

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:

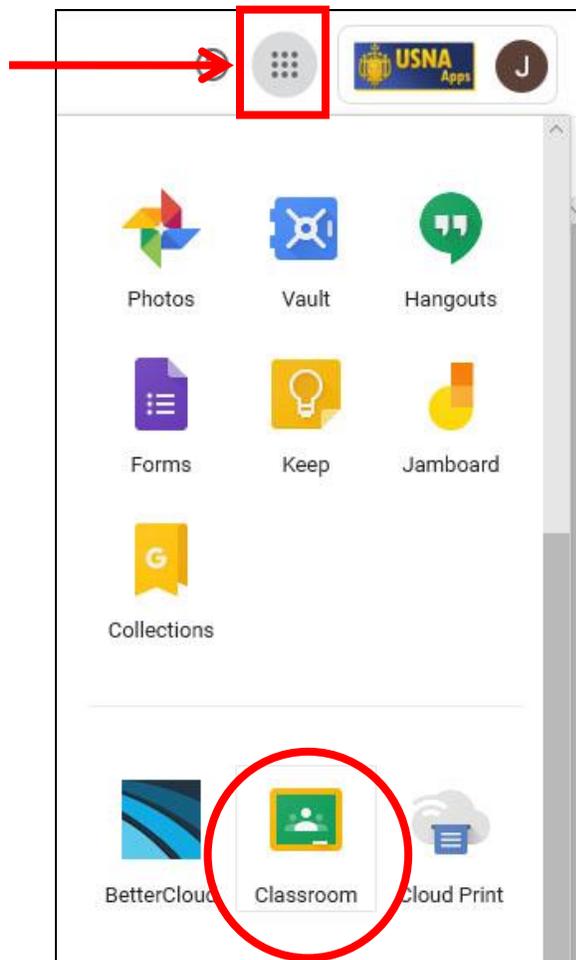
- Create a Google Classroom
- Enroll students to your Google Classroom
- Post course documents
- Create/delete Classwork page
- Create/grade assignments
- Manage Grades

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Access Google Classroom

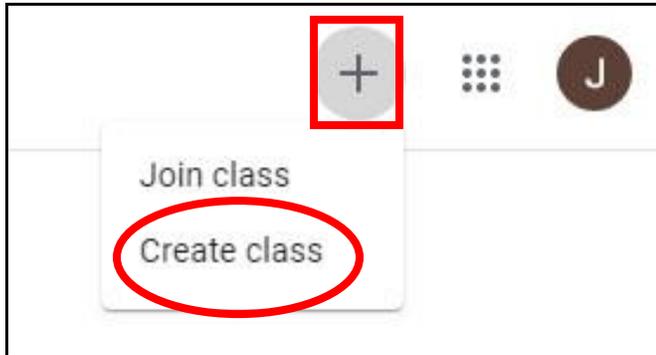
1. Open up a web browser and go to <http://classroom.google.com>.
2. Login with your USNA Google account. Your username and password will be the same as your USNA Network username and password. The Google Classroom Home page will open.
3. Alternatively, you can log into your USNA Gmail and click on the 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**.



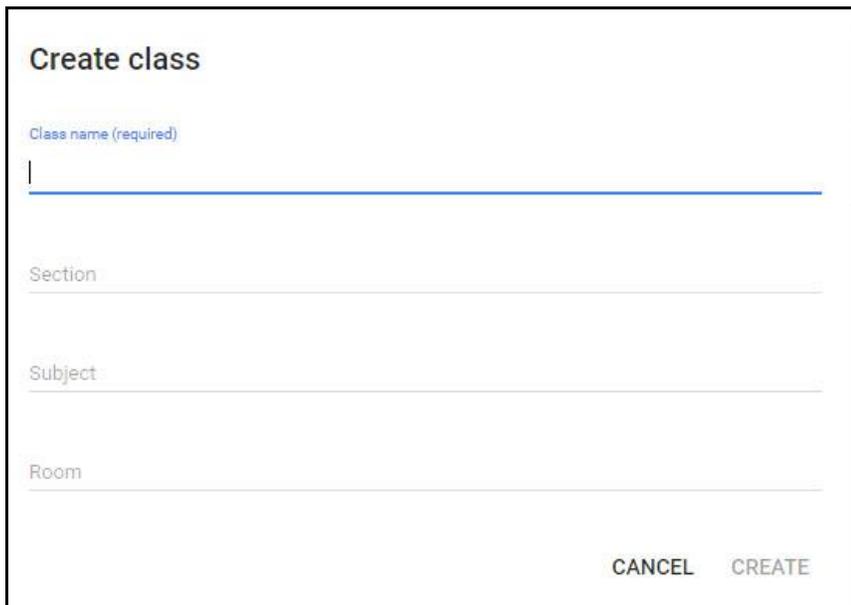
Note: If you do not have a username or have forgotten your password, please contact syshelp at 3-3500, or email syshelp@usna.edu.

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](#).)



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.

