Google Classroom
Getting Started

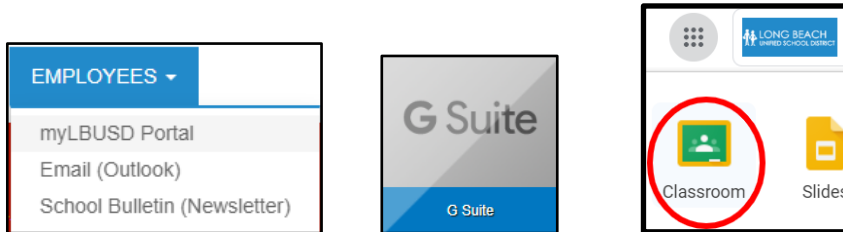**Google Support: First Day of Google Classroom**

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Getting to Google Classroom

You have two options to access your Google Classroom.

Option 1:
1. Go to lbschools.net.
2. Click on My LBUSD Portal.
3. Look for and click on the G Suite tile.
4. Click on the App launcher and select Google Classroom.

Option 2:
1. Go to Google.com
2. Click on **Sign in** and use your district full email and password or
   a. If you are signed into another Google account, click on **Add another account** and sign in using your district full email and password.
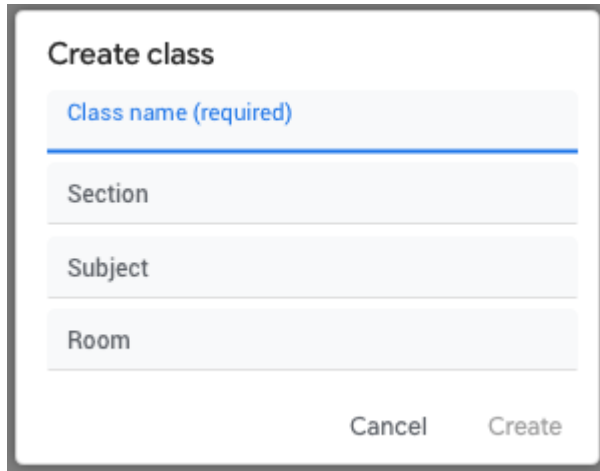3. Click on the App launcher and select Google Classroom.
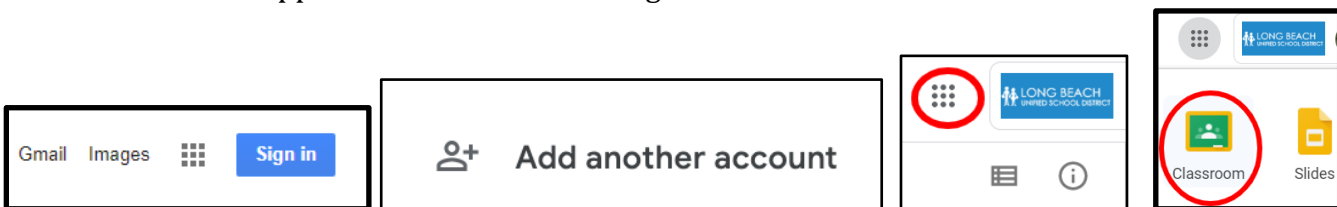
Creating a Classroom
1. Go to classroom.google.com.
2. On the Classes page, click Add **+** **>** Create class.

3. Enter the **Class name**.


4. (Optional) To enter a short description, grade level, or class time, click Section and enter the details.
5. (Optional) To add a subject, click Subject and enter a name, or click one from the list that appears when you enter text.
6. (Optional) To enter the location for the class, click Room and enter the details.
7. Click Create.

