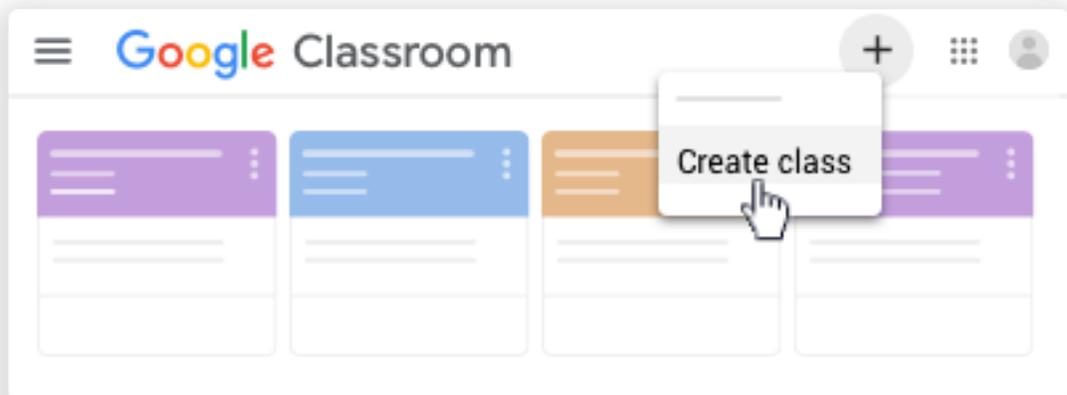


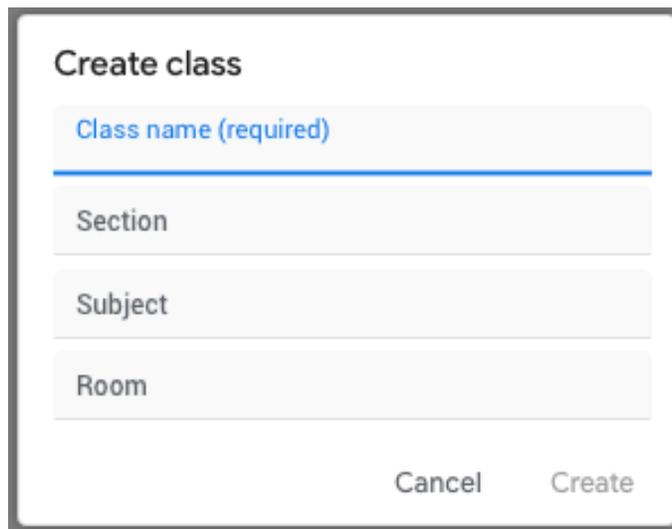
Google Classroom Quickstart

How to Create a Class

1. Go to classroom.google.com. Sign in with your MISD or GMAIL account.
2. Click the plus sign at the top right corner and choose Create Class.



3. In the Create Class dialogue box, type in the Class Name.

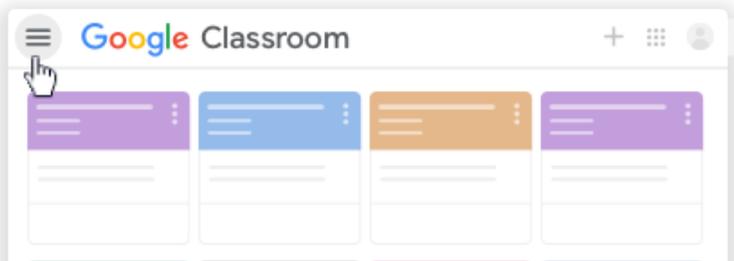
A screenshot of the 'Create class' dialog box. It has a title 'Create class' and four input fields: 'Class name (required)', 'Section', 'Subject', and 'Room'. At the bottom, there are two buttons: 'Cancel' and 'Create'.

- (Optional) Click Section and enter your class period.
 - (Optional) Click Subject to enter your class subject.
 - (Optional) Click Room and enter your office hours available for students.
4. Click Create.

