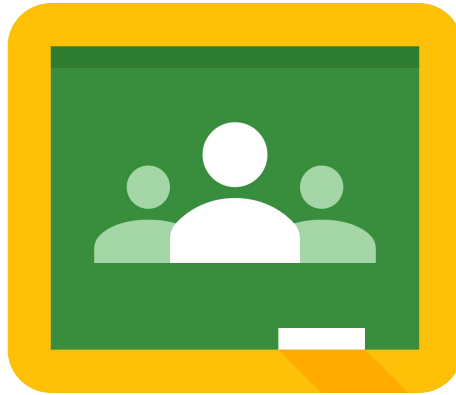


How To Use Google Classroom

bit.ly/howtousegoogleclassroom

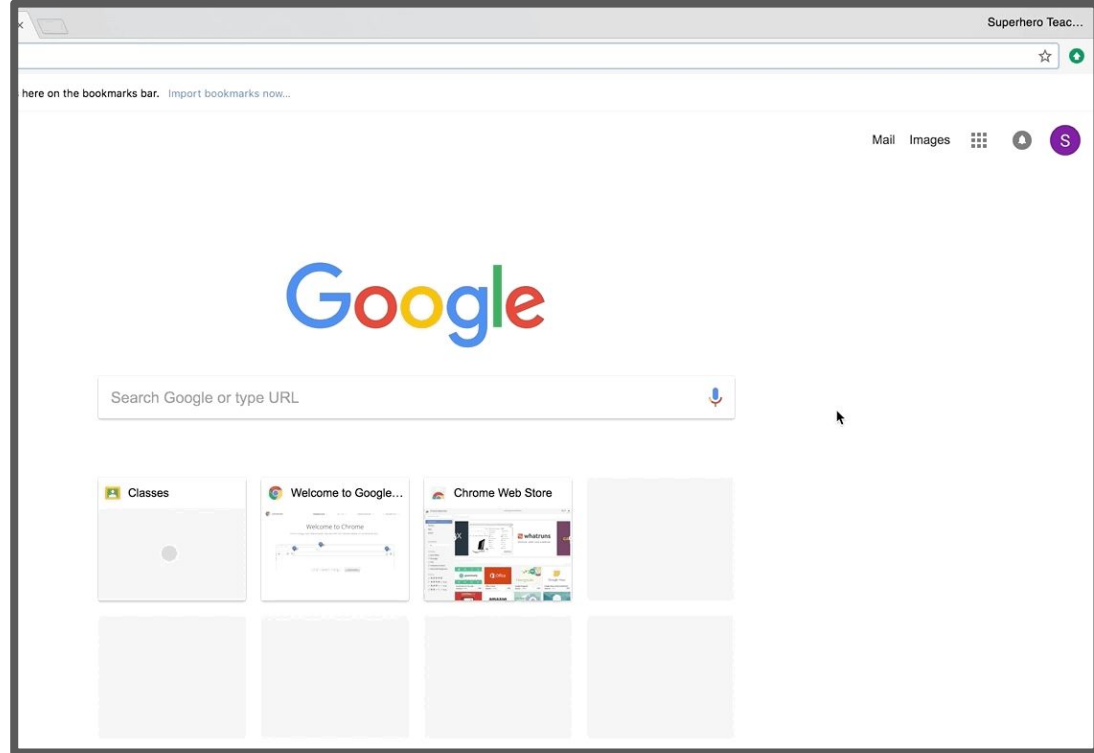


**A resource for teachers
(not students)

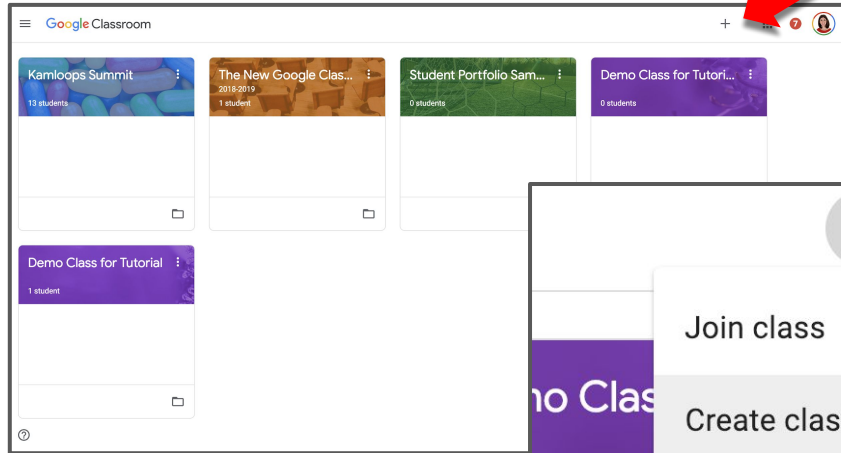
Updated as of
Sunday, March 29, 2020

Initiate Google Classroom

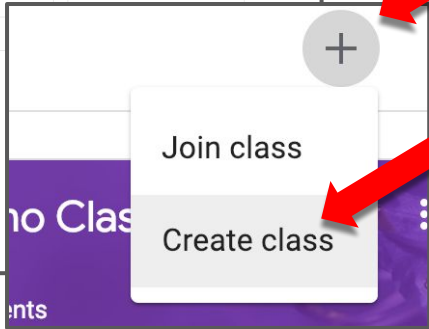
- Open Google Classroom
- Continue with the correct account
- Select Teacher
- Click +
- You should have two options
 - Join class
 - Create class



Create a Class



Click the + and then Create class



A screenshot of the 'Create class' form in Google Classroom. The form has a title 'Create class' and a required field 'Class name (required)' with the text 'New Classroom Demo Class' entered. Below this are optional fields for 'Section', 'Subject', and 'Room'. At the bottom right, there are 'CANCEL' and 'CREATE' buttons. A red arrow points to the 'CREATE' button. A grey callout box points to the class name field with the text 'Give the class a title'. Another grey callout box points to the 'Section', 'Subject', and 'Room' fields with the text 'Section, Subject, and Room are optional'. A third grey callout box points to the 'CREATE' button with the text 'Click CREATE'.

Three Tabs

Classroom for the Experienced User

Stream Classwork People Marks

Stream is for announcements

Classwork is for assignments and other work

People is where you invite students and co-teachers

Marks is where the marks are tracked.

Upcoming

No work due in soon

View all

Kimberly Pollishuke posted a new material: Success Criteria for Group Discussions

15:06 (Edited 15:13)

Course Code

New Classroom Demo Class

Class code 9vipic 

Students use
this code to
join the class

Click the
code to make
it larger

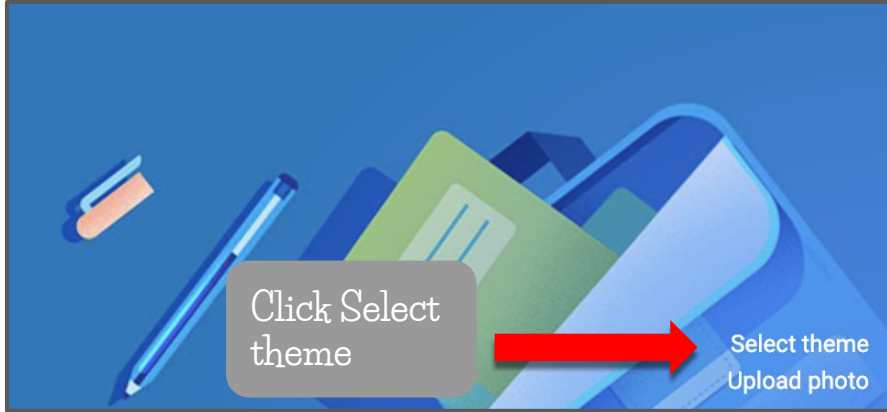
9vipic

Click the box
to make the
code full
screen

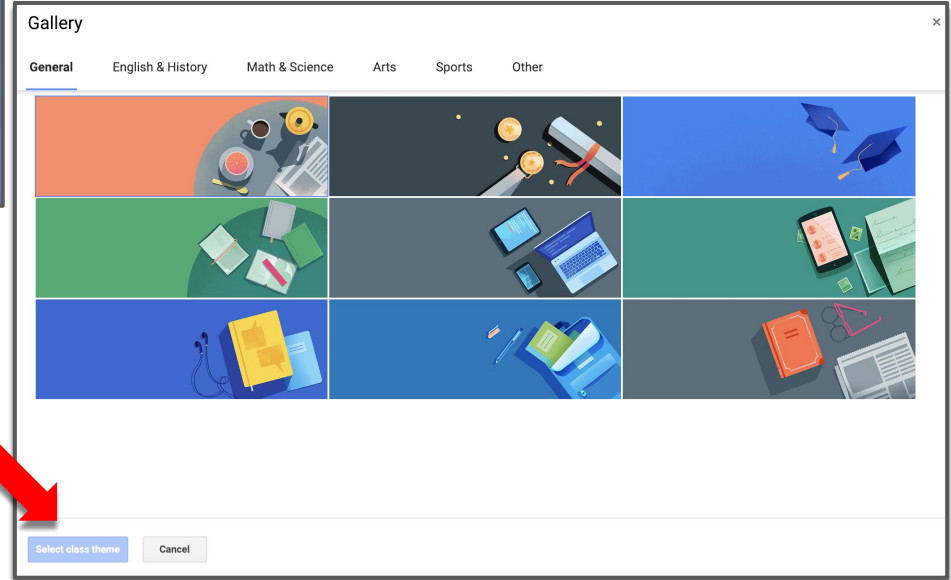
New Classroom Demo Class



Class Theme



Select one and click Select class theme



The Settings Gear

Click the
Settings gear



Class settings Save

Class Details

Class name (required)
New Classroom Demo Class

Class description

Section

Room

Subject

General

Class code 9vopic ▾

Stream Students can post and comment ▾

Show deleted items
Only teachers can view deleted items.

?

Add or update
class details

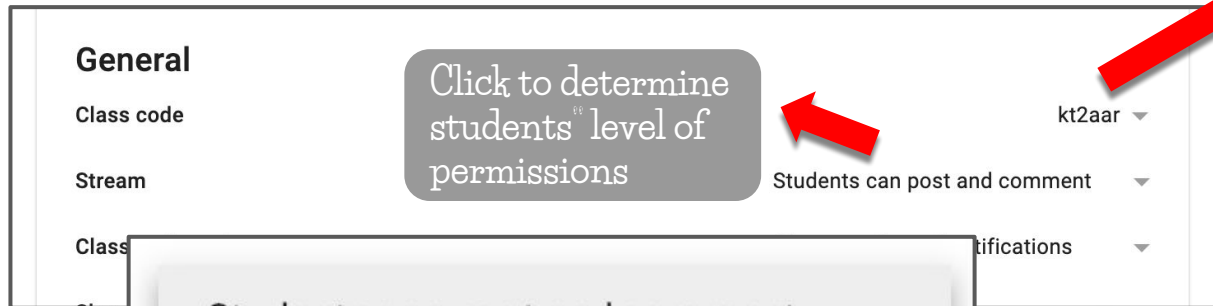
The Settings Gear

General

Class code kt2aar ▾

Stream Students can post and comment ▾

Class Notifications ▾



Click to determine students' level of permissions

Click the class code for more options

Students can post and comment

Students can only comment

Only teachers can post or comment

Display

Copy

Reset

Disable



Click Save in the top right corner before you close

Save



The Settings Gear

General

Class code kt2aar ▼

Stream

Classwork on the stream

Show deleted items
Only teachers can view deleted items.

Students can post and comment ▼

Show condensed notifications ▼

Show attachments and details

Show condensed notifications

Hide notifications

Slide the dial to the right to show deleted items

Click Save in the top right corner before you close

Save

The Settings Gear

NOTE: Guardian summaries may not be turned on for your district. Contact your IT Admin to inquire about Guardian summaries.

General

Class code kt2aar ▾

Stream Students can post and comment ▾

Classwork on the stream Show condensed notifications ▾

Show deleted items
Only teachers can view deleted items.

Guardian summaries
[See example](#)

Slide the dial to the right to allow Guardian summaries

Add class to guardian email summaries?

Guardians receive a summary of their students' work and class announcements.
[See example](#)

Add all the classes you teach to guardian email summaries

[NO THANKS](#) [ADD CLASS](#)

Click Save in the top right corner before you close

Save

The Settings Gear

Click to determine how grades are displayed



No overall grade



No overall grade

Total points

Weighted by category

Grade calculation

Overall grade calculation

Choose a grading system. [Learn more](#)

Show overall grade to students

Grade categories

[Add grade category](#)



Slide dial to the right to show overall the grade to students

Click Save in the top right corner before you close



Save

The Settings Gear

Grade calculation

Overall grade calculation
Choose a grading system. [Learn more](#)

No overall grade ▾

Show overall grade to students

Grade categories
[Add grade category](#)

Grade categories

| Grade category | Default points | |
|----------------|----------------|---|
| <hr/> | 100 | ✕ |

[Add grade category](#)

Click to add a grade category

Click Save in the top right corner before you close



Save

The People Tab

no Class

Stream Classwork **People** Grades

Teachers

Kim Pollishuke

Click the share icon to add students and teachers

Students

Invite students or give them the class code: **kt2aar**

Give students the class code to join the class

Invite students

classroomstudentone@gmail.com

Search results

Add recipient
classroomstudentone@gmail.com

Type in one or more email addresses and then INVITE

INVITE


The People Tab


no Class

Stream Classwork **People** Grades


Teachers

Click the share icon to add co-teachers

 Do+

 Kim Pollishuke


Students

 Do+

Invite students or give them the class code: kt2aar


Invite teachers

Type a name or email

 Do+

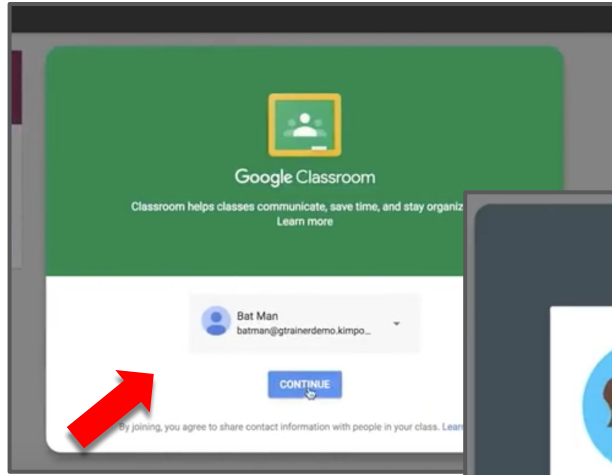
Teachers can do everything you can, except delete the class

Teachers you add can do everything you can, except delete the class.

 Do+ INVITE

Join a Class from an Invitation

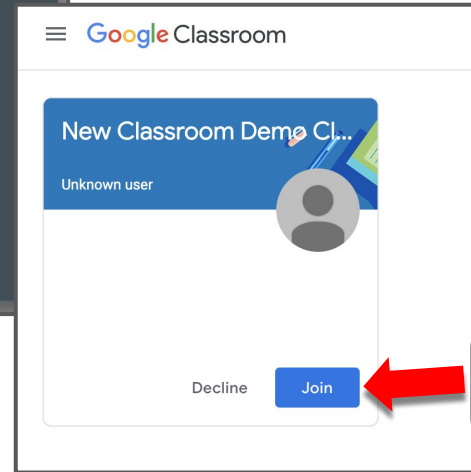
STUDENT VIEW



Visit
Classroom.Google.com,
select the correct
account and click
CONTINUE



Select STUDENT



Click
JOIN

Join a Class from an Invitation

STUDENT VIEW

Compose

Inbox 14

Starred

Snoozed

Sent

Drafts

More

ClassroomStud

Class invitation: "New Classroom Demo Class" Inbox x

Kim Pollishuke (Classroom) <no-reply+5d2e48c0@classroom.google.com>
to me ▾

Google Classroom

Hello,

Kim Pollishuke (kimberly.pollishuke@gmail.com) invited you to the class [New Classroom Demo Class](#).

Kim Pollishuke
New Classroom Demo Class

JOIN

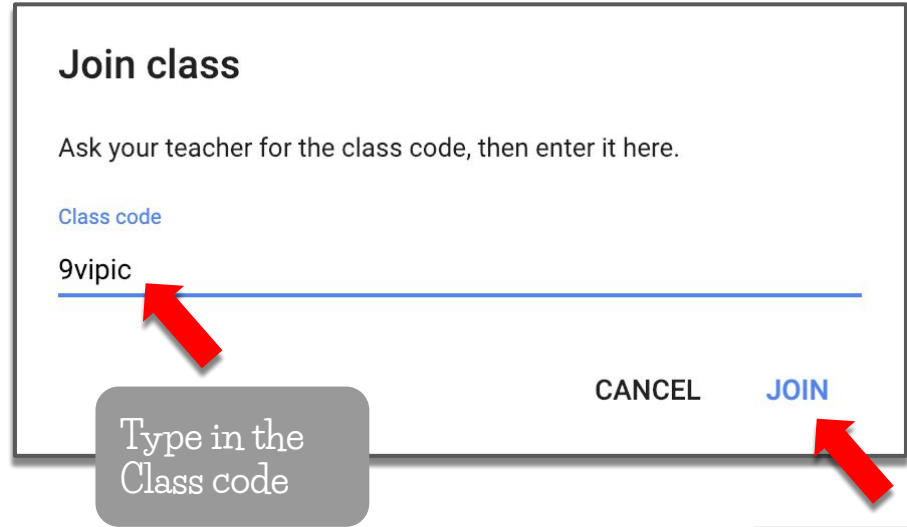
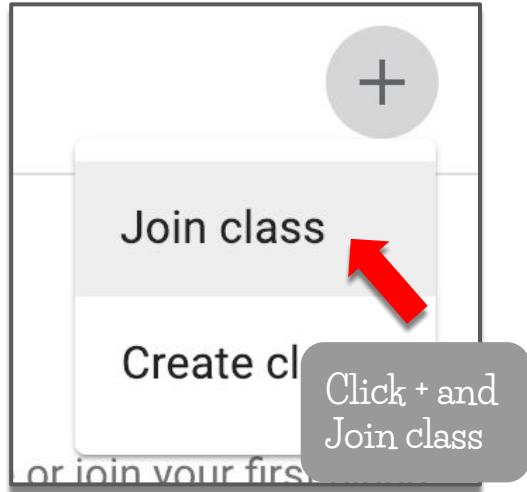
No recent chats
[Start a new one](#)

Click JOIN

If the invitation is not in Classroom, check Gmail for an emailed invitation

Join a Class with a Class Code

STUDENT VIEW



Click JOIN

Adding Guardian Emails

NOTE: Guardian summaries may not be turned on for your district. Contact your IT Admin to inquire about Guardian summaries.

om Demo Class Stream Classwork **People** Grades

Teachers

Kim Pollishuke

Students

Actions Email all guardians A-Z

Student One [Invite guardians](#) ⋮

On the People tab, click Invite Guardians next to each student's name and input the guardian's email.

Invite guardians

kimberly.pollishuke@gmail.com

SEARCH RESULTS

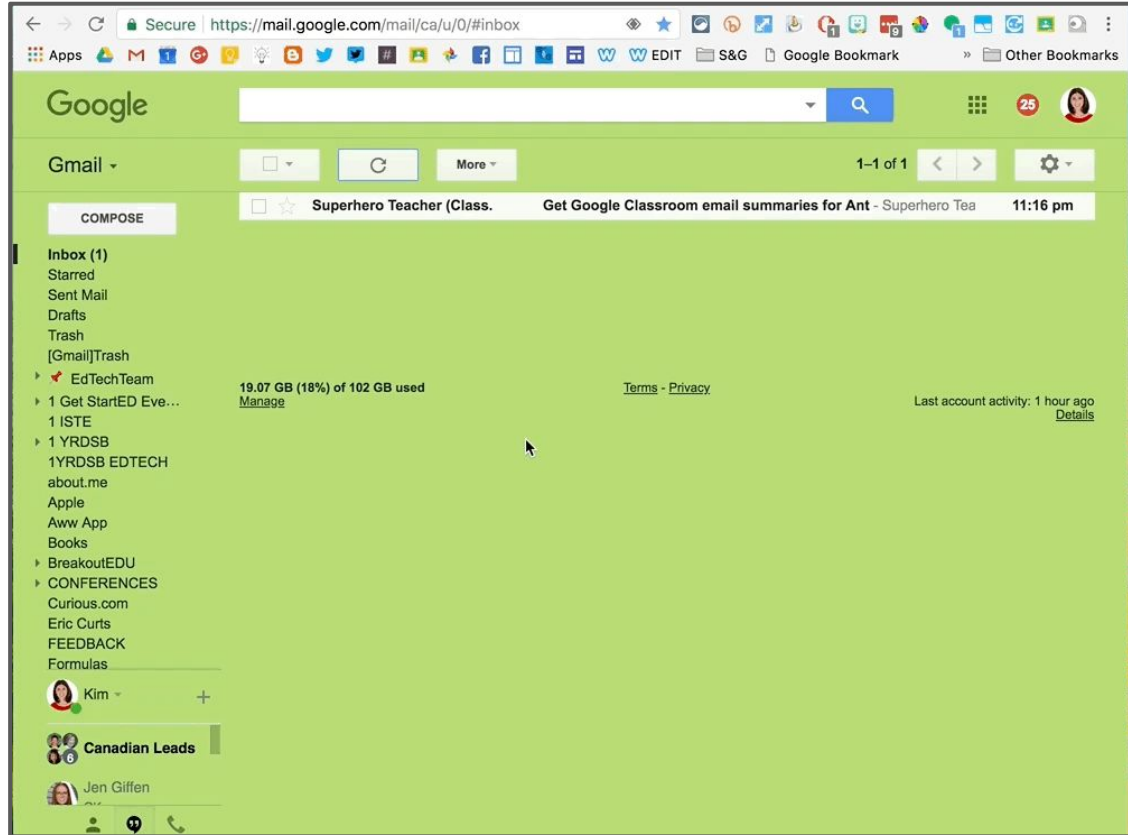
kimberly.pollishuke@gmail.com
kimberly.pollishuke@gmail.com

Type in one or more email addresses and then INVITE

CANCEL INVITE

Adding Guardian Emails

The guardian receives an email to accept the notifications and set how often they should come



Emailing Guardians

Click Email All Guardians.

