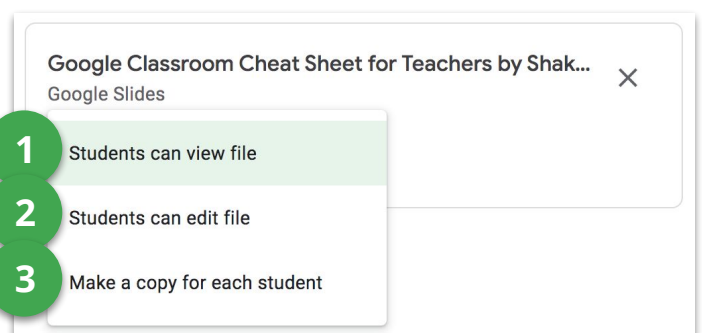
Attachment type	Directions
 File	<ol style="list-style-type: none"> 1. Click Attach. 2. Select the file > Upload.
 Drive	<ol style="list-style-type: none"> 1. Click Drive . 2. Select the item and click Add. <p>If you attach a Google Forms quiz and there's no other attachment with the assignment, grades can be imported directly to the Student Work page.</p>
 YouTube	<p>To search for a video to attach:</p> <ol style="list-style-type: none"> 1. Click YouTube . 2. Enter keywords and click Search . 3. Click the video > Add. <p>To attach a video link by URL:</p> <ol style="list-style-type: none"> 1. Click YouTube  > URL. 2. Enter the URL and click Add.
 Link	<ol style="list-style-type: none"> 1. Click Link . 2. Enter the URL and click Add Link.

To decide how students interact with an attachment, next to the attachment, click the Down arrow and choose an option:

- 1 Students can view file:** All students can read the file, but not edit it.
- 2 Students can edit file:** All students share the same file and can make changes to it.
- 3 Make a copy for each student:** Students get their own copy of the file with their name added to the document title. For

Google Docs, Sheets, and Slides files, both you and the student can edit the document.

When students turn in the assignment, they can't edit the document until you return it to them.



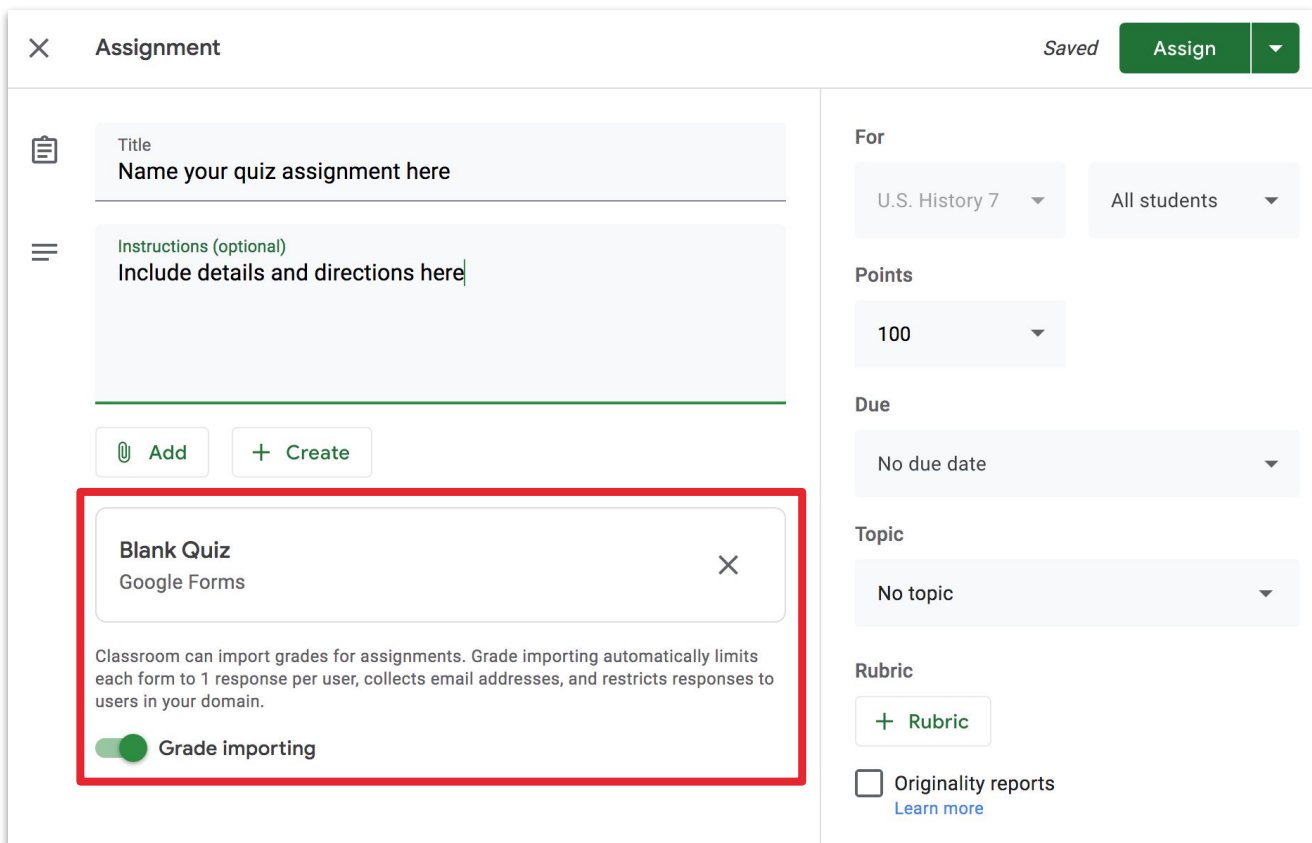
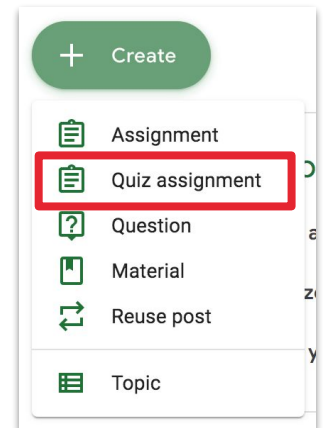
CREATE A QUIZ ASSIGNMENT

To create a quiz assignment from the Classwork page, click on the **“Create”** button, and select **“Quiz assignment.”** Classroom creates a blank quiz using a Google Form and attaches it to the assignment.

Click on the “Blank Quiz” attachment to edit the quiz and add questions before you assign to students.

If you are using Google Classroom to track grades, you have the option to toggle on grade importing to save you time.

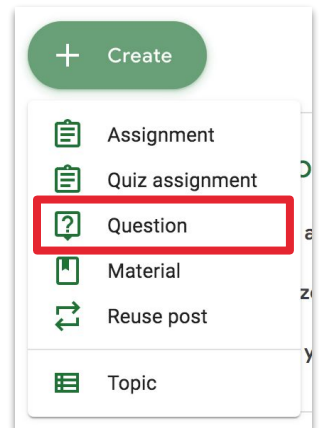
For more help with quiz assignments, [CLICK HERE](#).



A screenshot of the Google Classroom assignment creation interface. The interface is titled 'Assignment' and has a 'Saved' status and an 'Assign' button. The main area is divided into two columns. The left column contains a 'Title' field with the placeholder 'Name your quiz assignment here' and an 'Instructions (optional)' field with the placeholder 'Include details and directions here'. Below these fields are 'Add' and 'Create' buttons. A red box highlights a 'Blank Quiz' attachment from Google Forms. Below the attachment, there is a note: 'Classroom can import grades for assignments. Grade importing automatically limits each form to 1 response per user, collects email addresses, and restricts responses to users in your domain.' and a 'Grade importing' toggle switch which is turned on. The right column contains settings for 'For' (U.S. History 7, All students), 'Points' (100), 'Due' (No due date), 'Topic' (No topic), 'Rubric' (+ Rubric), and 'Originality reports' (unchecked).

