

# 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](http://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 Gmail interface includes a left sidebar with navigation links like 'COMPOSE', 'Inbox', 'Sent Mail', 'Drafts', and a list of categories. The main area shows a list of emails, but the central portion is obscured by a large green rectangular redaction box. The text 'Covered in the interests of GDPR.' is written in white across this box. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 21:43.

Mail ▾

1-50 of 7,161

COMPOSE

Inbox  
Sent Mail  
Drafts

Categories

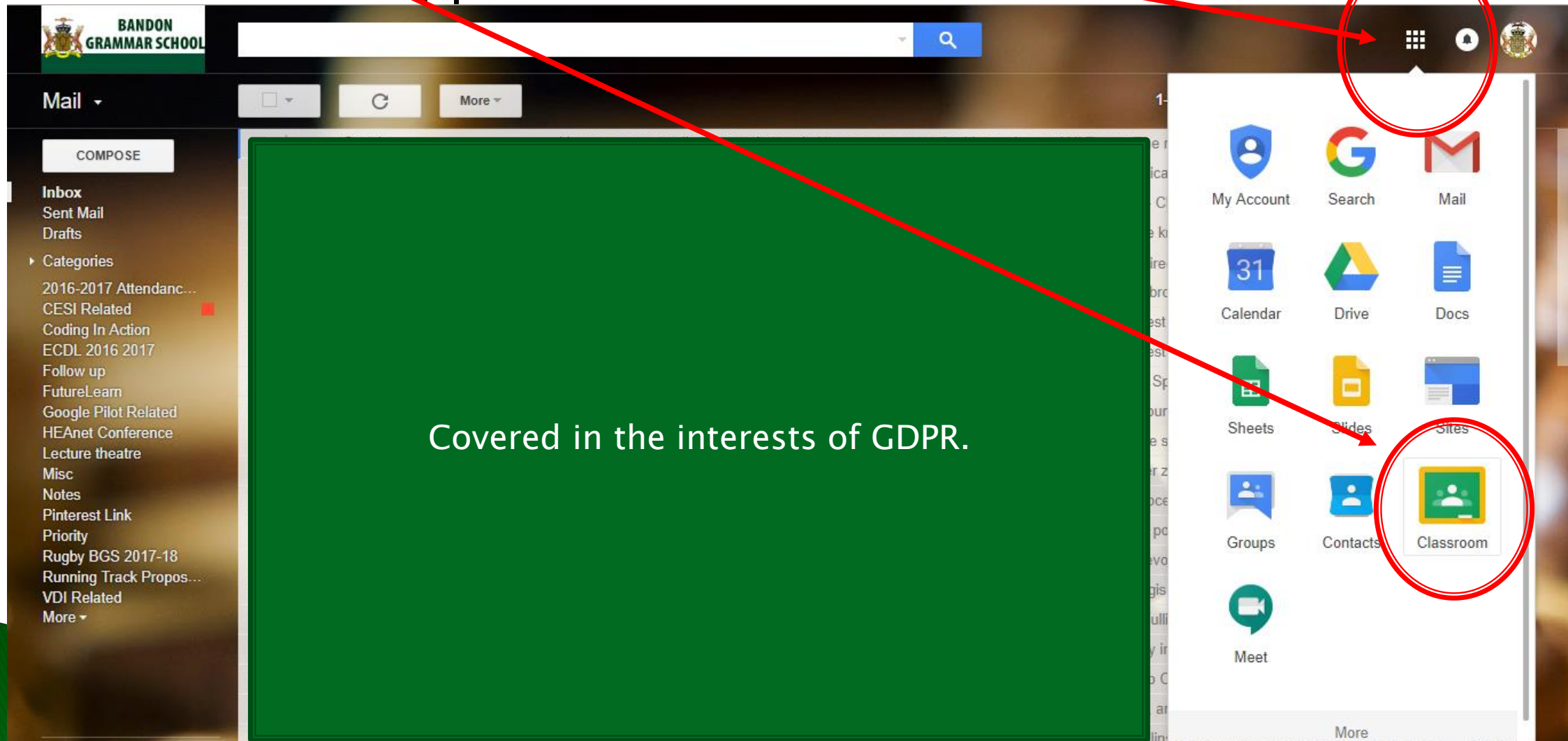
- 2016-2017 Attendanc...
- CESI Related
- Coding In Action
- ECDL 2016 2017
- Follow up
- FutureLearn
- Google Pilot Related
- HEAnet Conference
- Lecture theatre
- Misc
- Notes
- Pinterest Link
- Priority
- Rugby BGS 2017-18
- Running Track Propos...
- VDI Related
- More ▾

Covered in the interests of GDPR.

