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.

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Google Classroom

	Instructions	

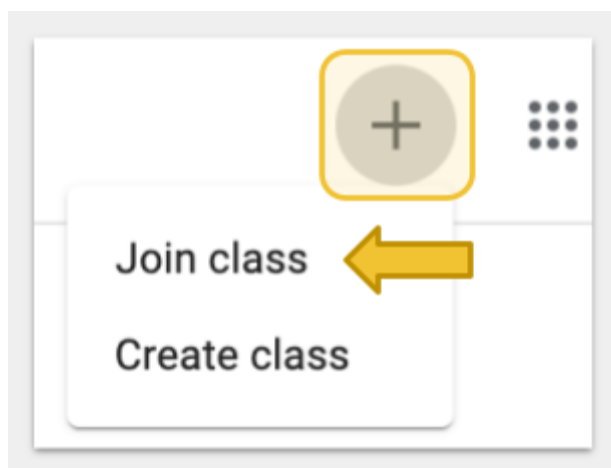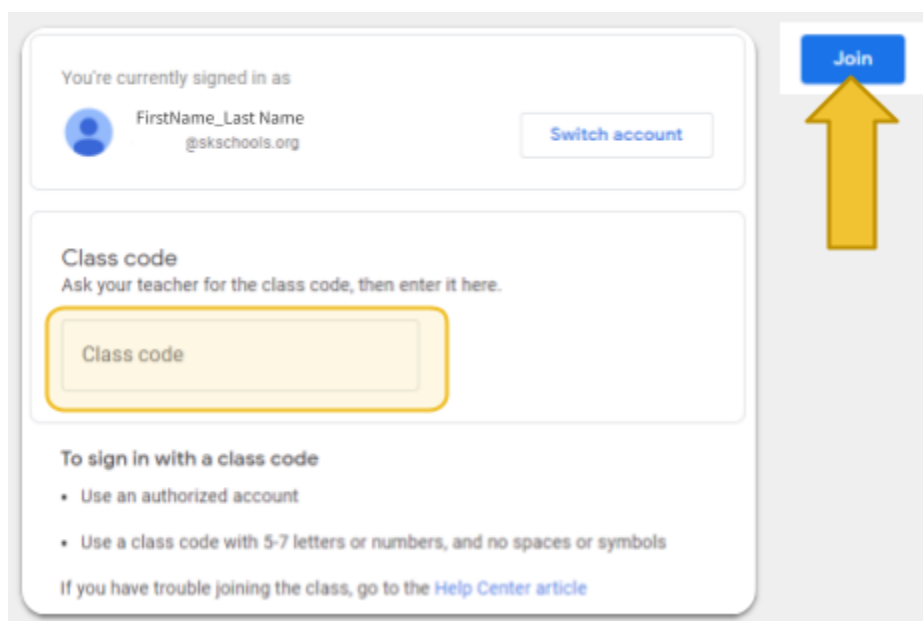![Google Classroom logo] Google Classroom

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.

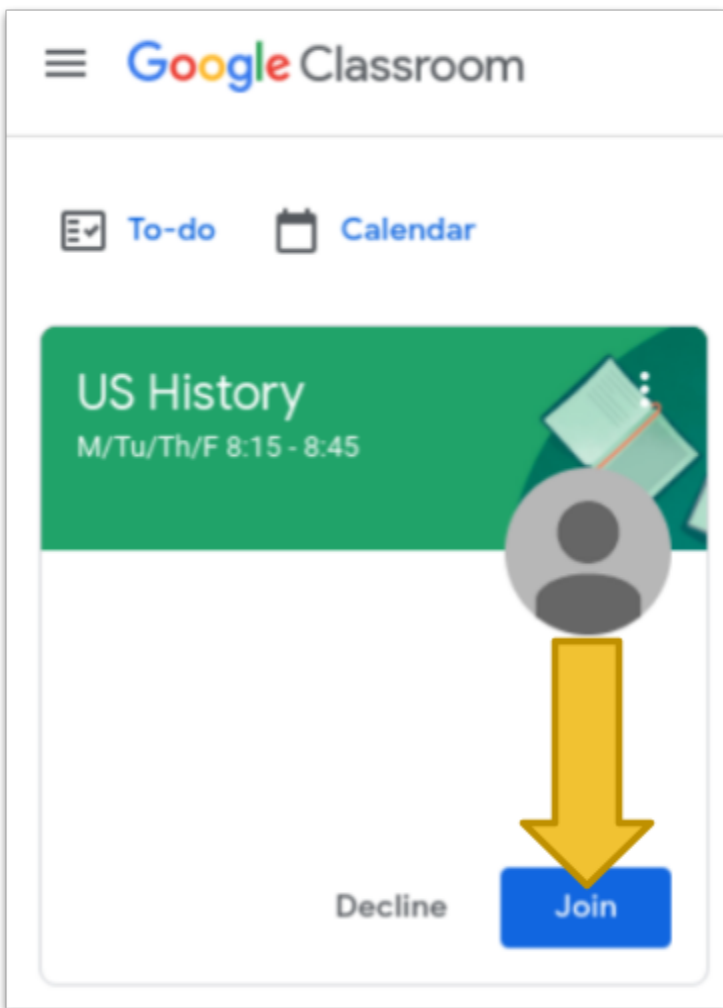2. Click on the **+ symbol** on the right-hand side.   Select '**Join Class**.'

