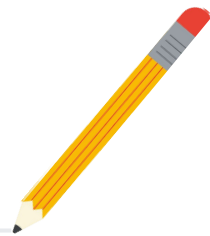
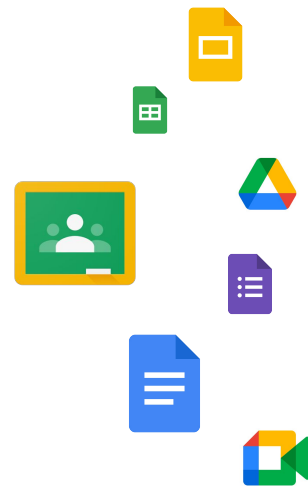




Google Classroom User Guide

For administrators



Updated: October 2023

Google for Education

About this resource

This resource has been designed to include important **step-by-step instructions for administrators** to get started with **Google Classroom with Google Workspace for Education, regardless of edition**. Learn how to create organizational groups, set permissions, and access audit logs and reports.

We know that every school is different, with unique initiatives and goals. While Classroom is part of any Google Workspace for Education edition, we recognize that not all schools are the same and have provided different editions to best fit each school's needs.

Does your institution already have a premium edition? Administrators will need to [configure settings](#) to enable premium features for their educators and education leaders to get the most out of Classroom.



Companion resources

Explore other resources to help support your institution.



[User guide for teachers](#)

Help teachers understand how to set up their classes, organize coursework, grade, provide rich feedback, and more.



[Classroom webpage](#)

Evaluating Classroom for the first time? Check out the webpage and connect with experts.



[Getting started with practice sets](#)

Help teachers learn how they can get started with practice sets to enrich learning and drive instructional impact.



[40+ ways to use Google Workspace for Education](#)

This deck is a selection of popular use cases that are available if you're using one of the **paid editions of Google Workspace for Education**. These tools can help increase data security, teacher efficiency, student engagement, schoolwide collaboration, and more.



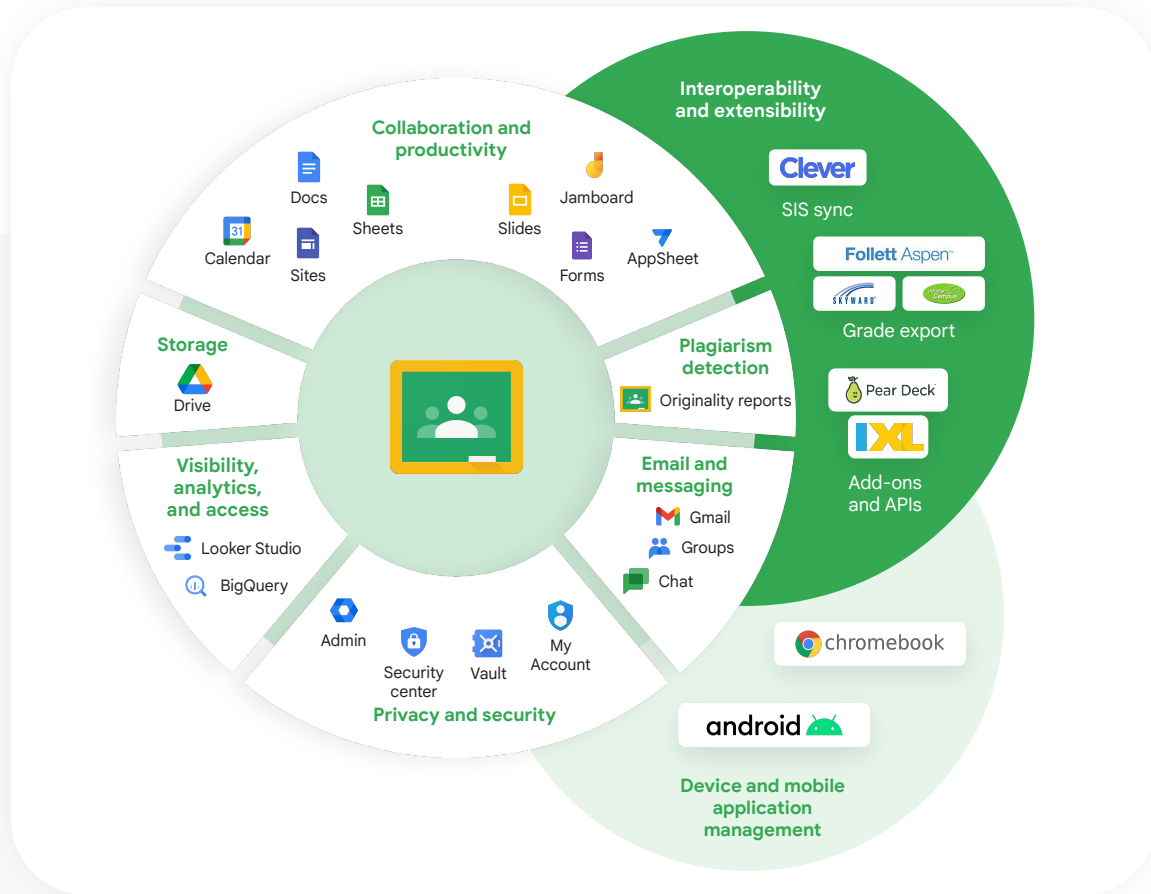
[Professional development](#)

Learning never stops. Explore technology training and resources that are available for educators free of charge.



