THE

Student's Quick Guide

TO

GOOGLE CLASSROOM

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www.ShakeUpLearning.com

First Login

Google Classroom

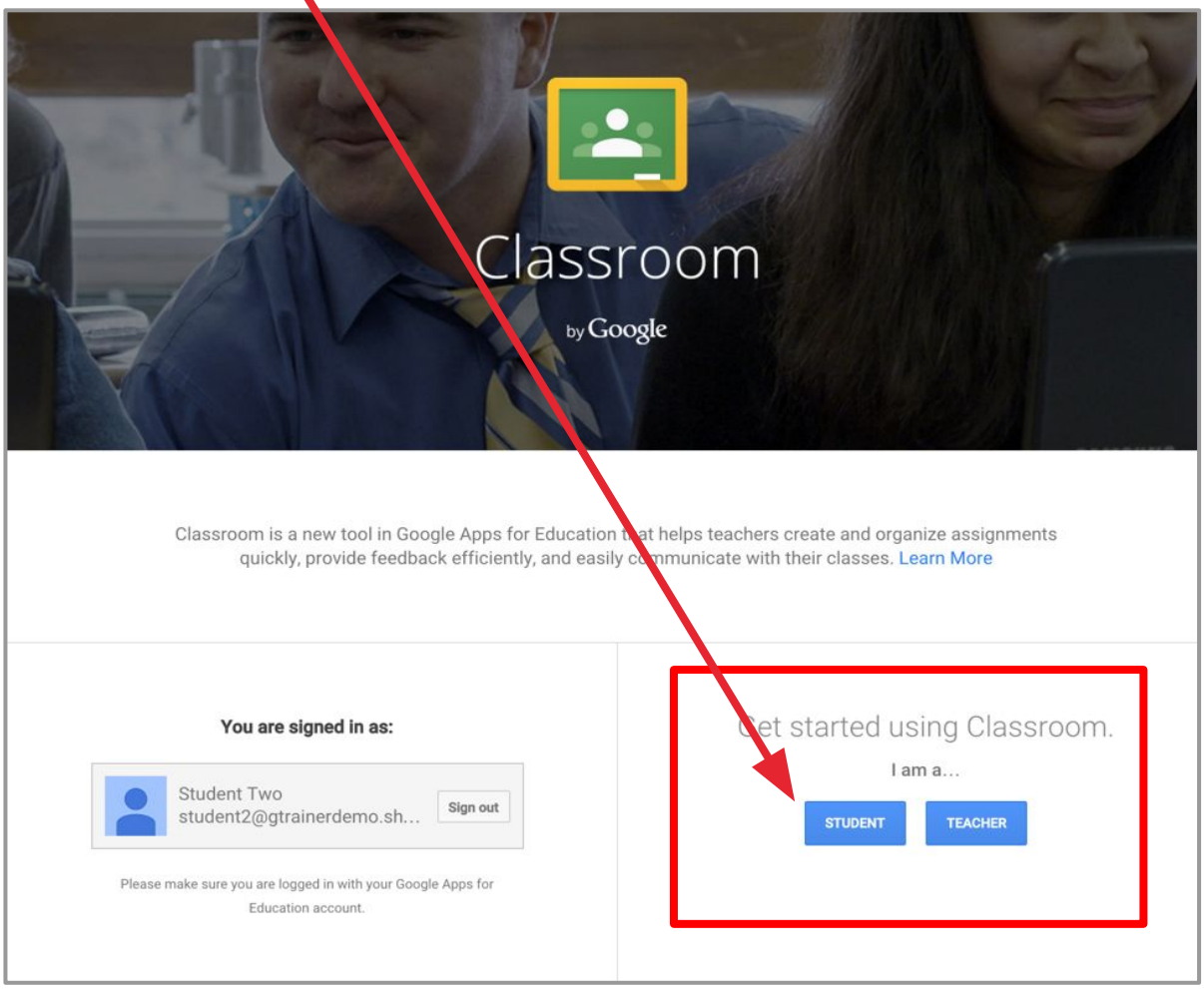
Google Classroom is designed to help teachers and students communicate and collaborate, manage assignments paperlessly, and stay organized. Google Classroom is part of the Google Apps for Education suite of tools and is only available to Google Apps for Education accounts.

