Google Classroom Workflow

Most instructions are based on teachers using computers and students using iPads.
This brief document will cover:

- Types of files you can assign.
- Assigning permissions.
- Ways students can respond.
- How students hand in work.
- How teachers can comment on work.
- How teachers can grade and hand back work.
- Other websites that play directly with Google Classroom.

Types of Files you Can Assign:

While anything Google works best (Docs, Sheets, Slides), you CAN assign Word docs, Excel Sheets (csv files won't work), PDF, PowerPoints, Image files, and more.

Assigning Permissions:

When assigning work, you have three options:

Students can view file. - That's it. The student can see the file but not edit it.
Students can edit file. - Beware, all students will be editing THE SAME document.
Make a copy for each student. - Each student gets his/her own copy.

Ways Students Can Respond:

When students click on an assignment, they get different options depending on the file type. When on the **iPads ONLY**, they will almost always see two things in the upper, right corner. There will be a pen and there will be a square with an arrow coming out.

Pen Option: The pen allows them to annotate right on the document as is. When they tap the pen, options appear at the bottom. They have access to a pen with various colors, an eraser, a highlighter, and an "add text box" option. When finished, they click the disc that shows up in the upper right. The work is saved as a PDF.

Box with Arrow Option: This takes the work and opens it in "Google" format, whether that is Docs, Sheets, or Slides. Work is done and saved automatically as a Google Doc, Sheet, or Slide. If you want to be able to annotate or comment on their work, USE THIS OPTION.

How Students "Hand In" Work:

This can get a little tricky. Depending on what work students are doing, Google Classroom will have sent them to another app. Classroom is just the conduit. Work is not done in Classroom. When finished with an assignment, students will have to return to the classroom app and click the TURN button under the assignment. Many times they can get back to classroom by using the "back" arrow in the upper, left corner.

IMPORTANT: When students SUBMIT work, it can no longer be edited. If students need to make changes, they need to go back to the assignment and click "UNSUBMIT," make changes, and then click "RESUBMIT" when finished.
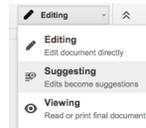
How Teachers Can Comment on Work:

The most common use I have seen for this is responding to student writing (English Classes) or lab reports (Science classes.) In most cases teachers created a template in Google Docs, assigning a copy to each student. Once students turned in work, teachers used Google Docs (on the computer) to insert comments. In Google Docs, highlight the work you wish to comment on, go up to "Editing" and click "Suggesting." A comment box will appear for you.

On the iPad only you get writing tools. This link explains that process.

Grading and Returning Work

This link explains the process when using a computer.

This link explains the process when using an iPad.

<u>Other Websites and Add Ons that Play Well With Google Classroom</u>

As with all things Google, Google Classroom is optimized for use in the Google Chrome Browser. In Chrome, you can add a button that allows you to assign content to Google Classroom on the go. If you visit a site you want to share, add this button to Chrome and you can assign it right then and there.

<u>Here is how you add the button to Google Chrome.</u>

Many of our favorite web tools and sites now play directly with Google Classroom. Some of them include: Newsela, Quizlet and Quizzizz. When you use a tool, look to see if they have a Share to Classroom option. It will make your life a little easier.

<u>For Google Classroom's Help Center visit this link.</u>