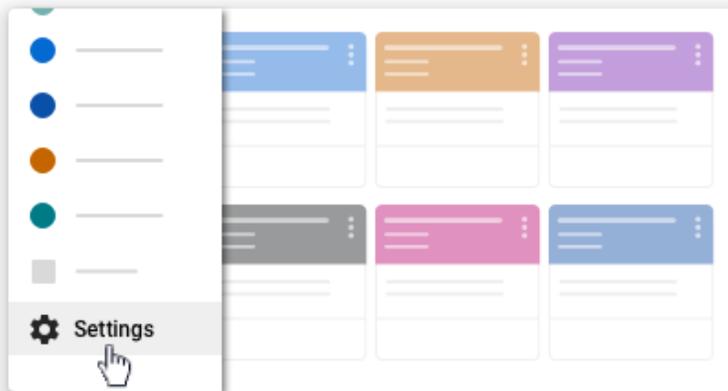
Change your profile photo

Your profile photo will display next to your name in Classroom.

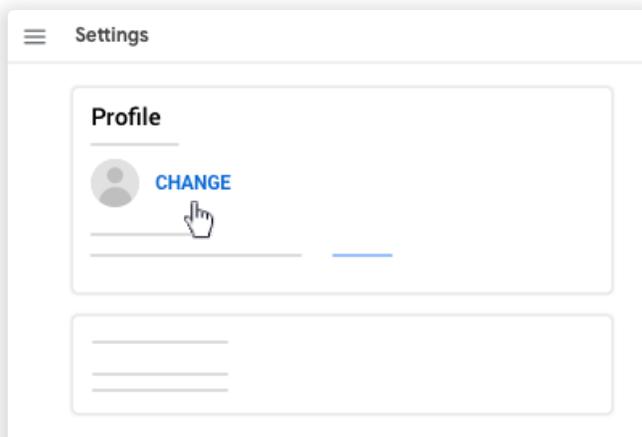
1. At the top, click Menu ☰.



2. Scroll down and click Settings.



3. Under Profile picture, click Change.



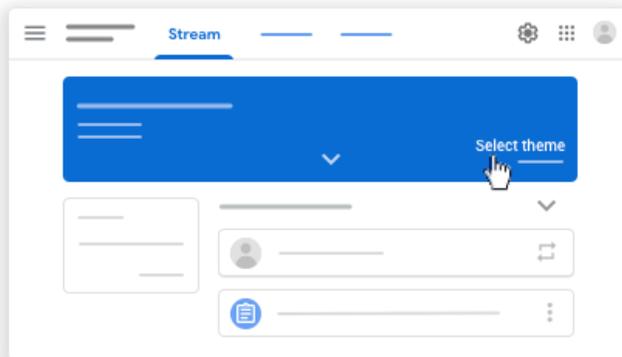
- Click Select a photo from your computer or drag a photo from your computer.
- (Optional) Resize the box over your photo.
- Click Set as profile photo.

Stream—How to Change the Class Theme

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

Choose a different theme image from the gallery

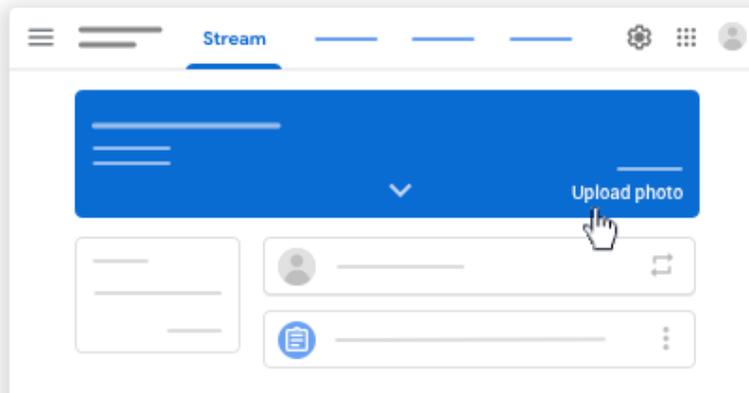
1. Click the class and at the bottom of the image, click Select theme.



