

Google Classroom tips and tricks



Here are some reminders of some time-saving hacks to make the most of Google Classroom.

Contents:

The “To Do” list

‘Handed In’

Returning work

Reviewed work

Email notifications

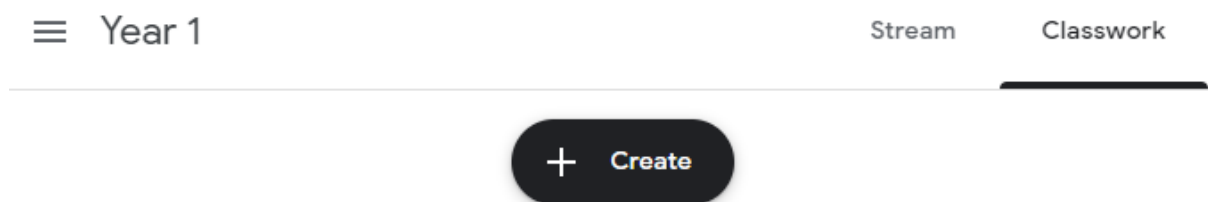
Reusing a post from another year group

Adding comments to completed pieces of work

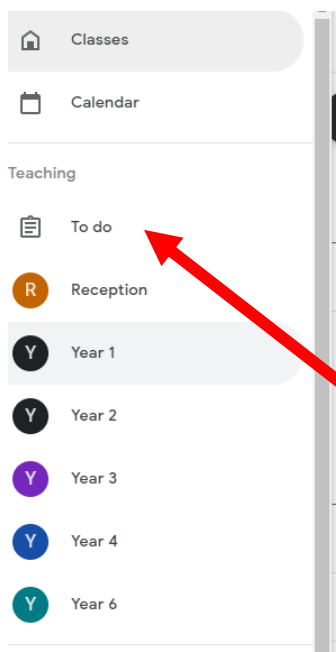
The “To Do” list

This only works on internet browsers and not on the app.

The top of your Google Classroom may look like this:



Click the three lines in the top left hand corner and this menu will appear, showing all the classes you have access to, like this:



When you click on “To do” you will find a list of all the work you have access to.

To find the work that you need from *your* class, click “All classes” and select your year group.


☰ To do To review Reviewed

All classes ▾		
All classes		
Reception	2	1 Handed in
Year 1		
Year 2	Week 2 - Lesson 2 - Spring Writing Activity	0 Handed in
Year 3		
Year 4	rn	0 Handed in
Year 6		
Maths - Summer 1 Week 2 - Friday 1st May - Arithmetic		7 Handed in
Year 6		

‘Handed In’

The ‘To Do’ list now looks like this. This gives you an easy snapshot of how many pieces of work have been handed in recently that you may want to look at:

Reading - Summer 1, Week 2 - igh, oo and oa words - ... Year 1	0 Handed in	24 Assigned	9 Returned	⋮
Reading - Summer 1, Week 3 - A Birthday Surprise - L... Year 1	0 Handed in	25 Assigned	8 Returned	⋮
Reading - Summer 1, Week 3 - A Birthday Surprise - L... Year 1	1 Handed in	27 Assigned	5 Returned	⋮
Reading - Summer 1, Week 3 - Dan the Duck - Lesson 3 Year 1	1 Handed in	31 Assigned	1 Returned	⋮



You can then click directly on “Handed in” and have a look at what has been submitted to you for each assignment. You can return it without a comment, to indicate that you have seen it, or you can send a personal comment, telling your pupil what you think about the work that they have done. It is in the guidance from SLT that you only need mark three pieces a week (as specified on your overview), and the rest can be given in whole class feedback on Monday.

‘Returning work’

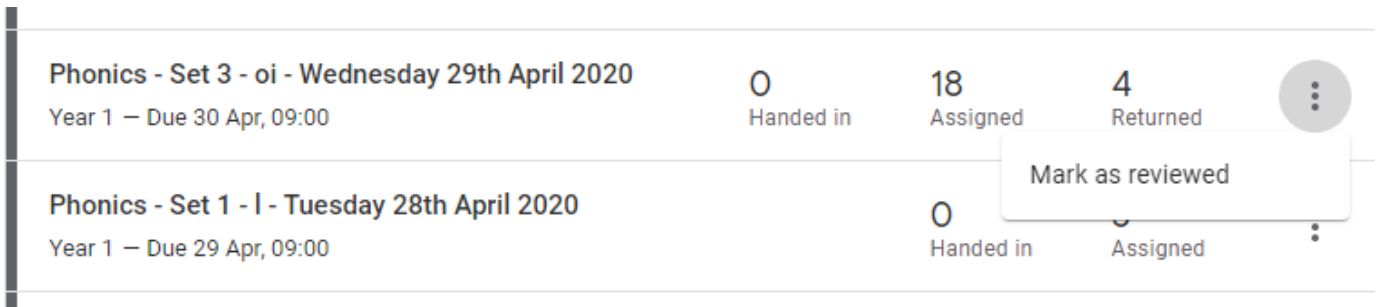
You may need to explain to pupils that ‘Returned’ means that you have looked at it and it is now finished, unless you have explicitly asked them to change something.

