

# Google Classroom Training Handout

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## What is a Chromebook?

A Chromebook is a unique type of a laptop that does not utilize a typical Mac or Windows operating system. Chromebooks use Google OS as an operating system, which requires them to be connected to the internet as most applications and documents for them exist only in the cloud.

## What Can a Chromebook Do?

A Chromebook can do all of the following:

1. Boot up to a login screen in less than 10 seconds.
2. Perform internet-based research.
3. Create documents using Google Docs, Slides, and Sheets.
4. Save document to Google Drive.
5. Allow for submission of documents/assignment through email, sharing, or Google Classroom.



## What a Chromebook Cannot Do?

A Chromebook cannot do the following:

1. Print to any school printers.
  - a. Paperless environment
2. Install any programs/software for a Windows or Mac environment.

## Chromebook Etiquette

This section provides steps on how teachers and students should handle the Chromebook. Remember you are responsible for taking care of the Chromebook while it's in your possession.

### Teachers

- Be sure you are monitoring students while they are using the Chromebooks.
- Make sure they are sitting at their desk or workstation with the Chromebooks flat on the surface (i.e. not in their laps, on their leg, etc.)
- Make sure Chromebooks are not on the corner of a desk where it is easy from someone to walk by and knock it off.
- Make sure you end class 5-10 minutes early to allow time for students to place the Chromebooks neatly in the cart and back on the charger.
- Make sure the students close the tops on the Chromebooks at all times when not in use.

## Students

### Do's

- If there are assignments/activities that require you to watch videos, please make sure you use headphones. (i.e. iReady, MasteryConnect, etc)
- Collaborate with teachers/students
- Check grades/complete homework
- Research information
- Complete assignments
- Make sure you sign out of the Chromebook before putting in back in the cart.
- Email
  - Correct grammar and spelling
  - Use respectful and professional language
  - Greet teachers and students at the beginning of emails.

### Don'ts

- Watch or view non-academic content/videos
- Enter chat rooms with friends
- Listen to music (Pandora, iHeart Radio, etc.)
- Pick them up by the corners
- Sit heavy items on top in them
- Apply too much pressure to the screen
- Eat or drink while using them
- Email
  - Do not use abbreviation for phrases (i.e. IDK = I don't know)

## Troubleshooting

This section provides steps on basic troubleshooting for Chromebooks.

### Network Connection is Slow or Unavailable

1. Make sure the Wi-Fi is on.
2. Complete the **Internet Connection Troubleshooter** in the Chrome device user help center. If the issue still exist.
  - a. Disable and re-enable the Wi-Fi on the Chrome device.
  - b. Clear the cache and cookies.
    - i. Open **Google Chrome**.
    - ii. Navigate to the **Chrome Menu**.
    - iii. Click on **More Tools**.
    - iv. Click on **Clear Browsing Data**.

1. You will be prompted with a box that will ask you to choose exactly what you want to delete.
  - v. Click on **Clear Browsing Data** in the bottom right to confirm. You have successfully cleared/deleted the cache and cookies.
- c. Forget the network and re-add it.
- d. Power reset the Chrome device.
  - i. Shut the Chromebook all the down.
  - ii. Remove the power adapter.
  - iii. Remove the battery.
  - iv. Hold the Power/On Button down for 10 seconds.
  - v. Reseat the battery.
  - vi. Plug the power adapter back in.
  - vii. Reboot the system.

## Charging & Security

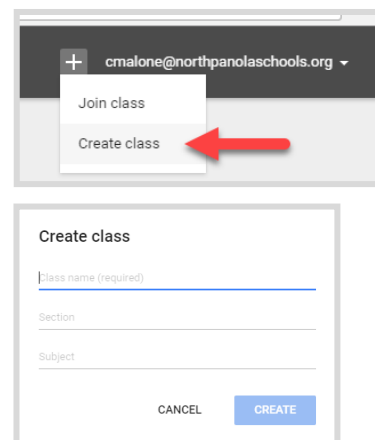
Please adhere to the following policies and procedures for keeping the Chromebooks secure.

