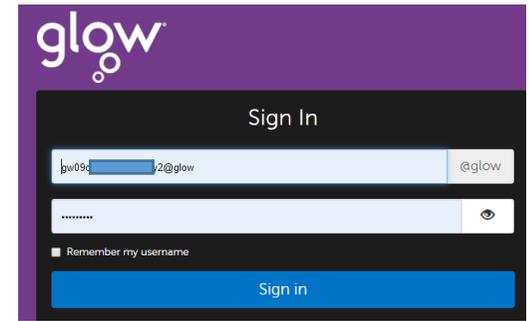


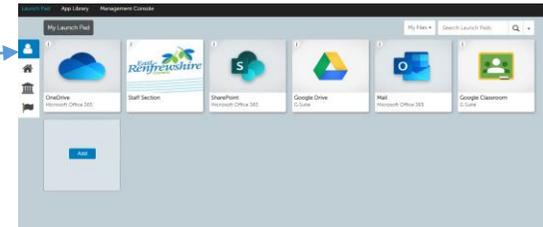
GOOGLE CLASSROOM – BASICS

IMPORTANT - Open with Google Chrome

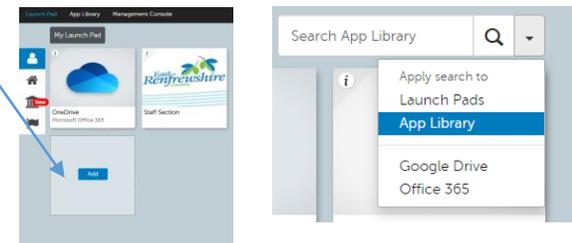
1. Log on to GLOW – username gw....
(<https://sts.platform.rmunify.com/Account/SignIn/glow>)



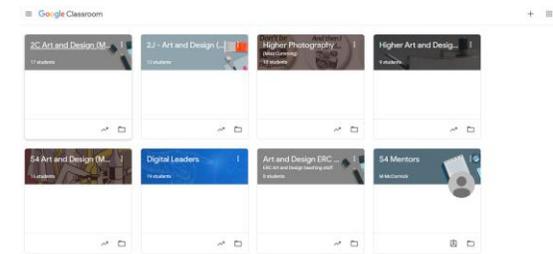
2. This will take you to your launch pad (if not, click the icon on the left that is shaped like a person).



3. If you do not have google classroom on your launch pad, click the add tab. Then the drop down menu and change to search app library. Then search for google classroom. You will then have an option to add to your 'my launch pad'. (You can do this for all the main apps you need, it makes it much easier to find them again).



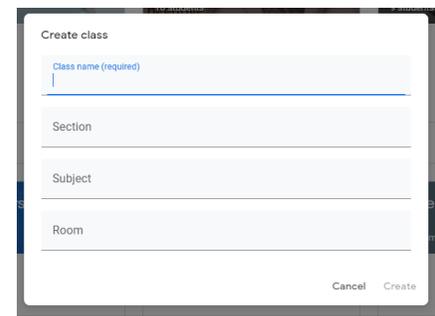
4. Click on the Google Classroom app icon, this will open in a new window. (I have several classes set up already that is why mine looks like this)



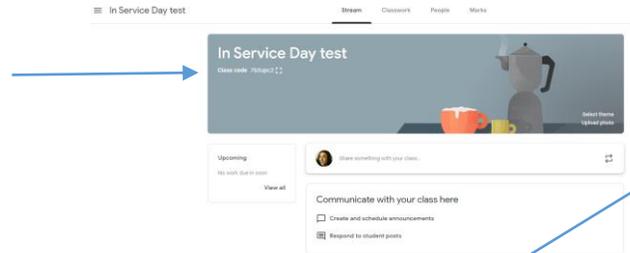
5. To create a new class, click the + icon on the top right of the page.



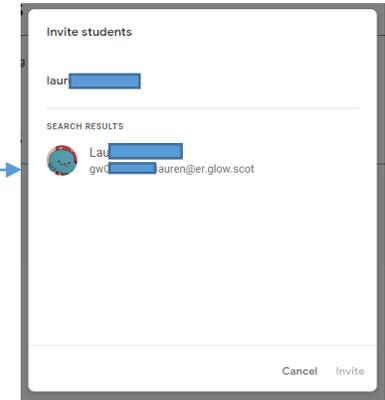
6. When you click, create class, a pop up window will open. Fill out the key information to identify the class (you can amend this later if needed). Then click create.



