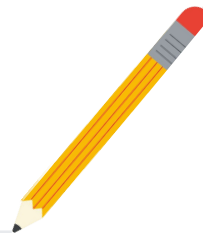
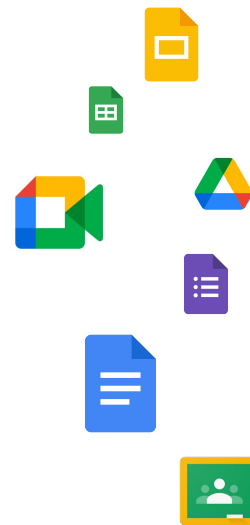




User Guide

Google Classroom



Updated: June, 2021

Teachers

Teachers

Getting set up

Classroom is your all-in one place for teaching and learning. It's intuitive, easy to use, and you can get started in minutes.

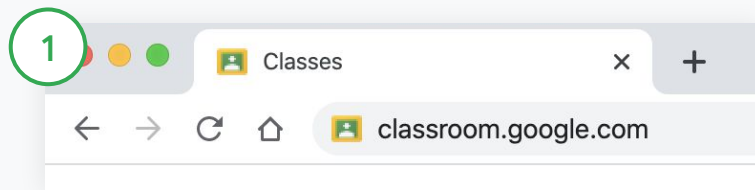
- **Sign in** to get started with Classroom and visit our [Teacher Center](#) to learn the basics
- **Set up a class** and manage communications in one place
- **Add students to a class** by simply sending them a link
- **Create an assignment** and share with multiple classes
- **Use originality reports** to help guide critical thinking
- **Post announcements** on a class stream
- **Set up and join** a Meet video call
- **Create a rubric** to keep grading consistent and transparent



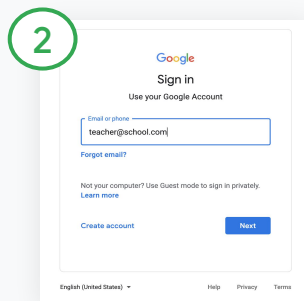
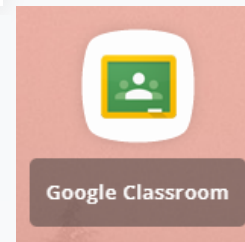
Getting set up

Sign in

Classroom is easy to get started, just sign in to start managing your classes today.



Teachers will go to Webdesk and open the Google Classroom Application



Enter your school email address (it looks like [you@yourschool.com](#)) and click **Next**

Enter your password and click **Next**



If you're using a Google Workspace account click I'm a Teacher

Click **Get Started**

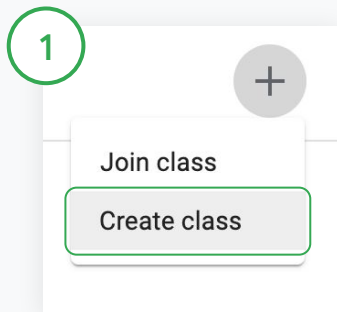


Getting set up

Set up a class

Create a class to assign work and post announcement to students.

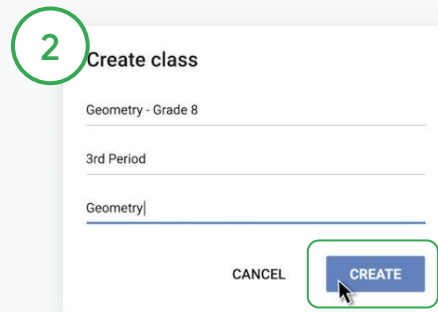
Save time by creating and managing multiple classes from one place.



Create a class:

Within Classroom, open the **Classes** page and click **Add** + in the upper right corner

Select **Create a class**



Enter the class name and fill in details for your class (session, grade, room, etc.)

Click **Create**

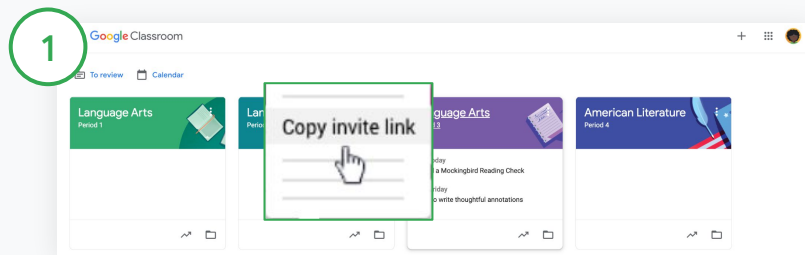
Getting set up

Add students to a class

Invite students to enroll in your class with only a few clicks. We'll show you the most common ways to add students here.

If students have trouble, you can always resend class links, or share simple instructions to [join a class as a student](#).

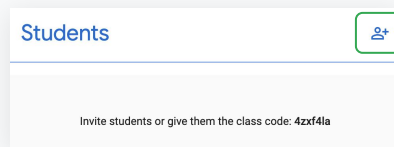
[Learn more](#) about adding students to your class.



Add students through an invite link:

Within Classroom, select the **class card** and click **More** ≡

Select **Copy invite link** and share the clickable link with students via email.



Or, add students through a unique class code:

Select your **class** and click **Settings** to display your class code.

Share the code with students and direct them to:

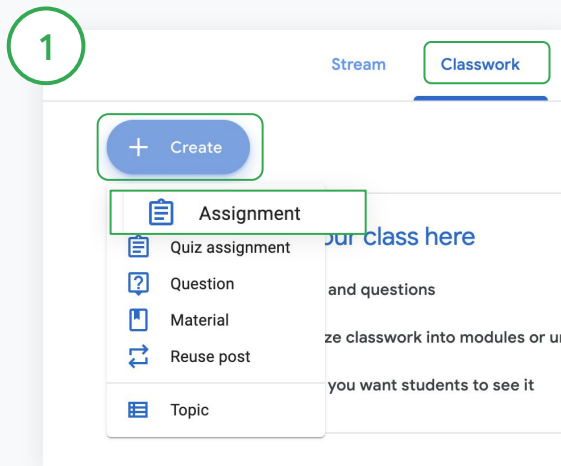
- Go to the Classes page on classroom.google.com.
- Click **Add** + and select **Join class**.
- Students should enter the code and click **Join**

Getting set up

Create an assignment

Create more efficient workflows when assigning class work. Specify due dates and point values, add attachments and rubrics, run originality reports and more, all within an assignment.

