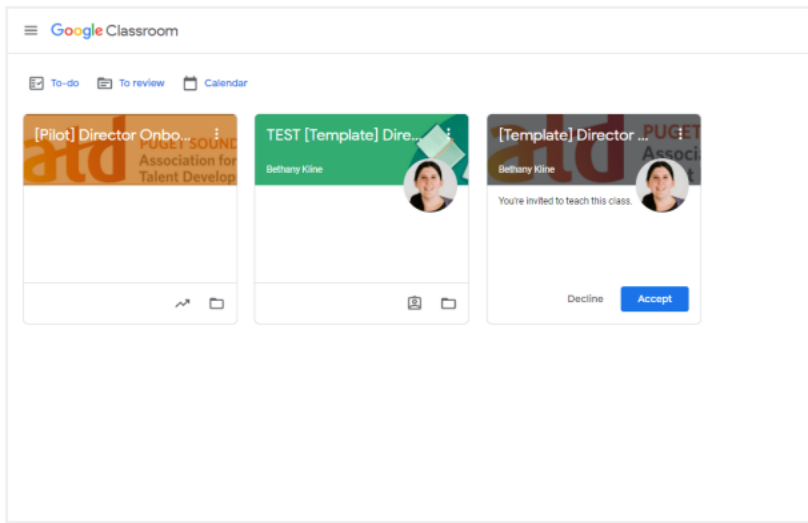


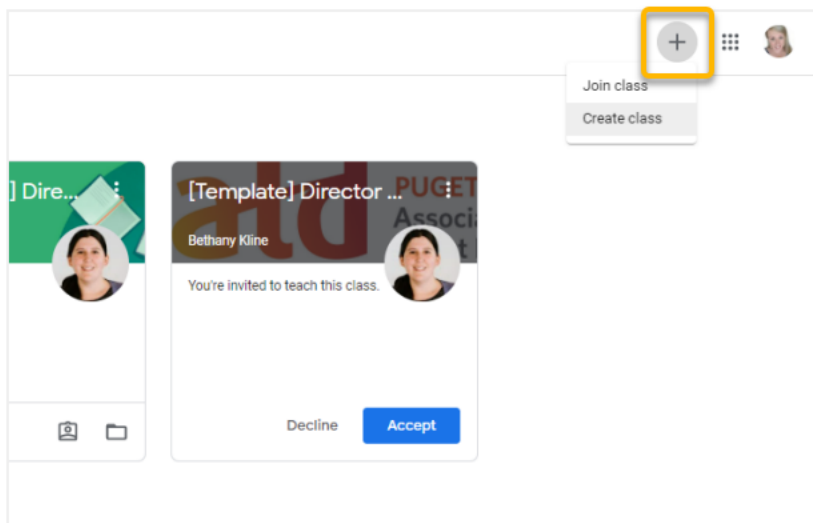
How to Build a Google Classroom Program

ALC 2021 - ATD Puget Sound



1

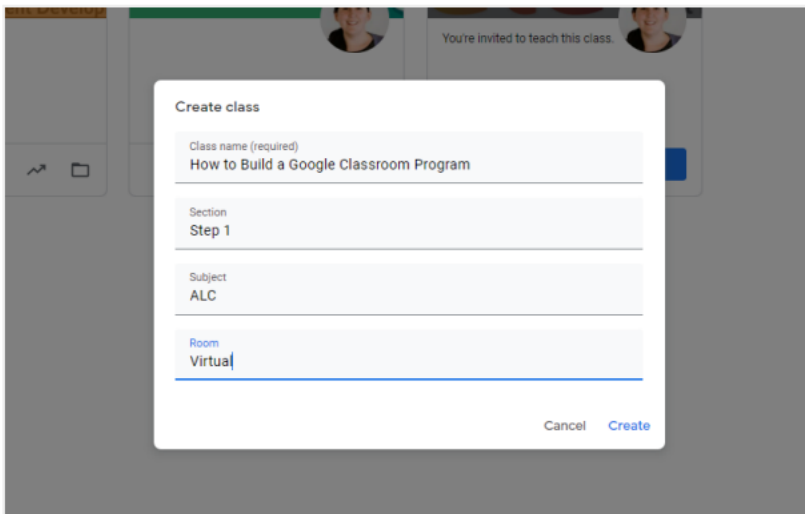
Navigate to Google Classroom.
(G-Suite required)



