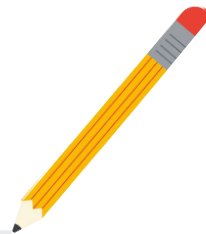
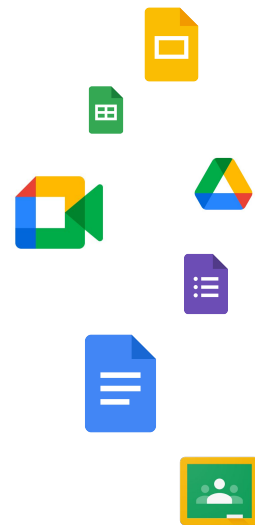


# User Guide

## Google Classroom



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Updated: June, 2021

# Use this guide for step-by-step instructions on getting started with Google Classroom



## Administrators

Learn how to create organizational groups, set permissions, and access audit logs and reports



## Teachers

Understand how to set up your classes, organize coursework, grade, provide rich feedback, and more

### Exploring Classroom for the first time?

Connect with an expert and learn more [here](#).



## Administrators

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# Administrators

## Administrators

# Getting set up

Easily set up Classroom for your institution. Customize permissions and user roles to enable greater management of your school community.

Jump to our [Google Classroom Admin resources](#) to learn more about getting set up with Google Workspace for Education, FAQs and helpful resources.

- **Sign up** for Google Workspace for Education to enable Classroom
- **Assign users** and control access by creating organizational units and groups
- **Verify teachers** for added functionality
- **Change user roles** to ensure users are identified correctly
- **Set permissions** for your domain to determine who can create classes
- **Enable Google Meet** for enhanced collaboration
- **Manage guardian settings** to enable easier guardian communication

## Getting set up

# Ensure you're signed up for Google Workspace for Education

We recommend signing up for Google Workspace for Education when using Classroom to unlock seamless integrations with tools like Google Docs, Google Meet, Gmail and more. Classroom is already included in Google Workspace for Education and works with Google Workspace collaboration tools to jumpstart learning and empower teachers.

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### Need additional features or enhancements?

Learn more about the different editions of [Google Workspace for Education](#) to find the right solutions for your institution.

1



Google Workspace  
for Education

## Let's get started

Google Workspace for Education is free for [eligible institutions](#).

We'll guide you through creating an account for your educational institution so you can begin a 30 day trial of our free edition – Google Workspace for Education Fundamentals.

The trial period will allow you to experience a transformational way for students, faculty, and staff to collaborate and streamline instruction while we verify your institution's [eligibility](#). Once you complete this application, please check your contact email for instructions on how to verify your domain and provide proof of eligibility. Upon approval, you will have full access to create accounts for users in your organization.

NEXT

Haven't signed up for Google Workspace for Education Fundamentals yet? — begin a 30 day trial of our free edition\*

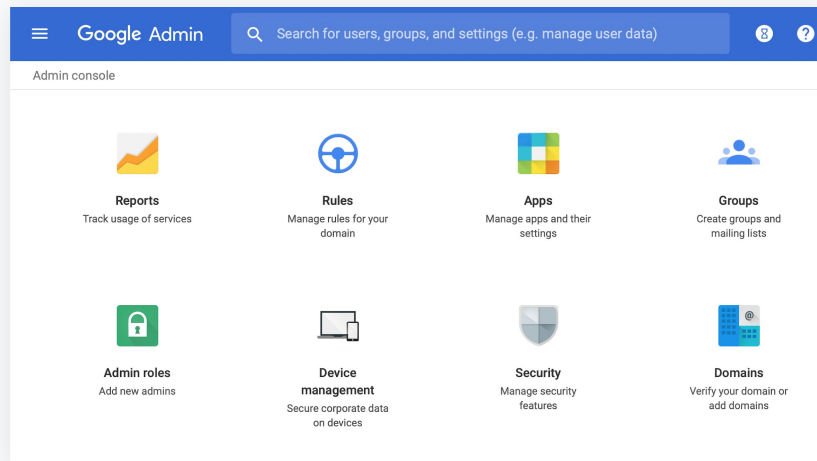
Go to the [Google Workspace for Education sign-up page](#) and enter your details into the form

\*Free for [qualifying institutions](#)

## Getting set up

# Ensure you're signed up for Google Workspace for Education

- 2 Simply review the Google Workspace for Education School Consent and Agreement terms and click **Agree and Continue**
- 3 After you sign up, we'll share your Google Admin console where you can verify domain ownership and continue setting up services for your users.



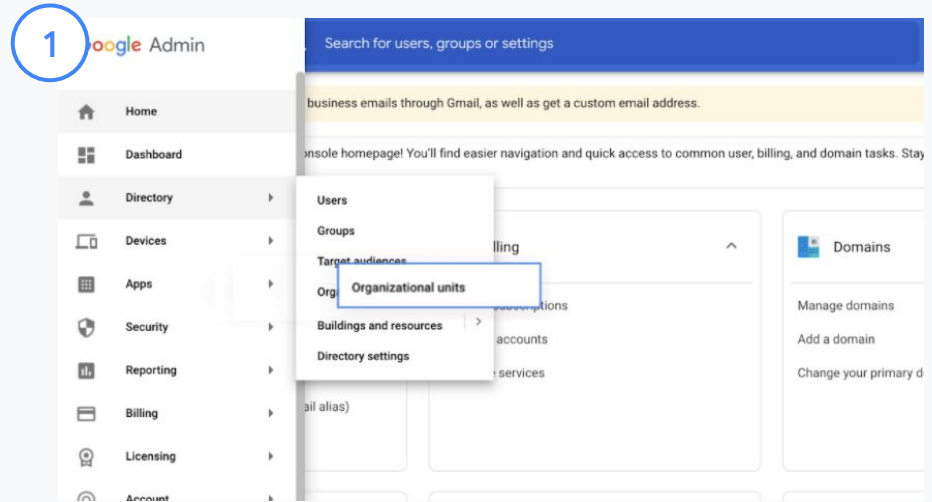
Visit the [Google Workspace Admin Help Center](#) to learn more.

## Getting set up

# Assign users and control access

Once you've registered for Google Workspace for Education and gain access to your Google Admin console, admins can enable access to Google Classroom by organizational unit or by group to ensure students and teachers have access to the tools they need.

[Learn more](#) about organizational units and organizational structure.



## Create organizational units

[Sign in](#) to your Google Admin console.

Go to the [Menu](#), select [Directory](#) and click [Organizational units](#).

Hover over the organization and click [Create new organizational unit](#)

Enter a name under [Name of organizational unit](#) and click [Create](#)

## Getting set up

# Assign users and control access

The screenshot displays the Google Admin console interface. At the top, the 'Google Admin' header is visible with a search bar. A blue circle with the number '2' highlights the 'Users' menu item. The main content area shows a list of users with columns for Name, Email, and Status. Two users, 'Admin Admin' and 'frank d', are selected. A modal window is open, showing a list of organizational units with 'Middlebury High School' selected.

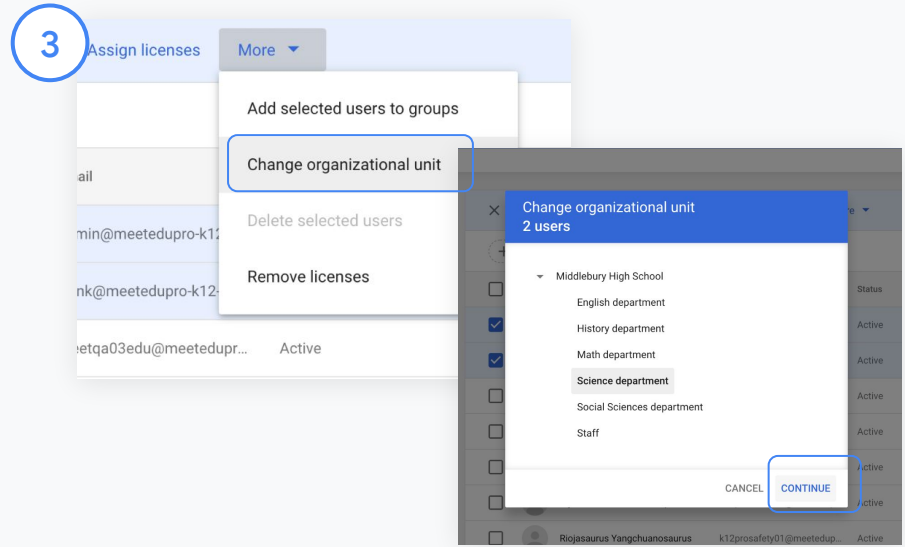
Name	Email	Status
Admin Admin	admin@meetedupro-k12-1...	Active
frank d	frank@meetedupro-k12-1.bi...	Active
meetqa03 edu	meetqa03edu@meetedupr...	Active

### Add users to an organizational unit

From the Admin console, go to [Users](#) and click the organization the users are in now

## Getting set up

# Assign users and control access



At the top, click **More** and select **Change organizational unit**.

Choose the new organization from the dialog box, click **Continue** and select **Change**

Grant access and turn Classroom functionalities on or off by organizational unit or group.

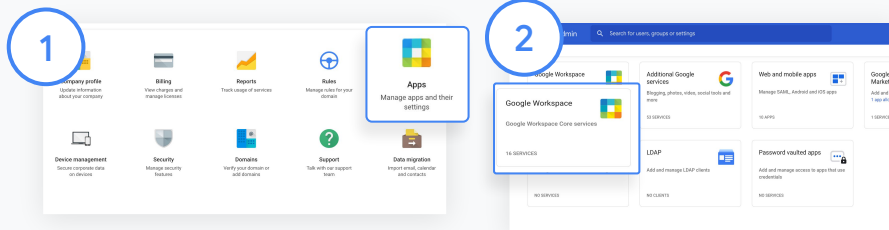
## Getting set up

## Verify teachers

When users sign in to Classroom for the first time, they identify as a teacher or student. Once teachers sign in, they get automatically added to the Classroom Teachers group for Admin approval.

Admins must verify teachers to give them educator access to Classroom to set up classes, create assignments and communicate with guardians.

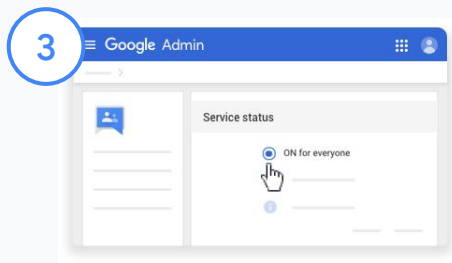
[Learn more](#) through our Help Center.



## Verify teachers

From the Admin console, go to [Apps](#)

Select [Google Workspace](#).



