

# Google Classroom

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# Getting Started with Google Classroom

## What is Google Classroom?

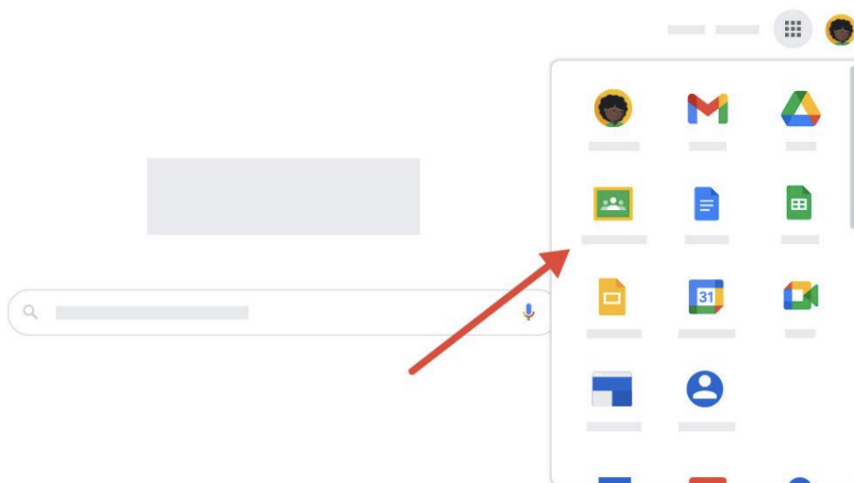
Google Classroom is your online hub for everything that goes on in your lessons and with your students. It's a place where you can add, assign, review, and grade assignments. You can set homework or activities, share resources and links, as well as communicate with your students and parents.

## Educational uses of Classroom

- Share assignments with your students.
- Start a discussion with your students, giving them a space to reply to you and each other.

## Where is Google Classroom?

You can go to Google Classroom by clicking the App Launcher and finding Classroom. Remember that the exact location within the App Launcher may vary:



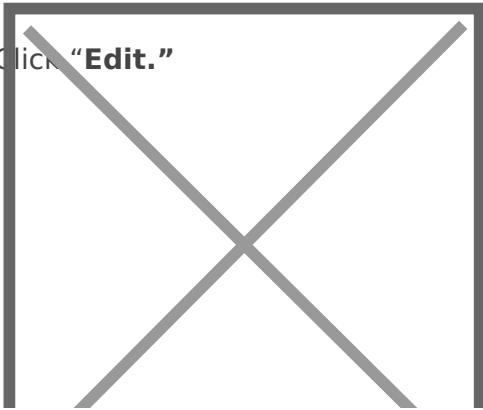
Alternatively, you can go to [classroom.google.com](https://classroom.google.com).

# How to Rename a Google Classroom

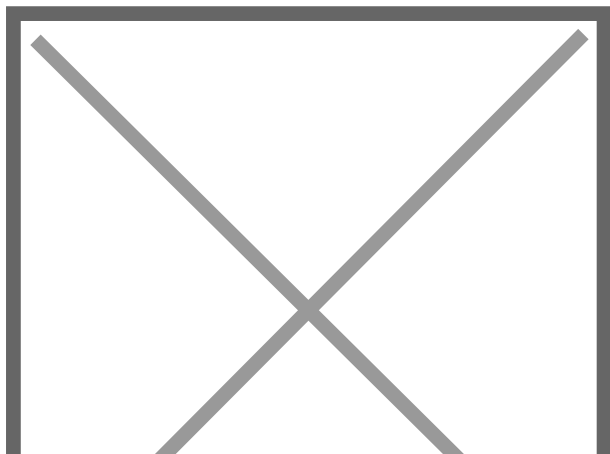
1. After accepting the class, from the Google Classroom homepage, click the **3 dots** next to the course title.



2. Click **"Edit."**



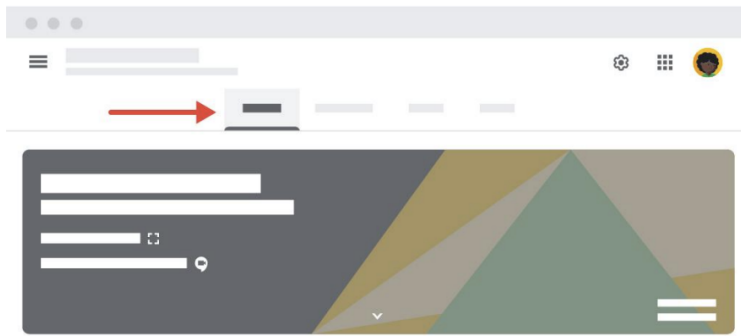
3. Under **"class name,"** type a new name. Click **"Save"** on the bottom right when done.



# The Google Classroom page

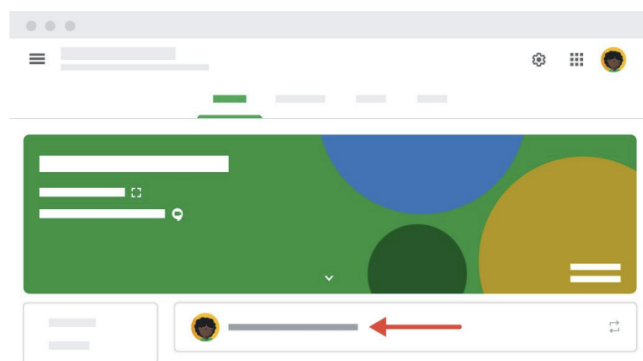
## Stream

Google Classroom has four tabs at the top of the page. The Stream tab is a list of all the activities in the class. This includes messages and resources shared.

