Note-Taking Guide

✓ This course will walk you through an in-depth look at utilizing the _____ features of Google _____. If you need more information on the _____ and the _____ of using Google Classroom, please see the course Google Classroom Overview.

✓ This course is designed to provide you with _____-_____-_____ instructions to set up your very _____ class with Google Classroom.

✓ By the end of the course you will be able to:

   • Add _____ and announcements.
   • Start assessing and _____ student assignments _____ in via Google Classrooms.

✓ This course is organized into very _____ topics so that you can quickly watch the episodes that you need.

✓ All you need for this course is:

   1)
   2)
   3)

✓ The instructor will be using a _____ to demonstrate, but you can choose to use a device of your _____, knowing that there are slight _____ between the browsers on a Mac, laptop, Chromebook, and Apple product.

✓ It is important to have a _____ knowledge of Google apps, such as Google Docs, Google _____, and Google Presentations, in order to be _____ with Google Classroom.

✓ If you feel you need to brush up on some of these, please see some of our _____ on those topics.

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✓ To Log into Your Google Classroom Account:

1) Open your Internet _____.

2) Open this address: _____._____.com

3) Upon loading, you will see the Google _____ launch screen.

4) Look down in the right corner and choose I am a _____.

5) Your Google Classroom account will be _____, and you will soon see the user interface.

✓ The User Interface

- The Interface is very _____, and there are only a _____ key areas you can click on.

- In the upper-right corner, you will find your _____ and a _____ button

- We will be using the plus button in the next episode to _____ your classes.

- In the upper-left corner, you will find _____ dashes, or the Classroom _____ menu.

- Clicking on that menu will offer a vertical _____ of your classes, as well as a _____ button down at the bottom.

- In _____, you can change your e-mail _____ preferences; think about whether or not you would like to _____ an e-mail each time a student _____ work within Google Classroom.

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✓ To Create Your First Class

1) Click on the _____ button in the upper-right corner

2) Choose **Create** _____.

3) Type in your class _____ and section number or class

_____ number.

4) Then hit _____.

✓ Personalizing Your Classroom

- In the upper-right corner, you'll see _____ _____

_____.

- Once clicked, this takes you to a gallery of theme choices; click on your favorite theme
and choose _____ _____ _____.
Your theme will instantly take over the _____ purple theme that
Google Classroom gave you.

- Within your class, now, there are three navigation tabs at the top:

1)   2)   3)

- On the left side of your classroom, you will notice three boxes:

1) Upcoming Assignments:

2) Stream:

3) Class Code:

- Keep in mind that you can choose to _____ or

_____ this class code at any time during the school year.

✓ Google Drive

- Now that you have created your first _____ in Classroom, it is

important to note that it also _____ created a folder, which lives inside

your Google account.

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- Take a moment to visit your Google _____. Look under the words _____ _____, and you should now see a folder called _____.

- If you open that Classroom folder, you should see a separate _____ for each of the _____ you have created within Google Classroom. Within each class folder, you will also see folders for every _____ that you will eventually post within Google _____.

- Please note: Do not _____ folders from within this _____ folder while you are teaching these units. These folders are mostly for _____ and for the convenience of viewing documents in _____ places. For the most part, you will want to take care of essential Google Classroom _____ from within Google _____ itself.

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✓ The About Tab

- The _____ tab is simply your location to add some class
  _____ material for your students.

- Type in the _____ of your course in this location.

- You can also add the course _____ and your _____
  number. These features are _____.

- Also located under the About tab, you will notice a little spot for the Google
  _____ folder. This Google Drive folder is for your class, and is auto-
  _____ by Google Classroom. It will show up _____
  on this page for reference.

- You may also add important _____ to this course description page,
  such as a _____, procedures and _____, or even
  _____ slips for your course.

- Also, you could add _____ to your classroom website,
  _____, and other important attachments or _____
  from within Google _____ itself.

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✓ The Students Tab

- Within the Students tab, you will see a _____ of all of the _____ with the class code who have _____ your class.

- Up at the _____ of the screen you will see a reminder of what your class _____ actually is.

- Also on this screen, you can _____ students. If you have a brand _____ student, you may choose to either give him or her the class _____ code or invite the student via e-mail to your class with the big blue _____ button.

- You can check the box to the _____ of a student's name and choose to _____ the student from the class if necessary. Another option is to contact them via _____.

- One of the _____ features available is the ability to turn on and off the _____ for students to post and _____ to the class within Google Classroom.

  o There are three choices:

    1)

    2)

    3)

  o As a teacher you need to think very _____ about which of these choices you would choose for your student _____ levels.

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✓ The Stream Tab

- This _____ feed is essentially your _____ page for each class within Google Classroom. Think of it like a _____ activity feed. This is the place where all of the _____ in your online _____ takes place.

- Within the Stream feed, you see all of the _____ and _____ you give to your students.

- Teachers can choose to show _____ items with the little _____ switch on the _____ side of the screen.

- Also on the left side, you can see a _____ of what your class _____ is.

- Teachers can also see _____ assignments.

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✓ Adding Your First Announcement

- To get started, click on the word _____.

- There are four types of items you can _____ to your announcement:

    1) A link to a _____.

    2) A link to a _____ video.

    3) Anything that lives in your Google _____ account,

    4) Any sort of attachment, like a _____ document,

       _____ document, or PowerPoint _____.

- Think about what you would like to send out as an _____ to your students for the first time. Perhaps it is a link to a YouTube video and a link to a _____ website. With Google _____, you can magically add both of these to a _____ announcement.

- Also, you can send this _____ announcement to not only this class, but to _____ of the classes you teach. Simply choose which classes you want to send it to from the _____ of classes.

- Once ready, click on the blue _____ button and the announcement will immediately be _____ to all students within all of your _____.

