



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)

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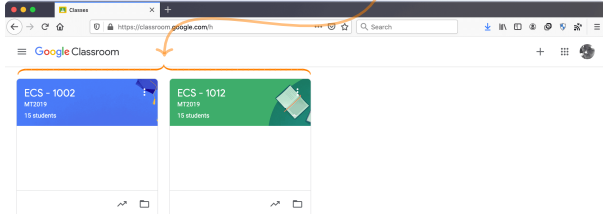
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Part – II Preparation of Questions, Assignments and Quiz Assignments



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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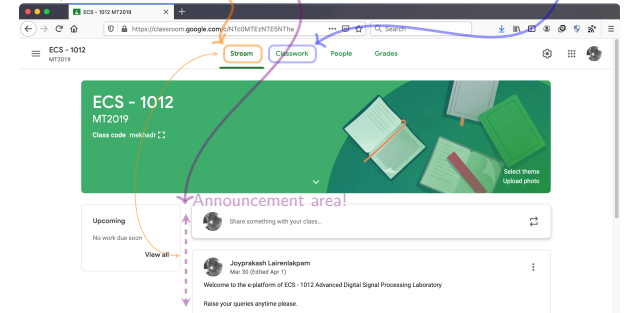
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Part – II Preparation of Questions, Assignments and Quiz Assignments



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**.



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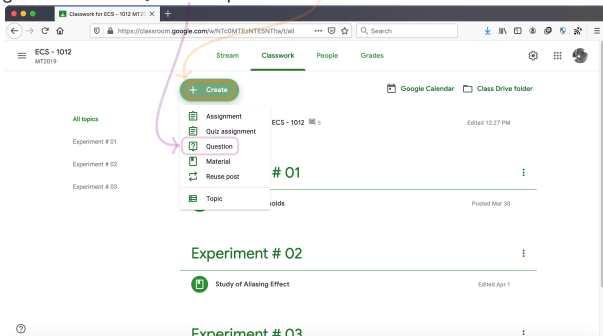
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Step - 3 On the Classwork page, we click the **Create** button to ask questions. After that, again click on the **Question** option.



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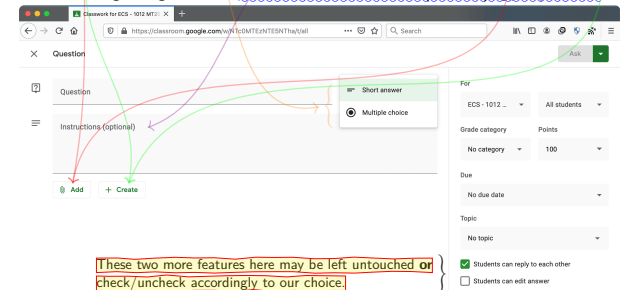
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Part – II Preparation of Questions, Assignments and Quiz Assignments



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.



These two more features here may be left untouched or check/uncheck accordingly to our choice.

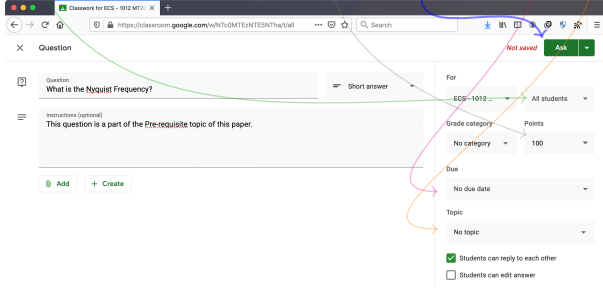
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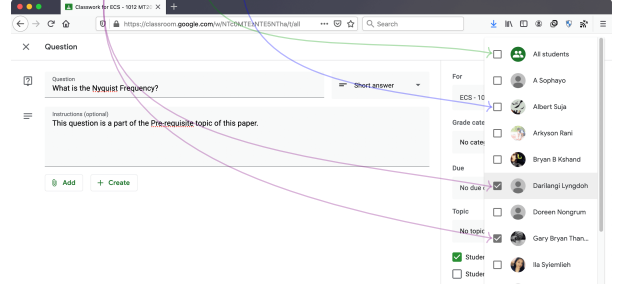
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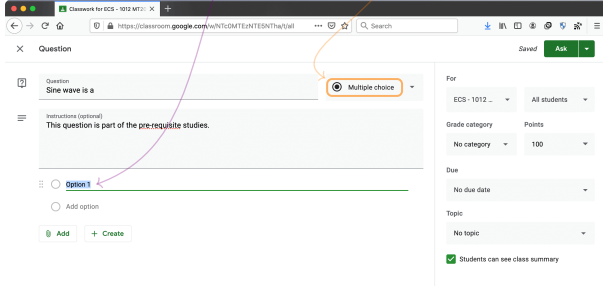
Step - 5 After the **short question** is typed in, few more settings like send out the question to **all students (default)**, assign points/marks (**default value is 100**), **due date** and a time setting (**default - No due date**), and placing the question under any **Topic (default - No topic)**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



