

MVMS PTSA Google Classroom

January 25, 2018



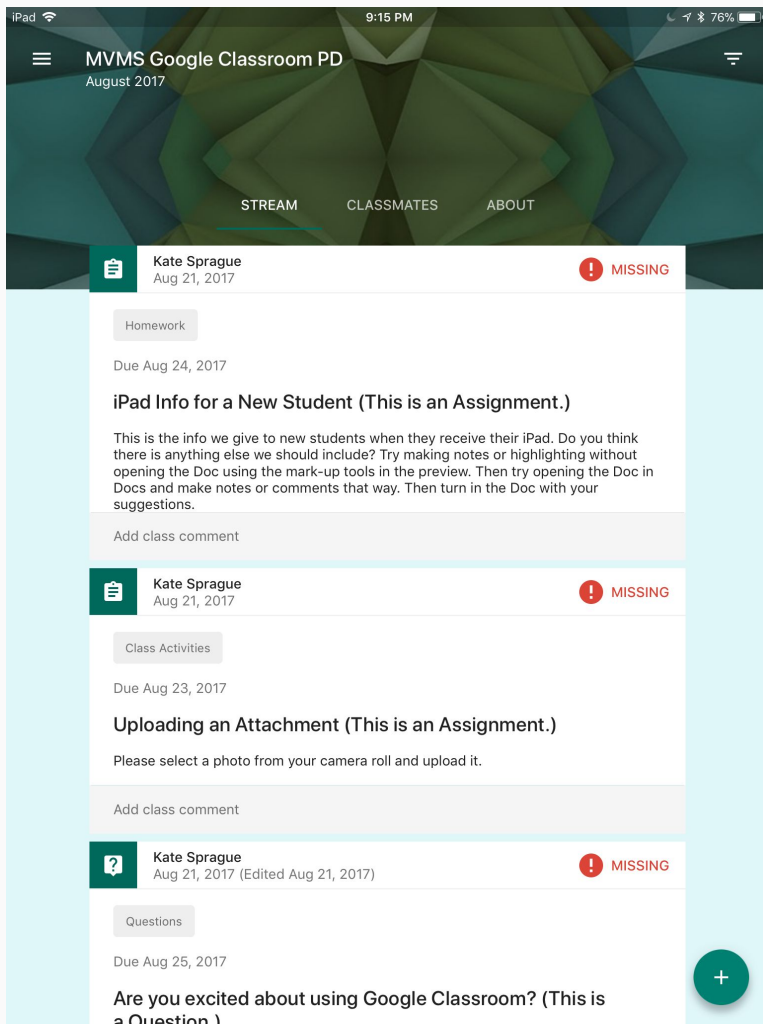
STREAM

The Stream is the primary pane in Classroom. Everything is posted here in chronological order.

Note that assignment due dates are listed just above the title.

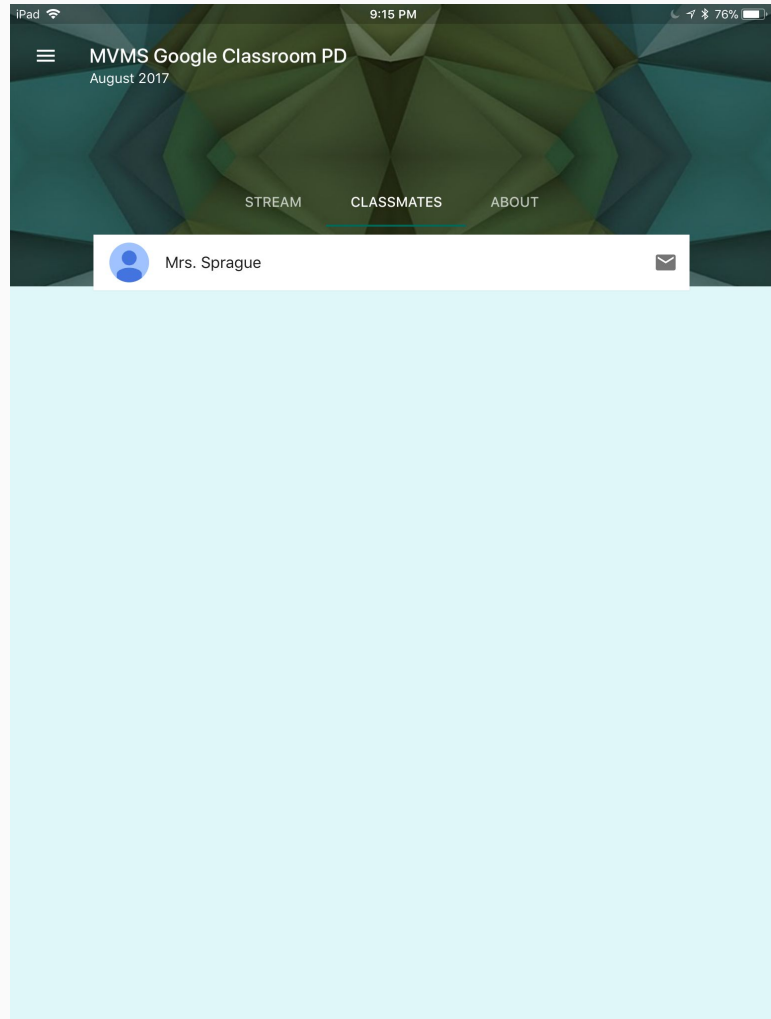
The student's status for the assignment is listed in the upper right corner (Not Done, Missing, Done, Done Late).

Some teachers may use Topics to categorize different posts - use the filter icon in the upper right to sort by Topic.



