

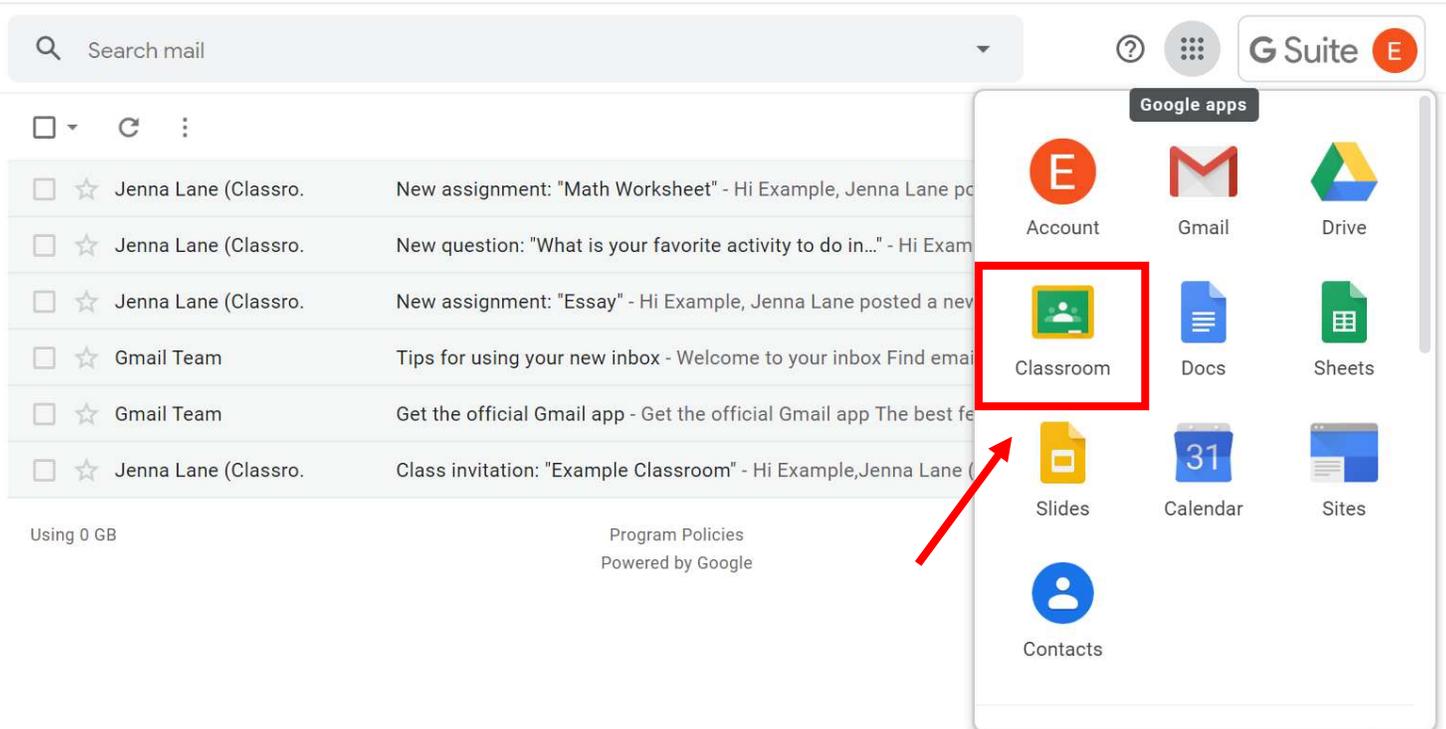
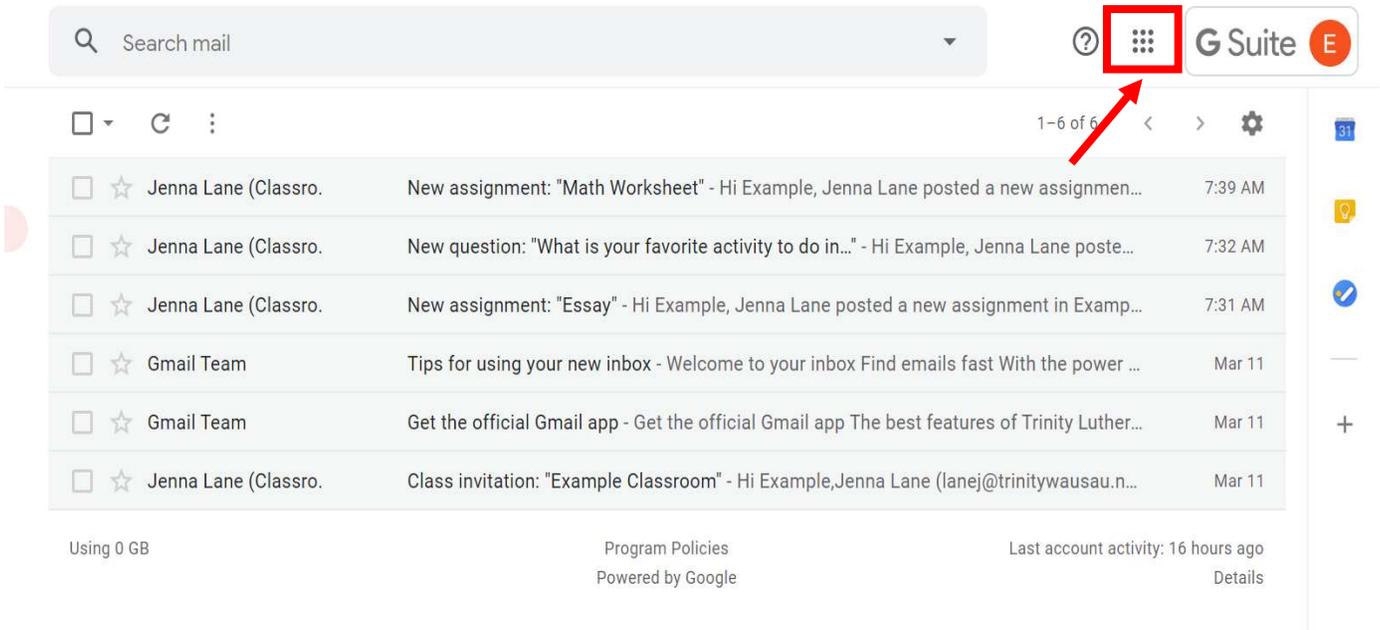
Accessing Google Classroom

