

THE LOFT LITERARY CENTER

Google Classroom for Students

Table of Contents

Page 1 - About Google Classroom

Page 2 - Starting Your Google Classroom

Page 3 - How to Use your Google Classroom

Page 3 -Stream

Page 4 - Classwork

Page 5 - People

Page 5 - Class Drive Folder

Page 8 - Class Drive and Collaboration

Page 8 - Shared Documents

Page 9 - Workshopping

Page 11 - Individual Feedback

Page 14 - Additional Functions

Page 15 - Classes

Page 15 - Calendar

Page 16 - To-do

Page 16 -Settings

Page 17 - Exploring

Page 18 - Additional Resources

About Google Classroom

“Google Classroom makes teaching more productive and meaningful by streamlining assignments, boosting collaboration, and fostering communication. Educators can create classes, distribute assignments, send feedback, and see everything in one place. Classroom also seamlessly integrates with other Google tools like Google Docs and Drive.”

Supported Browsers and activities:

“You can access Classroom using the web on a computer with any browser, such as Chrome, Firefox®, Internet Explorer®, or Safari®. In general, Classroom supports major browser releases on a continual basis.

Classroom is also available for Android and Apple® iOS® mobile devices. For more information, see Get the Classroom app.”

ACCESSIBILITY

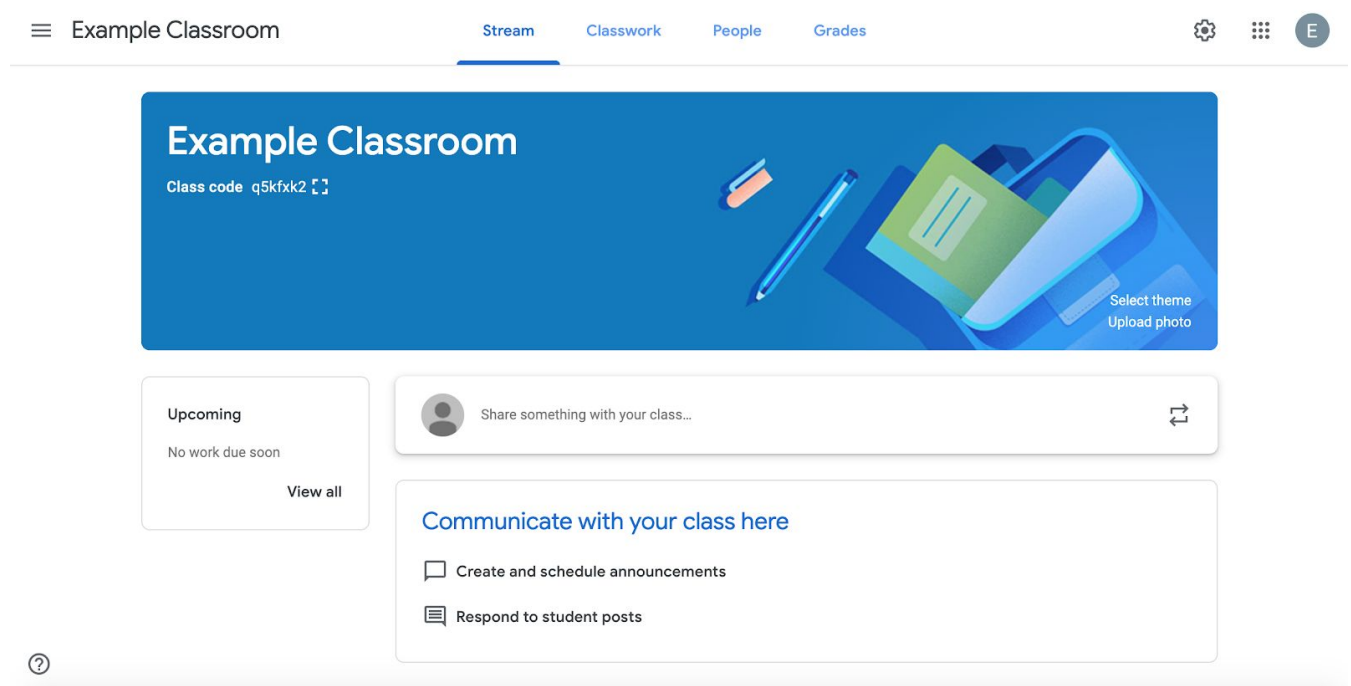
“People who are visually impaired can use a screen reader on their computers and mobile devices to guide them through Classroom. For more information visit: <https://support.google.com/edu/classroom/answer/6084551> ”

- [*Information from the Google Classroom - About Classroom Website*](#)

Starting Your Google Classroom

To participate in your Loft class on Google Classroom, you must first login to Google Classroom using your personal Gmail account. If you do not have a Gmail, please register for a free account [here](https://www.google.com/gmail/about/#) (<https://www.google.com/gmail/about/#>)

You will be added to the class via email by a Loft staff member, at least 24 hours before the class begins. Once logged into Google Classroom, you will see your classroom available to you.



