Getting Started with Google Classroom

What is Google Classroom?

Google Classroom is your online hub for everything that goes on in your lessons and with your students. It's a place where you can add, assign, review, and grade assignments. You can set homework or activities, share resources and links, as well as communicate with your students and parents.

Educational uses of Classroom

- Share assignments with your students.
- Start a discussion with your students, giving them a space to reply to you and each other.

Sign in to your Google account

To get access to all the tools available in Google Workspace, you have to make sure you are logged into your account.

1. Open your internet browser and go to google.com.

2. Click Sign in near the upper right corner. **Sign in**

3. Your school has probably given you a school email address, use this to sign into your account.

4. Enter your username and click Next to continue.

5. Enter your password and click Next to finish signing in to your account.
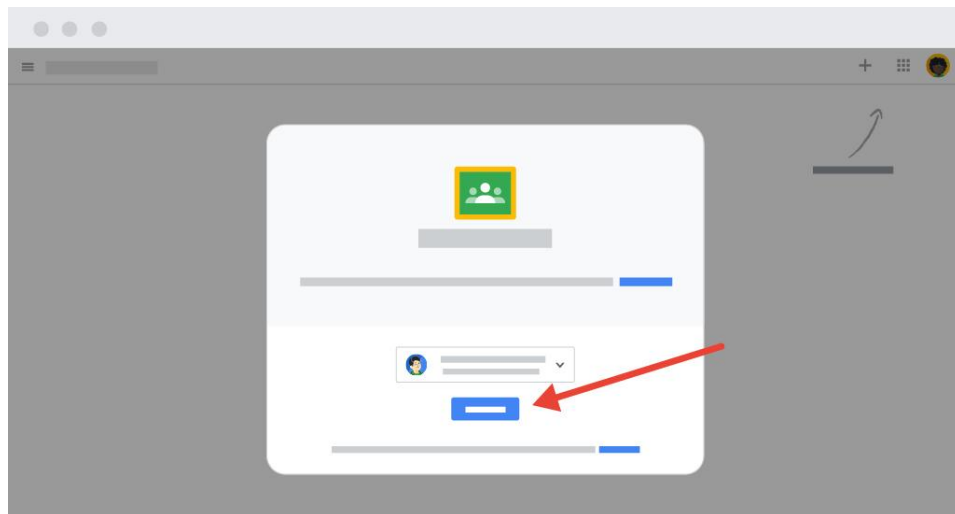
Where is Google Classroom?

You can go to Google Classroom by clicking the App Launcher and finding Classroom.
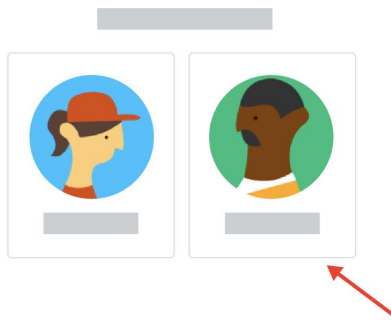Remember that the exact location within the App Launcher may vary:
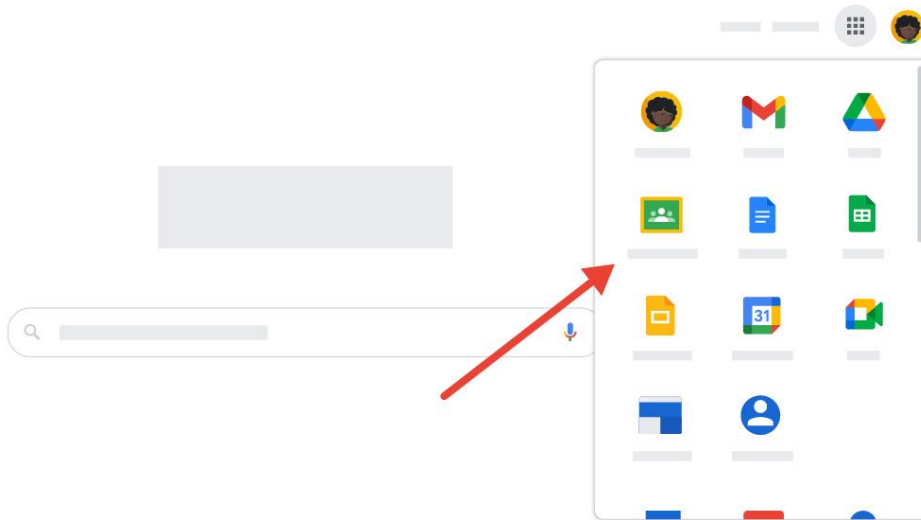
Creating a class

