Google Classroom for Teachers
PART – I AN INTRODUCTION

पूर्वोत्तर–पर्वतीय विश्वविद्यालय
North-Eastern Hill University
उम्शिंग–मॉकिंरोह, शिलांग – ७९३ ०२२
Umshing-Mawkynroh, Shillong - 793 022

31.03.2020	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.

Google Classroom for Teachers
For non-live online teaching - an introduction

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.

Google Classroom for Teachers
Introduction

Step - 1 Open a web browser and go to https://classroom.google.com. You have to **sign in** with your Gmail account:
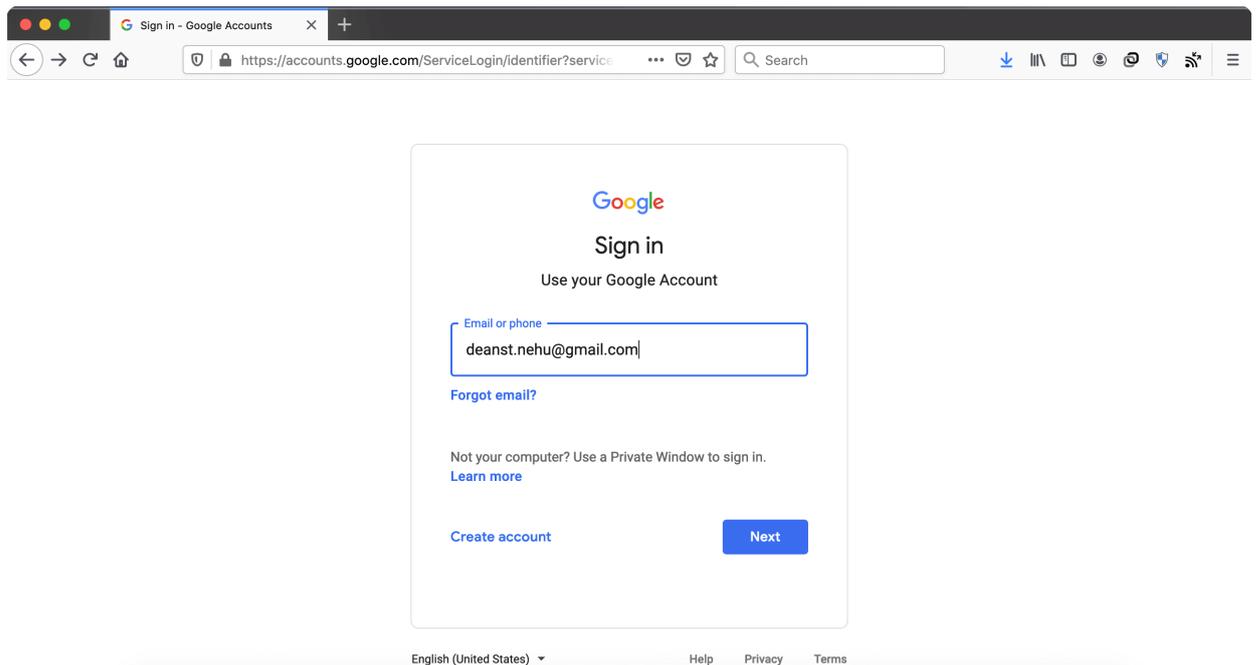
Google Classroom for Teachers
Introduction

Step - 2 After signing in, you shall see the following window. **Click** *CONTINUE* button for the next window:
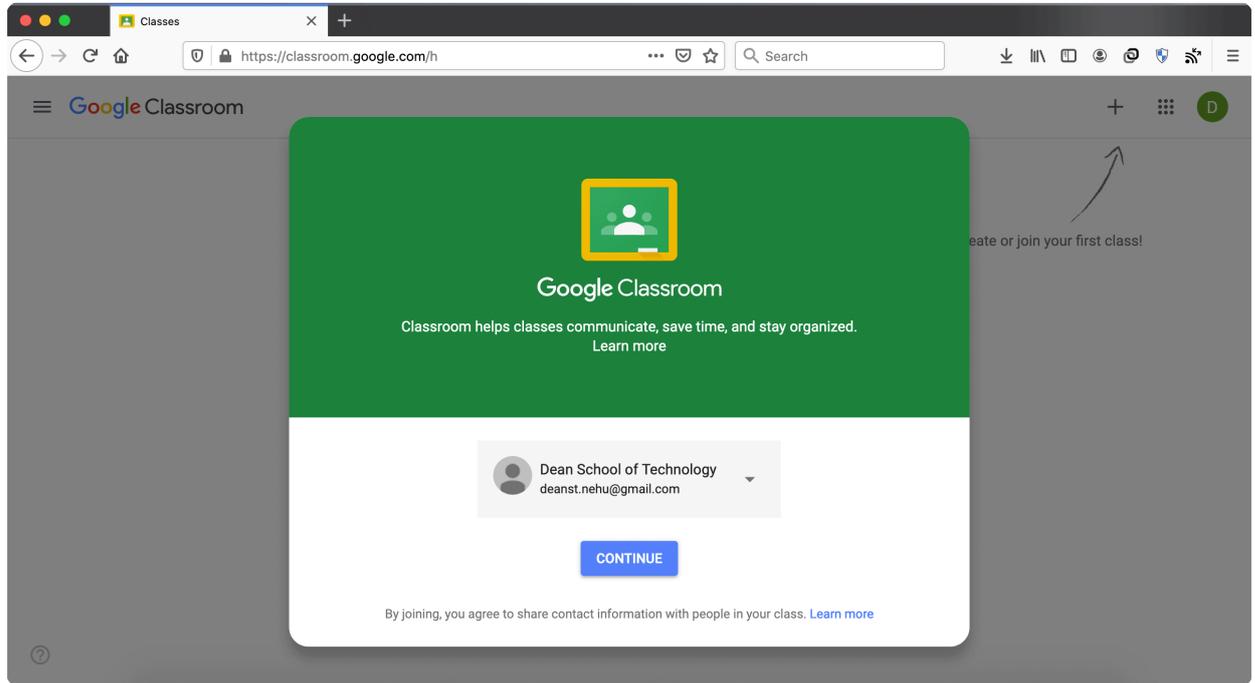
Google Classroom for Teachers
Introduction

Step - 3 On this window below, **click the plus sign** at the top right corner. Here, we shall have TWO options - Join class (*for students*) and Create class (*for teachers*).
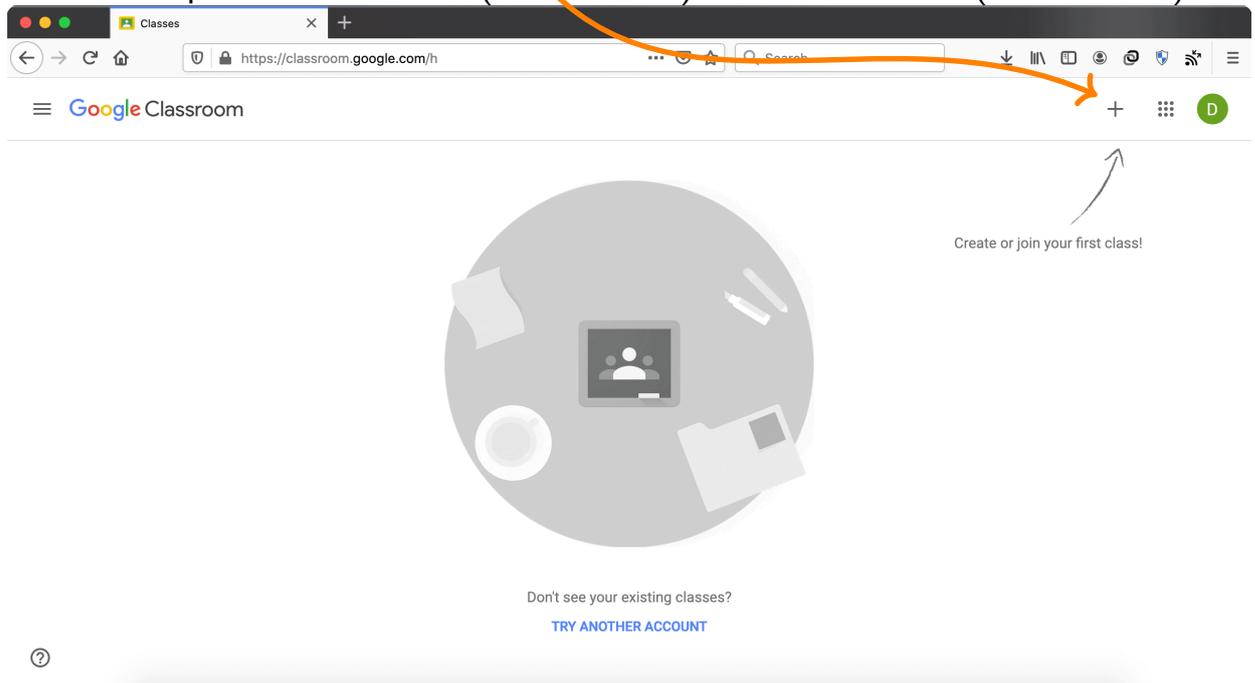
Google Classroom for Teachers
Introduction

Step - 4 We then **click on the Create class** option.
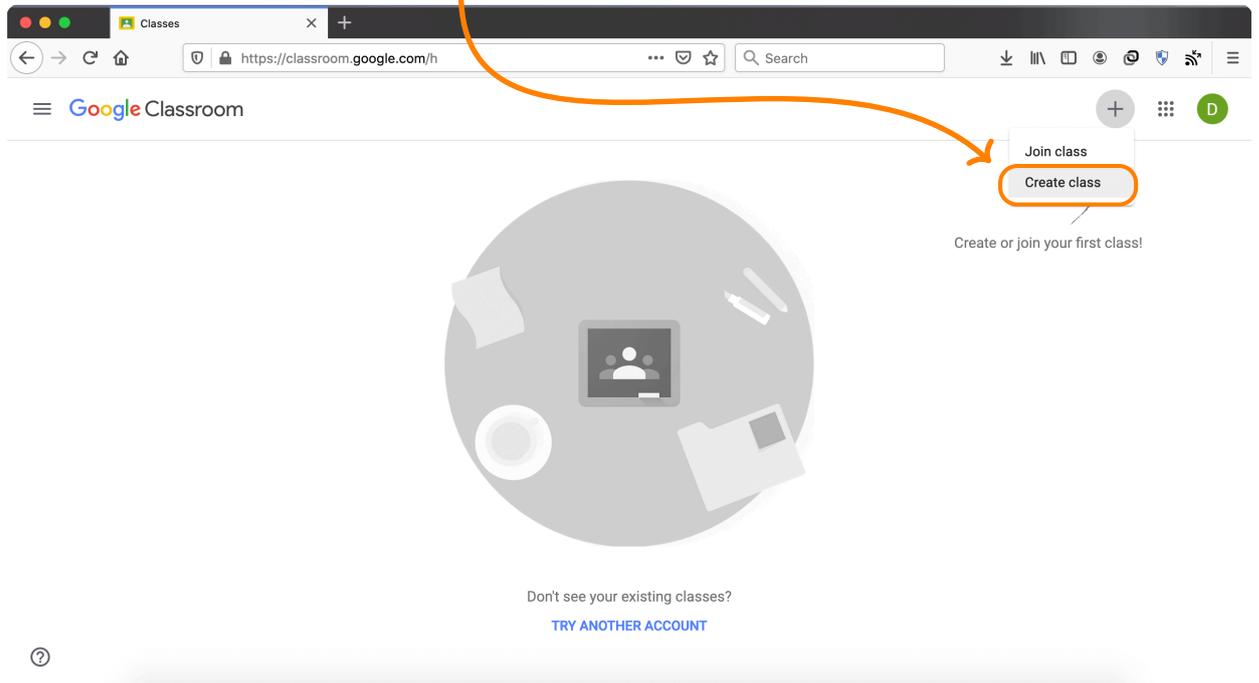
Google Classroom for Teachers
Introduction

Step - 5 Then **tick** the **check box** and **click the Continue** button.

