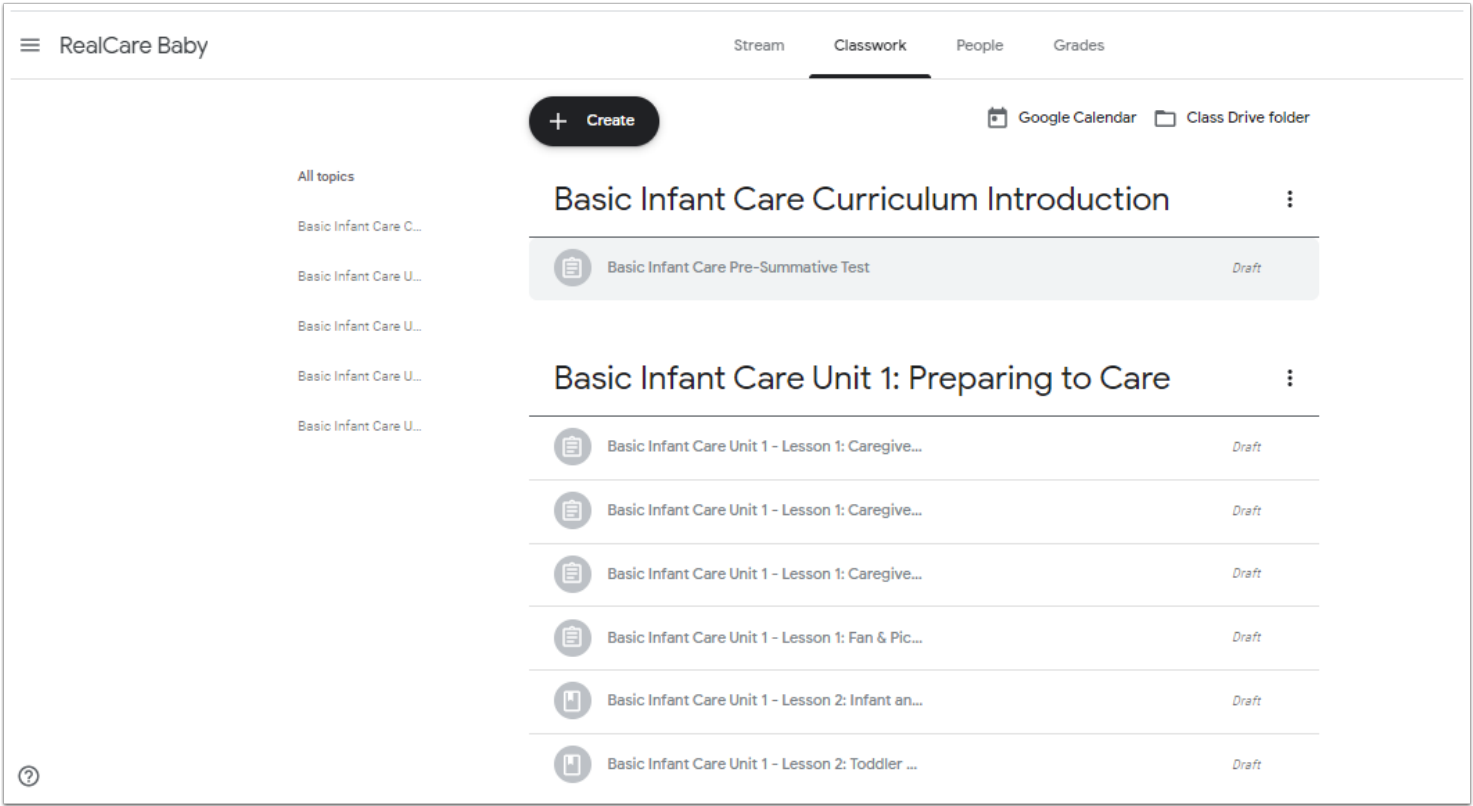


As many of our educators are transitioning into using Google Classroom or another version of online E-Learning, Realityworks understands the importance of transitioning and updating the content we provide as well. Realityworks has converted the student assignments from our curricula to Google Docs. Here is an example of a Google Classroom and the instructions for creating and logging into your own Google Classroom, Creating a Google Class and Assigning content to your students.

An Example of a RealCare Baby Google Classroom



About Google Classroom User Accounts

Depending on your learning setting, sign in to Classroom with one of the following user account types: **School Account, Personal Google Account or G Suite Account.**

School Account - G Suite for Education

What is a school account?

A school account is an account that is provided to you by an accredited school using G Suite for Education. Your school's admin creates and manages these accounts. The account looks like you@yourschool.edu.

How do I get started with a school account?

If you're a teacher or student in a school, your school's admin provides your email and password.

My school doesn't have G Suite for Education.

Click here to [Get Started!](#)

Note: If you use Classroom in a school and want to access Classroom from home, use your school account to sign in.

Personal Google Account

What is a Personal Google Account?

A personal Google Account is an account that you create. You're likely to use a personal Google Account with Classroom outside of a school setting, such as a tutoring center or homeschool. The account looks like you@gmail.com.

How do I get started with a Personal Google Account?

Adult users create their own Google Accounts:

G Suite Account

What is a G Suite account?

A G Suite account is typically used in large organizations that run one of the following G Suite editions:

- G Suite Basic
- G Suite Business
- G Suite Enterprise
- G Suite for Nonprofits

Working with Google Classroom

The account looks like `you@yourcompany.com`.

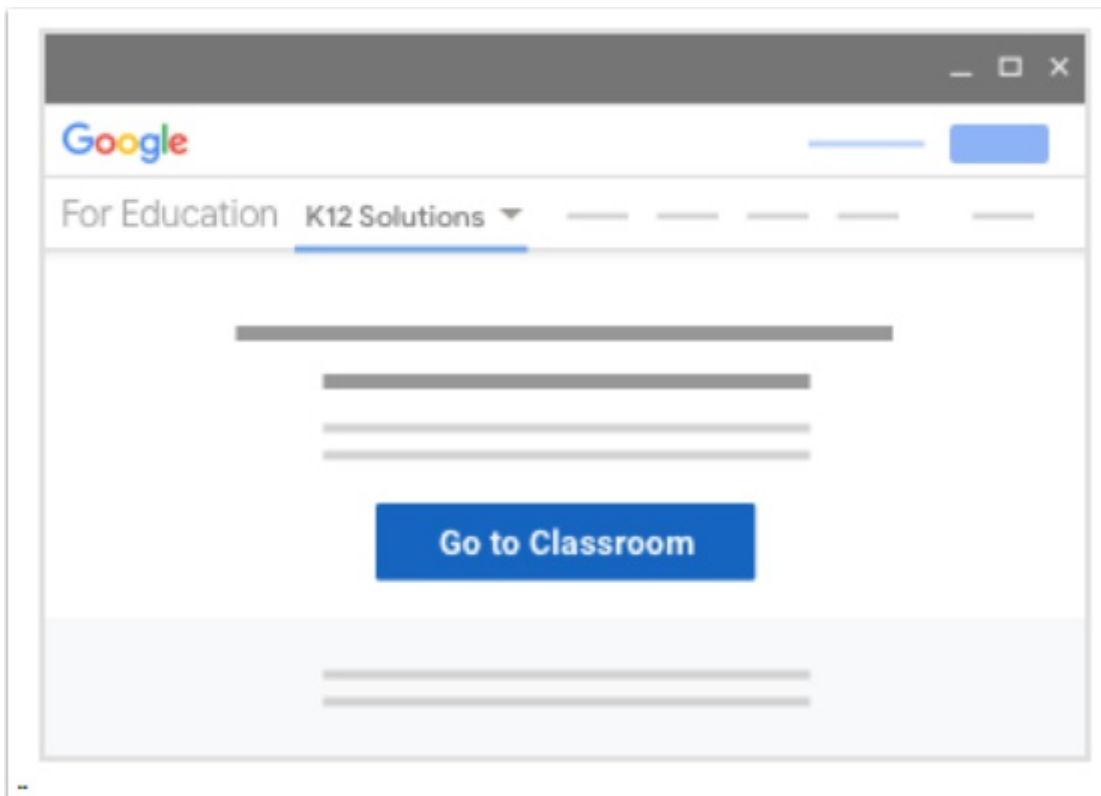
How do I get started with a G Suite account?

