Guide to Navigating Google Classroom and Google Meet

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

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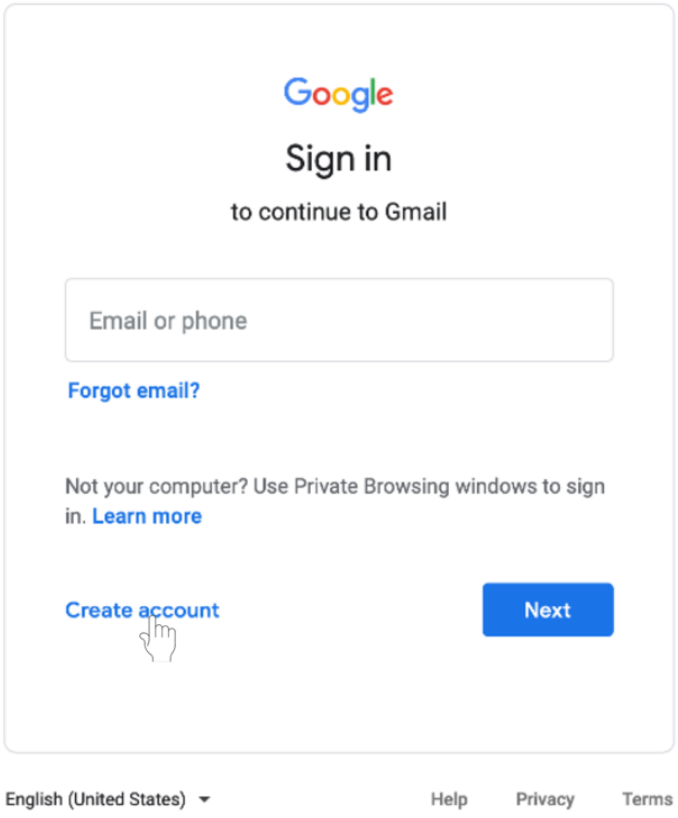
Getting Started with Google Classroom

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.

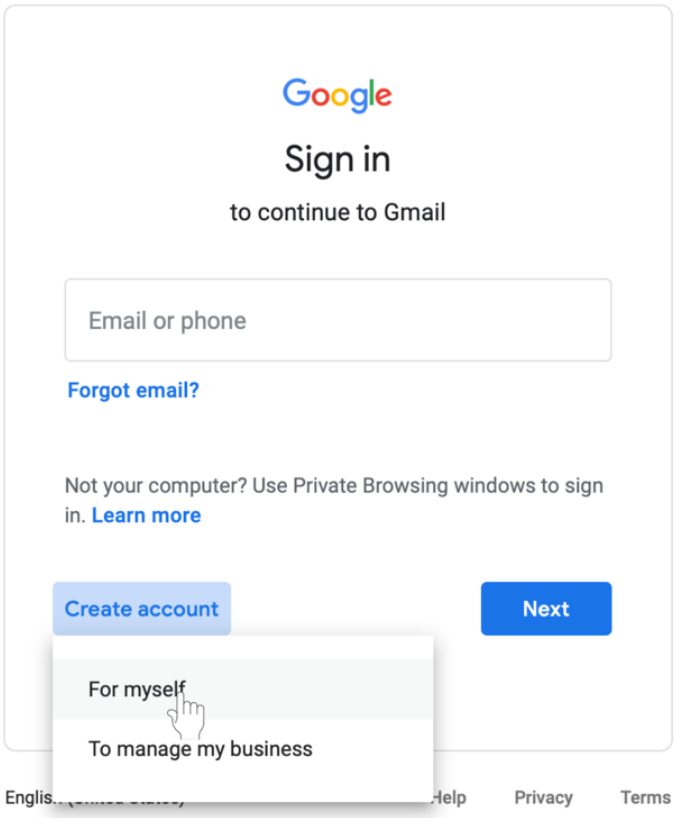
Creating a Gmail account

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**.

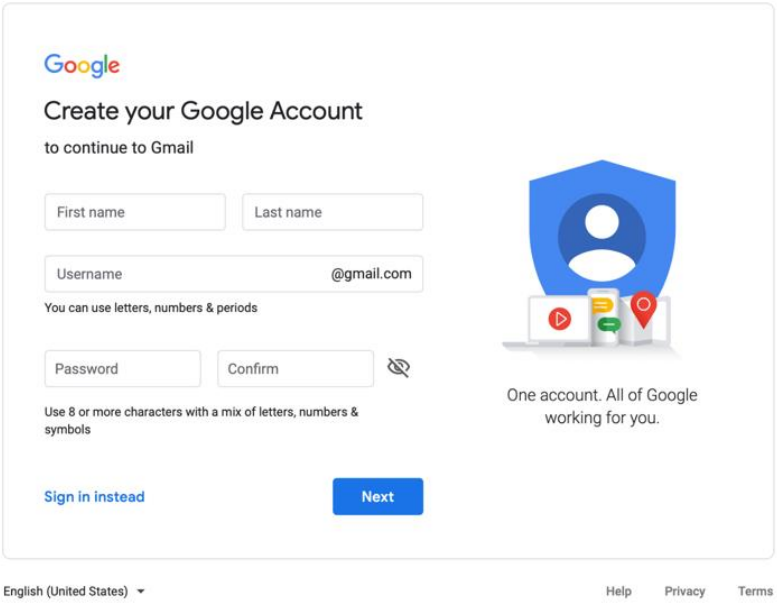


3. Select **For myself**.

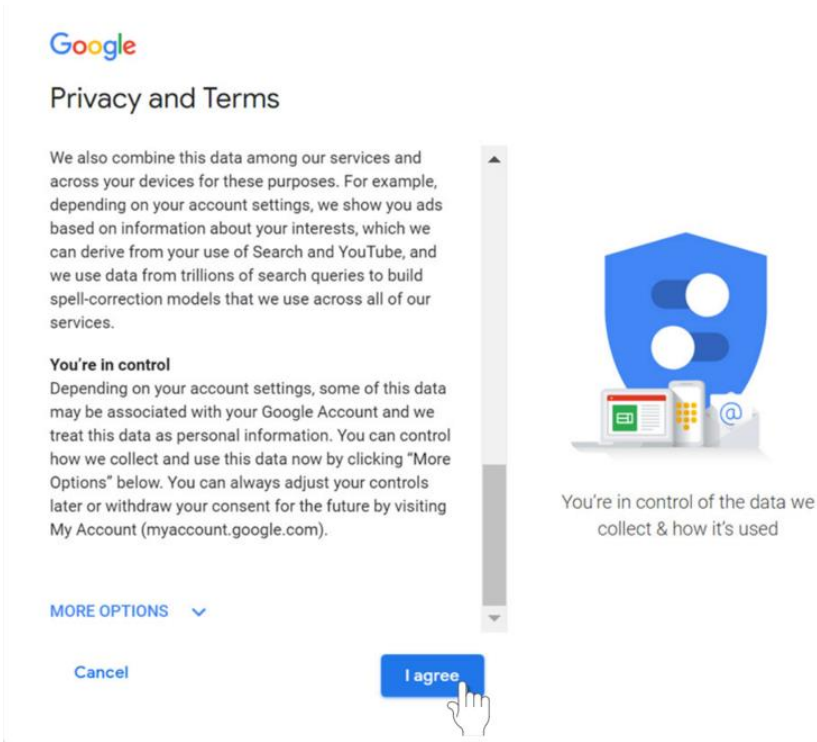


4. You will be taken to the **sign-up form.** Follow the directions on the page and fill in all required information. Click **Next**.

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**.



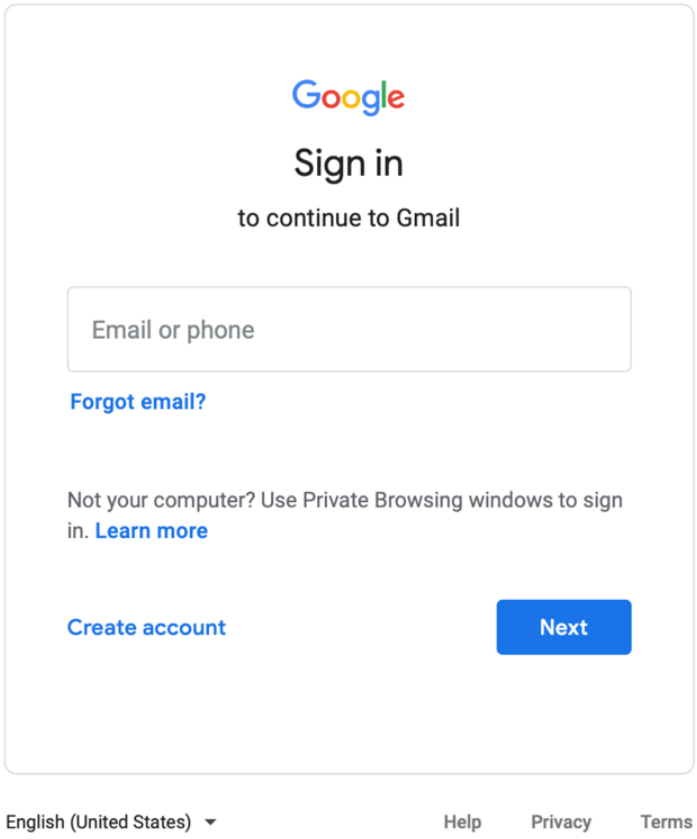
6. Review Google's Terms of Service and Privacy Policy. Click **I agree**.



7. Your account will be created.

Signing in to your Gmail account

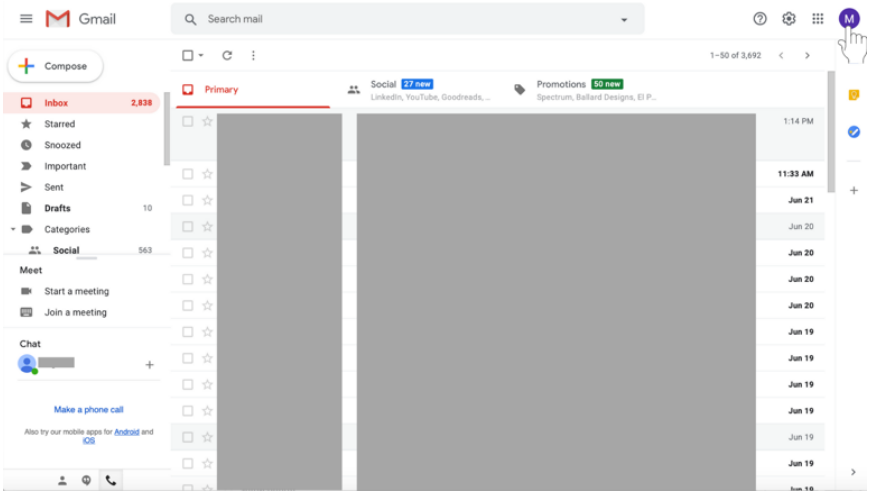
1. Open your web browser and go to **gmail.com**.
2. Type in your email address. Click **Next**.



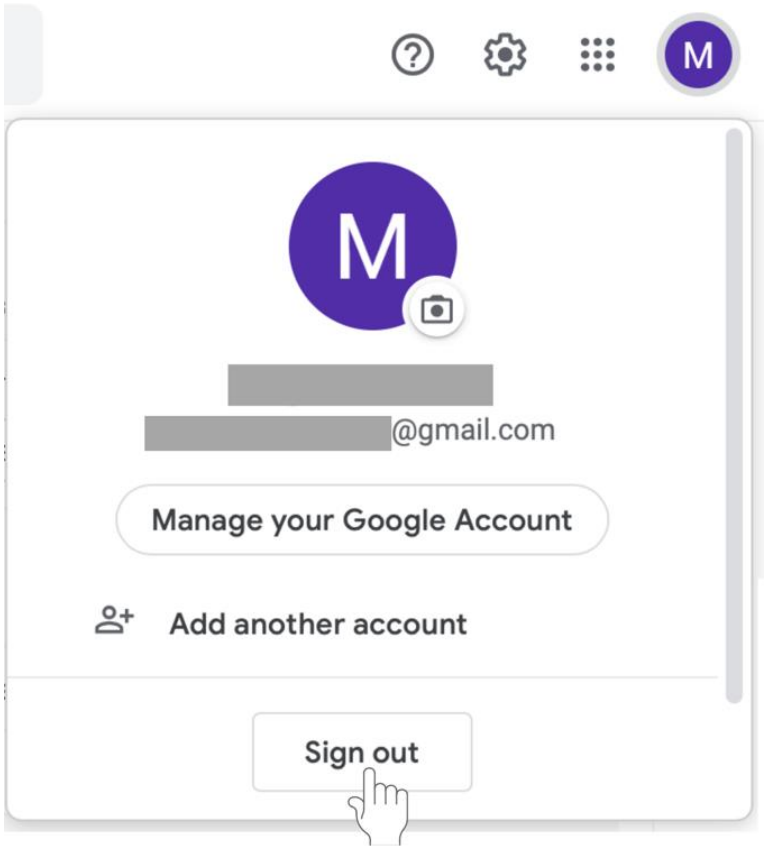
3. Enter your password.
4. Click **Next** to finish signing into your account.

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.



3. Select **Sign out** at the bottom of the box.

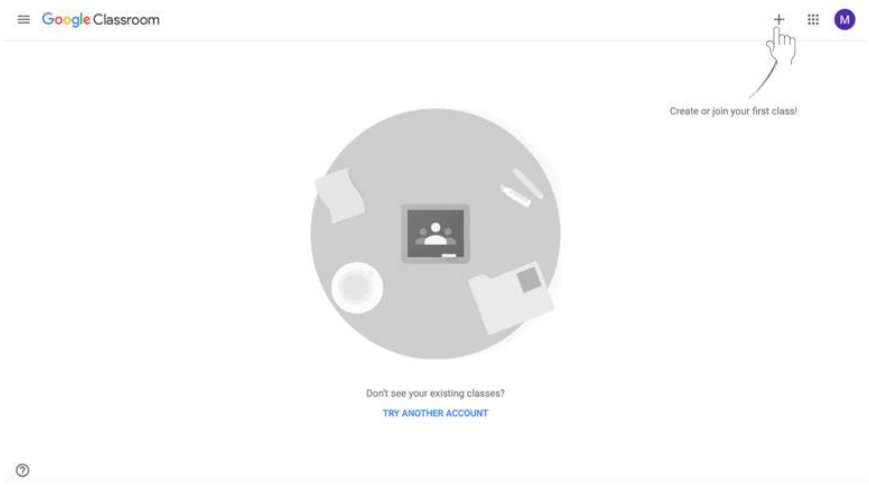


Accessing Google Classroom

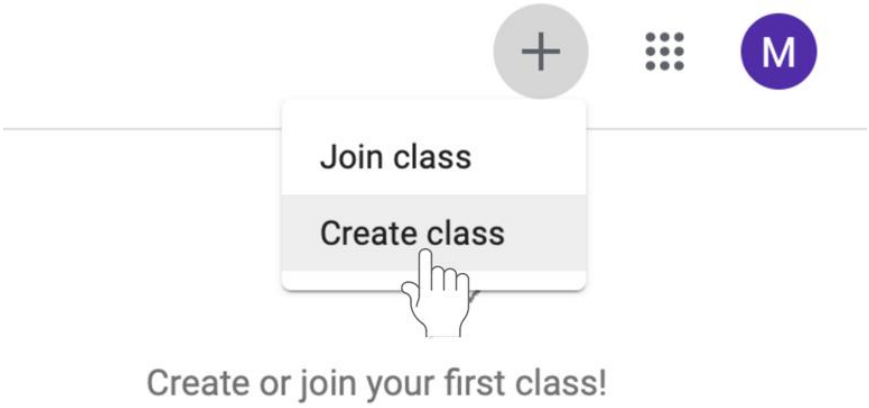
- Sign in to your **Google account**.
- Go to **classroom.google.com**, or use the **mobile app** available on iPhone and Android devices.
- **Tip:** While the **Google classroom app** is good for checking your class, use your computer for grading and creating assignments to make these tasks simpler.

To start a class with Google Classroom

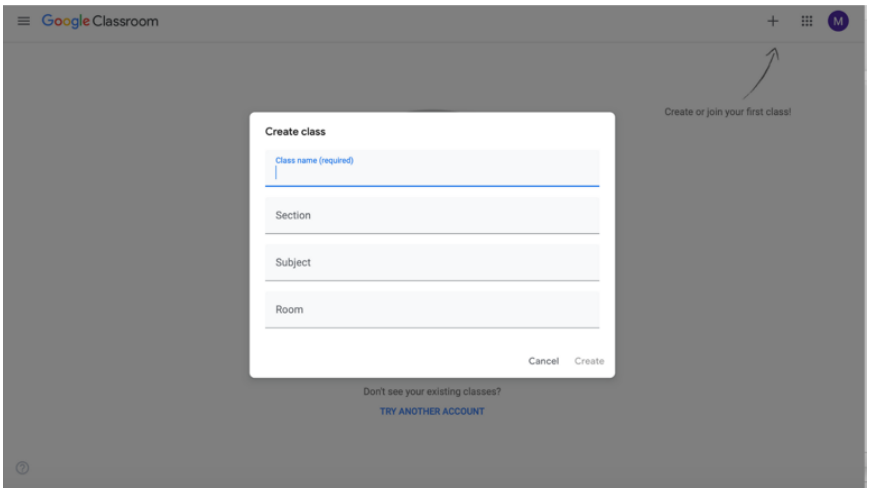
1. Open your web browser and go to **classroom.google.com.**
2. **Sign In** with your **Gmail account**.
3. On the Welcome screen, click on the **+** on the top left of the screen.



4. Choose **Create Class**.



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

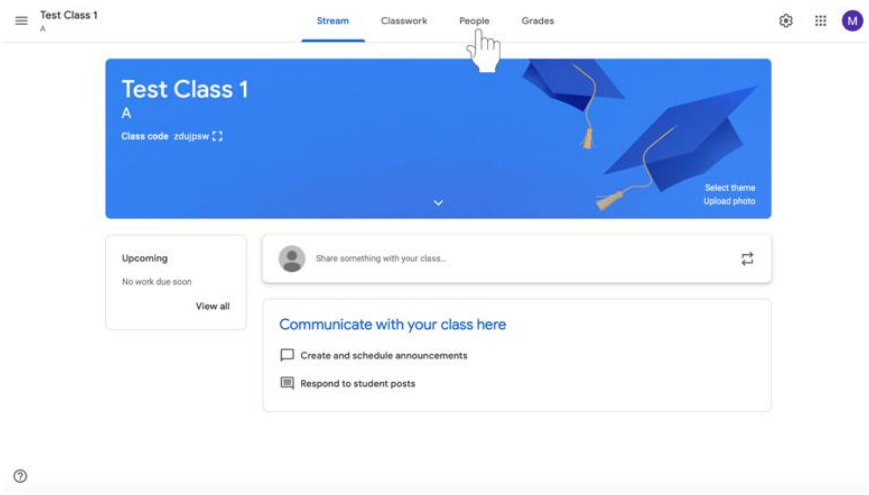


6. Your class has been created.

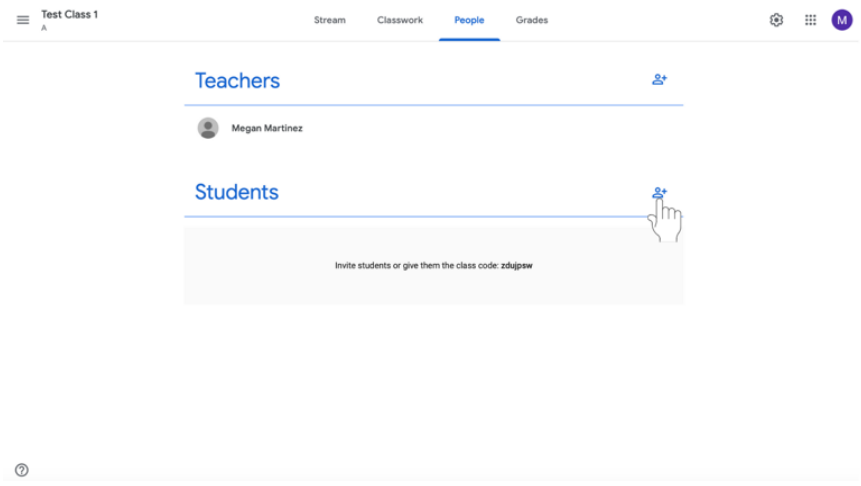
Adding students to Google Classroom by email

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.

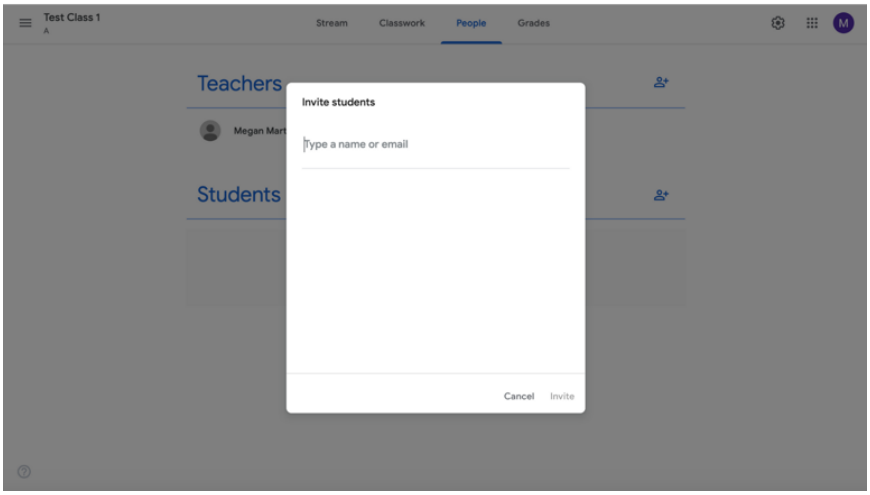
1. **To invite students via email,** click on the **People** tab.



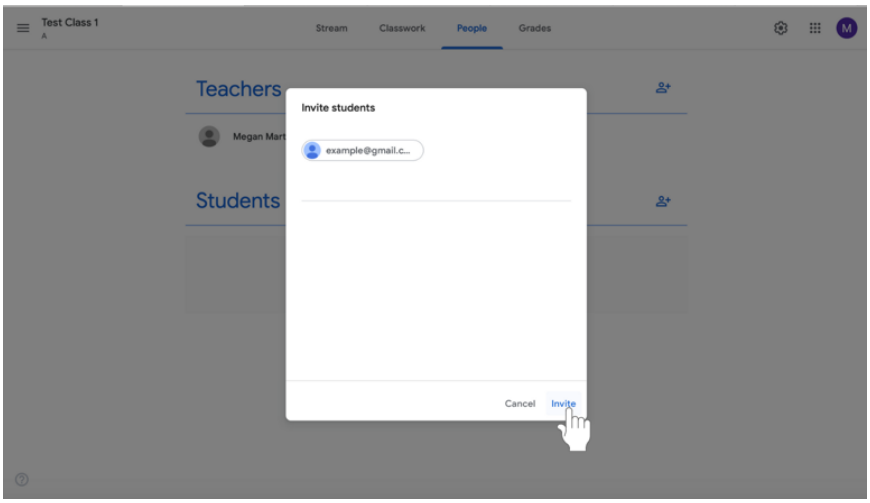
2. Click the **Invite Students** icon to the left of Students. This icon appears as a person with a +.



3. A menu will appear where you can type the disciples' email addresses. **Type in the disciples' email addresses**.



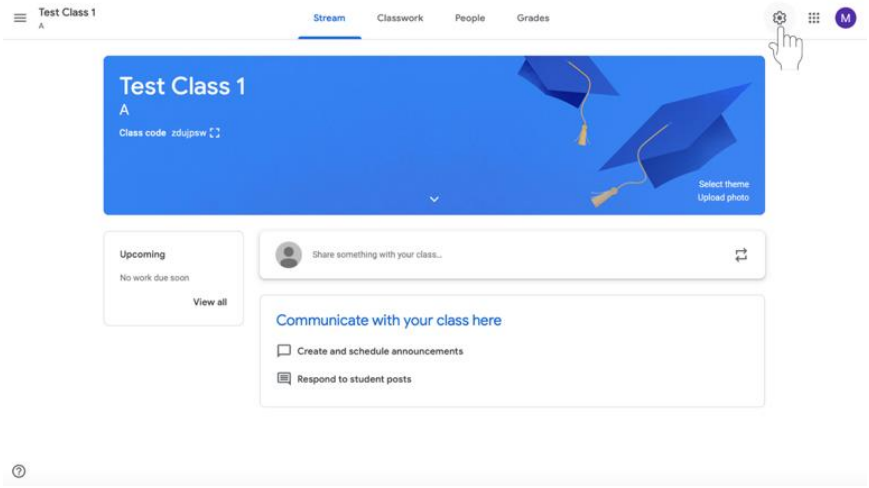
4. Click **Invite**. An email notification will be sent to the disciples inviting them to join the class.



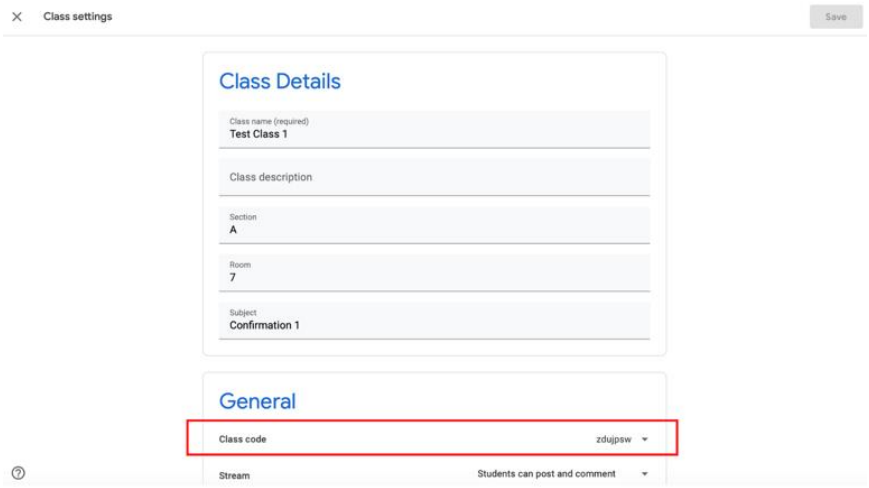
Adding students to Google Classroom with a class code

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.



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



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.

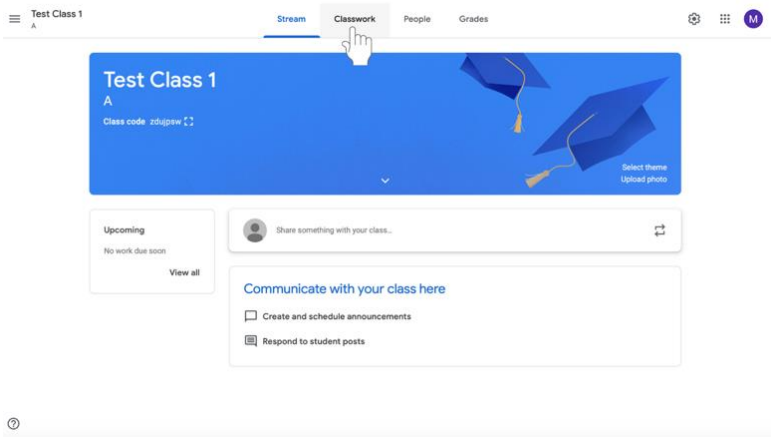
*Before creating an assignment, make sure that you have created the class to which you wish to send an assignment. If you have not, see previous directions on how to start a class with Google Classroom and how to add disciples (known as students in Google Classroom) via class code or email address.

General Instructions

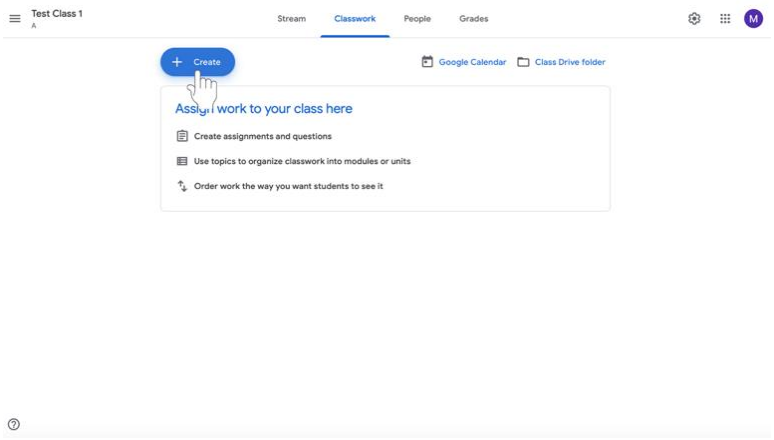
Assigning work

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.



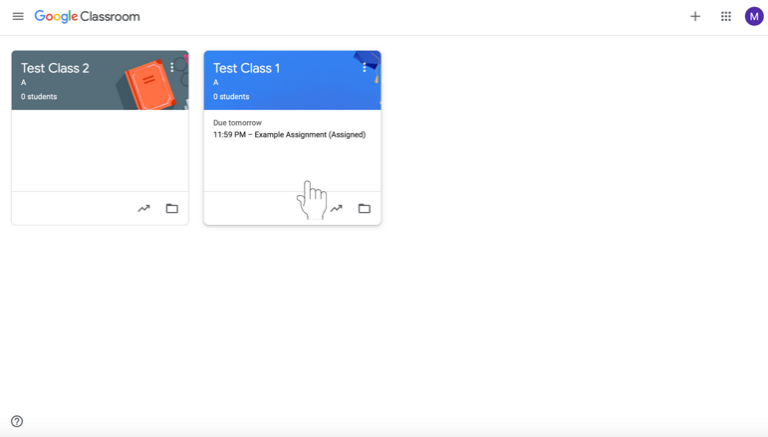
2. Click **Create**.



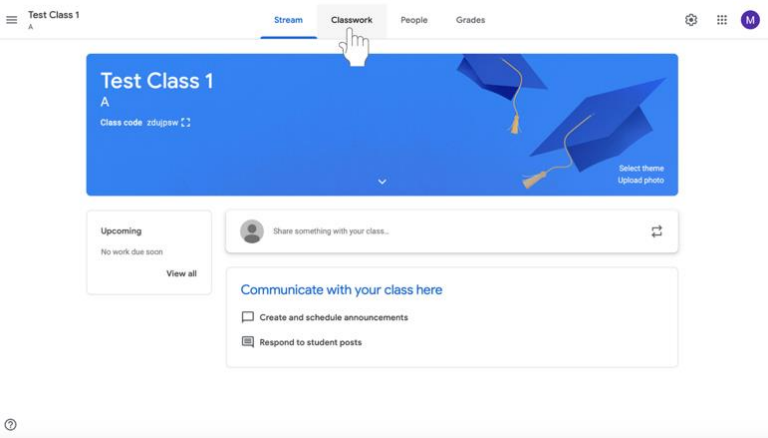
3. Select **Assignment**, **Question** (to ask disciples one question to which they can respond), or **Material** (for readings and other materials if disciples are not turning in any work in response).

Creating an assignment

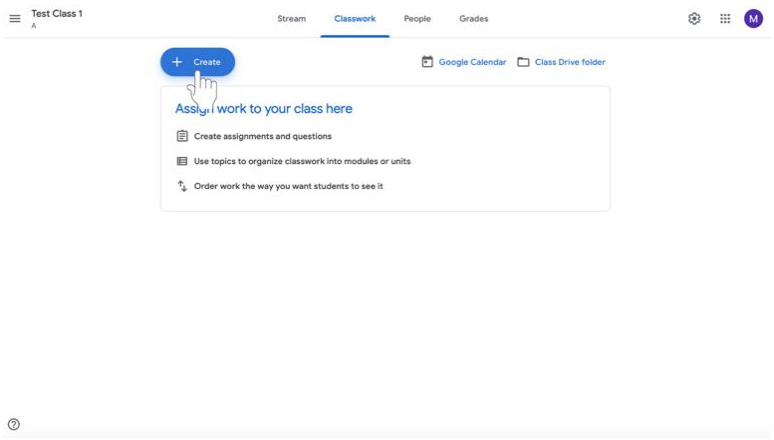
1. Sign in to **Google Classroom**.
2. In the class page, select the class section to which you are sending the assignment. Click on the class name to select the class.



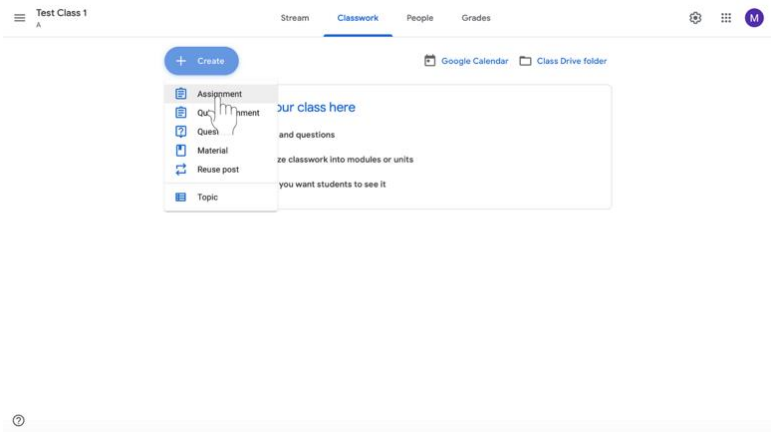
3. Navigate to the **Classwork** tab at the top of the desired class's page. With this tab, you can view all current and past assignments.



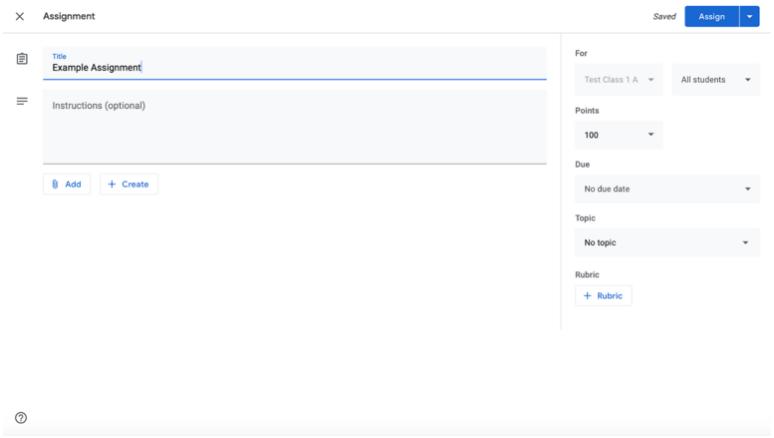
4. Click **Create**.

