A Guide for Students Using Google Classroom

Edition 1 – February 2021   *Author – Lewis Tembey*
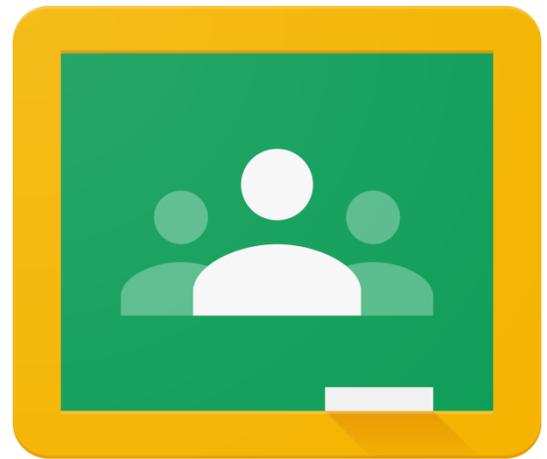
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Join a Class

Make sure to sign in with the correct school account. If you are already signed in and need to switch accounts, in the top-right corner, click your profile picture ⇒ select or add your account. Go to classroom.google.com.

See your Work
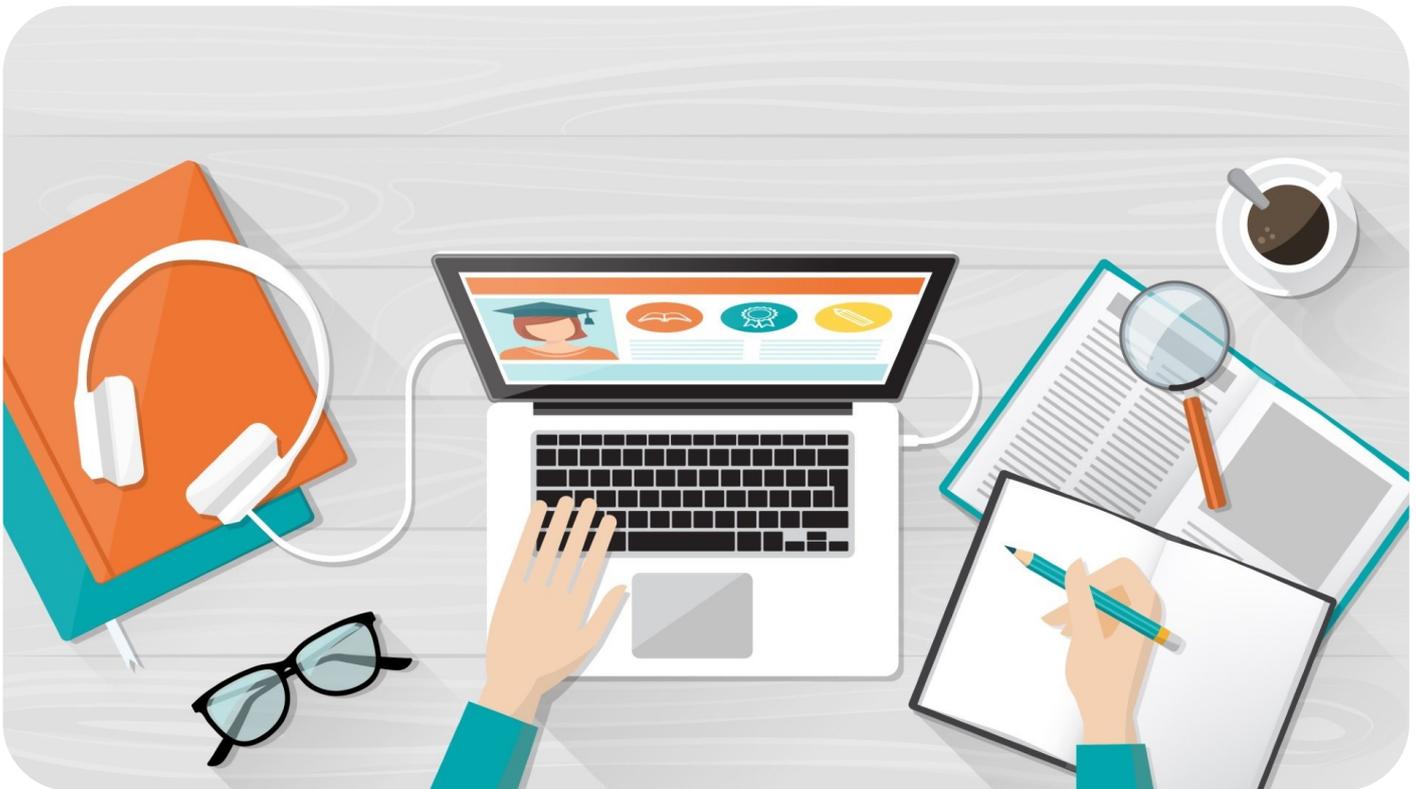
See Your Work for a Class (Quick View)

For all of your classes, you can quickly see upcoming assignments and announcements and what is late or missing. You can also arrange work by topic.