CREATE A QUESTION

To create a question assignment from the Classwork page, click on the “**Create**” button, and select “**Question.**”



1 Enter the question and any instructions.

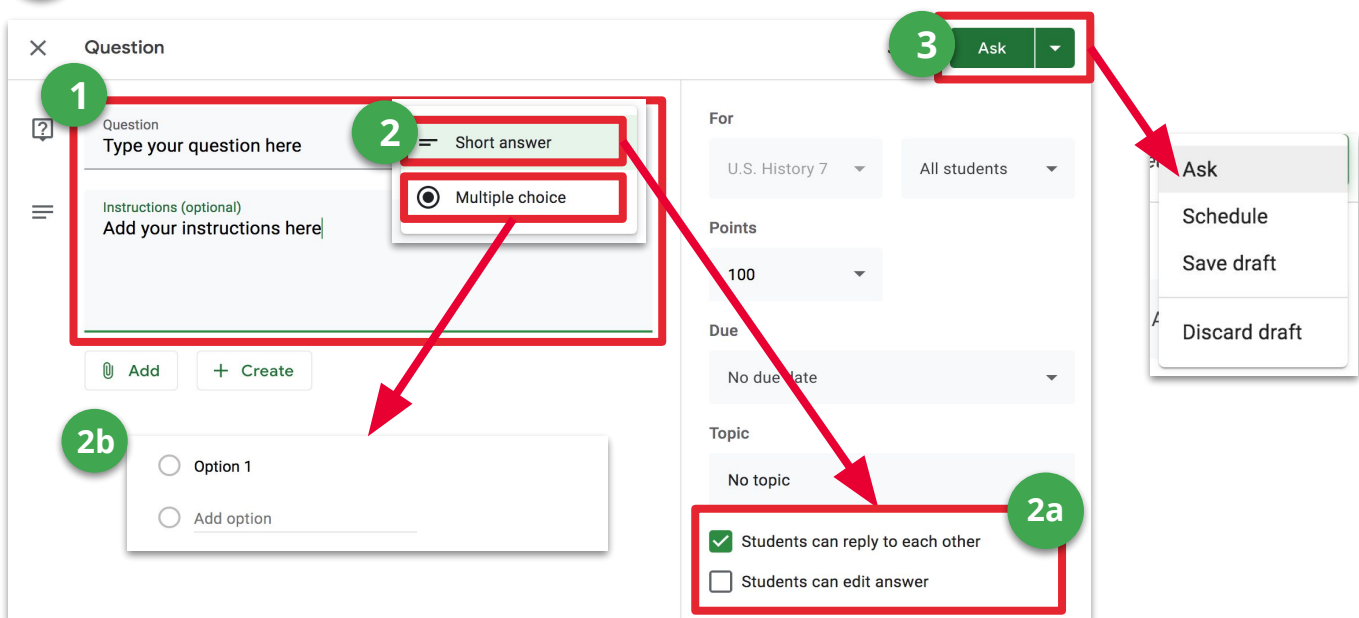
2 Choose **short answer** or **multiple choice** question type from the drop down.

2a For **short-answer questions**, you can check the boxes to allow students to reply to each other and edit their answer after they submit.

- *If you allow students to reply to each other, students can view and comment on their classmates' answers after answering the question. To prevent students from seeing each other's answers, click the switch to the off position Off. Note: There is no character limit for short-answer questions.*

2b For **multiple choice questions**, click **Option 1** and enter the first answer option. Click **Add option** and add as many options as you want. (Optional) To delete an option, next to it, click the X to remove. Be default, when students turn in a question, they see a class summary of answers. To turn off this feature, next to Students can see class summary, click the switch to the off position.

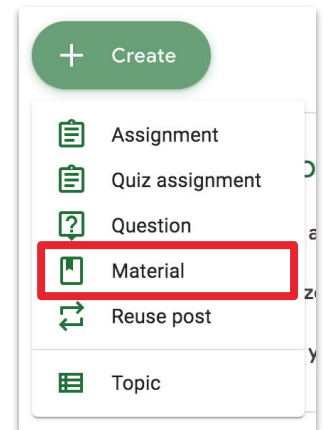
3 Select “Ask” to post the question for your students, or choose to schedule or save as draft.



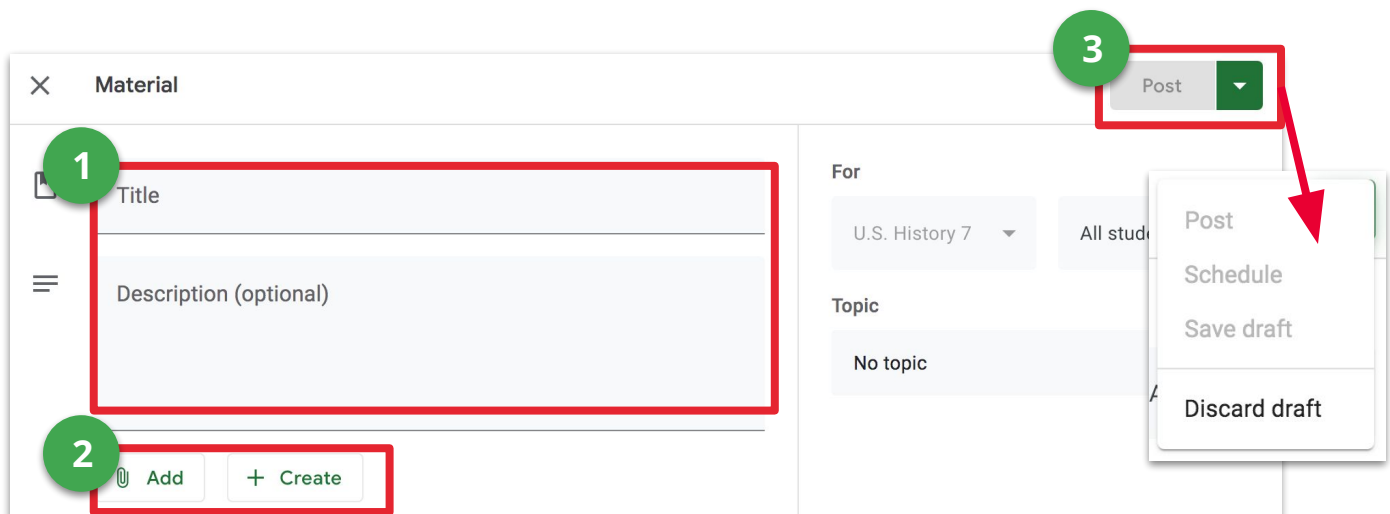
ADD CLASS MATERIALS

As a Classroom teacher, you can post resource materials, such as a syllabus, classroom rules, or topic-related reading, to the Classwork page. Like other types of posts on the Classwork page, materials can be organized by topic, reordered, and scheduled to post later.

To add class materials to the Classwork page, click on the **“Create”** button, and select **“Material.”**



- 1 Add a title and description of the materials.
- 2 Attach or create files.
- 3 Post, schedule, or save as draft.



