

GOOGLE Classroom

<https://support.google.com/edu/classroom/answer/6020273?hl=en>

The following is a detailed explanation of the Google Classroom. If you go to the above website, this is the information you find on all the highlighted links. In a sense, this is a manual directly from the GOOGLE Classroom site.

Add a class As a teacher, one of the first things you will do in Classroom is create a class for each of the classes you teach. In a class, you can [invite students to the class](#), [create assignments](#), [post announcements](#), [return reviewed assignments](#), and [send messages to students](#).

Classes are interactive for students, too. They can [comment on announcements](#), [share a post with classmates](#), or [submit assignments](#).

Note: If you are unable to add a class, your Google Apps administrator may need to [verify that you are a teacher](#).

Invite students to a class

You can invite students to join a class or give them a code so they can add themselves to the class. You can also use Google Groups to invite all members of a group at once.

Invite students to join a class

Sign in to Classroom at classroom.google.com.

Click the class you want to add students to.

At the top, click **Students**.

Click **Invite**.

Check the box next to the students you want to invite or check the **Select all** box to invite all the students listed.

To see other contact lists, click **My contacts**.

To see all the students in your school's domain, click **Directory**. You can also search for a student by name in the search box.

Check the box next to any additional student you want to invite.

Click **Invite Students**.

Note: The class list is updated to show the names of invited students in grey. Invited students receive an email. To be added to the class, the student must click a link in the email or sign in to Classroom and click **Join** on the class card.

Invite students from a Google group

Note: You don't need to be the owner of the group, but you do need to be a member of the group and have access to the membership list to use it to invite students.

Sign in to Classroom at classroom.google.com.

Click the class you want to add students to.

At the top, click **Students**.

Click **Invite**.

Click **My contacts**.

Select the group you want to add to the class. By default, all members of the group are selected.

Uncheck the box next to any student's name if you don't want to invite that student.

Click **Invite Students**.

Note: The class list is updated to show the names of invited students in grey. Invited students receive an email. To be added to the class, the student must click a link in the email or sign in to Classroom and click **Join** on the class card.

Give students a code to add themselves

Sign in to Classroom at classroom.google.com.

Go to the class page. The class code is on the left of the stream.

Send an email to students with the class code or write it on the board in your classroom.

Give the students these instructions:

Sign in to Classroom at classroom.google.com.

On the Home page, click .

Enter the code that I gave you in the box and click **Join**.

To reset the code or disable it, click the code and select **Reset** or **Disable**.

Post an announcement Announcements are helpful for notices or reminders. You can post an announcement in your class stream at any time. Students can add comments to announcements, and all comments are visible under the announcement in the class stream. You can, however, manage who can comment on the stream or reply to posts, through [setting class permissions or muting students](#), if necessary.

To post the announcement:

Sign in to Classroom at classroom.google.com.

Click the class.

Click and click **Create announcement**.

Enter the title of the announcement. If your announcement is brief, you can put the entire message in the title.

(Optional) Enter a description of your announcement.

(Optional) To attach a Google Drive item, such as a Google Doc, a Slides presentation, or another file from Drive:

Click .

Locate and select the relevant item and click **Add**.

To attach a link, enter the relevant link text and click **Add**.

If you decide that you don't need the attachment, click **X** next to the attachment.

(Optional) To attach a YouTube video, choose one of these options:

To attach a video link:

Click **URL**.

Enter or paste the link for the YouTube video and click **Add**.

To find a video to attach:


Click **Video search**.

Enter your keywords in the YouTube search bar.

Click the video that you want to attach and click **Add**.

If you decide that you don't need the attachment, click **X** next to the attachment.

(Optional) To share the announcement with another class, click the class name and select any additional classes.

(Optional) If you decide that you don't need to post the announcement, click .

Do one of the following:

If you want to post the announcement immediately, click **Post**.

If you want to save the announcement for a later date, click the arrow next to **Post** and select **Save Draft**.

The announcement is visible in the class stream.

Note: Your draft announcement is saved and accessible in **Drafts** in the class stream. When an announcement is drafted by one teacher and posted by a co-teacher, the teacher posting the announcement is identified in the class stream as the author of the announcement.

To add a comment:

Sign in to Classroom at classroom.google.com.

Click the class.

Select the announcement you want to comment on.

Click **Add comment**.

Enter a comment and click **Post**.

To change the class theme:

After you create a class, you can change the default image or color pattern that is displayed at the top of the class stream.

Note: At this time, only a teacher can change the theme and it must be changed using a web browser.

To choose a different theme image from the gallery:

Open the class and click **Select theme** at the bottom of the image.

Do one of the following:

Select an image from the gallery and click **Select class theme**.

Click **Patterns**, select a color and pattern, and click **Select class theme**.

To upload your own theme image:

Open the class and click **Upload photo** at the bottom of the image.


Do one of the following:

Drag a photo from your computer to the middle of the screen.

Click **Select a photo from your computer**, choose the image you want to use for your class, and click **Open**.

To display a profile photo: You can display a profile photo next to your name in the class stream and on the class card on the home screen. Classroom uses your Gmail profile photo as your Classroom profile photo. See [Selecting your Gmail picture](#) for instructions on adding a photo.

