



# GOING GOOGLE

A hand-drawn whiteboard icon with a blank space. It is a simple white-outlined rectangle tilted slightly to the right. A curved arrow points from the top right corner of the whiteboard towards the word 'GOOGLE' in the text above it.

Log in to your Google account

Username: \_\_\_\_\_ @phesd144.com & District Password



# SIGN IN TO GOOGLE CLASSROOM

<https://classroom.google.com/>

The screenshot shows a web browser window with the URL [https://edu.google.com/k-12-solutions/classroom/?modal\\_active=none](https://edu.google.com/k-12-solutions/classroom/?modal_active=none). The page features the Google logo in the top left, navigation links for 'Get updates' and 'Contact us' in the top right, and a 'For Education' header with dropdown menus for 'K12 Solutions', 'Higher Ed Solutions', 'Computer Science', 'Giving', and 'The Latest'. A 'Sign in' link is visible in the top right corner. The main content area has a breadcrumb trail 'Home > K12 Solutions > Classroom' and a central heading 'Transform your classroom with Google Classroom'. Below this is a sub-heading 'Benefits for your school' and a paragraph describing the benefits of Google Classroom for educators.

Secure | [https://edu.google.com/k-12-solutions/classroom/?modal\\_active=none](https://edu.google.com/k-12-solutions/classroom/?modal_active=none)

Apps 4th Grade Weekly C BloomBoard | Differ The Google Classro Praine-Hills Element

Google [Get updates](#) [Contact us](#)

For Education [K12 Solutions](#) [Higher Ed Solutions](#) [Computer Science](#) [Giving](#) [The Latest](#) [Sign in](#)

Home > K12 Solutions > Classroom

## Transform your classroom with Google Classroom

Google Classroom streamlines assignments, boosts collaboration, and fosters seamless communication to make teaching more productive and meaningful.

[Sign in](#)

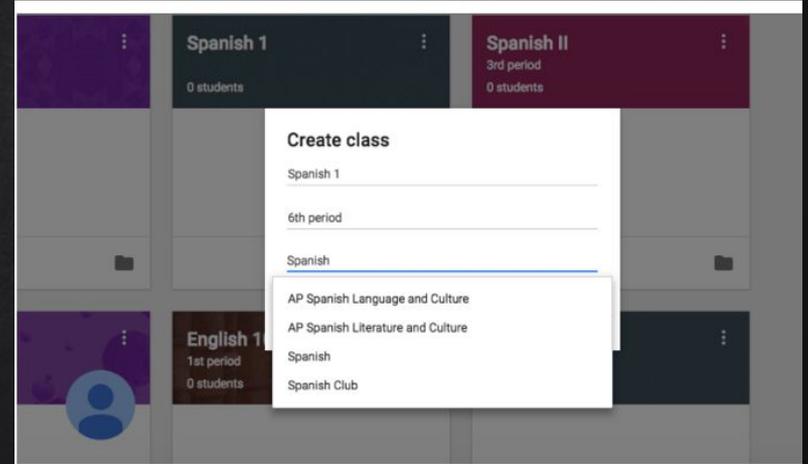
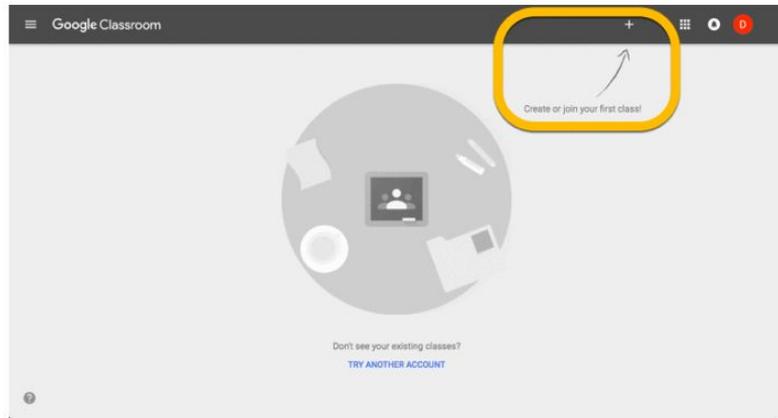
### Benefits for your school

With Google Classroom, educators can create classes, distribute assignments, send feedback, and see everything in one place. Instant. Paperless. Easy.

2

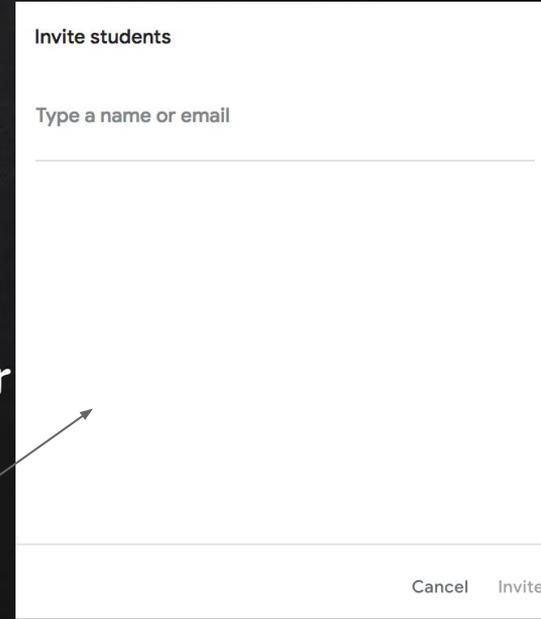
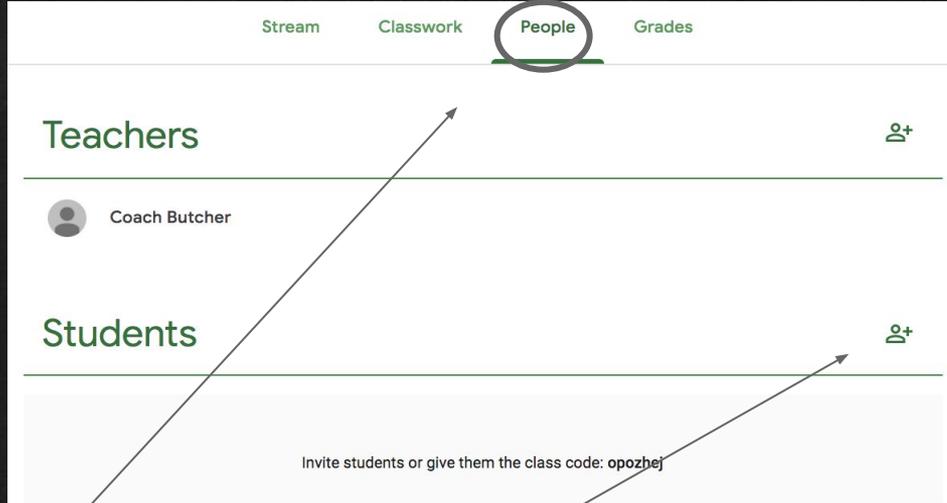
# CREATE A CLASS

