# Google Classroom Cheat Sheet - June 2020

Notice!
Starting a Google Classroom automatically creates a folder in your **Google Drive** under the same name as your Classroom. Files and assignments that you create and use with this classroom **are automatically stored there**. Copies of work submitted by students can also be found here.

How to Create a Google Classroom

1. Log into your Google Account.
2. Open the Google Classroom using in the ⠿ in the upper right-hand corner
3. Click the +.
4. Select **Create Class.**
5. Name your class.

   Note: The additional sections can be completed if you wish for organizational purposes but are not required.
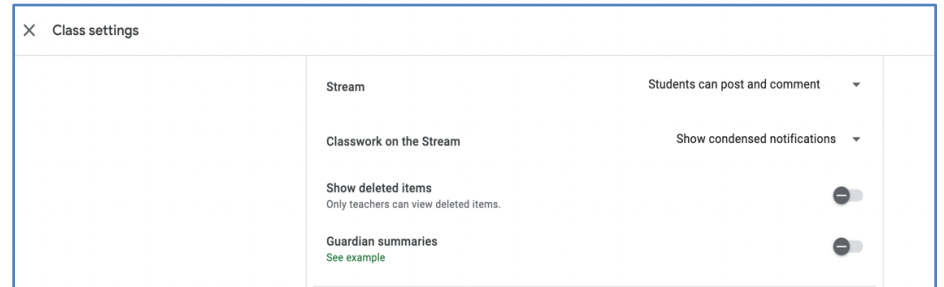
6. Click **Create**.

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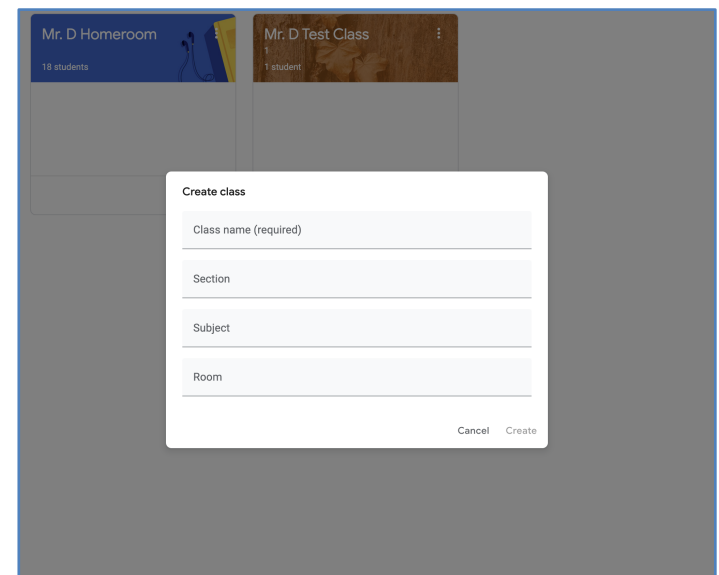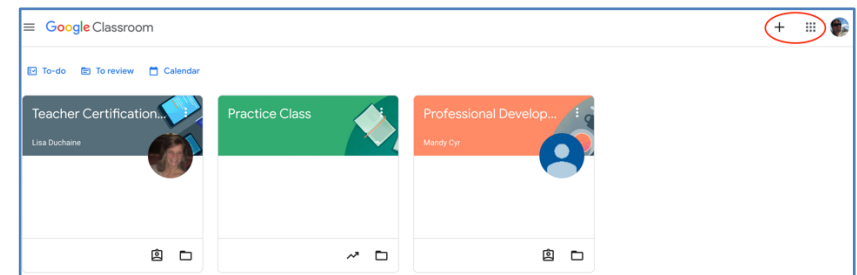
Adjusting the Class Settings

How to Adjust Your Class Settings

1. Click on **Settings** ⚙ in the upper right corner.
2. Scroll down to **General.**
3. Expand selections for each item by clicking on the drop-down arrows or

   On/Off Slider. ⚫
4. Make your selection.
5. Click **Save**.

General Settings:

Action	Setting
Stream	*Students can comment* or *Only teachers can post or comment*
	Note: Outside school hours, it is useful to set comments to *Only teachers can post or comment* for management purposes.
Classwork on the Stream	*Show condensed notifications*
Show Deleted Items	*Off*
Guardian Summaries	*Off*—This is required by The District.
Grading	*Off*—This is required by The District.

