

“Advancing Science Learning through Digital tools and AI Driven Technology”

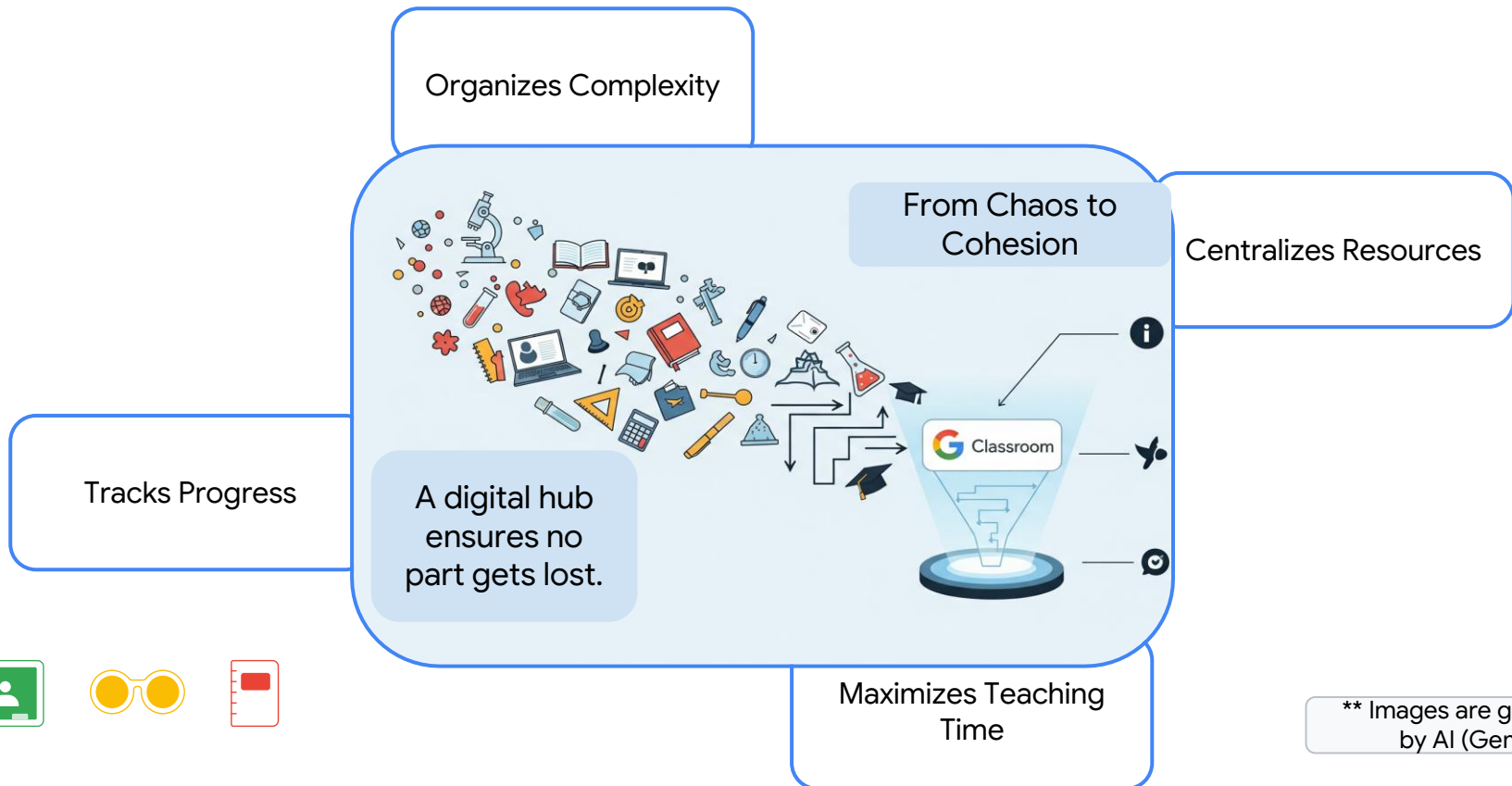


Creating a Digital Hub

Day 4- December 4, 2025



The Purpose for a Digital Hub



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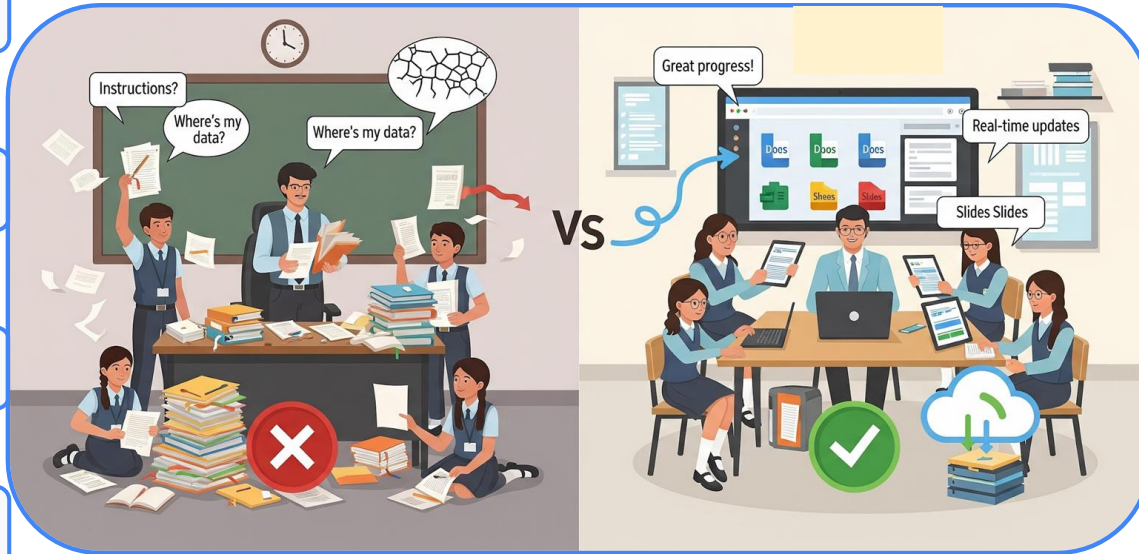
Managing Classwork: Paper vs. Digital

Lost or Unclear Instructions

Lost data sheets

