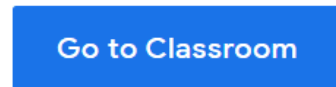


Google Classroom Teacher Basics

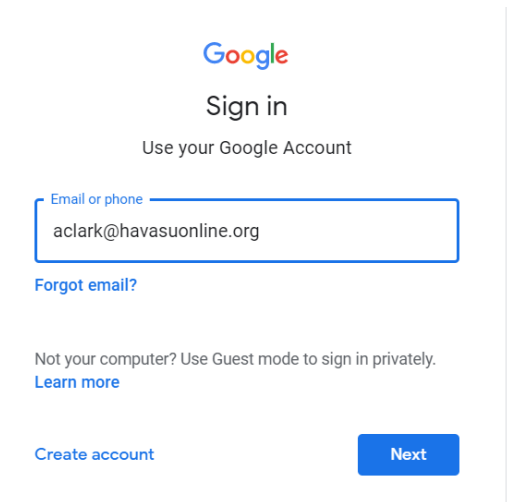
Go to
<http://classroom.google.com>
Click on Go to Classroom button



Login

Use your @havasonline email - firstinitial+lastname@havasonline.org
(aclark@havasonline.org)

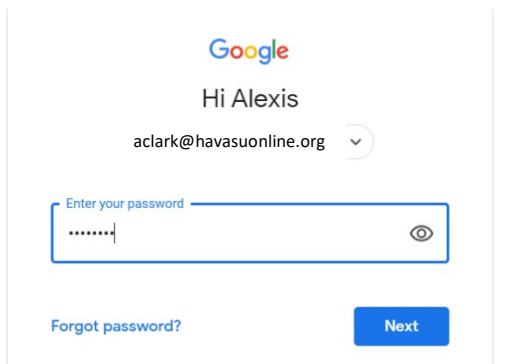
Click Next



Enter password

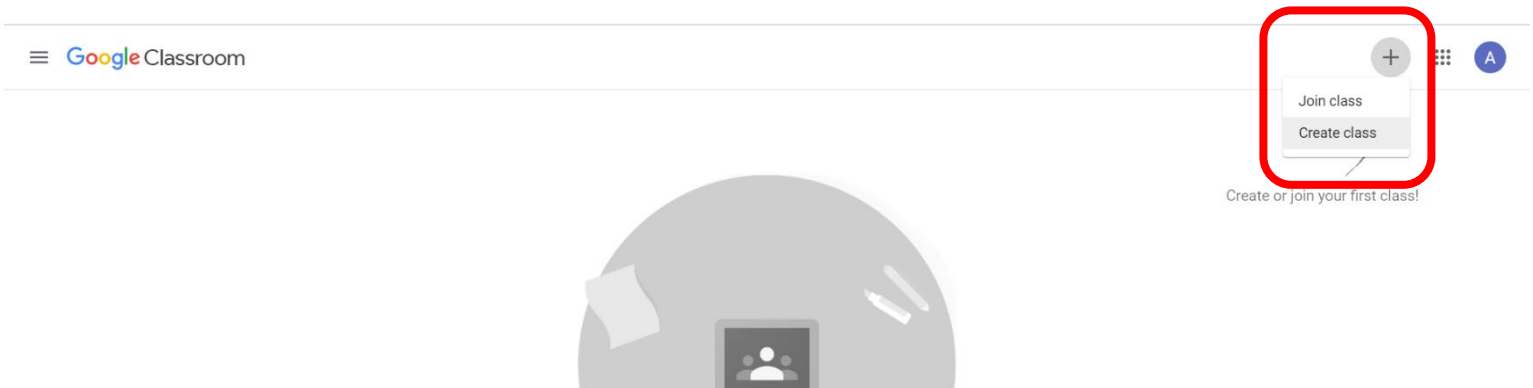
If you have never logged in your default password is 123456789
If you need your password reset email Alexis Clark

Click Next



Your classes will show on the home screen

To create a new class click on the + sign on the top right of the screen



Name your class

Class name is the only required field

Click Create

Create class

Class name (required)
Practice Class

Section

Subject

Room

Cancel Create

Students can join using the unique class code

OR

Teachers can invite students using their email address

Student email addresses are studentid@havasuoonline.org (12345@havasuoonline.org)

Students Join

You can find the Class code

**This code is unique for each class created

On the Stream tab

Or

On the People tab

Stream Classwork People Grades

Practice Class

Class code whhv7yw

Stream Classwork People Grades

Teachers

Alexis Clark

Students

Invite students or give them the class code: whhv7yw

When the student logs into their Google Classroom account they click the + sign on the top right of the screen and choose Join Class

They enter the class code and Click Join


Join class

Ask your teacher for the class code, then enter it here.

