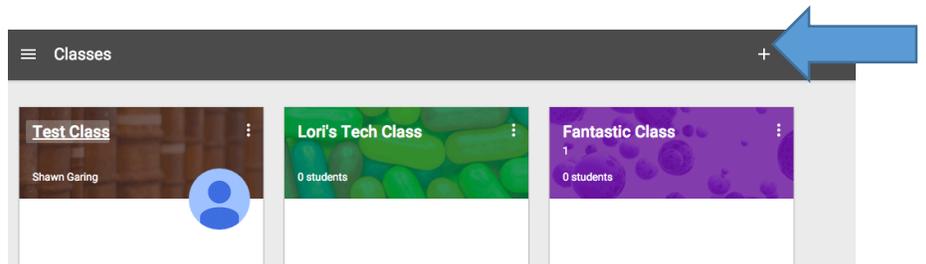


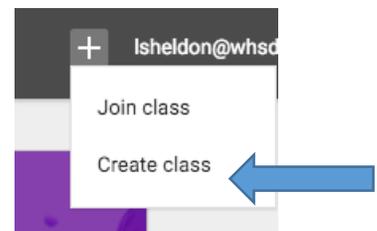
## Setting up Google Classroom

1. You need to go to your .me email account. Choose a browser you don't normally use and log in there. So if you tend to use Google Chrome for your school email, select something different just for Classroom, like Firefox.
2. Go to: [classroom.google.com](https://classroom.google.com) or go to the Google Classroom App on your iPad.

3. Click on the "+" button to create a class. Choose "Create class."



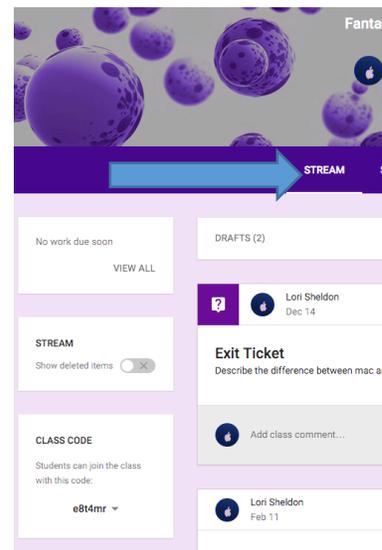
4. Give your class a name, the section is optional. Click "CREATE."



5. You can customize the look of your classroom by clicking on "Select theme or upload your own photo to use."

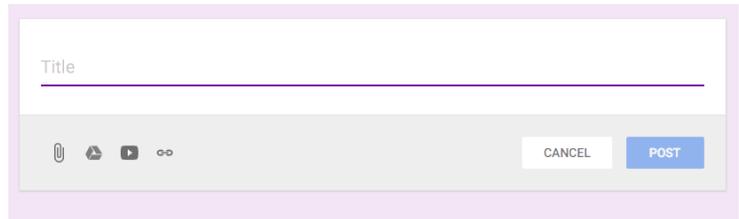


6. Students join your class by logging into Google Classroom and selecting the "+" and "Join class." From there they enter your class code. You will find that under the stream. Once students enter the code they are automatically entered into your class and show up in the "Students" tab.



7. About Tab: Enter class specific information. Click on “Add materials...” You can title your addition and add files, information from Google Drive, YouTube videos, or links. Things you might consider adding:

- Syllabus
- General Handouts
- Rules
- Expectation

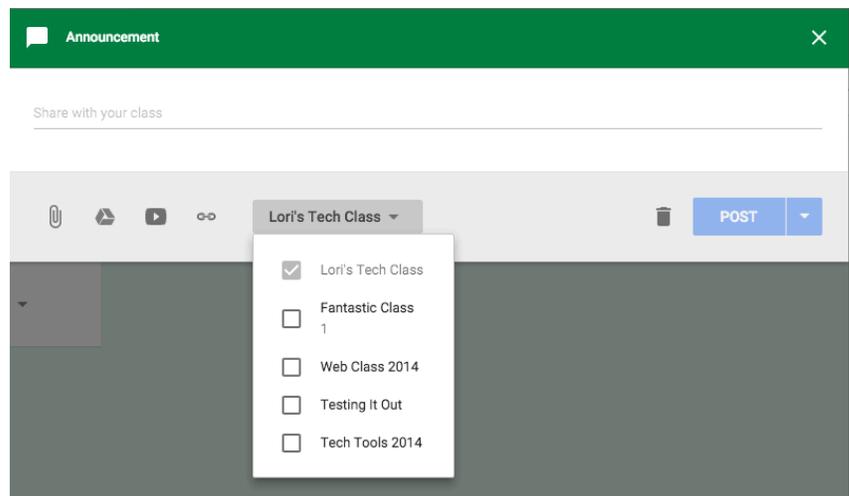


## Using Google Classroom

Here are some things you can do in your classroom:

**CREATE AN ANNOUNCEMENT:** This is a good way to communicate with your class and give them up-to-date information. Click the + to add an announcement. **NOTE:**

You can add the same announcement to more than one class by clicking the down arrow next to the class and selecting the appropriate class boxes. You can attach files (from Google Drive or elsewhere), add YouTube videos or links.



CREATE AS ASSIGNMENT: This process is the same as adding an announcement but you have the option of adding a due date. You can add files (from Google Drive or elsewhere), add YouTube videos or links.

*Possible workflow: Create the assignment on a Google Doc (making sure you are in your .me email/Google Drive). When you create the assignment and add the file from Google Drive, you have the option to "Make a copy for Each Student." This is a way to hand work out digitally assigned to each student. On the student tab you will be able to see the work in progress at any point in time.*

Assignment

Title

Instructions (optional)

Due Jan 11

Fantastic Class 1

ASSIGN

Attach files from your computer

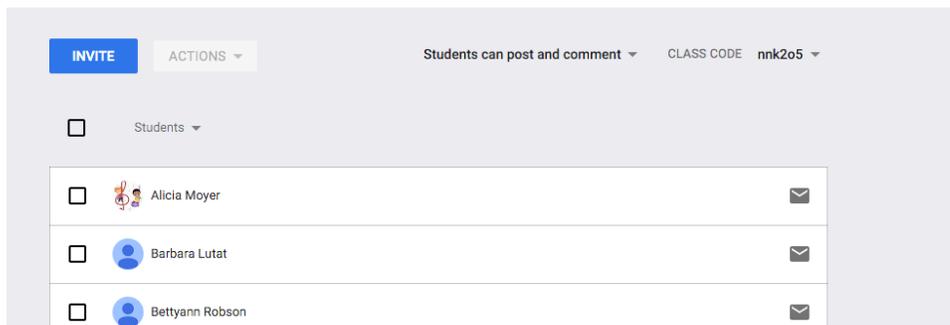
Link to a YouTube video

Attach file from Google Drive - Make sure you made it in your .me account

Add a link

**POST A QUESTION:** From the Stream tab, click the + and select "Create question." Type your question or prompt, any instructions and assign a due date. Note that you can assign the question to more than one class just as you can with announcements and assignments. When you are finished, click "ASK." Students will see your question and will be able to respond but they will not be able to see their classmates responses until the first submit their own.

**MANAGE STUDENTS:** Here's what you can do from the STUDENTS tab. You can manage permissions, giving students the ability to post/comment or give that permission only to the teacher. You have the ability to email students individually by clicking on the envelope. You can check boxes to select multiple to students and send group emails as well.



**HANDING IN ASSIGNMENTS:** Once students have completed their work, they need to be in the Google Classroom app, not docs, in order to get their hand in button. Once they hand in their work they lose the ability to edit their work until you hand it back/return it.

**GRADING ASSIGNMENTS:** After students hand in assignment, you can grade it. Click on the assignment title to open it. Click on a student's name to show files. Google Classroom marks assignments: not done, done, late or done late. To assign grades set the point value at the top. Click "Add grade" next to the student's name and enter the grade. Grades are automatically saved. You can add private comments. When you are ready click "Return" and the students receive their grades for the assignment.

**ADDING A CO-TEACHER:** Make sure your co-teacher has a .me email address. If he/she does not, contact Lori Sheldon to get one set up. Go into your .me account email. In the upper left where it says "Mail" click the arrow and select

"Contacts." Click on "NEW CONTACT" and add the co-teacher to your contacts. Go back into Google Classroom and click the "About" tab. Click on "INVITE TEACHER" and select your co-teacher from your contacts list.

Resources: [ditchthattextbook.com](http://ditchthattextbook.com), Google's help section