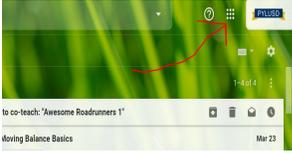


Google Classroom Guide for APE and other service providers

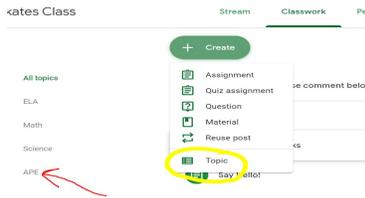
1.) Ask the teachers you work with to add you as a **Co-Teacher** on their **Google Classroom**



2) Once you've been added, you should be able to access the classroom via the Tiles typically found on the upper right side of from your email inbox (gmail)

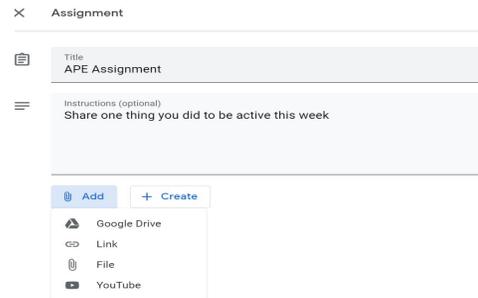
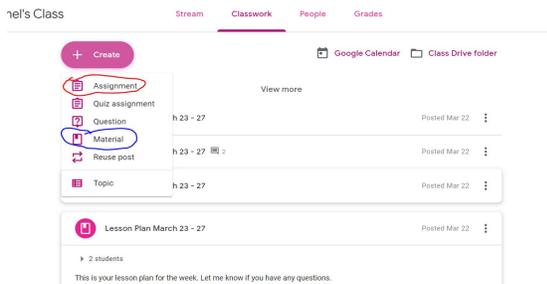


3) Once you have clicked on the tiles, click the Google Classroom Icon from the drop down menu, which should take you to all the google classrooms that you have been added to, or to your own classroom (if you have created one).

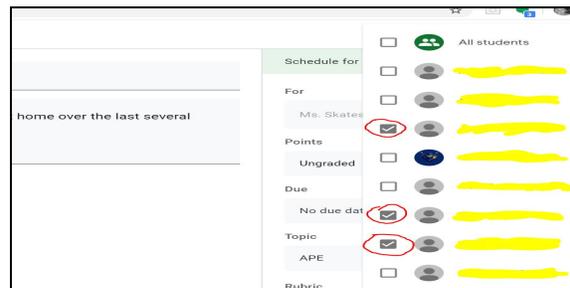


4) Make a topic called **APE** or (PT, OM, OT etc) in **THEIR** google class by clicking at the top **CLASSWORK** then select **Create**, then select **Topic**. The topic will appear in the topic section on the left and also appear on the main page stream as well.

5) Once you have created a **Topic**, you can add **Material** or **Assignments** to that topic for your students. Click **CLASSWORK**, click **CREATE** then click **Assignment** or **Material**. This opens a window that allows you to either type in instructions, or pull a lesson or a link that has been developed in your Drive. You can also add a file or a youtube link, rubric, etc. That will then add that lesson to the **"APE"** topic section you've created in the teachers class you are a co-teacher in.



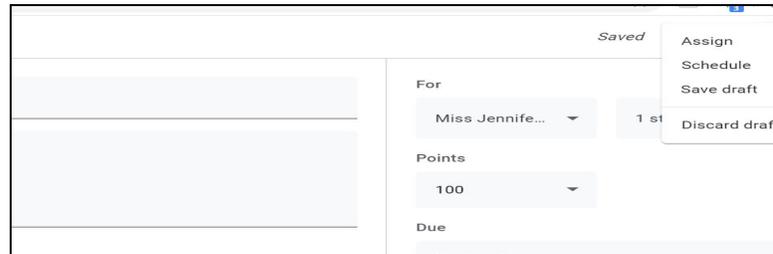
6) **Before you assign the assignment or post material**, make sure to click the **Student Drop Down box** and **UNCHECK ALL STUDENTS** and **ONLY** select those individual student names you want to be able to view the lesson. Only the ones on your caseload should be selected to receive your lesson. You must also click **Topic** dropdown



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and make sure the lesson goes into your topic that you have created (APE). Also, on the Points section, select **Ungraded**.

7) You can also select **ASSIGN** (assignment) or **POST** (material) at the top right. If you opted to choose it as an assignment it will give you the option of when the students can access it according to whatever schedule you select. Select Schedule to choose the day you want students to be able to access it, so you can get a lesson ready on Monday but it is actually sent on the student's regular APE scheduled day.



9) Create and store all your prepared lessons in your Google Drive for easy upload. You can create individual lessons for each student and upload and add them individually as Material to address individual goals and objectives.

10) Other things to note:

- When a Topic (APE) is created, it is not visible to students until an assignment has been created under that topic.
- When an assignment is created and sent to a specific student, it is not visible to the other students
- Comments are visible so a suggestion would be to turn off the comments via the upper right corner of the page under settings. Have parents or students communicate with you via email instead.

- **BIG TIP-**

If you do not want to receive emails every time the teacher posts to the page, change your notification settings. Click the 3 lines in the upper left

corner and then select settings the gear  from the drop down menu. Turn off notifications accordingly.

