



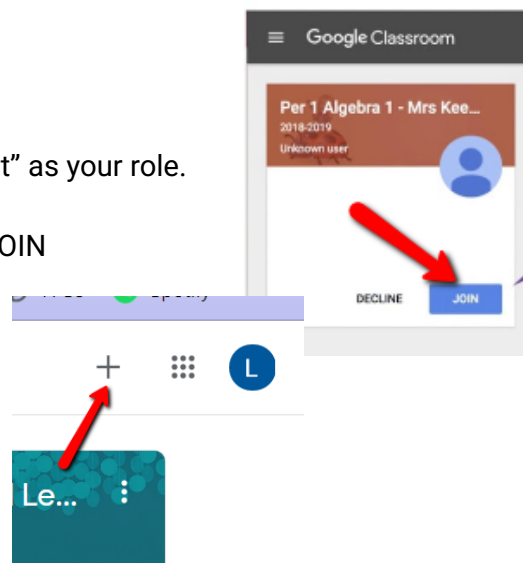
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Navigating to Google Classroom

- On a Google homepage, use the Google apps ("Waffle") menu to navigate to the Google Classroom app or go to <https://classroom.google.com/>
- The Classroom App can also be loaded on a phone. Sign in to it using your school email address and password.
- [Video](#)

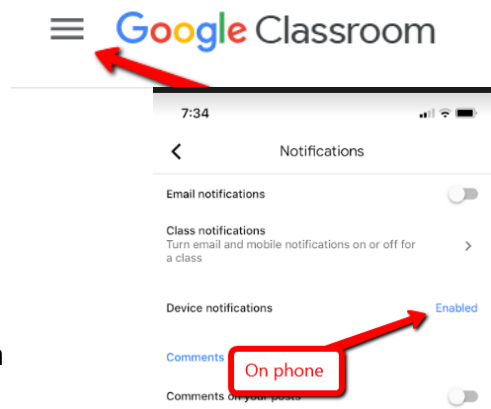
Joining a Class

- If it is your first time on Google Classroom homepage, choose "Student" as your role.
- If a teacher added you to a classroom with your email
 - You will see the Classroom square and the choice to DECLINE or JOIN
- If a teacher provided a Classroom code
 - Click on the "+" in the upper right-hand corner and type in the code



The Google Classroom Homepage

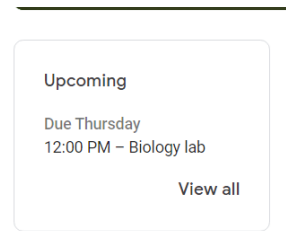
- Classrooms can be moved to different positions on the page by dragging and dropping them
- Upcoming work that has a due date will appear in the Classroom square.
 - [Video](#)
 - [Video](#)
- Use the "pancake" menu to
 - Set preferences using Google Classroom settings
 - Email notifications can be modified or turned off under settings.
 - Enable "Device notifications" on your phone in order to receive push notifications.



- Use the “To Do” list to see a complete list of work to be completed (with due dates) and a list of “Done” work.
[Video](#)
- See a list of all Classrooms

Inside a Google Classroom

- The front page of Google Classroom is the “Stream” tab.
 - Although assignments and materials may be visible here, it is easier to view them on the “Classwork” tab.
 - There is a box that lists upcoming due dates.
 - Teachers may also post class or individual messages and announcements here.
 - You may or may not be able to post messages and announcements here, depending on the teacher’s settings.
 - If student postings are allowed, please be thoughtful about what you post; the same rules and standards of school apply to Google Classroom.
 - Teachers can see all posts, even deleted ones.
 - Teachers can also “mute” individual students if they post inappropriate comments.
- The “Classwork” tab is where teachers post assignments, quizzes, questions, and class material.
 - Teachers can also create “Topics” on the “Classwork” tab to organize assignments, quizzes, questions, and class materials.
 - “Topics” can be clicked on to just see all materials, assignments, etc. under that topic.
 - Teachers can create several types of posts:



≡ US History II (HI)

- Assignments or Quizzes: An assignment posted by your teacher that can be turned in on Google Classroom or a Google Form quiz.



