

**ADMIN**



# Google Classroom Administrator Manual



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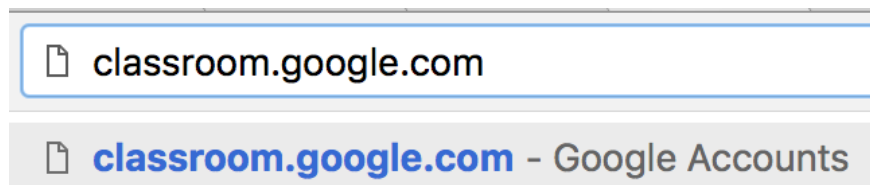
# 1: Making an Account


*If you already have a Google Account, you can skip these instructions.*

1. Open up your **internet browser** by clicking on the internet icon. (This could be **Firefox**, **Google Chrome**, **Internet Explorer**, etc., whichever internet explorer you use most often.)



2. In the toolbar of your internet browser, **type in the following URL**: [classroom.google.com](https://classroom.google.com) and **press enter**.

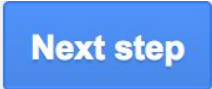


3. Click the  button in the middle of the page.
4. Create a Google Account by clicking on the [Create account](#) link.

5. On the right side of the page, **fill in the necessary information to create your Google Account**. You will have to choose your own username and password. (*It is recommended to write this information down elsewhere so that you don't forget it.*)

The image shows two side-by-side versions of the Google Account creation form. The left version is empty, and the right version is filled out as an example. Arrows point from text labels to specific fields in the example form:


- Your name here** points to the "Name" fields (First: Corris, Last: Kaapehi).
- Username that you choose** points to the "Choose your username" field (ckaapehieduventures@gmail.com).
- Password that you choose** points to the "Create a password" field (represented by dots).
- Your phone number** points to the "Mobile phone" field (+264813065577).
- Your current email address that is not the one above** points to the "Your current email address" field (ckaapehi@gmail.com).

6. After you have filled out all of the necessary information, click the  button.

7. Click the  button in the middle of the page.

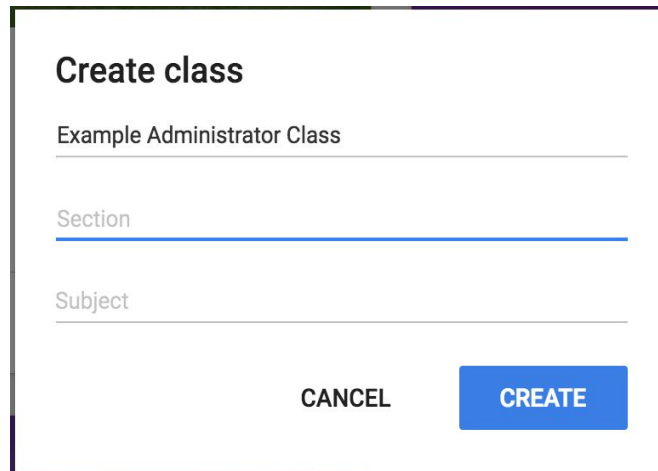
*You have now successfully created a Google Classroom account!*

## 2: Creating a Class

1. Go to [classroom.google.com](https://classroom.google.com).
2. In the top right corner of the page, Click Add  and then click **Create class**.
3. You will be asked to accept the terms and conditions, click the checkbox on the left of the sentence to continue.

I've read and understand the above notice, and I'm not using Classroom at a school with students

4. Click **CONTINUE** on the bottom right hand corner of the pop up box.
5. Enter the class name by clicking in the area that says "Class name (required)".



**Create class**

Example Administrator Class

Section

Subject

CANCEL CREATE

6. You can also choose to add a “Section” and a “Subject” of your class, but it is not mandatory.

---

**Create class**

Example Administrator Class

---


1

---

Training

---

CANCEL CREATE

7. After you have entered in all the necessary information, click the  button.

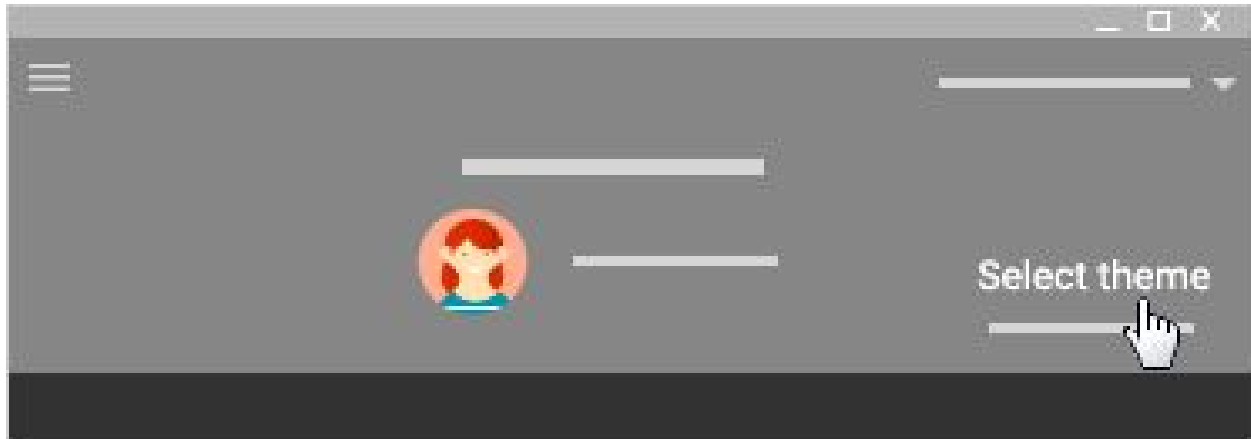
**Next steps:** Classroom automatically creates a class code when you create a new class. You use it to [invite students](#) to the class. If you want, you can [change the class theme](#) or [display a profile photo](#). You can archive a class if you no longer need it. For details, see [Archive a class](#).

## *Change the class theme*

After you create a class, you can change the default image or color pattern that's displayed at the top of the class stream. Only a teacher can change the theme.

### **Choose a different theme image from the gallery**

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class and at the bottom of the image, click **Select theme**.

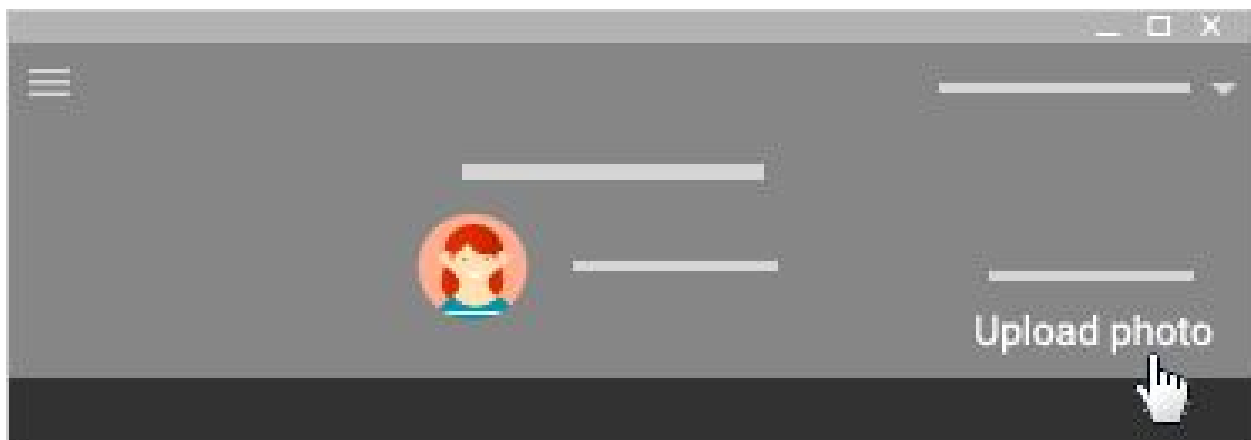


3. Choose an option:

- Select an image from the gallery and then click **Select class theme**.
- Click **Patterns**, select a color and pattern, and click **Select class theme**.

