# Google Classroom
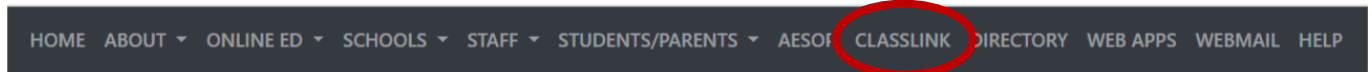
## To Access Google Classroom:
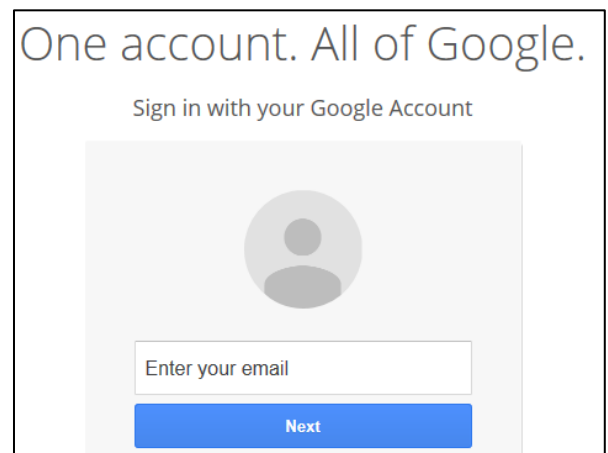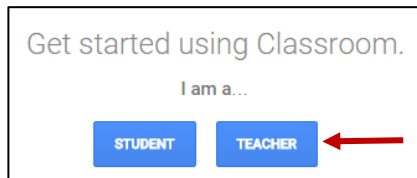
1. Go to the MCSD Webpage (www.mcsdk12.org).
2. Click on the **CLASSLINK** link.

HOME   ABOUT ▾   ONLINE ED ▾   SCHOOLS ▾   STAFF ▾   STUDENTS/PARENTS ▾   AESOP   CLASSLINK   DIRECTORY   WEB APPS   WEBMAIL   HELP

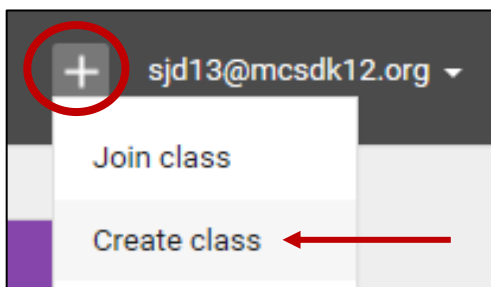3. Click on the **Google Classroom** icon.



4. Enter your **SCHOOL DISTRICT EMAIL ADDRESS** and press **NEXT**.

5. Enter your **SCHOOL DISTRICT PASSWORD**.

6. When setting up your class for the first time, click the Teacher button.

Get started using Classroom.

I am a...

STUDENT   TEACHER

### One account. All of Google.

Sign in with your Google Account

Enter your email

Next

**ALL Mifflin County students will log in with: username@mcsdk12.org**

## Creating a Class:

1. Click the plus sign in the top right corner of the screen and choose **Create Class**.

2. Enter a class name and section/period. Then press **Create**.

+  sjd13@mcsdk12.org ▾

Join class

Create class

**Create class**

| Class name (required) | |
|---|---|
| Section | **OPTIONAL** |
| Subject | **OPTIONAL** |
| Room | **OPTIONAL** |

Cancel   Create

## Inviting Students and Teachers to Your Class:

The easiest way to enroll students is to have them self-enroll in your class. Your class code is listed under your class name in the **STREAM** tab. Clicking the open box next to the code will display the code larger for easy visibility.
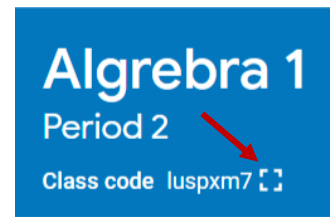
The students will log into Google Classroom the same way that you do as a teacher. When clicking the plus sign, they will choose **JOIN CLASS** and enter your class code.

