# Google Classroom - Setting Homework

Introduction

Google Classroom is very useful environment that is easy to pick up and start using with minimal effort initially as the classes and students are brought across from SIMS for you. That said some brief instructions may help in the beginning. Hopefully someone else in your department can also support but if you are having problems then you could always email me (Mark Halfyard) and I will arrange to give you a demonstration. This document assumes that you have followed the initial training and are able to login to google e.g. for email of drives. If this does not apply you could try looking here first

https://drive.google.com/drive/folders/1z4NSMbcsQOEae8UKIL3-LCbKCwEONCfW

 if you do not know your login e.g. new staff you will need to contact the technicians.

Getting into Google Classroom

1) This can be achieved in one of 2 ways. Typing classroom into a google search box and picking the first item or clicking on the google apps icon (looks like 3 by 3 grid) and selecting classroom. If it makes it easier you could also attach favourites to your chrome toolbar and click that also.
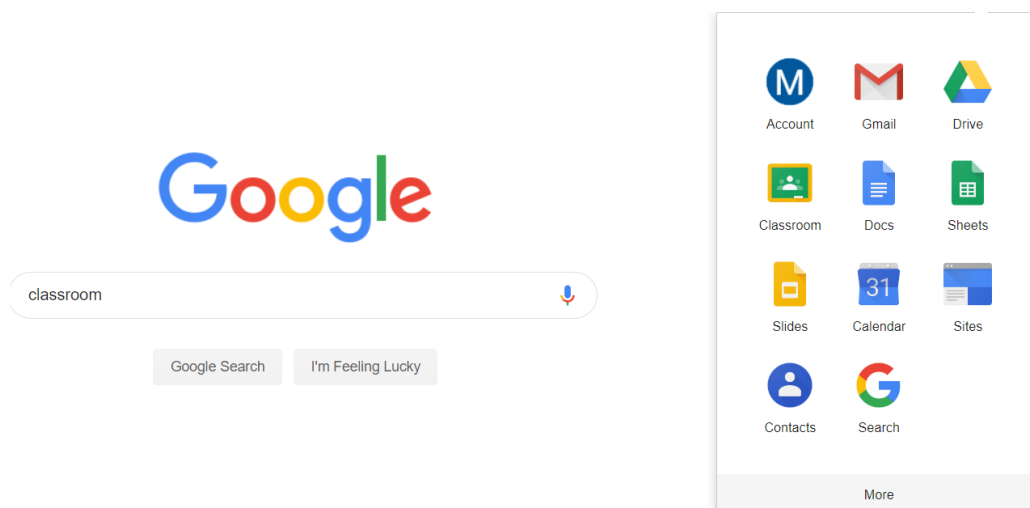

