



Google Classroom

Classroom is the green and yellow symbol on the school portal or classroom.google.com

On this you can send a class a task AND get work back from a class.



Set up a class

1. Click on the classroom symbol
2. In the top right click the '+' to 'create class'
3. This menu then appears
All you have to do is Class name
Click create
It then takes you automatically to your class

Create class

Class name (required)

Section

Subject

Room

Cancel Create

4. Add student to your class
There are two ways to do this.
 - a) If the children are with you get them to input the code that appears at the top.



- b) If you are not with the children, you can add them.

Click on People

And the little add person icon

Start typing the child's name, and they appear

Click to select them.



Extras:

- You can edit the 'look of your classroom under the select theme button
- Under setting (the cog in the top corner) you can stop children from commenting in the classroom 'Stream'

General

Class code vd4qyd4

Stream Students can post and comment

Classwork on the stream Show condensed notifications

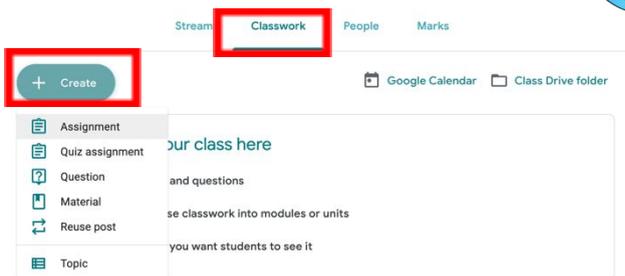
Show deleted items Only teachers can view deleted items



Assign work

1. Click Classwork
 2. Create an Assignment
- And a new window opens

3. Design the assignment



Assignment

Assign

Title **Layers of the Earth**

Instructions (optional)
**Read the slides about the EARTH.
On the doc, label each layer of the earth and complete the table.**

Add Create

Add any files you want to accompany the assignment. The slidedeck you want the children to go through, a Docs worksheet, a pdf file?

For
Teachers All students **You can differentiate who a task goes to.**

Points
100 **Marks available?**

Due
No due date **When would you like it by**

Topic
No topic

Rubric
+ Rubric **You can add a mark scheme**

Originality reports [Learn more](#)

4. Click Assign at the top
(You can schedule a time to assign)

The assignment will then go onto the children's classroom. The most recent ones at the top.

Collecting and marking work

There are a few ways the children can get the work back to you

1. Physically the child can do something on paper and give it back to you
2. The child can 'reply' to your assignment with something (doc, slides etc)
3. The child can email you their work, or send you a photo of their work

My preferred choice is that they reply to the assignment with work as then it gets collected centrally on my classroom and drive.

Back on your home screen, when you click on the task you have assigned a class. This is the view you get.

The screenshot shows a classroom management interface for a task titled "001 Layers of the Earth". At the top, there are two tabs: "Instructions" and "Student work", both highlighted with a red box. To the right, text reads: "These two options show the instructions you set, and the children's work." Below the tabs, there are buttons for "Return" and "Ungraded". On the left, a list of students is shown, each with a "Handed in" status. On the right, a grid of thumbnails shows the work submitted by each student. A red arrow points from the "Handed in" status of Freya Nicholas to her work thumbnail. In the top right corner, a red box highlights a "Return" button with a dropdown arrow.

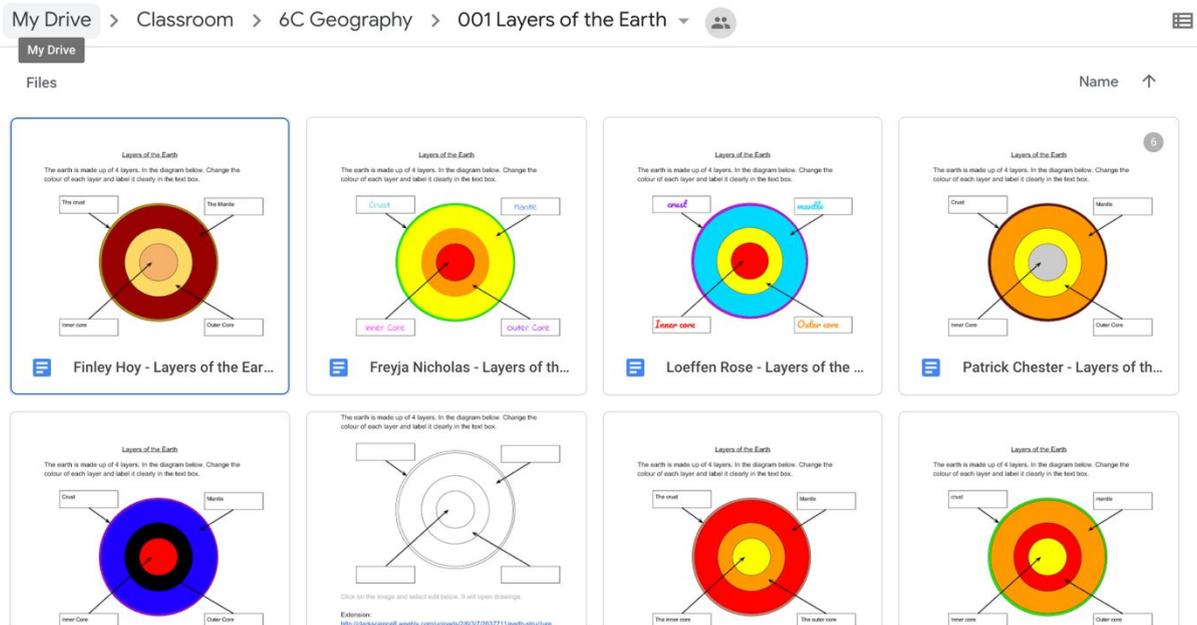
By clicking on the child, it then opens the file that has been attached for you to view.