Delayed Feedback

Difficult to Track Progress



Cohesive instructions

Easy to Assign and Collect

Fast and Helpful Feedback

Clear Progress Monitoring



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How a Digital Classroom Helps Teachers



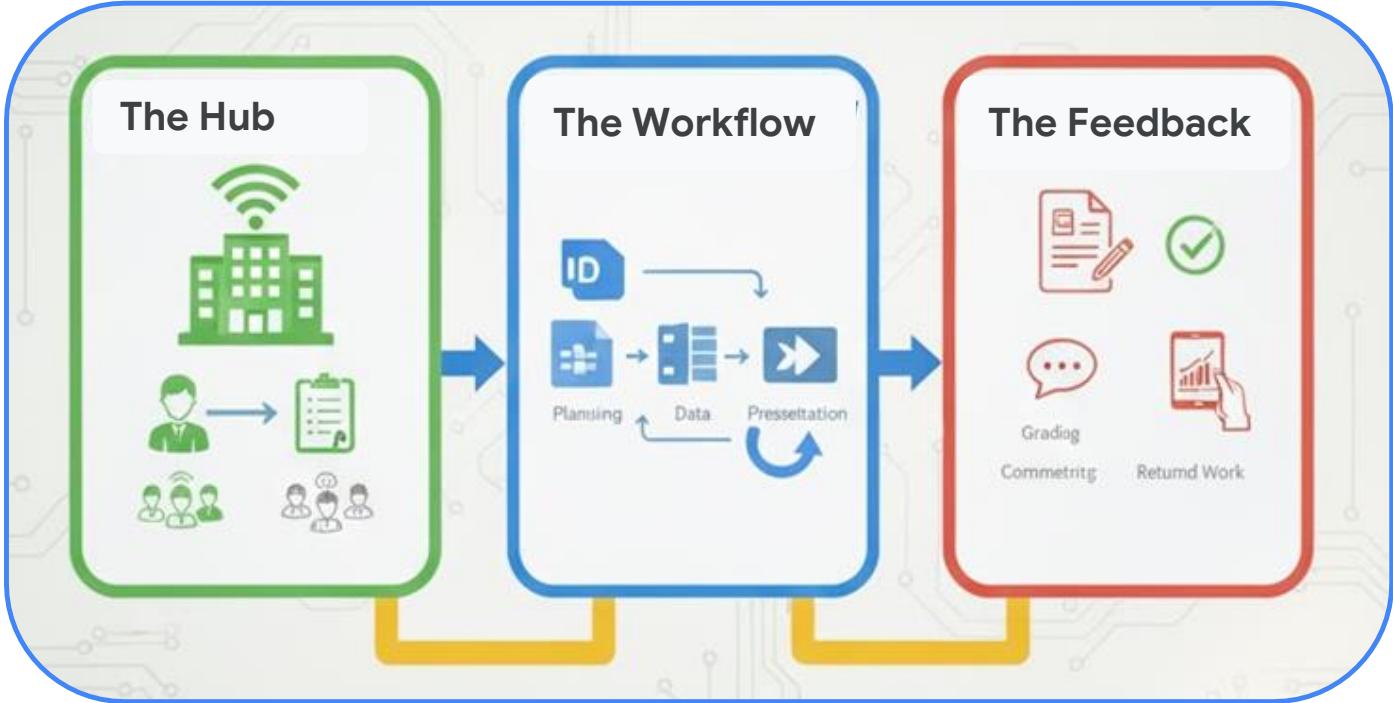
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Benefits of Google Classroom