2

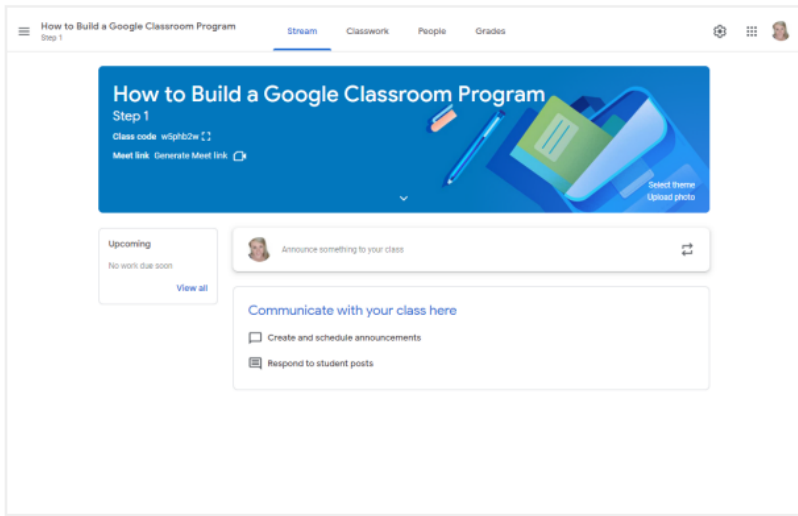
Click the PLUS (+) symbol circle
in the top right corner of the
screen.

Select "Create class".



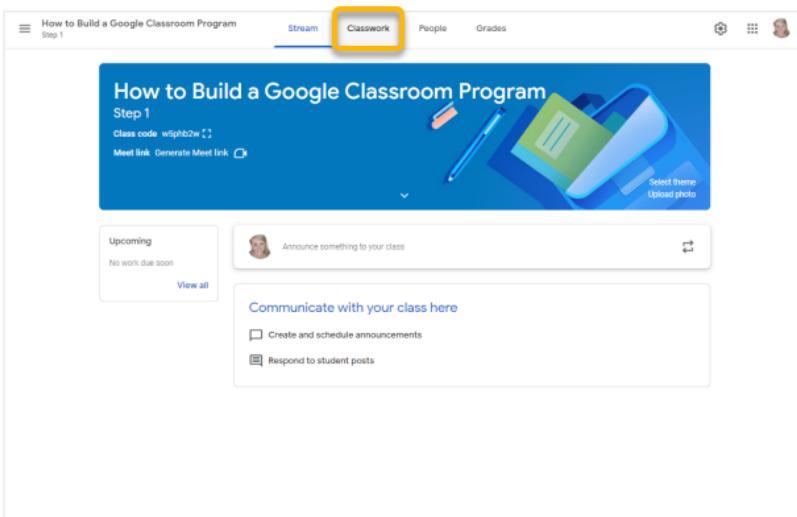
3

Name your program here. You
can change all of this later if you
need to.



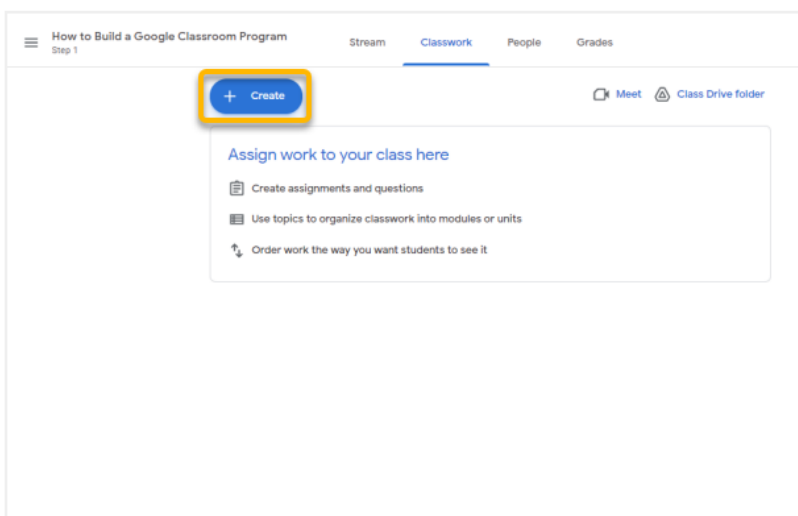
4

This is the main Stream page of Google Classroom.



