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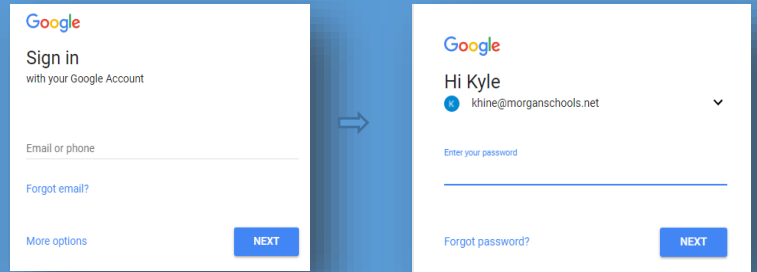
Signing up for Google Classroom



Please Note: You will need to have a username set up to access the MorganSchools.net Domain.

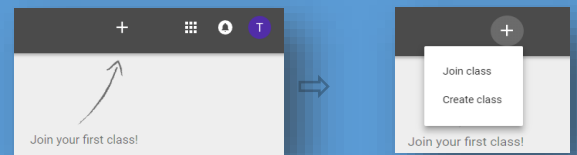
Step 1: Signing in

- In the address bar of your browser type: [Classroom.google.com](https://classroom.google.com)
- Sign in with your “domain” email provided by the county and hit next.
- First time users will use the county generated password, then hit next.

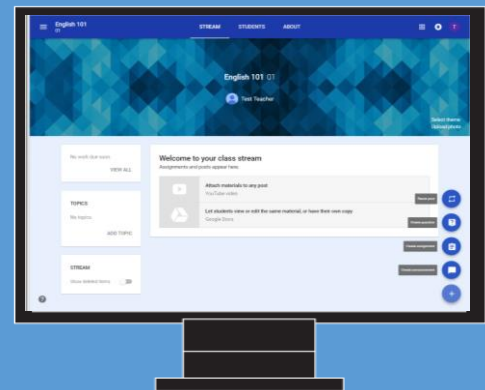


Step 2: Creating your classes

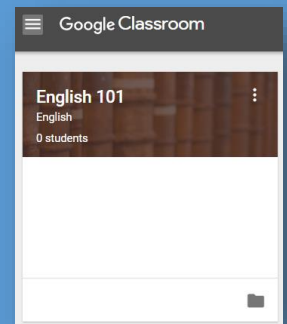
- In the top right hand corner, click on the “+” sign and then click “Create class”



