



Google Classroom

At a Glance...

- learning management system, like Blackboard or Canvas
- integrates well with other Google apps
- easy to use, but has powerful features
- all students have a WCPSS Google account

Note this tutorial accesses the Google Classroom site through a web browser. The experience will be different when accessing it through a mobile app.

Access It At...

On the web at: <https://classroom.google.com/>
or via mobile app (available on school iPads)

Required Knowledge...

- Basic Windows usage
- Basic web browsing

Helpful Knowledge...

- WCPSS Google apps usage
- Experience with Blackboard or Canvas

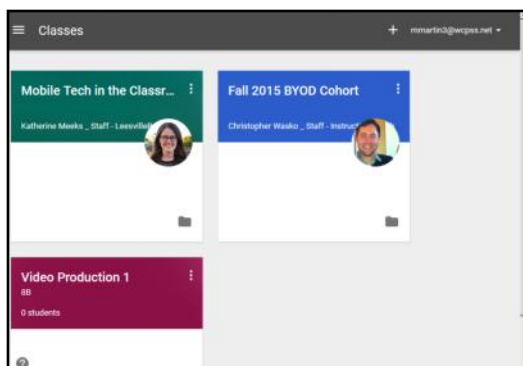
Username / Password

- WCPSS Google login (wake ID, email password) (both students and teachers)

Launch a web browser, such as Firefox or Chrome, and load the following address:
<http://classroom.google.com>

When asked for your Google login, type in your full WCPSS email address (ex: bsmith@wcpss.net)

You will then be forwarded to the WCPSS Google login page. Enter your credentials and you'll land at the dashboard for Google Classroom...

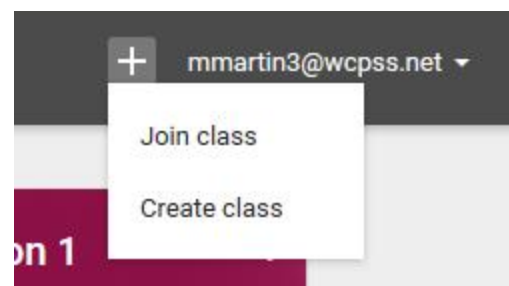


You'll see classes you're enrolled in, as well as classes you've created. If this is your first time in, you may not see anything at all!

So, let's create a class. First, click the "+" button at the top right.

You'll be given the option to join a class or create a class.

Let's choose "Create a class."



Create a class

Class name

Section

CANCEL CREATE

You'll need to give your class a name.

For this tutorial, let's go with "Star Wars 101."

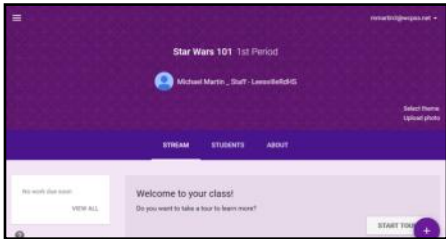
You also indicate a section - or class period. Let's say this is 1st period. Then, click "Create."

Create a class

Star Wars 101

1st Period

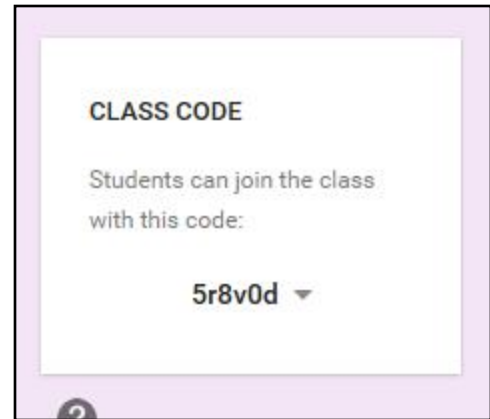
CANCEL CREATING...



You'll now see your class page "stream." This is what your students will see when they load your Google Classroom. You'll note there's a "tour" available that will give you an overview of features.

There are two ways to get students to join your class...