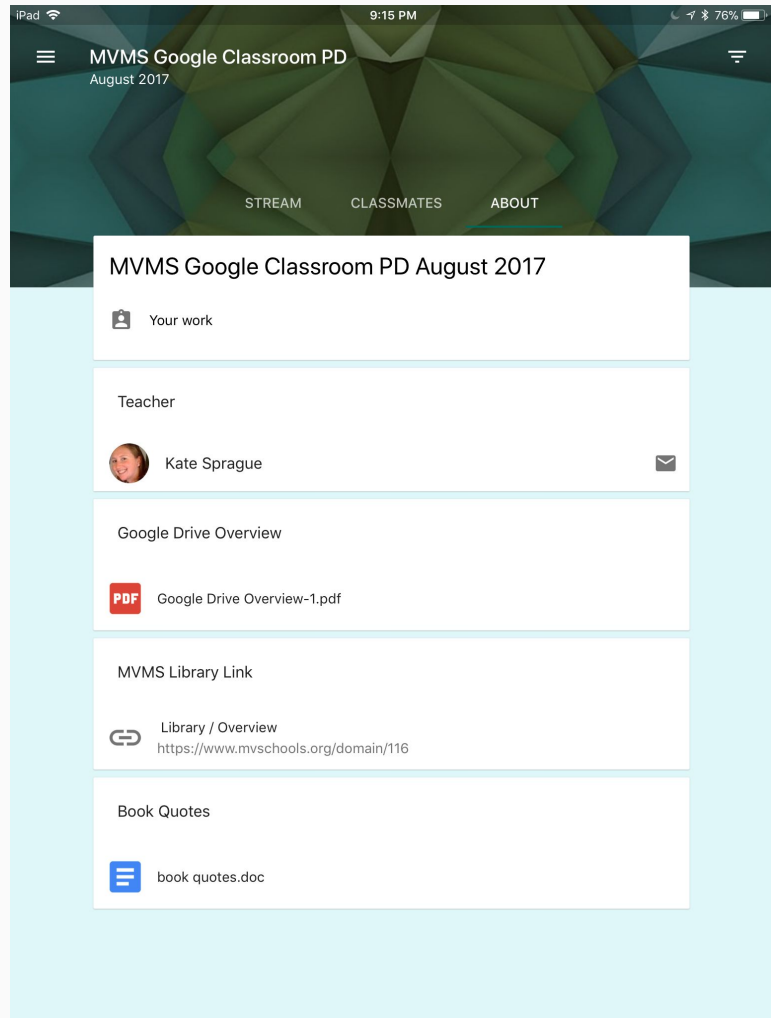
CLASSMATES

Students in the class are listed here.



ABOUT

Teachers may post resources here, like regularly used links or helpful classroom documents.



iPad 9:15 PM 76%


MVMS Google Classroom PD
August 2017

STREAM CLASSMATES ABOUT


MVMS Google Classroom PD August 2017

Your work


Teacher

 Kate Sprague


Google Drive Overview

 Google Drive Overview-1.pdf

MVMS Library Link

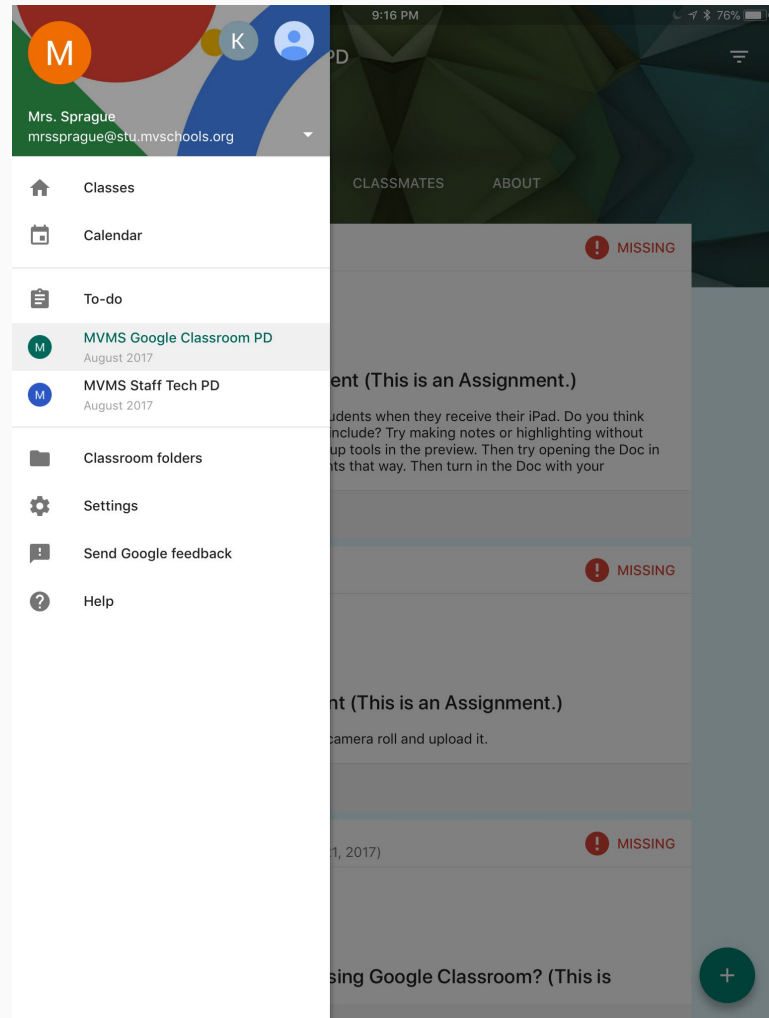
 Library / Overview
<https://www.mvschools.org/domain/116>

