ADMIN

edu**LINK**

environmental education centers of namibia

Google Classroom
Administrator Manual

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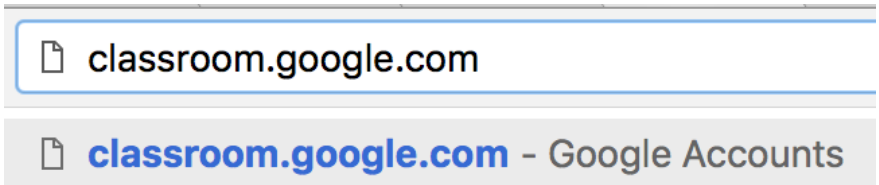
1: Making an Account

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 and **press enter.**

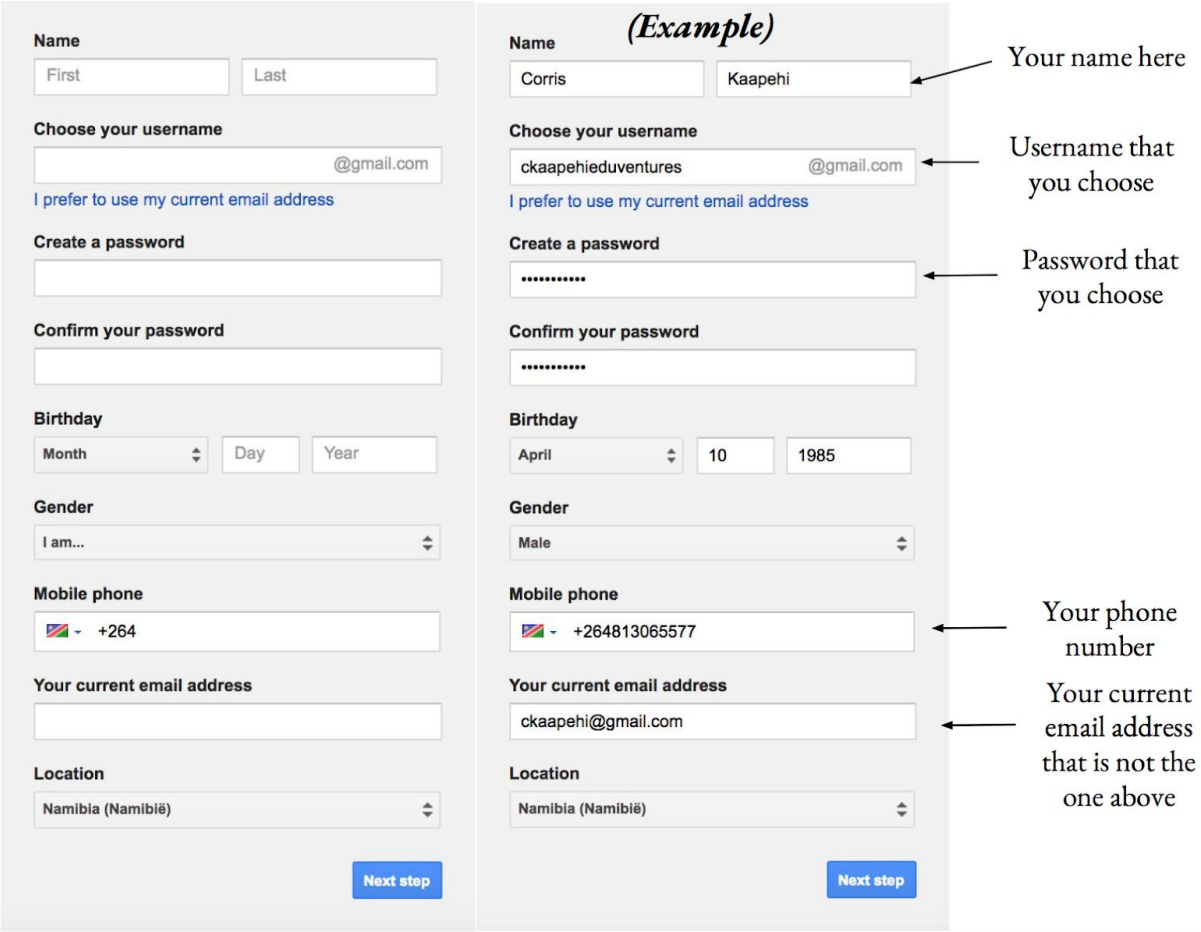


3. Click the

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.***)



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

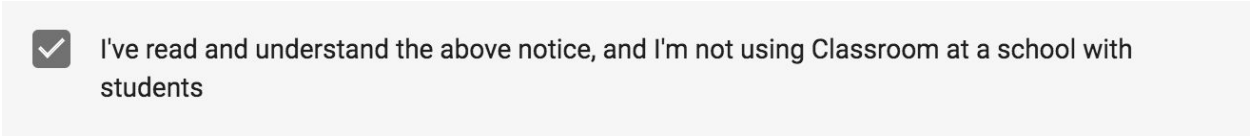
7. Click the **Continue to Classroom** button in the middle of the page.

You have now successfully created a Google Classroom account!

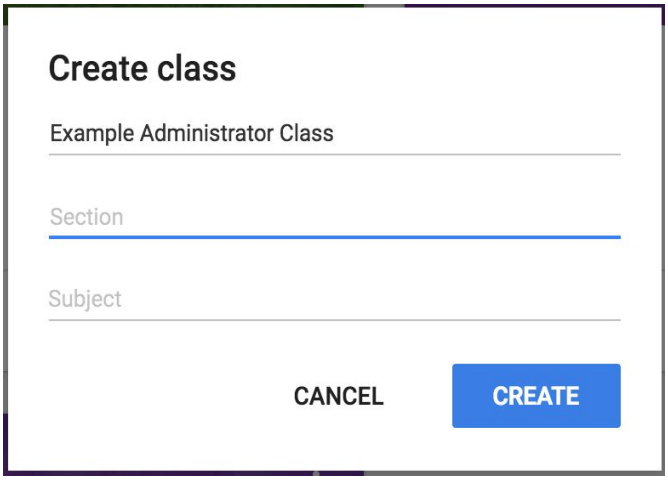
2: Creating a Class

1. Go to classroom.google.com.

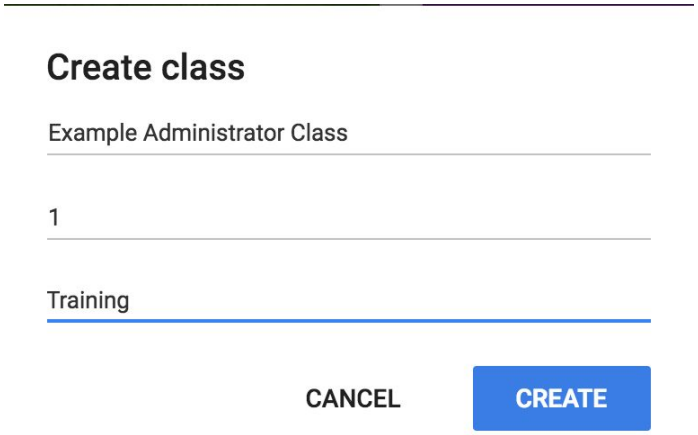
2. In the top right corner of the page, Click Add + and then click **Create class**.
3. You will be asked to accept the terms and conditions, click the checkbox on the left of the sentence to continue.



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)" .



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



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

button.

