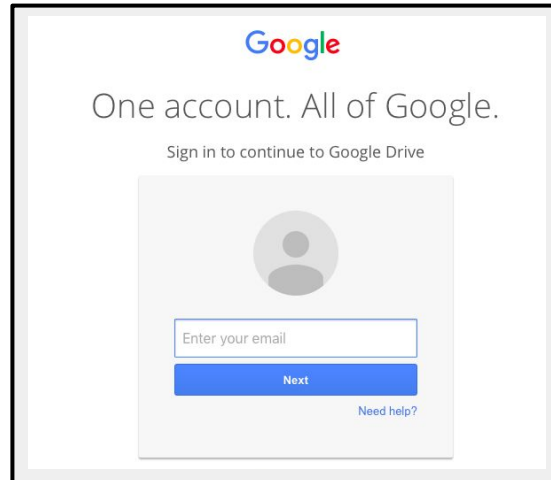


# Google Classroom Basics



# How do I access my SCUSD Google Drive account?

1. Use the chrome browser (on a computer) or Drive app on another device
2. Go to: [drive.google.com](https://drive.google.com) and log in using your SCUSD email and password.



# How do students access their Google Drive?

- Go to the District homepage: <http://www.scusd.edu>
- Click on the “Student Online Tools” tab in the “Parent/Student” section.
- Click on the Google Drive link

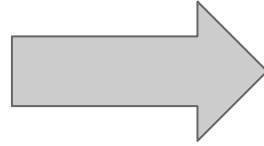
OR

- Click on the Google Drive link under “Quicklinks” at the bottom of the homepage

OR

- Go to: [drive.google.com](http://drive.google.com)

# Through Parent/Student Portal



LOG IN

INFINITE CAMPUS



## CONTACT US

Sacramento City Unified School District (SCUSD)

5735 47th Avenue,  
Sacramento CA 95824

916.643.7400

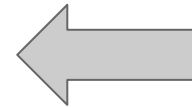
info@scusd.edu

## SUPPORT LINKS

Infinite Campus  
Board of Education  
Offices & Departments  
Intranet  
Employment  
Calendar  
About Us

## QUICKLINKS

Webmail  
Aesop-Sub System  
Destiny  
Illuminate  
Google Drive  
Clever  
Walch  
Pearson EnVision  
High School Guide/ Course Catalog  
Lunch Money Account



