

Google Classroom for staff:

2020

Google Classroom

An on-line resource tied to your @gmail.com account which enables you to:

- ▶ Create groups
- ▶ Create courses
- ▶ Communicate with students (and teachers)
- ▶ Save time
- ▶ Organise your notes, handouts and resources
- ▶ Create assignments, correct them and give feedback on-line.
- ▶ Provide notes to your class when you are away on a school-based activity.
- ▶ Provide notes to your students if they have missed a class.



What to do:

- ▶ Go to www.gmail.com
- ▶ Type in your @gmail.com email address and password.



My screen:

The screenshot shows a web browser window displaying a Gmail inbox. The browser's address bar shows the URL <https://mail.google.com/mail/u/0/#inbox>. The page header includes the Bandon Grammar School logo and a search bar. The inbox interface shows a list of emails with columns for checkboxes, stars, and senders. A large green rectangular redaction box covers the main content of the selected email. The text "Covered in the interests of GDPR." is written in white on the redaction box. The Windows taskbar is visible at the bottom of the screen.

COMPOSE

Inbox
Sent Mail
Drafts
Categories
2016-2017 Attendanc...
CESI Related
Coding In Action
ECDL 2016 2017
Follow up
FutureLearn
Google Pilot Related
HEAnet Conference
Lecture theatre
Misc
Notes
Pinterest Link
Priority
Rugby BGS 2017-18
Running Track Propos...
VDI Related
More ▾

1-50 of 7,161

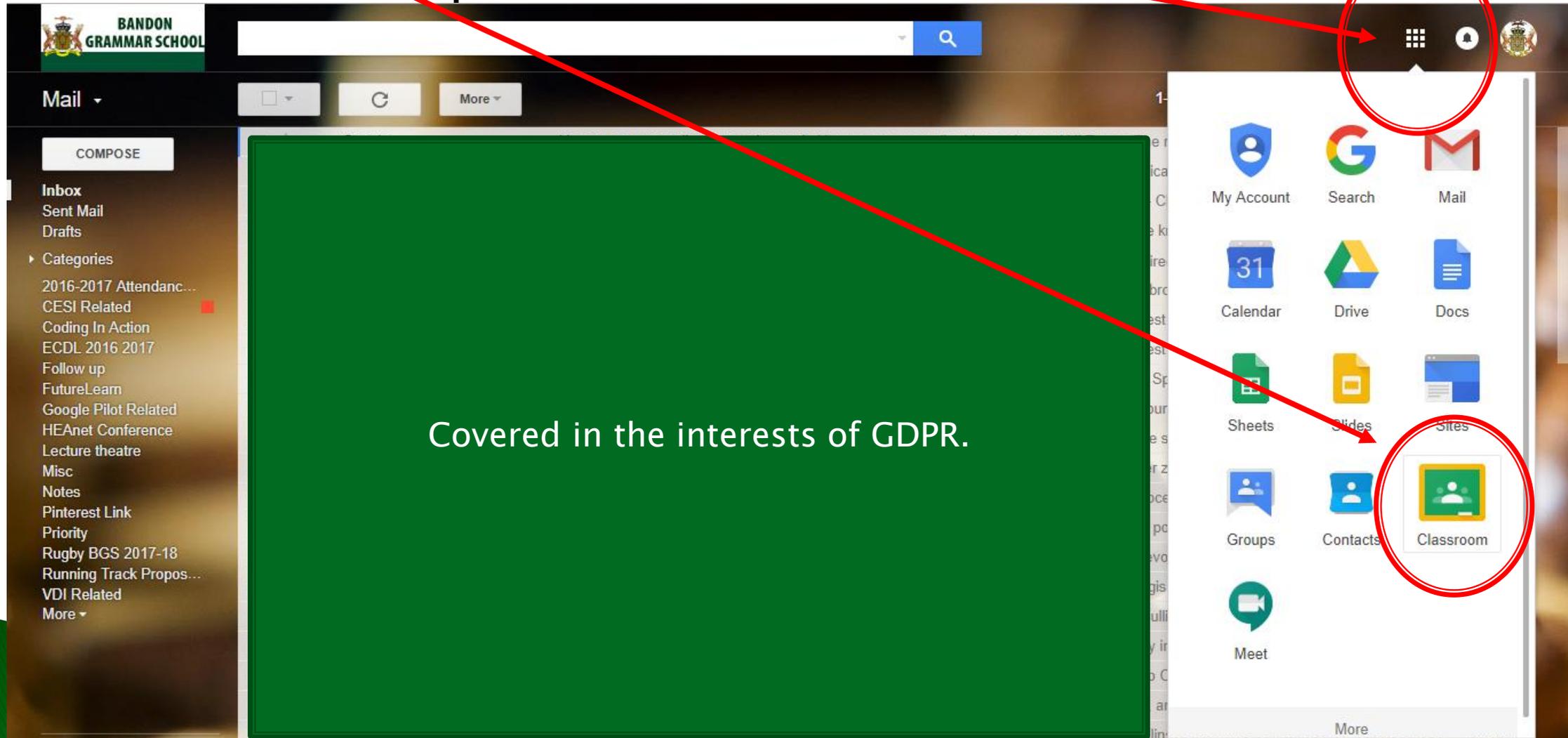
COVERED IN THE INTERESTS OF GDPR.

