

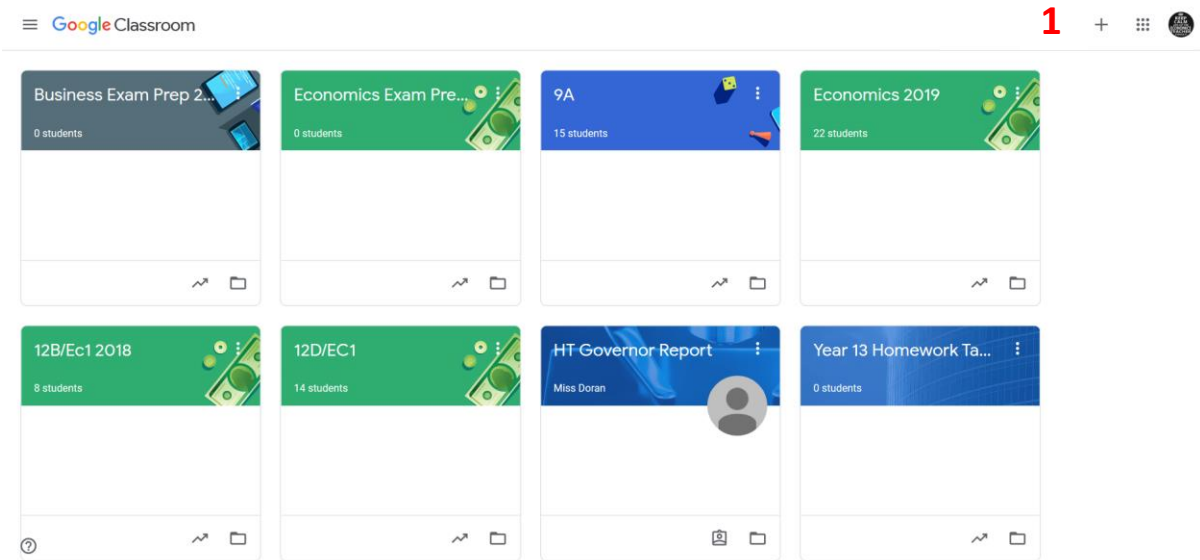
## Using Google Classroom

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# Google Classroom Interface

Your **Google Classroom Interface** – shows classes you are linked to or have created

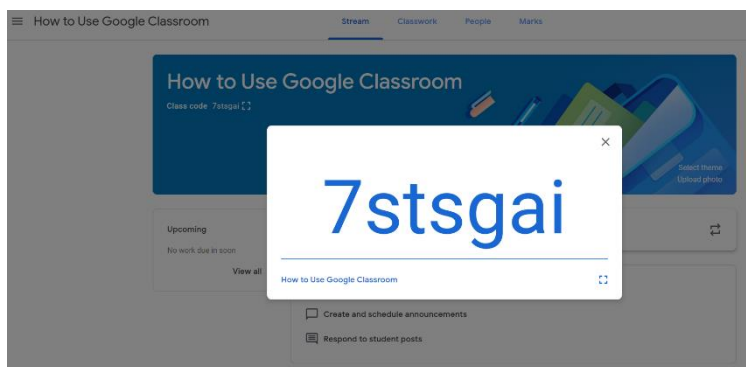


## Creating a Classroom

To create a class click the + button at **1** you will have the option to **JOIN CLASS** or **CREATE CLASS**

A screenshot of the 'Create class' form. It has four input fields: 'Class name (required)', 'Section', 'Subject', and 'Room'. At the bottom right are 'Cancel' and 'Create' buttons.

The minimum you have to fill in to create a class is the Class Name – when you click CREATE you will be taken to the class page which will contain a Class Code



The class code is needed for students to easily join the class.

## Classroom Layout

Each Classroom has the same four areas:



**Stream** – is used to communicate with students in the group i.e. messages can be sent to the group or individual students. It is also where announcements about assignments appear

**Classwork** – is where assignments are created for students

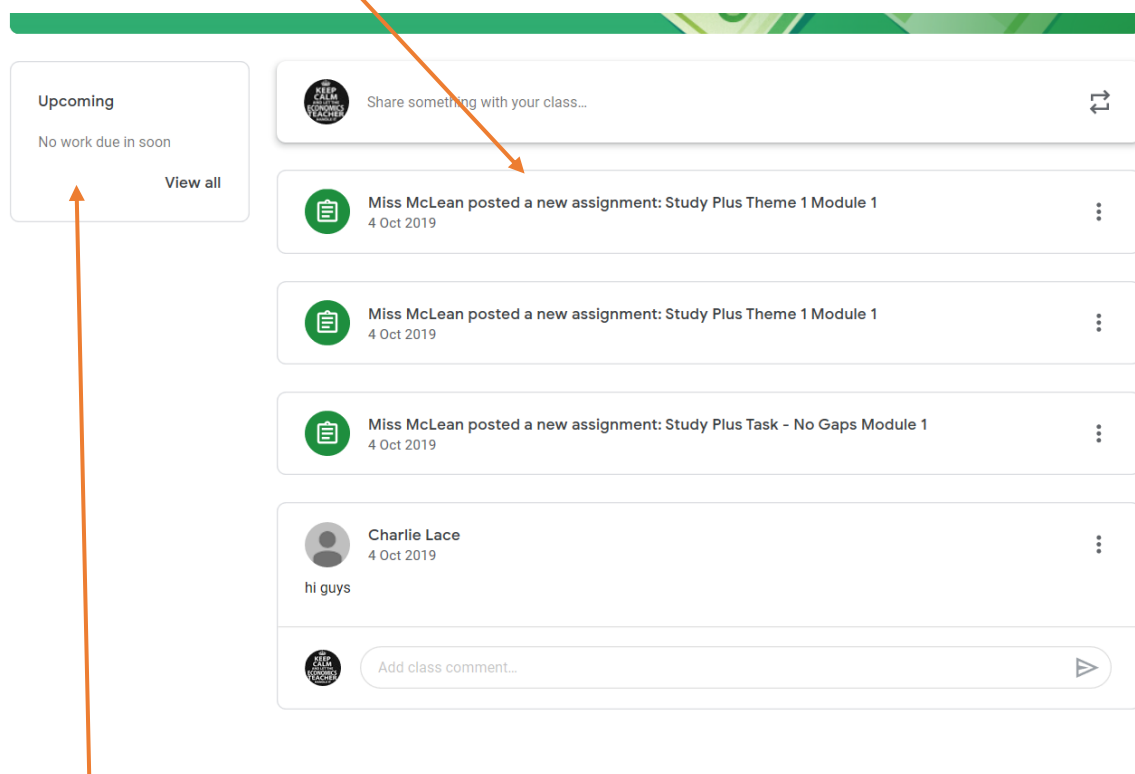
**People** – is where you can see who is in the class and you can also add extra teachers

**Marks** – is your mark book where you can see who has handed in work and marks received. This is also the portal to comment on student work and return assignments with marks and comments

## STREAM

This is the home page on each classroom and is essentially for communicating with the class members.

