Google Classroom

What is Google Classroom? Google Classroom is a free web-based platform that integrates your G Suite for Education account with all your G Suite services, including Google Docs, Gmail, and Google Calendar. Classroom saves time and paper, and makes it easy to create classes, distribute assignments, communicate, and stay organized. Teachers can quickly see who has or hasn't completed the work, and provide direct, real-time feedback and grades right in Classroom.

How to create a classroom?

1. Sign-in with your personal Gmail account at classroom.google.com.

2. Click "+" in the upper, right corner of the screen and choose "create a class."

3. Complete the required basic information about your class (title, section, topic).

4. Invite people to join your classroom. To do this select "students" while viewing your classroom. In the "students" section you will find a classroom invitation code that you can distribute. Alternatively, you can invite people to join by sending emails directly from your Google Classroom account. Within the Student section you can also determine if your students are allowed to comment on the questions, announcements, and assignments you create or if they can only post. If you desire you can also choose to be the only one who can post and comment in your class. In the Stream section you'll find the assignments, announcements, and questions that you create. This is the section in which you'll spend most of your time after your classes are set up. Read below to learn about assignments, questions, and announcements within Google Classroom.

Using Google Classroom Assignments Assignments are a great way to collect student work and provide your students with feedback and grades. When you create an assignment you can provide specific instructions for that assignment, a due date, and a topic. If you include a due date for the assignment, students will have until 11:59 PM on the date to submit their work for that assignment. If they submit the work late, Google Classroom still accepts the assignment, but indicates that it was turned in late. One of the best features of the Google Classroom Assignments is that you can add files to the assignments you create. You can add a file from your computer, a file from Google Drive, a YouTube video, or a link to a Website. Students can submit any type of file to your Classroom, not just Google Docs. Not only can students submit their completed work as files, you can open them directly from Classroom and grade them right there. You can open files submitted to your Classroom as long as your computer has an internet connection and the software needed to open the file. You can then open the file and grade it on your computer at school or at home. Google Classroom acts like a

"Dropbox" for assignments. Students no longer need to print their work and physically hand it in to you. This gives you more time during class to focus on moving forward, as opposed to wasting time collecting work.

Google Classroom allows you to ask a question within a specific class. As with assignments you can add files to the questions you post, and can assign a due date to it if you want. You can post short answer or multiple choice questions for your students to respond to in Classroom.

As students answer a multiple choice question, Google Classroom tabulates the results for that question and shows you the breakdown of the students' answers in real-time. When you click on one of the multiple choice answers, Classroom indicates which students chose that option. When students respond to a short answer question, Google Classroom cannot tabulate the results so it simply shows student responses. At that point you can comment or reply to each student, and give a grade as you see fit.

Pro Tips for Using Questions:

- *Using the Questions feature is a great way to start a discussion in your classroom, acquire baseline information before starting a lesson, and test students' knowledge on a homework reading assignment.*

- *To provide variation, you can post a video in a question and instruct students to respond to the video at home.*

In addition to creating assignments and questions, Google Classroom allows you to create announcements. Students can respond to your announcements and you can respond back, creating a thread. In reality the entire class can have a conversation based on one announcement. Once again you have the option of adding a file, a YouTube video, or a link to an announcement. Announcements are a great way to post reminders about assignment due dates to your students. You can even schedule announcements to post at a later date, which can help you stay organized as well as your students.

·   Share with Multiple Classes: If you teach multiple sections of the same course, Google Classroom will create the assignment in each section.

·   Adding descriptions to assignments is a good thing to do. The assignments in classroom become good points of reference for absent students and kids that see their grades and wonder why they are as they are. Spelling out all of the details makes for easy reference later.

·   Keep due dates in order with calendar, now available in Google Classroom.

·   Vertically-align student learning by sharing "landmark" student assignments that reflect mastery of specific standards.

·   Create a consistent and descriptive naming convention for your classes before you begin adding them to Google Classroom. Consider including the semester or school year to keep things organized. Example: 7th Period English CP 19-20.

·   Give students feedback as they work on assignments… you can provide feedback to the students while they work much like you would on a rough draft.

·   Build reading comprehension with daily news with the Google Classroom share button on Newsela.