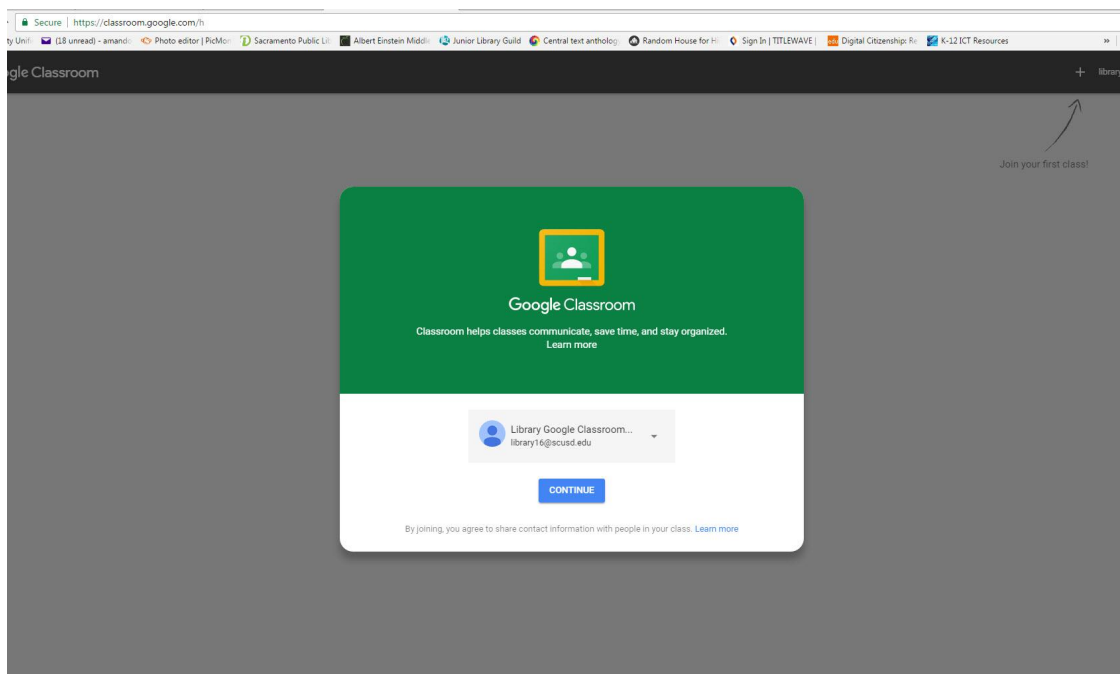
# Through Quicklinks Portal

# How do students access their Google Drive?

- ★ **Student logins *generally* follow this format:**  
Username: Firstname-lastname@student.scusd.edu  
Default Password: DOB in the following format, including slashes: mm/dd/yyyy
- ★ ***Note:*** Students should change their default password using this web based tool:  
<https://myaccount.scusd.edu>
- ★ **In cases of students with the same name, a number will follow the last name.**
- ★ **Teachers and office staff may view student account information in the new “Student Account Info” tab in Infinite Campus.**

# Accessing Google Classroom

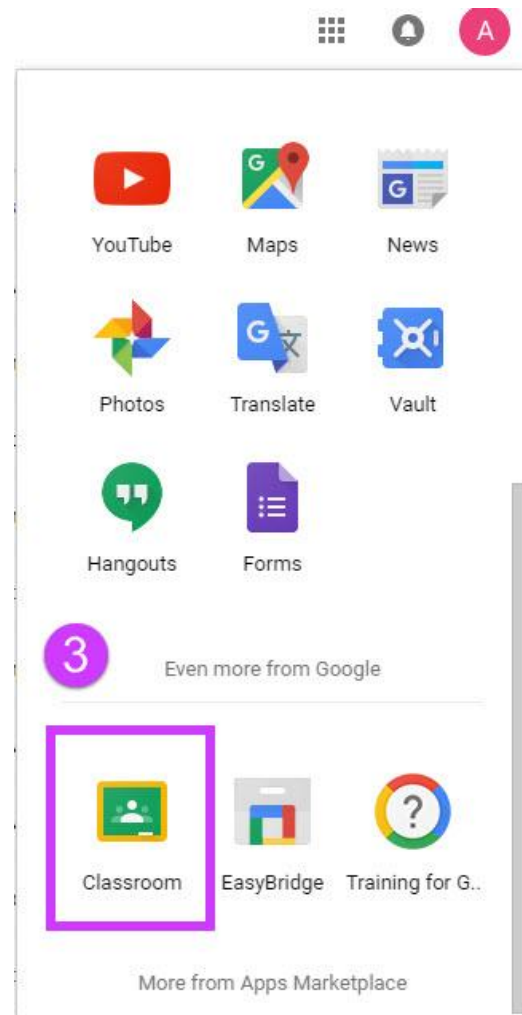
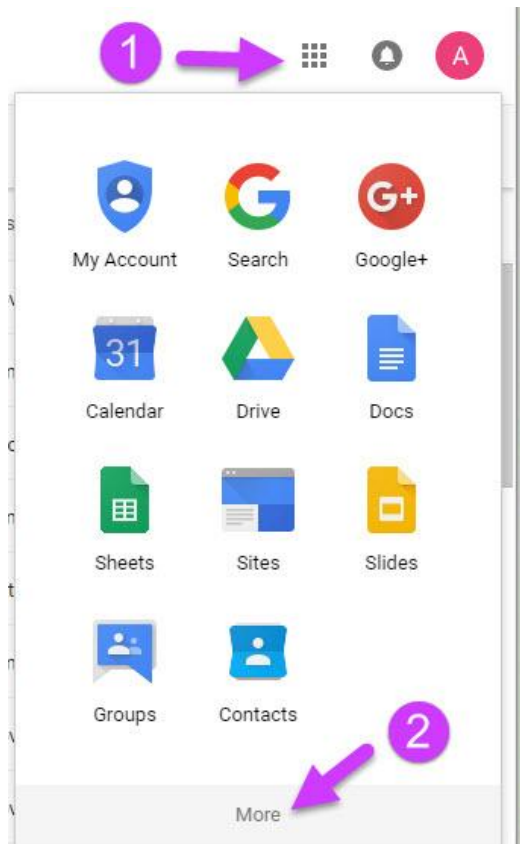
For the first time: Go to **classroom.google.com**