Plus, save an assignment for later and share with multiple classes or students.



Create an assignment:

Within Classroom, click the class your assignment belongs in and select **Classwork**.

At the top, click **Create** and select **Assignment**

Getting set up

Create an assignment

2 Add details

Assignment

Title: The Comparison of Macbeth Adaptions

Instructions (optional): Select your topic from the list of topic choices below

- Compare and contrast Macbeth, Macduff, and Banquo. How are they alike? How are they different?
- Is it possible to argue that Macbeth is the play's villain and Macduff or Banquo its hero, or is the matter more complicated than that?
- What is the significance of equivocation in Macbeth? Your essay should be 500 words.

For: 10th Grade E... All students

Points: 100

Due: Sat, Mar 28

Topic: No topic

Rubric: + Rubric

☐ Originality reports [Learn more](#)

3 Add materials

What is the significance of equivocation in Macbeth? Your essay should be 500 words.

+ Add + Create

- Google Drive
- Link
- File
- YouTube

Add details:

Within the assignment, enter the title and fill in instructions and assignment details including grade category, point value, due date and topic

Under the "For" category, choose to post to additional classes or individual students

Add materials:

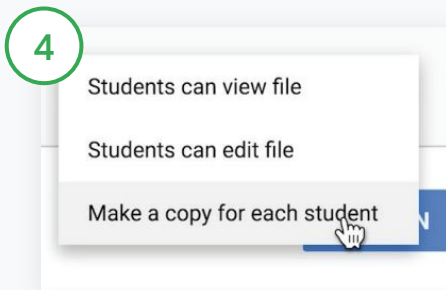
Within the assignment, add relevant attachments. Click **Add** and choose between: Google Drive, Link, File, and YouTube

Or, click **Create** to add a new attachment

Select your file and click **Upload** or **Add**

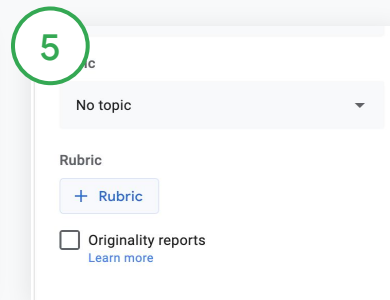
Getting set up

Create an assignment



Next to the attachment, click the down arrow and choose an option for how students interact with the attachment:

- **Students can view file:** use when the file is for reference only
- **Students can edit file:** use when students will work collaboratively on the same file
- **Make a copy for each student:** use when students will work individually in copies of the same file

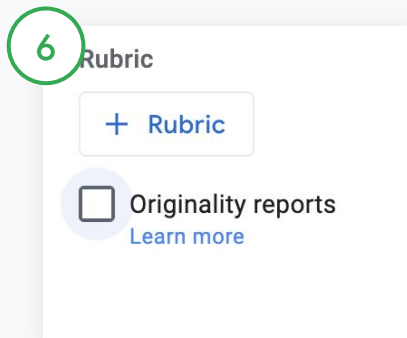
**Add a rubric:**

Within the assignment, click **Rubric +** and choose to either **Create rubric**, **Reuse rubric** or **Import from Sheets**

Learn more about [creating a rubric](#).

Getting set up

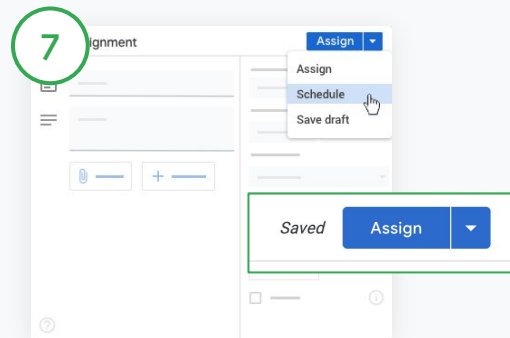
Create an assignment



Turn on originality reports:

Within the assignment, click the **originality reports** box to check for plagiarism automatically once students submit assignments.

Learn more about running [originality reports](#).



Choose when to post your assignment:

- Immediate: Click **Assign** to post the assignment now
- Schedule: Next to **Assign**, click **Schedule** and select a date and time. Hit **Schedule** again to save.
- Save for later: Next to **Assign**, click **Save draft**. You can open and edit draft assignments on the Classwork page.

Click **Assign**

Tools to learn in their own way

Use originality reports

Originality reports bring the power of Google Search to your student assignments and grading. When assigning work, enable originality reports. When students submit their work, originality reports highlights text against billions of pages in the Google Search index that the student didn't cite or quote.

[Watch the video](#) to learn more

1

Assignment

Saved Assign

Title
Comparison of Macbeth Adaptations

Instructions (optional)
Select your topic from the list of topic choices below
-Compare and contrast Macbeth, Macduff, and Banquo. How are they alike? How are they different?
-Is it possible to argue that Macbeth is the play's villain and Macduff or Banquo its hero, or is the matter more complicated than that?
-What is the significance of equivocation in Macbeth?
Your essay should be 500 words.

Add Create

For
10th Grade E... All students

Points
100

Due
Sat, Mar 28

Topic
No topic

Rubric
+ Rubric

☐ Originality reports
[Learn more](#)

Enable originality reports:

Within an assignment, click **originality reports** and select **Assign** to share with students.


[Students can run originality reports](#) for their work to identify any uncited content and make edits. Once submitted, Classroom automatically scans for plagiarism and makes results available to teachers.

