

# Student Quick Guide to Google Classroom



## Classroom.google.com

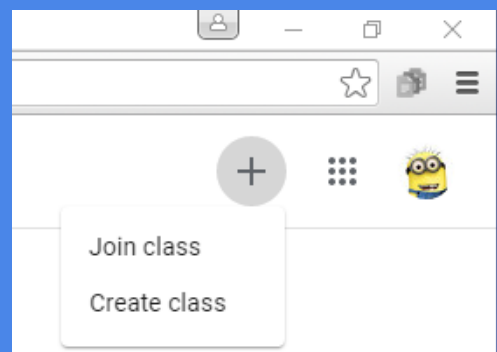
Go to the Classroom website and log in with your Google email login.

## Google Drive

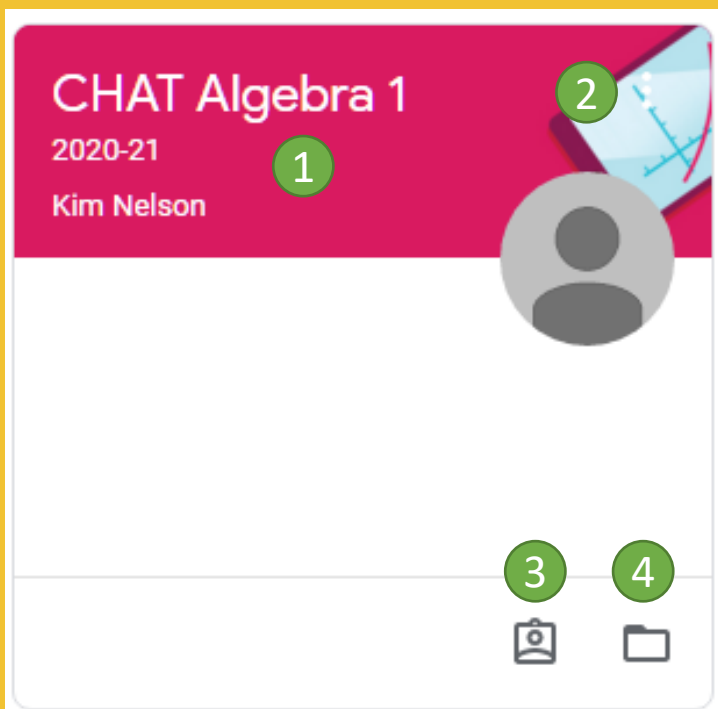
Google Classroom connects with your Google Drive account. A Classroom folder has been created for you in drive.google.com.

## Join a Class

In the upper right click on the plus button to join a class.  
Enter the class code.



## Class Tiles



- 1 Click class title to open the class.
- 2 Click the “3 dots” to unenroll in the class.
- 3 Open a list of all your work for the class.
- 4 Link to your class folder in your Google Drive.

# Class Screen

The screenshot shows the 'Class Screen' for 'CHAT Algebra 1 2020-21'. At the top left, there is a menu icon (3 lines) labeled '1'. To its right is the course name 'CHAT Algebra 1 2020-21'. On the right side, there is a grid icon labeled '8' and a profile icon labeled 'K'. Below the course name are three tabs: 'Stream' (labeled '5'), 'Classwork' (labeled '6'), and 'People' (labeled '7'). The 'Stream' tab is selected. Below the tabs is a large banner for 'CHAT Algebra 1 2020-21' with a background image of a tablet showing a graph. Below the banner are two main sections. The left section is titled 'Upcoming' (labeled '2') and lists assignments: 'Due tomorrow 1:00 PM - Class Basic...' and 'Due Wednesday 1:00 PM - Practice wit...' and '1:00 PM - Quiz: Intege...'. A 'View all' link is at the bottom of this section (labeled '3'). The right section shows an announcement by 'Kim Nelson' at '9:44 AM (Edited 11:10 AM)' with the text 'Welcome to Algebra 1!' (labeled '4'). Below the announcement is a comment input field with a placeholder 'Add class comment...' and a send button.

- 1 Click the 3 lines to go back to the class tiles screen.
- 2 Click the name of an upcoming assignment open it.
- 3 View a list of all assignments.
- 4 Announcements posted by your teacher. You can add a comment.
- 5 View the list of announcements and class comments.
- 6 View a list of all of your coursework.
- 7 View a list of the teacher and students. Click the envelope to email.
- 8 Access other Google apps.

