

A Student's Complete Guide to

# GOOGLE CLASSROOM



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The information and screenshots in this guide are accurate and up-to-date at time of publishing. Possible future updates to the apps mentioned may render some information obsolete.

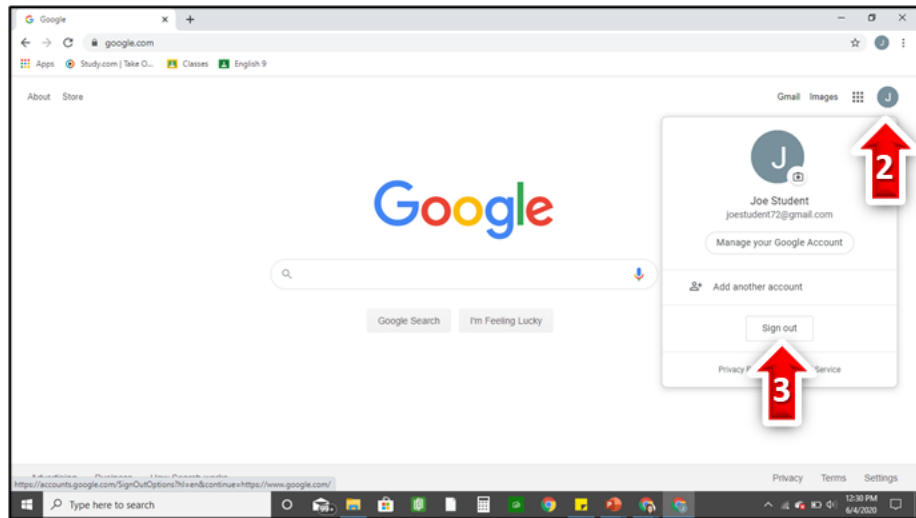
Fonts from KA Fonts on TPT and Creative Fabrica; Cover image courtesy of sweetlouise on Pixabay

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# HOW DO I SIGN IN / OUT OF MY GOOGLE ACCOUNT?

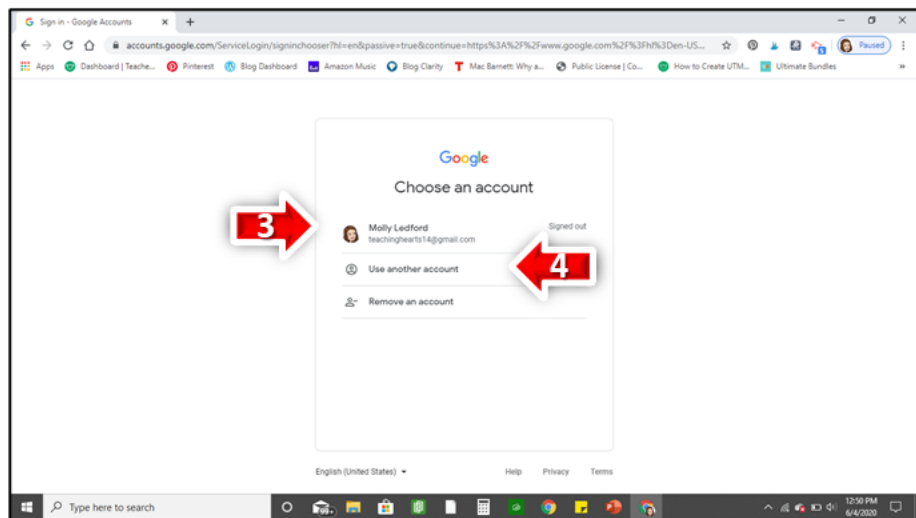
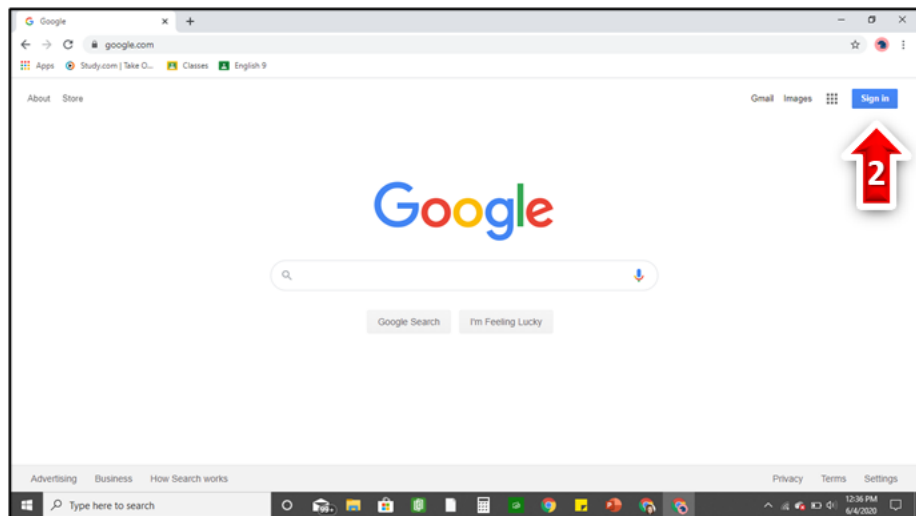
## SIGN OUT

1. Go to Google or any Google app.
2. Click on the circle in the top right of the screen.
3. Click **Sign out**.



## SIGN IN

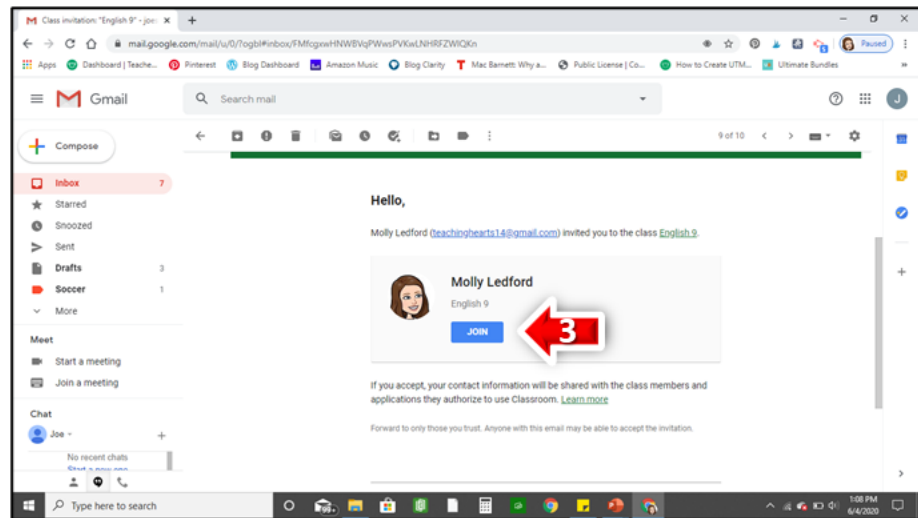
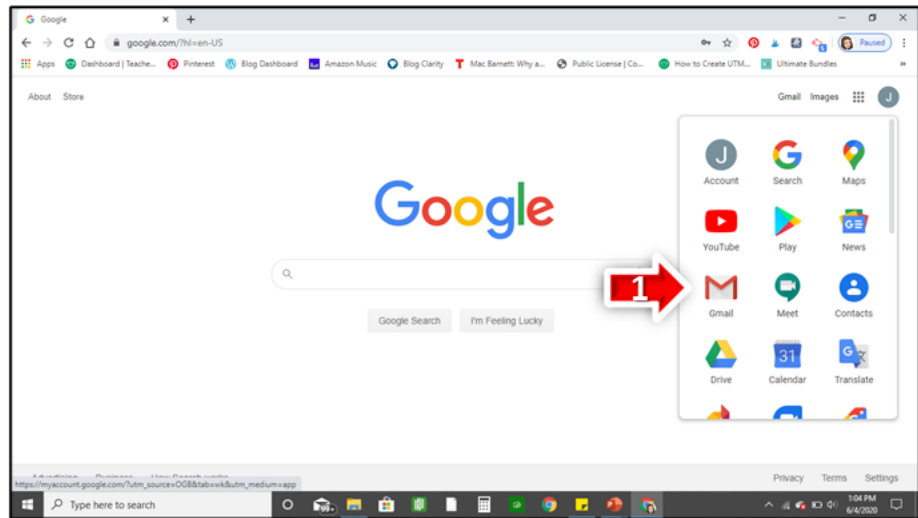
1. Go to Google or any Google app.
2. Click on the blue **Sign in** button.
3. If you see your account, click on your email address to sign in.
4. If you don't see your account, click on **Use another account** to sign in.