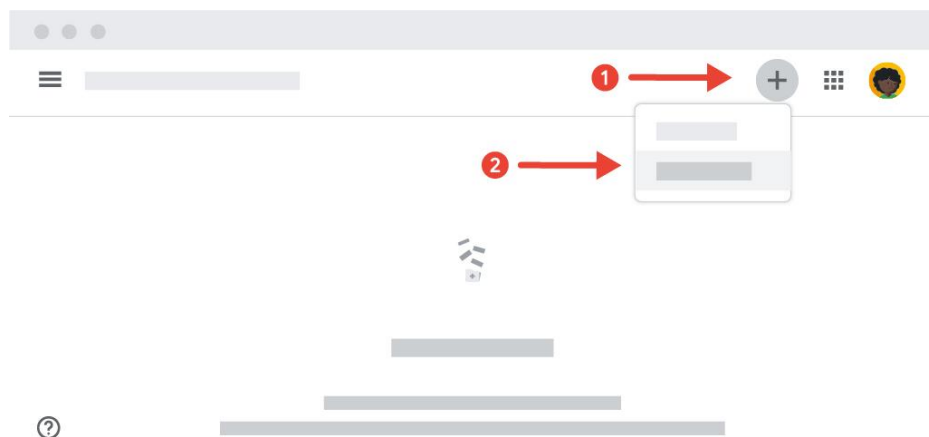The first time you open Google Classroom, you will see the following screen:

Click Continue.
Next, you will be asked about your role at school. Choose *I'm a teacher* to continue.

You will now see the main screen of Google Classroom, which will be empty until classes have been added.

Create a class

1. To create your first class in Google Classroom, find the plus icon in the top right corner.
2. Click Create class.

You will now be asked to fill out some basic information about this class. You have to enter a class name. The other boxes are optional if you want to give your students more information.
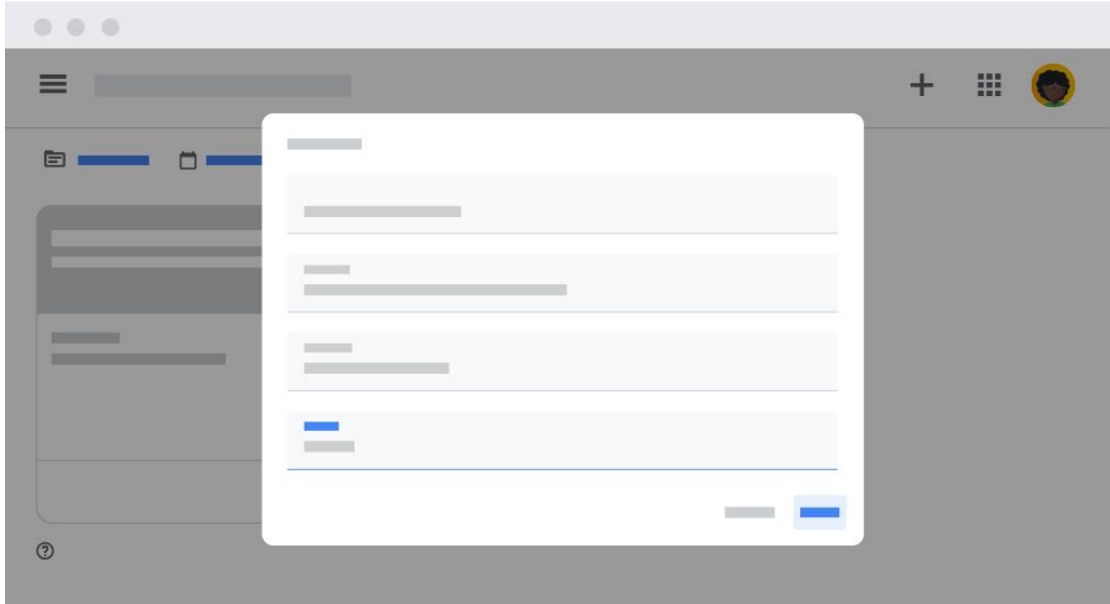
Here you can see an example of what this might look like when filled out:

Class name: The name of your class visible to all students.

