

# Instructor Manual

## Google Classroom



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## Document Version History

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## **Disclaimer**

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## 1. Introduction

Google Classroom is a free online web service offered by Google. Google Classroom helps in organizing materials for online classes by providing support for hosting classroom materials (such as lecture slides, assignments, quizzes, and other supporting materials).

### 1.1 Objective

The objective of the manual is to enable instructor to;

- Join Google Classroom,
- Understand and navigate the structure of Google Classroom,
- Upload lecture slides,
- Upload assignment and set its due date,
- Review students' submissions, award grades, and add comments,
- Create quiz,
- Grade quiz and download gradebook.



## 2. Join a Google Classroom

The following steps should be followed to join a Google Classroom.

1. Visit the following URL;
  - <https://classroom.google.com/>
2. A screen as shown in Figure 2-1 will appear (If a user has previously visited Google Classroom, a screen shown in Figure 2-2 will appear).



Figure 2-1 Google Classroom welcome screen

3. Click “Go to Classroom”.
4. A screen as shown in Figure 2-2 will appear.

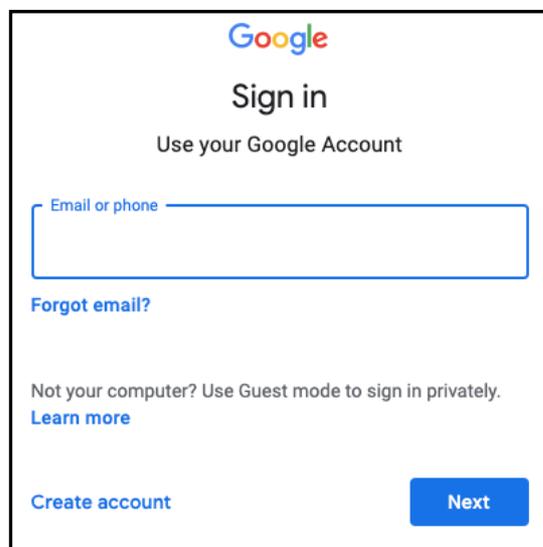


Figure 2-2 Sign-In page

5. Enter the UET Peshawar email address and click “Next”.
6. A screen as shown in Figure 2-3 will appear.

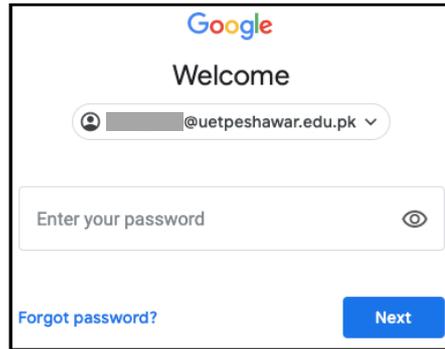


Figure 2-3 Password screen

7. Enter your password and click “Next”.
8. A screen as shown in Figure 2-4 will appear (If you do not see any class, or a wrong class is assigned to you, please contact the departmental CMS operator and Semester Coordinator).



Figure 2-4 Google Classroom post sign-in screen

9. Click “Accept” the respective class. (say CS 101 – Computer Fundamentals)
10. A screen as shown in Figure 2-5 will appear.

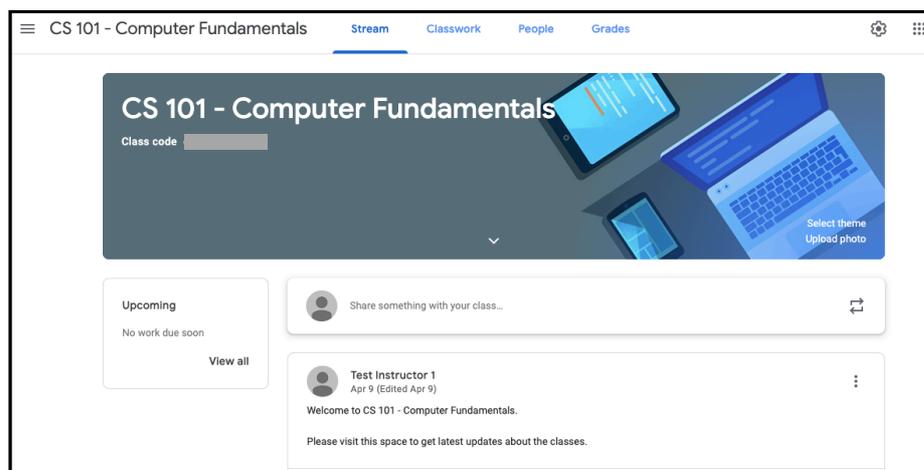


Figure 2-5 Google Classroom main screen

11. Congratulations! You have successfully joined class as an instructor.



### 3. Understand and Navigate Structure of Google Classroom

After joining a class, an instructor views a screen as shown in Figure 3-1. In the top left of the screen the course code and title are displayed. To the left of the course title, an expandable menu (three horizontal lines called hamburger menu) is displayed. To the right of the course title, four tabs “Stream”, “Classwork”, “People” and “Grades” are visible.