Class code whhv7yw

Cancel Join

Teacher Invite

On the People tab for the Students section click on the 

Enter the student's email address

Click on the email, it will be added to the list

Continue to added students as needed

Click Invite


Students will show as invited

****They will not need the class code to join your class**

When the student logs into their Google Classroom account they will see your class and a Join button

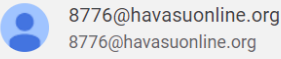
When they click Join they are added to the class

Invite students

 8775@havasuinlin...


8776@havasuoonline.org


SEARCH RESULTS


 8776@havasuoonline.org
8776@havasuoonline.org


Cancel Invite


Stream Classwork **People** Grades


Teachers 

 Alexis Clark

Students 


☐ Actions 

☐  Bryce Clark (invited)

☐  Chase Clark (invited)

Google Classroom

Practice Class

Unknown user 

Decline Join

Adding Materials

Go to the Classwork tab

Click Create

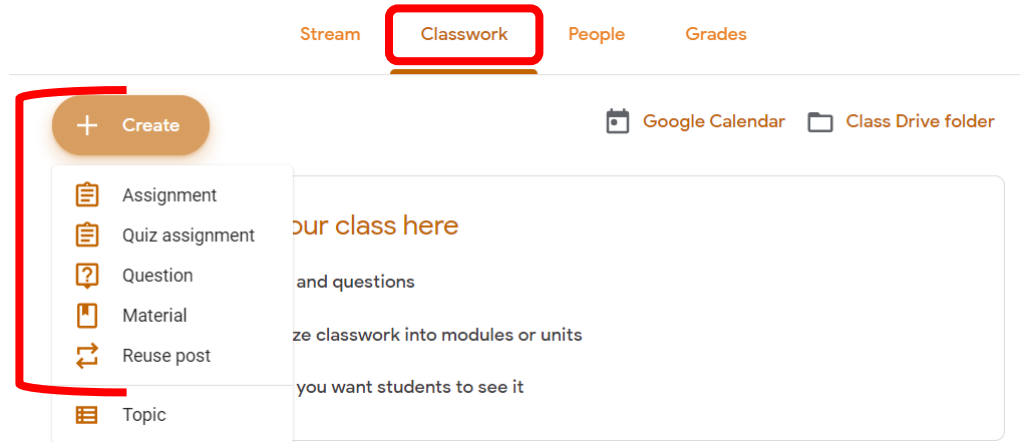
Choose item type

Enter Title

Instructions are optional

Set points

Choose due date/time if necessary





Assignment



Saved


Assign


Title
Assignment 1

Instructions (optional)
Add specific instructions if needed

 Add  Create

For
Practice Class  All students 

Points
100 

Due
Fri, Mar 27, 11:59 PM 



Click Add Attachment to add pre-existing materials





OR

Click Create to create and add new materials

Title
Assignment 1