2) If you are already signed in it will take you in. If not you will be asked to login. This is the same as your usual login e.g. a.teacher@sevenkings.school followed by your password. If you are signed in using a different gmail account e.g. me@gmail.com you may need to sign out first or switch to be able to see your classes in classroom as this is linked to your school account.
3) Once logged in you may be asked some basic registration questions e.g. I am a student/ I am a teacher. Once completed you should see something that looks like this.
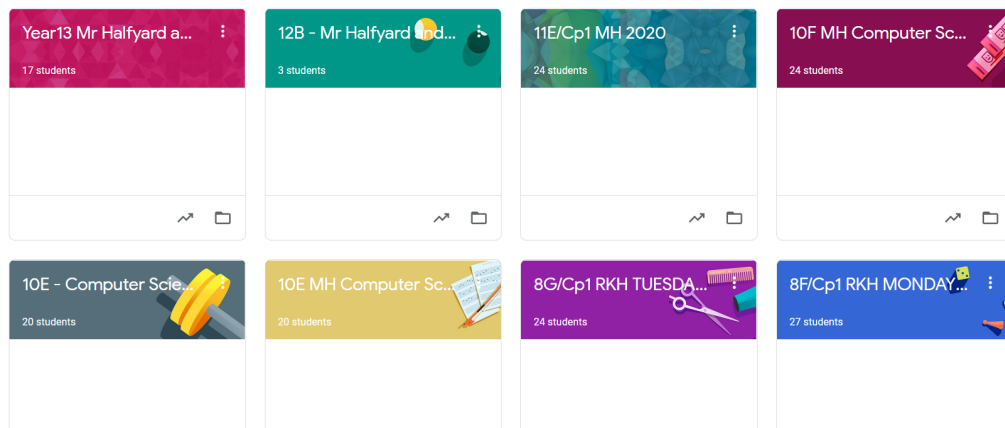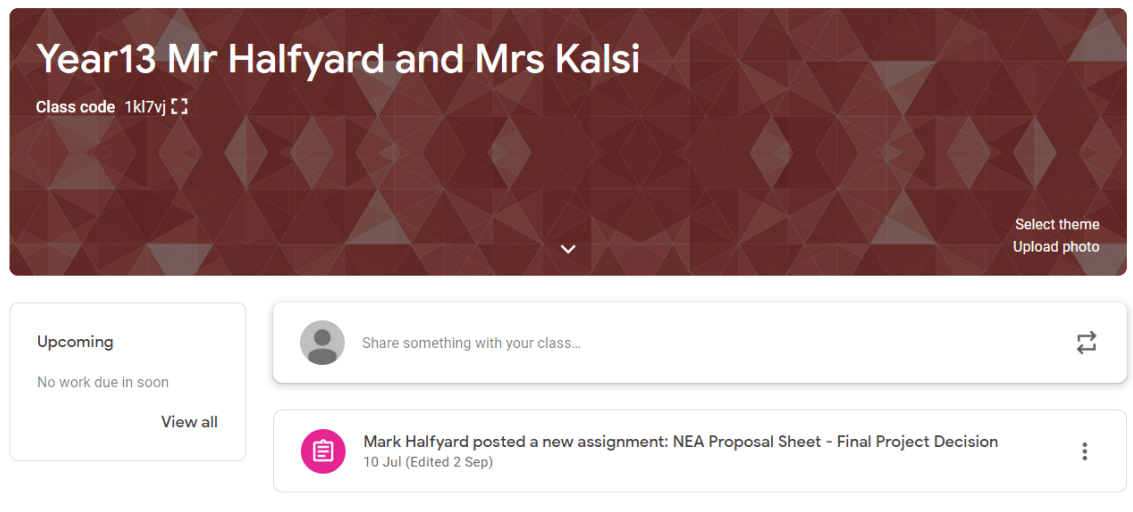
Working with classes in classroom to set homework

There are lots of little things you can do to make your life easier e.g. dragging and dropping your classes into an order that suits you, changing the titles, background pictures etc...but the primary focus here is about setting homework.