# HOW DO I JOIN A GOOGLE CLASSROOM?

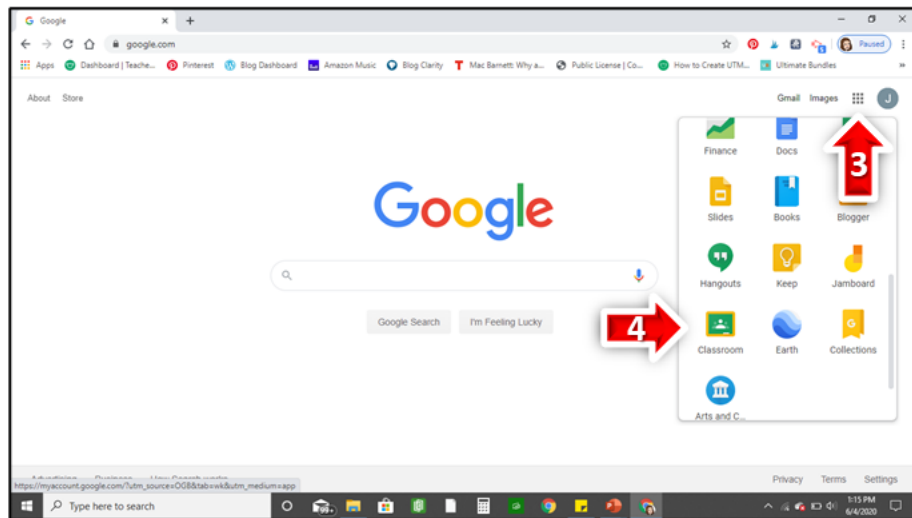
## JOIN VIA EMAIL INVITATION

1. Sign in to your school Gmail account.
2. Find the email(s) with **Class Invitation** in the subject line.
3. Click on the email to open it, and click the **Join** button.
4. You will be redirected to the Google Classroom that you just joined.
5. Repeat these steps for each of your classes.



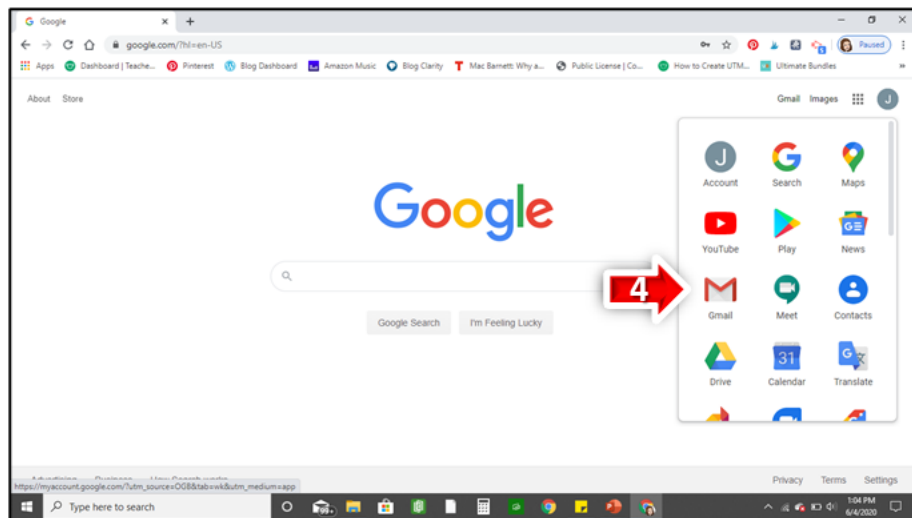
# HOW DO I FIND GOOGLE CLASSROOM?

1. Sign in to your school Gmail account.
2. Open Google or any Google app.
3. Click on the dot grid on the top right of the screen.
4. Scroll down the menu of Google Apps until you see **Classroom**.
5. Click on the **Classroom** app.



# HOW DO I EMAIL MY TEACHER?

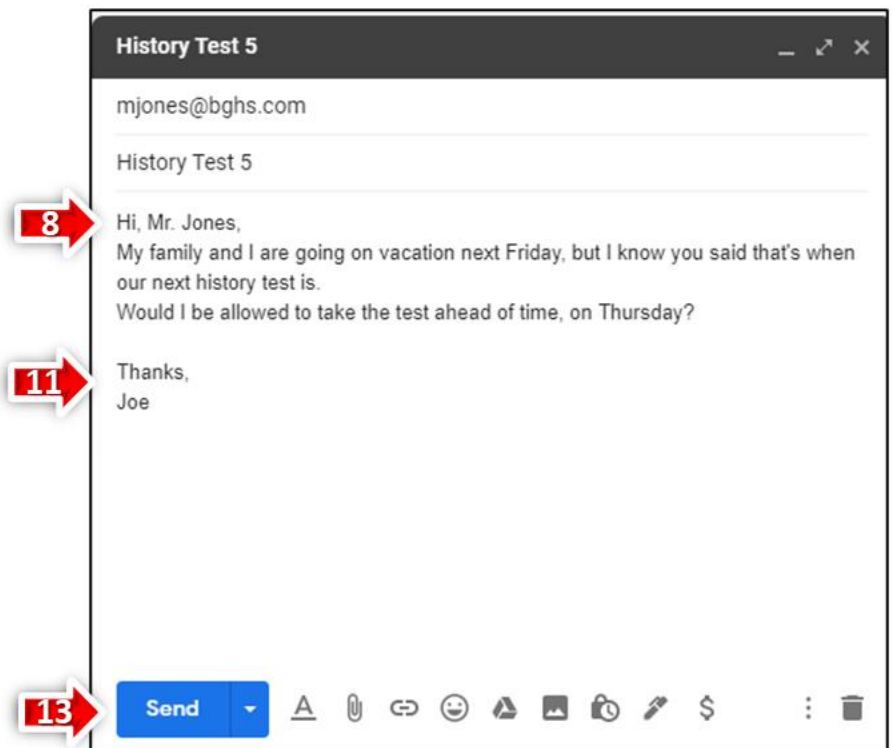
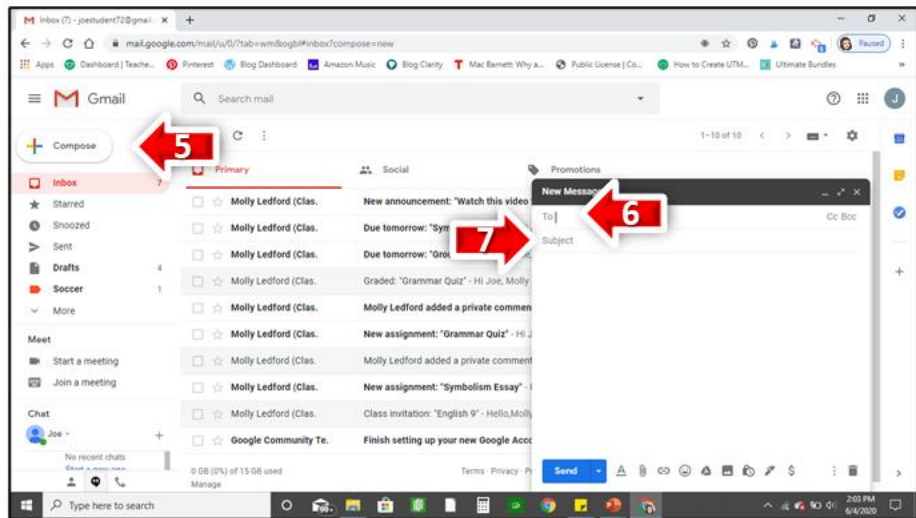
1. Sign in to your school Google account.
2. Open Google or any Google app.
3. Click on the dot grid on the top right of the screen.
4. Click on the **Gmail** icon.



