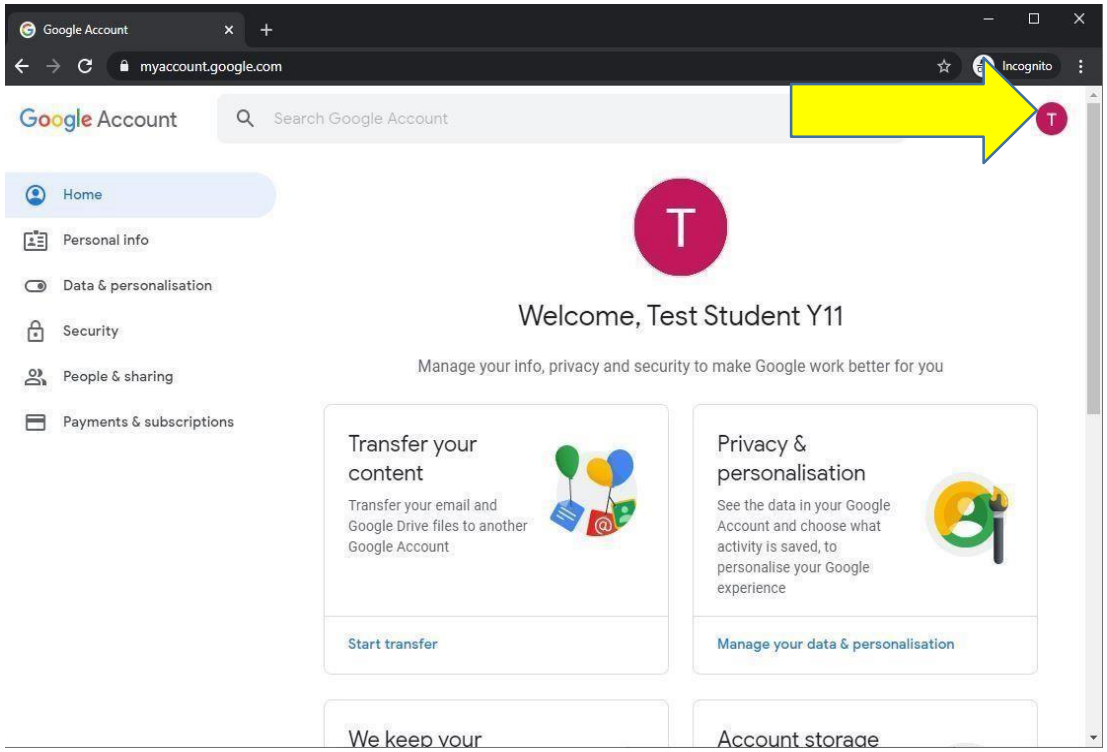
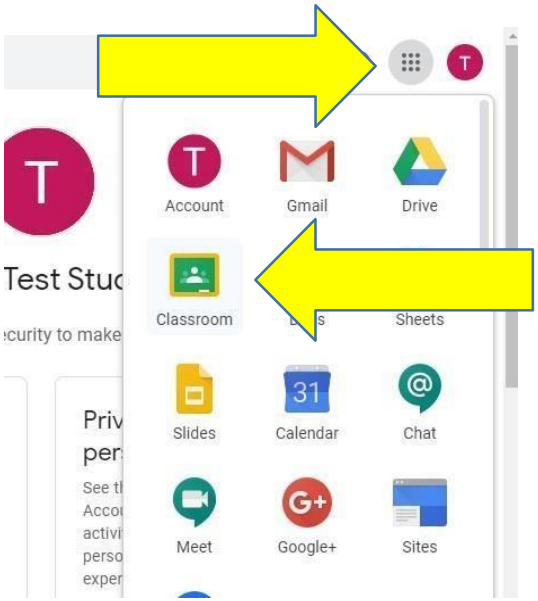
Parent and Student Guide to Google Classroom

Accessing Google Classroom

Please ensure you are logged into your student Google account. We advise using the Google Chrome browser or Chrome app for your device, to check who is logged in click on the coloured circle to the top right of the window.



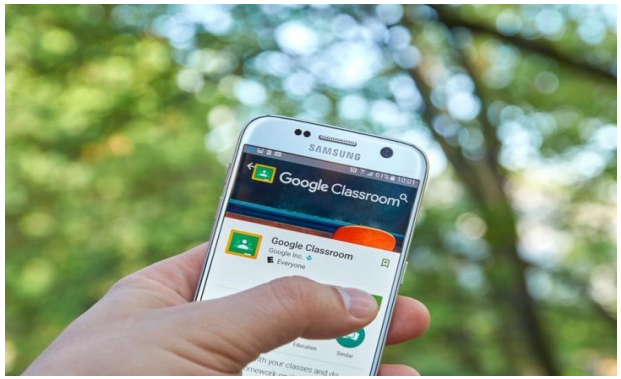


To access Classroom and other Google Apps, click on the 9 dot app menu. Then click on Classroom.

This will launch the Classroom homepage in a new tab.

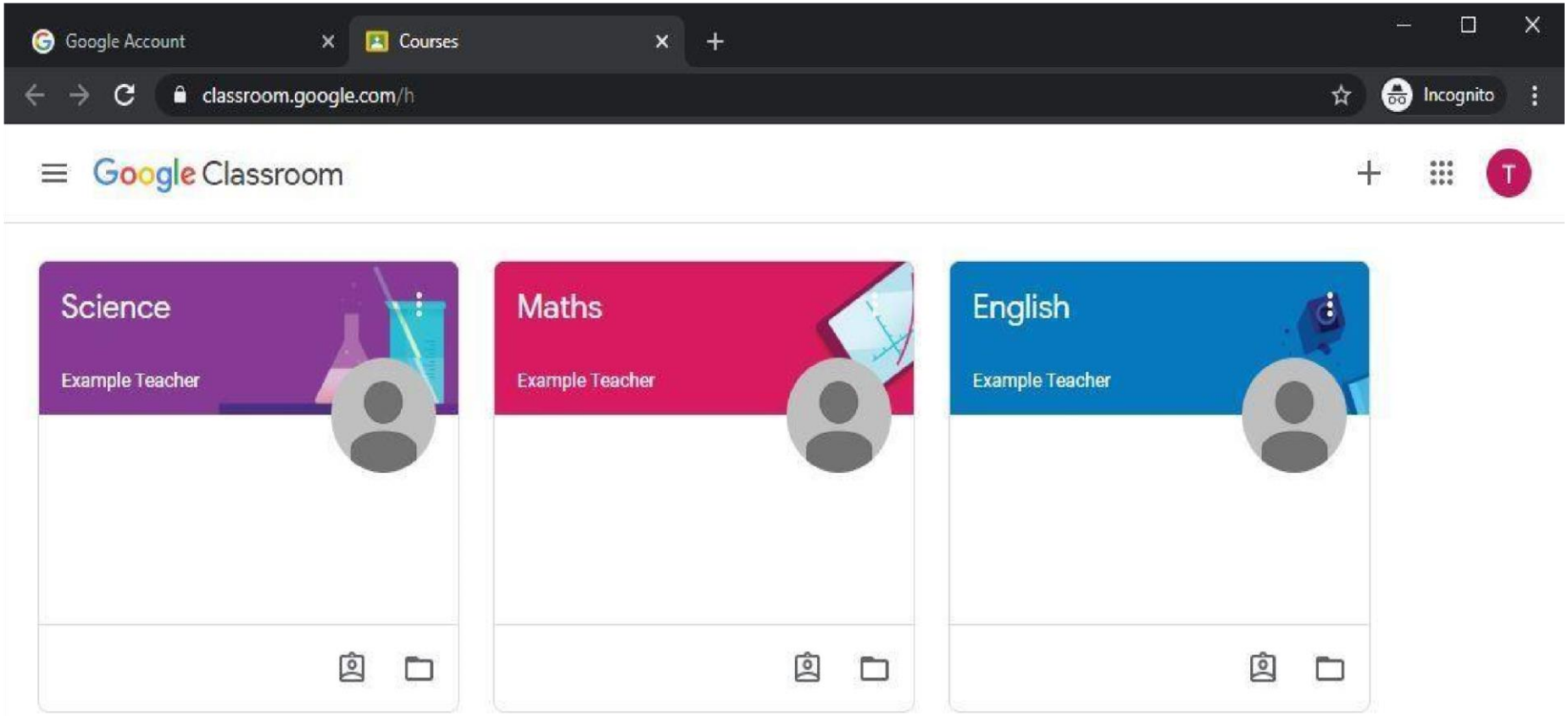
Accessing Google Classroom – the APP

You can download the google classroom APP from the Play Store or from the APP store.



