# GOOGLE CLASSROOM

## CHEAT SHEET

### For Students

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Shake Up Learning®

# WELCOME TO GOOGLE CLASSROOM

Google Classroom is designed to help teachers and students communicate and collaborate, manage assignments paperlessly, and stay organized.

### LOGIN FOR STUDENTS

Log into the student device, make sure you have Wi-fi connected, click the Google Chrome

icon [Chrome icon] to launch Google Chrome if it does not automatically open.   Clever should open in the first tab or by clicking the Clever icon in the Chrome extension
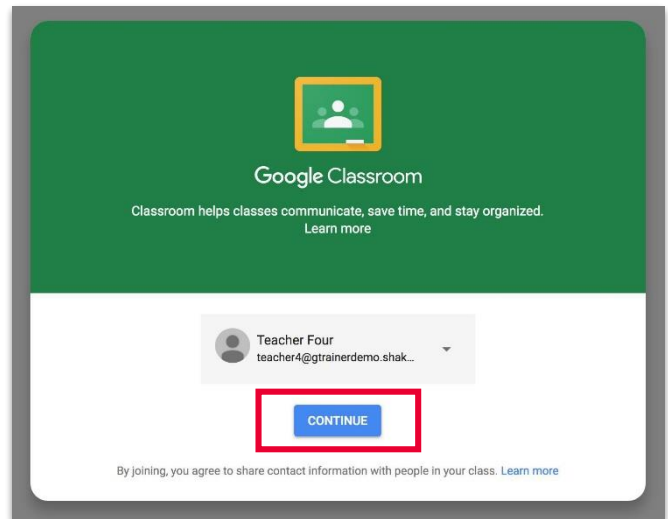
bar [C icon] . Once in Clever, scroll down and find

the Google Classroom icon [Google Classroom icon] and click the icon.

### SELECT YOUR ROLE – (if this screen pops up)

● Click on the **"I'M A STUDENT"** button as your role so you can join your teacher's class.

*Note: You cannot change your role later, so be sure to select the correct role.*

![Google Classroom Cheat Sheet For Students]

# JOIN A CLASS AS A STUDENT

- Some teachers may already have you added to a class so you will need to click the **Join** button on your dashboard for each class.

- Some teachers may email you or communicate to you a Class Code number for you to join a class. If you are given a class code to join a class, follow the instructions below.

**1** **Join Your Class**

Click the **+** (near the top-right of the page) and select **"Join class"** to join your teacher's class.
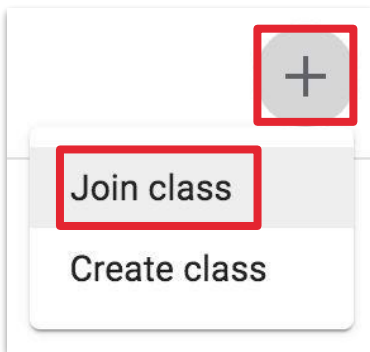
**2** Enter the class code given to you by your teacher.

Then, **CLICK "Join."**
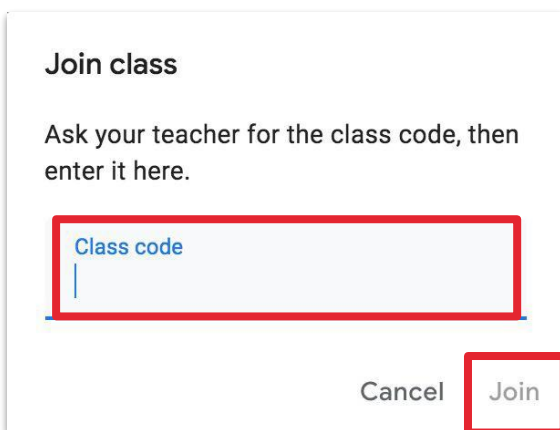
# Google Classroom Homepage

Below is an example of a Google Classroom homepage. There is a "card" for each class that you have joined.

**1**      Click the title of the class to go directly to that class.

**2**      Click the folder icon in the bottom-right of each card to go directly to the folder for that class in Google Drive.