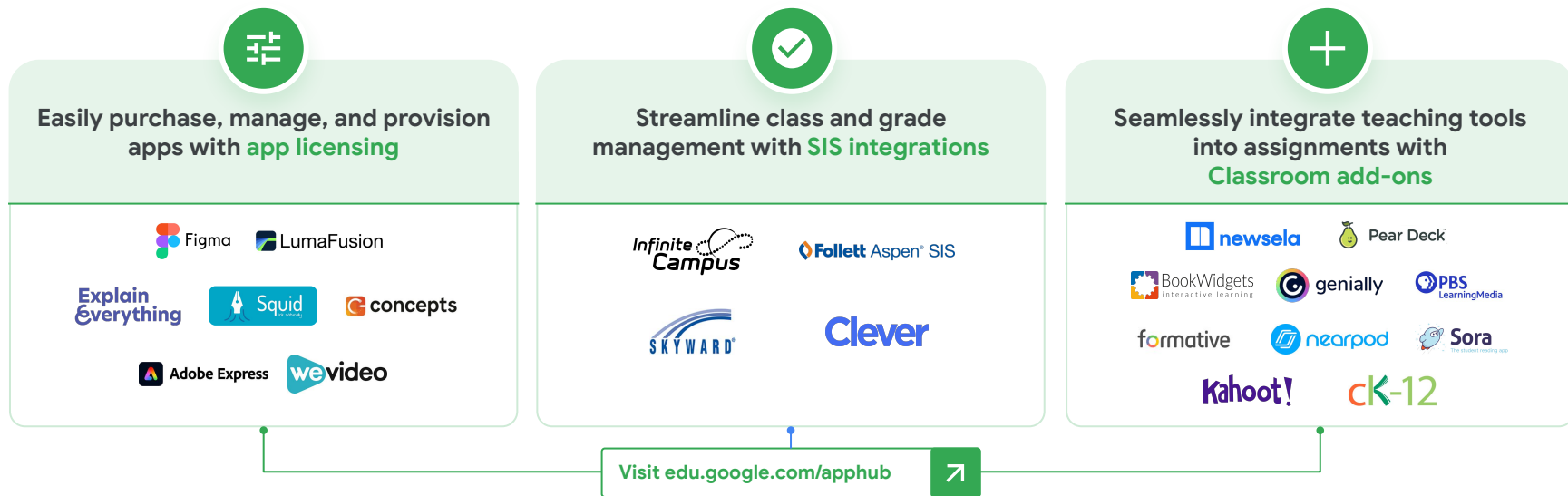
Classroom brings together the best of Google Workspace for Education

Consolidating a school's tech stack **into a unified solution** reduces cost, improves security, and saves educators time.



Schools can extend Classroom to make it theirs

Visit the [Google for Education App Hub](https://edu.google.com/apphub) to find apps that connect with Google for Education to offer more personal learning experiences for students and teachers, and simpler setup for school admins.



Beyond our latest integrations, there are hundreds more apps that work with Google Workspace for Education and Chromebooks, through our APIs with Slides, Docs, Drive, and more.

Does your institution have a premium account?

Get the most out of Classroom with your premium edition

Google Classroom is your central place for teaching and learning. The paid features of Classroom in the Teaching and Learning Upgrade and Education Plus editions help educators enhance instructional impact with tools that enrich and personalize learning, create classroom efficiency, keep class lists in sync with external systems, and enable teaching and learning from anywhere. But first, administrators may need to take the needed steps to enable premium feature availability for access by teachers.

Use cases

As a Google Workspace administrator with a premium account, you can enable your educators to get the most out of Classroom with enhanced features.

Manage access to third-party apps



[Step-by-step how-to](#)

Install & allowlist to Classroom add-ons



[Step-by-step how-to](#)

Create classes at scale



[Step-by-step how-to](#)

Turn on school matches for originality reports



[Step-by-step how-to](#)

Designate users who can visit a class virtually



[Step-by-step how-to](#)

Get even more out of your paid edition with our [40+ ways to use Google Workspace for Education](#) resource. These tools can help increase data security, teacher efficiency, student engagement, schoolwide collaboration, and more.

Administrators

Let's get started

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Tools for visibility and control

[Access Classroom audit logs](#)

[View usage reports](#)

[Connect Classroom to your SIS and export grades](#)

[Additional admin resources](#)



Administrators

Getting set up

Easily set up Classroom for your institution. Customize permissions and user roles to enable greater management of your school community.

Jump to our [Google Classroom administrator resources](#) to learn more about getting set up with Google Workspace for Education and to find FAQs and helpful resources.

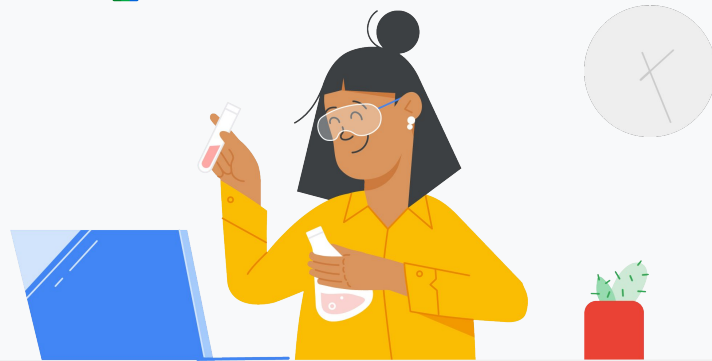
- [Sign up](#) for Google Workspace for Education to enable Classroom
- [Assign users](#) and control access by creating organizational units and groups
- [Verify teachers](#) for added functionality
- [Change user roles](#) to ensure users are identified correctly
- [Set permissions](#) for your domain to determine who can create classes
- [Enable Google Meet](#) for enhanced collaboration
- [Manage guardian settings](#) to enable easier guardian communication

Getting set up

Ensure you're signed up for Google Workspace for Education

We recommend signing up for Google Workspace for Education when using Classroom to unlock seamless integrations with tools like Google Docs, Google Meet, Gmail, and more. Classroom is already included in Google Workspace for Education and works with Google Workspace collaboration tools to jump-start learning and empower teachers.

Learn more about the different editions of [Google Workspace for Education](#) to find the right solutions for your institution.