1. You must check the carts out from the library each time you want to use them. There will be a log sheet for you to check the carts in and out.
2. Make sure carts are locked at all times when the systems are not in use.
3. Make sure you return the cart with all systems back to the library each day for security and charging and security purposes.
4. Do not allow the systems to leave the classroom for which they are reserved. The staff member that reserved the cart is responsible for each Chromebook. There is a disclaimer that reminds you of this on the log sheet.
5. Please allow sufficient time before the end of class for student to place the Chromebooks back in the cart before the bell rings. Count and make sure all systems are accounted for before any student leaves your classroom.

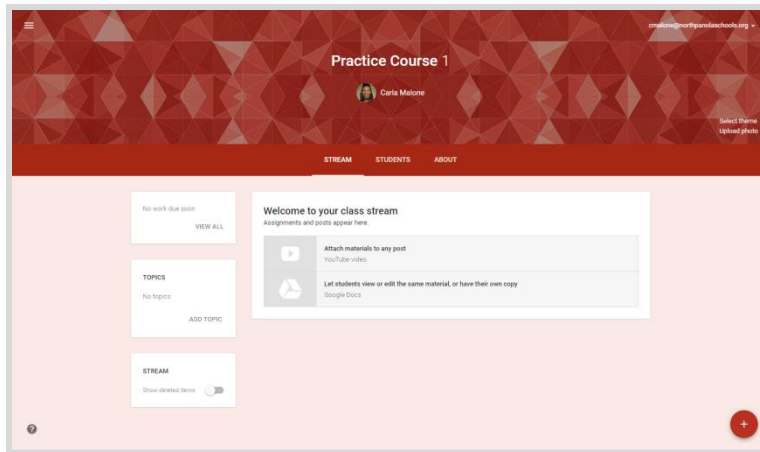
## Google Classroom

### Creating a Class

1. Go to **classroom.google.com** or if you are already signed into Google you can select it from your apps.
2. Click **Add (+)** to create to a class
3. Enter a name for the class and section (class period)
4. **Optional:** Enter a subject or select one from the list that appears on the screen. List appears after you begin typing.
5. Click **Create**. Your course will be created.
6. You will now see your class.



The image shows two parts of the Google Classroom interface. The top part is a user profile header for 'cmalone@northpanolaschools.org' with a plus icon and a dropdown menu containing 'Join class' and 'Create class'. A red arrow points to the 'Create class' option. The bottom part is a 'Create class' form with three input fields: 'Class name (required)', 'Section', and 'Subject'. At the bottom of the form are two buttons: 'CANCEL' and 'CREATE'.

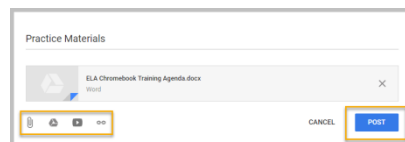
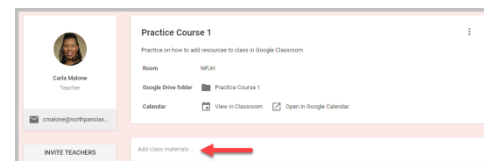
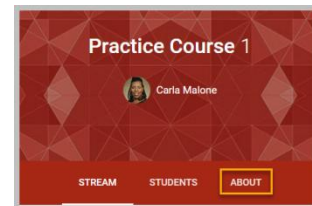


**\*\*Note:** You will need to create a class for each class you teach. A class code is automatically created when you create a class. You can use it to invite students to the class.\*\*

## Class Resource Page

You can also create a resource page for your students after you have created a class. The resource page can be used to share and post any material or instructions for the class such as grading (rubrics), classroom rules, and etc. Follow the steps below to create a resource page.

