



Sindh Madressatul Islam University,
Karachi

GOOGLE CLASSROOM

Table of Contents

First Login	3
Create and Configure Your Class	4
Add Class Details	4
Add Class Materials	5
Adding Students.....	5
The Stream.....	7
Create Announcements & Questions	8
Create an Assignment:.....	9
Managing Assignments: the Stream	10
Managing Assignments: Assignment Details.....	11
Managing Assignments: Assignment Details.....	12
Grading Assignments.....	13
Reuse a Post:.....	15
Communication.....	16
Google Calendar Integration.....	17

First Login

Google Classroom is designed to help teachers and students communicate and collaborate, manage assignments paperlessly, and stay organized. Google Classroom is part of the Google Apps for Education suite of tools and is only available to Google Apps for Education accounts.

First Login

Go to gmail.com

or

classroom.google.com.

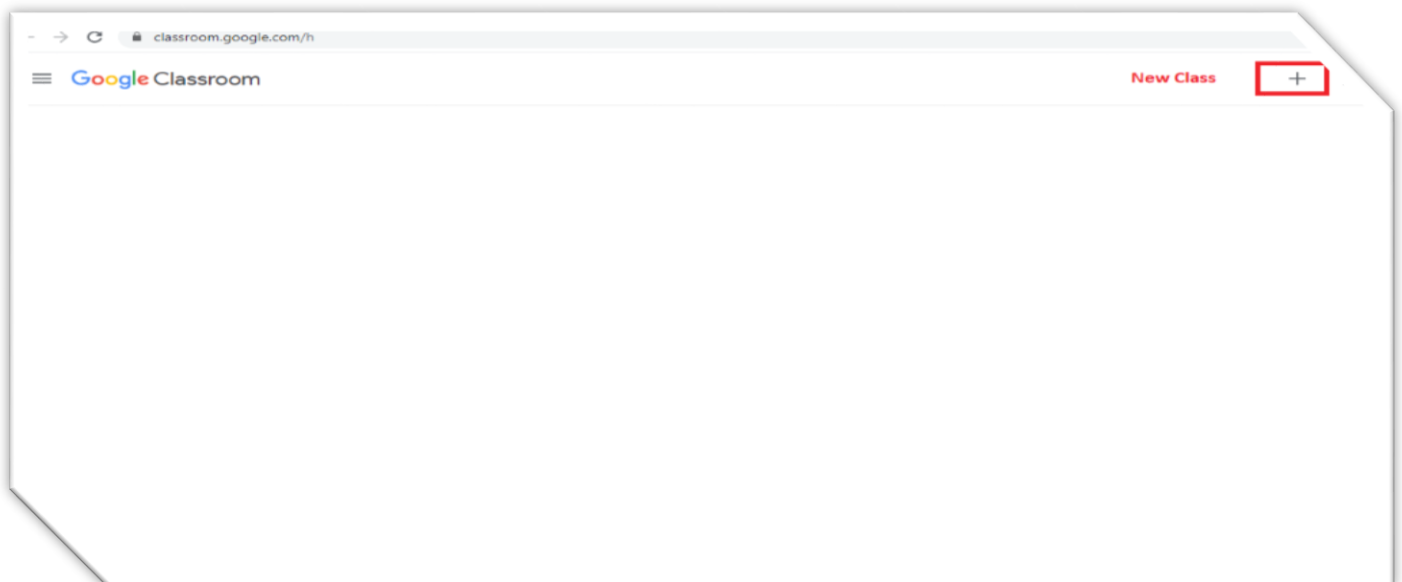
Users can login through gmail account and access google classroom from app gallery.

The first time you arrive at the Google Classroom website you will see a screen like the one to the right. Scroll down and choose your role: teacher or student.

- Teacher role: Can create and join classes in Google Classroom.
- Student role: Can ONLY join classes in Google Classroom.

Create or Join a Class

Click on the + at the top right to create a class, or join a class with the class code.



