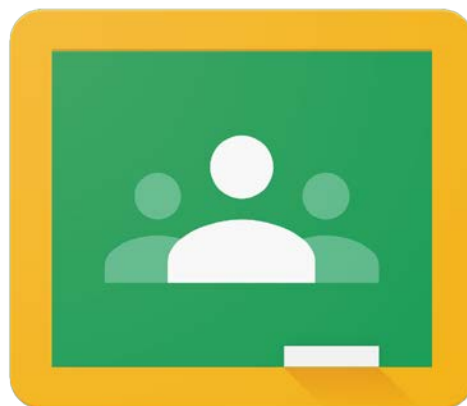


How to make the most of



Google Classroom

Contents

1. [Organising your classwork into topics](#)
2. [Creating an assignment](#)
3. [Scheduling assignments and posts](#)
4. [Creating a quiz assignment](#)
5. [How to screen capture with PowerPoint](#)
6. [How to record your voice over a PowerPoint](#)

1. Organising your classwork into topics

The screenshot displays the Blackboard LMS interface for a class titled "Class 2019-10GCh1". The navigation tabs at the top are "Stream", "Classwork", "People", and "Grades". The "Classwork" tab is active. On the left, a sidebar lists various topics such as "All topics", "Knowledge Organisers", "Advanced Separation Techniques", "Atomic Structure and the Periodic Table", "Reactivity of Metals", "Chemistry of the Atmosphere", "Using Resources", "Chemical Analysis", "Bonding, Structure and Properties", "The Periodic Table", "Quantitative Chemistry", "Acids and Bases", "Energy Changes", "Rates and Equilibrium", and "Electrochemistry".

The main content area shows a list of classwork items. A "Create" button is circled in red, and a dropdown menu is open, with the "Topic" option also circled in red. The menu options are: Assignment, Quiz assignment, Question, Material, Reuse post, and Topic. The classwork items listed include "Organisers", "Advanced Separation Techniques", "Advanced Separation Techniques Quiz" (scheduled for Apr 20, 8:50 AM), "Atomic Structure and the Periodic Table", "Atomic Structure and the Periodic Table Ma..." (scheduled for Apr 24, 3:18 PM), "Chemistry Work for the Week (Mon 20th Ap..." (scheduled for Apr 20, 8:55 AM), and "Investigating the Periodic Table with Experi..." (edited Apr 6). The "Reactivity of Metals" topic is also visible at the bottom of the list.

+ Create

📅 Google Calendar 📁 Class Drive folder

- All topics
- Knowledge Organisers
- Advanced Separatio...
- Atomic Structure an...
- Reactivity of Metals
- Chemistry of the At...
- Using Resources
- Chemical Analysis
- Bonding, Structure a...
- The Periodic Table
- Quantitative Chemis...
- Acids and Bases
- Energy Changes
- Rates and Equilibrium
- Electrochemistry

Knowledge Organisers

📄 Y9 and 10 Knowledge Organisers

Advanced Separation Techniques

📄 Advanced Separation Techniques Quiz *Scheduled for Apr 20, 8:50 AM*

Atomic Structure and the Periodic Table

📄 Atomic Structure and the Periodic Table Ma... *Scheduled for Apr 24, 3:15 PM*

📄 Chemistry Work for the Week (Mon 20th Ap... *Scheduled for Apr 20, 8:55 AM*

📄 Investigating the Periodic Table with Experi... Edited Apr 6

Reactivity of Metals



- Rename
- Delete
- Copy link
- Move up
- Move down

Select the three dots to rename, delete, or move topics up or down.

You can also click and drag the topic to where you want it.

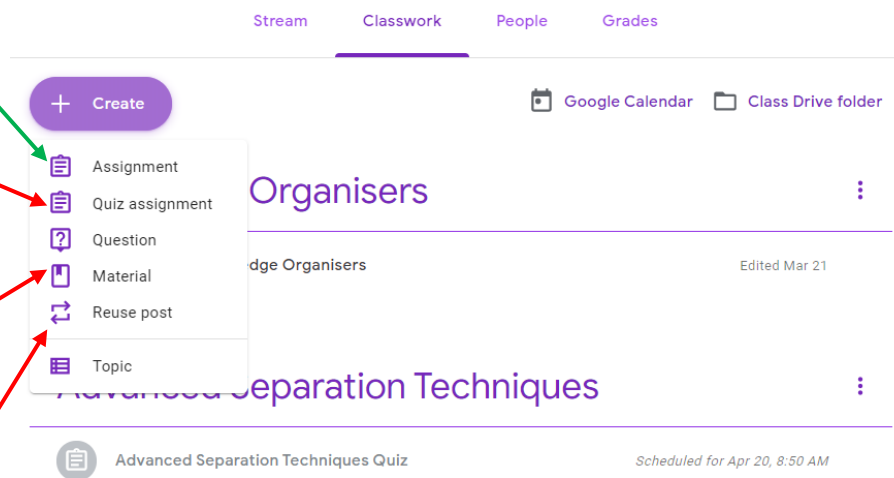
2. Creating assignments

Click here to create your assignment.

You can create Google Quizzes here.

You can just post material such as links to lectures, news stories, etc.

You can reuse assignments/ posts from other classes by selecting this feature.



The screenshot shows the Canvas LMS interface. At the top, there are tabs for 'Stream', 'Classwork', 'People', and 'Grades'. Below these is a purple '+ Create' button. A dropdown menu is open, showing options: 'Assignment', 'Quiz assignment', 'Question', 'Material', 'Reuse post', and 'Topic'. To the right, there are links for 'Google Calendar' and 'Class Drive folder'. Below the menu, there is a list of assignments. The first one is 'Organisers' with a vertical ellipsis menu icon to its right. Below that is 'Edge Organisers' with the text 'Edited Mar 21' to its right. The next one is 'Advanced Separation Techniques' with a vertical ellipsis menu icon to its right. At the bottom, there is a card for 'Advanced Separation Techniques Quiz' with the text 'Scheduled for Apr 20, 8:50 AM' to its right.

