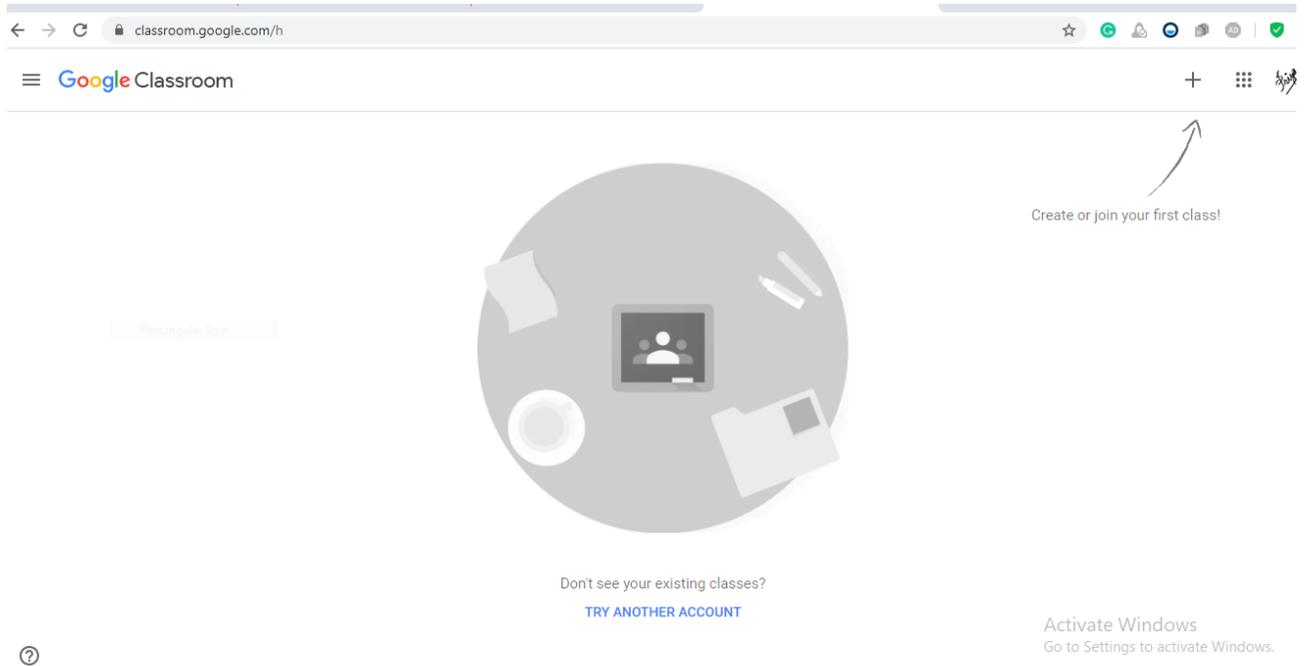


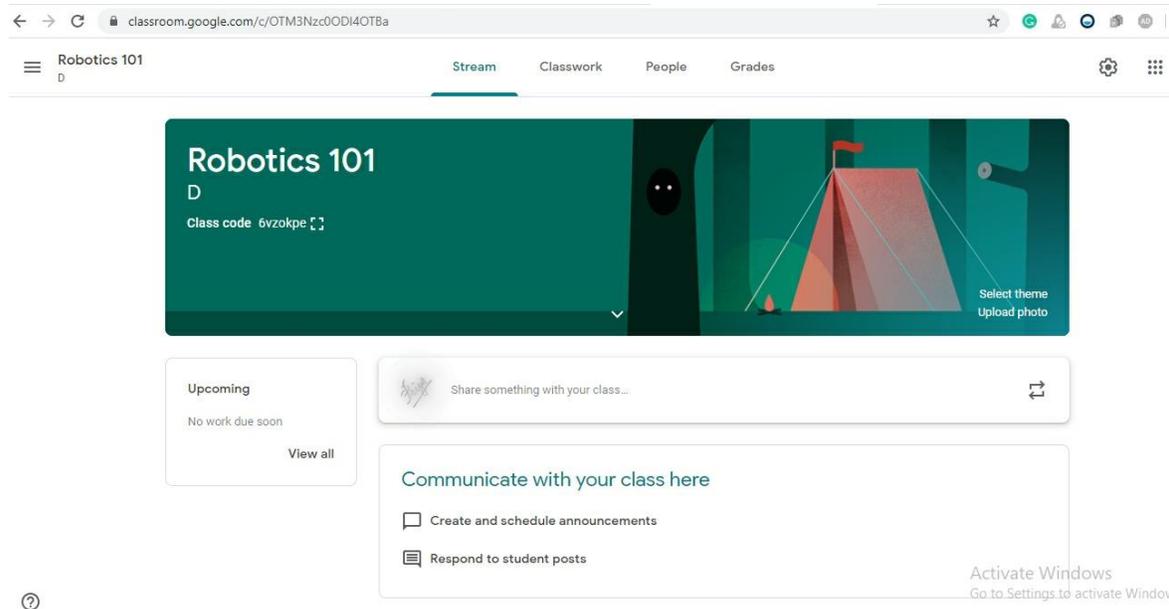
For Teachers

Creating classroom:

1. Open a Web browser and go to [classroom.google.com](https://classroom.google.com/h). You have to sign in with your google account.



2. On the Welcome screen, click the plus sign at the top and choose Create Class.
3. In the Create a Class dialogue box, type in the Class Name and Section.
4. Click Create.



Your new classroom is created. You can see that the classroom has three main tabs. Here's what those tabs mean:

- **Stream:** This is where you manage your class assignments and make announcements to the class. You can add new assignments, with due dates and attached materials. Upcoming assignments are shown at the left. Also, just with social media services, you can send a message to your entire class — even with an attachment.
- **Students:** This is where you manage your students. You can invite students to your classroom from here and manage their permissions level. To invite students to your class, you have to set them up as Google Contacts in your Google Apps for Education account or they have to be in the school's directory.
