

# Teachers Manual Google Classroom

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## Google Classroom

Classroom helps classes communicate, save time,  
and stay organized.

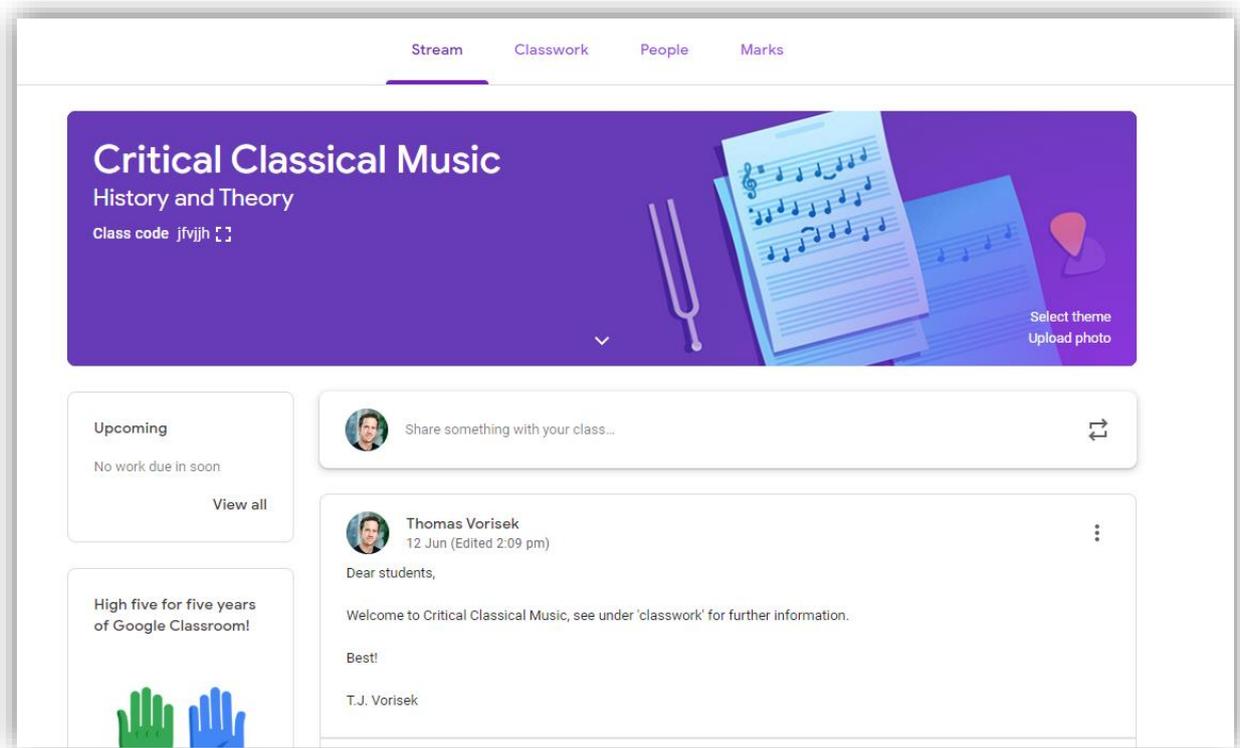
**GET STARTED**

## Table of contents

1. What is Google Classroom?.....	2
2. Logging in.....	3
3. Creating a Classroom.....	6
4. Adding & Organizing Classmaterials.....	8
5. Managing Announcements and Notifications.....	11
6. Adding & Inviting students/teachers to your classroom.....	15
7. Assignments & Quizzes.....	17
8. Privacy and copyright guidelines.....	24
9. Privilege matrix.....	24
10. Troubleshooting and support.....	26

# 1. What is Google Classroom?

Google Classroom is an educational platform designed by Google that brings students, teachers and learning materials together into one environment. Classroom allows you to access documents and media, collaborate with peers on assignments, and share materials with others.



*The Google Classroom dashboard of a particular class*

## 2. Logging in

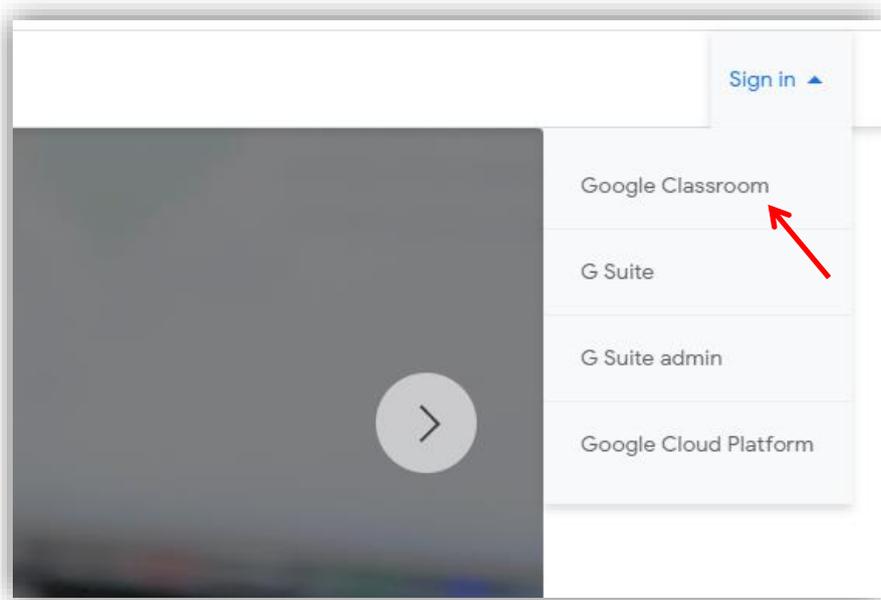
There are two ways to log-in/access Google Classroom. Either on your pc or laptop through your browser or on your smartphone (Android and IOS) through the Google Classroom app.

Log on pc/laptop:

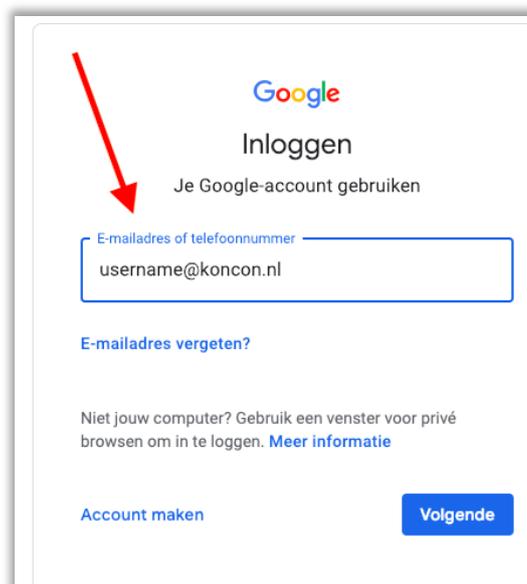
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Go to <https://edu.google.com/intl/uk>

You will now enter the screen below. Click on 'sign in' and then 'Google Classroom':

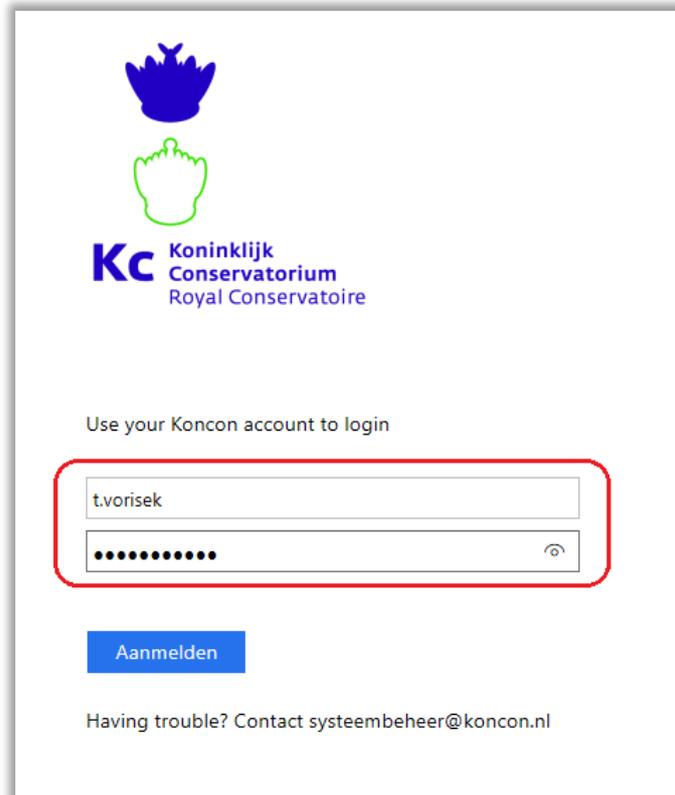


You will now see the screen below. Enter your **Koncon email address**:

A screenshot of the Google login page. At the top, the Google logo is displayed. Below it, the word 'Inloggen' is written in a large font, followed by the text 'Je Google-account gebruiken'. There is an input field for the email address, with a red arrow pointing to it. The text 'E-mailadres of telefoonnummer' is written above the input field, and 'username@koncon.nl' is entered inside it. Below the input field, there is a link that says 'E-mailadres vergeten?'. At the bottom of the page, there is a link that says 'Account maken' and a blue button that says 'Volgende'.