Add instructions and due date

Type in your title/ any instructions.

You can assign to more than one class. Note: this disables the ability to schedule the assignment.

You can also send the assignment to certain pupils

The screenshot shows an assignment creation form with the following fields and options:

- Title:** A text input field for the assignment title.
- Instructions (optional):** A larger text area for providing instructions.
- Buttons:** "Add" and "Create" buttons at the bottom left.
- Assign button:** A purple "Assign" button with a dropdown arrow at the top right.
- For:** A dropdown menu with "Class 2019-1..." and "All students" options.
- Points:** A dropdown menu with "Ungraded" selected.
- Due:** A dropdown menu with "No due date" selected.
- Topic:** A dropdown menu with "No topic" selected.
- Rubric:** A "+ Rubric" button.
- Originality reports:** A checkbox and a link to "Learn more".

Red callout boxes with arrows point to the following elements:

- The "Title" and "Instructions (optional)" fields.
- The "For" dropdown menu.
- The "Due" dropdown menu.
- The "Topic" dropdown menu.

You can select a date and specific time the assignment is due.

Choose the topic the assignment belongs to here.

Add extra resources

Click here to add resources such as YouTube links, PowerPoints, etc.

The screenshot shows an assignment editor interface. At the top left, there is a close button (X) and the word 'Assignment'. On the right, there is an 'Assign' button with a dropdown arrow. The main area is divided into two sections: 'Title' and 'Instructions (optional)'. Below the 'Instructions' section, there is a red circle around the 'Add' button, which is highlighted by a red callout box. The 'Add' button has a red arrow pointing to the text 'Click here to add resources such as YouTube links, PowerPoints, etc.'. Below the 'Add' button is a '+ Create' button. A dropdown menu is open below the 'Add' button, showing four options: 'Google Drive', 'Link', 'File', and 'YouTube'. On the right side of the interface, there are several settings sections: 'For' (Class 2019-1..., All students), 'Points' (Ungraded), 'Due' (No due date), 'Topic' (No topic), 'Rubric' (+ Rubric), and 'Originality reports' (checkbox, Learn more).

Assignment

Assign

Title

Instructions (optional)

Add + Create

- Docs
- Slides
- Sheets
- Drawings
- Forms

For

Class 2019-1... All students

Points

Ungraded

Due

No due date

Topic

No topic

Rubric

+ Rubric

Originality reports [Learn more](#)

Click here to create Google docs, slides, etc that pupils can edit and submit.

Assignment

Title

Instructions (optional)

Add Create

Untitled document
Google Docs

Students can view file
Students can edit file
Make a copy for each student

Assign

For
Class 2019-1... All students

Points
Ungraded

Due
No due date

Topic
No topic

Rubric
+ Rubric

Originality reports
[Learn more](#)

Select 'Make a copy for each student' so that pupils can turn in their own work.

3. Scheduling assignments and posts

Assignment

Once finished, click 'Assign'. If you want to schedule when the assignment is released, select the drop down arrow.

Title
Chemistry Work for the Week (Mon 20th April - Fri 24th April)

Instructions (optional)
PLEASE READ CAREFULLY.

Task 1 - watch the playlist/ make notes, answer the revision guide questions within the google doc.
Task 2 - complete the exam questions within the same google doc.
Task 3 - complete the Google Quiz (posted separately).

Extension: complete the quiz questions within the attached PowerPoint.

Tassomai should be on 4/7 daily goals. If you answer/ complete the work on paper - take a pic and submit within the assignment (not on the stream).

[Add](#) [+ Create](#)

- 9-1 GCSE Chemistry Paper 1 Atomic Structure and the Periodic Table - YouTube
https://www.youtube.com/playlist?list=PL9IouNCPbCxULWXC09jt0PsuAbxYpw2_1
- Atomic Structure and the Periodic Table
Google Docs [Make a copy for each student](#)
- Atomic Structure and the Periodic Table.pptx
PowerPoint [Students can view file](#)

For: Class 2019-1... All students

Points: Ungraded

Due: Fri, Apr 24, 3:15 PM

Topic: Atomic Structure and the Periodic Ta...

Rubric: [+ Rubric](#)

Originality reports [Learn more](#)

Assign

You can now schedule the assignment to be released at a specific date and time.

Saved Assignments

- Assign
- Schedule**
- Save draft

X Assignment



Title
Chemistry Work for the Week (Mon 20th April - Fri 24th April)



Instructions (optional)
PLEASE READ CAREFULLY.

Task 1 - watch the playlist/ make notes, answer the revision guide questions within the google doc.
Task 2 - complete the exam questions within the same google doc.
Task 3 - complete the Google Quiz (posted separately).

Extension: complete the quiz questions within the attached PowerPoint.

Tassomai should be on 4/7 daily goals. If you answer/ complete the work on paper - take a pic and submit within the assignment (not on the stream).

Add Create

- 9-1 GCSE Chemistry Paper 1 Atomic Structure and the Periodic Table - YouTube
https://www.youtube.com/playlist?list=PL9louNCPbCxULWXC09jt0PsuAbxYpw2_1 X
- Atomic Structure and the Periodic Table
Google Docs Make a copy for each student X
- Atomic Structure and the Periodic Table.pptx
PowerPoint Students can view file X

For
Class 2019-1... All students

Points
Ungraded

Due
Fri, Apr 24, 3:15 PM

Topic
Atomic Structure and the Periodic Ta...

Rubric
 + Rubric

Originality reports
[Learn more](#)

4. Creating a quiz assignment

Click here to create your assignment.

You can create Google Quizzes here.

You can just post material such as links to lectures/ news stories etc.

You can reuse assignments/ posts from other classes by selecting this feature.