The screenshot shows a document viewer for a student's work. The document title is "001 Layers of the Earth" and the student is Freya Nicholas. The document content includes the text: "The earth is made up of 4 layers. In the diagram below. Change the colour of each layer and label it clearly in the text box." Below the text is a diagram of the Earth's layers with labels "Crust" and "Mantle". On the right side of the viewer, there is a "Private comments" section with a text input field and "Cancel" and "Post" buttons. A red box highlights the "Return" button in the top right corner, and another red box highlights the "Private comments" section. A red arrow points from the "Post" button to the text "Add comments back to the child" below it.

N.B. Once a child has handed in a piece of work, they cannot edit it anymore. So, you would need to return it if you want them to edit it more.



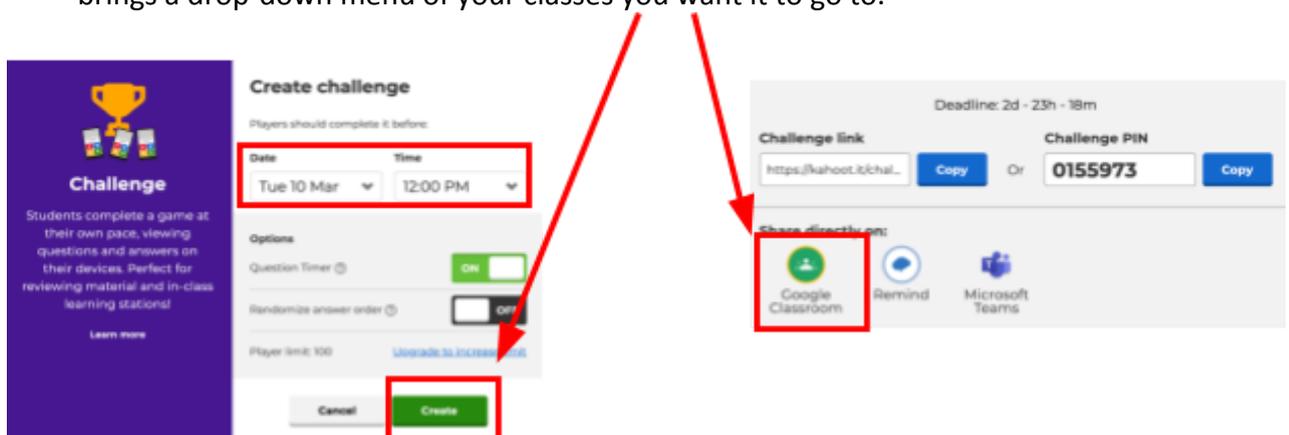
An alternative place to find the children work is in you Google Drive. You will have a Classroom folder. If you open the class you want and the task, you can see all the docs returned in your drive.



N.B. If you open it this way you are unable to comment as mentioned above.

Extra Idea

- Kahoot! works with classroom. If you find one, or have designed one of your own, select to play it in 'Challenge' mode when you click play. Set a complete before day and click create. Kahoot automatically syncs with Google Classroom and this button brings a drop-down menu of your classes you want it to go to.



This Sunday I am presenting as part of [EdTechTeamUK Virtual Summit](#). There are 12 teachers and EdTech-ers demonstrating ideas on Youtube that you could use if we convert to online teaching as opposed to classroom teaching. Join me but promise not to laugh!