



Google Classroom™

Parent and Student Guide



## **What is Google Classroom?**

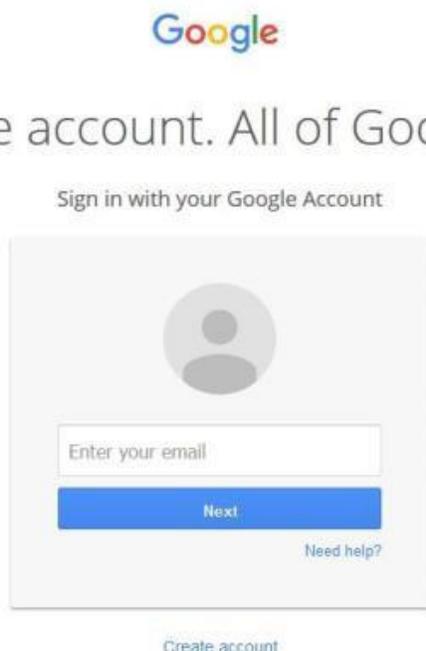
Google Classroom makes teaching more productive and meaningful by streamlining assignments, boosting collaboration, and fostering communication. Educators can create classes, distribute assignments, send feedback, and see everything in one place. Classroom also seamlessly integrates with other Google tools like Google Docs and Drive. Many pupils will be encouraged to use Google Classroom as a resource to assist them both in the classroom and at home. Teachers can use Google Classroom to send announcements to entire classes, share resources, course notes, presentations, diagrams, and homework. Pupils can use it to access work covered in class in school at home or on the go and complete homework. Parents can use some of the features of Google Classroom to help engage with and support pupils in their home study. It is a free resource that can be accessed from any device connected to the internet - laptops, desktop computers, chromebooks, tablets or mobile phones.

This guide is intended for parents to assist their children with G Suite and Google Classroom at home. If you have any further questions regarding Google Classroom please feel free to email their teacher. All teachers can be reached VIA email.

## **How to access Google Classroom**

If you can use "Google Chrome" as a web browser, this tends to work best with Google Classroom. It is a free browser, and it is preferred that students only use this browser. The first way of doing this is by heading direct to the Google Classroom website. This can be found at: [classroom.google.com](https://classroom.google.com)

Once you have navigated successfully to Google Classroom you should be met with a Google login page:



# Logging-In with G Suite

All of our students have their own personal login credentials for all of the Google services (G Suite) we use in school.

Their email address is in the format of:

## Grades 5 – 12

[first name firstInitial] [last name first initial] [last 3 digits of student number] @student.methacton.org

For example, “Steven Johnson” Student # - 000123 his email would be:

**sj123@student.methacton.org**

## Grades K - 4

Elementary student emails are a combination of school abbreviation + period + Student ID

**Arrowhead: AH.12345**

**Eagleville: EV.12345**

**Woodland: WD.12345**

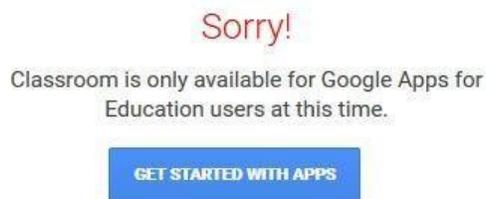
**Worcester: WR.12345**

There are some exceptional circumstances where students may have more than 3 numbers of the student number. These students know of the change and can let you know what their username is. All K-4 log-in information is found in the Parent Portal under the School Information section. If a Skyview, Arcola, or HS student forgets password, they can reset it using the following accounts page:

<https://accounts.methacton.org/>

# Troubleshooting

If you are met with the following message:



This is because you are signed in with your personal Google account. Google Classroom is only available for approved school accounts (@student.methacton.org).

