MOUNT SINAI UNION FREE SCHOOL DISTRICT
118 North Country Road
Mount Sinai, New York 11766

Google Classroom Teacher Information
classroom.google.com

With Google Classroom…
- ✓ Teachers can create and review student assignments, post announcements, and send messages to individual or all students.
- ✓ Students can submit assignments, work collaboratively with others, and post comments (teacher permitting).
- ✓ Pages are private, so only students that *join* the class can view the teacher's *Classroom* page.

LOGIN INFORMATION:

To access your Mt. Sinai Google Classroom account, go to: http://classroom.google.com   *or*
Go to the High School or Middle School website and click the Google Apps for Education link listed under Students.

**Use the following credentials to login:**

Username: *current Mt. Sinai network username followed by @mtsinai.k12.ny.us*
For example, John Doe's username would be jdoe@mtsinai.k12.ny.us.
Password**:** *This is the default password for your building. Refer to Ken's Google email from 10/26 for details.*
** Once you login, change it to your current network password that you use to access your computer daily.

Next, scroll down to the *Get started using Classroom* section and select **TEACHER**.
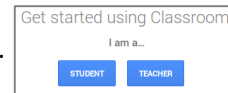
ADD A CLASS:

- ● Click **+** at the top of the page and click *Create* class.
- ● Enter the class name in the first text box.
   (Optional) Enter a short description in the second text box, such as section, grade level, semester.
- ● Click *Create*.

When a teacher creates a new class using *Google Classroom*, a folder for that class will automatically be made for the teacher AND students within their Google Drive *Classroom* folder.
This folder automatically stores all of the teacher and student files that are created and submitted via *Google Classroom*.

CHANGE THE CLASS THEME:

Change the design theme that is displayed at the top of the class stream.
- ● Open the class and click **Select theme** at the bottom of the image to choose a theme of your choice.
   *OR*
- ● Open the class and click **Upload photo** at the bottom of the image.
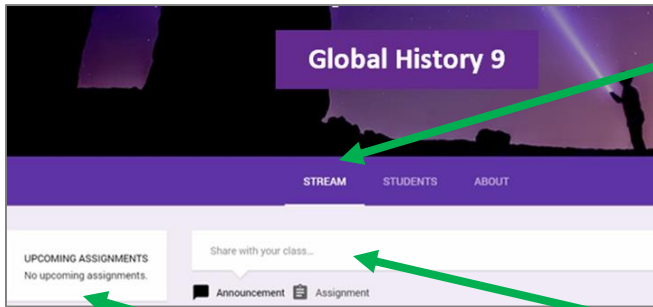
ADD STUDENTS:

Students will use a class code to join your class.
- ● Go to the class page. The class code is on the left of the stream.
- ● If need be, click the code and select Reset or Disable.
- ● Give the students these instructions:
  - • Sign in to Classroom at classroom.google.com.
  - • On the Home page, click **+** .
  - • Enter the class code and click *Join*.
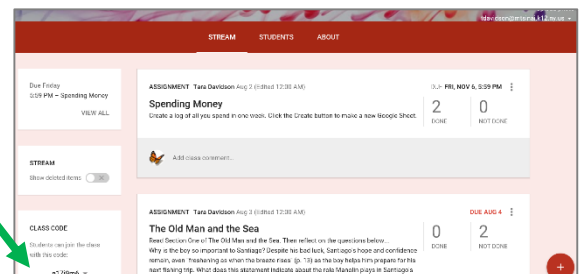
CLASSROOM PAGES:

Your *Classroom* is made up of three pages: **Stream, Students, and About**.

Stream: All teacher announcements and assignments will appear here.

Students: View your enrolled students.

About: Provides a place for teachers to post important class info, such as the syllabus, grading policy, etc. You can also access the calendar to view upcoming assignments and access the *Classroom* folder within Google Drive.

Upcoming assignments are posted here.   All messages and assignments are posted here.

STREAM PAGE:

All teacher announcements and assignments will appear here.

CREATING AND GRADING ASSIGNMENTS:

- Quickly create, assign, and automatically notify students that an assignment is available.
- After you assign something, it's easy to see which students have completed the work and provide direct, real-time feedback and grades.

CREATE AN ASSIGNMENT:

- Select a class.
- Click ✛ at the bottom, and click *Create Assignment*.
- Enter the assignment title and any additional instructions, if needed.
- Select a Due Date. To create an assignment with no due date, click ⬤. Click Save.
- You can add multiple resources to your assignments.
  To attach a file, a Google Drive item, a YouTube video, or a link, click the appropriate icon:

- (Optional) To give the assignment to another class, click the class name next to the attachment icons and select any additional classes.
- For attached files, you can choose how students will access the file:

  - ✓ If you want all students to read the same file, but not change it, select *Students can view file*.
  - ✓ If you want all students to make changes in the same file, select *Students can edit file*.
  - ✓ If you want each student to have an individual copy of the file that they can change as needed, select *Make a copy for each student*.

- Do one of the following options:
  - ✓ If you want to post the assignment immediately, click *Assign*.
  - ✓ To save the assignment for a later date, click the arrow next to *Assign* and select *Save draft*.

