

Google Classroom User Guide

For teachers

Updated: October 2023

Google for Education

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About this resource

This deck has been designed to include important **step-by-step instructions for teachers** to get up and running with Google Classroom. Understand how to set up your classes, organize coursework, grade, provide rich feedback, and more.

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

We'll explore the foundational getting started features for teachers regardless of edition. At the end of the deck, you will find additional resources to learn more capabilities.

Companion resources

Explore other resources to help support your institution.

<u>User guide for administrators</u>

Learn how to create organizational groups, set permissions, and access audit logs and reports.

Classroom webpage

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

<u>Getting started with practice sets</u>

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

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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, school-wide collaboration, and more.

Professional development

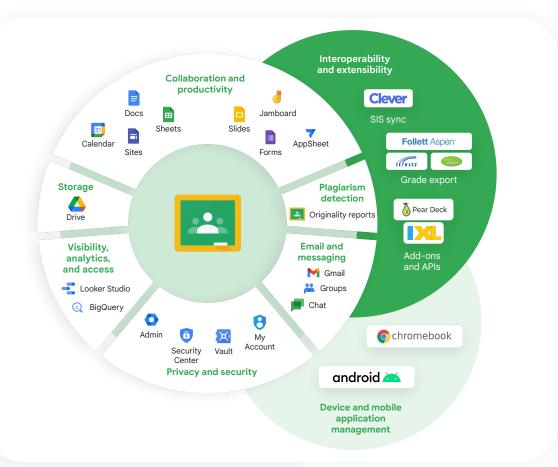
Learning never stops. Explore free of charge technology training and resources for educators.

Proprietary + Confidential



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.





Teachers

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Get more out of Classroom

Check out how teachers can amplify instruction with tools that simplify everyday tasks with premium Classroom capabilities.

Additional educator resources



Where teaching and learning come together.

Google Classroom helps educators create engaging learning experiences they can personalize, manage, and measure. It's easy to get started in minutes.

- → Sign in to get started with Classroom and visit our <u>Teacher Center</u> to learn the basics
- → Set up a class and manage communications in one place
- → Add students to a class by simply sending them a link
- → Create an assignment and share with multiple classes
- → Schedule posts across multiple classes at once
- → Use originality reports to help guide critical thinking
- → Post announcements on a class stream
- → Set up and join a Meet video call
- → Create a rubric to keep grading consistent and transparent



Where teaching and learning come together.

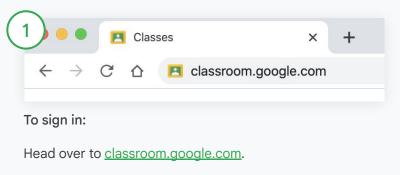
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- → Create a rubric to keep grading consistent and transparent



Sign in

Classroom is easy to get started. Just sign in to start managing your classes today.



Click Go to Classroom.



Enter your school email address (it looks like <u>you@yourschool.com</u>) and click Next.

Enter your password and click Next.

If you're using a Google Workspace account, click I'm a Teacher.

Click Get Started.



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Getting set up

Set up a class

Create a class to assign work and post announcements to students.

Save time by creating and managing multiple classes from one place.

1 +	2 Create class
	Geometry - Grade 8
Join class	3rd Period
Create class	Geometry
	CANCEL

Create a class

Within Classroom, open the **Classes** page and click **Add**+ in the upper right corner.

Select Create a class.

Enter the class name and fill in details for your class (session, grade, room, and so on).

Click Create.



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Getting set up

Add students to a class

Invite students to enroll in your class with only a few clicks. We'll show you the most common ways to add students.

If students have trouble joining, you can always resend class links or share simple instructions to join a class as a student.

<u>Learn more</u> about adding students to your class.

Schools using Education Plus can integrate Classroom with your SIS to automatically set up and sync classes.

Google CI	assroom				+ 111	•
To review	Calendar		1			
Language An Period 1	rts	Copy invite link	guage Arts	American Literature		
			day a Mockingbird Reading Check			
			riday o write thoughtful annotations			
	~ □	~ □	~ □	~ 🗅		

Add students through an invite link

Within Classroom, select the class card and click More \equiv .

Select Copy invite link and share the clickable link with students via email.