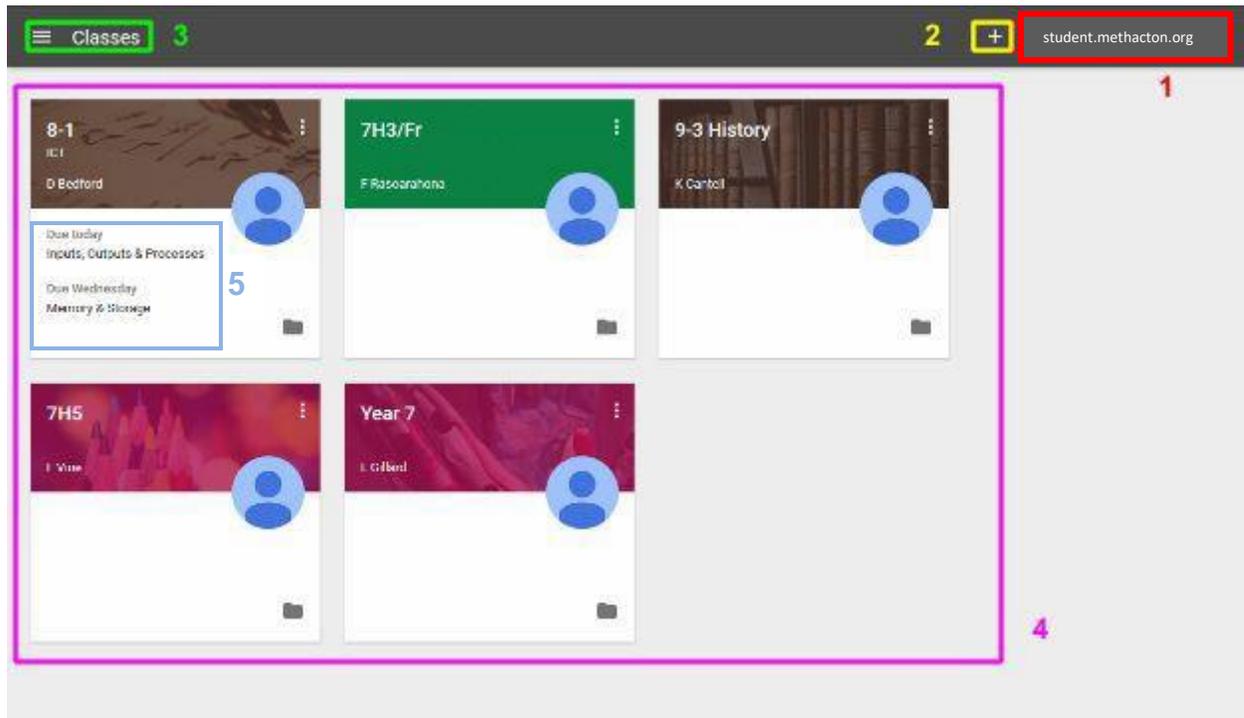
To fix this problem you will need to sign out from your account by clicking on the sign out button next to your email address in the upper right of the screen (see below) then your son/daughter can sign in with their school email address.



# Google Classroom Homepage

Once students have logged in, they will see the class overview page (Homepage). From here they can see all of the classes they are registered with, a summary of any work due and add new classes (requires a class code from their teacher).

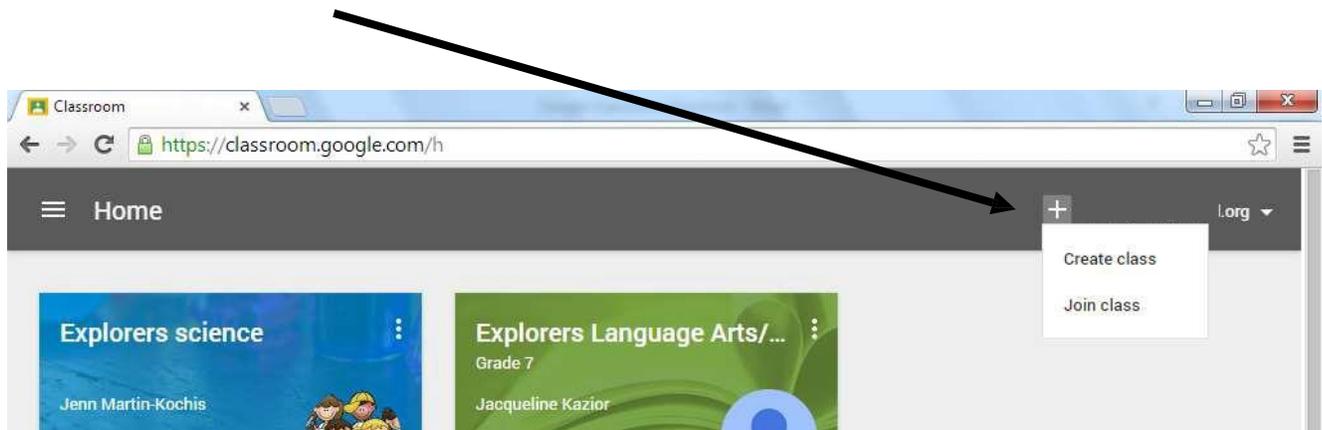
Clicking on a class will open that Classroom.



