Google Classroom

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Overview

PBS LearningMedia now fully integrates with Google Classroom, giving you the ability to sync class rosters, assignments, and assignment results between PBS LearningMedia and Google Classroom.

Requirements

- Teachers and students must each have a valid Google account.
- Teachers and students must each have a PBS LearningMedia account.
- Students must accept Google's permissions when signing in for a lesson.

How to create a class in Google Classroom

To being using Google classroom, you must first import a Google classroom into PBS LearningMedia.

- From your Gmail account, click the grid in the upper right corner of the page, to the left of your sign-in (Figure 1.1).
- Scroll down the options presented, or click More, and click Classroom (Figure 1.2).

Figure 1

- Click the plus sign in the upper right side of the page and click Create class (Figure 2).

Figure 2

- Click the checkbox verifying you understand Google's requirements (Figure 3.1).
- Click CONTINUE (Figure 3.2).

Figure 3
• In the Class name textbox, type the name of the class you are creating (Figure 4.1). Give it a name that indicates what type of class it is or the time of day you have the class. This field is required.
• You can fill out the other fields (Subject, Room) to provide more context.
• When finished, click CREATE (Figure 4.2).

Depending on your internet speed, creating the class could take up to a few seconds (Figure 5).

There are two ways you can invite students to your class:
• Send a class code
• Send an invitation link

Sending a class code
• Your class has been created and Google automatically assigns a background image and color scheme. These elements can be changed in the lower right section of the banner. In that same section, click About (Figure 6).
• The class code that you will send to your students displays (Figure 7). Send **this code** to your students so they can join your class.
• When finished, click the **X** in the upper right corner of the popup box to close this window.

Figure 7

![Class code image]

**Sending an invitation**

• Click **PEOPLE** in the top navigation menu (Figure 8.1).
• In the Students section, click the **person icon** to begin inviting your students to your class (Figure 8.2).

Figure 8

![Class invitation image]

• Click where it displays, "**Type a name or email**" and type the **email address** of the student(s) to whom you want to send an invitation (Figure 9.1).
• You can separate email addresses by tapping your **Tab key** or by clicking **Add recipient** under **Search Results** (Figure 9.2).

Figure 9

![Email addresses image]

• When students have signed in to the class using the code or the link that was sent to them, they will show up under the **Students** section in Figure 8.

**How to import a Google class into PBS LearningMedia**

• After you have created a class in Google Classroom and invited students, you can import the class into PBS LearningMedia.
• Sign in to **www.pbslearningmedia.org** with your teacher Gmail account (Figure 1). This is the email address that is associated with your Google Classroom account.
• Hover over your name in the upper right corner and click **Classes** (Figure 2).

Figure 2

• Click **Import a Class from Google Classroom** (Figure 3).

Figure 3

• Click the **Select a class from Google Classroom dropdown menu** and click the **name of the class** that you want to import (Figure 4).

Figure 4

• Click **Import** (Figure 5).

Figure 5

• Click **See Class** to view the students who were imported to PBS LearningMedia (Figure 6).

Figure 6
All students are listed. If new students join your class, import them into PBS LearningMedia by clicking Re-Import Students from Google Classroom (Figure 7).

Figure 7

How to assign a PBS LearningMedia resource to your Google class

⚠️ Be sure all students have registered for a PBS LearningMedia account.

* From the PBS LearningMedia homepage, type keywords in the search textbox to search for the resource you want to assign to your students (Figure 1).

Figure 1

* Click the title of the resource that you want to assign to your students (Figure 2).

Figure 2
• On the left side of the resource, click **Share & Assign** (Figure 3).

**Figure 3**

- Click **Assign to Class** (Figure 4).

**Figure 4**

- When the popup box appears, under the **Assign to a Class** section, click **Assign to Class** (Figure 5).

  **Do not use the Quick Assign feature.**

**Figure 5**

- Click the **checkbox** next to the class to which you want to assign the resource (Figure 6.1).
- Click **Select Students** (Figure 6.2).

**Figure 6**
All students are checked by default. Click the **checkbox** next to any student you do not want to include in this assignment. The checkbox displays without a checkmark, indicating that the lesson will not be assigned to that student.

When finished, click **Assign** (Figure 7).

The resource has been assigned to the selected students. Click **OK** (Figure 8).

How a student completes an assignment

Once you have assigned a resource to your student, the student should open Google Classroom using their Gmail account that is associated with your Google Classroom.

The student's Google Classroom dashboard displays a notification that their teacher has posted a new assignment. The student clicks the **notification** (Figure 1).
The link to the PBS LearningMedia website displays (Figure 2). The student should click the link.

The student is taken directly to the assignment on the PBS LearningMedia website. When they have finished the assignment, they should click Finish Lesson (Figure 3).

A notification displays on the student's screen indicating that they have finished the assignment and it has been sent to their teacher (Figure 4).

When the student returns to Google Classroom, a message displays that they have turned in the assignment (Figure 5).
How to view student results

- To check your students’ results, go to Google Classroom and click CLASSWORK (Figure 1.1).
- Click the link to the assignment you want to check (Figure 1.2).

Figure 1

- The assignment dashboard displays:
  - How many students have turned in their work (Figure 2.1)
  - How many students were assigned the resource (Figure 2.2)
  - A link to view the assignment (Figure 2.3).
- All links are clickable.

Figure 2