All guardians emails are placed in the BCC field.

Click on the dots to the right of a student's name to email only that guardian.

The screenshot shows a web interface for managing a class. At the top left, there is a 'Class code' dropdown menu set to 'q150h4h'. Below it, a toggle switch is turned on for 'Include this class in guardian email summaries', with a 'See example' link underneath. To the right of these controls are three buttons: 'INVITE STUDENTS', 'EMAIL ALL GUARDIANS', and 'ACTIONS' with a dropdown arrow. Below the buttons, there is a 'Sort by last name' dropdown menu and a 'Guardians' label. The main content area displays a list of two students, each with a checkbox, a profile icon, their name, their guardian's email address, and a status '(invited)'. The first student is 'Ant Man' with email 'kimberly.pollishuke@gmail.com'. The second student is 'Wonder Woman' with email 'superheroguardian@trainerdemo.kimpollish...'. Each row has a vertical ellipsis menu icon to its right. A question mark icon is visible in the bottom left corner of the interface.

| <input type="checkbox"/> | Sort by last name | Guardians |
|--------------------------|-------------------|---|
| <input type="checkbox"/> | | Ant Man kimberly.pollishuke@gmail.com (invited) |
| <input type="checkbox"/> | | Wonder Woman superheroguardian@trainerdemo.kimpollish... (invited) |

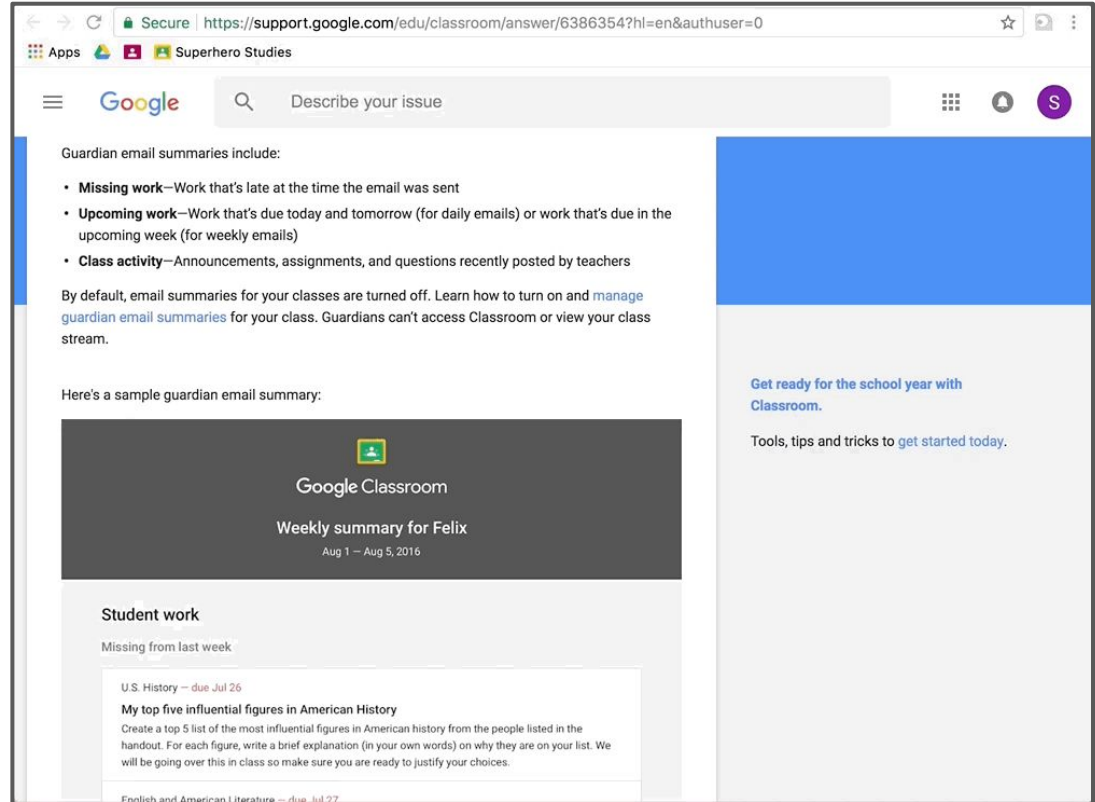
Guardian Summary Sample

The guardian email summaries are either weekly or daily.

The notification is first organized by work missing from the previous week and upcoming due dates.

Then the summary lists activity from each class.

Guardians cannot access student work or see comments from the class.



The screenshot shows a web browser displaying a Google Classroom guardian summary. The browser's address bar shows the URL: <https://support.google.com/edu/classroom/answer/6386354?hl=en&authuser=0>. The page content includes:

- Guardian email summaries include:**
 - **Missing work**—Work that's late at the time the email was sent
 - **Upcoming work**—Work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)
 - **Class activity**—Announcements, assignments, and questions recently posted by teachers
- By default, email summaries for your classes are turned off. Learn how to turn on and [manage guardian email summaries](#) for your class. Guardians can't access Classroom or view your class stream.
- Here's a sample guardian email summary:
 - Google Classroom**
 - Weekly summary for Felix**
 - Aug 1 — Aug 5, 2016
- Student work**
 - Missing from last week
 - U.S. History — due Jul 26
 - My top five influential figures in American History**
 - Create a top 5 list of the most influential figures in American history from the people listed in the handout. For each figure, write a brief explanation (in your own words) on why they are on your list. We will be going over this in class so make sure you are ready to justify your choices.

On the right side of the page, there is a blue header and a grey section with the text: "Get ready for the school year with Classroom." and "Tools, tips and tricks to [get started today](#)."

The Stream Tab

The screenshot shows the 'Stream' tab of a classroom interface. At the top, there are navigation tabs for 'Stream', 'Classwork', 'People', and 'Grades', with 'Stream' being the active tab. Below the navigation is a blue header banner for 'New Classroom Demo Class' with a class code '9vopic' and options to 'Select theme' and 'Upload photo'. The main content area is divided into three sections: 1. 'Upcoming' section showing 'No work due soon' and a 'View all' link. 2. A 'Share something with your class...' box with a user profile icon and a refresh icon. 3. A 'Communicate with your class here' section with options to 'Create and schedule announcements' and 'Respond to student posts'. Three red arrows point from callout boxes to the 'Upcoming' section, the 'Share something with your class...' box, and the refresh icon.

om Demo Class

Stream Classwork People Grades

New Classroom Demo Class

Class code 9vopic

Select theme
Upload photo

Upcoming
No work due soon
View all

Share something with your class...

Communicate with your class here

- Create and schedule announcements
- Respond to student posts

Upcoming work with due dates will be listed

Click in the Share box to create an Announcement

Click the arrows to reuse an existing announcement (from any class)

Announcements

For **New Classroom Demo Class** ▾ **All students** ▾

Click the name of the class to send the message to other classes too

- N** New Classroom ...
- K** Kamloops Summit
- T** The New Google... 2018-2019
- S** Student Portfoli...
- D** Demo Class for ...
- D** Demo Class for ...

Cancel

Post






Announcements

For **New Classroom Demo Class** ▾ **All students** ▾

Share with your class

Type the message
in the box

All students ▾

-  All students
-  ClassroomStude...
-  ClassroomStude...

Click All students to send the message to specific students instead of everyone



Cancel

Post



Announcements

For **New Classroom Demo Class** ▼ **All students** ▼

Share with your class



Cancel

Post



Post

Schedule

Save draft

Attach files, link files from Drive, link to YouTube videos, and paste in links to websites

Click Post or click the dropdown to Schedule or Save the draft

Saving Drafts & Scheduling Announcements

For **New Classroom Demo Class** ▾ All students ▾

Share with your class
Remember the field trip on Friday.

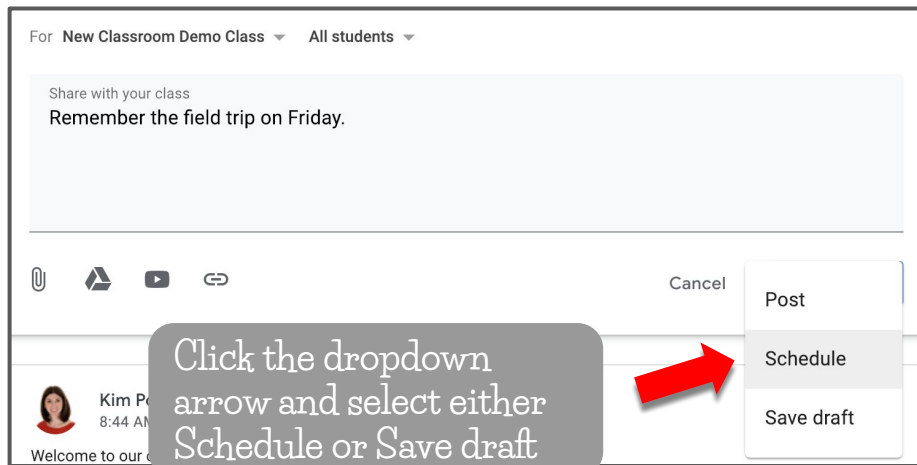
📎 📁 📺 🔗

Cancel

- Post
- Schedule
- Save draft

Kim P
8:44 AM

Welcome to our c



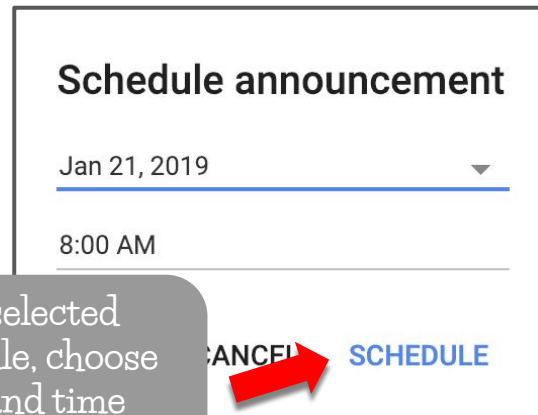
Click the dropdown arrow and select either Schedule or Save draft

Schedule announcement

Jan 21, 2019 ▾

8:00 AM

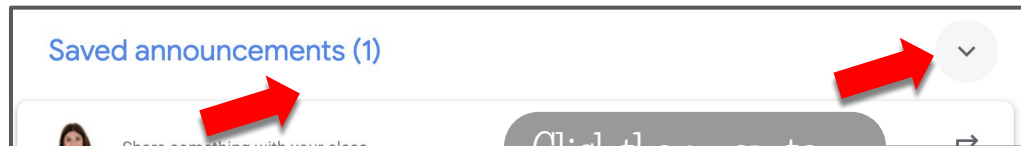
~~CANCEL~~ SCHEDULE



If you selected Schedule, choose a date and time (time is optional) and SCHEDULE

Saved announcements (1)

Share something with your class...



Drafts and scheduled posts sit above the share box

Click the arrow to view the drafts and then click the blue post to edit

Saved announcements (1)

Remember the field trip on Friday. Tomorrow, 8:00 AM



Class Comments

New Classroom Demo Class

Class code 9vipic []



Select the
Upload ph

Decide if students can post or comment or just view in Settings

Upcoming

No work due soon

[View all](#)



Share something with your class...



Kim Pollishuke

8:44 AM

Welcome to our class!



Add class comment...

Everyone in the class can view class comments

General

Class code

9vipic ▾

Stream

Students can post and comment ▾

Show deleted items

Only teachers can view deleted items.

Students can post and comment

Students can only comment

Only teachers can post or comment

Class Comments

STUDENT VIEW

New Classroom Demo Class



Upcoming

Woohoo, no work due in soon!

[View all](#)



Kim Pollishuke
08:44

Welcome to our class!

Click Post ⋮

2

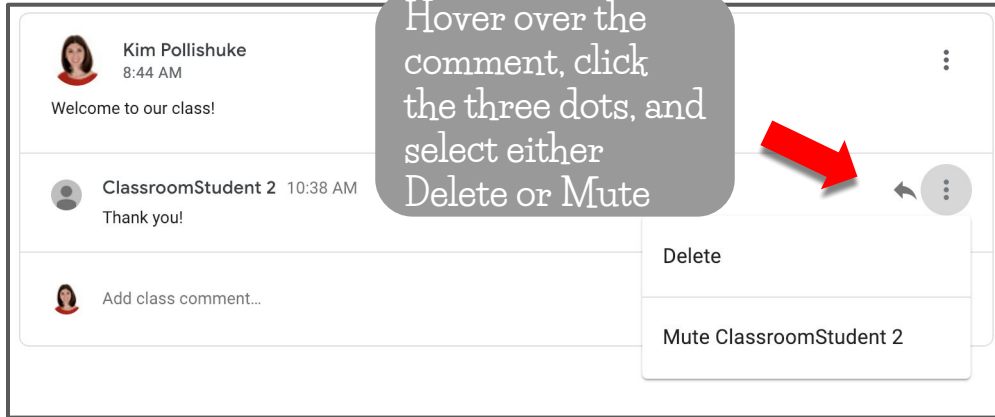
Thank you!

Type the
comment in
the empty field

Cancel

Post

Muting Students



Kim Pollishuke
8:44 AM
Welcome to our class!

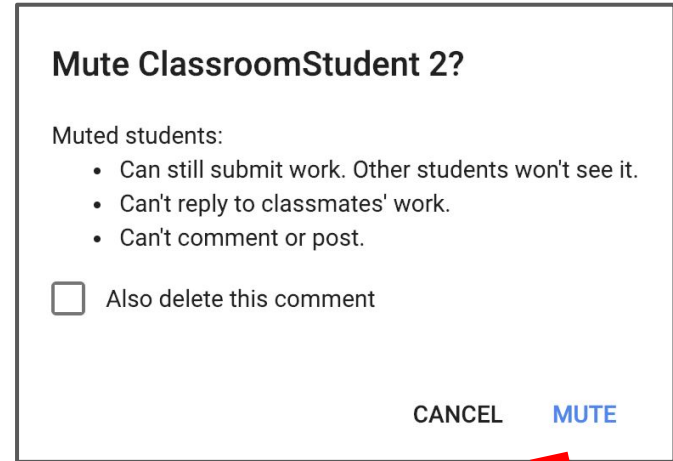
ClassroomStudent 2 10:38 AM
Thank you!

Add class comment...

Delete

Mute ClassroomStudent 2

Hover over the comment, click the three dots, and select either Delete or Mute



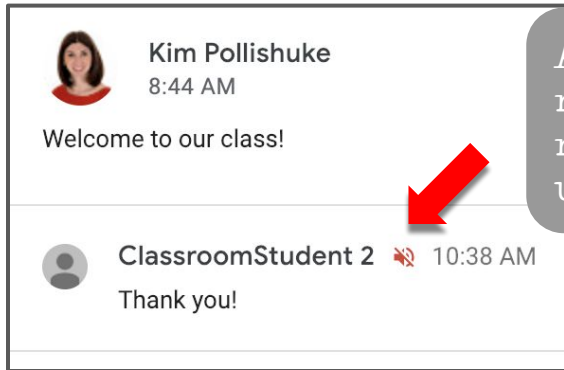
Mute ClassroomStudent 2?

Muted students:


- Can still submit work. Other students won't see it.
- Can't reply to classmates' work.
- Can't comment or post.

Also delete this comment

CANCEL MUTE



Kim Pollishuke
8:44 AM
Welcome to our class!

ClassroomStudent 2  10:38 AM
Thank you!


A mute icon appears next to the student's name until they are unmuted again

When muting students, you can also delete the comment

Unmuting Students

o Class Stream Classwork **People** Grades

Teachers +

 Kim Pollishuke

Students +

Actions ▼ A-Z

- Email Student 2 🔇 ⋮
- Remove Student One ⋮
- Unmute virtualgiff@gmail.com (invited)

In the People tab, select the student, click Actions, and Unmute

Change to the People tab

Unmute Classroom Student 2?

Unmuted students will be able to:

- Submit work that other students can see
- Reply to classmates' work
- Comment and post

CANCEL **UNMUTE**

Click UNMUTE to finish

Deleting Comments

The screenshot shows a classroom comment interface. At the top, a comment by Kim Pollishuke (8:44 AM) says "Welcome to our class!". Below it, a comment by ClassroomStudent 2 (10:38 AM) says "Thank you!". At the bottom, there is a text input field for adding a class comment. A context menu is open over the "Thank you!" comment, showing two options: "Delete" and "Mute ClassroomStudent 2". A red arrow points to the three-dot menu icon that opens this context menu.

Hover over the comment, click the three dots, and select Delete

NOTE:
Teachers can delete all comments.

Students can delete their own comments.

A confirmation dialog box titled "Delete comment?". It asks "Are you sure you want to delete this comment?". At the bottom, there are two buttons: "CANCEL" and "DELETE". A red arrow points to the "DELETE" button.

Click DELETE to confirm. If you have "Show deleted items" turned on in settings, the deleted comment will show for 30 days only.

The Classwork Tab

The screenshot shows the Google Classroom interface with the 'Classwork' tab selected. The navigation bar at the top includes 'Stream', 'Classwork', 'People', and 'Marks'. A 'Create' button is highlighted with a red arrow, and a callout box explains that clicking it shows different types of tasks and topics. A dropdown menu is open, listing 'Assignment', 'Quiz assignment', 'Question', 'Material', 'Reuse post', and 'Topic'. Another red arrow points to the 'Google Calendar' icon, with a callout box instructing users to open their Google Classroom Calendar in the Google Calendar app and open the Class folder in Google Drive. A third red arrow points to the 'Class Drive folder' icon. The main content area shows a post titled 'Super Bowl' with an 'Edited 13:09' timestamp.

he Experienced User Stream **Classwork** People Marks

+ Create

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

Click Create to see the different types of tasks and topics

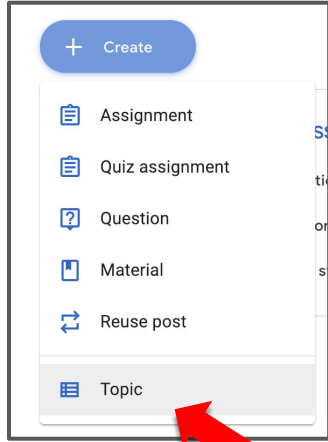
Super Bowl

Google Calendar Class Drive folder

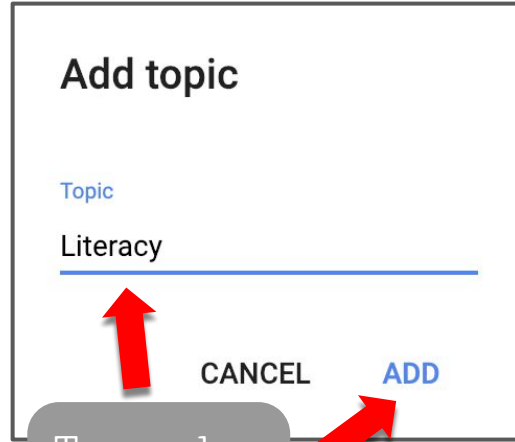
Open your Google Classroom Calendar in the Google Calendar app and open the Class folder in Google Drive