- **About:** This is where you can add the course title and description, add a location for the class, and add materials to your class's Google Drive folder.

Note: Now you will get a class code which you will need to share with your students so that they can get access to the class you created.

Managing classroom:

You (the teacher) can

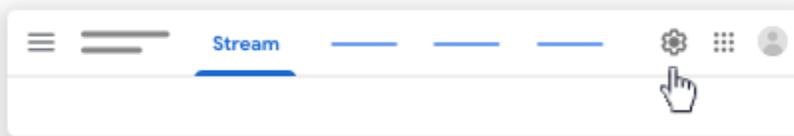
- Add a class
- Archive a class
- Invite/remove a student or students
- Set class permissions

Among the aforementioned tasks controlling who can post on the Stream page is very important.

The steps to control who can post on the Stream page:

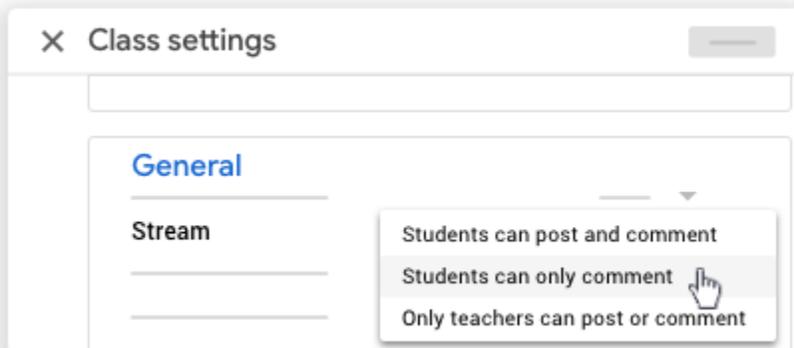
1. Go to classroom.google.com.

2. Click the class > Settings .



3. Under General, next to Stream, click Students can post and comment > choose a permission:

- Students can post and comment—This option is the default. Students can post to the Stream page and comment on any item.
- Students can only comment—Students can comment on an existing post, but can't create a post.
- Only teachers can post or comment—Students can't post or comment on the Stream page. This option mutes all students.