1. Go to **classroom.google.com**.
2. Select the class you want to add the resource page to.
3. Click **About** at the top of the page.
4. Enter a **title** for the page and a **description** of the class.
5. Enter a **location** for your class in the Room field. (You can leave this blank and it will not show in the student view.)
6. Click on **Add Class Materials** and enter a title.
7. You will then have option to add materials from Google Drive, YouTube, Internet, or personal computer. After you have added the materials needed, click



**Post.**

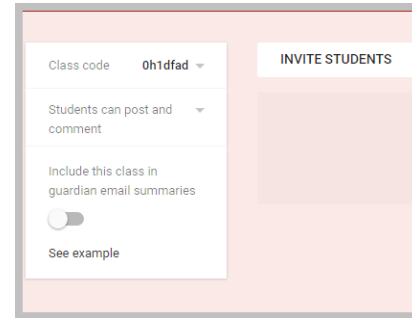
## Adding Students to a Class or Inviting Students to a Class

There are two ways that you can add students to a class. Students can be added by invitation or by class code. The easiest way to add students is by course code.

1. Go to **classroom.google.com**.
2. Select the class you want to add/invite students to.

3. Click **Students**.
4. Click **Invite Students** to add students by email address or provide students with the **Class Code** (automatically generated) to join the class.

5. **Optional:** You can **Reset/Disable** the class code if needed.
6. **Optional:** You can modify who can post and respond in the class.
7. **Optional:** You can set classes up to notify guardians through the use of email summaries. **You must be approved as a teacher or administrator before you can**



**invite guardians** to your class. Once you are approved to do so, you will be able to go click **Invite Guardians** next to the student's name and enter their email address. Guardians are able to determine how often they want to receive a summary (daily or weekly). Guardian summaries will include:

- a. **Missing work** - Work that is late.
- b. **Upcoming work**- Work that due based on if they are receiving daily or weekly emails.
- c. **Class activity**- Announcements, assignments and questions posted by the teacher.

## Creating and Posting an Assignment(s)

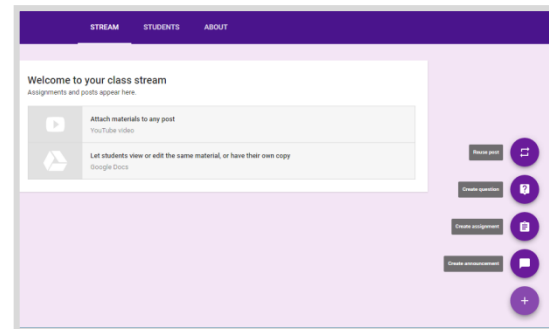
This section will teach you how to create assignments and assign them to all classes or a specific class.

1. Go to **classroom.google.com**.
2. Select the class you want to create an assignment(s) for.
  - a. **Note:** You can create the same assignment for multiple classes. Click the drop-down arrow next to **For** and select any additional classes you want to receive the assignment.
3. Click **Stream**.
4. Click the **Add** button in the bottom-right corner and then click **Create Assignment**.

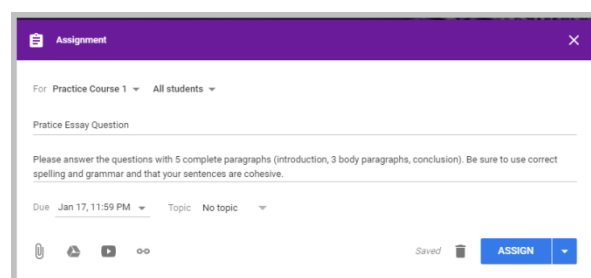
- a. You can also create the following:
  - i. Announcement
  - ii. Questions
  - iii. Reuse Post (assignment)

5. Click the drop-down arrow next to **All Students**.

- a. **Note:** By default, assignments are posted to all students in the class. You can select individual students if want to differentiate instruction. However, you **can't post to more than 100 students at a time**.