### *Upload your own theme image*

1. Open the class and at the bottom of the image, click **Upload photo**.




2. Choose an option:

- Drag a photo from your computer to the middle of the screen.
- Click **Select a photo from your computer**, choose the image you want to use for your class, and click **Open**.

3. Click **Select class theme**.

### *Edit class information*

1. Go to [classroom.google.com](https://classroom.google.com).
2. On the class card, click More  **Edit**.



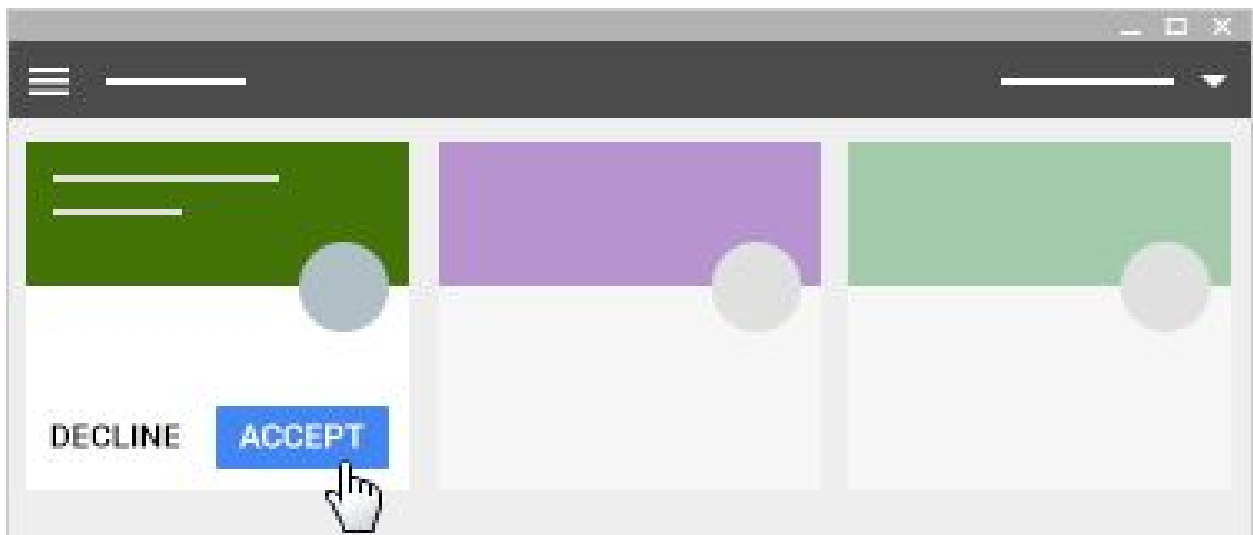
3. Enter a new name, section, or subject, and click **Save**.



### 3: Accepting Administrative Rights of a Classroom

The administrator who manages Classroom can create classes for you and add students to them. If they invite you to be a co-teacher on their classroom, you will need to accept the invitation. You need to sign in to Classroom to accept or decline the classes before they're visible to any students or co-teachers.

1. Go to [classroom.google.com](https://classroom.google.com).
2. On the class card, click **Accept**.



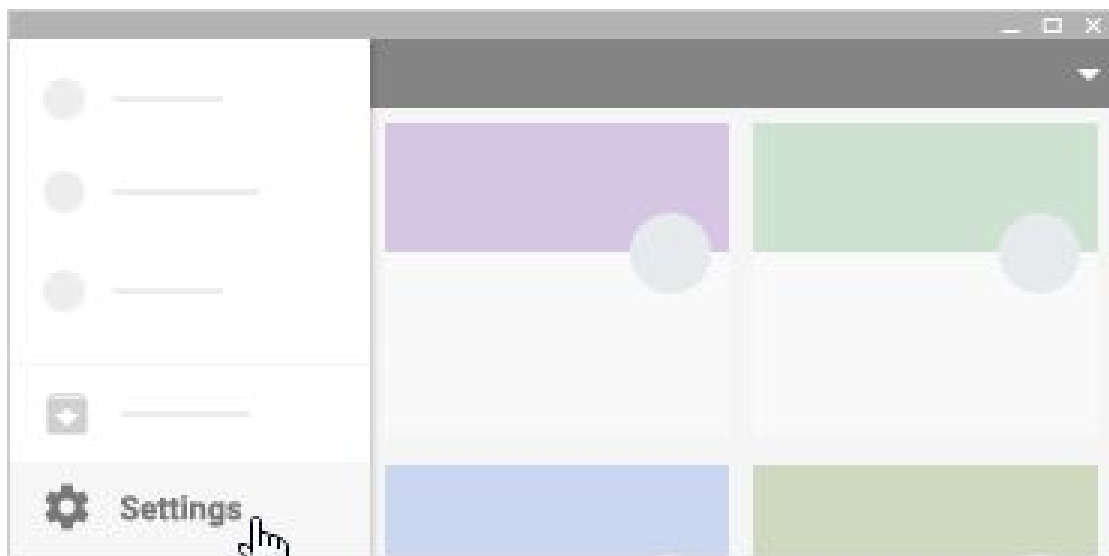
3. Confirm the number of students and activation of the class and click **Accept**.

## 4: Change Your Profile Photo

1. At the top left, click Menu 



2. Scroll down and click **Settings**.




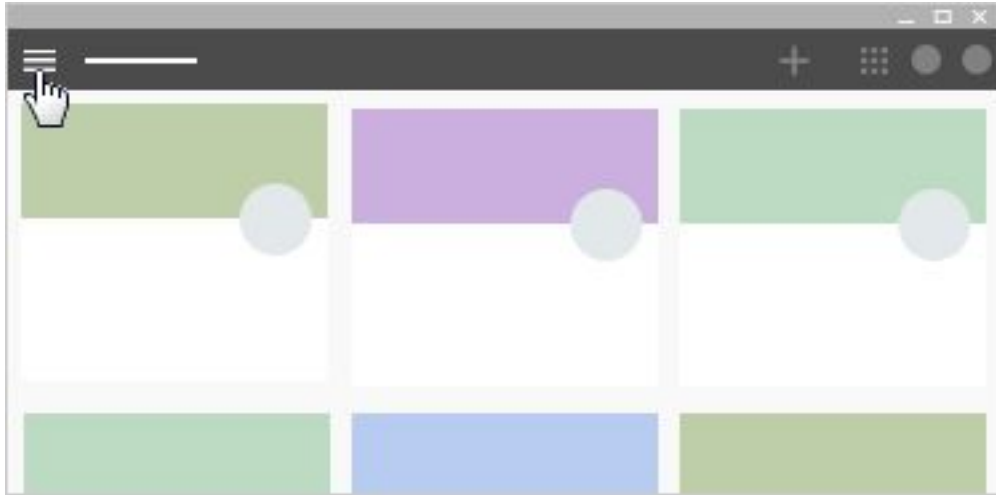
3. Under **Profile picture**, click **Change**.