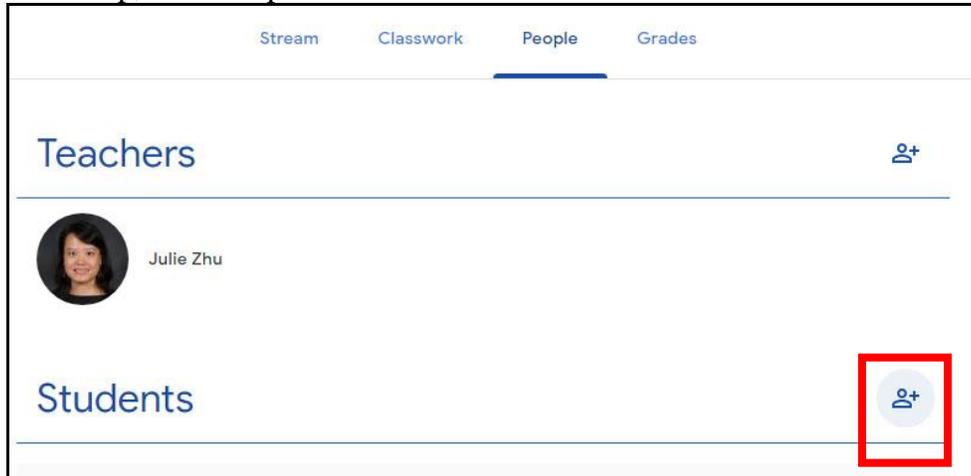
A screenshot of the 'Create class' form. The form has a title 'Create class' at the top. Below the title, there are four input fields: 'Class name (required)', 'Section', 'Subject', and 'Room'. Each field has a horizontal line for text entry. At the bottom right of the form, there are two buttons: 'CANCEL' and 'CREATE'.

Enroll Students in Your Class

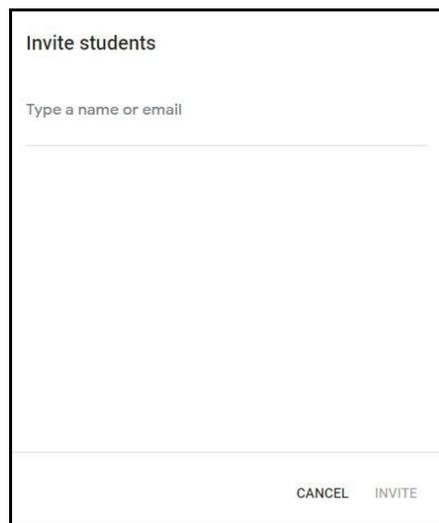
To enroll students in your class, you need to invite them or give them a code to join.

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.



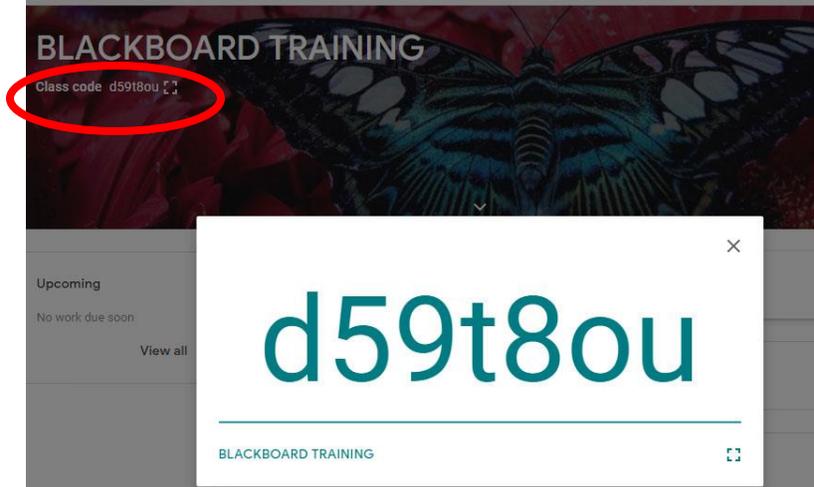
3. The **Invite Students** window will open
 - a. Enter the student's or group's email address. As you enter text, an autocomplete list might appear.
 - b. Under Search results, click a student or a group.
 - c. To invite more students or groups, repeat steps a and b.
 - d. Click **Invite**.

A screenshot of a dialog box titled 'Invite students'. It contains a text input field with the placeholder text 'Type a name or email'. At the bottom of the dialog, there are two buttons: 'CANCEL' and 'INVITE'.

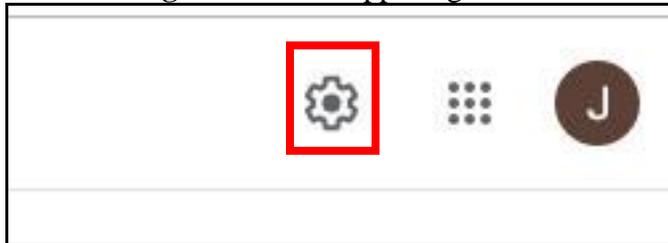
Give Students a Code to Join

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.

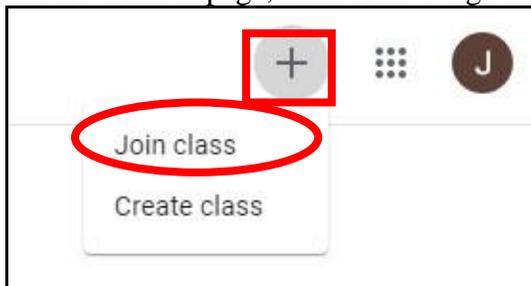


2. Click **Settings** icon on the upper right hand corner to access the class code.



Give the students the following instructions to use the code to join your class:

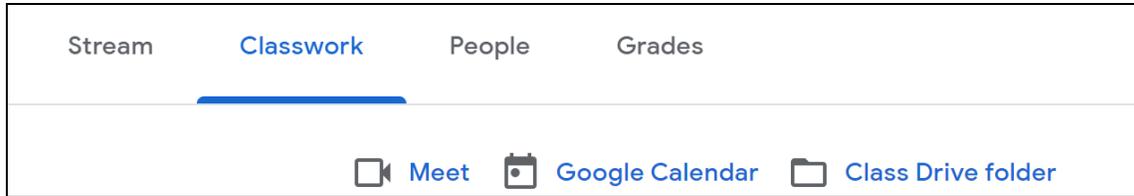
1. Go to classroom.google.com.
2. On the **Classes** page, click **Add +** sign and then click **Join class**.



