

Google Classroom Startup Guide

Step 1: Log in to Google Classroom.

Go to <https://classroom.google.com/>.

1. Make sure you are logging in with your **pothisd** Google Apps for Education account. If you are using your personal Google account, you will not be able to use Classroom.
2. You should see your Google Classroom Home.
3. Click on the + sign to create your first class. Create one for an existing class or a practice one for purposes of this tutorial.

Step 2: Create a class.

Notice that there are three tabs in a class: Stream, Students, and About. [These support materials](#) will help you with this step.

1. Select the About tab. Fill in basic information about your class. Notice there is a folder in YOUR Google Drive that will contain files related to this class.
2. Click on the Students tab and add a student or two (perhaps a colleague who will serve as a guinea pig for this experiment). Make sure to indicate what permissions you want these "students" to have in relation to posting and commenting.
3. And/or, give the class code posted in the Student tab to a student or colleague for practice. This code is also available on your Stream tab.
4. Go to your Stream tab. Share an announcement with your class. Notice how you can attach a file, a document from Google Drive, a YouTube video or a link to another resource.
5. Staying in your Stream tab, create a mock assignment for this class. Fill in the title, description, and give it a due date. Attach any resources and assign the assignment to students enrolled in this class.

Step 3: Monitor student assignments.

Here is [information on grading and returning assignments](#).

1. On your Stream tab, you should now see your assignments in the left-hand corner under the heading Upcoming Assignments. Click on one of your assignments.
2. This will lead to a page where you can see students' status in terms of work completion. This is called the student work page. For an assignment to have been marked complete, the student will need to turn it in through their Google Classroom account.
3. Note that you can assign grades and points. Click on a student and you can send them a private comment.
4. If you check the box next to a student's name, you can email the student or students.
5. If a student has submitted work, you can then grade it and return it to the student.
6. To see all student work at the same time, you need to click Folder at the top of the Student Work page. This Folder link will be grayed out until students have turned in work.

Step 4: Try Classroom from the student perspective.

[Specific student help is available here](#).

- Ask a colleague to invite you to their practice class and to create an assignment for that class.
- Pretend to turn in the assignment.
- Have your colleague grade this assignment and return it to you.

Step 5: Consider creative uses of Google Classroom.

How could we use Google Classroom in innovative ways? For additional ideas, see [this post from educator Alice Keeler](#).