Your organization's admin creates and manages these accounts.

How do I sign in to my Google Classroom?

Depending on your learning setting, sign in to Classroom with one of the following user account types:

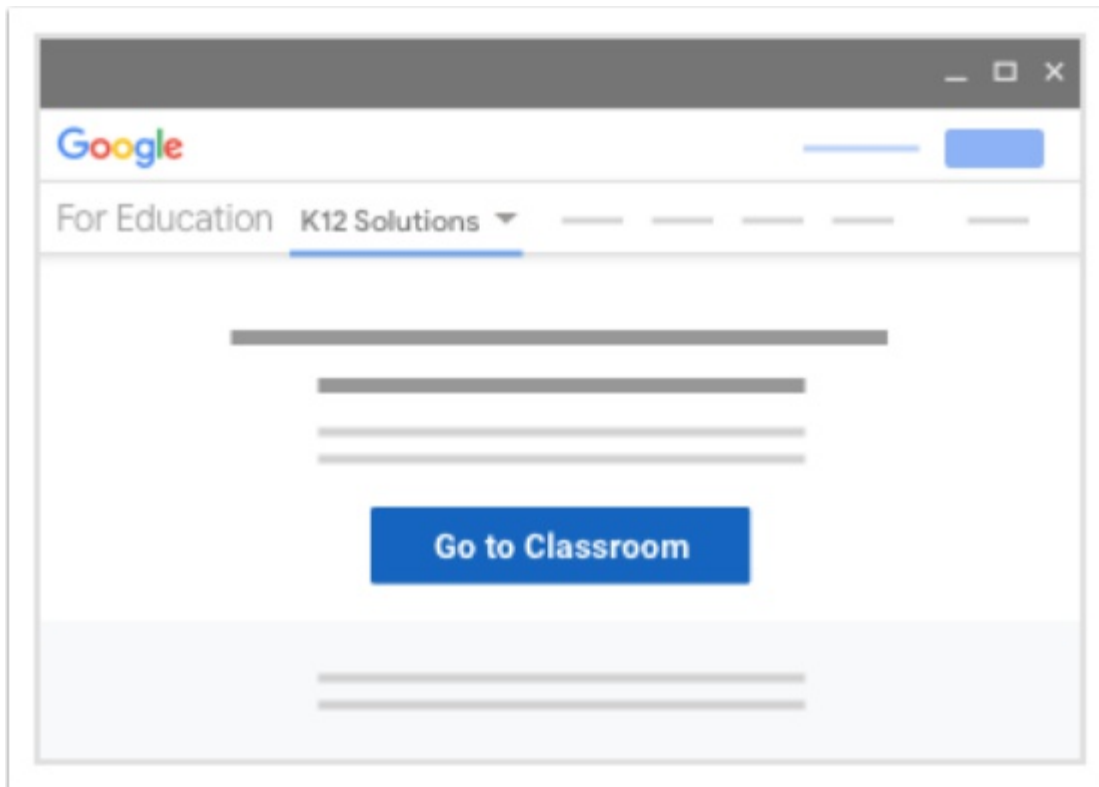
- **School Account**— Also known as a G Suite for Education Account. This account is set up by an accredited school. It looks like `you@yourschool.edu`.
- **Personal Google Account**—This is set up by you, or your parent or guardian. Can be used for homeschooling. It looks like `you@gmail.com`.
- **G Suite Account**—This is set up by your organization's administrator. It looks like `you@yourcompany.com`.



Working with Google Classroom

Step 1:

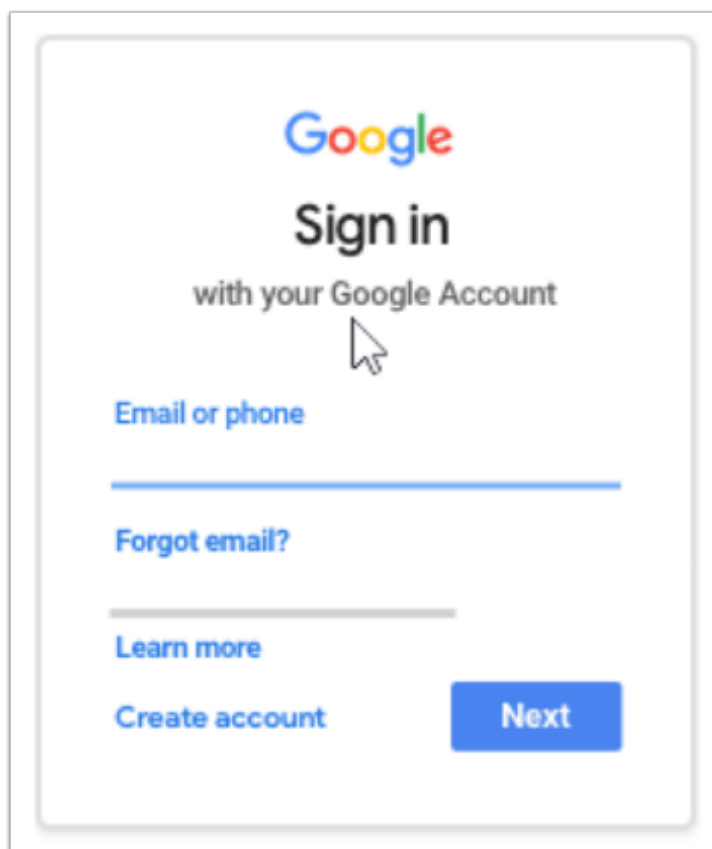
- Go to classroom.google.com and click **Go to Classroom**.



Working with Google Classroom

Step 2:

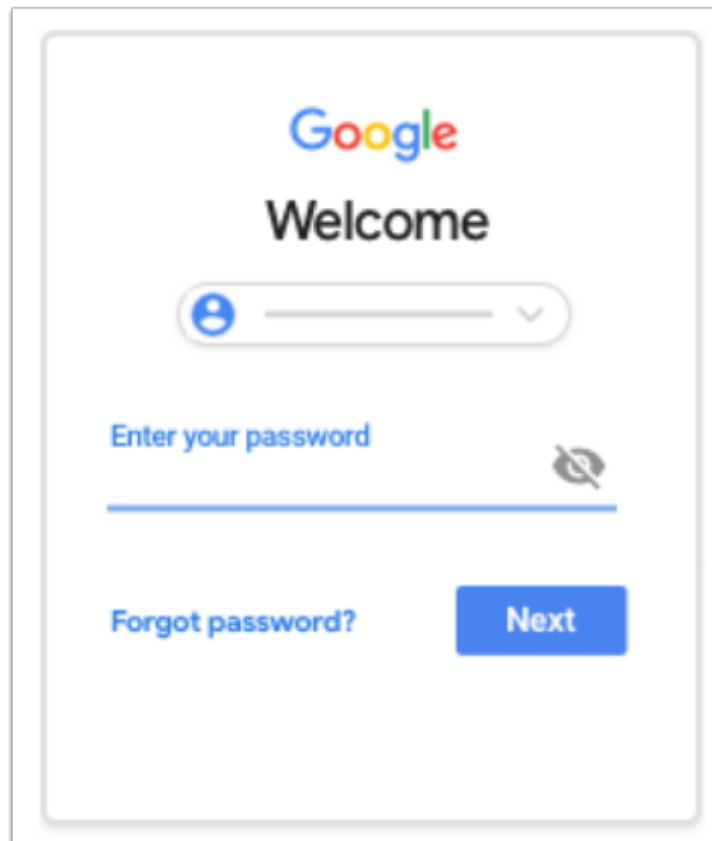
Enter your username and click **Next**.