## Set up your class in Classroom



3

# ADDING STUDENTS

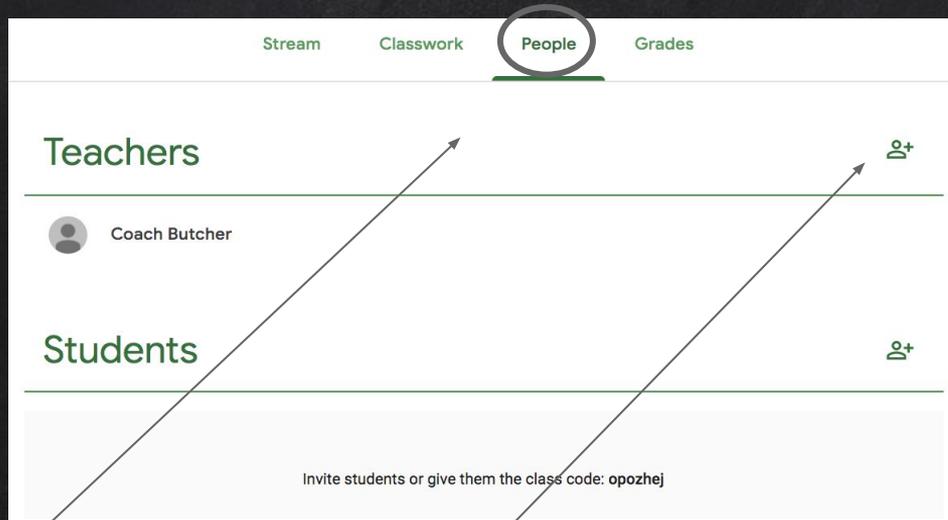


1. Select the People tab at the top.
2. Then select + to the right of students.

3. Type in the name or ID number of each student. Then select invite.

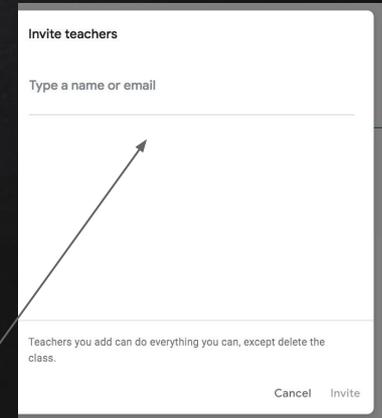
4

# ADDING ADDITIONAL STAFF MEMBERS



1. Select the People tab at the top.
2. Then select + to the right of teachers.

3. Type in the name of the person that needs to be invited. Then select invite.



# CREATING AN ASSIGNMENT

5

- Assignment
- Quiz assignment
- Question
- Material
- Reuse post
- Topic

1. Click on Create Assignment

The screenshot shows a form titled 'Assignment' with a blue header bar. Below the header, there are two dropdown menus: 'For Computers - Branch' and 'All students'. The form has three main sections: 'Title' with a text input field, 'Instructions (optional)' with a text area, and 'Points 100', 'Due No due date', and 'Topic No topic' with dropdown menus. At the bottom, there are icons for attaching files, a trash can, and an 'ASSIGN' button with a dropdown arrow.

2. Fill in the information.

3. Attach a file & select how it is delivered.

The screenshot shows a Google Docs interface with a sharing menu open. The menu has three options: 'Students can view file', 'Students can edit file', and 'Make a copy for each student'. The 'Students can view file' option is currently selected. The background shows a document titled 'Untitled document' and a toolbar with icons for attaching files, a trash can, and a link icon.

# POSTING A QUESTION

6

1. Click on Create Question

- Assignment
- Quiz assignment
- Question
- Material
- Reuse post
- Topic

Question

For: Going Google All students

Question

Instructions (optional)

Due: No due date Topic: No topic

Short answer  Students can reply to each other  Students can edit answer

ASK

2. Type in your question.

3. Select your format & options.

Short answer

Multiple choice

Students can reply to each other  Students can edit answer

ASK

# POSTING MATERIAL

7

- Assignment
- Quiz assignment
- Question
- Material**
- Reuse post
- Topic

1. Click on Material

The screenshot shows a 'Material' posting form. At the top, it says 'For Computers - Branch' and 'All students'. Below that is a 'Title' field with a blue underline. Underneath is a 'Description (optional)' field. At the bottom, there is a 'Topic' dropdown menu currently set to 'No topic'. At the very bottom, there are icons for attaching files, Drive, YouTube, and a link, along with a 'POST' button and a dropdown arrow.

2. Fill in the information.

3. Select the type of material to be posted.

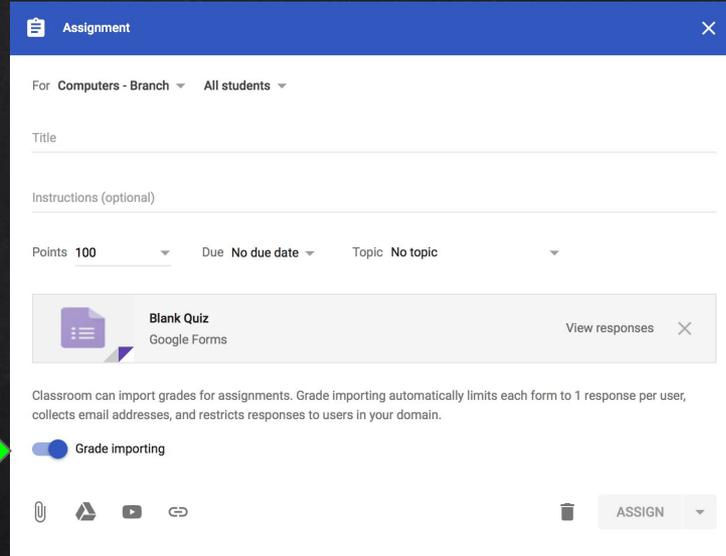


# POSTING A QUIZ

8

- Assignment
- Quiz assignment
- Question
- Material
- Reuse post
- Topic

1. Click on Quiz Assignment



Assignment

For Computers - Branch All students

Title

Instructions (optional)

Points 100 Due No due date Topic No topic

Blank Quiz  
Google Forms View responses

Classroom can import grades for assignments. Grade importing automatically limits each form to 1 response per user, collects email addresses, and restricts responses to users in your domain.