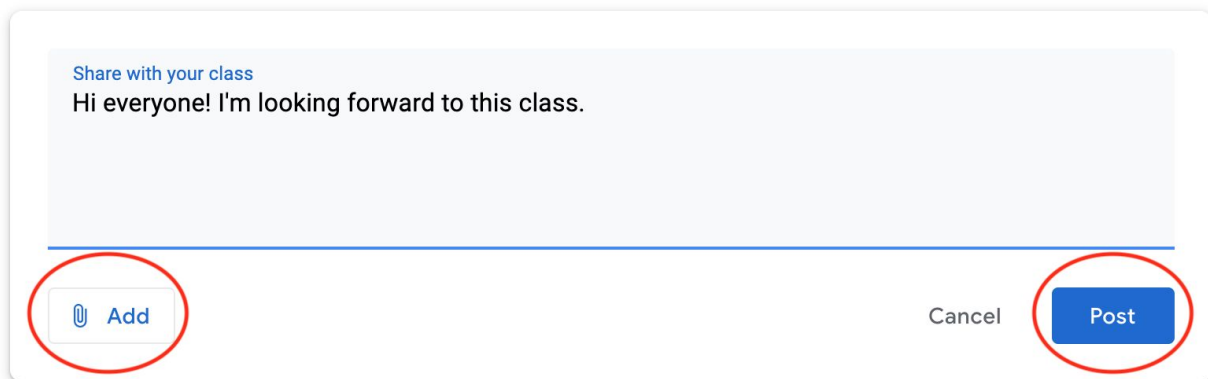
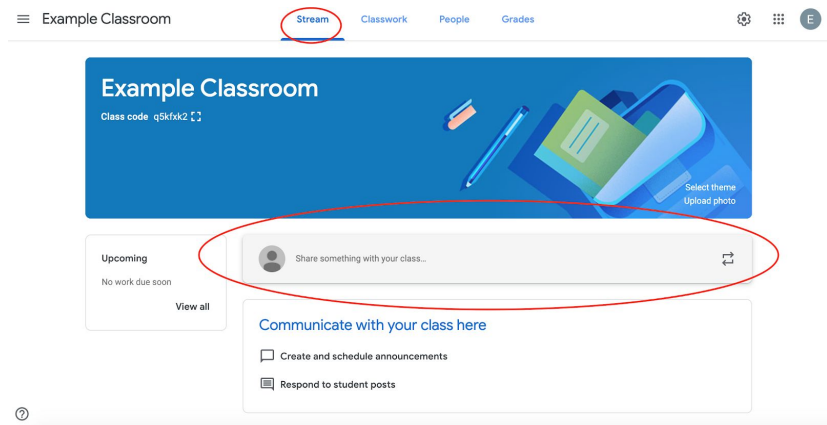
How to Use your Google Classroom

Stream


The Stream tab is what you see as the homepage of your Classroom. The Stream page essentially functions as an announcements feed - similar to a Facebook feed, if you are a social media user.


This tab is where you can post general class announcements and respond to other announcements or comments.

Where it says "Share something with your class," you can begin typing your message.




To post, click the bottom right button reading “Post.” This function will post your message immediately. Note that in the bottom left corner you can click “Add” to attach a document from your Google Drive, a link to a website, a file from your computer (such as a Microsoft Word document), or a Youtube video. Your message will then post and be available for other students to respond to you and also interact with in the space below the post.


Share something with your class...


Emma Saks
9:53 AM

⋮

Hi everyone! I'm looking forward to this class.


Add class comment...

➤

Classwork

The classwork tab allows you to view assignments and questions along with the topics used to organize classwork into modules or units, and order work the way you want students to see it.

Stream
Classwork
People

View your work
Google Calendar
Class Drive folder

All topics
Weekly Discu...
Writing Assig...
Class Materials
Reading Assi...