Click [Groups for Business](#) and on the top right of the page, select [Edit Service](#)

Select [On for everyone](#) to turn on the service, and click [Save](#)



## Getting set up

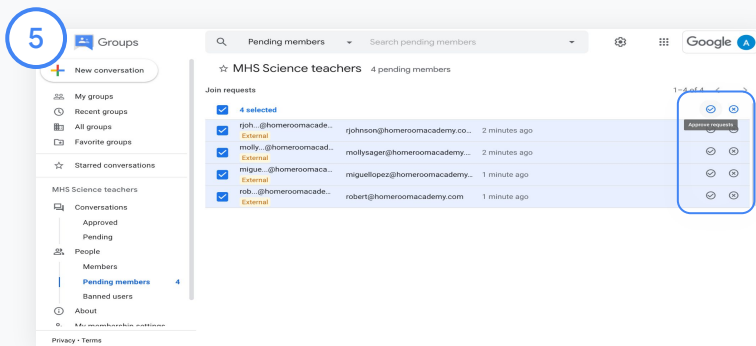
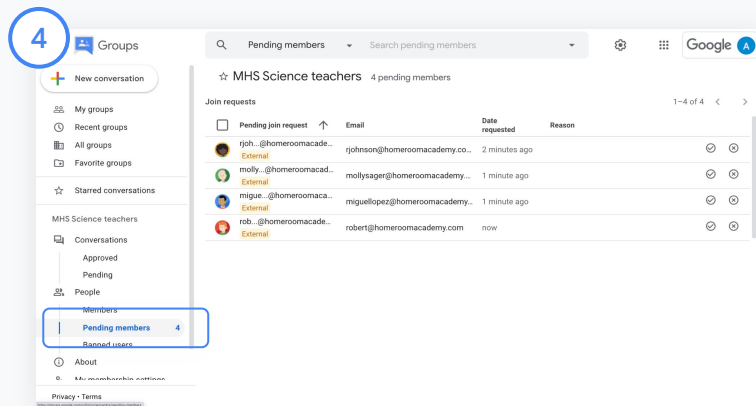
## Verify teachers

4

Then in a browser window, open the [Classroom Teachers group](#). Under People, click [Pending members](#)

5

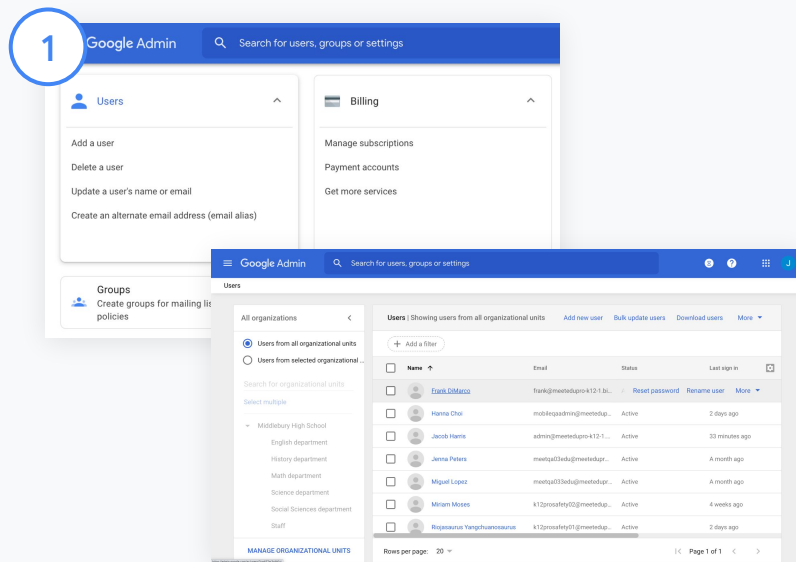
Next to the user's name, check the box and click [Approve applicant](#) or [Reject applicant](#)



## Getting set up

## Change user roles

Within Classroom, users are identified as either teachers or students. If needed, administrators can update a user's role from student to teacher, or vice versa to expand their permission settings.



From the Admin console, go to [Users](#)

Within the Users list, select the user's [name](#) to open their account page

## Getting set up

## Change user roles

**2a** Google Admin console showing the 'Groups' page for Frank DiMarco. The 'Add +' button is highlighted. A modal window shows 'Add to groups' with 'MHS Science teachers' selected.

**2b** Google Admin console showing the 'Groups' page for Frank DiMarco. The 'MHS Science teachers' group is selected, and the 'Remove' button is highlighted. A modal window shows 'Remove from group' with 'Remove' selected.

Click **Groups** and select **Add +** to change a desired role

To change a user's role from student to teacher:

- Click **Add** and enter the name of the group you want to add the user to. As you enter text, Classroom shows matching groups.
- Click your desired **group** and select **Add**

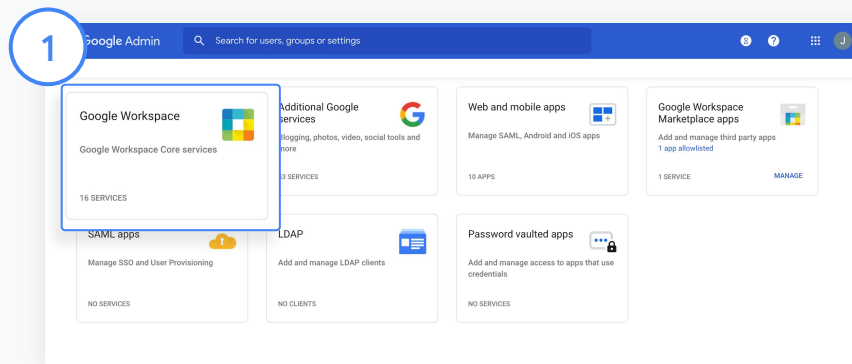
To change a user's role from teacher to student:

- Next to the teacher group name, check the **box** and on the right, click **Remove**
- Click **Remove** again

## Getting set up

# Set permissions

Manage role permissions for your school's domain by setting up teacher permissions. Teacher permissions allow educators to create and manage classes.



From the Admin console, go to [Apps](#) and select [Google Workspace](#)

## Getting set up

## Set permissions

2 Within the Google Workspace interface, select **Classroom** from the list of services.

3 In **General settings**, hover over **Teacher permissions** and click **Edit**

Choose from:

- Anyone in this domain (teachers and students)
- All pending and verified teachers
- Verified teachers only (recommended)

4 Click **Save** to permit class creation based on your chosen group above.

The screenshot shows the Google Admin console interface. At the top, there's a search bar and navigation icons. The main content area is titled 'Google Workspace' and shows a list of services. The 'Classroom' service is highlighted with a blue box, and its status is 'ON for everyone'. The list of services includes:

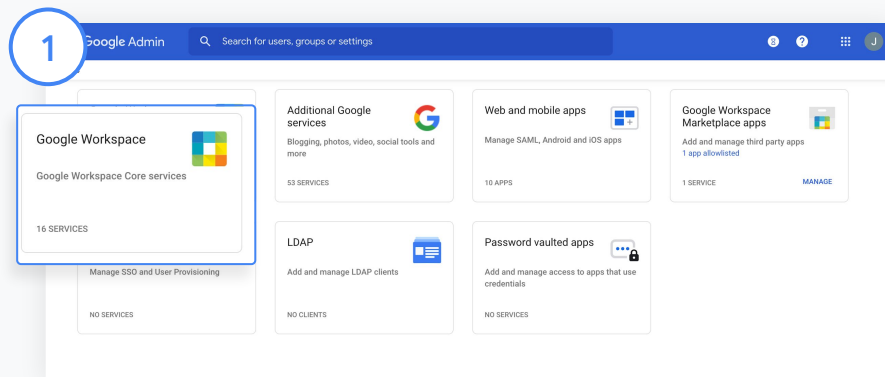
Services	Service Status
Assignments	ON for everyone
Calendar	ON for everyone
Classroom	ON for everyone
Cloud Search	ON for everyone
Drive and Docs	ON for everyone
Gmail	ON for everyone
Google Meet	ON for everyone
Google Vault	ON for everyone
Google Voice	ON for everyone

## Getting set up

# Enable Google Meet

Set up Meet – accessible directly within Classroom to allow teachers to host larger\*, more secure video meetings.

\*Video conferencing for up to 100 users available with Google Workspace for Education Fundamentals, or for up to 250 users with the Teaching and Learning Upgrade and Education Plus editions

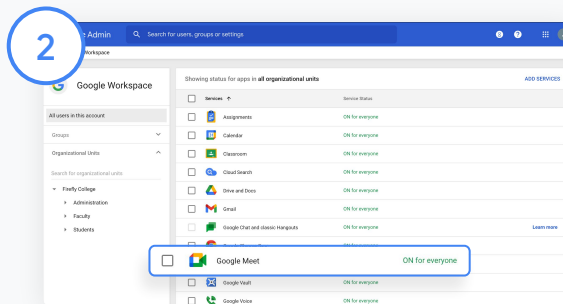


## Enable Google Meet

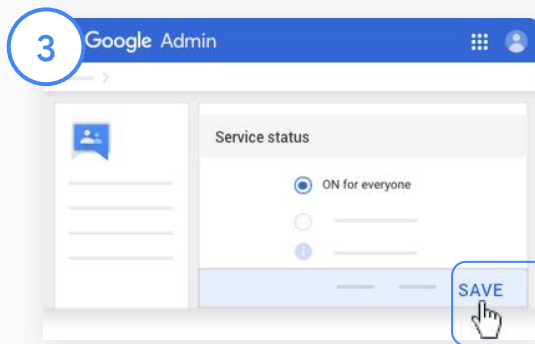
From your Admin console, click [Apps](#), then click [Google Workspace](#)

## Getting set up

## Enable Google Meet



Within the Google Workspace interface, select **Google Meet** from the list of services.



Next to **Service status**, click the down arrow

Select **On for everyone** or **Off for everyone** to adjust settings for your entire organization and click **Save**

## Getting set up

## Enable Google Meet

4

Allow users to create new video meetings:

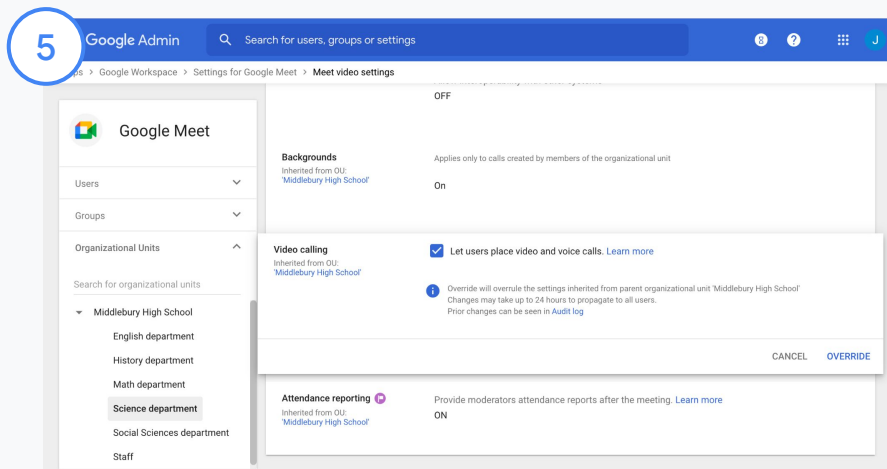
From Meet within your Admin console,

Click [Meet video settings](#) and select your desired organizational unit

5

Select [Video calling](#) and check the [Let users place video and voice calls](#) box

Click [Save](#)



The screenshot shows the Google Admin console interface. At the top, there's a search bar and navigation icons. The breadcrumb trail indicates the path: Google Workspace > Settings for Google Meet > Meet video settings. On the left, a sidebar lists organizational units under 'Middlebury High School', with 'Science department' selected. The main content area shows settings for 'Backgrounds' (set to 'On') and 'Video calling' (set to 'On'). The 'Video calling' section has a checkbox for 'Let users place video and voice calls' which is checked. A notification box is overlaid on the 'Video calling' section, stating: 'Override will override the settings inherited from parent organizational unit: Middlebury High School. Changes may take up to 24 hours to propagate to all users. Prior changes can be seen in Audit log.' At the bottom of the notification box are 'CANCEL' and 'OVERRIDE' buttons. The 'Attendance reporting' section is also visible, set to 'ON'.