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

Google Classroom

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



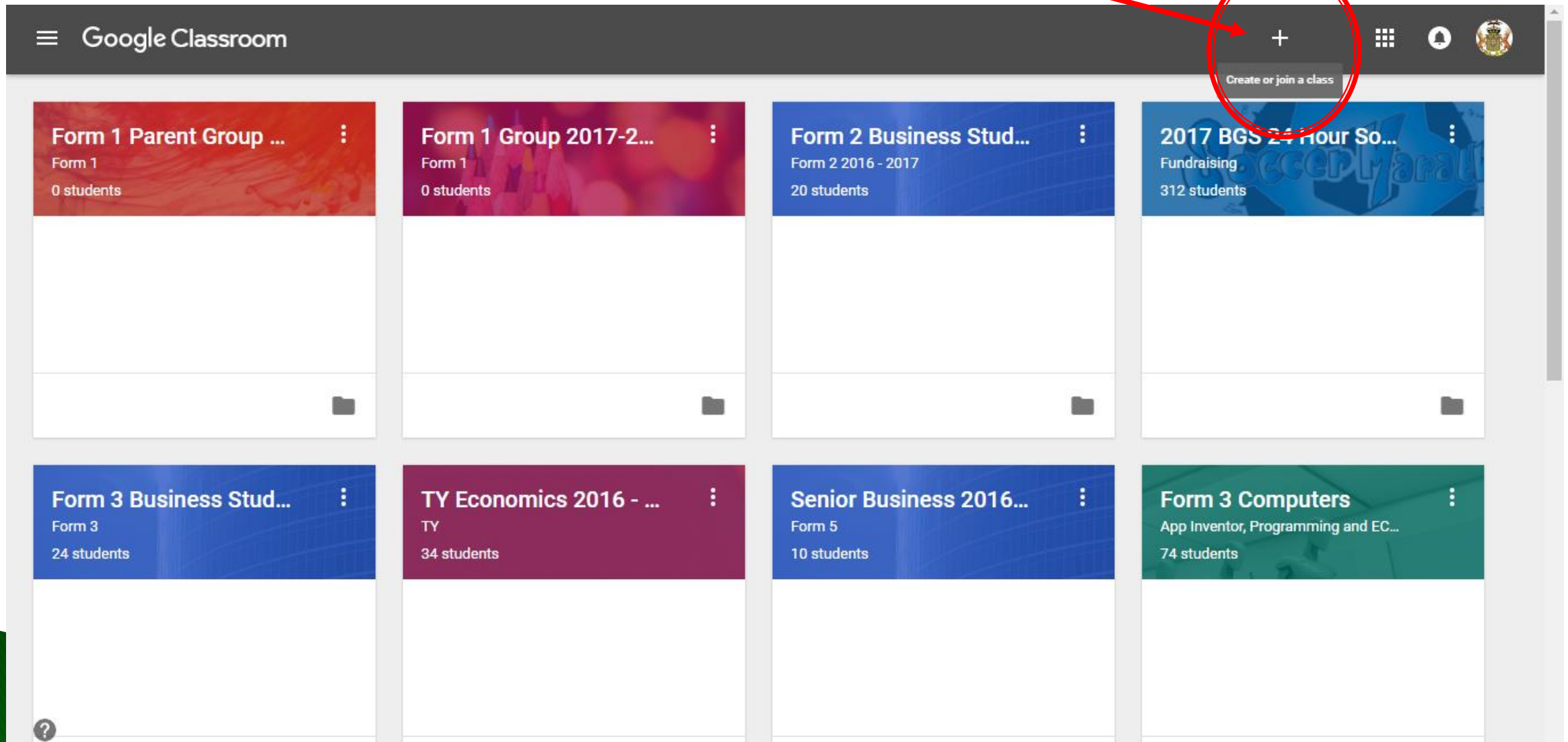
# Options ..... you can either

- ▶ 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

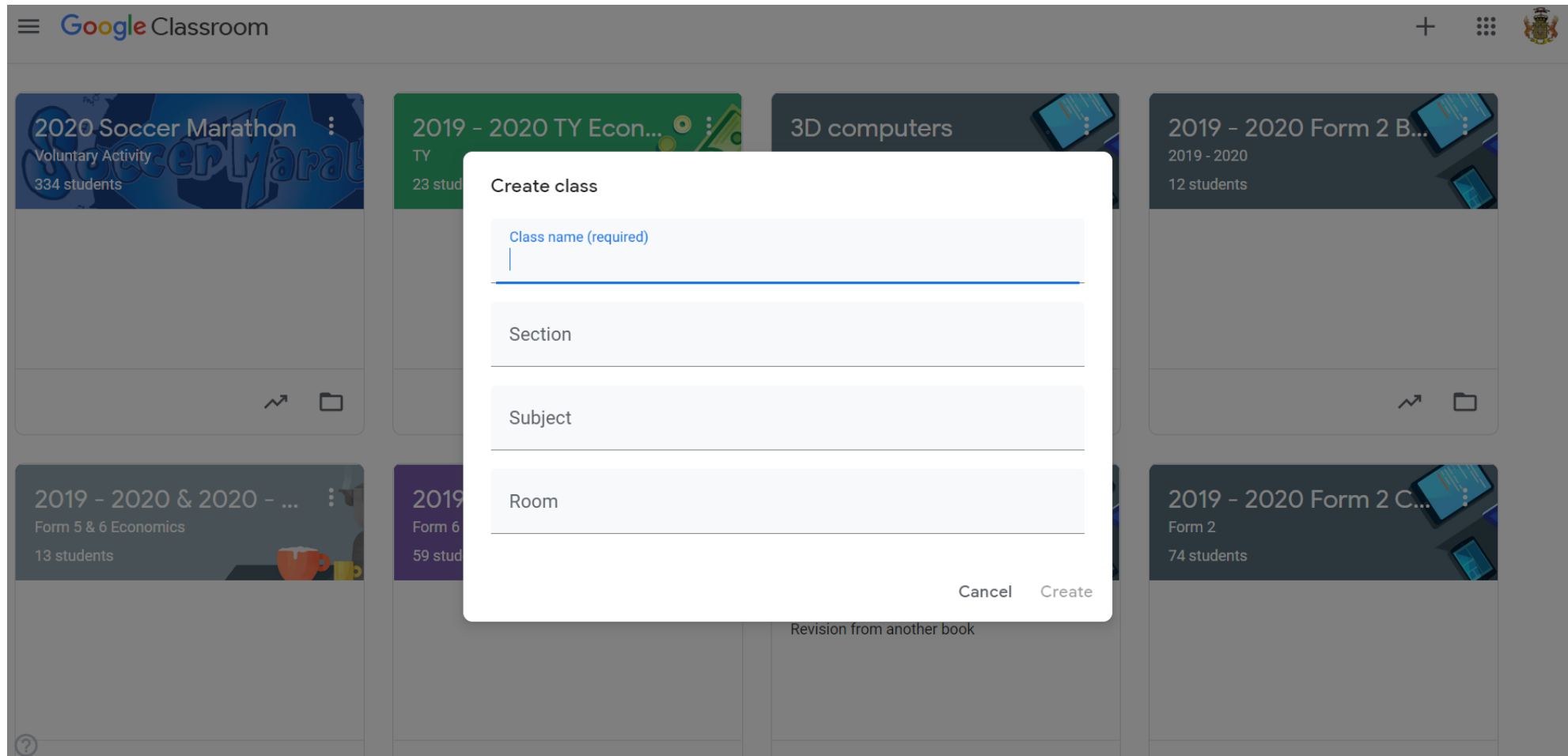


The screenshot displays the Google Classroom interface. At the top, a dark grey navigation bar contains the Google Classroom logo, a menu icon, and a '+' icon for creating or joining a class. A red circle highlights the '+' icon, and a red arrow points to it from the text above. Below the navigation bar, a grid of class cards is shown. Each card has a colored header, a title, a subtitle, and a student count. A folder icon is visible in the bottom right corner of each card.