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.



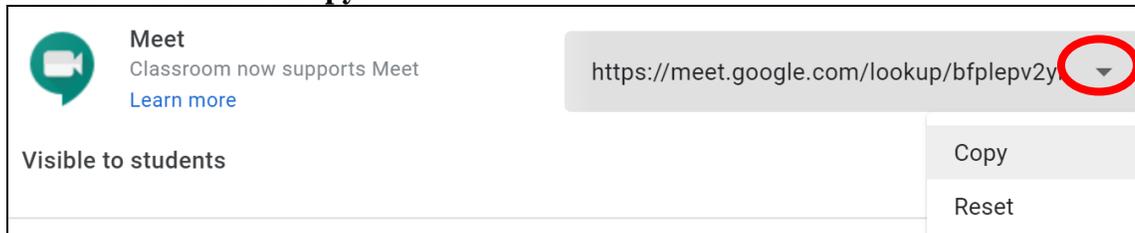
Share the Class Google Meet URL

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 exit 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.



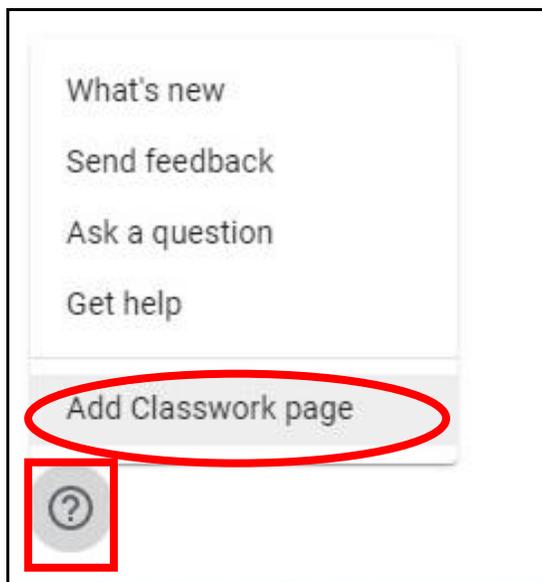
Create Assignments

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.

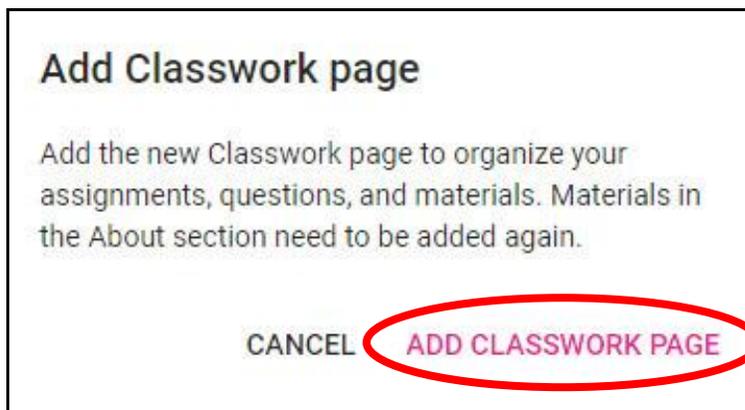
Classwork Page

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**.



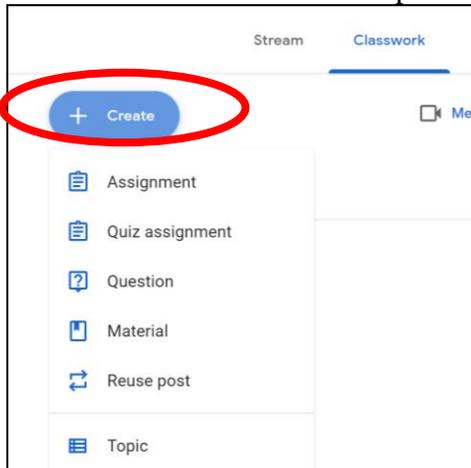
3. Click **ADD CLASSWORK PAGE** to confirm.



