Center for Teaching and Learning

Introduction to Google Classroom

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Objectives

Google Classroom makes teaching more productive and meaningful by streamlining assignments, boosting collaboration, and fostering communication. Educators can create classes, distribute assignments, send feedback, and see everything in one place. Classroom also seamlessly integrates with other Google tools like Google Docs and Drive.

Schools and nonprofits get Classroom as a core service of G Suite for Education and G Suite for Nonprofits, which are free. Individuals with a personal Google Account can also use Classroom for free. For organizations, Classroom is an additional service in G Suite products like G Suite Enterprise or G Suite Business.

After this workshop, you should be able to:

- Create a Google Classroom
- Enroll students to your Google Classroom
- Post course documents
- Create/delete Classwork page
- Create/grade assignments
- Manage Grades
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Access Google Classroom


2. Login with your USNA Google account. Your username and password will be the same as your USNA Network username and password. The Google Classroom Home page will open.

3. Alternatively, you can log into your USNA Gmail and click on the grid icon on the upper right hand corner to bring up the list of Google apps. Click More to see more apps and click on Classroom.

Note: If you do not have a username or have forgotten your password, please contact syshelp at 3-3500, or email syshelp@usna.edu.
Create a Class

1. On the Classroom Home page, click the **Add** sign + and then click **Create Class**. (Note: if you don’t see the option to Create Class, follow these instructions.)

![Create Class Window]

2. The **Create Class** window will open

   a. Enter the **class name** (required).
   b. Click **Section** to enter a section ID, short description, grade level, or class time (optional).
   c. Click **Subject** and enter a name or click one from the list that appears when you enter text (optional).
   d. Click **Room** and enter the location for the class (optional).
   e. Click **Create**.
Enroll Students in Your Class

To enroll students in your class, you need to invite them or give them a code to join.

Invite Students or Groups of Students

1. Click the class you want to add students or a group of students to.
2. At the top, click People and then the Invite Students icon next to Students.

3. The Invite Students window will open
   a. Enter the student’s or group’s email address. As you enter text, an autocomplete list might appear.
   b. Under Search results, click a student or a group.
   c. To invite more students or groups, repeat steps a and b.
   d. Click Invite.
Give Students a Code to Join

You have multiple ways to share the code with your students:

1. Access the code from the Classroom Stream page.
   a. Click the class title to enter class
   b. On the default Stream page, you will see the class code under the class name.
   c. For a larger view, click Full screen icon next to the class code.

2. Click Settings icon on the upper right hand corner to access the class code.

Give the students the following instructions to use the code to join your class:
1. Go to classroom.google.com.
2. On the Classes page, click Add + sign and then click Join class.
3. Enter the code and click Join.
Class Google Meet, Calendar and Drive folder

Each class has its own Google Meet, Calendar and Drive folder and they can be accessed under the Classwork tab.

Share the Class Google Meet URL

If you need to share the Class Meet URL outside the Google Classroom, DO NOT share the meeting URL generated by clicking on the Meet link under the Classwork tab (Google generates different Meet URLs each time when you completely exist Google Classroom and then re-enter). Instead, follow the steps below to share the meeting URL:

1. Click on the Settings icon on the upper right hand corner in the Google Classroom.

2. Scroll down to the Meet section and click on the drop down arrow next to the Meet URL and select Copy.

3. If you plan to share the meeting URL via Google Calendar, you can copy and paste the meeting URL to the location of the meeting event.

Class Drive Folder

All student submissions and quizzes (if created automatically by going to Create>>Quiz Assignment) are stored in the Class Drive folder in your Google Drive.
Create Assignments

When you create an assignment, you can post it immediately, save a draft, or schedule it to post at a later date. After students complete and turn in their work, you can grade and return it to the students.

Classwork Page

If your class doesn’t have a Classwork page at the top of the screen, follow the instructions below to add a Classwork page.

1. Click the class title to enter class.

2. Click the Help button at the lower left hand corner and then select Add Classwork page.

3. Click ADD CLASSWORK PAGE to confirm.

Create an Assignment

When you create an assignment, you can post it immediately, save a draft, or schedule it to post at a later date. After students complete and turn in their work, you can grade and return it to the students.

1. Click the class title to enter a class.
2. At the top, click the Classwork tab
3. Click the Create icon at the top of the screen, and you will see several options:

![Create icon and options]

Assignment

After you click Create > Assignment, the following window will appear:

![Assignment window]

1. Enter the Title and Instructions for the assignment.
2. Click the **Add** button to attach files, videos or Web links to the assignment.
3. Click the **Create** button to create new Google docs, slides, sheets, drawings or forms.
4. On the right hand side, under **For**, click on the drop down arrow next to the title of class to assign this assignment to other classes, click on the drop down arrow next to **All students** to assign this assignment to a selected number of students if you wish. (by default, **All students** is checked).
5. Select a **Grade category** if you wish to weight grades by category (Note: this option will open appear if you created categories in class settings. See **Set up a grading system** under **Managing Grades** on Page 17 for details.)
6. Enter **Points, Due date** and **Topic** for the assignment.
7. Click the **Rubric** button to add a rubric to the assignment.
8. Check the **Check plagiarism (originality)** checkbox to check the student work against a database.
9. Click on the drop down arrow next to the **Assign** button on the top right hand corner to select to **Assign** it immediately, **Schedule** it to post at a later date or **Save a draft**.

