



# Student Quick Guide to Google Classroom

by Evonne Hackett

[Classroom.google.com](https://classroom.google.com)

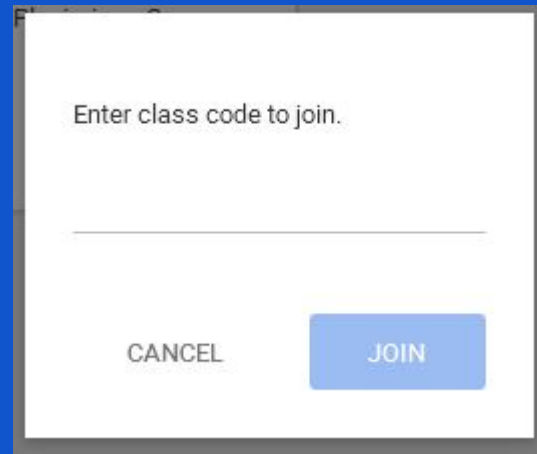
Go to the Classroom website and log in with your Google Apps email login

**Google Drive**

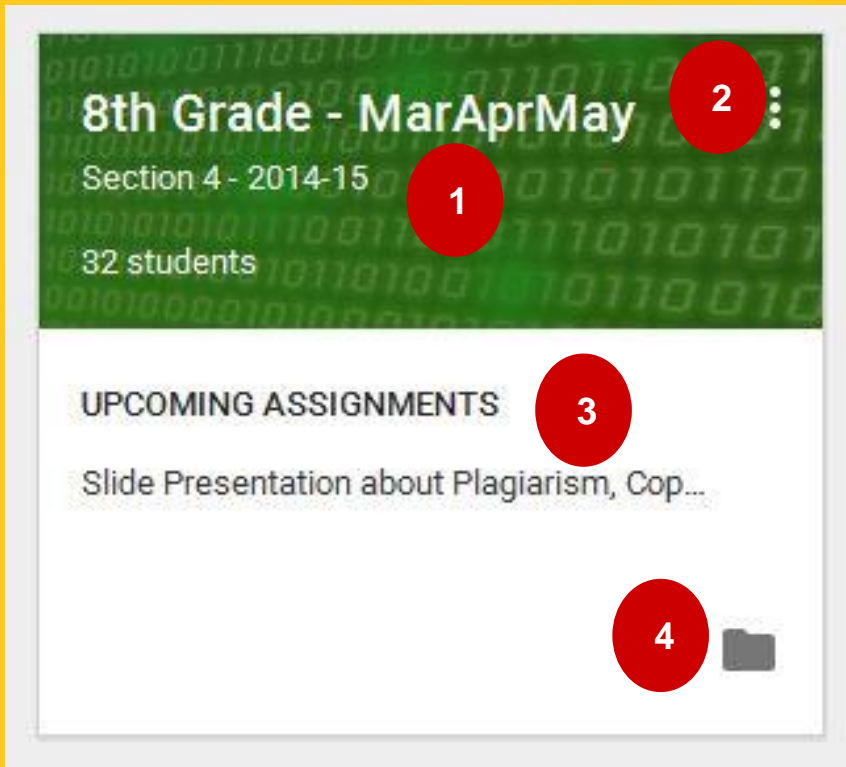
Google Classroom connects with your Google Drive account. A Classroom folder has been created for you in [drive.google.com](https://drive.google.com)