7. This will open your empty classroom.

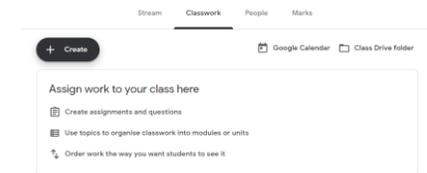


8. You will need the class code to invite pupils to join the class (or you can search for them under the 'People' tab and invite them yourself. You will need their full name to search).

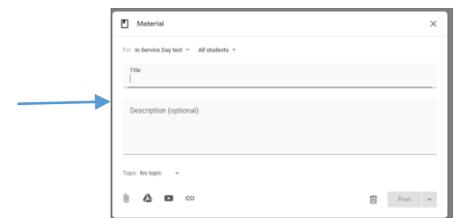
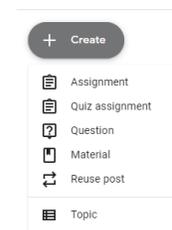


You can also invite other teachers to the classroom too (co-op classes, sharing resources, moderation of marking etc.)

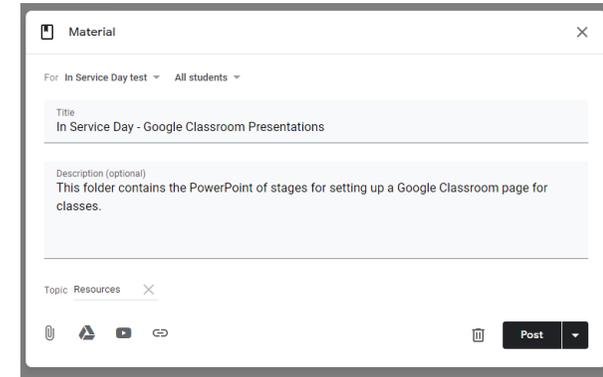
9. Open the classwork tab. This is where you can upload learning and teaching resources. You can also set assignments, quizzes and homework here.



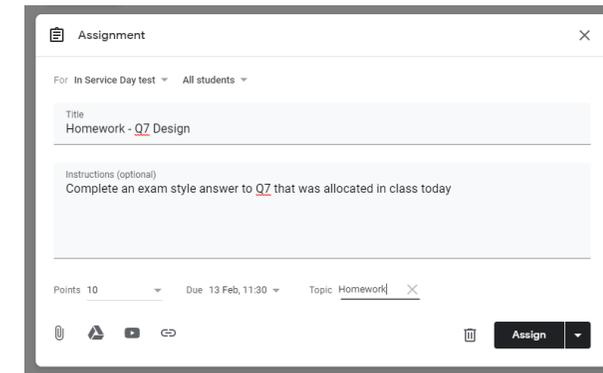
10. Select the CREATE button. This will show you the options you have. For resources, select MATERIAL.



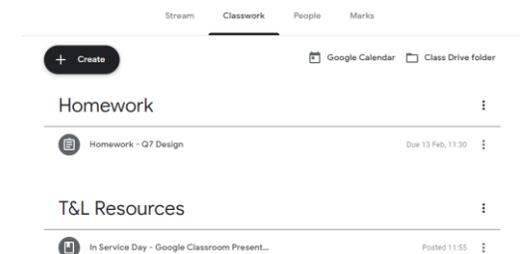
11. This is a folder that files can be added to.
12. Complete the key information that will help guide pupils around the page. (Again, this can be amended later).
13. Select a topic (this will create a heading in the classwork tab), if it is the first time then create a clear topic heading. In this case, I have named this one resources as it is quite general.
14. Then, using the paper clip icon, you can attach documents (PowerPoints, word docs, images etc.)
15. (You can set this for certain pupils, just select the 'All students' tab and deselect 'all' and then just select the pupils you want to target this at.

