



Google Classroom for Teachers

PART – II PUTTING UP QUESTIONS, ASSIGNMENTS AND QUIZ ASSIGNMENTS

पूर्वोत्तर-पर्वतीय विश्वविद्यालय

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05.04.2020

NEHU, SHILLONG – 793 022 (MEGHALAYA)

Google Classroom for Teachers

For non-live online teaching



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.

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- 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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Part – II Preparation of Questions, Assignments and Assignment Quizzes



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.

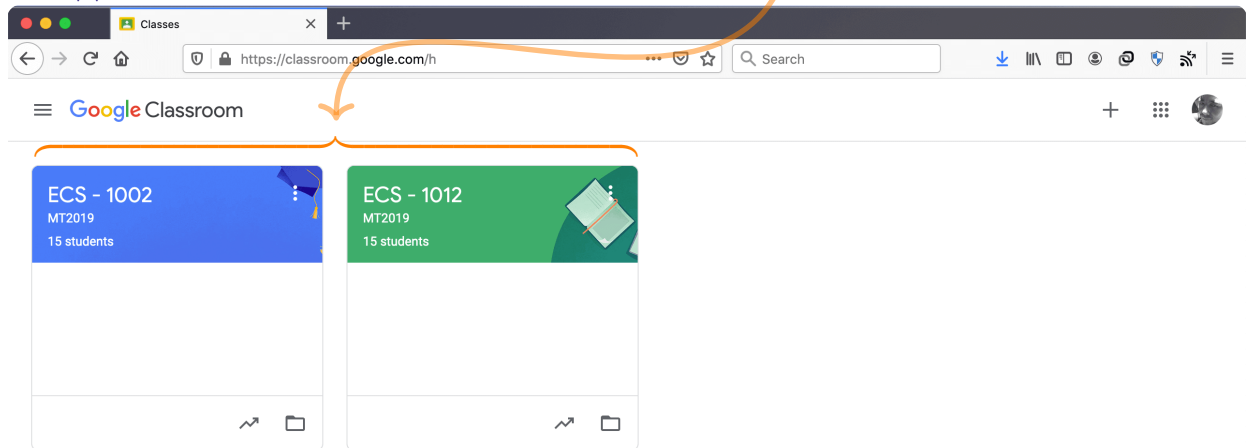
We shall also see briefly how marking can be done.

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Part – II Preparation of **Questions, Assignments** and Quiz Assignments



Step - 1 Using our Gmail account, we shall sign-in to our account in Google Classroom at <https://classroom.google.com>. We see the **classes created** so far in the account.



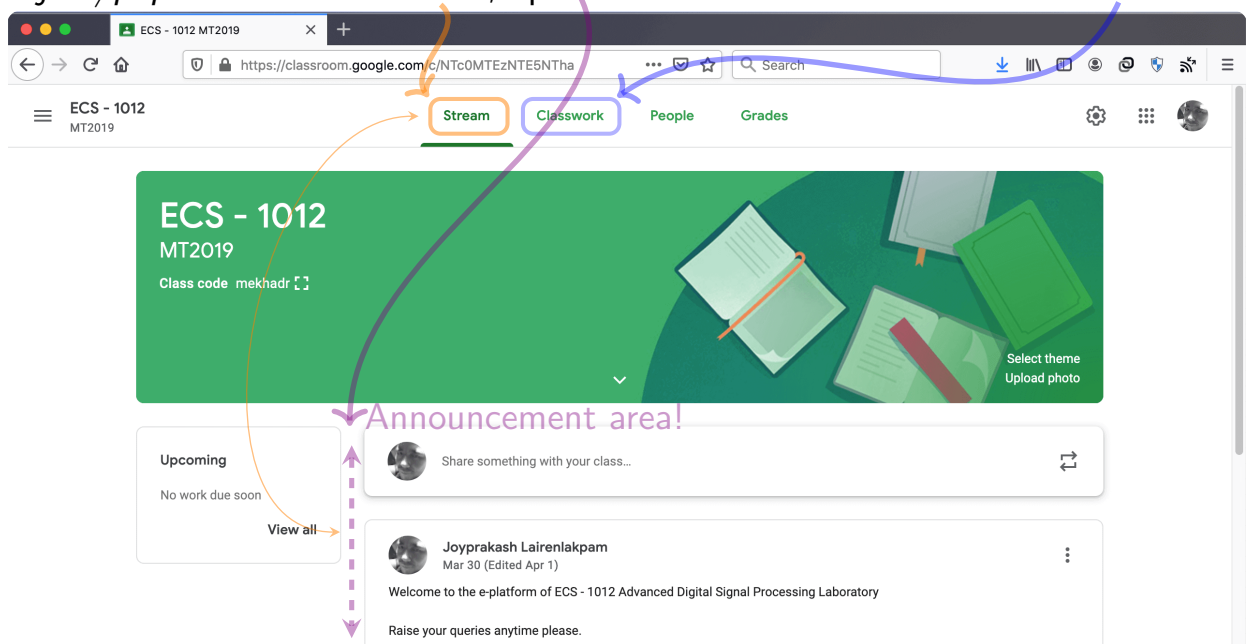
?

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Part – II Preparation of **Questions, Assignments** and Quiz Assignments