1

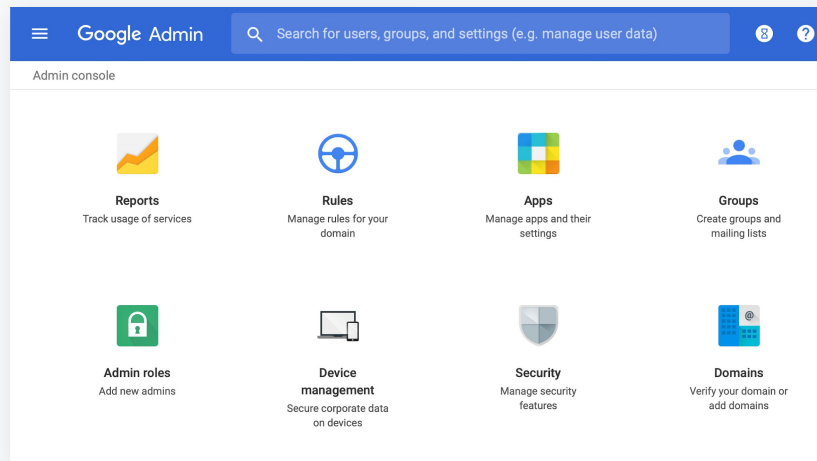
Haven't signed up for Google Workspace for Education yet? Start now.

Go to the "[Get started with Google for Education](#)" sign-up page and enter your details into the form.

Getting set up

Ensure you're signed up for Google Workspace for Education - cont.

- 2 Simply review the Google Workspace for Education School Consent and Agreement terms and click **Agree and Continue**.
- 3 After you sign up, we'll share your Google Admin console, where you can verify domain ownership and continue setting up services for your users.



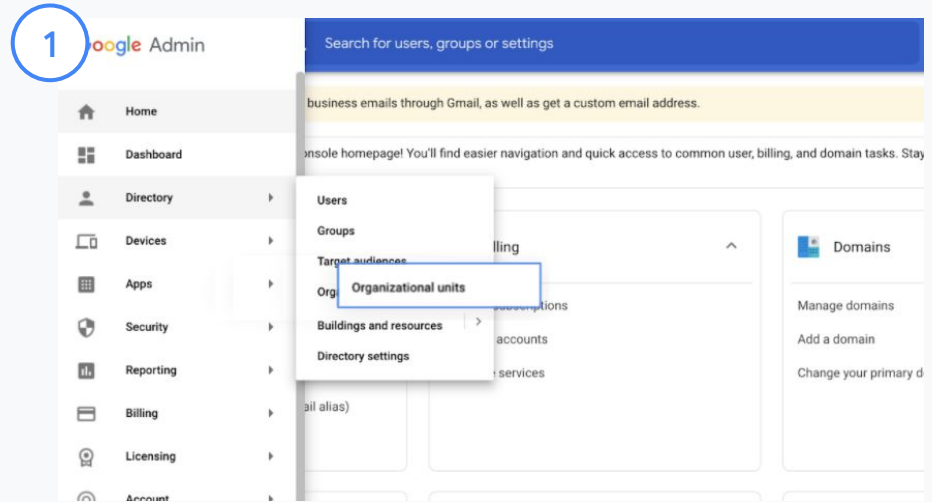
Visit the [Google Workspace Admin Help Center](#) to learn more.

Getting set up

Assign users and control access

Once you've registered for Google Workspace for Education and gain access to your Google Admin console, admins can enable access to Google Classroom by organizational unit or by group to ensure students and teachers have access to the tools they need.

[Learn more](#) about organizational units and organizational structure.



Create organizational units

[Sign in](#) to your Google Admin console.

Go to the [menu](#), select [Directory](#), and click [Organizational units](#).

Hover over the organization and click [Create new organizational unit](#).

Enter a name under [Name of organizational unit](#) and click [Create](#).

Getting set up

Assign users and control access – cont.

The screenshot displays the Google Admin console interface. At the top, the 'Google Admin' header is visible with a search bar. The 'Users' menu item is highlighted with a blue circle containing the number '2'. The main content area shows a list of users with columns for Name, Email, and Status. Two users, 'Admin Admin' and 'frank d', are selected with blue checkmarks. A modal window is open on the left, showing a list of organizational units under 'Middlebury High School', with 'English department' selected.

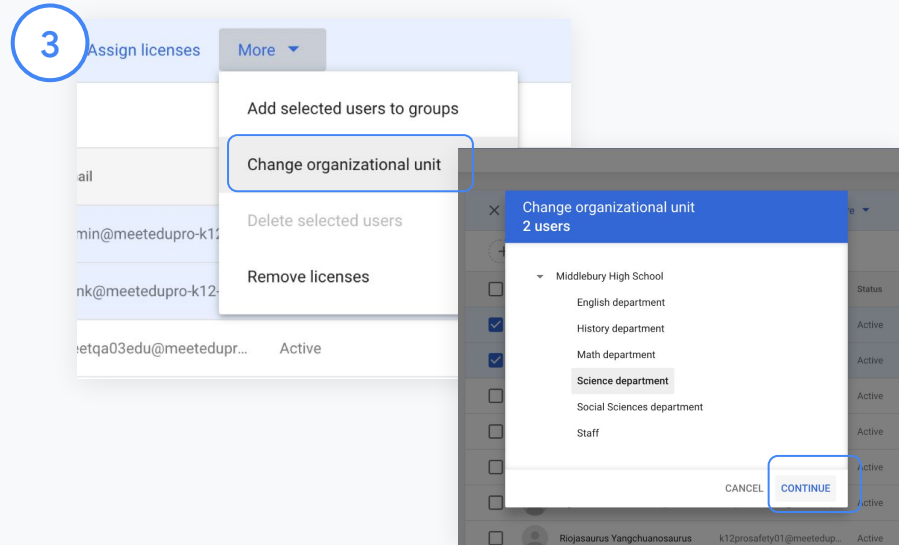
Name	Email	Status
Admin Admin	admin@meetedupro-k12-1...	Active
frank d	frank@meetedupro-k12-1.bi...	Active
meetqa03 edu	meetqa03edu@meetedupr...	Active

Add users to an organizational unit

From the Admin console, go to [Users](#) and click the organization the users are in now.