Grade importing

ASSIGN

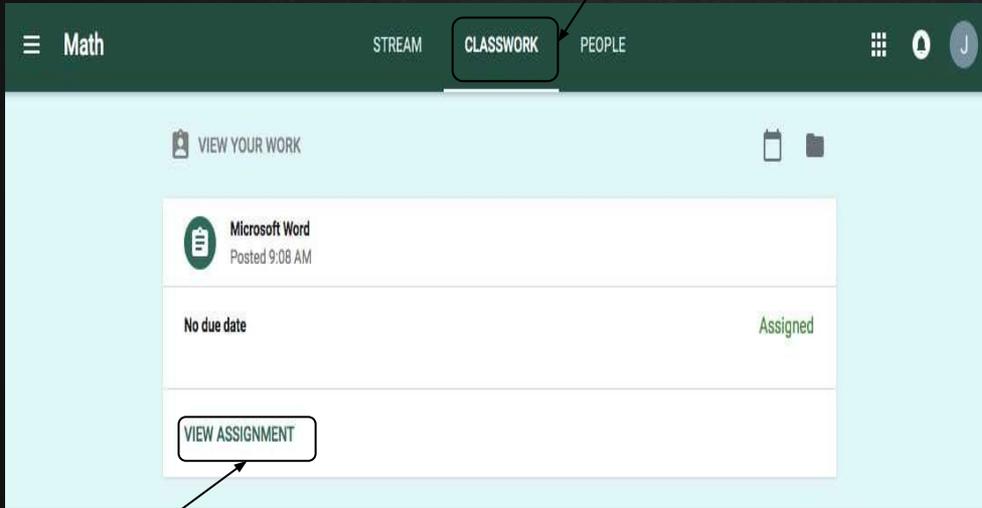
2. Fill in the information.

3. Make sure GRADE IMPORTING is selected.

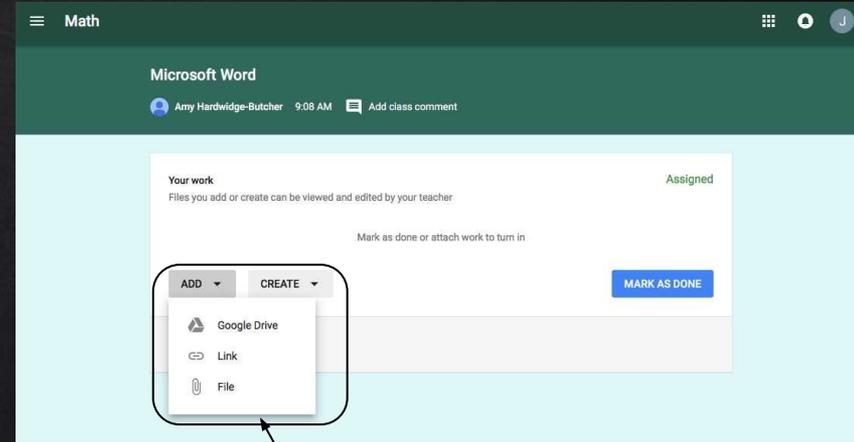
# HOW STUDENTS TURN IN COMPLETED WORK

9

1. Select Classwork



2. Select View Assignment



3. Click add to upload file

# GRADING STUDENT WORK

10

The screenshot shows a LMS interface for grading. On the left, a sidebar lists the class 'Computers - Dr. Baksh' and a list of students with their scores (e.g., Kimberly Aguilar: \_\_\_/100, Olivia Alexander: \_\_\_/100). A green box labeled 'Class' points to the class name, and another labeled 'Grades' points to the student list. The main area displays a 'Bakery Advertisement' assignment with 39 turned-in and 31 assigned works. A grid of student submissions is shown, with a green box labeled 'Turned In Work' pointing to the submission cards. One submission card for Olivia Alexander is highlighted with a green box labeled 'Score'. On the right, a preview of the assignment content is shown, featuring an advertisement for 'Kim's Great Bake' with details like address, phone, website, and specials. A green box labeled 'Comment' points to the 'Private comments' section on the right side of the preview.

Class

Grades

Computers - Dr. Baksh

Turned In Work

Score

Comment

# CLASSROOM To-Do List

11

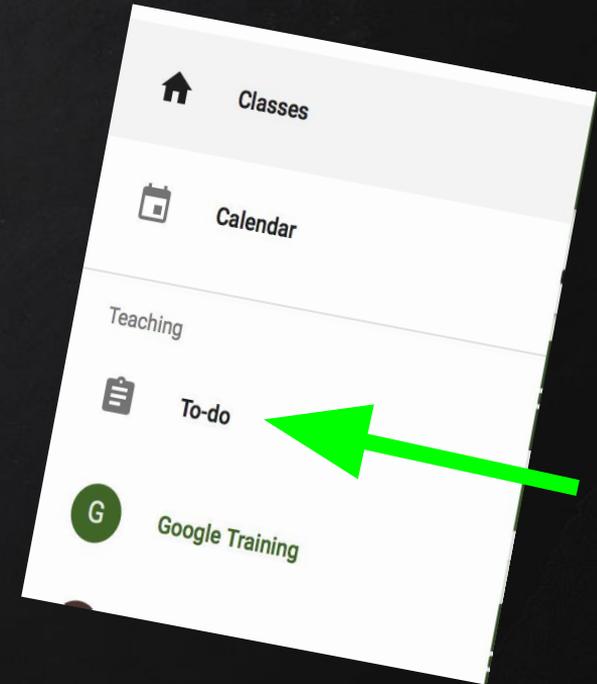
Computers - Lee ▾

No due date

<b>Citing Sources Quiz</b> Computers - Lee	0 TURNED IN	12 ASSIGNED	66 GRADED	⋮
<b>Evaluating Websites</b> Computers - Lee	0 TURNED IN	81 ASSIGNED		⋮
<b>Internet Safety Quiz</b> Computers - Lee	0 TURNED IN	21 ASSIGNED	59 GRADED	⋮
<b>Internet Security Quiz</b> Computers - Lee	0 TURNED IN	19 ASSIGNED	59 GRADED	⋮
<b>MS Word #2 - Tables &amp; Lists</b> Computers - Lee	0 TURNED IN	81 ASSIGNED		⋮
<b>MS Word #3 - Pictures &amp; Graphics</b> Computers - Lee	0 TURNED IN	81 ASSIGNED		⋮
<b>MS Word #4 - Shapes &amp; Text Boxes</b> Computers - Lee	0 TURNED IN	81 ASSIGNED		⋮