Next steps: When you create a class, Classroom automatically creates a **Class code.** You use it to invite students to the class. You can always view the class code on the Stream page.
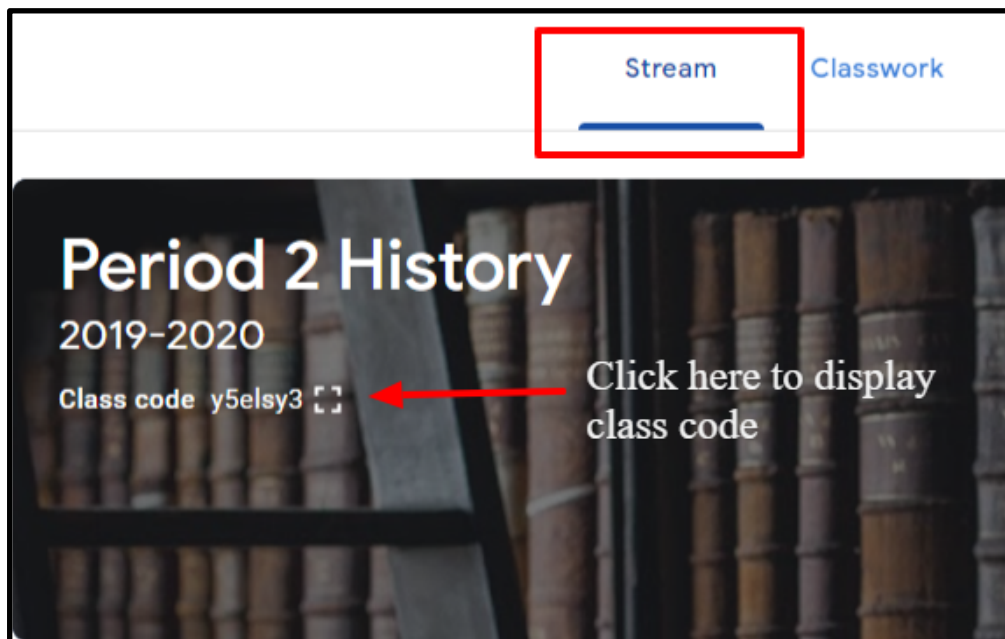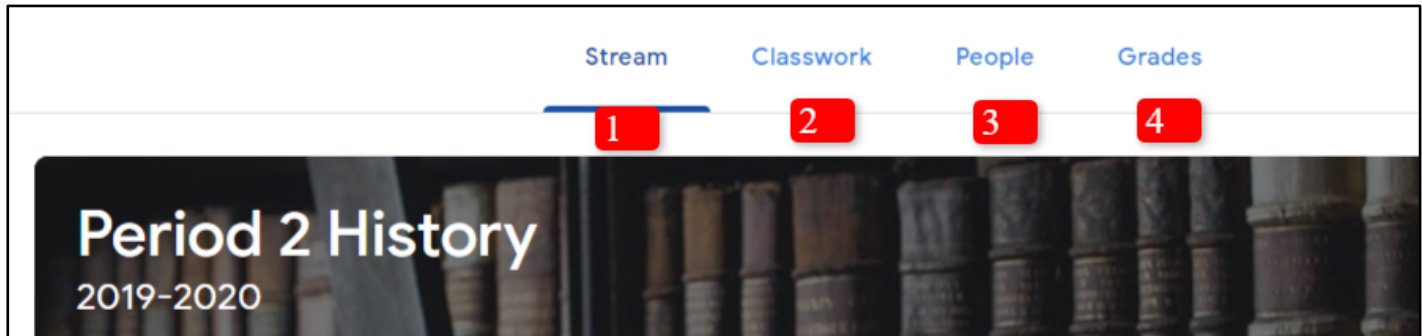
Students Joining

1. Once students are at classroom.google.com they click on the plus sign on the upper right corner
2. They click on Join class
3. They type in the 6 digit code for the class.
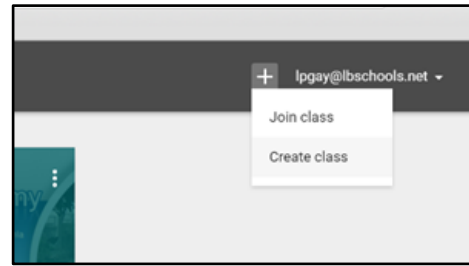
Basic Features Explained

1. **Stream**: Used to post general announcements to class. Think of it as a bulletin board for students and as a one-way communication. You can post things like reminders and announcements.
2. **Classwork**: Use to post assignments, material, questions, and quizzes for students. This will be the most used section of your Google Classroom.
3. **People**: Used to manage who is in the classroom. Parents are unable to be added to Google Classroom.
4. **Grade**: Used to keep track of grades for the assignments that are given to students in Google Classroom.