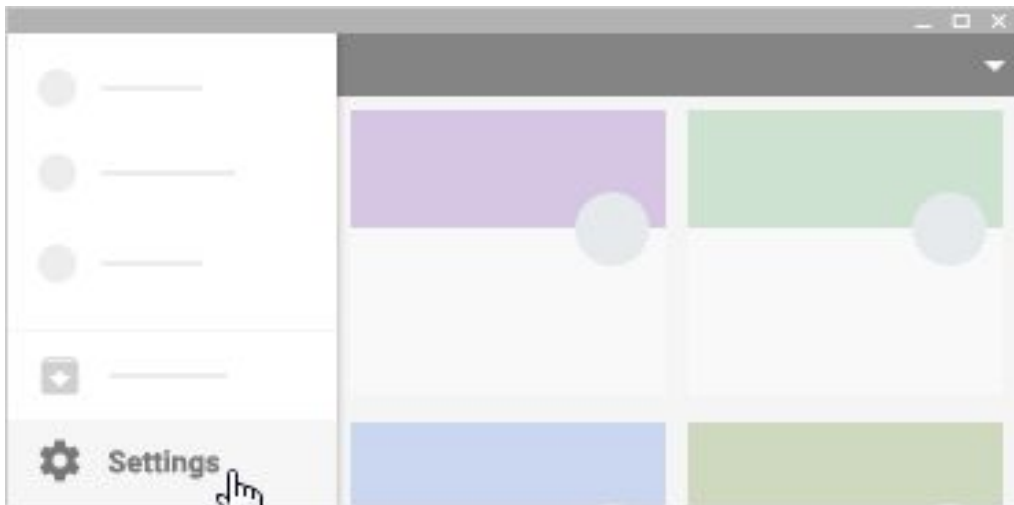
4. Click **Select a photo from your computer** or drag a photo from your computer.
5. *(Optional)* Resize the box over your photo.
6. Click **Set as profile photo**.

## 5: Customize your Notifications

1. At the top left, click Menu .



2. Click **Settings** in the bottom left (you might need to scroll down).



3. Click any notification to turn it on or off.
4. *(Optional)* To turn all notifications off, at **Receive email notifications**, click Turn off



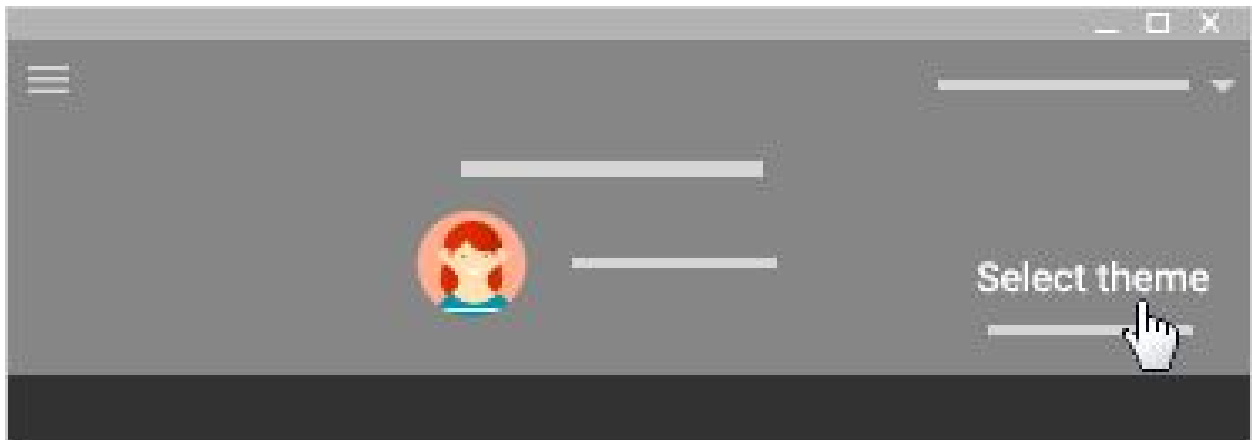
## 6: Change the class theme

After you create a class, you can change the default image or color pattern that's displayed at the top of the class stream. Only a teacher can change the theme.

### *Choose a different theme image from the gallery*

1. Click the class you are administering and at the right of the page in small letters, click on the

**Select theme** button.

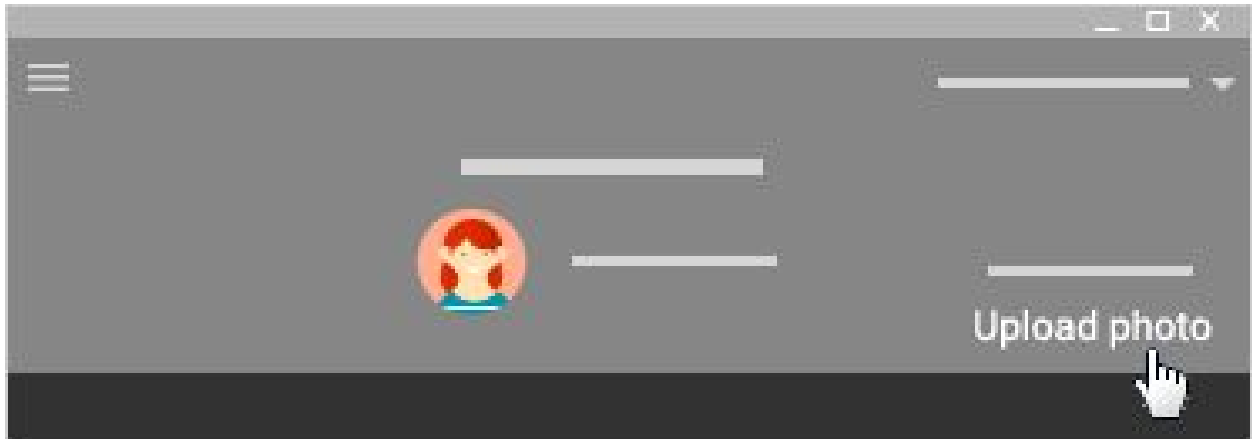


2. Choose an option:
  - Select an image from the gallery and then click **Select class theme**.
  - Click **Patterns**, select a color and pattern, and click **Select class theme**.

### *Upload your own theme image*


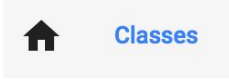


1. You can also upload a personalized cover photo for your class similar to a Facebook photo.

Open the class and at the bottom of the image, click **Upload photo**.




2. Choose an option:
  - Drag a photo from your computer to the middle of the screen.
  - Click **Select a photo from your computer**, choose the image you want to use for your class, and click **Open**.
3. Click **Select class theme**.

## 7: Change Class Name and Description

1. To change your class name and description, ensure that you are in the “Google Classroom” main page, by clicking the  in the upper left hand corner of the screen.
2. In the dropdown menu, click on .
3. On the box of the class description that you want to change, click the  button in the corner.
4. Select .
5. From there you can edit the Name, Section, and Subject of your class.

## 8: Adding a topic

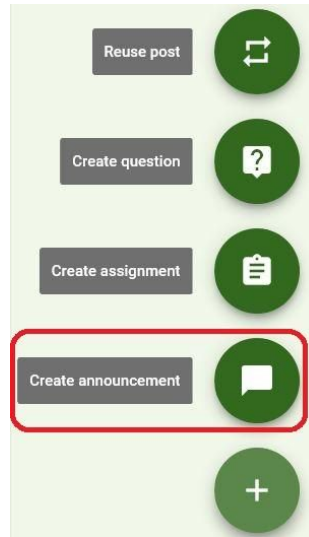
1. To add a topic, go the left hand side of the **Stream** page and click the  button
2. Type in the name of the topic in the text prompt
3. Click the **Add** button to add the topic



## 9: The (+) Tab


### *Making an Announcement*

1. Click on a class
2. At the bottom right of the page, click + and then click **Create post**.



3. In the **Share with your class** box, enter your message.
4. To post your announcement, click **POST**

### *Attach a File From Your Computer*


1. Click on the paper clip icon 
2. Click **Select files from your computer**, find the file on your computer, then double click on the file.
3. Click **Upload**