Weekly Discussion

⋮

What are your thoughts on the re...
No due date

Writing Assignments

⋮

Individual Feedback
No due date

Workshop Documents
No due date

Workshop
No due date

Week 1 Writing Exercise
Due Apr 15, 6:00 PM

Class Materials

⋮

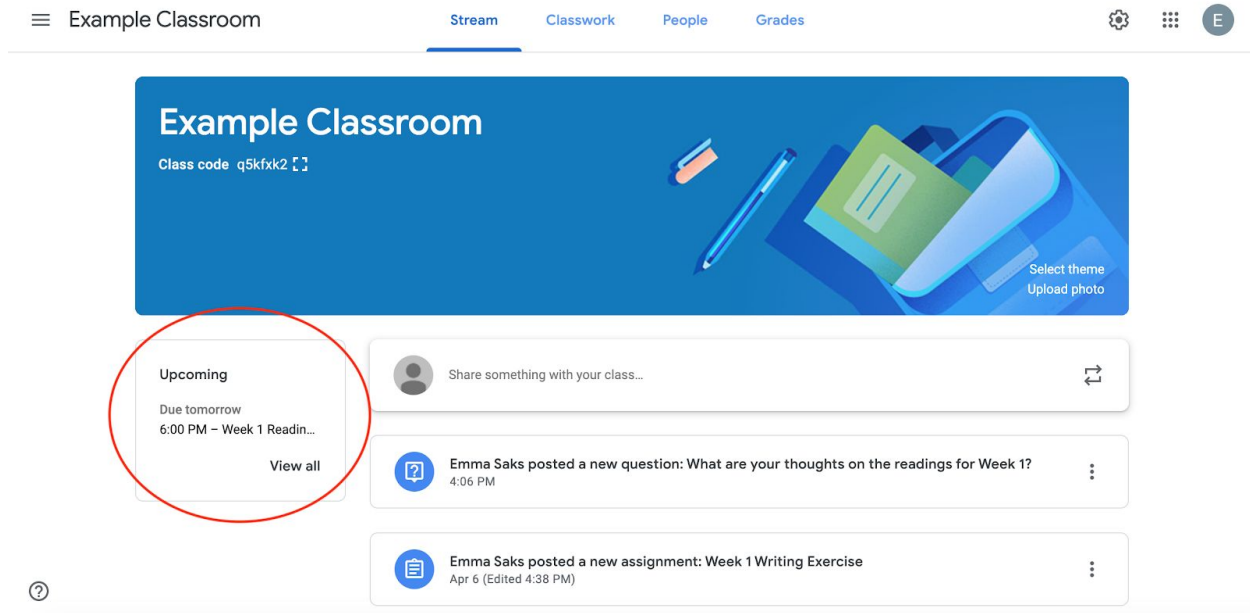
Class Syllabus
Posted Apr 6

Reading Assignments

⋮

Week 1 Reading Assignment
Due Apr 8, 6:00 PM

You'll notice that if the teaching artist adds assignments with due dates, these will begin to pop up on the Stream tab for your reference.