1. On each class card, you can review up to 3 assignments that are due in the next week

2. To see details, click the title of the work
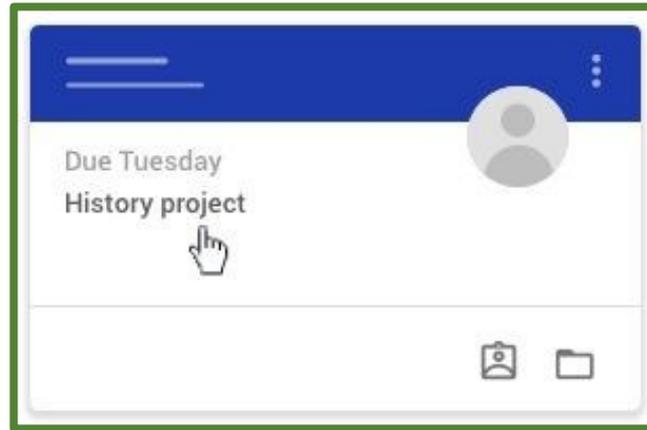
3. Click a class to see the latest assignments, questions, or announcements

See Your Work for all Classes

1. At the top, click **To-do** and choose an option:

    To see work assigned by your teacher, click **Assigned**

   To see work that you did not turn in, click **Missing**

    To see work that your teacher graded or returned, click **Done**

2. Click a title to see details of the work
3. (Optional) To see or hide work for a specific time period, click the Down arrow ⌄ or Up arrow ⌃

See Your Work for a Class (Full Details)

You can see a list of all your work for a class. You can check your grades, review assignments and due dates, and see any work that is late or missing. You can also filter your work by class.

1. On a class card, click **Your work** 🪪
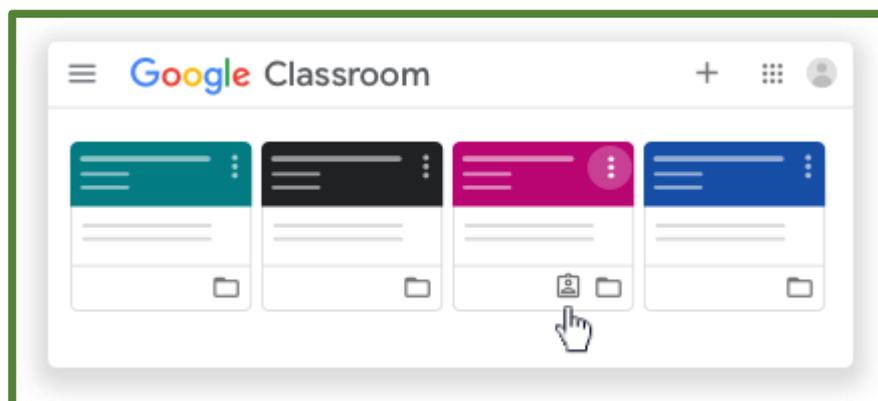
You can also click **the class** ⇒ **Classwork** ⇒ **View your work**
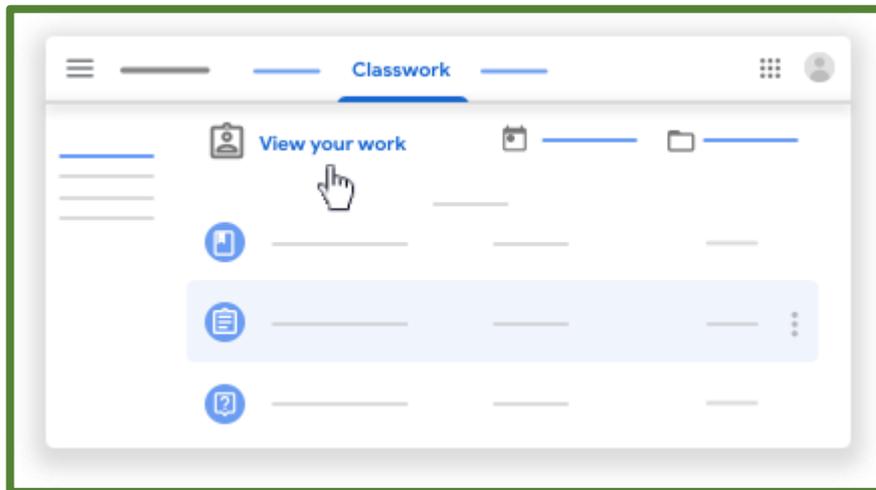
2. To see attachments, comments, or additional details for an assignment or question, click **the title of the work** ⇒**View details**
3. To filter your work, under Filters, click **Assigned**, **Returned with grade**, or **Missing**