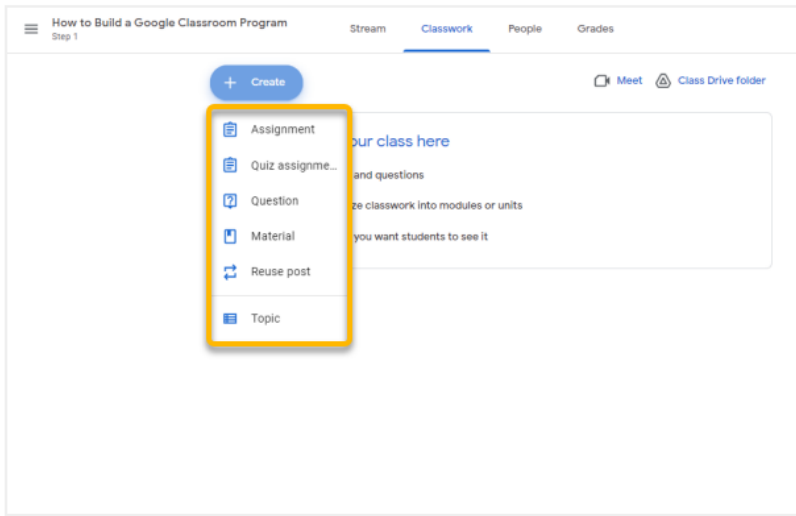
5

Click on "Classwork" to begin adding course content.



6

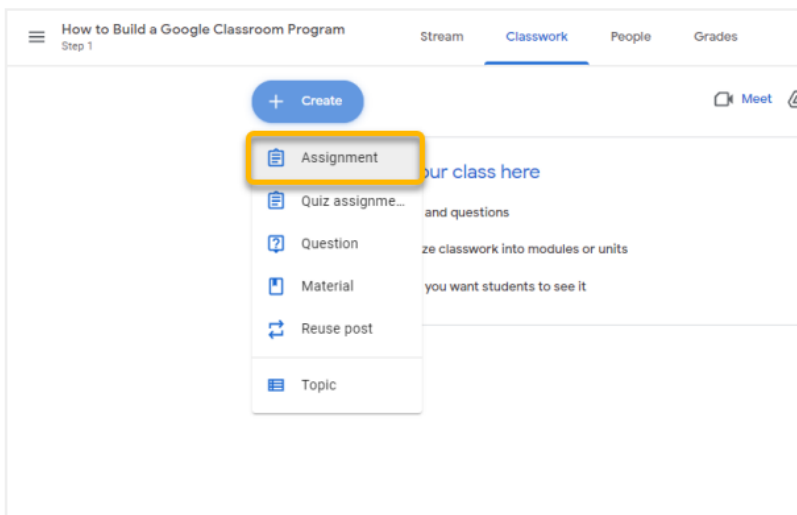
Click "Create" to add a learning object.



7

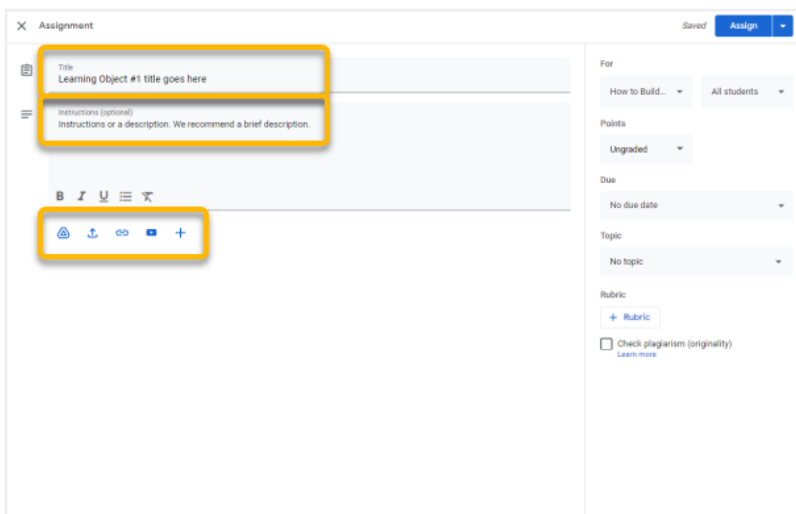
Select which Learning Object (LO) type you would like to add.

Note: "Assignments" offer visibility into tracking whereas "Materials" do not. As a best practice, our chapter does not create materials.



