



Tips and Tricks for Google Classroom

Got Questions?

-



Google Classroom Checklist

Click on the links below to navigate through the presentation. To return to this checklist, click on the colored puzzle pieces in the TOP LEFT.



- ❑ [How to Create a New Class](#)
- ❑ [Adjust Google Classroom Settings](#)
- ❑ [Create an Assignment and Topic](#)
- ❑ [All the Other Posting Options](#)
- ❑ [Using the Stream Page](#)
- ❑ [Invite Students and Guardians](#)
- ❑ [How to Copy a Google Classroom](#)
- ❑ [★ ★ HOW TO RECEIVE CREDIT FOR THIS PD ★ ★](#)



**How to Create a New Class

Make sure to name your class with your name, subject, class period, etc.

Class Details

Class name (required)

01-S1-CTE ANATOMY & PHYSIOLOGY H

Class description

CTE ANATOMY & PHYSIOLOGY H

Section

04

Room

103

Subject

Science





Adjust GC Settings

Example of Settings:

General

Class code ▼

Stream Students can only comment ▼

Classwork on the stream Hide notifications ▼

Show deleted items Only teachers can view deleted items.

Guardian summaries See example

 **Meet**
Classroom now supports Meet Learn more ▼

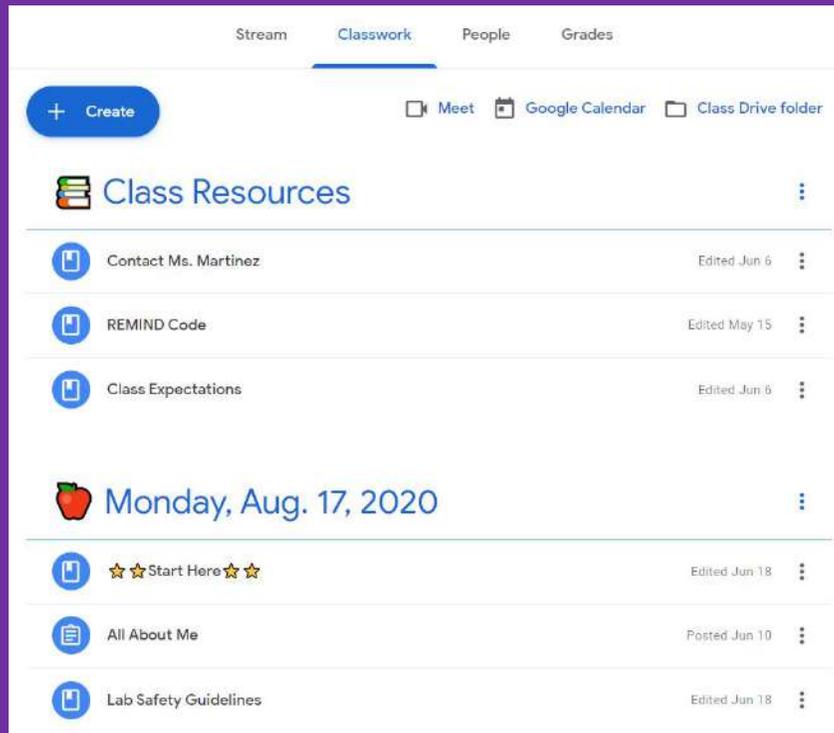
Visible to students





Create an Assignment and Topic

It's good to have a "Class Resources" topic pinned to the top and have your other topics set up by date:



I got my fun 😄 emojis here:
<http://getemoji.com/>

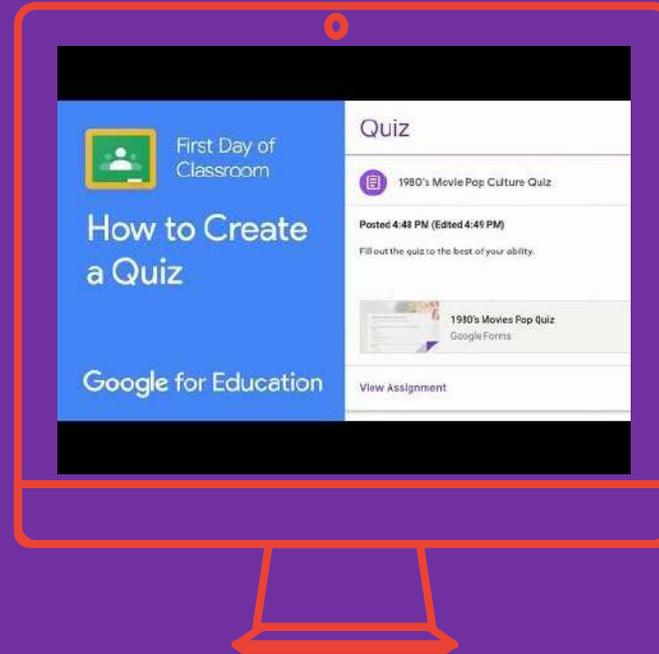


All the Other Posting Options

Create Different Assignments



Create a Quiz



Create Materials

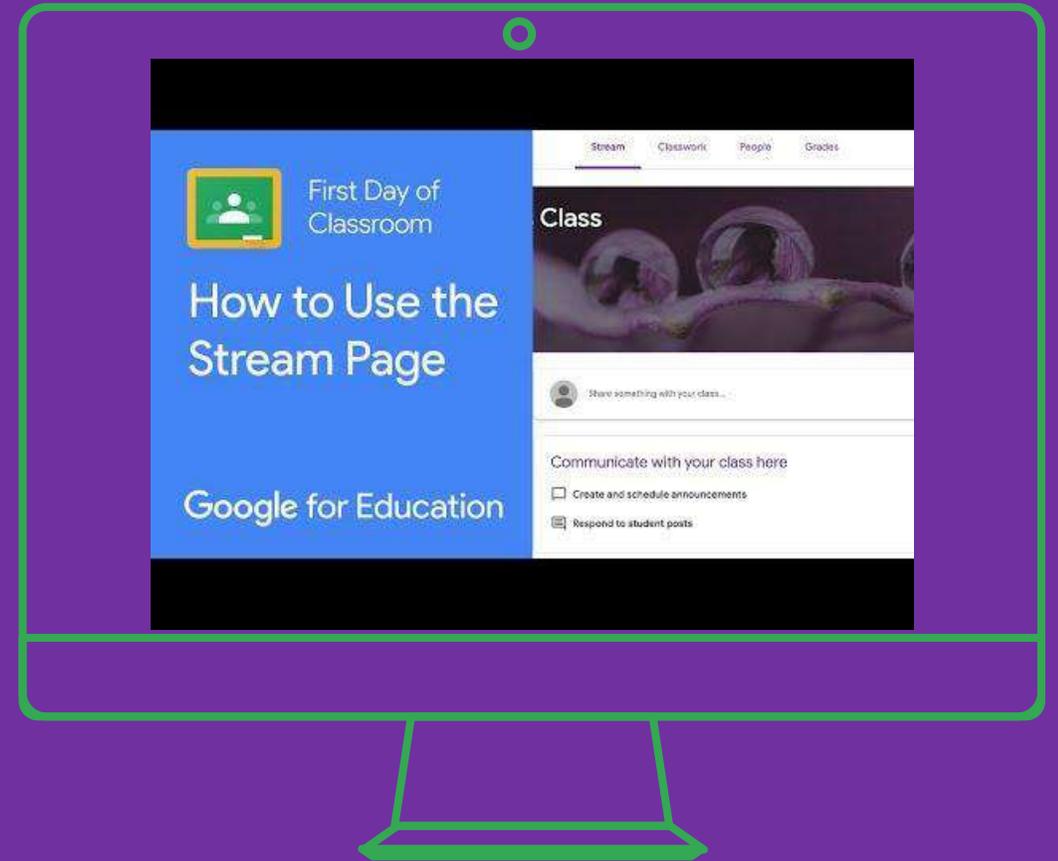
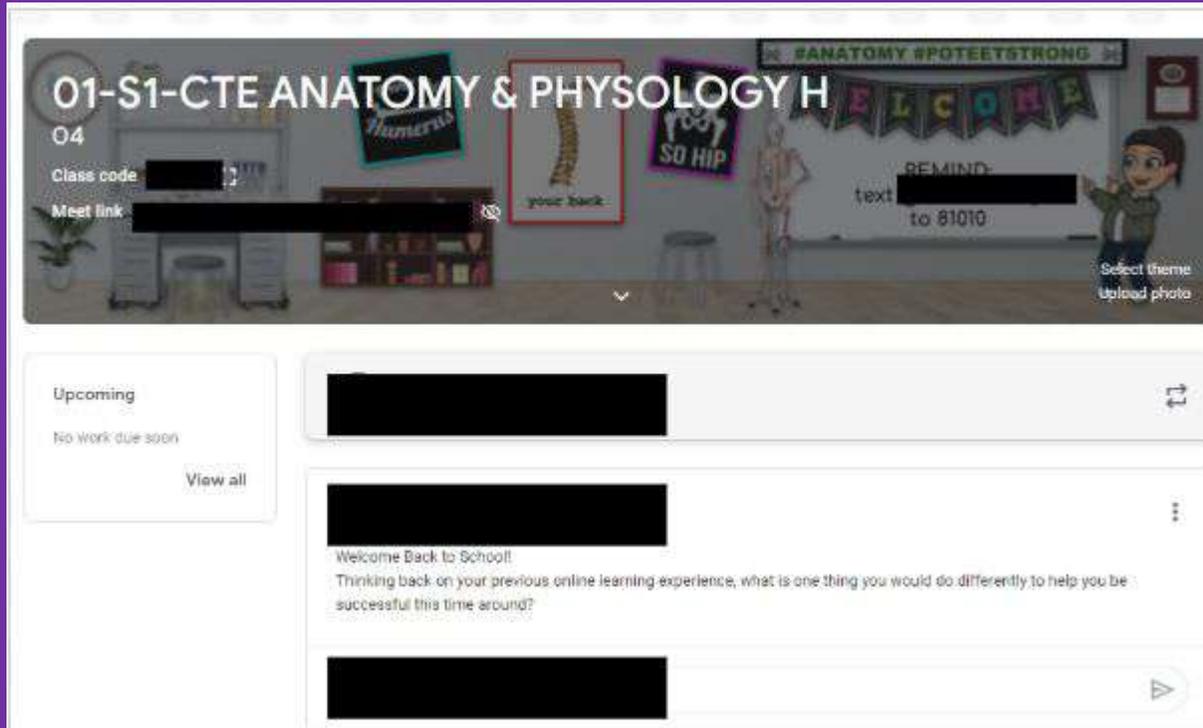