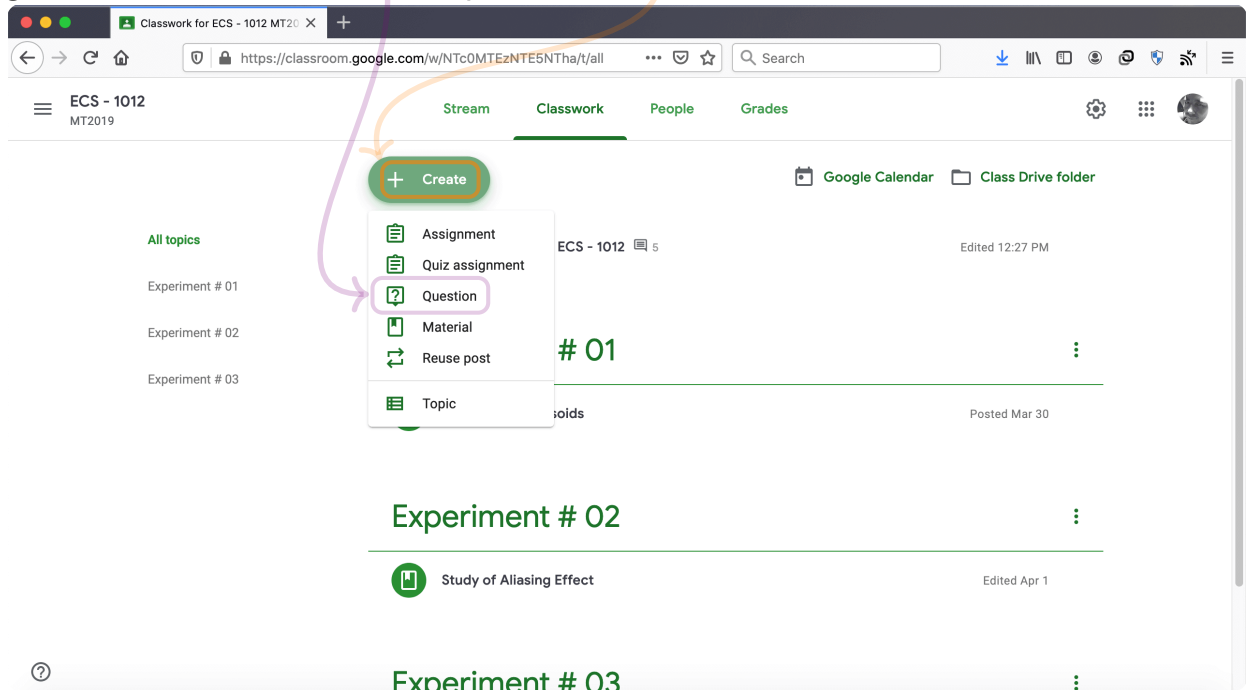


Step - 2 After clicking on a subject/paper in Step - 1, say ECS - 1012, we are now in the desired subject with its announcement page, which is also *the default page of the subject/paper under the Stream*, opened. We then **click on the Classwork**.

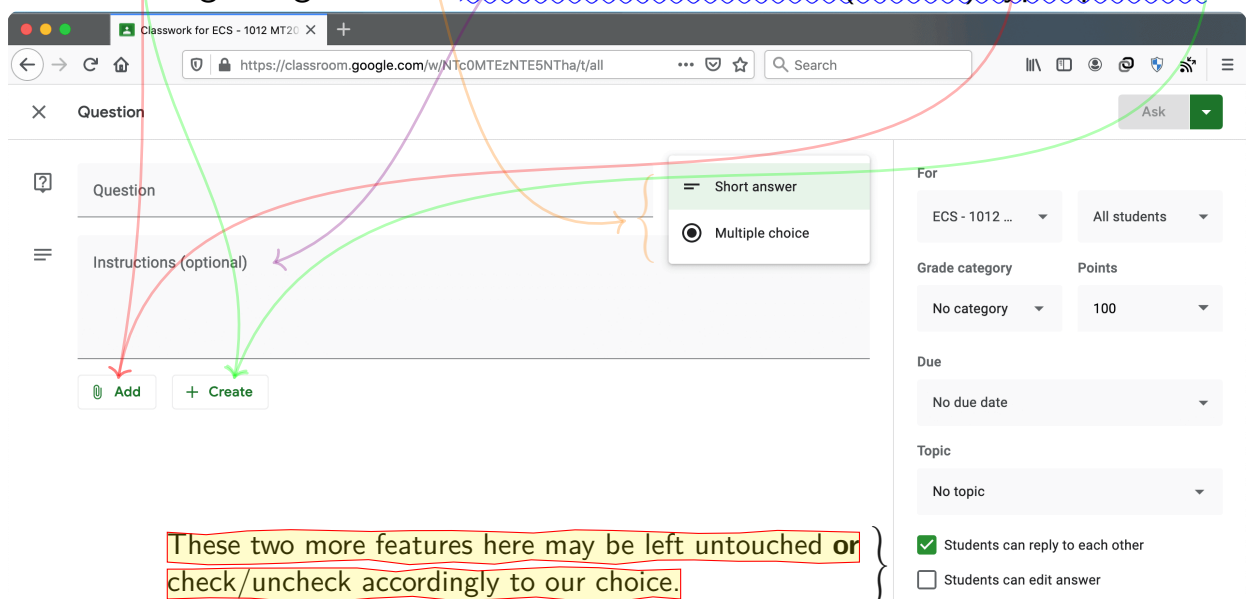




Step - 3 On the Classwork page, we **click** the **Create** button to *ask questions*. After that, again **click** on the **Question** option.



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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Part – II Preparation of Questions, Assignments and Quiz Assignments



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**.

The screenshot shows the Google Classroom interface for creating a question. The question text is "What is the Nyquist Frequency?". The settings on the right are: For: ECS - 1012 MT20; All students; Grade category: No category; Points: 100; Due: No due date; Topic: No topic; Students can reply to each other: checked; Students can edit answer: unchecked. A green arrow points from the text "send out the question to all students" to the "All students" dropdown. A pink arrow points from "assign points/marks" to the "Points" dropdown. An orange arrow points from "due date" to the "Due" dropdown. A blue arrow points from "placing the question under any Topic" to the "Topic" dropdown. A red arrow points from "ask the question" to the "Ask" button.

