



Module 2: Google Tools

Workshop 1: Get Captivating with Classroom

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Workshop Objective: To become familiar with Google Classroom

Part I: Understanding the features of Google Classroom

What is Google Classroom? It is a free LMS (Learning Management System) offered by Google for personal and education institution uses.

How do I start?

1. Create a free Google account. Go to <https://support.google.com/accounts/answer/27441?hl=en>
2. Login to Google Classroom using the account you have made at: <https://classroom.google.com/>
3. On the upper right of your screen, find + icon to **Create a class**.



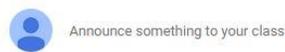
4. Selecting Create a class will open a pop-up window that asks you to fill in the information of the class such as: **Class name, Class description, Section, Room, and Subject**.

What are the classroom features?

1. Stream

Stream is the front page of your online classroom. Any public announcements, important dates, important deadlines will be outlined here.

- You can use Stream to write direct announcements to the whole class by typing it directly on to the provided space. To do this, click on the **Announcing something to your class button**.



And write your announcements or posts. This space allows you to use formatting and Google features such as Drive, upload a file, link to a page and link to YouTube videos.

It allows you to setup the settings using the **Class Settings**.

2. Classwork

This space will allow you to create classroom that consists of the following classwork types:

- Assignment



To make an assignment, hit the **+Create** button and choose **Assignment**. This will allow you open a new space where you can type Tittle and Instructions. Just like the announcement box, this too allows text formatting and the use of Google features mentioned above.

- Quiz

To make an assignment, hit the **+Create** button and choose **Quiz**. This will allow you open a new space where you can type Tittle and Instructions. Just like the announcement box, this too allows text formatting and the use of Google features mentioned above. It will also open a Blank Quiz using Google Forms.

- Question

To make an assignment, hit the **+Create** button and choose **Question**. This will allow you open a new space where you can type Tittle and Instructions. Just like the announcement box, this too allows text formatting and the use of Google features mentioned above.

- Material

To make an assignment, hit the **+Create** button and choose **material**. This will allow you open a new space where you can type Tittle and Instructions. Just like the announcement box, this too allows text formatting and the use of Google features mentioned above.

- Reuse post

This button is to allow you to reuse a resource created previously.

- And topic

Topic allows you to group resources under a certain topic.

3. People

This space is used to list the members (teachers and students) of your class. There is an invite button for teacher and for student.

4. Grades

This is where you'll view and manage grades.

Let us see how you use these features in your presentation.