## Join a Class

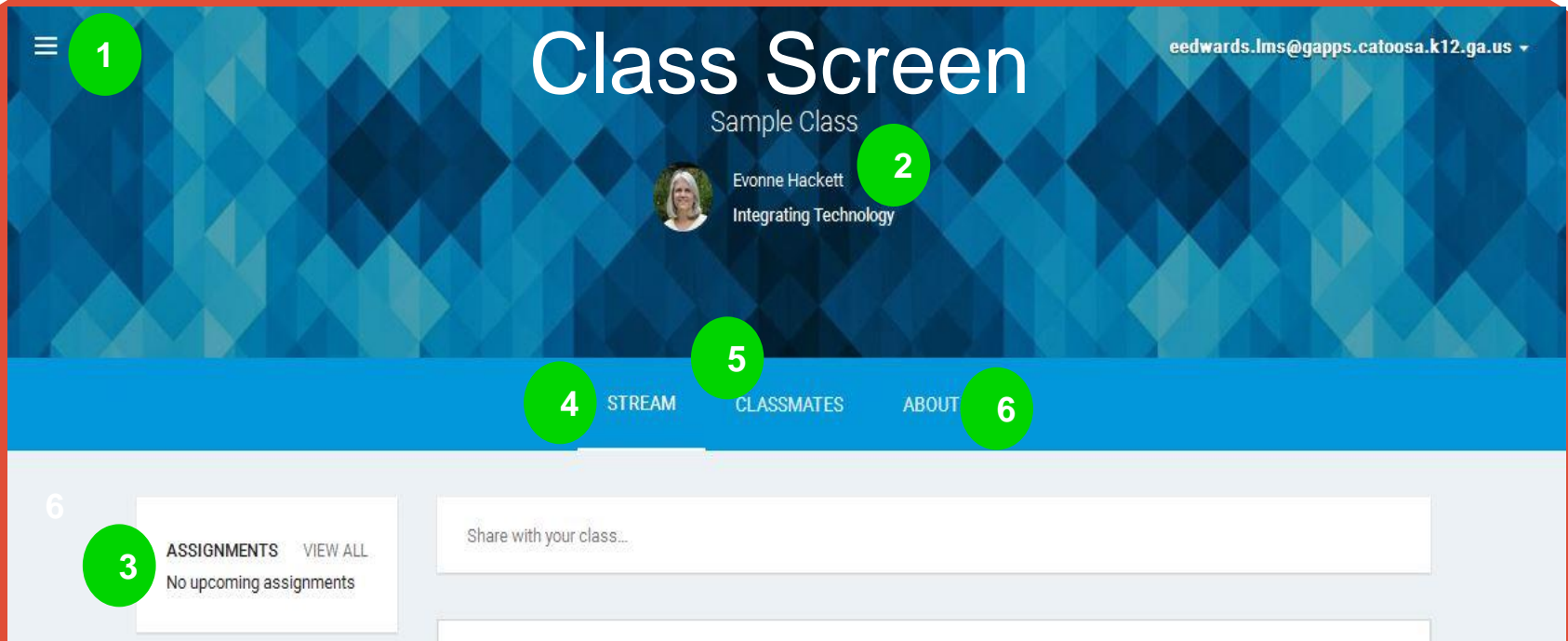
In the upper right - click on the plus button to join a class. Enter the class code. *Contact your teachers for the class code.*



# Class Tiles



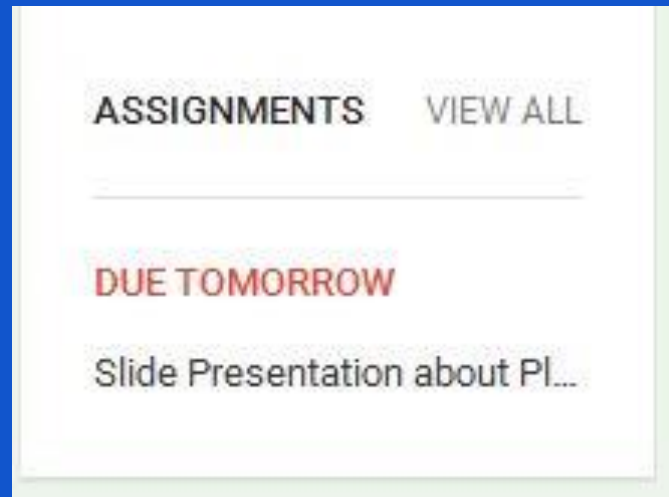
- 1 Click class title to enter class
- 2 Click the “3 dots” to Unenroll from class
- 3 Link to upcoming assignments right on the class tile
- 4 Link to your class folder in your Google Drive



- 1 Click the 3 lines (upper left) to go back to the class tiles screen
- 2 Click on the teachers name to email your teacher
- 3 View a list of all assignments and upcoming assignments
- 4 View the list of announcements, assignments and class comments in stream
- 5 View a list of your classmates
- 6 The about tab contains class info and links to general class operation

# View Assignment Details

From the stream or by clicking on the assignment title you can view assignment directions



# Open Templates

From the stream always click on “OPEN” in an assignment to view templates the teacher has attached