Join a Google Meet/Live Lesson
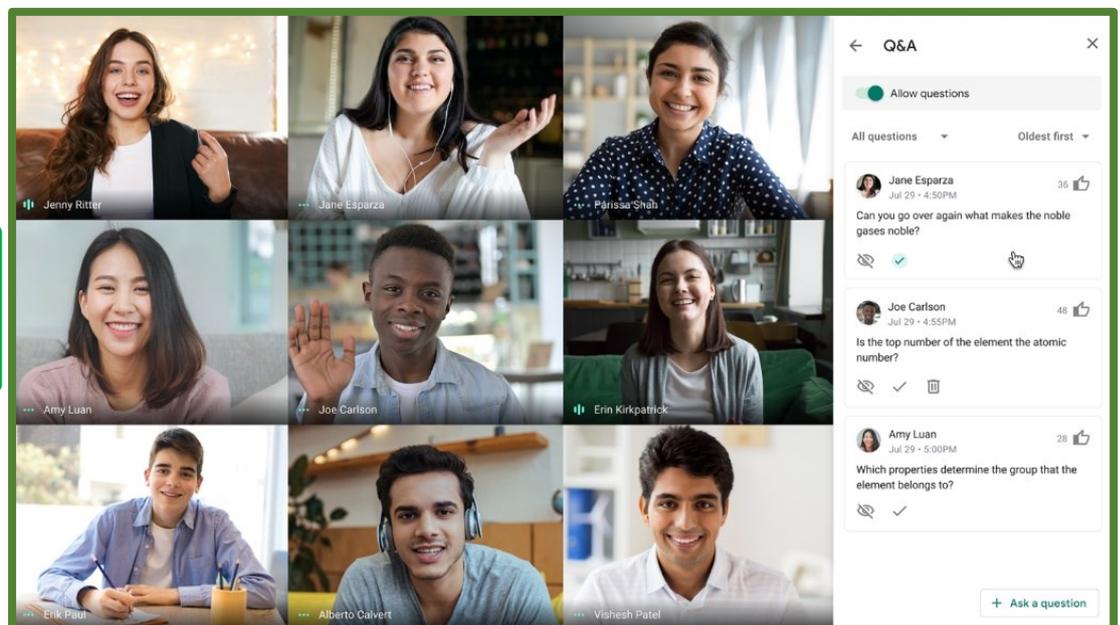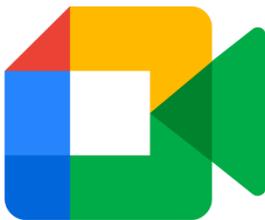
When your teacher turns on Meet for Classroom, you can join a live video meeting for your class. You can join a class video meeting after the teacher starts the meeting.

To use Meet, sign into **Classroom** with your school account. These live lessons will be recorded.

Choose an option:

On the **Stream** page, at the top, click the **Meet link**
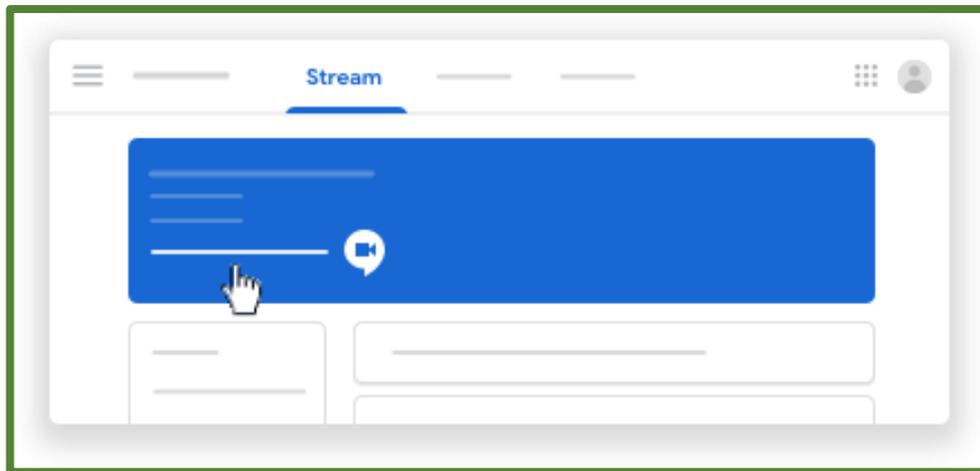
On the **Classwork** page, at the top, click **Meet** 📹
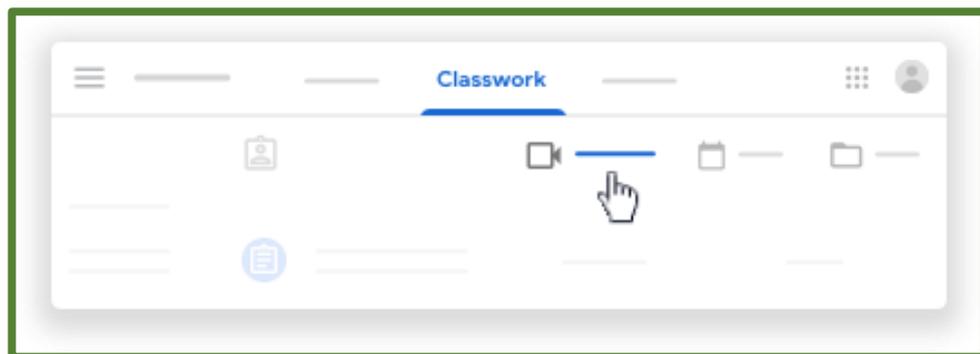
On an announcement or post, click the link for the **class video meeting**
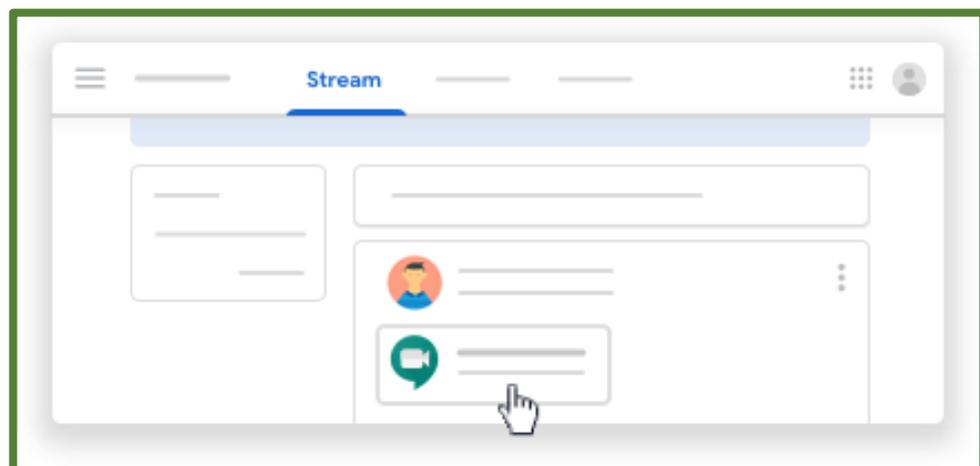
Turn in an Assignment (Hand in/Mark as Done)
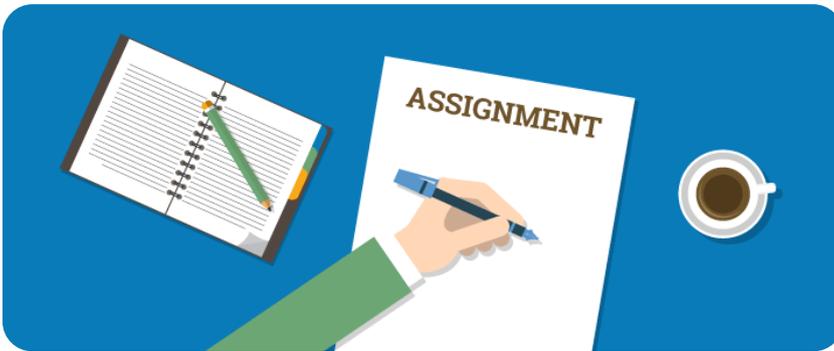
You turn in your work online in Classroom. Depending on the type of assignment and attachments, you will see Turn in or Mark as Done.

