TRAINING MANUAL

01- GETTING STARTED INTO GOOGLE CLASSROOMS

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Contents

List of Figures:

Google Classroom is an application designed to help students and teachers communicate, collaborate, organize and manage assignments, go paperless, and much more. This guide is chocked full of step-by-step instructions for using Google Classroom and setting up classes.

Things You Should Know:

● **GAFE:** Google Classroom is only available to users with Google Apps for Education (GAFE), a free collaborative suite of tools that includes web tools like Google Docs, Google Drive, Gmail, and more. If you have a GAFE account, but do not have access to Google Classroom, contact your campus or district IT department.

● **Google Chrome:** To maximize the features in Google Classroom, teachers and students should use the Google Chrome Browser. Some features work in other browsers, but not all. Plus, Google Chrome is a fantastic learning environment for all things Google! (Download the Google Chrome browser here.)

● **Menus:** Google uses two symbols across Google Classroom, and other Google applications (including mobile applications) to represent menus and more actions:

○ three lines = menu (usually the main menu)

○ three dots = more actions (additional options and actions)

Anytime you see these symbols, there are additional features, actions or options to explore.

1. First Login:

Google Classroom is designed to help teachers and students communicate and collaborate, manage assignments paper lessly, and stay organized. Google Classroom is part of the Google Apps for Education suite of tools and is only available to Google Apps for Education accounts.

    i.   Go to classroom.google.com. The first time you arrive at the Google Classroom website you will see the following screen:
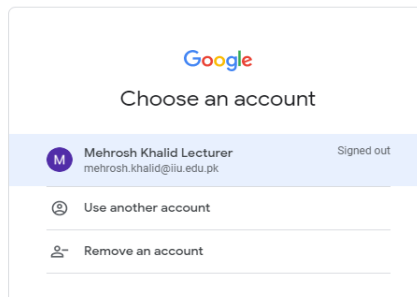
Figure 1: Login Screen

ii.   Enter your IIU Email address and login to thee Google Classroom. Your home page will be appeared at successful login as:
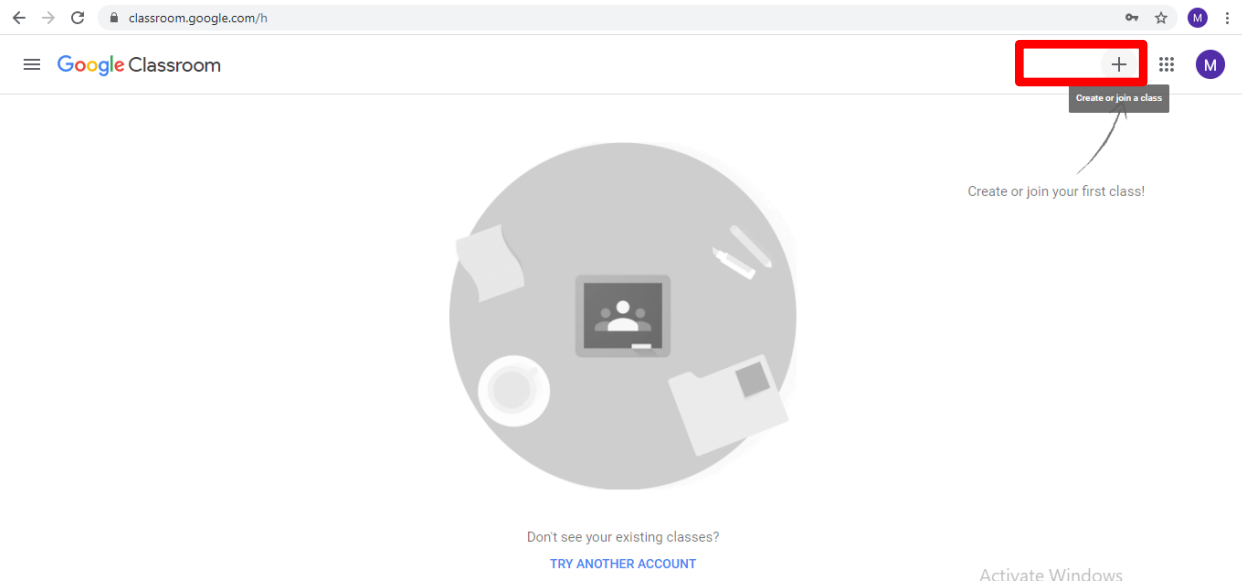

Figure 2: Home Page

iii.   Click the + at the top right class. You will be provided with two option:
- Create Class
- Join Class
- **Teacher role:** Can create and join classes in Google Classroom.

- **Student role:** Can ONLY join classes in Google Classroom.

Note: You cannot change your role later, so be sure to select the correct role. If you or your students select the incorrect role, you must contact your Google Apps IT administrator to correct the error.
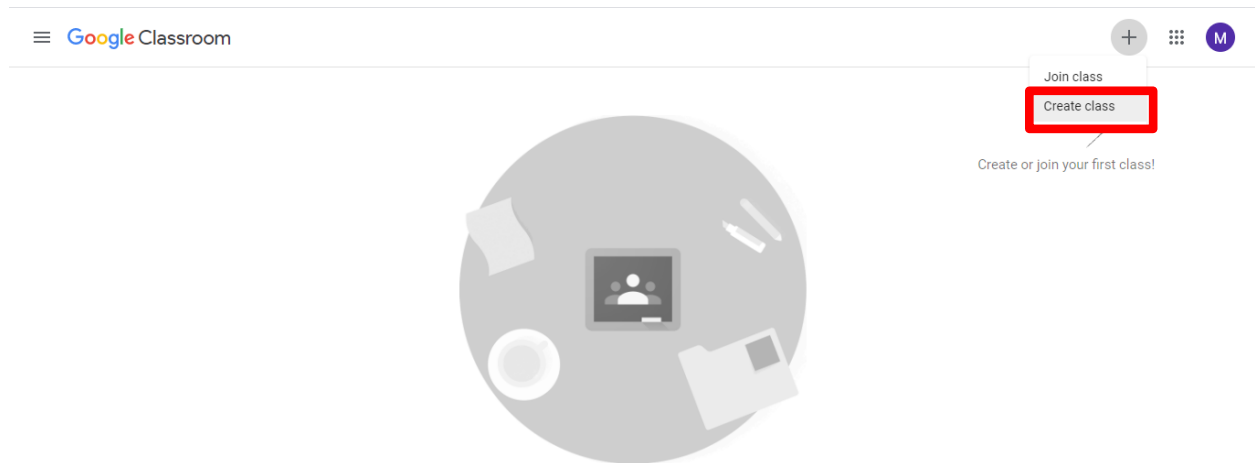
Figure 3: Create Class

