PENGABDIAN KEPADA MASYARAKAT PULAU TIDUNG KEPULAUAN SERIBU

GOOGLE CLASSROOM USER MANUAL

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HOW TO CREATE YOUR OWN A NEW CLASS

What is Google classroom?

- Google Classroom is available to schools with a Google Apps for Education (GAfE) domain.

- Classroom is a way to get all of your students in one place and allows you to easily assign work and for students to turn it in.
Home base for google drive.

Steps how to create your own class in Google classroom

1. Use a Google Account or Gmail.

2. Click to go to

http://classroom.google.com
3. Click on the Plus sign by your name and click create class. Type in your class name and section.
4. Create a class and write a class name, section, and subject.

5. Click the theme or decoration for your class background.
6. Click and zoom the class code for display
ADDING A CO-TEACHER AND STUDENTS IN GOOGLE CLASSROOM

Two Ways to Have Students Join

Invite students via e-mail to join your class. They’ll get a link to click on.
Students can go to Google classroom and type in the code for your classroom.

1. Students Joint a Class

   Students can join a class from the code for your classroom.
   - Go to Google Classroom.
   - Click on the plus sign in the right hand corner.
   - Click join class then type in the classroom code and click join.

2. Co-Teacher Joint a Class

   Co-Teacher can invite students from his/her Gmail
3. **Adding a Co-Teacher**
   - Multiple teachers can now serve as the admin for each Google Classroom
   - **Who would I add as a Co-Teacher?**
     - Intervention Specialists, Administration, Resource Teachers, Grade Level/Department Colleagues

4. **How to Add a Co-Teacher**
   - Adding a Co-Teacher
   - Open up the class you want to use
- Click “About”
- Click “Invite Teacher”
- Type in the email address of the co-teacher
Invite more teachers to join your classroom. *If you add a teacher, they will be able to do everything that you can do, except delete the classroom.*
Change and edit the information about your classroom. Post links.

**HOW TO DISTRIBUTE MATERIALS**

1. Learning materials can manage at the Classwork
2. Materials can link into Google Drive, YouTube, link, and other documents.
HOW TO MAKE AN ANNOUNCEMENT

What is an announcement?

- Google Classroom gives you a place to post your announcements.
- Unlike a website with one way communication,
students can comment back on the announcement.

1. Ways to use Announcements
   - A place to make announcements to your class
   - A place for students to make announcements to each other
2. How to make an Announcement

- (ig: kudos, questions, concerns, updates)
- Ticket out the Door or Warm-up
- Virtual Classroom Discussion
- Quick Write Prompt
- Share Links with your students
- Click on assignment.
- Type in your title into the top box and add a description into the next box below.
- You can add attachments. (See next slide).
- Then select the due date.
- Then choose the class that you want to post the assignment, you can post it to more than one classroom at the same time.
- Then click assign.
3. Classroom Homepage

- The stream is where you will post your announcements and assignments.
- When you create a new announcement or assignment it can save as a draft. So if you don’t want to post it right away, you do not have
to. It will save it for you to post late

HOW TO CREATE ASSIGNMENT AND A QUIZ ONLINE

1. What is an assignment?
   - Using Google Docs you no longer need to collect and pass out paper.
   - Google Classroom eliminates sharing issues by
placing the document in the teacher and the students Google Drive immediately.

- Students simply need to press the “turn in” button within Google Classroom to let the teacher know they are ready to have their work assessed.

2. Attachment Options for Assignments

- Attach a document from your computer 📝
3. Attaching Directly from Drive

- Attach directly from your Google Drive
- Attach a YouTube Video
- Attach a Link
- Click on the Drive icon
- Search for your document in the window that pops up and click add.

4. Choices when Attaching from drive:

- Students Can View File
- Students Can Edit File
- Make a copy for each student
5. Tracking your students’ progress

Easily see the number of students who’ve completed and have yet to complete the given assignment.
The detailed list of students who have completed their work.

![Table showing completed assignments]

The detailed list of students who have not completed their work.

6. Ideas for using Assignments
   - Collaborative Group Assignments
   - Individual Writing Assignments
- Note taking templates
- Tests and Quizzes
- Test Prep
- Project Based Learning

7. Click the Classwork and click and create the quiz
8. Make a title, description, and quiz

9. Create a quiz with Google form or Google doc which provide at the Google classroom
10. Google form provide with the type of multiple choice, true/false, short answer, long answer, etc.