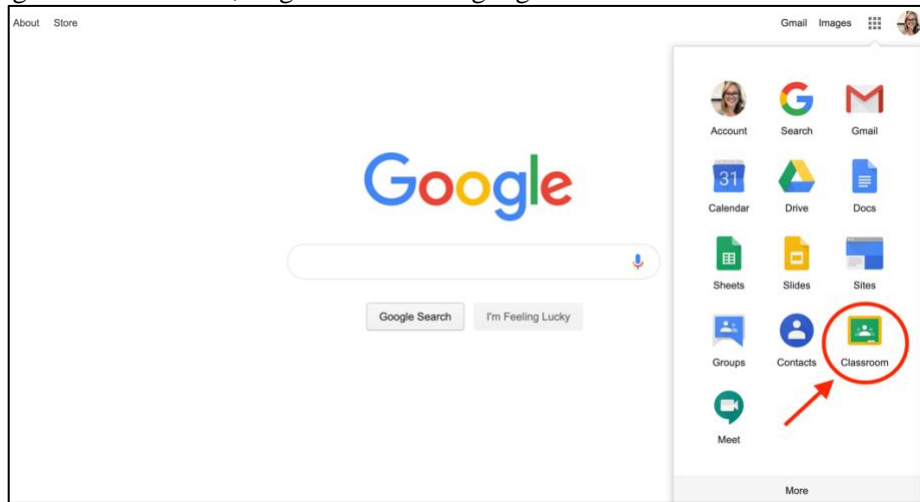


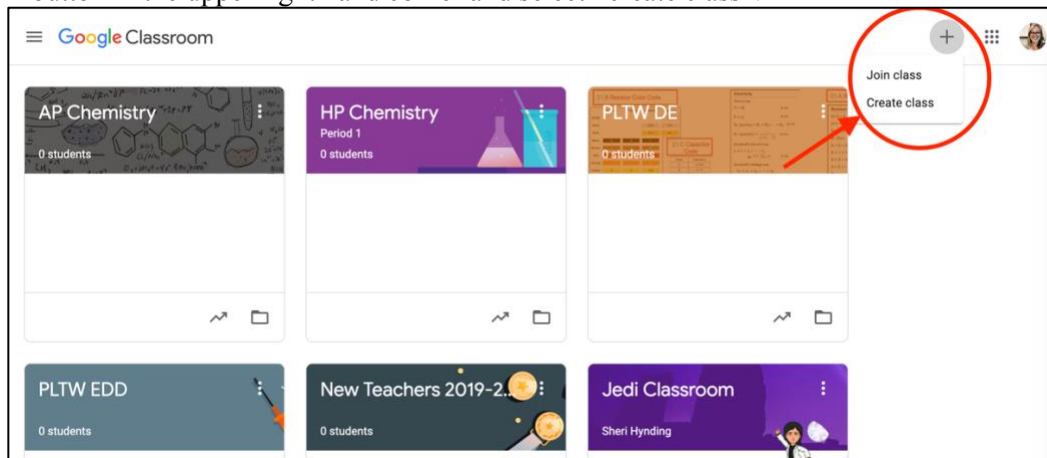
How to Create a Google Classroom

Basic Set-up

1. Login to your smmk12 google account.
2. Select the google classroom icon, or go to classroom.google.com.



3. Click the “+” button in the upper right hand corner and select “create class”.

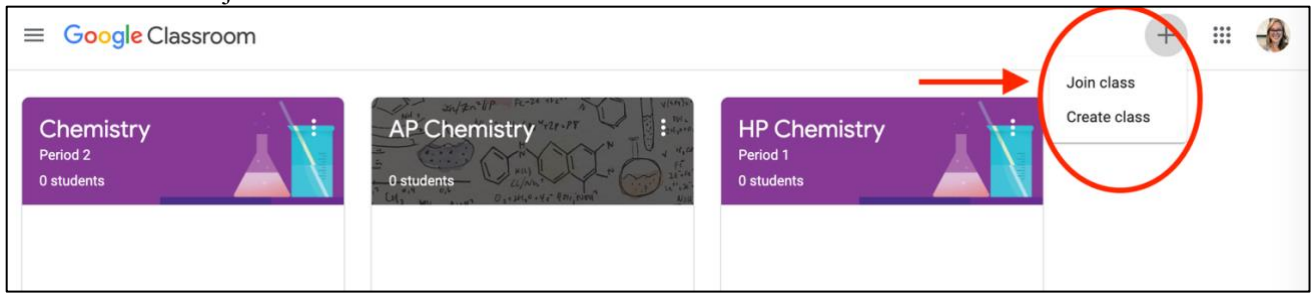


4. Fill out the following pop-up box with the appropriate information and select create. The “section” box is a great place to put the class period.