Sometimes, a child may have pressed ‘Hand In’ without attaching or completing any work. This is when they may need to ‘Resubmit’, and returning the work gives them the chance to do this.

Reviewed work

Last week’s work still cluttering up your ‘To do’ list? Review it. This means that you have finished looking at it, and it will disappear from your list and become greyed out in the children’s list. They can still complete it, but you won’t see the notifications from it or be prompted to look at it.

You “review” work by going to your ‘To do’ list and clicking the three dots, before clicking ‘Mark as reviewed’:

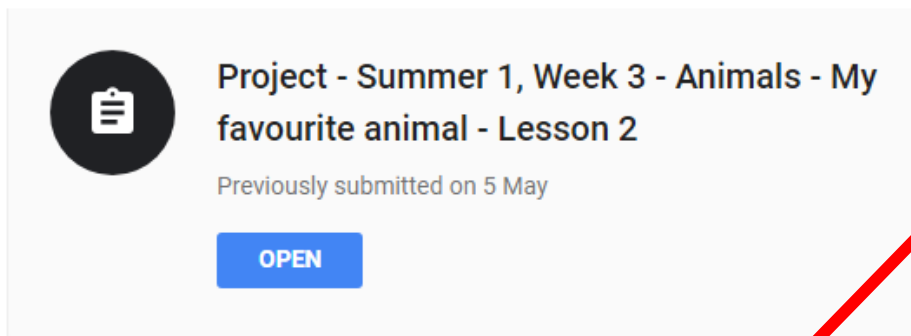


It is not deleted, but it is now out of sight and out of mind.

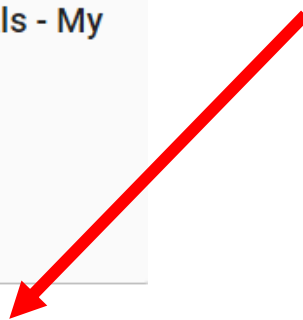
Email Notifications

If you are scheduling work every day, and receiving work every day, then you’re likely to receive hundreds of notifications. Here’s how to change your notification preferences.

Go to an email notification:



Click here



If you don't want to receive emails from Classroom, you can [unsubscribe](#).

Notifications

Email

Receive email notifications



This page will then load.

You can then choose which notifications you receive.

Comments

Comments on your posts



Comments that mention you



Private comments on work



Classes you teach

Late submissions of student work



Resubmissions of student work



Invitations to co-teach classes



Scheduled post published or failed



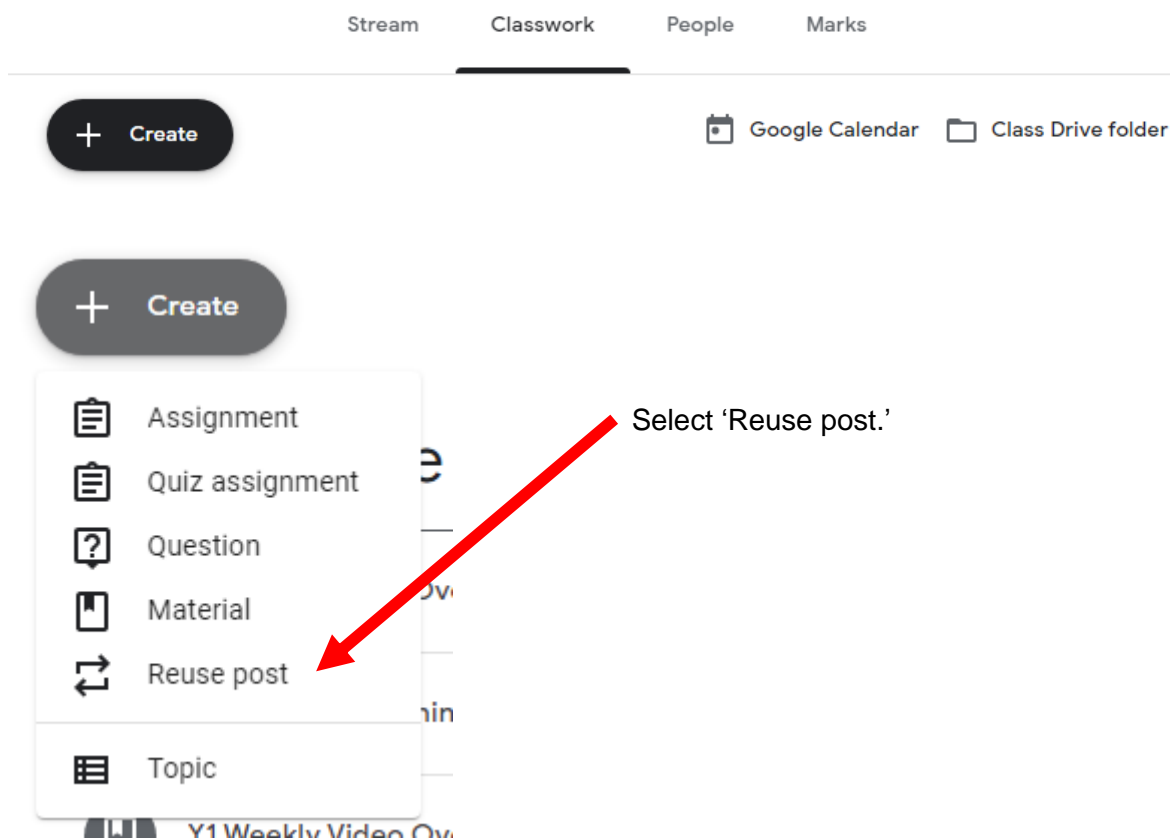
It may be useful to get a notification if a private comment is added to a piece of work, as the children or their parents’ may be asking a question, but you may just rely on checking this manually to limit the number of emails you receive.