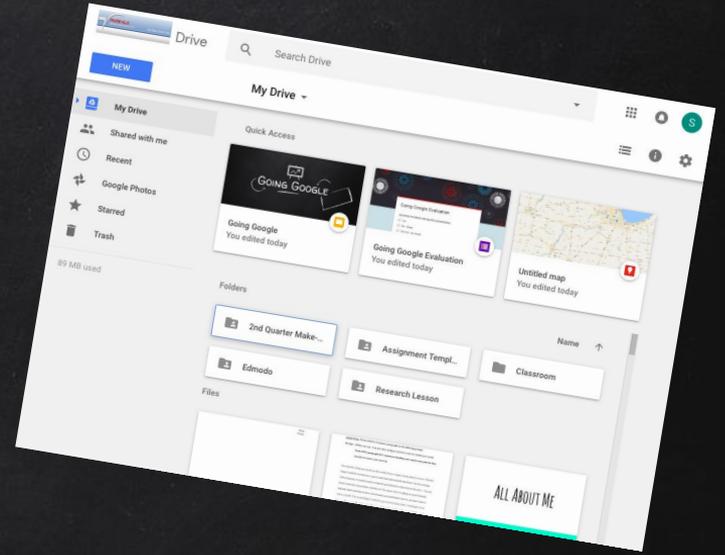
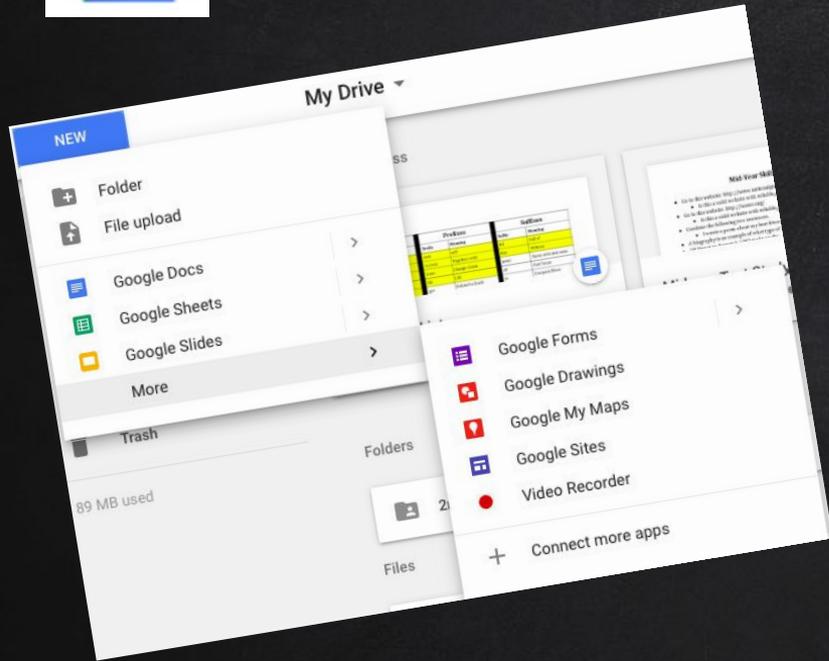
Work in progress

<b>MS Word #1 - Document &amp; Text Formatting</b> Computers - Lee — Due Jan 4, 2019	0 TURNED IN	81 ASSIGNED		⋮
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# GOOGLE DRIVE



Cloud storage for all of your files.

- Access existing files/folders
- Create new files/folders
- Shortcut to access all of the apps



# GOOGLE EMAIL/ACCOUNT

- ✗ Gives you access to ALL Google apps & tools.
- ✗ Email can be used to log in & connect outside apps like Edmodo
  - Limits the number of usernames/passwords our students have.

Log In to Edmodo

Username or Email Phone Number

soday

.....

Login

Or log in with

Office 365

Google



# ACCESSIBILITY

## ELL Students

Change the language into their home language to make the tech more accessible.

- My account
- Data & Personalization
- General Preferences for the Web

Translate webpage in Chrome:

Right Click & select Translate





# ACCESSIBILITY

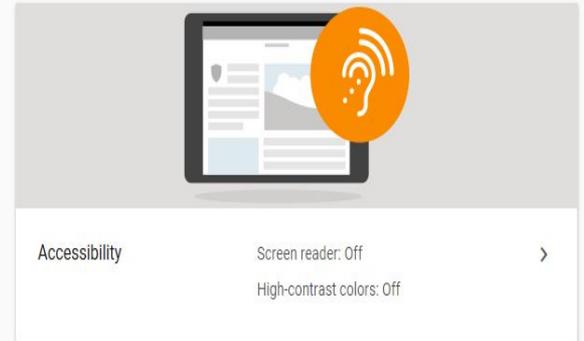
## Sped Students

Use screen reader and high-contrast display programming for those students that may need it.

- My account
- Data & Personalization
- General Preferences for the Web

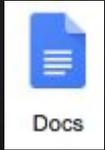
## Accessibility

Adjust Google on the web to match your assistive technology needs.





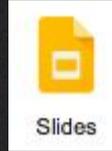
# GOOGLE APPS SUITE



Docs

Google Docs

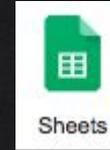
Word processing program.



