Google Classroom Cheat Sheet
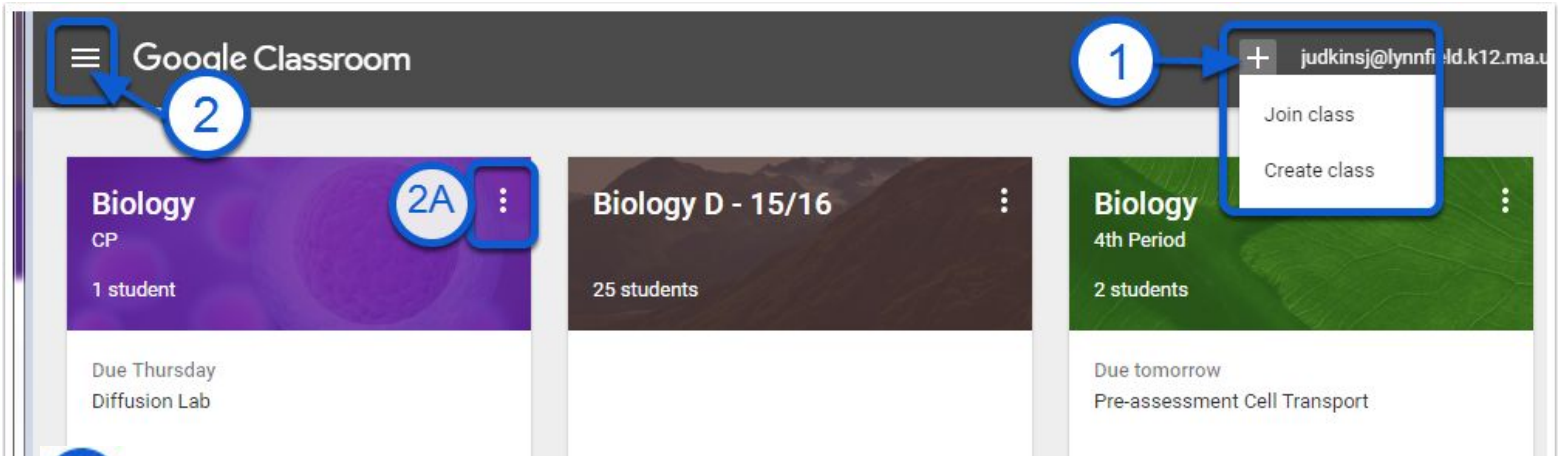
Access Google Classroom at Classroom.google.com

## *Google Classroom Home Screen:* Create, access & manage classes

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① Create a Class

- From your web browser, navigate to classroom.google.com
- Name your class; include section and subject (optional).
- Classroom automatically creates folders to organize you!

② Home - Manage / Access Classes

○ **(2A)** Rename, Delete or Archive Classes. Archiving removes   class from your home screen but still available in "Archive" Section

○ **(2B) Classes** view and toggle between different classes
       Calendar view calendar for ALL classes

○ **(2C) Work** "To Do" list of pending assignments to grade/review

○ **(2D) Classes** toggle between different classes

○ **(2E) Archived Classes** access or restore archived classes
       Settings allows you to turn email notifications on/off

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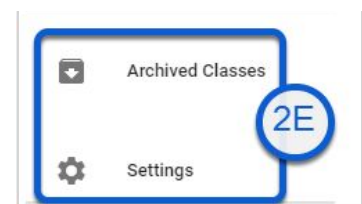
Class Page (Stream) Interface: Add content to classes, manage students

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3 **Class Page (Stream) - Discuss / Assign**

- **(3A) Change Theme/Upload Photo** - Choose from different available background images or upload your own custom banner photo

- **(3B) Add Post to Stream**
  - ➢ **Re-Use Post** - Retrieve previous post from other classes, including archived classes

  - ➢ **Announcement** - start a class discussion or post a general message to a class Stream

  - ➢ **Ask a Question** - Post questions for quick check in. Allow students to view & respond to each other or not. Students cannot see others' responses until they submit their own.

  - ➢ **Assignment**
    - ○ Assignment name & description, due date (allows turn in beyond due date but teacher will see late notification)

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- **(3C) Add Post to Stream**
  - **Topic:** Works like a tag / keyword for sorting / searching assignments