Section: Information about the class, the teacher's name, or any additional details your students should be aware of.

Subject: Name of the subject you will be teaching in this class

Room: Information about the location of the class.

When finished typing in your information, click Save.
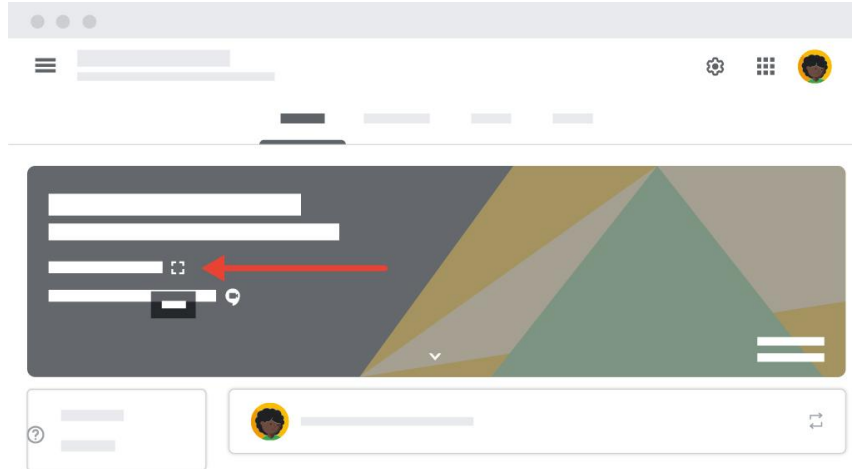
Adding students to the class

If this is the first time you open Google Classroom, you will see a prompt showing you where to find the class code to share with your students. The class code will enable students to join your class.

To make it easier for your students to see the class code, you can click the display icon to this code's right. This will open up a much larger view of the class code.

If this is still not large enough, you can click that same icon one more time to get a full-screen view.

Student View
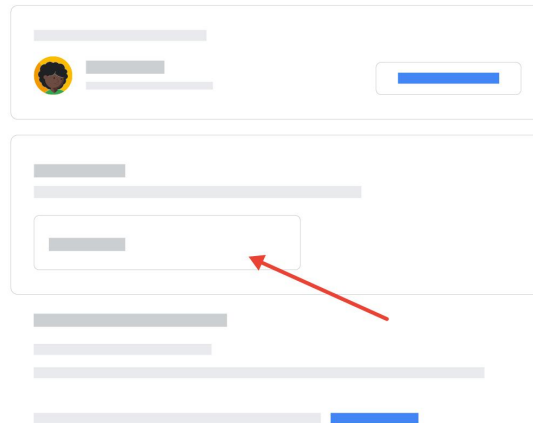
When you show this code to your students, they need to go to Google Classroom (classroom.google.com) and sign in, following the same steps that you did.

As students, clicking the plus sign will take them to the **Join class** screen with a box to type in the class code. Once they type in the class code, then they click **Join** to become a member of your class.
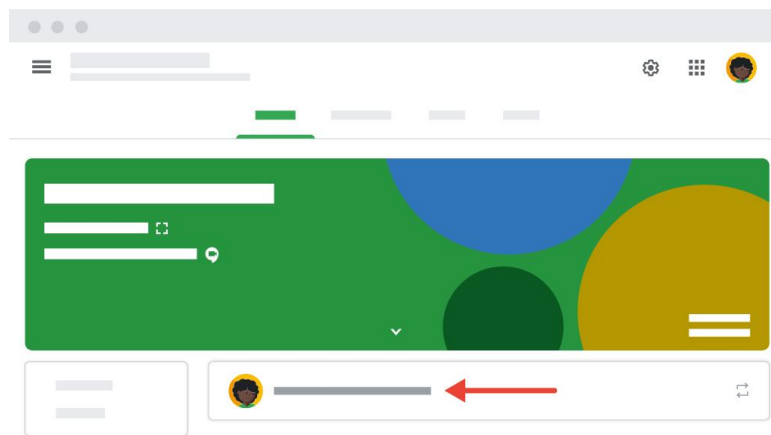
The Google Classroom page

