Google Classroom for staff:

2020

Google Classroom

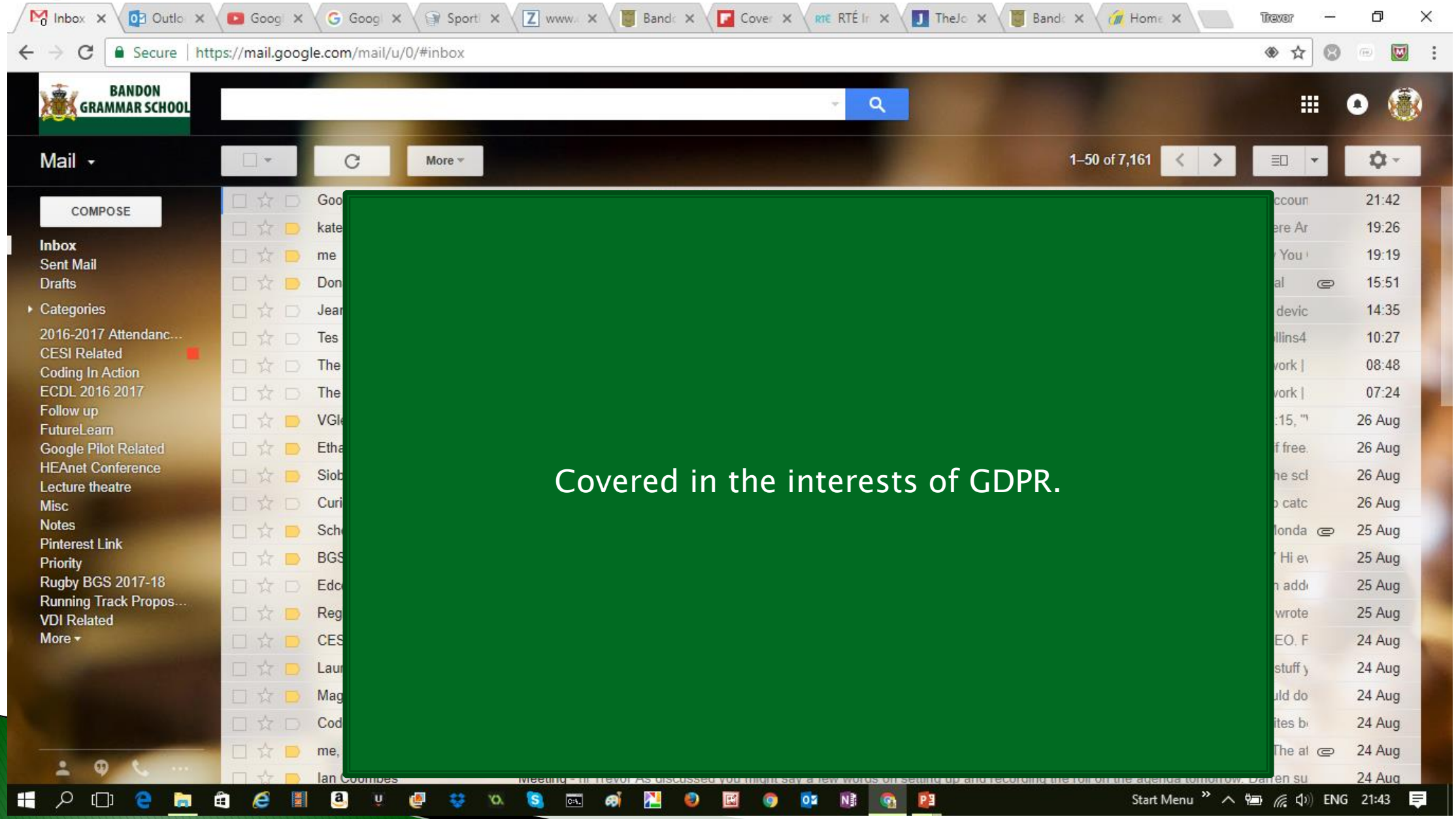
An on-line resource tied to your @gmail.com account which enables you to:

- 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:


Inbox
Secure
https://mail.google.com/mail/u/0/#inbox
BANDON GRAMMAR SCHOOL
Mail
More
1–50 of 7,161
COMPOSE
Inbox
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CESI Related
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Misc
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Start Menu
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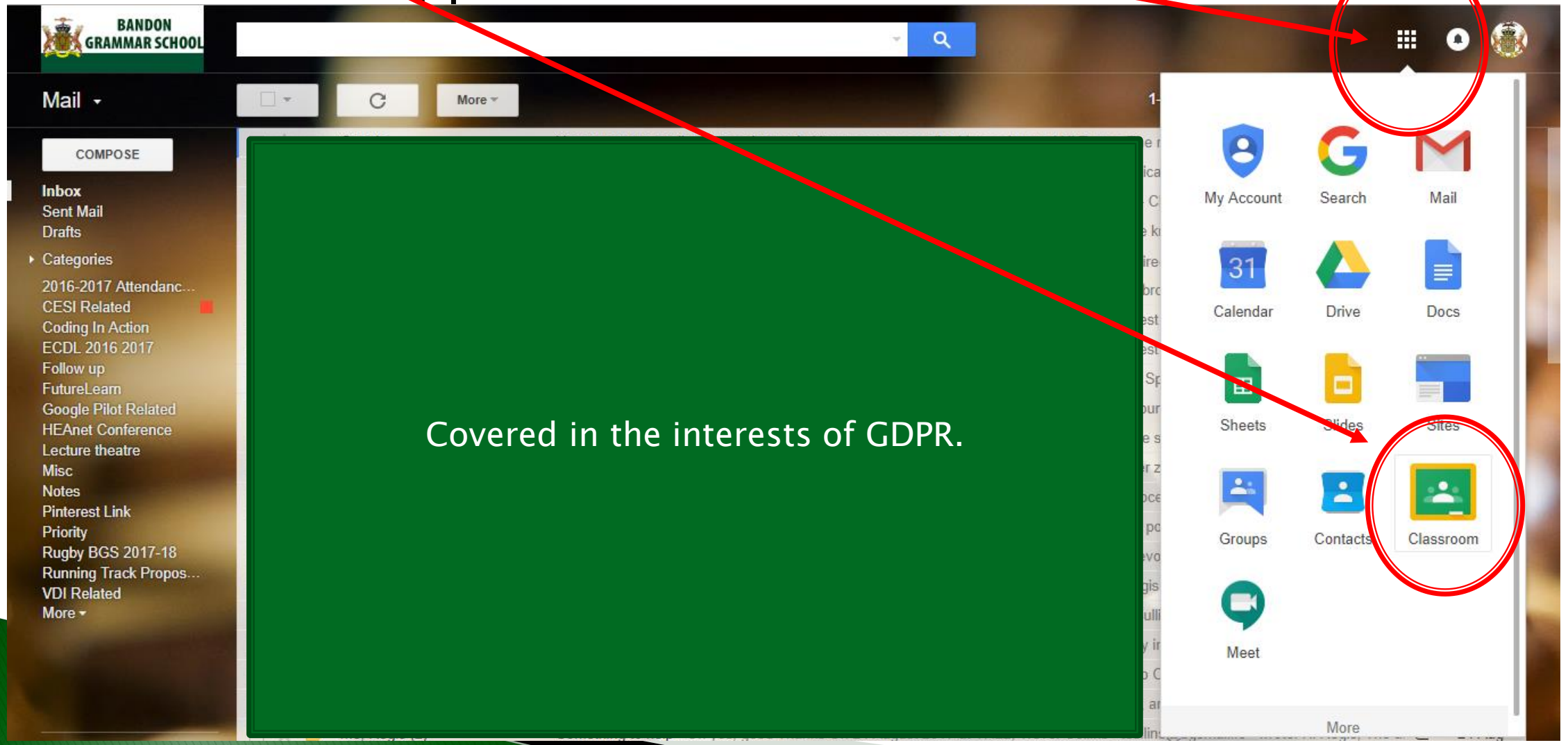
21:43

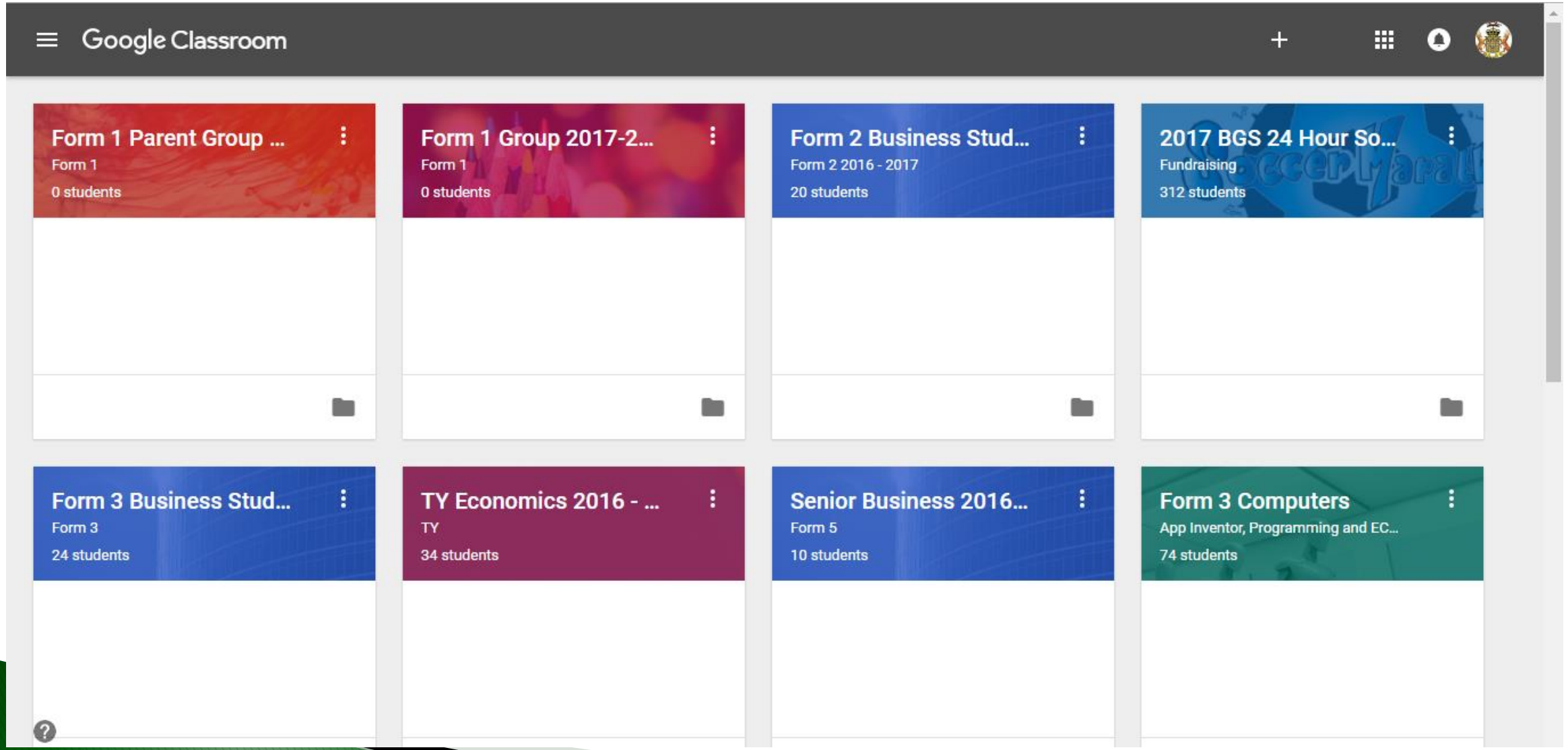
Go to the Apps section.

