



Overview

This guide will help you navigate Google Classroom and make use of all its features to help your student be successful during their Remote Learning experience.

Google Classroom is a safe and secure web service that allows educators to create assignments, provide mini lessons, intervene, assess provide supports and feedback all in one place. 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 3-ring binder” for your child’s assignments and resources.

Accessing Google Classroom through the SSO Portal -- How does my student sign in?

At this time, the easiest way to locate your student’s Google Classroom is to go to the division or school website and have your student log into the **Student Sign On (SSO Portal)** account where you will see icons for Google Classroom and other division programs.

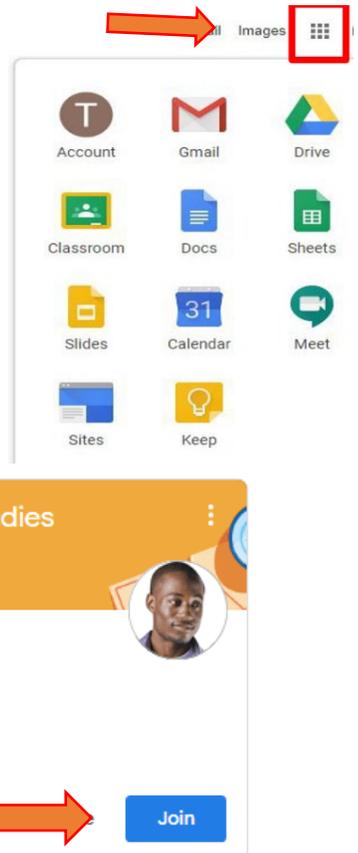
Log into Google with your student’s school email and password. If you do not have this information, contact your student’s teacher.

Accessing Google Classroom through an Internet Browser -- How does my student sign in?

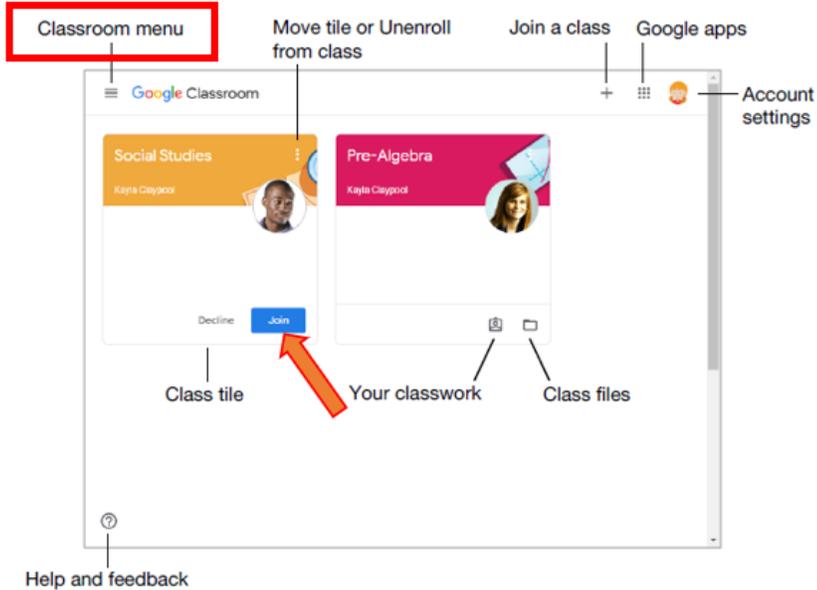
You will need to open the Google Chrome internet browser. Click on SIGN-IN in the upper right corner of the browser window.

Enter your student’s username and click NEXT. (Note: A student’s username will be in the form of **username@wcs.k12.va.us.**) Enter your student’s password and click next. (Note: A student’s password is usually the same number as their cafeteria number.)

Once the student is logged into Google, click on the Google Apps “waffle” in the top right corner. This will provide students access to all the other Google Apps. Locate and select Google Classroom from the menu.

