Discussions and Communication in Google Classroom

Google Classroom has some great ways for students and teachers to communicate with each other.

First, make sure your settings allow for students to comment on posts. Click the settings icon on the top right corner in Google Classroom.

Scroll down to "General" settings and make sure you have selected that students can comment. (You will need to do this for each class you teach.)

General

Class code	53qt64z ▾
Stream	Students can post and comment
Classwork on the stream	Students can only comment
Show deleted items Only teachers can view deleted items.	Only teachers can post or comment

You can control the emails and notifications that you receive by going to your overall Google Classroom Settings.

Click the 3 lines at the top left.

☰ Google Classroom

⚙ Settings

At the bottom below the list of your classes, click the settings icon.

You can turn notifications on and off based on what emails you want to receive.

Notifications

Email

Receive email notifications ⬤

Comments

Comments on your posts ⬤

Comments that mention you ⬤

Private comments on work ⬤

Classes you teach

Late submissions of student work ⬤

Resubmissions of student work ⬤

Invitations to co-teach classes ⬤

Scheduled post published or failed ⬤

Option I: Class Discussions
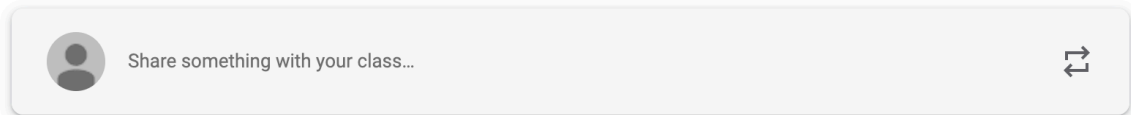
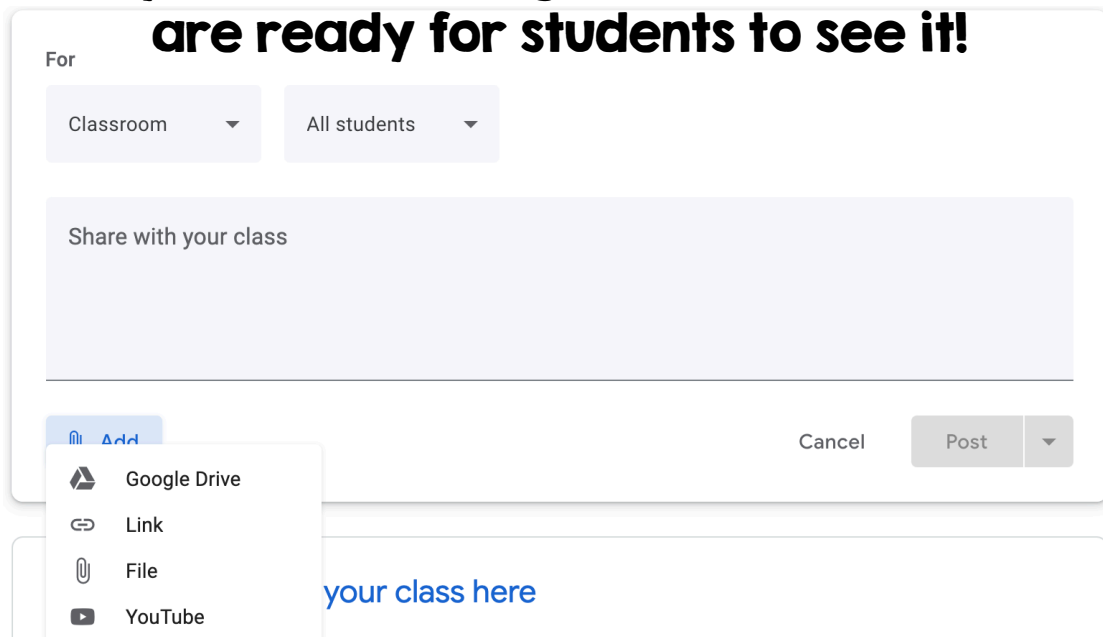## Go to the "Stream" tab of your Google Classroom.

