



Google Classroom Help Sheet

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Introduction

Google Classroom integrates Google Docs, Drive, and Gmail in order to create and collect assignments in a paperless environment. By utilizing Classroom, you can create assignments for one or multiple classes, and assign the assignment to each student or a group of students. As a teacher, you can view who has or has not completed assignments, provide feedback during and after assignments, and assign grades.

Google Classroom Workflow

1. Teacher creates assignment and attaches one or all of the following:
File(s)



Google Drive Item(s)

Video(s)

Link(s)

2. Teacher chooses to send the assignment to each individual student, a group of students, or to the whole class along with privileges: Edit or View .
3. Student receives a notification that an assignment is due.
4. Student turns in the assignment and loses editing privileges once assignment is turned in.
5. The teacher edits the document to grade the assignment, returns it to the student with feedback when necessary.
6. Student receives document with grade and has gained editing access again to write comments.

Note:

- *Both the teacher and students can see the list of pending and completed assignments.*
- *The teacher can see all grades for an assignment*
- *Students can see their own grades for completed assignments.*

Signing into Google Classroom

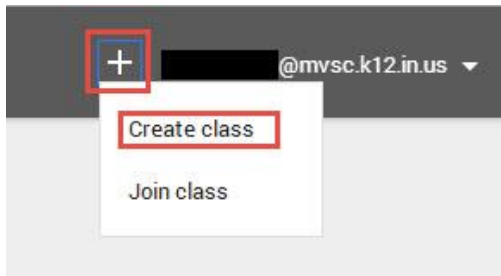
1. **Type** the following web address: <http://classroom.google.com>
2. **Enter your email and password.**

Note: *Classroom is only available for Google Apps for Educations users, so you cannot sign into Classroom with your personal Google Account.*

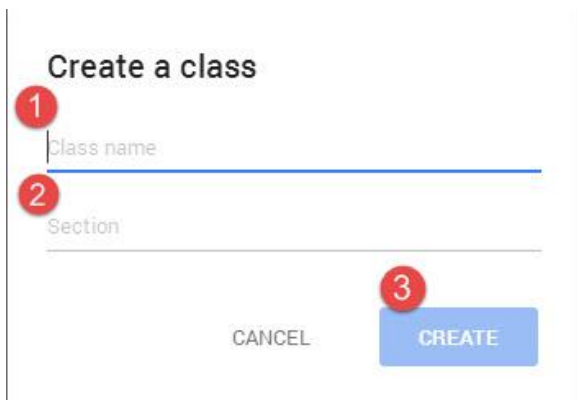
3. Click **TEACHER**. The Welcome to Classroom page opens.
4. Click **SEE HOW CLASSROOM WORKS** for a guided tour of Classroom. To take the guided tour at a later time, **Click the three horizontal lines** in the upper-left corner, and select **Help**.

Creating a Class

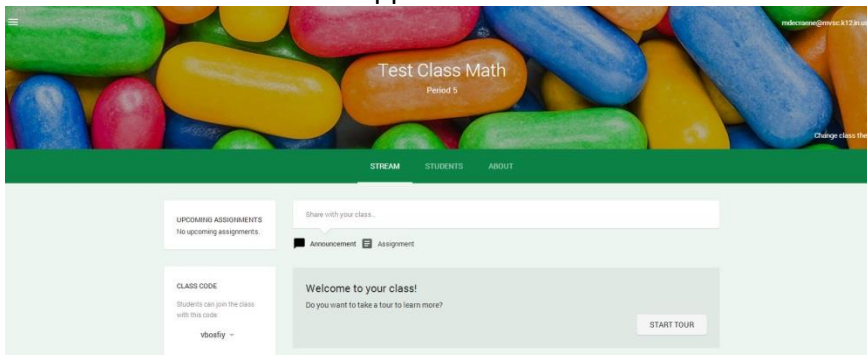
1. **Click** the + icon in the upper-right corner.
2. **Click Create Class**



3. Type a Class Name and Section descriptions such as Section, Grade Level, or Class Time.

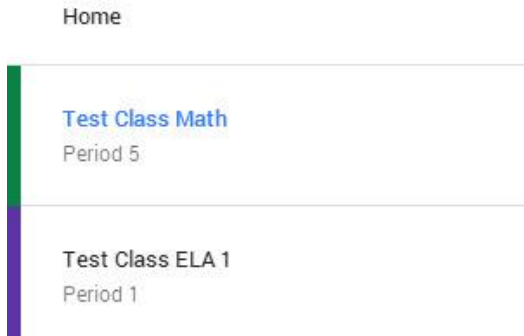


4. The Created Class will now appear.



5. As classes are created, you can navigate and view any class by clicking the three horizontal lines in the upper-left corner.

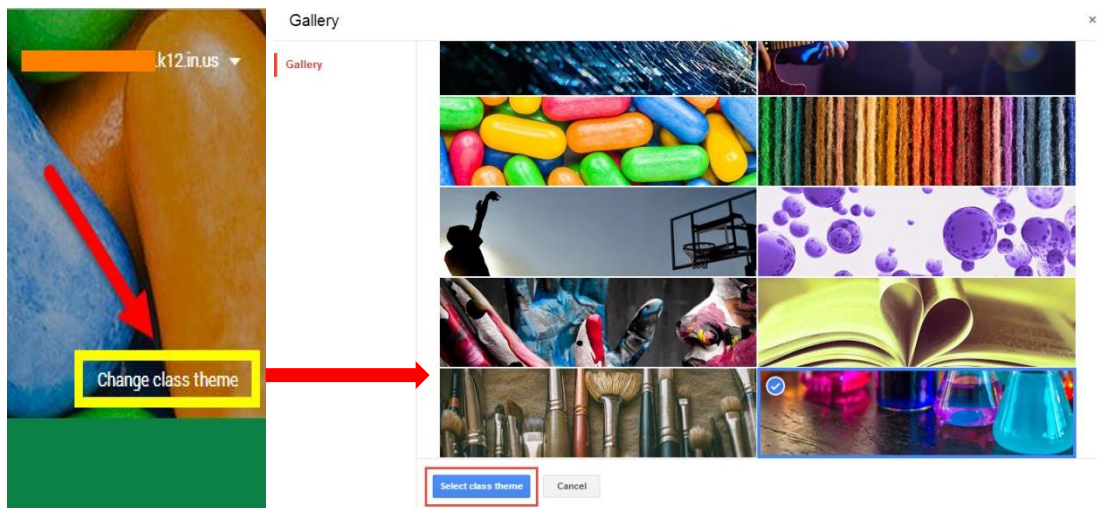




Changing the Class Theme

You can choose a theme (image) that will be displayed for the class in the stream. **To change the image:**

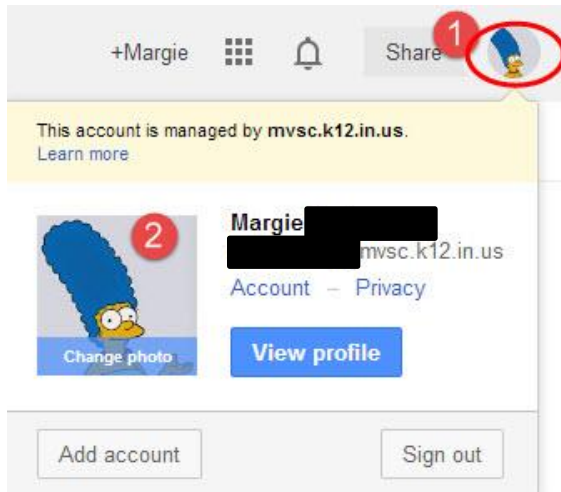
1. **Open the class** and click **Change Class Theme** in the lower-right corner of the image.
2. **Select an image** from the gallery and click the **Pick Course Image** button.