Edited 13:09

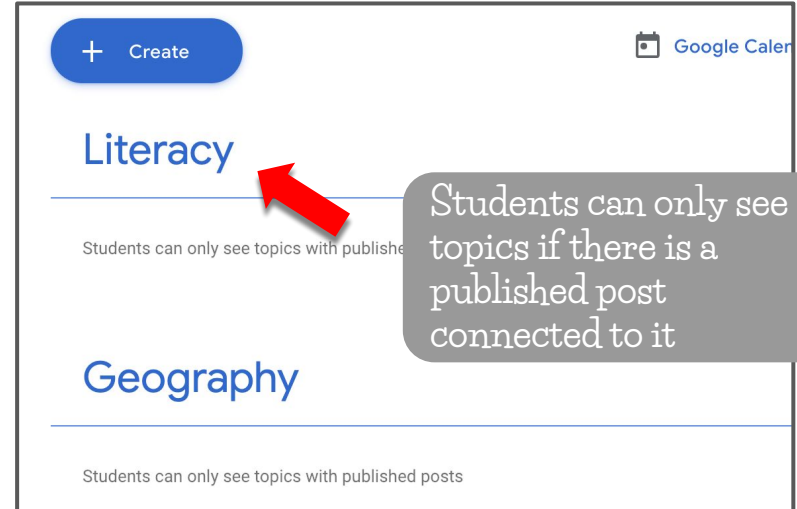
Adding Topics



Click Create and then Topic

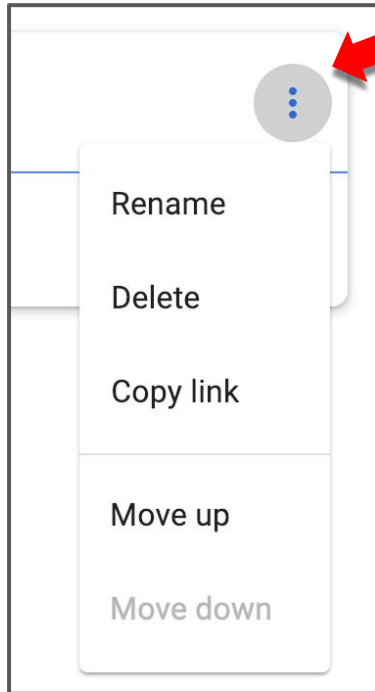


Type in the topic and click ADD

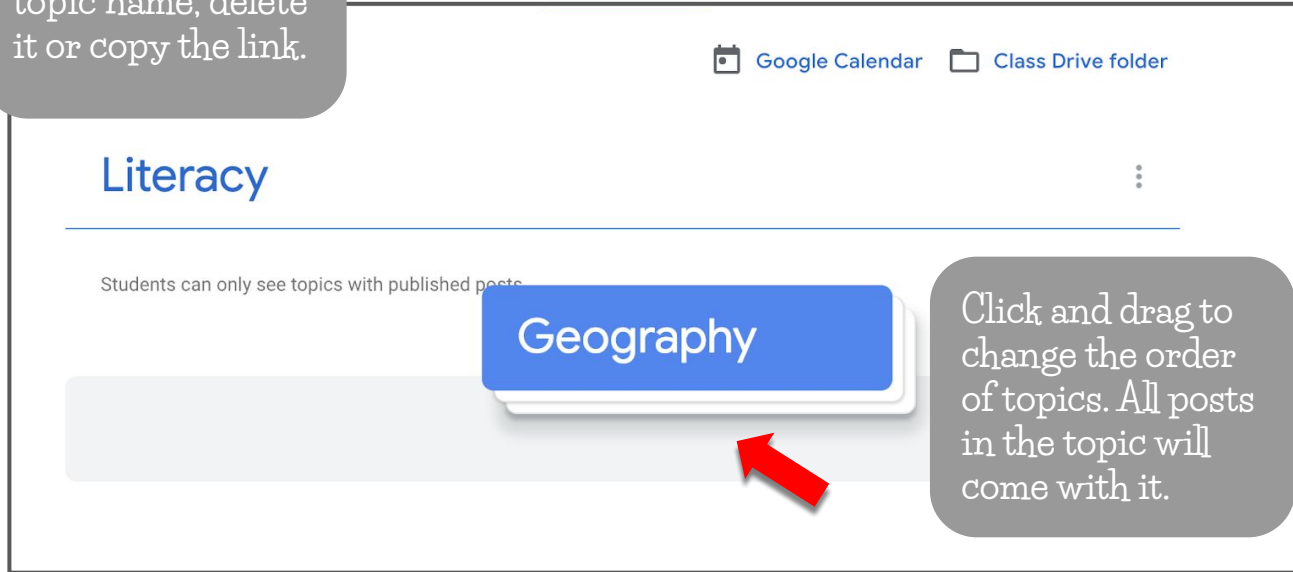


Students can only see topics if there is a published post connected to it

Organizing Topics



Click the three dots to edit the topic name, delete it or copy the link.



Creating An Assignment

+ Create

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

Click Create and then Assignment

Assignment

Assign

Title
Explain the Qualities of a Hero

Instructions (optional)
Point form notes are fine for this task.

Add + Create

Due
No due date

Topic
Literacy

Rubric
+ Rubric

Originality reports [Learn more](#)

Title the assignment and include instructions (optional)

Creating An Assignment

Assignment

Assign

Title
Explain the Qualities of a Hero

Instructions (optional)
Point form notes are fine for this task.

Add Create

For
Google Class...

New Classroom Demo Class All s

- N New Classroom ...
- K Kamloops Summit
- T The New Google... 2018-2019
- S Student Portfoli...
- D Demo Class for ...
- D Demo Class for ...

+ Rubric

Originality reports [Learn more](#)

Click the Class to assign the work to multiple classes

NOTE:
If you assign to multiple classes, you must select All students.

Click All students to assign a task to a sub-group of students.

All students

- All students
- ClassroomStude...
- ClassroomStude...

Creating An Assignment

Assignment Assign

Title
Explain the Qualities of a Hero

Instructions (optional)
Point form notes are fine for this task.

Points 100

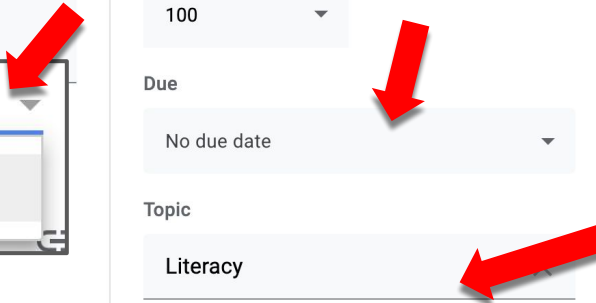
For
Google Class...
points
100

Due
No due date

Topic
Literacy

Rubric
+ Rubric

Originality [Learn more](#)

Annotations: 

Set a point value or leave as ungraded

Assign a due date (optional)

Assign a topic, create a new one, or choose no topic

Points 100

Ungraded

Topic

- No topic
- Create topic
- Geography
- Literacy

Creating An Assignment

Find a template from Drive, link to a website, attach a file from the hard drive, or find a YouTube video

Create a new template right from the assignment.

The screenshot shows the 'Assignment' creation interface in Google Classroom. At the top right, there is an 'Assign' button. The main area contains a 'Title' field, an 'Instructions' field, and two buttons: 'Add' (with a paperclip icon) and 'Create' (with a plus icon). To the right, there are settings for 'For' (Google Class... and All students), 'Points' (100), and 'Due' (No due date). Below these are 'Topic' (No topic) and 'Rubric' (+ Rubric) options. At the bottom right, there is a checkbox for 'Originality reports' with a 'Learn more' link.

Two callout boxes are present: one on the left explaining how to find templates, and one in the center explaining how to create a new template. Two red arrows point from the 'Add' and 'Create' buttons in the main interface to their respective callout boxes.

- 📎 Add + Create
- 📁 Google Drive
 - 🔗 Link
 - 📎 File
 - 📺 YouTube

- 📎 Add + Create
- 📄 Docs
 - 📄 Slides
 - 📄 Sheets
 - 📄 Drawings
 - 📄 Forms

Creating An Assignment

The screenshot shows the 'Instructions (optional)' section of an assignment creation tool. The instructions are: "Point form notes are fine for this task." Below this are two buttons: "Add" (with a paperclip icon) and "Create" (with a plus icon). A callout box points to the "Add" button with the text: "If you include a template, select the sharing method." Below the buttons is a preview of a document titled "Explain the Qualities of a Hero" from "Google Docs". To the right of the preview is a sharing dropdown menu currently set to "Students can view the file". A red arrow points to this dropdown. A callout box on the left lists three options: "Students can view file", "Students can edit file", and "Make a copy for each student", each with a bulleted list of details. A callout box on the right shows the expanded sharing menu with three options: "Students can view the file" (highlighted in green), "Students can edit the file", and "Make a copy for each student".

Instructions (optional)
Point form notes are fine for this task.

If you include a template, select the sharing method.

Add Create

Explain the Qualities of a Hero
Google Docs

Students can view the file

Students can view file

- students will only be able to see the file)

Students can edit file

- students will be editors on the same file)

Make a copy for each student

- each student gets their own copy of the assignment
- The assignment will have the student's name in the title

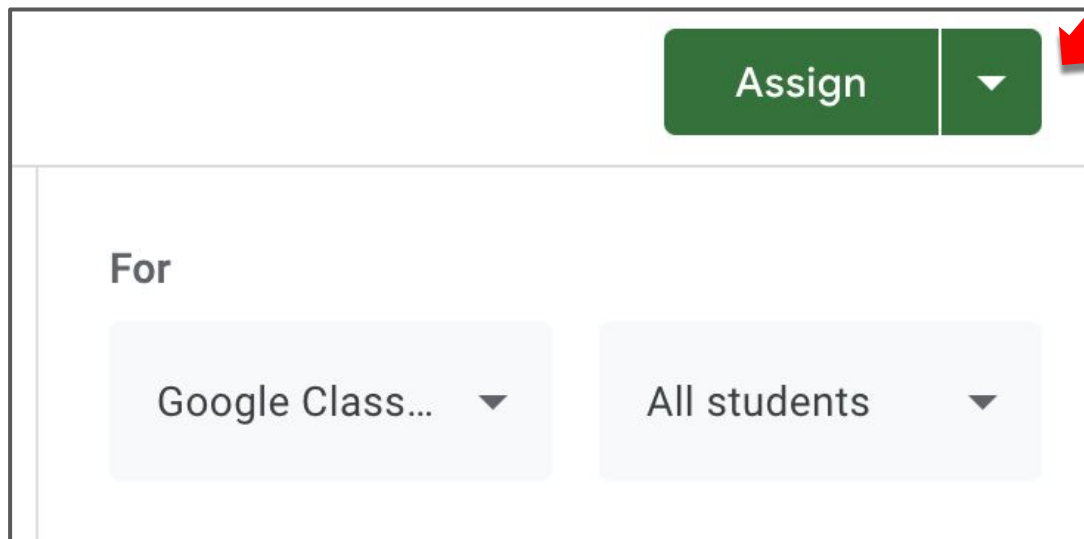
Students can view the file

Students can edit the file

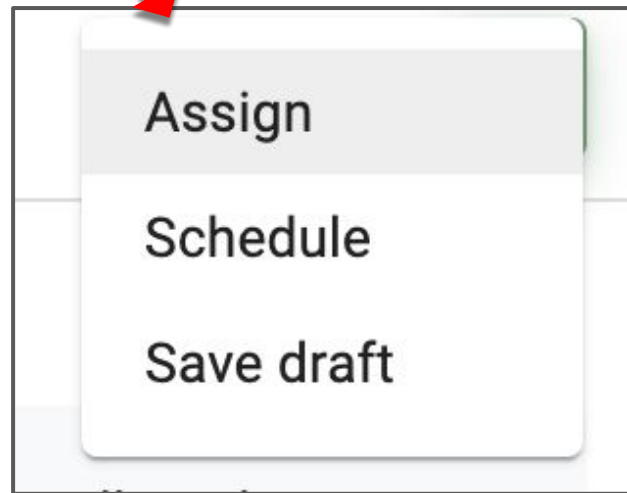
Make a copy for each student

Creating An Assignment

Finally either assign it or
select another option.



The screenshot shows a user interface for creating an assignment. At the top right, there is a green button labeled "Assign" with a white downward-pointing triangle to its right. Below this button, the word "For" is displayed. Underneath "For", there are two light gray rectangular buttons with rounded corners. The first button contains the text "Google Class..." followed by a small downward-pointing triangle. The second button contains the text "All students" followed by a small downward-pointing triangle.



This image shows a close-up of the dropdown menu that appears when the "Assign" button is clicked. The menu is a white rectangular box with rounded corners and a thin gray border. It contains three options, each centered and left-aligned: "Assign" (highlighted with a light gray background), "Schedule", and "Save draft".

Assignments without Topics

The screenshot shows a classwork page interface. At the top left is a blue button with a plus sign and the text "Create". To the right are two icons: a calendar icon labeled "Google Calendar" and a folder icon labeled "Class Drive folder". Below this is a list of assignments. The first assignment is "Article on a Current Event" with a document icon, "No due date", and "Posted 2:42 PM". To its right is a vertical ellipsis menu icon. Below the assignments are three topic headers: "Literacy", "Explain the Qualities of a Hero", and "Geography". Each topic header has a vertical ellipsis menu icon to its right. At the bottom of the page, there is a footer text: "Students can only see topics with published posts".

+ Create

Google Calendar Class Drive folder

Article on a Current Event
No due date
Posted 2:42 PM

Literacy

Explain the Qualities of a Hero
No due date
Posted 2

Geography

Students can only see topics with published posts

Assignments without topics sit at the top of the classwork page

To give it a topic, click on the 3 dots to edit it or drag and drop it under another topic

View Student Work

The screenshot shows a 'Literacy' assignment page. At the top, the title 'Literacy' is displayed in blue. Below it, the assignment title 'Explain the Qualities of a Hero' is shown with a document icon and the text 'No due date'. A red arrow points to this title with the callout: 'Click the assignment to reveal more information'. To the right of the title, a statistics box shows '0 Turned in' and '2 Assigned'. A red arrow points to the '2 Assigned' with the callout: 'See how many students have turned in their work out of all assigned'. Below the assignment title, there is a section for a template titled 'What Makes A Hero' with a 'Google Docs' link. A red arrow points to this link with the callout: 'Click the link to view the template'. At the bottom left, there is a 'View Assignment' button. A red arrow points to this button with the callout: 'Click View Assignment to access the students' work'. The page also shows a partial date 'sted 2:40 PM' and a vertical ellipsis menu icon in the top right corner.

Literacy

Explain the Qualities of a Hero
No due date

sted 2:40 PM

0 Turned in | 2 Assigned

What Makes A Hero
Google Docs

Each student will get a copy

[View Assignment](#)

Click the assignment to reveal more information

See how many students have turned in their work out of all assigned

Click the link to view the template

Click View Assignment to access the students' work

View Student Work

New Classroom Demo Class

Instructions Student work

Return Ungraded

All students

Sort by status

Assigned

| | |
|---|--|
| <input type="checkbox"/> ClassroomStudent 2 | |
| <input type="checkbox"/> ClassroomStudent One | |

Explain the Qualities of a Hero

0 Turned in | 2 Assigned

All

ClassroomStudent 2

ClassroomStudent 2 - ...
Assigned

ClassroomStudent One

ClassroomStudent On...
Assigned

You can change it back to graded

Filter the student work by clicking on Turned in or Assigned

Click and the student's work will open in a new tab

View Student Work

The screenshot displays a classroom management interface for a class named "New Classroom Demo Class". At the top right, there is a blue link labeled "Instructions" with a red arrow pointing to it. Below the class name, there is a "Return" button with a red arrow pointing to it, and a status dropdown menu currently set to "Ungraded". The main area is split into two columns. The left column shows a list of students under the heading "All students". There are two students listed: "ClassroomStudent 2" and "ClassroomStudent One", each with an unchecked checkbox to their left. A red arrow points to the checkbox for "ClassroomStudent One". The right column shows the details for an assignment titled "Explain the Qualities of a Hero". It displays "0 Turned in" and "2 Assigned". Below this, there is a section for "All" students with a red arrow pointing to a box where a grade can be entered. At the bottom of the student list, a red arrow points to a student's name, "ClassroomStudent One", with a callout box explaining that clicking the name leads to a view of the student's work and private comments.

Check the box beside a student and then Return to send them back their work after it is assessed

Click Instructions to view or edit the assignment's instructions

If it is a graded assignment, type a grade in this box

Click a student's name to see one student's work and send private comments

Assignments

STUDENT VIEW

m Demo Class

Stream Classwork People Grades

New Classroom Demo Class

Upcoming

Woohoo, no work due in soon!

View all

Kim Pollishuke posted a new Assignment: Article on a Current Event 14:42

Kim Pollishuke posted a new Assignment: Explain the Qualities of a Hero 14:40 (Edited 15:23)

Kim Pollishuke 08:44

Welcome to our class!

This screenshot shows the 'Stream' view of a Classroom. At the top, there are tabs for 'Stream', 'Classwork', 'People', and 'Grades'. Below the header is a blue banner for 'New Classroom Demo Class'. A section titled 'Upcoming' contains a message: 'Woohoo, no work due in soon!' and a 'View all' link. Below this, two assignment posts are visible. The first is by Kim Pollishuke, titled 'Article on a Current Event', posted at 14:42. The second is also by Kim Pollishuke, titled 'Explain the Qualities of a Hero', posted at 14:40 and edited at 15:23. A red arrow points from the second assignment post to the right-hand screenshot.

Open assignments from the Stream

In the Classwork tab, click on the Assignment and then View Assignment

lass

Stream Classwork People Grades

View your work

Google Calendar Class Drive folder

Article on a Current Event

Posted 14:42

No due date

Literacy

Explain the Qualities of a Hero

Posted 14:40 (Edited 15:23)

No due date

Assigned

ClassroomStudent 2 - What Makes A Hero

Google Docs

View Assignment

Click on the file to begin working right away

This screenshot shows the 'Classwork' view of a Classroom. At the top, there are tabs for 'Stream', 'Classwork', 'People', and 'Grades'. Below the header, there are links for 'View your work', 'Google Calendar', and 'Class Drive folder'. An assignment titled 'Article on a Current Event' is shown, posted at 14:42, with 'No due date'. Below this is a section titled 'Literacy'. An assignment titled 'Explain the Qualities of a Hero' is shown, posted at 14:40 and edited at 15:23, with 'No due date'. A red arrow points from the assignment title to a grey callout box that says 'Click on the file to begin working right away'. Below the assignment, there is a file titled 'ClassroomStudent 2 - What Makes A Hero' by 'Google Docs'. A red arrow points from the file to the 'View Assignment' button at the bottom. The status 'Assigned' is visible on the right side.


Create Files in Assignments

STUDENT VIEW


This is the assignment view when it is first opened

☰ New Classroom Demo Class

Explain the Qualities of a Hero

 Kim Pollishuke 9:11 AM (Edited 9:14 AM)

Class comments

 Add class comment...

Students can add a class comment

Access the linked file from the teacher on the right side


Your work Assigned

Student One - Wh...
Google Docs

+ Add or create

Turn in

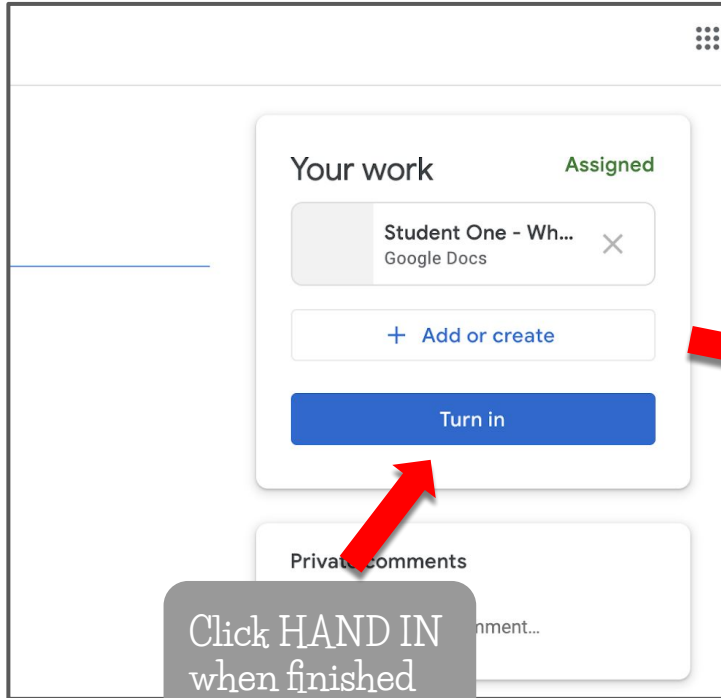
Private comments

 Add private comment...

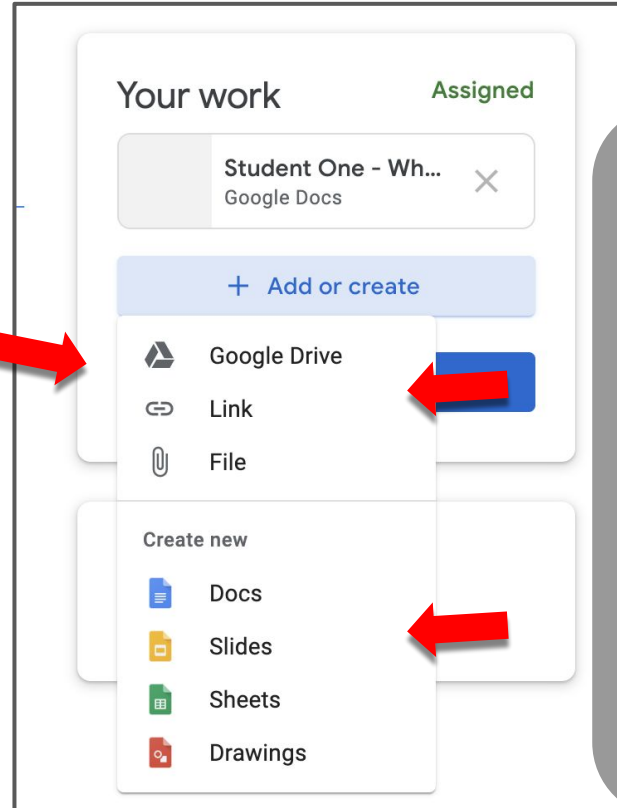
Students can add a private comment that only the teacher will see

Create Files in Assignments

STUDENT VIEW



Click **HAND IN** when finished



Add existing files from Drive, by a link or upload from the hard drive.