**Quiz Assignment**

After you click **Create > Quiz Assignment**, the following window will appear:

1. Enter the **Title** and **Instructions** for the quiz assignment.
2. Click the **Add** button to attach quizzes (in Google Forms) saved on Google Drive, or to attach files, videos or Web links to the assignment.
3. Click the **Create** button to create new Google docs, slides, sheets, drawings or forms.
4. By default, a Blank Quiz is created for this assignment. You can either click on it to edit the blank quiz in Google form, or remove the default blank quiz and click on the Add button to attach quizzes in Google forms saved on Google Drive instead.

5. Decide whether or not to turn on Grade Importing. This will allow you to import grades from this quiz. Grade importing automatically limits each form to 1 response per user, collects email addresses, and restricts responses to users in your domain.

6. On the right hand side, under For, click on the drop down arrow next to the title of class to assign this assignment to other classes, click on the drop down arrow next to All students to assign this assignment to a selected number of students if you wish. (by default, All students is checked).

7. Select a Grade category if you wish to weight grades by category (Note: this option will open appear if you created categories in class settings. See Set up a grading system under Managing Grades on Page 17 for details.)

8. Enter Points, Due date and Topic for the quiz assignment.

9. Click the Rubric button to add a rubric to the assignment.

10. Check the Check plagiarism (originality) checkbox to check the student work against a database.

11. Click on the drop down arrow next to the Assign button on the top right hand corner to select to Assign it immediately, Schedule it to post at a later date or Save a draft.

**Question**

After you click Create > Question, the following window will appear:

1. Enter the **Question**

2. Select the question type from either a **Short answer** or **Multiple Choice** from the pull-down menu.

3. Enter **Instructions** for the question assignment.
4. Click the **Add** button to attach files, videos or Web links to the assignment.
5. Click the **Create** button to create new Google docs, slides, sheets, drawings or forms.
6. On the right hand side, under **For**, click on the drop down arrow next to the title of class to assign this assignment to other classes, click on the drop down arrow next to **All students** to assign this assignment to a selected number of students if you wish. (by default, **All students** is checked).
7. Select a **Grade category** if you wish to weight grades by category (Note: this option will open appear if you created categories in class settings. See **Set up a grading system** under **Managing Grades** on Page 17 for details.)
8. Enter **Points**, **Due date** and **Topic** for the question assignment.
9. Select whether or not **Student can reply to each other** or **Students can edit answer**.
10. Click on the drop down arrow next to the **Ask** button on the top right hand corner to **Ask** it immediately, **Schedule** it to post at a later date or **Save a draft**.

**Material**

After you click **Create > Material**, the following window will appear:

1. Enter the **Title** and **Description** for the material.
2. Click the **Add** button to attach files, videos or Web links to the assignment.
3. Click the **Create** button to create new Google docs, slides, sheets, drawings or forms.
4. On the right hand side, under **For**, click on the drop down arrow next to the title of class to assign this assignment to other classes, click on the drop down arrow next to **All students** to assign this assignment to a selected number of students if you wish. (by default, **All students** is checked).
5. Enter **Topic** for the material.
6. Click on the drop down arrow next to the **Post** button on the top right hand corner to **Post** it immediately, **Schedule** it to post at a later date or **Save a draft**.
**Topic**

After you click **Create > Topic**, the following window will appear.

1. Enter the name of the topic and click **Add**.
2. You will see the topics are listed on the left hand side of the screen. You can then drag and drop materials into different topics. This is a good way to organize your assignments and course materials.
Grade an Assignment

Access Student Submissions
1. Click the Classwork tab at the top of the screen.
2. Click on the assignment title.
3. You will see if the number of students who have and haven’t turned in their assignments.

4. You can either click on View Assignment or the number of students who have turned in the assignments to access student submissions and enter grades.
5. On the Student Work page, you can review the following details:

   a. Turned in—The number and names of students who submitted work.
   b. Assigned—The number and names of students who haven’t submitted work. If a student unsubmits work, the work is marked as Assigned.
   c. Graded—If your assignment is graded, the number and names of students you’ve graded and returned work to.
   d. Returned—If your assignment is ungraded, the number and names of students you’ve returned work to.
e. Click Turned in, Assigned, Graded, or Returned to see the students for that category.
6. To see their submission, either click a student’s name on the left or click the thumbnail of the file that the student has submitted.

