

# Google Classroom for Teachers

PART - II PUTTING UP QUESTIONS, ASSIGNMENTS AND QUIZ ASSIGNMENTS

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05.04.2020 Nehu, Shillong – 793 022 (Meghalaya)

### What we need for

### 1. Teachers

- 1.1 Data/internet connection,
- 1.2 Laptop/Desktop PC/Mobile Phone,
- 1.3 A Gmail account to create online classes,
- 1.4 Google Classroom a site where classes are to be created, and
- 1.5 Google classroom app optional but it can be used as an alternative tool (to be used with smartphones).

### 2. Students

- 2.1 Data/internet connection,
- $2.2 \ Laptop/Desktop \ PC/Mobile \ Phone,$
- 2.3 A Gmail account to join the online classes,
- 2.4 Google Classroom a site where online classes can be accessed, and
- 2.5 Google classroom app (for accessing classes using smartphones).

It may be convenient for teachers to use the site https://classroom.google.com while creating classwork on a laptop/desktop PC for various reasons however a smartphone can also be used with limited features.





- W We are trying to explore the features of Google Classroom (GC) through pictorial slides. This can be further extended by ourselves once we acquire the basic knowledge of the GC.
- O One can follow the subsequent slides or go over the video tutorials given in the reference section for Google Classroom *as per convenience*.
- P Please note that there are more videos available on YouTube on how to use Google Classroom which one can refer to, anytime, anywhere, while creating online classes.

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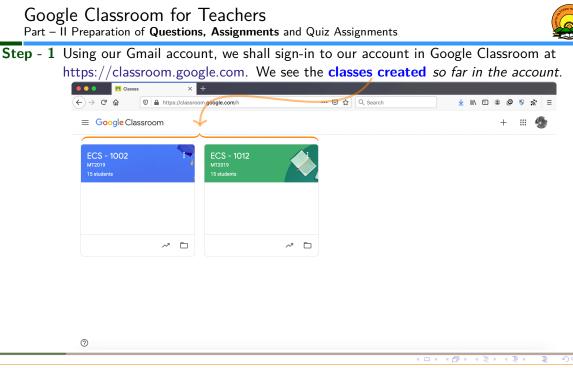
In **Part** – I, we covered the creation of **Classwork** and sharing the same with students using a **Class code** for a particular subject/paper.

Here in Part - II of the series, we shall cover putting up

- 1. Questions,
- 2. Assignments, and/or
- 3. Quiz assignments

to a whole class, a group of students **or** a particular student.

We shall also see briefly how marking can be done.



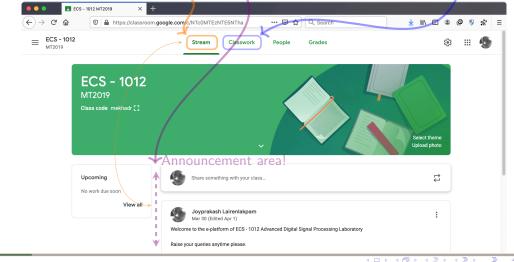
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Step - 2 After clicking on a subject/paper in Step - 1, say ECS - 1012, we are now in the desired subject with its announcement page, which is also the default page of the subject/paper under the Stream, opened. We then click on the Classwork.



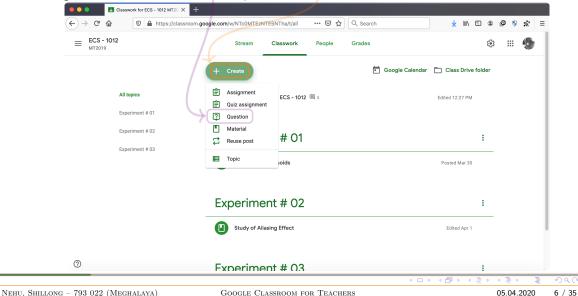
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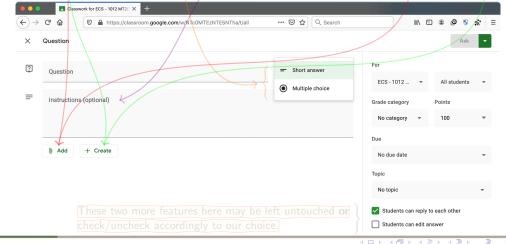


**Step - 3** On the Classwork page, we **click** the **Create** button to *ask questions*. After that, again **click** on the **Question** option.





Step - 4 A question can be set in two ways here - Short answer (*default*) and Multiple choice. We may also provide instructions/clues to the question. In addition, a *relevant material* such as diagram, weblink, video etc. may be provided or create the same using Google tools. This is for Short answer(*default*) type question.



