DIGITAL LEARNING

Back to School: Preparing your Google Classroom

Educators should use this guide to effectively establish their Google Classrooms at the start of the academic year. Similar to the way teachers arrange a physical learning space, it's equally important to prepare digital classrooms.

What should I do at the start of the year?	Tutorials
● Ensure classes from the previous year are archived. 　○ Instead of deleting old classes, you can archive them to ensure you do not lose important data. 　○ You can archive a course by clicking on the 3 dots in the top left of the course card on the Google Classroom home page. See the tutorial for more information.	[Archiving Classrooms](#)
● Make copies of classes you will use again. 　○ If you are teaching the same classes at the same school but to different students, you can make a copy of your classroom. 　○ Your previous students will be removed and your assignments will be copied over as drafts. See the tutorial for more information.	[Making copies of a Classroom](#)

How can I organize my classes?	Tutorials
● Stream 　○ The Stream in a Classroom is the communication hub. Teachers can make announcements to the entire class or to specific students. 　○ Teachers should ensure they check the settings on the Stream to control students' abilities to respond or post. 　○ Teachers can also decide if Classwork will appear on the Stream. See the tutorial for more information.	[Managing Classroom Stream](#)
● Classwork 　○ Teachers can use Topics to organize classwork into sections and organize materials. 　○ By clicking the "Create" button under Classwork, teachers can create assignments, quizzes, ask questions, and add materials. Teachers can also place these items under the corresponding topic. See the tutorial for more information.	[Adding Topics](#)
● Emojis🎉 　○ Teachers can use emojis to provide a visual aspect for classwork and topic titles. One possible example would be to use 📝 for writing assignments or 🧪 for lab assignments. See the tutorial for more information.	[Adding Emojis to Titles](#)

How can I personalize my digital classroom environment?	Tutorials
- Banners - Changing the banner on your Classroom can help you personalize your Classroom environment. - There are stock options in Classroom. - Teachers can also upload their own images as banners. - Canva also has a variety of easy-to-edit banner templates. See the tutorial for more information.	Customize Google Classroom banner