Google Classroom for Teachers
Introduction
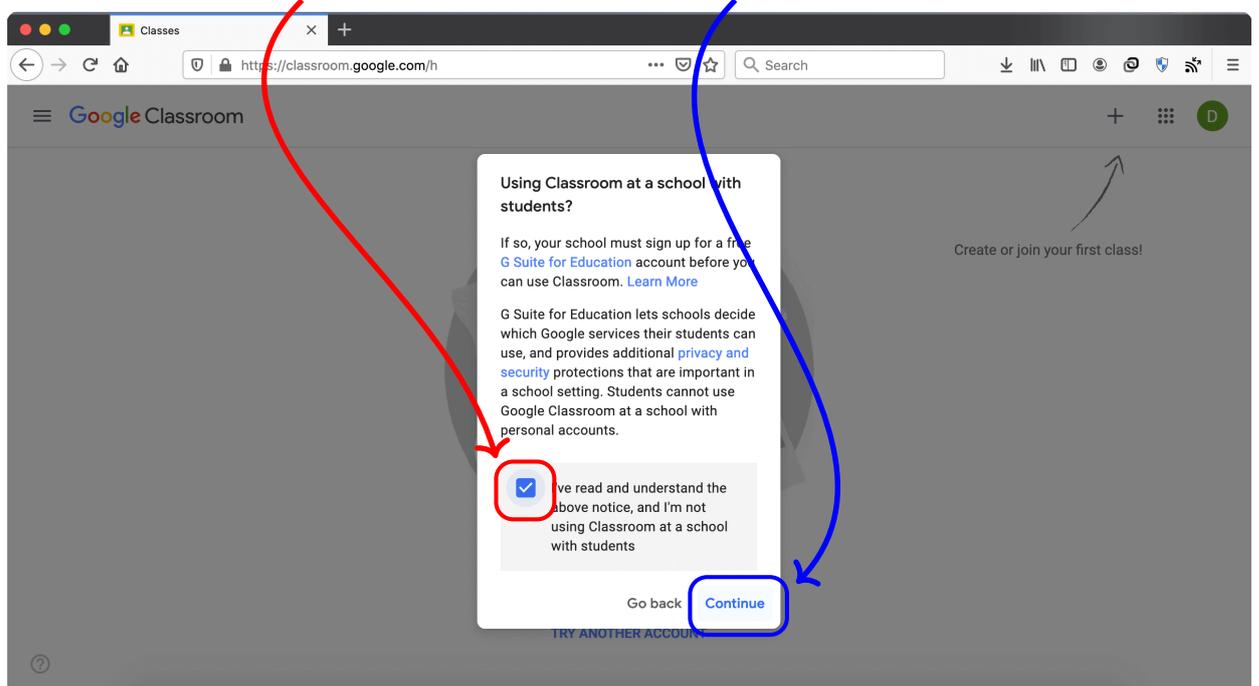
Step - 6 In the Create class dialogue box, **type in** the Class name, Section, Subject and Room.

Google Classroom for Teachers
Introduction
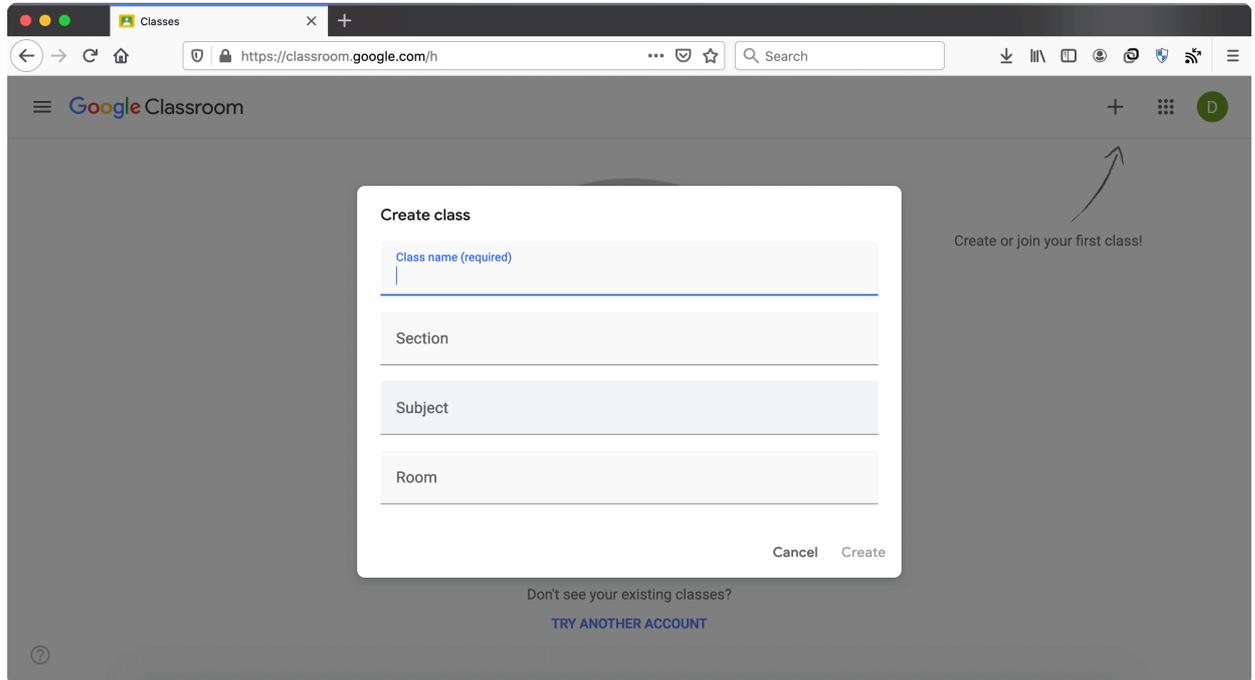
Step - 6 After that, **click the Create button** to have the first Class.
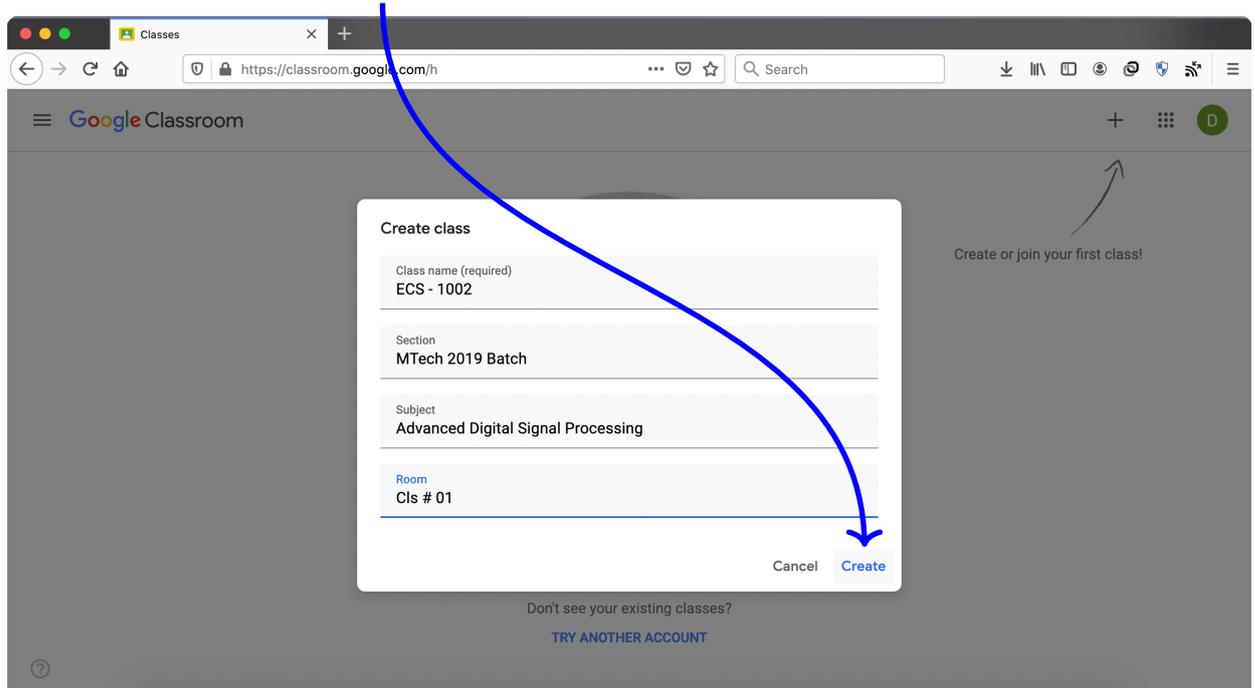
Google Classroom for Teachers
Introduction

Step - 6 Below window shows the Classwork creation under process.
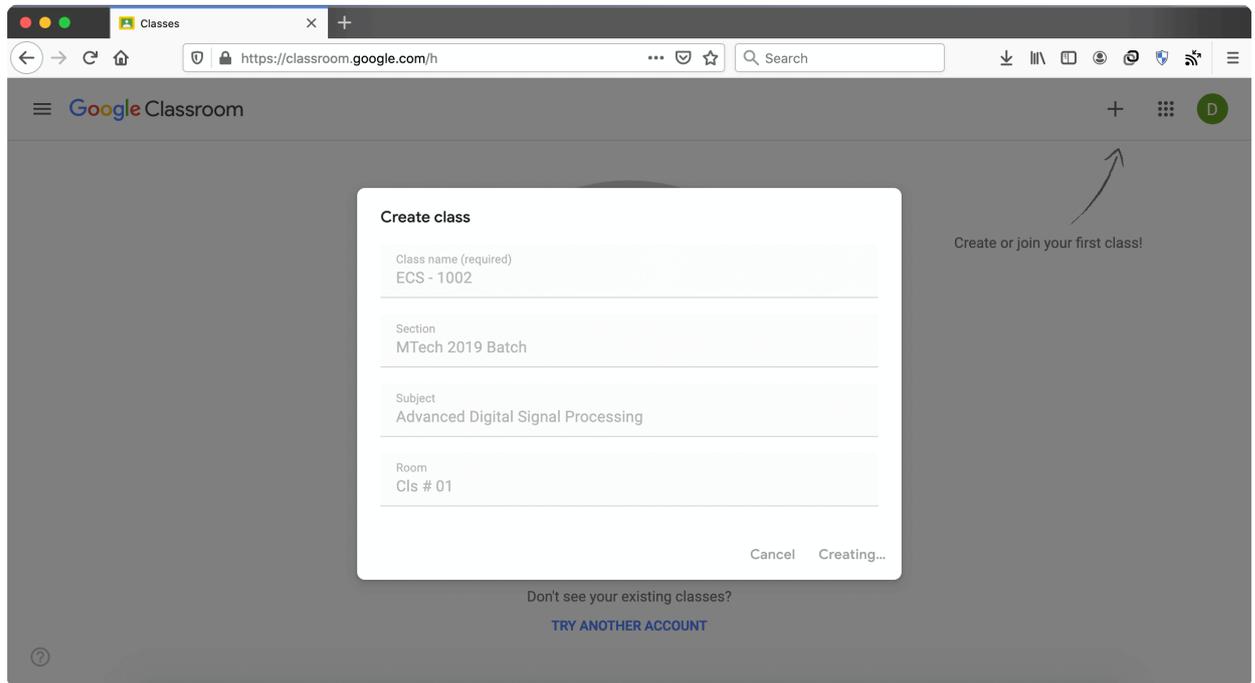
Google Classroom for Teachers
Introduction

Step - 7 Now, the Classwork has been created as shown below.
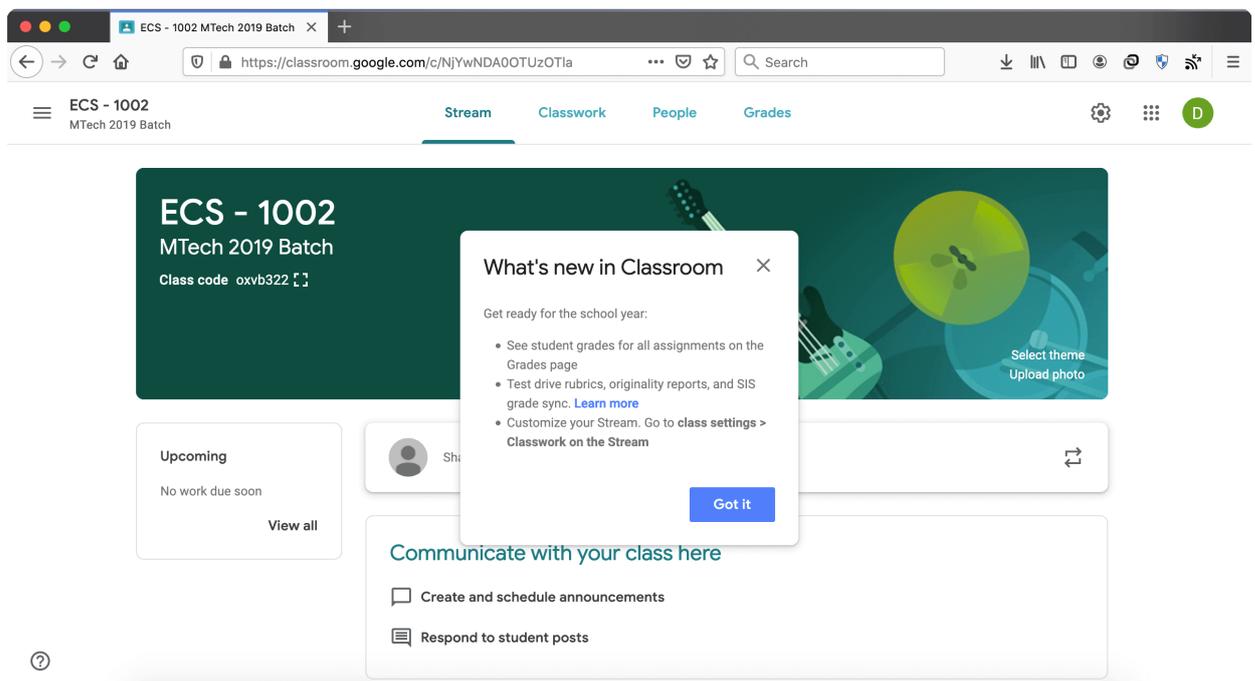
Google Classroom for Teachers
Introduction