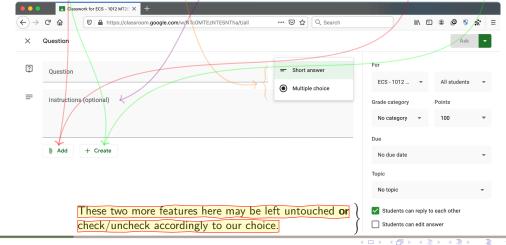
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Step - 4 A question can be set in two ways here - Short answer (*default*) and Multiple choice. We may also provide instructions/clues to the question. In addition, a *relevant material* such as diagram, weblink, video etc. may be provided or create the same using Google tools. This is for Short answer(*default*) type question.



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Step - 5 After the short question is typed in, few more settings like send out the question to all students (*default*), assign points/marks(*default value is* 100), due date and a time setting (*default - No due date*), and placing the question under any Topic (*default - No topic*) may be modified before we finally ask the question.

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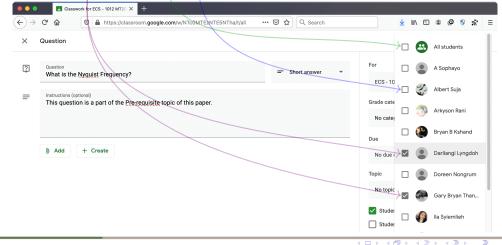
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Step - 5 While asking a question, it's not necessary that we ask the question to the whole class, that is, to all students. However, at times, we might like to ask the question to few students or to a particular student. Either way, a proper choice may be checked accordingly to suit our purpose.



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Step - 6 Let's now look at the Multiple Choice question which also has similar features like that of Short answer type question. Select the Multiple choice from there as shown below. Then, type the first option and then press the ENTER/RETURN (↓) keypad on the keyboard to go to the next Option. Type in all options this way.

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			Students can see class summary



Step - 7 In the Multiple Choice question, we can re-arrange the options after typing them as per our choice. For example, we can move up the *third option in the second place*, or move down the second option in the third place. This can be done using the drag and drop mouse function (the mouse holding location/icon).

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Step - 8 Multiple Choice question is now ready to be shared with all students *default*. However, the sharing of the question can also be done with few students or a particular student as per our choice. We can also ▶ assign points/marks, ▶ assign due date and time, and ▶ place the question under any Topic created.

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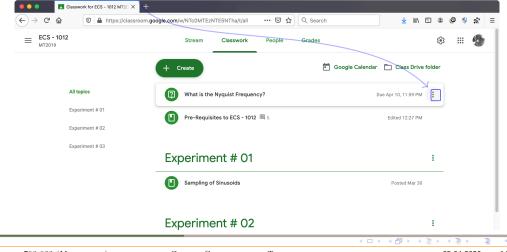


Step - 9 By checking and unchecking the check-boxes in the below snapshot, we can make a choice whether we can ask the question to all students, few or a particular student. After all these settings are made, we can now press the ask button to send out the question. Under ask button, we also have schedule, save draft etc.

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Step - 10 Even after the question is asked, the initial settings/choices may be edited by clicking on the vertical dots. Once we are in edit mode, we can even include/ exclude any students based on our choice. We can also change the due date, select a Topic etc. Lastly, we can even delete a question for some reasons :-)



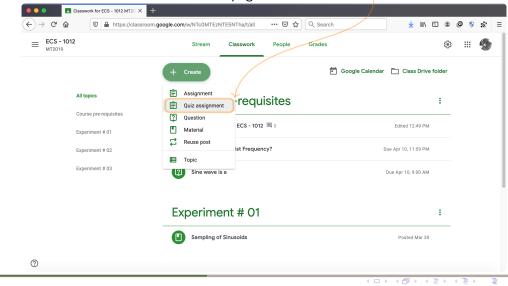
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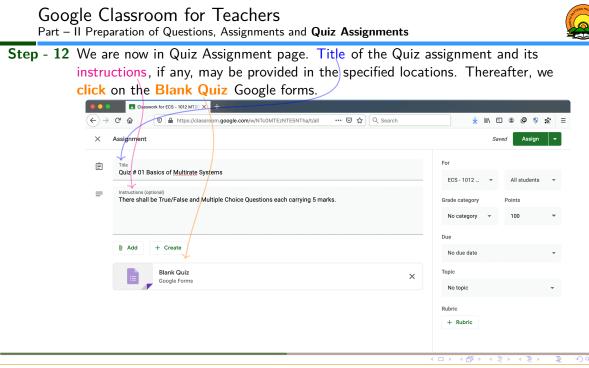
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**Step** - **11** For creating a Quiz assignment, we click on the **Quiz assignment** *option* under the Create button of the Classwork page.

