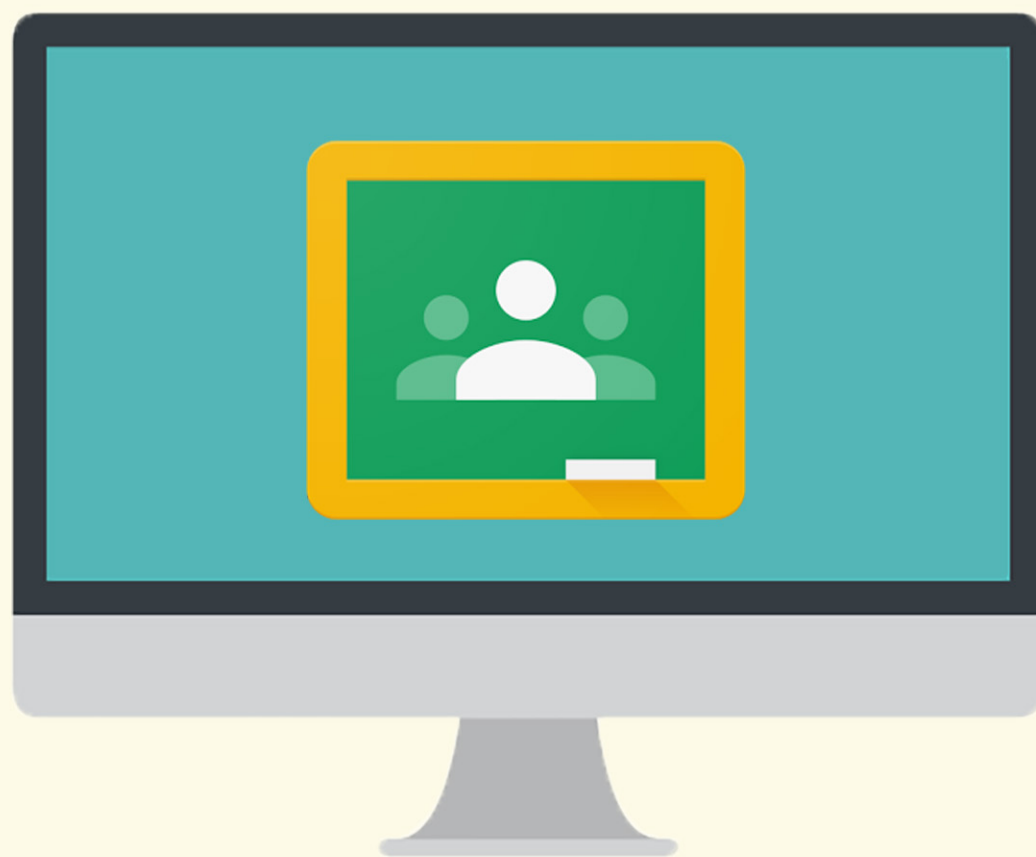University of the Philippines Cebu
Teaching and Learning Resource Center

The
GOOGLE
CLASSROOM
Teacher's Guide

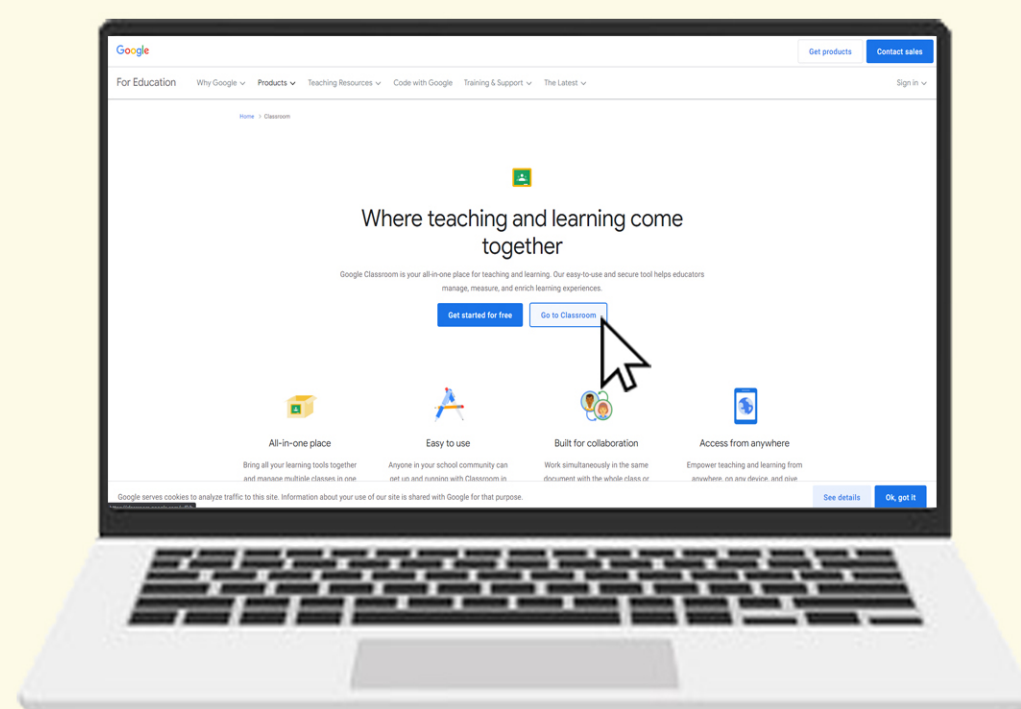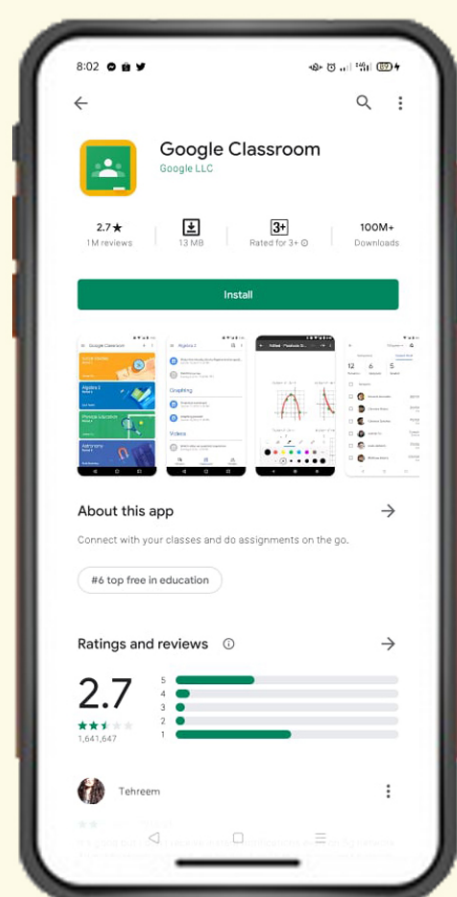classroom.google.com

contents

Google Classroom as an Online Learning Platform

Aside from UP Cebu's Official Virtual Learning Environment (UP Cebu VLE), there is another learning platform that the University uses - the **UP Domain Google Classroom**.

The UP Domain Google Classroom is an institutionalized learning environment that was offered to us after the UP System started subscribing to Google Suites for Education a few years ago. This is a Google Classroom attached to your UP Mail Account. Because it is under the UP Domain, this Google Classroom is more secured for the students and teachers.

You may install and use google classroom for free on your mobile phones which makes it more accessible. If you prefer using your personal computers or laptops, you may access the platform by logging in to *classroom.google.com*.

This guide will help you navigate through Google Classroom with ease by providing step-by-step instructions in the succeeding pages.

Logging in

Like the UP Cebu Virtual Learning Environment, the UP Domain Google Classroom will also require you to use your UP Mail upon log-in. Here's how:

1. Visit *classroom.google.com.*

2. On the upper right corner of the landing page, hover your arrow on the "Sign in" link. A drop down menu shall appear which will let you choose which google platform to sign in. Choose and click "Google Classroom."

3. This will then lead you to the google sign in page. Enter your UP Mail on the designated text box. Click "next".

If you are a new faculty member in the university and have yet received your UP Mail, you may contact the University's Information Technology Center through their email: *itc.upcebu@up.edu.ph* to ask for assistance.

4. You will then be prompted to enter your password. Type in your password at the designated text box. Click "Next" when you're done.

5. Accomplish Google's 2-step Verification. Choose a "way to sign in" on the menu and follow the succeeding instructions carefully.

6. After logging into your account successfully, you are then directed to your google classroom home page.

Google Classroom
Home Page
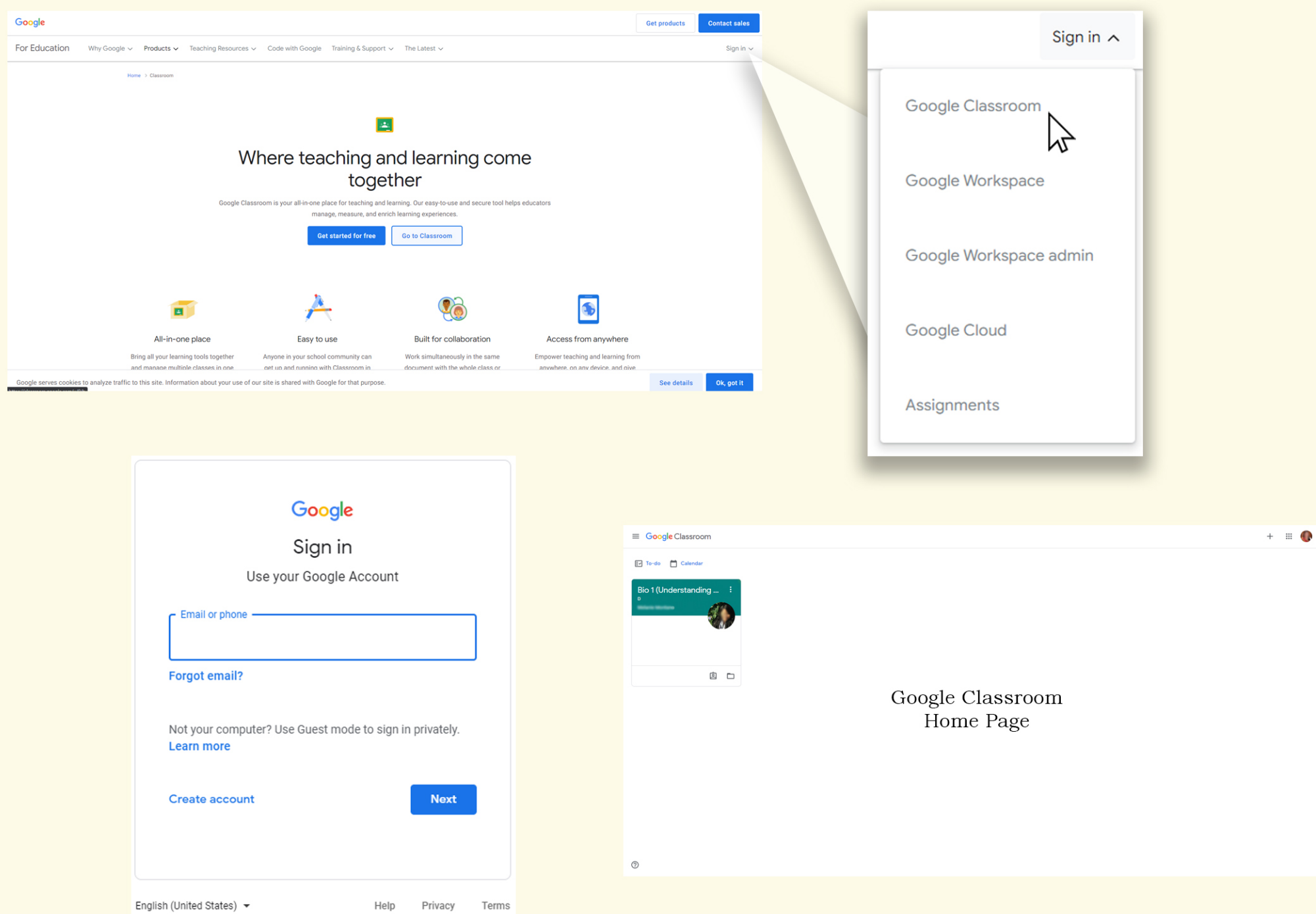
Creating a Class

     In the UP Domain Google Classroom, you need to have a teacher role to be able to create classes. To create a class in Google classroom, follow these steps:

