

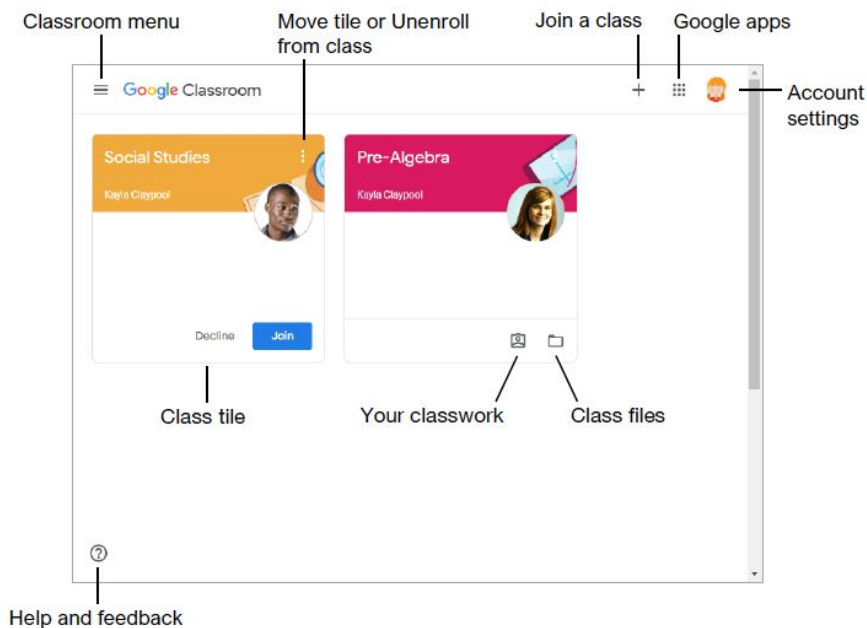


G Suite™

Google Classroom: Students Quick Reference Guide



The Google Classroom Screen

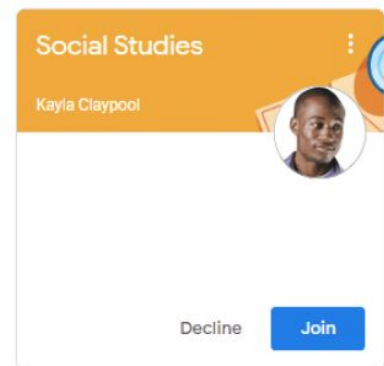


Sign-in to Classroom

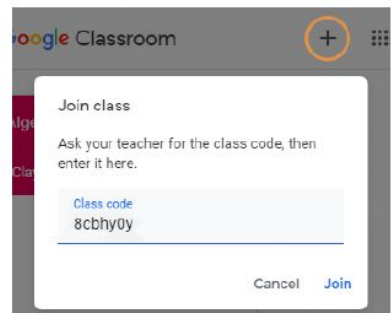
Navigate to **classroom.google.com** in a browser window. Click the **Go to Classroom** button, then enter your Google account email address and click **Next**. Enter your Google account password and click **Next**. You are brought to the Google Classroom home page and will see your profile picture at the upper-right corner, if you have one.

Join a Class

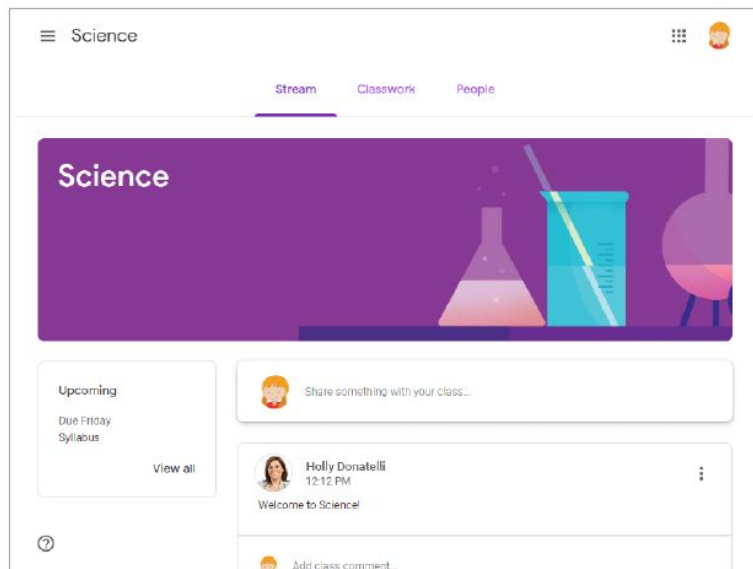
If invited by a teacher, click **Join** on the class tile that appears on the Google Classroom page.



If entering a class code from a teacher, click the **Join a class** button, enter the class code, and click **Join**.



The Class Screen



The Stream page: Shows all the class activity, including upcoming assignments that are due and any recent posts from the teacher or other students.

The Classwork page: Where you go to view and complete any assignments for the class.

The People page: Shows your teacher and a list of all your classmates.

Google Drive

Your Google Drive is connected to your Google Classroom account. A Classroom folder is automatically created for you in your drive at **drive.google.com**.

Commenting

Class comments are visible to everyone in the class. Private comments posted are only visible to the teacher.

The Assignment Screen

This screenshot shows the assignment interface. On the left, labels point to the 'Due date' (Due Nov 1), 'Assignment Instructions' (Read chapter 1 and answer the questions.), and 'Comments visible to the class' (Add class comment...). The main area shows the assignment title '#001 Chapter 1 questions' with a '20 points' value. Below the title is the teacher's name 'Kayla Claypool' and the time '3:20 PM'. On the right, the 'Your work' section is labeled 'Assigned'. It shows a file 'Emily Howard - #001 Chapter 1 Questions' attached by the teacher. Below this are buttons for '+ Add or create' and 'Turn in'. A 'Private comments' section is also visible, with a label pointing to it: 'Comments only visible to the teacher'.

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.

This screenshot shows a Google Docs document titled 'Emily Howard - #001 Chapter 1 Questions'. The document is in 'View only' mode, as indicated by the 'View only' button in the top toolbar. The document content includes two numbered questions: '1. List one safety hazard while working in the science laboratory. Flammable chemicals' and '2. What is the proper safety response to a trash-can fire in a lab?'. The 'Share' button is visible in the top right corner.

Unsubmit Assignments

This screenshot shows the assignment screen after the work has been turned in. The 'Your work' section now shows 'Turned in' and the 'Unsubmit' button is highlighted with an orange box. The rest of the interface, including the assignment title, instructions, and comments, remains the same as in the previous screenshot.

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.

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.

This screenshot shows the 'View your work' page in Google Classroom. The 'Classwork' tab is selected, and the 'View your work' button is highlighted with an orange box. The page also shows a search bar with 'All topics' selected, and links to 'Google Calendar' and 'Class Drive folder'.