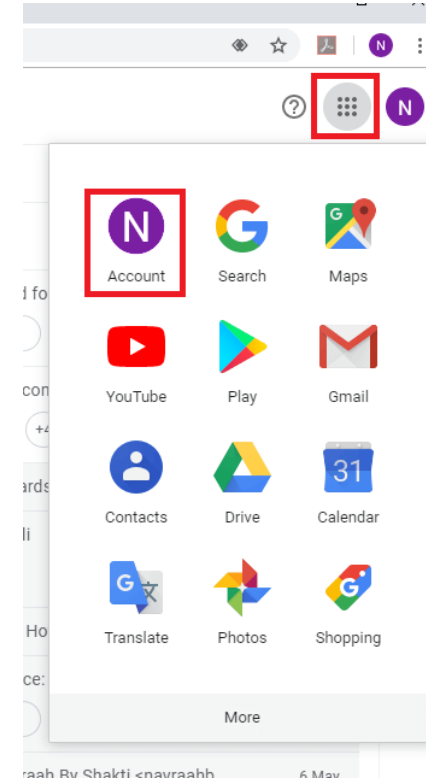Manage teaching with Google Classroom

How to access Google Classroom

- Before you start using Google Classroom, you'll need to make sure you're signed in to your **Google account**. Please ask if you have forgotten your details to get started.

- Open Chrome and select Account from the Waffle icon.

Creating a Class

- When you open Google Classroom, the first thing you'll need to do is create a class. Click the **Plus** icon in the top-right corner, then select **Create class**.
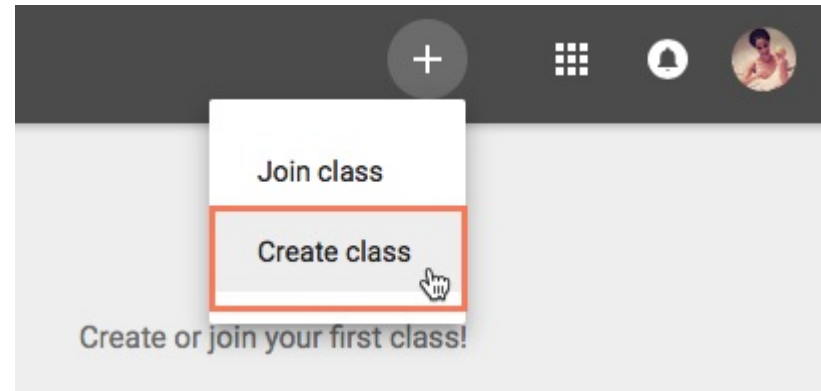
- You'll then need to enter the **name** of your class. There's also the option to enter a **Section**, **Subject**, and **Room** if you're using Google Classroom in a school and want to include this information. When you're done, click **Create**.

Create class

Class name (required)
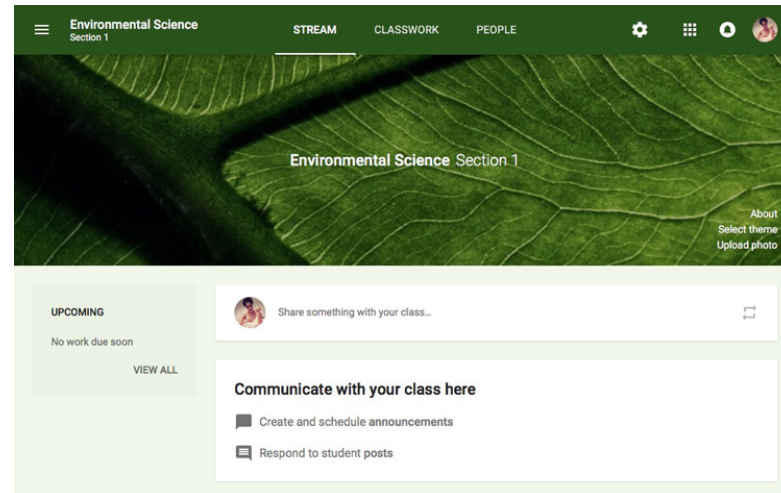
Environmental Science