Instructions (optional)
Add specific instructions if needed






 Add 

 Google Drive
 Link
 File
 YouTube

Title
Assignment 1

Instructions (optional)
Add specific instructions if needed

 Add 

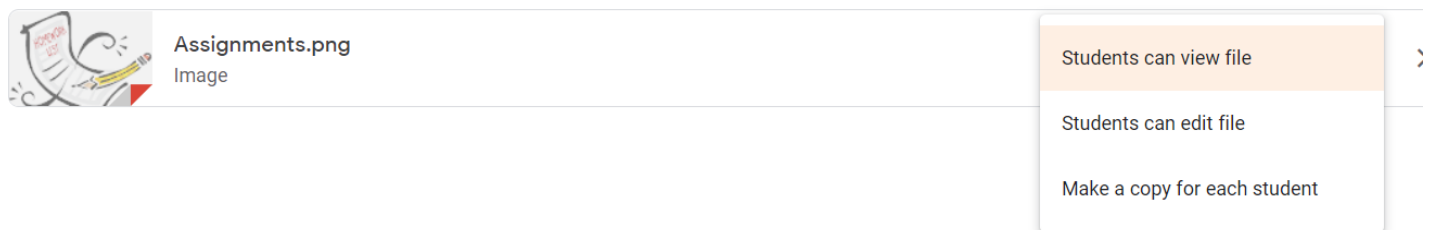
 Docs
 Slides
 Sheets
 Drawings
 Forms

Once you have materials added you need to choose a setting for the item

Choose Students can view file - if the item is only for informational purposes

Choose Students can edit file - if you want all students to have access to edit the original item (not recommended)

Choose Make a copy for each student – if you want a new item to be created for each student only accessible and editable by them



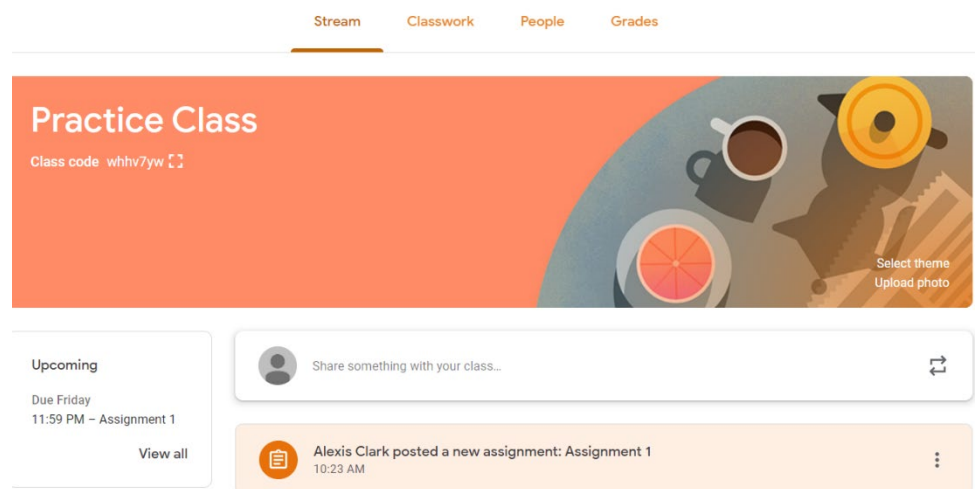
Once you have adding any items to the Assignment click on Assign at the top right of the screen



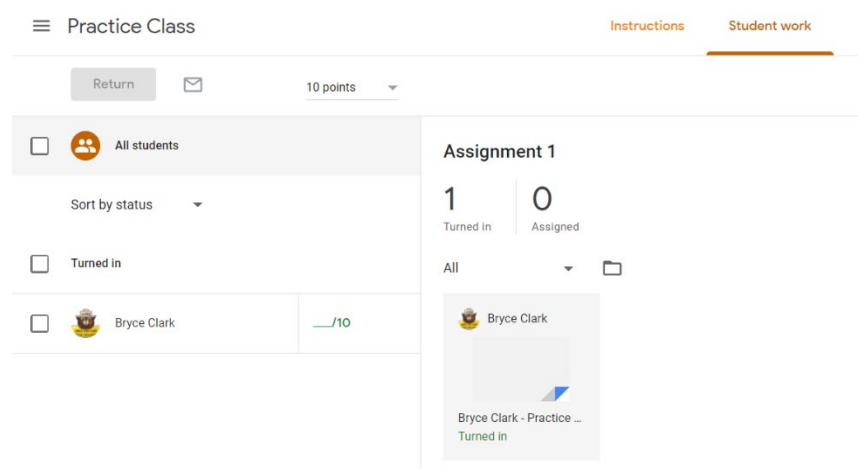
Viewing Assignments

On the Stream tab

Click on the Assignment



Details open and you can see the assignments turned in from individual students



Click on the student's document to view

You can enter a score for the assignment; it **will not** transfer to Synergy

Click the arrows to scroll through the assignments for all students

Assignment 1

Bryce Clark 10/10 Draft

Search the menus (Alt+/)

Practice Assignment for directions
Student does work and then turns in the assignment

Files
Turned in on Mar 23, 10:37 AM

Bryce Clark - Practice ...

Grade

10/10