

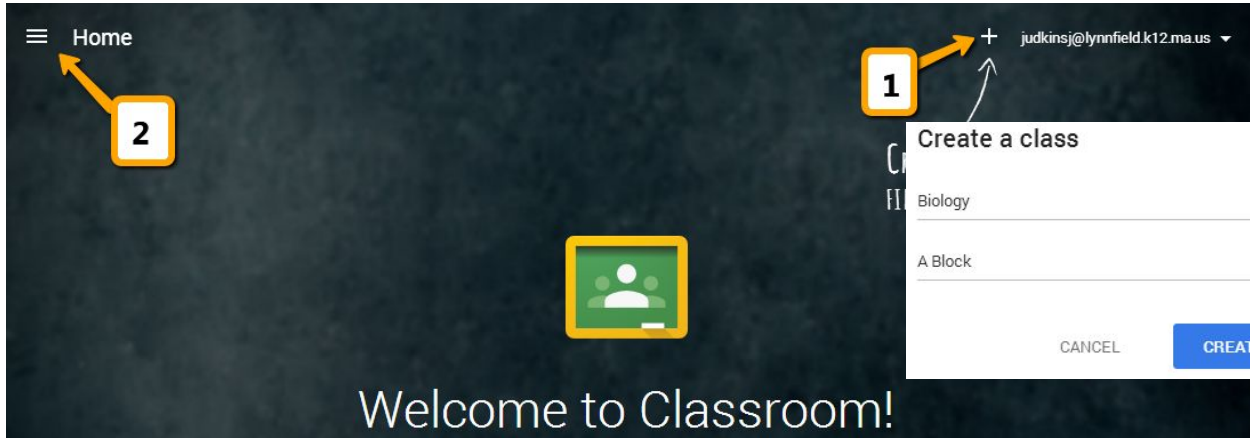


Google Classroom Cheat Sheet

www.teachingforward.net

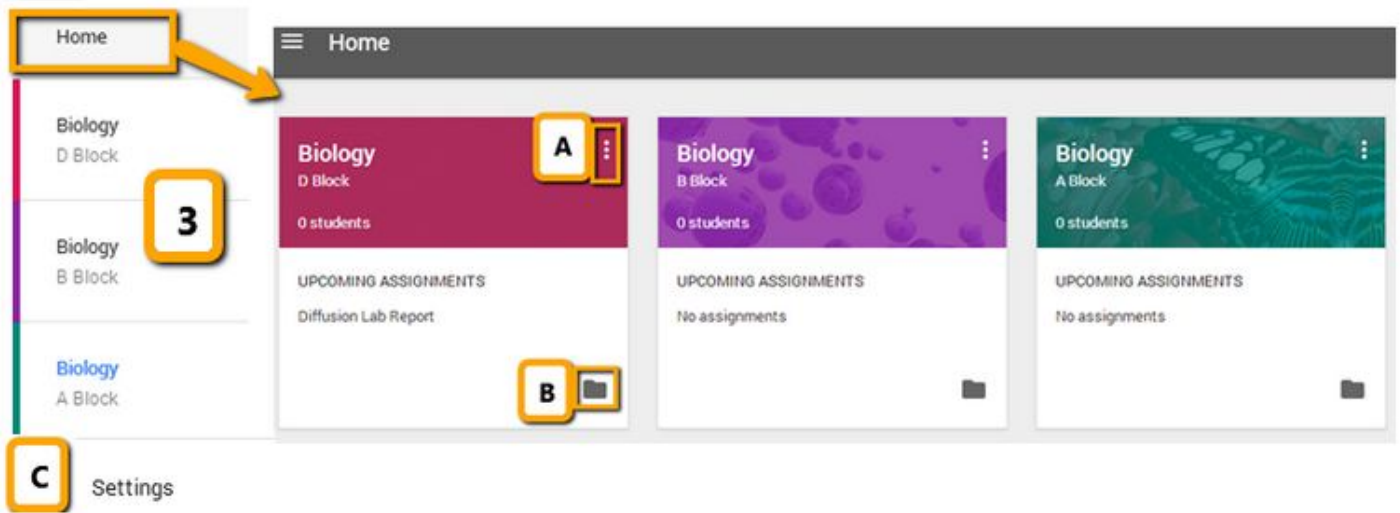


1 Get Started → Create a Class

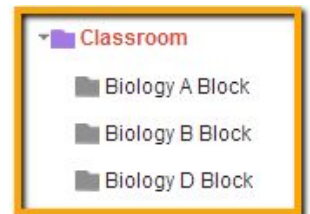


- From your web browser, navigate to classroom.google.com & sign up
- Name your class & section
- Classroom automatically creates folders to organize you!