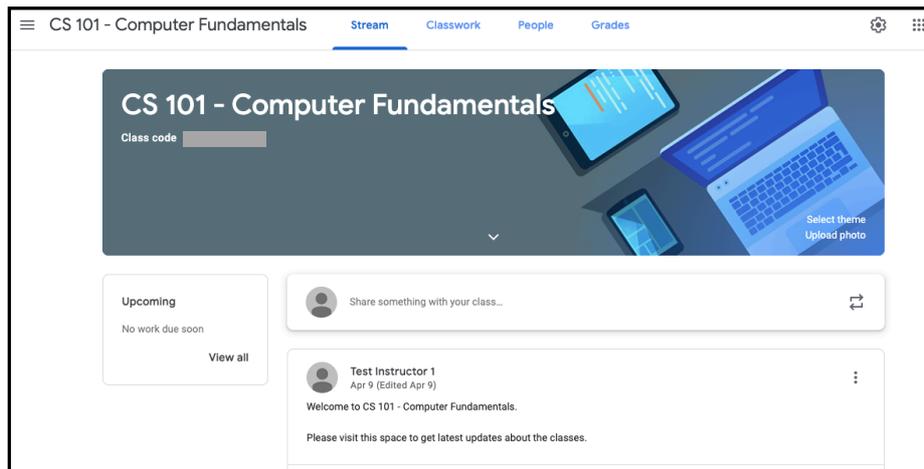


Figure 3-1 Classroom main screen

#### 3.1 Hamburger Menu

Clicking on the hamburger menu, opens a set of settings as shown in Figure 3-2. The menu displays, Calendar, To-do (to view various deadlines for courses), the names of all classes an instructor is teaching, Archived classes (old/previous classes), and Settings. Clicking on the “Settings” sub-menu will open a set of option as shown in Figure 3-3. Instructor can adjust/change various settings such as “Account Settings” and “Email Notifications”.

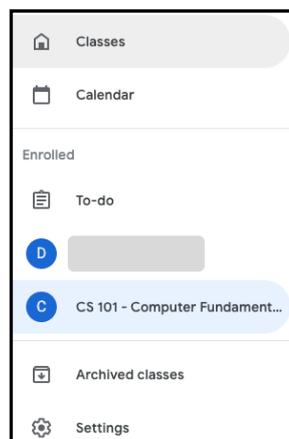


Figure 3-2 Hamburger menu option

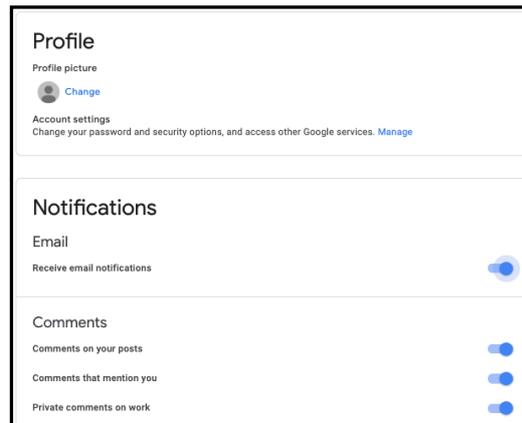


Figure 3-3 Setting sub-menu options

### 3.2 Stream

The tab “Stream” is akin to a notice board. All the activities related to class including announcements, lecture upload notifications, discussions are displayed here. Instructor can post announcements here, which are visible to the whole class (including other instructors, TAs). Instructors and students can comment on the posts.

### 3.3 Classwork

The tab “Classwork” (see Figure 3-4) holds all the materials (such as lecture slides, assignments, quizzes, video lectures etc). The instructor can upload materials in specific sections from this page.

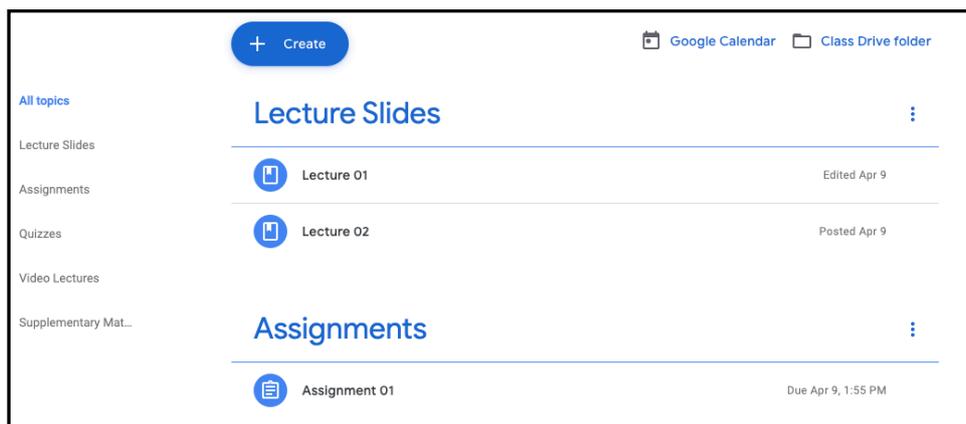


Figure 3-4 Classwork



### 3.4 People

The tab “People” (see Figure 3-5) lists all instructors and students. To ensure privacy of students, no direct (personalized) interaction is allowed between the classmates.