A screenshot of the Google sign-in interface. At the top is the Google logo. Below it, the text "Sign in" is displayed in a large, bold font, followed by "with your Google Account" in a smaller font. A mouse cursor is positioned over the text "with your Google Account". Below this is a text input field labeled "Email or phone" in blue. Underneath the input field is a link "Forgot email?" in blue. Below that is a horizontal line, followed by a link "Learn more" in blue. At the bottom left is a link "Create account" in blue. At the bottom right is a blue button with the text "Next" in white.

Working with Google Classroom

Step 3:

Enter your password and click **Next**.

The image shows a Google Classroom login interface. At the top is the Google logo, followed by the word "Welcome". Below this is a user selection dropdown menu with a person icon and a downward arrow. Underneath is a password entry field with the placeholder text "Enter your password" and a toggle icon for visibility. At the bottom left is a link for "Forgot password?", and at the bottom right is a blue button labeled "Next".

Google

Welcome

Enter your password

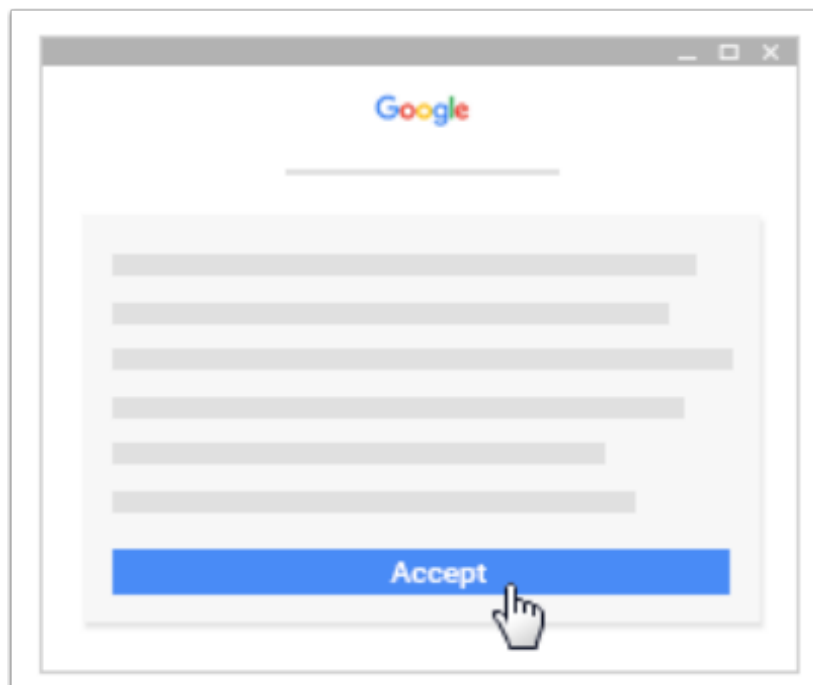
Forgot password?

Next

Working with Google Classroom

Step 4:

If there is a welcome message, read it and click **Accept**.



Working with Google Classroom

Step 5:

If you're using a G Suite for Education account, click **I'm A Student** or **I'm A Teacher**.

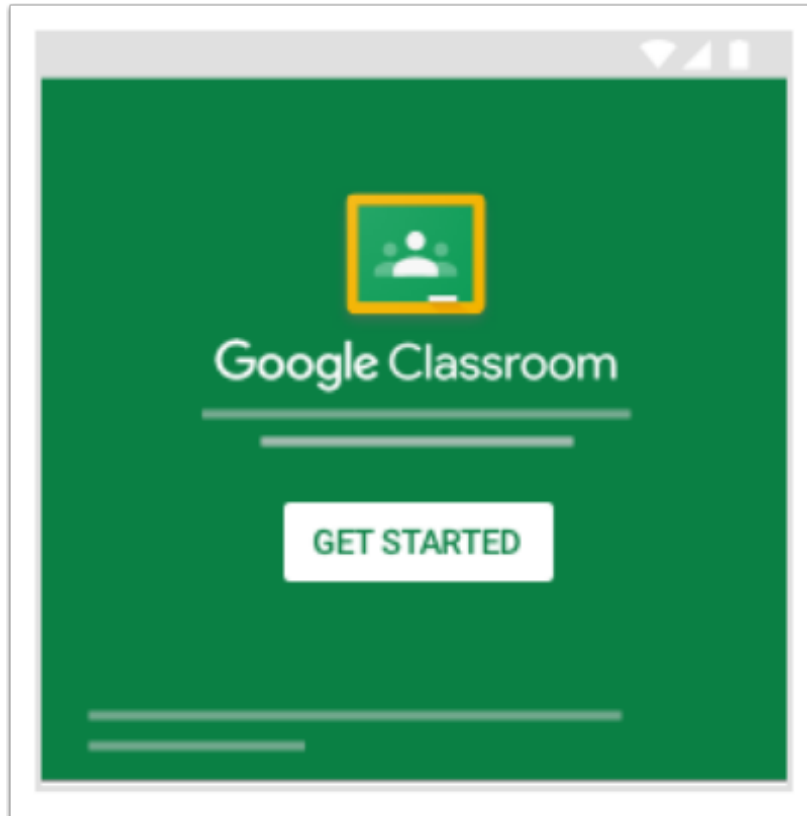
Note: Users with personal Google Accounts won't see this option.



Working with Google Classroom

Step 6:

Click **Get Started**.



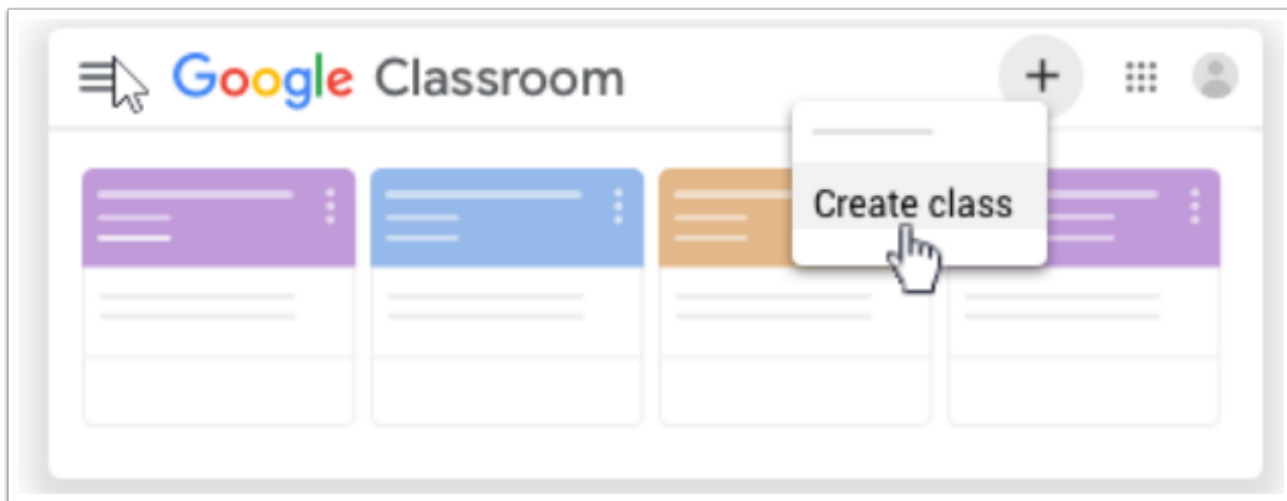
Create a Class

As a teacher, one of the first things you'll do in the Classroom is create a class for each of the classes you teach. In a class you can assign work and post announcements to students.