Section

Section 1

Subject

Science Lab

Room

237

CANCEL   CREATE
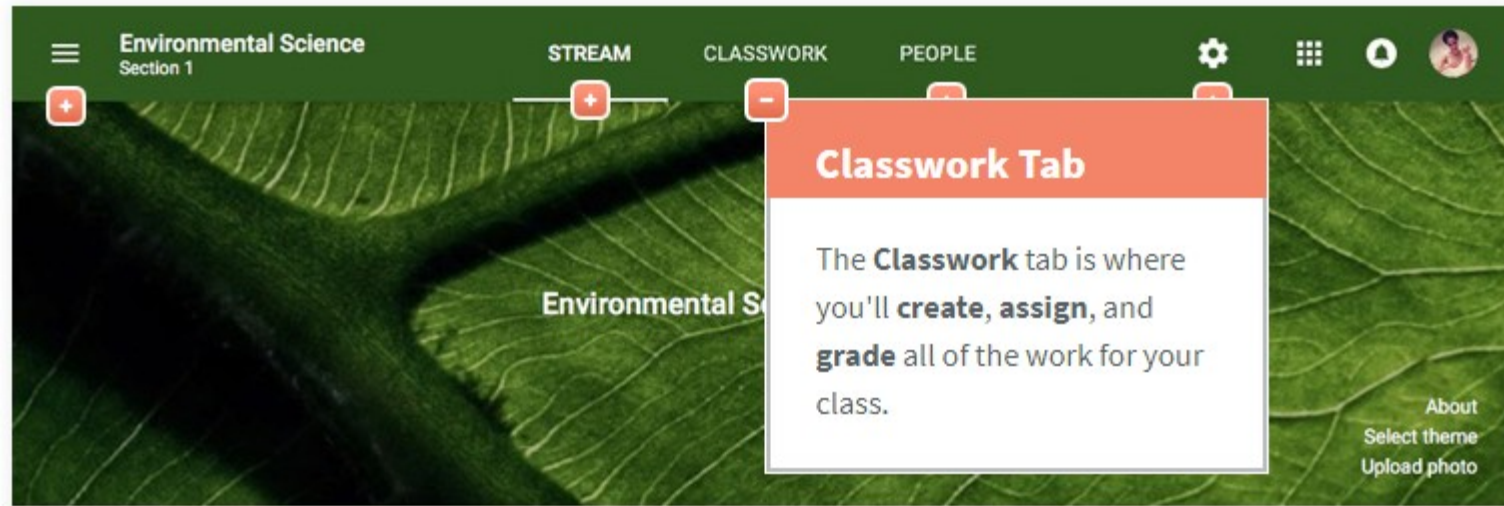
Navigating Google Classroom

- Once you've created a class, you'll be taken to that class' page.

- There are three main tabs: STREAM, CLASSWORK, PEOPLE

Stream Tab

Classwork Tab

People Tab

Environmental Science
Section 1

STREAM   CLASSWORK   PEOPLE

Environmental Science Sectio...

People Tab

In the **People** tab, you can view and communicate with the **students** and **teachers** in your class.
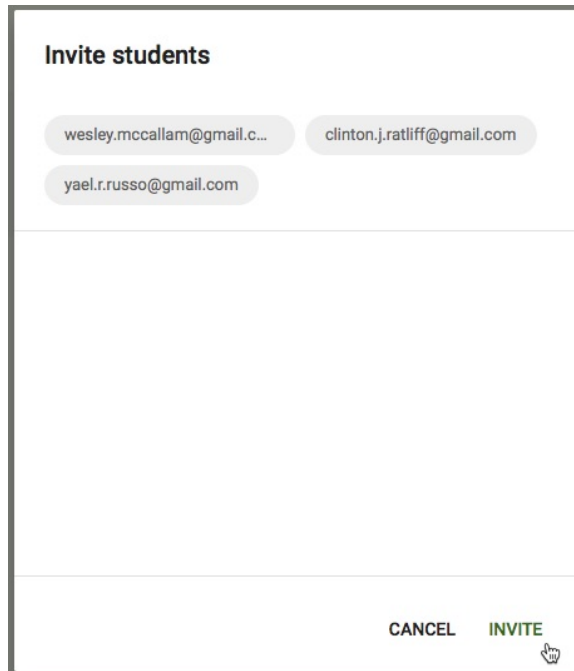
Adding Students to your class via email

