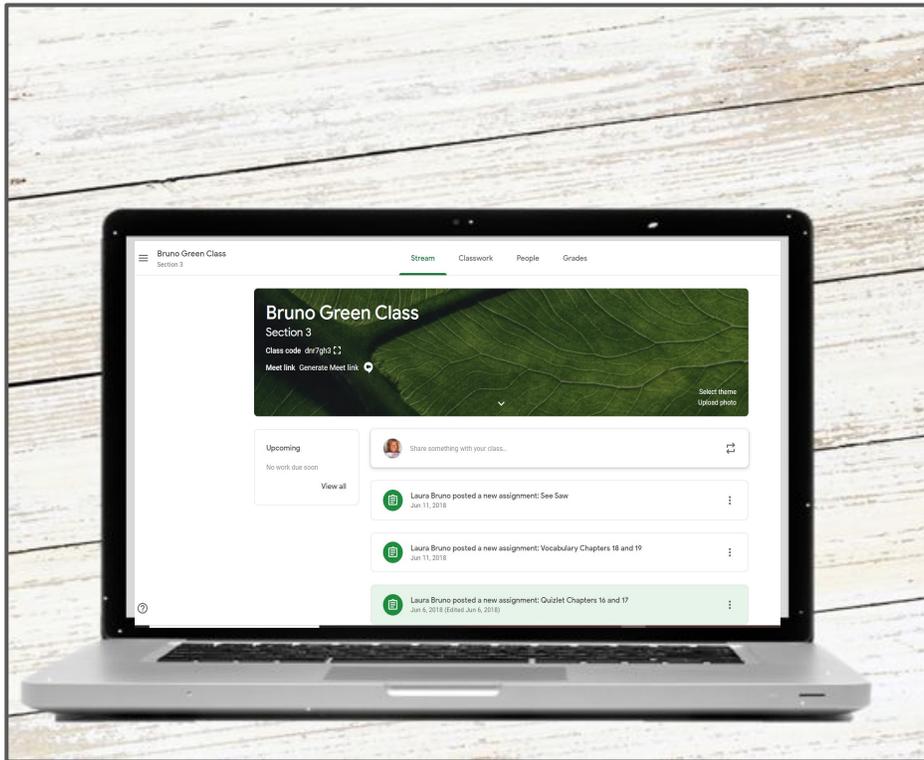


A Parent's Guide To Google Classroom™



**A step-by-step guide to
understanding Google
Classroom™ and helping your
child to be successful**

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Overview



A growing number of school districts are turning to Google’s educational products to facilitate the use of technology in the classroom. This can be both exciting and overwhelming for parents and students alike. This guide will help you navigate Google Classroom and make use of all of its features to help your child be successful.

What is Google Classroom?

Google Classroom is a safe and secure web service that allows teachers to create, distribute and grade assignments in a paperless way. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students. It can improve communication between teachers, students and parents by providing access to assignments, resources, grades and due dates. You can think of it like a “digital binder” for your child’s assignments and resources.

Accessing Google Classroom

How do I find my child's classes?

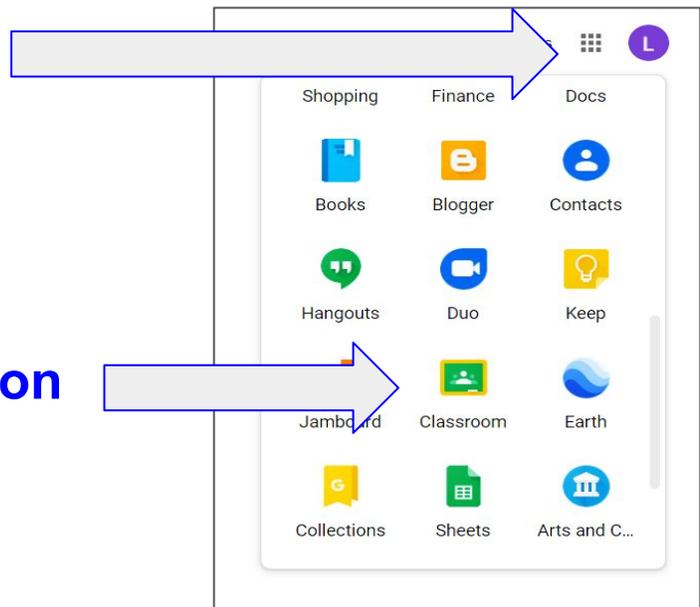
At this time, the easiest way to locate your child's Google Classrooms is to log in using their school Google account. In addition, some districts will provide teachers with access to a feature that enables them to send parents weekly or daily email summaries of assignments, announcements and due dates.

