Google Classroom for Teachers

Part – I An Introduction

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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.

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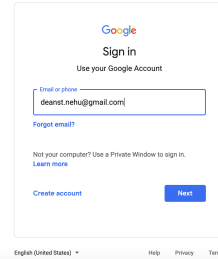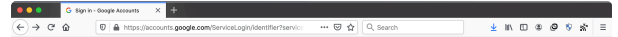**Step - 1** Open a web browser and go to https://classroom.google.com. You have to **sign in** with your Gmail account:

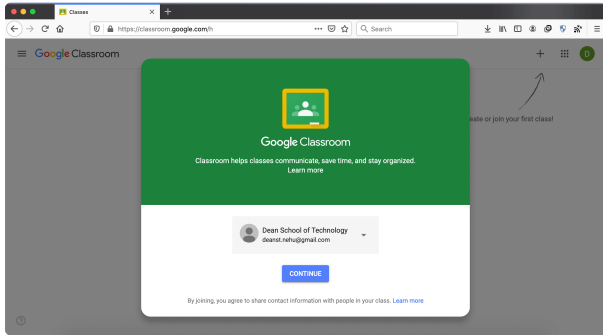## Google Classroom for Teachers
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Step - 2 After signing in, you shall see the following window. **Click** *CONTINUE* button for the next window:

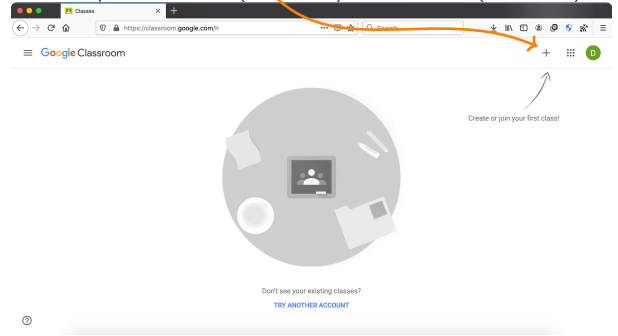## Google Classroom for Teachers
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Step - 3 On this window below, **click the plus sign** at the top right corner. Here, we shall have TWO options - Join class (*for students*) and Create class (*for teachers*).

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Step - 4 We then **click on the Create class** option.
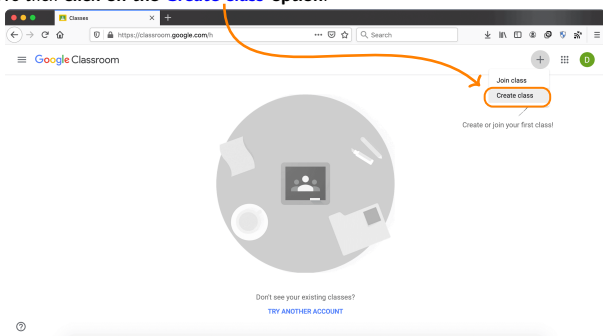
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Step - 5 Then **tick** the **check box** and **click the Continue button**.
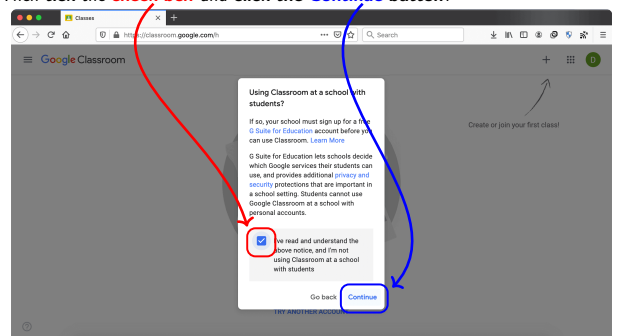
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**Step - 6** In the Create class dialogue box, **type in** the Class name, Section, Subject and Room.

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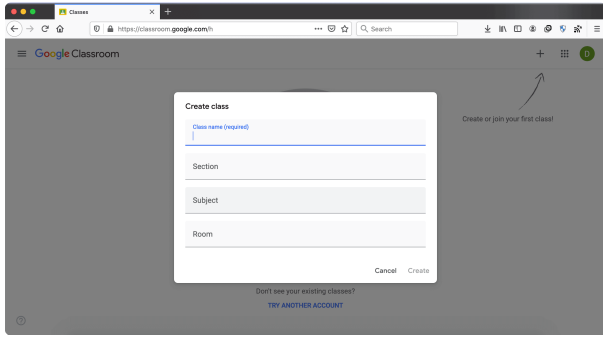
Step - 6 After that, **click the Create button** to have the first Class.

