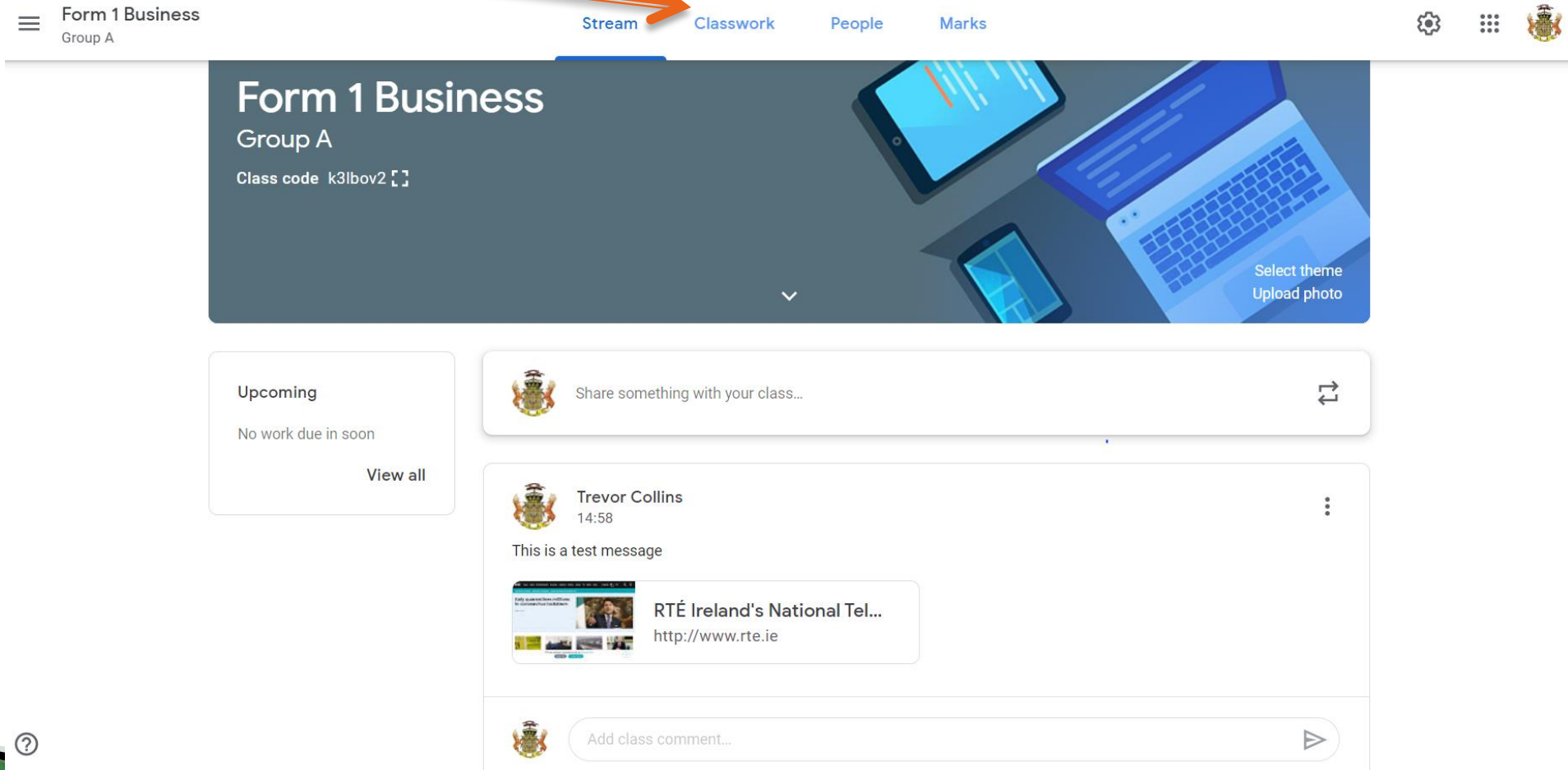


Google Classroom for staff

Part 2: Classwork

2020

Log on to Classroom as normal. Choose the Classwork link.