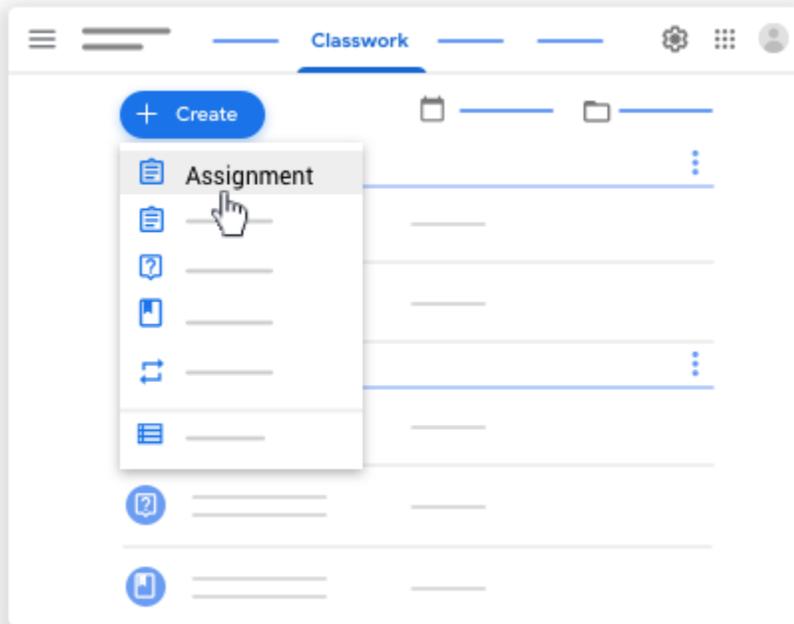
- To save your selection and return to the Stream page, in the top-right corner, click Save.

Note: If you turn off permissions to post and comment on the Stream page, students can still send you a private comment.

Creating and grading assignments:

To create an assignment

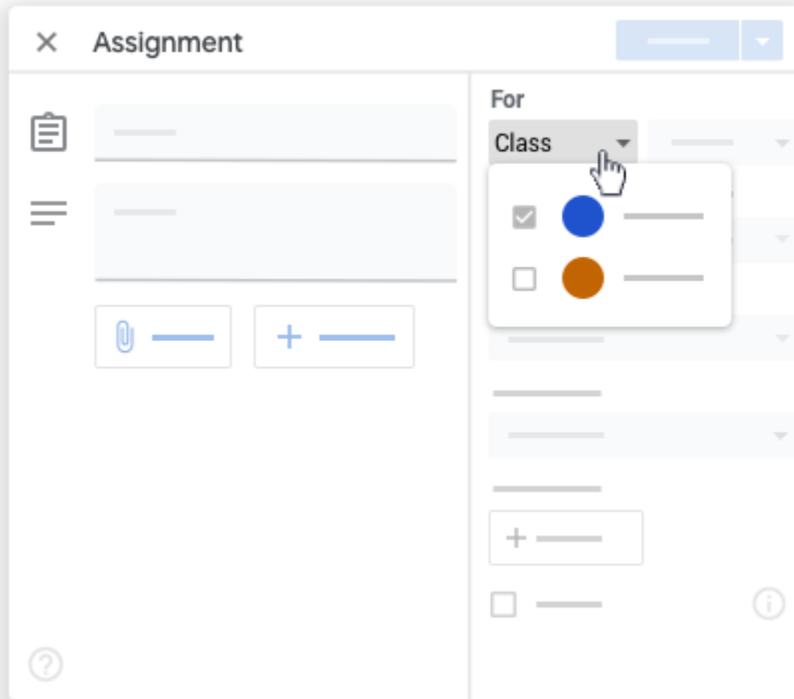
1. Go to classroom.google.com.
2. Click the class > Classwork.
3. At the top, click Create > Assignment.



4. Enter the title and any instructions.

Post to one or more classes:

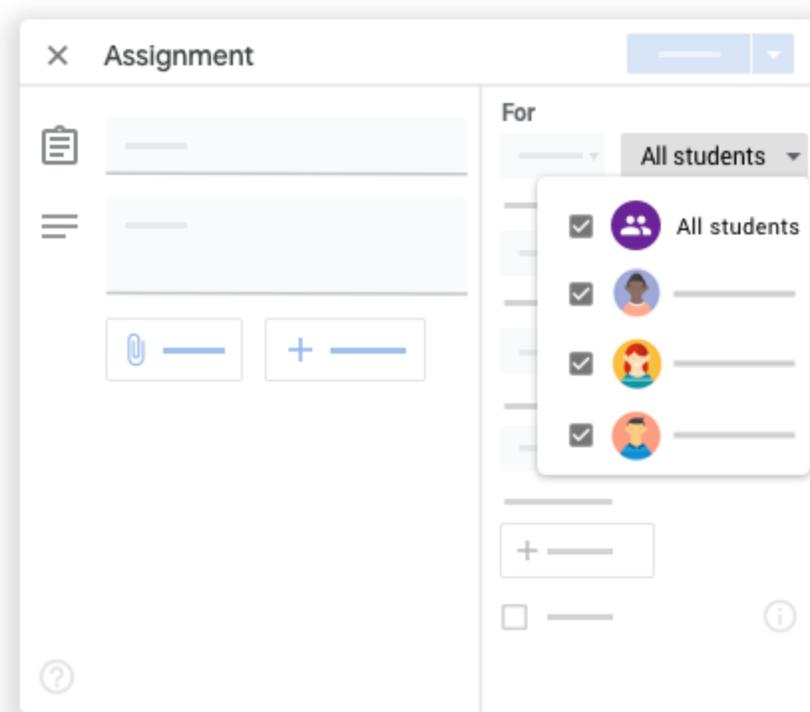
Under For, click the Down arrow ▾ > select the class or classes you want to include.