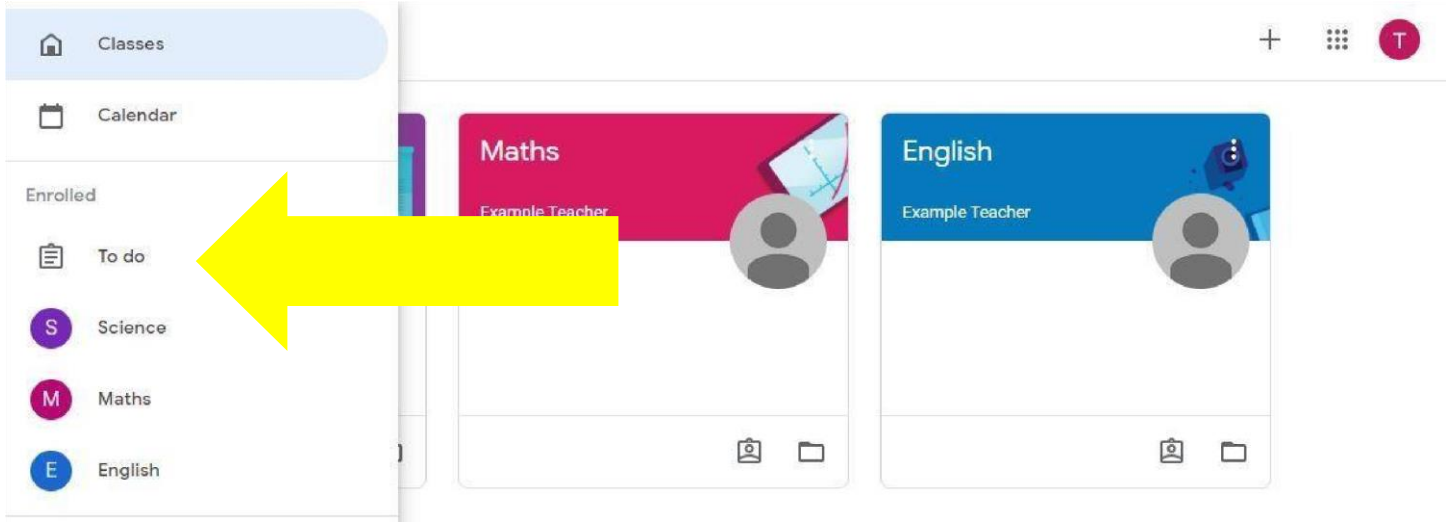
Accessing Classroom Homepage

Here you will find your classroom

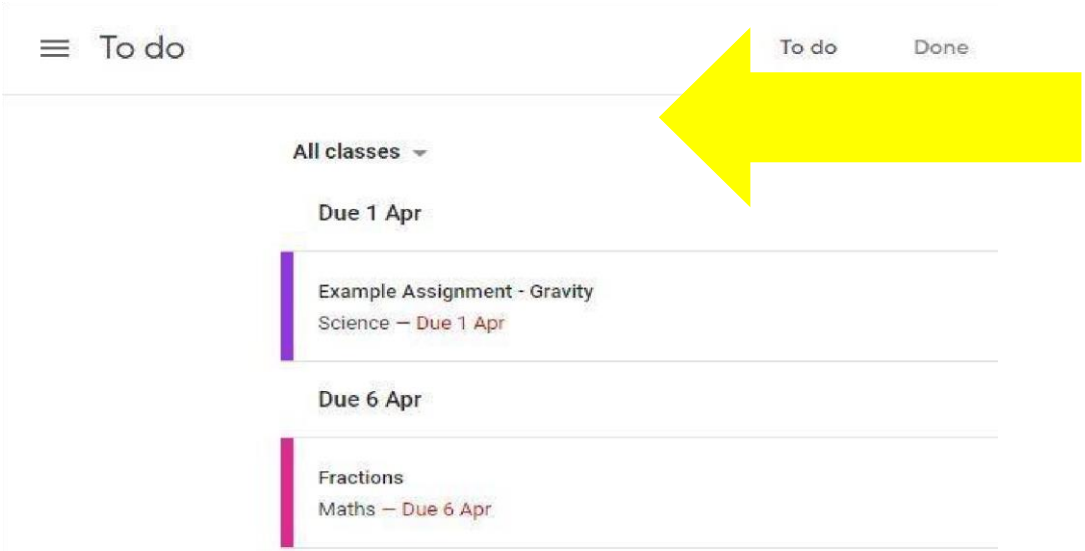


TO DO list

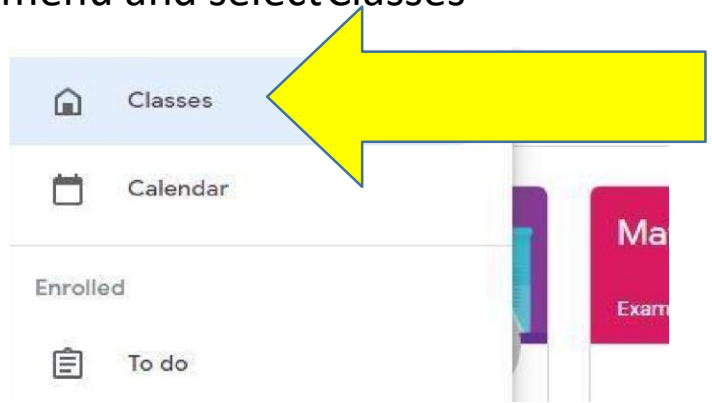
To quickly see a list of all work, select 'To Do List' from the menu on the left (the 3 bars next to the word 'Google')



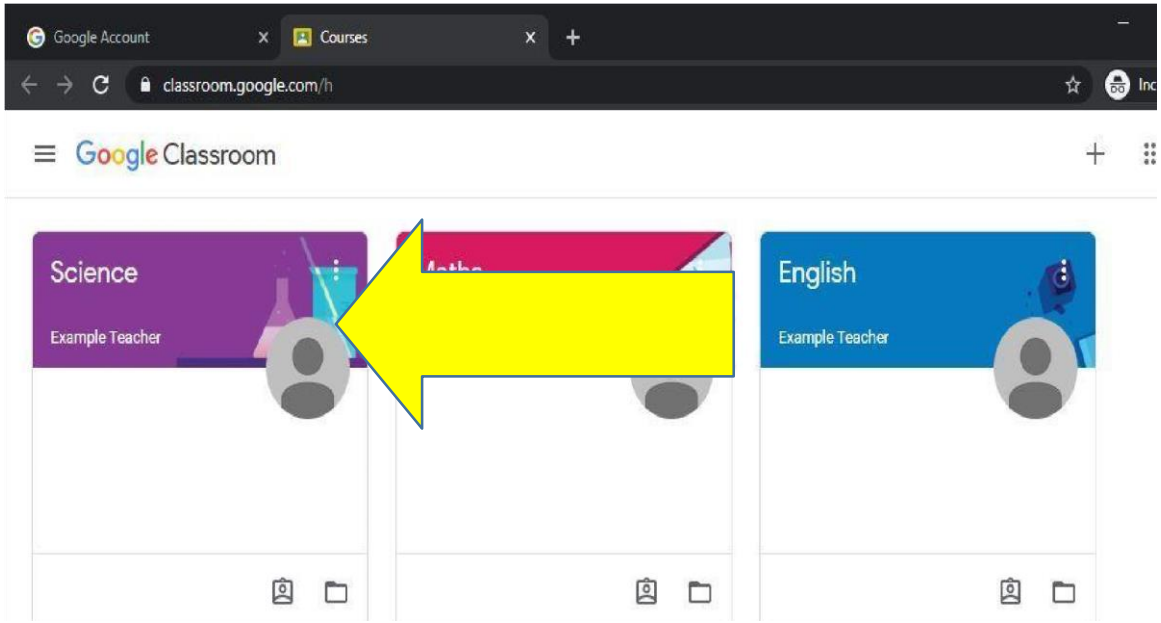
This will then display all outstanding work.