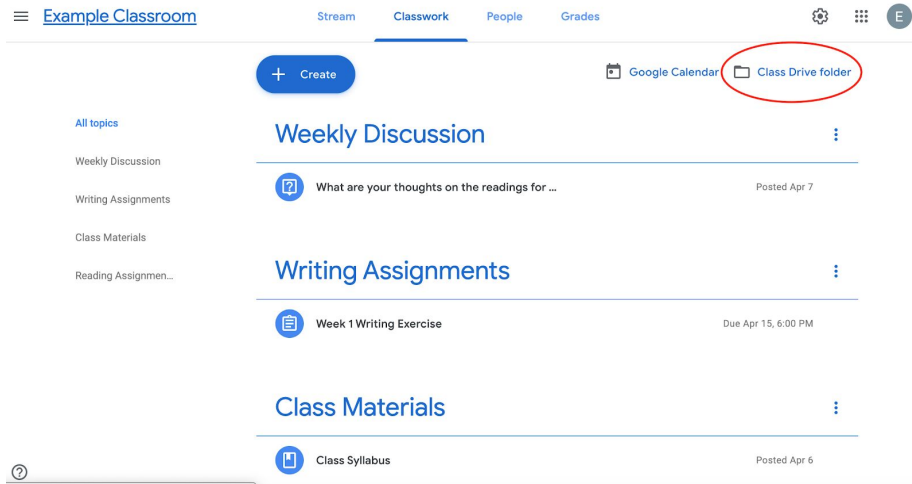


People

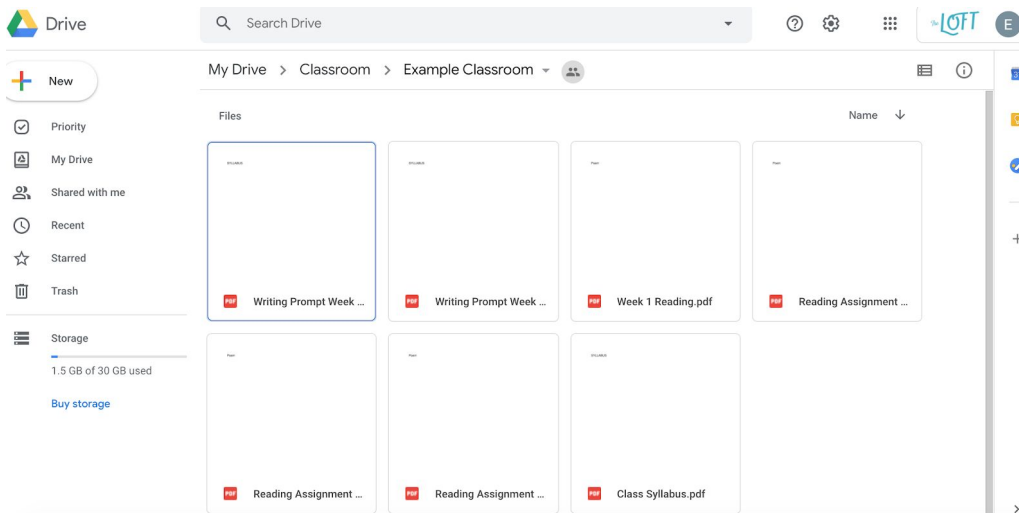
The People tab allows you to view your fellow classmates. As a student, you will not need to reference this tab much.

Class Drive Folder

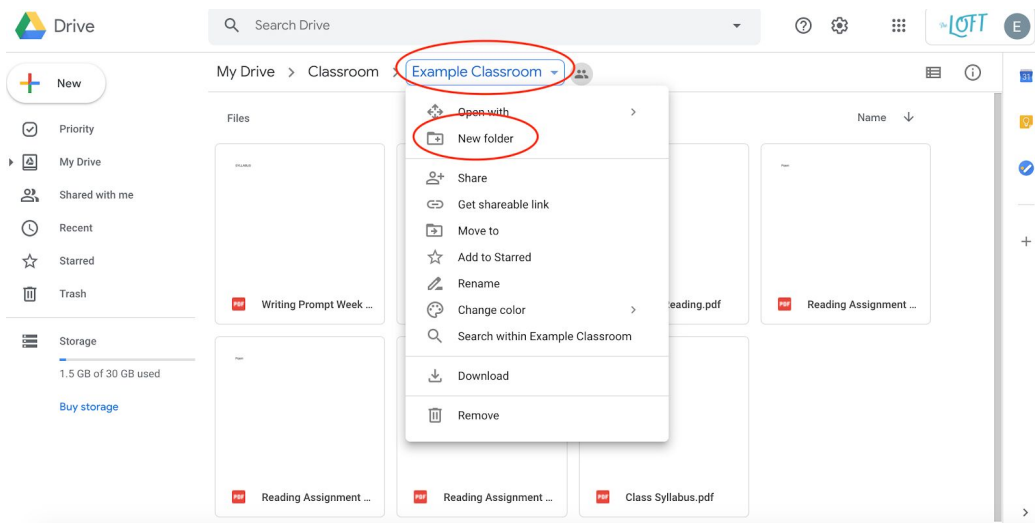
From the Classwork tab, you have the option to click on your Class Drive folder. This is a Google Drive folder created specifically for the class through your Google Classroom. This function essentially provides a virtual folder for all your class documents to be saved in one easy place.



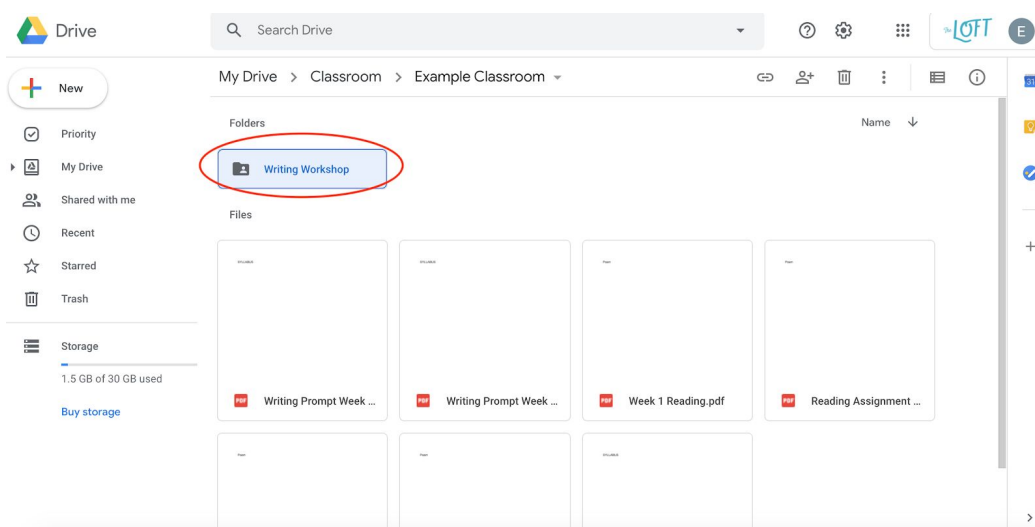
In your folder, all documents that have been shared with you or assigned within the Google Classroom will appear here in one place. (Below, the documents appear blank since these are simple test documents as an example.)