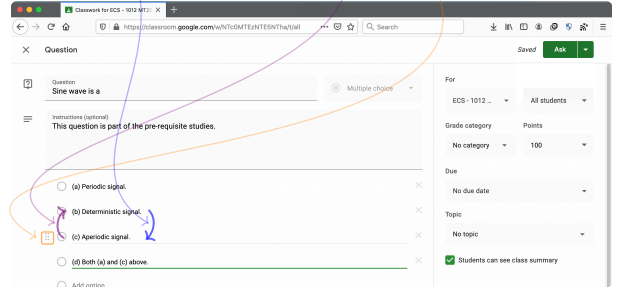
Step - 5 While asking a question, it's **not necessary** that we *ask the question to the whole class*, that is, to **all students**. However, at times, we might like to ask the question to **few students** or to a **particular student**. Either way, a proper choice may be checked accordingly to suit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



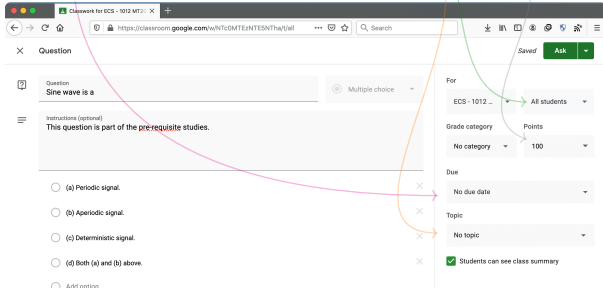
Step - 6 Let's now look at the **Multiple Choice** question which also has similar features like that of Short answer type question. Select the Multiple choice from there as shown below. Then, type the first option and then press the ENTER/RETURN (↵) keypad on the keyboard to go to the **next Option**.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



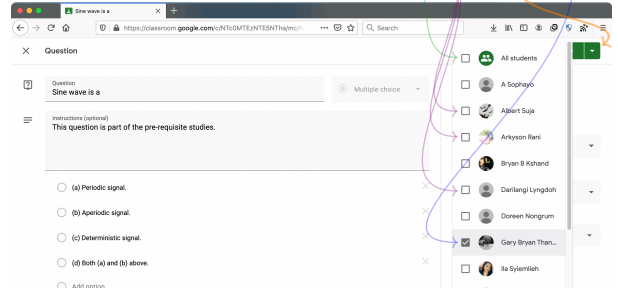
Step - 7 In the **Multiple Choice** question, we can **re-arrange** the options after typing them as per our choice. For example, we can **move up the third option in the second place**, or **move down** the second option in the third place. This can be done using the **drag and drop mouse function**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



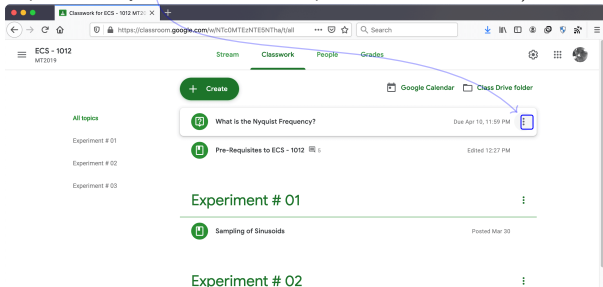
Step - 8 **Multiple Choice** question is now ready to be shared with **all students default**. However, the sharing of the question can also be done with **few students** or a particular student as per our choice. We can also **assign points/marks**, **assign due date and time**, and **place the question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