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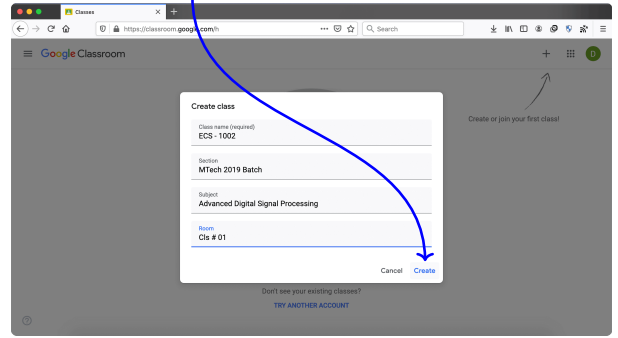
Step - 6 Below window shows the Classwork creation under process.

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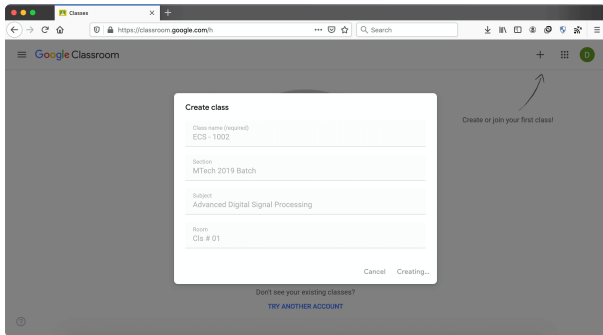
Step - 7 Now, the Classwork has been created as shown below.

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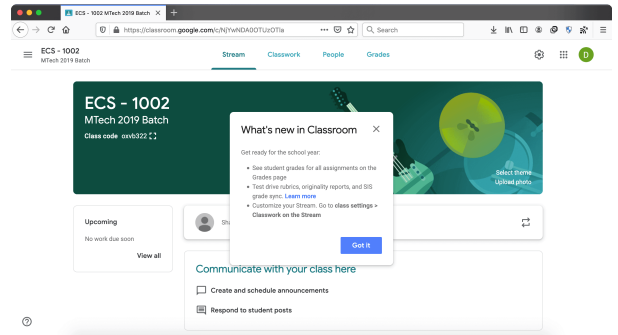
Step - 7 We can also change the theme of the Classwork by choosing the **Select theme** option on the bottom right of the graphics.

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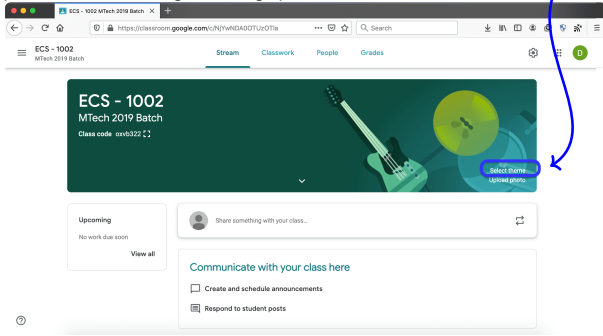
Step - 7 Varieties of themes are available here and one can pick any desired theme.

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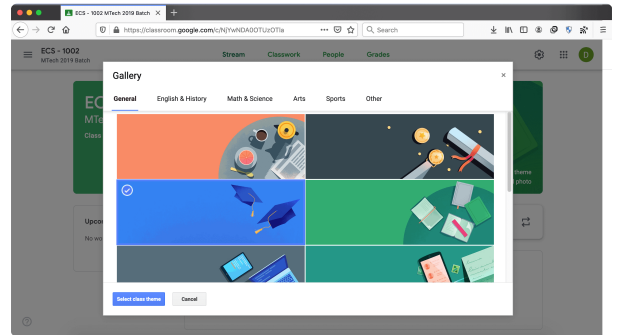
Step - 8 Now, we **can Create** announcement, Quiz assignment, Question, Material, Reuse post and Topic.