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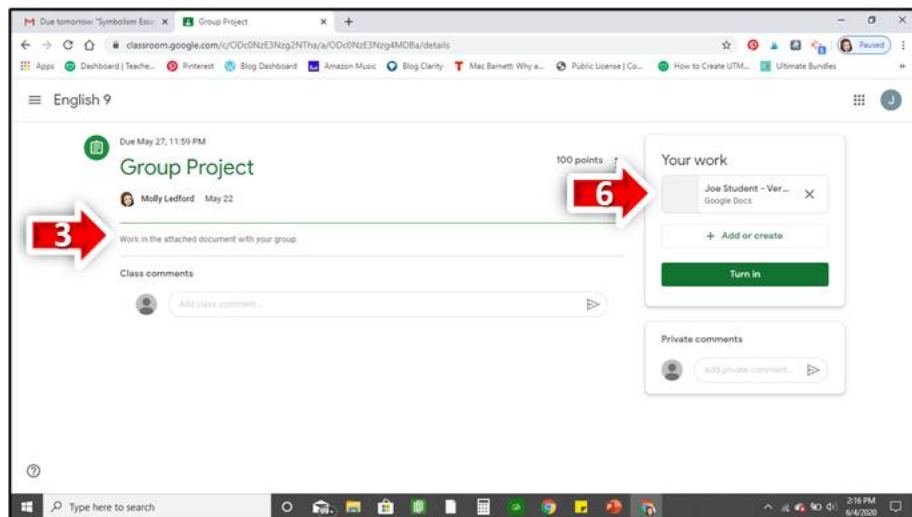
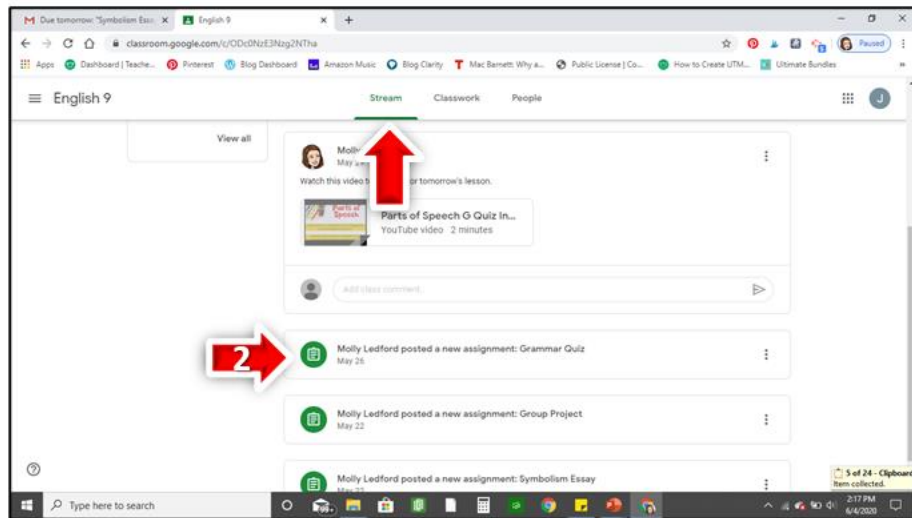
# HOW DO I EMAIL MY TEACHER? CONTINUED

5. Click the **Compose** button.
6. Type your teacher's email address in the **To** section.
7. Type a short title in the **Subject** section. Be specific.
8. To begin your email, write a greeting.
9. In the body of your email, politely explain what you need, or what your question is.
10. Take the time to use capitalization, punctuation, good grammar, and correct spelling (Gmail will spell check for you). Remember you're not texting a friend- you're emailing a teacher.
11. Finish off your message with an appropriate signature.
12. Proofread your message. Make corrections.
13. Click **Send**.



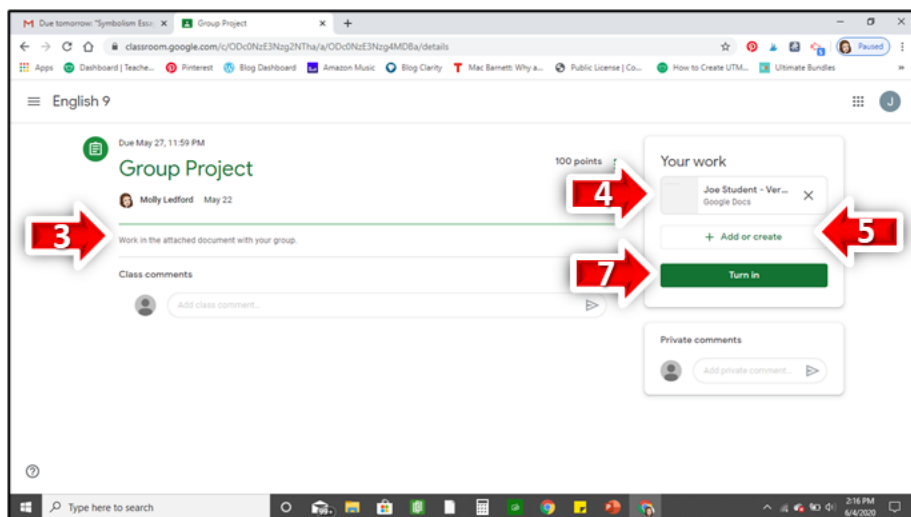
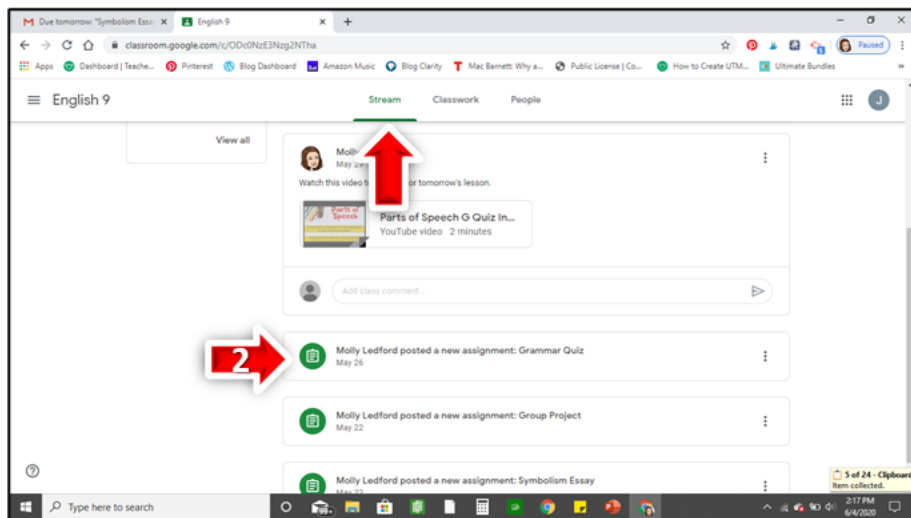
# HOW DO I SEE THE INSTRUCTIONS FOR AN ASSIGNMENT?

1. Make sure you're in the correct Google Classroom.
2. Find the assignment in the **Stream** or **Classwork** tab and click on it.
3. Carefully read all directions and any rubrics attached.
4. Open any links provided.
5. Watch any videos included.
6. Open and read any documents attached.



# HOW DO I TURN IN AN ASSIGNMENT?

1. Make sure you're in the correct Google Classroom.
2. Find the assignment in the **Stream** or **Classwork** tab and click on it.
3. Carefully read all directions and information one last time, to be sure you aren't missing anything.
4. If your teacher provided you with a document to work in, open it up to be sure your work is there.
5. If you need to attach an item that you created, click **Add or create**. (See the **How Do I Attach My Work?** section of this guide to learn more.)
6. Check to make sure everything you're supposed to turn in is present.
7. Click **Turn in**.

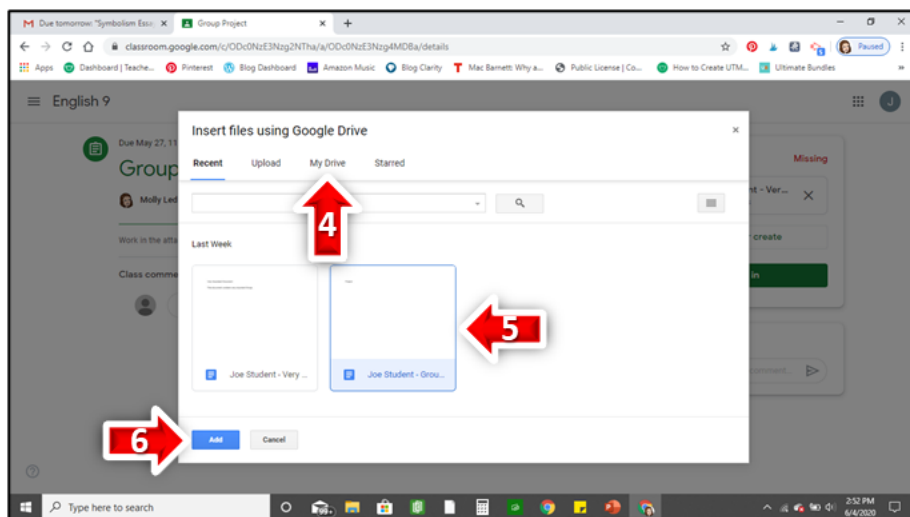
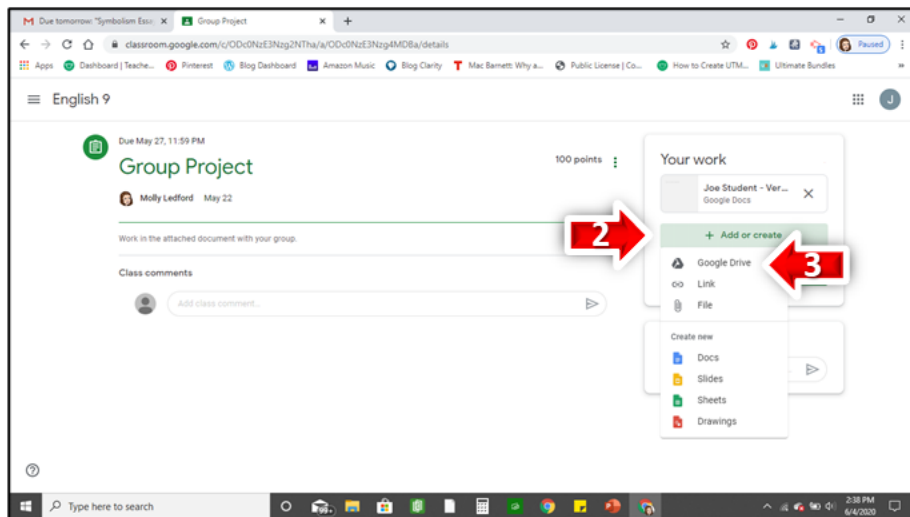