Create an Assignment

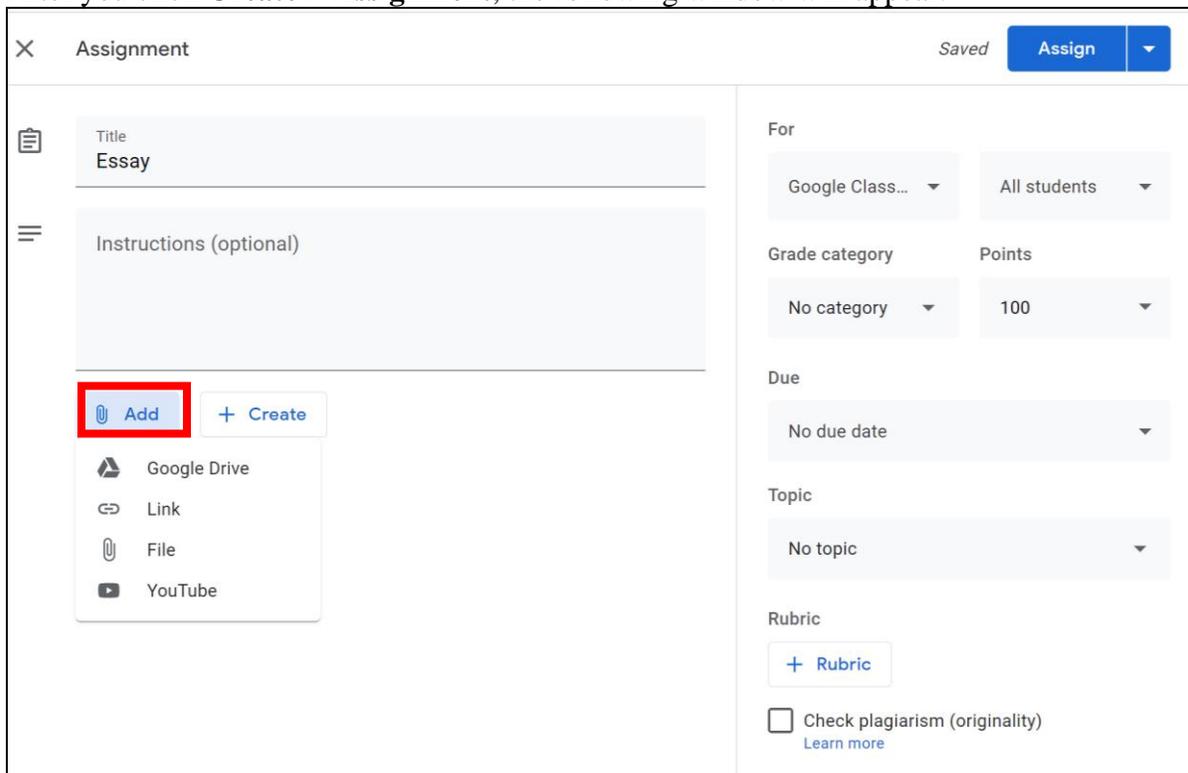
When you create an assignment, you can post it immediately, save a draft, or schedule it to post at a later date. After students complete and turn in their work, you can grade and return it to the students.

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:



Assignment

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

A screenshot of the 'Assignment' creation form. The form is titled 'Assignment' and has a 'Saved' status and an 'Assign' button. The form is divided into two main sections. The left section contains a 'Title' field with the text 'Essay' and an 'Instructions (optional)' text area. Below these fields are two buttons: 'Add' (with a paperclip icon) and '+ Create'. The 'Add' button is highlighted with a red box. Below the 'Add' button is a list of options: 'Google Drive', 'Link', 'File', and 'YouTube'. The right section contains several dropdown menus: 'For' (with 'Google Class...' and 'All students' options), 'Grade category' (with 'No category' option), 'Points' (with '100' option), 'Due' (with 'No due date' option), and 'Topic' (with 'No topic' option). Below these dropdowns are a '+ Rubric' button and a checkbox for 'Check plagiarism (originality)' with a 'Learn more' link.

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:

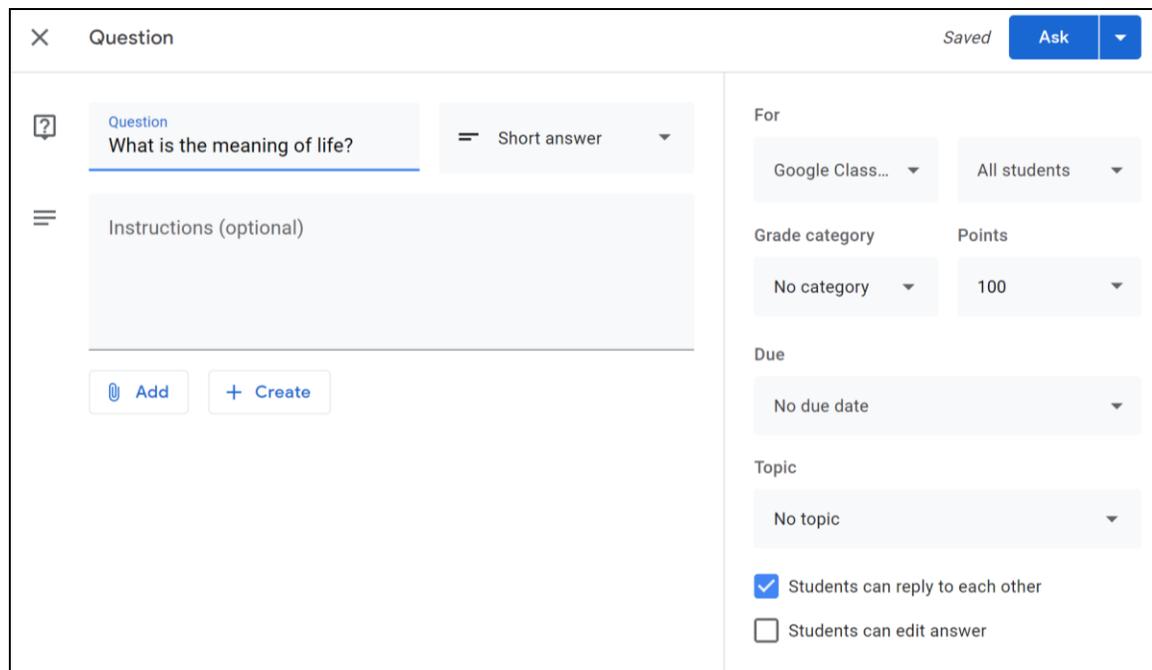
The screenshot shows the 'Assignment' creation interface in Google Classroom. The window title is 'Assignment' with a close button (X) on the left and 'Saved' and an 'Assign' button with a dropdown arrow on the right. The main content area is split into two columns. The left column contains a 'Title' field with the text 'Quiz', an 'Instructions (optional)' text area, and two buttons: 'Add' (with a paperclip icon) and '+ Create'. Below these is a preview card for a 'Blank Quiz' from Google Forms, with a close button (X). At the bottom of the left column, there is a note about grade importing and a toggle switch for 'Grade importing' which is currently turned on. The right column contains settings for the assignment: 'For' (Google Class... and All students), 'Grade category' (No category) and 'Points' (100), 'Due' (No due date), 'Topic' (No topic), and 'Rubric' (+ Rubric). At the bottom of the right column, there is a checkbox for 'Check plagiarism (originality)' with a 'Learn more' link.