- Material: A link, a YouTube video, or a “View only” file that your teacher wants you to have access to



- Question: A short answer or multiple choice question posted by your teacher that can be answered in Google Classroom. A short answer question may allow you to also to respond to your classmates’ responses as well, depending on the teacher’s settings.



All topics

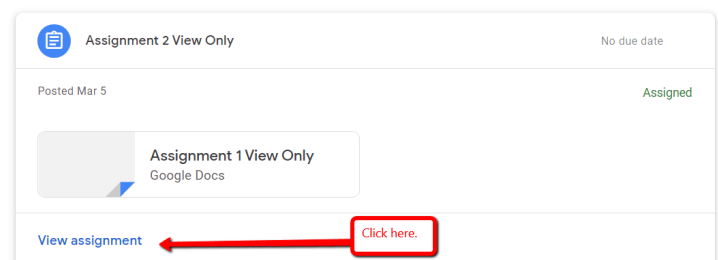
Imperialism

WW I

- The “People” tab has the name of your teacher(s) and all of your classmates. You can email one of your classmates via your school email directly from there as well.

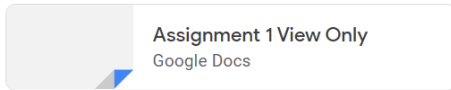
Completing and Submitting Assignments on Google Classroom

- When an assignment has been posted by a teacher, click on it on the “Classwork” tab.
 - **Click on “View Assignment”.**



Assignment 2 View Only

Brian Simpson Mar 5



Class comments



Add class comment...

Point value of assignment.

100 points

Anything typed here will only be seen by your teacher.

Appropriate for questions about the assignment. Your classmates will see anything typed here.

Your work

+ Add or create

Mark as done

Private comments



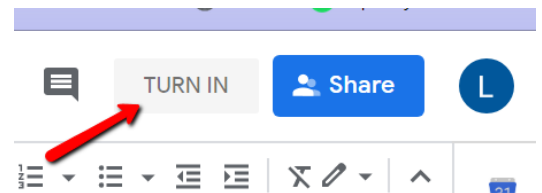
Add private comment

Click here to create or add a file from your Google Drive. You can also add a link here.

Click here when assignment is complete.

Video

- When your teacher posts an assignment with a file attachment, they have 3 choices in how that file is posted:
 - View only.** You need to print the assignment and hand it in in class OR you are to add your own file or link for the assignment and turn it in on Google Classroom. After you have completed the teacher's directions, click on "Mark as done".
 - All students can edit.** All students can type in the file. After you have completed your work, click on "Mark as done".
 - Each student has a copy.** The file the teacher has posted will have your name in the title. You can complete the assignment by typing directly into and then turning it in (in the file itself with the "TURN IN" button or the "Turn in" button in the assignment explanation.)
- Click [here](#) for a visual representation of the three file attachment choices and the sharing permissions involved with them.

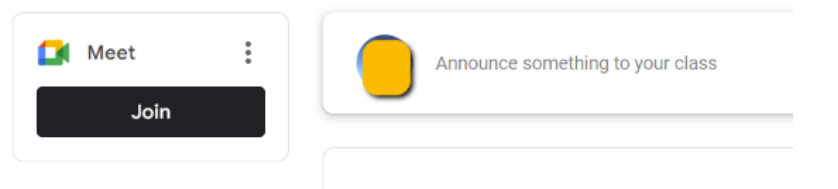


Getting to your Google Meet Links

Teachers will need to go into their Classroom Google Meet link before students can access it. They may wait to do this until right before the class is set to start.

Note: If you tried to enter the Meet before the teacher has opened it, wait a minute or so, refresh your browser and try again.