Sender	Time
Go...	21:42
kate	19:26
me	19:19
Don	15:51
Jear	14:35
Tes	10:27
The	08:48
The	07:24
VGL	26 Aug
Etha	26 Aug
Siob	26 Aug
Cur	26 Aug
Sch	26 Aug
BGS	25 Aug
Edu	25 Aug
Reg	25 Aug
CES	24 Aug
Lau	24 Aug
Mag	24 Aug
Cod	24 Aug
me,	24 Aug
lan Coumbes	24 Aug



Go to the Apps section.

- ▶ You may need to click the 'More' option to find the Google Classroom App icon.



The screenshot shows a Gmail interface for Bandon Grammar School. A large green rectangular area is overlaid on the main content, containing the text "Covered in the interests of GDPR." Two red circles and arrows highlight the "More" menu icon in the top right corner and the "Classroom" app icon in the expanded menu.

Mail ▾

COMPOSE

Inbox
Sent Mail
Drafts

▶ Categories

- 2016-2017 Attendanc...
- CESI Related
- Coding In Action
- ECDL 2016 2017
- Follow up
- FutureLearn
- Google Pilot Related
- HEAnet Conference
- Lecture theatre
- Misc
- Notes
- Pinterest Link
- Priority
- Rugby BGS 2017-18
- Running Track Propos...
- VDI Related
- More ▾

My Account Search Mail

Calendar Drive Docs

Sheets Slides Sites

Groups Contacts Classroom

Meet

More

Covered in the interests of GDPR.



Key icon:



This is my Google Classroom Group

The screenshot displays the Google Classroom interface. At the top, a dark grey header contains the text "Google Classroom" on the left, and navigation icons (a plus sign, a grid icon, a bell icon, and a profile picture) on the right. Below the header, eight class group cards are arranged in a 2x4 grid. Each card features a colored header with the group name, a sub-header, and the number of students. A folder icon is visible in the bottom right corner of each card's main content area.

Group Name	Level	Number of Students
Form 1 Parent Group ...	Form 1	0 students
Form 1 Group 2017-2...	Form 1	0 students
Form 2 Business Stud...	Form 2 2016 - 2017	20 students
2017 BGS 24 Hour So...	Fundraising	312 students
Form 3 Business Stud...	Form 3	24 students
TY Economics 2016 - ...	TY	34 students
Senior Business 2016...	Form 5	10 students
Form 3 Computers	App Inventor, Programming and EC...	74 students



Options you can either

- ▶ Create a group
 - You can create classes for each of your class groups and teams
- ▶ Join a group.
 - We expect to create a 'Teaching Staff' group that you will be asked to join.
 - You can also set up special class groups for each subject to help with communication and sharing of resources.
- ▶ In all cases, the system enables you to communicate with people.



