



How to Guide:

Google Classroom for Parents

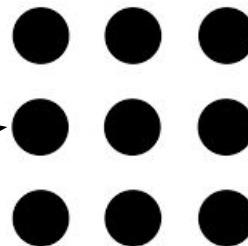
1

Getting to Google Classroom



Getting to Google Classroom on a Computer

- Open a web browser (preferably Google Chrome)
- Go to Google.com (or any Google webpage with the apps waffle icon in the top right corner)
- Click on the apps waffle icon to open the apps window
- Select the Google Classroom icon from the list in the window
- Sign into Google Classroom using the student's Lakeview Google account information



Google
Apps Waffle
Icon



Google
Classroom
Icon



Getting to Google Classroom on an iPad, iPhone, or Android

- If you have not yet done so, install the Google Classroom app from your device's app store
- Open the Google Classroom app
- Use the student's Lakeview Google account information to sign in to the Google Classroom app
- Username:
 - `firstnamelastname@docs.lakeview.k12.pa.us`
 - Example - `johnsmith@docs.lakeview.k12.pa.us`
- Password:
 - `FirstnamestudentID#`
 - Example - `John2202022`



Google Classroom App Icon

2

Joining a Google Classroom

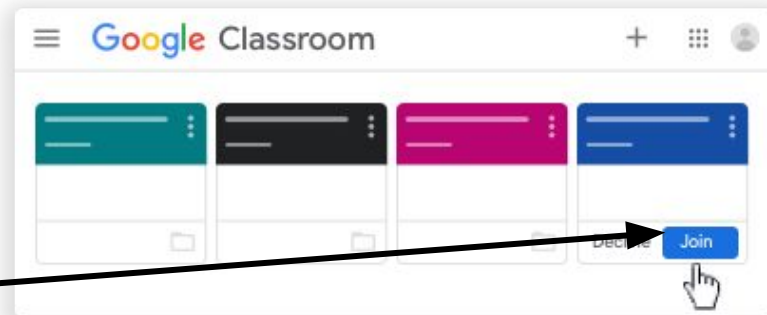


Joining a Google Classroom on a Computer

Option 1 (with Classroom Invite)

The teacher must first send an invite for this method to join to be available

- Go to the Google Classroom homepage
- Click on the “Join” button for the class that you want to join.



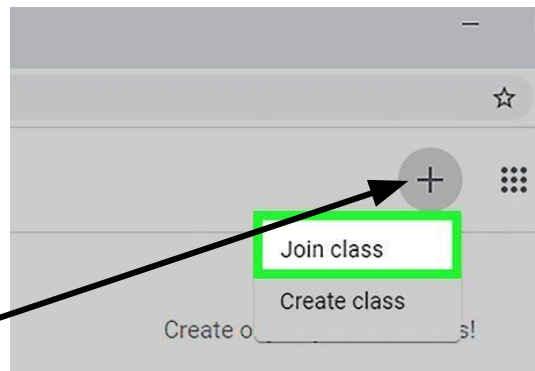


Joining a Google Classroom on a Computer

Option 2 (with Classroom Code)

The teacher must first provide the classroom code for this method to work

- Go to the Google Classroom homepage
- Click on the plus sign on the right of the screen to the left of the waffle icon and select “Join class”
- Enter the teacher-provided code for the classroom and click “Join” in the upper right corner



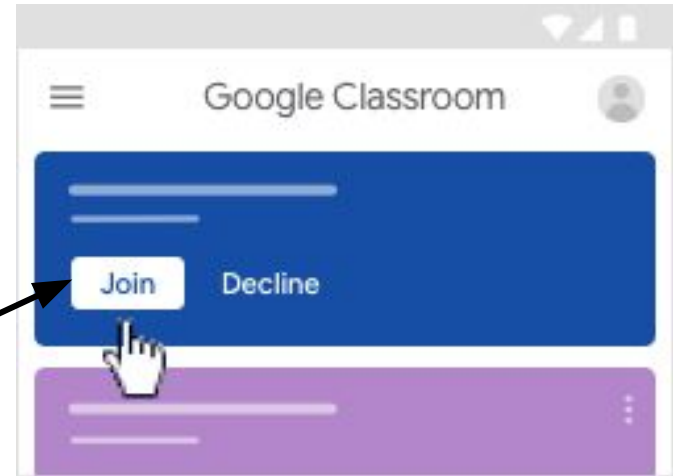


Joining a Google Classroom on an iPad, iPhone, or Android

Option 1 (with Classroom Invite)

The teacher must first send an invite for this method to join to be available

- Open the Google Classroom app on your device
- Go to the Google Classroom homescreen
- Click on the “Join” button for the class that you want to join