- You may need to click the ‘More’ option to find the Google Classroom App icon.



Key icon:

This is my Google Classroom Group



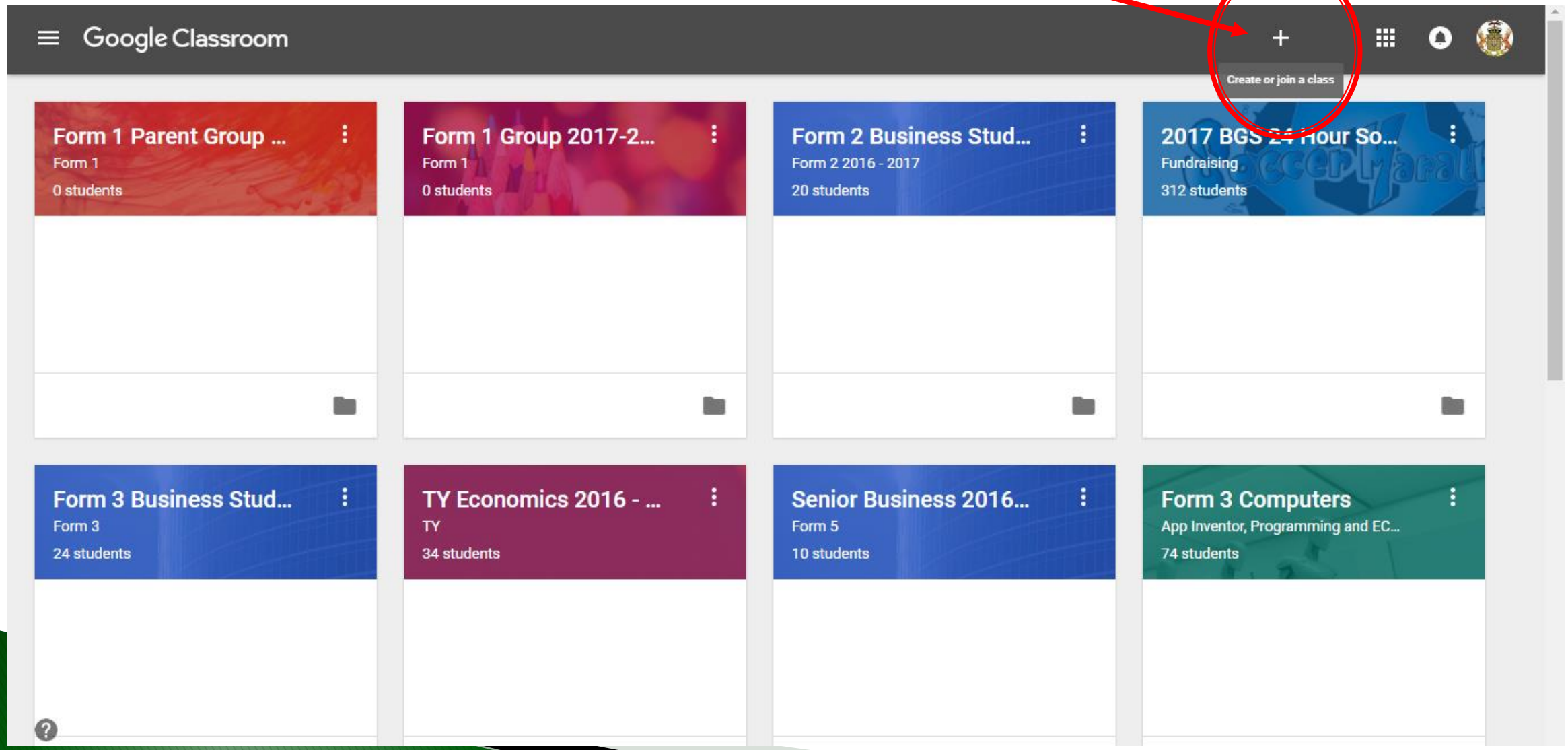
Options ….. you can either

- 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.