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Blueprint : Build Digital Classroom



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Creating Collaborative Classroom Management



Introduction to Google Classroom

Google Classroom



A tool - A free, blended learning platform to manage, distribute, and grade assignments

Includes - Announcements, classwork, grading, and a class calendar

Educational uses of Google Classroom

A versatile tool for

- Organizing all class materials in one place
- Distributing assignments and quizzes paperlessly
- Communicating with students and posting announcements
- Streamlining grading and providing feedback

Sample



Features of Google Forms

Collaboration & Sharing

- Add co-teachers
- Invite students (by link or email)
- Guardian email summaries
- Class comments

Classroom Setup

- Creating and naming a Class
- Class settings (managing stream, class code)
- Customize theme
- Set grading categories

Building the Class (Classwork Tab)

- Create assignments
- Create quiz assignments
- Create questions (for polls or discussions)
- Add materials
- Organize classwork with topics
- Post announcements (Stream tab)

Grading & Feedback

- Gradebook (Grades tab)
- Add answer keys (via Google Forms)
- Add rubrics
- Provide private comments
- Return assignments to students
- Originality reports (plagiarism check)

AUTOMATIC SAVING



Creating a Classroom

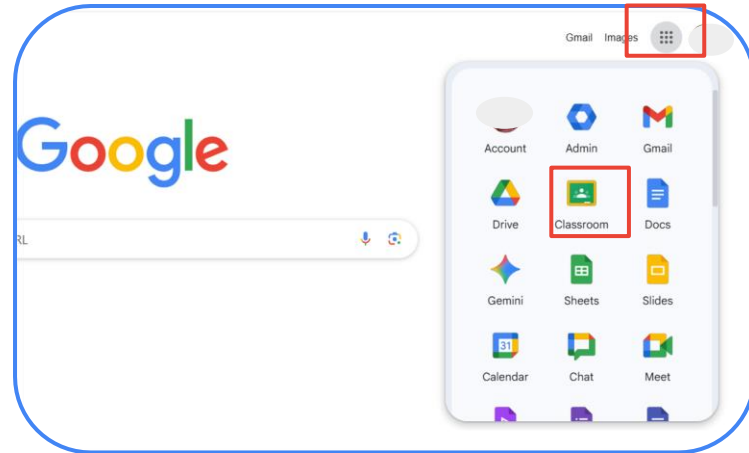
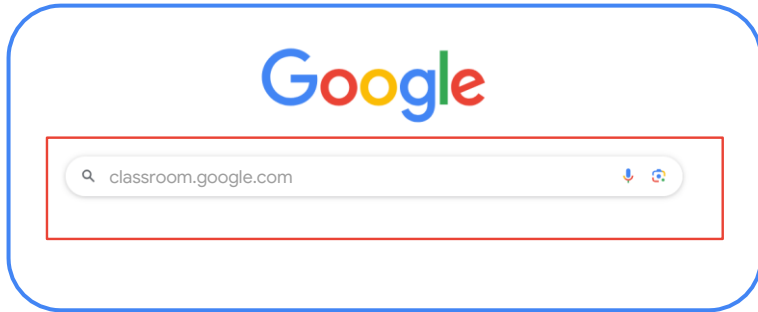
Open the browser

- Sign-in with gmail id
- Type classroom.google.com

OR

If Google is the search engine:

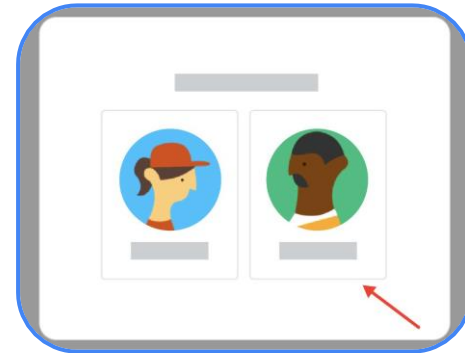
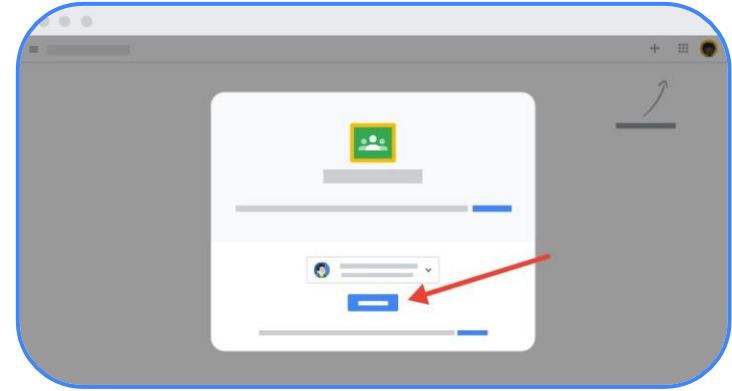
- Click on nine dots(waffle)
- Select Classroom



Creating a class

The first time opening Google Classroom, the following screen:

- Click Continue.
- Next, window will be asked about role at school. Choose I'm a teacher to continue.

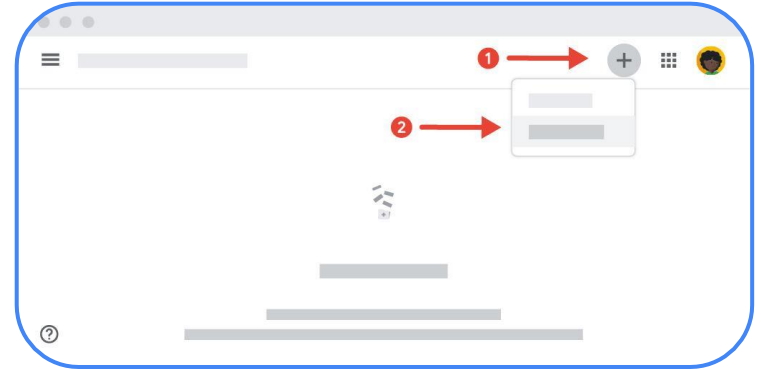


The main screen of Google Classroom is visible, which will be empty until classes have been added.

Create a class

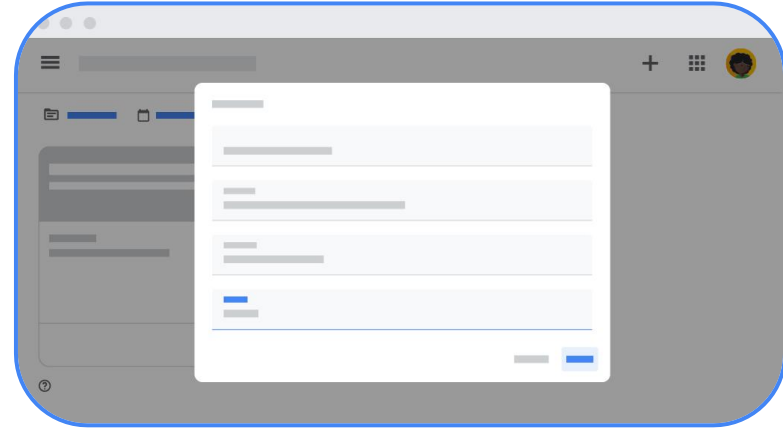
1. To create your first class in Google Classroom, find the plus icon in the top right corner.
2. Click **Create class**.

You will now be asked to fill out some basic information about this class. You have to enter a class name. The other boxes are optional if you want to give your students more information.



Here you can see an example of what this might look like when filled out:

- **Class name:** The name of your class visible to all students.
- **Section:** Information about the class, the teacher's name, or any additional details your students should be aware of.
- **Subject:** Name of the subject you will be teaching in this class
- **Room:** Information about the location of the class.