Students	گ +
Invite students or give them the class code: 4zxf4la	

Or, add students through a unique class code Select your class and click Settings to display your class code. Share the code with students and direct them to:

- Go to the Classes page on <u>classroom.google.com</u>
- Click Add + and select Join class
- Students should enter the code and click Join



Create an assignment

Create more efficient workflows when assigning classwork. Specify due dates and point values, add attachments and rubrics, run originality reports, and more within an assignment.

Plus, save an assignment for later and share it with multiple classes or students.

Learn more about creating assignments.

Stream
-less have
our class here
and questions
ze classwork into modules or u
you want students to see it

Create an assignment

Within Classroom, click the class your assignment belongs in and select Classwork.

At the top, click Create and select Assignment.



Create an assignment

signment	Saved Assign -	3 pmplicated than that?
Title Comparison of Macbeth Adaptions	For 10th Grade E. V All students V	What is the significance of equivocation in Macbe Your essay should be 500 words.
Instructions (optional) Select your topic from the list of topic choices below	Points	
-Compare and contrast Macbeth, Macduff, and Banguo. How are they alike? How are they different? -Is it possible to argue that Macbeth is the play's villain and	100 -	Add + Create
Macduff or Banguo its hero, or is the matter more	Due	
complicated than that? - What is the significance of equivocation in Macbeth?	Sat, Mar 28 👻	A Google Drive
Your essay should be 500 words.	Topic	G Link
Add + Create	No topic 👻	0 File
	Rubrie	YouTube
	+ Rubric	
	Originality reports	

Add details

Within the assignment, enter the title and fill in instructions and assignment details, including grade category, point value, due date, and topic.

Under the "For" category, choose to post to additional classes or individual students.

Add materials

Within the assignment, add relevant attachments. Click Add and choose between Google Drive, Link, File, and YouTube.

Or click **Create** to add a new attachment.

Select your file and click Upload or Add.



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Getting set up

Create an assignment

	5
Students can view file	No topic
Students can edit file	Rubric
Make a copy for each student	H Rubric Originality reports Learn more

Next to the attachment, click the **down arrow** and choose an option for how students interact with the attachment:

- Students can view file: use when the file is for reference only
- Students can edit files: use when students will work collaboratively on the same file
- Make a copy for each student: use when students will work individually in copies of the same file

Add a rubric

Within the assignment, click Rubric + and choose to either Create rubric, Reuse rubric, or Import from Sheets.

Learn more about <u>creating a</u> <u>rubric</u>.

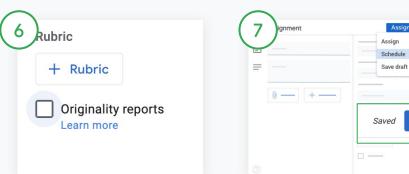


Assign

Assign -

Getting set up

Create an assignment



Turn on originality reports

Within the assignment, click the Originality reports box to check for plagiarism automatically once students submit assignments.

Learn more about running originality reports.

Choose when to post your assignment

- Immediate: Click Assign to post the assignment now.
- Schedule: Next to Assign, click Schedule and select a date and time. Hit Schedule again to save.
- Save for later: Next to Assign, click Save draft. You can open and edit draft assignments on the Classwork page.

Click Assign.



Schedule posts and assignments across multiple classes

Easily assign classwork to multiple classes at once.*

Once an assignment has been scheduled, you can change the assignment within each individual class.

	🕞 Meet 📋 Class C	alendar 🛅 Class folder	
Week 1: Introduction		1	
Literary Elements		Posted Jan 3	
Knowledge Check	Homework	Posted Jan 4	
Week 2: Short story str	ucture	:	
What is a short story?	Quiz	Due Jan 6	
Elements of storytelling	Homework	Scheduled for Jan 8, 2021	
Short story quiz	Quiz	Scheduled for Jan 8, 2021	
Week 3: Creative writin	g	i	
	Literary Elements Knowledge Check Week 2: Short story stri What is a short story? Elements of storyselling Short story quiz		Untersey Elements Period Jan 3 Record Edge Check Homework Period Jan 4 Week 2: Short story structure I Whet is a kert story? Guid Der Jan 6 Elements of storytelling Homework Scheduled for Jan 6, 2027 Benents of storytelling Homework Scheduled for Jan 6, 2027

Create an assignment

<u>Follow instructions</u> on creating the assignment details like topic, due date, and post date.