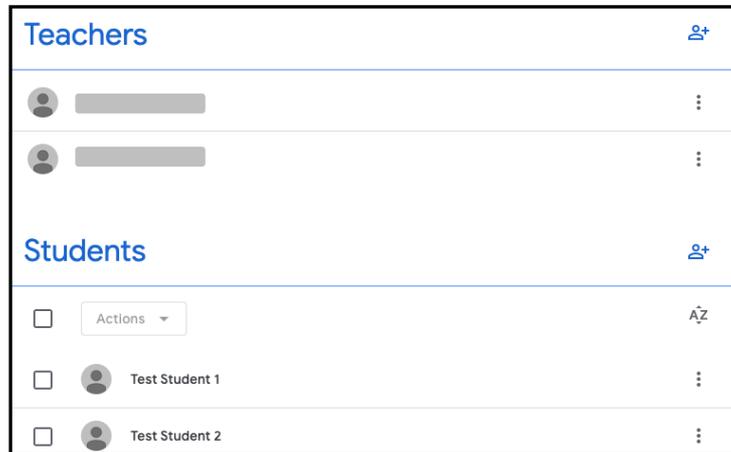


Figure 3-5 People tab in Google Classroom

### 3.5 Grades

The tab “Grades” (see Figure 3-6) displays summary of grades for various assignments and quizzes.

Sort by last name ▾		Apr 9 Assignment 01 out of 10	
Class average			
Test Student 1		___/10	
Test Student 2		Missing	

Figure 3-6 Grades tab in Google Classroom



#### 4. Upload Lecture Slides

The following steps should be followed to upload lecture slides;

1. Navigate to the “Classwork” tab.
2. A screen as shown in Figure 4-1 will appear.

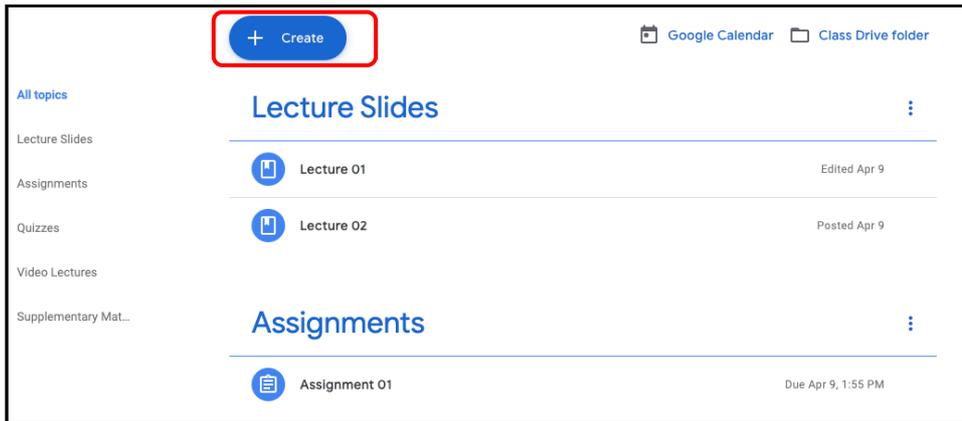


Figure 4-1 Sample classwork screen

3. Click on the “+ Create” button (Figure 4-1, red box).
4. A drop-down menu as shown in Figure 4-2 will appear.

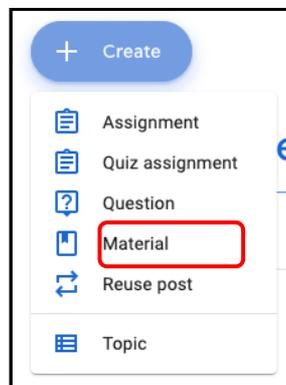


Figure 4-2 Create options

5. Click on “Material” (Figure 4-2, red box).
6. A screen as shown in Figure 4-3 will appear.



Figure 4-3 Material upload screen

7. Provide “Title” (such as “Lecture 03 – History of World Wide Web”)
8. Click “Add” button (bottom left corner).
9. A screen as shown in Figure 4-4 will appear.

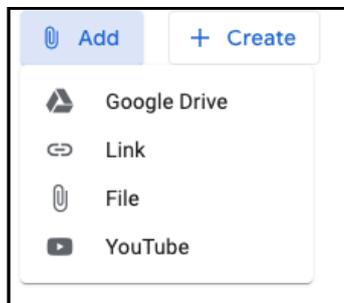


Figure 4-4 Add option menu

10. Click “File”.
11. A screen as shown in Figure 4-5 will appear.

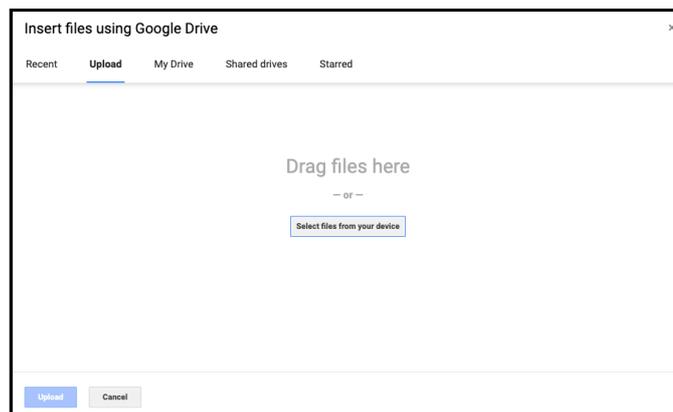


Figure 4-5 File Upload mechanism

12. Click “Select files from your device” or drag file to the screen and click “Upload” button.
13. A screen as shown in Figure 4-6 will appear.



