

A Parent's Guide to Google classroom



Google Classroom is a web-based learning tool that teachers use to post assignments, communicate with students, and provide feedback on student work.

Your student's teacher will be using Google Classroom this year. This guide will provide an overview of Google classroom and introduce you to some tools that you can use to support your students learning.

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Accessing Google Classroom

Your student can access Google Classroom using a phone (iPhone or Android), tablet, or computer (Mac, PC, or Chromebook).

Students will use their school provided email address to log in to Google Classroom.

Parents do NOT have direct access to Classroom, but are welcome to log in with their student to review course content.



Visit the iOS App Store on your iPhone or iPad to download the Google Classroom app.



Visit Google Play on your Android phone or tablet to download the Google Classroom App.



Visit classroom.google.com on your Mac, PC, or Chromebook to log in.

Classroom Home Page

Ask your student to sign in to Google Classroom using their school-provided Google account.

The Classroom home screen displays the courses your student is currently taking.



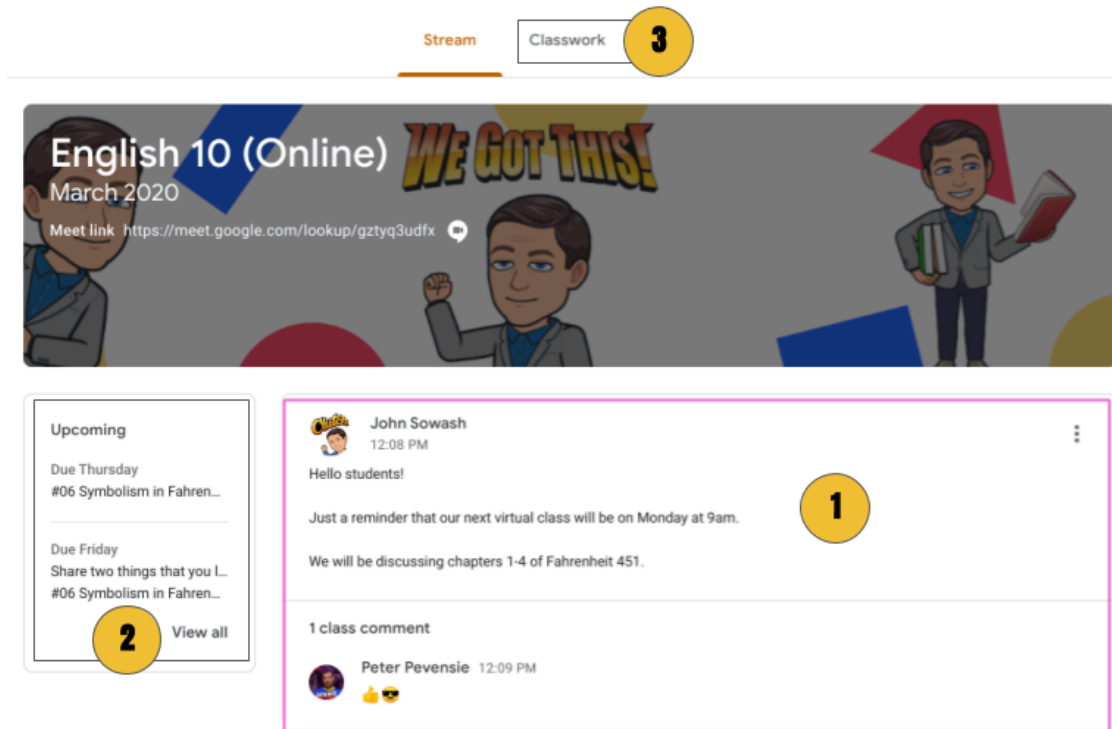
- 1 Each class will be displayed as a card.
- 2 Upcoming assignments will be displayed on the class card for each class
- 3 The “to do” page lists upcoming assignments and late work.
- 4 The class calendar displays upcoming assignments by due date

The Stream page

Click on a course card to open a class.

You are now on the “stream” page. This is where teachers will post announcements and reminders.

Some teachers will allow students to post comments on announcements. These comments are visible to all members of the class. Teachers have the ability to moderate and remove comments as necessary.