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Part – II Preparation of Questions, Assignments and Quiz Assignments

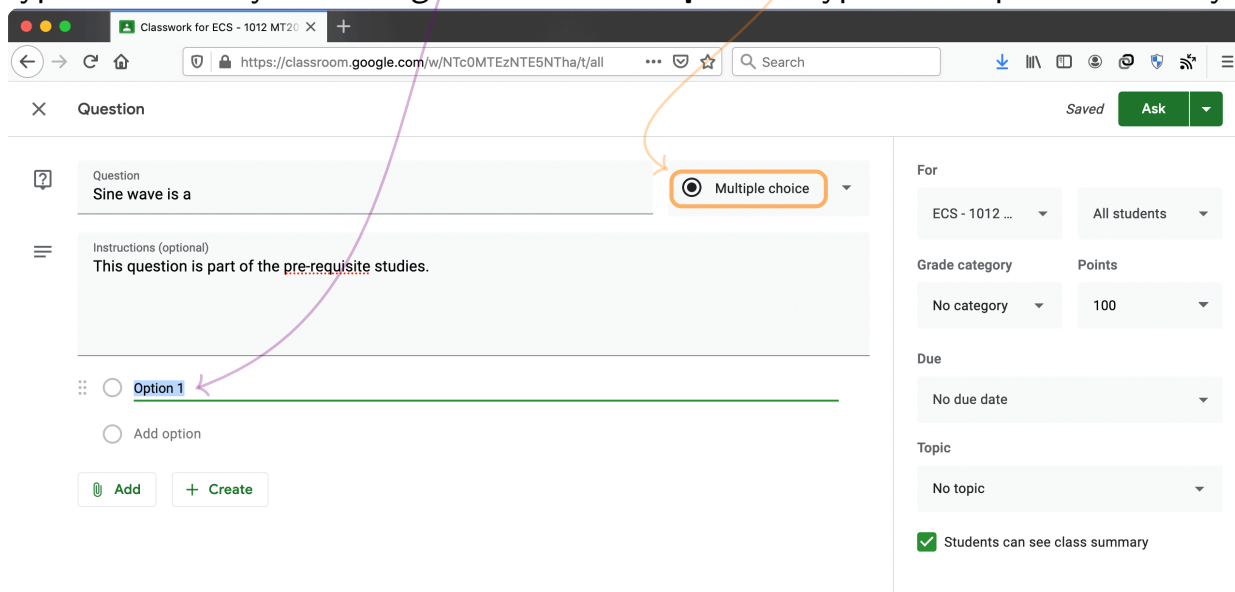


Step - 5 While asking a question, it's **not necessary** that we *ask the question to the whole class*, that is, to **all students**. However, at times, we might like to ask the question to **few students** or to **a particular student**. Either way, a proper choice may be checked accordingly to suit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

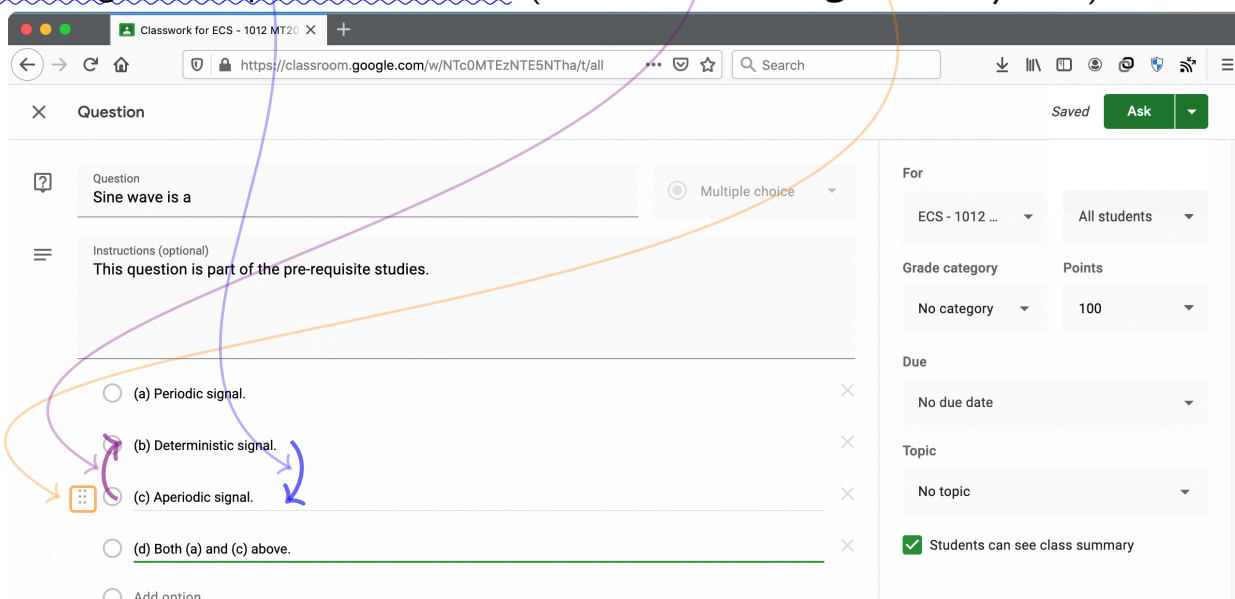
The screenshot shows the Google Classroom interface for creating a question, with the "For" dropdown menu open. The question text is "What is the Nyquist Frequency?". The "For" dropdown is expanded to show a list of students: All students, A Sophayo, ECS - 1012 MT20, Albert Suja, Arkyson Rani, Bryan B Kshand, Darilangi Lyngdoh, Doreen Nongrum, Gary Bryan Than..., and Ila Syiemlieh. A green arrow points from the text "ask the question to all students" to the "All students" option. A blue arrow points from "few students" to the "ECS - 1012 MT20" option. A purple arrow points from "a particular student" to the "Darilangi Lyngdoh" option. The "Ask" button is visible at the bottom right.



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 (\downarrow) keypad on the keyboard to go to the **next Option**. Type in all options this way.



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*).





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.

The screenshot shows the Google Classroom question editor interface. The question is titled "Sine wave is a" and is a Multiple Choice type. The instructions state: "This question is part of the pre-requisite studies." The options are: (a) Periodic signal, (b) Aperiodic signal, (c) Deterministic signal, and (d) Both (a) and (b) above. On the right side, the settings panel is visible, showing: "For" set to "ECS - 1012 ...", "All students" selected; "Grade category" set to "No category" and "Points" set to "100"; "Due" set to "No due date"; "Topic" set to "No topic"; and "Students can see class summary" checked. A green arrow points from the text "all students default" in the step description to the "All students" dropdown. A pink arrow points from the text "assign points/marks" to the "Points" dropdown. An orange arrow points from the text "assign due date and time" to the "Due" dropdown. A grey arrow points from the text "place the question under any Topic created" to the "Topic" dropdown.