Working with Google Classroom

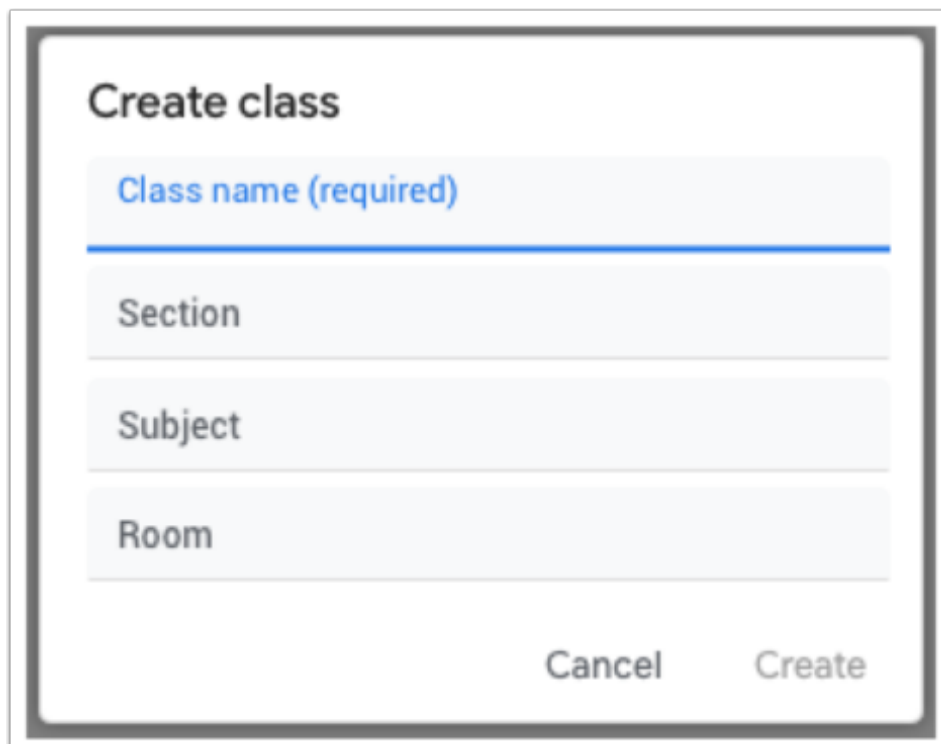
Step 1:

On the **Classes** page, click Add + > **Create class**.



Step 2:

Enter the class name.

A screenshot of the 'Create class' dialog box. It has a title 'Create class' at the top. Below the title are four text input fields: 'Class name (required)' (highlighted with a blue border), 'Section', 'Subject', and 'Room'. At the bottom right of the dialog box are two buttons: 'Cancel' and 'Create'.

Working with Google Classroom

Step 3:

(Optional) To enter a short description, grade level, or class time, click **Section** and enter the details.

Step 4:

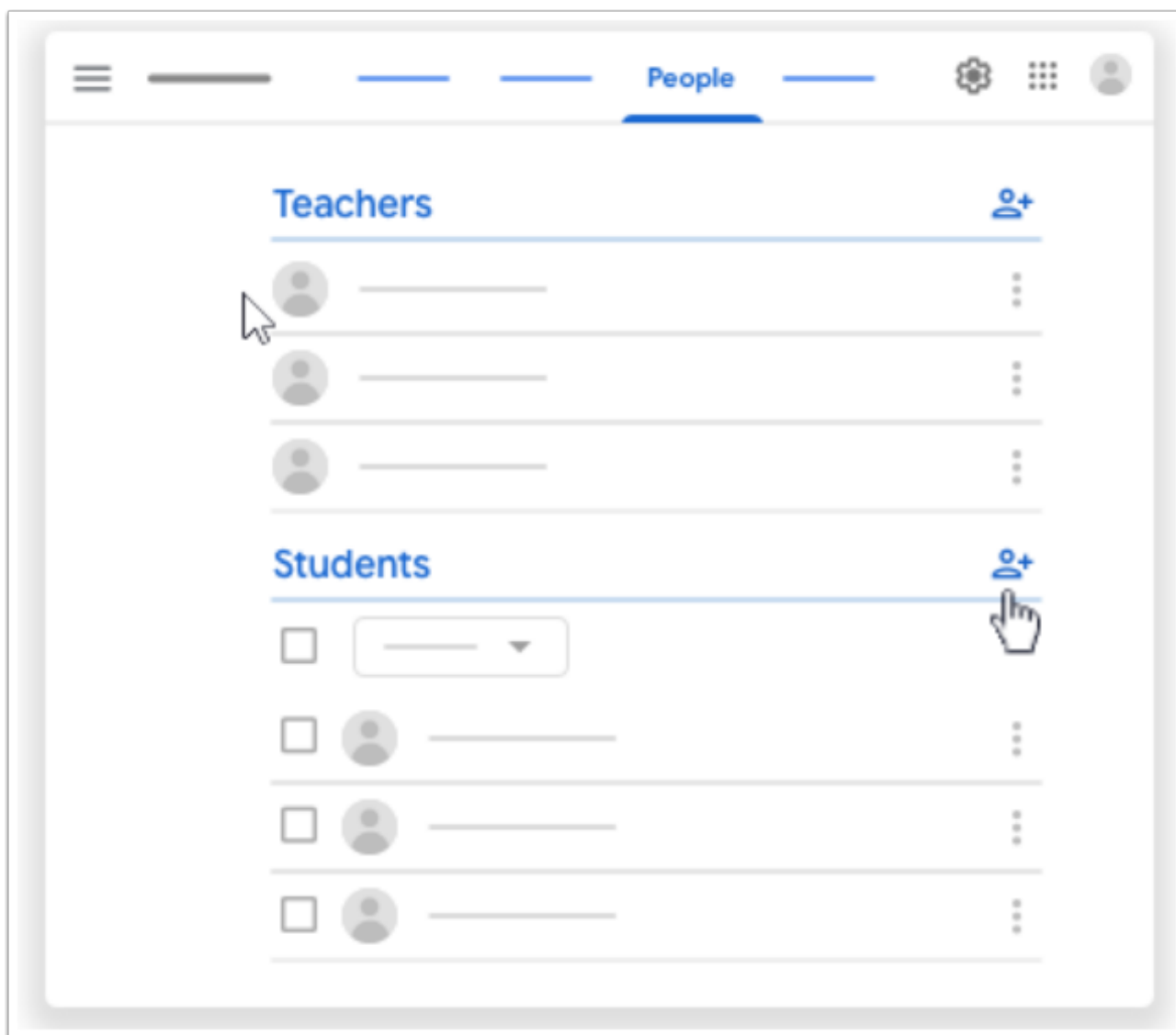
(Optional) To add a subject, click **Subject** and enter a name, or click one from the list that appears when you enter text.

Step 5:

(Optional) To enter the location for the class, click **Room** and enter the details.

