

Google Classroom & Meet Norms



Join a class as a student

To use Classroom, you sign in on your computer or mobile device and join classes. After you join a class, you can get work from your teacher and communicate with your classmates.

You can join a class with:

A class link—Your teacher sends you the link.

A class code—Your teacher sends or tells you the class code.

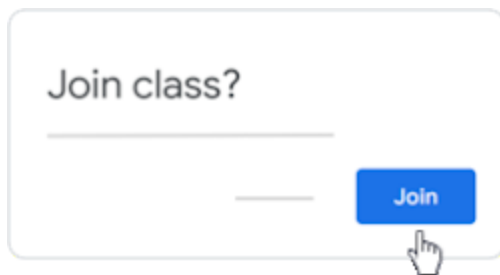
An email invite—Your teacher sends you the invite.

After you join a class on one device, you're enrolled in that class for all devices.

Join with a class link

1. Click the class link your teacher shared.
2. Select the account you use for Classroom.

Note: If you need to switch accounts, click Switch accounts before you try to join. [Learn more](#).



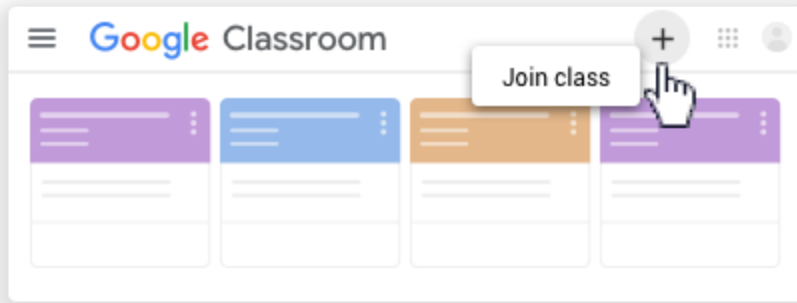
3. Click Join.

Join with a class code

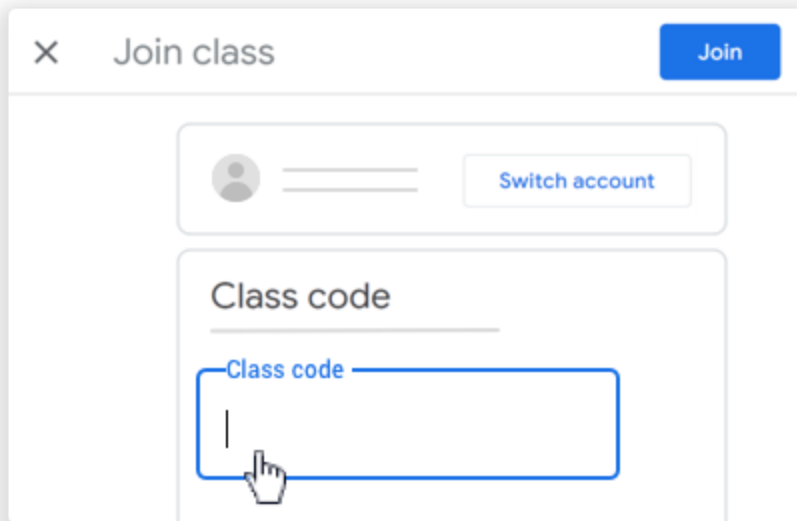
Your teacher can tell you the class code. After you get the code, follow these steps:

1. Go to classroom.google.com.
2. Make sure to sign in with the correct account. If you're already signed in and need to switch accounts, in the top-right corner, click your profile picture  select or add your account.

3. At the top, click Join class .



4. Enter the class code from your teacher and click Join.



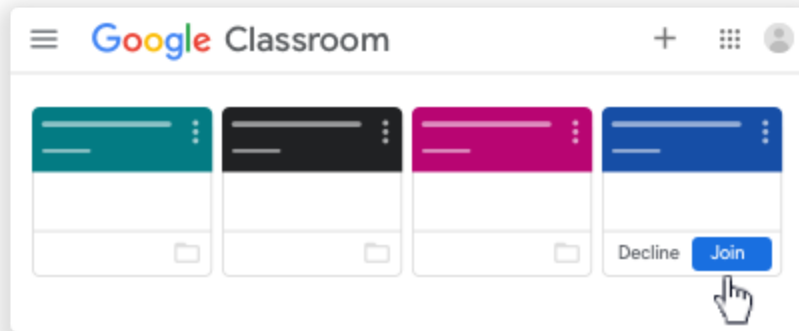
Join with an email invite

Your teacher might send you an email invite. You can join the class from the email or in Classroom.

Accept the invite in Classroom

1. Go to classroom.google.com.
2. Make sure to sign in with the correct account. If you're already signed in and need to switch accounts, in the top-right corner, click your profile picture  select or add your account.