You also have the option of adding teachers to your class. Added teachers can do everything you can do except delete the class.

To add a teacher, click on the **PEOPLE** tab. Click the **INVITE TEACHERS** button in the top right corner across from the Teachers heading.
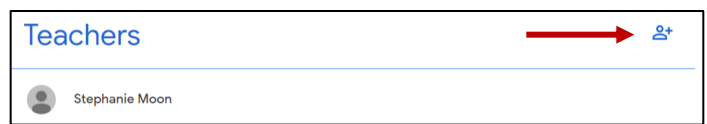
Type the full email address of the teacher you would like to add. Click on the name in the search results and choose **INVITE**.
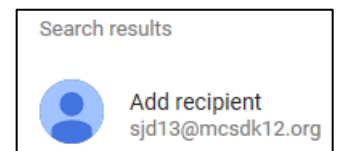
## Announcements:

Announcements are posted in the **STREAM** tab. Announcements are defined as information that you want to **GIVE** to students. This could be text, documents, videos, etc. The students will **NOT** return any items to you. You are just **GIVING INFORMATION**.

- Click in the "**Share something with your class**" field.
- Simply type the message to your students in the space provided. You are not limited to the number of characters in your message.

- If you would to provide the same message to multiple classes, click on the drop-down arrow next to the class name and place a checkmark beside all of the classes that you want to receive the message.
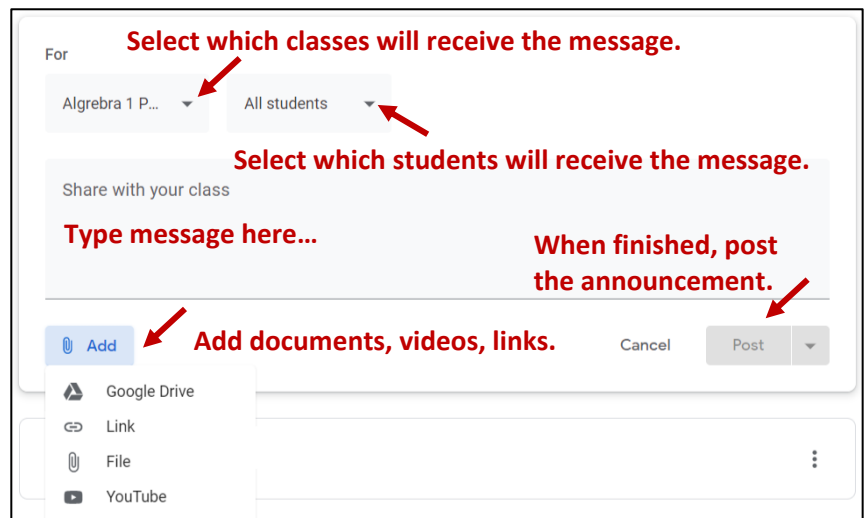
- You can also customize the message so that you send it to only certain students. Click the drop-down arrow next to **All Students** and select the students to receive the message.

- You also have the option to add an attachment from your computer, upload a file from Google Drive, add a YouTube video, or create a website link.

- When a student clicks on an attachment, they can open the file in a Google Application (Docs, Sheets, Slides, etc.), print the file, or download it to a computer.



If you plan to have the students open the file in Google Docs, the best results are typically when you add the document from your Google Drive.

- To edit or delete an announcement or move it to the top of the stream, click the 3 dots in the top right corner of the announcement box.
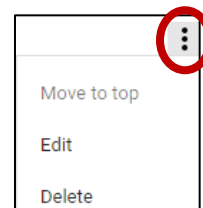


# Assignments and Discussions:

Assignments are posted in the **CLASSWORK** tab. Assignments have the expectation that students will be <u>**RETURNING**</u> something to the teacher.