1 Teachers use the stream page to post announcements and reminders.

2 The stream page lists upcoming assignments.

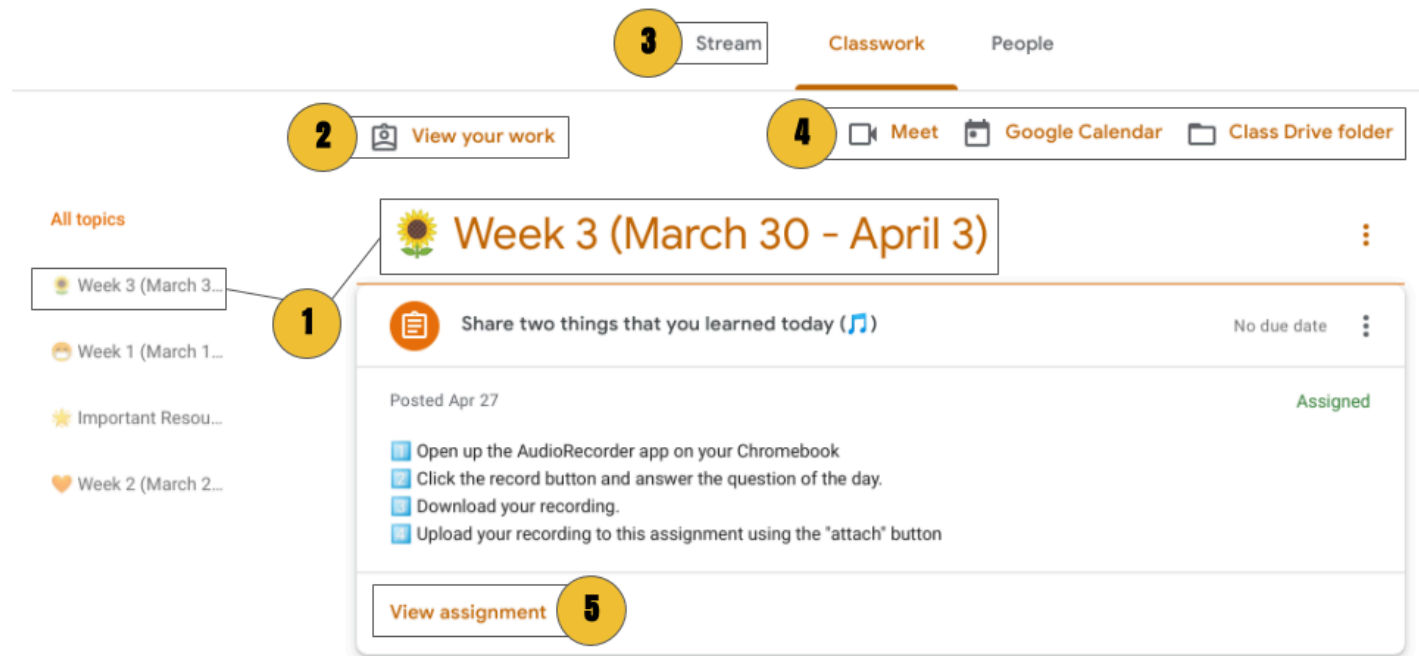
3 The Classwork page is where assignments are posted.

The Classwork page

Click on classwork at the top of the stream page.

This is where class assignments are posted.

Students will spend most of their time on this page, reviewing, and completing course work assigned by the teacher.



- 1 The classwork page is organized into topics. Teachers will use topics to organize assignments by week, chapter, unit, or subject area.
- 2 Students can view a summary of all of their upcoming assignments by clicking “view work.”
- 3 You can navigate back to the stream by clicking the link at the top of the screen.
- 4 Students will have access to a variety of tools including Google Meet (virtual classroom), Google Calendar, and Drive. These tools may not be used by all teachers.
- 5 Students should click on an assignment to preview it. To view all of the assignment details, click “view assignment.”

Types assignments

Your student will see three types of assignments



Week 3 (Aug. 31 – Sept. 4)



1



Intro to Week 3  4

Edited Sep 1



2



#04 Describe the relationship between Mo...

Due Sep 3, 10:00 AM



3



#06 Symbolism in Fahrenheit 451

Due Today



1 Material - this is a reference or resource post. There isn't anything to turn in or submit.

2 Discussion Question - discussions can be free response or multiple choice.

3 Assignment - Teachers use the assignment post for homework, quizzes and group projects.

The Assignment page

Click on an assignment listed on the classwork page.

The assignment page is full of important information and details about each assignment. Students should carefully read the directions and guidelines posted on this page.

The screenshot shows the Google Classroom assignment page for 'Close Reading Activity' by John Sowash, posted on Aug 5. The assignment is worth 10 points and is due on Aug 7, 10:00 AM. The assignment description includes a paragraph about reading and a note about using the 'highlight tool' add-on. The page also features a 'Class comments' section with a text input field and a 'Private comments' section with a text input field. On the right, the 'Your work' section shows a list of submitted files, including 'Peter Pevensie - A...' (Google Docs), and a 'Turn in' button. Numbered callouts (1-5) point to specific elements: 1 points to the assignment title and due date; 2 points to the class comments input field; 3 points to the private comments input field; 4 points to the 'Add or create' button; and 5 points to the 'Turn in' button.