Step - 7 We can also change the theme of the Classwork by choosing the **Select theme** option on the bottom right of the graphics.
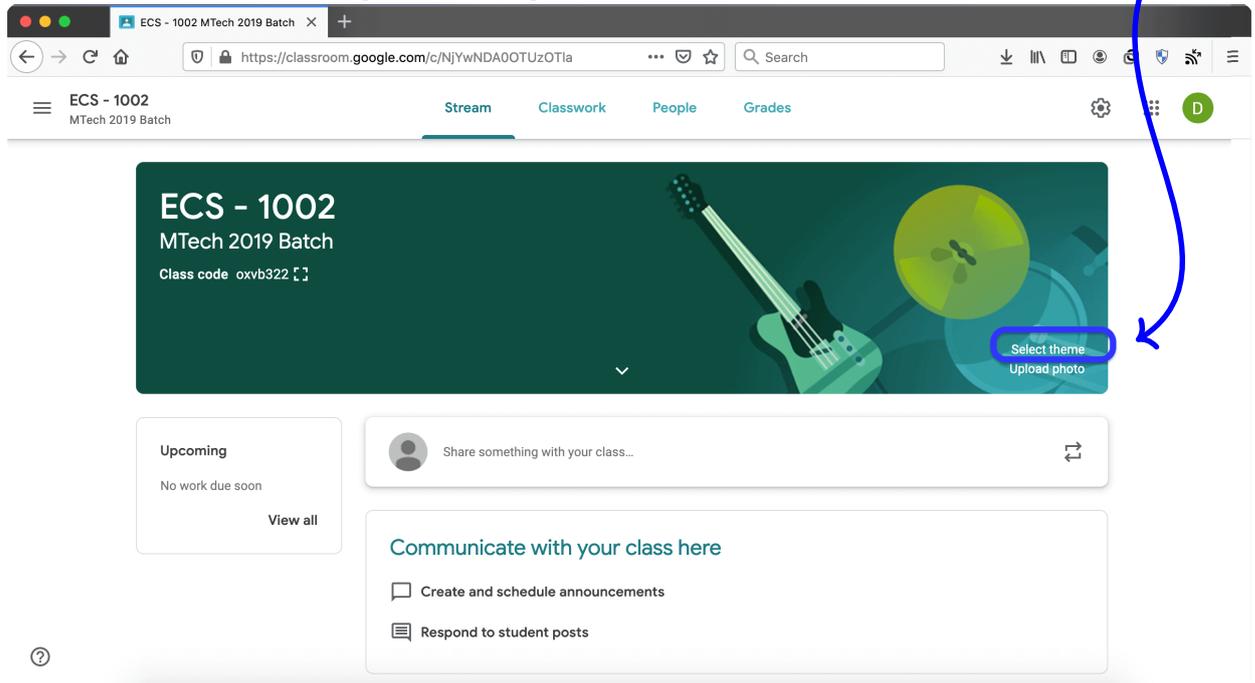
Google Classroom for Teachers
Introduction

Step - 7 Varieties of themes are available here and one can pick any desired theme.

Google Classroom for Teachers
Introduction
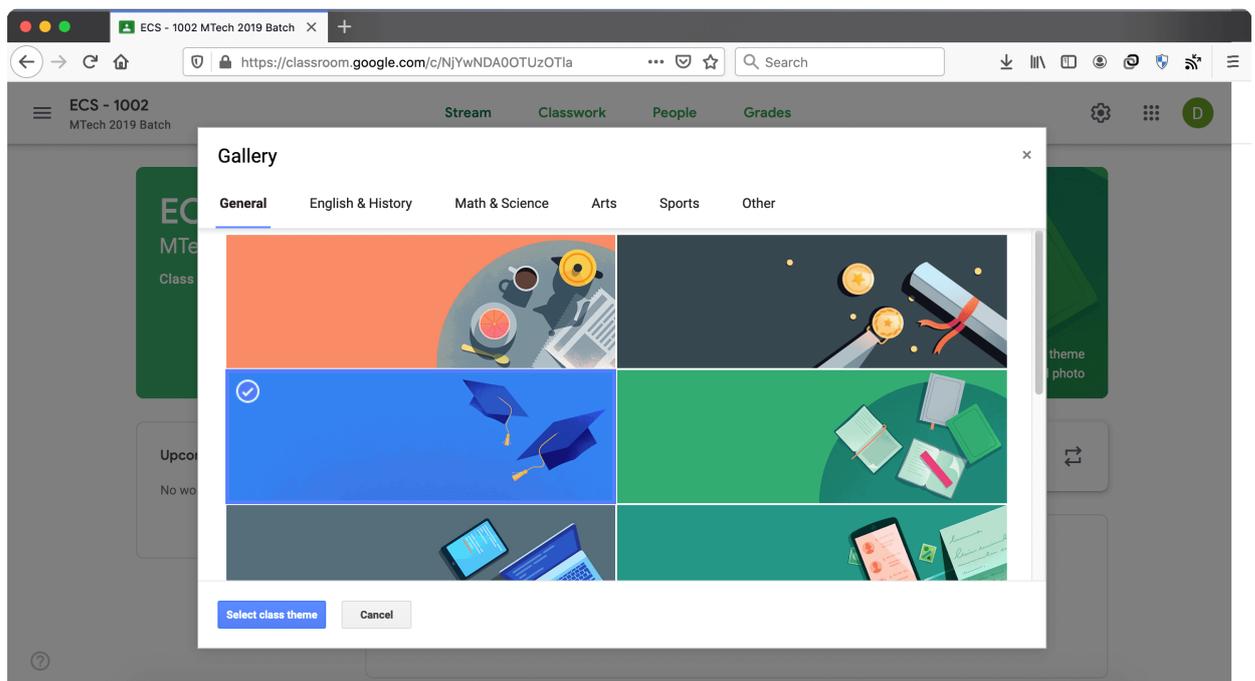
Step - 8 Now, we **can Create** announcement, Quiz assignment, Question, Material, Reuse post and Topic.

Google Classroom for Teachers
Introduction
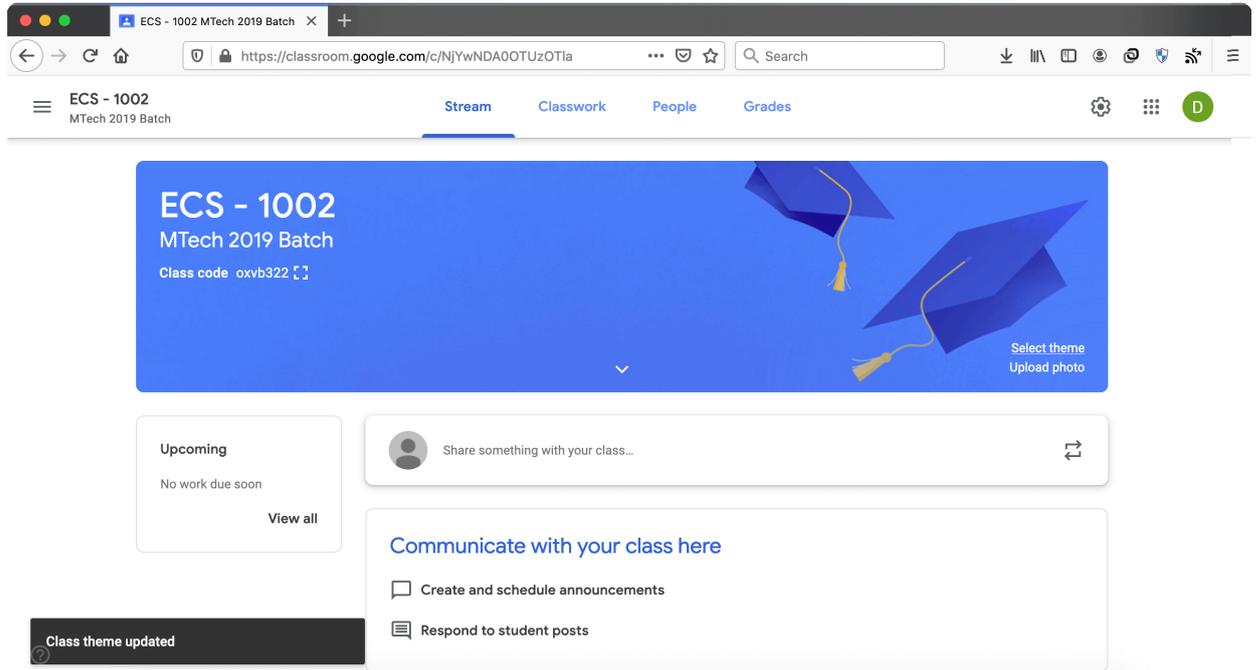
Step - 8 Let's create **an announcement** by clicking on the *Share something with your class* which is right below the theme banner.

Google Classroom for Teachers
Introduction
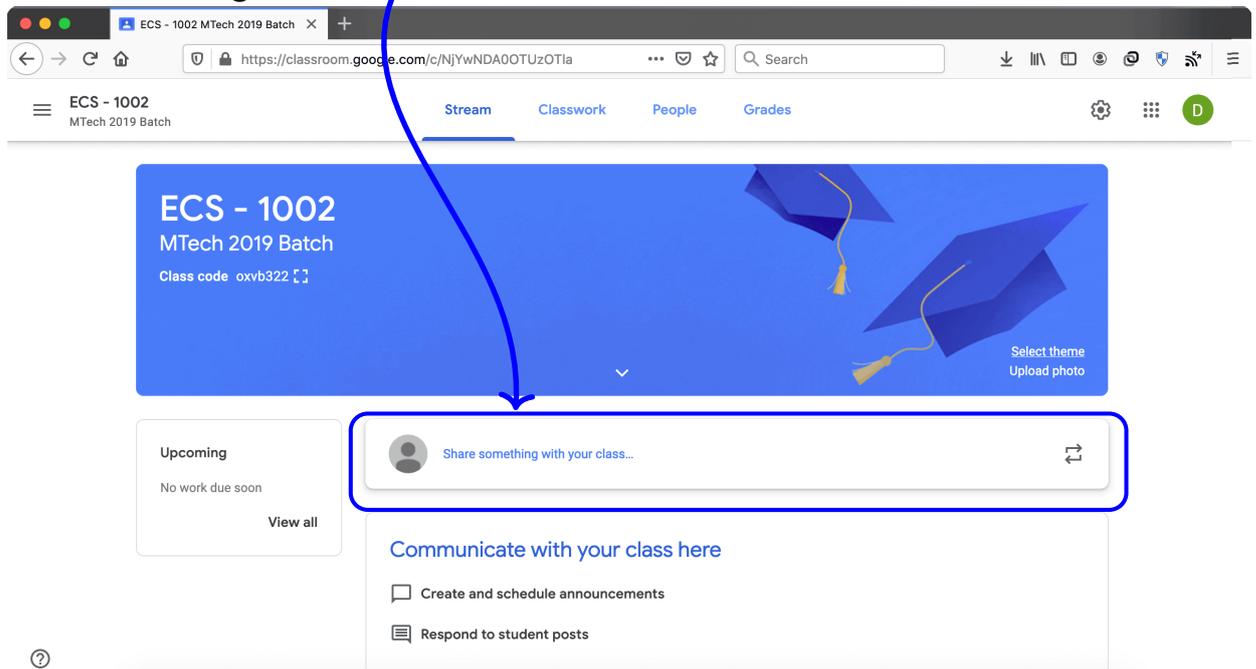
Step - 8 **Key in** *the announcement* and **click** save button. In addition, you can also add a file, share a link etc. along with this announcement.

