
Google Classroom for Adult Education: My Tips

- 1. Get a new Google Account (unless using a district account)
- 2. Make a second account, faux student account to demonstrate with (use an unused district account or talk to your district tech dept)
- 3. Archive classes (find at top left--three horizontal lines)
- 4. Settings (same place) allows you to change the password or notifications settings
- 5. Assign due dates (activates Google Calendar)
- 6. When creating assignments, add a number
- 7. When you assign points, they will appear for the student in View all (Stream) or View your work (Classwork) as well as in the gradebook
- 8. Topics—use them to navigate, help you organize the assignments
- 9. Save draft—use this while you are creating the assignments, things might change and you avoid going back through and changing all
- 10. Use the time feature to order the assignments so they will appear in the Stream in the sequence you desire
- 11. Remind the students to mark assignments as done
- 12. When you use the template assignment or other assignments, be sure to demonstrate first and then have students practice as partners



This work is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>.

OTAN activities are funded by contract CN160223 from the Adult Education Office, in the Coordinated Student Support and Adult Education Division, California Department of Education, with funds provided through Federal P.L., 105-220, Section 223. However, OTAN content does not necessarily reflect the position of that department or the U.S. Department of Education.