Getting set up

Assign users and control access – cont.



At the top, click **More** and select **Change organizational unit**.

Choose the new organization from the dialog box, click **Continue**, and select **Change**.

Grant access and turn Classroom functionalities on or off by organizational unit or group.

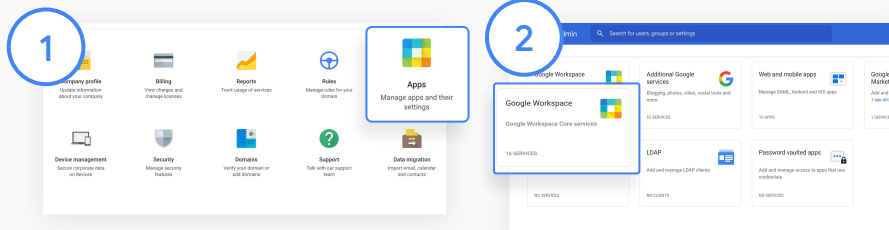
Getting set up

Verify teachers

When users sign in to Classroom for the first time, they identify as a teacher or student. Once teachers sign in, they get automatically added to the Classroom Teachers group for admin approval.

Admins must verify teachers to give them educator access to Classroom to set up classes, create assignments, and communicate with guardians.

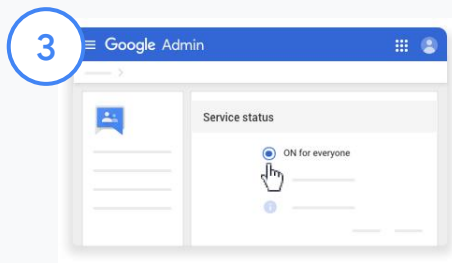
[Learn more](#) through our Help Center.



Verify teachers

From the Admin console, go to [Apps](#).

Select [Google Workspace](#).



Click [Groups for Business](#) and on the top right of the page, select [Edit service](#).

Select [On for everyone](#) to turn on the service, and click [Save](#).

Getting set up

Verify teachers – cont.

4

Then, in a browser window, open the [Classroom Teachers group](#). Under People, click [Pending members](#).

5

Next to the user's name, check the box and click [Approve applicant](#) or [Reject applicant](#).

The screenshot shows the 'Groups' page in Google Classroom. The group is 'MHS Science teachers' and has 4 pending members. The 'Pending members' link in the left sidebar is highlighted with a blue box. The main content area shows a table of pending members:

Join requests	Pending join request	Email	Date requested	Reason
<input type="checkbox"/>	rjh_@homeromacade... External	rjhanson@homeromacademy.co...	2 minutes ago	
<input type="checkbox"/>	molly_@homeromacade... External	mollysager@homeromacademy...	1 minute ago	
<input type="checkbox"/>	miguel_@homeromacade... External	miguellopez@homeromacademy...	1 minute ago	
<input type="checkbox"/>	rob_@homeromacade... External	robert@homeromacademy.com	now	

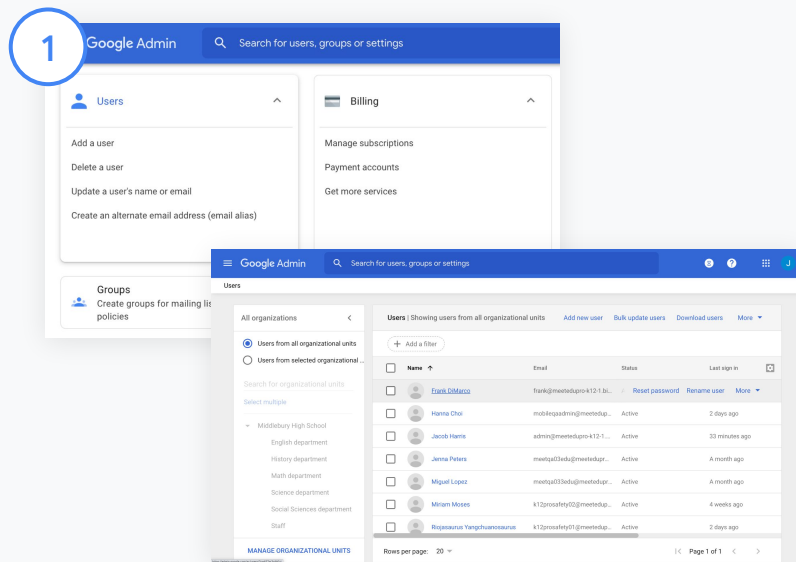
The screenshot shows the 'Groups' page in Google Classroom. The group is 'MHS Science teachers' and has 4 pending members. The 'Approve applicant' button is highlighted with a blue box. The main content area shows a table of pending members:

Join requests	Pending join request	Email	Date requested	Reason
<input checked="" type="checkbox"/>	rjh_@homeromacade... External	rjhanson@homeromacademy.co...	2 minutes ago	
<input checked="" type="checkbox"/>	molly_@homeromacade... External	mollysager@homeromacademy...	2 minutes ago	
<input checked="" type="checkbox"/>	miguel_@homeromacade... External	miguellopez@homeromacademy...	1 minute ago	
<input checked="" type="checkbox"/>	rob_@homeromacade... External	robert@homeromacademy.com	1 minute ago	

Getting set up

Change user roles

Within Classroom, users are identified as either teachers or students. If needed, administrators can update a user's role from student to teacher, or vice versa, to expand their permission settings.