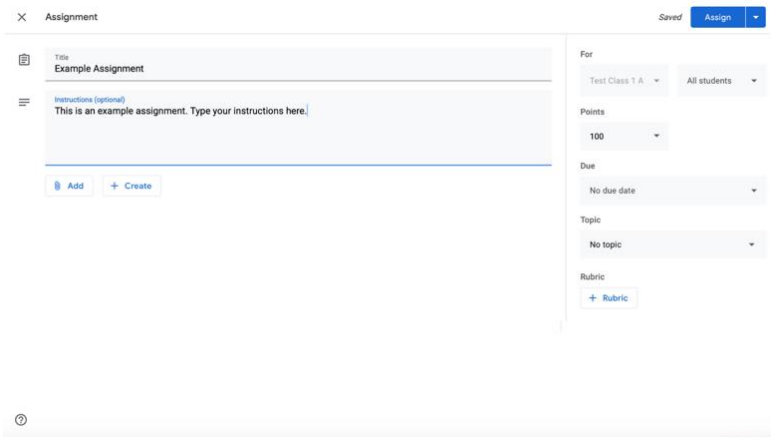


5. Select **Assignment**.

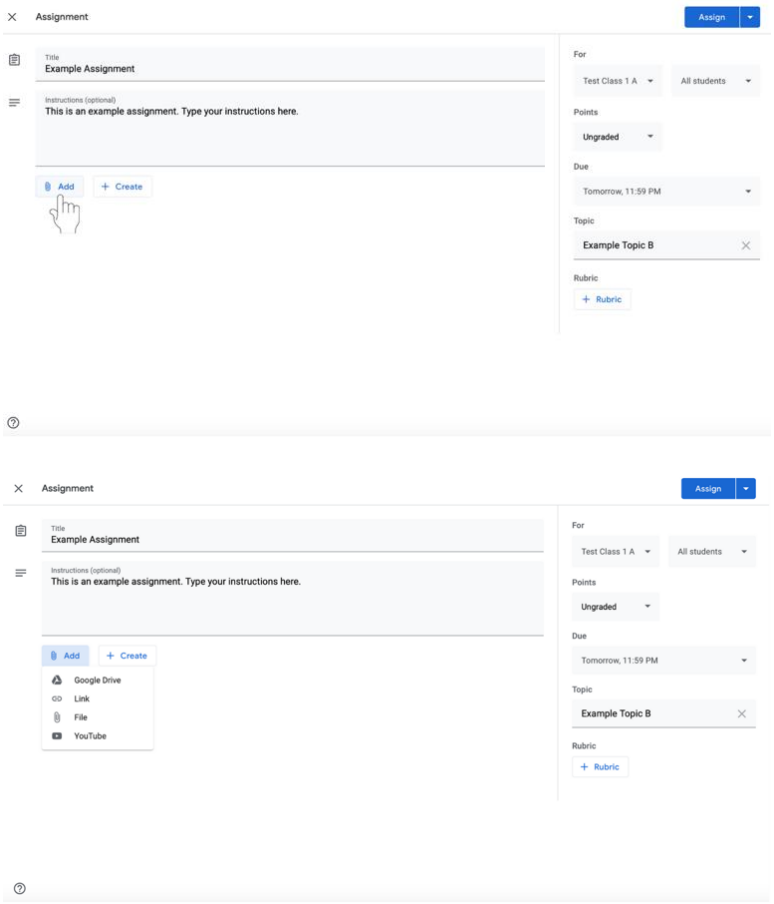


6. Add a **title** and **instructions** to the assignment.



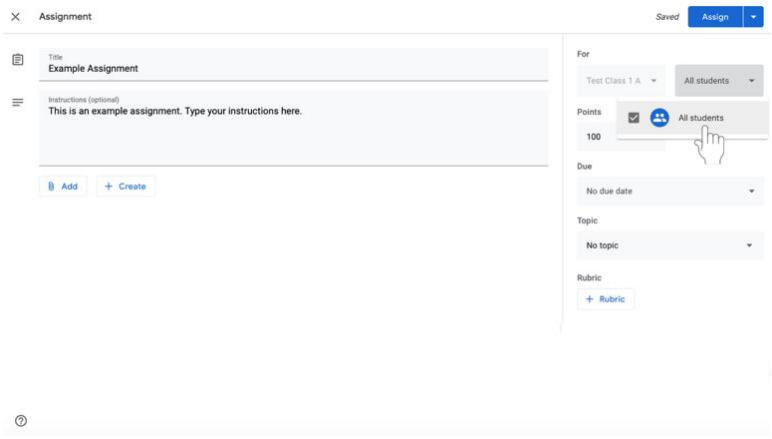


7. Click **Add** (with a paperclip icon) or **Create** (with a plus sign) below the title and instructions to add any supplementary materials necessary to complete the assignment.
    a. You can include a link, file, YouTube video, or file from Google Drive using the **Add** button. Options are self-explanatory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

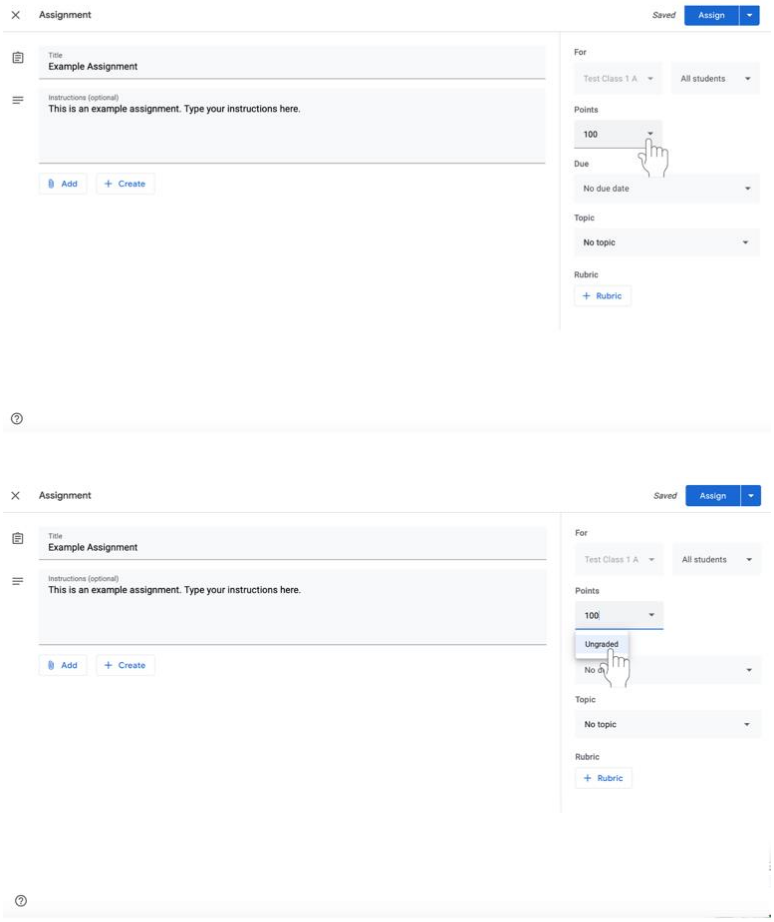


    b. Using the **Create** button, you can add Google Docs, Slides, Sheets, Drawings, or Forms (**instructions to follow**).
        i. **Note:** If disciples need to turn in written information, a Google Doc or other material must be included in the assignment using the **Create** option. Be sure to have 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.

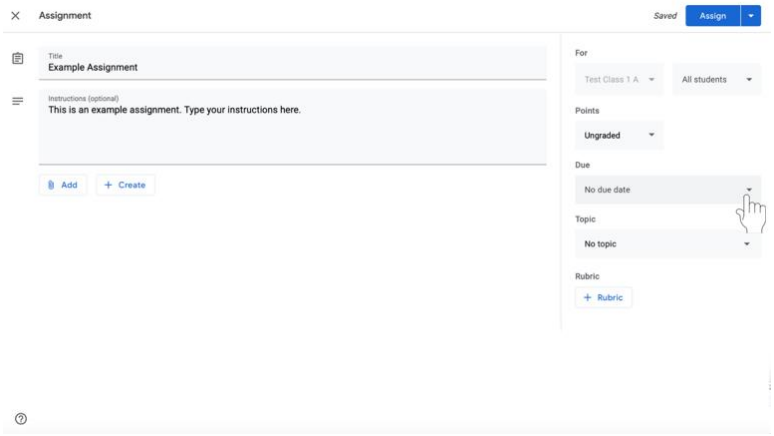
8. On the left side of the screen under **For**, select the students to whom you are sending the assignment. Click the dropdown menus to make changes.



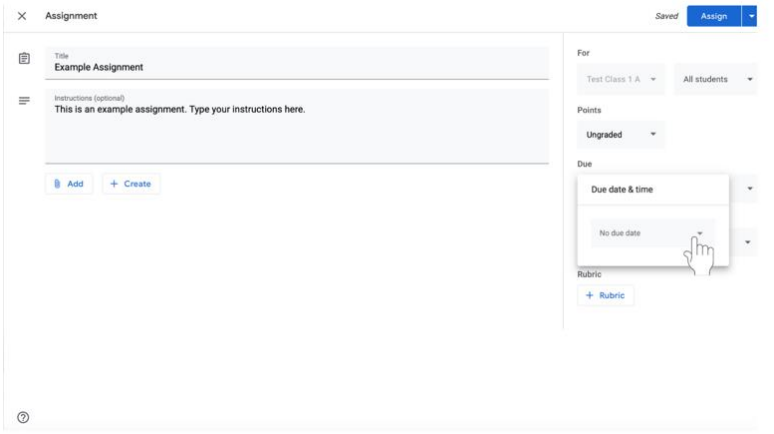
9. On the left side of the screen, change the number of points that the assignment is worth if necessary. (Default is 100.) To mark the assignment **ungraded**, click on the downward arrow and select ungraded. You can also type in the number of points an assignment is worth. **Religious Formation is 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.**

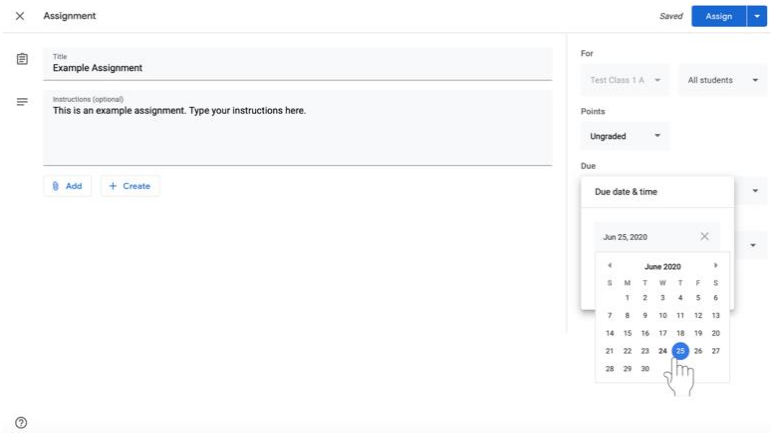


10. Select a **Due Date** for the assignment on the left side of the screen.
    a. Click on the down arrow next to No Due Date. A dropdown menu will appear.

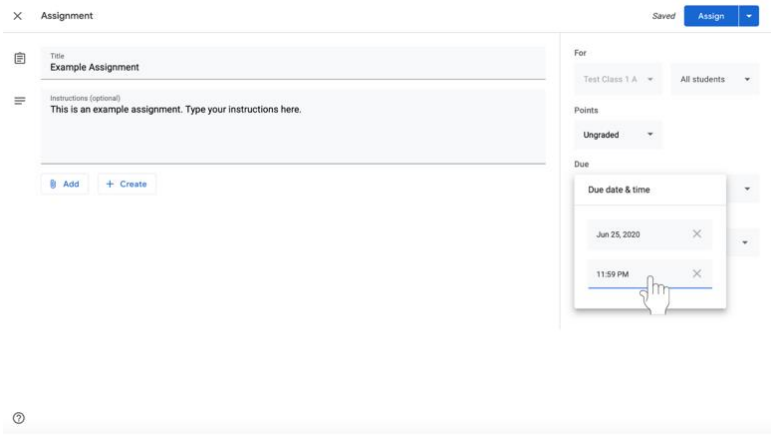


    b. Click on the light gray button labeled No Due Date to see a calendar and select a due date for the assignment.

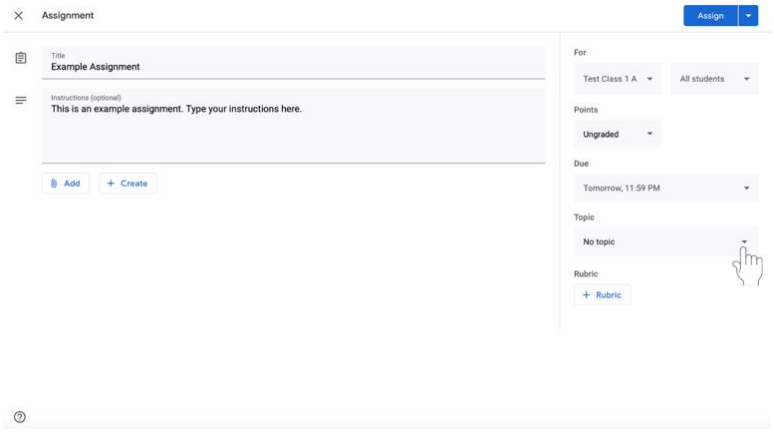




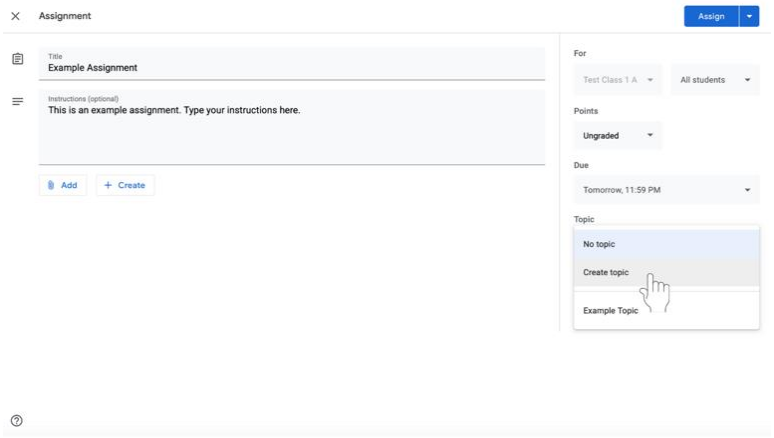
c. Select a time in the menu under the date. 11:59 PM will appear by default. Type in a new time if desired.

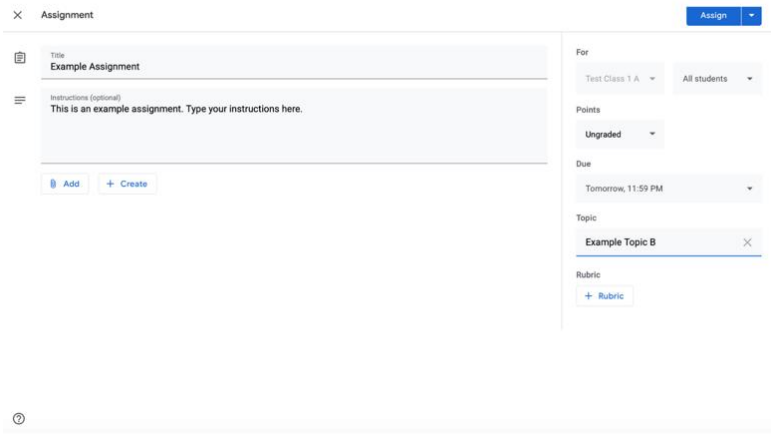


11. If desired, you can file the assignment under a certain topic.
    a. Select the menu under **Topic** on the left side of the screen.

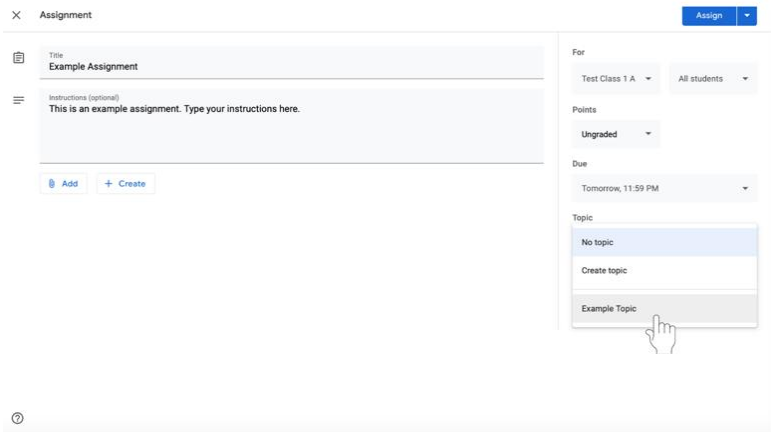


b. Click **Create Topic**. Type in the topic name.

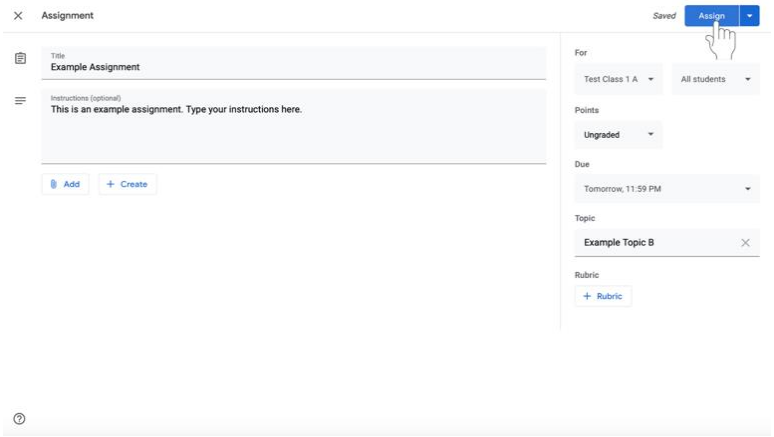




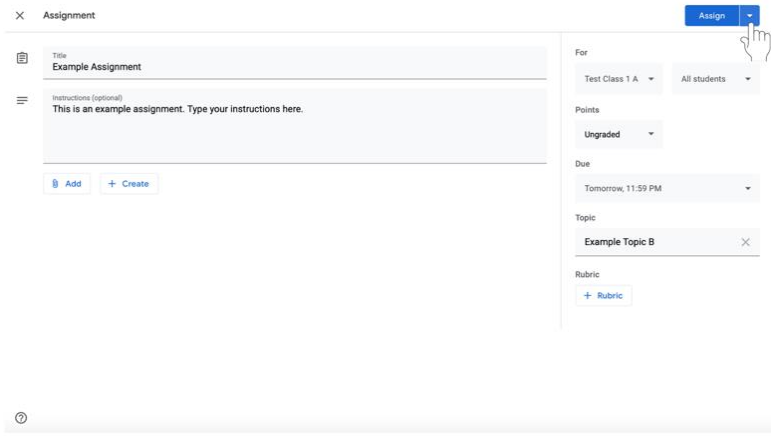
c. If you already have topics saved, select the menu under **Topic** and then click on the relevant label.



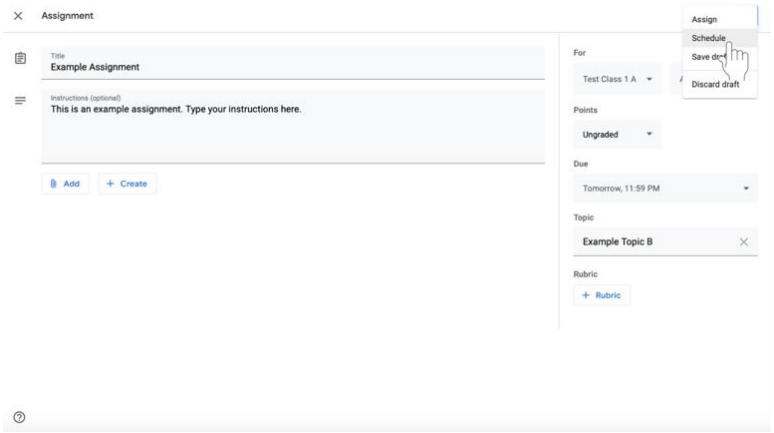
12. Assign work.
    a. When all of the necessary and desired information is completed, select the blue **Assign** button at the top left of the screen for the assignment to be distributed immediately.



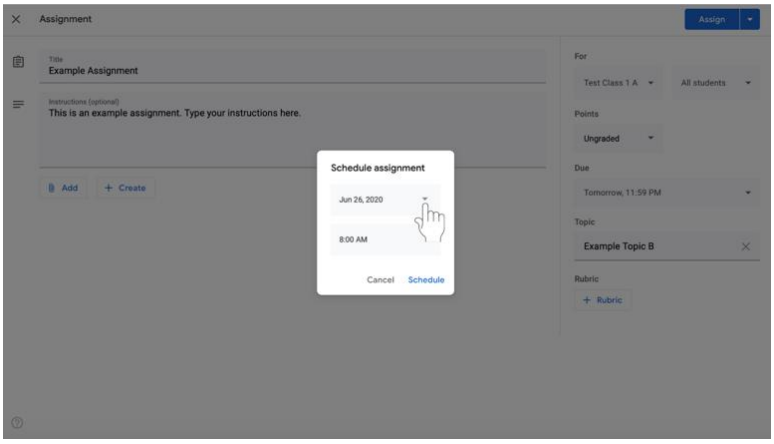
    b. If you do not want to assign the work immediately, click the **blue down arrow** icon to the right of the Assign button at the top left of the screen.



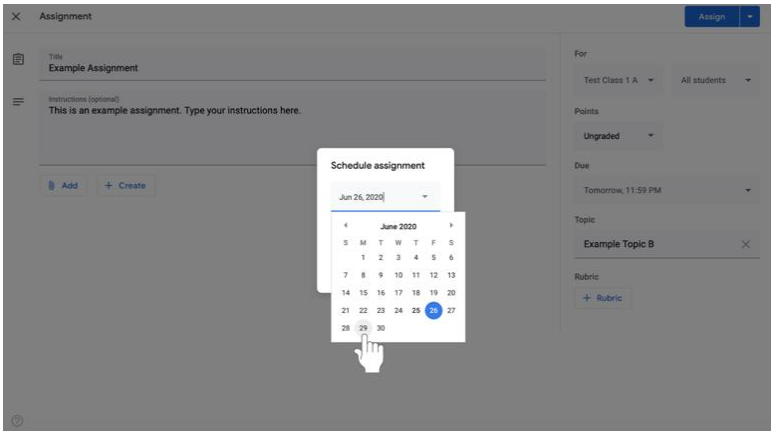
ii. Click **Schedule** in the dropdown menu to share the assignment. A box will appear in the center of the screen.



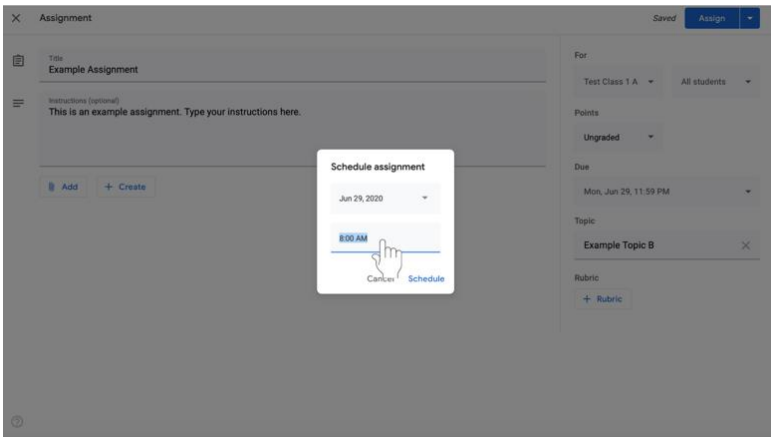
iii. Click on the text box with the date.

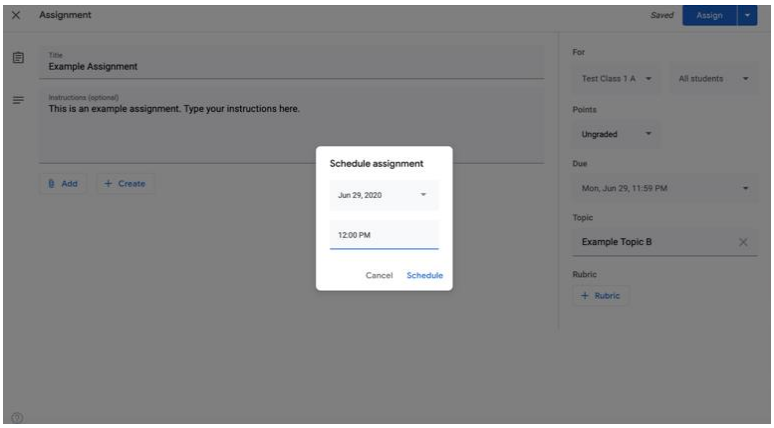


iv. Select the desired date on the calendar.

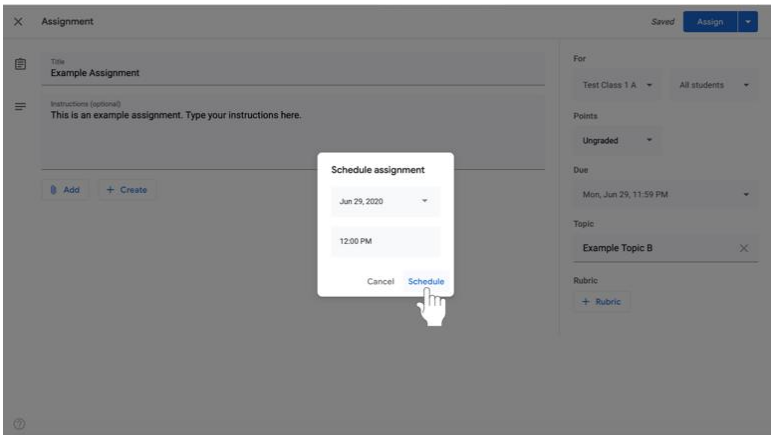


v. Under the date, change the time that the assignment will be shared with members of the Google Classroom.



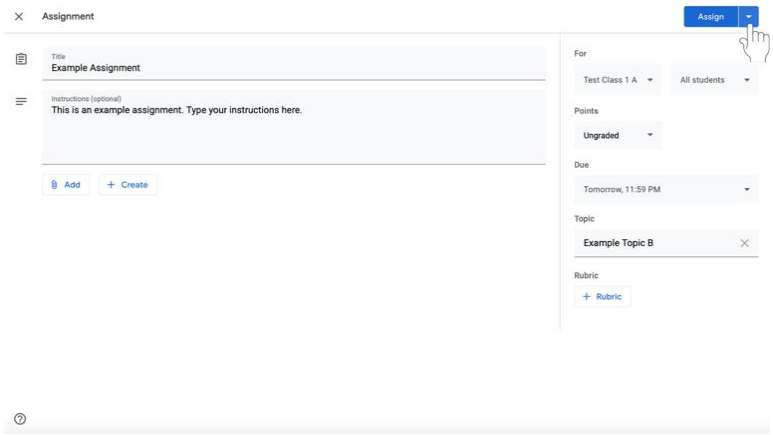


vi. Select the blue **Schedule** button at the bottom left of the box.

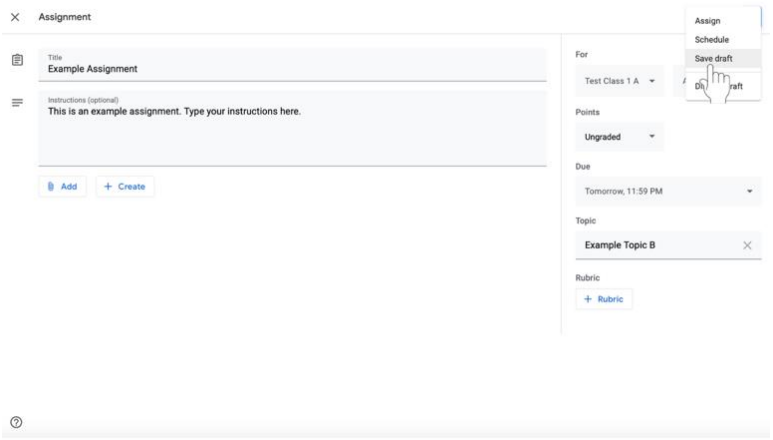


vii. Your assignment is now scheduled and will appear in each disciple's feed at the set time.

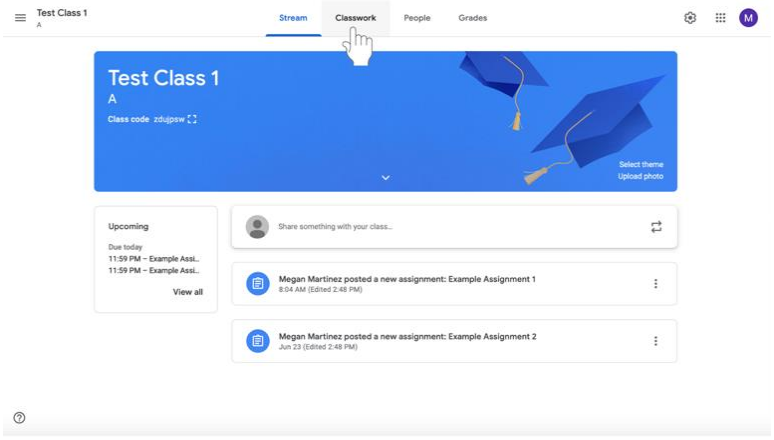
c. If you want to **finish creating the assignment later**,
    a. Click the **blue down arrow** icon to the right of the Assign button at the top left of the screen.

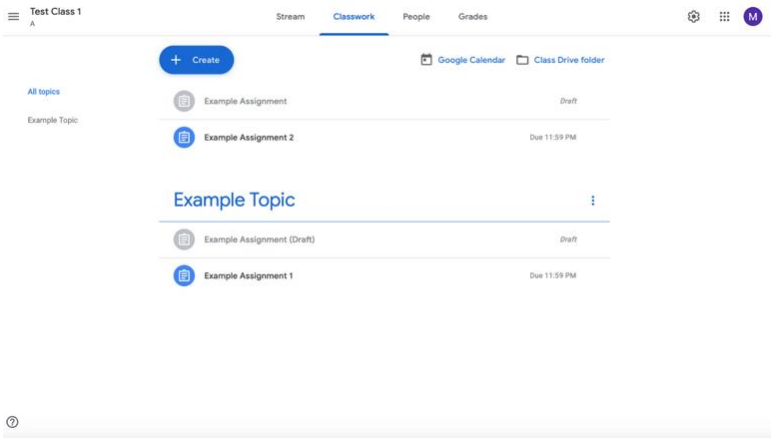


viii. Select **Save Draft**.



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.



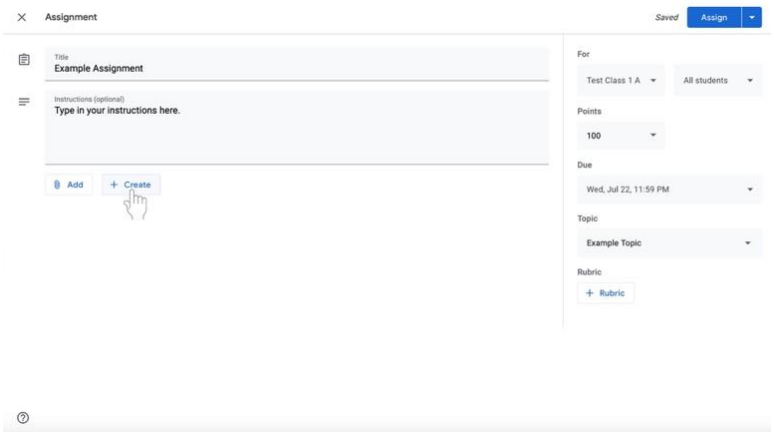


Using Google Docs with assignments

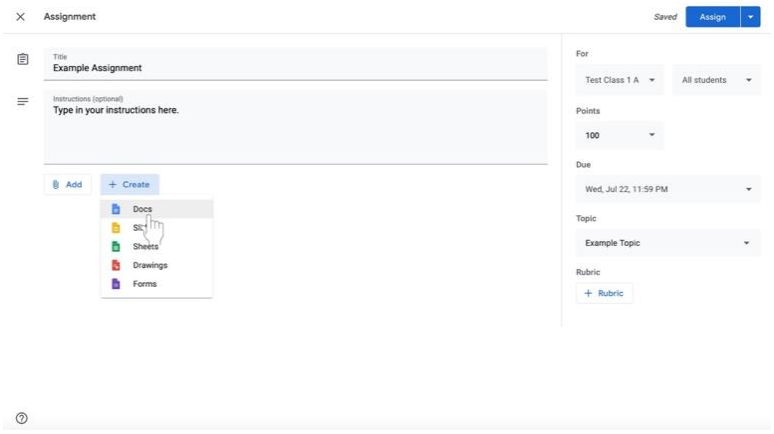
Catechists may want to attach a document to an assignment to include lengthy instructions, study guides, or other material. Catechists may also need to attach a Google Doc to an assignment if the student needs to submit written information in order to complete an assignment.

Attaching and creating a Google Doc

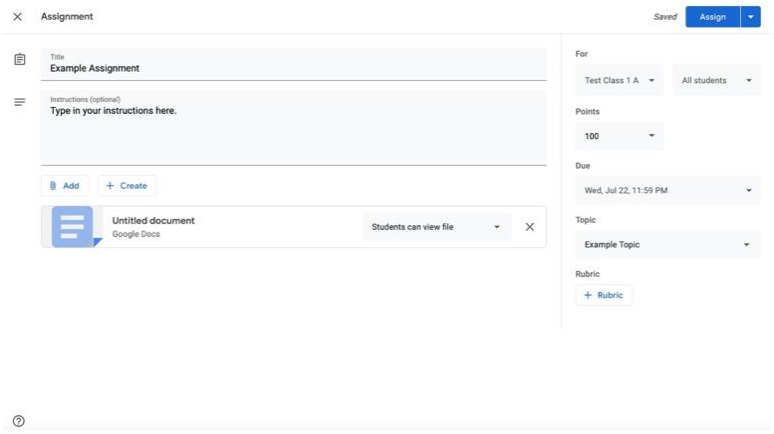
1. In the assignment that you are creating/editing, click the **Create** button below the Title and Instructions.



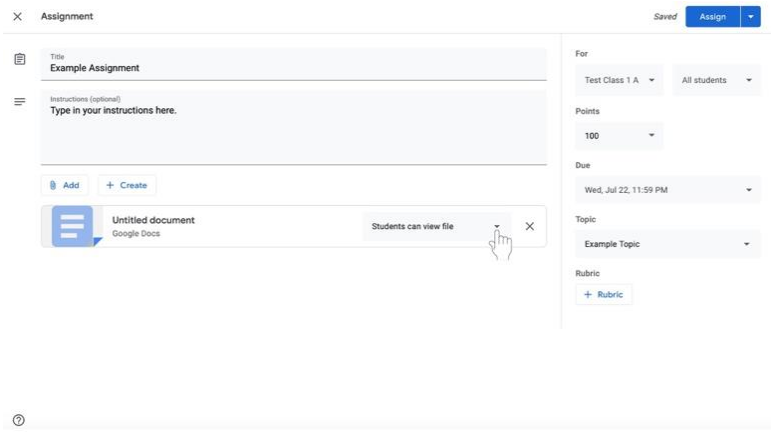
2. Select **Docs**. A Google Doc will now be attached to the assignment.



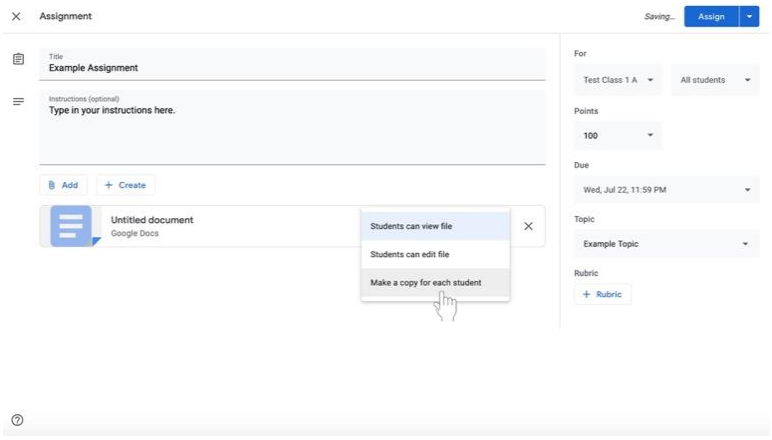
3. Change document editing permissions as soon as the Google Doc is added to the assignment.
    a. If disciples **do not** need to edit the file, select **Students can view file** to the left of the document name. **Students can view file** is the default setting. This setting is for a document that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



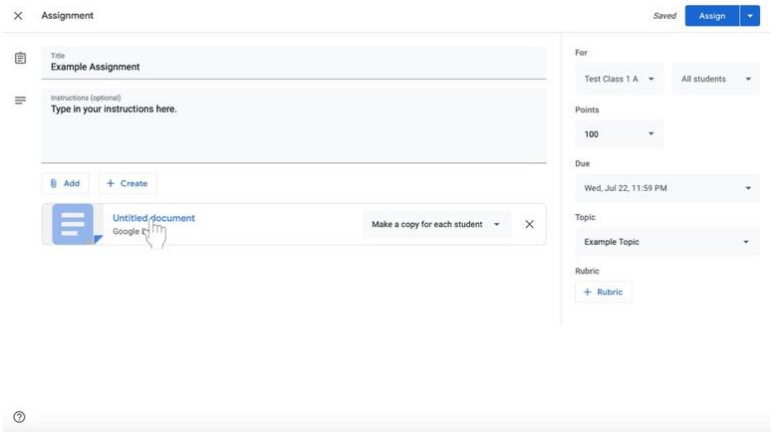
    b. If you are creating a document that disciples must complete **individually**,
        i. Click on the box next to the document name that says Students can view file, Students can edit file, or Make a copy for each student.



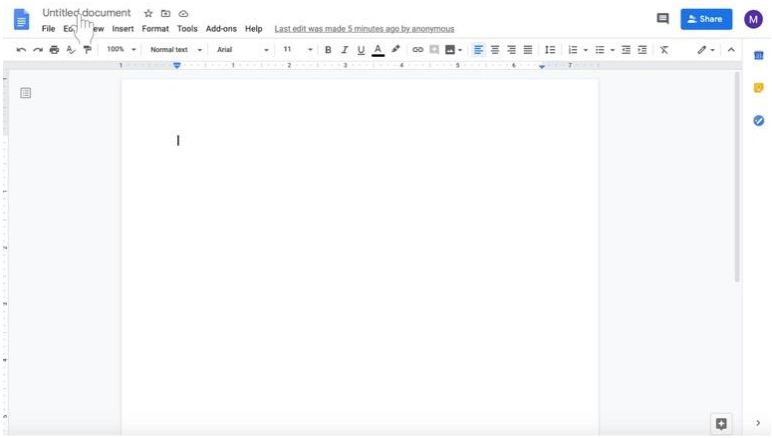
ii. Select **Make a copy for each student** to make a separate copy of the same document for every student.