Figure 4-6 File upload final screen

14. Click “Topic” (Figure 4-6, red box), and select “Lecture Slides” from the drop-down menu.
15. Click “Post” (Figure 4-6, top right corner).
16. The lecture slide is successfully uploaded, and should be visible in “Lecture Slides” in “Classwork” tab.
17. The drop-down menu button close to the “Post” button can be clicked to view advance options such as scheduling the material to display on a specific date/time.



## 5. Upload Assignment and Set its Deadline

The following steps should be followed to upload an assignment and set its deadline.

1. Navigate to the “Classwork” tab and click on the “+ Create” button.
2. A drop-down menu as shown in Figure 5-1 will appear.

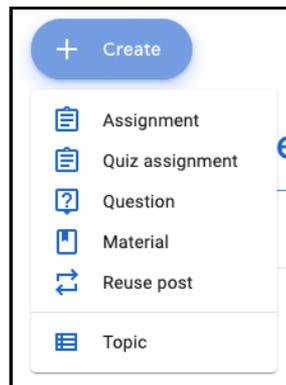


Figure 5-1 Create drop down menu

3. Click “Assignment”.
4. A screen as shown in Figure 5-2 will appear.



Figure 5-2 Assignment Screen

5. Fill the required fields as following;
  - a. Provide a descriptive title (Figure 5-2, dark blue box)
  - b. Upload assignment file (Figure 5-2, green box)
  - c. Set assignment points (Figure 5-2, orange box)
  - d. Set Due date and time (Figure 5-2, red box)
  - e. Assign topic (Figure 5-2, yellow box). Select “Assignments” from the drop-down menu.
6. After filling out the fields, a screen as shown in Figure 5-3 will appear.

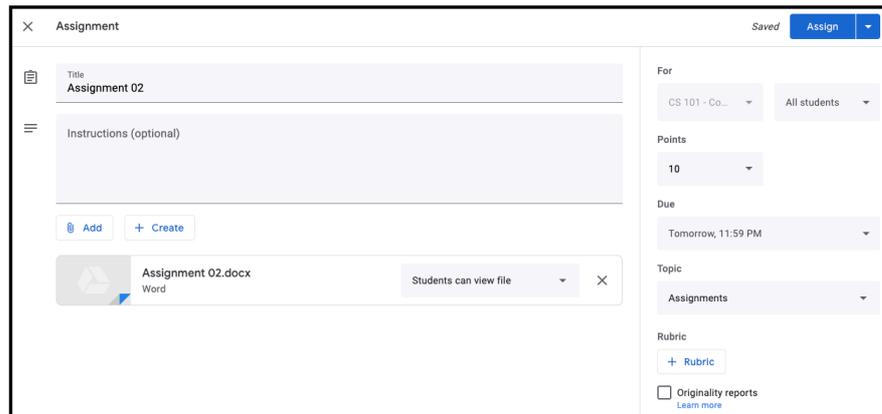


Figure 5-3 Assignment screen after filling the various fields

7. Click “Assign” button (Figure 5-3, top right).
8. The assignment is assigned to students, who can now submit it.
9. For options such as “Rubric” and “Originality Report”, please review the following;
  - a. Rubric
    - <https://support.google.com/edu/classroom/answer/9335069>
  - b. Originality Report
    - Google offers the facility to check students’ submission for originality based on Google developed mechanism. Please note that it is different from Turnitin, and the option is restricted to 4 assignments per class.



## 6. Review Students' Submissions, Add Comments, and Award Grades

In order to review students' assignment submission, the following steps must be performed;

1. Navigate to "Grades" tab.
2. A screen as shown in Figure 6-1 will appear.

	Tomorrow Assignment 02 out of 10	Apr 9 Assignment 01 out of 10	
Sort by last name ▾			
Class average			
Test Student 1		10/10	
Test Student 2		Missing	