Tools to learn in their own way

Use originality reports

2

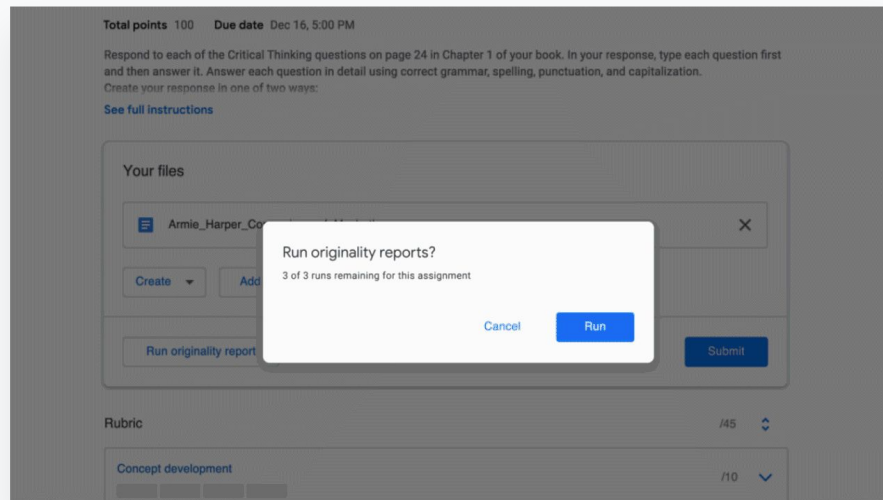
View the report:

Within an assignment, click the **On**  switch next to **# of cited or quoted passages** to view highlighted web matches.

3

See potential flags as a number or percent. A link to the **external source** is available for flagged passages.

Teachers can run originality reports for free for up to five assignments per class.* Students can run originality reports up to 3 times.

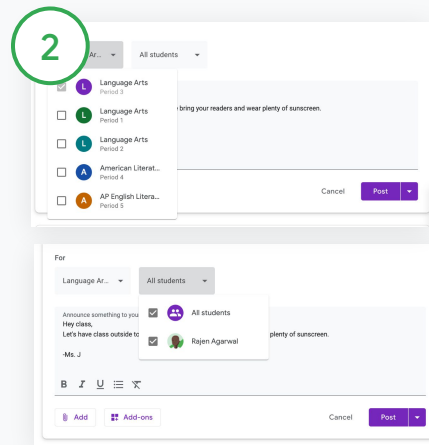
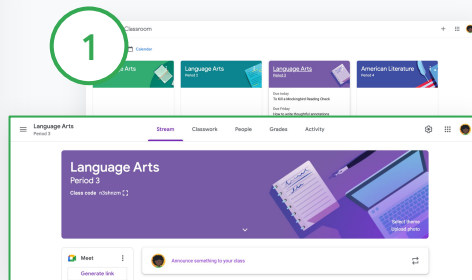


Getting set up

Post announcements

Give reminders to your students by posting announcements to your class on the class stream.

Visit the [Help Center](#) to learn more about managing and formatting announcements



To create an announcement:

Click the class you want to post the announcement to within Classroom.

On the stream page, click **Share something with your class** and enter your announcement at the top.

Select who to share the announcement with:

Within the announcement, click the down arrow next to “For” and select classes to include

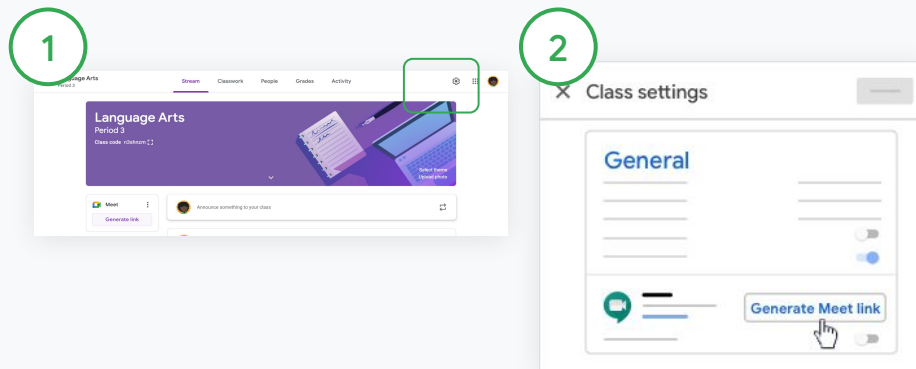
Or post to individual students. Within the announcement, click **All students** and click the students name(s) to select them.

Getting set up

Set up and join a Meet video call

Connect with your students using simple, reliable and secure video conferencing. Set up and start class video meetings with Google Meet built right within Classroom.

Teachers can create a unique nicknamed meeting link that you and your students can use for all of your class meetings.



Create a designated class Meet link:

In Classroom, click the class and select **Settings** ⚙️

Under General, click **Generate Meet link**

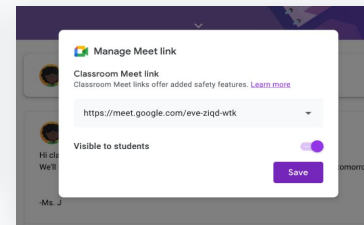
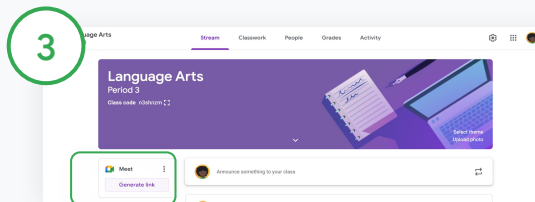
At the top, click **Save**

A clickable Meet link will appear for your class to join and continue to reuse.

Getting set up

Set up and join a Meet video call

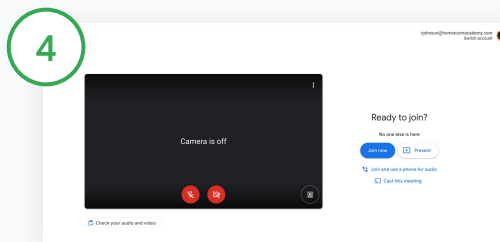
Visit the [Help Center](#) to learn more about best practices and Meet features



To start an instant video meeting in Classroom:

Click your desired class

On the left of the Stream page, under the Meet icon, click the **Generate link** button to join instantly



Before you join the call, check that you're signed in with your Classroom account in Meet.

