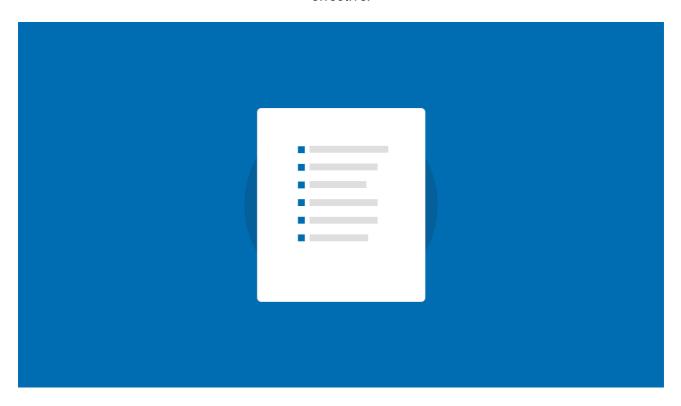# Use Google Classroom Effectively and Efficiently

Google Classroom can be even more powerful with a few tips and strategies to make it efficient and effective.

- [ ] 1. "Move to top" to highlight older material.
- [ ] 2. Email everyone in a class in the "Students" tab.
- [ ] 3. Use the right kind of comment.
- [ ] 4. Use announcements to share "right now" links.
- [ ] 5. Use the keyboard instead of the mouse.
- [ ] 6. Reuse posts.
- [ ] 7. Grade everything in one place.
- [ ] 8. Get email from Classroom the way you want.
- [ ] 9. Get ideas from others.
- [ ] 10. Get the classroom features you really want.