

# *A Parent's Guide To Google Classroom*



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

# Table of Contents

Overview.....Page 3

How to Access Classroom.....Pages 4-5

The Classroom Main Page.....Page 6

Tabs.....Page 7

The Stream.....Page 8

Classwork.....Pages 9-10

Submitting Assignments.....Pages 11-12

Email Summaries.....Page 13



# 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.

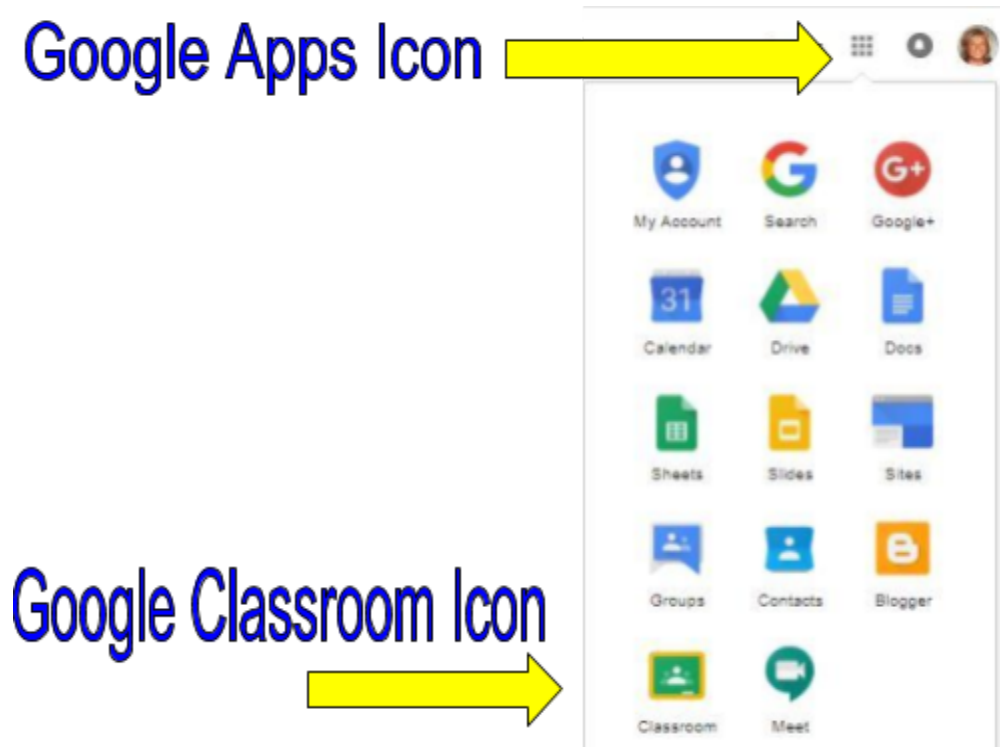