Follow the steps below to locate all of your child's classes:

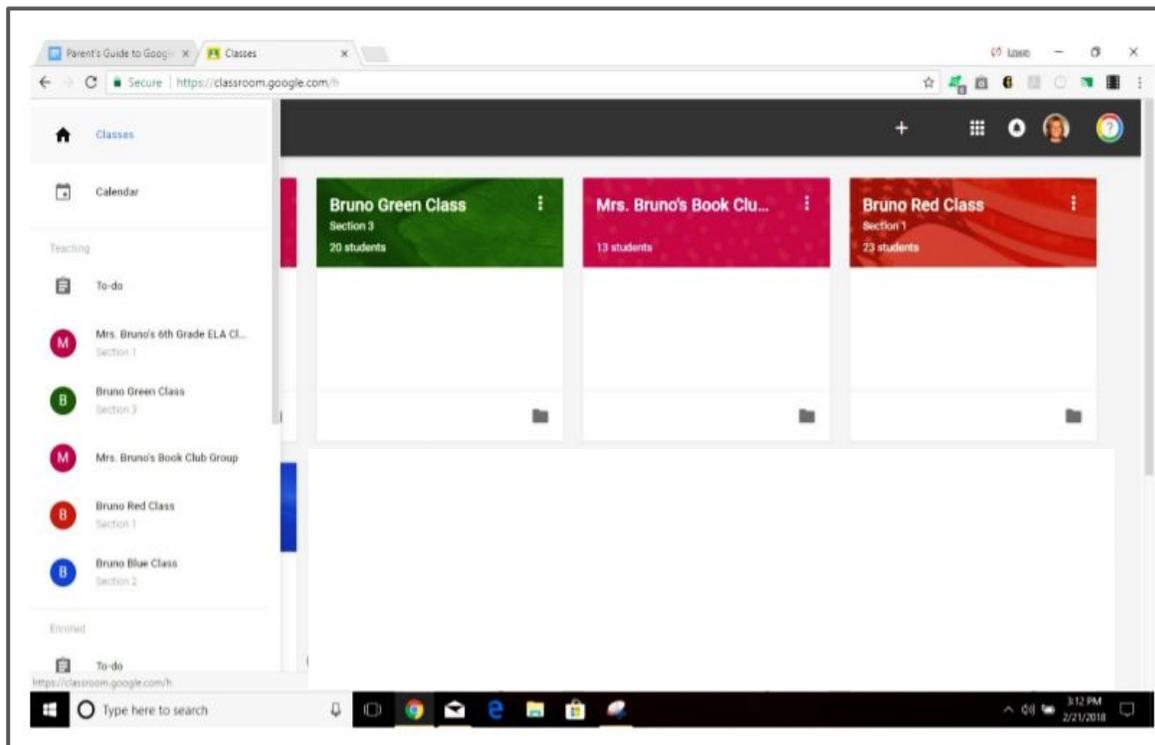
1. Log in to Google with your child's school email account.
2. Locate the "waffle" or Google Apps icon and select Google Classroom from the drop down menu.

Google Apps Icon

Google Classroom Icon



3. This will take you to all of the classes that your child has joined. Click on any class to enter or click on the icon in the upper left corner to see a list of classes and switch between classes.



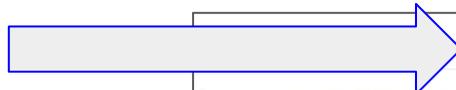
The Main Page

What information is on the main page and how is it organized?