- Fill out the “Create class” lines and hit the CREATE button



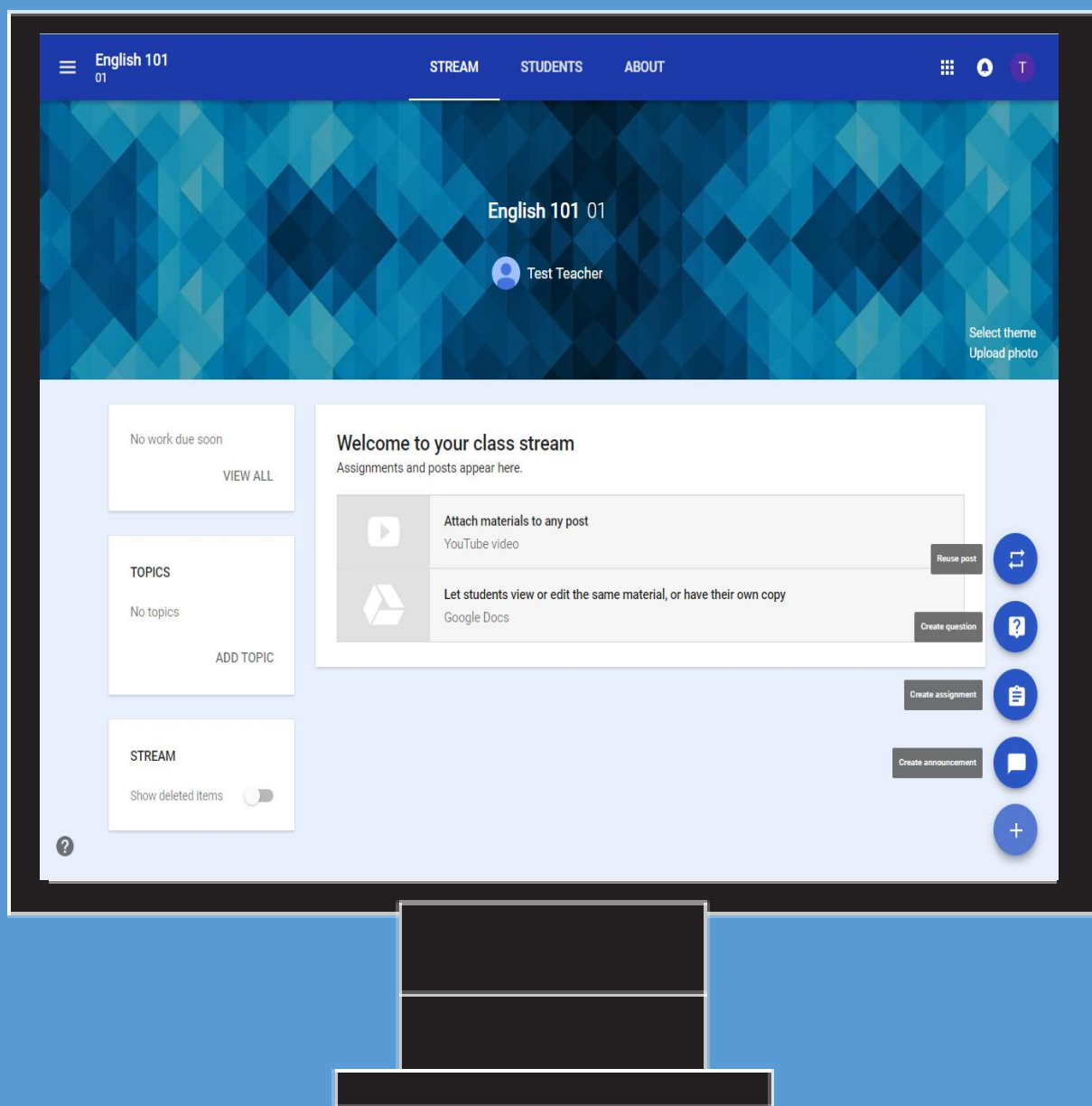
Quick Tip: Hitting the “Waffle” Icon  will allow you to see your created classes



Breaking Down the Teacher Screen



Click on the yellow circle to learn more about the feature



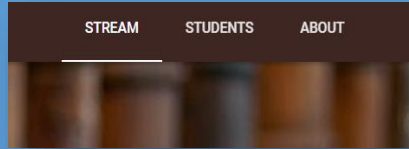
- [Stream](#)
- [Students](#)
- [About](#)
- [Taskbar and other features](#)


Breaking Down the Teacher Screen

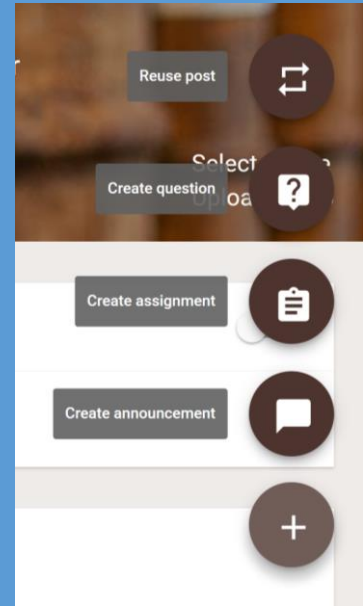


The **STREAM** is where teachers can view and add: work, topics, announcements, assignments and discussion topics.

Adding content to the Stream:



In the bottom right hand corner you will see a plus sign  Click to expand the options



Reuse Post



Reuse any previous accouchement, assignment or question again.

Create Question



Post a short answer question for students to discuss.

Assignments



Create assignments with due dates (Paperless).





Create Announcement



Communicate with students, share updates, reminders and more.

Also add attachments, Google Drive files, Youtube videos and weblinks to your announcements.