Slides

Slides

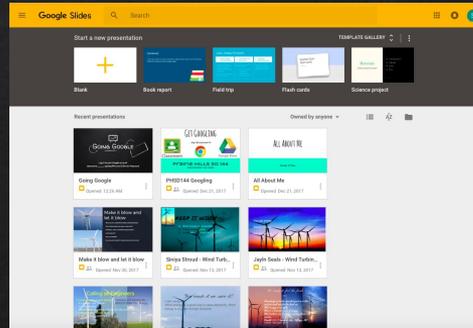
Presentation creator



Sheets

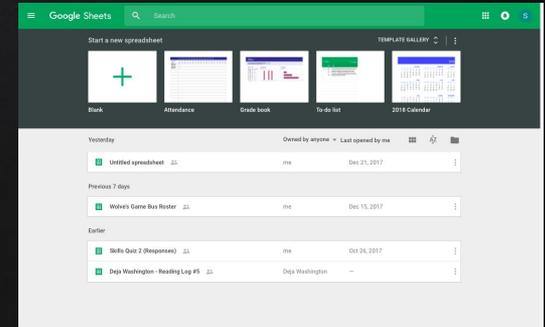
Sheets

Spreadsheet program



<http://www.slidescarnival.com>

<https://www.peardeck.com>

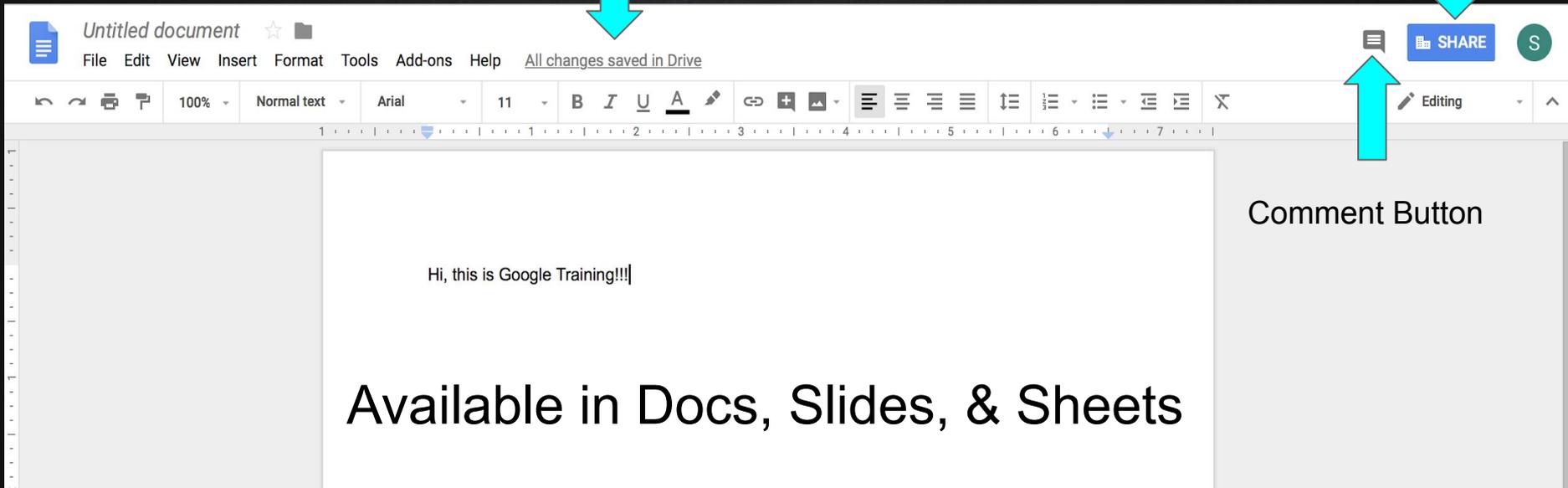


# GOOGLE APPS FEATURES

Version History

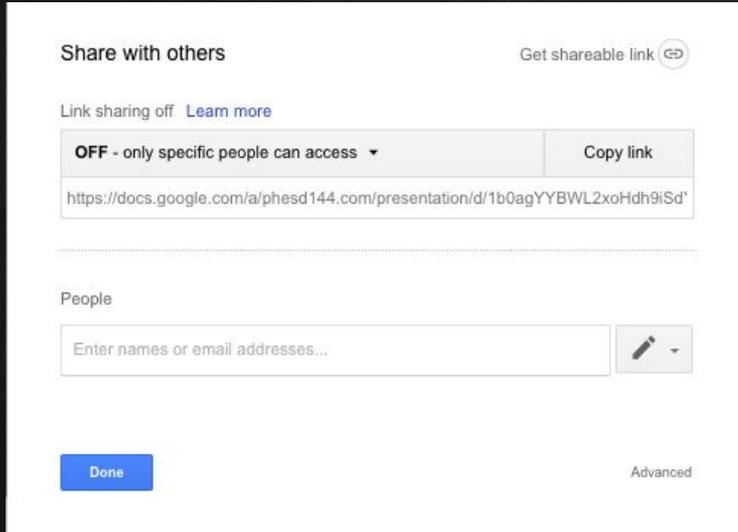
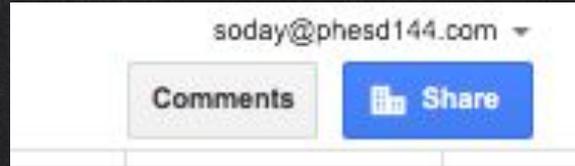


Share Button



# SHARING

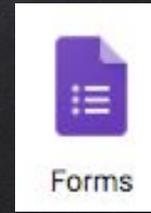
1. Click on the share button.



2. Set your permissions.

- Email or Link
- View or Edit

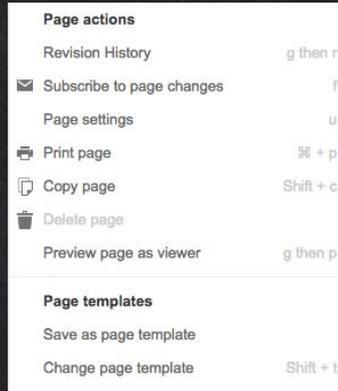
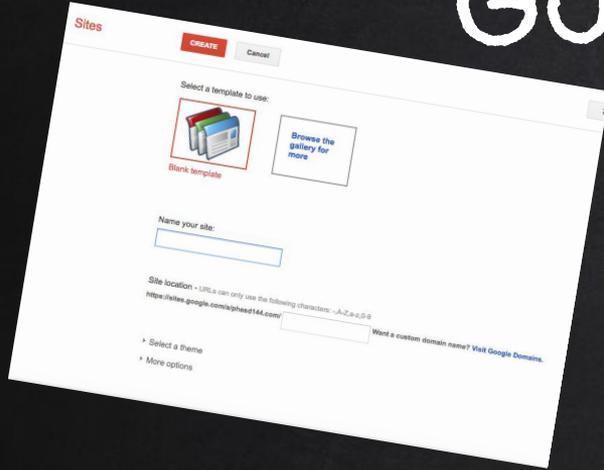
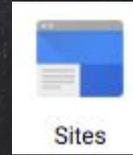
# GOOGLE FORMS



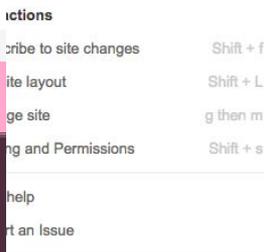
A screenshot of the Google Forms question editor interface. The top bar shows "Blank Quiz" and a "SEND" button. The main area displays a question titled "Untitled Question" with a "Multiple choice" type selected. A green box highlights the "ANSWER KEY" checkbox, which is checked and labeled "(0 points)". Another green box highlights the "Required" toggle switch, which is turned on and labeled "Toggled On". A third green box highlights the "Multiple choice" dropdown menu. To the right, a vertical menu shows various question types: Short answer, Paragraph, Multiple choice (selected), Checkboxes, Dropdown, File upload, Linear scale, Multiple choice grid, Checkbox grid, Date, and Time.

A screenshot of the Google Forms "Settings" page. The "GENERAL" tab is selected. The "Collect email addresses" checkbox is checked and highlighted with a green box. Below it, the "Response receipts" checkbox is unchecked. Under the "Requires sign in:" section, the "Restrict to users in Prairie-Hills SD 144 and trusted domains" checkbox is checked. The "Limit to 1 response" checkbox is checked and highlighted with a green box, with a note below it stating "Respondents will be required to sign in to Google." Under the "Respondents can:" section, the "Edit after submit" and "See summary charts and text responses" checkboxes are unchecked. At the bottom right, there are "CANCEL" and "SAVE" buttons.

# GOOGLE SITES



1. Click on create.
2. Name your site & select your theme.
3. Use the menus & toolbars to add & edit pages on your website.
4. Share your URL



# GOOGLE KEEP

The screenshot displays the Google Keep web interface. At the top, there is a yellow header bar with the Google Keep logo, a search bar, and navigation icons. Below the header is a white input field with the placeholder text "Take a note...". The main content area shows two notes. The first note, titled "Google Presentation", contains the text "Don't screw it up!" and a scheduled time of "Tomorrow, 8:00 AM". The second note, titled "To Do List - 12/21", contains a list of tasks: "Grading", "- Skills Quiz 5", "- Empty Ch. 1-4", "- Mid-Year Skills Test", "- Reading Log 4", and "- Reading Log 5", followed by "Ed-oogle Blog Post" and "1/08 Lesson Plans".

Google Keep

Search

Take a note...

**Google Presentation**

Don't  
screw it  
up!