     1. Visit *classroom.google.com* and log in using your UP Mail.

     2. At the home page, on the upper right corner beside your profile picture, a plus sign is found. Click it and a drop down menu will appear. This will let you to either join or create a class.
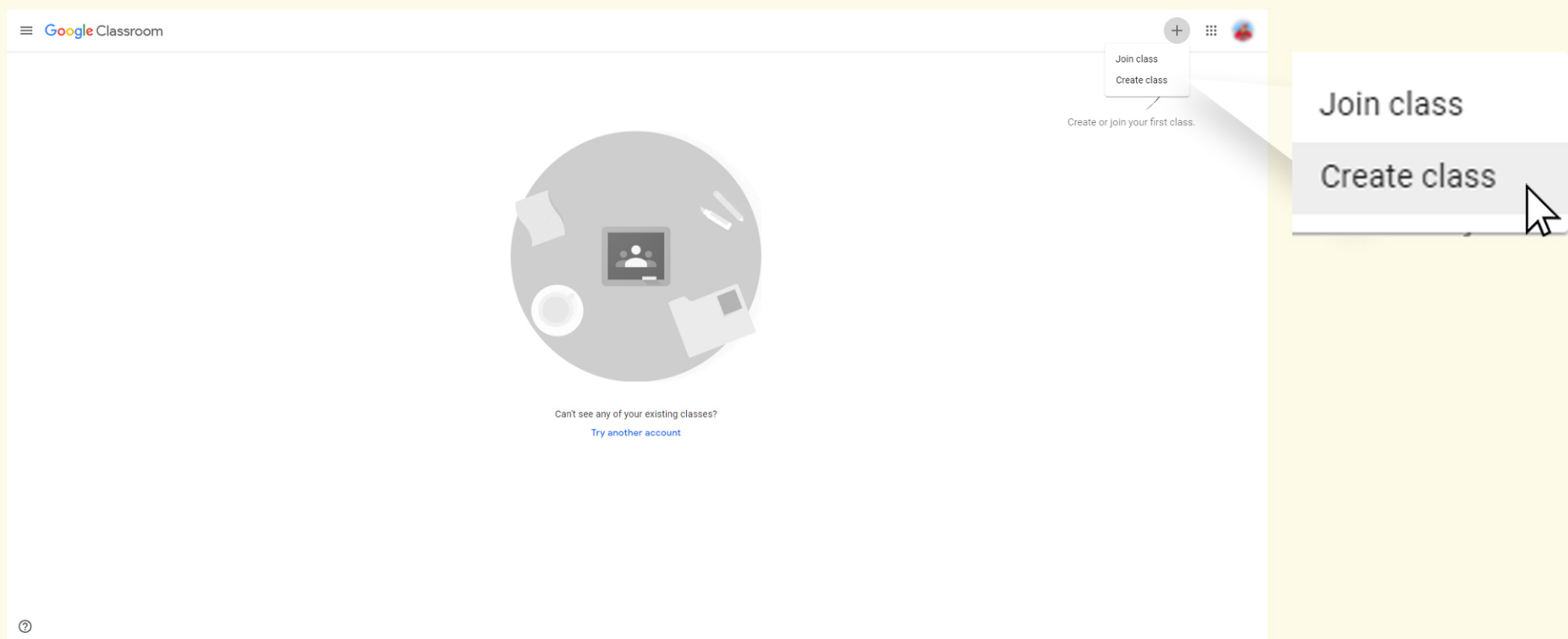

     3. Choose "Create class". A pop up will let you fill out the basic information about the class you are going to create such as the class name, section, and subject.

     4. Click "Create" to finish. You will be directed to the stream page of the class you created. This will be your landing page everytime you access your class.

     5. Going back to the your classroom home page, you will now see your class cards. These refer to the classes you are currently in.
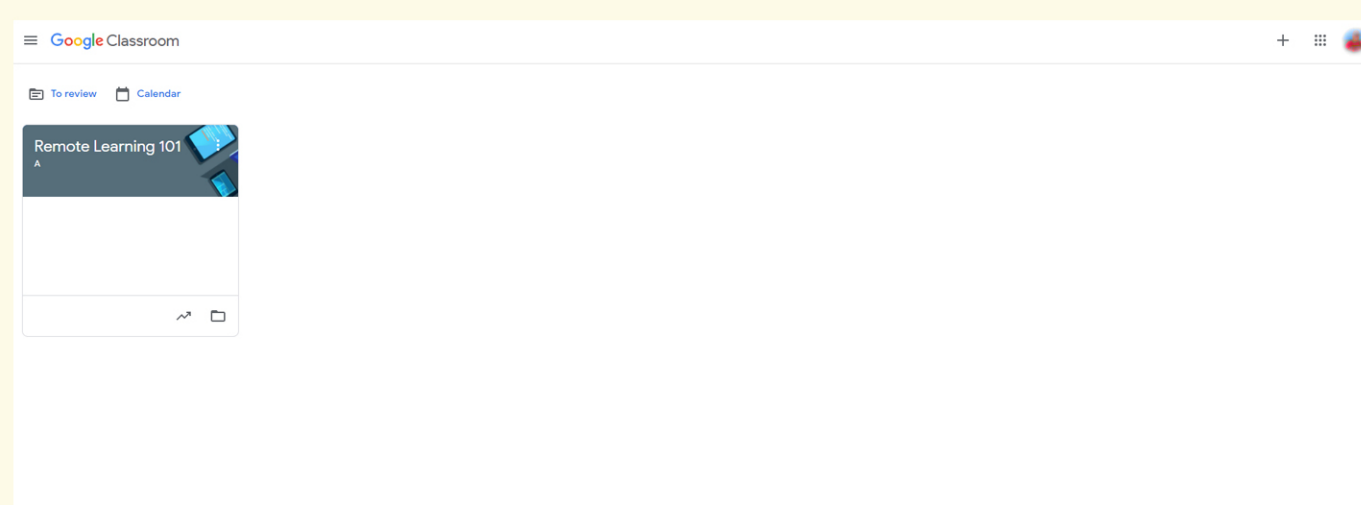
Setting Up Your Class

Now that you have created your class, you may already set it up. In the class settings, you will be able to edit the class details, general settings, and the grade calculation and categories. You may also change the appearance or theme of your class.

Changing the Class Theme

If you want your classes to have a different display header or to organize it according to color, you may do so by following these steps:

1. Visit *classroom.google.com* and log in using your UP Mail.

2. At the home page, choose the class under which you want to change the theme. Click the class card of the chosen class and you will be directed to the stream tab of you class.

3. On the top portion of your class stream tab, you will see a display header where the name of your class and the class code is displayed. On the header's lower right, you will see the "Select Theme" link. This will allow you to change the theme of your class and choose from pre-created headers.

4. If you select the "Upload Photo" link, this will let you choose and upload photos from your computer.
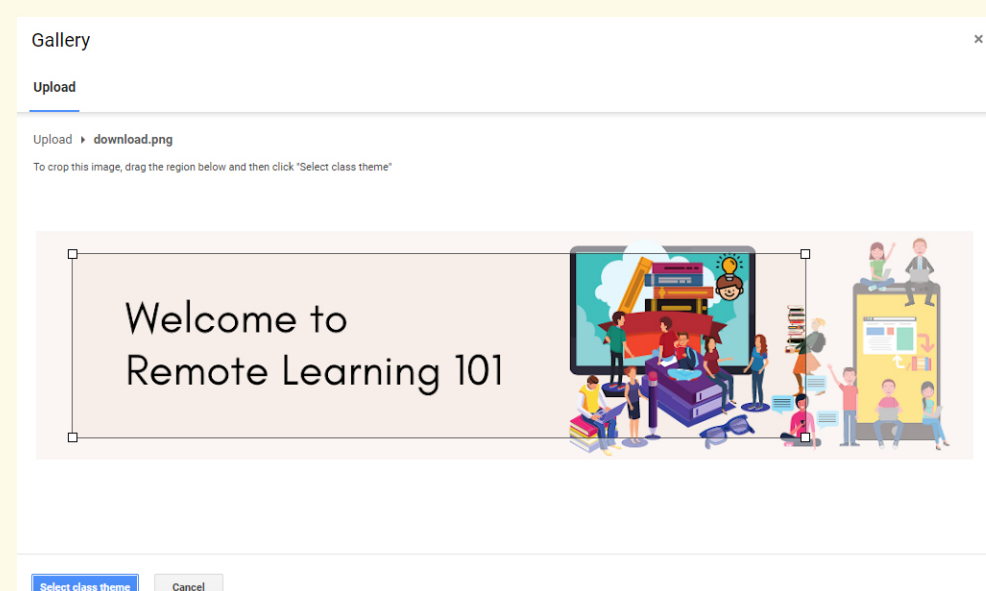
5. Click the "Select class theme" button to finish.

Setting Up Your Class

The Class Settings

In the class settings page, you will be able to edit the class details, general settings, and the grading/marking settings.

1. Visit *classroom.google.com* and log in using your UP Mail.

2. At the home page, choose the class under which you want to set up. Click the class card of the chosen class and you will be directed to the stream tab of you class.

3. On the upper right corner of your stream tab, on the same row as your profile picture, you can find a gear icon. Click it and you will be directed to the class settings page.
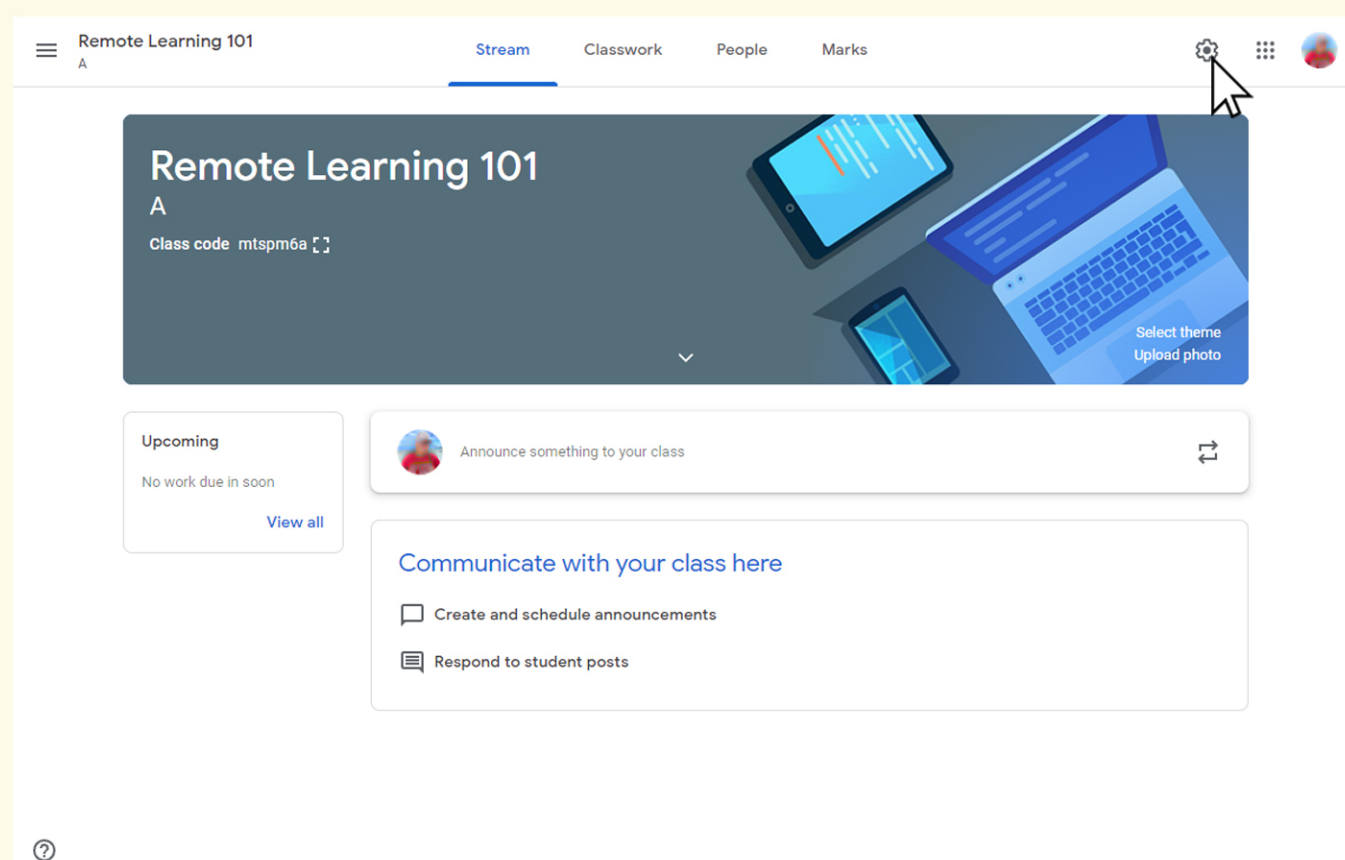
4. In the class settings page, you will find 3 sections which you might need to setup. The class details section, general settings section, and marking section.