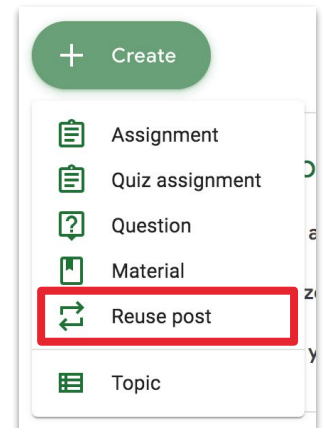
REUSE ASSIGNMENTS, QUESTIONS, OR MATERIALS

You can reuse an announcement, assignment, or question from a class.

When you reuse a post, you can:

- Use it in the original class or in a different class.
- Make copies of any attachments, including rubrics, or add new ones.
- Modify the post before you publish it.
- Note: You can reuse assignments with rubrics on the web or mobile versions of Classroom. You can create, edit, or add rubrics only on the web.

To reuse an assignment, from the Classwork page, click on the **“Create”** button, and select **“Reuse post.”**

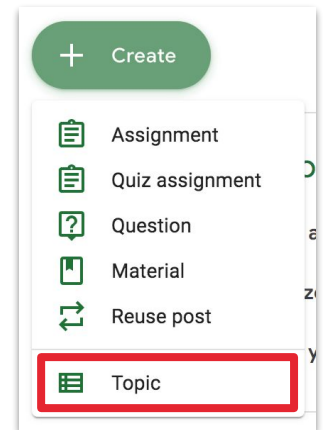


- 1 A list of your classes will appear in a pop-up window. **Click the class** that has the post you want to reuse.
- 2 A list of posts for that class will appear in a pop-up window. **Click the post you wish to reuse.** (Optional) If you're copying this post to a different class, and don't want to link multiple classes to the same attachments, check the Create new copies of all attachments box. This creates new documents in the Drive folder of the class you are reusing this post in.
- 3 **Click Reuse.** (Optional) Change any information. Add or delete any attachments. Notes: If the post was originally sent to individual students, the post defaults to all students when you reuse it, but you can select individual students again if you want. You can't post to individual students across multiple classes. Posts to multiple classes are shared with all students in the classes.

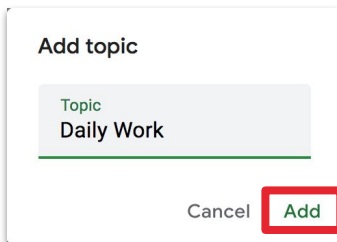
If your reused post has a rubric, you can edit the rubric in your new assignment. Your edits don't affect the rubric in the original assignment.

CREATE TOPICS TO ORGANIZE CLASSWORK

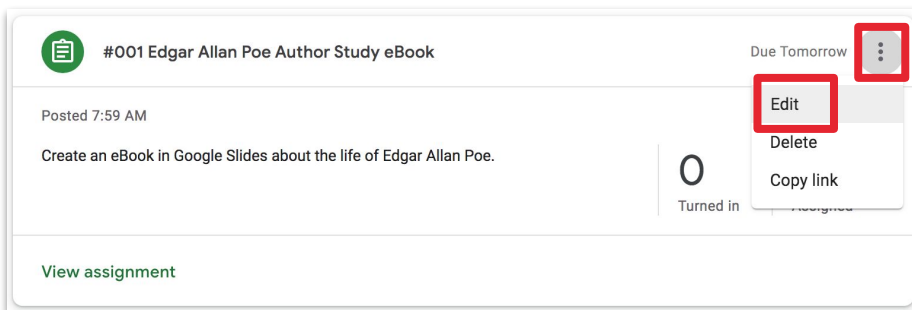
On the Classwork page, you can group assignments, questions, and class materials under topics. Think of topics as modules or units, and the assignments or materials as individual lessons and activities. You can reorder the posts under a topic, and rearrange topics to follow your curriculum. You don't have to use topics for posts. If you don't assign a topic, the post shows at the top of the Classwork page.



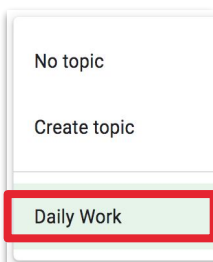
To create a topic from the Classwork page, click on the “**Create**” button, and select “**Topic.**” Enter the topic name and click **Add.**



To add a topic to an existing assignment, next to the assignment or question, click More (3 dots) and then Edit.



Next to No topic, click the drop down arrow and select the topic from your list.



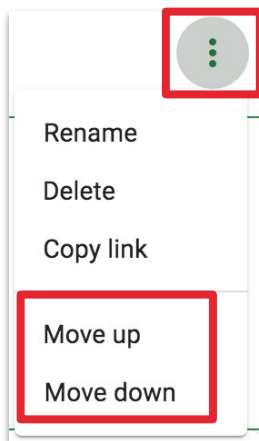
How you organize your classwork by topic is up to you. For ideas, check out this post, ***How to Organize Assignments in Google Classroom:*** shakeuplearning.com/organizegc.

REORDER AND FILTER CLASSWORK TOPICS

When you move a topic, all its content also moves. Only teachers can reorder topics. (Note: Students can only see topics with published posts.)

REORDER TOPICS

To move a topic and reorder, simply click-and-drag the topic section on the Classwork page, or next to the Topic name, click More (3 dots) and then **Move up** or **Move down**.

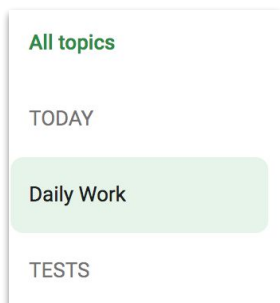


REORDER ASSIGNMENTS UNDER TOPICS

Similarly, you can click-and-drag to reorder assignments within a topic, or use the 3 dots to move up and down.

FILTER TOPICS

You can see all your posts for one topic, and quickly move between topics by filtering.



To filter your posts by topic, click a topic name on the left. (On smaller screen, the topics may appear at the top.)

Click on **All topics** to view all topics at once.

MANAGING THE CLASSWORK PAGE

Teachers can see and manage a lot of information from the Classwork page. Click on the title of an assignment to view at-a-glance information.

- 1 Assignment topic
- 2 More actions menu for the topic
- 3 Assignment title
- 4 Assignment due date (if it has one).
- 5 More actions menu for the assignment
- 6 Assignment instructions, date posted and edited
- 7 How many students have turned in this assignment
- 8 How many students were assigned this assignment but haven't turned in.
- 9 Click View assignment to open the Student work page.



The screenshot shows a Google Classroom assignment card for "Unit 1: Civil War". The card includes the following elements:

- 1**: Unit 1: Civil War (Topic title)
- 2**: More actions menu for the topic (three dots icon)
- 3**: #001 The Battle of Gettysburg Digital Story (Assignment title)
- 4**: Due Mar 26 (Assignment due date)
- 5**: More actions menu for the assignment (three dots icon)
- 6**: Posted Sep 2, 2019 (Edited 9:26 AM) (Assignment instructions, date posted and edited)
- 7**: 1 (Number of students who have turned in the assignment)
- 8**: 1 (Number of students assigned the assignment but haven't turned in)
- 9**: View assignment (Button to open the Student work page)

A dropdown menu is open from the assignment's actions menu (5), showing options: Edit, Delete, Copy link, Move up, and Move down.

VIEW AND UPDATE YOUR GRADEBOOK

Click on the **Grades** tab to open your gradebook.

Stream Classwork People **Grades**

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




You might notice that the work or grade status is color coded:

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

Other colors are based on your class theme and don't indicate work or grade status.

You can enter student grades directly into a cell in your gradebook.

To view a student's work submission from here, click on a cell for a student's assignment. Then click More (3 dots), and then select **View submission**.