Create new files and it will be titled with the name of the assignment and the student's name.



All files are automatically shared with the teacher


Tracking Work

STUDENT VIEW


SS

Stream **Classwork** People

 [View your work](#)  [Google Calendar](#)

 **Article on a Current Event** No due date
Posted 14:42

Literacy

 **Explain the Qualities of a Hero** No due date
Posted 14:40 (Edited 15:23)


Unfinished assignments have a coloured icon


Turned in assignments have a greyed out icon

Unsubmitting Assignments


STUDENT VIEW

Classroom Demo Class


 Explain the Qualities of a Hero 85/100

 Kim Pollishuke 9:11 AM (Edited 9:27 AM)

Class comments


 Add class comment...

Your work Graded

 Student One - What Ma...
Google Docs

Unsubmit

Private comments

 Add private comment...

Click Unsubmit to continue working on your assignment

Unsubmit?

Unsubmit to add or change attachments. Don't forget to resubmit once you've finished.

Confirm and remember to resubmit later

Resubmitting Assignments

STUDENT VIEW

Classroom Demo Class



Explain the Qualities of a Hero

85/100

Kim Pollishuke 9:11 AM (Edited 9:27 AM)

Class comments

Add class comment...

Your work Graded

Student One - Wh...
Google Docs

+ Add or create

Resubmit

Click Resubmit to
turn in the
assignment again

Private comments




Add private comment...


View Your Work Page

STUDENT VIEW

Class


Stream **Classwork** People


 [View your work](#)  [Google Calendar](#)  [Class Drive folder](#)

 **Article on a Current Event**
Posted 14:30 No due date

On the Classwork page, click View your work

All work is listed and you can change what you see with the filters on the left

 **ClassroomStudent 2**

| Title | Due | |
|--|-------------|-----------------|
| Article on a Current Event | No due date | Assigned |
| Explain the Qualities of a Hero  1 | No due date | Handed in |

Filters

- Assigned
- Returned with grade
- Missing

Submission History

New Classroom Demo Class

Instructions Student work

Return

All students

Sort by status

Turned in

ClassroomStudent 2

Turned in

In the assignment, click the student's name and then See history

ClassroomStudent 2

Turned in (See history)

ClassroomStudent 2 - What Google Docs

ClassroomStudent 2's history

| | | |
|-------------|---------|--------------------|
| Turned in | 5:08 PM | ClassroomStudent 2 |
| Unsubmitted | 4:58 PM | ClassroomStudent 2 |
| Turned in | 4:53 PM | ClassroomStudent 2 |

CLOSE

The submission history window opens

Private Comments

The screenshot displays the Google Classroom interface for a class named "New Classroom Demo Class". The "Student work" tab is active. On the left, a list of students is shown with checkboxes and filters. "ClassroomStudent 2" is selected, and their work is displayed in the main area. A red arrow points to the "Add private comment..." link at the bottom of the student's work card.

New Classroom Demo Class [Instructions](#) [Student work](#)

[Return](#) [Ungraded](#)

All students

Sort by status ▾

Turned in

ClassroomStudent 2 **Turned in**

Assigned

ClassroomStudent One

ClassroomStudent 2
Turned in ([See history](#))

ClassroomStudent 2 - What Makes A Hero
Google Docs

[Add private comment...](#)

Enter and respond to private comments for just this student

Differentiating Assignments

NOTE:

If posting the assignment multiple classes, you cannot differentiate by student as it must go to the entire class





Assignment


For **New Classroom Demo Class** ▾ 1 student ▾

Title **Compare and Contrast the tv**




Instructions (optional)

Points Ungraded ▾ Due **Jan 24** ▾ Topic **Literacy** ▾

Saved  **Assign** ▾

1 student ▾

-  All students
-  ClassroomStude...
-  ClassroomStude...

Check only the student(s) who need the assignment. Only those students will see it on their classwork page.

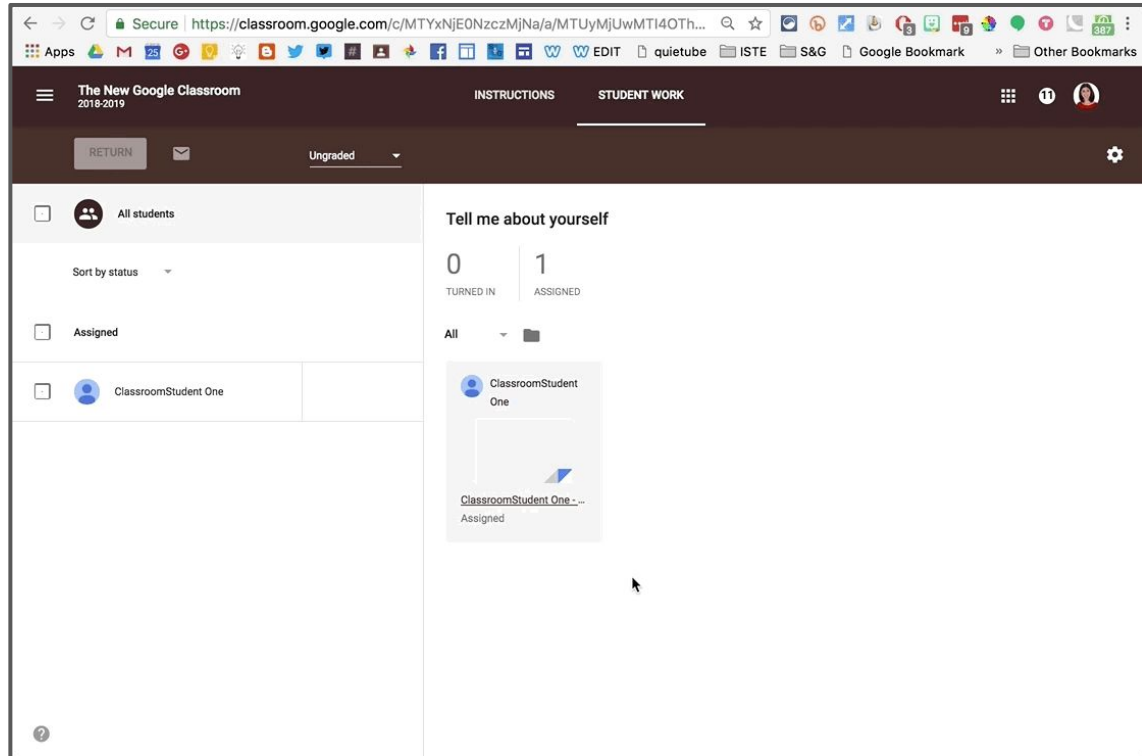
Opening Student Work

In the assignment view, open a student's work.

Click the drop down menu on the top left to select any student's assignment.

Use the left and right arrows to switch to the previous or next student's work.

Click on the pop-out arrow to open the student's assignment in the regular view.



The screenshot displays the Google Classroom interface in the 'Student Work' view. The browser address bar shows the URL: <https://classroom.google.com/c/MTYxNjE0NzczMjNa/a/MTUyMjUwMTI4OTh...>. The page title is 'The New Google Classroom 2018-2019'. The navigation bar includes 'INSTRUCTIONS' and 'STUDENT WORK' tabs. Below the navigation bar, there is a 'RETURN' button and a dropdown menu set to 'Ungraded'. The main content area is divided into two columns. The left column contains a list of students: 'All students', 'Assigned', and 'ClassroomStudent One'. The right column, titled 'Tell me about yourself', shows a progress indicator with '0 TURNED IN' and '1 ASSIGNED'. Below this, there is a dropdown menu set to 'All' and a card for 'ClassroomStudent One' with a pop-out arrow icon. The card also shows 'ClassroomStudent One - ... Assigned'.

Status of Student Work

The screenshot displays a classroom assignment titled "Explain the Qualities of a Hero". At the top, the student's name "ClassroomStudent 2" is shown with a status of "Turned in" and a dropdown arrow. To the right, there is a blue "RETURN" button and another dropdown arrow. Below this, a toolbar contains various icons, including a red arrow pointing to a "0%" progress indicator. A red arrow also points to the "RETURN" button. On the right side, a "Comment bank" section is visible, showing a comment from "ClassroomStudent 2" dated "on Jan 20, 5:08 PM". Below the comment, there is a "Private comments" section with a text input field "Add private comment..." and "CANCEL" and "POST" buttons.

Explain the Qualities of a Hero

ClassroomStudent 2 Turned in

RETURN

0% Normal text

Comment bank

on Jan 20, 5:08 PM

ClassroomStudent 2 - ...

Private comments

Add private comment...

CANCEL POST

It will say Turned in if the work has been submitted and Assigned if they are still working on it

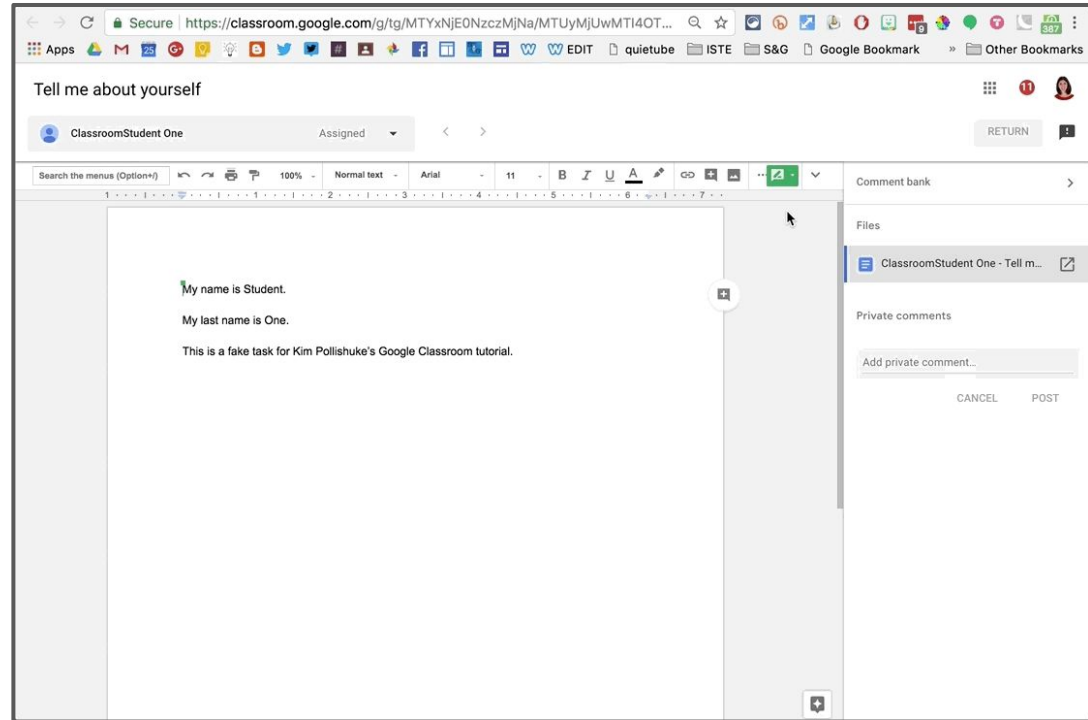
Return student work here or in the assignment page

Provide Suggestions and Private Comments

Student work opens in suggestion mode. Switch to edit and view modes by clicking on the green icon.

Send the student private comments on the right. They will also appear in the student's Classroom assignment page.

The Return button is grey until the assignment is turned in.



The screenshot shows a Google Classroom assignment page titled "Tell me about yourself" assigned to "ClassroomStudent One". The student's work is displayed in a text editor with a green icon in the top right corner, indicating it is in suggestion mode. The text in the editor reads: "My name is Student.", "My last name is One.", and "This is a fake task for Kim Pollishuke's Google Classroom tutorial." On the right side of the page, there is a "Private comments" panel with a text input field labeled "Add private comment..." and "CANCEL" and "POST" buttons below it. The "RETURN" button at the top right is greyed out.

Comments for Descriptive Feedback

Click Comment bank and Add to comment bank.

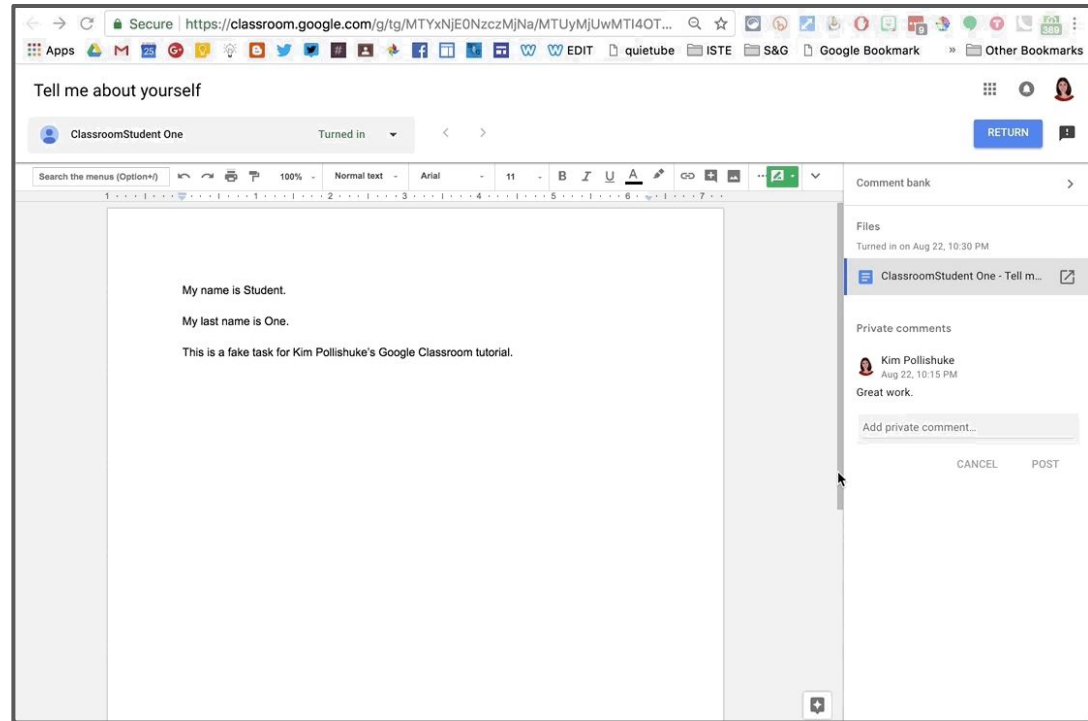
Add in multiple comments separated by pressing enter.

Select text and press the comment button

Hover over the desired comment, click the three dots, and copy the comment.

Paste it in the comment field.

Press Comment.



The screenshot shows a Google Classroom interface. The main content area displays a student's submission titled "Tell me about yourself" with the following text:

My name is Student.
My last name is One.
This is a fake task for Kim Pollishuke's Google Classroom tutorial.

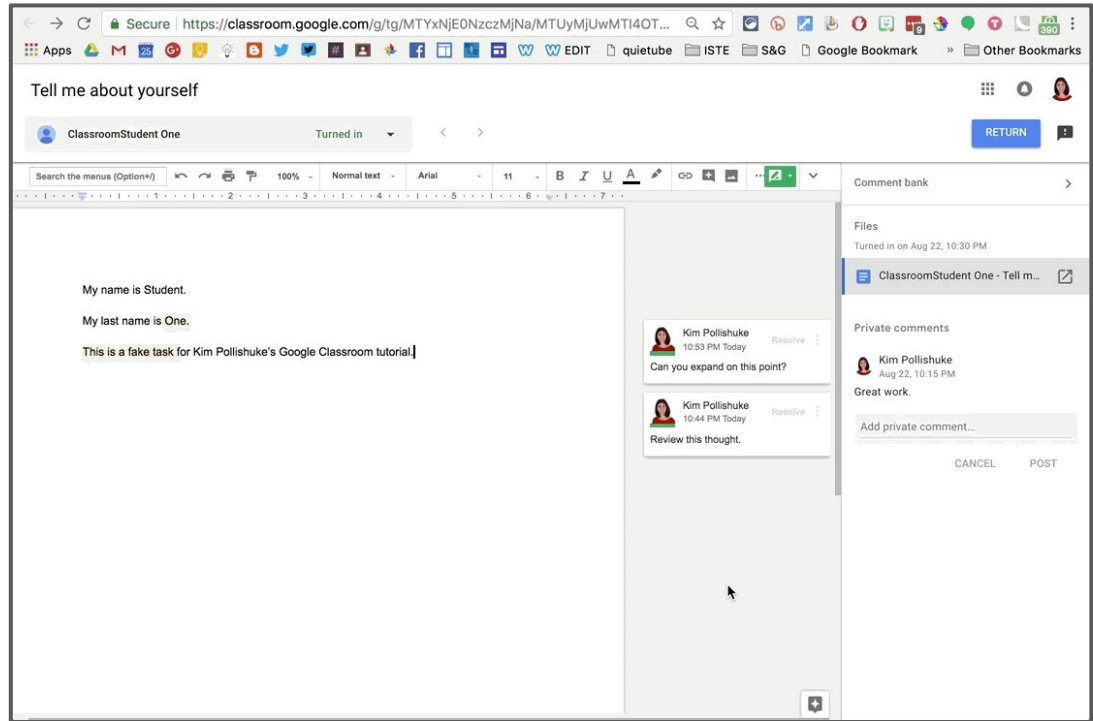
On the right side, there is a "Comment bank" panel. It shows a list of comments under the heading "Private comments". One comment is visible, from "Kim Pollishuke" dated "Aug 22, 10:15 PM", which reads "Great work." Below the comment list is an input field labeled "Add private comment..." and two buttons: "CANCEL" and "POST".

Adding Existing Comments to Comment Bank

Click the three dots in a comment, select Add to comment bank and edit the comment if necessary.

Click Add.

It appears in the comment bank.



The screenshot shows a Google Classroom interface. The main content area displays a post titled "Tell me about yourself" by ClassroomStudent One. The post contains the following text: "My name is Student.", "My last name is One.", and "This is a fake task for Kim Pollishuke's Google Classroom tutorial!". A comment by Kim Pollishuke is visible, asking "Can you expand on this point?". Another comment by Kim Pollishuke is also visible, saying "Review this thought.". The right sidebar shows the "Comment bank" section, which is currently empty. The "Private comments" section shows a comment by Kim Pollishuke from August 22, 10:15 PM, with the text "Great work.". Below this, there is a text input field for "Add private comment..." and "CANCEL" and "POST" buttons.

Rubrics ***NEW**

NOTE: If you prefer to use Doctopus & Goobric for rubrics, it still works. Instructions begin on slide 101.

Assignment

Saved Assign

Title
Demo Task

Instructions (optional)

Add Create

For
Google Class... All students

Points
100

Due
No due date

Topic
No topic

Rubric
+ Rubric

Originality reports [Learn more](#)

Give the assignment a title first.

The Rubric button on the bottom right will appear. Click it to reveal the rubric generator.

Select one of the three options.

Rubric

Create rubric

Reuse rubric

Import from Sheets

Rubrics ***NEW**

Slide the dial to the right if you want to include scoring.

Name and describe the criterion.

Add in the level and its description.

The screenshot shows a 'Rubric' creation window for a 'Demo Task'. At the top right is a 'Save' button. Below the title, there is a descriptive paragraph and a 'Use scoring' toggle switch. The main area contains a criterion form with fields for 'Criterion title (required)', 'Criterion description', 'Level title (required)', and 'Description'. A 'Description' field is highlighted with a green border. At the bottom left is an 'Add a criterion' button. Red arrows point from external text boxes to the 'Use scoring' toggle, the 'Criterion title' field, the 'Criterion description' field, the 'Level title' field, the 'Description' field, and the 'Add a criterion' button.

NOTE: Click the + sign on the right to add criterion on the right and click the + on the left to add criterion to the left.

Click the + sign to add more levels. Click Add a criterion to build the rest of the rubric.

Rubrics ***NEW**

Pop out the entire rubric in a separate tab.

In the teacher view, the rubric sits on the right.

Click the dropdown arrow to see the descriptions.

Click the boxes to assign the student a level.

The screenshot displays a teacher's view of a task titled "DL Team - Demo Task". On the right side, a rubric is visible with four levels of descriptions. A dropdown menu for "Ideas" is open, showing the descriptions for each level. Below the rubric, there is a bar with four colored boxes (blue, grey, grey, grey) for assigning a student a level. The interface also includes a "Files" section at the top, a "Private comments" section at the bottom, and a "Return" button at the top right.

Assigned ▼ < > Return

Files

DL Team - Demo Task 🔗

Rubric 🔗

Ideas ▼

Level 1
Ideas are confusing.

Level 2
Ideas are simple.

Level 3
Ideas are logical.

Level 4
Ideas are clearly developed.

Organization ▼

Private comments

Add private comment...

Cancel Post

DL Team - Demo Task 🔗

Rubric 🔗

Ideas ▼

Organization ▼

Private comments

Add private comment...

Cancel Post

Rubrics ***NEW**

STUDENT VIEW

☰ Google Classroom for the Experienced User

Demo Task

 Kimberly Pollishuke 12:48 PM


Ideas ⌵

Organization ⌵

Note: A red arrow points to the 'Ideas' progress bar.

Once the work is returned, students see their levels in the assignment.