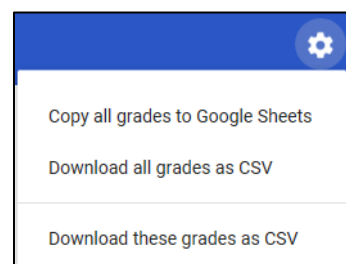## CREATING AN ASSIGNMENT:



- Click the **CREATE** button and choose **ASSIGNMENT**.
- Add a short title (required) and an optional description.
- You can choose who will receive the assignment by clicking on the drop-down arrows next to the class name and/or students.
- Choose a due date for the assignment. You can even add a specific time if you choose. Assignments can be created without a due date.

- You can attach materials to an assignment including files from your computer or your Google Drive, YouTube videos and website links.
- After attaching a file, you can choose to allow students to view or edit the file. With these options, all of the students will be viewing or editing the **SAME** file.
- **MOST POPULAR**: You can choose to **make a copy for each student.** Each student will receive their own copy of the file. This file is only shared between the teacher and THAT student.

  *NOTE: Once you post the assignment, the "make a copy for each student" option will no longer be available so make sure you select this option before posting. To retrieve this option, you will need to delete the <u>entire assignment</u> (not just the document) and recreate the entire post.
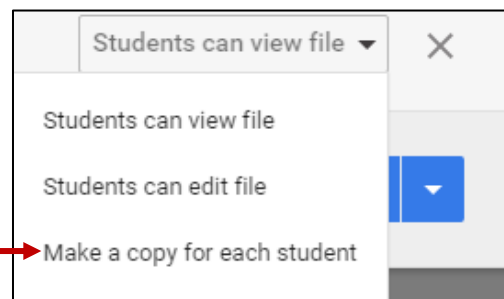
- Click on the Assignment name to view details of the assignment. Here you can see which students have completed the assignment, grade and return submissions, download a CSV file of the grades, or copy all of the grades to a Google Sheet.

**ASSIGNMENT DETAILS PAGE:**

## CREATE QUESTION:

Use questions to quickly check for understanding or to host a class discussion.

With questions, you can:

- View and grade all your students' answers in one place
- See who has and hasn't answered
- Decide if students can view and reply to each other's answers

Students will be <u>unable</u> to see their classmates' responses until they post their own answer.

If students are permitted to Edit their Answer, they will see an Edit button next to their answer. They are only permitted to edit their own answers. If they are not permitted to edit their answer after submitting, they will be reminded of this option after they hit Post.



**Add documents, videos, links.**

**Teacher can choose if students can reply to each other and/or edit their own responses.**

## REUSING A POST:



If you would like to reuse a post from one year to the next or from one class to another, click on **CREATE** and choose **REUSE POST**. Click on the class where the item currently exists and press **Select**. Choose the item to be copied. You can select to create new copies of all attachments at the bottom. Then click **Reuse**. The post will be copied to this class.
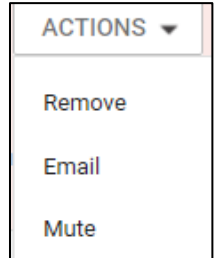
# STUDENT PERMISSIONS:



In the **SETTINGS**, you can control whether students can post and/or comment in the class stream. Make your selection and press SAVE in the top right corner.

You can also mute individual students. To mute a student, place a checkmark beside their name in the **PEOPLE** tab. Select **Mute** from the **Actions** drop down menu.



Muted students:
- Can still submit work (other students won't see it)
- Can't reply to classmates' work
- Can't comment or post in the class

# STUDENT'S VIEW:



After a student logs in to Google Classroom, they will be taken directly to the dashboard where all of their classes will be listed.

Students can click on the name of the class to open it. Students can click the folder in the bottom corner to open the class folder in Google Drive. The class folder contains all of the assignment/announcement documents for that particular class.

Another way to find the class documents is through Google Drive. Students will click the down arrow next to **My Drive** and then next to **Classroom**. Under Classroom, a list of all enrolled classes will display.