# HOW DO I ATTACH MY WORK?

## ATTACH FROM GOOGLE DRIVE

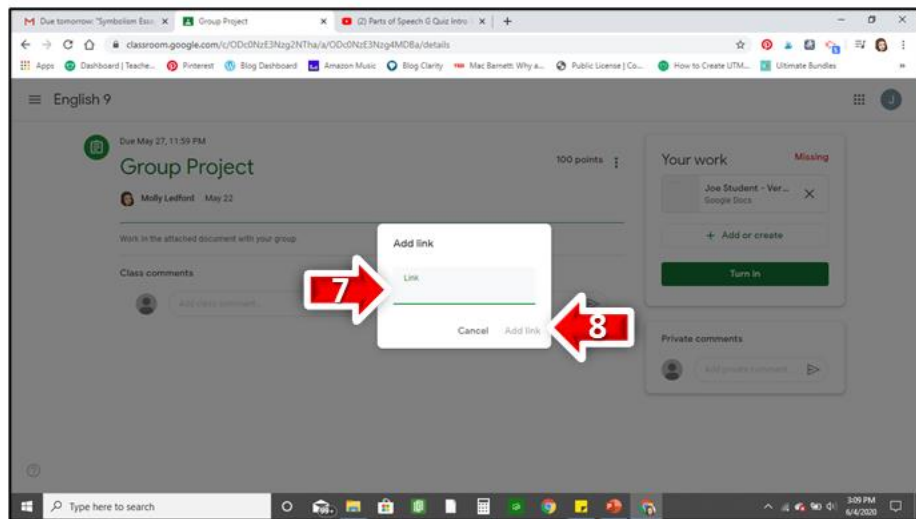
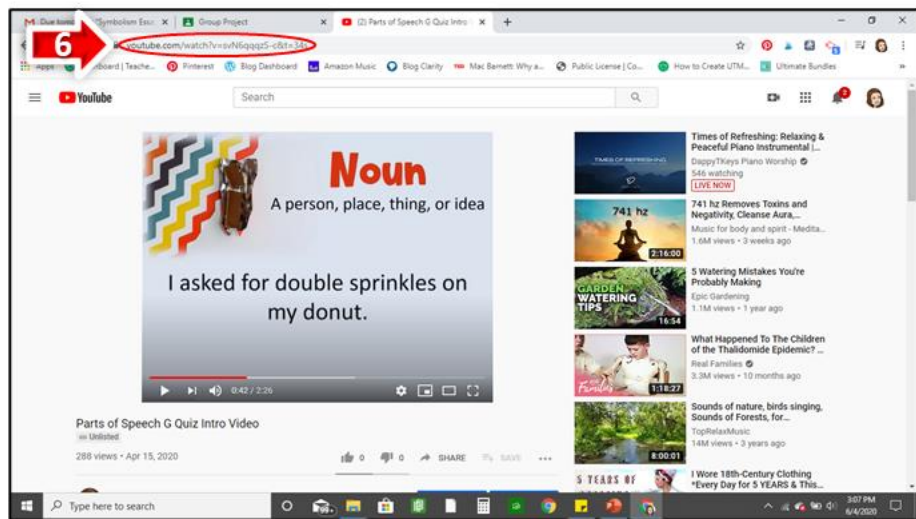
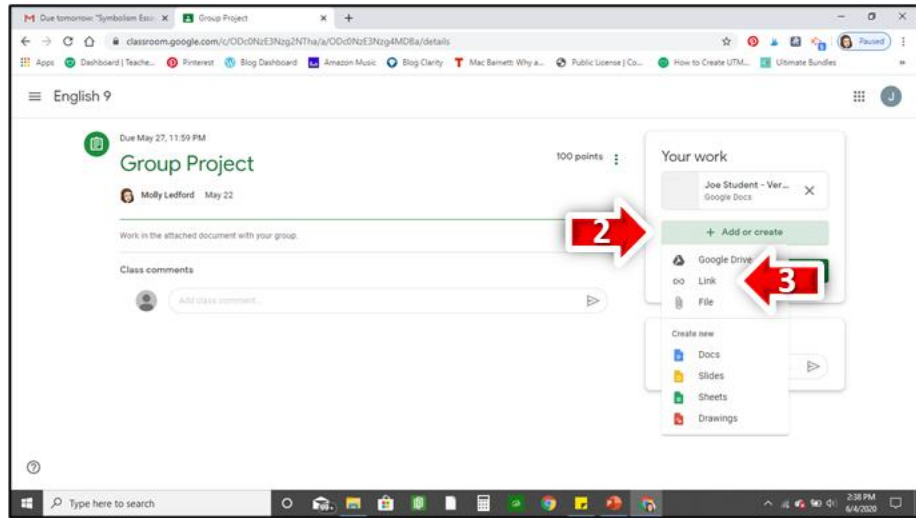
1. Open the assignment you're ready to turn in.
2. Click **Add or create**.
3. If your item is a Google Doc, Google Slides, Google Sheets, etc., click on **Google Drive** to find and add it.
4. The **Recent** tab will pop up first. If you don't see your item here, try opening the **My Drive** tab to access all of your items saved in your Google Drive.
5. Click on the item you want to turn in. This will give it a blue box.
6. Click **Add**.
7. Repeat these steps for each item you need to include from your Google Drive.
8. Click **Turn in** when you're ready.



# HOW DO I ATTACH MY WORK?

## ATTACH USING A LINK

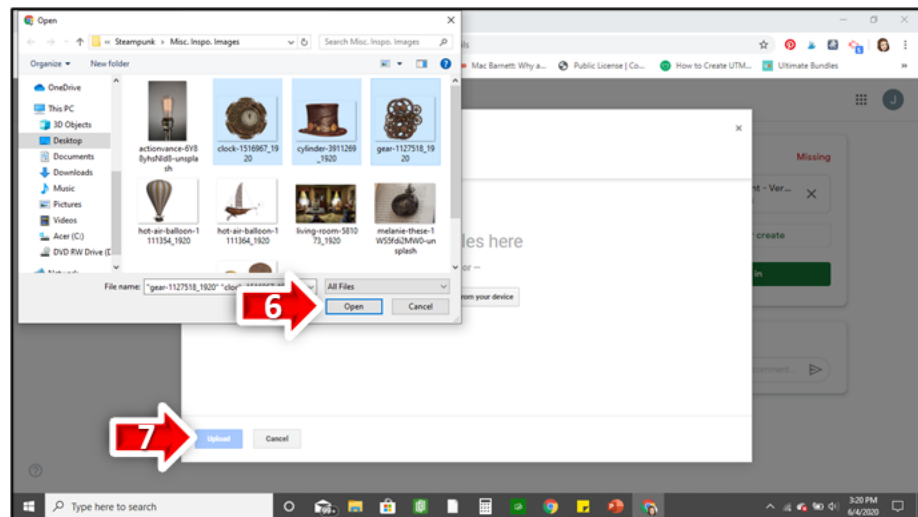
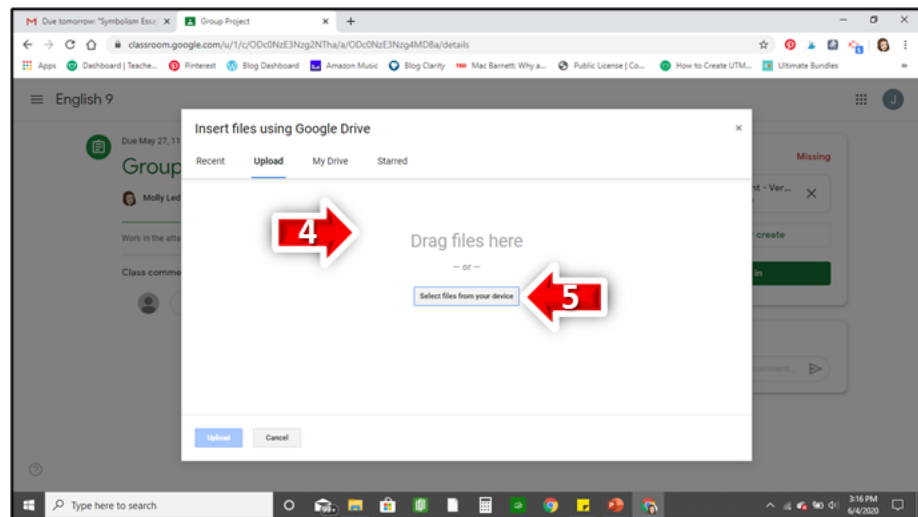
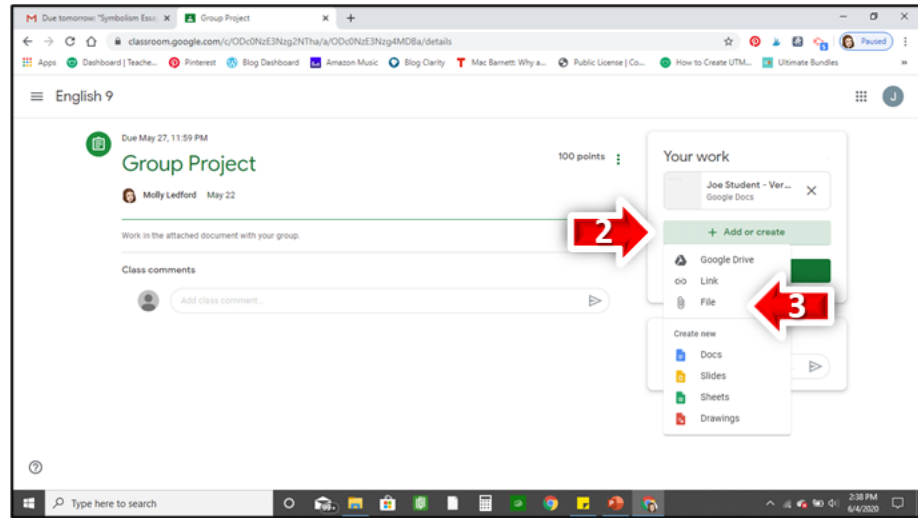
1. Open the assignment you're ready to turn in.
2. Click **Add or create**.
3. If your item is hosted on a website (like a video on YouTube, or a presentation on Prezi), click **Link**.
4. In a separate tab of your browser, go to the webpage for the item you created.
5. If the item you created has a Share option, click on that and select the Copy Link (or similar) option, if there is one.
6. If you don't have those options, carefully select the entire URL for the page your item is on and copy it.
7. Return to your Google Classroom tab and paste the link into the box provided.
8. Click **Add link**.
9. Repeat these steps for each item you need to include that is a link.
10. Click **Turn in** when you're ready.