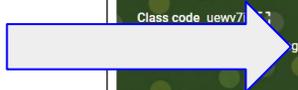
On the main page of the classroom you will find tabs at the top of the screen that will help you navigate between the stream, classwork, people and grades, if your district is using the grades tab. You may also see a code for Google Meet if your child's teacher is using this for feature. More about each of these tabs will follow.

In addition, you will find the stream which will be explained in detail in the next section, and due dates for assignments.

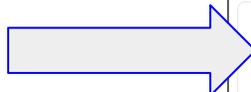
Tabs



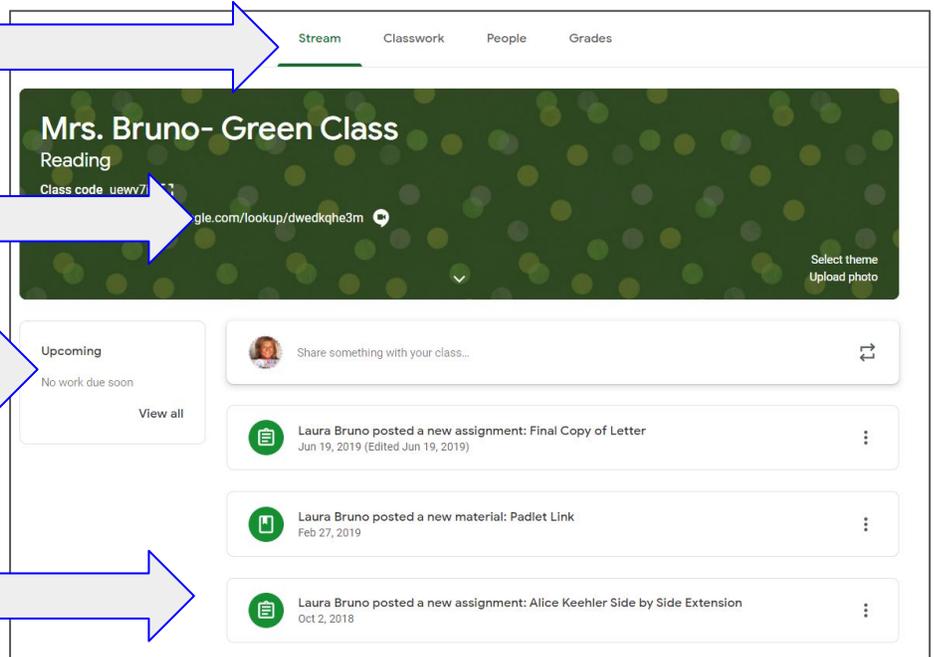
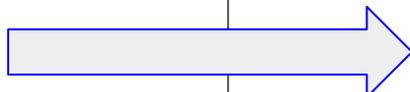
Google Meet Code



Due Dates

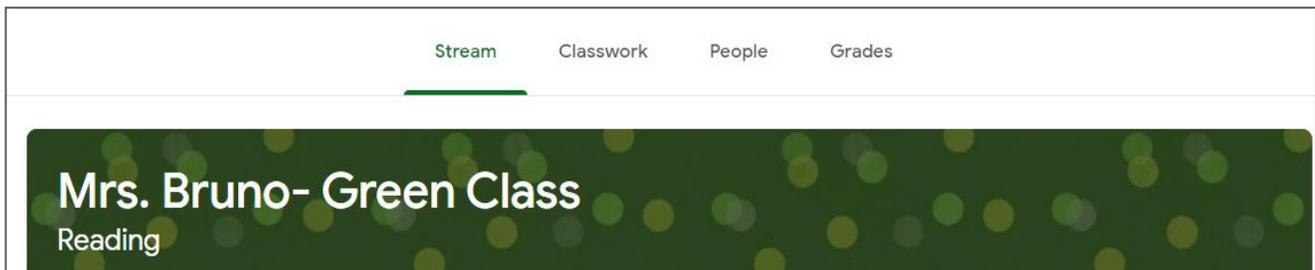


Stream



What are tabs and what can I do with them?