- Once you've created your class, you'll need to **add your students** to it. One method you can use is to invite students via **email**. To do this, you'll first need to navigate to the **People** tab and select the **Invite. Students** icon.
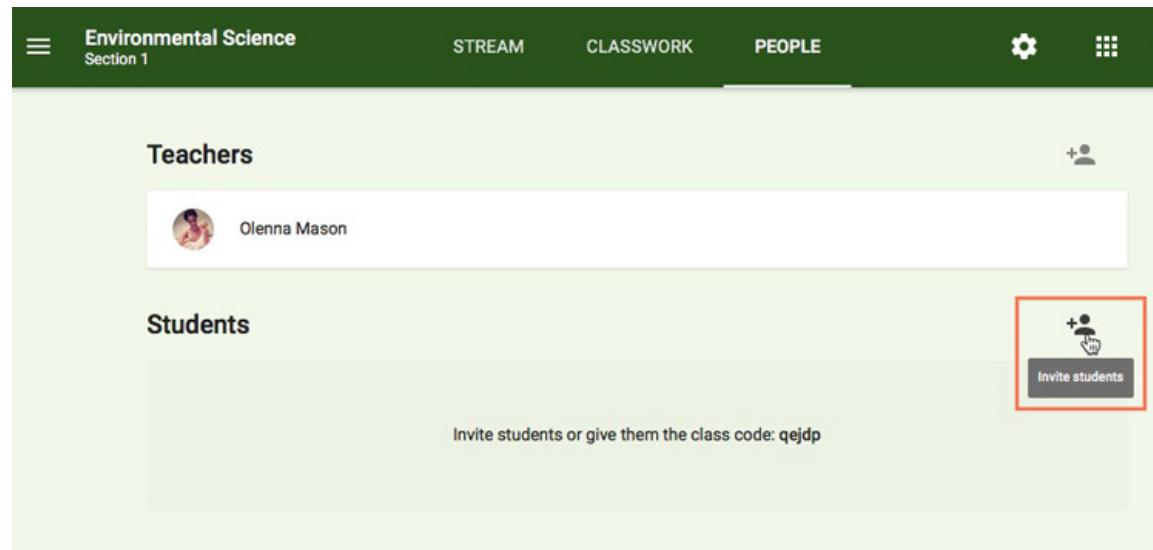
- This will bring up a menu where you can type your students' various email addresses. Once you've added these, click **Invite**.
- This will send an email to your students, with a link inviting them to join your online classroom.

Invite students

wesley.mccallam@gmail.c...   clinton.j.ratliff@gmail.com

yael.r.russo@gmail.com

CANCEL   INVITE

Adding students with a class code

- The second (quicker) option for adding students to your class is using a **class code**. This is a short code that anyone can use to join your class if you provide them with it.

To access it, either select the code from the class tile or click the **Class settings** icon in the top-right corner. Then email the code to the students
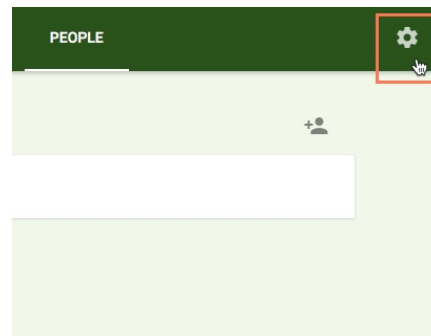
Creating an assignment