 Student One	___ /100	98/100	
 Student Two	Return	⌘+Option+R	
	View submission	⌘+Option+V	

The student's work will open in a new tab.

To learn more about the gradebook, [CLICK HERE](#).



CLASSROOM TIP!

The process of turning in assignments may be confusing for students at first. Take the time to walk through a demo assignment with your students to demonstrate the process and your expectations. Create your own workflow for Google Classroom, and share the directions in the assignment. Bonus: Have students create tutorials for each other!

GRADE AND RETURN AN ASSIGNMENT

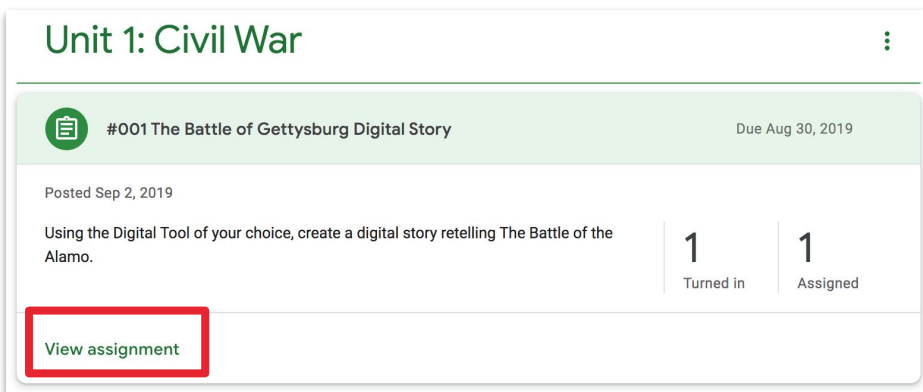
In Classroom, you can give a numeric grade, leave comment-only feedback, or do both. You can also return assignments without grades.

You can enter grades and return assignments from:

- The student work page.
- The grading tool.
- The grades page.

Before viewing a student's assignment, you can see the status of student work, and the number of students in each category.

Go to the **Classwork** page, click on the assignment, and then click **View assignment**.



The screenshot shows a Google Classroom assignment card. At the top, it says "Unit 1: Civil War" with a three-dot menu icon. Below that is a green header bar with a document icon, the title "#001 The Battle of Gettysburg Digital Story", and the due date "Due Aug 30, 2019". The main content area shows "Posted Sep 2, 2019" and the assignment description: "Using the Digital Tool of your choice, create a digital story retelling The Battle of the Alamo." To the right of the description are two columns: "1 Turned in" and "1 Assigned". At the bottom left, there is a red-bordered button labeled "View assignment".

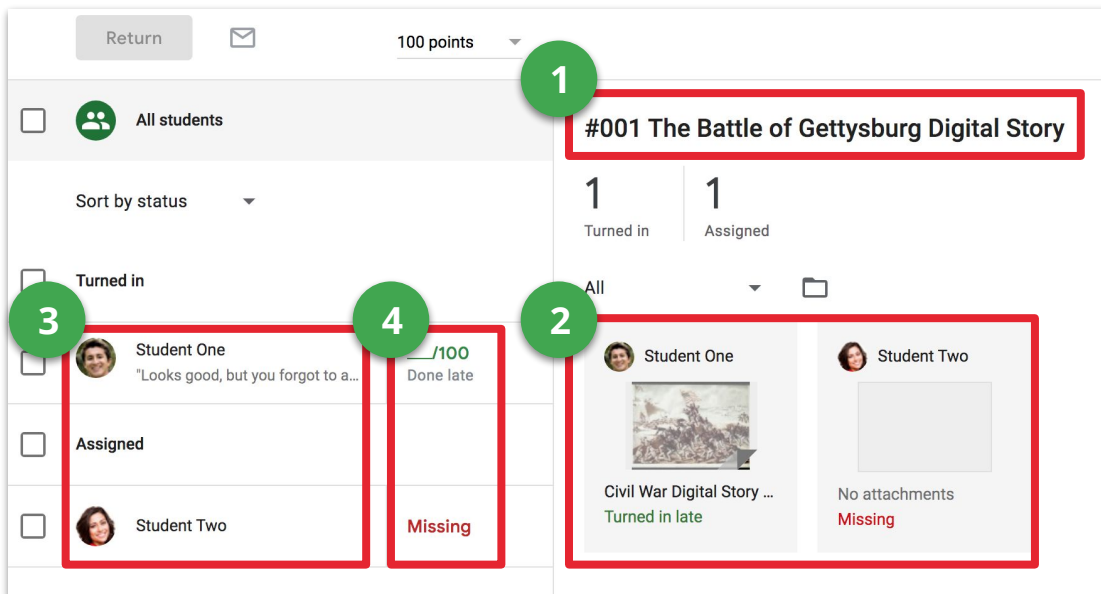
This opens the **Student work page** where you see the number and names of students grouped by work status:

- **Assigned:** Work that students have to turn in, including missing or unsubmitted work
- **Turned in:** Work that students turned in
- **Graded:** Graded work you've returned
- **Returned:** Ungraded (non-graded) work you've returned
- (Optional) To see the students in a category, click Turned in, Assigned, Graded, or Returned.
- To see a student's submission, on the left, click a student's name.

THE STUDENT WORK PAGE

Go to the **Classwork** page, click on the assignment, and then click **View assignment**.

- 1 The title of the assignment
- 2 Student work files - Click on any file to open it with the grading tool.
- 3 Student names, categorized by work status
- 4 Grade and turn in status



The screenshot displays the Google Classroom interface for a specific assignment. At the top, there is a 'Return' button, an envelope icon, and a '100 points' indicator. The main content area is divided into sections. On the left, there is a list of students categorized by status: 'All students', 'Turned in', and 'Assigned'. Student One is listed under 'Turned in' with a grade of 100 and a 'Done late' status. Student Two is listed under 'Assigned' with a 'Missing' status. On the right, there is a preview of the assignment files, including a digital story and a missing attachment. Red boxes and numbers 1, 2, 3, and 4 are overlaid on the image to highlight specific elements: 1 points to the assignment title, 2 points to the student work files, 3 points to the student names, and 4 points to the grade and turn in status.

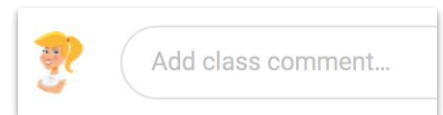
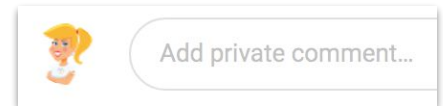
Teachers can enter grades, the gradebook, or using the grading tool (shown on the next page).

To learn more about grading and returning work, [CLICK HERE](#).

COMMUNICATION

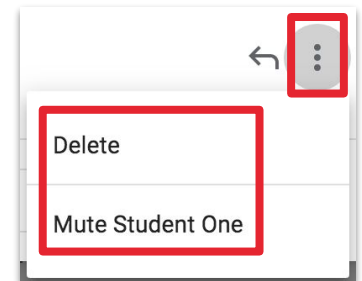
Private Comments vs. Class Comments

There are two types of comments: private comments and class comments, which are viewable by the entire class (if this has been enabled in your comment settings). These are clearly labeled in the comment space, but students have to pay attention. Be sure to give clear directions on where you want them to comment.



Student Comment Actions:

On each student comment or post, you will have a more actions button (three dots). Using this button you can choose to delete or mute the Student. (This is handy if a student is abusing the comments privilege.)