Book Quotes

 book quotes.doc

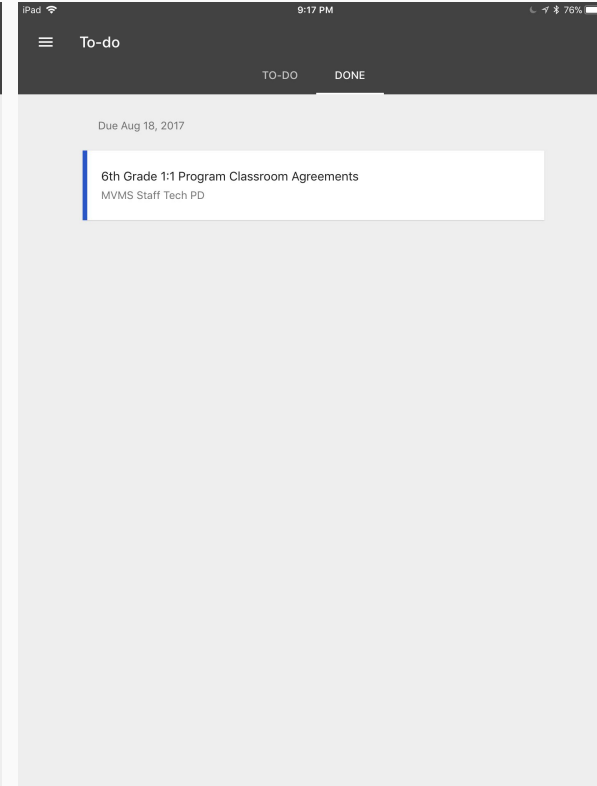
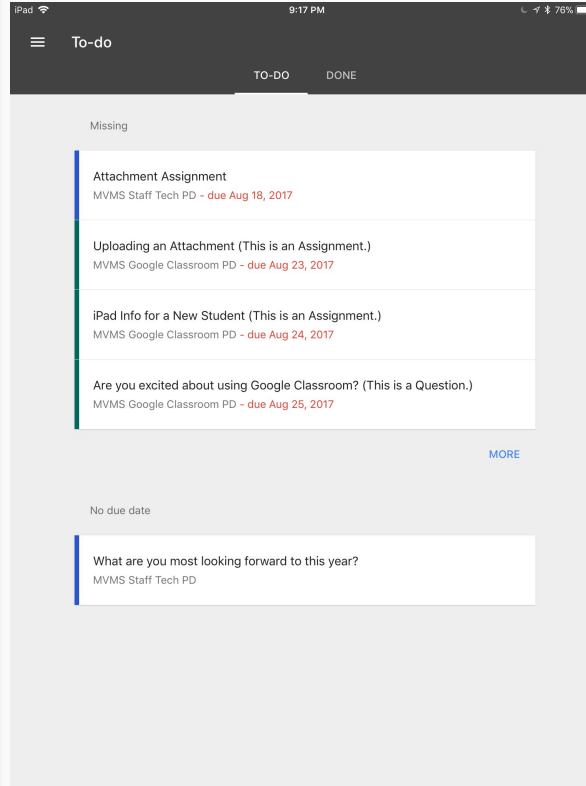
MENU (3 bars)

The three bars in the upper left corner of any Google app open the menu or navigation pane. In Classroom, use this to navigate between classes or see a list of all classes, switch to Google Calendar, access the To-Do list of upcoming and completed assignments, and view other settings.



TO-DO/DONE

The To-Do list shows upcoming and missing assignments, including the due date. The color on the side of the assignment coordinates with the theme of the class. The Done list shows completed assignments.



Google Calendar

The monthly view in Google Calendar lists assignments on their DUE DATE. If an assignment does not have a due date, it will not appear on the calendar. Assignments are color-coordinated with the Google Classroom theme.

The screenshot shows a mobile interface of Google Calendar for August 2017. The calendar grid displays assignments as colored blocks on their due dates. The assignments are:

- Friday, August 18: "Assignment: 6th Gr" (orange) and "Assignment: Attach" (orange).
- Saturday, August 19: "Assignment: 6th Gr" (orange) and "Assignment: Attach" (orange).
- Sunday, August 20: "Assignment: Upload" (green).
- Monday, August 21: "Assignment: iPad In" (green).
- Tuesday, August 22: "Question: Are you e" (green).
- Wednesday, August 23: "Math Binder with di" (blue).
- Thursday, August 24: "Assignment: Upload" (green).
- Friday, August 25: "Assignment: iPad In" (green).
- Saturday, August 26: "Question: Are you e" (green).
- Sunday, August 27: "AD#2 Which Coup" (black).
- Monday, August 28: "AD#2 Which Coup" (black).
- Tuesday, August 29: "AD#3 Find The New" (black).
- Wednesday, August 30: "AD#3 Find The New" (black).
- Thursday, August 31: "AD#4 The Better De" (black).
- Friday, September 1: "AD#4 The Better De" (black).
- Saturday, September 2: "AD#4 The Better De" (black).
- Sunday, September 3: "AD#5 More Coup" (black).
- Monday, September 4: "AD#5 More Coup" (black).
- Tuesday, September 5: "AD#5 More Coup" (black).
- Wednesday, September 6: "AD#6 Fractions, De" (black).
- Thursday, September 7: "AD#6 Fractions, De" (black).
- Friday, September 8: "AD#7 New Price Re" (black).
- Saturday, September 9: "AD#7 New Price Re" (black).

