

# GOOGLE CLASSROOM

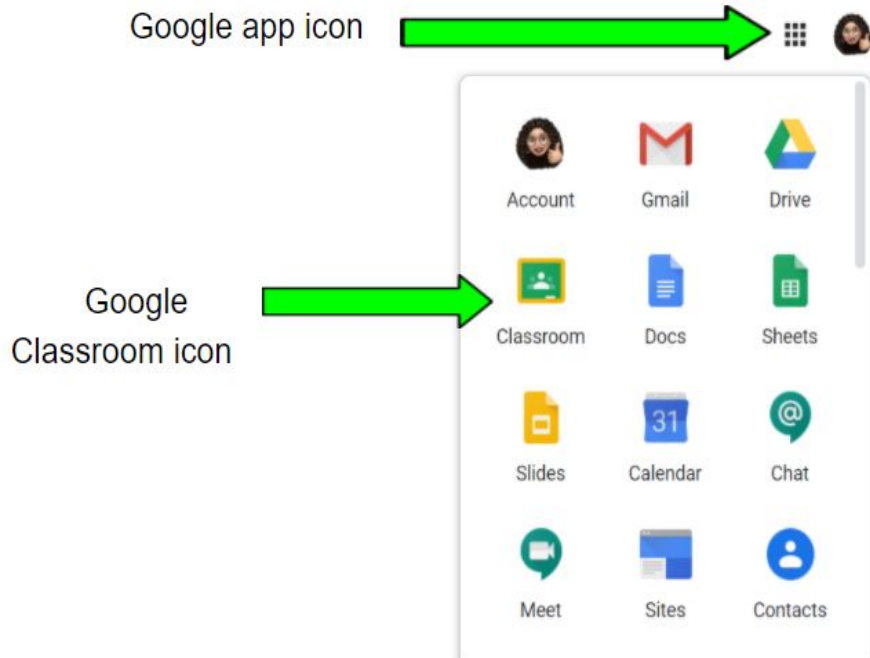


**A User-Friendly Parent Guide to Access & Navigation**

HOW DO I ACCESS  
GOOGLE CLASSROOM?

# ACCESSING GOOGLE CLASSROOM

1. Log into Google, using your child's school issued email and password.
2. Click the Google apps icon (a.k.a. the "waffle"), then select the Google Classroom icon from the drop down menu.



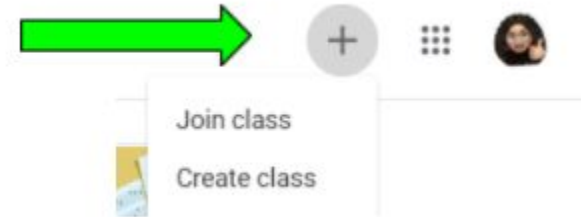
# HOW DO I ACCESS GOOGLE CLASSROOM CON'T.?

3. If **new** to Google Classroom, you will click the “plus” symbol, select ‘join class’ and then type in the teacher’s access code (ask your child’s teacher for this)

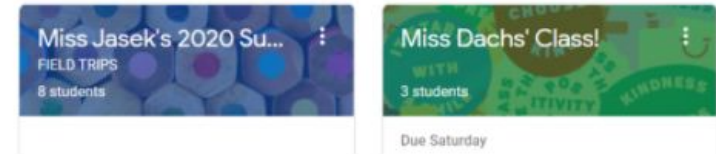
**\*\*you will only need to do this once per classroom\*\***

4. If already linked, simply click on the Google Classroom icon (previous slide) and your classes will automatically show up!

#3



#4



WHAT WILL I FIND  
ON THE MAIN PAGE?

# THE MAIN STREAMING PAGE (STREAM TAB)

\*\*The main streaming page is where teachers post announcements for their students.

\*\*This information is listed newest (top of page) to oldest (bottom of page).

\*\*Announcements may also have attachments (i.e. calendars, newsletters, etc.) with them.

\*\*Upcoming due dates for class/homework can also be found here.

\*\*Students can comment to posted announcements as well!

\*\*Three important tabs are located at the top of the page (Stream, Classwork, People).

The image shows a screenshot of a classroom streaming page. At the top, there are three tabs: "Stream", "Classwork", and "People". A green arrow labeled "Classroom tabs" points to these tabs. Below the tabs is a large banner for "Docs vs Slides" dated "July 2020", featuring cartoon characters and a sun. Below the banner is a section titled "Upcoming" with a "View all" link. A green arrow labeled "Work Due" points to this section. Below the "Upcoming" section is a post by "Jill Santoro" titled "Docs vs Slides ET" dated "Jul 14". A green arrow labeled "Announcement Stream" points to this post.

WHERE DO I FIND MY  
CHILD'S CLASSWORK?

# THE CLASSWORK PAGE/TAB

\*\*This is the page where you will find your child's assignments, including links that will help with work completion if needed.

\*\*To access work, click on the assignment link or click 'view assignment.'