First Login

Go to classroom.google.com.

The first time you arrive at the Google Classroom website you will see a screen like the one below.

Scroll down and choose **student** as your role.



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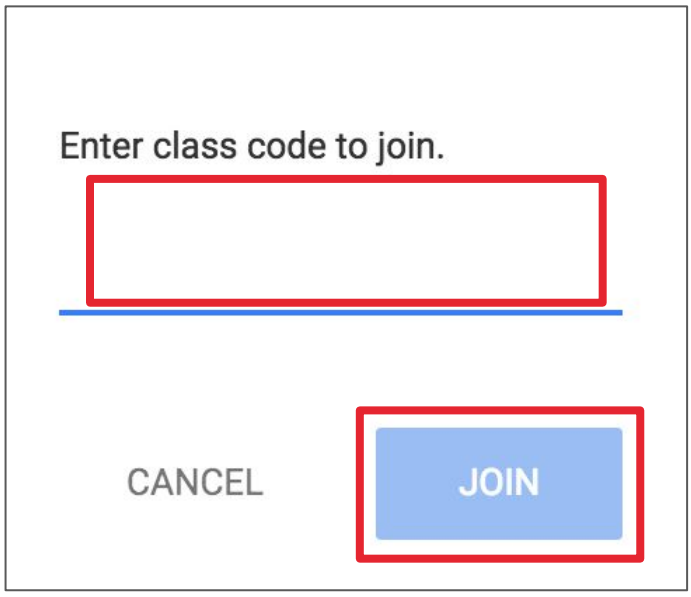
Join a Class with a Class Code

Join a Class with the Class Code:

1. Go to classroom.google.com. If it is your first login, be sure to select your role as **Student** (see previous page).

2. Click the **+** on the top right of the page to **Join Class**.

3. Enter the **Class Code** given to you by your teacher, and click **Join**.



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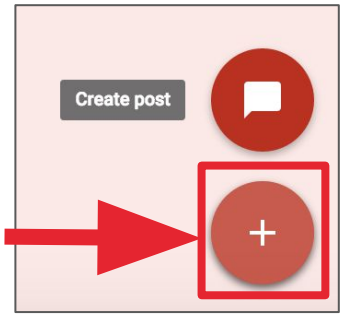
Student's View: The Stream

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.

Add a Student Post to the Stream:

Click the **+** in the bottom right of the screen, and then choose **Create Post**.



- Add the text of your class post. **Remember, this is viewable by your teacher and the entire class.**
    - 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!**

Optionally add other content to your posts:

1. **File Attachments:** files saved locally on your computer or device.
2. **Google Drive:** Files saved in your Google Drive.
3. **YouTube videos**
4. **Web Links** to outside websites, resources, etc.

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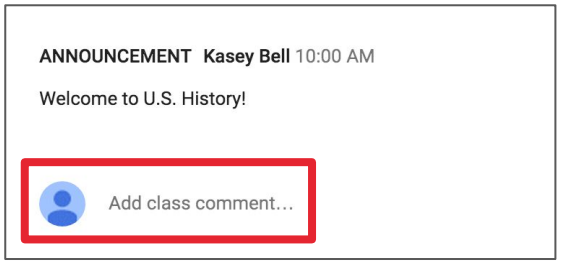
Student's View: Announcements & Questions

Student's View of Announcements:
Announcements will appear in the **Stream**, and are generally read-only, but students have the option to leave a **class comment** if this has been enabled by the teacher. Class comments are viewable by the teacher and all students in the class. If the announcement has attachments, the students can also view the files, links or videos.



Student's View of Questions in the Stream:
When a discussion question has been assigned to students, it will immediately appear in the **Stream**. Students will see the following options in the **Stream**.

1. Completion Status (not done or done)

2. Due Date (Students will also see if their assignment is **Late**.)

3. Title and Description of the Discussion
4. Your Answer: This is where students type their answer. **Students must first submit their own answer before can they view other students' responses.**
5. Add a Class Comment: Use this space to ask questions or for general comments. **This is NOT where you type your answer to the question**.