Settings

There are some basic changes to the classroom settings that will help you manage student communication.

1. Only allow the teacher to post and comment. Click on the gear icon on the upper right > Click on **Stream** and select **Only the teacher can post or comment.**
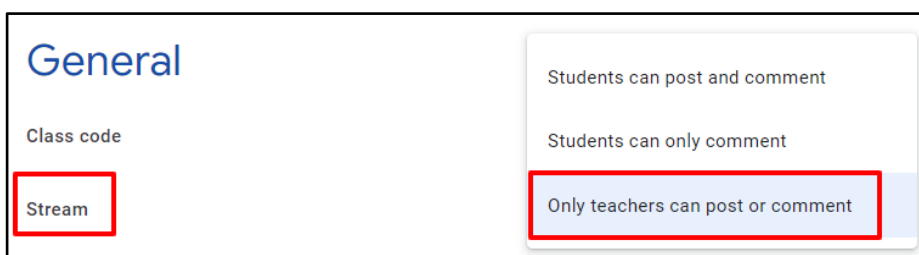
2. Hide notifications on the **Stream** for items that are posted on the **Classwork** tab. Having assignments posted in two places may cause some confusion for students.

Posting Material

If students are not going to have to create a document and all you want is to get them to a digital resource like a .pdf article or a link to a website, then posting **Material** is the best option.

1. Go to the **Classwork** tab.
2. Click on **Create**.
3. Click on **Material**.
4. Click on the **Add** button to add resources from your Drive, computer, or YouTube. This is also where you can add a link to a specific website that you would like them to access.
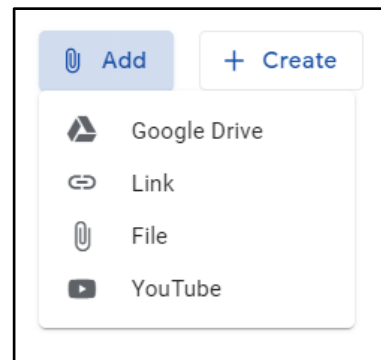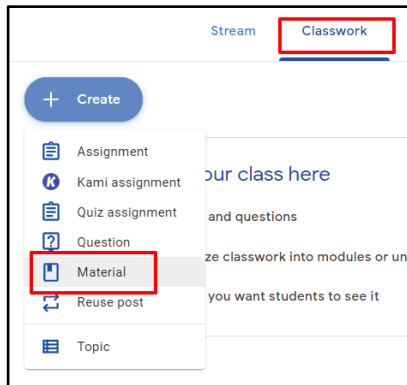
Posting Assignments

Post an assignment when you want to give students a Google Doc, Google Slide, or any other G Suite document

1. Go to the **Classwork** tab.
2. Click on **Create**.
3. Click on **Assignment**.
4. Add a Title.
5. Complete all of the assignment details.
6. Attach the G Suite document that you want students to complete. After attaching, you can then **Make a copy for each student**.
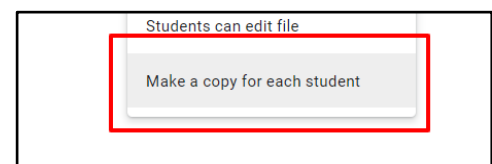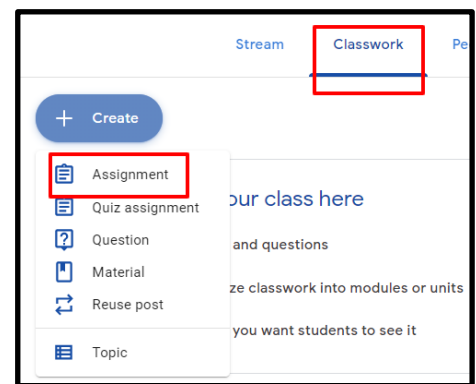
After you complete all of the assignment details. click on the **Assign** button on the upper right or click on the down arrow for more options: **Schedule** and **Save draft**.

