Guide to Navigating Google Classroom and Google Meet

Centro San Juan Diego Office of Religious Formation Diocese of El Paso

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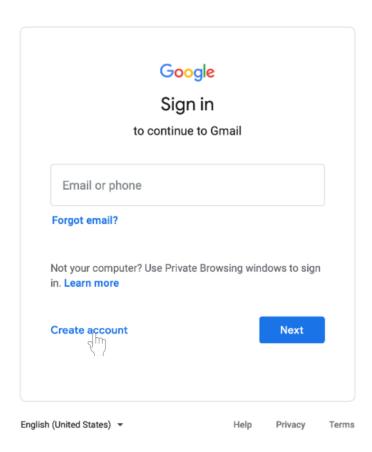
Getting Started with Google Classroom

Before you get started with Google Classroom, talk to your Parish Catechetical Leader (PCL) and Pastor to make sure that your parish is using Google Classroom for Religious Formation.

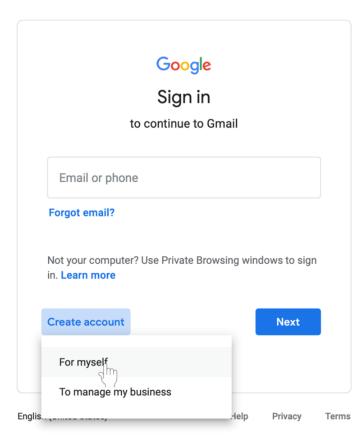
Creating a Gmail account

When you create your Google account, make sure to keep your username and password in a safe place like a notebook or email to yourself so that you can find it later if you forget.

- 1. Open your web browser and go to **gmail.com**.
- 2. Click Create account.



3. Select For myself.

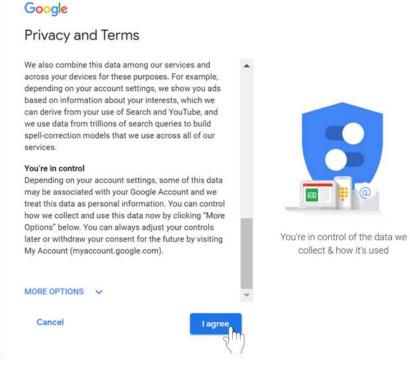


4. You will be taken to the **sign-up form.** Follow the directions on the page and fill in all required information. Click **Next**.

5. You will be asked to enter more personal information. Enter your **name** and **birthday**. A recovery phone number and email address are optional but are used by Google for security purposes or if you lose access to the account. Click **Next**.

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Sign in instead		Next	

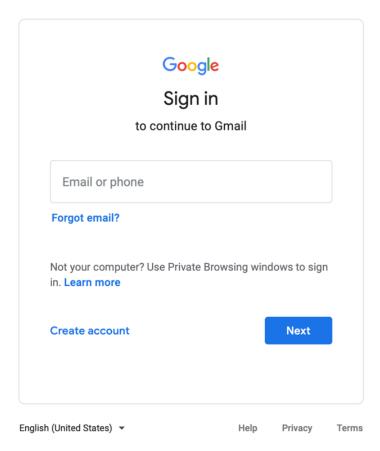
6. Review Google's Terms of Service and Privacy Policy. Click I agree.



7. Your account will be created.

Signing in to your Gmail account

- 1. Open your web browser and go to **gmail.com**.
- 2. Type in your email address. Click Next.



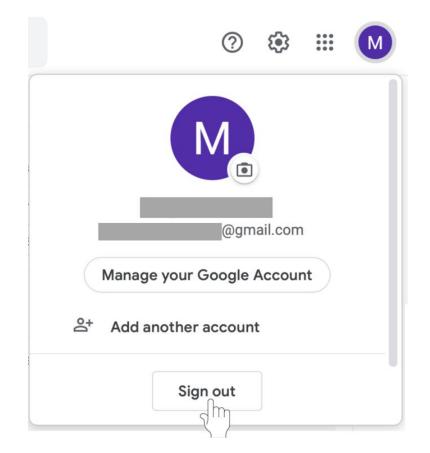
- 3. Enter your password.
- 4. Click Next to finish signing into your account.

Signing out of your Google account

- 1. In the top right corner of the page, find the colored circle with your first initial.
- 2. Click on the circle. A box will appear with your name and email address, and the option to sign out.

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Also try our mobile apps for <u>Android</u> and IOS			Jun 19
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3. Select **Sign out** at the bottom of the box.

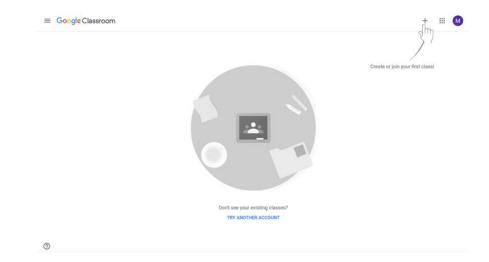


Accessing Google Classroom

- Sign in to your **Google account**.
- Go to **classroom.google.com**, or use the **mobile app** available on iPhone and Android devices.
- **Tip:** While the **Google classroom app** is good for checking your class, use your computer for grading and creating assignments to make these tasks simpler.

To start a class with Google Classroom

- 1. Open your web browser and go to classroom.google.com.
- 2. Sign In with your Gmail account.
- 3. On the Welcome screen, click on the + on the top left of the screen.



4. Choose Create Class.



Create or join your first class!

5. Enter the required information, including the **class name**, **section**, **subject**, and **room**. Click **Create** at the bottom left of the box.

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	Class name (required)	
	Section	
	Subject	
	Room	
	Cancel Create	
	Don't see your existing classes?	
	TRY ANOTHER ACCOUNT	
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6. Your class has been created.

Adding students to Google Classroom by email

Once you have created your class, you will be taken to the class page. You can now add disciples. There are two ways to add students—by email or by code. You do not have to do both. Follow the instructions below to add disciples by email.

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- 1. To invite students via email, click on the People tab.

2. Click the **Invite Students** icon to the left of Students. This icon appears as a person with a +.

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	Megan Martinez		
	Students		
	Invite students or give them the class code: zdujpew	2	
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3. A menu will appear where you can type the disciples' email addresses. **Type in the disciples' email addresses**.

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s	Students	Type a name	or email			<u>گ</u> ا		
					Cancel Invite			
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4. Click **Invite**. An email notification will be sent to the disciples inviting them to join the class.

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Students	<u></u>	
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Adding students to Google Classroom with a class code

Add disciples to your class with a **class code**. A class code is a short code that anyone can use to join the class if they are provided the code. There are two ways to add students—by email or by code. You do not have to do both. Follow the instructions below to add disciples by asking them to use the class code.

1. Click **Class settings** icon (pictured as a gear) in the top right corner of the screen.

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Class code zdujpsw []	Select theme Upload photo	
Upcoming No work due soon	thate something with your class)
View all	Communicate with your class here	
	Create and schedule announcements Respond to student posts	

2. Find the class code under the **General** tab, which is second from the top (highlighted in red in the example below).

	Class Details		
	Class name (required) Test Class 1		
	Class description		
	Section A		
	Room 7		
	Subject Confirmation 1		
	General		
	Class code	zdujpsw 👻	
0	Stream	Students can post and comment 👻	

Share your class code with your disciples. Ask them to join your

Creating Assignments and Materials in Google Classroom

Google Classroom allows catechists to assign work to disciples virtually. Assignments may include questions, essays, worksheets, and readings and can be distributed to disciples via Google Classroom.

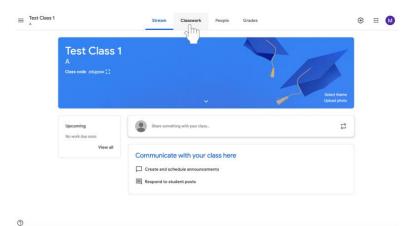
*Before creating an assignment, make sure that you have created the class to which you wish to send an assignment. If you have not, see previous directions on how to start a class with Google Classroom and how to add disciples (known as students in Google Classroom) via class code or email address.

General Instructions

Assigning work

Google Classroom allows users to create various types of assigned work. The following directions can be used to start any kind of assignment offered by Google Classroom, including **Assignments**, **Quiz Assignments**, **Question** (to ask disciples one question to which they can respond), **Material** (for readings and other materials if disciples are not turning in any work in response), and the option to **Reuse post**. Catechists can use **Assignments** for most of their work. Follow directions on **page 14** to create an **Assignment**.

1. Navigate to the **Classwork** tab at the top of the desired class's page. With this tab, you can view all current and past assignments.



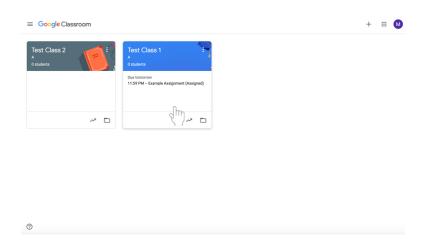
2. Click Create.

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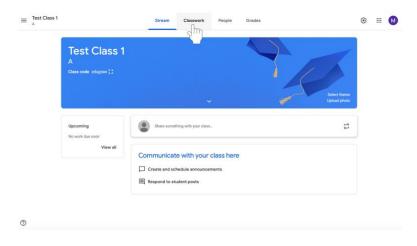
3. Select **Assignment**, **Question** (to ask disciples one question to which they can respond), or **Material** (for readings and other materials if disciples are not turning in any work in response).

Creating an assignment

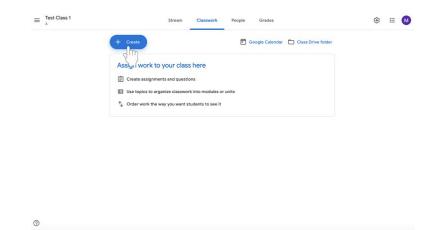
- 1. Sign in to Google Classroom.
- 2. In the class page, select the class section to which you are sending the assignment. Click on the class name to select the class.



3. Navigate to the **Classwork** tab at the top of the desired class's page. With this tab, you can view all current and past assignments.



4. Click Create.



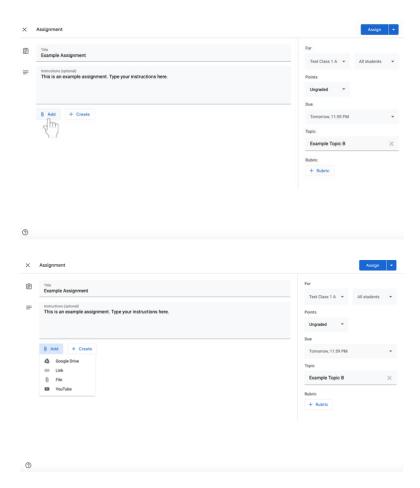
5. Select Assignment.