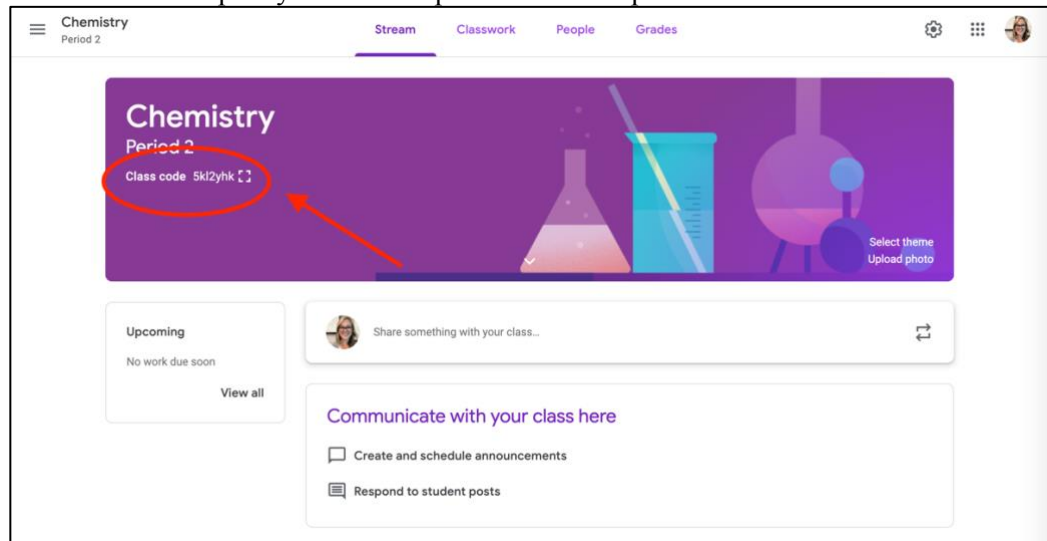
A screenshot of the 'Create class' pop-up form. The form has a title 'Create class' and four input fields: 'Class name (required)', 'Section', 'Subject', and 'Room'. At the bottom right of the form are two buttons: 'CANCEL' and 'CREATE'. The background of the form is a blurred view of the Classroom dashboard.

5. To add students to your class:

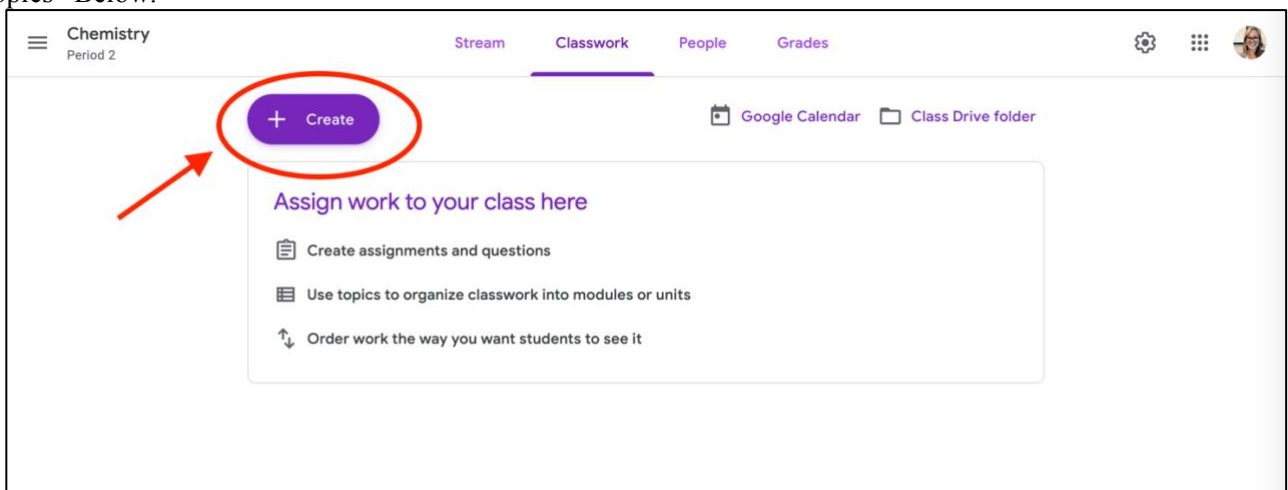
- a. Tell students to login to their smmk12 google accounts , and to select the “+” in the upper right hand corner and select “join a class”.