Title

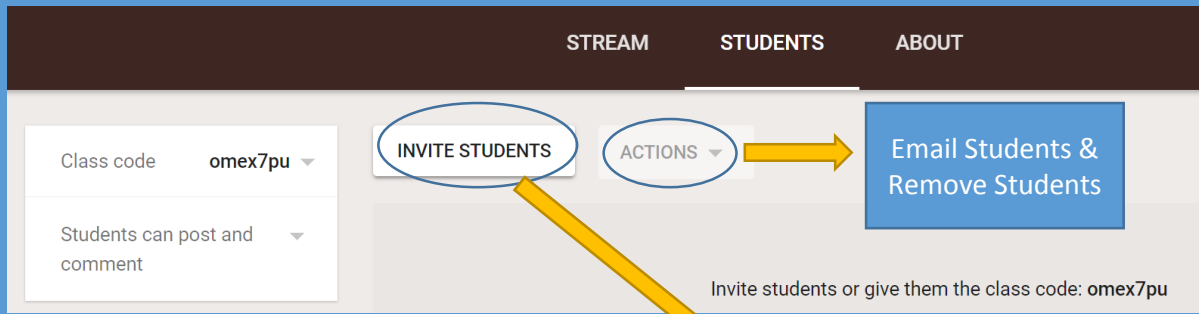
   

CANCEL POST

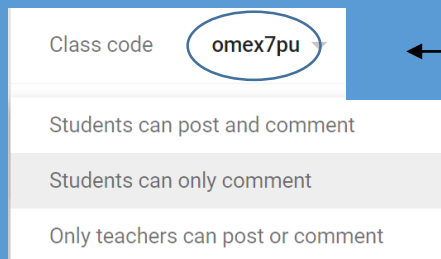
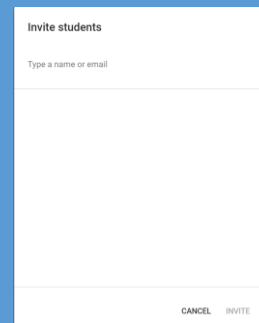
Breaking Down the Teacher Screen



The **STUDENTS** tab allows you to invite students



Invite Students: Type in the name or email of a student you would like to add.



Each Class will have unique class codes, which students will need to type in to view the course.

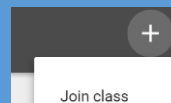
Teacher options on what the students can post and comment on in the class.

How Students Join With the Class Code:

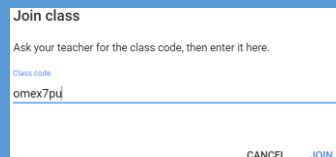
Give the students the code and the students will follow these steps:

1st Go to classroom.google.com. If it is their first login, make sure they choose the **STUDENT** role

2nd Click the + on the top right of the page to **Join Class**



3rd Enter the **Class Code** and click **Join**



****If you invite them first to their domain email. They will just need to sign in and hit Join****

More information can be found under the Google Apps section

Breaking Down the Teacher Screen

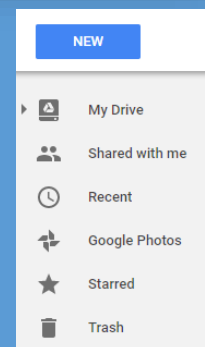


The **ABOUT** is where the teacher can add the details to the class, including: materials, class drive folder, calendar, invitation of teachers and more.

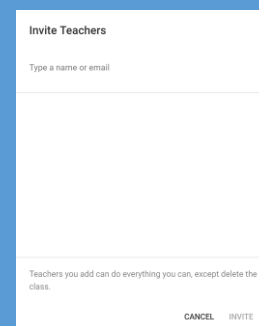
Class Drive Folder: Place documents in this folder for students

Classroom Calendar: Students are able to see this calendar

Google Calendar: Will open up a new screen containing your personal calendar



Invite Teachers: Type in the name or email of a co-teacher you would like to add. (They will have the same permissions as the regular teacher)



More information can be found under the Google Apps section

Breaking Down the Teacher Screen

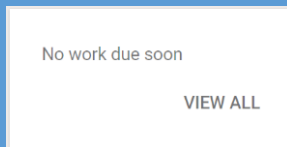


↑
"Adding/Joining Classes"

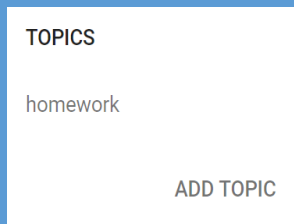
↑
"My Account": Switch between accounts

↑
Notifications: Will pop up here when students submit work or someone contacts you