The screenshot shows the Classroom interface for a class named "Form 1 Business Group A". The top navigation bar includes links for "Stream", "Classwork", "People", and "Marks". An orange arrow points to the "Classwork" link. The class code is "k3lbov2". The main content area displays a banner for the class, followed by a section for "Upcoming" work, which currently shows "No work due in soon". Below this is a section for "Share something with your class..." with a "View all" link. The main feed shows a post by Trevor Collins at 14:58 with the message "This is a test message" and a link to "RTÉ Ireland's National Tel..." with the URL "http://www.rte.ie". At the bottom, there is a text input field for "Add class comment..." and a "Send" button.

Form 1 Business
Group A

Class code k3lbov2

Stream Classwork People Marks

Form 1 Business
Group A

Class code k3lbov2

Select theme
Upload photo

Upcoming

No work due in soon

View all

Share something with your class...

Trevor Collins
14:58

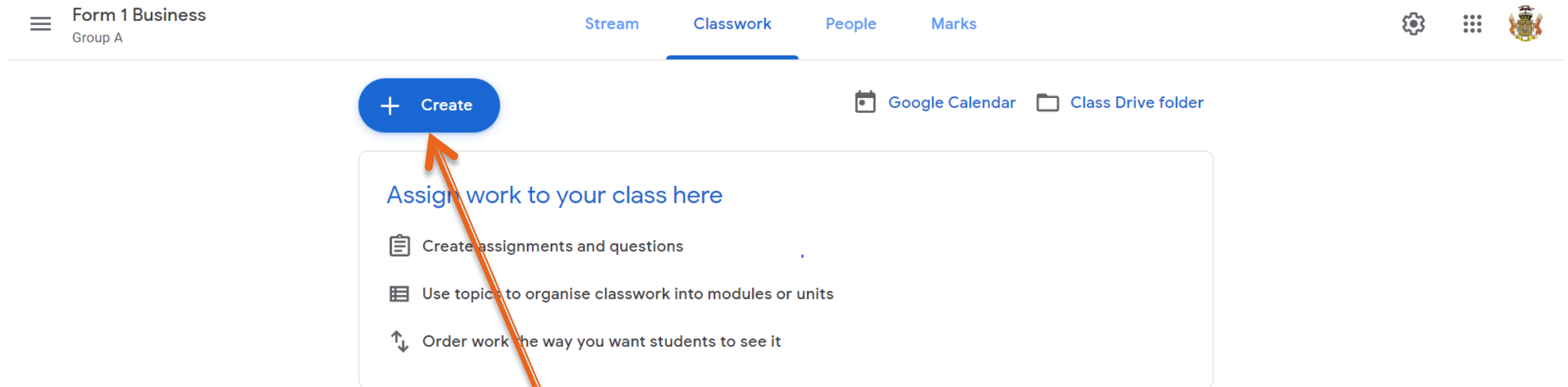
This is a test message

RTÉ Ireland's National Tel...
http://www.rte.ie

Add class comment...




Your new screen:






Everything is 'Menu driven' so click on the appropriate icon. In this case you wish to create a task for the class





Choose what you wish to do: (In this case, create an assignment)


 Form 1 Business
Group A


[Stream](#)[Classwork](#)[People](#)[Marks](#)