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.*

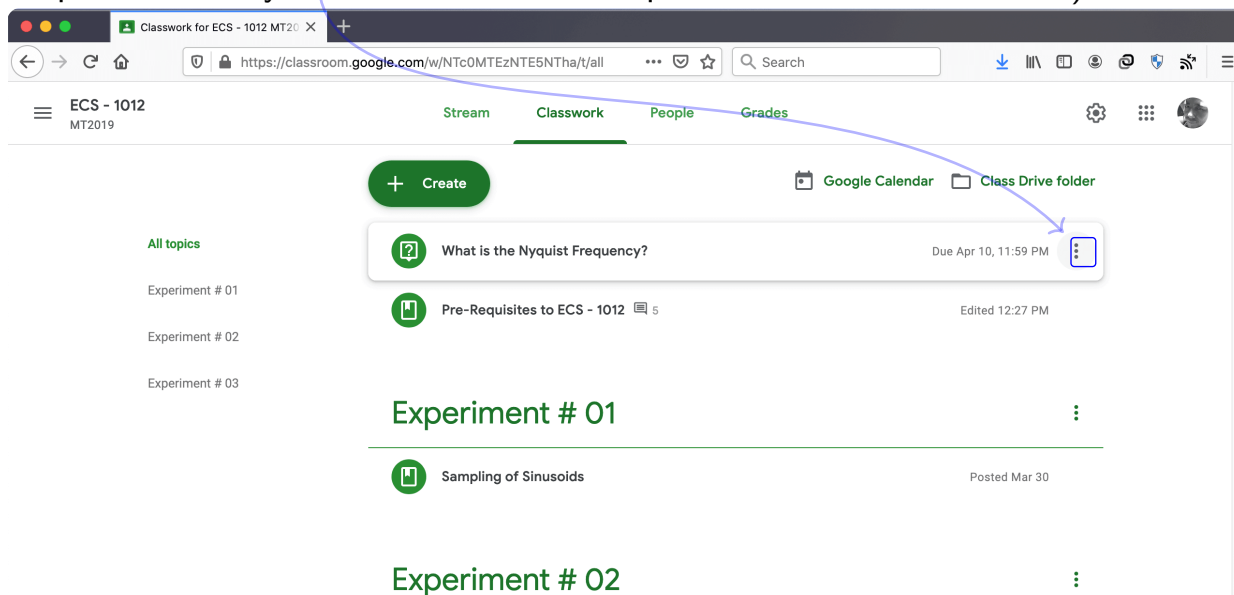
The screenshot shows the Google Classroom question editor interface, similar to the previous one, but with the student selection options expanded on the right. The question is "Sine wave is a" (Multiple Choice). The student selection list includes: "All students" (unchecked), "A Sophayo" (unchecked), "Albert Suja" (unchecked), "Arkyson Rani" (unchecked), "Bryan B Kshand" (checked), "Darilangi Lyngdoh" (unchecked), "Doreen Nongrum" (unchecked), "Gary Bryan Than..." (checked), and "Ila Syiemlieh" (unchecked). A green arrow points from the text "all students" in the step description to the "All students" checkbox. A purple arrow points from the text "few" to the "Bryan B Kshand" checkbox. A blue arrow points from the text "particular student" to the "Gary Bryan Than..." checkbox. An orange arrow points from the text "press the ask button" to the "Ask" button in the top right corner.

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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 :-)