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

<u>Accept an Invitation</u>

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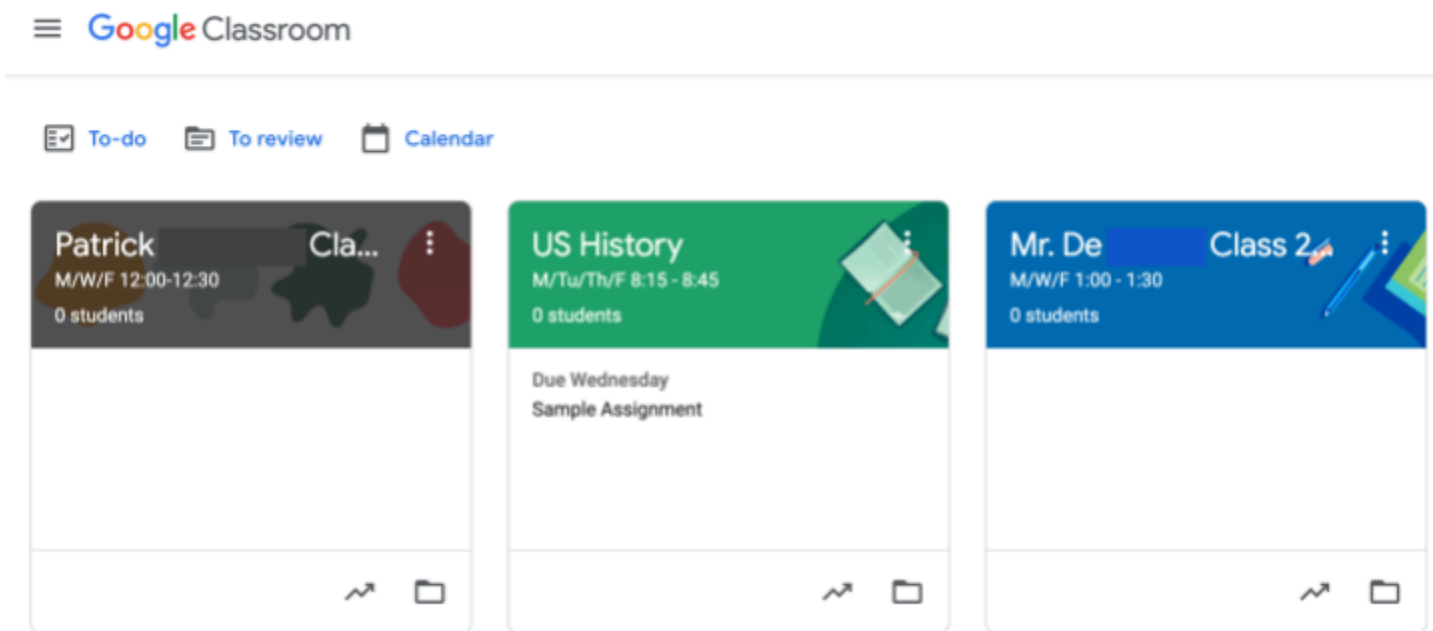
There are three pages in Google Classroom. Learn the specifics about each below.

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**.

Classwork Page

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

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**

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.

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.

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.