Your work Returned

 DL Team - Demo T... ×
Google Docs


+ Add or create

Resubmit

Private comments

 Add private comment... ▶

Class comments

 Add class comment... ▶

Rubrics ***NEW**

STUDENT VIEW

The screenshot displays a rubric interface. At the top, there is a section titled "Ideas" with a green checkmark icon on the right. Below it is a progress bar with four segments; the first segment is dark green, and the others are light grey. The next section is titled "Organization" with an upward-pointing chevron icon on the right. Below this title is the text "The ideas should be arranged in a logical order." Underneath, there are four columns representing different levels of performance:

| Level 1 | Level 2 | Level 3 | Level 4 |
|----------------------------|---|-------------------------------------|---|
| Organization is confusing. | Organization is mostly well-structured. | Paragraphs are logically organized. | The organization is strategic and helps convey the message. |

Students can click the dropdown arrow to see the details of the rubric.

Originality Reports ***NEW**

Assignment

Saved Assign

Title
Demo Task

Instructions (optional)

Add Create

For
Google Class... All students

Points
100

Due
No due date

Topic
No topic

Rubric
+ Rubric

Originality reports [Learn more](#)

NOTE: There is a limit to how many reports you can run per class unless your district pays for it.

Check the box to run an originality report.

3 assignments with originality reports left

You can enable originality reports on 3 assignments per class. [Learn more](#)

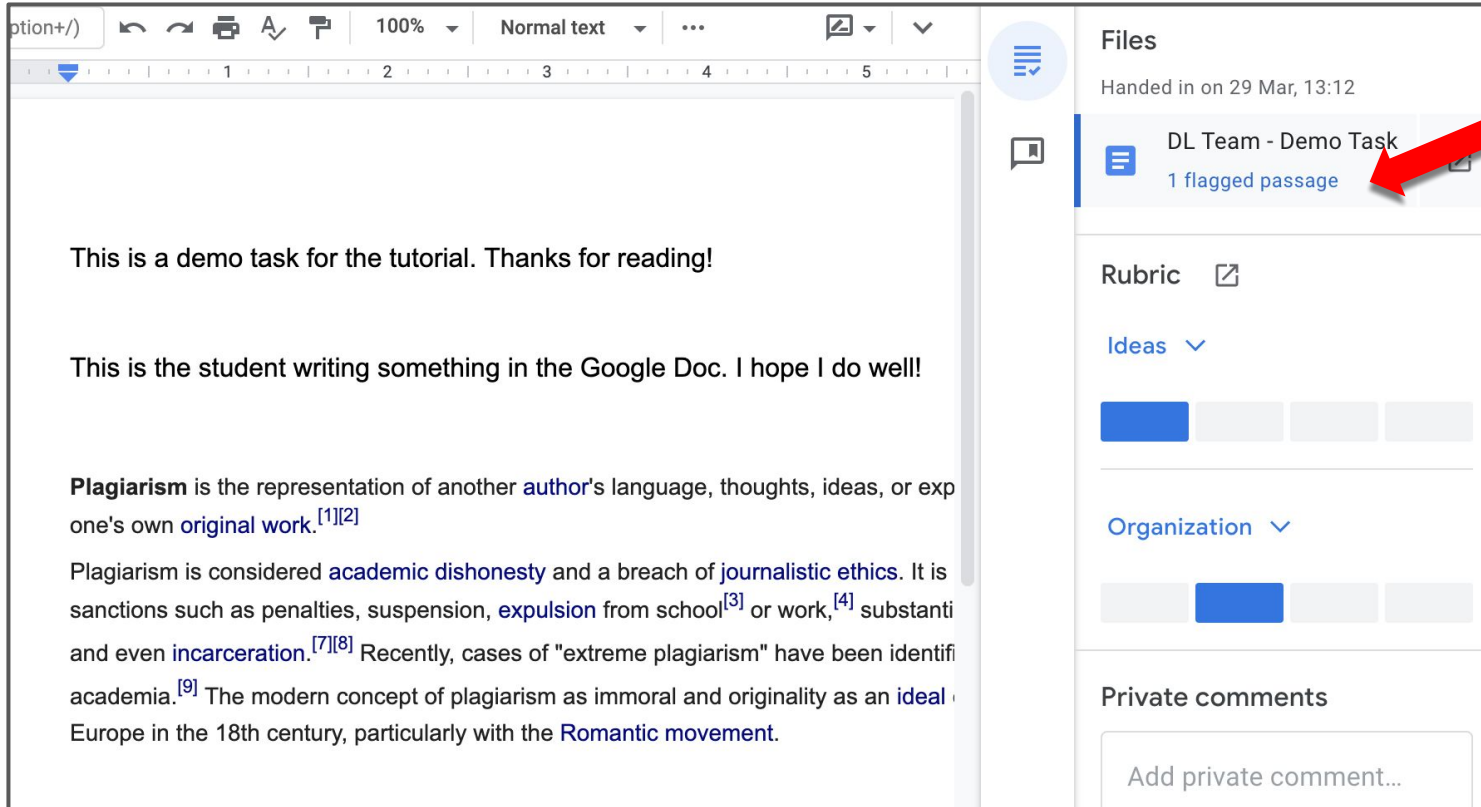
G Google Classroom for the ... 3 assignments remaining

Cancel Continue

Rubric: 2 criteria

Originality reports [Learn more](#)

Originality Reports ***NEW**



The screenshot shows a Google Docs document with the following text:

This is a demo task for the tutorial. Thanks for reading!

This is the student writing something in the Google Doc. I hope I do well!

Plagiarism is the representation of another **author's** language, thoughts, ideas, or exp one's own **original work**.^{[1][2]}

Plagiarism is considered **academic dishonesty** and a breach of **journalistic ethics**. It is sanctions such as penalties, suspension, **expulsion** from school^[3] or work,^[4] substanti and even **incarceration**.^{[7][8]} Recently, cases of "extreme plagiarism" have been identifi academia.^[9] The modern concept of plagiarism as immoral and originality as an **ideal** Europe in the 18th century, particularly with the **Romantic movement**.

The right sidebar shows the 'Files' section with the following information:

- DL Team - Demo Task
- 1 flagged passage (indicated by a red arrow)
- Rubric
- Ideas
- Organization
- Private comments

If plagiarism is detected, it will identify the number of flagged passages.

Click on it to reveal the issues.

Originality Reports ***NEW**

The image shows a screenshot of an 'Originality report' interface. The main content area on the left contains a demo task text: 'This is a demo task for the tutorial. Thanks for reading!', 'This is the student writing something in the Google Doc. I hope I do well!', and a paragraph about plagiarism with several words highlighted in blue. On the right, there is a summary panel with a toggle for 'Count' and a percentage indicator. Below this, it shows '1 flagged passage' and '2 cited or quoted passages'. A 'Web matches' section lists 'wikipedia.org (1)'. A second, zoomed-in view of the summary panel is shown to the right, with a red arrow pointing to the percentage indicator and another red arrow pointing to the '34% cited or quoted content' toggle.

Originality report
DL Team - Demo Task

This is a demo task for the tutorial. Thanks for reading!

This is the student writing something in the Google Doc. I hope I do well!

Plagiarism is the representation of another author's language, thoughts, ideas, or expressions as one's work. [1][2]

Plagiarism is considered **academic dishonesty** and a breach of **journalistic ethics**. It is subject to sanctions, penalties, suspension, **expulsion** from school [3] or work, [4] substantial **fines** [5][6] and even **incarceration** [8] Recently, cases of "extreme plagiarism" have been identified in academia. [9] The modern concept of immoral and originality as an **ideal** emerged in Europe in the 18th century, particularly with the **Romantic**

Summary
Originality report expires on 13 May 2020

Count %

1 flagged passage

2 cited or quoted passages

Web matches

wikipedia.org (1)

Summary
Originality report expires on 13 May 2020

Count %

9% flagged content

34% cited or quoted content

Web matches

wikipedia.org (1)

Display the number of flagged passages or the percentage of flagged content.

Slide the dial to the right to review the properly cited content.

Originality Reports ***NEW**

Summary


Originality report expires on 13 May 2020

Count **%**

9% flagged content

34% cited or quoted content

Web matches

wikipedia.org (9%) 



Click the arrow to review the flagged passages.

Originality report

DL Team - Demo Task

This is a demo task for the tutorial. Thanks for reading!

This is the student writing something in the Google Doc. I hope I do well!

Plagiarism is the representation of another author's language, thoughts, ideas, or expressions as one's own work.^{[1][2]}

Plagiarism is considered academic dishonesty and a breach of journalistic ethics. It is subject to sanctions such as penalties, suspension, expulsion from school^[3] or work,^[4] substantial fines^{[5][6]} and even incarceration^[8] Recently, cases of "extreme plagiarism" have been identified in academia.^[9] The modern concept of immoral and originality as an ideal emerged in Europe in the 18th century, particularly with the Romantic

Web matches

wikipedia.org (9%)

STUDENT'S PASSAGE

Plagiarism is considered academic dishonesty and a breach of journalistic ethics. It is subject to sanctions such as penalties, suspension...

TOP WEB MATCH

Plagiarism is the representation of another author's language, thoughts, ideas, or expressions as one's own original work. **Plagiarism is considered academic dishonesty and a breach of journalistic ethics.** It is subject to sanctions such as penalties, suspension, expulsion from school or work, substantial fines and even incarceration.

Plagiarism - Wikipedia
<https://en.wikipedia.org/wiki/Plagiarism>

1 passage

Adding Marks in the Student's Assignment

Explain the Qualities of a Hero

1 ClassroomStudent One Assigned

RETURN

Search the menus (Option+/)

100% Normal text

Comment bank

Files

ClassroomStudent On...

Grade

/100

Private comments

Add private comment...

CANCEL POST

If the task will be graded, a spot to input the grade will be in the right panel

Click the three dots to the right to change the total amount of points for the assignment

Marking Assignments

The screenshot shows the 'New Classroom Discussion' page in Google Classroom. The 'Student work' tab is active, displaying a list of students and their work. A 'Return' button is at the top left. A callout box points to a checkbox next to the 'Return' button, stating: 'Check the boxes to the left of the students' names and then Return so the students receive their marks'. Another callout box points to the grade '82/100' for 'ClassroomStudent 2', stating: 'Input the grade next to the student's name,'. A third callout box points to the 'Return' button in a confirmation dialog, stating: 'Confirm that you want students to see their mark and have editing rights again'. The confirmation dialog is titled 'Return work to 1 student?' and includes the text 'Student will be notified and can check any grade you've left.' and '2 ClassroomStudent 2 82/100'. The dialog has 'CANCEL' and 'RETURN' buttons.

Return

Check the boxes to the left of the students' names and then Return so the students receive their marks

All students

Sort by status

Turned in

ClassroomStudent 2 82/100

ClassroomStudent One

Return work to 1 student?

Student will be notified and can check any grade you've left.

2 ClassroomStudent 2 82/100


CANCEL RETURN

Receiving Marks


STUDENT VIEW

New Classroom Demo Class

Explain the Qualities of a Hero

 Kim Pollishuke 9:11 AM (Edited 9:27 AM)

Class comments

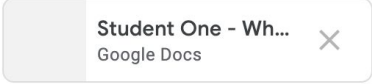
 Add class comment...

The grade will appear on the student's assignment

85/100

Your work

Graded


 Student One - Wh...
Google Docs

+ Add or create

Resubmit


Student's gain editing access again and can resubmit

Private comments

 Add private comment...

The Marks Tab

The Grades tab shows all assignments, grades, and class average



| Google Classroom for the Experienced User | | | | | | | |
|---|---------------------------------|--|------------------------------------|---|------------------------------------|---------------------------------------|--|
| | Stream | Classwork | People | Marks | | | |
| Sort by surname ▼ | No due date Demo Task | No due date Earth Stories... out of 100 | 15 Feb 2019 3 Main Ideas | 26 Jan 2019 Paragraph out of 100 | No due date 3 Main Ideas | No due date Please share... | |
| Class average | N/A | | N/A | | N/A | N/A | |
| Team | Handed in | | Missing | Missing | Handed in | | |

The Marks Tab

| Google Classroom for the Experienc | |
|------------------------------------|---------------------------------|
| Sort by surname ▾ | No due date Demo Task |
| Class average | N/A |
| DL Team | Handed in |
| Jennifer G | |

Hover over the grade and click on the 3 dots to return the students work or view the submission history

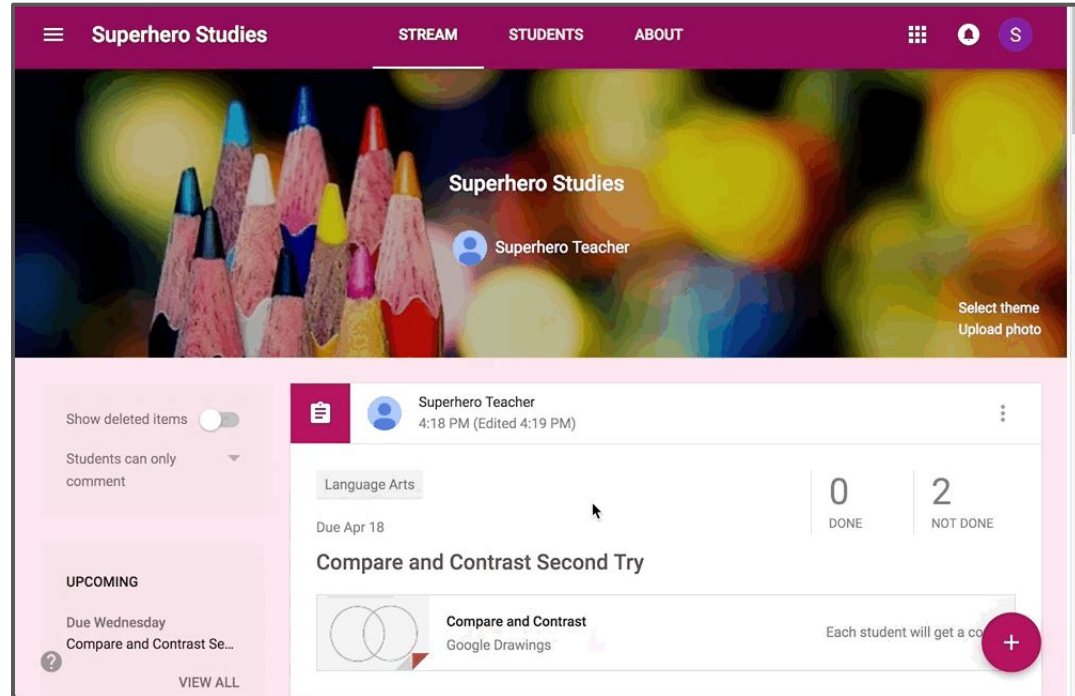
Exporting Marks From Classroom

Inside any assignment, click on the settings gear in the top right.

Select one of the options.

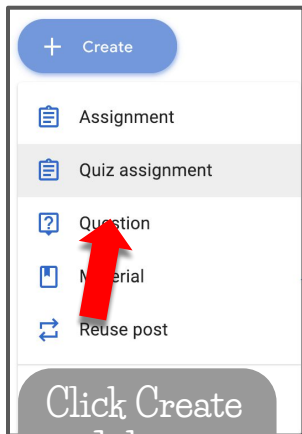
The Google Sheet includes the title of the assignment and its due date.

If students were exempt, their cell is greyed out.

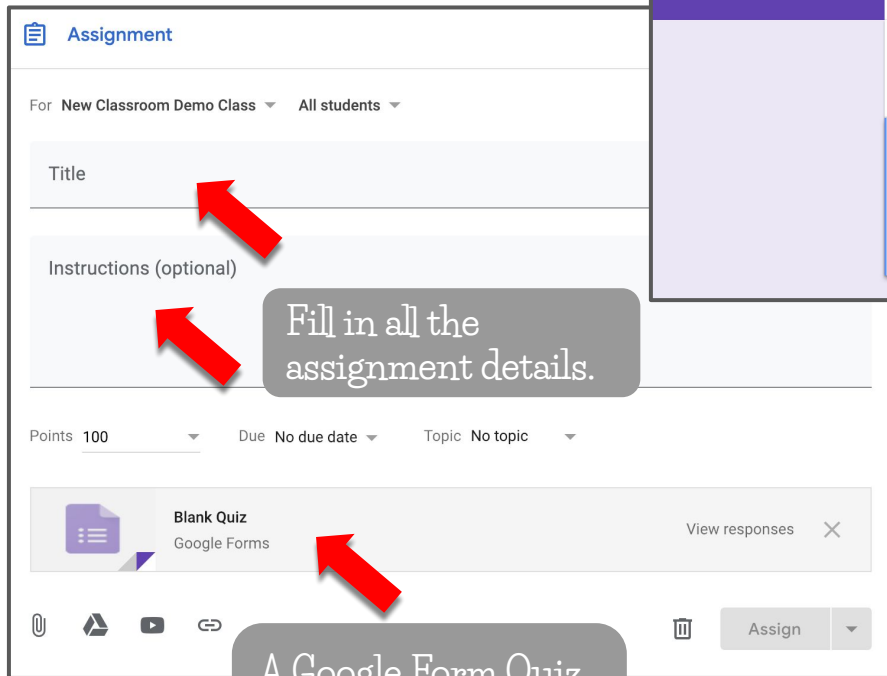


The screenshot displays the Classroom interface for a user named 'Superhero Teacher'. The top navigation bar includes 'Superhero Studies', 'STREAM', 'STUDENTS', and 'ABOUT'. The main header area shows the course name 'Superhero Studies' and the teacher's profile. Below this, a sidebar on the left contains settings for 'Show deleted items' (disabled) and 'Students can only comment' (dropdown). The main content area shows an assignment titled 'Compare and Contrast Second Try' due on 'Apr 18'. The assignment is linked to a 'Google Drawing' titled 'Compare and Contrast'. The progress bar indicates 0 'DONE' and 2 'NOT DONE' students. A red plus sign button is visible in the bottom right corner of the assignment card.

Adding a Quiz Assignment

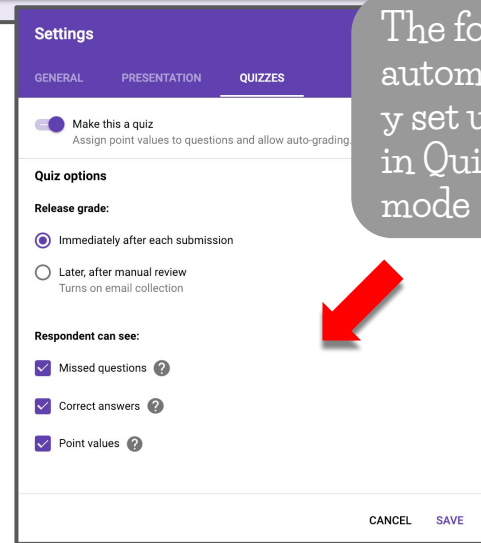
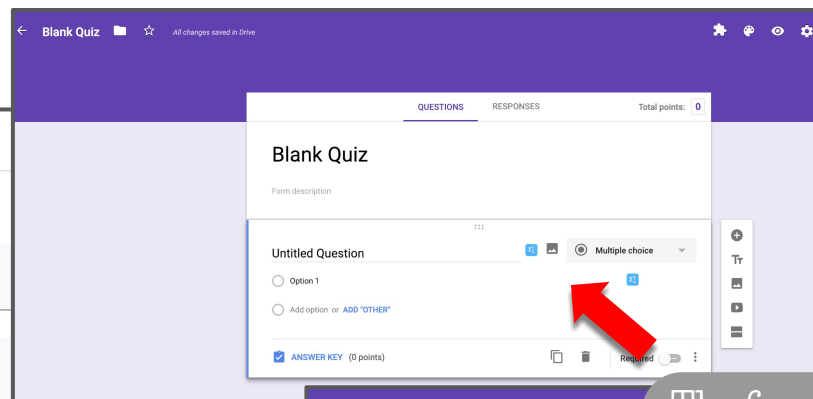


Click Create and then Quiz Assignment



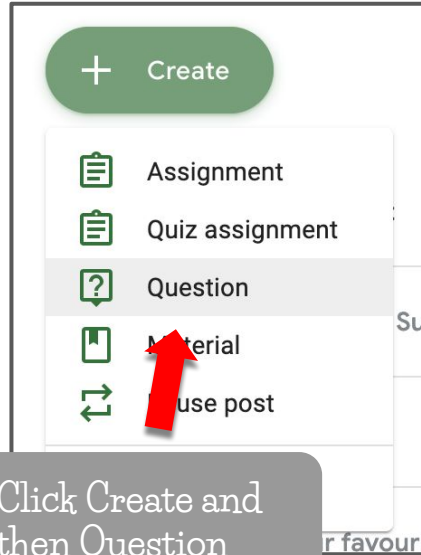
Fill in all the assignment details.