The interface includes a status bar at the top with "Classroom", "9:18 PM", and "75%" battery. A menu icon is on the left, and a "24" icon is on the right. A red "+" button is in the bottom right corner.

Google Calendar

When you tap on an assignment, it opens the details for that assignment. The blue link will open the assignment back in Google Classroom. Tapping the pencil icon will allow editing, including adding notifications to give reminders prior to the due date.

Classroom 9:18 PM 75%

Aug 2017

Sun 30 Mon 31 Tue 1 Wed 2 Thu 3 Fri 4 Sat 5

6 7

13 14

20 21

27 28

3 4 5 6 7 8 9

Assignment: iPad Info for a New Student (This is an Assignment.)

Thursday, Aug 24, 2017

This is the info we give to new students when they receive their iPad. Do you think there is anything else we should include? Try making notes or highlighting without opening the Doc using the mark-up tools in the preview. Then try opening the Doc in Docs and make notes or comments that way. Then turn in the Doc with your suggestions. <http://classroom.google.com/c/NzA5OTkzMDY2MFpa/a/NzA5OTU5NzU0NFpa/details>

Busy

MVMS Google Classroom PD August 2017 (ksprague@mvschools.org)

AD#2 Which

AD#5 More Coupor AD#6 Fractions, De AD#7 New Price Re

Assignment

When an assignment is tapped to open, the due date, title, description, and any attached materials are visible. This is also where students add their own attachments and turn the assignment in.

The screenshot shows a mobile interface for an assignment. At the top, the status bar displays "Google Calendar", signal strength, Wi-Fi, and the time "9:19 PM" with a 75% battery icon. Below the status bar is a dark green header with a back arrow on the left and a large white exclamation mark in a dark circle in the center. Underneath the header, the text reads "Due Aug 24, 2017" and "iPad Info for a New Student (This is an Assignment.)". Below this is a comment input field with a speech bubble icon and the text "Add class comment".

The main content area has a light blue background and contains the following text: "This is the info we give to new students when they receive their iPad. Do you think there is anything else we should include? Try making notes or highlighting without opening the Doc using the mark-up tools in the preview. Then try opening the Doc in Docs and make notes or comments that way. Then turn in the Doc with your suggestions."



Below the text is a section titled "Your work" with a red exclamation mark icon and the word "MISSING" in red. Underneath is a list item with a blue menu icon, the text "Mrs. Sprague - iPad Info for New Student", and a close icon (X). Below the list item is a plus sign icon and the text "Add attachment".

At the bottom of the main content area is a large blue button with the text "TURN IN".

At the very bottom of the screen is a text input field with the placeholder "Add private comment" and a blue arrow icon on the right.

Attached Doc

When an attached Doc is opened, the first view is a preview. Here a pdf version of the file can be annotated or the actual file can be opened in Docs.

× Mrs. Sprague - iPad Info for New Student  

Welcome to Mill Valley Middle School! We are glad you're here!

This is your 1:1 Program iPad. You are responsible for the iPad, case, charging cable, and charging brick, and will be asked to turn all back in at the end of your time at MVMS. We expect that you will use the iPad responsibly and in accordance with the 1:1 Program Agreement, which is available on the 1:1 Program website at www.mvschools.org/onetoone.

There are two labels on the back of your iPad with a six-digit asset code. Your iPad asset code is: _____ . At least one of those labels must remain visible at all times.

Your Google account: _____

The first time you log in, use the password G@ppsrfun and then set your password to the Google password listed below.