You are now sent to the koncon login screen. Here you should

- Enter your koncon username, (so your email but without **@koncon.nl.**)
- Enter your password



Koninklijk Conservatorium  
Royal Conservatoire

Use your Koncon account to login

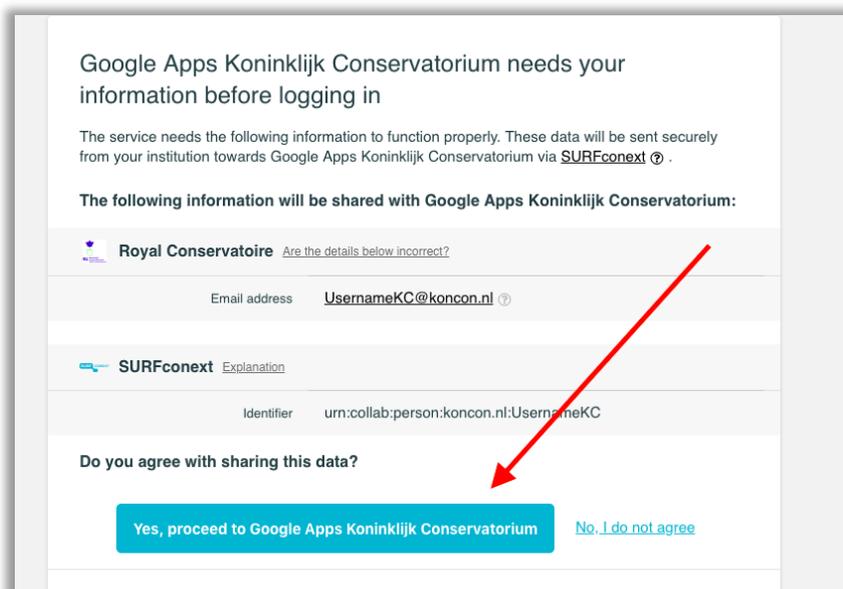
t.vorisek

••••••••

Aanmelden

Having trouble? Contact [systeembeheer@koncon.nl](mailto:systeembeheer@koncon.nl)

Klik op, 'Yes, proceed to Google Apps Koninklijk Conservatorium':



Google Apps Koninklijk Conservatorium needs your information before logging in

The service needs the following information to function properly. These data will be sent securely from your institution towards Google Apps Koninklijk Conservatorium via [SURFconext](#) @ .

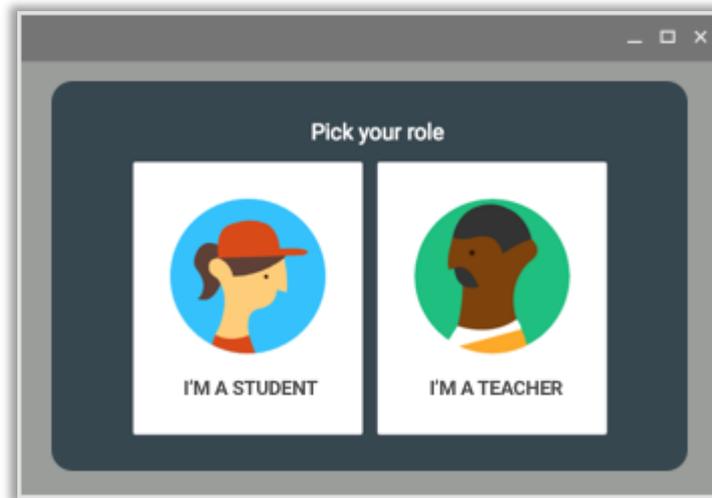
The following information will be shared with Google Apps Koninklijk Conservatorium:

 <b>Royal Conservatoire</b> <a href="#">Are the details below incorrect?</a>	
Email address	<a href="#">UsernameKC@koncon.nl</a> <a href="#">?</a>
 <b>SURFconext</b> <a href="#">Explanation</a>	
Identifier	urn:collab:person:koncon.nl:UsernameKC

Do you agree with sharing this data?

[Yes, proceed to Google Apps Koninklijk Conservatorium](#) [No, I do not agree](#)

You are now asked if you are a student or a teacher:



Make sure you choose 'teacher'. Please contact [systeembeheer@koncon.nl](mailto:systeembeheer@koncon.nl) if you chose 'student' by accident!

#### Login through Google Classroom app on smartphone

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Download the app 'Google Apps Device Policy' first on the Playstore for Android or Apple-store for IOS. Without this app you won't have access to the Classroom app (including the browser version on your phone). This is an extra security measure; the administrator referred to in this app is one for our own at KC. Regardless of the notifications, the KC administrator doesn't have access to your files.



*Google Apps Device Policy*

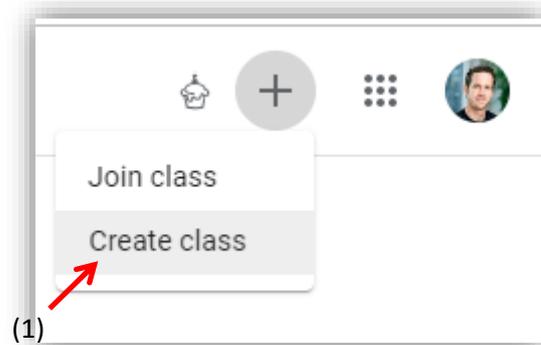
After the administrator at [systeembeheer@koncon.nl](mailto:systeembeheer@koncon.nl) has granted you access to the Google Classroom app you can now log in through the browser or app on your smartphone which you can download:



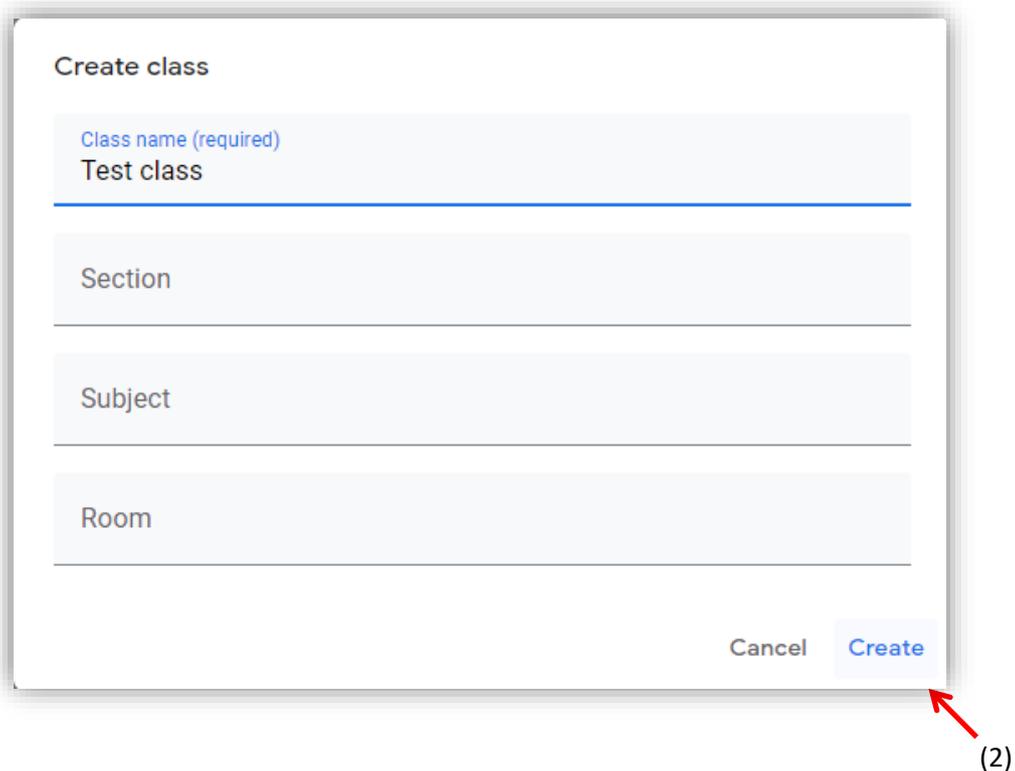
*Google Classroom*

### 3. Creating a Classroom

After logging in you will find yourself on an empty page; this is where your future classrooms will be visible. To create a classroom click on the plus-icon in the top-right corner and choose create class (1).