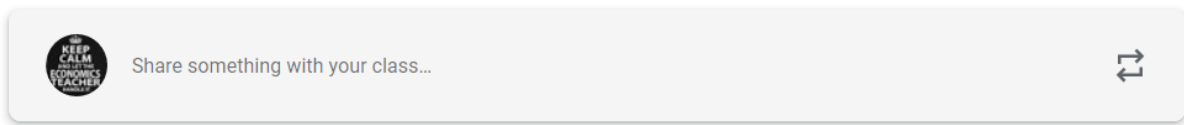
Each new assignment is posted here, and this notification is also emailed to each student when an assignment has been assigned.



To make it easier to see the latest assignment due there is also an Upcoming notice – which automatically show which assignment is due next (requires you to only have inputted the hand in date on the assignment)

## Sending Messages to the Class

You can also post messages to the group or individual students



For

Economics 2... All students

Share with your class

Add

Cancel Post

Stream

Upcoming

No work due in soon

View all

For

Economics 2...

Share with your class

Add

Miss McLean pos 4 Oct 2019

Miss McLean pos 4 Oct 2019

- All students
- Amin Ali
- Charlie Lace
- Dylan Wakefield
- Ellie Gwyther
- Emily Oyekan
- Erin Littler
- Ethan Parry
- George Winstan...
- Harvey Rowlands
- Holly Smith
- Jake Rockall

You can select which student to send message to by clicking the drop-down box and selecting the required students

Simply type the message and click Post

For

Economics 2... 1 student

Share with your class

Charlie please complete the latest assignment

Add

Cancel Post


Miss McLean ▶ 1 student

15:37

Can you hand in the latest assignment charlie



## Posting Questions


Students are able to send messages/questions to you, which you are able to respond to on an individual basis



**Charlie Lace**  
4 Oct 2019



hi guys


 Add class comment... 



**Charlie Lace**  
4 Oct 2019

hi guys


 hi Charlie please get on with the assignment 





**Charlie Lace**  
4 Oct 2019

hi guys

**1 class comment**

 **Miss McLean** 15:37  
get on with the assignment charlie

 Add class comment... 

## PEOPLE


From this page you can see who is a member of the class.

Stream   Classwork   **People**   Marks

---

### Teachers 2





---

 Miss McLean

---

### Students

---

<input type="checkbox"/>	Actions ▾	Email all guardians	AZ
<input type="checkbox"/>	 Amin Ali	Invite guardians	⋮
<input type="checkbox"/>	 Michael Asbridge	Invite guardians	⋮
<input type="checkbox"/>	 James Cooper	Invite guardians	⋮
<input type="checkbox"/>	 Matthew Dalton	Invite guardians	⋮

## Adding Teachers to the Class

Click on **2**

Invite teachers

Type a name or email address

---

Teachers added by you can do everything that you can except delete the class.


Cancel   Invite

Start typing the email address of the teacher you want to add to the classroom, click on the search result or complete the email address and **then press Invite**.

Invite teachers

buckleys@uptonhigh.co

SEARCH RESULTS

 buckleys@uptonhigh.co  
buckleys@uptonhigh.co

You can now see the invited teacher – they will receive an email to confirm they want to join the class.

## Teachers



Miss McLean



buckleys@uptonhigh.co (invited)



**Invited teachers to the class can do everything the main teacher can do – the only thing they cannot do is delete the class.**

### Adding Students to the Class

Students can join the class by entering the class code.

## Students

3



Invite students or give them the class code: 7stsgai


Or alternatively you can invite students by email by Clicking on **3** and type in the required email addresses

Invite students

14harropm@uptonhigh.co

---

SEARCH RESULTS

 14harropm@uptonhigh.co  
14harropm@uptonhigh.co

Cancel Invite

## CLASSWORK

This is where you create and assign tasks to students.

Stream **Classwork** People Marks

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

	Study Plus Theme 1 Module 1	Due 25 Oct 2019
	Study Plus Theme 1 Module 1	Due 25 Oct 2019
	Study Plus Task - No Gaps Module 1	Due 25 Oct 2019, 15:00
	Intro to Economics Quiz	Due 4 Oct 2019

### View an assignment

Simply click on an assignment

**Intro to Economics Quiz** Due 4 Oct 2019

Posted 3 Oct 2019

Answer each question on the introduction to economics topics

0	0	22
Handed in	Assigned	Marked

**Micro Year 1 - Intro to Ec...**  
Google Forms






**Title**  
Intro to Economics Quiz

---

**Instructions (optional)**  
Answer each question on the introduction to economics topics

---

 Add  Create



Micro Year 1 - Intro to Economics

Google Forms

✕

Classroom can import grades for assignments. Grade importing automatically limits each form to one response per user, collects email addresses and restricts responses to users in your domain.


Grade importing

**For**  
All students ▼

**Points**  
10 ▼

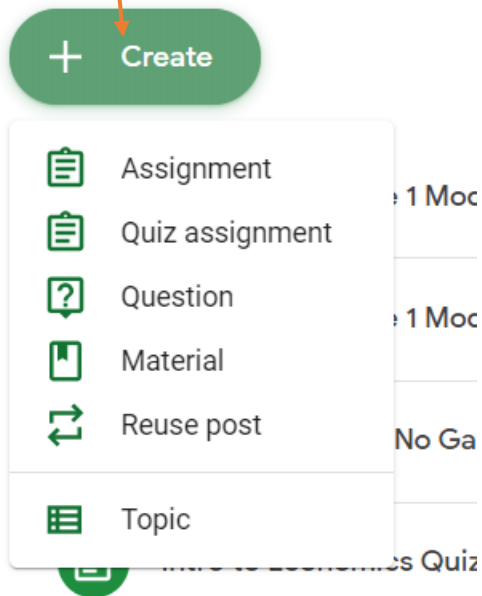
**Due**  
Fri, 4 Oct 2019 ▼

**Topic**  
No topic ▼

**Rubric**  
 Rubric

Originality reports  
[Learn more](#)

Create an assignment  
Click on the Create Button



You have a variety of assignments that you can create simply click on the required type to start the process.

## Quiz Assignment

1. A blank assignment form will be created, complete the title and instructions for the task

Assignment

Assign

Title  
Inflation and Balance of Payments

Instructions (optional)  
Answer each question - only one choice per question

Add Create

Blank Quiz  
Google Forms

Classroom can import grades for assignments. Grade importing automatically limits each form to one response per user, collects email addresses and restricts responses to users in your domain.