Once you have established your Google Classroom Account you can access the app through “My Drive.”

Sign in and go to My Drive

- (1) Click the waffle menu
- (2) Click More at the bottom of the menu
- (3) Click on the classroom icon



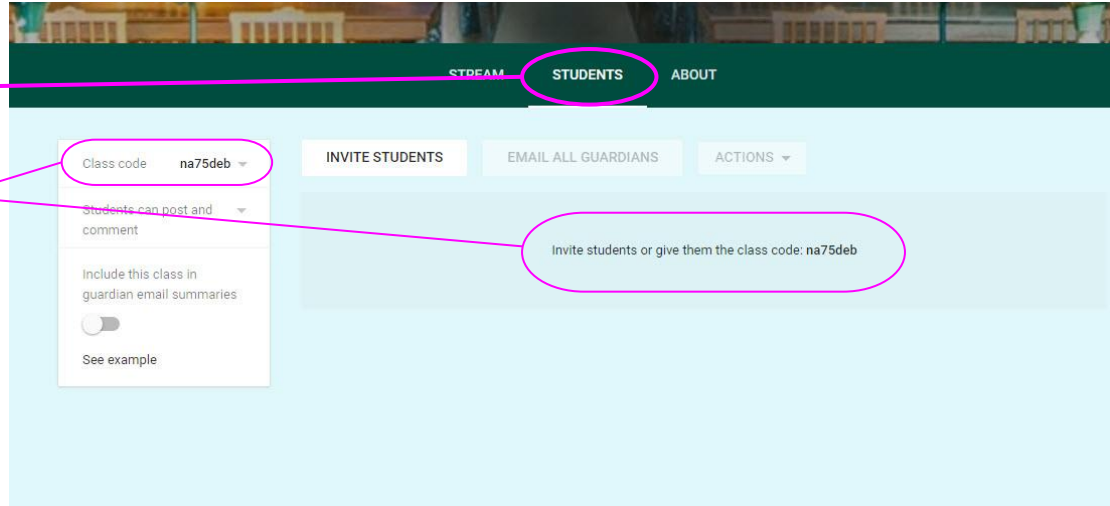
# Set up Your Classroom Classes

- When asked if you are a teacher or student, choose **Teacher**. Next, you will see a guided tour of Classroom features.
- To create your first class, click on the plus sign and choose **Create class**. Name your class, provide a section (optional), and click **Create**.
- If you teach the same class several times (e.g. Algebra I), you can differentiate between classes by adding a section. In a matter of seconds, your class will be created!



