

# Google Classroom Training Checklist

[goo.gl/zGXaRi](http://goo.gl/zGXaRi)



Tasks in Teacher Mode	
<input type="checkbox"/>	Teachers and Students access/login at <a href="http://classroom.google.com">classroom.google.com</a> (Chrome browser preferred)
<input type="checkbox"/>	**First time - Teachers click blue <b>Teacher</b> button, students click blue <b>Student</b> button*
<input type="checkbox"/>	+ icon upper right to create or join a class - create a few!
<input type="checkbox"/>	<b>Classes Home</b> - Shows all of your classes that you are teaching or enrolled in as a student. Classes with a person icon/photo are classes you are a student in.
<input type="checkbox"/>	Joining a class - use the class code found on the <b>Students</b> tab or invite via email
<input type="checkbox"/>	<b>STUDENTS</b> tab: Control student post/comment rights
<input type="checkbox"/>	<b>STUDENTS</b> tab: Remove, email or mute students
<input type="checkbox"/>	<b>STUDENTS</b> tab: Reset or disable class code
<input type="checkbox"/>	<b>ABOUT</b> tab: Where you can add static class information (Class name, description, room #). <b>Add materials...</b> attach links, videos & documents commonly used (syllabus, rules & expectations, etc.)
<input type="checkbox"/>	<b>ABOUT</b> tab: Direct links to Google Drive class folder, instructor email and class calendars
<input type="checkbox"/>	<b>ABOUT</b> tab: NEW!! Calendar events created when you add assignments. Can view only in Classroom or <b>Open in Google Calendar</b> will create a synced calendar in student/teacher Google Calendar
<input type="checkbox"/>	<b>ABOUT</b> tab: <b>Invite Teacher</b> allows you to add multiple teachers to administer & grade class work
<input type="checkbox"/>	<b>STREAM</b> tab: Where most of the action takes place. View upcoming assignments & class code to left
<input type="checkbox"/>	<b>STREAM</b> tab: Red + icon bottom right to create announcement, assignment, question or reuse post
<input type="checkbox"/>	+ <b>Create announcement</b> - Non-graded information for class. Attach any file from computer, Google Doc, YouTube video**, or any web link. Shared instantly with class. Students can post/comment or not based on setting in <b>STUDENTS</b> tab.
<input type="checkbox"/>	+ <b>Create assignment</b> - Graded assignment. Title becomes the name of the document handed in, with student name automatically appended. Set due date (time optional). Can attach files, Drive Docs/Slides, YouTube, links. Assign to current or any/all other classes.
<input type="checkbox"/>	+ <b>Create assignment</b> - Attached Drive Docs/Slides can be view only, editable/collaborative, or a copy is made for each student. All are saved in students Classroom → (Class Name) folder in Drive and shared with you in Classroom → (Class Name) → (Assignment Name) folder in Teacher Drive
<input type="checkbox"/>	+ <b>Create assignment</b> - Assignments can be assigned immediately, or saved as a draft for later
<input type="checkbox"/>	+ <b>Create question</b> - Graded discussion to check for understanding or online discussion. View/grade all answers in one place, see who has/hasn't responded & choose if students can view/reply to posts
<input type="checkbox"/>	+ <b>Reuse post</b> - allows you to bring in any announcement, assignment or question from current or any other class and posts it to the top of the class stream.
<input type="checkbox"/>	<b>STREAM</b> tab: On each post/announcement/assignment you'll see a <b>Snowman menu</b> (three stacked dots). The snowman menu allows you to edit, delete or move a post to the top of the stream