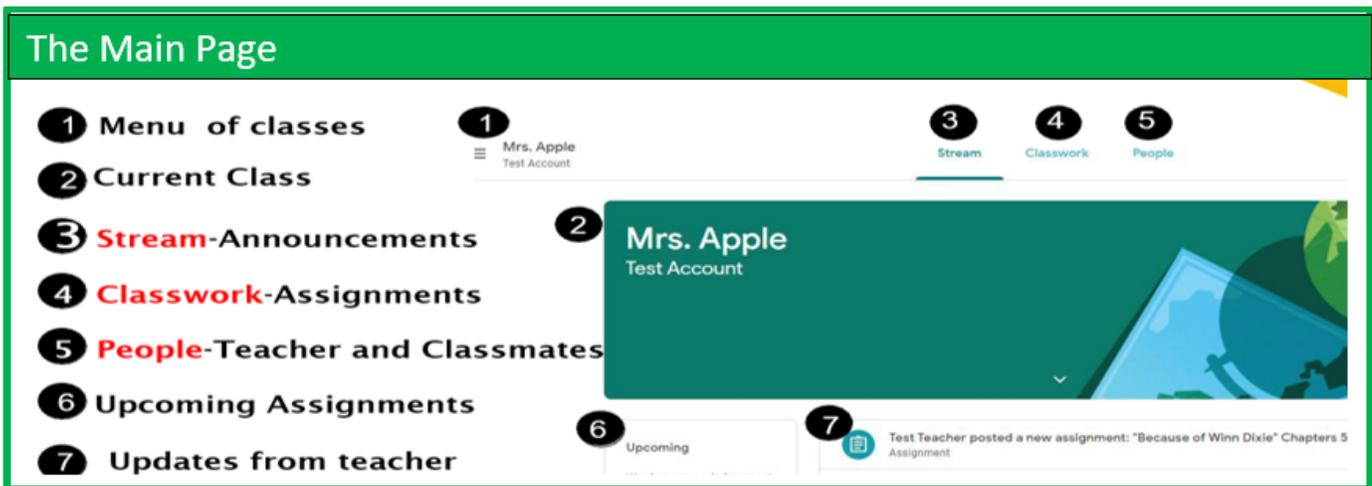


The Google Classroom Screen



The Google Classroom Screen will take you to all the classes that your student has been asked to join. Click “join” on the class to enter or click on the icon in the upper left corner and switch between classes. Students will need to enter a class code given to them by their teacher.

Google Classroom Main Page



Students can begin to navigate Google Classroom. On the main page of the classroom you will find tabs at the top of the screen that will help you navigate Google Classroom.

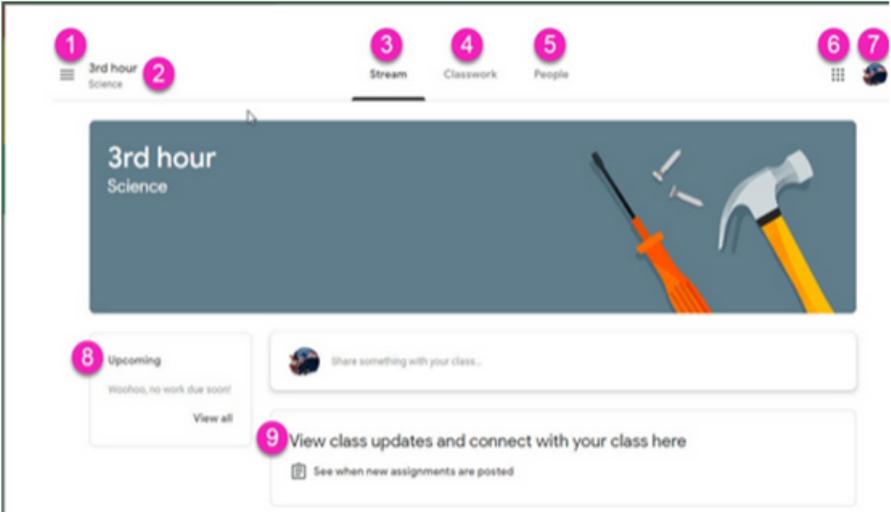
Three Main Tabs: Stream, Classwork, People

There are three main tabs located at the top of the classroom which help students and parents navigate to different sections of Google Classroom.

The Stream Tab: When you initially open the classroom, you will be on the tab with the **stream**. The stream is where teachers post information for students. Here you will find announcements, assignments and questions with the most recent teacher posts on the top. 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.