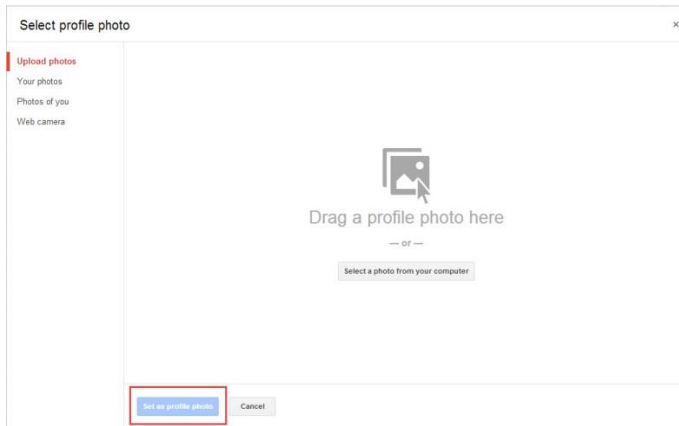
Adding a Teacher Photo to the Class

You can also display a profile photo next to your name in both the class stream and on the class card on the home screen.

1. From Google Drive, **Click on your Account Name.**



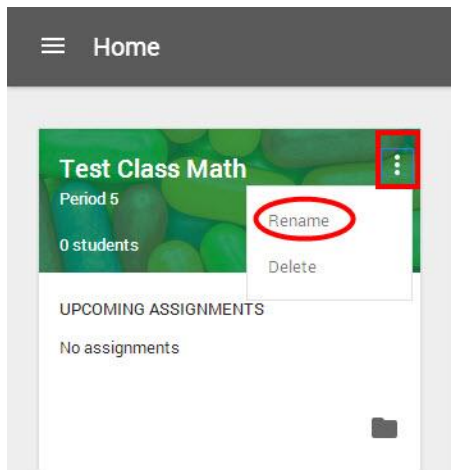
2. Click on **Change photo**.
3. Drag or Upload a photo.
4. Click **Set as Profile photo**.



Renaming or Deleting a Class

From the home screen, you can rename or delete a class using the menu icon (three vertical dots) in the upper-right corner of the class card:

- To rename a class, **Click the menu icon** and select **Rename**. **Enter a new name** and click **SAVE**.
- To delete a class, **Click the menu icon**, select **Delete**, and click **DELETE**.



Rename

Test Class Math

Period 5

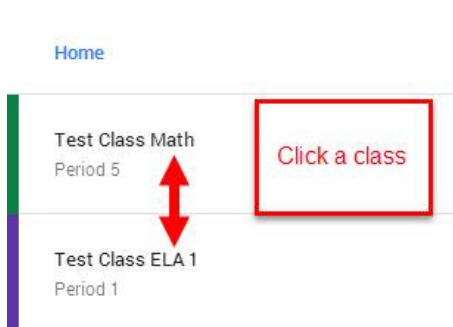
CANCEL SAVE

Warning: There is no way to undo deleting a class. If you click DELETE, you will no longer have access to any class posts or comments. However, you can still access class documents on Google Drive.

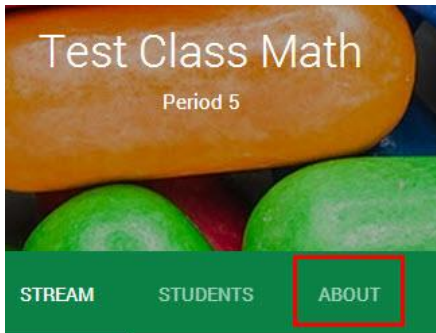
Adding a Class Resource Page

Once you've created a class, you have the option to add a resource page for the class for your students. A resource page may consist of helpful documents, videos, images etc. that will help your students while they are in the classroom. For example, if you created an English Language Arts Class, you may add documents on writing a poem, analyzing a story, videos explaining certain types of poems etc.

1. From the **Home** page, **Click** the **class** to which you want to add the resource page.



2. At the top of the page, click **ABOUT**.



3. You will now see the following:

Title (optional)

Class description (optional)

Room Where does the class meet? (optional)

Teacher email

Google Drive folder Test Class Math Period 5

CANCEL **SAVE**

- 4. You can **add a title** for the **page** and a description of the class by hovering over those fields.
- 5. You can **add the Room location** of the Class and **type where the class meets**.
Note: *If you choose to leave this field blank, it won't appear in the student view of the page.*

Your email address and the Google Drive folder are automatically included in the overview and can't be changed.

6. **Click Add resources** box to attach additional resources to the overview.

Title

CANCEL **POST**

7. **Type a title for your resources** then **select your attachment**. Attachment options include a file from your computer, a Google Drive item, a YouTube video, or a link to a



webpage. You can add multiple resources under a single title or add them separately under their own titles.

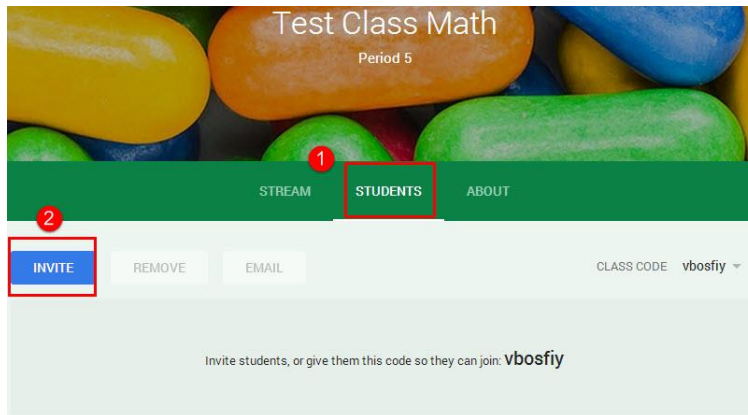
8. **Click Post**, when you're done. Click **stream** to go back to the main classroom page.
Note: *You can always edit the resource page by following the same steps. If you choose not to add a resource page, the **ABOUT** link at the top of the class stream will not appear for students.*

Inviting Students to a Class

A teacher can invite students to join a class or give students a code to add themselves to the class.

To invite a student to join a class:

1. **Sign in to Classroom** at <http://classroom.google.com>
2. **Click the class** to which you want to invite the student.
3. At the top of the page, **Click STUDENTS**.
4. **Click INVITE**.