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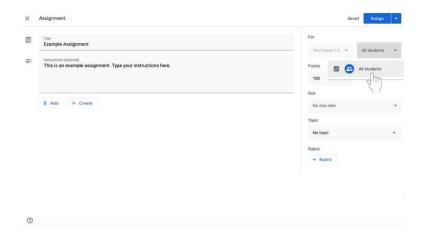
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- 6. Add a **title** and **instructions** to the assignment.

- 7. Click **Add** (with a paperclip icon) or **Create** (with a plus sign) below the title and instructions to add any supplementary materials necessary to complete the assignment.
 - a. You can include a link, file, YouTube video, or file from Google Drive using the **Add** button. Options are self-explanatory once you select what to add to the assignment.



- b. Using the **Create** button, you can add Google Docs, Slides, Sheets, Drawings, or Forms (**instructions to follow**).
 - i. Note: If disciples need to turn in written information, a Google Doc or other material must be included in the assignment using the **Create** option. Be sure to have one document per student using the **Make a copy for each student** option if they are not collaborating on the assignment. Otherwise, there is a risk that that the disciples will be working on the same document.

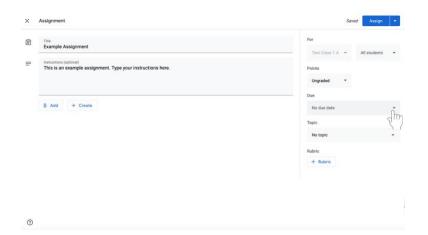
8. On the left side of the screen under **For**, select the students to whom you are sending the assignment. Click the dropdown menus to make changes.



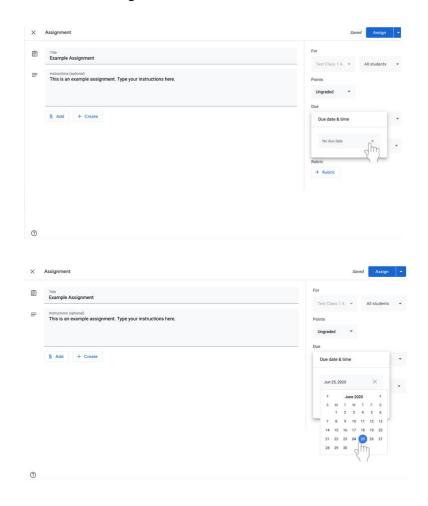
9. On the left side of the screen, change the number of points that the assignment is worth if necessary. (Default is 100.) To mark the assignment **ungraded**, click on the downward arrow and select ungraded. You can also type in the number of points an assignment is worth. Religious Formation is focused on the formation of each disciple. It is not a subject and therefore it is important to talk to your PCL about a system of completed an in completed rather than a grading system.

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- 10. Select a **Due Date** for the assignment on the left side of the screen.
 - a. Click on the down arrow next to No Due Date. A dropdown menu will appear.



b. Click on the light gray button labeled No Due Date to see a calendar and select a due date for the assignment.



c. Select a time in the menu under the date. 11:59 PM will appear by default. Type in a new time if desired.

me Example Assignment	For Test Class 1 A 👻 All students
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	Jun 25, 2020 ×
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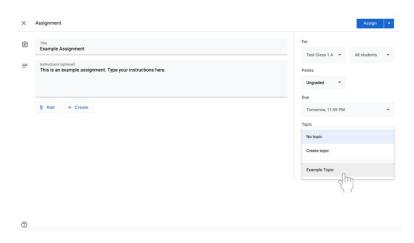
- 11. If desired, you can file the assignment under a certain topic.
 - a. Select the menu under **Topic** on the left side of the screen.

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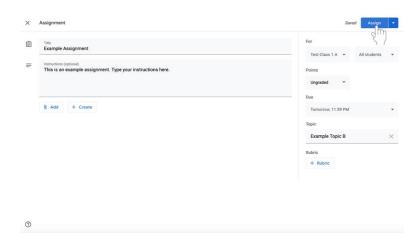
b. Click **Create Topic**. Type in the topic name.

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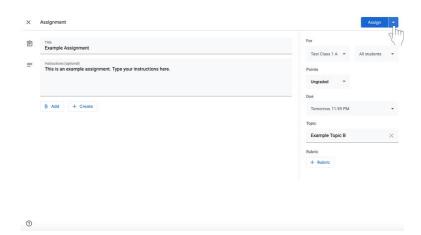
c. If you already have topics saved, select the menu under **Topic** and then click on the relevant label.



- 12. Assign work.
 - a. When all of the necessary and desired information is completed, select the blue **Assign** button at the top left of the screen for the assignment to be distributed immediately.



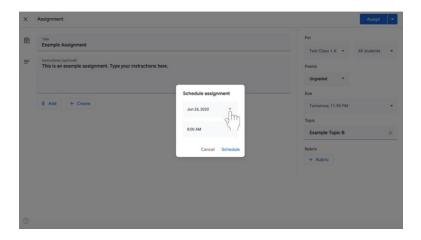
b. If you do not want to assign the work immediately, click the **blue down arrow** icon to the right of the Assign button at the top left of the screen.



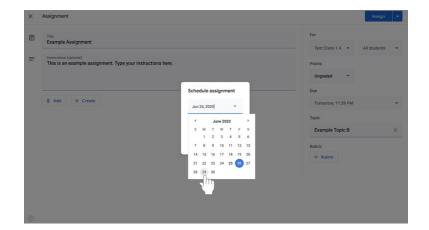
ii. Click **Schedule** in the dropdown menu to share the assignment. A box will appear in the center of the screen.

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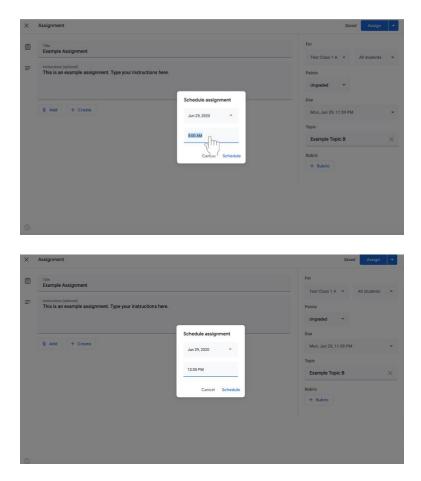
iii. Click on the text box with the date.



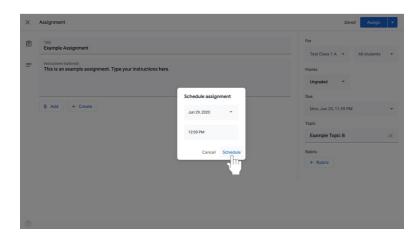
iv. Select the desired date on the calendar.



v. Under the date, change the time that the assignment will be shared with members of the Google Classroom.



vi. Select the blue **Schedule** button at the bottom left of the box.



vii. Your assignment is now scheduled and will appear in each disciple's feed at the set time.

c. If you want to finish creating the assignment later,

a. Click the **blue down arrow** icon to the right of the Assign button at the top left of the screen.

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viii. Select Save Draft.

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		Example Topic B	
		Rubric	
		+ Rubric	

13. To **view your assignments**, click on the Classwork tab at the top of the page. All assignments will appear, including those that you have scheduled or saved as a draft.

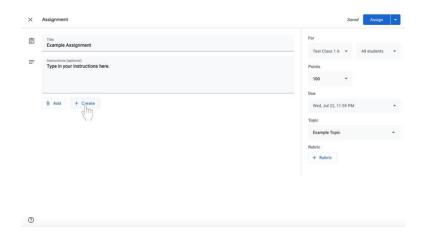
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Using Google Docs with assignments

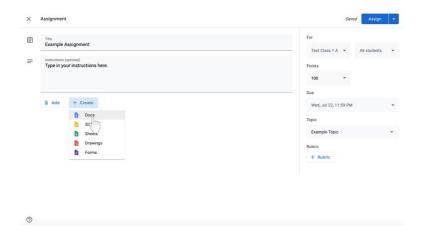
Catechists may want to attach a document to an assignment to include lengthy instructions, study guides, or other material. Catechists may also need to attach a Google Doc to an assignment if the student needs to submit written information in order to complete an assignment.

Attaching and creating a Google Doc

1. In the assignment that you are creating/editing, click the **Create** button below the Title and Instructions.



2. Select **Docs**. A Google Doc will now be attached to the assignment.



- 3. Change document editing permissions as soon as the Google Doc is added to the assignment.
 - a. If disciples **do not** need to edit the file, select **Students can view file** to the left of the document name. **Students can view file** is the default setting. This setting is for a document that you want disciples to **view only**.

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- b. If you are creating a document that disciples must complete **individually**,
 - i. Click on the box next to the document name that says Students can view file, Students can edit file, or Make a copy for each student.

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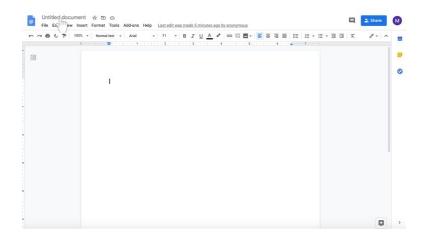
ii. Select **Make a copy for each student** to make a separate copy of the same document for every student.

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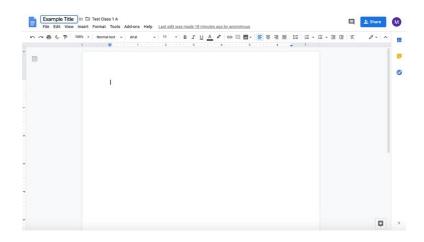
4. Click on the title of the Google Doc, labeled **Untitled document**. The document will open in another window or tab.

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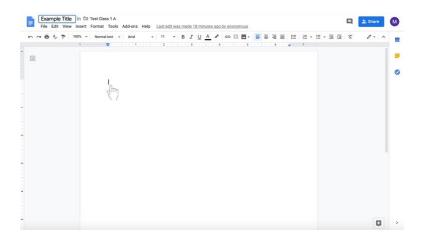
5. To name the document, click on the top right corner of the document where it says **Untitled document** in gray.



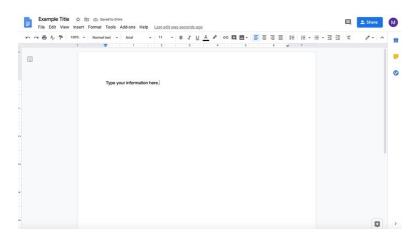
6. Type in the new document name.



- 7. Edit the body of the Google Doc accordingly.
 - a. If you wish to send a **completely blank document for disciples to edit**, no further action is required.
 - i. Note that disciples can also edit a document with questions or other material provided by the catechist with the appropriate permissions outlined in step 3 on pages 29 and 30.
 - b. If you wish to send a **document with some information** (i.e. discussion **questions**),
 - i. Click in the document.

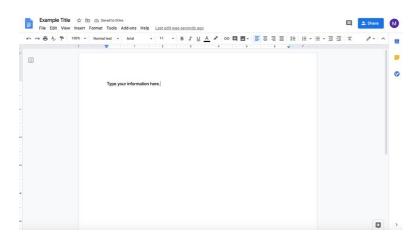


ii. Type in the Google Doc.