Tomorrow, 8:00 AM

**To Do List - 12/21**

Grading

- Skills Quiz 5
- Empty Ch. 1-4
- Mid-Year Skills Test
- Reading Log 4
- Reading Log 5

Ed-oogle Blog Post  
1/08 Lesson Plans

<https://keep.google.com>

# DOCHUB

The screenshot shows a web browser displaying a document titled "BUILDING AN ARGUMENT". The document content is as follows:

- BUILDING AN ARGUMENT**
- MAIN IDEA**  
Here's what I think...
- Here are my REASONS!**  
Evidence to back up my reasons
- COUNTER ARGUMENTS**  
You COULD argue that...

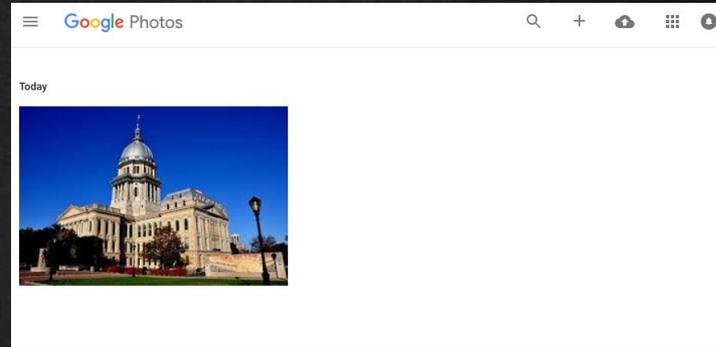
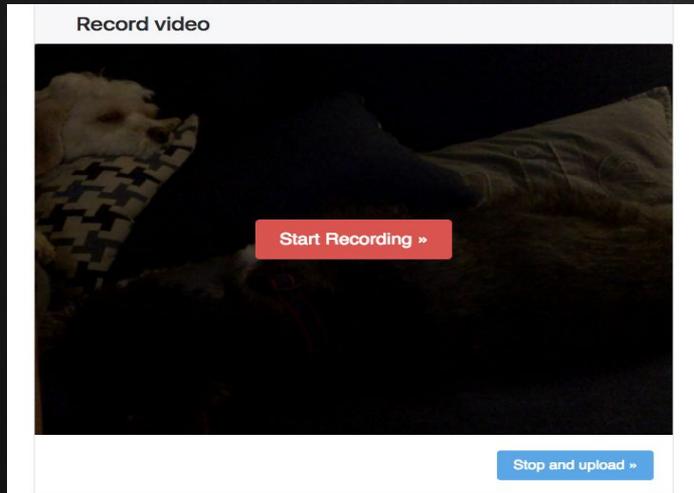
The diagram uses arrows to show the flow from the Main Idea to the Reasons, and from the Reasons to the Counter Arguments. A color palette is visible over the main idea section.

<https://dochub.com/>

# PHOTOS & VIDEOS

## Google Photos

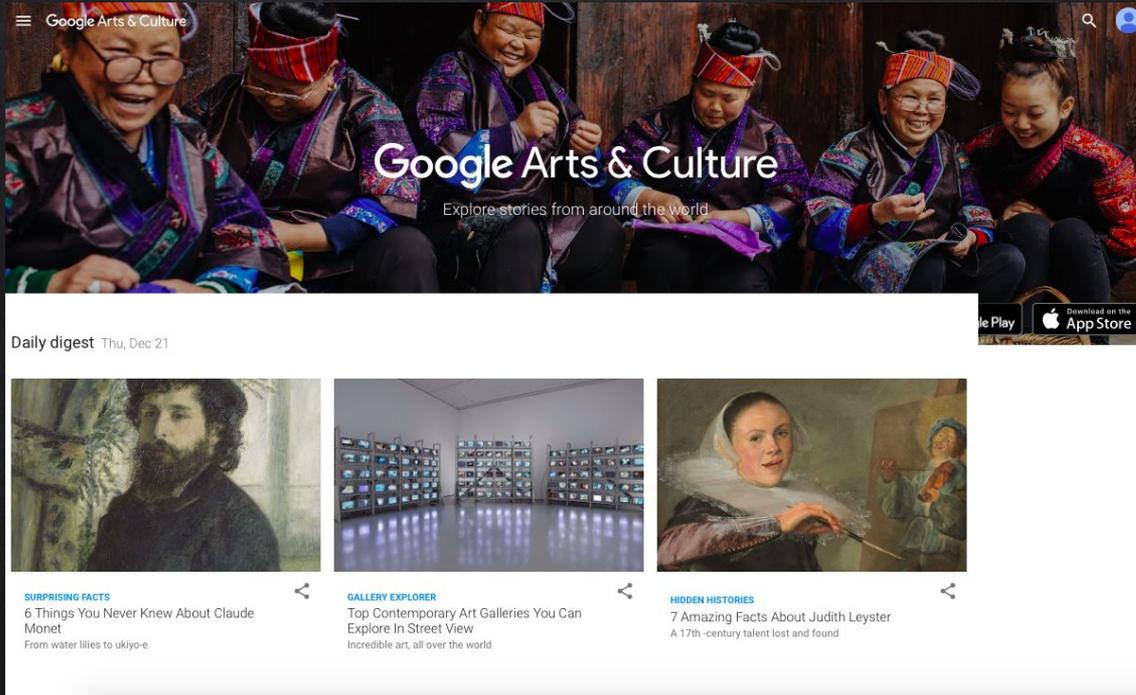
- ✘ Allows you to save photos in a designated spot on your drive.



## Video Recorder

- ✘ Uses the computer's camera to take pictures & record video.
- ✘ Must use Chrome or Firefox
- ✘ Google Drive → New → More → Video Recorder → Allow Access

# GOOGLE CULTURAL INSTITUTE



The screenshot shows the Google Arts & Culture website. At the top, there is a navigation bar with the Google Arts & Culture logo and a search icon. Below the navigation bar is a large hero image featuring a group of people in traditional, colorful clothing, possibly from a cultural festival. The text "Google Arts & Culture" is overlaid on the image, with the tagline "Explore stories from around the world" underneath. In the bottom right corner of the hero image, there are icons for Google Play and the App Store.

Daily digest Thu, Dec 21

**SURPRISING FACTS**  
6 Things You Never Knew About Claude Monet  
From water lilies to ukiyo-e

**GALLERY EXPLORER**  
Top Contemporary Art Galleries You Can Explore In Street View  
Incredible art, all over the world

**HIDDEN HISTORIES**  
7 Amazing Facts About Judith Leyster  
A 17th -century talent lost and found

<https://www.google.com/culturalinstitute/beta/>

# GOOGLE-A-DAY

a **Google** a day

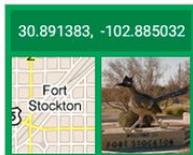
*There's no right way to solve it, but there's only one right answer.*

START PLAYING



## We ask a question

"An 11-foot bird lives less than two miles from 30.891383,-102.885032. What's his name?"

