



Google Classroom Cheat Sheet

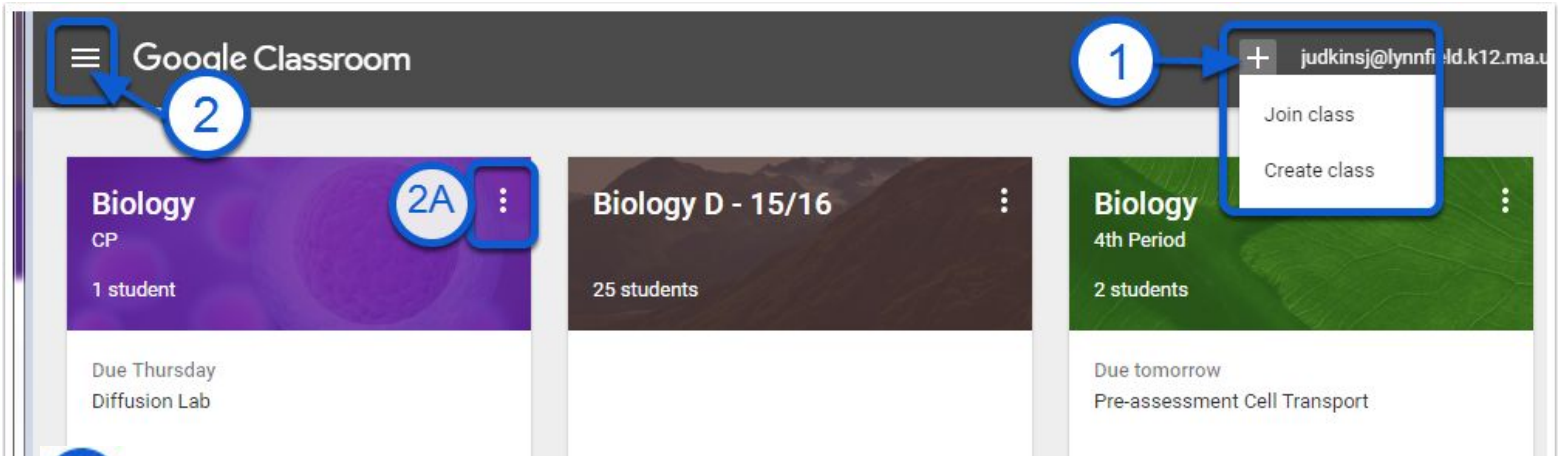


www.teachingforward.net

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

Access Google Classroom at [Classroom.google.com](https://classroom.google.com)

Google Classroom Home Screen: Create, access & manage classes



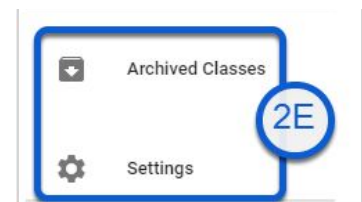
1 Create a Class

- 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

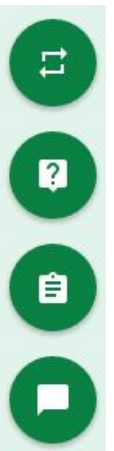
- **(2A)** Rename, Delete or Archive Classes. Archiving removes from your home screen but still available in "Archive" Section
- **(2B)** **Classes** view and toggle between different classes
Calendar view calendar for ALL classes
- **(2C)** **Work** "To Do" list of pending assignments to grade/review
- **(2D)** **Classes** toggle between different classes
- **(2E)** **Archived Classes** access or restore archived classes
Settings allows you to turn email notifications on/off



Class Page Interface: Add content to classes, manage students

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)

