



Google Classroom

STUDENT & FAMILY GUIDE

Google Classroom is South Kitsap School District's online learning hub. With Google Classroom, you'll turn in assignments, access materials, and participate in online discussions. The menu below displays the most common uses of the tool.

Menu

Item	Resources	
	Text Instructions	Video Instructions
Joining a Classroom	<ul style="list-style-type: none">Text: Joining a Classroom	<ul style="list-style-type: none">Video: Initial AccessVideo: How to Join
Navigating Google Classroom <ul style="list-style-type: none">Stream PageClasswork PagePeople Page	<ul style="list-style-type: none">Text: Navigation OverviewText: Stream PageText: Classwork PageText: People Page	<ul style="list-style-type: none">Video: Stream Page vs. Classwork Page
Viewing an Assignment	<ul style="list-style-type: none">Text: Viewing an Assignment from Classwork	<ul style="list-style-type: none">Video: Viewing Assignments and Checking GradesVideo: Checking Upcoming Due Dates
Turning in an Assignment	<ul style="list-style-type: none">Text: Turning in an Assignment	<ul style="list-style-type: none">Video: Turning in AssignmentsVideo: Unsubmitting to Continue Editing an AssignmentVideo: Submitting Empty or Incomplete Work
Frequently Asked Questions/Misc.	<ul style="list-style-type: none">Text: Frequently Asked QuestionsText: Mobile AppText: Guardian Summaries	
Spanish Translation	<ul style="list-style-type: none">Link: Student/Family	

	Instructions	
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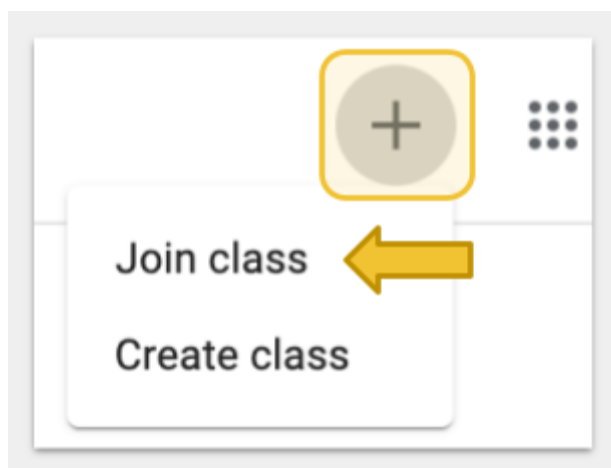


Joining a Classroom

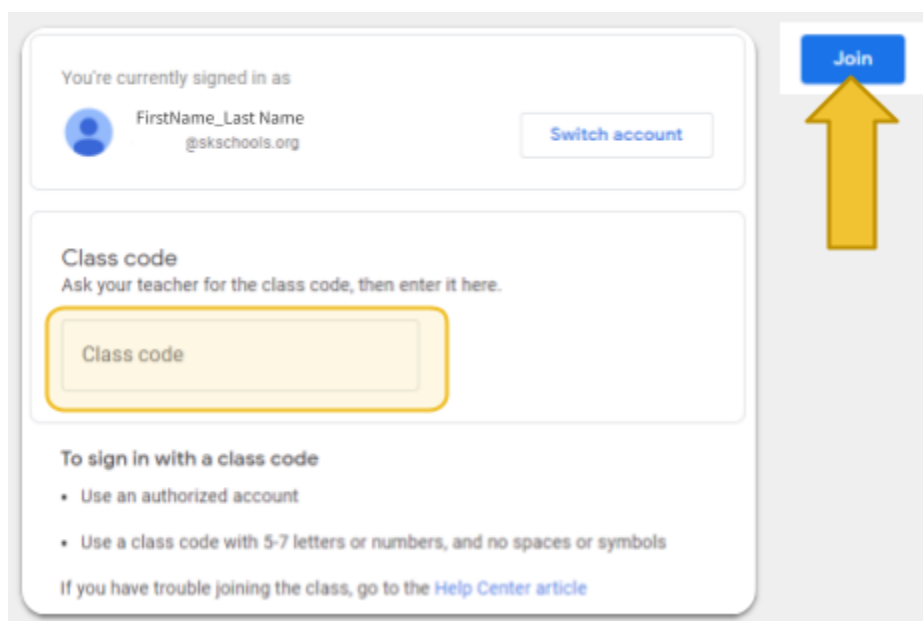
Students **must be signed into their South Kitsap accounts (@skstudent.org)** to access Google Classroom.