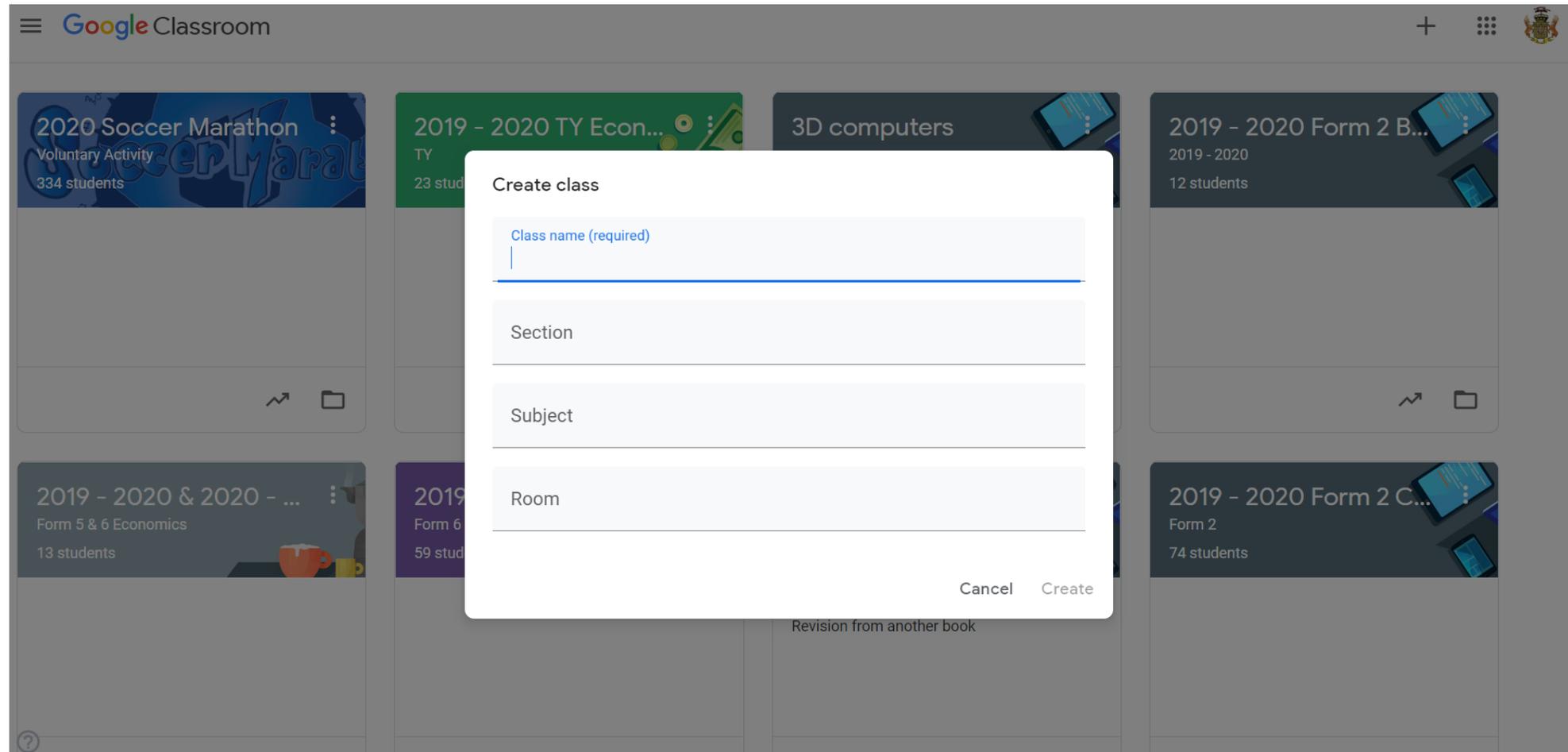
Creating a group: Click on the 'Create a group' icon '+' sign

The screenshot displays the Google Classroom interface. At the top, a dark navigation bar contains the text "Google Classroom" on the left and several icons on the right: a grid icon, a bell icon, and a profile picture. A red circle highlights a white "+" icon in the navigation bar, with a red arrow pointing to it from the text above. Below the navigation bar, a grid of class cards is visible. Each card has a colored header with the class name, level, and student count. A folder icon is located at the bottom right of each card. A small question mark icon is in the bottom left corner of the page.