To return to the homepage, click on the burger menu and select 'Classes'

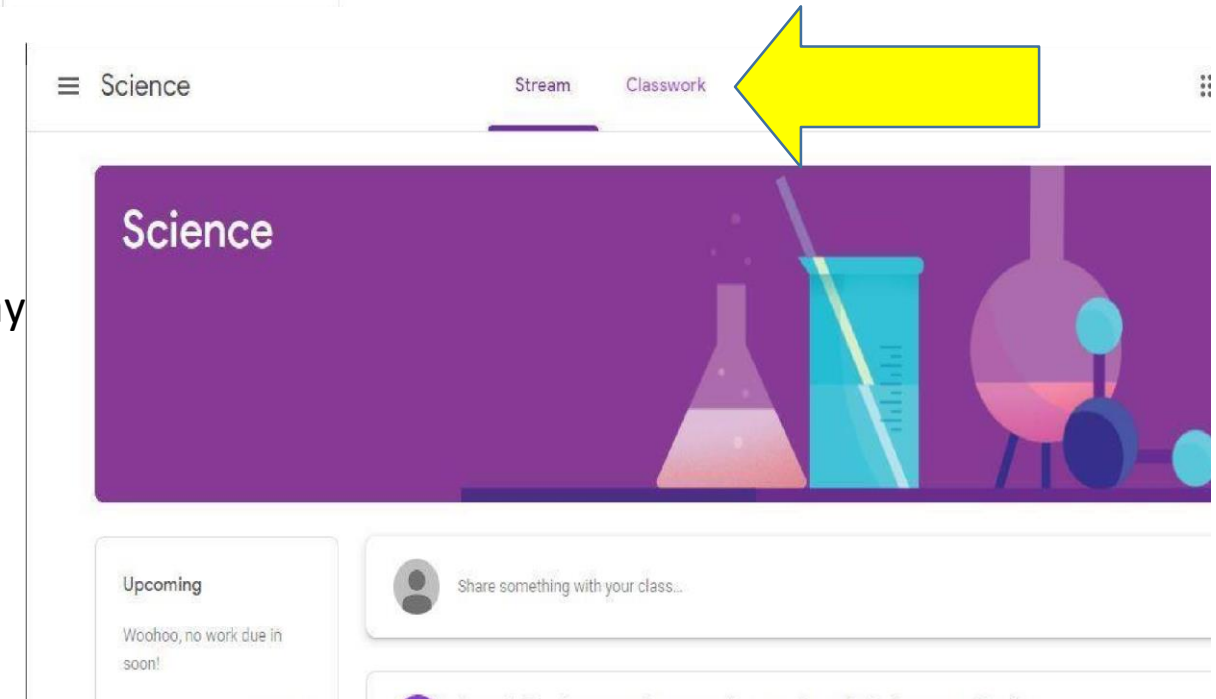


Individual classroom pages



To open a Classroom click the tile on the homepage.

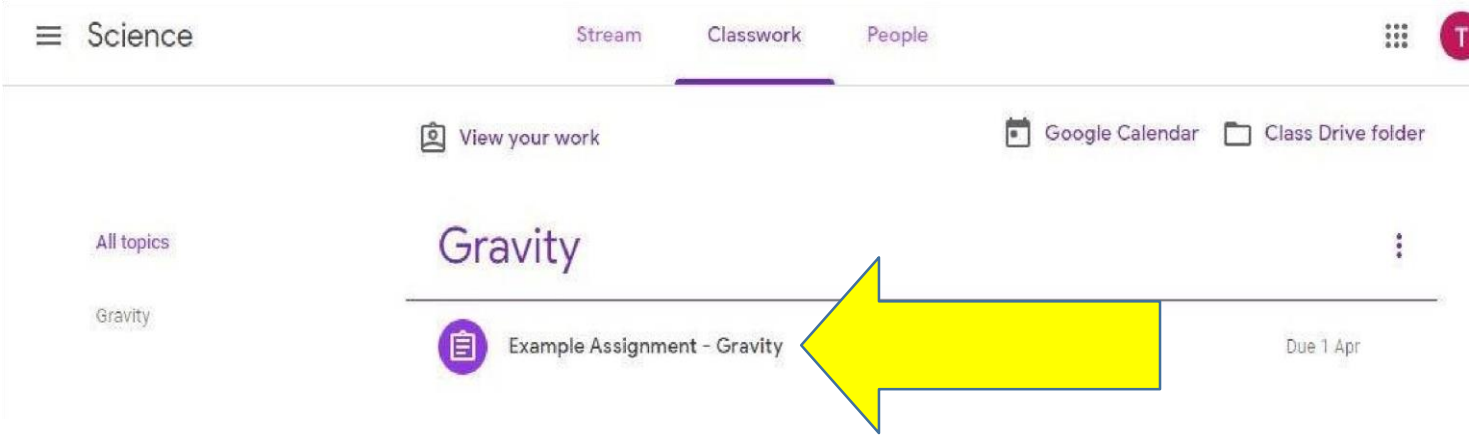
This will open the classroom and display the stream. This is a social media style page of everything happening in the classroom.

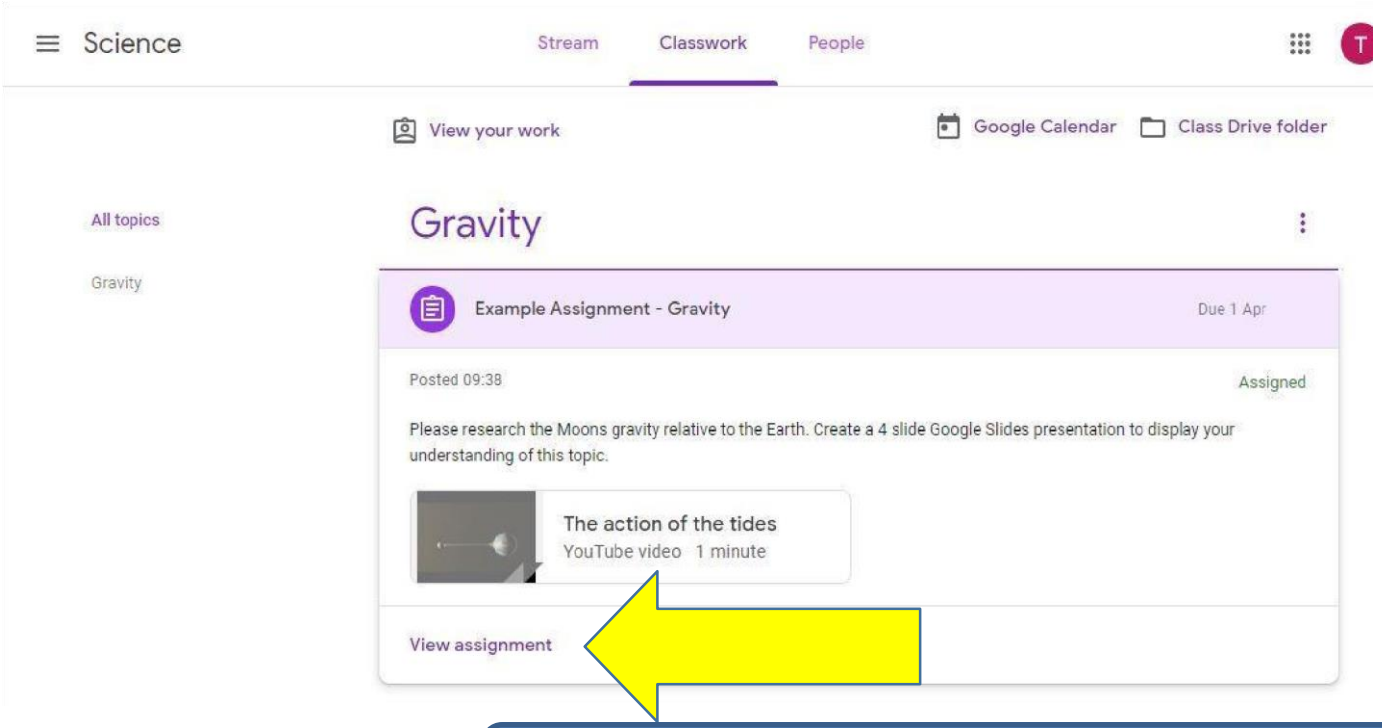


Classwork page

To access work for a subject, click on ‘Classwork’.