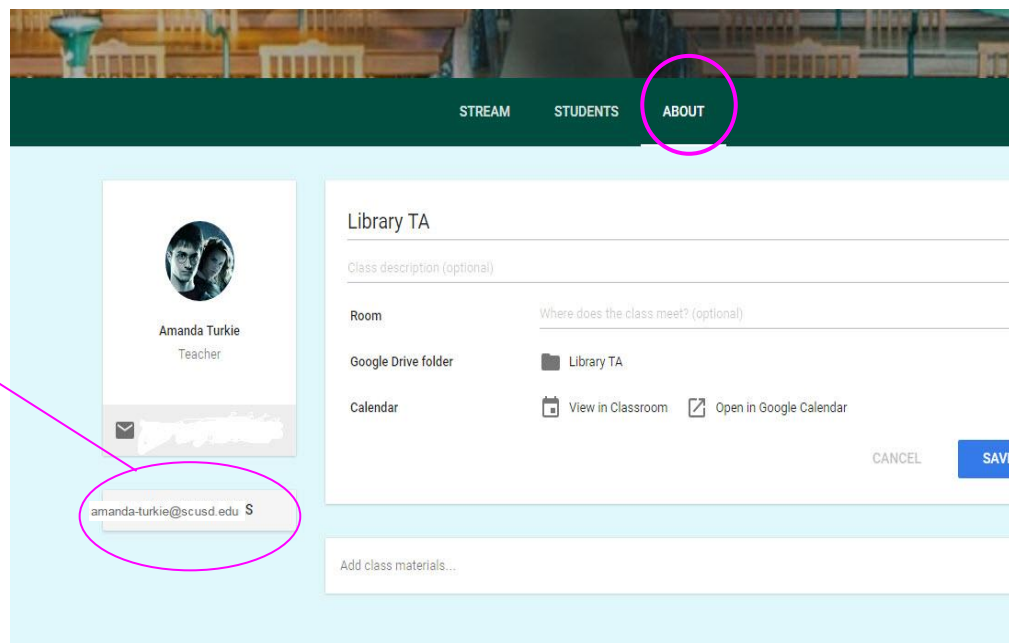
# Adding Students to your Classroom

- Go to **classroom.google.com**
- Click the class
- At the top, click **Students**
- The class code is on the left
- Write the code on the board



# Adding Co-teachers/Admin to your Classroom

- Go to **classroom.google.com**
- Click the class
- At the top, click **About**
- The **“Invite Teachers”** button is on the left
- Click on **“Invite Teachers”**
- An **invite will be sent** to their SCUSD Outlook email
- They **must click “join”**



# Student Directions for Joining Your Classroom

- ◆ Sign in to Classroom at **classroom.google.com**
- ◆ On the homepage, click **Add**.
- ◆ In the box, enter your teacher's classroom code and click **Join**.

**Today's code is: \_\_\_\_\_**

# Create an Assignment in Classroom

- Click on the **Stream** tab.
- Hover over the + sign icon in the bottom left corner of the screen.
- Click on the clipboard icon to create an **Assignment**.
- You will be prompted to add a title and an optional description.
- Choose the **class(es)** you wish to add the assignment to.
- Set a **date and time** the assignment must be turned in.
- Click the **Assign** button and the assignment will be created.
  - ◆ Note: You can leave an assignment in Drafts or schedule a future date on which it will be assigned allowing you to prepare ahead without sending the assignments to students.

# Add Links, Videos or Files to an Assignment

- To upload a file, click **Attach**, select the file, and click **Upload**.
- To attach a Drive item, such as a Doc or Form, click Drive, select the item, and click **Add**.
- To decide how students interact with an attachment, click the **Down** arrow and choose an option:
  - ◆ **Students can view file** - All students can read the file, but not edit it.
  - ◆ **Students can edit file** - All students share the same file and can make changes to it.
  - ◆ **Make a copy for each student** - Students receive an individual copy of the file that they can edit. When a student opens the assignment, they see the document with their name in the document title. When a student turns in the assignment, you see the file labeled with the student's name.

# Grade and Return an Assignment

- As students begin working on an assignment, you can view their progress and add comments or make edits.
- Once an assignment is submitted that student no longer has access to it.
- When the assignment is complete, you can assign a grade and return it.
- *Important:* Since students do not have access to email, you must use the comment feature within the assignment to provide student feedback.
- The student also regains edit access to any Google Drive files that were part of the assignment.

