

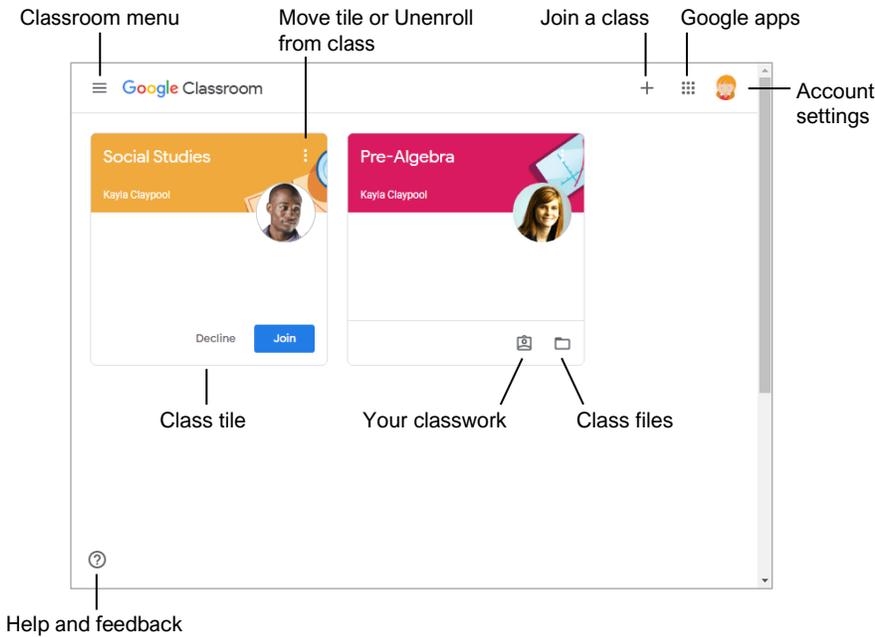


G Suite™

# Google Classroom: Students Quick Reference Guide



## The Google Classroom Screen

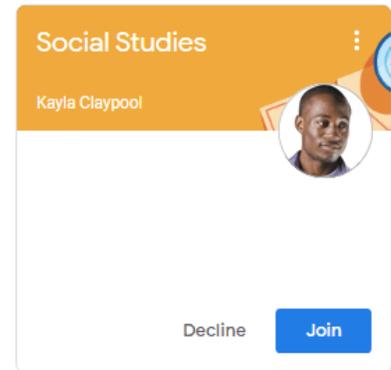


## Sign-in to Classroom

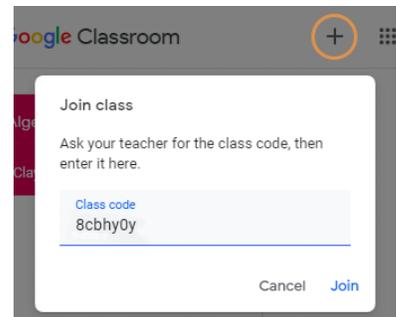
Navigate to **classroom.google.com** in a browser window. Click the **Go to Classroom** button, then enter your Google account email address and click **Next**. Enter your Google account password and click **Next**. You are brought to the Google Classroom home page and will see your profile picture at the upper-right corner, if you have one.

## Join a Class

If invited by a teacher, click **Join** on the class tile that appears on the Google Classroom page.



If entering a class code from a teacher, click the **Join a class** button, enter the class code, and click **Join**.



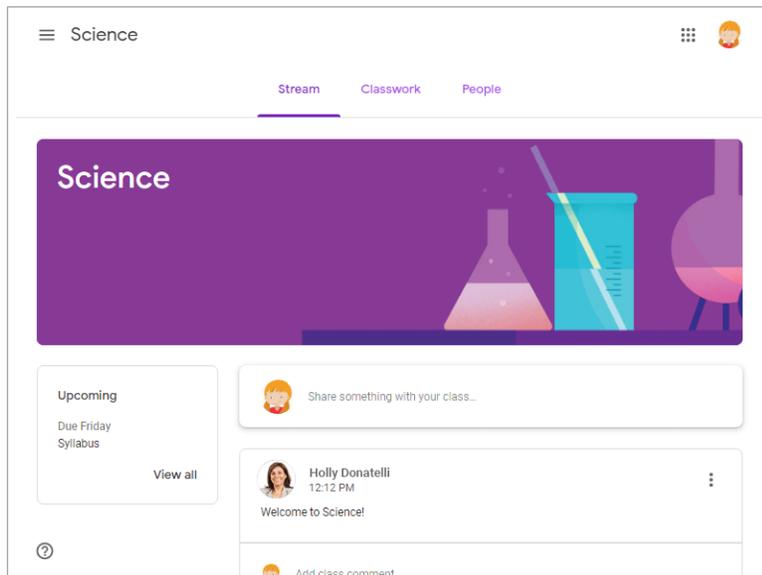
## Google Drive

Your Google Drive is connected to your Google Classroom account. A Classroom folder is automatically created for you in your drive at **drive.google.com**.

## Commenting

Class comments are visible to everyone in the class. Private comments posted are only visible to the teacher.

## The Class Screen



**The Stream page:** Shows all the class activity, including upcoming assignments that are due and any recent posts from the teacher or other students.

**The Classwork page:** Where you go to view and complete any assignments for the class.

**The People page:** Shows your teacher and a list of all your classmates.

## The Assignment Screen

The screenshot shows the assignment interface with the following elements and labels:

- Due date:** Due Nov 1
- Assignment Instructions:** Read chapter 1 and answer the questions.
- Comments visible to the class:** Add class comment...
- Assignment status:** Assigned
- Files attached by the teacher:** Emily Howard - #001 Chapter 1 Questions (Google Docs)
- Attach additional files:** + Add or create
- Turn in the assignment:** Turn in
- Comments only visible to the teacher:** Private comments (Add private comment...)

## Document Sharing

Once an assignment is turned in, it becomes a view-only file. Ownership of the document switches to the teacher to prevent changes. You will still be able to see your responses, but you lose editing abilities.

The screenshot shows a Google Docs document with the following content:

- Document title: Emily Howard - #001 Chapter 1 Questions
- View mode: View only (highlighted with an orange box)
- Content:
  - List one safety hazard while working in the science laboratory.  
Flammable chemicals
  - What is the proper safety response to a trash-can fire in a lab?

## Unsubmit Assignments

The screenshot shows the assignment interface with the following elements and labels:

- Assignment status:** Turned in
- Unsubmit button:** Unsubmit (highlighted with an orange box)

If the teacher has allowed it, an Unsubmit button appears after work is turned in. Unsubmit the assignment to gain back editing rights and make changes before the due date.

## View Your Assignments

If the teacher displays grades in Google Classroom, you can check grades on the View your work page. Click the **Classwork** tab, then click **View your work**. This page displays all your assigned classwork with due dates, as well as the status or grade received.

The screenshot shows the 'View your work' page with the following elements:

- Navigation tabs: Stream, **Classwork**, People
- Dropdown menu: All topics
- View your work button:** View your work (highlighted with an orange box)
- Links: Google Calendar, Class Drive folder

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