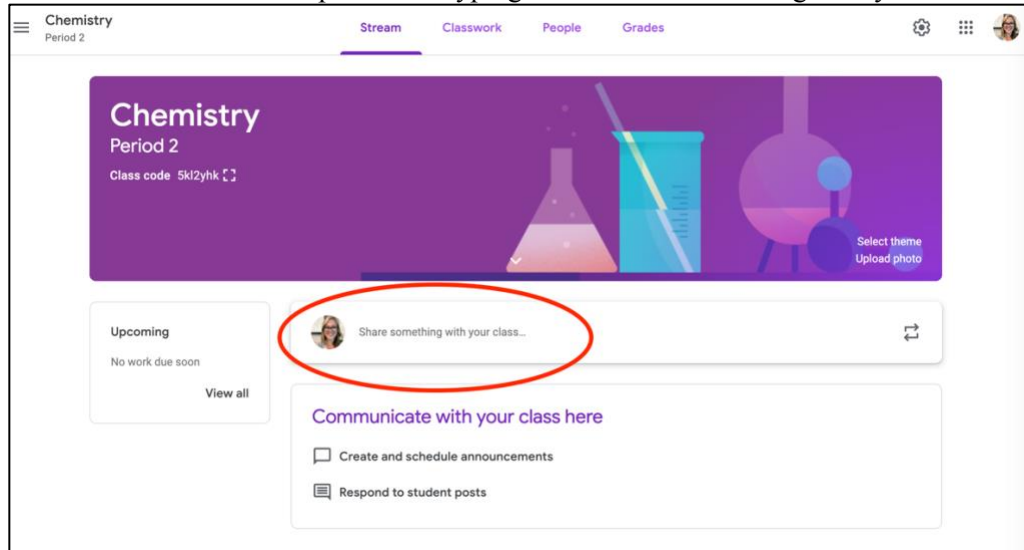
- b. Tell students to add your google classroom specific code, which is located under your class title. After students have done this step they will show up under the “People” tab.



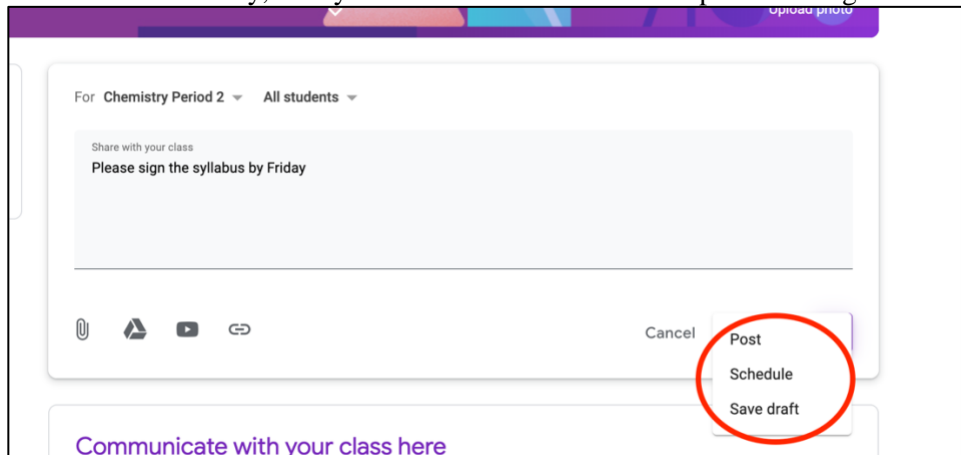
6. To add materials to your google classroom select the “classwork” tab and then hit the “+” button to create the desired classwork. * To see more advanced features of the classwork section please reference the “Advanced Topics” Below.