1. Open your web browser and go to gmail.com

2. Type in your student email address.

3. Click "Next," then type in your password. Click "Next" and it will log you in to your email account.

4. To access Google Classroom, click on the group of 9 dots in the upper right hand corner, then click on the "Classroom" icon.



5.

6. Click on the Classroom you want to see the work or announcements for. This will bring you to the home page for this Classroom.

The screenshot shows the Classroom interface for 'Example Classroom'. At the top, there are navigation tabs for 'Stream', 'Classwork', and 'People'. Below the header is a blue banner with the text 'Example Classroom' and an illustration of school supplies. On the left, there is a 'Upcoming' section with the text 'Woohoo, no work due soon!' and a 'View all' button. The main area features a post from 'Jenna Lane' about a 'Math Worksheet' assignment posted at 7:39 AM. A second post for a 'Spanish Color Quiz' is partially visible below.

7. The home page will show you the **STREAM** of announcements and assignments your teacher has posted. You can scroll to see all of the information. Some teachers will allow you to comment on posts, but others will not. On the left side, you can see due dates that are coming up. To see all due dates, click “View All.” This will take you to a page that lists all assignments with their due dates:

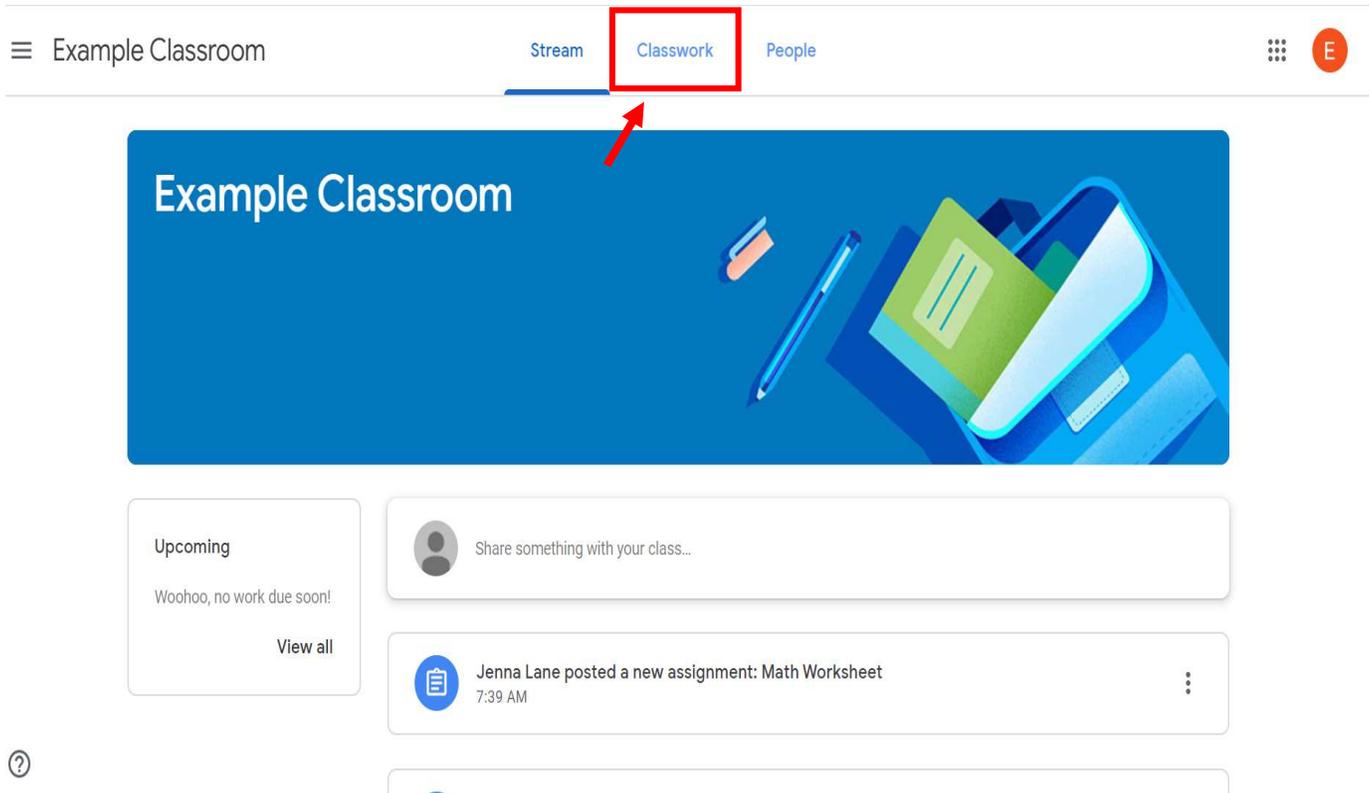
The screenshot shows the 'Example Student' page with a list of assignments. On the left, there is a 'Filters' sidebar with options for 'Assigned', 'Returned with grade', and 'Missing'. The main content is a table of assignments with columns for 'Title', 'Due', and 'Status'.