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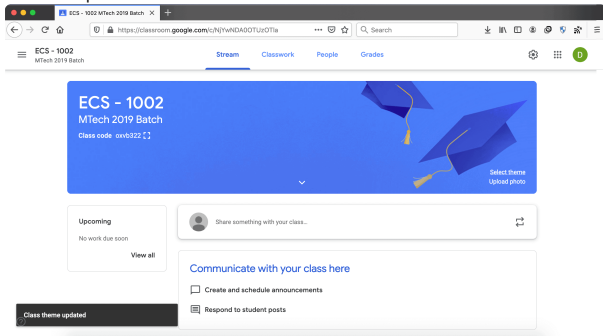
Step - 8 Let's create **an announcement** by clicking on the *Share something with your class* which is right below the theme banner.
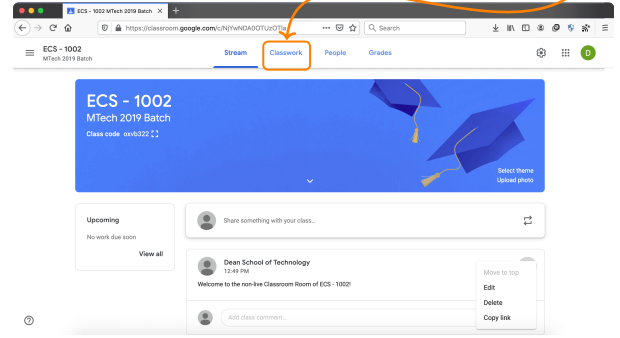
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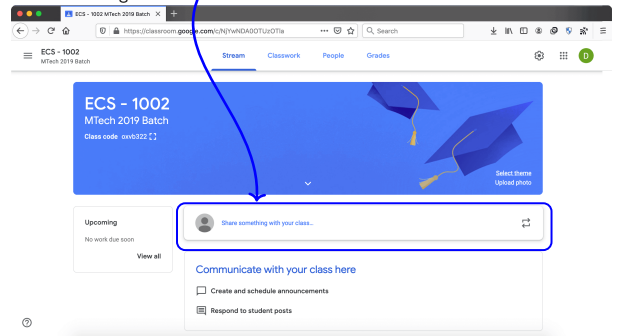
Step - 8 **Key in** *the announcement* and **click** save button. In addition, you can also add a file, share a link etc. along with this announcement.

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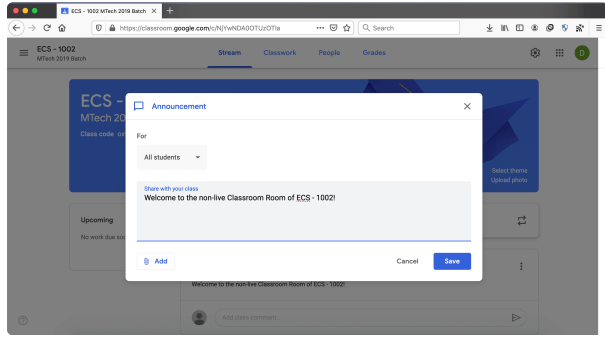
Step - 9 We can finally add a class topic in our Classwork. For that, **click** on the Classwork above the theme graphics.

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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.

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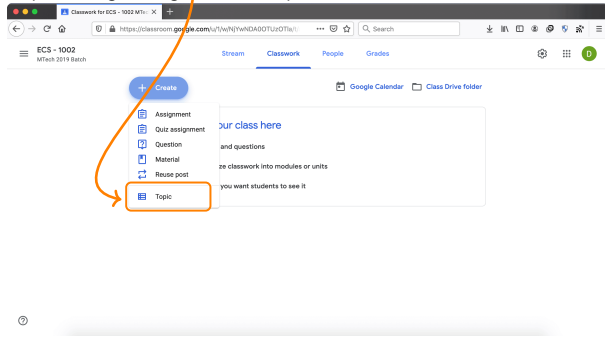
Step - 9 So, we add a **Topic** first by **clicking** on it, type the topic and then **click on the** *add button* to **create** the Topic.