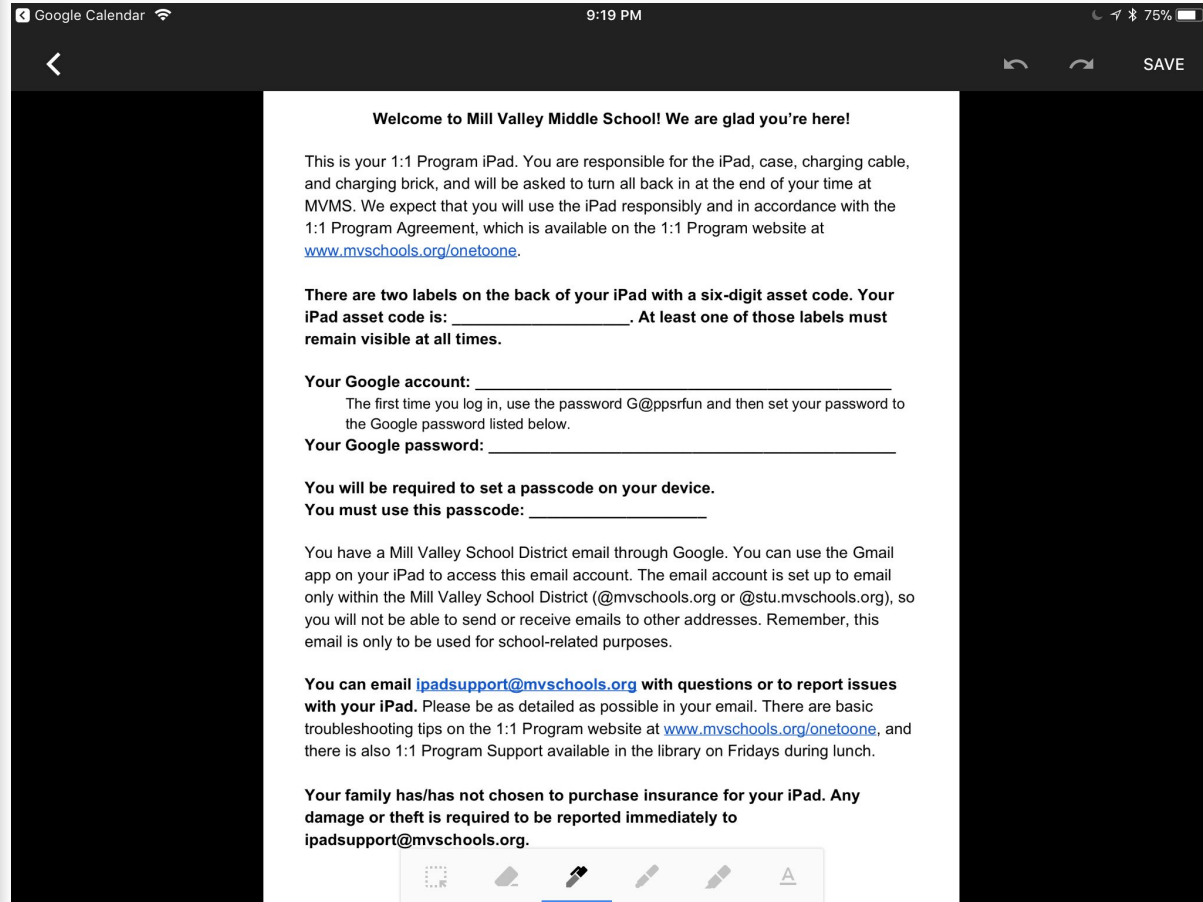
Your Google password: _____

You will be required to set a passcode on your device.

You must use this passcode: _____

Annotating

When annotating, write or type directly onto the file. This is not editing the actual Doc. The work is saved as a pdf. The original, attached Doc remains unedited.



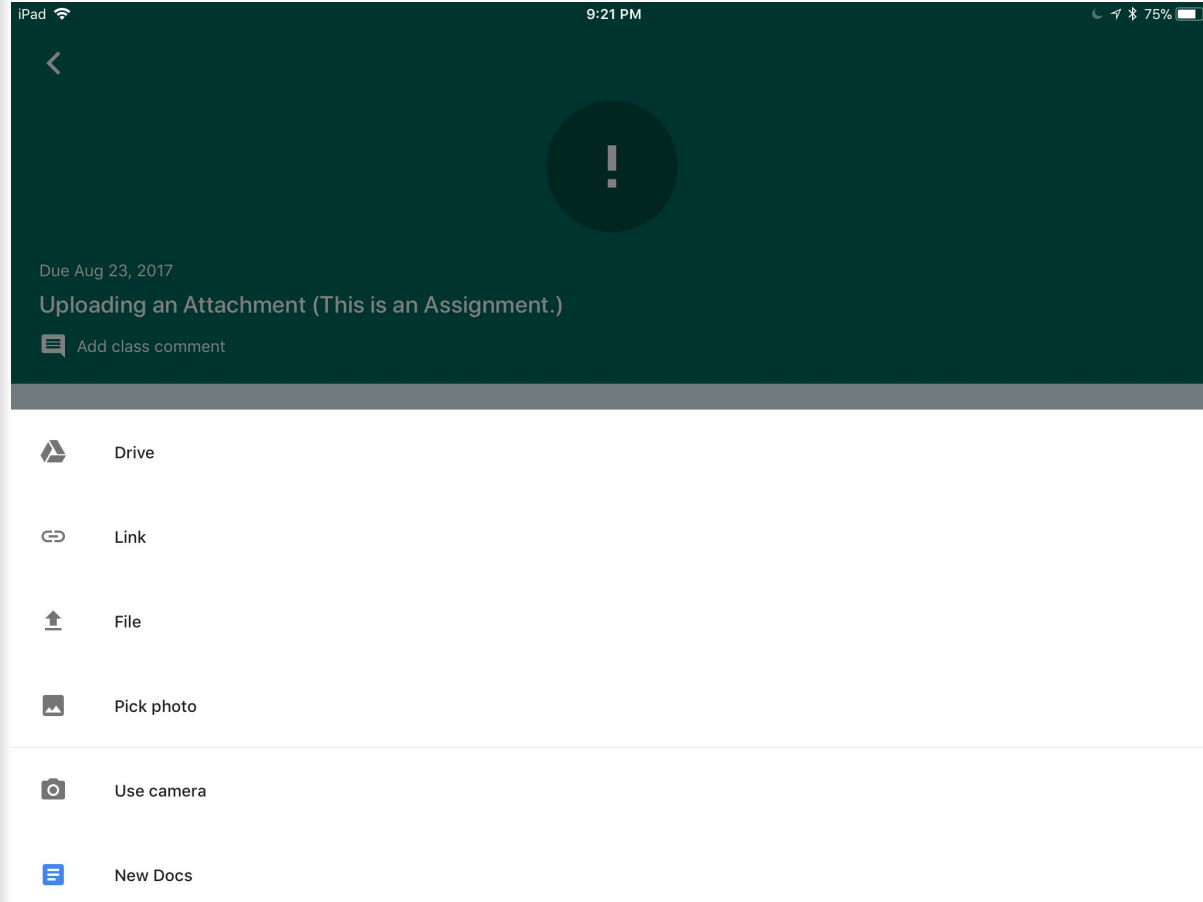
Turning In

Students add attachments to assignments on the detailed view of the assignment. If a teacher sends a copy of a file to students, students can edit that file, and it does not need to be reattached. To turn in, students tap **TURN IN** at the bottom of the pane.