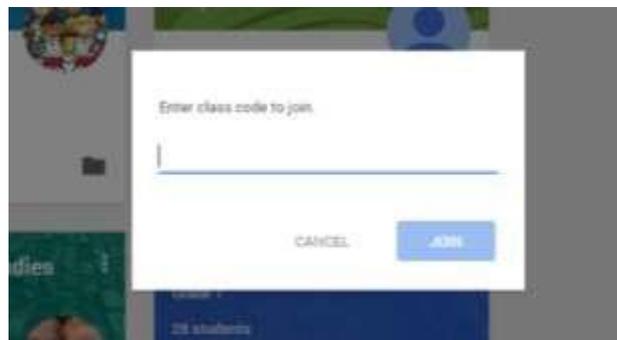
1. This is where your son/daughter's email address will be displayed. By clicking on this they can log out of their account
2. The "+" symbol is where your son/daughter can add their classes. To join a class they simply need to click on the symbol and enter the code that they have been given by their teacher.
3. This will open the main menu where students can access their classes and any assignments that are due.
4. This is where your son/daughter's classes will appear. Each class will have its own tile on the home page.
5. A summary of any work due for that particular Class.

# To Join A Class

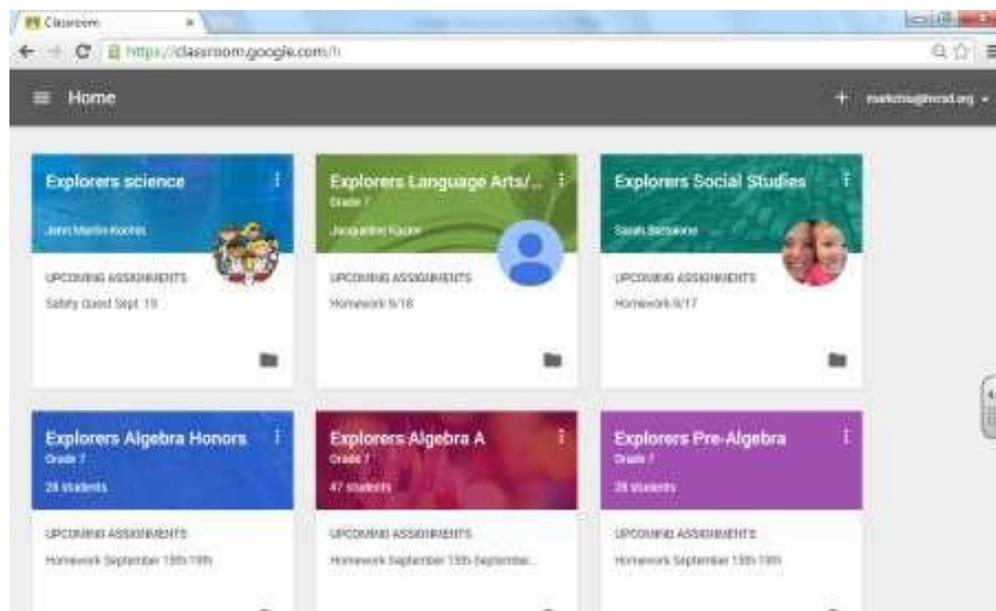
Once you are logged in and on the classroom.google.com site, click the “+” in the top right hand side of the screen. Select “Join Class”.



Enter the class code(s) provided by your teacher. Select Join. Class codes are case sensitive.

