STUDENTS' GUIDE TO

CONTENT

JOINING THE GOOGLE CLASSROOM FOR THE FIRST TIME

Accept the invitation to Google Classroom sent by your class teacher to join the class.
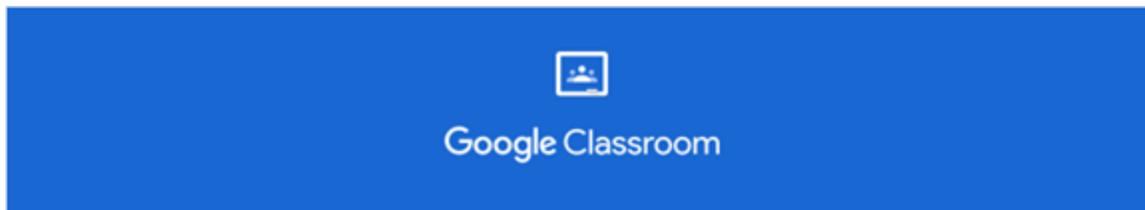
STUDENT VIEW 'STREAM'

The Stream is where students can view and access announcements, assignments, discussion topics, and comments. If enabled by the teacher, students can also add posts and leave comments.

Below are directions and reminders for students.

1. Clicking on the 'stream' in Google Classroom for example will reveal instructions, classwork, reminders and also links to lesson activities and forums for discussion and comments.

ADD A STUDENT POST TO THE STREAM:

1. Click the Share something with your class at the top of the screen.

2. Add the text of your class post. Remember, this is viewable by your teacher and the entire class.
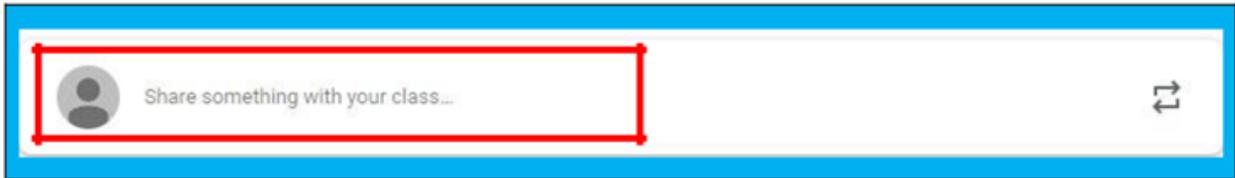
3. Use the post to ask a relevant question about class or assignments, collaborate with other students in your class, or to share relevant resources related to the class subject and topics.

Note: Your comments are saved, even after they have been deleted.

Your teacher can always see what you share so keep it appropriate!

4. Optionally add other content to your posts by clicking on the 'Add' tab:

Google Drive: Files saved in your Google Drive.

Web Links to outside websites, resources, etc.

File Attachments: files saved locally on your computer or device

YouTube videos

For

10 History Y ▾   All students ▾

Share with your class

🔗 Add   Cancel   Post ▾

Once you have added your Question, comment or attached a file, link or Youtube Clip to the class Click on the Post tab. (Yes students can share resources to the class.

STUDENT VIEW 'CLASSWORK'

1. **Click** on the **Classwork** tab to identify what assignments and/or work needs to be completed will appear in the **Classwork** tab.

≡ 12A Chemistry   Stream   Classwork   People

Work to Submit   ⋮

📋 Term 1, Week 8 Lesson 1 (Wednesday 9am)	Due Mar 20, 10:20 AM	⋮
📋 Term 1, Week 8 Lesson 2 (Friday 10:20am)	Due Mar 24, 10:20 AM	⋮
📋 Term 1, Week 9 Lessons 1-2 (Tuesday 10:20a...	Due Mar 25, 9:00 AM	⋮
📋 Term 1, Week 9 Lesson 2 (Wednesday 9am)	Due Mar 27, 10:20 AM	⋮
📋 Term 1, Week 9 Lesson 4 (Friday 10:20am)	Due Mar 31, 10:20 AM	⋮
📋 Term 1, Week 10 Lessons 1-2 (Tuesday 10:20...	Due 9:00 AM	⋮
📋 Term 1, Week 10 Lesson 3 (Wednesday 9am)	Due Apr 3, 10:20 AM	⋮

②

2. Click on the latest   assignment link to open it for instructions.

📋 **Term 1, Week 10 Lesson 3 (Wednesday 9am)**   Due Apr 3, 10:20 AM   ⋮

Posted 9:03 AM (Edited 10:02 AM)   Assigned

HOMEWORK: Complete the summary from today's lesson and chapter 8 review questions. Submit your completed homework here BEFORE our next lesson on Friday.