- iii. Note that disciples can also edit a document with questions or other material provided by the catechist with the appropriate permissions outlined in step 3 on pages 29 and 30.
- c. If you wish to send a document with long instructions or supplementary text,
- i. Click in the document.

ii. Type in the Google Doc.

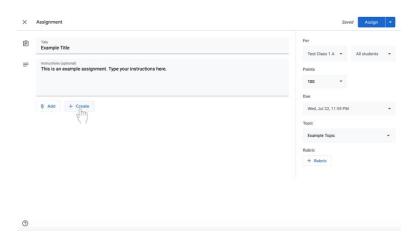


- iii. Note that disciples can also edit a document with questions or other material provided by the catechist with the appropriate permissions outlined in step 3 on pages 29 and 30. Disciples can also be prevented from editing a document with the appropriate permissions outlined in step 3 on pages 29 and 30.
- 8. Return to the tab where you are editing the assignment.
- 9. Continue creating the assignment.

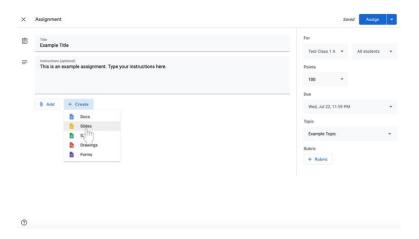
Using Google Slides with assignments

Similar to Google Docs, disciples can create presentations and other assignments with Google Slides. Similar to PowerPoint, disciples can add bullet points, pictures, and more to their slides. Catechists can assign a Slides presentation for disciples to complete assignments with phrases and some creativity.

1. In the assignment that you are creating/editing, click the **Create** button below the Title and Instructions.



2. Select Slides. A Google Slides presentation will now be attached to the assignment.



- 3. Change document editing permissions as soon as the Google Slides presentation is added to the assignment.
 - a. If disciples **do not** need to edit the file, select **Students can view file** to the left of the document name. **Students can view file** is the default setting. This setting is for a document that is **view only** for disciples.

	Title Example Title		For Test Class 1 A All students
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	Untitled presentation Google Slides	Students can view file - X	Topic Example Topic
			Rubric
			+ Rubric

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- b. If the you are creating a presentation that disciples must complete **individually**,
 - i. Click on the box next to the document name that says Students can view file, Students can edit file, or Make a copy for each student.

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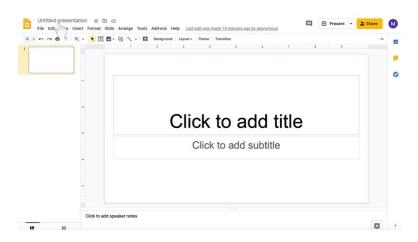
ii. Select **Make a copy for each student** to make a separate copy of the same document for every disciple.

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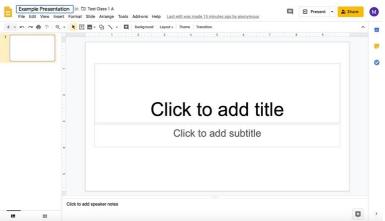
4. Click on the title of the Google Slides presentation, labeled **Untitled presentation**. The presentation will open in another window or tab.

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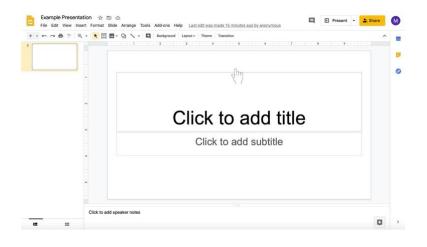
5. To name the document, click on the top right corner of the document where it says **Untitled presentation** in gray.



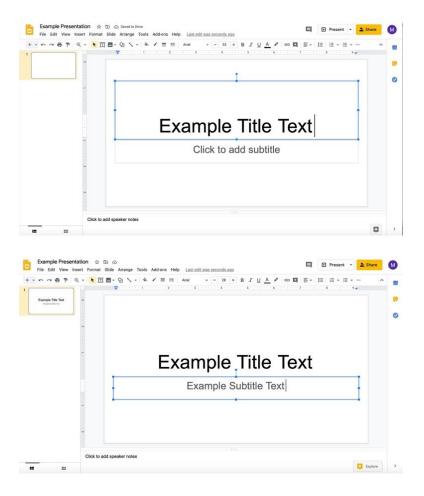
6. Type in the new presentation name.



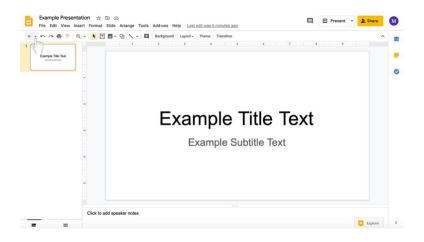
- 7. Edit the body of the Google Slides presentation accordingly.
 - a. If you wish to send a **completely blank document for disciples to edit**, no further action is required.
 - i. Note that disciples can also edit a presentation with questions or other material provided by the catechist with the appropriate permissions outlined in step 3 on pages 35 and 36.
 - b. If you wish to send a presentation with some information (i.e. titled slides),
 - i. Click in the title slide.



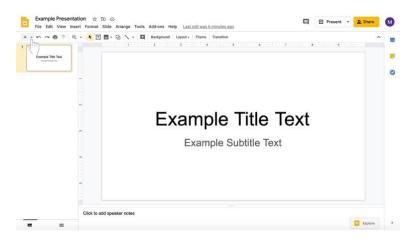
ii. Type in the text boxes, such as "Click to add title" and "Click to add subtitle."



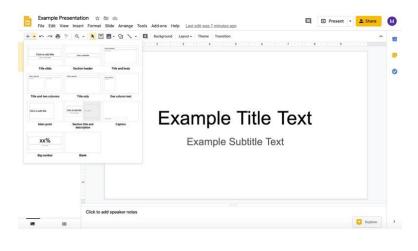
iii. To add more slides, click on the **down arrow to the right of the** + to add new slides. The icon is under the document name and menu with File, Edit, and View options.



iv. Select the type of slide you would like to add.



v. Add information to slides.



vi. To add another slide of the same type, click on the + instead of the down arrow.

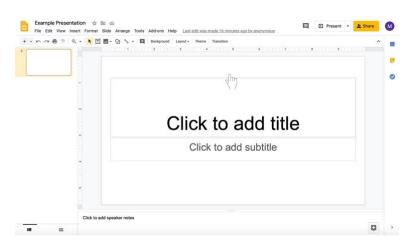
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vii. In the same row with the + to add slides towards the center, the you can change the background of the presentation, theme (present layout and color), layout of the slide, and transitions of the presentation (highlighted here in a red box).

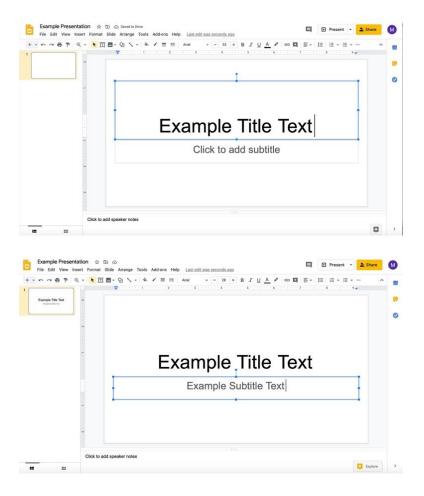
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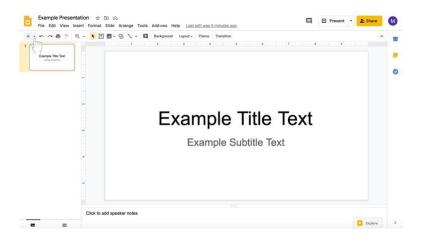
- viii. Note that disciples can also edit a document with questions or other material provided by the catechist with the appropriate permissions outlined in step 3 on pages 35 and 36.
- c. If you wish to send a document with long instructions or supplementary text,
 i. Click in the title slide.



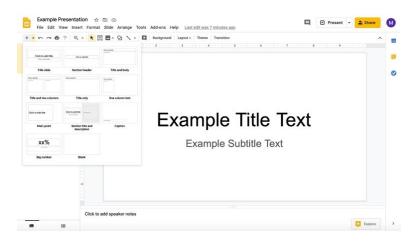
ii. Type in the text boxes, such as "Click to add title" and "Click to add subtitle."



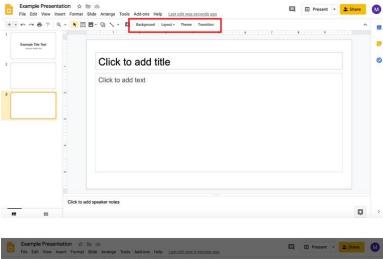
iii. To add more slides, click on the **down arrow to the right of the** + to add new slides. The icon is under the document name and menu with File, Edit, and View options.

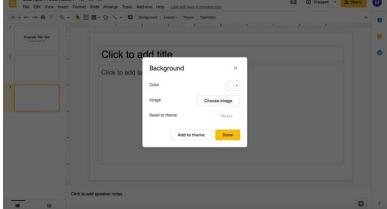


iv. Select the type of slide you would like to add.



- v. Add information to slides by clicking in the pre-created text boxes (as in the title slide).
- vi. In the same row with the + to add slides towards the center, you can change the background of the presentation, theme (present layout and color), layout of the slide, and transitions of the presentation (highlighted here in a red box).





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- vii. Note that disciples can also edit a document with questions or other material provided by the catechist with the appropriate permissions outlined in step 3 on pages 35 and 36. Disciples can also be prevented from editing a document with the appropriate permissions outlined in step 3 on pages 35 and 36.
- 8. Return to the tab where you are editing the assignment.
- 9. Continue creating the assignment.

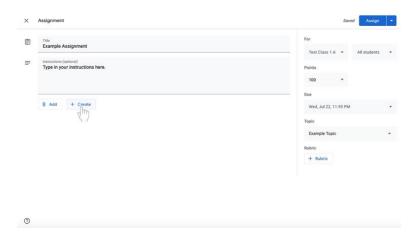
Using Google Forms with assignments (for surveys, sign-up lists, feedback forms, and quizzes)

Use Google Forms to create **surveys**, **sign-up lists**, **feedback forms**, and **quizzes** within Google Classroom. A variety of question types may be created for quizzes. Google Forms also features customizable settings that can be modified depending on the type of form that disciples are filling out.