In the Class Drive folder, you can also create different folders to organize your documents. Click the dropdown arrow next to your class name and select “New Folder.”



This creates a folder for you to name and organize documents into.



The important aspect to note for your Class Drive folder is that students cannot see any documents you have not shared with the class. For example, if your teaching artist assigns a writing exercise and you start a new document in your Class Drive to work on it, only you will be able to see and access that document. Other students and the teaching artist cannot see this document unless it is specifically shared to the Google Classroom by the teaching artist, which will be addressed in the Shared Documents section. When a document is shared with others, you'll be able to see a small icon next to your document name.



Class Drive and Collaboration


Almost all functions in Google Classroom are private between the student and teaching artist since this platform is created to emulate a school classroom - you wouldn't want other students to see your grades, right?


That being said, the amount of collaboration and sharing will depend on the specific class needs and the teaching artist. Many aspects of class participation may not require you to turn in work or have your work shared with others. For example, if the teaching artist simply posts weekly readings and writing prompts for students to review and then discuss later in your class video conference, you won't need the capability to see work from other students. However, sometimes shared elements are necessary for class elements such as workshopping. Luckily, by using a mix of the Class Drive and Classwork assignments, it's possible to create shared work to meet the unique needs of Loft classes.

Shared Documents

There are a few different ways to collaborate on Google Classroom. The specific manner you'll be using will be communicated to you by your teaching artist based on the assignment. One way you may be asked to engage with an interactive element is by adding to a shared Google Doc. On your Classwork tab, you would see this indicated in the directions and attached to the assignment.

Reading Assignments




**Week 1 Reading Assignment**

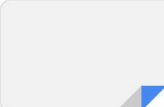
Due May 20, 6:00 PM

Posted Apr 3 (Edited 3:13 PM)

Assigned

Please read the attached poems and share your thoughts with your classmates in the Google Doc.

**Week 1 Reading.pdf**
PDF

**Week 1 Reading Assignm...**
Google Docs

[View assignment](#)

By clicking on the Google Doc attachment, you will have access to this shared Google Doc and can begin live editing the document. This can be useful in many ways - you can provide your thoughts and respond to others via comments or additional text. Think of this as just a simple way to interact with classmates in between live class sessions.


Workshopping

Another way your teaching artist may use the Class Drive is for workshopping. Since each student's Class Drive is private to themselves unless shared via Google Classroom, the teaching artist may request all students turn in work to be shared in the Classroom for the purpose of workshopping. The teaching artist will collect all work turned in by students and then share the student documents in a new assignment.

Please note that if this is part of your class, you must turn in work as a Google Document to enable live editing functionality. If your work was originally written on a different application (ex. Microsoft Word), you can copy and paste your work into a new Google Document to turn in and receive feedback on.

Once assigned by the teaching artist, students will be able to complete the assignment by viewing the assignment, then clicking "Add or Create."

Writing Assignments ⋮

 Workshop No due date

Posted 2:26 PM Assigned

Please turn in your Google Document for workshopping here.

[View assignment](#)

Workshop

Emma Saks 2:26 PM

Please turn in your Google Document for workshoppping here.

Class comments

Add class comment...

Your work Assigned

[+ Add or create](#)

Mark as done

Private comments

Add private comment...

Your work Assigned

[+ Add or create](#)

Google Drive

Link

File

Create new

Docs

Slides

Sheets

Drawings

You can then choose to attach an existing Google Document of your work or create a new Google Doc to then copy and paste their work into (if you originally wrote in Microsoft Word, for example).

As you and your classmates turn in work, the teaching artist will be able to view these documents on the assignment. Once all students turn in their workshoppping materials, the teaching artist will then then share a new assignment with each student's workshoppping documents as attachments. (Below there is only one attachment for demonstration purposes. In your classroom, there would be an attachment for each student.)