The Stream Tab

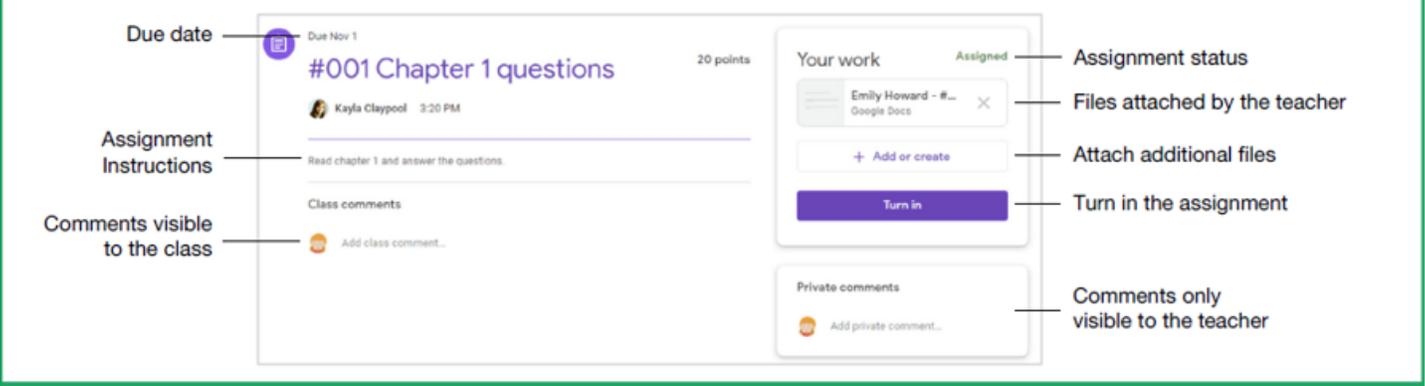
1. Click the lines to go back to the list of classes
2. Name of current class
3. Stream (announcements, most recent on top)
4. Classwork (where all the assignments are listed)
5. People (a list of classmates)
6. Waffle icon (takes you back to the menu of other Google apps)
7. Your account (student must be logged in to the school google account to access the work)
8. Up-coming assignments for this class
9. Latest announcement from the teacher



The screenshot shows the Google Classroom interface for the 'Stream' tab. At the top, there are three tabs: 'Stream', 'Classwork', and 'People'. Below the tabs is a header for the class '3rd hour Science' with an image of tools. The main content area shows an 'Upcoming' section with a post about a workshop and a 'View all' link. Below that is a section for 'View class updates and connect with your class here' with a 'See when new assignments are posted' link. The interface is annotated with numbered callouts 1 through 9, corresponding to the list on the left.

The Classwork Tab: The second tab is titled “**classwork**” and is where you will find your student’s assignments. Teachers may also post links and other resources needed to complete assignments. Teachers may post questions for students to answer in order to facilitate a class discussion on a topic of study.

The Assignment Screen



The screenshot shows the Google Classroom assignment screen for '#001 Chapter 1 questions'. The assignment is due on Nov 1 and is worth 20 points. The teacher is Kayla Claypool. The assignment instructions are 'Read chapter 1 and answer the questions'. The screen is annotated with labels for various elements:

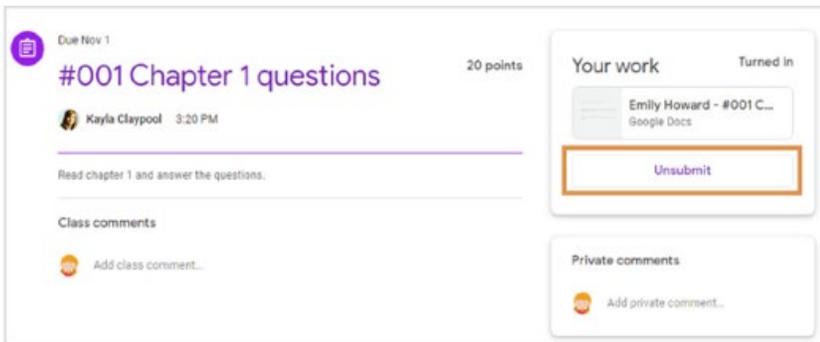
- Due date: Due Nov 1
- Assignment Instructions: Read chapter 1 and answer the questions.
- Comments visible to the class: Add class comment...
- Assignment status: Assigned
- Files attached by the teacher: Emily Howard - #... Google Docs
- Attach additional files: + Add or create
- Turn in the assignment: Turn in
- Comments only visible to the teacher: Add private comment...

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.