  - 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
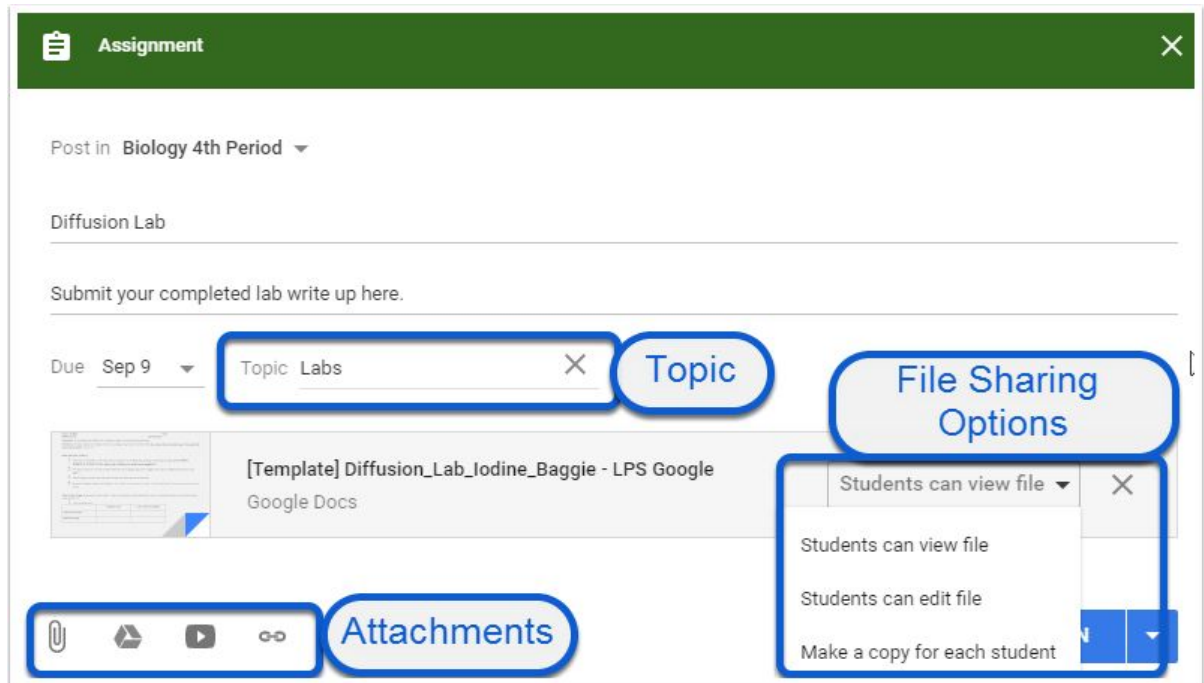
- **(3C) Upcoming Assignments** notifications. Works like a "To-do" list for students showing.

- **(3D) Topics List** – View / sort by topics to find posts more quickly

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④ Students Page - Manage Students

- **(4A) Class Code** is the one-time code students need to join your class

- **(4B) Guardian Email Summaries** can be toggled on so that you can add parent email addresses and they can opt-in to receive email summaries (daily/weekly).

- **(4C) Selected students actions** by checking box to the left of the student name, teachers can email, remove from class or mute. Muting individual students means they can view and submit assignments, but not post in the stream.

- **(4D) Whole Class permissions** settings can be changed and are applied to the entire class.

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About Page Interface: Invite Co-teachers, Post year-round resources

⑤ About Page - Share Class Information & Resources

- **(5A) Invite Teacher** - add co-teacher from your domain & they can add assignments & view student work.
- **(5B) Access Drive Folder & Calendar** access to Google Drive Folder (auto-created by Classroom when you add the class). Note: This is YOUR folder, but when students are in their Classroom account, the link with be to THEIR folder. It's just a shortcut to Drive. TIP: Teachers can make the Calendar public so parents can see it.
- **(5C) Class Resources** - add resources students will need access to all year, such as class website link or syllabus, rubrics, etc. making it much easier to find than in the Stream which changes daily.

Assignments Page Interface: View & grade student work

6 Assignments Page - View & Grade Student Work

→ Access Assignments page by clicking on assignment name anywhere on Class Page

→ From this "Assignments Page" you can toggle between "Instructions" to view assignments details and "Student Work" to view and grade work.

→ Assignment Folder: Click to jump to Google Drive folder for this assignment. 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

- **(6A) Assignment thumbnail** - Click to view any assignment before or after it is turned in by the student.
- **(6B) Grade Assignment** - Defaults to 100 (%) but can adjust point value for assignments or choose "ungraded"
- **(6C) Return Assignment** - turns ownership of file back to student and notifies them that it's been graded / commented on by teacher. NOTE: Assignments can be returned "ungraded".
- **(6D) Download Grades** for this assignment to Google Sheets or as CSV format

Additional Resources
- Check out Google's Classroom Support page for more information!

- Video: [Beginning of the Year Procedures for Google Classroom](#) - 6 mins
- Video & Blog Post: [Making Google Classroom Calendar Public for Parents](#)
- Video: [End of the Year Procedures for Google Classroom](#) - 3 mins

[More Google Apps Cheat Sheets from TeachingForward](#)

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