

# A Guide to Google Classroom



A Step by Step Guide to  
Understanding Google Classroom  
and Helping Your Child to Be  
Successful

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# 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 its features to help your child be successful.

## What is Google Classroom?

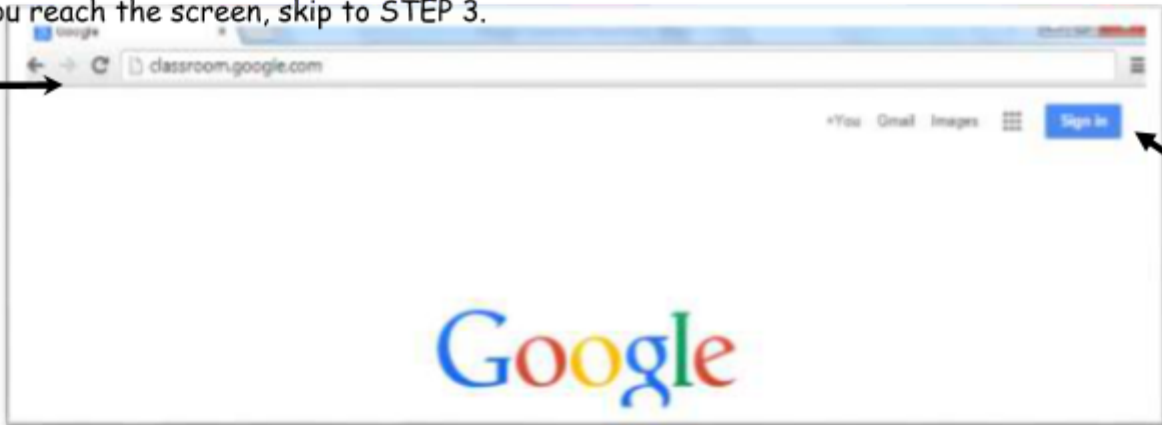
**Google Classroom** is a safe and secure web service that allows teachers to create, distribute and grade assignments in a paperless way. The primary purpose of **Google Classroom** is to streamline the process of sharing files between teachers and students. It can improve communication between teachers, 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.



# Setting up Google Classroom

1. Using your internet browser (Google Chrome will work best for this), go to **classroom.google.com**.

You may be directed to log into an account instead of reaching the classroom screen. If you reach the screen, skip to STEP 3.

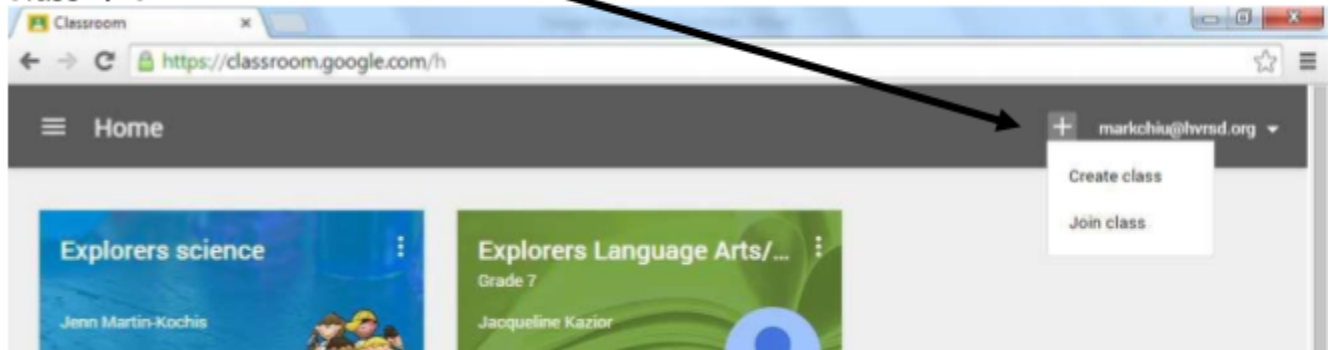


2. You **must be logged in to your child's hancockcountyschools account** in order to access any Google classroom. Click "Sign In" at the top right-hand corner if you currently are not signed into any google account. If you are on another Gmail account, you will need to sign out of it and log in with your child's hancockcountyschools.com account. You **should have** access to their username and password. Each building or homeroom teacher will provide Hancock County Schools usernames and passwords.