From the Admin console, go to [Users](#).

Within the Users list, select the user's [name](#) to open their account page.

Getting set up

Change user roles – cont.

2a Screenshot of the Google Admin console showing the 'Groups' page for Frank DiMarco. A yellow circle highlights the 'Add +' button. A dialog box titled 'Add to groups Frank DiMarco' is open, showing a search bar with 'MHS Science teachers' entered and a list of matching groups. The 'ADD' button is highlighted.

2b Screenshot of the Google Admin console showing the 'Groups' page for Frank DiMarco. A yellow circle highlights the 'Remove' button. A dialog box titled 'Remove from group Frank DiMarco' is open, showing a message: 'Frank will no longer receive messages sent to the selected group, nor have access to Google files shared with this group.' The 'REMOVE' button is highlighted.

Click **Groups** and select **Add +** to change a desired role.

To change a user's role from student to teacher:

- Click **Add** and enter the name of the group you want to add the user to. As you enter text, Classroom shows matching groups.
- Select your desired **group** and click **Add**.

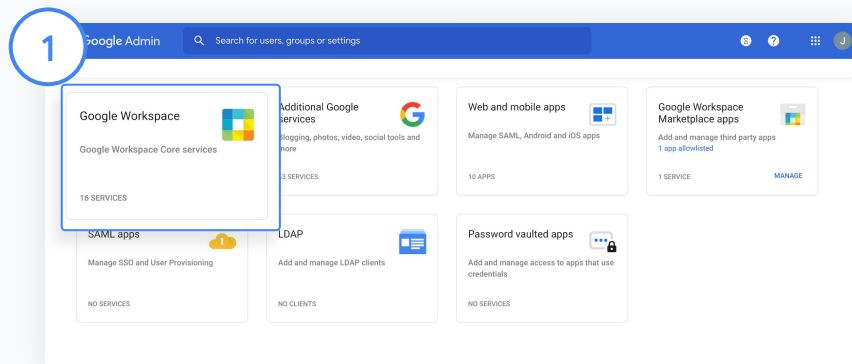
To change a user's role from teacher to student:

- Next to the teacher group name, check the **box** and on the right, click **Remove**.
- Click **Remove** again.

Getting set up

Set permissions

Manage role permissions for your school's domain by setting up teacher permissions. Teacher permissions allow educators to create and manage classes.



From the Admin console, go to [Apps](#) and select [Google Workspace](#).

Getting set up

Set permissions – cont.

2 Within the Google Workspace interface, select **Classroom** from the list of services.

3 In **General settings**, hover over **Teacher permissions** and click **Edit**.

Choose from:

- Anyone in this domain (teachers and students)
- All pending and verified teachers
- Verified teachers only (recommended)

4 Click **Save** to permit class creation based on your chosen group.

The screenshot shows the Google Admin console interface. At the top, there is a search bar and navigation icons. The main content area is titled 'Google Workspace' and shows a list of services. The 'Classroom' service is highlighted with a blue box, and its status is 'ON for everyone'. The list of services includes:

Services	Service Status
Assignments	ON for everyone
Calendar	ON for everyone
Classroom	ON for everyone
Cloud Search	ON for everyone
Drive and Docs	ON for everyone
Gmail	ON for everyone
Google Meet	ON for everyone
Google Vault	ON for everyone
Google Voice	ON for everyone

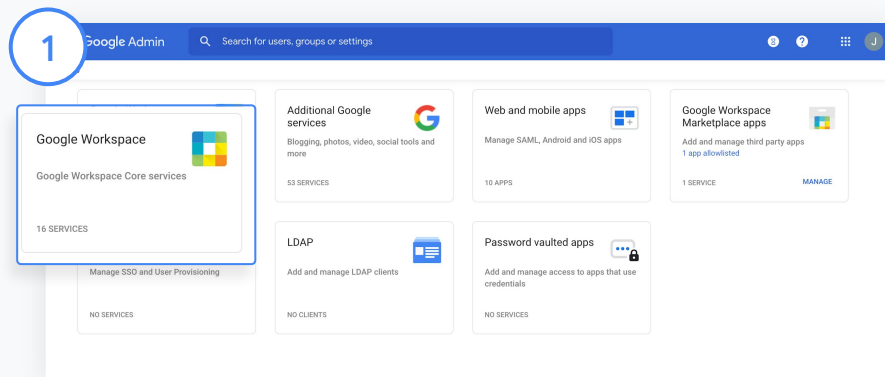
Getting set up

Enable Google Meet

Set up Meet – accessible directly within Classroom – to allow teachers to host larger,* more secure video meetings.

Teachers can manage, start, and join a class-dedicated Meet video meeting right within Classroom to make it easy and secure for both students and teachers to join.

* Video conferencing for up to 100 users available with Google Workspace for Education Fundamentals, up to 250 users with the Teaching and Learning Upgrade, and up to 500 users with the Education Plus edition.

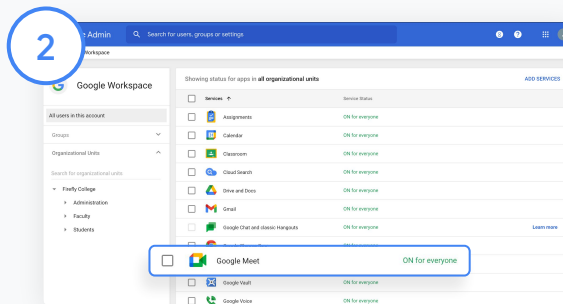


Enable Google Meet

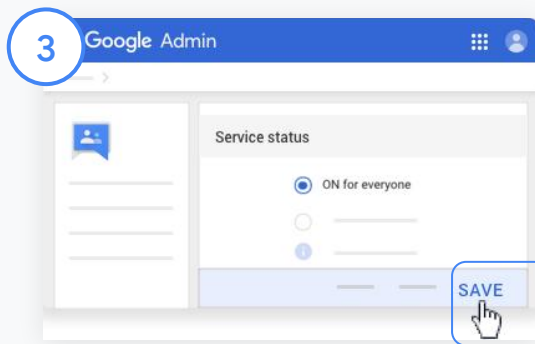
From your Admin console, click [Apps](#), then click [Google Workspace](#).