On the **Stream** page, click Share something with your class and enter your announcement at the top. Select which classes should receive the post

Choose between

- Published immediately
- Published at a certain time
- Save as draft

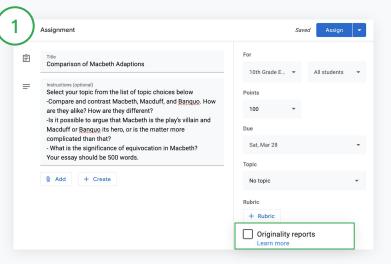


Tools to learn in their own way

Use originality reports

Originality reports bring the power of Google Search to your student assignments and grading. When assigning work, enable originality reports. When students submit their work, originality reports highlight text against billions of pages in the Google Search index that the student didn't cite or quote.

Watch the video to learn more.



Enable originality reports

Within an assignment, click originality reports and select Assign to share with students.

<u>Students can run originality reports</u> for their work in Google Docs, Sheets, and Microsoft Word to identify any uncited content and make edits. Once submitted, Classroom automatically scans for plagiarism and makes results available to teachers.



Tools to learn in their own way

Use originality reports - continued

View the report

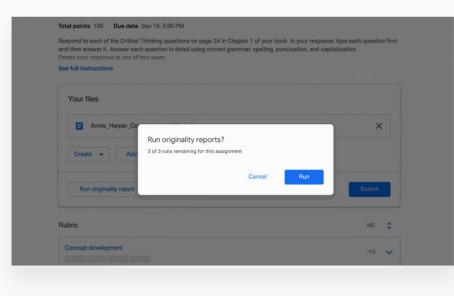
Within an assignment, click the On switch next to **# of cited or quoted passages** to view highlighted web matches.

3

See potential flags as a number or percent. A link to the **external source** is available for flagged passages.

Teachers can run originality reports at no charge for up to five assignments per class.* Students can run originality reports up to 3 times.

* For teachers using Google Workspace for Education Fundamentals. Enrolling in the Teaching and Learning Upgrade or Google Workspace for Education Plus provides unlimited originality reports.





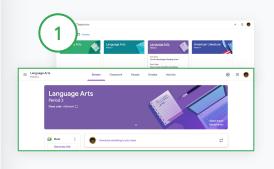
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Getting set up

Post announcements

Give reminders to your students by posting announcements to your class on the class stream.

Visit the <u>Help Center</u> to learn more about managing and formatting announcements.



То	create	an	announcement	

Click the class you want to post the announcement to within Classroom.

On the **Stream** page, click Share something with your class and enter your announcement at the top.

			All allocati					
	C	Language A Period 3	rts					
	C	Language A Period 1	rts	bring you	ur readers and w	sar plenty of sunscreer		
	C	Language A Period 2	rts					
	A	American L Period 4	terat					
	A	AP English L Period 5	itera				Cancel	Post 👻
For								
La	nguage	Ar ¥	All stu	ients -	•			
He	y class, (s have o	omething to you	_	-	students en Agarwal	plenty of sunscri	sen.	
в	I	⊻ ≔ %						
0	Add	# Add	ons				Cancel	Post 💌

Select who to share the announcement with

Within the announcement, click the down arrow next to "For" and select classes to include.

Or post to individual students. Within the announcement, click All students and click the students name(s) to select them.



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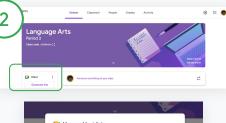
Getting set up

Set up and join a Meet video call

Connect with your students using simple, reliable, and secure video conferencing. Manage, start, and join class-dedicated video meetings with Google Meet built right within Classroom – easily accessible on the side of each class stream.

All Meet links created in Classroom are nicknamed links that you and your students can use for all of your class meetings. Students are directed to a waiting room until their teacher or co-teacher joins, and those not on the class roster will have to "ask to join" to be admitted.





Manage Meet link
 Classroom Meet link
 Classroom Meet link
 Classroom Meet link
 Mitz J

Create a designated class Meet link

In Classroom, click the class.

Under Meet, click Generate link.

(Or, click Settings Definition of the setting setting the setting sett

A Meet link will appear for your class. Select **Save**.

If you make the Meet link visible to students, it appears in their class stream to easily join and continue to reuse.



Set up and join a Meet video call

Visit the <u>Help Center</u> to learn more about best practices, other Meet features and controls, and how to manage students.