8

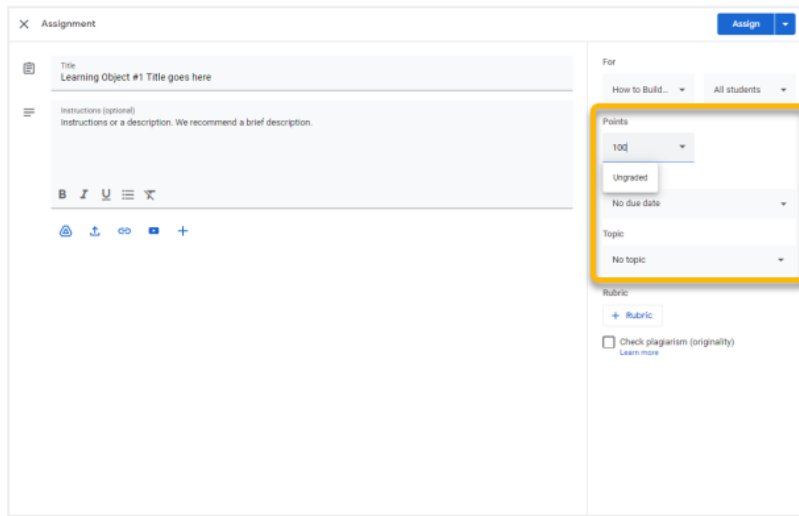
Select "Assignment".



9

Input the LO Title.

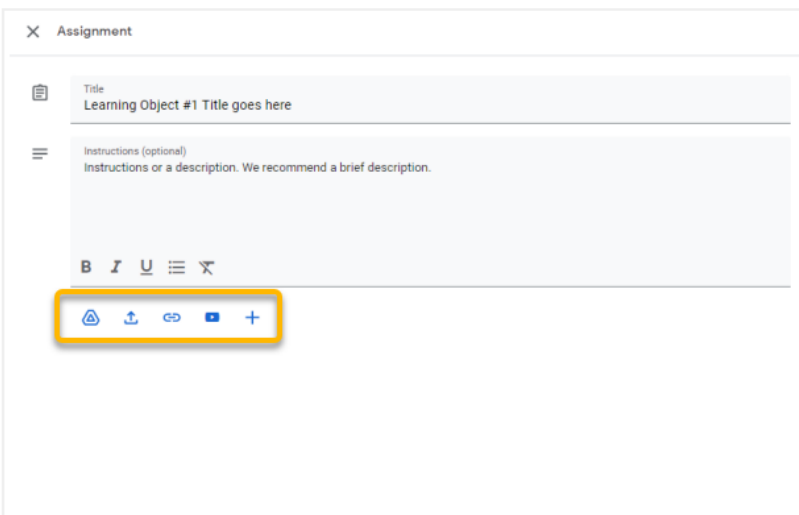
Use the optional instructions field to insert a brief description of the LO.



10

Use the drop down to change the "Points" field from "100" to "Ungraded".

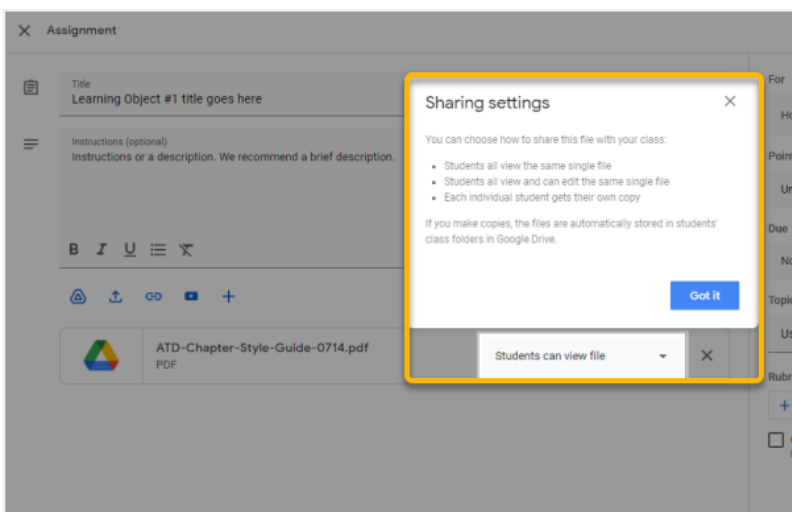
Use the Topic drop down to write a new topic or select an existing topic. Topics are great section headers.



11

Hover over the attachment icons to select your content.