Grade importing

For  
Economics 2... All students

Points  
25

Due  
Mon, 23 Mar

Topic  
Inflation

Rubric  
+ Rubric

Originality reports  
[Learn more](#)

To create the quiz, click on the blank quiz

2. Rename the Quiz (Google will save it in your google drive)

Blank Quiz

All changes saved in Drive

Questions Responses Total points: 0

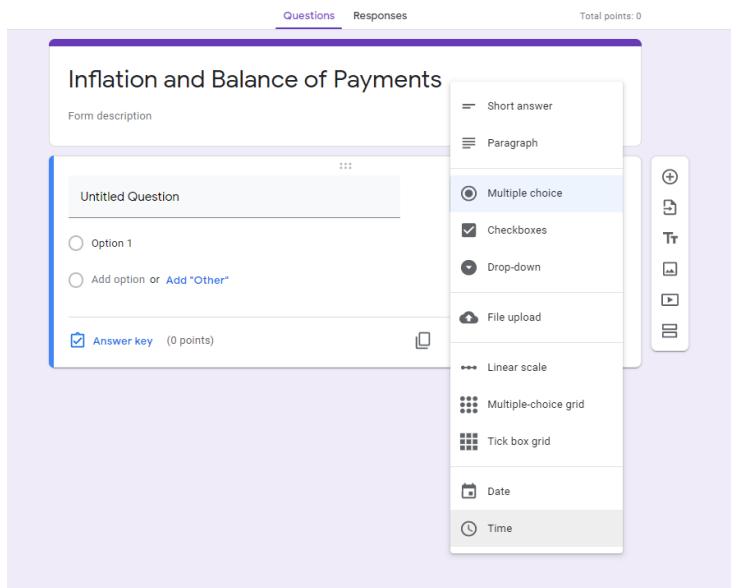
Inflation and Balance of Payments

Form description

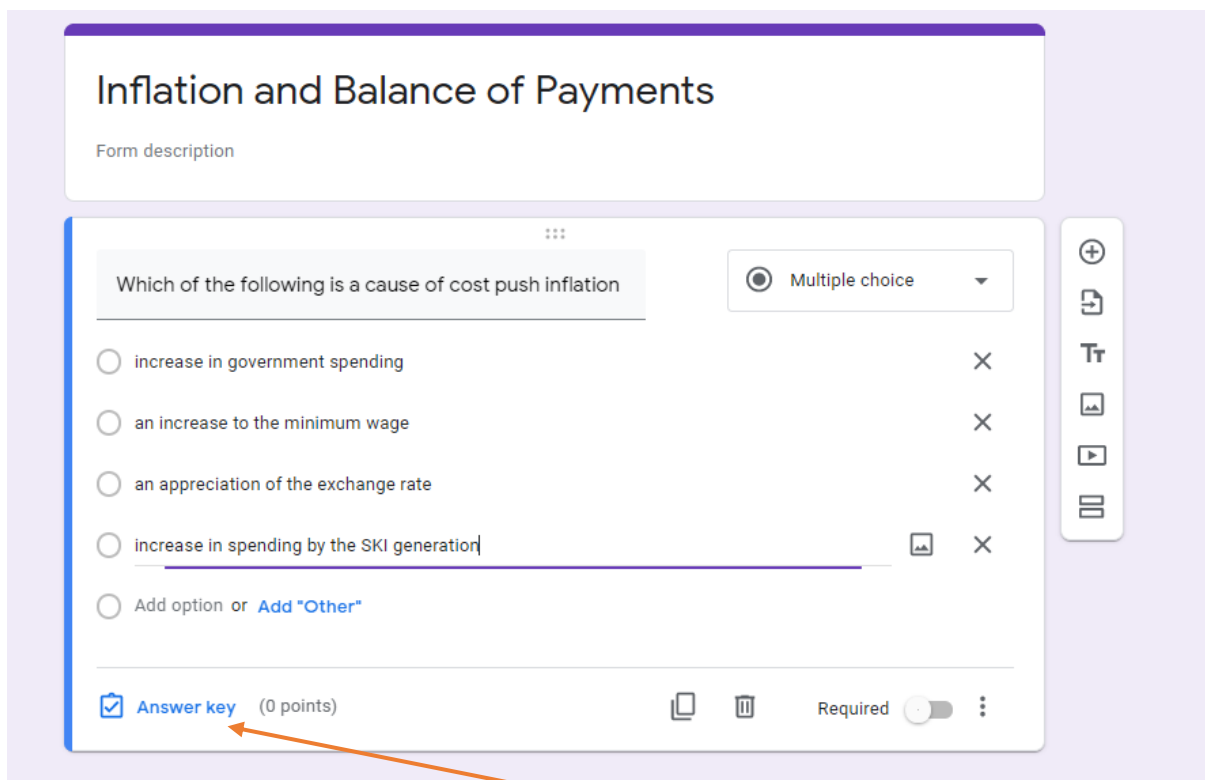
Untitled Question

Option 1

3. Select the type of quiz question you want to use



4. Type in the question and the potential answers



5. The quiz will self mark if you include the answer. Do this by clicking Answer Key

6. Identify the correct answer and allocate the mark for the question

Choose correct answers:

Which of the following is a cause of cost push inflation 0 points

- increase in government spending
- an increase to the minimum wage ✓
- an appreciation of the exchange rate
- increase in spending by the SKI generation

[Add answer feedback](#)

[Done](#)

7. You can add automatic feedback to the question

Feedback can be either for the reason for the correct answer or the incorrect answer simply select the appropriate tab

Add feedback

**Incorrect answers**    Correct answers

Answer A and D affect AD and cause demand pull inflation. the appreciation of the exchange rate cause the price of imported raw materials to fall and therefore reduce cost push inflation

[Cancel](#)    [Save](#)

Enter the feedback and **press SAVE**

☑ Choose correct answers:

Which of the following is a cause of cost push inflation 1 points

Increase in government spending

An increase to the minimum wage ✓

An appreciation of the exchange rate

increase in spending by the SKI generation

**Feedback for incorrect answers** ✎ 🗑

Answer A and D affect AD and cause demand pull inflation. the appreciation of the exchange rate cause the price of imported raw materials to fall and therefore reduce cost push inflation

[Done](#)

Check the question and answer and press done

## Inflation and Balance of Payments

Form description

Which of the following is a cause of cost push inflation Multiple choice ▾

Increase in government spending ✕

An increase to the minimum wage ✓ ✕

An appreciation of the exchange rate ✕

increase in spending by the SKI generation ✕

Add option or [Add "Other"](#)