Note: You can't post to individual students across multiple classes. Posts to multiple classes are shared with all students in the classes.

Post to individual students:

By default, an assignment posts to all students in the class. You can post an assignment to individual students. However, you can't post to individual students if more than one class is included. And, you can't post to more than 100 individual students at a time.



Next to All students, click the Down arrow ▾ > All students to deselect it.

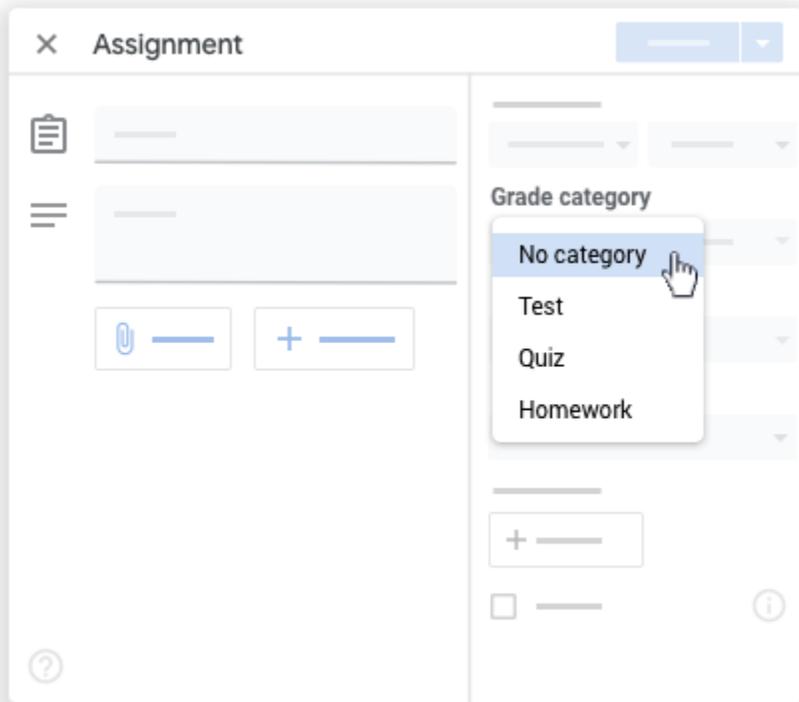
1. Select the students you want to post the assignment to.

Add a grade category:

For organization, you can add grade categories to assignments. With grade categories, you and your students can see the category an assignment belongs to, such as *Homework* or *Essays*. Teachers also see the categories on the Grades page.

Under Grade category, click the Down arrow ▾ > select a category from the menu.