When finished typing in your information, click **Save**.



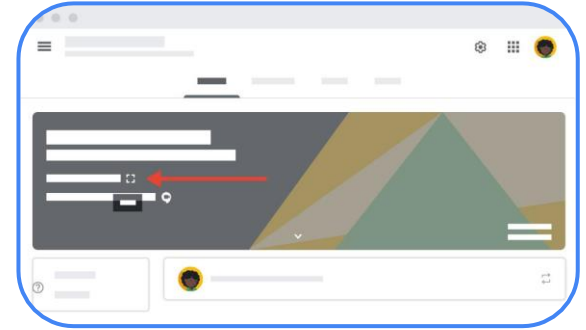
Adding students to the class

If this is the first time you open Google Classroom, you will see a prompt showing you where to find the **class code** to share with your students. The class code will enable students to join your class.

To make it easier for your students to see the class code, you can click the display icon to this code's right.

This will open up a much larger view of the class code.

If this is still not large enough, you can click that same icon one more time to get a full-screen view.



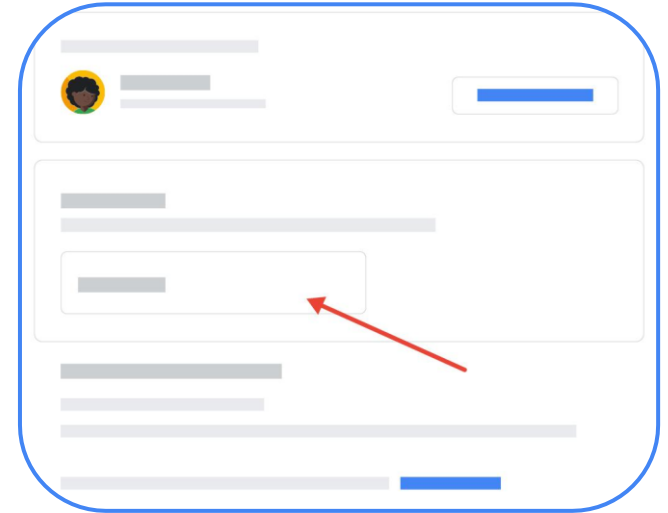
Student view

When you show this code to your students, they need to:

- go to Google Classroom (classroom.google.com)
- sign in

As students, clicking the plus sign will take them to the **Join class** screen with a box to type in the class code.

Once they type in the class code, then they click **Join** to become a member of your class.

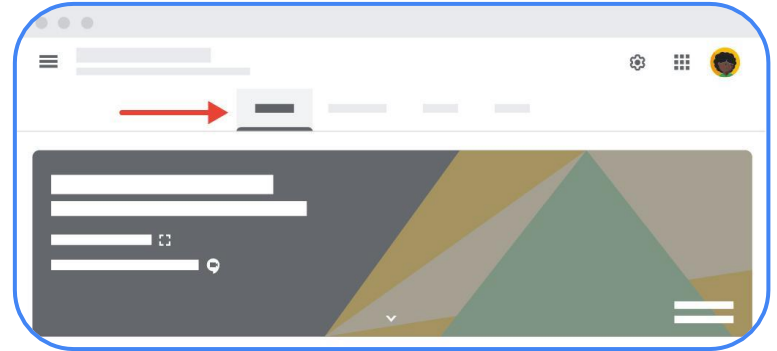


Stream Page

Google Classroom has four tabs at the top of the page.