A Google Form Quiz is automatically created



The form is automatically set up in Quiz mode

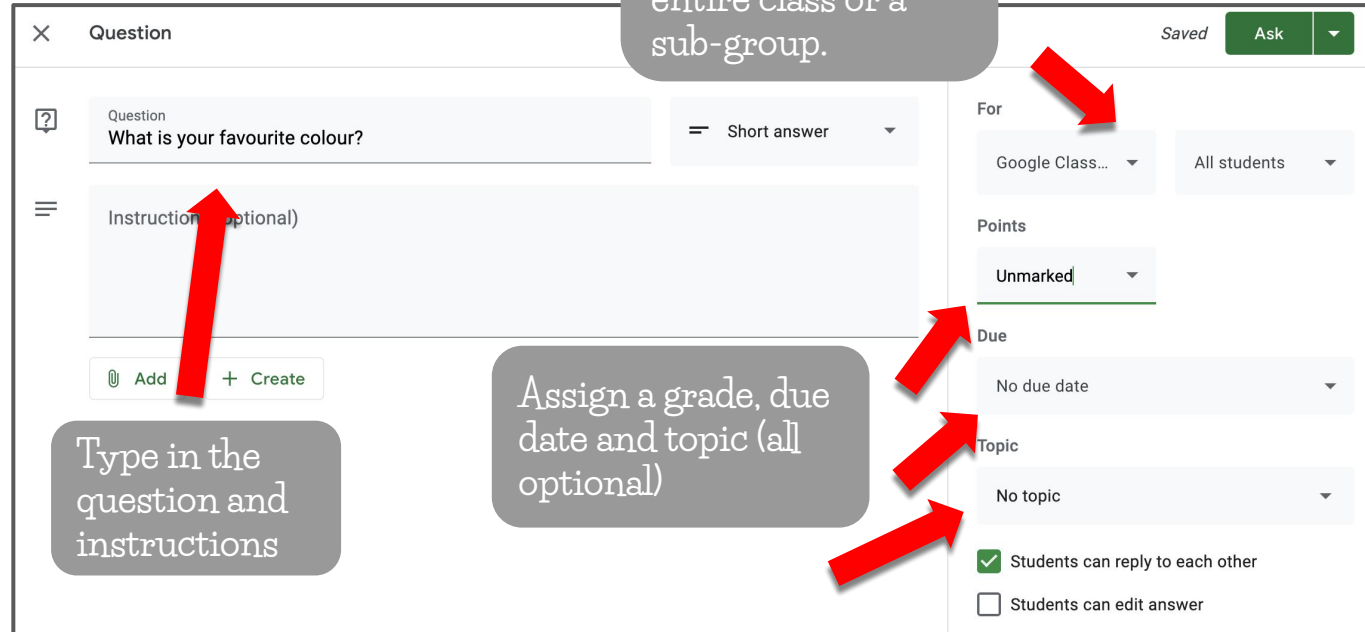
Asking a Short Answer Question



+ Create

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

Click Create and then Question



Question

What is your favourite colour?

Short answer

Instruction (optional)

Add + Create

For: Google Class... All students

Points: Unmarked

Due: No due date

Topic: No topic

Students can reply to each other

Students can edit answer

Post the question to one or multiple classes, and to the entire class or a sub-group.

Type in the question and instructions

Assign a grade, due date and topic (all optional)

Asking a Short Answer Question

The screenshot shows a question creation interface. At the top left, there is a close button (X) and the title "Question". At the top right, there is a "Saved" status and an "Ask" button with a dropdown arrow. The main area is divided into two columns. The left column contains a question input field with the text "What is your favourite colour?", a dropdown menu set to "Short answer", and an "Instructions (optional)" text area. Below these are two buttons: "Add" (with a link icon) and "Create" (with a plus icon). A red arrow points from the "Add" button to a callout box at the bottom left. The right column contains settings for the question: "For" (Google Class... and All students), "Points" (Unmarked), "Due" (No due date), and "Topic" (No topic). Below these are two checkboxes: "Students can reply to each other" (checked) and "Students can edit answer" (unchecked). A red arrow points from the "Students can reply to each other" checkbox to a callout box on the right.

Question

What is your favourite colour?

Short answer

Instructions (optional)

Add Create

For

Google Class... All students

Points

Unmarked

Due

No due date

Topic

No topic

Students can reply to each other

Students can edit answer

Link to supporting resources

Check the box if you want students to reply to each other and edit their own answers

Asking a Multiple Choice Question

The screenshot shows a question editor interface. At the top left, there is a close button (X) and the title "Question". On the right side, there is a "Saved" status indicator, an "Ask" button, and a dropdown arrow. The main area is divided into two columns. The left column contains the question text "What is your favourite colour?", an "Instructions (optional)" field, and a list of options: "Red", "Option 2", and "Add option". Below the options are "Add" and "Create" buttons. The right column contains settings for "For" (a dropdown menu), "Points" (set to "Unmarked"), "Due" (set to "No due date"), "Topic" (set to "No topic"), and a checkbox for "Students can see the class summary" which is checked. Three red arrows point to specific elements: one to the "Multiple choice" type selector, one to the "Option 2" option, and one to the "Students can see the class summary" checkbox. Three grey callout boxes provide instructions: "Select multiple choice and then type in the options" points to the type selector and options; "Slide the dial to the right to allow students to see others' answers" points to the class summary checkbox; and "Schedule or post the question" points to the "For" dropdown menu.

Question

What is your favourite colour?

Multiple choice

Instructions (optional)

Red

Option 2

Add option

Add Create

For

Schedule or post the question

Points

Unmarked

Due

No due date

Topic

No topic

Students can see the class summary

Select multiple choice and then type in the options

Slide the dial to the right to allow students to see others' answers

Asking a Multiple Choice Question

in Demo Class

Stream **Classwork** People

+ Create Google Calendar Class Drive folder

Article on a Current Event
No due date
Posted Jan 20

General

What is your favourite colour?
No due date

Posted 10:55 AM

| | |
|-----------|----------|
| 2 | 0 |
| Turned in | Assigned |

| | |
|--------|---|
| Green | 1 |
| Red | 1 |
| Yellow | 0 |

[View Question](#)

In the Classwork tab, click once on the question to quickly view results

Asking a Multiple Choice Question

The screenshot shows the 'Student answers' page for a question titled 'What is your favourite colour?'. The page is for 'New Classroom Demo Class' and is currently 'Ungraded'. The question has 0 answers turned in and 2 assigned. The possible answers are Green, Red, and Yellow. A red arrow points from the 'Green' answer row to a callout box.

| Turned in | Assigned |
|-----------|----------|
| 0 | 2 |

| | |
|--------|---|
| Green | 0 |
| Red | |
| Yellow | |

Open the question to see the results

Click on a student's name to see an individual's answer

This screenshot shows the individual answer for 'ClassroomStudent 2'. The question is 'What is your favourite colour?' and the student has selected 'Green'. The page is for 'New Classroom Demo Class' and is currently 'Ungraded'. The question has 0 answers turned in and 2 assigned. The possible answers are Green, Red, and Yellow. A red arrow points from the 'ClassroomStudent 2' name in the table to this screenshot.

| Turned in | Assigned |
|-----------|----------|
| 0 | 2 |

| | |
|--------|---|
| Green | 0 |
| Red | |
| Yellow | |

ClassroomStudent 2
Turned in (See history)

- Green
- Red
- Yellow

| | |
|------------------------------------|-----------|
| ClassroomStudent 2 | Turned in |
| 1 ClassroomStudent One | Turned in |

Answering a Question

STUDENT VIEW

no Class

Stream **Classwork** People

View your work Google Calendar Class Drive folder

Article on a Current Event
Posted 20 Jan No due date

General

What is your favourite colour?
Posted 10:55

No due date Assigned

Green
 Red
 Yellow

Hand in

View question

In the Classwork tab, click once on the question to quickly answer and then click Hand in

Class

What is your favourite colour?

Kim Pollishuke 10:55 Add class comment

Your answer Green
 Red
 Yellow

Assigned

Hand in

Add private comment...

Open the question to answer and click Hand in

What is your favourite colour?

Kim Pollishuke 10:55 Add class comment

Your answer Green Red Yellow

| | Handed in |
|--------|-----------|
| Green | 1 |
| Red | 1 |
| Yellow | 0 |

Add private comment...

If permitted, the student will see the survey results as they come in but only after they submit their answer

Adding Material

The image illustrates the process of adding material in three stages:

- Step 1:** In the sidebar menu, the 'Material' option is highlighted. A callout box says: "Click Create and then Material".
- Step 2:** The 'Material' form is shown. The title is "Success Criteria for Group Discussions". A callout box points to the form fields: "Fill in all the details, link file and post". Below the form, there are 'Add' and 'Create' buttons. A callout box points to the 'Create' button: "Add in or create the resource."
- Step 3:** The 'Today' topic view is shown. The newly added material is listed under the 'Today' topic with its own icon. A callout box points to the icon: "It sits under its topic with its own icon".

Adding Material

STUDENT VIEW

for the Experienced User

Stream Classwork People

View your work

Today

Success Criteria for Group Discussions

Please share three strategies you will use to...

A red arrow points from the greyed-out icon to the explanatory text box below.

Because there is no work to do with the Material, its icon will be greyed out

Success Criteria for Group Discussions

Kim Pollishuke 12:50

Keep this doc handy for your next group talk.

Discussion Success Criteria
Google Docs

Class comments

No class comments yet.
Why don't you start the conversation?

2 Add class comment...

A red arrow points from the 'Class comments' section to the explanatory text box below.

Open it up to access the resource and see class comments

Reusing a Post in the Classwork and Stream Tab

A screenshot of the Google Classroom 'Create' menu. At the top is a green button with a plus sign and the word 'Create'. Below it are several options: 'Assignment', 'Quiz assignment', 'Question', 'Material', 'Reuse post', and 'Topic'. The 'Reuse post' option is highlighted with a grey background. A red arrow points to the 'Reuse post' option.

Click Create and then Reuse post

A screenshot of the 'Select class' dialog box. The title is 'Select class'. Below the title is a list of classes under the heading 'Class'. The classes listed are: 'New Classroom Demo Class', 'KPR Sample Class of Awesomen... (Archived) 01', 'Kamloops Summit', and 'The New Google Classroom 2018-2019'. A red arrow points to the 'Select class' title.

Select the class that contains the post

A screenshot of the 'Select post' dialog box. The title is 'Select post (The New Google Classroom 2018-2019)'. Below the title is a list of posts under the heading 'Title'. The posts listed are: 'Sample with template', '2nd Paragraph', 'sample', 'Who do you admire?', 'Map Project', 'Novel Reflection', and 'Tell about yourself'. Each post has a small profile picture and the name 'Kim Pollishuke' and the date 'Aug 22, 2018'. A red arrow points to the 'Who do you admire?' post. At the bottom of the dialog box, there is a checkbox labeled 'Create new copies of all attachments' and a blue button labeled 'REUSE'.

Select the post, do not create new copies of attachments, and click REUSE

Reusing a Post in the Classwork and Stream Tab

Assignment

Saved **Assign**

Title
Map Project

Instructions (optional)

For
Google Cl
All students

date

No topic

Rubric
+ Rubric

Originality reports
[Learn more](#)

Add Create

Edit the post (assignment or announcement) as needed and then Assign or Post

Single Student View

Class Stream Classwork People

Teachers

Kim Pollishuke

Students

Actions ▾

2 ClassroomStudent 2

1 ClassroomStudent One

On the People tab, select one student

See the status of all the work and filter with links on the left

om Demo Class

ClassroomStudent 2

| Title | Due | |
|--|-------------|-----------|
| What is your favourite colour? | No due date | Turned in |
| Compare and Contrast the two main characters from your novel | Jan 24 | Assigned |
| Article on a Current Event | No due date | Assigned |
| Explain the Qualities of a Hero | No due date | 82/100 |

Filters

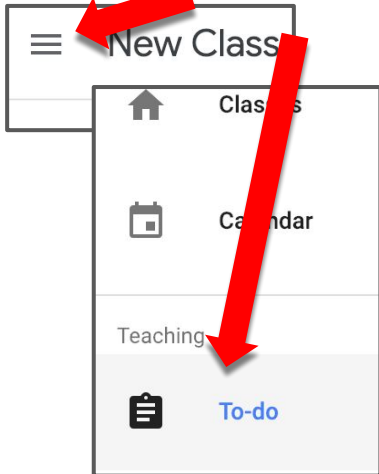
- Turned in
- Returned with grade
- Missing

Click the envelope to send the student an email



To Do Page

Click the 3 lines and To-do



View all the work you have to review, both turned in and still in process

To review

Reviewed

View all the work you have already reviewed

A screenshot of the 'To-do' page. At the top, there is a 'To-do' header with a hamburger icon. Below it are two tabs: 'To review' (active) and 'Reviewed'. A red arrow points from the 'To review' tab to the text 'View all the work you have to review, both turned in and still in process'. Another red arrow points from the 'Reviewed' tab to the text 'View all the work you have already reviewed'. Below the tabs is a section titled 'All classes' with a dropdown arrow. Underneath, it says 'No due date'. The main content is a list of assignments with columns for the assignment name, 'Turned in' count, and 'Assigned' count. A red arrow points from the text 'Click on an assignment to open it.' to the 'Novel Reflection' row.

| All classes ▾ | |
|---|-----------------------------------|
| No due date | |
| Article on a Current Event New Classroom Demo Class | 0 Turned in, 2 Assigned |
| Discuss this image Demo Class for Tutorial | 0 Turned in, 1 Assigned |
| Explain the Qualities of a Hero New Classroom Demo Class | 0 Turned in, 1 Assigned, 1 Graded |
| Novel Reflection The New Google Classroom 2018-2019 | 0 Turned in, 1 Assigned |
| Sample with template The New Google Classroom 2018-2019 | 0 Turned in, 1 Assigned |
| Tell me about yourself The New Google Classroom 2018-2019 | 1 Turned in, 0 Assigned |
| Tell me why you love this event Kamloops Summit | 5 Turned in, 8 Assigned |
| Thematic Map | 0 Turned in, 1 Assigned |

Click on an assignment to open it.

To Do Page

Filter the
To Review
list by class

| To review | | Reviewed | | |
|--|----------------|----------------|---------------|---|
| New Classroom Demo Class ▾ | | | | |
| No due date | | | | |
| Article on a Current Event New Classroom Demo Class | 0 Turned in | 2 Assigned | | ⋮ |
| Explain the Qualities of a Hero New Classroom Demo Class | 0 Turned in | 1 Assigned | 1 Graded | ⋮ |
| What is your favourite colour? New Classroom Demo Class | | 2 Turned in | 0 Assigned | ⋮ |
| Work in progress | | | | |
| Compare and Contrast the two main characters from your novel New Classroom Demo Class — Due Jan 24 | 0 Turned in | 1 Assigned | | ⋮ |

NOTE:
Bookmark
the To-Do
page for each
Class to the
bookmark bar
for quick
access

To Do Page

STUDENT VIEW

View all work organized by due date



☰ To do

All classes ▾

No due date

Article on a Current Event
New Classroom Demo Class

Due Thursday

Compare and Contrast the two main characters from
New Classroom Demo Class — Due 24 Jan

View all work that is done with grades if applicable



To do Done

All classes ▾

No due date

Explain the Qualities of a Hero
New Classroom Demo Class 82/100

What is your favourite colour?
New Classroom Demo Class Handed in

Google Classroom Calendar

☰ New Classroom Demo Class

Click the pancakes and then Calender

🏠 Classes

📅 Calendar

Teaching

📋 To-do

N New Classroom Demo C

☰ Calendar

All classes ▾

< Jan 20 - Jan 26, 2019 >

20
Sun

21
Mon

22
Tue

23
Wed

24
Thu

25
Fri

26
Sat

Assignment: Compare and Contrast the two main characters from your novel

Anything you created with a due date sits in the calendar

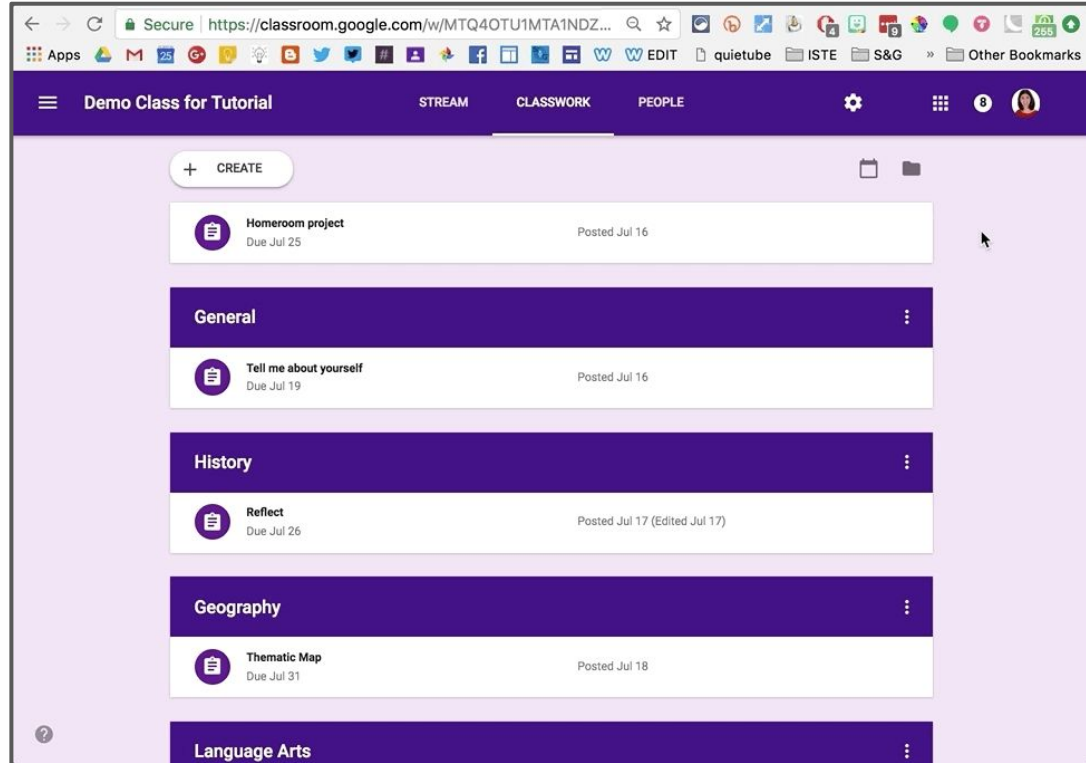
Click on the item to go directly to its assignment page

Classroom & Google Calendar Integration

Access the Google Calendar from the Classwork tab.

Assignments posted as events are directly linked back to Classroom.

Events created in Google Calendar will NOT appear back in the Google Classroom Calendar.



The screenshot displays the Google Classroom interface for a class titled "Demo Class for Tutorial". The "CLASSWORK" tab is selected, showing a list of assignments. At the top, there is a "CREATE" button and a calendar icon. The assignments listed are:

- Homeroom project**: Due Jul 25, Posted Jul 16
- General**: A purple header bar with a vertical ellipsis menu on the right.
- Tell me about yourself**: Due Jul 19, Posted Jul 16
- History**: A purple header bar with a vertical ellipsis menu on the right.
- Reflect**: Due Jul 26, Posted Jul 17 (Edited Jul 17)
- Geography**: A purple header bar with a vertical ellipsis menu on the right.
- Thematic Map**: Due Jul 31, Posted Jul 18
- Language Arts**: A purple header bar with a vertical ellipsis menu on the right.

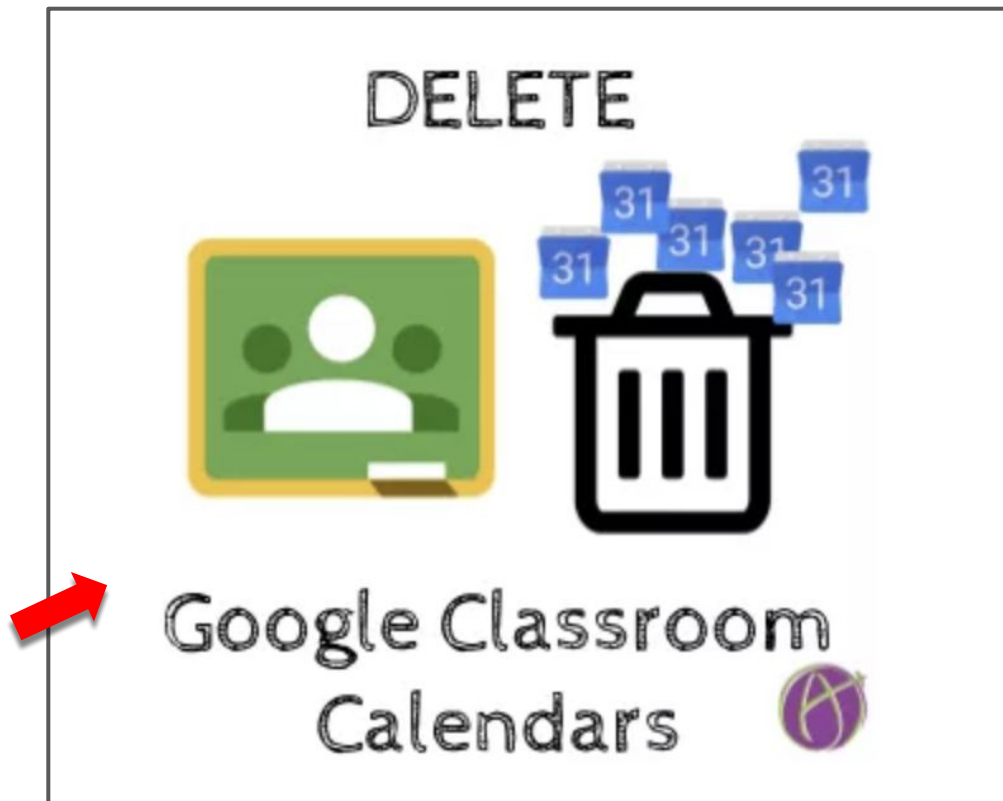
The browser's address bar shows the URL: <https://classroom.google.com/w/MTQ40TU1MTA1NDZ...>

Deleting Google Classroom Calendars

Each time a new Class is created, it comes with a Google Calendar.

