

Everything You Need To Know In Google Classroom (Part 3)

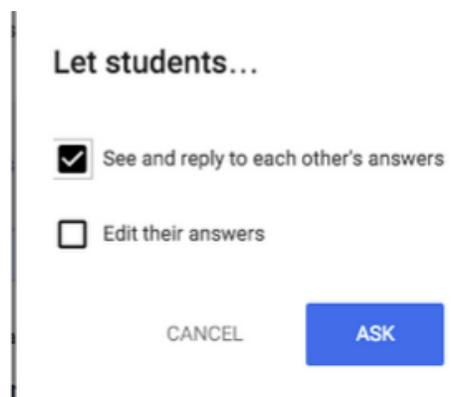
This is part three of a three part guide. [View part one](http://www.thegooru.com/everything-you-need-to-know-in-google-classroom-part-1/) (http://www.thegooru.com/everything-you-need-to-know-in-google-classroom-part-1/). [View part two](http://www.thegooru.com/everything-you-need-to-know-in-google-classroom-part-2/) (http://www.thegooru.com/everything-you-need-to-know-in-google-classroom-part-2/).

Google Classroom has gained a lot of depth in the time since it was first released last year. Over the past month I have been releasing a long form guide on how to utilize all of its functionality. If you haven't had a chance, you should go through [part one](http://www.thegooru.com/everything-you-need-to-know-in-google-classroom-part-1/) (http://www.thegooru.com/everything-you-need-to-know-in-google-classroom-part-1/) and [part two](http://www.thegooru.com/everything-you-need-to-know-in-google-classroom-part-2/) (http://www.thegooru.com/everything-you-need-to-know-in-google-classroom-part-2/) of this three part guide.

Today, I present the conclusion to Everything You Need to Know in Google Classroom. Created by a Google Classroom expert, this guide should provide you with everything with the skills necessary to get your school up to speed on this amazing service. Today's section of the guide delves into creating questions for your students all the way to making use of Google Classroom's calendar integrations. Enjoy!

14. Creating a Question

The procedures are all the same for this as in [#10](http://www.thegooru.com/everything-you-need-to-know-in-google-classroom-part-2/) (http://www.thegooru.com/everything-you-need-to-know-in-google-classroom-part-2/) with one exception. After you click the ask button another box will pop up.



This allows you to make the student's answer as private or as public as you want. If you click the second box then the students will be able to edit their answers after they turn them in.

15. Creating an Announcement

This is used for any information you want shared with students. This is great for posting videos, PDFs or any announcements that you want them to be aware of.

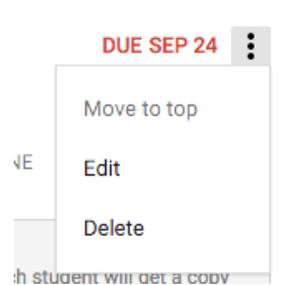


16. Reuse a Post

This is the last option you see when clicking the + button in the stream tab of your Google Classroom. This allows you to reuse a post from a previous post. You can then make changes to it accordingly for the new post.

17. Move Post to the Top of the Stream

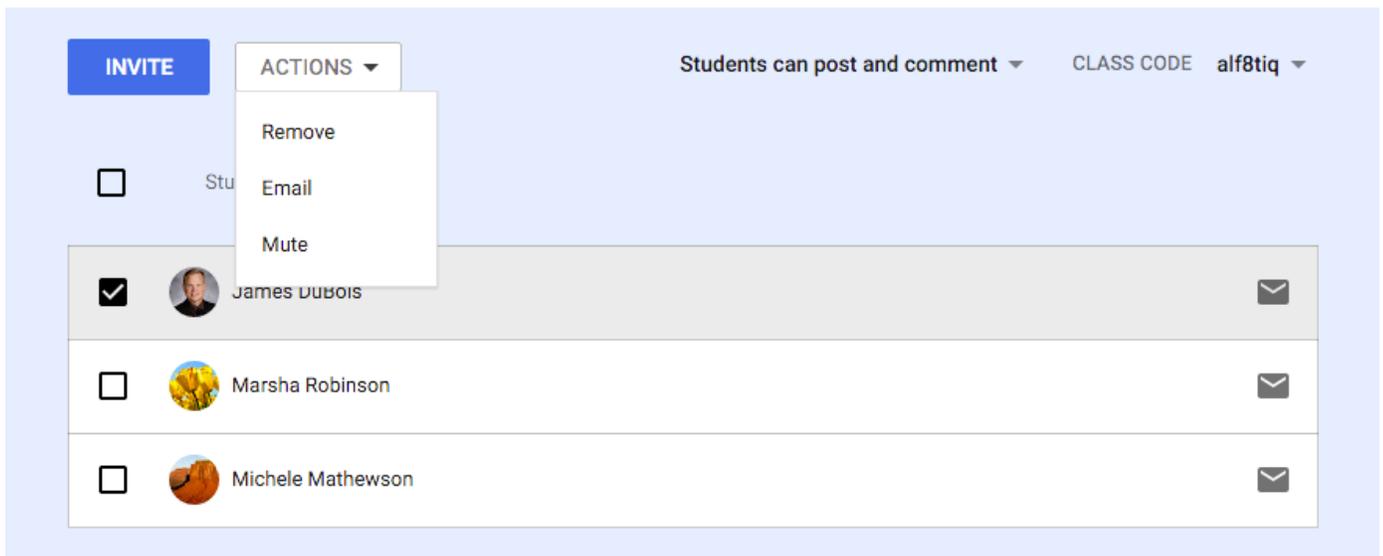
There is currently no way to pin a post to keep it at the top. Google's current solution is being able to "bump" a post to the top. Find the post you want and then click on the action button in the upper right hand corner (3 dots)