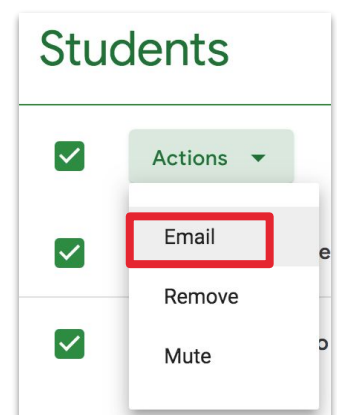
Automated Actions:

Google Classroom will automatically send students email notifications every time you post an assignment, announcement or question in the class. (Note: Email notifications will only work if email is enabled for your students through your G Suite domain. Students also have the ability to turn off email notification in their settings.)

Email Students from Google Classroom:

You can email students or groups of students directly from the People page in your class. (Note: Email notifications will only work if email is enabled for your students through your G Suite domain.)

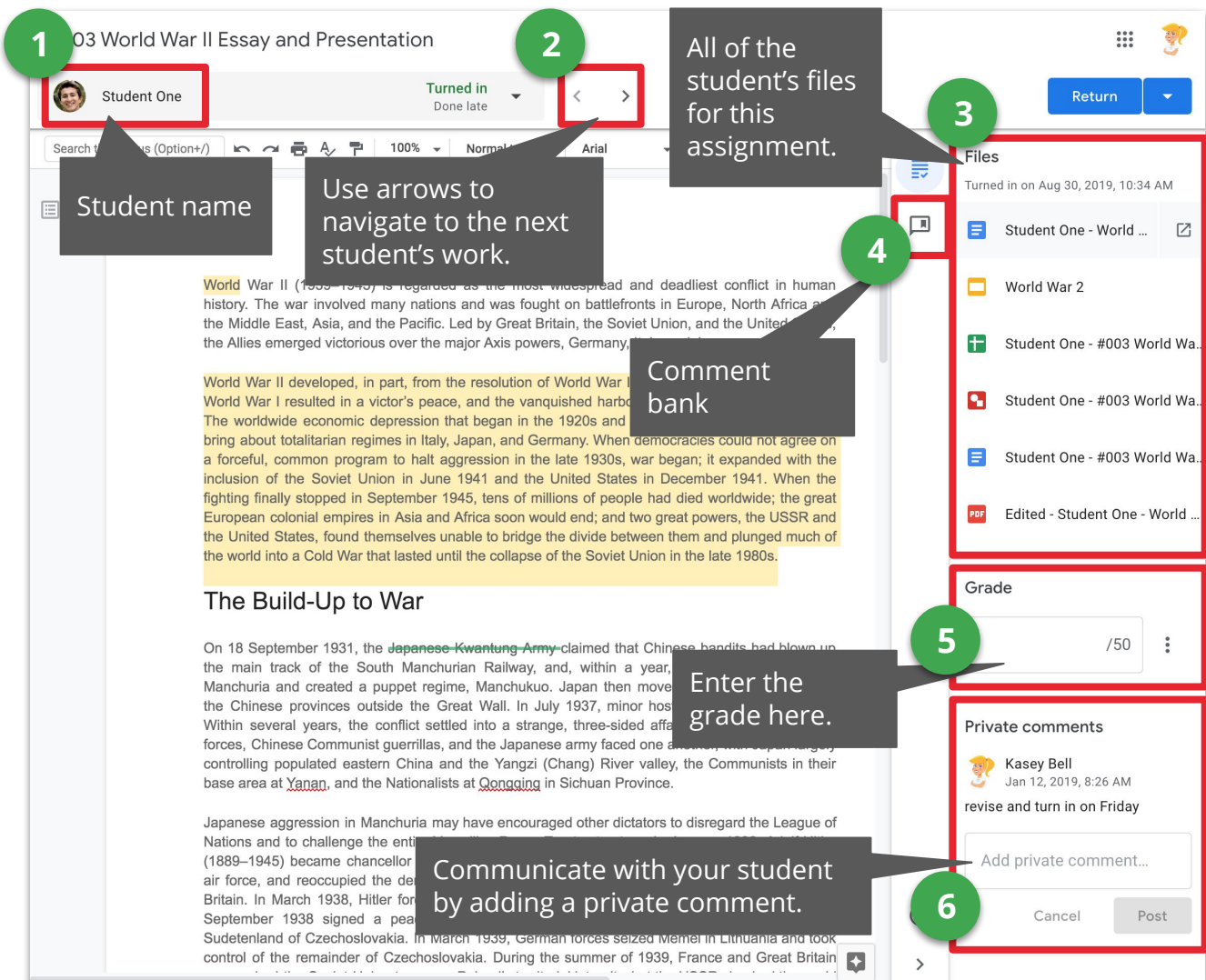
- 1 Select the student, or students that you would like to email using the checkbox. (Use the top checkbox to select all students.)
- 2 Then click the **Actions** drop-down, and choose **Email**.
- 3 A new window will open where you can compose and send your email.



This is also where you can mute students from posting and commenting, as well as remove students from your class.

GIVE FEEDBACK ON ASSIGNMENTS WITH GRADING TOOL

You can give your students personalized feedback with the Classroom grading tool. You can review assignments of any file type, and switch seamlessly between student work. You can also add margin comments and feedback, and grade and return work.



1 Student name

2 Use arrows to navigate to the next student's work.

All of the student's files for this assignment.

3 Files

4 Comment bank

5 Enter the grade here.

6 Communicate with your student by adding a private comment.

Private comments

Kasey Bell
Jan 12, 2019, 8:26 AM
revise and turn in on Friday

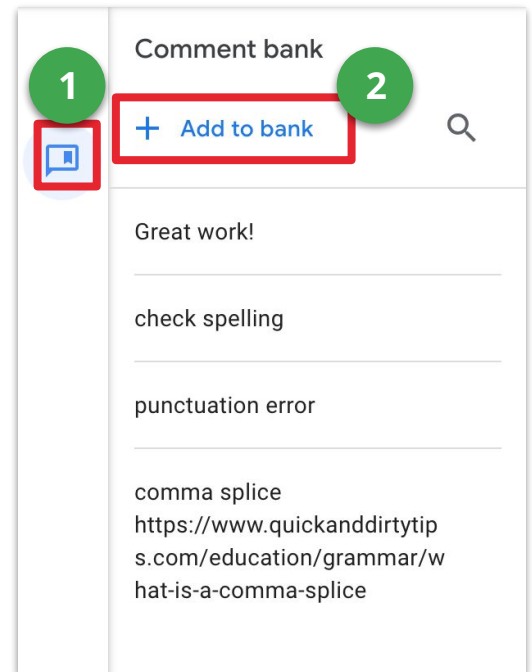
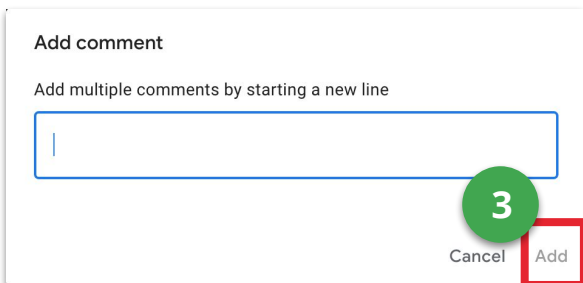
Add private comment...

Cancel Post

COMMENT BANK

If you enter the same comment for many students, you can save the comment to use later. The comment bank is tied to your Google Account, so you can access it from any computer. To edit and delete comments in the comment bank, go to classroom.google.com/g/cm.

- 1 From the grading tool, click on the comment bank icon.
- 2 Click **Add to comment bank** and enter your Comment.
- 3 Click Add.

(Optional) You can add multiple comments to the bank at the same time.