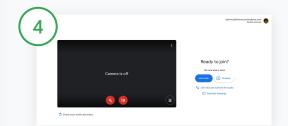


Start a video meeting in Classroom

Click your desired class.

Choose between:

- On the left of the Stream page, under Meet, click Join
- At the top of the Classwork page, click Meet
- In a question or assignment, click the link for the class video meeting



Before you join the call, check that you're signed in with your Classroom account in Meet.

If not, click Switch account and sign in to your Classroom account. Click Join now.



Create a rubric

Create, reuse, and automatically calculate grades using rubrics within individual assignments.

Rubrics can be saved as drafts for future use and exported, imported, and shared with fellow teachers to help save time.

In Classroom, click the class and select Classwork.

Create an assignment with a title, click **Rubric**, and click **Create rubric**.



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Create a rubric - continued

Fill in your rubric details:

Criterion title – the grading evaluation (ex. Grammar, Teamwork)

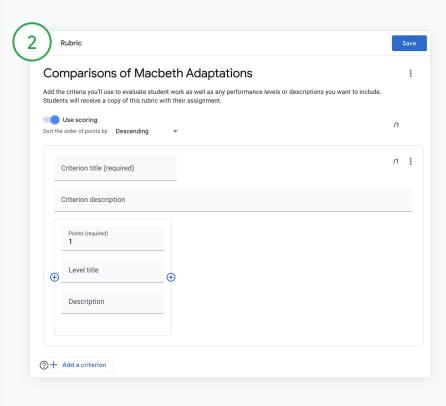
Points - the number of points awarded

Level title – the title for performance level (ex. Excellent, Full mastery)

Description - the expectations for the level

Click Save.

Visit the <u>Help Center</u> to see more rubric features and to set up <u>arading systems</u>.





Teachers

Tools for management and organization

Save time by grading more efficiently, viewing student progress in one place and automating tasks.

- → Set up your grading system and grading scales
- → View assignment progress across all classes by status
- → Give richer feedback through a custom comment bank
- → Grade with a rubric right alongside an assignment
- → Return student work right within Classroom
- → Update your gradebook and view student assignments in one place
- → Export grades to your SIS directly from gradebook
- → **Reuse assignments** between classes
- Automate guardian summaries to keep parents informed



Set up grading

You can choose **Total Points** or **Weighted by category** grading for your grading system. In both, grades are calculated for you, and you can let students check their overall grade for the class.

Visit the <u>Help Center</u> to learn more about setting up grading systems.

	Set up a grading Within the class, click on the Class settings
2 Grade calculation Overall grade calculation Choose a grading system. Learn more	No overall grade
Show overall grade to students	No overall grade
Grade categories Add grade category	Total points Weighted by category

In Grading, under Grade calculation, click on the dropdown menu and select one of the following options:

- **Total points:** Divides total points earned by total points possible. You can let students see an overall grade.
- Weighted by category: Adds the scores across categories. You can let students see an overall grade.
- No overall grade: Grades aren't calculated for students. Students can't see an overall grade.



Set up grading

You can also **organize classwork with grade categories**, such as Essays, Homework, and Tests. For example, if your class has 4 essay assignments, you can organize them in an Essays category.

Visit the <u>Help Center</u> to learn more about setting up grading systems.

Grade catego			
Grade categorie			
Grade category*	Default points*	×	
Add grade category	,		

After you have selected the Grade calculation (step 2), complete the following steps:

- 1. Under Grade categories, click on Add grade category.
- 2. Enter a grade category
- If you have selected Total Points or No overall grade, the under Default points, enter a whole number. If you have selected Weighted by category, the under Percentage, enter a whole number.
- 4. (Optional) To add another grade category, repeat steps 1-3.



View assignment progress

Get a quick overview of work you assigned across all your classes in one easy place.

Use this tool to see the status of your work and mark work as reviewed.

1	Google Classroom		+ 🏭 🔵)
	To review			
	Language Arts	Language Arts	Language Arts Period 2	
	~	~ 🗅	~ □	

View student work across all classes In Classroom, click To review at the top.



View assignment progress

2) To re	view To review	_	nguage Arts	Stream Classwork People	Grades Activity
	All classes 👻		Language Period 3 Ciass code n3shrum ()		
	0		🞑 Meet 🗄	Announce something to your class	5
	•		Generate link		

Filter by class

Click All classes and select a class. Click a title to view student submissions.

Sort work based on due dates by clicking the Down arrow or Up arrow.