☑ Answer key (1 point) 📄 🗑 Required  ⋮

+

📄

Tr

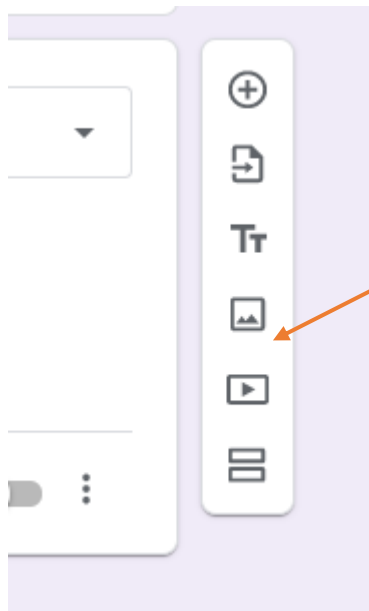
🖼

▶

☰

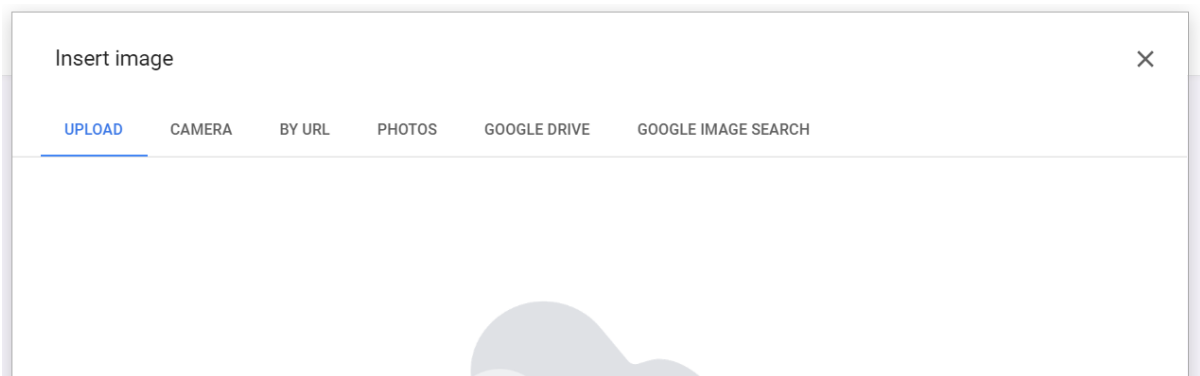
8. To add another question, click the + sign

## Adding Images to Quiz

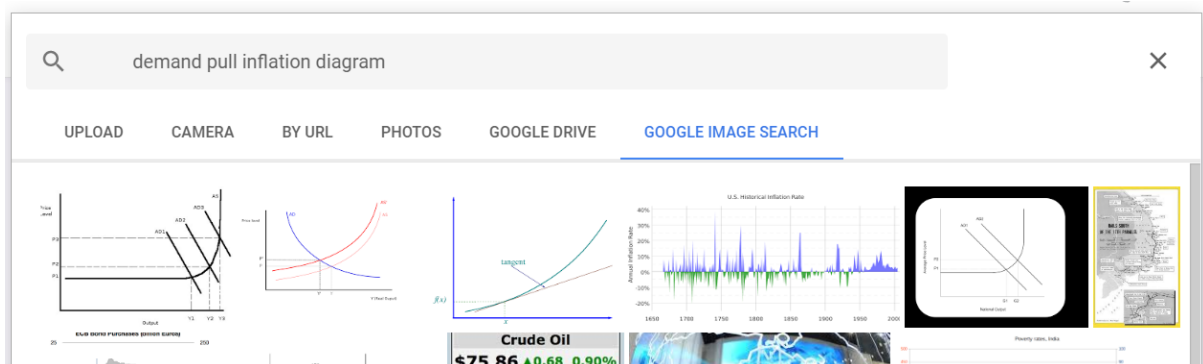


You can add images or videos to the quiz by clicking

You can upload images etc from a variety of sources i.e google drive, your photos and a google search etc



Simply select the required image and click insert



Then just complete the question and answer as explained earlier.

What does this diagram show

The diagram is an AD-AS model. The vertical axis is labeled 'Price Level' with points P1, P2, and P3. The horizontal axis is labeled 'Output' with points Y1, Y2, and Y3. A vertical line represents the Aggregate Supply (AS) curve. Three downward-sloping lines represent the Aggregate Demand (AD) curve at different points: AD1, AD2, and AD3. The initial equilibrium is at the intersection of AD1 and AS, corresponding to price level P1 and output Y1. A shift to AD2 moves the equilibrium to (Y2, P2). A further shift to AD3 moves the equilibrium to (Y3, P3). Dashed lines indicate these equilibrium points.

1. Cost Push Inflation ✕

2. Demand Pull Inflation ✕

3. Add option

Answer key (0 points) 📄 🗑️ Required  ⋮

### Assign Quiz.

Google will automatically save the form as you are working on it. When complete close the window and return to the assignment brief.

Make sure you have completed the date due and the marks for the quiz and click assign

Assignment Save

Title: Inflation and Balance of Payments

Instructions (optional): Answer each question - only one choice per question

Inflation and Balance of Payments  
Google Forms ✕

Classroom can import grades for assignments. Grade importing automatically limits each form to one response per user, collects email addresses and restricts responses to users in your domain.

Grade importing

For: All students

Points: 25

Due: Mon, 23 Mar

Topic: Inflation


Rubric:

Originality reports [Learn more](#)

## What the students see

# Economics 2019

Class code wot4nzc



Select theme  
Upload photo

**Upcoming**

No work due in soon

[View all](#)

 Share something with your class...

 Miss McLean posted a new assignment: Inflation and Balance of Payments  
16:30

### Inflation and Balance of Payments

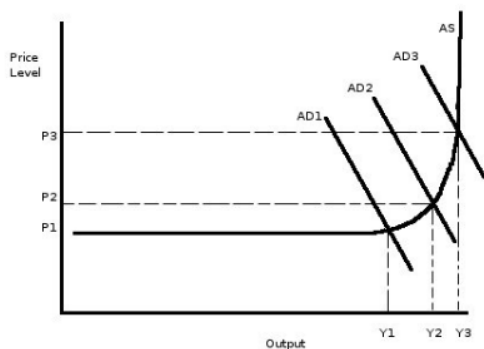
Your email address ([mcleana@uptonhigh.co.uk](mailto:mcleana@uptonhigh.co.uk)) will be recorded when you submit this form. Not you? [Switch account](#)

\*Required

Which of the following is a cause of cost push inflation \* 1 point

- Increase in government spending
- An increase to the minimum wage
- An appreciation of the exchange rate
- increase in spending by the SKI generation