Title	Due	Status
Math Worksheet	Mar 30	Assigned
Spanish Color Quiz	Mar 27	Assigned
What is your favorite activity to do in the summer?	Mar 24	Assigned
Essay	Mar 20	Assigned

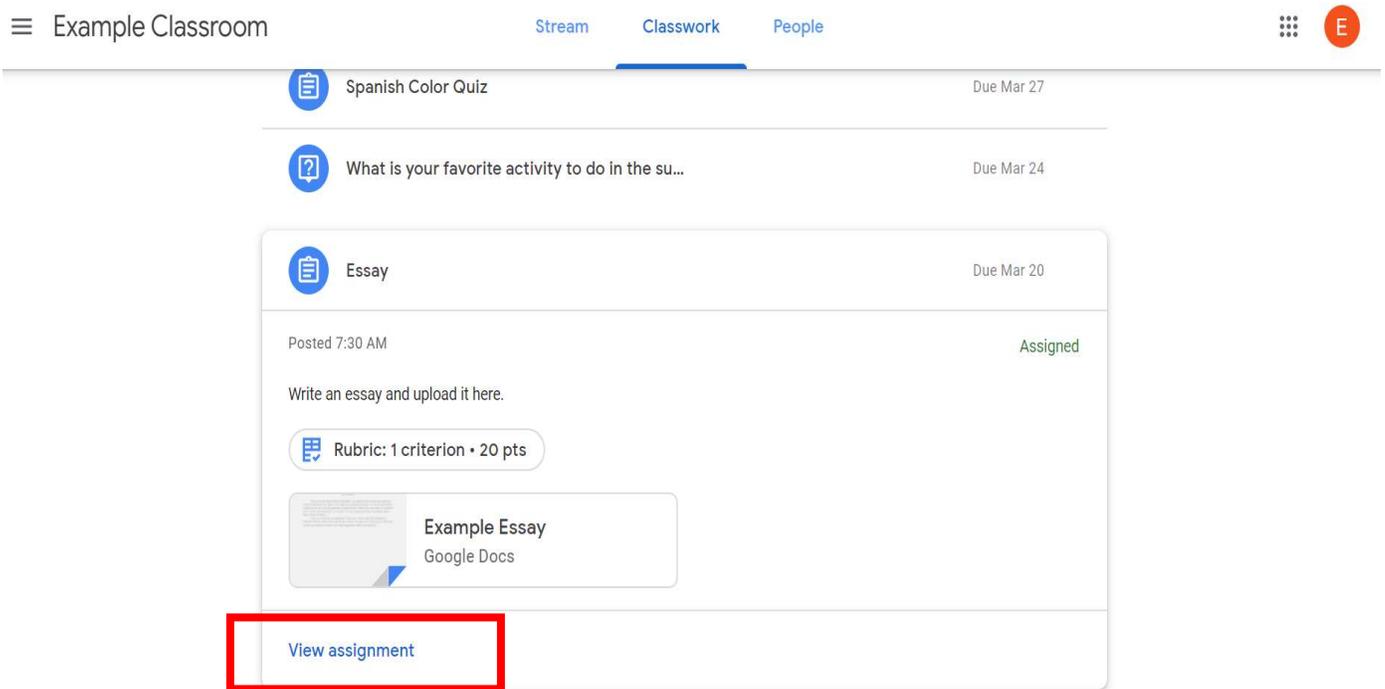
8. To return to the Classroom home pages, click your browser’s “back” button.

Viewing Assignments on Google Classroom

1. On your Classroom's home page, click the tab that says "Classwork."



2. On this page, you will be able to see all the assignments your teacher has in your Classroom. To view details about an assignment, click on the name of the assignment, then click "View Assignment."