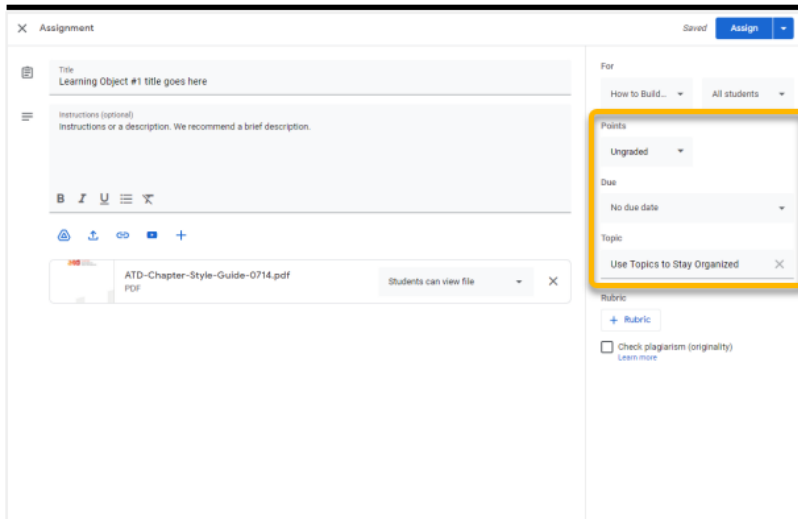
Note: An Assignment may have multiple LOs attached if desired.



12

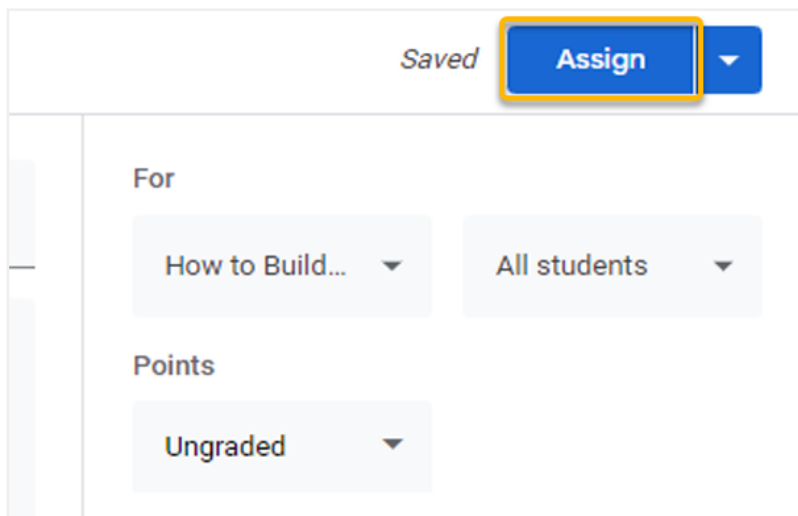
Select your preference from the Sharing Settings. Google will prompt and explain the options the first time interacting with the tool.

It is recommended to have a clear plan for how you will store and share onboarding materials.



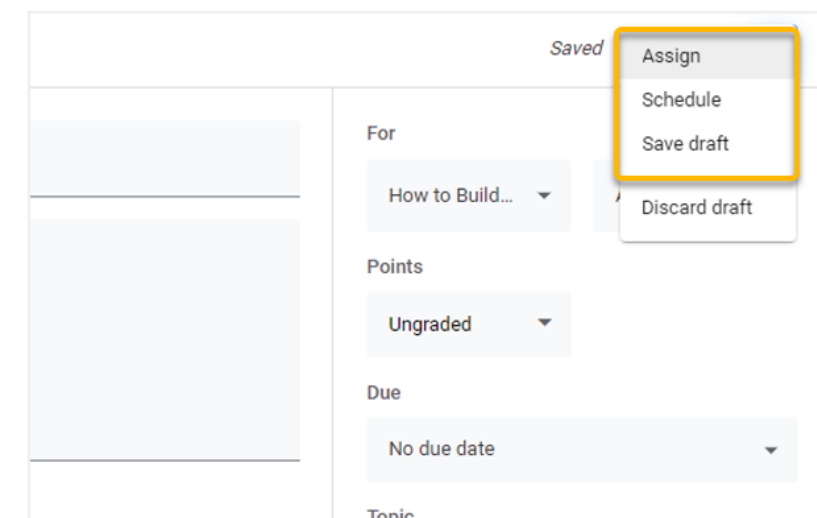
13

Confirm the Assignment settings.