If not, click **Switch account** and sign in to your Classroom account.

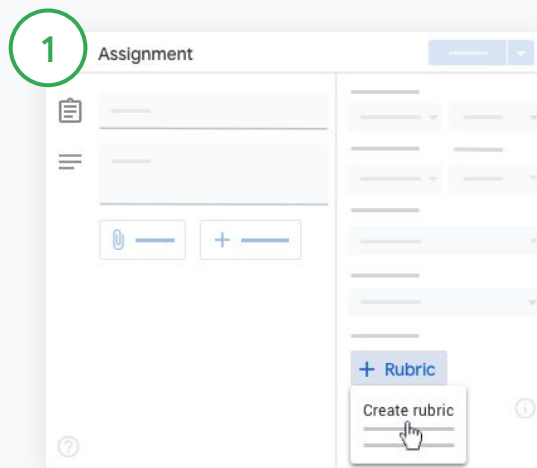
Click **Join now**

Getting set up

Create a rubric

Create, reuse, and automatically calculate grades using rubrics right within individual assignments.

Rubrics can be saved as drafts for future use and exported, imported, and shared with fellow teachers to help save time.



In Classroom, click the class and select **Classwork**. Create an assignment with a title, click **Rubric** and click **Create rubric**.

Getting set up

Create a rubric

2

Fill in your rubric details:

Criterion title the grading evaluation (ex. Grammar, Teamwork)

Points the number of points awarded

Level title the title for performance level (ex. Excellent, Full mastery)

Description the expectations for the level

3

Click **Save**

Visit the [Help Center](#) to see more rubric features and to set up [grading systems](#)

2

Rubric

Save

Comparisons of Macbeth Adaptations

Add the criteria you'll use to evaluate student work as well as any performance levels or descriptions you want to include. Students will receive a copy of this rubric with their assignment.

☒ Use scoring

Sort the order of points by: Descending

/1

Criterion title (required)

/1

Criterion description

Points (required)

1

Level title

Description

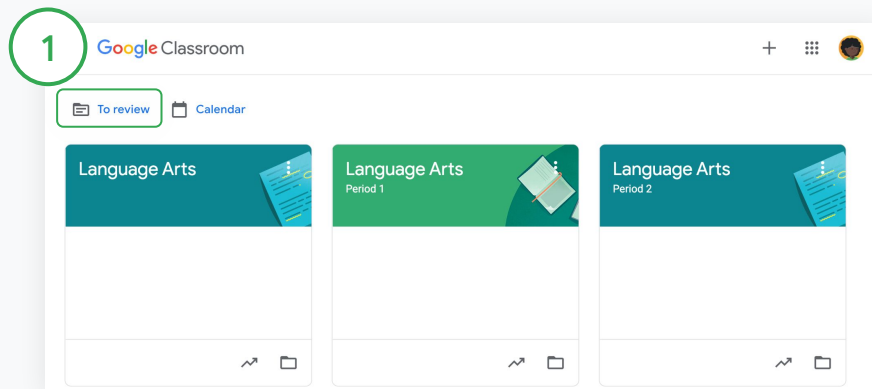
 + Add a criterion


Management and organization

View assignment progress

Get a quick overview of work you assigned across all your classes, in one easy place.

Use this tool to see the status of your work and mark work as reviewed.

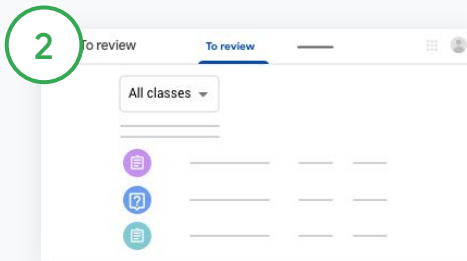


View student work across all classes:

In Classroom, click **To review** at the top

Management and organization

View assignment progress



Filter by class:

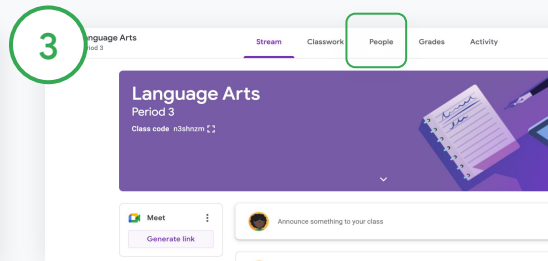
Click **All classes** and select a class. Click a title to view student submissions.

Sort work based on due dates by clicking the **Down arrow** or **Up arrow**

Mark work as reviewed:

Next to the work, click **More** ≡ and click **Mark as reviewed**.

After you mark work as reviewed, you can see it in the **Reviewed list**.



View a list of student's work and its status:

Click the relevant class. At the top, click **People** and select a student's name.

This page will show:

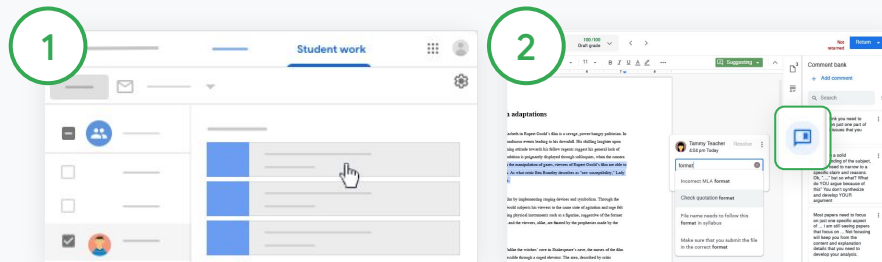
- student's assigned work and their due dates
- status of assigned, turned in, late, or missing work
- grades for classwork
- attachments to submissions
- Private comments the student sent you

Management and organization

Give richer feedback on assignments

Provide students with clear feedback by leaving comments on submitted assignments, or write directly on student work.