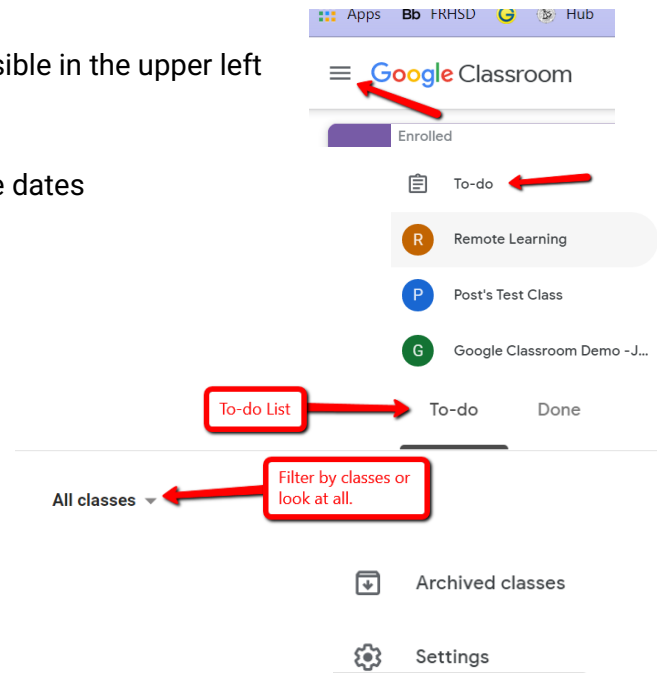
- Once the link is visible, it can be clicked on on the "Stream" tab or with the Meet icon on the "Classwork" tab.
- The link may be reset each day by your teacher so bookmarking the link will not be helpful.



Main Classroom ("Pancake") Menu

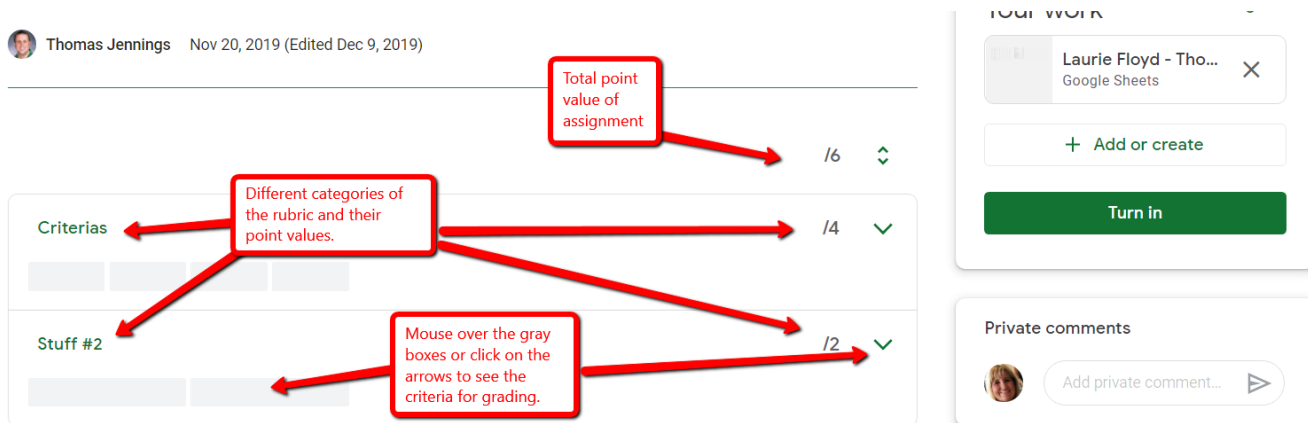
When in Google Classroom, the main "Pancake" menu is always visible in the upper left corner. Clicking on it enables the user to quickly navigate to:

- The Google Classroom homepage
- A calendar of Google Classroom assignments and their due dates
- A "To-do" List that lists all completed assignments, as well as ones that are still not submitted. This can be filtered by specific classes as well.
- Each individual Classroom
- Archived Classrooms
- Settings that allow control over email notifications from Google Classroom



Originality Reports and Rubrics

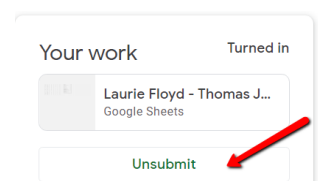
- Your teacher has the option to add a Google Classroom Rubric to an assignment. (This is different than just adding a rubric as an attached file to view.) This rubric will then be used to grade the assignment it is associated with.