3. This page has all the details you will need for your assignment.

Due Date
Due Mar 20

Essay

Jenna Lane 7:30 AM

Write an essay and upload it here. **Assignment instructions**

Example Essay
Google Docs **Assignment materials or examples**

Rubric /20 

Content /20  **Expand rubric**

Class comments

of points assignment is worth
20 points

Your work Assigned
+ Add or create
Mark as done

Private comments
Add private comment...

4. By expanding the rubric, you can see the criteria your teacher has set for grading your assignment. Not every assignment will have a rubric.

Content /20 

Your essay contains all the information needed.

Unsatisfactory 0 pts You did not turn in an essay OR the content has nothing to do with the topic.	Approaching 5 pts You have some of the required content, but it is somewhat unrelated to the topic.	Satisfactory 10 pts You have most of the required content. It is related to the topic and you have few grammatical and spelling errors.	Exceptional You have all of required content related to the topic and have no grammatical and spelling errors.
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Turning in Assignments on Google Classroom

1. Different types of assignments will have different ways of turning them in. Here are 4 of the ways to turn in an assignment.

Turning in a Material from Google Drive

1. To turn in something you have created through Google Docs or Slides (such as an essay), click on the “Add or Create” button under the “Your Work” section on the right side of the screen.

☰ Example Classroom



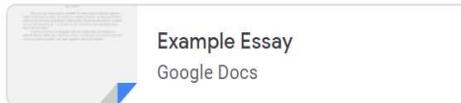
Due Mar 20

Essay

20 points

Jenna Lane 7:30 AM

Write an essay and upload it here.



/20

Content /20

Your work Assigned

+ Add or create

Mark as done

Private comments



Add private comment...



Class comments

2. To upload a document you have already created, click “Google Drive.” DO NOT click “Create New Doc.”

☰ Example Classroom



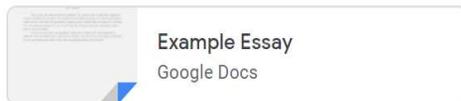
Due Mar 20

Essay

20 points

Jenna Lane 7:30 AM

Write an essay and upload it here.



/20

Content /20

Your work Assigned

+ Add or create

Google Drive

Link

File

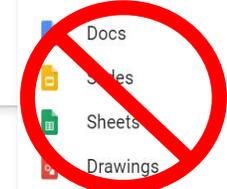
Create new

Docs

Slides

Sheets

Drawings



3. Find the document you want to upload. If you recently edited it, you can easily find it under the “Recent” tab. Otherwise, click on “My Drive” to find what you need. Once you find what you want to turn in, click on it, then click “Add.”

Insert files using Google Drive

Recent Upload My Drive Starred

Today

My Essay

Welcome to Google Drive

Getting started

Add Cancel

4. If you have multiple files to add to your assignment, you can continue to add files until you are finished. Once you have everything you need, click the “Turn In” button, and you are done.

Example Classroom

Due Mar 20

Essay 20 points

Jenna Lane 7:30 AM

Write an essay and upload it here.

Example Essay Google Docs

Content /20

Your work Assigned

My Essay Google Docs

Turn in

Turning in a “Question” Assignment

1. Some assignments don't need you to upload anything. All you need to do is answer the question right there on the assignment page. To do this, find the “My Work” box on the right side of the page. Notice there is no “Add or Create” button this time, but there is a place for you to type in an answer. Type your answer, then click “Turn In.”

☰ Example Classroom



Due Mar 24

What is your favorite activity to do in the summer?

5 points

Jenna Lane 7:31 AM

Please answer the question in 1-2 complete sentences.

Class comments



Add class comment...



Your answer

Assigned

I like to swim and play with my friends.

Turn in

Private comments



Add private comment...



Turning in a “Quiz” Assignment

1. Your teacher might have you complete a quiz through Google Forms. To do so, access the quiz from your list of assignments in the “Classwork” tab.

2. For this quiz, you do not need to “Add or Create” anything. Instead, click on the Form linked in the assignment description.

☰ Example Classroom



Due Mar 27

Spanish Color Quiz

2 points

Jenna Lane 7:35 AM

Complete the quiz below on Spanish colors.



Spanish Color Quiz
Google Forms

Class comments



Add class comment...