5. A list of students will be shown.



Select students to invite

My contacts ▾

Select all

<input type="checkbox"/>	Amy	@mvsc.k12.in.us
<input type="checkbox"/>	Angela	@mvsc.k12.in.us>
<input type="checkbox"/>	Antonia	@mvsc.k12.in.us
<input type="checkbox"/>	Ashley	@mvsc.k12.in.us
<input type="checkbox"/>	Barbara	@mvsc.k12.in.us
<input type="checkbox"/>	Bobbi	@mvsc.k12.in.us
<input type="checkbox"/>	Brad	@mvsc.k12.in.us
<input type="checkbox"/>	Brandon	@mvsc.k12.in.us
<input checked="" type="checkbox"/>	Brian	@mvsc.k12.in.us

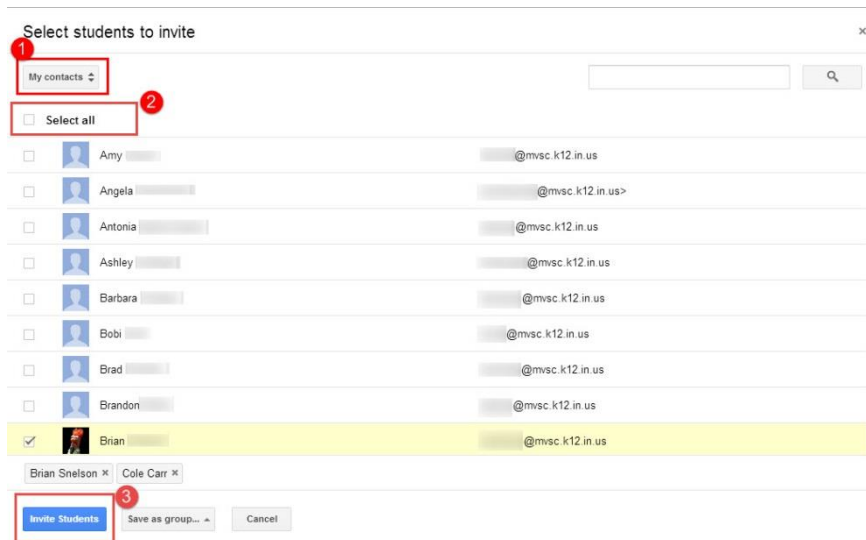
Brian Snelson × Cole Carr ×

Students invited will populate from your Contact List

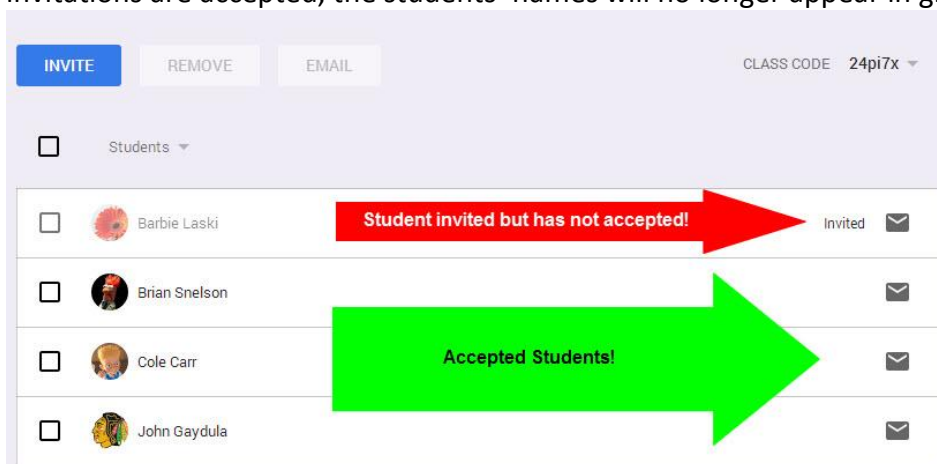
As you click on a student's name to add them to the class, their names will appear here!

Students selected can be Saved as a Group within your Contacts.

- The names of the students selected are listed.
- If you want to create a group of the students to be invited, click **Save as a group** and **enter a name for the group**.
- To see additional names of students to invite, click **My contacts**. You'll be able to change to **All contacts** or **Directory** to see all accounts in your school's domain. You can search for a student by name in the search box.
- Check the box beside a student's name** to invite the student or check the box **Select all** to invite all students listed.
- Click **Invite Students**.



11. The list of students in the class is updated to show the students invited in grey. The students must accept the invitations before they are added to the class. Once the invitations are accepted, the students' names will no longer appear in grey.



12. The student will see the following view and will click on the link provided to enroll in the class:



-----Original Message-----

From: Margie [redacted] (Classroom) [<mailto:no-reply+62609d5d@classroom.google.com>]
Sent: Wednesday, August 27, 2014 8:55 AM
To: [redacted] Brian
Subject: You have been invited to join Test Class 1 Period 1

Margie [redacted] invited you to join Test Class 1 Period 1.

Click to enroll in the class:

<http://classroom.google.com/c/MTU3NDY2NFpa?accept=MTU3NDY2NFpa>

If you don't want to receive emails from Classroom, you can unsubscribe:

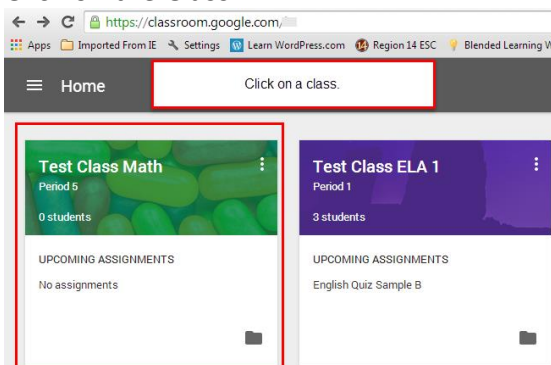
<http://classroom.google.com/s>

Google Inc., 1600 Amphitheatre Pkwy, Mountain View, CA 94043 USA

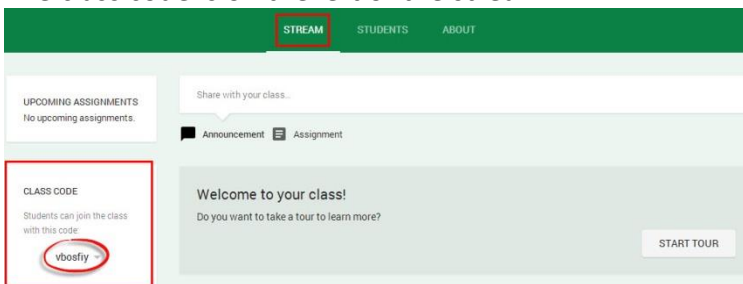
13. The student will view the class and will be given a tour of the layout on the screen.

Adding Students by Class Code

1. **Sign in to Classroom** at <https://classroom.google.com>
2. **Click on the Class.**



3. The class code is on the left of the stream.

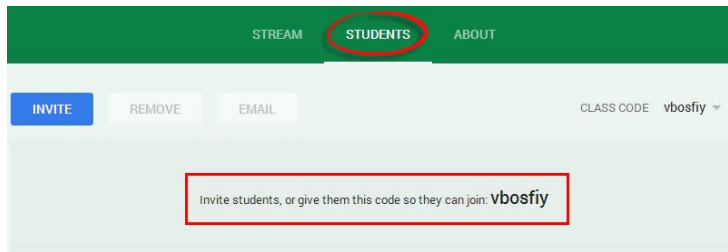


4. Share the Class Code with students by:



- **Send an email** to students with the class code.
- **Post the class code** as an announcement on the class stream.
- **Write it on the board** in your classroom.