·   "Re-use posts. Teachers are now able to reuse materials they used in the previous school year. You can easily grab an assignment or an announcement from one of your last year's classes and add the changes you want then share it with your students. This applies both to the classes you teach or the ones you co-teach.

·   Customize the point value for your assignments to fit your syllabus. If you forget to change the point value before assigning, don't worry! Any changes to point value will update existing grades and notify the students of the new assignment value.

·   It's important to be able to manage student responses and provide feedback in a timely manner. The question tool is quick to use and allows teachers to comment and assign a score to each post.

1. Use move to top to bring important older material back to students' attention. This simple act bumps an assignment, announcement or question to the top of the class stream. Use this if students haven't turned an assignment in OR if you want to remind them of an upcoming deadline.

2. Email everyone in a class in the "Students" tab. Once you click the "Students" tab, click the checkbox above all of your students to highlight everyone. Click "Actions" and "Email." This is great for calling special attention to something you want to communicate to students OR for longer-form communication.

3. Use the right kind of comment. There are several kinds of comments you can leave students in Classroom. Knowing how each one works can make you more efficient and effective.

- Adding class comments: Do this by adding a comment in your class stream on the "outside" of an assignment or announcement. This will make the comment visible to the entire class (important if it's an answer to a question anyone might have).
- Adding private comments: Do this by viewing student results and clicking on an individual student. On the right, where you can see student submissions, the comment bar at the bottom adds a comment that only the student can see (important if it has sensitive grade or feedback information).
- Adding comments in a doc/slide/sheet/drawing: Do this by clicking on the student's file that he/she submitted to you. Click the black speech bubble icon after highlighting something you'd like to comment on. This adds a very pointed comment on specific items in student work (important to be very exact in feedback).

4. Use announcements to share "right now" links. Announcements put content in your classroom stream without creating an assignment students must turn in. Use them to give students important links, docs/files and videos they'll need right now. (If it's a resource they'll need often, add that resource to the "About" tab instead.)

5. Use the keyboard instead of the mouse. Keyboard commands beat moving and clicking the mouse every time. The best one in Google Classroom: When entering grades, type the grade for a particular student's assignment, then push the down key to get to the next student. Cycle through students with keystrokes instead of mouse clicks to save lots of time.

6. Reuse posts. Don't recreate assignments, announcements or questions that are similar to those you've already created. Click the "+" button in the bottom right and select "reuse post." Choose an assignment, announcement or question you've created before. You can modify and update it before you repost it.

- When you reuse a post, you can even choose to create new copies of all the attachments you used before.

7. Grade everything in one place. Click the three lines button in the top left of Classroom and select "Work" at the top. Here, you'll find all of the assignments for all of your classes in one place. Work your way down the list and get on top of everything in one spot.

8. Get email from Classroom the way you want. Do you spend too much time deleting email notifications from Classroom and wish you could turn them off? Click the three lines button in the top left of Classroom and choose "Settings" at the bottom. There's a checkbox where you can turn off emial notifications. (Or if you have it turned off and wish you'd get emails, that's where you turn them on!)

9. Get ideas from others. Educators that are already using Google Classroom hang out in lots of online communities where you can read their posts and ask questions. Here are some suggestions:

- Google Classroom community on Google Plus
- Google Apps for Education community on Google Plus (with a category for Google Classroom)
- Twitter hashtag: #GoogleClassroom (for Google Classroom-specific posts)
- Twitter hashtag: #GoogleEDU (for general Google updates)
- General Pinterest resources on Google Classroom

Little-Known Tips, Tricks and Hacks for Using Google in the Classroom

By Stephen Noonoo   Mar 16, 2018

DRAFTBACK: Here's a slightly Orwellian way to check whether your students may have plagiarized part of their essays: the Chrome extension Draftback, which plays back the revision history of any Google doc you can edit—down to the keystroke.

That was just one of the many extensions, add-ons and hacks for the Google ecosystem shared at a pair of sessions packed to the rafters at the Spring CUE 2018-2019 conference in Palm Springs, Calif. The tools span everything from music to time-saving shortcuts and supports for struggling students or those with learning disabilities.