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

Upload your own theme image

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

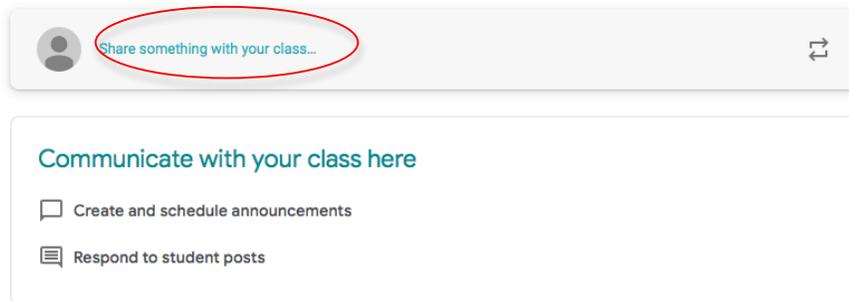


2. Choose an option:
 - Drag a photo from your computer to the middle of the screen.
 - Click Select a photo from your computer, choose the image you want to use for your class, and click Open.
 - Click Select class theme.

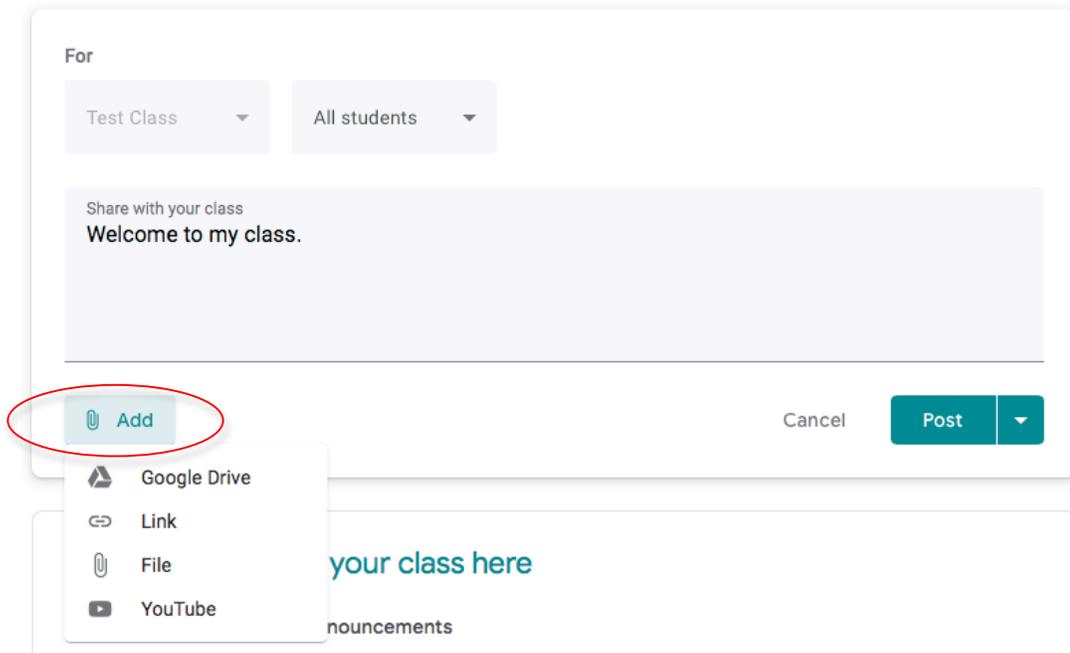
Stream—How to Create an Announcement

This will be your landing page where you can communicate with your class by posting announcements and assignments.

1. Click on “Share with your class”



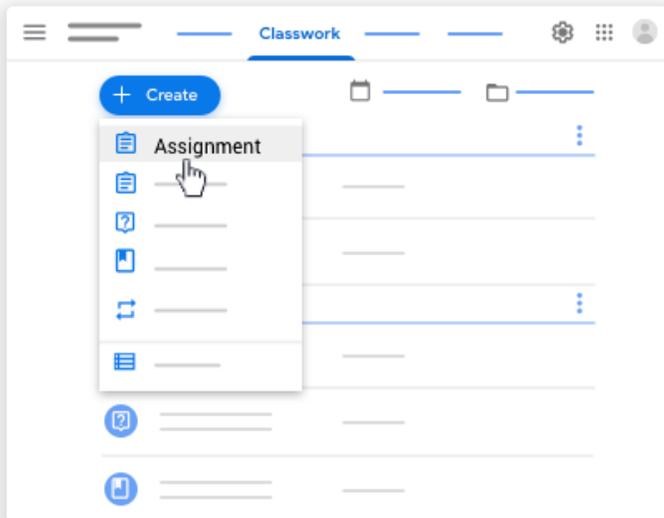
2. Type message. You can also add an attachment by clicking on “Add” button.



