Google, Take the Wheel!

Navigating the Backroads of Google Classroom, Organize, and Turn on Cruise Control

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Rest Areas...

General Etiquette

Laying the Pavement

GPS-Navigation

Traffic Jams

Roadside Assistance
General Etiquette

Keep posts to a minimum

Have a routine

Have a lot to say? Put it all in a Google Doc, and attach with your post. Have a hidden question in the info, and instruct students to comment with the answer so you know they read it.

Schedule posts during daytime hours

Proofread
Laying the Pavement

Establish your guidelines, routine, and expectations.

- Post "Office Hours" on your header.
- Add an "Assignment" that sets your routines, grading, late work policy, etc., into a doc and add in as an attachment to assignments.
- Show some mercy-to yourself and your students. These are unprecedented circumstances.
From the main page, organize or edit your posts.
Anything put into "Classwork" shows up in Google Calendar.

"To Do" gives you an overall glance at assignments and progress.
**You can only "schedule posts/classwork" for one class. To copy to multiple classes, "Save as a draft," then manually edit and post the draft the day you want it posted.
Organize by topic!! THE. BEST. THING. EVER. Three dots can file in topic or create new topic. For E-Learning, organizing by week has worked best. I also had to change ALL assignments with the date first so it would organize better.
Clicking on the individual assignment will show you an overview of submissions.
Doesn't import to Power School that I know of...this is a good way to glance at how students are progressing.
From the "Gear" icon on any page, access Settings. You can adjust these settings to fit your class needs.
DON'T ROAD RAGE!!
Here are some GREAT resources for you to check out!

Google Classroom Cheat Sheets
By Tracy Baskiska

Google for Ed Training
ROADSIDE ASSISTANCE

You aren't on your own!

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