3. Once you are logged in and on the classroom.google.com site, click the “+” in the top righthand side of the screen.
- 4.

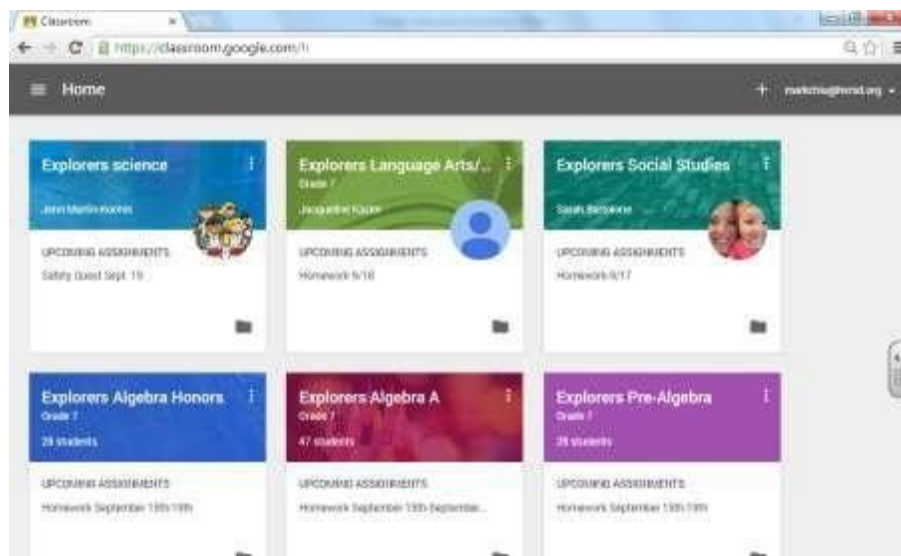
Select “Join Class” . C



beginning of the school year.



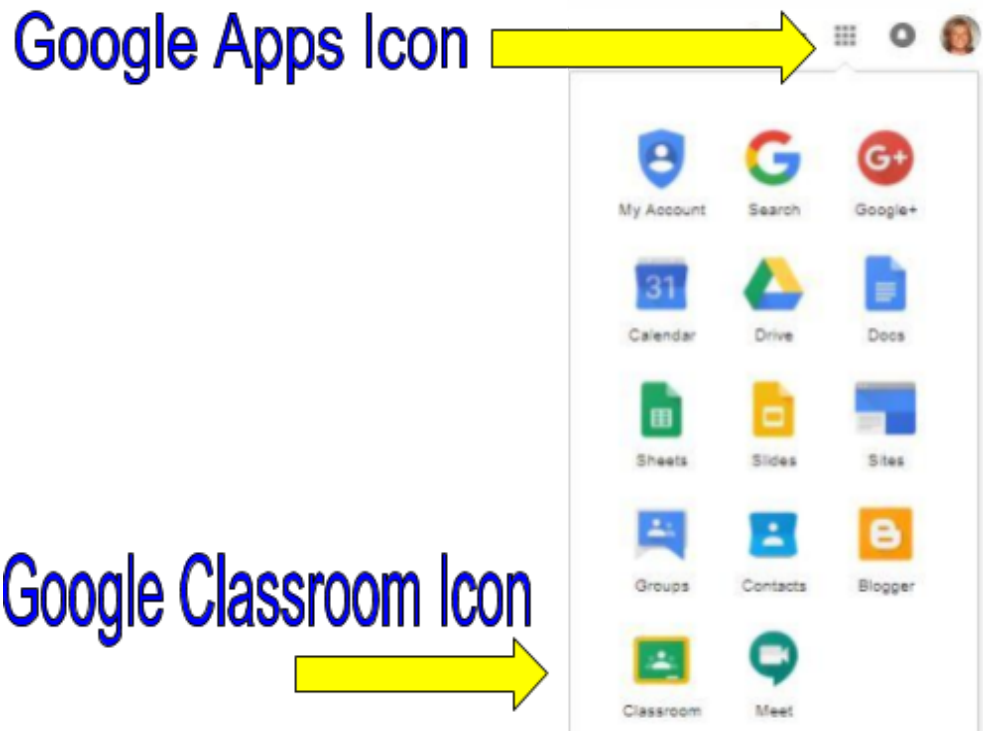
6. The classrooms that you are joined to will now be one screen. The next time you use classroom.google.com, this will be the “home screen”.



