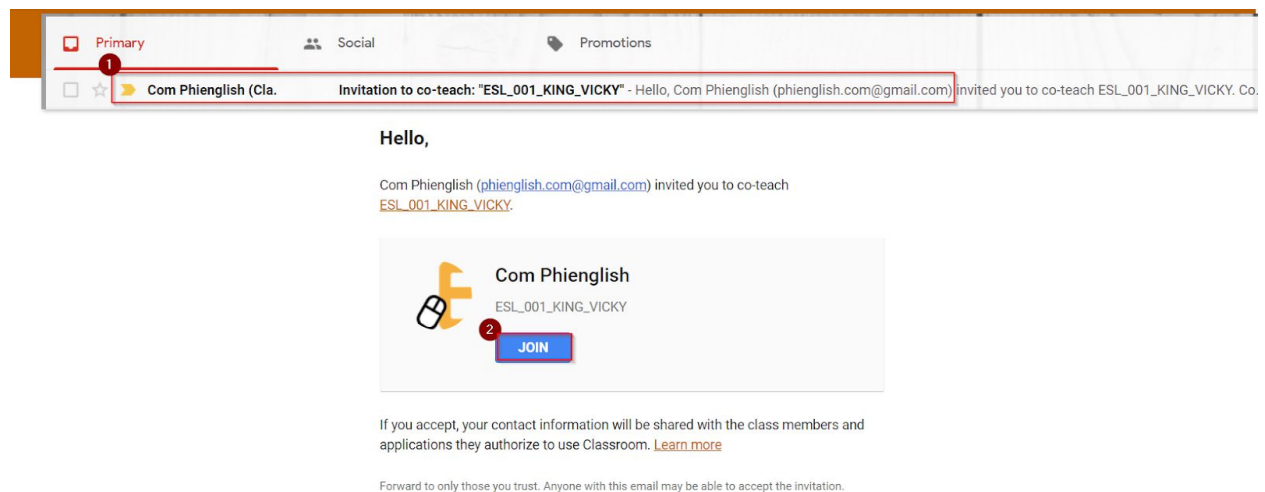




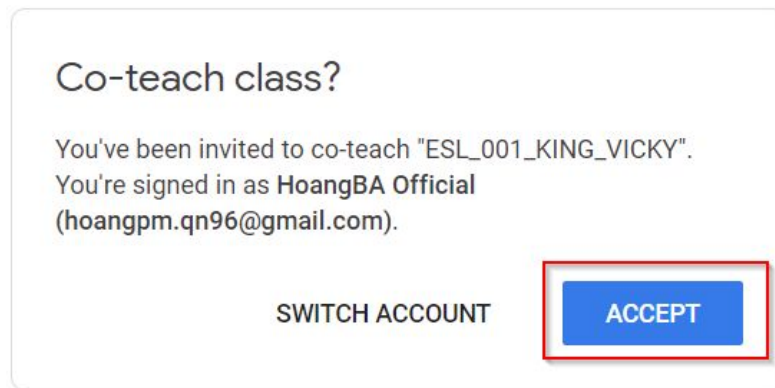
GOOGLE CLASSROOM TUTORIAL

1. Access to a class from google classroom

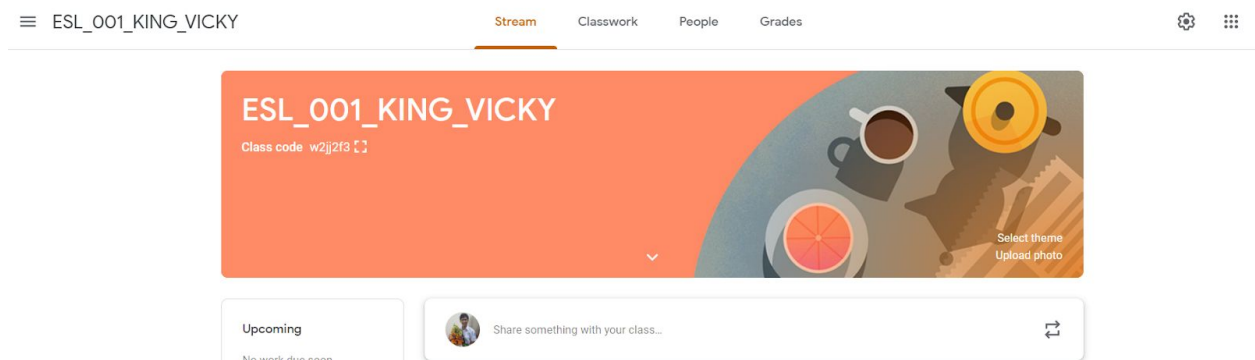
- a. Check your email after phienglish notice to you



- b. Read the email and click on "JOIN" to join the class as a teacher.



