
Instructions for Implementation: Google Classroom

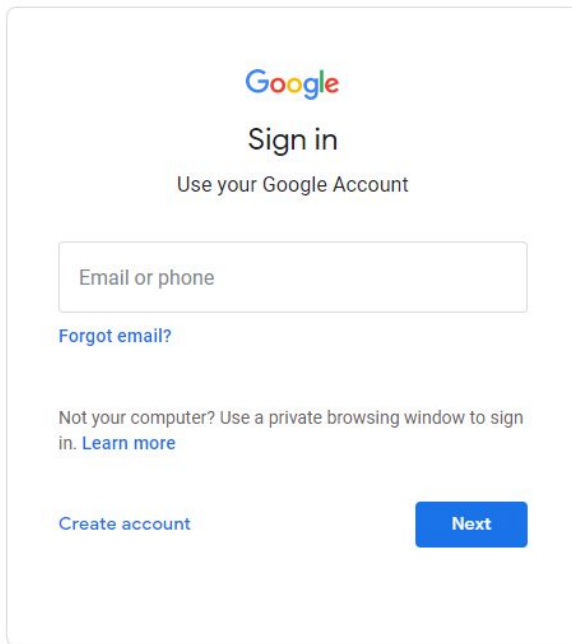
Using Digital Worksheets
for
The Social Express and Cool School

General Guidelines

- Teacher and students must have a Google account to access worksheets
- Teachers can now use the Google Classroom button found underneath each learning activity in the *Teach by Grade-Level* section of the webisode guide or from the *Extended Learning Activities* section of the Resources ticket
- In Google Classroom, make sure to select, *make a copy for each student*, when you post the assignment

Step 1

Log in to your Google account

A screenshot of the Google sign-in page. At the top is the Google logo. Below it is the text "Sign in" and "Use your Google Account". There is a text input field for "Email or phone". Below the field is a link for "Forgot email?". Further down is a message: "Not your computer? Use a private browsing window to sign in. [Learn more](#)". At the bottom left is a link for "Create account" and at the bottom right is a blue "Next" button.

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use a private browsing window to sign in. [Learn more](#)

[Create account](#) [Next](#)