5. The Class Code can also be obtained by **clicking** on the **Students tab**. It will be below the Invite button.



6. Give the students these instructions:

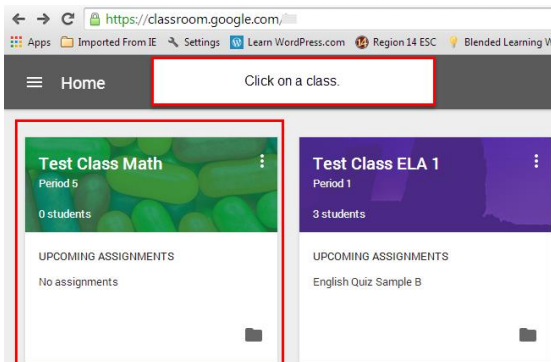
1. **Sign in to Classroom** at <https://classroom.google.com>.
2. On the Home page, **click** the **+** icon.
3. **Enter the code** that I gave you in the box and click **JOIN**.

Removing Students from a Class

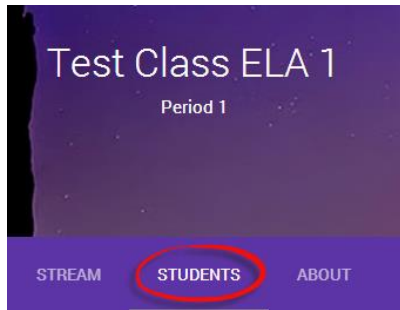
At any time, a teacher can remove a student or several students from a class.

To remove a student:

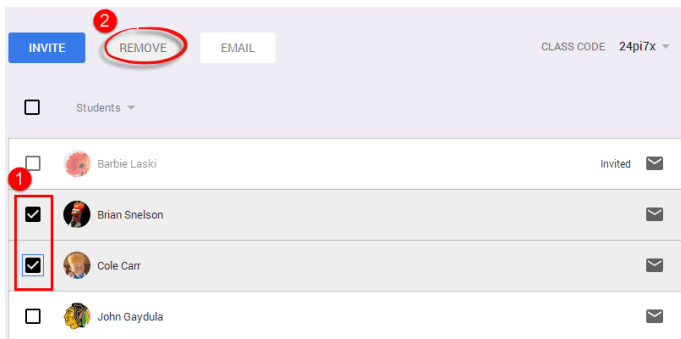
1. **Sign in to Classroom** at <http://classroom.google.com>.
2. **Click the class** from which the student should be removed.



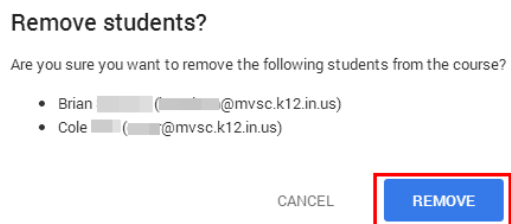
3. **Click on Students.**



4. **Check the box** or boxes next to the student(s) you want to remove.
5. At the top of the page, **Click REMOVE**.



6. The dialog box appears with the question: "Are you sure you want to remove or uninvite the following student?" and shows the student's name.



7. **Click REMOVE** to remove the student from the class.

Resetting the Class Code

You have the option to reset or disable the class code by clicking the code itself to access the drop-down menu. This can be accessed from either the Stream or the Students Tab.

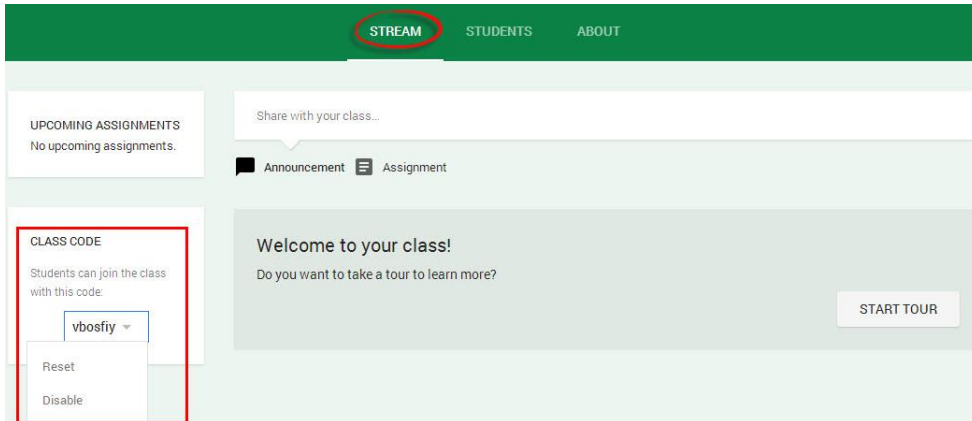
Stream Tab

1. From the **Stream Tab**, **click the arrow down button** located by the code.
2. Choose **Reset** to obtain a **new Class Code**.



3. Choose **Disable** to **eliminate** the **Class Code** option.

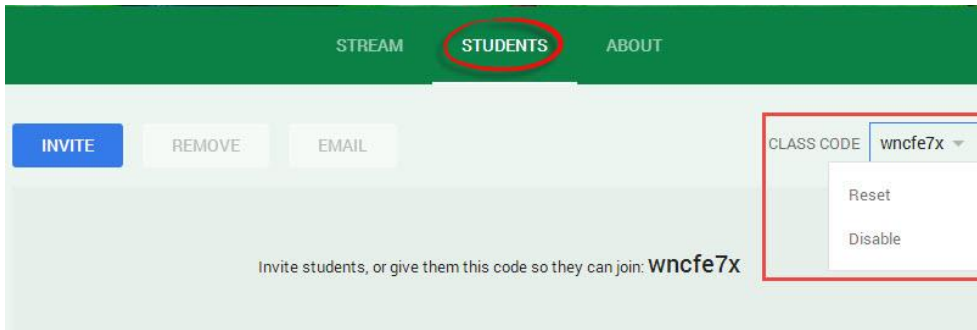
Note: Once the Class Code is enabled again, it will automatically provide a new Class Code.



Students Tab

1. From the **Students Tab**, Click on the **arrow button** located by the Class Code.
2. Choose **Reset** to obtain a **new Class Code**.
3. Choose **Disable** to **eliminate** the **Class Code** option.

Note: Once the Class Code is enabled again, it will automatically provide a new Class Code.

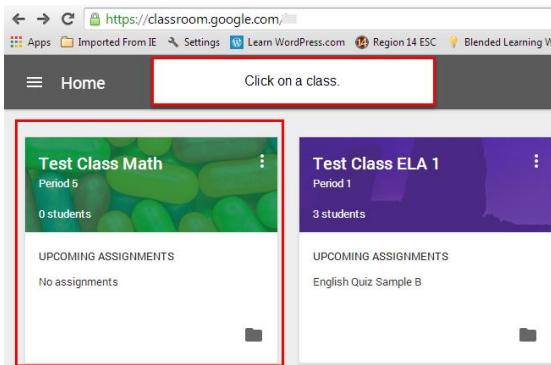


Creating an Assignment

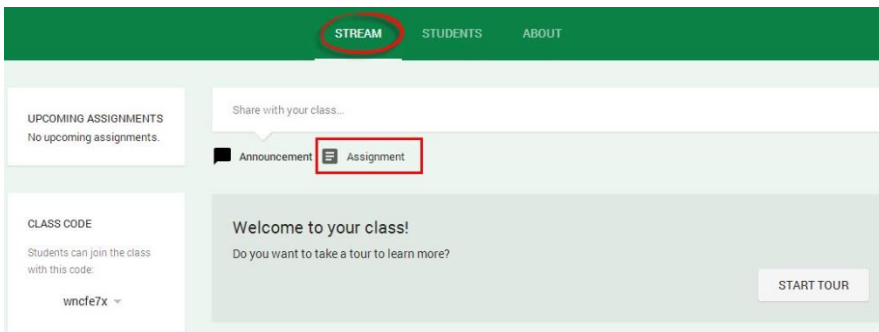
You can create an assignment in your class stream, attach materials to it, assign it to one or more classes, and grade and return it to students.

