Google Classroom for Teachers

Google Classroom allows teachers to easily distribute materials online, and allows students to submit work from a computer, laptop, or even their smartphone. Teachers can easily grade work and return feedback to students from their computer or smartphone, resulting in an organized, paperless workflow.

Accessing Google Classroom

To get started, open up a web browser (Google Chrome is recommended) and visit classroom.google.com. If you're not already signed in to your CUSD G Suite for Education (GSE) account, log in with that account by clicking **Sign in** in the upper-right corner. If you're new to G Suite for Education, you may want to review our Intro to GSE for Staff document.

Accepting/Declining Your Courses

To help facilitate your use of Google Classroom, we have set up courses based on your current schedule in Infinite Campus. Students enrolled in your courses in Infinite Campus should also be enrolled in your Google Classroom courses, and **there should be no need to manually add students or send them join codes**.

Your Google Classroom home page will display a list of course cards that may look like the one to the right. Courses that have been created for you will have buttons that say **Decline** or **Accept**..

If you don't plan on using Google Classroom, or you have already created a Google Classroom for this class period that you would like to use instead, simply click **Decline.**

If you would like to utilize this Google Classroom, click **Accept**.

A few important notes:
- These courses that have been created for you will have students enrolled automatically. Students will **not** be enrolled automatically in Google Classrooms that you created yourself.
- Once you click **Decline**, we cannot create these courses again, and you will need to create your own courses and add students to them if you would like to use Google Classroom.
- If you have already made Google Classrooms, but would like to use these new courses instead, you may want to archive your old Google Classrooms to keep things organized.
- Once you click **Accept** for a course, students will be able to access the course **immediately** if they are enrolled in it, or as soon as they are enrolled in it. **Be sure to set up your course settings immediately to avoid students using your course inappropriately.**
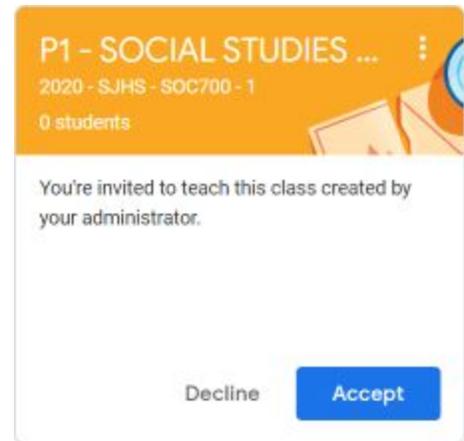
Setting Class Options

Once you accept your courses, it's important to set your options quickly since students who are enrolled in the class will have access to your Google Classroom **immediately** after you accept the class. If your settings are incorrect, students may use your Classroom inappropriately.

In particular, we urge you to change your Stream settings so that **only teachers can post and comment publicly**. To do this:

1. From the Google Classroom home page, click on the card for the course you'd like to change (note that you need to **Accept** the course before you can do this).
2. Click the ⚙ icon in the upper-right corner to access your course settings.
3. Under the **General** section, change the **Stream** setting to **Only teachers can post and comment**.
4. Click the **Save** button in the upper-right corner.

That setting is the most critical one to set before students are enrolled in your class, but there are [several other settings available](#) that you may want to explore, as well.

If for some reason you leave the ability for students to post turned on and inappropriate comments end up on your Stream, you can also [delete comments and mute students](#).