# Reuse a Post

→ Click the **new class**

→ At the bottom of the screen, hover over Add  and then click Reuse post

→ Click the class where you published the post you want to reuse, and click “Select”

→ Click the post you want to reuse and click “Reuse”

*Note:* If the post was originally sent to individual students, the post defaults to all students when you reuse it, but you can select individual students again if you want

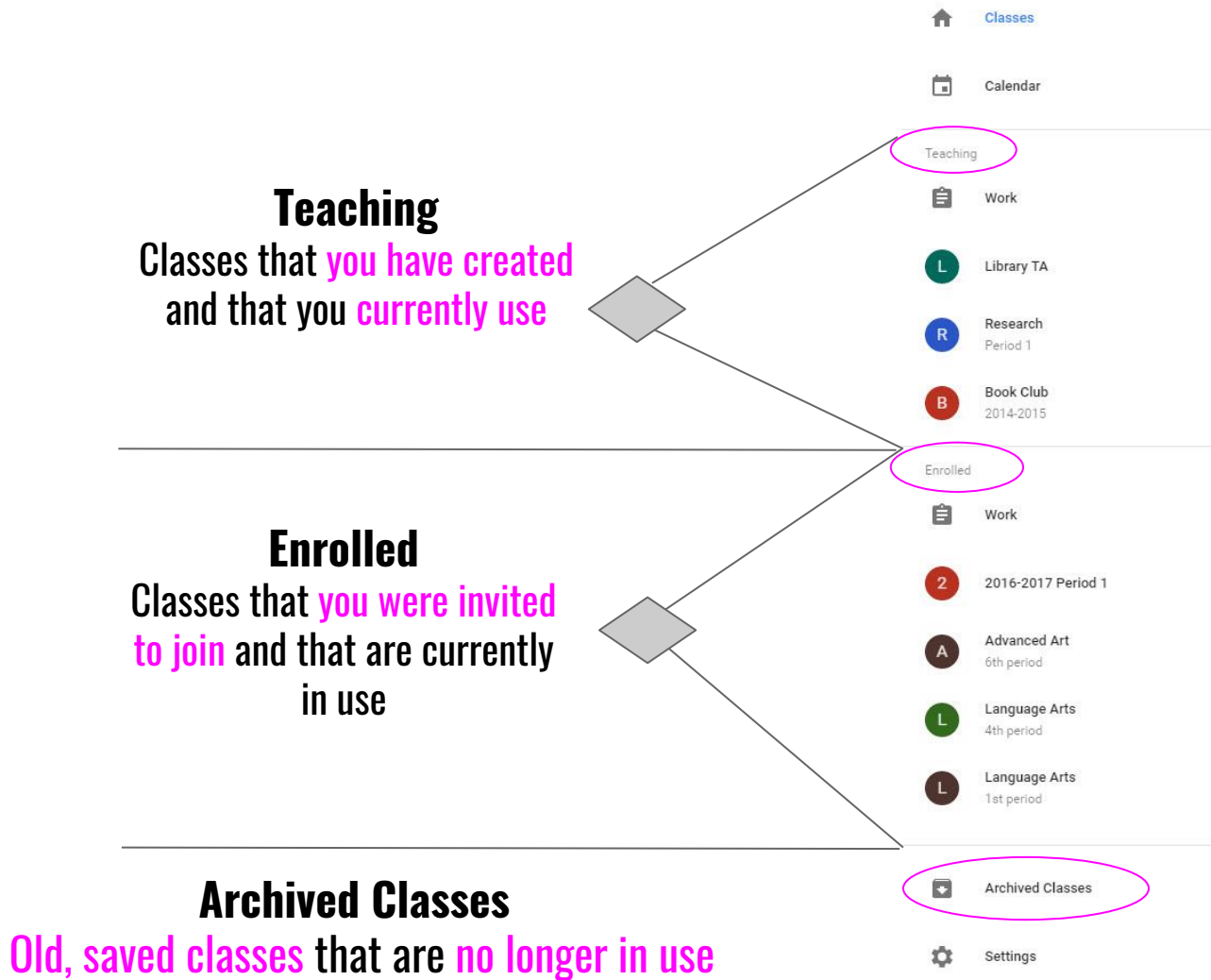
# Navigation



In order to navigate through all existing classes, click on the three line **menu** icon at the top left of your screen.