6. Add a title, instruction, due date/time, and topic. You can't post to individual students across multiple classes. If you do, it is




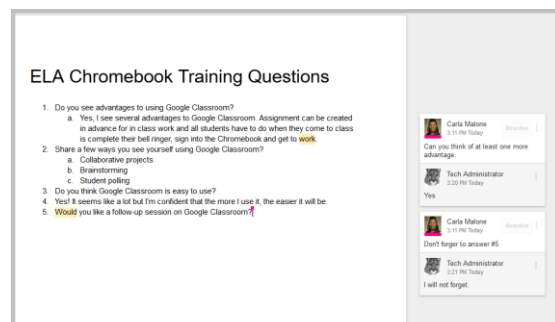
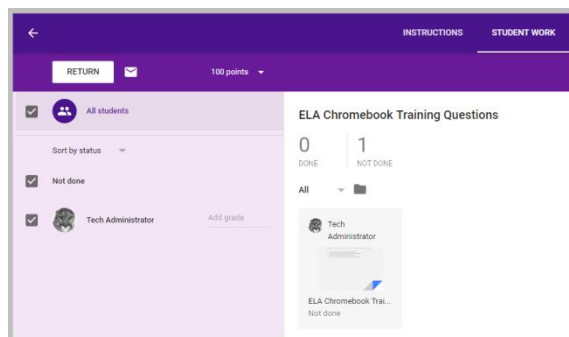
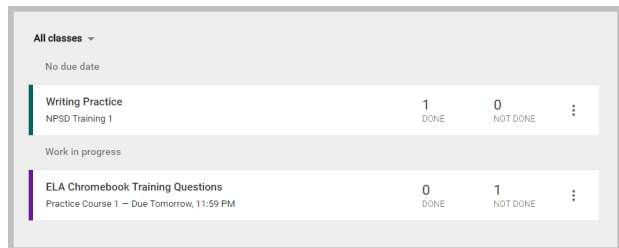
automatically made available to all students in all classes.

7. If you need to add materials to an assignment, you have the same options that were available in the in **Class Resources**, with the exception of being able to decipher how students will interact with an attachment. You have the following options for attachments:
  - a. **Students can view file**- Students can read the file but not edit it.
  - b. **Students can edit file**- All students share the same file and can make changes to it.
  - c. **Make a copy for each student**- Students receive individual copies of the file that they can edit. When they open the assignment, the document will have their name and the document title. When they submit the assignment, you will see the file labeled with the student's name.
8. Click **Assign** to post the assignment immediately or click the drop-down arrow next to assign for the following options:
  - a. **Schedule**- Schedule the assignment to post at a later date/time.
    - i. To schedule the same assignment for another class, schedule it for the first class and then reuse the assignment for other classes.
  - b. **Draft**- Saves the assignment as a draft.
9. To see scheduled assignments and drafts, click **Saved Posts** at the top of the class stream.

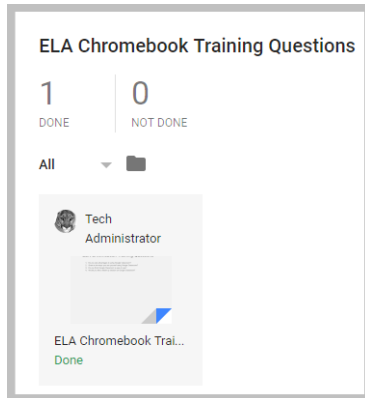
## Viewing Assignments

The section will teach you how to view student's work. You can view work while students are working or after they are done.

1. Go to **classroom.google.com**.
2. Click  and select **Work**.
3. Click the Assignment hyperlink from the class you want to view.
  - a. This will open the assignment and you will see thumbnail of each students work. You will also see how many students are done and not done. You can sort assignment by status, first name, or last name by clicking the drop-down arrow next to **Sort by status**.
4. Click on the thumbnail for the student(s) work you want to view.
  - a. Once you open a student(s) work you will see a different colored cursor indication where they are on the document/assignment.