There are three or four main tabs located at the top of the page to help students and parents navigate between the different sections of the classroom. When you initially open the classroom, you will be on the tab with the stream. The second tab is titled “classwork” and contains assignments, questions and resources to help students when completing assignments. The third tab is titled “people” and contains school email addresses of all students in the class, as well as the teachers. If your child’s teacher is using the “grades” feature that will be the fourth tab. This is where you would see grades for completed assignments. Some teachers and districts have this feature disabled because they use other grading platforms.



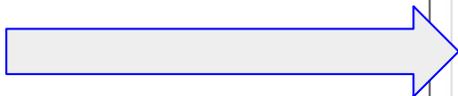
The Stream

What is the stream and what information can I find there?

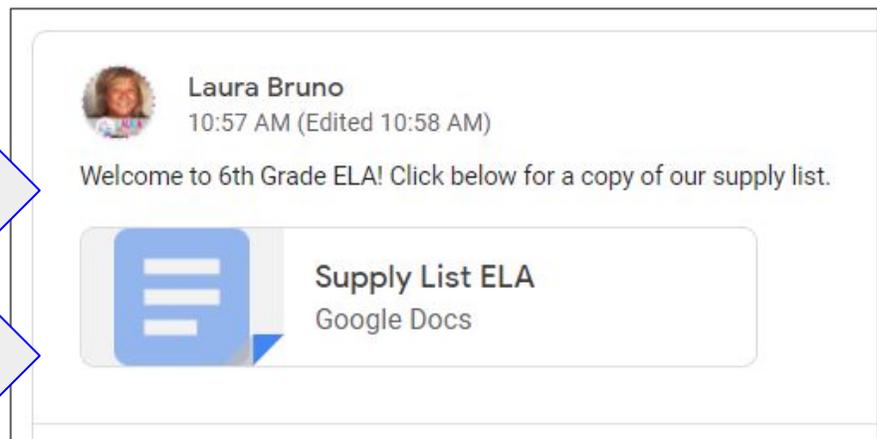
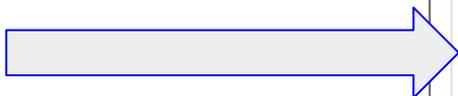
The stream is where teachers post information for students. If you are accessing an older version of Google Classroom you will find announcements, assignments and questions. The newer version of Classroom has announcements in the stream, with assignments and questions under the tab titled “Classwork.”

Announcements: Announcements are reminders or messages to students. They are organized with the most recent posts on top and older posts below. They may also have attachments such as forms for school pictures, flyers for school events or supply lists. Some teachers may also list homework assignments in the stream for easy access. Announcements will have a white header without the clipboard in the corner.

Announcement



Attachment



Classwork

The classwork tab is where you will find your child's assignments. Teachers may also post links and other resources needed to complete assignments. In addition, teachers may post questions for students to answer in order to facilitate a class discussion on a topic of study and quizzes. Classwork is arranged with the most recent items at the bottom of the page. The teacher may have also set up categories for posts such as "Classwork" or "Homework."

Assignments: Assignments in Google Classroom are paperless versions of traditional assignments that students would receive through a handout.

The clipboard icon in the upper left corner indicates that the post is an assignment for students to complete. When a student clicks on an assignment, it will take them to a Google Doc, Google Form or other tasks that they must complete and submit electronically. There may also be links to other resources that will help students complete those assignments. Teachers may grade assignments and return with a score via the classroom as well.

