

# Creating Digital Classes Using Google Classroom

## **Create Your Own**

1. Create a Google account.
2. Go to Google Apps on the top right corner and scroll down the apps menu.
3. Click on Google Classroom.
4. Click the “+” sign on the top right corner to create a class.
5. Fill in the class specifications and you are done!!!

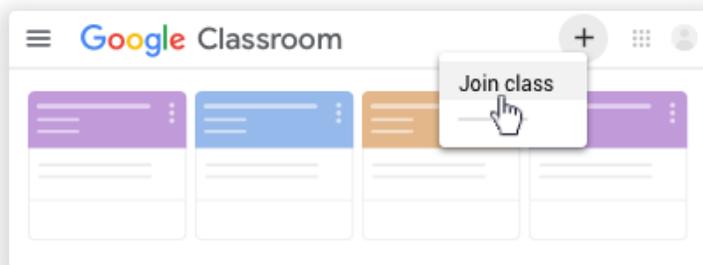
## **Invite your Students**

### A. Use a Class Code

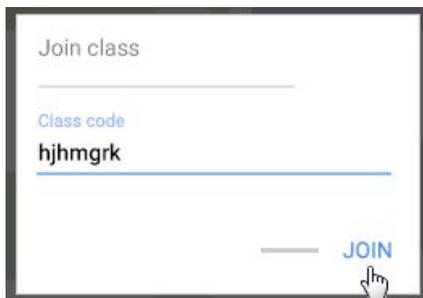
**Note:** The class code is generated automatically

In an email send these simple instructions to the students. You can share them as an attachment or as a handout.

1. Go to classroom.google.com.
2. On the Classes page, click “+” and then “Join class”.



3. Enter the code \_\_\_\_\_ and click “Join”.

A screenshot of the "Join class" form. The form has a title "Join class" and a text input field. Below the input field, there is a label "Class code" and the text "hjhmgrk". At the bottom right of the form, there is a blue button labeled "JOIN" with a mouse cursor hovering over it.

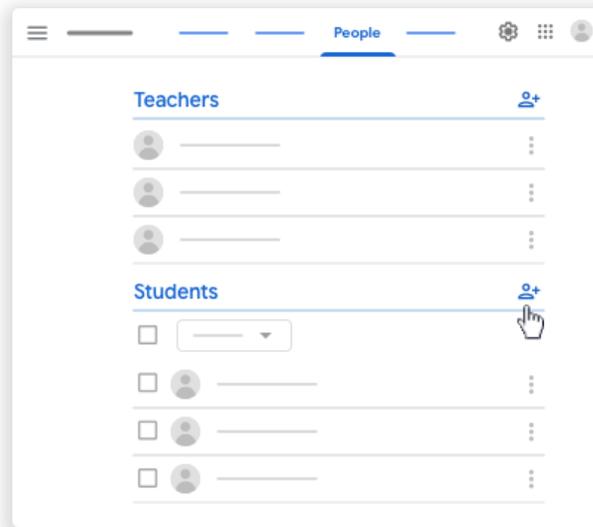
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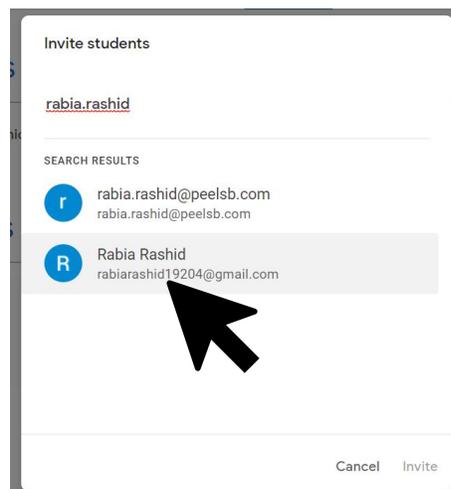
## B. Use the “Invite” function

In your Google Classrooms main page:

1. Click on “People” on the top bar.
2. Click on  the icon.



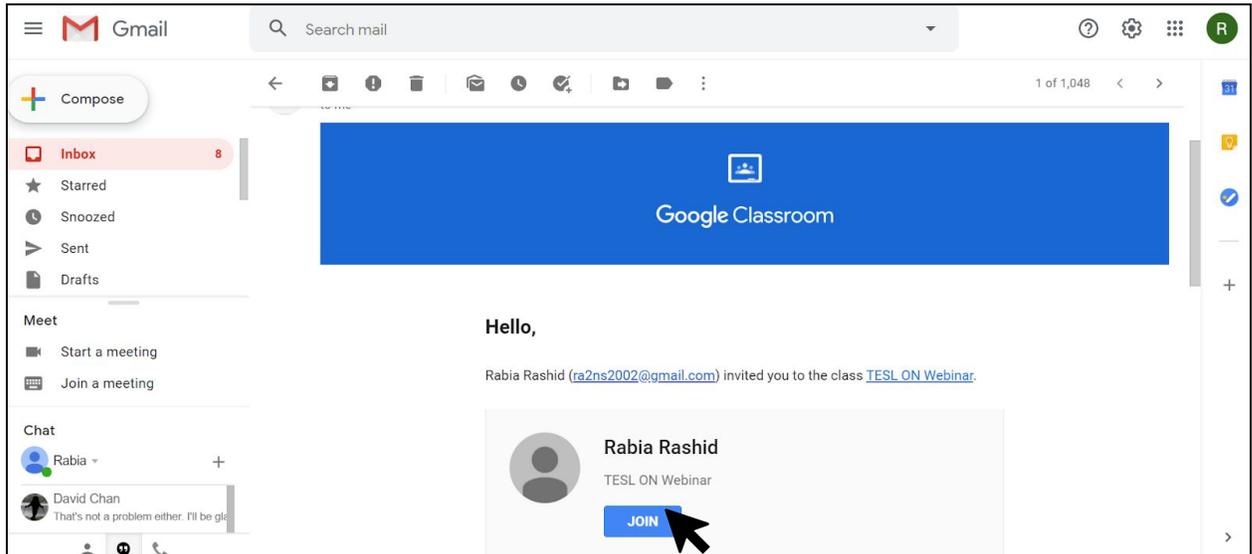
3. Type the email address of your students. As you enter text, an autocomplete list might appear under Search Results. Please note that email domains other than Gmail usually have difficulty joining, so have the students create a special Google accounts to use Google apps with ease. Schools using Google for Education have their own limitations.



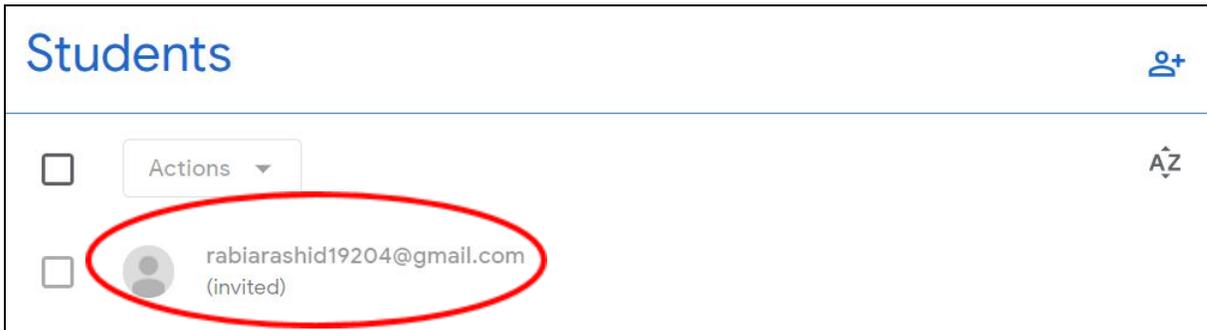
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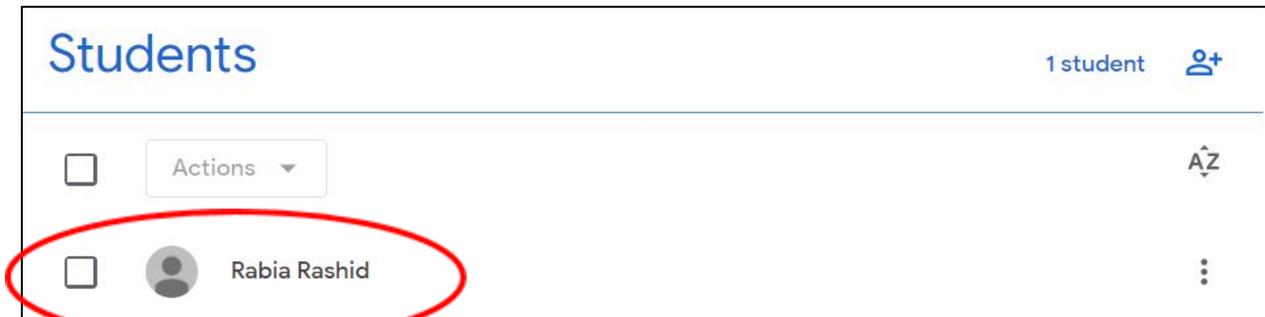
4. Your students can click “Join” in the email or on their class card.