The screenshot shows an iPad interface for submitting an assignment. At the top, the status bar displays 'iPad', signal strength, Wi-Fi, the time '9:20 PM', and a 75% battery level. Below the status bar is a dark green header with a back arrow on the left. The main content area has a light green background and contains the following text: 'Due Aug 24, 2017', 'iPad Info for a New Student (This is an Assignment.)', and 'Add class comment' with a comment icon. Below this is a light blue box with the text: 'This is the info we give to new students when they receive their iPad. Do you think there is anything else we should include? Try making notes or highlighting without opening the Doc using the mark-up tools in the preview. Then try opening the Doc in Docs and make notes or comments that way. Then turn in the Doc with your suggestions.' Underneath is a section titled 'Your work' with a red 'MISSING' indicator. It lists two items: 'Mrs. Sprague - iPad Info for New Student' and 'Edited - Mrs. Sprague - iPad Info for New Student.pdf', each with a red 'X' icon to its right. Below the list is an 'Add attachment' option with a plus sign icon. At the bottom of the submission area is a large blue button labeled 'TURN IN'. Below the button is an 'Add private comment' field with a right-pointing arrow icon.

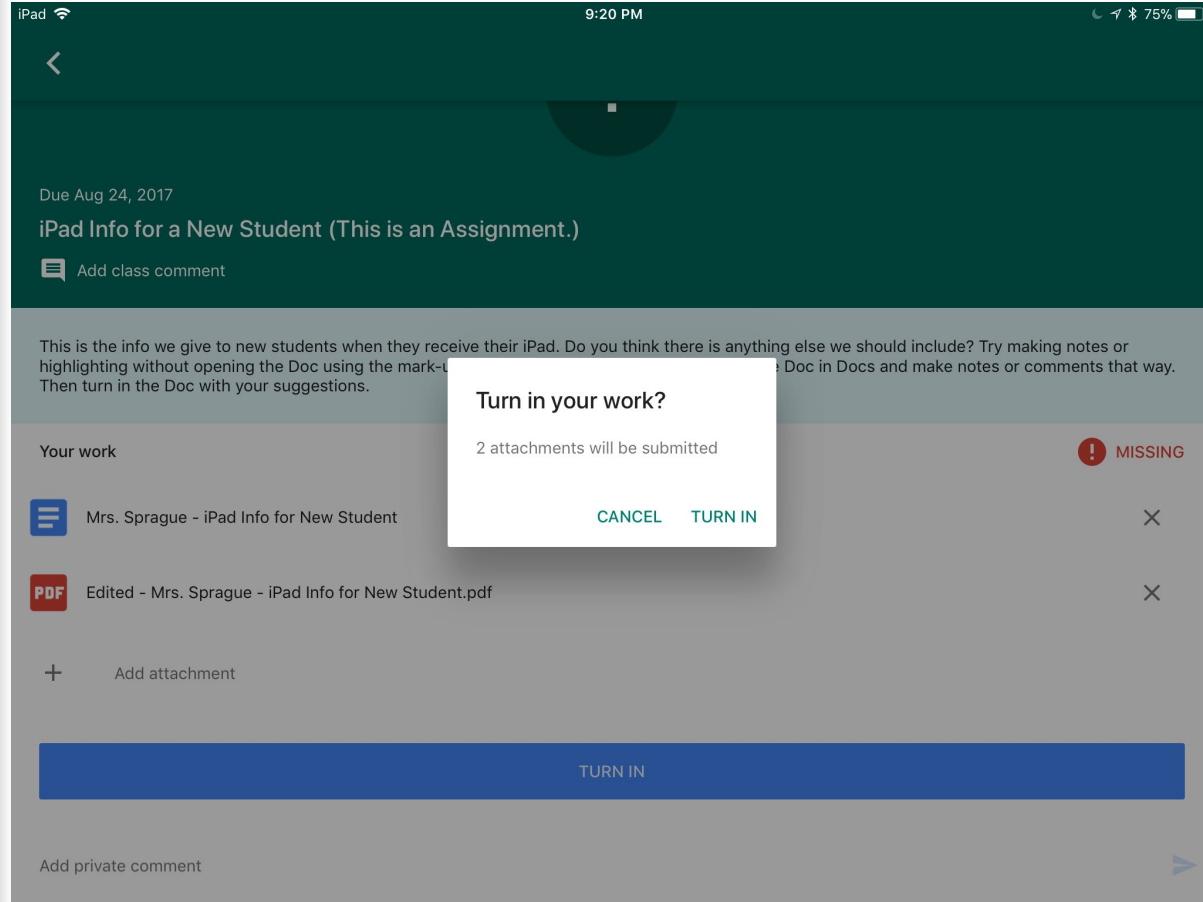
Add attachment

When students tap Add attachment, there are options to turn in a variety of file types from several locations.