If you need to edit work that you turned in, you can Unsubmit the assignment before the due date, make your changes, and resubmit. However, any assignment turned in or marked done after the due date is recorded as late.

You can attach one or more files to your work. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you cannot attach a file that you do not own.

Click **the class** ⇒ **Classwork**

Click **the assignment** ⇒ **View assignment**

To Attach an Item

Under **Your work**, click **Add or create** ⇒ select Google Drive ⬠ , Link 🔗 , or File 📎
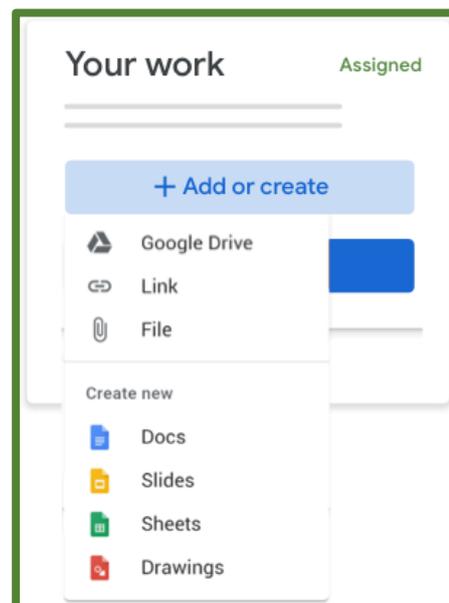
Select the attachment or enter the URL for a link and click **Add**. This can be a Word or PowerPoint document or something you have stored on Google Drive.

To Attach a New Document

Under Your work, click **Add or create** ⇒ Docs 📄 , Slides 🟨 , Sheets 🟩 , or Drawings 🟥 . A new file attaches to your work and opens.
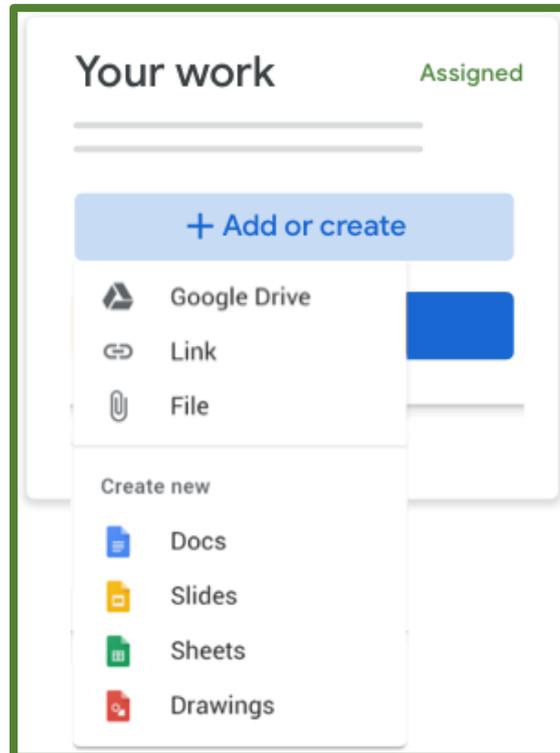
Click the file and enter your information. Click **Turn In** and **Confirm**

The status of the assignment changes to **Turned in**
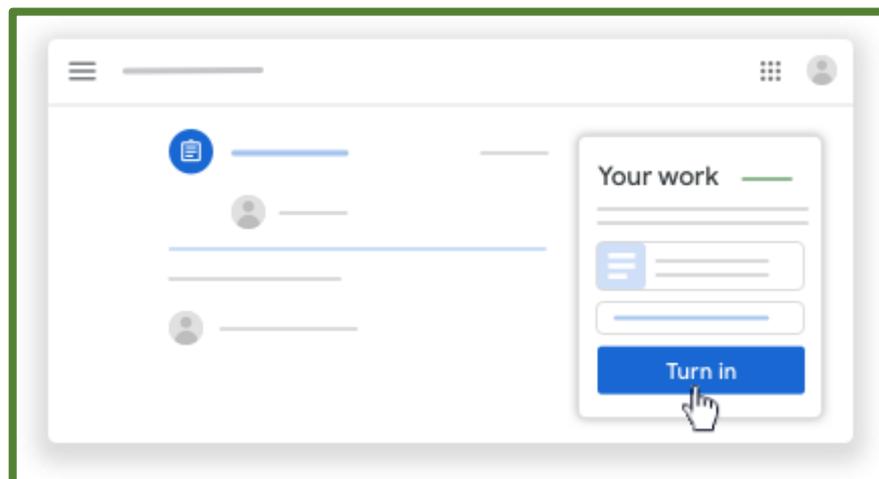
Important: If you get an error message when you click **Turn in**, let your teacher know.