# HOW DO I ATTACH MY WORK?

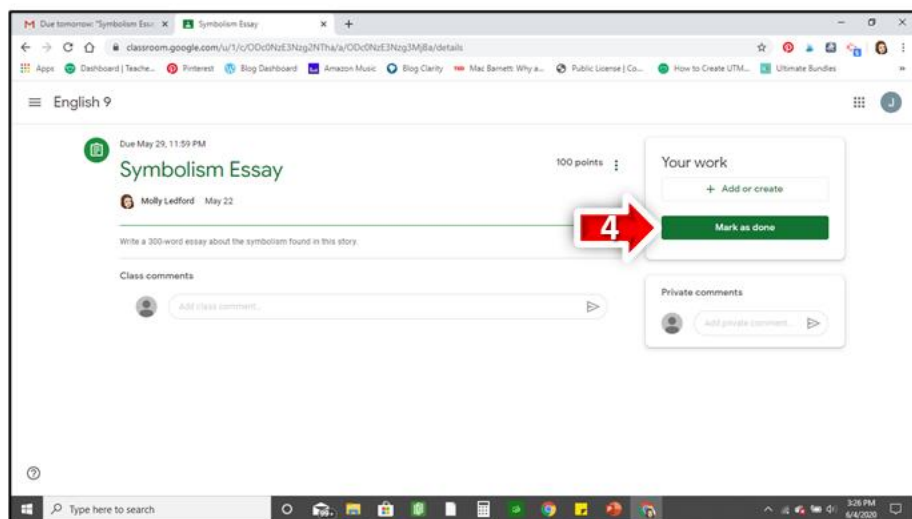
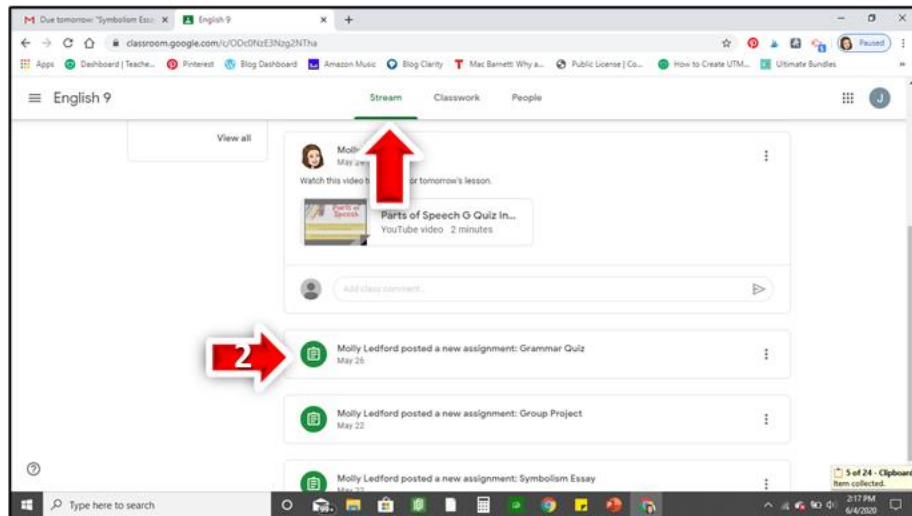
## ATTACH FROM FILES ON A DEVICE

1. Open the assignment you're ready to turn in.
2. Click **Add or create**.
3. If your item is saved on the device you are using, click **File**.
4. If you already have the folder open on your device, click the item you want to attach and drag it onto the white box.
5. Otherwise, click **Select files from your device**, and this will open your files.
6. Select the item(s) you want to attach (you can select more than one item by holding down the **Ctrl** key while you click), then click **Open**.
7. After all files have been added, click **Upload**.
8. Click **Turn in** when you're ready.



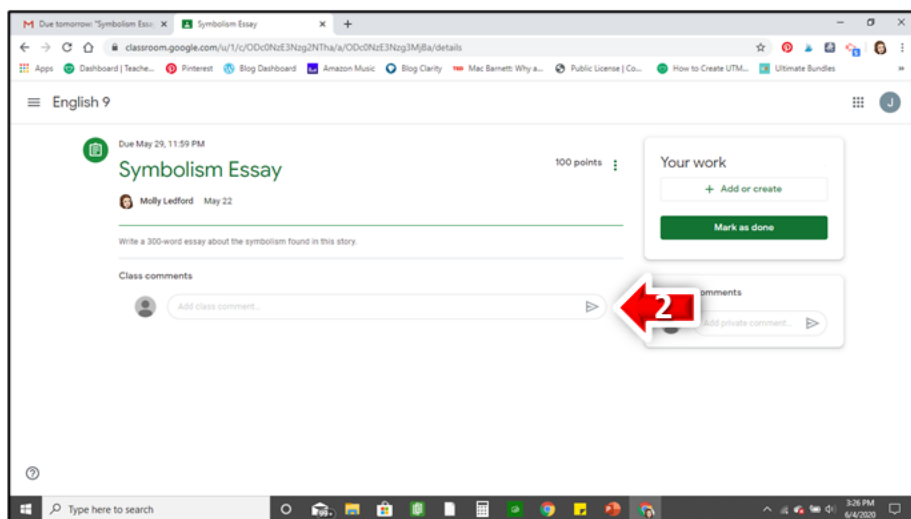
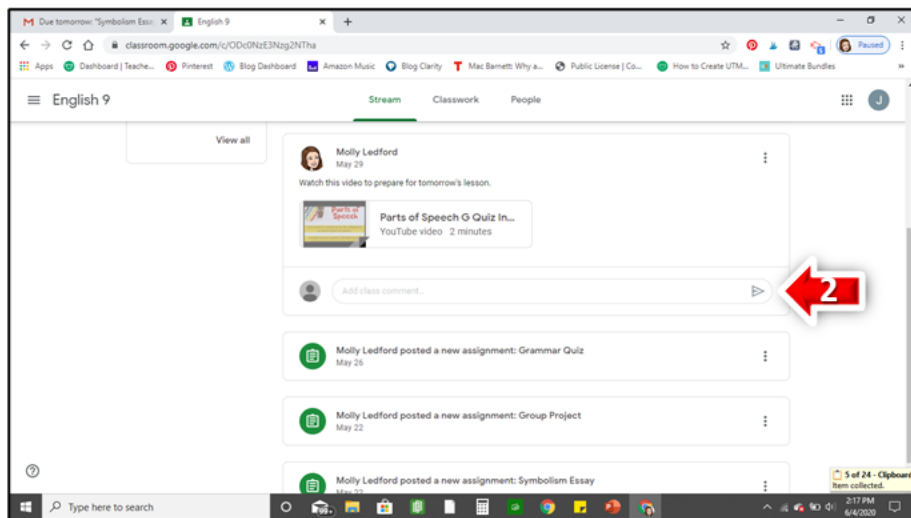
# HOW DO I MARK AN ASSIGNMENT AS DONE?