Getting set up

Enable Google Meet – cont.



Within the Google Workspace interface, select **Google Meet** from the list of services.



Next to **Service status**, click the **down arrow**.

Select **On for everyone** or **Off for everyone** to adjust settings for your entire organization and click **Save**.

Getting set up

Enable Google Meet – cont.

4

Allow users to create new video meetings:

From Meet within your Admin console, click [Meet video settings](#) and select your desired organizational unit.

5

Select [Video calling](#) and check [Let users place video and voice calls](#).

Click [Save](#).

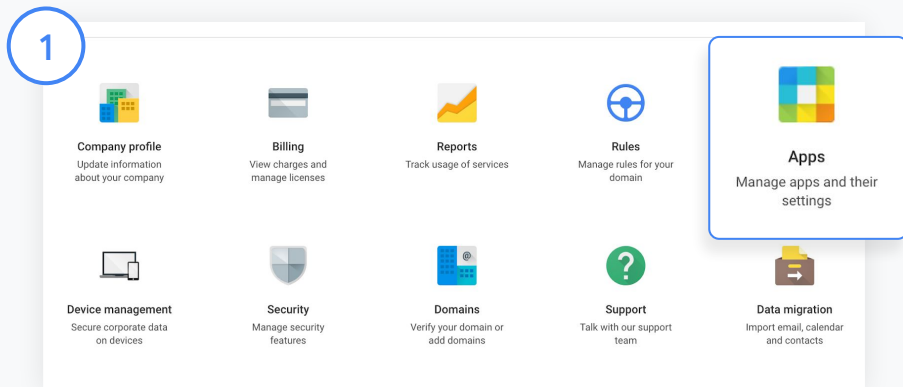
The screenshot shows the Google Admin console interface. At the top, there's a search bar and navigation icons. The breadcrumb trail indicates the path: Google Workspace > Settings for Google Meet > Meet video settings. On the left, a sidebar lists organizational units under 'Middlebury High School', with 'Science department' selected. The main content area shows settings for 'Backgrounds' (set to 'On') and 'Video calling' (set to 'On' with the checkbox 'Let users place video and voice calls' checked). A notification banner below the video calling section states: 'Override will override the settings inherited from parent organizational unit: Middlebury High School. Changes may take up to 24 hours to propagate to all users. Prior changes can be seen in Audit log.' At the bottom of the settings panel, there are 'CANCEL' and 'OVERRIDE' buttons. A '5' in a blue circle is overlaid on the top left corner of the screenshot.

Getting set up

Manage guardian settings

Allow guardians to track their students' progress through automated email summaries, and give teachers permission to invite or remove guardians.

When email summaries are enabled, guardians are linked to their student and can receive updates about student performance, new assignments, approaching deadlines, and missing work.



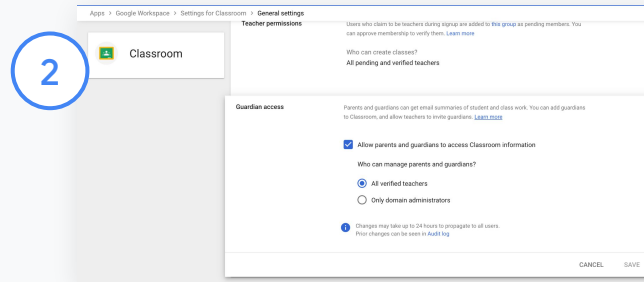
Turn guardian email summaries on

From the Admin console, click [Apps](#).

Go to [Google Workspace](#) and select [Classroom](#).

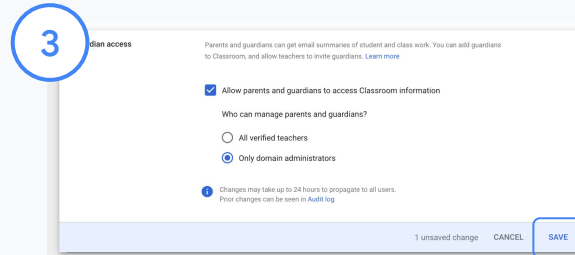
Getting set up

Manage guardian settings – cont.



Click [General settings](#).

Under Guardian access, check [Allow parents and guardians to access Classroom information](#).



Manage who can invite and remove guardians

Within [General settings](#), select [Guardian access](#). Under [Who can manage parents and guardians?](#), choose between the following and click [Save](#).

- All verified teachers
- Only domain administrators

Administrators

Tools for visibility and control

Provide a secure environment that can adapt and grow to the changing needs of your school community.

- **Access Classroom audit logs** to investigate critical events
- **View usage reports** to monitor activity and trends by role
- **Connect your SIS** to Classroom so teachers can easily export student grades



Visibility and control

Access Classroom audit logs

Easily pinpoint events in Classroom right from your Admin console. Drill down on who, what, where, and when events happened in Classroom.

The screenshot shows the Google Admin console interface. On the left, a navigation menu is visible with 'Classroom' highlighted. The main area displays the 'Audit log' for Classroom, showing a list of events with columns for Event name, Description, User, and Date.