1. Look for the "Class Code" on the left. You can share this code with students and ask them to login to Google Classroom and choose to join the class by entering the code.
2. Alternatively, you can click the "Students" tab at the top middle and choose to invite students through their WCPSS Google / email.



STREAM STUDENTS ABOUT

Michael Martin, Staff
Leavittville
Teacher

mmartin@wcpss.net

INVITE TEACHER

Title (optional)

Class description (optional)

Room: Where does the class meet? (optional)

Google Drive folder: Star Wars 101 1st Period

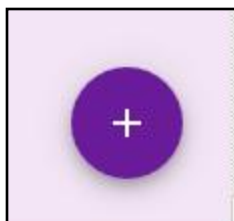
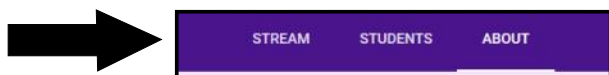
Calendar: View in Classroom

Open in Google Calendar

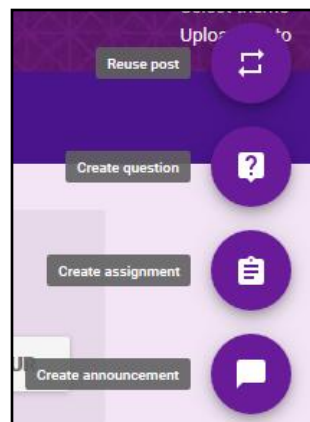
CANCEL SAVE

If you click the "About" tab at the top, you'll be able to set some basic information about your course, such as where it meets, along with access to your Google calendar.

Let's head back over to the "Stream" tab.



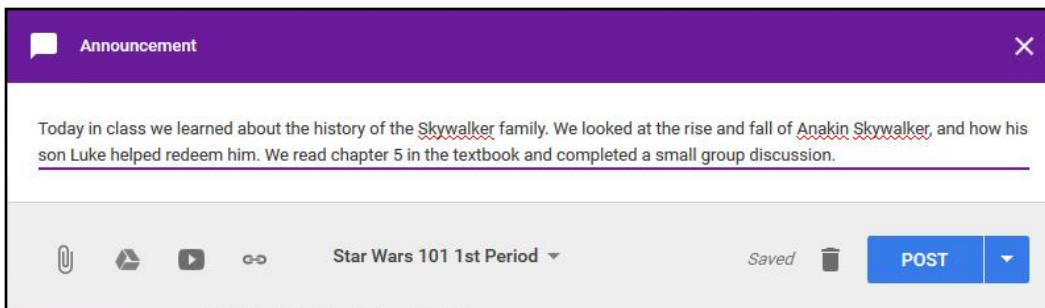
Once there, you'll notice a "+" button at the bottom right. This is how you add content to your course.



You can see the types of content you can add... Announcements, Assignments, and Questions.

Let's look at what each of these things are.

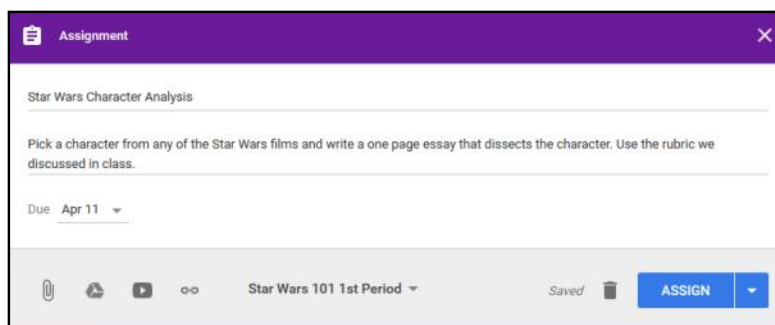
Announcements



The screenshot shows the 'Announcement' creation window in Google Classroom. At the top, there's a purple header with a speech bubble icon and the word 'Announcement'. Below this is a text area containing the text: 'Today in class we learned about the history of the Skywalker family. We looked at the rise and fall of Anakin Skywalker, and how his son Luke helped redeem him. We read chapter 5 in the textbook and completed a small group discussion.' Below the text area are several icons for attachments: a paperclip, a Google Drive icon, a YouTube icon, and a link icon. To the right of these icons is a dropdown menu currently set to 'Star Wars 101 1st Period'. Further right, there's a 'Saved' status, a trash can icon, and a blue 'POST' button with a dropdown arrow.