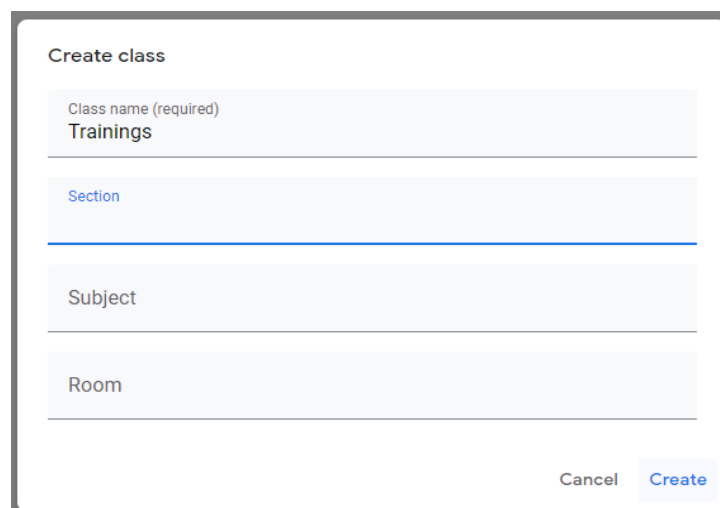iv.   Click on the Create class menu and the following screen will appear:

Figure 4: Class Credentials Screen

v.   Enter the Class Name (i.e., the Course Title), Section (i.e., Batch) and click on Create Button.
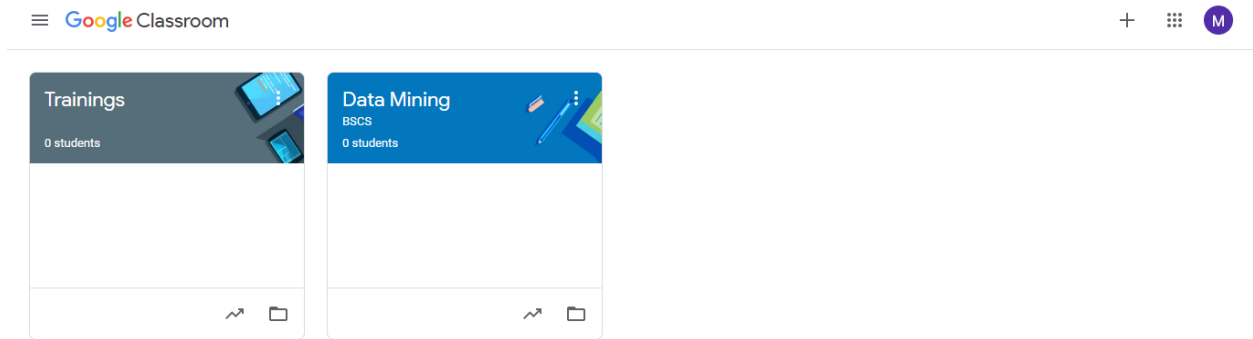vi.   Your class will be created as shown in the following figure:

Figure 5: Courses Home Page

vii.   Now click on one particular course and you will enter the course mode. The interface contains multiple controls which are described as under:

2. The Stream:

The Stream is where teachers view and add announcements, assignments, discussion topics, and comments. Announcements are a great way to communicate with your students, share updates, reminders, and general class or school announcements.
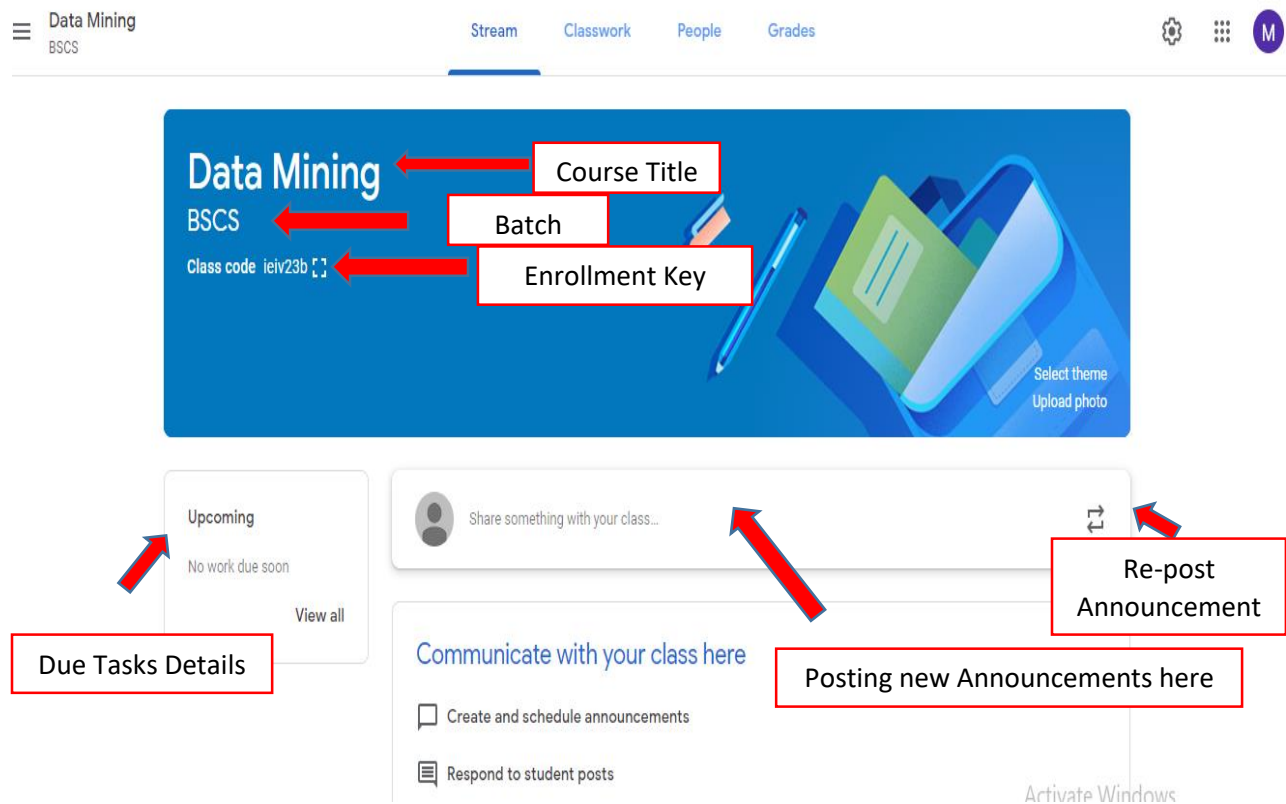