Here you will see all set work for that subject.





To see an assignment's detail, click on its title.

Classroom then displays the details of the assignment.

To respond to the assignment, click 'View Assignment'

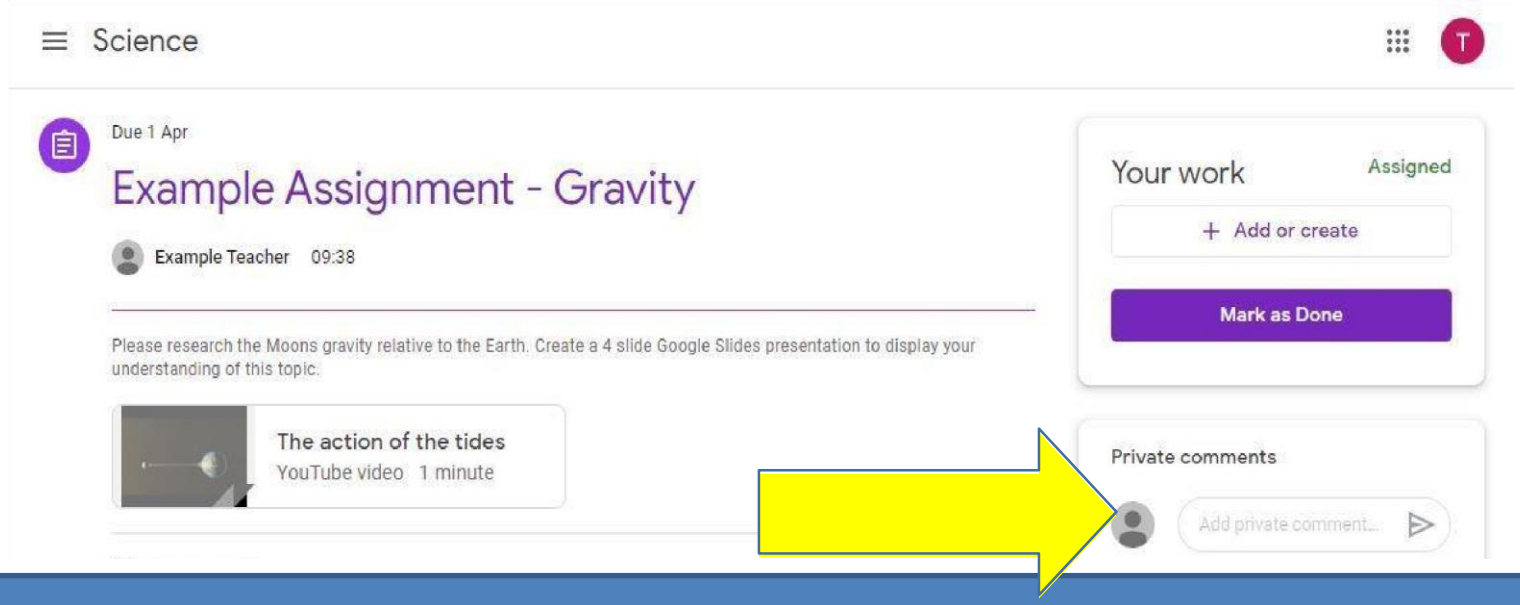
Assignments

There are a number of ways that your teacher may have set you an assignment.

1) A task that requires no work to be handed in for example a reading task in preparation for the next lesson.
2) A task that requires you to upload some work you have created.
3) A task that requires you to complete a document that has already been created for you.
4) An online quiz.

Each type will require slightly different actions to hand it in as described on the next pages…

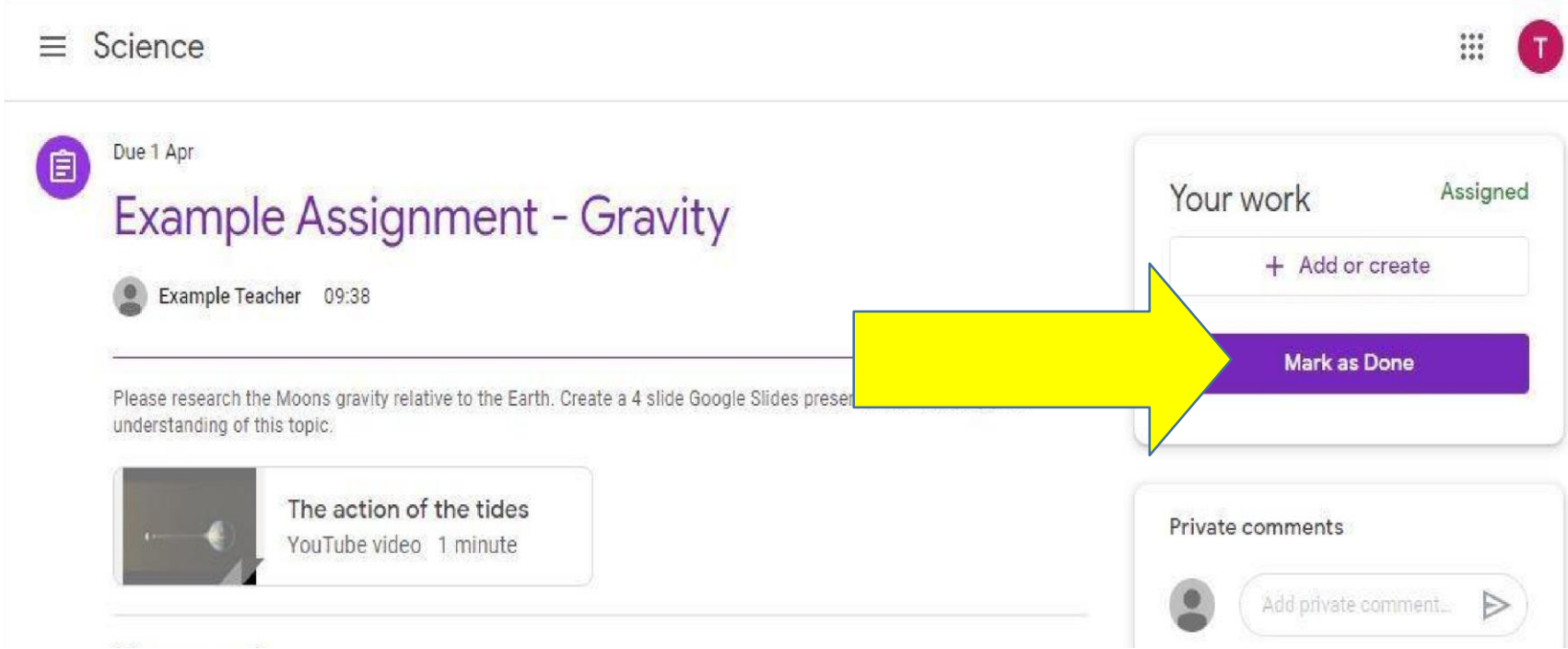
If you need help with the work, you can send a private comment to the teacher using the private comments box, this only goes to your teacher.