5. a) After you send the invite, your class list updates to show the names of invited students.



b) Once they join, you can see their name instead of their email address.

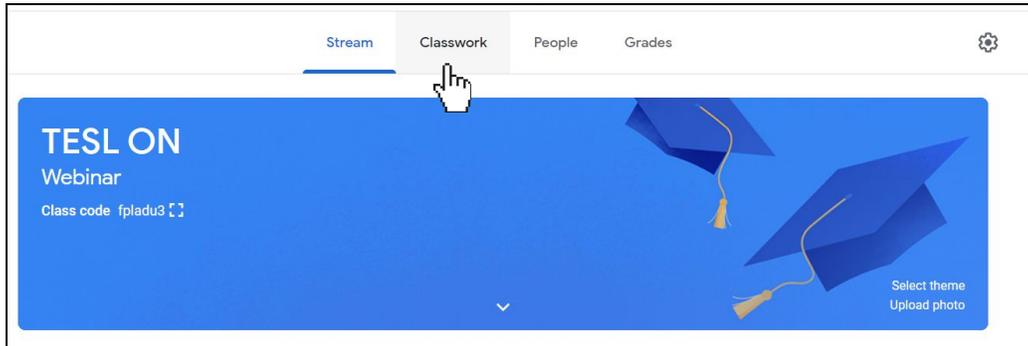


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# Assigning tasks

In your Google Classroom, click on Classwork.



Then click on



Then choose from the given options.

**Assignments:** for daily practice tasks, skill using or skill building (I usually use Google Docs)

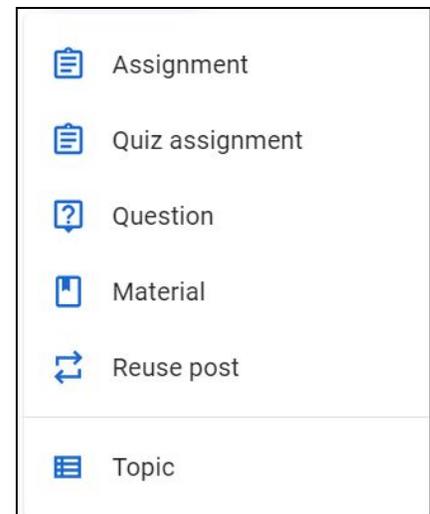
**Quiz:** for an assessment created on Google Form or Google Docs

**Question:** for posting a discussion question in an asynchronous class or after a synchronous session

**Material:** a handout or link you want them for reference or practice and does not require handing in

**Reuse Post:** very useful and time saving if you are teaching the same course to multiple cohorts and you want to assign a task that you have assigned to another class.