Figure 6: The Course Stream

- While posting an announcement in the stream of a particular course, there is option to make this announcement available for all of your courses (in case of some generic announcement). You can check the boxes for which courses, this announcement should be posted in as shown in the following figure:
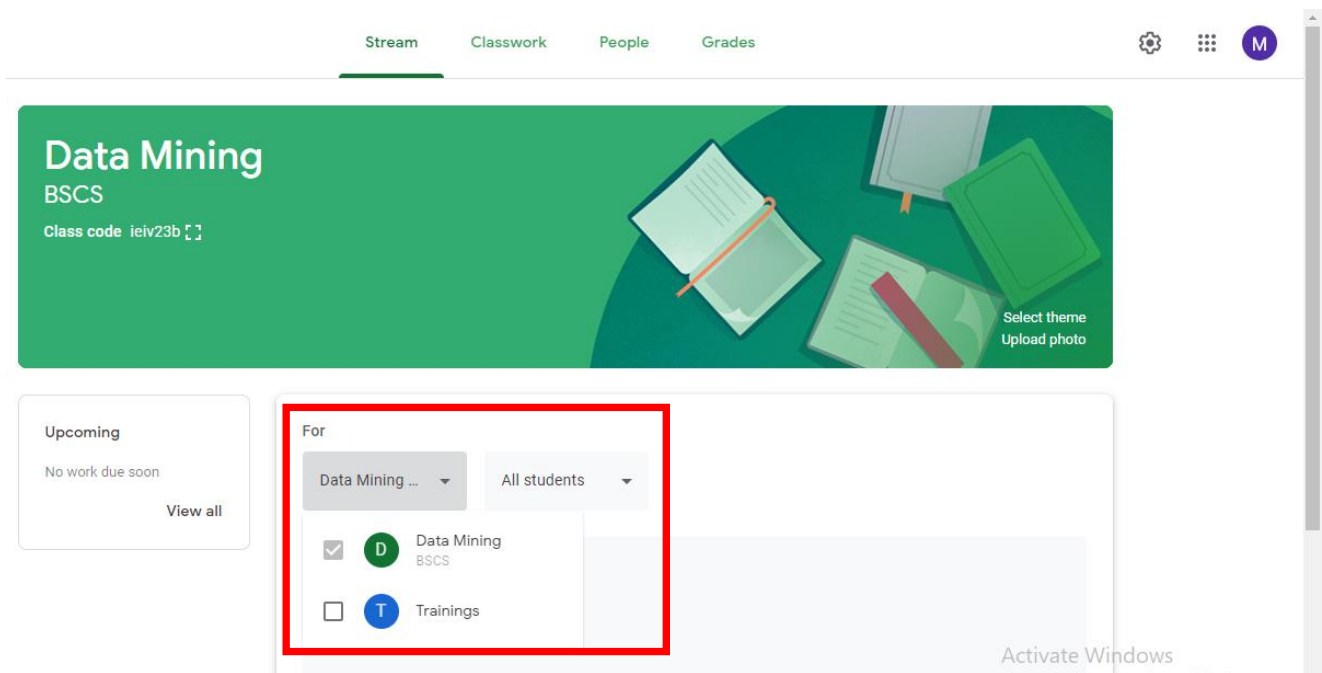

Figure 7: Selecting Courses for Announcements

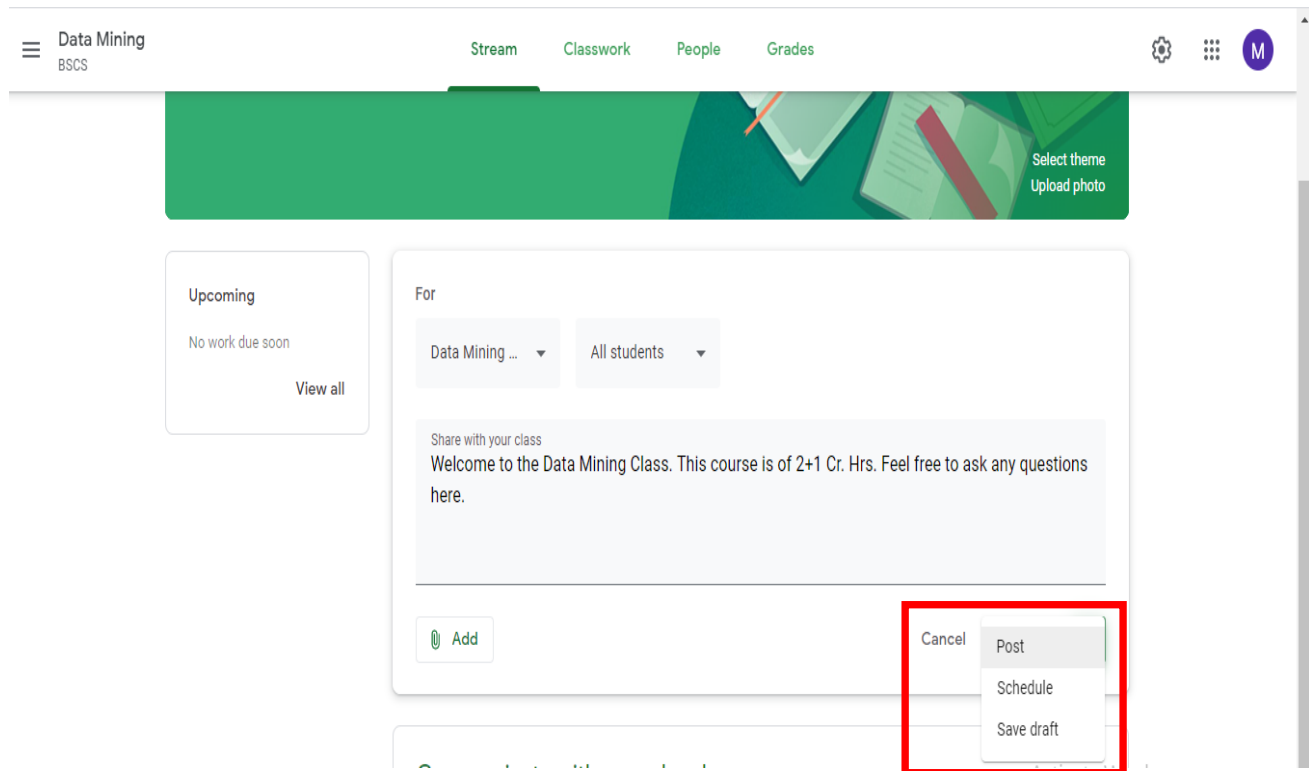- In stream, announcements can be posted now or they can be planned ahead.

Figure 8: Announcement Posting Options

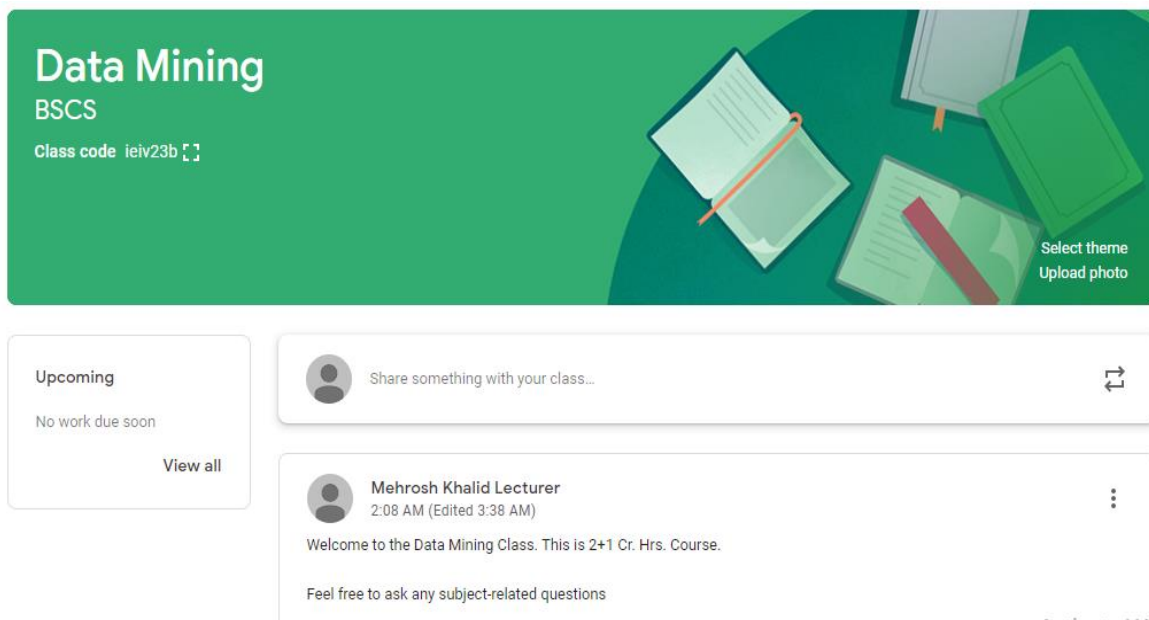- If you click on Post, the announcement will be posted in the course stream now as shown below:

Figure 9: Instant Announcement Posting

- Optionally, you can schedule an announcement for some later date or save announcement as a draft which can be edited later on, as shown below:
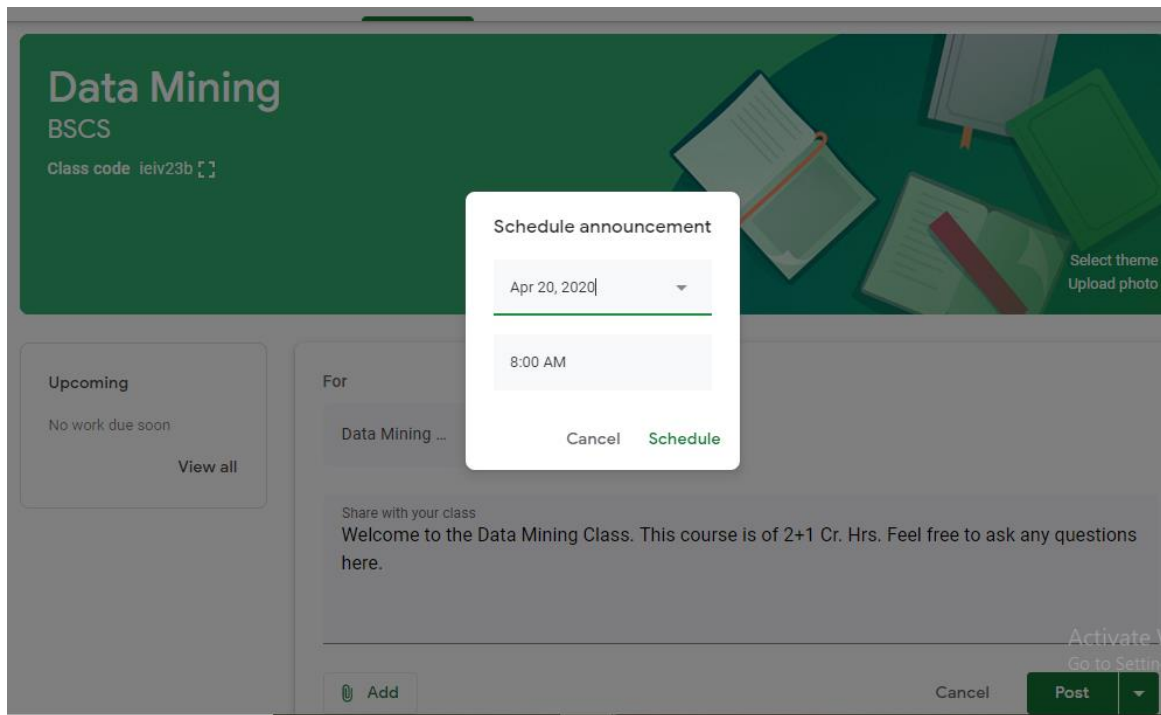

Figure 10: Scheduling an Announcement

- After scheduling, the announcement will be shown only to the teacher as a saved announcement but it will not be visible to the students, before the scheduled date and time.
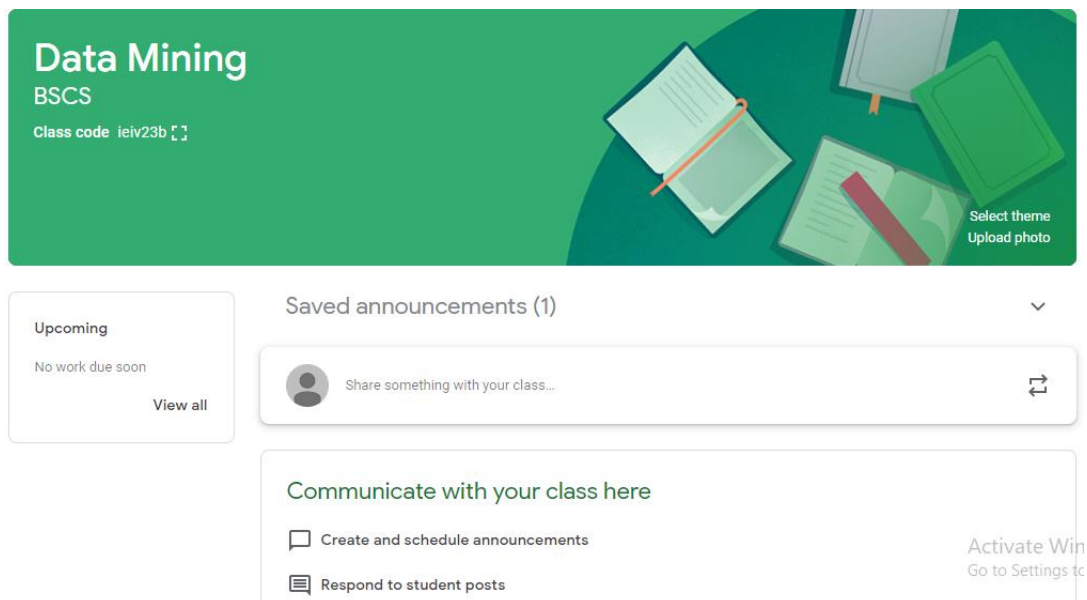

Figure 11: Saved Announcement

- Optionally add other content to your posts:

  ● File Attachments: files saved locally on your computer or device.

  ● Google Drive: Files saved in your Google Drive.