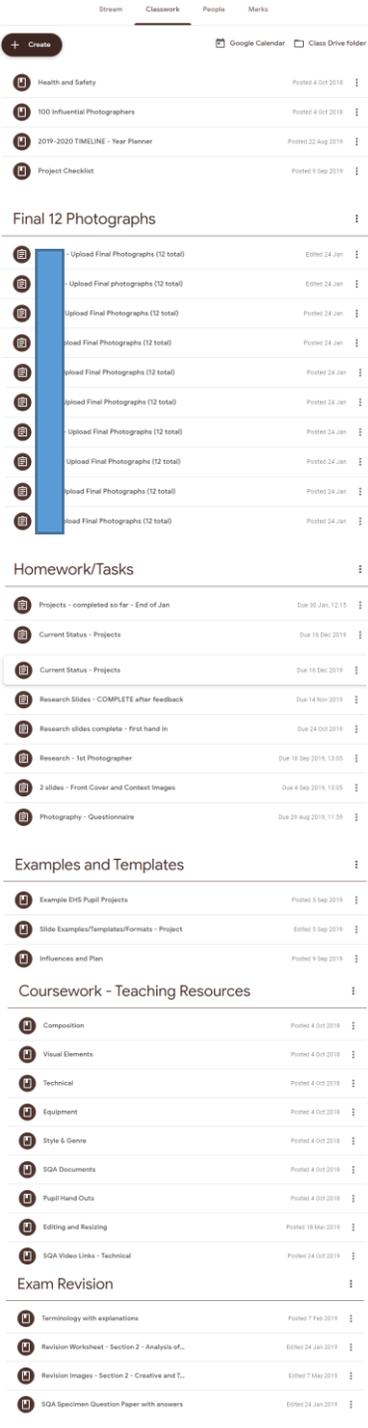


16. To set homework/tasks – use the ASSIGNMENT option.
17. Again, complete the key information about the task. You can set; how many marks are available (or leave it unmarked), date due (and time), and attach files, links etc.
18. Select the Topic tab and create a new Topic (I called this one homework). Then assign (again this can just be for certain pupils or the whole class).



19. You can now see, the Google Classroom classwork tab has the 2 new topics with the uploaded information for pupils.





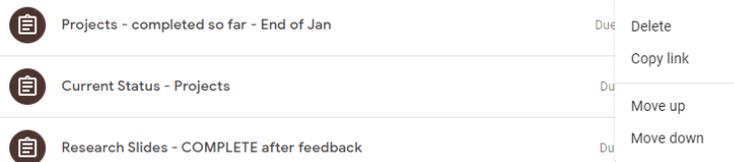
This is a snip of all the information in my Higher Photography classroom.

Apart from the 'Final 12 Photographs', I will reuse this classroom for next years class. All I need to update are the dates in the homework tasks (or delete them if I don't want them uploaded yet).

You can keep a classroom going but just repopulate it when you have new pupils.

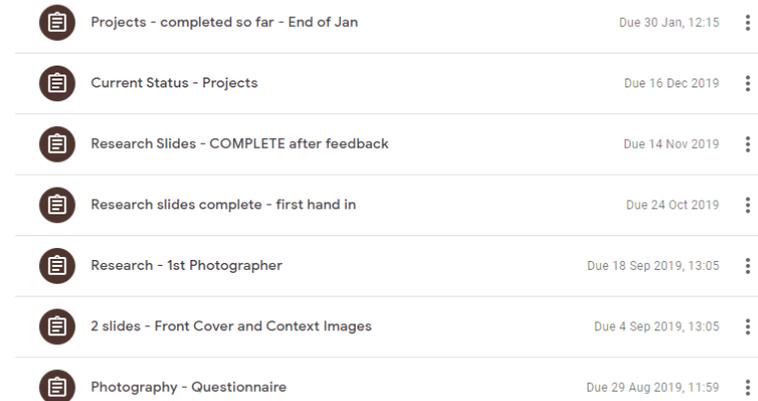
To delete/amend anything, click the 3 vertical dots. You can also move the topics up and down if you want certain things at the top).