Using Topics to Organize the Stream

Topics can be used to separate postings in the Classwork section of Google Classroom. Think of topics as buckets for the content that you post in the Classwork section. Common topics may include: Writing, Math, Reading, Unit *, and Chapter *. To crate a topic:


1. Go to the **Classwork** tab.
2. Click on **Create**.
3. Click on **Topic.**
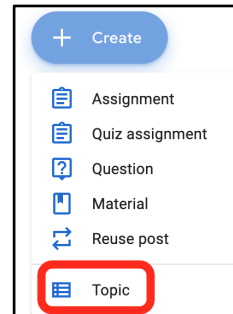
Posting Questions

Questions are a great way to measure student learning, introduce students to a new topic, and promote critical thinking. You can also use questions as exit tickets to have students explain their learning of a particular lesson or activity. There are two different types of questions that you can post, either open ended or multiple choice. To create a Question:

1. Go to the **Classwork** tab.
2. Click on **Create**.
3. Click on **Question.**
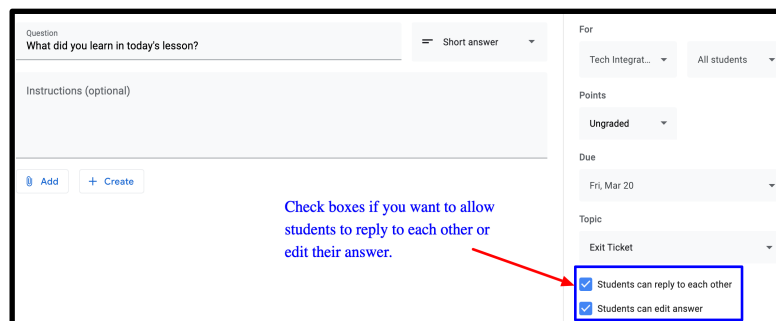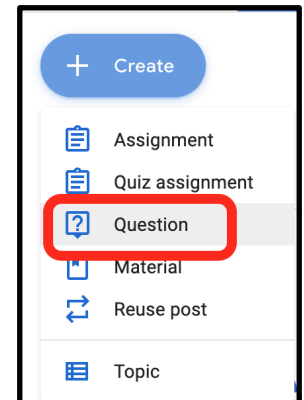
Managing Student Communications

There are various ways that students can communicate with each other and the teacher in Google Classroom.

1.   Posting on the Stream

By default, students are allowed to post on the **Stream**. In the **Stream** students can begin conversation with the entire class or comment on a teacher's posting. It's recommended that the teacher of the classroom set guidelines as to how students should communicate with each other when posting in the **Stream**. To temporarily turn off the ability for students to post on the **Stream** simply click on the gear icon on the upper right > Stream > select **Only teachers can post and comment**.
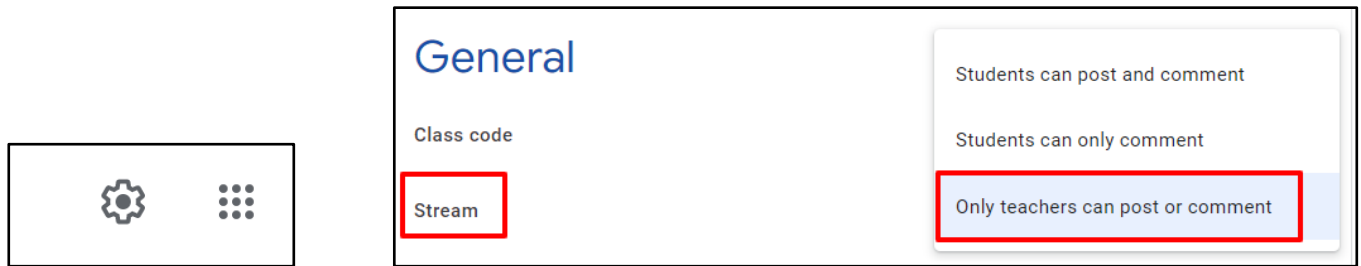
2.   Class Comments on Assignments