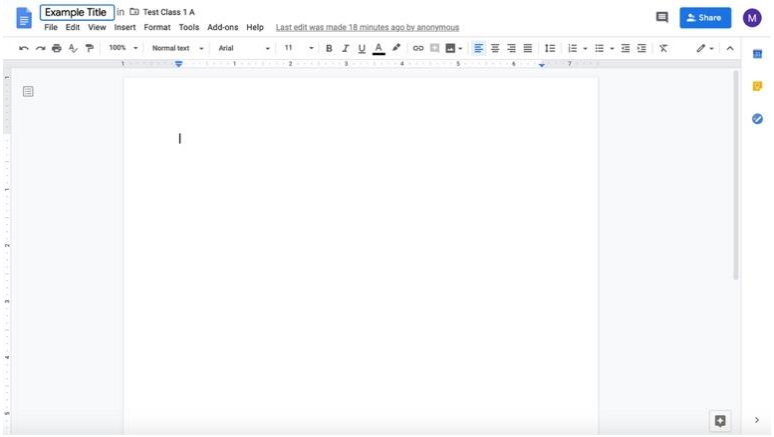
4. Click on the title of the Google Doc, labeled **Untitled document**. The document will open in another window or tab.



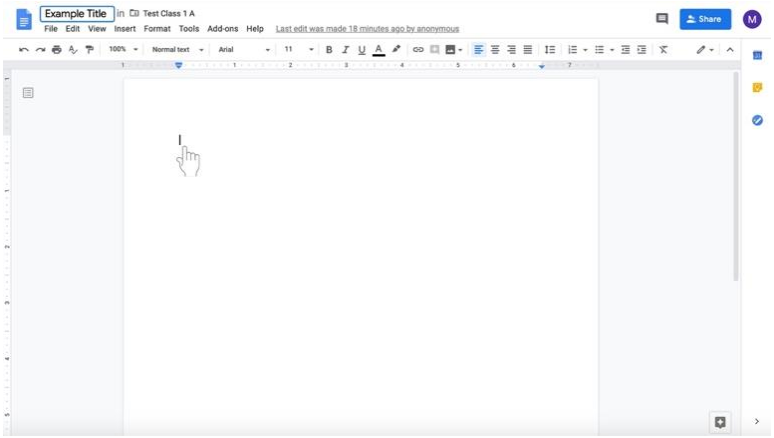
5. To name the document, click on the top right corner of the document where it says **Untitled document** in gray.



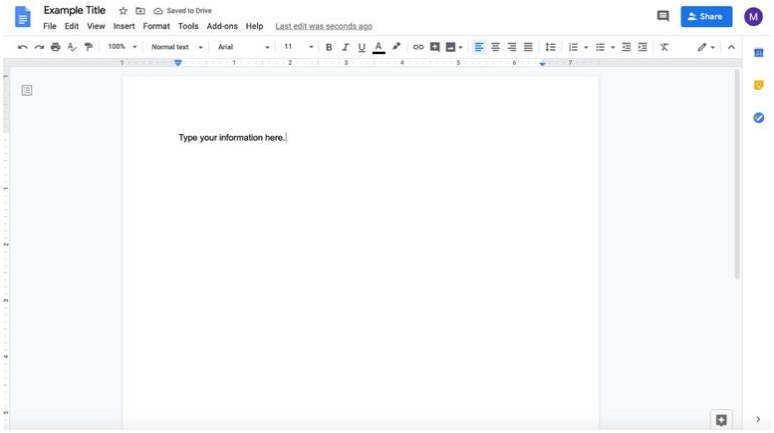
6. Type in the new document name.



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.



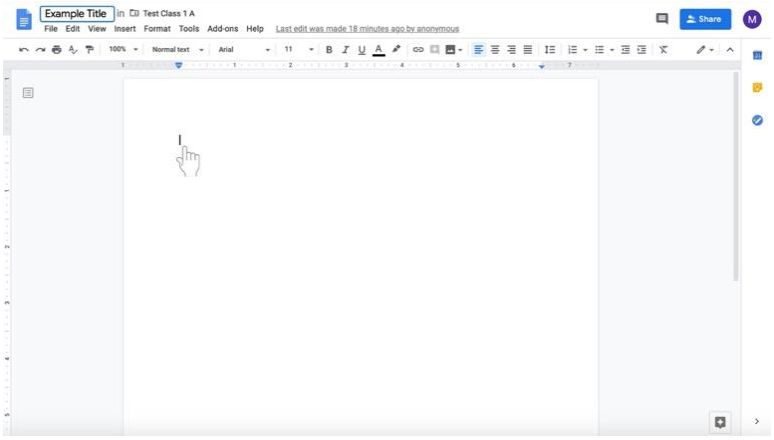
ii. Type in the Google Doc.



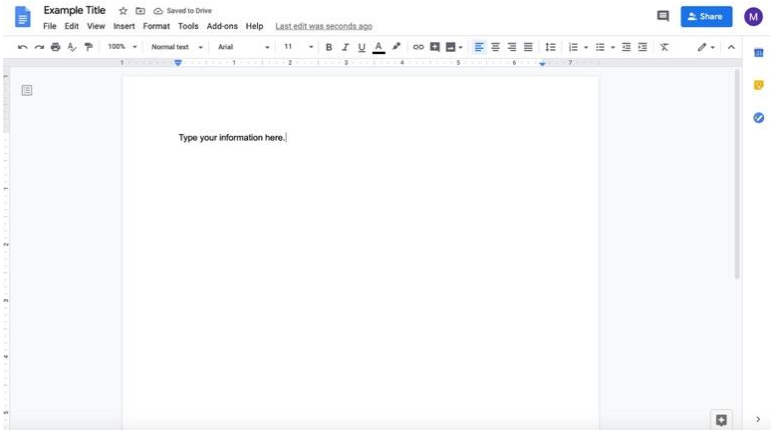
iii. **Note that disciples can also edit a document with questions or other material provided by the catechist with the appropriate permissions outlined in step 3 on pages 29 and 30.**

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.



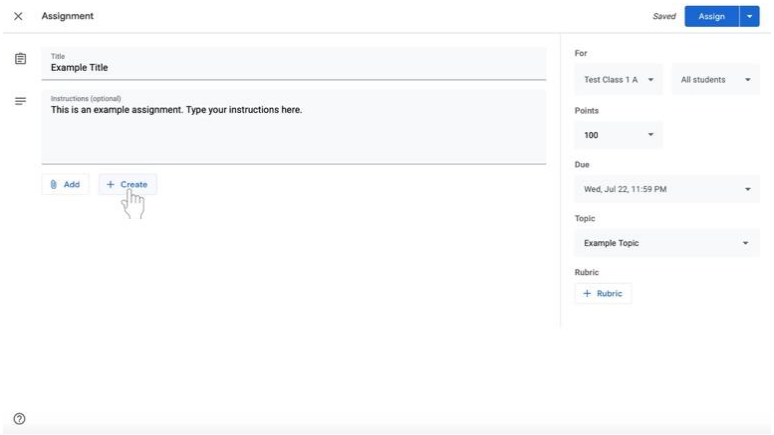
iii. **Note that disciples can also edit a document with questions or other material provided by the catechist with the appropriate permissions outlined in step 3 on pages 29 and 30. Disciples can also be prevented from editing a document with the appropriate permissions outlined in step 3 on pages 29 and 30.**

8. Return to the tab where you are editing the assignment.
9. Continue creating the assignment.

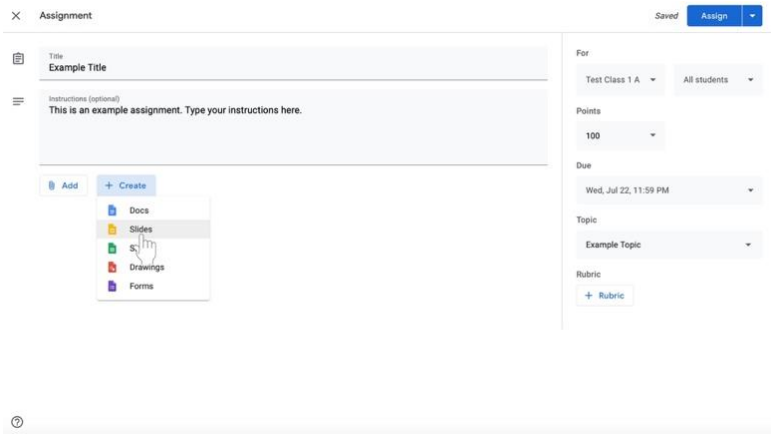
Using Google Slides with assignments

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.

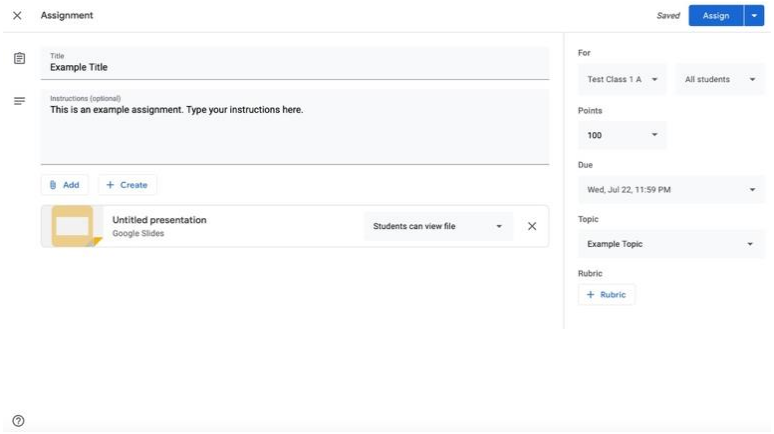
1. In the assignment that you are creating/editing, click the **Create** button below the Title and Instructions.



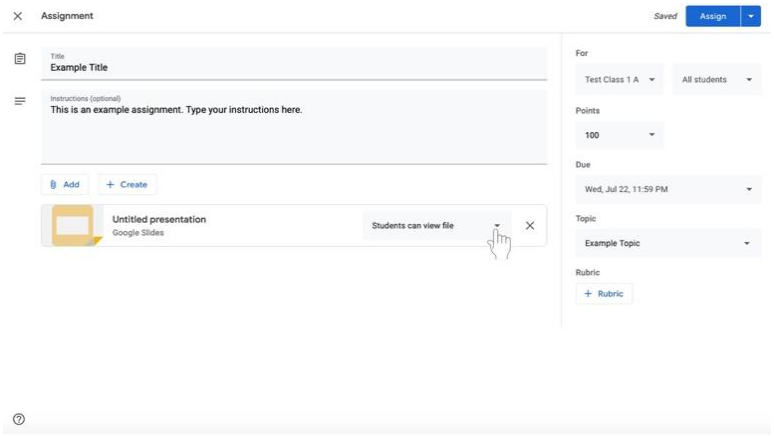
2. Select **Slides**. A Google Slides presentation will now be attached to the assignment.



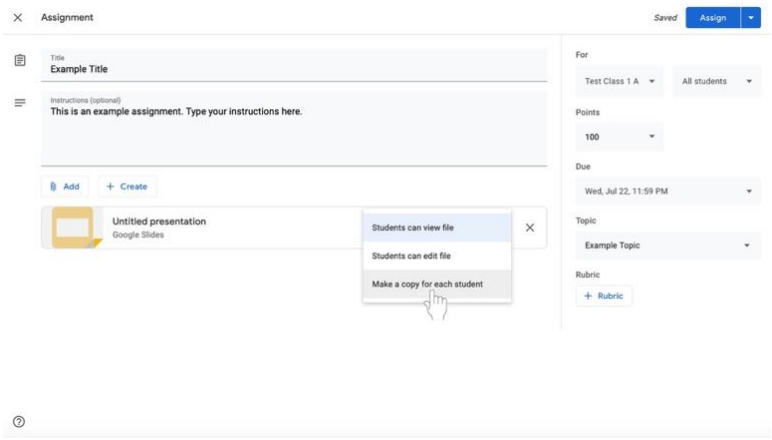
3. Change document editing permissions as soon as the Google Slides presentation is added to the assignment.
    a. If disciples **do not** need to edit the file, select **Students can view file** to the left of the document name. **Students can view file** is the default setting. This setting is for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



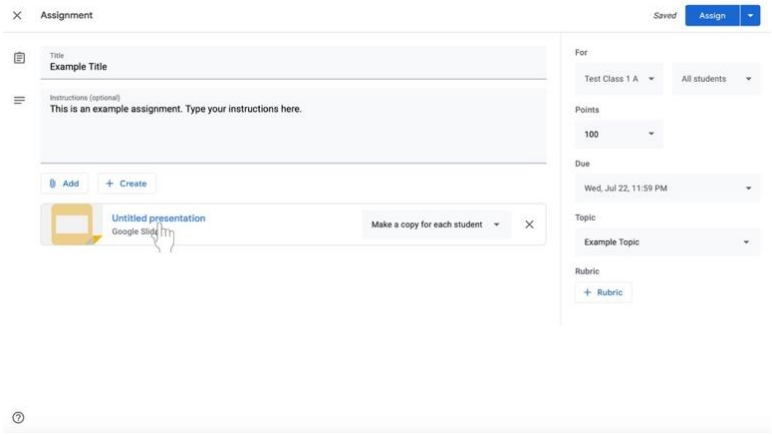
    b. If the you are creating a presentation that disciples must complete **individually**,
        i. Click on the box next to the document name that says Students can view file, Students can edit file, or Make a copy for each student.



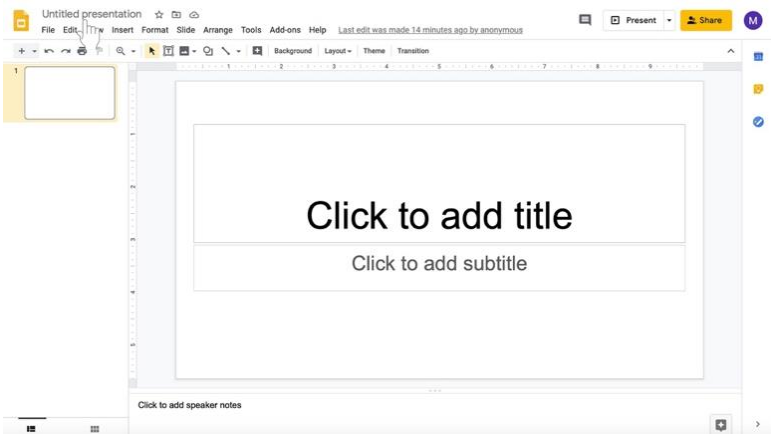
ii. Select **Make a copy for each student** to make a separate copy of the same document for every disciple.



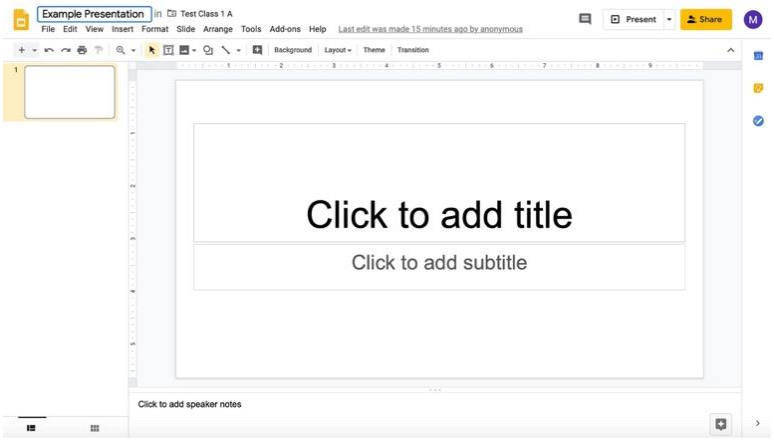
4. Click on the title of the Google Slides presentation, labeled **Untitled presentation**. The presentation will open in another window or tab.



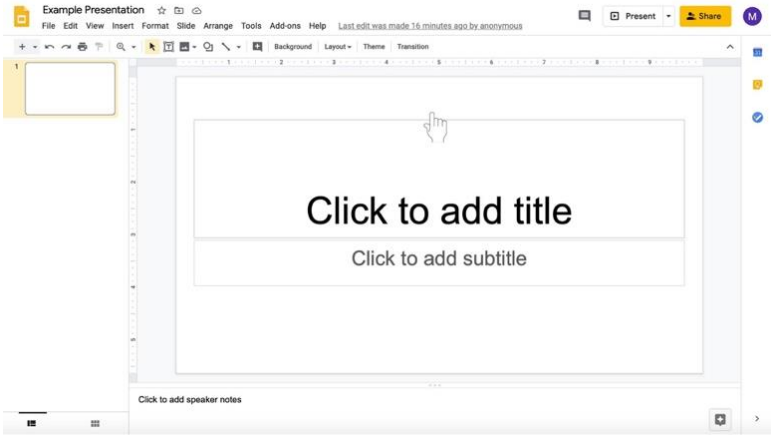
5. To name the document, click on the top right corner of the document where it says **Untitled presentation** in gray.



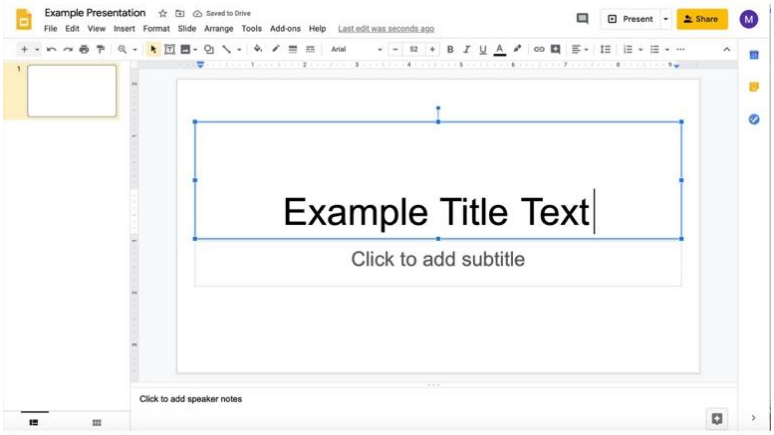
6. Type in the new presentation name.

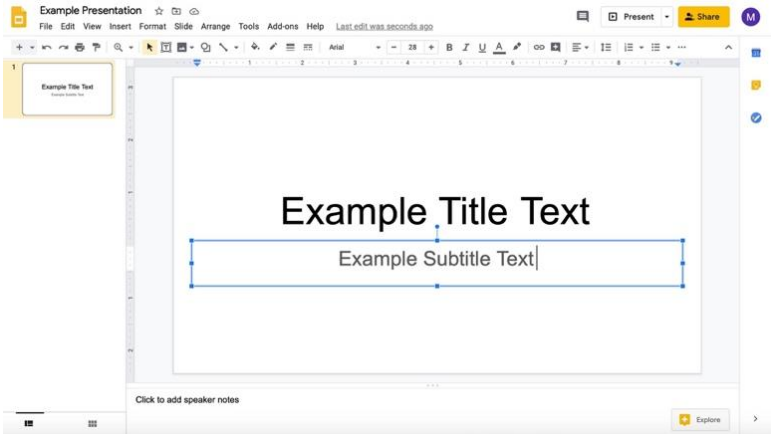


7. Edit the body of the Google Slides presentation accordingly.
    a. If you wish to send a **completely blank document for disciples to edit**, no further action is required.
        i. **Note that disciples can also edit a presentation with questions or other material provided by the catechist with 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.

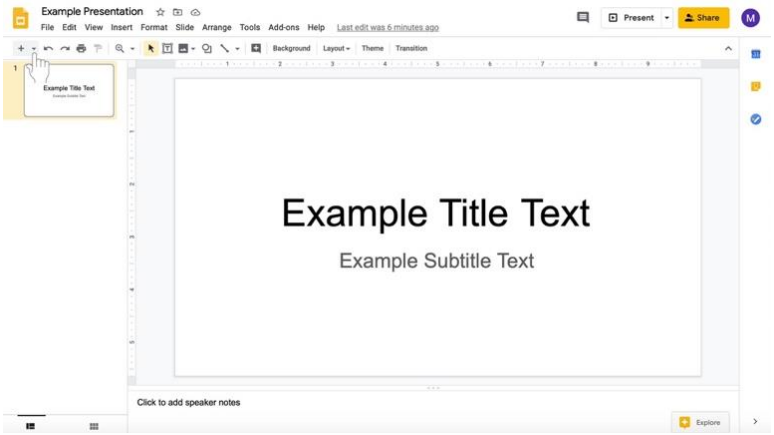


ii. Type in the text boxes, such as “Click to add title” and “Click to add subtitle.”

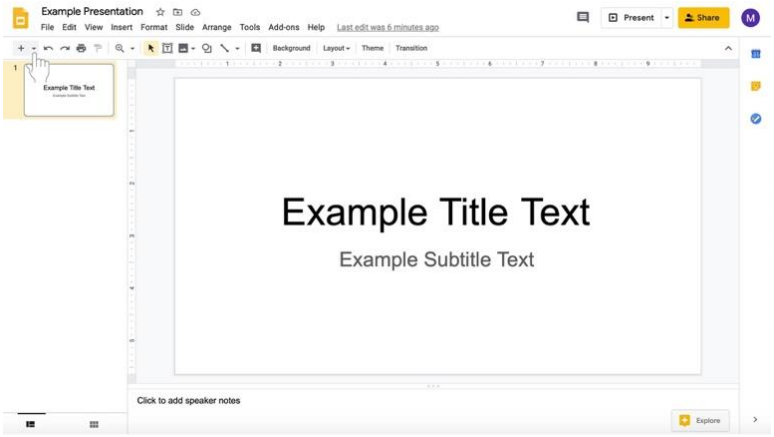




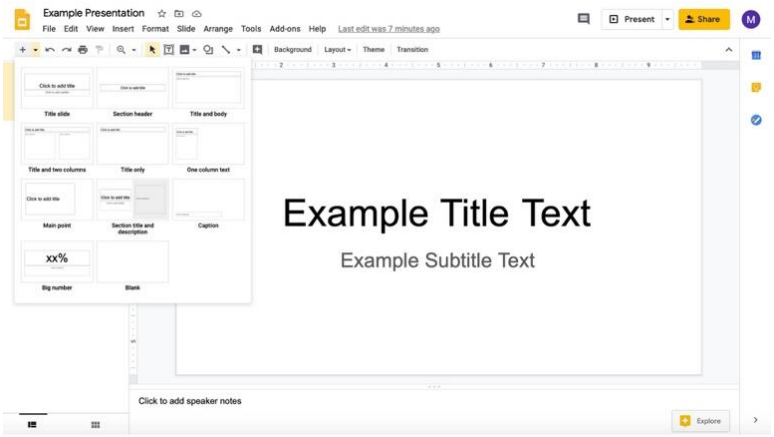
iii. To add more slides, click on the **down arrow to the right of the +** to add new slides. The icon is under the document name and menu with File, Edit, and View options.



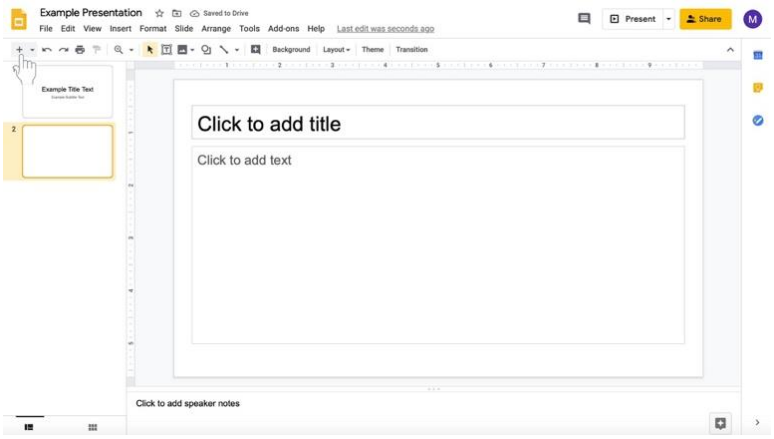
iv. Select the type of slide you would like to add.

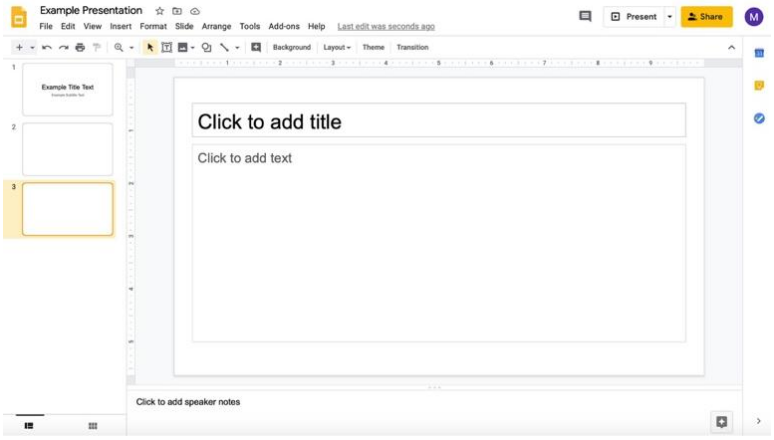


v. Add information to slides.

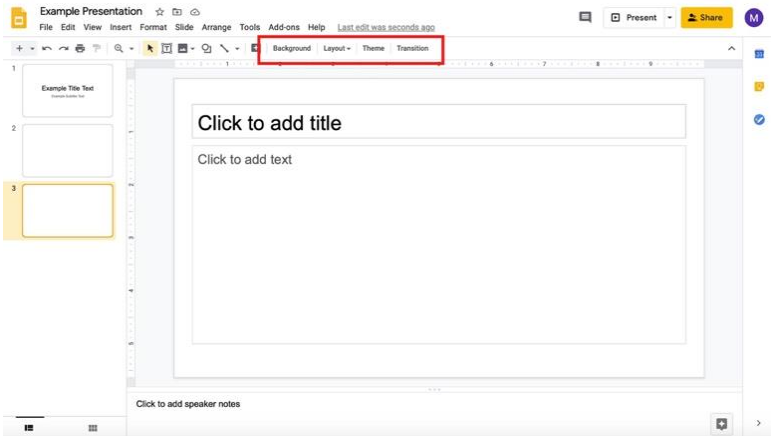


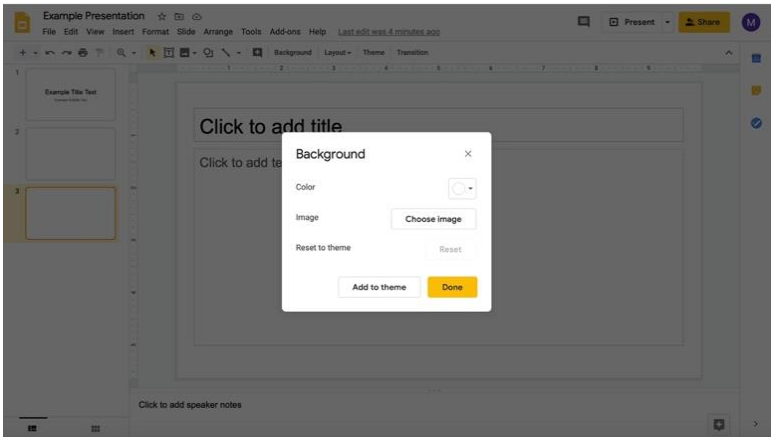
vi. To add another slide of the same type, click on the + instead of the down arrow.

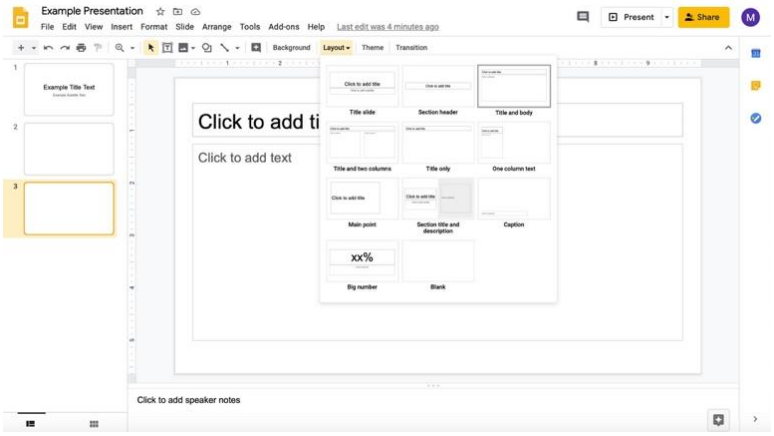


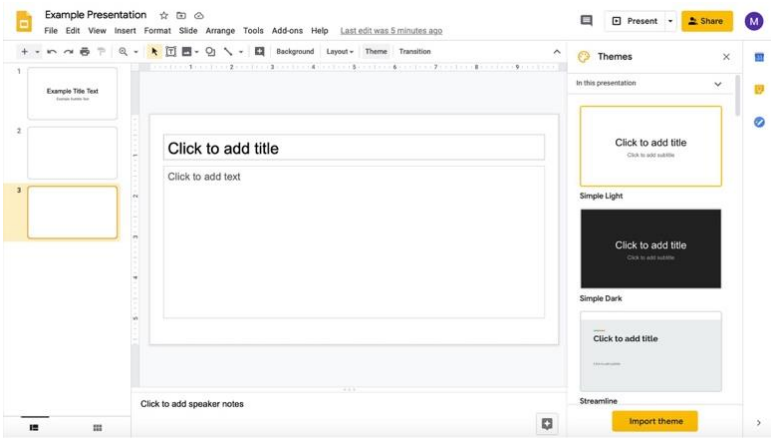


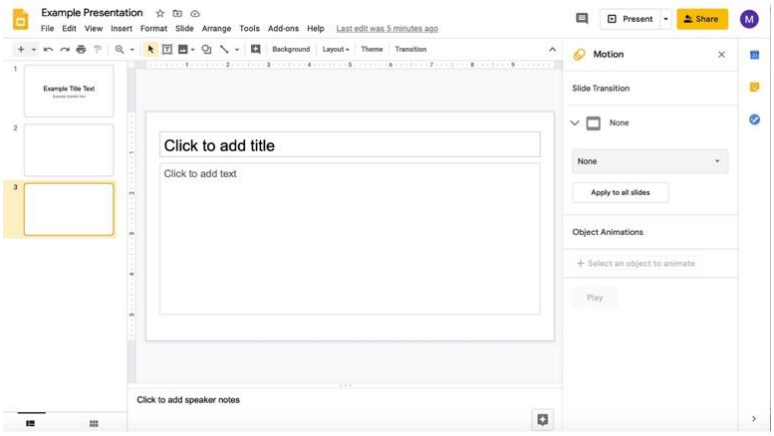
vii. In the same row with the + to add slides towards the center, the you can change the background of the presentation, theme (present layout and color), layout of the slide, and transitions of the presentation (highlighted here in a red box).







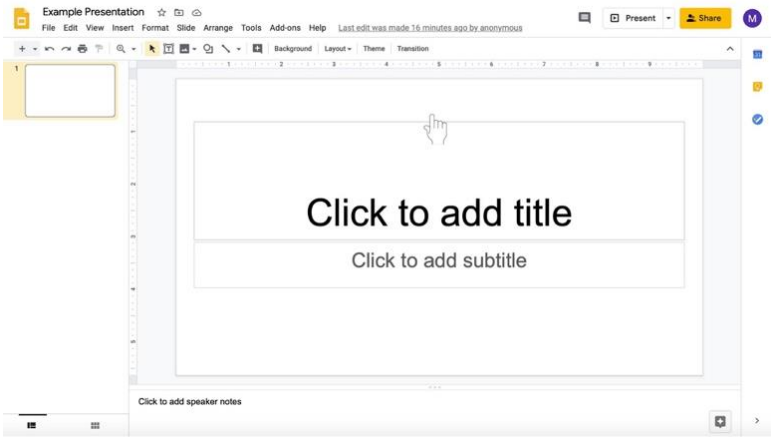




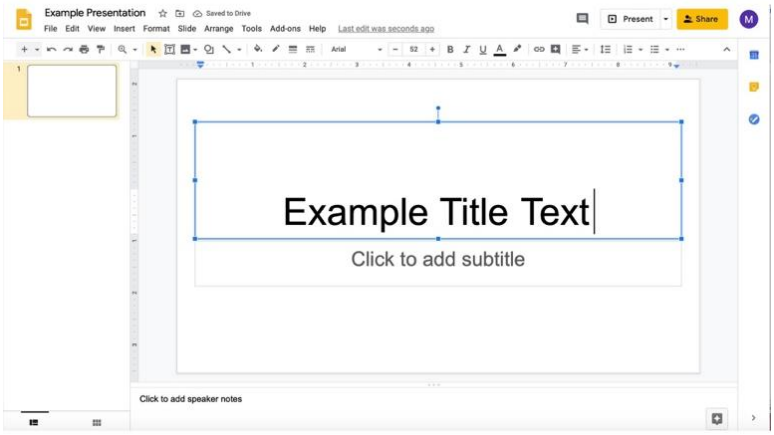
viii. **Note that disciples can also edit a document with questions or other material provided by the catechist with the appropriate permissions outlined in step 3 on pages 35 and 36.**

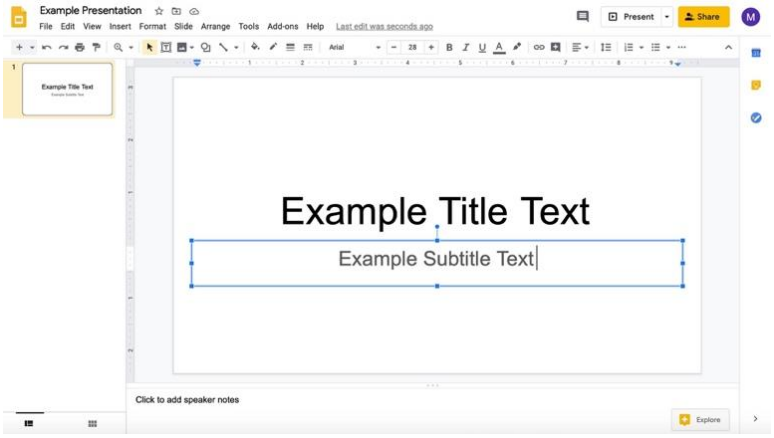
c. If you wish to send a **document with long instructions or supplementary text**,

i. Click in the title slide.

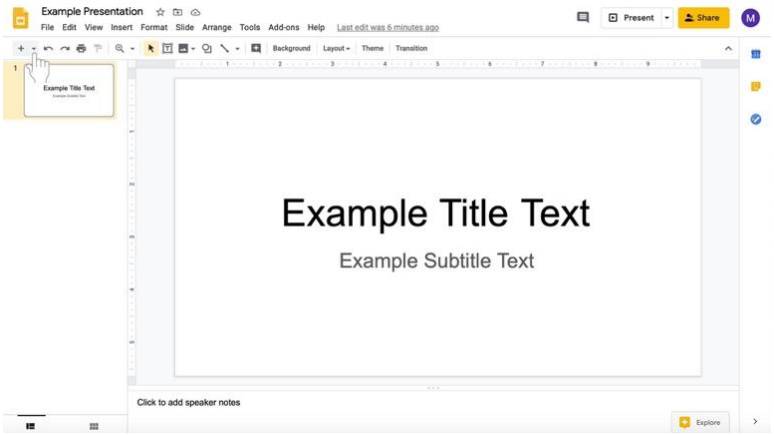


ii. Type in the text boxes, such as “Click to add title” and “Click to add subtitle.”

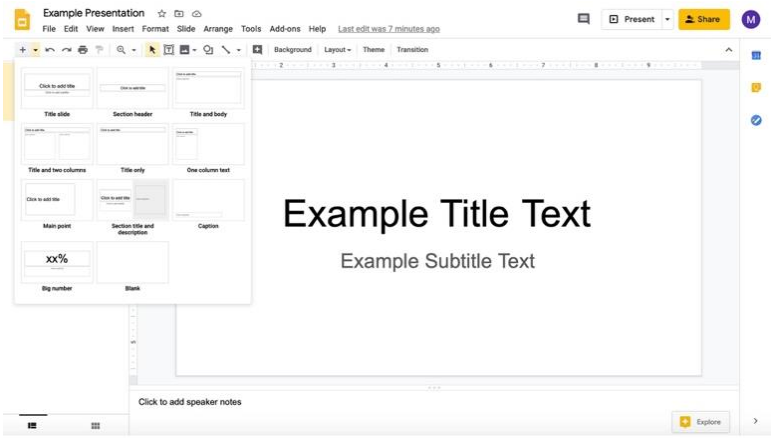




iii. To add more slides, click on the **down arrow to the right of the +** to add new slides. The icon is under the document name and menu with File, Edit, and View options.