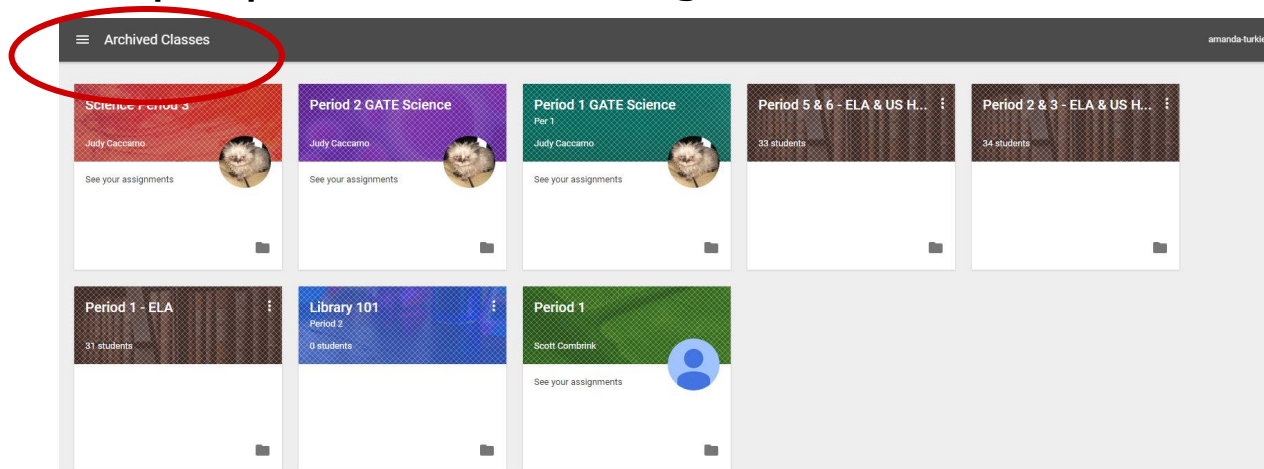
# Access Menu



# Archive a Google Class

At the end of a quarter, semester or the school year, you can archive a class to preserve the class materials, assignments and posts.

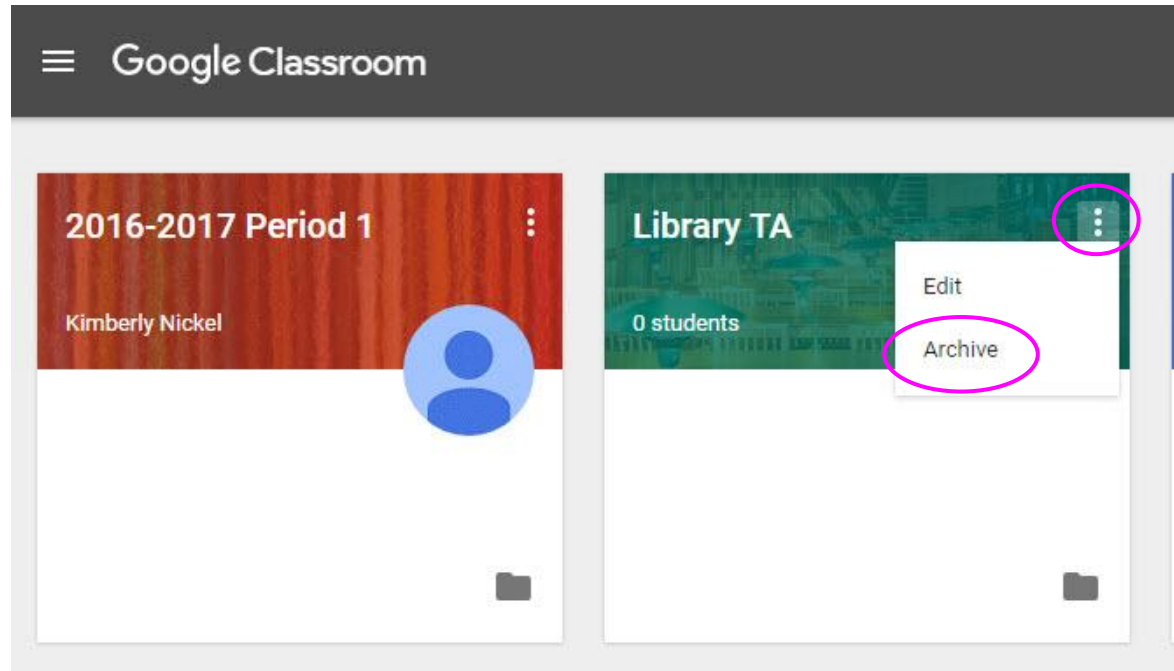
When you archive a class, you no longer see it among your other classes and work — it's moved to a separate area to help keep your current classes organized.