Event name	Description	User	Date
Joined course	berndt.thefrog@homeroomacademy.com joined Biology 101 as a student	berndt.thefrog@homeroomacademy.com	Jul 10, 2020, 4:14:52 PM EDT
Removed from course	lucy.vanpet@homeroomacademy.com removed from Advanced Psychology	lucy.vanpet@homeroomacademy.com	Jul 10, 2020, 4:14:52 PM EDT
Course deleted	jones.kuhrwald@homeroomacademy.com deleted Events in World History	jones.kuhrwald@homeroomacademy.com	Jul 10, 2020, 4:14:52 PM EDT
Course archived	claudia.fiedkin@homeroomacademy.com archived Jeanism	claudia.fiedkin@homeroomacademy.com	Jul 17, 2020, 8:55:36 AM EDT
New post	marta.nielsen@homeroomacademy.com created an assignment in Greek Mythology	marta.nielsen@homeroomacademy.com	Jul 17, 2020, 8:54:46 AM EDT
Quiz graded	woodstock@homeroomacademy.com graded snoopy@homeroomacademy.com quiz in Creative Writing on Pilots	snoopy@homeroomacademy.com	Jul 17, 2020, 8:54:21 AM EDT
Assignment submitted	snoopy@homeroomacademy.com submitted an assignment in Creative Writing on Pilots	snoopy@homeroomacademy.com	Jul 17, 2020, 8:53:29 AM EDT
Joined course	mikkel.kuhrwald@homeroomacademy.com joined Events in World History	mikkel.kuhrwald@homeroomacademy.com	Jul 10, 2020, 4:51:28 PM EDT
Assignment returned	bradley.zim@homeroomacademy.com returned an assignment to sb@homeroomacademy.com in Chemistry	bradley.zim@homeroomacademy.com	Jul 10, 2020, 4:51:28 PM EDT
Joined course	charlie.brown@homeroomacademy.com joined How to Kick a Football	charlie.brown@homeroomacademy.com	Jul 10, 2020, 4:51:28 PM EDT

From the Admin console, go to [Reports](#) and click [Classroom](#) on the left under [Audit log](#).

Find what you need and search by event, event description, user, and timestamp.

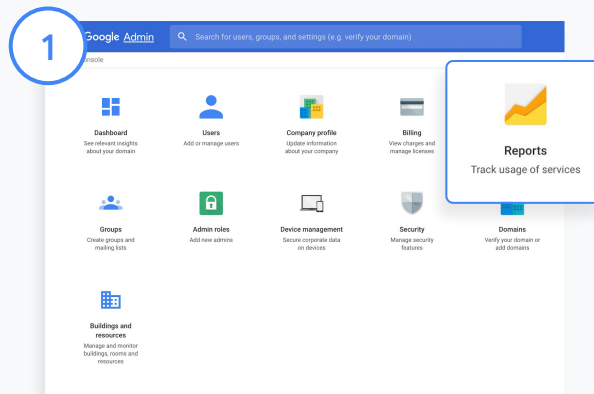
Visibility and control

View usage reports

Understand usage trends and monitor Classroom user activity in your school. For example, you can see the number of active classes and the posts created by teachers and students, or investigate issues – like who deleted a student or class.

Within a report, you can:

- Adjust filters to further classify your dataset
- Download a report for reporting and distribution



Open a Classroom report

From the Admin console, go to [Reports](#).

On the left, under Apps Reports, click [Classroom](#).



Scroll and point to a graph to see statistics by date.

At the bottom of [Posts created](#), check or uncheck a box to sort by teachers or students.

Visibility and control

View usage reports

3 View usage data by user

Within **Reports**, select **User Reports** and click **Apps usage**.

4 Select **Add a filter** and then click **User name**.

Enter the user's name or their email address and click their name in the list to see usage.

The screenshot shows the Google Admin console interface. The breadcrumb trail is 'Reports > User Reports > Apps usage'. The left sidebar shows a navigation menu with 'Apps usage' selected. The main content area is titled 'User Reports' and contains an 'Apps usage' section with an 'Add a filter' button highlighted by a red dashed box. Below this is a table showing usage data for two users: 'Admin Admin' and 'frank d'.

User	Gmail storage used (MB)	Drive storage used (MB)	Photos storage used (MB)
Admin Admin	0	0	0
frank d	0	0	0

The screenshot shows a 'User Reports' dialog box with the 'Apps usage' filter selected. A 'User name' search box is highlighted with a red dashed box. Below the search box, a list of users is displayed, with 'Frank DiMarco' (frank@meetedupro-k12-1.bigtr.name) highlighted. An 'APPLY' button is visible at the bottom right of the list.

Visibility and control

Connect Classroom to your SIS and export grades

Integrate Classroom to your school's student information system (SIS)* more seamlessly, enabling teachers to link and unlink their classes and export scores and missing assignments from their gradebook.

SIS export is available for these partners with the OneRoster® API:

- Infinite Campus users with the Campus Learning license
- Skyward version 2.0 users with the LMS API license
- Skyward Qmlativ users with the OneRoster API license
- Follett Aspen users of version 6.2 or above
- (Coming soon) PowerSchool with the universal connector

Learn more about [SIS grade export availability](#), [SaaS supportability](#), and other [SIS partnerships in development](#).

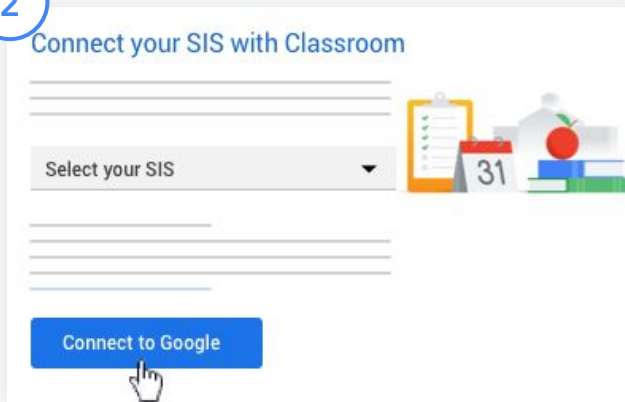
Visit the Classroom Help Center to [learn more](#).