Create and Configure Your Class

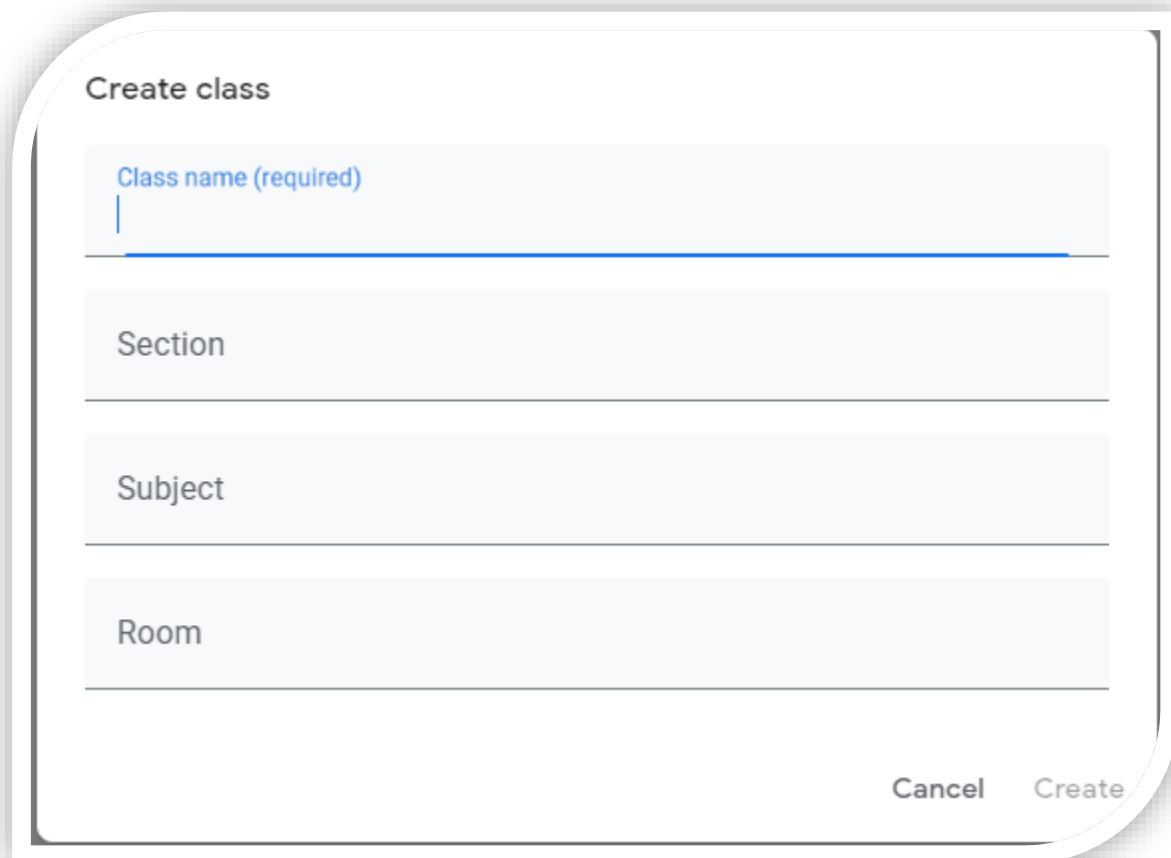
Create and Name Your Class Click the + to create a class. Use a logical naming convention for your class name, and be consistent across all of your classes.

Add Class Details

Add Class Details

Here you can optionally add additional class details and links to other information.

- The title of your class
- Class description
- Room number
- Click to view the Class folder that has been automatically created in Google Drive.
- Click to view your class calendar in a new tab.
- Click SAVE to save your changes.



The screenshot shows a 'Create class' dialog box with the following fields and buttons:


- Create class** (Title)
- Class name (required)** (Text input field)
- Section** (Text input field)
- Subject** (Text input field)
- Room** (Text input field)
- Cancel** (Button)
- Create** (Button)

Add Class Materials

Click ADD MATERIALS.

Add the title of your materials and attach your files and resources from local storage, Google Drive, YouTube videos or links. Click POST to save.

Type the title of your materials or resource here.