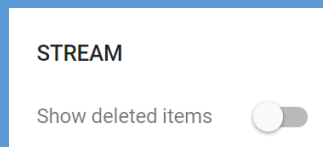
↑
Waffle: Allows you to get into your APPS



Work that needs reviewed by the teacher will be in this section



Add a topic:
Click "ADD TOPIC" name and click "ADD"





Show deleted items (space saver)

Announcements and Questions/ Assignments



Create an Announcement:

1st: Click on the  sign at the bottom right hand corner

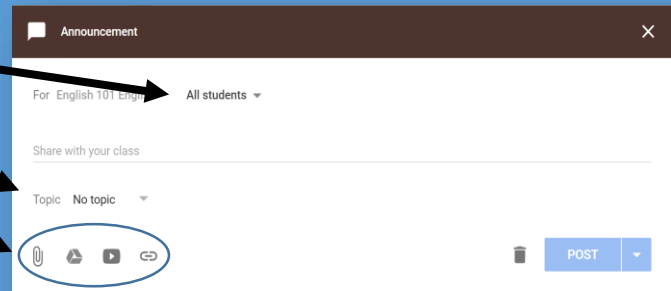
2nd: Click on the  to create an announcement

3rd: Choose "All" students or custom list

4th: Choose a topic or create a new topic


5th: Optional: Add attachments, files, videos

6th: Click Post (arrow beside POST, allows you to save as a draft or post now)



Create a Discussion Question

1st: Click on the  sign at the bottom right hand corner

2nd: Click on the  to create an announcement

3rd: Choose "All" students or custom list

4th: Type in the Question, Instructions (optional)

5th: Set a due date

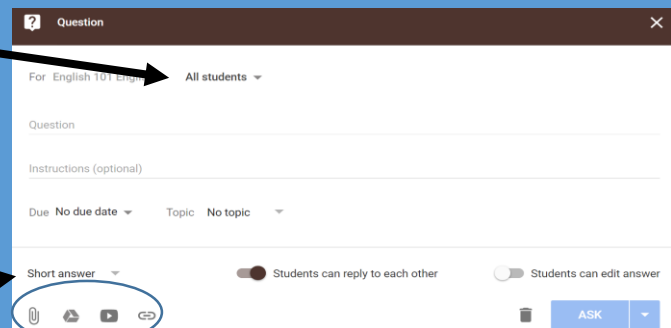
6th: Choose a topic or create a new topic

7th: Choose question type (short answer or multiple choice)

8th: Optional: Add attachments, files, videos

9th: Choose if students can reply to each other or edit their answer (Shaded gray shows not selected)

