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How to Google Classroom

- Change Passwords
- group presentation
- review for tests - Round robin of student generated questions.

Sign in and get started

You need your Google Apps for Education account information to sign in to Classroom for the first time.

1. Sign in to Classroom at classroom.google.com.
2. Click **TEACHER**. The Welcome to Classroom page opens.
3. Click **SEE HOW CLASSROOM WORKS** for a guided tour of Classroom.

Trouble signing in?

- If Classroom is disabled in Google Apps for Education, you'll get the error message "This service has been disabled by your admin." Contact your Google Apps administrator to have Classroom enabled.
- If you try to sign in with a personal Google Account, you'll get the error message "Sorry! Classroom is only available for Google Apps for Education users at this time." Log out and sign in again with your Google Apps for Education account.
- If your school does not use Google Apps for Education, you'll get the error message "Sorry! Classroom is only available for Google Apps for Education users at this time." Your school will need to sign up for Google Apps for Educationbefore you can use Classroom.

You can now create your first class by clicking **+** in the upper-right corner. For more information about creating a class, seeAdd a class.

Note: If you are unable to create a class, your Google Apps administrator may need to verify that you are a teacher.

To access other areas of Classroom, click **Classroom Menu**:

- Classes: Navigate to any of your classes.
- Settings: Manage preferences, including your password, security options, and access to other Google services. SeeChange account settings.

Add a class

As a teacher, one of the first things you will do in Classroom is create a class for each of the classes you teach. In a class, you can add students, create assignments, post announcements, return reviewed assignments, and send messages to students.

Classes are interactive for students, too. They can comment on announcements that you make, share a post with classmates, or return an assignment.

To add a class:

1. Sign in to Classroom at classroom.google.com.
2. Click **+** at the top of the page and click **Create class**.
3. Enter the class name in the first text box.
4. Enter a short description in the second text box, such as section, grade level, or class time.
5. Click **CREATE**.

After you create a class, you can choose the image that is displayed for the class in the stream. To change the image from the default:

1. Open the class and click **Change Photo** at the bottom of the image.
2. Select an image from the gallery and click **Pick Course Image**.

Note: At this time, only the teacher of a class can change the image in the class stream.

You can also display a profile photo next to your name in both the class stream and on the class card on the home screen. Classroom uses your Gmail profile photo as your Classroom profile photo. See Selecting your Gmail picture for instructions on adding a photo.

From the home screen, you can rename or delete a class using the menu icon (three vertical dots) in the upper-right corner of the class card:

- To rename a class, click **Classroom Menu** and select **Rename**. Enter a new name and click **SAVE**.
- To delete a class, click **Classroom Menu**, select **Delete**, and click **DELETE**.

Add a class resource page

After you create a class, you have the option to add a class resource page for your students. On the class resource page, you can post any materials or instructions for the overall class, such as a syllabus, a grading policy, or classroom rules.

1. Sign in to Classroom at classroom.google.com.
2. Click the class you want to add the resource page to.
3. At the top of the page, click **ABOUT**.
4. Enter a title for the page and a description of the class.
5. Enter a location for your class in the Room field.
6. If you choose to leave this field blank, it won't appear in the student view of the page.
7. To add additional resources, click **Add materials** and enter a title.
8. You can add multiple resources under a single title or add them separately with specific names.
   - To attach a file, a Google Drive item, a YouTube video, or a link, click the appropriate icon.
   - Locate and select the relevant item and click **Add**. To attach a link, enter or paste the link and click **ADD**. If you decide that you don't need the attachment, click **X** next to it to remove it.
   - Click **POST**.
9. Click **SAVE**.

Your email address and a link to the Google Drive folder for the class are automatically included in each item that you add to the resource page and can't be changed. You can edit the resource page by following the same steps. If you choose not to add a resource page, **ABOUT** will not appear at the top of the class stream for students.

Invite students to a class

You can invite students to join a class or give them a code so they can add themselves to the class. You can also use Google Groups to invite all members of a group at once.

Invite students to join a class

1. Sign in to Classroom at classroom.google.com.
2. Click the class you want to add students to.
3. At the top, click **STUDENTS**.
4. Click **INVITE**.
5. Check the box next to the students you want to invite or check the **Select all** box to invite all the students listed.
6. To see other contact lists, click **My contacts**.
7. To see all the students in your school's domain, click **Directory**. You can also search for a student by name in the search box.
8. Check the box next to any additional student you want to invite.
9. Click **Invite Students**.

Note: The class list is updated to show the names of invited students in grey. Invited students receive an email. To be added to the class, the student must click a link in the email or sign in to Classroom and click **JOIN** on the class card.

Invite students from a Google group

Note: You don't need to be the owner of the group, but you do need to be a member of the group and have access to the membership list to use it to invite students.