VIEW AN ASSIGNMENT:

- Click ▤ and select Assignments.
  The Assignments page has two sections:
  - *To Review*—Class assignments that are not reviewed.
  - *Reviewed*—Class assignments that are reviewed

GRADE AND RETURN AN ASSIGNMENT:

- As students begin working on an assignment, you can view their progress and add comments or make edits.
- When the assignment is complete and *turned in* to you, you can assign a grade and return it.
- After you return an assignment, the student regains edit access to any files that were part of the assignment.
- Go to the class and click the *assignment* in the class stream.
- (Optional) The default point value is 100, but you can change it or select *Ungraded*, and click *Update*.
- Click **Add grade** next to the student's name, and enter the grade.
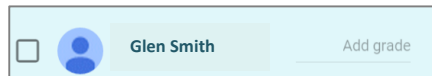
  To update the student about the new grade, you must return the assignment to the student.
- Check the box next to the student you want to return the assignment to and click **Return**.
- (Optional) Add a private comment to a student, if needed.
- Click **Return** again to confirm.

POSTING AN ANNOUNCEMENT:

Announcements are helpful for notices or reminders

- Select a class.
- Click ✚ at the bottom, and click *Create Announcement*.
- Add your information.
  Follow the directions for 'Creating an Assignment' if you need additional help.

POSTING A QUESTION:

For every question, you can choose whether or not students can edit their answers as well as see and reply to each other's answers. After you post a question, you can also see the number of students who have and haven't answered.

- Select a class.
- Click ✚ at the bottom, and click *Create Question*.
- Add your information.
  Follow the directions for 'Creating an Assignment' if you need additional help.
- Once you click the *ASK* button you will be prompted to choose how students can post their response.

REUSE A POST:

You can reuse any post—announcements, assignments, and questions—from a current or previous class. The post can be modified before you reuse it.

- Select a class.
- Click ✚ at the bottom, and click *Reuse Post* and follow the steps on the screen.

CLASS CALENDAR:

Classroom creates a calendar for all classes, and work with a due date is automatically added to the class calendar. You can view the calendar in Classroom or in Google Calendar.

- Click ▤ and click Calendar.
- On the calendar, you can click on the assignment to view additional information.

SET CLASS PERMISSIONS:
Teachers can decide if they want students to post new messages or add comments. You can control student messages and comments in the class stream by setting permissions for individual students or for the whole class. You can also see any comments and messages that a student made and then deleted.
- Click the class you want to set permissions for.
- Click *Students*.
- Click *Students can post and comment* and select the permission level:
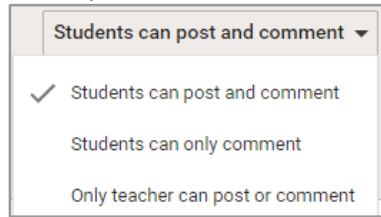

MUTE A STUDENT:
- Click the class that the student is in.
- Click *Students*. Select the student(s), click *Actions*, and select *Mute*.

You can also mute a student from a comment in the class stream:
- Click the class that the student is in.
- Find the comment from the student.
- Click ⋮ next to the comment and select *Mute*.

SEE DELETED POSTS AND COMMENTS:
- Click the class with the deleted posts or comments. Go to the Stream page.
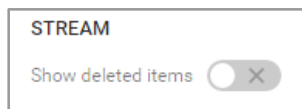
ABOUT PAGE:
The ABOUT Page is a place to post important class info, such as your syllabus, grading policy, class rules, etc.
- Go to the class you want to add the resources to
- At the top of the page, click *About*
- Optional, enter a page title, class description, and room number
- To add additional resources, at the bottom click *Add Materials*.
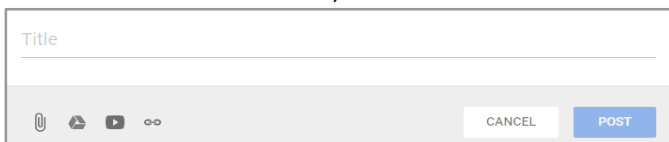
  You can add multiple resources under a single title or add them separately with specific names.
  To attach a file, a Google Drive item, a YouTube video, or a link, click the appropriate icon.
- Click *Save*

INVITE TEACHERS TO A CLASS:
You can invite additional teachers to join your class to help coordinate class activities. Here are a few class permissions to be aware of:
- Click the class you want to add teachers to.
- At the top of the class stream, click About. Click Invite Teacher.
  Invited teachers will receive an email invitation and they must click the link in the email to accept the invitation.

TO RENAME A CLASS:

English 8
Pd. 2   Go to the Classes main page. Click the ⋮ for the class you want to rename.
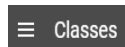
ARCHIVED CLASSES:

- At the end of the class, you can *archive* to preserve the class materials, assignments, and any postings to the class stream.
- You can still access any class files in Google Drive, but the archived classes are moved to a separate area to help keep current classes organized.
- An archived class can be viewed by both the teacher and students in the class. However, when the class is archived, you can't edit or add anything to the class until the teacher restores it.
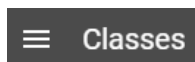
To archive:

English 8
Pd. 2   Go to the Classes main page. Click the ⋮ for the class you want to archive.

To view archived classes:

☰ Classes Go to the Classes menu and Click Archived Classes. Click the class to view it or click the ⋮ to restore it.

CHANGE YOUR PROFILE PHOTO:

☰ Classes Go to the Classes menu. Click Settings. Click Change profile picture.