1) Completing assignments that require nothing to be handed in

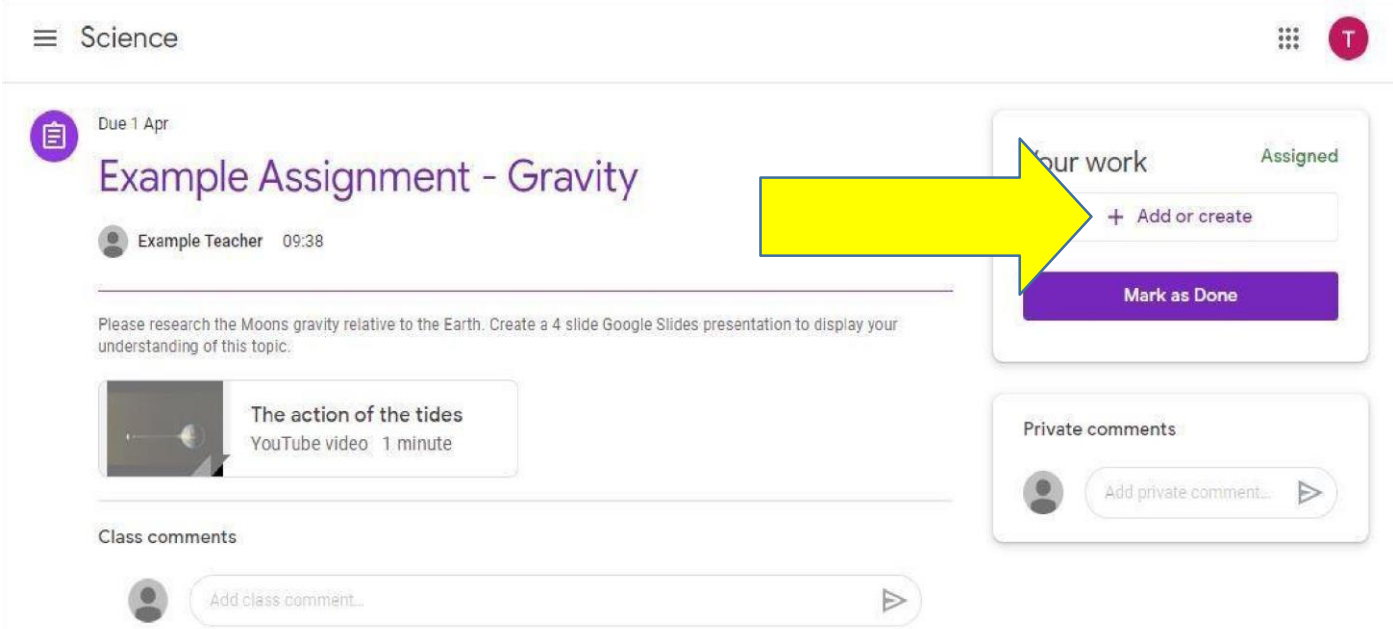
Your teacher may have set you a task that requires no work to be handed in for example a reading task in preparation for the next lesson.

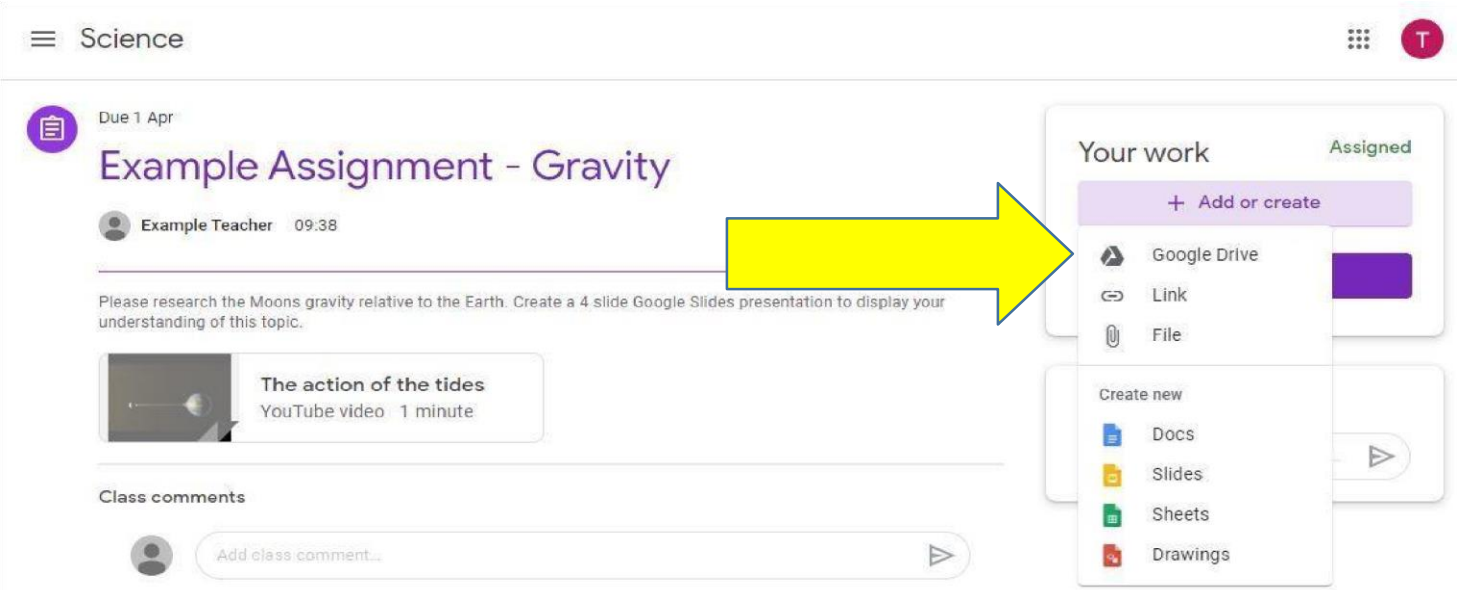
Once you have completed this task all you have to do is click on the “Mark as Done” button which will inform your teacher that you have completed the task.


Science
T
Due 1 Apr
Example Assignment - Gravity
Example Teacher 09:38
Please research the Moons gravity relative to the Earth. Create a 4 slide Google Slides
understanding of this topic.
The action of the tides
YouTube video 1 minute
Your work
Assigned
+ Add or create
Mark as Done
Private comments
Add private comment...

2) Completing assignments that require you to hand in workA –

Your teacher may ask you to submit work you have produced for your homework. You can submit a document from Google Drive, upload one from your device or create a Google document. To do so, click '+ Add or Create'. In this example you can see the teacher has included a link to a You Tube video.