Your work

Assigned

+ Add or create

Mark as done

Private comments

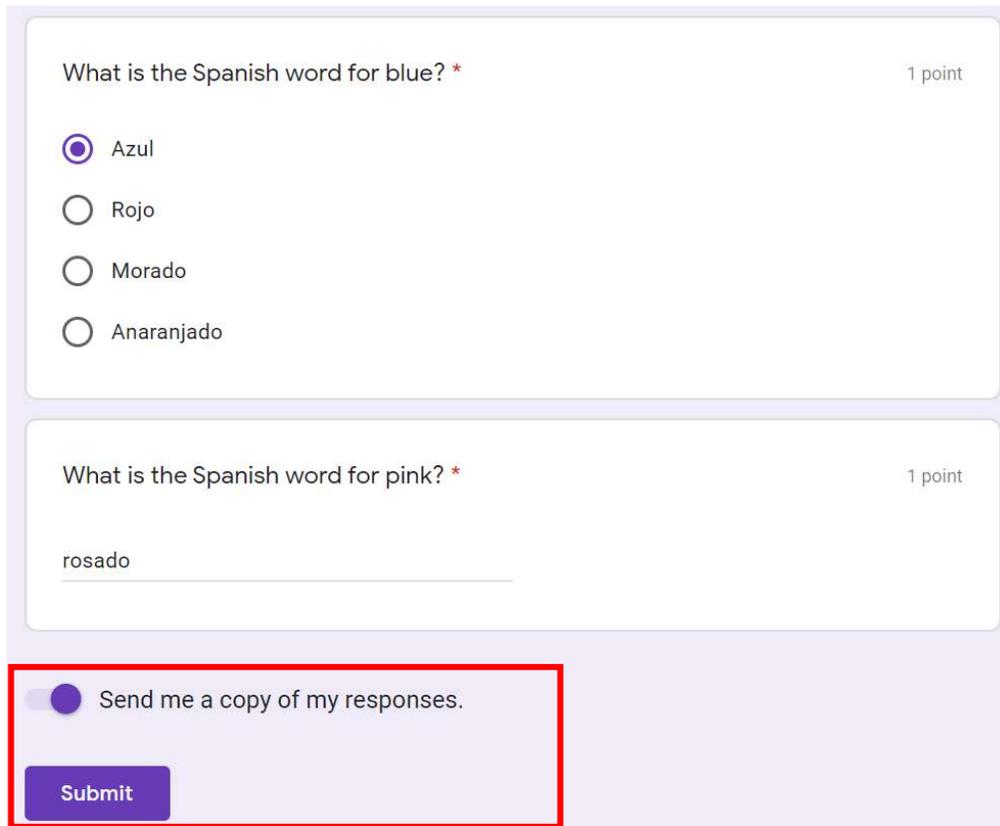


Add private comment...



1. The Form will open in another tab.

2. Complete the quiz. When you are finished, you can have a copy of your answers sent to you by clicking the little “switch” at the bottom. Then, click “Submit.”



What is the Spanish word for blue? * 1 point

Azul

Rojo

Morado

Anaranjado

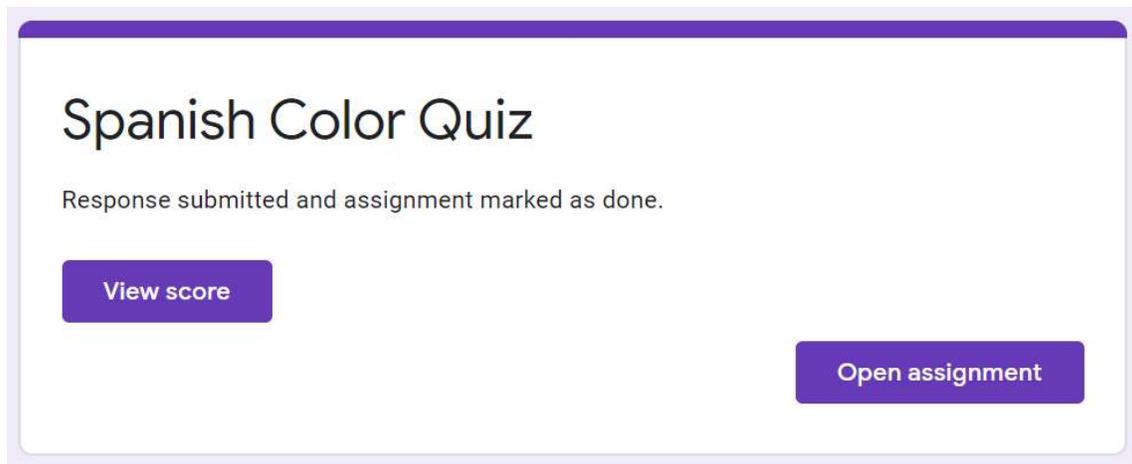
What is the Spanish word for pink? * 1 point

rosado

Send me a copy of my responses.

Submit

3. You can view your score (if your teacher included an answer key) or go back and view the assignment. The quiz will automatically be turned in for you. If you notice a problem with the answer key, be sure to email your teacher. They can override the quiz grade if they see you had the correct answer, but the quiz accidentally marked it wrong.



Spanish Color Quiz

Response submitted and assignment marked as done.

View score

Open assignment

Turning in a “Print and Complete” Assignment

1. Some teachers may want you to print an assignment to complete and upload a picture of the completed assignment. First, go to the details of the assignment. If the teacher wants it printed, completed, and returned, they should say so in the instructions for the assignment.

Example Classroom



Due Mar 30

Math Worksheet

5 points

Jenna Lane 7:39 AM

Please print this worksheet, complete it, then upload a picture of your completed work to turn it in.



Your work

Assigned

+ Add or create

Mark as done

Private comments



Add private comment...

Class comments



Add class comment...

2. Click on the attached document and print it. In this case, it is a PDF of a math worksheet.

3. Complete the assignment, then take a picture of your completed work. Make sure your work and answers are clear and easy to read in your picture. You can take a picture with a smart phone, tablet, or regular camera. Upload this picture to your computer (you can also email it to yourself if using a smart phone or tablet).

