



Google Classroom

for Teachers

Instructor Guide

EVALUATION ONLY

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Classroom Fundamentals

Google Classroom is a platform used by teachers everywhere to teach collaboratively. The tools within Classroom allow you to create classes, manage work, and provide feedback from one central, online location.

In this module, you'll learn the fundamentals of using Google Classroom, including how to sign in, navigate the Classroom environment, and modify the settings that affect all the classes you teach.

Objectives

- Sign In
- Classroom Navigation
- Classroom Settings

Sign In

Commented [IG1]:
Practice File: None.

Sign In to Google Classroom

Before you get started creating classes, you'll need to know how to sign in. There are three types of accounts you can use to access Google Classroom. The account type affects which options are available in Classroom.

- **School Account:** Also called a G Suite for Education account, this type of account is set up by a school's IT department at an accredited school (e.g. you@yourschool.edu). The school will have a Google Classroom administrator who controls some settings at a school-wide level. This is the only account type that allows sending guardian emails.
- **Personal Account:** Set up by you for personal use (e.g. you@gmail.com). These accounts are typically set up outside of a school or business setting. Homeschool teachers often use a personal account to sign in to Classroom.
- **G Suite Account:** Set up by an organization's Google account administrator (e.g. you@yourcompany.com). These accounts are used in business or other non-accredited organizations.

Commented [IG2]:

1. Open Classroom.Google.com in a web browser (preferably Chrome).

2. Click Go to Classroom.

3. Enter your Google account email address.

Explain the three different account types. Make sure your learners understand that if they don't have a school account, the features available in Google Classroom will be more limited.

4. Click Next.

5. Enter your Google account password.

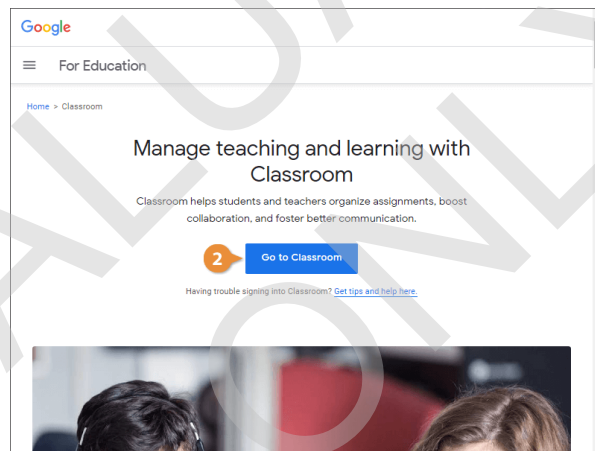
6. Click Next.

- 1 Navigate to **Classroom.Google.com**.

Because Google programs work well together, using Chrome as the web browser is recommended when accessing Classroom.

- 2 Click **Go to Classroom**.

Tip: If you'll be visiting this page often, you may find it helpful to bookmark it for easy access.



3 Enter your Google account email address.

If you don't have an account, click **Create account** on this page to create a personal Google account.

4 Click **Next**.

5 Enter your Google account password.

6 Click **Next**.

You are logged in. Any classes you've created display on the Google Classroom homepage.

Google
Sign in
Use your Google Account

3 Email or phone
Kayla@cgacademy.edu

Forgot email?

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

Create account

Next

4

English (United States) Help Privacy Terms

Google
Welcome
Kayla@cgacademy.edu

5 Enter your password
.....

Forgot password?