### *Attach a File From Google Drive*


1. Click on the Google Drive icon 

2. Select the file, then click **Add**

### *Attach a Youtube Video*

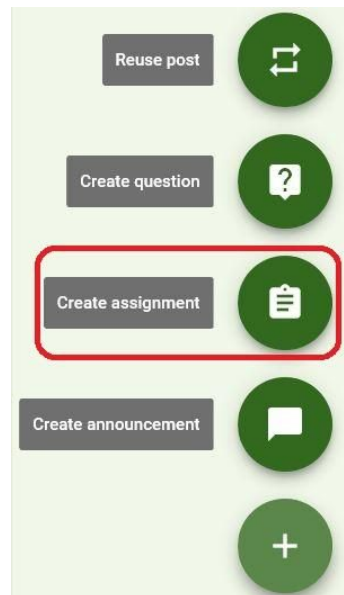
1. Click on the Youtube icon 
2. Search for the video using the search bar. Once you have found the video, click **Add**

### *Attach a Link*

1. Click on the link  icon
2. Paste the link in the **Link** box
3. Click **ADD LINK**

## *Making an Assignment*

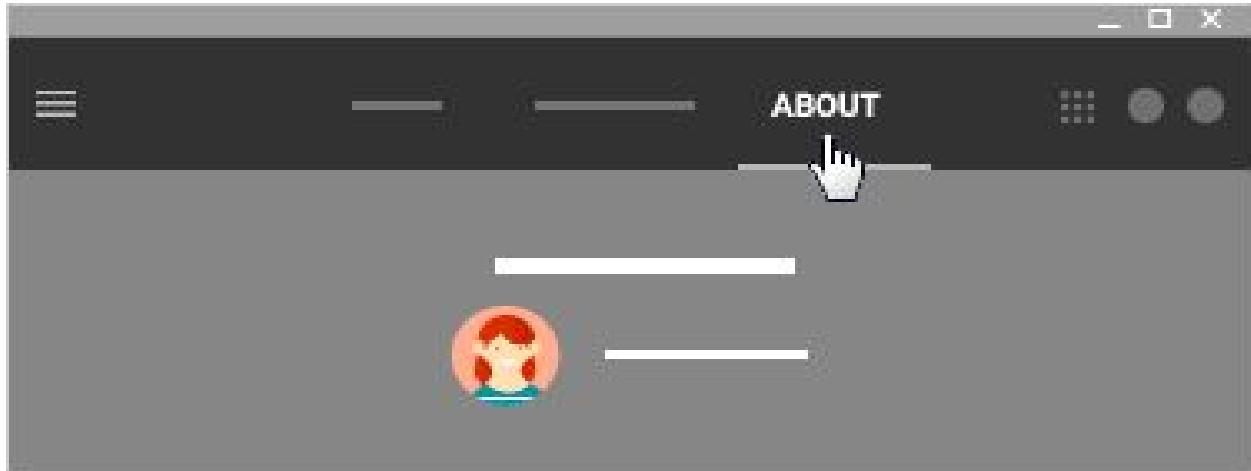
1. Click on a class
2. At the bottom right of the page, click + and then click **Create assignment**.



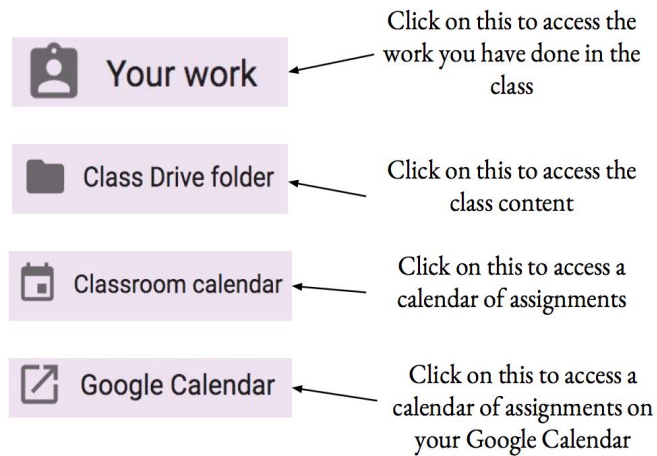
3. In the **Share with your class** box, enter your message.
4. To post your assignment, click **POST**


### *Making a Form*

1. Click a class.
2. At the top, click **About**.

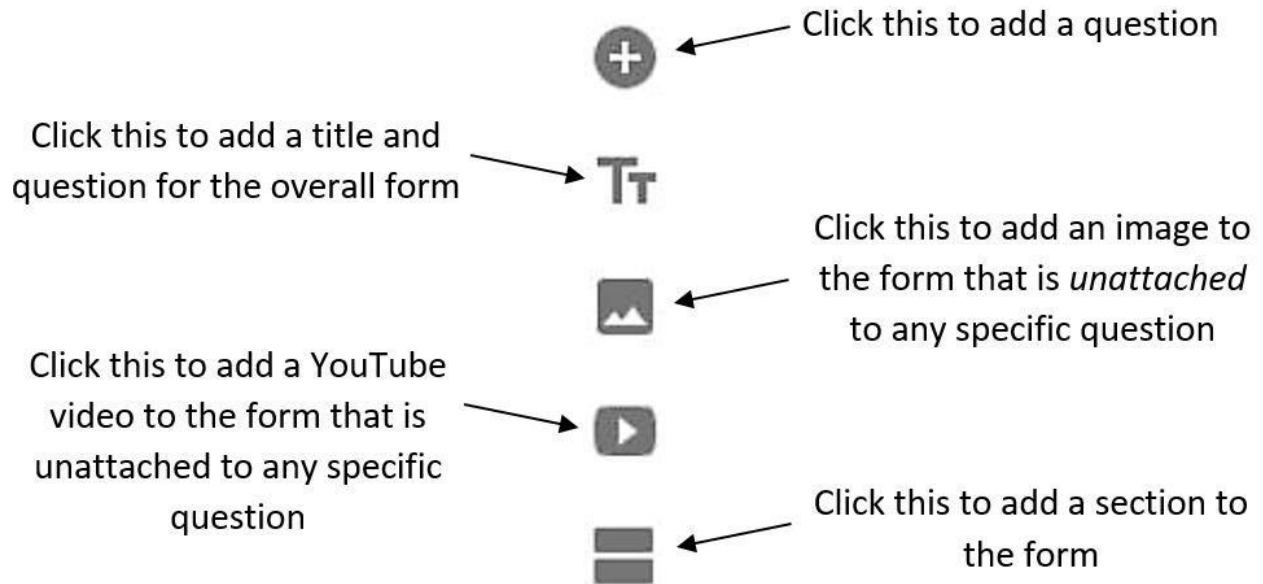


3. Click on **Class Drive Folder**.

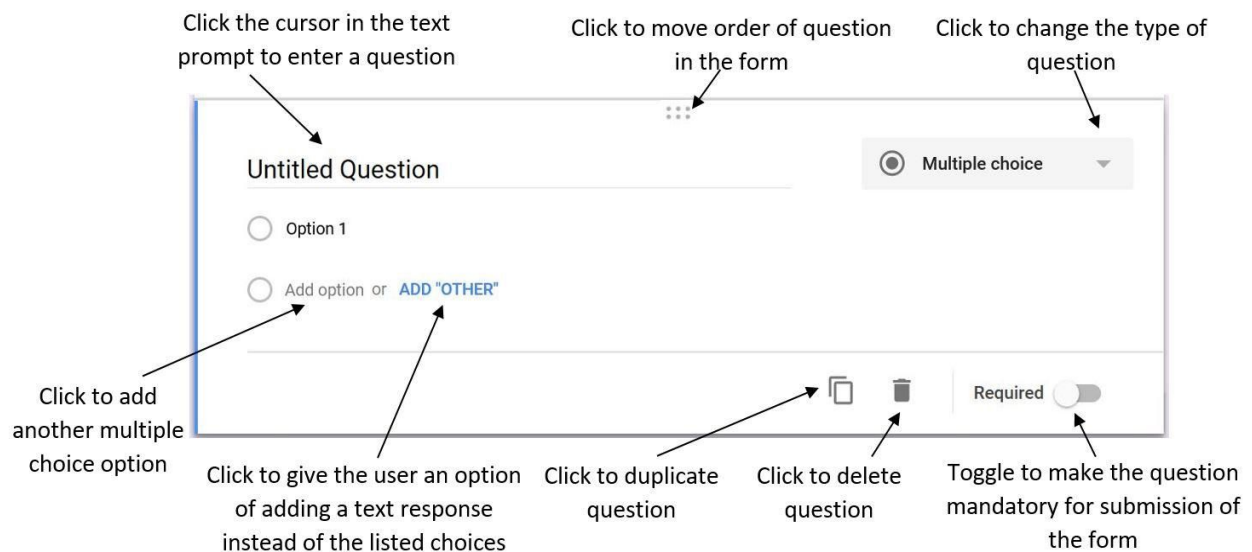


4. Click the  button.
5. Click on **More** then **Google Forms** then **Blank Form**.
6. Click **Create and Share** to open the form.