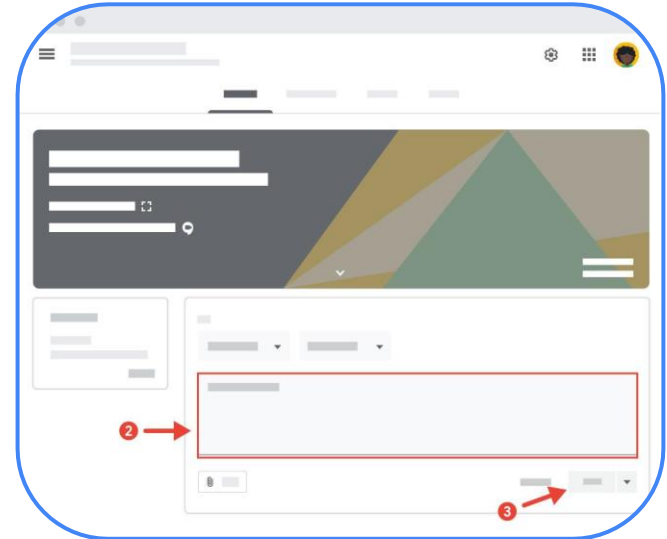
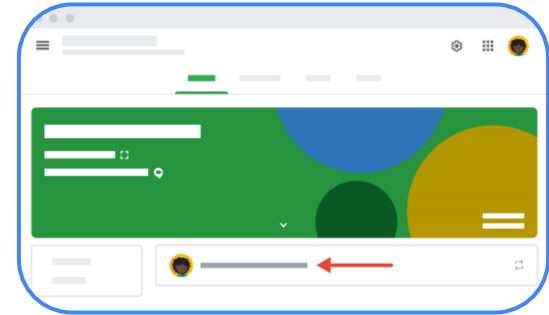
The **Stream** tab is a list of all the activity in the class. This includes messages and resources shared.

Teachers and students can add messages to the stream for the rest of the class to see.



Post a message or notice on Stream Page

1. Click **Share something with your class...**
1. The box will open up, displaying more options. The main area shown above is where you click and type in your message.
1. When ready click **Post** to publish your message to all the class member's Streams. Your message will now be visible for all students.

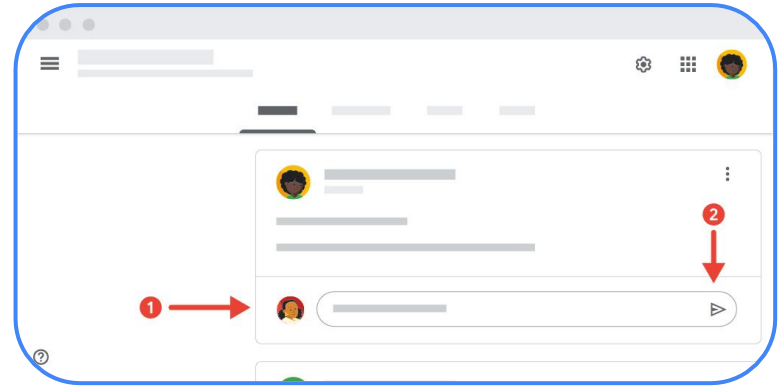


Reply to a message

Students and teachers can reply to each other's messages in the stream.

1. To respond to your students, click **Add a class comment** below the previous message.
1. When you have finished typing your message, click the **Post** icon.

Note: If you don't want your students to comment on the Stream, you can restrict their ability to do so by clicking on the gear icon on the top right to enter Settings and changing the **Stream** setting.



Classwork tab

Set an assignment

The classwork page can be used to share many different types of materials and assignments.

In this part, we will set our class an **assignment**.

1. Navigate to the classwork page.
2. Select **Create**
3. Choose **Assignment**



A new screen opens up and can add the Title and Description of your assignment.

1. Click **Title** and type in the name of the assignment.
2. Then click **Instructions** to type in a more detailed explanation of the assignment.



FAQs

- How is Google Classroom different from just sending assignments via email or WhatsApp?
Think of Google Classroom as your digital classroom hub, not just a messaging app. Instead of assignments getting lost in a long chat history, every task is neatly organized with its own due date. It keeps all communication, resources, and assignments for your class in one structured place.
- Can I schedule an assignment to be posted at a later date?
Yes! This is perfect for planning ahead. You can prepare your assignments in advance and schedule them to appear on a specific day and time. You can get a whole week's worth of work ready to go, and it will be posted automatically for your students.
- If I provide feedback on a student's work in Google Classroom, is it private?
Yes, absolutely. When you grade an assignment, you can leave private comments that are only visible to that specific student. This allows you to give personalized, confidential feedback directly to the learner.
- What happens to my Google Classroom and all the student work at the end of the school year?
At the end of the year, you can "archive" your class. This removes it from your active dashboard but saves all the assignments, materials, and student work in a separate area. You can still access and reuse any of your posts in a new class the following year, but it keeps your current view clean and organized.
- What is the best way to use a student resource website created with a tool like Sites?
Use it as the single source of truth for students. Make it the go-to hub for the school calendar, important announcements, and links to all other relevant resources. Communicate its importance and keep it consistently updated.



Thank You!