Google Classroom for Teachers
Introduction
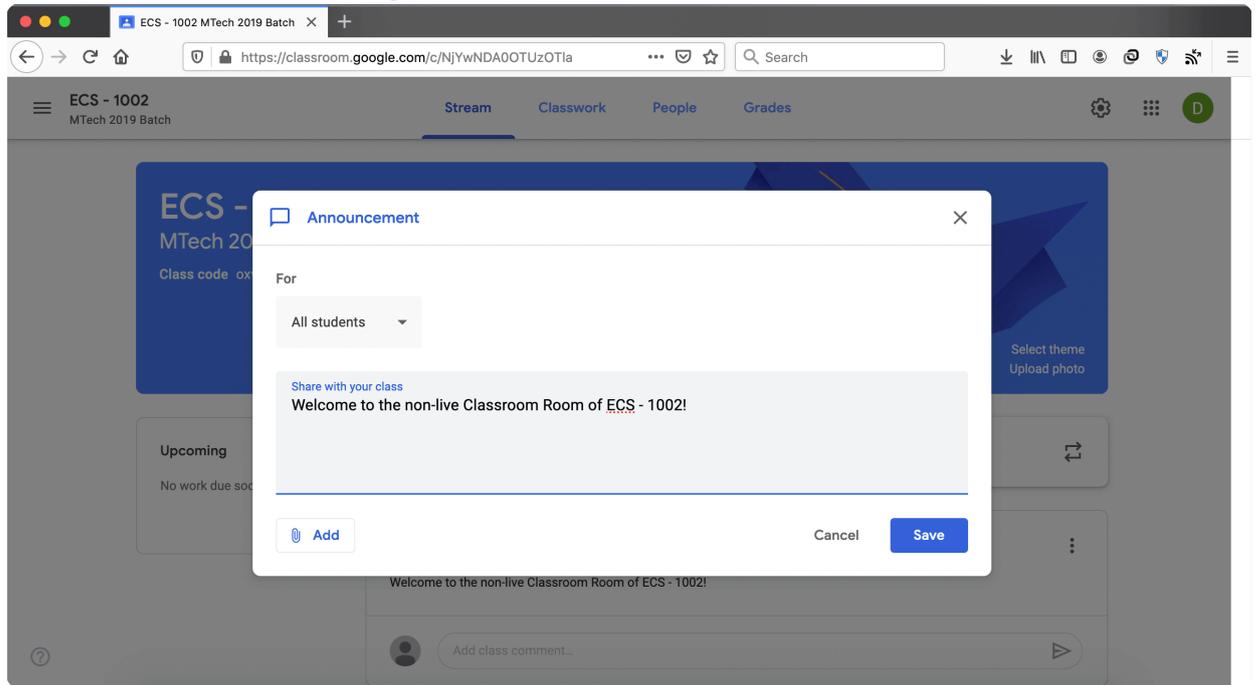
Step - 9 We can finally add a class topic in our Classwork. For that, **click** on the Classwork above the theme graphics.
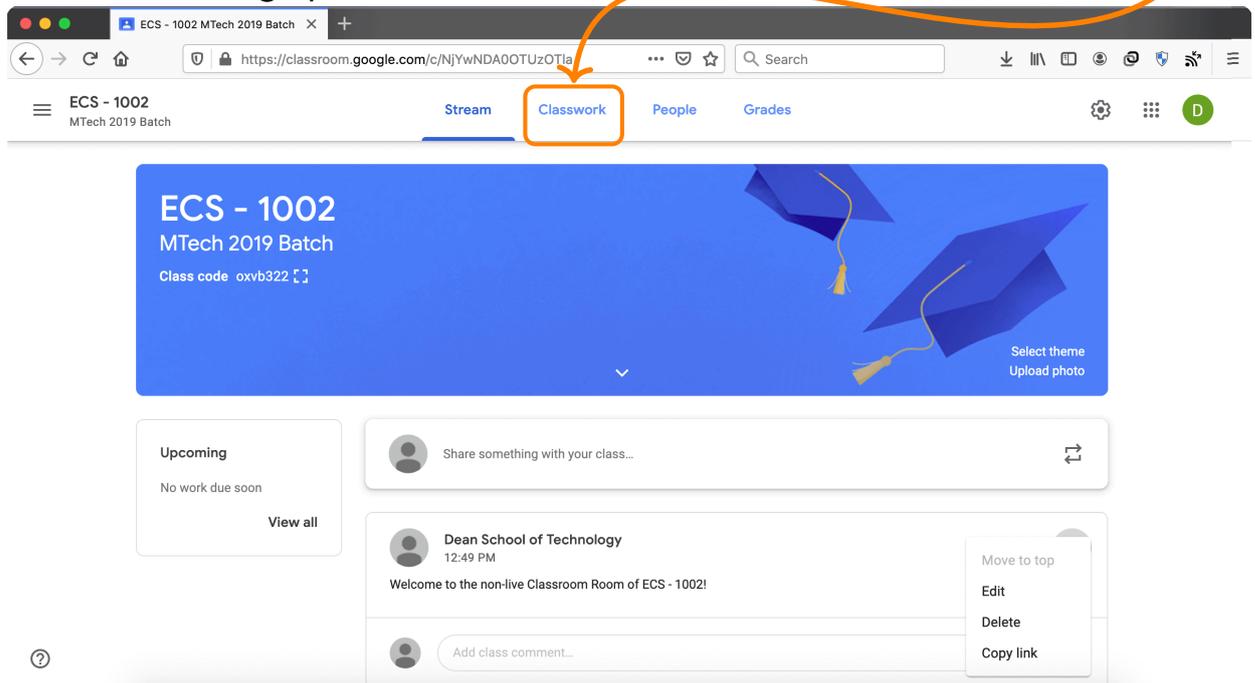
Google Classroom for Teachers
Introduction

Step - 9 We then can **create** a Topic. Under this Topic, we can upload teaching materials, ask questions, give assignments, take quizzes with all **or** selective students.
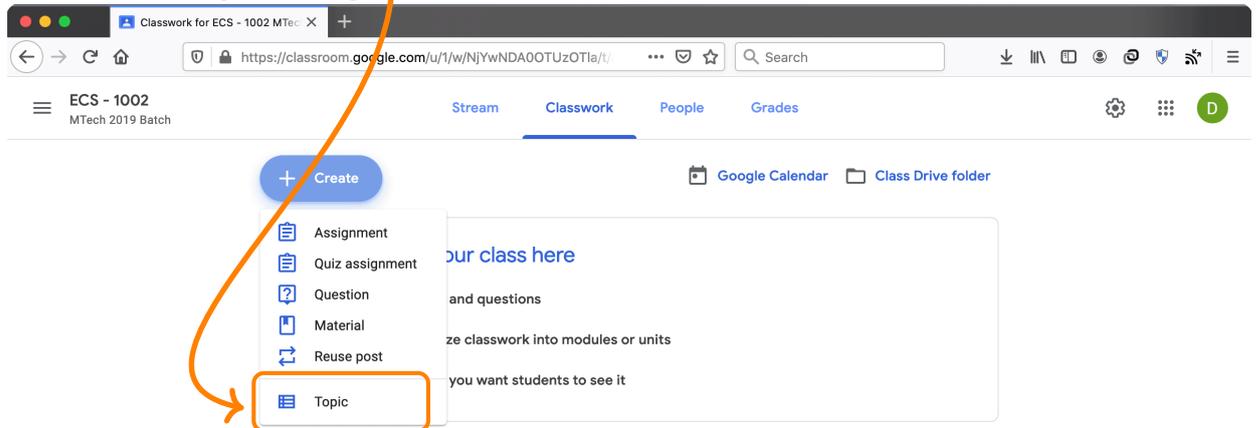
Google Classroom for Teachers
Introduction

Step - 9 So, we add a **Topic** first by **clicking** on it, type the topic and then **click on the** *add button* to **create** the Topic.

Google Classroom for Teachers
Introduction
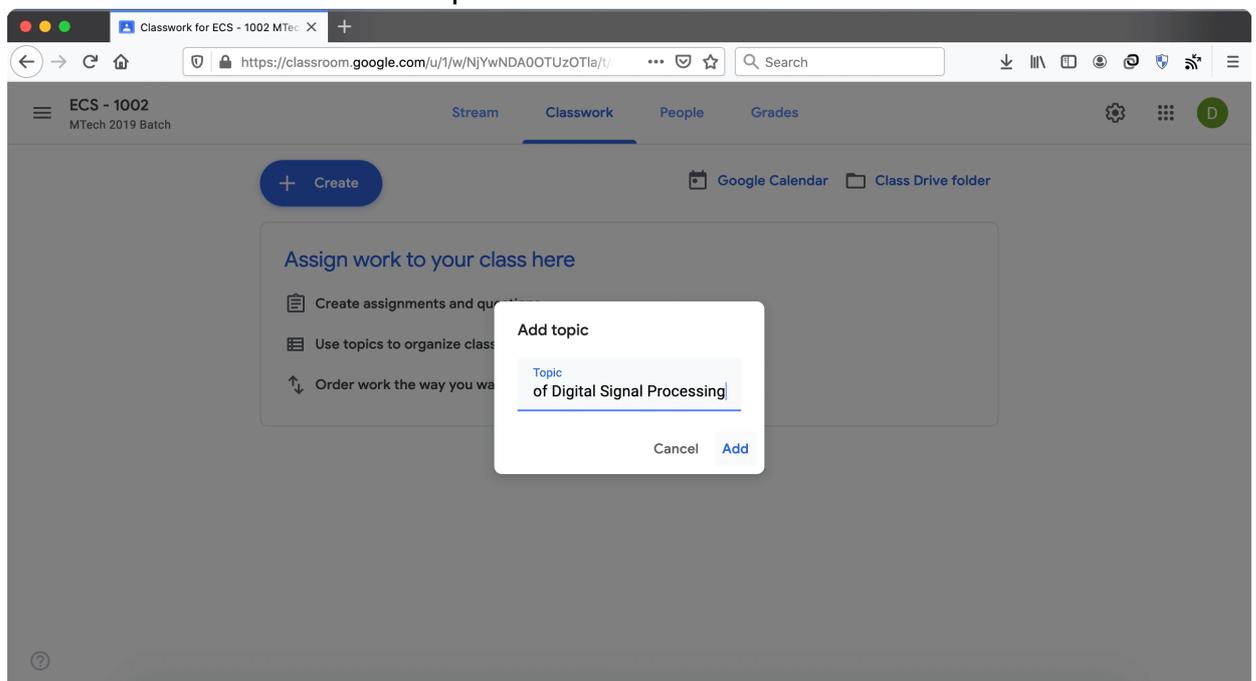
Step - 10 The first created topic in the previous step is shown below. Now, let's **add class material** by clicking again on the same **Create** button.

Google Classroom for Teachers
Introduction
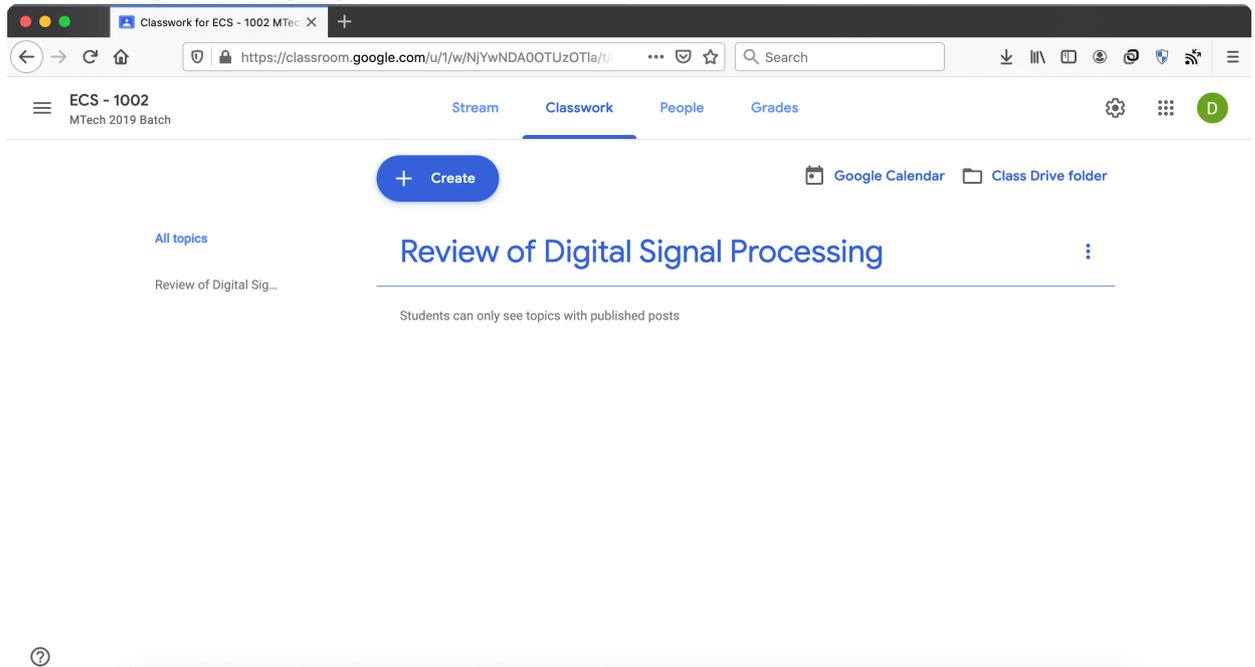
Step - 10 After that under the drop down menu of the **Create** button, we now **click** on the **Material** option to add or create material for students.