2 Home - Manage / Access Classes

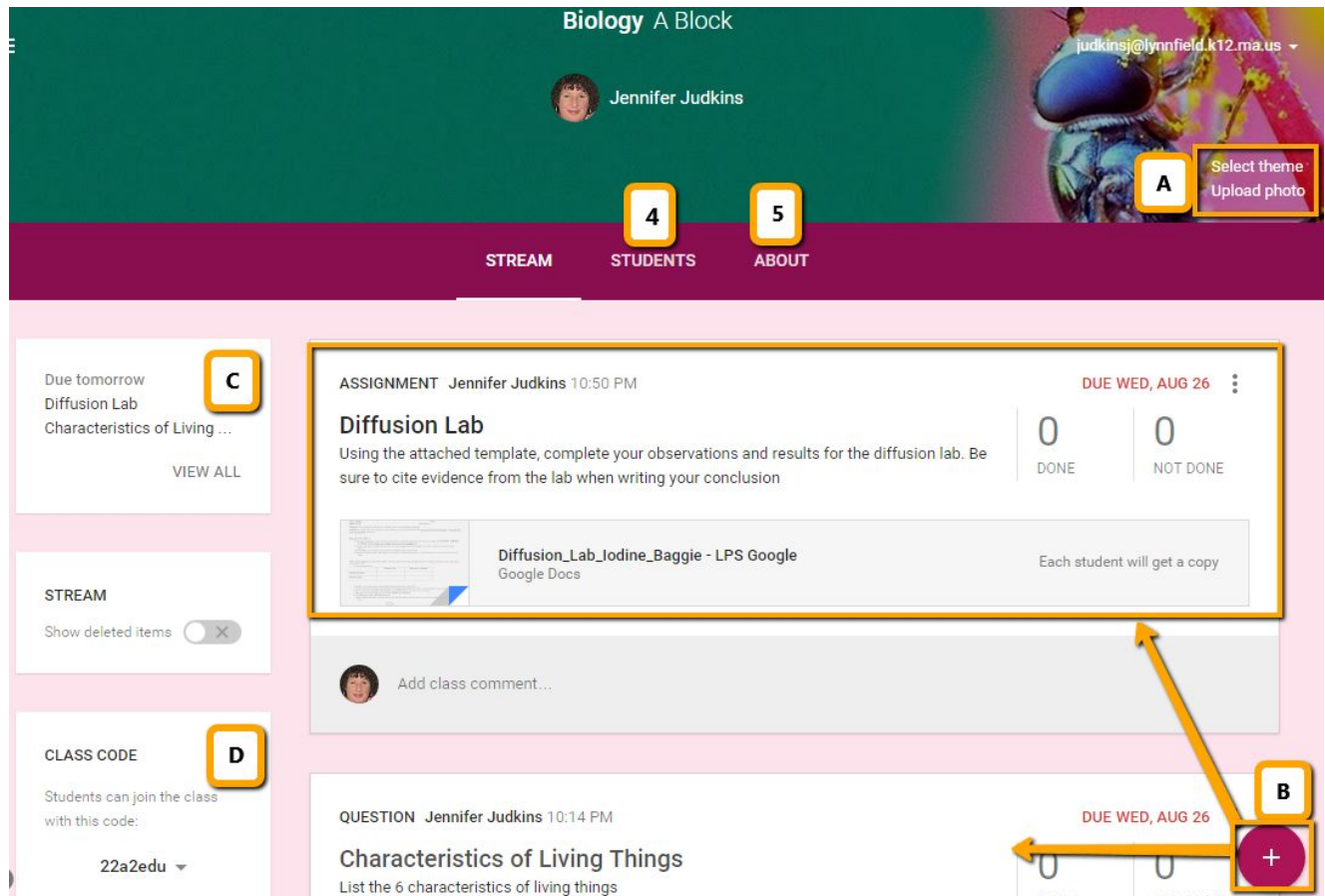


- Toggle between classes
- Access "Home" screen to :
 - (A) Rename or Delete Classes
 - (B) View / Access a class Google Drive Folder
 - (C) Settings allows you to turn email notifications on/off