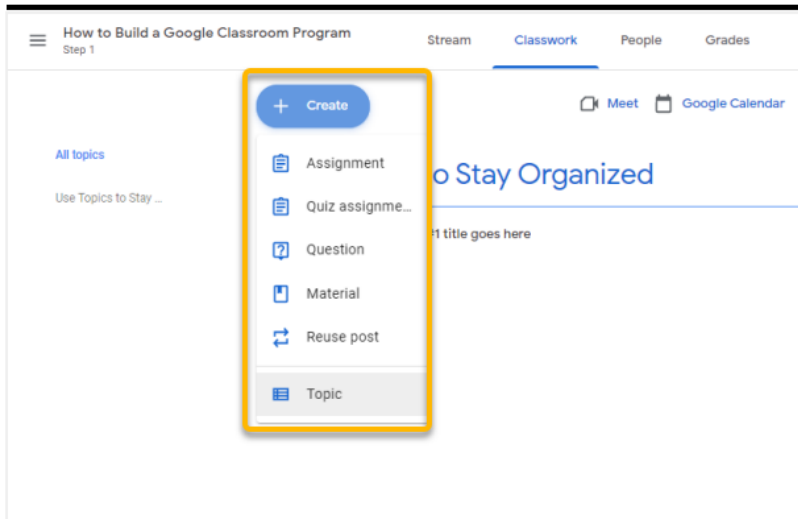
14

Click the "Assign" button at the top right of the screen OR click the drop down menu to the right to choose to "Schedule" or "Save Draft" (see screenshot in step 15 below).



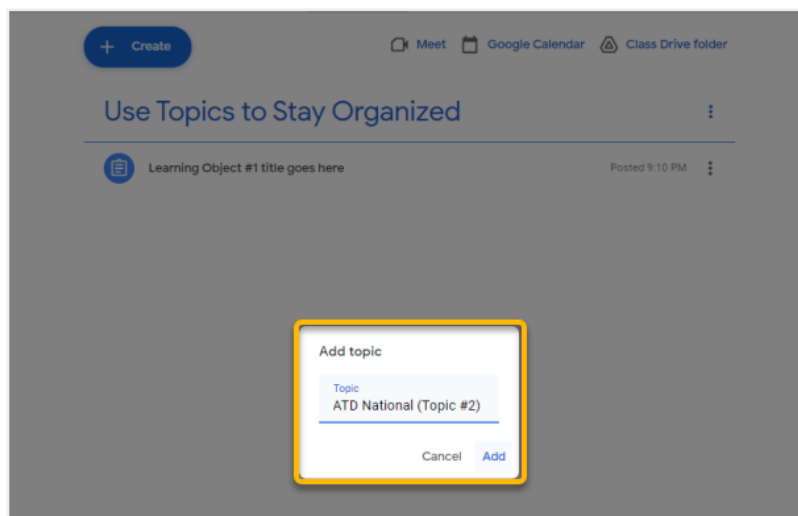
15

Optional: Use the Assign drop down menu to schedule or Save as Draft.



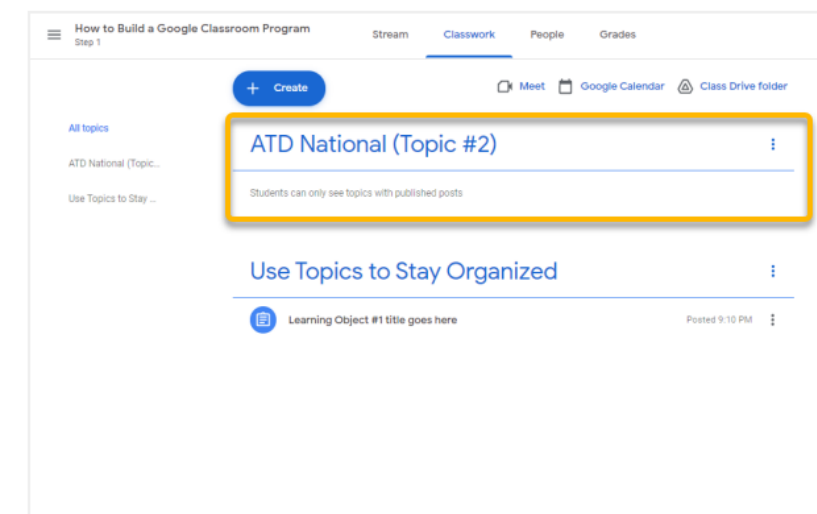
16

To add and organize topics outside of a LO, click "Create" and Select "Topic".



