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10 Things Every Teacher Should Be Able to Do on Google Classroom



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Invite students to join a class

- 1- Sign in to Classroom
 - 2- Select the class you want to add students to
 - 3- Click students at the top
 - 4- Click Invite students
- Or let students add themselves using a generated code you share with them.



Manage multiple classes

- Google Classroom allows you to:
- A- Re-use existing announcements, assignments and questions from another class
 - B- Share posts across multiple classes
 - C- Archive classes for future reference.



Invite co-teachers to a class

- To invite co-teachers to a class:
- A- Sign in to Classroom
 - B- Select the class you want to add teachers to
 - C- Click 'About' at the top of the class stream
 - D- Click Invite Teacher.



Create or modify an assignment

- 1- Sign in to Classroom
- 2- Click the class
- 3- At the bottom, click Add and click Create assignment
- 4- Enter the title and any instructions
- 5- You can then add files, YouTube videos or links to your assignment.



Create an announcement

- 1- Sign in to Classroom
 - 2- Click the class.
 - 3- Click Add and click Create announcement.
 - 4- Enter your announcement
- You can then add links, files, YouTube videos to your announcements.



Quick exit tickets and polling

- You can post short or multiple questions and track who have responded in the class stream:
- A- Sign in to Classroom
 - B- Click the class.
 - C- At the bottom, click Add and then Create question.
 - D- Enter the title and any instructions.



Create a class resource page

- On a class resource you can add materials and instructions for the whole class:
- A- Sign in and select a class
 - B- At the top of the page, click About and enter a title and a description
 - C- To add additional resources, click Add materials and enter a title.



Grade and return an assignment

- Classroom makes grading easy and quick:
- A- You can sort students by first name or last name
 - B- See who has turned in work
 - C- Draft grades to share with students later
 - D- Add private comments when returning work



Set class permissions

- You can control who can share messages and comments in class stream by changing permissions settings:
- A- Sign in to Classroom
 - B- Click the class you want to set permissions for.
 - C- Click Students.
 - D- From the post and comment list, choose a permission level there



Transfer grades to Google Sheets or to a CSV file

- To export students grades to Google Sheets:
- A- Sign in to Classroom
 - B- Click the class and then click the assignment in the class stream.
 - C- Click on sprocket icon and select 'Copy all grades to Google Sheets'
 - D- To export grades to a CSV file, select 'Download these grades as CSV.'

Source: Google Classroom Help

<https://support.google.com/edu/classroom#topic=6020277>

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