<input type="checkbox"/>	<b>Grading Assignments</b> - Access through the assignment box (left side in <b>STREAM</b> ) individually or <b>View All</b> , by clicking on the assignment name in the stream post for class only assignments. You can view all class assignments through the hamburger menu (three bars) top left.
<input type="checkbox"/>	<b>Grading Assignments</b> - Use <b>TO REVIEW</b> and <b>REVIEWED</b> tabs at top to see your assignments and how many students are done/not done. Click assignment name to view student work
<input type="checkbox"/>	<b>Assignment</b> → <b>STUDENT WORK</b> : Shows student submissions in thumbnails on the right, student list with grades on the left. Set points possible above on <b>100 points</b> drop-down menu***
<input type="checkbox"/>	<b>Assignment</b> → <b>STUDENT WORK</b> : Click on the student document thumbnail to open and view in a new browser tab. Read & evaluate student work, use the <b>Insert</b> → <b>Comment</b> menu option to offer suggestions or edit document directly. Close the tab when you are done to return to grades. Repeat the process for other student submissions.
<input type="checkbox"/>	<b>Assignment</b> → <b>STUDENT WORK</b> NOTE: When Docs are "handed in," students do not have editing rights to the document and can only view unless they unsubmit their work. They can resubmit it when they are ready. Students can always submit work, even after the due date - submission history is saved for each student on each assignment.
<input type="checkbox"/>	<b>Assignment</b> → <b>STUDENT WORK</b> : Once student work is viewed, you can type in their grade. Once it's graded, the <b>RETURN</b> box is checked. Once assignment is returned, students have edit ability restored. Select one/many/all students and click the <b>EMAIL ICON</b> to send feedback.
<input type="checkbox"/>	<b>Assignment</b> → <b>STUDENT WORK</b> : To download a spreadsheet of grades for this assignment or all class assignments, click the <b>GEAR ICON</b> on the upper right.
<input type="checkbox"/>	<b>Assignment</b> → <b>STUDENT WORK</b> : Click the <b>LEFT ARROW ICON</b> to return to <b>STREAM</b> .
<input type="checkbox"/>	<b>Hamburger Menu (upper left): HOUSE ICON</b> gets you back to the main page with all of your classes listed.
<input type="checkbox"/>	<b>Hamburger Menu: Calendar</b> will show you a unified calendar of all your assignments in all of your classes.
<input type="checkbox"/>	<b>Hamburger Menu</b> : Also gives you direct access to the other classes you are teaching and enrolled in as a student, as well as any classes you have archived.
<input type="checkbox"/>	<b>Hamburger Menu</b> : Access the <b>Settings</b> on the bottom if you start to get too many email notifications. You can turn those off here as well as update your profile photo and access your Google account settings.
<input type="checkbox"/>	<b>Classes Home: Snowman menu</b> (three stacked dots) will allow you to archive (delete) or edit classes you teach, or allow you to unenroll from classes you are a student of.
<input type="checkbox"/>	<b>Classes Home</b> : Again, you can create or join classes with the + icon on the upper right. Create a few classes if you have not done so already. Share the class code with others to have them join your class to experiment and get your hands on Classroom as a teacher.
<input type="checkbox"/>	<b>Share to Classroom Extension</b> : When both teachers and students have this installed from the Chrome Web Store, some magic is possible. Teachers can push out web links to students, and their devices will automatically launch the web page! Teachers can also create assignments based on and linked to the web page they are on. Find it at <a href="http://goo.gl/dz5oSE">goo.gl/dz5oSE</a> ****