Google Classroom for Teachers
Introduction
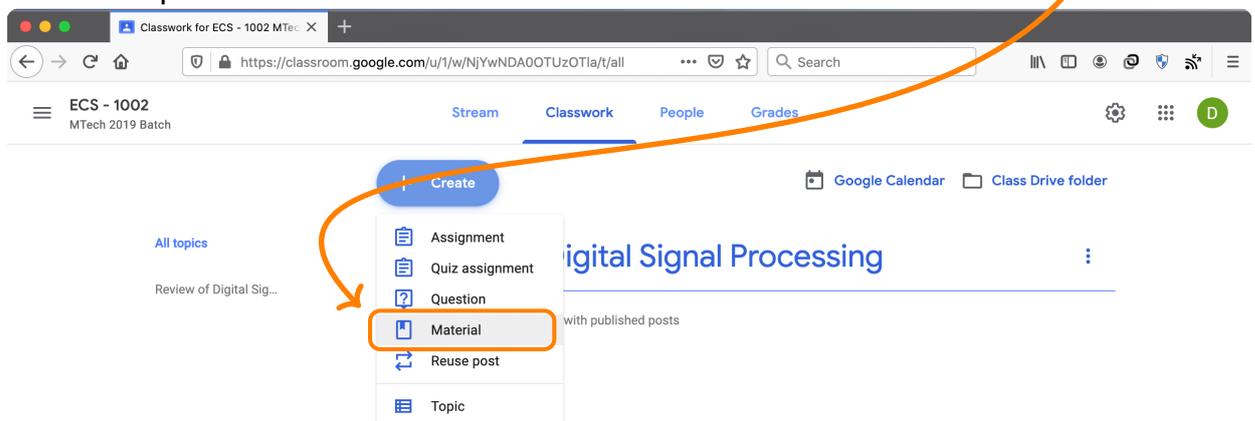
Step - 10 We have two options here to pass/give the *teaching Materials* to the students - **Add**, **Create** or **combination of the both**.

Google Classroom for Teachers
Introduction
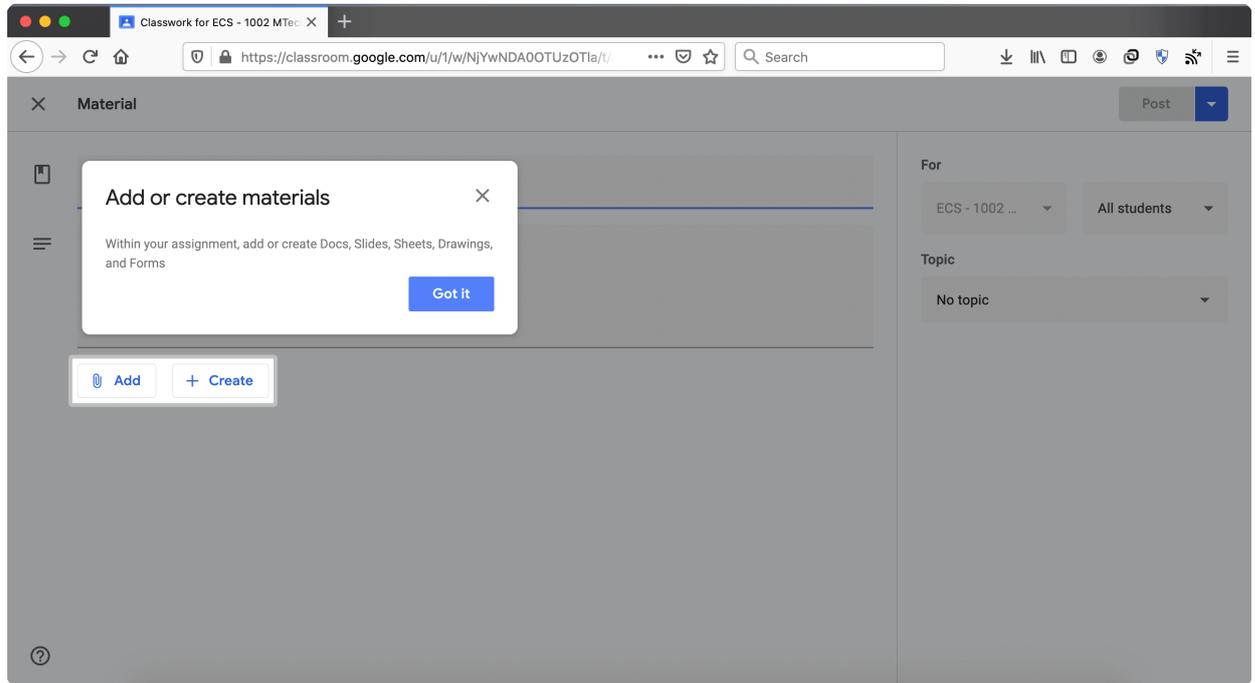
Step - 11 We can now **fill** the title of the material and *its description*. Thereafter, we can add, create (or combination of both) notes/handouts, slides, video/web links etc.
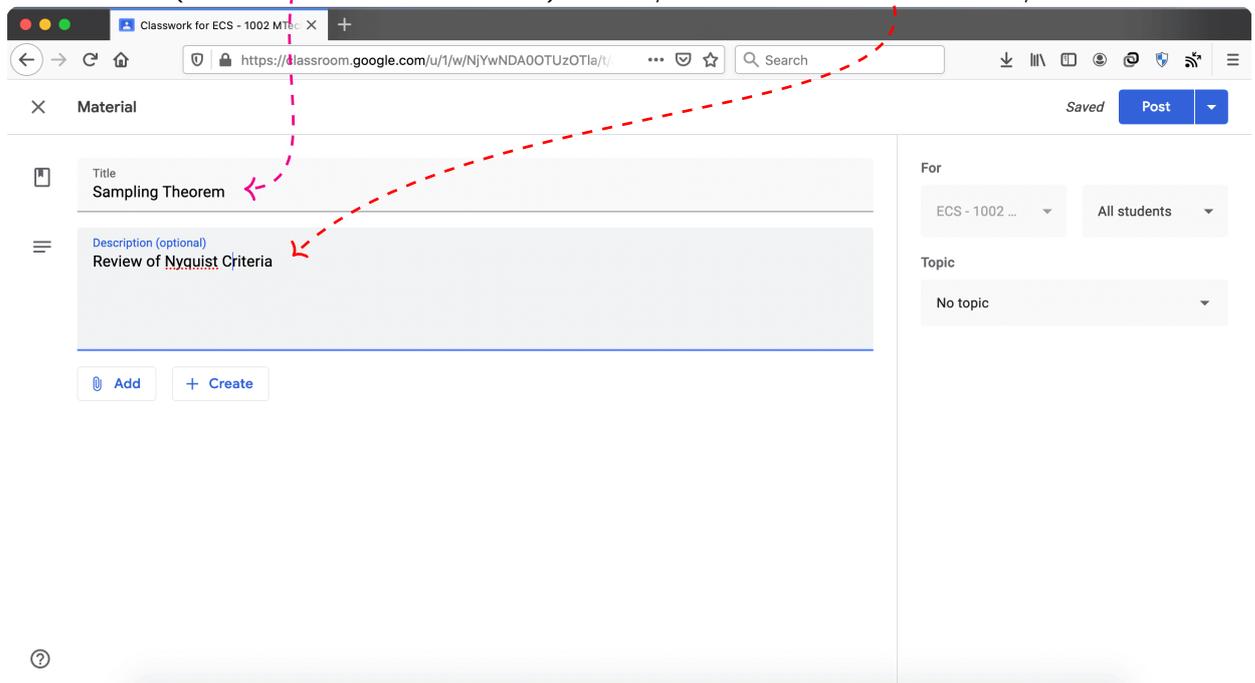
Google Classroom for Teachers
Introduction

Step - 11 Under the **Add** option, we can *provide already prepared materials* by adding the same from Google Drive, though a web link, *or* upload from a laptop/pc/mobile.
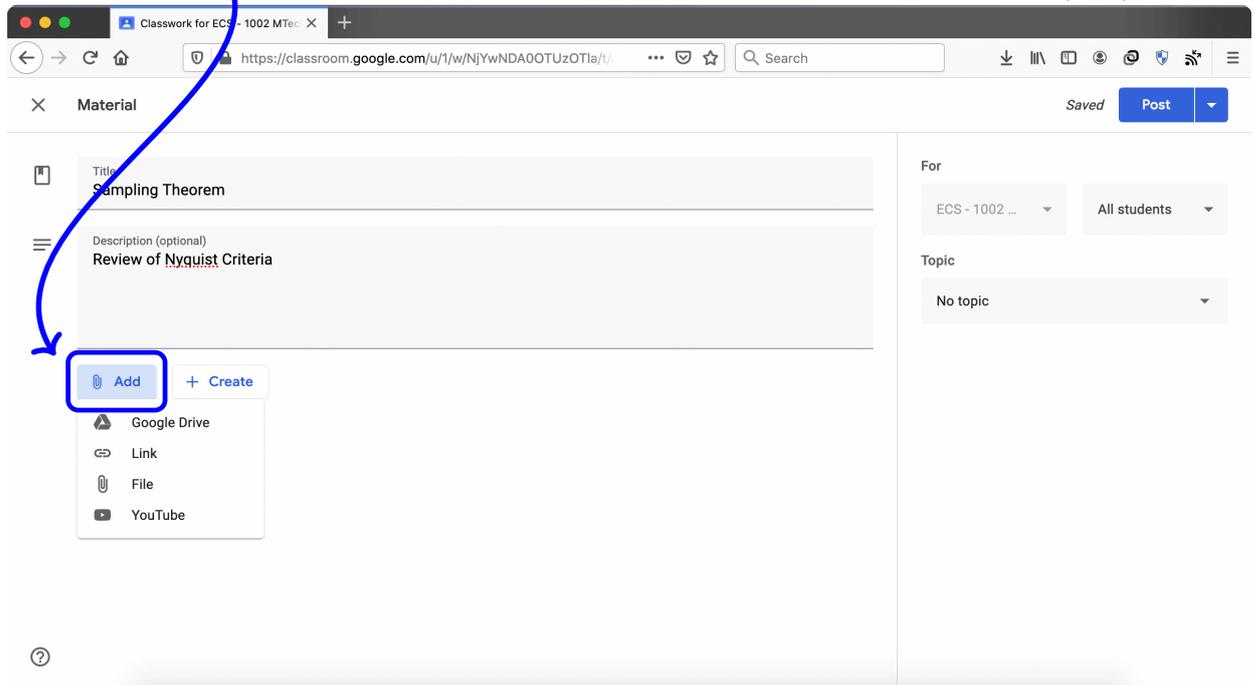
Google Classroom for Teachers
Introduction

Step - 11 Under the **Add** option, we can upload, insert **or** drag and drop a selective file(s) from the mobile device/laptop/desktop PC.