# Accessing Google Classroom

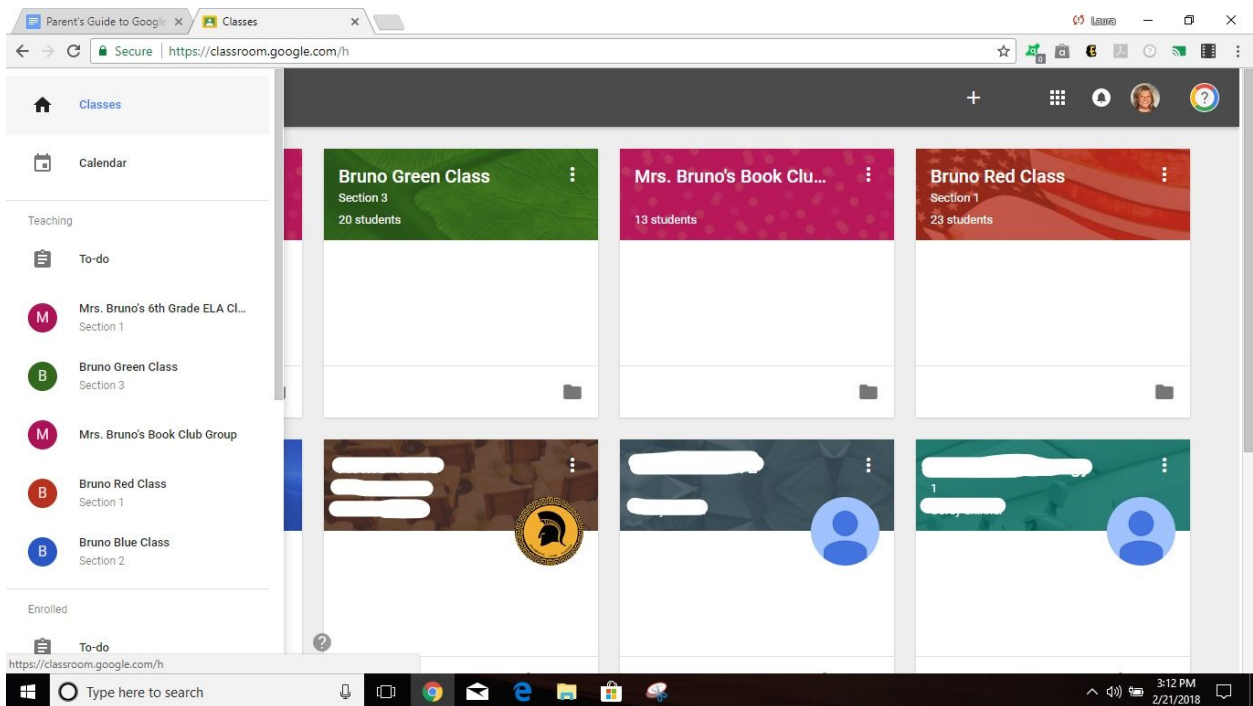
How do I find my child's classes?

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.



**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.**

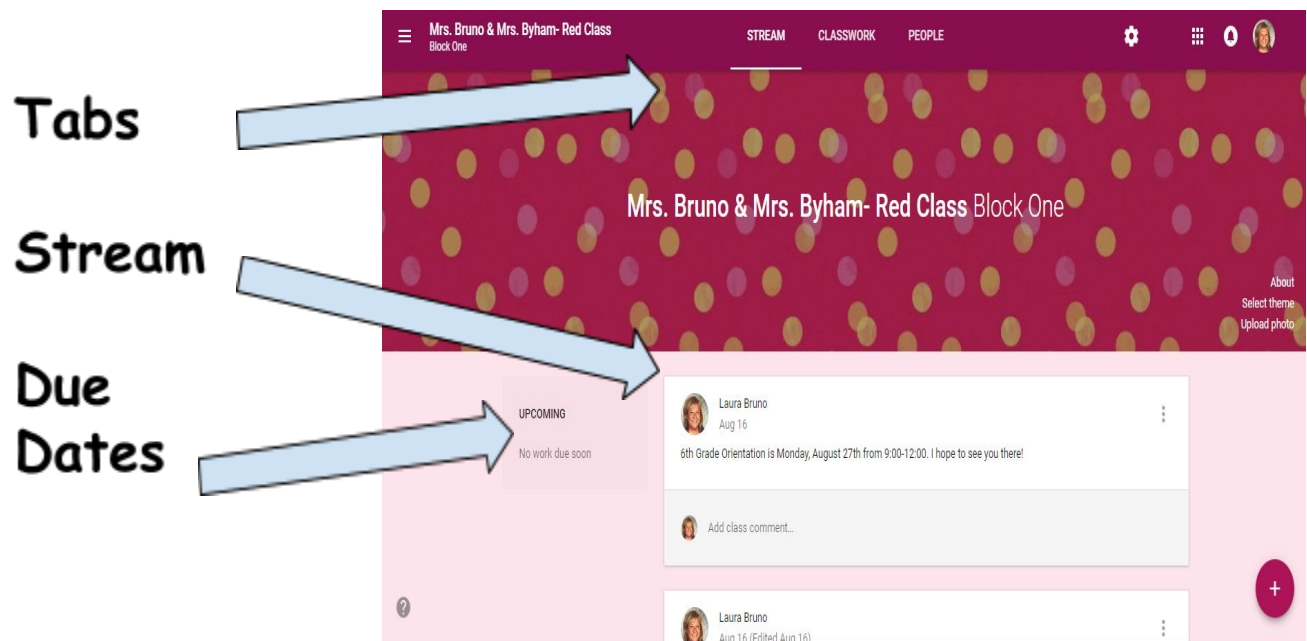


# The Main Page

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 and people section. 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

