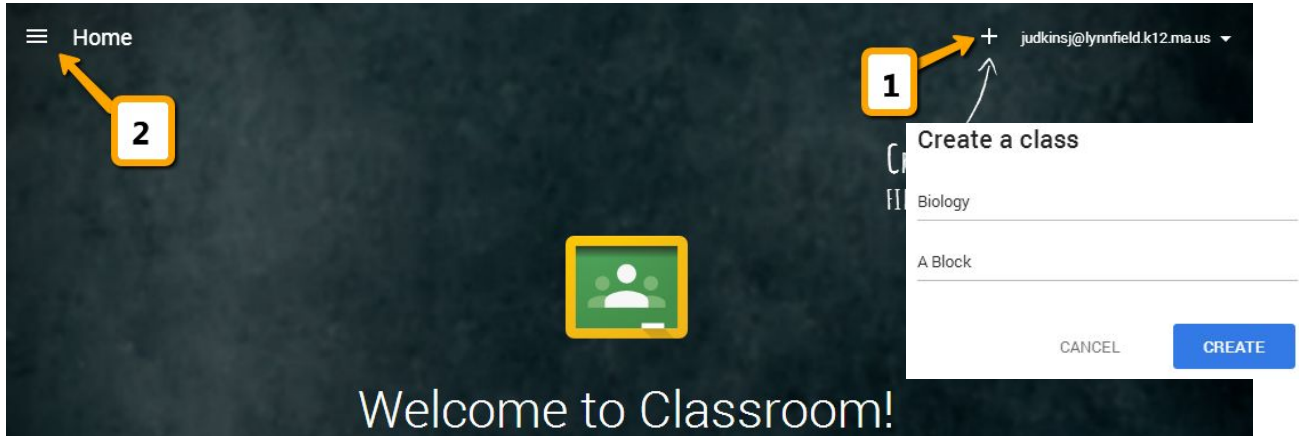# Google Classroom Cheat Sheet

Jennifer Judkins Google Education Trainer & Digital Learning Coach, Lynnfield Public Schools

Twitter: **@jennjudkins**   Blog: **www.teachingforward.net**

Link to digital copy: http://goo.gl/P3iLZj

1 Get Started → Create a Class
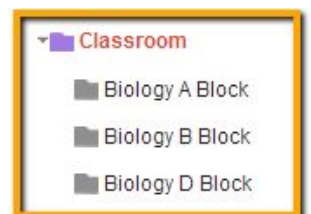

- From your web browser, navigate to classroom.google.com & sign up
- Name your class & section
- Classroom automatically creates folders to organize you!

2 Home - Manage / Access Classes
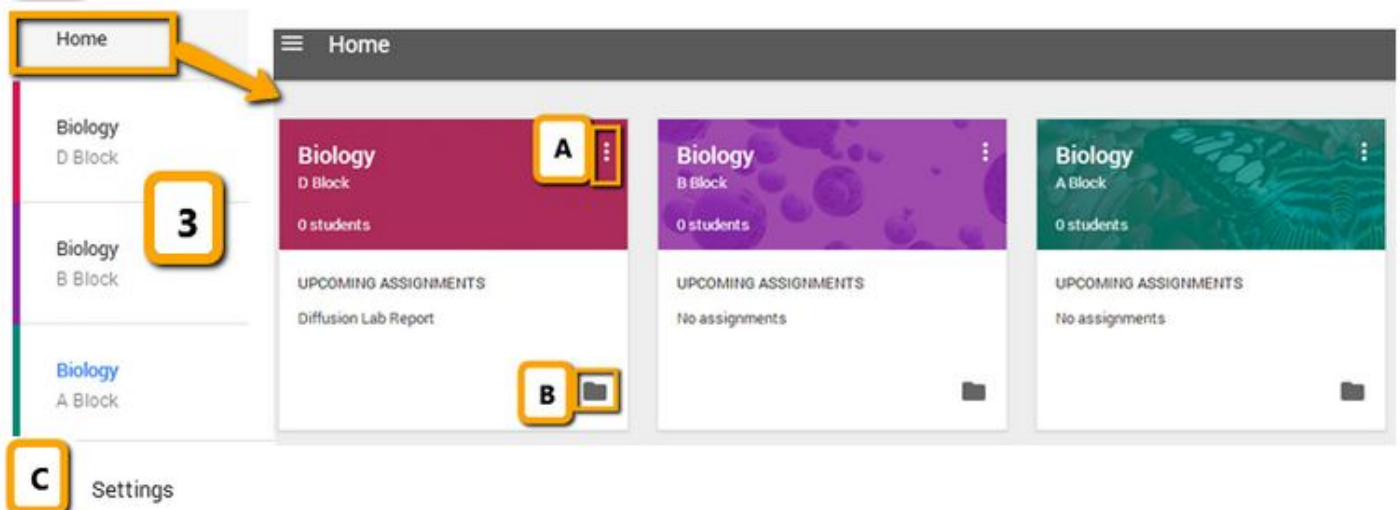
- Toggle between classes
- Access "**Home**" screen to :
  - **(A)** Rename or Delete Classes
  - **(B)** View / Access a class Google Drive Folder
 - **(C) Settings** allows you to turn email notifications on/off