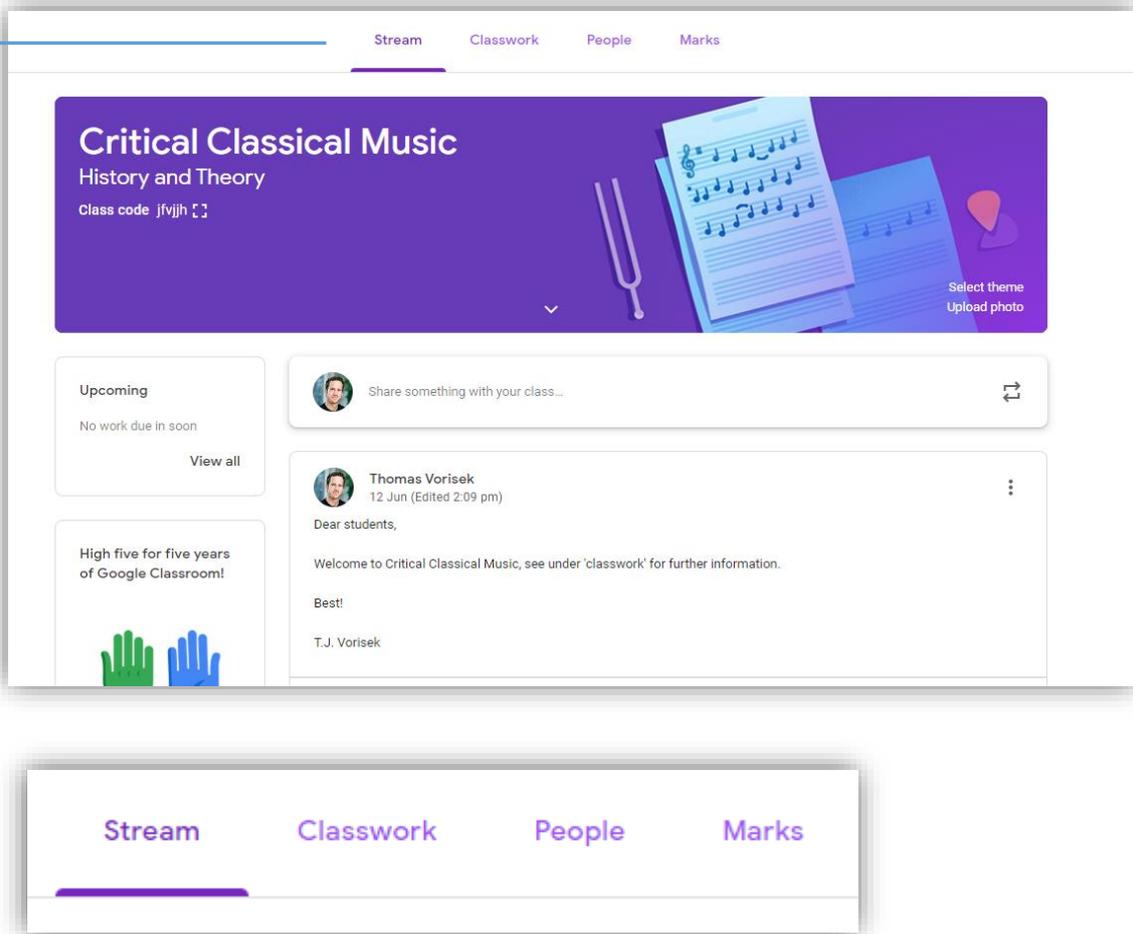


Next you must name your class. You can further specify under which topic this class falls but that is not mandatory. 'Section' doesn't need to be filled in since it only applies and used in the US educational system. You can specify the room for your face2face sessions but this is not mandatory either. After you filled in the general information you can click on 'Create' (2).



A screenshot of the 'Create class' form. The form has four input fields: 'Class name (required)' with the text 'Test class', 'Section', 'Subject', and 'Room'. At the bottom right, there are two buttons: 'Cancel' and 'Create'. A red arrow points to the 'Create' button. Below the screenshot is the label '(2)'.

Je komt nu terecht in de lesgroep die je net hebt aangemaakt. Bovenaan zie je jouw 'dashboard', dit zijn de tabs waarmee jij kunt navigeren door de lesgroep. Deze bestaat uit **Updates**, **Schoolwerk**, **Mensen** en **Cijfers**:



**Stream:** Here you can post announcements for your class. When creating classmaterials under 'classwork' this stream will notify students about this. Students can react or post materials under stream as well by default.

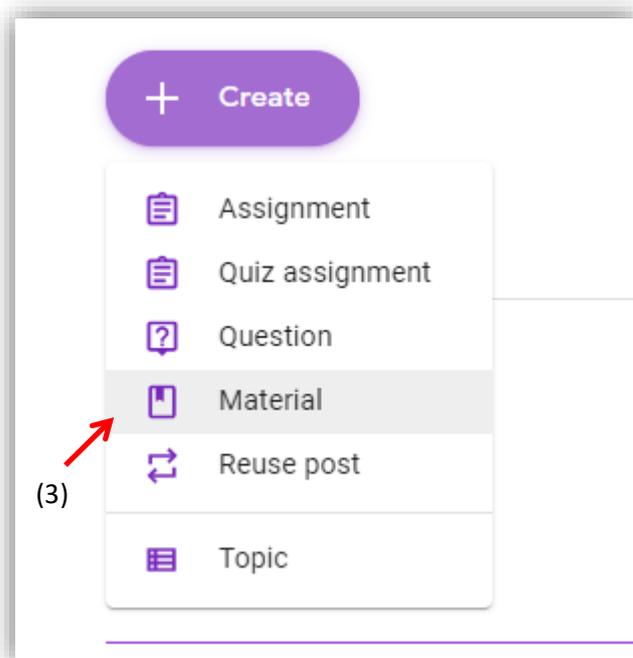
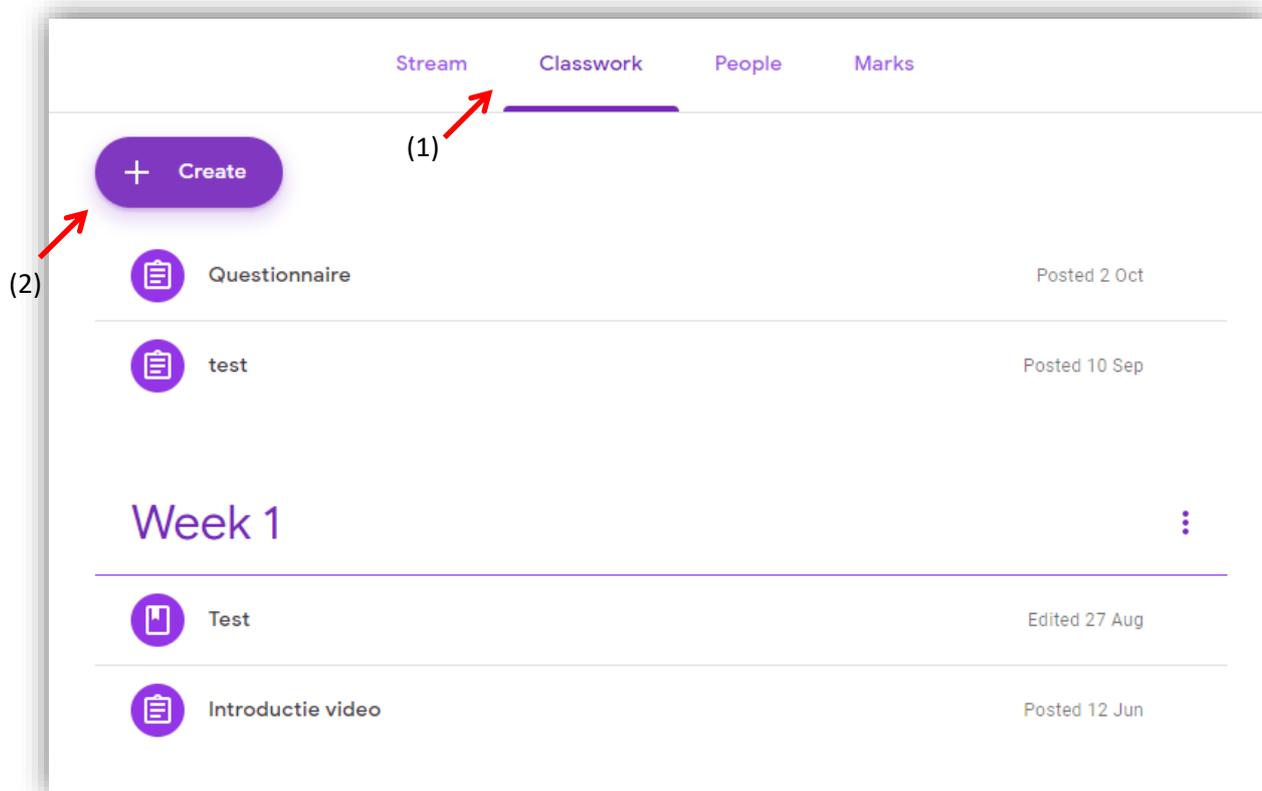
**Classwork:** Here you can post all your classmaterials like documents, questionnaires, video's, assignments and etc.