Note: The title of the question is clickable and will take students to another page for that question. Students will still have the option to type their response on this page, but they will also see the option to leave a **private comment**, which is only viewable by the teacher. **Type your answer in the answer response field, not as a comment or private comment.**

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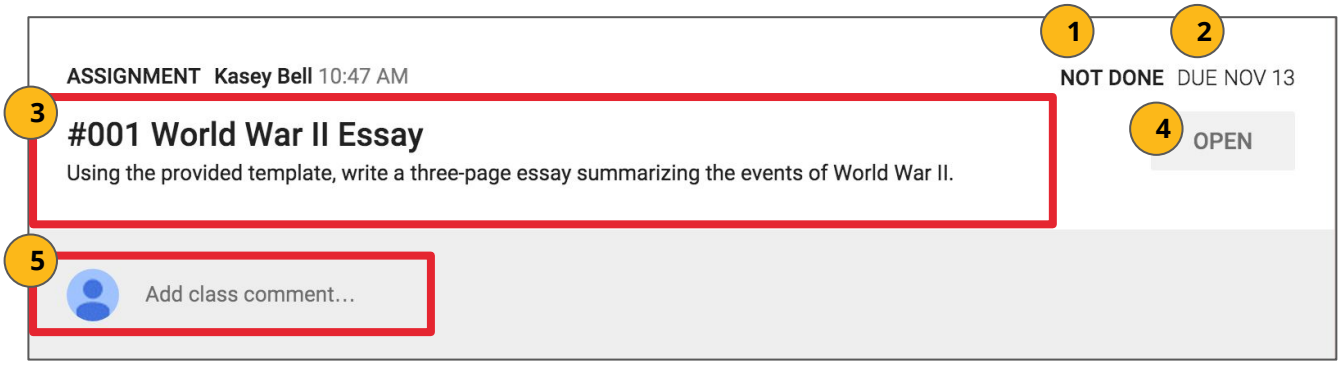
Student's View: Assignments

Student View of Assignments:
Posted assignments will appear in the **Stream**. You may be prompted to refresh the **Stream** or assignment to see the latest updates. Students also have the option to leave a **class comment** if this has been enabled by the teacher. Class comments are viewable by the teacher and all students in the class.

Students will see the following information and options for each assignment in the **Stream**.

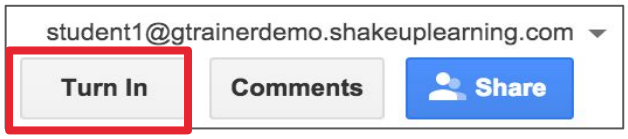
1. Completion Status (not done or done)
2. Due Date (Students will also see if their assignment is **Late**.)
3. Title and Description of the Assignment
4. Open: Click this button to open the assignment details page.
5. Add a Class Comment: Use this space to ask questions or for general comments.



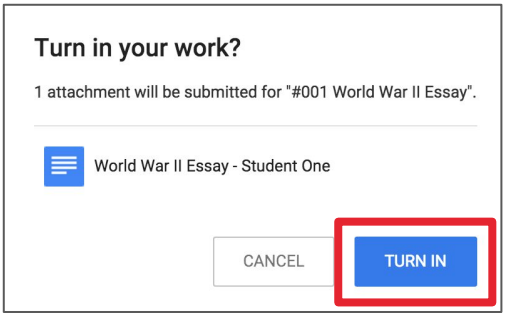
Student's View: Turn In Assignments

The Turn In Button:
If the teacher has assigned a student their own copy of a Google file type (Docs, Slides, Sheets, or Drawings) as part of the assignment, there will also be a **Turn In** button (top-right) in the Google file next to the share button. (Note: The **Turn In** button changes the ownership of the file from the student back to the teacher, and the student can no longer edit the file.)

Students should submit their work using the **Turn In** button, NOT by sharing with the teacher. The teacher already has the right to view and edit the file.