If new posts are made by the teacher as the student is working in the class, a dialog box will appear in the bottom left hand corner indicating that the stream was updated. They can click **SHOW** to refresh the page.
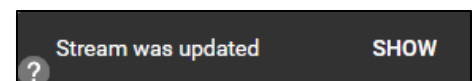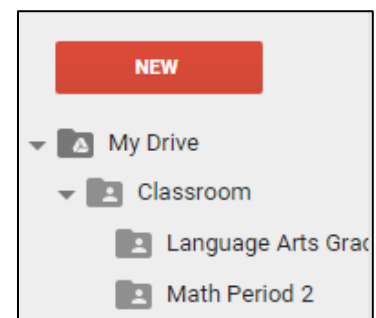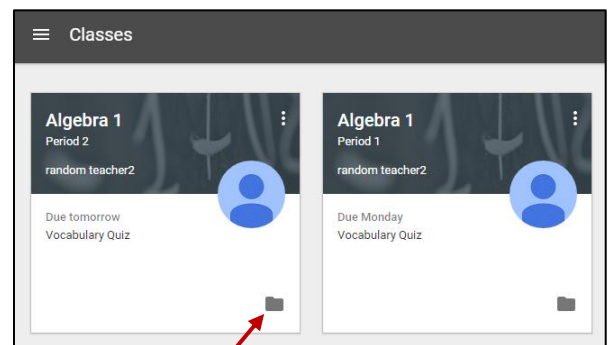


Students also have the option of downloading the app for quick access. If notifications are turned on, they will receive a message that the teacher has posted to Google Classroom.

*NOTE: If students choose to download the Google Classroom app, they should also download any Google Apps that would be used in the class. (Docs/Sheets/Slides). This will allow them to open the documents on their phones.

## Assignment Status: NOT DONE (Each student has their own copy)



- The type of file that the teacher uploaded will change the process for submitting assignments.
- The easiest method for student submission is if the document was **created in a Google Application** (Docs/Sheets/Slides).
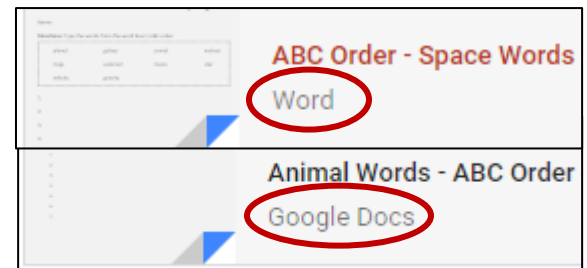


## Submitting an Assignment Created in Google Docs:

- Students will click on the name of the assignment to open it.
- Assignments created in Google Docs will automatically open in Google Docs. Students will not see a preview menu as Google understands what a Google Doc is.
- Students will complete the activity.
- The student work is automatically saved. Google Docs does **NOT** have a save button.
- When the student is finished, they will click the **TURN IN** button in the top right corner.



- Students will be redirected to their Classroom page. They will be prompted once again to submit the document. They will press the blue **TURN IN** button.
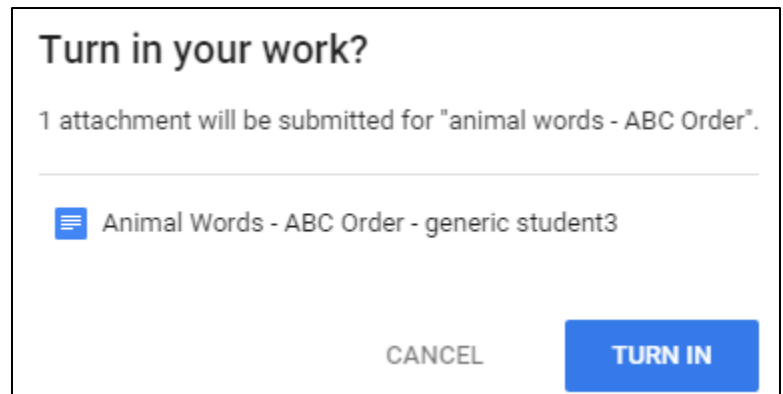
- The assignment will then be displayed as **TURNED IN**.