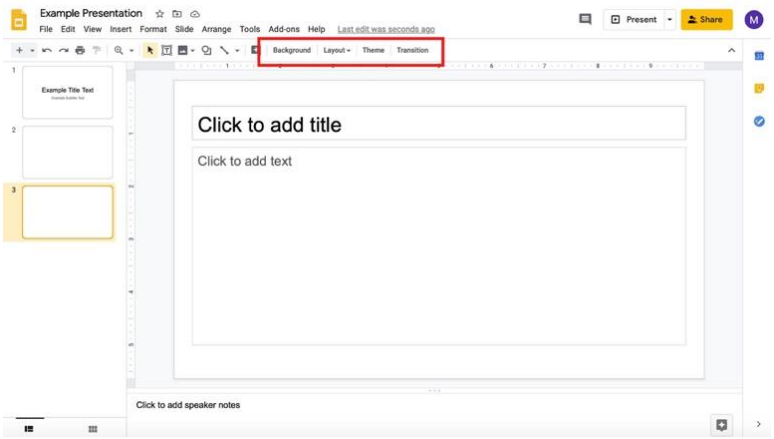


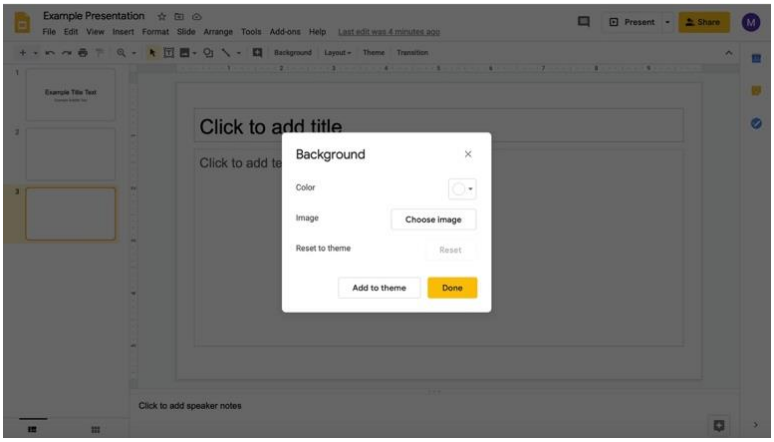
iv. Select the type of slide you would like to add.

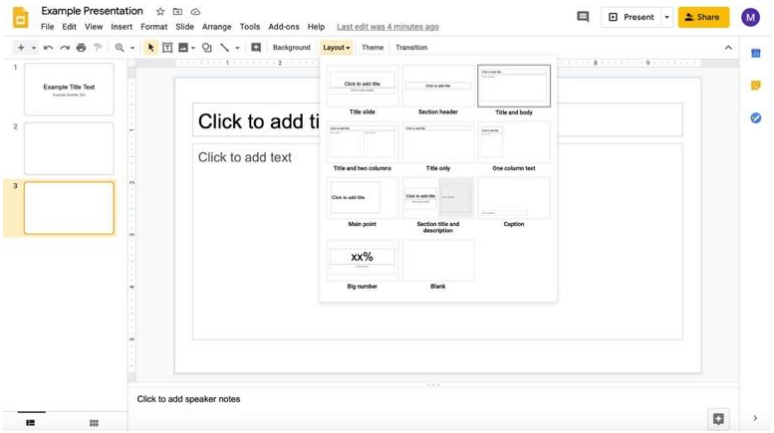


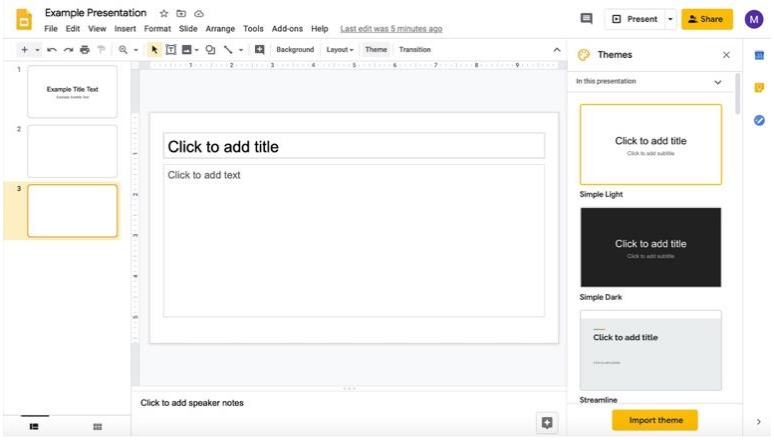
v. Add information to slides by clicking in the pre-created text boxes (as in the title slide).

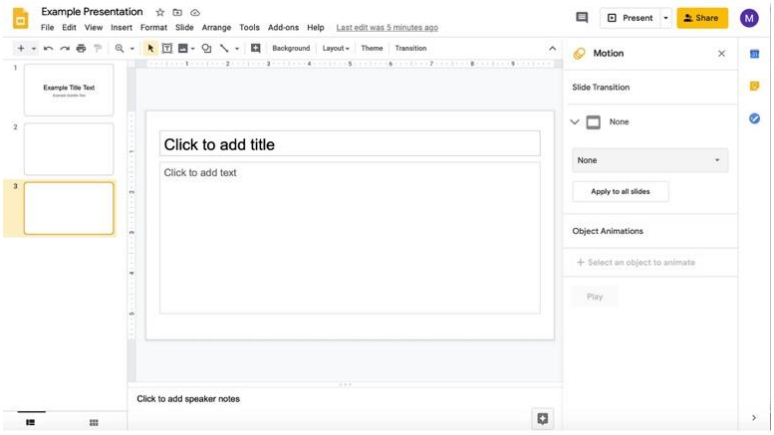
vi. In the same row with the + to add slides towards the center, you can change the background of the presentation, theme (present layout and color), layout of the slide, and transitions of the presentation (highlighted here in a red box).











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.

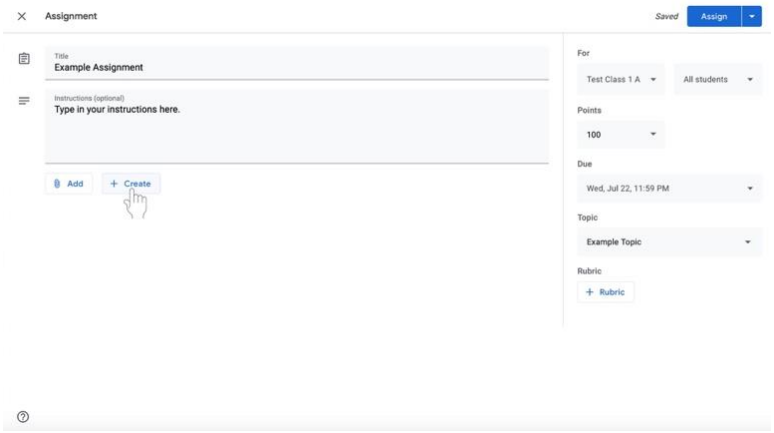
Using Google Forms with assignments
(for surveys, sign-up lists, feedback forms, and quizzes)

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.

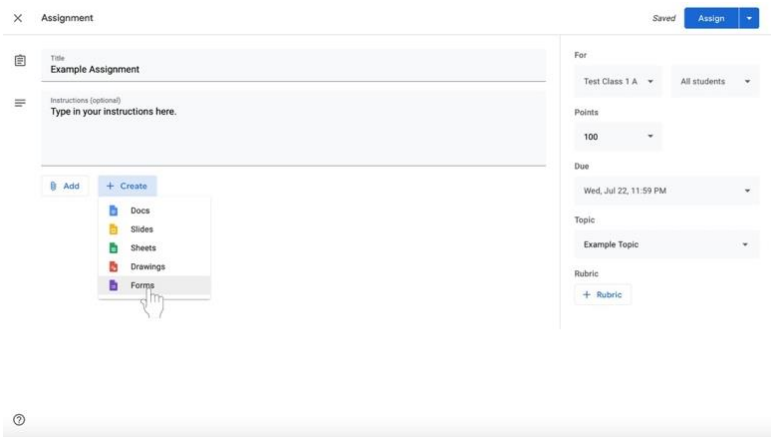
Attaching and creating a Google Form

Beginning your Google Form

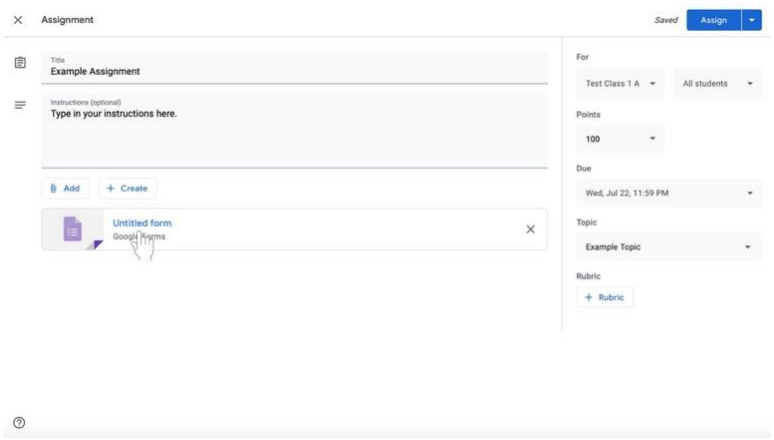
1. In the assignment that you are creating/editing, click the **Create** button below the Title and Instructions.



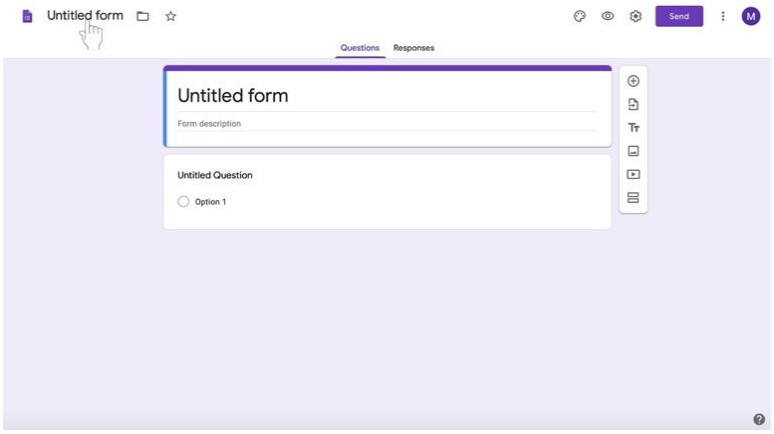
2. Select **Forms**. A Google Form will now be attached to the assignment.



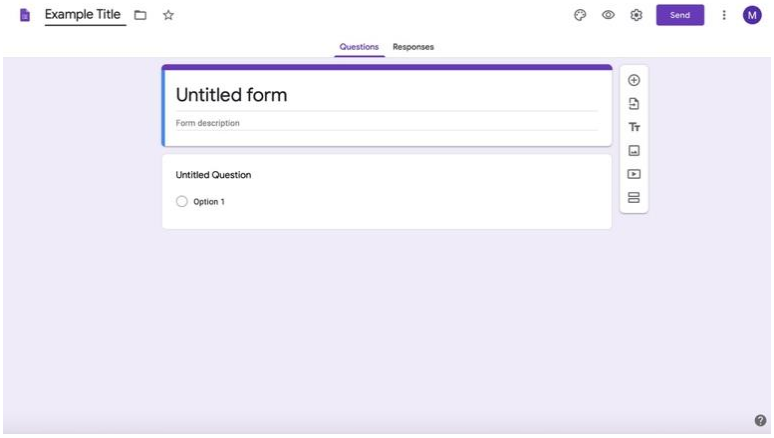
3. Click on the title of the Google Form, labeled **Untitled form**. The Google Form will open in another window or tab.



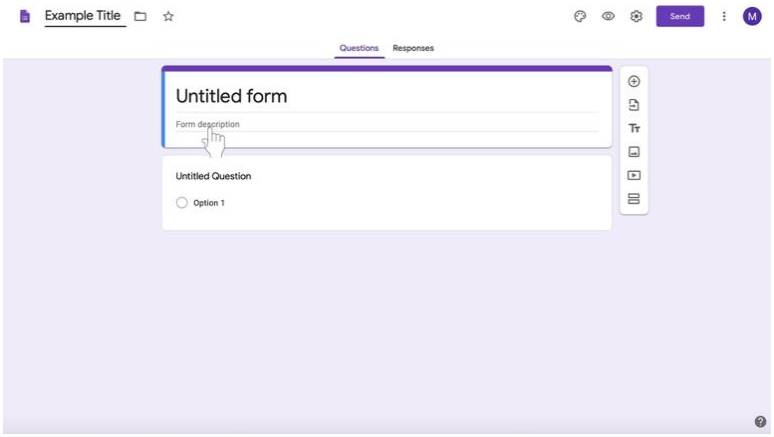
4. To name the Google Form accordingly, click on the large text labeled **Untitled form** at the top of the white area.



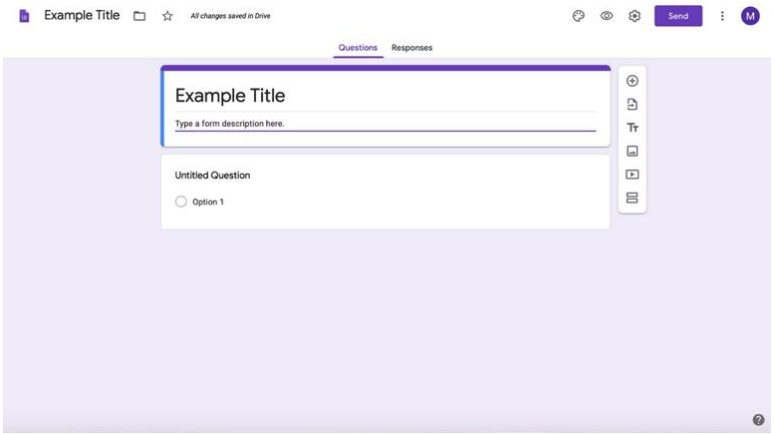
5. Type in the new document name.



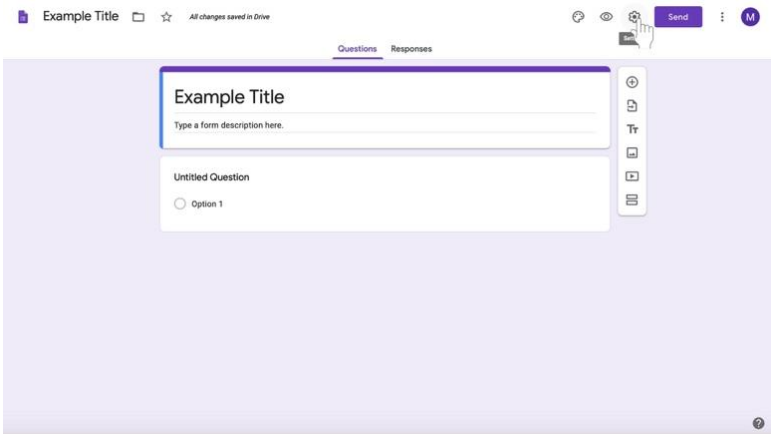
6. To add a description or instructions to the Google Form, click below the title.



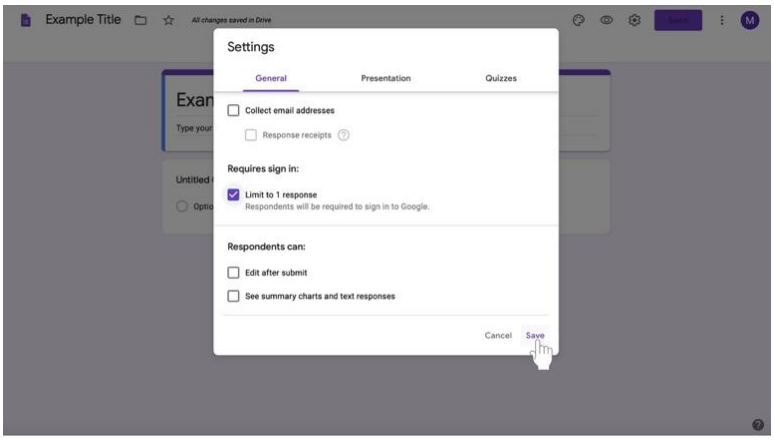
7. Type in your description or instructions.



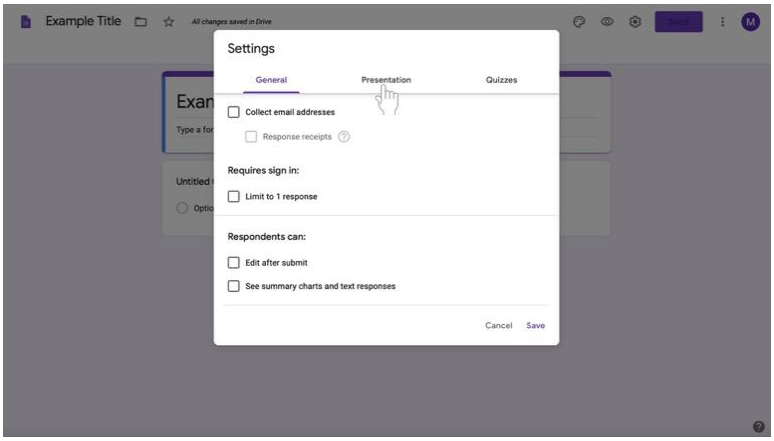
8. Click on the **Settings (gear)** icon at the top left of the screen to the left of the Send button.

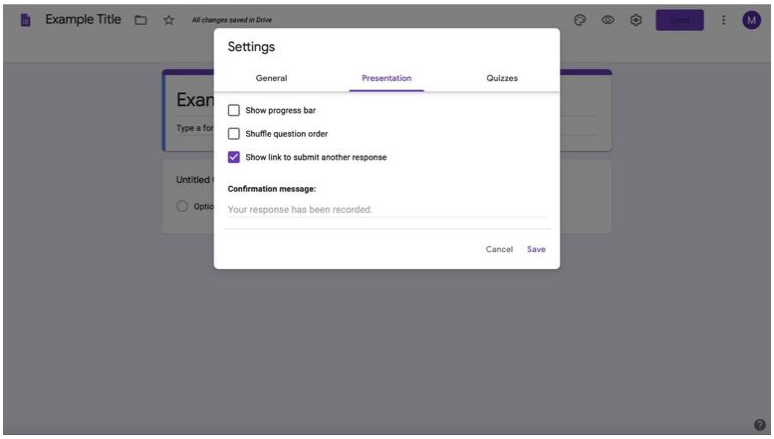


a. A box will appear. Click on General. Make any desired changes if necessary, requiring disciples to sign in to their Gmail accounts, allowing disciples only one attempt, and other options.
    i. Click **Save** at the bottom right corner of the white box.

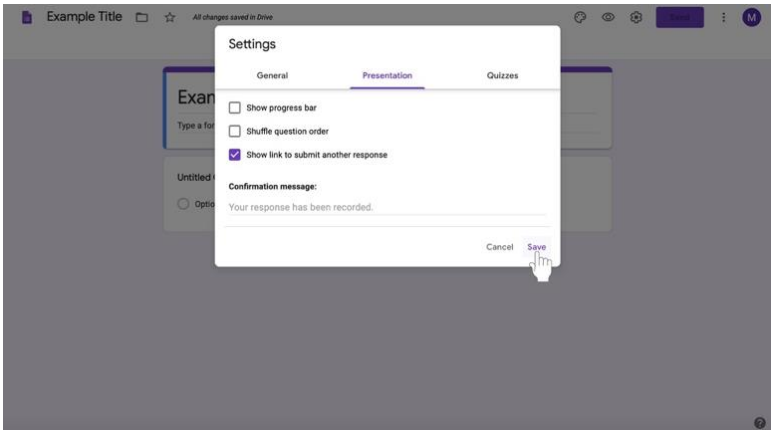


b. Click on Presentation to change the confirmation message when disciples complete the form, to shuffle the question order, and other options.

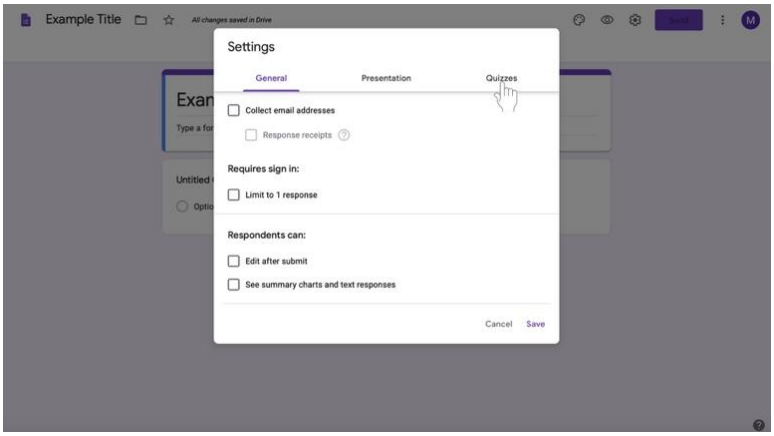




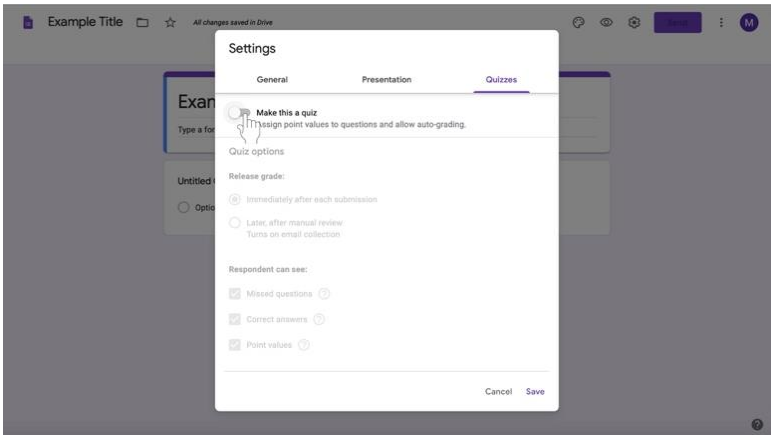
i. Click **Save** at the bottom right corner of the white box.



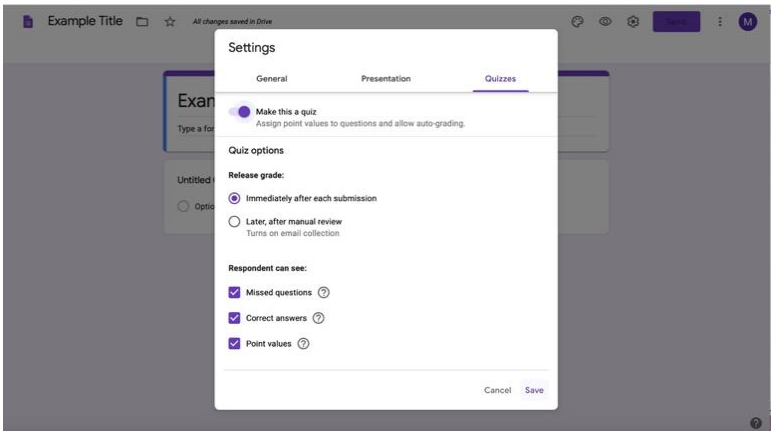
c. **To make the Google form a quiz,** click on **Quizzes**.



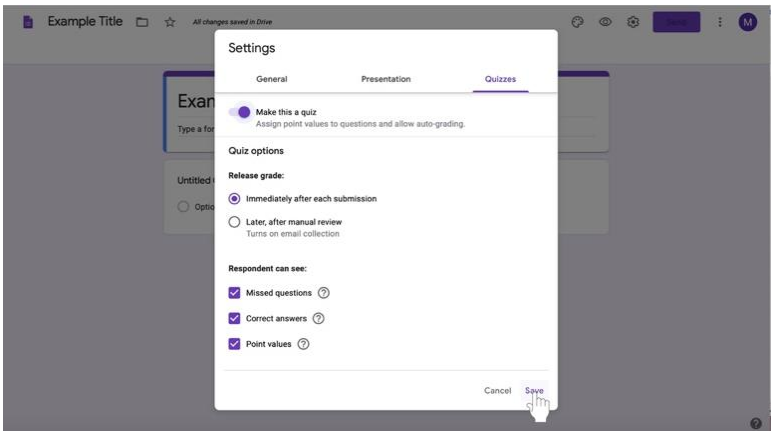
i. Click on the toggle to the left of **Make this a quiz** if desired.



ii. Edit quiz options accordingly.

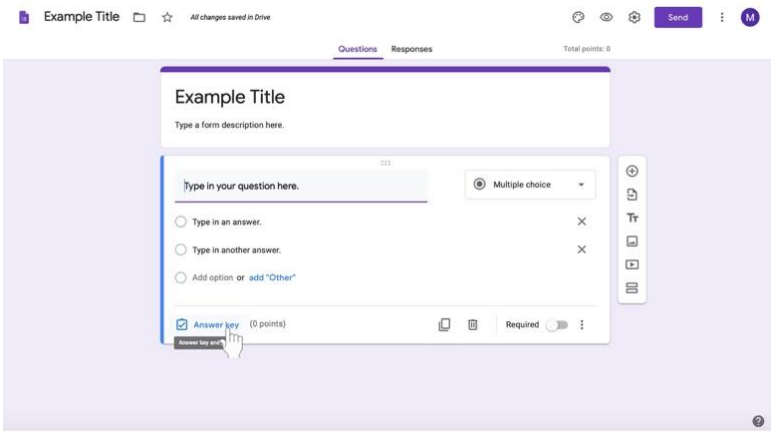


iii. Click **Save** at the bottom right side of the box.

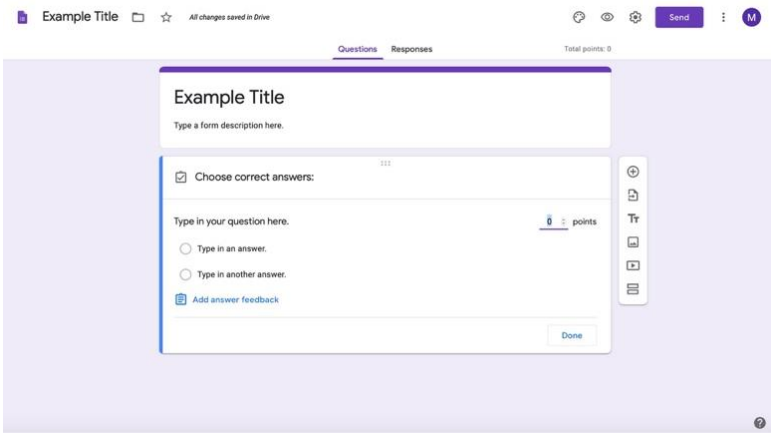


iv. Follow the directions for creating questions.

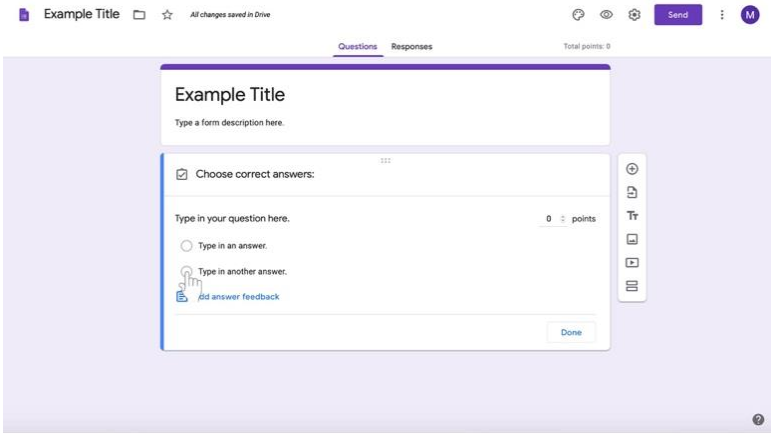
v. Click on the **Answer Key** option at the bottom left of the question box.



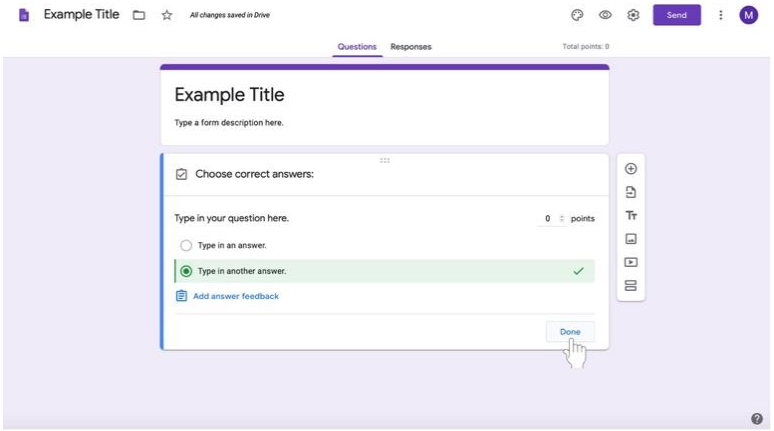
vi. Choose the number of points the question is worth to the left (if you choose to do so).



vii. Select the correct answer.

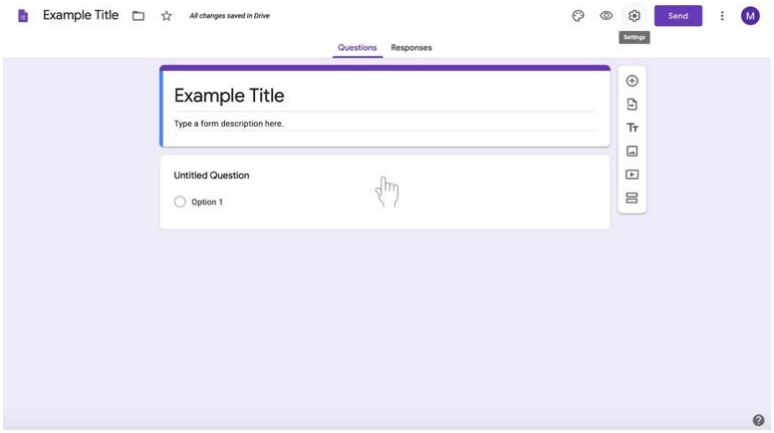


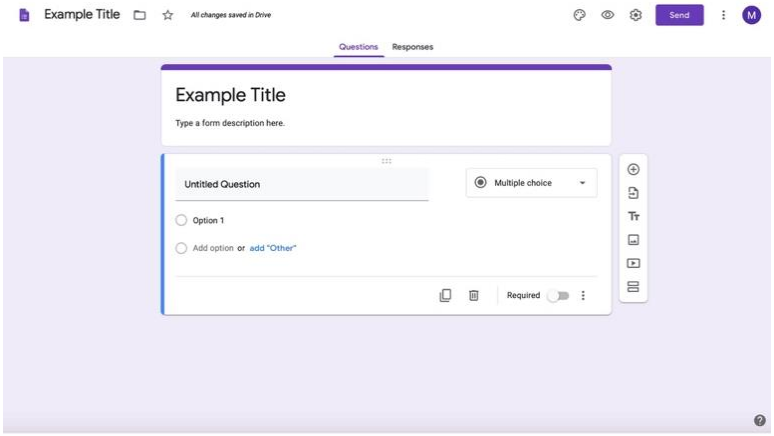
viii. Click **Done** at the bottom right corner of the question box.



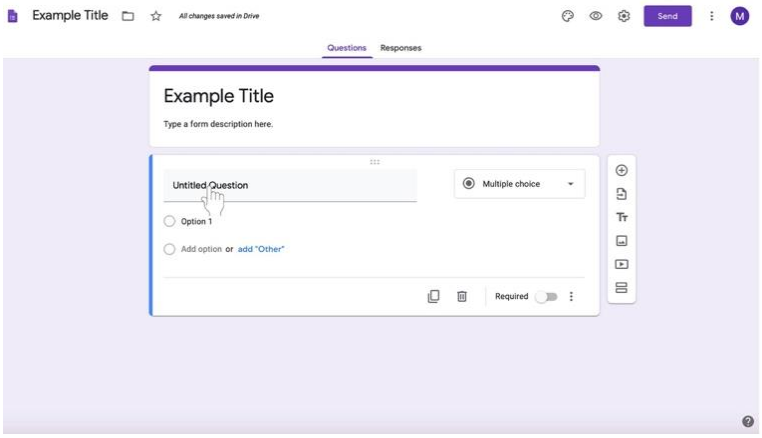
ix. ***Note that there is another way to create a quiz assignment. See instructions for Creating a Quiz Assignment on page 73.**

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

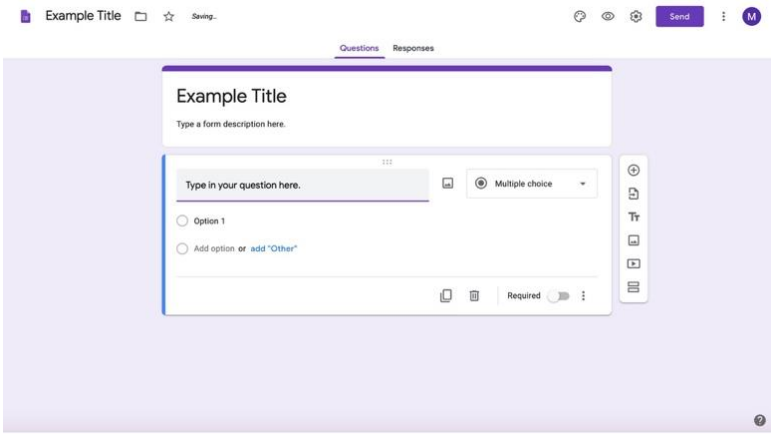




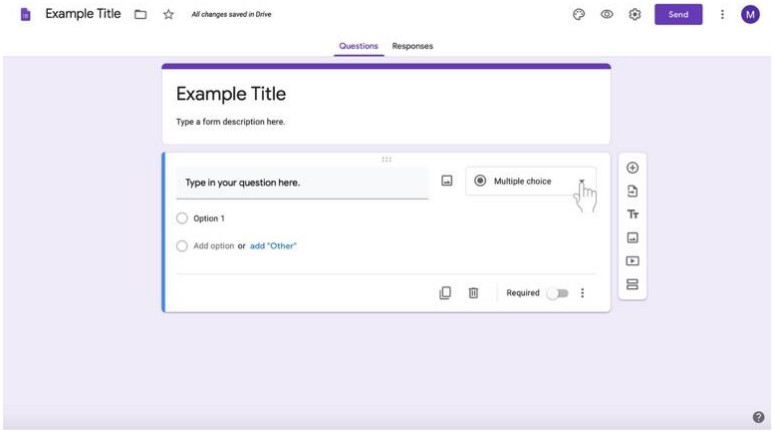
    b. Click on the text labeled **Untitled question**.



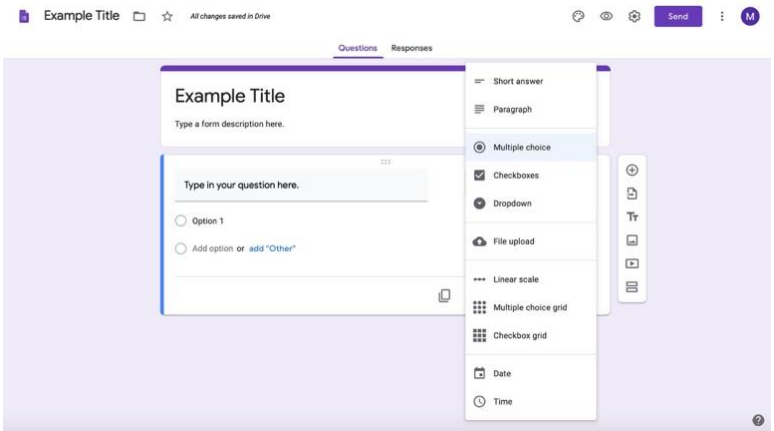
c. Type in your question.