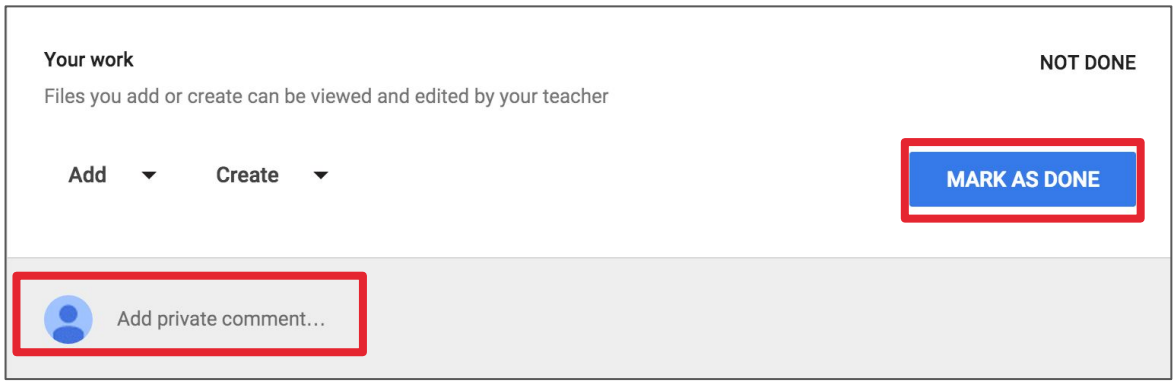


Turning In Google Assignments:
When a student clicks the Turn In button, a pop-up will prompt them to confirm their submission.



Turning In Other Types of Assignments:
If the teacher has assigned a collaborative Google file (student can edit the file), or other outside types of assignment, 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.

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. 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.



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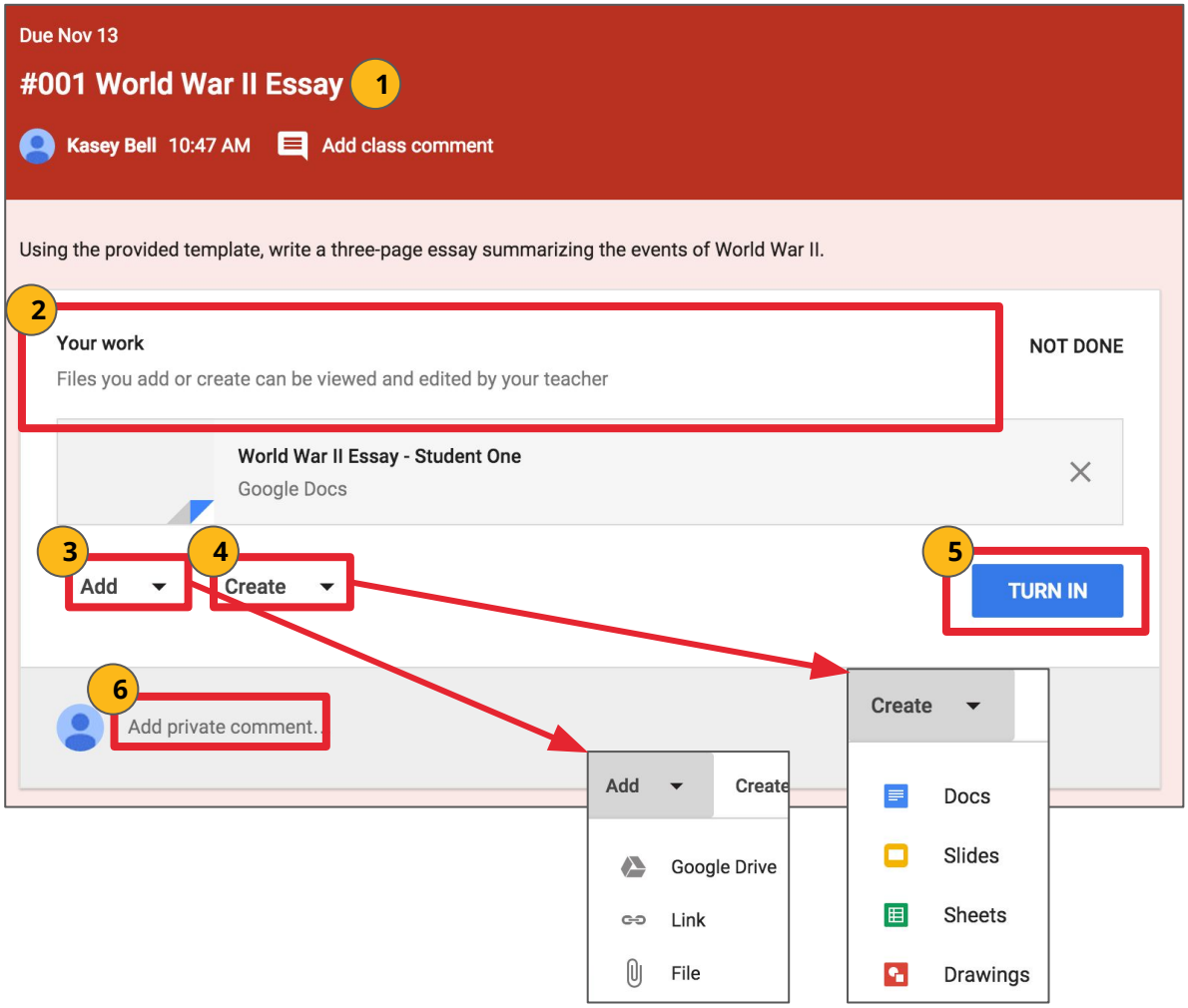
Student's View: Assignment Details

