**ELPS Guidelines for Google Classroom**

The following guidelines for Google Classroom set-up, organization, and basic usage are intended to provide consistency for our students, teachers, and families.

**Elementary:**

1. There are 4 primary pages in Google Classroom: **Stream, Classwork** (organized by **Topics**), **People** and **Grades.**
2. The **Stream** page will be used for classroom announcements and discussions only.
3. The **Classwork** page will be used to house classroom materials and activities.
4. The elementary level agreed that organizing Topics by **Week** will help facilitate easy navigation and understanding of structure on the student side.
5. The **People** page contains a list of all teachers and students in the class. Teachers and students can be added and emailed from here.
6. The **Grades** page is optional as teachers will continue to enter final grades in PowerTeacher Pro, not the Grades tab in Google Classroom.

**Secondary:**

1. There are 4 primary pages in Google Classroom: **Stream, Classwork** (organized by **Topics**), **People** and **Grades.**
2. The **Stream** tab will be used for classroom announcements and discussions only.
3. The **Classwork** page will be used to house classroom materials and activities.
4. The secondary level agreed that organizing Topics by **Week** will help facilitate easy navigation and understanding of structure on the student side.
5. The **People** page contains a list of all teachers and students in the class. Teachers and students can be added and emailed from here.
6. The **Grades** page is optional as teachers will continue to enter final grades in PowerTeacher Pro, not the Grades tab in Google Classroom.