CANCEL POST

Adding Students

1- Add Students with the Class Code:

When you create a class, Classroom will generate a class code that you can give to your students that will allow them to join your class. This six digit code is unique to your domain and your class. The class code can be found in the left sidebar of the Stream, and in the Students tab.

If necessary, you can reset this code or completely disable it once all your students have joined.

CLASS CODE

Students can join the class with this code:

Reset
Disable

2- Add students by add people tab.

Enter class code to join.

CANCEL JOIN

How Students Join With the Class Code:

Give this code to your students. Students will follow the steps below.

1. Go to classroom.google.com. If it is their first login, be sure to direct them to select their role as Student.
2. Click the + on the top right of the page to Join Class.
3. Enter the Class Code and click Join.

How to Invite Students:

This method requires a bit more work on the part of the teacher. So most of the time, I recommend using the class code method. Follow the steps below to invite your students individually.

1. In order to invite students, they must be in your Google contacts. Your Google Apps admin may have created student contacts or groups for you. If not, you must add all of your students to your contacts. To do so, go to google.com/contacts, and [create a new contact](#) for each student OR [create a contact group](#) for each of your classes.
2. After setting up your class, go to the Students tab and click the Invite button.
3. Search for each student or group and check the box to select.
4. Click Invite Students.

Classroom Tip!

Since teachers can both create classes and join classes, invite a colleague to join your class as a student and vice versa. This way you can learn together and see both the student and teacher side of Google Classroom. It's a great way to get familiar with the application!

The Stream

The Stream is where teachers view and add announcements, assignments, discussion topics, and comments.

Add Content to the Stream:

Use the **+** in bottom right of the screen to create:

Announcements: Announcements are a great way to communicate with your students, share updates, reminders, and general class or school announcements.

Assignments:

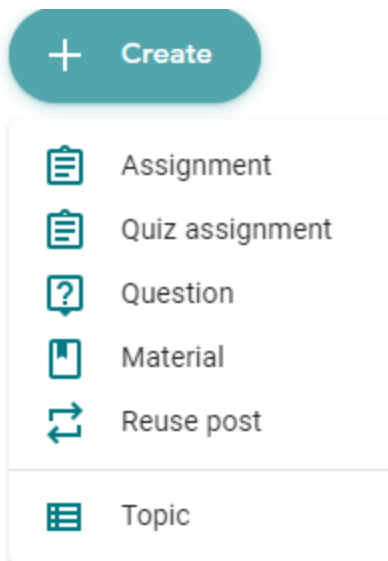
Create digital assignments with due dates and create a paperless workflow for teachers and students.

Questions for Discussion: Pose a short answer question for your students to discuss.

Reuse Posts:

Reuse any previous announcement, assignment or

question again in any class. (time saver!) **Optionally add**



other content to your posts:

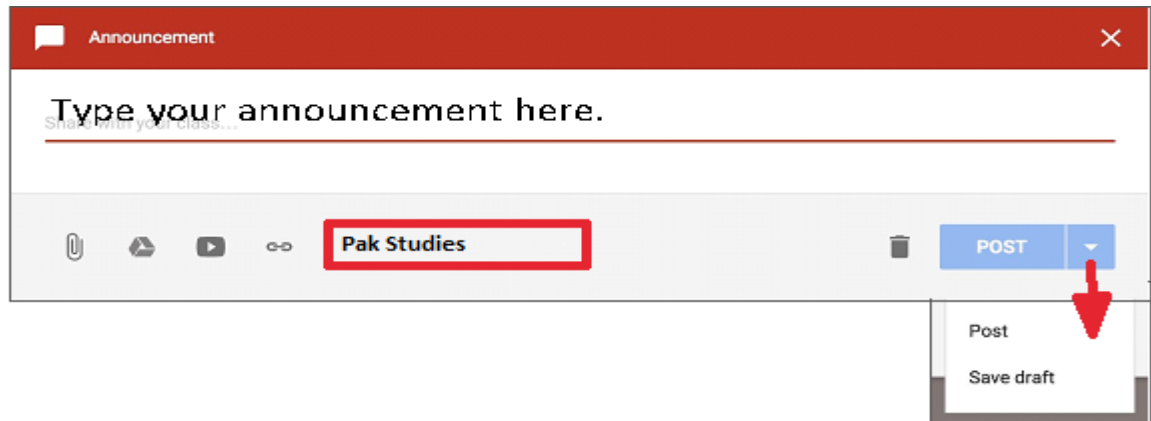
- **File Attachments:** files saved locally on your computer or device.
- **Google Drive:** Files saved in your Google Drive.
- **YouTube videos**
- **Web Links** to outside websites, resources, etc.