3. Click Post.

Classwork—How to Create an Assignment

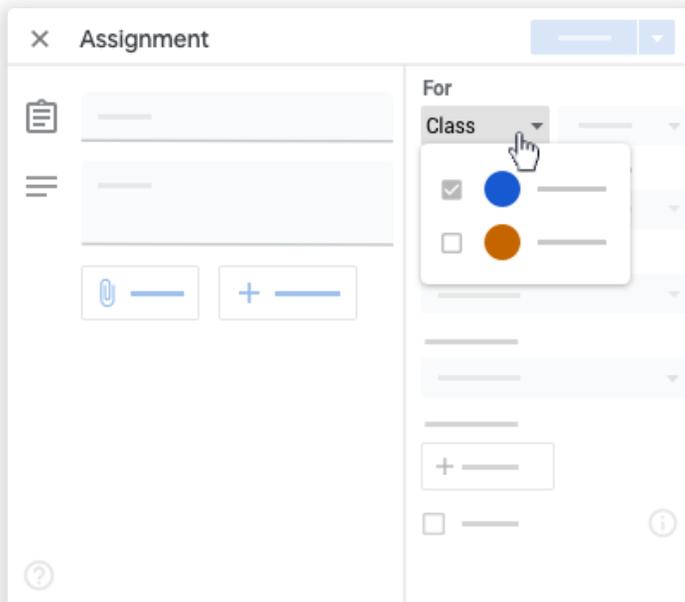
1. Click the Classwork tab.
2. At the top, click Create > Assignment.



3. Enter the title and any instructions.

Post to one or more classes

Under “For”, click the Down arrow ▼ and select the class or classes you want to include.

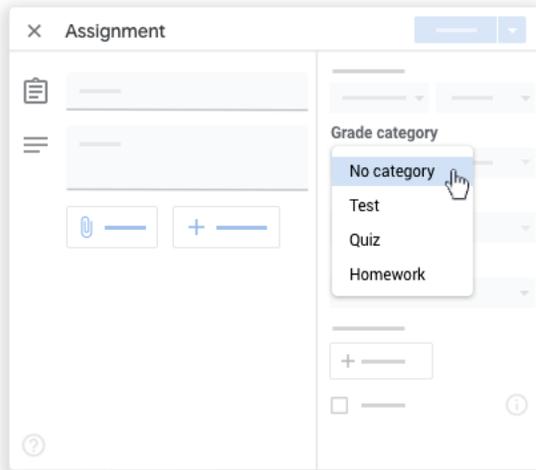


Note: You can't post to individual students across multiple classes. Posts to multiple classes are shared with all students in the classes.

Add a grade category

For organization, you can add grade categories to assignments. With grade categories, you and your students can see the category an assignment belongs to, such as Homework or Essays. Teachers also see the categories on the Grades page.

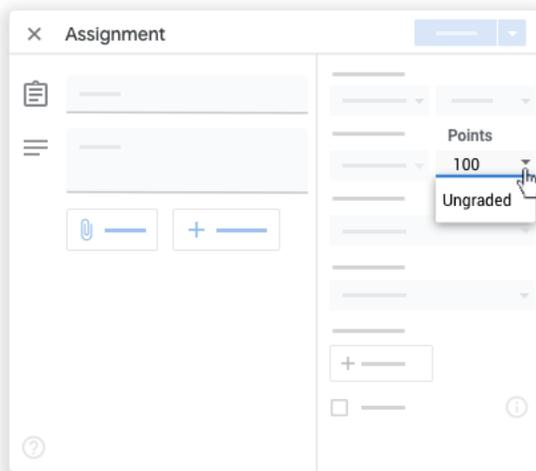
Under Grade category, click the Down arrow ▼ and select a category from the menu.



Change the point value OR selecting Ungraded

You can change the point value of an assignment or make the assignment ungraded. By default, assignments are set at 100 points.