What does this diagram show 1 point

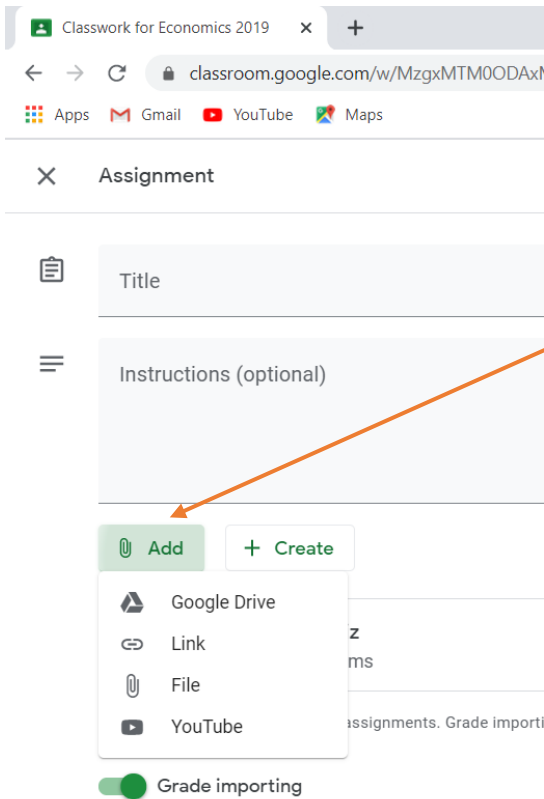


Choose ▼



You can add premade quiz questions by uploading

1. Start creating a quiz like usual



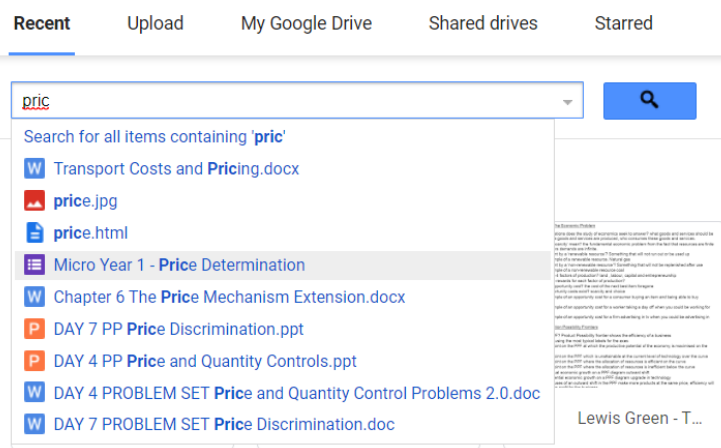
2. Instead of clicking on the blank quiz icon click on

ADD

Select Google Drive

3. Locate for file you want to use for the quiz (you can search your files) and click ADD

Insert files using Google Drive



Earlier this week

4. The quiz is added to the assignment (you need to delete the blank quiz form you haven't used)

The screenshot shows the 'Assignment' creation page in Google Classroom. The title is 'Price Determination Revision'. The instructions field is empty. On the right, the 'For' dropdown is set to 'Economics 2...' and 'All students'. The 'Points' dropdown is set to '25'. The 'Due' date is 'Wed, 18 Mar'. The 'Topic' dropdown is set to 'No topic'. There is a '+ Rubric' button and an 'Originality reports' checkbox. At the bottom, there is a 'Grade importing' toggle which is turned on. A preview of a Google Form titled 'Micro Year 1 - Price Determination' is visible in the center.

## Create Assignment

You can create an assignment and include material for the students to use such as a PowerPoint and word document of questions.

1. Create assignment and select assignment
2. Click on ADD and search for the required files you can upload from google drive or your computer.
3. Select files needed and press ADD

The screenshot shows the 'Insert files using Google Drive' dialog box. The 'My Google Drive' tab is selected. The search bar is empty. Below the search bar, there is a grid of folders. The first folder, 'Stuff shared on ...', is highlighted with a blue border. At the bottom, there are 'Add' and 'Cancel' buttons.

4. The selected files will be attached to the assignment brief. You will need to decide what happens with the files

Assignment

Not saved Assign

Title  
Economic Growth

Instructions (optional)  
Go over the **powerpoint** on economic growth and make notes and then use it to answer the question sheet. the question sheet must be handed in when completed

Add + Create

DAY 1 PP Long-Run Economic Growth.ppt  
PowerPoint  
Students can view the file

DAY 1 PROBLEM SET Long run economic growth.doc  
Word  
Make a copy for each student

For  
Economics 2... All students

Points  
50

Due  
No due date

Topic  
No topic

Rubric  
+ Rubric

Originality reports  
[Learn more](#)

Students can view the file

Make a copy for each student

For example, I have selected that the PowerPoint can just be viewed by the students.

For the task I have created a copy for each student for them to complete

5. What the students see

Economic Growth 50 points

Miss McLean 16:46

Go over the powerpoint on economic growth and make notes and then use it to answer the question sheet. the question sheet must be handed in when completed

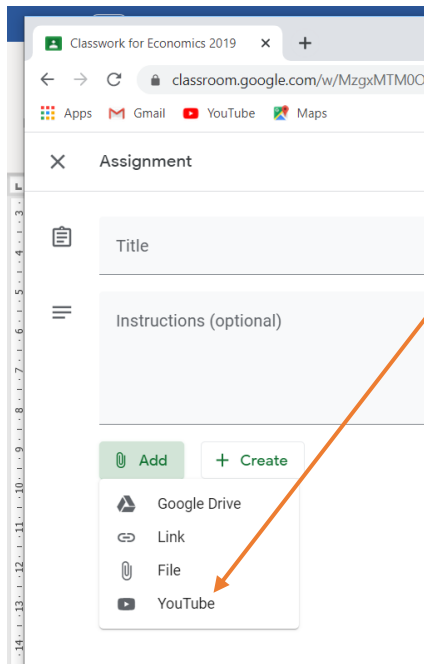
DAY 1 PP Long-Run Economic Growth.ppt  
PowerPoint

DAY 1 PROBLEM SET Long run economic growth.doc  
Word

Class comments

Add class comment...