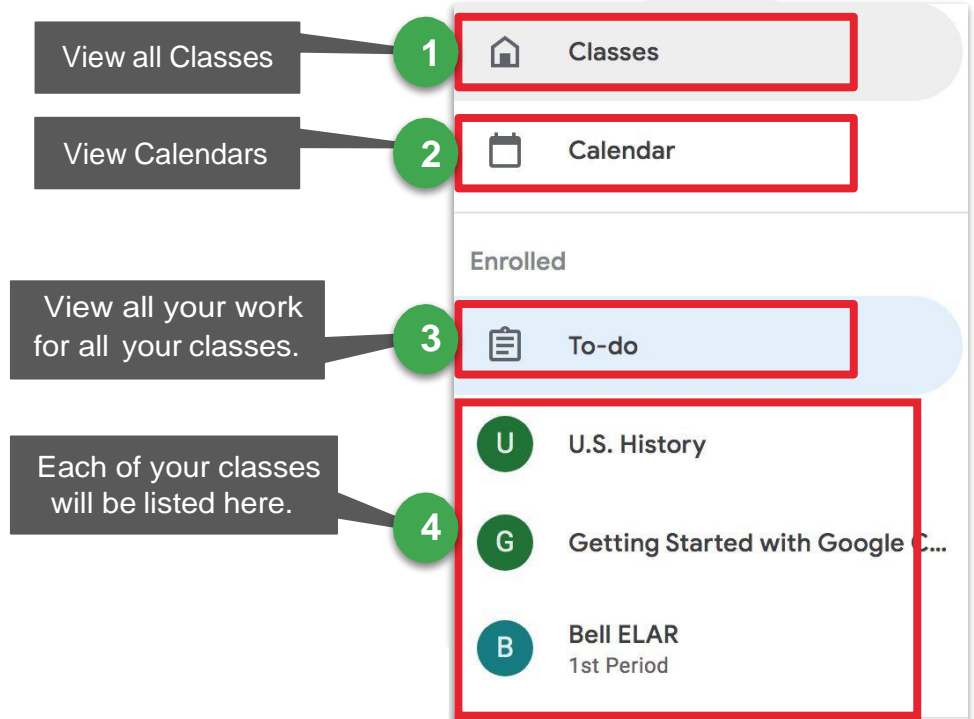**3**      **Unenroll**: DO NOT unenroll from a Class unless your teacher has instructed you to do so!
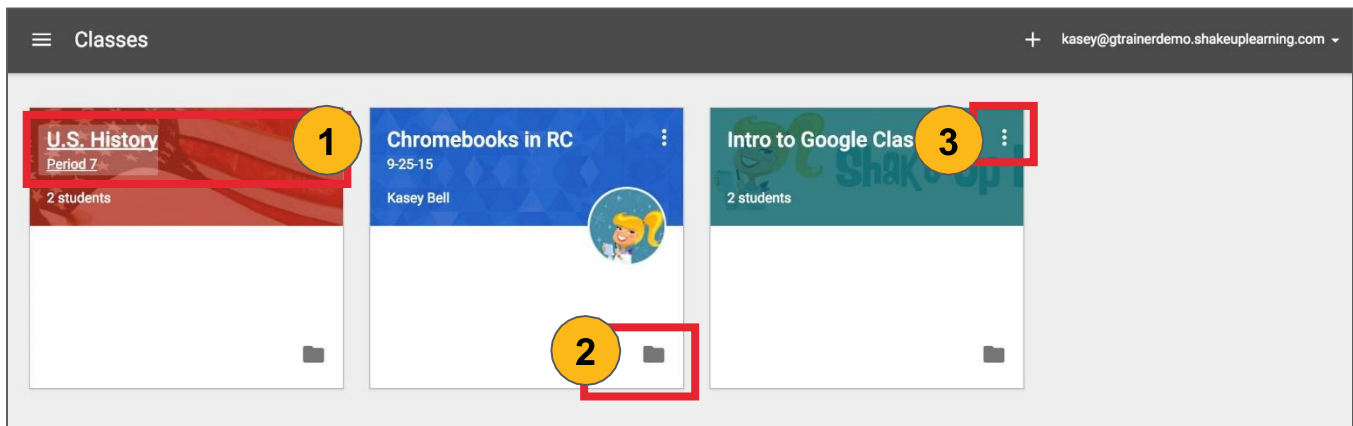
# STUDENT NAVIGATION

**1** **Main Menu (3 lines)**: Access all of your classes, calendar, student work, and settings.

**2** **Stream:** The stream is where you will find announcements from your teacher, upcoming deadlines, and where you can post and comment (if your teacher enables this for you).