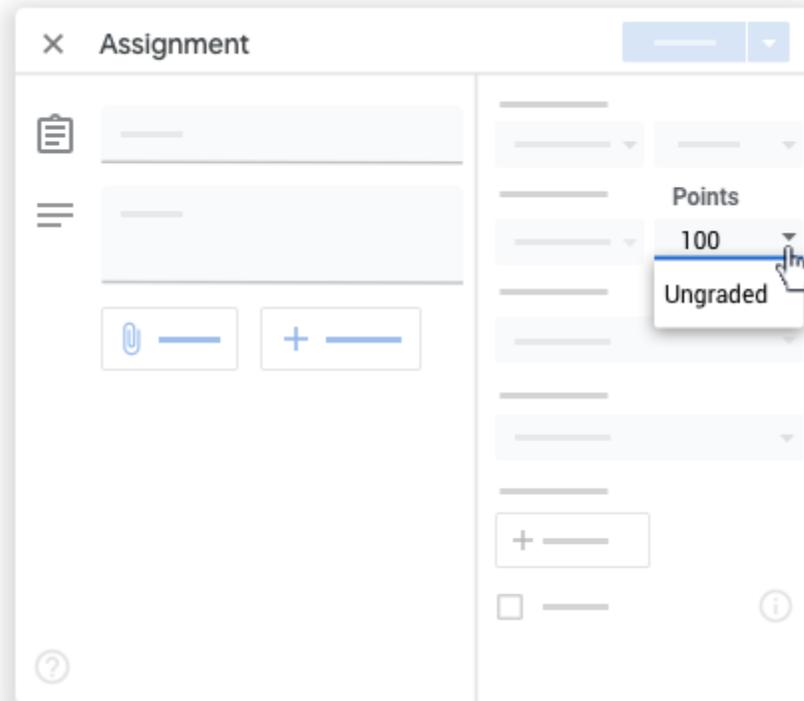
For more information on grade categories, go to [Add a grade category to posts](#) or [Set up grading](#).



Change the point value:

You can change the point value of an assignment or make the assignment ungraded. By default, assignments are set at 100 points.

1. Under Points, click the value.



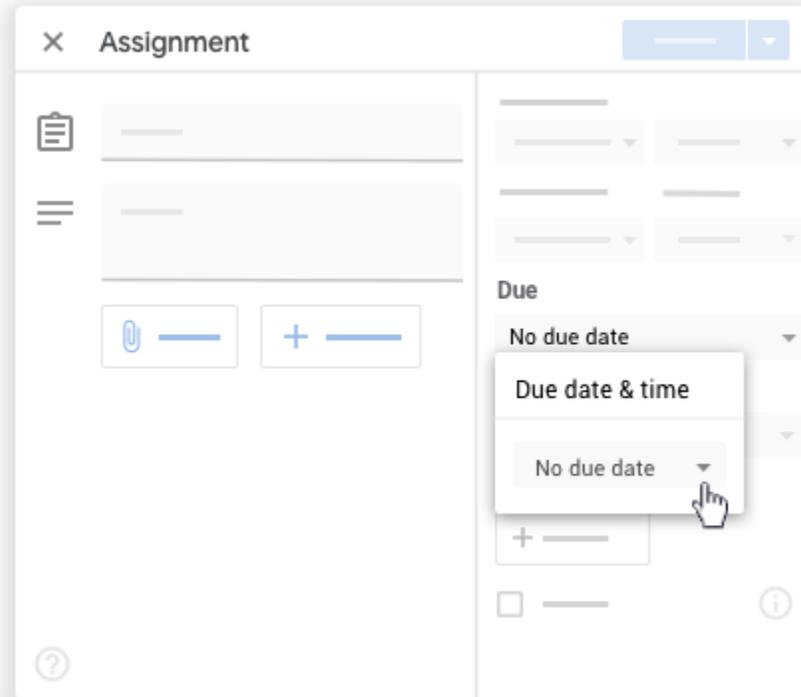
2. Enter a new point value or select Ungraded.

Note: When students complete an ungraded assignment, they tap Turn in or, if no files get turned in, Mark as done. If a student doesn't tap Turn in or Mark as done before the due date, the assignment is marked Missing. If there's no due date, it's marked Assigned.

Add a due date or time:

By default, an assignment has no due date. To change this:

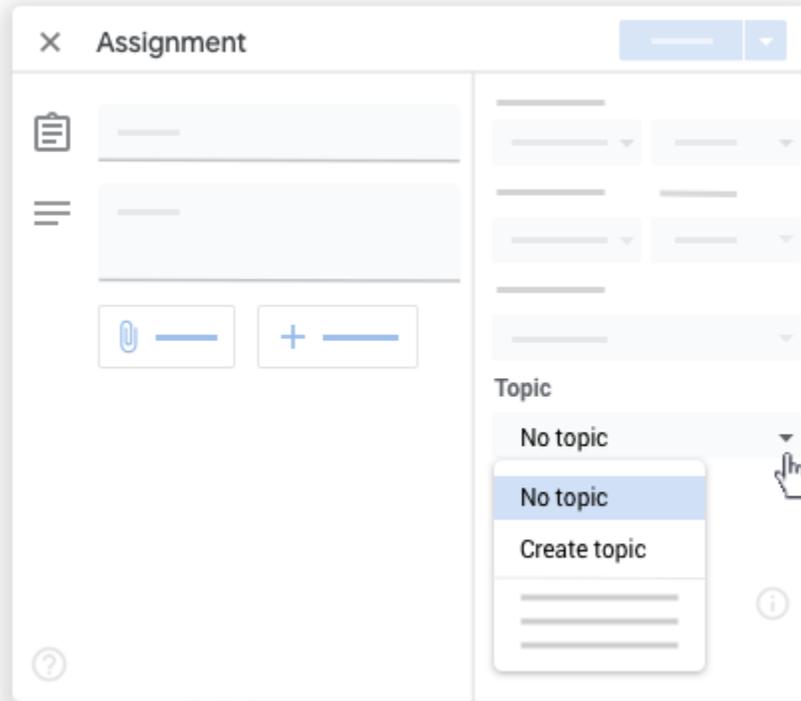
1. Under Due, click the Down arrow ▾.
2. Next to No due date, click the Down arrow ▾.



3. Click a date on the calendar.
4. (Optional) To set a due time, click Time > enter a time and specify AM or PM.
Note: Work is marked Missing or Turned in late as soon as the date or time due arrives. For example, for work to be on time at 9:00 AM, set the time due to 9:01 AM. For instructions to check work status, go to [View student assignments](#).

Add a topic:

1. Under Topic, click the Down arrow ▼.



2. Choose an option:
 - To create a topic, click Create topic and enter a topic name.
 - To select a topic in the list, click it.

Note: You can only add one topic to an assignment.

Learn more about how to [add topics to the Classwork page](#).

Add attachments:

You can add attachments to your assignment, such as files from your computer, Google Drive files, YouTube videos, or links.

Attachment type	Directions
 File	<ol style="list-style-type: none">1. Click Attach.2. Select the file > Upload.
Drive	<ol style="list-style-type: none">1. Click Drive .2. Select the item and click Add. <p>If you attach a Google Forms quiz and there's no other attachment with the assignment, grades can be imported directly to the Student Work page.</p>
YouTube	<p>To search for a video to attach:</p> <ol style="list-style-type: none">1. Click YouTube .2. Enter keywords and click Search .3. Click the video > Add. <p>To attach a video link by URL:</p> <ol style="list-style-type: none">1. Click YouTube > URL.2. Enter the URL and click Add.
 Link	<ol style="list-style-type: none">1. Click Link .2. Enter the URL and click Add Link.

To delete an attachment, next to it, click Remove .

To decide how students interact with an attachment, next to the attachment, click the Down arrow ▼ and choose an option:

- Students can view file—All students can read the file, but not edit it.
- Students can edit file—All students share the same file and can make changes to it.
- Make a copy for each student—Students get their own copy of the file with their name added to the document title. For Google Docs, Sheets, and Slides files, both you and the student can edit the document. When students turn in the assignment, they can't edit the document until you return it to them.

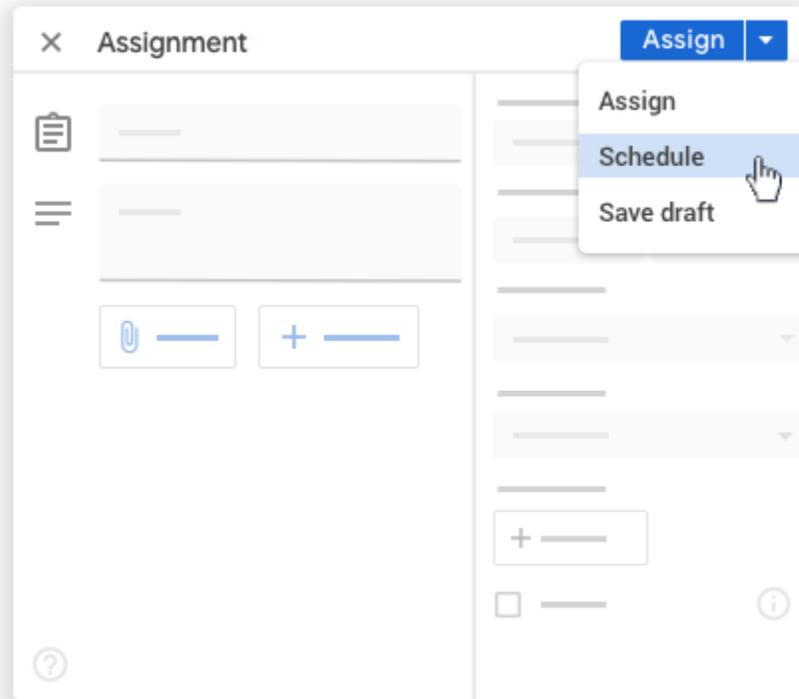
Note: If you see a message that you don't have permission to attach a file, click Copy. Classroom makes a copy to attach to the assignment and saves it to the class Drive folder.