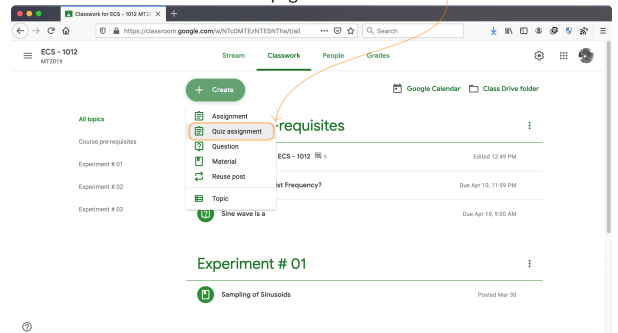
Step - 9 By checking and unchecking the **check-boxes** in the below snapshot, we can make a choice whether we can ask the question to **all students**, **few** or a **particular student**. After all these settings are made, we can now **press the ask button** to send out the question. **Under ask button,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



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 :-)

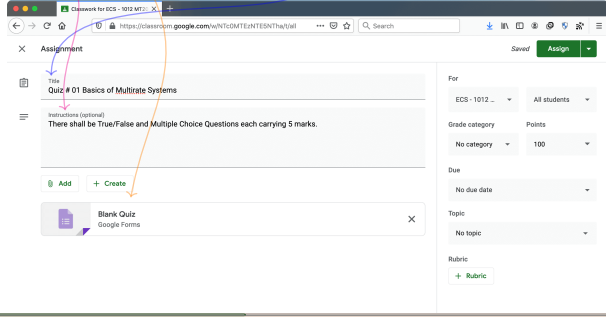


Step - 11 For creating a Quiz assignment, we click on the **Quiz assignment** option under the Create button of the Classroom page.

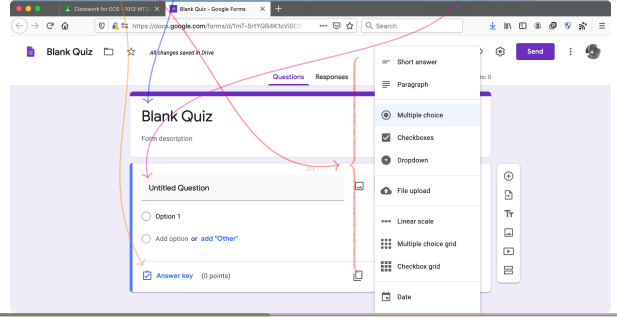




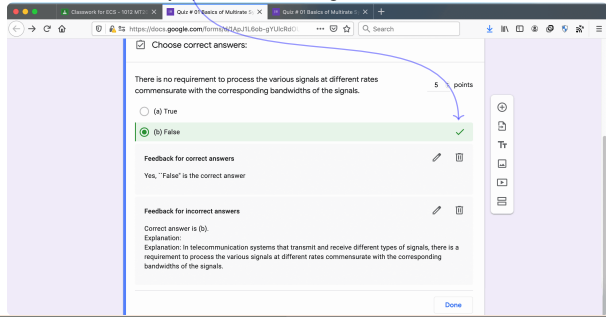
Step - 12 We are now in Quiz Assignment page. **Title** of the Quiz assignment and its **instructions**, if any, may be provided in the specified locations. Thereafter, we click on the **Blank Quiz** Google forms.



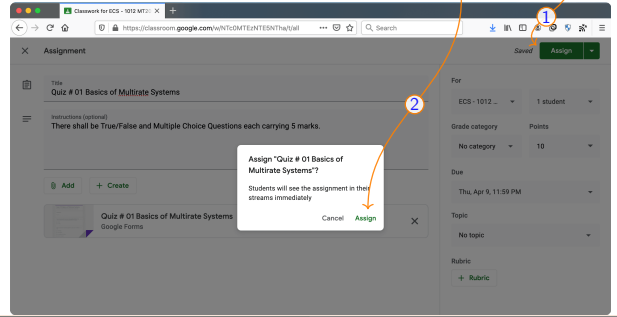
Step - 13 We have here **Quiz title**, its description, and the **quiz question**. We can also provide **answer key** of the quiz question. On this Google Quiz forms, there are various **types of question** one can choose from.