**3** **Classwork**: The Classwork page is where you will find your assignments and class materials.

**4** **People**: The People page is where you can email your teacher and classmates.

**5** **G Suite Apps**: This icon represents your G Suite apps. You can click on this icon to open other G Suite applications.
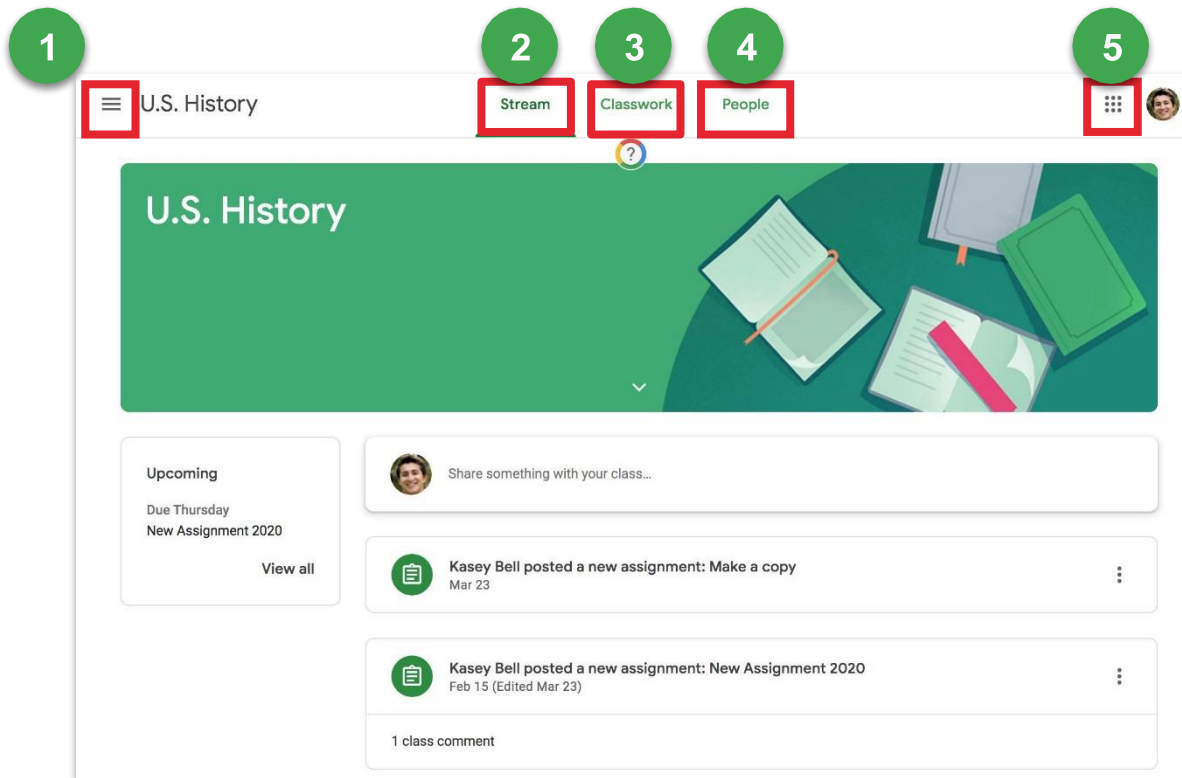
# MAIN MENU

The main menu will always be available in the top-left (three lines).

**View all Classes** —— **1** 🏠 Classes

**View Calendars** —— **2** 📅 Calendar

Enrolled

**View all your work for all your classes.** —— **3** 📋 To-do

**Each of your classes will be listed here.** —— **4**
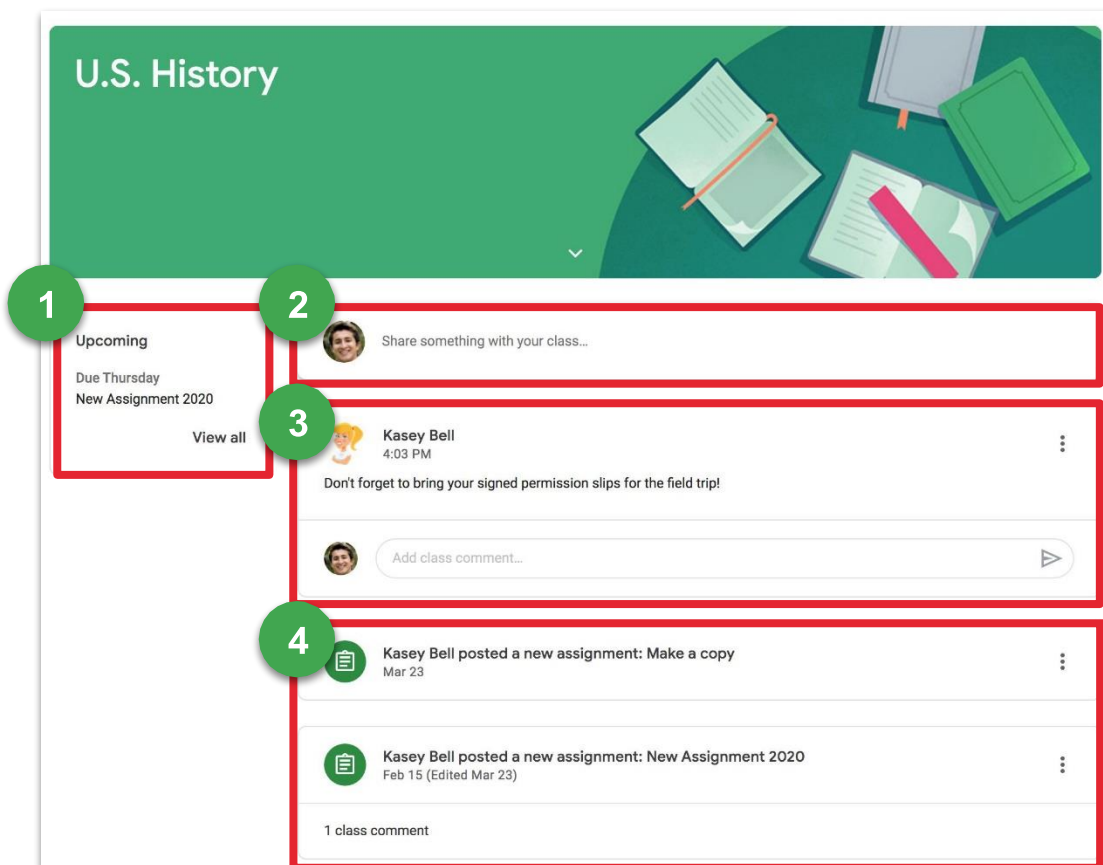
U U.S. History

G Getting Started with Google C...