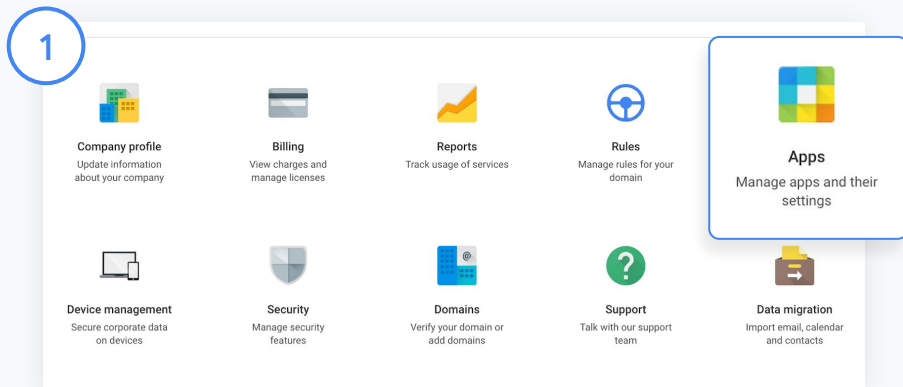


## Getting set up

# Manage guardian settings

Allow guardians to track their student's progress through automated email summaries and give teachers permission to invite or remove guardians.

When email summaries are enabled, guardians are linked to their student and can receive updates about student performance, new assignments, approaching deadlines, and missing work.



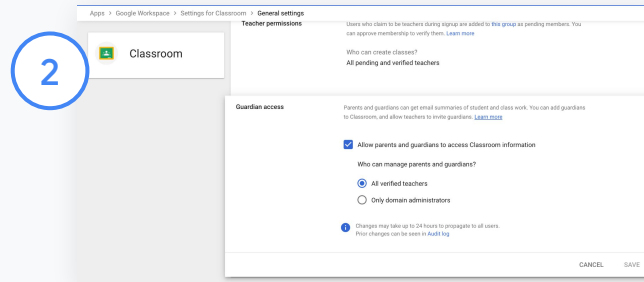
Turn guardian email summaries on

From the Admin console, click [Apps](#)

Go to [Google Workspace](#) and select [Classroom](#)

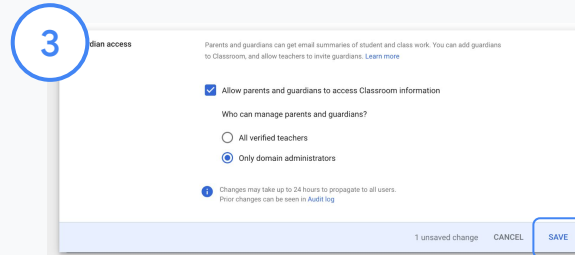
## Getting set up

## Manage guardian settings



Click **General settings**

Under **Guardian access**, click **Allow parents and guardians to access Classroom information**



Manage who can invite and remove guardians:

Within **General settings**, select **Guardian access**. Under **Who can manage parents and guardians?** Choose between the below and click **Save**

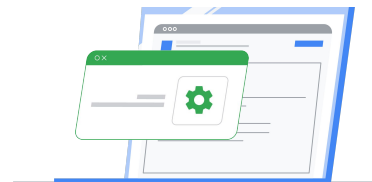
- All verified teachers
- Only domain administrators

## Administrators

# Tools for visibility and control

Provide a secure environment that can adapt and grow to the changing needs of your school community.

- **Access Classroom audit logs** to investigate critical events
- **View usage reports** to monitor activity and trends by role
- **Connect your SIS** to Classroom so teachers can easily export student grades



## Visibility and control

# Access Classroom audit logs

Easily pinpoint events in Classroom right from your Admin console. Drill down on who, what, where, and when events happened in Classroom.

The screenshot shows the Google Admin console interface. On the left, a navigation menu is visible with 'Classroom' highlighted. The main area displays the 'Audit log' for Classroom, showing a list of events with columns for Event name, Description, User, and Date.

Event name	Description	User	Date
Joined course	berndt.thefrog@homeroomacademy.com joined <b>Biology 101</b> as a student	berndt.thefrog@homeroomacademy.com	Jul 19, 2020, 4:14:52 PM EDT
Removed from course	lucy.vicpet@homeroomacademy.com removed from <b>Advanced Psychology</b>	lucy.vicpet@homeroomacademy.com	Jul 19, 2020, 4:14:52 PM EDT
Course deleted	jonas.kuhrwald@homeroomacademy.com deleted <b>Events in World History</b>	jonas.kuhrwald@homeroomacademy.com	Jul 19, 2020, 4:14:52 PM EDT
Course archived	claudia.fiedkinmari@homeroomacademy.com archived <b>Jeanism</b>	claudia.fiedkinmari@homeroomacademy.com	Jul 17, 2020, 8:55:36 AM EDT
New post	marta.nielsen@homeroomacademy.com created an assignment in <b>Greek Mythology</b>	marta.nielsen@homeroomacademy.com	Jul 17, 2020, 8:54:46 AM EDT
Quiz graded	woodstock@homeroomacademy.com graded snoopy@homeroomacademy.com quiz in <b>Creative Writing on Pilots</b>	snoopy@homeroomacademy.com	Jul 17, 2020, 8:54:21 AM EDT
Assignment submitted	snoopy@homeroomacademy.com submitted an assignment in <b>Creative Writing on Pilots</b>	snoopy@homeroomacademy.com	Jul 17, 2020, 8:53:29 AM EDT
Joined course	mikkel.kuhrwald@homeroomacademy.com joined <b>Events in World History</b>	mikkel.kuhrwald@homeroomacademy.com	Jul 10, 2020, 4:51:28 PM EDT
Assignment returned	invalde.zim@homeroomacademy.com returned an assignment to sb@homeroomacademy.com in <b>Chemistry</b>	invalde.zim@homeroomacademy.com	Jul 10, 2020, 4:51:28 PM EDT
Joined course	charlie.brown@homeroomacademy.com joined <b>How to Kick a Football</b>	charlie.brown@homeroomacademy.com	Jul 10, 2020, 4:51:28 PM EDT

From the Admin console, go to [Reports](#) and on the left, under [Audit log](#), click [Classroom](#).

Find what you need and search by event, event description, user and timestamp.

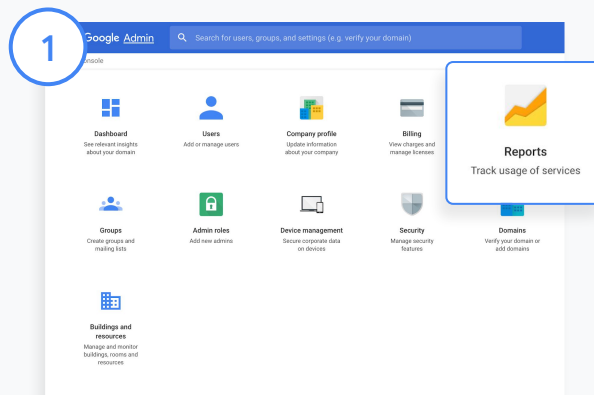
## Visibility and control

# View usage reports

Understand usage trends and monitor Classroom user activity in your school. For example, you can see the number of active classes and the posts created by teachers and students, or investigate issues – like who deleted a student or class.

Within a report, you can:

- Adjust filters to further classify your dataset
- Download a report for reporting and distribution



To open a Classroom report:

From the Admin console, go to [Reports](#).

On the left, under Apps Reports click [Classroom](#).

2

Scroll and point to a graph to see statistics by date.

At the bottom of [Posts created](#), check or uncheck a box to sort by teachers or students.

## Visibility and control

# View usage reports

### 3 View usage data by user:

Within [Reports](#), select [User Reports](#) and click [Apps usage](#)

### 4 Select [Add a filter](#) and then click [User name](#)

Enter the user's name or their email address and click their name in the list to see usage.

The screenshot shows the Google Admin console interface. The breadcrumb navigation is 'Reports > User Reports > Apps usage'. The left sidebar shows a navigation menu with 'Apps usage' selected. The main content area is titled 'User Reports' and contains an 'Apps usage' section with an 'Add a filter' button. Below this is a table showing usage data for two users: 'Admin Admin' and 'frank d'. The table has columns for 'User', 'Gmail storage used (MB)', 'Drive storage used (MB)', and 'Photos storage used (MB)'. The data shows 0 MB of storage used for both users in all categories.

User	Gmail storage used (MB)	Drive storage used (MB)	Photos storage used (MB)
Admin Admin	0	0	0
frank d	0	0	0

This screenshot shows a modal dialog box titled 'User Reports' with the 'Apps usage' section. A 'User name' filter is active, showing a search input field with 'frank' entered. Below the input field is a list of search results: 'user@example.com', 'Frank DiMarco', and 'frank@meetedupro-k12-1.bigtr.name'. The 'Frank DiMarco' result is highlighted. An 'APPLY' button is visible at the bottom right of the dialog.

## Visibility and control

# Connect Classroom to your SIS and export grades

Integrate Classroom to your school's student information system (SIS) to enable teachers to link their classes and export scores from their gradebook.

**Important:** SIS export is available for these partners with One Roster API:

- Infinite Campus users with the Campus Learning License
- Skyward version 2.0 users with the LMS API license
- [Coming soon] Aspen SIS

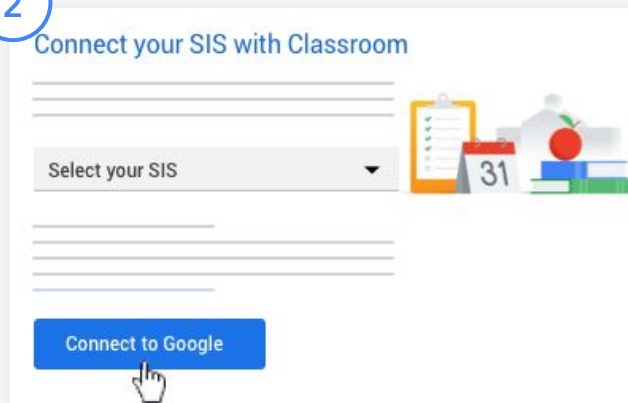
Visit the Classroom Help Center to [learn more](#).

1

First, document your [OAuth credentials](#) from your SIS.

Connect Classroom to your respective SIS by heading to [classroom.google.com/admin](https://classroom.google.com/admin).