- b. You can leave comments while the student is working by clicking Comments in the upper right corner
5. Once a student finishes their work and clicks **Turn In**, it will display **Done** in green writing on the thumbnail of their assignment and the count for Done and Not Done will change.



## Grading and Returning Assignments

You can grade as students complete their work or wait until each students is done. The default point value is 100. To change it click the point value and enter another value.

### Grading

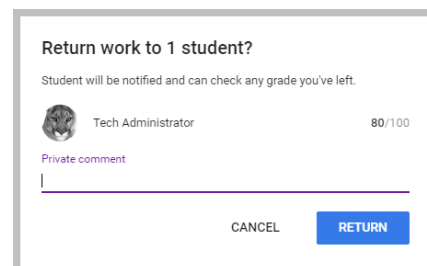
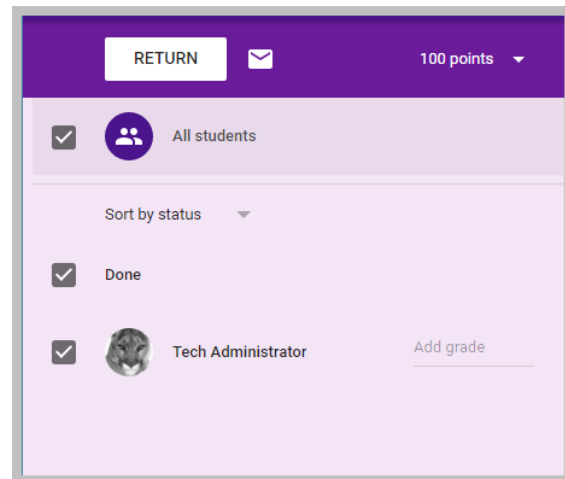
To grade assignments follow the steps below:

1. Click **Add Grade** next to the student's name.
2. Enter a grade.

### Returning

After you have graded the assignment, you must return it to the student. To return an assignment(s) follow the steps below:

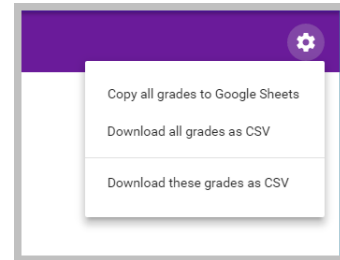
1. Click the class and the assignment.
2. Check the box next to the student whose assignment you want to return.
3. Click **Return**.
4. **Optional:** You can add a private comment to a student. This is where you can provide feedback to students about points were deducted from their assignment.
5. Click **Return** again to confirm sending the assignment back to the student.



## Exporting Answers

In this section you will learn how to export answers to a Google Sheet or download them as a CSV file.

1. Click the class and the assignment.
2. Click **Settings** ⚙️ and choose one of the following options:
  - a. Copy all grades to Google Sheets
    - i. The spreadsheet is created in your Classroom Drive Folder.
  - b. Download all grades as CSV
  - c. Download all these grades as a CSV.