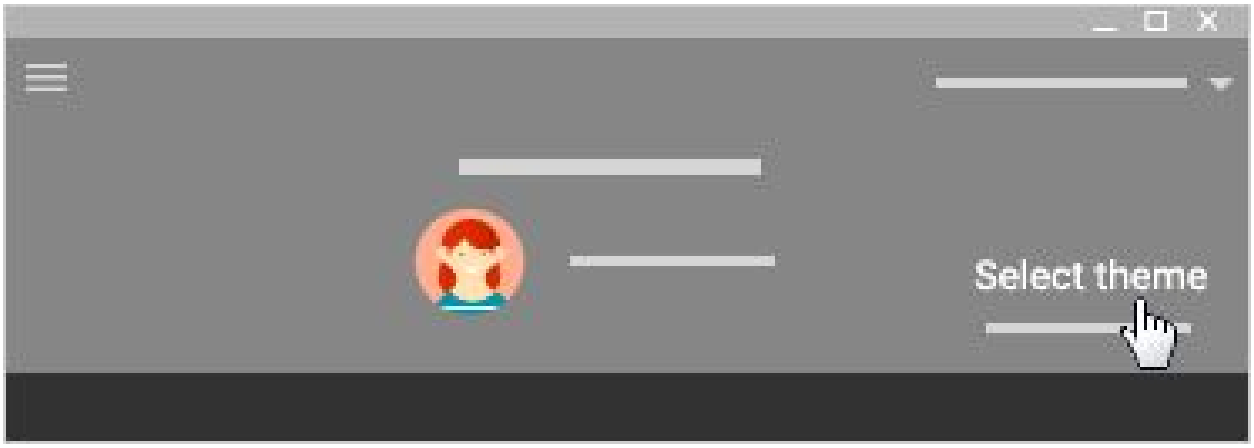
Next steps: Classroom automatically creates a class code when you create a new class. You use it to invite students to the class. If you want, you can change the class theme or display a profile photo. You can archive a class if you no longer need it. For details, see Archive a class.

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

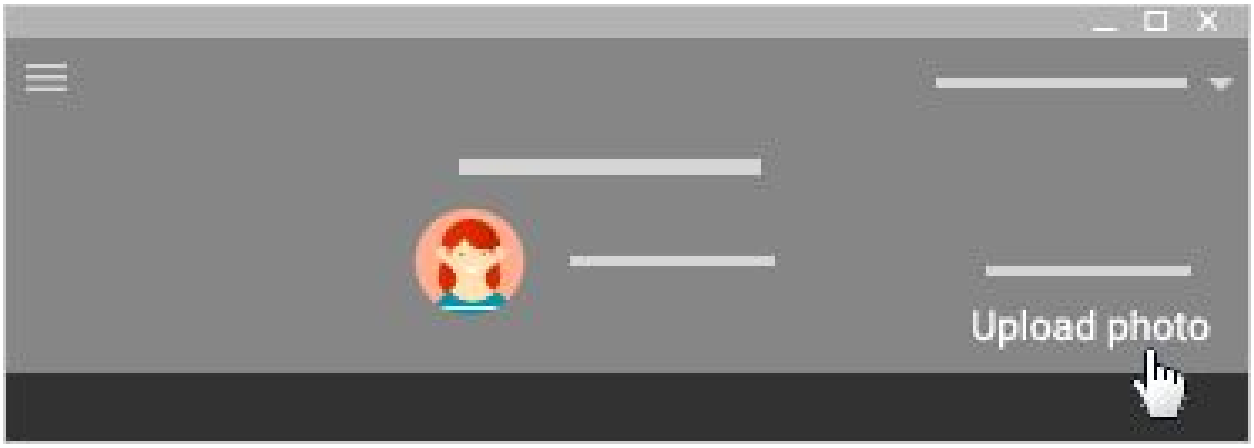
1. Go to classroom.google.com.
2. Click the class and at the bottom of the image, click **Select theme**.



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.

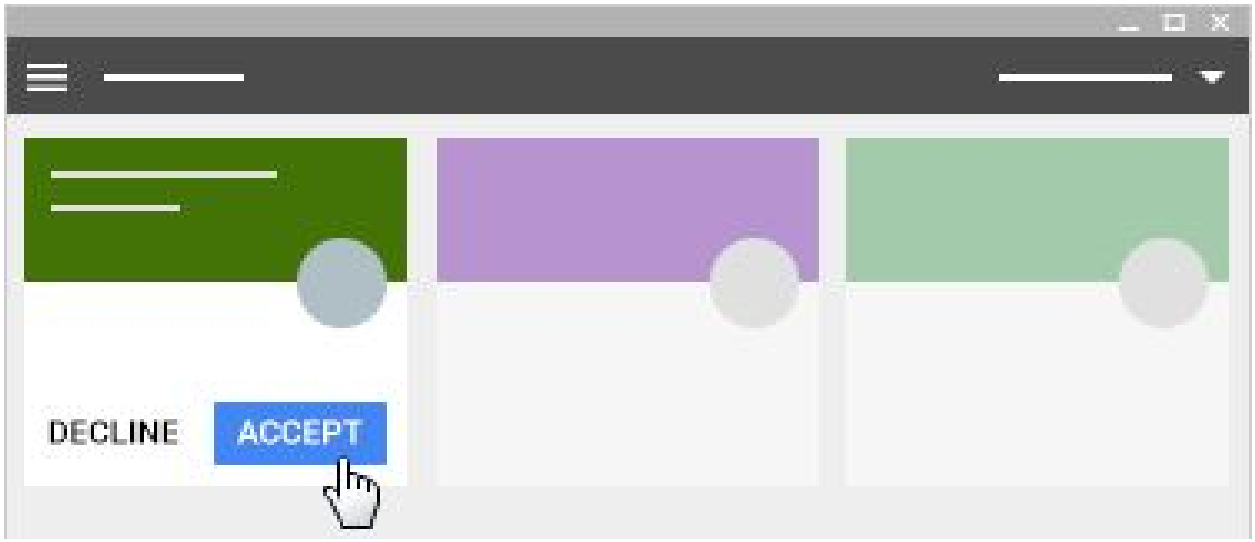
2. On the class card, click More > **Edit**.

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.
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

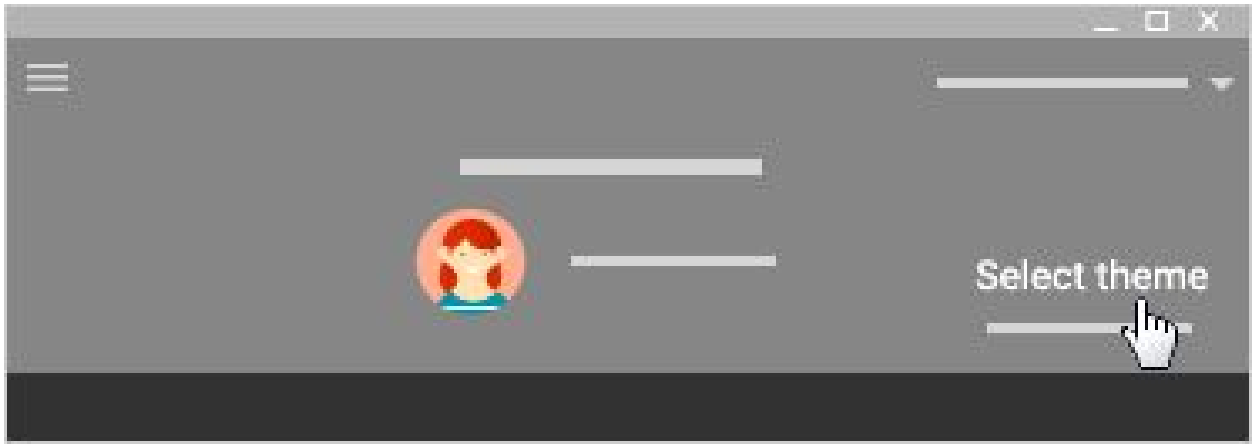
6: Change the class theme

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

button.