- There is an **UNSUBMIT** button available if the student turned in the work prematurely. They can click on the name of the assignment and continue to work on the document and then go through the procedures to submit the assignment again.

- **\*NOTE -** If a student does not finish the assignment in one class setting, they can click the "x" to close the Google Doc tab. The work they have done is automatically saved. When they click the assignment link again in the Classroom, it will take them directly back to the Google Doc that they worked on. All of their changes will be shown.

## Submitting an Assignment Created in Microsoft Word – OPENING IN GOOGLE DOCS:

*Note: THIS IS MUCH MORE DIFFICULT FOR STUDENTS – It's MUCH easier to give them the document as a Google Doc instead of a Word Document if you want them to return something to you. Word is fine for ANNOUNCEMENTS.*

- Students will click on the name of the assignment to open it.
- Students will be taken to a preview screen where they can choose to open the document in Google Docs, download a copy to their computer, or print the assignment.
- If they open the document in Google Docs, it will make a copy of the activity in their Google Drive. They will have two copies (a Word version given to them by the teacher and a converted version in Google Docs). They will need to make sure they submit the correct one. The default will be to submit the Word version (the template) but all of their work will be done in the Google Docs one.
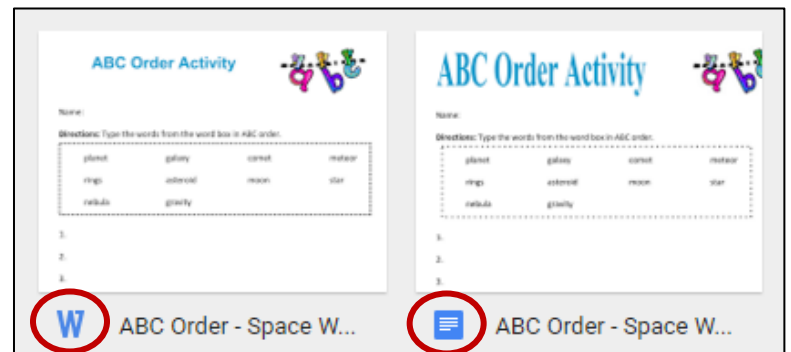
- Students will complete the activity.
- *NOTE - fancier features such as WordArt, text boxes, etc. may not load in Google Docs.
- The student work is automatically saved. Google Docs does **NOT** have a save button.
- When the student is finished, they will close the document by clicking the "x" to close the tab at the top.
- Documents made in Word do NOT have a TURN IN button available for the students. This includes documents made in Word and documents made in Word but uploaded to Google Docs.
- Once back in the classroom, they will want to delete the Word copy that is listed. This copy does NOT have their changes. It is simply the teacher's template. To delete the copy, they will click the "X" at the end of the document name.
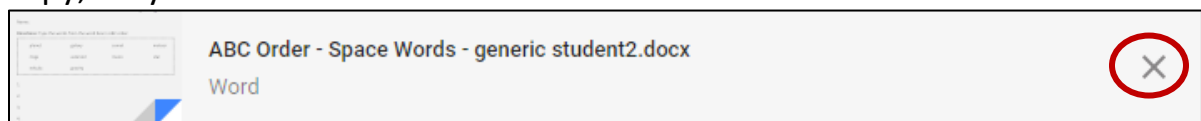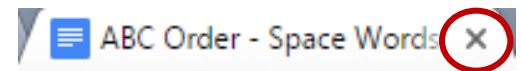
- They will then need to upload the Google Doc with their changes. They will click the **ADD OR CREATE** button and choose **Google Drive**.
- They will double-click the **Classroom** button and then the name of their class.

- They will make sure to double-click the completed Google Doc. A preview of the document is shown.
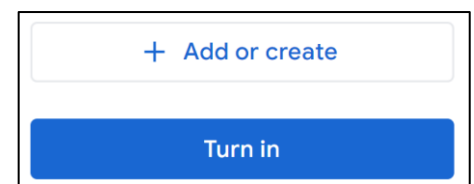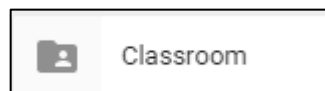
- They will then click the **TURN IN** button and press **TURN IN** again to confirm.