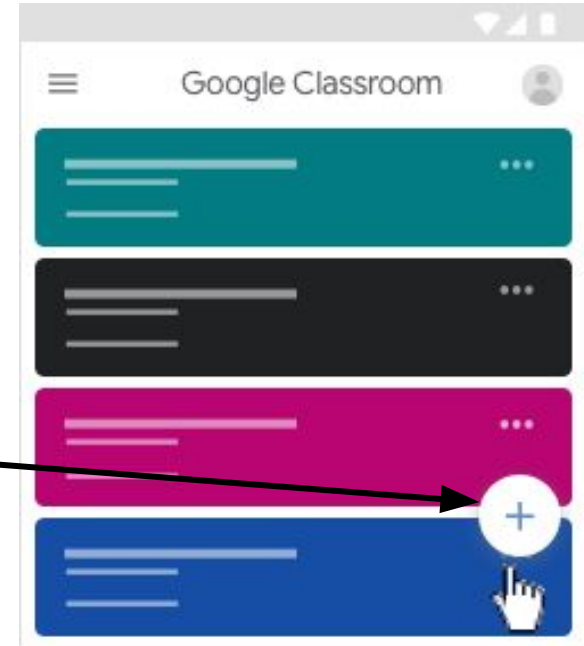


Joining a Google Classroom on an iPad, iPhone, or Android

Option 2 (with Classroom Code)

The teacher must first provide the classroom code for this method to work

- Open the Google Classroom app on your device
- Touch the plus sign in the lower right corner of the screen
- Enter the teacher-provided code for the classroom and touch “Join” in the upper right corner



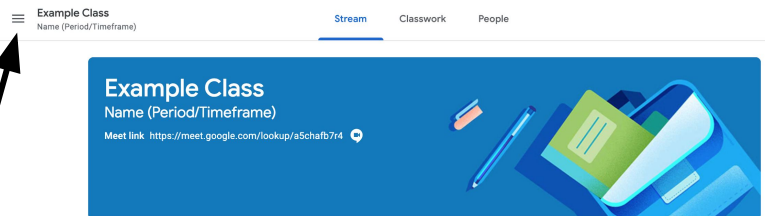
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Google Classroom Basics

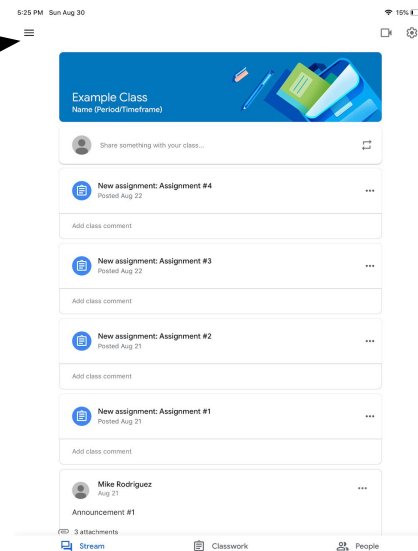


Google Classroom Main Menu on all Devices

- Select a class on the Classroom homepage
- Select the three horizontal lines in the upper left corner
- You can go to the following by using this feature:
 - Back to the main class homepage
 - A calendar of any assigned work
 - A to-do list of assignments
 - Any other class
 - Settings for the classroom