Homework/Tasks

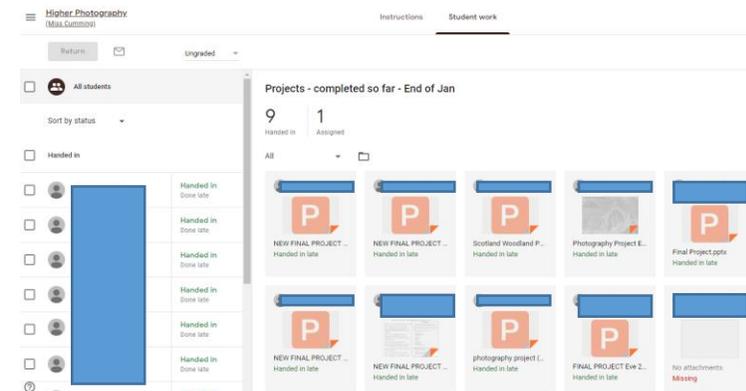


This is a snip of my homework topic. I now have a record online of work that was handed in (or not, or handed in late) and any marks awarded.

Homework/Tasks



This is what you see when pupils have submitted work to you. You now have digital copy that you can mark online or print off.



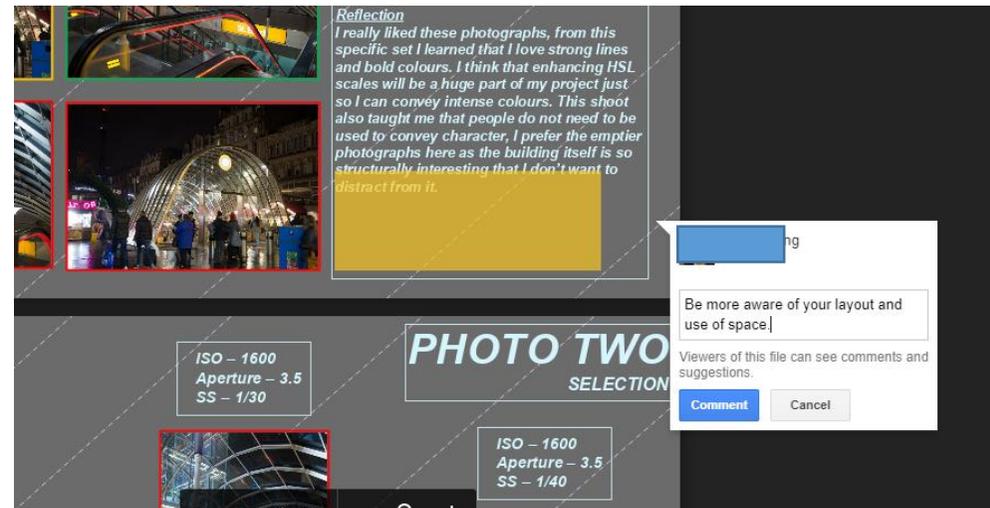
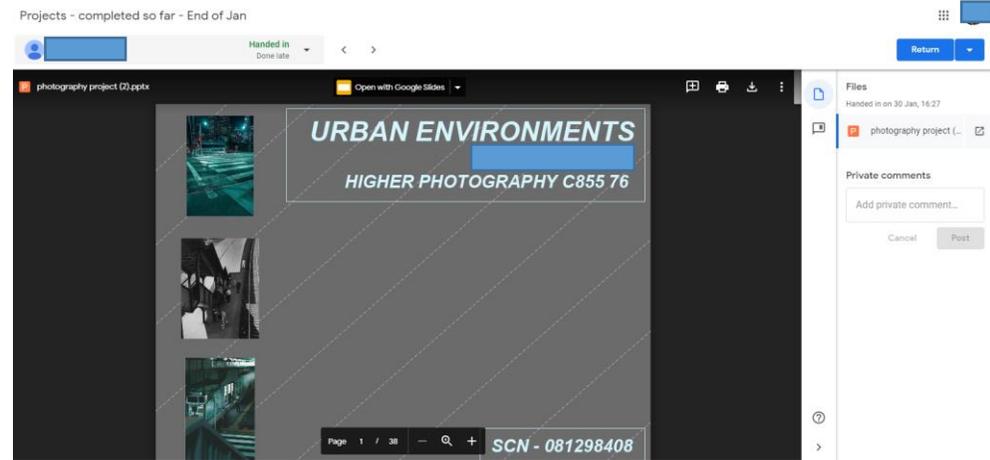
Giving Feedback

This is an example of a recent assignment I set for my Higher Photography pupils.