Reusing a post from another year group







This is an easy way to differentiate for those who need it. You can take a post from another year group and assign it to children in your year group. First, you must have access to their classroom. If you can't see their year group on your side bar, message the teacher to get them to add you.

This example shows me assigning some Reception work to Year 1, but it can work for any year group.

Go to 'Classwork' and click 'Create.'

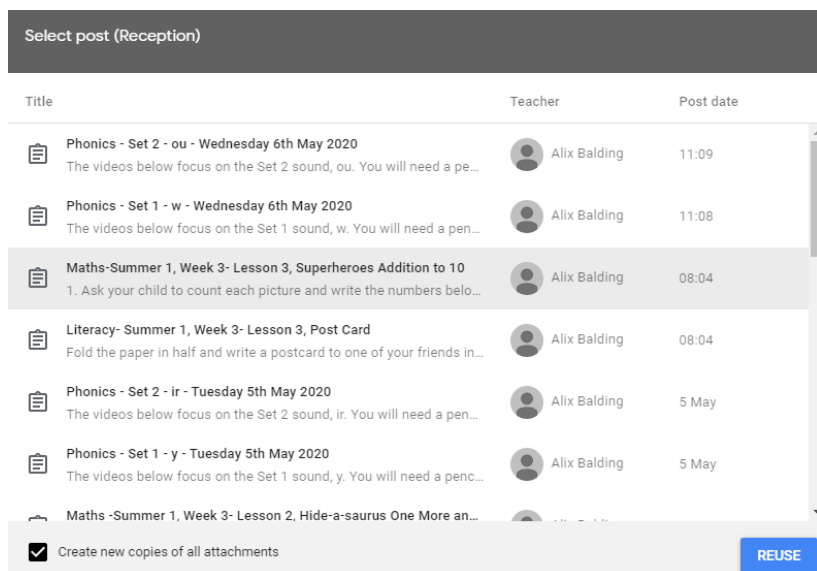


Select the class you would like to use a post from:

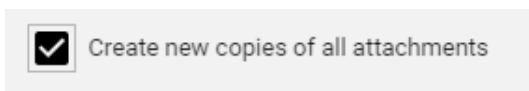
Select class		
Class	Teachers	Created
 Reception	Alix Balding, Salma Khatun, Jane Carrington...	20 Apr
 Year 1	Ernest Shackleton class, Caroline Hill, Salm...	17 Apr
 Year 2	Ruth Dignam-Murphy, Natalee Spencer, Ma...	20 Apr
 Year 3	Isaac Newton, Katija Ali, Saffa Karim, Mich...	6 Apr
 Year 4	Kate Davis, Louise Ledger, William shakesp...	20 Apr
 Year 6	Serach Raffles, Lucy Hyde, James Brunskill...	20 Apr

(If you cannot see this and only see a list of work, please the back arrow above 'Select post'.)

Then click on the post you want to reuse.



At the bottom, tick:



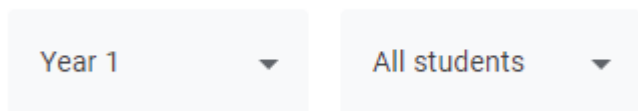
Then, click:



You need to create copies of attachments because then the year group you are using the work from won't get email notifications requesting access to their classroom from older children.