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

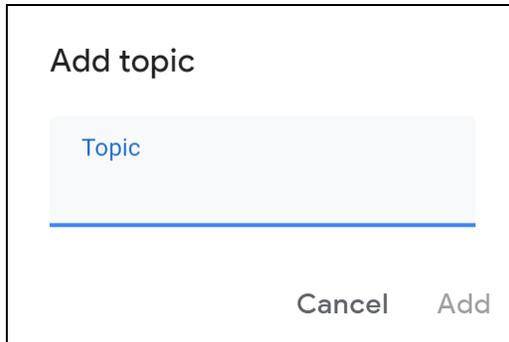
After you click **Create > Material**, the following window will appear:

The screenshot shows a 'Material' creation interface. At the top right, there are 'Saved' and 'Post' buttons. The main area is divided into two sections. The left section contains a 'Title' field with the text 'Notes', a 'Description (optional)' field, and two buttons: 'Add' (with a paperclip icon) and '+ Create'. The right section contains three dropdown menus: 'For' (with 'Google Class...' selected), 'All students' (with a dropdown arrow), and 'Topic' (with 'No topic' selected).

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**.

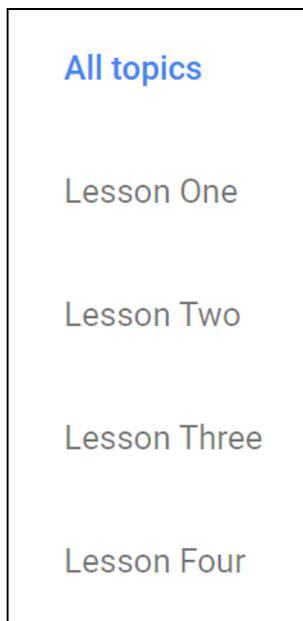
Topic

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



The screenshot shows a dialog box titled "Add topic". It features a text input field with the placeholder text "Topic" in blue. Below the input field, there are two buttons: "Cancel" and "Add".

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.

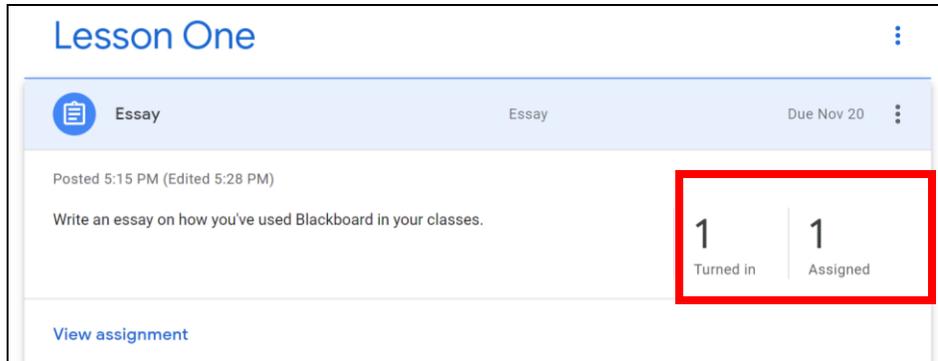


The screenshot shows a vertical list of topics. At the top, "All topics" is highlighted in blue. Below it, the following topics are listed in a standard grey font: "Lesson One", "Lesson Two", "Lesson Three", and "Lesson Four".

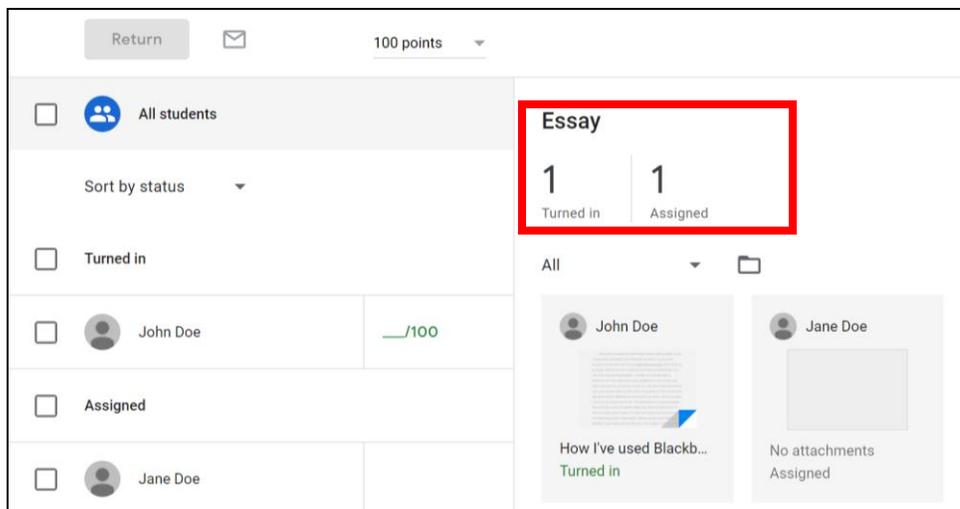
Grade an Assignment

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.