Post an assignment

To post the assignment immediately, click Assign.

Schedule the assignment to post later

1. Next to Assign, click the Down arrow ▾ > Schedule.



2. Next to the date, click the Down arrow ▾ and select a date and time. When you enter a time, Classroom defaults to PM unless you specify AM.
3. Click Schedule. The assignment will automatically post at the scheduled date and time.

Note: To schedule the assignment for another class, schedule it first for one class and then [reuse the post](#) for the other class.

Save an assignment as a draft

Next to Assign, click the Down arrow ▾ > Save draft.

Communicating with your students:

You can post announcements to one or more classes, or to select students in a class. You can also add attachments.

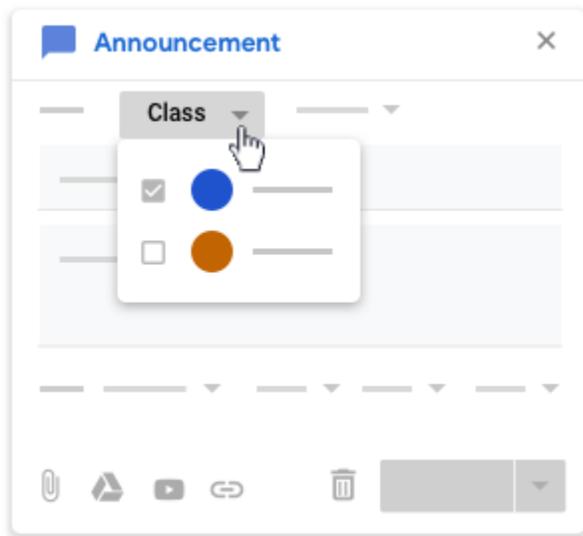
Post an announcement

1. Go to classroom.google.com.
2. Click the class.
3. On the Stream page, click Share something with your class.
4. Enter your announcement and click Post.

Note: As you type your announcement, Classroom automatically saves it and puts a draft in Saved announcements at the top of the stream.

Post to additional classes

Announcements to multiple classes go to all students in those classes.

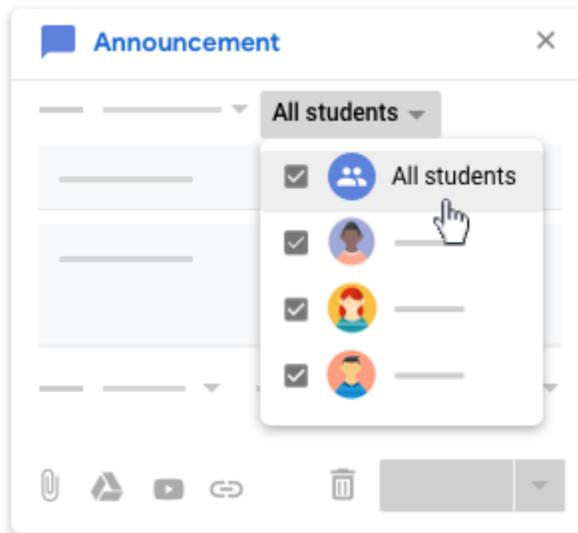


Next to For, click the Down arrow   select the classes you want to include.

Post to individual students

Unless you're posting to multiple classes, you can post an announcement to individual students. You can't post to more than 100 students at a time.