The screenshot shows the Canvas LMS interface. At the top, there are tabs for 'Stream', 'Classwork', 'People', and 'Grades'. Below these is a navigation bar with a '+ Create' button, 'Google Calendar', and 'Class Drive folder'. The main content area displays 'Organisers' with a list of items: 'Edge Organisers' (Edited Mar 21) and 'Advanced Separation Techniques'. A 'Create' dropdown menu is open, showing options: 'Assignment', 'Quiz assignment', 'Question', 'Material', 'Reuse post', and 'Topic'. A red box highlights the 'Create' button, and a green box highlights the 'Quiz assignment' option. Red boxes highlight the 'Material' and 'Reuse post' options, with arrows pointing to the explanatory text boxes on the left.

Assignment Assign

Title

Instructions (optional)

[Add](#) [Create](#)

Blank Quiz
Google Forms Locked mode on Chromebooks

Classroom can import grades for assignments. Grade importing automatically limits each form to 1 response per user, collects email addresses, and restricts responses to users in your domain.

Grade importing

For
Class 2019-1... All students

Points
100

Due
No due date

Topic
No topic

Rubric
[+ Rubric](#)

Originality reports [Learn more](#)

If you turn this feature on students won't be able to open other tabs while they complete the quiz (This only works if they have a Chromebook).

Click on this to edit your quiz.

Creating questions

The screenshot shows a quiz creation interface for a "Blank Quiz". At the top, there are navigation tabs for "Questions" and "Responses". The main area contains a form for creating a question. A callout box points to the "Multiple choice" dropdown menu, stating "Select the question type here." Another callout box points to the "Add more questions to your quiz." button in the right-hand toolbar, stating "Add more questions to your quiz." A third callout box points to the "Add images/ video clips." button in the right-hand toolbar, stating "Add images/ video clips." A fourth callout box points to the "Answer key" checkbox, stating "Here you can choose how many points the question is worth and select the correct answer(s) to give automatic feedback on (in)correct answers." The form itself includes a title field "Untitled Question", a question type dropdown set to "Multiple choice", two radio button options: "Option 1" and "Add option or add 'Other'", and an "Answer key" checkbox with "(0 points)" next to it. At the bottom right of the form are icons for copy, delete, and a "Required" toggle switch.

Blank Quiz

Form description

Questions Responses

Blank Quiz

Form description

Untitled Question

Multiple choice

Option 1

Add option or add "Other"

Answer key (0 points)

Required

Add more questions to your quiz.

Add images/ video clips.

Select the question type here.

Here you can choose how many points the question is worth and select the correct answer(s) to give automatic feedback on (in)correct answers.

Add feedback for answers

The screenshot shows a quiz editor interface. A modal dialog box titled "Add feedback" is open, with tabs for "Incorrect answers" and "Correct answers". The "Incorrect answers" tab is selected. The dialog contains a text input field labeled "Enter feedback", a link icon, a play button icon, and "Cancel" and "Save" buttons. In the background, the quiz editor shows an "Untitled Question" with a radio button for "Option 1" and a button labeled "Add answer feedback". A "Done" button is at the bottom right. The "Total points: 0" is displayed in the top right corner.

You can add specific links for pupils to click on, eg a YouTube clip or BBC bitesize link, etc.

Select how many points the question is worth.

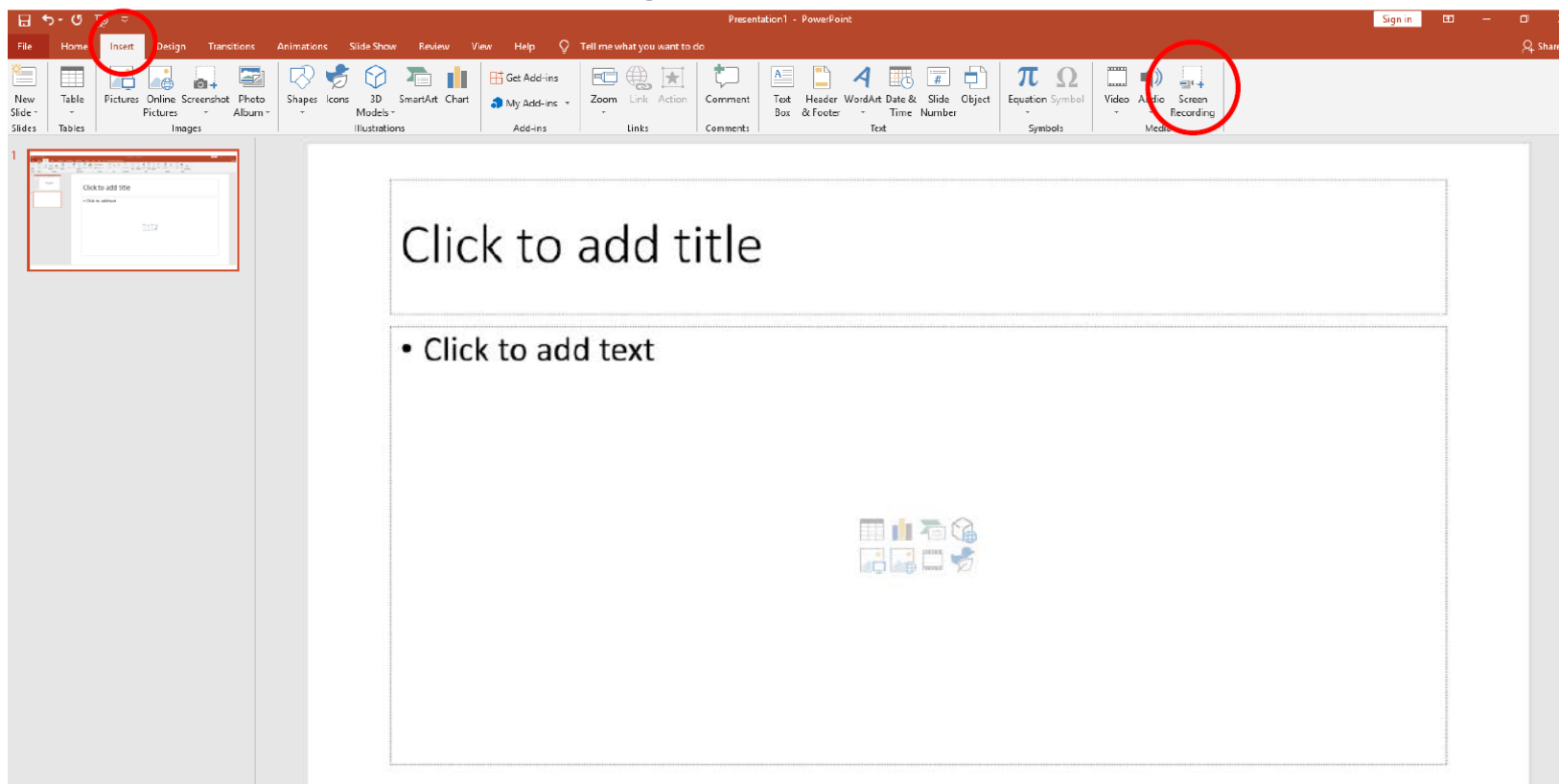
Select the correct answer.