Class Name	Form	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 screenshot shows the Google Classroom interface with a 'Create class' dialog box open in the center. The dialog box has a title 'Create class' and four input fields: 'Class name (required)', 'Section', 'Subject', and 'Room'. The 'Class name (required)' field is the first and is currently empty. The 'Section' field is the second and is also empty. The 'Subject' field is the third and is empty. The 'Room' field is the fourth and is empty. At the bottom right of the dialog box are two buttons: 'Cancel' and 'Create'. The background shows a grid of 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 at the top left, and a school crest is at the top right.

Google Classroom

2020 Soccer Marathon  
Voluntary Activity  
334 students

2019 - 2020 TY Econ...  
TY  
23 students

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 students

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

Revision from another book

Class name (required)

Section

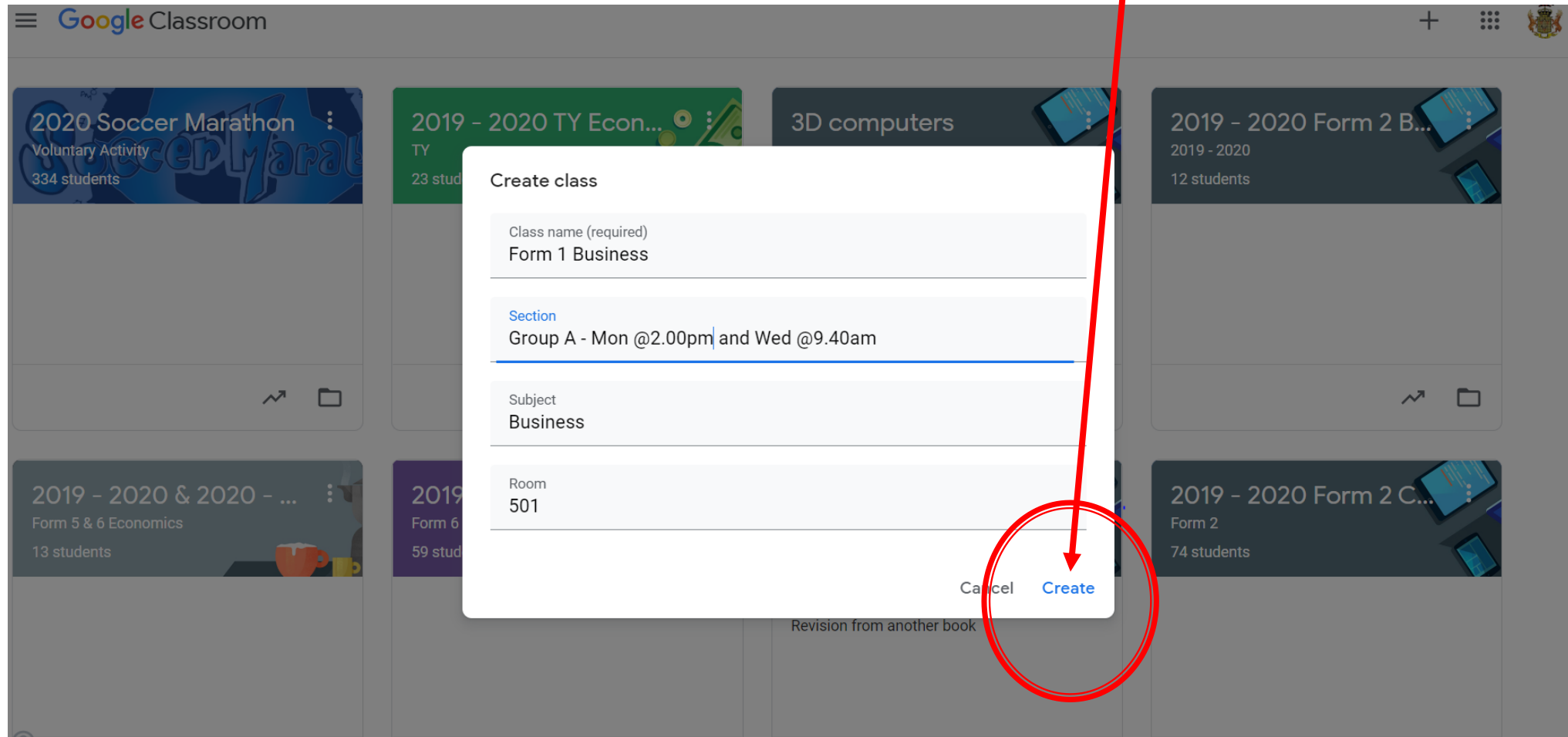
Subject

Room

Cancel Create



# With descriptors: and click Create



The screenshot shows the Google Classroom interface with a 'Create class' dialog box open in the center. The dialog box contains the following fields:

- 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 - ...', '2019 - 2020 Form 6', '2019 - 2020 Form 2 C...', and '2019 - 2020 Form 5 & 6 Economics'.