Class Code

1. Select Google Classroom from HelloID or go to classroom.google.com.
2. Click on the **+ symbol** on the right-hand side. Select **'Join Class.'**



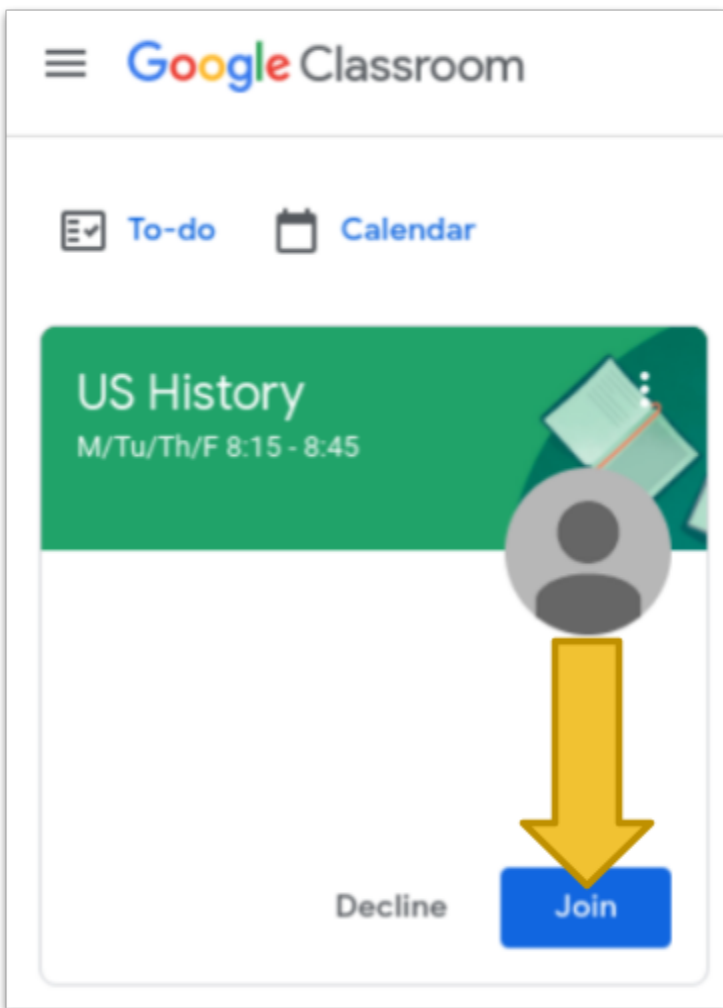
3. **Enter the Class code** given by your teacher. Finally, select **'Join'** on the top right-hand corner of the screen.