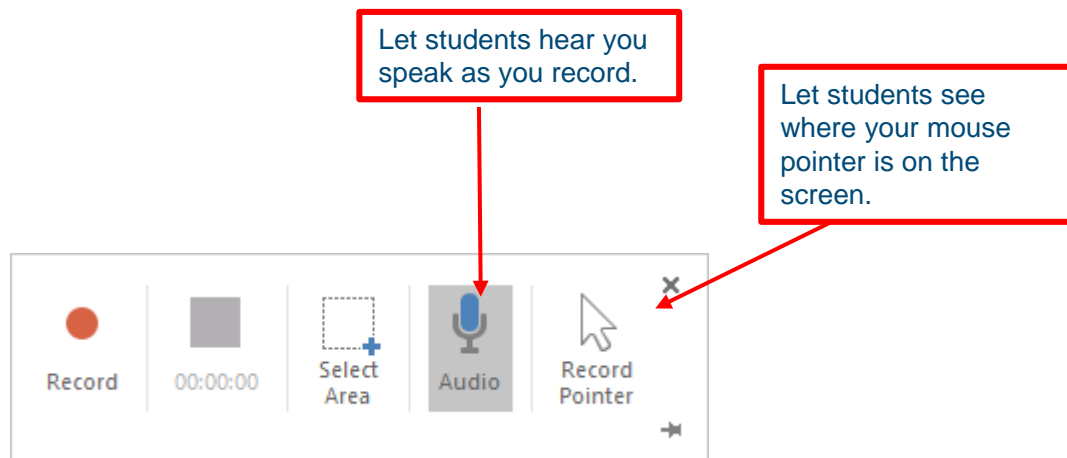
0 points

Add answer feedback

5. How to screen capture with PowerPoint

Go to PowerPoint → Insert → Screen Recording



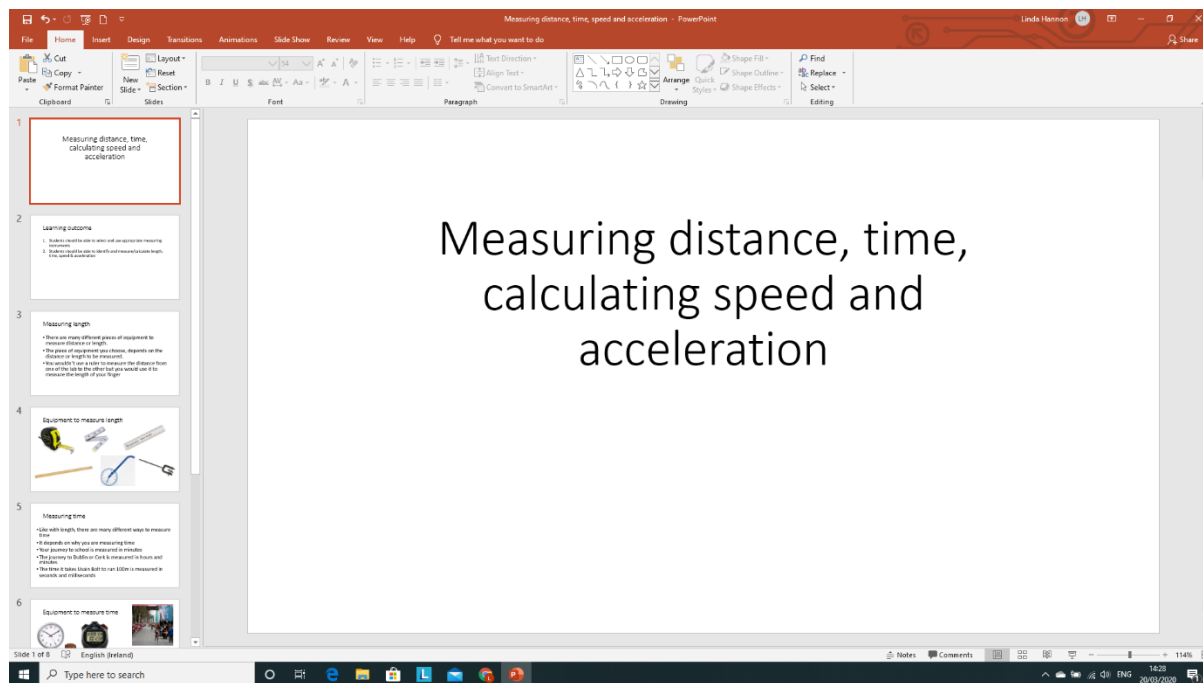


This panel will appear. Select the area you want to record (whether in your internet browser or a word doc) and it will count you down. Note down how to stop the recording (eg press Windows, shift, Q). Your students will be able to see what you are doing on the screen.