Stream

Google Classroom has four tabs at the top of the page. The Stream tab is a list of all the activities in the class. This includes messages and resources shared.
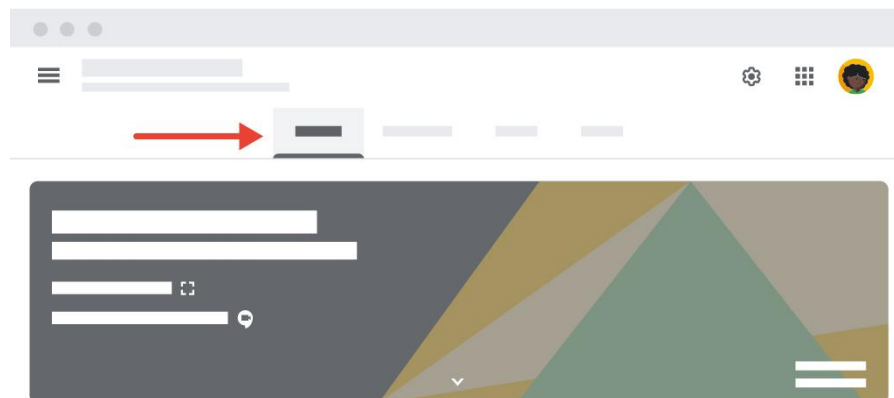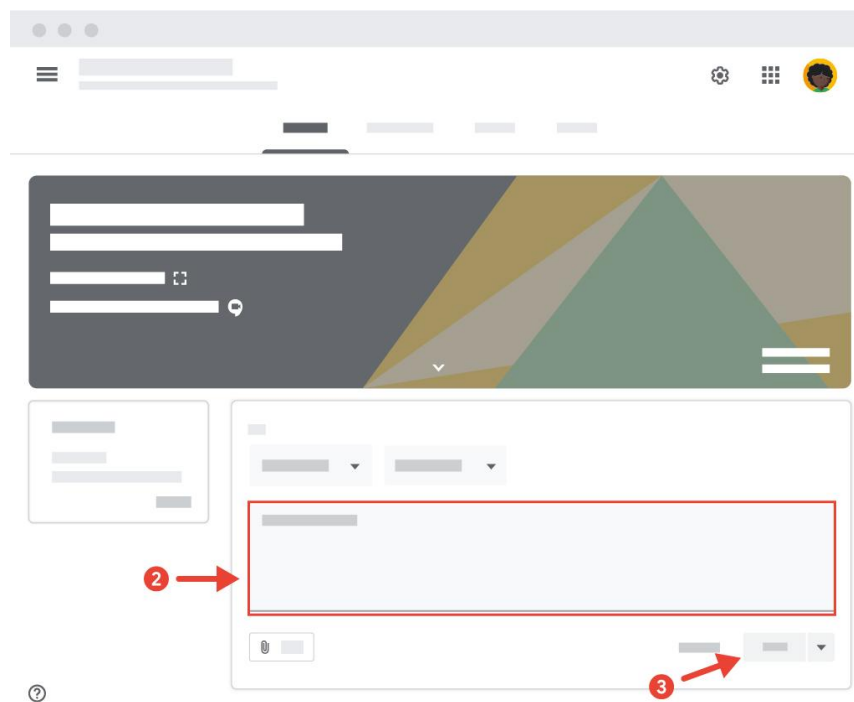

Teachers and students can add messages to the stream for the rest of the class to see.

Post a message or notice

1. Click Share something with your class.

2. The box will open up, displaying more options. The main area shown above is where you click and type in your message.
3. When ready click Post to publish your message to all the class member's Streams. Your message will now be visible for all students.