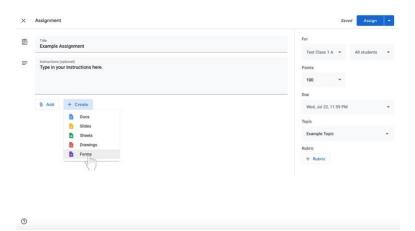
Attaching and creating a Google Form

Beginning your Google Form

1. In the assignment that you are creating/editing, click the **Create** button below the Title and Instructions.



2. Select Forms. A Google Form will now be attached to the assignment.



3. Click on the title of the Google Form, labeled **Untitled form**. The Google Form will open in another window or tab.

×	Assignment		Saved	Assign	
Ē	Title Example Assignment	For Test Class 1 A		All students	
=	Instructions (optional) Type in your instructions here.	Points		All students	
		100 Due	*		
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4. To name the Google Form accordingly, click on the large text labeled **Untitled form** at the top of the white area.

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5. Type in the new document name.

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- 6. To add a description or instructions to the Google Form, click below the title.

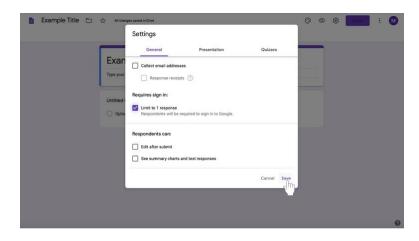
7. Type in your description or instructions.

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Type a form description here.	9
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8. Click on the **Settings (gear)** icon at the top left of the screen to the left of the Send button.

Example Title	•
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Option 1	8

- a. A box will appear. Click on General. Make any desired changes if necessary, requiring disciples to sign in to their Gmail accounts, allowing disciples only one attempt, and other options.
 - i. Click **Save** at the bottom right corner of the white box.



b. Click on Presentation to change the confirmation message when disciples complete the form, to shuffle the question order, and other options.

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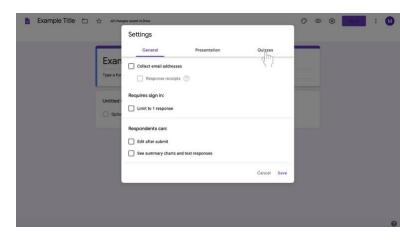
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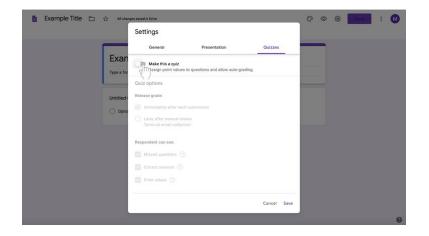
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- c. To make the Google form a quiz, click on Quizzes.

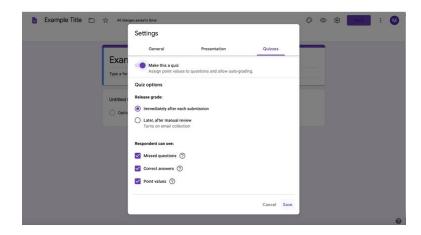


i. Click on the toggle to the left of Make this a quiz if desired.

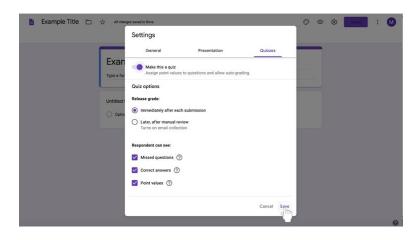


i. Click **Save** at the bottom right corner of the white box.

ii. Edit quiz options accordingly.



iii. Click **Save** at the bottom right side of the box.



- iv. Follow the directions for creating questions.
- v. Click on the **Answer Key** option at the bottom left of the question box.

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Add option or add "Other"				
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vi. Choose the number of points the question is worth to the left (if you choose to do so).

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Type a form description here.		
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Add answer feedback		8
	Done	

vii. Select the correct answer.

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d answer feedback		8
	Done	

viii. Click **Done** at the bottom right corner of the question box.

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ix. *Note that there is another way to create a quiz assignment. See instructions for Creating a Quiz Assignment on page 73.

9. To create your first question,

a. Click on the box labeled **Untitled question** below the title and instructions.

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b. Click on the text labeled **Untitled question**.

Example Title Type a form description here.
······································
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Add option or add "Other"

c. Type in your question.

Example Title				
Type in your question here.	a (Multiple choice	•	 	
	C II Required		8	

d. To change the question type, select the box to the right of the question labeled **Multiple choice**. (Multiple choice is default.)

Example Title Type a form description here.			
Type in your question here.	a (9) Multiple choice	Jim E	
	D 🕅 Required 🍞	1	1

e. Select the question type from the list.

Type a form description here.	Paragraph	
	Multiple choice	
Type in your question here.	Checkboxes	•
	O Dropdown	D Tr
Option 1 Add option or add "Other"	6 File upload	
	+++ Linear scale	
Q	Multiple choice grid	
	Checkbox grid	
	Date	

10. Follow the directions below depending on the desired question type. Then, read directions for **finishing your Google Form**.

Creating questions: Multiple choice

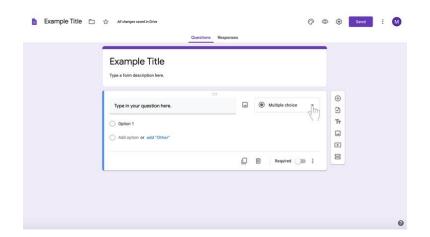
- 1. To create your question,
 - a. Click on the box labeled **Untitled question** below the title and instructions.

	Example Title				⊕ ₽		
	Type a form description here. Untitled Question Option 1	In		_			
	Option 1	\$7			_		
) Example Title [그 숫 Allchanges saved in Drive			0	> @	Send	
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] Example Title [a 60. atr	Questions Responses		© 4	> @	Send	
) Example Title C	Example Title	Questions Responses	Multiple choice	0	•	Send	1
) Example Title [Example Title Type a form description here.		100		• • •	Send	I
) Example Title C	Example Title Type a form description here.		100		⊕ Đ	Send	1

b. Type in your question.

	Type a form description here.			
	Type in your question here.	m Multiple choice	- 5	
-	Add option or add "Other"	🗋 🛅 Required 🍞		5

c. If you are writing a multiple choice question, you **do not** need to reselect the question type. Multiple choice is automatically selected.



2. Select the text labeled **Option 1** under the question.

Type in your question h						
	ere.	۲	Multiple choice	•	⊕ ₿	
	er"				Tr G	
		0 0	Required 🕕		8	

3. Type in an answer.

O Type in a	our question here.		Multiple choice	•	⊕ ≏ 17	
		D	Required	•		

4. To add another answer, click on the gray text labeled **Add option** under the first answer option.

Example Title					
Type in your question here.		Multiple choice	•	⊕ ₽	
Type in an answer.				Tr	
Add option or add "Other"				•	
-57	D	Required	1	8	

5. Type in an answer.

	Example Title Type a form description here.						
	Type in your question here.		Multiple choice	*	⊕ ₽		
	Type in an answer.			×	Tr		
	Option 2			×			
	Add option or add "Other"						
		D	Required		_		
Example Title	C 🔆 All charges speed in Drive	tesponses		Ø (D ()	Send	:
Example Title		Responses		Ø (•	Send	E
Example Title	Example Title	lesponses		⊘ <		Send	I
Example Title	Questions R Example Title Type a form description here.	lesponses	Multiple choice	@ < •	© \$	Send	I
Example Title	Questions R Example Title Type a form description here.	Responses	Multiple choice		 ⊕ ⊕ Tr 	Send	I
Example Title	Questions R Example Title Type a form description here. III Type in your question here. IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	lesponses	Mutiple choice	•	÷	Send	I
Example Title	Outstions R Example Title Type a form description here. Type in your question here. Trian answer.	lesponses		* ×	 ⊕ ⊕ Tr 	Send	I

6. Continue for subsequent multiple choice options for the question.

- 7. To add a new question,
 - a. Find the long, vertical white box of icons to the left of the question box (shown here highlighted in a red box).

Example Title					
Type a form description here.					
1				۲	
Type in your question here.		Multiple choice	*	Ð	
O Type in an answer.			×	Tr	
Type in another answer.			×		
Add option or add "Other"				Þ	
				8	
	0	Required			

b. Select the **circled** + at the top of the box.

Example Title				
Type a form description here.				
1				Add question
Type in your question here.		Multiple choice	•	(m)
Type in an answer.			×	Tr
Type in another answer.			×	
Add option or add "Other"				
				8
	Q	Required 🕕		

- c. Start your new question.
- 8. Reuse these directions for subsequent multiple choice questions or skip to directions for your relevant question type.
- 9. When you are finished creating questions, read directions for **Finishing your Google Form** on **page 70**.

Creating questions: Checkboxes

- 1. To create your question,
 - a. Click on the box labeled **Untitled question** below the title and instructions.

	Example Title				⊕ ₽		
	Untitled Question	Lun					
Example Title	그 슈 All changes saved in Drive			0	• •	Send	:
Example Title	1 🗘 All charges saved in Drive	Questions Responses		0		Send	:
j Example Title _	At charges saved in Drive Image: Saved in Drive Example Title Type a form description here.	Questions Responses		0 0		Send	
∎ Example Title _	Example Title	Questions Responses	Multiple choice	© @	⊕ £	Send	
Example Title	Example Title Type a form description here.		Multiple choice		Ð	Send	

b. Type in your question.

Type in your question here. Option 1 Add option or add "Other"	a Multiple choice	•	⊕ 13 17 1	
	Required O		8	

c. To change the question type, select the box to the right of the question labeled **Multiple choice**. (Multiple choice is default.)

Example Title	
	•
Type in your question here.	Multiple choice
Option 1	Tr
Add option or add "Other"	
	D D Required D E

d. Select **Checkbox** from the list.

Example Title Type a form description here.		≕ Short answer	
(Multiple choice	
Type in your question here.		Checkboxes	•
Type in your question nere.	2	O Dropdo	Ð
Option 1		- Contraction Inc.	Tr
Add option or add "Other"		G File upload	
			Þ
	٥	Linear scale	8
		Multiple choice grid	
		Checkbox grid	
		Date Date	
		() Time	

2. Select the text labeled **Option 1** under the question.

Example Title					
				•	
Type in your question here.		Checkboxe	•	9	
🗄 🔲 Option 1				Tr	
Add fon or add "Other"					
				Þ	
	D	Require	- ())) i	8	

3. Type in an answer.

Example Title			
Type in your question here.	Checkboxes	€	
i Type in an answer.		E) Tr	
Add option or add "Other"		•	
	Required (8	

4. To add another answer, click on the gray text labeled **Add option** under the first answer option.

Type in your question here.	Example Title Type your description here.	9				
Type in an answer. Adopption or add "Other"	Type in your question t		Check	iboxes +		
		ner"			Tr	
			D II Re	quired 🔵 :		

5. Type in an answer.

Example Title				
Type your description here.				
-				
Type in your question here.	Checkb	oxes 👻	9	
Type in an answer.		×	Tr	
Type in another answer.		u ×		
Add option or add "Other"				
	🔲 🗐 Requ	uired 🕥 🗄 🗄		

6. Continue for subsequent checkbox options for the question.

- 7. To add a new question,
 - a. Find the long, vertical white box of icons to the left of the question box (shown here highlighted in a red box).