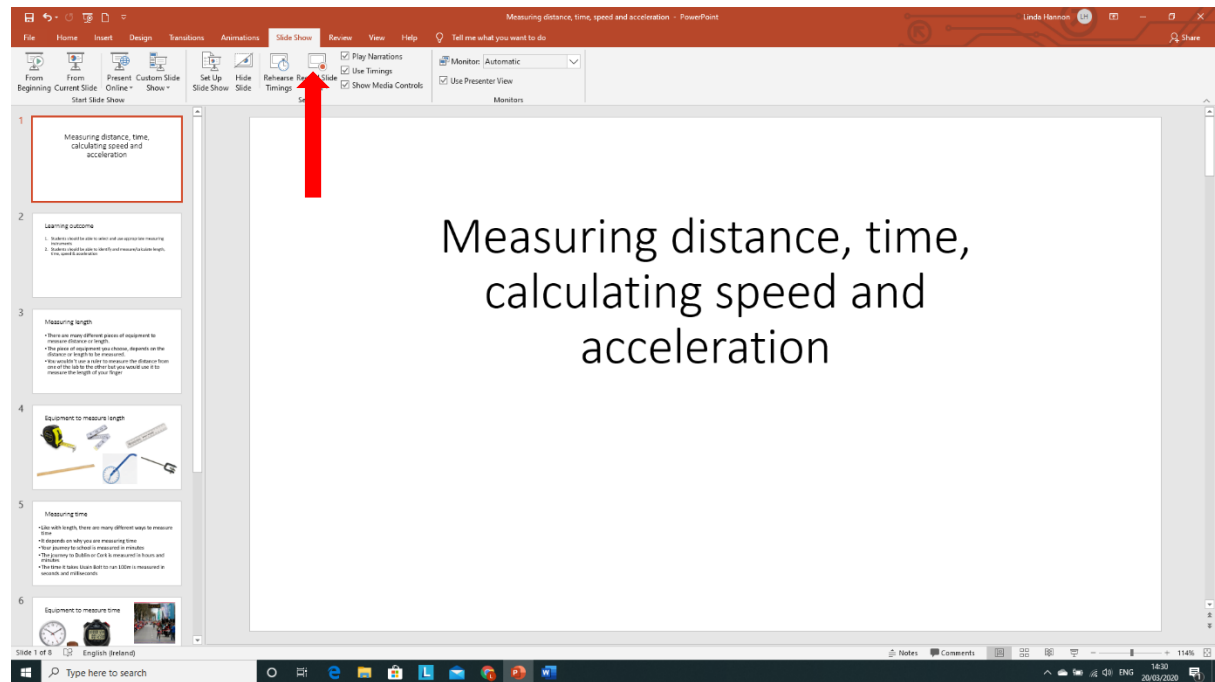
Once finished, it will appear in your PowerPoint file. Save this as a file and upload to Google Classroom to share with your students.

6. How to record your voice over a PowerPoint

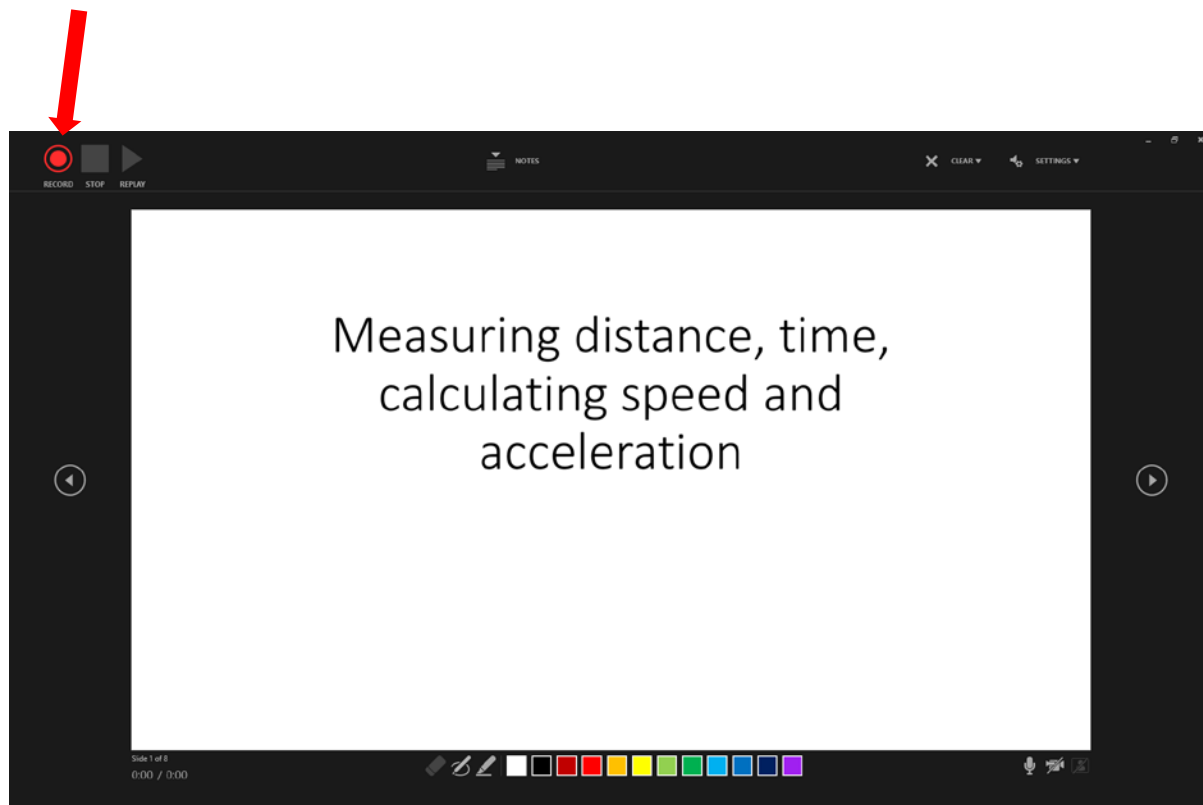
Here is a PowerPoint presentation for 1st year Junior Cycle science.



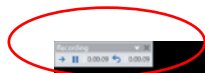
Click on the 'Slide Show' tab and you will see the following choices. Click on 'Record Slide Show'.



Once you have clicked on 'Record Slide Show', this window will appear on your screen. As you can see from the bottom right hand corner of the image, I have muted the camera so students can only hear my voice. The red button on the top left-hand corner must be clicked to start recording.