1. Sign in to Classroom at classroom:google.com.
2. Click the class you want to add students to.
3. At the top, click **STUDENTS**.
4. Click **INVITE**.
5. Click **My contacts**.
6. Select the group you want to add to the class. By default, all members of the group are selected.
7. Uncheck the box next to any student's name if you don't want to invite that student.
8. Click **Invite Students**.

Note: The class list is updated to show the names of invited students in grey. Invited students receive an email. To be added to the class, the student must click a link in the email or sign in to Classroom and click **JOIN** on the class card.

Give students a code to add themselves

1. Sign in to Classroom at classroom.google.com.
2. Go to the class page. The class code is on the left of the stream.
3. Send an email to students with the class code or write it on the board in your classroom.
4. Give the students these instructions:
    *   Sign in to Classroom at classroom.google.com.
    *   On the Home page, click **+**.
    *   Enter the code that I gave you in the box and click **JOIN**.

To reset the code or disable it, click the code and select **Reset** or **Disable**.

Create an assignment

You can create an assignment in your class stream, attach materials to it, assign it to one or more classes, and grade and return it to students.

To create an assignment:

1. Sign in to Classroom at classroom.google.com.
2. Select a class.
3. Click **Assignment** at the top of the stream.
4. Enter the title of the assignment.
5. Enter a description of the assignment or any additional instructions, if needed.
6. The assignment is due the next day by default. Click on the date to select a different date from the calendar.
7. If you want the assignment turned in before midnight on the due date, click **Add time** to set the time to before midnight. Or, click again to select a time from the drop-down list.
8. To attach a file, a Google Drive item, a YouTube video, or a link, click the appropriate icon.
9. Locate and select the relevant item and click **Add**. To attach a link, enter or paste the link and click **ADD**. If you decide that you don't need the attachment, click **X** next to the attachment to delete it from the assignment.
10. If you attach a Drive item, you have a few options on how the student can interact with the item. You set the appropriate option by clicking **Students can view file** next to the attached item.
    - Select **Students can view file** if you want all students to read, but not change, the same file.
    - Select **Students can edit file** if you want all students to make changes in the same file.
    - Select **Make a copy for each student** to provide an individual copy of the file for each student.
11. If you want to give the assignment to another class, click the class name next to the attachment icons and select any additional classes.
12. After you specify the assignment details, click **ASSIGN** to send it to students.

Post an announcement

You can post an announcement in your class stream at any time.

1. Sign in to Classroom at classroom.google.com.
2. Select the class to open the stream.
3. Click **Announcement** or just click in the text box at the top of the class stream.
4. Enter your announcement.
5. To attach a file from your computer, Google Drive item, YouTube video, or link, click the appropriate icon.
6. Locate and select the relevant item and click **Add**. If you attach a link, you enter the relevant link text and click **ADD**. When you add the item, it appears in the announcement. If you decide that you don't need the attachment, click **X** next to the attachment to delete it.
7. If you want to share the announcement with another class, click the class name in the lower corner and select any additional classes.
8. If you decide that you don't need to post the announcement, click the trash can icon at the bottom to delete it.
9. Click **POST** when you're done.

Anyone in the class can add a comment by clicking **Add a comment**, entering text, and clicking **POST**. All comments are visible under the announcement in the stream. As the teacher of the class, you can delete any inappropriate comments by clicking **Classroom Menu** and clicking **Delete**.

To edit or delete an announcement, click **Classroom Menu** and select **Edit message** or **Delete message**.

Email a student

To email a student:

1. Sign in to Classroom at classroom.google.com.
2. Click the class that the student is in.
3. Click **STUDENTS**.
4. Next to the student name, click the **envelope** icon. If you want to send a message to multiple students, check the box next to each student's name and click **EMAIL** at the top of the page.
5. A new email message box opens. Enter a subject and message and click **Send**.

Note: You can also send a private message to a student when providing feedback on an assignment. For instructions, please see View, grade, and return an assignment.

View, grade, and return an assignment

To access students' assignments:

1. Sign in to Classroom at classroom.google.com.
2. Open the class and click the assignment in the class stream.
3. The Student Submissions page shows the current status of the students' work on this assignment. You can see if a student has started the assignment and review any work in progress (any files the student added to the assignment). Click on **Sort** to list students alphabetically by first or last name. You can also see which students have completed the assignment (marked as DONE).
4. If you chose to create a copy of a Google Drive item for each student, the copy appears on the Student Submissions page when the student opens it. You can review any work in progress, comment on it, and give feedback to the student before the work is submitted.
5. If you don't see an attachment on the Student Submissions page under a student's name, it means the student has not opened the Google Drive item or attached a file, and there is nothing for you to review.
6. To open all of the students' assignments at once, click **FOLDER** to open the Google Drive folder where all of the work is stored. Click any item in the folder and begin reviewing the student's work.
7. You can view an individual student's work by clicking the student's name and then the item.

