







# Classroom 101 Google for Education

## A Parent Guide

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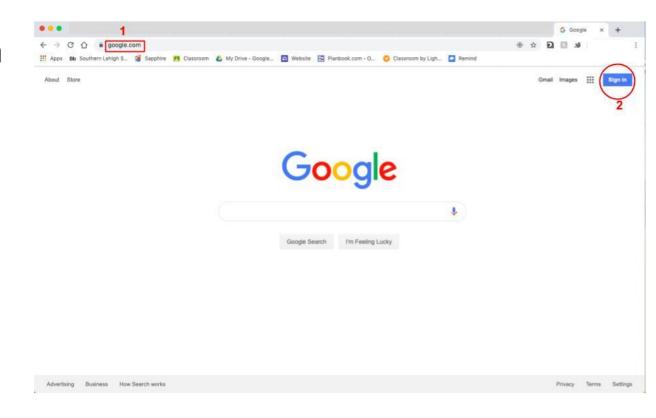


## Logging into Google Classroom



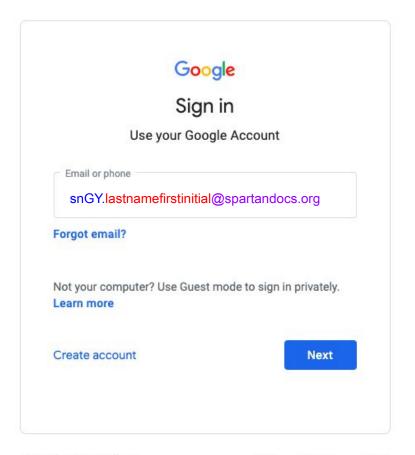
## Logging into Google Classroom

- 1. Go to google.com
- 2. Click "Sign in"



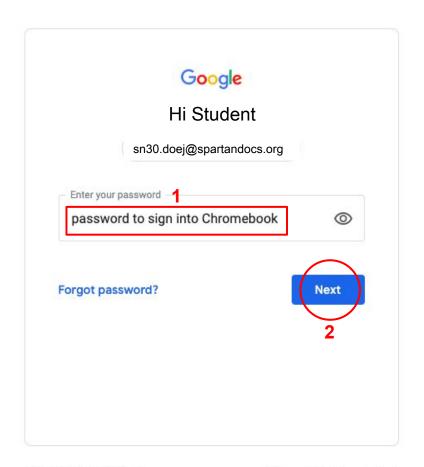
#### Username

- Student's email is as follows...
  - a. sngraduationyear.
  - b. lastnamefirstinitial
  - c. @spartandocs.org
  - d. Example: sn30.doej@spartandocs.org
- 2. Click Next



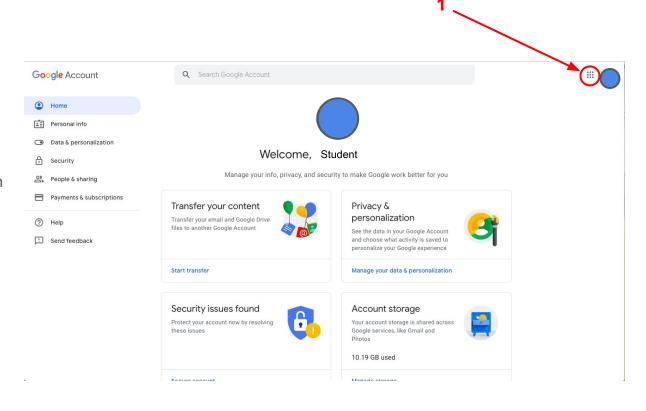
#### **Password**

- To complete the log in, use the password that the student uses to sign into their school Chromebook. This password should be easy to remember and not shared with any other students.
- Click Next



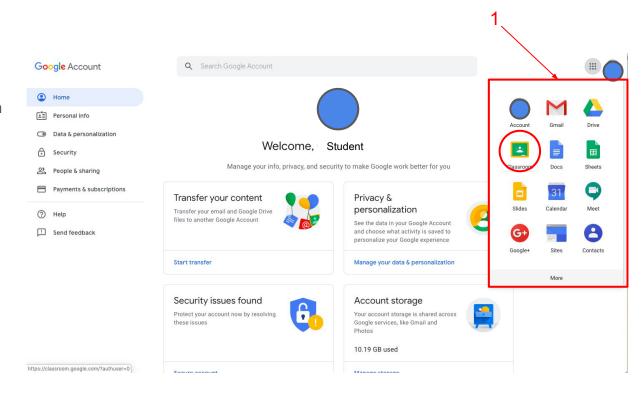
#### Welcome Page

1. To access Google Classroom and all of the other GSuite for Education apps (Docs, Sheets, Slides, etc.) click the button with the 9 dots in the top right hand corner of the screen.



#### Welcome Page

- A drop down menu appears with the different apps accessible to the students.
- Google Classroom is the one that looks like a green chalkboard. Click on it.