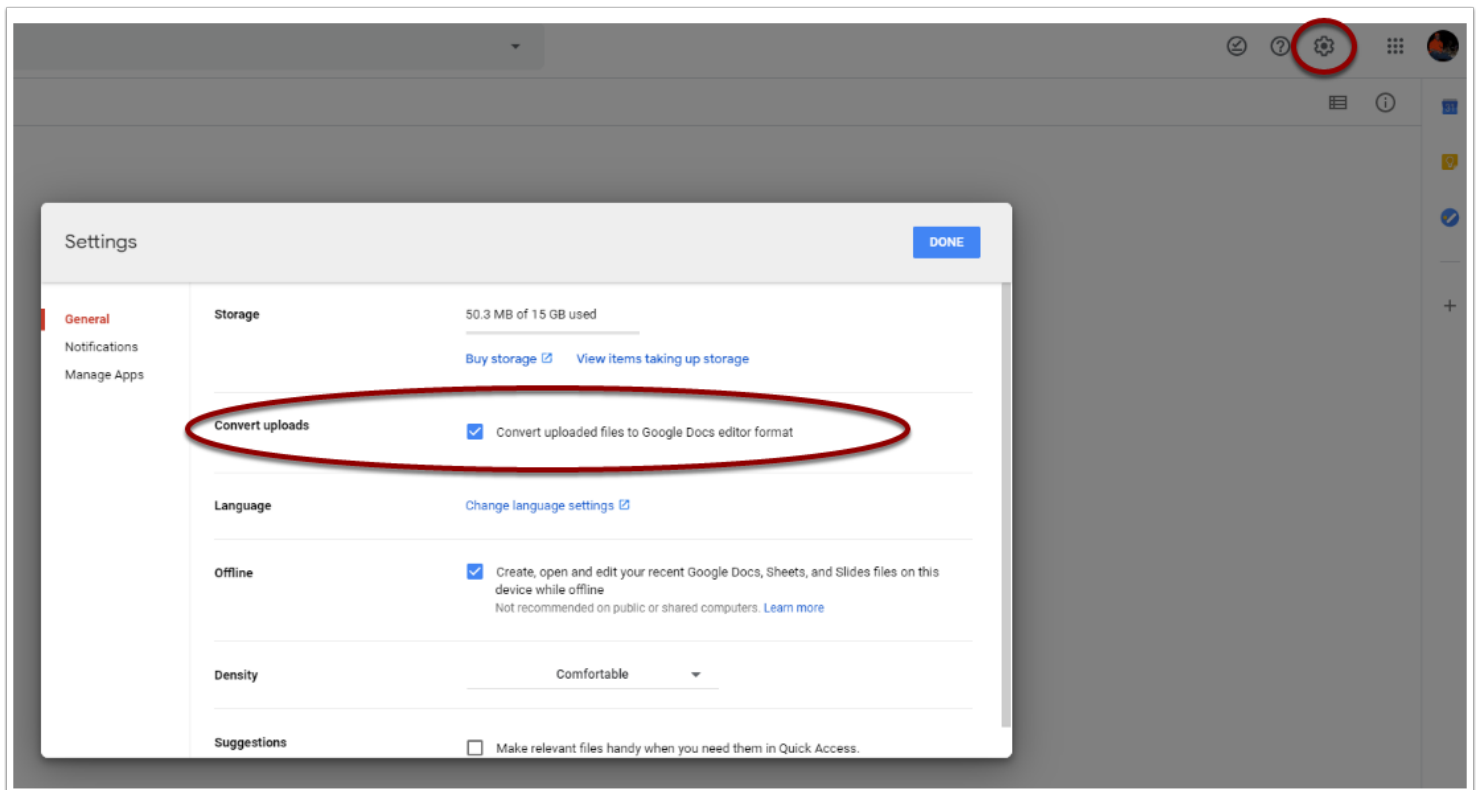
Enroll your students to a class

To invite a student or a group of students to your class, click on **People** at the top of your screen and choose **Invite Students** by clicking on the icon. Enter the student's or group's email address and click **Invite**.



Adjust setting to allow automatic conversion of uploaded files to Google Doc format

Click on the settings gear in the upper right-hand corner and choose settings, then ensure there is a check mark in front of the setting to Convert uploaded files to Google Docs editor format.



Upload Realityworks content into your Google Drive

Realityworks has converted the student assignments into compatible Google Docs. This additional content is included when downloading your curriculum. You will need to open your Google Drive and insert this content to be able to provide these as assignments to your students.

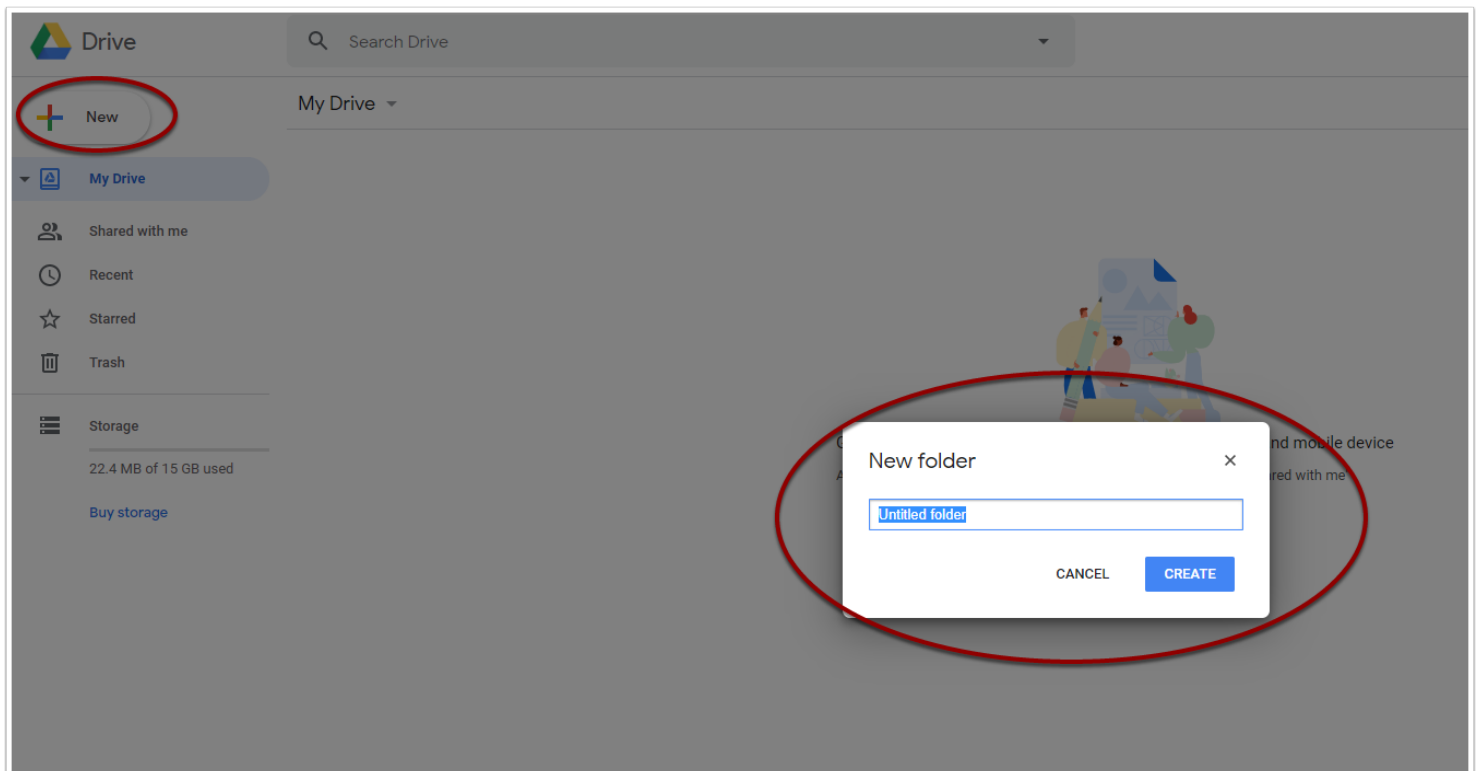
Step 1: Download and extract curriculum

Download your curriculum following the link provided to you. The contents will be in a .zip folder and must be extracted before you are able to upload the files to your Google Drive.