**People:** Here you will find an overview of all the people that are in your class. You can invite others teachers here as well. *Unfortunately you cannot mail people from your class here, please use your koncon mail instead.*

**Marks:** Here you will see all your students, their handed-in assignments and marks.

## 4. Adding & Organizing Classmaterials

You can add classmaterials under the tab **Classwork** (1) of your top dashboard. Click on the big button '+ Create' (2) and then 'Material' (3):



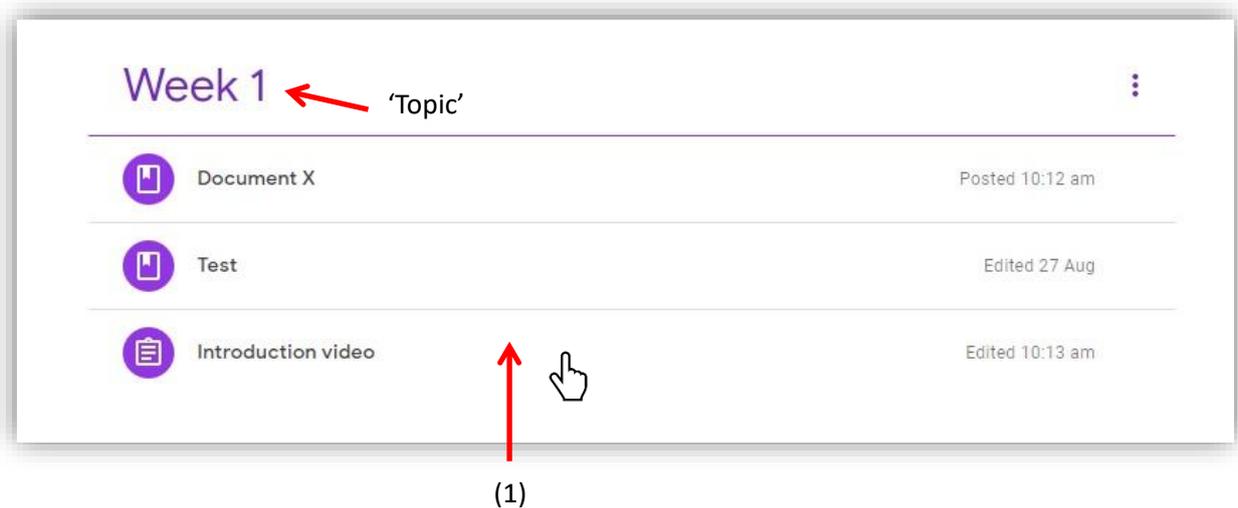
Choose a title first (4) for the material, a description (optional) (5) and topic (6) :

Making or using a 'topic' is very handy in Google Classroom because it enable you to group and organise your materials. For example, the topics 'Week 1' can hold all the materials for that week and same applies to topic 'Week 2' and etc. It is therefore handy to make your topics first and then place your materials where it belongs under these topics. This makes it also clear for the students where certain materials can be found.

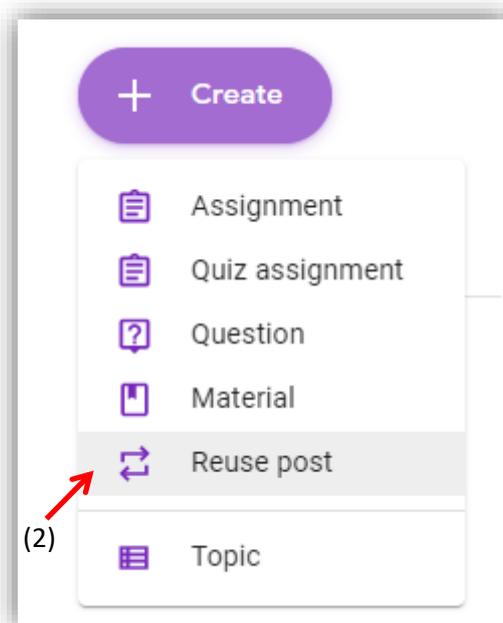
The icons on the bottom-left allows you to add documents, website links, youtube videos and the like.

When this material is ready to be uploaded you can click on post on the bottom-right (7). If you click on the arrow here instead you're able to choose between saving this content for later or scheduling a date when this material needs to be posted automatically. The latter can be usefull in terms of assignments and quizzes (read more about assignments in [Chapter 7](#)).

In the example below you can see the classmaterials for week 1. Multiple items can be added to topic week 1 using the '+ icon' and designating it to this topic. Classmaterials/items can be moved around within a topic to determine it's layout. Simply drag and drop (1) the item up or down where you want to place it:

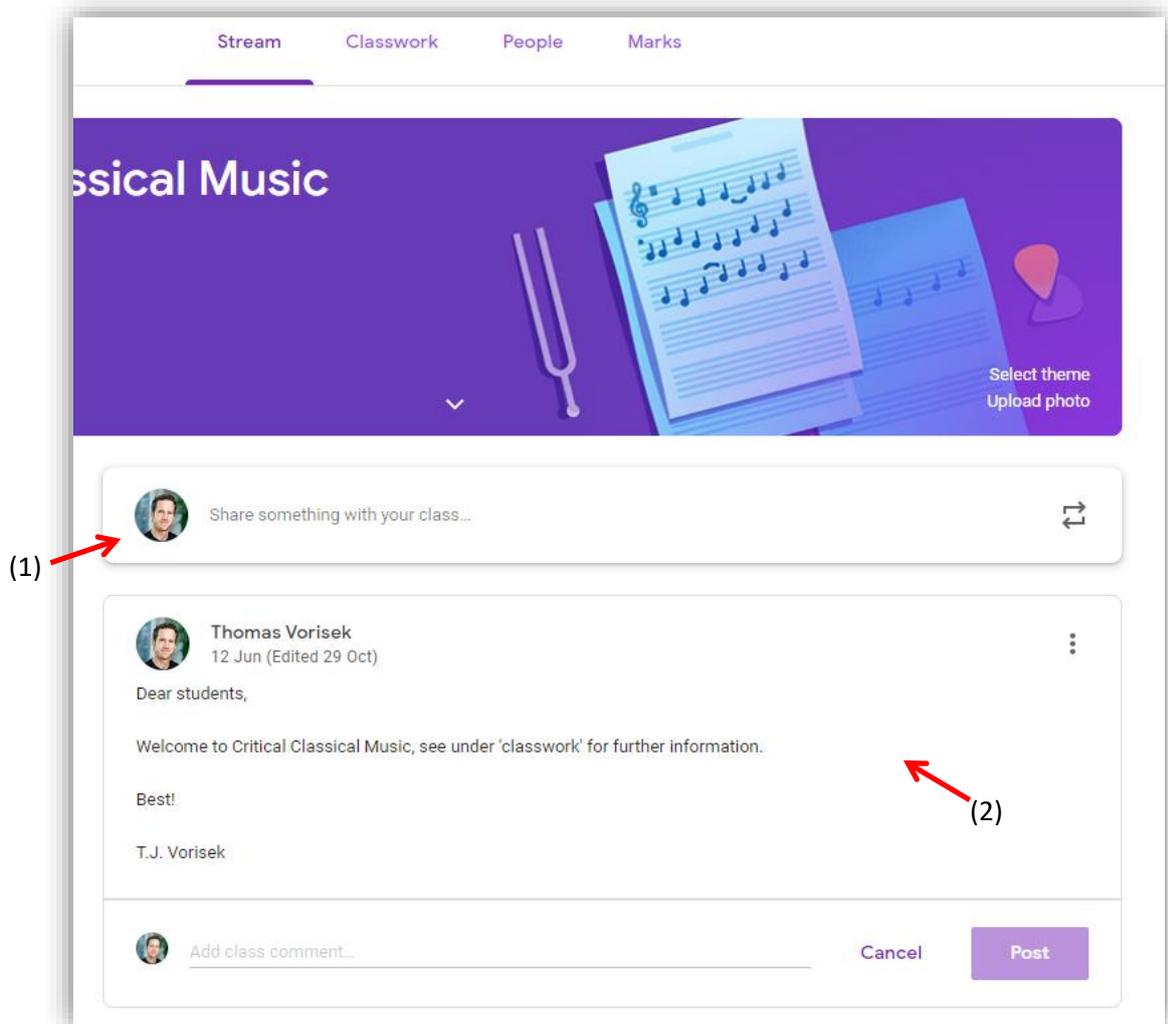


In case you want to use classmaterials from another classroom (for example, from last year) you can click on 'reuse post' (2):



## 5. Managing Announcements and Notifications

Before you invite students to your classroom, it is wise to manage how the announcements and notifications are being pushed to the class and to what degree students are able to communicate respond to these. Below you will see an example of an announcement under **Stream** on the dashboard:

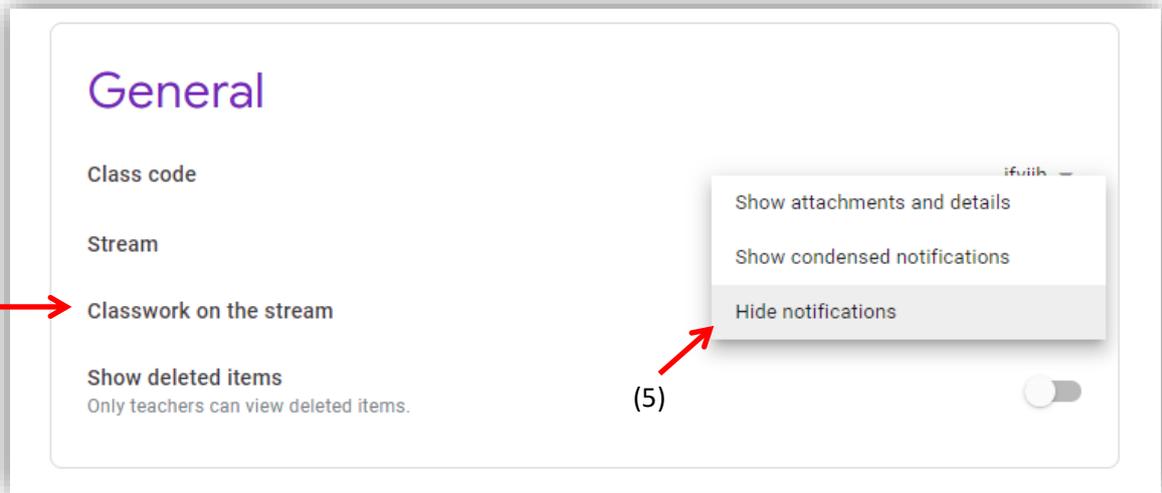


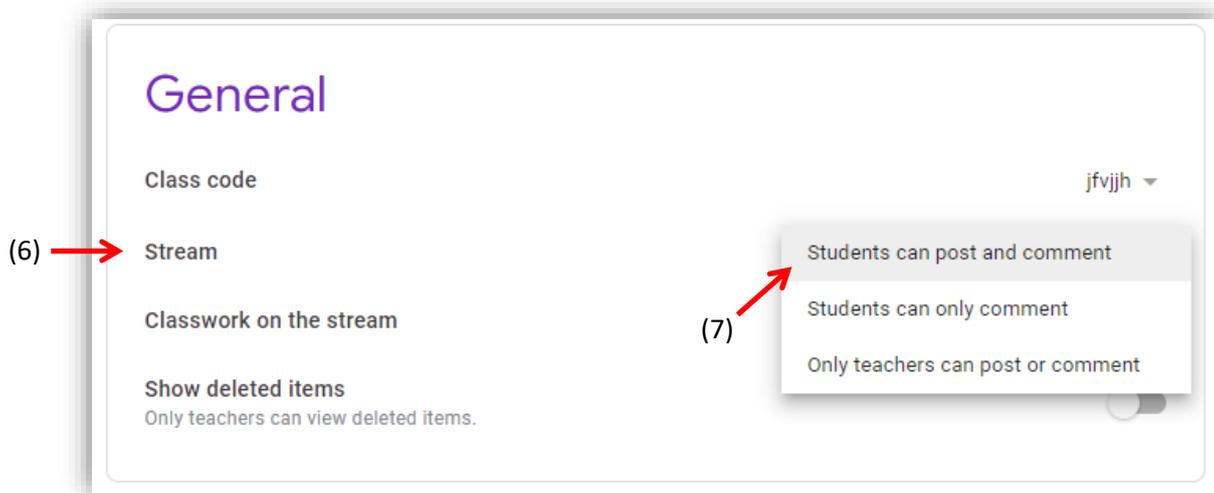
When you add any type of classmaterials under **Classwork**, a notification of this will be made under **Stream**. (2) The **Stream** can therefore get quite cluttered in a short amount of time which doesn't benefit the general overview. Also, by default students are able to comment and make their own postings in the **Stream**.

To manage what is visible under **Stream** and how students can interact here, click on the little gearknob (3) in the top-right corner:



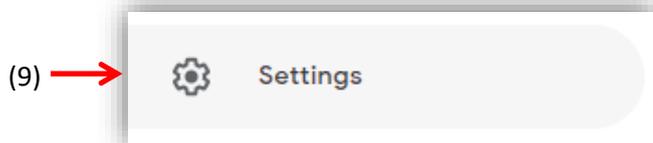
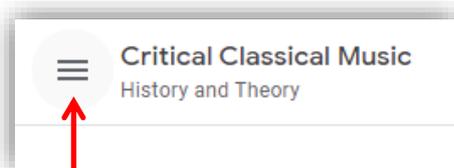
Under 'General' → 'Classwork on the stream' (4) you can determine to what degree notifications are being pushed here when uploading new materials (5):





Under 'General' → 'Stream' (6) you can determine to what degree students can post and/or comment (7) in the **Stream**. It is advisable to confine this to comments only.

Notifications about activities in the classroom will be automatically pushed to your koncon email. To change this click on the hamburger-icon on the top-left of the screen (8). On the bottom-left you will find the gear-knob to change the notification settings (9):



## Notifications

### Email

Receive email notifications



### Comments

Comments on your posts



Comments that mention you



Private comments on work



### Classes that you're enrolled in

Work and other posts from teachers



Returned work and marks from your teachers



Invitations to join classes as a student



Due-date reminders for your work



### Classes that you teach

Late submissions of student work



Resubmissions of student work



Invitations to co-teach classes

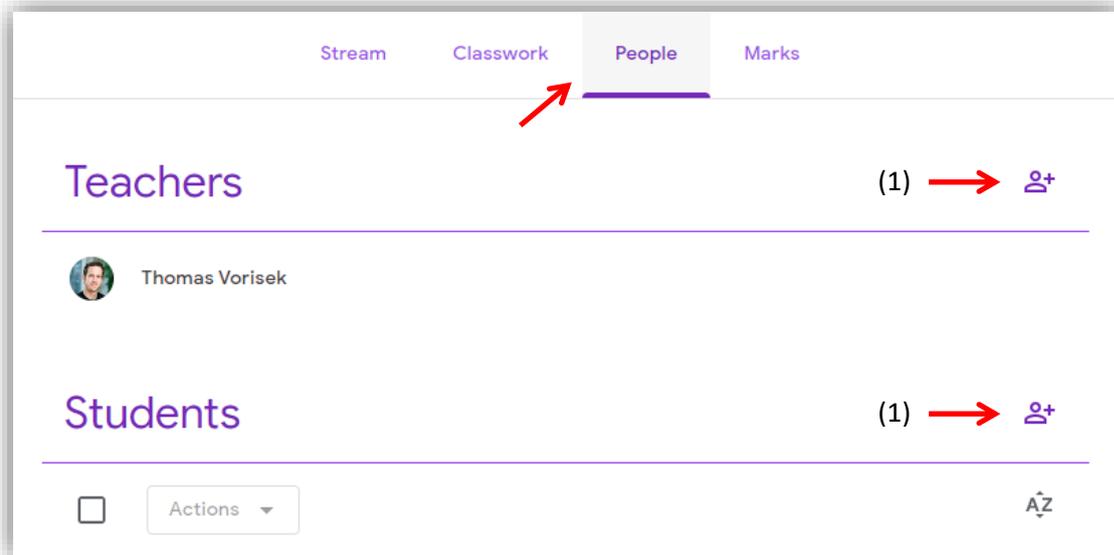


Scheduled post published or failed



## 6. Adding & Inviting students/teachers to your classroom

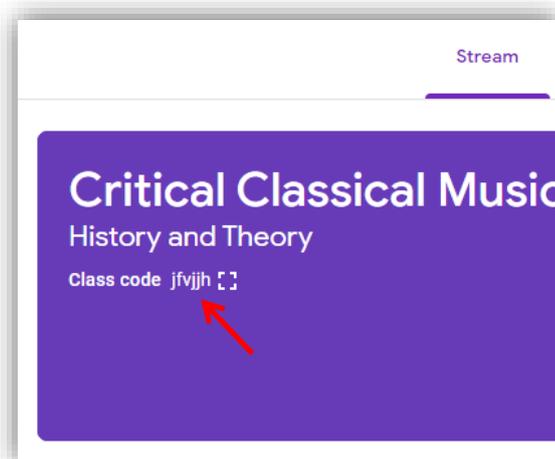
When you've built up your classroom with materials and managed the notifications/publishing rights you are ready to invite people. To invite people to your classroom go to the tab **People** on the dashboard:



There are two ways in which participants can be invited to the classroom:

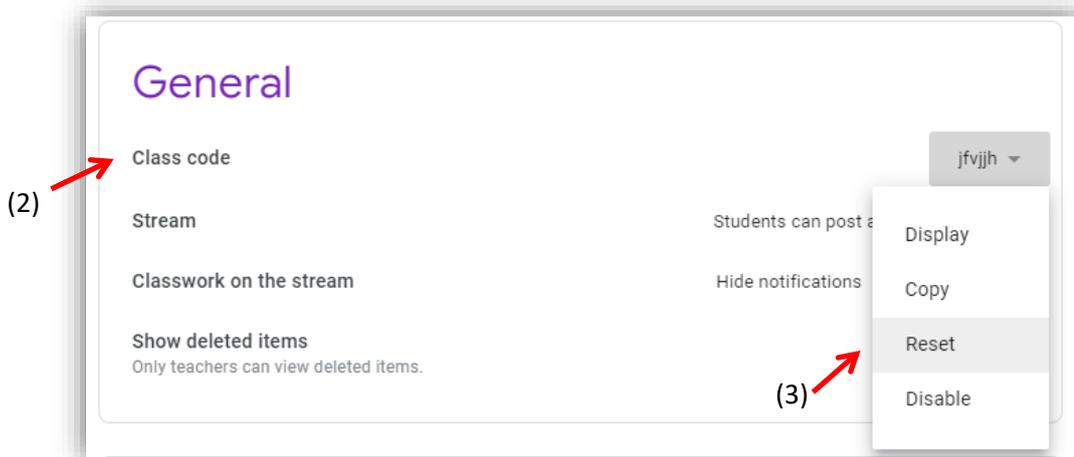
1. By adding their koncon emails manually by clicking on the plus-icon
2. By sending students the classcode (**class code is only for students!**)

If you want to add more teachers to your classroom you should always use the first method. Adding large amount of students can be best done by sending them an email with the class code. You can find the class code here:



Before sending out emails/invites to participants it is useful to hand in an excel sheet with the name, surname and koncon email-adres to: [s.beenen@koncon.nl](mailto:s.beenen@koncon.nl).

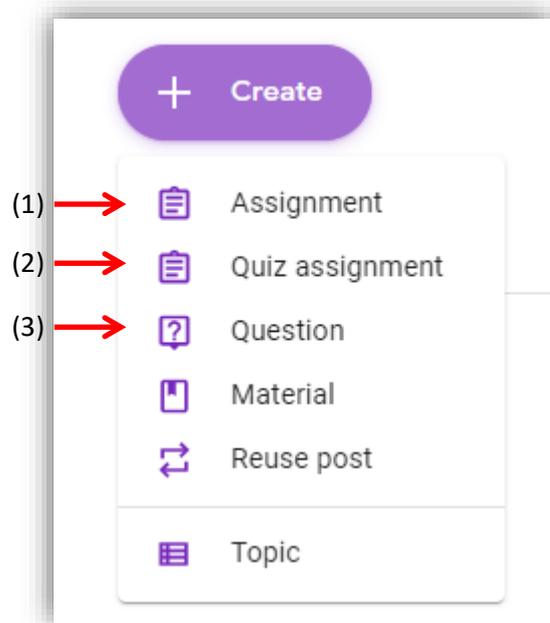
When everyone you invited has joined your class it is advisable to reset or even remove this code. You can do this by clicking on the gear-knob on the top right (1) → 'General' → 'Classcode' (2) → Reset (3):



If teachers and/or students are having trouble getting into the classroom please refer them to [t.vorisek@koncon.nl](mailto:t.vorisek@koncon.nl) for support!

## 7. Assignments & Quizzes

You can give students different kind of assignments by clicking on **Classwork** of the dashboard and then click on '+Create'. The first three items are all different kind of assignments:



### (1) 'Assignment'

Here you can make a general/common assignment by means of a document, link or video.

### (2) 'Quiz assignment'

This is the same as 'assignment', the only difference is, is that a google-form<sup>1</sup> has been added here as well. However, this is not the best way to use google-form. It's better to create a google-form separately in advance and attach it to an 'assignment'.

### (3) 'Question'

You can use this to pose a question to the class. This is a great way to start a discussion because students can respond to each other's answer (but can be turned off).

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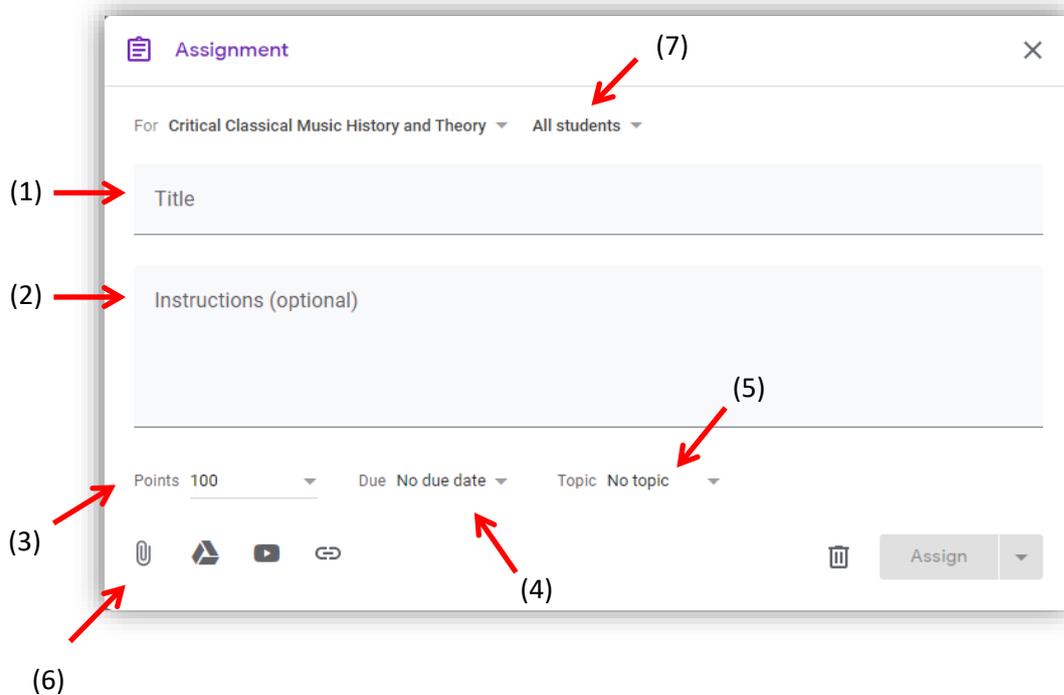
<sup>1</sup> Google-form is a highly customizable questionnaire and usefull for multiple-choice quizzes or surveys.

Handing out an assignment:

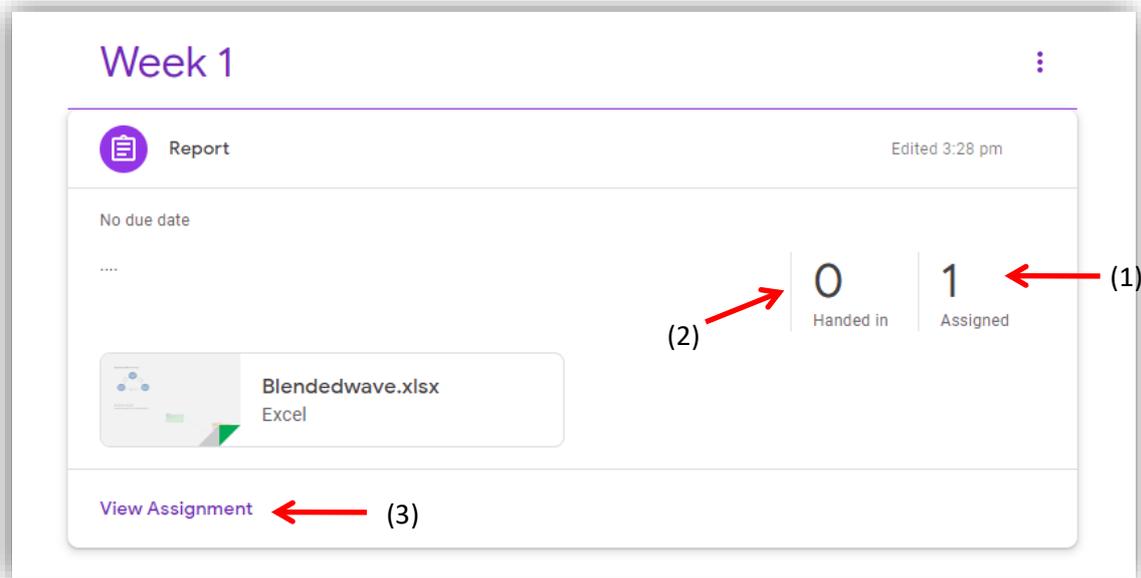
Click on '+Create' and 'assignment' to get started. Give the assignment the appropriate title (1) and instruction (2). Determine whether or not you want to add a marking/grade (3) to your assignment and a deadline (4). Lastly, choose under which topic (5) you want to post this assignment, if it needs an additional attachment and/or link (6) and if all students or only a few students should get the assignment (7).

When you choose a document to attach you can determine if students can only view it, edit it or get their own copies. If you want them to fill in a template choose the 'make copy for every student'.