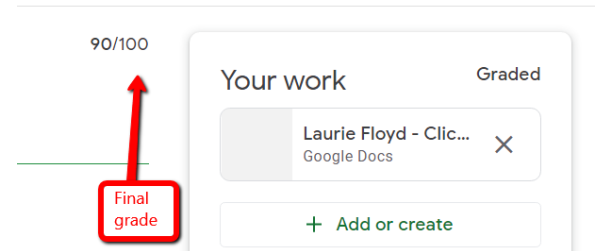
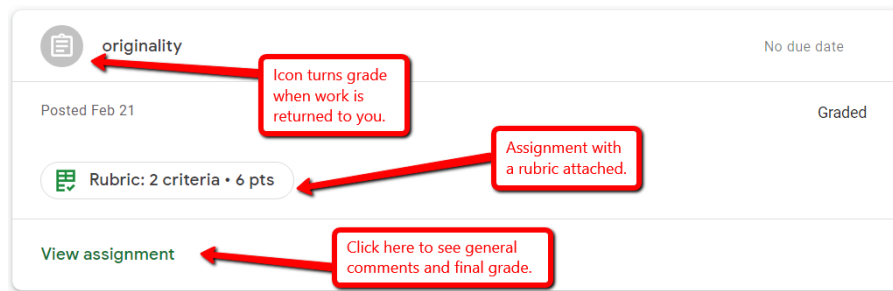
- Your teacher also has the option to run "Originality reports" on an assignment after you have submitted it.
 - Teachers may also grant students the ability to run up to 3 total "Originality reports" on an assignment before it has been submitted or returned. This will enable you to put questionable passages into your own words or to cite other's work correctly before submitting your final assignment.
 - Originality reports use Google Search to compare your Google Doc files against billions of web pages and millions of books, displays and links to detected content sources, and flags any uncited text.
 - Flagged passages are text excerpts that are similar to the text found on a webpage and aren't cited or quoted by you. The originality report displays the text from the external source and links it to the webpage.

After You Have Submitted Work on Google Classroom

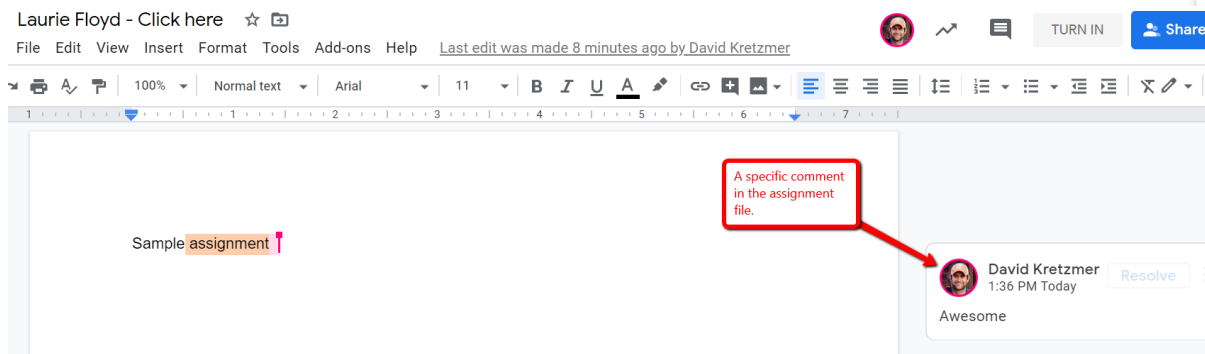
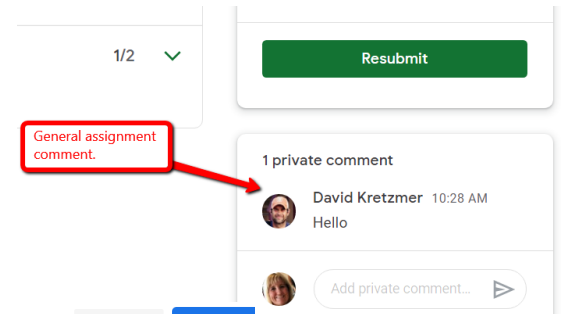
- Once you have submitted work (whether the original file was created by you or our teacher) on Google Classroom, that file becomes "View only " to you. You can still view it but you can no longer edit it.
 - You can click on the "Unsubmit" button to continue to work on it but it may then be marked late if you unsubmit (and resubmit" after the due date.)