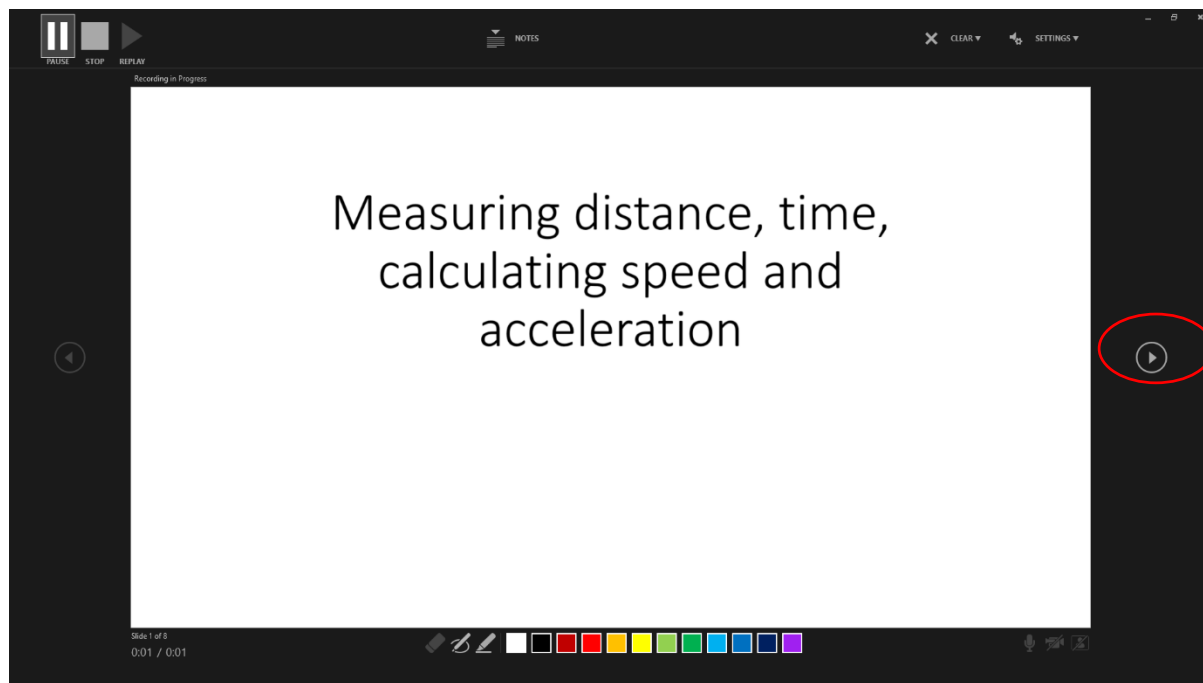
Note: if you have MS Office 2016, your screen may look slightly different as the controls are more limited. A dialogue box will appear once you click 'Record slide show' and you must click on 'Start recording' to commence recording. There is no video option, only audio, so this does not need to be deactivated. The controls are found in the bottom left of the screen and the recording tools in a floating box, where you can also pause the recording.



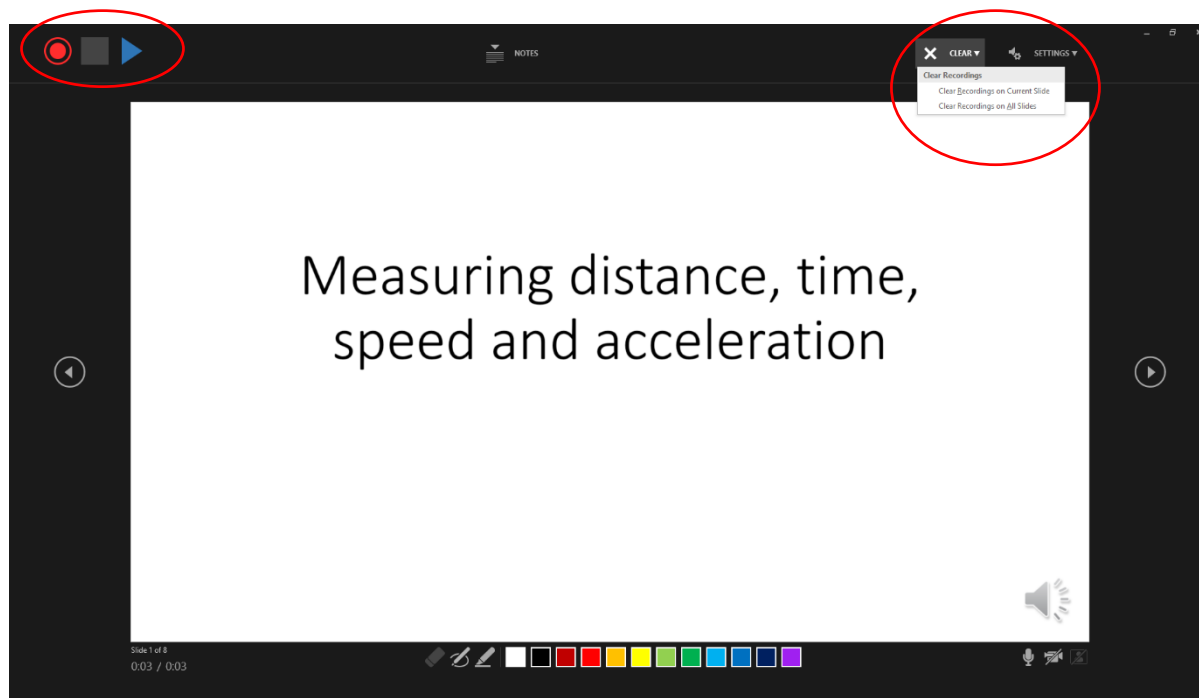
Measuring distance, time,
calculating speed, acceleration