Example Title			
Type a form description here.			
Type in your question here.	Multiple choice	•	⊕ ∋
Type in an answer.		×	Tr
Type in another answer. Add option or add "Other"		×	Ð
	C C Required C		8
	Required O		

b. Select the **circled** + at the top of the box.

Example Title				
Type a form description here.				
1				Add question
Type in your question here.		Multiple choice	-	d m
Type in an answer.			×	Tr
Type in another answer.			×	
Add option or add "Other"				
				9
	Q	Required I		

- c. Start your new question.
- 8. Reuse these directions for subsequent checkbox questions or skip to directions for your relevant question type.
- 9. When you are finished creating questions, read directions for **Finishing your Google Form** on **page 70**.

Creating questions: Short Answer

- 1. To create your question,
 - a. Click on the box labeled **Untitled question** below the title and instructions.

	Example Title Type a form description here.				⊕ 		
	Untitled Question	Im					
Example Title 🗅	숫 All changes saved in Drive	Questions Responses		Ø	⊚ €	3 Send	
Example Title 🗅	☆ All changes saved in Drive Example Title Type a form description here.	Questions Responses		Ø	∞ €	3 Send	1
Example Title 🗀	Example Title	Questiona Responses	Multiple choice	0	© :		1

b. Type in your question.

	Type a form description here.			
	Type in your question here.	m Multiple choice	- 5	
-	Add option or add "Other"	🗋 🛅 Required 🍞		5

c. To change the question type, select the box to the right of the question labeled **Multiple choice**. (Multiple choice is default.)

Example Title Type a form description here.					
		-		•	
Type in your question here.		Multiple choice	m	D) Tr	
Option 1 Add option or add "Other"					
	0	Required I	1	8	

d. Select **Short answer** from the list.

	ample Title		= Short answer		
Туре	a form description here.		Multiple choice		
	pe in your question here.		Checkboxes	۲	
	pe in your question nere.		O Dropdown	9	
	Option 1 Add option or add "Other"		Sile upload	Tr	
-		-	+++ Linear scale		
		D	Multiple choice grid		
			Checkbox grid		
			🖬 Date		
			() Time		

- 2. To add a new question,
 - a. Find the long, vertical white box of icons to the left of the question box (shown here highlighted in a red box).

Example Title							
Type in your question here. Type in an answer. Type in another answer. Add option or add "Other"		N	tultiple choice	• × ×	1 1 0 0	€ 5 1 1 1	
	D		Required 🗍	• :	L		

b. Select the **circled** + at the top of the box.

Example Title					
Type a form description here.					
					unition
Type in your question here.		Multiple choice	*	1m	
O Type in an answer.			×	Tr	
Type in another answer.			×		
Add option or add "Other"					
				-	
	0 1	Required			

- c. Start your new question.
- 3. Reuse these directions for subsequent short answer questions or skip to directions for your relevant question type.
- 4. When you are finished creating questions, read directions for **Finishing your Google Form** on **page 70**.

Creating questions: Paragraph

- 1. To create your question,
 - a. Click on the box labeled **Untitled question** below the title and instructions.

	Example Title				⊕ ₽ Tr		
	Untitled Question	Lun			9 10		
Example Title	All changes surved in Drive	Questions Response		() (•	Send	ł
Example Title	∴ All changes saved in Drive Example Title Type a form description here.	Questions Response		(° «	•	Send	
Example Title	Example Title	Questions Response	 Multiple choice 	() ((•	Send	1
Example Title	Example Title Type a form description here.					Send	1
Example Title	Example Title Type a form description here. Untitled Question Option 1			•	• • • • • • • • • • • • • • • • • • •	Send	

b. Type in your question.

Type in your question here. Option 1 Add option or add "Other"	H	Multiple choice	•	÷ €	
	D	Required		8	

c. To change the question type, select the box to the right of the question labeled **Multiple choice**. (Multiple choice is default.)

Example Title		
1	•	
Type in your question here.	Multiple choice	
Option 1	Tr	
Add option or add "Other"		
	🛛 🔟 Required 🕽 📰 🗮	

d. Select **Paragraph** from the list.

Example Title		 Short answer Paragraph 		
Type a form description here.		Multiple urbice		
Type in your question here.		Checkboxes	⊕	
Option 1	_	Dropdown	E Tr	
Add option or add "Other"		File upload	۱.	
	-	+++ Linear scale		
	Q	Multiple choice grid	JĒ	
		Checkbox grid		
		Date		
		() Time		

- 2. To add a new question,
 - a. Find the long, vertical white box of icons to the left of the question box (shown here highlighted in a red box).

Example Title				
type a form description nere.			-	
Type in your question here.		Multiple choice	•	⊕ £
O Type in an answer.			×	Tr
Type in another answer.			×	
Add option or add "Other"				
	0	Required		

b. Select the **circled** + at the top of the box.

Example Title			
Type a form description here.			
			Add question
Type in your question here.	Multip	le choice 👻	1m
Type in an answer.		×	Tr
Type in another answer.		×	
Add option or add "Other"			
	E A Re	quired 🔵 🗄 🗄	

- c. Start your new question.
- 3. Reuse these directions for subsequent paragraph questions or skip to directions for your relevant question type.
- 4. When you are finished creating questions, read directions for **Finishing your Google Form** on **page 70**.

Finishing your Google Form

- 1. Return to your Assignment page.
- 2. Make any changes to your assignment page before you share the assignment with your disciples.

To require an answer for a given question

• Click on the toggle button at the bottom left side of the question box labeled **Required** to the right of the button.

	Example Title Type your description here.						
	Type in your question here. Type in an answer. Type in another answer. Add option or add "Other"		Multiple choice	• × ×	 ⊕ □ □ □ 		
Example Title []	ן לב Al charges saved in Drive Ourstitions	Responses		0	• •	Send	I
Example Title		Responses		0	⊳ ⊕	Send	I
Example Title	Oversions Example Title Type your description here.	Responses	Multiple choice	© (Image: A state of the state of	Send	I

More tips

• At the bottom of the white question box editor, you can **duplicate** your question by clicking the two rectangles on the far left side of the bottom bar.

Example Title			
Type your description here.			
			Ð
Type in your question here.	Multiple choice	×	9
Type in an answer.		×	Тт
Type in another answer.		×	
Add option or add "Other"			Þ
			8
	🔲 🗊 Required 📢		
	-{m-		

• To the right of the duplicate icon, you can also **delete** a question by clicking on the trash can icon.

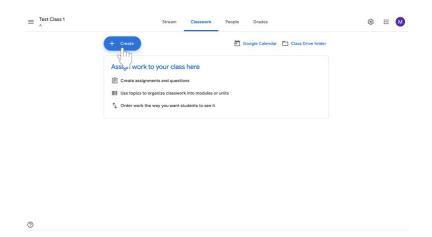
Example Title				
Type your description here.				
Type in your question here.	Multiple choice	•	⊕ 5	
Type in an answer. Type in another answer. Add option or add "Other"		× ×	Tr III	

Note that you can also assign a quiz by creating an assignment. This is simply another way to assign a quiz where a Google Form with Quiz settings is already attached to an assignment. To create a Quiz Assignment directly **without using a regular assignment**, use the following directions. Religious Formation is focused on the formation of each disciple. It is not a subject, and therefore, it is important to talk to your PCL about a system of completed an in completed rather than a grading system.

1. Navigate to the **Classwork** tab at the top of the desired class's page. With this tab, you can view all current and past assignments.

 6	- Jhy			÷ :	
Test Class 1			1		
A Class code zdujpsw []					
			Select theme Upload photo		
Upcoming	Share something with your class_		11		
No work due soon	share something with your class.		4		
View all	Communicate with your class he	re			
	Create and schedule announcements				
	Respond to student posts				
	uiii kespona to student posts				

2. Click Create.



- 3. Select Quiz Assignment.
- 4. Follow directions for creating an assignment.
- 5. Then follow directions for editing the assigned Google Form on page 46.

Grading and Leaving Feedback

After disciples submit assignments, catechists can review and grade them. Each assignment has its own page in Google Classroom.

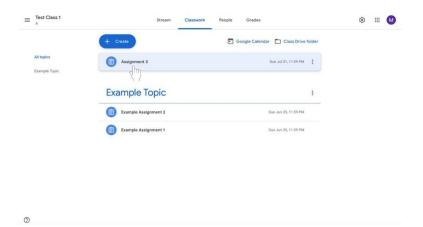
Note: Religious Formation is focused on the formation of each disciple. It is not a subject, and therefore, it is important to talk to your PCL about a system of completed an in completed rather than a grading system.

Navigating submitted assignments

1. Navigate to the **Classwork** tab at the top of the screen.

Test Class 1 A Class code zdujosw ()		Select theme
Upcoming No work due soon	Due something with your class.	Upload photo
View all	posted a new assignment: Example Assignment 1 Jun 25 ((cited Jul 1)	I
	Jun 23 (Edited Jul 1)	1

2. Click on the assignment that you would like to review. The assignment will expand.



- et class 1

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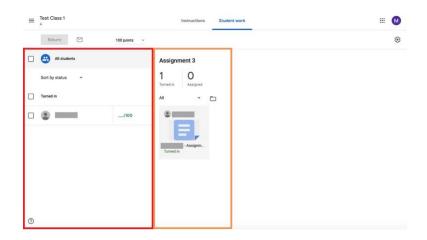
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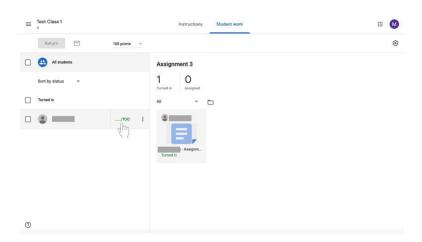
 Contro<
- 4. The **Student Work** page will appear. You can view each disciple's submissions for review.
 - a. On this page, you will see the who have turned in the assignment in the menu labeled **Turned In** (highlighted below in the red box).
 - b. Under the Turned In tab, the **Assigned** tab shows all disciples who have not turned in the assignment (any assignments not returned would appear in the highlighted red box).
 - c. On the left side of the page, assignments will be present (highlighted below in the orange box).



3. At the bottom left of the assignment box, click **View Assignment**.

0

1. Under the **Turned In** list, click on the grade next to the disciple's name.



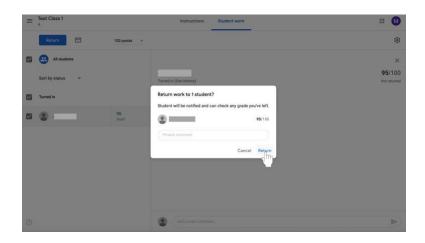
2. Type in the grade you want to give the disciple. This may be used to acknowledge that the work has or has not been completed.