18. Communication from Google Classroom

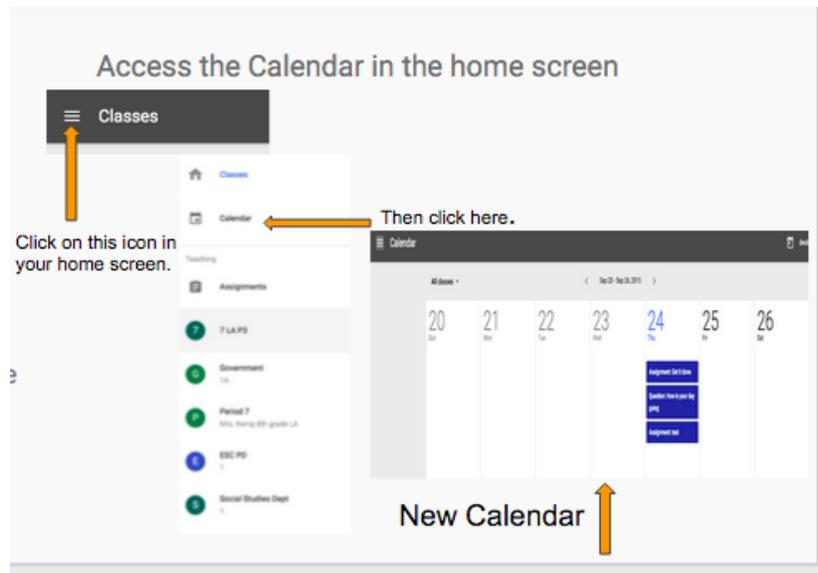
There are a couple of different ways you can communicate with students from within Google Classroom.

1. Every time you post an assignment, announcement or question Google Classroom will automatically send all the students an email notifying them of the post.
2. If you go into the students tab you can select the students you want to email, click the action button and then compose and send an email.



19. Google Calendar

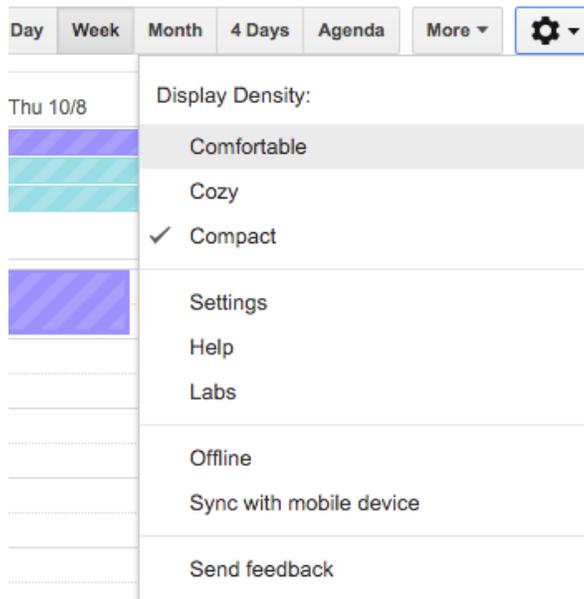
This is a new feature and it is great! Anytime you post an assignment or question with a due date it automatically posts it to your classroom calendar. All the students in your class can view the calendar. This makes it simple for them to see what is coming up.



You as the teacher can manually add items such as field trips, picture days and so on that they need to be aware of.

The other way I make use of this is to include parents. If you make the calendar accessible to the public you can give the parents the link and then they can keep track of when things are due as well.

To do this go into the Google Calendar and click on the gear icon in the right of the screen and then choose settings.



Then click on the Calendars tab.



Choose the appropriate calendar and click shared: edit settings.



That is where you can select to make it a public calendar.



Once you do that copy the URL (web address) and send it in an email or however you want to communicate to the parents.

View earlier parts of this guide: [Part 1](http://www.thegooru.com/everything-you-need-to-know-in-google-classroom-part-1/) (http://www.thegooru.com/everything-you-need-to-know-in-google-classroom-part-1/). [Part 2](http://www.thegooru.com/everything-you-need-to-know-in-google-classroom-part-2/) (http://www.thegooru.com/everything-you-need-to-know-in-google-classroom-part-2/).

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