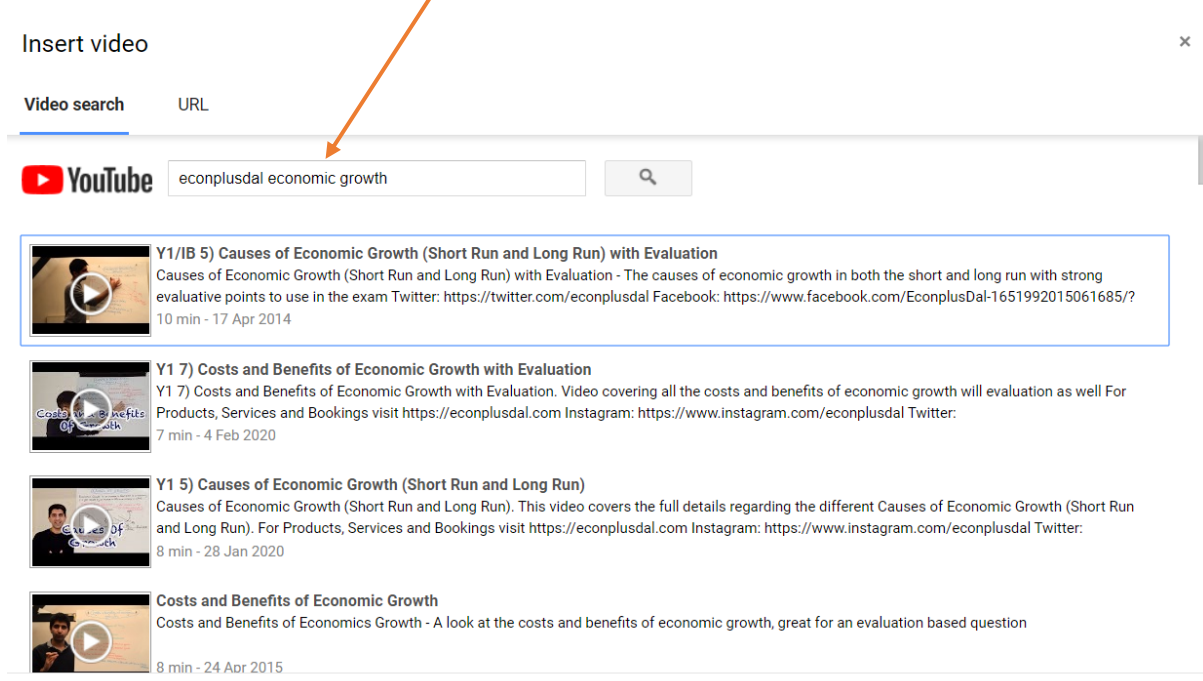
## Use of Video



Create the assignment like usual

Click add and select YouTube

You simply search YouTube or enter the URL for the video you have found, select and ADD the chosen video



You can add tasks to do by following the previous instructions. When complete select ASSIGN or click the drop down arrow to save the draft assignment


Assignment


Saved **Assign**

Title  
Economic Growth

Instructions (optional)  
Watch the video on causes of economic growth and complete the revision question in the attached [powerpoint](#)

**Add** **+ Create**

 Y1/IB 5 Causes of Economic Growth (Short Run and Long Run) with Evaluation  
YouTube video 10 minutes

 Economic Growth  
Google Slides **Make a copy for each student**

For  
Economics 2... All students

Points  
100

Due  
No due date



Topic  
No topic


Rubric  
**+ Rubric**

Originality reports  
[Learn more](#)

## What the students see

Stream **Classwork** People Marks

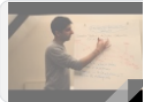
**+ Create**  Google Calendar  Class Drive folder

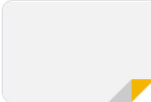
 **Economic Growth** Due 20 Mar

Posted 16:58

Watch the video on causes of economic growth and complete the revision questions in the attached powerpoint

**0** Handed in | **22** Assigned

 Y1/IB 5 Causes of Econo...  
YouTube video 10 minutes

 Economic Growth  
Google Slides

[View assignment](#)

## Assignments without Attachments

You can create assignments that students can attach any work they complete for example if you wanted a report or a book review.

1. To do this create an assignment as usual but instead of adding an attachment for them to complete leave it blank.
2. On the student task page, they would see the image below – with the task assignment









The screenshot shows a student task page for an assignment titled "Economic Growth" due on 20 Mar, worth 100 points, assigned by Miss McLean on 15 Mar. The task instructions are: "Watch the video on causes of economic growth and complete the revision questions in the attached powerpoint". A video thumbnail for "Y1/IB 5) Causes of Economic ..." (10 minutes) is visible. On the right, the "Your work" section shows a submitted file "Amin Ali - Econom... Google Slides" and a "+ Add or create" button. Below this is a green "Hand in" button. At the bottom, there are "Class comments" and "Private comments" sections, each with an "Add" button and a submit arrow.

3. On the right hand side, they will see an option to attach work, students click on **ADD or CREATE** and they can upload any file of their choice.
4. Once uploaded they need to press **HAND IN**

## MARKS

This is the mark book where you can review the marks for the self-marking quizzes and view and feedback on assignments that students have handed in.

### Self-Marking Quiz

Sort by surname ▼	24 May 20... <b>Micro Year 1 - Price...</b> out of 25
 Class average	
 Adam Hannigan	<b>12</b> <i>Draft</i>
 Elliot Christianson	<b>10</b> <i>Draft</i>
 Eve Dixon	<b>22</b> <i>Draft</i>
 Finlay Parr-Curran	<b>11</b> <i>Draft</i>
 Harry White	<b>9</b> <i>Draft</i>
 Jasmine Yeoman	<b>12</b> <i>Draft</i>
 Jay Blackwell	<b>10</b> <i>Draft</i>

This is the initial view you would see in the mark book for each assignment.

To import the grades and view students work for the assignment. Click on the assignment title

## Assignment Details - you need to import grade

Micro Year 1 - Price Determination Last imported 24 May 2019 [Import grades](#)

13 Handed in | 1 Assigned

Micro Year 1 - Price Determination  
Google Forms

All

Jay Blackwell Handed in	Matthew Cawley Handed in	Elliot Christianson Handed in	Eve Dixon Handed in	Samuel Gorniak Handed in
Adam Hannigan Handed in	Matthew O'Reilly Handed in	Matthew Osborne Handed in	Finlay Parr-Curran Handed in	Scott Ramsden Handed in
Josh Scully Handed in	Harry White Handed in	Jasmine Yeoman Handed in	Katie Pogue Missing	

## Once you have imported the grades, you can return them to students

12D/EC1

[Return](#) 25 points

All students

Sort by status

Handed in

<input checked="" type="checkbox"/>	Jay Blackwell	10 Draft
<input checked="" type="checkbox"/>	Matthew Cawley	9 Draft
<input checked="" type="checkbox"/>	Elliot Christianson	10 Draft
<input checked="" type="checkbox"/>	Eve Dixon	22 Draft
<input checked="" type="checkbox"/>	Samuel Gorniak	16 Draft
<input checked="" type="checkbox"/>	Adam Hannigan	12 Draft

Micro Year 1 - Price Determination  
13 Handed in

All

Jay Blackwell Handed in

Matthew Cawley Handed in

Elliot Christianson Handed in

Adam Hannigan Handed in

Josh Scully Handed in

Return work to 13 students?

Students will be notified and can check any grades that you've left. Scores will also be released for students to view in Forms.

Jay Blackwell	10/25
Matthew Cawley	9/25
Elliot Christianson	10/25
Eve Dixon	22/25
Samuel Gorniak	16/25
Adam Hannigan	12/25
Matthew O'Reilly	19/25
Matthew Osborne	19/25
Finlay Parr-Curran	11/25

[Cancel](#) [Return](#)



By clicking on the name of the student on the left you can view there assignment and see what questions they got wrong

12D/EC1 Instructions Student work

Return ✉ 25 points ▼

☰ All students

Sort by status ▼

Assigned

<input checked="" type="checkbox"/>	Katie Pogue	Missing
<input type="checkbox"/>	Marked	
<input type="checkbox"/>	Jay Blackwell	10

### Jay Blackwell

Marked (See history)

**Micro Year 1 - Price Determination**  
Google Forms

Click on the assignment and you will see the following:

## Micro Year 1 - Price Determination

Total points 10/25

The respondent's email address ([13blackwellj@uptonhigh.co.uk](mailto:13blackwellj@uptonhigh.co.uk)) was recorded on submission of this form.

✘ A demand curve shows \* 0/1

- how much is sold at each price
- how much is demanded at a price. ✘
- how sensitive demand is to a change in price.
- how much would be demanded at different prices.