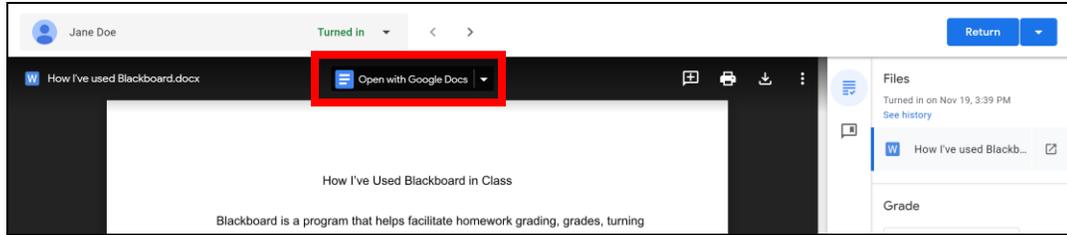
Grade student assignment submitted as a Google doc

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

The screenshot shows a Blackboard Classroom interface for grading a student's submission. The document is titled "How I've Used Blackboard in Class" and contains text about using Blackboard. The interface includes a toolbar at the top with a score of 95/100 and a "Return" button. A "Comment Bank" is visible on the right side of the document. Three red boxes highlight specific features: a box around the text "From there, there will be a login into Blackboard" with an arrow pointing to a label "Insert/delete/highlight text"; a box around a comment icon with an arrow pointing to a label "Highlight text and add comments"; and a box around the "Grade" and "Private comments" sections with an arrow pointing to a label "Enter grades and private comments". A separate box at the top right with an arrow pointing to the "Return" button is labeled "Return assignment to student".

Grade student assignment submitted as a Word doc or a PDF file

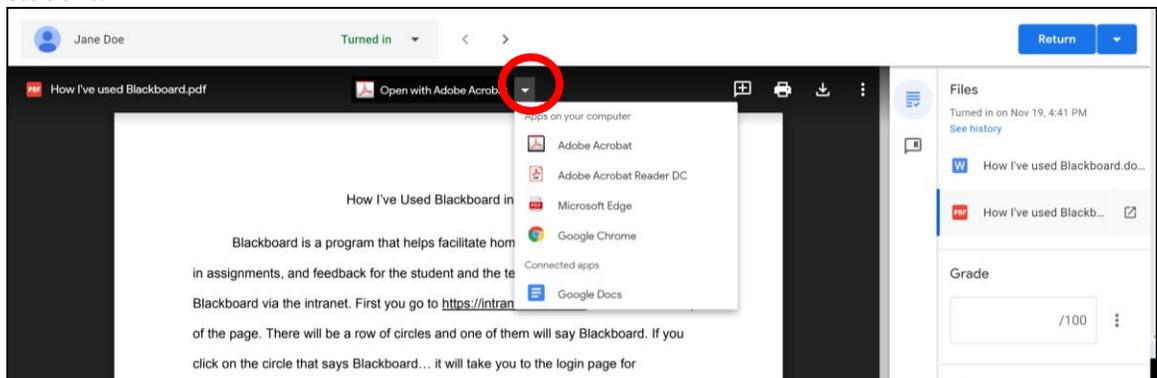
When student submits a Word document or a PDF file, you will see the option to **Open with Google Docs** and then edit it in Google docs and the changes will be automatically saved back to the Word document or the PDF file.



Application Launcher

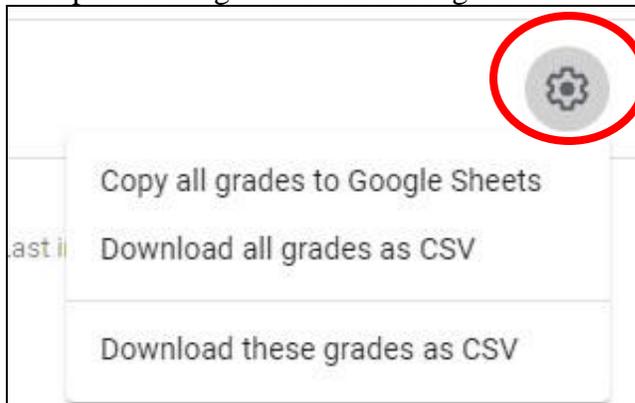
Use Application Launcher to open and markup student file submissions directly from your browser in compatible applications installed on your computer. For example, open/markup Word doc submission in MS Word, or open/markup PDF file submission in Adobe Acrobat Reader.