= Test Class 1	Instructions Student work	II 🚺
Return	100 points -	¢
All students		×
Sort by status 👻	Turned in (See history)	No grade
Turned in	Google Docs - Assignment 3	
•	94/100 I	
0	Add private comment	⊳

3. In the second row from the top of options, select **Return** to share grades with disciples.

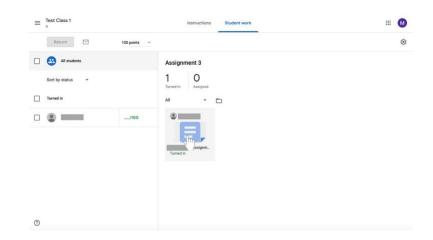
≡ ^{Test Class 1}	Instructions Student work	😡
Return	100 points v	۲
All students		×
Sort by status 👻	Turned in (See history)	95/100 Not returned
Turned in	Google Docs - Assignment 3	
•	95/100 Draft I	
0	Add private comment.	⊳

4. A box will appear. Confirm that you would like to return the grades to the disciples by adding comments if desired and clicking **Return** at the bottom left of the box. **Consider adding a positive comment, such as "good job," "nice reflection," or "creative" in order to provide positive feedback.**

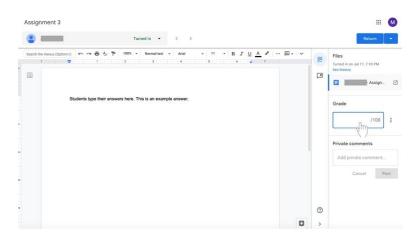


Grading assignments with the grading tool

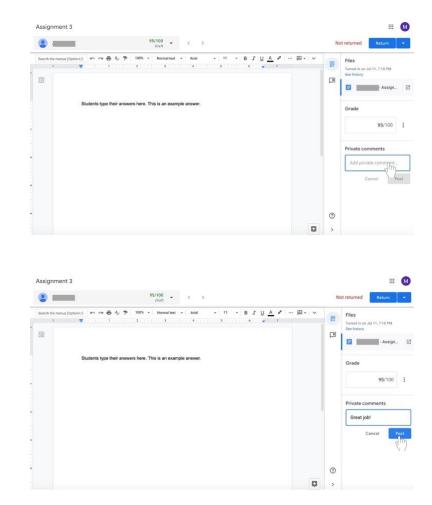
5. On the right side of the page, which shows submitted work, **click on a submitted assignment** to open it.



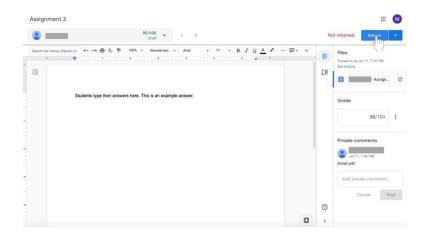
6. The right side of the screen will show a column featuring the grading tool. In the middle of the column will be a box labeled **Grade**. Click on the blank box under grade to add a grade to the assignment.



7. Catechists can add private comments in a text box under the Grade section. Click on the empty box under the Private Comments label to send a message to the disciple. Click on the blue Post box when you are done typing your comment. Consider adding a positive comment, such as "good job," "nice reflection," or "creative" in order to provide positive feedback.



8. Click the blue **Return** button on the left side of the screen above the grading column when the you is finished grading the assignment. The assignment will be returned to the disciple with their grade and any comments the you have made.

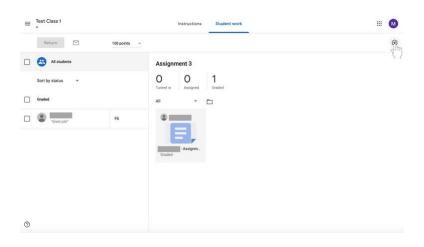


9. A box will appear. Confirm that you would like to return the grades to the disciples by adding comments if desired and clicking **Return** at the bottom left of the box. **Consider adding a positive comment, such as "good job," "nice reflection," or "creative" in order to provide positive feedback.**

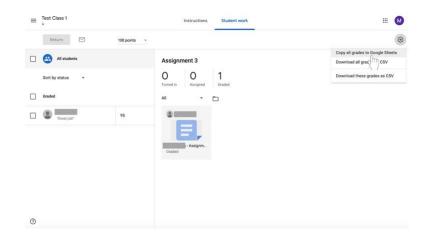
Viewing the all grades for one class

Google Classroom allows all grades to be exported to Google Sheets (similar to Microsoft Excel). A spreadsheet will be created that includes grades for each assignment for all disciples. The class's average assignment grade and average class grade are also included on the document.

- 1. Navigate to the **Student Work** page for the class.
- 2. Click on the **gear** icon on the far right side of the screen near the top.



3. Select Copy all grades to Google Sheets.



4. A Google Sheets document will open with the class's grade information. Note that as the you add more assignments and changes grades, the document will remain the same and should be updated.

Communicating with Disciples

Using Google Classroom, catechists can email disciples individually or as a class.

Emailing disciples

- 1. Navigate to the class to which the disciple(s) belong.
- 2. Click on the **People** tab at the top of the page to the right of Stream and Classwork.

Test Class 1		1
Class code zdujpsw []		elect theme
		pload photo
Upcoming No work due soon	Share something with your class.	41
View all	posted a new assignment: Example Assignment 1 Jun 25 (Edited Jul 1)	I
	posted a new assignment: Example Assignment 2 Jun 23 (Lidited Jul 1)	÷

3. To email the entire class,

a. Select the check box above the list of names.

Students 2*	Tea	achers		8*	
2m	Stu	idents	1 student	2*	
	The	Actions 👻			
		0		1	

- Cesse to the second t
- c. From the menu, select Email, which will be at the top of the list.

	&*					chers		
	å ⁺	1 student				dents	Stu	
	Ąz					Actions *		
	:					Email		
						Mute		
					-			
	1			-	}	Rem		

4. To email multiple disciples,

a. Check the names of the disciples who you would like to email using the boxes to the left of their names.



b. Under the Students label, select the menu labeled Actions. A menu will appear.

- b. Under the Students label, select the menu labeled Actions. A menu will appear.

c. From the menu, select Email, which will be at the top of the list.

Students 25 Actions Actions Actions	Teachers	8 *	
Emat TT	Students 1 student	* *	
Rem	Actions 👻	Ąż	
	M dm	:	

- 5. To email a single disciple,
 - a. Find the disciple's name in the list labeled **Students**.

$\equiv A$	Stream Classwork People Grades	* # <mark>0</mark>
	Teachers at	
	•	
	Students 1student &*	
	Actions *	
	· • •	

0

b. Click the **More** button shown as a vertical ellipsis. A menu will appear.

Teachers	<u></u>	
Students	1 student 2+	
Actions 👻	Ąż	
• •	Im	
	5)	

c. Select **email student** from the menu.

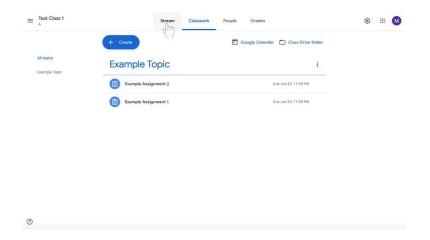
Teachers	2*	
Students	1 student 🖉	
Actions •	Ąż	
	Email student	

- 6. Compose your email.
- 7. Click the **Send** button at the bottom right of the box when you are finished.

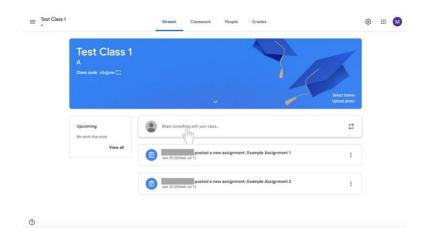
Posting announcements

Instead of sending emails, the catechist can remind disciples of work and send other announcements by posting an announcement. These posts will appear in the **Stream** section of the class page and will be available for all disciples in the class to read. Use this feature to remind disciples of upcoming events, assignment deadlines, and more. **All disciples in your class will have access to the stream. Please make sure that you are professional with all that you post.**

1. Click on the **Stream** tab at the top of the page if you are not already there.



2. Click **Share something with your class...** underneath the class name and information in the colored box.



3. Underneath the **For** label, add a class for which the message is intended if necessary by clicking on the box with the class name. (The class whose page you are in cannot be deselected.)

$\equiv \operatorname{Test Class 1}_{A}$	Stream Classwork People	Grades	۲		M
Test Class 1 A Class code zddpaw []	×.	Set theme			
Upcoming No work due soon View all	For Test Class 1 A The All students The Share with your class				
0	8 Add	Cancel Post *			
≡ Test Class 1	Stream Classwork People	Grades	۲		M
Test Class 1 A Class code zolgow (2)	Ŷ	Site: there Delay photo			
Upcoming No work due soon View all	For Test Class 1 A All students C Test Class 1 C Test Class 2 C Add Add	Cancel Post +			
0					
≡ ^{Test Class 1}	Stream Classwork People	Grades	۲	ш	M
Test Class 1 A Class code zddgrw ()	~	Select thanks			
Upcoming No work due soon View all	For 2 classes All stud O All stud O Test Class 1 All stud O All stud O				
Ø	8 Add	Cancel Post +			

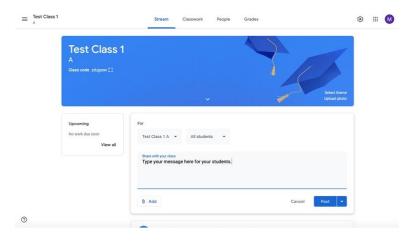
4. Select the disciples to whom the message will be sent by clicking on the box labeled **All students**. (**All students** is default and does not need to be changed if the message is intended for every disciple.)

■ Test Class 1 A		Stream	Classwork People	Grades			۲	=	0
А	est Class 1		×		4	Select theme Upload photo			
	oming work due soon View all	For Test Class 1 A 👻 Share with your cla	All students)					
		add 😫			Cancel	Post +			
)									
		Stream	Classwork People	Grades			۲		(
Te	est Class 1	Stream	Classwork People	Grades	4	Select theme Upload photo	*	Ш	
E Test Class 1		Stream For Test Class 1 A - Cl	Al students *		4				•

5. Click in the large box labeled **Share with your class**.

■ Test Class 1 A		Stream Classwork People Grades	۵ 🗉
	Test Class 1 A Class code zdigtate (1		herne photo
	Upcoming No work due soon View all	For Test Class 1 A 👻 All students 👻	
		Share with your class	
)		Add Cancel Post	•

6. Type your message.

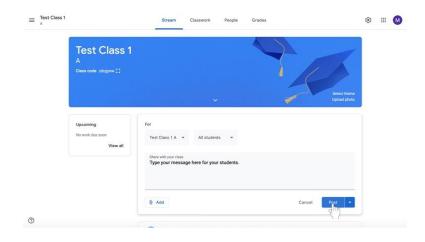


7. If you wish to add material (an item from your Google Drive, a link, a file, or a YouTube video), click on the **Add** button at the bottom left of the box.

