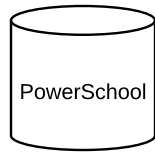


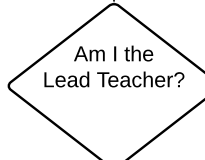
# Google Classroom Flow Chart

Updated March 2020

Creating a Google Classroom



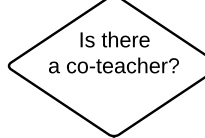
Get Schedule from Admin / PowerSchool



Accept email invitation to Google Classroom made by Lead Teacher

Go to classroom.google.com Create a Google Classroom , by clicking the + next to the 3x3 grid in the upper right corner

Browse to "People" tab



Invite co-teacher under "People" tab in Google Classroom

Students' email: first initial+last name+year of GLHS graduation. (e.g. Albert Einstein class of 2027 would be aeinstein27@bhpsnj.org)

Students' Password: your six-digit PowerSchool and lunch ID# with "Bh" at the end (e.g. 867530Bh)

Invite students under "People" tab in Google Classroom

Post to your school website

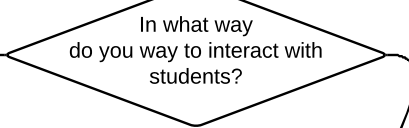


Backback, "Demographics"

Invite parents of students

Student information: User: your @bhpsnj.org email address Password: your PowerSchool and lunch ID# with "Bh" at the end and

Teachers of students grades 2-5 will receive a list of students' credentials

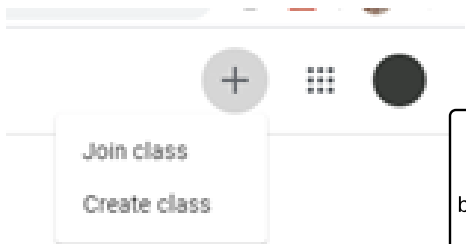


asynchronous / with documents

Synchronous / Live

Go to page 2

Go to page 3



# Google Classroom Flow Chart

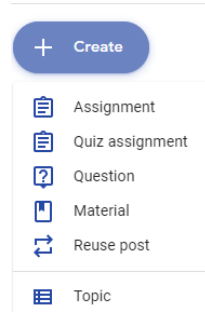
Using a Google Classroom

e.g. class notes, grade scale, class norms, formulas, etc.



Select "Classwork" tab

"Create" button



"Material"

"Question"

Does the document require interaction from students?

Is the item more complex than a "Do now"?

"Assignment"

Document, Video, Link

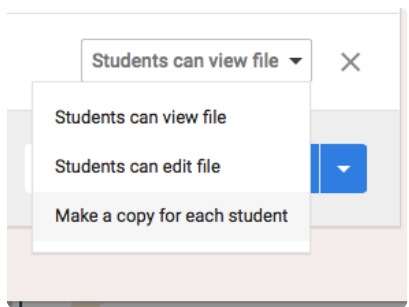
Will students complete assignment individually?

Will students complete assignment as a whole class?

Select "Make Copy for Each Student"

Select "Students Can Edit File"

Select "Students can view file."



Determine whether students turned in work

Keep track of private messages from students.

Concerned about plagiarism?

Enter assignment and each student's grade into PowerSchool Gradebook

Assignment names should match Google & PowerTeacher

Originality Reports (bottom right of assignment)

End