B Bell ELAR
1st Period

# STUDENT STREAM

The Stream is where you will find announcements from your teacher, upcoming deadlines, and where you can post and comment (if your teacher enables this for you).

**1** Upcoming assignment deadlines will appear to the left sidebar.

**2** If your teacher allows you to post, you will see a box like this at the top of the stream. Click in the box to share something with your class. Keep it appropriate!

**3** Your teachers may also post announcements like this in the Stream.

**4** Your teachers may also post notifications of new assignments in the stream. But you can always see your assignments on the Classwork page.

U.S. History

**1** Upcoming
Due Thursday
New Assignment 2020
View all

**2** Share something with your class…

**3** Kasey Bell
4:03 PM
Don't forget to bring your signed permission slips for the field trip!

Add class comment…

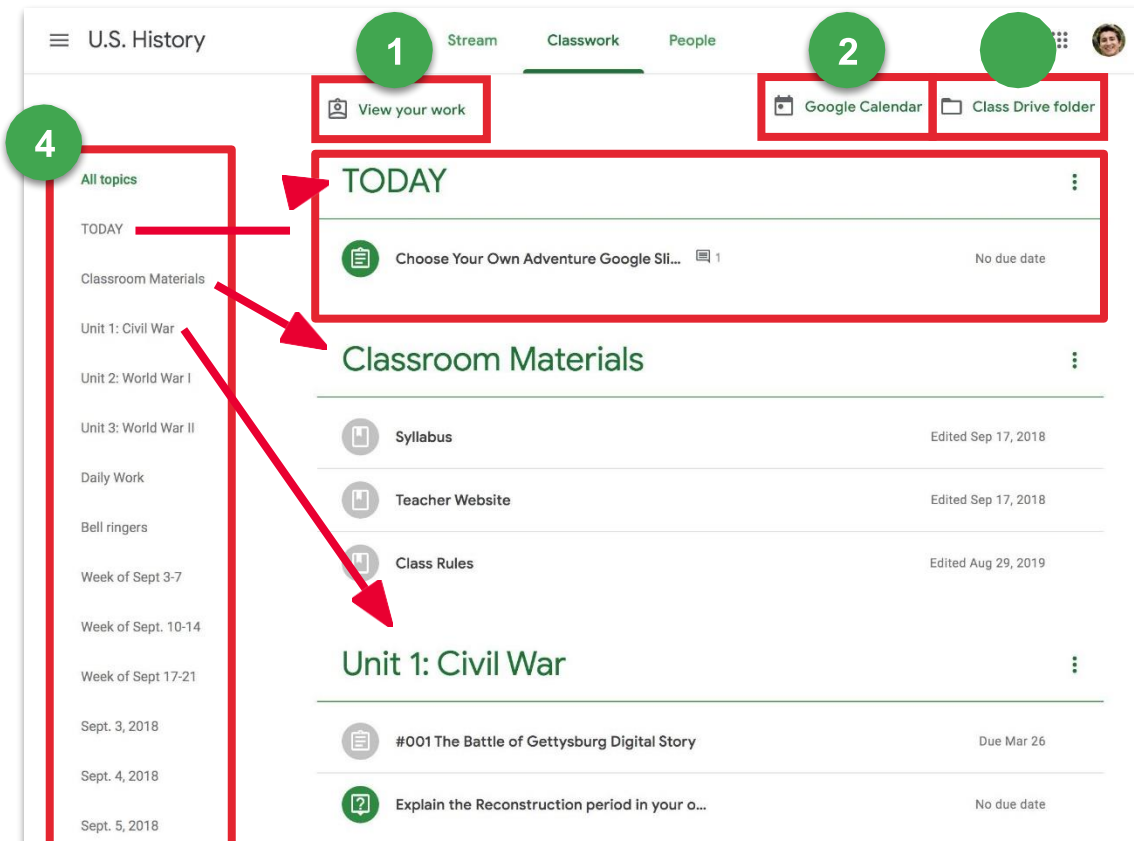**4** Kasey Bell posted a new assignment: Make a copy
Mar 23

Kasey Bell posted a new assignment: New Assignment 2020
Feb 15 (Edited Mar 23)

1 class comment

# STUDENT CLASSWORK – Go here DAILY for your assignments

The Classwork page is where you will find your assignments and class materials.

**1** View your work, turn in status, due dates, and grades for your class.

**2** View your class calendar, including due dates for assignments.

**3** View your Class Drive folder in Google Drive.

**4** Your teachers may organize your assignments by topics, materials, units, modules, type of work, by day, or any way they choose. Those topics will appear to the left. Click on a topic to see all the assignments for that topic. You will also see topics as headings over your assignments and materials.