1. Under Points, click the value.



2. Enter a new point value or select Ungraded.

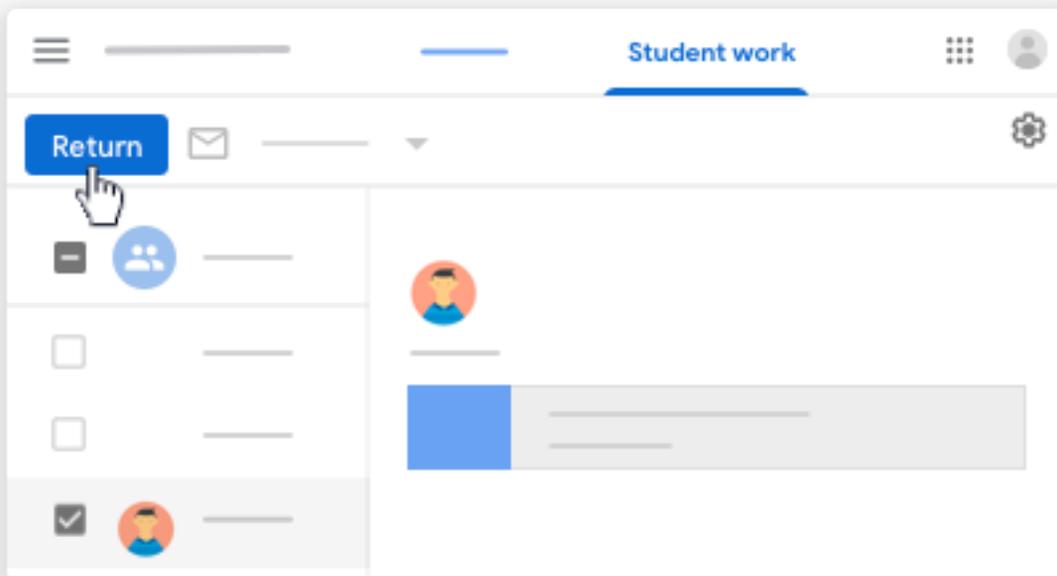
Note: When students complete an ungraded assignment, they tap Turn in or, if no files get turned in, Mark as done. If a student doesn't tap Turn in or Mark as done before the due date, the assignment is marked Missing. If there's no due date, it's marked Assigned.

When you return an ungraded assignment:

1. Rather than a grade, next to the student's name, you see Done ✓.
2. The student's assignment is marked Returned.

Before you return the assignment, you can add a private comment.

1. At the top, click Classwork > the assignment > View assignment.
2. On the left, check the box next to each student whose assignment you want to return.
3. Click Return and confirm.