2



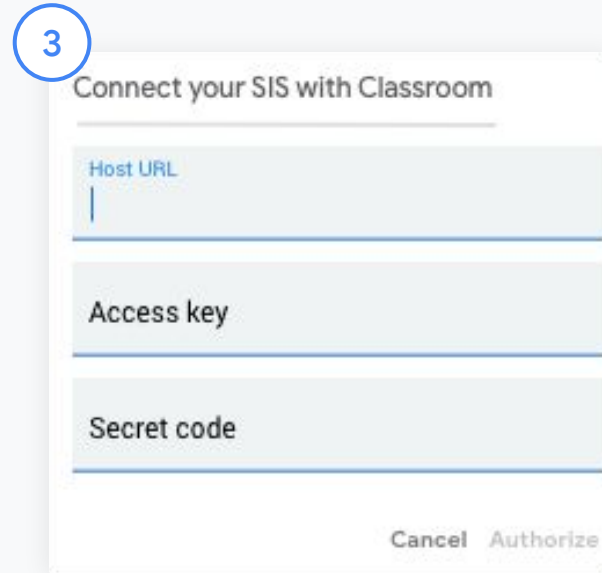
Next to "select your SIS," click the **Down arrow** and select your SIS provider.

Click [Connect to Google](#)

## Visibility and control

# Connect Classroom to your SIS and export grades

- 3 Under "SIS setup," click **Connect**.  
Enter your OAuth credentials (Host URL, Access key, Secret code)
- 4 Click **Authorize**
- 5 Under "Teacher permissions," check the box next to "Enable classwork and grade exporting"
- 6 Click **Save**



3

Connect your SIS with Classroom

Host URL

Access key

Secret code

Cancel Authorize



# Google Classroom Administrator Resources

In addition to this guide, please check out additional resources designed to help admins unlock the power of Classroom.



## New to Google Workspace?

Welcome! Learn more by checking out Google Workspace for Education [FAQs](#), and get started with the [Quickstart IT Setup Guide](#).



## Empower teachers and students

Leverage our [Teacher Center](#), [Teach from Home](#), and [Learn from Home](#) hubs to get the most out of Google Workspace for Education and Classroom



## Stay Connected

Keep up with the latest stories and updates from Google on [The Keyword](#) and the [Google Workspace Updates Blog](#)



## Need help?

Support is available for all Google Workspace for Education editions by phone, email, and online. Check out the [Admin Help Center](#), [Google for Education Help Centers](#) and [Partners](#)



# Teachers

## Teachers

# Getting set up

Classroom is your all-in one place for teaching and learning. It's intuitive, easy to use, and you can get started in minutes.

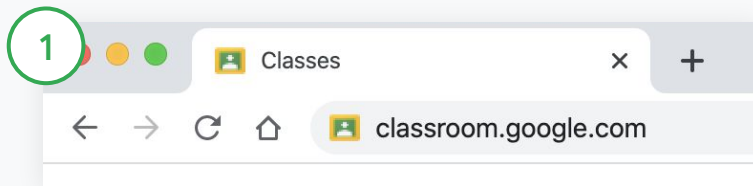
- **Sign in** to get started with Classroom and visit our [Teacher Center](#) to learn the basics
- **Set up a class** and manage communications in one place
- **Add students to a class** by simply sending them a link
- **Create an assignment** and share with multiple classes
- **Use originality reports** to help guide critical thinking
- **Post announcements** on a class stream
- **Set up and join** a Meet video call
- **Create a rubric** to keep grading consistent and transparent



## Getting set up

## Sign in

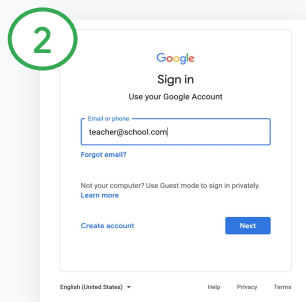
Classroom is easy to get started, just sign in to start managing your classes today.



To sign in:

Head over to [classroom.google.com](https://classroom.google.com)

Click **Go to Classroom**



Enter your school email address (it looks like [you@yourschool.com](mailto:you@yourschool.com)) and click **Next**

Enter your password and click **Next**



If you're using a Google Workspace account click I'm a Teacher

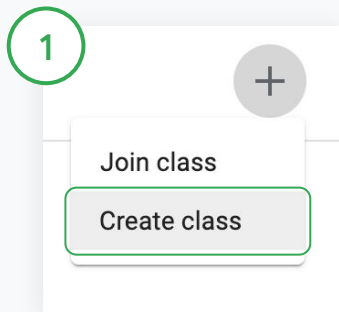
Click **Get Started**

## Getting set up

# Set up a class

Create a class to assign work and post announcement to students.

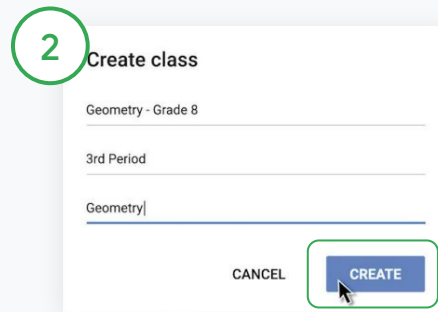
Save time by creating and managing multiple classes from one place.



### Create a class:

Within Classroom, open the **Classes** page and click **Add+** in the upper right corner

Select **Create a class**



Enter the class name and fill in details for your class (session, grade, room, etc.)

Click **Create**

## Getting set up

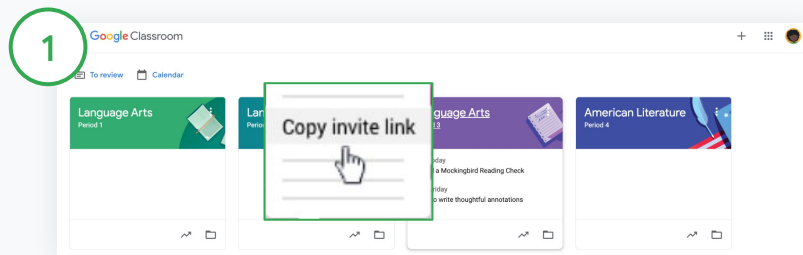
## Add students to a class

Invite students to enroll in your class with only a few clicks. We'll show you the most common ways to add students here.

If students have trouble, you can always resend class links, or share simple instructions to [join a class as a student](#).

---

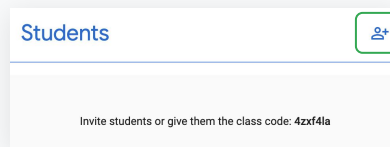
[Learn more](#) about adding students to your class.



Add students through an invite link:

Within Classroom, select the **class card** and click **More** ≡

Select **Copy invite link** and share the clickable link with students via email.



Or, add students through a unique class code:

Select your **class** and click **Settings** to display your class code.

Share the code with students and direct them to:

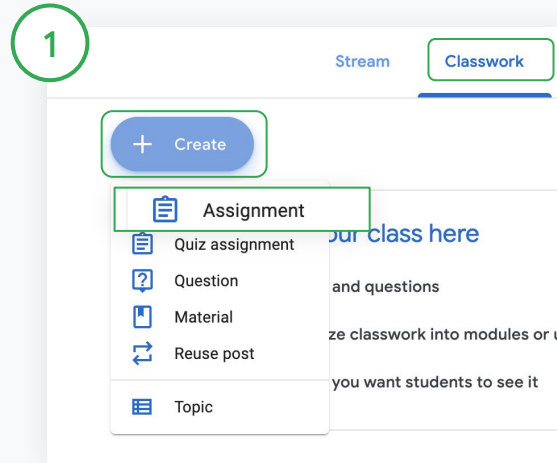
- Go to the Classes page on [classroom.google.com](https://classroom.google.com).
- Click **Add** + and select **Join class**.
- Students should enter the code and click **Join**

## Getting set up

# Create an assignment

Create more efficient workflows when assigning class work. Specify due dates and point values, add attachments and rubrics, run originality reports and more, all within an assignment.

Plus, save an assignment for later and share with multiple classes or students.



### Create an assignment:

Within Classroom, click the class your assignment belongs in and select **Classwork**.

At the top, click **Create** and select **Assignment**

## Getting set up

## Create an assignment

**2** Add details

Assignment

Save Assign

The Comparison of Macbeth Adaptions

Instructions (optional)  
Select your topic from the list of topic choices below  
-Compare and contrast Macbeth, Macduff, and Banquo. How are they alike? How are they different?  
-Is it possible to argue that Macbeth is the play's villain and Macduff or Banquo its hero, or is the matter more complicated than that?  
-What is the significance of equivocation in Macbeth?  
Your essay should be 500 words.

For

10th Grade E. All students

Points

100

Due

Sat, Mar 28

Topic

No topic

Rubric

+ Rubric

Originality reports  
Learn more

**3** Add materials

What is the significance of equivocation in Macbeth?  
Your essay should be 500 words.

Add + Create

Google Drive

Link

File

YouTube

**Add details:**

Within the assignment, enter the title and fill in instructions and assignment details including grade category, point value, due date and topic

Under the "For" category, choose to post to additional classes or individual students

**Add materials:**

Within the assignment, add relevant attachments. Click **Add** and choose between: Google Drive, Link, File, and YouTube

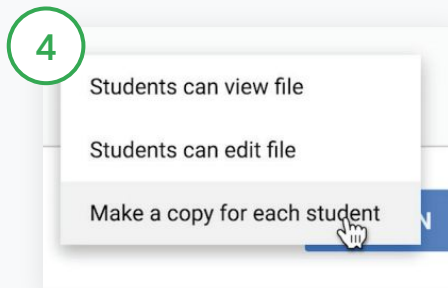
Or, click **Create** to add a new attachment

Select your file and click **Upload** or **Add**



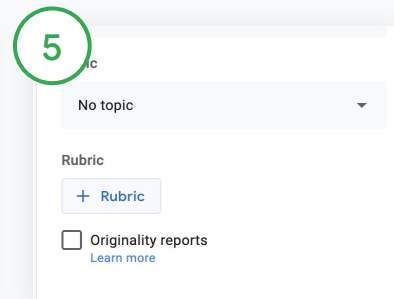
## Getting set up

## Create an assignment



Next to the attachment, click the down arrow and choose an option for how students interact with the attachment:

- **Students can view file:** use when the file is for reference only
- **Students can edit file:** use when students will work collaboratively on the same file
- **Make a copy for each student:** use when students will work individually in copies of the same file



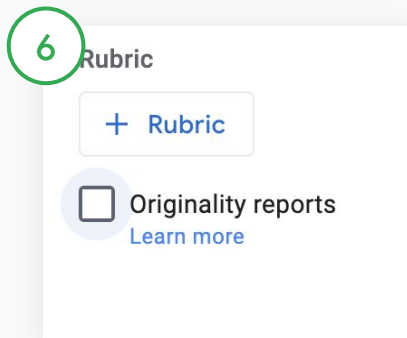
## Add a rubric:

Within the assignment, click **Rubric +** and choose to either **Create rubric**, **Reuse rubric** or **Import from Sheets**

Learn more about [creating a rubric](#).