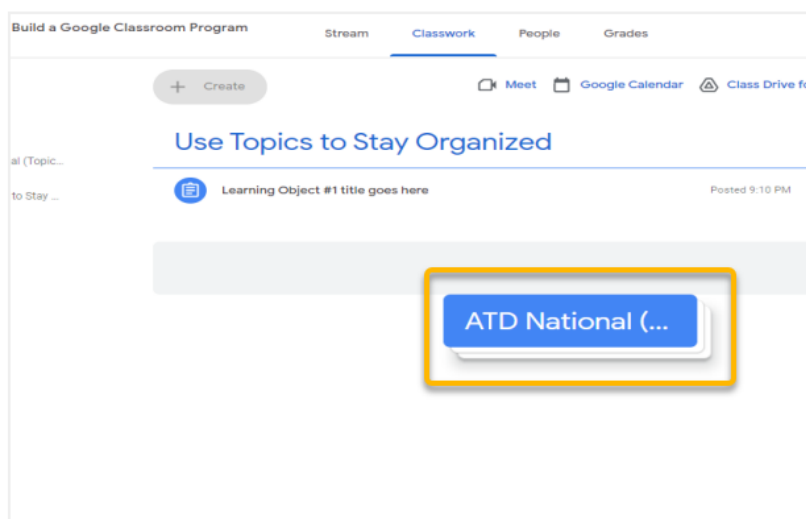
17

Type the new topic and click "Add".

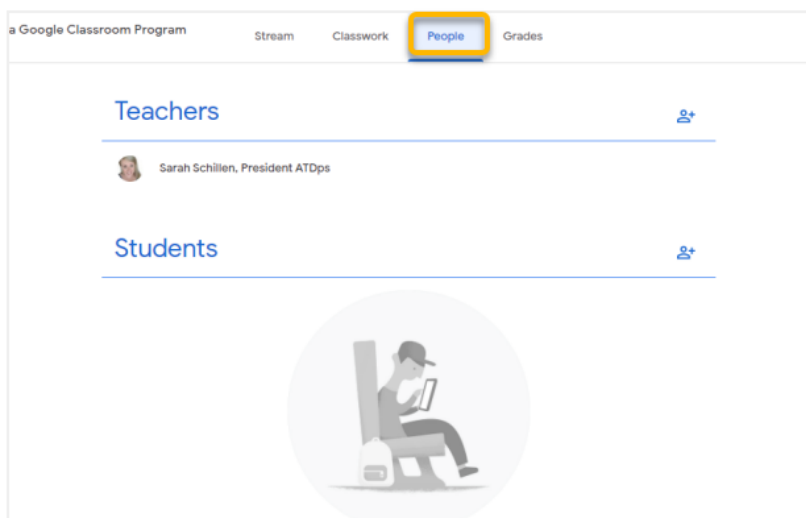


18

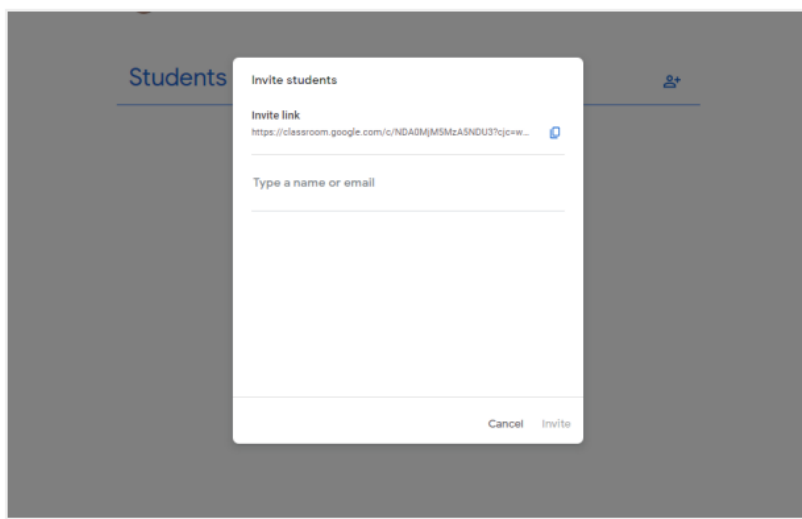
The new Topic will appear as the top topic by default.