Assignment Icon

Due Date

Directions

Attachment

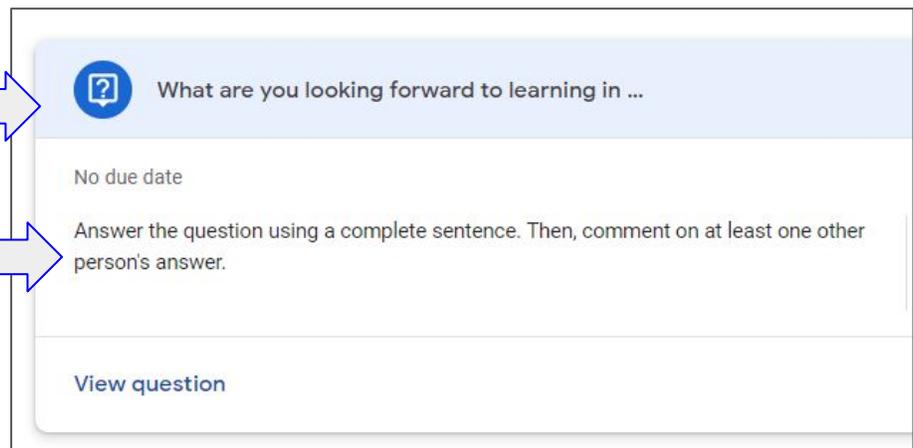
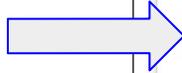
The screenshot shows a classroom assignment post. At the top left is a clipboard icon. The title is "Chapter 17 Vocabulary Words" and the due date is "Due Sep 14". Below the title, it says "Posted Jun 6, 2018 (Edited 11:24 AM)". The directions are "Open the attachment and create a vocabulary square for each word." To the right of the directions are two boxes: "0 Turned in" and "24 Assigned". Below the directions is an attachment of a Google Doc titled "Chapter 17 Vocabulary an...". At the bottom left of the post is a "View assignment" link. Three blue arrows point to the clipboard icon, the due date, and the attachment.

Questions: Teachers can post questions for students to answer on the stream and encourage debate and conversation. If enabled, students may also respond to answers of their classmates.

Question

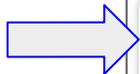


Directions

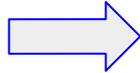


Material: Teachers may post material that students need to use to complete assignments or that may serve as resources such as study guides. These will be posted with a blue icon that looks like a bookmarked page.

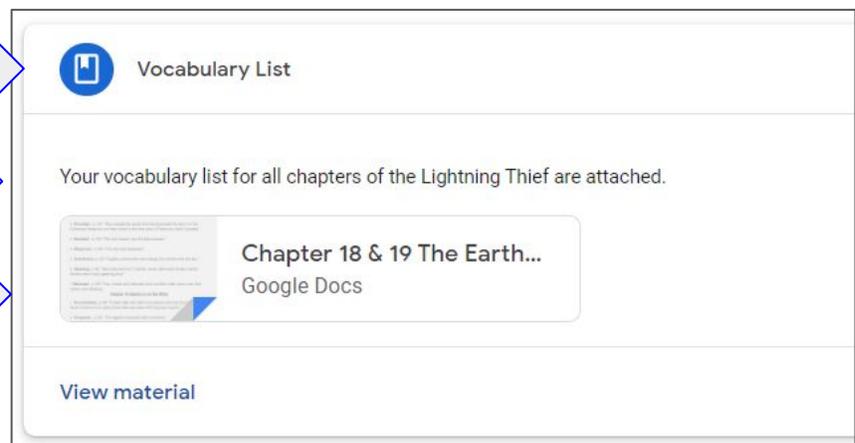
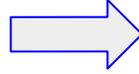
Material Icon



Directions



Attachment



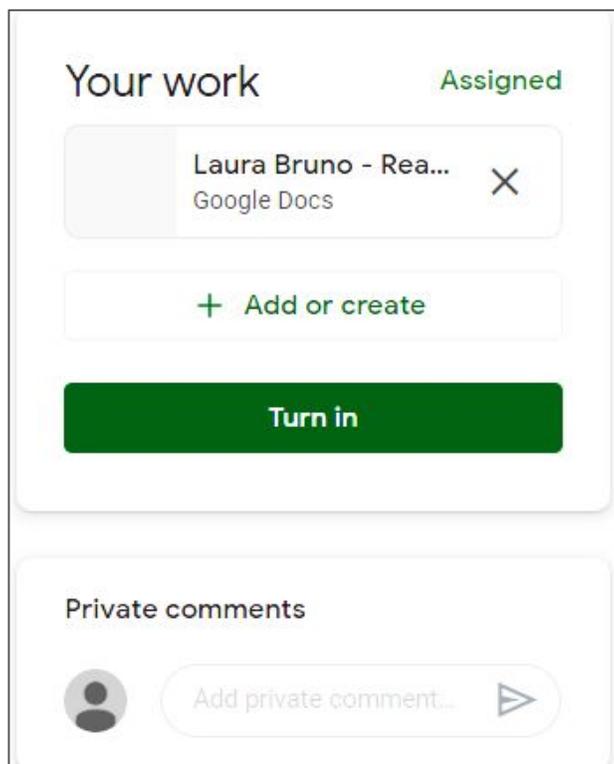
Quizzes: Teachers may assign quizzes within the classwork section of classroom as well. These will direction students to a Google Form where they will complete the actual quiz.