## Getting set up

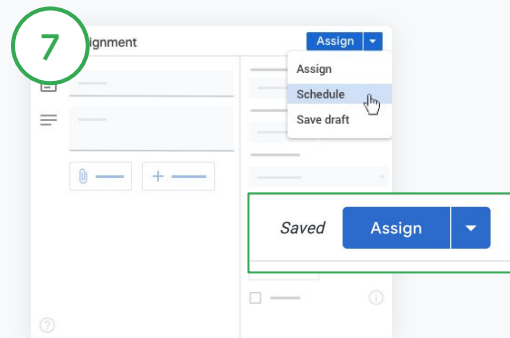
# Create an assignment



### Turn on originality reports:

Within the assignment, click the **originality reports** box to check for plagiarism automatically once students submit assignments.

Learn more about running [originality reports](#).



### Choose when to post your assignment:

- Immediate: Click **Assign** to post the assignment now
- Schedule: Next to **Assign**, click **Schedule** and select a date and time. Hit **Schedule** again to save.
- Save for later: Next to **Assign**, click **Save draft**. You can open and edit draft assignments on the Classwork page.

Click **Assign**

## Tools to learn in their own way

# Use originality reports

Originality reports bring the power of Google Search to your student assignments and grading. When assigning work, enable originality reports. When students submit their work, originality reports highlights text against billions of pages in the Google Search index that the student didn't cite or quote.

[Watch the video](#) to learn more

1

Assignment Saved Assign

Title  
Comparison of Macbeth Adaptions

Instructions (optional)  
Select your topic from the list of topic choices below  
-Compare and contrast Macbeth, Macduff, and Banquo. How are they alike? How are they different?  
-Is it possible to argue that Macbeth is the play's villain and Macduff or Banquo its hero, or is the matter more complicated than that?  
-What is the significance of equivocation in Macbeth?  
Your essay should be 500 words.

Add + Create

For  
10th Grade E... All students

Points  
100

Due  
Sat, Mar 28

Topic  
No topic

Rubric  
+ Rubric

Originality reports [Learn more](#)


## Enable originality reports:

Within an assignment, click **originality reports** and select **Assign** to share with students.

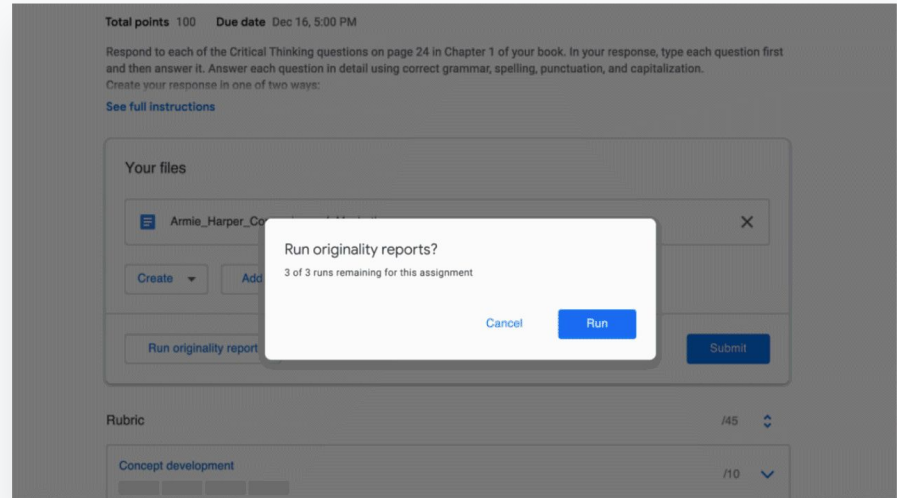
[Students can run originality reports](#) for their work to identify any uncited content and make edits. Once submitted, Classroom automatically scans for plagiarism and makes results available to teachers.

## Tools to learn in their own way

# Use originality reports

- 2 View the report:  
Within an assignment, click the **On**  switch next to **# of cited or quoted passages** to view highlighted web matches.
- 3 See potential flags as a number or percent. A link to the **external source** is available for flagged passages.

Teachers can run originality reports for free for up to five assignments per class.\* Students can run originality reports up to 3 times.



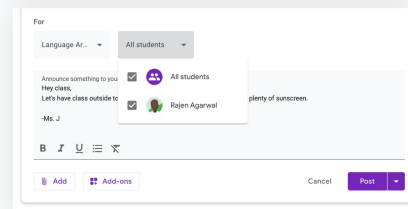
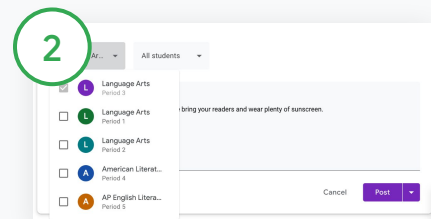
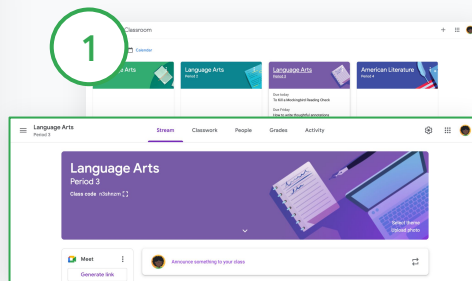
## Getting set up

## Post announcements

Give reminders to your students by posting announcements to your class on the class stream.

---

Visit the [Help Center](#) to learn more about managing and formatting announcements



To create an announcement:

Click the class you want to post the announcement to within Classroom.

On the stream page, click **Share something with your class** and enter your announcement at the top.

Select who to share the announcement with:

Within the announcement, click the down arrow next to “For” and select classes to include

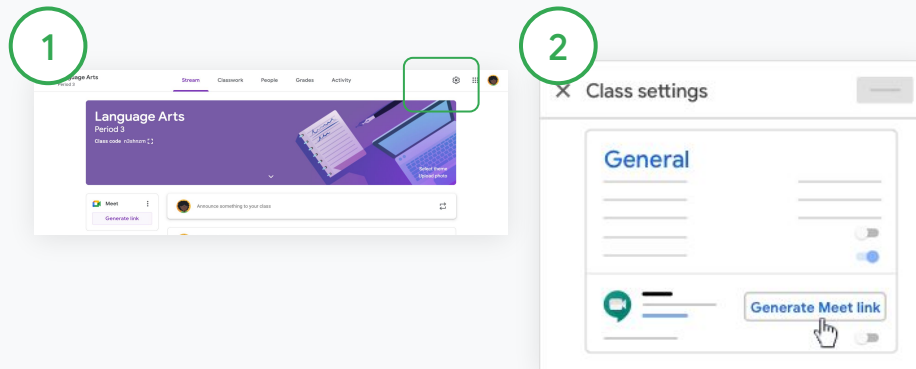
Or post to individual students. Within the announcement, click **All students** and click the students name(s) to select them.

## Getting set up

# Set up and join a Meet video call

Connect with your students using simple, reliable and secure video conferencing. Set up and start class video meetings with Google Meet built right within Classroom.

Teachers can create a unique nicknamed meeting link that you and your students can use for all of your class meetings.



Create a designated class Meet link:

In Classroom, click the class and select **Settings** ⚙️

Under General, click **Generate Meet link**

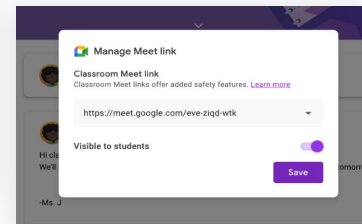
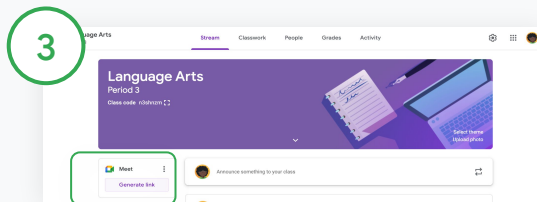
At the top, click **Save**

A clickable Meet link will appear for your class to join and continue to reuse.

## Getting set up

# Set up and join a Meet video call

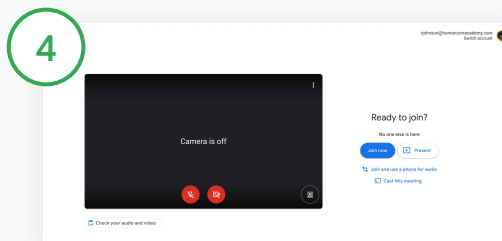
Visit the [Help Center](#) to learn more about best practices and Meet features



To start an instant video meeting in Classroom:

Click your desired class

On the left of the Stream page, under the Meet icon, click the **Generate link** button to join instantly



Before you join the call, check that you're signed in with your Classroom account in Meet.

If not, click **Switch account** and sign in to your Classroom account.

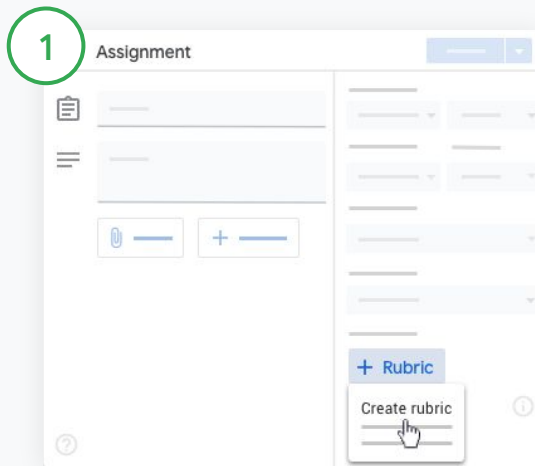
Click **Join now**

## Getting set up

# Create a rubric

Create, reuse, and automatically calculate grades using rubrics right within individual assignments.

Rubrics can be saved as drafts for future use and exported, imported, and shared with fellow teachers to help save time.



In Classroom, click the class and select **Classwork**. Create an assignment with a title, click **Rubric** and click **Create rubric**.



## Getting set up

## Create a rubric

2

Fill in your rubric details:

**Criterion title** the grading evaluation (ex. Grammar, Teamwork)

**Points** the number of points awarded

**Level title** the title for performance level (ex. Excellent, Full mastery)

**Description** the expectations for the level

3

Click **Save**

Visit the [Help Center](#) to see more rubric features and to set up [grading systems](#)

Rubric Save

### Comparisons of Macbeth Adaptations

Add the criteria you'll use to evaluate student work as well as any performance levels or descriptions you want to include. Students will receive a copy of this rubric with their assignment.

Use scoring /1

Sort the order of points by: **Descending** /1

Criterion title (required)	Criterion description	Points (required)	Level title	Description
		1		

[+ Add a criterion](#)

## Teachers

# Tools for management and organization

Save time by grading more efficiently, viewing student progress in one place and automating tasks.