7. Here you can click on a variety of options to use different form tools.

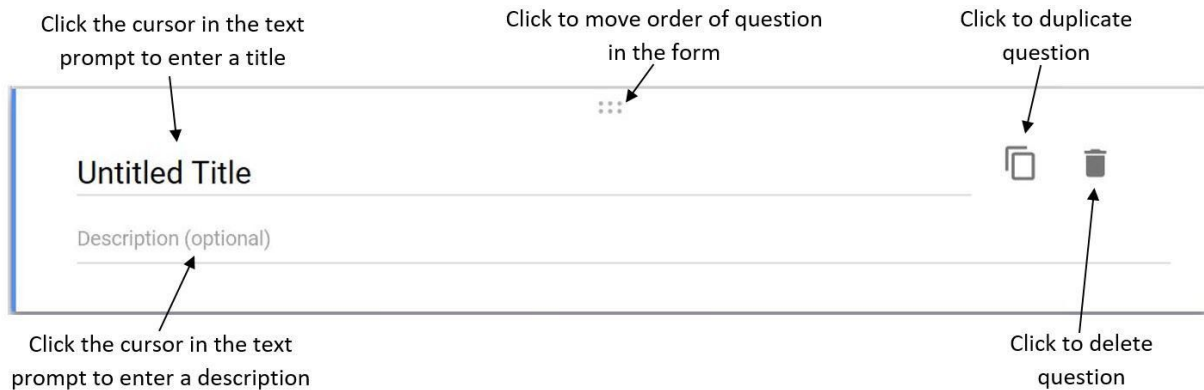


8. If **Add question** is clicked, the following screen is shown with many different features and options.




- Always add a **Name** question (i.e. question where student is asked to type their name) and make it **Required** because otherwise as Admin you will not know who completed which quiz

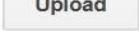


9. If **Add Title and Question** is clicked, the following screen is shown with many different features and options.



10. If **Add Image** is clicked, an image can be uploaded from your computer, by URL, or by through Google Drive.
11. If **Add Video** is clicked, an video from YouTube or another online site can be added to the form.
12. If **Add Section** is clicked, a section will be made. A section makes it such that the user must finish all the questions in a section before moving on to the next section essentially **restricting the flow of content**.

### ***Embedding Flash Files***

1. Go to the following URL: [sites.google.com](https://sites.google.com)
2. Sign-in with your Google account (must be the same one which you used to sign-in to Google Classroom)
3. Click **EduVentures SWF Player** to open the site.
4. Click the  button then click **Manage site**.
5. Click the **Attachment** tab on the left side of the screen.

6. Click the  button and upload the Flash file from your computer. The Flash file must be a **.swf** or **.html** file format.
7. Once the file has uploaded to attachments, click view. The Flash file will open in another tab. Note the URL because it is required to embed the Flash file in the site.
8. Return to the original site page.
9. Click the  button to edit the site.
10. Go to the **Insert** tab then click **More gadgets...**
11. In the search toolbar type the following: “Flash Wrapper”
12. Click the first tool named **Flash Wrapper**
13. Click the  button.
14. The following page will pop-up:

✕

Add a gadget to your page

Flash / SWF URL *(required)*  ← Insert the URL (copied from attachments tab)

FlashVars

Base

Background color (e.g. #000000)

Transparency  ▾

---

**Display:**

Width:  pixels ▾ } Resolution of  
 Height:  pixels } Flash File

Include a scrollbar on gadget when necessary

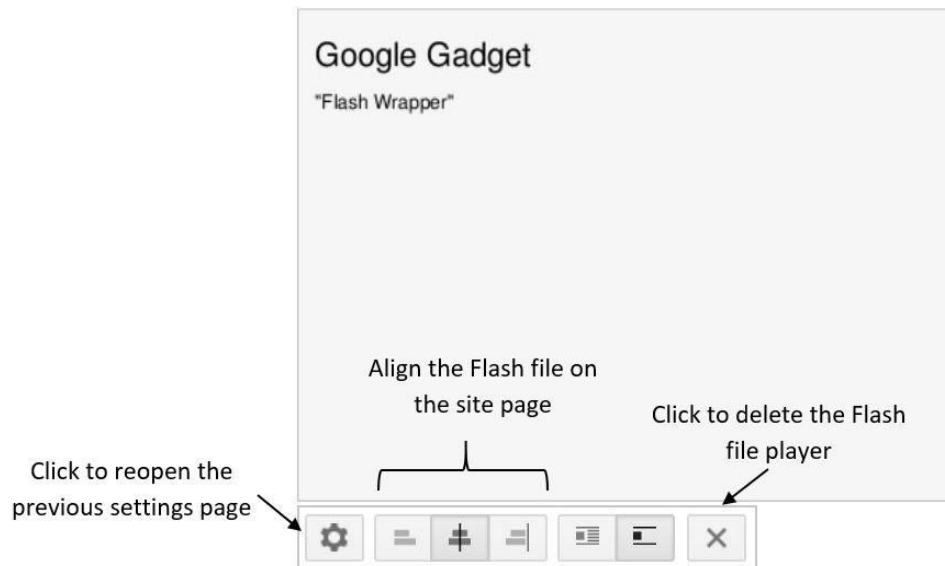
Include a border around gadget

Display title on gadget:  ← Insert a title for the Flash File



← Click to embed Flash file

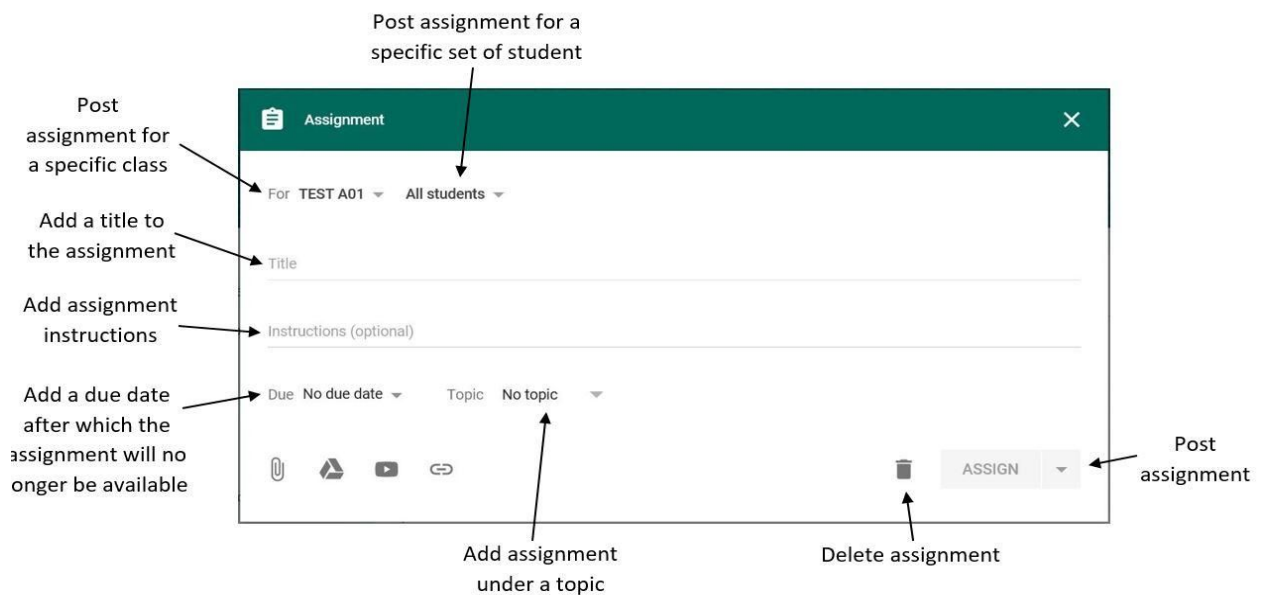
- The Flash file URL can be found under the **Attachments** and **View** tab
- The resolution of the Flash file can be determined by opening the Flash file in a Flash file player such as Swiff (can be downloaded at [www.globfx.com/products/swfplayer/](http://www.globfx.com/products/swfplayer/))