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✓ Adding Your First Assignment

   1) Click on _____.

   2) Give this assignment a _____. You may also choose to add an optional _____ for the assignment.

   3) Choose a _____ date. You may also add a _____ time (this is an optional feature).

   4) Identical to the announcement features, there are also _____ types of items you can _____ to an assignment:

     a)

     b)

     c)

     d)

✓ Attaching a Google Doc to this Assignment: Three Choices

   1) ***Students can*** _____ ***file***: Use this choice if attaching a document for students for _____ purposes only.

   2) ***Students can*** _____ ***file***: Use this if you want all of your students to be able to edit this one document all at the _____ time.

   3) ***Make a*** _____ ***for each student***: Once a student clicks on the assignment, it _____ opens up a new Google document for them, which is already _____ for them with the appropriate title of your assignment, and it includes the student _____. When the students are done with tis document, they have a wonderful blue _____ _____ button up at the top of their screen. As soon as they click here, it immediately stops the _____ rights for the student and only the _____ can _____ this document while grading it. Not until the teacher clicks on the _____ button will the student be able to edit or _____ the document.

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✓ You may choose to assign this assignment to _____ than one class at a time. This feature makes creating and _____ assignments much more effective and _____ for you.

✓ As soon as you are ready to post your assignment, simply click on the blue _____ button and it will be delivered to all your students.

✓ Editing an Assignment

• You always have the option to _____ the assignment if you choose.

• Google Classroom gives you the _____ to change your mind.

✓ If you want to give students an assignment, but you are in a _____, and you don't have time to _____ a template or a document for the purpose of using the **Make a copy for each** _____ feature, complete these four steps:

1) Create an _____.

2) Give it a _____.

3) Check mark which class _____ you wish to assign it to.

4) Click _____ to post the assignment.

   o When the students go to open a _____ of this assignment, they will see a choice to choose the word _____, and under the _____ button they can choose a Google Doc from scratch right there.

   o When they create this Google Doc, it will _____ name the document the name of your _____ title with the student's name at the end.

   o The student works on the document like normal and then hits the blue _____ _____ button when they are finished

   o This is by far the _____ way to send out an assignment on the fly.

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✓ What is Assessment Going to Look Like Using Google Classroom?

- Once you have posted an assignment, you can track the _____ of students who have turned in the assignment directly on the assignment post itself. In the upper-_____ corner of the assignment, you will see the number of students _____ and _____ _____.

- Click on the _____ subgroup of students.

- This opens up a screen, which lists the _____ who are done with the assignment, their assignment _____, and their _____ for the actual assignment.

- At the top of the screen are _____ tabs:

  1) **Return**: This blue button allows you to _____ students' document once you are complete with the _____ process.

  2) **Email**: Directly from this tab, you can send an _____ to a student.

  3) **Folder**: If you prefer to look at all of your student assignments from a Google _____ view, you could immediately visit your Google Drive classroom _____ by clicking on this button.

  4) **Download**: If you would like to download a _____ of student grades for the assignment, to perhaps type them into your _____ system, this is the button for you.

- Directly underneath the four top tabs, you will see the following options:

  1) **Students**: From this dropdown, you can _____ your student list by first name or by _____ name.

  2) Points: You may choose one the Google default numbers of _____ or you just type in the amount of points you would like to make this assignment _____ followed by hitting the enter key.

  3) Grade: Next, you will assign individual _____ to individual students by typing them into the _____ column after assessing the assignment.

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- In addition to the four tabs at the top, here are the most important _____ items that you can do from this view:

  o First, you can simply begin by clicking on the _____ to view his or her assignment. Note that once a student has turned in his or her work, the document is _____, and it can only be _____ by you, the teacher.

  o Next, you can give the students a _____ for the assignment by typing the number of points into the Grade _____.

  o Once you have graded the assignment, you may choose to _____ the document back to the student, which gives them editing _____ once again.

  o Also, you can add _____ comments directly to the student regarding the status of their assignment or how they are doing, or perhaps any _____ you have for them to improve upon their writing.

  o Next, you can view the assignment _____ for the student. It may say: _____, Turned In, or _____.

  o That way, you can keep _____ of if you have already graded this assignment.

- If you click on the _____ _____ group of students, Google Classroom will supply you with a list of _____ who are not done with their work or who are _____ turning in the assignment.

- Keep in mind, if you ever need to _____ a due date for your assignment, you can always quickly edit this by clicking on the _____ dots located in the upper-_____ corner of the assignment post itself, choose _____, and click on the due date to bring up a new _____ of dates to choose from.

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✓ Use a series of I _____ statements to make sure that you are staying

_____ with each class:

- I can open up my _____ browser.

- I can type in the address classroom._____.com.

- I can click on Get started using classroom, I am a _____.

- I can click on the _____ button in the upper-right corner.

- I can enter a class _____ to join this class.

- Last, make sure that a students can see _____ and

_____ posted directly from the teacher.

✓ Differentiation

- In order to _____ all of the different levels in your classroom, consider

making _____ Google classrooms to support all learning at all levels.

✓ Visibility

- Google Classroom is self-_____ within your school district's domain.

The outside world _____ see anything that is posted or assigned

within the program itself.

- Only your students who have been given your safe classroom _____

can see and _____ within these digital classroom walls.

- At this point in time, Google Classroom does not offer a _____ portal,

but someday in the _____ this could be a requested feature.

- Rest assured that students can only _____ or post if you give them

_____ to do so. You can toggle this feature on and _____.

✓ Feature Requests

- If you click on the gray _____ mark in the bottom-right corner of your

screen on Google Classroom, you will see the following three options:

1)   2)   3)

- There is a Google team of people _____ to address these requests.