INTRO TO GOOGLE CLASSROOM

1

CLASSROOM.GOOGLE.COM

To access Google classroom, go to classroom.google.com and log in with your bard email address.

2

JOINING A CLASS

In the upper right click on the plus button to join a class. Enter the class code.

3

THE CLASS STREAM

Find announcements from your teachers and assignments posted in your stream.

4

OPEN TEMPLATES

From the stream, always click "OPEN" in an assignment to view templates the teacher may have attached.
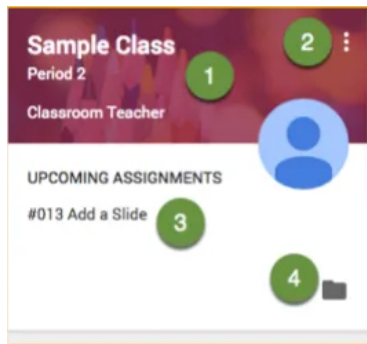
5

TURNING IN ASSIGNMENTS

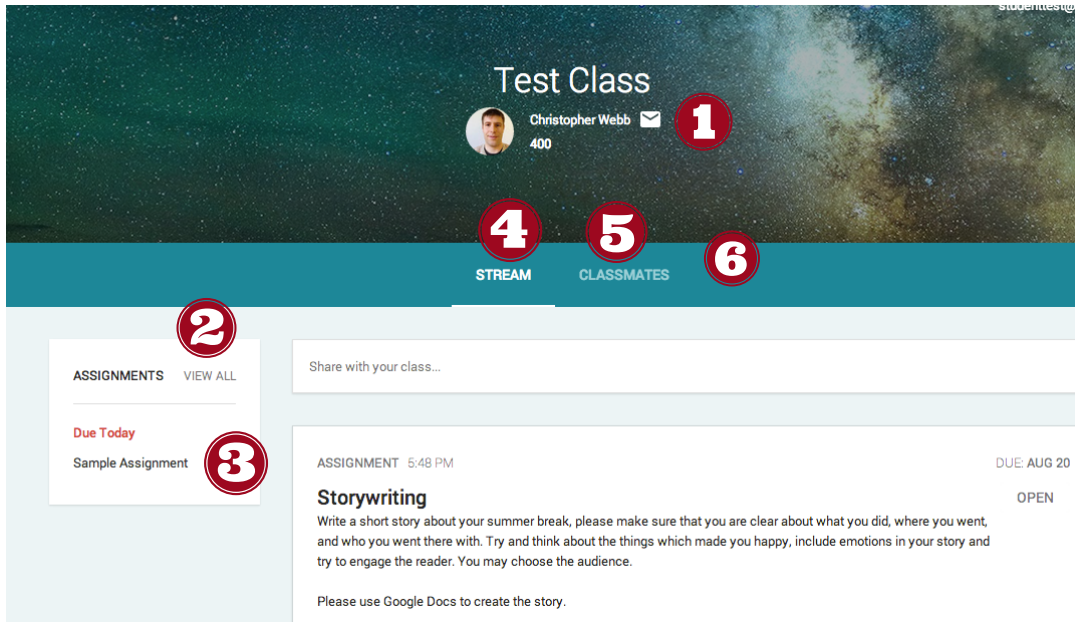Click the blue turn in button when complete or mark as done.

PRIVATE COMMENTS

For each assignment, there is a private comment option. Click on open and locate at the bottom of the assignment. You can use this to ask a question or have a conversation with your teacher about the assignment.

1. Click class tile to enter the class page.
2. Click the "3 dots" to unenroll from the class if it's ended for the school year.
3. This links to upcoming assignments right on the class tile.
4. Link to your Google Drive classroom folder.

SAMPLE CLASS PAGE

1. Click the envelope icon to email your teacher.

2. Click "View All" to see list of all assignments.

3. Click assignment to view details.

4. The stream is where you can view all class announcements, assignments, and public class comments.

5. You can view a list of your classmates on this tab.

6. Sometimes teachers create an "About" tab for their class. That tab would be located here.

PARENT/GUARDIAN ACCESS TO GOOGLE CLASSROOM

Your parent/guardian may be added into your google classroom as your designated guardian. They can receive weekly or daily summaries that contain the following information:

– notification of any missing work: meaning any missing work at the time the email was sent
– Upcoming work: any work that is due that is due soon(either that day, tomorrow, or that week)
– Class activity: any announcements, assignments, or questions recently posted by the teacher

Please note: Guardians will not be able to view their child's work or assignment details through the summary emails. The google generated emails are only summaries.