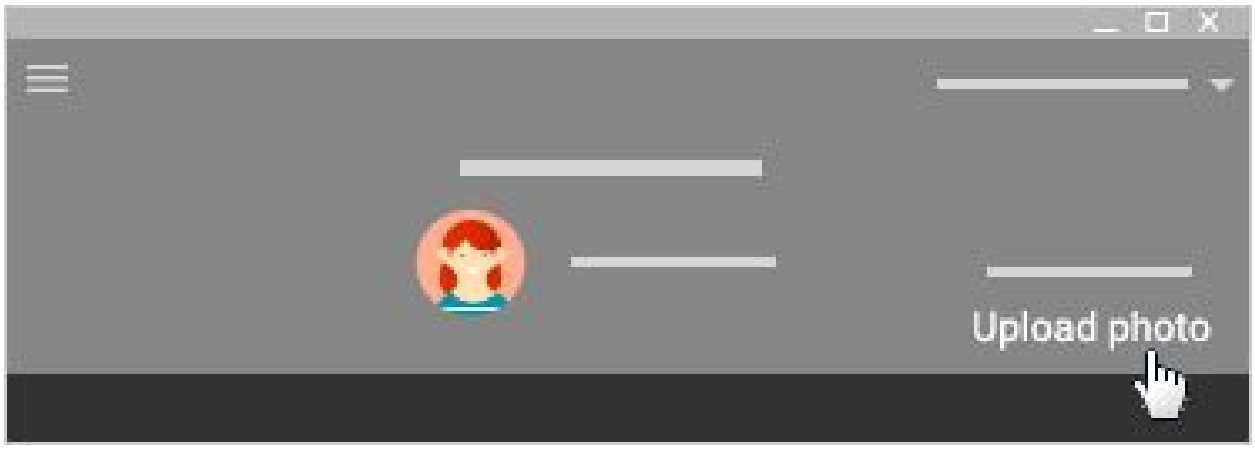
2. Choose an option:
    - Select an image from the gallery and then click **Select class theme**.
    - Click **Patterns**, select a color and pattern, and click **Select class theme**.

Upload your own theme image

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

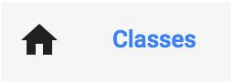
   Open the class and at the bottom of the image, click

.



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 ADD TOPIC 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

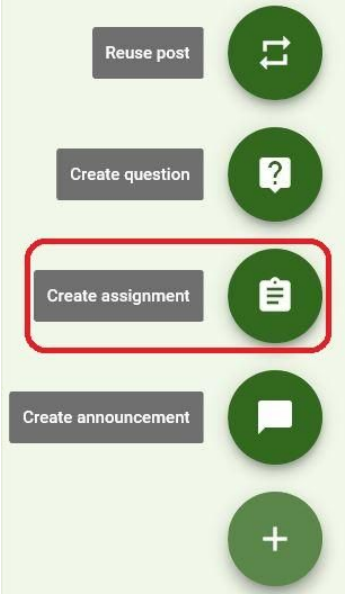
1. Click on the Youtube icon
2. Search for the video using the search bar. Once you have found the video, click **Add**

Attach a Link

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

Making an Assignment

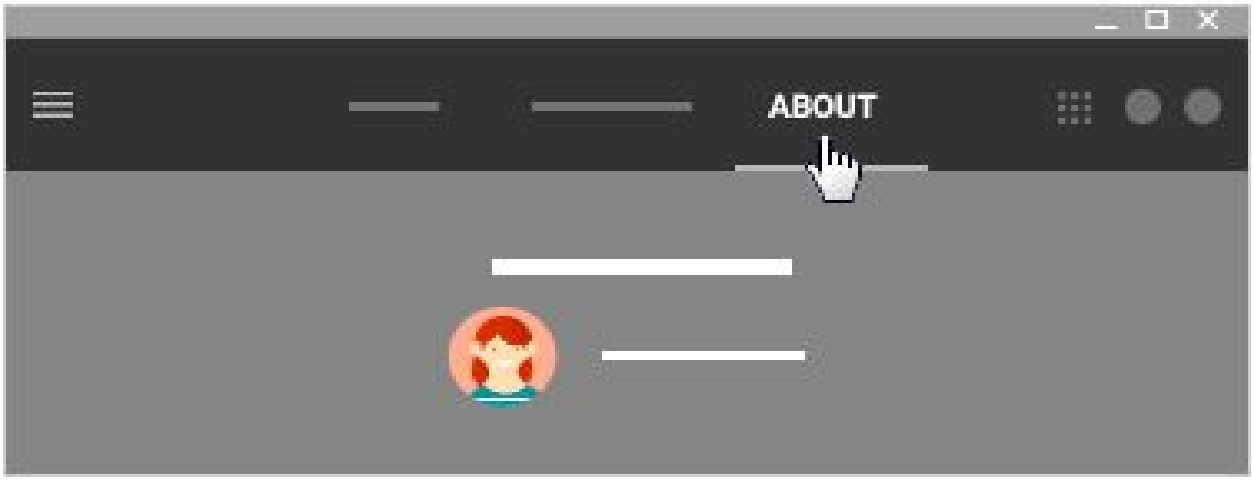
1. Click on a class
2. At the bottom right of the page, click + and then click **Create assignment**.



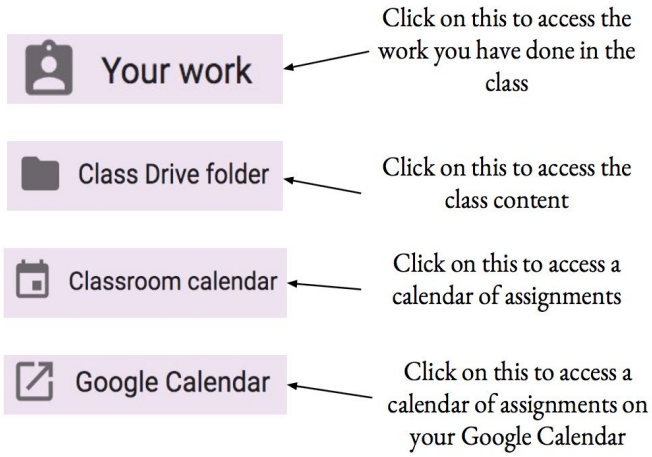
3. In the **Share with your class** box, enter your message.
4. To post your assignment, click **POST**