10th: Click on "Ask" or hit the arrow to: ask, schedule or save as a draft

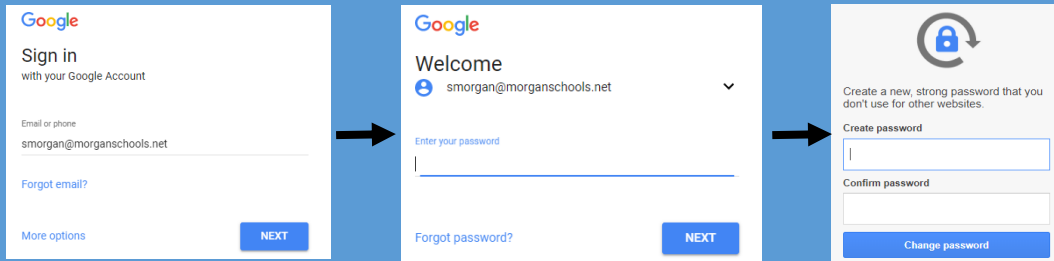


****To create an assignment follow the discussion question steps:
MISSING: answer type, student reply and edit****

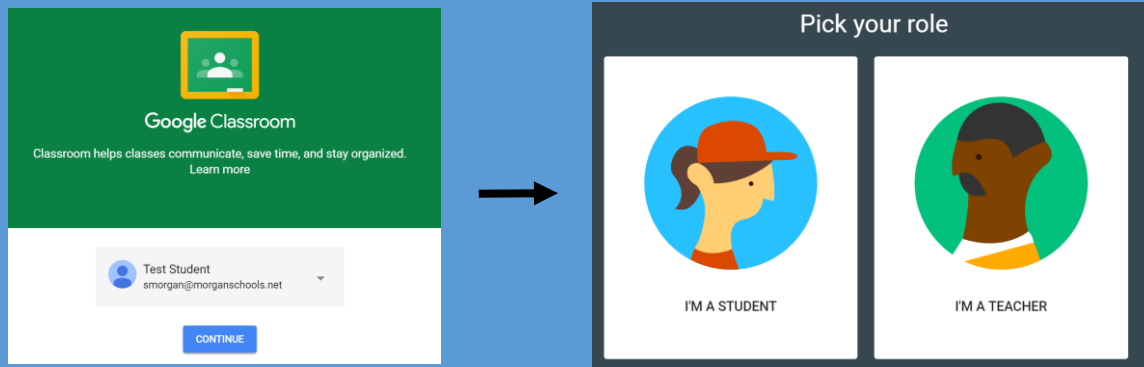
Student View (Signing on)



- Students will first sign into: Classroom.google.com
- First time users will enter their email, hit next and enter the county created password, hit next and then create their own password

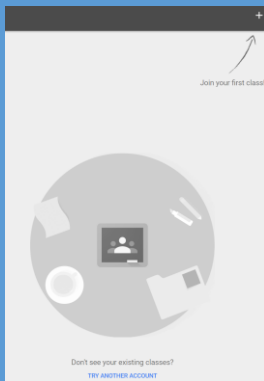


- Students will then be directed to this screen. They can hit continue once they verify that is the correct information on the screen. **MAKE SURE THEY CHOOSE STUDENT**

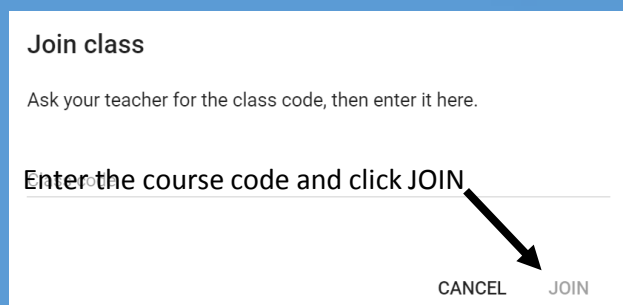
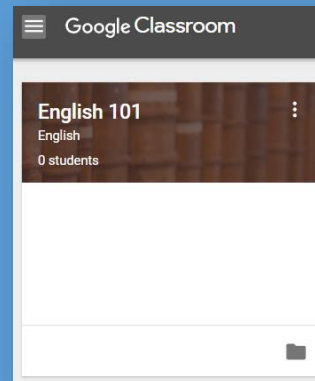


If the teacher assigned the class to the student email their class will show up. If not they will need to join the class, using a code the teacher will provide

Click the "+" to join the class



Teacher preassigned class



Student View



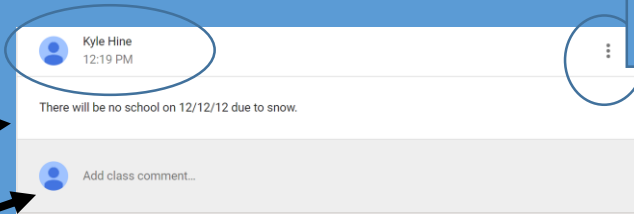
Setting up from the teacher menu, see page 8

Announcements

Teacher Name and time of posting

Announcement

Comments for students (if enabled)

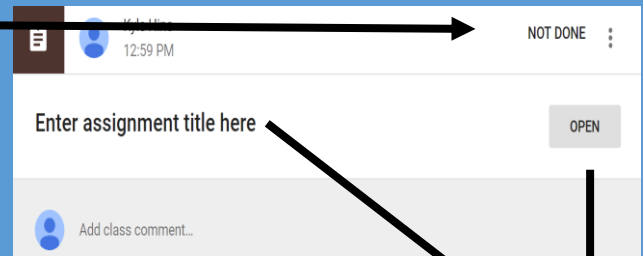


Students can copy the link

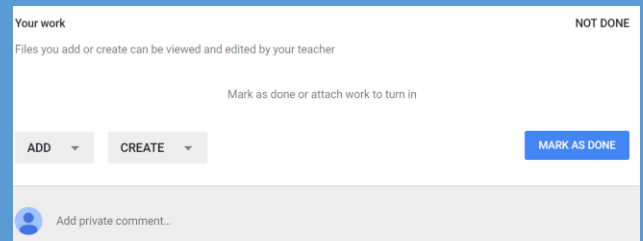
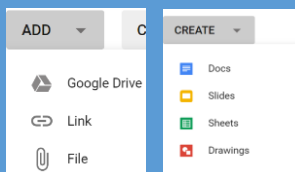
Assignment

Students will see "NOT DONE" in the top right corner

Students cant click on the Title or OPEN to enter a the next box.