Class Name	Level	Students
Form 1 Parent Group ...	Form 1	0 students
Form 1 Group 2017-2...	Form 1	0 students
Form 2 Business Stud...	Form 2 2016 - 2017	20 students
2017 BGS 24 Hour So...	Fundraising	312 students
Form 3 Business Stud...	Form 3	24 students
TY Economics 2016 - ...	TY	34 students
Senior Business 2016...	Form 5	10 students
Form 3 Computers	App Inventor, Programming and EC...	74 students



Giving your class some descriptors:



The image shows a screenshot of the Google Classroom interface. A 'Create class' dialog box is open in the center, overlaying a grid of class cards. The dialog box has a title 'Create class' and four input fields: 'Class name (required)', 'Section', 'Subject', and 'Room'. At the bottom right of the dialog box are 'Cancel' and 'Create' buttons. The background shows several class cards with titles like '2020 Soccer Marathon', '2019 - 2020 TY Econ...', '3D computers', '2019 - 2020 Form 2 B...', '2019 - 2020 & 2020 - ...', '2019 Form 6', and '2019 - 2020 Form 2 C...'. The Google Classroom logo is visible in the top left corner.

Google Classroom

2020 Soccer Marathon
Voluntary Activity
334 students

2019 - 2020 TY Econ...
TY
23 stud

3D computers

2019 - 2020 Form 2 B...
2019 - 2020
12 students

2019 - 2020 & 2020 - ...
Form 5 & 6 Economics
13 students

2019 Form 6
Form 6
59 stud

2019 - 2020 Form 2 C...
Form 2
74 students

Revision from another book

Create class

Class name (required)