When assigning work you want students to be able to edit on their own, make sure to choose the right option: "make a copy for each student"



Using the Stream Page

Example of Stream:



To create a custom GC Header:
<https://www.youtube.com/watch?v=Kq1pACm2jYo>



Invite Students and Guardians

- If you have a Co-Teach or Support Facilitation class, this is where you can add a second teacher to the Google Classroom.
- Guardians DO NOT have access to Google Classroom because they do not have a district email address.
- BUT guardians can be invited to view summary reports.
- More info about summary reports <https://support.google.com/edu/classroom/answer/6386354>





How to Copy a Google Classroom

Why Make a Copy?

- This is useful if you teach multiple sections of the same subject.
 - Ex: You teach 6 sections of biology and don't want to waste time running set up six times.
- You want to reuse a class from the previous school year.
 - Ex: 2018–2019 was a good year and you want to reuse the materials and assignments from that class.





How to Receive Credit for this PD

★★ Due Date: August 12, 2020 ★★



Create ALL the Google Classrooms for the classes you teach.



Invite a co-teacher or support facilitation teacher, if applicable.



Add ALL your Google Classroom invite codes to this **master spreadsheet**.



Add ALL your virtual office hours and tutoring times to this **master spreadsheet**.

FOR ADVANCED GOOGLE CLASSROOM USERS, YOU ARE WELCOME TO LEVEL UP TO THE NEXT CHECKLIST FOR ADDITIONAL TIPS AND TRICKS.

ADVANCED GC CHECKLIST

Click on the links below to navigate through the presentation. To return to this checklist, click on the colored puzzle pieces in the TOP LEFT.



- ❑ [How to Use the Grading Tool](#)
- ❑ [How to Create a Rubric](#)
- ❑ [How to Use Originality Reports](#)
- ❑ [Push Content to Students' Screens](#)
- ❑ [Differentiate Content for Students](#)
- ❑ [Start a Google Meets](#)
- ❑ [Take Attendance in Google Meets](#)
- ❑ [Break Out Rooms in Google Meets](#)



How to Use the Grading Tool

Feedback for Students:

- Create a comment bank
- Send private comments only the student can view as opposed to the whole class
- Provide  audio comments using Mote (Google Chrome Extension) or Vocaroo (Online Voice Recorder)
- Provide  video comments using Loom (Google Chrome Extension, FREE premium subscription for educators)