Mark work as reviewed

Next to the work, click More ≡ and click Mark as reviewed. After you mark work as reviewed, you can see it in the Reviewed list. View a list of a student's work and its status

Click the relevant class. At the top, click **People** and select a student's name.

This page will show:

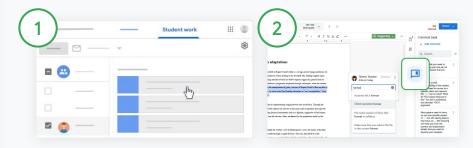
- student's assigned work and their due dates
- status of assigned, turned in, late, or missing work
- grades for classwork
- attachments to submissions
- Private comments the student sent you



Give richer feedback on assignments

Provide students with clear feedback by leaving comments on submitted assignments, or write directly on student work.

Classroom automatically saves your most-used feedback to a personalized and automated comment bank.



Leave a comment

Click the relevant class and select Classwork. Click an assignment and select View assignment.

On the left, choose the student name and the file they turned in.

Select the section that you want to comment on and click Add a comment 🖽.

Enter your comment and click **Comment**.



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Management and organization

Give richer feedback on assignments

3a		3b	
	Add to comment bank		Comment bank + Add to bank Q

Create a custom comment bank for your most used comments

To add an existing comment, open the student's work. In the top-right corner of the comment box, select **More** and click **Add to comment bank**.

Make edits and click Add.

Or, enter a comment directly

On the right of the students work, click the Comment bank.

Select Add to bank and choose between entering a single comment or multiple comments or paste a list or prepared comments.

Click Add.



Give richer feedback on assignments

ethan and the English peare's plays are all he wrote. lay.	Rolanda Johnson Go into more detail Unnecessary descriptions and details , trut no cut this dawn and focus on story
Il he wrote.	Go into more detail

Use a comment from the comment bank

Select the section you want to comment on and click Add comment 🖽.

In the comment box, begin typing your feedback and your corresponding most-used comments will automatically appear. Click the comment you want and press the **Comment** button to post.

Mobile app

Draw or write on student work

In your Classroom mobile app, tap the class and open an assignment.

Tap **Student work** and select a student's name and their attachment.

Click Edit and make notes or drawings.

Click More and then Save.

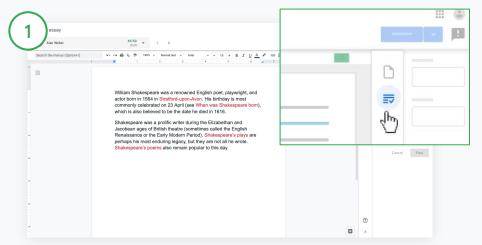


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Management and organization

Grade with a rubric

Add a rubric to an assignment to keep grading consistent and transparent. Teachers can grade student work with rubrics displayed right alongside the assignment.



See your rubric while grading an assignment

Select the relevant class and click **Classwork**. Select the assignment, click **View assignment**, and open a student's file.

In the right column, click the **Grading** icon and expand or collapse a criteria description in the right column.



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Management and organization

Grade with a rubric



Select a rating for each criterion

Within **Rubric**, assign a rating level for each criterion.

Click a rating level for each criterion, or if you're using the criterion for scoring, enter a number.

The rubric score automatically updates as you select rating levels. Manually change the total grade

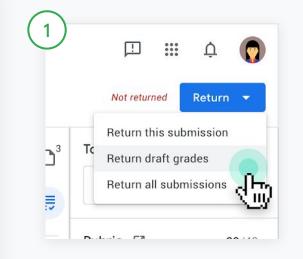
Within Grade, manually enter a grade for the student's assignment.



Return student work

Stay organized by returning student work right within the assignment. And share reviewed work with one or more students at a time. Once the assignment is returned, students are able to view their grade.

Teachers can also return an assignment within the Classroom <u>gradebook</u>.



In Classroom, select the class and click **Classwork**. Select the assignment you want to return, and click **View assignment**.

Next to each student whose assignment you want to return, check the box, click **Return**, and select your preference.

Choose between:

- Return this submission
- Return draft grades
- Return all submissions



Update your gradebook

Gradebook within Classroom provides one easy place to view student submissions, enter grades, return work, and review all the grades for an assignment.

