How to Use Google Classroom for Students and Families

PART 1: JOINING A GOOGLE CLASSROOM

1. If you haven't already done so, log in to your Malden Google account by clicking on the blue sign in button in the top right corner of the screen. If you're using a Chromebook, you should already be logged in and can skip to step 2.
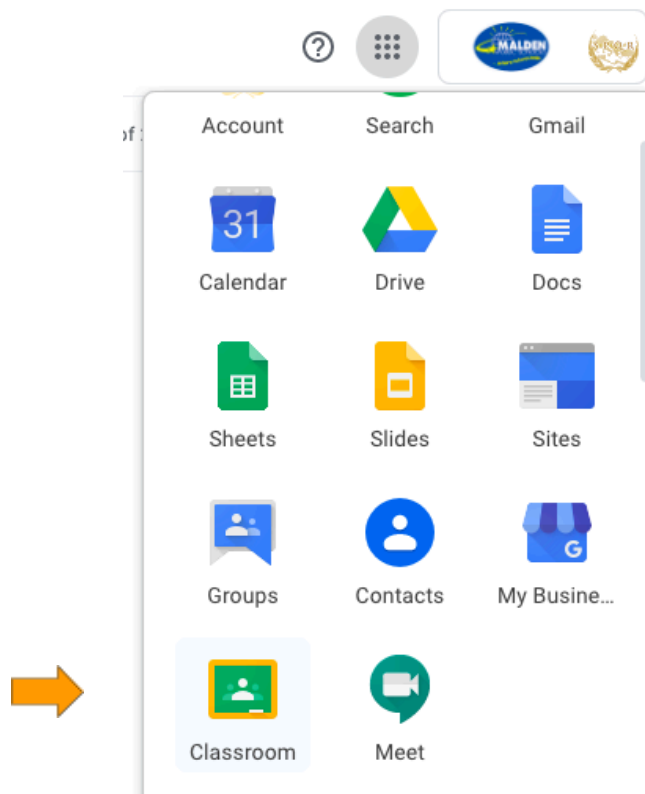
About   Store

Gmail   Images   ⋮⋮⋮   **Sign in**

Google

Google Search   I'm Feeling Lucky

2. Open Google Classroom by navigating to classroom.google.com, or by clicking the 9-dot square in the corner and finding the "Classroom" icon.

| Account | Search | Gmail |
Calendar	Drive	Docs
Sheets	Slides	Sites
Groups	Contacts	My Busine…
Classroom	Meet	

3. You can join a Google Classroom class page in two ways. Your teacher might send you an email with an invitation. If you receive that email, click the blue "Join" button.

Another way to join a Classroom page is through a "join code." On the main Google Classroom page in the upper right hand corner, click on the plus sign, then click on "Join Class." You will need to type in the seven letter code your teacher will provide.
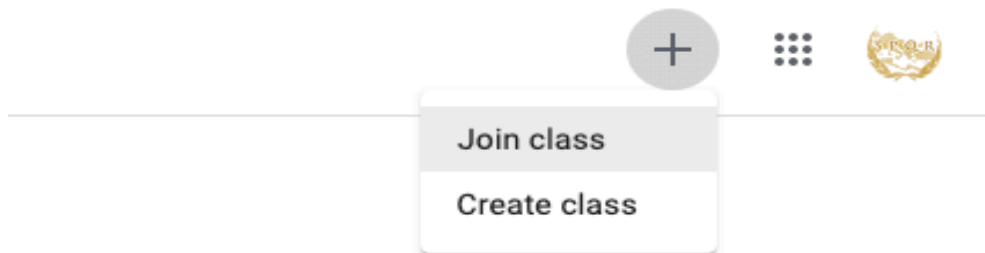
Once you have joined a class, you will see it every time you visit the Google Classroom Home page.
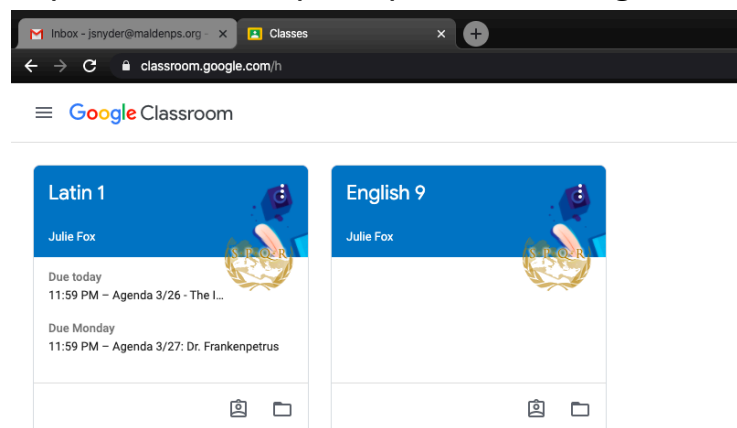
Finding Your Assignment

1. When your teacher posts assignments through Google Classroom, you can access it in many ways. You will receive an email alert informing you that an assignment has been posted. That email will include the assignment title, instructions the teacher has written, and the assignment due date. Click the blue "Open" button to access the assignment.

Hi Julie,

Julie Fox posted a new assignment in Latin 1.