How to Create a Rubric

Simplify the Grading Process for:

- Students Projects
- Lab Reports
- Research Papers
- FRQ Practice





How to Use Originality Reports

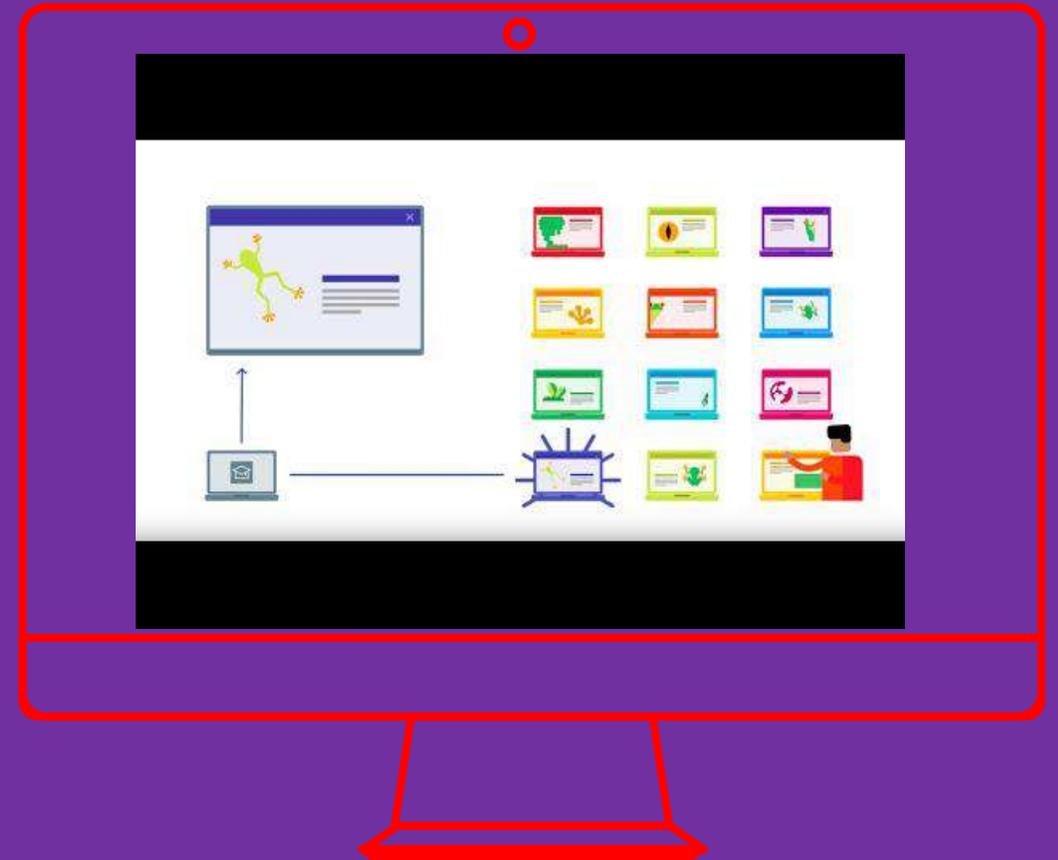
- Always a Good Habit to Cite Sources Correctly!
- However, originality reports are limited to 3 uses. 😞





Push Content to Students' Screens

Google Cast is a pre-installed Chrome extension. If you login to Google Chrome with your school credentials, it should pop up in the extensions toolbar as shown in the bottom graphic.





Differentiate Content for Students

When to Differentiate:

- To meet accommodations
- Tiered learning groups
- Group projects





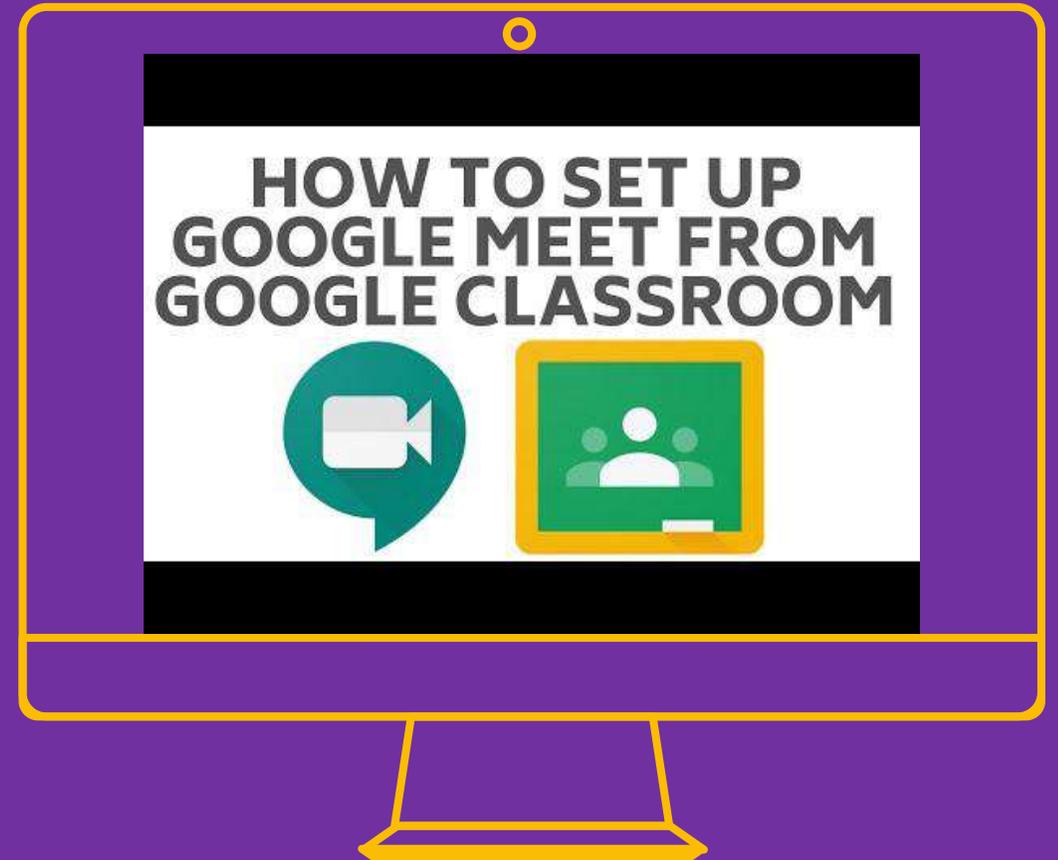
Start a Google Meets

Reminder:

- ZOOM is not to be used with students as it does not meet the AUP. *Just say **NO** to lawsuits.*

Helpful Resources:

- [Google Meets Quick Start Guide](#)
- [Google Meets Norms and Expectations](#)





Take Attendance in Google Meets

Download the Meet Attendance Extension here.

<https://chrome.google.com/webstore/detail/meet-attendance/nenibigflkdikhamlnekfppbganmojlg>





Break Out Rooms in Google Meets

Break Out Rooms are Good for:

- Small Group Learning
- Group Work/Projects
- Tiered Groupings
- Peer Tutoring Groups

Break Out Room Tips:

- Generate Random Group Names
- Allow Groups to Form Their Own Unique Names
- Assign Group Roles
- Set Norms and Expectations
- Pin Your Chrome Tabs



Thank you!

For additional step by step support, please visit:
<https://support.google.com/edu/classroom/?hl=en&authuser=0#topic=>

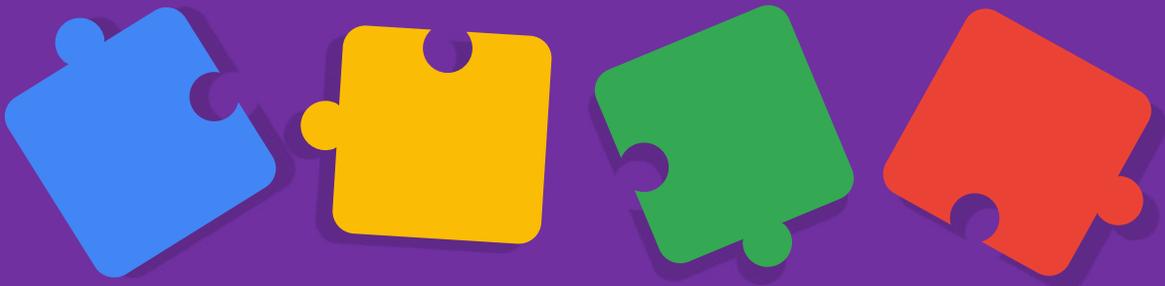


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