Classroom automatically saves your most-used feedback to a personalized and automated comment bank.



Leave a comment:

Click the relevant class and select **Classwork**. Click an assignment and select View assignment.

On the left, choose the student name and the file they turned in.

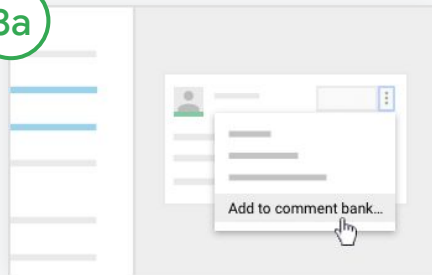
Select the section that you want to comment on and click **Add a comment** +

Enter your comment and click **Comment**

Management and organization

Give richer feedback on assignments

3a

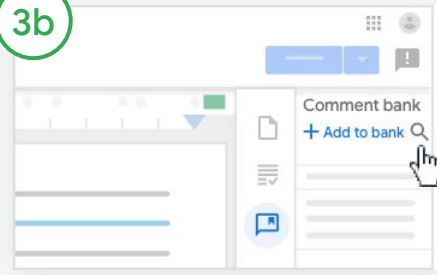


Create a custom comment bank for your most used comments:

Add an existing comment: Open the student's work. In the top-right corner of the comment box, select **More** and click **Add to comment bank**.

Make edits and click **Add**

3b



Or, enter a comment directly:

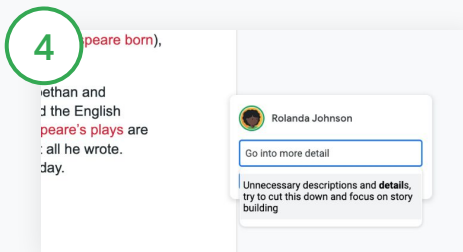
On the right of the students work, click the **Comment bank**.

Select **Add to bank** and choose between entering a single comment, multiple comments or paste a list or prepared comments.

Click **Add**

Management and organization

Give richer feedback on assignments



Use a comment from the comment bank:

Select the section you want to comment on and click **Add comment.**

In the comment box, begin typing your feedback and your corresponding most-used comments will automatically appear. Click the comment you want and press the **Comment** button to post.

Mobile app



Draw or write on student work:

In your Classroom mobile app, tap the class and open an assignment.

Tap **Student work** and select a student's name and their attachment.

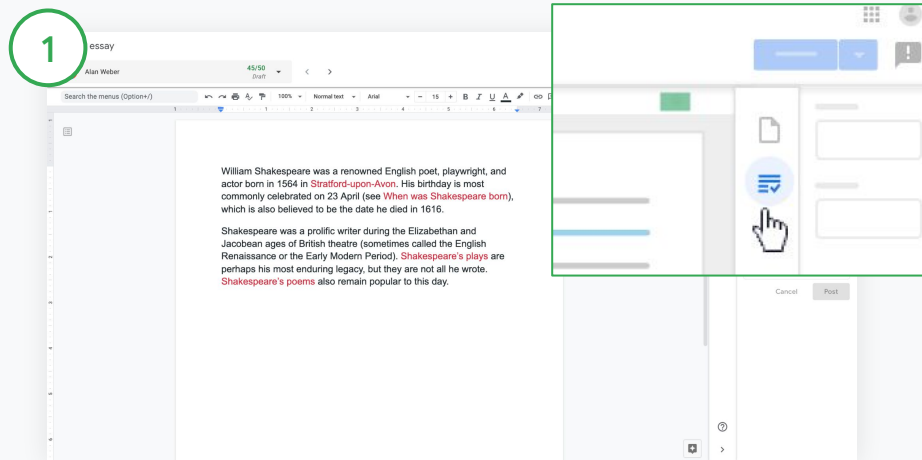
Click **Edit** and make notes or drawings.

Click **More** and then **Save**.

Management and organization

Grade with a rubric

Add a rubric to an assignment to keep grading consistent and transparent. Teachers can grade student work with rubrics displayed right alongside the assignment.



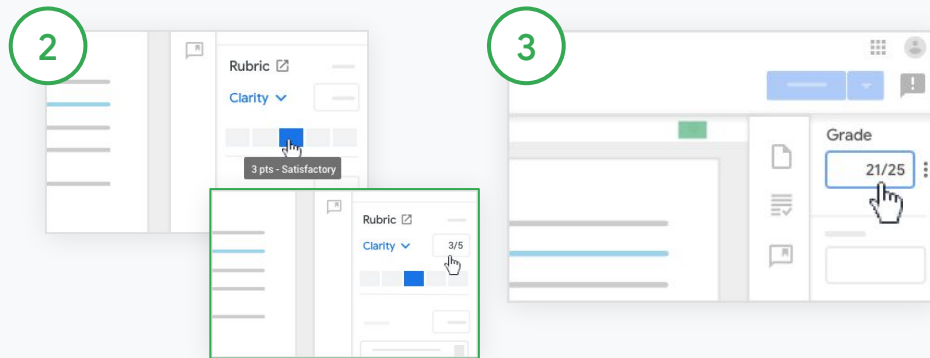
See your rubric while grading an assignment:

Select the relevant class and click **Classwork**. Select the assignment, click **View assignment** and open a student's file.

In the right column, click the **Grading** icon and expand or collapse a criteria's description in the right column.

Management and organization

Grade with a rubric

**Select a rating for each criteria:**

Within **Rubric**, assign a rating level for each criterion.

Click a rating level for each criteria, or if you're using the criterion for scoring, enter a number.

The rubric score automatically updates as you select rating levels.