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Class Page (Stream) - Discuss / Assign

3

Biology A Block
Jennifer Judkins
judkinsj@lynnfield.k12.ma.us ▾

A Select theme / Upload photo

STREAM   **4** STUDENTS   **5** ABOUT

C Due tomorrow
Diffusion Lab
Characteristics of Living ...

VIEW ALL

STREAM
Show deleted items ⊗

CLASS CODE **D**
Students can join the class
with this code:

22a2edu ▾

ASSIGNMENT Jennifer Judkins 10:50 PM   DUE WED, AUG 26 ⋮

Diffusion Lab
Using the attached template, complete your observations and results for the diffusion lab. Be sure to cite evidence from the lab when writing your conclusion

0 DONE   0 NOT DONE

Diffusion_Lab_Iodine_Baggie - LPS Google
Google Docs

Each student will get a copy

Add class comment...

B ➕

QUESTION Jennifer Judkins 10:14 PM   DUE WED, AUG 26

Characteristics of Living Things
List the 6 characteristics of living things

0 DONE   0 NOT DONE

● **(A) Change Theme/Upload Photo** - Choose from different available background images or upload your own custom banner photo

● **(B) Add Post to Stream**
  ➢ **Re-Use Post** - Retrieve previous post from other classes, including archived classes
  ➢ **Ask a Question** - Post questions for quick check in. Allow students to view & respond to each other or not.
  ➢ **Assignment**
    ○ Assignment name & description, due date (allows turn in beyond due date but teacher will see late notification)
    ○ Select sharing options for Google files attached to the assignment:
      ➢ *Each student will get a copy* (Individual copy added to Google Drive folder for class which they can edit),
      ➢ *View Only* - students can only see the file
      ➢ *Student can Edit* - allows ALL students to edit the SAME file
  ➢ **Announcement** - start a class discussion or post a general message to a class Stream

● **(C) Upcoming Assignments** notifications. Click assignment name to access Assignment Page **See #6 for details about the Assignment Page pg 4

● **(D) Class Code** – Share this code with students so that they can join your class

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4 Students Page - Manage Students
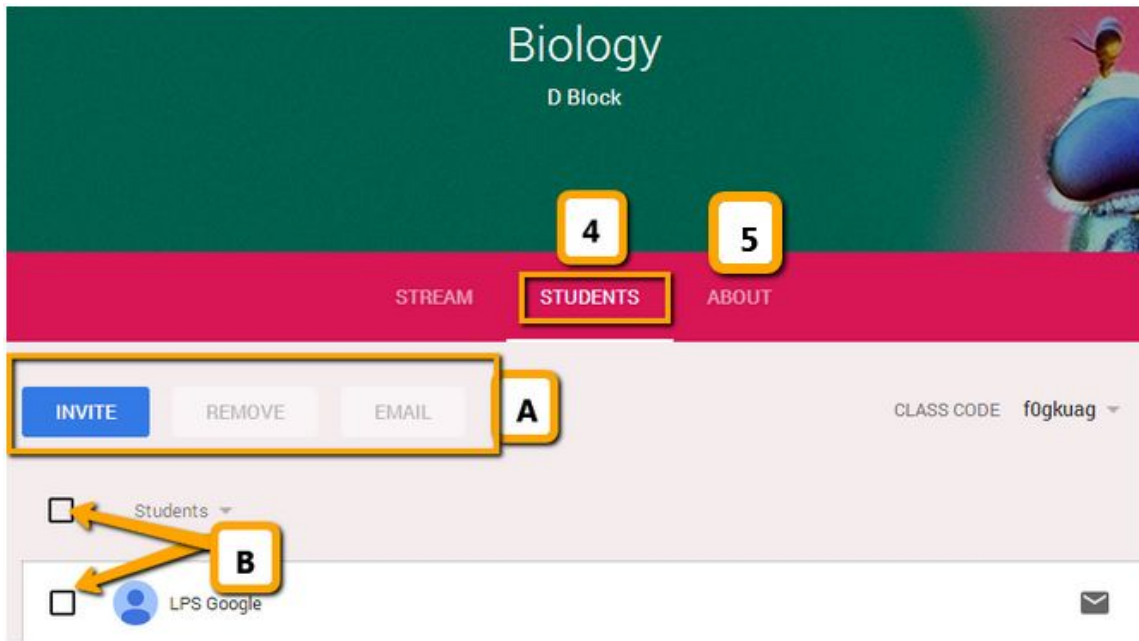
- **(A) Invite** students to class by email using existing Google contacts lists, **Remove** selected students or **Email** selected students
- **(B) Select students or class** to email or remove from class