  ● YouTube videos

  ● Web Links to outside websites, resources, etc.
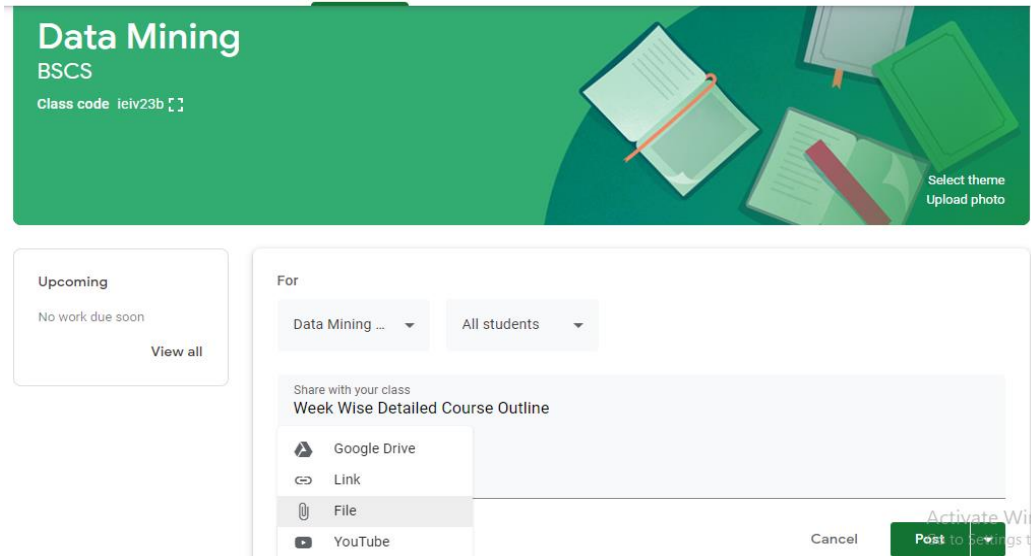

aFigure 12: Adding material from other sources

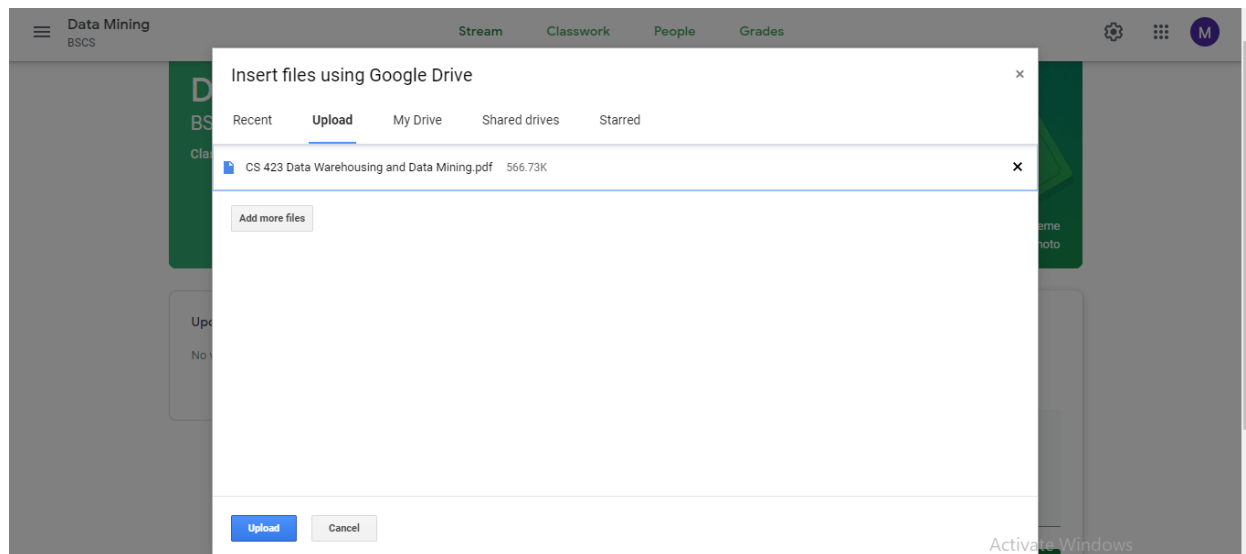- Click on File. You will be asked to select the file for uploading from a particular location:

Figure 13: Inserting File in Announcement

- The selected file will be added to the announcement as shown below:
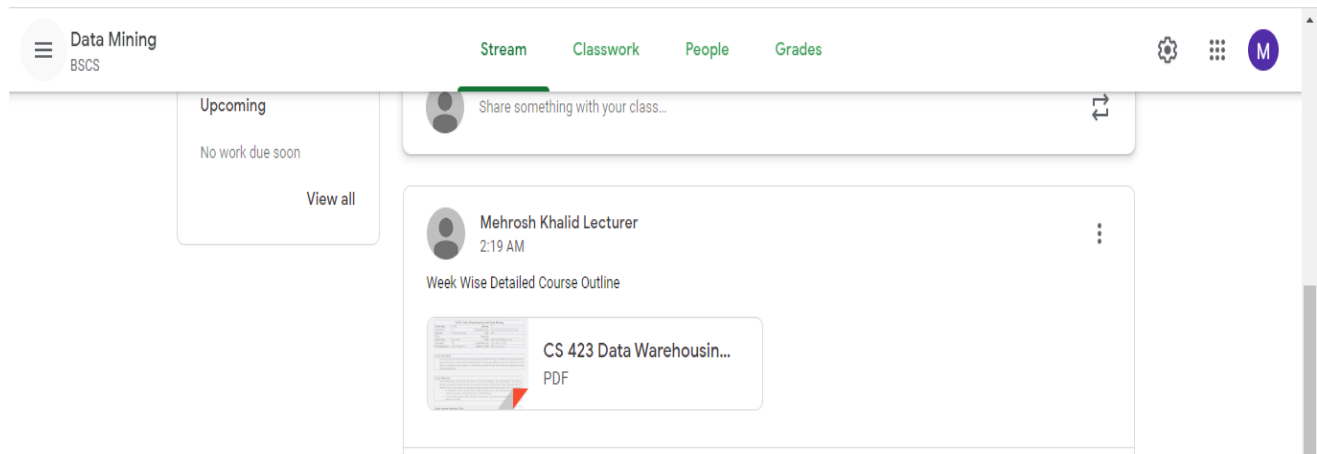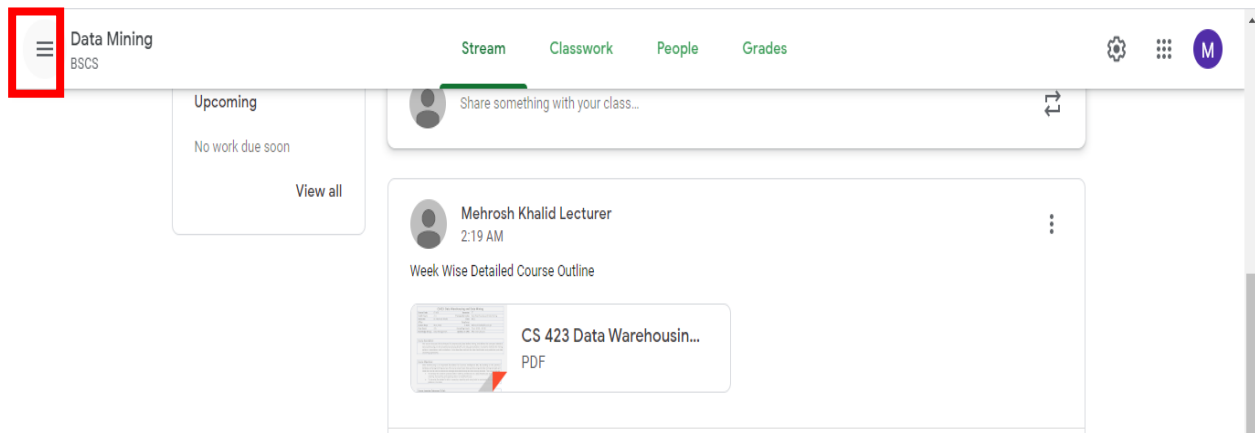