To create an assignment:

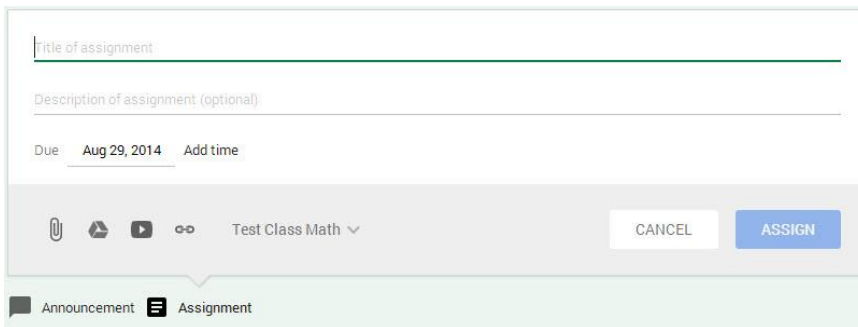
1. **Sign in to Classroom** at <https://classroom.google.com>.
2. **Select a class.**



3. **Click Assignment** at the top of the stream.



4. **Enter the title of the assignment, and instructions** in the Description area.



- 5. The assignment is due the next day by default. **Click** on the **date** to select a different date from the calendar.
- 6. If you want the assignment turned in before midnight on the due date, click **Add time** to set the time at 11.59 pm. Or, **Click** again to **select a time** from the drop-down list.



Title of assignment

Description of assignment (optional)

Due Sep 2, 2014 11:59 PM

September 2014

S M T W T F S

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30

Do you want to take a tour to learn more?

START TOUR

CANCEL ASSIGN

7. **Add other attachments to the file as needed** to help students understand or add motivation to the assignment:

- 1 File(s)
- 2 Google Drive item(s)
- 3 YouTube Video(s)
- 4 Link(s)

Title of assignment

Description of assignment (optional)

Due Sep 2, 2014 11:59 PM

1 2 3 4

Test Class Math

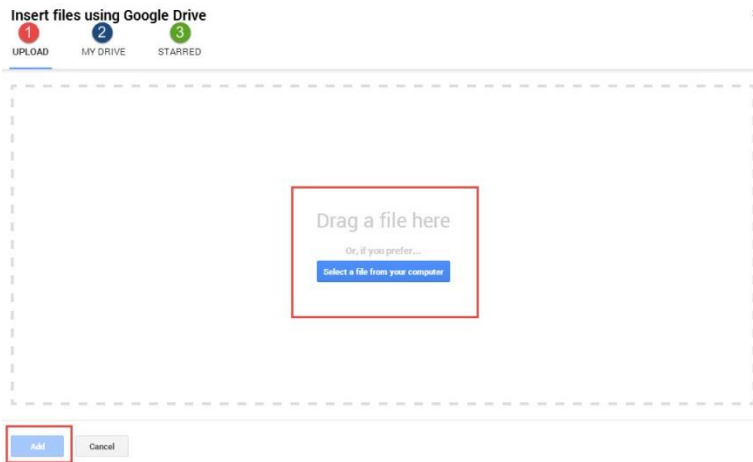
CANCEL ASSIGN

Announcement Assignment

8. To attach a File, a Google Drive item, a YouTube video, or a link, **Click the appropriate icon.**

9. To **attach a File**, **Click the paperclip icon.** This will enable you to:

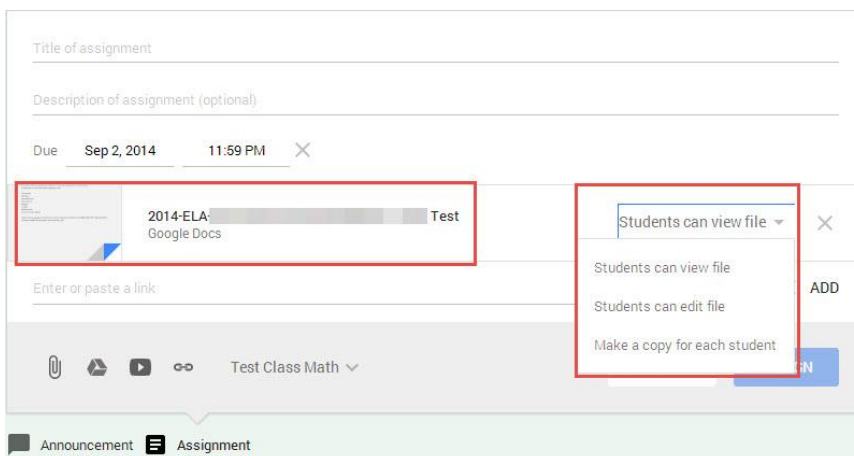
- 1 Upload files from your computer that exist on your desktop, documents, etc.
- 2 Upload files from your Google Drive.
- 3 Upload files from your Google Drive that are starred.



Or, Click the Google Drive icon to upload files from Google Drive. Click Add.

If you attach a Drive item, and after you Click Add, you have a few options on how the student can interact with the item. You set the appropriate option by clicking the **Students can view file** drop-down menu next to the attached item.

1. Select **Students can view file** if you want all students to read, but not change, the same file.
2. Select **Students can edit file** if you want all students to make changes in the same file.
3. Select **Make a copy for each student** to provide an individual copy of the file for each student.





10. To **attach a YouTube Video**, Click the icon with **the arrow**.

11. **Type your topic** or partial name into the Search Filed and **Click the magnifier**. Or if you know the URL for the YouTube video, **Click URL** and then type or **paste the link in the URL field**.

Click Add.

12. To **attach a link** to a website, **Click the Link icon**.

Type the website or paste it into the field and **Click, Add**.

Note: If you decide that you don't need the attachment, click the **X** button on the right of the attachment to delete it from the assignment.

13. If you want to give the assignment to another class, **Click the class name drop-down menu** and **select** any additional classes.



After you specify the assignment details, click **ASSIGN** to send it to students.

Viewing an Assignment

To access students' assignments:

1. Sign in to Classroom at classroom.google.com.
2. Open the class and click the assignment in the class stream.

3. The Student Submissions page shows the current status of the students' work on this assignment. You can see if a student has started the assignment and review any work in



progress (any files the student added to the assignment). You can also see which students have completed the assignment (marked as DONE).

The screenshot shows the Classroom interface for an assignment titled "Story Star for The Lightning Thief" with a due date of "DUE SEP 5". The page has two tabs: "ASSIGNMENT DETAILS" and "ASSIGNMENT STATUS", with the latter being selected. Below the tabs are action buttons: "RETURN", "EMAIL", "FOLDER", and "DOWNLOAD". A table lists the students and their submission status:

<input type="checkbox"/>	Student	Status	Grade	Points
<input type="checkbox"/>	Brian Snelson <i>Do you need help? My office hours</i>	NOT DONE	No Grade	100
<input type="checkbox"/>	Cole Carr <i>Send a note</i>	DONE	No Grade	
<input type="checkbox"/>	John Gaydula <i>Send a note</i>	NOT DONE	No Grade	

Note: If you chose to create a copy of a Google Drive item for each student in the assignment, the copy is created and appears on the Student Submissions page when the student opens it. You can review the work in progress, comment on it, and give feedback to the student before the work is submitted. The file submitted back to you will also automatically be named with the same Title but will also include the student's name on the file.