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



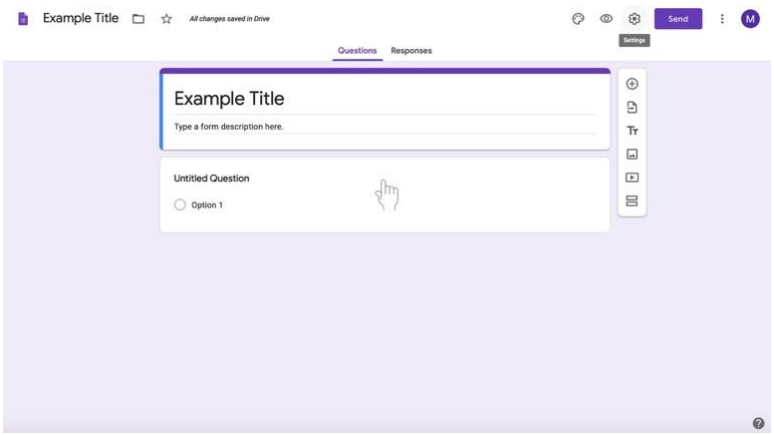
e. Select the question type from the list.

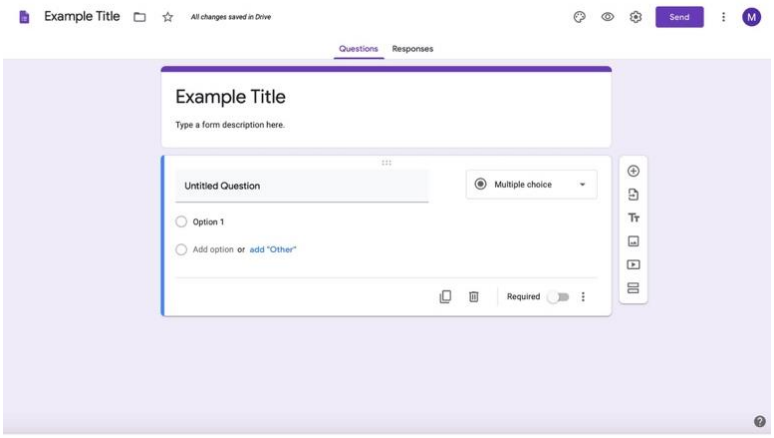


10. Follow the directions below depending on the desired question type. Then, read directions for **finishing your Google Form**.

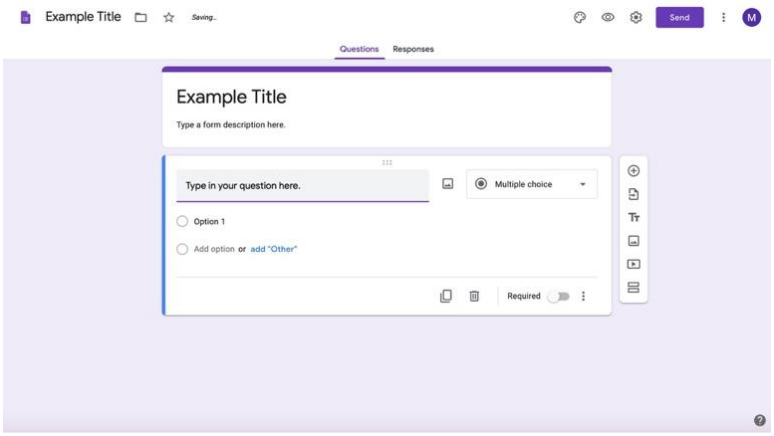
Creating questions: Multiple choice

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

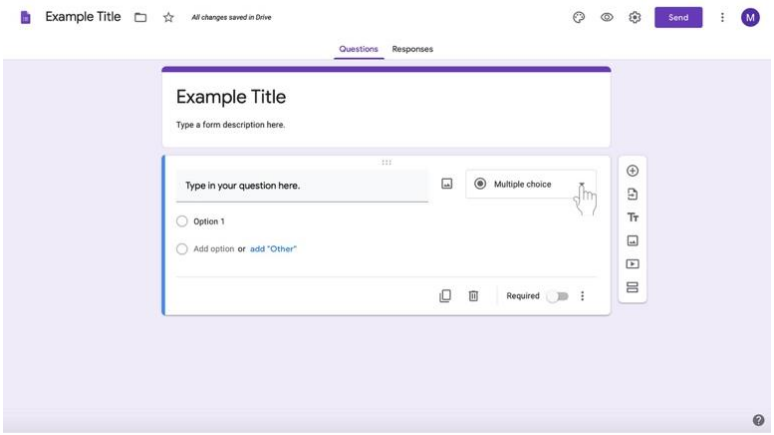




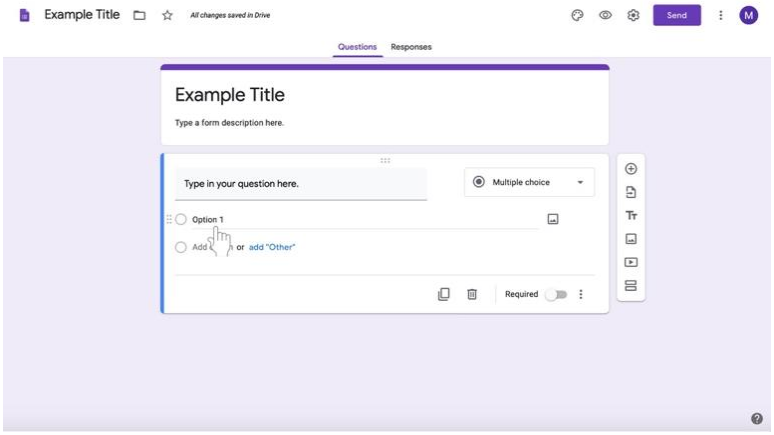
    b. Type in your question.



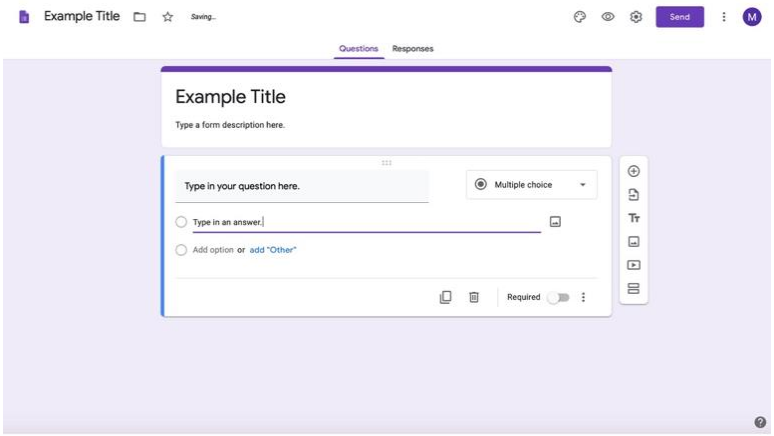
c. If you are writing a multiple choice question, you **do not** need to reselect the question type. Multiple choice is automatically selected.



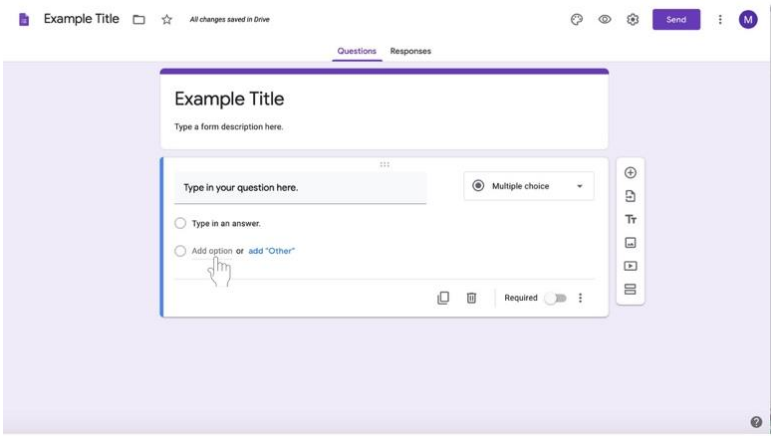
2. Select the text labeled **Option 1** under the question.



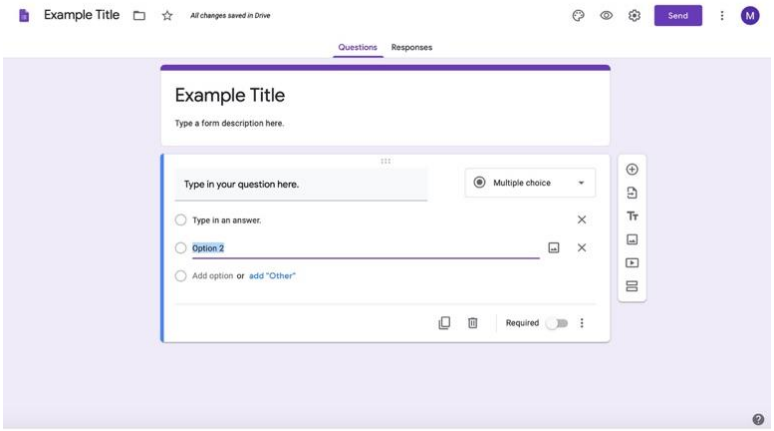
3. Type in an answer.

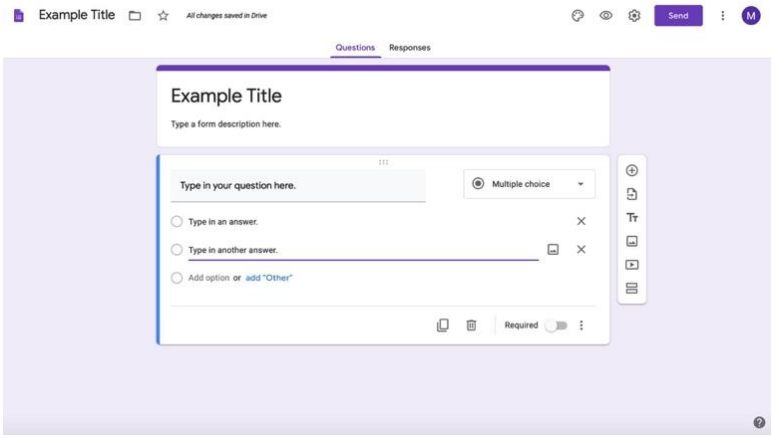


4. To add another answer, click on the gray text labeled **Add option** under the first answer option.



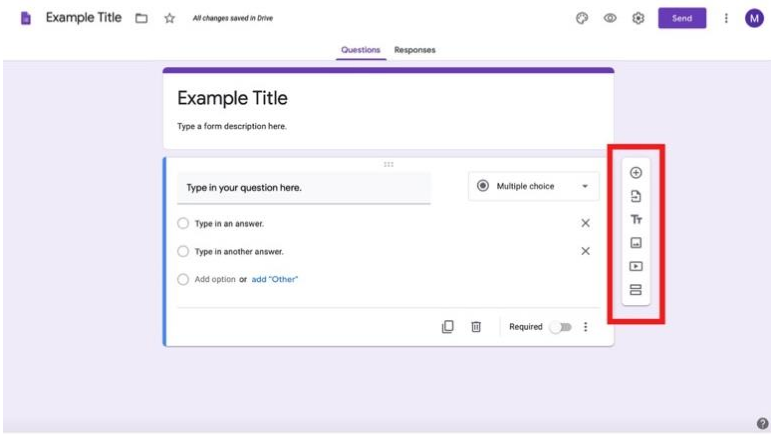
5. Type in an answer.



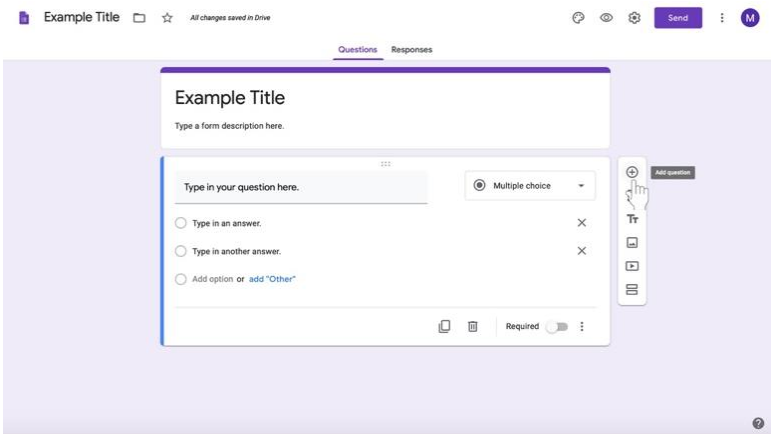


6. Continue for subsequent multiple choice options for the question.

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).



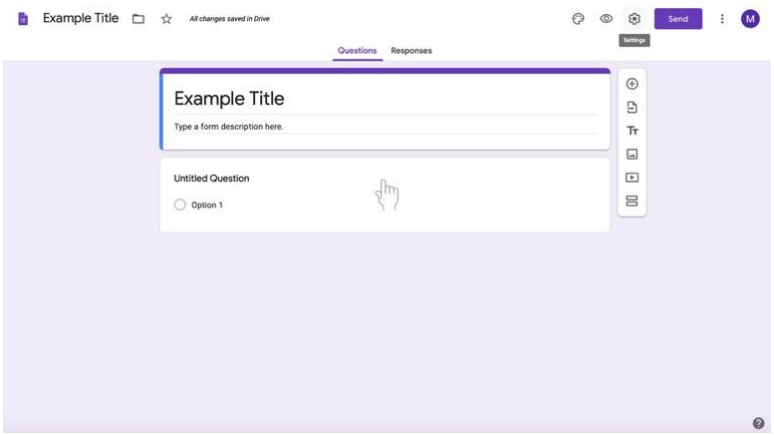
    b. Select the **circled +** at the top of the box.

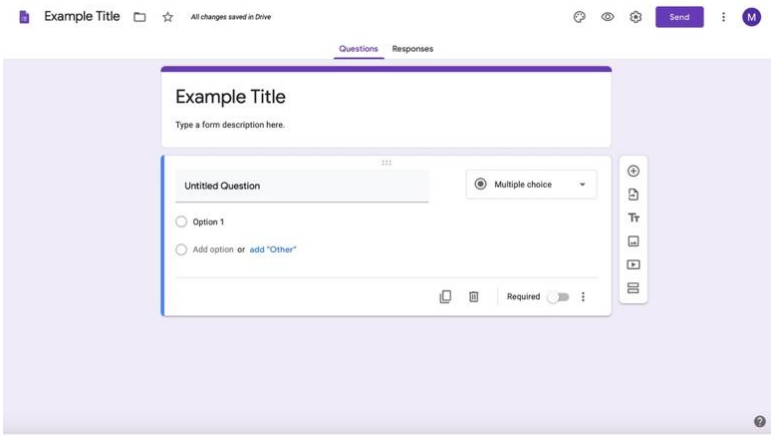


    c. Start your new question.
8. Reuse these directions for subsequent multiple choice questions or skip to directions for your relevant question type.
9. When you are finished creating questions, read directions for **Finishing your Google Form** on **page 70**.

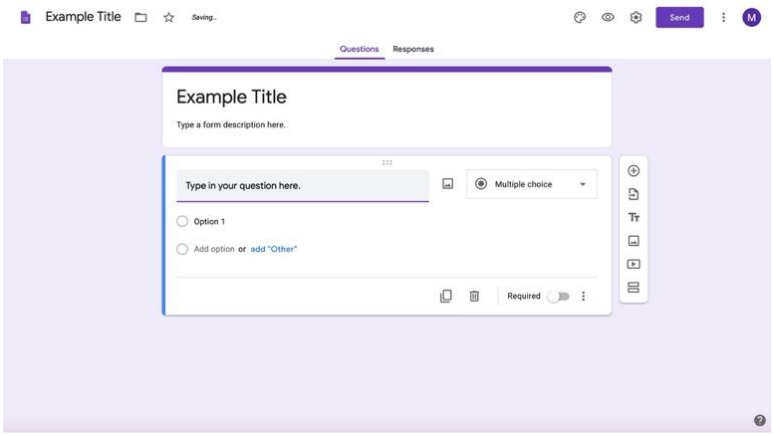
Creating questions: Checkboxes

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

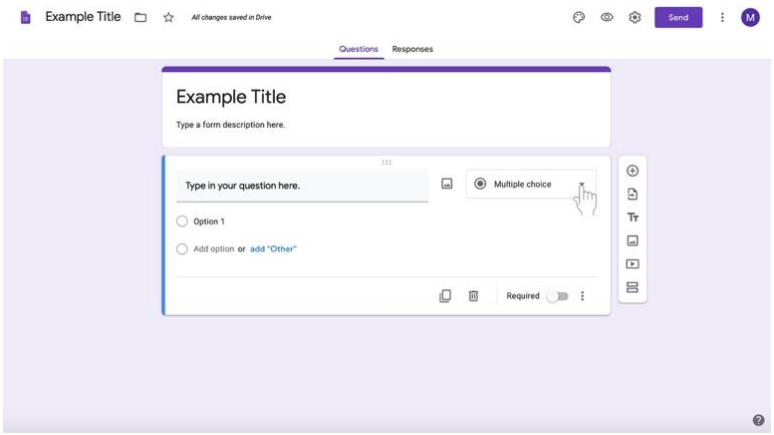




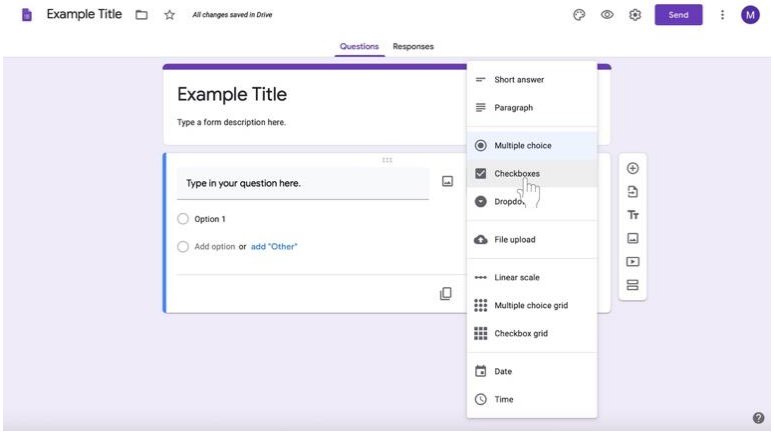
    b. Type in your question.



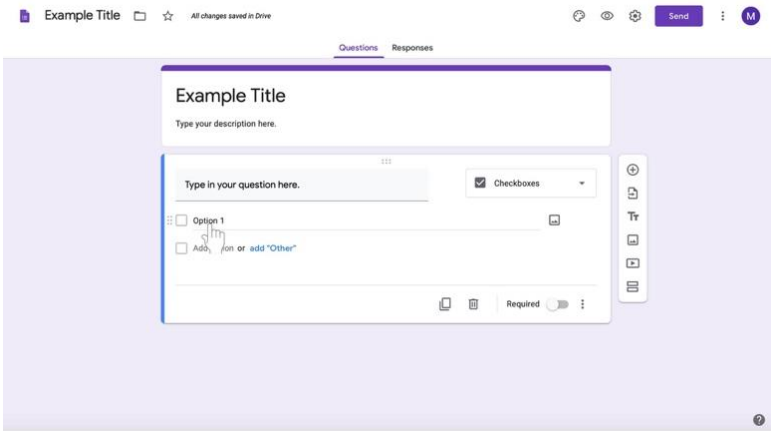
c. To change the question type, select the box to the right of the question labeled **Multiple choice**. (Multiple choice is default.)



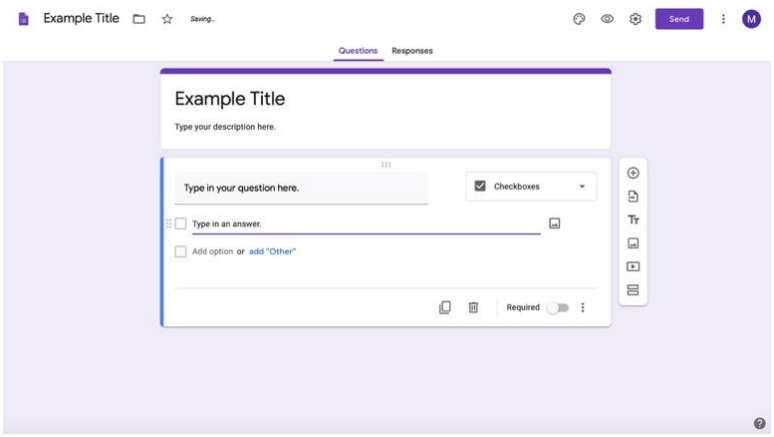
d. Select **Checkbox** from the list.



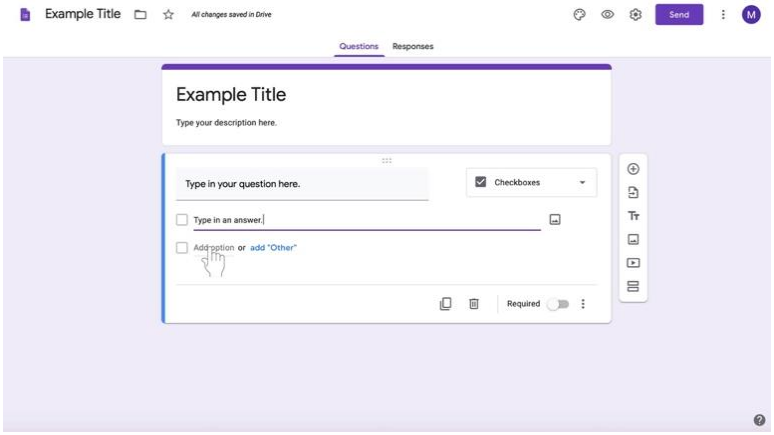
2. Select the text labeled **Option 1** under the question.



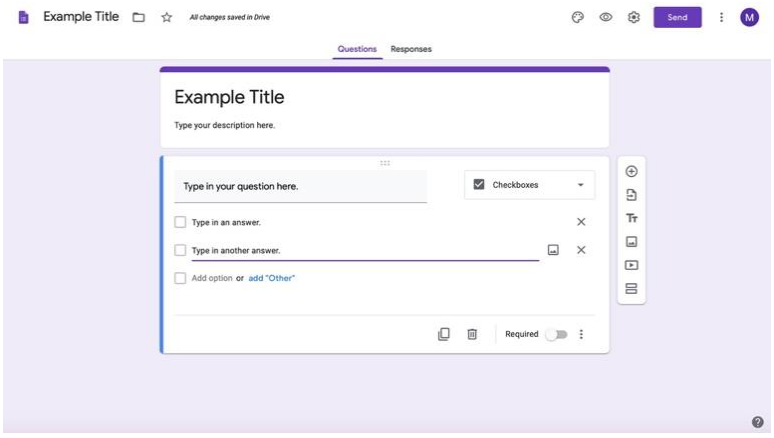
3. Type in an answer.



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

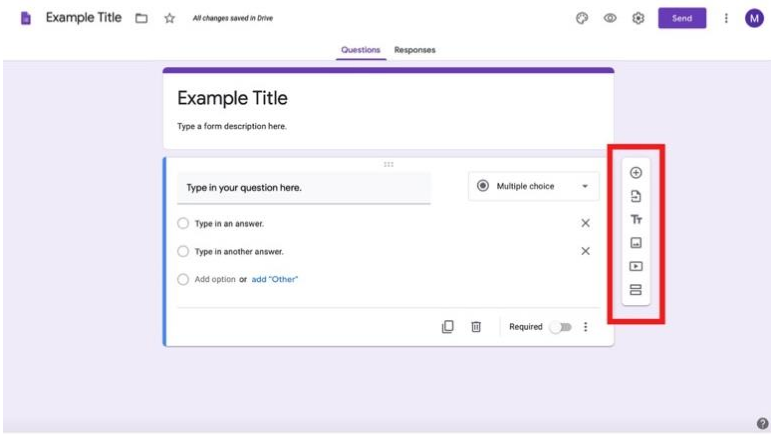


5. Type in an answer.

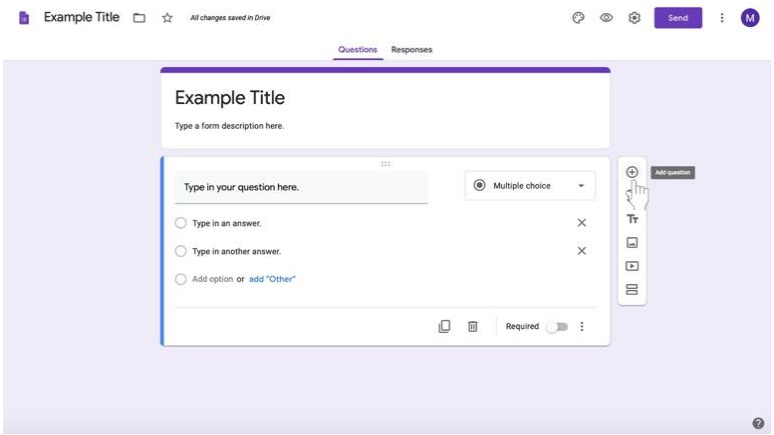


6. Continue for subsequent checkbox options for the question.

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).



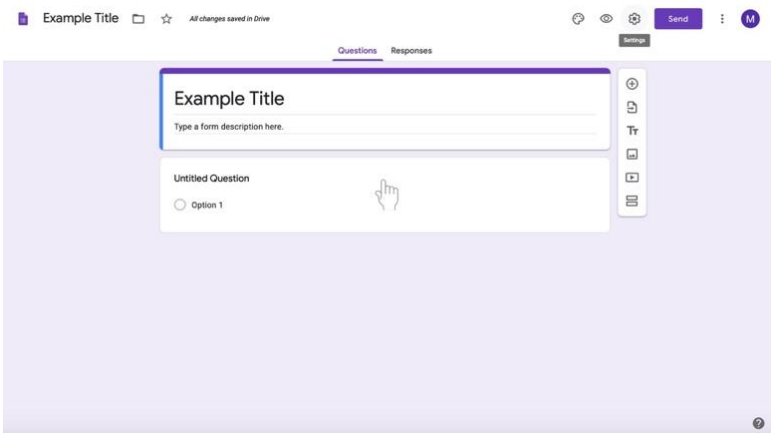
    b. Select the **circled +** at the top of the box.

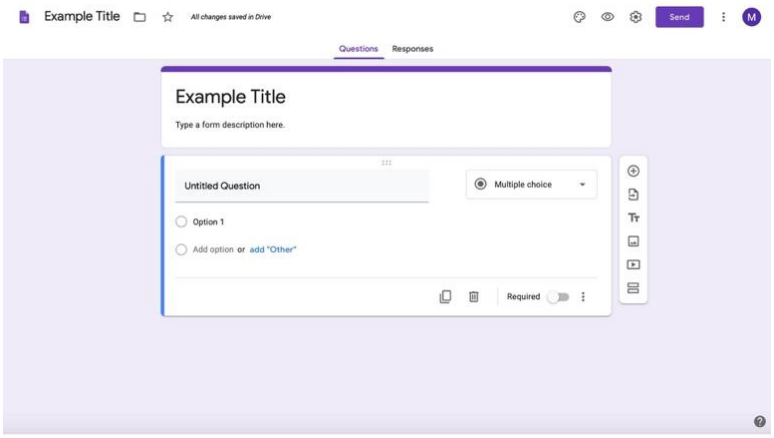


    c. Start your new question.
8. Reuse these directions for subsequent checkbox questions or skip to directions for your relevant question type.
9. When you are finished creating questions, read directions for **Finishing your Google Form** on **page 70**.

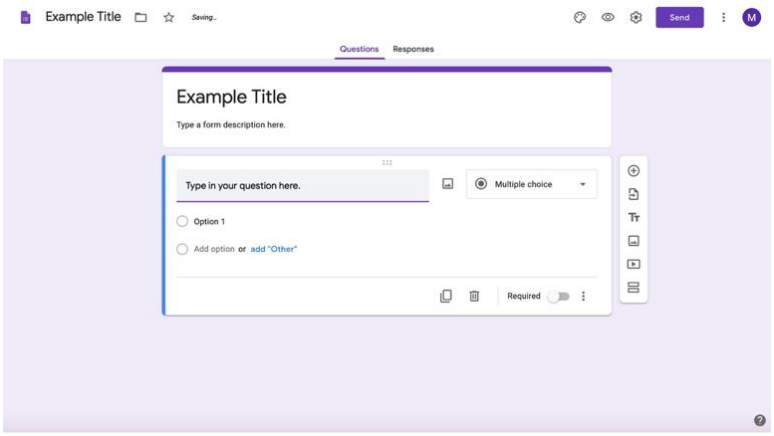
Creating questions: Short Answer

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

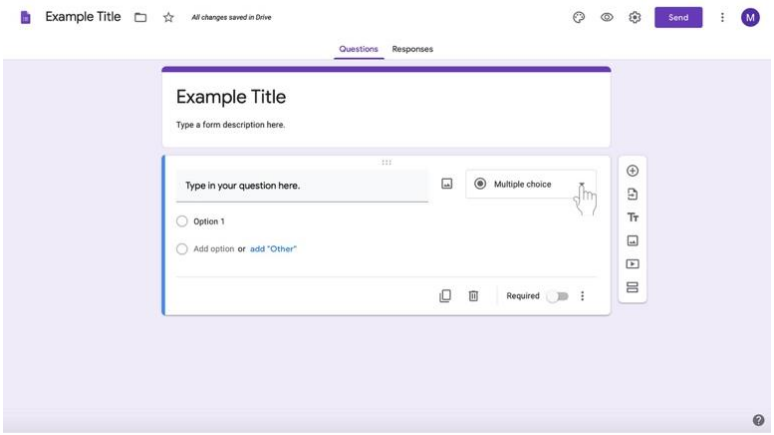




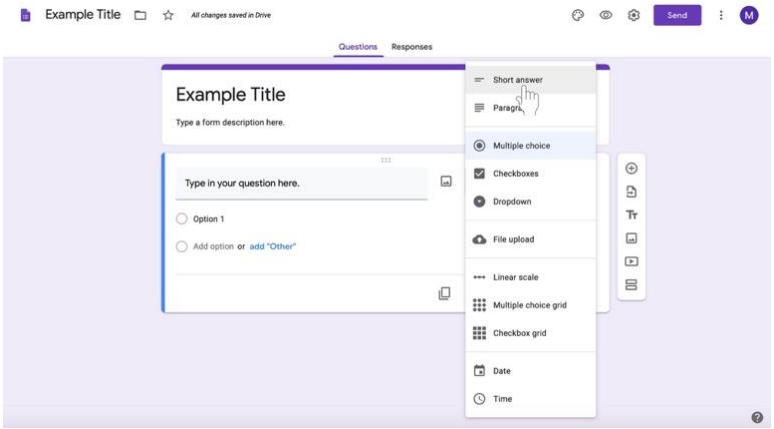
    b. Type in your question.



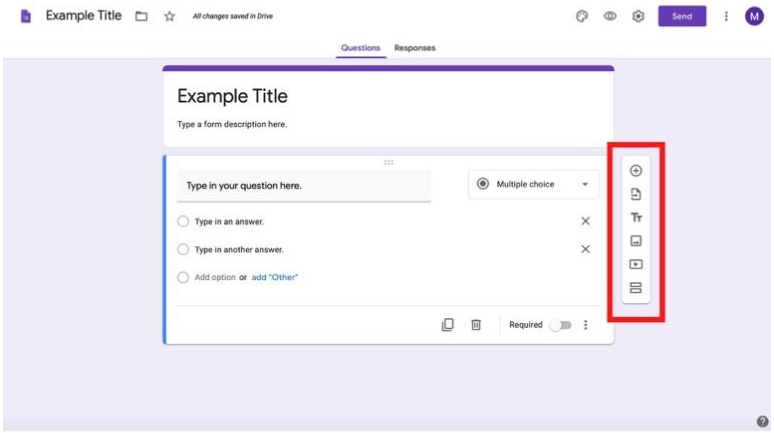
c. To change the question type, select the box to the right of the question labeled **Multiple choice**. (Multiple choice is default.)



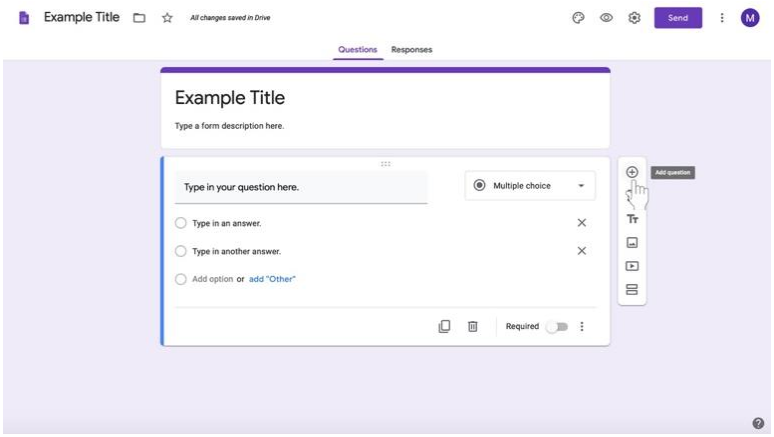
d. Select **Short answer** from the list.



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).



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

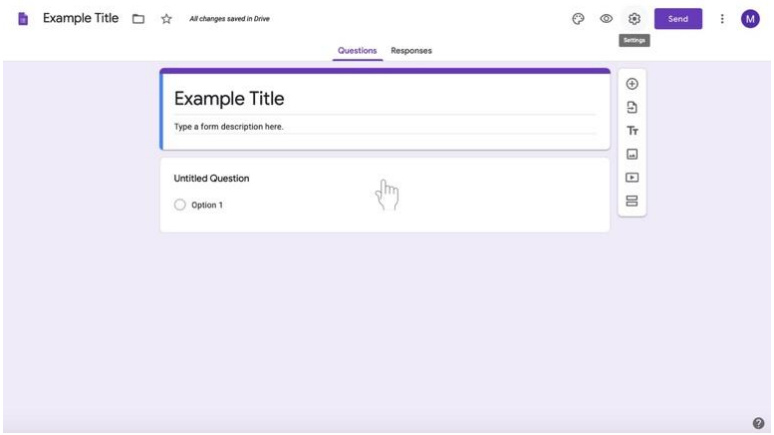


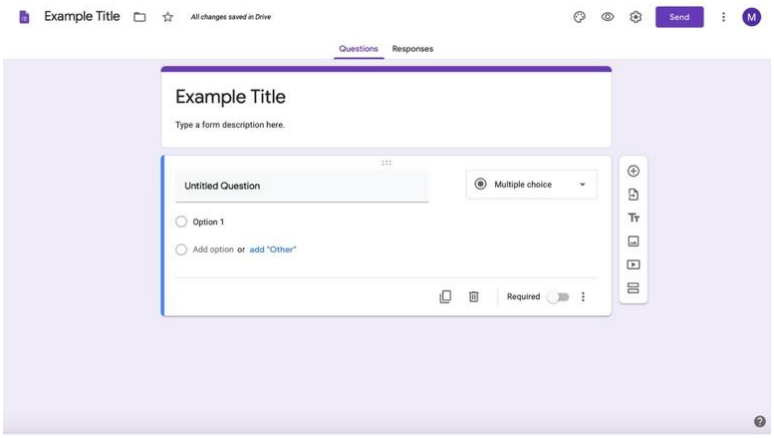
c. Start your new question.

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**.