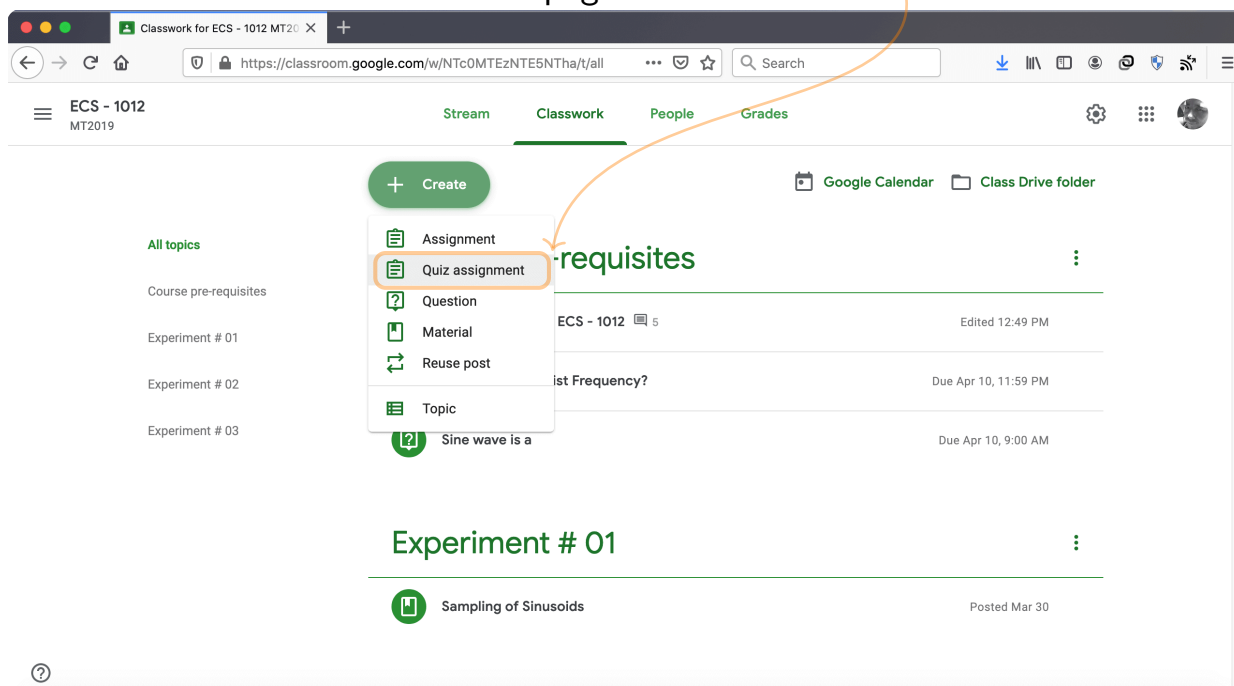


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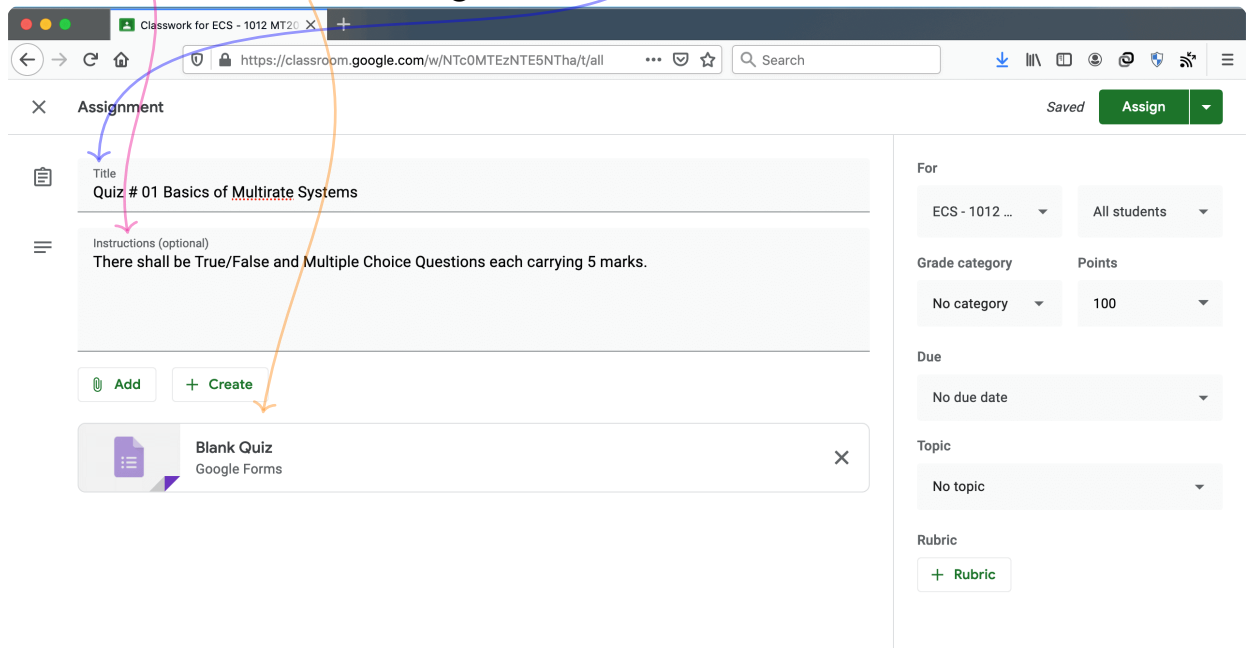


Step - 11 For creating a Quiz assignment, we click on the **Quiz assignment** option under the Create button of the Classwork page.

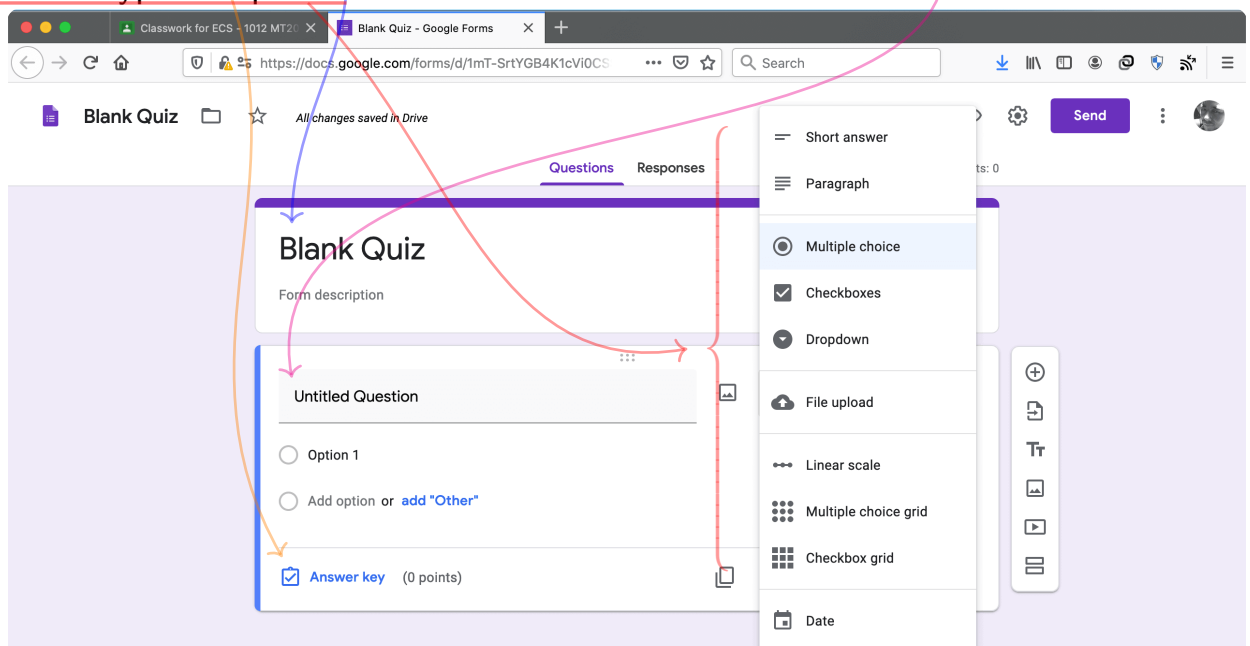




Step - 12 We are now in Quiz Assignment page. **Title** of the Quiz assignment and its **instructions**, if any, may be provided in the specified locations. Thereafter, we **click** on the **Blank Quiz** Google forms.