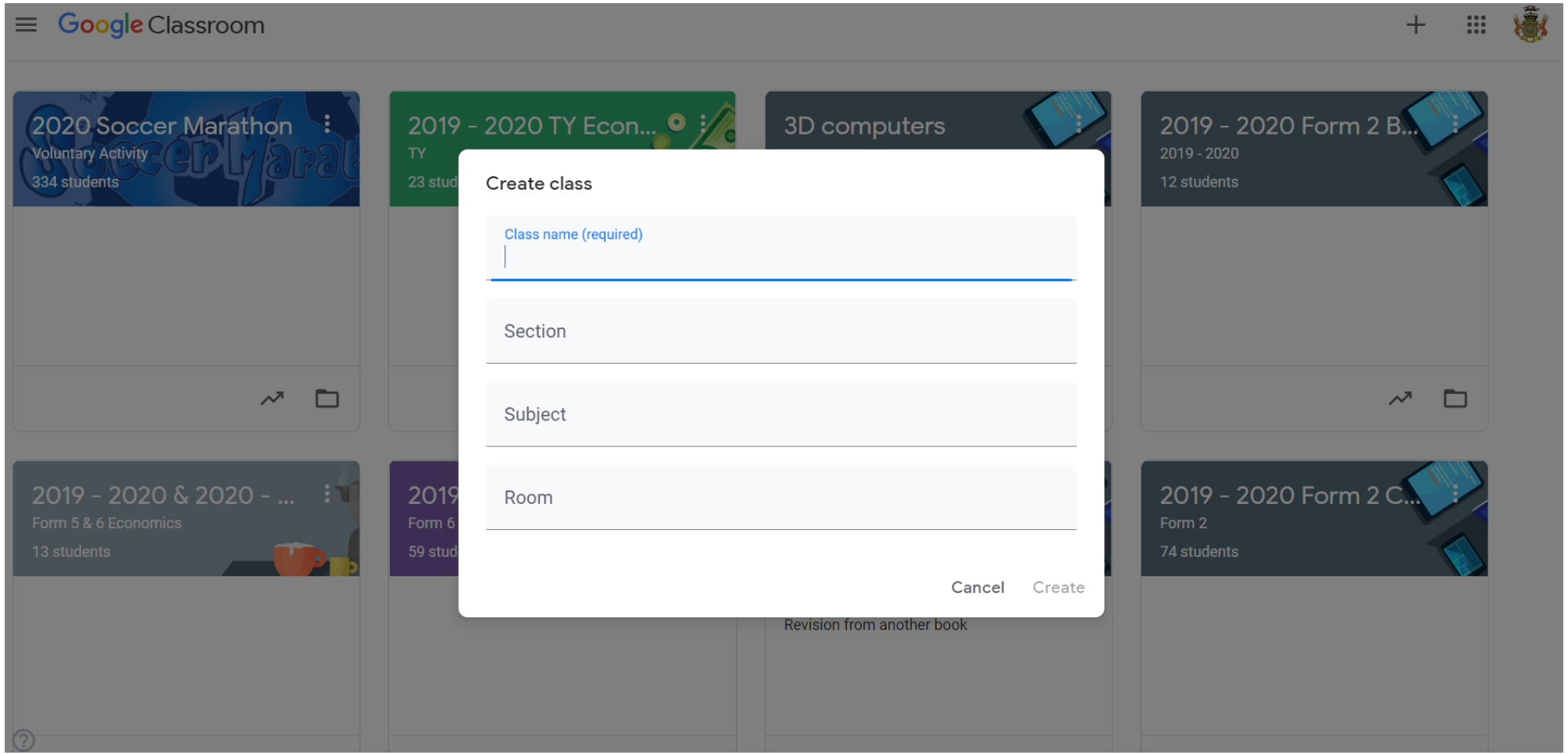
- In all cases, the system enables you to communicate with people.

Creating a group:

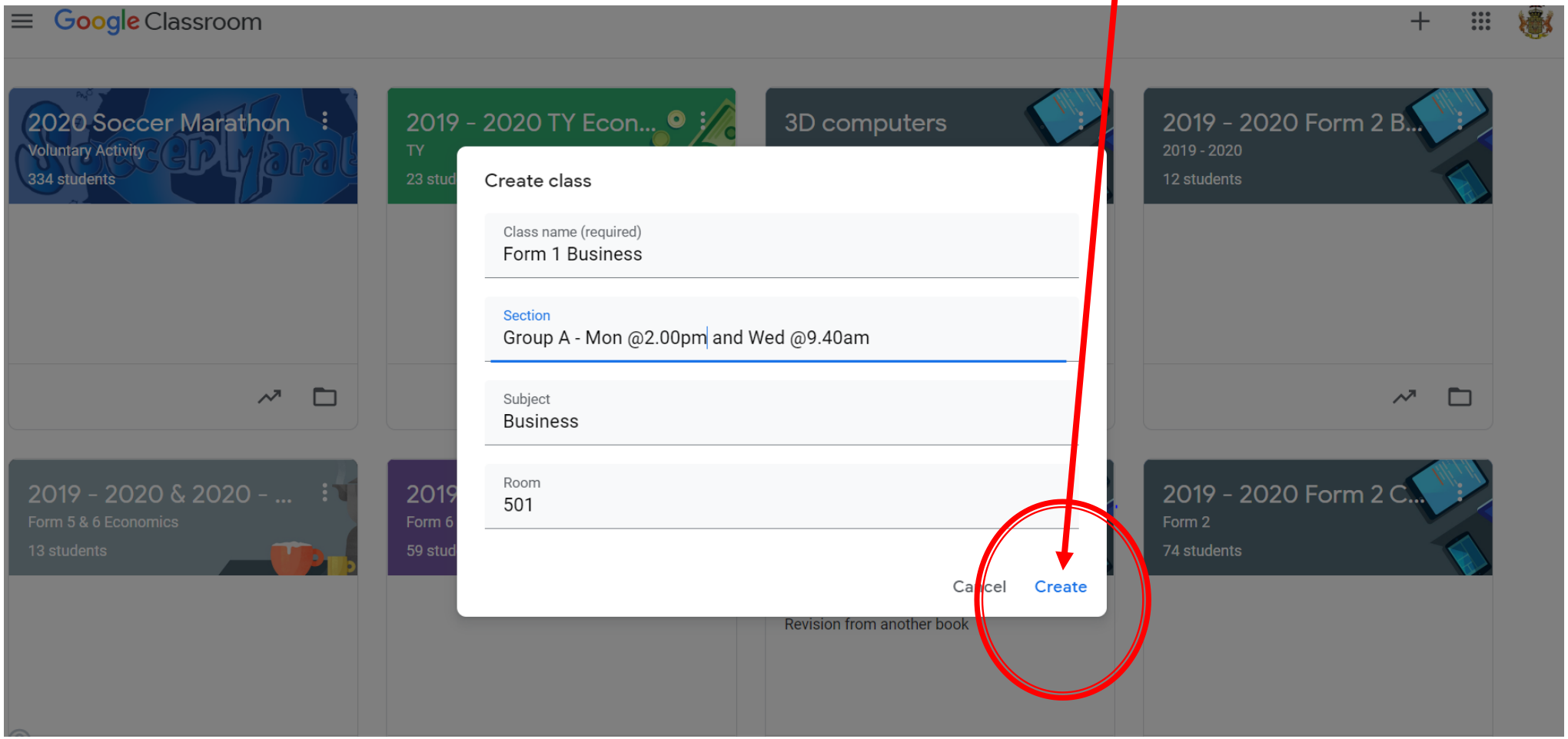
Click on the ‘Create a group’ icon ….’+’ sign