# Accessing Google Classroom

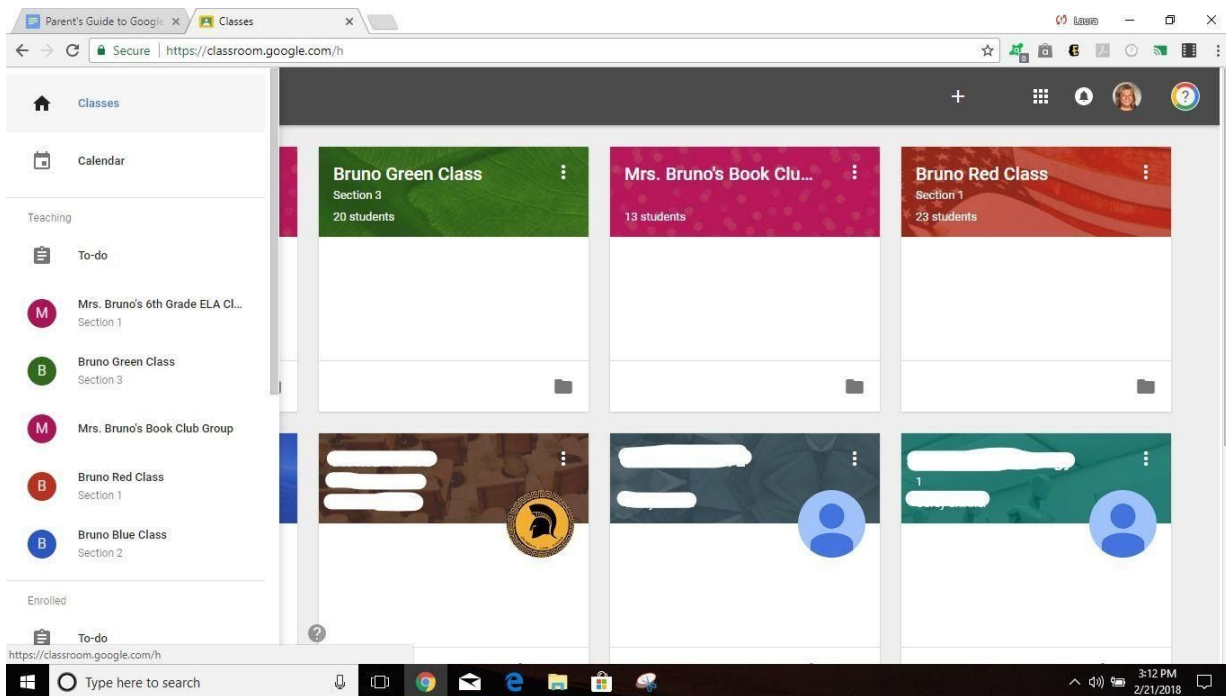
**How do I find my child's classes?**

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 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.**