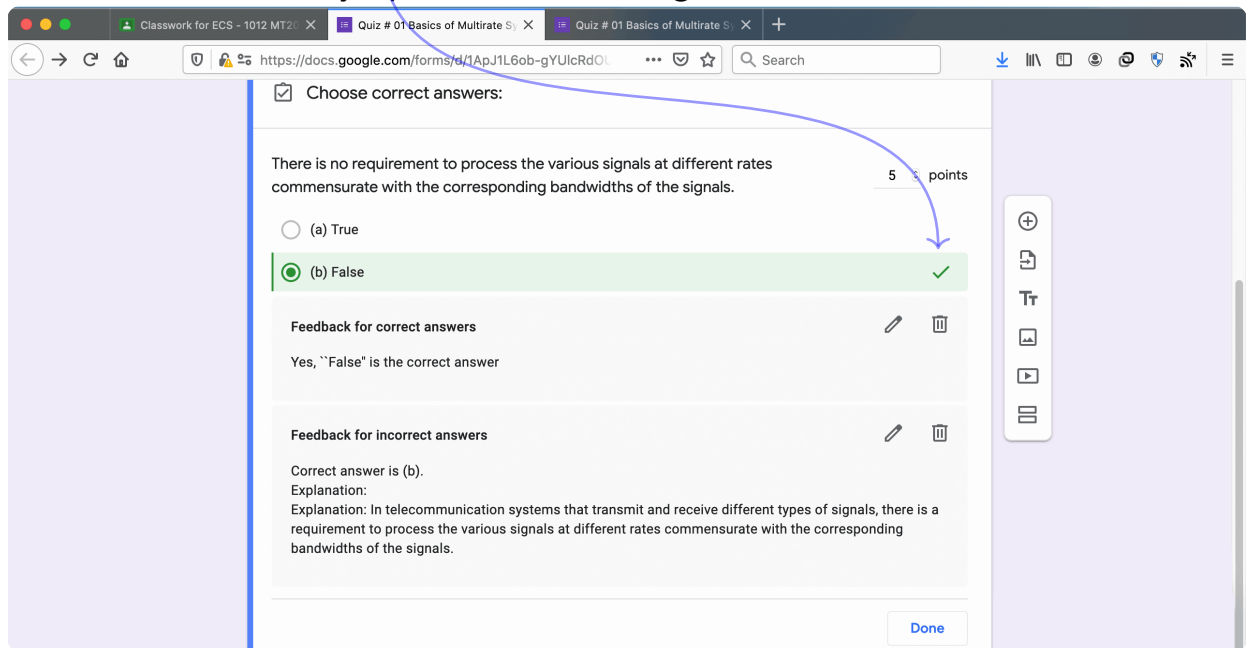


Step - 13 We have here **Quiz title**, its description, and the **quiz question**. We can also provide **answer key** of the quiz question. On this Google Quiz forms, there are various types of question one can choose from.

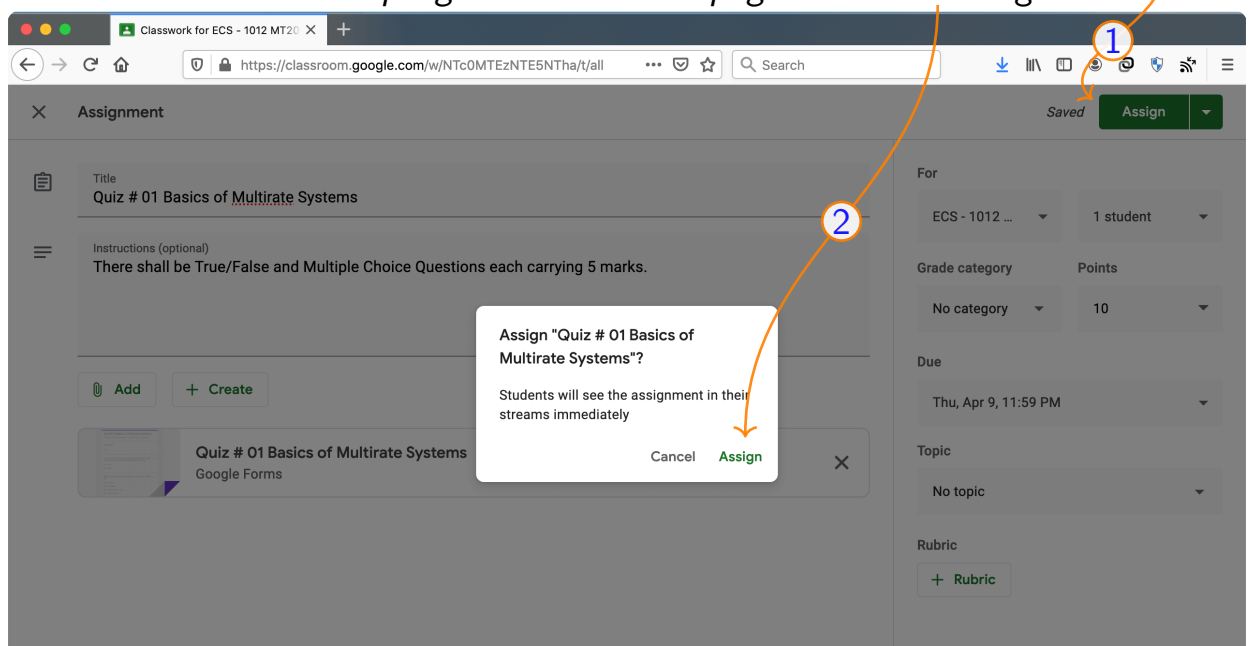




Step - 14 After filling up the quiz question, assigning points/marks and providing answer key, we also finally have to **tick** on the correct answer so that marks obtained by the student is automatically updated in the Google forms.



Step - 15 We then close Google form and go back to *Quiz Assignment page*. After making other settings like points, due date, recipients etc., we at last press the **Assign** button which is *on the top right corner of the page* and confirm again.