Create Announcements & Questions

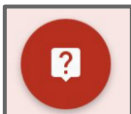
Create an Announcement:



1. Click on the + in the bottom right corner of the screen.
2. Click create announcement.
3. Add the text of your announcement.
4. Select the class(es) you want to see the announcement.
5. Optionally add attachments, files, or links.
6. Click POST to add to the stream, or save it as a draft to post later.



Create a Discussion Question:



1. Click on the + in the bottom right corner, then click create question.
2. Add the text of your question and a description if you like.
3. Assign a due date.
4. Select the class(es) to which you want to pose the question.
5. Optionally add attachments, files, or links.
6. Click ASK to add to the stream, or save it as a draft to post later.

Create an Assignment:



1. Click on the + in the bottom right corner.
2. Click create assignment.
3. Add the title of your assignment and an optional description.
(Tip: number your assignments!).
4. Assign a due date.
5. Select the class(es) you to which you are giving the assignment.
6. Optionally add attachments, files, or links.
7. Click ASSIGN to add to the stream, or save it as a draft to post later.

A screenshot of the 'Assignment' creation form. The form has a red header bar with a clipboard icon and the word 'Assignment' on the left, and a close button 'X' on the right. Below the header, there are two text input fields. The first field contains the text 'Type the assignment number and title here.' and the second field contains 'Add additional instructions and details of the assignment here.'. Below these fields is a 'Due' date selector showing 'Oct 26'. At the bottom of the form, there is a toolbar with icons for attachments, a trash can, and a blue 'ASSIGN' button with a dropdown arrow. A red box highlights the 'Pak Studies' text in the dropdown menu. A red arrow points to the 'Save draft' button, which is located below the 'ASSIGN' button.

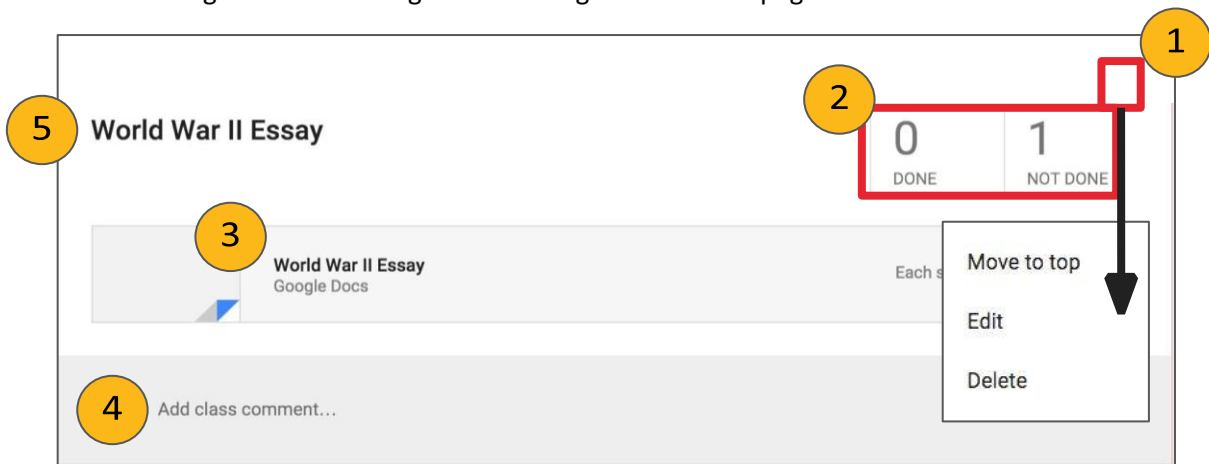
Assignments with Google Drive files:

When you add Google Docs, Google Slides, Google Sheets, or Google Drawings files as part of an assignment, you will get additional options for that assignment.