They were to submit their most recent PowerPoint for their project.

This allows me to see a store a digital version of their work. I can also add comments throughout then return this to the pupil for them to make corrections.

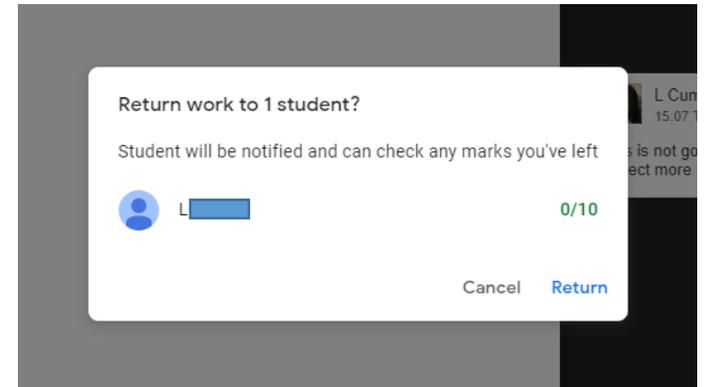
1. Using the + sign, simply click over the area you wish to highlight to the pupil as an area for feedback or editing.
2. You can make comments or simply write literacy codes (depending on your department policy).
3. Once you have added your comments, there is also an option to put the mark and an overall comment in the private comments box.
4. You then click the blue 'return' button to send this back to the pupil.



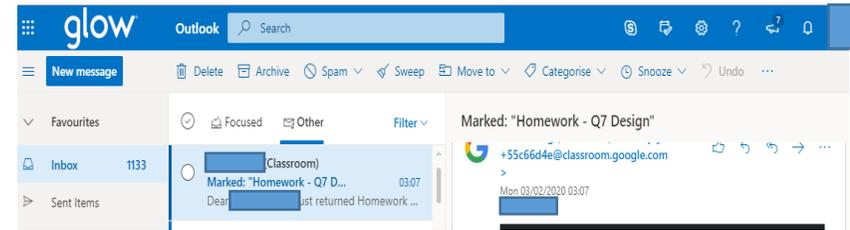
The area I selected to comment on is highlighted yellow and a text box has opened up for me to put my comments in. When the pupil opens the returned PowerPoint, they will be able to see my comments.

Returning work to pupils

Following on from the previous slide. Laura has submitted her work, I have commented and returned it to her.



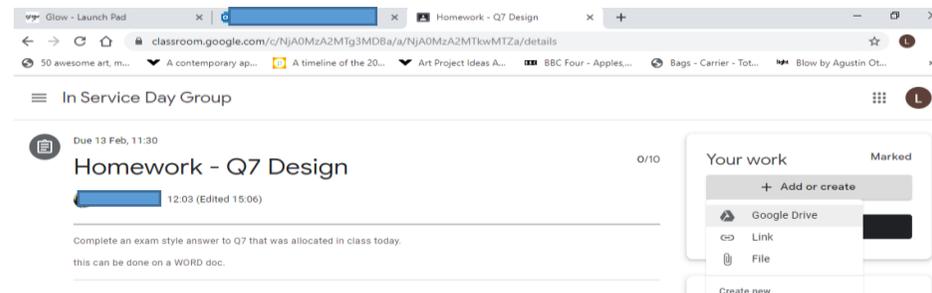
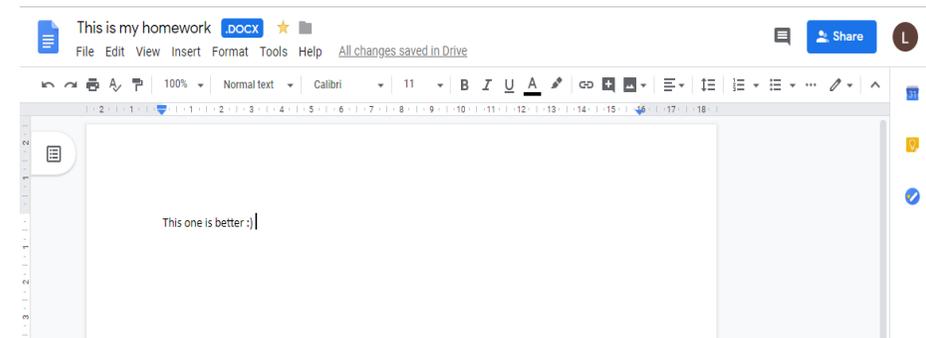
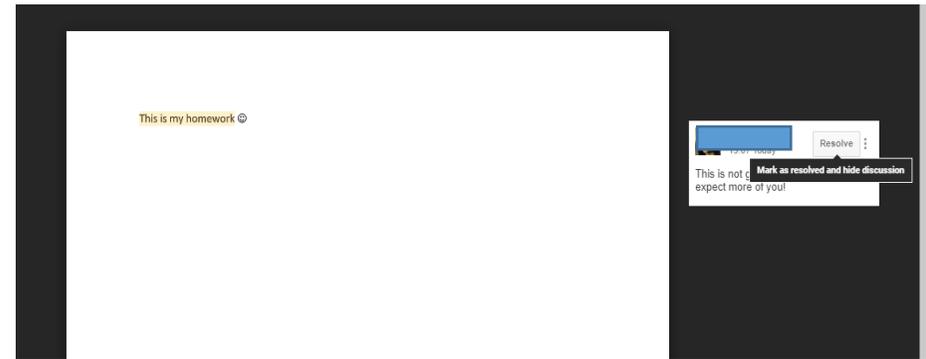
The pupil will receive an email (and if they have the app, a notification should alert them that the work has been returned too).