5 About Page - Share Class Information & Resources

- **(A) Class Information** such as meeting room, teacher email & associated Google Drive Folder (auto-created by Classroom when you add the class)
- **(B) Class Resources** - add resources students will need access to all year, such as class website link or syllabus
- **(C) Invite Teacher** - add co-teacher from your domain & they can add assignments & view student work.

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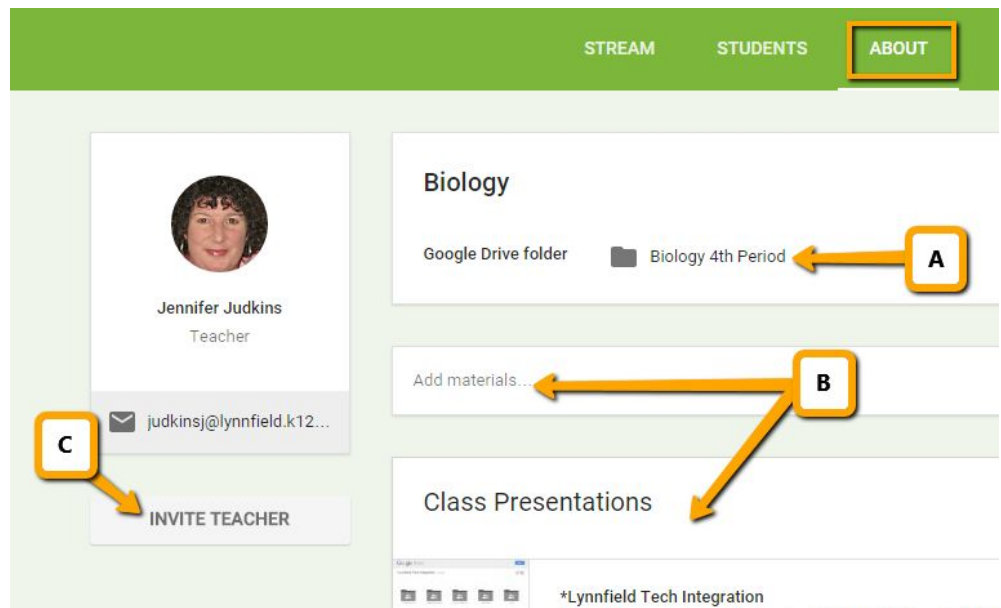
6 **Assignments Page - View & Grade Student Work**
Access Assignments page by clicking on assignment name anywhere on Class Page

- **(A) Assignment Details / Assignment Status** Click to switch between the detail view of the assignment and the status. View above shows "Assignment Status"
- **(B) Assignment Folder** - Every time you create an assignment, a folder is automatically created in Drive. Once students begin to edit their assigned document, you will be able to see their work in progress inside this folder
- **(C) Points** - Defaults to 100 (%) but can adjust point value for assignments or choose "ungraded"
- **(D) Return** - turns ownership of file back to student and notifies them that it's been graded / commented on by teacher
- **(E) Select Students or class** to email or return assignments
- **(F) Download** CSV of student grades

Additional Resources
Check out Google's Classroom Support page for more information!
- Video: Introducing Google Classroom - 2 mins
- Video: Beginning of the Year Procedures for Google Classroom - 6 mins
- Video: End of the Year Procedures for Google Classroom - 3 mins
- Video: Google Classroom Student & Teacher Walkthrough - MA GEG - 40 mins
- Video Playlist for Google Classroom from TeachingForward.net
- Training Resources: Google Classroom Presentation & tutorial videos by fellow Google Education Trainer Aaron Svoboda