Test Class 1		Stream Classwork People Grades	۲	
	Test Class 1 A Class code zdulptw ()		Select theme Upload photo	
	Upcoming No work due soon View all	For Test Class 1 A v All students v	Uploas proto	
		Date with your class Type your message here for your students.	Post 💌	
		- ² ")		
Test Class 1		Stream Classwork People Grades	*	
	Test Class 1 A Class code zolgiese ()		© Briest Ammy Liplicad photo	
		Stream Classwork People Grades	Eléct theme	

a. Follow directions in subsequent boxes that appear depending on the your selections.

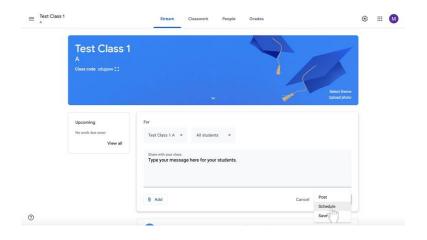
- 8. Post your message.
 - a. If you wish to **post your message immediately**, click on the box labeled **Post** at the bottom right of the box.



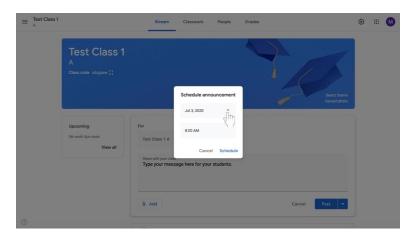
b. If you want your **message to be automatically posted at a later time**, click on the arrow to the right of the **Post** button at the bottom right of the box.

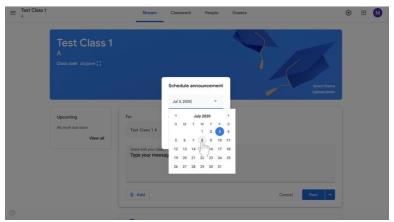
E Test Class 1	Stream Classwork People Grades		۲		M
A Class code zdujotw [2	1		sci theme		
Upcoming No work due soon View all	For Test Class 1 A v All students v Bhare with your class	Upic	ed photo		
	Type your message here for your students.	Cancel Post			
D			-1.1		
	Stream Classwork People Grades		- <u>2</u> "}		(
Test Class 1			et theme ad photo	ш	
Test Class 1	1		at theme		6
E Test Class 1 Test Class : A Class code zidgine () Upcoming No work due zoon	Fer		at theme		

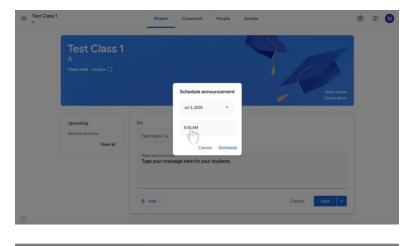
i. A menu will appear. Select Schedule.

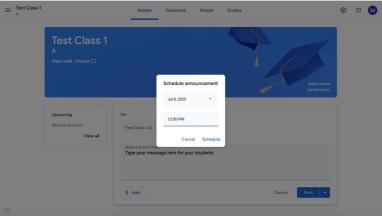


ii. Click on the date and time to type in when you would like your message to be shared.

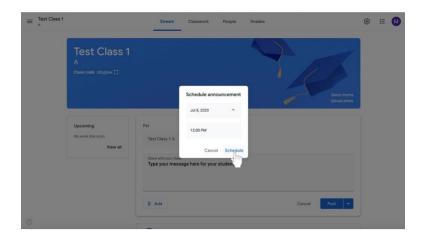




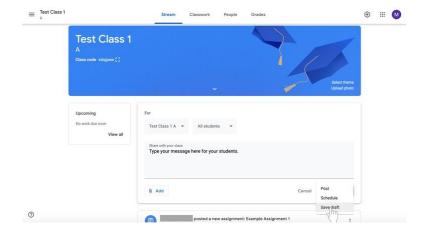




iii. Select **Schedule** at the bottom right of the box.



c. If you want to **save the message for later**, click on the arrow to the right of the **Post** button at the bottom right of the box.



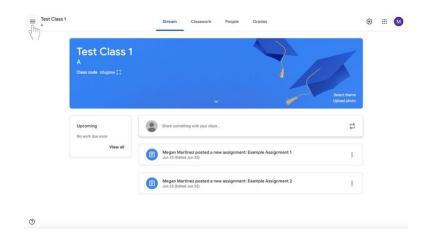
i. Select Save as draft to return to your post later.

General Tips for Google Classroom

Finding a class

No matter where you are in Google Classroom, you can follow these directions to navigate to another class.

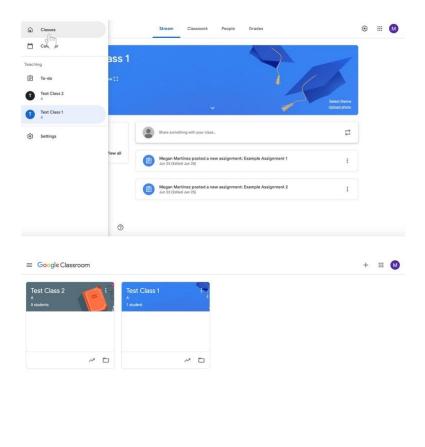
1. Click on the **three horizontal bars** at the top left corner of your screen.



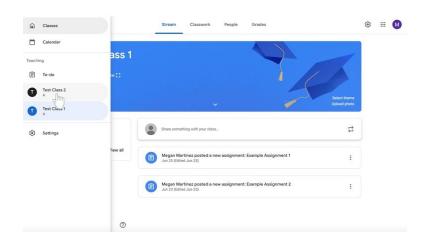
2. Do one of the following:

0

a. Click **Classes** with the house icon at the top of the menu to see all classes.



b. OR under **Teaching** in the menu, see a list of your classes.



Removing a disciple from a class

- 1. Navigate to the class to which the disciple(s) belong.
- 2. Click on the **People** tab at the top of the page to the right of Stream and Classwork.

Test Class 1		1	
A Class code zdujpsw []	14	theme	
Upcoming		di photo	
No work due soon View all	posted a new assignment: Example Assignment 1 Jun 25 (fidned Jul 1)	ı	
	posted a new assignment: Example Assignment 2 Jun 23 (Edited Jul 1)	:	

3. Check the names of the disciple(s) who you would like to remove using the boxes to the left of their names.

Teachers		8*		
٠				
Students	1 student	8+		
Actions *		Ąż		
		1		

- $\equiv A^{\text{Test Class 1}}$ ® = 🔕 ork People Grades Clas Teachers 8* • Students 1 student &+ ĄZ Actions • • : 0
- 4. Under the **Students** label, select the menu labeled **Actions**. A menu will appear.

5. From the menu, select **Remove**, which will be at the middle of the list.

Teachers	8 +	
۰		
Students	1 student 8+	
Actions 👻	Ąz	
Email	:	
Mute		

Seeing and Changing Class Details

Editing a class name, description, section, room, or subject

- 1. Navigate to the class.
- 2. Click **Settings** (pictured as a gear icon) at the top right corner of the screen.

■ lest Class 1 A	Stream Classwi	ork People Grades	
	+ Create	Google Calendar Class Drive folder	
All topics	Assignment 3	Due Jul 31, 11:59 PM	
Example Topic	Posted 7:06 PM		
		O O 1 Turned in Assigned	
	View assignment		
	Example Topic	1	
	Example Assignment 2	Due Jun 25, 11:59 PM	
	Example Assignment 1	Due Jun 25, 11:59 PM	

3. The **Class Details** label will appear with the **Class name** at the top. Highlight the **Class name**, **Class description**, **Section**, **Room**, or **Subject** to change information.

Class Details		
Class name (required) Test Class 1		
Class description		
Section A		
Room 7		
Subject Confirmation 1		
General		
Class code	zdujpsw	-
Stream	Students can post and comment	÷

4. Make relevant changes.

5. Click the blue **Save** button at the top right corner of the screen.

	Class Details			1.1
	Class name (required) Test Class 1			
	Class description			
	Section A			
	Room 7			
	Subject First Communion			
	General			
	Class code	zdujpsw	•	
)	Stream	Students can post and comment		

Displaying a class code

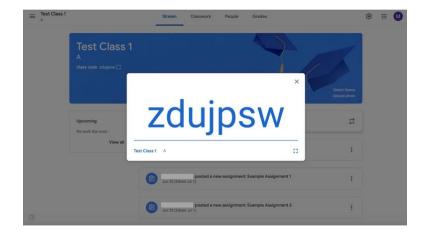
- 1. Navigate to the class.
- 2. Click the **Stream** tab at the middle of the screen.

Test Class 1 A	Stream Classwork People Grades	۲	
A Class code :zdupsw []		1	
Upcoming No work due soon	Drare something with your class.	Select theme Upload photo	
View all	posted a new assignment: Assignment 3	1	
	posted a new assignment: Example Assignment 1 Jun 25 (Edited Jul 1)	1	
	posted a new assignment: Example Assignment 2 Jun 23 ((dited Jul 1)	;	

3. The class code will be underneath the class information at the top of the screen highlighted here in red.

≡ ^{Test Class 1}		Stream	Classwork	People	Grades			۲	 0
A	Class 1				~	R	Select theme Upload photo		
Upcoming No work due		Share some	thing with your class				¢		
	View all	7.06 PM	posted a ne	ew assignment	Assignment 3		:		
	C	Jun 25 (Edit	posted a ne ed Jul 1)	ew assignment	: Example Assignmen	:1	:		
0		Jun 23 (Edit	posted a ne ed Jul 1)	rw assignment	Example Assignmen	2	:		

4. If you wish to **enlarge** the class code, click the **Display** icon (pictured as a box with open sides) highlighted here in red.



Turning off, resetting, or copying the class code

- 1. Navigate to the class.
- 2. Click **Settings** (pictured as a gear icon) at the top right corner of the screen.

	+ Create	Google Calendar 🗈 Class Drive folder	A1
All topics	Assignment 3	Due Jul 31, 11:59 PM	
Example Topic	Posted 7:06 PM	O O 1 Turned in Assigned Graded	
	View assignment	Turned in Assigned Graded	
	Example Topic	1	
	Example Assignment 2	Dive Jun 25, 11:59 PM	
	Example Assignment 1	Dee Jun 25, 11:59 PM	

3. Find the **General** label under the **Class Details** label. Then, find the **Class code** and click on the down arrow next to the code.

Class Details		
Class name (required) Test Class 1		
Class description		
Section A		
Room 7		
Subject Confirmation 1		
General		
Class code	zdujpsw 🔻	

- a. To display the code, click **Display**.
- b. To copy the code, click **Copy**.
- c. To reset the code, click **Reset**.
- d. To turn the code off or on, click **Disable** or **Enable**.