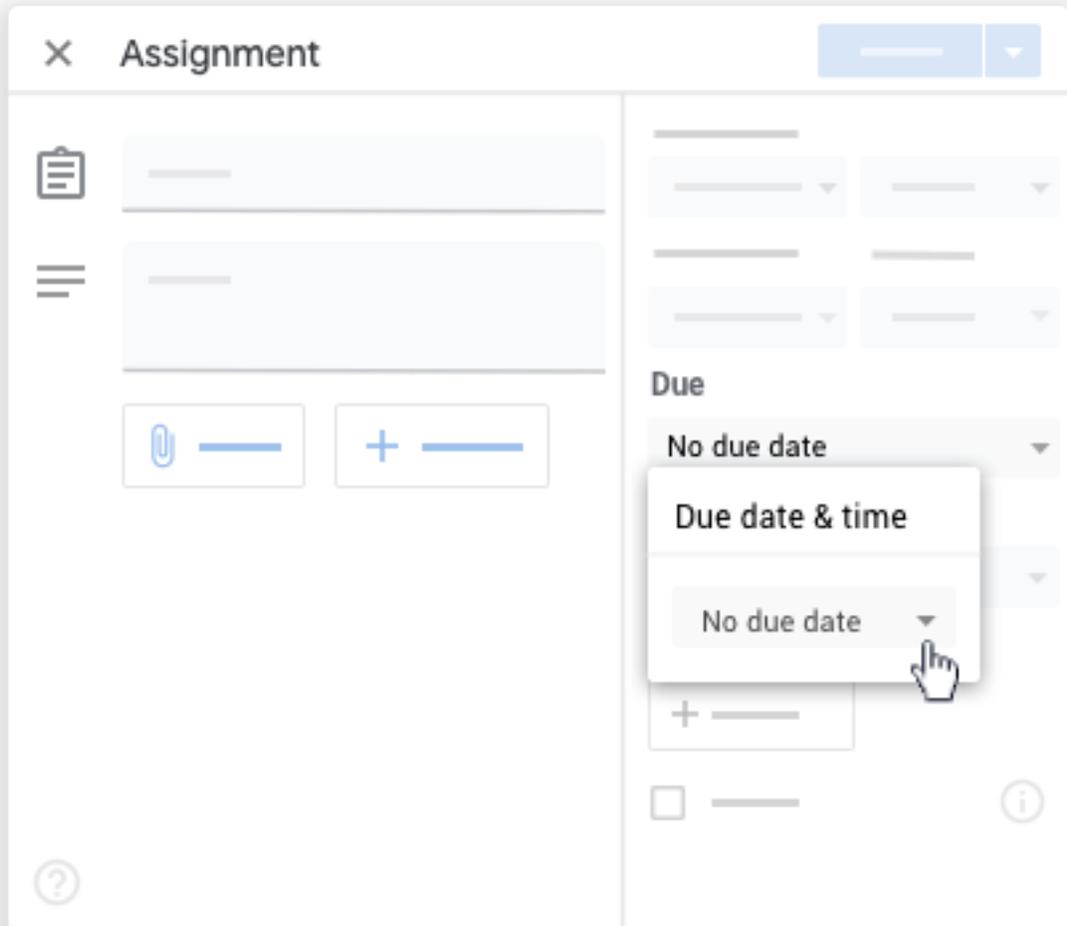


NOTE: ALL Classwork assignments must be set as "Ungraded" until further notice.

Add a due date or time

By default, an assignment has no due date. To change this:

1. Under Due, click the Down arrow ▾.
2. Next to No due date, click the Down arrow ▾.



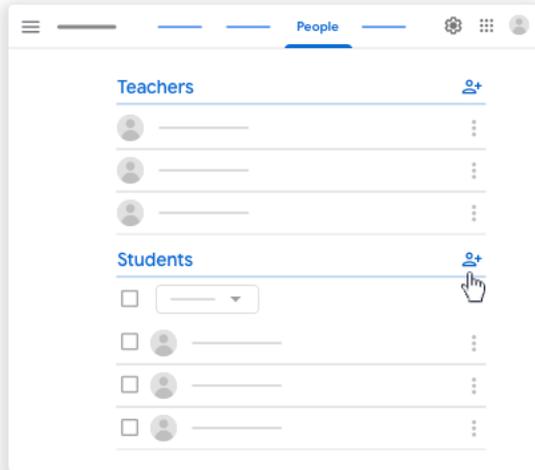
3. Click a date on the calendar.
4. (Optional) To set a due time, click Time > enter a time and specify AM or PM.

Note: Work is marked Missing or Turned in late as soon as the date or time due arrives.

People—How to invite students to your class

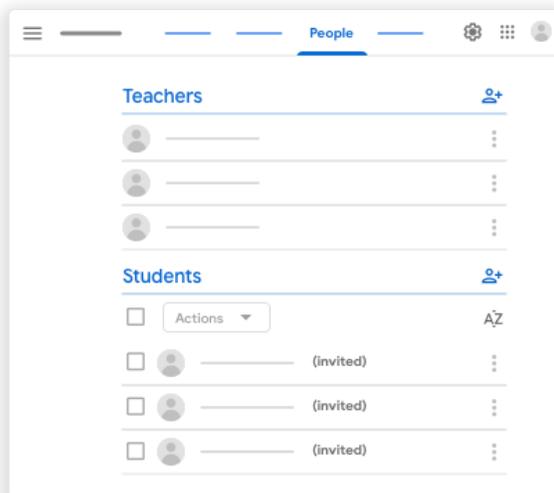
To invite students by sending an email invite or by giving them a class code.

1. At the top, click People then Invite students.



2. Enter the student's email address.
3. Click Invite.

After you email the invitation, the class list updates to show the names of invited students.



If you choose to give code, give students these instructions:

1. Go to classroom.google.com.
2. On the Classes page, click Add  button and select Join Class.
3. Enter the code and click Join.