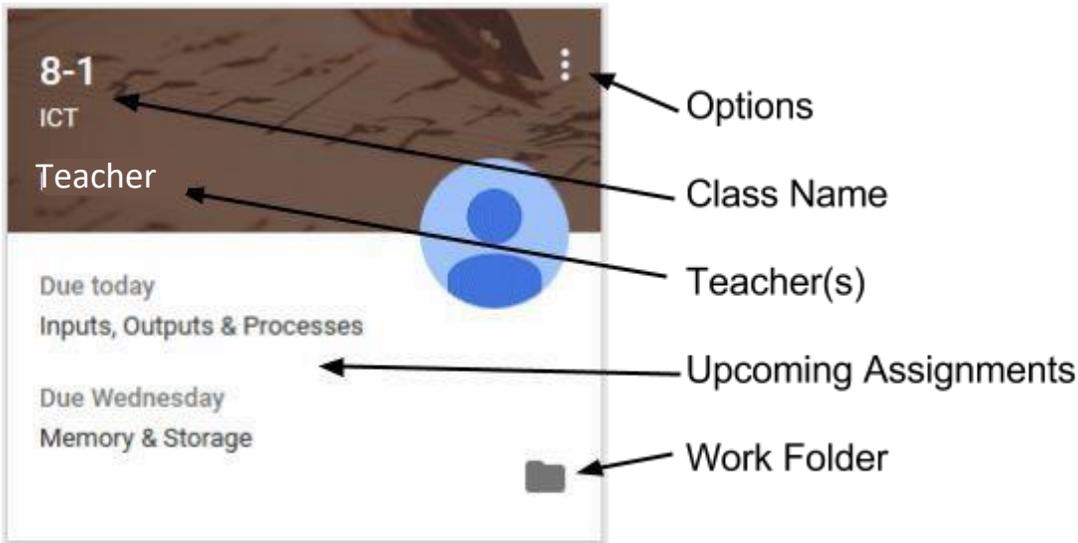


The Classroom(s) that you are now joined to will now be on the screen. The next time you log into Google Classroom, the Class Tile will be on the “homepage”.



# The Class Tile

Each class will have a tile on the homepage that will include the following information:

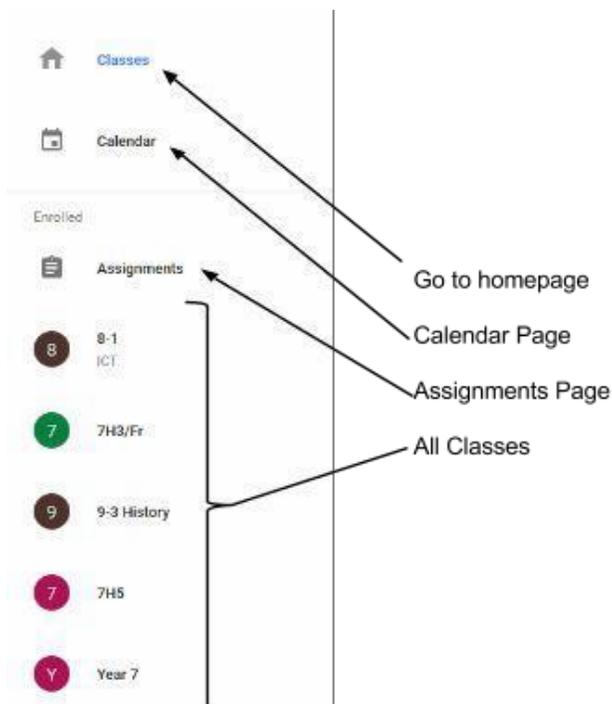


The work folder is a link to the location on Google Drive where any work your son/daughter completes using Google Classroom is stored. The work in this folder can only be seen by your son/daughter and their teacher(s). Each Class that your son/daughter is enrolled in will have a folder with the same name as the “Class Name” under the Classroom Folder in their Google Drive account.

To enter a Google Classroom Class click on the Class Name.

# The Menu

Clicking on the Main Menu Icon  in the top left corner of the screen will open up a menu on the left hand side of the screen:



This menu can be used as a quick way to navigate between classes and is accessible from any page throughout Google Classroom.

The “Calendar” page will show a calendar view of the current week, indicating when assignments are due. This is extremely useful for checking what homework may be due.

The “Assignments” page is useful for both students and parents as they can see all of their upcoming assignments that are due from all of their classes, sorted by the due date.

# Class Page

Each Class page will include the following:

The screenshot shows a class page for 'YEARBOOK 2020 PERIOD 1- YEARBOOK'. At the top, there are three tabs: 'Stream', 'Classwork', and 'People'. The 'Stream' tab is selected. Below the tabs is a banner image of graduates with the text 'YEARBOOK 2020 PERIOD 1- YEARBOOK' and 'Class code fm5e4kr'. To the right of the banner are options for 'Select theme' and 'Upload photo'. Below the banner is a 'Work Due' section with an 'Upcoming' tab and a 'View all' link. To the right is a 'Saved announcements (1)' section with a dropdown arrow. Below that is a post from a user with the text 'Share something with your class...'. Below that is another post from a user with the text 'Sooo...' and a date of 'Mar 11'. Annotations with arrows point to the 'Class Name' (YEARBOOK 2020 PERIOD 1- YEARBOOK), 'Section Tabs' (Stream, Classwork, People), 'Work Due' (Upcoming tab), and 'Page Content' (the posts in the Stream tab).

Once in a Classroom, students find three tabs at the top of the page. These tabs are: **Stream**, **Classwork** and **People**.