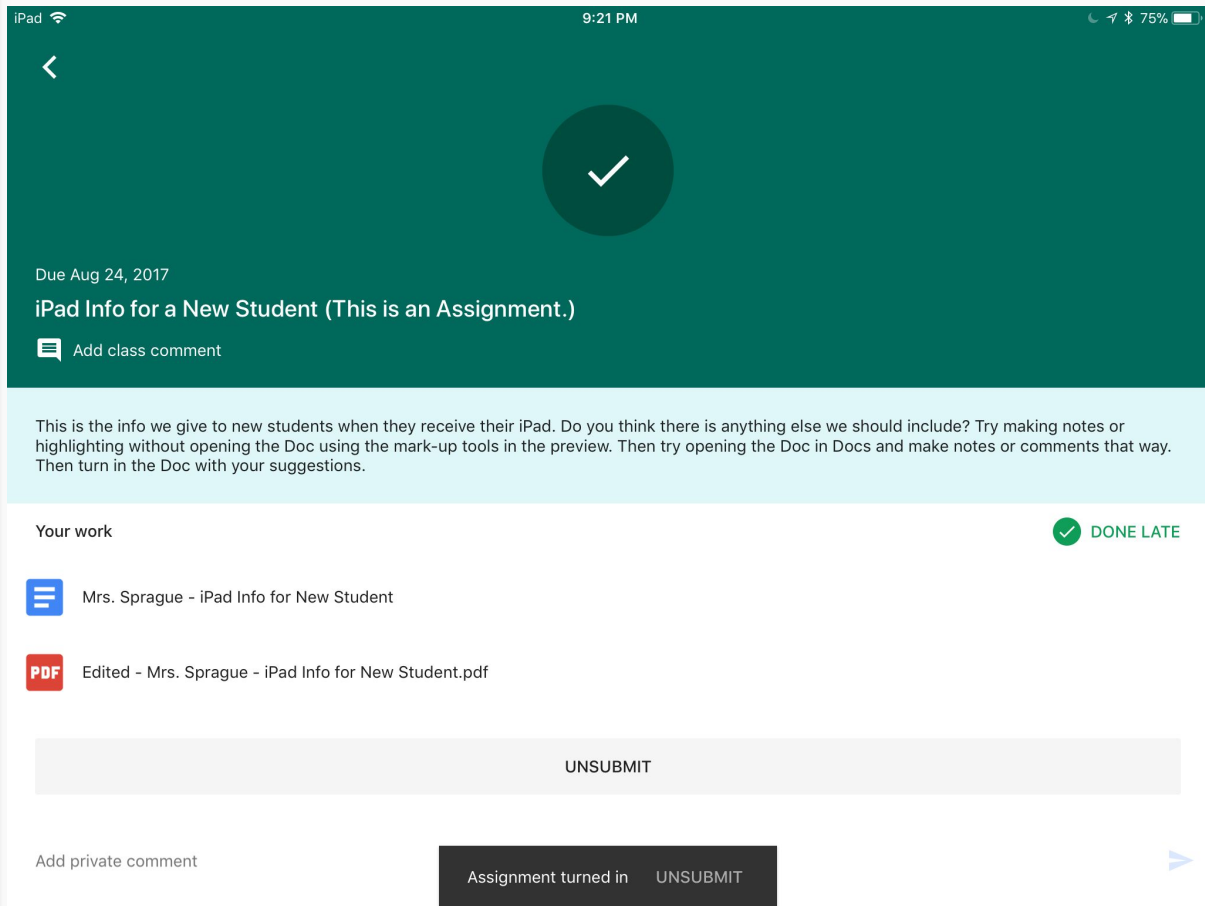
Turn In Check

When students tap TURN IN, a pop-up window asks students to confirm they want to turn in their work, and confirms the number of attachments that will be submitted. The student must tap TURN IN in the pop-up window to confirm submission.



Turn In Confirmation

After an assignment is submitted, the icon at the top changes to a check mark, the label on the right side changes to DONE or DONE LATE, and the TURN IN button at the bottom is replaced with UNSUBMIT.



The screenshot shows an iPad interface for an assignment submission confirmation. At the top, the status bar displays "iPad", signal strength, Wi-Fi, the time "9:21 PM", and a 75% battery level. Below the status bar is a dark green header with a white back arrow on the left and a large white checkmark inside a dark green circle in the center. Underneath the header, the text reads "Due Aug 24, 2017" and "iPad Info for a New Student (This is an Assignment.)". A button with a speech bubble icon and the text "Add class comment" is visible. A light blue banner contains the text: "This is the info we give to new students when they receive their iPad. Do you think there is anything else we should include? Try making notes or highlighting without opening the Doc using the mark-up tools in the preview. Then try opening the Doc in Docs and make notes or comments that way. Then turn in the Doc with your suggestions." Below this banner, the text "Your work" is followed by a green checkmark icon and the text "DONE LATE". A list of items follows: a blue document icon with a list icon next to "Mrs. Sprague - iPad Info for New Student", and a red PDF icon next to "Edited - Mrs. Sprague - iPad Info for New Student.pdf". A large, light gray button labeled "UNSUBMIT" is centered below the list. At the bottom, there is a text input field with the placeholder "Add private comment" and a dark gray button labeled "Assignment turned in UNSUBMIT". A blue arrow icon is located in the bottom right corner.

Access Denied

After an assignment is submitted, the student is no longer able to edit the files that are attached. The teacher becomes the “owner,” until (unless) the teacher chooses to “Return” the work.

The screenshot shows a mobile application interface for a document titled "Mrs. Sprague - iPad Info for New Student". The document content includes a welcome message, instructions about the 1:1 Program iPad, and sections for "Your Google account:" and "Your Google password:". An "Access Denied" dialog box is overlaid on the document, with the following text: "Access Denied", "You no longer have permission to access this document and your changes can't be saved. If your access is restored, you will be able to continue working. Please copy your changes and paste them elsewhere, then tap on the yellow bar to reload the document.", and an "OK" button.

Drive 9:23 PM 74%

Mrs. Sprague - iPad Info for New Student

Welcome to Mill Valley Middle School! We are glad you're here!

This is your 1:1 Program iPad. You are responsible for the iPad, case, charging cable, and charging brick, and will be asked to turn all back in at the end of your time at MVMS. We expect that you will use the 1:1 Program Agreement website at [www.mvmschools.org/1:1](#)

There are 100 six-digit asset codes. At least one of these codes is assigned to your device.