**\*\*Unless a class is archived, it continues to show up in students' active classes, so teachers will want to archive inactive classes.**

# How to Archive a Google Class

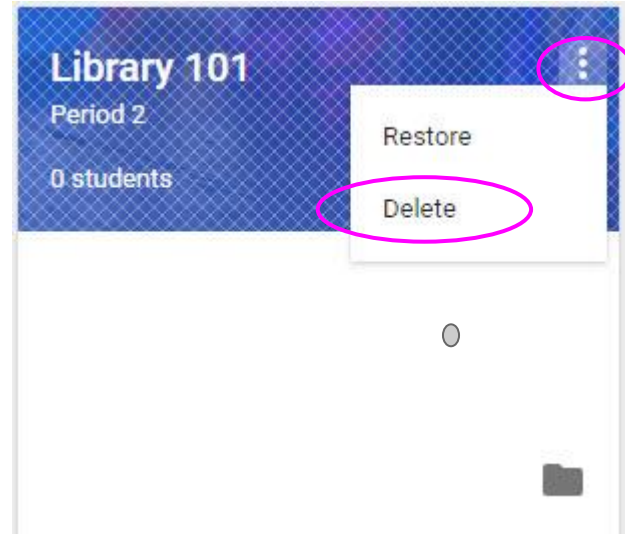
- Go to [classroom.google.com](https://classroom.google.com)
- Click on the **more icon** (3 dots in the right corner) on the class card that you want to archive
- Click **Archive**



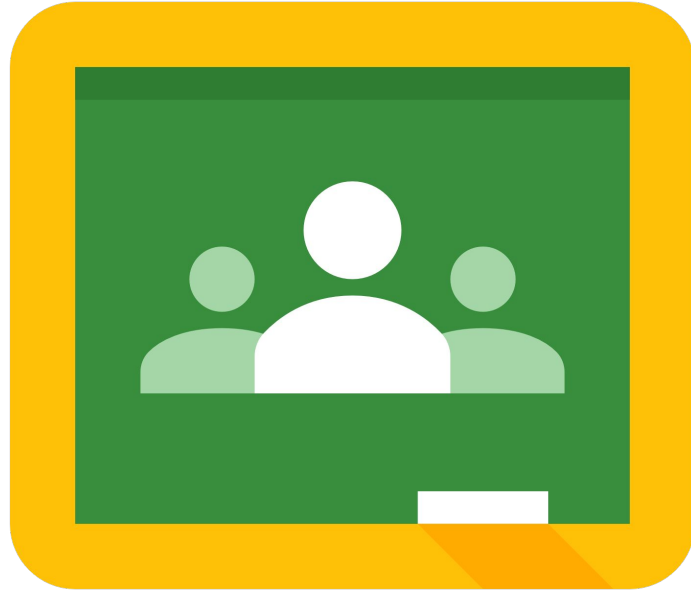
# How to Delete a Google Class

You cannot not permanently delete a class unless it has been archived.