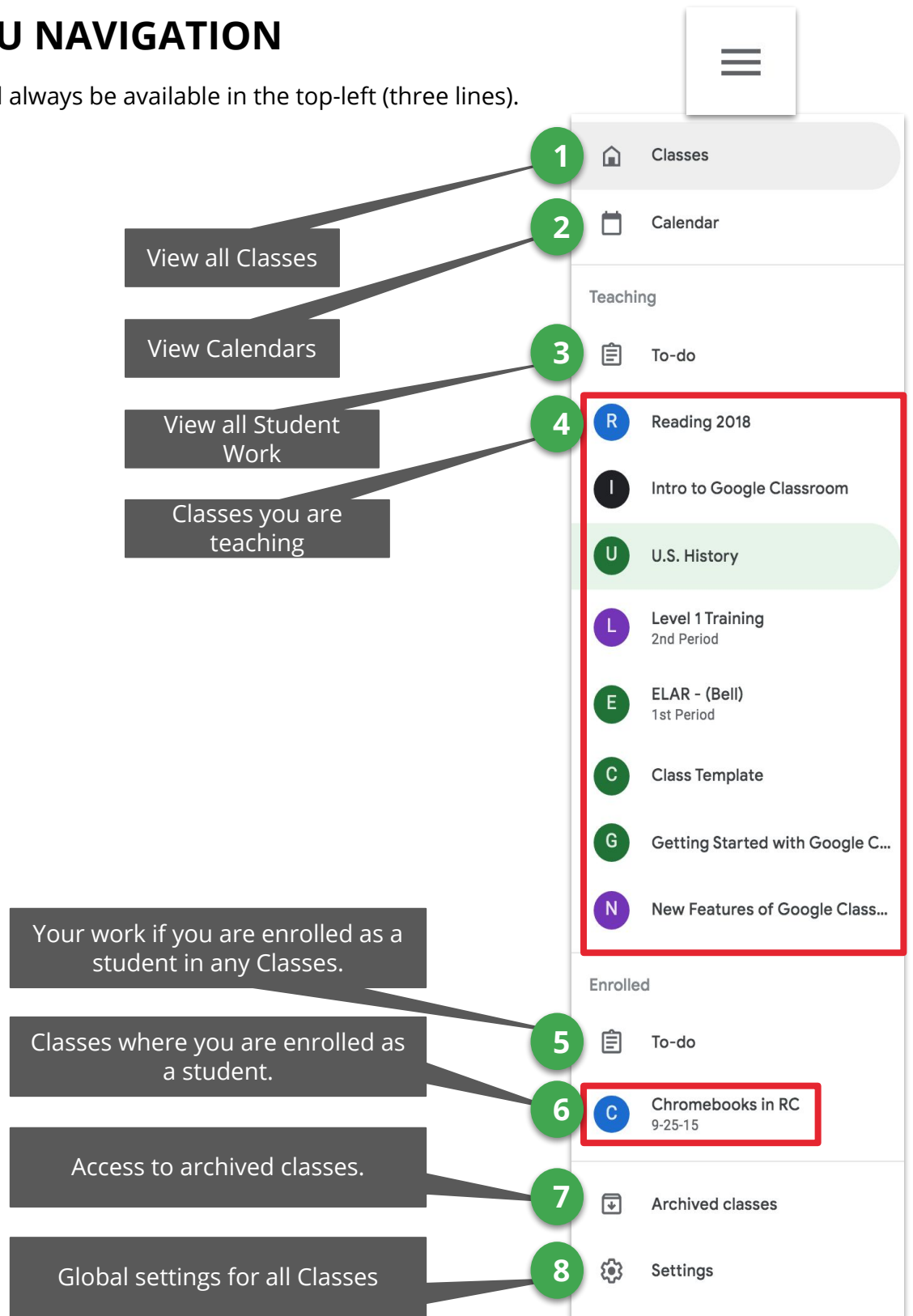
1. Click Add to bank, press Enter after each comment you write. This starts each comment on a new line, so your comments appear as a list.
2. When you finish, click Add.

(Optional) You can add a list of prepared comments. Your prepared list should have one comment per line.

1. Click Add to bank, paste your list.
2. Click Add.

MAIN MENU NAVIGATION

The main menu will always be available in the top-left (three lines).



The main menu is accessed via the three-line icon in the top-left. The menu items are as follows:

- 1** Home icon: Classes
- 2** Calendar icon: Calendar
- Teaching** section:
 - 3** Clipboard icon: To-do
 - 4** (Red box) Letter 'R' icon: Reading 2018
 - Letter 'I' icon: Intro to Google Classroom
 - Letter 'U' icon: U.S. History
 - Letter 'L' icon: Level 1 Training 2nd Period
 - Letter 'E' icon: ELAR - (Bell) 1st Period
 - Letter 'C' icon: Class Template
 - Letter 'G' icon: Getting Started with Google C...
 - Letter 'N' icon: New Features of Google Class...
- Enrolled** section:
 - Clipboard icon: To-do
 - 6** (Red box) Letter 'C' icon: Chromebooks in RC 9-25-15
 - Downward arrow icon: Archived classes
 - Settings gear icon: Settings

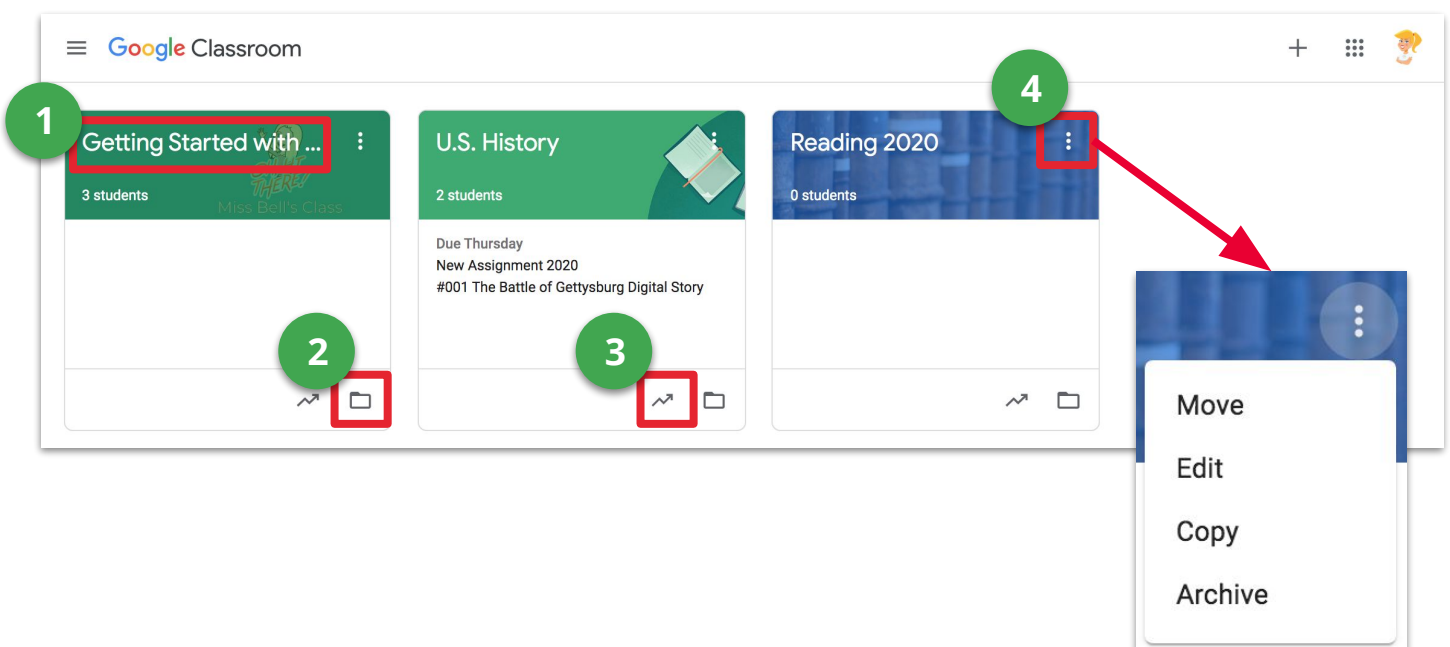
Callout boxes provide further details:

- 1** View all Classes
- 2** View Calendars
- 3** View all Student Work
- 4** Classes you are teaching
- 5** Your work if you are enrolled as a student in any Classes.
- 6** Classes where you are enrolled as a student.
- 7** Access to archived classes.
- 8** Global settings for all Classes

GOOGLE CLASSROOM HOMEPAGE

Below is an example of a Google Classroom homepage. There is a “card” for each class that you have created and for those in which you enrolled in as a student. You can click-and-drag these cards to re-order.

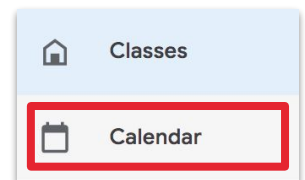
- 1 Click the title of the class to go directly to that class.
- 2 Click the folder icon in the bottom-right of each card to go directly to the folder for that class in Google Drive.
- 3 Click the jagged arrow to go directly to the gradebook for that classroom.
- 4 Click the more actions button (three dots) to:
 - Move the class
 - Edit the class
 - Copy the class
 - Archive the class



GOOGLE CALENDAR INTEGRATION

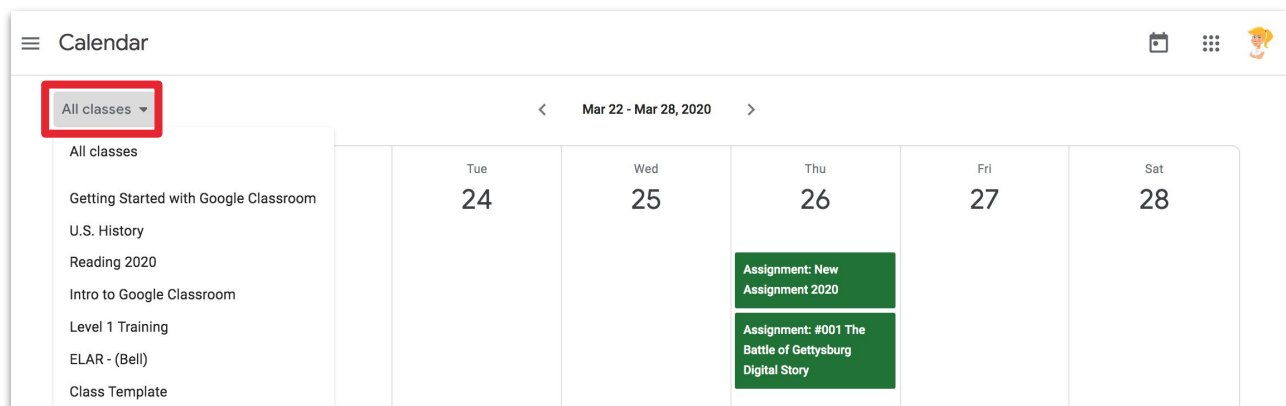
Google Calendar is integrated into Google Classroom, which makes it easy for teachers and students to see assignment due dates and more in one location. Each assignment with a due date will automatically be added to that class's Google Calendar.

1 To access your calendar, go to the Main Menu (three lines) near the top-left of your screen.



2 Select **Calendar**. (You can also access each class's individual calendars from the Classwork page for each class.)

Here you and your students can view a weekly calendar of all of your classes together, or filter for each class. You can also click on an assignment to go directly to that assignment details page.



To add other types of events to your Classroom calendar, like the date for your class field trip, you will need to go to calendar.google.com and add them to each class manually. [Directions for creating events can be found here.](#)

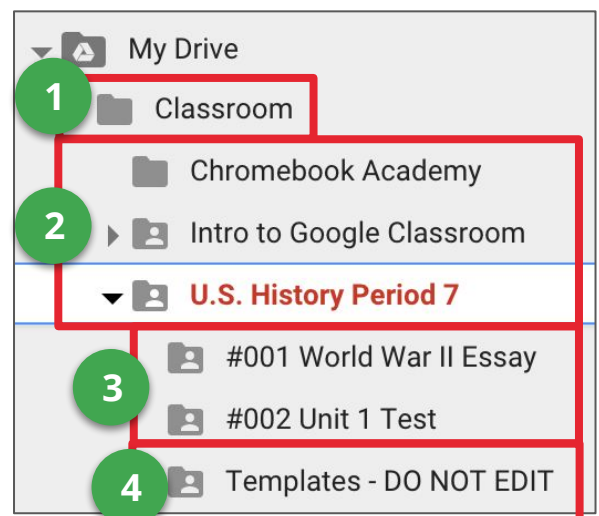
GOOGLE DRIVE FOLDER STRUCTURE

When you and your students connect to Google Classroom, Classroom will automatically create a folder structure for you in Google Drive. This automation makes organization for teachers and students so easy! You can access your folder anytime from Google Drive, or using the shortcut on the Google Classroom homepage, or the shortcut to individual classes from top of the Classwork page.

Inside your Google Drive (google.com/drive), you will find one master folder titled, "Classroom."

- Inside the master Classroom folder is a subfolder for each of the classes you have created.
 - Inside each class folder is a folder for each assignment for that class.
 - You will also find other various files and folders depending on what you have added to your classroom.
 - Note: The Templates Folder is created when you create a template in Google and create an assignment that "makes a copy" for each student, as you see in my example below.

- 1 Master **Classroom** Folder
- 2 **Class Folders** created for each class you create in Google Classroom.
- 3 **Assignment Folders** created for each assignment you post.
- 4 This is a **Template Folder** that is created for the templates you have shared in classroom assignments. Note: It is recommended that you do NOT edit the templates folder.



TIP: Do not re-organize these folders in your Google Drive. Let Google Classroom do the organization for you. If you delete or move folders around, you could mess up Google Classroom's organization.

GOOGLE CLASSROOM GLOBAL SETTINGS

To access the settings for ALL of your classes, go to the main menu (3 lines), then select settings.

Change your profile picture. (Your district may not allow this.)

1

Profile

Profile picture



Account settings

Change your password and security options, and access other Google services. [Manage](#)

Enable/disable email notifications.

2

Notifications

Email

Receive email notifications



Enable/disable the different types of notifications you want to receive.

3

Comments

Comments on your posts



Comments that mention you



Private comments on work



Classes you're enrolled in

Work and other posts from teachers



Returned work and grades from your teachers



Invitations to join classes as a student



Due-date reminders for your work



Classes you teach

Late submissions of student work



Resubmissions of student work



Invitations to co-teach classes



Scheduled post published or failed



Turn email and mobile notifications on or off for each individual class. (Click the drop-down arrow to view.)