1. Make sure you're in the correct Google Classroom.
2. Find the assignment in the **Stream** or **Classwork** tab and click on it.
3. Carefully read all directions and information one last time, to be sure you aren't missing anything.
4. If you're sure you aren't supposed to attach any work, and you have completed the task(s) given in the assignment, click **Mark as done**.



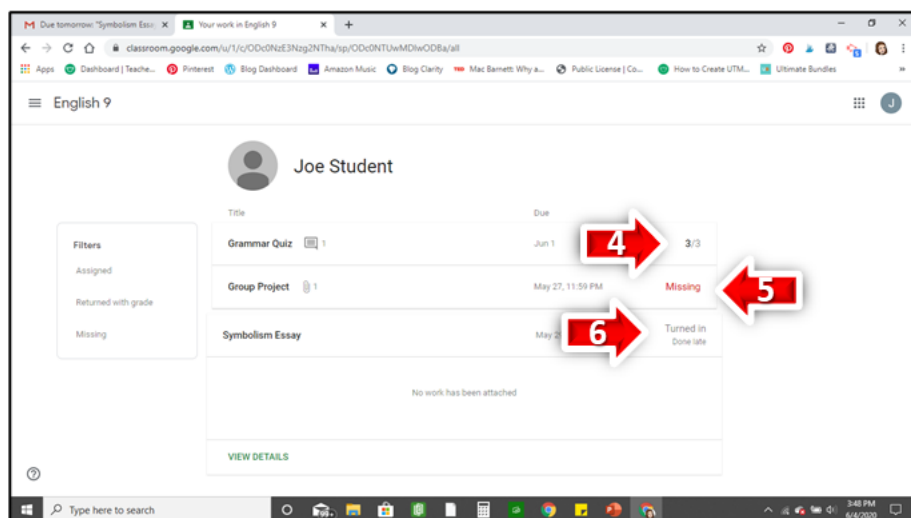
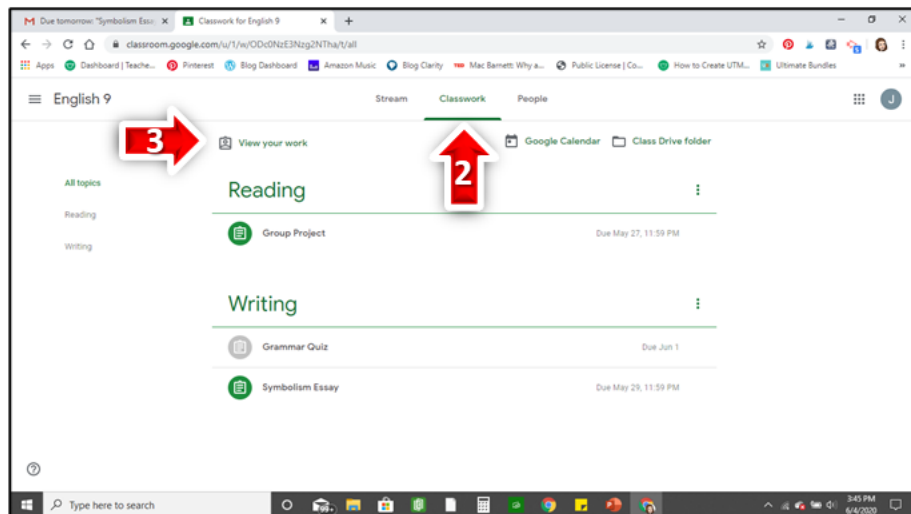
# HOW DO I ASK A QUESTION?

1. If you have a general question about a lesson, or something not specifically related to a particular assignment, contact your teacher in the way that they have instructed you to, such as email (see the **How Do I Email My Teacher?** section of this guide for more info.).
2. If your question is about a particular post in the Stream on Google Classroom, or a certain assignment, leave a comment on that post or assignment. Type in your question, proofread to make sure what you wrote makes sense, then click the paper airplane symbol to post the comment.
3. If your teacher has disabled comments in Classroom, send him an email with your question instead.



# HOW DO I SEE IF AN ASSIGNMENT HAS BEEN GRADED?

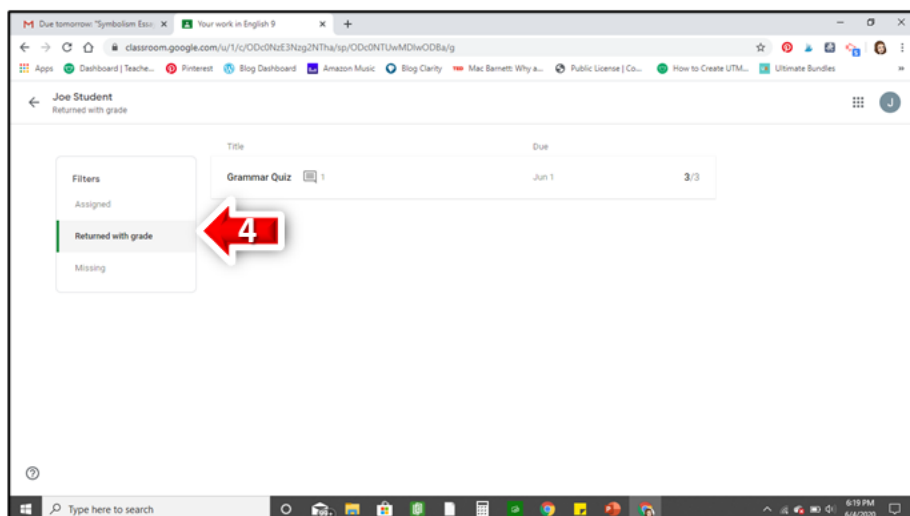
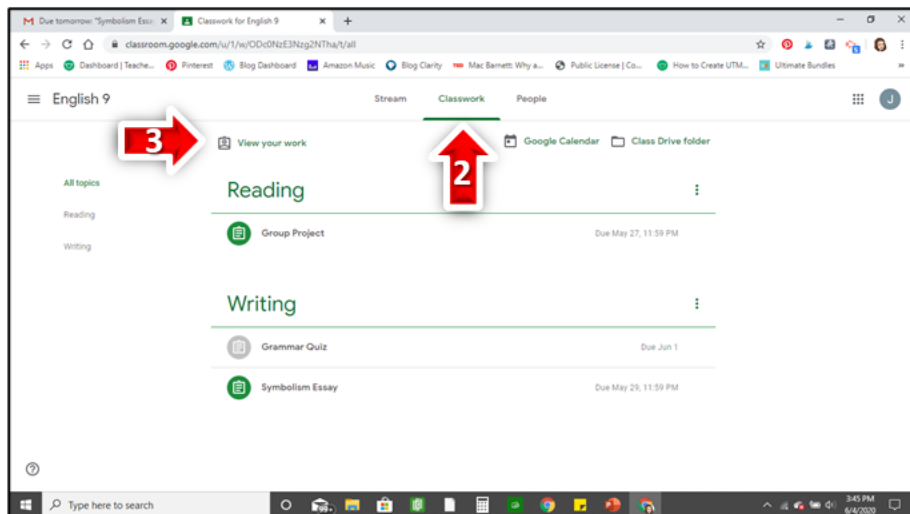
1. Make sure you're in the correct Google Classroom.
2. Click on the **Classwork** tab.
3. Click on **View your work**.
4. Assignments that have been graded will show the number of points earned out of the number of points possible.
5. Assignments not yet turned in that are late will show as **Missing**.
6. Assignments that have not been graded will show as **Turned in**.



# HOW DO I SEE ALL MY GRADES?

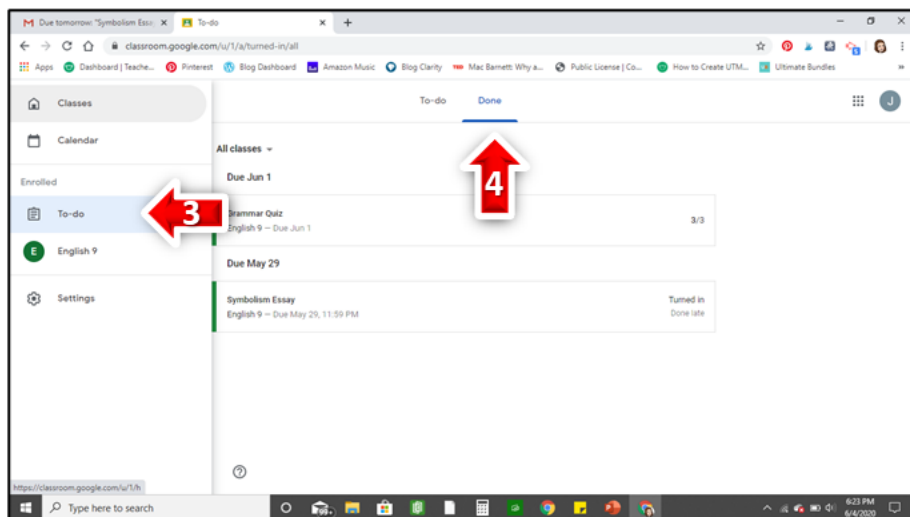
## GRADES FOR ONE CLASS

1. Make sure you're in the correct Google Classroom.
2. Click on the **Classwork** tab.
3. Click on **View your work**.
4. From the **Filters** menu, select **Returned with Grade**.