## What are tabs and what can I do with them?

There are three main tabs located at the top of the classroom which help students and parents navigate to 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 complete work. The third tab is titled "people" and contains school email addresses of all students in the class and well as the teachers.

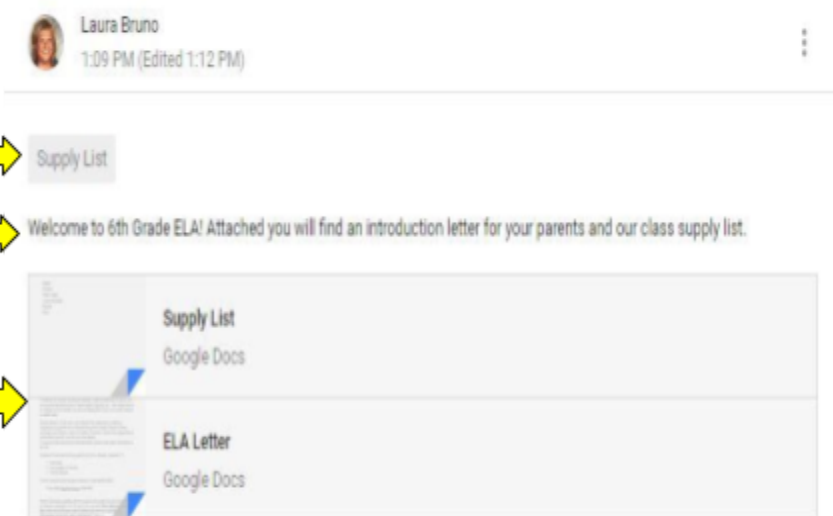


# The Stream

**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.



The screenshot shows a classroom announcement from Laura Bruno, posted at 1:09 PM (edited 1:12 PM). The announcement text is "Welcome to 6th Grade ELA! Attached you will find an introduction letter for your parents and our class supply list." There are two attachments: "Supply List" and "ELA Letter", both of which are Google Docs. Annotations on the left side of the image use yellow arrows to point to these elements:

- Topic** points to the "Supply List" attachment title.
- Announcement** points to the main text of the announcement.
- Attachments** points to the "ELA Letter" attachment title.



# 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.

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

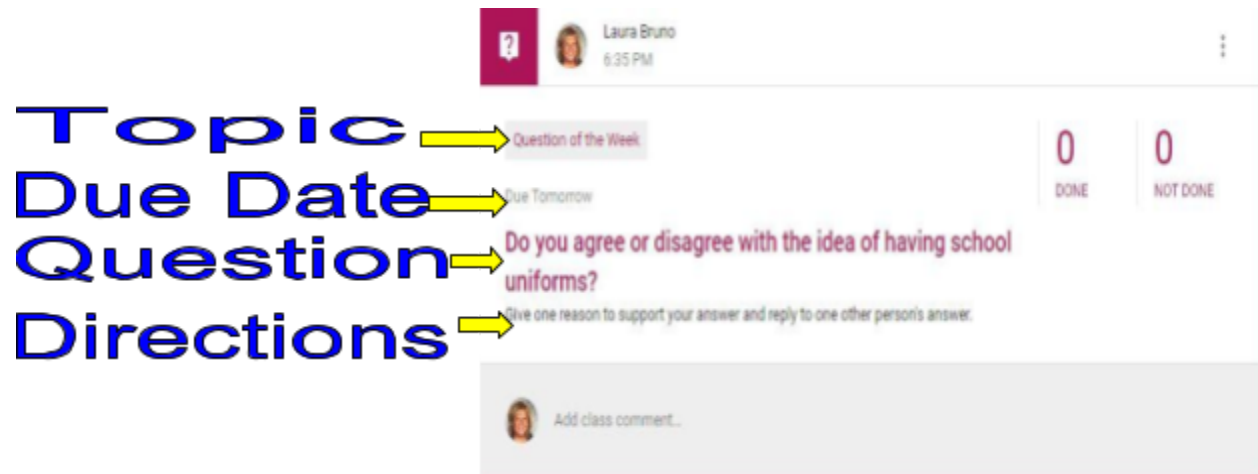
The image shows a screenshot of a Google Classroom assignment post. On the left side, there are four blue text labels with yellow arrows pointing to specific elements of the post:

- Assignment Icon** points to a purple clipboard icon.
- Topic** points to the word "Tests" in a grey box.
- Due Date** points to the text "Due Feb 23".
- Directions** points to the text "Complete the attached test using your class notes for Chapters 1-6."
- Link to Assignment** points to a purple document icon representing a Google Form.

The assignment post itself includes the following information:

- Teacher name: Laura Bruno
- Time: 5:33 PM
- Progress: 0 DONE, 0 NOT DONE
- Title: Dragonwings Test Chapters 1-6
- Directions: Complete the attached test using your class notes for Chapters 1-6.
- Attachment: Dragonwings Test Chapters 1-6 Google Forms
- Action: View responses
- Comment field: Add class comment...

**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.



The screenshot shows a classroom interface for a question. At the top, it displays the user 'Laura Bruno' and the time '6:35 PM'. The question is titled 'Question of the Week' and is due 'Tomorrow'. The question text is 'Do you agree or disagree with the idea of having school uniforms?'. Below the question, there are two counters: '0 DONE' and '0 NOT DONE'. The directions for the question are 'Give one reason to support your answer and reply to one other person's answer.' At the bottom, there is a text input field for 'Add class comment...'. On the left side of the screenshot, four blue annotations with yellow arrows point to specific parts of the interface: 'Topic' points to the question title, 'Due Date' points to the due date, 'Question' points to the question text, and 'Directions' points to the directions text.

**Topic** → Question of the Week

**Due Date** → Due Tomorrow

**Question** → Do you agree or disagree with the idea of having school uniforms?

**Directions** → Give one reason to support your answer and reply to one other person's answer.

0 DONE 0 NOT DONE

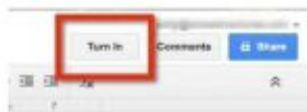
Add class comment...

# 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 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.

## Assignments - student view



Students can also submit assignments directly from Google Docs!

## Your work

Files you add or create can be viewed and edited by your teacher

**LATE UNSUBMITTED**

Cyber Safety Poster - Tonya Nugent  
Google Docs

Add ▾

**TURN IN**



Add private comment...

# Status Grade

Due Jul 15, 11:59 PM

Writing sample

no 26, 2014, 1:24 PM (Edited Apr 17, 6:55 AM) Add class comment

**100**  
**100**

**RETURNED**

Your work

Files you add or create can be viewed and edited by your teacher

Writing sample - Student One  
Google Docs

Add Create

RESUBMIT

Add private comment...

# Email Summaries

## What information can I get from email summaries and how do I get them?

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 need to have a Google account and you can 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 the settings to choose the frequency.
2. Log in to your Google account and choose settings at the bottom of an email summary. Sign in to the email settings page, choose frequency and the email that you would like to receive summaries.

A sample parent summary page is shown below:

The screenshot shows a Google Classroom email interface. At the top, it says 'Google Classroom' with a profile icon, followed by 'Weekly summary for Felix' and the date range 'Aug 1 - Aug 5, 2016'. Below this, there are two main sections: 'Student work' and 'Missing from last week'. Under 'Missing from last week', there are two items: 'U.S. History - due Jul 26' with the assignment 'My top five influential figures in American History' and 'English and American Literature - due Jul 27' with the assignment 'What is the Harlem Renaissance? Who started it?'. Below that is the 'Due next week' section, which includes 'U.S. History - Due Aug 9' with the assignment '"The Price of Free Speech" Reading and Questions' and 'Marine Biology - Due Aug 13'.