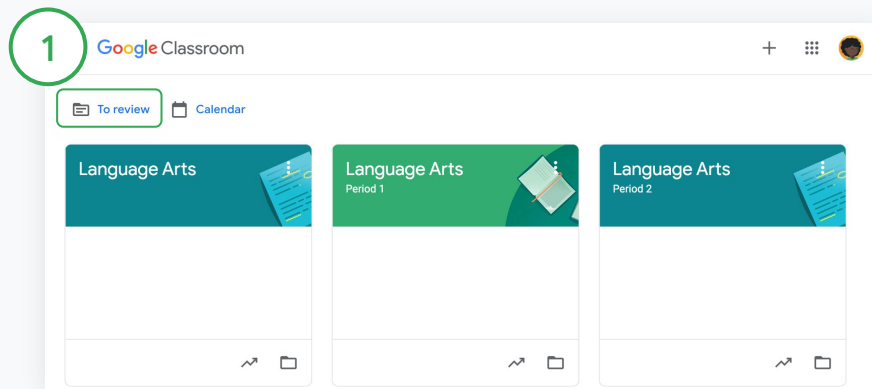
- **View assignment** progress across all classes by status
- **Give richer feedback** through a custom comment bank
- **Grade with a rubric** right alongside an assignment
- **Return student work** right within Classroom
- **Update your gradebook** and view student assignments in one place
- **Export grades to your SIS** directly from gradebook
- **Reuse assignments** between classes
- **Automate guardian summaries** to keep parents informed

## Management and organization

# View assignment progress

Get a quick overview of work you assigned across all your classes, in one easy place.

Use this tool to see the status of your work and mark work as reviewed.

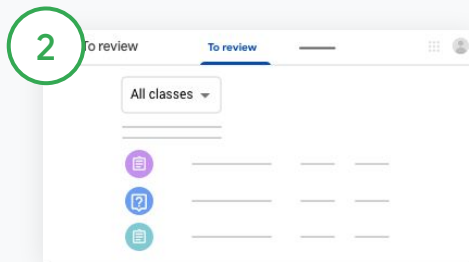


**View student work across all classes:**

In Classroom, click **To review** at the top

## Management and organization

# View assignment progress



### Filter by class:

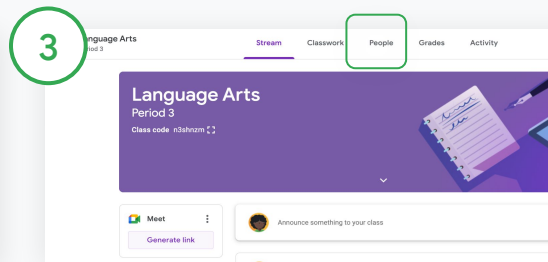
Click **All classes** and select a class. Click a title to view student submissions.

Sort work based on due dates by clicking the **Down arrow** or **Up arrow**

### Mark work as reviewed:

Next to the work, click **More** ≡ and click **Mark as reviewed**.

After you mark work as reviewed, you can see it in the **Reviewed list**.



### View a list of student's work and its status:

Click the relevant class. At the top, click **People** and select a student's name.

This page will show:

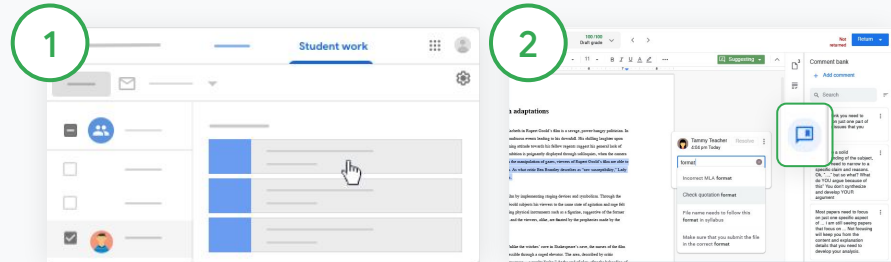
- student's assigned work and their due dates
- status of assigned, turned in, late, or missing work
- grades for classwork
- attachments to submissions
- Private comments the student sent you

## Management and organization

# Give richer feedback on assignments

Provide students with clear feedback by leaving comments on submitted assignments, or write directly on student work.


Classroom automatically saves your most-used feedback to a personalized and automated comment bank.



### Leave a comment:

Click the relevant class and select **Classwork**. Click an assignment and select **View assignment**.

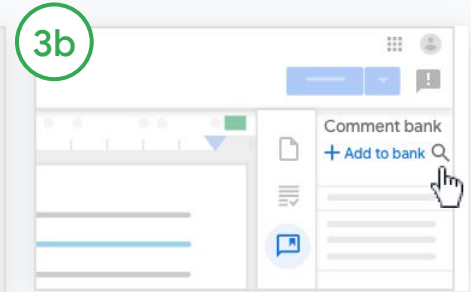
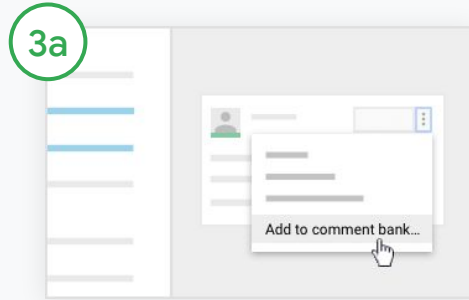
On the left, choose the student name and the file they turned in.

Select the section that you want to comment on and click **Add a comment** 

Enter your comment and click **Comment**

## Management and organization

# Give richer feedback on assignments



Create a custom comment bank for your most used comments:

Add an existing comment: Open the student's work. In the top-right corner of the comment box, select **More** and click **Add to comment bank**.

Make edits and click **Add**

Or, enter a comment directly:

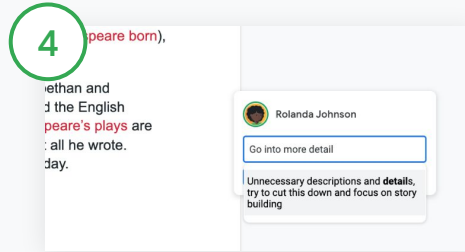
On the right of the students work, click the **Comment bank**.

Select **Add to bank** and choose between entering a single comment, multiple comments or paste a list or prepared comments.

Click **Add**

## Management and organization

# Give richer feedback on assignments



### Use a comment from the comment bank:

Select the section you want to comment on and click **Add comment**. 🗨️

In the comment box, begin typing your feedback and your corresponding most-used comments will automatically appear. Click the comment you want and press the **Comment** button to post.

## Mobile app



### Draw or write on student work:

In your Classroom mobile app, tap the class and open an assignment.

Tap **Student work** and select a student's name and their attachment.

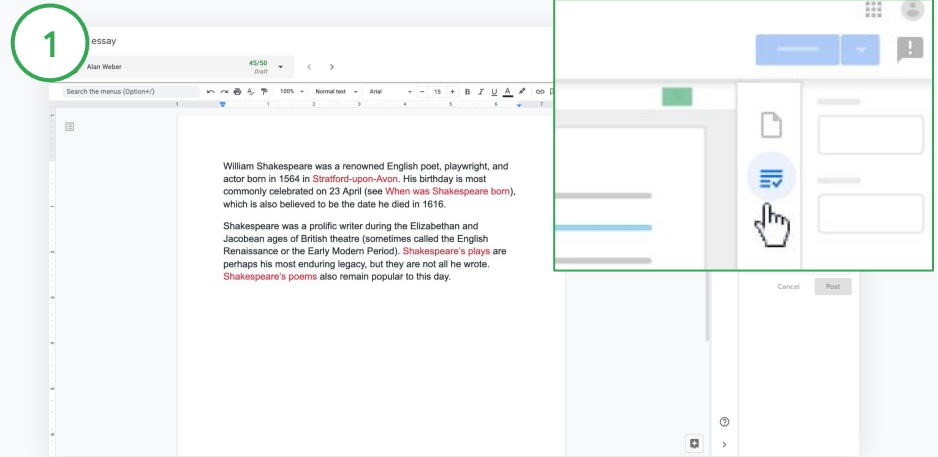
Click **Edit** and make notes or drawings.

Click **More** and then **Save**.

## Management and organization

# Grade with a rubric

Add a rubric to an assignment to keep grading consistent and transparent. Teachers can grade student work with rubrics displayed right alongside the assignment.



See your rubric while grading an assignment:

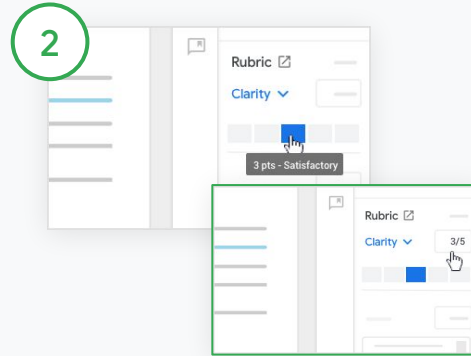
Select the relevant class and click **Classwork**. Select the assignment, click **View assignment** and open a student's file.

In the right column, click the **Grading** icon and expand or collapse a criteria's description in the right column.



## Management and organization

# Grade with a rubric

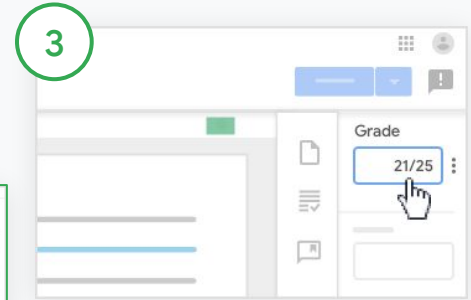


### Select a rating for each criteria:

Within **Rubric**, assign a rating level for each criterion.

Click a rating level for each criteria, or if you're using the criterion for scoring, enter a number.

The rubric score automatically updates as you select rating levels.



### Manually change the total grade:

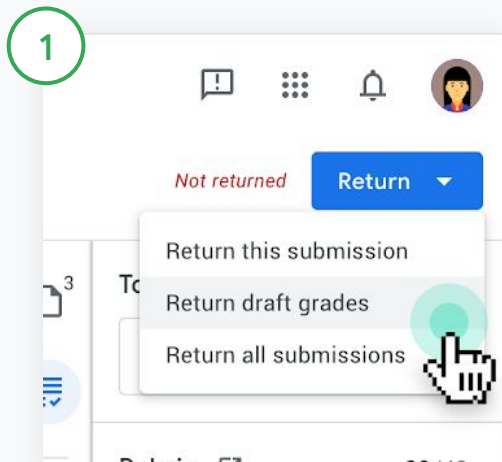
Within **Grade**, manually enter a grade for the student's assignment.

## Management and organization

# Return student work

Stay organized by returning student work right within the assignment. And share reviewed work with one or more students at a time. Once the assignment is returned, students are able to view their grade.

Teachers can also return an assignment in within the Classroom [gradebook](#).



In Classroom, select the class and click **Classwork**. Select the assignment you want to return, and click **View assignment**.

Next to each student whose assignment you want to return, check the box and click **Return** and select your preference.

Choose between:

- return this submission
- return draft grades
- return all submissions

## Management and organization

# Update your gradebook

Gradebook within Classroom provides one easy place to view student submissions, enter grades, return work and review all the grades for an assignment.

1 Language Arts  
Period 3

Stream Classwork People **Grades** Activity

Sort by last name ▾	Overall grade	Nov 24, 20... Nonfiction Reading... out of 100	Nov 24, 20... Autobiogr aphy... out of 100	Nov 23, 20... To Kill a Mocking... out of 100	Apr 23 Atticus Characte... out of 100	May 28 Who is your... out of 100	Today To Kill a Mocking... out of 100	Jun 4 How to write... out of 100
Class average	89%				89			
Rajen Agarwal	89%	87 Draft	92 Draft	79 Draft	89 Not turned in	Missing	—/100	

### Open gradebook:

In Classroom, select the class and at the top, click **Grades**.