15. Once the Flash file has been embedded in the site, the following page and features are shown to position the file:



### *Assigning content*

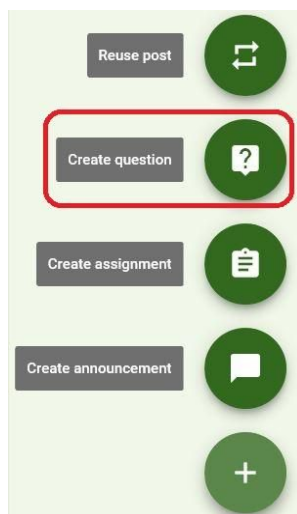
1. Click on the paper clip icon  or click on the Google Drive icon .
2. Select the file, then click **Add**. For Flash files, post the link in the assignment description.
3. Once the file/link has been added, the following page will appear:



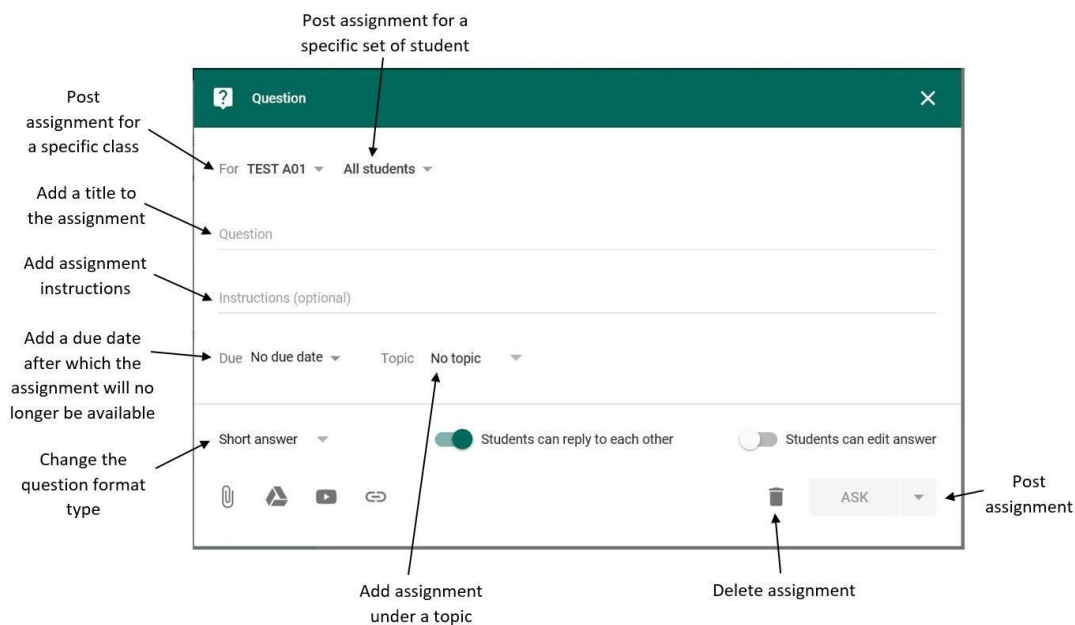
- Once your done with the assignment it can be posted by pressing the **Assign** button.  
Alternatively, the assignment may be **Saved as a Draft** or **Scheduled** to be assigned at a pre-determined time.

## *Making a Question*

- Click on a class
- At the bottom right of the page, click + and then click **Create question**.



- The following page will pop-up:





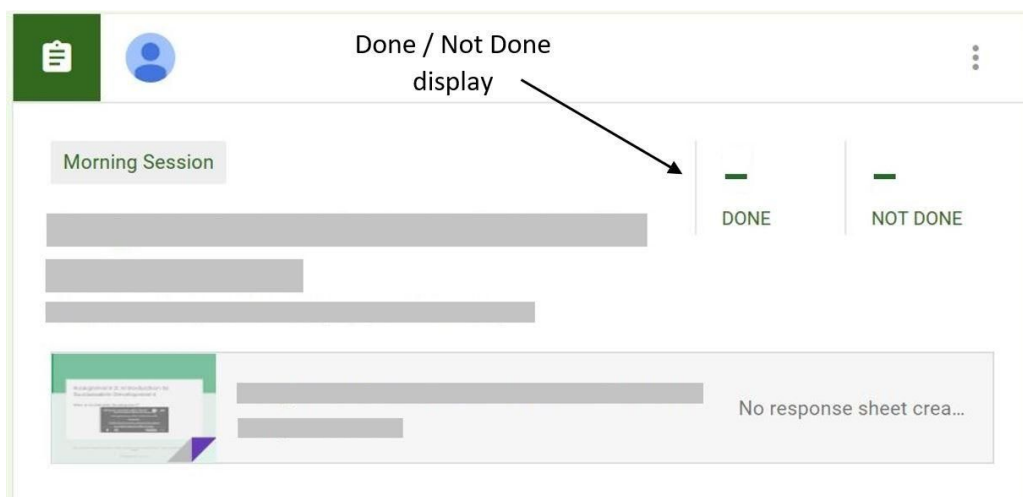
4. Once your done with the assignment it can be posted by pressing the **Assign** button.

Alternatively, the assignment may be **Saved as a Draft** or **Scheduled** to be assigned at a pre-determined time.

## 10: Grading Assignments

### *Grade a Form Assignment*

1. Click on a class
2. Click on the **Done / Not Done** option



3. The following page should pop-up. This is the **Grading page**:

Return student(s) grades by selecting students with their checkboxes

Setting how many points the assignment is out of

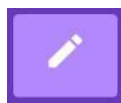
Student responses

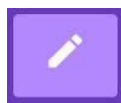
Change sorting style of student names

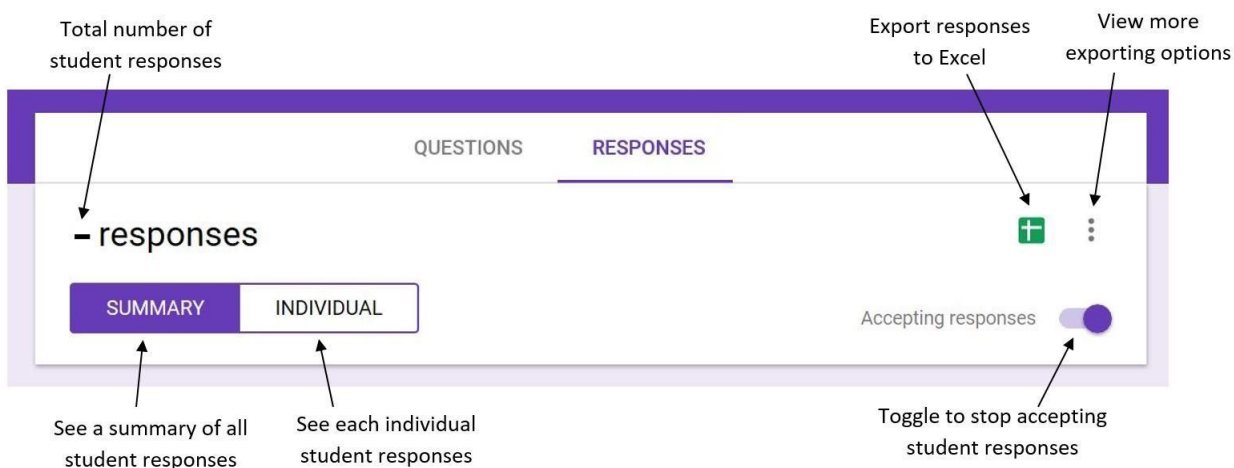
Text prompt to add a student grade

Click to select a student

- Click on the **Assignment Name** to access the student responses. A new tab should open with the form