# ASSIGNMENTS ON CLASSWORK PAGE

Posted assignments will appear on the Classwork page. You may be asked to refresh the to see the latest updates. Below is an example of an assignment.
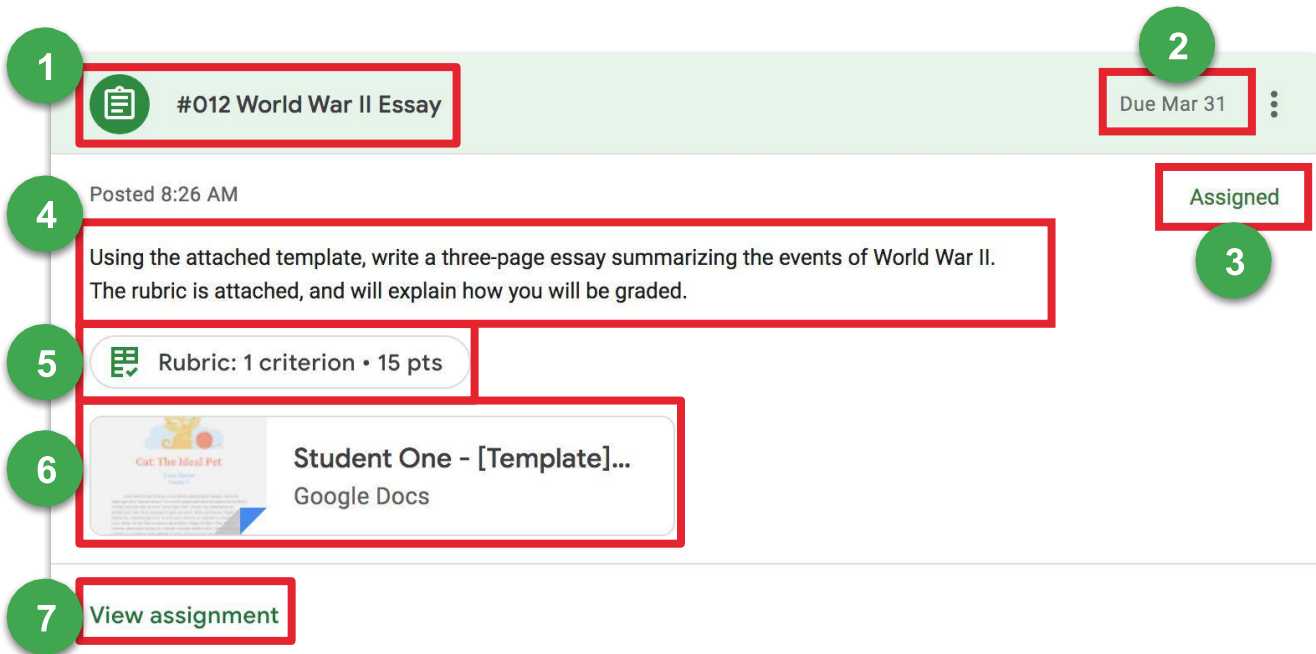
**1** Name of the assignment

**2** Due Date

**3** This is the assignment status. It will show Assigned, Turned In, Late, or Missing.

**4** Instructions for the assignment from your teacher.

**5** Your teacher may choose to attach a rubric. If so, this is where it will appear. Click to open.

**6** Any files that your teacher has attached to the assignment will appear here.
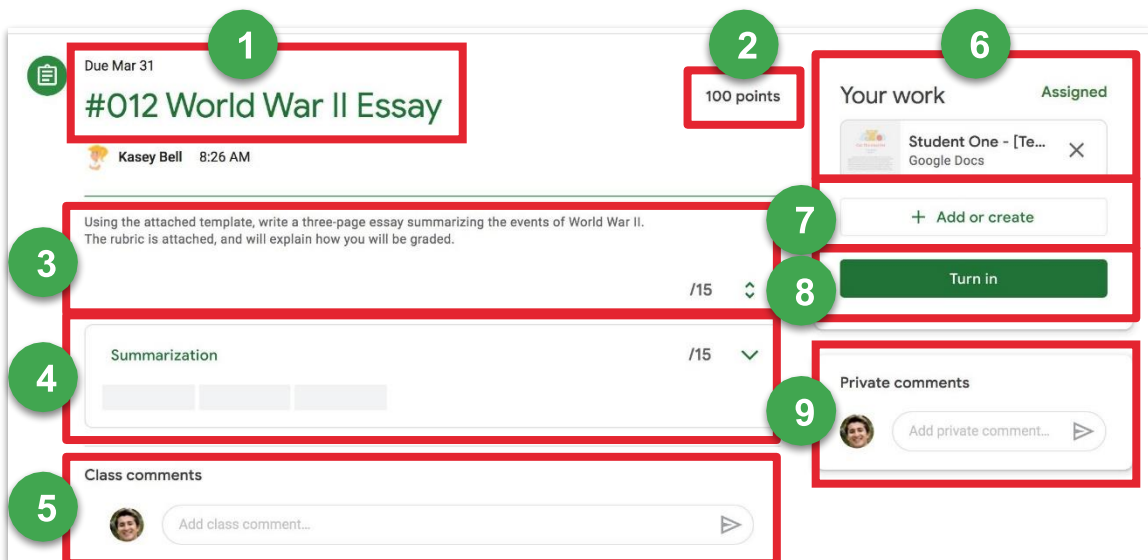
**7** Click here to open the assignment page.