If you don't see an attachment on the Student Submissions page under a student's name, it means the student has not opened the Google Drive item or attached a file, and there is nothing for you to review.

- To open all of the students' assignments at once, click the **FOLDER** button to open the Google Drive folder where all of the work is stored. **Click any item in the folder** and begin reviewing the student's work.



Assignment: Story Star for The Lightning Thief DUE SEP 5

[RETURN](#) [EMAIL](#) [FOLDER](#) [DOWNLOAD](#)

<input type="checkbox"/>	Student	Status	Grade	Points
<input type="checkbox"/>	Brian Snelson <i>Do you need help? My office hours</i>	NOT DONE	No Grade	100
<input type="checkbox"/>	Cole Carr <i>Send a note</i>	DONE	No Grade	
<input type="checkbox"/>	John Gaydula <i>Send a note</i>	NOT DONE	No Grade	

- 5. You can view an individual student’s work by clicking the student’s name and then the item. You will be taken to your Google Drive and be able to view all the students’ documents within the already created assignment folder.

Test Class 1 Period 1

- English Quiz Sample B
- Story Star for The Lightening**
- Templates - DO NOT EDIT

Story Star for The Lightening Thief

My Drive > Classroom > Test Class 1 Period 1 > Story Star for The Lightening Thief

<input type="checkbox"/>	TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/>	Story Star - Brian Snelson Shared	Brian Snelson	10:57 am Brian Snelson
<input type="checkbox"/>	Story Star - Cole Carr Shared	me	1:03 pm me

- 6. You can edit or comment right in any document on Google Drive. Simply Click on Comments make any comments and close the document.

[Comments](#) [Share](#)

Editing

- 7. It's automatically saved and ready for the student to review when they open the document again.

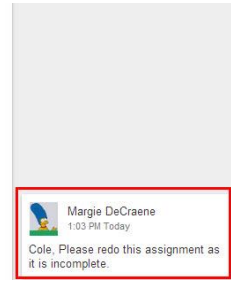


Percy Jackson: The Lightning Thief

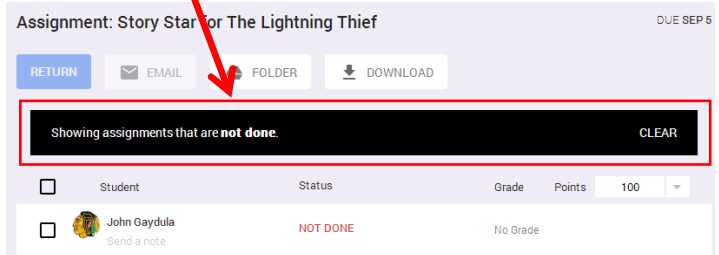
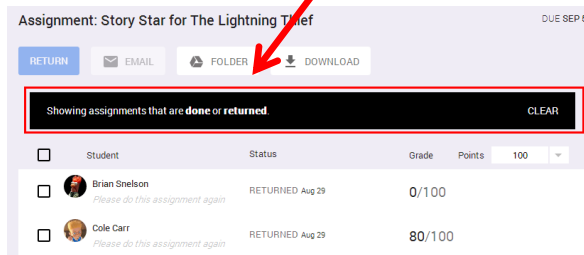
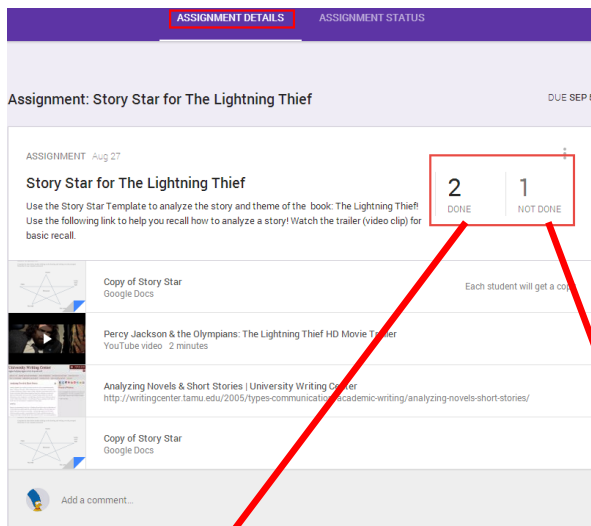
Directions: Use the following Story Star to analyze the theme and story of Percy Jackson's The Lightning Thief!

Complete the chart below double-clicking on the drawing and writing over the prompts! Remember to use complete sentences!

harqrei9



- 8. You can also view who has or has not submitted an assignment by **Clicking** on the **Assignments Tab**, and **Clicking** on **Done** or **Not Done**.



Grading and Returning an Assignment

- 1. Sign in to Classroom at <https://classroom.google.com>.
- 2. Open the class and Click the assignment in the class stream.



The screenshot shows the Classroom interface for an assignment titled "Story Star for The Lightning Thief" due on September 5th. The assignment description asks students to use a Story Star Template to analyze the book "The Lightning Thief" and provides a link to a video trailer. The progress bar shows 0 students have completed the assignment out of 3 total. Below the assignment details, there are three items: a Google Docs template, a YouTube video of the movie trailer, and another Google Docs template. A red box highlights the assignment title, and a callout bubble points to it with the text "Click the Assignment".

3. The Student Submissions page lists the students who have completed this assignment.

The screenshot shows the "ASSIGNMENT STATUS" page for the assignment "Story Star for The Lightning Thief" due on September 5th. It features buttons for "RETURN", "EMAIL", "FOLDER", and "DOWNLOAD". Below these buttons is a table listing student submissions:

<input type="checkbox"/>	Student	Status	Grade	Points
<input type="checkbox"/>	Brian Snelson <i>Do you need help? My office hours</i>	NOT DONE	No Grade	100
<input type="checkbox"/>	Cole Carr <i>Send a note</i>	DONE	No Grade	
<input type="checkbox"/>	John Gaydula <i>Send a note</i>	NOT DONE	No Grade	

4. To grade an assignment, **Click No Grade** which is on the same line as the student's name. The default point value for an assignment is 100. To change this, **Click the Points** drop-down menu on the right and select the point value for the assignment, or **Click the number** and **enter a new number**.

Note: Only whole number grades are supported at this time. You cannot enter a letter grade or a decimal point.



The screenshot shows the Classroom interface for an assignment titled "Story Star for The Lightning Thief" due on September 5. At the top, there are buttons for "RETURN", "EMAIL", "FOLDER", and "DOWNLOAD". Below these is a table of students:

Student	Status	Grade	Points
<input type="checkbox"/> Brian Snelson <i>Do you need help? My office hours</i>	NOT DONE	0/100 <i>Not Returned</i>	100
<input checked="" type="checkbox"/> Cole Carr	DONE Aug 29, 12:45 PM See submission history	75/100 <i>Not Returned</i>	100
<input type="checkbox"/> John Gaydula <i>Send a note</i>	NOT DONE	No Grade	

To the right of the table is a "Grade" dropdown menu currently set to "100". A red arrow points from the "0/100 Not Returned" cell to the dropdown menu, which is open, showing options: 1, 20, 50, 100, and Ungraded.