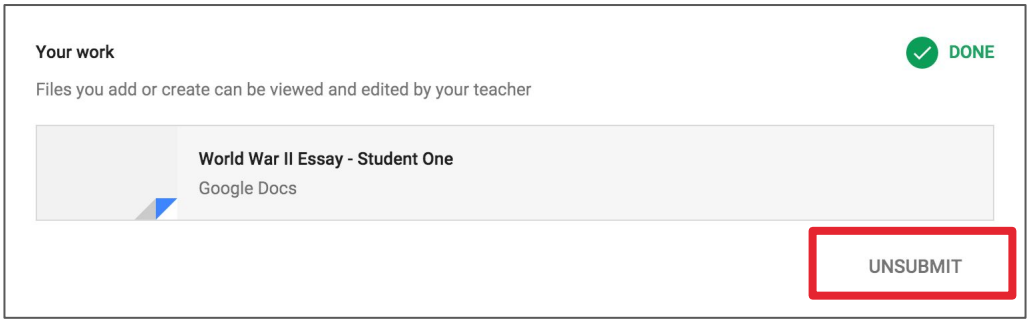
Student View of Assignment Details Page:
Students should develop the habit of clicking Open or clicking on the title of the assignment to open the assignment details page. On this page, students will have additional options for the assignment.

1. **Title of Assignment, Description, and Due Date**
2. Under **Your Work**, Students will see any file attachments or templates the teacher has created or attached for students. Note: **If the teacher has created a template for students to use, students should NOT Add or Create their own unless that is what the teacher has instructed.**
3. **Add**: Here students can add their own files or links.
4. **Create**: Here students can create new Docs, Slides, Sheets or Drawings.
5. **Turn In/Mark As Done**: Students click the "turn in" or "mark as done" button when they have completed the assignment and are ready to submit. **MAKE SURE YOU ARE DONE BEFORE YOU SUBMIT!**
6. Add a **private comment**, which is only viewable by the teacher.

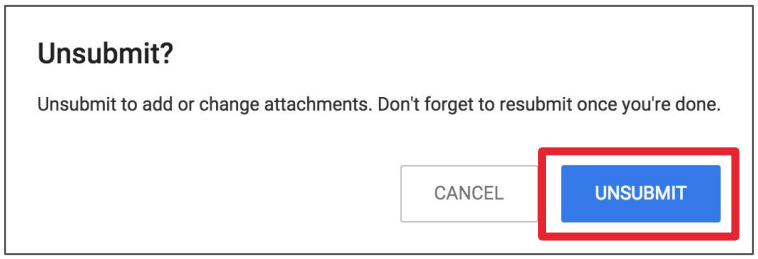


Student's View: Unsubmit Assignments

Unsubmit an Assignment:
If the assignment is a Google file type, it will become view-only for the student once it has been **Turned In**. If a student needs to revise or add attachments, they will need to click **Unsubmit**. The file can then be edited and revised again.



A pop-up reminder will appear to let students know they must resubmit once they have completed their revisions to the assignment. Click **Unsubmit** to confirm.



After the student has made their revisions or added or changed attachments, they will then need to click **Turn In** again to resubmit the assignment to Google Classroom.