View assignment

3. Click on View Assignment and you will see the following options

    1. **Add or create- Dropdown menu-** Upload a file from your documents or Google Drive or create a doc, slide, sheet or drawing to complete and attach your assignment

    2. **Private Message**- Teacher can only see.
    3. Title, Description of the Assignment and Due Date.
    4. Files attached/ uploaded for the assignment.
    5. **Add a Class Comment**: Whole class can see questions and comments.
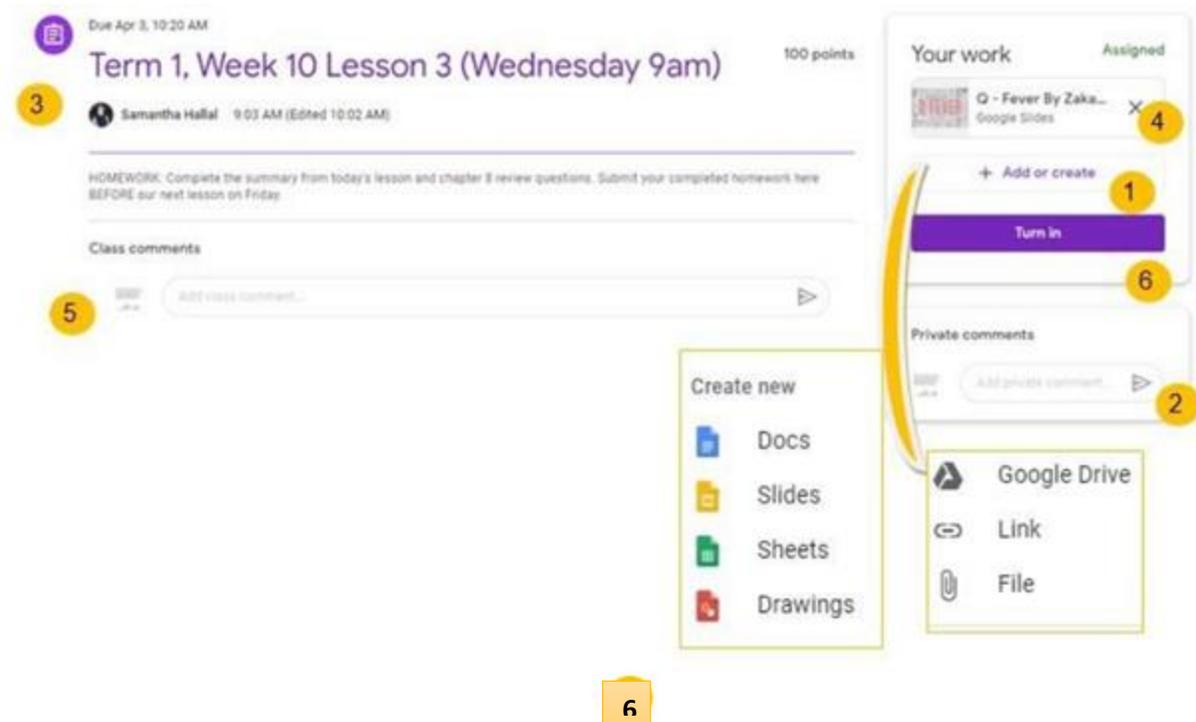
4 **The**. **Turn In button**

The Turn In button submits the students work and changes the ownership of the file from the student back to the teacher, and the student can no longer edit the file.

5. When you click the Turn In button, a pop-up will prompt you to confirm your submission.

6. Once you have turned in your work, you will see the following text box and can Unsubmit if you want to make changes to your work. BUT you can only unsubmit if it is before the due date.

TURNING IN OTHER TYPES OF ASSIGNMENTS

1. If the teacher has assigned a collaborative Google file eg. A google doc, students can edit the file.

2. The student will see a **Mark As Done** button instead of **Turn In**. This option will only appear in Google Classroom, not in the file itself.

3. When students have completed the assignment, they simply click the **Mark As Done** button to let the teacher know they have finished.

    Note: The teacher does NOT receive an alert or email notification when work has been turned in, or marked as done.