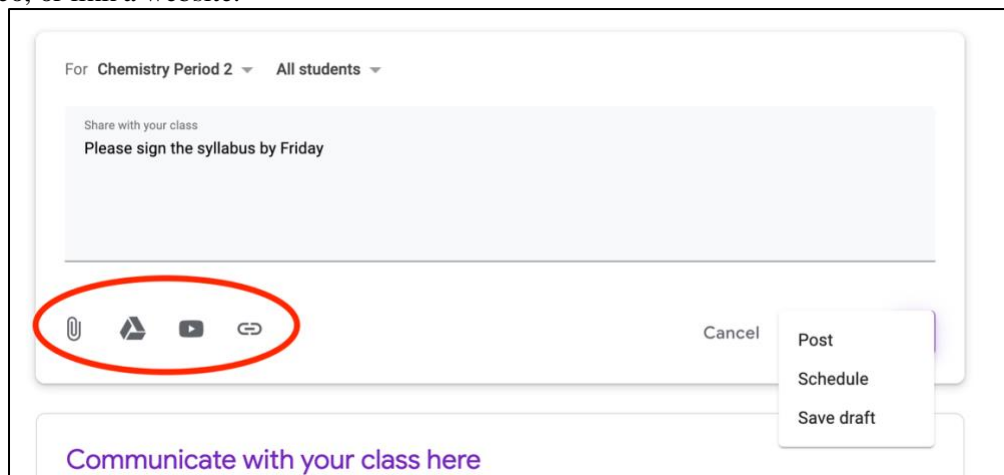
7. To make announcements, or assign materials to the class:
 - a. select the “stream” tab at the top and start typing in the “share something with your class” box.



- b. Type a description of the assignment and due date. In the bottom right hand corner select if you want to post this information immediately, or if you want to schedule a time to post the assignment.



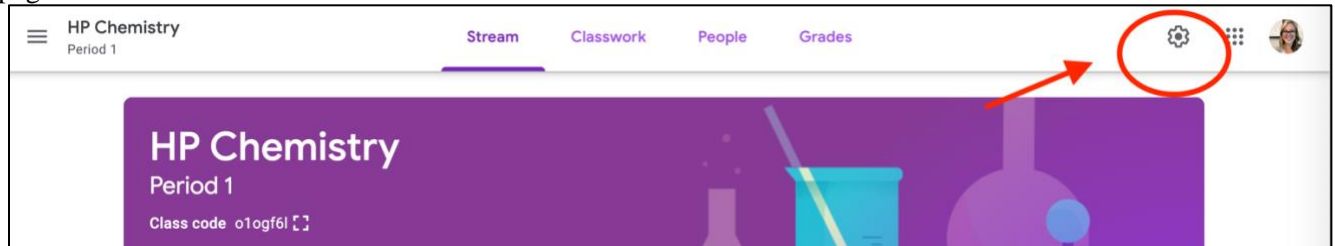
- c. In the bottom left hand corner you can attach the assignment, provide a document from your google drive, link a video, or link a website.