> Due: Mar 30
>
> **Agenda 3/27: Dr. Frankenpetrus**
>
> Hello everybody! Today's assignment is to complete the attached worksheet. Read the story about Dr. Frankenpetrus, then answer the verum/falsum questions that follow.
>
> **OPEN**

You can also access the assignment by navigating directly to Google Classroom. On the main Classroom page, you will see the new assignment on the center of the page. You will also see a list of upcoming due dates on the left side of the page.

Latin 1

Upcoming

Due today
11:59 PM – Agenda 3/26 -...

Due Monday
12:00 PM – Agenda 3/27: ...

View all

Share something with your class...

Julie Fox posted a new assignment: Agenda 3/27: Dr. Frankenpetrus
2:55 PM

Julie Fox posted a new material: Online Latin Dictionary

2. When you open an assignment by clicking on its title, you will see more information, including directions, due date, and any attachments the teacher has provided (like worksheets, videos, or links to websites). On the right side of the page, you'll see a section titled "Your Work."
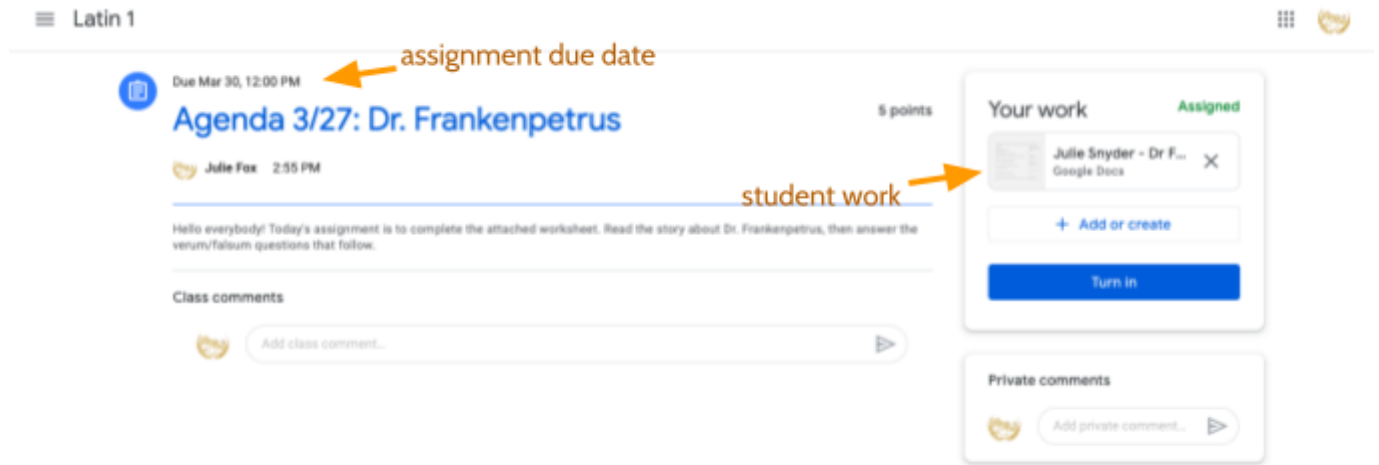

Attaching Your Work

If there is already a document in the "Your Work" section that has your name in the title, your teacher has created a document for you to edit already. You can click on that document to open and get working!

If your teacher did not create a document for you, you have two options: Add or Create. You can attach a document that you've already created, either from your Google Drive or by uploading it from your computer. You can also generate a new Google Doc, Google Slides, Google Sheet, or Google Drawing, depending on what the assignment is.
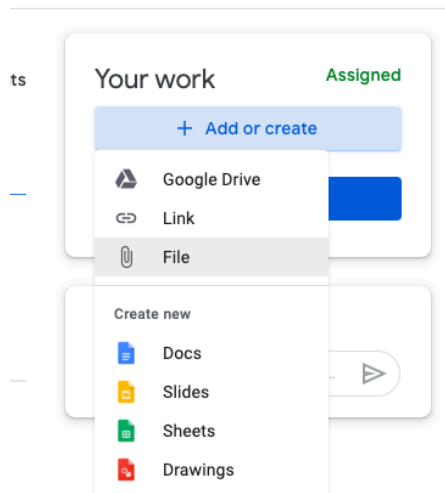
Submitting Your Work

When you have completed the assignment and it is attached to Google Classroom, you **must click the blue turn in button** so that your teacher knows you have completed your work. You can no longer make changes to any document that you have "turned in," so make sure you're really finished before you turn in any assignment.
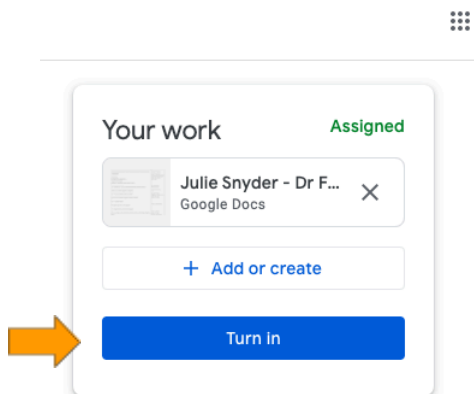
Private Comments

If you have questions about the assignment, you can easily reach your teacher through the Private Comment box in an assignment. If you add a private comment, your teacher will receive an email with your comment and will be able to respond to you with an answer soon. You and your teacher are the only ones who will be able to see these private comments.