Stream	Classwork	People	Grades

Click "Share something with your class."

👤	Share something with your class...	⇄

Type your message to your class. It is automatically set so that it goes to all students in the class you are working in. Click "Post" when you are ready for students to see it!

For

| Classroom ▾ | All students ▾ |

Share with your class

📎 Add
- 🔺 Google Drive
- 🔗 Link
- 📎 File
- ▶️ YouTube

Cancel   Post ▾

your class here

Click "Add" to include a file or image in your post for your students!

Students can add a class comment and contribute to group discussion by commenting on the post that you have shared.

Add class comment...

You'll receive an email each time a student comments on a thread publicly or privately so you can monitor class discussion.

Reply to that student directly or add a class comment as the teacher!

Reply to the student directly.

Class comments   ✕

John Doe | Mar 9
How do we complete the assignment?

Teacher   ; Mar 9
Just click on the link and follow directions.

↩ ⋮

Delete

Mute John Doe

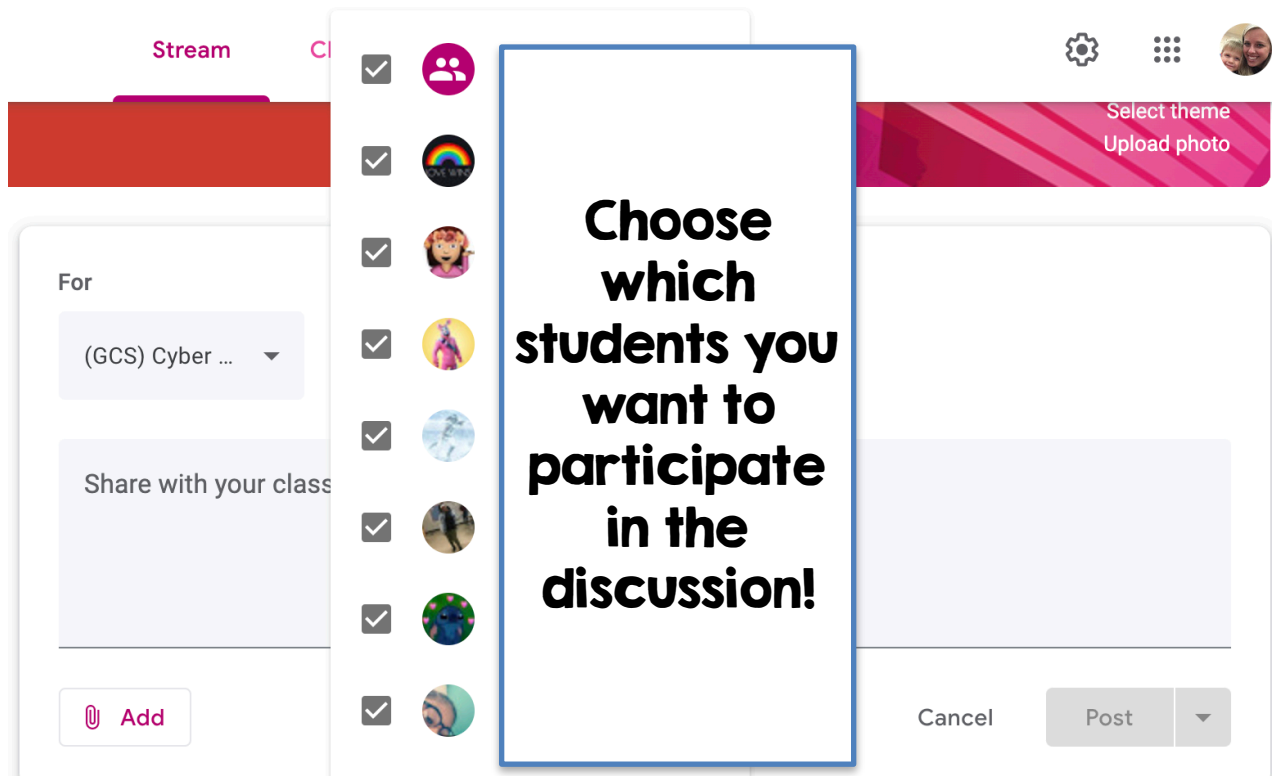Add class comment...   ▷

If a student is responding inappropriately, you can delete the comment and "mute" the student in Google Classroom. Just click the 3 vertical dots and choose which action you want to take.
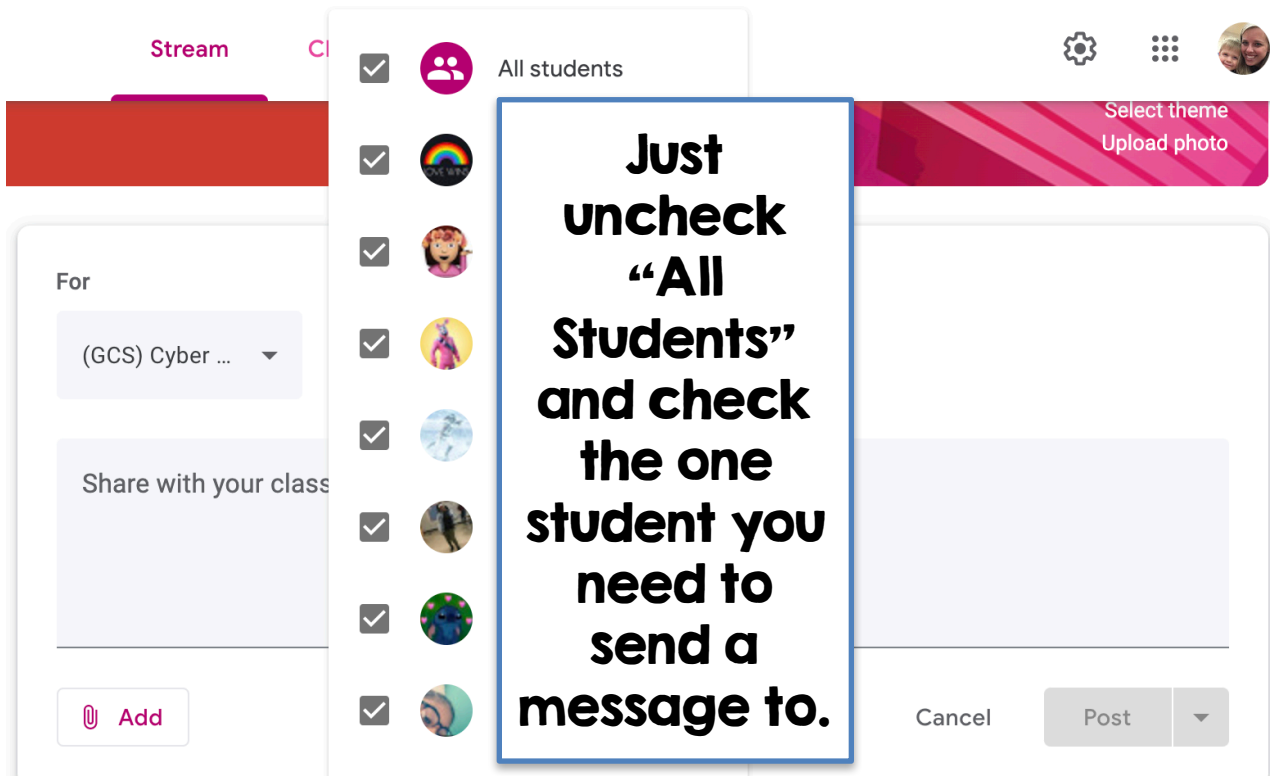
Option 2: Small Group Discussions

When you go to your "Stream" and share a post, click the "All Students" dropdown and click which students you want to be included in the discussion.