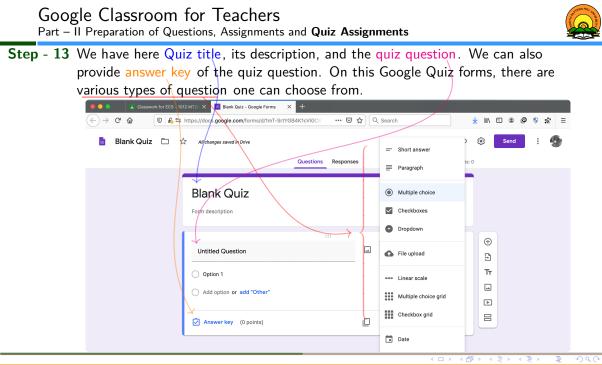


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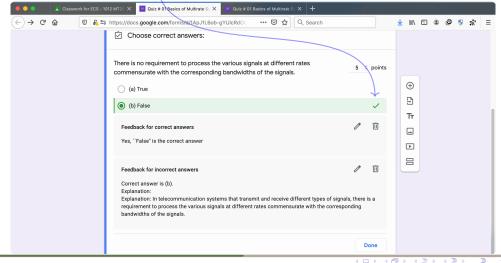


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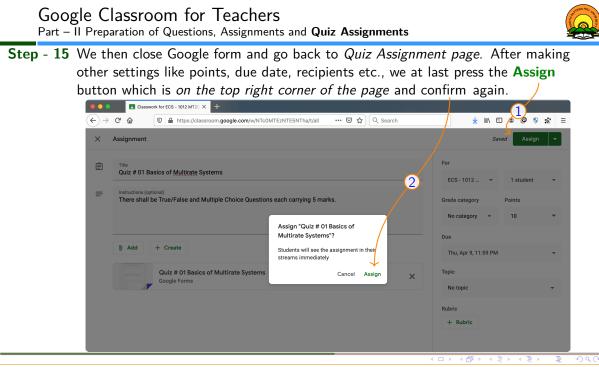


Step - 14 After filling up the quiz question, assigning points/marks and providing answer key, we also finally have to tick on the correct answer so that marks obtained by the student is automatically updated in the Google forms.



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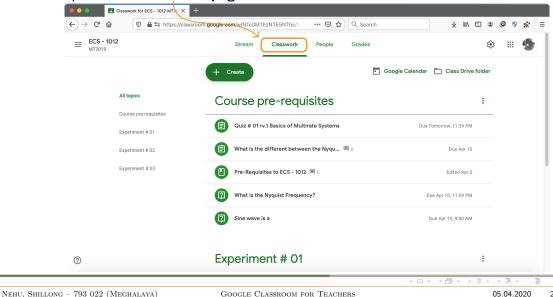
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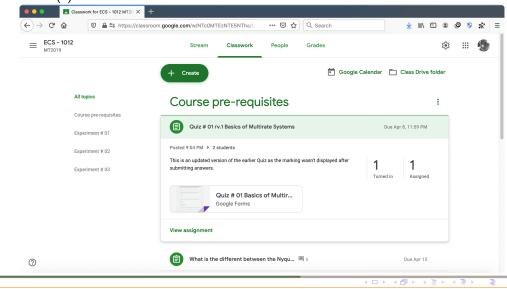
### Step - 16 All questions - Question, Assignment and Quiz Assignment appear under various Topics of the Classwork page.



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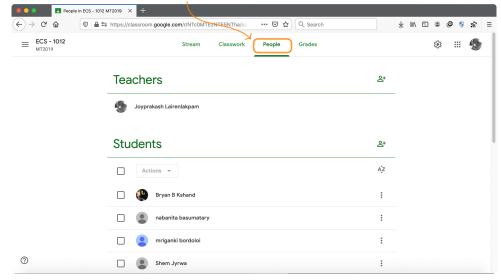
Step - 16 We can click on any of the question to check the status of the reply from student(s).



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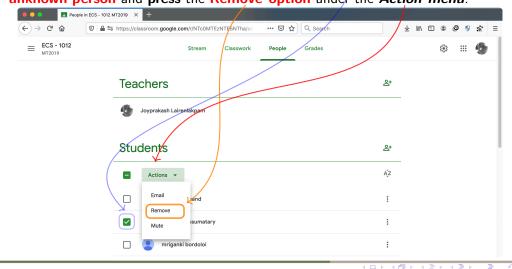


Step - 17 We can also click on the People page to see who have joined the class.





Step - 17 Say, an unknown person has joined the class and we want to remove that person from the class. We can do that by checking the check-box on the left of the unknown person and press the Remove option under the Action menu.