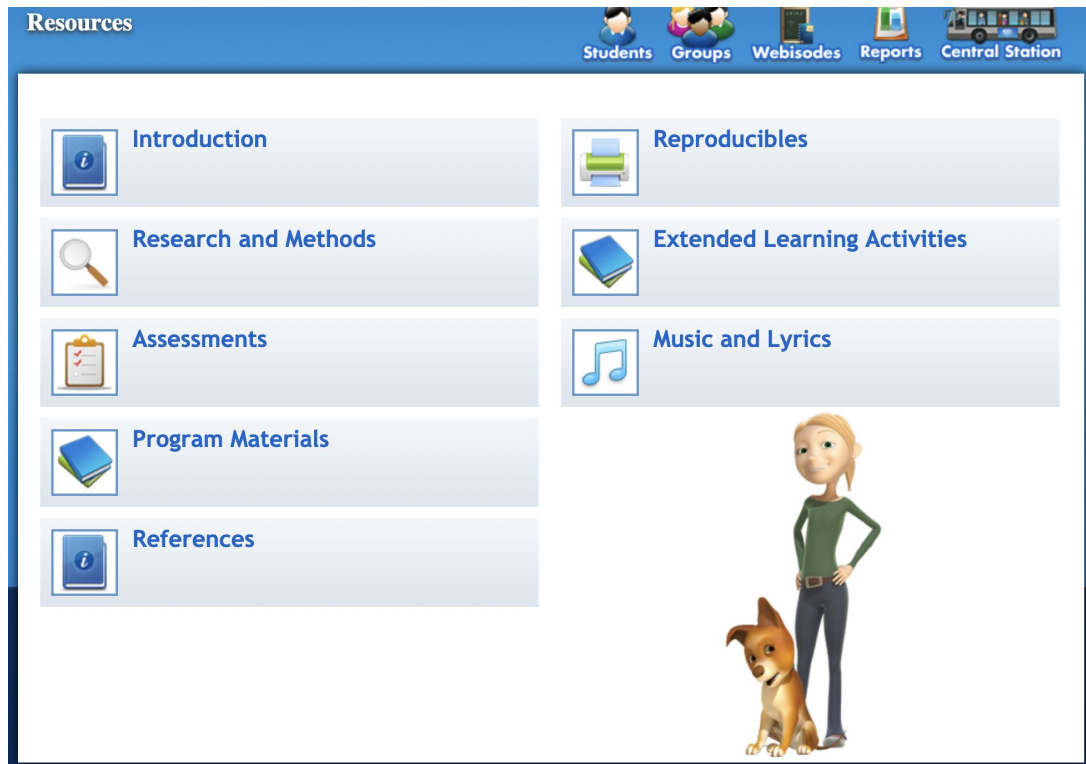
Step 2

Go to the Resources ticket on the Social Express or Cool School dashboard



Step 3

Choose *Extended Learning Activities* from the Resources menu



Step 4

Select the shareable interactive worksheet from
the index of options

Extended Learning Activities



Students



Groups



Webisodes



Reports



Central Station

Central Station > Resources > Extended Learning Activities

Shareable Interactive Worksheets

Please read the applicable tutorial before getting started

Google Classroom Tutorial

Non-Google Classroom Tutorial

Early Learner

English Language Arts Level: Pre-K - K

Creating Connections

English Language Arts Level: 1st Grade

Critical Thinker

English Language Arts Level: 2nd Grade

Emerging Expert

English Language Arts Level: 3rd Grade

Step 5

Select the desired worksheet from the list

Early Learner



Students

Groups

Webisodes

Reports

Central Station

Central Station > Resources > Extended Learning Activities > Early Learner

About Me: Early Learner



About My Friend: Early Learner



Character Sketch: Emma - Early Learner



Character Sketch: Katie - Early Learner



Character Sketch: Sam - Early Learner



Character Sketch: Zack - Early Learner



Comic Strip, Part I: Early Learner



Comic Strip, Part II: Early Learner



Coping Strategies: Early Learner



Feelings Guide: Early Learner



Step 6

Click on the Google Classroom icon next to the learning activity you wish to assign

Early Learner

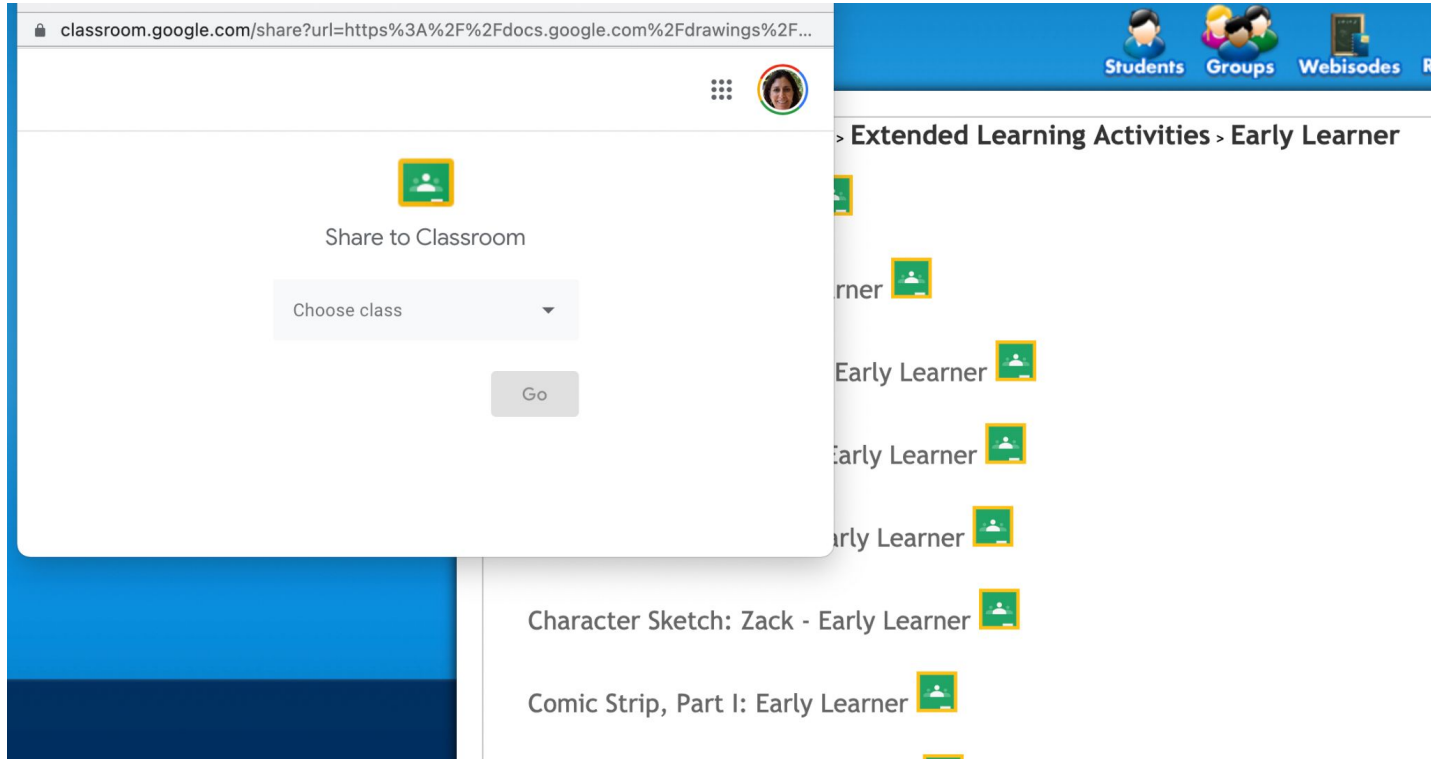
Students Groups Webisodes Reports Central Station