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

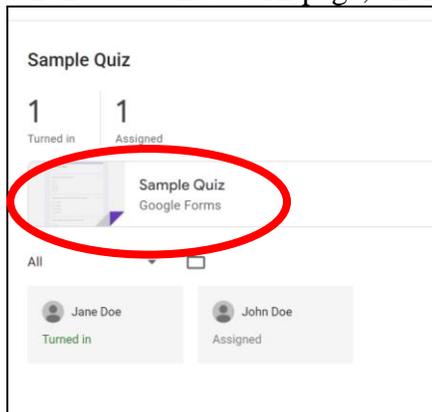
You can click on the **Settings** icon to download student grades for all assignments or for this specific assignment into a Google sheet or as CSV.



Grade a Quiz Assignment

Access and Grade Student Answers

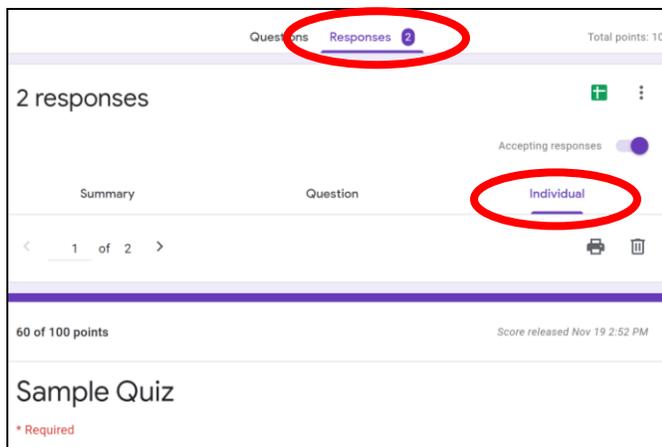
1. Click the **Classwork** tab at the top of the screen.
2. Click on the assignment title.
3. You will see if the number of students who have and haven't turned in their quiz assignments.
4. You can either click on **View Assignment** or the number of students who have turned in the assignments to access 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.

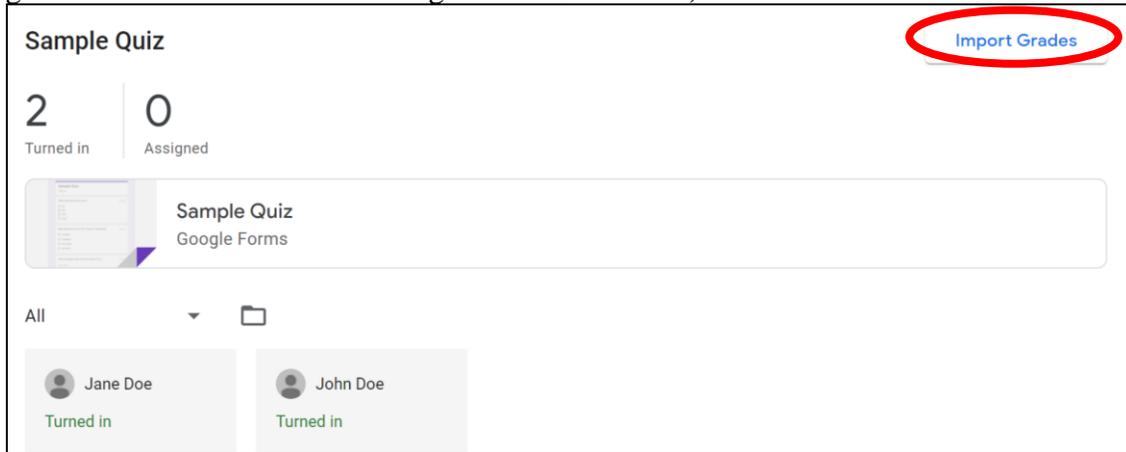


7. Click on the **Responses** tab and then **Individual** tab to access and grade individual student's answers.

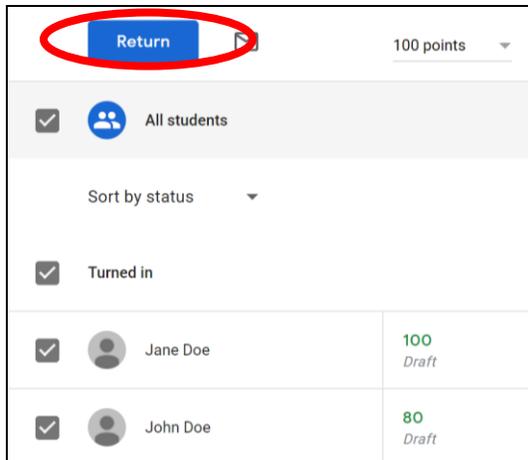


Import Grades

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).

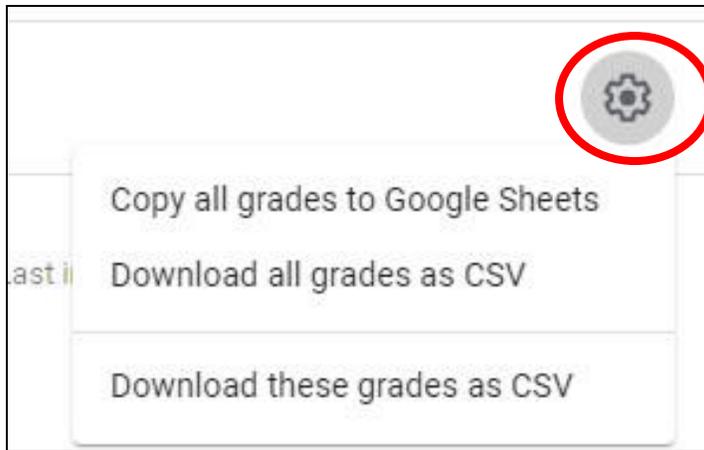


Click **Return** to return the work to the students. Students will be notified and can check any grades you've left. Scores will also be released for students to view in Forms.