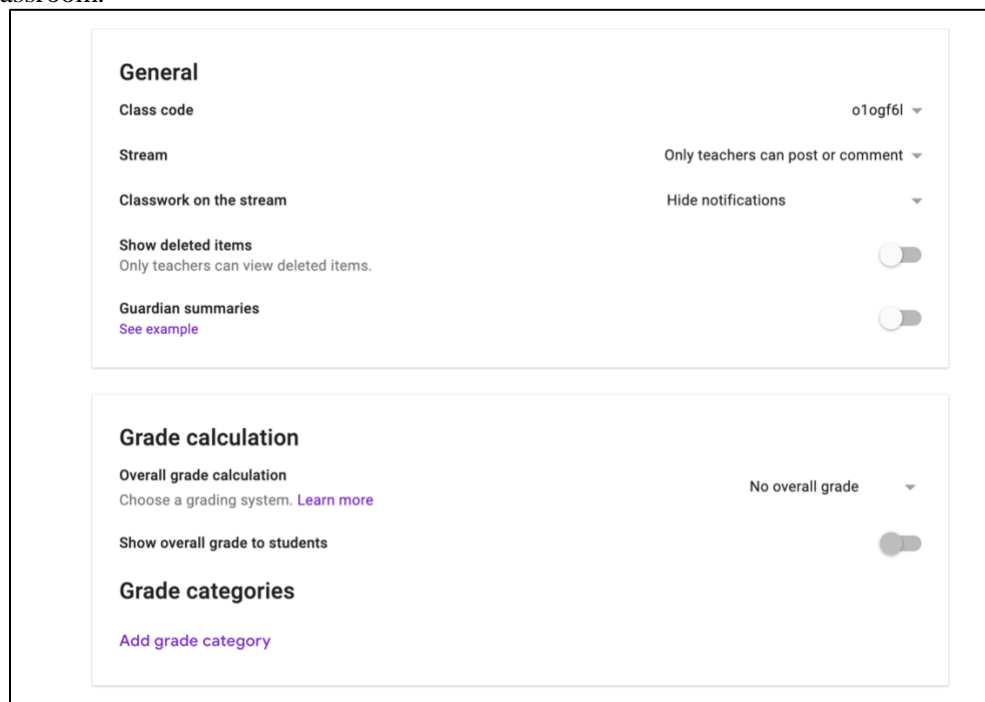
Advanced Topics

Settings

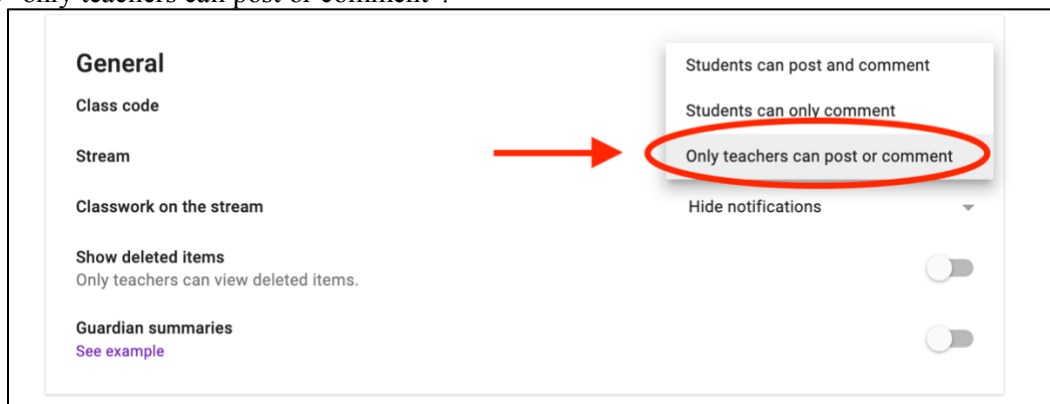
1. To modify your google classroom settings select the “settings icon” in the upper right hand corner of the main page.



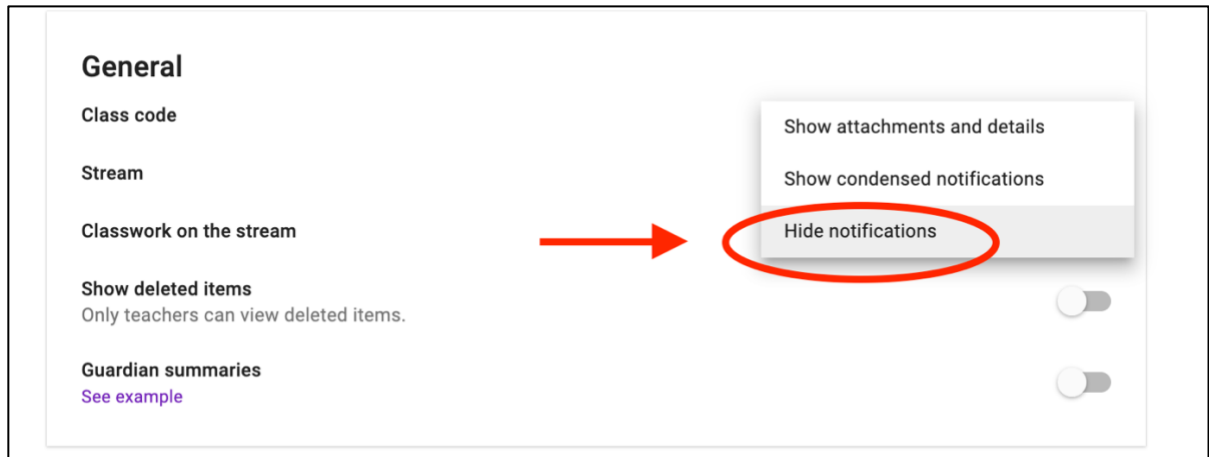
2. The following boxes will show. You can modify these sections to limit the content that shows on the “stream” of your google classroom.



