

# GUIDE TO GOOGLE CLASSROOM

Google Classroom is a powerful tool for managing and organizing school assignments, communicating with teachers, and staying up-to-date with class activities. This guide will help you navigate Google Classroom effectively.



## *Student* ACCESS

### **1. GETTING STARTED**

#### **Accessing Google Classroom:**

1. Go to [classroom.google.com](https://classroom.google.com).
2. Sign in with your school credentials, which will be given to you during orientation.
3. Click on the '+' icon and enter your class code if your teacher has provided one, or view the classes your teacher has invited you to.

#### **Dashboard Overview:**

- Stream: View announcements, assignments, and class updates.
- Classwork: Access and submit assignments and view class materials.
- People: See your classmates and teachers.
- Grades: Check your grades and feedback on assignments.

### **2. MANAGING ASSIGNMENTS**

#### **Viewing and Completing Assignments:**

1. Go to the 'Classwork' tab.
2. Click on the assignment title to view details.
3. Read the instructions, attach any required files, and click 'Mark as Done' or 'Turn In.'

#### **Submitting Work:**

1. Attach documents, images, or links by clicking the 'Add or Create' button.
2. Ensure you click 'Turn In' to submit your work.
3. You can update or unsubmit your work if needed before the deadline.

### **3. STAYING ORGANIZED**

#### **Google Calendar:**

1. Students can view their own calendar by clicking on the calendar icon in the Google Classroom sidebar or by accessing Google Calendar directly ([calendar.google.com](https://calendar.google.com)). All due dates from all their classes on Google Classroom will be synced here.
2. Students can click on individual events in their calendar to view details. Students can also utilize the Calendar directly from Google Calendar to add study reminders and additional due dates.
3. Regularly check the calendar to keep track of upcoming deadlines and assignments.

### **4. PARTICIPATING IN DISCUSSIONS:**

1. Post questions or comments on the 'Stream' tab.
2. Engage respectfully with classmates and teachers.

### **5. NOTIFICATIONS AND UPDATES**

#### **Managing Notifications:**

1. Click on the menu icon (three horizontal lines) in the top left corner.
2. Go to 'Settings' and choose your notification preferences for class updates.

#### **Checking for Updates:**

1. Regularly check the 'Stream' tab for new posts or announcements.

# Parent ACCESS

## 1. GETTING STARTED

### Accessing Google Classroom:

1. Visit [classroom.google.com](https://classroom.google.com).
2. Sign in with your child's Google credentials to see their view of Google Classroom.

### Dashboard Overview:

- Stream: View announcements and updates from teachers.
- Classwork: Check the assignments, supplies, curriculum and materials shared with students.
- People: See who is in the class, including teachers and students.

## 2. MONITORING STUDENT PROGRESS

### Viewing Assignments and Grades:

1. Navigate to the 'Classwork' tab to see assignments and due dates.
2. Check the 'Grades' tab to review your child's grades and feedback.

### Setting Up Guardian Summaries:

1. Your child's teacher will send you an invite to receive summaries. Once received, you can select how frequently you wish to receive them. (Daily or Weekly)
2. You will receive weekly or daily summaries of your child's work and upcoming assignments, depending on what you select.
3. Please ensure the school has the correct email address on file. This is where you will receive the summary invitation. It does not have to be a Google account.

## 3. STAYING ORGANIZED

### Google Calendar:

- Students can view their own calendar by clicking on the calendar icon in the Google Classroom sidebar or by accessing Google Calendar directly ([calendar.google.com](https://calendar.google.com)). All due dates from all their classes on Google Classroom will be synced here.
- Students can click on individual events in their calendar to view details. Students can also utilize the Calendar directly from Google Calendar to add study reminders and additional due dates.
- Regularly check the calendar to keep track of upcoming deadlines and assignments.

## 4. COMMUNICATION

### Supporting Your Child:

1. Encourage your child to check Google Classroom regularly.
2. Discuss assignments and deadlines with them to ensure they are on track.

## 5. NOTIFICATIONS AND UPDATES

### Managing Notifications:

1. Sign in to Google Classroom and go to 'Settings' to adjust notification preferences.
2. You can choose to receive notifications for class updates or assignments.

### Staying Informed:

1. Regularly review the 'Stream' tab to stay informed about classroom activities and updates.

### TIPS FOR SUCCESS

- **For Students:** Stay organized, check Google Classroom daily, and manage your time effectively.
- **For Parents:** Stay engaged, communicate with teachers, and regularly review your child's progress to support their learning.
- **Students & Parents:** If you need to communicate with any teacher, please email their school-issued email address. Please do not message them through Google Classroom; they will not receive the email. Teachers use their Outlook accounts for all communication with parents and students.