Making a Form

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

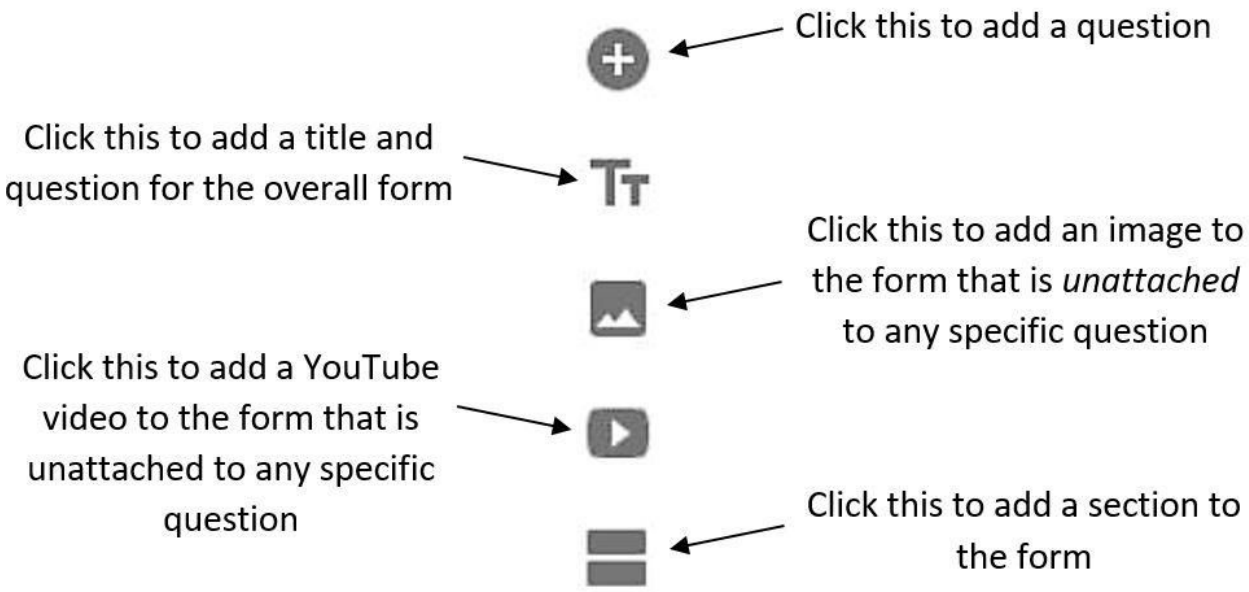


3. Click on **Class Drive Folder**.

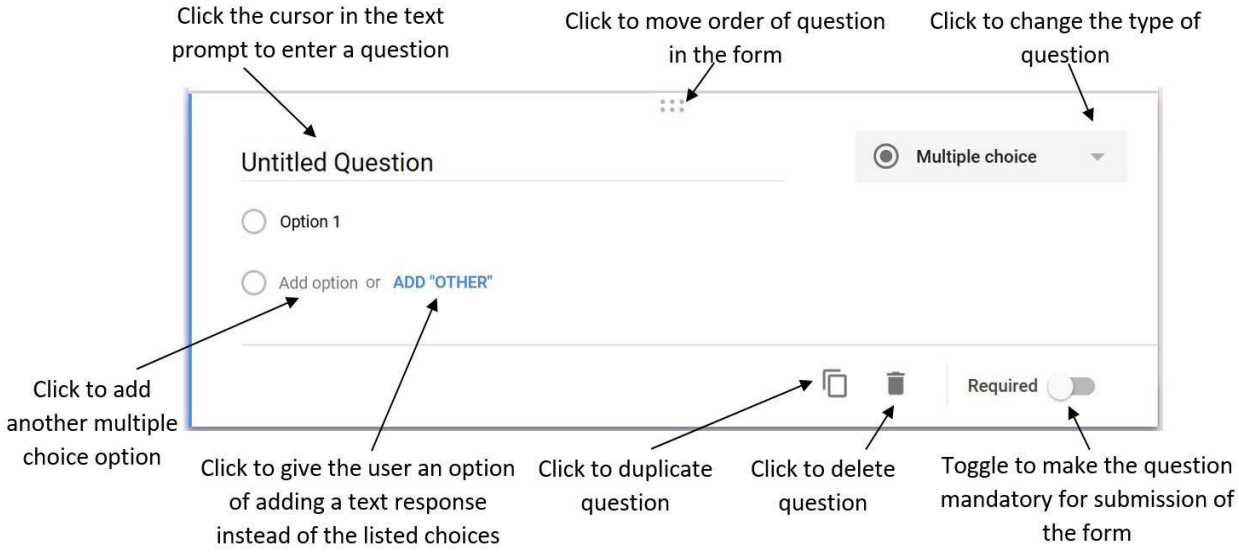


4. Click the NEW button.
5. Click on **More** then **Google Forms** then **Blank Form**.
6. Click **Create and Share** to open the form.

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

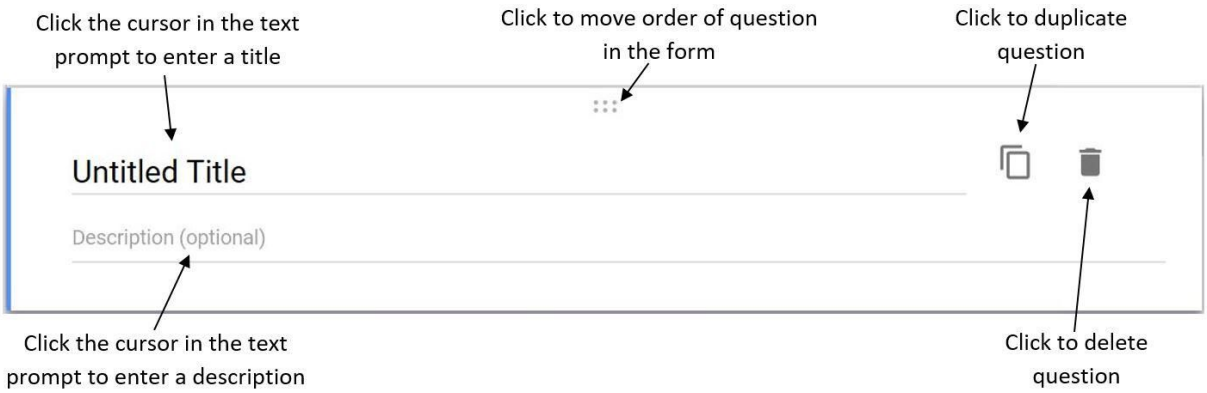


8. If **Add question** is clicked, the following screen is shown with many different features and options.



- 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.