- The **Stream tab** can be compared to an interactive workbook. It's an outline of the course and an announcement page with a full overview of homework, assignments, and any other posts the teacher adds.
- The **Classwork tab** stores all your child's assignments. Here, they'll see each assignment that's been added by their teacher. When they click on a task, they'll get the due date, details, resources needed, and status of the assignment. Students also can turn in their work here once it's completed.
- The **People tab** shows all the teachers and students in the classroom. It's also a place where students can communicate directly with one another or their teacher.

# Assignments

Assignments are pieces of work or homework that the teacher has given to the class and they expect some response from the student.

An assignment will contain the following:

The screenshot shows an assignment interface with several labeled components:

- Due Date:** Points to "Due Mar 31".
- Assignment Title:** Points to "Sample Assignment".
- Point Value:** Points to "5 points".
- Instructions:** Points to the text "Please answer the questions in the attached Google Doc and select Turn in when complete."
- Attachment/File:** Points to the "Sample Assignment Google Docs" attachment.
- Status of Assignment:** Points to the "Your work" section, which shows "Assigned" and a "Mark as done" button.

The Assignment information lists the due date, teacher(s) name, title, point value, and instructions. When the attached file is opened and the work is completed by the student, a **“TURN IN”** button appears at the top-right of the document opened. A student can click on the **TURN IN** button to submit the assignment to the teacher.

The screenshot shows the top of a Google Doc titled "1 - Sample Assignment". The "TURN IN" button is highlighted with an arrow. The interface includes a menu bar (File, Format, Tools, Add-ons, Help) and a rich text editor toolbar.

Once **TURN IN** button is selected, the student must select **Turn In** to submit the assignment.

The dialog box titled "Turn in your work?" contains the following information:

- Message: "1 attachment will be submitted for 'Sample Assignment'."
- Attachment list: A single entry for "Sample Assignment" with a document icon.
- Buttons: "Cancel" and "Turn in".

Once the assignment is turned in, the student will notice the “Your Work” has changed from **Assigned** to **Turned in**.

The screenshot shows a Google Classroom assignment interface. At the top left, the Tynker logo is visible. The assignment is titled "Sample Assignment" and is due on "Mar 31". It is worth "5 points". The teacher is "Layla Lyons" and the assignment was posted at "8:36 AM". Below the title, there is a message: "Please answer the questions in the attached Google Doc and select Turn in when complete." A Google Docs icon labeled "Sample Assignment" is attached. On the right side, the "Your work" section has been updated to "Turned in". It shows a submission by "Christopher Lloyd - Sa..." using "Google Docs" and an "Unsubmit" button. Below this is a "Private comments" section.

## Miscellaneous

### **Can A Student Use a Mobile Device or Tablet to Access Google Classroom?**

Absolutely. Like all the other Google apps available, a student can access the full functionality of Google Classroom from virtually any device. Just be sure to add the other essential Google apps needed for success to their devices, like Google Docs and Google Drive.

You can find out more about Google Classroom at <https://support.google.com/edu/classroom/>

Classroom email summaries for guardians - <https://support.google.com/edu/classroom/answer/6388136?hl=en>

Google Classroom Tutorials in Spanish: <https://www.youtube.com/playlist?list=PL854bIbIZw5JTAh4EW6Cv4EhoqVARkpj2>



**Google Classroom** - A blended learning platform that integrates Google Apps to allow teachers to assign and collect work from students. Classroom creates a paperless environment and saves time providing a way for teachers and students to easily communicate and stay organized.

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**Google Calendar**- Online calendar that integrates with Google Classroom to help students to be aware of assignments and/or appointments.



**Google Sites**- Collaborative Webpage creation tool for publishing to an authentic audience.

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**Google Drive** - cloud storage for all file types including images, videos and audio files. Students have unlimited storage and can access their files from any device, anywhere they have an internet connection.

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**Google Docs** - Word processing tool to allow students to create and edit text and paragraphs. Students can collaborate on the same document and teachers can easily provide feedback while students are working. Like all Google Apps, Google Docs auto-saves within Google Drive.



**Google Slides** - Presentation tool that allows students to collaborate together on the same presentation and easily add images, videos and graphics to tell a story. Students can choose from templates or create their own slide format.

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**Google Sheets** - Spreadsheet tool for analysing, visualizing and charting data. Similar to the other Google Apps, students can easily share and collaborate in real-time.



**Google Forms** - Students can create surveys to quickly and easily gather information from classmates or community members. Forms can be shared as easily as sharing a URL.

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**Gmail** - Email, contacts, task lists. Gmail offers an efficient way to alert students that a teacher has provided feedback on an assignment or that an update has been made in classroom.