Google Classroom for Teachers
Introduction
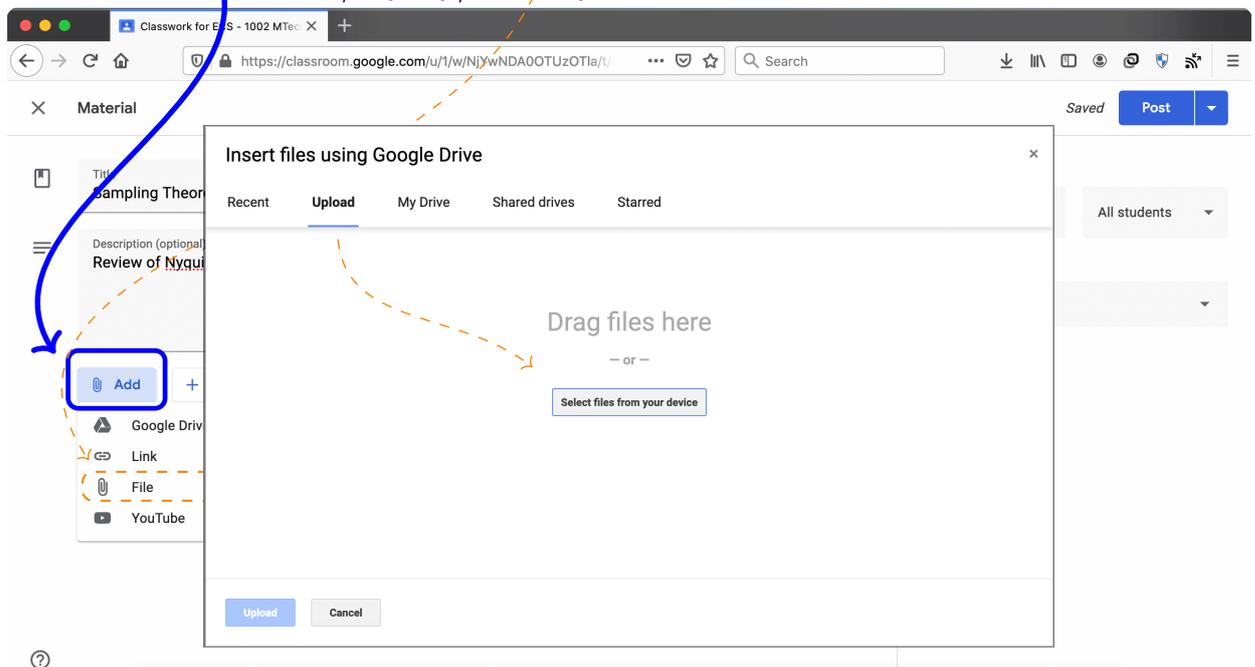
Step - 11 We can also insert a selected file directly or from one of the folders of the Google Drive under this **Add** option.

Google Classroom for Teachers
Introduction
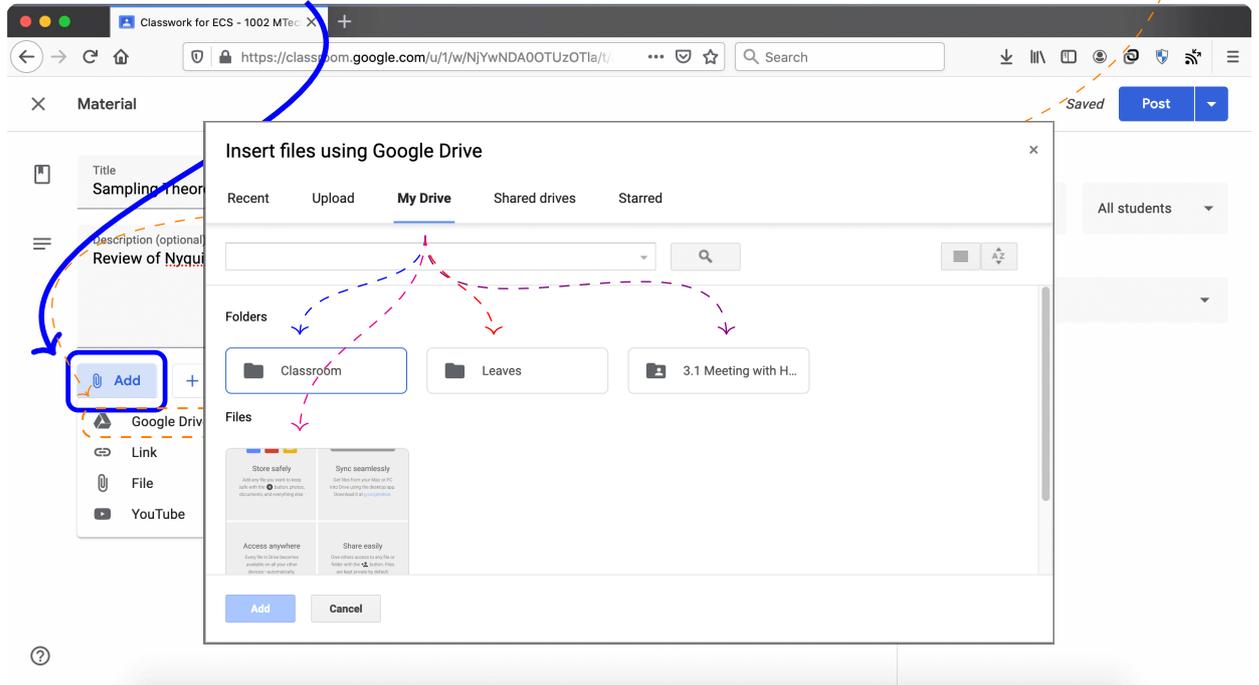
Step - 11 Supposed we don't have ready-made class handouts/notes, slides, sheets, drawings, or forms. We can **create** them directly in the Google Classroom.

Google Classroom for Teachers
Introduction
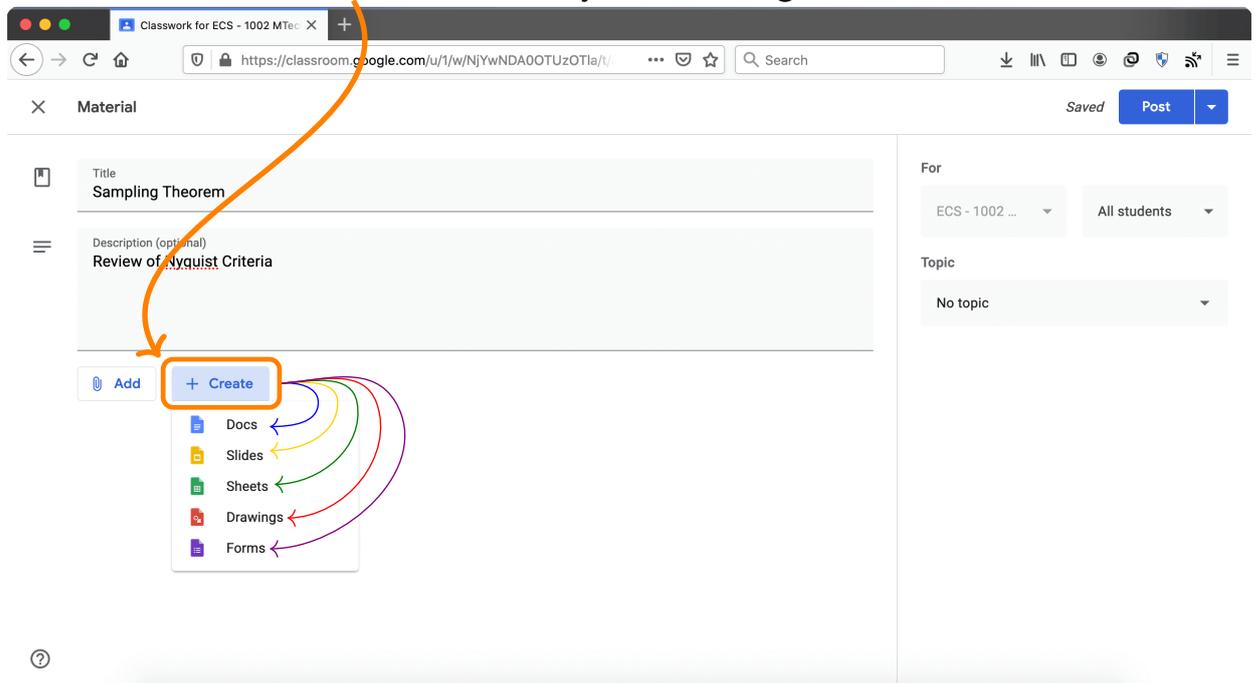
Step - 11 The **material** under the Topic has been added. We now can **post** it *by clicking* the *Post* option of the Post Button available on the top right corner.

We can also schedule the *created material* for a later date and time using the **schedule** option!

Google Classroom for Teachers
Introduction

Step - 12 We see in the snapshot below that the material is added outside the Topic (Review of Digital Signal Processing).

Google Classroom for Teachers
Introduction

Step - 12 This material (Sampling Theorem) can be put under the Topic by using the drag and drop mouse function.
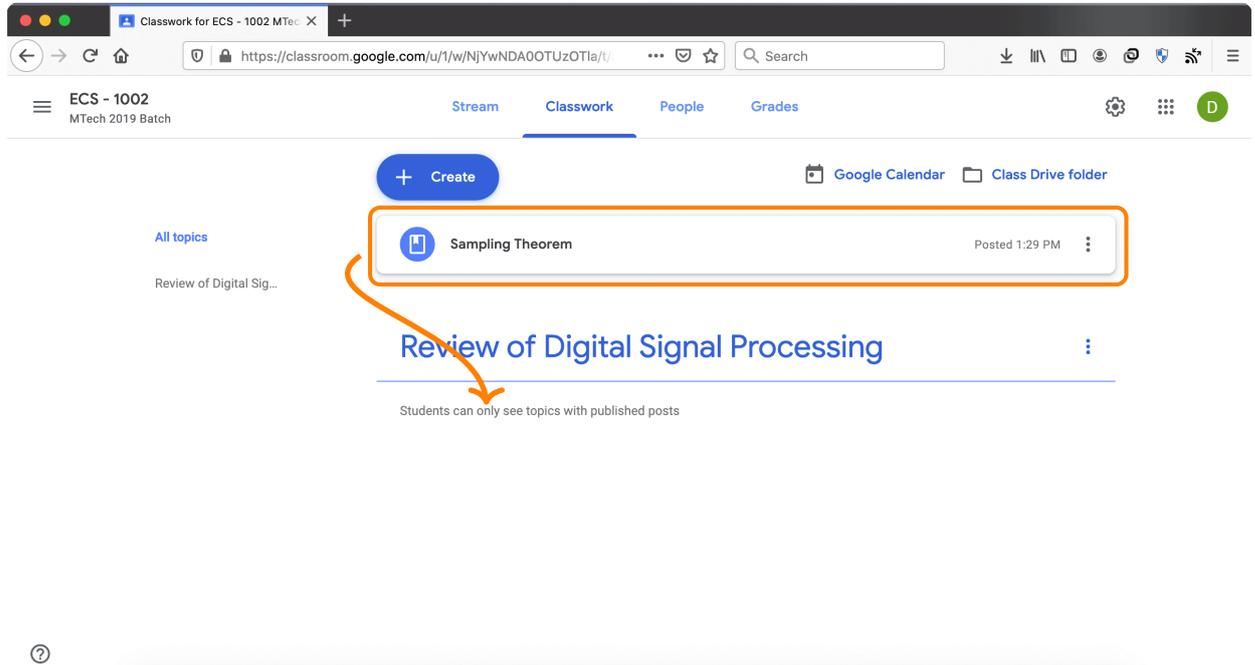
Google Classroom for Teachers
Introduction