- When you have submitted an assignment, the clipboard icon on the “Classwork” tab will appear grayed out.
- When a teacher has returned an assignment, click “View assignment” to see the final grade and any comments left by your teacher.

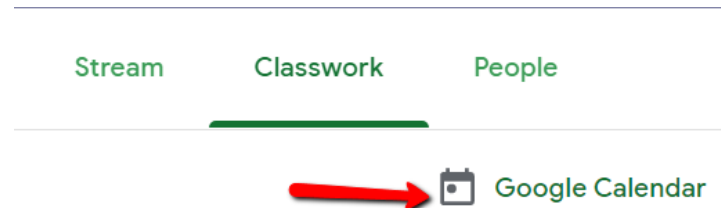


- Important—a teacher can comment on an assignment two ways:
 1. On the assignment overall which will be visible when you click “View assignment”.
 2. Within the assignment file itself. You MUST open the assignment file to see specific comments that a teacher has left.



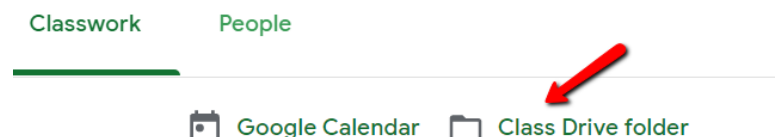
Google Classroom and Google Calendar

- Any assignments that your teacher posts with a due date will also appear on your Google Calendar.
 - Google Calendar can be reached directly from Google Classroom via the icon at the top of the “Classwork” tab.
 - Google Calendar can also be located through the “waffle” Google apps menu.
 - Google Calendar is an app that can be added to a phone and linked to a school account as well.

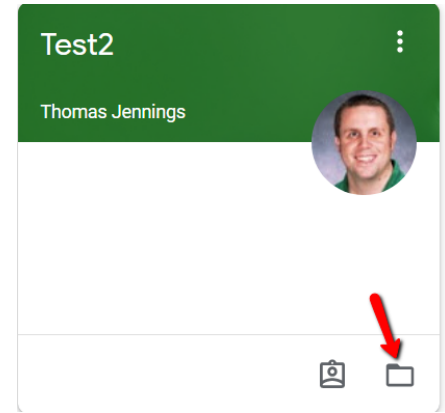


Google Classroom and Google Drive

- When you joined your first Google Classroom, a folder was created in your Google Drive titled “Classroom”.
 - **DO NOT REMOVE/DELETE** the Classroom folder in your Google Drive.
 - That folder is how work is saved and submitted for Google Classroom.
 - There is a sub-folder within the Classroom folder for every Google Classroom that you have been a member of. All assignments turned in on Google Classroom “live” in those sub-folders.