1) Go into the class. In this example I will use my year 13 class. Click on the title
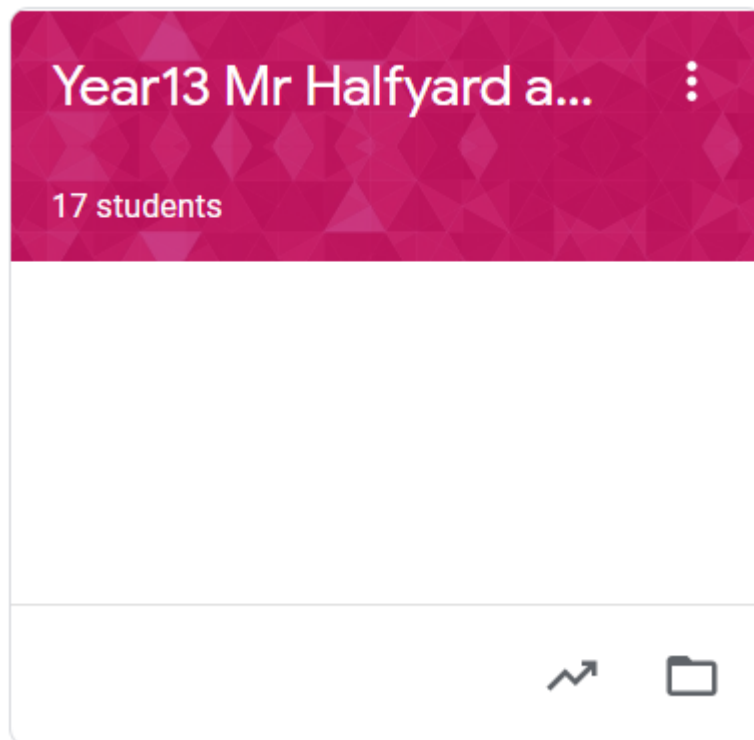
You will now see the stream of things that have been posted previously. As well as work this can include things like comments from the students. If this is the first time you go in yours will probably be empty.
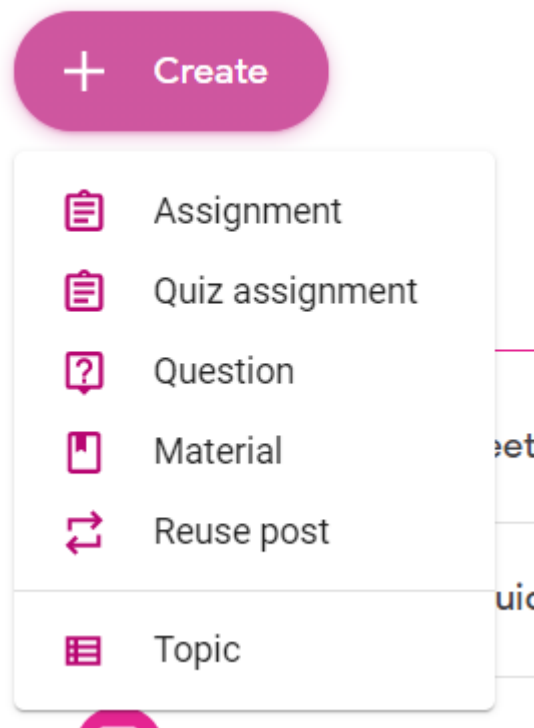
Year13 Mr Halfyard and Mrs Kalsi

Class code 1kl7vj

Select theme
Upload photo

Upcoming

No work due in soon

View all

Share something with your class…

Mark Halfyard posted a new assignment: NEA Proposal Sheet - Final Project Decision
10 Jul (Edited 2 Sep)

2) Click on the Classwork Tab. Here you can see all of the work you have set.
The main button for posting things to students is Create. You will get a sub
menu with a range of options. Generally I use material when I am posting
things for information purposes e.g. documents to read/links to videos etc. If
it something you intend to mark or at least expect students to submit when
done I would use Assignment. The others we will save for another day!

+ Create

📋 Assignment

📋 Quiz assignment

❓ Question

📖 Material

⇄ Reuse post

☰ Topic

3) Pick Assignment. It now looks like this.

4) You will notice there is a drop down by the All students. If you click on this you can select/deselect students in the group (This may be useful for differentiation later)

5) Complete the title and Instructions. The instructions can be quite detailed if required e.g.

6) Points - can be changed to any score you like (Handy for recording test scores for example as well - you can use Classroom as your markbook!). It

can also be set to unmarked if you wish students to submit work that is not to be marked with a score.

7) Due dates can be set - when you click on the drop down a calendar will appear for you to select a date e.g.