Remember, you can edit or comment right in any document on Google Drive. Simply make any comments and close the document. It's automatically saved and ready for the student to review when they open the document again.

To grade and return an assignment to a student:

1. Sign in to Classroom at classroom.google.com.
2. Open the class and click the assignment in the class stream.
3. The Student Submissions page lists the students who have completed this assignment.
4. To grade an assignment, click **No Grade** on the same line as the student's name.
5. The default point value for an assignment is 100. To change this, click **Points** and select the point value for the assignment. Or, click the number and enter a new number. Only whole number grades are supported at this time. You cannot enter a letter grade or a decimal point.
6. Enter the grade in the box.
7. Enter grades for any additional students.
8. Warning: The grades that you enter on this page will not be saved unless you return the assignments to the students.
9. Check the box next to the student or students whose grades you want to return.

10. If you want to return an assignment without assigning a grade, simply skip the grading steps above and just check the box next to the student or students.
11. Click **RETURN**.
12. The student's name and the grade is listed.
13. Click **RETURN**.
14. On the Student Submissions page, a message indicates that the assignment has been returned. The list on the page is updated to show the student's work that is graded and returned.
15. Add any additional feedback and click **RETURN**.
16. The student receives an email telling them that you've returned their grade. Also, the student regains edit access to any Drive files that were part of the assignment.

To change a grade:

1. Sign in to Classroom at classroom.google.com.
2. Open the class and click the assignment in the class stream.
3. The Student Submissions page lists the students who have completed the assignment.
4. Click the grade of the student whose grade you want to change.
5. Click **Points** and select the point value for the assignment. Or, click the number and enter a new number.
6. Click **RETURN**.
7. The student's name and the new grade is listed and a message indicates that the student will be notified that their grade has changed.
8. Click **UPDATE**.
9. On the Student Submissions page, a message tells you that one grade has been updated. The list is updated to show the student's new grade.

To export grades to a CSV file, click **DOWNLOAD** at the top of the assignment page. Select whether you want to download the grades for the individual assignment or download the grades for all assignments in your class.

Remove a student from a class

To remove a student:

1. Sign in to Classroom at classroom.google.com.
2. Click the class and then check the box next to the student you want to remove.
3. At the top of the page, click **REMOVE**.
4. To confirm, click **REMOVE**.

Set class permissions

Students can share a message in the class stream as well as comment on messages, announcements, and assignments from you and other students. You can control students' messages and comments in the class stream by setting permissions for individual students or for the whole class. You can also see any comments and messages that a student made and then deleted

Set post and comment permissions for a class

1. Sign in to Classroom at classroom.google.com.
2. Click the class you want to set permissions for.
3. Click **STUDENTS**.
4. Click **Students can post and comment** and select the permission level:
    o   **Students can post and comment**—This is the default. Students can share a message in the class stream and comment on any item.
    o   **Students can comment only**—Students can comment, but not share a message.
    o   **Only teacher can post or comment**—Students can't comment on or share in the class stream. This is the same as muting all students.

Mute a student

1. Sign in to Classroom at classroom.google.com.
2. Click the class that the student is in.
3. Click **STUDENTS**.
4. Check the box next to the student you want to mute.
5. Click **ACTIONS** and select **Mute**.
6. Click **MUTE**.

You can also mute a student from a comment in the class stream.

1. Sign in to Classroom at classroom.google.com.
2. Click the class that the student is in.
3. Find the comment from the student.
4. Click the menu icon (three vertical dots) next to the comment and select **Mute** *student name*.
5. Click **MUTE**.
6. Click the menu icon (three vertical dots) again if you want to delete the comment, select **Delete**.
7. Click **DELETE**.

Unmute a student

1. Sign in to Classroom at classroom.google.com.
2. Click the class that the student is in.
3. Click **STUDENTS**.
4. Click **ACTIONS** and select **Unmute**.
5. Click **UNMUTE**.

See deleted posts and comments

1. Sign in to Classroom at classroom.google.com.
2. Click the class with the deleted posts or comments.

3. Under **Stream**, click the Show deleted items icon .

4. To hide deleted items, click the Hide deleted items icon .

Change account settings

You can access both your Google Account settings and your Classroom notification settings on the Settings page in Classroom. To open the Settings page:

1. Sign in to Classroom at classroom.google.com.
2. Click **Classroom Menu**.
3. Click **Settings**.

You can unsubscribe from email notifications by unchecking **Send email notifications**. If you choose to unsubscribe, you will no longer receive emails when someone adds a comment to your posts. For instructions on filtering notifications in Gmail, see Using filters. You can choose to subscribe to notifications again at any time from this page.

Click **Google account settings** to change your password and security options and to access other Google services.

You can also choose to display a profile photo next to your name in both the class stream and on the class card on the home screen. Classroom uses your Gmail picture as your Classroom profile photo. See Selecting your Gmail picture for instructions on adding a photo.