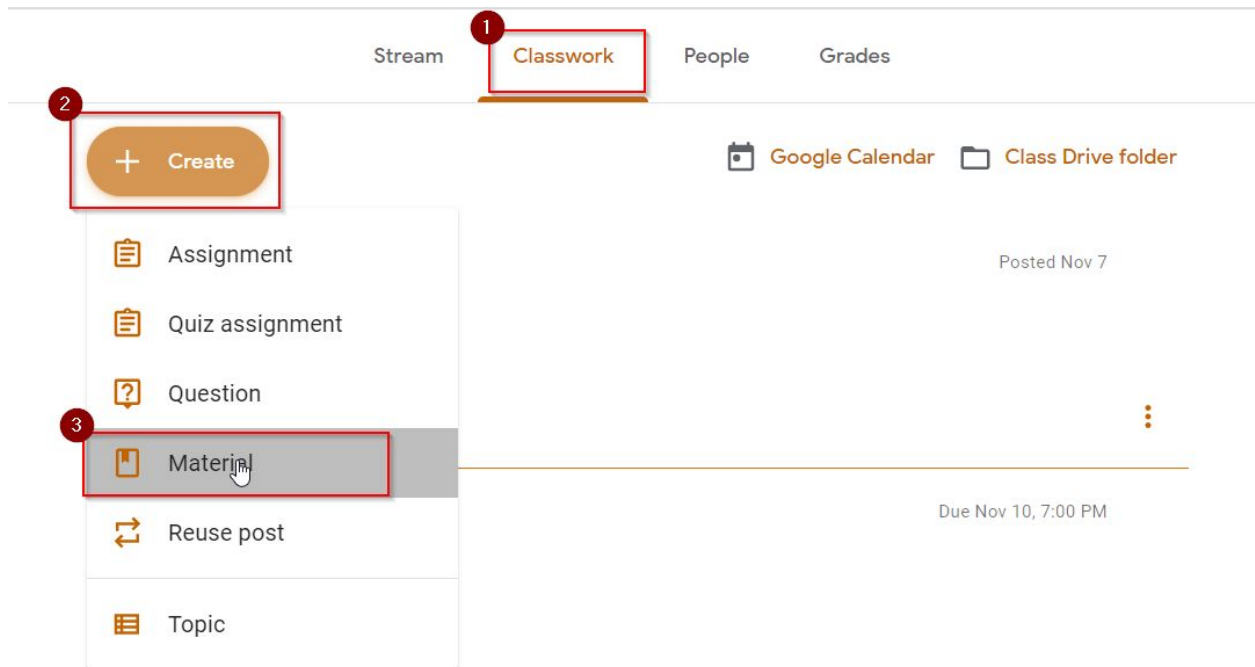
c. Click Accept to join the class



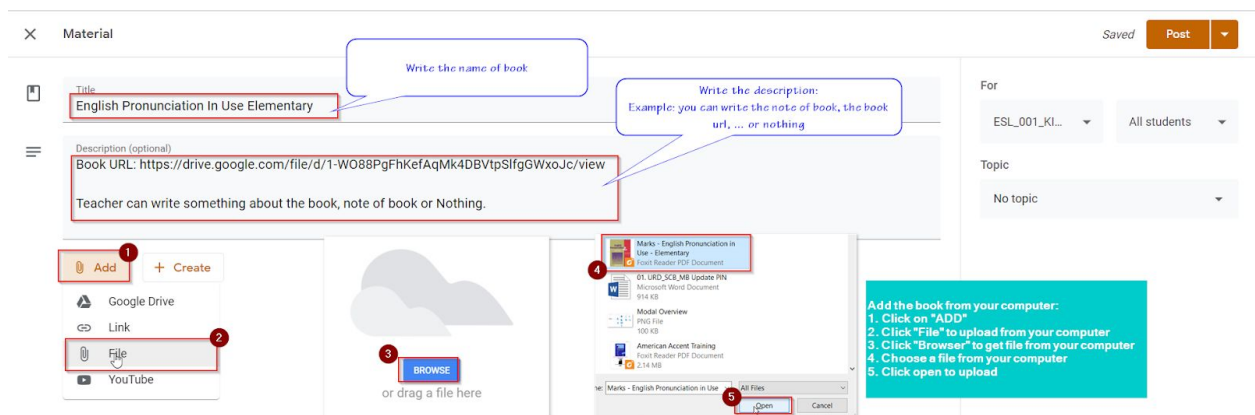
d. Now you joined the class as a teacher.

