

Using Google Classroom: A Teacher's Guide



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Getting Started

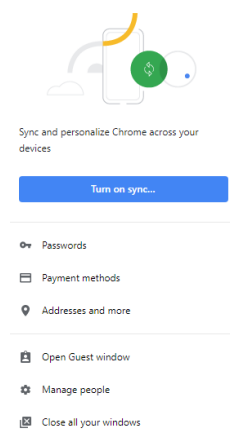
Open up Google Chrome.



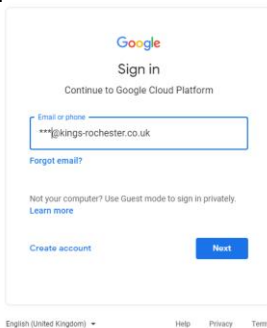
Click on the person in the top left-hand side of the screen.



Click on 'Turn on sync...'



Enter your school email address, enter your password and follow the onscreen instructions on how to turn on sync. By doing this, your Google Chrome layout and preferences will be the same on any school computer you use.



Go to <https://classroom.google.com/>.

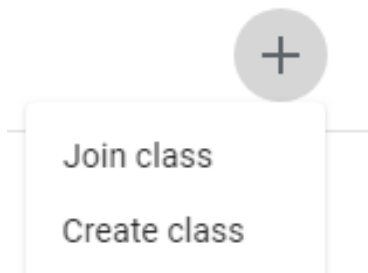
You are now logged in to Google Classroom.

Creating Classes

Click on the + in the top right-hand corner of the screen.



Click on 'Create class' from the drop-down list.

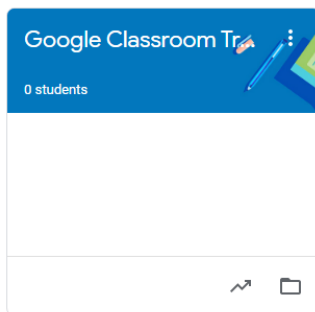


Fill in the class details and then click on 'Create'. In the 'Section' box, type **Preparatory School** or **Senior School**.

Create class

Cancel Create

Your newly created class will then appear on your Google Classroom homepage.



To prevent pupils from posting on Google Classroom, click on the 'Settings cog'



Click on the drop-down arrow next to 'Students can post and comment'.

General

Class code 87x5pq ▾

Stream Students can post and comment ▾

Classwork on the stream Show condensed notifications ▾

Show deleted items
Only teachers can view deleted items.

Guardian summaries
[See example](#)

Select 'Only teachers can post or comment'.

General

Class code 87x5pq ▾

Stream

Students can post and comment

Students can only comment

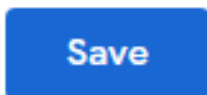
Only teachers can post or comment

Classwork on the stream

Show deleted items
Only teachers can view deleted items.

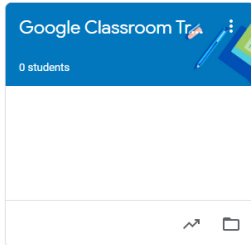
Guardian summaries
[See example](#)


Then click on 'Save'.

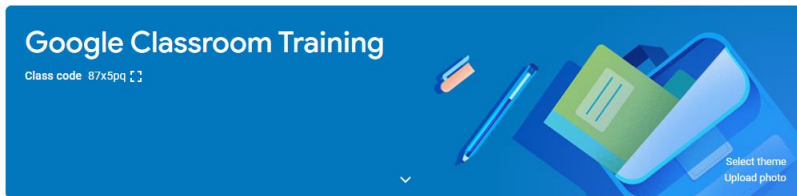


Adding Pupils

Click on a class name.



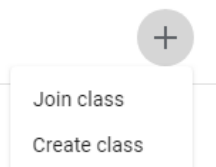
The class code is displayed on the banner at the top of the class page. To make the code bigger, click on the  icon.



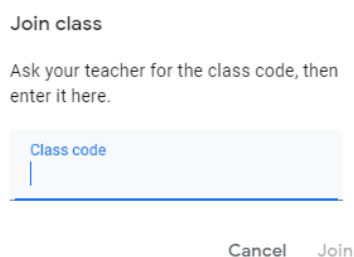
On their iPads or computers, pupils should open the Google Classroom app and tap on the + in the top right-hand corner of the screen.



Then tap on 'Join class' from the drop-down list.