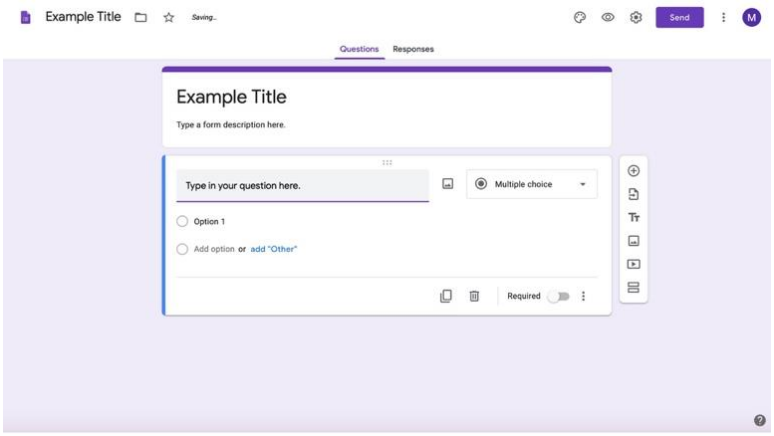
Creating questions: Paragraph

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

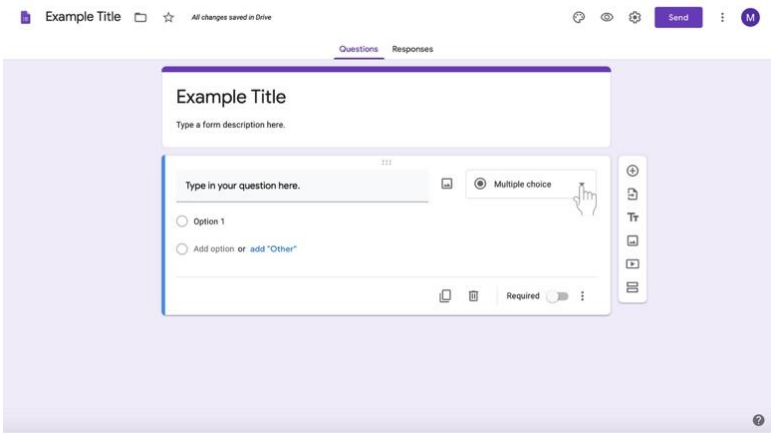




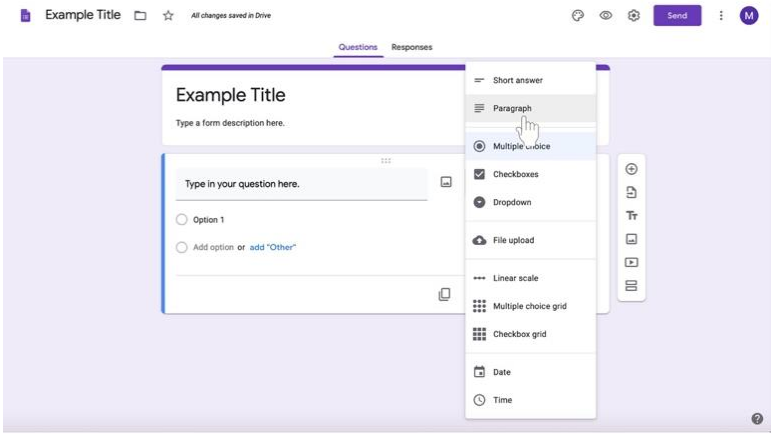
    b. Type in your question.



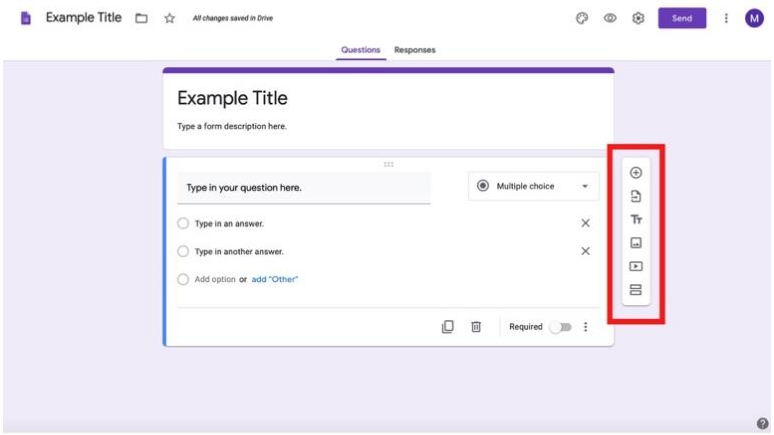
c. To change the question type, select the box to the right of the question labeled **Multiple choice**. (Multiple choice is default.)



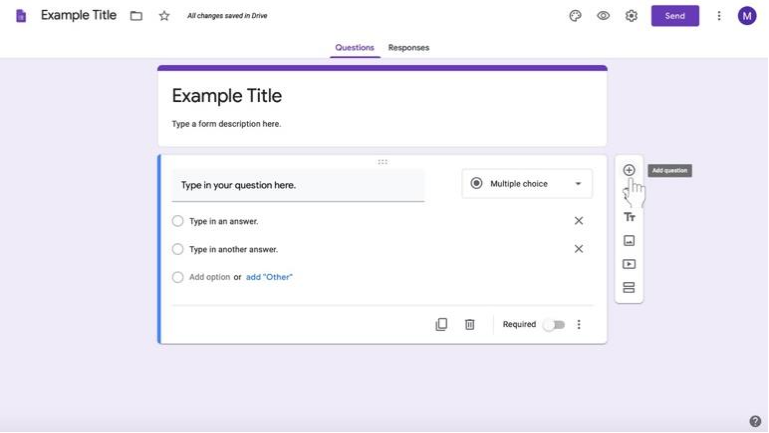
d. Select **Paragraph** from the list.



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).



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



c. Start your new question.

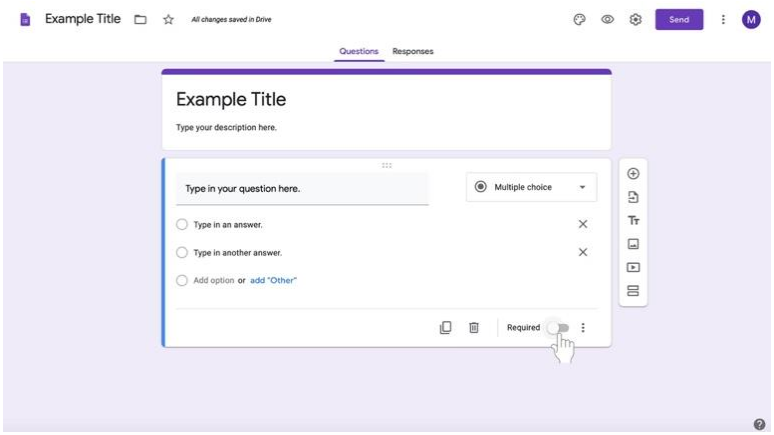
3. Reuse these directions for subsequent paragraph questions or skip to directions for your relevant question type.
4. When you are finished creating questions, read directions for **Finishing your Google Form** on **page 70**.

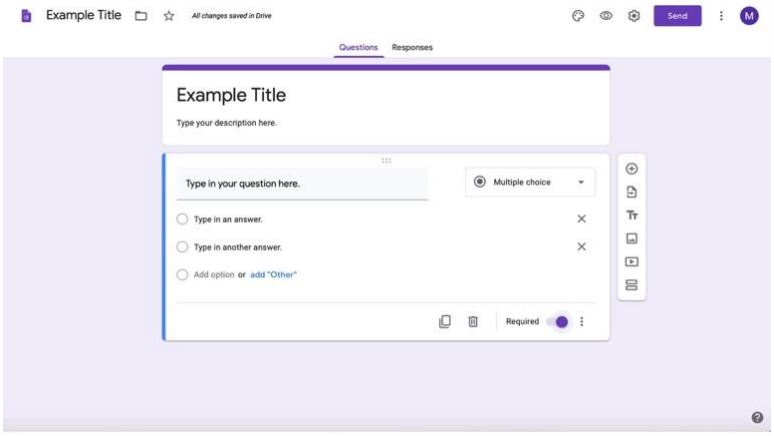
Finishing your Google Form

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

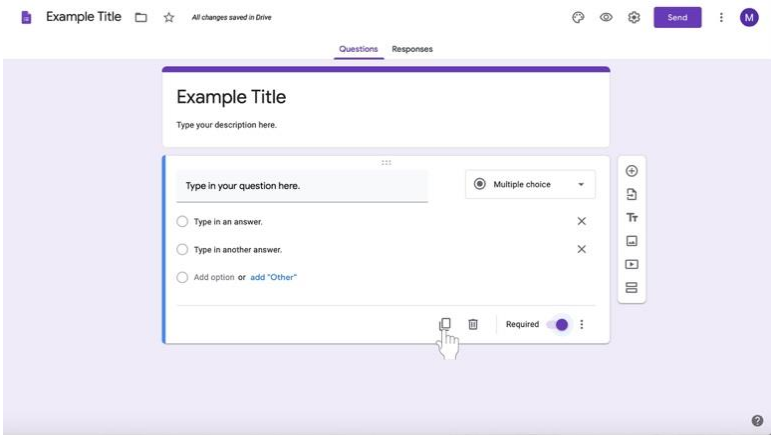
- Click on the toggle button at the bottom left side of the question box labeled **Required** to the right of the button.



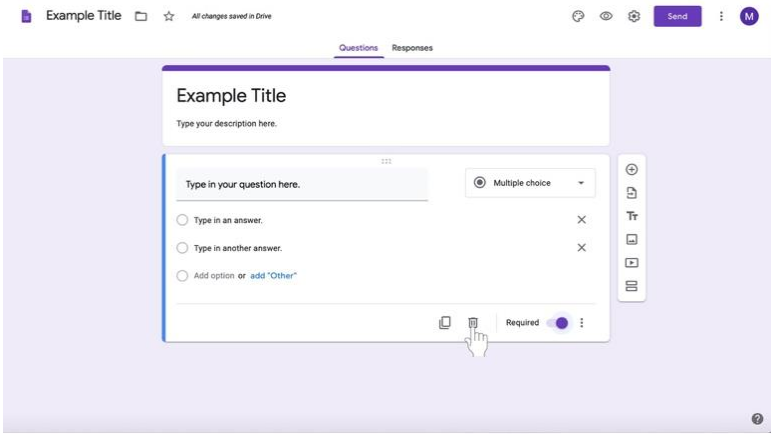


More tips

- 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.



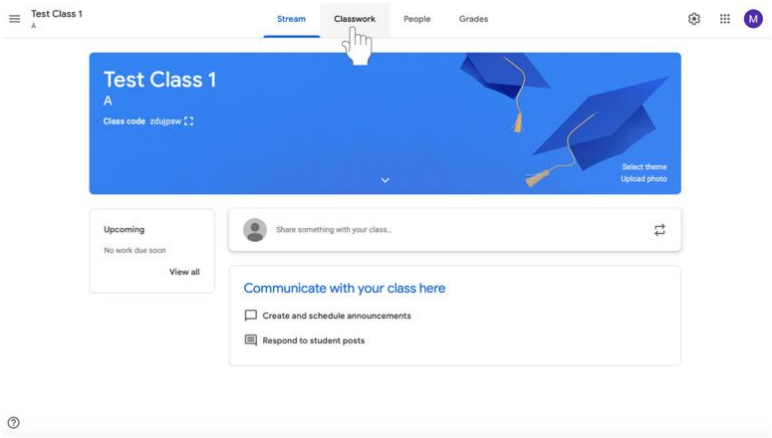
- To the right of the duplicate icon, you can also **delete** a question by clicking on the trash can icon.



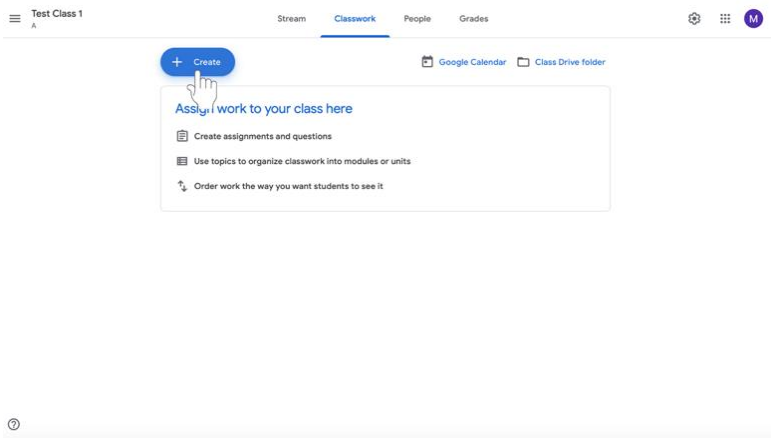
Creating a Quiz Assignment

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.



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**.

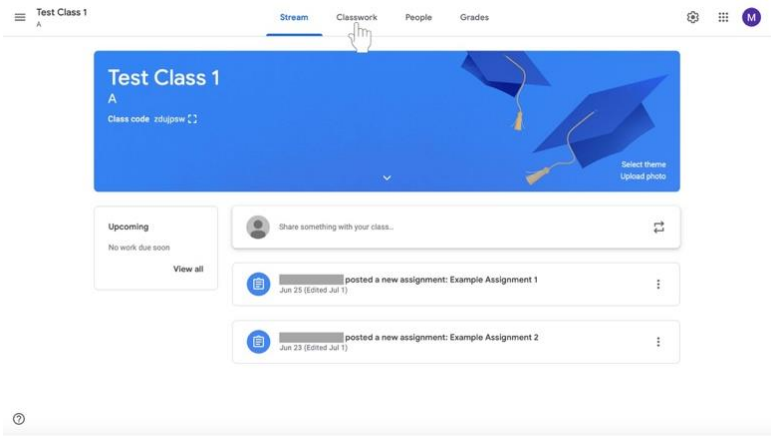
Grading and Leaving Feedback

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

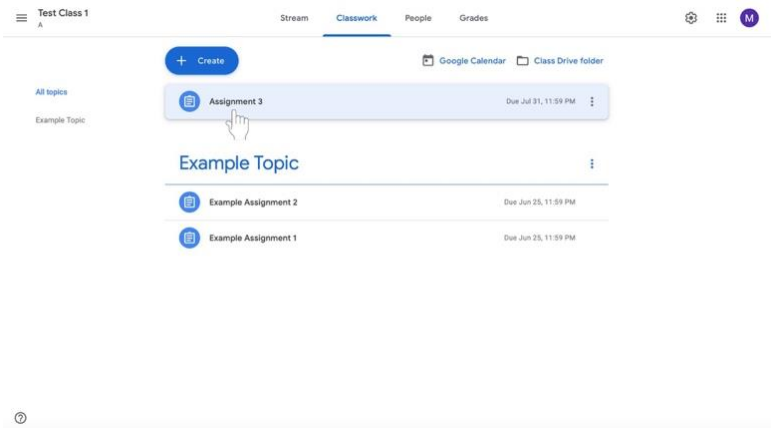
Note: Religious Formation is focused on the formation of each disciple. It is not a subject, and therefore, it is important to talk to your PCL about a system of completed an in completed rather than a grading system.

Navigating submitted assignments

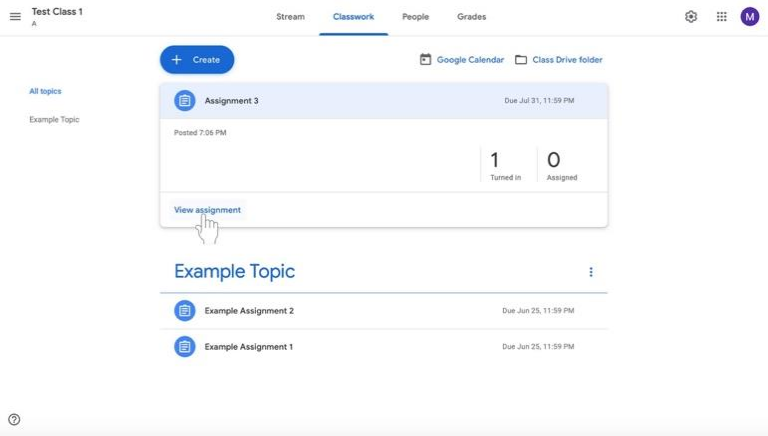
1. Navigate to the **Classwork** tab at the top of the screen.



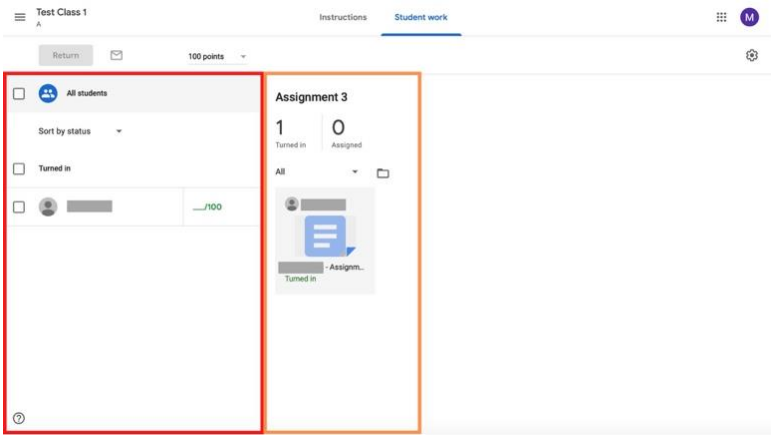
2. Click on the assignment that you would like to review. The assignment will expand.



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

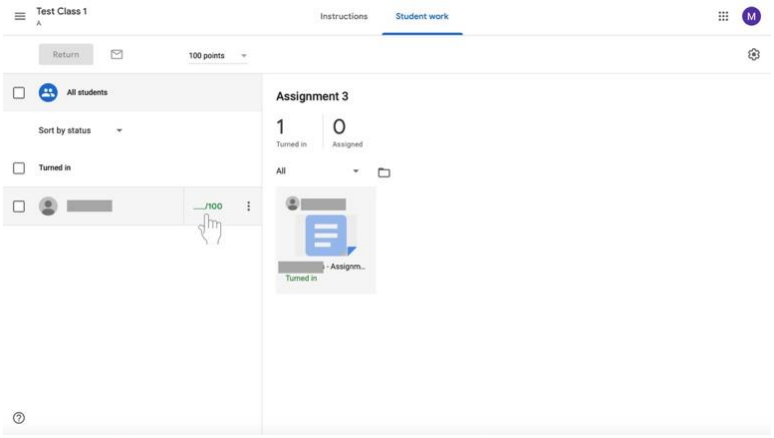


4. The **Student Work** page will appear. You can view each disciple's submissions for review.
    a. On this page, you will see the who have turned in the assignment in the menu labeled **Turned In** (highlighted below in the red box).
    b. Under the Turned In tab, the **Assigned** tab shows all disciples 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).

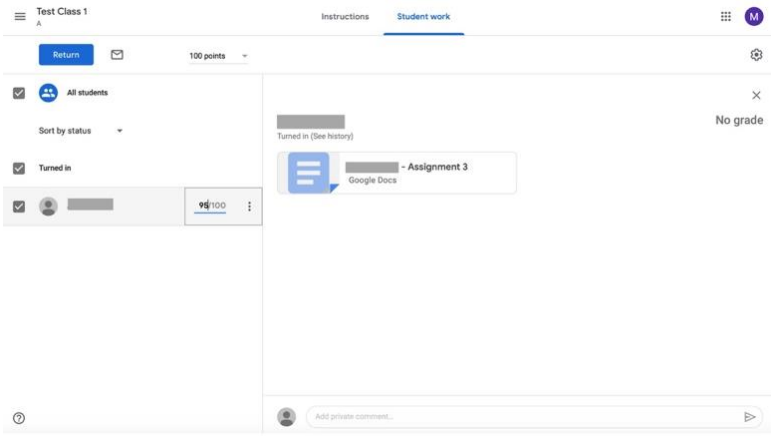


Grading via the Student Work page

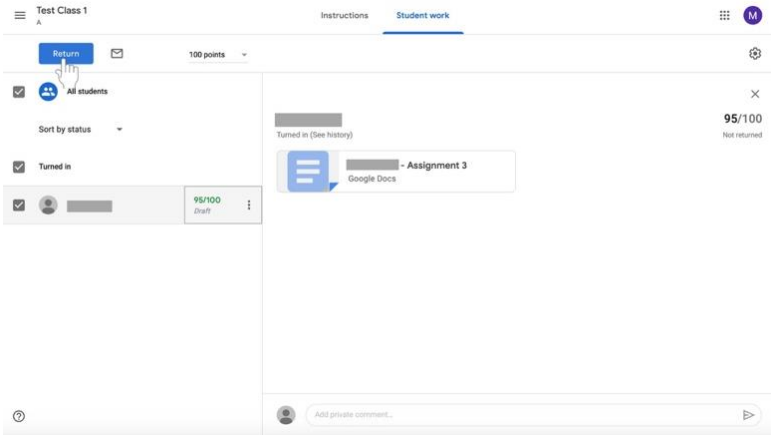
1. Under the **Turned In** list, click on the grade next to the disciple's name.



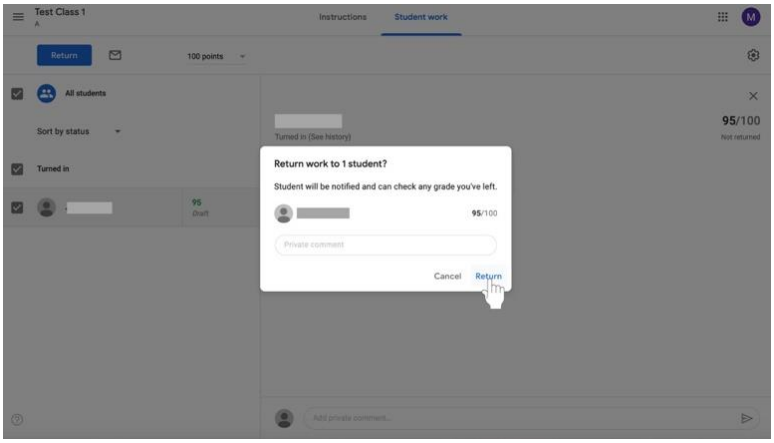
2. Type in the grade you want to give the disciple. **This may be used to acknowledge that the work has or has not been completed.**



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

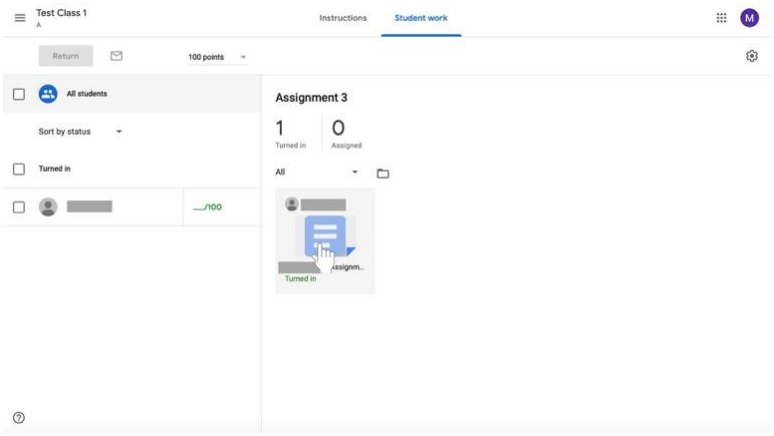


4. A box will appear. Confirm that you would like to return the grades to the disciples by adding comments if desired and clicking **Return** at the bottom left of the box. **Consider adding a positive comment, such as "good job," "nice reflection," or "creative" in order to provide positive feedback.**

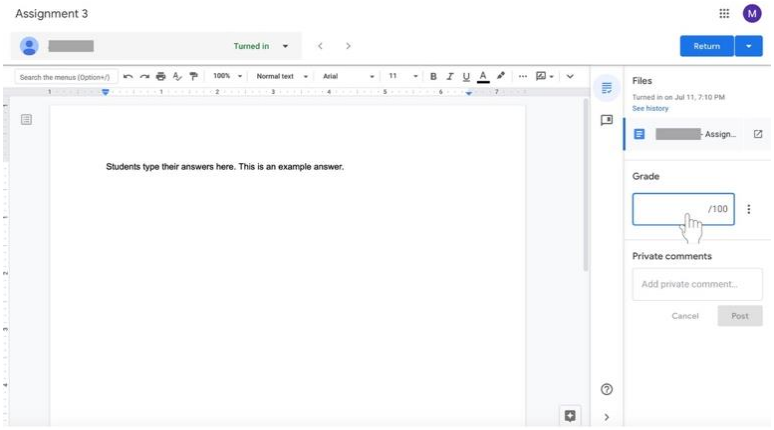


Grading assignments with the grading tool

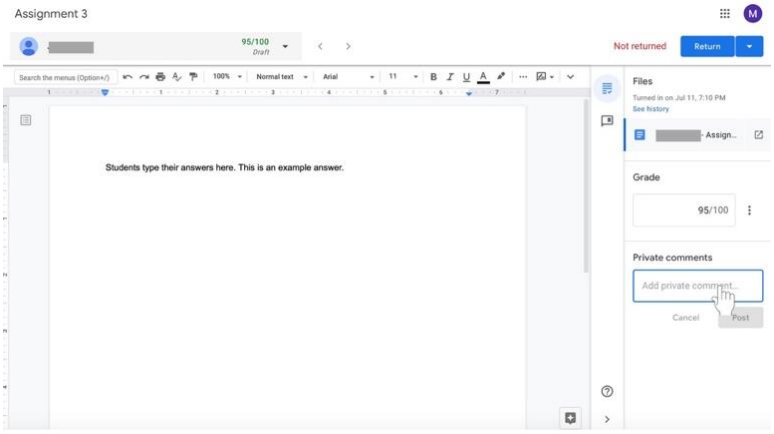
5. On the right side of the page, which shows submitted work, **click on a submitted assignment** to open it.

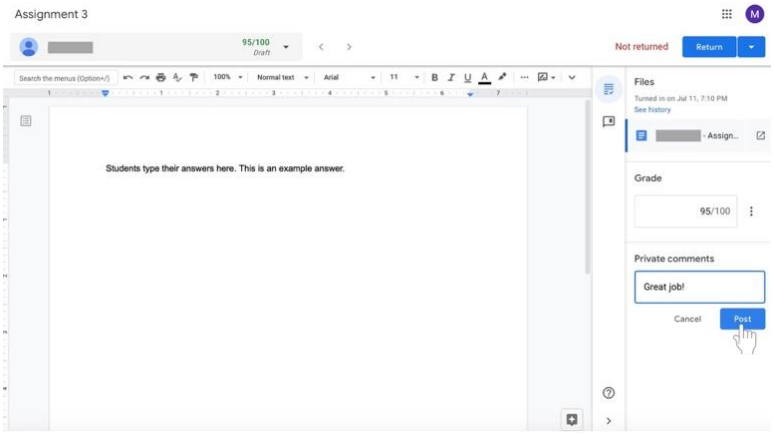


6. The right side of the screen will show a column featuring the grading tool. In the middle of the column will be a box labeled **Grade**. Click on the blank box under grade to add a grade to the assignment.

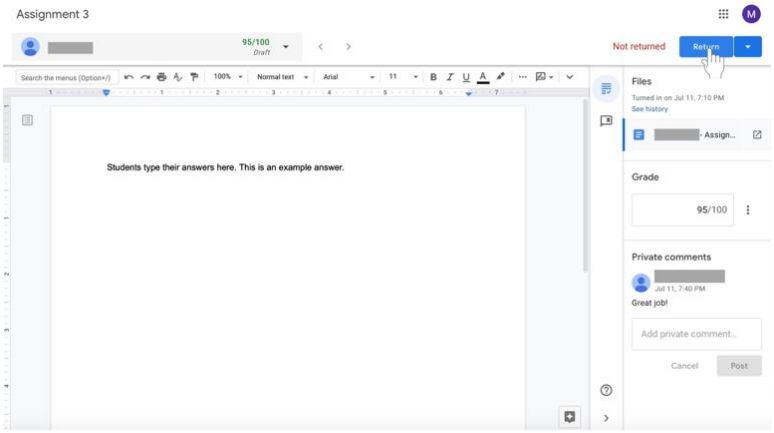


7. Catechists can add private comments in a text box under the Grade section. Click on the empty box under the **Private Comments** label to send a message to the disciple. Click on the blue **Post** box when you are done typing your comment. **Consider adding a positive comment, such as "good job,"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

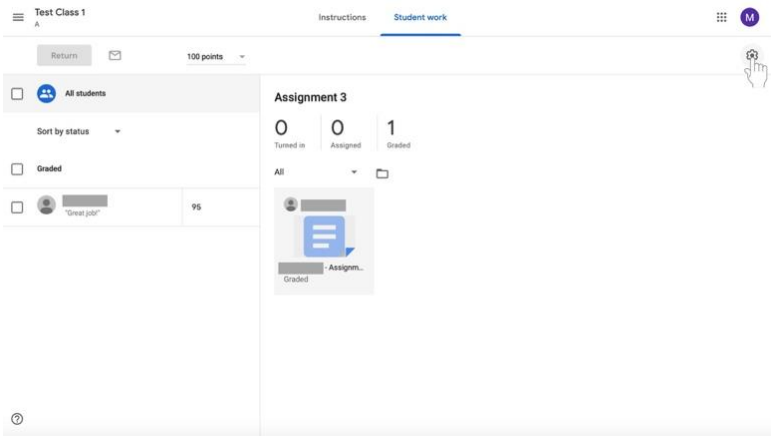


9. A box will appear. Confirm that you would like to return the grades to the disciples by adding comments if desired and clicking **Return** at the bottom left of the box. **Consider adding a positive comment, such as "good job," "nice reflection," or "creative" in order to provide positive feedback.**

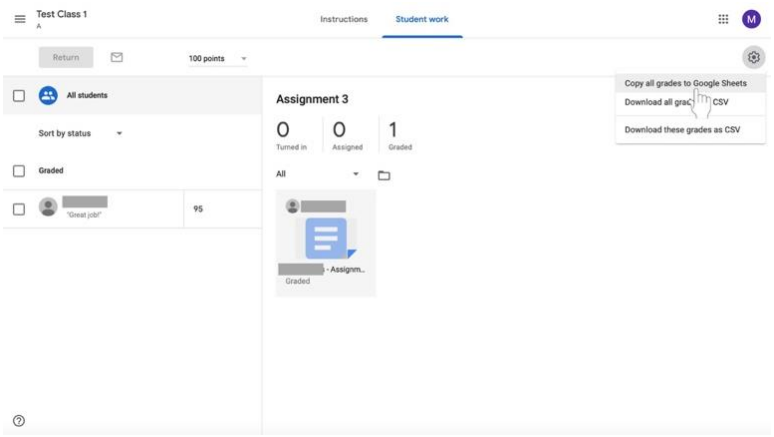
Viewing the all grades for one class

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**.



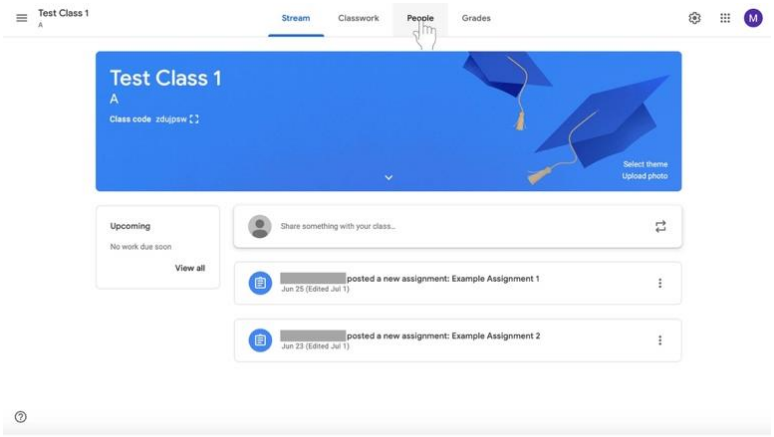
4. A Google Sheets document will open with the class's grade information. **Note that as the you add more assignments and changes grades, the document will remain the same and should be updated.**

Communicating with Disciples

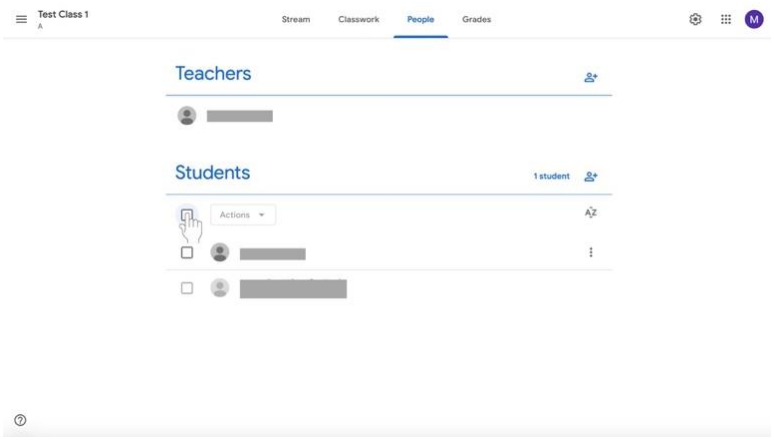
Using Google Classroom, catechists can email disciples individually or as a class.

Emailing disciples

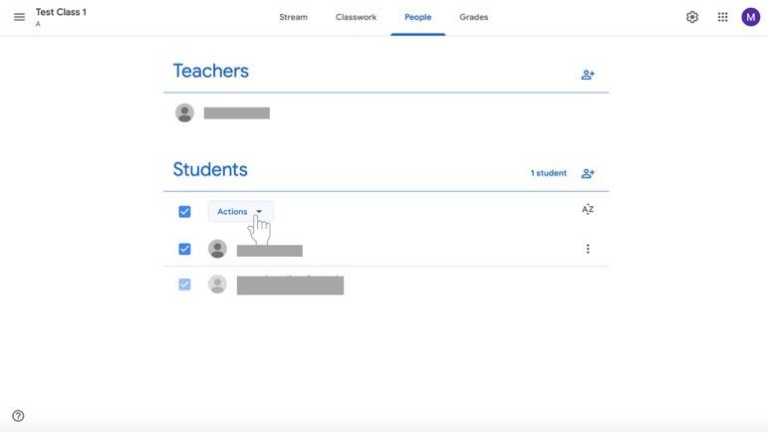
1. Navigate to the class to which the disciple(s) belong.
2. Click on the **People** tab at the top of the page to the right of Stream and Classwork.



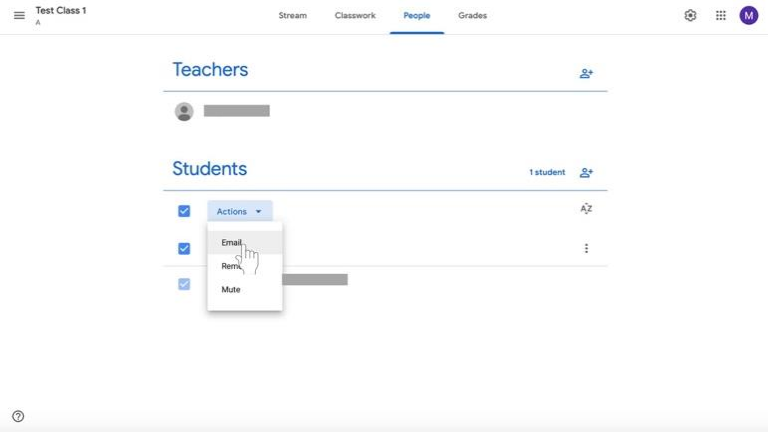
3. To **email the entire class**,
    a. Select the check box above the list of names.



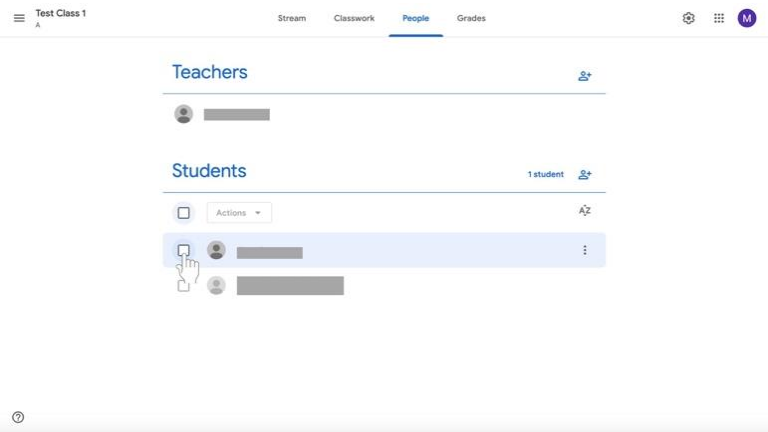
b. Under the **Students** label, select the menu labeled **Actions**. A menu will appear.



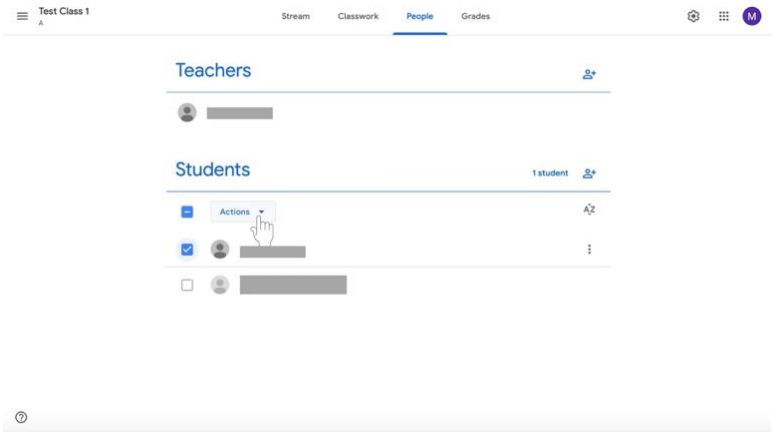
c. From the menu, select **Email**, which will be at the top of the list.