To rename a class:

From the home page in the web browser, you can rename a class using  at the top of the class card.

On the class card, click  and select **Rename**.

. Enter a new name and click **Save**.

Note: You can archive a class if you no longer need it. See [Archive a class](#) for instructions

Grade and return an assignment As students begin working on an assignment, you can view their progress and add comments or make edits. When the assignment is complete, you can assign a grade and return it. After you return an assignment, students receive a notification by email and on their mobile devices if notifications are set up. The student regains edit access to any Google Drive files that were part of the assignment. You can view students' comments on the assignment instructions page.

Student Work page


The Student Work page shows the current status of students' work for the assignment.

If you create a copy of a Drive item for each student, it appears on the Student Work page when the student opens it. You can review any work in progress and give feedback before the work is submitted for a grade. If you don't see a copy or attachment under a student's name, it means that the student hasn't opened the Drive item or attached a file, and there's nothing for you to review.

To search for a student, you can sort the list of students alphabetically by first or last name.

Access student assignments

Sign in to Classroom at classroom.google.com.

Click  > **Assignments**.

Select the assignment to access the Student Work page.

On the Student Work page, you can review the following details:

Number of students who have submitted the assignment.

Done—list of students who submitted the assignment.

Not Done—list of students who haven't submitted the assignment.

Thumbnails (reduced-size versions) of work submitted by students.

Click a student's name to view their submission.

You can directly [edit](#) or [comment](#) in any document on Google Drive and close when you're done. Your edits or comments are automatically saved and ready for the student to review when they open the document.

Grade and return an assignment to a student The Student Work page for each assignment lists the students who have turned in the assignment.

To grade an assignment:

Sign in to Classroom at classroom.google.com.

Click the class and click the assignment in the class stream.

(Optional) The default point value is 100. To change it, click the point value and select another value, or select **Ungraded**, and click **Update**.

Note: Only whole number grades are supported at this time. You can't enter a letter grade or a decimal point.

Click **Add grade** next to the student's name, and enter the grade.

(Optional) Enter grades for any additional students.

Note: The grades that you enter on this page are automatically saved. You can choose to finish grading and return the assignments to the students during another session. However, private comments entered on the assignment grading page will not be saved unless you return the assignment to the students.

To return an assignment:

Sign in to Classroom at classroom.google.com.

Click the class and click the assignment in the class stream.

Check the box next to each student whose assignment you want to return and click **Return**.

(Optional) Add a private comment to a student, if needed.

Click **Return** again to confirm.

Change a grade You can change the grade on an assignment after it's returned to a student.

To change a grade:

Sign in to Classroom at classroom.google.com.

Click the class and click the assignment in the class stream.

Click **Student Work**.

Click the grade of the student whose grade you want to change.

Enter a new number.

Note: The grades that you enter on this page are automatically saved. To update the student about the new grade, you must return the assignment to the student.

To return an assignment with a changed grade:

Sign in to Classroom at classroom.google.com.

Click the class and click the assignment in the class stream.

Click **Student Work**.

Check the box next to each student whose assignment you want to return and click **Return**.

(Optional) Add a private comment to a student if needed.

Click **Return** again to confirm.

Export the grades to a CSV file **CSV Files.** A **CSV** is a comma separated values **file**, which allows data to be saved in a table structured format. CSVs look like a garden-variety spreadsheet but with a **.csv** extension (Traditionally they take the form of a text **file** containing information separated by commas, hence the name).

At the top of the assignments page, click **Download**. You can then specify whether you want to download the grades for the individual assignment or for all assignments. Currently, you can only download grades using the web version of Classroom.


Email a student

To email a student:

Sign in to Classroom at classroom.google.com.

Click the class that the student is in.

Click **Students**.

Next to the student name, click . If you want to send a message to multiple students, check the box next to each student's name and click **Email** at the top of the page.

A new email message box opens. Enter a subject and message and click **Send**.

Note: You can also send a private message to a student when providing feedback on an assignment. For instructions, see [View, grade, and return an assignment](#).

Post to the class stream You can share a message with your class or comment on an item in a class stream at any time. All posts and comments appear under the item in the stream.

Share a message:

Sign in to Classroom at classroom.google.com.

Click the class.

In the **Share with your class** box, enter your message.

(Optional) To attach a file from your computer, Google Drive item, YouTube video, or link:

Click the appropriate icon.

Locate and select the relevant item and click **Add**.

To attach a link, enter or paste the link and click **Add**.

If you decide that you don't need the attachment, click **X** next to the attachment to delete it.

(Optional) If you decide that you don't need to post the message, click **Cancel**.

Click **Post**.

Add a comment to a post:

Sign in to Classroom at classroom.google.com.

Click the class.

Locate the post and in the **Add comment** box, enter your comment.

(Optional) If you decide that you don't need to post the comment, click **Cancel**.


Click **Post**.

Reply to a comment:

Currently, you can only reply to a comment using the web version of Classroom.

Sign in to Classroom at classroom.google.com.

Click the class.

Hover over the comment you want to reply to and click .