- Click on the  button to see the student responses
- Click the **Responses** tab (beside the **Questions** tab). The following page should appear:



- Each student's response can be corrected manually by the administrator
- Once a mark (i.e. grade) sheet has been developed, each student's marks can be inputted beside their name by navigating to the **Grading page**
- Press the **Return** button to finalize the marks given to the student. Once the **Return** button has been clicked, the students will be informed that their assignment has been graded

### ***Grade a File Upload Assignment***


- Navigate to the **Grading page**
- The file upload will be given as an attachment under the student's name. Click on the name of the file to view the file upload

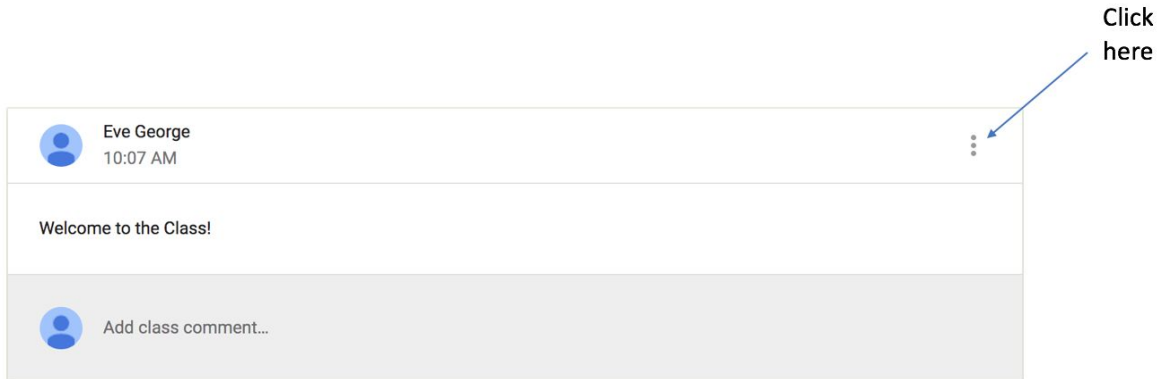
The screenshot displays a user interface for managing student work. At the top, there are navigation tabs for 'INSTRUCTIONS' and 'STUDENT WORK'. A 'RETURN' button is located in the top left of the sidebar. The sidebar lists 'All students' and includes a 'Sort by status' dropdown. Below this, a 'Done' section contains a list of student entries, each with a checkbox and an 'Add grade' button. The main content area shows a grid of student work items, each with a 'Done' button. A 'No response sheet created' message is visible in the top right of the main area.

3. Once a mark (i.e. grade) sheet has been developed, each students marks can be inputted beside their name by navigating to the **Grading page**
4. Press the **Return** button to finalize the marks given to the student. Once the **Return** button has been clicked, the students will be informed that their assignment has been graded

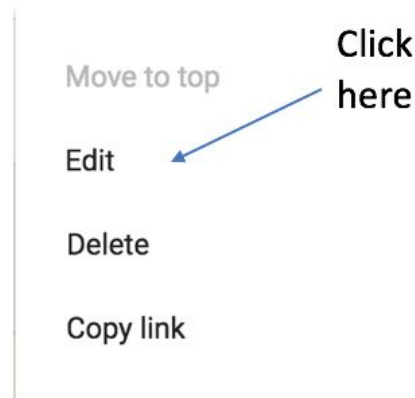
# 11: Edit Announcements, Assignments, and Quizzes

## *Edit announcements and assignments that has already been posted*

1. To edit an announcement that has already been posted to your class page, click the  button at the top right of the announcement.



2. Click the **Edit** button.



3. You can edit the words of the content of the post, or if your post is an assignment, you can edit the Due Date and which Topic it is posted in as well.

- Once you have edited the post, click the **SAVE** button, and your post will be updated. The students in your classroom will get a notification that you have updated the post.

### ***Edit announcement that is scheduled or drafted***

If you have saved a post in your classroom but not posted it yet, you can still edit the post.

- In the middle of your stream page, if you have saved a post for using later, click on the

**Saved posts (1)**

option.

- Click on your post in drafts to edit what you have so far.

Click  
Here

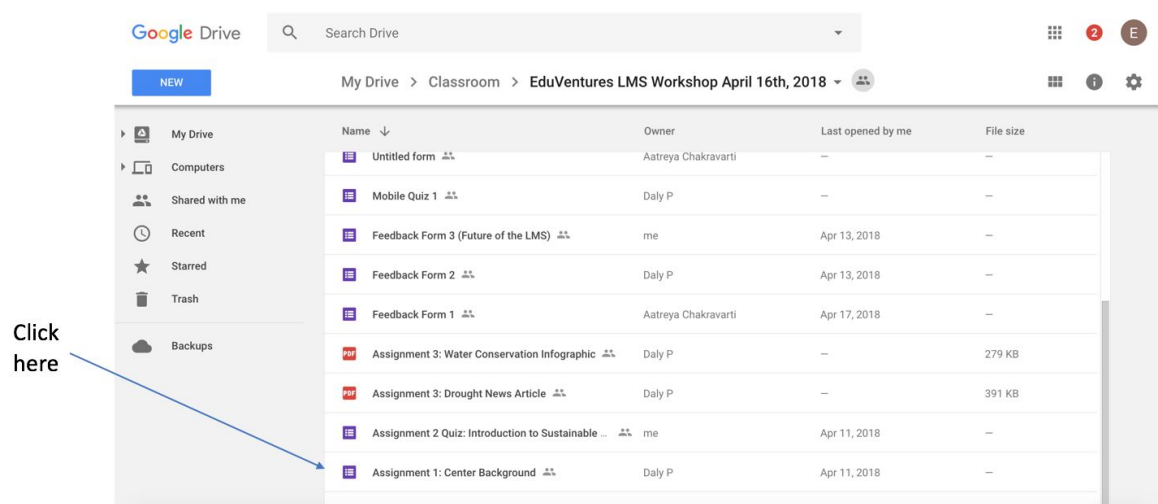


- After you have fully edited your draft, click the **POST** button.
- If your draft is scheduled, instead of clicking the **Post** button, click the **SCHEDULE** button after you have edited your draft.

### ***Edit already posted quizzes***

If you have already posted an assignment, you can edit it.

- To get to your assignment, click the **ABOUT** button at the top of the page.
- From there, click the **Class Drive folder** button on the left side of the page.
- Click on the assignment that you would like to edit.



Google Drive interface showing a list of files in a classroom folder. The folder is named "EduVentures LMS Workshop April 16th, 2018". The files listed are:

Name	Owner	Last opened by me	File size
Untitled form	Aatreya Chakravarti	—	—
Mobile Quiz 1	Daly P	—	—
Feedback Form 3 (Future of the LMS)	me	Apr 13, 2018	—
Feedback Form 2	Daly P	Apr 13, 2018	—
Feedback Form 1	Aatreya Chakravarti	Apr 17, 2018	—
Assignment 3: Water Conservation Infographic	Daly P	—	279 KB
Assignment 3: Drought News Article	Daly P	—	391 KB
Assignment 2 Quiz: Introduction to Sustainable ...	me	Apr 11, 2018	—
Assignment 1: Center Background	Daly P	Apr 11, 2018	—

A blue arrow points from the text "Click here" to the "Assignment 1: Center Background" file.