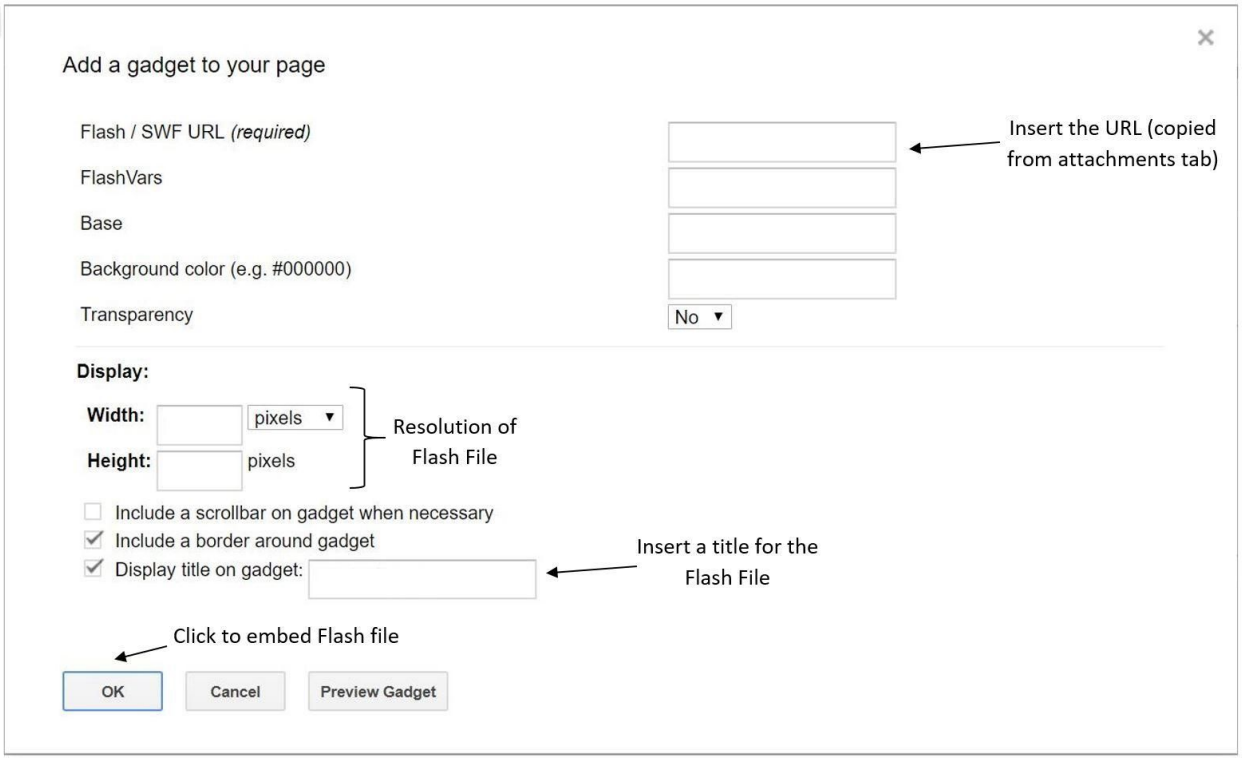


10. If **Add Image** is clicked, an image can be uploaded from your computer, by URL, or by through Google Drive.
11. If **Add Video** is clicked, an video from YouTube or another online site can be added to the form.
12. If **Add Section** is clicked, a section will be made. A section makes it such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

Embedding Flash Files

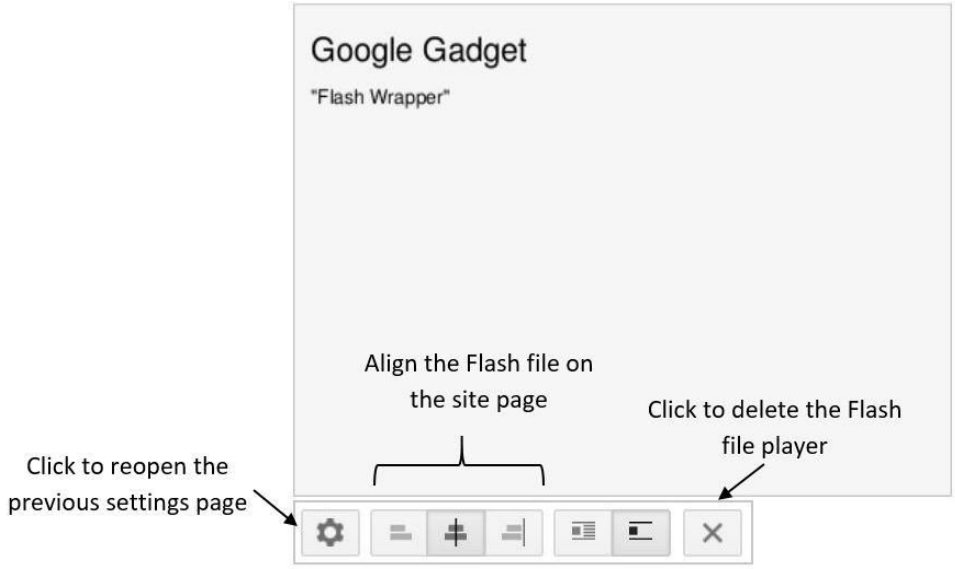
1. Go to the following URL: sites.google.com
2. Sign-in with your Google account (must be the same one which you used to sign-in to Google Classroom)
3. Click **EduVentures SWF Player** to open the site.
4. Click the button then click **Manage site**.
5. Click the **Attachment** tab on the left side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

6. Click the Upload 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 Select button.
14. The following page will pop-up:



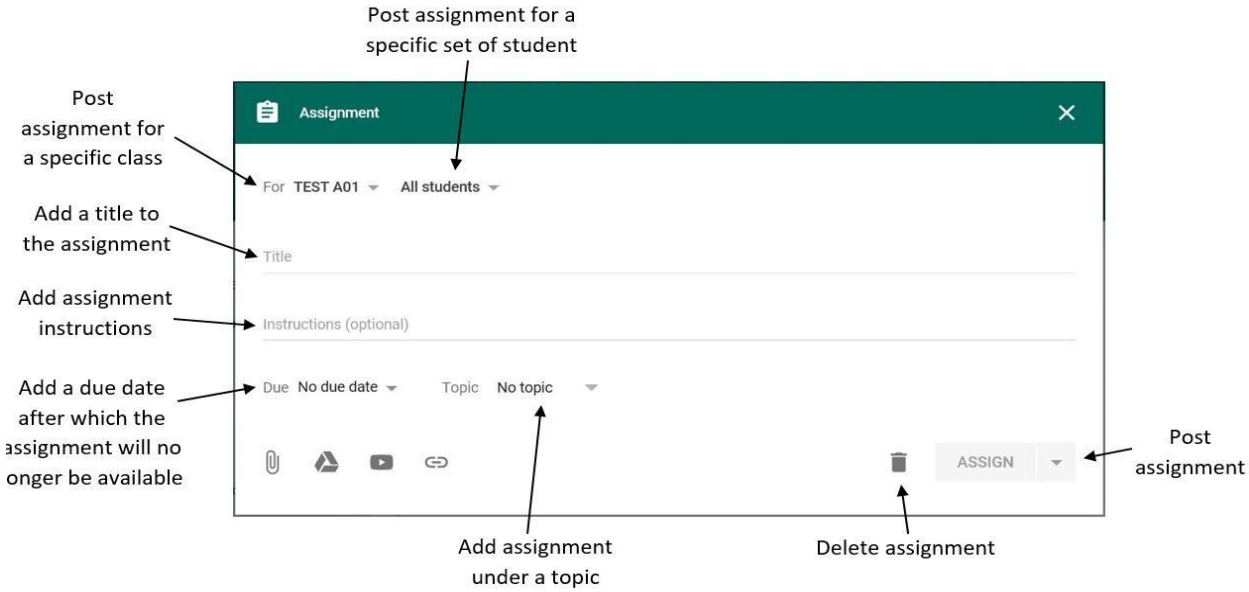
- The Flash file URL can be found under the **Attachments** and **View** tab
- The resolution of the Flash file can be determined by opening the Flash file in a Flash file player such as Swiff (can be downloaded at www.globfx.com/products/swfplayer/)

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



Assigning content

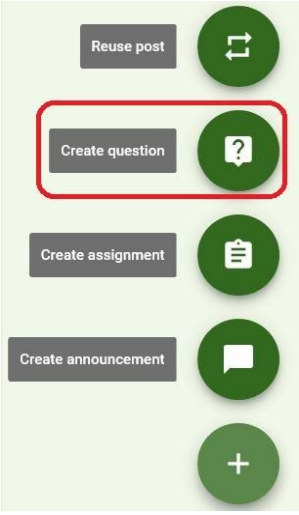
1. Click on the paper clip icon or click on the Google Drive icon
2. Select the file, then click **Add**. For Flash files, post the link in the assignment description.
3. Once the file/link has been added, the following page will appear:



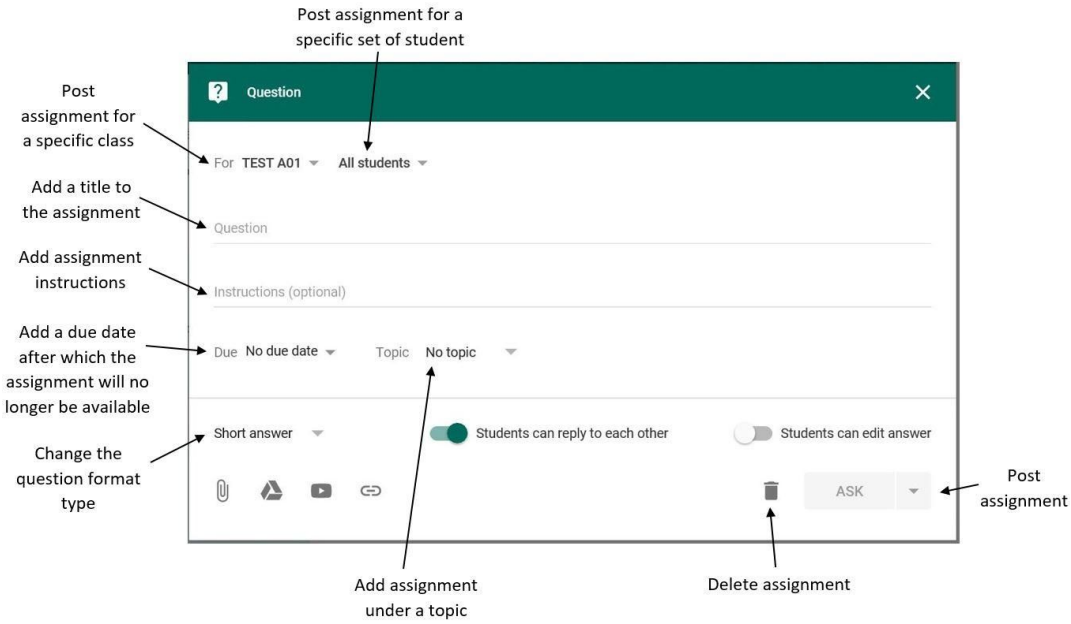
4. Once your done with the assignment it can be posted by pressing the **Assign** button. Alternatively, the assignment may be **Saved as a Draft** or **Scheduled** to be assigned at a pre-determined time.

Making a Question

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



3. The following page will pop-up:



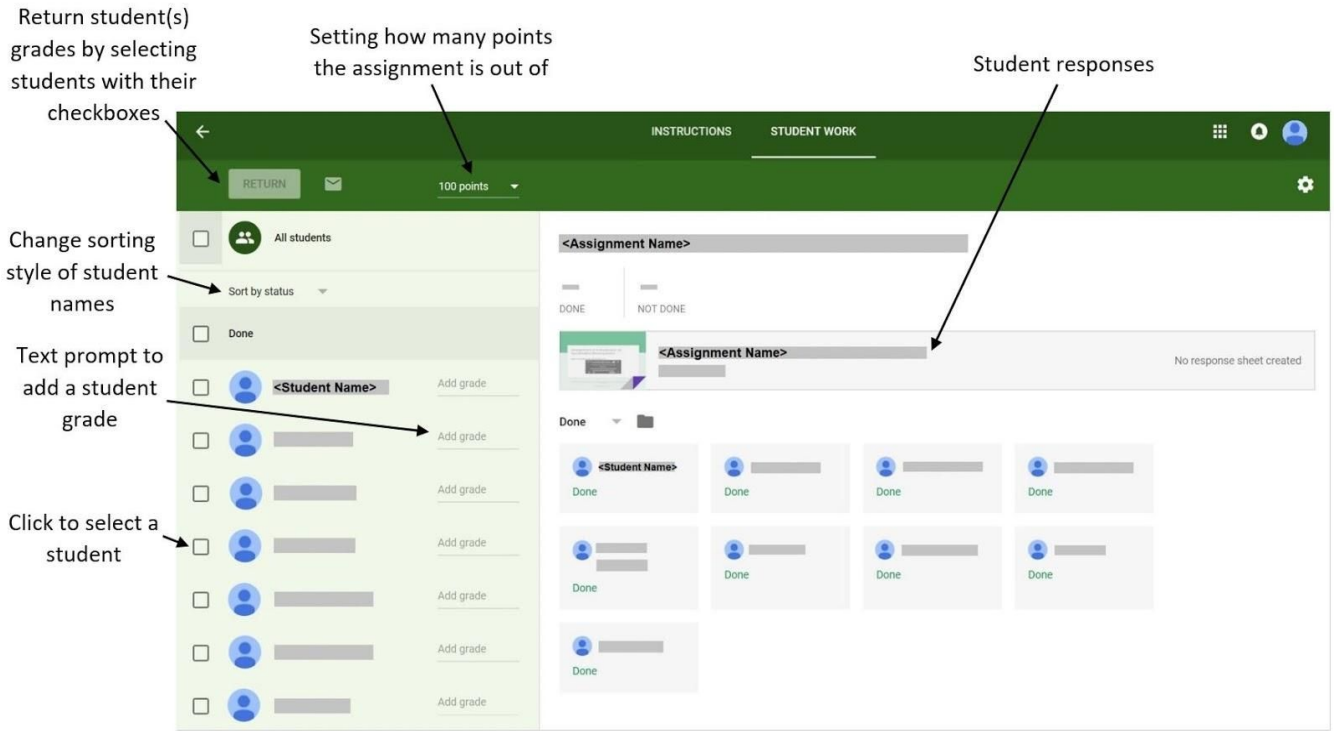
4. Once your done with the assignment it can be posted by pressing the **Assign** button. Alternatively, the assignment may be **Saved as a Draft** or **Scheduled** to be assigned at a pre-determined time.

10: Grading Assignments

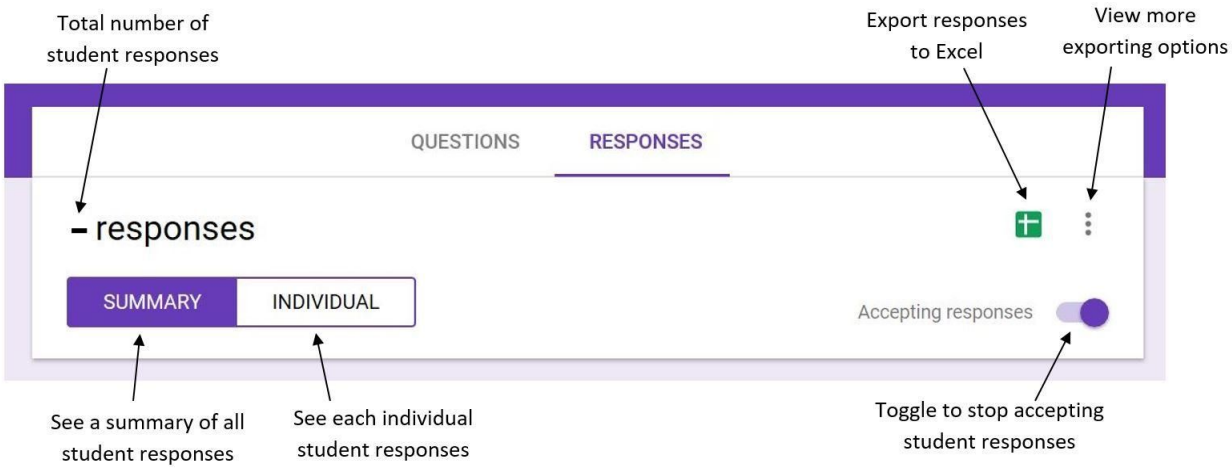
Grade a Form Assignment

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**:



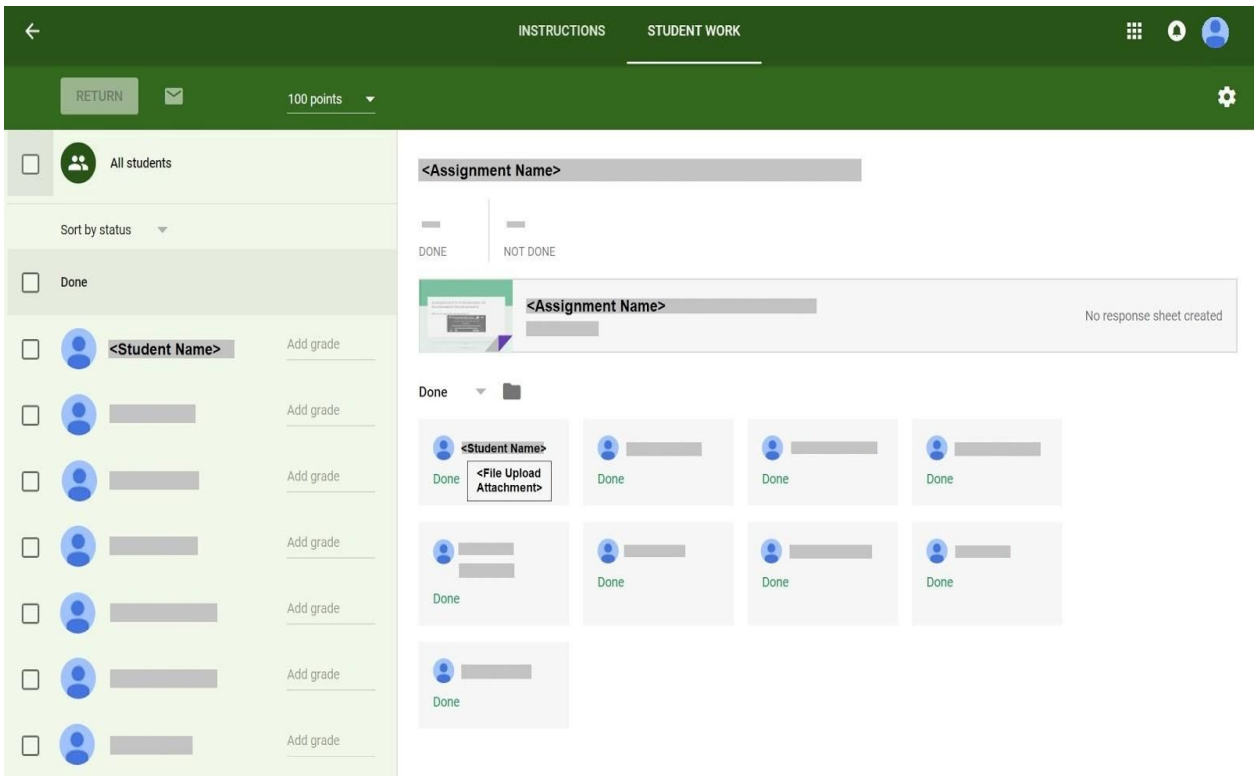
4. Click on the **Assignment Name** to access the student responses. A new tab should open with the form
5. Click on the button to see the student responses
6. Click the **Responses** tab (beside the **Questions** tab). The following page should appear:



7. Each students response can be corrected manually by the administrator
8. 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**
9. 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

1. Navigate to the **Grading page**
2. The file upload will be given as an attachment under the students name. Click on the name of the file to view the file upload

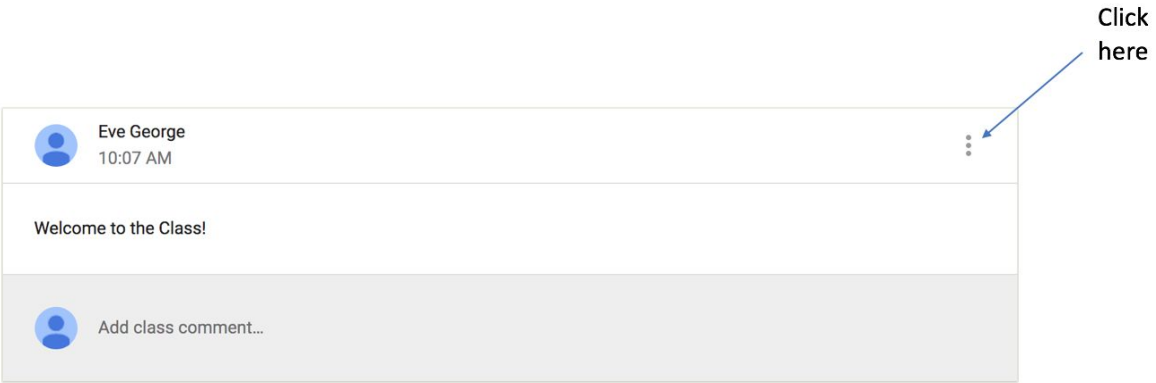


3. Once a mark (i.e. grade) sheet has been developed, each students marks can be inputted beside their name by navigating to the **Grading page**
4. Press the **Return** button to finalize the marks given to the student. Once the **Return** button has been clicked, the students will be informed that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

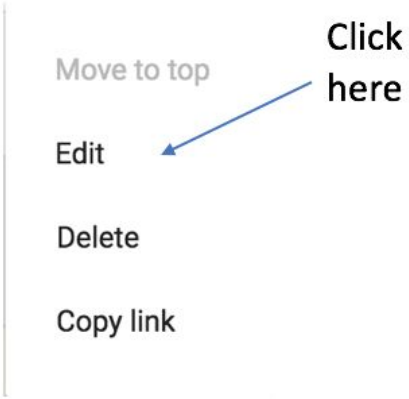
11: Edit Announcements, Assignments, and Quizzes

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.



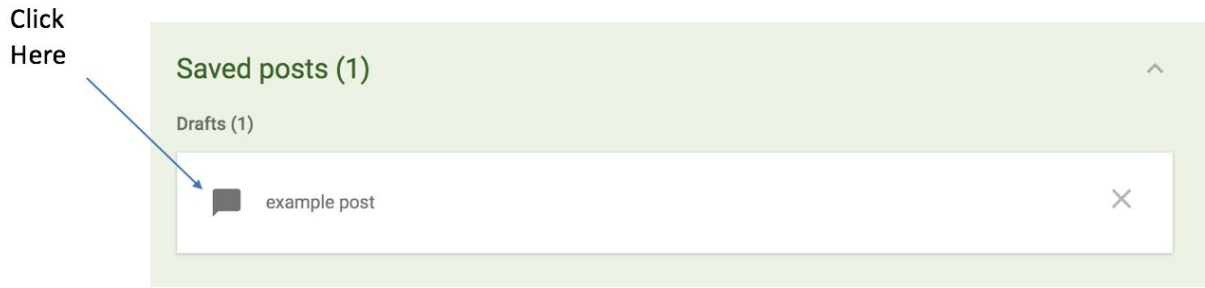
3. You can edit the words of the content of the post, or if your post is an assignment, you can edit the Due Date and which Topic it is posted in as well.

4. 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.

1. In the middle of your stream page, if you have saved a post for using later, click on the Saved posts (1) option.
2. Click on your post in drafts to edit what you have so far.