4. If a student is turning in late work, it is recommended that they leave a private comment to notify the teacher of late work or special circumstances.
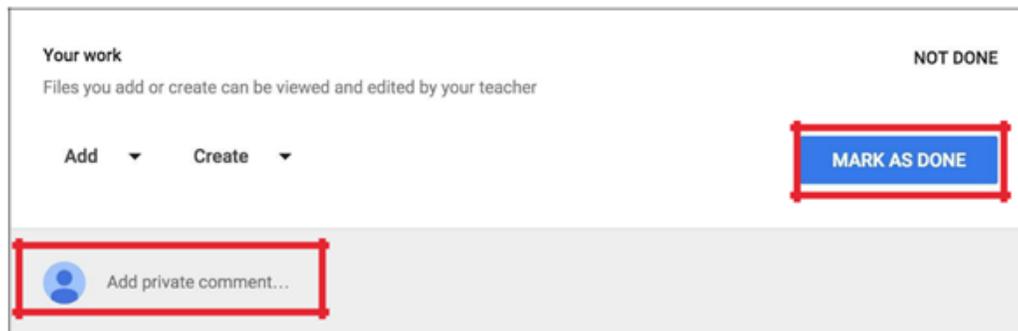

STUDENT'S VIEW: LIST OF ASSIGNMENTS

Students can also see a list of their assignments for ALL of their classes by navigating to the **To Do** page. Go to the menu (three lines) in the top-left, and select **To do**.

There are two tabs at the top of this page:

1 To-Do: Here students can see a list of all of the assignments that are pending, including the title, class name and due date. Click on the assignment name to go directly to that assignment details page.

2 Done: Here students can see a list of all of the assignments they have turned in or marked as done.
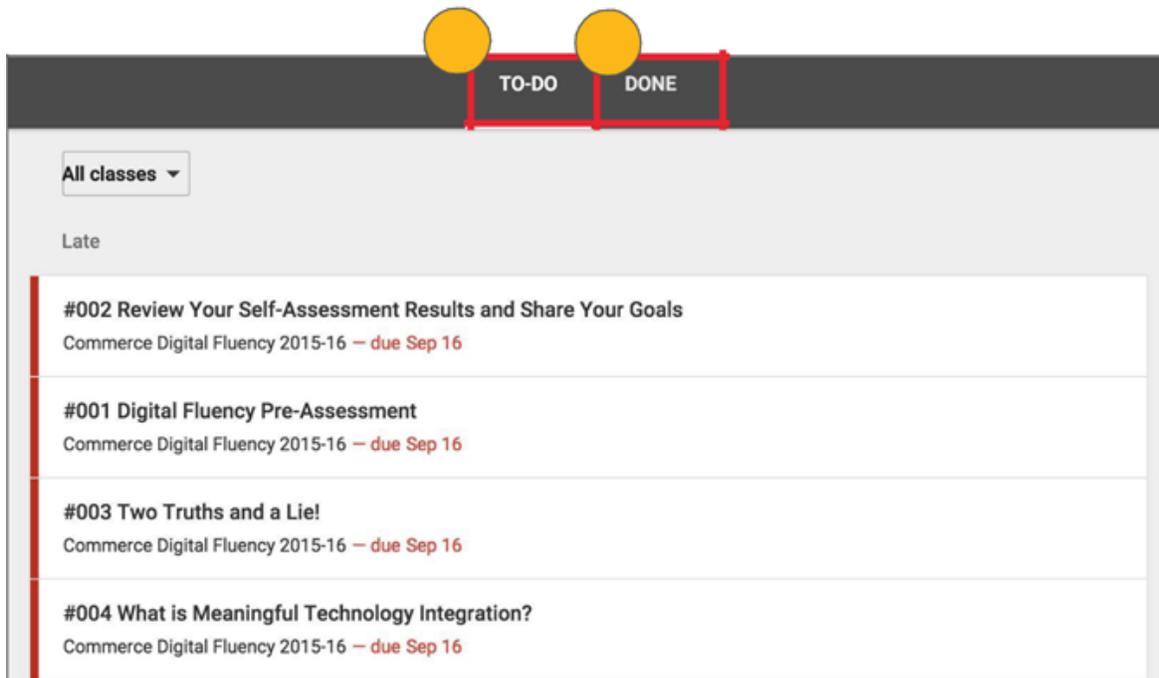

 Classroom Tip!

Get the mobile app for your device so you can access Google Classroom anytime, anywhere. Bonus! The mobile app will send push notifications to let students know when they have a new assignment. Available for iOS and Android .

GOOGLE DRIVE FOLDERS

Google Drive Folders:

Classroom will automatically create folders for you in Google Drive.

Inside your Google Drive (**http://drive.google.com**), or **click as shown.**
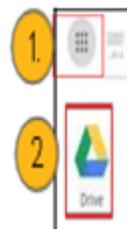
Top right hand corner of your You can also navigate to Google Drive from any Google page (such as Gmail or Google search) by selecting the **grid icon** near the top-right corner, then clicking **Drive**.

On the next screen you will find one master folder titled, 'Classroom'.