Figure 14: Added File in the Announcements

3. Course Settings:

You can change additional course settings from the three lines button as shown in the following figure:

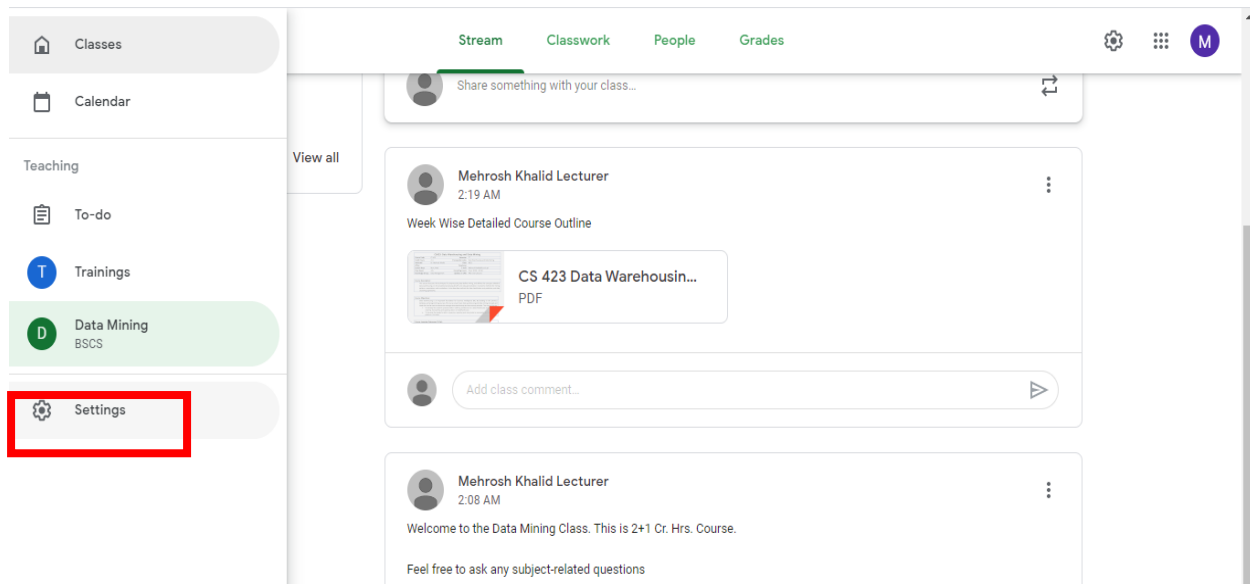- By clicking on this it will show the settings menu as shown below:

Figure 15: Course Settings:

- By clicking on the Settings menu, Settings page for your Google classroom will be shown showing:
    a. Profile Settings – Your name, photo and other relevant details
    b. Notifications Settings – For what activities you will be receiving notifications on email and mobile apps.
    c. Class Notifications – Notifications for a particular course/subject

3.1 Notification Settings:

In notification settings, you will be setting, whether you want to receive email notifications. If yes, then for which particular activity you want to receive email notification and for which you want to disable it.
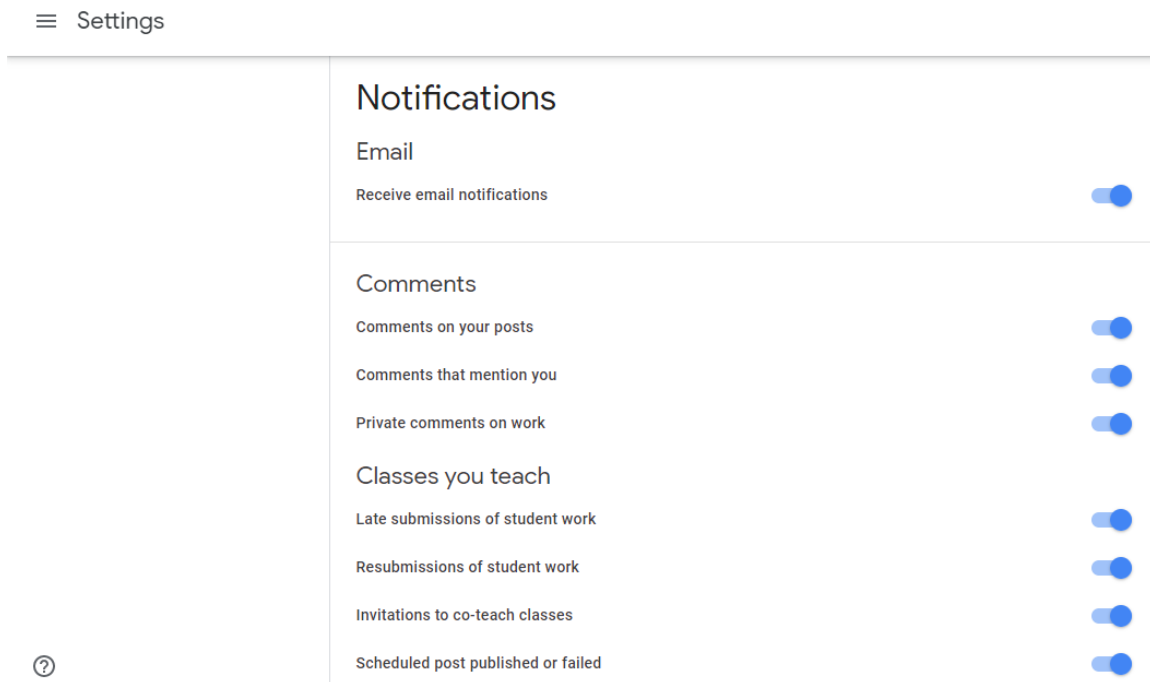
Figure 16: Notification Settings

3.2 Class Notification Settings:

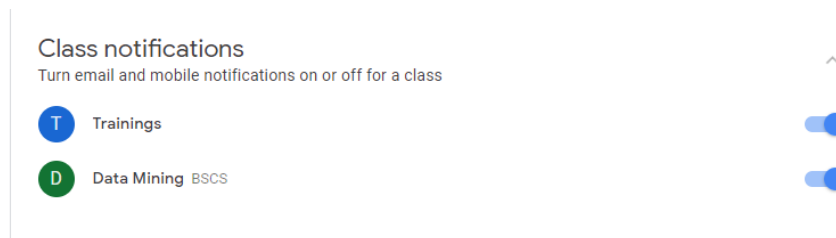In class notification settings, you can on or off email notifications for any of the courses you are teacher of.