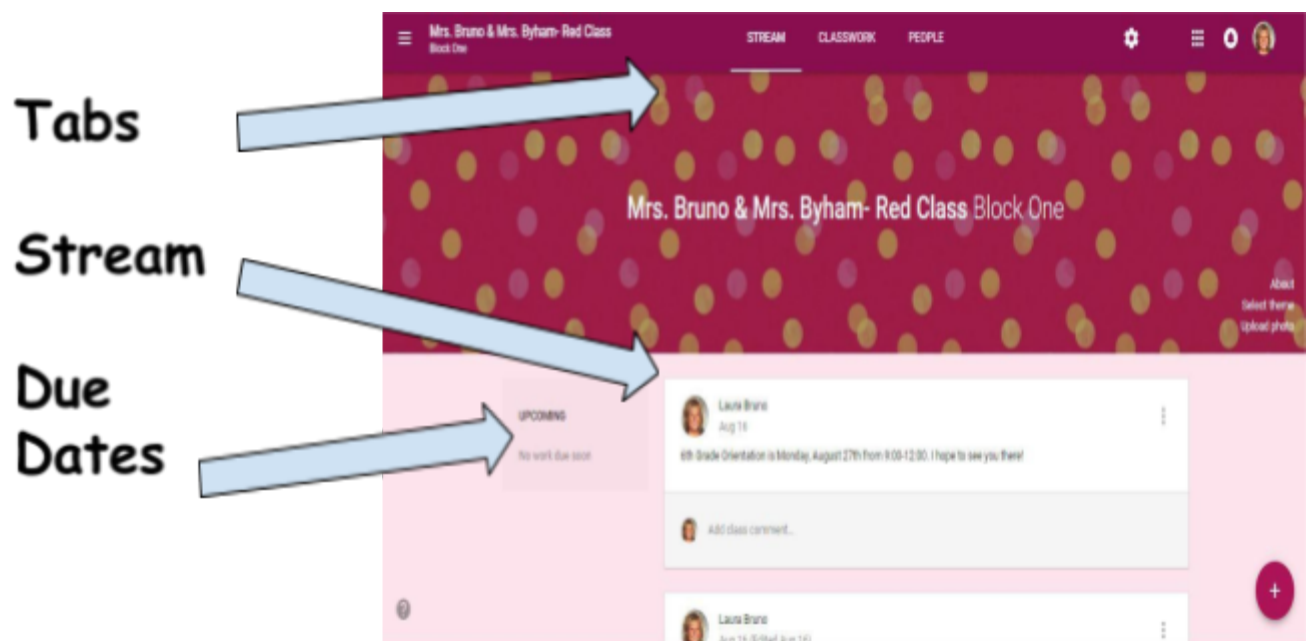


# The Main Page

**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 all of the students in the class, as well as, the teachers.



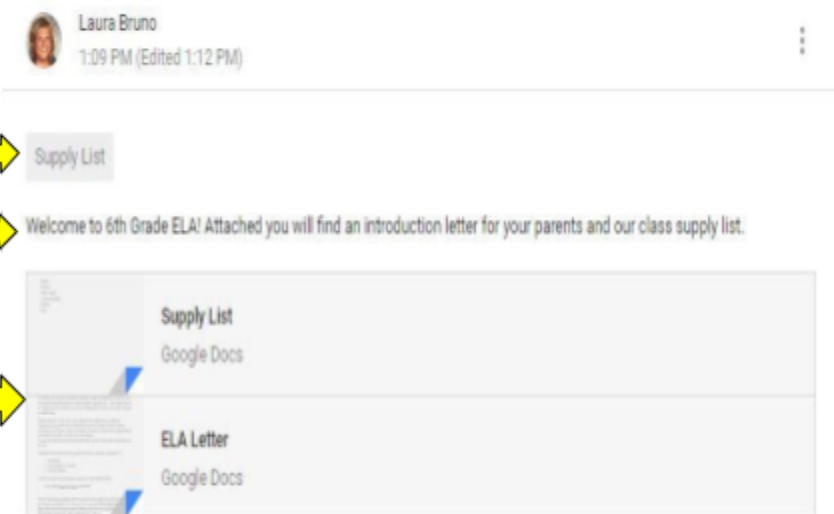
# The Stream

## What is the stream and what information can I find there?

The stream is where teachers post information for students. 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.