September 2019						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
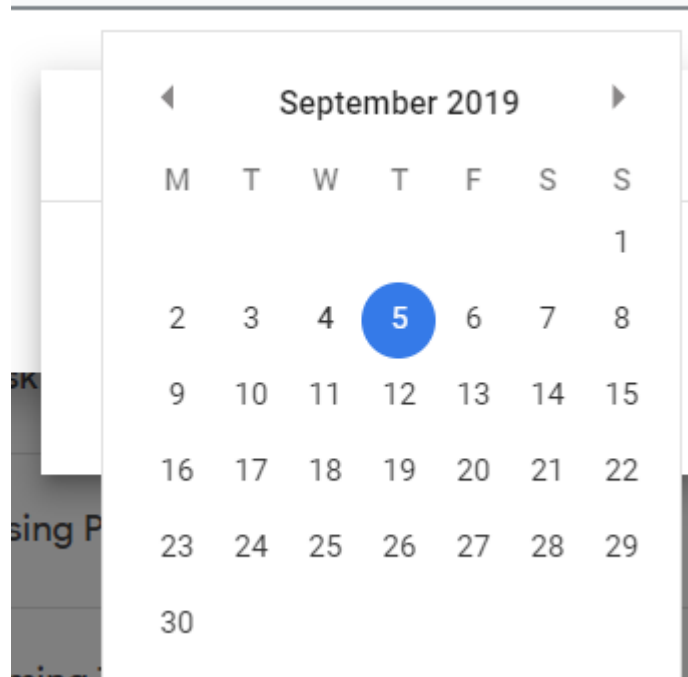
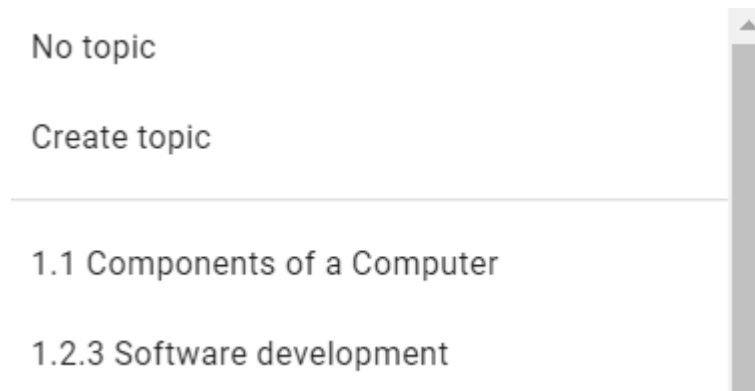8) Add a topic. This helps to organise the tasks set in Classroom making things easier to find. Again yours will initially be blank. Each topic only needs to be created once and can then can be reused. We tend to create our topics around specification numbers as shown in the example below.

No topic

Create topic

1.1 Components of a Computer

1.2.3 Software development

9) Adding Material and Tasks. This is the most significant part and looks like this.

The paperclip allows you attach files from your computer
The thing that looks like a recycle logo allows you to add files from Google Drives
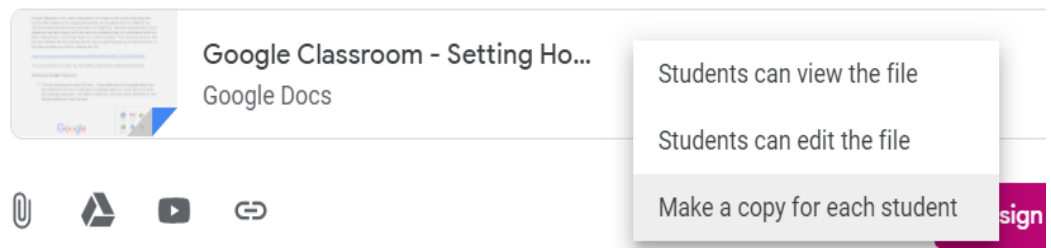
The youtube icon allows you to attach youtube videos and finally the the link icon allows you to attach links to anything else on the internet e.g. webpages/pdf's etc….