This option lets you post content - announcements - to your class. Using buttons below the textbox, you can add attachment files; files from your Google Drive; YouTube videos; or links to other websites. You can choose which class you're posting this to using the drop down beside the link button.

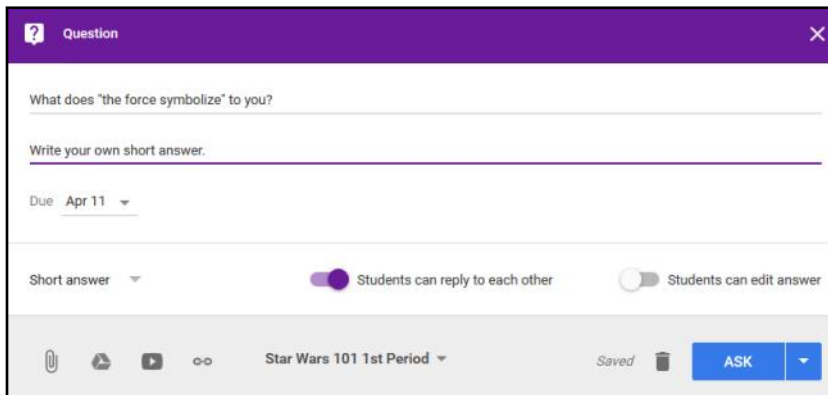
Assignments



The screenshot shows the 'Assignment' creation window in Google Classroom. At the top, there's a purple header with a document icon and the word 'Assignment'. Below this is a text area containing the title 'Star Wars Character Analysis' and the instructions: 'Pick a character from any of the Star Wars films and write a one page essay that dissects the character. Use the rubric we discussed in class.' Below the text area is a 'Due' date dropdown menu set to 'Apr 11'. Below the due date are several icons for attachments: a paperclip, a Google Drive icon, a YouTube icon, and a link icon. To the right of these icons is a dropdown menu currently set to 'Star Wars 101 1st Period'. Further right, there's a 'Saved' status, a trash can icon, and a blue 'ASSIGN' button with a dropdown arrow.

Use this tool to assign work to your students. Much like with announcements, you can attach files, videos, and links.

Questions



The screenshot shows the 'Question' creation window in Google Classroom. At the top, there's a purple header with a question mark icon and the word 'Question'. Below this is a text area containing the question: 'What does "the force symbolize" to you?'. Below the question is a text area for the answer with the prompt 'Write your own short answer.' Below the answer area is a 'Due' date dropdown menu set to 'Apr 11'. Below the due date are two toggle switches: 'Short answer' (which is selected) and 'Students can reply to each other' (which is turned on). To the right of these toggles is another toggle switch for 'Students can edit answer' (which is turned off). Below the toggles are several icons for attachments: a paperclip, a Google Drive icon, a YouTube icon, and a link icon. To the right of these icons is a dropdown menu currently set to 'Star Wars 101 1st Period'. Further right, there's a 'Saved' status, a trash can icon, and a blue 'ASK' button with a dropdown arrow.

This tool is great for formative assessment. You write a question and students can respond to it, either with short answers or multiple choice. Like the other tools, you can attach links, files, and video to this.

Of course you'll want to review and/or grade student assignments and questions. To do this, simply return to the STREAM tab and click on the assignment that you posted. You'll access the "Student Work Page" this way - and see student responses.

One of the great things about Google Classroom is that help is available at your fingertips!

At any time, click the "?" button at the bottom left for quick answers on how to accomplish something in Google Classroom.

You can find information about how to add student parent contact information (and how to send emails to parents) here: <https://support.google.com/edu/classroom/answer/6388126>