Using the Mobile App to Insert a Photo or Other Attachment

You can use your camera in **Classroom**, upload a photo or more files to your work directly in the Google Classroom App. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you cannot attach a file that you do not own.

1. Tap **Classroom** 📗

2. Tap **the class** ⇒ **Classwork** ⇒ **the assignment**

3. On the Your work card, tap **Expand** ^
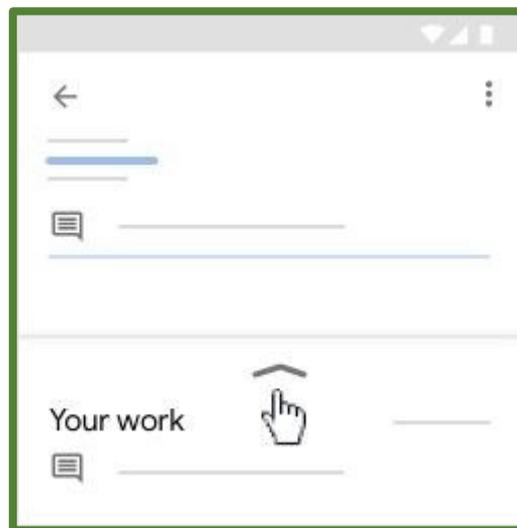
4. To attach an item:

    - Tap **Add attachment**

    - Tap Drive △ , Link 🔗 , File ⬆ , Pick photo 🖼 , or Use camera 📷

    - Select the attachment or enter the URL and tap **Add**

5. To attach a new doc:

    - Tap **Add attachment**

    - Tap New Docs, New Slides, New Sheets, or New PDF

    - For a new document, presentation, or spreadsheet, enter your information and tap **Done**

    - A new PDF opens as a blank file where you can write notes or draw images on it. When you are done, tap **Save**

6. **Note:** You can attach or create more than one file

7. To remove an attachment, tap **Remove** ✕

8. To add a private comment to your teacher, tap **Add private comment** ⇒ enter your comment ⇒ tap **Post** ▷

9. Tap **Turn In** and **Confirm**

   The assignment status changes to **Turned in**

Turn in a Quiz Assignment

1. Click **the class** ⇒ **Classwork**

2. Click **the assignment** ⇒ **View assignment**

3. Click **the form** and answer the questions

4. Click **Submit**. If the form is the only work for the assignment, the status of the assignment changes to **Turned in**

5. If there is more work to do for the assignment, click **Open assignment**

Turn in an Assignment with a Doc Assigned to You

If your teacher attached a document with your name in the title, it is your personal copy to review and edit. As you work, your teacher can review your progress before you click **Turn in**.

1. Click **the class** ⇒ **Classwork**

2. Click **the assignment** ⇒ **View assignment**

3. Click the image with your name to open the assigned file

4. Enter your work

5. On the document or in Classroom, click **Turn in** and **Confirm**
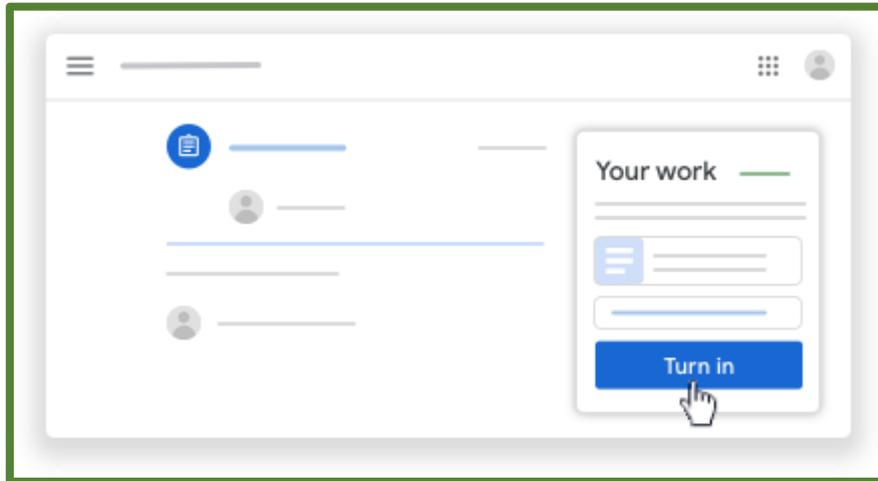
6. The status of the assignment changes to **Turned in**

   Important: If you get an error message when you click **Turn in**, let your teacher know.