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.



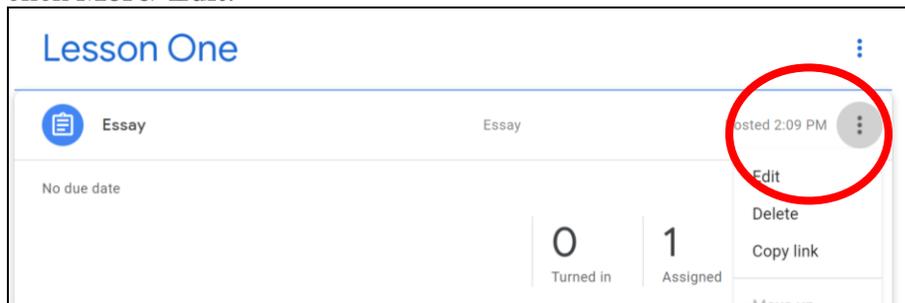
Create Grade Categories

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.

Grade categories		
Grade categories must add up to 100%		
Grade category	Percentage	
Quiz	50%	✕
Essay	30%	✕
Question	20%	✕
Remaining		0%
Add grade category		

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.

For	
All students	▼
Grade category	Points
No category	100
▼	▼

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.

The screenshot shows the 'Grades' tab in Google Classroom. At the top, there are tabs for 'Stream', 'Classwork', 'People', and 'Grades'. Below these are columns for assignments: 'Tomorrow Essay', 'Nov 24 Sample Quiz', and 'No due date What is'. A red circle highlights the three-dot menu for the 'What is' assignment, which has opened to show options: 'Edit', 'Delete', and 'Return all'. Below the assignment columns is a table with columns for 'Sort by last name', 'Overall grade', and student names: 'Jane Doe' and 'John Doe'. Each student row shows their overall grade and scores for each assignment.

Sort by last name	Overall grade	Tomorrow Essay	Nov 24 Sample Quiz	No due date What is
Class average	92.82%	95	90	
Jane Doe	100%	100	100	___/100
John Doe	85.63%	95	80	___/100

- 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

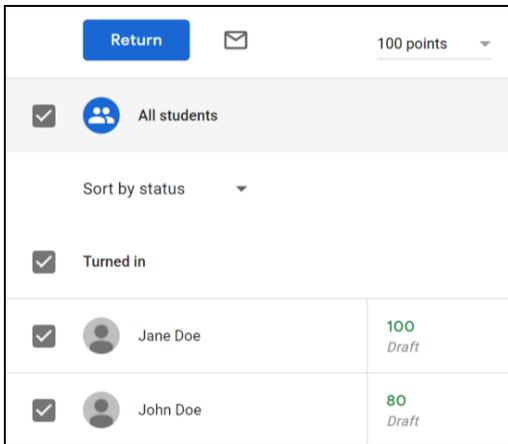
You can return the student work while grading it. See instructions above on page 16. Alternatively, you can return the student work under the **Grades** tab. If a graded student work hasn't been returned, a note **Draft** will appear under the grade for that assignment. You can click on the three dots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

The screenshot shows the 'Grades' tab in Google Classroom. It features the same assignment columns as the previous screenshot. The table below shows the overall grade for 'Jane Doe' at 100% and 'John Doe' at 80%. A red circle highlights the '95/100 Draft' grade for John Doe under the 'Nov 24 Sample Quiz' column, with a dropdown menu open showing 'Return' and 'View submission' options.

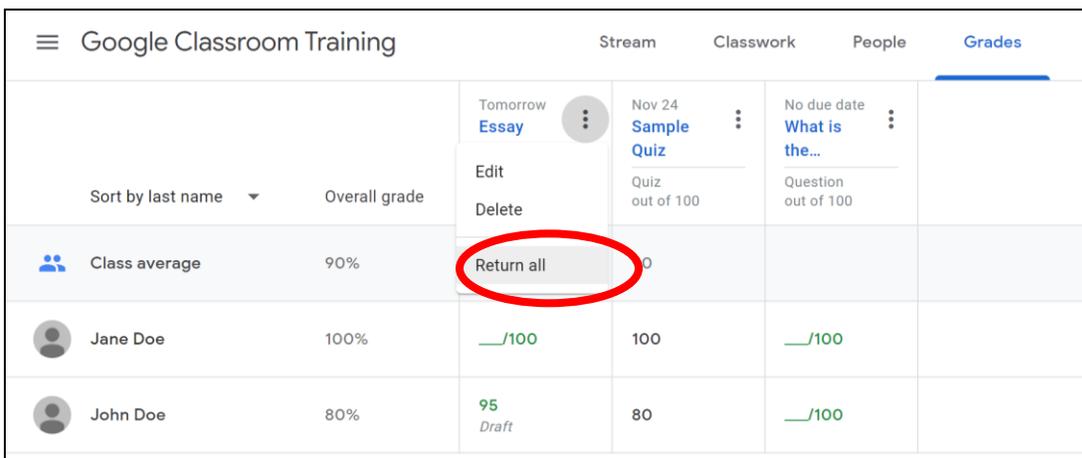
Sort by last name	Overall grade	Tomorrow Essay	Nov 24 Sample Quiz	No due date What is
Class average	90%		90	
Jane Doe	100%	___/100	100	___/100
John Doe	80%	95/100 Draft	80	___/100

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.