2. Upload the book to student after first class

a. Choose Classwork > Create > Material



b. Fill out the information of the book, description and add the book from local files.



- First option: Add the book from teacher's computer
Teacher can get file from teacher google drive, link, teacher's computer or youtube
- Second option: Add the book from teacher's google drive

Add a book from google drive

1. Click "ADD"
2. Click "Google Drive"
3. Choose a book from your google drive
4. Click "INSERT" to add the book to material

- 3rd option: Add the book from a link

Add the book from the link (Google drive link)

1. Click "ADD"
2. Click "Link"
3. Paste the link to number (3)
4. Click Add link
5. Waiting and see the book

- 4th option: Add the video from youtube

Add the video from youtube

1. Click "ADD"
2. Click "Youtube"
3. Search the youtube video with title
4. Choose a video
5. Click "Add" to add the video

c. Click POST to publish the book to student

Material

Title
English Pronunciation in Use Elementary

Description (optional)
Book URL: <https://drive.google.com/file/d/1-W088PgFhKefAqMk4DBVtpSlfgGWxoJc/view>
Teacher can write something about the book, note of book or Nothing.

Add Create

Oxford - Lets Go 1 Workbook 3 Edition.pdf
PDF

For
ESL_001_Kl... All students

Topic
No topic

Post

The book added

3. Create assignment to student

a. Click "Create" -> "Assignment" to open the assignment form

Assignment

Title
First homework - find the meaning of words

Instructions (optional)
Please find the meaning of words below:
1. negotiation
2. document
3. Application
4. networking
5. co-worker
6. promotion
7. advertisement