That can result in a lot of Calendars that you don't necessarily need.

Check out Alice Keeler's blog post for how to remove Classroom Calendars you don't want to view.



Overall Classroom Notifications

Click the 3 lines and Settings

≡ New Classr

D Demo Class for Tutorial 2

D Demo Class for Tutorial

Archived classes

Settings

Notifications

Email

Receive email notifications

Comments

Comments on your posts

Comments that mention you

Classes you're enrolled in

Work and other posts from teachers

Returned work and grades from your teachers

Invitations to join classes as a student

Due-date reminders for your work

Classes you teach

Late submissions of student work

Resubmissions of student work

Invitations to co-teach classes

Scheduled post published or failed

Set the specific email notifications you prefer

Differentiate notifications by class

Class notifications

Turn email and mobile notifications on or off for a class

N New Classroom Demo Class

K Kamloops Summit

T The New Google Classroom 2018-2019

S Student Portfolio Sample

D Demo Class for Tutorial 2

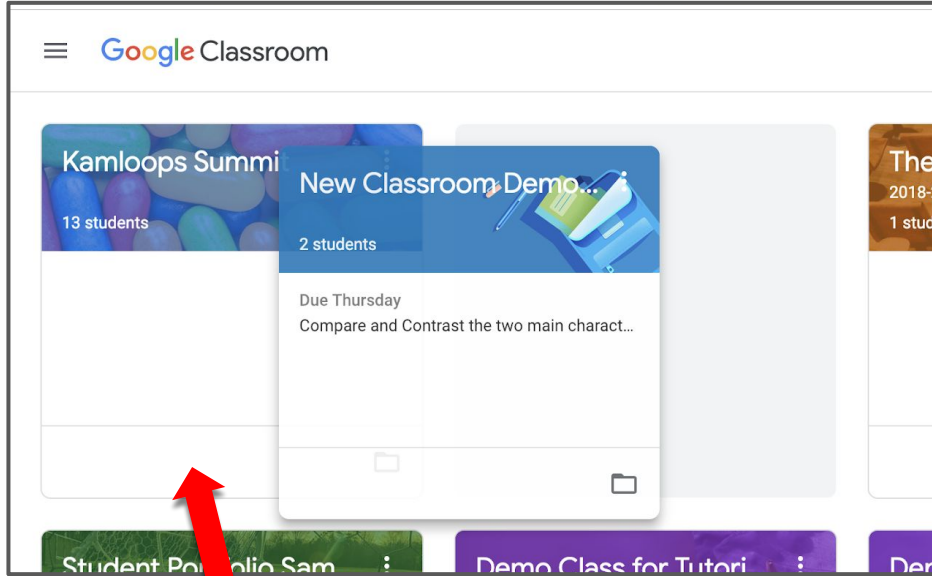
D Demo Class for Tutorial

Managing Email Notifications from Private Comments

If you want to keep the notifications but feel you are getting too many, check out Alice Keeler's strategy for filtering all the incoming messages

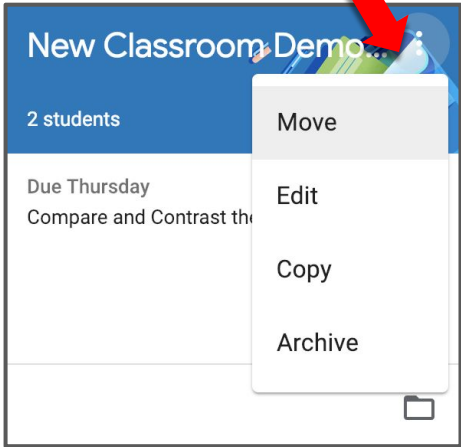


Changing the Order of Classes

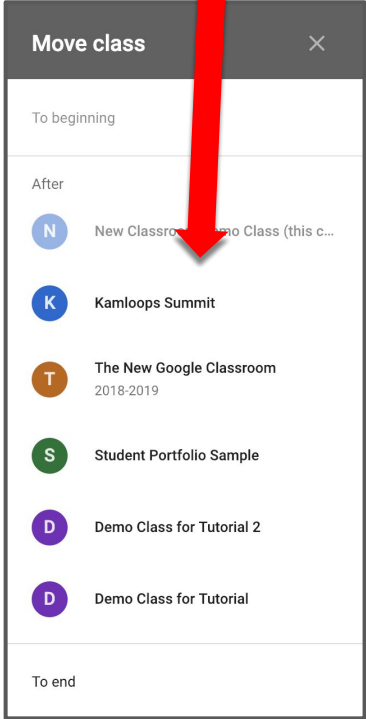


Drag and drop the class to a new location on the dashboard

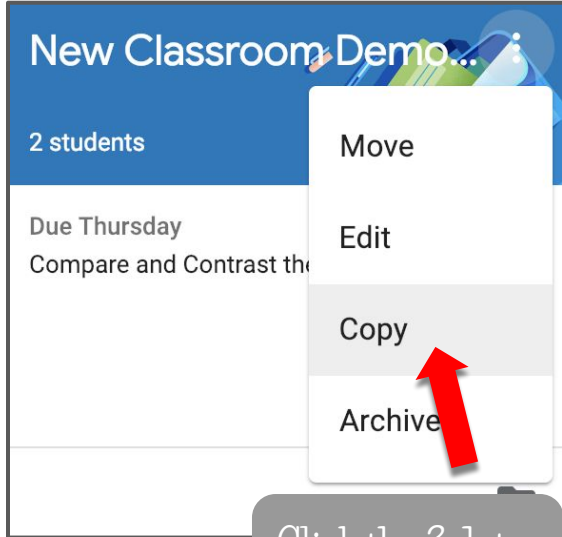
Click the 3 dots and select Move



Click a class and this one will move to the left of it



Copy a Class



New Classroom Demo... ⋮

2 students

Due Thursday
Compare and Contrast the

Move

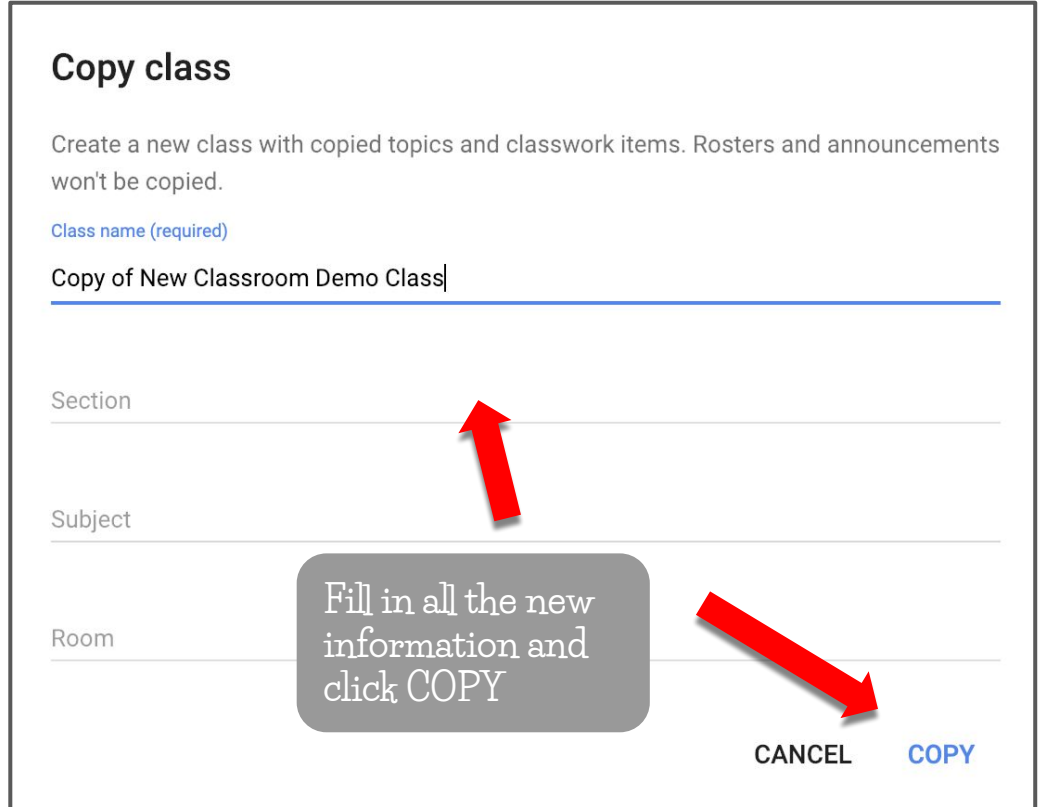
Edit

Copy

Archive

Click the 3 dots and then Copy

Detailed description: This screenshot shows a classroom management interface. At the top, there's a blue header with the text 'New Classroom Demo...' followed by three vertical dots. Below the header, it says '2 students'. Underneath, there's a section for a due date 'Due Thursday' and a topic 'Compare and Contrast the'. A context menu is open over the three dots, listing 'Move', 'Edit', 'Copy', and 'Archive'. The 'Copy' option is highlighted in grey. A red arrow points from a grey callout box below to the 'Copy' option. The callout box contains the text 'Click the 3 dots and then Copy'.



Copy class

Create a new class with copied topics and classwork items. Rosters and announcements won't be copied.

Class name (required)

Copy of New Classroom Demo Class

Section

Subject

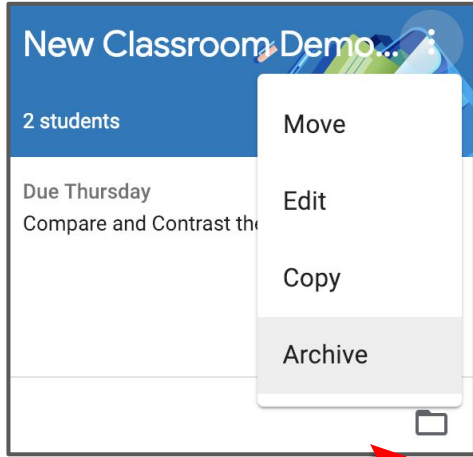
Room

Fill in all the new information and click COPY

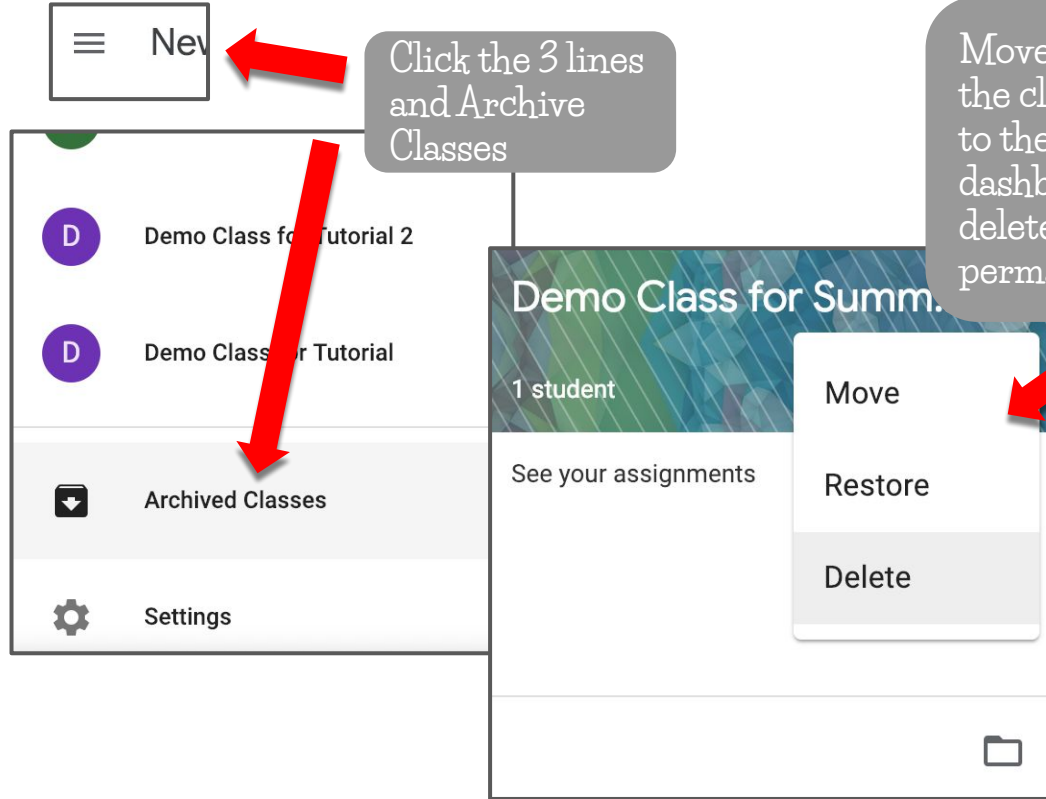
CANCEL COPY

Detailed description: This screenshot shows a form titled 'Copy class'. The form contains the following elements: a title 'Copy class', a description 'Create a new class with copied topics and classwork items. Rosters and announcements won't be copied.', a label 'Class name (required)' in blue, a text input field containing 'Copy of New Classroom Demo Class', a label 'Section' with an empty text input field, a label 'Subject' with an empty text input field, and a label 'Room' with an empty text input field. At the bottom right, there are two buttons: 'CANCEL' and 'COPY'. A red arrow points from a grey callout box to the 'Section' field. The callout box contains the text 'Fill in all the new information and click COPY'. Another red arrow points from the 'COPY' button to the right.

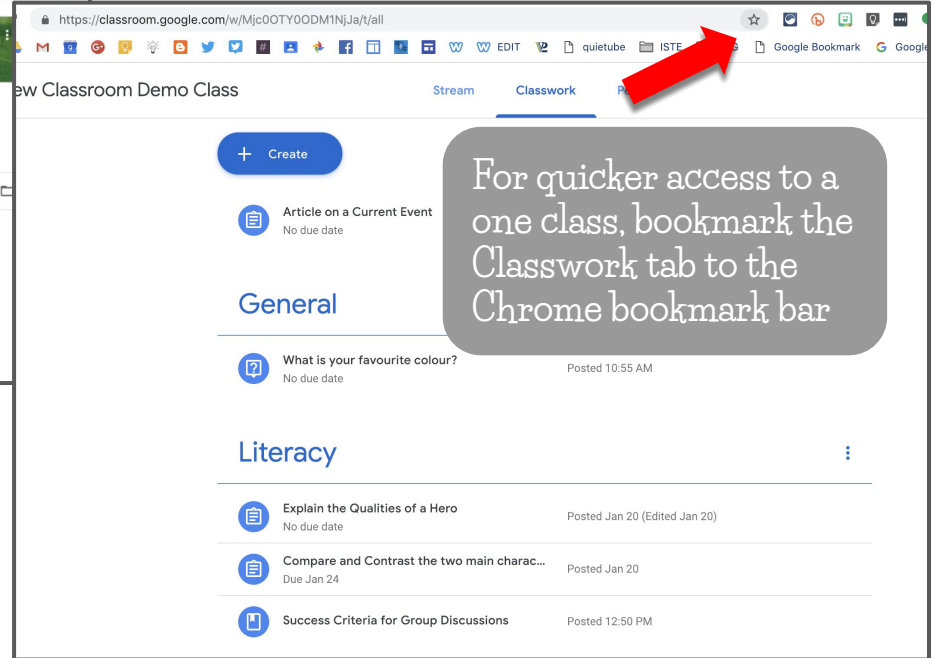
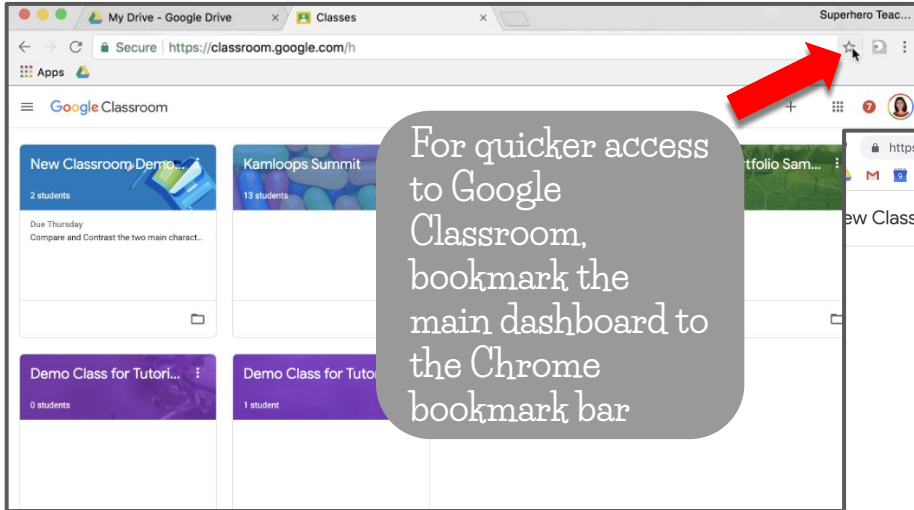
Archive, Delete, and Restore a Class



On the main Classroom dashboard, click the 3 dots and Archive



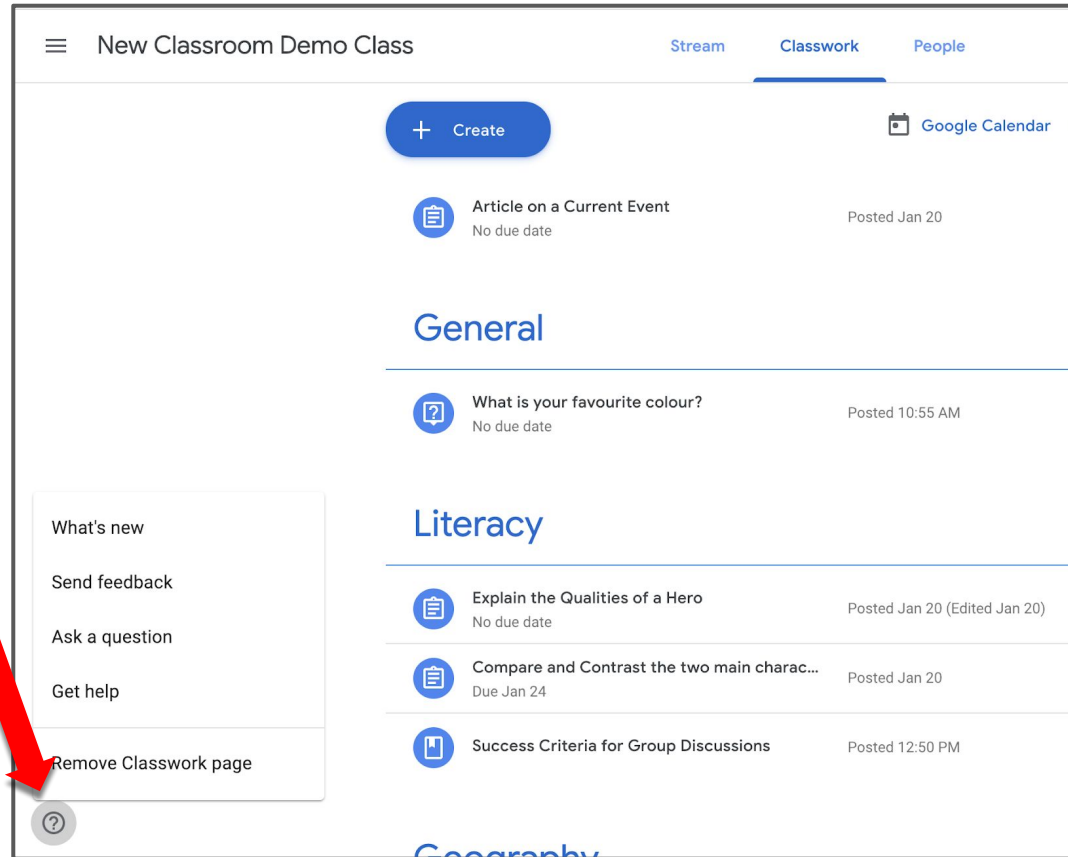
Bookmarking Google Classroom



Help Icon

Click the question mark for tours of new features, to ask a question and to send feedback

NOTE:
Be specific with feedback and include a pedagogical rationale for the suggestion



The screenshot shows the Google Classroom interface for a class named "New Classroom Demo Class". The top navigation bar includes "Stream", "Classwork", and "People". The "Classwork" tab is active. Below the navigation bar, there is a "Create" button and a "Google Calendar" icon. The main content area displays a list of assignments under the "General" and "Literacy" sections. A help menu is open at the bottom left, showing options: "What's new", "Send feedback", "Ask a question", "Get help", and "Remove Classwork page". A red arrow points from the "Get help" option in the menu to a question mark icon at the bottom left of the page.

New Classroom Demo Class

Stream Classwork People

+ Create

Google Calendar

Article on a Current Event
No due date Posted Jan 20

General

What is your favourite colour?
No due date Posted 10:55 AM

Literacy

Explain the Qualities of a Hero
No due date Posted Jan 20 (Edited Jan 20)

Compare and Contrast the two main charac...
Due Jan 24 Posted Jan 20

Success Criteria for Group Discussions
Posted 12:50 PM

What's new

Send feedback

Ask a question

Get help

Remove Classwork page

?