Manually change the total grade:

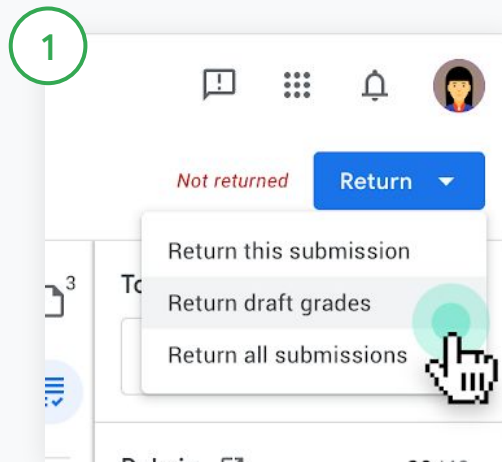
Within **Grade**, manually enter a grade for the student's assignment.

Management and organization

Return student work

Stay organized by returning student work right within the assignment. And share reviewed work with one or more students at a time. Once the assignment is returned, students are able to view their grade.

Teachers can also return an assignment in within the Classroom [gradebook](#).



In Classroom, select the class and click **Classwork**. Select the assignment you want to return, and click **View assignment**.

Next to each student whose assignment you want to return, check the box and click **Return** and select your preference.

Choose between:



- return this submission
- return draft grades
- return all submissions

Management and organization

Update your gradebook

Gradebook within Classroom provides one easy place to view student submissions, enter grades, return work and review all the grades for an assignment.

1

Language Arts Period 3		Stream	Classwork	People	Grades	Activity		
Sort by last name ▾	Overall grade	Nov 24, 20... Nonfiction Reading...	Nov 24, 20... Autobiogr aphy...	Nov 23, 20... To Kill a Mocking...	Apr 23 Atticus Characte...	May 28 Who is your...	Today To Kill a Mocking...	Jun 4 How to write...
		out of 100	out of 100	out of 100	out of 100	out of 100	out of 100	out of 100
 Class average	89%				89			
 Rajen Agarwal	89%	87 Draft	92 Draft	79 Draft	89 Not turned in	Missing	—/100	

Open gradebook:

In Classroom, select the class and at the top, click **Grades**.

On the Grades page, you can view and even grade and return a student's submission.

Management and organization

Update your gradebook

2

Language Arts
Period 3

Stream Classwork People **Grades** Activity

Sort by last name Overall grade

	Nov 24, 20... Nonfiction Reading... out of 100	Nov 24, 20... Autobiogr aphy... out of 100	Nov 23, 20... To Kill a Mocking... out of 100	Apr 23 Atticus Characte... out of 100	May 28 Who is your... out of 100	Today To Kill a Mocking... out of 100	Jun 4 How to write... out of 100
Class average	89%						
Rajen Agarwal	89%	87 Draft	92 Draft				

79
Draft

89/100
Not turned in

Return ⌘+Option+R

View submission ⌘+Option+V

View student submissions:

Within **Grades**, hover over a cell of a student's assignment. Click **More** and click **View submission**.

Work and grade status is color-coded:

- Red—Missing work
- Green—Turned in work or draft grade
- Black—Returned work

3

Language Arts
Period 3

Stream Classwork People **Grades** Activity

Sort by last name Overall grade

	Nov 24, 20... Nonfiction Reading... out of 100	Nov 24, 20... Autobiogr aphy... out of 100	Nov 23, 20... To Kill a Mocking... out of 100	Apr 23 Atticus Characte... out of 100	May 28 Who is your... out of 100	Today To Kill a Mocking... out of 100	Jun 4 How to write... out of 100
Class average	89%						
Rajen Agarwal	89%	87 Draft	92/100 Draft				

87
Draft

92/100
Draft

Return ⌘+Option+R

View submission ⌘+Option+V

Enter grades and return work within gradebook:

Within **Grades**, enter a grade for the student's assignment.

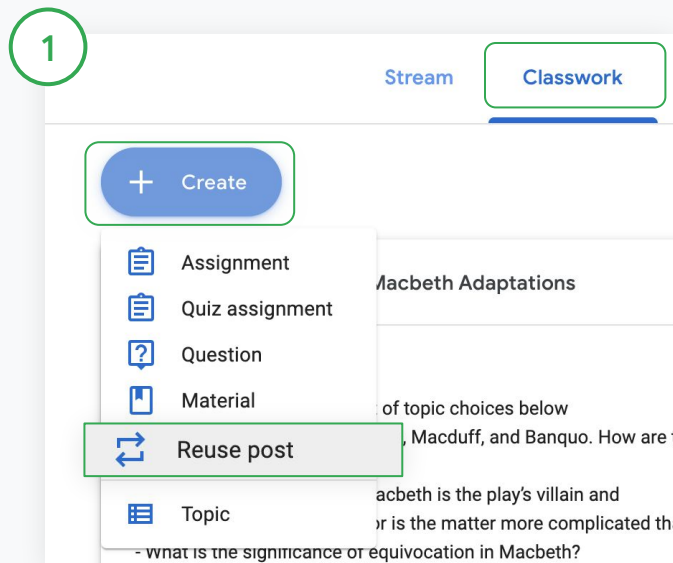
To return the assignment, click **More** ≡ and click **Return**.

Management and organization

Reuse assignments and announcements

Save time by re-using your assignments, announcements or other posts. Repost to the original class or a different class.

Before publishing, make updates by modifying the post and editing attachments or rubrics.

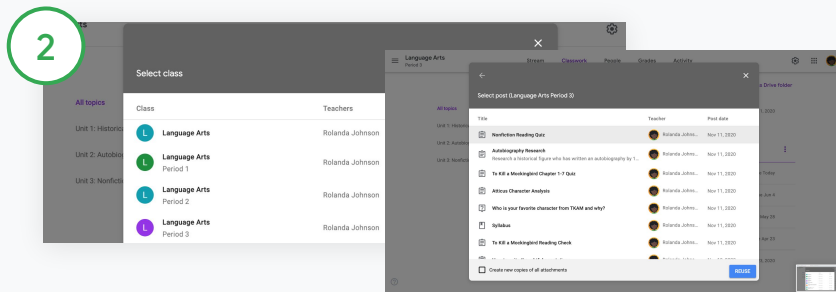


Reuse a post:

In Classroom, select the class and click **Classwork**. Hover over **Create** and click **Reuse post**

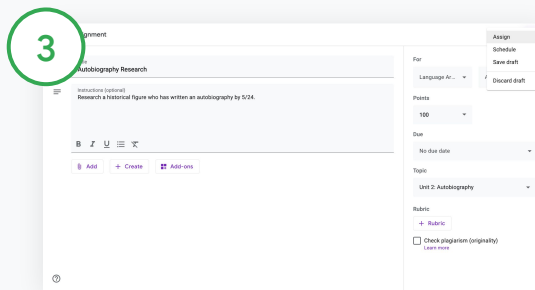
Management and organization

Reuse assignments and announcements



Select the class that has the post you want to reuse

Select the post and click **Reuse**



Change any information and add or delete attachments.