Add Create

Google Drive
Link
File
YouTube

Points
100
Ungraded

No due date

Topic
No topic

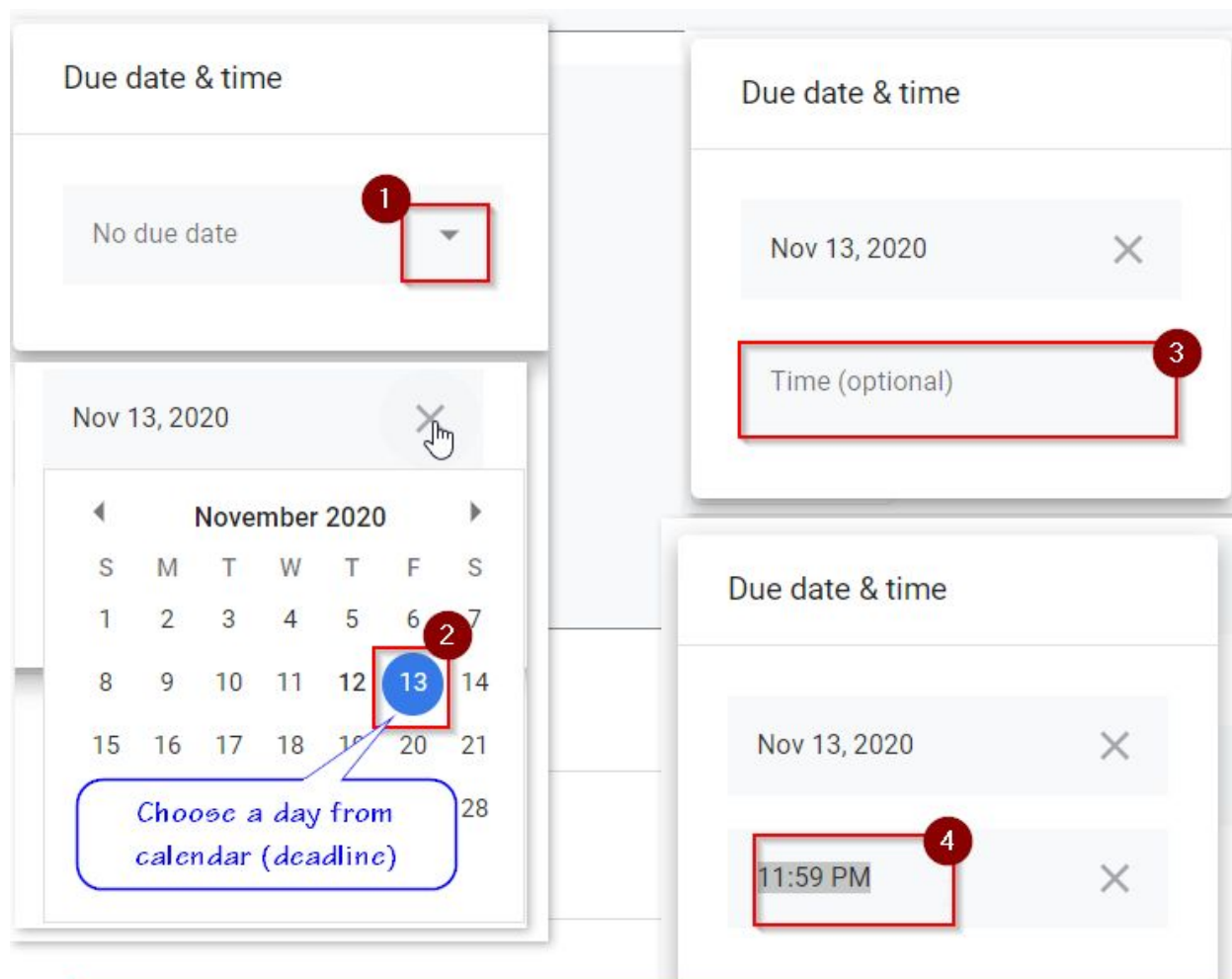
Rubric
+ Rubric

Assign

Put the maximum of point
You can put 100 point or ungraded

Student will fill:

- Title: Title of homework
- Instructions: The detail of homework
- Add file (5, 6): Add the file homework from your computer
- Set the maximum of points: You can put 100 points, or 10 points, or ungraded, example: you put 100 points (maximum of points) here, when student finished homework, you can give them 0->100 point for student's result.
- Click (8) to add the due date



Add the due date (deadline for the homework)

1. Click on due date to add a date (step 1 and 2)
2. Click on time and fill time (example: 11:59 PM) for the deadline time
3. Click out of the due date & time (popup). It will be accept the setting

- Add the topic (you can add new a topic or select from the list (step 9))
- And in the last, click "Assign" (step 10) to give student the assignment

The topic, teacher can add to "Listening", "Speaking", "Writing", "Reading", "Vocabulary", "Pronunciation",

4. View the homework and give the point/comment to student

- a. Go to Classwork > Click on the homework to see the detail

Stream **Classwork** ¹ People Grades

[+ Create](#) [Google Calendar](#) [Class Drive folder](#)

engling 101 Posted Nov 7

Vocabulary ⋮

First homework - find the meaning of w... 1 ² Due Tomorrow, 11:59 PM

First homework - find the meaning of w... 1 Due Tomorrow, 11:59 PM

Posted 10:23 PM

Please find the meaning of words below:

1. negotiation
2. document
3. Application
4. networking
5. co-worker
6. promotion
7. advertisement

vocabulary.png
Image

View assignment ³

1
Turned in

0
Assigned

Due Nov 10, 7:00 PM

After that click on “View assignment”

- Click on the “Instructions” to see the answer of student

ESL_001_KING_VICKY

Click "Instructions" to see the comment/answer from student

Instructions

Student work

Return

100 points

All students

Sort by status

Turned in

Minh Hoàng Phan

/100

First homework - find the meaning of words

1

0

Turned in

Assigned


All

Minh Hoàng Phan

Turned in

c. Add comment and send it to student

1 class comment


 Minh Hoàng Phan 10:24 PM
 This is the answer from student

negotiation: Sự thương lượng, đàm phán
 document: tài liệu - bản mềm hoặc cứng
 Application: ứng dụng cài đặt; đơn nộp ứng tuyển
 networking: mạng lưới, nhiều người tạo thành 1 mạng lưới
 co-worker: đồng nghiệp = colleague
 promotion: sự thăng tiến, hoạt động nhằm quảng cáo
 advertisement: sự quảng cáo