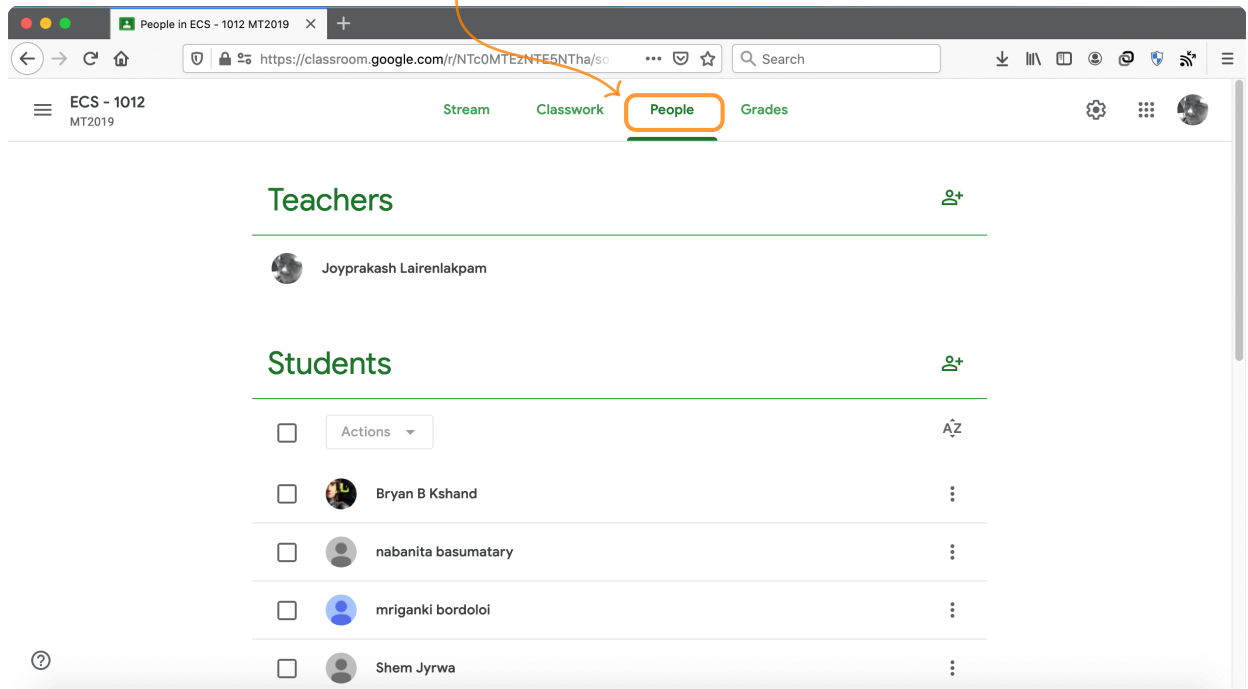
Step - 16 All questions - Question, Assignment and Quiz Assignment appear under various Topics of the **Classwork** page.



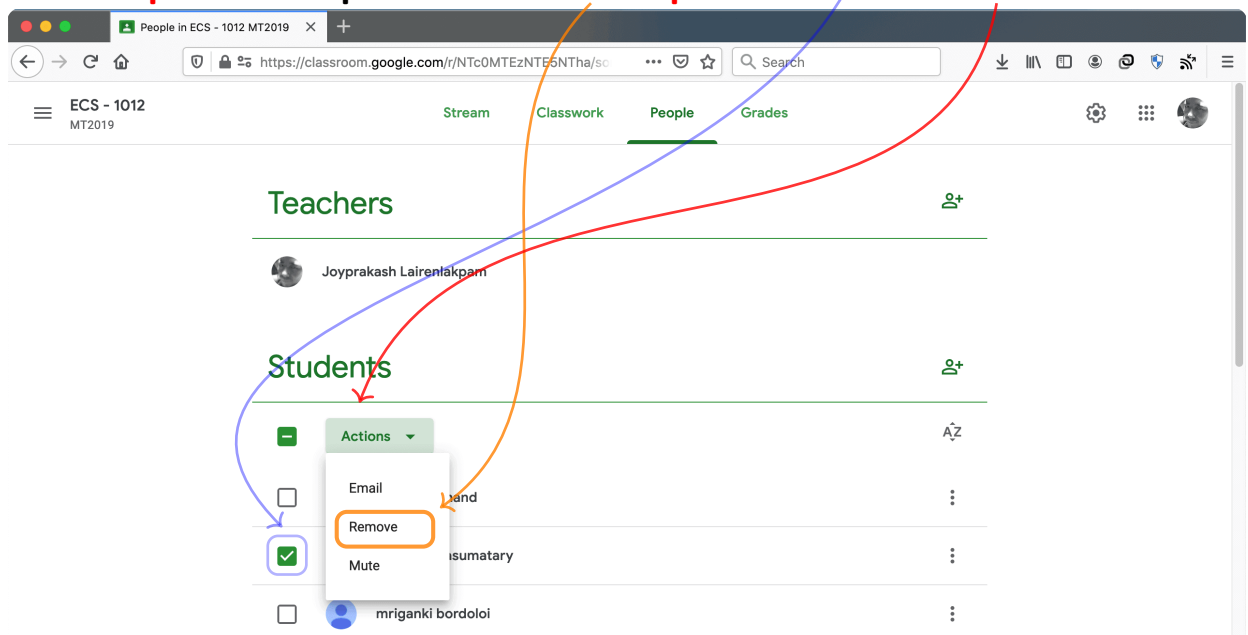
Step - 16 We can **click on any of the question** to check the status of the reply from student(s).



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.

Remove student?
Are you sure you want to remove this student from the class?
• nabanita basumatary (nabanitabasumatary@gmail.com)
Cancel Remove

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

	Overall grade	Tomorrow Quiz # 01 rv.1 out of 10	Apr 15 What is the out of 5	Apr 10 Sine wave is a out of 5	Apr 10 What is the out of 5
Sort by last name					
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%	1/10			2.5

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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.

	Overall grade	Tomorrow Quiz # 01 rv.1 out of 10	Apr 15 What is the out of 5	Apr 10 Sine wave is a out of 5	Apr 10 What is the out of 5
Sort by last name					
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

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Step - 20 Once we are on the Class menu, we **click** on the **To-do**.

	Overall grade	Tomorrow Quiz # 01 rv.1 out of 10	Apr 15 What is the out of 5	Apr 10 Sine wave is a out of 5	Apr 10 What is the out of 5
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 - 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**.

All classes ▾			
Work in progress			
What is the different between the Nyquist frequency and the Nyquist... ECS - 1012 MT2019 – Due Apr 15	1 Turned in	14 Assigned	⋮
What is the Nyquist Frequency? ECS - 1012 MT2019 – Due Apr 10, 11:59 PM	0 Turned in	0 Assigned	2 Graded
Sine wave is a ECS - 1012 MT2019 – Due Apr 10, 9:00 AM	0 Turned in	3 Assigned	⋮
Quiz # 01 rv.1 Basics of Multirate Systems ECS - 1012 MT2019 – Due Tomorrow, 11:59 PM	1 Turned in	1 Assigned	⋮



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.