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How to Add Students to Your Classroom

1. Locate the **Class Code** in the banner at the top of your Classroom page

2. Provide the code to your students.

3. Your students should then do the following:

   a. Have students log into their Google account and open the Google Classroom app.

   b. Click the + in the upper right-hand corner.

   c. Select **Join Class**.

   d. Enter the **Class Code** when prompted.

   e. Click **Join**.
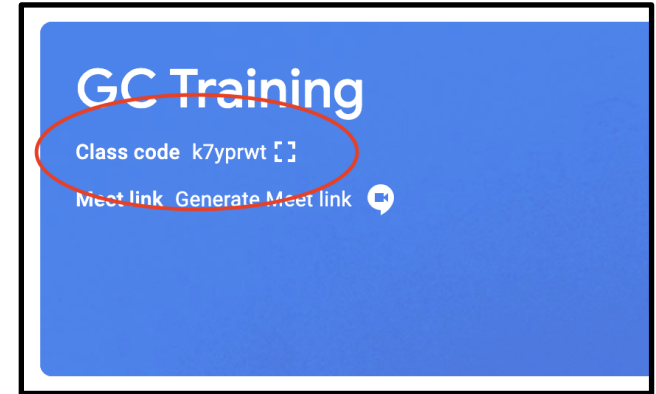
Note: You can find a roster of students who have joined your class under the **People** tab at the top of your classroom.

How to Create a Post

1. To create a post, click the box that says *Share something with your class…*

2. Type your message.

3. Click **Post.**

Note: Using the circled drop-down boxes, you can customize your message by sending it to multiple classes (if you have them), selected students, or with added attachments.

You can also use the drop down next to the "Post" button to automatically post your message at a specific day/time.

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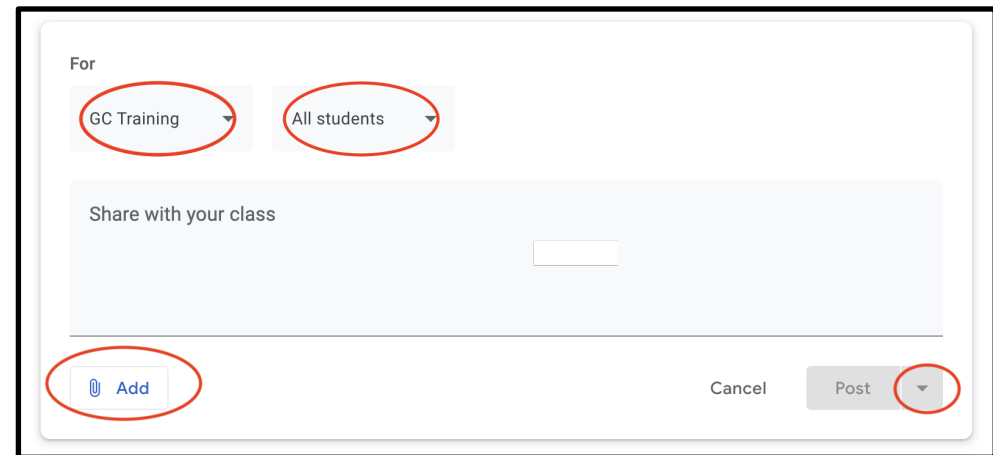
How to Create an Assignment

1. Click on **Classwork** at the top of your classroom page.

2. Click **Create** and select **Assignment**.

3. Enter a title for your assignment

4. Add instructions for your assignment.

5. For the assignment itself, you can…

    a. Attach a premade document for students to complete by clicking **Add** and selecting the file from your **Google Drive** or computer.

    b. You can make a document, drawing, or other attachment by selecting **Create** and choosing your format. This will automatically be saved in your class drive.
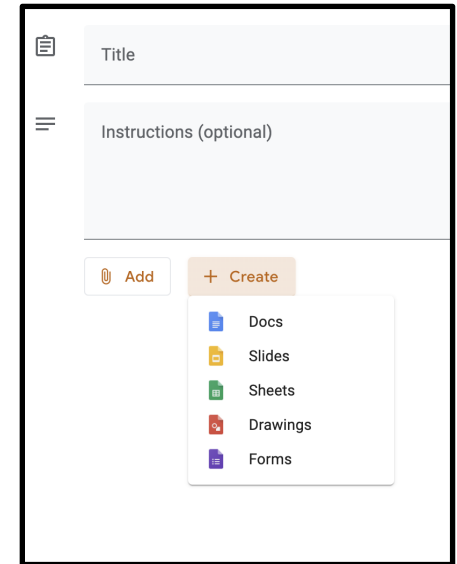
> **Notice**!
> Once you have selected a file to attach, select *Make a copy for each student* from the drop down on the right.
>
> **If you forget this step, students will only be able to view the file, or will have access to the same copy of the assignment.**

6. Use the drop-down menus on the right side of the screen to select the details for the assignment, such as:

7. Topic (see *How to Keep Assignments Organized by Using Topics,* below)

8. Add a grading rubric (optional).

9. Click **Assign**.

Note: **Originality Reports** are associated with preventing plagiarism.

How to Keep Assignments Organized by Using "Topics"

If Google Classroom is a file cabinet, **Topics** are the manila folders inside keeping different papers and assignments separated. You can create **Topics** before or after you create or assign work.

To Create a Topic:

1. Click on the **Classwork** tab at the top of your Classroom.

2. Click **Create** and select **Topic**.

3. Fill in the name of your topic

4. Click **Add**.

5. Add an assignment to the topic by dragging and dropping the assignment.

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