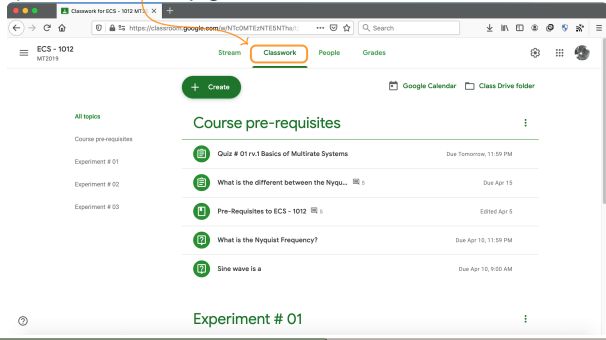
Step - 14 After filling up the quiz question, assigning points/marks and providing answer key, we also finally have to **tick** on the correct answer so that marks obtained by the student is automatically updated in the Google forms.



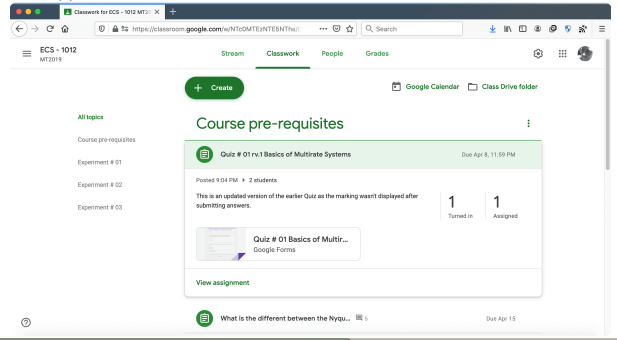
Step - 15 We then close Google form and go back to **Quiz Assignment** page. After making other settings like points, due date, recipients etc., we at last press the **Assign** button which is on the **top right corner of the page** and confirm again.



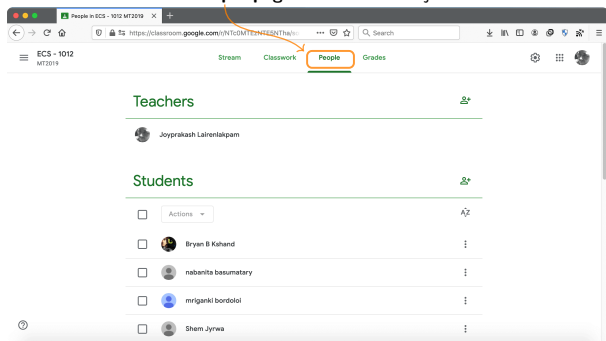
Step - 16 All questions - Question, Assignment and Quiz Assignment appear under various **Topics of the Classroom** page.



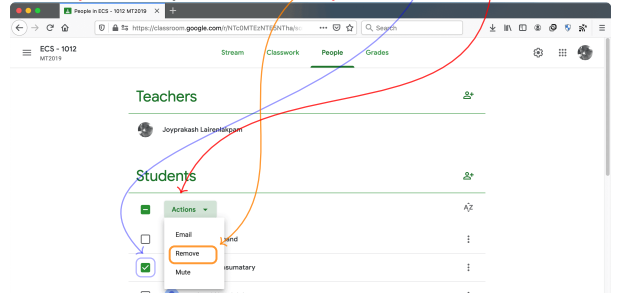
Step - 16 We can **click on any of the question** to check the status of the reply from student(s).



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**.





Step - 17 And then confirm the remove action.



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

| Sort by last name | 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 Kahand | No grade | Not assigned | Not assigned | Not assigned | Not assigned |
| nabanita basumatary | No grade | Not assigned | Not assigned | Not assigned | Not assigned |
| mriganiki bordoloi | No grade | Not assigned | Not assigned | Not assigned | Not assigned |
| Shem Jynwa | No grade | Not assigned | Not assigned | Not assigned | Not assigned |
| Risikybert Laboo | No grade | Not assigned | Not assigned | Not assigned | Not assigned |
| Darlangi 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/quiz assignment.



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



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.



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.



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.



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.



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



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



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=UxxqKxhoqYg> [Accessed on April 02, 2020]
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Khublei Shibun!



Thank You!