# 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 tabs for 'Stream', 'Classwork', 'People', and 'Marks'. The 'Stream' tab is selected. Below the navigation bar is a header section with the class name 'Form 1 Business Group A' and the class code 'k3lbov2'. To the right of the header is a banner image showing a laptop and a tablet. Below the header is a section titled 'Upcoming' with the text 'No work due in soon' and a 'View all' link. To the right of the 'Upcoming' section is a large input field with the placeholder text 'Share something with your class...'. A red arrow points from the top text 'Click to post info. Add files, links etc' to this 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'.

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 course titled "Form 1 Business Group A". The top navigation bar includes links for "Stream", "Classwork", "People", and "Marks". The course header displays the title "Form 1 Business Group A" and the class code "k3lbov2". Below the header, there is a section for "Upcoming" tasks, which currently shows "No work due in soon". To the right, there is a post by Trevor Collins, dated 14:58, with the text "This is a test message". The post includes a thumbnail image 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 the post, indicating the options available for editing, deleting, copying the link, or moving the post to the top. At the bottom of the post, there is a text input field for "Add class comment..." and a submit button.



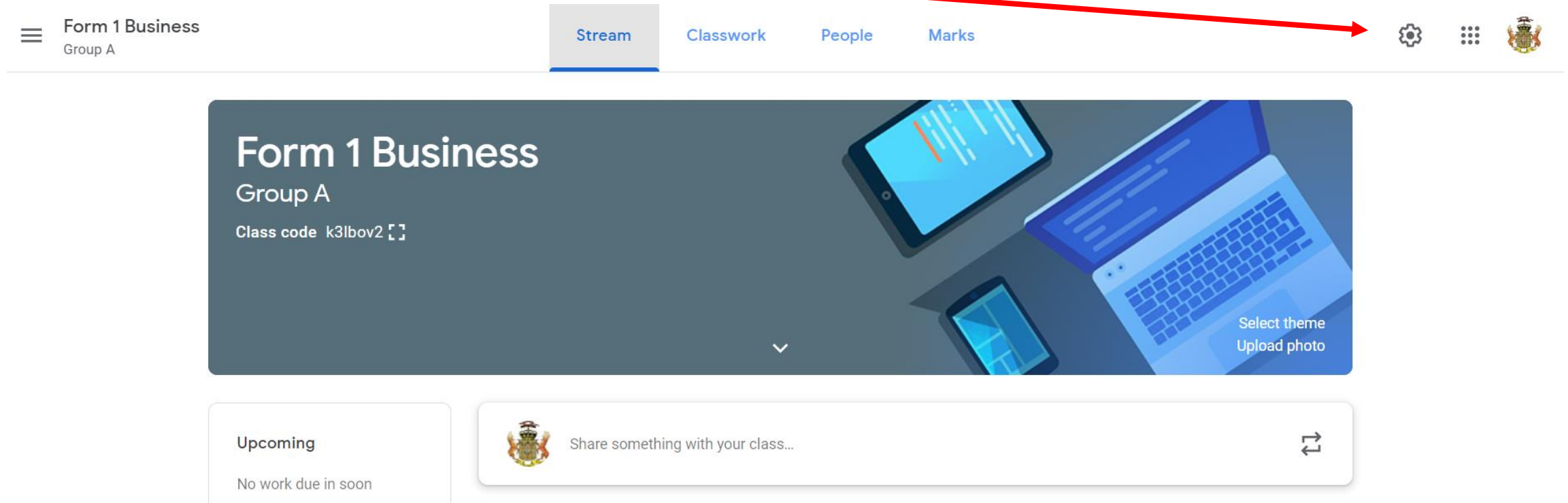
# Other:

- ▶ 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 a user interface for a class group. At the top, there is a navigation bar with a hamburger menu icon, the text "Form 1 Business Group A", and four tabs: "Stream" (highlighted with a blue underline), "Classwork", "People", and "Marks". To the right of these tabs are three icons: a gear (Settings), a 3x3 grid (More options), and a crest (Profile). A red arrow originates from the text "Go to 'Settings'" 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 features an illustration of a laptop and two smartphones. In the bottom right corner of the banner, there are links for "Select theme" and "Upload photo". Below the banner, there are two white boxes. The left box is titled "Upcoming" and contains the text "No work due in soon". The right box is titled "Share something with your class..." and includes a crest icon and a share icon.