 Create


 Assignment


 Quiz assignment


 Question

 Material

 Reuse post

 Topic

 Google Calendar

 Class Drive folder

your class here

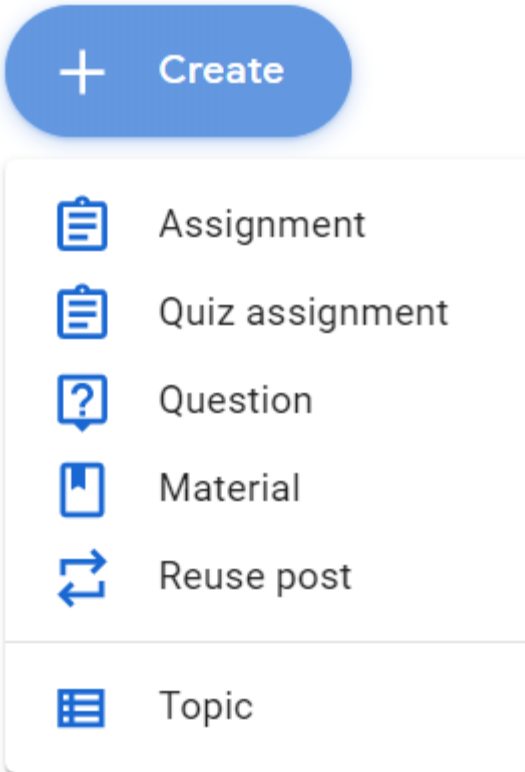
and questions

se classwork into modules or units

you want students to see it



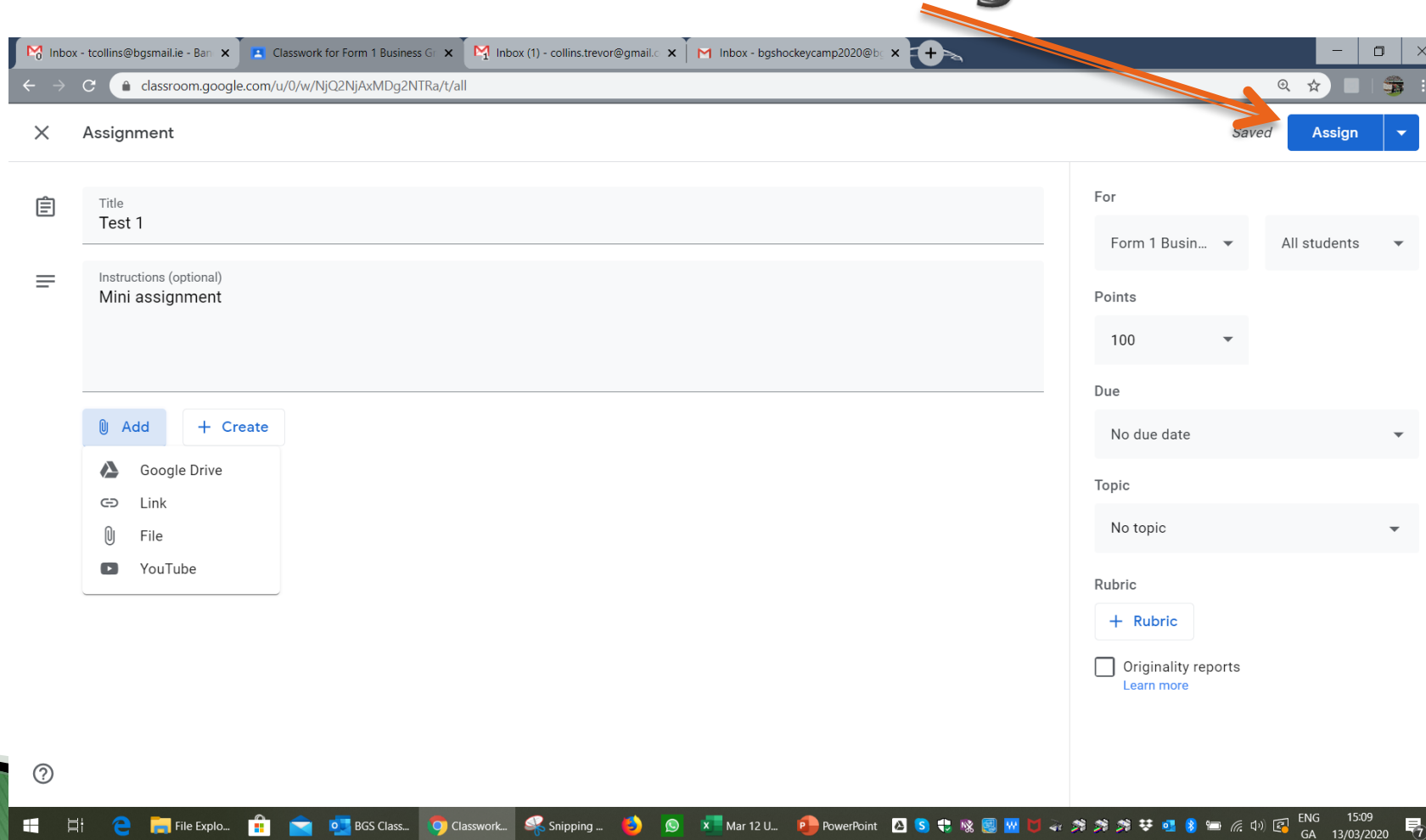
Key menu:



For the most part, you will be creating an Assignment.
Click on the icon, provide instructions
You may decide to add a file or a link.