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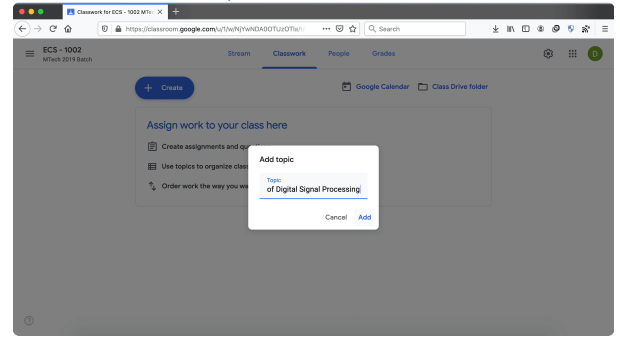
Step - 10 The first created topic in the previous step is shown below. Now, let's **add class material** by clicking again on the same **Create** button.

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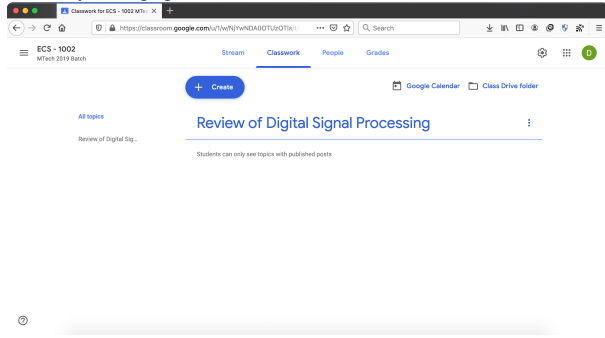
Step - 10 After that under the drop down menu of the **Create** button, we now click on the **Material** option to add or create material for students.

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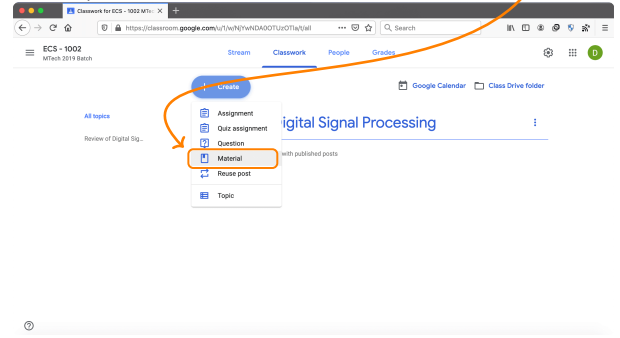
Step - 10 We have two options here to pass/give the *teaching Materials* to the students - **Add**, **Create** or **combination of the both**.