\* Talk to your IT Director if students choose the 'Teacher' option. They must remove them from the teacher group.  
 \*\* YouTube videos can only be attached/embedded directly. Use the link option for videos on other sites/services.  
 \*\*\* If you click on **100 points**, you can type in any point value you'd like. You are not limited to the menu options.  
 \*\*\*\* Share to Classroom may already be installed by default on student Chromebooks. Look for a Classroom icon in the upper right, to the right of the address box.

Tasks in Student Mode	
<input type="checkbox"/>	Teachers and Students access/login at <a href="http://classroom.google.com">classroom.google.com</a> (Chrome browser preferred)
<input type="checkbox"/>	**First time - Teachers click blue <b>Teacher</b> button, students click blue <b>Student</b> button*
<input type="checkbox"/>	+ icon upper right to join a class - Get your codes from your teachers!
<input type="checkbox"/>	<b>Classes Home</b> - Shows upcoming assignment due dates in the white area underneath each class name. The folder icon will take you to all of your class documents in Drive.
<input type="checkbox"/>	<b>Classes Home</b> - Shows all of your classes that you are enrolled in as a student. Click the class name to enter your classroom!
<input type="checkbox"/>	<b>CLASSMATES</b> tab: View other students in your class. The <b>EMAIL ICON</b> will allow you to message others in your class.
<input type="checkbox"/>	<b>ABOUT</b> tab: Class title, description, as well as another folder link to your class documents in Google Drive. Your class teacher and their email address is on the left. At the bottom, you'll find links to your class syllabus, rules, expectations or other documents, links or videos that your teacher has added.
<input type="checkbox"/>	<b>ABOUT</b> tab: <b>Calendar</b> will link to your upcoming due dates from the <b>View in Classroom</b> link. <b>Open in Google Calendar</b> will add a subscription to this class calendar. Any current and new assignments will be visible there.
<input type="checkbox"/>	<b>STREAM</b> tab: This is where announcements, assignments, and questions will be posted by your teacher. There is an assignment box on the left showing your work that is due soon!
<input type="checkbox"/>	<b>STREAM</b> tab: Your teacher will control if you can create posts/announcements and whether you can add comments. If you can create a post, you'll see a big red + icon on the lower right.
<input type="checkbox"/>	<b>STREAM</b> tab: When something new is added to the stream, you'll see <b>Stream was updated SHOW</b> on the lower left. Click <b>SHOW</b> to see the new stuff!
<input type="checkbox"/>	<b>STREAM</b> tab: When you get a new assignment, click on the name of the assignment, or the <b>OPEN</b> button to the right.
<input type="checkbox"/>	<b>Assignment</b> : If your teacher has attached a file or Drive Doc, you'll see <b>Assignment Name - Your Name</b> as a link. Clicking that link will open your document in a new tab.
<input type="checkbox"/>	<b>Assignment</b> : If no document has been attached, or if you need to add additional resources for your assignment, click <b>Add</b> below to add a Google Drive, link or file or to create a new Docs, Slides, Sheets or Drawing document for the assignment.
<input type="checkbox"/>	<b>Assignment</b> : You can click <b>TURN IN</b> when you are ready! If no documents are attached to your assignment, you'll see a <b>MARK AS DONE</b> button to mark your task as complete.
<input type="checkbox"/>	<b>Google Doc in Classroom</b> : Is just like any other Google Doc, but you'll see a <b>Turn In</b> button up to the right next to <b>Share</b> . Use this button to submit your work.
<input type="checkbox"/>	<b>Assignment</b> : Click the left arrow on the upper right to get back to the class stream.
<input type="checkbox"/>	<b>STREAM</b> tab: Click <b>View ALL</b> in the assignment box to the left to view all of your upcoming and completed assignments for this class. <b>TO-DO</b> at the top shows what you still need to work on and turn in. <b>DONE</b> will show your completed work and any grades that your teacher has assigned to you.
<input type="checkbox"/>	<b>Hamburger Menu (upper left): HOUSE ICON</b> gets you back to the main page with all of your classes listed.
<input type="checkbox"/>	<b>Hamburger Menu: Calendar</b> will show you a unified calendar of all your assignments in all of your classes.
<input type="checkbox"/>	<b>Hamburger Menu</b> : Also gives you direct access to the other classes you are enrolled in as a student, as well as any classes your teachers have archived.
<input type="checkbox"/>	Make sure that you have the <b>Share to Classroom</b> extension installed. It may have been installed for you by the district. This will allow teachers to open web pages for you! Find it at <a href="http://goo.gl/dz5oSE">goo.gl/dz5oSE</a>