Accept an Invitation

1. Select Google Classroom from HelloID or go to classroom.google.com.
2. On the class card, select “**Join**.”

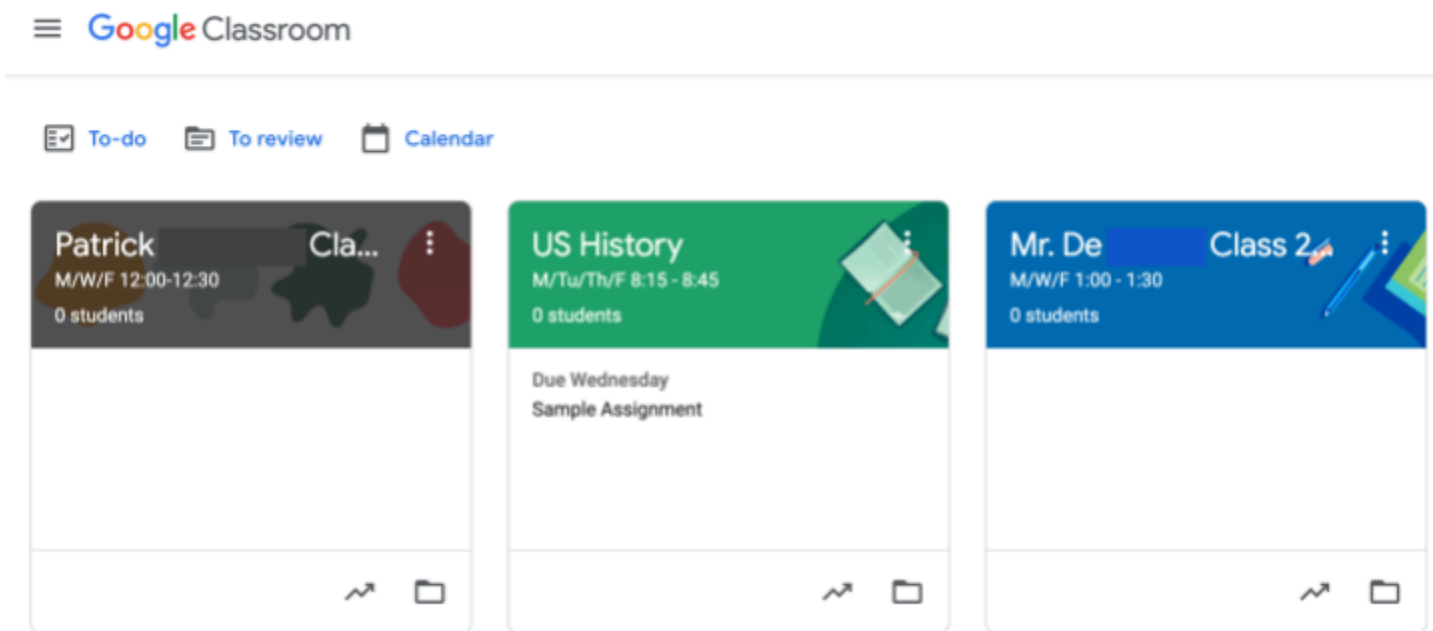


If unsuccessful with joining a Google Classroom using these instructions, refer to the [Frequently Asked Questions](#) section.



Navigation Overview

Select a Class card to view the Classroom.



There are three pages in Google Classroom. Learn the specifics about each below.

1. **[Stream Page](#)**: The Stream page shows posts from teachers, including assignments. Some teachers will post reminders about upcoming events on the Stream. You can create posts or comment on others if your teacher allows it.
2. **[Classwork Page](#)**: The Classwork page is where you will spend most of your time interacting with assignments and materials.
3. **[People Page](#)**: For students in grades 6-12, the People page is where you can [email your teacher directly](#).



Stream Page

The Stream page is where you'll find your teacher's announcements, assignments, and upcoming deadlines. You can also comment and reply to posts if your teacher has enabled it.

If your teacher allows student posting, your post is seen by the rest of your classmates. If you'd like to only communicate with your teacher, **leave a Private Comment on an Assignment**.

The screenshot shows the Google Classroom interface for a class named "Mr. De Classroom". The top navigation bar includes a menu icon (6), the class name, and tabs for "Classroom", "Stream" (1), "Classwork", and "People". The main content area features a blue header with the class name and a graphic of school supplies. On the left, there is a yellow "Upcoming" sidebar (5) showing "Due Monday Weekly Assignments for A..." with a "View all" link. The central "Stream" area (1) contains a post input field (2) with the placeholder "Share something with your class...", a teacher post (3) by "Patrick" at 5:11 PM with the text "I hope you've had a great summer! 🌞" and a link to a "Class Syllabus SY 20-21" Google Doc, and a comment input field (4) at the bottom. A legend on the right side of the image defines the numbered callouts: 1. Current Tab, 2. Post to Stream (*teacher-enabled), 3. Teacher Post, 4. Comment on Post (*teacher-enabled), 5. Upcoming Deadlines, and 6. Main Menu.

Stream

Find announcements, assignments, deadlines, share, or leave comments to your class

- 1 Current Tab
- 2 Post to Stream
**teacher-enabled*
- 3 Teacher Post
- 4 Comment on Post
**teacher-enabled*
- 5 Upcoming Deadlines
- 6 Main Menu



Classwork Page

The Classwork page is where your teacher posts assignments and class materials. Check out the Classwork interface below.