Your Google account:

The first time you log in, use the password G@ppsrfun and then set your password to the Google password listed below.

Your Google password:

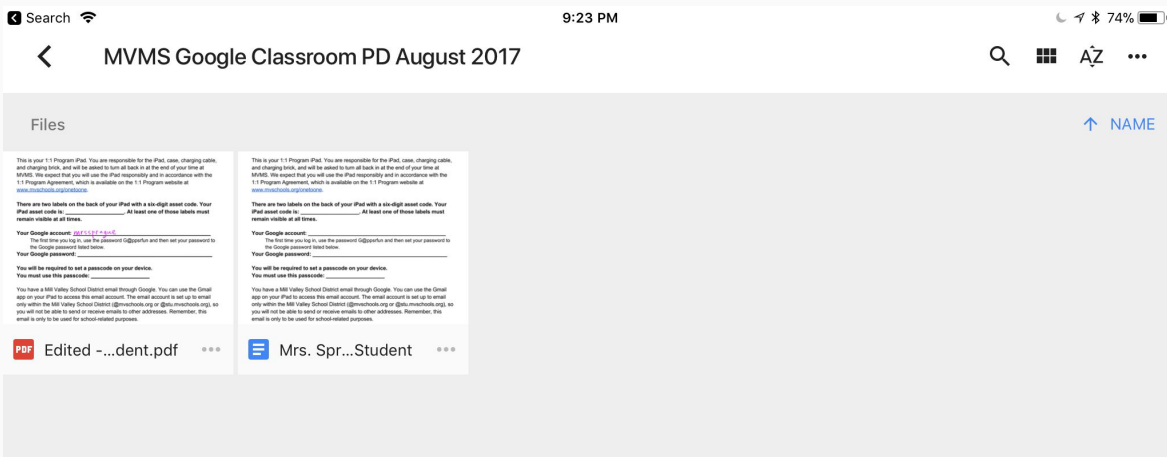
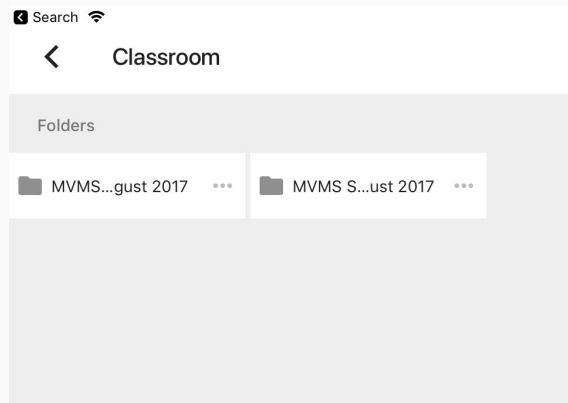
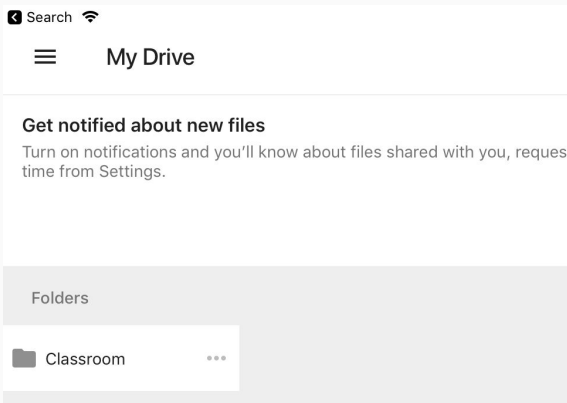
You will be required to use this device.

You must use this device.

Mrs. Sprague
mrssprague@stu.mvschools.org

Google Drive

Every class in Google Classroom automatically generates a folder in Google Drive. The folder Classroom holds all class folders. In each class folder, the student's work is contained, including files that the teacher posted to students as well as work students have attached.






Guardians

Teachers can enable the Guardian feature in Classroom. This allows connected parents to sign up for daily, Weekly, or no summaries.

Assignments with due dates show up in the summaries. If a parent is a guardian for one class, that parent will be automatically added to any other classes the student is enrolled in, as long as the teacher has enabled guardians.

Daily summary for Kate teaching/gafe x teaching/itc x


 no-reply@classroom.google.com [Unsubscribe](#)
to me 



Google Classroom

Daily summary for Kate
Feb 8, 2017

Class activity

 **Science 7**
Kathleen Schostak


Assignment

Cell Cycle Notes
Posted Feb 8

Don't see a class? Contact the teacher. They might not use Classroom or may not have turned on **guardian** summaries.

Forward to only those you trust. Anyone with this email may be able to adjust your settings.

[SETTINGS](#) [UNSUBSCRIBE](#)



Guardian Settings

Clicking on Settings in the Guardian email opens settings for any students connected to that email address. Here parents can change the frequency of summaries, change the timezone, and disconnect from students.

Google Classroom email summaries

Email summaries are sent to sprague.kate@gmail.com. [Learn more](#)

Frequency

How often would you like to receive an email summary of your student's activity?



Kate Sprague

ksprague@mvschools.org



Daily



Mrs. Sprague

mrssprague@stu.mvschools.org



Weekly



Timezone

Daily summaries are sent each afternoon, and weekly summaries are sent on Friday afternoons.

(GMT-08:00) Pacific Time



Assignment Posting

Teachers may be posting assignments on their website, in Google Classroom, or directly into Google Calendar.

Some teachers may give students time in class to record their assignments in Google Calendar.

Questions?