The work will now appear on your classroom like a normal assignment. You can assign it to specific children by clicking on 'All students' and selecting the names that will receive the work:

For

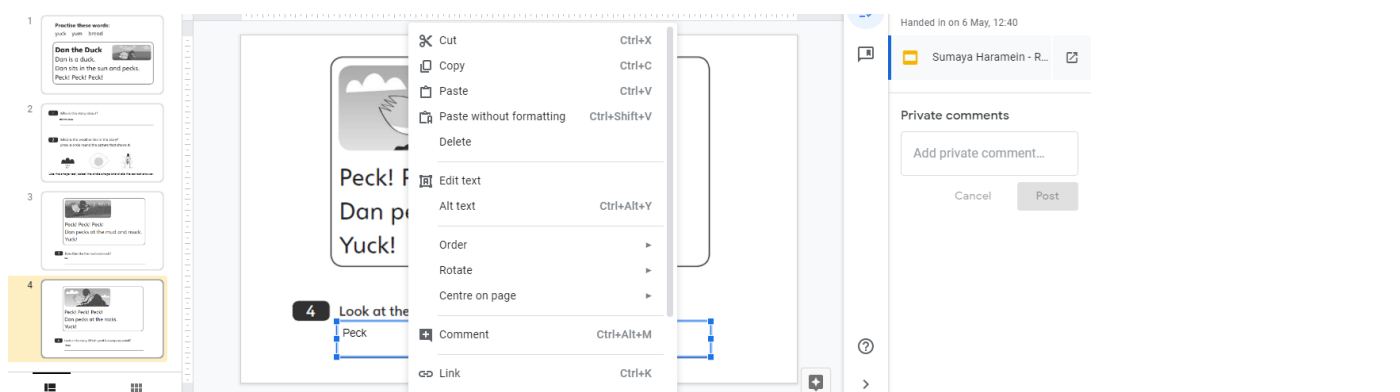


Unfortunately, Google Classroom doesn't have an easy grouping function as yet.

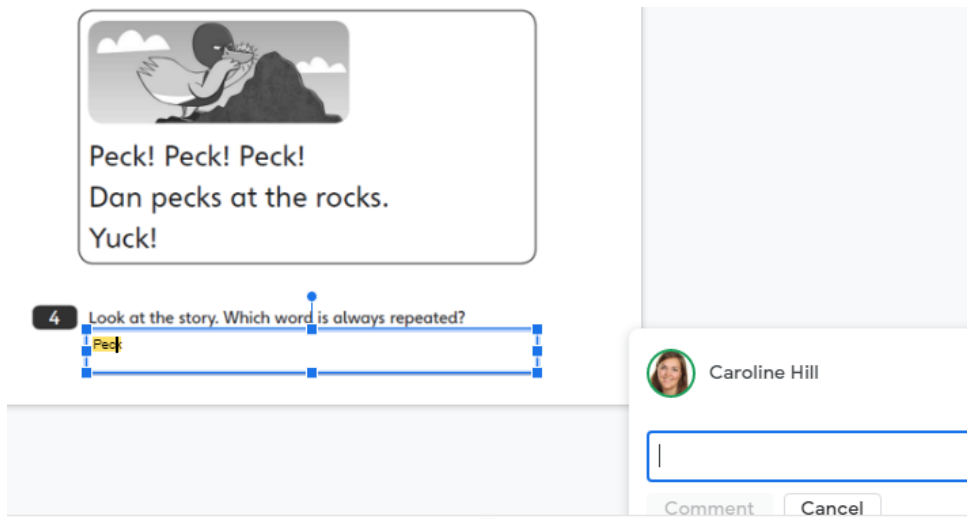
Adding comments to completed pieces of work

This is for marking a piece of work that has multiple pages or slides. Leaving a private comment is easy enough, but you may want to show the child where they have made their error and what they need to correct.

To do this: Right click and select 'Comment'. (You can also use Ctrl+Alt+M)



This box will then open up for you to add your correct answer, or next step. The children will receive a notification with all your comments in.



The screenshot shows a digital learning environment. On the left, a rounded rectangular box contains an illustration of a penguin pecking at a rock, with the text: "Peck! Peck! Peck! Dan pecks at the rocks. Yuck!". Below this, a question is displayed: "4 Look at the story. Which word is always repeated?". The word "Peck" is highlighted in yellow within a blue selection box. To the right, a comment box is open, showing a profile picture of a woman named "Caroline Hill", a text input field, and "Comment" and "Cancel" buttons.

This may be particularly useful for a task that has multiple slides or pages.