If you need to change anything on the **Class Details section**, you just simply have to hover and click your pointer to the text box under the specific class detail which you want to edit.

Setting Up Your Class

The Class Settings

For the **General Settings section**, you will be setting up the invitation codes and links for your students or other teachers. Using these, you will be able to invite them to join your class. You will also be able to change the code for your class. Under this section, you can also filter the things the students can do and what will appear on your class stream tab. You can also choose if you want to see the deleted items in your class.

Under the **Marking Setup**, you will be able to choose how the students' overall grades will be calculated - via total points, by wieghted category, or no overall mark. You can add grade categories for your class.

5. Once all of the setup you need is completed, click the "Save" button on the upper right corner of the class settings page.

Adding Your Students

Your class won't be compete without any participants in it. There are two ways on how you can add your students in your class. First, by manually adding or inviting them individually and second, by letting the students join the classs using class codes.

1. Visit *classroom.google.com* and log in using your UP Mail.

2. At the home page, choose the class under which you want to add your students. Click the class card of the chosen class and you will be directed to the stream tab of you class.

3. Your **Class Code** is located on the display header of your stream tab right below the class name. You may share this code with your students so that they can join your class by themselves. You may also change the class code to your personalized code in the class settings (See "Setting Up your Class" section).
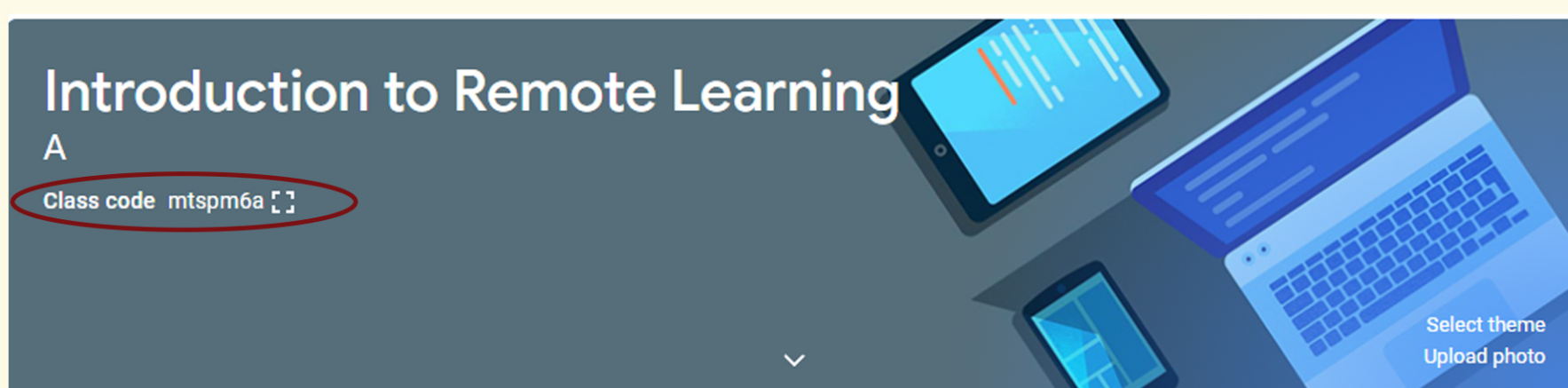
4. To **manually invite your students** to your class, you may go to the People tab and go to the students section. Click the invite students icon or the icon with a person and a plus sign on it, and you may start adding the email addresses of your students on the text box. An invitation link will be sent to the students.
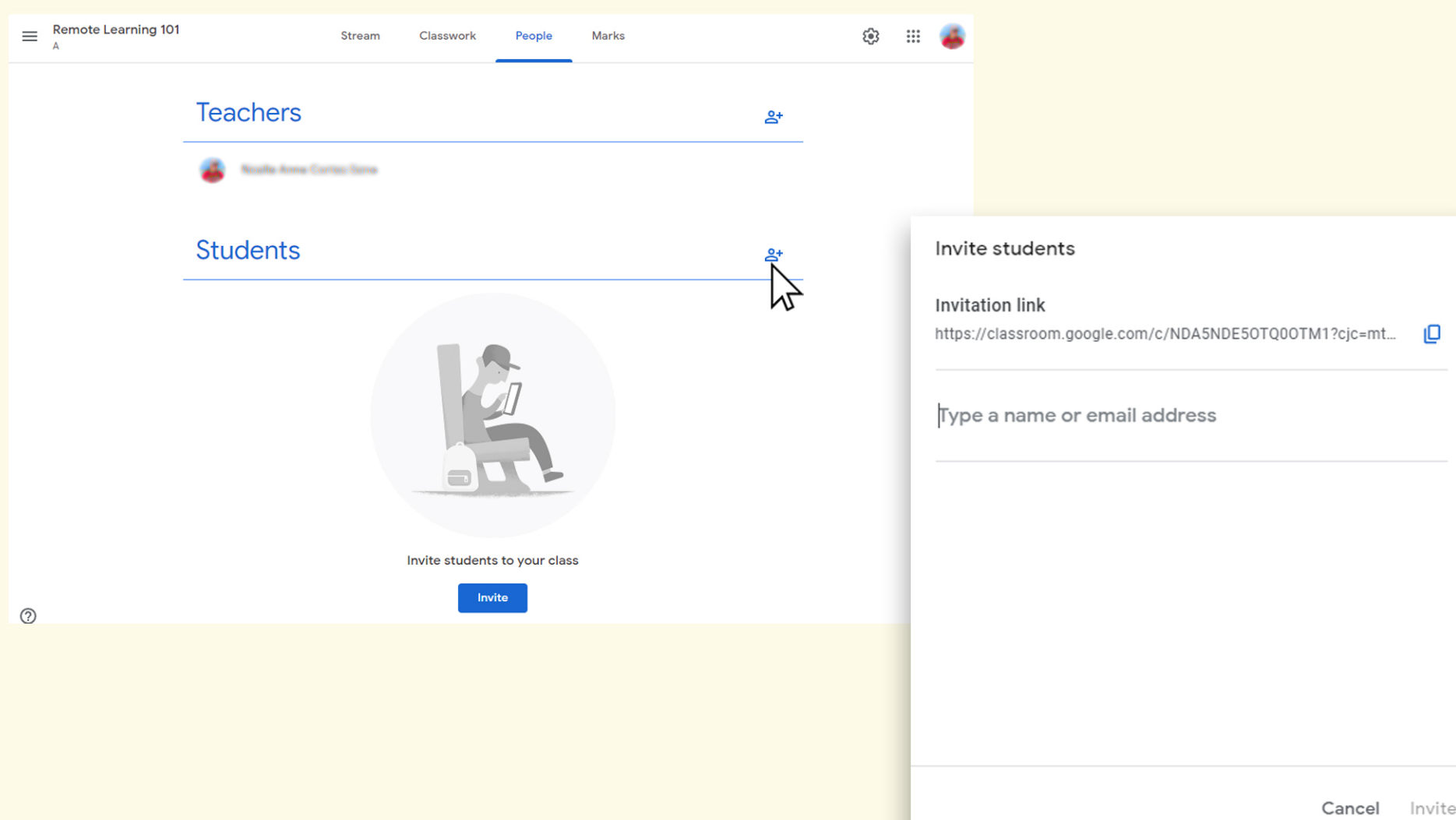

5. Click the "Invite" button to send the invite emails and finish.

The Stream Tab

    The Stream tab serves as the default landing page when you access your class. This is where you can view the activities that are happening in the class. This is also where a teacher can post activities and announcements. If enabled, students may also post in the Stream Tab. Newer posts and updates are place on top of the page. You may also see the upcoming deadlines in your class.

    1. Visit *classroom.google.com* and log in using your UP Mail.

    2. At the home page, choose the class where you want to access the stream tab. Click the class card of the chosen class and you will be directed to the stream tab of that class.
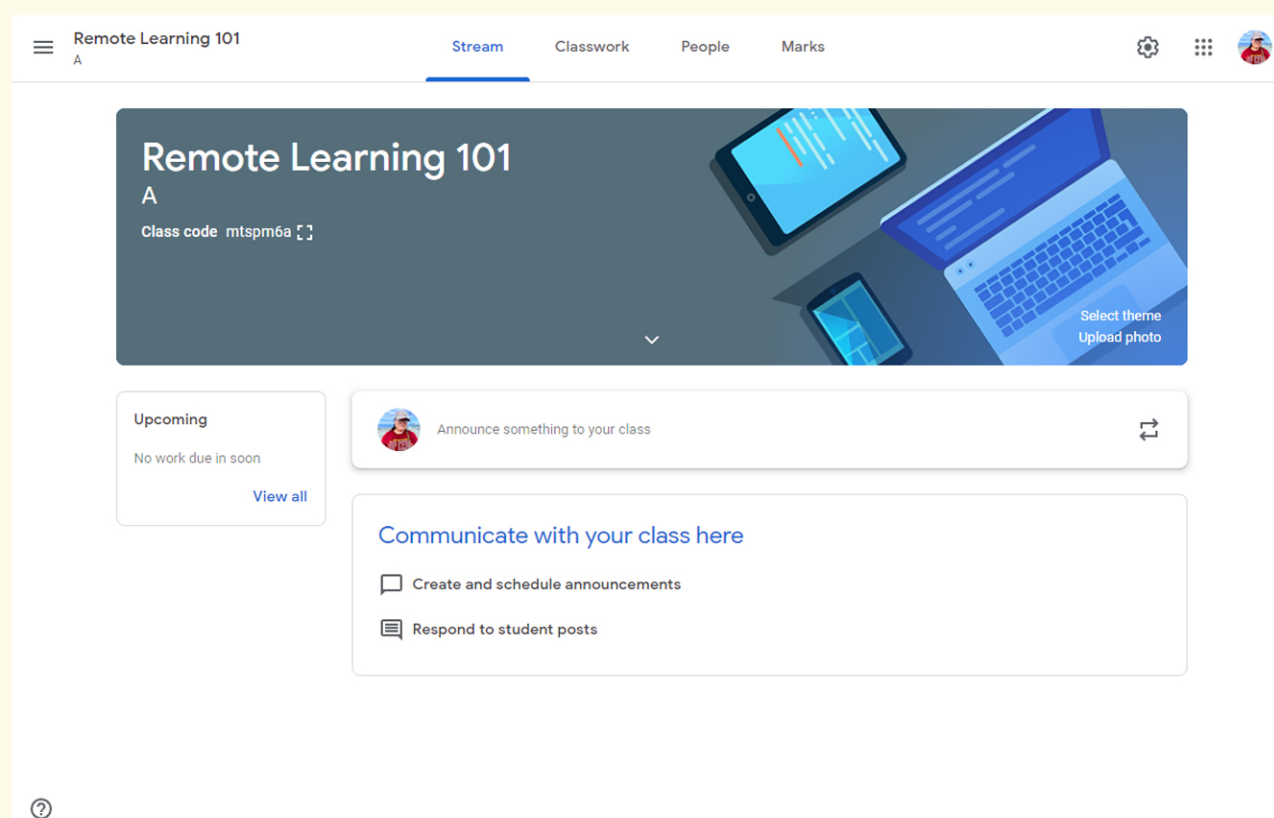
    3. To post announcements or new activities, click on the stream page text box. In the text box, along with your message, you may also add google drive files, upload file, add link, or add a Youtube video in your post.
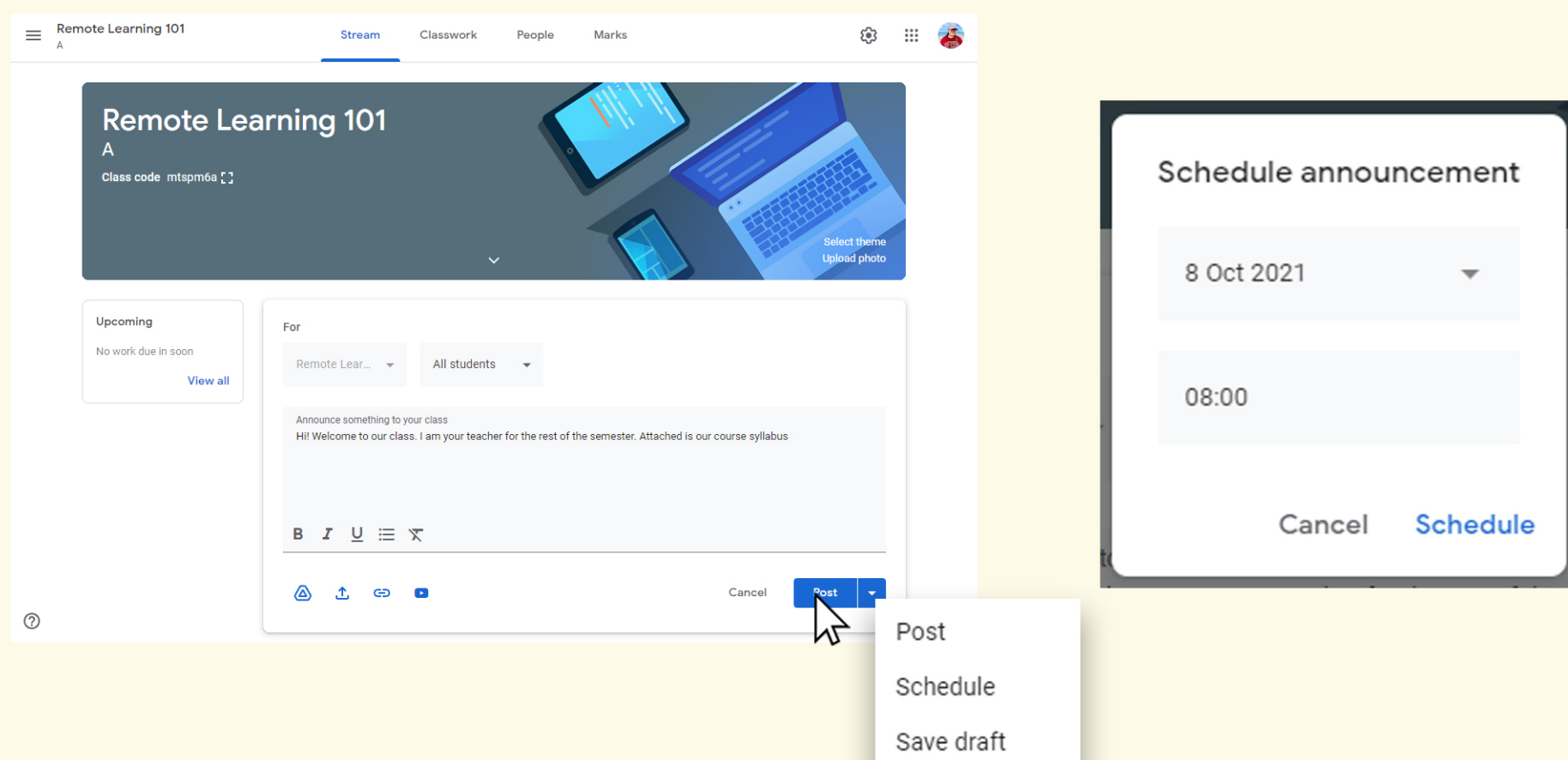