# Classwork Screen

CHAT Algebra 1  
2020-21

Stream **Classwork** People

5 View your work

6 Google Calendar 7 Class Drive folder

All topics 4

Class Materials

Chapter 1

1 Class Materials

2 Chapter 1

3

Homework Expectations		Posted 10:33 AM	
CHAT Math Website		Posted 9:50 AM	
Practice with the Equation Feature of ...	Misc	Due Jun 10, 1:00 PM	
Week 1 Homework	Weekly Homewo...	Due Jun 11, 12:30 PM	
Quiz: Integers and Absolute Value	Quizzes	Due Jun 10, 1:00 PM	

- 1 Class Materials for reference.
- 2 Assignments grouped by chapter. (Another option is by week.)
- 3 Assignments. Click to open.
- 4 A list of all topics. Click to see an expanded view of a particular unit.
- 5 Click to see a list of your work: assigned, returned, graded, and missing.
- 6 Click to see your assignments in Google Calendar.
- 7 Click to open the class folder in your Google Drive.

# Assignment with Template

The screenshot shows a Google Classroom assignment page. At the top, it says 'Due Tomorrow, 1:00 PM'. The assignment title is 'Class Basics Checklist' with a checkmark icon. It is worth '3 points'. The category is 'Misc' and it was assigned by 'Kim Nelson' at '11:10 AM (Edited 2:17 PM)'. The instructions are: 'Open the attached document, fill in your responses as directed, and then turn it in.' There is a 'Your work' section with an attached Google Doc titled 'Student Minion - ...'. Below that is a '+ Add or create' button and a 'Turn in' button. There are also 'Class comments' and 'Private comments' sections, each with an 'Add class comment...' or 'Add private comment...' input field.

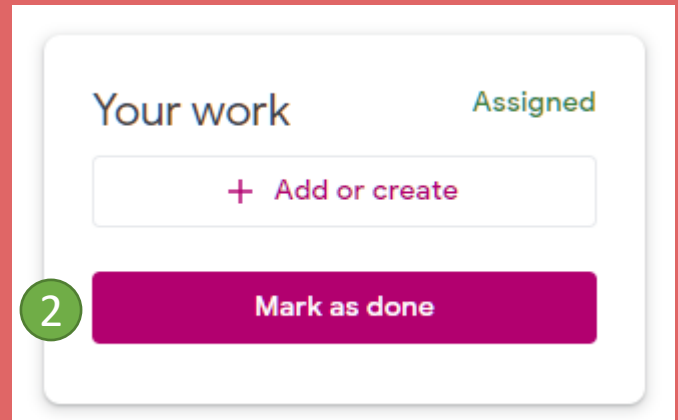
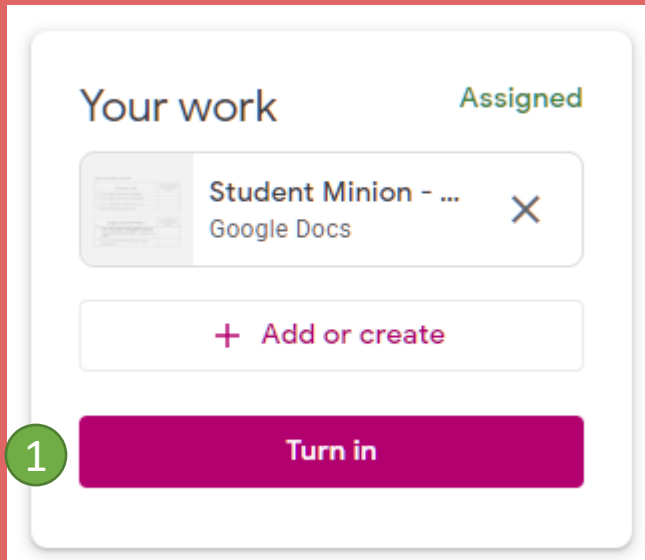
- 1 The name of the assignment.
- 2 When the assignment is due.
- 3 The point value of the assignment.
- 4 Instructions for the assignment.
- 5 Click on the file that has been supplied by the teacher. It will open for you to work on. It will already have your name on it.
- 6 Comments left here will be seen by the entire class.
- 7 Comments left here will be seen only by the teacher.
- 8 When you have finished working on the file provided, click Turn in.