	Subject Confirmation 1			
	General			
	Class code		zdujpsw 👻	
	Stream	Students can post and	Display Copy	
	Classwork on the stream	Show condensed	Reset Disable	
	Show deleted items Only teachers can view deleted items.			
	Grading			
	Grade calculation			
)	Overall grade calculation Choose a grading system. Learn more	No overal	I grade 👻	

Google Meet

Google Meet is a video conferencing service where catechists can communicate face-to-face with disciples online. The service offers scheduling, screen-sharing, real-time captions, and interchangeable layouts.

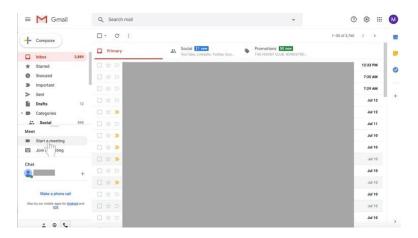


A Google Meet session. Catechists can see multiple disciples' faces at once. Source: https://apps.google.com/meet/

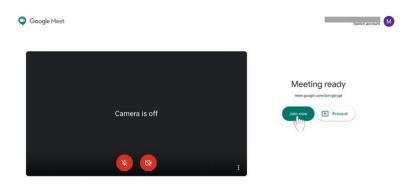
Starting a meeting from Gmail

To create and start a meeting immediately, follow the directions below.

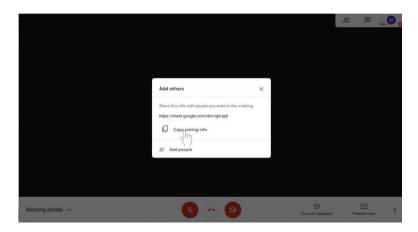
1. On the sidebar under the Meet label, click **Start a meeting**.



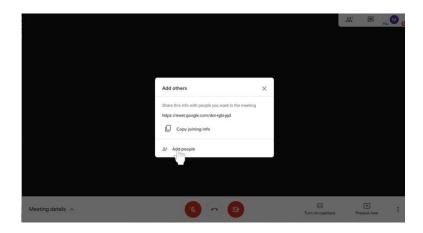
- 2. Allow Meet to access your camera and microphone.
- 3. On the right side of the screen, click the green **Join now** button.



- 4. Invite individuals to the meeting.
 - a. Share the meeting code by clicking **Copy joining info** and sending it to disciples via email or Google Classroom.

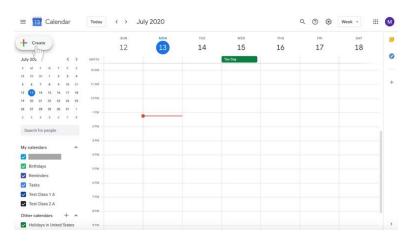


b. Click on **Add people** to add disciples via email address. Enter their name or email address. Then, select **Send invite**.



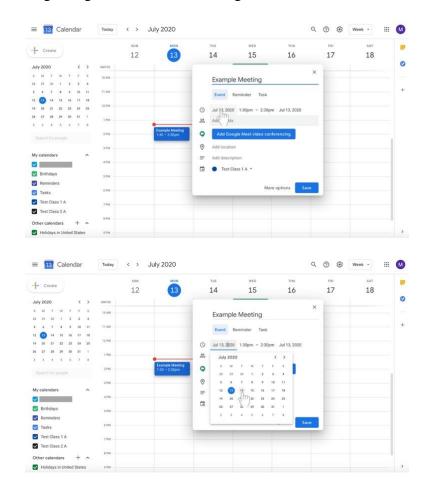
Scheduling a meeting via Google Calendar

- 1. Go to **calendar.google.com** and sign in if you have not already.
- 2. On the top left side of the screen, click + Create. A box will appear.



3. Type in the meeting name.

1.0000	SUN	ON TUE WED THU FRI SAT
Create	12	3 14 15 16 17 18
July 2020 < >	GMEOS	
5 M T W T F S	10 AM	Add title
ti 29 30 t Z J 4		Add tide
\$ 6 7 8 9 10 11	11 AM	Event) Reminder Task
12 🕦 14 15 16 17 18	12 PM	
19 20 21 22 23 24 25		Jul 13, 2020 1:30pm - 2:30pm Jul 13, 2020
N 27 28 29 30 31 1	1.04	2. Add guests
2 3 4 5 6 7 8	(No title)	
Search for people	2PM 1:30 - 2:	pm Q Add Google Meet video conferencing
	3756	Add location
My calendars		🚍 Add description
	47M	Test Class 1 A *
Birthdays	S PM	
Reminders		More options Save
🗹 Tasks	6 PM	More options Save
Yest Class 1 A	7.04	
Test Class 2 A		
Other calendars + ^	8794	
Holidays in United States	9.PM	



4. Modify the beginning date under the meeting name next to the **clock** icon.

- ≡ 13 Calendar July 2020 Q. (?) 😵 Week -III 🚺 Today - Create . 12 13 14 15 16 17 18 0 July 2020 6 M T 28 29 30 8 6 7 Example Meeting Event Reminder Task
 12
 10
 14

 19
 20
 21

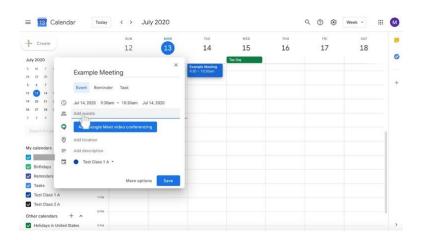
 26
 27
 28

 2
 3
 4

 Jul 14, 2020
 1:30pm
 - 2:30pm
 Jul 14, 2020

 Add guests
 Image: Comparison of the second 9 0 Add location My cale Add description Test Class 1 A * Birthdays Remi More options 🛃 Tasks Test Class 1 A Test Class 2 A Other calendars + ^ = 13 Calendar M Today < > July 2020 Q (2) 🕄 Week -.... Ø -- Creat 12 13 14 15 16 17 18 0 uly 25, 5 M 7 28 29 30 5 8 Example Meeting Event Reminder Task 12 10 14 19 20 21 26 27 28 (Jul 14, 2020 1:30pm - 2:30pm Jul 14, 2020 2 Add que 9:30am 9:45 9 0 Add 10:00ar My cale -10:15am • Birthdays 10:30am Rem Save More options 🛃 Tasks Test Class 1 A Test Class 2 A 8 PM Other calendars + ^ Holidays in United States 1.121 >
- 5. Modify the beginning and ending times to the right of the meeting name.

- 6. Modify the end date to the right of the beginning and ending times if necessary.
- 7. Invite disciples to the scheduled meeting. There are two options—adding disciples via email or sharing the meeting link with them. You need only do **one** of these options.
 - a. Next to the **person** icon in the text box, click **Add guests** if you wish to add disciples individually by email.



- ≡ 13 Calendar July 2020 ० 🗇 🕸 Week -III M SUN THU FR . - Create 12 14 15 16 17 18 13 0 July 2020 5 3M T 28 29 30 5 6 7 Example Meeting Event Reminder Task
 5
 6
 7

 12
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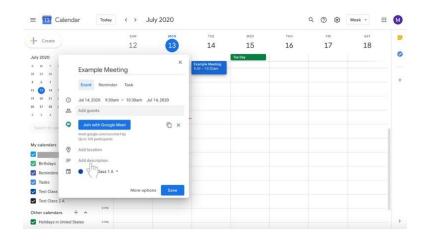
 26
 27
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 🕓 Jul 14, 2020 9:30am - 10:30am Jul 14, 2020 Add guests Add Go ⊘ Add S In My cal Test Class 1 A * Birthdays Remind More options Save Tasks Test Class 1 A Test Class 2 A 8.PM + ^ Other calendars Holidays in United States 0.74
- 8. Click the blue button labeled Add Google Meet video conferencing.

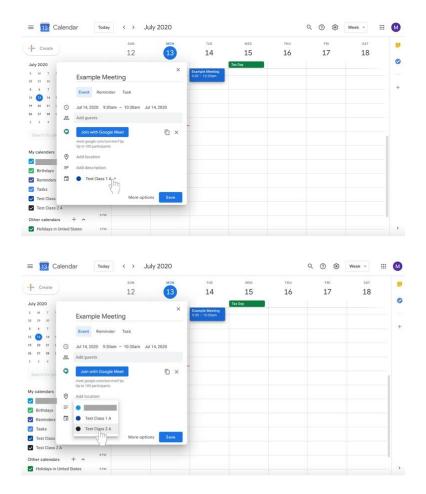
9. Click the **Copy meeting link** button with the two boxes on the right. If you have added disciples to the event via the **Add guests** option, you do not need to share the meeting link with them again. However, it may be helpful to them if you do so.

- Create		SUN	MON	TUE	WED	THU	FRI	SAT	
- Create		12	13	14	15	16	17	18	
luly 2020					Tax Day				20
8 M T 1 18 29 30	Exampl	le Meeting	×	Example Meeting 9:30 - 10:30am					
s 6 7 2 10 16 1	Event	Reminder Task							
9 20 21 1	Jul 14, 2020	0 9:30am - 10:30am Ju	il 14, 2020						
6 27 28 1 2 3 4	Add guests	r.							
Search for per		h Google Meet	< m ×						ī.
Ay calendars	Add location	10							4
Birthdays		ption							
	Test C	Class 1 A 🝷							
 Tasks Test Class 		More optic	ons Save						
Test Class 2 A	-								

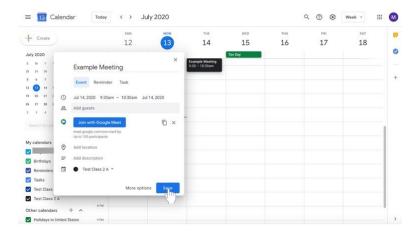
10. Add a description if desired.



11. Change the label at the bottom of the box to select the class for which the meeting is intended by clicking on the calendar label with the down arrow.



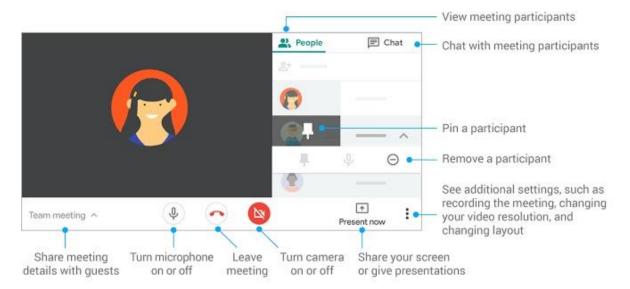
12. Click **Save** at the bottom right of the box.



13. Go to **Google Classroom** to send a message to your disciples with the scheduled meeting information including the copied meeting link.

Joining a Google Meeting

- From **Gmail**
 - In the sidebar, click **Join a meeting**.
 - Enter the meeting code from the email or copied code shared by the meeting's creator.
- From Calendar
 - Click on the event in your calendar.
 - Click Join with Google Meet.
- From Meet
 - Click **Enter meeting code** and type in the code sent to via email or shared via copied link.
 - Click **Join**.



Customize video settings, interact with participants, or share your screen

Source: https://support.google.com/a/users/answer/9300131?hl=en