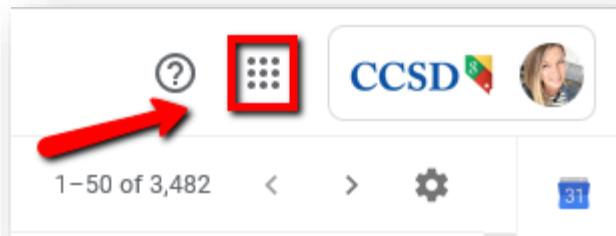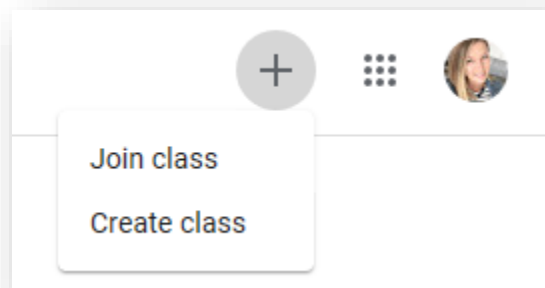# Google Classroom

Getting Your Classroom Set-up

1. Open Google Classroom from the waffle when logged into your CCSD account.

2. To create a new classroom, select the plus sign in the top, right corner.
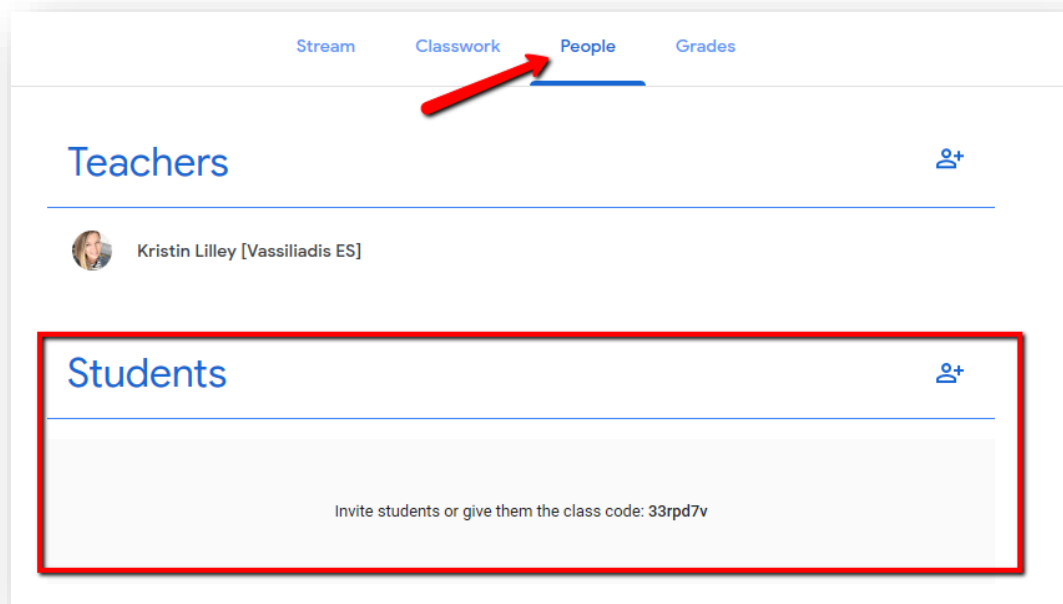

3. Type in your Class Name and select CREATE.

Google Classroom

4. From the choices on the top, choose People.

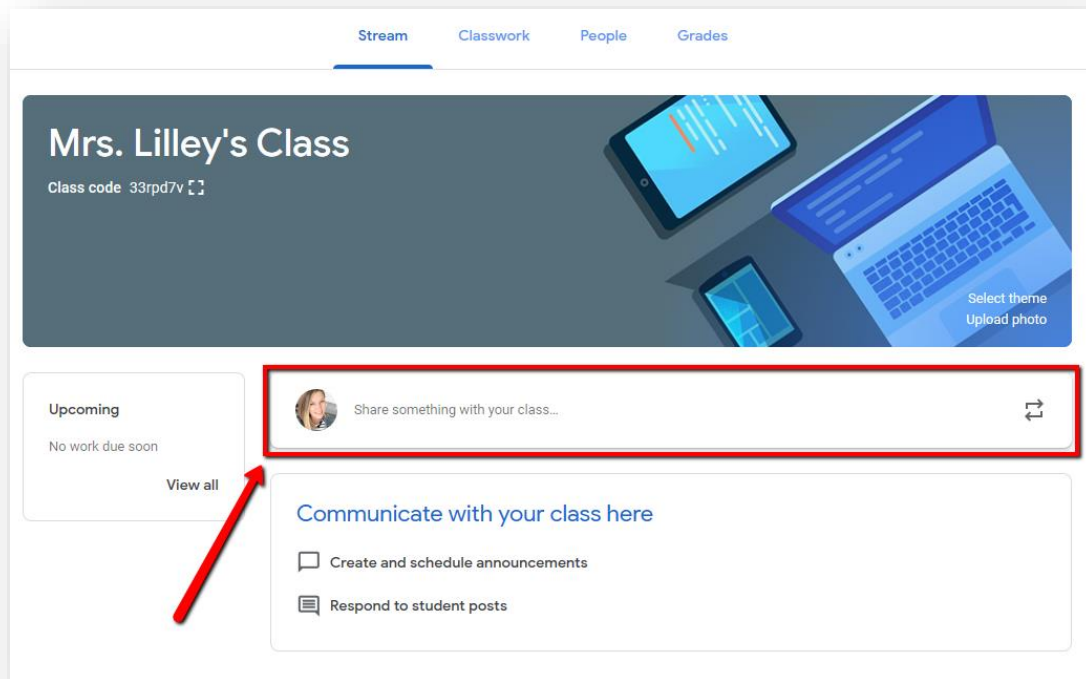There are two ways to invite students:

(1) Add all your student's names by choosing the 👤+ symbol. Your Classroom will appear on each student's Classroom page and they can select JOIN.

(2) Give all your parents the class code (located under STUDENTS or on the STREAM tab and they can join the class when they log in by choosing JOIN CLASS when they click on the + sign (as seen in step 2)