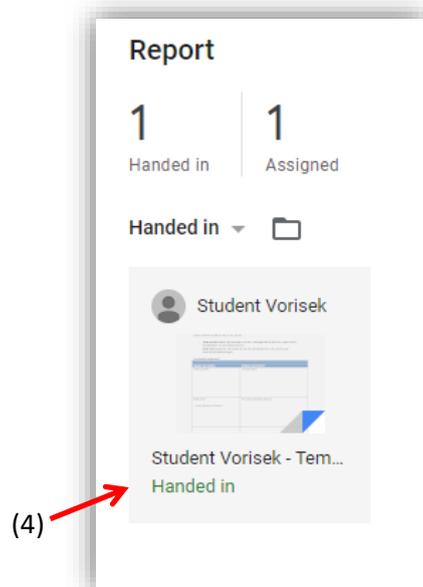
When all is set and done, click on assign (8):



At 'Assigned' (1) you can see how many students have received the assignment; at 'Handed in' (2) you can see how many students have finished and handed it in. For a more detailed overview you can click on 'View assignment' (3):



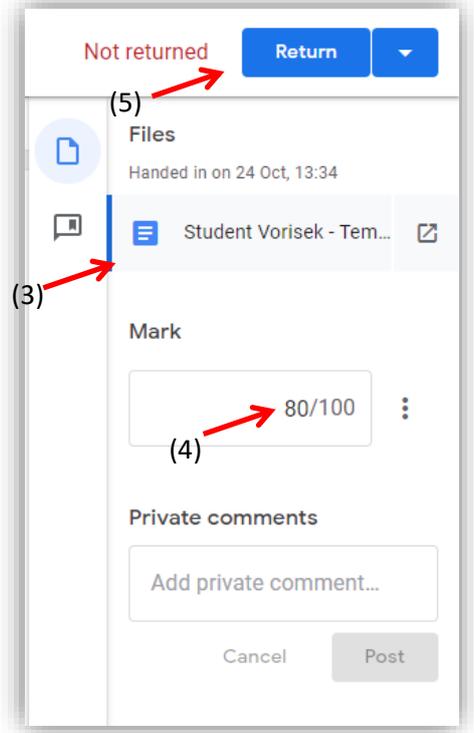
When an assignment has been handed in you can review this by going to **Classwork** → 'Assignment' → 'handed in' (2) or 'view assignment' (3). Then click on the document the student as handed in (4)<sup>2</sup>:



<sup>2</sup> Be aware that students can always retract their submissions. However, when you already opened the assignment/document they are unable to retract from that point onward.

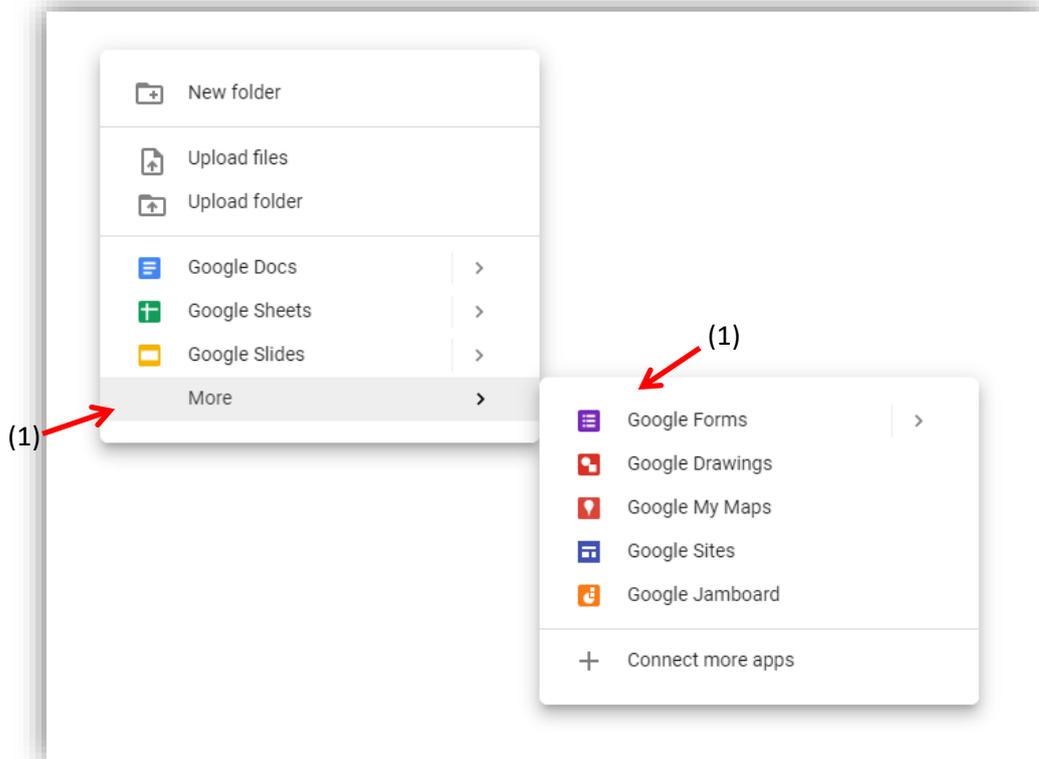
When students hand in a google document you're able to give feedback by putting comments in the document itself. Just click on the document (3) and start reviewing it, changes/comments are saved automatically! You can also give a mark to the assignment (4).

When your review is completed click on 'Return' (5):

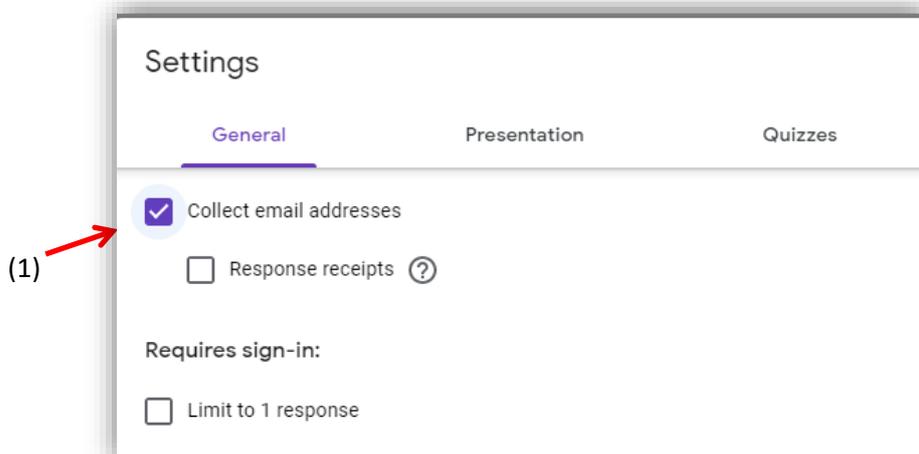


## Creating and sending out surveys

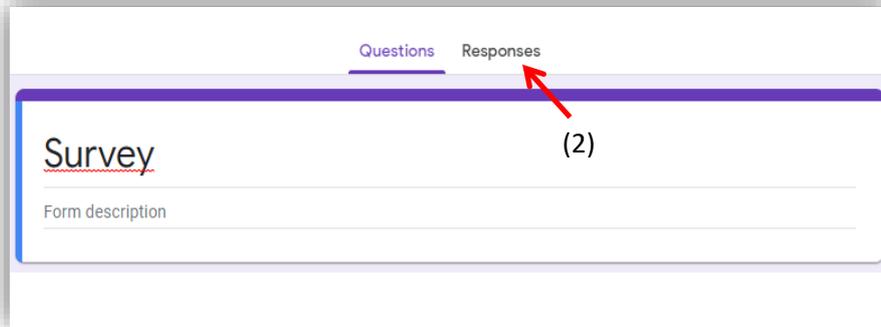
Surveys can be easily created using a Google Form. You first need to create this form in your Google Drive. Right-click on a blank space in your drive and choose 'More' (1) → 'Google Forms' (2):



When creating a survey, you can choose whether this needs to be anonymous or not. If you want to see the results per student, click on the little gearknob on the top-right of the screen. Then, check the option 'Collect email addresses' (1):