The screenshot shows the Google Classroom interface for a class named "Mr. De Classroom". The "Classwork" tab is selected at the top. On the left, a sidebar lists "All topics" with a scrollable list of weeks. The main area displays a list of assignments organized by week. A "View your work" button is located below the tabs. At the bottom, there are links for "Google Calendar" and "Class Drive folder".

Classwork

Find assignments and class materials

- 1 Current Tab/Page**
- 2 View your work and details** (assigned, returned, missing, and grades)
- 3 Organized Topics** (by date, subject, or topic)
- 4 Topic and Assignments**
- 5 Google Calendar** (integrates w/ Google Classroom calendar)
- 6 Class Drive folder** (items stored in Google Drive)

Stream **Classwork** People

2 View your work

5 Google Calendar

6 Class Drive folder

3 All topics

Week of August 10 - August 14

Weekly Assignments for August 10 - ... Due Aug 10

Week of April 27 - May 1

ELA Assignment 04 No due date

4 Week of April 20 - April 24

ELA Assignment 03 No due date

Math Assignment 03 No due date

Sci. & S.S Assignment 03 No due date

Older/Previous Assignments




Classwork Icons


There are three types of assignments and one material on the Classwork page.


- Assignment
- Quiz Assignment
- Question
- Material

Classwork Icons

Icons in Classwork which require your attention will be colored. Once you've turned in the Assignment or answered the Question, the icon turns gray.

**Assignment or Quiz Assignment**

**Question**

**Material**



View Your Work

View the status of your work and grades in Google Classroom by clicking on **'View your work'**.

View your work
See the status of your work in Google Classroom

- Assigned, **missing**, returned, and graded assignments

1 Filter work items
2 Name of Assignment
3 Due Date
4 Status and Grade (if enabled)
5 Teacher Comment

Mr. De Classroom

Patrick

Filter work items	Name of Assignment	Due Date	Status and Grade
All	Sample question...?	No due date	100/100
Assigned	Weekly Assignments for August 10 - Au...	Aug 10	Missing
Returned	ELA Assignment 04	No due date	Assigned
Missing	Sci & SS Assignment 02	No due date	Assigned



Viewing an Assignment from Classwork

The Classwork page shows a list of assignments and materials posted by your teacher. This is great for a brief overview of an assignment.

Click on **'View assignment'** towards the bottom of an assignment post to turn in the assignment, add or create items, and to communicate with your teacher.

Assignment

View details of an assignment right from the Classwork tab/page.

1	Name of assignment	3	Instructions provided by your teacher
2	Due Date	4	Assignment Status <ul style="list-style-type: none">Shows as Assigned, Turned In, Late, or Missing.
		5	Attachments from teacher
		6	Click to open assignment <ul style="list-style-type: none">Comment and Turn In



Turning in an Assignment

Viewing an assignment on its dedicated page brings options to turn in, view class comments, and communicate privately with your teacher.

The screenshot shows the Google Classroom assignment page for 'Weekly Assignments for August 10 - August 14' by Patrick, assigned on Aug 7. The page includes a header with the assignment title and points (100 points), a 'Due Today' badge, and a 'Your work' section showing 'Assigned' status with a 'Turn in' button. Below the assignment details are sections for 'Hello Students!', 'Learning Targets...', 'Success Criteria...', 'Class comments', and 'Private comments'. A legend at the bottom explains the numbered callouts:

Number	Description
1	Name of assignment
2	Due Date
3	Total Possible Points
4	Assignment Instructions
5	Your work: Files attached to the assignment by your teacher.
6	+Add or create: Create new or attach items from Google Drive, your device, or a URL/link.
7	Turn in: Turn in your assignment to teacher. After turning in, you'll have an option to Unsubmit.
8	Private comments: Ask questions directly to your teacher.
9	Class comments: Comments to entire class if allowed by teacher.

Notes

- **+Add or create:** Items added like Docs, Slides, etc. are automatically saved to your Google Drive.
- **Turn in:** After submitting your Assignment, you'll have the option to Unsubmit to make changes.
- **Private comments:** Use this feature to ask questions or converse with your teacher about an assignment privately. Teachers will often give feedback on your work here.
- **Class comments:** If allowed by your teacher, this is an area to discuss what you've learned from the assignment or tips for your peers.