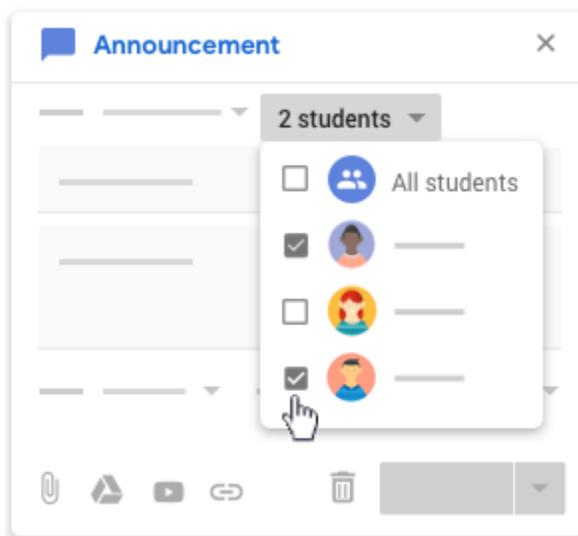
1. Click All students > All students again to deselect students.



2. To select a student, click their name.

On the Stream page, you can see the number of students the announcement was posted to.

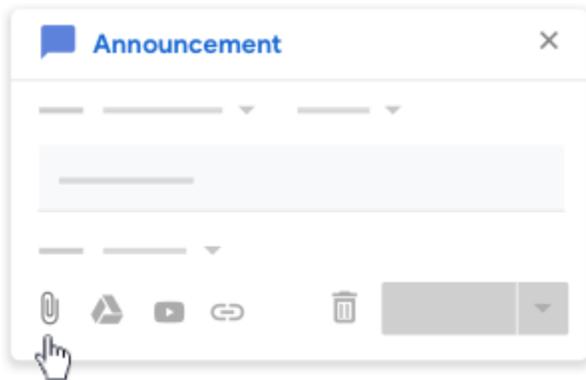
3. (Optional) To view the students' names, on the announcement, click *number* students.



Add attachments

You can add attachments, such as Google Drive files, YouTube videos, or links, to your announcement. Google Drive items are view-only to students and editable by co-teachers. To change these sharing options, see [Stop, limit, or change sharing](#).

Note: If you see a message that you don't have permission to attach a file, click Copy. Classroom makes a copy to attach to the announcement and saves it to the class Drive folder.



Attachment typeDirections

 File

1. Click File.
2. Select the file and click Upload.

Drive

1. Click Drive.
2. Select the item and click Add.

YouTube

To search for a video to attach:

1. Click YouTube.
2. Enter keywords and click Search.
3. Click the video > Add.

To attach a video link by URL:

1. Click YouTube > URL.
2. Enter the URL and click Add.

 Link

1. Click Link.
2. Enter the URL and click Add Link.

To delete an attachment, next to the attachment, click Remove .

- **To post the announcement immediately**, click Post.

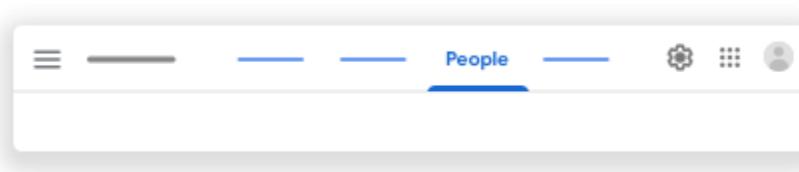
- **To schedule the announcement for later:**

1. Next to Post, click the Down arrow ▾ > Schedule.
2. Next to the date, click the Down arrow ▾ and select a date and time.
3. Click Schedule.
The announcement is automatically posted at the scheduled date and time.
4. (Optional) To schedule the announcement for another class, schedule it first for one class and [reuse the announcement](#) in the other class.

- **To save the announcement as a draft**, next to Post, click the Down arrow ▾ > Save draft.
- **To see your scheduled and draft posts**, go to the top of the Stream page.

To send email to a student:

1. Go to classroom.google.com.
2. Click your class.
3. At the top, click People.



4. Choose an option:

- Email one student—Next to the student's name, click More ⋮ > Email student.
- Email multiple students—Check the box next to each student's name. Then, at the top, click Actions > Email.
- Email the entire class—Above the student list, check the box and click Actions > Email.

Note: When you email multiple students, the default setting adds the addresses to the Bcc field. You can move students' addresses to the To or Cc field.

5. (Optional) To attach files, photos, or links to your messages, click the relevant icon and select the item. Learn more about [sending attachments with your mail](#).
6. Enter your message and click Send.

To view an email:

1. Go to classroom.google.com.
2. In the top-right corner, click the App Launcher ⋮ > Gmail .