Return 5 points

All students

Sort by status ▾

Student	Points
<input type="checkbox"/> Darilangi Lyngdoh "Ohh ok sir thank you"	2.5
<input type="checkbox"/> Gary Bryan Thangkhiew "Thank you for the answer."	5

What is the Nyquist Frequency?

0 Turned in | 0 Assigned | 2 Graded

All ▾

Darilangi Lyngdoh Apr 6
For a periodic waveform, in order to recover all the Fourier components it is necessary to use a sampling rate atleast twice the highest waveform frequency. Nyquist Frequency also called nyquist limit is the highest frequency that can be coded at a given sampling rate in order to be able to fully reconstruct the signal. Nyquist Frequency is the maximum frequency beyond which aliasing will occur

1 reply

Gary Bryan Thangkhiew Apr 5
It is half of the sampling rate of a discrete signal processing system.

1 reply



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.

The screenshot shows a Google Classroom interface for a class named 'ECS - 1012 MT2019'. The question is 'What is the Nyquist Frequency?'. The student 'Darilangi Lyngdoh' has a score of 2.5/5. A text box next to their name contains the text 'For demonstration purpose only!'. Below the text box, there is a reply from 'Joyprakash Lairenlakpam' stating 'Nyquist frequency is half the sampling frequency.'.



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.

The screenshot shows a Google Classroom interface for a class named 'ECS - 1012 MT2019'. The quiz is titled 'Quiz # 01 rv.1 Basics of Multirate Systems' and is worth 10 points. The student 'Darilangi Lyngdoh' has a score of 1/10. The student 'Doreen Nongrum' is also listed as having completed the quiz. The quiz is a Google Forms assignment.



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

The screenshot shows a Google Form titled "Quiz # 01 Basics of Multirate Systems" on a web browser. The form is set against a light purple background. The title is in a white box at the top. Below the title, it says "Quiz # 01 on pre-requisite topics" and "* Required". The first question is a true/false question: "There is no requirement to process the various signals at different rates commensurate with the corresponding bandwidths of the signals. *". It has two radio button options: (a) True and (b) False. The second question is a multiple-choice question: "What is the process of converting a signal from a given rate to a different rate? *". It has four checkbox options: Sampling, Normalizing, Sampling rate conversion, and None of the above. A "View score" button is visible in the bottom right corner of the form area.

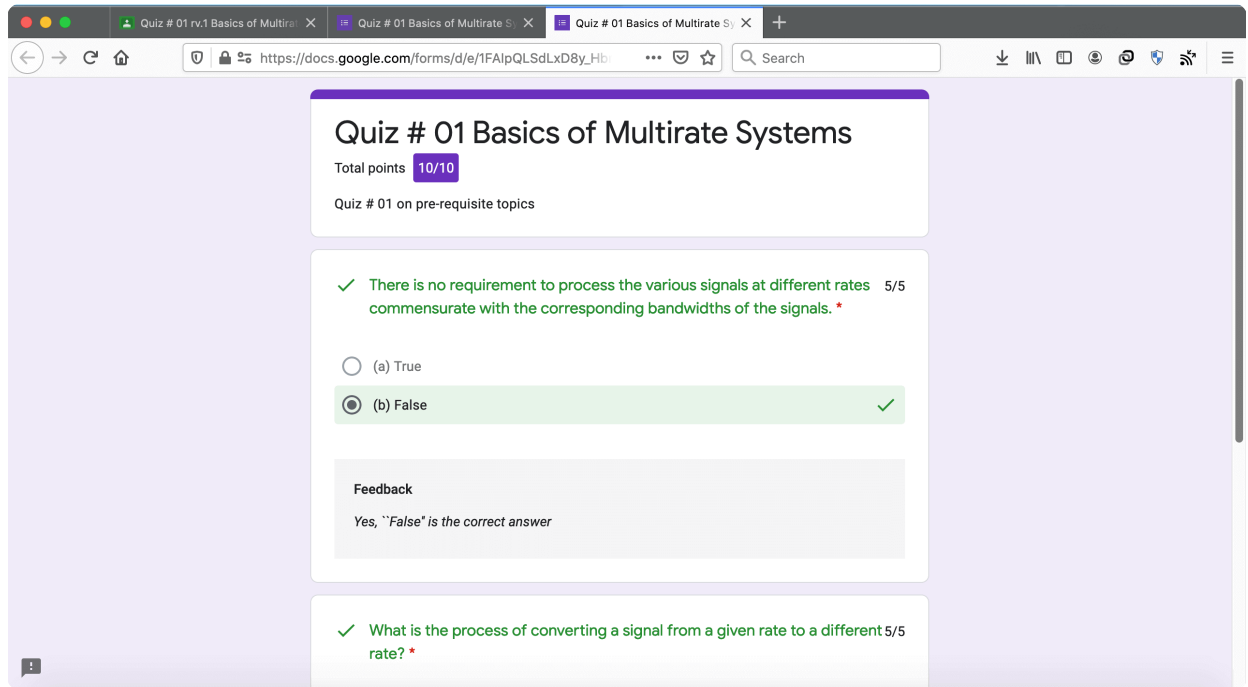


Step - 23 After submitting the answer, we can also view the score by clicking on the **view score button**.








The screenshot shows the same Google Form as in the previous step, but now it displays a confirmation message: "Your response has been recorded." Below this message is a prominent purple "View score" button and a blue link "Submit another response". At the bottom of the form, there is a small disclaimer: "This content is neither created nor endorsed by Google. Report Abuse - Terms of Service - Privacy Policy" and the "Google Forms" logo.



Step - 23 The score page of the Quiz Assignment is appeared depending on our selections/ choices made while setting up the Google forms.



References

-  Annie Brock, “Google Classroom for Beginners”
<https://www.youtube.com/watch?v=UxXqKhxoqYg> [Accessed on April 02, 2020]
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-  John R. Sowash, “This is how I set up my Google Classroom for remote learning (5 tips)”
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https://www.youtube.com/watch?v=G4uc_kCgsbs [Accessed on April 02, 2020]
-  Amber Donaldson, “Google Classroom: Creating a Test”
https://www.youtube.com/watch?v=-ILTEBY_zO8 [Accessed on April 02, 2020]



Thank You!