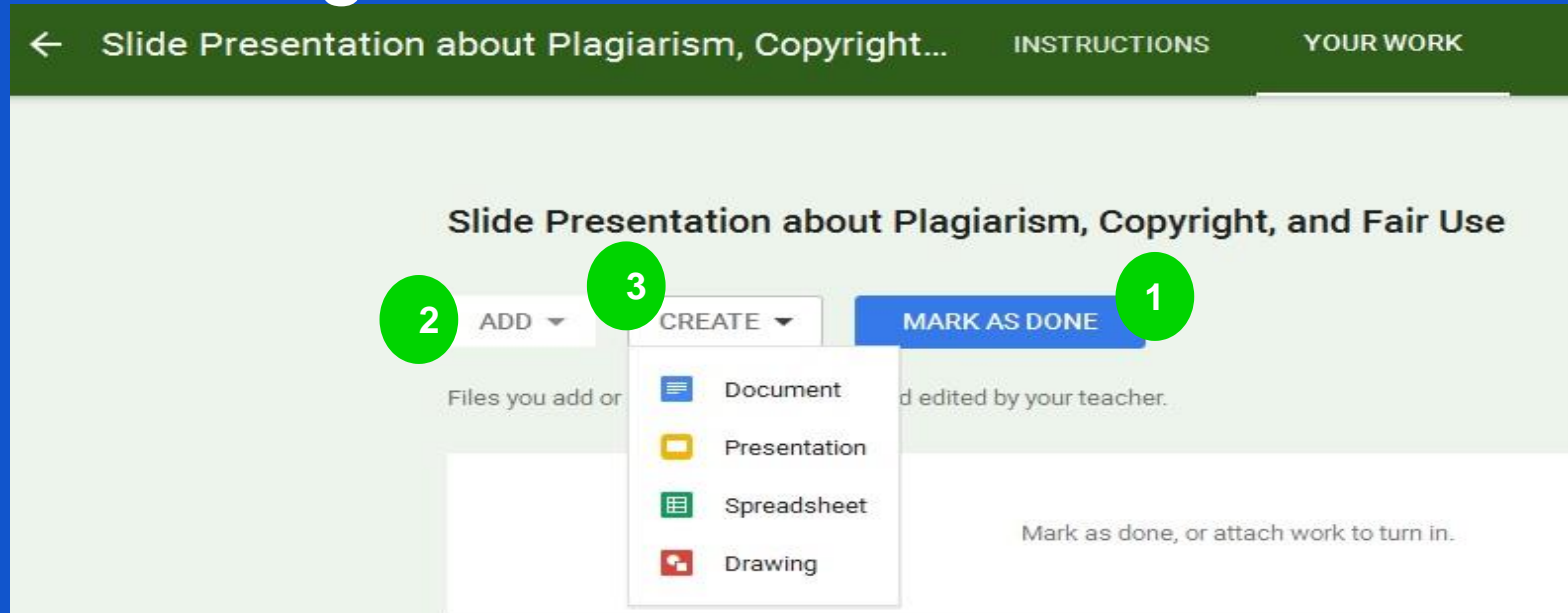
The screenshot shows a navigation bar with three tabs: 'STREAM', 'CLASSMATES', and 'ABOUT'. Below the navigation bar, there is an assignment card. The card has a header 'ASSIGNMENT 8:23 AM' and a red banner in the top right corner that says 'DUE TOMORROW'. The main title of the assignment is 'Slide Presentation about Plagiarism, Copyright, and Fair Use'. Below the title, there is a description: 'Create the presentation in groups of three. Everyone in the group must create one slide on each subject. Make sure your slide tells about a rule or gives an example for each subject.' To the right of the description is a grey button labeled 'OPEN'. A hand cursor is pointing at the 'OPEN' button. At the bottom of the card, there is a thumbnail for a Google Slides presentation titled 'Plagiarism, Copyright, & Fair Use' with the subtitle 'Rules and Examples'. To the right of the thumbnail, the text reads 'Group 10 Plagiarism, Copyright, & Fair Use - 8th Grade Google Slides'.