This work can now be accessed by the pupil through Google Classroom (and Google Drive). Classroom is easier to work with in this instance.

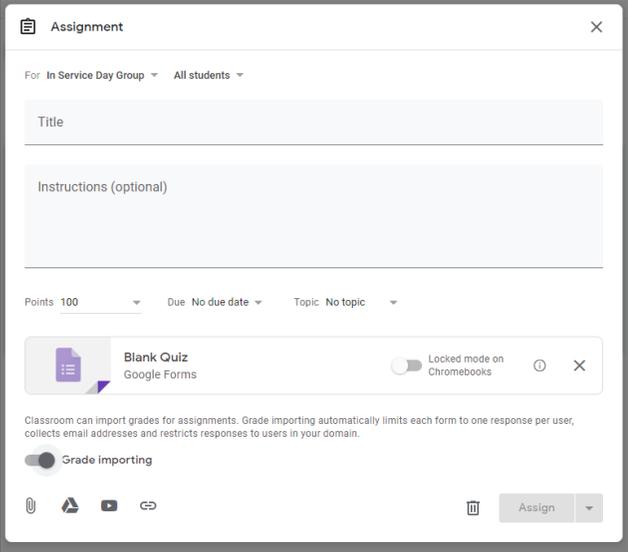
*Google Drive - This is an excellent online storage space and can be used to back up all your work too.

1. When they open the returned work, pupils CANNOT see comments yet.
2. They need to click the 3 vertical dots and 'open in a new window'. This will allow pupils can see your comments.
3. Once they act upon the comments, they should click 'RESOLVE'.
4. This will automatically save the corrections on Google Drive/Classroom.
5. If you are printing out this work; if they do not resolve the comment, a small speech bubble will be visible on the work to show a comment exists.
6. Pupils can continue to work on the PowerPoint through Google Classroom (as this will be the up to date version) but it is slightly different that the desktop version of PowerPoint.
7. They should then resubmit the corrections for marking from Google Drive.
8. *Note.* They can download the corrected version if they prefer to work on 'actual' PowerPoint. Then resubmit this.

