

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 essential to prepare digital classrooms. For additional details, refer to the tutorials column.

What should I do at the start of the year?	Tutorials
<p>Ensure classes from the previous year are archived.</p> <ul style="list-style-type: none"> • 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. <p>Make copies of classes you will use again.</p> <ul style="list-style-type: none"> • 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. 	<p>Archiving Classrooms</p> <p>Making copies of a Classroom</p>

How can I organize my classes?	Tutorials
<p>Stream</p> <ul style="list-style-type: none"> • 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. 	<p>Managing Classroom Stream</p>

<p>Classwork</p> <ul style="list-style-type: none"> • 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. <p>Emojis 🎉</p> <ul style="list-style-type: none"> • Teachers can use emojis to add a visual element to classwork and topic titles. One possible example would be to use 📝 for writing assignments or 🧪 for lab assignments. 	<p>Adding Topics</p> <p>Adding Emojis to Titles</p>
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How can I personalize my digital classroom environment?	Tutorials
<p>Banners</p> <ul style="list-style-type: none"> • Changing the banner on your Classroom can help you personalize your Classroom environment. <ul style="list-style-type: none"> ○ There are stock options in Classroom. ○ Teachers can also upload their images as banners. ○ Canva also has a variety of easy-to-edit banner templates. See the tutorial for more information. 	<p>Customize Google Classroom banner</p>