Form 1 Business  
Group A

Stream Classwork People Marks

Form 1 Business  
Group A  
Class code k3lbov2

Select theme  
Upload photo

Upcoming  
No work due in soon

Share something with your class...



# 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 ▼

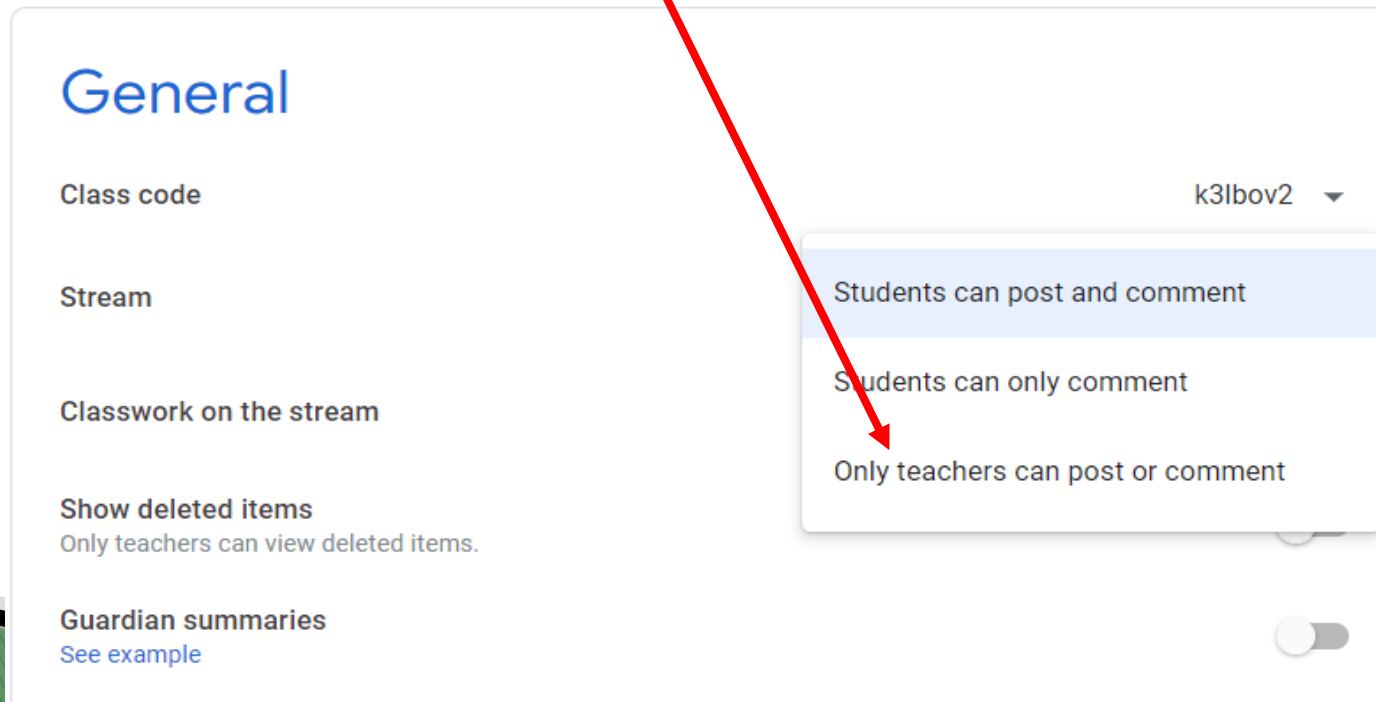
Classwork on the stream

Show condensed notifications ▼



# Options available:

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



The screenshot shows a 'General' settings panel. The 'Stream' dropdown menu is open, showing three options: 'Students can post and comment' (highlighted), 'Students can only comment', and 'Only teachers can post or comment'. A red arrow points from the third bullet point of the text above to the 'Students can post and comment' option in the dropdown.

**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.