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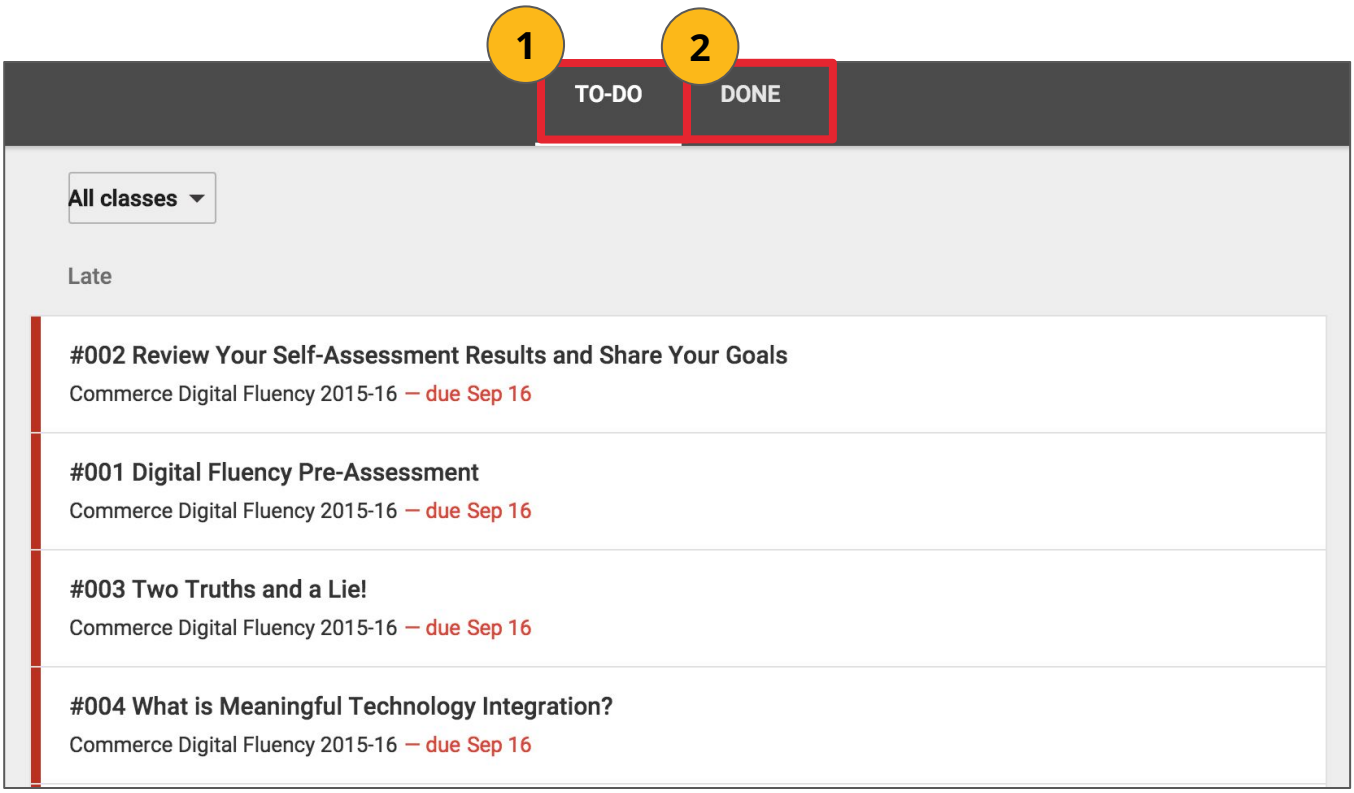
Student's View: All Assignments

Student's View of Assignments Page:
Students can also see a list of their assignments for ALL of their classes by navigating to the **Assignments** page. Go to the menu (three lines) in the top-left, and select **Assignments**.

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.

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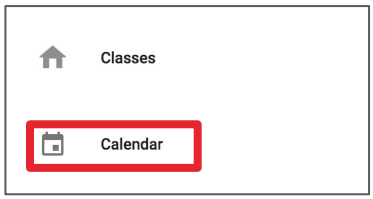
Google Calendar Integration

