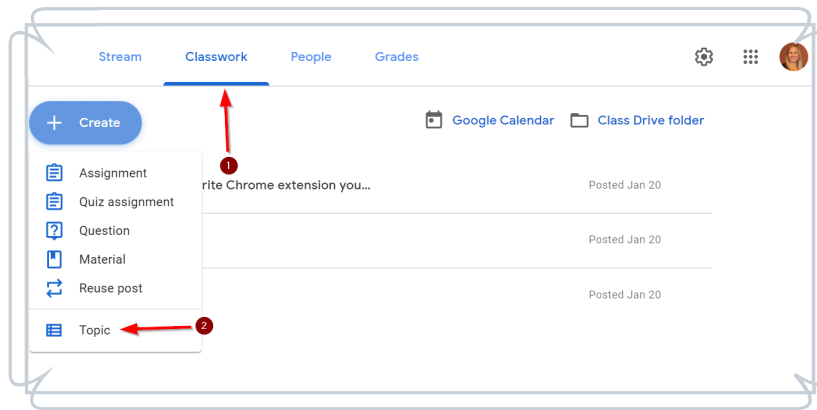# Tech Tips and Tricks
Google Classroom Organization

Google Classroom Organization

Is your Google Classroom getting to be a disaster?
Using organization strategies can help you to get a handle on it!
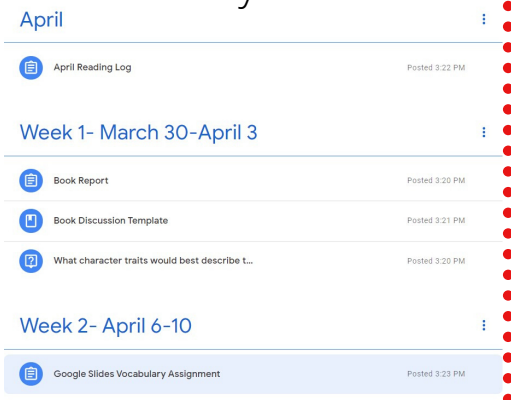

Basics about Topics

- Topics are like headers or labels for your assignments, materials, and questions.
- You can add a topic by using the "Create" button found on the Classwork page.
- You can create as many topics as you need.
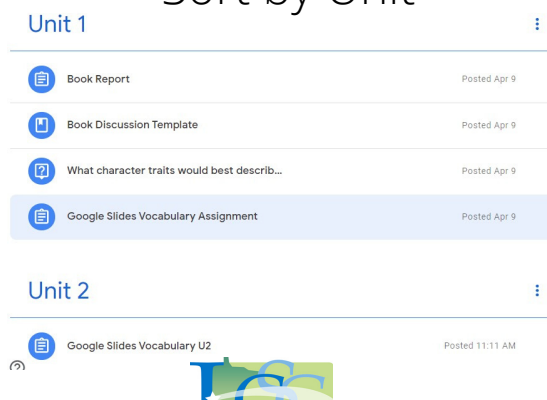- Once you have things posted, you can click and drag things under any topic.

Options for Using Topics

There are many different options for how you can organize work in Google Classroom. If you were going to organize these resources into a filing cabinet, what would you name the folders within? Luckily- you can change your mind because topics are easy to change, rename, add, and delete. Here are some examples you might want to try:

Sort by Week

Sort by Unit

Sort by Subject

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