Step - 12 That is, left click the *mouse button on the material* (Sampling Theorem) and *hold*. Then drag it right below the Topic (Review of Digital …) and release the hold.
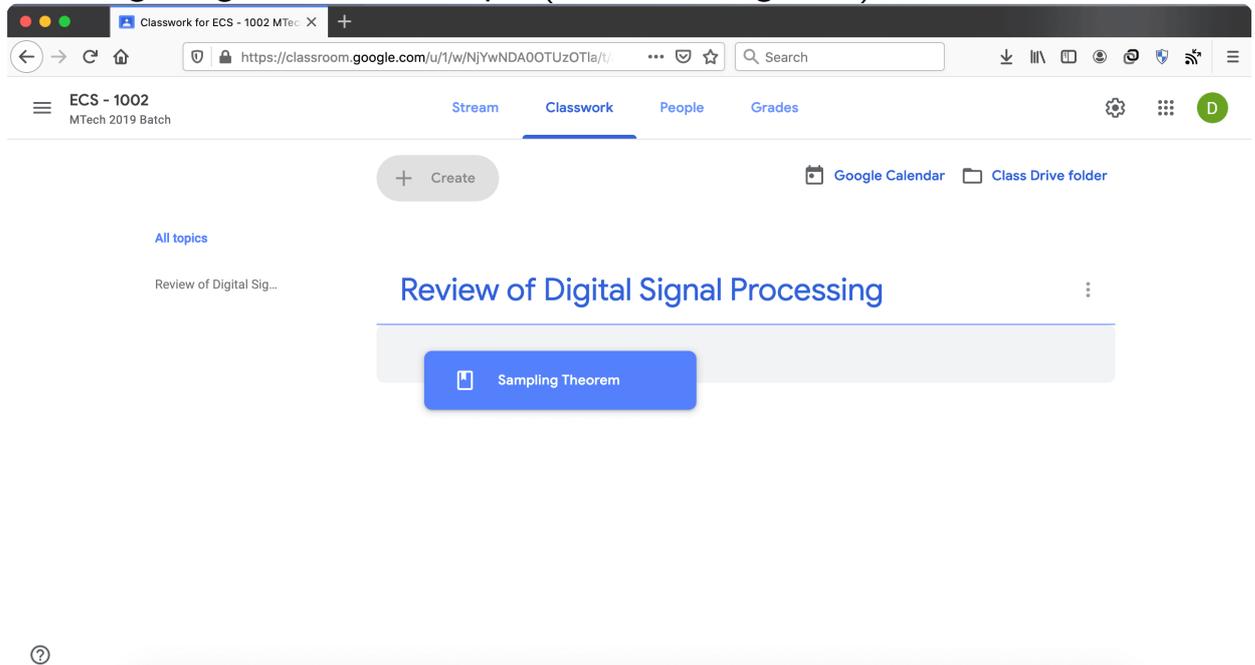
Google Classroom for Teachers
Introduction

Step - 12 Now the classwork material is right below the Topic. We can also expand the material by **clicking on it** to see what's in there.
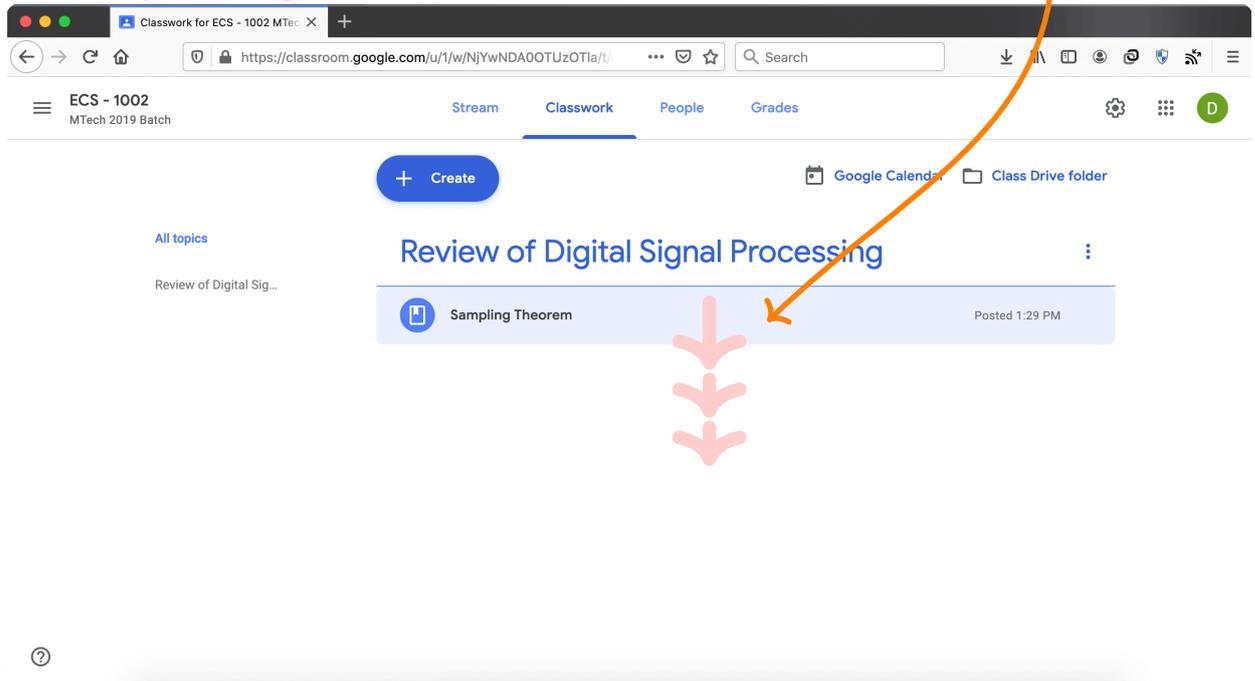
Google Classroom for Teachers
Introduction

Step - 12 We finally have a completed classwork along with its material ready for the students to join in the Google Classroom.
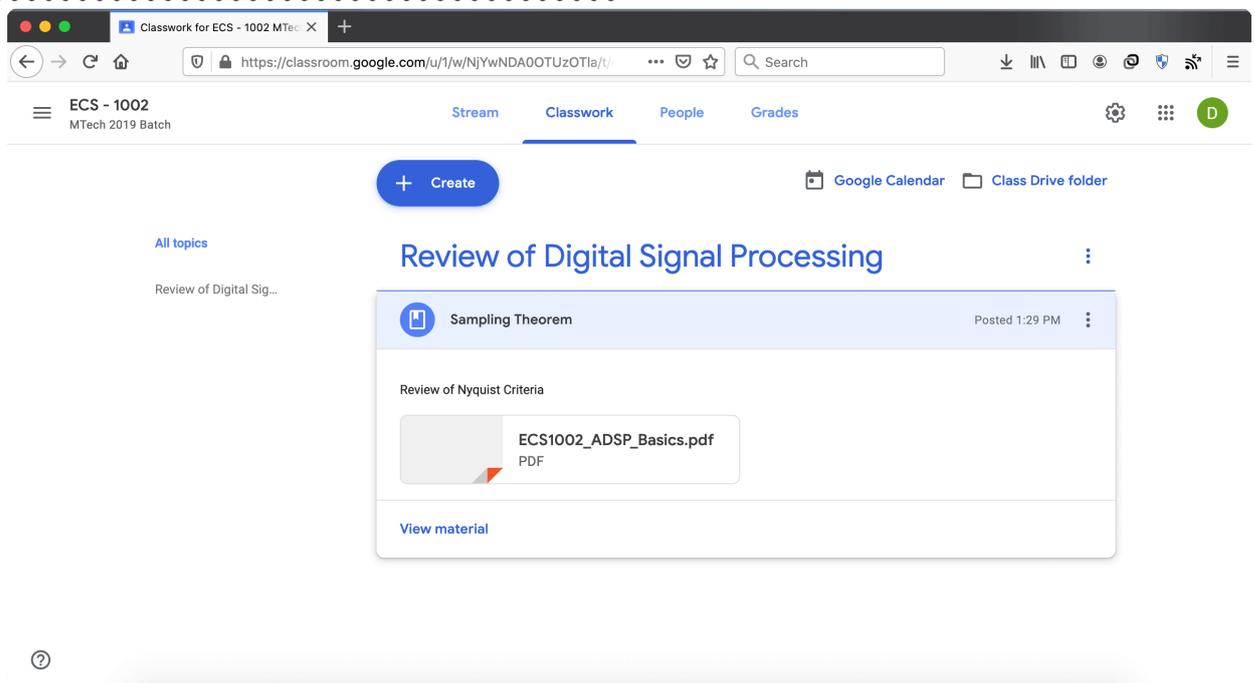
Google Classroom for Teachers
Introduction

Step - 13 Once the creation of the classwork is completed, the next step is to give away the **class code** to students. To find the ***class code***, we click on the **stream button**.
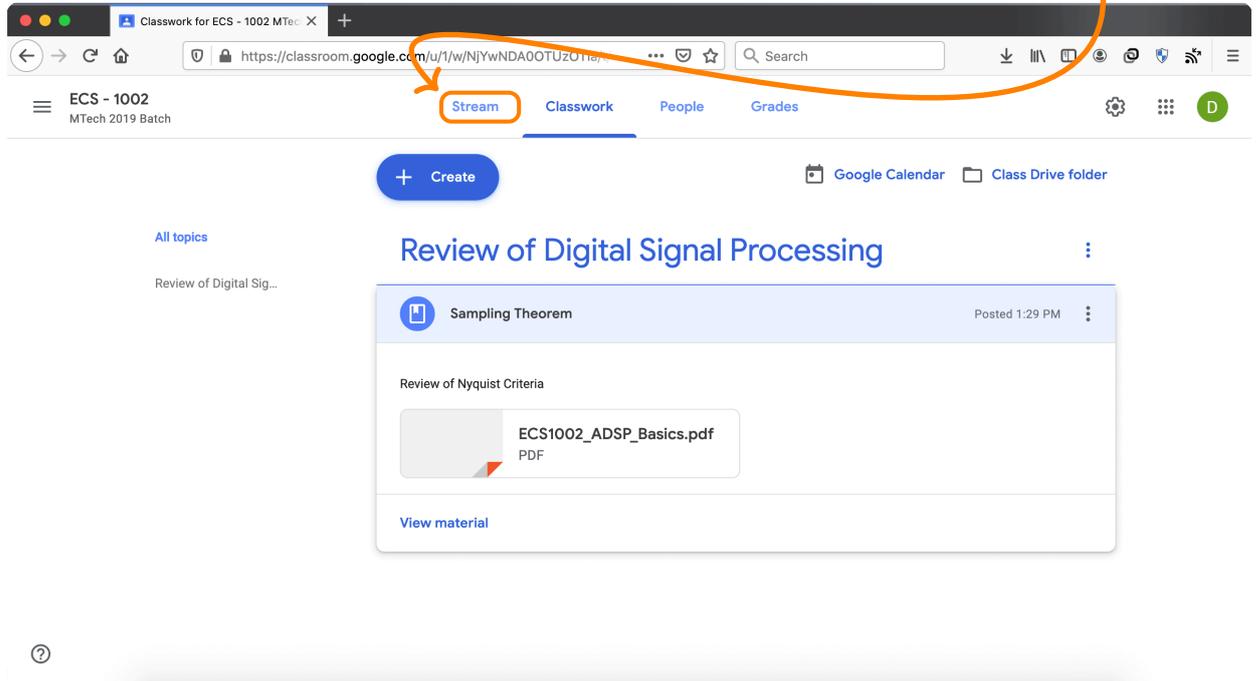
Google Classroom for Teachers
Introduction

Step - 13 We then click on the **zoom in** icon to display the Class code. The Class code is specific and unique to this class/paper only.
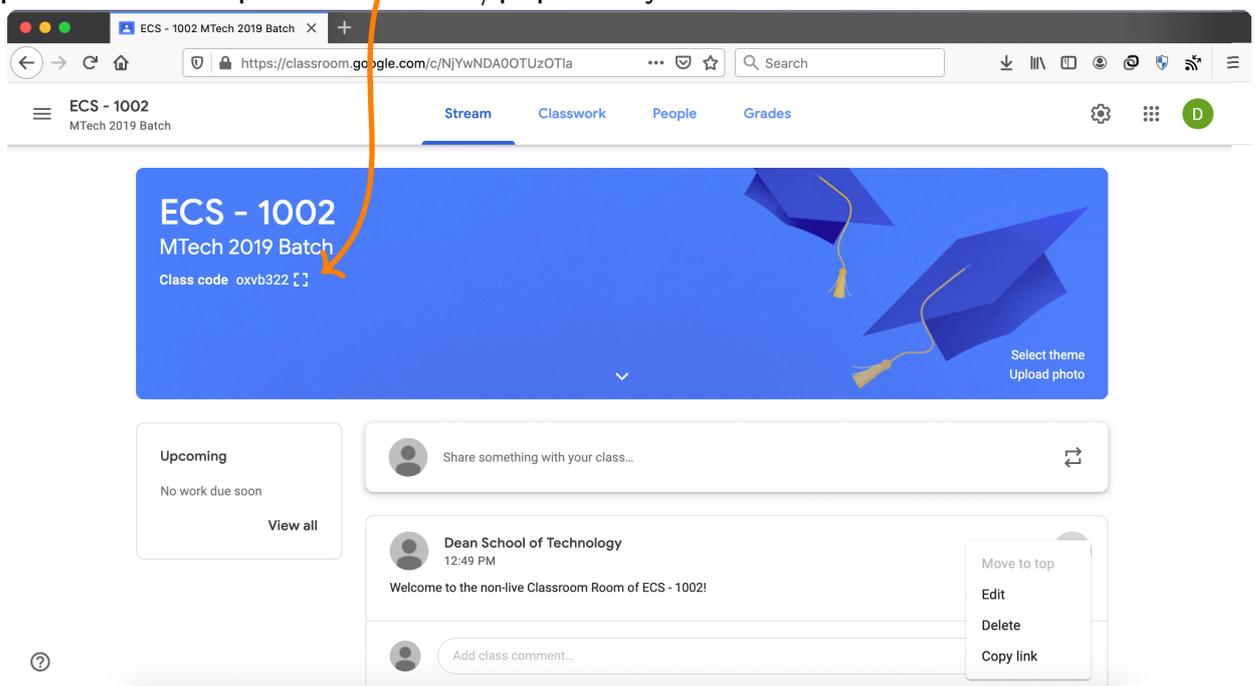
Google Classroom for Teachers
Introduction