- Whenever you want to create new assignments, questions, or material, you'll need to navigate to the **Classwork** tab.
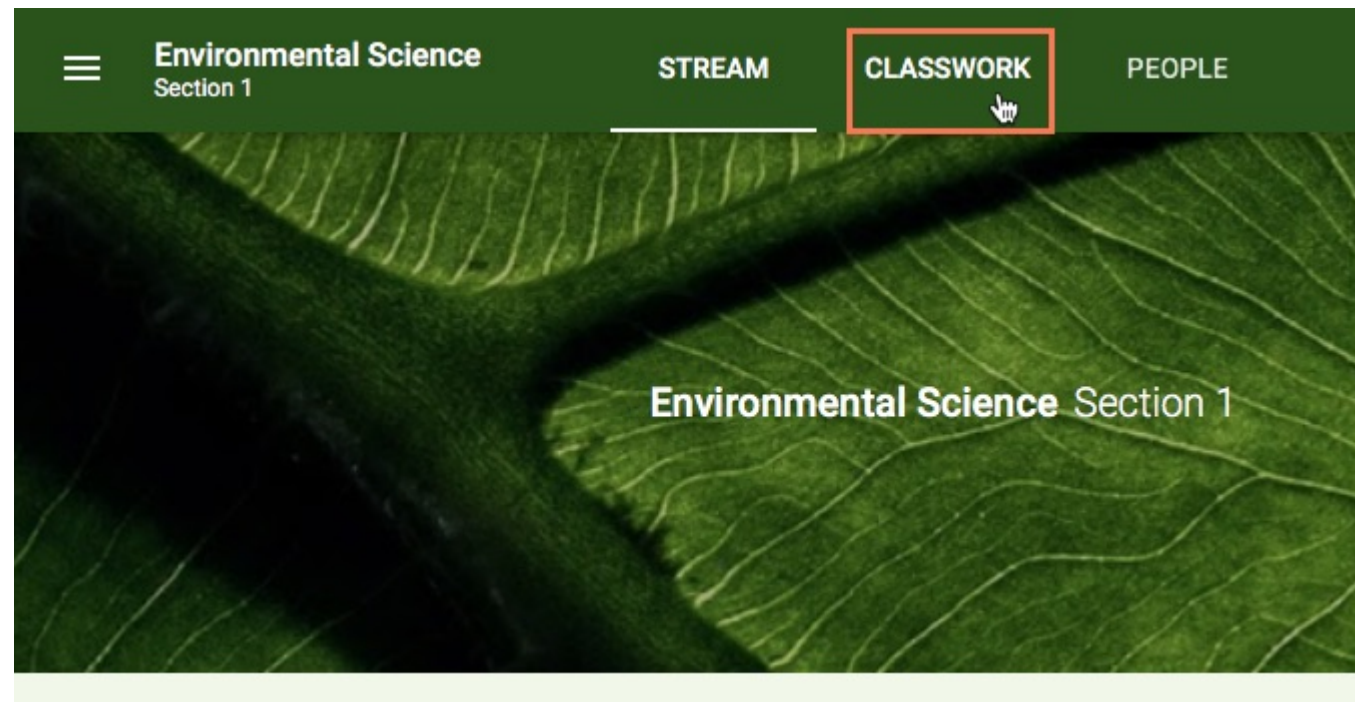
- In this tab, you can create assignments and view all current and past assignments. To create an assignment, click the **Create** button, then select **Assignment**. You can also select **Question** if you'd like to pose a single question to your students, or **Material** if you simply want to post a reading, visual, or other supplementary material.
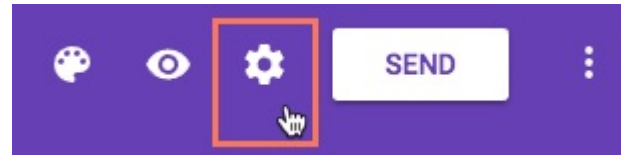
- More info https://youtu.be/-IMHLiI3xwg
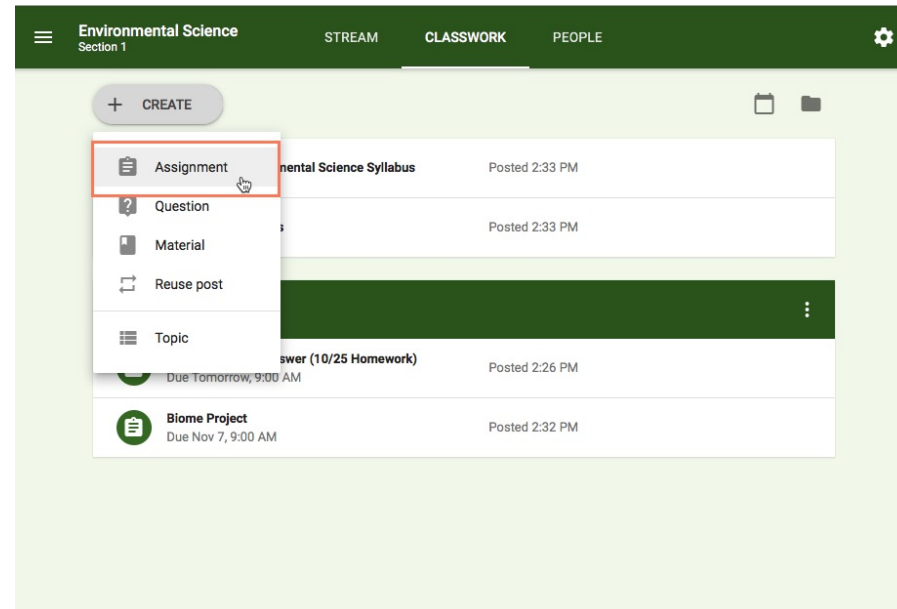
Creating a quiz