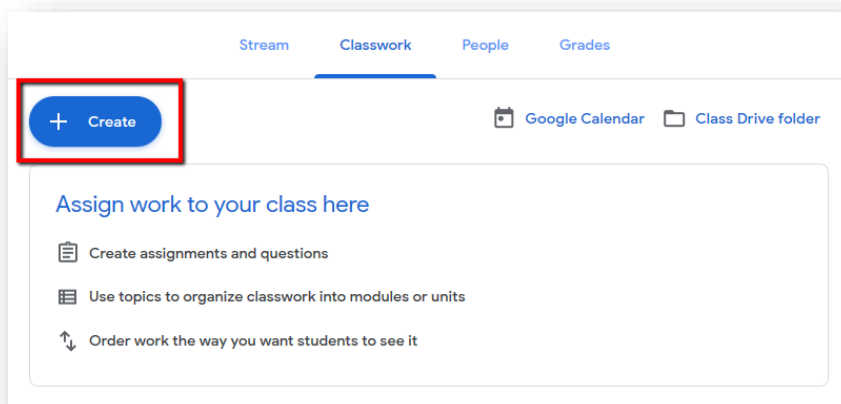
Google Classroom

Adding Classwork to Your Classroom

The main screen is your Classroom Stream. This is where you students will see the work you assign and messages you send. **(NOTE: Students can comment and add their own messages. If you want to change this setting to keep the Stream under your control, see the page of this guide titled SETTINGS.)**
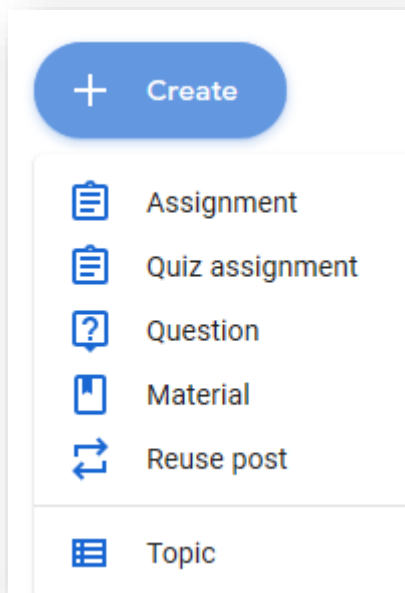

To create a new assignment or post materials, go to the CLASSWORK tab on the top and choose

Google Classroom

Classwork Options (Click Create to see all the options)

📋 Assignment

Attach articles, worksheets, links to videos, links to google docs, etc. by clicking the 📎 Add button under the Assignment Title. Also include the directions of what you want the students to do for the assignment.