3. On the class card, click Join.



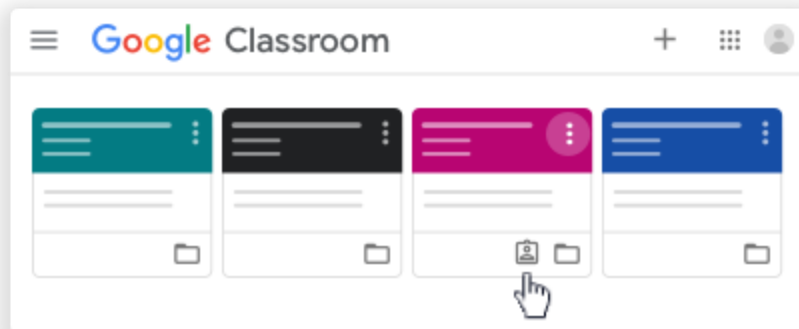
Accept the invite in your email

1. Open the email program you use for Classroom.
2. In the email invite, click Join.
3. (Optional) If you see Class not found, click the Down arrow ☐ and sign in with the account you use for Classroom. [Learn more](#).
4. Click Join.

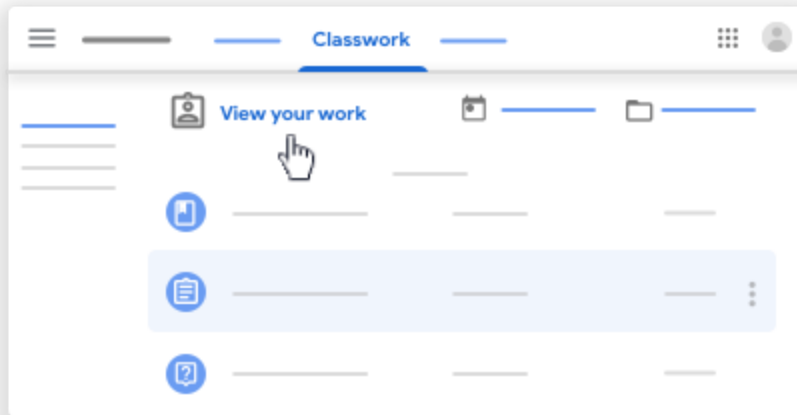
See all your work for a class

You can see a list of all your work for a class. You can check your grades, review assignments and due dates, and see any work that's late or missing. You can also filter your work by class.

1. Go to classroom.google.com.
2. On a class card, click Your work ☐.



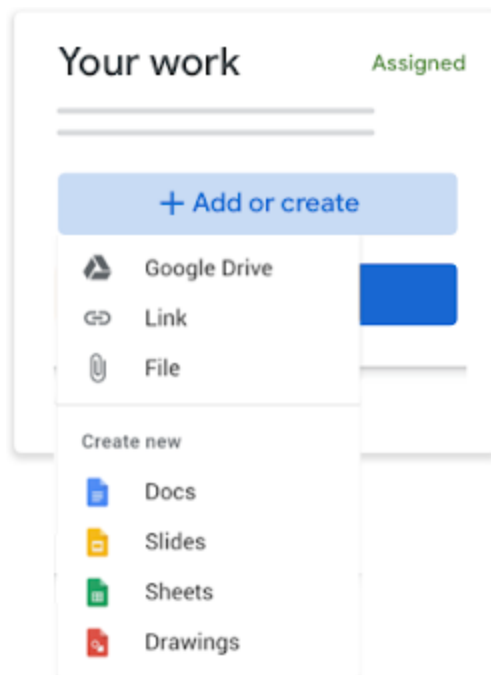
You can also click the class  Classwork  View your work.



Turn in an assignment

You can attach one or more files to your work. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you can't attach a file that you don't own.

1. Go to classroom.google.com.
2. Click the class  Classwork.
3. Click the assignment  View assignment.
4. To attach an item:
 - Under Your work, click Add or create. Select Google Drive , Link  , or File .

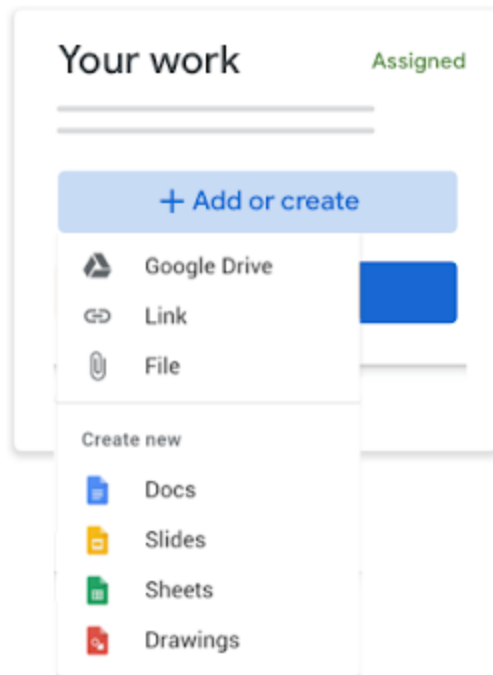


- Select the attachment or enter the URL for a link and click Add.