4. Once there, you can edit the assignment however you would like. The edits will save automatically.
  - If you edit an assignment, the students in your classroom will not get a notification about it. To inform the students that you made changes to an assignment, be sure to post an announcement in your class to inform them.

## 12: Add Students to your Classroom

### *Add students via email invitation*

1. Click the **STUDENTS** button in the top middle of the page.
2. Click the **INVITE STUDENTS** button at the top of the page.
3. Click on where it says **Type a name or email**
4. Enter in the email of the students that you would like to invite. If you have emailed them before, you can simply type their name in the box and their email will pop up below where you are typing. You can invite more than one student at once.
5. Once you have entered in all of the students that you would like to invite, click on the **INVITE** button. An email will be sent to them inviting them to be a student in your class.

### *Add students via class code*

1. In the **STUDENTS** page of your class, on the left will be the class code.

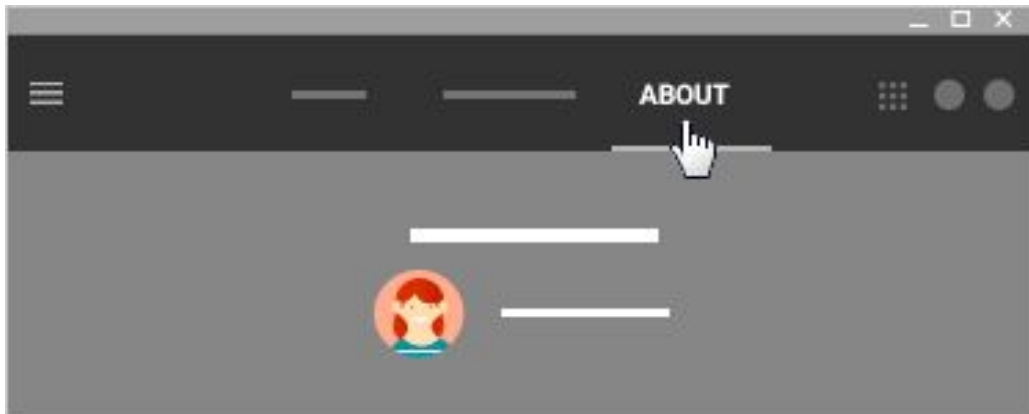



2. Ask the students to join your class using this code, which is different for every class.



## 13: Adding Teachers

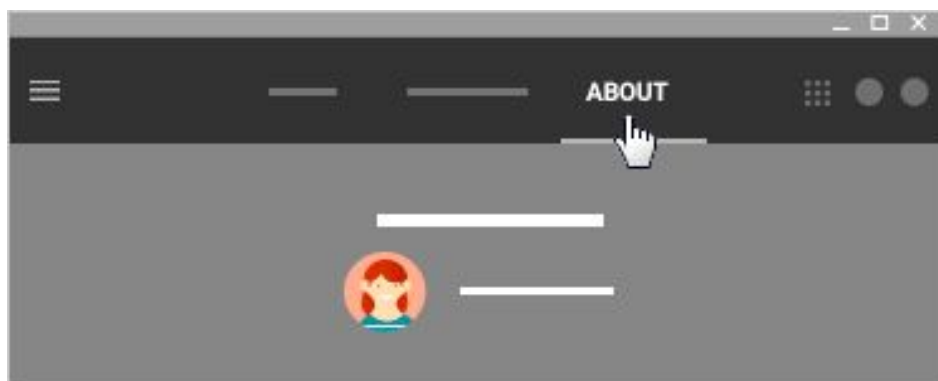
1. Click a class.
2. At the top, click **About**.




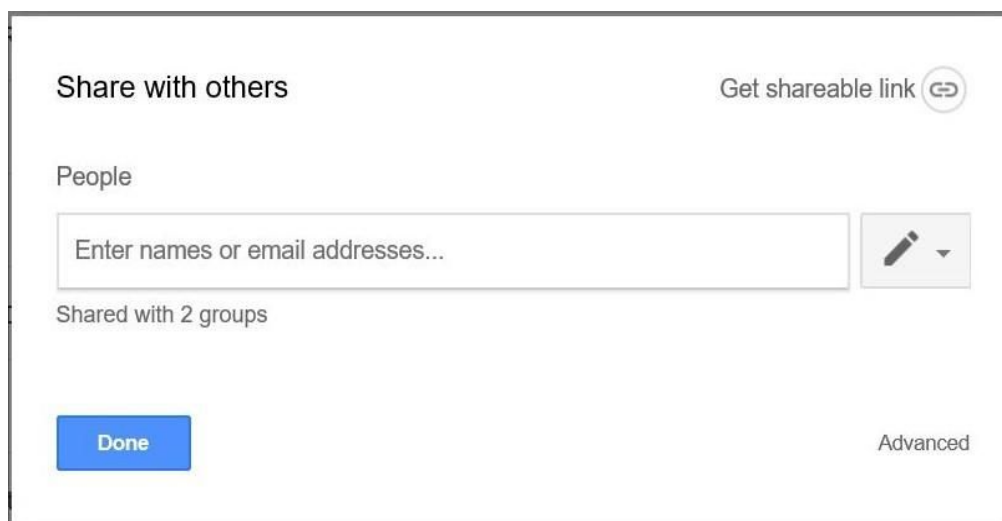
3. Click the **INVITE TEACHERS** button
4. Insert the email of the teacher who you wish to invite in the provided text prompt
5. Once all the teachers have been added, click the  button beside the name of a specific teacher to reveal other options
6. Click **Remove from class** to remove a teacher
7. Click **Make class owner** to make the teacher the highest-level administrator of the class. The class owner is the only person who can remove other teachers from the class

## 14: Restricting Access to Files

1. Click a class.
2. At the top, click **About**.



3. Click the **Class Drive Folder** button
  - The **Class Drive Folder** can only be view by the administrators
  - When students open the **Class Drive Folder** they will only see the files that have been shared with them (i.e. Files that have been put in the class through an announcement, assignment or question)
4. Right click on a file that has been shared with the class and click  **Share** button
5. The following page will pop-up:



6. Click the **Advanced** button
7. The following page should pop-up:


The screenshot shows the 'Sharing settings' dialog box. It includes a 'Link to share' field, social media sharing options (Email, Google+, Facebook, Twitter), and a 'Who has access' section. The 'Who has access' section lists three roles: 'Class Owner', 'Co-Admin', and 'Students'. Each role has a corresponding icon and a 'Change...' button. The 'Class Owner' role is marked as 'Is owner'. The 'Co-Admin' role has an edit icon, and the 'Students' role has a view-only icon. Below the list is an 'Invite people' field and 'Owner settings' with two checkboxes: 'Prevent editors from changing access and adding new people' (unchecked) and 'Disable options to download, print, and copy for commenters and viewers' (checked). A 'Done' button is at the bottom.

Annotations on the left side:

- Class Owner name and email
- Co-Admin name and alias
- Students name and alias
- Prevents everyone except Class Owner from downloading shared files

Annotations on the right side:

- Click to change share settings
- Symbol represents that Co-Admin can edit shared files
- Symbol represents that students can only view shared files

- If there is a student alias then the selected file is a shared file. Otherwise, the file has NOT been shared
8. Click the **Change** button then click **Off - Specific People**
  9. Click the down arrow the right of the student alias and click the  **View Only** button
  10. Check the **Disable options to download, print, and copy for commenters and viewers** option
  11. Click the **Save** then **Done** button when finished with changing the sharing settings