## Marking and Providing Feedback for Assignments

Click on the assignment you want to view to see the handed in work

The screenshot shows the assignment overview page for 'Study Plus Theme 1 Module 1'. At the top, there are tabs for 'Instructions' and 'Student work', with 'Student work' being the active tab. Below the tabs, there is a 'Return' button, an envelope icon, and a '100 points' dropdown menu. On the left side, there is a sidebar with a search bar, a 'Sort by status' dropdown, and a list of students under the 'Handed in' filter. The students listed are Ethan Parry, Harvey Rowlands, and Ugne Kalkyte, each with a score of 100/100. The main area shows the assignment title and statistics: 3 Handed in, 18 Assigned, and 1 Marked. Below this, there is a list of student submissions, each with a preview of the document and the number of attachments. The submissions are for Ethan Parry (2 attachments, Handed in), Harvey Rowlands (5 attachments, Handed in), and Ugne Kalkyte (No Gaps Knowledge T..., Handed in late).

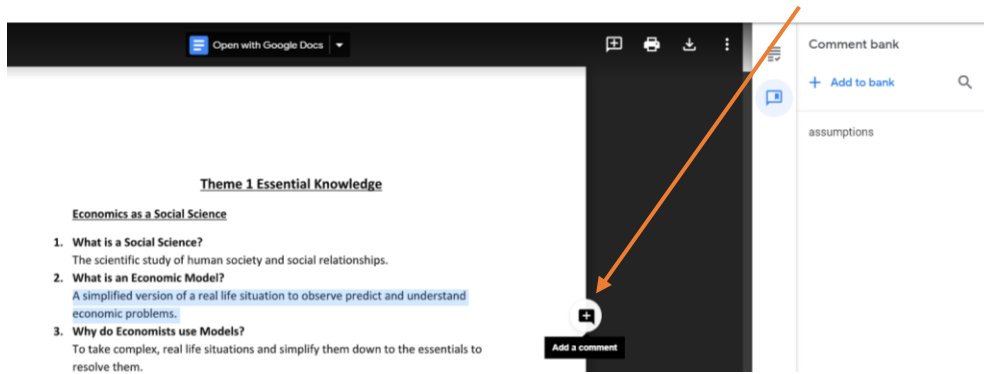
Click on the student to view – you will then see the following screen

The screenshot shows the student submission view for Ugne Kalkyte. At the top, there is a header for 'Study Plus Theme 1 Module 1' and a 'Return' button. Below the header, there is a student profile for Ugne Kalkyte, a 'Handed in' status, and a 'Done late' label. The main area shows a preview of the document 'No Gaps Knowledge Theme 1.docx'. The document content is titled 'Theme 1 Essential Knowledge' and 'Economics as a Social Science'. It lists five questions and their answers: 1. What is a Social Science? (The scientific study of human society and social relationships.), 2. What is an Economic Model? (A simplified version of a real life situation to observe predict and understand economic problems.), 3. Why do Economists use Models? (To take complex, real life situations and simplify them down to the essentials to resolve them.), 4. What does ceteris paribus mean? (All things remaining equal.), 5. Why is it difficult for economists conduct scientific experiments? (Because variables are always changing and some questions are not easily tested or). On the right side, there is a sidebar with a 'Files' section showing the document, a 'Mark' section with a score of 100/100, and a 'Private comments' section with a text input field and 'Cancel' and 'Post' buttons. An orange arrow points from the 'Add private comment...' text input field to the 'Post' button.

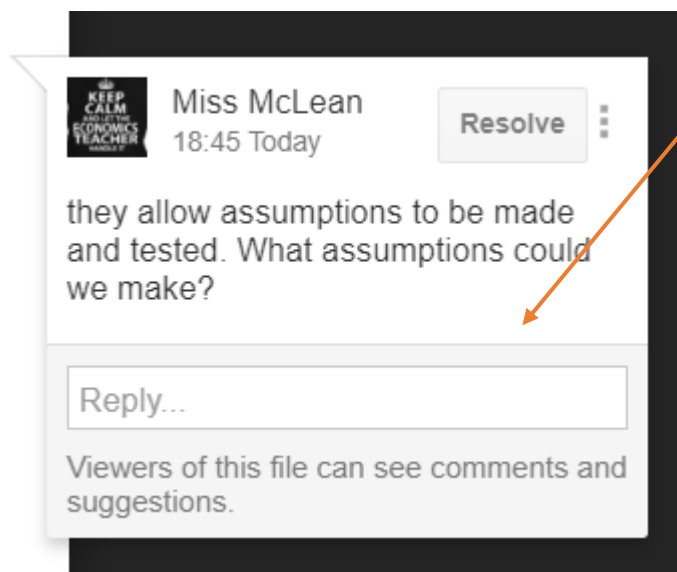
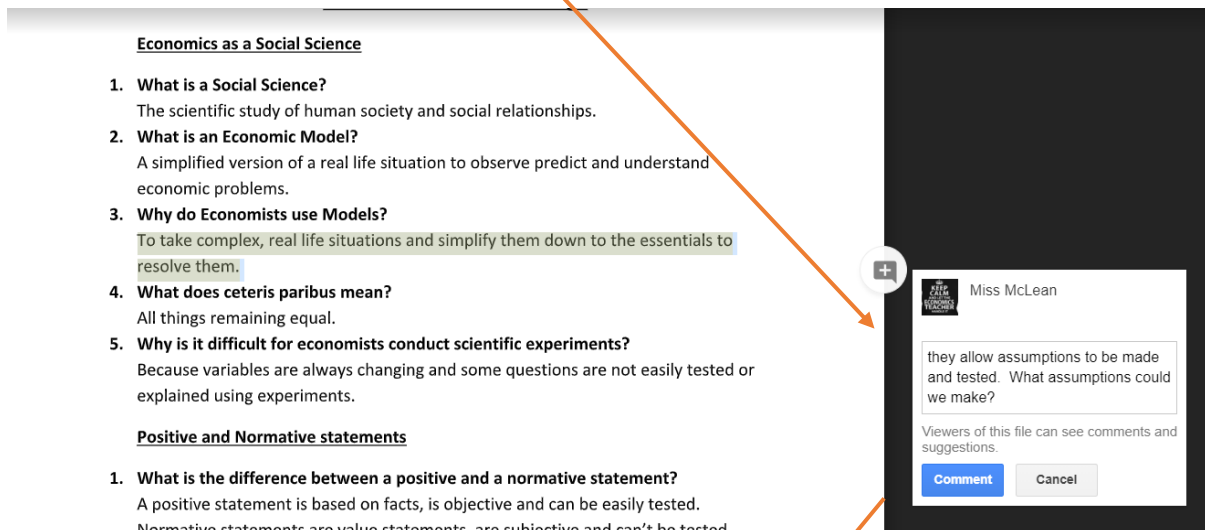
## Adding Comments

1. Click on the comment button

2. Highlight the bit you want to comment on and click add comment





3. Type in your comment – this can be viewed by the student – you can even ask questions which the students can reply to





- When you have finished you can enter the marks and leave a comment that only the student will see. When you have done so **click on RETURN**

Not returned Return ▼

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  **Files**  
Handed in on 27 Oct 2019, 17:33

 W No Gaps Knowledge ... 