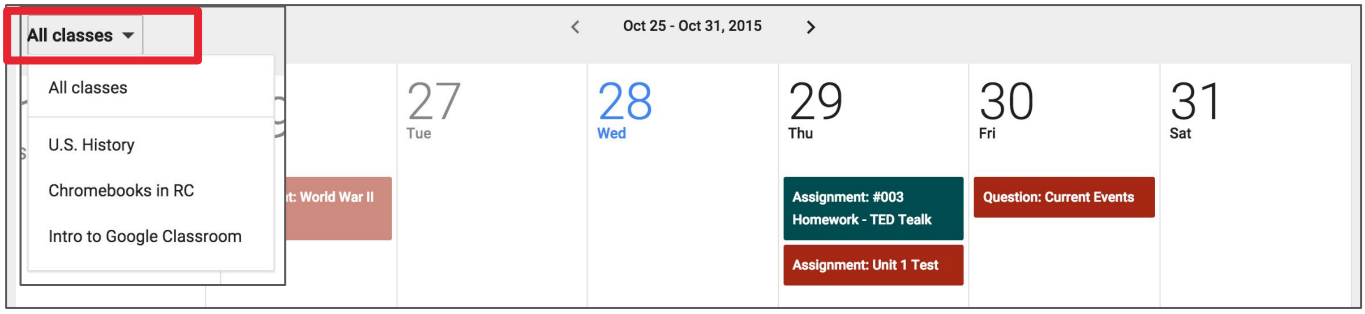
Viewing your Classroom Calendars:
Google Calendar is integrated into Google Classroom, which makes it easy for students to see assignment due dates and more in one location. Each assignment or discussion question with a due date will automatically be added to that class's Google Calendar.

1. Go to the Google Classroom Menu (three lines) near the top-left of your screen.

2. Select **Calendar**.



Here you can view a weekly calendar of all of your classes together, or filter for each class. You can also click on an assignment to go directly to that assignment details page.



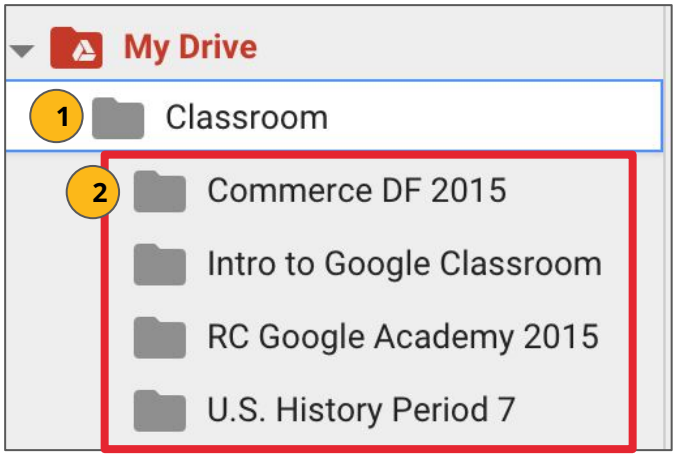
Google Drive Folders

Google Drive Folders:

Classroom will automatically create folders for you in Google Drive.

Inside your Google Drive (google.com/drive), you will find one master folder titled, "**Classroom**."

- ➔ Inside the master Classroom folder is a subfolder for each class you have joined.
  - ◆ Inside each class folder you will also find other various files and folders depending on what your teacher has added to your assignments.