Submitting Assignments: When a student opens an assignment there will be a **“turn in” button** at the bottom of the post. Students will find the same button at the top of the assignment document. In the top right-hand corner of the assignment post will be a status message telling students if the assignment is “not done”, “done” or “late.” You may also see a message indicating that the assignment has been graded.

Unsubmit Assignments

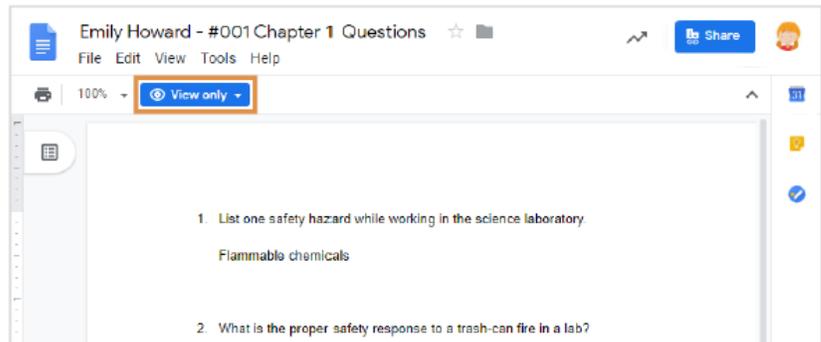


The screenshot shows an assignment titled "#001 Chapter 1 questions" with a due date of "Due Nov 1" and a value of "20 points". The assignment was posted by "Kayla Claypool" at "3:20 PM". The instructions are "Read chapter 1 and answer the questions." Below the instructions is a "Class comments" section with an "Add class comment..." button. On the right side, under "Your work", it says "Turned in" and shows a preview of the student's work by "Emily Howard - #001 C..." using "Google Docs". A red box highlights the "Unsubmit" button. Below this is a "Private comments" section with an "Add private comment..." button.

If the teacher has allowed it, an Unsubmit button appears after work is turned in. Unsubmit the assignment to gain back editing rights and make changes before the due date.

Document Sharing

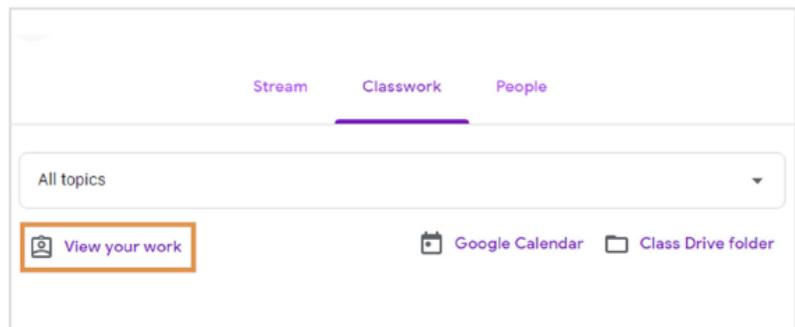
Once an assignment is turned in, it becomes a view-only file. Ownership of the document switches to the teacher to prevent changes. You will still be able to see your responses, but you lose editing abilities.



The screenshot shows a Google Docs document titled "Emily Howard - #001 Chapter 1 Questions". The document is in "View only" mode, as indicated by a red box around the "View only" dropdown menu. The document content includes two numbered questions: "1. List one safety hazard while working in the science laboratory" with the answer "Flammable chemicals", and "2. What is the proper safety response to a trash-can fire in a lab?".

View Your Assignments

If the teacher displays grades in Google Classroom, you can check grades on the View your work page. Click the **Classwork** tab, then click **View your work**. This page displays all your assigned classwork with due dates, as well as the status or grade received.



The screenshot shows the "View your work" page in Google Classroom. The "Classwork" tab is selected, and the "View your work" button is highlighted with a red box. The page displays "All topics" in a dropdown menu and includes links for "Google Calendar" and "Class Drive folder".

The People Tab: The third tab is titled “**people**” and contains school email addresses of all students in the class and well as the teacher’s email address. You may choose two options for Email Summaries. You can choose to receive email summaries either daily or weekly. Parent/Guardian email summaries will include class activity which will contain information related to announcements, assignments, and questions recently posted by teachers. Email summaries will also include assignment due dates and missing or late work.

Technical Support: For password resets, or any other support requests, please contact your child’s teacher or the school’s principal.