📋 Quiz assignment

You can create a google form with quiz questions you want your students to complete based on an assignment.

Create menu:
- ➕ Create
- 📋 Assignment
- 📋 Quiz assignment
- ❓ Question
- 🔖 Material
- 🔁 Reuse post
- ☰ Topic

❓ Question

Ask a question to the class. Great way to introduce a topic and see what kids know, or just have a morning meeting and ask the kids what they ate for breakfast. You can remove the option of having students reply to each other on the right side.

For
| Mrs. Lilley's … ▾ | All students ▾ |

Points
100 ▾

Due
No due date ▾

Topic
No topic ▾

☑ Students can reply to each other
☐ Students can edit answer

🔖 Material

This is where you would post resources for the students without having an assignment attached. Maybe you want to share an anchor chart for the math topic you are about to teach. This is where you would post it.
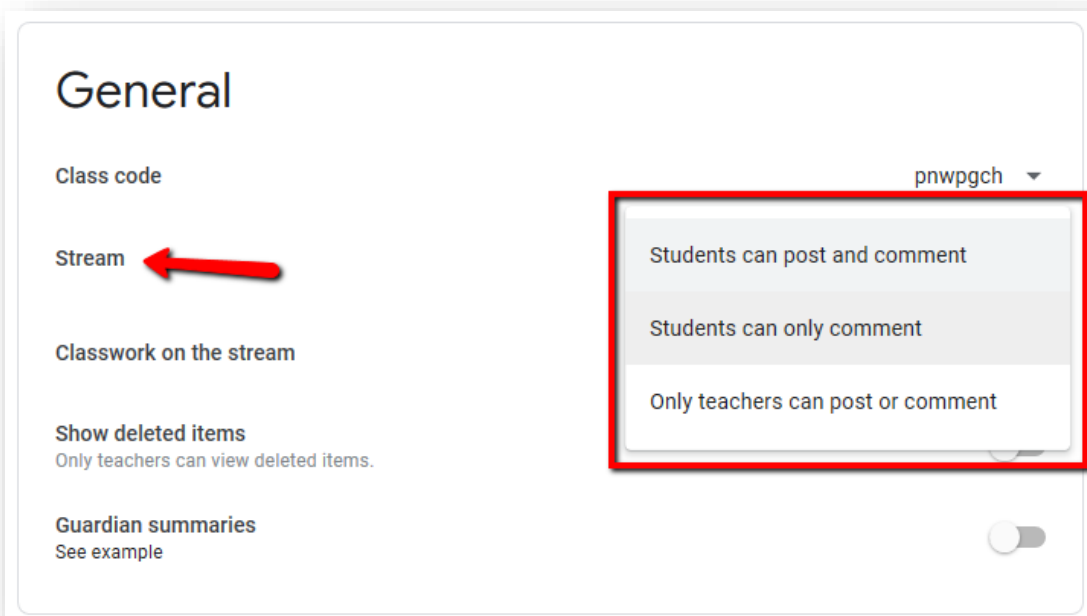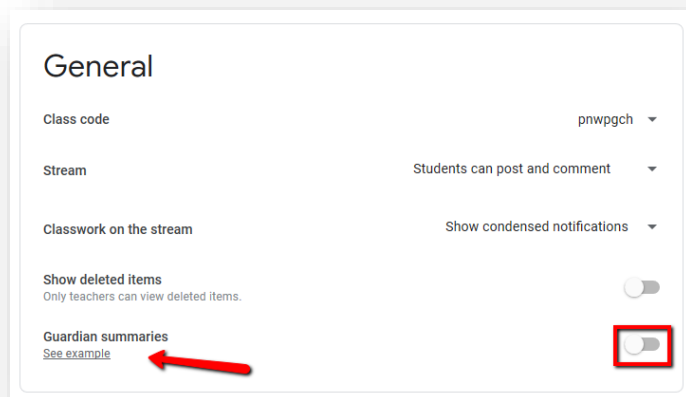
Google Classroom

Settings

- Change settings by selecting the gear on the top right corner.

- Choose the level of freedom you want your kids to have.

- Do you want parents to receive an email summary of what is being assigned? Selecte the Guardian Summaries button.

SELECT SAVE IN THE TOP RIGTH CORNER BEFORE CLOSING.