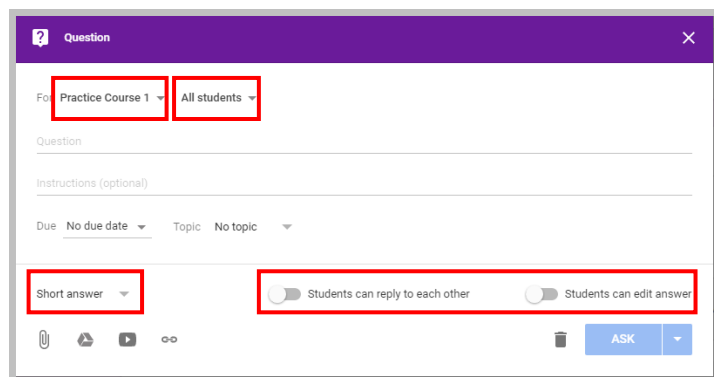


Once the grades are in Google Sheets you can

## Creating and Grading a Question

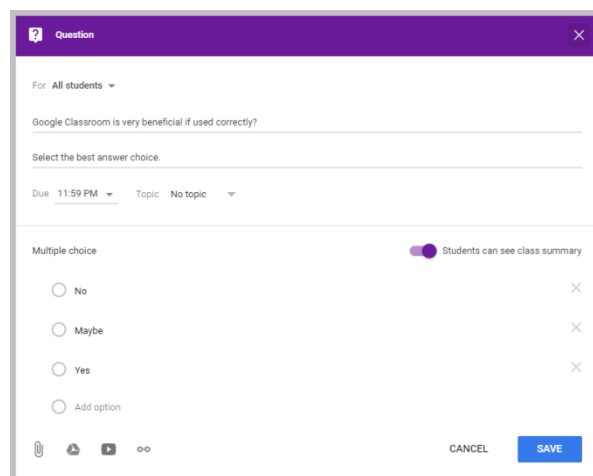
### Creating a Question

1. Go to **classroom.google.com**.
2. Click the class.
3. Click the **Add** + button and then click **Create Question**.
4. Enter the title and any instructions
5. **Optional:** For short-answer questions, students can reply to each other and edit their answers, if answer interactions is turned on. There are **two** options:
  - a. Students can reply to each other
  - b. Students can edit answer.



### Creating a Multiple Choice Questions

1. Click the **Add** + button and then click **Create Question**.
2. Click the drop-down ▼ arrow next to show answer.
3. Click **Option 1** to enter the first answer choice.





4. Click **Add Option** to add as many answer choices as you want.
5. Optional: Click **Remove** ✕ next to the answer choice to delete the option.
6. Optional: Turn off **See a Summary of Answers**, if you don't want student's to see the summary.

**Note:** You can't post to individual students across multiple classes. Posts to multiple classes are shared with all students. Also, you can schedule or create a draft like you did with assignments, as well as, add materials to a question(s), edit, and reuse a question(s).

## Grading Questions

The default point value is 100. To change it, click the point value at the top and enter another value and click **Update**. Only whole number grades are supported, you can't enter letter grades or decimals.

## Short Answer

1. Go to **classroom.google.com**.
2. Click the class and then the question.
3. Under **Student Answers**. Click **Done** or **Not Done** to see who has answered the question(s).
4. Click a student's name to see their answer.
5. Click Close ✕ to return to the summary.
6. To reply to a student's short-answer question, click Reply ↩ and enter your comment and then click **Post**. If you want to sent a private comment, click the student's name and click **Add Private Comment**, to enter your feedback and click **Post**.

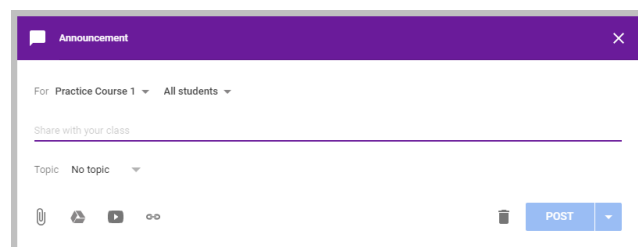
## Multiple Choice

1. Go to **classroom.google.com**.
2. Click the class and then the question.
3. Click an option to see who selected it. The number of student's who select that answer will is shown next to the option.

**Note:** To view the history of a student's grade changes and submissions, click the student's name and then **See History**.

## Creating an Announcement

1. Go to **classroom.google.com**.
2. Click the Class
3. Click the Add ➕ button in the bottom right corner.
4. Click Create Announcement 📢.
5. Enter your announcement.
6. Click Post.



- a. You will have the same options that you got for assignments to schedule or create a draft, as well as, selecting a class/classes and individual students, and attaching material(s).