5. Enter the grade in the box.
6. Enter grades for any additional students.
Warning: The grades that you enter on this page will not be saved unless you return the assignments to the students.
7. Check the box next to the student or students whose grades you want to return.
If you want to return an assignment without assigning a grade, simply skip the grading steps above and just check the box next to the student or students.

This screenshot shows the same Classroom assignment page as above. The "RETURN" button is highlighted with a red box. The student list is the same, but the checkboxes for Brian Snelson and Cole Carr are now checked, indicating they are ready to be returned.

8. Click the **RETURN** button.



Assignment: Story Star for The Lightning Thief DUE SEP 5

RETURN EMAIL FOLDER DOWNLOAD

<input type="checkbox"/>	Student	Status	Grade	Points
<input checked="" type="checkbox"/>	Brian Snelson <i>Do you need help? My office hours</i>	NOT DONE	0/100 <i>Not Returned</i>	100
<input checked="" type="checkbox"/>	Cole Carr	DONE Aug 29, 12:45 PM See submission history	75/100 <i>Not Returned</i>	
<input type="checkbox"/> Story Star - Cole Carr				
<input type="text" value="Add a comment..."/>				
<input type="checkbox"/>	John Gaydula <i>Send a note</i>	NOT DONE	No Grade	

9. A dialog box appears showing the student’s name and the grade awarded. Click **RETURN**.

Return unsubmitted assignment?

Some of these assignments aren't done yet. Are you sure you want to return them?

CANCEL **OK, GOT IT**

10. **Add** any additional feedback in the box and click **RETURN**.

Return assignment?

When you return this assignment, the student will be able to edit the returned files and you will be able to comment on them.

Feedback for 2 students

Please do this assignment again and return by September 7, 2014

CANCEL **RETURN ASSIGNMENT**

11. On the student submissions page, a message tells you that the assignment has been returned. The list on the page is updated to show the student’s work which you graded and returned.



Assignment: Story Star for The Lightning Thief DUE SEP 5

RETURN EMAIL FOLDER DOWNLOAD

<input type="checkbox"/>	Student	Status	Grade	Points	100
<input type="checkbox"/>	Brian Snelson <i>Please do this assignment again</i>	RETURNED Aug 29	0/100		
<input type="checkbox"/>	Cole Carr <i>Please do this assignment again</i>	RETURNED Aug 29	75/100		
<input type="checkbox"/>	John Gaydula Send a note	NOT DONE	No Grade		

12. After you **click RETURN**, the student receives an email telling them that you've returned their grade. Also, the student regains edit access to any Drive items that were part of the assignment.

-----Original Message-----
From: [redacted] (Classroom) [mailto:no-reply+62609d5d@classroom.google.com] Next Last
Sent: Friday, August 29, 2014 2:50 PM
To: Cole
Subject: Your "Story Star for The Lightning Thief" assignment was returned

Margie [redacted] returned your "Story Star for The Lightning Thief" assignment.

Grade: [75/100]
View the assignment:
<http://classroom.google.com/c/MTU3NDY2NFpa/a/MiczNjM1M1pa>

You are receiving this email because you are signed up for Test Class ELA 1. Click to unsubscribe from these emails:
<http://classroom.google.com/s>

Google Inc., 1600 Amphitheatre Pkwy, Mountain View, CA 94043 USA

Changing a Grade

1. Sign in to Classroom at classroom.google.com.
2. Open the class and click the assignment in the class stream.

STREAM STUDENTS ABOUT

Click the Assignment

ASSIGNMENT Aug 27 DUE SEP 5

Story Star for The Lightning Thief 0 3
DONE NOT DONE

Use the Story Star Template to analyze the story and theme of the book: The Lightning Thief! Use the following link to help you recall how to analyze a story! Watch the trailer (video clip) for basic recall.

Copy of Story Star
Google Docs Each student will get a copy

Percy Jackson & the Olympians: The Lightning Thief HD Movie Trailer
YouTube video 2 minutes

Analyzing Novels & Short Stories | University Writing Center
<http://writingcenter.tamu.edu/2005/types-communication/academic-writing/analyzing-novels-short-stories/>

Copy of Story Star
Google Docs

Add a comment...



- The Student Submissions page lists the students who have completed this assignment.

Assignment: Story Star for The Lightning Thief DUE SEP 5

<input type="checkbox"/>	Student	Status	Grade	Points	100
<input type="checkbox"/>	Brian Snelson <i>Please do this assignment again</i>	RETURNED Aug 29	0/100		
<input type="checkbox"/>	Cole Carr <i>Please do this assignment again</i>	RETURNED Aug 29	75/100		
<input type="checkbox"/>	John Gaydula <i>Send a note</i>	NOT DONE	No Grade		

- Click on the grade of the student whose grade you want to change.

Cole Carr RETURNED Aug 29, 2:49 PM
[See submission history](#) 75/100

Story Star - Cole Carr

Margie DeCraene 2:49 PM ⋮

Please do this assignment again and return by September 7, 2014.

- Click the **Points drop-down** menu on the right and **select the point value** for the assignment. Or, **Click the number** and **enter a new number**.
- A dialog box appears showing the student's name and the grade awarded, and states that the student will be notified that their grade has changed.



Change Cole Carr's grade?

Cole Carr will be notified that their grade has changed.

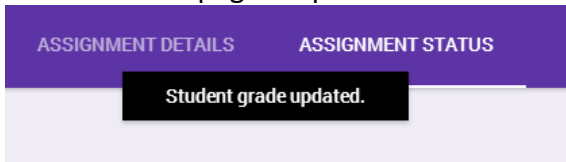
80

Feedback for Cole Carr

Add a note (optional)

CANCEL UPDATE

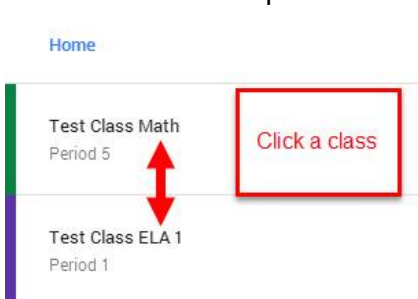
7. Click **UPDATE**.
8. On the student submissions page, a message tells you that the grade has been updated. The list on the page is updated to show the student's new grade.



Posting Announcements

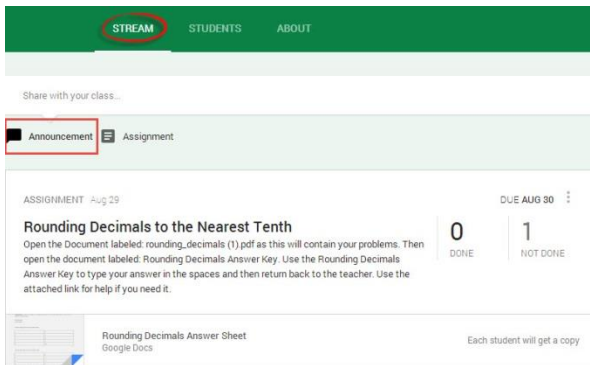
You can post announcements in your class stream at anytime to add guidance, feedback, motivation, humor etc.

