


How to Initiate, Setup, and Use Basic Features in Google Classroom

Setting Up Your Class:

1. Access Google Classrooms at classrooms.google.com. This is how both the teacher and student accesses classroom.
2. Click on (Getting Started I am a ...) "Teacher". It is a blue button at the bottom of the screen. This only needs to be done once, so if you set up a class last year skip this step.
3. In the upper right corner near your username is a plus sign, click on this to setup a class. Note: this is where the student would click to join your class- they will need the class code (covered in the next step of the instructions).
4. You should now see the teacher dashboard. On the left side of the screen toward the bottom is the class code. You will need to have students use this to enroll.
5. Notice across the top of the dashboard you have a tab for "stream" and "student". Stream is where assignments and announcements will be posted.
6. After you log out, in order to find the folder associated with this class go to your Google Drive, locate the file "classroom" (it was automatically created for you), click on it, then click on the class.
7. After a student joins your class and logs out, when they go back to Classroom they will need to click on the tile for your class first, then pick up or submit assignments. Once they pick up an assignment, they can find it in their "My Drive" and in their "Classroom" folder. The folder was created automatically when they enrolled. OR they can go back to Classroom and click on the thumbnail to open the document that way also.

Creating an Assignment: Use this to pass out files, collect assignments, share links, share videos. Please note if you are sending out files to the students it might take time for these files to be created for students- do this before class if possible. Most times it updates within 2 minutes.

8. **To create an assignment:** Under the Stream tab, click on the  sign in the lower right corner of the screen, then click on "create assignment"..
 - Title the assignment
 - Click on the date shown and adjust the due date if desired, a calendar will pop up for this. You may also "turn off" the due date.
 - Notice you can add links, YouTube videos, attachments, etc. If you have file (like a document) that you want all students to have and manipulate click on the triangle (drive symbol), select the file, and notice to the right of the file that was added there is a drop down menu. Select **view only** (kids see it, but cannot change it) OR **Edit** (kids can edit) OR **Make a Copy**. Most times you will want to select make a copy. This will automatically copy the file and add the student's name into the title. The student may then make changes or complete the assignment, and use this file to turn in the assignment. Since their name is automatically tacked on to the file, there is no issue with

not knowing who turned the file in. Be sure to click the blue “assign” button after you have everything set the way you want it.

- Note: on the student screen after you create an assignment, the **students will have a blue button to submit (turn in) the assignment**. They will do this by clicking the button. Once they turn it in, they are no longer able to make changes to it. The students will, however, have access to an “unsubmit” button. This allows them to unsubmit it, make changes, then resubmit.
7. **To Grade an assignment:** After creating a class, you can find the folder (and class) in your drive. Look for a folder called “classroom” and locate the class in there. Then open the class.