4

Class notifications

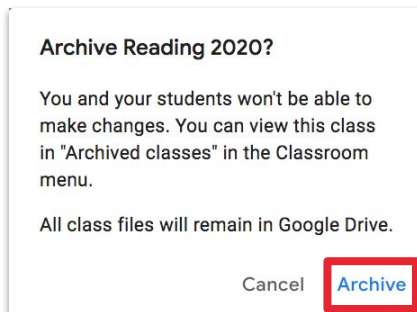
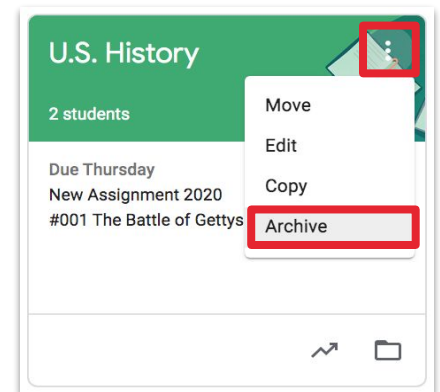
Turn email and mobile notifications on or off for a class



ARCHIVING CLASSES

When you no longer need a class that you have created, you can archive from the Google Classroom homepage using the more actions button (three dots).

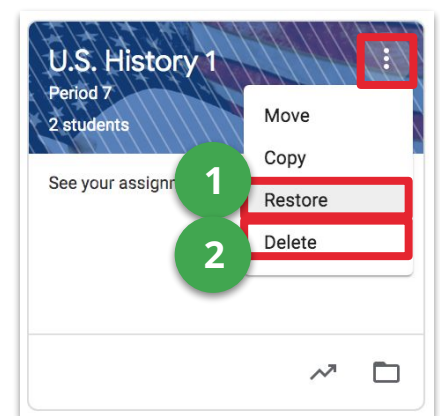
A pop-up warning will appear. Click **Archive** to confirm.

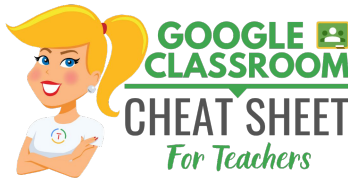


You will still be able to view your class files in your Google Drive folder, but the class will then be moved to the archived section. Students will also see it in their archived section and will be able to see the assignments for that class.

1 Restoring Classes: You can unarchive a class by visiting the Archived Classes section from the main menu, then click on the action menu (3 dots) and choose, "Restore."

2 Deleting Classes: To delete a class completely, it must first be archived. Then go to the Archived Classes page, click on the more actions button (three dots) and choose delete.





GOOGLE CLASSROOM TIPS

Collaborate with Other Teachers

Be sure to share and collaborate with the other teachers on your campus, so your students receive a consistent message on how to use Google Classroom. Start a Google Doc to share your best practices with each other.

Invite a Teacher as a Student

Since teachers can both create classes and join classes, invite a colleague to join your class as a student and vice versa. This way you can learn together and see both the student and teacher side of Google Classroom. It's a great way to get familiar with the application!

Show Student the "Turn In" Button

The first time you assign a Google Doc, Slide or Sheet as an assignment where each student gets a copy, you will need to show students how to go to the document that you, the teacher, have already created and shared with them. Make sure they understand you already have the right to see their work. Show them the **Turn In** button that appears to the left of the blue share button near the top-right of the screen. Some students will be inclined to share with the teacher, or create a new document, so be sure to walk them through the steps that you prefer. Once they turn in their assignment, they will no longer be able to edit.

Show Students How to Unsubmit an Assignment

As mentioned above, once a student turns in their work, they will no longer be able to edit the file. If they need to go back and make changes or add attachments, they need to unsubmit the assignment, or you, the teacher, will need to return it to the student.

Refresh

If there has been an update in Google Classroom while you have the page open, you will see an option to refresh to see the changes. Be sure to show students this feature so they can see updates you make to their assignments during class.

GOOGLE CLASSROOM TIPS

Turn in Photos or Videos of Work

Sometimes assignments are not digital, and that's okay! You can still use Google Classroom to track assignments and give feedback. Have students take a snapshot and submit through Google Classroom. This is great for showing the steps of working through a math problem, showing progress on that art project, or evidence from a science lab experiment. Short videos are also a great option for reflection on the learning process.

Student Folders

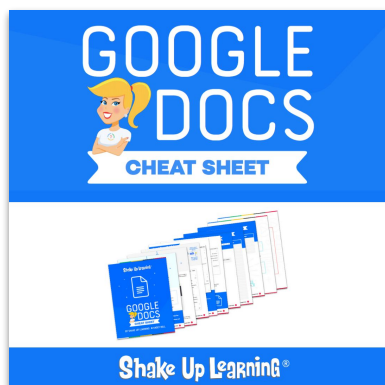
Students will have a similar folder structure that is created in their Google Drive for each Class that they join in Google Classroom, and each assignment given. Sharing rights will vary depending on the assignment and how it was shared. Take the time to show students where their folders are in Google Drive, and show them the process of "turning in" assignments. A few quick reminders will make your job much easier!

The Google Classroom Cheat Sheet for Students

Use this reference guide to help you and your students better understand how to use the student side of Google Classroom.

Submit Feedback to Google

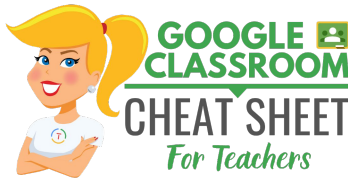
Google listens to your feedback! There have been tremendous updates to Google Classroom thanks to educators like you. Use the question mark at the bottom left to submit feedback and suggestions. They read it!



Need help with Google Docs? Grab a copy of the FREE Cheat Sheet!

- Learn about the main features of Google Docs
- Google Docs keyboard shortcuts
- Google Docs resources
- Google Docs tips
- 10-pages —all for FREE!

ShakeUpLearning.com/docscheat



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- [The Google Classroom Master Class \(online course\)](#)
- [Google Resources from Shake Up Learning](#)
- [Google Tricks & Tips from Shake Up Learning](#)
- [The Google Teacher Podcast](#)
- [The Shake Up Learning Show Podcast](#)
- [Shake Up Learning Online Courses](#)
- [The Shake Up Learning YouTube Channel](#)
- Follow the Shake Up Learning [Google Classroom Pinterest Board](#)
- [Visit the Google Classroom support center](#)
- [Visit the Google Classroom help forum](#)
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About the Author:



Kasey Bell is part sparkling smile, part witty personality and a whole heap of passion as big as a Texas--go big or go home, y'all! She is a disruptor of the boring. An engaging, innovative, from the heart sharer who inspires educators while transforming their teaching with original, timely and use-tomorrow ideas for student choice, differentiation, and technology integration.

Whether it is learning from home through online courses, professional development, conference workshops or as a keynote speaker Kasey is a relentless innovator of ideas and a devoted transformer of classrooms and teaching.

Through teacher empowering publications and award-winning educational resources at ShakeUpLearning.com, learner-driven workshops and presentations and hosting two weekly podcasts, Kasey proves why we should never settle for the boring when it comes to bringing out the very best in our students, and we should always strive to Shake Up Learning!

- Host of [The Shake Up Learning Show Podcast](#)
- Author of [Shake Up Learning: Practical Ideas to Move Learning from Static to Dynamic](#)
- Co-host of [The Google Teacher Podcast](#)
- Google Certified Innovator
- Google Certified Trainer
- Award-winning blogger and social media influencer
- Must Read EdTech Blog
- Edublog Awards Finalist

The award-winning [Shake Up Learning](#) website and blog provides teachers with practical resources for using technology in the classroom, including how to use Google Classroom, G Suite for Education and other Google tools, as well as many other blended learning and technology integration resources. Here you will find free technology tips and tricks, free downloads and templates, in-depth [online courses](#), books, lesson plans, and lesson ideas, cheat sheets, blog publications, and podcasts.

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