    4. After creating the content of your post, you may post it realtime, schedule it ahead, or save it as draft. To publish, click the "Post" button.

The Classwork Tab

The Classwork Tab or page in your class is a more organized way of arranging your class materials. In this area, you can organize the materials per topic or section. This is also where the class activities are created and posted along with the other materials for your class.

1. Visit *classroom.google.com* and log in using your UP Mail.

2. At the home page, choose the class where you want to access the classwork tab. You will then be directed to your default page or the stream tab. On the upper portion of the page, click the "Classwork" link or button just beside the Stream button. This will lead you to your Classwork page. This is how it should look like:
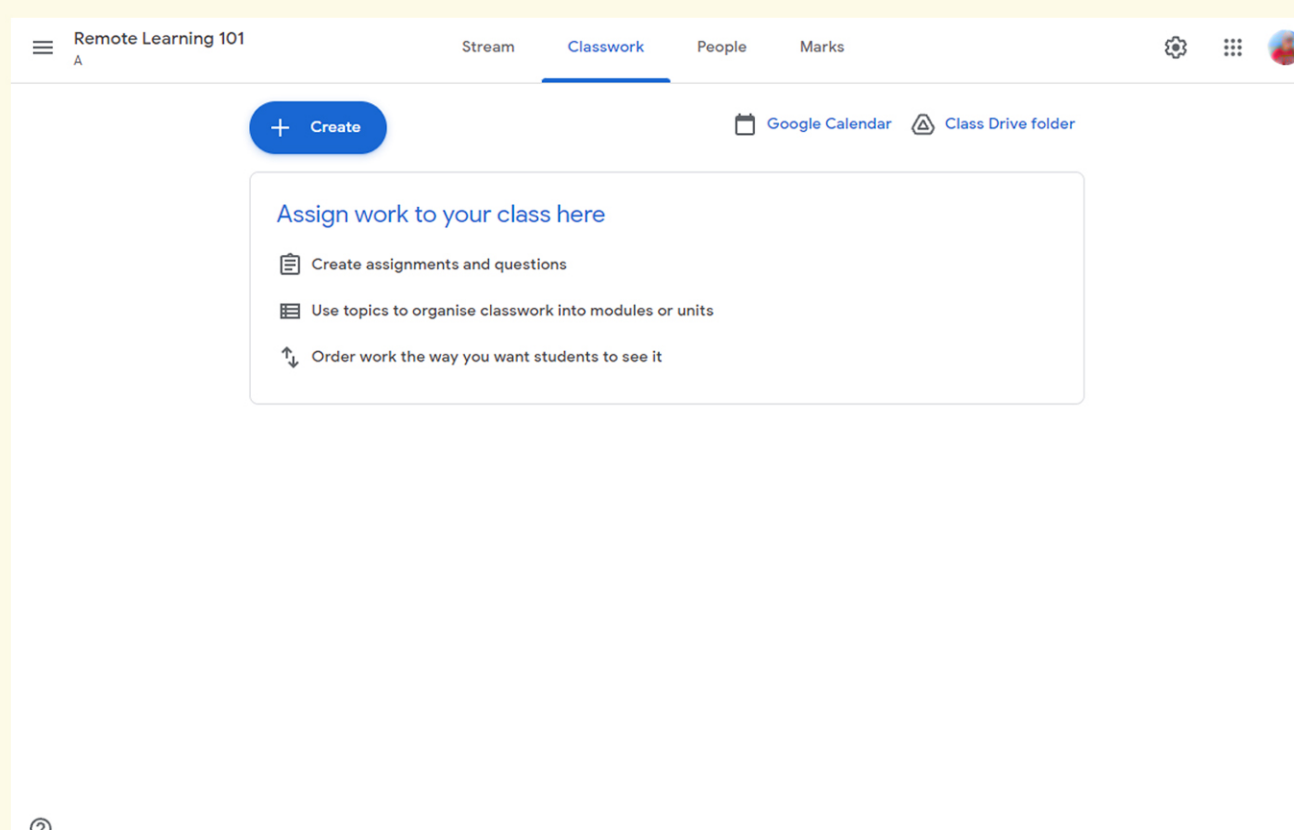
3. You may now start personalizing your Classwork page by adding sections, materials. and assignments and clicking the "Create" button. A drop down menu for activities and materials you might want to add will appear which we will discuss in the succeeding subsections, individually.
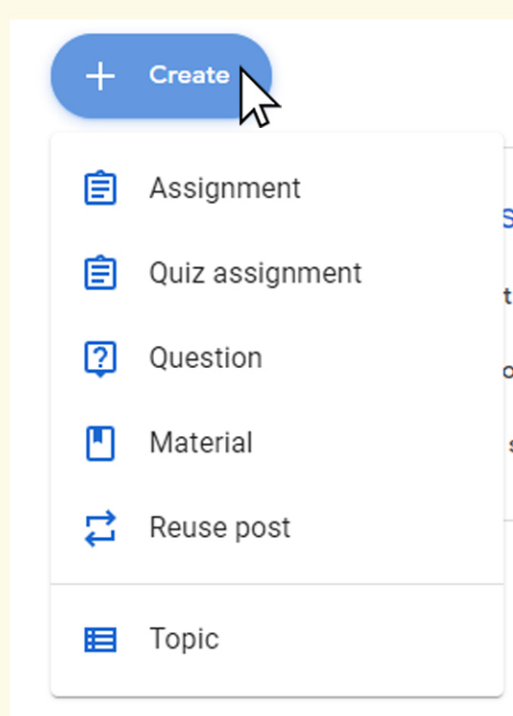
4. Aside from the activities and materials, you can also access the Google Calendar and Class Drive Folder on this page.

The **Google Calendar** helps in scheduling deadlines for submissions or for activities to be completed.

The **Class Drive Folder** stores any material uploaded in your class.

The Classwork Tab

Setting Up Topics

Setting up topics lets you organize the activities and materials set for a specific lesson. This also provides the students a "path" to follow where they are able to see an overview of the flow of your class. Here's how to add and arrange topics in the classwork tab:

1. In your Classwork page, click the "Create" button. A drop down menu will appear.

2. Select the "Topic" button. A pop up will show and let you type in the name of the topic you want to add. Click "add" add to finish.
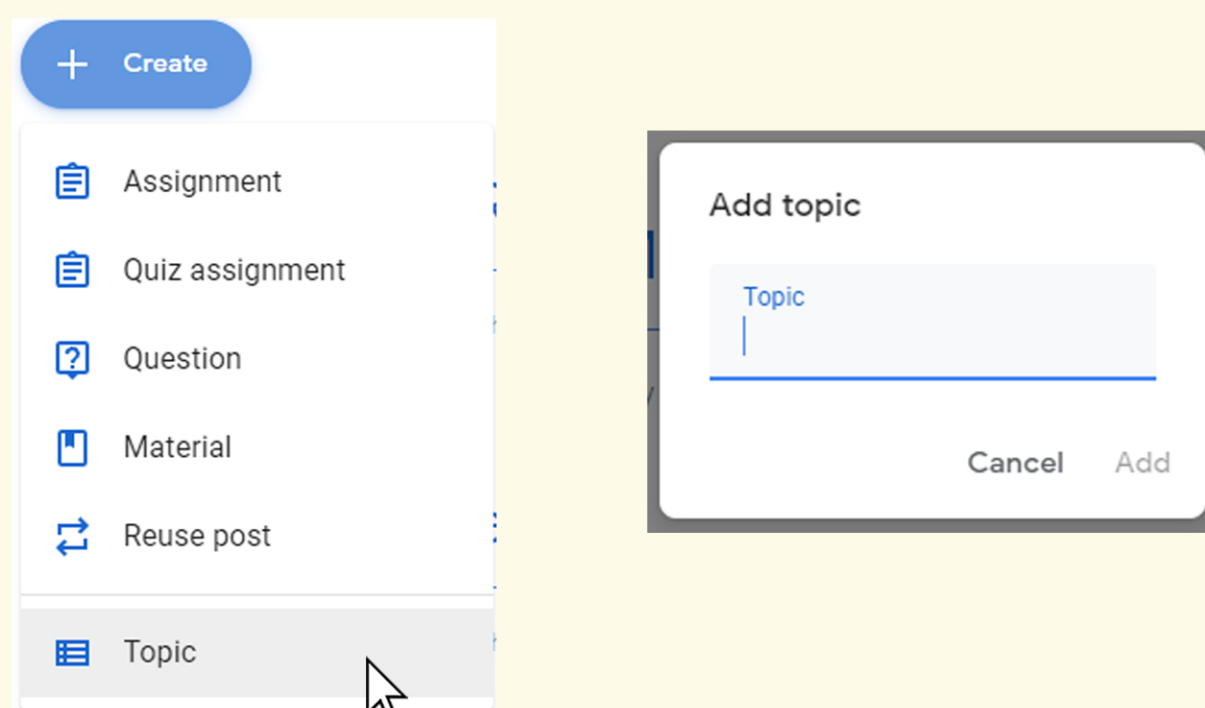
3. Your topic will now appear as a section in your classwork page. Repeat steps 1 and 2 to add more topics for your class.
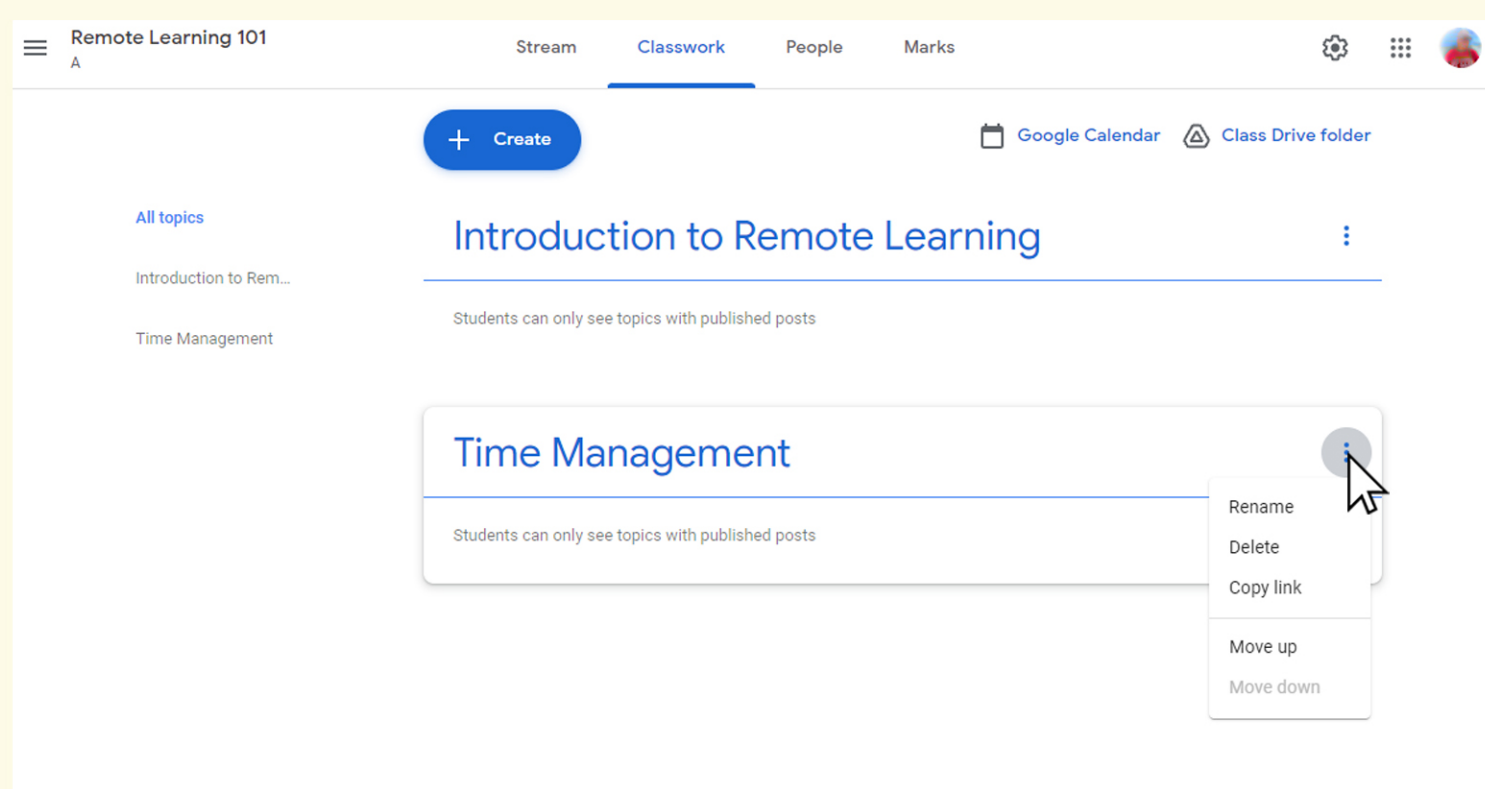