- To create a quiz, you'll first need to create a basic form.
- Navigate to the **Google Forms homepage**, then click the **Blank** icon.
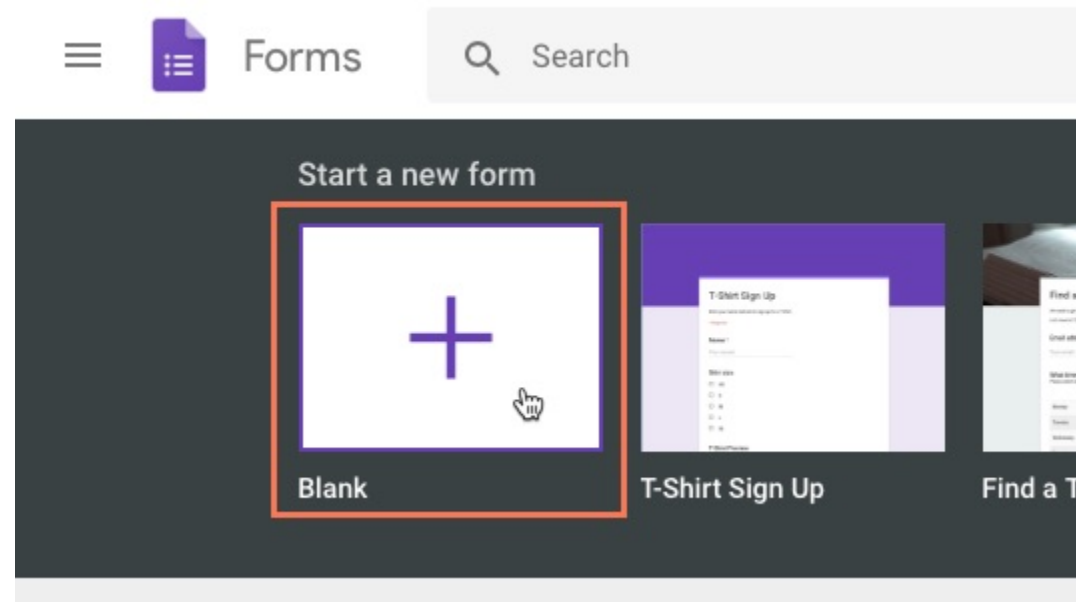
- Before writing questions and answers for your quiz, you'll need to make some changes to the form's settings. Click the **Settings** icon in the top-right corner.

- Click the **Quizzes** tab and toggle the **Make this a quiz** switch. Turning this on will make several **quiz options** available that allow you to choose how your students will interact with your quiz.
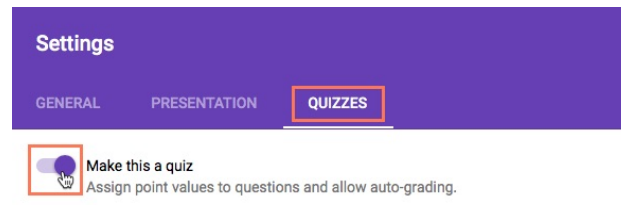
- Once you've chosen your desired settings, click **Save**. You can then name your quiz and start writing your questions.