This screenshot shows the 'Your work' section of the assignment. It has a '+ Add or create' button. Below it are three options: 'Google Drive', 'Link', and 'File'. There is also a 'Create new' section with options for 'Docs', 'Slides', 'Sheets', and 'Drawings'. A 'Turn in' button is visible at the bottom right of the 'Create new' section.

## Adding or Creating Files

- 1 You can attach a file to your assignment from your Google Drive or your computer. You can also attach a link.
- 2 You can create a new document for an assignment. When you do, your name and the title of the assignment will appear as the name of the document.

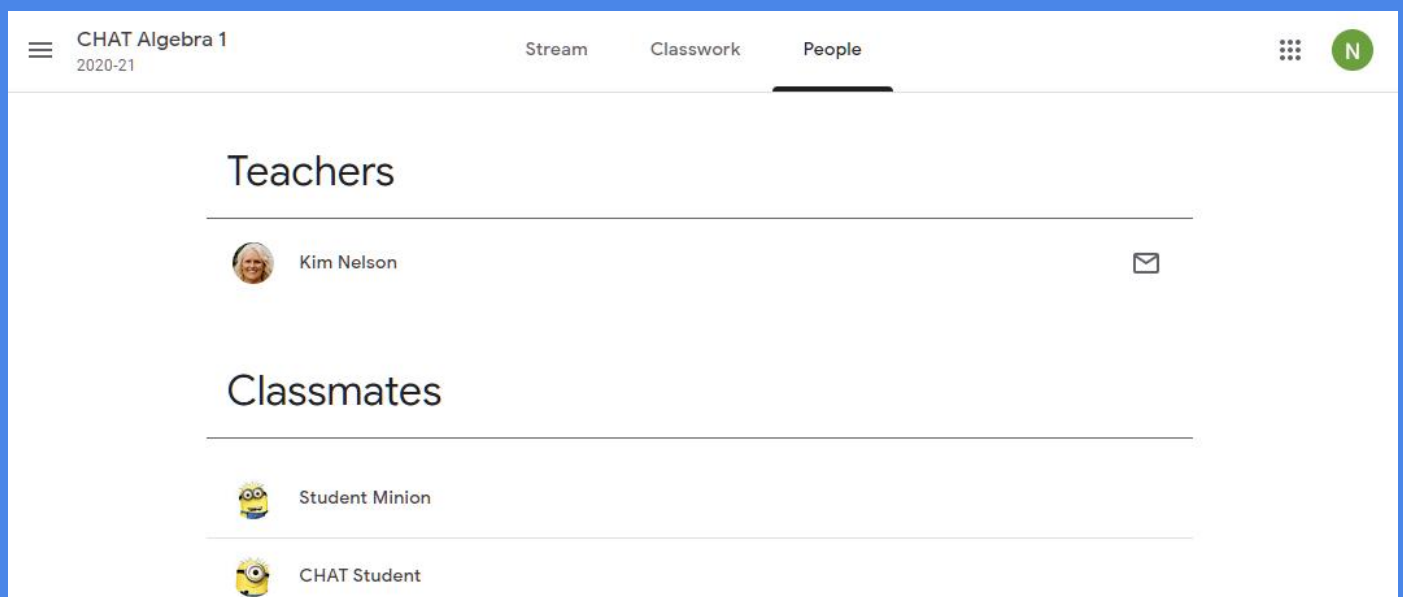
# Turning Assignments in or Marking as Done



1 If there is a file to submit (either one that you created or was created for you by the teacher) you will click "Turn in" to submit it.

2 If there is no file to be submitted, signal your teacher that the assignment has been completed by clicking "Mark as done."

# The People Page



You can see a list of your classmates on the People page. Clicking on the envelope will allow you to email your teacher.

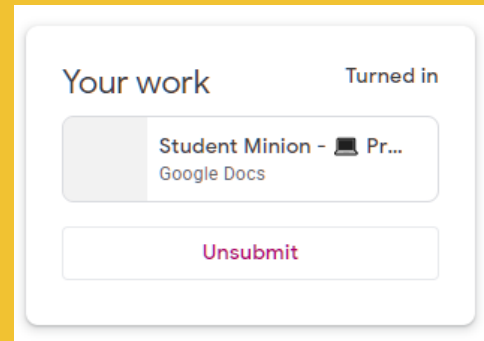
## Sharing

Turning in files switches ownership of the document to the teacher and prevents student editing.

## Resubmit

Remember to resubmit any assignments that you previously unsubmitted!