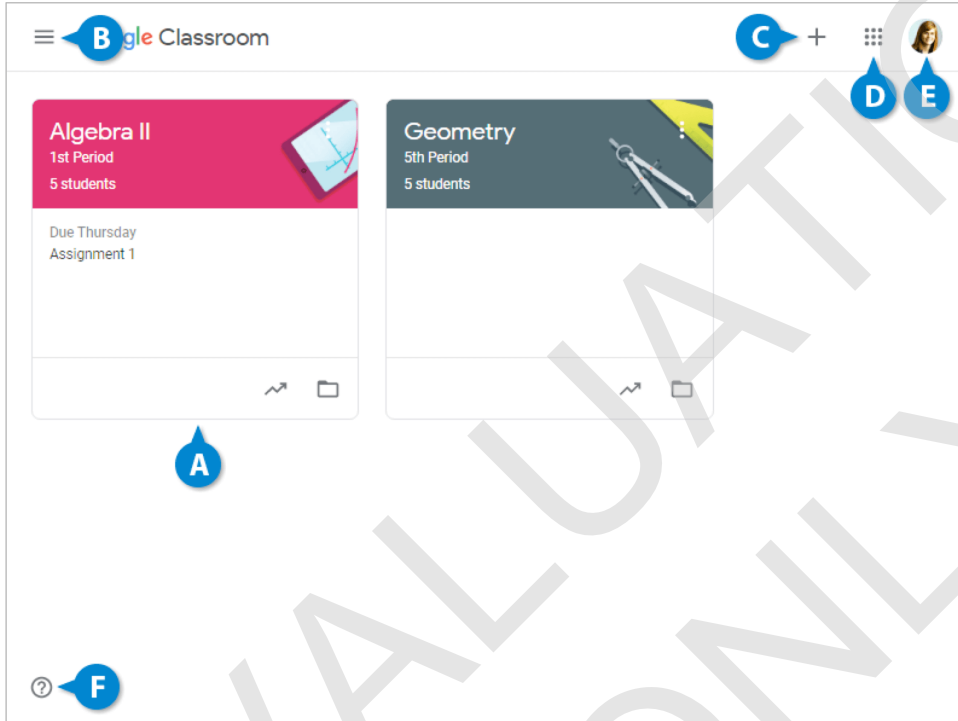
Next

6

English (United States) Help Privacy Terms

Classroom Navigation

There's plenty to explore once you sign in to Google Classroom. First, you'll need to know how to navigate. The first page you see, the Classroom homepage, displays all the classes you have joined or created.

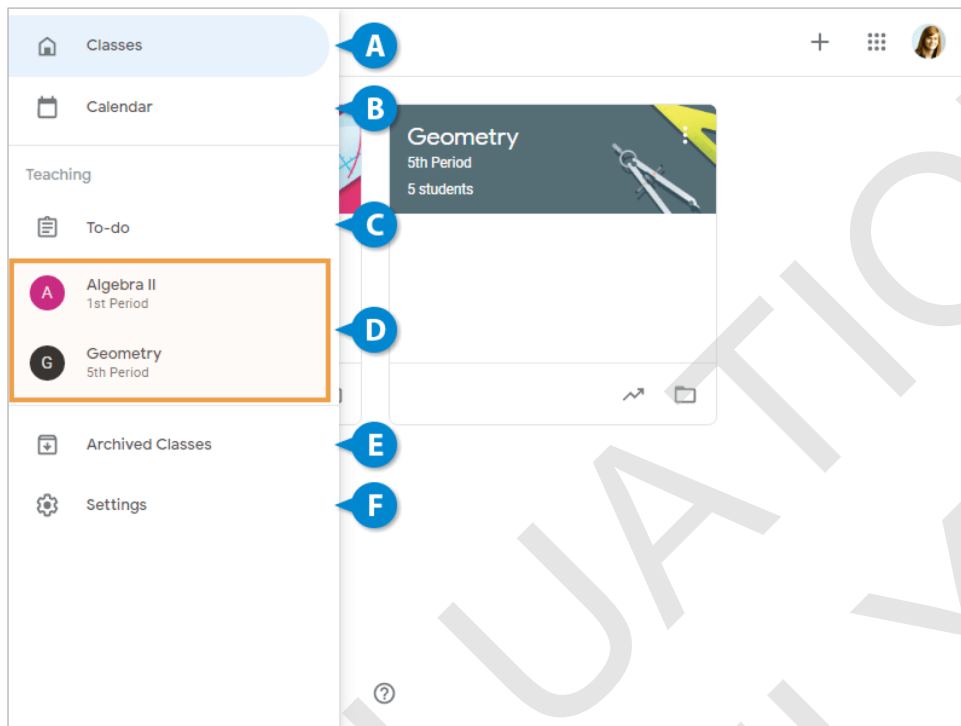


Commented [IG3]:
Practice File: None.