Students have the ability to add a **Class Comment** on every assignment that is posted in Google Classroom. The comment could be a question for clarification or a way to share ideas about how to complete the assignment. Class comments are visible to everyone in the Classroom and the option is only available if the teacher has allowed students to post and comment in the class settings. To add a class comment on an assignment, students:

1. Go to the **Classwork** tab.
2. Click on the name of the assignment.
3. Click on **View Assignment.**
4. Click on **Class Comment.**
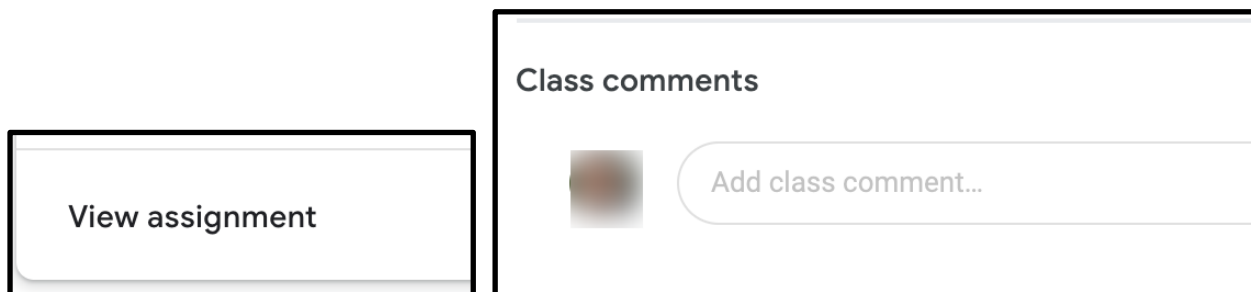
3. Private Message to the Teacher

Students have the ability to send a **Private Message** to the teacher on every assignment. The ability to send a private message is always turned on and can't be turned off. The teacher will receive an email notification of the message if the teacher has notifications turned on for the classroom. Having students create Private Messages is a good way to allow them to reflect on their learning and give teachers feedback on the assignment. To add a private message, students:

1. Go to the **Classwork** tab.
2. Click on the name of the assignment.
3. Click on **View Assignment**.
4. Click on **Add Private Comment** located on the right side of the screen.
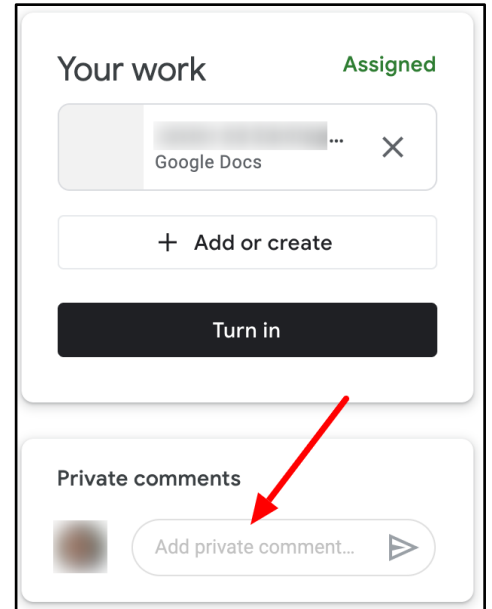
Quiz Assignment

Teachers can create quick formative and summative quizzes using Google Forms in Google Classroom. There are various benefits to creating a Quiz Assignment in Google Classroom.

1. The Google Form is automatically set as a quiz.
2. Teachers don't have to ask for student names in the quiz.
3. Grade Importing is turned on so that scores can easily be imported into Google Classroom.

To create a **Quiz assignment,** teachers:
1. Go to the **Classwork** tab.
2. Click on **Create**.
3. Select **Quiz Assignment**.
4. Complete the assignment details.
5. Click on the **Blank Quiz** to open up the quiz.
6. Name the quiz by clicking on the upper left corner where it says **Blank Quiz**
7. Add questions as needed.