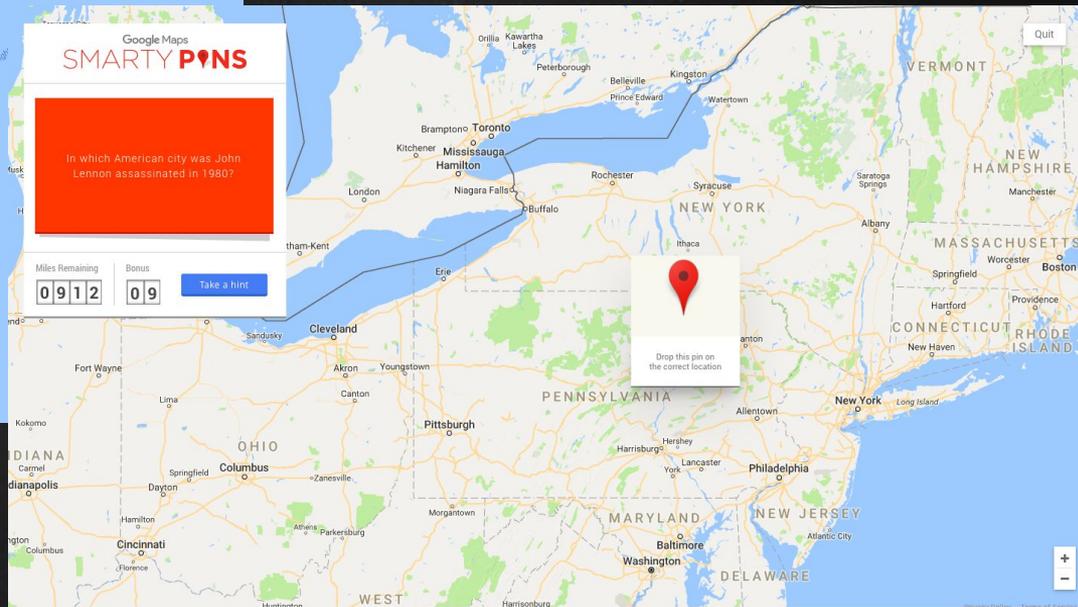
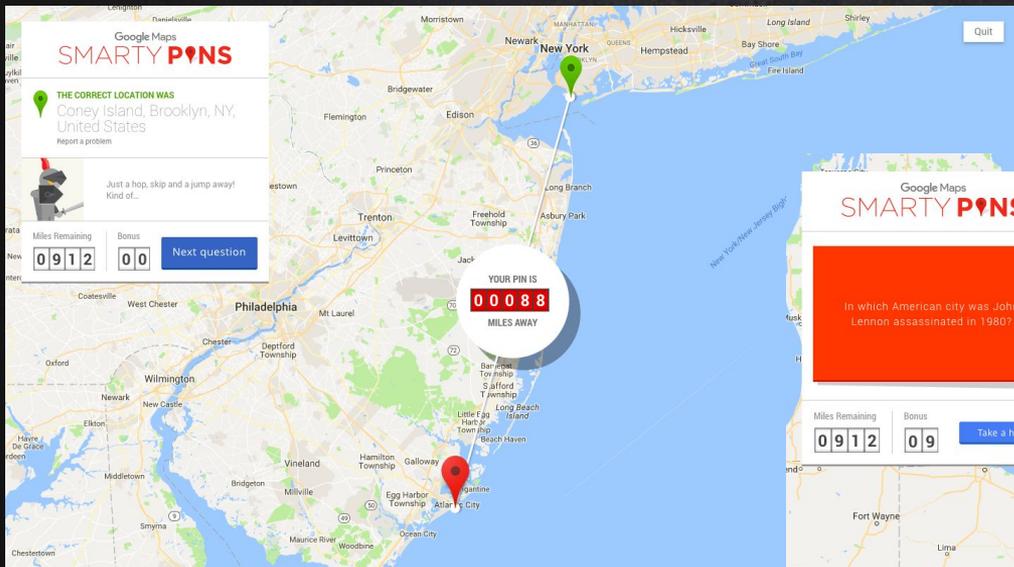


## You find the answer

Put your search skills and Google's tools to use. For instance, you can enter 30.891383, -102.885032 right inside the search bar, and learn that it's directly in the center of Ft. Stockton, TX. A quick Search for [Giant bird ft stockton TX] (or perhaps you're the adventurous type who'll 'walk' there in Street View) and you'll have your bird: **Paisano Pete**.