Section

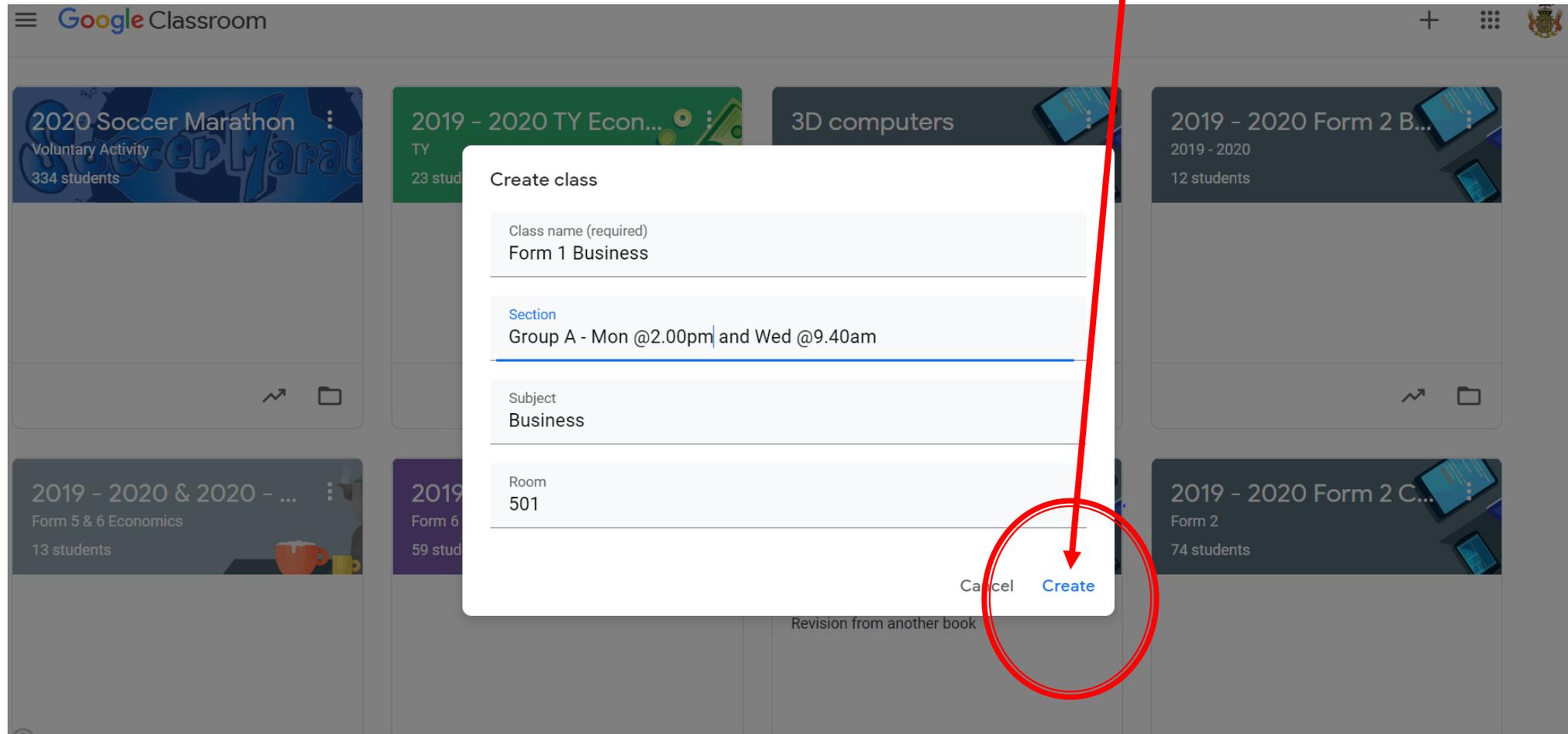
Subject

Room

Cancel Create



With descriptors: and click Create



The image shows a screenshot of the Google Classroom interface. A 'Create class' dialog box is open in the center, with the following fields filled out:

- Class name (required):** Form 1 Business
- Section:** Group A - Mon @2.00pm and Wed @9.40am
- Subject:** Business
- Room:** 501

At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Create'. A red arrow points from the top right of the dialog box down to the 'Create' button, which is also circled in red. The background shows a grid of existing classes, including '2020 Soccer Marathon', '2019 - 2020 TY Econ...', '3D computers', '2019 - 2020 Form 2 B...', '2019 - 2020 & 2020 - ... Form 5 & 6 Economics', '2019 Form 6', and '2019 - 2020 Form 2 C...'.



Click to post info. Add files, links etc

The screenshot shows a Blackboard class page for 'Form 1 Business Group A'. The page has a top navigation bar with 'Stream', 'Classwork', 'People', and 'Marks' tabs. A red arrow points from the main heading to the 'Share something with your class...' input field. Below the input field is a section titled 'Communicate with your class here' with two options: 'Create and schedule announcements' and 'Respond to student posts'. On the left, there is an 'Upcoming' section with 'No work due in soon' and a 'View all' link. The page also features a class banner with the class name, group name, and class code 'k3lbov2'. A help icon is visible in the bottom left corner.

Form 1 Business
Group A
Class code k3lbov2

Stream Classwork People Marks

Select theme
Upload photo

Upcoming
No work due in soon
View all

Share something with your class...

Communicate with your class here

- Create and schedule announcements
- Respond to student posts



Remember to click 'Post'

Form 1 Business
Group A

Stream

Classwork

People

Marks



Upload photo

Upcoming

No work due in soon

View all

For

Form 1 Busin... ▾

All students ▾

Share with your class
This is a test message



RTÉ Ireland's National Television and Radio Broadcaster
<http://www.rte.ie>



Add

Cancel

Post



You can edit/delete/Copy link or move post to the top. Click on the 3 dots

The screenshot shows the Blackboard LMS interface for a class named 'Form 1 Business Group A'. The top navigation bar includes 'Stream', 'Classwork', 'People', and 'Marks'. The main header area displays the class name, group, and class code 'k3lbov2'. Below this, there is a section for 'Upcoming' work, which currently shows 'No work due in soon'. The main content area features a post by Trevor Collins at 14:58 with the text 'This is a test message' and a link to 'RTÉ Ireland's National Tel...' with the URL 'http://www.rte.ie'. A red arrow points to the three-dot menu icon on the right side of this post, indicating the options available for editing, deleting, copying the link, or moving the post to the top. At the bottom of the page, there is a 'Add class comment...' input field and a help icon.



Other:

- ▶ There is a 'chat forum' where students can post message / comments through the classroom group.
- ▶ As a teacher, I have found that some students may err in what they post up (Usually when they are new to the system)
- ▶ You have the option of turning this off so that only teachers can post comments.
- ▶ If you wish to do so, follow the guidelines below:



Access the class group required

- ▶ Go to 'Settings'

The screenshot shows the Blackboard interface for a class. At the top left, there is a hamburger menu icon followed by the text 'Form 1 Business Group A'. In the center, there are four navigation tabs: 'Stream' (highlighted with a blue underline), 'Classwork', 'People', and 'Marks'. On the far right of the top navigation bar, there is a gear icon (Settings), a grid icon, and a crest icon. A red arrow originates from the 'Go to Settings' instruction and points directly to the gear icon. Below the navigation bar is a large banner for 'Form 1 Business Group A' with the class code 'k3lbov2'. The banner includes a 'Select theme' and 'Upload photo' option. Below the banner, there is a section for 'Upcoming' work, which currently shows 'No work due in soon'. To the right of this is a sharing area with a crest icon and the text 'Share something with your class...'. A refresh icon is located at the end of the sharing area. The bottom right corner of the page features a crest icon.