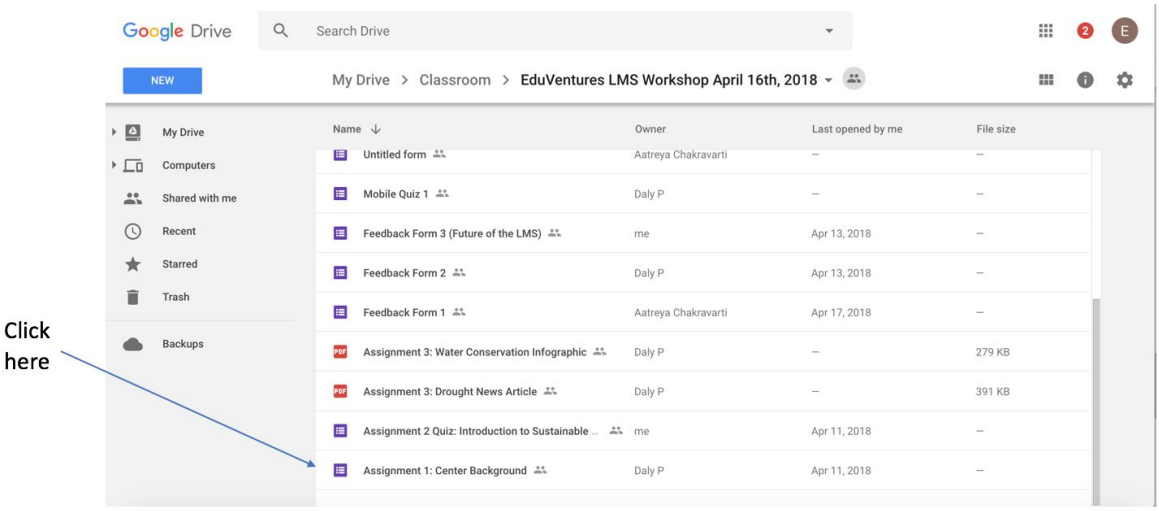


3. After you have fully edited your draft, click the POST button.
4. If your draft is scheduled, instead of clicking the **Post** button, click the SCHEDULE button after you have edited your draft.

Edit already posted quizzes

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

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



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

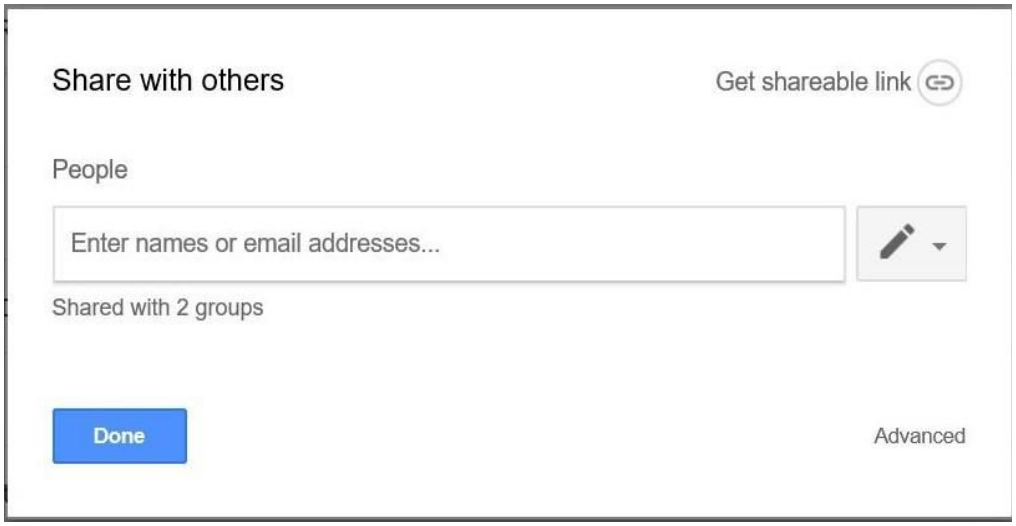
1. Click a class.
2. At the top, click **About**.

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

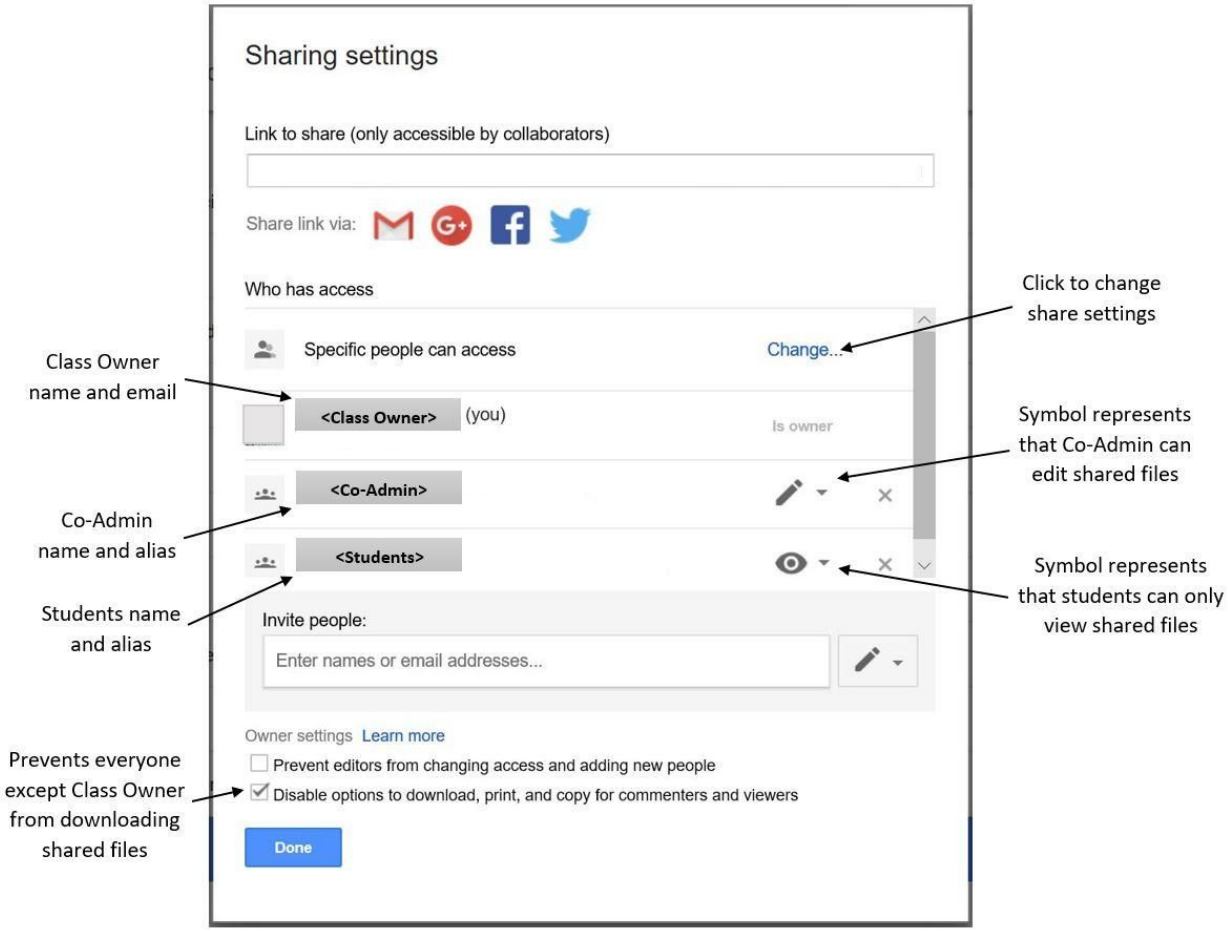
14: Restricting Access to Files

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:



- 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