Language Arts 63 · III 🔵 Stream Classwork Grades Activity People Nov 24, 20... Nov 24, 20... Nov 23, 20... Apr 23 May 28 Today Jun 4 Nonfiction Autobiogr To Kill a Atticus Who is To Kill a How to Reading... aphy... Mocking... Characte.. your... Mocking. write... Sort by last name Overall grade out of 100 Class average 89 89% 87 92 79 89 Rajen Agarwal 89% Missing __/100 Draft Draft Draft Not turned in

Open gradebook

In Classroom, select the class and at the top, click Grades.

On the **Grades** page, you can view and even grade and return a student's submission.

Visit the <u>Help Center</u> to learn more about how to view and update your gradebook.



Update your gradebook

Visit the <u>Help Center</u> to learn more about how to view and update your gradebook.

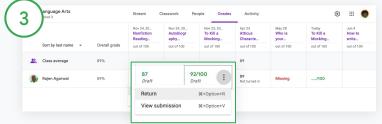
2	anguage Arts		Stream	Classwork F	People Grade	s Activity		8	3 🎫 🄇
-			Nov 24, 20 Nonfiction Reading	Nov 24, 20 Autobiogr aphy	Nov 23, 20 To Kill a Mocking	Apr 23 Atticus Characte	May 28 Who is your	Today To Kill a Mocking	Jun 4 How to write
	Sort by last name 👻	Overall grade	out of 100	out of 100	out of 100	out of 100	out of 100	out of 100	out of 100
2.	Class average	89%			-			3	
	Rajen Agarwal	89%	87 Draft	92 Draft	79 Draft		89/100 Not turned in	/100	
					Return		₩+Option+R	1.	
					View su	bmission	第+Option+V		

View student submissions

Within Grades, hover over a cell of a student's assignment. Click More and click View submission.

Work and grade status is color-coded:

- Red Missing work
- Green Turned in work or draft grade
- Black Returned work



Enter grades and return work within gradebook

Within Grades, enter a grade for the student's assignment. To return the assignment, click More \equiv and click Return.



Export grades to your SIS

Export grades from gradebook directly into your Student Information System (SIS)* by first linking your class to your SIS.

Compatible SIS partners: Infinite Campus, Skyward, Skyward Qmlativ, Follet Aspen, and PowerSchool (coming soon).

Visit the <u>Help Center</u> to learn more about exporting grades and to <u>troubleshoot SIS grade import</u>.

	+		Create class	
	Join class	-	Class name (required) Yearbook	
	Create class		Section 2	
1000			Subject Journalism	
age Arts	1 date	Eng	Room F-2	
				Cancel Create

First, link a class to your SIS

In Classroom, click Add + and select Create class.

Next to Link with, click the down arrow and select your class.

Enter your class details and click Create.

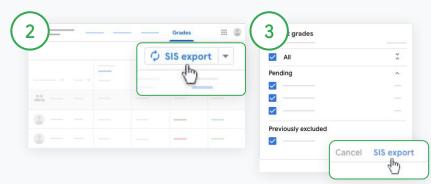


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Management and organization

Export grades to your SIS

Visit the <u>Help Center</u> to learn more about exporting grades.



Export grades

Click the class you want to export from and select **Grades**.

On the right, click SIS export.

Grades export for any classwork with a checked box. For any grades you don't want to export, uncheck the box.

Click SIS export to export.



Management and organization

Reuse assignments and announcements

Save time by reusing your assignments, announcements, or other posts. Repost to the original class or a different class.

Before publishing, make updates by modifying the post and editing attachments or rubrics.

1)		Stream
+	Create	
Ê	Assignment	Acbeth Adaptations
Ê	Quiz assignment	Nacbelli Adaptations
?	Question	
	Material	of topic choices below
11	Reuse post	, Macduff, and Banquo. How are 1
E	Торіс	acbeth is the play's villain and or is the matter more complicated the
- vv	nat is the significance o	or equivocation in Macbeth?

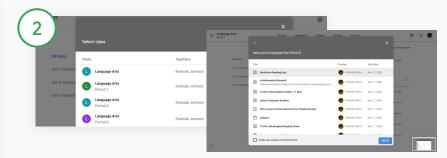
Reuse a post

In Classroom, select the class and click Classwork. Hover over Create and click Reuse post.



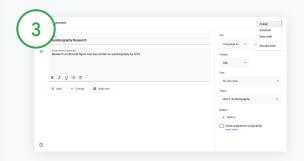
Management and organization

Reuse assignments and announcements



Select the class that has the post you want to reuse.