People Page

View teachers and peers with the People page in Google Classroom. Secondary students (Gr. 6-12) have access to their own Gmail accounts to communicate with their teachers.

Learn more about [sending and receiving emails](#).

The screenshot shows the Google Classroom interface. At the top, there's a header bar with a 'People' tab selected. Below this, there are two columns of information. The left column is titled 'Students in Grades 6-12' and lists ways to connect with teachers: via email from skstudents.org, private comments on assignments, phone calls, and learning support hours. The right column is titled 'Students in Grades K-5' and lists ways to connect: via private comments on assignments, email from parent/guardian, phone calls, and learning support hours. Below this, the 'Teachers' section is visible, showing a list of teachers. The first teacher listed is 'Patrick', with a blue profile icon. A yellow callout bubble with the number '1' and an envelope icon points to the email icon next to the teacher's name.

People

View teachers and peers in Google Classroom

Students in Grades 6-12
Connect with teachers via:

- Email from skstudents.org address,
- Private Comment on Google Classroom Assignment,
- Phone call,
- Learning Support Hours

Students in Grades K-5:
Connect with teachers via:

- Private comment on Google Classroom Assignment,
- Email from parent/guardian address,
- Phone call,
- Learning Support Hours

Mr. De Classroom Stream Classwork **People**

Teachers

Patrick

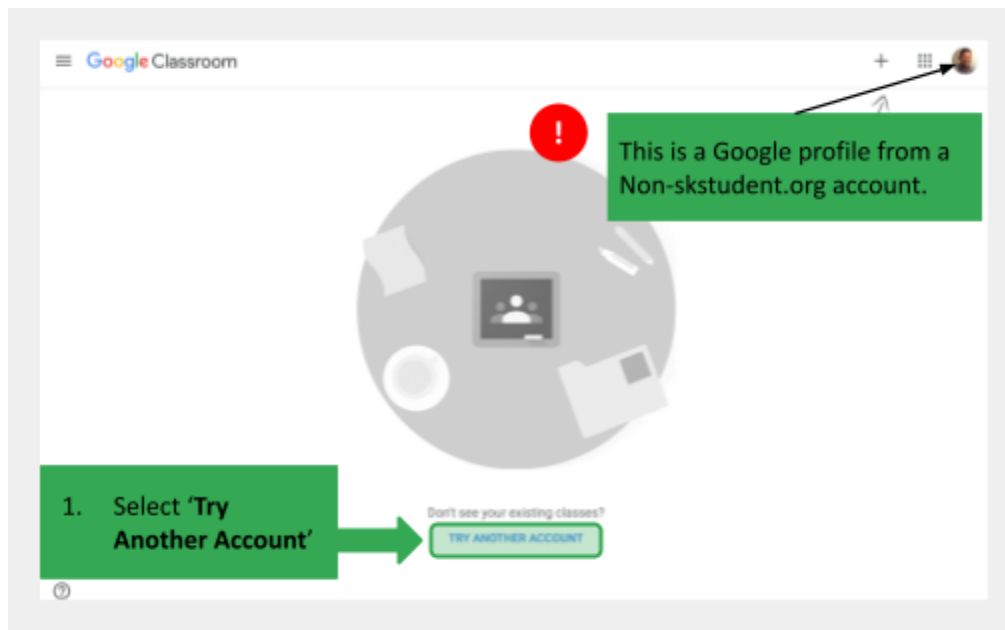


Frequently Asked Questions

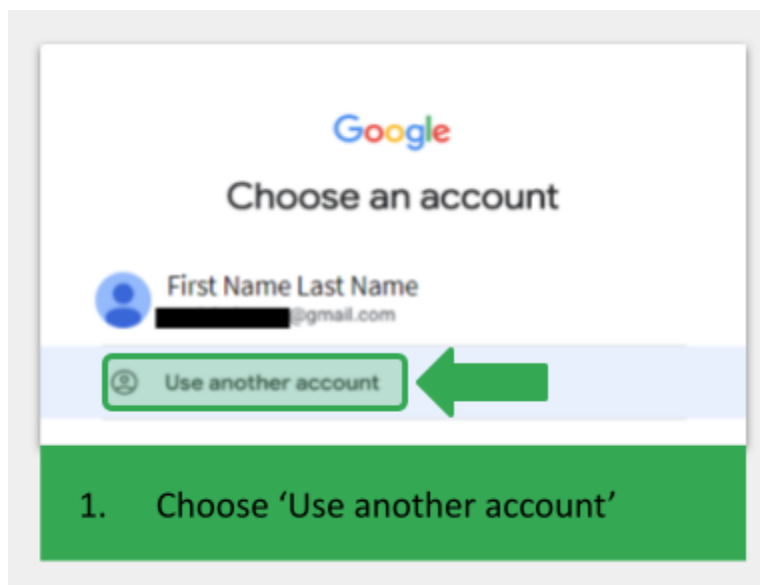
Q: I can't sign into Google Classroom. What do I do?

A: Make sure you're signed into the Chrome internet browser using your skstudent.org account. Give the instructions below a try.

1. Select **'Try Another Account.'**



2. Choose **'Use another account'**.





3. Type the Student's Username and click **'Next.'**
 - a. *Be sure to include **@skstudent.org***

The screenshot shows the Google sign-in page. At the top is the Google logo, followed by 'Sign in' and 'Use your Google Account'. Below this is a text input field labeled 'Email or phone'. A green circle with the number '1' is next to this field, and a green arrow points to it from the right. Below the input field is a link 'Forgot email?'. Further down, there is text about using Guest mode and a 'Learn more' link. At the bottom left is a 'Create account' link, and at the bottom right is a blue 'Next' button. A green circle with the number '2' is next to the 'Next' button. A green box at the bottom of the screenshot contains the following instructions:

1. Type in Student's Username
 - Ex: [username@skstudent.org](#)
2. Then, click on 'Next'.

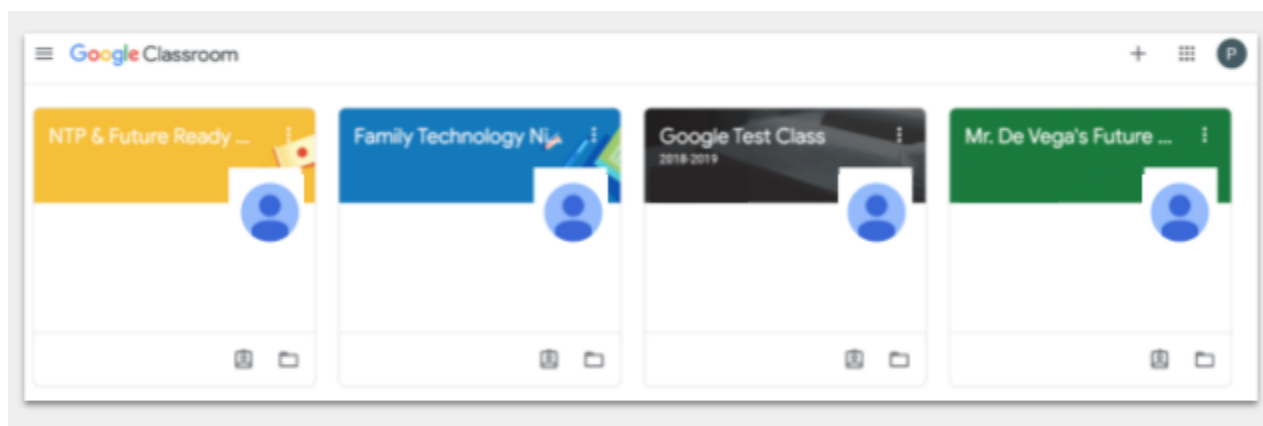
4. Enter the Student's Password and click on **'Next'**.