Managing Assignments: the Stream

Managing Assignments in the Stream:

1. Click on the more actions button (three dots) to:
 - a. Move the assignment to the top of the stream: This is a great way to reorganize the order of your stream.
 - b. Edit the assignment
 - c. Delete the assignment
2. View how many students have “done,” the assignment and how many have not.
3. Click on the file name to view your original file, template and any other links or resources you may have included with the assignment.
4. View comments made on each individual assignment (if enabled).
5. Click on the assignment name to go to that assignment details page with additional information.



Managing Assignments: Assignment Details

Managing Assignments on the Assignment Details Page:

Click on the title of any assignment in the Stream to view the assignment details page.

Each assignment has an assignment details page where you can view which students have “turned in,” or “marked as done,” their assignments, grade and return assignments to students, and download a CSV of your grades.

Here you can view a list of students that are “done” or “not done” with the assignment. (Use the drop-down arrow to toggle between all, done, and not done.) You can also click on the document to view and assess their work. (Teachers can also access Google Drive files directly in their Google Drive. Details about the Google Drive folders can be found on page 37.)

#001 World War II Essay

1 DONE | 1 NOT DONE

All

- Done
- Not done

Student One

Student Two

No attachments

Late

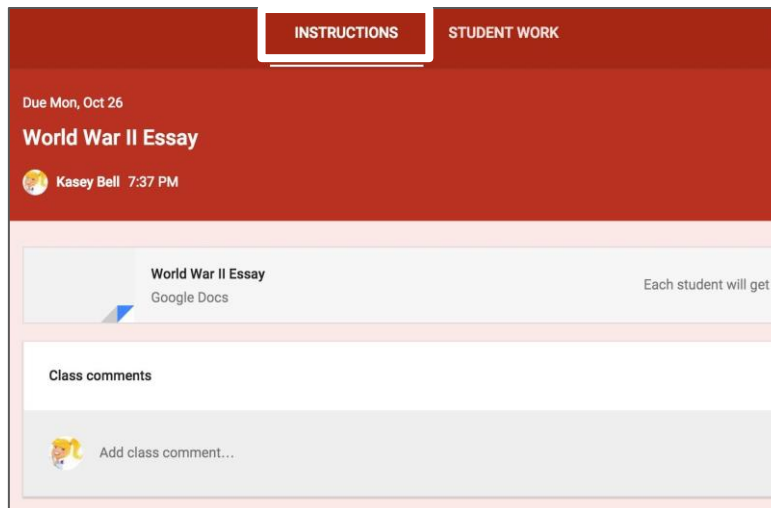
World War II Essay - S...

Done

Managing Assignments: Assignment Details

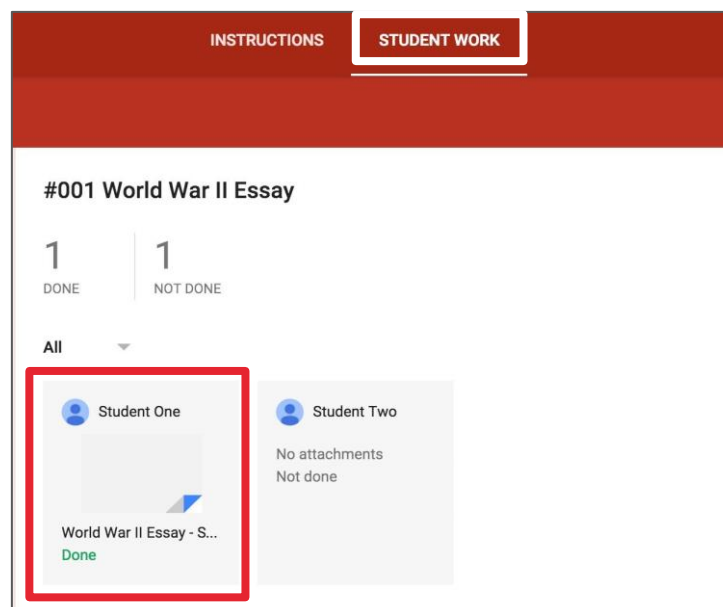
Instructions Tab:

There are two tabs at the top of this page. The Instructions tab will give you a clean view of the assignment details and any comments. You can also use the more actions button (three dots) to edit or delete.