- a. To modify the stream so that only you can post assignments click on the down arrow to the left of the stream and select “only teachers can post or comment”.

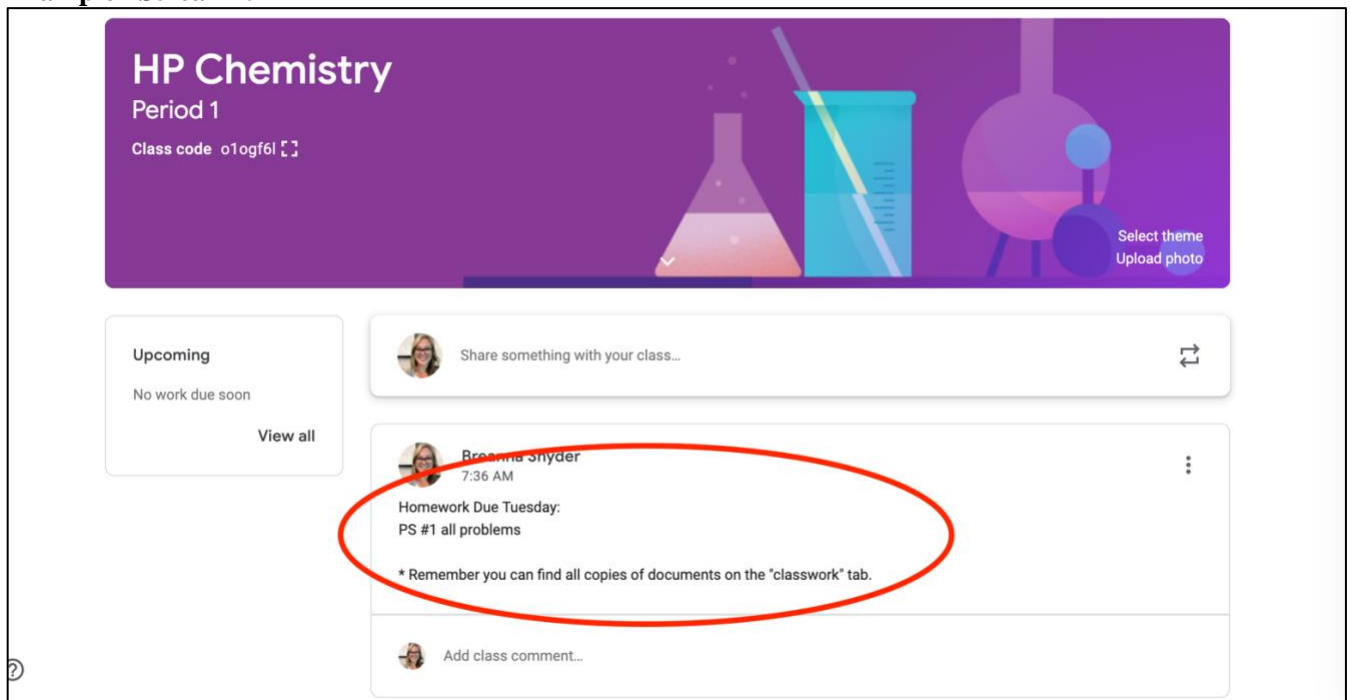


- b. ***Important:** Often times the “stream” feature on google classroom can be very overwhelming to students who want to go back and look for work that they are missing. The stream feature will notify students every time you add an assignment to the class materials, and every time you make an announcement. Therefore, it may be best to hide notifications when you update/add class materials. To make this change select “hide notifications” under the “classwork on the stream” section.



