



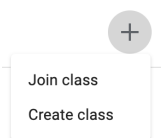
Parent and Student Guide to Google Classroom

What is Google Classroom?

Your student's teacher may be using an organizational learning tool called Google Classroom. With Google Classroom, educators can create classes, distribute paperless assignments, post announcements and class questions, and provide feedback all through an intuitive, student-friendly interface.

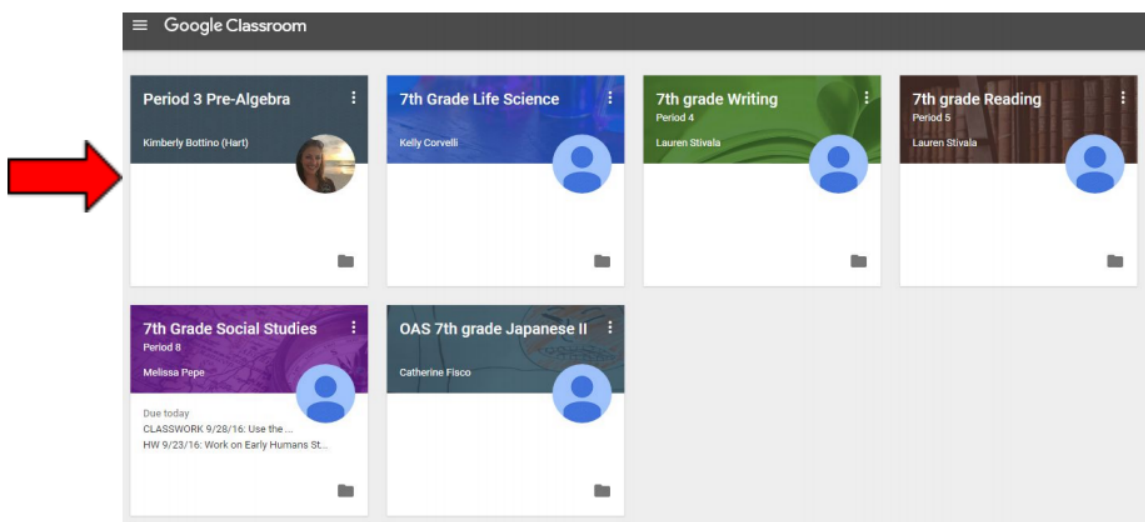
Accessing Google Classroom

1. Students can access Google Classroom using the mobile apps ([Android](#) & [iOS](#)), or via a web browser by visiting google.classroom.com.
2. They will need to enter their Duplin County Schools' email address and password to sign in. Your child's teacher will add students to the class via an email invitation or by sharing a class code for them

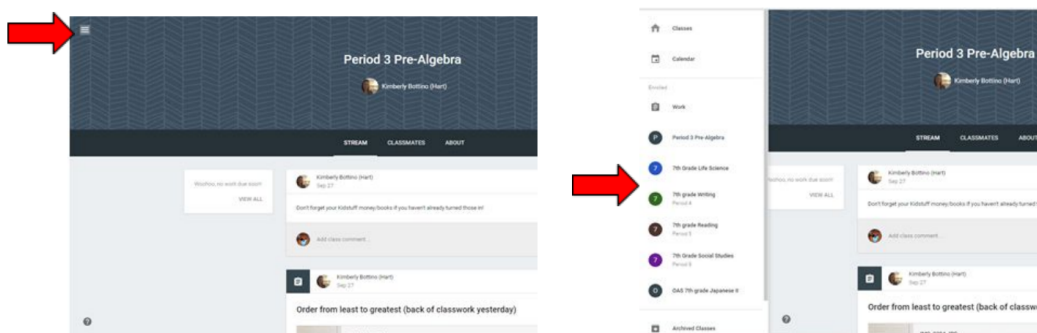


to enter using the Join Class feature.

3. Once you are logged in, you should see your child's Google Classroom dashboard.



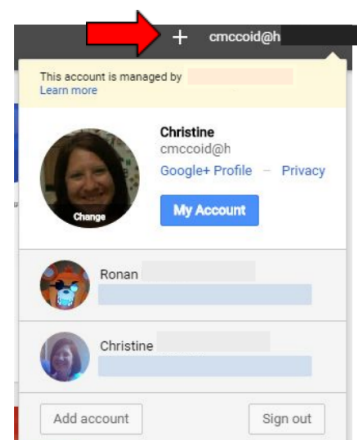
4. From the dashboard, click on any class to view its Google Classroom page.
5. When viewing an individual class, you can click on the little three-line icon in the upper left corner of the screen in order to view an overall class menu.





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6. If you have more than one child using Google Classroom, you can add both accounts and view both students from the same site.
 - a. To add another account, click on the email address you see in the upper right corner of the dashboard, and select "Add account."
 - b. To switch between accounts, click on the email address in the upper right corner of the dashboard, and just select the account you would like to see.



Parent/Guardian Email Summaries

As a parent, we recognize how important it is for you to keep up-to-date on your student's progress in his or her classes, and Google Classroom provides a powerful feedback channel for parents called Guardian Email Summaries. This handout will provide information that you need to know in order to access this feedback and what kinds of information it will provide.

Guardian email summaries include:

- Missing work - Work that's late at the time the email was sent
- Upcoming work - Work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)
- Class activity - Announcements, assignments, and questions recently posted by teachers

As a guardian, you must receive and accept an email invitation before you can receive email summaries. Only teachers and administrators from your student's school can send these invitations. You have 120 days to accept an invitation before it expires. The process for receiving is as follows:

- Your student's teacher emails you an invitation. They can send it to any email address. If you haven't received an invitation, feel free to email your student's teacher and inquire if they are using Google Classroom. If so, simply request that they send you an invitation to start receiving email summaries.
- In your email program, open your email invitation.
- Click **Accept**.