Central Station > Resources > Extended Learning Activities > Early Learner

- About Me: Early Learner 
- About My Friend: Early Learner 
- Character Sketch: Emma - Early Learner 
- Character Sketch: Katie - Early Learner 
- Character Sketch: Sam - Early Learner 
- Character Sketch: Zack - Early Learner 
- Comic Strip, Part I: Early Learner 
- Comic Strip, Part II: Early Learner 
- Coping Strategies: Early Learner 
- Feelings Guide: Early Learner 

Step 7

When you click on the Google Classroom icon, it will take you directly to your classroom(s)



Step 8

Choose the class to share the assignment

The screenshot displays the Google Classroom web interface. At the top, a blue header bar contains the 'Students', 'Groups', and 'Webisodes' icons. Below this, a navigation bar shows '> Extended Learning Activities > Early Learner'. The main content area lists several activities, each with a green icon and a person icon: 'Early Learner', 'Early Learner', 'Early Learner', 'Early Learner', 'Character Sketch: Zack - Early Learner', and 'Comic Strip, Part I: Early Learner'. A white dropdown menu is open, showing a list of classes under the heading 'Teaching'. The classes listed are: 'Contra Costa County Work Experi...', 'Unity Council ~ Earn and Learn' (highlighted), 'Summer Internship Program', 'Cool School Teaching Anti-Bullying', and 'Teen Career Path Assessments'.

Classroom

classroom.google.com/share?url=https%3A%2F%2Fdocs.google.com%2Fdrawings%2F...

Students Groups Webisodes

> Extended Learning Activities > Early Learner

Early Learner

Early Learner

Early Learner

Early Learner

Character Sketch: Zack - Early Learner

Comic Strip, Part I: Early Learner

Teaching

- C Contra Costa County Work Experi...
- U Unity Council ~ Earn and Learn
- S Summer Internship Program
- C Cool School Teaching Anti-Bullying
- T Teen Career Path Assessments

Step 9

Choose the action: Create an Assignment

The screenshot displays the Google Classroom web interface. At the top, the address bar shows a URL starting with 'classroom.google.com'. The header bar is blue and contains icons for 'Students', 'Groups', and 'Webisodes', along with a user profile picture. Below the header, a navigation bar shows '> Extended Learning Activities > Early Learner'. A context menu is open over a list of assignments, with the 'Create assignment' option highlighted in green. The menu options are: 'Choose action', 'Create assignment', 'Ask question', 'Make an announcement', and 'Create material'. The background list of assignments includes 'Character Sketch: Sam - Early Learner', 'Character Sketch: Zack - Early Learner', and 'Comic Strip, Part I: Early Learner', each with a small green icon.

classroom.google.com/share?url=https%3A%2F%2Fdocs.google.com%2Fdrawings%2F...

Students Groups Webisodes

> Extended Learning Activities > Early Learner

Choose action

Create assignment

Ask question

Make an announcement

Create material

Character Sketch: Sam - Early Learner

Character Sketch: Zack - Early Learner

Comic Strip, Part I: Early Learner

Step 10

Fill in any specifics for the assignment

The screenshot shows the Google Classroom assignment creation interface. At the top, the URL bar displays `classroom.google.com/share?url=https%3A%2F%2Fdocs.google.com%2Fdrawings%2F...`. The main header is blue with icons for **Students**, **Groups**, and **Websites**. The assignment title is **Assignment**, with a green **Assign** button to its right. The left sidebar contains a menu icon and a text area for instructions: "Instructions (optional)" and "Let's work on this together!". Below this is a rich text editor with bold (**B**), italic (*I*), underline (U), bulleted list (

), and link () icons. The right sidebar shows assignment settings: "Unity Council..." (dropdown), "All students" (dropdown), "Points" (100), "Due" (No due date), and "Topic" (dropdown). The bottom section lists assignment topics: "Extended Learning Activities > Early Learner", "Character Sketch: Sam - Early Learner", "Character Sketch: Zack - Early Learner", and "Comic Strip, Part I: Early Learner". Each topic is accompanied by a green icon with a person silhouette.

classroom.google.com/share?url=https%3A%2F%2Fdocs.google.com%2Fdrawings%2F...

