GOOGLE CLASSROOM FOR PARENTS & STUDENTS

HEARTLAND *Educational Consortium*

FINDING AND SUBMITTING CLASSWORK

1) Go to classroom.google.com

2) Classes that have assignments due will have a brief list under their title

3) Click on the class title to go to the main page (Stream page) for that class

---
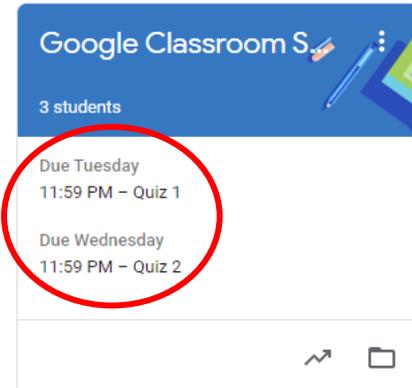
THE CLASSWORK PAGE DETAILS

1) The teacher may have assignments included on the Stream page, but you can also find **all** assignments listed in the Classwork tab

2) Your classwork may be organized by topics or by date, with more recent work at the top of the page

3) Assignments that have been completed will have a <u>gray</u> icon on the left, and assignments that need to be done have a <u>blue</u> icon

4) Due dates and times are listed to the right of the assignment

5) You can see a list of all of the work from the class and whether it is listed as Missing, Assigned, Returned, Graded, Turned in, or Turned in: Done late by clicking on the "View your work" link
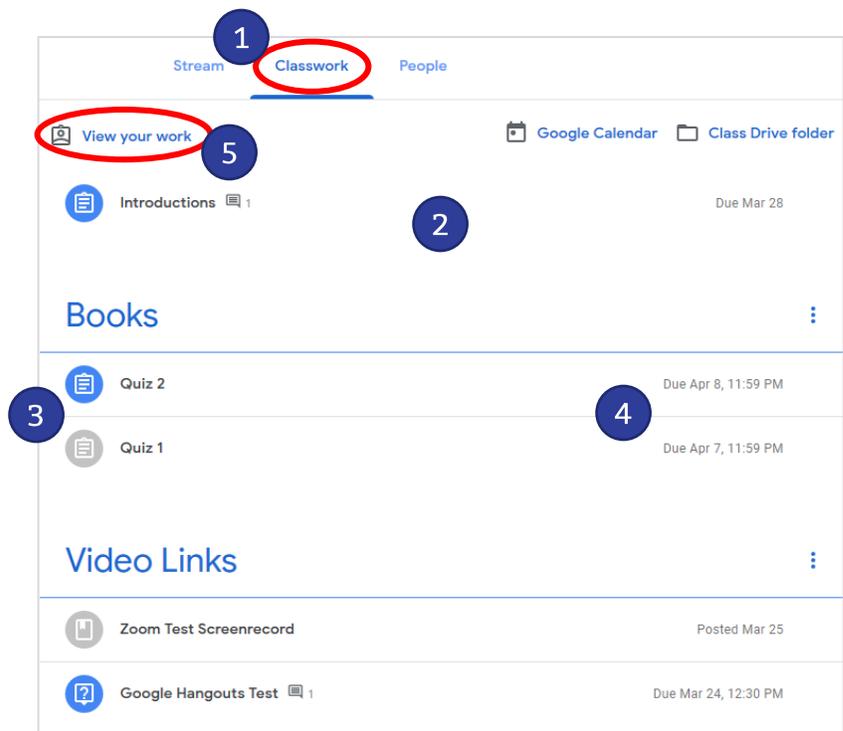

Classwork can be labeled as an Assignment, Quiz assignment, Question, or Material. Click on the title and you will open more details about that classwork.
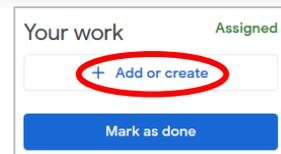
📋 **Assignments**:

1) Assignments may have a document already attached for you to complete, or directions on how to submit the assignment. Click on "View assignment"
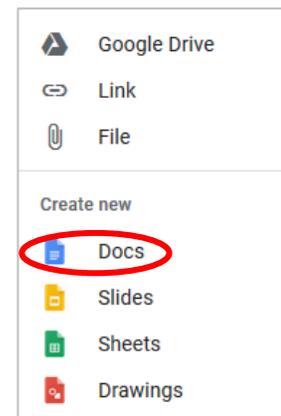
View assignment