On the Grades page, you can view and even grade and return a student's submission.

## Management and organization

## Update your gradebook

2

Language Arts		Stream	Classwork	People	Grades	Activity		
Sort by last name	Overall grade	Nov 24, 20... Nonfiction Reading... out of 100	Nov 24, 20... Autobiogr aphy... out of 100	Nov 23, 20... To Kill a Mocking... out of 100	Apr 23 Atticus Characte... out of 100	May 28 Who is your... out of 100	Today To Kill a Mocking... out of 100	Jun 4 How to write... out of 100
Class average	89%							
Rajen Agarwal	89%	87 Draft	92 Draft		79 Draft	89/100 Not turned in		

View student submissions:

Within **Grades**, hover over a cell of a student's assignment. Click **More** and click **View submission**.

Work and grade status is color-coded:

- Red—Missing work
- Green—Turned in work or draft grade
- Black—Returned work

3

Language Arts		Stream	Classwork	People	Grades	Activity		
Sort by last name	Overall grade	Nov 24, 20... Nonfiction Reading... out of 100	Nov 24, 20... Autobiogr aphy... out of 100	Nov 23, 20... To Kill a Mocking... out of 100	Apr 23 Atticus Characte... out of 100	May 28 Who is your... out of 100	Today To Kill a Mocking... out of 100	Jun 4 How to write... out of 100
Class average	89%							
Rajen Agarwal	89%	87 Draft	92/100 Draft		89 Not turned in	Missing		

Enter grades and return work within gradebook:

Within **Grades**, enter a grade for the student's assignment.

To return the assignment, click **More** ≡ and click **Return**.

## Management and organization

# Export grades to your SIS

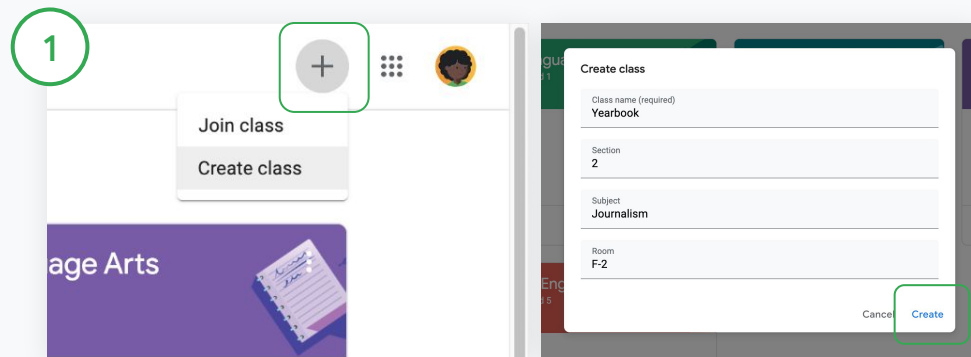
Export grades from gradebook directly into your Student Information System (SIS) by first linking your class to your SIS.

Compatible SIS partners: Infinite Campus, Skyward

Coming soon: Aspen SIS

---

Visit the [Help Center](#) to learn more about exporting grades



First, link a class to your SIS:

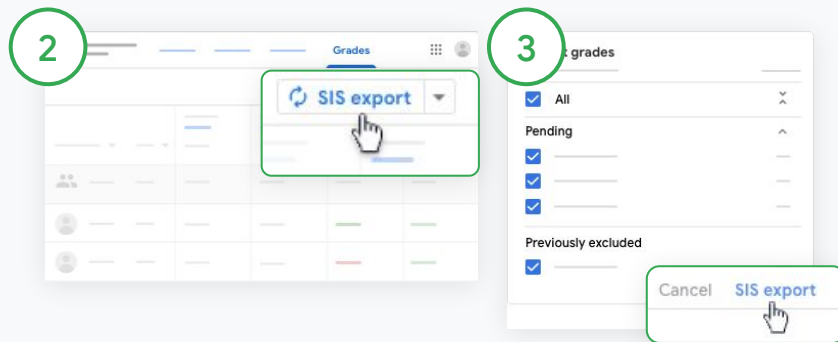
In Classroom, click **Add +** and select **Create class**.

Next to **Link with**, click the down arrow and select your class.

Enter your class details and click **Create**

## Management and organization

# Export grades to your SIS



### Export grades:

Click the class you want to export from, and select **Grades**.

On the right, click **SIS export**

Grades export for any classwork with a checked box. For any grades you don't want to export, uncheck the box.

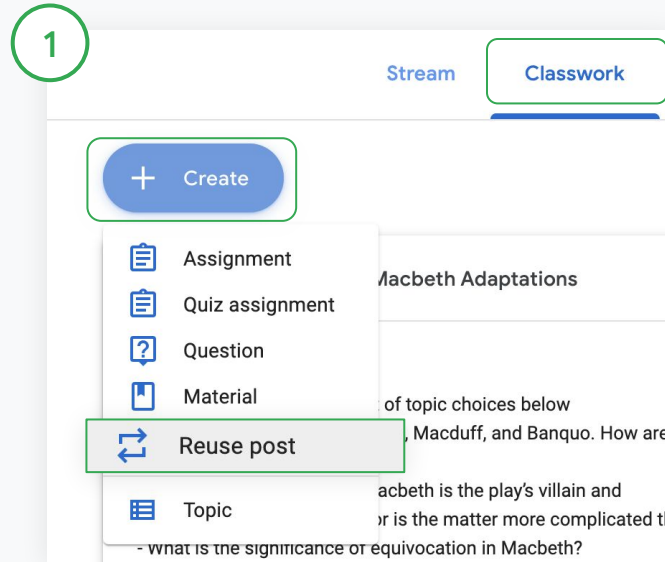
Click **SIS export** to export.

## Management and organization

# Reuse assignments and announcements

Save time by re-using your assignments, announcements or other posts. Repost to the original class or a different class.

Before publishing, make updates by modifying the post and editing attachments or rubrics.

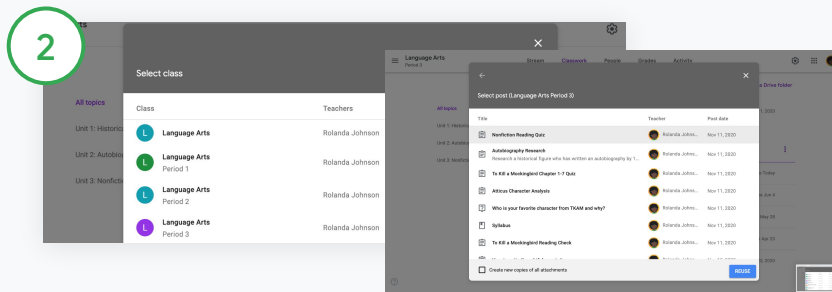


### Reuse a post:

In Classroom, select the class and click **Classwork**. Hover over **Create** and click **Reuse post**

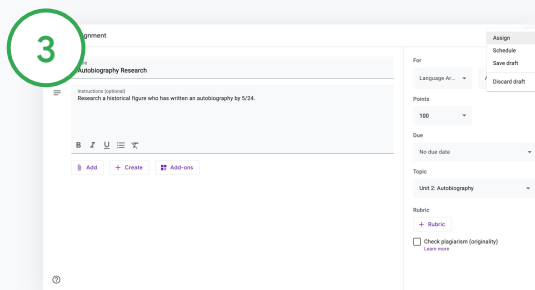
## Management and organization

# Reuse assignments and announcements



Select the class that has the post you want to reuse

Select the post and click **Reuse**



Change any information and add or delete attachments.

Before reposting, choose an option:

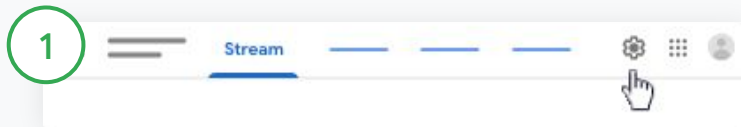
- Save the post for later. Click to **Down arrow** and select **Save draft**
- Reuse an assignment—Click **Assign**
- Reuse an announcement—Click **Post**



## Management and organization

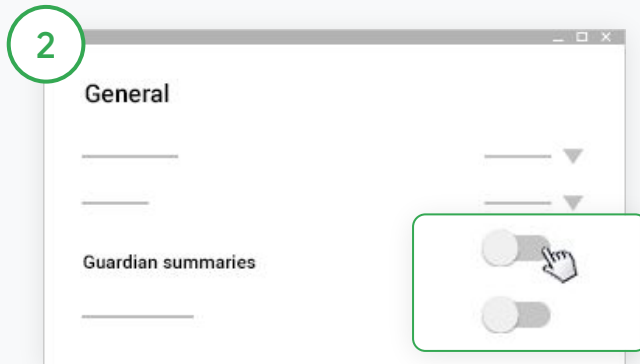
# Automate guardian summaries

Keep guardians informed and engaged by inviting them to receive automatic email summaries of their student's progress. Choose which classes and guardians to include in [the summaries](#).



Turn guardian summaries on or off:

Select the class you'd like to send email summaries about and click **Settings** ⚙️

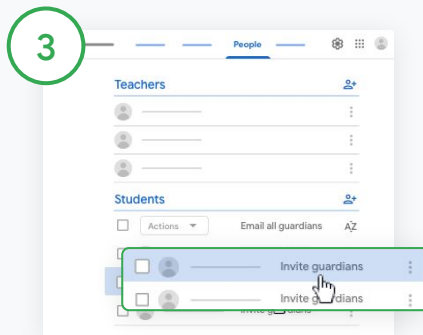


Under General, click the switch **On** of **Off**.

Click **Add Class**. And at the top of the page, click **Save**

## Management and organization

# Automate guardian summaries



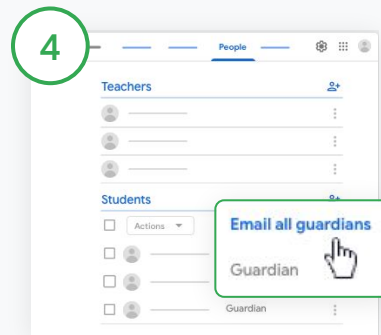
To invite or remove a guardian:

Select the related class and click **People**

Next to the students name, click **Invite guardians** or **Remove guardians**

- If inviting, enter the guardians email address(es)

Click **Invite** or **Remove**



To email guardians:

Select the relevant class and click **People**

- To email one student's guardian: next to the student's name, select **More** and click **Email guardians**. An email window opens with the email addresses populated
- To email all guardians in a class: At the top, click **Email All Guardians**

Enter a subject and your message. Click **Send**

## Teachers

# Tools to learn in their own way

Help students stay focused with features that let them create their most productive and customized learning environment.

- **Accessibility resources** enable learning opportunities for all students
- **Automatic due dates** in student calendars to help them keep track of deadlines
- **Student to-do lists** are customized to help them stay organized
- **Student originality reports** help prevent unintentional plagiarism

Tools to learn in their own way

# Accessibility resources

Give students the freedom to adjust accessibility settings so they can learn and work in their ideal way.