Figure 6-1 Grades tab

3. Click an assignment to be graded. (say Assignment 01).
4. A screen as shown in Figure 6-2 will appear.

Return 10 points ▾

All students

Sort by status ▾

Turned in

Assigned

Assignment 01

1 Turned in | 1 Assigned

All ▾

Test Student 1: SoL\_Assignment 01.d... Turned in

Test Student 2: No attachments Missing

Figure 6-2 Student submissions

5. Click on a student submission (Figure 6-2, green box)
6. A new browser tab as shown in Figure 6-3 will appear.

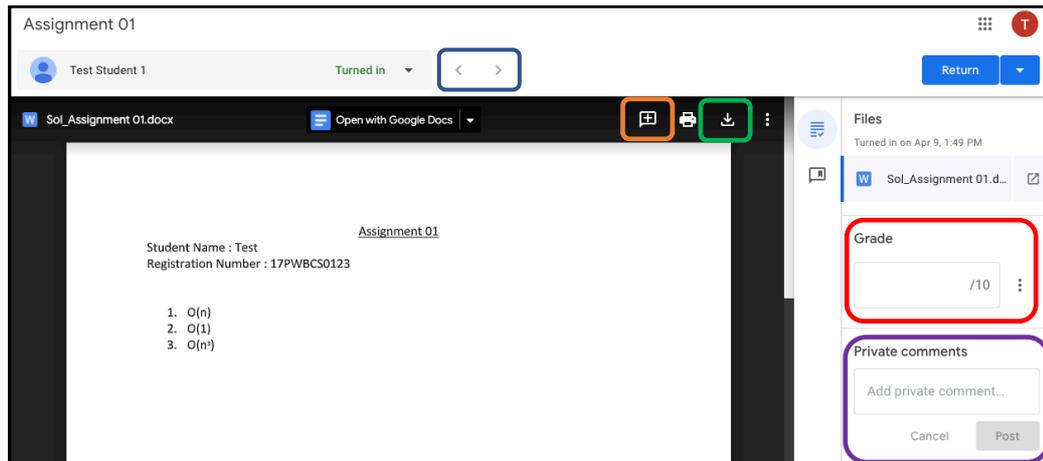


Figure 6-3 Student submission

7. Various elements in Figure 6-3 are explained as following;

- Navigating between students' submissions
  - The arrows (see Figure 6-3, blue box) can be used to navigate between students' submissions.
- Providing feedback/comments
  - The "+" icon (see Figure 6-3, orange box) can be used to provide feedback or add comments. Select text in the document and click the "+" icon
- Download student submission to local device
  - The down-arrow (see Figure 6-3, green box) can be used to download the student's submission to local device.
- Awarding Grade
  - Grade for the assignment can be awarded in the "Grade" text box (see Figure 6-3, red box).
- Private Comments
  - Private comments about the assignment can be send to student via the "Private Comments" box (see Figure 6-3, purple box). The comments are only visible to students and instructor.

8. Once the necessary fields are filled, the instructor can either press the "Return" button (see Figure 6-3, top right) to notify student of the result, or can use the arrow (see Figure 6-3, blue box) to evaluate next submission.



9. It is recommended to evaluate/mark/grade all the submissions before returning it to students.
10. For returning all assignments after evaluation/grading, follow Step 1 – 4.
11. Select “All Students” (see Figure 6-4)
12. Click “Return”

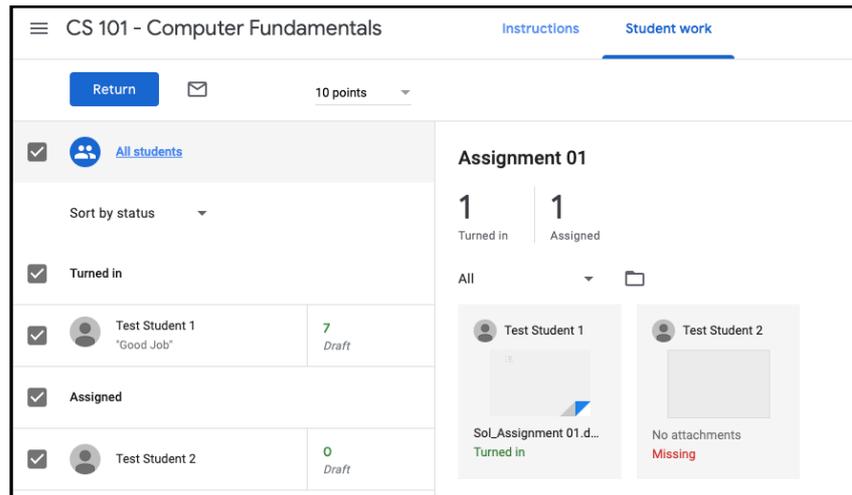


Figure 6-4 Returning students submissions



## 7. Create Quiz and Set Submission Deadline

The following steps should be taken to create quiz, set submission deadline, and assign it to students.