Select the post and click **Reuse**.



Change any information and add or delete attachments. Before reposting, choose an option:

- Save the post for later. Click to Down arrow and select Save draft.
- Reuse an assignment click Assign.
- Reuse an announcement click Post.



Management and organization

Automate guardian summaries

Keep guardians informed and engaged by inviting them to receive automatic email summaries of their students' progress. Choose which classes and guardians to include in <u>the summaries</u>.

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Turn guardian summaries on or off

Select the class you'd like to send email summaries about and click **Settings \$**.

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General	
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Guardian summaries	Etm

Under General, click the switch On of Off. Click Add Class. And at the top of the page, click Save.



Proprietary + Confidential

Management and organization

Automate guardian summaries

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Students	2+
Actions 🔻 Email all guardians	ĄZ
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Invite or remove a guardian

Select the related class and click People.

Next to the student's name, click Invite guardians or Remove guardians.

 If inviting, enter the guardians email address(es)

Click Invite or Remove.

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Email guardians

Select the relevant class and click **People**.

- To email one student's guardian: Next to the student's name, select **More** and click **Email guardians**. An email window opens with the email addresses populated.
- To email all guardians in a class: At the top, click Email all guardians.

Enter a subject and your message. Click **Send**.



Teachers

Tools to learn in their own way

Help students stay focused with features that let them create their most productive and customized learning environment.

- → Accessibility resources enable learning opportunities for all students
- → Automatic due dates in student calendars to help them keep track of deadlines
- → Student to-do lists are customized to help them stay organized
- → Student originality reports help prevent unintentional plagiarism



Accessibility resources

Give students the freedom to adjust accessibility settings so they can learn and work in their ideal way.

Google for Education Accessibility Resource center	Google for Education Accessibility flashcards	Google Workspace user guide to accessibility
[Playlist] Accessibility tips for Google Workspace	[Classroom] Using a screen reader with Classroom	[Chromebook] Accessibility shortcuts
Distance Learning accessibility guide	Guardian's Guide to Accessibility	[Chrome extensions] <u>Snap&</u> <u>Read, Co:Writer,</u> <u>EquatIO,</u> <u>Read&Write</u> =



Automatic due dates in Calendar

Enforce timelines easily with due dates that appear automatically on calendars when classwork is distributed.

For each class, you and your students share a Classroom calendar and a Google Calendar where deadlines appear.

(1) Google Classroom			+	₩ (\$
Tord Calendar	Algebra I Period 2 Molty Segare Due Friday Order of Dyperations Homework. Due Truesday PEMDAS Learning Check	Language Arts Rvised 3 Rolanda Johnson Due Friday How to write thoughtful annotat.			
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View classwork in your Classroom calendar

At the top of Classroom, click Menu \equiv and select Calendar to see all assignment due dates.



Automatic due dates in Calendar



Select an assignment to open it and find out more.

3

See classwork for all your classes Click All classes.

See classwork for only one class Click All classes and select the class.

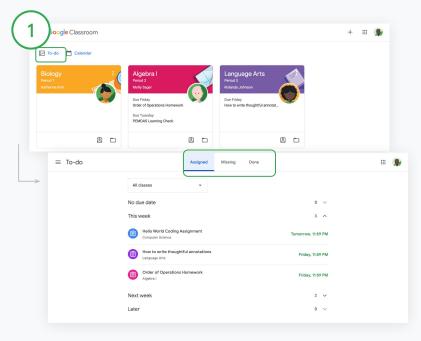
All classes 🔻	< -		- >		
6	<u>2</u> 9	<u>3</u> 0	1	2	3



Show students their custom to-do list

Enable students to stay on track and plan ahead with Classroom's automatically created to-do list personalized for each student.

Students can visit the <u>Help Center</u> to learn more ways to view classwork.



Direct students to view their all-class to-do list

At the top of Classroom, click To-do and choose an option:

- Click Assigned to see work that's been assigned to you
- Click Missing to see work that's past due
- Click Done to see work that a teacher graded or returned



Empower students to use originality reports

Help guide critical thinking and allow students to check for unintentional plagiarism.

Originality reports bring the power of Google Search to your assignments in Google Docs, Slides, and Microsoft Word. <u>Enable originality</u> <u>reports</u> so students can identify any uncited content and make edits. Once submitted, Classroom automatically scans for plagiarism and makes results available to teachers.