- Go to [classroom.google.com](https://classroom.google.com)
- Click on the **menu icon** ☰
- Click on **Archived Classes**
- On the class card that you want to delete, click on the **more icon** ⋮
- Click **Delete**



# Tips for Getting Started



# What Classroom Does Not Do

Classroom is not a full-fledged LMS (learning management system). It's Google's foray into the education world and strives to help teachers with very specific, basic functions. Here are some things that Classroom will NOT do:

- Provide tests and quizzes. Those can be created using **Google Forms** and a link to that form can be added to an assignment or announcement in Classroom.
- Chat. There are no chat features within Classroom itself.
- Calendar. There is no connection to Google Calendar to display due dates. You can do that separately in Calendar, but Classroom won't do it itself.
- Full-featured forums. If you want a forum or discussion board, an announcement can serve that purpose in a limited way. You would need another option for more complete nested discussions.

# Guardian Emails



Google Classroom

## Weekly summary for Felix

Aug 1 – Aug 5, 2016

### Student work

Missing from last week

U.S. History – due Jul 26

#### My top five influential figures in American History

Create a top 5 list of the most influential figures in American history from the people listed in the handout. For each figure, write a brief explanation (in your own words) on why they are on your list. We will be going over this in class so make sure you are ready to justify your choices.

English and American Literature – due Jul 27

#### What is the Harlem Renaissance? Who started it?

Due next week

U.S. History – Due Aug 9

#### "The Price of Free Speech" Reading and Questions

Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.

Marine Biology – Due Aug 13

#### Aquarium Investigation Project

Select three aquatic animals you would like to learn more about this semester. Answer the questions in the Google Doc. These facts will be used as the basis for your end of year presentation.

### Class activity from last week



U.S. History

Kristen Gould

Assignment – Due Aug 9

#### "The Price of Free Speech" Reading and Questions

Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.

Posted Aug 5

Question

#### What document ended the War? What were the major components of the document?

Posted Aug 5

Assignment – Due Aug 16

#### Birth of a Nation

List out the strengths and weaknesses that the British and colonists' possess during the revolution. For the weaknesses listed, please provide a paragraph on some ways that it could be avoided.

Posted Aug 5



American Literature

Anthony Gonzales

Assignment – Due Aug 16

#### Write Edgar Allan Poe's "The Raven" as gothic fiction

In class, we learned about the qualities of gothic fiction. Gothic fiction is a genre or mode of literature and film that combines fiction and horror, death, and at times romance. For this assignment, I would like you to work in pairs and rewrite Edgar Allan Poe's "The Raven" as a Gothic fiction. I've attached some story starters in the worksheet attached. If you have any questions please send me a private comment and I'll be able to address it in class later.

Posted Aug 6

Question – Due Aug 17

#### Compare and contrast Bradford's and Byrd's definition of the American Dream

# Guardian Emails

When guardians join Classroom, they receive regular, automatic email summaries for each of their students. Guardians choose the frequency of the emails—daily or weekly—and can unsubscribe at any time.

Beginning in Fall 2017, guardian emails will be automatically populated from Infinite Campus.

## Guardian Summary Emails Include:

Missing work—Work that's late at the time the email was sent

Upcoming work—Work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)

Class activity—Announcements, assignments, and questions recently posted by teachers.

Parents may choose to receive daily, weekly or monthly updates.

**Guardians can't access Classroom or view your class stream.**



# Additional Resources

[Step-by-Step Directions for Google Products](#)

**[Become a Google Certified Educator](#)**

[Level 1](#)

[Level 2](#)

# Need Support?

Contact the SCUSD Help Desk:

email: [support@scusd.edu](mailto:support@scusd.edu)

phone: 643-9445