Mark an Assignment Done

Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.

1. Click **the class** ⇒ **Classwork**

2. Click **the assignment** ⇒ **View assignment**

3. (Optional) To add a private comment to your teacher, under **Private comments**, enter your comment and click **Post** ▷

4. Click **Mark as done** and **Confirm**

The status of the assignment changes to **Turned in**

Unsubmit an Assignment

Want to make changes to an assignment that you already turned in? Just Unsubmit the work, make the changes, and turn it in again.

Important: Any assignment turned in or marked done after the due date is marked late, even if you previously submitted the work before the due date. If you Unsubmit an assignment, be sure to resubmit it before the due date.

REMOVE

1. Click **the class** ⇒ **Classwork**

2. Click **the assignment** ⇒ **View assignment**

3. Click **Unsubmit** and **Confirm**

Note: This assignment is now unsubmitted. Turn it in again before the due date.
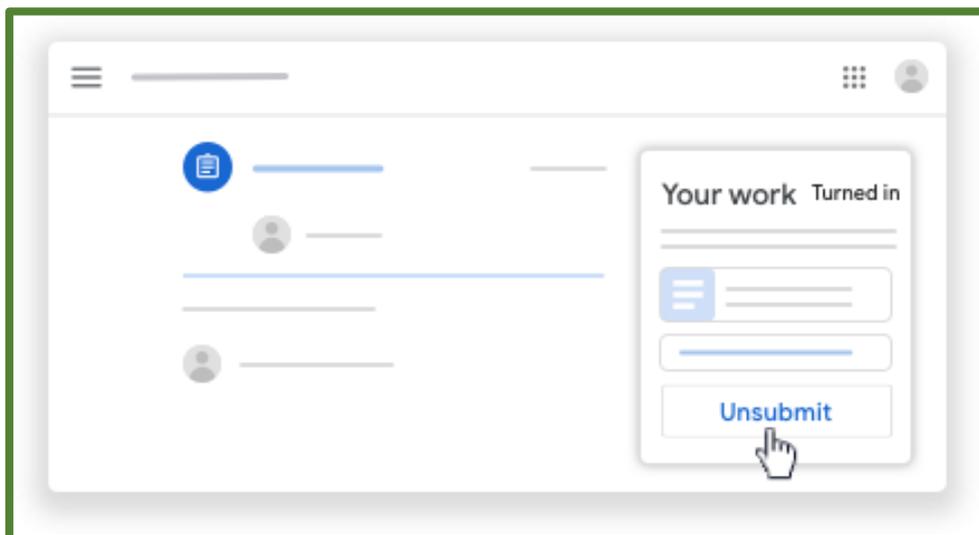
See Work and Check Assignments
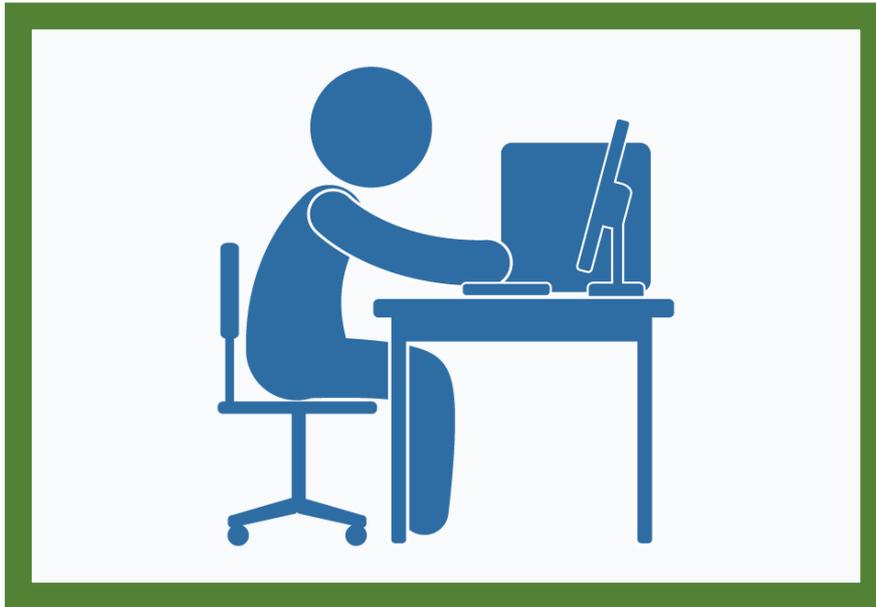
See Work Arranged by Topic

1. Click **the class**

2. At the top, click **Classwork**

3. On the left, click **a topic**

To see any instructions or feedback, click the post ⇒ **View assignment** or **View question**

## Check for Late or Missing Assignments

Your teacher sets the late-work policies for your class. However, Classroom does not prevent you from turning in work after the due date.