Working with Google Classroom

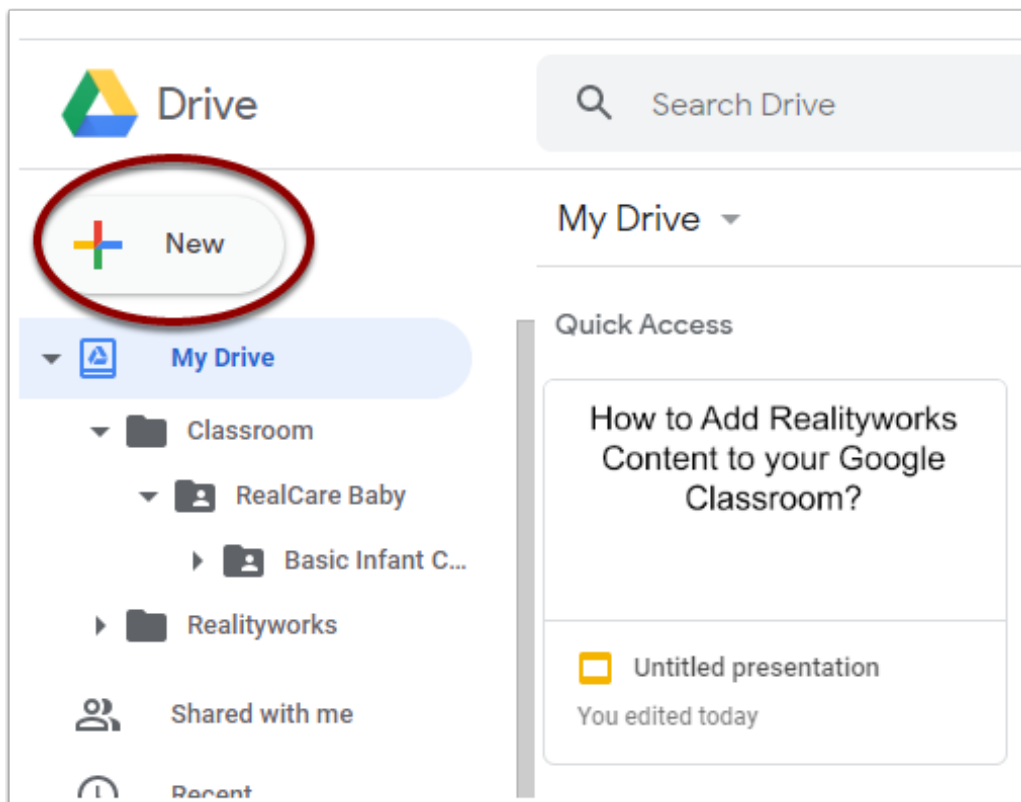
Step 2: Create a folder to organize curriculum

As you add content to your Google Drive it is important to stay organized. One way to accomplish this is by creating folders for your content. Click on New in the upper left hand corner and choose "Folder".

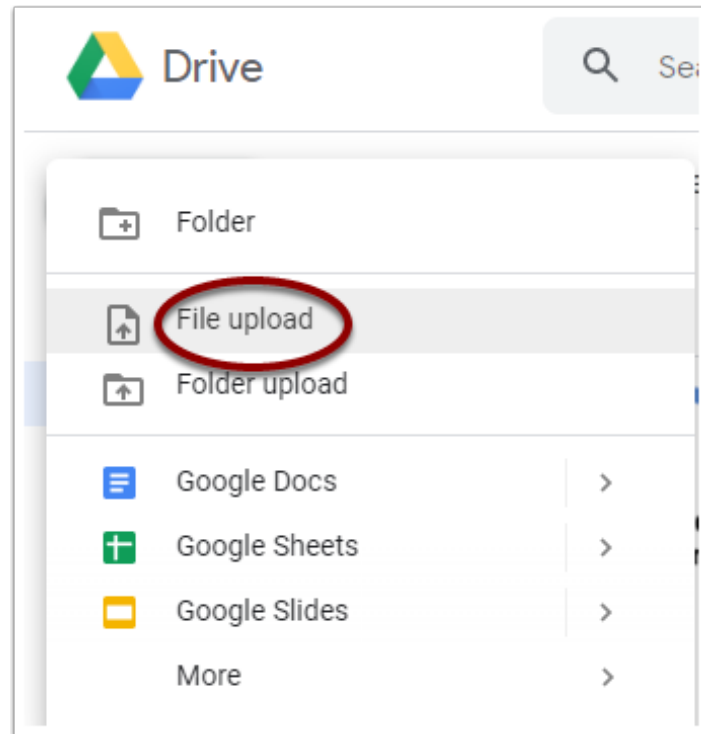


Step 3: Upload content to your Google Drive folder

Navigate to the folder you wish to upload content to, then click **New** in the upper left-hand corner. Select File upload and navigate to the file or group of files you wish to upload.