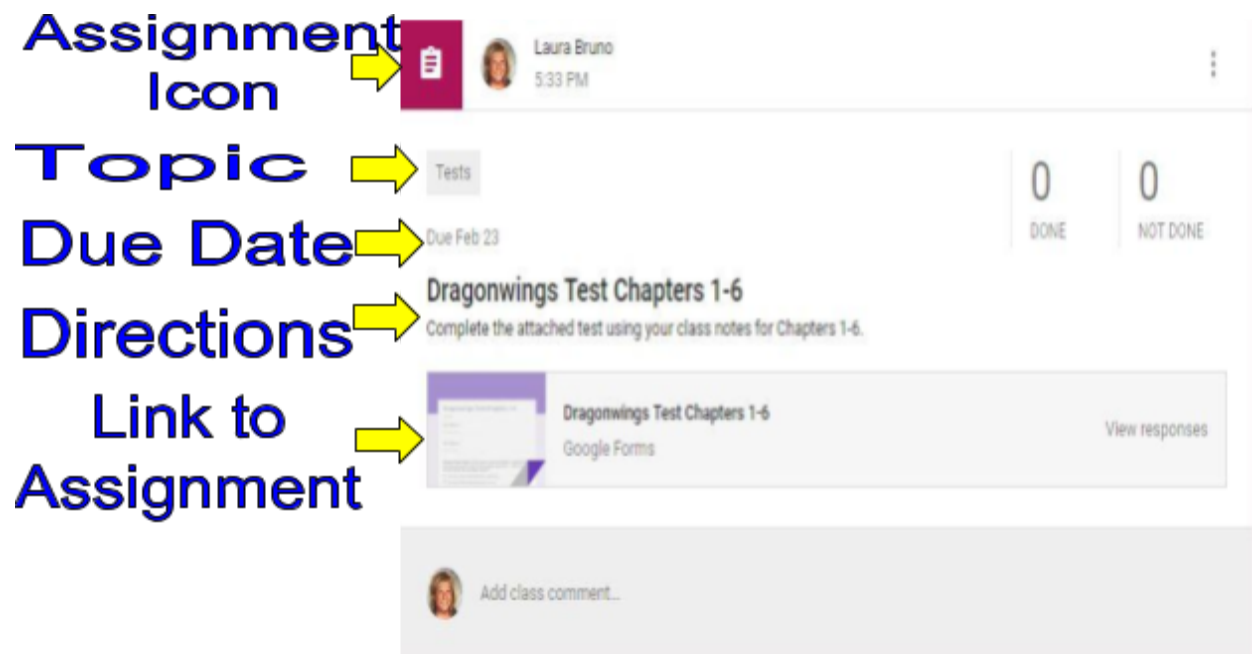


The screenshot shows a Classroom announcement from Laura Bruno, posted at 1:09 PM (edited 1:12 PM). The announcement text is "Welcome to 6th Grade ELA! Attached you will find an introduction letter for your parents and our class supply list." The announcement includes two attachments: "Supply List" and "ELA Letter", both linked to 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, and "Attachments" points to the "ELA Letter" attachment.