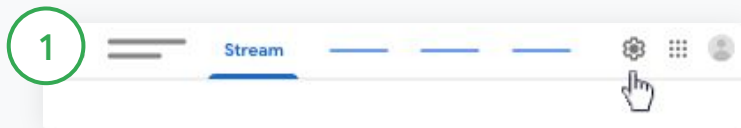
Before reposting, choose an option:

- Save the post for later. Click to **Down arrow** and select **Save draft**
- Reuse an assignment—Click **Assign**
- Reuse an announcement—Click **Post**

Management and organization

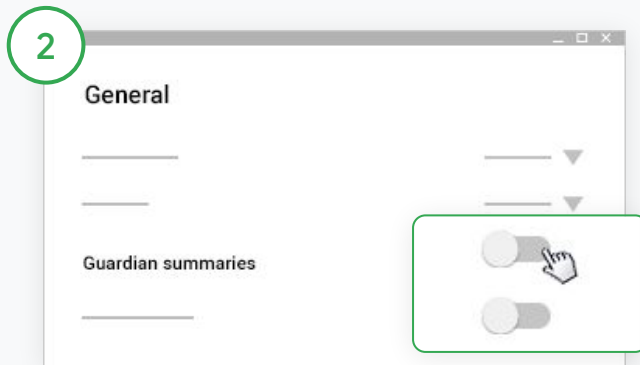
Automate guardian summaries

Keep guardians informed and engaged by inviting them to receive automatic email summaries of their student's progress. Choose which classes and guardians to include in [the summaries](#).



Turn guardian summaries on or off:

Select the class you'd like to send email summaries about and click **Settings** ⚙️

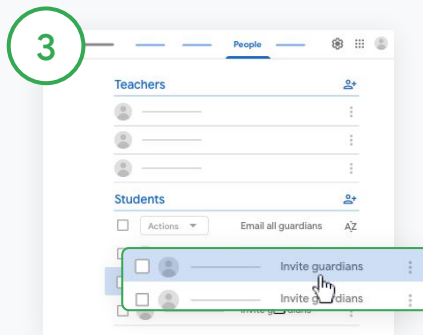


Under General, click the switch **On** of **Off**.

Click **Add Class**. And at the top of the page, click **Save**

Management and organization

Automate guardian summaries



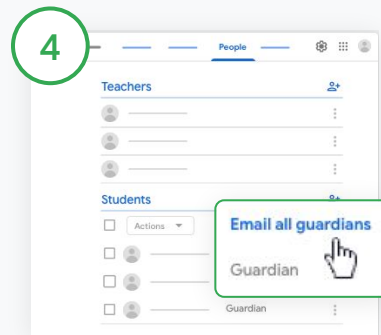
To invite or remove a guardian:

Select the related class and click **People**

Next to the students name, click **Invite guardians** or **Remove guardians**

- If inviting, enter the guardians email address(es)

Click **Invite** or **Remove**



To email guardians:

Select the relevant class and click **People**

- To email one student's guardian: next to the student's name, select **More** and click **Email guardians**. An email window opens with the email addresses populated
- To email all guardians in a class: At the top, click **Email All Guardians**

Enter a subject and your message. Click **Send**

Teachers

Tools to learn in their own way

Help students stay focused with features that let them create their most productive and customized learning environment.

- **Accessibility resources** enable learning opportunities for all students
- **Automatic due dates** in student calendars to help them keep track of deadlines
- **Student to-do lists** are customized to help them stay organized
- **Student originality reports** help prevent unintentional plagiarism



Tools to learn in their own way

Accessibility resources

Give students the freedom to adjust accessibility settings so they can learn and work in their ideal way.

Google for Education Accessibility Resource center



Google for Education Accessibility flashcards



Google Workspace user guide to accessibility



[Playlist] Accessibility tips for Google Workspace



[Classroom] using a screen reader with Classroom



[Chromebook] Accessibility shortcuts



Distance Learning accessibility guide



Guardian's Guide to Accessibility



[Chrome extensions] Snap&Read, Co:Writer, EquatIO, Read & Write

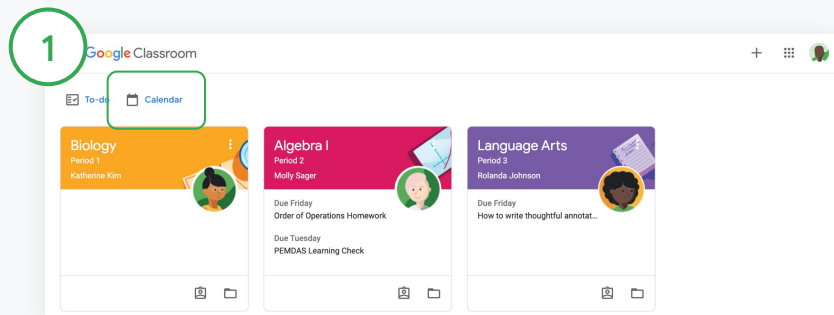


Tools to learn in their own way

Automatic due dates in calendar

Enforce timelines easily with due dates that appear automatically on calendars when classwork is distributed.

For each class, you and your students share a Classroom calendar and a Google Calendar where deadlines appear.



View classwork in your Classroom calendar:

At the top of Classroom, click **Menu** ≡ and select **Calendar** to see all assignment due dates.