Rather than attaching files using the paperclip is will be much better if the files you use have been converted to google formats and are in Google Drives. Simply put the students can type straight into the document as you can make copies for each student easily. If you use non google files e.g. Word they will have to download the files - do the work and then upload back. This is less likely to be successful (interestingly if the student is given a Google Document to work with you will be able to look at/mark the work even if they don't submit!)
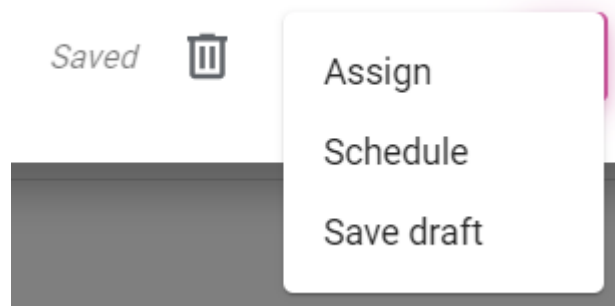
10) Inserting Google File. Looks like this. Notice the tabs to help you find what you are looking for. If it was something you were just doing it will be in recent. Alternatively it probably should be in Shared Drives so that other department staff can access also. Use My Google Drives for personal things. Click Add to add. You can add multiple files. If the files are in different folder then this is a bit flaky and you may need to repeat this process more than once (hence organising things in drive can save time)
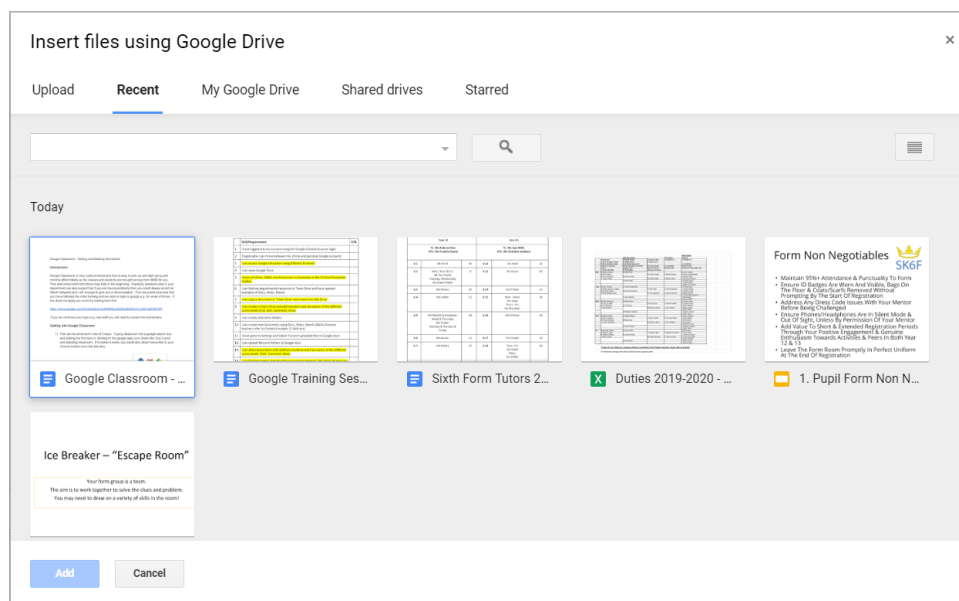
11) Select how files are given to students. There is a drop down for this. If it's just for information then can view file should be selected. If you want students to work into the document (highly recommended) choose make a copy for each student. It will have the original name of the task with their name at the front. Be careful with student can edit the file. If you allow this you are sharing the master with student so if one person changes it everybody will see what they have typed! There could be a use here e.g.if displayed to whole group then people could collaborate using this.