CHROME MUSIC LAB: Looking for a way to introduce music to young learners? Chrome Music Lab is a visual way to plot musical notes and create songs, punctuated with simple percussion, said technology director Bill Selak. It's also a great way to teach AB patterns. "Instead of teaching with a math textbook, it's way more fun to teach with Chrome Music lab," he added.

BITMOJI: Bitmoji is an emoji-avatar creator popular with kids and teachers alike to create a cartoon likeness of a real person. (tip: "Ask someone else to design it for you. It will look like more like you," suggests Nancy Minicozzi, a media specialist at Las Virgenes School District, who had students create hers.) Using the Bitmoji Chrome extension, Minicozzi plopped it into a Google Doc, added word art—"Great Work," "A+," "Good Thinking"—to create feedback posters. When finished, you can save each one to Google Keep as a .png file (to preserve transparency) and pepper them into student essays or assignments on Google Docs.

CHECKMARK: the extension CheckMark can help reduce typing repetitive grammar corrections into Docs. Just install it, then highlight text to see a popup menu with pre-written comments asking students to check their spelling, punctuation or tense, or to add more detail or rephrase a sentence.

AUTO HIGHLIGHT: To help make things easier for struggling students, Tracy Sneed, a teacher and technology specialist for Kern County, Calif. showed off three Chrome extensions useful for those with reading difficulties. Auto Highlight automatically searches a webpage and highlights what it thinks is the most important content in bright yellow, drawing students' eyes to that information quickly.

INTERNET ABRIDGED: Internet Abridged is a summarization extension that sums up any website in a few paragraphs (perfect for long Wikipedia articles, Sneed said). And

GOOGLE KEEP: Google Keep's extension is a fast way to bookmark content on a site and review later in a Doc.

OPENDYSLEXIC: For students with dyslexia, the OpenDyslexic extension converts web page text into a special font designed to make reading simpler, said Monica M. Daniel, an instructional technology coach for McFarland Unified School District.

READ ALOUD: Read Aloud is a rather self-explanatory extension for listening to websites or text selections in spoken form.

DOC APPENDER: DocAppender is another time-saving Chrome extension that takes the results submitted in a Google Form and puts it into an existing Doc. English teacher Alice Chen creates separate Docs for each of her students, then uses the extension to populate it with a rubric created in Google Forms.

SORTD: Sortd is a tool for people who like to organize things into lists, said science teacher JR Ginex-Orinion. Specifically, it sorts the contents of your

Gmail into columns, letting you drag and drop emails into custom-created sections. But Ginex-Orinion drew gasps when he demoed crxMouse Chrome Gestures, an extension that lets you customize simple mouse gestures—like right clicking while drawing a circle—to perform shortcuts, such as opening up your email.

IORAD: . Iorad is a one-click extension for recording browser activity. You can record a voice over or turn the resulting video into step-by-step directions that you can print out as a PDF. For students who dream of YouTube stardom, instructional technology coach Alex Mitts suggested Loom, a tutorial creator students can use for just about anything. "Have students explain their thinking to you and take the guesswork out of who the work belongs to," he said. Or, "allow students to comment on each others' work to foster discussion." And unlike Screencastify, another popular tool, there are no monthly limits for free users.

GOOGLE SLIDES: Slides enables you to play just part of a video clip, letting you set both a start and an end time. And since videos can be shrunk down to just a few pixels and set on autoplay, you can use it to automatically play background music or play an intro for each slide.

And last but not least, some help for all of us amateur Google detectives.

History teacher Ryan Easton is no stranger to rigorous research—he teaches both AP and IB courses—but after the Netflix documentary "Sugar Coated" took him down a Google rabbit hole investigating Big Sugar, he discovered a few helpful extensions to make sleuthing easier. Google Similar Pages cuts out a few clicks, letting you see a site's similar pages without backspacing to your search results. Google News Archive lets you virtually thumb through thousands of old newspapers dating back to the 18th century and search for key phrases.

But what the audience found most appetizing was when he briefly used a piece of Apple-only software on his Mac called Mousepousse to dim the screen and turn his cursor into a moving spotlight. In all fairness, it was pretty sweet.