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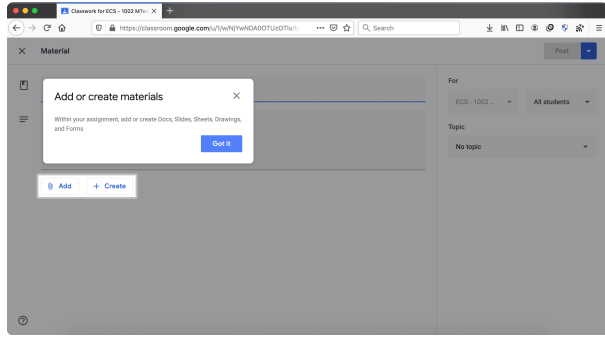
Step - 11 We can now **fill** the title of the material and *its description*. Thereafter, we can add, create (or combination of both) notes/handouts, slides, video/web links etc.
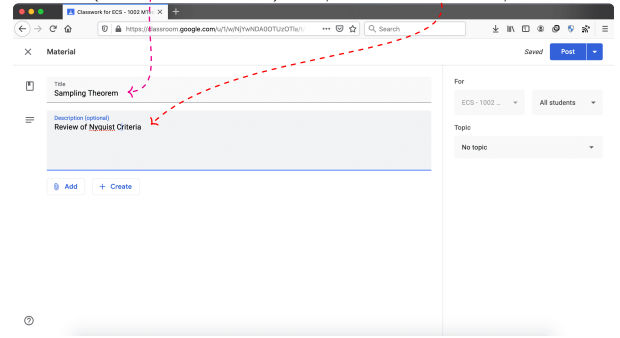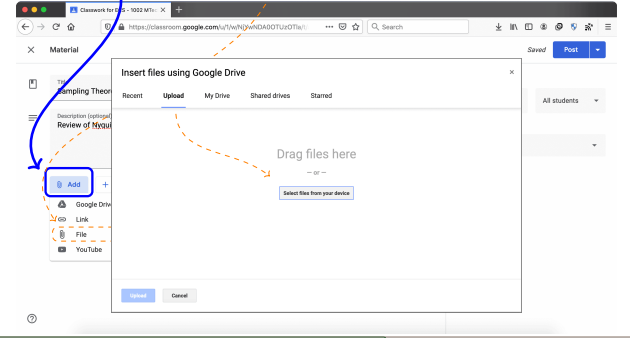
Step - 11 Under the **Add** option, we can *provide already prepared materials* by adding the same from Google Drive, though a web link, *or* upload from a laptop/pc/mobile.
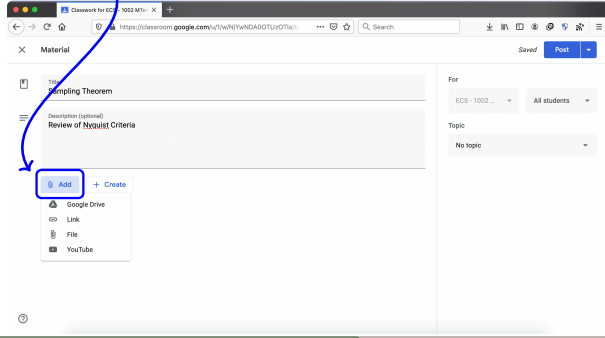
Step - 11 Under the **Add** option, we can upload, insert **or** drag and drop a selective file(s) from the mobile device/laptop/desktop PC.
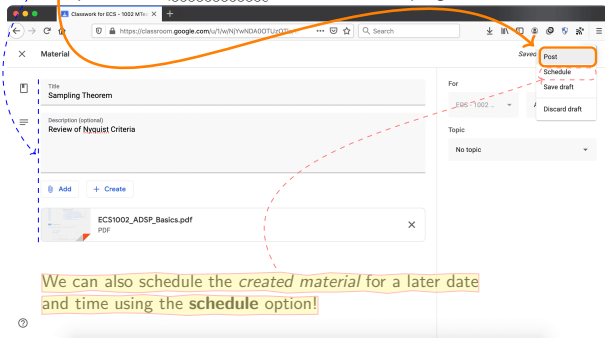
Step - 11 We can also insert a selected file directly or from one of the folders of the Google Drive under this **Add** option.
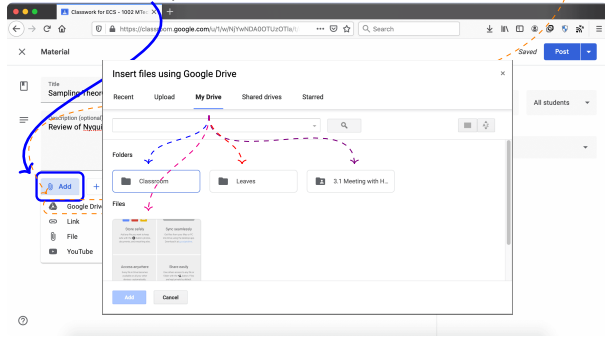
Step - 11 Supposed we don't have ready-made class handouts/notes, slides, sheets, drawings, or forms. We can **create** them directly in the Google Classroom.
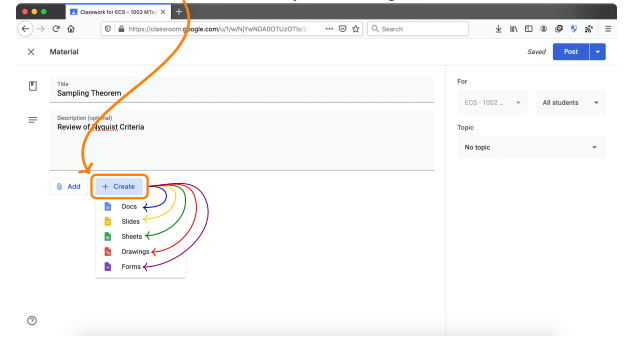
Step - 11 The **material** under the Topic has been added. We now can **post** it *by clicking the Post* option of the Post Button available on the top right corner.