\*\*Due dates will be listed, along with an alert letting you know if an assignment is missing or turned in.

\*\*Teachers may grade assignments and return with a score and feedback as well.

Stream Classwork People

View your work Google Calendar Class Drive folder

Assignment Topic → Exit Ticket

Assignment Link → Docs vs Slides ET

Docs vs Slides ET No due date

Posted Jul 14 Turned in

Docs vs Slides ET Google Forms

View assignment



HOW DOES MY CHILD  
TURN IN  
ASSIGNMENTS?

# TURNING IN COMPLETED ASSIGNMENTS

\*\*Once you view the assignment and complete it, click the 'turn in' button located within the opened document or assignment.

\*\*Your child can also directly message their teacher with any comments or questions they may have regarding the assignment as well.

\*\*Messages left here will only be visible by the student and the teacher and **will not** be seen by the class.

Completed work

Turn in to teacher

Leave a comment or  
ask a question

Your work Assigned

Mrs. Anderson's G...  
Google Slides

Stephanie Anders...  
Google Docs

+ Add or create

Turn in

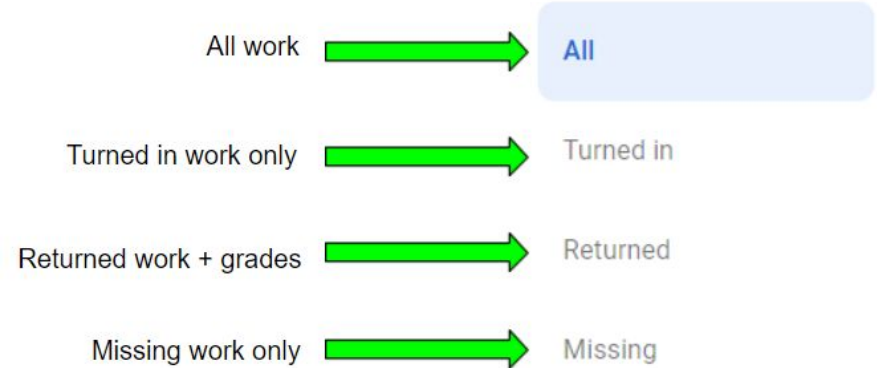
Private comments

Add private comment...

# TURNING IN COMPLETED ASSIGNMENTS CON'T.

\*\*You can also filter and search for specific assignments by using the tools located on the left side of the classwork page.

\*\*This will help in keeping your child organized and on track and better able to manage their work

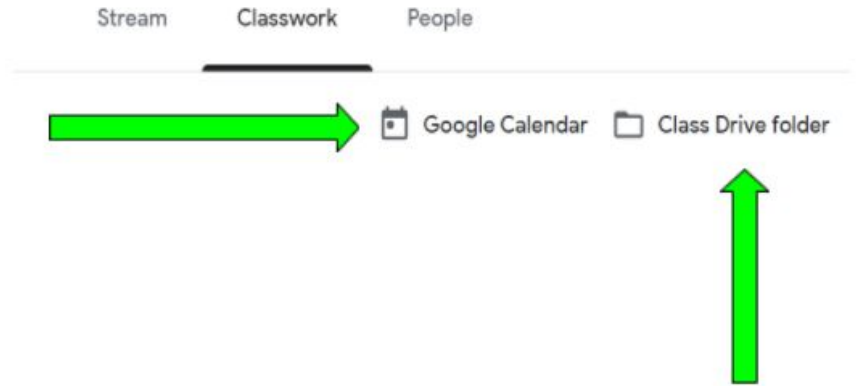


# TURNING IN COMPLETED ASSIGNMENTS CON'T.

\*\*Another feature located within the classwork page is the Google Calendar.

\*\*This organizes your child's assignments by due date and can be filtered by month, week or day.

\*\*Everything your child works on in the classwork page (i.e. Doc, Sheets, Slides) saves automatically. If something is "lost," no worries! You can access it in the Class Drive folder!



ARE THERE ANY  
ADDITIONAL OPTIONS  
FOR ME?

# PARENT EMAIL SUMMARIES

1. You need to have a Google account (not your child's) to take advantage of this feature if enabled by the teacher.
2. You will receive an invitation from your child's teacher once your child is linked to their classroom(s)
3. Once you accept the invitation, you can go to 'settings' and set the frequency of the summaries (i.e. daily or weekly).
4. Your summaries will include: announcements, missing or late work and future due dates for assignments and class activity.

Google Classroom

Weekly summary for Felix

Aug 1 - Aug 5, 2016

**Student work**

Missing from last week

U.S. History - due Jul 26

**My top five influential figures in American History**

Create a top 5 list of the most influential figures in American history from the people listed in the handout. For each figure, write a brief explanation (in your own words) on why they are on your list. We will be going over this in class so make sure you are ready to justify your choices.

English and American Literature - due Jul 27

**What is the Harlem Renaissance? Who started it?**

# ADDITIONAL RESOURCES

Click on the picture links below for more detailed tutorials