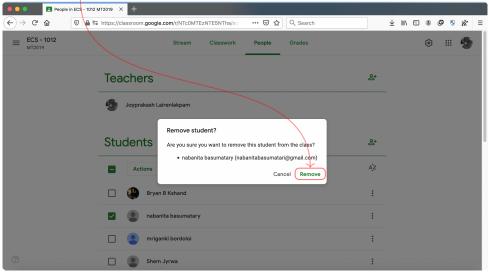


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### Step - 17 And then confirm the remove action.



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Step - 18 We can also check the Grades scored by each student on Grade page.

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Class average	75%				3.75				
Bryan B Kshand	No grade	Not assigned		Not assigned	Not assigned				
nabanita basumatary	No grade	Not assigned		Not assigned	Not assigned				
mriganki bordoloi	No grade	Not assigned		Not assigned	Not assigned				
Shem Jyrwa	No grade	Not assigned		Not assigned	Not assigned				
Riskybert Laloo	No grade	Not assigned		Not assigned	Not assigned				
Darilangi Lyngdoh	50%	/10			2.5				



**Step** - **19** We can also **click** on the Class menu on the top left corner and check which student has taken question/assignment/quiz assignment.

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	Shem Jyrwa	No grade	Not assigned		Not assigned	Not assigned					
	Riskybert Laloo	No grade	Not assigned		Not assigned	Not assigned					
	Darilangi Lyngdoh	50%	/10			2.5					
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Step - 20 Once we are on the Class menu, we click on the To-do.

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**Step - 21** Then, we can *click* on any of the question to see/check the answers given by the students. Let's say, we click on the **second question**.

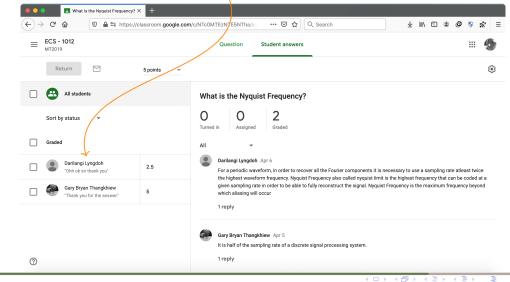
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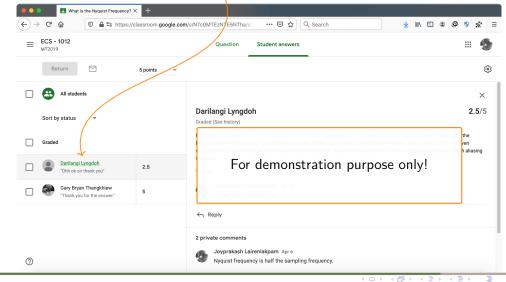
**Step - 22** Student can also put a query on the question/answer for any reason and the same can be, for example, checked by **clicking** on the student itself.



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**Step - 22** Student can also put a query on the question/answer for any reason and the same can be, for example, checked by **clicking** on the student itself.

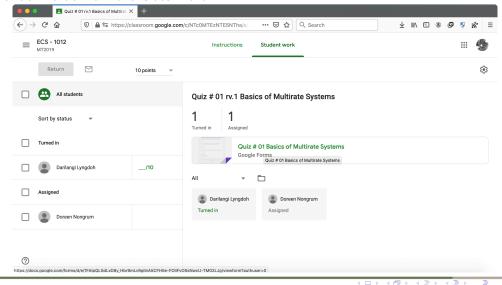


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**Step** - **23** We can also have a look at the Quiz Assignment by clicking on the quiz question under To-do from the Class menu.



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**Step** - **23** Below snapshot is a sample Google quiz forms which we set earlier and asked our students.

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	What is the process of converting a signal from a given rate to a different spoints rate? *						
	Normalizing						
В	None of the above					0	

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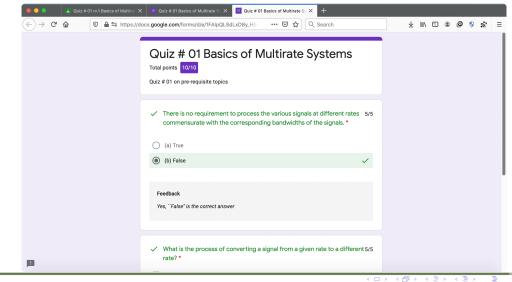


Step - 23 After submitting the answer, we can also view the score by clicking on the view score button.

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Submit another response							
This content is neither created nor endorsed by Google. Report Abuse - Terms of Service - Privacy Policy							
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**Step - 23** The score page of the Quiz Assignment is appeared depending on our selections/ choices made while setting up the Google forms.



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Amber Donaldson, "Google Classroom: Creating a Test" https://www.youtube.com/watch?v=-ILTEBY\_zO8 [Accessed on April 02, 2020]





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