4. To turn in the pictures of your completed assignment, click on “Add or Create” in the “Your Work” box on the right side of the screen. Then click “File.”

Example Classroom



Due Mar 30

Math Worksheet

5 points

Jenna Lane 7:39 AM

Please print this worksheet, complete it, then upload a picture of your completed work to turn it in.



Your work

Assigned

+ Add or create

Google Drive

Link

File

Create new

Docs

Slides

Sheets

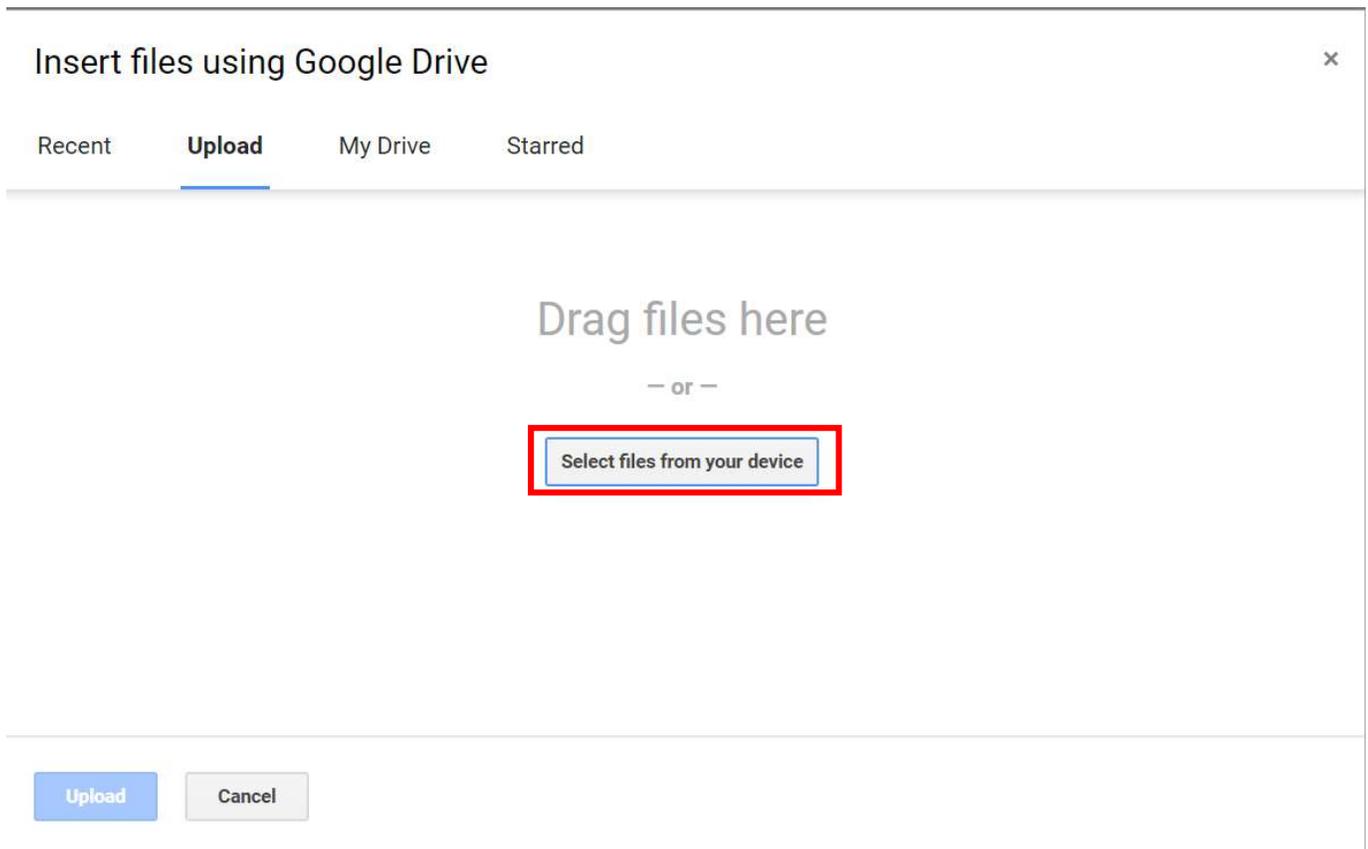
Drawings

Class comments

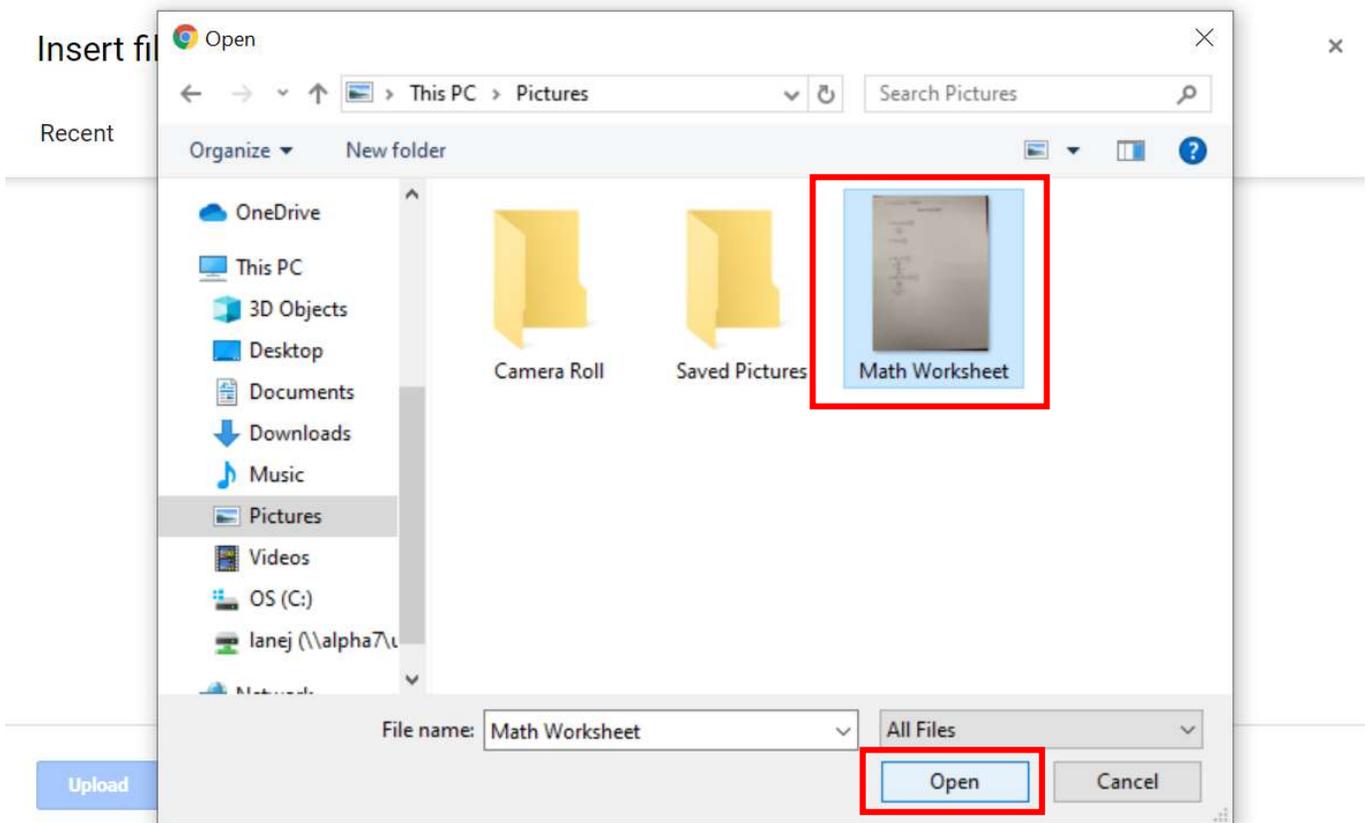


Add class comment...

5. The box that pops up will prompt you to upload a file from your computer. Click on “Select files from your device.”



6. Find the file you want to upload, then click “Open.”



7. If you need to add more than one picture, you can do so now by clicking “Add more files.” Otherwise, click “Upload.”

Insert files using Google Drive ×

Recent **Upload** My Drive Starred

 Math Worksheet.jpg 46.48K ×

Add more files

Upload Cancel

8. Once all your files have uploaded, you can click “Turn in,” and you are finished.

☰ Example Classroom ⋮ E

 Due Mar 30 5 points

Math Worksheet

 Jenna Lane 7:39 AM

Please print this worksheet, complete it, then upload a picture of your completed work to turn it in.

 Example Math Worksheet.pdf
PDF

Class comments

 Add class comment... ▶

Your work Assigned

 Math Worksheet.j...
Image ×

+ Add or create

Turn in

Private comments

 Add private comment... ▶

Turning in an Online Worksheet

1. Some teachers may want you to fill out a worksheet they have created in Google Docs and turn it in. To do this, click on the assignment and go to the assignment's information page.

2. Notice there will already be something uploaded in the "Your Work" section. Your teacher has already made a copy of the worksheet for you and it has automatically been added. All you have to do is click on the document to open it in Google Docs and make changes.

The screenshot shows the Classroom assignment page for "All About Me" by Jenna Lane, due on March 31, worth 5 points. The assignment description says "Fill out the worksheet and turn in." The "Your work" section on the right shows a document titled "Example Student - ..." from Google Docs, which is highlighted with a red box. Below it are buttons for "+ Add or create" and "Turn in". There is also a "Private comments" section with an "Add private comment..." button.

3. Once you are happy with your answers, you can turn it in right from the Google Docs page.

The screenshot shows the Google Docs interface for the "All About Me" worksheet. The document title is "Example Student - All About Me". The "TURN IN" button in the top right corner is highlighted with a red box. The worksheet content includes a name field filled with "Example Student" and three numbered questions: "1. My favorite color: blue", "2. My favorite animal: dog", and "3. My favorite author: Dr. Seuss".

4. Clicking this button will take you back to the assignment's information page. Confirm your turn in, and the assignment is finished.