1

First, document your [OAuth credentials](#) from your SIS.

Connect Classroom to your respective SIS by heading to classroom.google.com/admin.

2



Next to “Select your SIS,” click the **down arrow** and select your SIS provider.

Click **Connect to Google**.

*Enjoy this feature free of charge until July 2024

Visibility and control

Connect Classroom to your SIS and export grades

- 3 Under "SIS setup," click [Connect](#).
Enter your OAuth credentials (Host URL, Access key, Secret code).
- 4 Click [Authorize](#).
- 5 Under "Teacher permissions," check the box next to "Enable classwork and grade exporting."
- 6 Click [Save](#).

3

Connect your SIS with Classroom

Host URL

Access key

Secret code

Cancel Authorize

4

Google Classroom administrator resources

In addition to this guide, please check out additional resources designed to help admins unlock the power of Classroom.



New to Google Workspace?

Welcome! Learn more by checking out the Google Workspace for Education [FAQ](#), and get started with the [Quickstart IT Setup Guide](#).



Support staff and enhance collaboration

Empower educators with [instructional resources](#), [professional development programs](#), and [online training courses](#), available at no cost.



Stay connected

Keep up with the latest stories and updates from Google on [The Keyword](#) and the [Google Workspace Updates blog](#).



Need help?

Support is available for all Google Workspace for Education editions by phone, email, and online. Check out the [Google Workspace Admin Help Center](#), [Google for Education Help Centers](#), and [Partner Directory](#).



Paid features

Get more out of Classroom

Check out the additional Classroom features and enhanced capabilities available with [Google Workspace for Education paid editions](#).

Classroom seamlessly integrates with other Google Workspace for Education tools like Docs, Forms, Sheets, Meet, and Drive to create a connected ecosystem that makes it easy and efficient for students and educators to collaborate and communicate – and for education leaders to gain visibility and insights that support performance and enhance security.

Administrators can operate with solutions designed to gain visibility, insights, and control with more Classroom capabilities:



- Surface essential information to make informed decisions with **Classroom analytics*** and gain visibility into everything from class performance, individual student assignment completion, how grades are trending, and overall Classroom use and adoption.
- Designated education leaders and staff can **temporarily visit classes** to respond to teacher requests, view student profiles, and provide additional support.
- Simplify planning for curriculum leaders and educators by making it easier to **distribute class templates and high-quality classwork with a link,*** so educators can import materials into their classes while encouraging organic professional development.
- Access **Classroom log event data** right from the Admin console with the investigation tool to examine events in depth and pinpoint performance or security issues. Export Classroom log event data to **BigQuery** to analyze adoption and engagement to make informed, data-driven decisions.

* Coming soon.

Add additional capabilities to fit your institution's unique needs

Available at no charge¹

Paid editions

Google Workspace for Education Fundamentals



Google Workspace for Education Standard

Teaching and Learning Upgrade

Google Workspace for Education Plus

Edition summary

A suite of tools available at no charge that enables collaborative learning opportunities on a secure platform.

Build on all the capabilities of Education Fundamentals with **advanced security and analytics tools** to help reduce risks and mitigate threats, with increased visibility and control across your learning environment.

Build on all the capabilities of Education Fundamentals or Education Standard with **enhanced educator tools** to help elevate curriculum and course management, enrich communication and class experiences, and guide academic integrity.

A comprehensive solution to achieve a digital transformation.

Classroom capabilities per Google Workspace edition

Classroom's rich foundational capabilities include a ton of features in one central place for teaching and learning. As part of Education Fundamentals, all teachers and students get access to a comprehensive range of Classroom capabilities that help manage, measure, and enrich the learning experience.

Get all the features of Education Fundamentals, plus:

- Classroom log export for insights and analysis in **BigQuery**

Get all the features of Education Fundamentals, plus:

- **Unlimited originality reports** and the ability to compare peer matches across a private repository of student submissions
- Streamline lesson planning by **creating a shareable link for a class**,² so educators in the same district can easily preview, select, and import high-quality classwork into each other's classes
- **Classroom analytics**² provide educators with insights and visibility into how students turn in, perform on, and engage with assignments, so educators can make informed decisions about the best way to provide support

Get all the features of Education Standard and the Teaching and Learning Upgrade, plus:

- **Sync classroom rosters** with your student information system (SIS) for class management at scale powered by Clever³
- Designated education leaders and staff can **temporarily visit classes** to respond to teacher requests, view student profiles, and provide additional support
- Simplify planning for curriculum leaders and educators by making it easier to **distribute class templates and high-quality classwork with a link**²

¹ Available at no charge for qualifying institutions.

² Coming soon.

³ Currently available in limited regions.

[Compare the editions](#)



Google Workspace for Education FAQ



Google Workspace for Education editions include [Education Fundamentals](#), available at no charge to qualifying institutions, and [Education Standard](#), the [Teaching and Learning Upgrade](#), and [Education Plus](#), paid editions that offer premium features.



For specific features included in each of the Google Workspace for Education editions, please visit our [comparison chart](#) – or [compare editions](#) for Google Classroom.

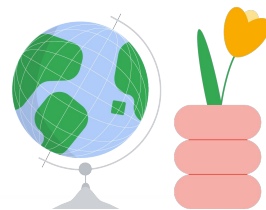


For pricing information on each paid edition based on your region, needs, and enrollment numbers, please contact your sales representative.



All paid Google Workspace for Education editions are annual subscriptions, and pricing is locked for the duration of the subscription term. Customers who purchase the Teaching and Learning Upgrade can add Education Standard at any time – and vice versa.

Access help when you need it



➔ Join our [educator community](#) to find a group near you.

➔ Find solutions from fellow educators in the [Classroom Help Community](#).

➔ Explore the [Help Center](#) and [Help Forums](#) for technical answers.

Thank you



Google Classroom