When your teacher assigns work, it is marked Assigned. If you do not turn in your work on time, it is marked Missing or Done late as soon as the due date or time arrives. For example, if work is due at 9:00 AM, turn it in by 8:59 AM. If you turn it in at 9:00 AM, it is late.

1. On a class card, click **Your work** 🪪

2. On the left, click **Missing**

3. To review more details, click an item ⇒**View details**

Communicate with Your Teacher

1. If your teacher allows, you can comment on other posts and comments. Teachers can delete comments. In a post, click **Add class comment** ⇒ enter your comment. Click **Post** ➤
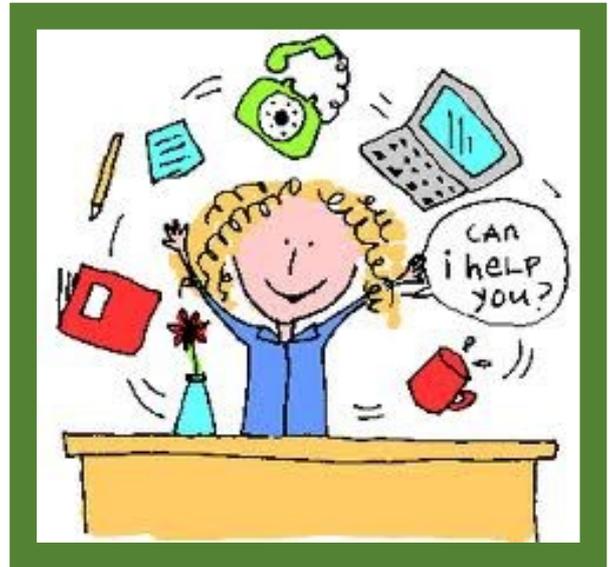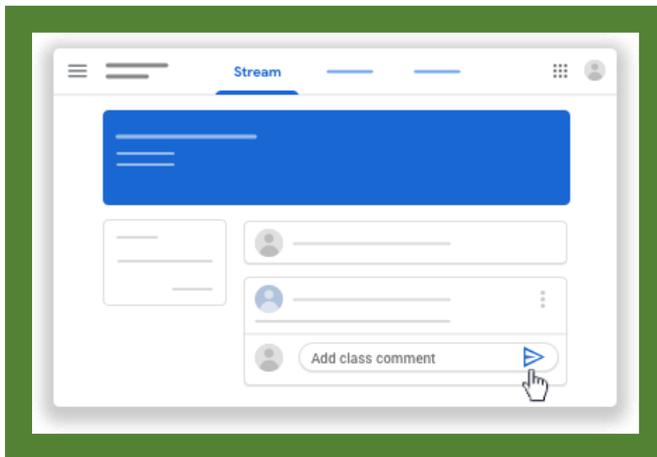
Note: If you do not see Add class comment, your teacher turned off permissions to comment.

2. You can send a private comment to your teacher that only they can see from an assignment or question. You can see your teacher's response when you open the assignment or question. If you delete a private comment, your teacher can still see it.

Choose an option:

A. On the **Stream** page, click the **assignment** or **question**

B. On the **Classwork** page, click the **assignment** or **question** ⇒ **View assignment** or **View question**

Click **Add private comment**. Enter your comment ⇒ click **Post** ➤

Hinchingbrooke School's 8 Top Tips for Successful Online Learning

CREATE YOUR SUCCESS

1 Check in with your teacher. Gather your materials

2 Be on time. Check in through the chat when you arrive

3 Stay engaged (nod or thumbs up) if others are talking

4 Mute your mic if you are not speaking

5 Use the chat or raise hand to share questions/ideas

6 Wait for teacher to call on you or unmute your mic

7 Take notes in a document or on paper for reference
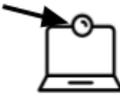
8 If using video, look at the camera, not the screen

We are Hinchingbrooke