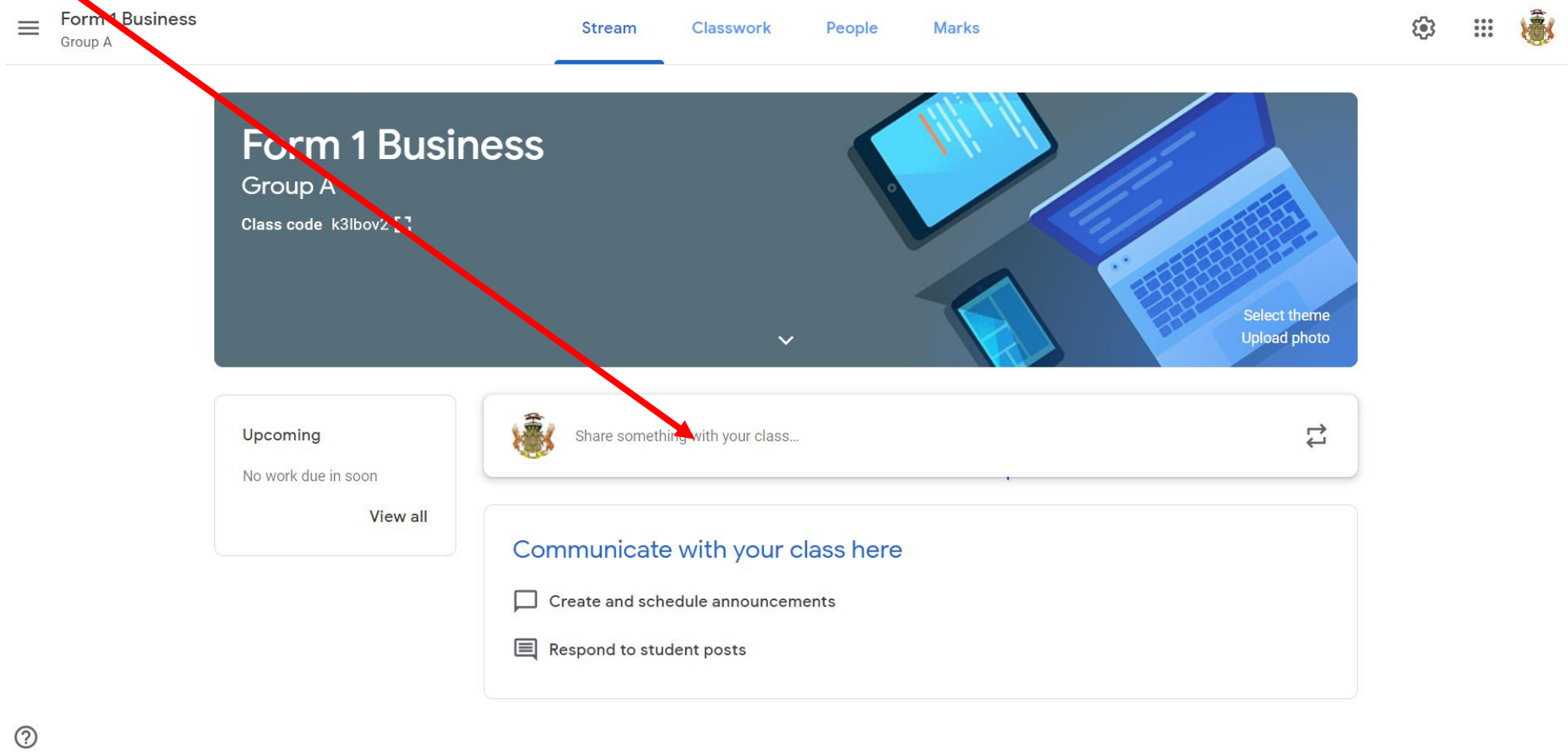
Giving your class some descriptors:



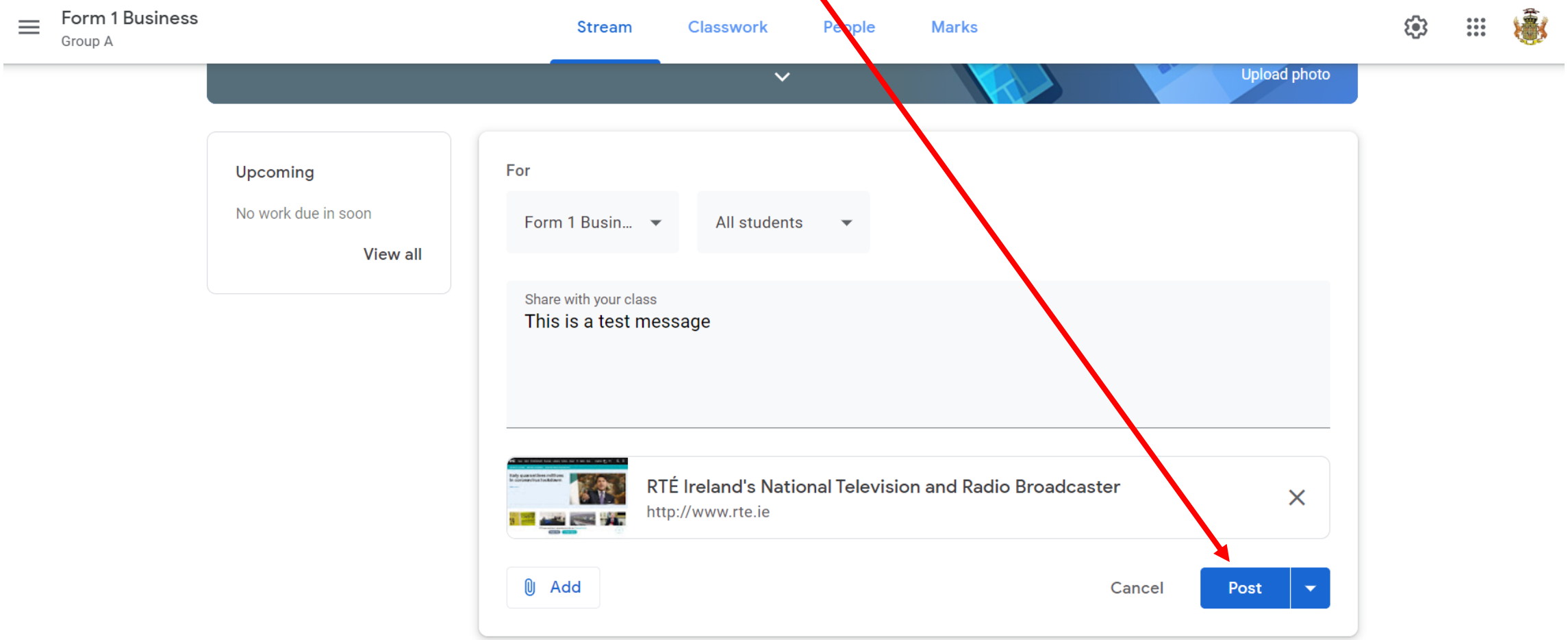
With descriptors: and click Create



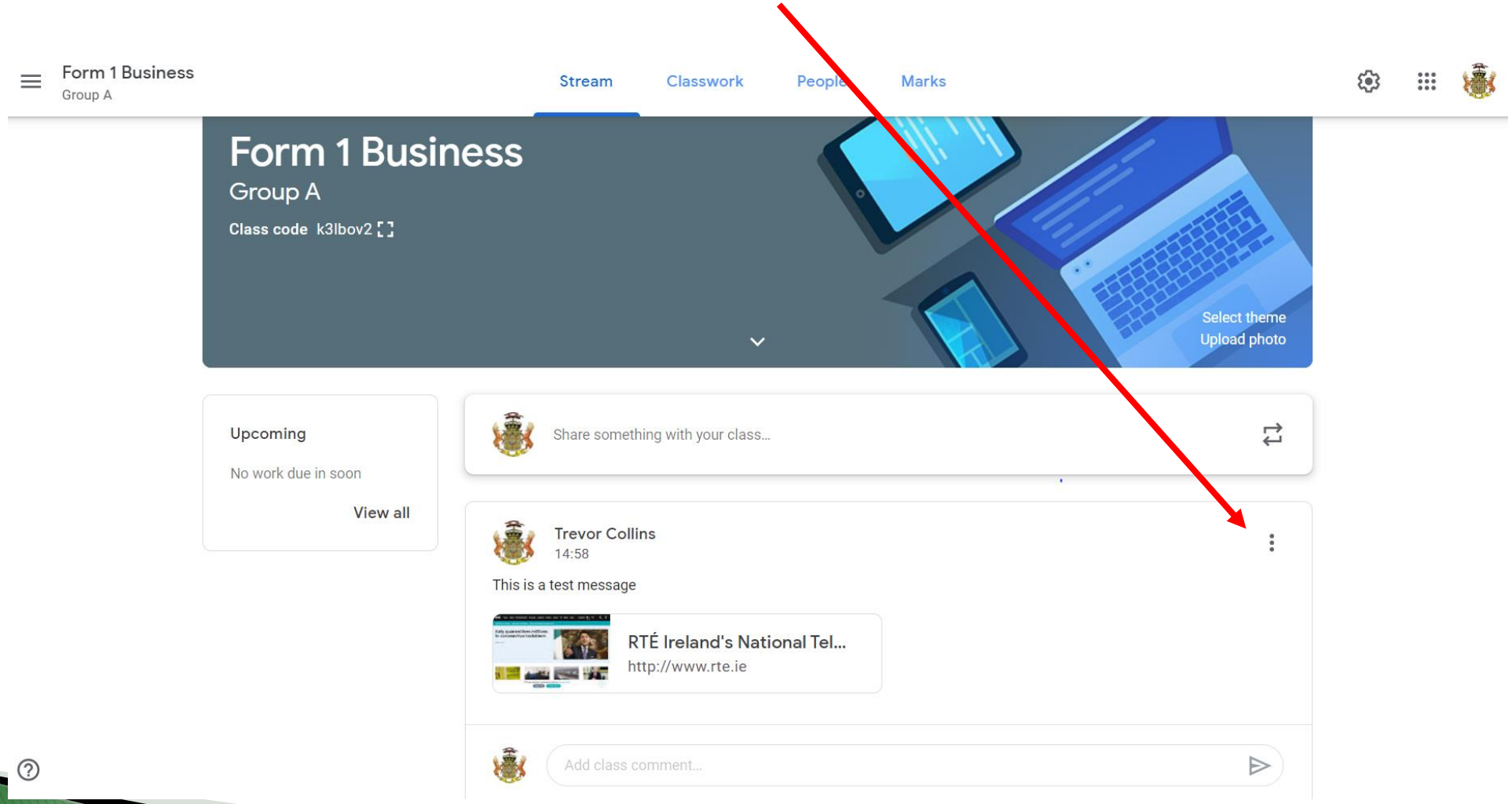
Click to post info. Add files, links etc