The screenshot shows the Google sign-in page after the username has been entered. The text 'Hi Patrick' is displayed above the email input field, which now shows a profile icon, a masked email address, and '@skstudent.org'. Below the email field is a password input field labeled 'Enter your password'. A green circle with the number '1' is next to this field. Below the password field is a link 'Forgot password?'. At the bottom right is a blue 'Next' button. A green circle with the number '2' is next to the 'Next' button. A green box at the bottom of the screenshot contains the following instructions:

1. Type Student's Password
2. Then, click on 'Next'.

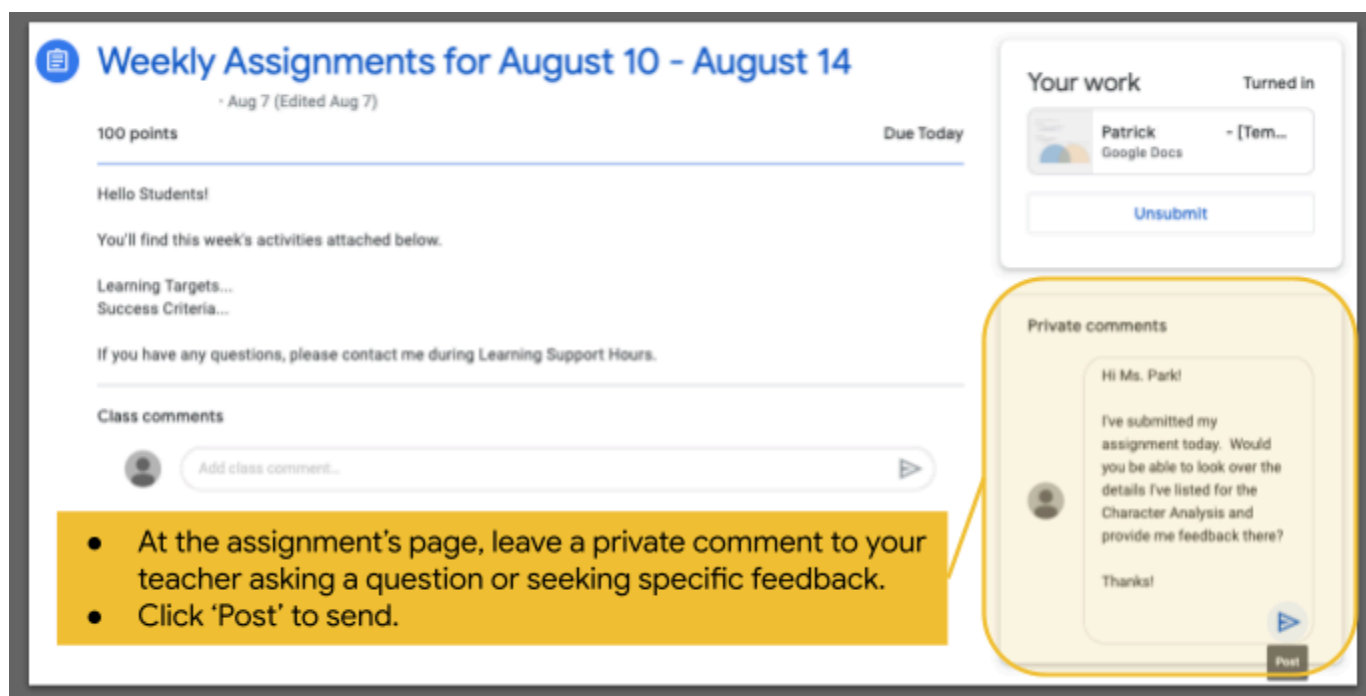


5. You'll see the Google Classrooms your child is enrolled in.



Q: I want to ask my teacher a question about an assignment they posted in Google Classroom. Can I ask my question to only my teacher?

A: Yes. Ask a question or comment to a teacher privately through the Assignment's Private comments. Additionally, reach out to your child's teacher during their Learning Support Hours.





Q: I want to see my child's assignments in Google Classroom. How can I see what work they have upcoming and what's due soon?

Option 1: Guardian Summaries

Please read [Guardian Email Summaries](#) to learn about receiving daily or weekly summaries from your child's teacher about missing work, upcoming work, and other activities in Google Classroom.

Option 2: Sit with Student to Log In

Another way to view the actual course content that a teacher and student sees, is for a parent or guardian to sit with the student while they log into Google Classroom. Sitting together allows for a conversation about the learning activities placed in the class.

Google Classroom Mobile App

The Google Classroom mobile app is a tool that can be used to upload pictures from your mobile device to an Assignment in Google Classroom. The following is modeled with an iOS device, but the process should be similar on other mobile phones.

Learn more by visiting the [Google Classroom - Mobile App Student Instructions document](#).