Choose which students you want to participate in the discussion!

Only the students you check will be able to see and respond to the post. Great for smaller groups of discussions. You can still monitor conversations, and it allows for students to feel more heard.

Option 3: One-on-one discussion

You can use the previous option to click on one individual student to have a discussion with them.

Or, on any assignment that has been posted, students can post a private comment. Teachers can also use the private comment to post feedback on an assignment.

Option 4: Post a Question

Go to your "Classwork" tab in Google Classroom.

Stream	**Classwork**	People	Grades

+ Create

📋 Assignment

📋 Quiz assignment

❓ Question

🔖 Material

🔁 Reuse post

▤ Topic

Click the "Create" button and choose "Question."

Type the question or discussion topic, and choose whether it is short answer or multiple choice. Add instructions about requirements, and even add a file or image!

✕   Question

❓   Question

≡   Instructions (optional)

🔘 Add   + Create

☰ Short answer

🔘 Multiple choice

☑ Students can reply to each other

☐ Students can edit answer

Allow students to reply to each other or edit their original answer.

You can also select specific students when assigning questions in Google Classroom by clicking the dropdown that says "All Students" and just checking the ones you want to receive it.

For

Classroom ▼   All students ▼

Points

100 ▼

Due

No due date ▼

Set a due date for your students to respond by!
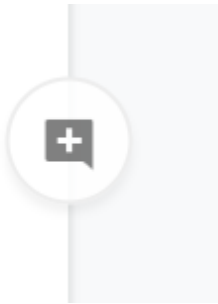
Topic

No topic

Create topic

Exit Ticket

Morning Meeting

Assign your questions a topic to keep them more organized in Google Classroom. Choose a topic you already have or choose "Create Topic" to make a new one.
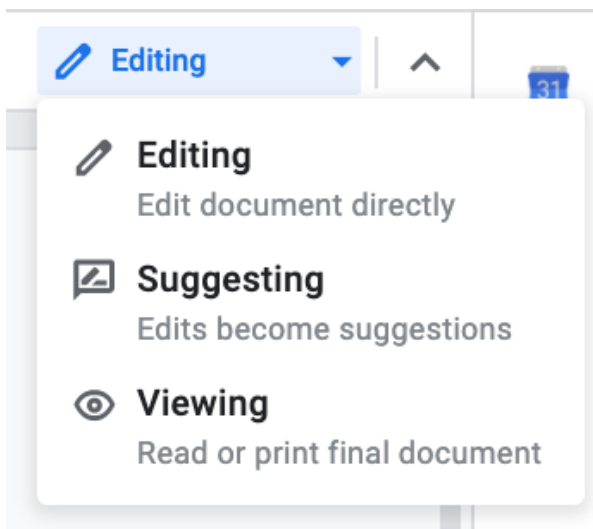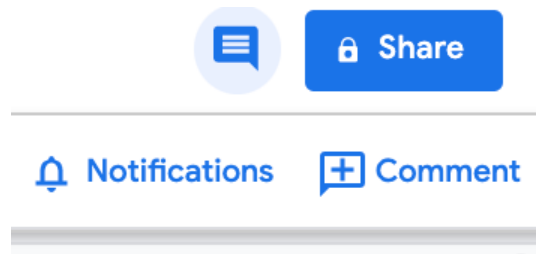
Option 5: Google Docs or Google Slides

If you assign a student or a group of students work on a Google Doc or Google Slide, you can communicate using the comment section.

Hover on the right side of the document and click the plus sign. Add comments, and even tag students by using the @ symbol before their email address.

Also make a comment by clicking the speech bubble at the top. You can access all comments here as well.

Notifications   **Comment**

Share

Editing

Editing
Edit document directly

Suggesting
Edits become suggestions

Viewing
Read or print final document

As the teacher, you can put yourself in editing, suggesting, or viewing mode.