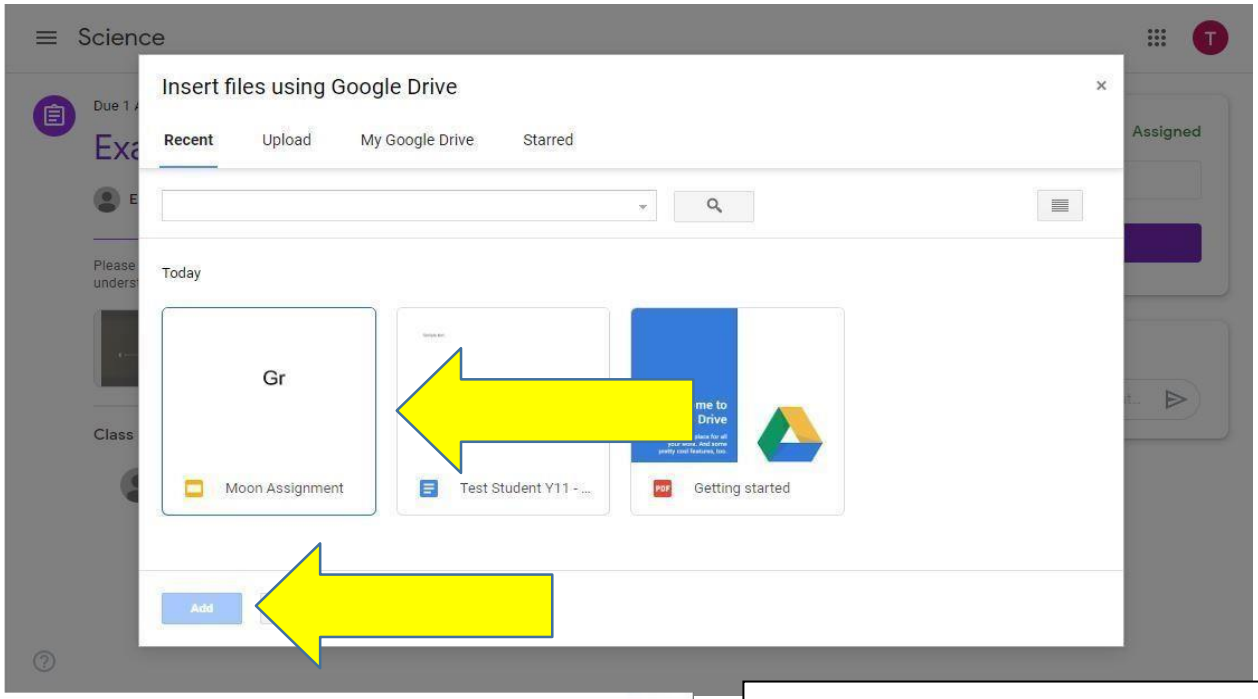


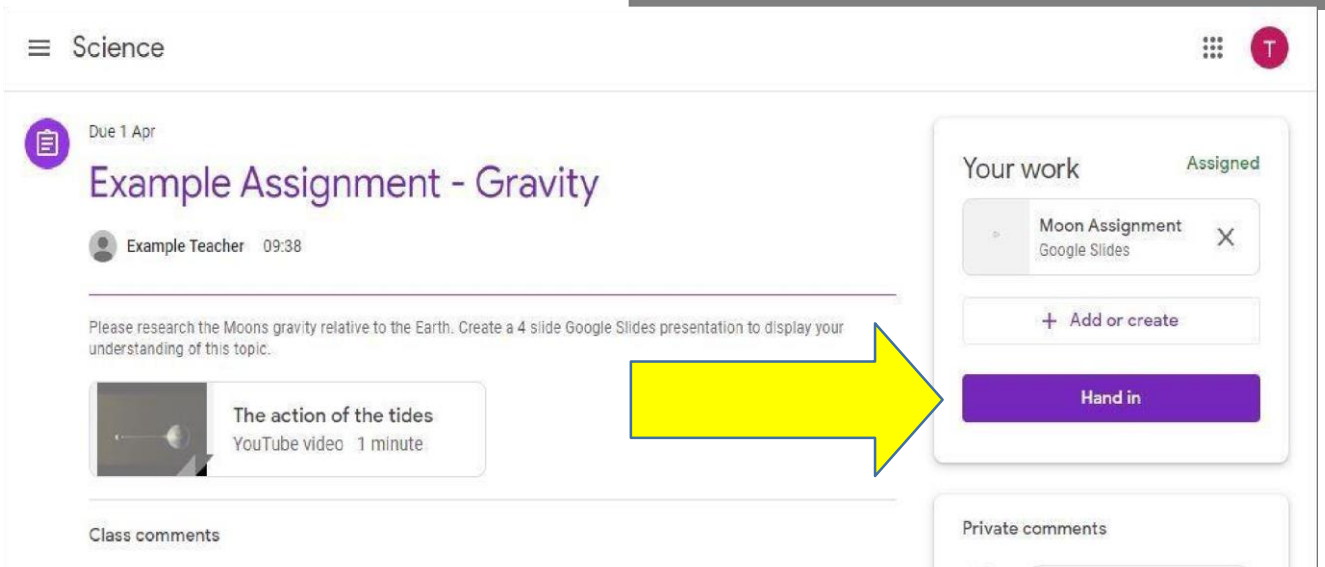
From the pop up menu, add a document from your Drive by selecting 'Google Drive', upload a file using ' File', or you can create a new document by selecting Docs/Slides/Sheets/Drawings.

2) Completing assignments that require you to hand in work (cont.)

To add a file from Google Drive. Click on ‘Google Drive’.

This will open a view of your google drive, we will attach the Google slide document called ‘Moon Assignment’. Click on the document and select ‘Add’.

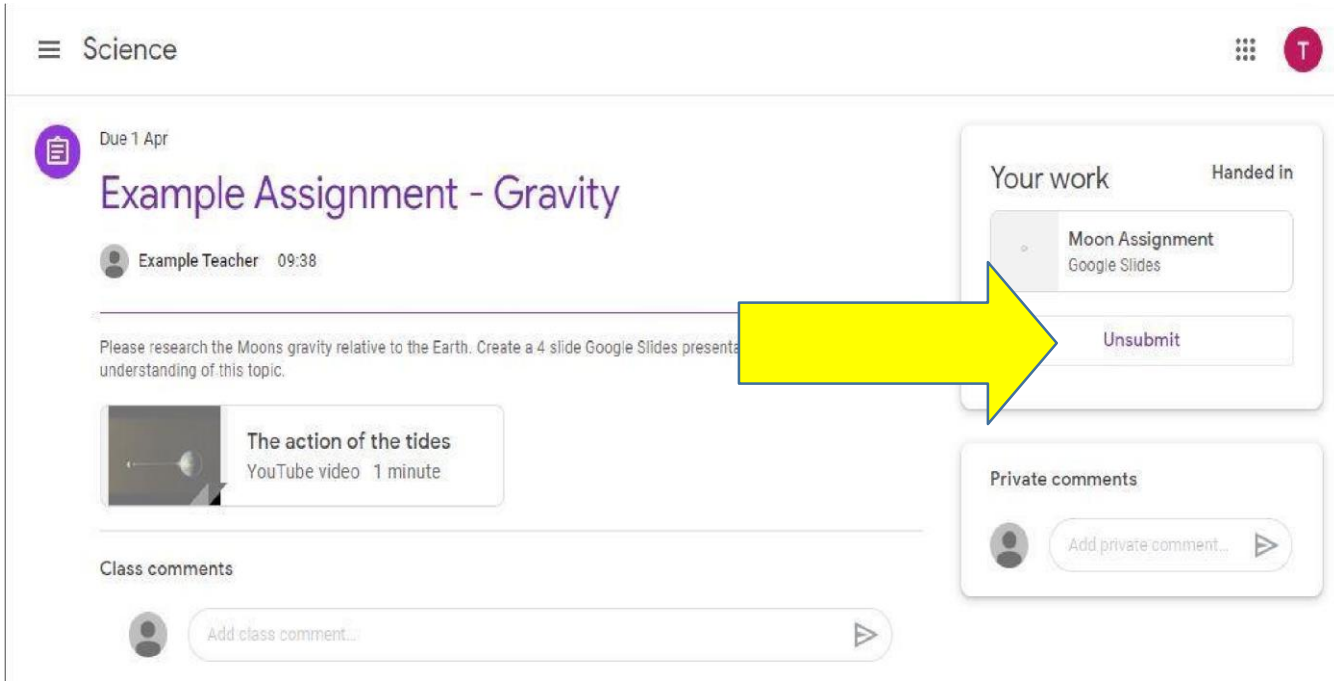




Classroom adds the selected document ready for you to hand in. Click ‘Hand in’, this sends the work to your teacher and they will get a notification that you have done so. The assignment will then show as ‘Handed in’.