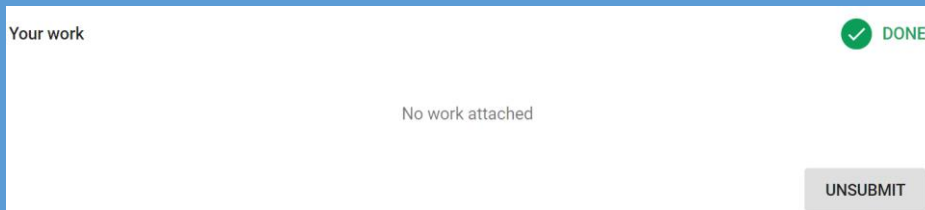


In this box, students can ADD or CREATE their work



Once they have added or create their work, they will Hit "MARK AS DONE"

Students will then see the green DONE checkmark and have the ability to UNSUBMIT



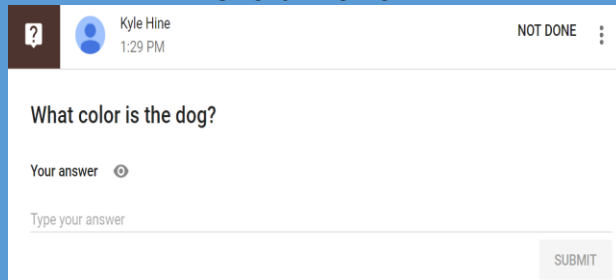


Setting up from the teacher menu, see page 8

Question

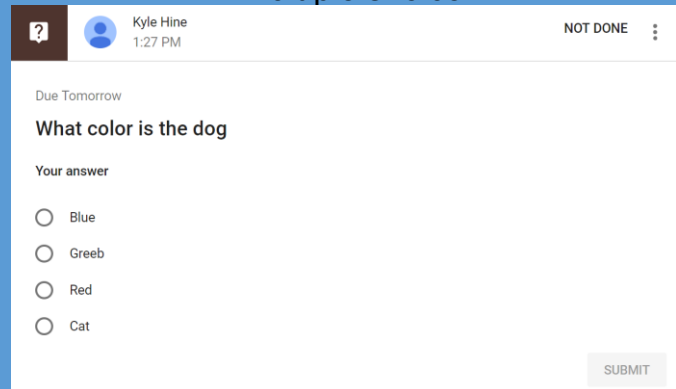
Student will see the question right in their STREAM

Short Answer



Question card for 'Short Answer' type. Header shows 'KYLE HINE 1:29 PM' and 'NOT DONE'. The question is 'What color is the dog?'. Below the question is a text input field with a placeholder 'Type your answer' and a 'SUBMIT' button.

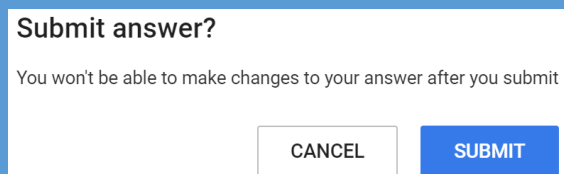
Multiple Choice



Question card for 'Multiple Choice' type. Header shows 'KYLE HINE 1:27 PM' and 'NOT DONE'. The question is 'What color is the dog?'. Below the question is a list of radio button options: 'Blue', 'Greeb', 'Red', and 'Cat'. A 'SUBMIT' button is at the bottom right.

Students answer the question and hit SUBMIT

A warning will come up to make sure the student is sure they want to submit



Warning dialog box titled 'Submit answer?'. It contains the text 'You won't be able to make changes to your answer after you submit'. At the bottom are two buttons: 'CANCEL' and 'SUBMIT'.



Confirmation dialog box showing a green checkmark icon, the word 'DONE' in green, and a three-dot menu icon.