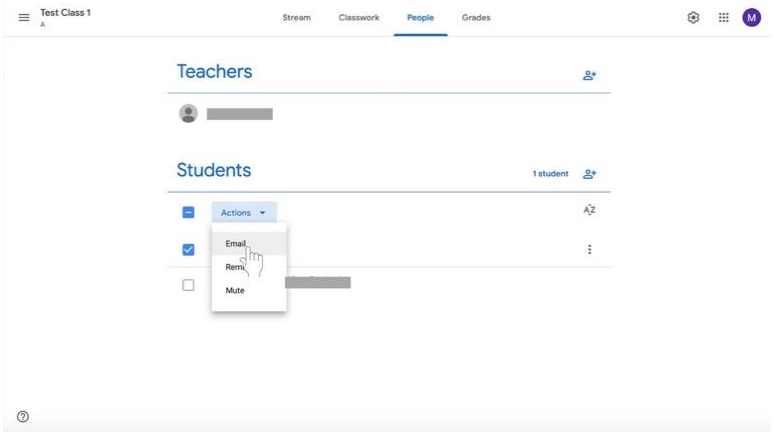
4. To **email multiple disciples**,
   a. Check the names of the disciples who you would like to email using the boxes to the left of their names.



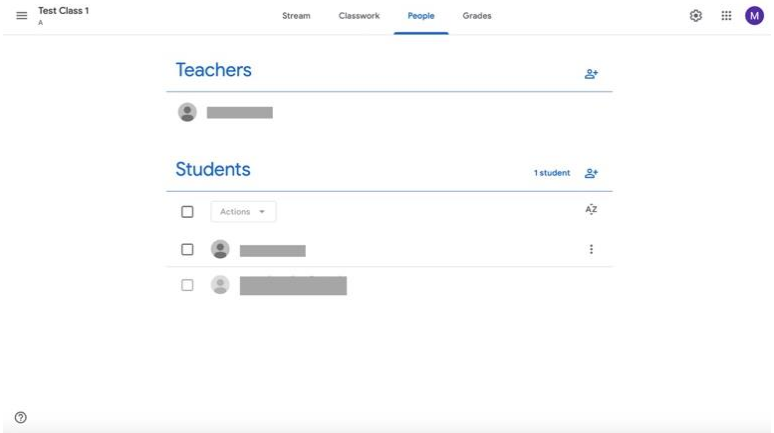
b. Under the **Students** label, select the menu labeled **Actions**. A menu will appear.



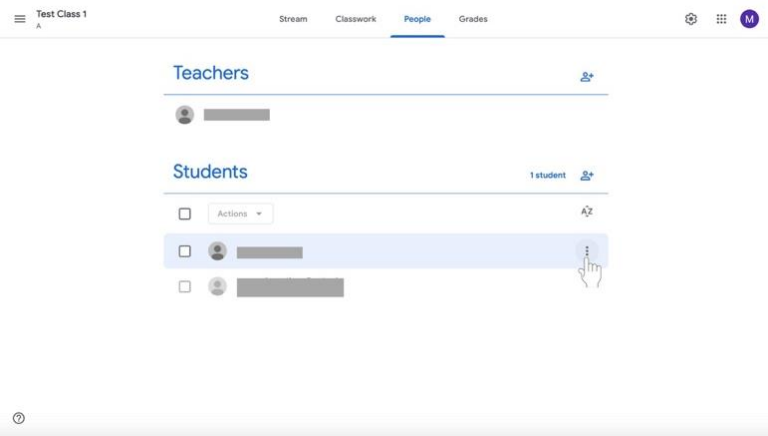
c. From the menu, select **Email**, which will be at the top of the list.



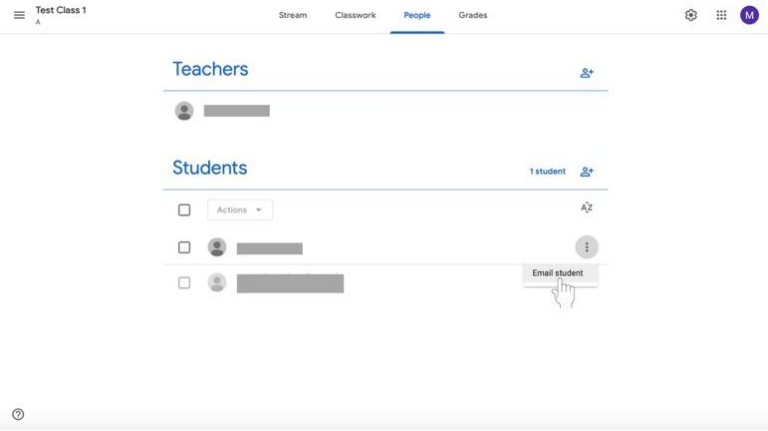
5. To **email a single disciple**,
   a. Find the disciple's name in the list labeled **Students**.



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



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

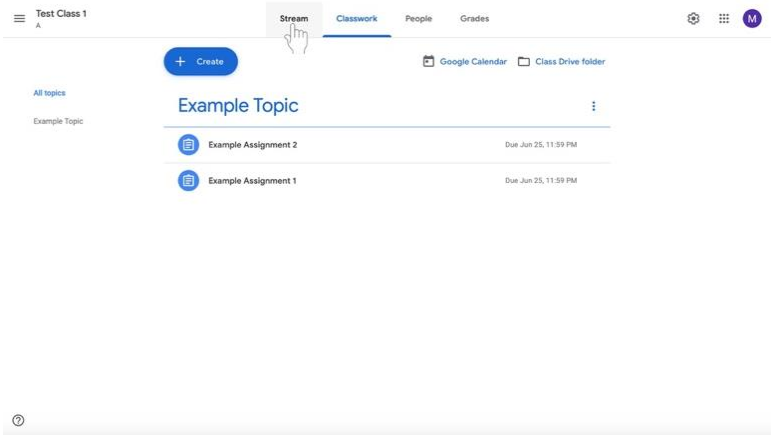


6. Compose your email.
7. Click the **Send** button at the bottom right of the box when you are finished.

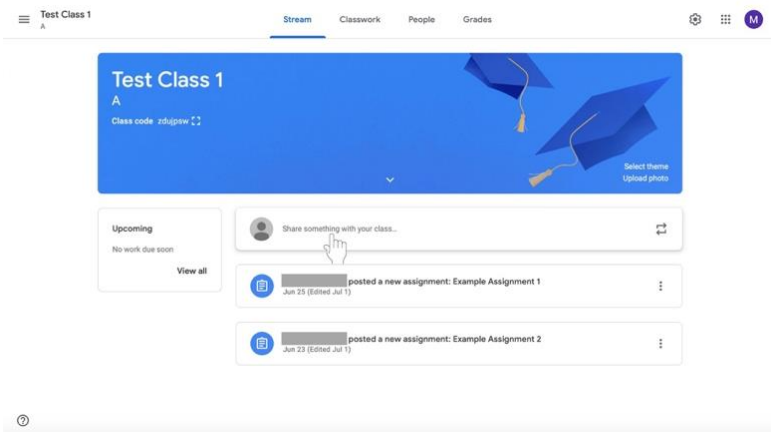
Posting announcements

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.**

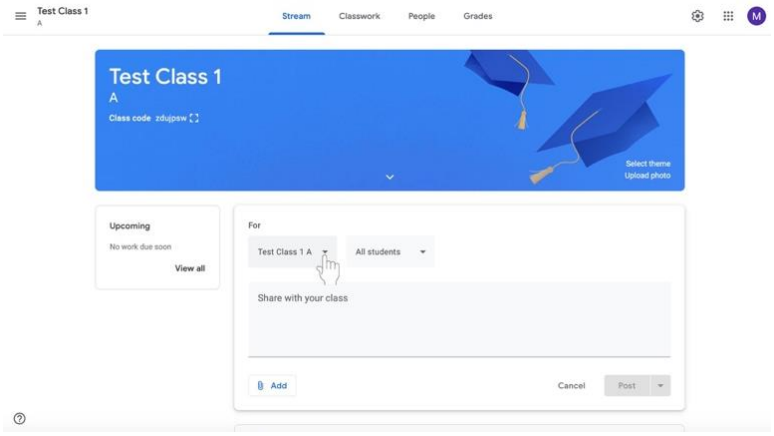
1. Click on the **Stream** tab at the top of the page if you are not already there.

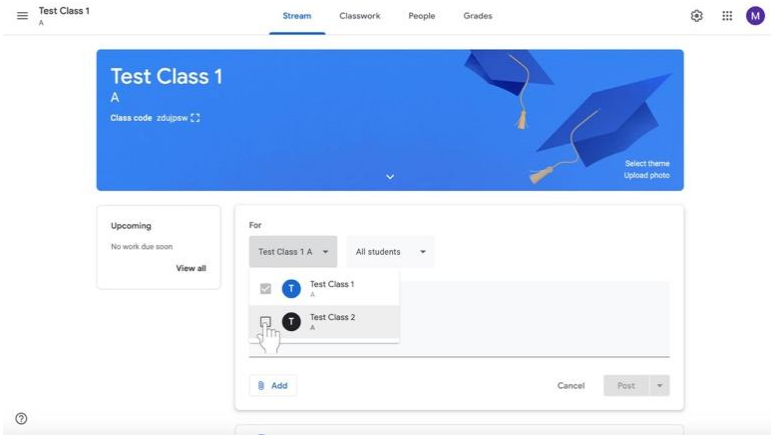


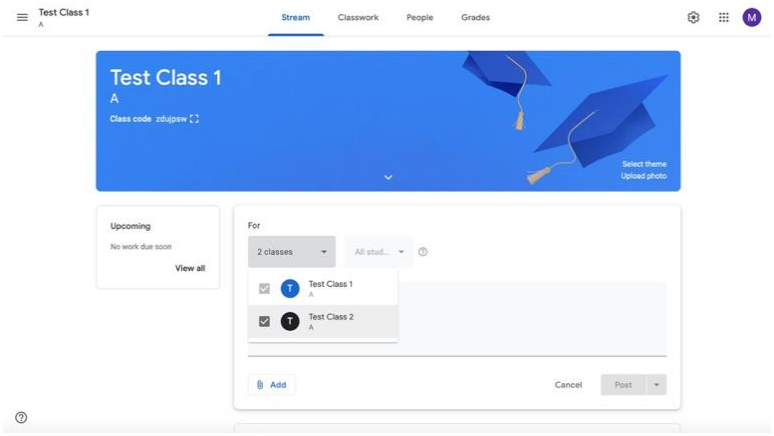
2. Click **Share something with your class…** underneath the class name and information in the colored box.



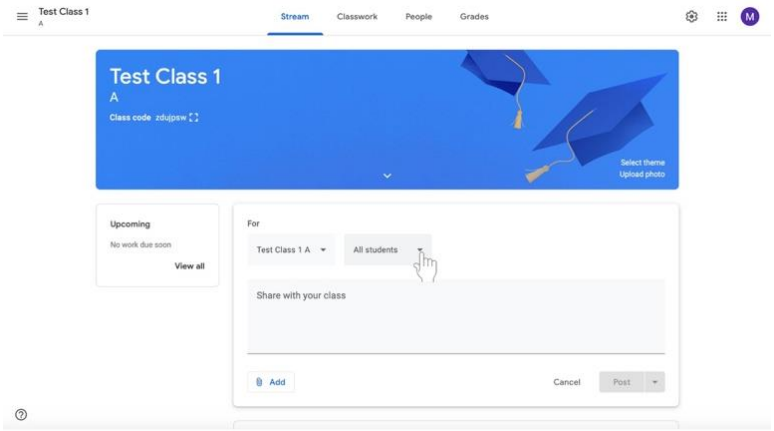
3. Underneath the **For** label, add a class for which the message is intended if necessary by clicking on the box with the class name. (The class whose page you are in cannot be deselected.)

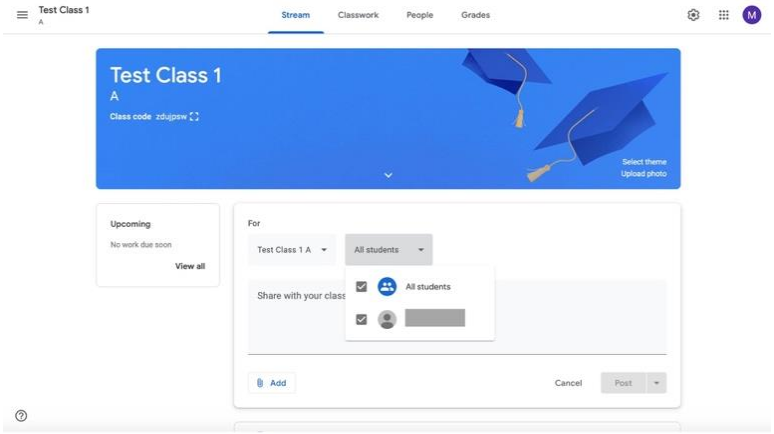




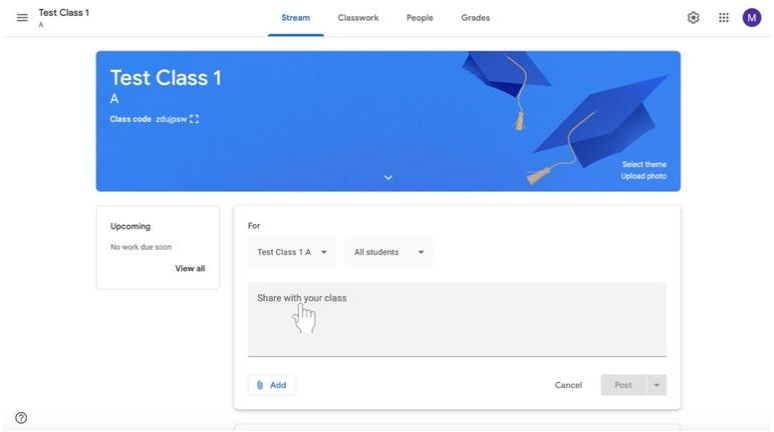


4. Select the disciples to whom the message will be sent by clicking on the box labeled **All students**. (**All students** is default and does not need to be changed if the message is intended for every disciple.)

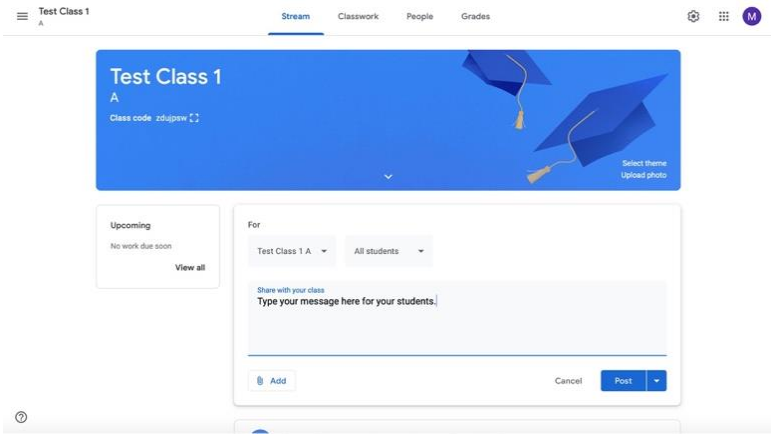




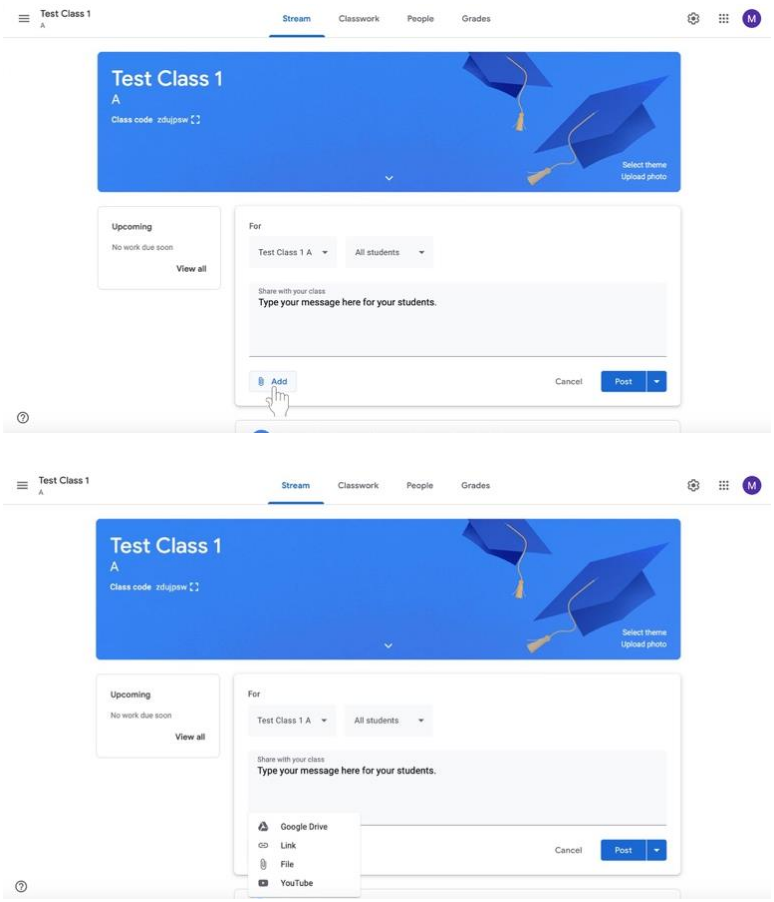
5. Click in the large box labeled **Share with your class**.



6. Type your message.

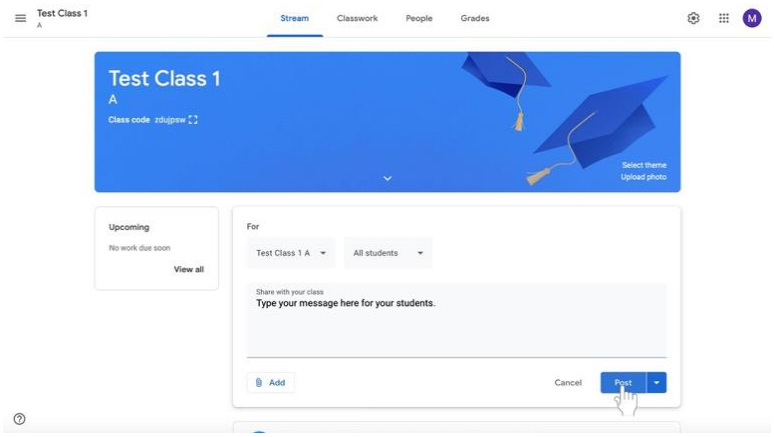


7. If you wish to add material (an item from your Google Drive, a link, a file, or a YouTube video), click on the **Add** button at the bottom left of the box.

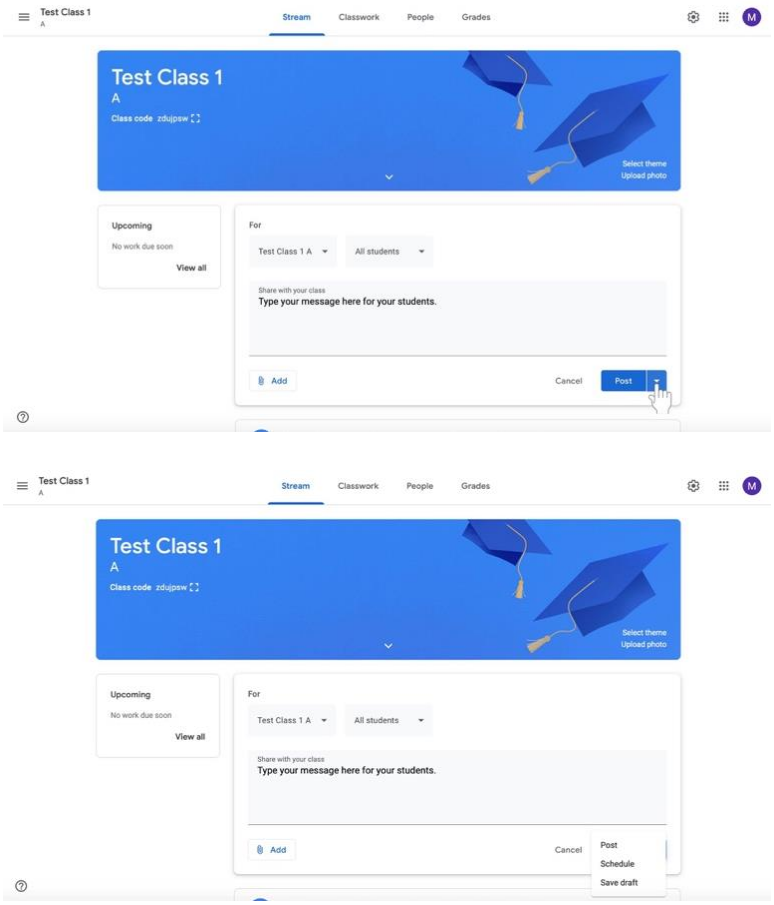


   a. Follow directions in subsequent boxes that appear depending on the your selections.

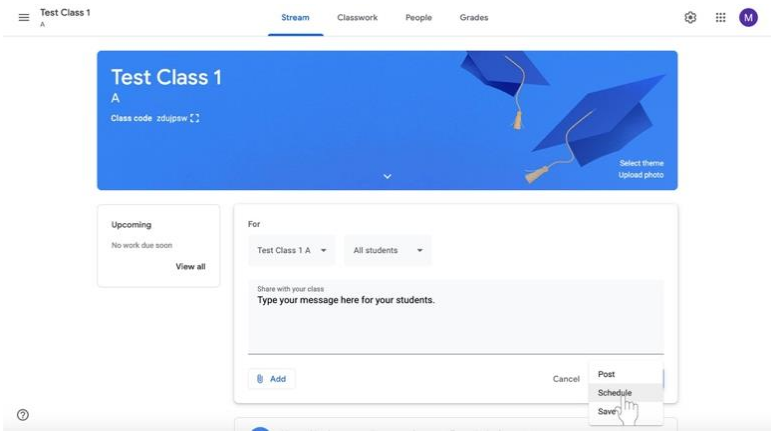
8. Post your message.
    a. If you wish to **post your message immediately**, click on the box labeled **Post** at the bottom right of the box.



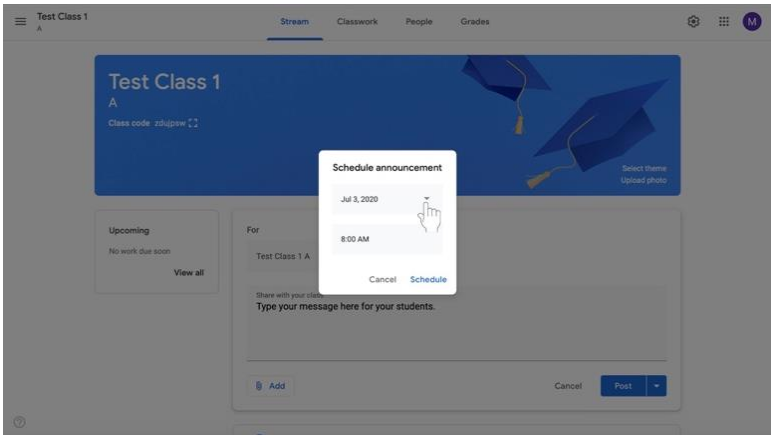
    b. If you want your **message to be automatically posted at a later time**, click on the arrow to the right of the **Post** button at the bottom right of the box.

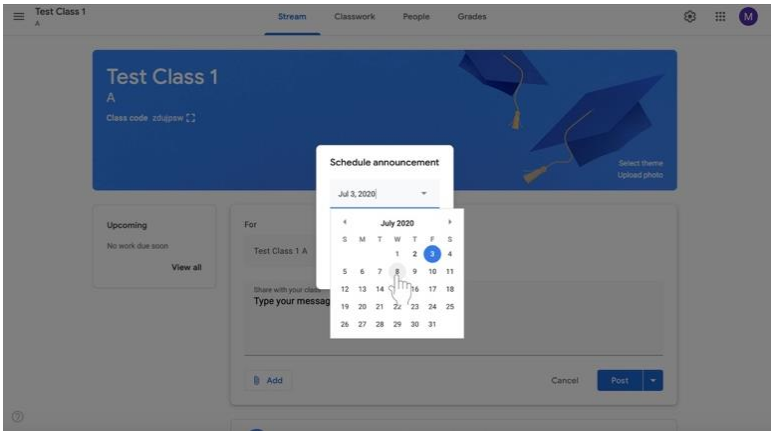


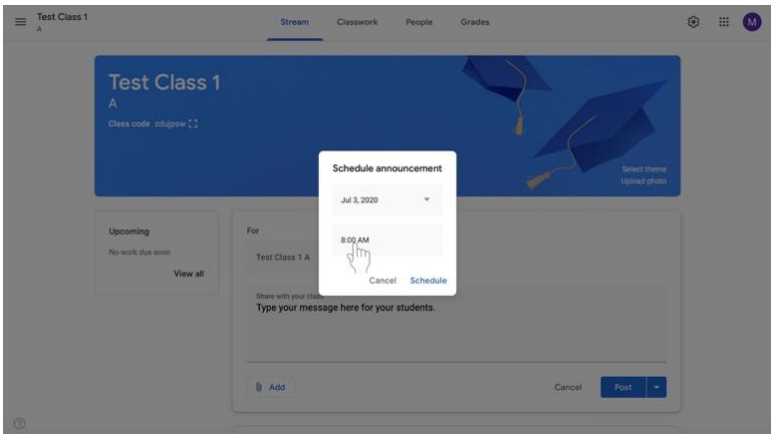
i. A menu will appear. Select **Schedule**.

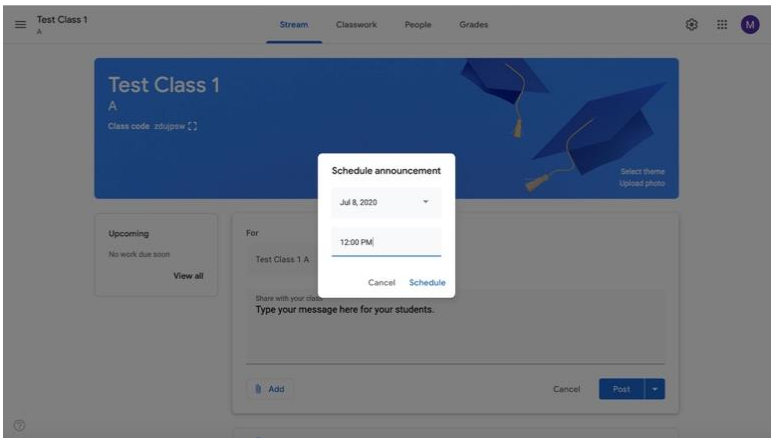


ii. Click on the date and time to type in when you would like your message to be shared.

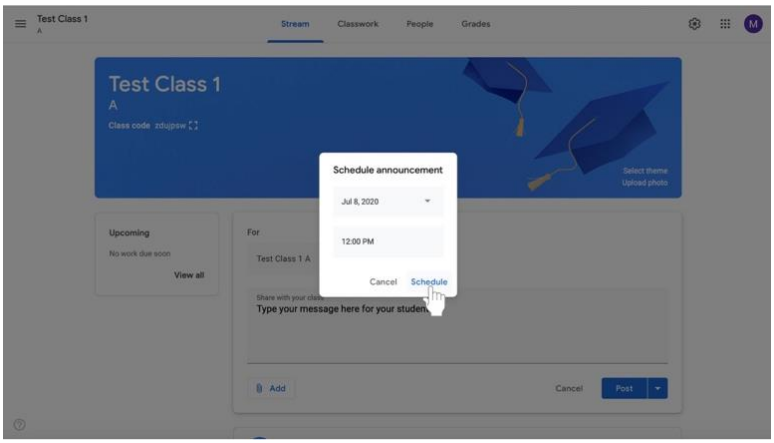




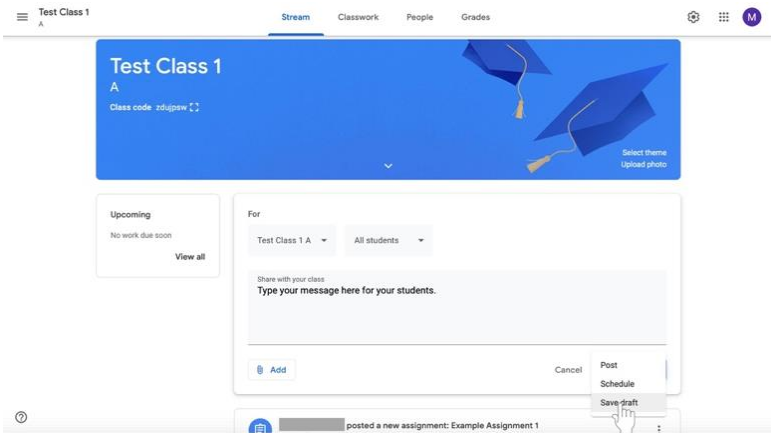




iii. Select **Schedule** at the bottom right of the box.



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.

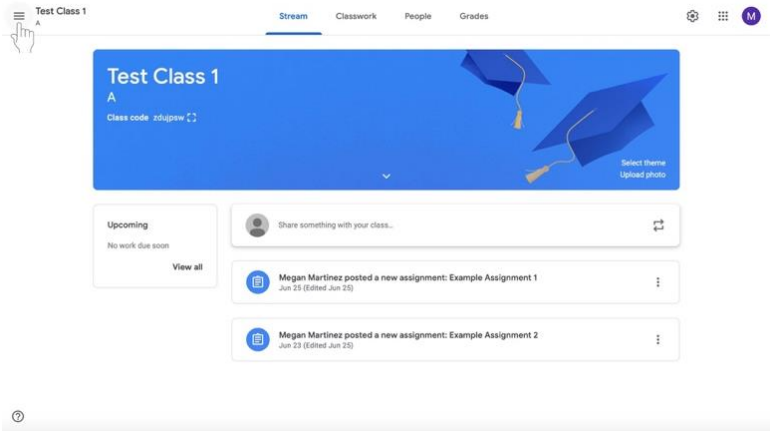


General Tips for Google Classroom

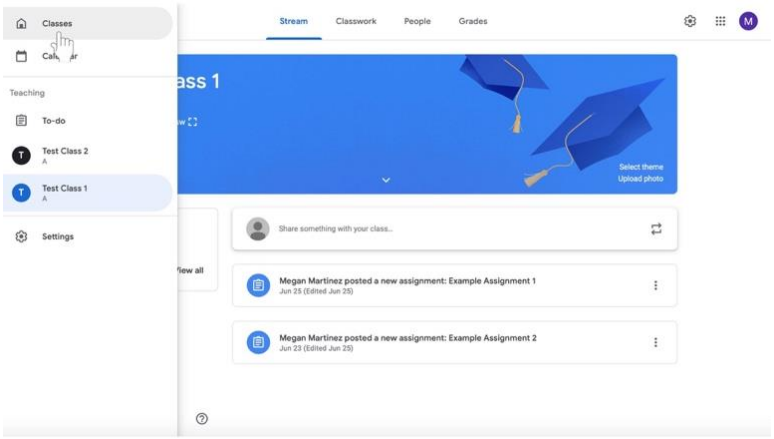
Finding a class

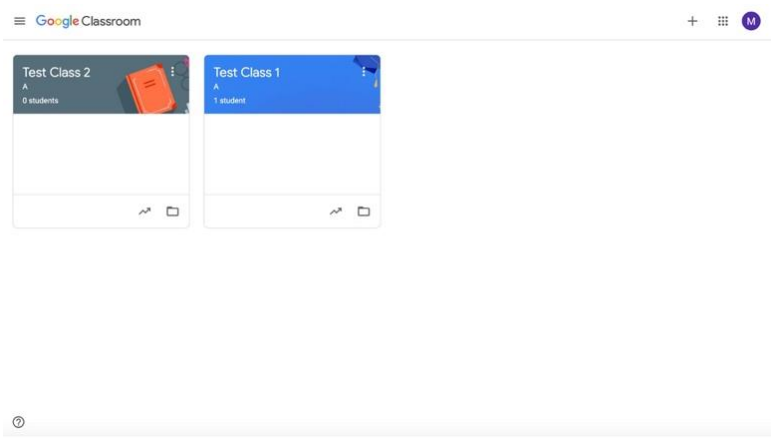
No matter where you are in Google Classroom, you can follow these directions to navigate to another class.

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

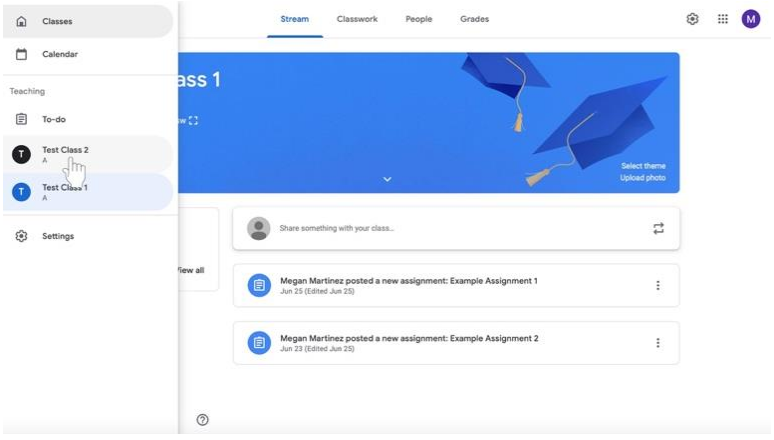


2. Do one of the following:
    a. Click **Classes** with the house icon at the top of the menu to see all classes.



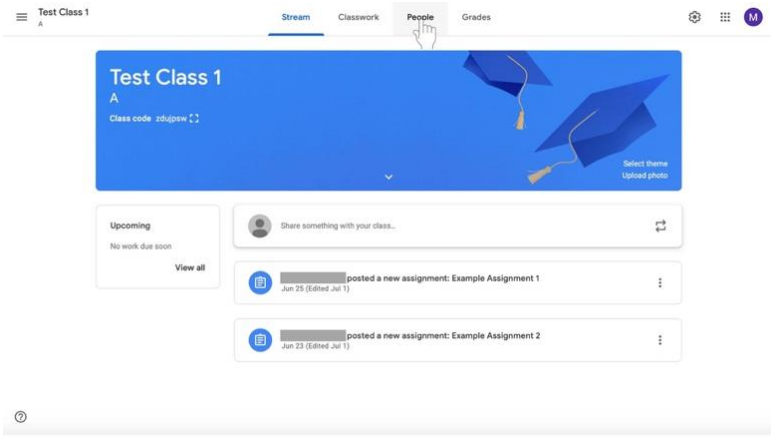


    b. OR under **Teaching** in the menu, see a list of your classes.

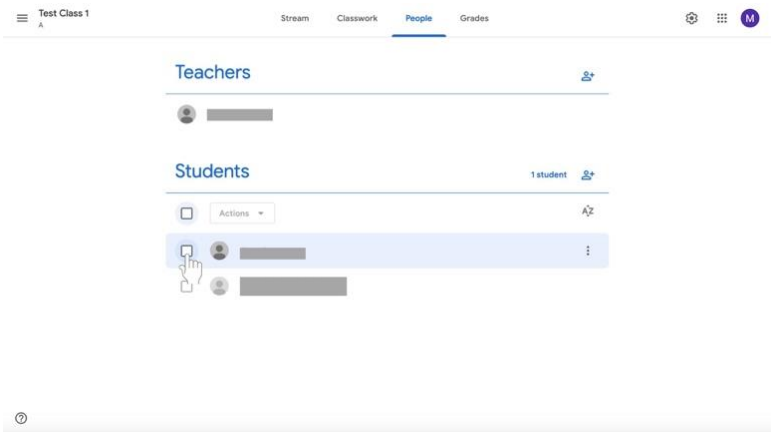


Removing a disciple from a class

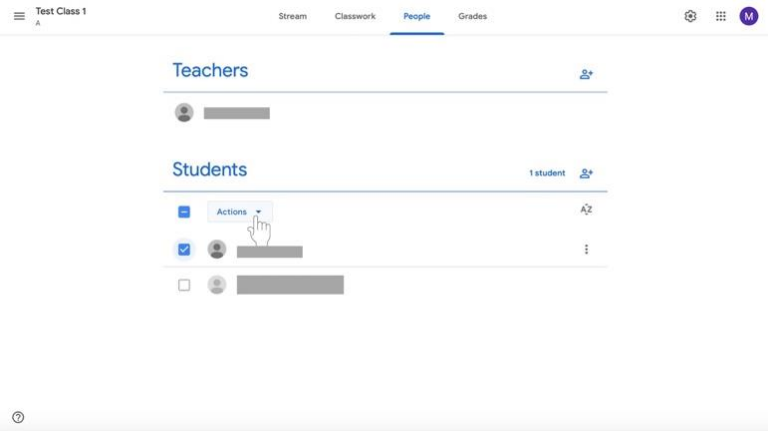
1. Navigate to the class to which the disciple(s) belong.
2. Click on the **People** tab at the top of the page to the right of Stream and Classwork.