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**Mark**

⋮

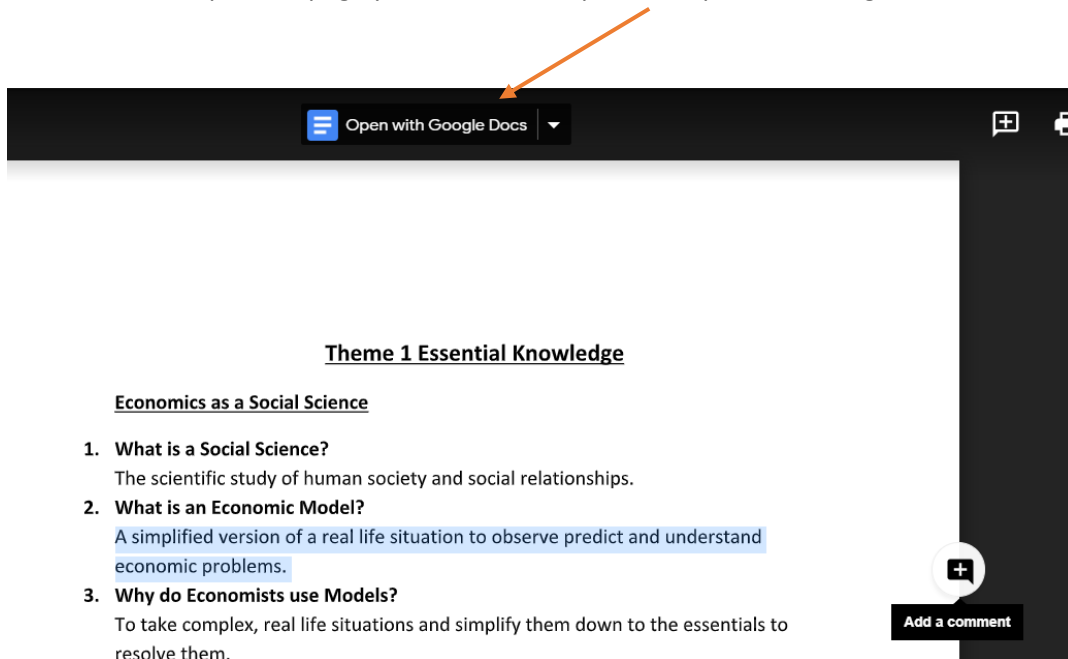
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**Private comments**

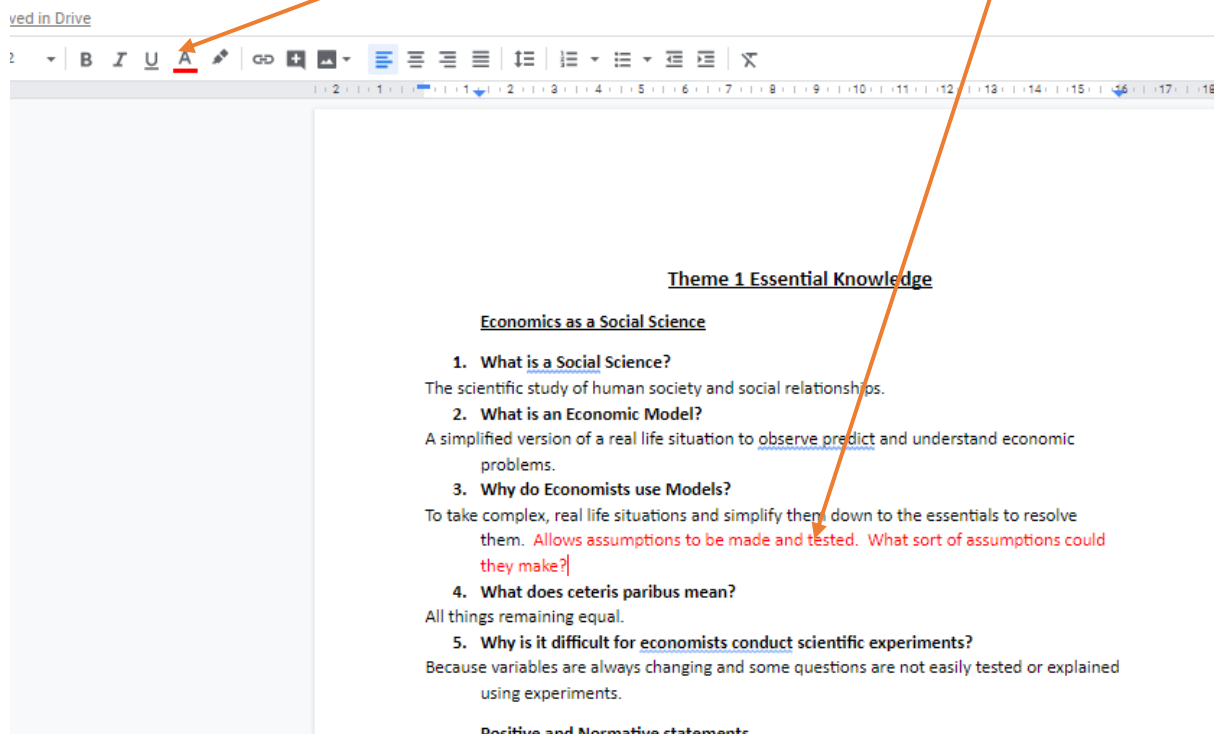
Cancel Post

## Adding Feedback Directly to the Document

1. Access the student work as directed above
2. At the top of the page you can see the option to Open with Google Docs



3. The document will open by changing the colour of the text you can add comments to the work



Google will save the changes you make automatically. So when it is returned to students they will be able to see your changes

The screenshot displays a Google Docs interface for a document titled "No Gaps Knowledge Theme 1.docx". The document is currently in a "Draft" state with a score of 85/100. The document content includes the following sections:

- Theme 1 Essential Knowledge**
- Economics as a Social Science**
- 1. What is a Social Science?**  
The scientific study of human society and social relationships.
- 2. What is an Economic Model?**  
A simplified version of a real life situation to observe, predict and understand economic problems.
- 3. Why do Economists use Models?**  
To take complex, real life situations and simplify them down to the essentials to resolve them. *Allows assumptions to be made and tested. What sort of assumptions could they make?*
- 4. What does ceteris paribus mean?**

An orange arrow points from the "85/100 Draft" score in the top left corner to the text in section 3. The right-hand sidebar shows a "Files" section with the document name, a "Mark" section with the score "85/100", and a "Private comments" section with a text input field and "Cancel" and "Post" buttons.