You may need to scroll down depending on your screen settings: Look for 'Stream'

× Class settings

Save

Class details

Class name (required)

Form 1 Business

Class description

Section

Group A

Room

501

Subject

Business

General

Class code

k3lbov2 ▾

Stream

Students can post and comment ▾

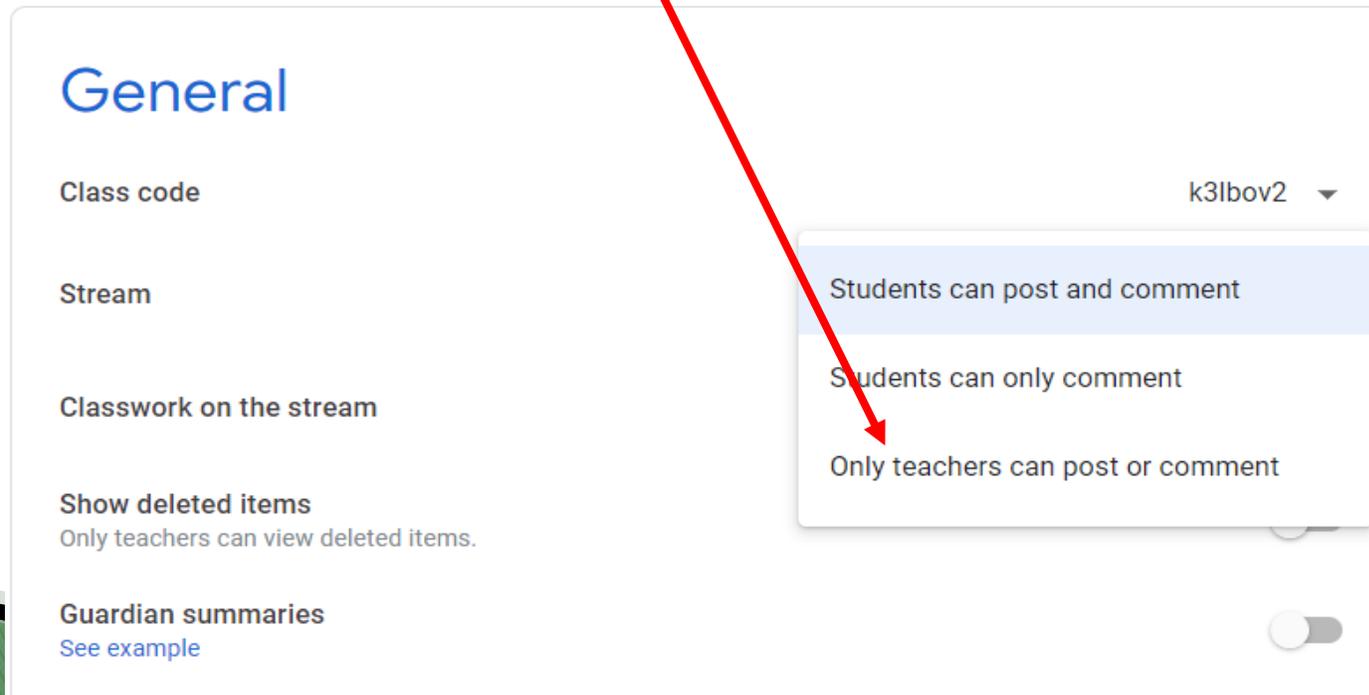
Classwork on the stream

Show condensed notifications ▾



Options available:

- ▶ Option 1: Students can post or comment. (This is the default setting)
- ▶ Option 2: I find this option useful.
- ▶ Click 'Save' at top right when finished.



General

Class code k3lbov2 ▾

Stream

Classwork on the stream

Show deleted items
Only teachers can view deleted items.

Guardian summaries
[See example](#) ☐

- Students can post and comment
- Students can only comment
- Only teachers can post or comment



And finally

- ▶ Best of luck with your endeavours.
- ▶ Mess about with the system and discover new tricks and skills.
- ▶ As educators, we know that ICT systems can only support good teaching to help learning. Platforms such as Google Classroom do not replace the real classroom but it can help build a safety net where resources, links and documents can be made available to help the student to discover more.