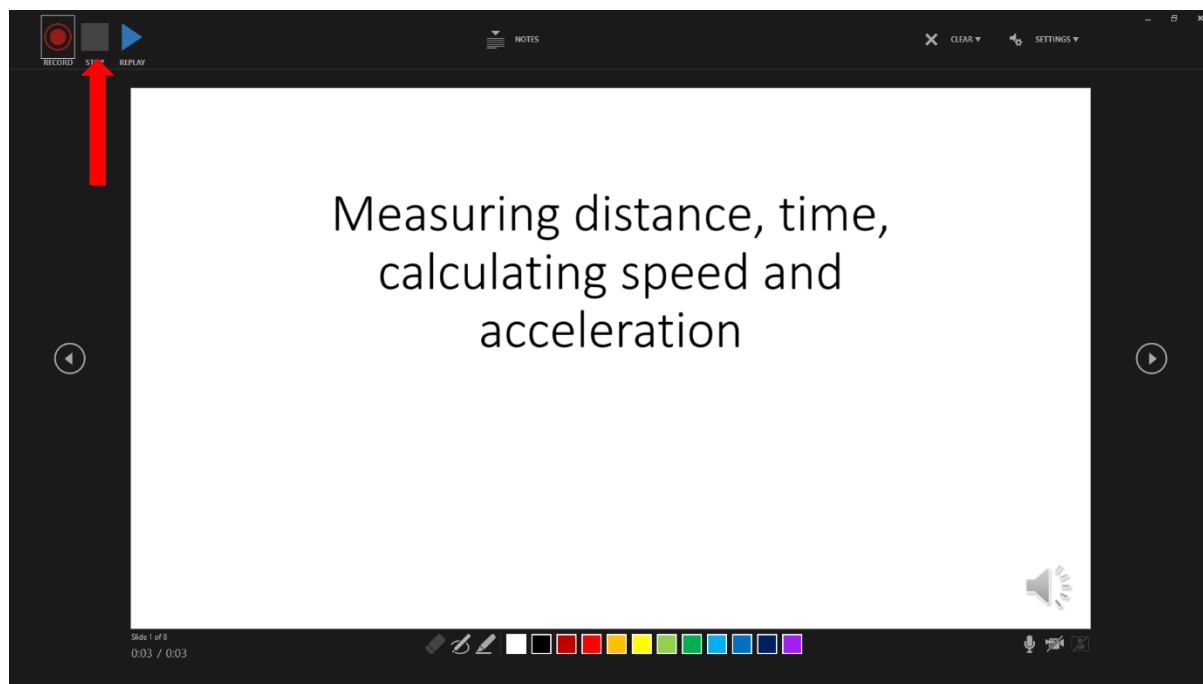
Once you click on the record button you can move the slides on by clicking the arrow to the right of the screen (found at the bottom in MS 2016). You can also pause the recording. Remember that while recording, you cannot go backwards in your presentation – ie you cannot go from slide 3 back to slide 2.



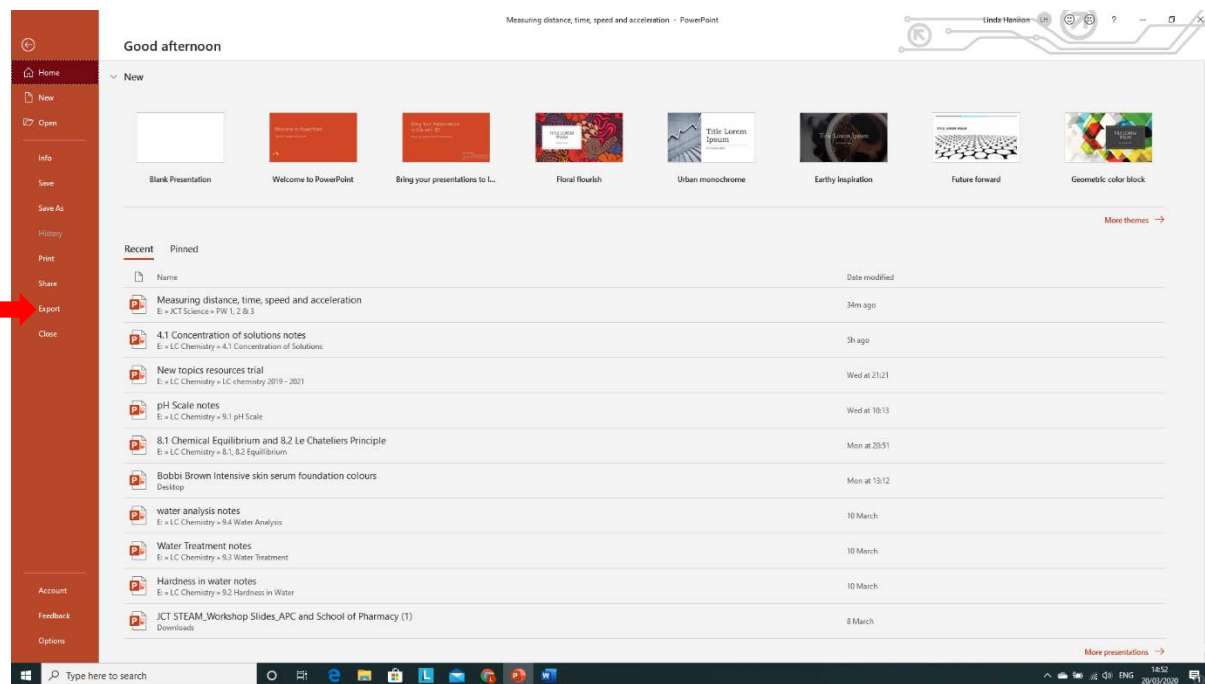
If you make a mistake while recording your voice over a particular slide, don't panic. You can delete the recording for that slide and record your voice again. To re-record on a slide, press 'stop' in the top left-hand corner. Then click on the little arrow beside CLEAR. You can see a drop-down menu with 2 options. Clear the recordings for the current slide or clear recordings on all slides. Once you've made your decision and the recording has been deleted, you can press record again and off you go.