Workshop Documents

No due date

Posted Apr 30 Assigned

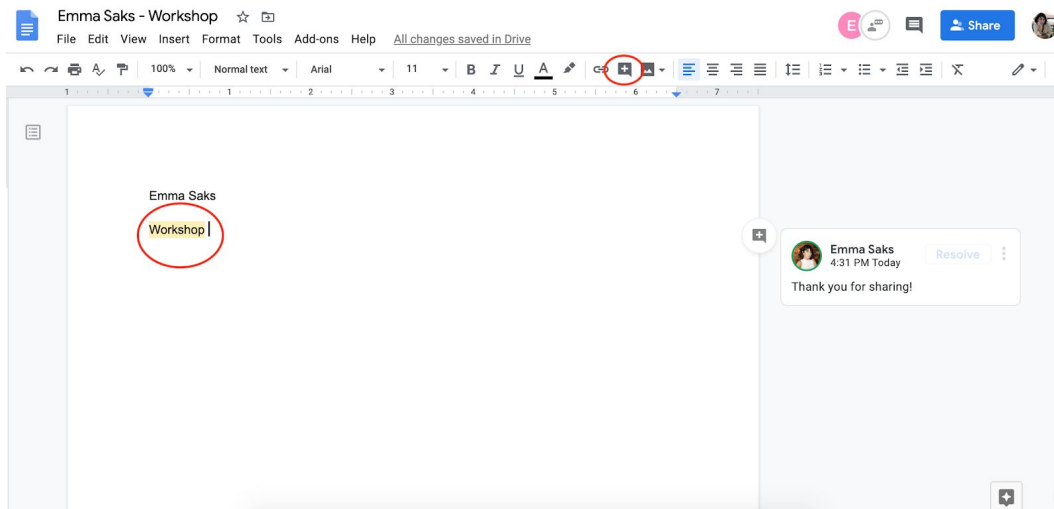
Attached is the work from your fellow classmates to be workshoppped. Please share your thoughts and comments on their work by our next class.

Emma Saks - Workshop
Google Docs

[View assignment](#)

Please Note: The student who the work belongs to will automatically have an original copy of their document on their Class Drive, so students are not editing their original work.


You can provide feedback on your classmates' work in the form of comments or by typing directly in the document. To provide comments, you can highlight the specified words and click the comment icon. Comments will then appear for all to see. Each student will then be able to walk away having feedback from their teaching artist and peers all in one place!



Individual Feedback

Some teaching artists may offer individual feedback as part of their course. This option would appear in your Google Classroom as an assignment. You can click "View Assignment" to turn in your work.

Writing Assignments

 **Individual Feedback**



Posted May 1


Attach your 5-page writing sample here, and I will provide feedback by next week.


[View assignment](#)

You can then choose to attach an existing Google Document of your work or create a new Google Doc to then copy and paste their work into (if you originally wrote in Microsoft Word, for example).

Example Classroom


 

 **Individual Feedback**

 Emma Saks May 1


Attach your 5-page writing sample here, and I will provide feedback by next week.


Class comments




Your work


+ Add or create


 Google Drive


 Link


 File

Create new


 Docs


 Slides

 Sheets

 Drawings

Returned





When the teaching artist is finished providing feedback, they will return the document to you, which will then notify you that it is “Returned.”

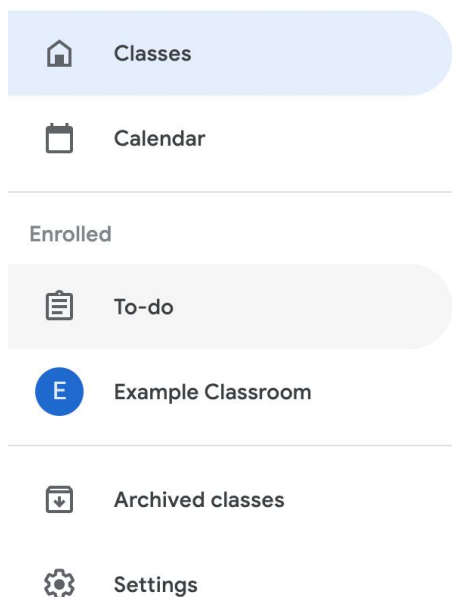
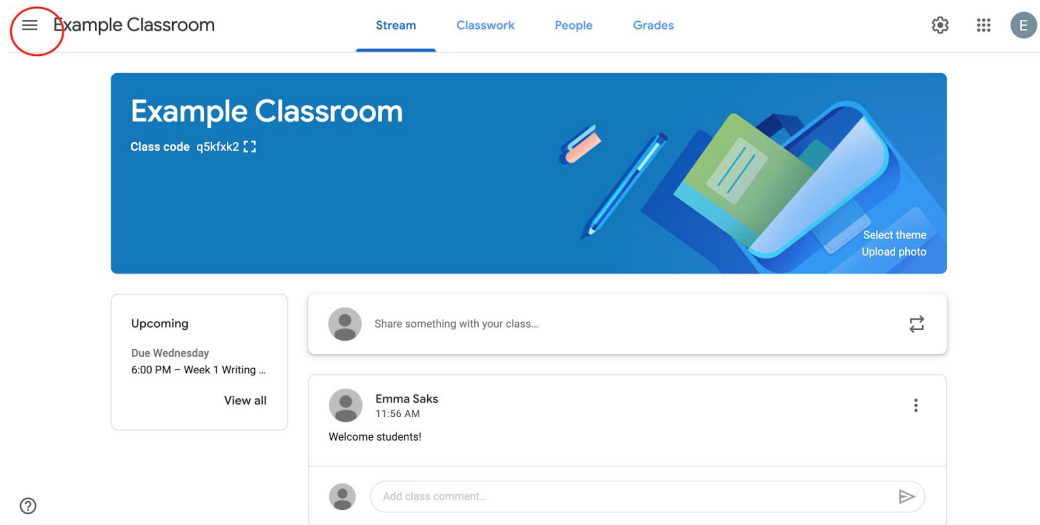
⋮