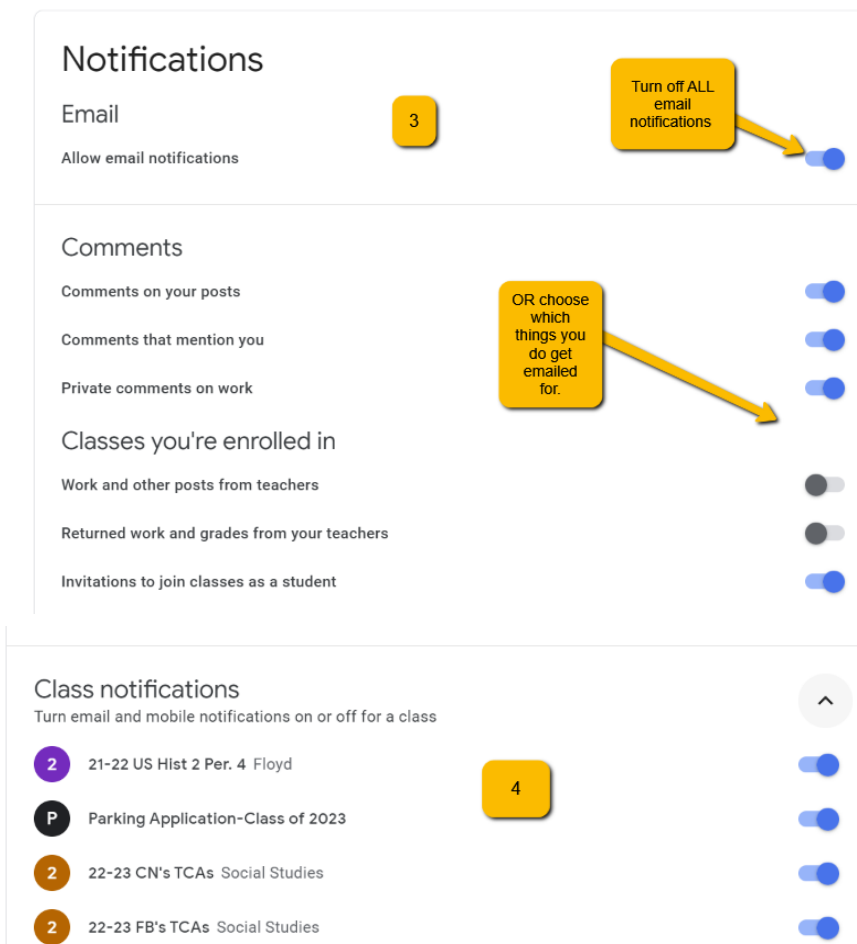
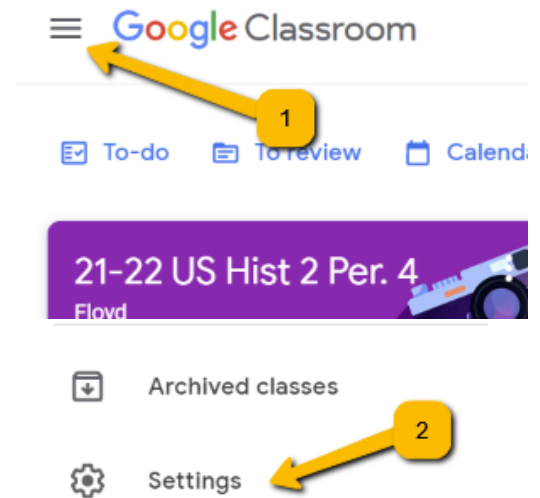


- The sub-folder for the Google Classroom you are in can be reached directly via the icon at the top of the “Classwork” tab or from the Google Classroom homepage via the icon of the specific Google Classroom square.



Controlling Email Notifications

- Email notifications can be managed within Google Classroom settings.
1. Click on the “pancake” (3 line menu) on the Google homepage.
 2. Scroll down to the “Settings” and click on it.
 3. Toggle on or off the email notifications for ALL classes that you do or do not want email notifications for.
 4. Or toggle on or off ALL of the email notifications for specific classes.



Practice Sets

- Your teacher may assign Classroom Practice Sets, which can be multiple choice or free response style questions inside of Classroom
- If a question has an associated Google generated skill, the question will have a lightbulb icon next to it
 - Click the lightbulb icon to view hints for that problem
- Click “Show your work” to type work into the notepad
 - Click the three dots in the upper right corner of the notepad to remove it
- Click the “Inking” circle in the upper left to turn the notepad into a drawable surface
 - Students can choose from the pencil icon and an eraser after clicking the “inking” circle
- Select an answer (if multiple choice) and click “Check”
 - If the answer is correct, the answer choice will turn green
 - If the answer is incorrect, the answer choice will turn red and the lightbulb (if available) will turn yellow. Clicking on the lightbulb will allow student to watch a video on how to solve a similar problem
- Submit when complete

Assignment Apps

- Google Classroom Assignments can use specific apps built into Classroom.
- Each app has specific directions for use - follow the directions provided by your teacher.