1. **Sign in to Classroom** at <http://classroom.google.com>
2. **Select the class** to open the stream.

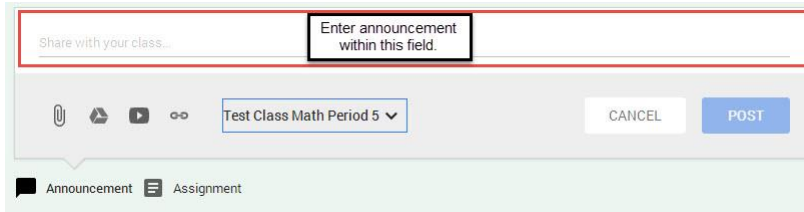




3. Click **Announcement** or just **Click in the text box** at the top of the class stream.

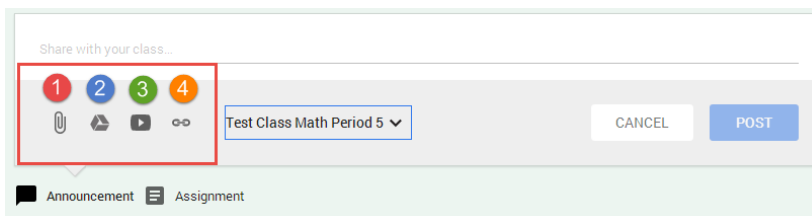


4. **Enter your announcement.**

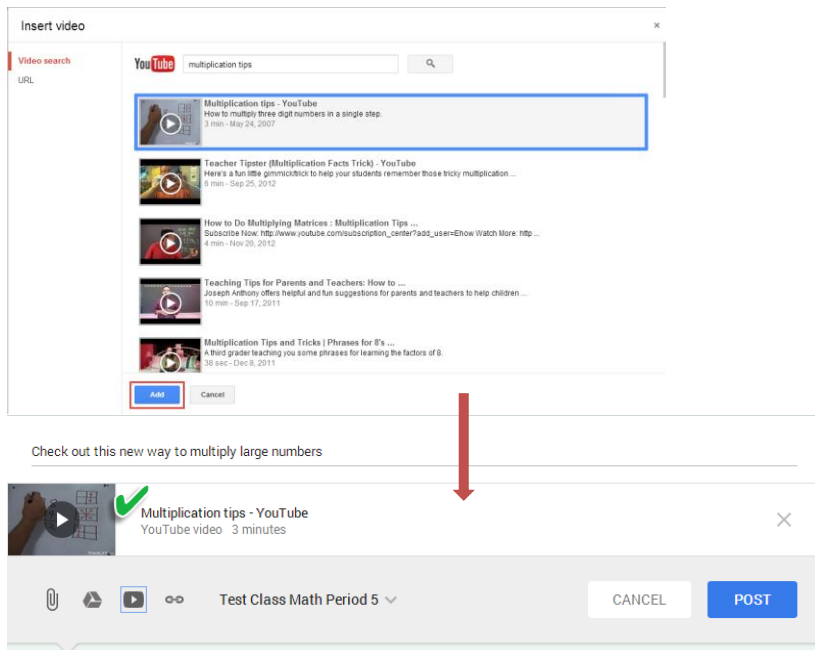


5. To **attach a file** from your computer, **Click the appropriate icon(s).**

- 1 File(s)
- 2 Google Drive item(s)
- 3 YouTube Video(s)
- 4 Link(s)

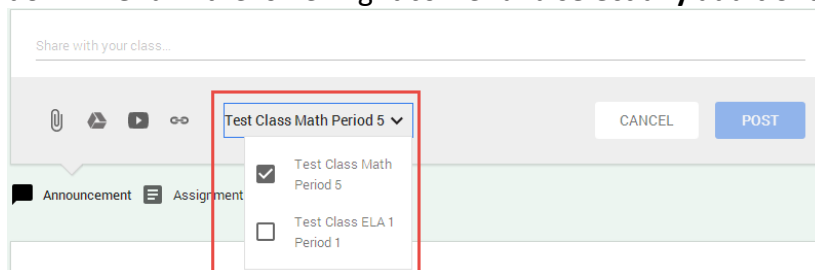


6. **Locate** and **select** the relevant item and click **Add**. If you attach a link, you enter the relevant link text and click **ADD**. When you add the item, it appears in the announcement.

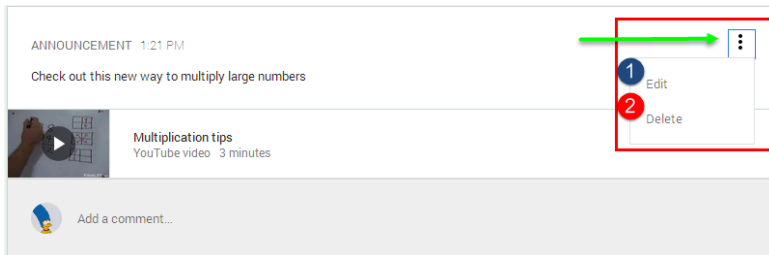


*Note: If you decide that you don't need the attachment, click the **X** button on the right of the attachment to delete it.*

7. If you want to share the announcement with another class, **Click the class name drop-down menu** in the lower-right corner and **select any additional classes**.



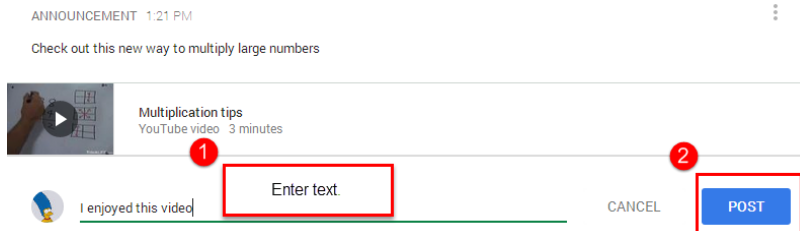
8. Click **POST** when you're done.
9. If you decide that you don't need to post the announcement or you want to edit the announcement, **Click the three dots** to the right of the announcement. **Choose** from the following: **Edit** or **Delete**.



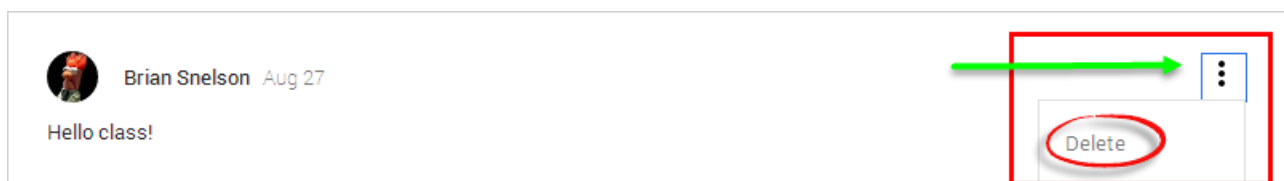
Adding and Deleting Comments

Anyone in the class can add a comment.

1. Click the **Add a comment** box, enter text, and **Click POST**.



2. All comments are visible under the announcement in the stream.
Note: *As the teacher of the class, you can delete any inappropriate comments.*
3. Click the **menu icon (three vertical dots)** in the upper-right corner of the comment and **Click Delete**.





Reference

The previous was adapted from:

Google(2014). Welcome to the Classroom Help Center. Retrieved from

<https://support.google.com/edu/classroom/?hl=en#topic=6020278>