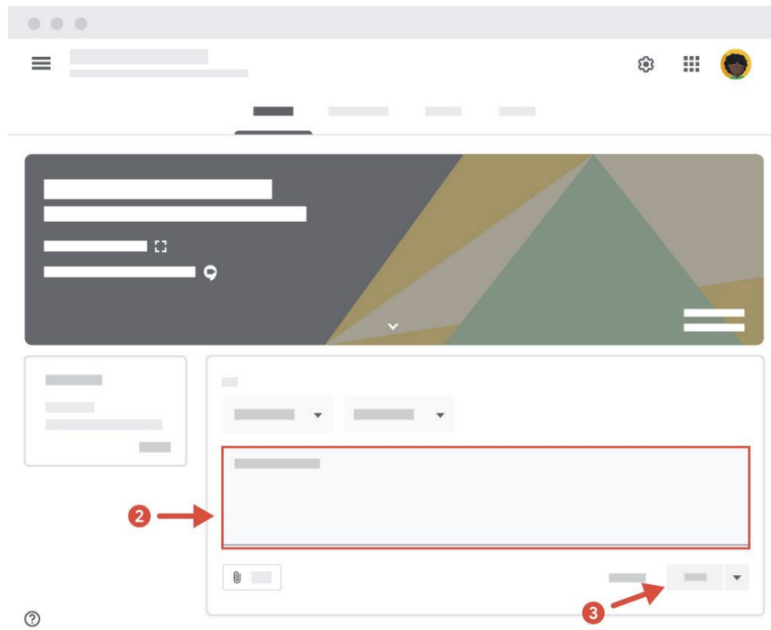


Teachers and students can add messages to the stream for the rest of the class to see.

## Post a message or notice



1. Click Share something with your class.



2. The box will open up, displaying more options. The main area shown above is where you click and type in your message.
3. When ready click Post to publish your message to all the class member's Streams. Your message will now be visible to all students.

# Posting assignments and tests in Google Classroom

Posting assignments and tests in Google Classroom

Check out this 45-second screen recording - no sound needed

[https://drive.google.com/file/d/1C5j28C\\_IAddIOEpGco6K-8EG2DVueK4r/preview](https://drive.google.com/file/d/1C5j28C_IAddIOEpGco6K-8EG2DVueK4r/preview)

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class ? **Classwork**.
3. At the top, click **Create ? Assignment**.
4. Enter the **Title** and any **Instructions**.
5. Post to additional classes
  - Under **For**, click the Down arrow <sup>Do?</sup> select the class or classes you want to include.
6. Post to individual students
  - Next to **All students**, click the Down arrow <sup>Do?</sup> All students again to deselect students.
  - Click a student's name to select them.
7. Add a **Grade category** to organize assignments. Click the Down arrow <sup>Do?</sup> select a category from the menu.
8. Change the point value
  - Under **Points**, click the value (by default, assignments are set at 100 points).
  - Enter a new point value or select Ungraded.
9. By default, an assignment has no due date. To set a **due date**:
  - Under Due, click the Down arrow <sup>Do?</sup>
  - Next to No due date, click the Down arrow <sup>Do?</sup>
  - Click a date on the calendar.
10. Add a **Topic** to group similar assignments and materials: Under Topic, click the Down arrow <sup>Do?</sup>
  - To create a topic, click **Create topic** and enter a topic name.

- Or, click a topic in the list to select it.

11. Add **Attachments**: click **Add** ? choose an option:



- File
- Google Drive (Google Drive items are view-only to students).
- YouTube
- Link

12. You can post an assignment immediately, or schedule it to post later.




- Click **Assign** to immediately post the assignment.
- **Schedule** the assignment to post later

# Using Google Calendar with Google Classroom

## Using Google Calendar with Google Classroom

Check out this 54-second screen recording - no sound needed

<https://drive.google.com/file/d/1X19OU82trQqLOALusSkpycXkAyJhFoM6/preview>

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class ? **Classwork**.
3. At the top, click **Google Calendar**. This will open in a new tab.
4. Click on the event's **Date**.
5. Enter the **Title**.
6. Next to the **calendar name** , use the dropdown menu to change the calendar's name to the name of your Google Classroom class.
7. Click **Save**.
8. **Copy** the event to other classes. 
  - a. Click the event's name and then the 3 dots .
  - b. Click one of the other classrooms from the list.
  - c. Click **Save**.
  - d. Repeat as necessary.
9. Copy the event to other classes with a different date:
  - a. Follow the steps above (8a and 8b).
  - b. Choose a different date.
  - c. Click **Save**.



# Restrict Students from Commenting on Stream

Restrict students' ability to comment on the Stream by changing a Stream setting (this has to be done for each class).

1. Go to Google Classroom
2. Select a class
3. Click the settings gear in the top right corner  
Screenshot 2023-10-23 at 4.19.50 PM.png
4. Scroll down to Stream (under the General section)
5. Change the setting next to Stream. Choose either "Students can only comment" or "Only teachers can post or comment). Do **not** leave it as "Students can post and comment - this is how they're accessing YouTube" *\*\*See note below*  
Screenshot 2023-10-23 at 4.21.46 PM.png
6. Click Save in the top right corner
7. Repeat this for each Google Classroom

**\*\***This setting affects the announcements area of your Google Classroom page. If you post announcements and want students to comment on them, choose the middle option. If you don't use this feature, limit it to only teachers who can post or comment.