5. To attach a new document:

- Under Your work, click Add or create Docs  , Slides , Sheets , or Drawings .

A new file attaches to your work and opens.



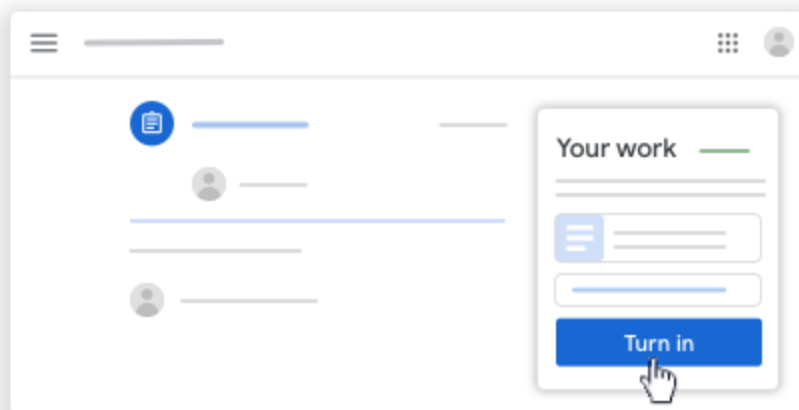
- Click the file and enter your information.

6. (Optional) To remove an attachment, next to the attachment's name, click Remove .

7. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post .

8. Click Turn In and confirm.

The status of the assignment changes to Turned in.



Turn in a quiz assignment

1. Go to classroom.google.com.
2. Click the class  Classwork.

3. Click the assignment ☐ View assignment.
4. Click the form and answer the questions.
5. Click Submit.

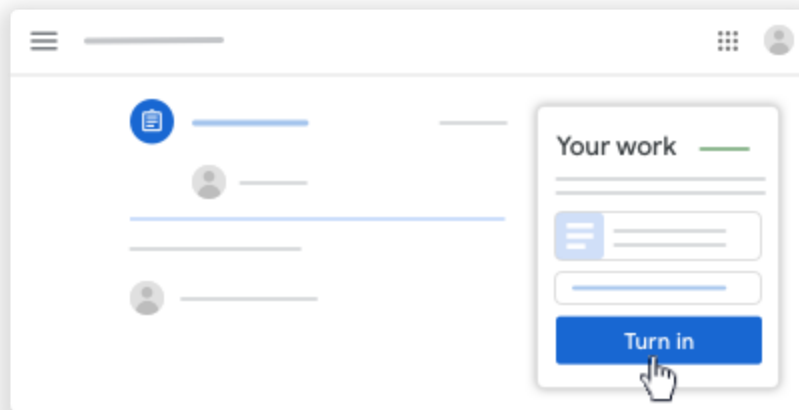
If the form is the only work for the assignment, the status of the assignment changes to Turned in.

6. If there's more work to do for the assignment, click Open assignment.

Turn in an assignment with a doc assigned to you

If your teacher attached a document with your name in the title, it's your personal copy to review and edit. As you work, your teacher can review your progress before you click Turn in.

1. Go to classroom.google.com.
2. Click the class ☐ Classwork.
3. Click the assignment ☐ View assignment.
4. Click the image with your name to open the assigned file.
5. Enter your work.
6. On the document or in Classroom, click Turn in and confirm.



The status of the assignment changes to Turned in.

Important: If you get an error message when you click Turn in, let your instructor know.

Unsubmit an assignment

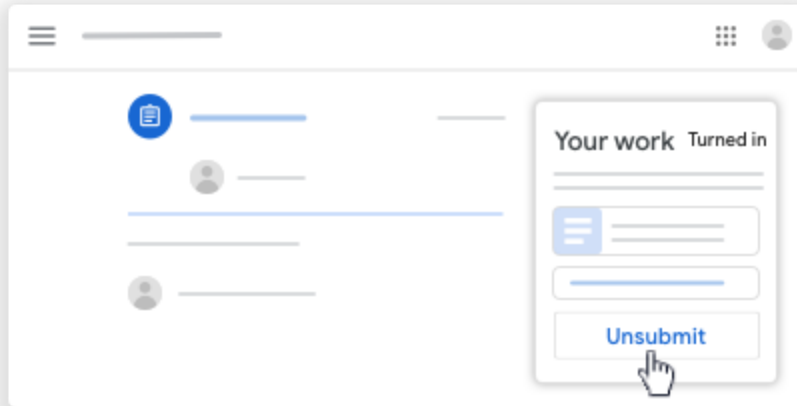
Want to make changes to an assignment that you already turned in? Just unsubmit the work, make the changes, and turn it in again.