Remember to click ‘Post’



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

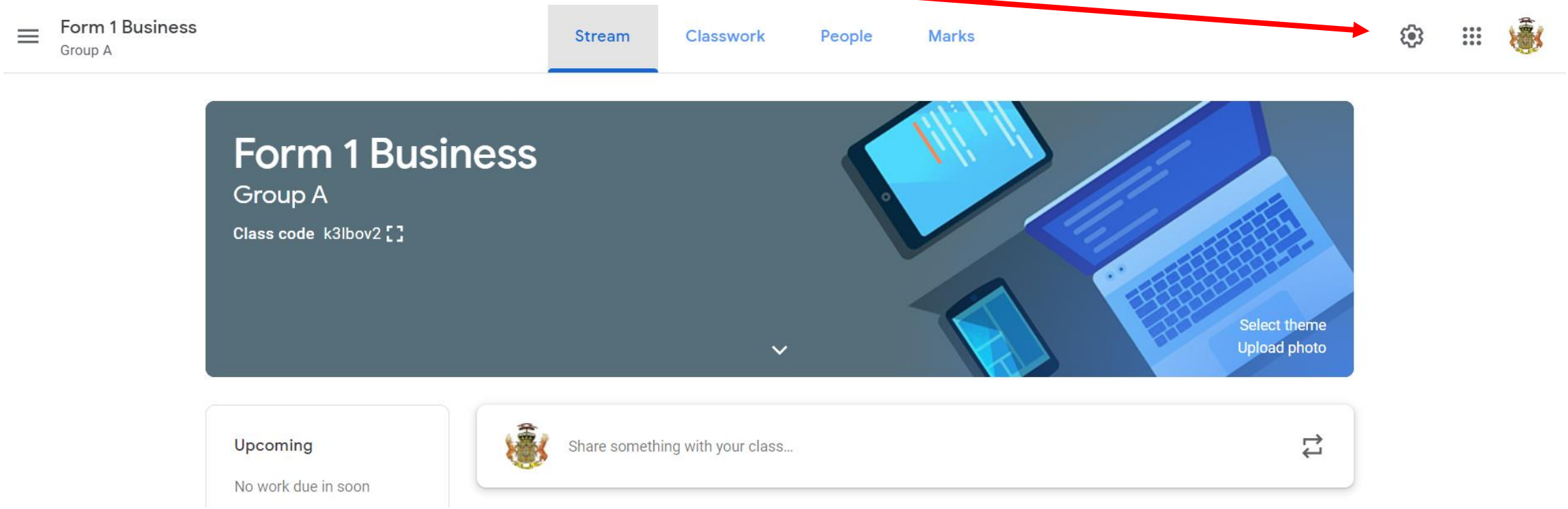


Other:

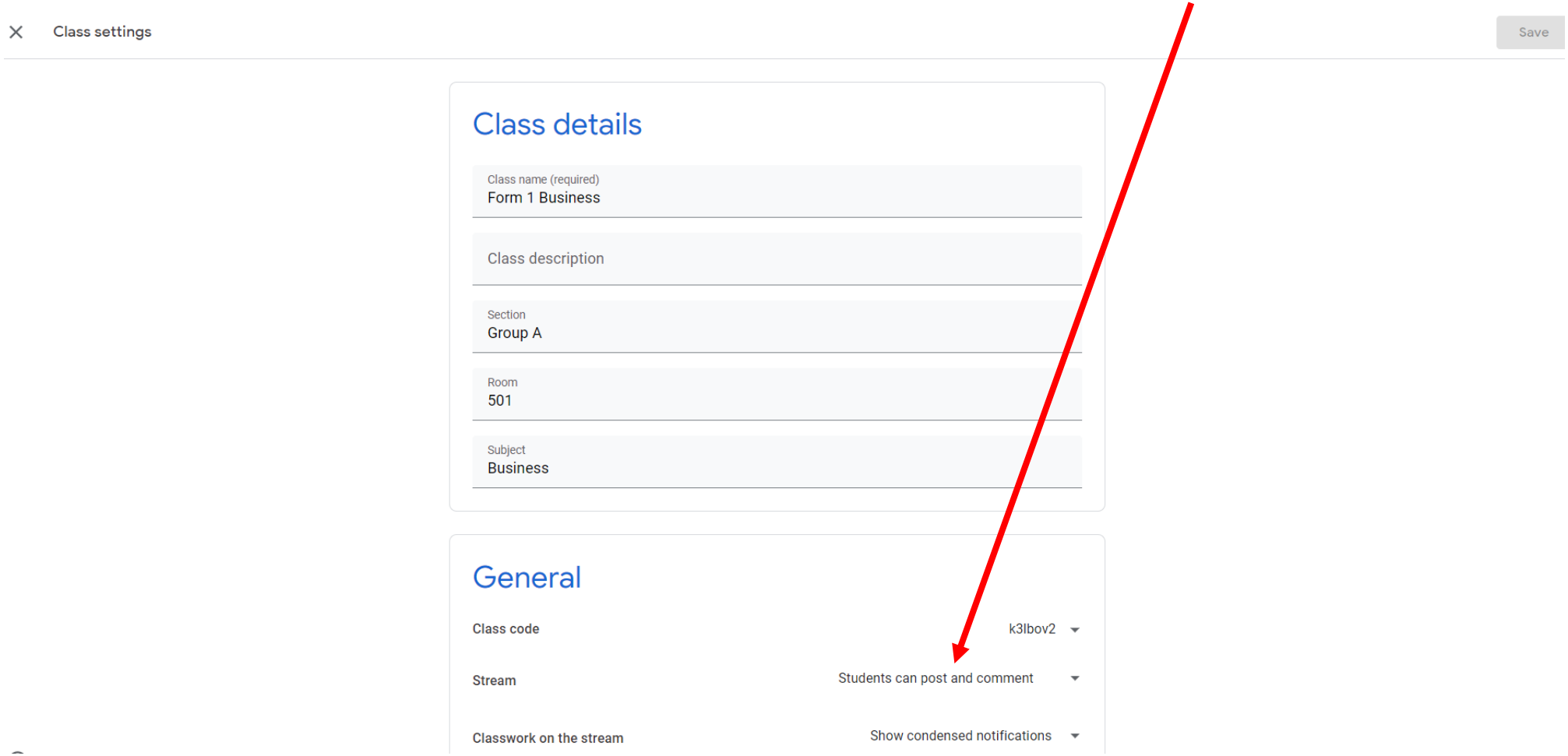
- There is a ‘chat forum’ where students can post message / comments through the classroom group.
- As a teacher, I have found that some students may err in what they post up (Usually when they are new to the system)
- You have the option of turning this off so that only teachers can post comments.
-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

Access the class group required

- Go to ‘Settings’

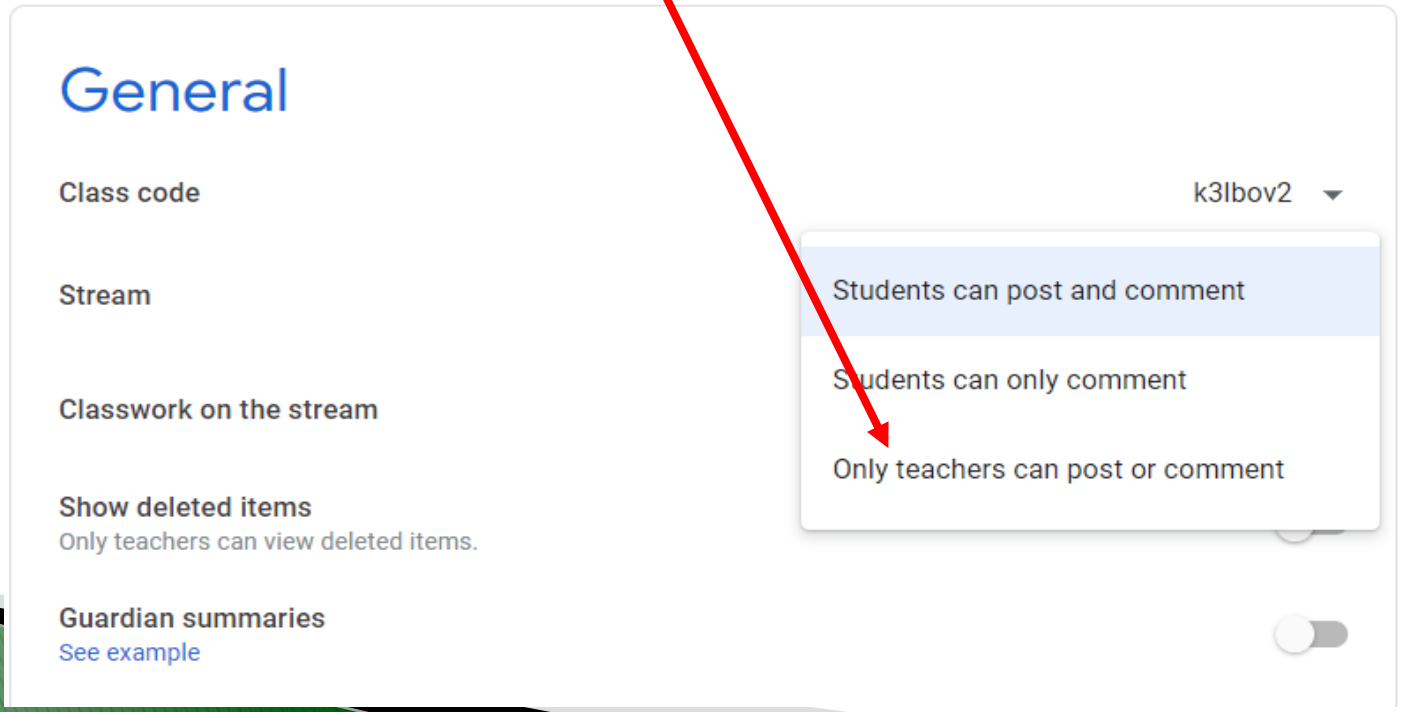


You may need to scroll down depending on your screen settings: Look for ‘Stream’



Options available:

- Option 1: Students can post or comment. (This is the default setting)
- Option2: I find this option useful.
- Click ‘Save’ at top right when finished.



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.