Assignment Assign

Instructions (optional)
Let's work on this together!

B *I* U

About Me: Early Learner
Google Drawings

Make a copy for each student

Unity Council...
All students
Points
100
Due
No due date
Topic

> Extended Learning Activities > Early Learner

Character Sketch: Sam - Early Learner

Character Sketch: Zack - Early Learner

Comic Strip, Part I: Early Learner

Step 11

Select what you want to do with the assignment:
students can view, edit, or make a copy

The screenshot displays the Google Classroom interface for creating an assignment. The browser address bar shows the URL: `classroom.google.com/share?url=https%3A%2F%2Fdocs.google.com%2Fdrawings%2F...`. The top navigation bar includes icons for **Students**, **Groups**, and **Websites**. The main heading is **Assignment**, with a green **Assign** button to its right. On the left, the **Instructions (optional)** section contains the text "Let's work on this together!". Below this is a rich text editor with formatting options (bold, italic, underline, bulleted list, numbered list). A dropdown menu is open, showing three permission options: "Students can view file" (highlighted in green), "Students can edit file", and "Make a copy for each student". To the right of the instructions, there are several settings: "All students" (dropdown), "Points" set to "100", "Due" set to "No due date", and "Topic" set to "No topic". The background shows a list of assignments under the heading **Extended Learning Activities > Early Learner**, including "Character Sketch: Sam", "Character Sketch: Zack", and "Comic Strip, Part I".

Step 12

If you are sending the assignment to each student, be sure to select that command from the menu

The screenshot shows the Google Classroom assignment creation interface. The browser address bar displays the URL: classroom.google.com/share?url=https%3A%2F%2Fdocs.google.com%2Fdrawings%2F.... The page title is "Assignment". The "Assign" button is highlighted in green. A dropdown menu is open, showing the following options:

- All students
- Points: 100
- Due: No due date
- Topic: No topic

The "Make a copy for each student" option is selected and highlighted in green. The background shows the assignment details, including the title "Extended Learning Activities > Early Learner" and a list of assignments: "Character Sketch: Sam - Early Learner", "Character Sketch: Zack - Early Learner", and "Comic Strip, Part I: Early Learner".

Step 13

Once you've completed the remaining details,
select *Assign*

The screenshot shows the Google Classroom assignment creation interface. At the top, the URL is `classroom.google.com/share?url=https%3A%2F%2Fdocs.google.com%2Fdrawings%2F...`. The main header has a blue bar with icons for **Students**, **Groups**, and **Webisodes**. Below this, the assignment title is **Extended Learning Activities > Early Learner**. The left sidebar contains the **Assignment** tab, a green **Assign** button, and a menu icon. The main content area is divided into three sections: **Instructions (optional)** with the text "Let's work on this together!", a rich text editor with bold, italic, underline, list, and link icons, and **About Me: Early Learner** with a "Google Drawings" link and a "Make a copy for each student" dropdown. The right sidebar shows a list of assignments: "Character Sketch: Sam - Early Learner", "Character Sketch: Zack - Early Learner", and "Comic Strip, Part I: Early Learner", each with a green icon.

classroom.google.com/share?url=https%3A%2F%2Fdocs.google.com%2Fdrawings%2F...

Assignment

Assign

Instructions (optional)
Let's work on this together!

B *I* U

About Me: Early Learner
Google Drawings

Make a copy for each student

Extended Learning Activities > Early Learner

Character Sketch: Sam - Early Learner

Character Sketch: Zack - Early Learner

Comic Strip, Part I: Early Learner

Step 14

You are done! Each student will now receive the assignment you've selected

The screenshot displays the Google Classroom web interface. At the top, the address bar shows the URL: `classroom.google.com/share?url=https%3A%2F%2Fdocs.google.com%2Fdrawings%2F...`. The navigation bar includes icons for 'Students', 'Groups', and 'Webisodes'. A confirmation message in the center states 'You have posted to your class' with a 'View' button. On the right, a list of assignments is visible, including 'Extended Learning Activities > Early Learner', 'Character Sketch: Sam - Early Learner', 'Character Sketch: Zack - Early Learner', and 'Comic Strip, Part I: Early Learner'. Each assignment is accompanied by a small icon of a person in a green box.

classroom.google.com/share?url=https%3A%2F%2Fdocs.google.com%2Fdrawings%2F...

Students Groups Webisodes

> Extended Learning Activities > Early Learner

You have posted to your class

View

Character Sketch: Sam - Early Learner

Character Sketch: Zack - Early Learner

Comic Strip, Part I: Early Learner