Important: Any assignment turned in or marked done after the due date is marked late, even if you previously submitted the work before the due date. If you unsubmit an assignment, be sure to resubmit it before the due date.

1. Go to classroom.google.com.
2. Click the class ☐ Classwork.
3. Click the assignment ☐ View assignment.

4. Click Unsubmit and confirm.

Note: This assignment is now unsubmitted. Turn it in again before the due date.



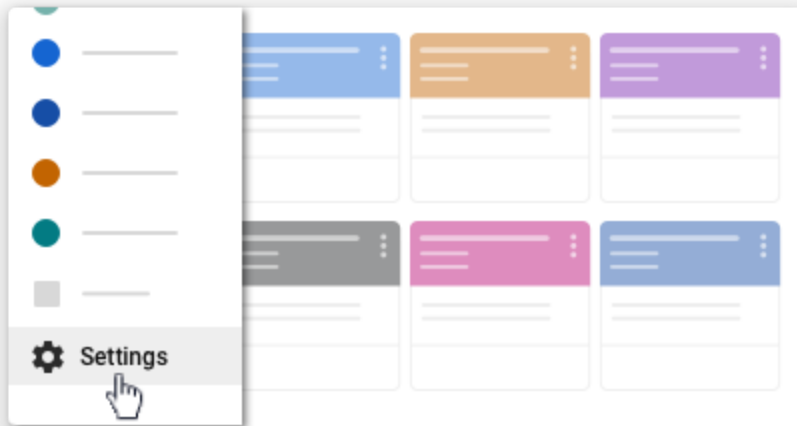
Turn email notifications on or off

You can decide if you want to get email notifications about updates to your classes.

1. Go to classroom.google.com.
2. At the top, click Menu .



3. Scroll down and click Settings.



4. Next to Receive email notifications, click the switch Off or On .

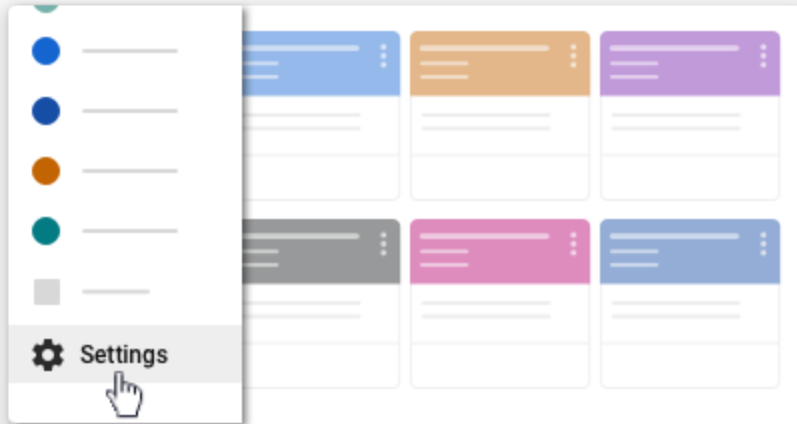
Customize notifications

You can choose the notifications that you get for all of your classes. For example, you can turn off invitation notifications for all classes but keep notifications for assignments on.

1. Go to classroom.google.com.
2. At the top, click Menu .



3. Scroll down and click Settings.



4. Next to Receive email notifications, click the switch On
5. Next to each type of notification that you want to get, click the switch On .
Refer to the tables below for a description of each notification.

GOOGLE MEET NORMS

PLEASE READ BEFORE WE START OUR MEETING

- **Show up on time** or as close as you can.
- Limit distractions. Find a quiet place, free from interruptions by siblings, pets, TV, music.
- **OVOT (One Voice at One Time).**
Appropriate language
Use the chat box to ask questions. But do **NOT** use it for inappropriate comments
Wait for the teacher to call on you.
Keep the microphone muted. Unmute your microphone when you are called.
- When you are speaking, **look at the camera and speak loudly and clearly.**
- **No food, please.** *Turn off video if you need to munch!*
When you take a bite and chew, you are doing so in everyone's face!
- **Stay in one place, if possible.** If you are walking around, laying down or stepping in and out of the camera, it can be very distracting.
- **Remain on task.**
Avoid doing other activities during our meetings.
Please set aside cell phones, toys or other things that can be distracting.