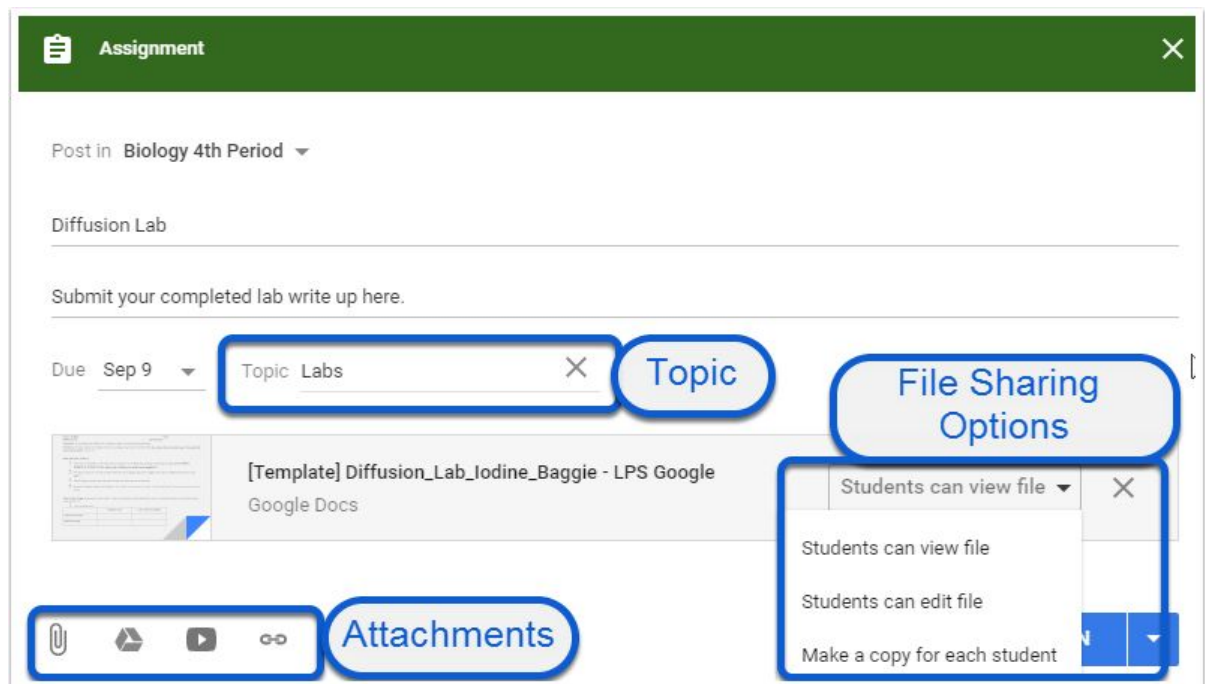


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Class Page (Stream) - Discuss / Assign (cont...)

● (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



4 Students Page - Manage Students

- (4A) **Class Code** students need to join class
- (4B) **Invite Guardians**
- (4B) **Select students or class** to email or remove from class
- (4C) **Student permissions** settings can be changed

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.

6 Assignments Page - View & Grade Student Work

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

The screenshot shows the Google Classroom interface for an assignment titled "Diffusion Lab Re". The top navigation bar has two tabs: "ASSIGNMENT DETAILS" (labeled A) and "ASSIGNMENT STATUS" (labeled B). Below the title, there are four action buttons: "RETURN" (labeled D), "EMAIL" (labeled C), "FOLDER" (labeled E), and "DOWNLOAD" (labeled F). The "ASSIGNMENT STATUS" tab is active, showing a table of student work. The table has columns for "Student", "Status", "Grade", and "Points". The first row shows a student with a status of "NOT DONE" and a grade of "No Grade". The "Points" column shows a value of "100" with a dropdown arrow (labeled C). A blue circle highlights the "Student" column header, and an arrow points to the "Send a note" button (labeled E) below it.

- **(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 & Blog Post: [Making Google Classroom Calendar Public for Parents](#)
- Video: [End of the Year Procedures for Google Classroom](#) - 3 mins
- [Video Playlist for Google Classroom](#) from TeachingForward.net
- Training Resources: [Google Classroom Presentation](#) & tutorial videos by fellow Google Education Trainer Aaron Svoboda

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