Write the comment

Click this button to send the comment

Add class comment...

d. Click "Student work" and give student the points

ESL_001_KING_VICKY

Instructions **Student work** ¹

Return ³ 100 points

✓ All students

Sort by status ▾

✓ Turned in

✓ Minh Hoàng Phan **90/100** ²

Minh Hoàng Phan
Turned in (See history)

5. Create reminders/announcements for students every class.

ESL_001_KING_VICKY
Class code w2jj2f3

Upcoming
Due tomorrow
11:59 PM – First homewo...
[View all](#)

Share something with your class... ¹

For
ESL_001_KI... All students

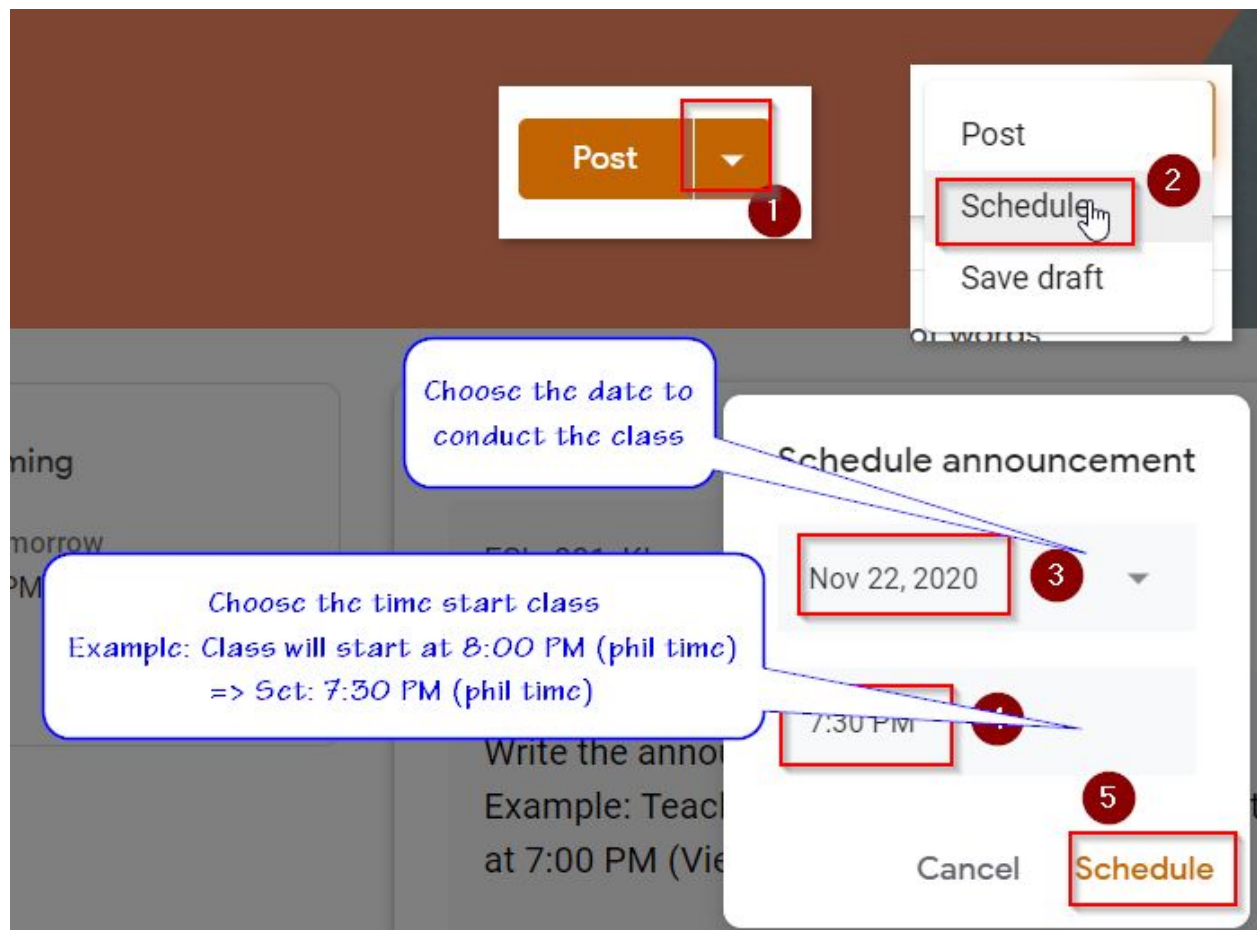
² Share with your class
Write the announcement here
Example: Teacher want to send notification to student to remind student study for the 7th class at 7:00 PM (Vietnam time) on 22/11/2020
Write the announcement description here: "7th class with phienglish will be contacted at 7:00 PM (Vietnam time) on 22/11/2020.

