



# Getting Started in Google Classroom

*A guide for new users*

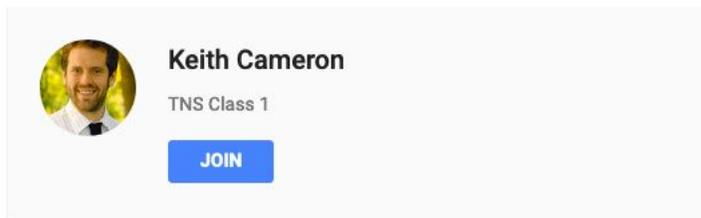
The following is a quick reference guide to all of the major elements of google classroom. Google classroom is very usable and its features can be learned in about 20 minutes. We'll go over the general navigation below.

## Joining a class

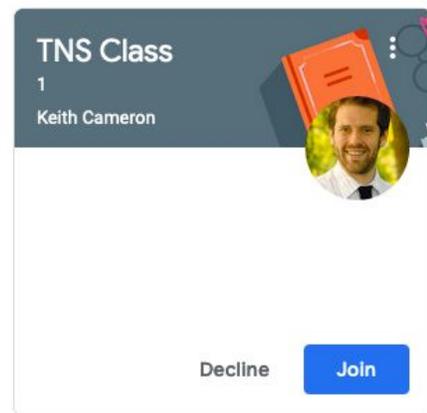
**Sign in** to your Gmail account. Teachers will be expected to invite you to their classes. Once invited to your classroom, you will receive an email containing the following prompts. Click **Join** on each.

**Hi Dana,**

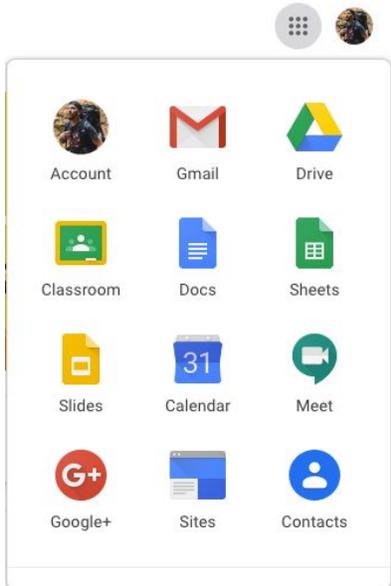
Keith Cameron ([keith.cameron@thenewschool.org](mailto:keith.cameron@thenewschool.org)) invited you to the class TNS Class 1.



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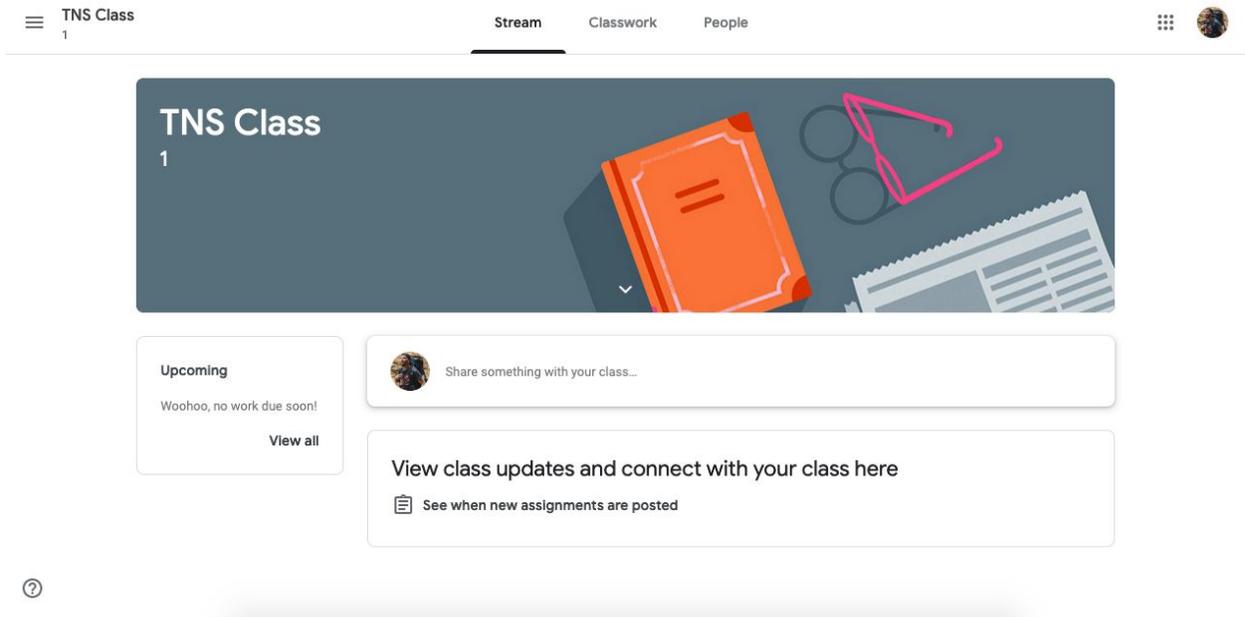
Alternatively, you can navigate to Classroom from here if you have a @thenewschool.org address. Open gmail and in the top right corner, click the block of 9 dots and **select classroom**.