Checking Grades on Google Classroom

1. You can see which assignments you have completed by checking the main “Classwork” page. Items that have a gray icon next to them have been turned in. Items with a blue icon next to them have not been turned in yet.

The screenshot shows the Google Classroom interface for 'Example Classroom'. The 'Classwork' tab is selected. At the top, there are links for 'View your work', 'Google Calendar', and 'Class Drive folder'. Below, assignments are listed in two groups:

- Incomplete:** A red box highlights two assignments: 'Math Worksheet' (due Mar 30) and 'Spanish Color Quiz' (due Mar 27). Both have blue document icons.
- Complete:** A green box highlights two assignments: 'What is your favorite activity to do in the su...' (due Mar 24) and 'Essay' (due Mar 20). Both have gray document icons.

2. To view your grade for an assignment, click on the name of the assignment that you have turned in. If your teacher has graded it, it will say “Graded” in the upper right hand corner of the assignment details. Click “View Assignment” to see more information about your grade.

The screenshot shows the details for the 'Essay' assignment. The 'Classwork' tab is selected. The assignment details include:

- Assignment name: 'Essay' (due Mar 20)
- Status: 'Graded' (highlighted with a red box)
- Posted: 7:30 AM
- Instructions: 'Write an essay and upload it here.'
- Rubric: 'Rubric: 1 criterion • 20 pts'
- Example: 'Example Essay Google Docs' (with a document icon)
- Action: 'View assignment' (highlighted with a red box)



3. On this page, you can see the points you received, the level of the rubric you met (if a rubric was attached to the assignment), and comments left by your teacher about the assignment.

Example Classroom



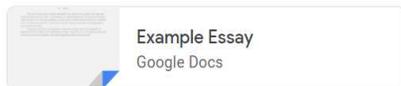
Due Mar 20

Essay

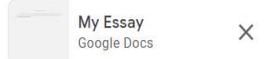
Points Received 18/20

Jenna Lane 7:30 AM

Write an essay and upload it here.



Your work Graded



+ Add or create

Resubmit

18/20

Content 18/20

Your essay contains all the information needed.

0 pts	Approaching 5 pts	Satisfactory 10 pts	Exceptional 20 pts
0 pts	You have some of the required content, but it is somewhat unrelated to the topic.	You have most of the required content. It is related to the topic and you have few grammatical and spelling errors.	You have all of the required content. It is related to the topic. You have no grammatical or spelling errors.

1 private comment

Jenna Lane 12:28 PM
You had a few spelling errors, but overall, great job!

Add private comment...

Teacher Comments

Rubric Level

4. If you turned in something from Docs or Slides, your teacher may have left comments and edits on the document you turned in. To see these, click on your document under "Your Work."

Example Classroom



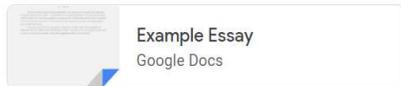
Due Mar 20

Essay

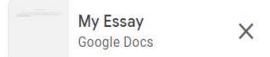
18/20

Jenna Lane 7:30 AM

Write an essay and upload it here.



Your work Graded



+ Add or create

Resubmit

18/20

Content 18/20

Your essay contains all the information needed.

0 pts	Approaching 5 pts	Satisfactory 10 pts	Exceptional 20 pts
0 pts	You have some of the required content, but it is somewhat unrelated to the topic.	You have most of the required content. It is related to the topic and you have few grammatical and spelling errors.	You have all of the required content. It is related to the topic. You have no grammatical or spelling errors.

1 private comment

Jenna Lane 12:28 PM
You had a few spelling errors, but overall, great job!

Add private comment...

5. Your teachers comments will appear on the side. The section they are commenting on will be highlighted. If they made an edit, it will show up in red in your work. You can accept or reject suggestions by clicking on the check mark or x in the box on the right side.

The screenshot shows a Google Docs document titled "My Essay" by "Example Student". The text of the essay is: "This is my essay. I spent a lot of time writing it. I hope you enjoy reading it. I made sure to include everything the rubric wanted said and I spent time proofreading to make sure there are no spelling or grammar mistakes." A red box highlights the sentence "I hope you enjoy reading it." with a red arrow pointing to a comment box on the right. The comment box shows a comment from Jenna Lane at 12:38 PM Today with the text "I did enjoy reading it!". Below this, a green box highlights a suggested edit: "Replace: 'said' with 'wanted'". A green arrow points from the text "wanted" in the suggestion to the word "said" in the original text. Another green arrow points from the checkmark icon in the suggestion box to the text "Accept or Reject Suggestion" below it.

My Essay
By: Example Student

This is my essay. I spent a lot of time writing it. I hope you enjoy reading it. I made sure to include everything the rubric wanted said and I spent time proofreading to make sure there are no spelling or grammar mistakes.

Indicates comment

Suggested Edit

Jenna Lane
12:38 PM Today
I did enjoy reading it!

Jenna Lane
12:38 PM Today
Replace: "said" with "wanted"

Accept or Reject Suggestion

6. If you have a question about your grade, email your teacher.