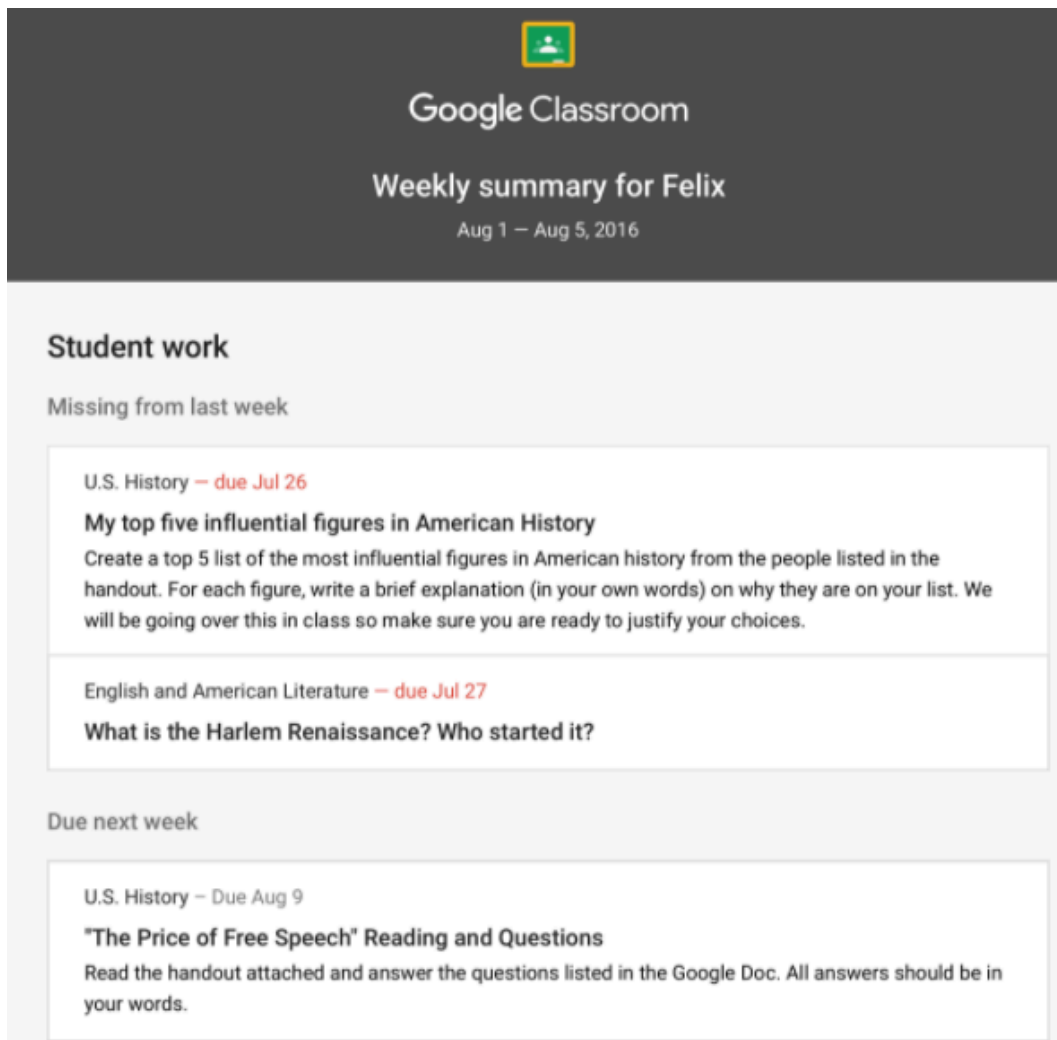
- 1 The assignment page lists the due date, number of points, and any files that are needed to complete the assignment.
- 2 If enabled, students can post a class comment to ask for help from their classmates.
- 3 Got a question about an assignment, send a private comment to the teacher!
- 4 If instructed, students can attach files to send to the teacher. You can attach files from Google Drive or upload files from your computer or camera roll.
- 5 Don't forget to submit your work!

Guardian Summaries

Google Classroom offers a feature for parents called “guardian summaries”.

The Guardian Summary includes:

- *Missing work* —Work not turned in when the summary was sent.
- *Upcoming work* —Work that’s due today and tomorrow (for daily emails) or that’s due in the upcoming week (for weekly emails).
- *Class activity* —Announcements, assignments, and questions recently posted by teachers.



The screenshot displays a Google Classroom interface for a student named Felix. At the top, the Google Classroom logo is shown, followed by the title "Weekly summary for Felix" and the date range "Aug 1 – Aug 5, 2016". Below this, the "Student work" section is divided into two parts: "Missing from last week" and "Due next week".

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?

Due next week

- U.S. History – Due Aug 9**
"The Price of Free Speech" Reading and Questions
Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.

Request & Configure your Guardian Summary

Guardian summaries must be enabled by the teacher. They will need to enter your email address and send you an invitation to begin receiving this report.

John Sowash invited you as a guardian in Google Classroom

You'll get a weekly summary of Lucy's progress with missing and upcoming work, and new teacher posts.



Lucy

ACCEPT

I'M NOT THE GUARDIAN



You don't need Gmail or a Google Account to accept.

Request your Guardian Summary:

- 1 Ask your student's teacher to send you a guardian summary invitation.
- 2 Make sure the teacher has an up-to-date email address for you.
- 3 Look for the guardian summary invitation sent by email.
- 4 Configure your summary preferences (daily or weekly).
- 5 Use the guardian summary to have a conversation with your student about their classwork.