Selecting correct answers for your questions

- . For each question on your quiz, you'll need to define the correct answers. To do this, click **Answer Key**.
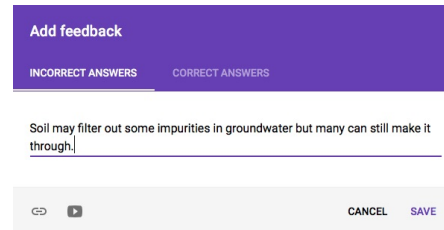
- **Paragraph** questions don't offer the ability to add correct answers. Because they're longer and require more analysis, you'll need to read each individually and grade them on your own.

- After choosing the correct answers, select **how many points** you'd like the question to be worth using the points field.

What term is defined as

10 ⬍ points

- You also have the option of using **answer feedback**. This gives students feedback on certain questions, depending on whether they chose the correct answer. Click **Add answer feedback** and type the messages you'd like to appear for correct or incorrect answers.

Once you're satisfied with the question, you can preview it and give it a try to make sure everything's correct. To do this, simply click the **Preview** icon in the top-right corner.

- Depending on the number of questions, you may want to separate your quiz into multiple **sections**. This will make it so that your questions are broken up across several pages instead of having them all appear on one page.
- To do this, simply click the **Add section** icon in the toolbar on the side.
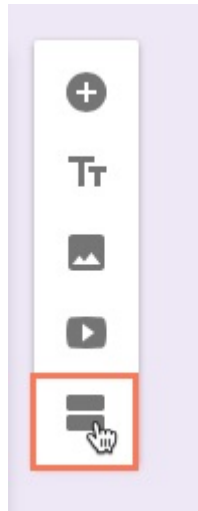
- You can add questions to these sections by following the same instructions listed above. You can also move questions to other sections by dragging and dropping them using the icon shown below.
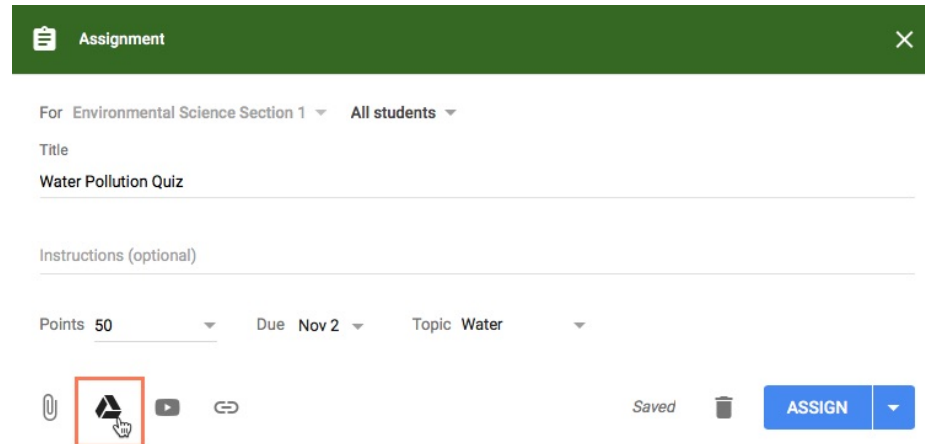
Write a paragraph describing one possible solution we can use to protect our water.

Long answer text

Adding quizzes to classes

- Once you've finished creating your quiz, you'll need to bring it over to your class. Much like how you can **attach** documents, links, and videos to your assignments, you can attach forms.

- When creating an assignment, click the **Google Drive** icon in the lower-left corner.