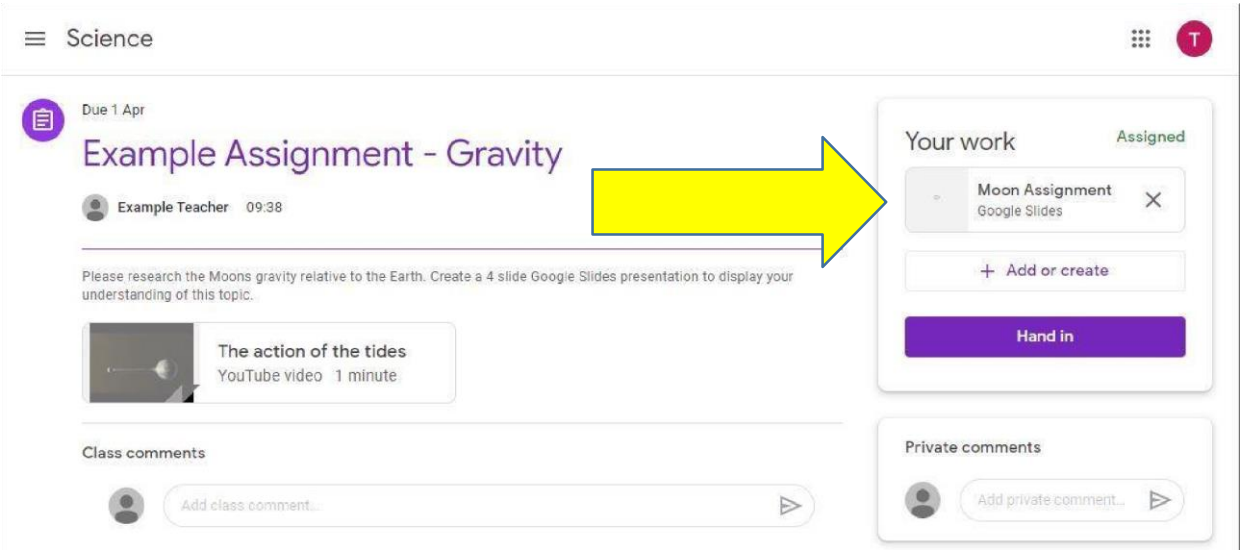
2) Completing assignments that require you to hand in work (cont.)

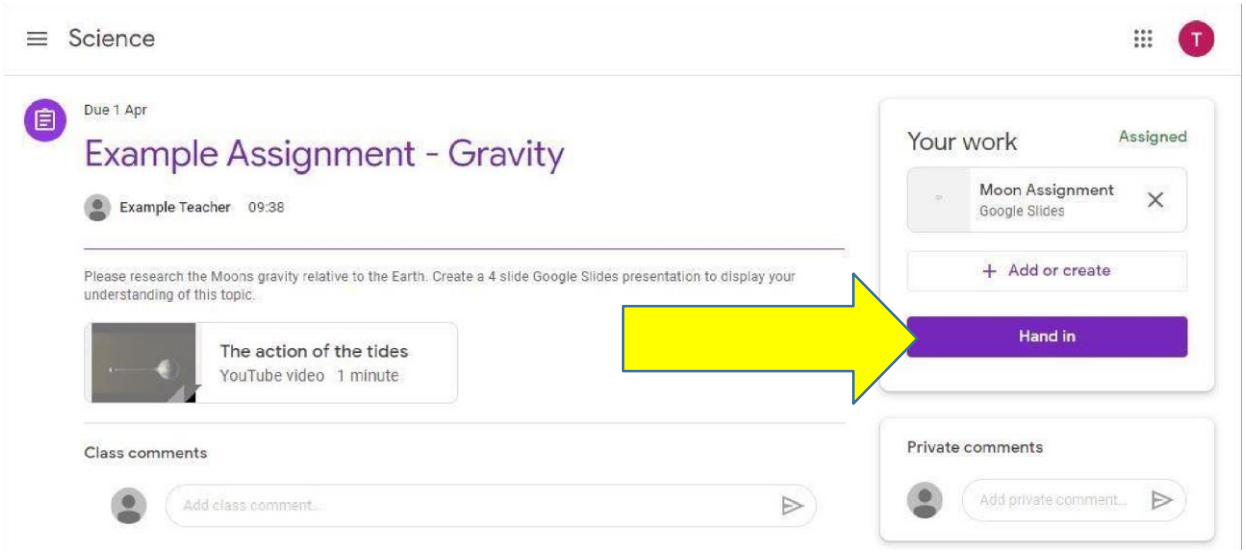
Classroom then displays a confirmation, if you need to change the document after Hand in, you can unsubmit the work and change it.



3) Completing assignments where you have to complete a document created by your teacher

Your teacher may have set you a task that requires to complete a template document they have created for you. This will already have a document in the "Your work" section.
Click on this document to open it, complete the work (it will automatically save as you complete it).

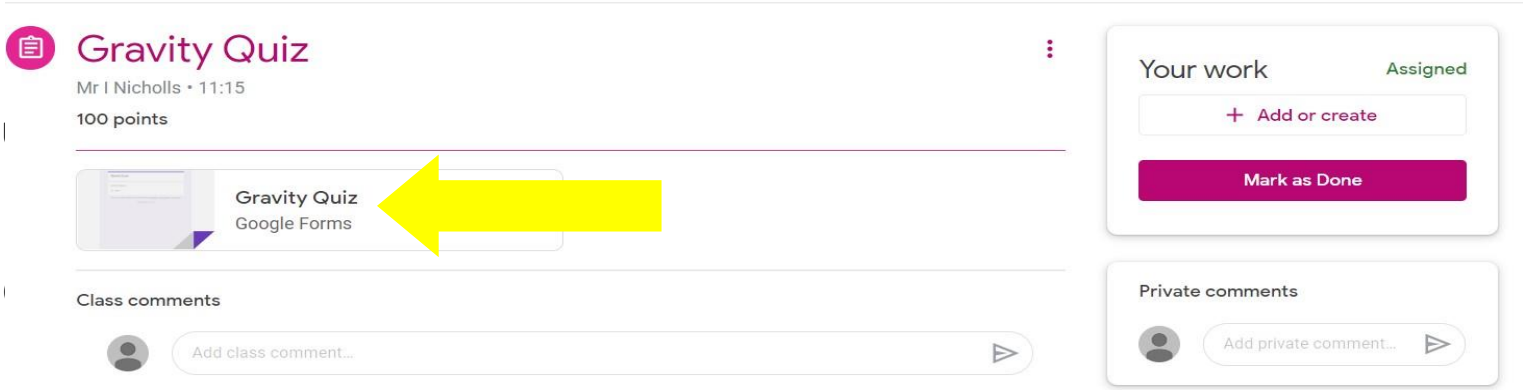




Once you have completed this task all you have to do is click on the "Hand in" button which will inform your teacher that you have completed the task
The task will show "handed in" instead of "assigned"

4) Completing assignments that are a online quiz

Your teacher may have set yo
an online quiz– which could
look like this.
Click on the quiz to open it an
once complete click ‘submit’