**1** 📋 #012 World War II Essay    **2** Due Mar 31 ⋮

Posted 8:26 AM    **3** Assigned

**4** Using the attached template, write a three-page essay summarizing the events of World War II. The rubric is attached, and will explain how you will be graded.

**5** 📋 Rubric: 1 criterion • 15 pts

**6** Student One - [Template]...
Google Docs

**7** View assignment

# ASSIGNMENT PAGE

When you click on "View assignment" from the Classwork page, you will be taken to a new page that gives you more details about your assignment.

**1** Assignment title and due date

**2** **Instructions**: Instructions for the assignment from your teacher.

**3** **Total points**: Total point value of the assignment (the highest grade you can make)

**4** **Rubric**: Rubric information if your teacher has added a rubric. (Click the down arrow to see more information.)

**5** **Class comments**: If your teachers allows you to leave class comments, you will see this option. All students can see class comments.

**6** **Your work**: This will show you any files the teacher created for you, and any files you have created for this assignment.

**7** **Add or create button**: Click this button to create new files or attach files you have already created for this assignment.

**8** **Turn in button**: Click this button when you are ready to turn in your work. Once you turn in, you will not be able to edit your files anymore.

**9** **Private comments**: Use private comments to talk to your teacher and ask questions. You and your teacher are the only ones who can see private comments.

# TURN IN ASSIGNMENTS

Depending on the assignment, you can turn in a doc that your teacher assigned to you, create your own, or add files to the assignment.

**TO TURN IN AN ASSIGNMENT**

Go to the Class, then the Classwork page, then click on "**View Assignment**."
There are three different ways you can complete your work:

**A** **To use the file your teacher attached for you:**

1. Click on the attachment under Your work with your name on it.
2. Enter your work
3. Click the "**Turn in**" button on the document and confirm, or
   click the "**Turn in**" button on the assignment in Google Classroom.

**B** **To attach an item that has already been created:**

1. Under Your work, click **Add or create** and then select
   Google Drive, Link, or File.
2. Add or create your work files
3. Select the attachment or enter the URL for a link and click **Add**.
4. Note: You can't attach a file you don't own.

**C** **To attach and create a new file:**

1. Under Your work, click **Add or create** and then select Docs,
   Slides, Sheets, or Drawings.
2. A new file attaches to your work and opens.
3. Add or create your work files
4. Click the file and enter your information. Note: You can attach or create more than one file.
5. (Optional) To remove an attachment, next to the attachment name, click **Remove**.
6. Click **Turn In** and confirm.
7. The status of the assignment changes to Turned in.
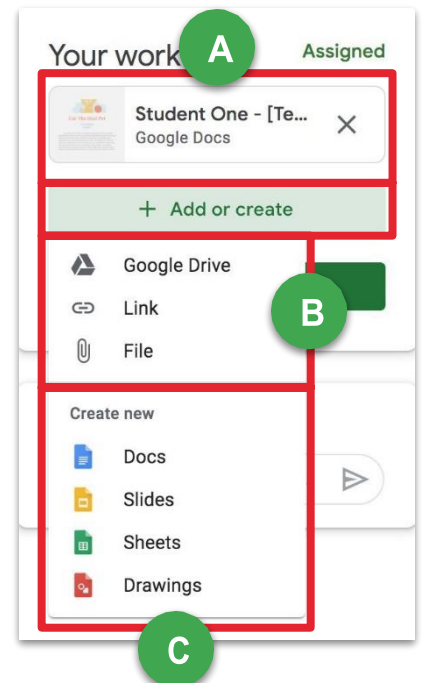
# MARK AS DONE AND UNSUBMIT

**MARK AN ASSIGNMENT AS DONE**

Some assignments will have a **Mark as done** button instead of Turn in.

**Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.**

1. Go to the Class, then the Classwork page, then click on "**View Assignment**."
2. Complete the assignment.
3. Click **Mark as done** and confirm.
4. The status of the assignment changes to Turned in.

Your work

+ Add or create

Mark as done
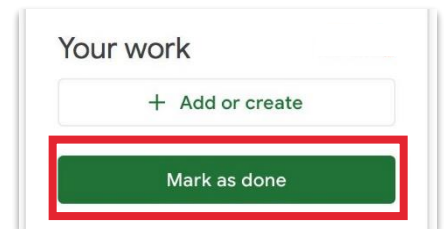
**UNSUBMIT AN ASSIGNMENT**

After you have turned in an assignment or marked as done, you will see the option to unsubmit. Use this if you need to make changes to your work and resubmit to your teacher. If you unsubmit an assignment, be sure to resubmit it before the due date.