- Locate and select the quiz you've created, then click **Add**.
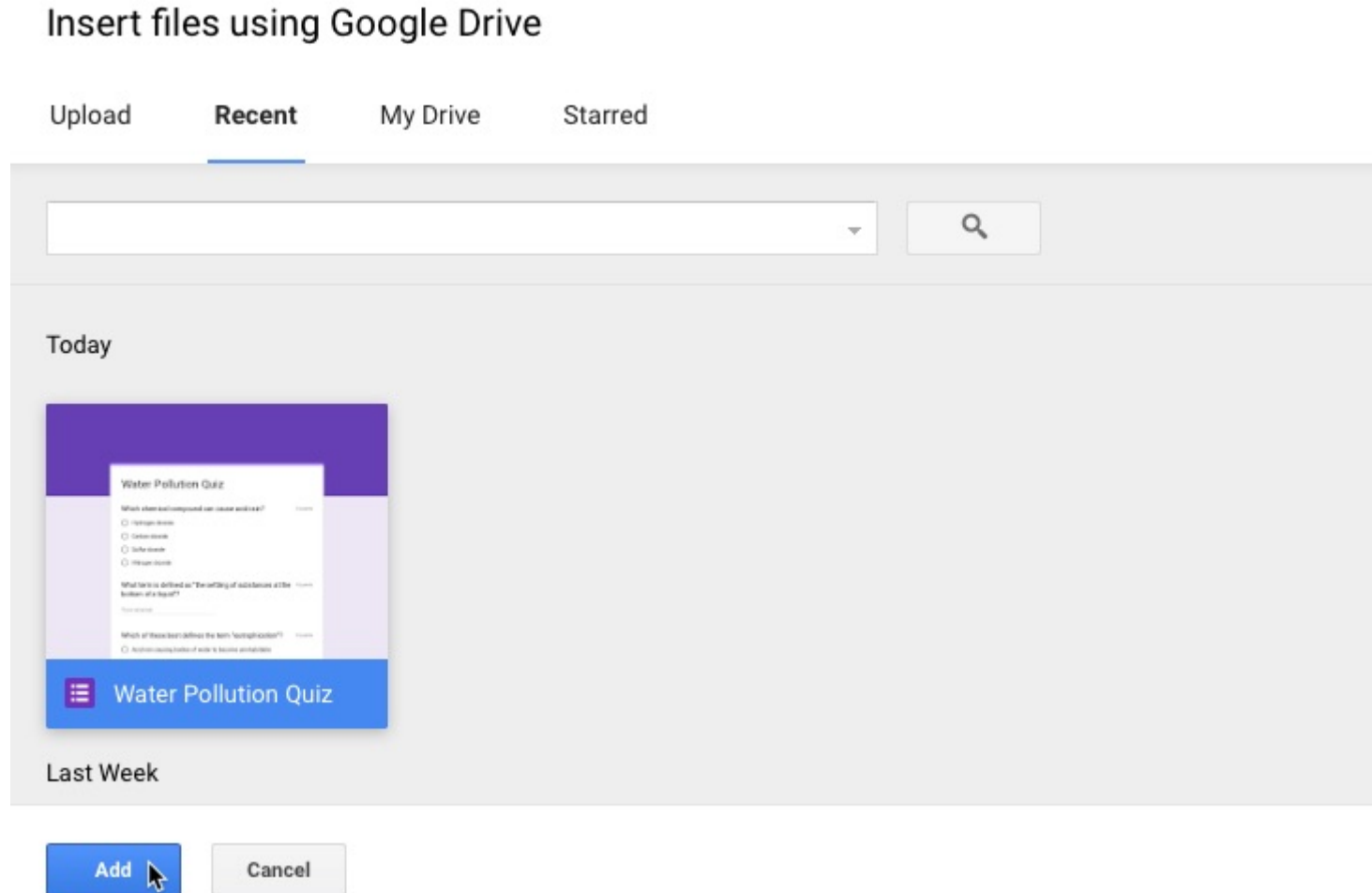
Grading and leaving feedback

- After students submit assignments, you'll be able to review and grade them. Google Classroom gives each assignment its own page, making it easy to grade and leave feedback for your students.

- To view an assignment, you'll first need to navigate to the **Classwork** tab. Click the assignment you want to grade, then click **View Assignment**.

2018-2019 Environmental Science Syllabus   Posted Oct 25 (Edited Oct 29)

Lab Rules and Notes   Posted Oct 25 (Edited Oct 29)

Ecosystems

Symbiosis Short Answer (Homework)
Due Nov 5, 9:00 AM

Posted Oct 25 (Edited 9:14 AM)

Research the topic of symbiosis and write a paragraph explaining a symbiotic relationship of your choice.

2
TURNED IN

1
ASSIGNED

VIEW ASSIGNMENT

- This brings up the **Student Work page** for that assignment. This is where you'll be able to view each of your students' submissions and grade them.

- One way to grade students' assignments is on the **Student Work page**. Simply click the **score** next to any student's name, then **type the grade** you'd like to give.

- After grading the assignments, you can then select them and click **Return** to send them back to the corresponding students.