1. Navigate to the “Classwork” tab and click “+ Create” button.
2. A drop-down menu as shown in Figure 7-1 will appear.

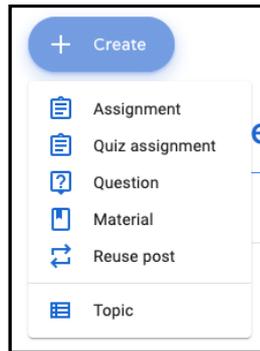


Figure 7-1 Create menu options

3. Click “Quiz Assignment”.
4. A screen as shown in Figure 7-2 will appear.

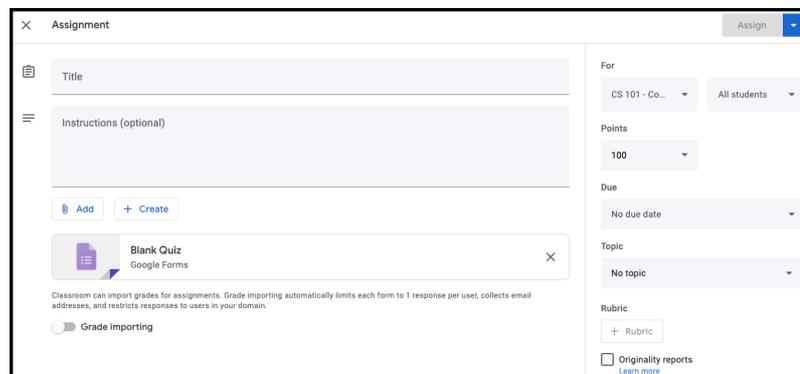


Figure 7-2 Quiz assignment screen

5. Fill out the various fields such as;
  - Title
    - Provide quiz title (say Quiz 01)
  - Instruction
    - Provide instructions.
  - Points
    - Total points (say 10)
  - Due Date



- Set the due time and time.
  - Topic
    - Set the topic/category where the quiz will appear in “Classwork” tab.
6. Click on “Blank Quiz” (below “Add” and “+Create” buttons)
7. A new browser tab as shown in Figure 7-3 will appear.

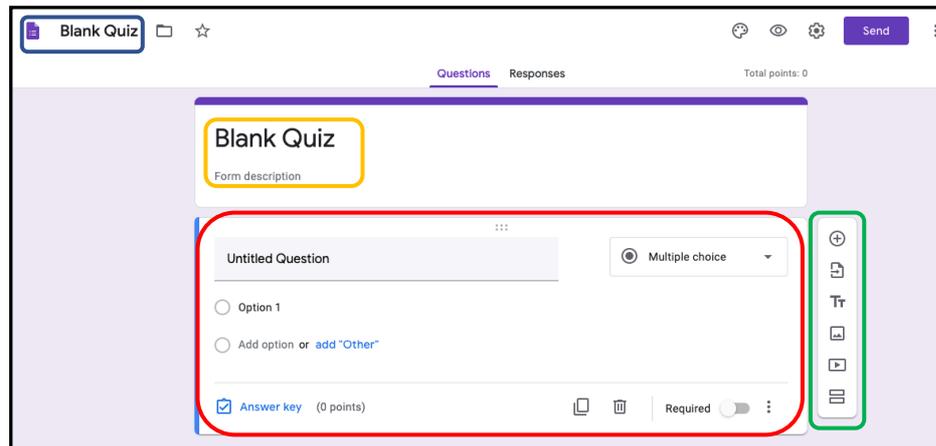


Figure 7-3 Quiz screen

8. The quiz screen (Figure 7-3) have the following four important parts.
- File Name
    - Visible at the top left corner (blue box).
    - Click to change the file name (say Quiz 01).
  - Quiz Title and Description
    - Visible in the header section (yellow box).
    - Click to change quiz title (say Quiz 01).
    - Click “Form description” to change form description as desired.
  - Question
    - Visible below the Quiz Title section (see red box).
    - Represents a single question.
    - See Step 9 onwards for more information.
  - Control Options
    - Visible on the right of question (see green box).
    - Holds option for adding more questions, importing questions, adding titles, adding images, and sections.
9. Next, we will add two questions.



10. Click the text box “Untitled Question” (Figure 7-3, red box) and type the question.  
(say “ $2 + 2 \times 2$ ”).
11. Click “Option 1” and provide the first choice (say 8).
12. Click “Add Option” and provide second choice (say 6).
13. Likewise, other options can be added.

The screenshot shows a quiz question editor. At the top, there is a text box containing the question  $2 + 2 * 2$ . To the right of the text box is a dropdown menu set to "Multiple choice". Below the text box are five radio button options: 8, 6, 2, None, and "Add option or add Other". Each option has a small 'x' icon to its right. At the bottom of the editor, there is a section for "Answer key" with a checked checkbox, "0 points", and a "Required" toggle switch.

Figure 7-4 Adding sample question

14. At this stage, the screen looks similar to as shown in Figure 7-4.
15. To set the answer for the question, click “Answer Key” (Figure 7-4, bottom left)
16. The screen in Figure 7-4 changes to the one in Figure 7-5.
17. Enter the points/marks for question (Say 5).
18. Click on the correct option (6).
19. Figure 7-5 changes to one shown in Figure 7-6.
20. Click “Done”.
21. If the question is mandatory (i.e., the student must answer it), toggle the switch “Required” (Figure 7-4, bottom right).

The screenshot shows the "Choose correct answers" section of the quiz editor. It features the question  $2 + 2 * 2$  and a "0 points" label. Below the question are four radio button options: 8, 6, 2, and None. There is an "Add answer feedback" button and a "Done" button at the bottom right.