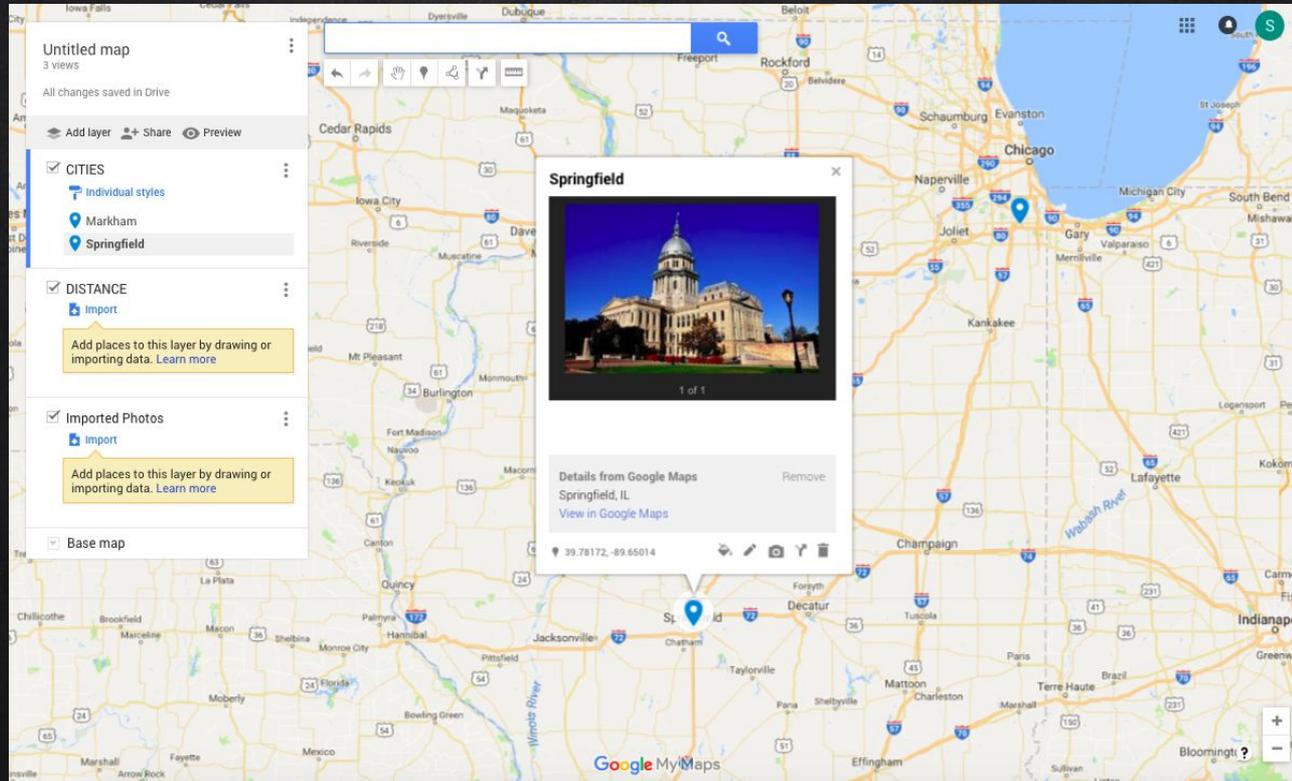
<http://www.agoogleaday.com>

# SMARTY PINS



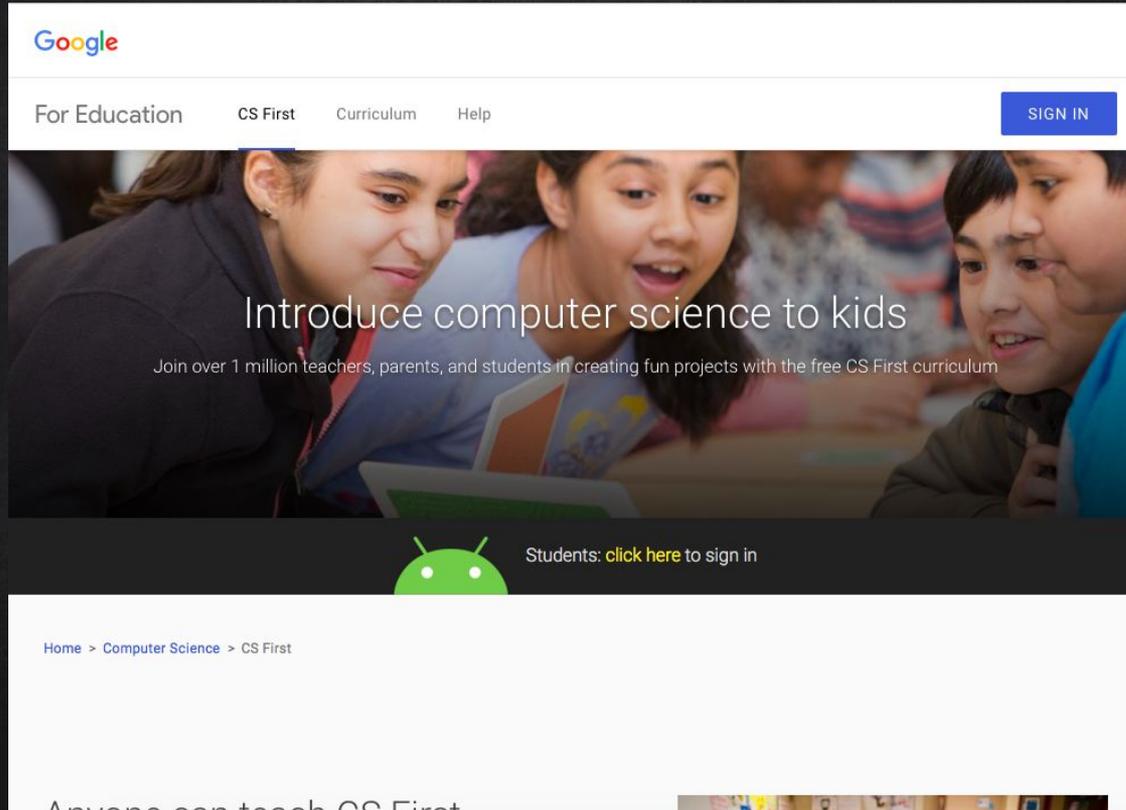
<https://smartypins.withgoogle.com>

# GOOGLE MY MAPS



<https://www.google.com/mymaps>

# GOOGLE CS FIRST



The screenshot shows the Google CS First website. At the top left is the Google logo. Below it is a navigation bar with links for "For Education", "CS First", "Curriculum", and "Help". A blue "SIGN IN" button is on the right. The main banner features a photo of three children looking at a tablet. The text on the banner reads "Introduce computer science to kids" and "Join over 1 million teachers, parents, and students in creating fun projects with the free CS First curriculum". Below the banner is a dark bar with the Android robot icon and the text "Students: [click here](#) to sign in". Below that is a breadcrumb trail: "Home > Computer Science > CS First". At the bottom of the visible page, the text "Anyone can teach CS First" is partially visible.

<https://csfirst.withgoogle.com/en/home>

# TIPS & TRICKS

## GOOGLE CLASSROOM TIPS AND TRICKS

Use the YouTube button to add a Youtube video to an assignment or announcement. Why?

It allow students to access videos that aren't otherwise available to them.

Total points for any assignment can be set to any number.

Use an announcement as a discussion forum. Have students watch a video or read a selection and comment below.

Archive your classes when you are no longer using them. This takes them out of your "lobby" as well as the kids', but you still have access as needed. You can look at it any time without restoring it.

Add a co-teacher easily by going to "About" and "Invite Teacher".

Save as a "draft" and post when you want the kids to see it.

Using the "preview" option in Drive allows the ability to quickly check through all of your student work. To comment the file is opened in a new tab, affording easy return to where you left off, making giving feedback a breeze.

Get to the specific Classroom folder on Drive quickly from the "lobby".

When creating assignments all resources can be included in one "post". One exception would be if you want to use a self-totalling rubric (spreadsheet) which you would post separately and have the students immediately turn it in, so you have editing rights and they only have viewing rights.

Classroom allows students to turn in ANY type of assignment, not just Google Apps work.

Students can be sorted by first or last name.

If you need a roster of students in each class to collect data, you can copy and paste from the "Students" page directly into a spreadsheet.

Classroom can be your students' assignment notebook.

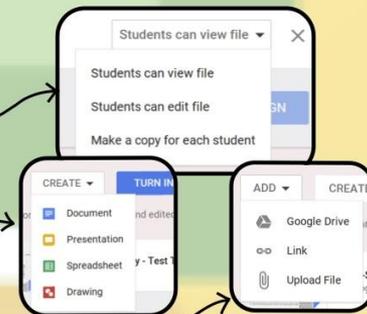
### METHODS OF RECEIVING STUDENT WORK

Via the Assignment option

- Create a doc, presentation, spreadsheet or drawing to be edited by all students. (Students can edit file.)
- Create a Drive template and have Classroom "Make a copy for each student"
- Have students start a blank doc, presentation, spreadsheet or drawing.
- Have students create something outside of Google and "Add" a link to it when they are ready to turn it in.

Via the Announcement option

Have students watch a video or Zaption or read text and use the comment feature below the announcement





THANKS!

Any questions?