You will want your learners to have at least one class in Classroom to show what it looks like. Use an existing class, or click the + at the upper-right and create a sample class to work with for the remainder of the module.

Discuss the appearance of the Google Classroom homepage; briefly explaining each of the labeled items in the images.

A	Class Tile: Displays the class name and number of students, as well as a link to the gradebook and the folder for the class's files on Google Drive.	D	Google Apps: Jump to another Google application in the suite. The selected application will open in a new browser tab.
B	Menu: Contains options to change views, jump to a class, or modify settings.	E	Google Account: Click your picture to modify your Google Account settings. You can view your Google Account page, add an additional Google Account, or sign out from here.
C	Create or Join a Class: Click the + to create a new class or join a class using a class code.	F	?: See what's new, send feedback, ask a question, or get help.



A	Classes: View the Google Classroom homepage, which shows your active classes in the tile format.	D	Active Classes: Your active classes are listed here in the menu. Quickly jump to a class by clicking it.
B	Calendar: Track assignments, questions, and events in class calendars. For each class, you and your students can view work in a calendar view.	E	Archived Classes: View the classes you are done teaching and have archived. Restore or delete these classes from here.
C	To-do: See an overview of assignments and questions across all your classes on the To-do page. You can filter by class to display only the work for a specific class.	F	Settings: Modify your profile, manage account settings, and adjust notifications for email, comments, and classwork. The settings here are Google Classroom-wide settings that affect all the classes you teach.

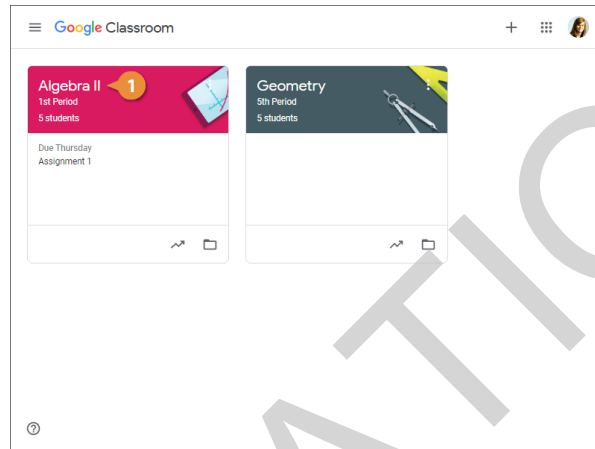
Navigate a Class

- 1 Click the class name to open a class.

Once you enter a class, you see the class code students need to join (covered in a future lesson), as well as four tabs at the top of the page and the Upcoming area at the top.

- 2 Click a tab at the top of the page to jump to an area of the class.

- **Stream:** This is a central place to view class posts and announcements. When something is added to classwork, it also appears on the Stream. On the left side of the Stream page, in the Upcoming area, a list of assignments with upcoming due dates displays.
- **Classwork:** This is where you create assignments, questions, and class materials. Furthermore, you can create topics to keep the Classwork page organized. For example, you may create a topic for classwork, one for homework, and another for projects. All like-work will be organized under the topic you assign.
- **People:** This tab houses the class roster, including all teachers and co-teachers of the class. You can add additional people to the class from here.
- **Grades:** View, grade, and return assignments from here. You see individual student scores as well as the class average.

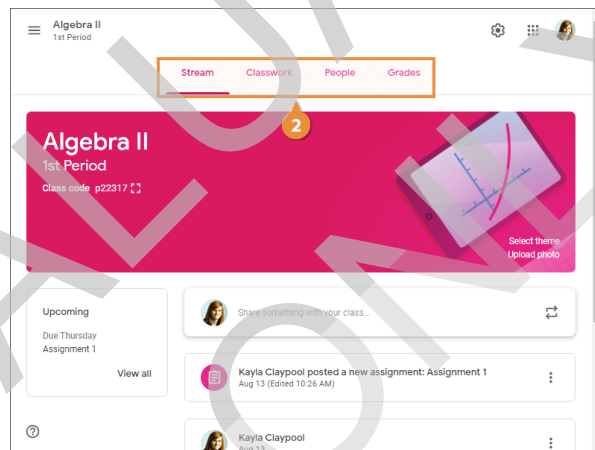


Commented [IG4]:

1. Click the class name to open a class.

Point out each of the tabs at the top of the page and the class code that appears under the class name. Also make mention of the Upcoming area.