Comments Posted to the **STREAM**  
are Viewable to Everyone in the Class

Comments Posted to the  
**ASSIGNMENT** are Viewable Only  
by the Teacher

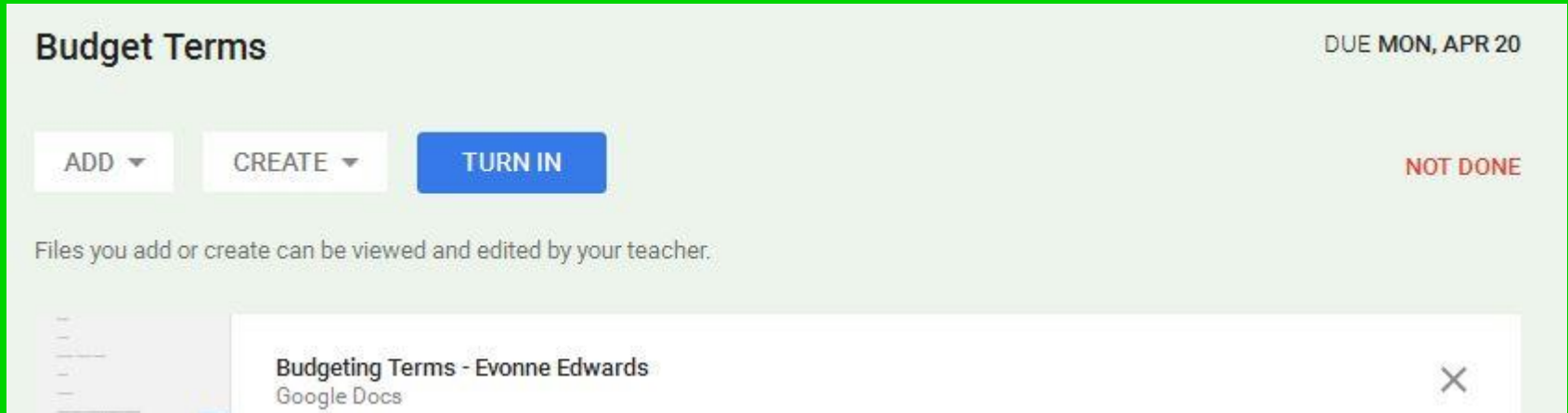


# Assignment Submission Screen



- 1 If the teacher has not attached a template document for you to complete you can simply “Mark as Done” by using the blue button if no document submission is needed
- 2 Submit a collection of Google documents from your Google Drive, video files, links to websites, office documents or other. There is no limit to the number of attachments you can submit.
- 3 Create Google documents right from Google Classroom. The file will automatically be shared with the teacher and place in your Classroom folder in Google Drive.

# Turn In Files



The screenshot shows the 'Budget Terms' assignment page in Google Classroom. At the top left, the title 'Budget Terms' is displayed. At the top right, the due date 'DUE MON, APR 20' is shown. Below the title, there are three buttons: 'ADD' with a dropdown arrow, 'CREATE' with a dropdown arrow, and a prominent blue 'TURN IN' button. To the right of these buttons, the status 'NOT DONE' is displayed in red. Below the buttons, a message reads: 'Files you add or create can be viewed and edited by your teacher.' At the bottom, a file card is visible for 'Budgeting Terms - Evonne Edwards' (Google Docs), with a close button (X) on the right.

If the assignment has files to submit the “Mark as done” button is shown as a “Turn In” button. Additional files can be added or created right in the Google Classroom to submit.

## Sharing

Turning in files switches ownership of the document to the teacher and prevents student editing

## Unsubmit

After turning in an assignment an unsubmit button appears. Use this to gain back editing rights

# My Assignments

The image displays two screenshots of a 'My Assignments' interface. The left screenshot shows a list of assignments under the heading '8th Grade - MarAprMay'. The assignments listed are: 'Digital Footprint' (due Apr 8), '038 Plagiarism / Copyright / Fair Use' (due Apr 10), '048 Work Ethics' (due Apr 13), and 'Timed Writing Typing Test 2'. A yellow box highlights the 'TO-DO' button in the top right corner. The right screenshot shows a similar list of assignments under the heading '8th Grade - MarAprMay'. The assignments listed are: '058 Infographics' (due Apr 14) and '028 About Me Google Slides' (due Apr 9). A yellow box highlights the 'DONE' button in the top right corner.

In the assignments section you notice a “To-Do” button and a “Done” button. These will give details of what needs to be done or let you know if you have completed the assignment and your grade if the teacher has graded the work.