Reply to a message

Students and teachers can reply to each other's messages in the stream.
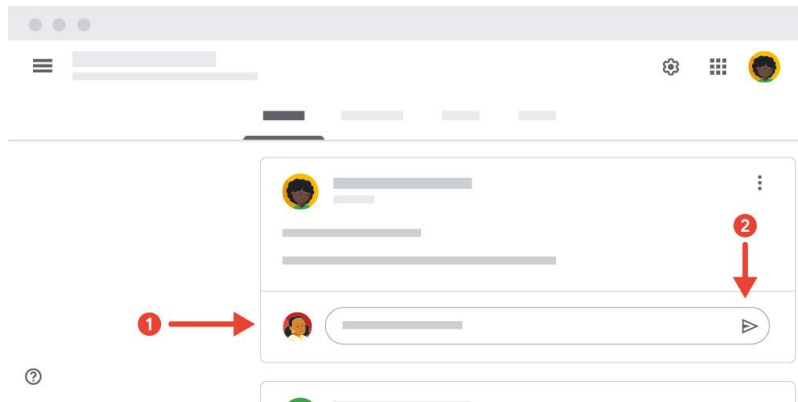
1. To respond to your students, click Add a class comment below the previous message.
2. When you have finished typing your message, click the Post icon.

Note: If you don't want your students to comment on the Stream, you can restrict their ability to do so by clicking on the gear icon on the top right to enter Settings and changing the Stream setting.
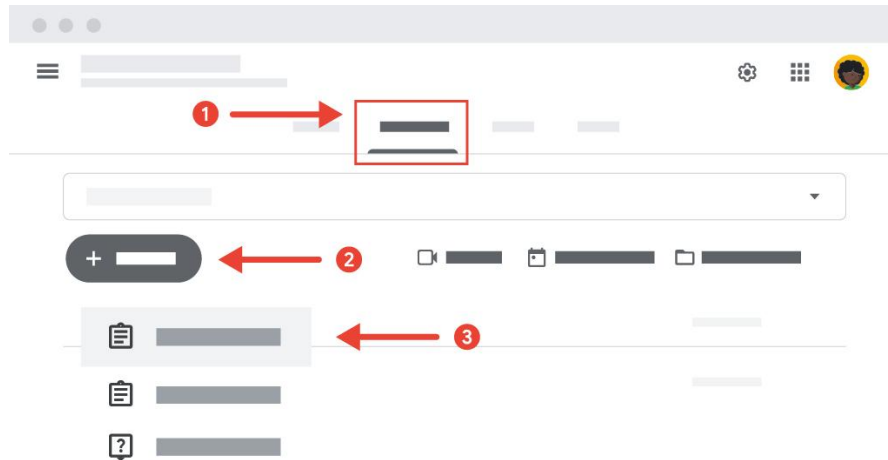
Classwork

Set an assignment
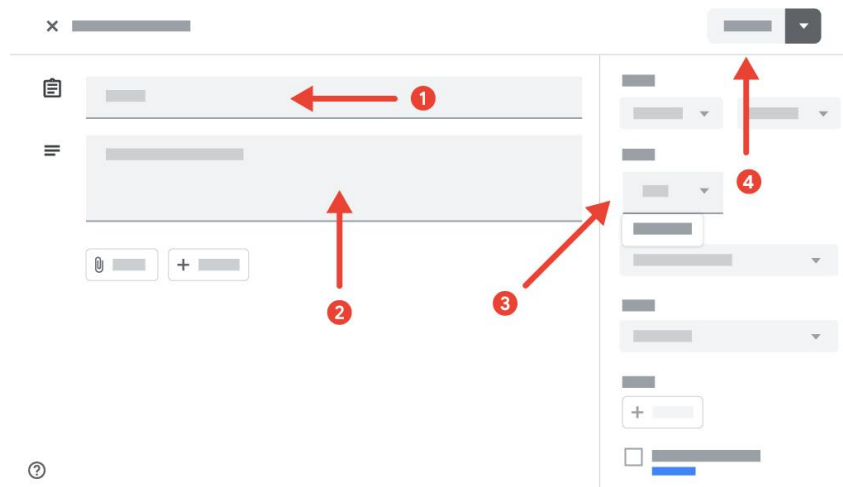The classwork page can be used to share many different types of materials and assignments.

In this part, we will set our class an assignment.

1. Navigate to the classwork page.
2. Select Create
3. Choose Assignment

A new screen opens up and you can add the Title and Description of your assignment.

1. Click Title and type in the name of the assignment.
2. Then click Instructions to type in a more detailed explanation of the assignment.
3. For now, we will not be assigning any grades to this assignment, click 100 below the word Points and select Unmarked.
4. When you are ready to assign this task to your students, click the Assign button in the top right corner.

The assignment is now visible to your students on the Classwork page and in their Stream.