The image shows a screenshot of a classroom assignment card. The card is titled "Chapters 16 and 17 Vocabulary Quiz" and has a due date of "Due Sep 14". It includes a "Quiz Icon" (a blue circle with a white document icon), "Directions" (the text "Open the attached Google Form and complete the quiz."), and a "Link to Quiz" (a thumbnail of a Google Form titled "Chapters 16 and 17 Vocab..."). A "View assignment" button is located at the bottom of the card. Three blue callout arrows point to these elements: "Quiz Icon" points to the icon, "Directions" points to the text, and "Link to Quiz" points to the thumbnail. A fourth blue callout arrow labeled "Due Date" points to the "Due Sep 14" text in the top right corner of the card.

Submitting Assignments

How does my child submit completed assignments and how can we tell if assignments are done or late?

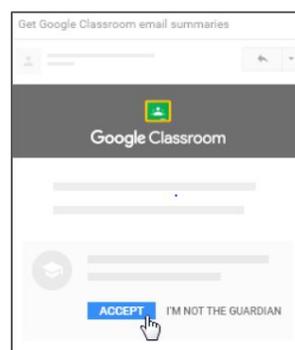
When a student opens an assignment there will be a “turn in” button at the bottom of the post. In addition, students will find the same button at the top of an assignment document. In the top right hand corner of the assignment post will be status message telling you if the assignment is “not done”, “done” or “late.” You may also see a message indicating that the assignment has been returned with a grade.



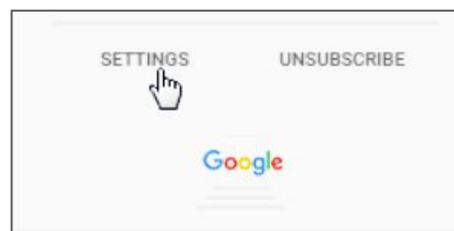
Email Summaries

Email summaries are a terrific communication tool for parents and teachers. If your child's school district and classroom teacher have enabled this feature, you may receive daily or weekly emails including missing work, upcoming due dates for work and announcements. You may have summaries sent to any email, but you need to have a Google account to view settings and determine the frequency of the emails.

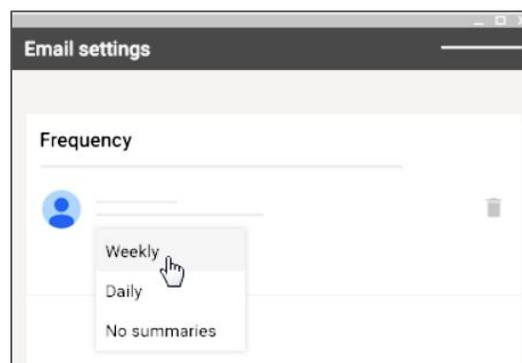
1. You will receive an email from your child's teacher that includes an invitation. When you accept that invitation, you can go to settings to choose the frequency.