Google Classroom - Setting Ho...
Google Docs

Students can view the file

Students can edit the file

Make a copy for each student

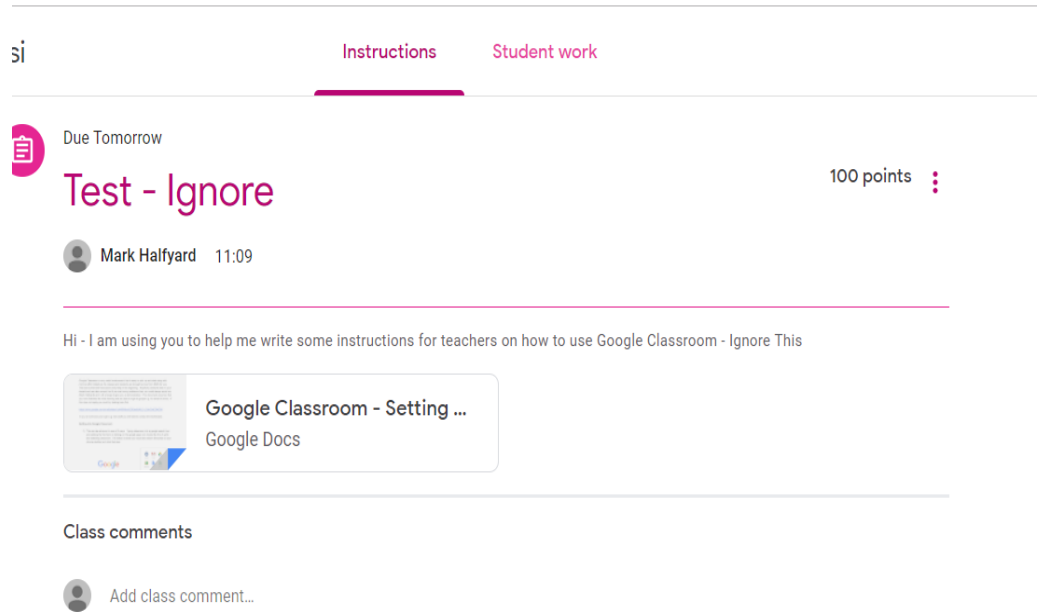12) Final Step - Assign

Saved

Assign

Schedule

Save draft

Notice there are 3 options - Assign would assign now. Schedule allows you to pick a date and a time for something to appear - useful for tests that you want to set up in advance for example. You can also save drafts and continue to edit them later if everything is not complete.
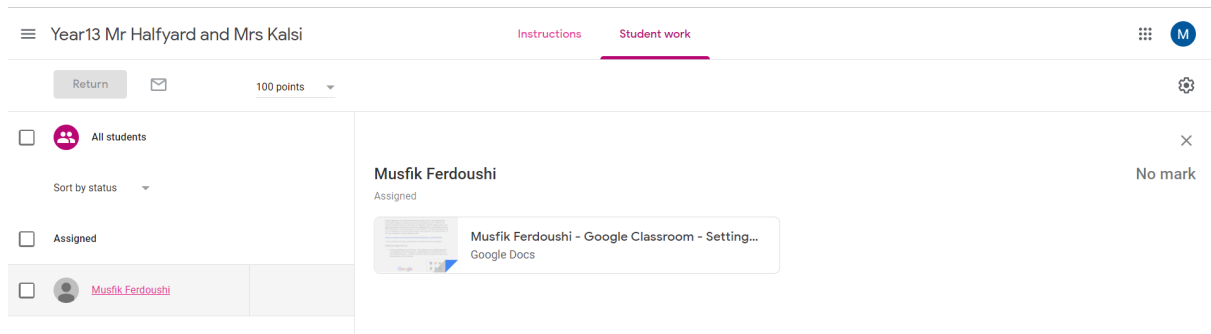
It is easy to edit tasks after setting. Be warned that if you have made copies for each student then editing after the event will not change the copy they received

There is normally a small delay after assignment - dependent on the number and size of files and the people its being assigned to

When assigned it will look something like this

Instructions   Student work

Due Tomorrow

Test - Ignore

100 points ⋮

👤 Mark Halfyard   11:09

Hi - I am using you to help me write some instructions for teachers on how to use Google Classroom - Ignore This

📄 Google Classroom - Setting ...
Google Docs

Class comments

👤 Add class comment...

Finally clicking on student work will allow you to mark the work. It will look something like this.

☰ Year13 Mr Halfyard and Mrs Kalsi   Instructions   **Student work**   ⠿ Ⓜ

Return ✉   100 points ▾   ⚙

☐ 👥 All students   ✕

Sort by status ▾   Musfik Ferdoushi   No mark
Assigned

☐ Assigned   📄 Musfik Ferdoushi - Google Classroom - Setting...
                        Google Docs

☐ 👤 Musfik Ferdoushi

You would be able to open the document fully and write comments into it. You can also give a mark as well as post individual feedback comments to students.

I will aim to write more of these documents e.g. on marking homework and possibly using the markbook functions at a later stage. We have also found google forms very useful so maybe a guide to follow as well (can be used for self-marking quizzes and data collection for example). As mentioned some departments will often have someone who has experience in using this but if not contact me.

Thanks - Mark