2) If there is a Google doc assigned to you already, you will see a thumbnail under "Your work" with your name on it. Click this and you will open the document that you are supposed to complete.
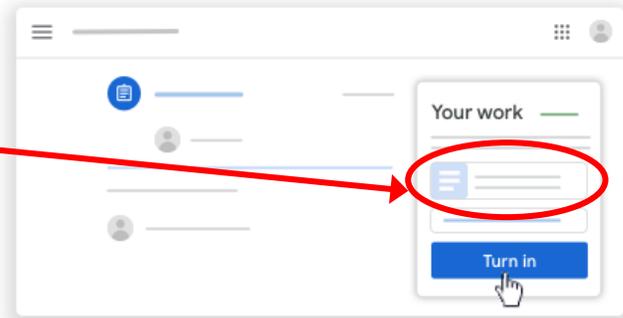
3) If there is not already a Google doc assigned to you, click on the "Add or create" button under "Your work."

4) You can choose to add something from your Google Drive, add a Link, a File, or create a new Doc, Slides, Sheets, or Drawings.

5) If you click on Docs, this will create a new Google doc with your name along with the title of the assignment. Start your work in the new document.

6) Complete your work in the Google doc, and either:

   ▪ If you are still in the Google doc, you can click on the "Turn in" button at the top right OR

   TURN IN

   ▪ If you already closed the Google doc, click on the "Turn in" button underneath Your work

   Turn in

7) You will see the status of the assignment changed in the top right corner of the box to "Turned in" or "Turned in late" if you submitted it after the due date/time.

8) If you want to change something after you turn it in, you will have to click the "Unsubmit" button under "Your work," revise the assignment, and then turn it in again.
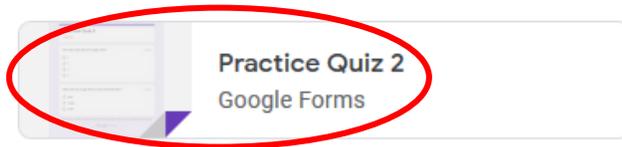
   Unsubmit

📋 Quiz assignments:

1) When you click on the title of a Quiz assignment, there will be a Google Form listed along with directions if the teacher included them.

Click on the link to Practice Quiz 2 below and answer the question
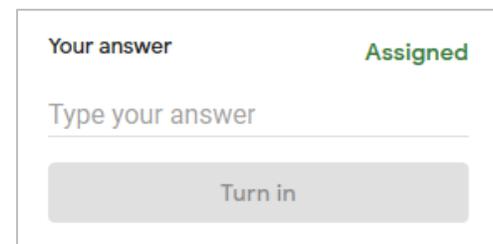
Practice Quiz 2
Google Forms

2) Click on the form link and answer the questions, then click "Submit." Depending on how the teacher set up the quiz, you may be able to view your score right away, or you may need to wait until the teacher has graded it.

❓ Question:

1) A question can be multiple-choice or short answer.

2) Click on "View question" at the bottom to see more details and instructions.

View question

3) If the question is short answer, type on the line under "Your answer" and click on "Turn in"

Your answer	Assigned
Type your answer	
Turn in	

4) If the question is multiple choice, select your choice under "Your answer" and click on "Turn in"

📖 Material:

1) If classwork is listed as Material, this may just be an assignment sheet for the unit or chapter, a story your teacher wants you to read, a link that will take you to another resource, or a set of slides or other material you need to review.

2) Click on "View material" at the bottom to see more details and instructions or links.

View material

What if I have a hard copy of an assignment I need to take a picture of and submit?

There is a great tutorial from Google on how to take a photo or video and where to find it:

- https://partnerdash.google.com/apps/simulator/chromebook#take-a-photo-or-video?l=en

Also another on where to find and open your files:

- https://partnerdash.google.com/apps/simulator/chromebook#find-and-open-your-files?l=en

Once you have a picture saved in My Drive, you can follow *Step 3* under *Assignments* above and click on Google Drive, then find the file and Click "Add," then click the "Turn in" button.