Add Cancel **Post** ³

g of words

Note: If teacher wants to send immediately, click (3) post instead of making the schedule.

Choose the schedule and make a schedule to the student, the notification will be sent to the student via email and notification on application when the time goes to.



6. Edit/delete the announcements.

1 Saved announcements (1) ✓



Share something with your class...



3 Saved announcements (1)



Write the announcement here Example: Teacher want to send not... Nov 22, 6:30 PM



vic mar sarad
Nov 10



6:00 PM (VN Time)ESL - 7th class with teacher Vicky at 6:00 pm on 10/11/2020 Vietnam time.

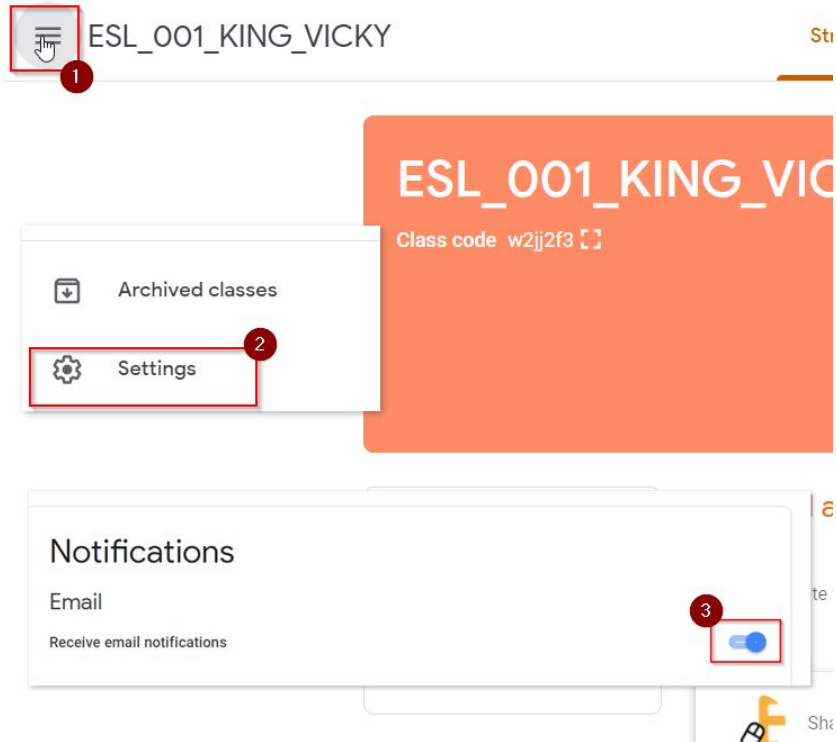


Add class comment



- (1) Click to show the list of announcements
- (2) Click to delete the announcements
- (3) Click to edit the announcements.