Yet another option, you can go to **classroom.google.com**.

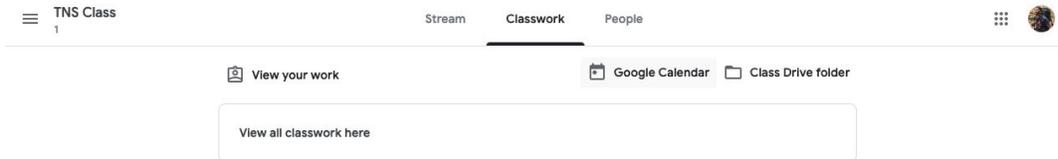
### The dashboard (stream)

Once joined, you'll be taken to a dashboard. It should look like the following image. The header may be different, but the layout should be the same. In **Stream**, you will see all of the important information pertaining to that class. From assignments and their due dates, updates from your teacher, files, videos, links, and other class tools.

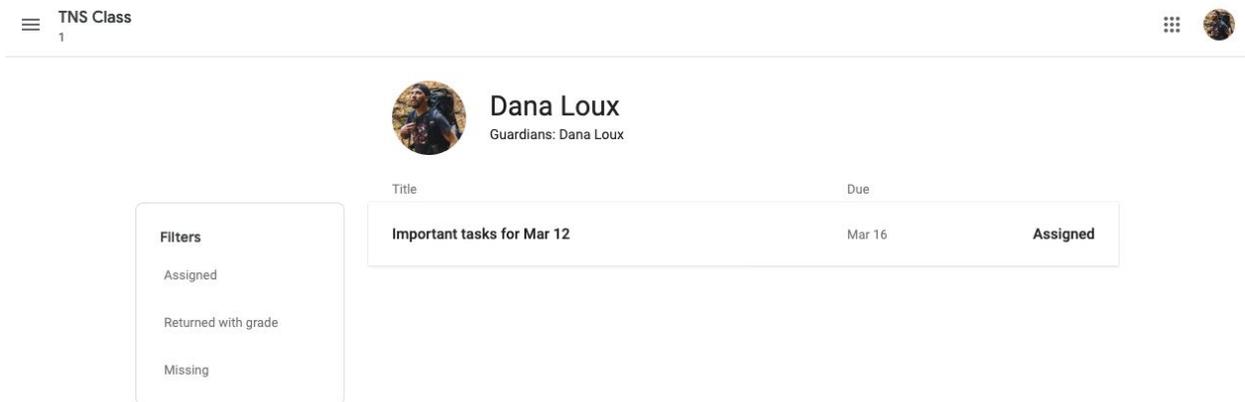


## The classwork tab

In the second tab, “**Classwork**”, all of your assigned, in-progress, and completed work will be available. As well as an option to add them to your calendar, and class resources from Drive.



Once an assignment is given to you, it will appear in **Classwork**. **Click the assignment** for further instruction. In this example, we are referring to “Important tasks for Mar 12”.



You’ll now be able to open your assignment, work on it, and turn it in. Comments (below the assignment) from the class teacher and other students will display in a thread.



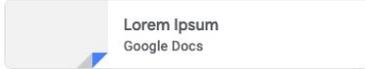
Due Mar 16

## Important tasks for Mar 12

20 points

Keith Cameron 12:07 PM

Answer the following questions. Due Monday



### 1 class comment

Keith Cameron 12:08 PM  
Make sure to have this done by 8am Monday! I had an error in line 3. It should have said "how many grapes?" not "how many graps?"

Add class comment...