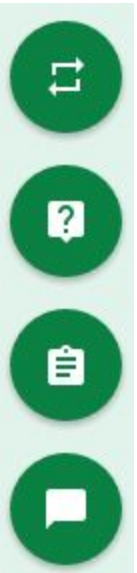


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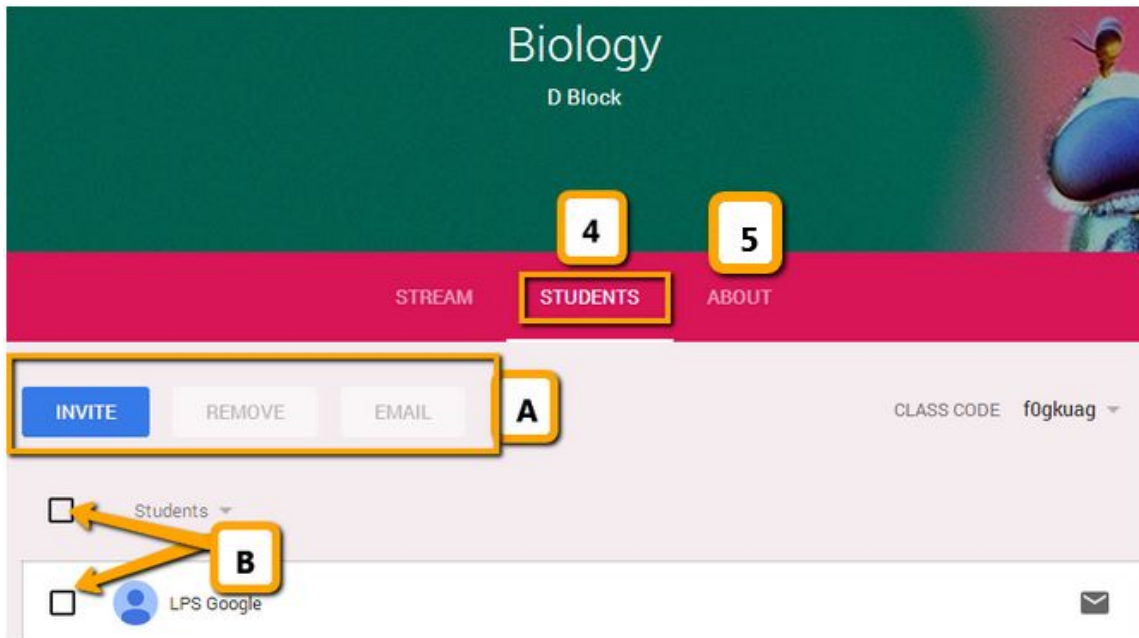
Class Page (Stream) - Discuss / Assign



- (A) **Change Theme/Upload Photo** - Choose from different available background images or upload your own custom banner photo
- (B) **Add Post to Stream**
 - **Re-Use Post** - Retrieve previous post from other classes, including archived classes
 - **Ask a Question** - Post questions for quick check in. Allow students to view & respond to each other or not.
 - **Assignment**
 - Assignment name & description, due date (allows turn in beyond due date but teacher will see late notification)
 - 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
 - **Announcement** - start a class discussion or post a general message to a class Stream
- (C) **Upcoming Assignments** notifications. Click assignment name to access Assignment Page [**See #6 for details about the Assignment Page pg 4](#)
- (D) **Class Code** - Share this code with students so that they can join your class



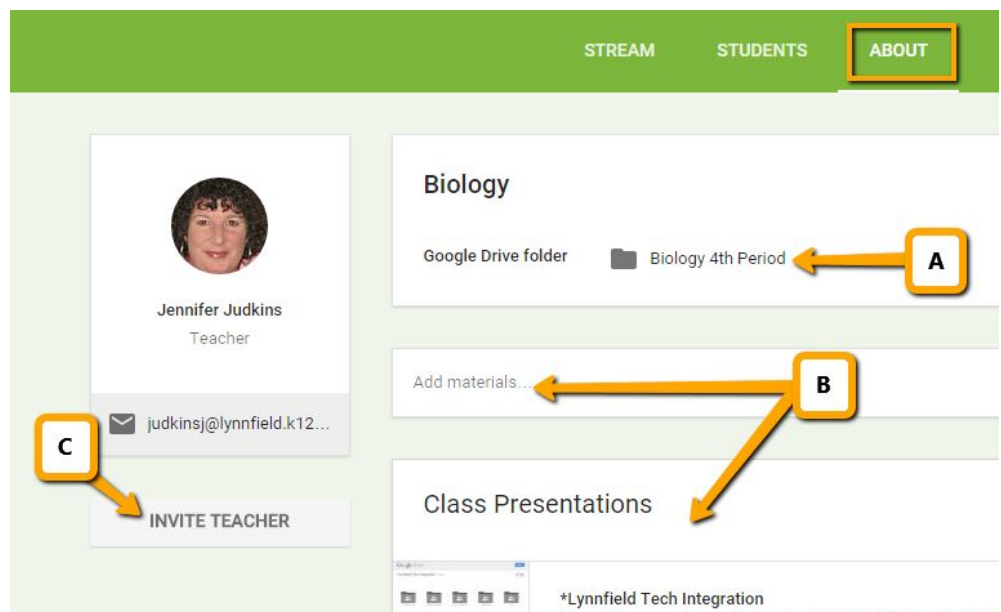
4 Students Page - Manage Students



- (A) **Invite** students to class by email using existing Google contacts lists, **Remove** selected students or **Email** selected students
- (B) **Select students or class** to email or remove from class

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

- **(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](#)