Students can run originality reports up to 3 times.

Your files					
Armie_Harper_Co	Run originality reports? 3 of 3 runs remaining for this assignment			×	
Run originality report	c	Cancel	Run	Submit	

Empower students to run an originality report on their assignment

- Within a class, students can click Classwork and select the Assignment.
- Under Your work, upload or create your file.
- Next to "Originality reports," click Run. Under the file name, click View originality report to see the report and any originality flags.



Google Classroom educator resources

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



First day of Classroom

Visit the <u>Teacher Center</u> site for resources on how to get started with Classroom, all created by real educators.

Video how-tos

Watch educator and student training videos to get started or dive deeper, see an overview of top features in <u>Classroom 101</u>, and subscribe to our <u>Google for</u> <u>Education YouTube channel</u> to stay connected for more ideas.

Classroom Help Center

6.)

Equipped with countless guides and step-by-step instructions, use our <u>Classroom Help Center</u> to address any and all questions.

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Compatible apps

Access educator-approved <u>apps</u> that integrate seamlessly with Classroom to enable unlimited learning opportunities.





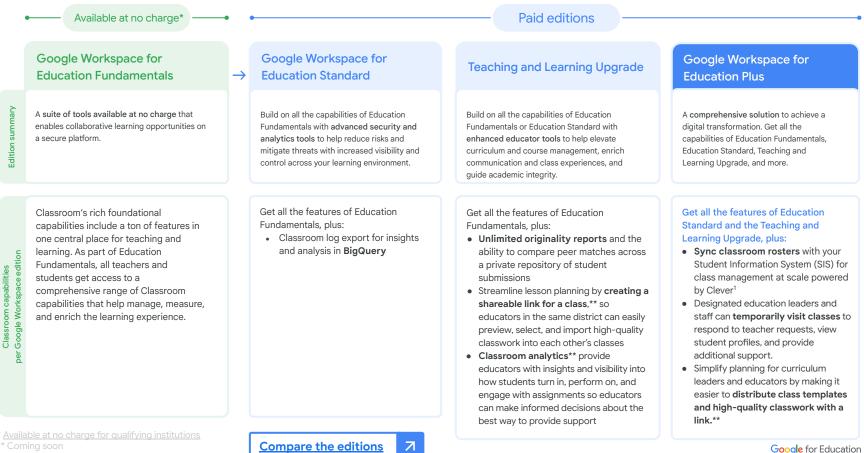
Paid features

Get more out of Classroom

Check out the additional Classroom features and enhanced capabilities available with <u>Google Workspace for</u> <u>Education paid editions</u>. **Teachers** can amplify instruction with tools that simplify everyday tasks with more Classroom capabilities:

- Create interactive assignments with **practice sets** to gain valuable insights at both the student and class level, and offer hints with the help of Al for students when they get stuck.
- Support active learning by assigning interactive questions for YouTube videos* to reinforce concepts, gauge student engagement and performance, and offer real-time feedback as they move through the lesson at their own pace.
- Help students build independent literacy skills by assigning differentiated reading activities based on Lexile[®] measure or grade level, with the Classroom integration^{*} with Google's **Read Along**. A reading buddy, Diya, gives students real-time feedback on their pronunciation with the help of Al. Read Along also uses gamification to engage and inspire, and provides educators with auto generated insights into student progress and the ability to view accuracy, speed, and comprehension metrics.
- Enable varied learning experiences through intuitive Classroom add-ons, enhancing student-centered learning with top EdTech tools like Kahoot! and Pear Deck – available directly within Classroom using single sign-on.

Add additional capabilities to fit your institution's unique needs



Google Workspace for Education FAQ

Google Workspace for Education editions include <u>Education Fundamentals</u>, available at no charge to qualifying institutions, and <u>Education Standard</u>, the <u>Teaching and Learning</u> <u>Upgrade</u>, and <u>Education Plus</u>, paid editions that offer premium features.



For specific features included in each of the Google Workspace for Education editions, please visit our <u>comparison chart</u>.

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

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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

- C Join our <u>educator community</u> to find a group near you.
- C> Find solutions from fellow educators in the <u>Classroom Help Community</u>.
- C Explore the <u>Help Center</u> and <u>Help Forums</u> for technical answers.



Thank you