**Topic:** used to organize your handouts.



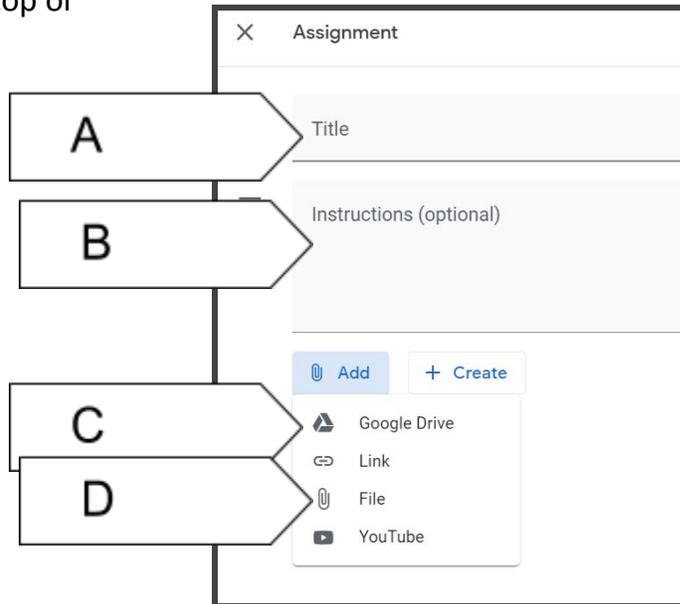
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## 1. Upload a Handout

To create an assignment or quiz select “Assignment” or “Quiz Assignment”.

- A. Give a title for reference.
- B. Write your instructions.
- C. Click “Add” > “Google Drive” to upload your Google Doc or Google Form created on Google Drive.
- D. You can also upload a Word Document by selecting “File”, from your laptop or desktop.



- E. After the “Assignment” or “Quiz Assignment” is uploaded, you will have 3 options how the students can view this assignment:
  - a. Students can view file
  - b. Students can edit file
  - c. Make a copy for each student

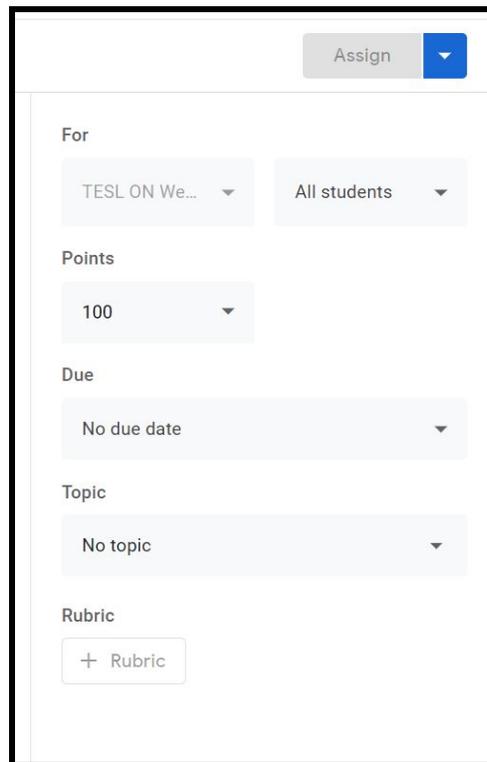
Choose option C to create individual tasks for every student.



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- F. You can create a rubric for each Assignment or Quiz Assignment; assign marks; set a due date etc.



The screenshot shows a configuration panel for an assignment. At the top right is an 'Assign' button with a dropdown arrow. Below it are several sections:

- For:** Two dropdown menus. The first is labeled 'TESL ON We...' and the second is 'All students'.
- Points:** A dropdown menu set to '100'.
- Due:** A dropdown menu set to 'No due date'.
- Topic:** A dropdown menu set to 'No topic'.
- Rubric:** A button labeled '+ Rubric'.

- G. Once everything is set, you can “Assign” it straight away or “Schedule” it for a later date or time.



## 2. Upload AV Tools

You can upload audio or video files with your assignments following the same steps as above. You can directly insert YouTube Video links as well.

## 3. Upload Reference Handouts

Use the “**Materials**” section to upload any pdf files for reference only that the **students do not need to submit** for marking. There is no option to submit.

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