Student Work Tab:

The Student Work tab will give you access and direct links to each student's assignment files if there are any. You can easily click on the file link to open the student file to review and assess. You can also assign grades on this page.

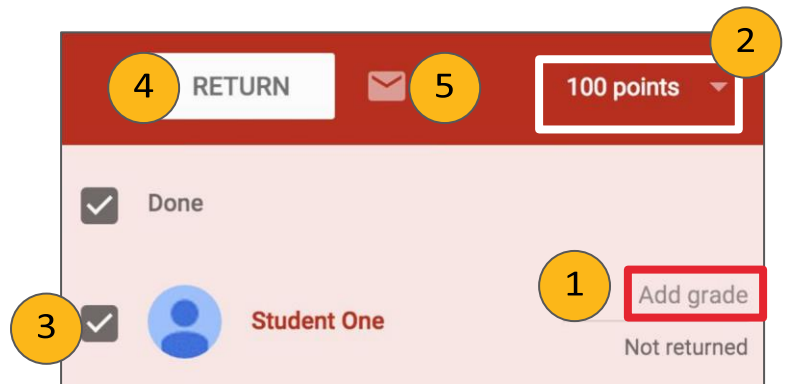


Grading Assignments

Grading Assignments on the Assignment Details Page:

On the left side of the page is where you can issue grades for the assignment and return work to students.

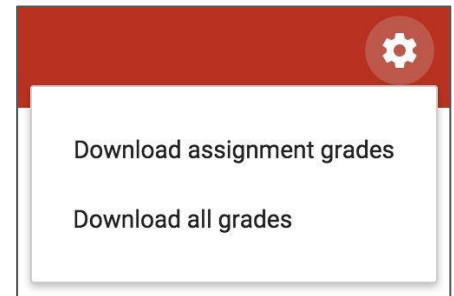
1. Type the exact grade/points for the student.
2. Use the dropdown to select from present grades or “ungraded.”
3. Check the box next to the student(s) names you wish to return.
4. Click the return button to return the assignment and notify the student.
5. Click the email icon to email the student directly.



Download a CSV of Your Grades:

If you would like to download a spreadsheet of all of your grades for your records or to import into your grade book system, you can download a CSV spreadsheet for each assignment or all of your assignments from the Assignment details page.

To download a CSV spreadsheet of your grades, click on the settings wheel near the top-right, and select the download of your choice.



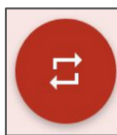
Here you will have the following options:

- 1 To Review: This tab will show all of the assignments that have been “turned in” for you to review, assess and/or grade.
- 2 Reviewed: This tab will show a list of all of the assignments that you have already reviewed.
- 3 Assignment Title and Class: You can click on the assignment name to go directly to the assignment details page.
- 4 Done: See at-a-glance how many students are done with the assignment.
- 5 Not Done: See at-a-glance how many students are not done with the assignment.
- 6 Mark as Reviewed: Use this more actions menu (three dots) to mark assignments as reviewed.

The screenshot shows the 'Assignments' page with the 'TO REVIEW' tab selected. The page header includes a hamburger menu, the title 'Assignments', the 'TO REVIEW' and 'REVIEWED' tabs, and the user email 'faheem.mahar@gmail.com'. Below the header, there is a dropdown for 'All classes' and a section for 'Work in progress'. The main content is a table with two rows of assignments. The first row is '#001 World War II Essay' with a due date of 'Today', 1 'DONE' student, and 1 'NOT DONE' student. The second row is '#002 Unit 1 Test' with a due date of 'Nov 10', 0 'DONE' students, and 2 'NOT DONE' students. A three-dot menu is visible next to the second assignment, with a tooltip that says 'Mark as reviewed'.