- c. ***Important:** If you want to organize your class materials/assignments then use the “classwork” feature rather than the “stream” feature of google classroom. Plan to upload all materials in the “classwork” tab for students to access at all times and plan to use the “stream” feature to notify students/parents of upcoming assignments and deadlines. Find more information about the “classwork” tab below.

Example “Stream”:



Example "Classwork":

HP Chemistry
Period 1

Stream Classwork People Grades

+ Create

Google Calendar Class Drive folder

All topics

Class Materials

Unit 1: Scientific Me...

Class Materials

- Class Website Posted 7:26 AM
- Periodic Table Posted 7:32 AM
- Formula Sheet Posted Jul 22
- Syllabus and Safety Contract Posted 7:30 AM

Unit 1: Scientific Measurement

- Unit 1 Homework Edited Jul 22
- Unit 1 Notes Edited Jul 22

Unit 1: Scientific Measurement

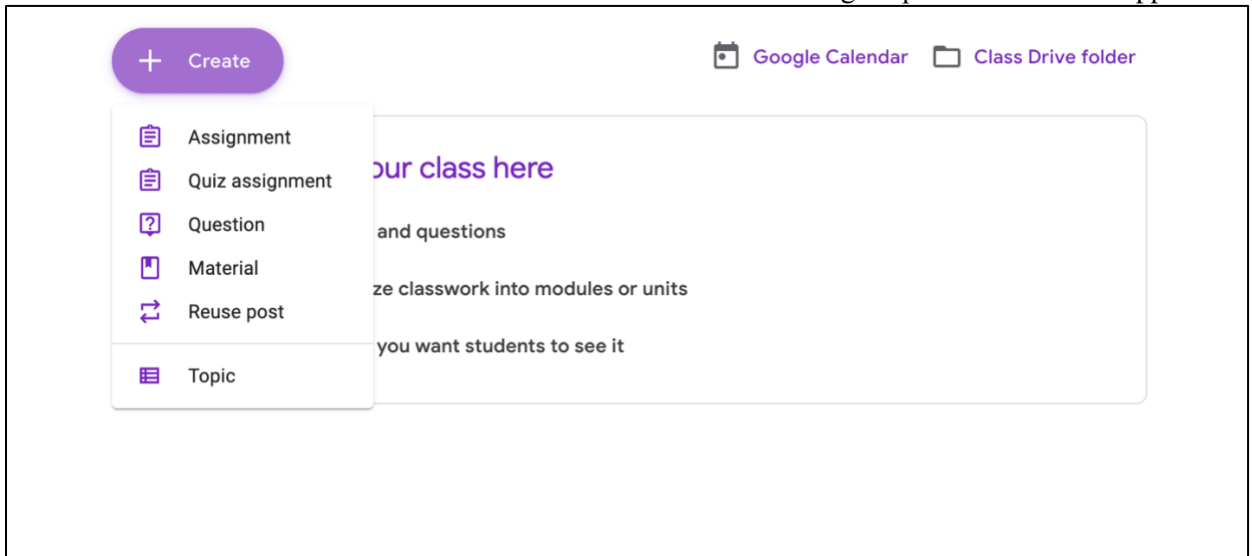
Unit 1 Homework Edited Jul 22

- PS3_temp and measurem... PDF
- PS4_Sig figs.pdf PDF
- PS5_Density.pdf PDF
- Unit 1 Review_Honors.pdf PDF
- Unit 1_POU_Scientific M... Word

[View Material](#)

Unit 1 Notes Edited Jul 22

3. To organize class materials in the “classwork” tab follow the directions below.
 - a. Go to the “Classwork” tab and select the “+” button to and the following drop down menu will appear.



- b. Select “topic” to organize your class material into units or modules, and select “material” to add assignments to each topic. When creating a new assignment make sure to select the appropriate topic to add the material to in the down down menu as seen below.