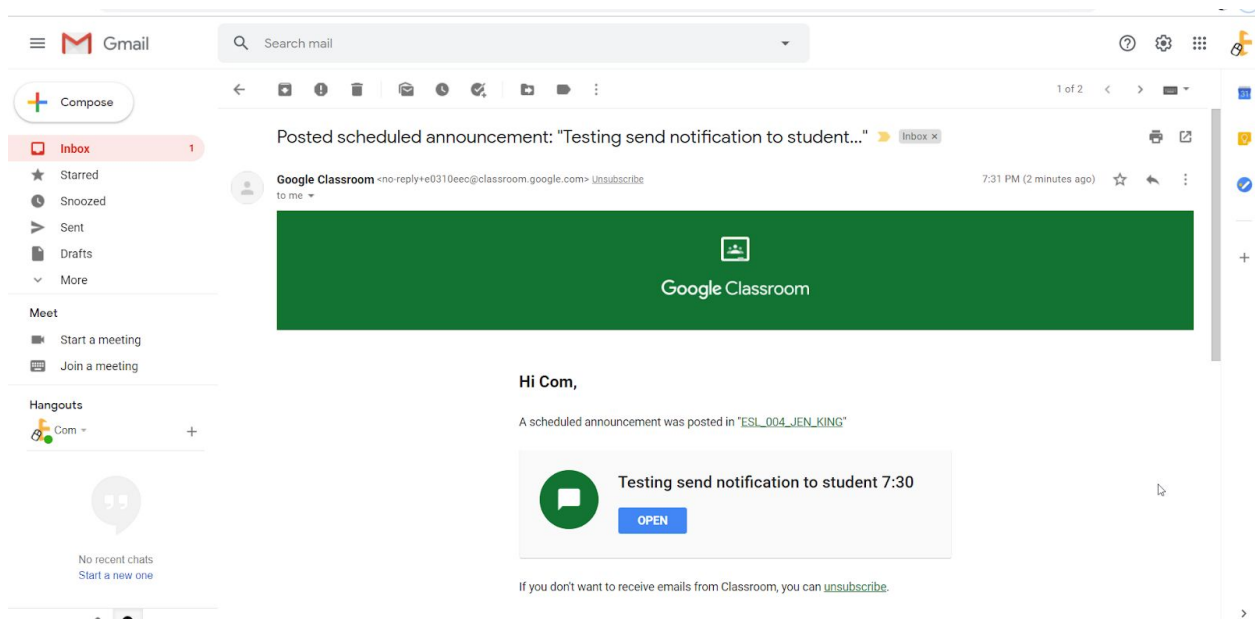
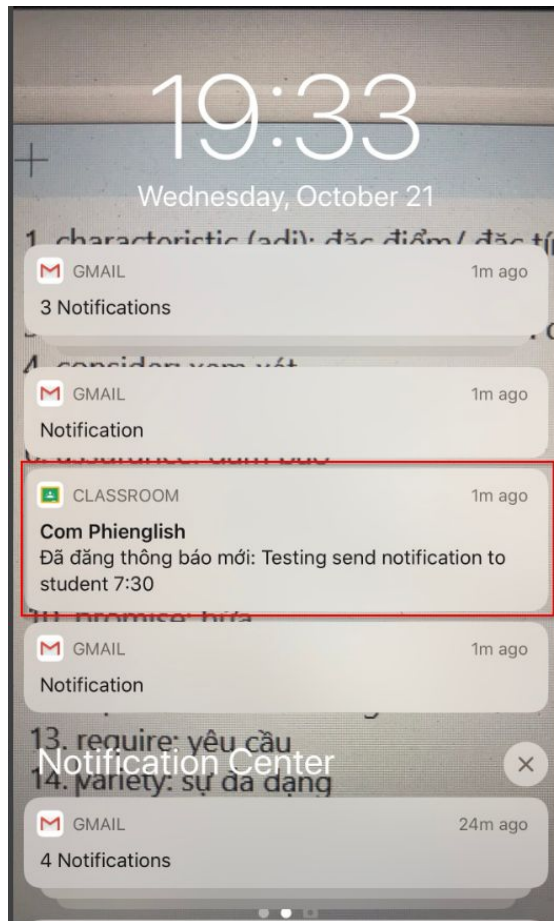
7. Turn of the notification to teacher's email



- Click icon "LIST" (1) to show the left menu
- Click "Settings" (2) to open the setting
- Click "Turn off" the receive the email notification to turn of the notification send to teacher's email.

8. App

The notification will be sent to student and teacher via email and notification of student's device



For more information, please read here:

<https://support.google.com/edu/classroom/answer/6020270?co=GENIE.Platform%3DDesktop&hl=en>

Please download from CH PLAY or APP STORE to use this app on your phone, it will send notification to you on time.

