Google Classroom lab outline

I. Assignment Overview
Please refer to the
- [Google Classroom assignment requirements](#)

- [tutorial at the Google Teacher Training Center](#)

- other tutorials are included on the Google Classroom assignment requirements page

II. Creating the Google Classroom

1. In a Chrome browser select Classroom from the Google Apps: or go to https://classroom.google.com
2. Click the plus sign to *Create Class*
3. Follow the prompts to describe your class then click create

III. Organization

1. Notice **the four main tabs** on top of your Classroom. You will be switching between the tabs depending what content you will be adding:
   a. **Stream** – a place to post to your students. Announcements appear on the Stream page in chronological order. Students get an email for each announcement. You can draft and schedule announcements, and control who comments or replies to posts
   b. **Classwork** – a place to create and post Assignments, Quizzes, Questions, and resource materials. All resources can be organized by topic, reordered, and scheduled to post later.
   c. **People –** a list of teachers and enrolled students. Place to enroll, remove, mute or email student.
   d. **Grades** - a place where you can assign grades or students can see them.

ɪᴠ. Adding/creating the course management components (Classwork tab)

1. Make sure you are in a **Classwork** tab
2. At the top click +Create button
3. Select the needed type of resource (see assignment requirements for the details)
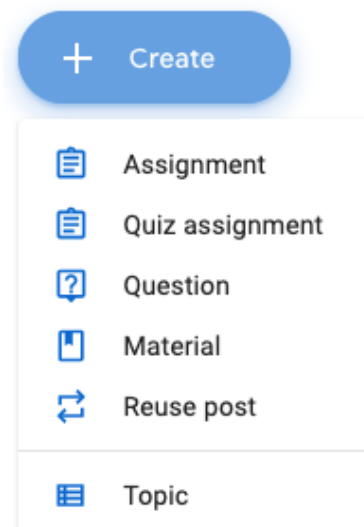
ᴠ. Adding Quiz assignment details

1. Select **Classwork** > Create> Quiz assignment
2. Add Title and Instructions
3. Add Points, Due date, and Topic under which the quiz will display (you can add, modify topic later)
4. When you create a quiz assignment, Classroom creates a blank quiz using a Google Form that you can edit and add questions to, and attach it to the assignment. The Google Form appears in the page center as *Blank Quiz*
   a. Select *Blank Quiz*
   b. Title it
   c. Create a question
   d. Click ANSWER KEY
      ⇒ Choose correct answer (green checkmark will appear)
      ⇒ Assign the point value for the question
      ⇒ Optional: Add answer feedback, to deepen student learning
      ⇒ Click Done to return to the editing page
   e. Click the + button from the Quiz menu to add another question

NOTE: When you return to the Quiz in your Google Classroom, it will still be titled *Blank Quiz*. It will change eventually and your students will see the quiz name given by you.

Follow this link to the Google Suite Learning Center for the detailed instructions on how to create a quiz

ᴠɪ. Adding Students (*Add your teammates*)

Note: there are two ways to populate your classroom

1. Students can add themselves by using the classroom code (Stream tab)
   a. Select **Stream** tab
   b. Find class code on the left side of the classroom banner
   c. Click to display enlarged code
2. Teacher can add students (People tab)
   a. Select the **People** tab
   b. Click a little person icon ⚲⁺ and add each student by name or email. Please DO NOT include your professor as a student. Your professor will join as an instructor.
   c. Click the Invite button after you have listed a number of students

VII. Classroom Calendar
1. Google Classroom automatically creates a class calendar.
2. When you create assignments and questions with due dates, they appear on your calendars in two places:
   ⇒ Classroom calendar (click three horizontal lines icon in a top left corner of your classroom)
   ⇒ Google Calendar (Click link under Classwork tab, or go directly to Google Calendar and see "My calendars" list)

(Make sure to assign the due dates that will not be past when your instructor will grade your project)