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

Step - 12 We see in the snapshot below that the material is added outside the Topic (Review of Digital Signal Processing).
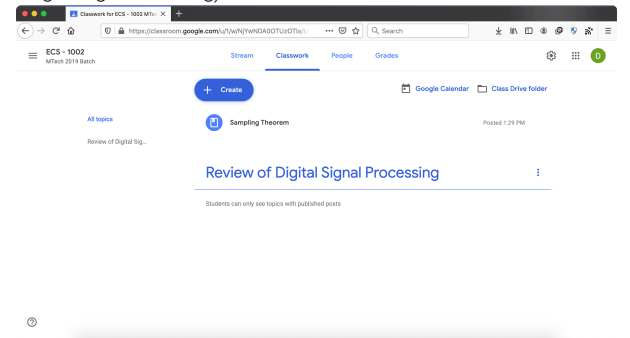
Step - 12 This material (Sampling Theorem) can be put under the Topic by using the drag and drop mouse function.
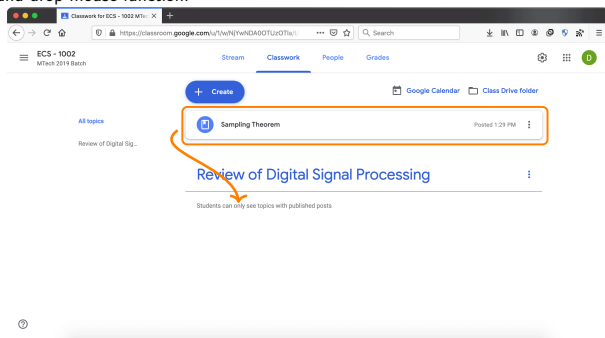
Step - 12 That is, left click the *mouse button on the material* (Sampling Theorem) and *hold*. Then drag it right below the Topic (Review of Digital …) and release the hold.

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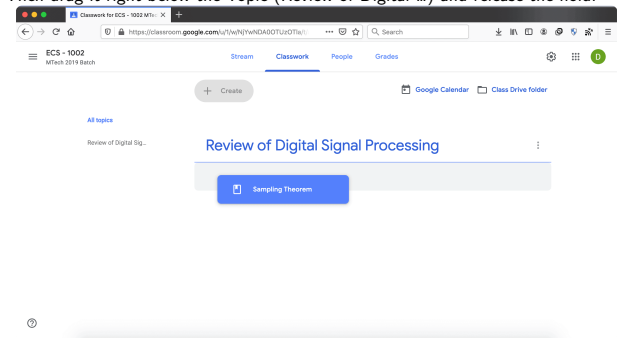
Step - 12 Now the classwork material is right below the Topic. We can also expand the material by **clicking on it** to see what's in there.

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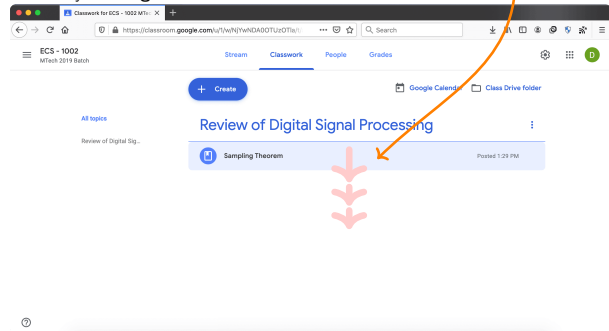
Step - 12 We finally have a completed classwork along with its material ready for the students to join in the Google Classroom.

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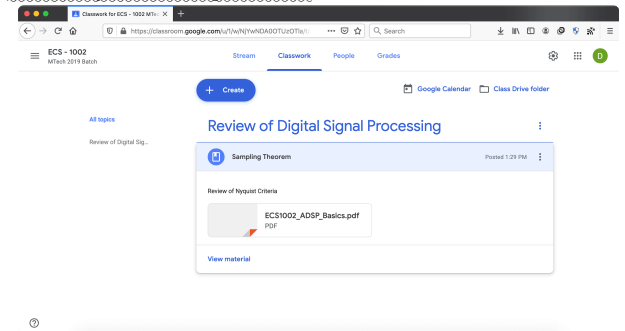
Step - 13 Once the creation of the classwork is completed, the next step is to give away the **class code** to students. To find the *class code*, we click on the **stream button**.