Grade Student Submissions
You can enter grades and give your students personalized feedback with the Classroom grading tool. You can review assignments of any file type and switch seamlessly between student work. You can also add margin comments and feedback, and grade and return work.

Grade student assignment submitted as a Google doc
When student submits a Google doc, you can add comments and insert/delete/highlight text directly on the document.

Grade student assignment submitted as a Word doc or a PDF file
When student submits a Word document or a PDF file, you will see the option to Open with Google Docs and then edit it in Google docs and the changes will be automatically saved back to the Word document or the PDF file.
Application Launcher
Use Application Launcher to open and markup student file submissions directly from your browser in compatible applications installed on your computer. For example, open/markup Word doc submission in MS Word, or open/markup PDF file submission in Adobe Acrobat Reader.
1. Download and Install File Stream (Also available from the Software Center)
2. Install the Application Launcher for Drive Extension
3. You will then see the option to open student submission in a local application installed on your computer and edit it there. For example, you can choose to open the student submission in Adobe Acrobat Reader, mark it up there and save it right back to Google Drive. The marked-up file is automatically shared with the student.

Download Student Grades
You can click on the Settings icon to download student grades for all assignments or for this specific assignment into a Google sheet or as CSV.
Grade a Quiz Assignment

Access and Grade Student Answers
1. Click the Classwork tab at the top of the screen.
2. Click on the assignment title.
3. You will see if the number of students who have and haven’t turned in their quiz assignments.
4. You can either click on View Assignment or the number of students who have turned in the assignments to access the quiz form and enter grades.
5. On the Student Work page, click on the quiz title to enter the quiz form.

6. Click on the Edit icon on the lower right hand corner to edit the quiz form and access submissions.

7. Click on the Responses tab and then Individual tab to access and grade individual student’s answers.
Import Grades
Once you’ve graded student submissions in Google form, go back to the Student Work page and click Import Grades to import all the grades back Google classroom. (Note: Grade importing automatically limits each form to 1 response per user, collects email addresses, and restricts responses to users in your domain. If the form settings do not meet the requirements, then the Import Grades button will be grayed out. Importing grades will overwrite the current grades in Classroom).

Click Return to return the work to the students. Students will be notified and can check any grades you’ve left. Scores will also be released for students to view in Forms.

Download Student Grades
You can click on the Settings icon to download student grades for all assignments or for this specific assignment into a Google sheet or as CSV.
Manage Grades

Set up a Grading System
For your grading system, you can choose Total points or Weighted by category grading. In both, grades are calculated for you, and you can let students see their overall grade.

1. Click your class title to enter your class.
2. Click the Settings icon and it will take you to the Class Setting page.
3. Next to Grade calculation, select one:
   a. No overall grade—Grades aren’t calculated for students. Students can’t see an overall grade.
   b. Total points—Divides total points earned by total points possible. You can let students see an overall grade.
   c. Weighted by category—Adds the scores across categories. You can let students see an overall grade.
   d. (Optional) To make the overall grade visible to students on their profile page, click Show. Note: This option isn’t available when grade calculation is set to No overall grade.

Create Grade Categories
1. On the Class Setting page, under Grade categories, click Add Grade Category.
2. Enter a grade category
3. Under Percentage, enter a whole number.
Add a Grade Category to an Assignment

1. Click your class title to enter your class.
2. Click Classwork across the top of the screen.
   - To add a grade category to an existing assignment, next to the assignment, click More> Edit.
   - Click on the drop down arrow under Grade category and select a category.
3. Alternatively, you can assign grade category to an assignment under the Grades tab.
   - Click the Grades tab across the top of the screen.
• Click **More>Edit** next to an assignment title.

![Google Classroom screenshot](image)

• Click on the drop down arrow under **Grade category** and select a category.
• Grades will then be auto calculated if you have selected **Weighted by category** option.

**Return Student Work**

Make sure to return all graded student work in order for the grades to be counted towards the overall grade.

**Return individual student work**

You can return the student work while grading it. See instructions above on page 16. Alternatively, you can return the student work under the **Grades** tab. If a graded student work hasn’t been returned, a note **Draft** will appear under the grade for that assignment. You can click on the three dots next to the grade and select **Return** to return the work.

![Google Classroom screenshot](image)

**Return all student work for an assignment**

You can return all student work for an assignment by viewing the assignment, check the checkbox for all students and click the **Return** button.
Alternatively, you can return all student work for an assignment under the Grades tab by clicking on the three dots next to the assignment title and select Return all.

Download Grades
To download all grades:
1. Click on the Classwork tab and select to view a graded assignment. Y
2. Click on the Settings icon on the upper right hand corner to download student grades for all assignments or for this specific assignment into a Google sheet or as CSV.