Note that in addition to affecting students' ability to post to your Classroom Stream, this setting will also impact students' ability to respond to questions you post in Classwork.
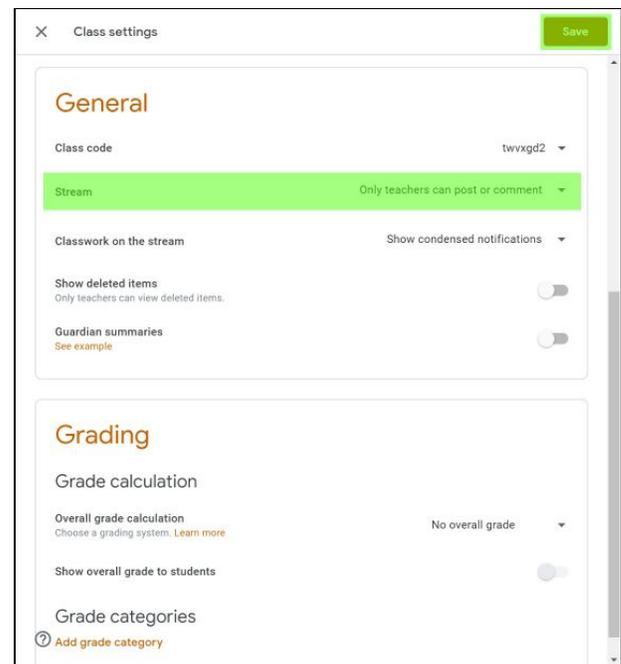
Classroom Basics

There are four major components to your Google Classroom. Use the links in the sections below to learn more about specific features in Classroom.

Stream

The Stream allows you to [post announcements to your class](#), and displays recent activity (new assignments, recent feedback, etc.) for students.

Classwork

Classwork is the hub of your course where you post [assignments](#), [quizzes](#), and [resources](#) for your class (all of these things can be [organized into topics](#), as well). Students will access the Classwork section to view and [submit assignments](#), as well as [view feedback](#) after you review their work. Teachers can also score assignments (even [with a rubric](#)) and [give feedback](#) directly from the Classwork section of Classroom … no need to open up multiple browser tabs to view and grade student work.

Note that every Google Classroom comes with a [folder in Google Drive](#) to keep work organized, as well as a [Google Calendar](#) to help keep track of due dates. Both of these tools can be found in the Classwork section.

People

The People section allows to view teachers and students in your course, as well as [add co-teachers](#) or invite students to join your course (remember that students will be automatically added to your course based on your Infinite Campus enrollments, but if you don't want to wait for that, you can [add students manually](#)).

Grades

The Grades section displays grades of student work, as well as overall student grades, and [allows teachers to enter grades](#) or open assignments to score them and give feedback.

NOTE: Even if grades are accurate in the Google Classroom gradebook, **you must post assignment grades in Infinite Campus** to ensure students, parents, and administrators have an accurate representation of student performance in your class.

System Requirements
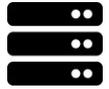
All you need to utilize Google Classroom is an up-to-date web browser (Google Chrome is recommended) and an Internet connection. You can even use Google Classroom (and other Google apps like Drive, Calendar, etc.) from your smartphone by installing the Classroom mobile app (see this FAQ for more information).

NOTE: When you try to add your CUSD G Suite for Education account to your smartphone, you will most likely be prompted to add a **work profile** to your phone. This puts a "wall" up between personal data and work/school data on your device, and although some of the language can be confusing during the setup process, please be aware that a work profile **prevents** us from accessing personal data on your phone. Please read the support article "What is a work profile?" for more information.

Accessibility

It is critically important to make our instructional materials as accessible as possible to **all** students. Google works hard to make their platform accessible, and this article covers how visually impaired users can utilize screen readers with Google Classroom.

Password Resets

If you need your CUSD G Suite password reset, please email edtechhelp@cusd80.com for assistance.

Students can also email that address if they forget or don't know their password, but you should also know that **staff members who enroll in 2-step verification to add extra security to their account will be able to reset GSE passwords for students at their site.** Once you enroll, you should gain the ability to reset student passwords in about an hour.

Additional Resources

There are so many things that Google Classroom can do, and thankfully, there are also some great resources available to help you do it!

- Google Teacher Center - Welcome to your first day of Classroom
- Google Teacher Center - Google Classroom Training
- Google Classroom Help Center