

Google Classroom Teacher Quick Start Guide

Introduction

Your School District has now activated Google Classroom for teachers and students. Google Classroom is a powerful learning platform which harnesses G-Suite Apps (Google Drive, YouTube, etc.) and places them into an online classroom. With your Google Classroom, you can create assignments, post announcements, and develop a collaborative learning environment for students. This guide introduces the basics for creating your first Google Classroom.

Quick Start Guide

1. Go to classroom.google.com
 - Login with your @fairviewps.org username and password.
2. Click the **plus (+)** icon at the top right hand corner and select create class.
 - Name your class; the additional fields (section and subject) are optional.
3. Your new Google Classroom page will load. Each classroom has three pages on the navigation menu:
 - **Stream:** The Stream section is the homepage for your Google Classroom. Announcements, assignments, questions, and topics will all display on this page.
 - **Students:** From this page, you can add and manage students in your Google Classroom (see below for adding students).
 - **About:** You can post your biography as well as class rules, syllabus, student contracts, etc.
4. Customize your Google Classroom space by clicking the **select theme** link on the right hand corner of the top image banner.
5. Import Students by using one of the following two methods:
 - Class Code
 - Go to the **students** page, and on the left sidebar is a class code consisting of a random string of letters and numbers.
 - Provide the code to your students.
 - Students will go to classroom.google.com, log in with their @student.fairviewps.org account, and add your class using the unique code.
 - Invite Students
 - Go the **students** page and click the invite students tab. A popup box will appear.

- From the grey drop down box change it from “My Contacts” to “Directory.”
 - Click the checkbox next to each student you wish to import.
6. Configure student access options. From the **Students** page...
- On the left sidebar of the students page, select the level of access students can have to your Google Classroom. The following options exist:
 - *Students can post and comment*
 - *Students can only comment*
 - *Only teachers can post and comment.*
7. Create assignments and post announcements.
- On the **Stream** page, click the plus icon on the lower right hand corner. You will have several options:
 - Create Questions: A quick method to quiz students through multiple choice or short answer questions on a topic. Teachers can add a start and end date for the question.
 - Create Assignment: Post assignments with links to Google Docs, external websites, attachments, etc. Teachers can add a start and end date for the question.
 - Create Announcement: Make class wide announcements or post articles of interest to your stream.

Congratulations, you created your first Google Classroom!

Additional Resources

Google Classroom Tutorial Videos: <https://www.youtube.com/playlist?list=PLZ-8ggVAjTsBqWOfMHkEPOduw8nMn5JyT>

Google Classroom Support: support.google.com/edu/classroom

Google Educator Groups: https://www.google.com/intl/en/landing/geg/?_ga=1.84105369.1455511788.1488302007