Google Classroom Resources

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

**First Day of Classroom**
This site is a hub of resources around how to get started with Classroom, all created by real educators.

**Classroom 101**
This quick tutorial gives teachers an overview of all the important aspects of Classroom and how to get started quickly and effectively.

**Classroom Help Center**
Equipped with countless guides and step-by-step instructions, use our Classroom Help Center to address any and all questions.
Getting Set Up
How to set up a class and add students to Classroom

Google for Education
Get Signed In

Head to classroom.google.com

Sign in with your school email address
Set Up a Class

Press the + sign button in the upper right corner, then select “Create class.”

Fill in details for your class (name, session, etc.)

Select “Invite Students” to enter in their email addresses...

...or let students join with your unique class code
Assign & Grade
How to assign and grade work in Classroom

Google for Education
Create an assignment

On the Classwork page, click the “+ Create” button and select “Assignment”

Fill in the assignments details, including due date and point value
Add materials

Attach relevant documents, links or materials

(Optional) Make copies of the attachments
Add a rubric

Add a rubric to the assignment. With our rubric, you can:

- Create a rubric as they create an assignment
- Attach a rubric to an assignment
- Reuse and update previous rubrics
- Save draft rubrics for future use
- Export, import and share rubrics
- Automatically calculate grades from a rubric

Fill out your custom rubric, allocating points, adding new criterion, etc
Use originality reports

Check this box to enable originality reports on this particular assignment.

All instructors get 3 free originality reports per class, and get unlimited originality reports with G Suite Enterprise for Education.
Assign the work

Hover over the “Assign” button in the top right corner. You can assign now, schedule to post later or save as a draft.

Select the “Assign” button to share directly with students.
Let students get to work

Student submissions are automatically organized for you to view their progress

1. Click on the assignment.
2. Click on each student’s individual documents (not done).
3. You can comment on student work in progress.
Grade student work

Once you click on a student’s assignment, you will see this grader view.

Click on the student’s name at the top to toggle between student submissions. You can sort by name and submission status.
Students can run up to three originality reports on documents they attach to an assignment before submitting it for grading.

After submission, a fresh originality report will automatically be available to instructors when grading the assignment.

Click on highlighted passages to see correlated web matches.
Provide richer feedback

Save frequently used feedback to a personalized comment bank. Click “Add comment” button to save a frequently used piece of feedback. Type in a single keyword to pull up saved comments from your comment bank.

Click on the rubric icon on the right column to bring your rubric up alongside student work. Allocate points and sum your grades.
Return student work & Reuse assignments
Return student work

Once you have filled out your rubric and offered additional feedback, hover over the “Return” button.

You can return one student’s work, return a draft grade or return all student submissions.
Review assignment grades

You can review all the grades for the assignment with the Classroom gradebook.

To access your gradebook, click the “Grades” tab on the top of the page.
To reuse an assignment for another class, click on the “Classwork” page. Hover over “+ Create” and select “Reuse post”.

Select which class you will be reusing a post from.

Select which post from that class you want to reuse.

Google for Education
Reusing assignments

Once you have selected the assignment you want to reuse, click “Reuse” at the bottom right corner.

An exact copy of that assignment will be populated and you can make changes as needed.