Your work          Turned in late

No work attached

Unsubmit

1. Go to the Class, then the Classwork page, then click on "**View Assignment**."
2. Click **Unsubmit** and confirm.
3. Note: This assignment is now unsubmitted. Resubmit it before the due date.
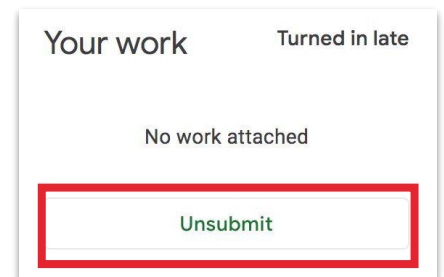
# ANSWER QUESTION ASSIGNMENTS

When a multiple choice or short answer question has been assigned to you by your teacher, it will immediately appear on the Classwork page. Click "**View question**" to complete the assignment.

**1** Due date

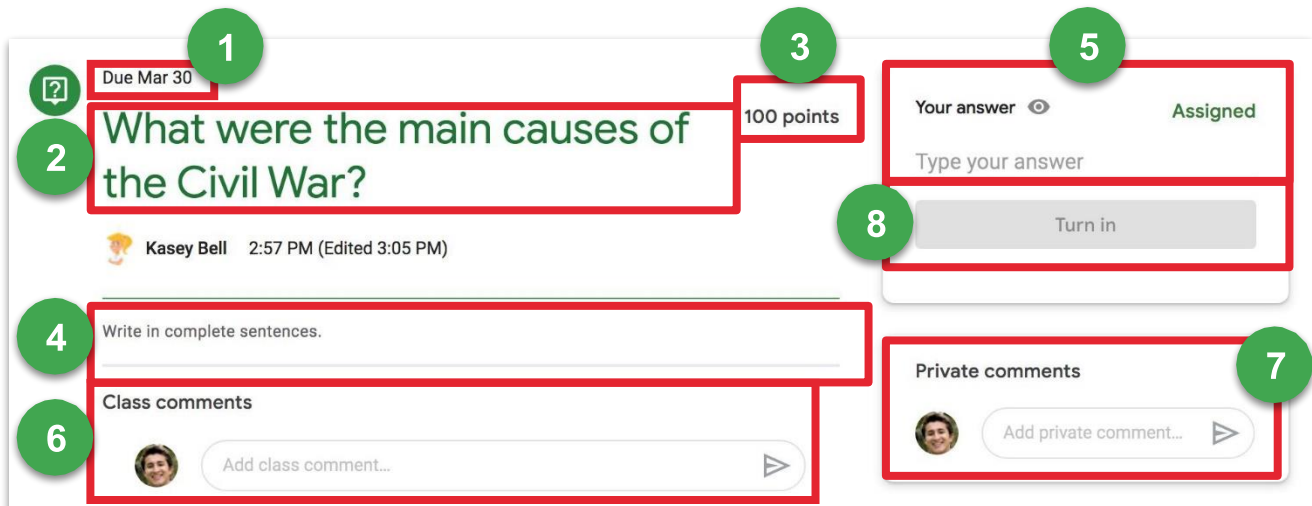**2** The question assigned to you.

**3** Total points possible

**4** Directions from your teacher

**5** **Your Answer**: This box is where you type your answer for short answer questions, or select from multiple choice answers.

**6** **Add a Class Comment**: Use this space to ask questions or for general comments. This is NOT where you type your answer to the question.

**7** **Add a Private Comment**: Use this space to leave a comment or question for your teacher.

**8** **Turn In**: When you have completed your work, click the Turn in button.

# STUDENT TO-DO: SEE ALL YOUR WORK
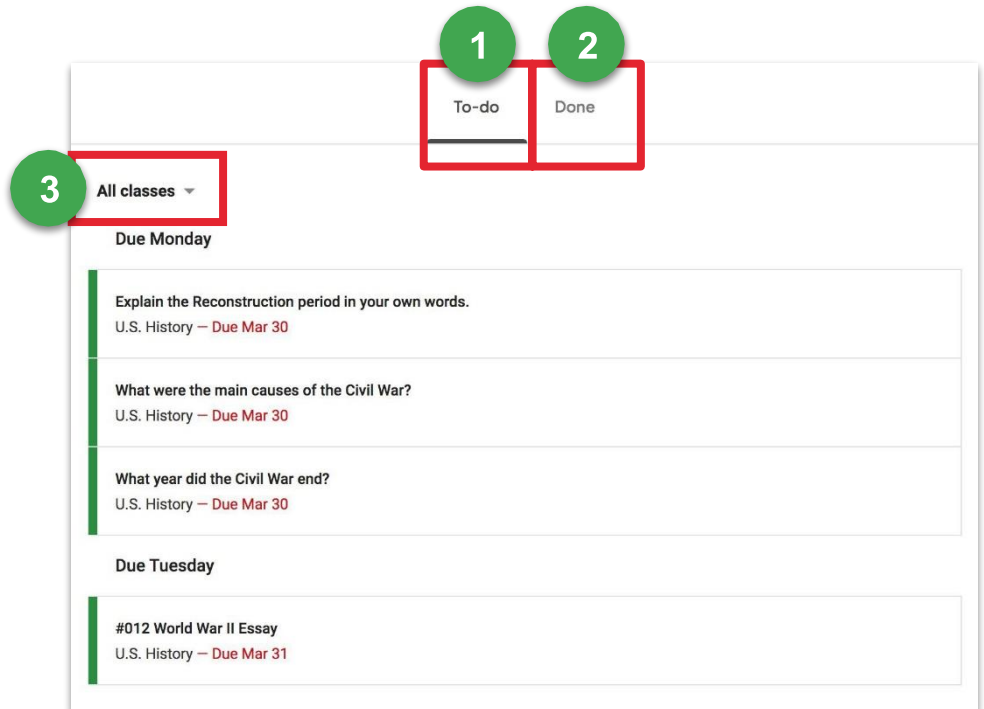
You have multiple ways to view your work for a class:

- Quickly see upcoming work on the Classes page
- See all your work for a class on the Your work page for that class.
- See work arranged by topic on the Classwork page
- Filter work by class on the To-do page (see screenshot below).

The To-Do Page allows you to see all your work for all your classes. in one place.

**1** **To-Do**: Here students can see a list of all of the assignments that are pending, including the title, class name and due date. Click on the assignment name to go directly to that assignment details page.

**2** **Done**: Here students can see a list of all of the assignments they have turned in or marked as done.

**3** Click the drop down Arrow next to "**All classes**" to filter your work by each class.

# Google Calendar Integration

## Viewing your Classroom Calendars:

Google Calendar is integrated into Google Classroom, which makes it easy for students to see assignment due dates and more in one location. Each assignment or discussion question with a due date will automatically be added to that class's Google Calendar.

1.    Go to the Google Classroom Menu (three lines) near the top-left of your screen.

2. Select **Calendar**.
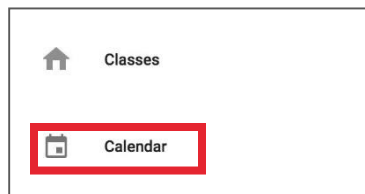


Here you can view a weekly calendar of all of your classes together, or filter for each class. You can also click on an assignment to go directly to that assignment details page.
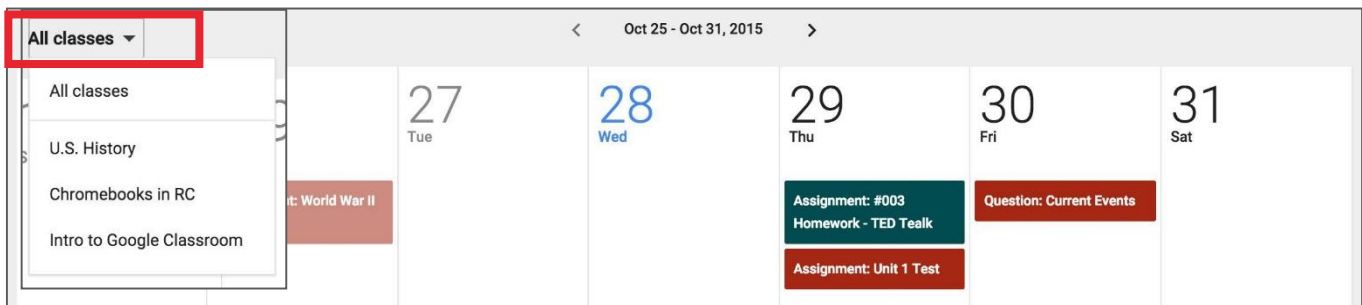
# Google Drive Folders

Classroom will automatically create folders for you in Google Drive.

Inside your Google Drive (google.com/drive), you will find one master folder titled, "**Classroom**."

➔ Inside the master Classroom folder is a subfolder for each class you have joined.

◆ Inside each class folder you will also find other various files and folders depending on what your teacher has added to your assignments.
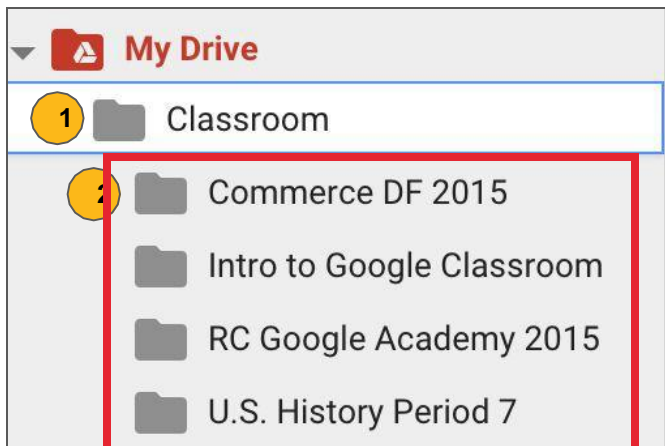
| ① | Master **Classroom** Folder |
| ② | **Class Folders** created for each class you join in Google Classroom. |