Returned

You'll then be able to view your returned work, complete with private individual feedback. This feedback can be in the form of comments or suggested in-text edits.

Additional Functions

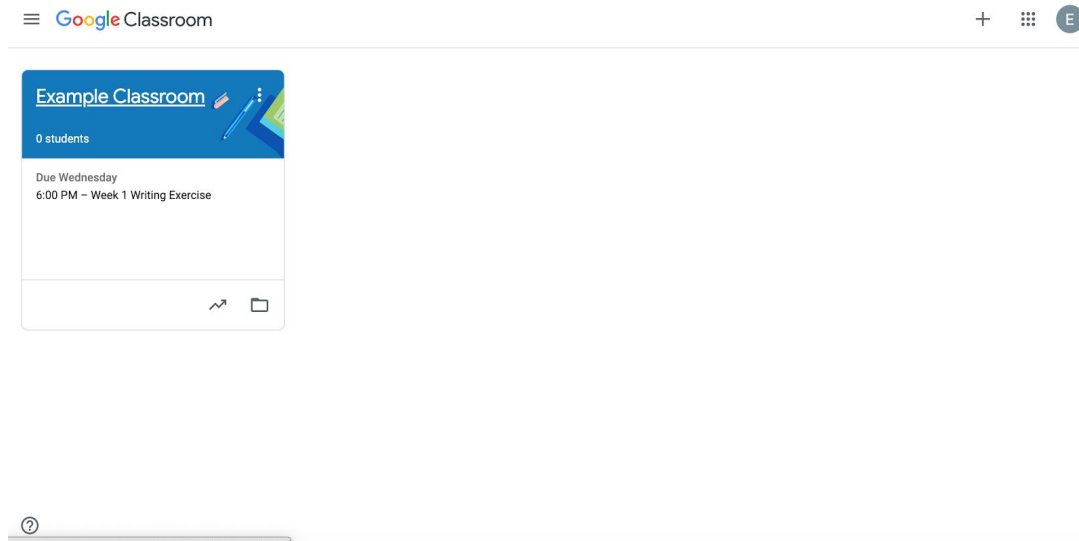
On the left hand side of your Google Classroom, you'll see an icon with three lines. Click this to access additional functions.



This panel will open on the left side of your screen. The upcoming section will describe what you can find with each option.

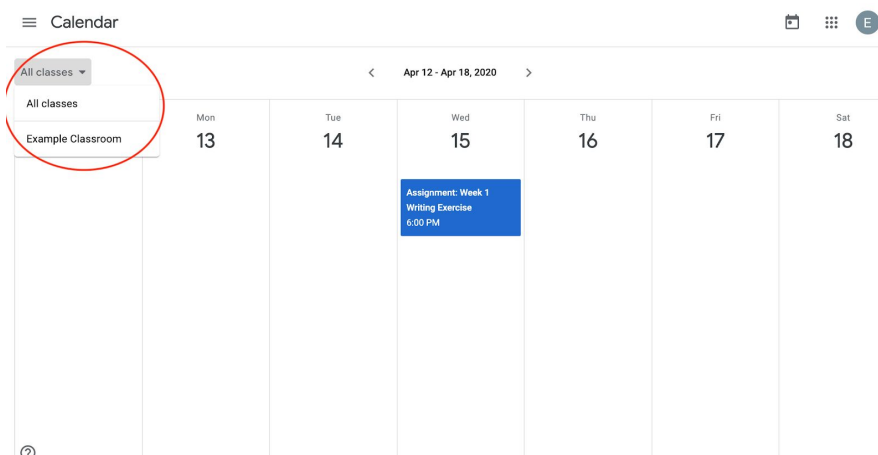
Classes

By clicking the “Classes” option, you can access the page that allows you to toggle back and forth between multiple classrooms. Right now, this page only displays the single Example Classroom. However, if you are taking multiple classes at the same time, they will appear on this page.