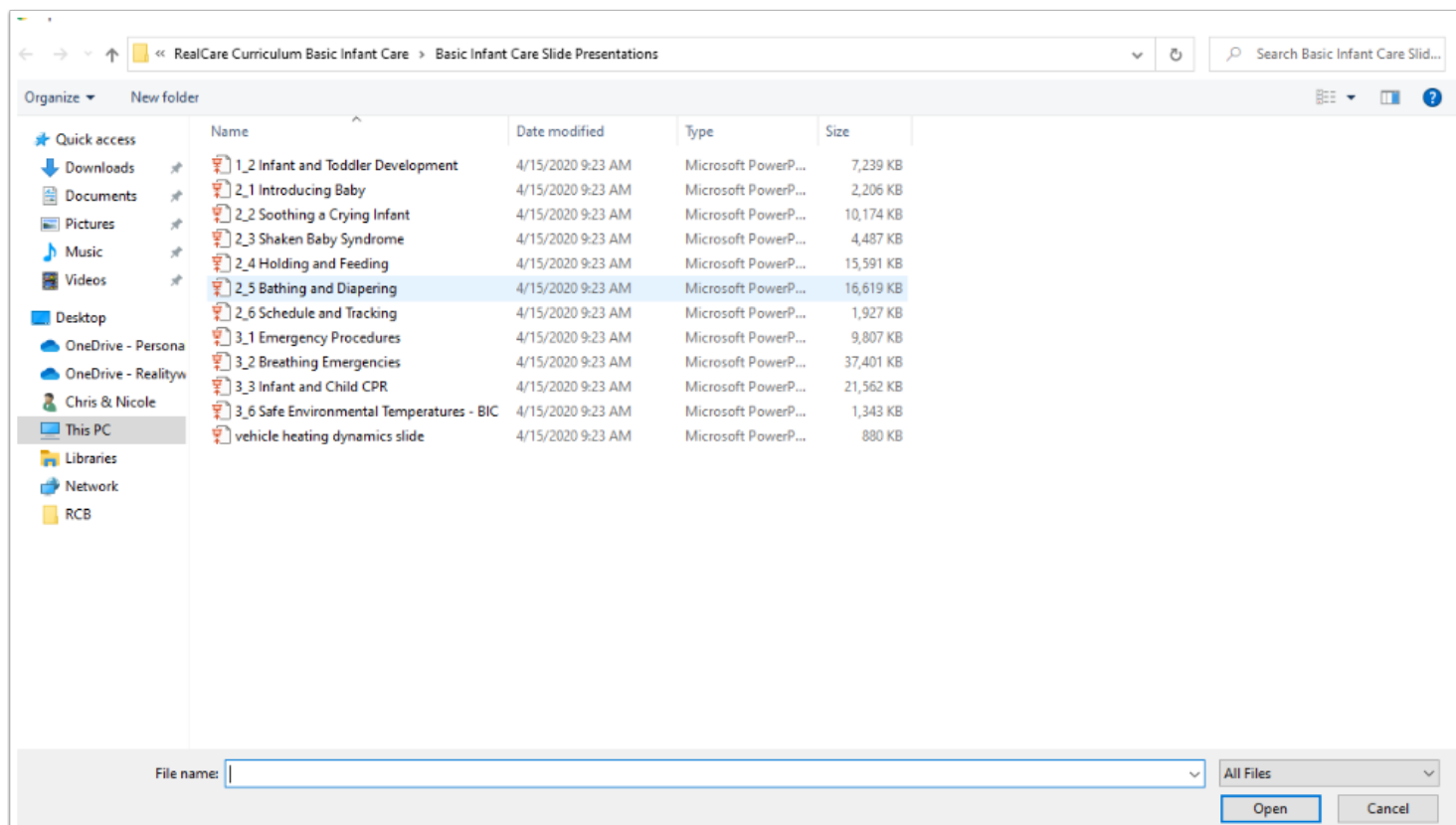


Step 3: Continued



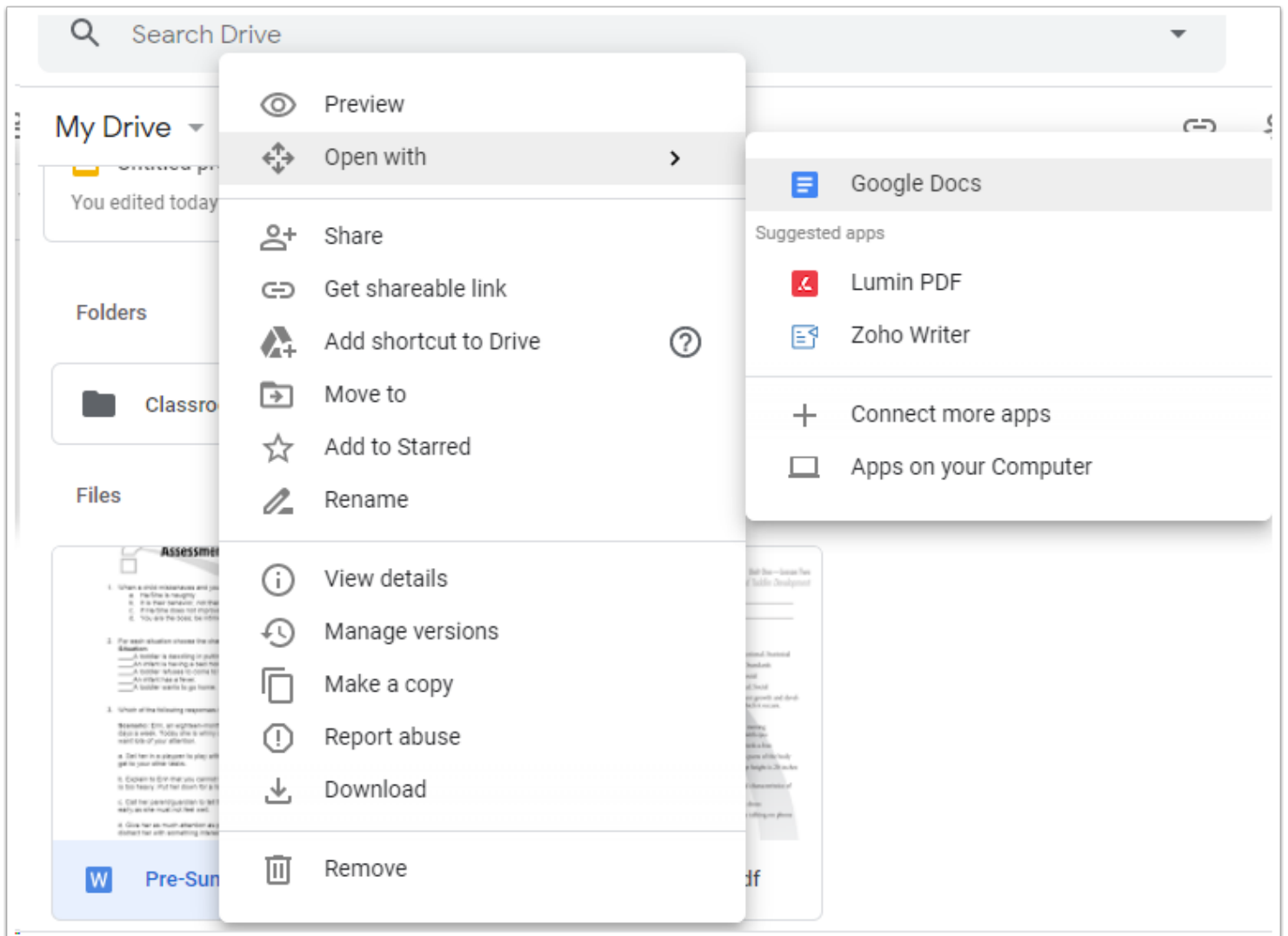
Working with Google Classroom

Step 3: Continued



Manually convert Word documents to the Google Doc format

Once you have the Realityworks Word documents added to your Google Drive you may need to convert it to a compatible Google Doc if your system hasn't done so automatically. Right click on the Word document you want to convert and chose **Open with > Google Docs**. The Word document will open in a new window as a Google Doc. You will need to save it as a Google Doc in order to be able to use this as a Classroom assignment later.

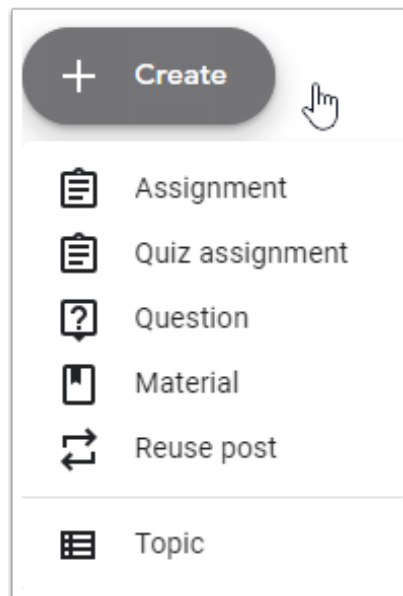


Add Assignments to the Classwork Page

As a Classroom teacher, you can post resource materials such as: a syllabus, classroom rules, or other topic-related material to the Classwork page. Like other types of posts on the Classwork page, materials can be organized by topic, reordered and scheduled to post later. You are able to choose from: *Assignment*, *Quiz assignment*, *Question*, *Material* or *new Topic*

Step 1: Create an Assignment

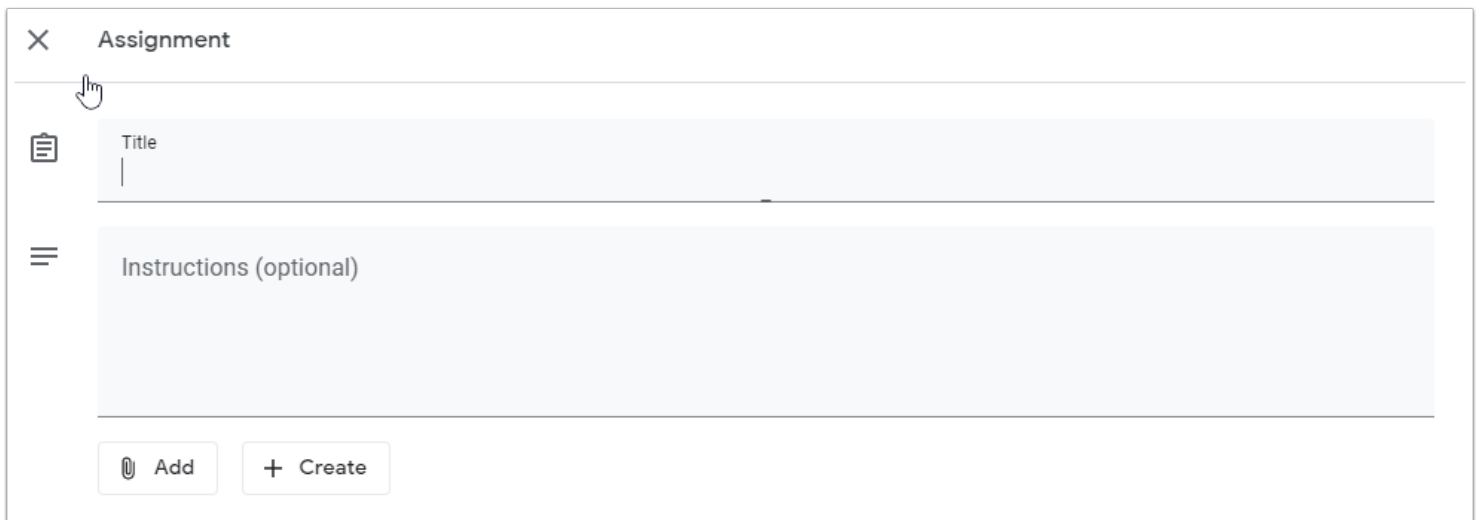
Click the **Classwork** tab at the top of the page. Click **Create** and choose **Assignment**.