**Your work** Assigned

+ Add or create

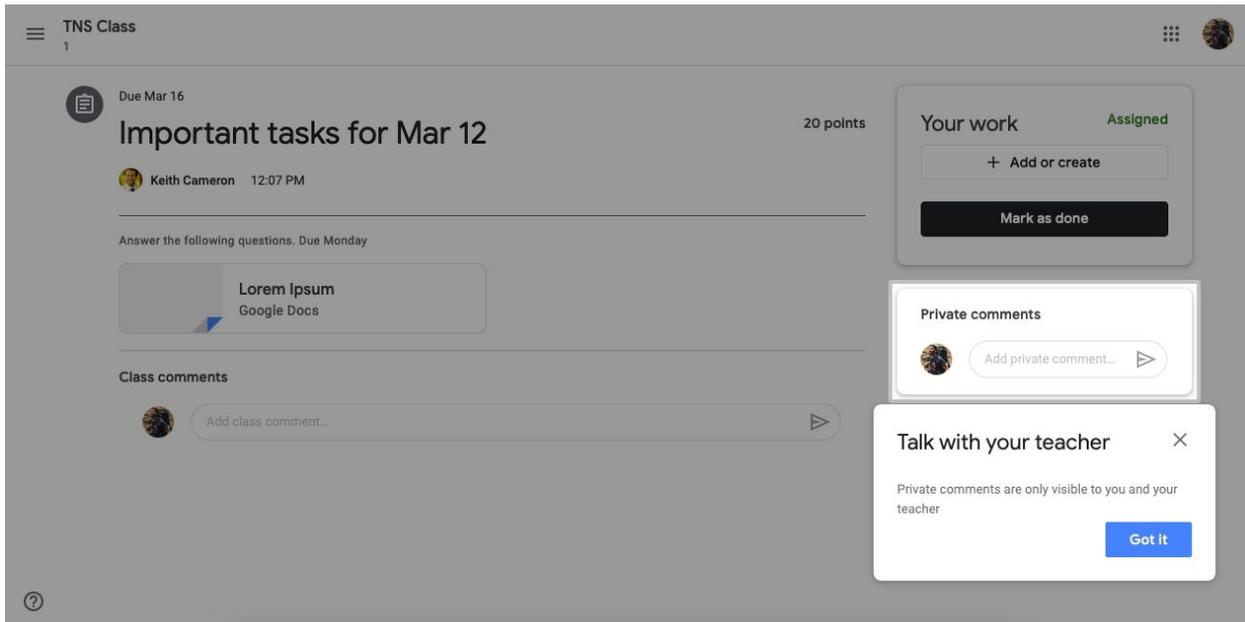
Mark as done

**Private comments**

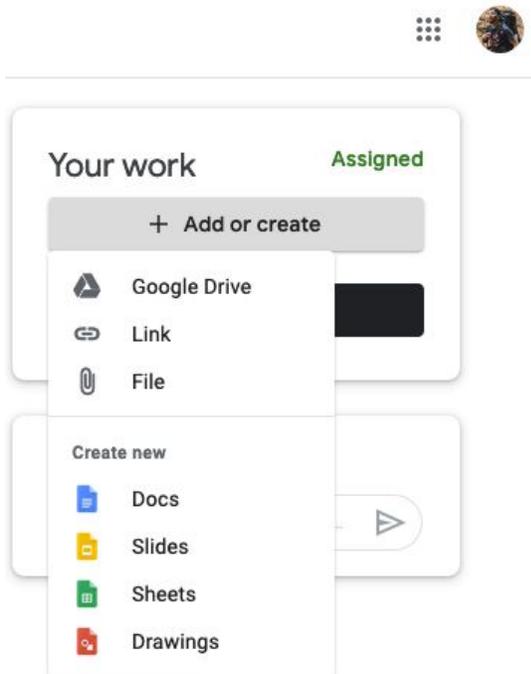
Add private comment...



**Private Comments**, on the right, is for private discussion between you and your teacher, for questions, comments, and so forth.



Once you've completed your work, click the **+ Add or create** button, upload your work, or you can create a new work right in this window in google docs. You can then click **Mark as done**. Your assignment will then be uploaded for your teacher to view and grade.



The **people** tab simply shows you who your classmates are and who your teacher is and contact info to get ahold of them when needed.

### The “hamburger” menu

The **Toolbar** on the top left (the hamburger menu) can navigate you back home, classrooms, calendar, etc. The list of classes will grow as you are added and invited to them by other teachers.