# 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 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.

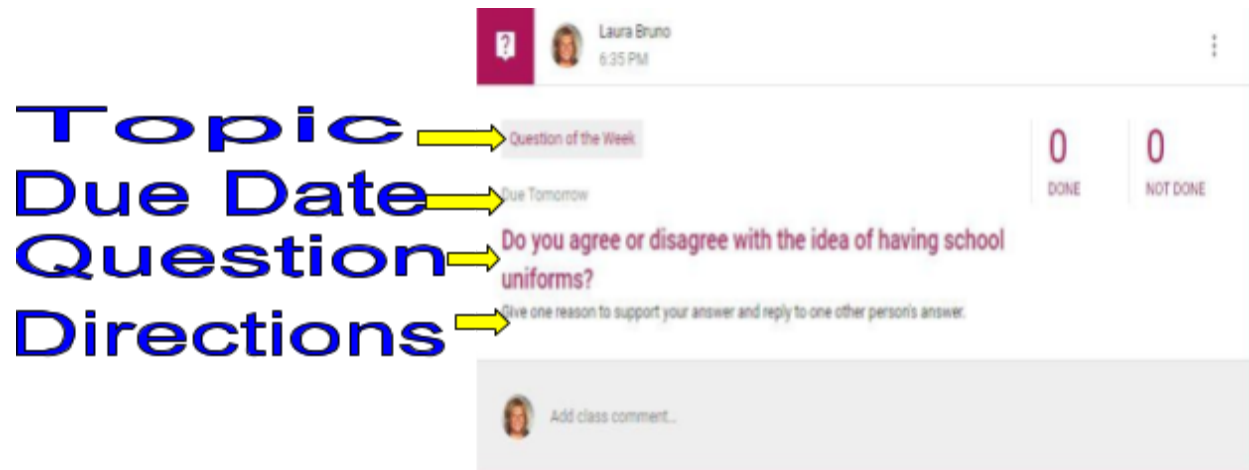


The image shows a screenshot of a Google Classroom assignment post. On the left side, there are four blue text labels with yellow arrows pointing to specific elements in the post:

- Assignment Icon** points to a purple clipboard icon in the top left corner of the post.
- Topic** points to the word "Tests" in a grey box.
- Due Date** points to the text "Due Feb 23".
- Directions** points to the text "Dragonwings Test Chapters 1-6" and "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 titled "Dragonwings Test Chapters 1-6" with a "View responses" link.

The post itself is from Laura Bruno, posted at 5:33 PM. It shows a progress bar with 0 DONE and 0 NOT DONE. At the bottom, there is a comment box with a profile picture and the text "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.



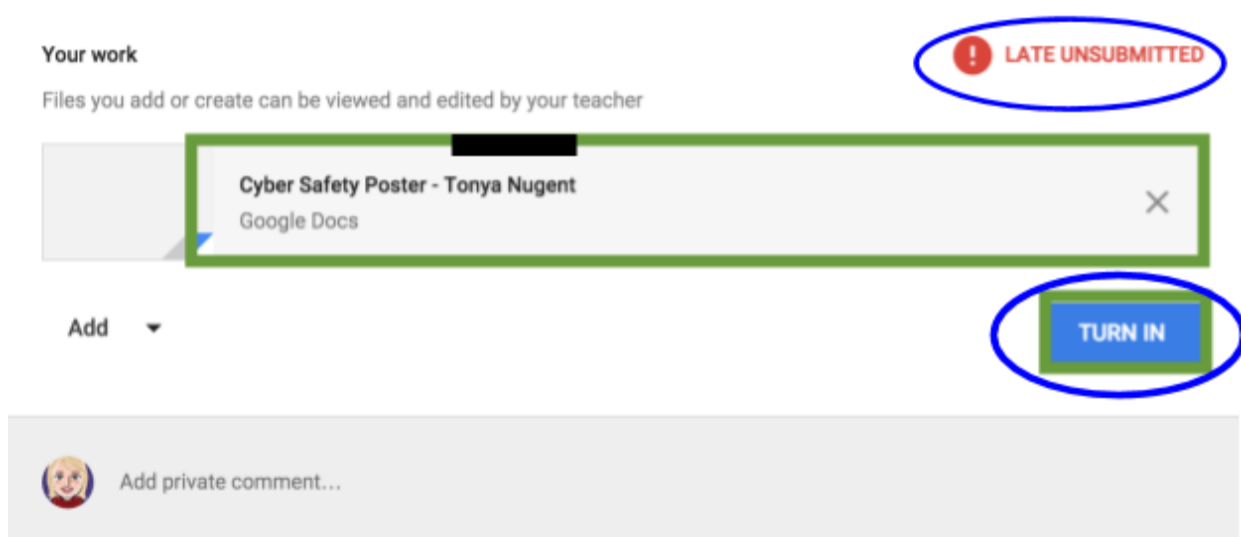
The screenshot shows a classroom interface for a question. At the top, it displays the user 'Laura Bruno' at '6:35 PM'. The question is titled 'Question of the Week' and is due 'Tue Tomorrow'. The question text is 'Do you agree or disagree with the idea of having school uniforms?'. Below the question, the directions are 'Give one reason to support your answer and reply to one other person's answer.' To the right of the question, there are two counters: '0 DONE' and '0 NOT DONE'. At the bottom, there is a text input field for 'Add class comment...'. Annotations on the left side of the screenshot point to these elements:

- Topic** points to 'Question of the Week'
- Due Date** points to 'Tue Tomorrow'
- Question** points to 'Do you agree or disagree with the idea of having school uniforms?'
- Directions** points to 'Give one reason to support your answer and reply to one other person's answer.'

# 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.



# Status Grade

Due Jul 15, 11:59 PM

## Writing sample


ec 26, 2014, 1:24 PM (Edited Apr 17, 8:53 AM) [Add class comment](#)

**Your work** RETURNED

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

Writing sample - Student One  
Google Docs

Add  Create

 Add private comment...

100  
100

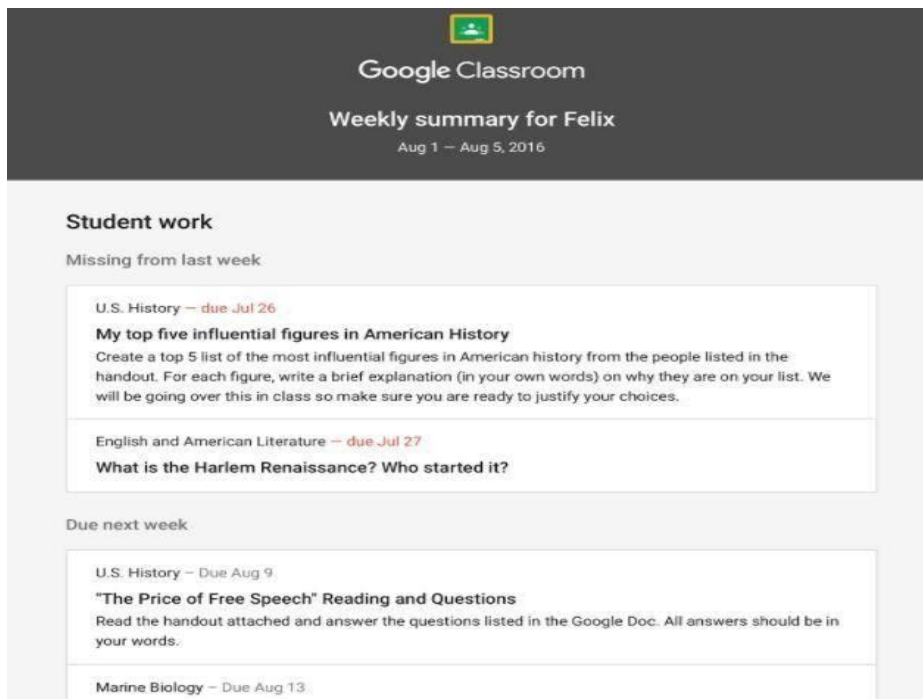
# Email Summaries


## 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 you 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 into the email settings page, choose frequency and the email that you would like to receive summaries.

A sample parent summary page is shown below:



  
Google Classroom  
Weekly summary for Felix  
Aug 1 — Aug 5, 2016

**Student work**

Missing from last week

U.S. History — due Jul 26  
**My top five influential figures in American History**  
Create a top 5 list of the most influential figures in American history from the people listed in the handout. For each figure, write a brief explanation (in your own words) on why they are on your list. We will be going over this in class so make sure you are ready to justify your choices.

English and American Literature — due Jul 27  
**What is the Harlem Renaissance? Who started it?**

Due next week

U.S. History — Due Aug 9  
**"The Price of Free Speech" Reading and Questions**  
Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.

Marine Biology — Due Aug 13