Figure 7-5 Marking the correct option

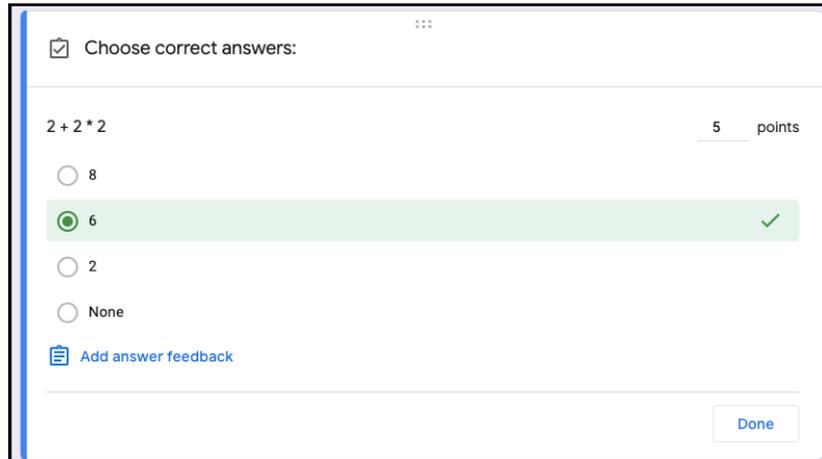


Figure 7-6 Adding points and marking the correct answer

22. To add the next question, click on the “+” sign (Figure 7-3, green box)
23. A new question section below the current question appears as shown in Figure 7-7
24. Change the question type from “Multiple choice” to “Paragraph” (Paragraphs are useful for descriptive answers).
25. Add question (say “Describe the phrase ‘Cogito, ergo sum’.”). Note that options /choices are not required for descriptive questions.
26. Click “Answer Key” to set points/marks.

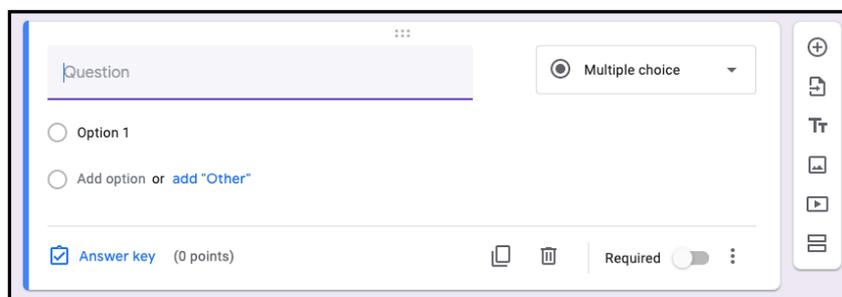


Figure 7-7 Question 2 sample screen

27. Click “Done”
28. Other questions can be added in similar manner.
29. Next, we will setup various settings for the quiz.
30. Scroll up to the top of the page.
31. A sample header section as shown in Figure 7-8 will appear.

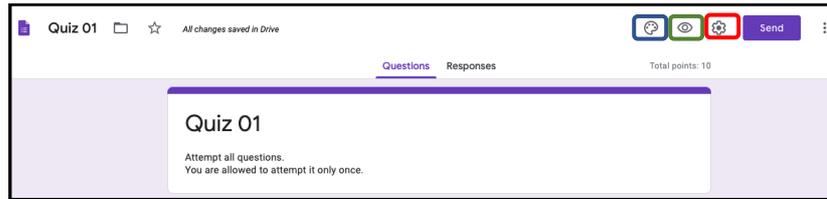


Figure 7-8 Setting various options for quiz

32. We will consider three important elements of the header section (Figure 7-8).

- Theme Settings
  - Theme settings include changing header picture, theme color and font style. The theme settings can be accessed by clicking on the palette icon (Figure 7-8, blue box).
- Preview
  - Preview is used to see how the quiz will appear to students. For preview click on the eye icon (Figure 7-8, green box).
- Changing Settings
  - Clicking on the setting icon (Figure 7-8, red box), displays a “Setting” screen as shown in Figure 7-9.
  - The setting screen has three tabs, namely “General”, “Presentation”, “Quiz”.
  - In the General tab, make sure that the following two options are checked;
    - Restrict to users in University of Engineering & Technology Peshawar and its trusted organizations.
    - Limit to 1 response
      - ◇ Note, this is not selected by default.
  - Other options must be unchecked.
  - In the “Presentation” tab, options can be selected as per user choice.
  - In the “Quizzes” tab, ensure that the following options are selected;
    - “Make this a quiz” is toggled ON.
    - In the “Release grade” “Later, after manual review is selected”
    - In the “Respondent can see”, uncheck the three options.
    - Note that these are recommended settings, an instructor can change the settings as per his/her choice.
  - Click Save



33. Close the quiz tab and go back to “Quiz” page (Figure 7-2).

A screenshot of the 'Settings' dialog box for a quiz. The dialog has three tabs: 'General' (selected), 'Presentation', and 'Quizzes'. Under 'General', there are several options: 'Collect email addresses' (unchecked), 'Response receipts' (unchecked with a help icon), 'Requires sign in:' (a section header), 'Restrict to users in University of Engineering & Technology Peshwar and its trusted organizations' (checked with a help icon), 'Limit to 1 response' (unchecked with a sub-note 'Respondents will be required to sign in to Google.'), and 'Respondents can:' (a section header). Under 'Respondents can:', there is 'Edit after submit' (unchecked). At the bottom right, there are 'Cancel' and 'Save' buttons.

Figure 7-9 Quiz settings

34. Click the “Assign” button (Figure 7-2, top right corner).

35. Have a cup of tea (or your favorite beverage).



## 8. Grade a Quiz and Download Gradebook

The following steps should be taken to grade a quiz.