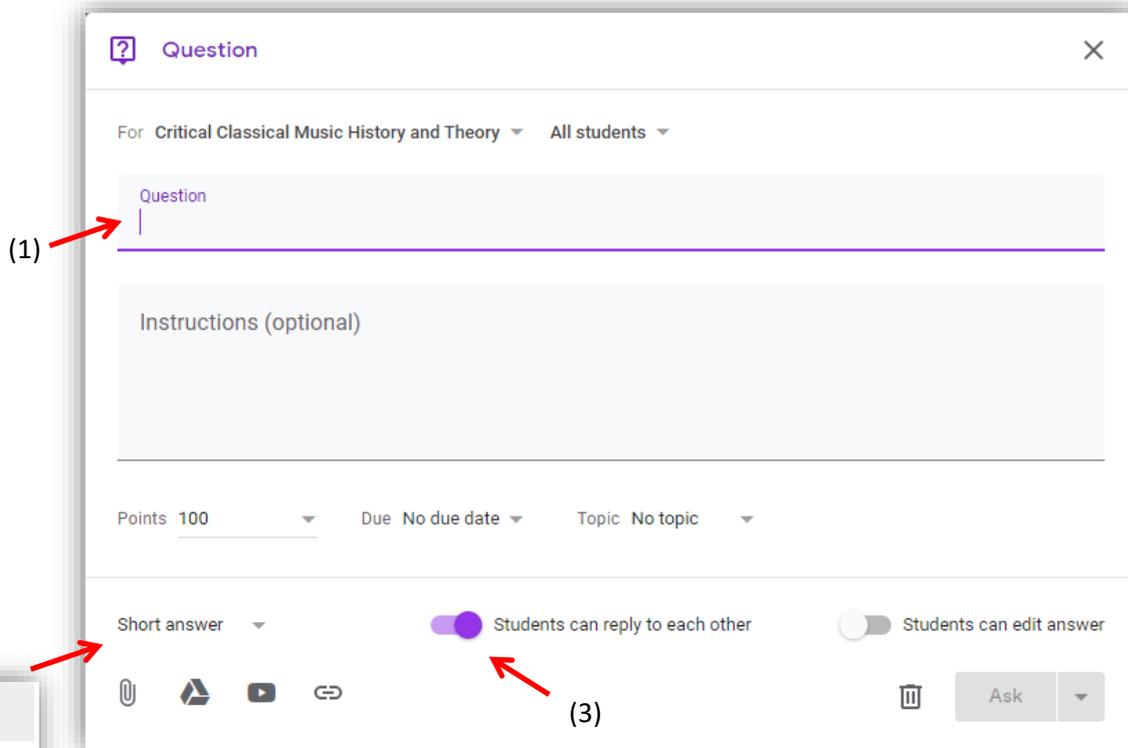


To see the responses of the students, open the Google Form and click on 'Responses' (2). Unfortunately you cannot view the responses within Google Classroom, you always have to use Google Drive in order to do that.



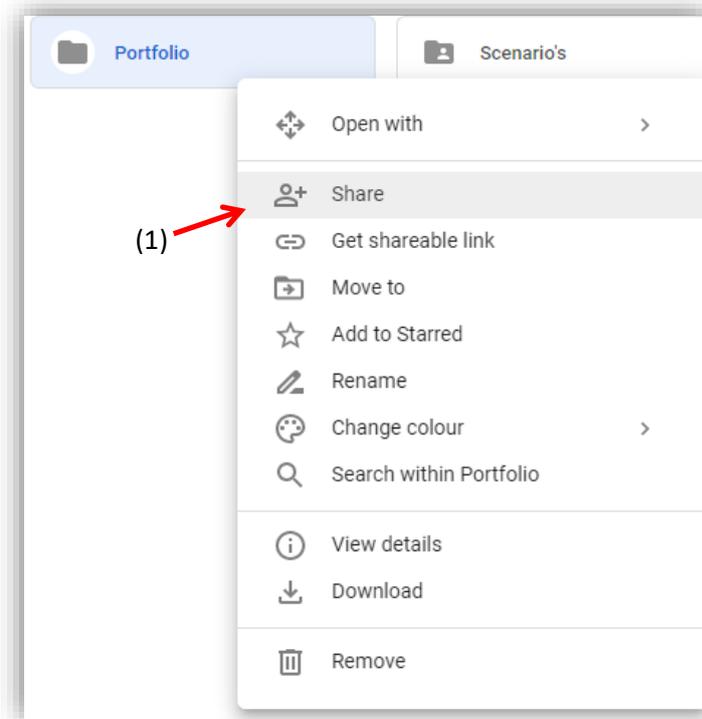
### Posing a question

Under **Classwork** → '+Create' → 'Question' (1) a question can be posed to the class that can serve as a starting point for an online debate. Determine if student need to give a short answer or multiple choice (2). If you want to start a debate make sure you allow students to react to each other's responses (3):

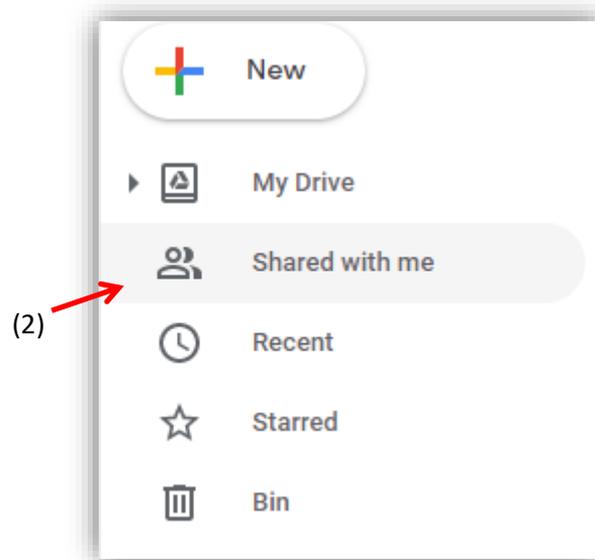


## 7. Letting students share a portfolio

Students can make their own portfolio by collecting their assignments/projects in a single folder on the drive. To give teachers (or fellow students) access to that folder, students need to use the 'Share' function. They simply right-click their portfolio folder and click on 'Share' (1):



As a teacher you will find this portfolio now under 'Shared with me' (2) :



## 8. Privacy and copyright guidelines

Google classroom is a very handy tool to organise your classmaterials, communication with students and sharing documents. However, the sharing of documents or certain classmaterials comes with certain responsibility in terms of privacy and copyright. Please take the following in mind:

- Make sure you managed your notifications and student privileges for the **Stream** segment. For example, don't let students post assignments here as they will be visible to all the other students as well. These will also be stored in the drive-folders of other students. (see the matrixes).
- In case of videorecordings of minors (below the age of 16) make sure the parents/guardians fill out the KC consent form. This form can be requested at [t.vorisek@koncon.nl](mailto:t.vorisek@koncon.nl)
- Use Microsoft Office type of documents if you don't want them to be altered changed in any way.
- In case you want share your own videos, use a youtube-link to do so if you don't want these to be downloaded by your students.
- Use URL-links as much as possible when sharing copyrighted material!
- Google Classroom automatically stores assignments in a dedicated drive-folder that you can access. Delete this folder if it no longer serves a purpose.

## 9. Privilege matrix

Below you will find matrices that provide insight on user privileges and file-storage depending on your role as teacher or student. Use this matrices as a guideline for how to share classmaterials in terms of privacy and copyright.

### Usermatrix:

	Teacher	Student
User-privileges		
Changing user-role*	No	No
Classroomcode visible on the dashboard	Yes	No
Classroom announcements in the <b>Stream</b>	Yes	Yes, <a href="#">unless changed in general settings</a>
Classroom file-sharing in the <b>Stream</b>	Yes	Yes, <a href="#">unless changed in general settings</a>

	Teacher	Student
Creating/deleting classmaterial under <b>Classwork</b>	Yes	No
Providing feedback on assignments	Yes	No, <a href="#">unless the document is shared with others in the Drive</a>
Grading of assignments	Yes	No
<b>Marks</b> of the class visible	Yes	No
Add or remove participants in <b>People</b>	Yes	No
Visibility class participants	Yes	Yes
Muting students	Yes	No
E-mailing within Google Classroom	No	No

User file location and storage matrix:

	Drive teacher	Drive student	Downloadable	Editable
<i>Files in <b>Stream</b> and <b>Classwork</b></i>				
Office-documents (Word, powerpoint, excel) teacher	Yes	No	No	No
Office-documenten (Word, powerpoint, excel) van student in <b>Stream</b>	No	Yes	No	No
Google documents Teacher	Yes	No, only after opening the document. Does not apply to Google Forms	Yes	No
Google documents students in <b>Stream</b>	Yes	Yes	Yes	No

	Drive teacher	Drive student	Downloadable	Editable
Videofiles teacher	Yes	No, only after opening	Yes	No
Videofiles student in <b>Stream</b>	Yes	Yes	Yes	No
<i>Files in assignments</i>				
Office-documents (Word, powerpoint, excel) teacher	Yes	No, unless specified otherwise and doesn't apply to Google Forms	No	No
Google documents Teacher	Yes	No, unless specified otherwise and doesn't apply to Google Forms	Yes	No, unless specified otherwise in the assignment options
Videofiles teacher	Yes	Yes	Yes	No
Videofiles student	Yes	Yes	Yes	No
Work that has been handed-in: Office-documenten	Yes	Yes	Yes	No
Work that has been handed in: Google documents	Yes	Yes	Yes	No
Video that has been handed in	Yes	Yes	Yes	No

## 10. Troubleshooting and support

For any further questions or issues you can contact the E-Learning coordinator Thomas Vorisek, [t.vorisek@koncon.nl](mailto:t.vorisek@koncon.nl).

The official Google Classroom support page can be found here: <https://support.google.com/edu/classroom/?hl=nl#topic=7301138>