Figure 17: Class Notification Settings

- By clicking on the settings icon ⚙ on the top right corner, the settings page for the particular course will be shown, from where following settings can be made:
    a. Class Details: where you can change the title, batch of the course.
    b. General: related to class joining code, stream settings, and meet link settings.
    c. Grading: related to grade book settings.
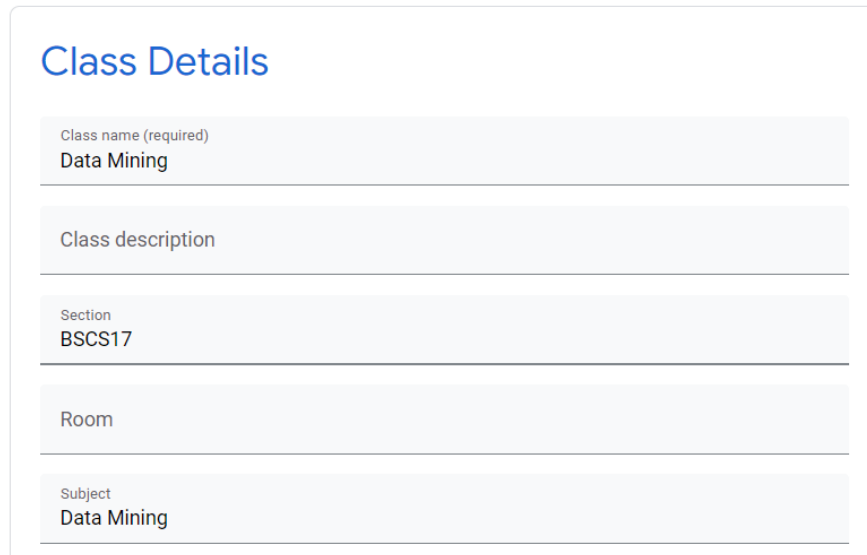
3.3 Class Details:

Figure 18: Class Details Settings

In these settings, you can change the class name, class description, section, room and subject details of the class according to the requirements.

3.4 General:

The General settings as shown in the Figure 19 deal with the class code, stream, classwork on the stream, deleted items and Meet Link. All these are described as under:
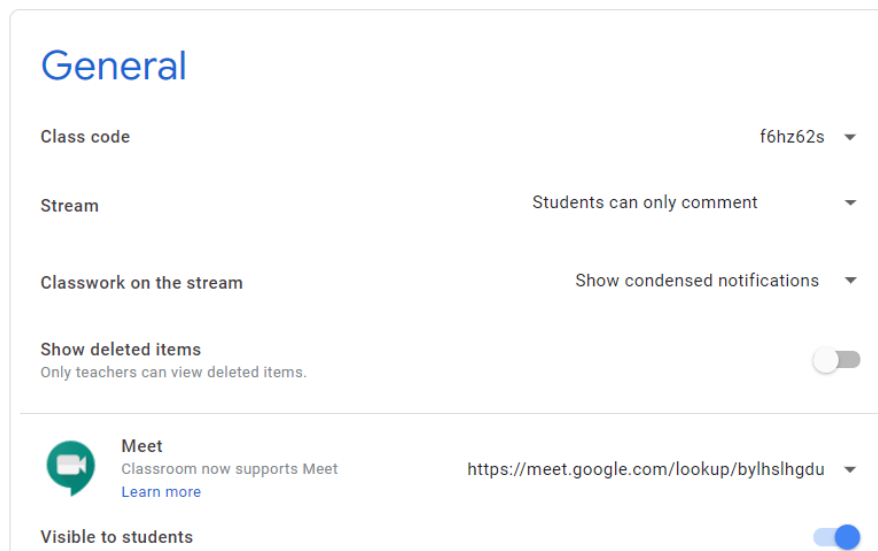

Figure 19: General Settings

3.4.1 Class Code:

The class code settings include the following as shown in the Figure 20:

- Display – whether the class code (required for joining the class / student enrollment) will be displayed on the course home page or not?
- Copy – To copy the class code (required for joining the class / student enrollment) to be shared with the participants.
- Reset – To generate a new class code
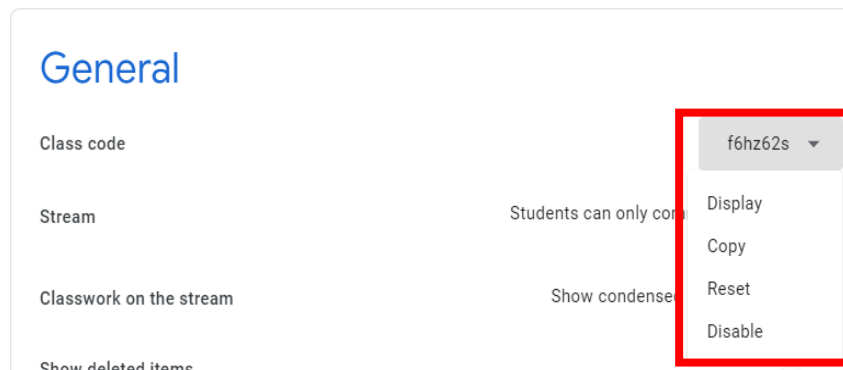- Disable – To inactivate the class code

Figure 20: General - Class code Settings

3.4.2 Stream:

The Stream settings deal with the following as shown in Figure 21:

- Students can post and comment – Students can create a new post as well as can comment to the already existing posts.
- Students can only comment – Students are not allowed to create new posts, but they can comment to the posts created by the teachers.
- Only teachers can post or comment – Students are completely restricted to post or comment on the stream.
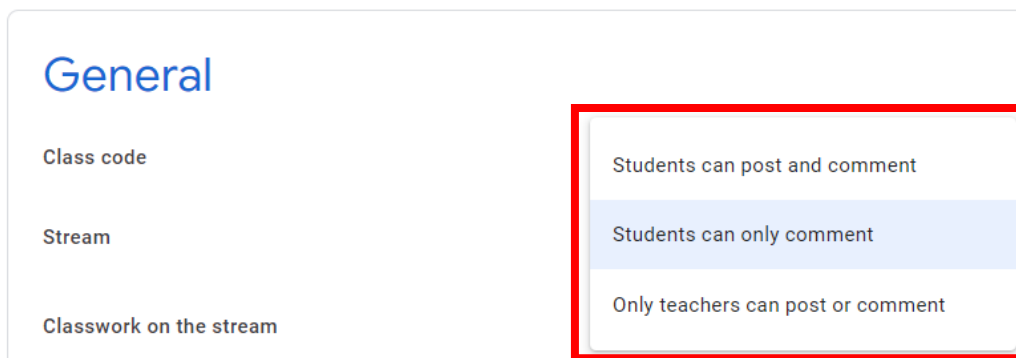

Figure 21: General - Stream Settings

3.4.3 Classwork on the stream:

The Stream settings deal with the following as shown in Figure 22:

- Show attachments and details – If a post contains some files attached with it, these attachments must be shown in the stream along with the post.
- Show condensed notification – If a post contains some attached files, these must be shown in condensed format.
- Hide notifications – Hide notifications for the new posts from the stream.
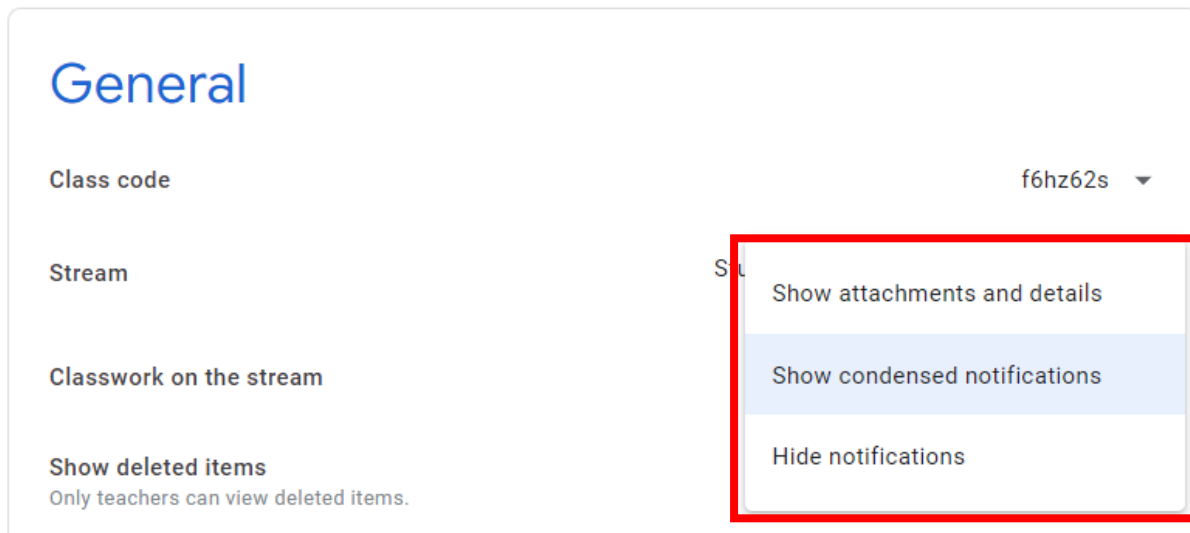

Figure 22: General - Classwork on the stream Settings

3.4.4 Show deleted items:

The Show deleted items settings let you enable or disable, whether as a teacher, you want to see the deleted items from the course or not as shown in Figure 23:
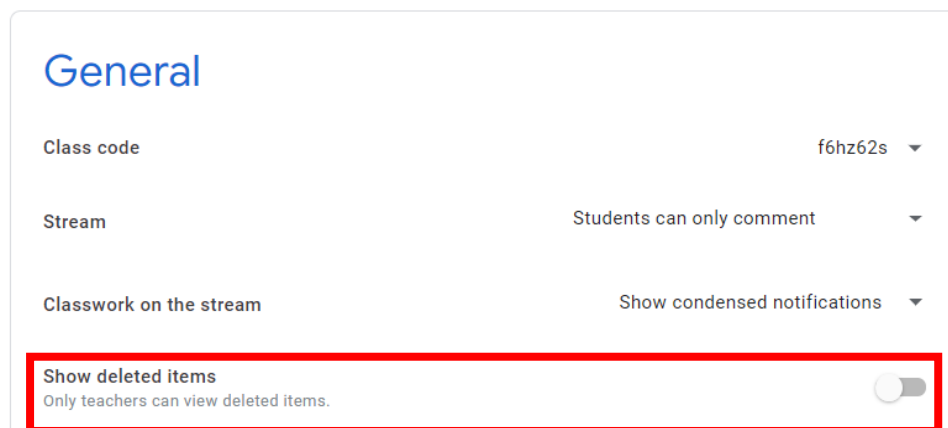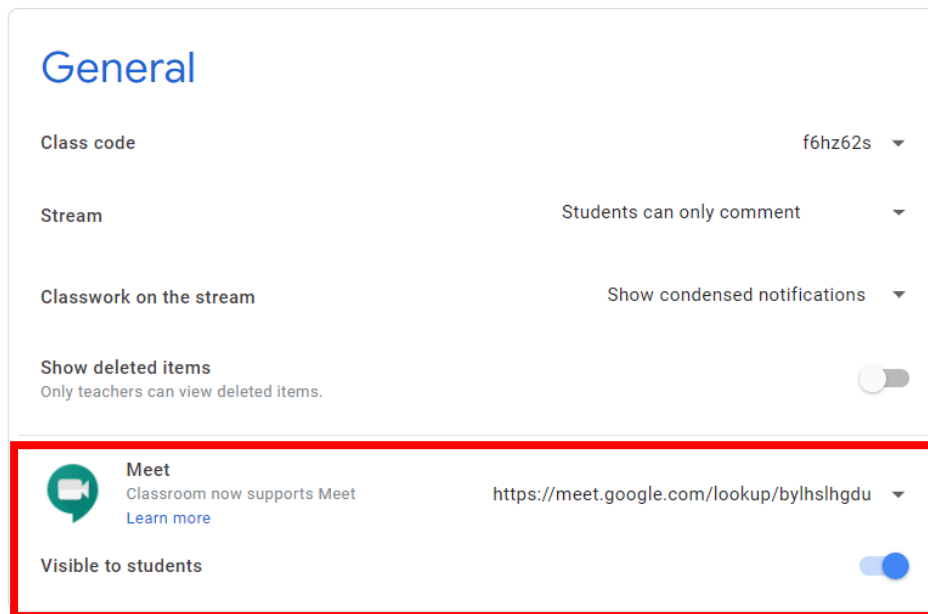

Figure 23: General - Show deleted items Settings

3.4.5 Meet:

The Meet settings let you generate the Meet (video conferencing) link, copy or resetting the link, and let it visible to the students or not, as shown in Figure 24:
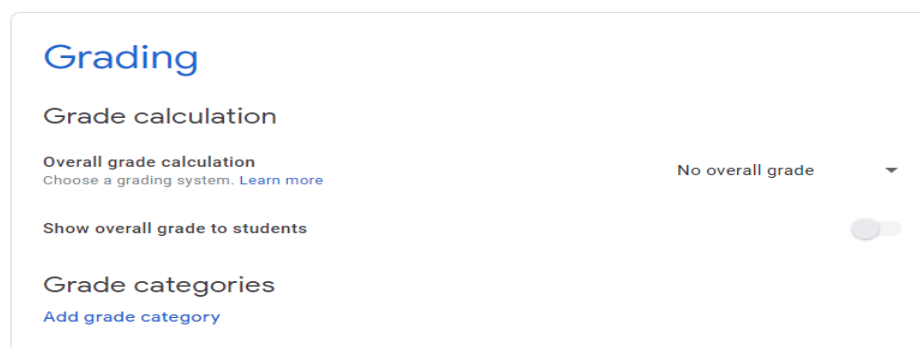

Figure 24: General - Meet Settings

3.5 Grading:

Following grading settings can be adjusted as per the requirements:

- Overall Grade Calculations
- Show overall grade to students or not
- Grade Categories

Figure 25: Grading Settings