Step - 14 This code is to be shared with the students so that they get the prepared resources anytime anywhere.
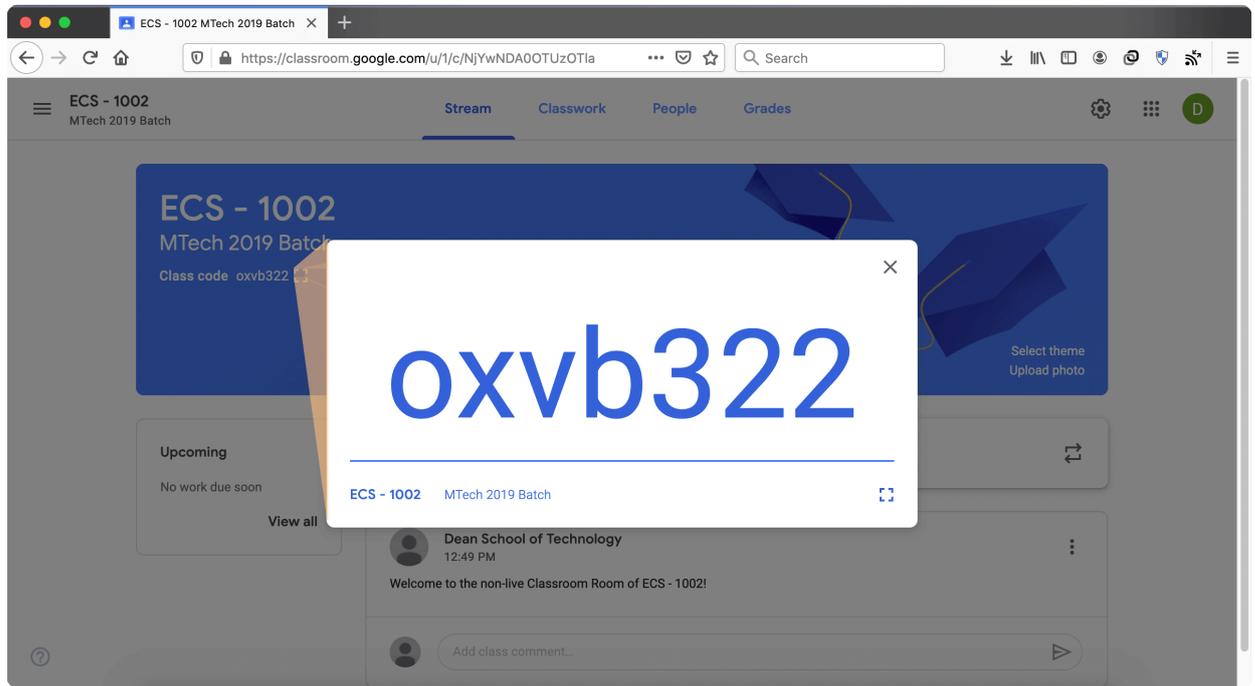
Google Classroom for Teachers
Introduction

Step - 15 To **create another Class**, click on the **menu button** (these 3 horizontal lines) and *choose* **Classes**.
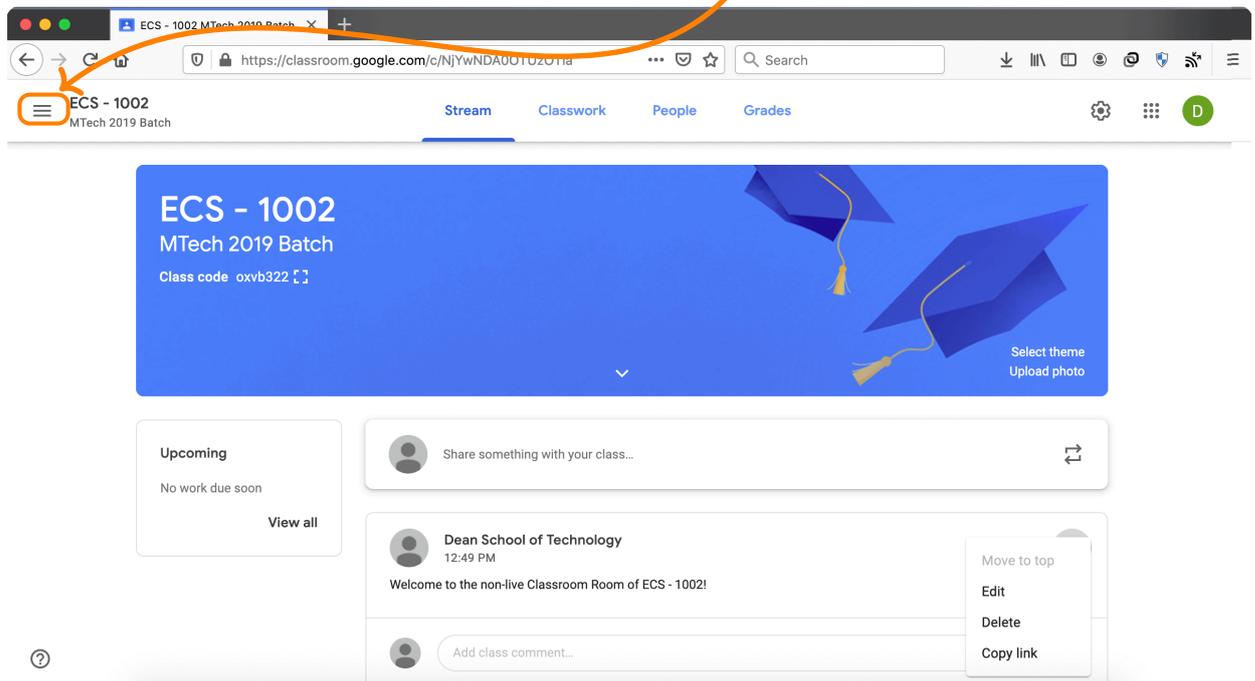
Google Classroom for Teachers
Introduction

Step - 16 Now, *click* on the **Classes**. Then, as in Step − 3, we can locate the + sign on the top right corner of the screen. Repeat Step − 3 to 14 to create another class.
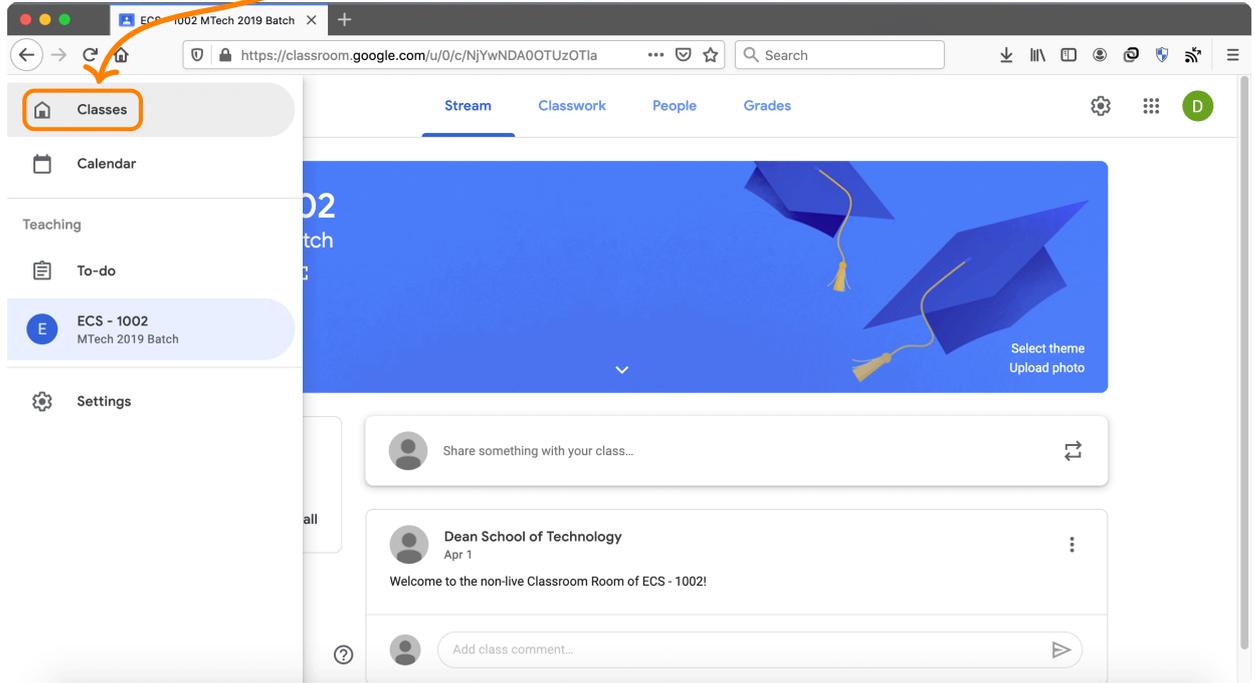
Google Classroom for Teachers
Introduction

The following snapshot shows two Classes created for non-live online teaching. We can also see the number students who join in these classes.
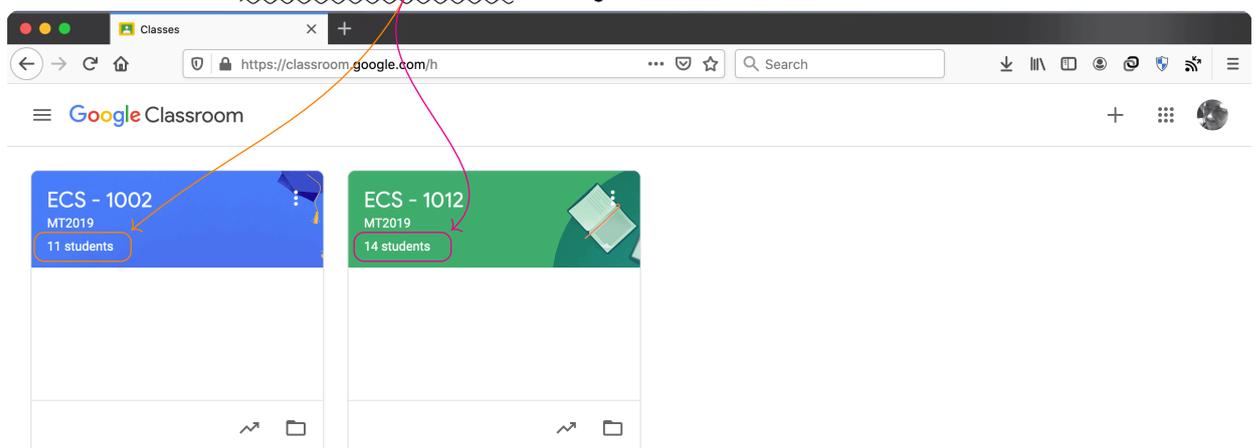
References

Annie Brock, "Google Classroom for Beginners"
https://www.youtube.com/watch?v=UxXqKhxoqYg [Accessed on April 02, 2020]

Pocketful of Primary, "Google Classroom Tips and Tricks for Teachers"
https://www.youtube.com/watch?v=qOUEP29MX58 [Accessed on April 02, 2020]

Shawn Beard, "5 Tips Every Teacher Must Know About Google Classroom"
https://www.youtube.com/watch?v=54yaGCi_onI [Accessed on April 02, 2020]

John R. Sowash, "This is how I set up my Google Classroom for remote learning (5 tips)"
https://www.youtube.com/watch?v=JbsZdzKIAWo [Accessed on April 02, 2020]

Jen Jonson, "Google Classroom Quiz Assignments and Locked Mode"
https://www.youtube.com/watch?v=m1BJcZM5kCs [Accessed on April 02, 2020]

dakinane, "Google Classroom - Mark and return assignments"
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]