2. Click each of the four tabs at the top of the page and explain what can be found on each.



Return to Google Classroom

- 1 Click the **Menu** button.
- 2 Select **Classes**.

You return to the Google Classroom homepage and all your classes display once again.

Algebra II

1st Period

1

Stream

Classwork

People

Grades

Sort by last name

Sep 12

Assignment 1

out of 25

Class average

22.4

Emily Howard

22

Faith Morrison

25

Hunter O'Neil

20

Theo Marshall

24

Vienna Reyes

21

Classes

Calendar

Teaching

To-do

A

Algebra II

1st Period

G

Geometry

8th Period

Archived Classes

Settings

2

Stream

12

signme

1

of 25

4

Classwork

People

Grades

<

Commented [IG5]:

1. Click the Menu button at the upper-left.
2. Select Classes.

Classroom Settings

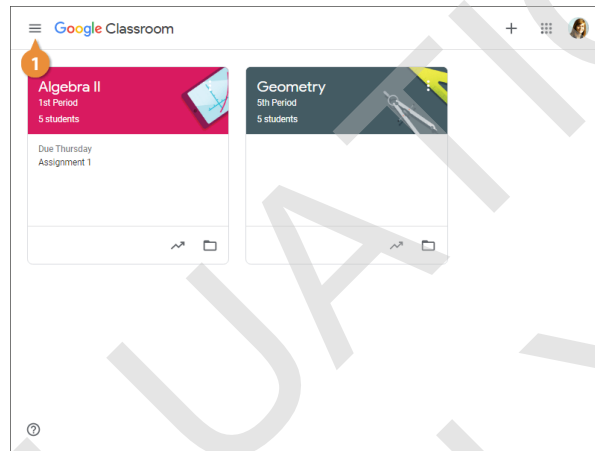
Manage Google Classroom at a global level, including account and notification settings, by making modifications on the Settings page. The changes you make here will apply to all the classes you teach. There are additional settings that can be modified at the class level; we'll cover that in another lesson.

Commented [IG6]:

Practice File: Use any existing class or the sample class created in the previous lesson.

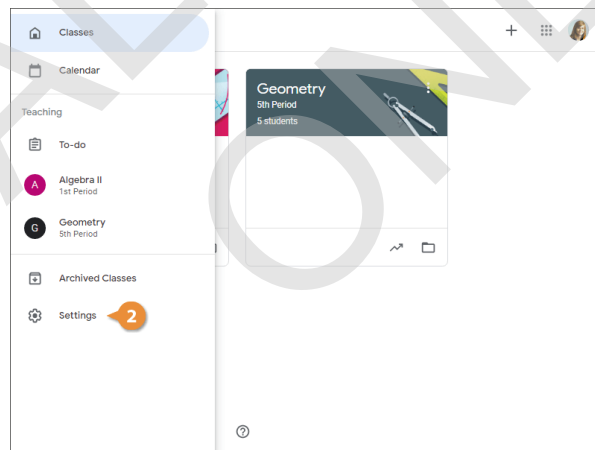
View and Modify Classroom Settings

- 1 Click the **Menu** button at the upper-left.
- 2 Select **Settings**.



Commented [IG7]:

1. Click the Menu button at the upper-left.
 2. Select Settings.
- Discuss each of the options listed on the Settings page.
3. Adjust the Google Classroom settings as needed.



3

Adjust the Google Classroom settings.

- **Profile picture:** Add or change your Google Account picture by clicking **Change**.
- **Account settings:** Open the Google Account settings page to make changes to your Google Account by clicking **Manage**. This is your “master” Google account that manages all your Google applications.
- **Email:** Toggle email notifications on or off. If this is off, you won’t receive any email notifications for any classes you teach.
- **Comments:** Choose when to receive an email notification when someone comments.
- **Classes you teach:** Choose when to receive an email notification for the classes you teach.
- **Class notifications:** Turn email notifications on or off for specific classes.