The person you are replying to is automatically +mentioned in the reply.


Enter your reply and click **Post**.

Delete a message or comment:

If you delete a message, all the comments associated with it are deleted as well. You can't undo this action.

Sign in to Classroom at classroom.google.com.

Click the class.

Locate the message or comment, click  and select **Delete**.

Click **Delete**

Submit an assignment

An assignment may have different sections, such as a topic for you to write about, or documents for you to review. There are two ways you can complete an assignment in Classroom:

Turn in—If you need to attach anything to the assignment, follow the steps to turn in an assignment.

Mark done—If there are no attachments for the assignment, follow the steps to mark an assignment done.

You can edit an assignment after submitting it. However, any assignment turned in or marked as done after the due date is considered late.

To turn in an assignment:

Files that you attach or create for an assignment can be viewed and edited by your teacher before you click Turn In. This can be helpful if you need your teacher to review a file before you officially submit an assignment to be reviewed and graded.

Tip: If you have the assignment open in Google Docs, you can simply click **Turn in** in the top corner. You'll have the option to add a private message to your teacher as well, if needed.

Sign in to Classroom at classroom.google.com.

Go to the class stream and click the assignment you want to turn in.

The status of the assignment is **Not done**.

Note: You can also access your assignments on the [Assignments page](#).

If your teacher attached a Drive item, click the thumbnail of the item to open and review it.

If the teacher's attachment was removed, click **Make a copy** to open and review it.

(Optional) Click **Add** to attach a file from Google Drive or your computer:

Click **Google Drive** or **Upload file**.

Select the file and click **Add**.

(Optional) To attach a link:

Click **Add**.

Select **Link**.

Enter the link and click **Add Link**.

(Optional) To attach a YouTube video, choose one of these options:

To attach a video link:

Click **URL**.

Enter or paste the link for the YouTube video and click **Add**.

To find a video to attach:

Click **Video search**.

Enter your keywords in the YouTube search bar.

Click the video that you want to attach and click **Add**.

(Optional) To create a new Google Drive item, click **Create** and select the file type.

(Optional) To remove an attachment, click **X** next to it.

(Optional) To add a comment about the assignment, enter it in the box and click **Post**.

Click **Turn In**.

Click **Turn In** again to confirm.

The status of the assignment changes to **Done**.

To mark an assignment done:

Web browser

Sign in to Classroom at classroom.google.com.

Go to the class stream and click the assignment you want to mark done.

Note: You can also access your assignments on the [Assignments page](#).

(Optional) Add a private note to your teacher.

Click **Mark As Done**.

Click **Mark As Done** again to confirm.

The status of the assignment changes to **Done**.

Sign in to Classroom at classroom.google.com.

Go to the class stream and click the assignment you want to edit.

Note: You can also access your assignments on the [Assignments page](#).

Click **Unsubmit**.

Click **Unsubmit** again to confirm.

Note: Your status for this assignment changes to **Unsubmitted** so make sure you resubmit it before the due date.

Make any changes to the assignment or attachments.

(Optional) Attach any new files or links.

(Optional) Add a private note to your teacher.

Click **Turn In**.

Click **Turn In** again to confirm.

The status of the assignment changes to **Done**.

Any assignment that is turned in or marked done after the due date is marked late!

Teacher permissions

As the Google Apps administrator for your school, you'll need to decide how teachers are given permission to create and manage classes in Classroom. Your choices are:

Anyone in your domain

All self-declared and verified teachers

Verified teachers only

When users sign in to Classroom for the first time, they identify themselves as a teacher or a student. If they identify as teachers, they are added to a specialized Google group pending your review.

Note: You need to [turn on Google Groups for Business](#) for yourself to verify any pending teachers in the group.

To set the teacher permissions:

[Sign in](#) to the [Google Admin console](#).

Click **Apps > Google Apps > Classroom > General settings**. (The Apps control might be in the “More Controls” menu at the bottom of the Admin console.)

Under **Teacher permissions**, select who is allowed to create a class.

Note: The default setting is All pending and verified teachers. If you don't change the setting, anyone who identifies as a teacher can use the teacher functions in Classroom, even if they aren't verified.

If you select Verified teachers only, you can verify pending teachers directly in the teacher group:

Open classroom.google.com/teacher-group.

Check the boxes next to the users you want to approve or reject.

Click **Approve applicant** or **Reject applicant**.

Tip: Before teachers begin using Classroom, you can [add the teachers directly from your domain to the teacher group](#) and set the permission in the Admin console to Verified teachers only. You can also add other Google groups to your domain's Classroom teacher group. If you use GADS, SDS, any other sync tool, or already have a group containing all the teachers or staff in your domain, you can add those groups to [Classroom Teachers](#), which will make it easier to keep track of who can create Classroom classes.

Warning! Do not delete the teacher group because teachers will be unable to use Classroom while the group doesn't exist. If the teacher group is deleted, it will be recreated but it will be empty. Once the group is recreated, all Classroom users will be asked again to identify themselves as teacher or student, and you'll need to verify the teachers again. If you use Google Apps Directory Sync or School Directory Sync, you should also [manually exclude the teacher group from any synchronizations](#).