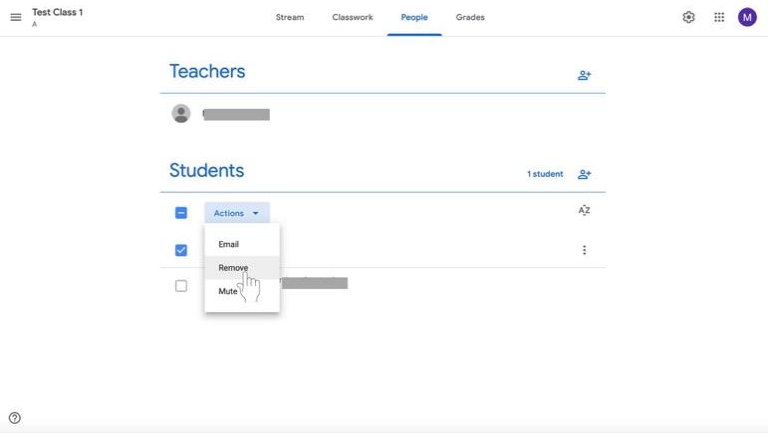
3. Check the names of the disciple(s) who you would like to remove using the boxes to the left of their names.



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



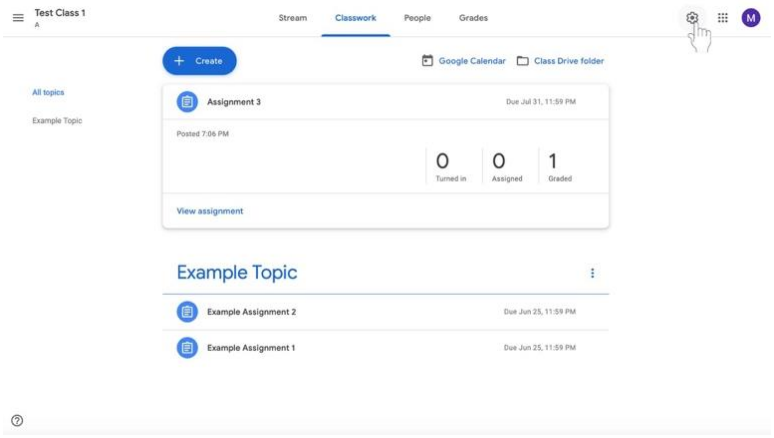
5. From the menu, select **Remove**, which will be at the middle of the list.



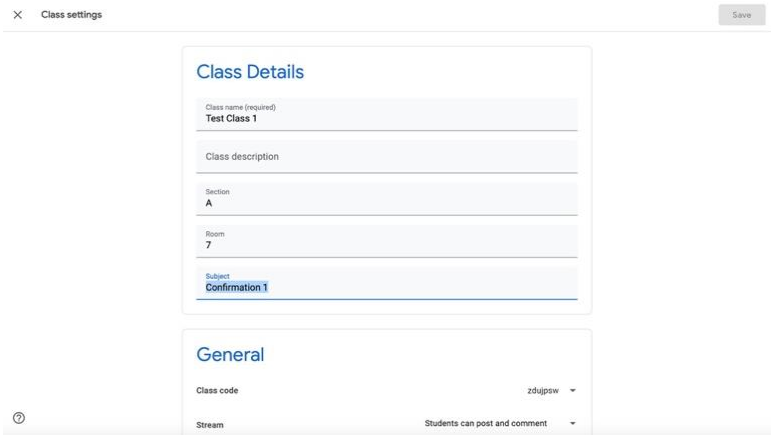
Seeing and Changing Class Details

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.

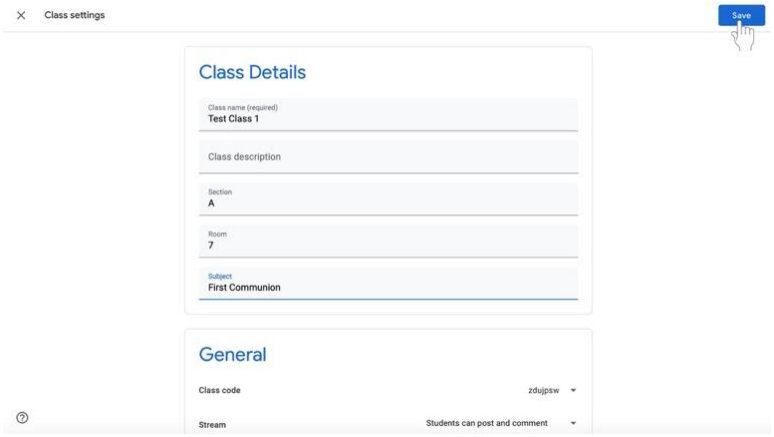


3. The **Class Details** label will appear with the **Class name** at the top. Highlight the **Class name, Class description, Section, Room,** or **Subject** to change information.



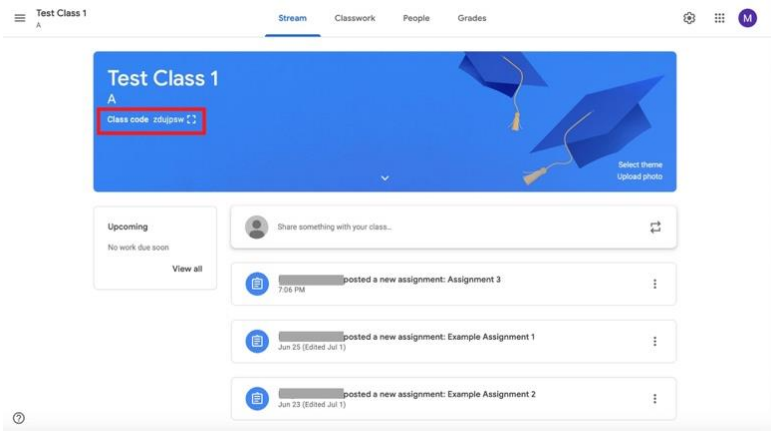
4. Make relevant changes.

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

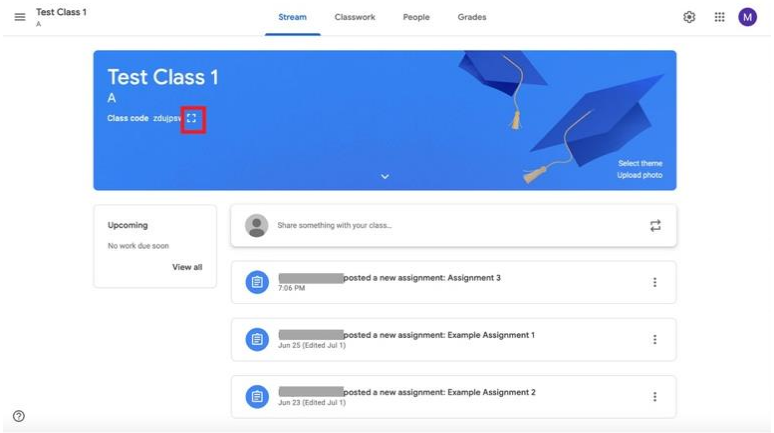


Displaying a class code

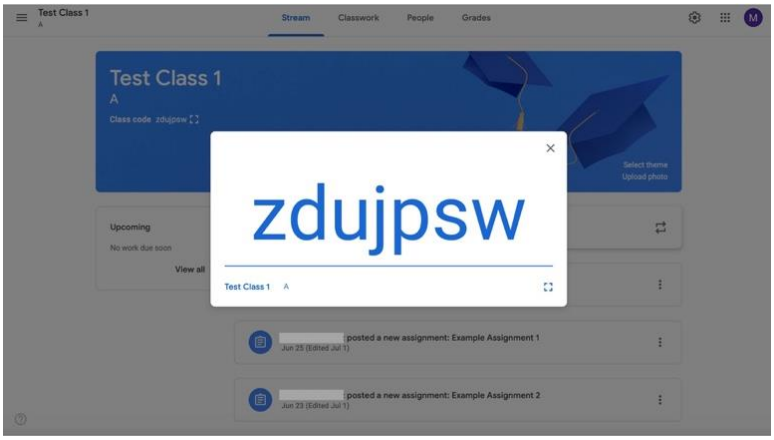
1. Navigate to the class.
2. Click the **Stream** tab at the middle of the screen.



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

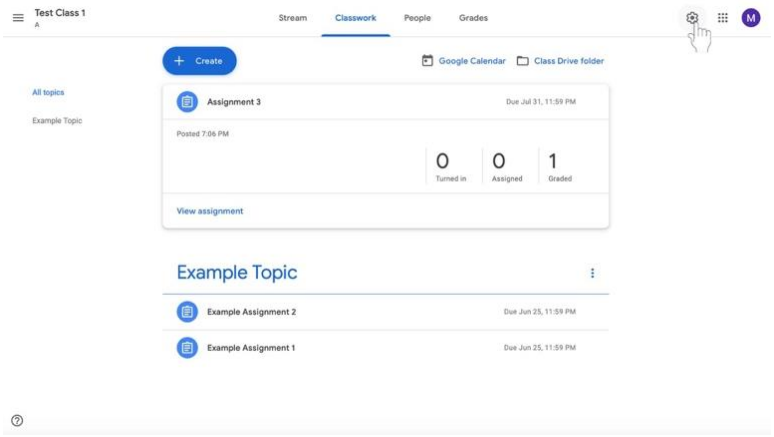


4. If you wish to **enlarge** the class code, click the **Display** icon (pictured as a box with open sides) highlighted here in red.

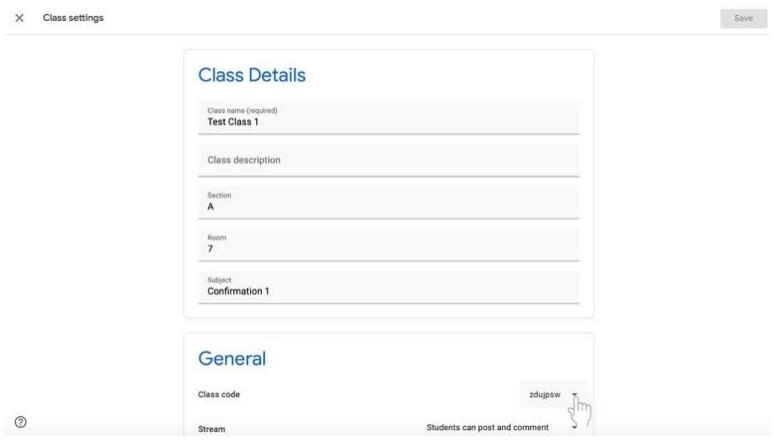


Turning off, resetting, or copying the class code

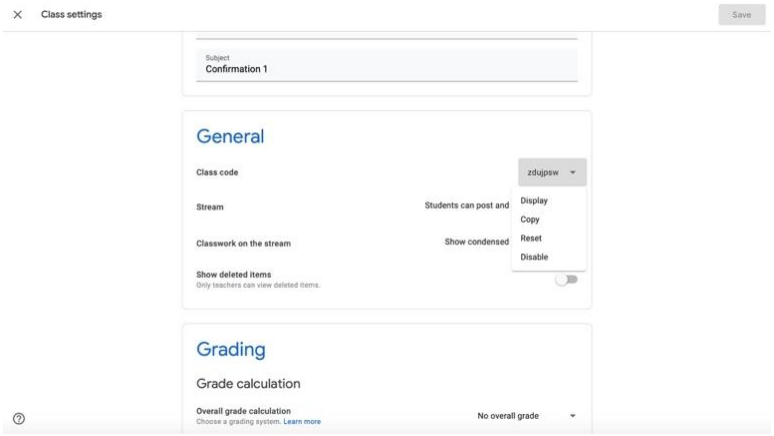
1. Navigate to the class.
2. Click **Settings** (pictured as a gear icon) at the top right corner of the screen.



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.

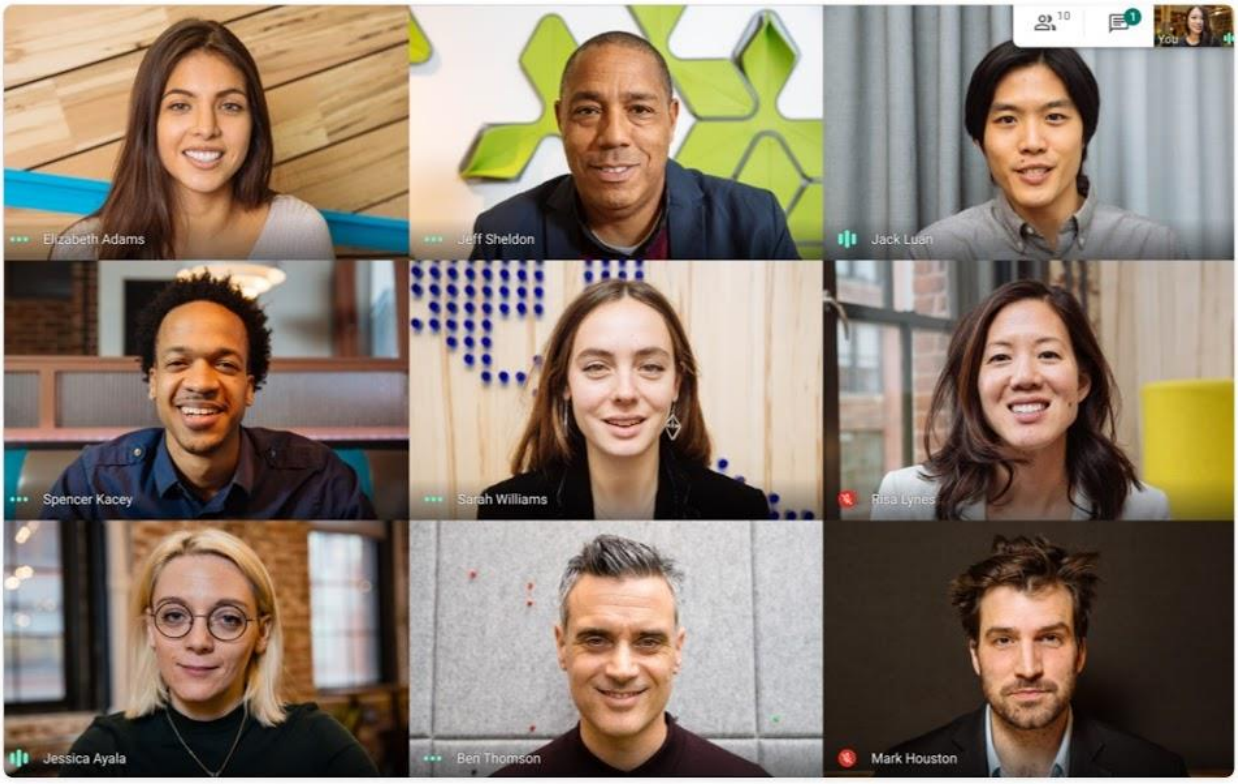


a. To display the code, click **Display**.
b. To copy the code, click **Copy**.
c. To reset the code, click **Reset**.
d. To turn the code off or on, click **Disable** or **Enable**.



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.

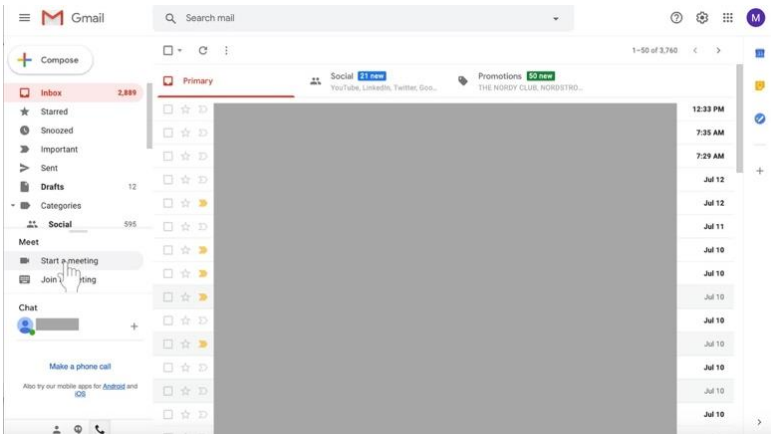


A Google Meet session. Catechists can see multiple disciples' faces at once.
Source: https://apps.google.com/meet/

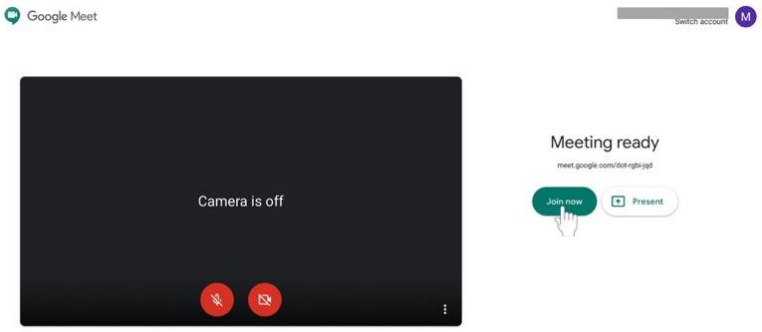
Starting a meeting from Gmail

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

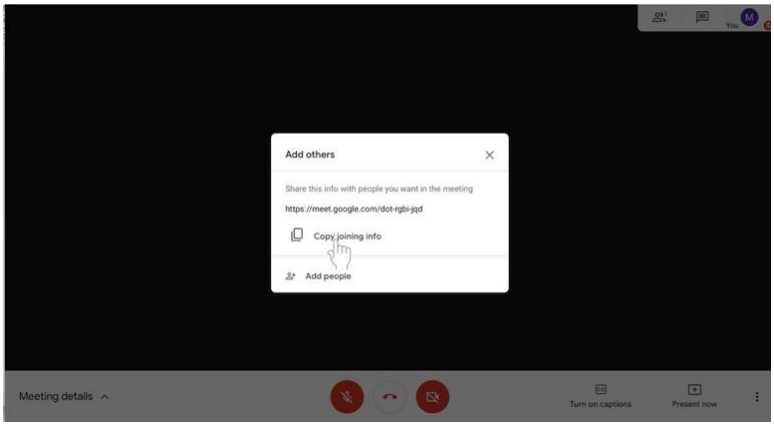
1. On the sidebar under the Meet label, click **Start a meeting**.



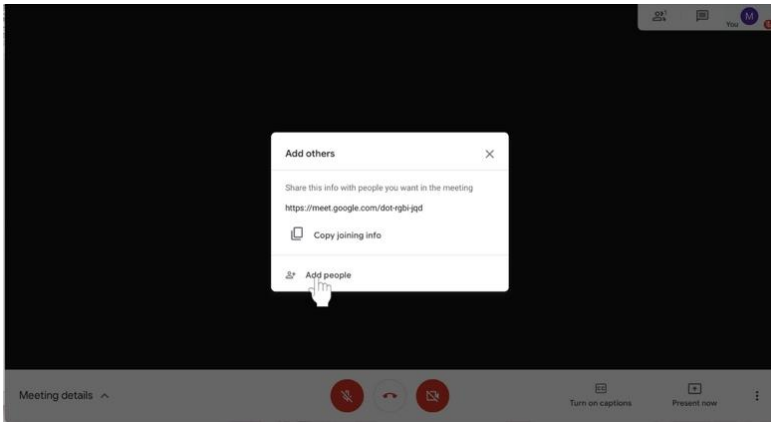
2. Allow Meet to access your camera and microphone.
3. On the right side of the screen, click the green **Join now** button.



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.

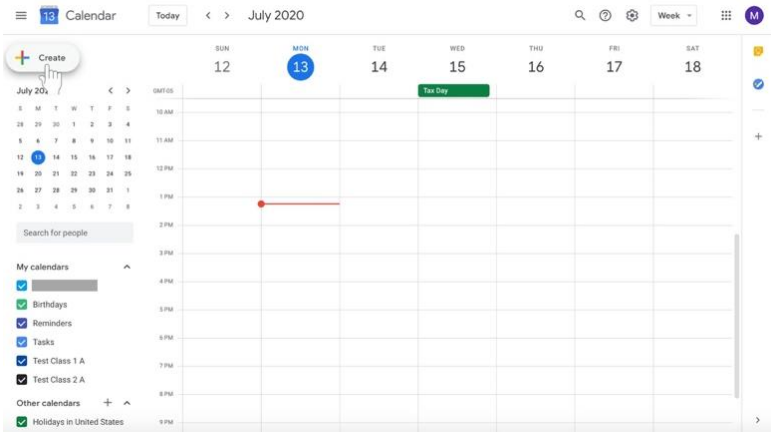


    b. Click on **Add people** to add disciples via email address. Enter their name or email address. Then, select **Send invite**.

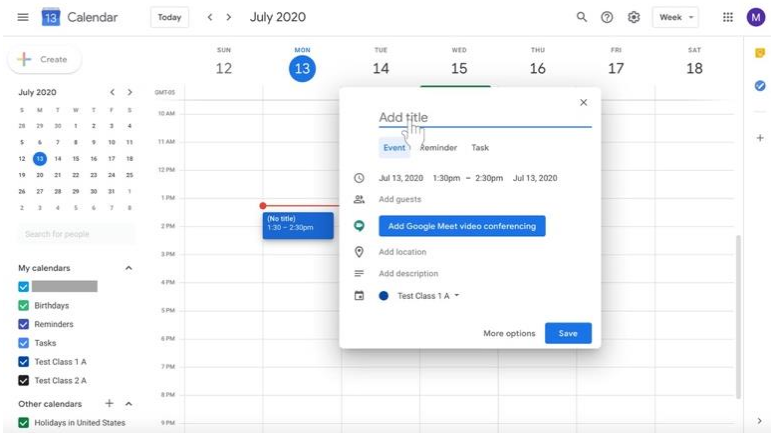


Scheduling a meeting via Google Calendar

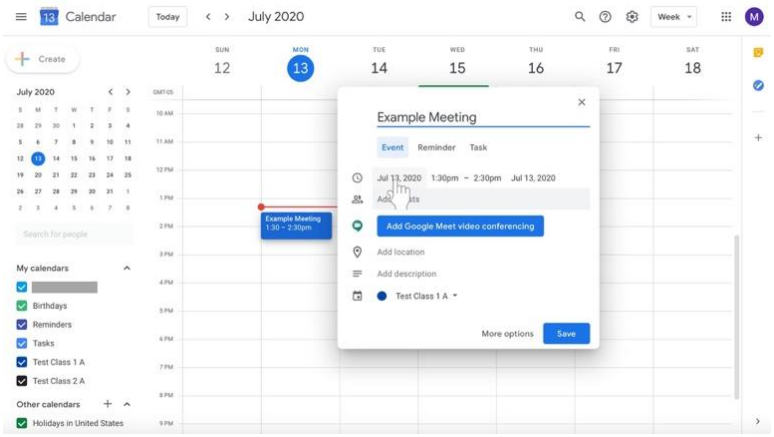
1. Go to **calendar.google.com** and sign in if you have not already.
2. On the top left side of the screen, click **+ Create**. A box will appear.

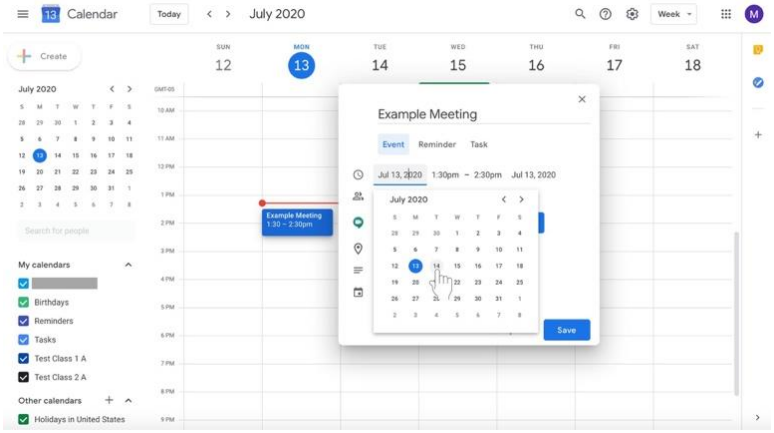


3. Type in the meeting name.

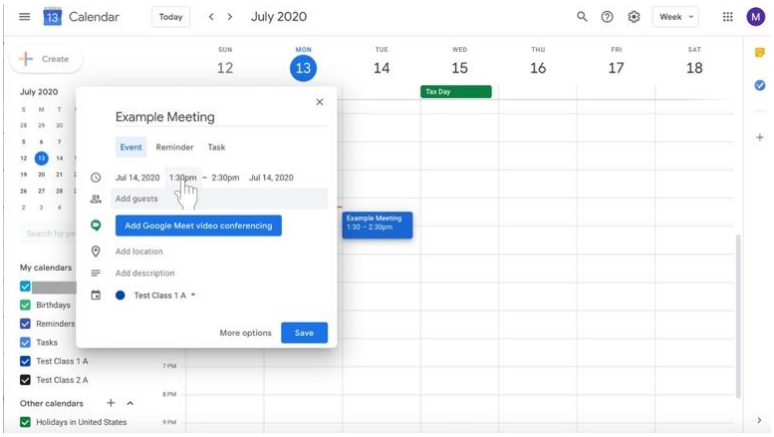


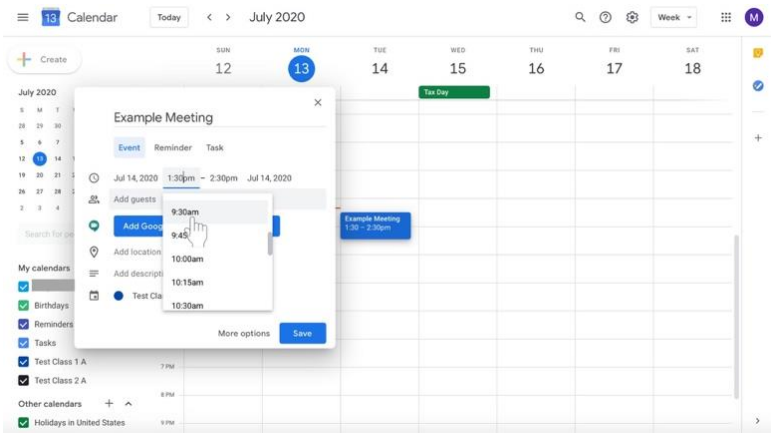
4. Modify the beginning date under the meeting name next to the **clock** icon.



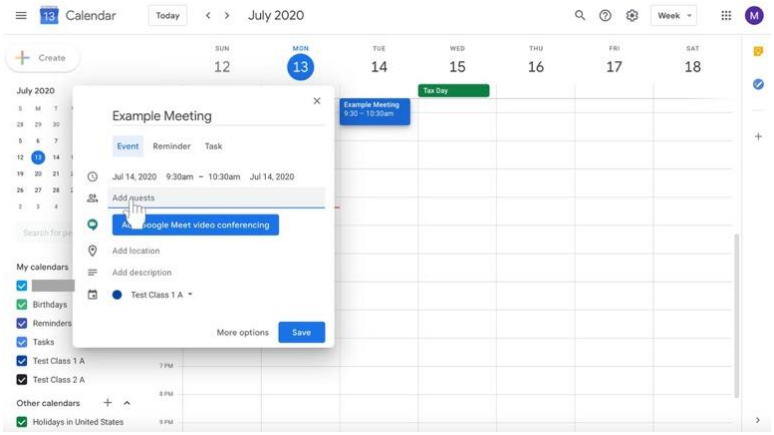


5. Modify the beginning and ending times to the right of the meeting name.

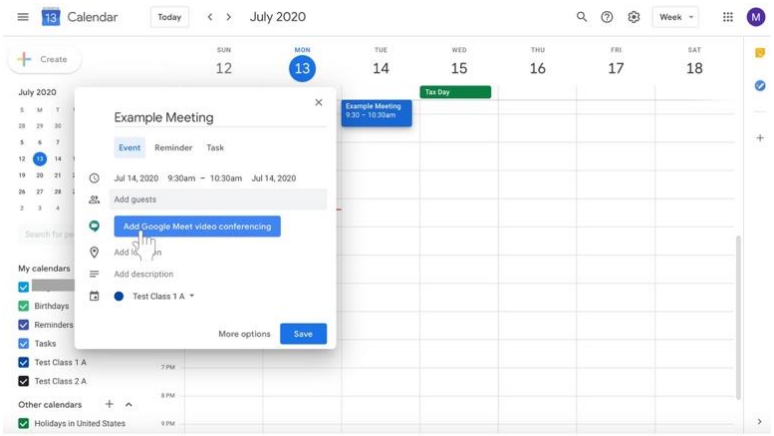




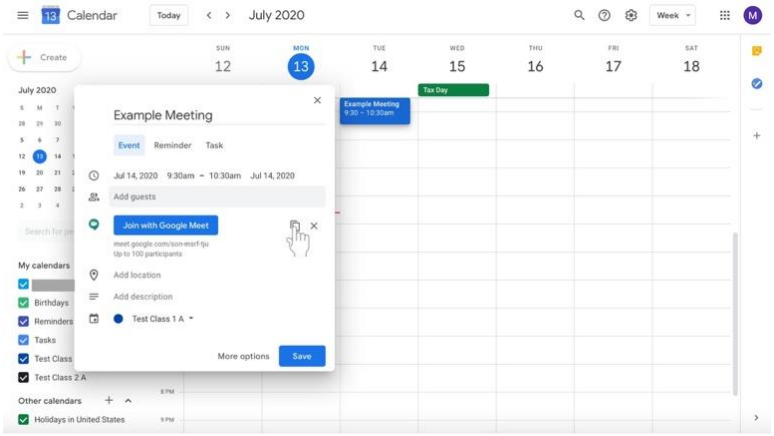
6. Modify the end date to the right of the beginning and ending times if necessary.
7. Invite disciples to the scheduled meeting. There are two options—adding disciples via email or sharing the meeting link with them. You need only do **one** of these options.
    a. Next to the **person** icon in the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



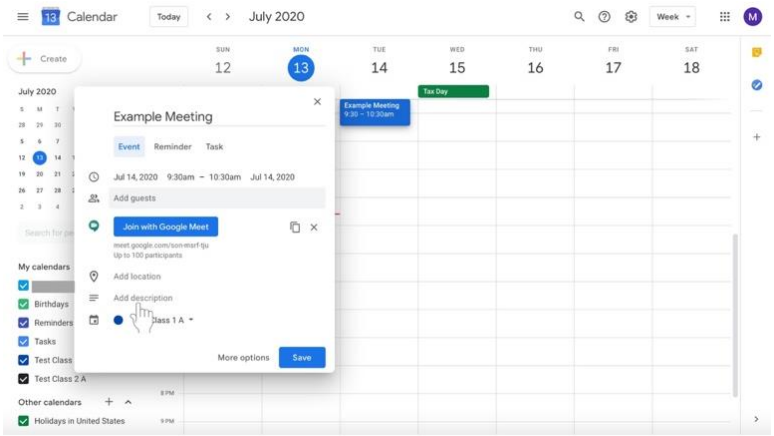
8. Click the blue button labeled **Add Google Meet video conferencing**.



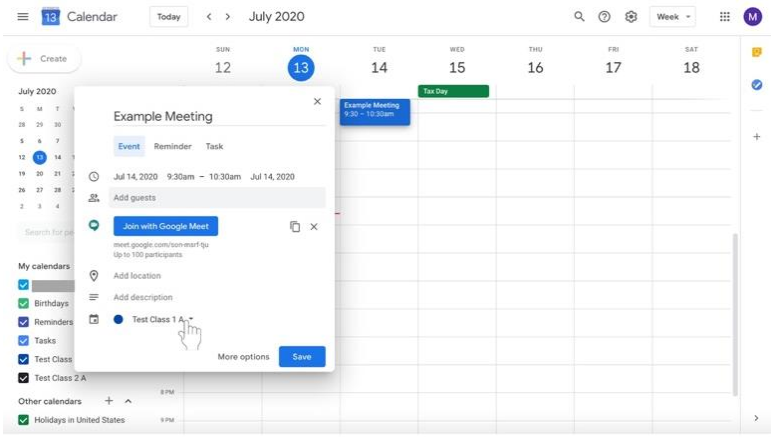
9. Click the **Copy meeting link** button with the two boxes on the right. If you have added disciples to the event via the **Add guests** option, you do not need to share the meeting link with them again. However, it may be helpful to them if you do so.

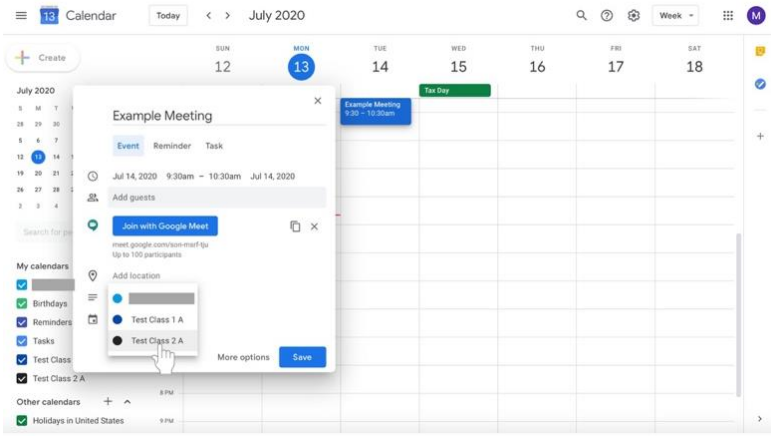


10. Add a description if desired.

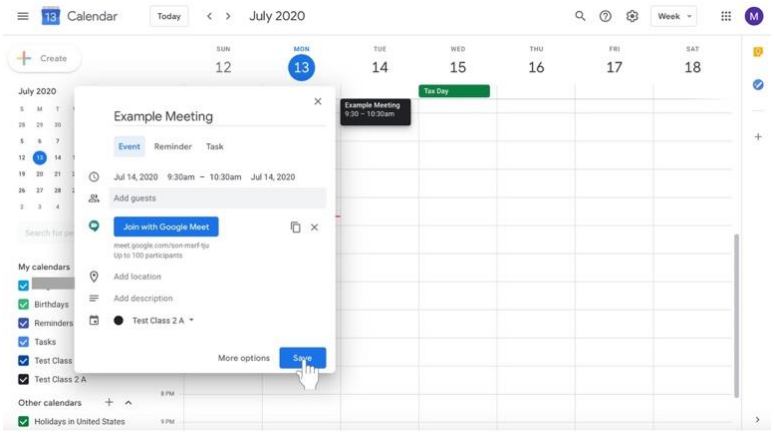


11. Change the label at the bottom of the box to select the class for which the meeting is intended by clicking on the calendar label with the down arrow.





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

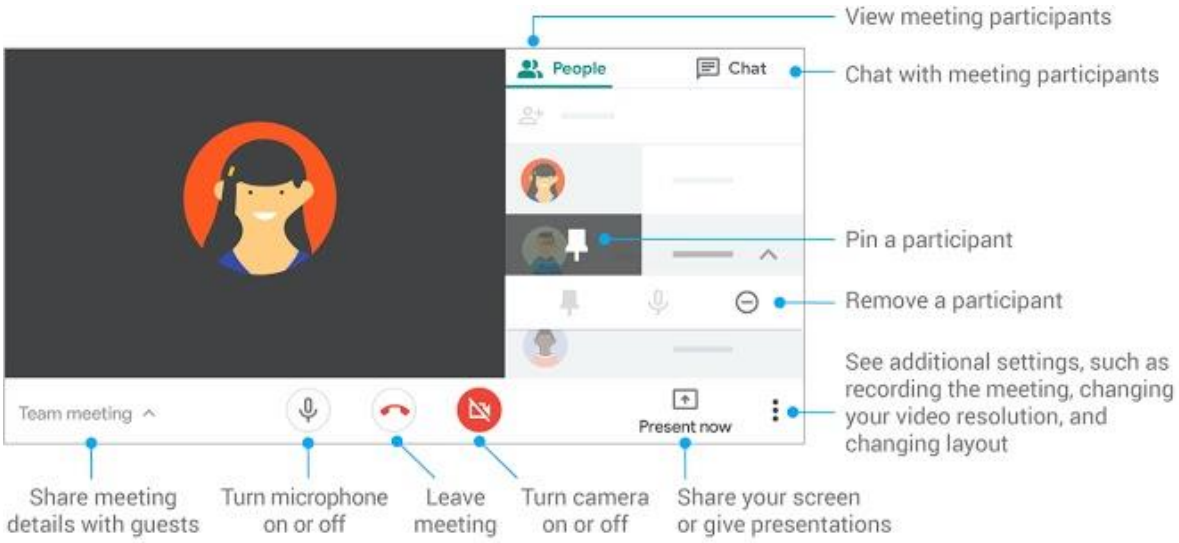


13. Go to **Google Classroom** to send a message to your disciples with the scheduled meeting information including the copied meeting link.

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