You can add a file/resource, include a due date, edit the marking scheme etc. Remember to click the 'Assign' button.



The screenshot shows the Google Classroom 'Assignment' creation page. The browser tabs at the top include 'Inbox - tcollins@bgsmail.ie', 'Classwork for Form 1 Business G...', 'Inbox (1) - collins.trevor@gmail.c...', and 'Inbox - bgshockeycamp2020@b...'. The address bar shows the URL 'classroom.google.com/u/0/w/NjQ2NjAxMDg2NTRA/t/all'. The page title is 'Assignment'. In the top right corner, there is a 'Saved' status and a blue 'Assign' button, which is highlighted by an orange arrow. The main form area is divided into two sections. The left section contains a 'Title' field with the text 'Test 1' and an 'Instructions (optional)' field with the text 'Mini assignment'. Below these fields are two buttons: 'Add' (with a paperclip icon) and '+ Create'. The 'Add' button is active, and a dropdown menu is open below it, showing options: 'Google Drive', 'Link', 'File', and 'YouTube'. The right section contains several settings: 'For' (with dropdowns for 'Form 1 Busin...' and 'All students'), 'Points' (with a dropdown set to '100'), 'Due' (with a dropdown set to 'No due date'), 'Topic' (with a dropdown set to 'No topic'), and 'Rubric' (with a '+ Rubric' button). At the bottom of the right section, there is a checkbox for 'Originality reports' with a 'Learn more' link. The Windows taskbar at the bottom shows various icons, including File Explorer, BGS Class..., Classwork..., Snipping..., and several other applications. The system clock in the bottom right corner shows 'ENG GA 15:09 13/03/2020'.

Assignment

Title
Test 1

Instructions (optional)
Mini assignment

+ Add + Create

- Google Drive
- Link
- File
- YouTube

For
Form 1 Busin... All students

Points
100

Due
No due date

Topic
No topic

Rubric
+ Rubric

☐ Originality reports
[Learn more](#)



What the students must do

- ▶ If they wish to use your resource (attachment) as a template for their work, they must do the following:
- ▶ Click on the original message
- ▶ Right click and open it up in a new tab
- ▶ Download the attachment and open it.
- ▶ Complete the work as required and save it.
- ▶ Very importantly, students must go back to the assignment / Classwork page and add / share their work back to the teacher.



Teachers page: Teachers can access the work handed in, correct it and post a result and comment.

Form 1 Business

Group A

Instructions

Student work

Return

100 points

All students

Sort by status

Test 1

0

Handed in

0

Assigned

All

No students yet, so nothing to review

Note:

- ▶ A huge benefit of using Classwork as opposed to sending an email, and students replying with an email, is that the all work completed is returned to the teacher in an organised way.
- ▶ It declutters your email inbox as everything is returned into Classroom group folder.



Key reminder:

- ▶ Assuming that you have not had the opportunity to show your students how to do this in person, you will need to give your students clear instructions. (Probably best through Google Classroom)
- ▶ The student MUST go to the Assignment page and click on the Add the work done (After they complete work elsewhere)

The screenshot shows a Google Classroom interface for an assignment titled 'Test 1' with a value of 100 points. The assignment is assigned to 'Trevor Collins' on '13 Mar'. The page is divided into sections: 'Mini assignment', 'Class comments', and 'Your work'. The 'Your work' section is highlighted with a red arrow pointing to the '+ Add or create' button. Below this is a 'Mark as Done' button. The 'Class comments' section has a text input field 'Add class comment...' with a submit button. The 'Private comments' section has a text input field 'Add private comment...' with a submit button. The top navigation bar shows 'Form 1 Business Group A' and a user profile icon with the letter 'p'.

Form 1 Business
Group A

Test 1 100 points

Trevor Collins 13 Mar

Mini assignment

Class comments

Add class comment...

Your work Assigned

+ Add or create

Mark as Done

Private comments

Add private comment...

