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

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.
Create and Grade 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:

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

Add files, videos or Web links
1. Enter the **Title** and **Instructions** for the assignment.
2. Enter **Points**, **Due date** and **Topic** for the assignment.
3. Attached a file, video or Web link to the assignment.
4. 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. Enter **Points**, **Due date** and **Topic** for the quiz assignment.
3. Click on the **Blank Quiz** link to create a quiz for this assignment using **Google Form**.
4. 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.
5. Attached a file, video or Web link to the quiz assignment.
6. 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 and Instructions for the question assignment.
2. Enter Points, Due date and Topic for the question assignment.
3. Select the question type from either a Short answer or Multiple Choice from the pull-down menu.
4. Select whether or not Student can reply to each other or Students can edit answer.
5. Attached a file, video or Web link to the question assignment
6. Select 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. Enter **Topic** for the material.
3. Attached a file, video or Web link to the question assignment
4. Select 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**.

![Add topic](image)

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

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 un submits 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.

7. 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.

Return assignment to student
Highlight text and add comments
Enter grades and private comments
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 upper 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.

Download Student Grades
You can click on the Settings icon to download student grades 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**.

![Lesson One](image)

• To add a grade category to a new assignment, create an assignment and click on the drop down arrow next **Grade category** and select a category.

![New Assignment](image)

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.

![Grades Tab](image)

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