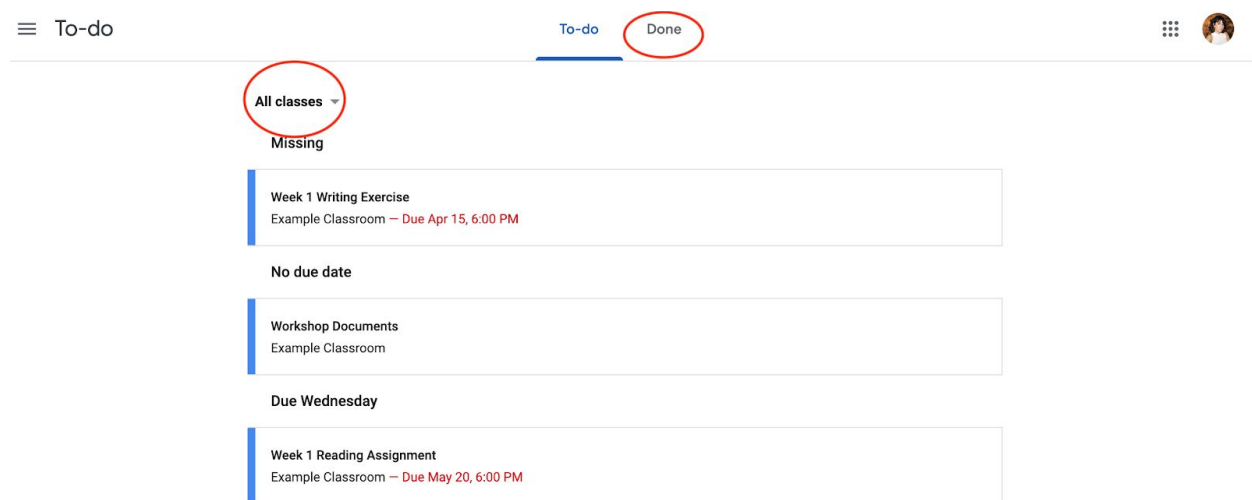
Calendar

By clicking the “Calendar” option, you can access a calendar display of upcoming due dates for assignments. On the left, you’ll see you can either have the calendar show assignment due dates for all your upcoming classes (if you are taking more than one at the same time) or you can select one single class.



To-do

By clicking the “To-do” option, you can access an overview of all your assignments in list form. On the left, you’ll see you can either view assignment due dates for all your upcoming classes (if you are taking more than one at the same time) or you can select one single class. If you’ve completed an assignment, it will appear in the “Done” tab at the top of the page.




Settings

By clicking the “Settings” option, you can view the profile and notifications settings for your Google Classroom account. You can add a picture for yourself under the profile heading at the top. You can also review the various notification settings. You can turn on/off different types of email notifications based on your personal preference, or turn off email notifications altogether. You won’t be teaching any classes, so you can focus on the “Classes you’re enrolled in” section.

Profile

Profile picture

 [Change](#)

Account settings
Change your password and security options, and access other Google services.
[Manage](#)

Notifications

Email

Receive email notifications ☒

Comments

Comments on your posts ☒

Comments that mention you ☒

Private comments on work ☒

Classes you're enrolled in ☒

Work and other posts from teachers ☒

Returned work and grades from your teachers ☒

Invitations to join classes as a student ☒

Due-date reminders for your work ☒

Classes you teach

Late submissions of student work ☒

Resubmissions of student work ☒

Invitations to co-teach classes ☒

Scheduled post published or failed ☒

Class notifications
Turn email and mobile notifications on or off for a class ▼

Exploring

Building on these Google Classroom basics, your teaching artist may explore the other possibilities an online classroom provides by linking videos, blogs, articles or other media. These creative choices will depend on the teaching artist and the class.

However, rest assured that any additional media or resources will all be shared in your Google Classroom to ensure all your class content can be found in one place.

If you ever have questions about Google Classroom functionality or the class content, please reach out to your teaching artist or your Loft staff host.

Additional Resources

[Explore the Google Classroom Help Center](https://support.google.com/edu/classroom#topic=6020277) here:

<https://support.google.com/edu/classroom#topic=6020277>