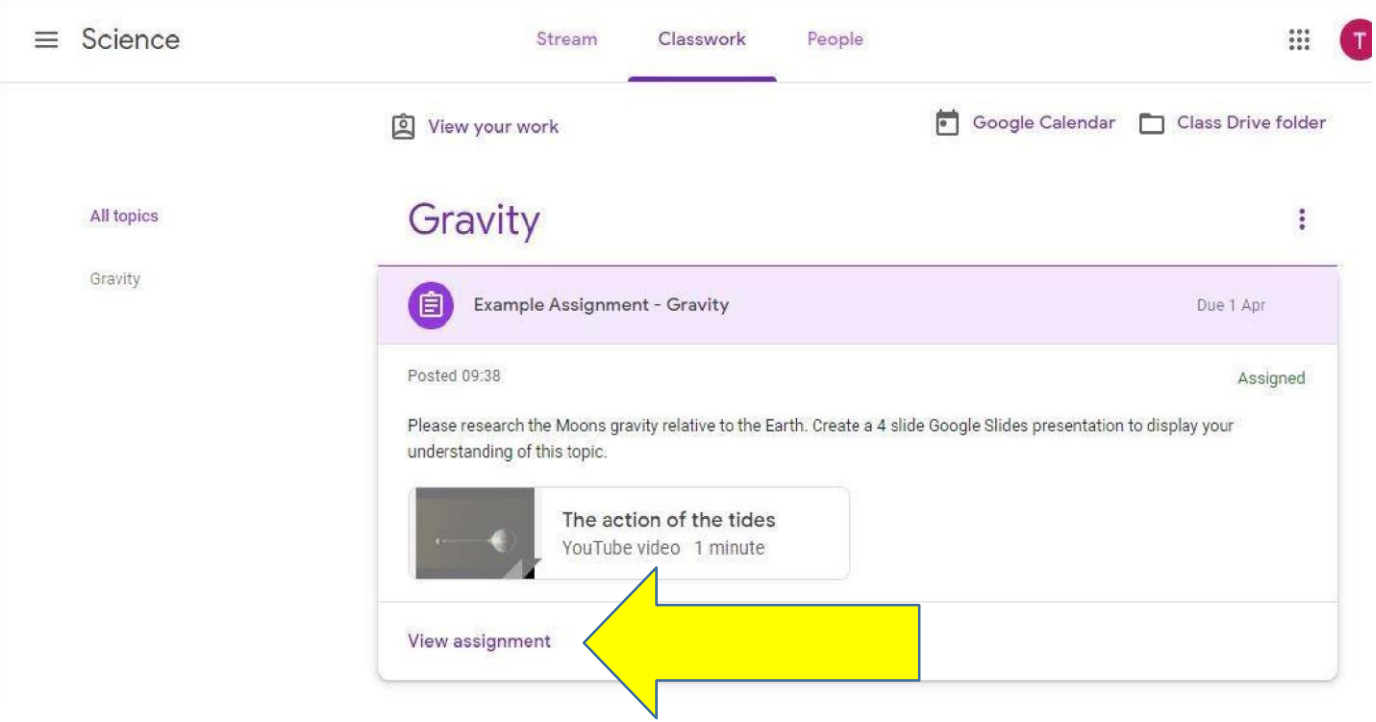


This will automatically hand in your work for you.

Receiving feedback on homework

There are a number of ways in which your teacher may give you feedback on your work:

- Verbally in class
- Online either as private comments or annotations on your work
- To see online feedback click on the classwork page and click ‘view assignment’



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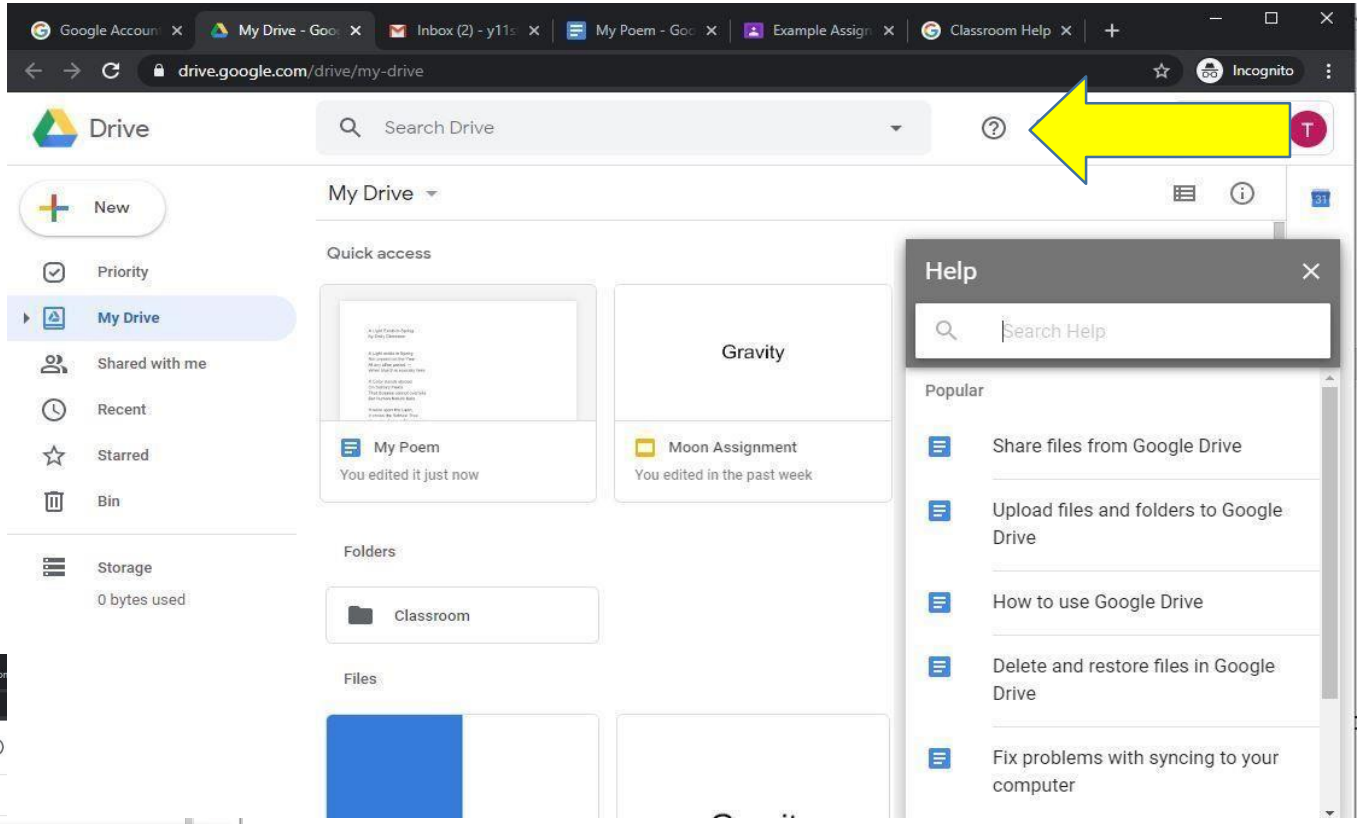
Please note!

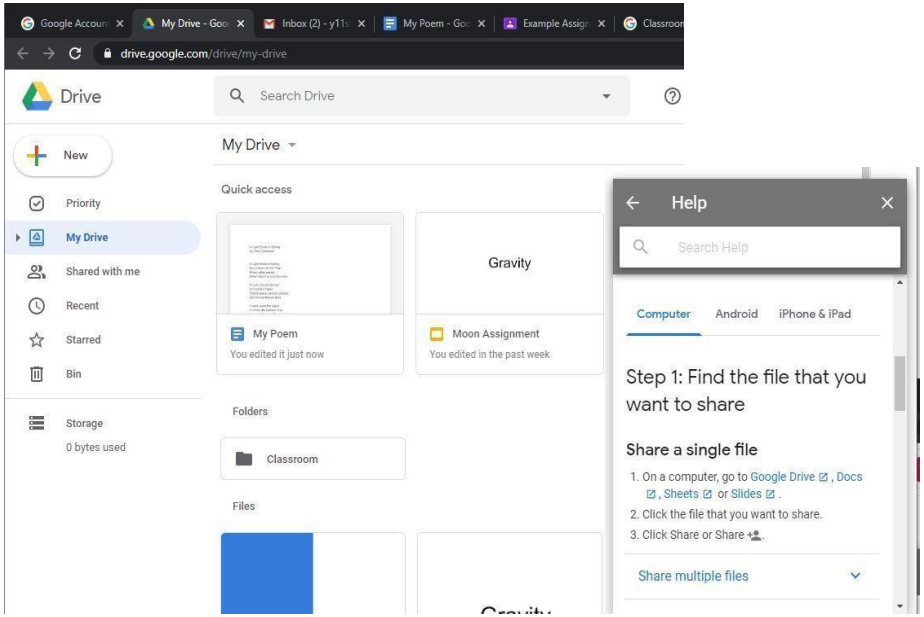
If a teacher feels an assignment has not been completed satisfactorily then they can send it back to you and its status will change from 'handed in' back to assigned.

More help

On every page in Google for Education you can find the help button.

Click on this and select ‘Help’, Google will the display a list on help topics related to the page you are on. Below is an example from Drive.





Pick a topic, help will be displayed for each type of device, computer, Android and iPhone/iPad.

If you require further help, please contact your teacher.