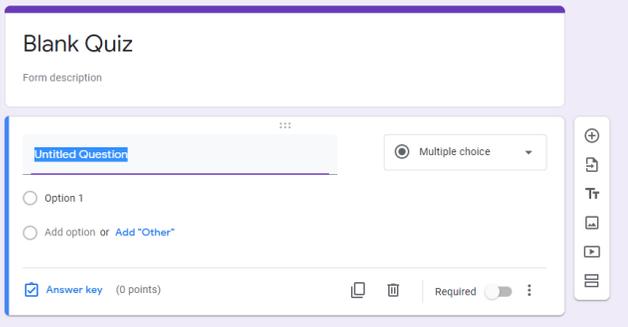


Quizzes/Survey

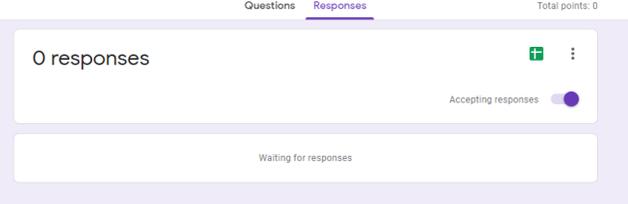
- Google Classroom has a facility that will allow you to create quizzes or surveys and this will automatically collate the results for you.
- Under the 'CREATE' button, select Quiz Assignment. This will open up a blank google form for you.
- This is really user friendly template and it will take you through options for quiz structures (multiple choice, short answer etc.)
- You can personalise the quiz, rename it and allocate marks etc.
- Once you have your responses, you can view them on this page by clicking the 'response' tab or you can click the green excel logo and this will open the answers in a spreadsheet.



The screenshot shows the 'Assignment' creation screen in Google Classroom. At the top, it says 'Assignment' with a close button. Below that, there are dropdown menus for 'For' (set to 'In Service Day Group') and 'All students'. There are input fields for 'Title' and 'Instructions (optional)'. Below these are settings for 'Points' (set to 100), 'Due' (set to 'No due date'), and 'Topic' (set to 'No topic'). A card for 'Blank Quiz' by Google Forms is visible, with a toggle for 'Locked mode on Chromebooks'. At the bottom, there is a 'Grade importing' toggle and an 'Assign' button.



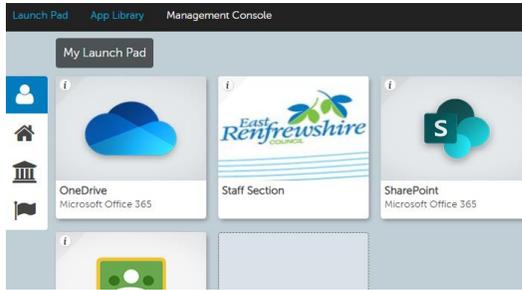
The screenshot shows the 'Blank Quiz' form editor. The title is 'Blank Quiz' and there is a 'Form description' field. A question is being edited, titled 'Untitled Question', with a 'Multiple choice' question type. There is one option, 'Option 1', and a link to 'Add option or Add "Other"'. At the bottom, there is an 'Answer key' field (0 points), a 'Required' toggle, and a 'Required' checkbox.



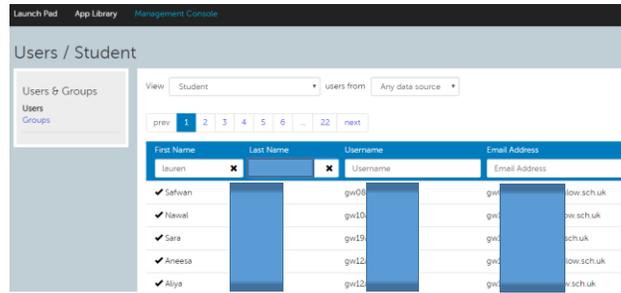
The screenshot shows the 'Responses' tab in Google Classroom. It displays '0 responses' and a green plus icon. There is a toggle for 'Accepting responses' which is currently turned on. Below this, there is a 'Waiting for responses' message.

Changing passwords

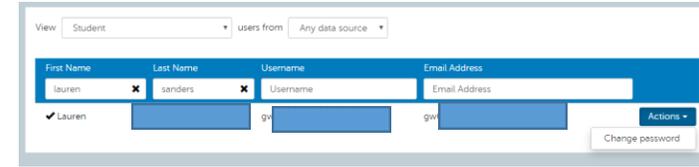
Click 'Management Console' at the launch pad screen



This will take you to a search screen. Just type the pupils name in to the blue search bar.



Then press enter. Then select actions and change password.



Enter a new password with the option of allowing the pupil to change it when they log on.

Personalising the group display

The display bar at the top of the stream can be personalised with an image. Either choose from the library or upload a photo.



Upload an image by selecting from a saved image or drag it into the box