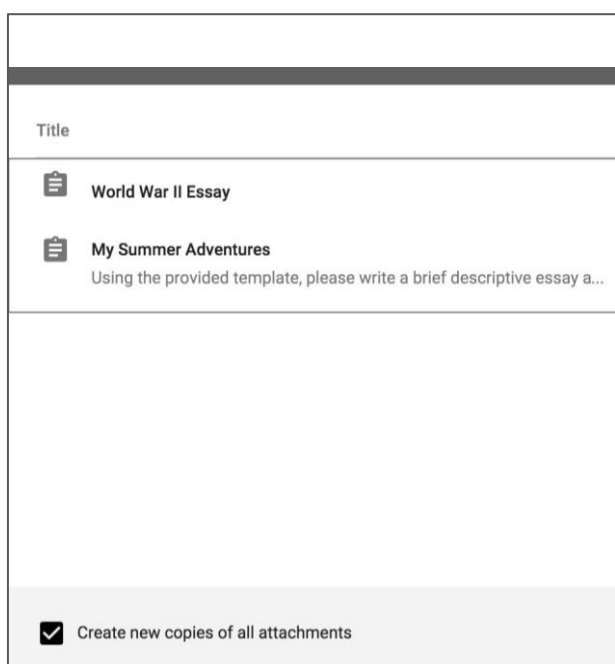
Assignment Title	Due Date	DONE	NOT DONE	Actions
#001 World War II Essay	— due Today	1	1	⋮
#002 Unit 1 Test	— due Nov 10	0	2	⋮

Reuse a Post:



You can reuse posts (announcements, questions or assignments) that you have already created inside any of your classes. If you teach the same subject to multiple class periods, this will allow you to copy your assignments over to each class, including drafts. Reusing posts is a big time-saver!

1. Click on the + in the bottom right corner.
2. Click reuse post.
3. Select the name of the class where the post was originally shared, then click SELECT.
4. Then select the post you wish to reuse.
5. There is a check-box at the bottom of the dialog box where you can allow Classroom to create new copies of your attachments. Check or uncheck your preference.
6. Click REUSE.



The screenshot shows a dialog box for reusing a post. At the top, there is a 'Title' field. Below it, two posts are listed with document icons:

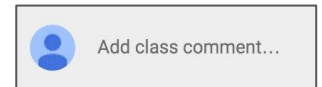
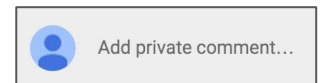
- World War II Essay**
- My Summer Adventures**
Using the provided template, please write a brief descriptive essay a...

At the bottom of the dialog box, there is a checked checkbox with the text: Create new copies of all attachments

Communication

Private Comments vs. Class Comments

There are two types of comments: private comments and class comments, which are viewable by the entire class (if this has been enabled in your comment settings). These are clearly labeled in the comment space, but students have to pay attention. Be sure to give clear directions on where you want them to comment.

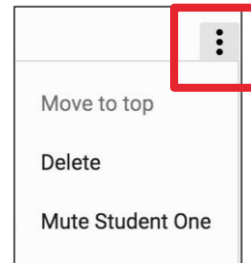


Student Comment Actions:

On each student post, you will have a more actions button (three dots). Using this button you can choose to:

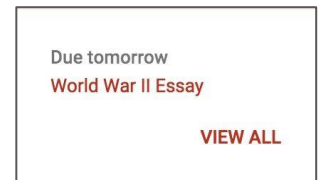
1. Move the post to the top of the stream,
2. Delete the post,
3. Or mute the student.

(This is handy if a student is abusing the comments privilege.)



Communicating Due Dates:

Google Classroom makes it easy for students to see what assignments they have left to complete, and what is coming due soon. On the left side of the Stream, students can view what assignments are due next. The mobile apps also allow push notifications about assignments, due dates and more!