Giving Students Extensions on Assignments

To give students an extension on an assignment, check out Alice Keeler's workflow using the Reuse post feature



Extend the
Due Date



NOT

LATE

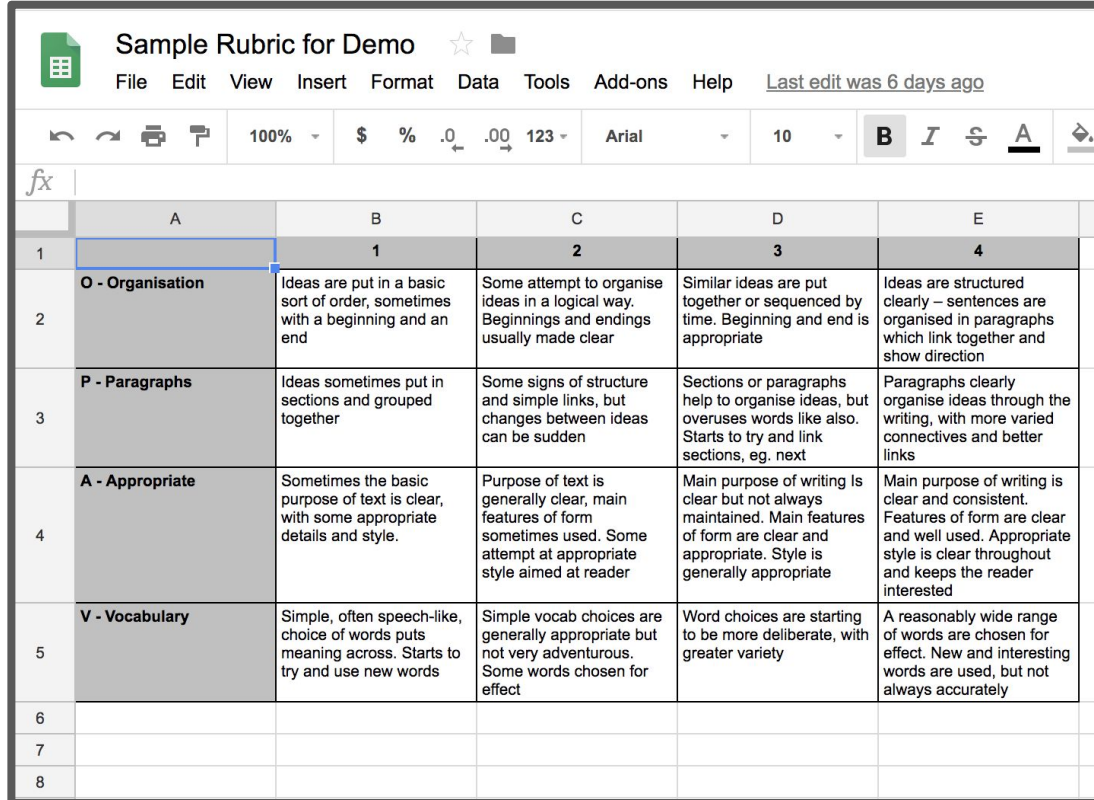
Doctopus & Goobric for Assessment



NOTE: If you prefer to use Doctopus & Goobric for rubrics, it still works.

Create a Rubric in Sheets

- Open a new Google Sheet
- Leave cell A1 empty
- Column A must be the criteria
- Include at least 3 more columns of qualifiers

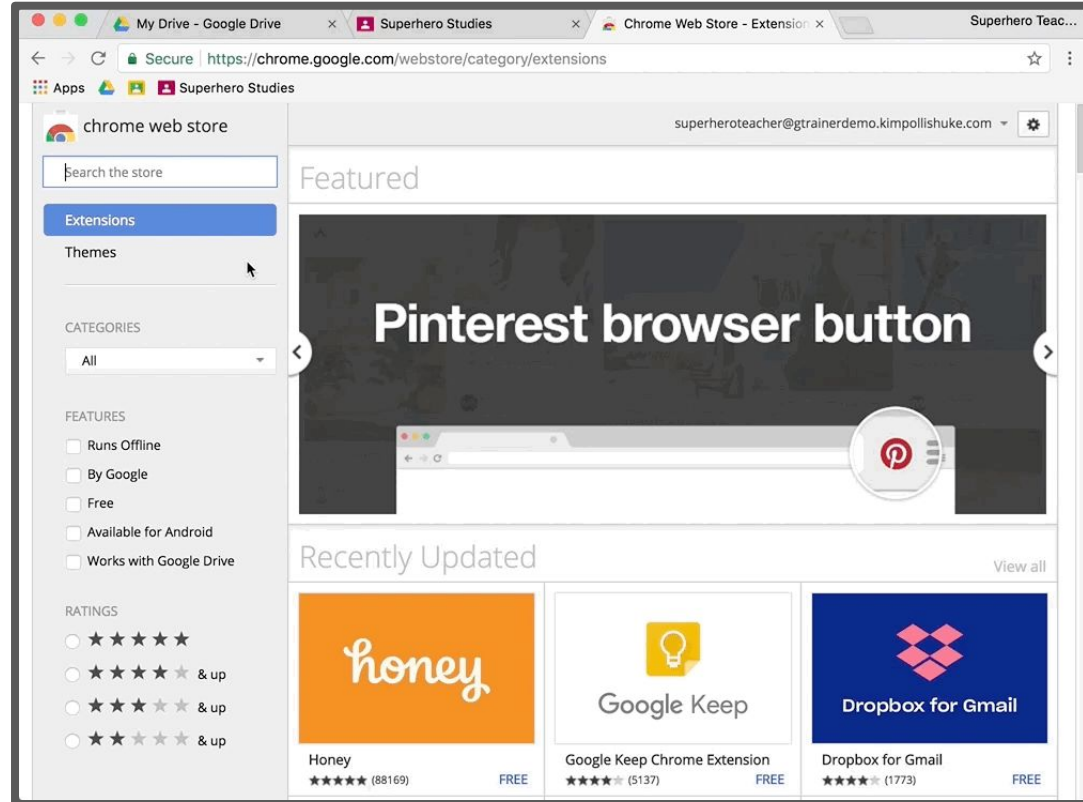


The screenshot shows a Google Sheet titled "Sample Rubric for Demo". The interface includes a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help) and a toolbar with various editing tools. The main content is a table with 5 columns and 8 rows. Column A contains the criteria, and columns B, C, D, and E contain the qualifiers. The table is as follows:

| | A | B | C | D | E |
|---|-------------------------|---|---|---|--|
| 1 | | 1 | 2 | 3 | 4 |
| 2 | O - Organisation | Ideas are put in a basic sort of order, sometimes with a beginning and an end | Some attempt to organise ideas in a logical way. Beginnings and endings usually made clear | Similar ideas are put together or sequenced by time. Beginning and end is appropriate | Ideas are structured clearly – sentences are organised in paragraphs which link together and show direction |
| 3 | P - Paragraphs | Ideas sometimes put in sections and grouped together | Some signs of structure and simple links, but changes between ideas can be sudden | Sections or paragraphs help to organise ideas, but overuses words like also. Starts to try and link sections, eg. next | Paragraphs clearly organise ideas through the writing, with more varied connectives and better links |
| 4 | A - Appropriate | Sometimes the basic purpose of text is clear, with some appropriate details and style. | Purpose of text is generally clear, main features of form sometimes used. Some attempt at appropriate style aimed at reader | Main purpose of writing is clear but not always maintained. Main features of form are clear and appropriate. Style is generally appropriate | Main purpose of writing is clear and consistent. Features of form are clear and well used. Appropriate style is clear throughout and keeps the reader interested |
| 5 | V - Vocabulary | Simple, often speech-like, choice of words puts meaning across. Starts to try and use new words | Simple vocab choices are generally appropriate but not very adventurous. Some words chosen for effect | Word choices are starting to be more deliberate, with greater variety | A reasonably wide range of words are chosen for effect. New and interesting words are used, but not always accurately |
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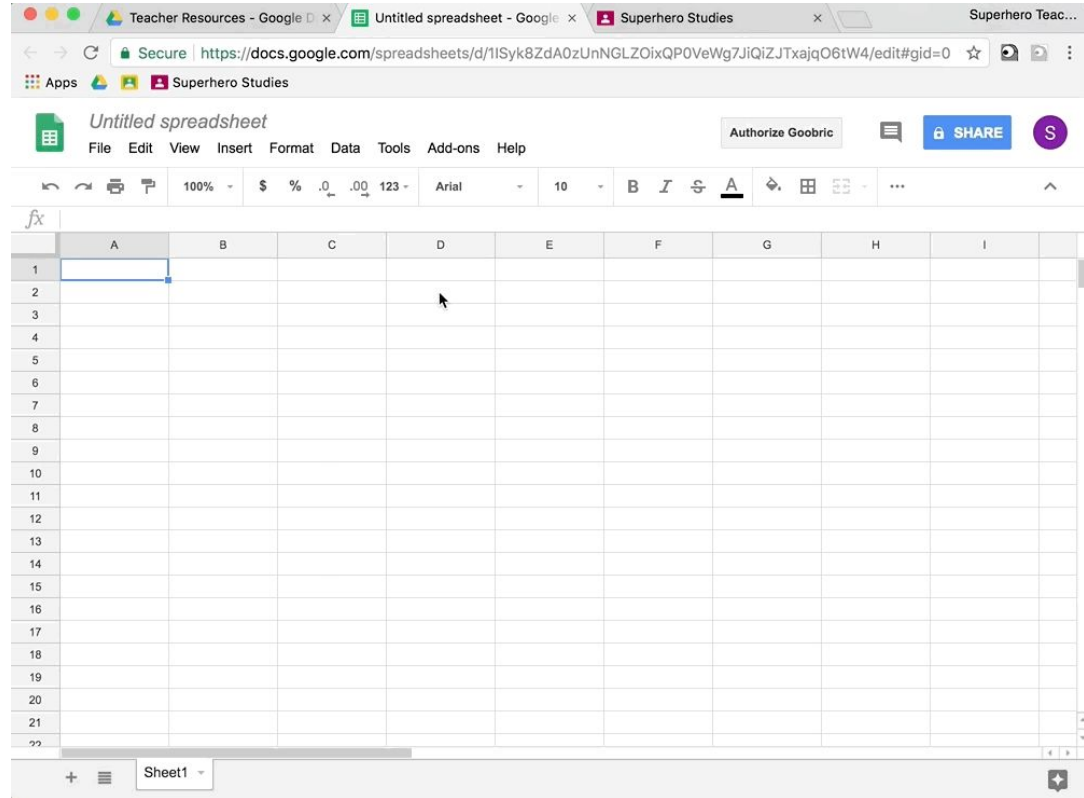
Get the Goobric Extension

- Open the Chrome Web Store
- Search for Goobric
- Add to Chrome
- Add the student version as well for later



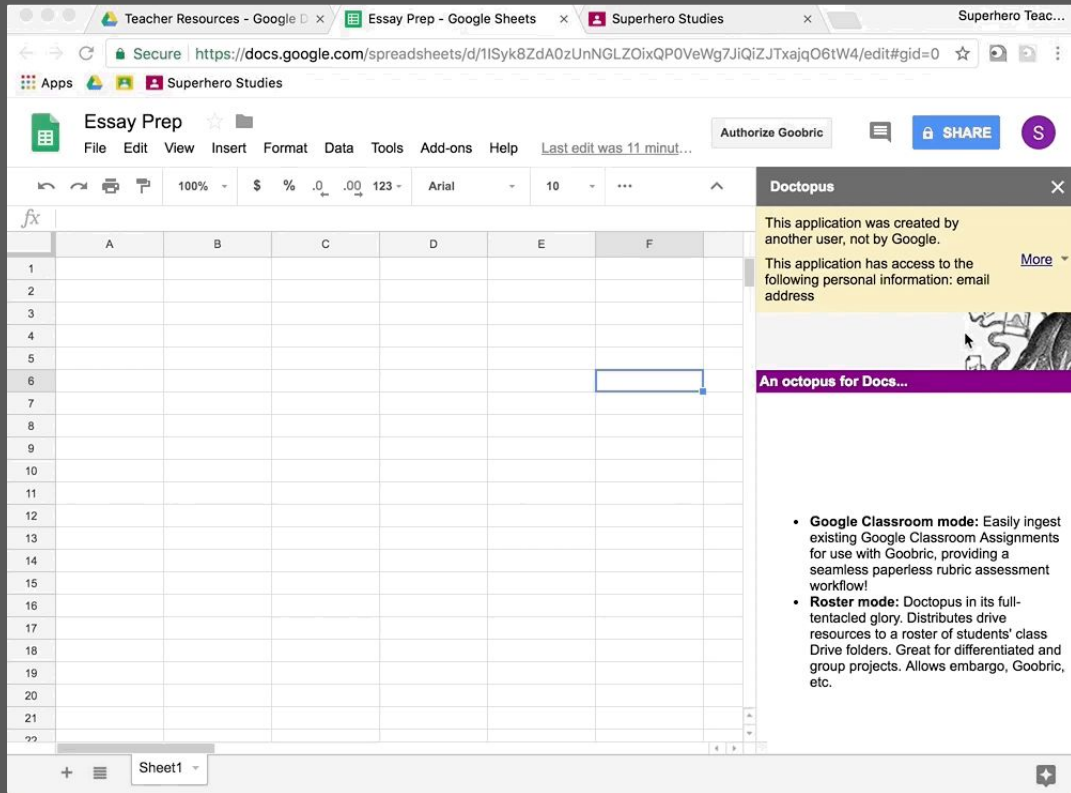
Get the Doctopus Sheets Add-on

- Open a Google Sheet
- Open the Add-ons menu
- Search for Doctopus and click + Free
- Accept the permissions



Begin Running Doctopus

- Open the Add-ons menu and select Doctopus
- Select Open or Setup
- Click more to dismiss the warning
- Select ingest a Google Classroom
- Select the Class
- Select the Assignment
- Click Ingest Assignment



The screenshot shows a Google Sheets spreadsheet titled "Essay Prep" with the Doctopus add-on installed. The spreadsheet is empty, and the Doctopus panel on the right displays the following information:

Doctopus

This application was created by another user, not by Google.

This application has access to the following personal information: email address [More](#)

An octopus for Docs...

- **Google Classroom mode:** Easily ingest existing Google Classroom Assignments for use with Goobric, providing a seamless paperless rubric assessment workflow!
- **Roster mode:** Doctopus in its full-tentacled glory. Distributes drive resources to a roster of students' class Drive folders. Great for differentiated and group projects. Allows embargo, Goobric, etc.

Authorize Goobric

- When prompted to Authorize Goobric
- You can also do this using the button at the top of the sheet
- Follow the prompts
- If the final stage stalls, close the tab
- Click authorize again and it will finish

The screenshot shows a Google Sheets spreadsheet titled "Essay Prep" with a sidebar for "Doctopus Assignment Tools". The spreadsheet has columns for First Name, Last Name, Email, Student Folder K Exclude, File Key, and File Name. The sidebar contains buttons for "Attach Goobric", "Refresh edits & counts", "Look for new submissions", "Only search for files that are 'Turned in'", "Send feedback email", and "Add co-teacher".

| 1 | First Name | Last Name | Email | Student Folder K Exclude | File Key | File Name |
|----|------------|-----------|--------------------------------|--------------------------|-------------|-----------|
| 2 | Ant | Man | antman@grainerdemo.kimpollishu | 1KmtArDdwM5n | Ant Man - E | |
| 3 | Wonder | Woman | wonderwoman@grainerdemo.kim | 1fQJoj9ZwU2o1- | Wonder Wo | |
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Attach Goobric

- Again, click More to dismiss the warning
- Click attach Goobric
- Select the rubric from recent or from your drive
- This will take a few seconds

The screenshot shows a Google Sheets interface with a spreadsheet titled "Essay Prep". The spreadsheet has the following data:

| | A | B | C | D | E | F | G |
|----|------------|-----------|--------------------------------|----------------|-----------|----------------|-------------|
| 1 | First Name | Last Name | Email | Student Folder | K Exclude | File Key | File Name |
| 2 | Ant | Man | antman@trainerdemo.kimpollishu | | | 1KmArDdwM5n: | Ant Man - E |
| 3 | Wonder | Woman | wonderwoman@trainerdemo.kim | | | 1fQJoj9ZwU2o1- | Wonder Wo |
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The sidebar on the right, titled "Doctopus Assignment Tools", contains the following elements:

- Attach Goobric (button)
- Refresh edits & counts (button)
- Look for new submissions (button)
- Only search for files that are "Turned in" (checkbox)
- Send feedback email (button)
- Add co-teacher (button)

Assess with Goobric

- Click on the link to access the doc with Goobric at the top
- Click on each criteria to bring up its qualifiers or type a number in the box next to a criteria

The screenshot shows a Google Sheets spreadsheet titled "Essay Prep" with a sidebar for "Doctopus Assignment Tools". The spreadsheet has the following data:

| | A | B | C | D | E | F | G |
|----|------------|-----------|--------------------------------|----------------|-----------|---------------|----------------------------|
| 1 | First Name | Last Name | Email | Student Folder | K Exclude | File Key | Goobric Link |
| 2 | Ant | Man | antman@trainerdemo.kimpollishu | | | 14FtSBZLnSBjG | Assess doc |
| 3 | Wonder | Woman | wonderwoman@trainerdemo.kim | | | 1-WwwUwHYUv | Assess doc |
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The sidebar "Doctopus Assignment Tools" contains the following elements:

- Sample Rubric for Demo
- Change Goobric
- Display average scores
- Refresh edits & counts
- Look for new submissions
- Only search for files that are "Turned in"
- Send feedback email
- Add co-teacher

Assess with Goobric

- Write or record a comment
- Decide if you want to:
 - email the rubric to the student
 - change the student's level of access to Can comment
- Submit and the rubric appears at the bottom
- Click next to move to the next student or switch to a student using the drop down menu above comments

The screenshot displays the Goobric assessment interface. At the top, there's a browser window with the URL <https://script.google.com/a/macros/gtrainerdemo.kimpollishuke.com/s/AKfycby4mwRwQEWtecDQbD5...>. Below the browser, a notification states "This application was created by another user, not by Google." and provides links for "Report abuse" and "Terms of Service".

The main interface features a rubric table with four columns representing different criteria:

| 1 | 3 | 3.5 | 4 |
|---|---|---|---|
| O - Organisation | P - Paragraphs | A - Appropriate | V - Vocabulary |
| 1 | 2 | 3 | 4 |
| Simple, often speech-like, choice of words puts meaning across. Starts to try and use new words | Simple vocab choices are generally appropriate but not very adventurous. Some words chosen for effect | Word choices are starting to be more deliberate, with greater variety | A reasonably wide range of words are chosen for effect. New and interesting words are used, but not always accurately |

To the right of the rubric table is a sidebar for the student "Ant Man". It includes a "Comments" text area, navigation buttons "<< Prev", "Submit", and "Next >>", and a checkbox for "Also email scores to antman".

Below the rubric is a document editor titled "Ant Man - Essay Prep". The editor shows a menu bar (File, Edit, View, Insert, Format, Tools, Add-ons, Help) and a toolbar with various editing tools. The main text area contains the following content:

Use this chart to begin organizing your thinking for your essay.

Topic:

Thesis Statement

Pretend there is content in this graphic organizer. :)

Supporting Evidence
(not notes are fine)

Goobric Data

- On the Doctopus Sheet, in the Ingested from CR tab view:
 - the turn in date
 - the most up to date scores for each criteria
 - the comment
 - the number of times it's been assessed through Goobric
- On the rubricScores tab, view
 - each individual rubric score

The screenshot shows a Google Sheet titled "Essay Prep" with a sidebar titled "Doctopus Assignment Tools". The spreadsheet has columns for First Name, Last Name, Email, Student Folder, K Exclude, File Key, and Goobric Link. The sidebar contains several buttons and options for managing assignments.

| | A | B | C | D | E | F | G |
|----|------------|-----------|--------------------------------|----------------|-----------|---------------|--------------|
| 1 | First Name | Last Name | Email | Student Folder | K Exclude | File Key | Goobric Link |
| 2 | Ant | Man | antman@trainerdemo.kimpollishu | | | 14FtSBZLnSBjG | Assess doc |
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Doctopus Assignment Tools

- Sample Rubric for Demo
- Change Goobric
- Display average scores
- Refresh edits & counts
- Look for new submissions
 - Only search for files that are "Turned in"
- Send feedback email
- Add co-teacher

What's in this tutorial?

[Creating the Class](#)

[Student Permissions /The Settings Gear](#)

[The Stream Tab](#)

[The People Tab](#)

[Communicating with Guardians](#)

[Make an Announcement](#)

[Draft and Scheduled Posts](#)

[Managing Class Comments](#)

[The Classwork Tab](#)

[Topics for Organization](#)

[Assignments](#)

[Posting to Multiple Classes](#)

[Class vs. Private Comments](#)

[Differentiating for Students](#)

[Ask a Question](#)

[Rubrics](#) *NEW

[Originality Reports](#) *NEW

[Keeping Track of Work](#)

[Single View of a Student](#)

[The MarksTab](#)

[Exporting Marks](#)

[Classroom and Google Calendar](#)

[Overall Classroom Settings](#)

[Organizing Classes on the Main Page](#)

[Doctopus & Goobric for Assessment](#)

[Hack for Giving Students Extensions](#)