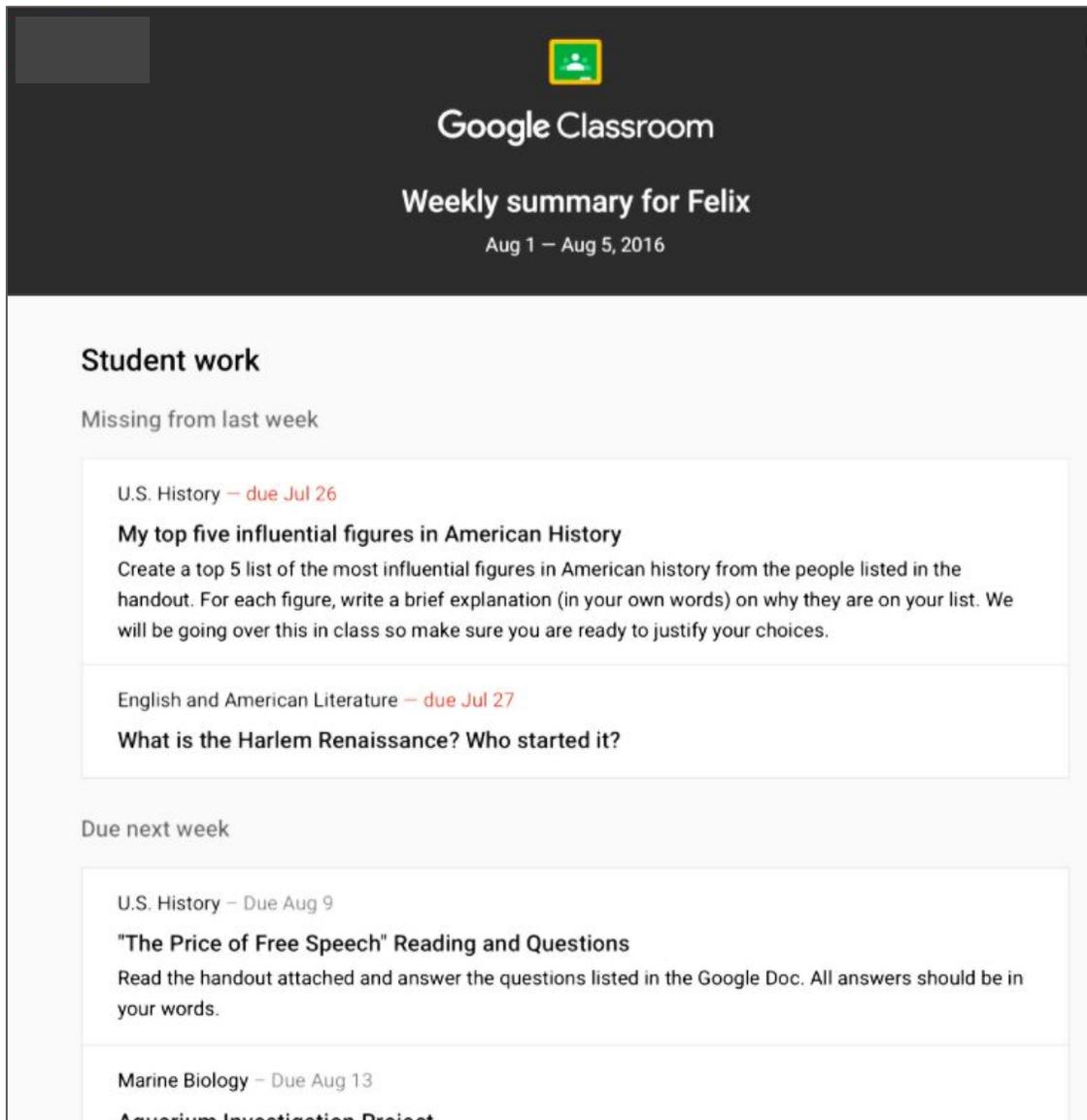
2. Log in to your Google account and choose settings at the bottom of an email summary. Go to the email settings page, choose frequency and the email that you would like to receive summaries. You may choose weekly, daily or no summaries.



*A sample email summary can be found on the next page.



Sample Email Summary




Google Classroom

Weekly summary for Felix
Aug 1 – Aug 5, 2016

Student work

Missing from last week

U.S. History – due Jul 26

My top five influential figures in American History
Create a top 5 list of the most influential figures in American history from the people listed in the handout. For each figure, write a brief explanation (in your own words) on why they are on your list. We will be going over this in class so make sure you are ready to justify your choices.

English and American Literature – due Jul 27

What is the Harlem Renaissance? Who started it?

Due next week

U.S. History – Due Aug 9

"The Price of Free Speech" Reading and Questions
Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.

Marine Biology – Due Aug 13

Aquarium Investigation Project