Tools to learn in their own way

Automatic due dates in calendar

2

Select an assignment to open it and find out more.

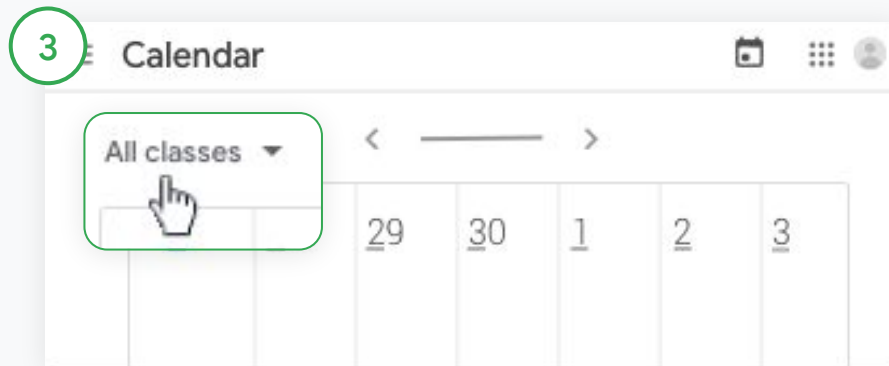
3

See classwork for all your classes:

Click **All classes**

See classwork for only one class:

Click **All classes** and select the class

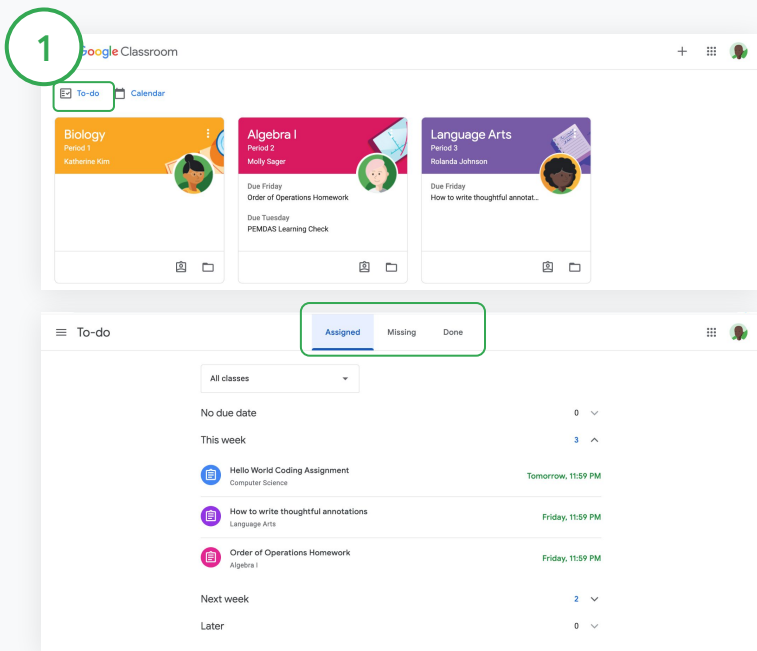


Tools to learn in their own way

Show students their custom to-do list

Enable students to stay on track and plan ahead with Classroom's automatically created to-do list personalized for each student.

Students can visit the [Help Center](#) to learn more ways to view class work



Direct students to view their all-class to-do list

At the top of Classroom, click **To-do** and choose an option:

- Click **Assigned** to see work that's been assigned to you
- Click **Missing** to see work that's past due
- Click **Done** to see work that a teacher graded or returned

Tools to learn in their own way

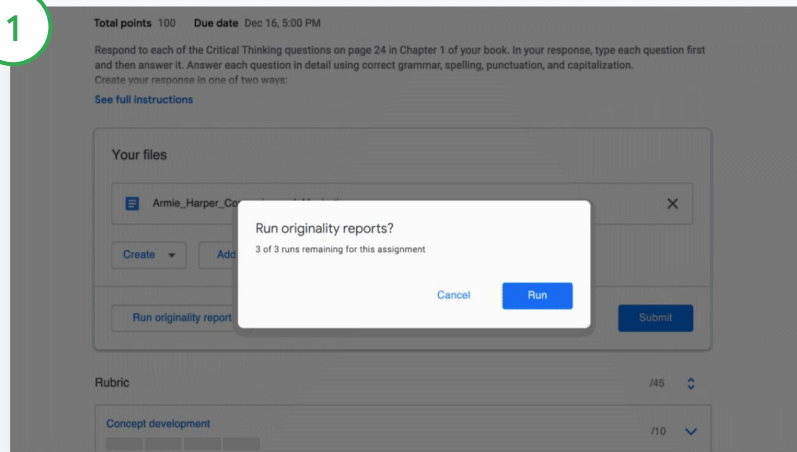
Empower students to use originality reports

Help guide critical thinking and allow students to check for unintentional plagiarism.

Originality reports bring the power of Google Search to your assignments. [Enable originality reports](#) so students can identify any uncited content and make edits. Once submitted, Classroom automatically scans for plagiarism and makes results available to teachers.

Students can run originality reports up to 3 times.

1



Empower students to run an originality report on their assignment:

Within a class, students can click **Classwork** and select the **Assignment**.

Under **Your work**, upload or create your file.

Next to Originality reports, click **Run**. Under the file name, click **View originality report** to see the report and any originality flags.

Google Classroom Educator Resources

In addition to this guide, please check out additional resources designed to help teachers unlock the power of Google Classroom.



First Day of Classroom

Visit the [Teacher Center](https://www.google.com/teachercenter) site for resources around how to get started with Classroom, all created by real educators



Video how-tos

Watch [Classroom 101](#) to get an overview of important Classroom features; and check out our [Classroom series](#) to help solve teaching and learning challenges



Classroom Help Center

Equipped with countless guides and step-by-step instructions, use our [Classroom Help Center](#) to address any and all questions



Compatible Apps

Access educator approved [apps](#) that integrate seamlessly with Classroom to enable unlimited learning opportunities.

g.co/firstdayofclassroom