Working with Google Classroom

Step 2: Name the assignment and provide instructions for completion to the students

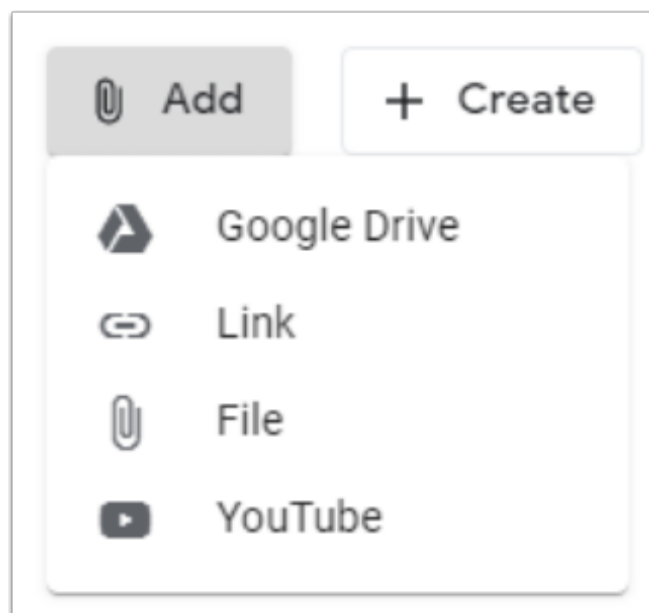
Enter a Title and a Instructions



The screenshot shows the 'Assignment' creation interface in Google Classroom. At the top, there is a close button (X) and the title 'Assignment'. Below this, there is a sidebar with a clipboard icon and a hamburger menu icon. The main area has two text input fields: 'Title' and 'Instructions (optional)'. At the bottom, there are two buttons: 'Add' (with a paperclip icon) and '+ Create'.

Step 3: Add or Create content

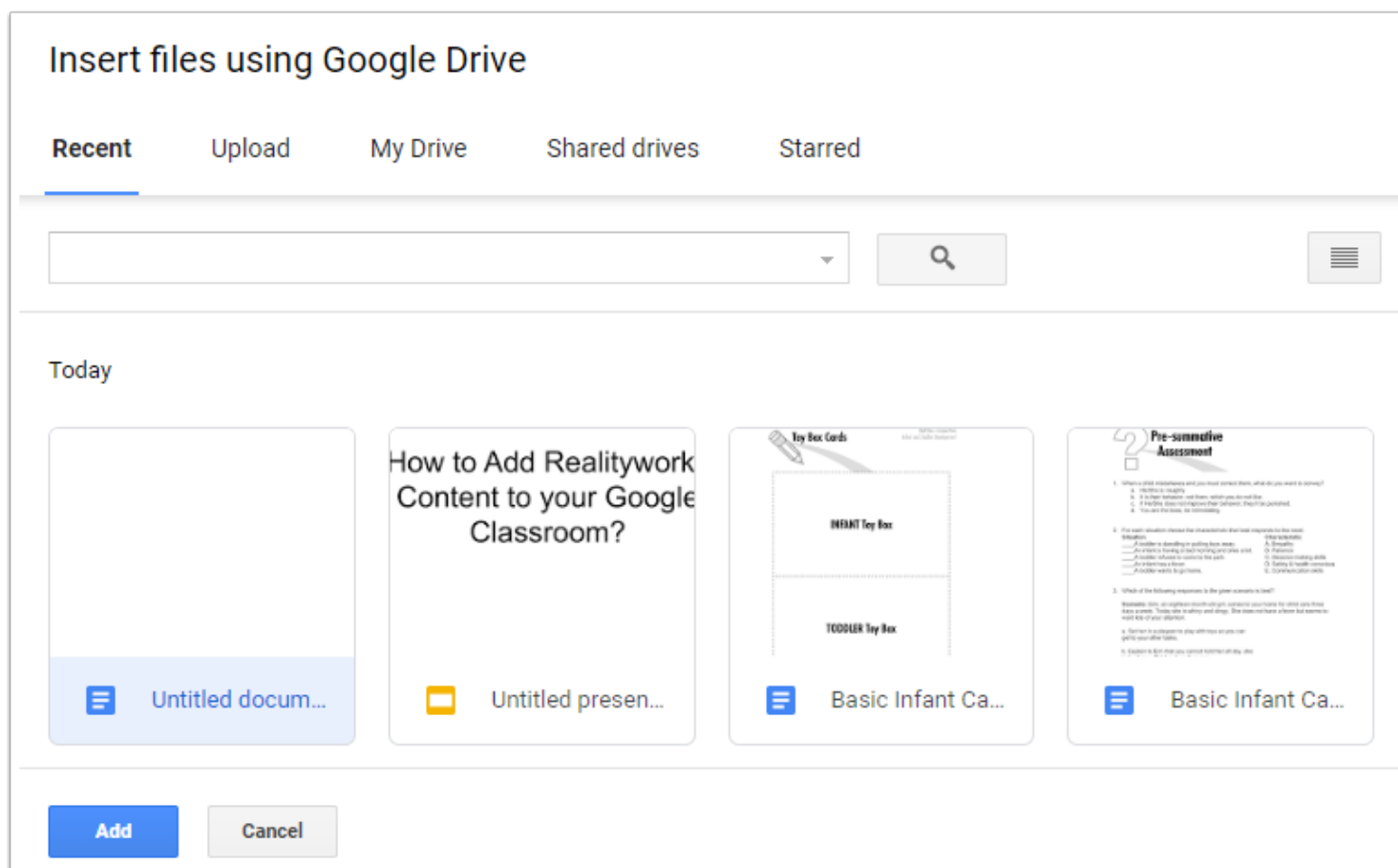
You can add Google Drive files, links and YouTube videos to your assignments. You can also Create new content. To do so click on **Add** or **Create**.



Working with Google Classroom

Step 4: Add files from your Google Drive

Click on the Google Drive icon. Select the item and click **Add**.



Step 5: Set the final details of the assignment

Once you have the content you want added you are then able to assign to students, set the points value, set a due date and organize under a specific topic.

✕ Assignment

📄

Title

Basic Infant Care Pre-Summative Test

☰

Instructions (optional)

Directions: The following questions will ask you about your knowledge of your role as a caregiver, basic infant care and health & safety. Please answer the questions by selecting the best answer or writing your response in the space provided.

📎 Add

+ Create

📄

Basic Infant Care Curriculum Introduction Pre-Summative...

Google Docs

Students can view file

✕

Saved

Assign

▼

For

RealCare Baby

▼

All students

▼

Points

100

▼

Due

Tomorrow

▼

Topic

Basic Infant Care Curriculum Introduc...

▼

Rubric

+ Rubric

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