## GRADES FOR ALL CLASSES

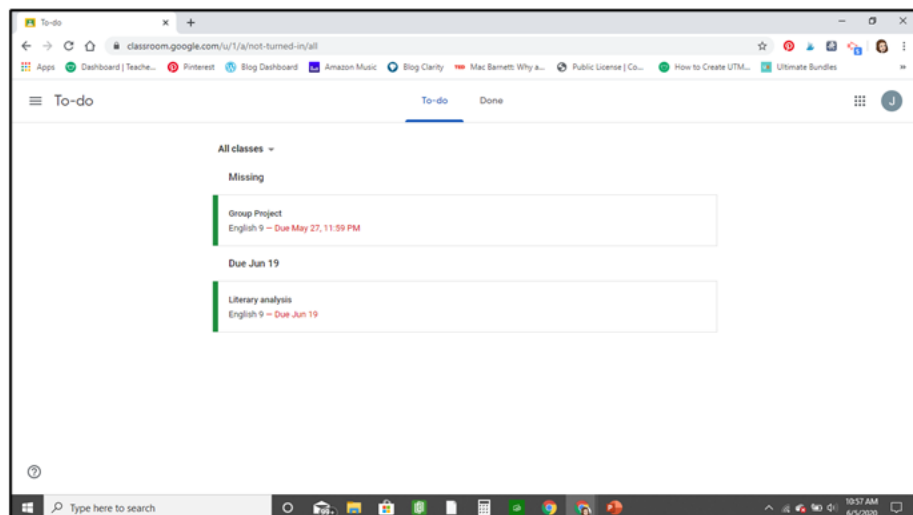
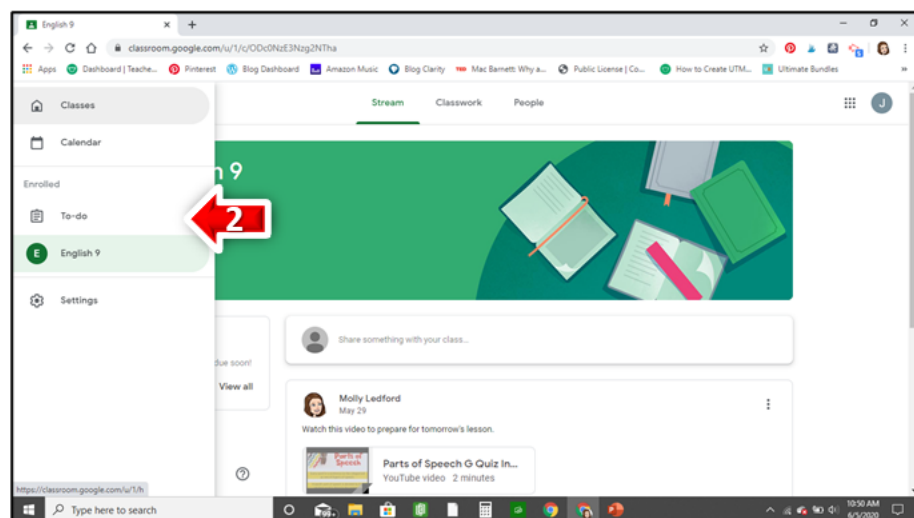
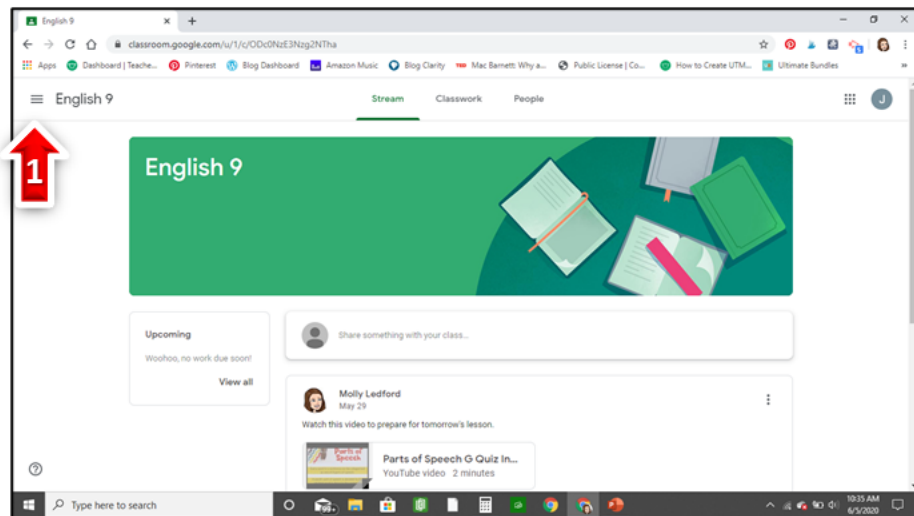
1. Go to Google Classroom or any class.
2. Click on the three lines at the top left for the Classroom menu.
3. Select **To-do**.
4. Open the **Done** tab.
5. This will show all graded and turned in work for all of your classes.



# HOW DO I SEE ALL MY ASSIGNMENTS FOR ALL MY CLASSES?

## IN CLASSROOM

1. In any Classroom, click the three bars to access the Classroom menu.
2. On the menu, click **To-do**.
3. Your To-do list will show all incomplete assignments that have a due date. Keep in mind that you may have other tasks to complete for a class that may not show up in the To-do list. Only assignments with a due date will show up here.

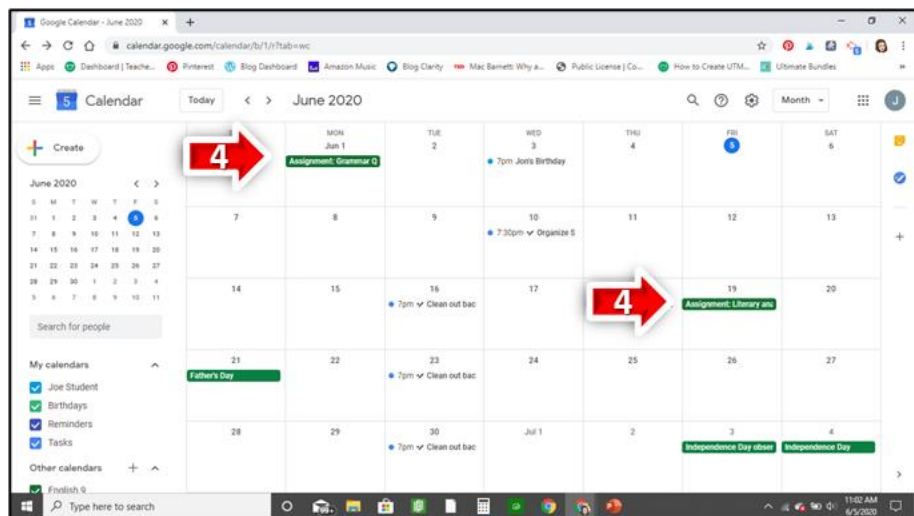
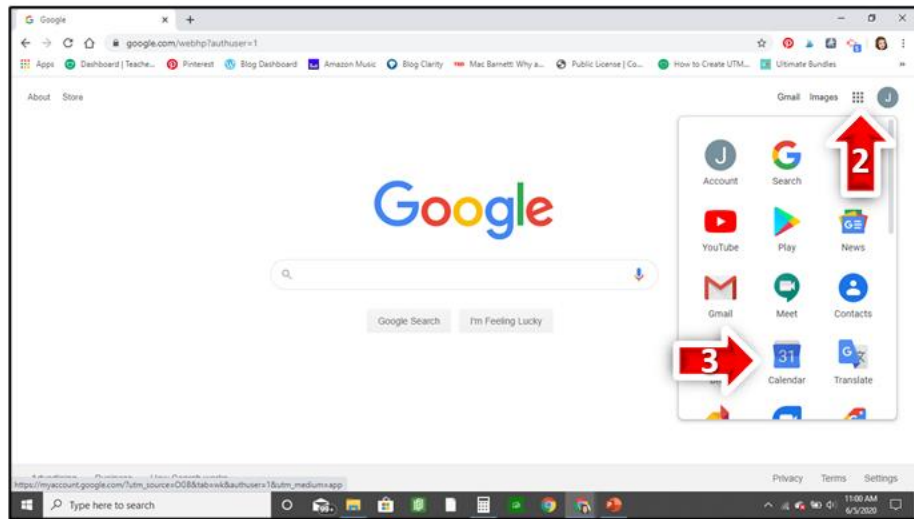