4. If you made any mistake while adding the topic or simply wants to rearrange the order of the sections, you may do so by clicking the icon with 3 dots or the option icon found on the same row as the topic title. Another drop down menu will appear. You may choose to rename the topic, move the topic up or down, delete the topic, and even share the link for the topic.

5. After setting up your topic, you may now start to add materials and activities under each topic/section.

The Classwork Tab

Creating an Assignment

The major difference between simply posting announcements on the stream tab and creating assignments on the classwork tab is the assignment setting's capability to set up grades and due dates. To create an assignment:

1. On the classwork tab of your chosen class, click the "Create" button. A drop down menu will appear.

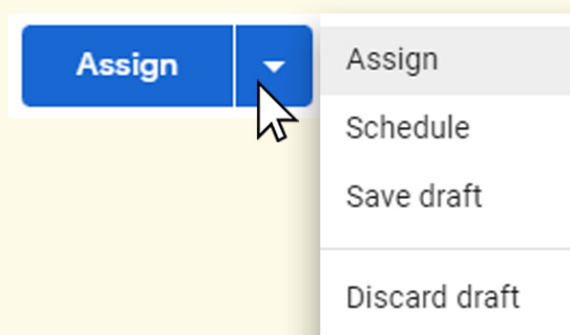2. Choose the "Assignment" in the menu. The setup page for the assignment activity will appear.
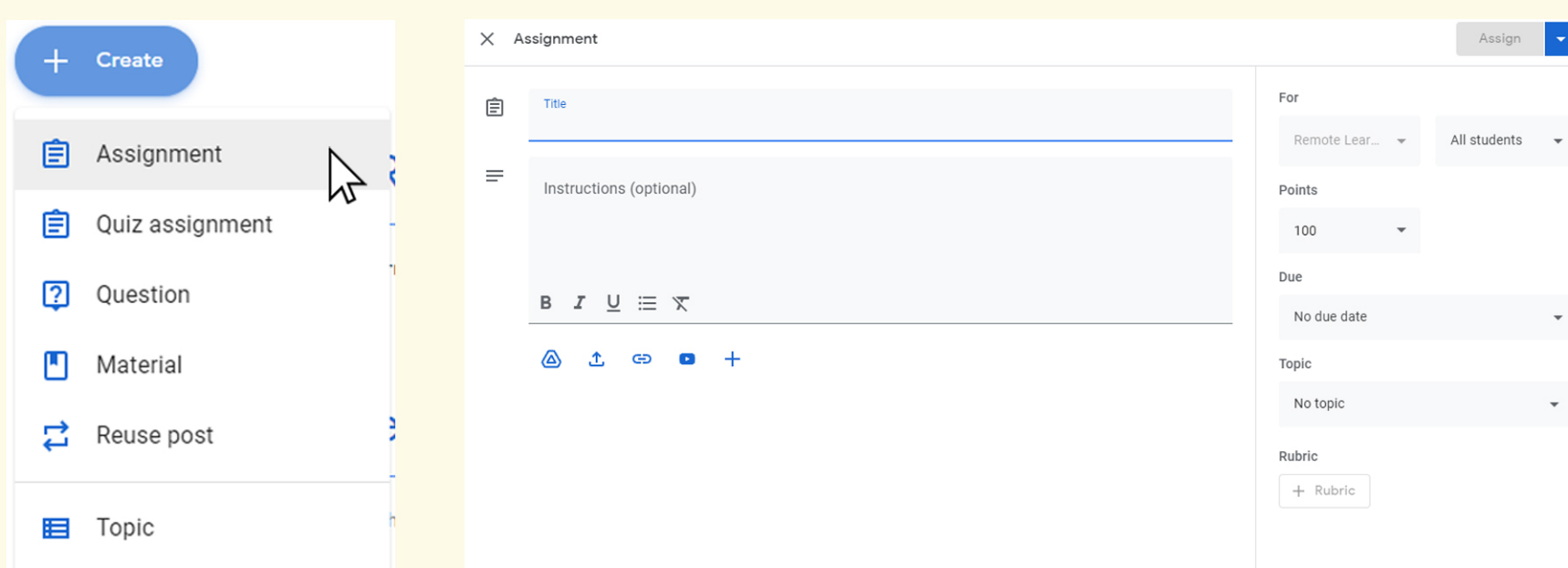
3. On this page, you will be able to setup the title for the assignment and the instructions. You may also add file and media attachments by clicking on either of the icons below the instructions text box.
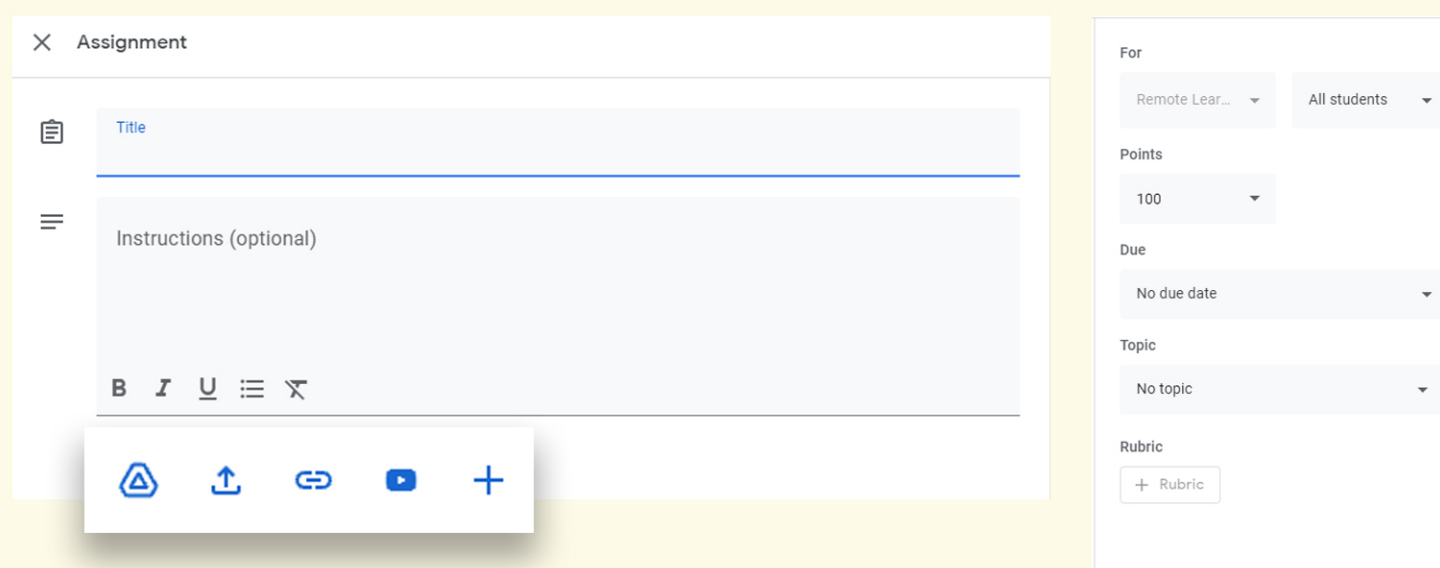
4. On the right side of the page, you can setup the grade points for the assignment, schedule the deadline, choose or create a topic under which the assignment will be placed, and create a rubric for grading the assignment.

5. When done creating the content of your assignment, you may choose to assign/post the activity immediately, schedule when to post it, or to simply save it as a draft and get back to it for posting. These actions can be done by clicking on the "Assign" button or the drop down arrow beside it.

The Classwork Tab

Quiz Assignments

The quiz assignment has a similar set-up page as the assignment activity. The only difference is that you will have to use google forms for the quiz questions. To create a quiz:

      1. On the classwork tab of your chosen class, click the "Create" button. A drop down menu will appear.

      2. Choose the "Quiz Assignment" in the menu. The setup page for the quiz assignment activity will appear.

      3. On this page, you will be able to set up the title of the quiz assignment and its instructions. A blank google form will automatically be loaded as an attachment. Click the form after loading and set up the questions and other details in the google form's page.
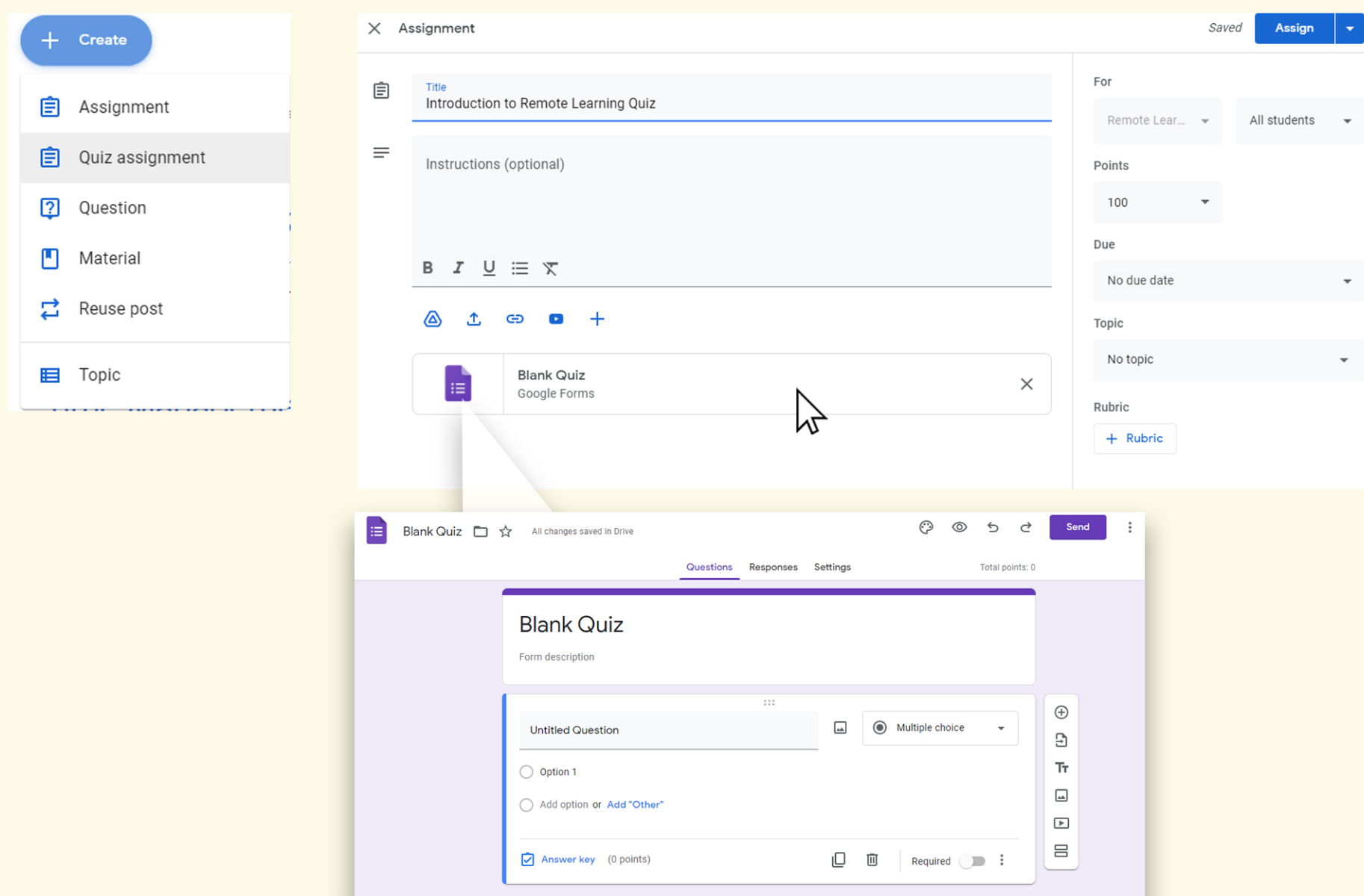
      4. After setting up your google form quiz, you may now go back to the quiz assignment setup page in google classroom and setup the rest of the page by editing the deadline schedule, grade points, rubrics, and the topic where you want to place your quiz assignment.

      5. Like the assignment activity, you may choose to assign/post the activity immediately, schedule when to post it, or to simply save it as a draft and get back to it for posting. These actions can be done by clicking on the "Assign" button or the drop down arrow beside it.
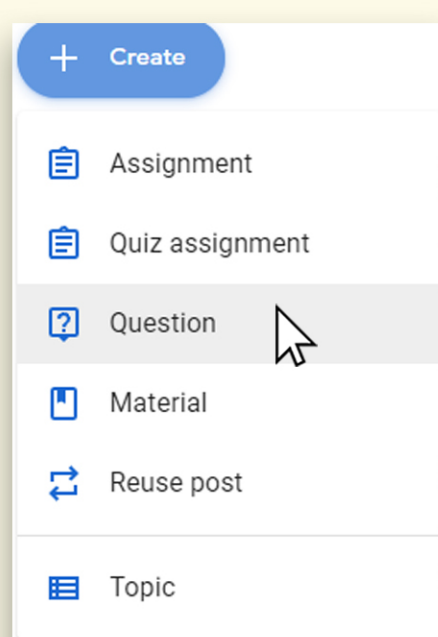
Since some functions or quiz formats are limited upon creating google form quizzes, it will be helpful to have form add-ons such as limiting the date and time for your quiz or add-ons which are helpful in maintaining the exam integrity and security.

The Classwork Tab

Posting a Question

You may also post a question directly in your class for your students to answer. However, this is only limited in short answers and in multiple choice questions and can only post 1 question per post. This may be effective if you want to create interaction between the students or check their knowledge on a specific lesson.

1. On the classwork tab of your chosen class, click the "Create" button. A drop down menu will appear.

2. Choose the "Question" in the menu. The setup page for the question activity will appear.

3. On this page, you will be able to setup the question you want to ask, the form of question (if it's a short answer or a multiple choice question), the instructions, the options for multiple choice questions, grade points, schedule due dates, and choose whether the students can reply to each other and if they can edit their responses.

Multiple Choice

Short Answer

4. You may also add file and media attachments by clicking on either of the icons below the instructions text box.

5. When done creating the content of your question activity, you may choose to ask/post the activity immediately, schedule when to post it, or to simply save it as a draft and get back to it for posting. These actions can be done by clicking on the "Ask" button or the drop down arrow beside it.

The Classwork Tab

Sharing Materials

There are instances when we just want to share lesson materials for the students which do not need to be graded or to be answered. The materials option will be helpful in this matter:

1. On the classwork tab of your chosen class, click the "Create" button. A drop down menu will appear.

2. Choose the "Materials" in the menu. The setup page for the sharing materials will appear.
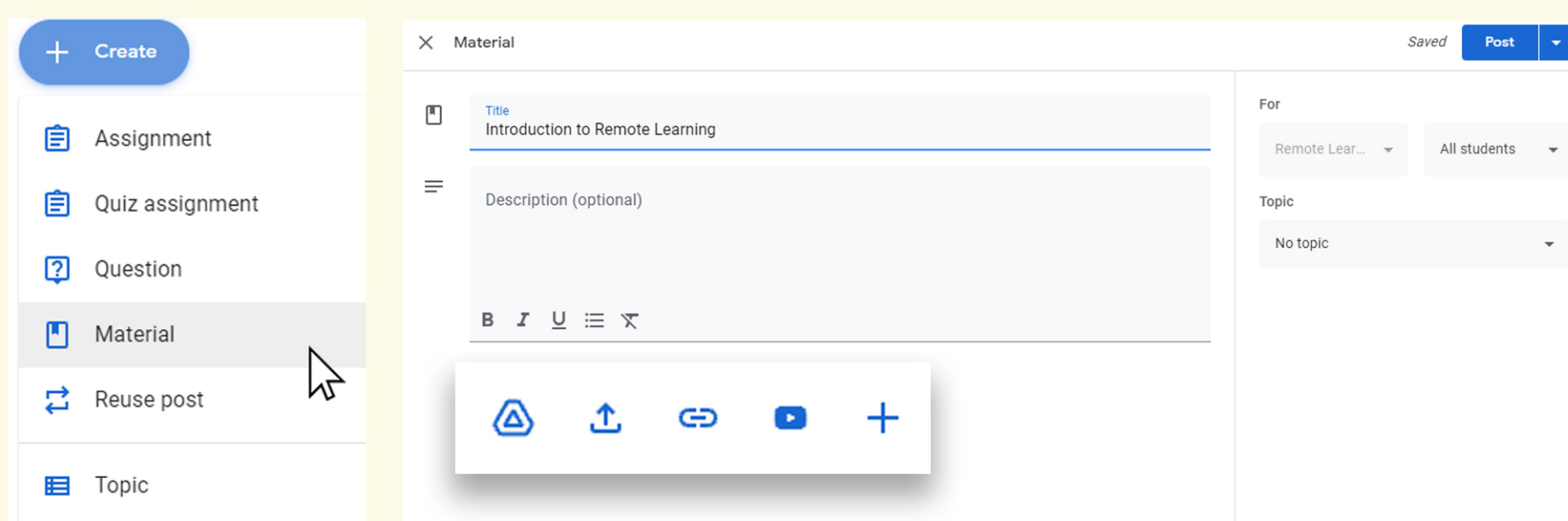
3. On this page, you will be asked for the title and description of the material attachment. You can attach the materials by uploading it from your computer or through google drive. You may also opt to attach links, Youtube videos, and other types of google materials. You will also be choosing the topic under which the material will be located.
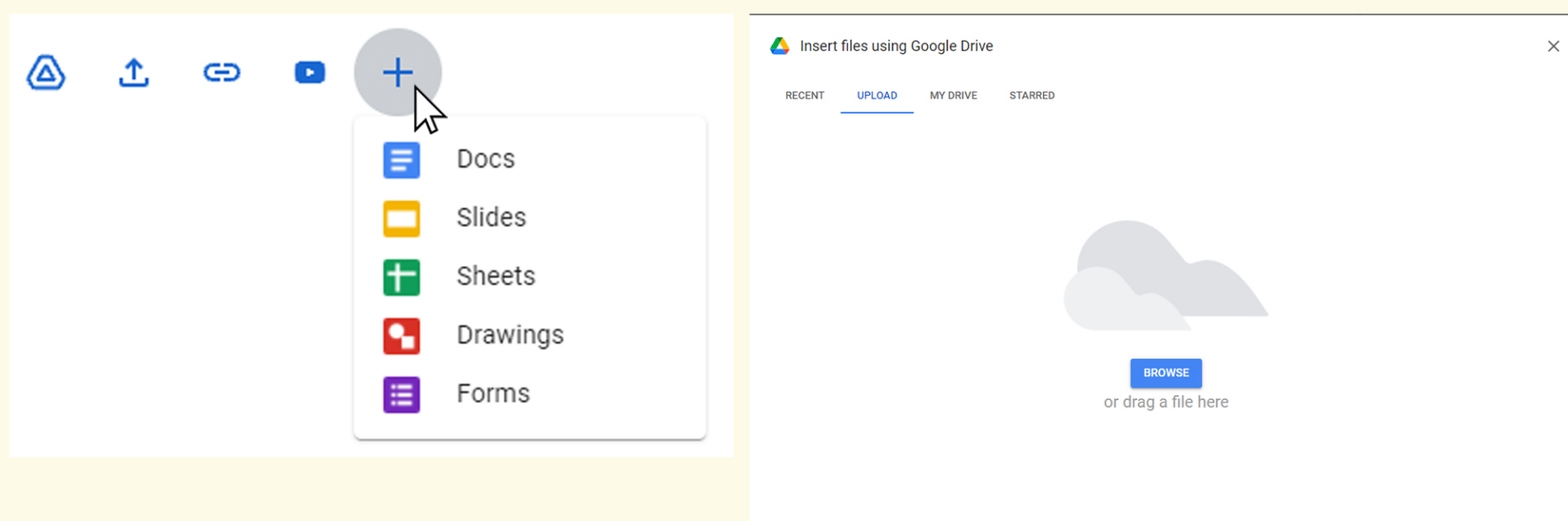

4. When done creating and attaching your material, you may choose to post it immediately, schedule when to post it, or to simply save it as a draft and get back to it for posting. These actions can be done by clicking on the "Post" button or the drop down arrow beside it.
.

Reusing Posts

    If you have materials or posts from previous classes or from other sections of the same class, you may reuse it in your present class using the "reuse post" function in google classroom. To reuse a post:

    1. On the classwork tab of your chosen class, click the "Create" button. A drop down menu will appear.

    2. Choose the "Reuse Post" in the menu. A pop up will appear which will let you choose which class you will get the post from. Click on the name of the class.
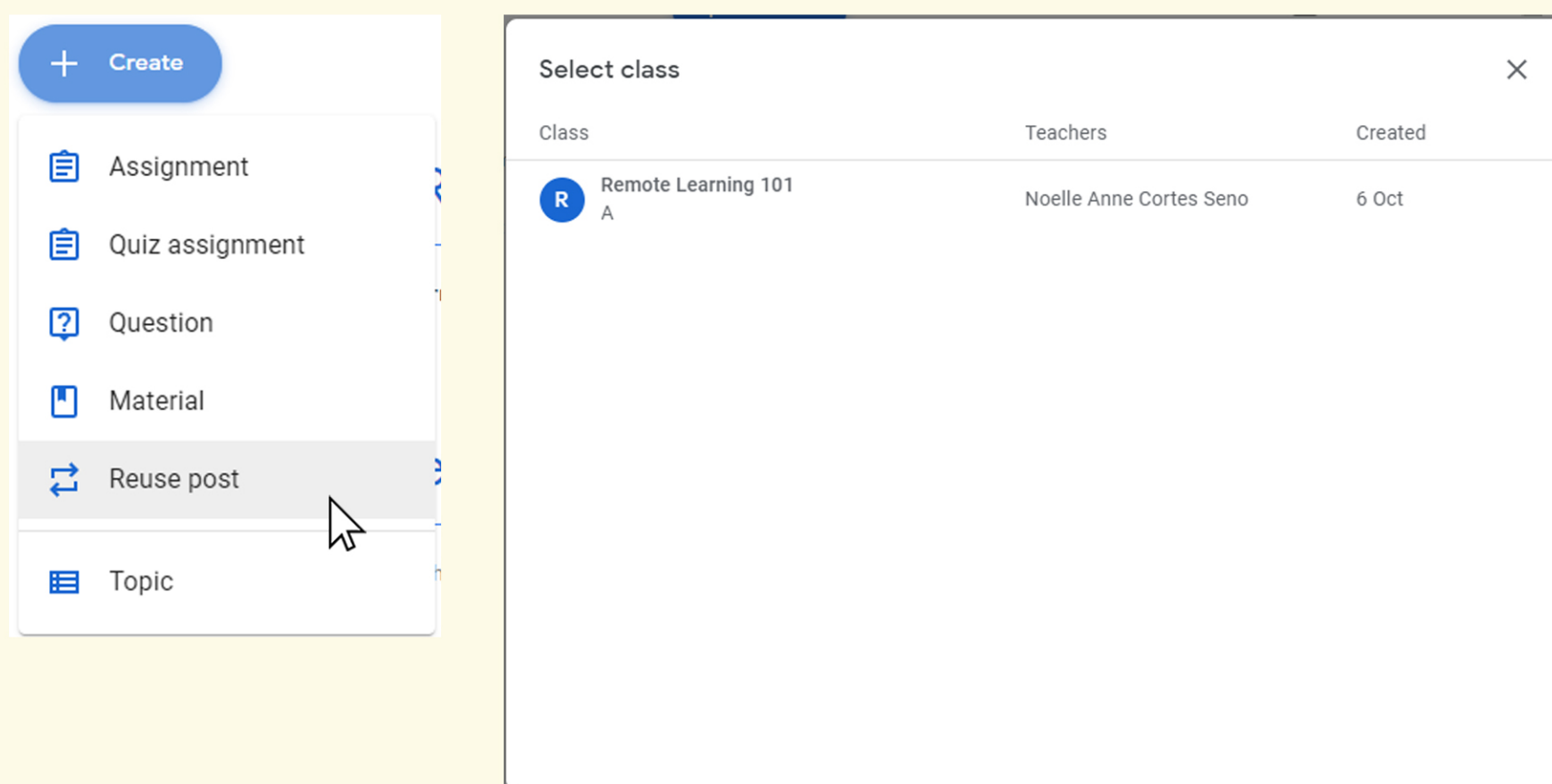
    3. This will then lead you to the list of posts your chosen class has. Choose the specific post which you want to reuse by clicking it. You will be directed to the setup page of that post.
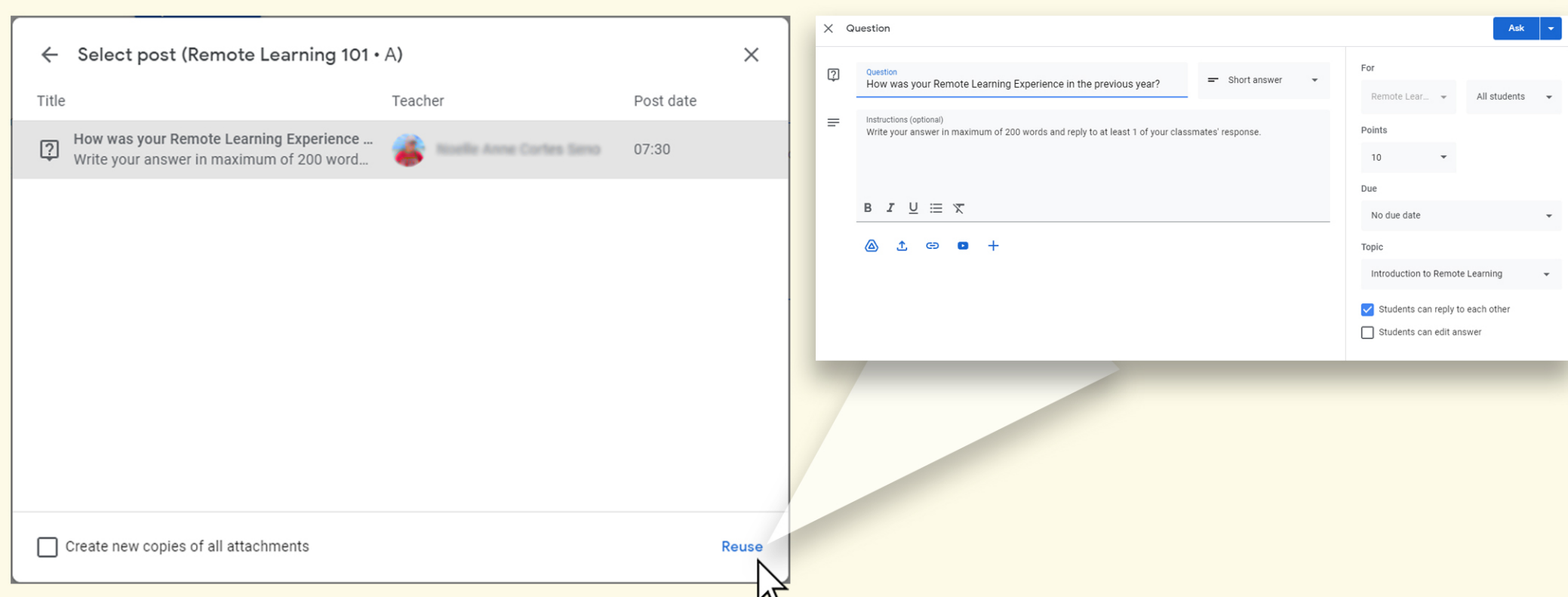

    4. You may choose to edit some contents of the post or directly post it by clicking on the "Post/Ask/Assign" button.

    .

The People Tab

The People Tab is used when you want to check the list of students and teachers that you have invited or added in your class. We have partially introduced the people tab at the "Adding Your Students" section of this guide. Aside from adding students, you may also add teachers in the class as co-teachers or if you simply want to share your materials with them. You may also perform specific actions concerning your students in this tab such as emailing them, removing, or muting them.

1. Visit *classroom.google.com* and log in using your UP Mail.

2. At the home page, choose the class where you want to access the people tab. You will then be directed to your default page or the stream tab. On the upper portion of the page, click the "People" link or button just beside the Classwork button. This will lead you to your People page.

3. On the page, you will find two sections. the teachers section where you will see the list of members with teacher roles and the students section where you'll see the list of students in your class. In the students' section, you may perform your desired actions per student or you may choose to select multiple students to whom your chosen actions will be applied.

On the same line as the student's name, on the right side, is a three-dot icon. Click on the icon to choose whether to email, mute, or remove the corresponding student.
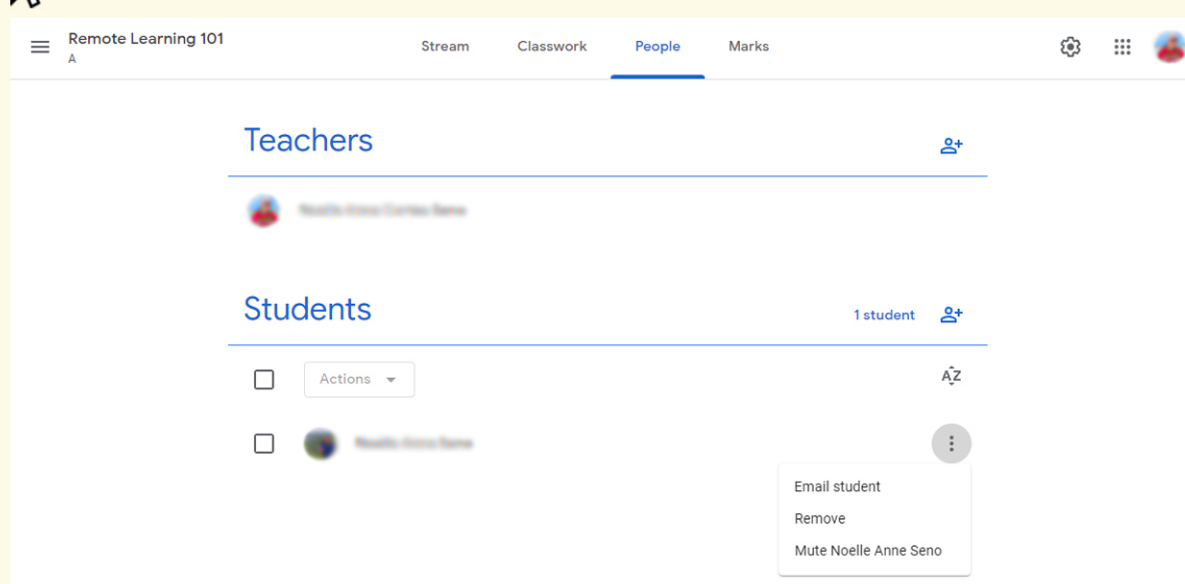
Beside each student's profile picture, on the left side, is a checkbox. Tick the checkboxes on students under which you want to perform similar actions. Just below the Sudent's section divider is the "Action" button which will allow you to choose whether to email, mute, or remove your chosen students.
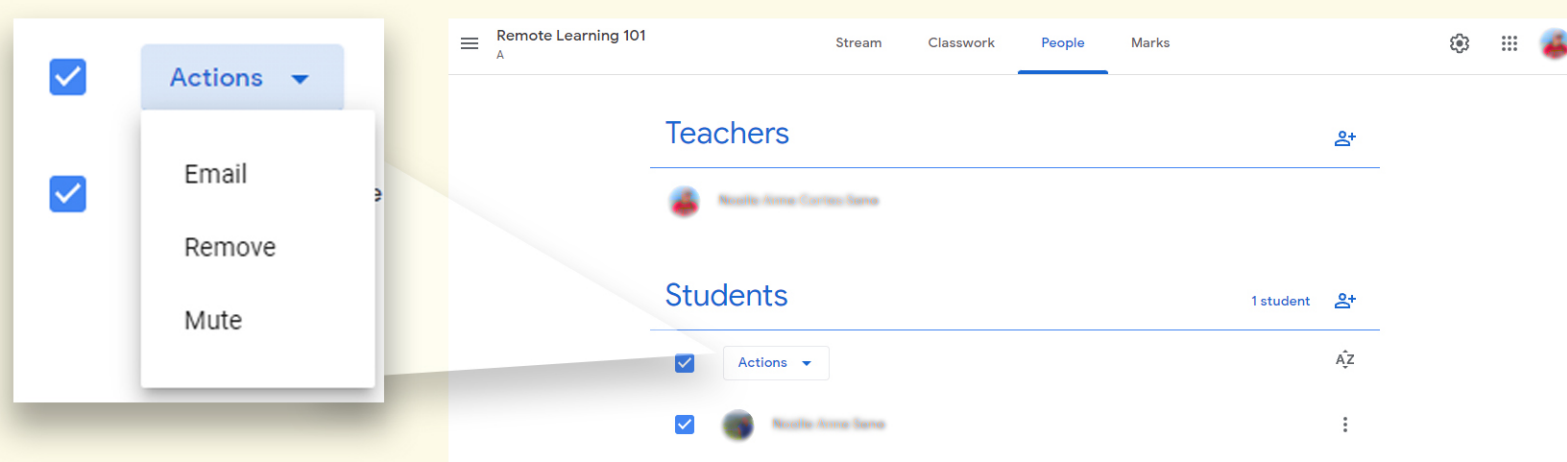

4. When you choose to email the student, a new tab which opens the email text box will open. If you choose to remove or mute a student, a pop up will appear to confirm your actions.

The Grades/Marks Tab

The Grades Tab also known as the Marks Tab contains the online gradebook which contains all the assignments and graded activities in your google class with the grade categories that we set in the class settings.

1. Visit *classroom.google.com* and log in using your UP Mail.

2. At the home page, choose the class where you want to access the people tab. You will then be directed to your default page or the stream tab. On the upper portion of the page, click the "Grades/Marks" link or button just beside the People button. This will lead you to your Grades/Marks page.