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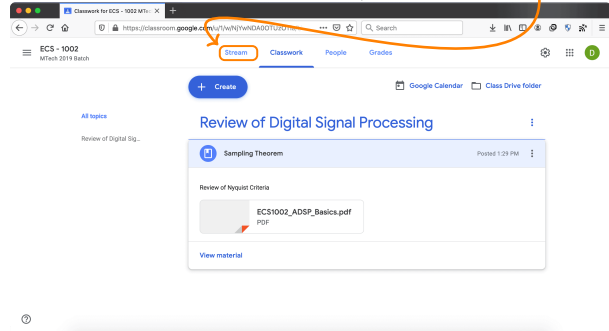
Step - 13 We then click on the **zoom in** icon to display the Class code. The Class code is specific and unique to this class/paper only.
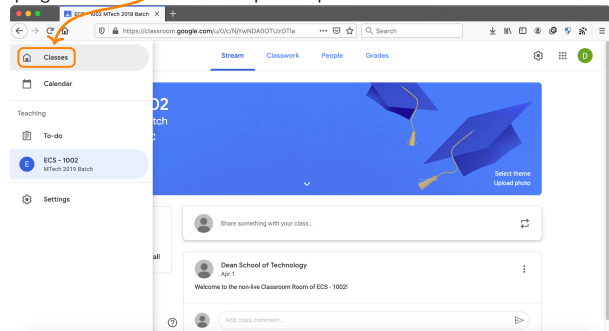
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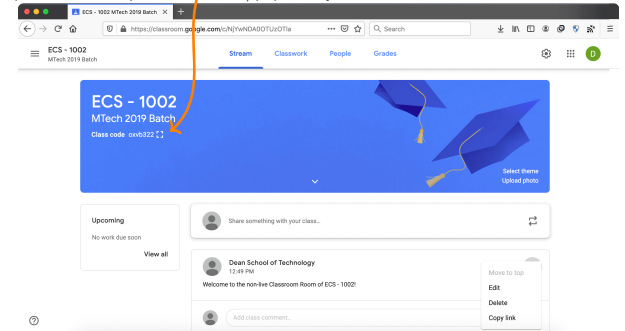
Step - 14 This code is to be shared with the students so that they get the prepared resources anytime anywhere.
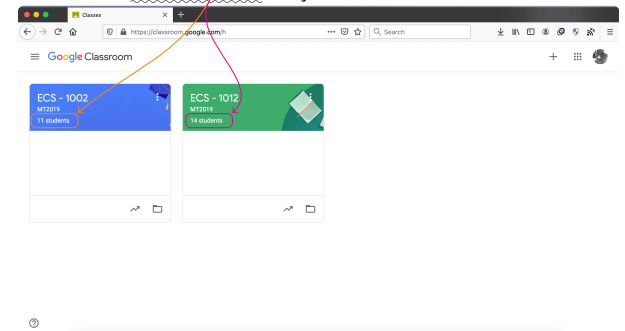
Google Classroom for Teachers
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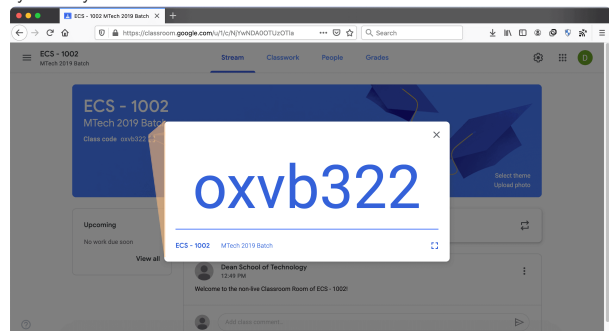
Step - 15 To **create another Class**, click on the **menu button** (these 3 horizontal lines) and *choose* **Classes**.

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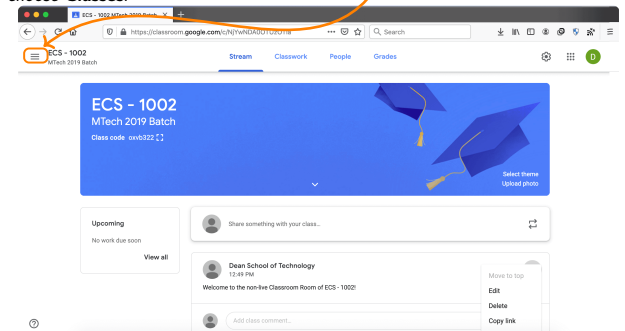
Step - 16 Now, *click* on the **Classes**. Then, as in Step – 3, we can locate the + sign on the top right corner of the screen. Repeat Step – 3 to 14 to create another class.

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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=JbsZdzKlAWo [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]