# HOW DO I SEE ALL MY ASSIGNMENTS FOR ALL MY CLASSES?

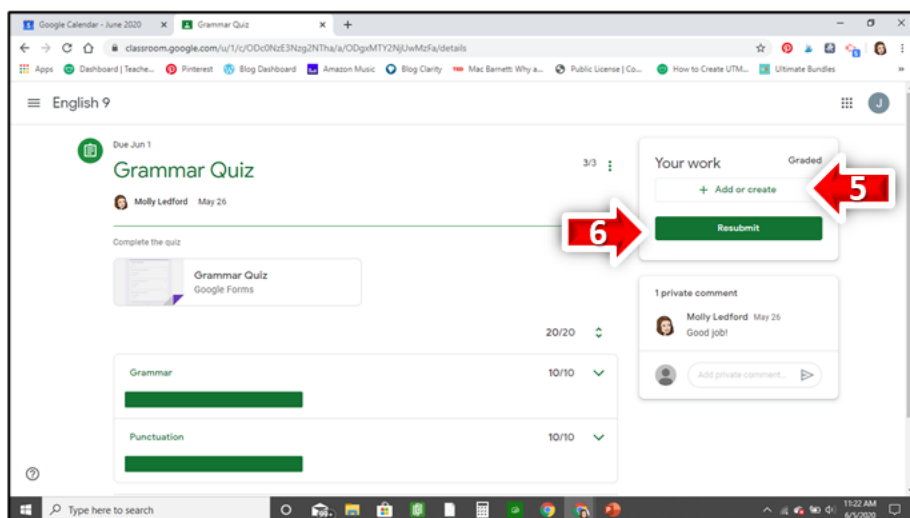
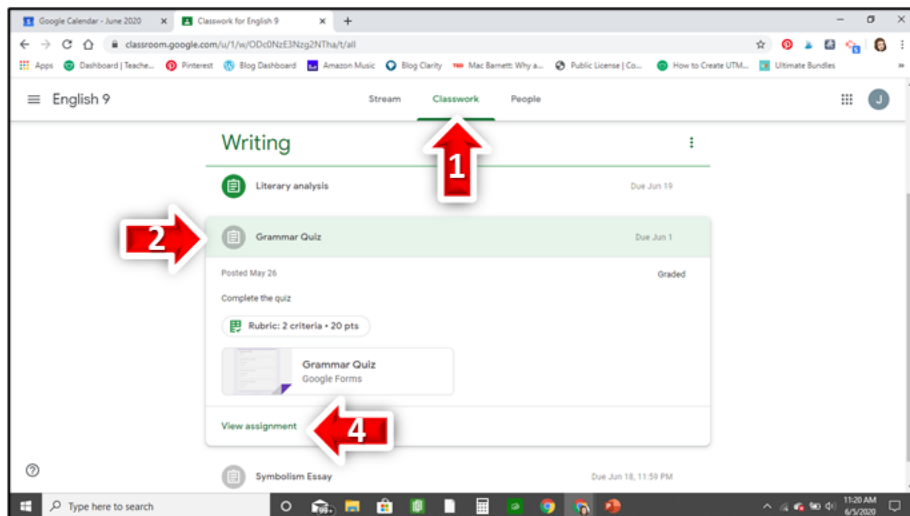
## IN GOOGLE CALENDAR

1. Make sure you're signed in to your school Gmail account.
2. From any Google app, click the dot grid.
3. Click on **Calendar**.
4. In monthly view, each of your assignments that has a due date will show up on your calendar.



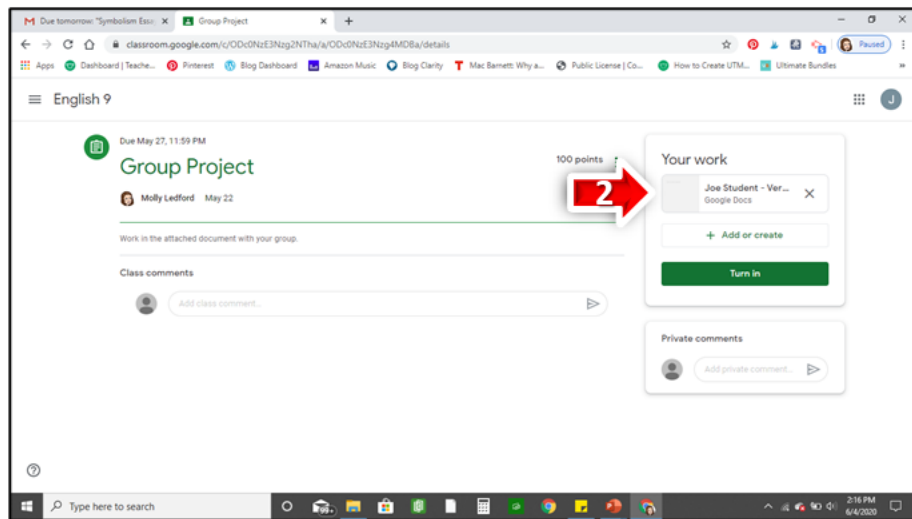
# HOW DO I RESUBMIT AN ASSIGNMENT?

1. Go to the **Classwork** tab in Classroom.
2. Assignments already turned in will show up with a gray icon.
3. Click on the assignment you want to resubmit.
4. Click on **View assignment**.
5. If necessary, make changes to your work, or add additional work (see the **How Do I Attach My Work?** section of this guide for help) using the **Add or create** button.
6. When you're sure you've made all changes or additions required, click **Resubmit**.



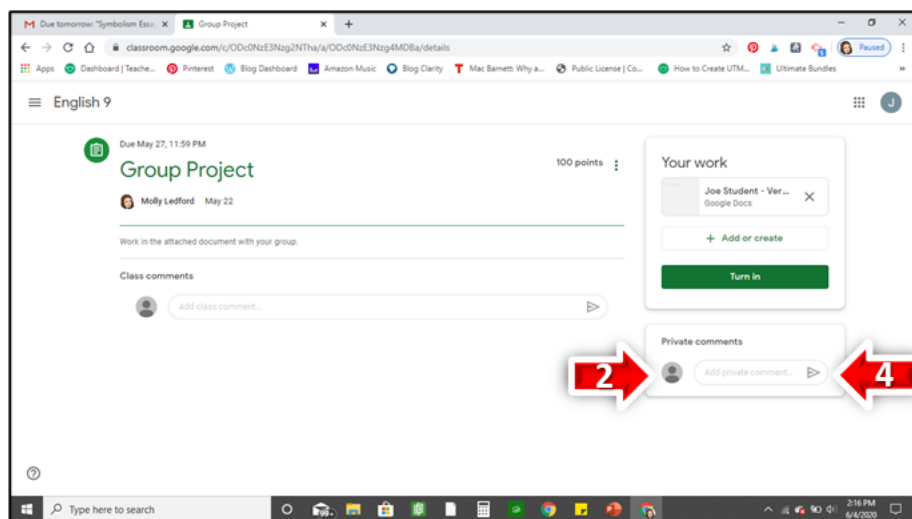
# HOW DO I CHECK MY WORK BEFORE SUBMITTING?

1. Open an assignment from the **Stream** or **Classwork** tab.
2. The **Your work** box will contain any files your teacher has given you to work on, and any files you have attached to submit.
3. Before you click **Turn in**, click on each of the files to open it and make sure your work is complete.



# HOW DO I LEAVE A PRIVATE COMMENT?

1. Open an assignment from the **Stream** or **Classwork** tab.
2. Type your comment or question in the **Private comments** box.
3. Proofread what you wrote: Is it respectful? Does it make sense?
4. After proofreading, click the paper airplane icon to submit your comment. Only your teacher can see private comments, and only you can see your teacher's responses to your private comments.



# HOW DO I FIND A FILE I'M WORKING ON?

1. Make sure you are signed in to the Google account that you were using when you created the file.
2. From any Google app, click the dot grid in the upper right corner.
3. Click on **Drive**. Google Drive holds all of your Google files such as Docs, Slides, or Sheets, all of the assignment files that your teacher provided, and any files that you upload to Drive.
4. At the top of your Drive, you'll see your most recent files.
5. In the **Folders** section, you'll see a folder for Classroom, plus any additional folders that you create.
6. If a file was provided to you in Classroom, or you clicked **Add or create** on an assignment to start a file, you will find them in your **Classroom folder**, then inside the folder for that particular class. Double-click any folder to open it.
7. You can also use the **Search** bar at the top of the page to find what you're looking for.