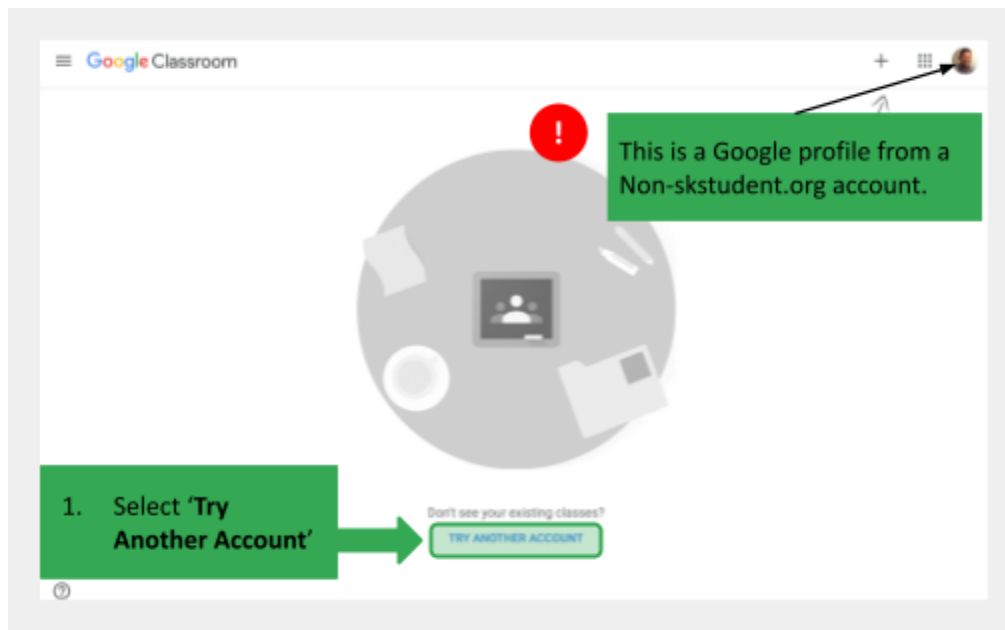Learn more about [sending and receiving emails](#).
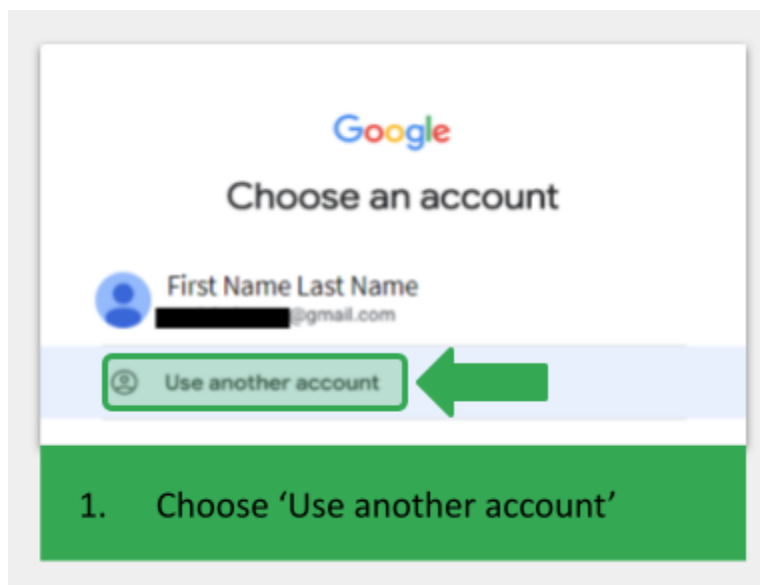
Frequently Asked Questions

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*

Google

Sign in

Use your Google Account

Email or phone

Forgot email?

Not your computer? Use Guest mode to sign in privately.
Learn more

Create account | Next

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'**.

