



Create Your Own Library with Google Classroom

Train, manage, and organize content with ease—no technical skills needed.

1 Day Training



COURSE OVERVIEW

This workshop empowers you to turn Google Classroom into your own digital learning hub. Learn how to create classes, manage content, assign tasks, and use grading and calendar features effectively. Perfect for training, onboarding, and team development.

COURSE OBJECTIVE

- Set up and manage Google Classroom for training or education
- Create and organize assignments, materials, and quizzes
- Use Gradebook and calendar tools to track and plan effectively

RECOMMENDED FOR

HODs, HR professionals, and trainers who want a smarter way to train and manage teams using Google Classroom.

COURSE HIGHLIGHTS



Learn the latest Google Classroom updates and features



Step-by-step setup and content organization



Tips to streamline training and communication



Business use cases for real-world success



Course Outline

1 Introduction to Google Classroom

Understand what Google Classroom is and how it can be used beyond education—in training, onboarding, and communication.

2 Use Case Demonstration

Explore business success stories and practical examples of Classroom used in departments and HR.

3 Classroom Creation and Management

- Create, copy, archive, or delete a class
- Invite students and guardians
- Manage class settings and permissions
- Transfer class ownership

4 Creating and Managing Classwork

- Add topics to organize classwork
- Create assignments, quizzes, questions, materials, and reuse past posts

5 Grading and Feedback Tools

Learn how to use Gradebook to track progress, provide feedback, and manage scores.

6 Calendar Integration

- Understand the difference between Google Classroom Calendar and Google Calendar
- Plan and manage learning timelines effectively

7 Recap, Hands-On & Q&A

Reinforce concepts through guided practice, clarify doubts, and explore tips to overcome common challenges.

For course customization and further discussion, feel free to reach out to us at marketing@matrixc.com