3. The page contains a spreadsheet or table containing the list of the students in your class and the record of all the graded activities in your google class. You can also see the individual grades of the students per activity. If you want to change or adjust some grades, you may do so by clicking on the grade and save the changes by pressing the Enter key.
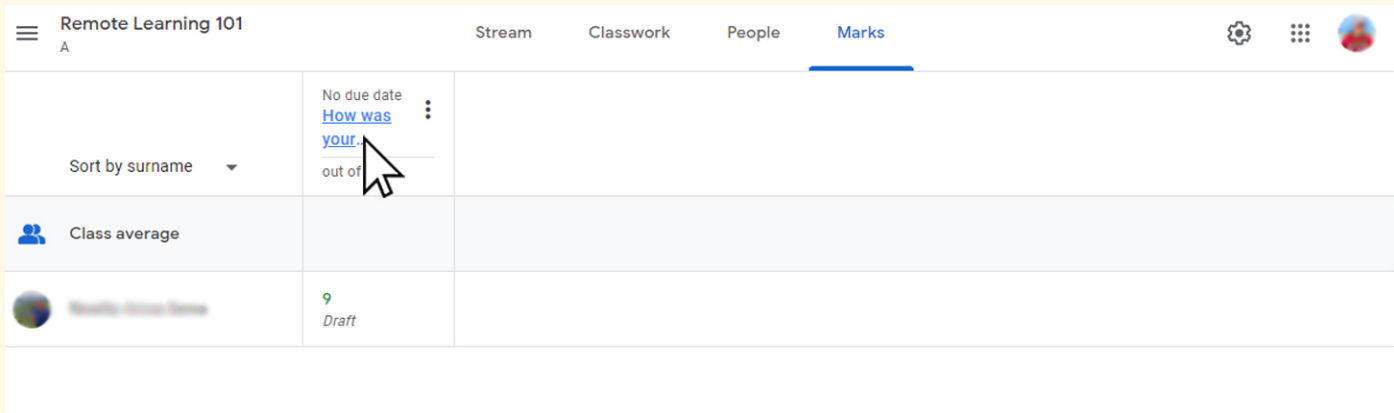

4. For activities which still need to be checked and graded, you may grade them through the Classwork Tab or through the Grades Tab.

To grade activities through te Classwork Tab, simply go to the classwork tab and click on the activity which you want to grade. a drop down information will appear showing the number of submissions the activity already has. Click on it an you will be directed to the grading page where you can view the list of students who submitted their work. You may input your grades just beside the students' name where the total points for the activity is also found.
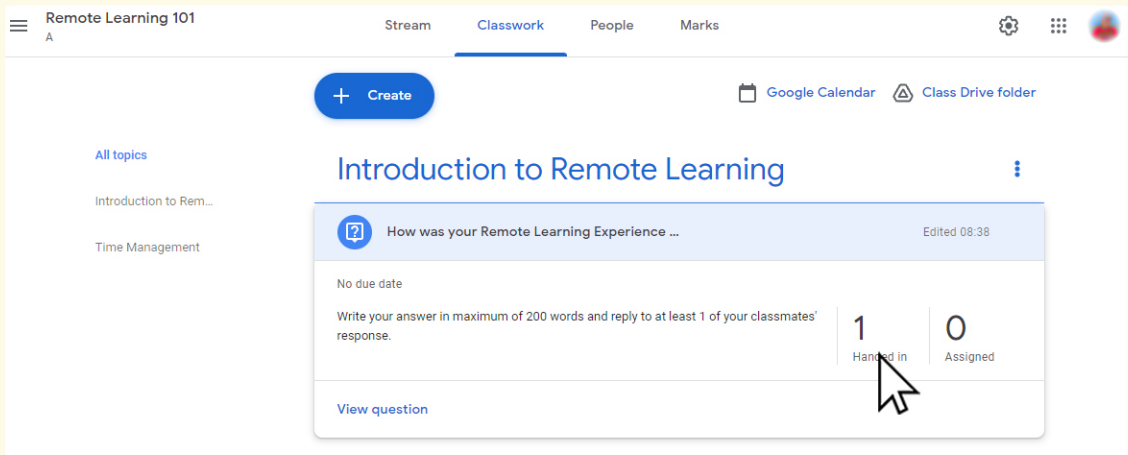

To grade through the Grades Tab, click on the activity name link on the first row of the table. This will lead you to a similar grading page.
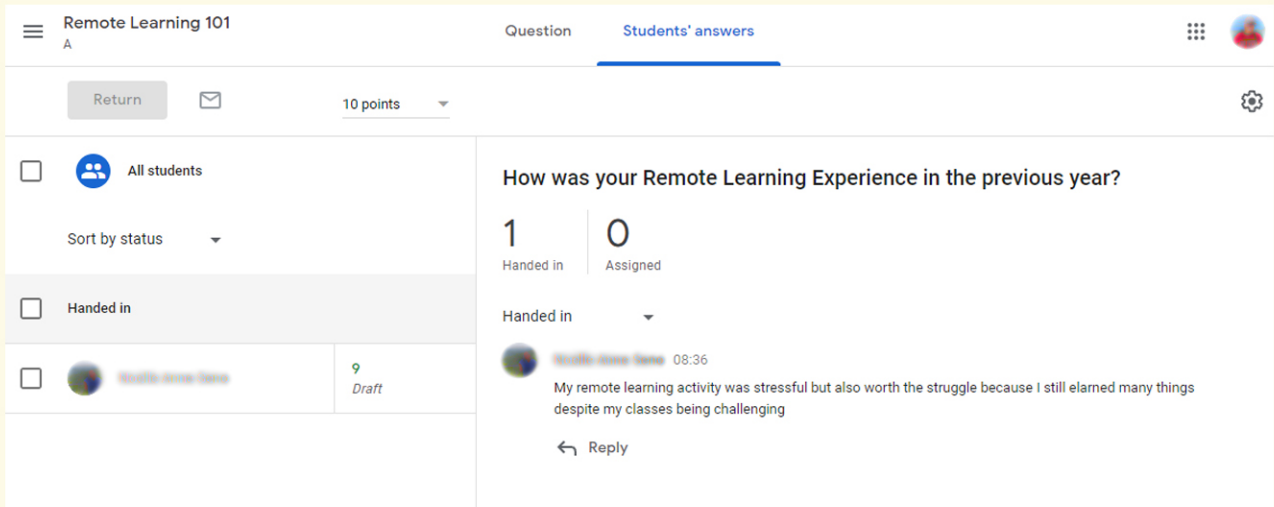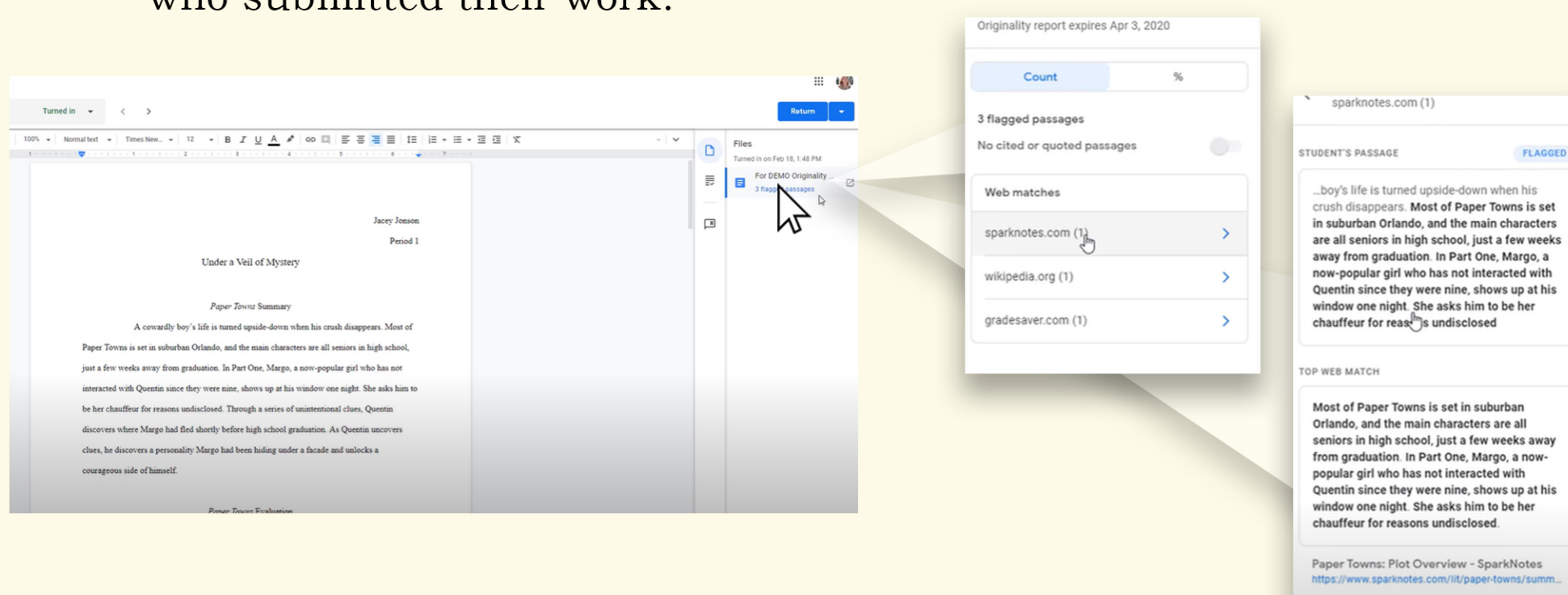
Originality Report

The Originality Report is Google Classroom's version of an anti plagiarism checker. This can be generated in an assignment activity both by the students and teachers. A drawback is that, in the UP Domain Google Classroom, a limit of up to 5 assignment activities per class can use this function.

1. In your classwork tab, create or edit an assignment activity (See Classwrok Tab section of this guide).

2. On the left side of the assignment setup page is a checkbox button to enable the originality report. Tick the box and a prompt will pop up informing you of the available times or slots you may use the function. Click "Continue" to use one of the remaining slots.
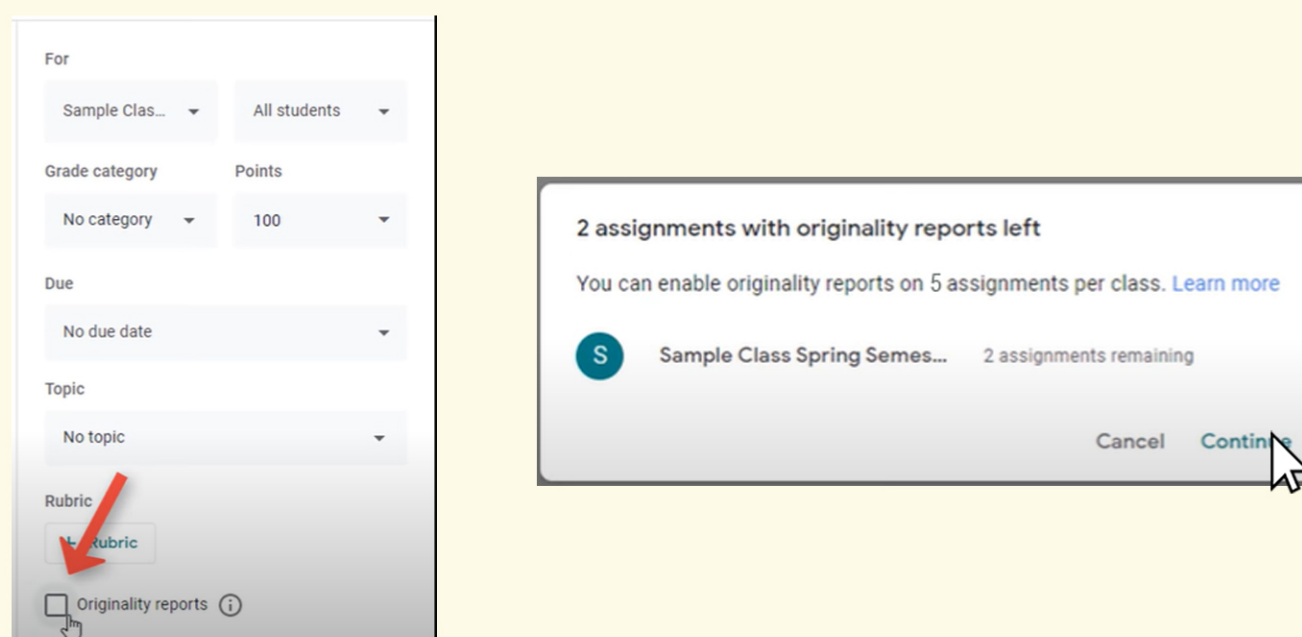
3. Click "Assign" to publish your assignment. Before submitting, students may generate their own originality report for their work so they can check if they need to change something.

4. To check the submissions of your students, go to the classwork tab and access the assignment. A drop down information will appear showing the number of submissions the activity already has. Click on it and you will be directed to the grading page where you can view the list of students who submitted their work.

5. On the grading page, access the submitted file of the students. This will lead you to a new page containing the content of the student's submitted file. On the right side of the screen, you will see the originality report results where it shows the number of flagged contents for the file. Click on it to expand and view other details from the report including which parts were flagged and the possible web sources and matches of the flagged or quoted passages.