Setting up a Google Classroom

I learned how to create a Google/Bitmoji classroom following this youtube video: https://www.youtube.com/watch?v=s-P_WdQWPc8&t=945s. I kept the video loaded in one window while I built my classroom in another window, stopping and starting the video and going back and forth from one window to the other following each instruction step at a time. There are many youtube videos on this process, so if one doesn't work for you, try another. The following steps are a summary of the steps Katherine Panczner gives on her youtube video.

- Go to Google. Click on the set of nine boxes in the upper right corner of the page, and then scroll down and click on the yellow link to 'Slides'. Click on the first option entitled 'Blank'. This will open a new Google Slide presentation that you will create your classroom in.
- Delete the two text boxes that are already on the first slide.
- To create your classroom background, click on 'Background' in the toolbar above your slide. then click on 'Choose image'. Insert the words 'floor and wall background' in the search window. A number of options will pop up. Click on the image of your choice and then click on 'Insert'. Your background will load onto your slide.
- To add pieces of furniture to your class, click on 'Insert' in the upper toolbar, then scroll to 'Image' in the window that opens and then scroll over to 'Search the Web' and click on this. This will pull up a Google sidebar to the right of your classroom slide. In the Google search window type the word 'transparent' and then type the word for the item of furniture you want for your classroom. Scroll through the images that pop up and choose your item by clicking on its picture and then by clicking 'Insert' found at the bottom of this window. Your item will appear on your slide. You can then increase or decrease the size of your item, and move it around as you place it in your room. Continue to add items to your classroom according to what you will need for decoration and to serve as the link placeholders for your teaching opportunities yet to be attached to your classroom. Have fun!
- Images will enter and be placed in your classroom in the order in which you download them. You may add something, let's say a guitar, early in your room development, and then discover it is covered up by something you prefer to be in the back of your room, let's say a painting. The 'Arrange' button in the upper toolbar helps you rearrange your classroom items by moving items from the front to the back, or flip them horizontally or vertically.
- To add in a white board into your classroom click on the 'Shape' icon from the upper toolbar, and then click on the square shape. Then use your cursor to draw your whiteboard on the wall or item of your choice. Frame your square using the line feature with a black border.
- The youtube video will show you how to create a number of other options for your classroom, so take some time watch it to make your classroom even more interesting over time.
- Once the basics of your classroom have been placed in your space exactly as you want them to be for a number of weeks you will need to take a screenshot of your classroom. I use a Mac and so I would click on shift, command and 4 and then I would use my cursor to frame my slide. You will hear a camera click indicating you've taken a screen shot of your classroom. Once you have the screen shot taken create a new slide by clicking on 'File' and choose the 'New Slide' option. Remove the text windows from your new slide. Then go up to 'Background' in your upper toolbar and click on "Choose Image". In the new window click on 'Upload' and then 'Browse'. A new window will open with the file for your screen shot at the top of the list. Click on it and then click on the bottom of the window 'Choose'. Your permanent classroom will upload to this slide.

Linking Your Teaching Activities to the Items in Your Classroom

- Now you want to add links to your classroom with classroom activities for the participants to be able to click on. Go back to the "Insert" button and add in the images you want the participants to click on for their activities. A guitar for a music video, a book for a story to

read, a story box or computer for a video of the story, a box of crayons for a craft, a stack of papers for a question. Click on each image and when you see a frame around it, go up to the 'Link' icon on the upper toolbar. A window will pop up for you to post the url for your video. Once you paste your url in, click on 'Apply'. This will attach your video or other file from the web.

- To attach a file you have created on your own, paste that file in Google drive. Right click on the file and the click 'Share'. Choose "Anyone can view' and copy the url from this. Attach this url to the link on your classroom item and apply it.

Publishing your Google Classroom to your church website

- Click on 'File' on the slide with your Google classroom. Scroll down and click on the link, 'Publish to the Web'. Click on 'Embed'. A page will pop up containing the link to your file. Copy the url.
- Open a new window for your church's webpage. With my synod webpage I then paste the url onto a new posting. Click preview to ensure that your file is uploaded properly and test the links attached to you Google Classroom.