Google for Education Accessibility Resource center



Google for Education Accessibility flashcards



Google Workspace user guide to accessibility



[Playlist] Accessibility tips for Google Workspace



[Classroom] using a screen reader with Classroom



[Chromebook] Accessibility shortcuts



Distance Learning accessibility guide



Guardian's Guide to Accessibility



[Chrome extensions] Snap&Read, Co:Writer, EquatIO, Read & Write

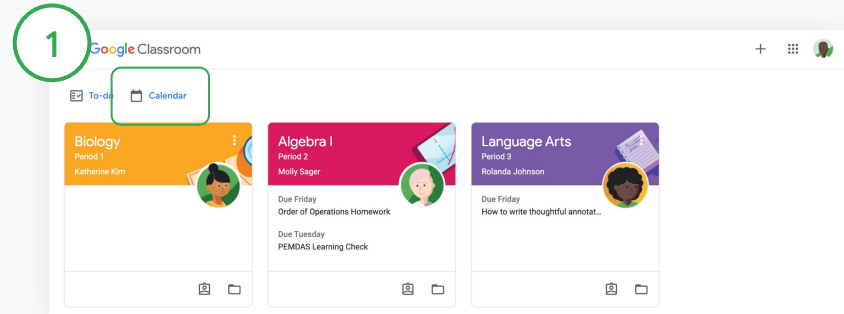


Tools to learn in their own way

# Automatic due dates in calendar

Enforce timelines easily with due dates that appear automatically on calendars when classwork is distributed.

For each class, you and your students share a Classroom calendar and a Google Calendar where deadlines appear.



**View classwork in your Classroom calendar:**

At the top of Classroom, click **Menu** ≡ and select **Calendar** to see all assignment due dates.

Tools to learn in their own way

# Automatic due dates in calendar

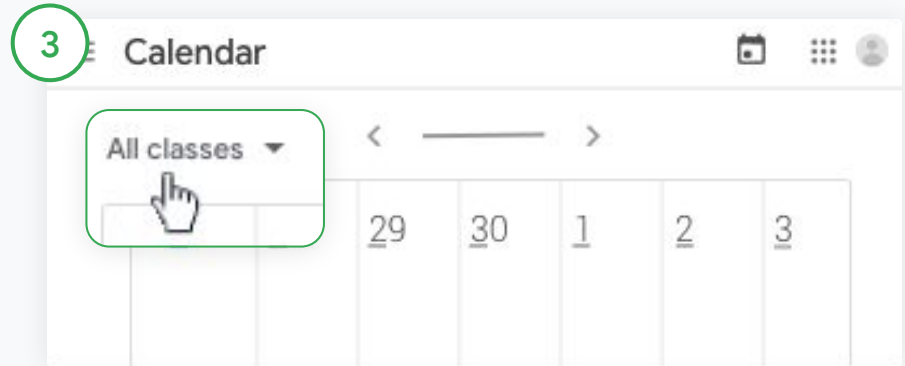
2

Select an assignment to open it and find out more.

3

See classwork for all your classes:  
Click [All classes](#)

See classwork for only one class:  
Click [All classes](#) and select the class



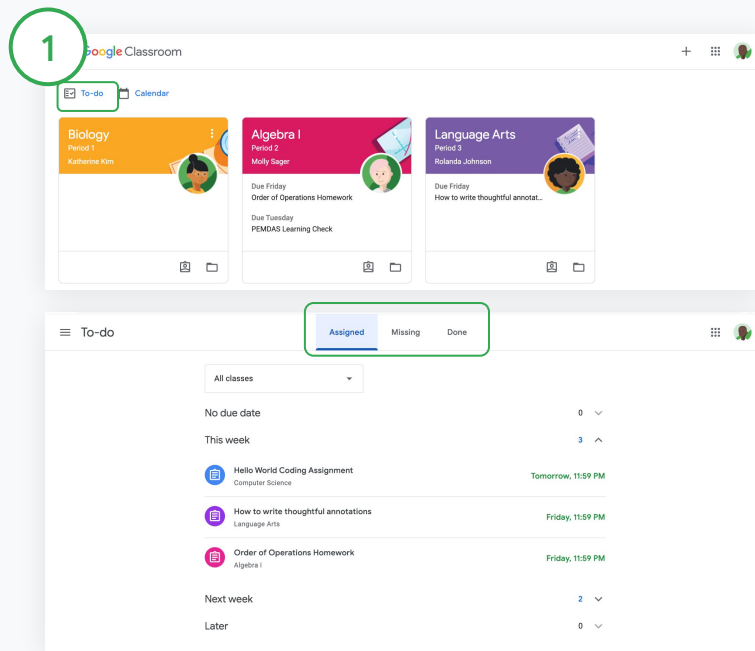
## Tools to learn in their own way

# Show students their custom to-do list

Enable students to stay on track and plan ahead with Classroom's automatically created to-do list personalized for each student.

---

Students can visit the [Help Center](#) to learn more ways to view class work



## Direct students to view their all-class to-do list

At the top of Classroom, click **To-do** and choose an option:

- Click **Assigned** to see work that's been assigned to you
- Click **Missing** to see work that's past due
- Click **Done** to see work that a teacher graded or returned

## Tools to learn in their own way

# Empower students to use originality reports

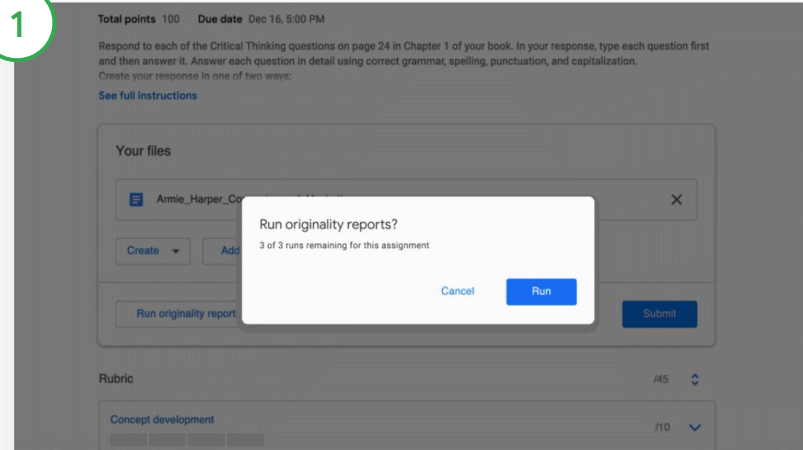
Help guide critical thinking and allow students to check for unintentional plagiarism.

Originality reports bring the power of Google Search to your assignments. [Enable originality reports](#) so students can identify any uncited content and make edits. Once submitted, Classroom automatically scans for plagiarism and makes results available to teachers.

---

Students can run originality reports up to 3 times.

1



Empower students to run an originality report on their assignment:

Within a class, students can click **Classwork** and select the **Assignment**.

Under **Your work**, upload or create your file.

Next to Originality reports, click **Run**. Under the file name, click **View originality report** to see the report and any originality flags.



# Google Classroom Educator Resources

In addition to this guide, please check out additional resources designed to help teachers unlock the power of Google Classroom.



## First Day of Classroom

Visit the [Teacher Center](#) site for resources around how to get started with Classroom, all created by real educators



## Video how-tos

Watch [Classroom 101](#) to get an overview of important Classroom features; and check out our [Classroom series](#) to help solve teaching and learning challenges



## Classroom Help Center

Equipped with countless guides and step-by-step instructions, use our [Classroom Help Center](#) to address any and all questions



## Compatible Apps

Access educator approved [apps](#) that integrate seamlessly with Classroom to enable unlimited learning opportunities.

[g.co/firstdayofclassroom](https://g.co/firstdayofclassroom)



## Paid features

# Get more out of Classroom

Check out the additional Classroom features and enhanced capabilities available with [Google Workspace for Education paid editions](#).



Enhance education with more Classroom capabilities:

- Export Classroom logs to BigQuery to analyze user adoption, usage trends, and more
- Get unlimited originality reports for teachers and access to a domain specific repository of past student work
- [Coming soon] Create and manage classes at scale by syncing Classroom rosters from your student information system (SIS)
- [Coming soon] Push third-party EdTech tools to multiple teachers at once with the Classroom add-ons

# Add additional capabilities to fit your institution's unique needs

## Free edition\*

### Google Workspace for Education Fundamentals

A free suite of tools that enables collaborative learning opportunities on a secure platform.

Edition summary

Classroom's rich foundational capabilities include a ton of features in one central place for teaching and learning – all for free. As part of Education Fundamentals, all teachers and students get access to a comprehensive range of Classroom capabilities that help manage, measure, and enrich the learning experience.

Classroom capabilities per Google Workspace edition



### Google Workspace for Education Standard

Build on all the capabilities of Education Fundamentals with **advanced security and analytics tools** to help reduce risks and mitigate threats, with increased visibility and control across your learning environment.

Get all the features of Education Fundamentals, plus:

- Classroom log\*\* export for insights and analysis in BigQuery

## Paid editions

### Teaching and Learning Upgrade

Build on all the capabilities of Education Fundamentals or Education Standard with **enhanced educator tools** to help enrich communication and class experiences, and guide academic integrity.

Get all the features of Education Fundamentals, plus:

- Unlimited originality reports and the ability to check for peer matches across a private repository of past student submissions
- Integrate your favorite third-party tools using Classroom add-ons\*\*
- Enhanced Google Meet features like Q&As, polls, breakout rooms, transcripts\*\* and recordings

### Google Workspace for Education Plus

A comprehensive solution to achieve a digital transformation. Get all the capabilities of Education Fundamentals, Education Standard, Teaching and Learning Upgrade, and more.

Get all the features of Education Standard and the Teaching and Learning Upgrade, plus:

- Sync classroom rosters with your Student Information System (SIS)\*\* for class management at scale

\* Free for qualifying institutions.

\*\* Coming later this year.

[Learn more about Google Workspace for Education](#)



## Google Workspace for Education FAQ



Google Workspace for Education editions include [Education Fundamentals](#), which is free to qualifying institutions, and [Education Standard](#), the [Teaching and Learning Upgrade](#), and [Education Plus](#), paid editions that offer premium features.



For specific features included in each of the Google Workspace for Education editions, please visit our [comparison chart](#).



G Suite Enterprise for Education (now known as Google Workspace for Education Plus) will still be available at current pricing until April 2021. At that point, customers seeking a comprehensive and comparable solution for their institution should consider the [Education Plus](#) edition.



All customers who have purchased G Suite Enterprise for Education will receive new features and functionality that are released to the new Google Workspace for Education editions.

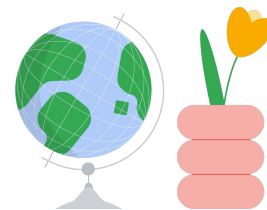


For pricing information on each paid edition based on your region, needs, and enrollment numbers, please contact your sales representative.



All paid Google Workspace for Education editions are annual subscriptions, and pricing is locked for the duration of the subscription term. Customers who purchase the Teaching and Learning Upgrade can add Education Standard at any time (and vice versa).

# Access help when you need it



➞ Join our [Educator Community](#) to find a group near you

➞ Find solutions from fellow educators in the [Classroom Help Community](#)

➞ Explore the [Help Center](#) and [Help Forums](#) for technical answers

# Thank you



Google Classroom