Google

Hi Patrick

@skstudent.org

Enter your password

Forgot password? | Next

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

5. You'll see the Google Classrooms your child is enrolled in.
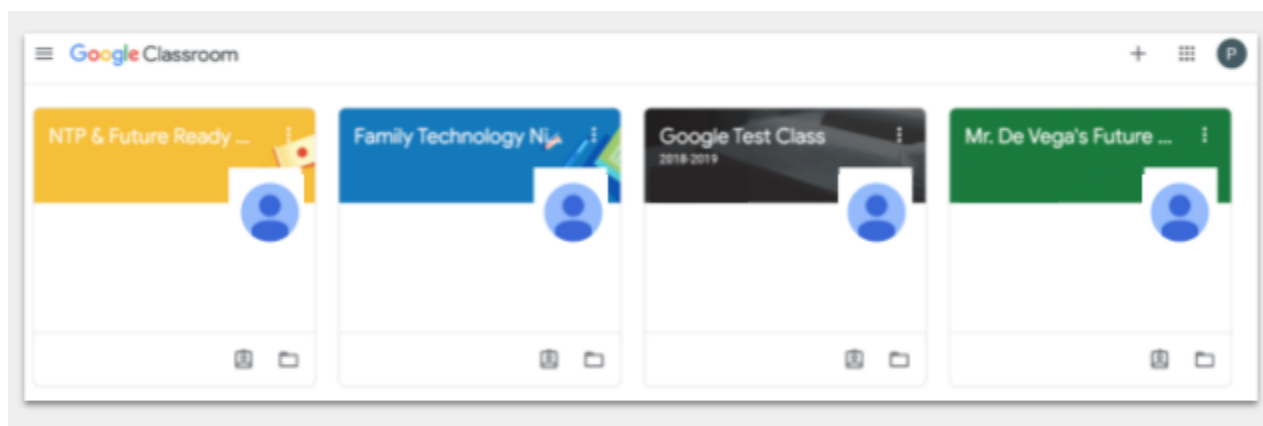
Q: I want to ask my teacher a question about an assignment they posted in Google Classroom. Can I ask my question to only my teacher?

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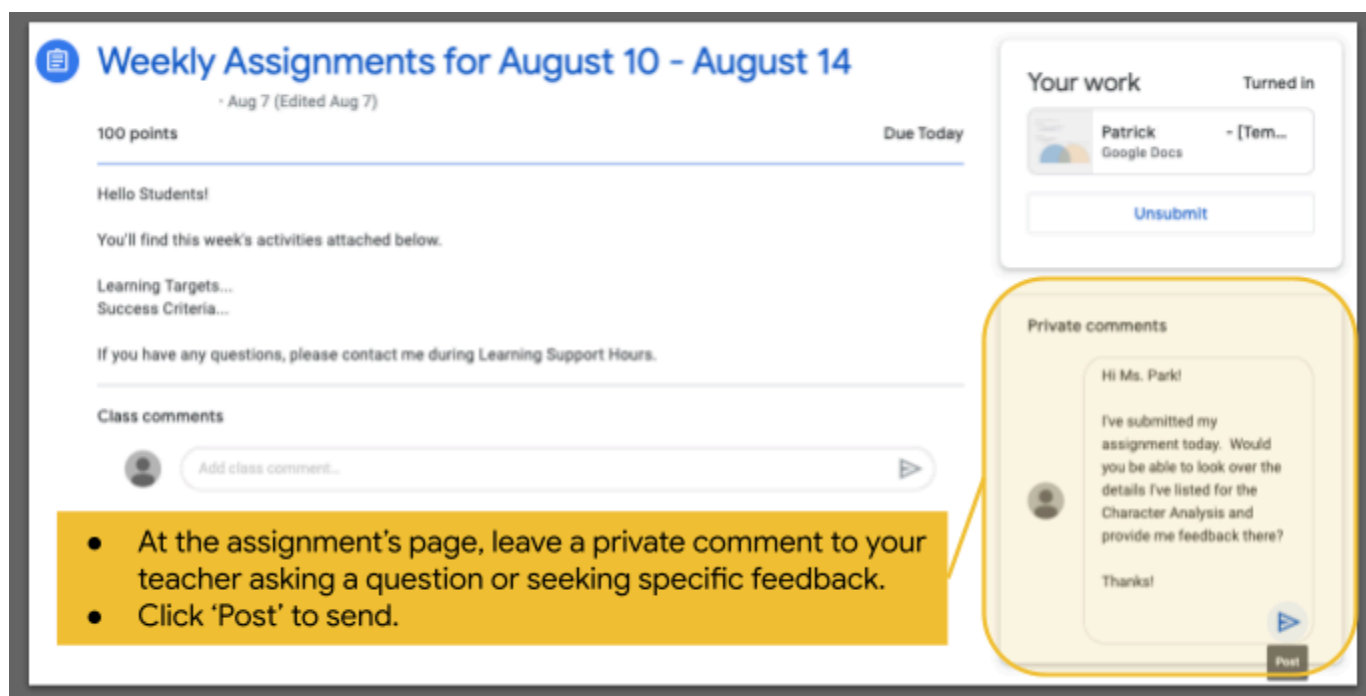
Q: I want to see my child's assignments in Google Classroom. How can I see what work they have upcoming and what's due soon?

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](#).