desktop/laptop

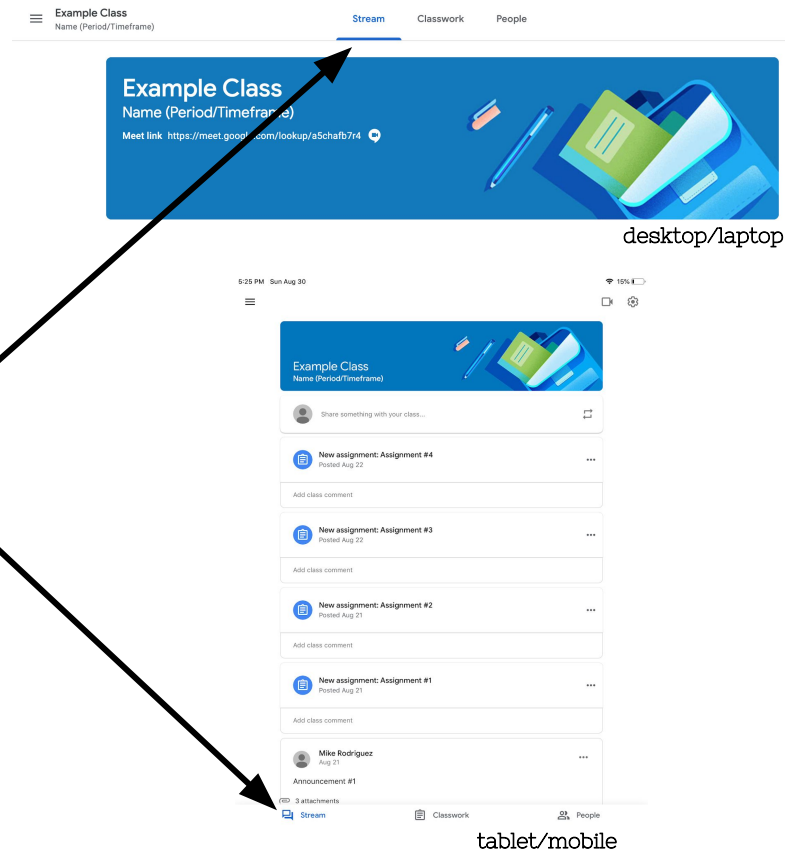


tablet/mobile



Google Classroom Stream Tab on all Devices

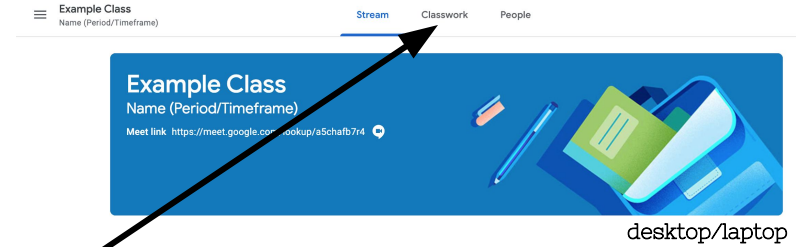
- Select a class on the Classroom homepage
- View any announcements or classwork posted to the classroom on the Classroom Stream
- Posts appear with the newest at the top and get older as you go down through the Stream
- Click on a Classwork post to view any attachments and to go to it in further detail



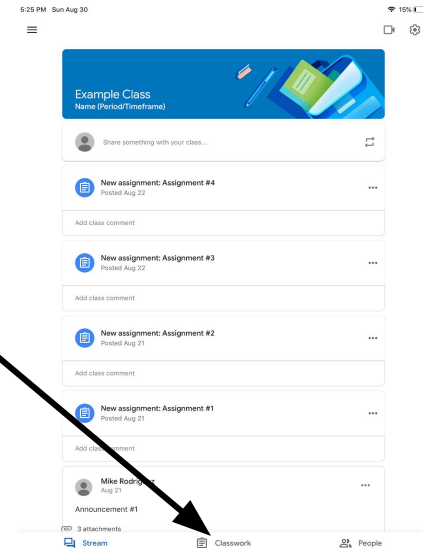


Google Classroom Classwork Tab on all Devices

- Select a class on the Classroom homepage
- View any classwork posted to the classroom through the Classwork tab
- Posts appear either within topics or with the newest at the top and get older as you go down
- Click on a Classwork post to view any attachments and to go to it in further detail



desktop/laptop

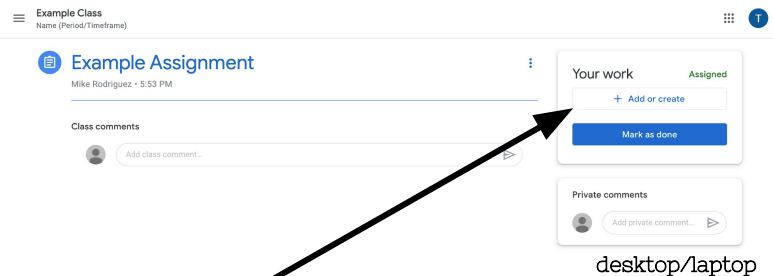


tablet/mobile

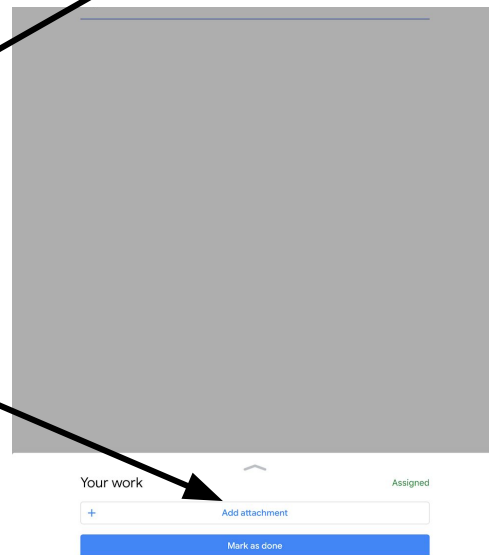


Attaching Classwork to an Assignment Post on all Devices

- Select a class on the Classroom homepage
- Select the correct classwork assignment post to attach a file to the assignment
- Select “Add or Create” (desktop/mobile) or “Add attachment” (tablet/mobile)
- Attach the correct file either through the “Drive” icon or as a file from your hard drive
- Mark the assignment as done when the upload is completed



desktop/laptop



tablet/mobile



Questions

If you have any questions please select this link and submit a form to receive assistance. Thank you!!!