19
To rearrange topics, grab, drag and drop the topic title.

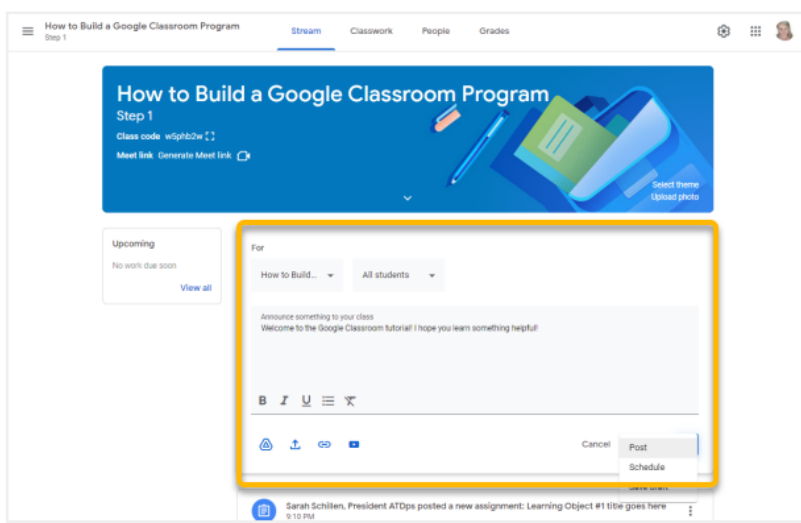


20
When it is time to add learners to receive the content, click on the "People" tab.



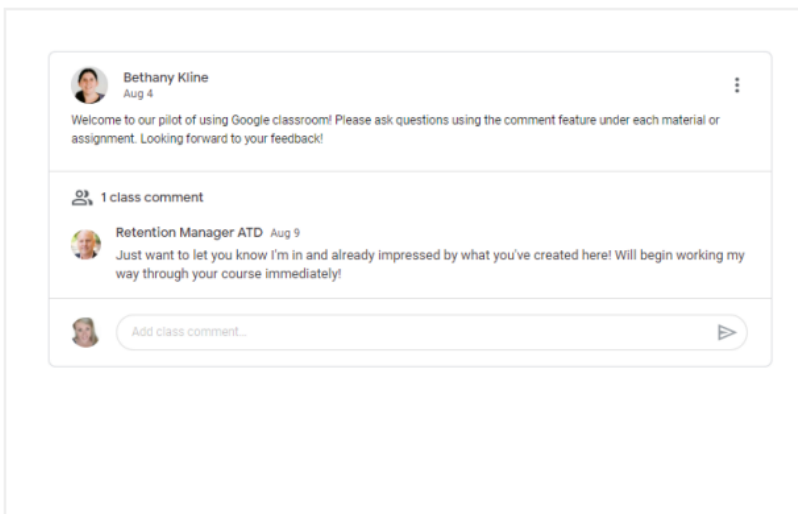
21
The "Invite students" window will open. Type the email address of the person you wish to assign the curriculum to.

If your chapter recycle role-based email addresses (as opposed to a person's name, we recommend assigning via personal email addresses.



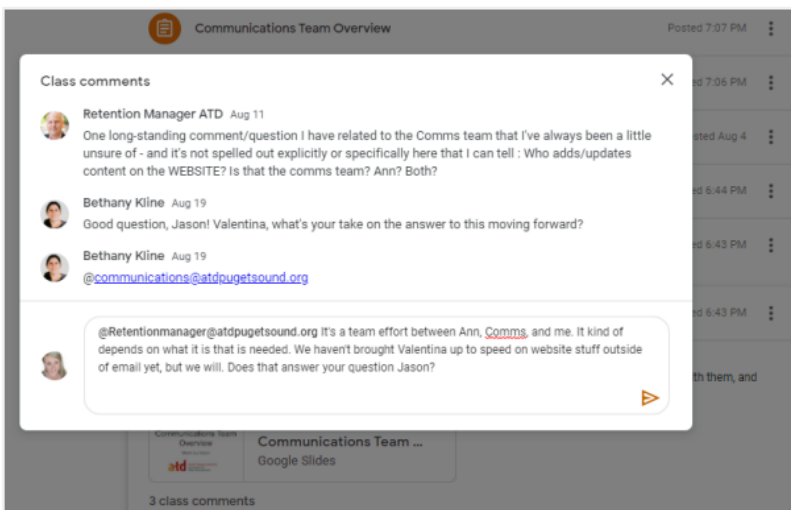
22

Use the "Stream" tab to create a welcome message.



23

The Stream tab is also a generic page where "Teachers" can interact the program participants as they navigate the program.



24

Learners leave Class comments on individual LOs. Teachers will receive an email notification and can tag others to chime in and help answer. This is also a great tool for receiving helpful feedback as the learners engage with the content.