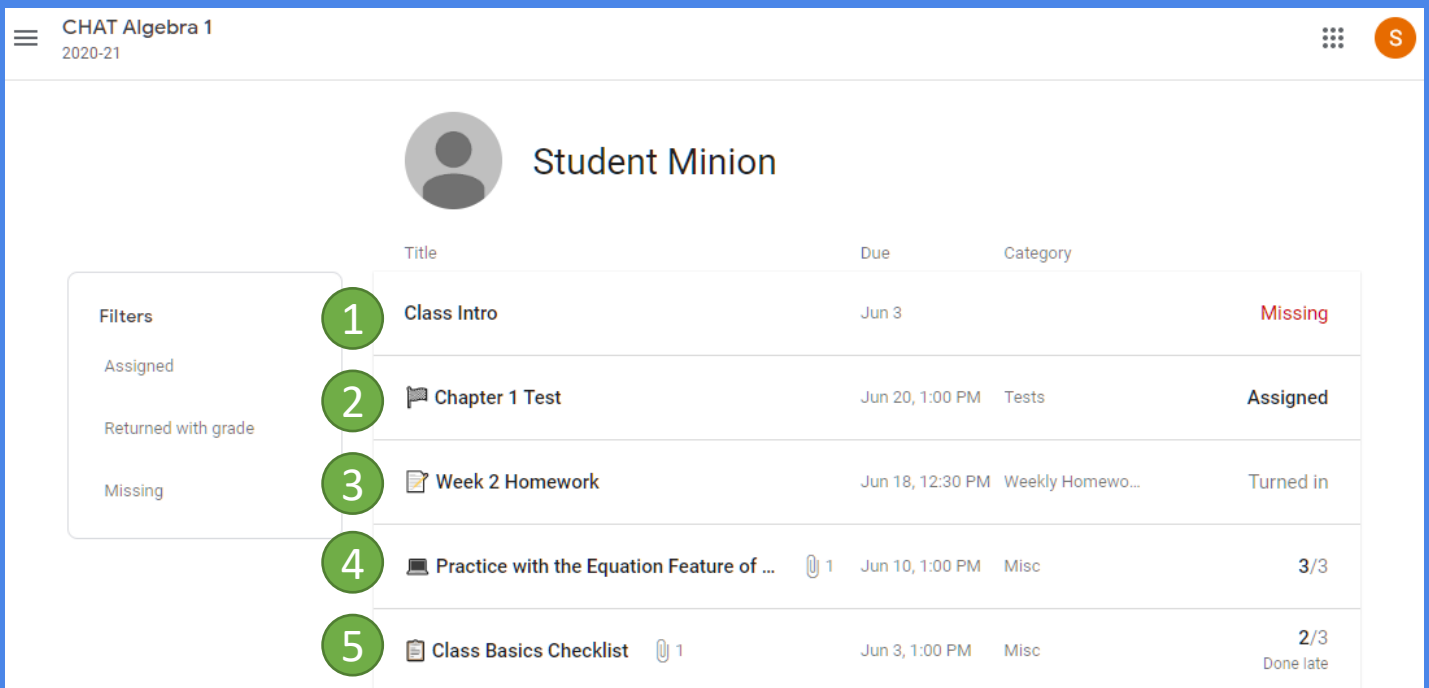
## Unsubmit



After turning in an assignment an unsubmit button appears. Use this to gain back editing rights.

## Where are my scores?

Click on "View your work" from the Classwork page or the class tile.

A screenshot of a student's classwork page for "CHAT Algebra 1 2020-21". The page shows a list of assignments for the student "Student Minion". The assignments are listed in a table with columns for Title, Due, Category, and status. A filters sidebar is on the left. Five green circles with numbers 1 through 5 are overlaid on the first five rows of the table to indicate their status.

Title	Due	Category	Status
Class Intro	Jun 3		Missing
Chapter 1 Test	Jun 20, 1:00 PM	Tests	Assigned
Week 2 Homework	Jun 18, 12:30 PM	Weekly Homewo...	Turned in
Practice with the Equation Feature of ...	Jun 10, 1:00 PM	Misc	3/3
Class Basics Checklist	Jun 3, 1:00 PM	Misc	2/3 Done late

- 1 This assignment is past due.
- 2 This assignment has not been done but is not due yet.
- 3 This assignment has been turned in but not graded yet.
- 4 This assignment has been turned in and graded.
- 5 This assignment was turned in late and has been graded.