**TURN IN**

- **\*NOTE -** If a student does not finish the assignment in one class setting, they can click the "x" to close the Google Doc tab. The work they have done is automatically saved. To access the document they worked on, they will need to open their **Google Drive** and navigate to the class. They will see both the original Word and their Google Doc. The work they have done is in the Google Doc.

- If they simply click the link in the Classroom, it will open a brand new document. They will not see any of their work from last time.

- **\*NOTE -** Once a document is submitted, students only have Viewing Access in the Google Doc. If they need to make revisions, they will need to unsubmit the assignment first.

## Submitting an Assignment Created in Microsoft Word – OPENING IN WORD:
- Students will click on the name of the assignment to open it.
- Students will be taken to a preview screen where they can choose to open the document in Google Docs, download a copy to their computer, or print the assignment.



- Students will click the Download button and open the document.
- They will complete the activity using Microsoft Word. They should then go to **File** and **Save-As** to save the document to their computer or a flashdrive.
- Close the document and go back to their Classroom.
- Once back in the classroom, they will want to delete the Word copy that is listed. This copy does <u>NOT</u> have their changes. It is simply the teacher's template. To delete the copy, they will click the "X" at the end of the document name.



ABC Order - Space Words - generic student2.docx
Word
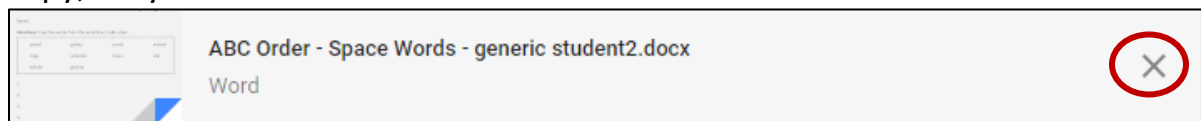
- They will then need to upload the completed Word document. They will click the **ADD OR CREATE** button and choose **File**. They will click "Select Files from your Computer" and navigate to find the saved document. When they are finished, they will press **Upload** at the bottom.

Select files from your computer

+ Add or create

Turn in

- They will then click the **TURN IN** button and press **TURN IN** again to confirm.
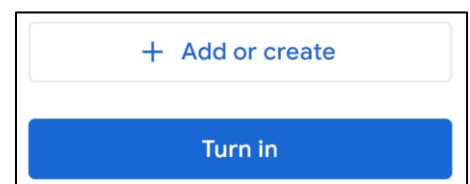
# Viewing/Commenting/Grading an Assignment:

## Opening the Document:
- Click on the name of the assignment in the **CLASSWORK** tab.
- Choose **VIEW ASSIGNMENT** at the bottom.
- A new tab will open and show a preview of the work submitted.
- If more than one item was submitted, a list of the items will be shown on the right panel.
- Move between students by clicking the arrows at the top of the screen.



## Leaving Comments for Google Docs/Slides/Sheets:
- Highlight the text to comment on.
- Click the Comment button in the toolbar.
- Type your comment in the comment box that appears and press **COMMENT**.
- Or you can hover your mouse at the end of a line to add a comment to a paragraph.
- The comments are automatically saved to the Google Doc/Slide/Sheet.
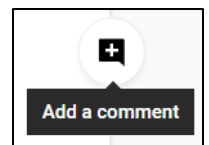
## Leaving Comments for NON - Google Items (Ex. PDFs, pictures, etc.):
- Choose the submitted item to see a preview.
- Choose the **ADD COMMENT** button in the top right corner of the preview.
- Draw/highlight an area to leave a comment on.
- Type your comment and press the COMMENT button.
- If students do not see your comments on these NON-Google items, they may have to click the 3 dots in the top right corner and choose OPEN IN NEW WINDOW. The comments will be visible then.