1. Master **Classroom** Folder
2. **Class Folders** created for each class you join in Google Classroom.

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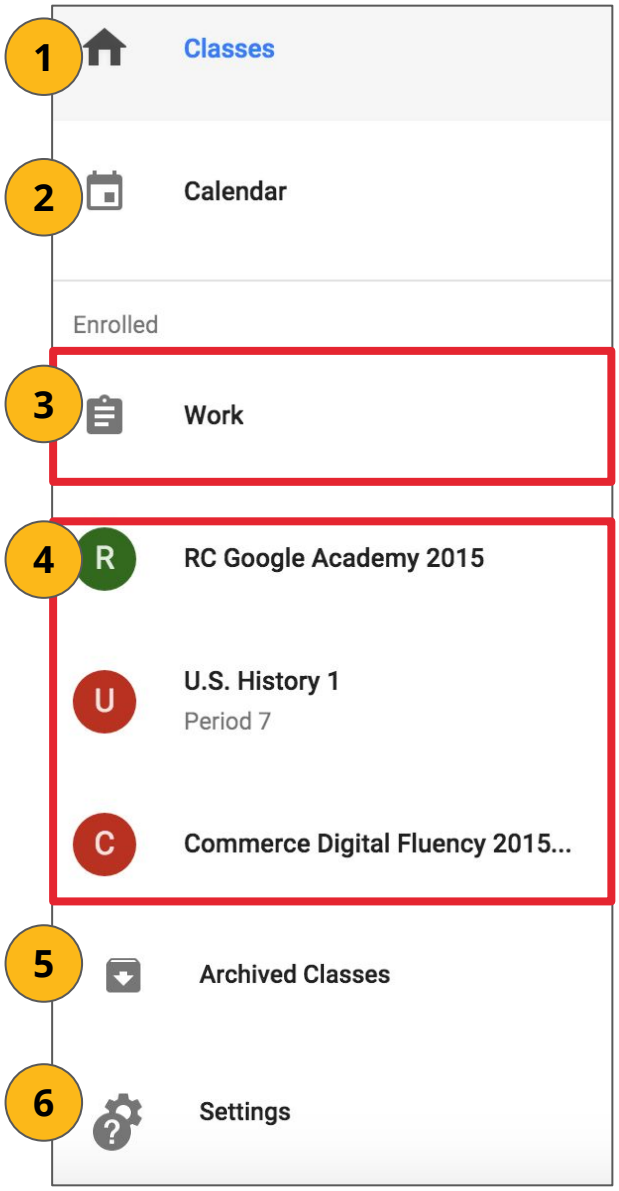
Navigation

Google Classroom Navigation:
To navigate to your Google Classroom homepage and the other classes you have joined, click on the menu in the top-left of your screen (three lines). You can click on any section to go directly to that page.

In this menu, you will see the following options:

1. **Classes** (Google Classroom Homepage)
2. **Classroom Calendar**
3. **Work** (assignments related to your classes)
4. **Classes**
5. **Archived Classes** (Classes you are no longer enrolled in.)
6. **Google Classroom Settings:**
   The last option at the bottom of your main menu on the Google Classroom homepage is Settings. Here, you can:
   - Change or add a profile picture
   - Go to your Google account settings
   - Turn on/off email notifications



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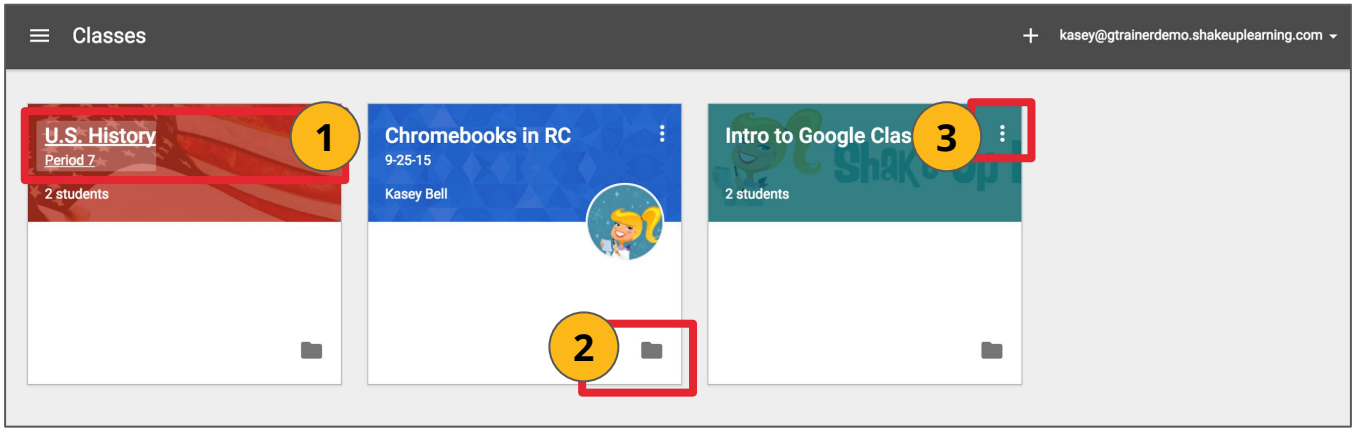
Google Classroom Homepage

Google Classroom Homepage:
Below is an example of a Google Classroom homepage. There is a “card” for each class that you have joined.

1. Click the title of the class to go directly to that class.
2. Click the folder icon in the bottom-right of each card to go directly to the folder for that class in Google Drive.
3. **Unenroll**: DO NOT unenroll from a Class unless your teacher has instructed you to do so!