1. Navigate to “Grades” tab.
2. A screen similar to Figure 8-1 will appear.

Sort by last name ▾		Today Quiz 01
		out of 10
Class average		
Test Student 1		___/10
Test Student 2		___/10

Figure 8-1 Quiz grading screen I

3. Click the desired quiz to be graded (say Quiz 01).
4. A screen as shown in Figure 8-2 will appear.

Return		10 points ▾	
All students		Quiz 01	Import Grades
Sort by status ▾		2	0
		Turned in	Assigned
<input type="checkbox"/>	Test Student 1	___/10	
<input type="checkbox"/>	Test Student 2	___/10	

Figure 8-2 Quiz grading screen II

5. If there are no descriptive questions that require manual grading, skip Step 6 – 18. Otherwise, move to Step 6.
6. Click “Quiz 01 Google Forms” (Figure 8-2, purple box).
7. The quiz is opened in new browser tab.
8. A sample is shown in Figure 8-3.
9. Click “Edit” icon (Figure 8-3, red box).
10. A screen as shown in Figure 8-4 displays.

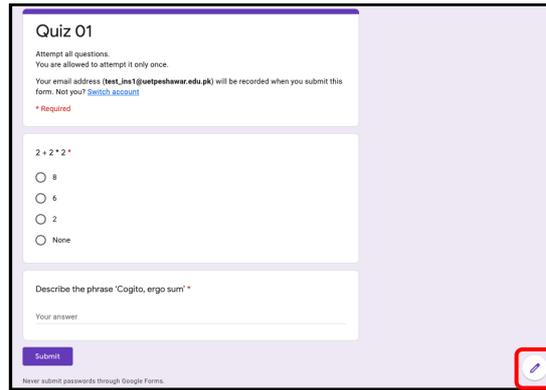


Figure 8-3 Quiz marking I

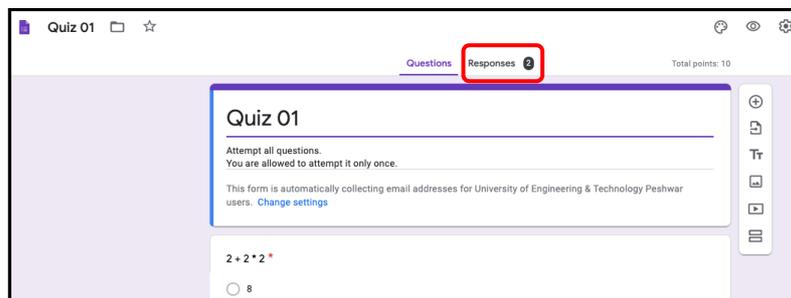


Figure 8-4 Quiz marking II

11. Click “Responses” (Figure 8-4, red box).
12. A screen as shown in Figure 8-5 appears.

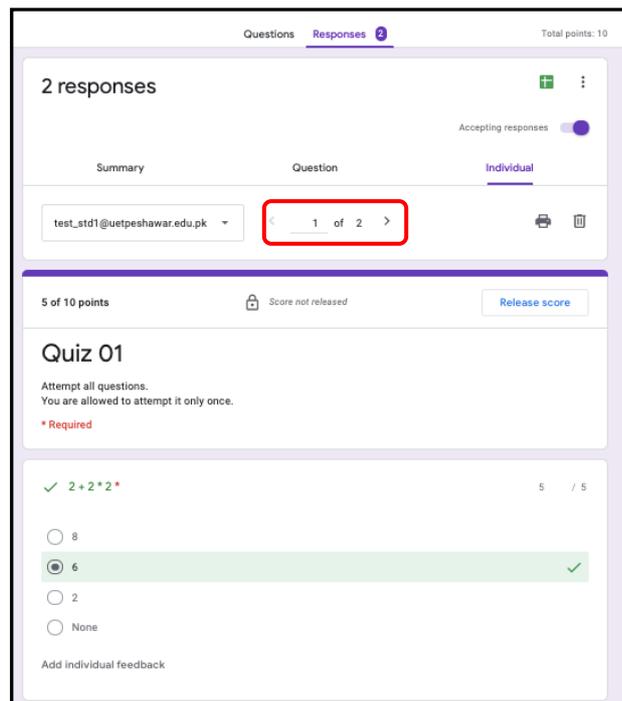


Figure 8-5 Marking individual quiz



13. In Figure 8-5, click on “Individual Tab”.
14. The instructor can assign points/marks to descriptive question.
15. A pop-up banner appears at bottom reminding the instructor save the changes. Ensure that changes are saved regularly.
16. To mark/grade the next student, click on the right arrow button (Figure 8-5, red box).
17. Close the browser tab, when all the quizzes are graded.
18. Go back to tab as shown in Figure 8-2.
19. Click “Import Grades” (Figure 8-2, green box), and confirm.
20. To inform students about the grades, select the checkbox to the left of “All Students” (Figure 8-2, red box), and click the “Return” button, and confirm.
21. To download the gradebook, navigate to the screen as shown in Figure 8-2.
22. Click the gear icon (above green box, Figure 8-2) and click on the appropriate option.