## Returning Assignments:
- If you would like a student to make a revision, you can leave a comment and return the submission to the student.
- Place a checkmark beside the student you are returning work to.
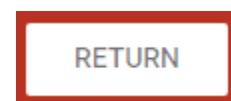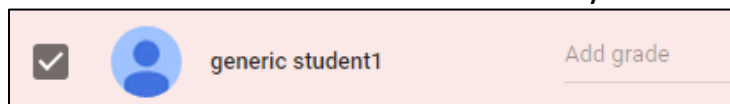
- Click on the Return button in the top left corner of the screen.
- Type a private comment if you wish and press the **RETURN** button.

- If multiple students are selected when you create a comment, all of the selected students will receive the SAME comment.

**Return work to 1 student?**

Student will be notified and can check any grade you've left.

generic student1     No grade

Private comment

CANCEL     **RETURN**

- The students will see a RETURNED status for the assignment.

↻ RETURNED

- When they click on the name of the assignment, they will see your private comment. If they open the Google Doc, they will be able to see any comments that you left within the document and will be able to make the necessary changes. They can then resubmit the document.
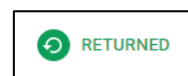
**Entering a Grade:**
- You can select how many points the assignment is worth by clicking on the 100 at the top of the screen, erasing it, and entering the score you would like.

100 points ▾

- You can also label an assignment as **UNGRADED** by clicking the drop down arrow after the point value and selecting Ungraded.
- To enter a score for a student, click on the grade are next to the student's name.

☑ Abigail Moon    →    __/100

- You must return the assignment in order for the student to see the grade. You can place a checkmark next to a certain student and return assignments individually or you can select all of the students after all grades are entered and return them as a class.
- Putting a checkmark beside **TURNED IN** will highlight all of the students that have turned in an assignment.

☑ Turned in

- When returning a grade, you can enter a private comment for each student. If you have multiple students selected, each student will receive the same private comment.
- The student's grade will appear on their Assignment Details Page.

95 / 100

- The teacher can download a copy of the student scores by clicking the Settings button in the top right corner of the Assignment Details Page.
- The teacher can download the grades as a CSV file (Excel) or can open the grades in Google Sheets. If you choose to copy the grades to Google Sheets, the sheet will contain the grades for ALL assignments within the class, not just this particular assignment. If downloading to a CSV file, you have the option to display all grades or just this particular assignment.

- The **GRADES** tab displays all assignments in a Gradebook format.
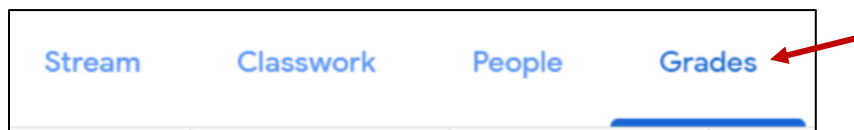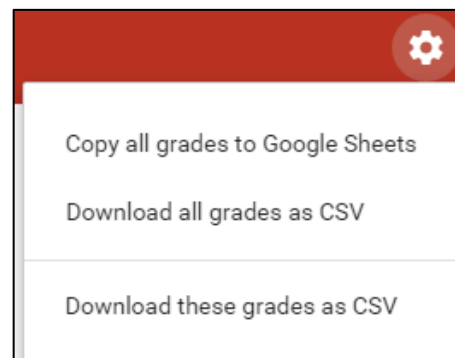
## Calendar:
- A list of upcoming due dates is listed on the Classroom Homepage.
- If students click **VIEW ALL**, they will be directed to a **TO-DO** page where they will see a list of all assignment titles which are direct links to each assignment.
- Students also have access to looking at assignments in a calendar form.
- Click the **Classroom Main Menu** icon in the top left corner of the screen and choose **Calendar**.
- The assignments will be listed by the week.
- If students are enrolled in more than one class, they can choose to view all of the class assignments on one calendar by clicking the drop-down arrow at the top and choosing a specific class or all classes.

- This Classroom Main Menu also provides quick access between classrooms.