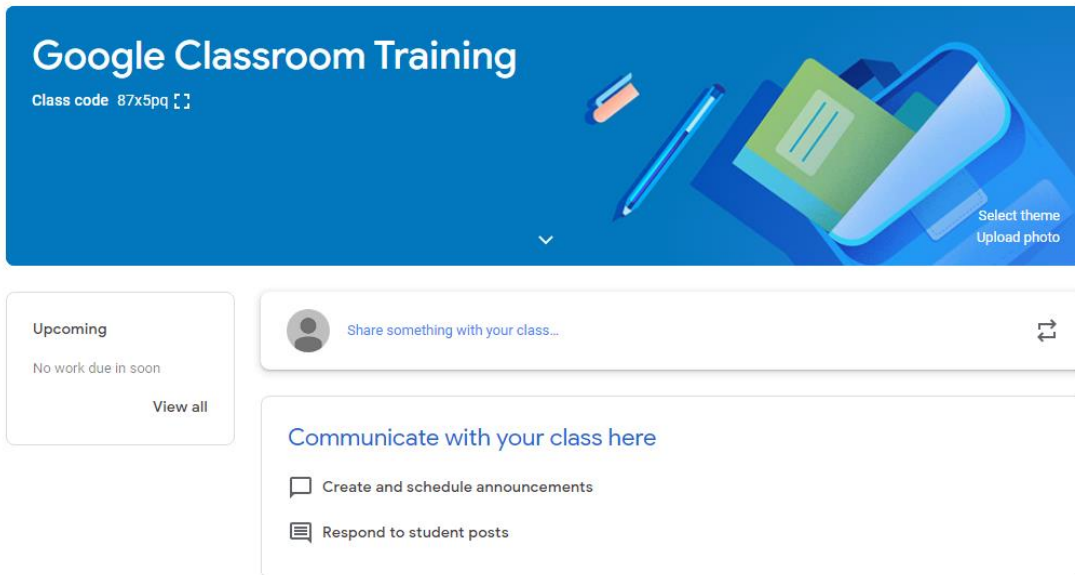


Then enter your class code and tap 'Join'.

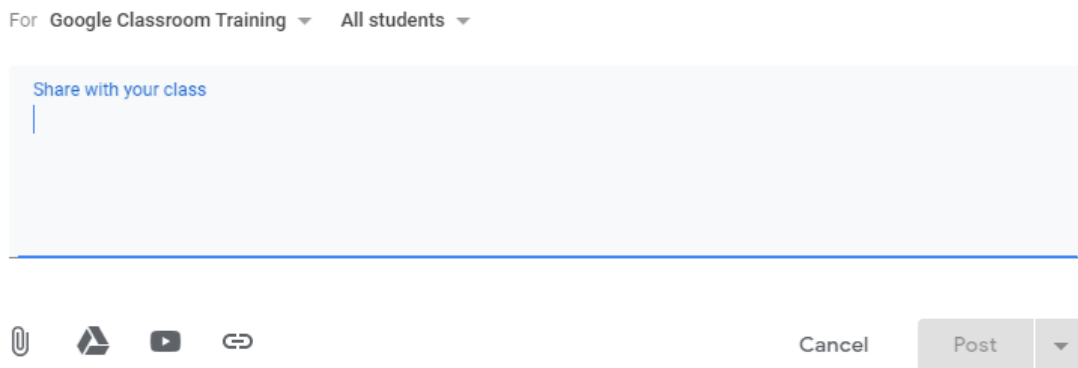


Adding Content to the Stream

The Stream is the class homepage. Here you can post questions, resources and assignments. To add content, click on 'Share something with your class...'



Then type in your post.



To add an attachment to your post, click on with the icons below.



When you have finished, press 'Post'.



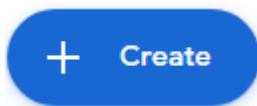
Adding Content to Classwork

Classwork is the class homepage. Here you can post questions, resources and assignments. To add content, click on 'Share something with your class...'.

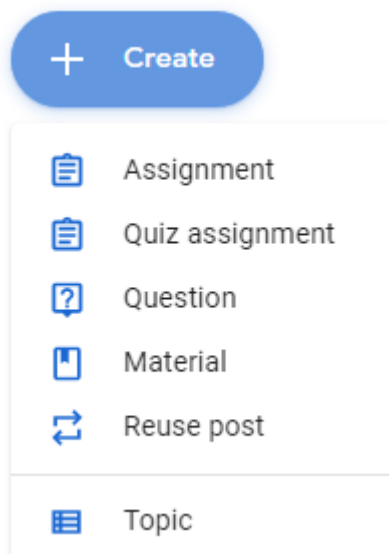
Click on 'Classwork' at the top of the screen.

Classwork

Click on 'Create'.



Choose one of the following options and follow the onscreen instructions on how to upload resources.



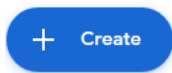
Setting Prep.

When setting Prep. using Google Classroom, emails are automatically sent to pupils notifying them of their Prep. as well as a push-notification to their iPad.

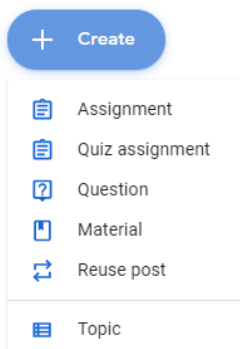
To set Prep., click on 'Classwork' at the top of the screen.

Classwork

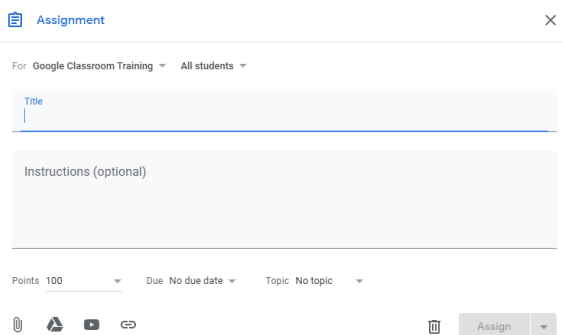
Click on 'Create'.



Click on 'Assignment'.



Fill in the details in the 'Assignment' screen.



Click on 'Assign'.





Further Support:

<https://www.youtube.com/watch?v=sUuNxBWvWdM>
<https://www.youtube.com/watch?v=sUuNxBWvWdM>