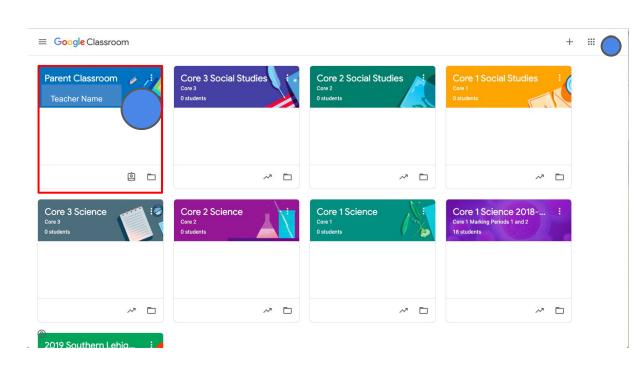


## The Class Homepage



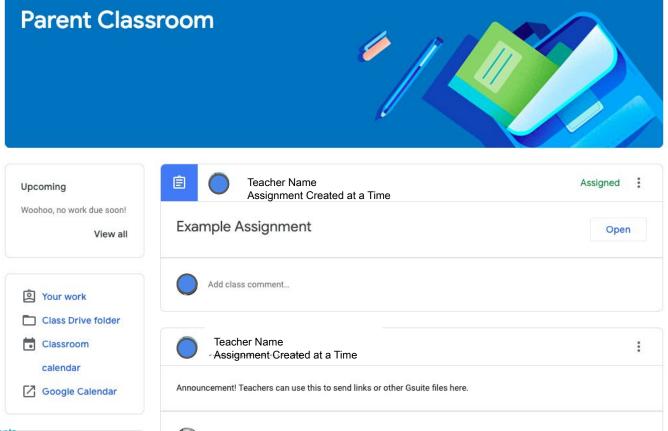
#### Classroom Homepage

 Find the Google Classroom that you would like to enter and click on it.





This is the Classroom
Homepage. We are going to take a look at the different parts of the homepage that allows you to access assignments and other features of Google Classroom.







## **Accessing Assignments**







Upcoming

Woohoo, no work due soon!

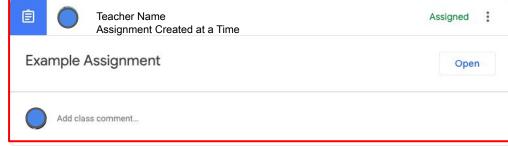
View all

2 Your work

Class Drive folder

Classroom

Google Calendar



Teacher Name
- Assignment-Created at a Time

Announcement! Teachers can use this to send links or other Gsuite files here.

Assignments and announcements will show up in a class stream. Once the teacher adds something to Google Classroom, it will show up here. It is almost like a social media post. The most recent will be on the top and older posts will be on the bottom. Every post is able to be clicked on and opened.



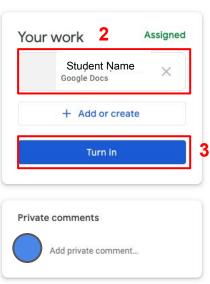






Once you click on a specific assignment or announcement, it will bring you to a page that looks like this.

- This is where you will find any directions and notes from the teacher. Some assignments will ask the students to comment, this can be done here as well.
- This is the actual assignment that the teacher posted. The students can open the Doc, Sheets, Slides, or other file type the teacher assigned.
- Once the student completes the assignment, click the Turn In button and the green assigned will change to a grey turned in.



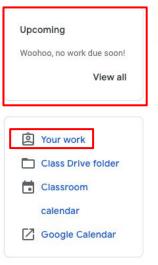
### Other Important Features

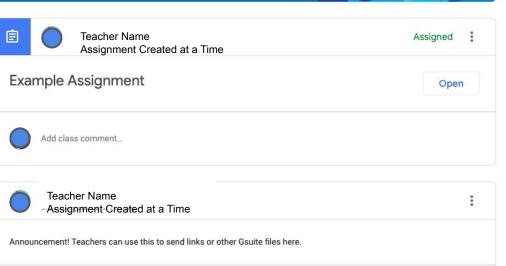






These two highlighted buttons will take you to the "Your Work" page. Instead of seeing all of the work as a stream, it will condense it into a list view and is a little easier to see what is due.



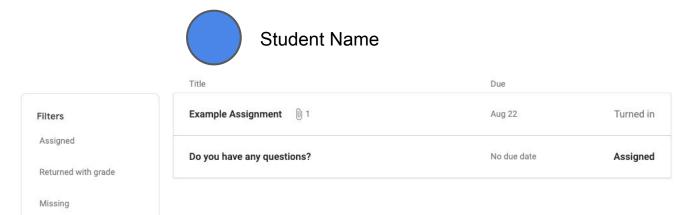












This is what the list view looks like. It lists the Title of the assignment, the due date, and whether the student turned in the assignment or answered the question. On the left side of the screen, the assignments can be filtered to see what is assigned, which assignments have been graded and returned to the students, and which assignments are missing.

Assigned

Open





**Teacher Name** 

- Assignment-Created at a Time

Teacher Name

Upcoming

Woohoo, no work due soon!

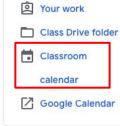
View all

Assignment Created at a Time

Example Assignment

Add class comment...

This next button is one of the more important buttons. This will show all of the assignments in a calendar view.



Announcement! Teachers can use this to send links or other Gsuite files here.