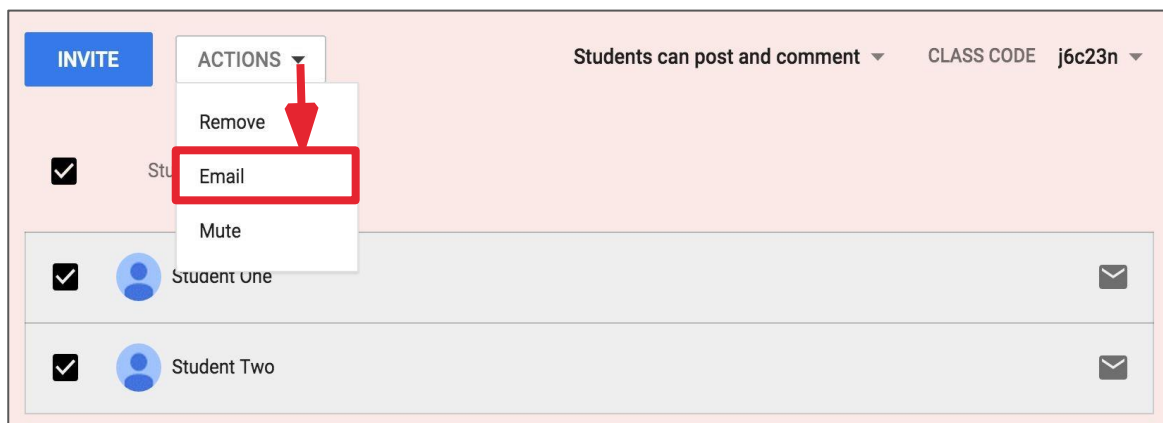
Automated Actions:

Google Classroom will automatically send students email notifications every time you post an assignment, announcement or question in the class. (Note: Email notifications will only work if email is enabled for your students through your Google Apps domain. Students also have the ability to turn off email notification in their settings.)

Email Students from Google Classroom:

You can email students or groups of students directly from the Students tab inside Google Classroom. (Note: Email notifications will only work if email is enabled for your students through your Google Apps domain.)


1. Select the students, or students that you would like to email using the checkbox. (Use the top checkbox to select all students.)
2. Then click the Actions button and choose Email.
3. A new window will open where you can compose and send your email.

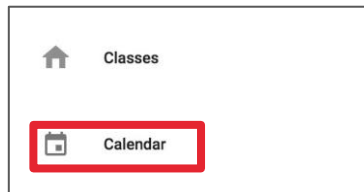


Google Calendar Integration

Viewing your Classroom Calendars:

Google Calendar is integrated into Google Classroom, which makes it easy for teachers and students to see assignment due dates and more in one location. Each assignment or discussion question with a due date will automatically be added to that class's Google Calendar.

1.  Go to the Google Classroom Menu (three lines) near the top-left of your screen.



2. Select Calendar.

Here you and your students can view a weekly calendar of all of your classes together, or filter for each class. You can also click on an assignment to go directly to that assignment details page.

To add other types of events to your Classroom calendar, like the date for your class field trip, you will need to go to calendar.google.com and add them to each class manually.

Google Drive Folder Structure

Google Drive Folders:

When you and your students connect to Google Classroom, Classroom will automatically create a folder structure for you in Google Drive. This automation makes organization for teachers and students so easy!

Inside your Google Drive (google.com/drive), you will find one master folder titled, "Classroom."

→ Inside the master Classroom folder is a subfolder for each of the classes you have created.

There is also a shortcut to this folder under the About tab.

- ◆ Inside each class folder is a folder for each assignment for that class.
- ◆ You will also find other various files and folders depending on what you have added to your classroom.
- ◆ Note: The Templates Folder is created when you create a template in Google and create an assignment that "makes a copy" for each student, as you see in my example below.

Master Classroom Folder

Class Folders created for each class you create in Google Classroom. Assignment Folders created for each assignment you post. This is a Template Folder that is created for the templates you have shared in classroom assignments.

Note: It is recommended that you do NOT edit the templates folder.