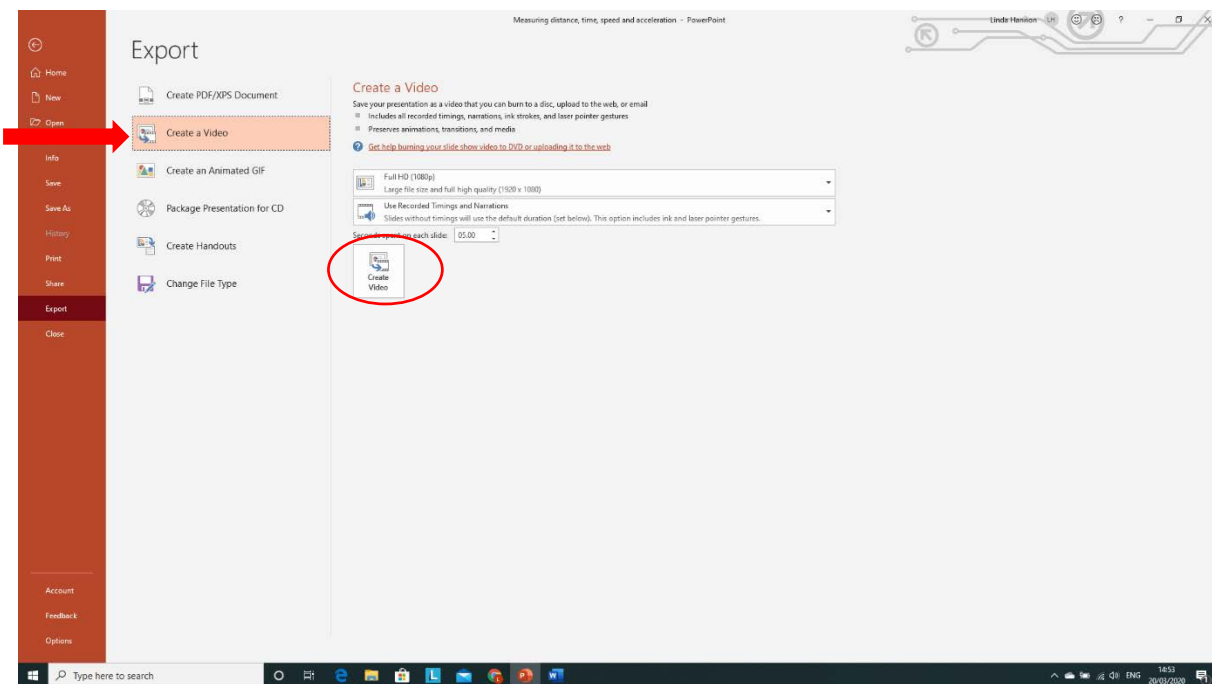
When you finish your recording, press stop. You can replay your presentation before saving. Once you are happy with your recording, exit the recording window. (In MS 2016 you cannot replay: click the 'close' button on the recording controls and it will return you to the normal screen where you can listen back.)



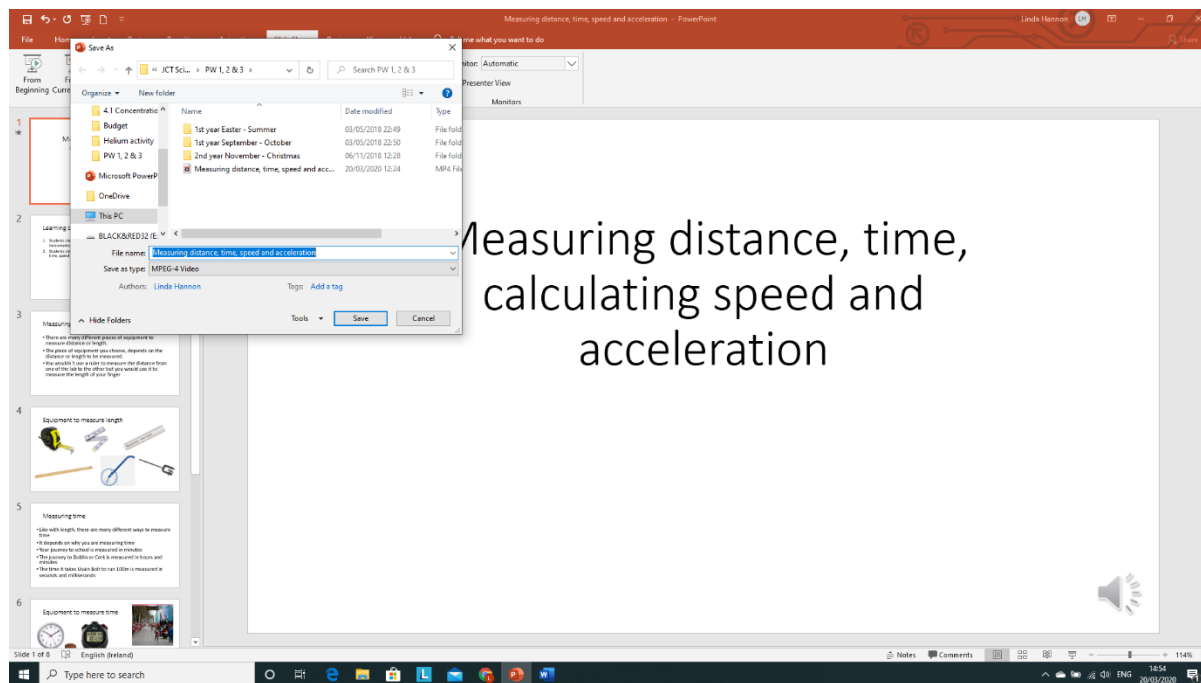
Export the document as a video file. To do this, click 'File'. Once you click on 'File' you will see the window below. Click 'Export'.



Click on 'Create a Video'. Your recording will now be converted to an mp4 file. You will be asked where you want to save the recording. You may like to change the definition from Full HD to SD.



Notice, the recording is saving as an MPEG-4 Video. When you are happy the file name and where it is saved, click on 'Save'.



You can see at the bottom of the main slide that the recording being created to the mp4. Once saved, you can share the mp4 file with students using Google Classroom.

