



GUIDE TO:



Google
Classroom



ST. MARY'S *Catholic High School, Dubai*

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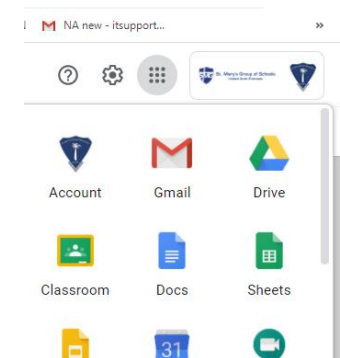
Login For The First Time

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

Google Classroom is part of the Google Apps for Education suite of tools and is only available to Google Apps for Education accounts.

☞ If you are already signed into school email account, you can click the nine dots  on the RHS top corner.

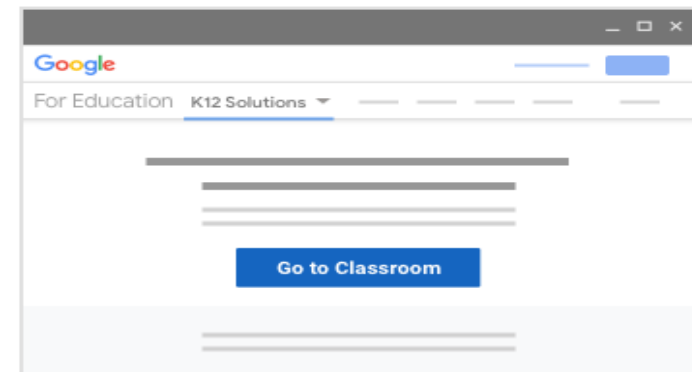
☞ Select classroom 
Classroom



☞ If you are not signed into school email account,

☞ Go to classroom.google.com

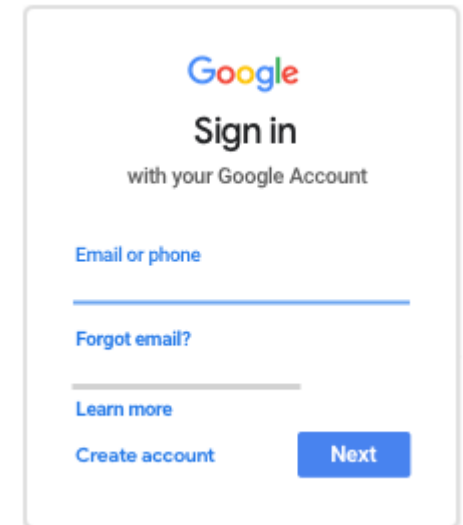
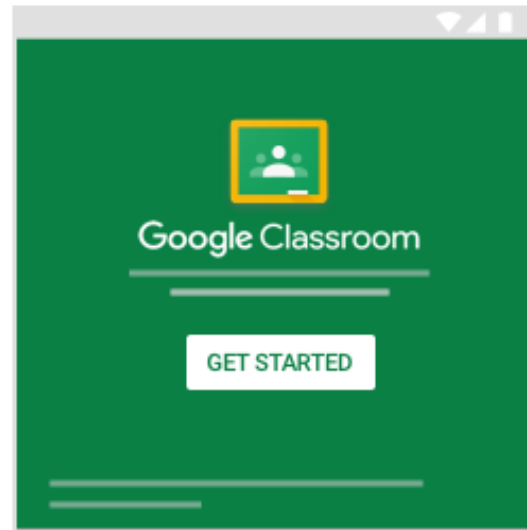
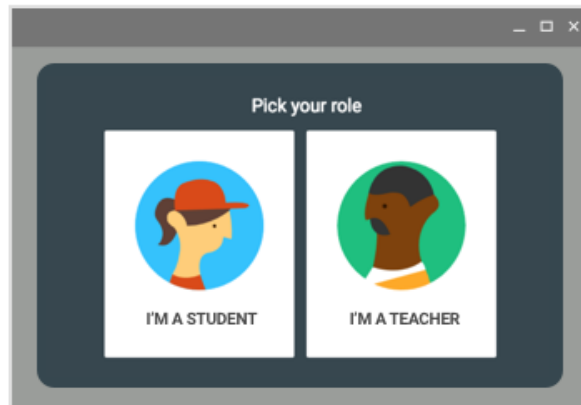
☞ click Go to Classroom





Login For The First Time

- ☞ Enter the school email address for your Classroom account and click Next
- ☞ Enter the password and click Next
- ☞ If there is a welcome message, review it and click Accept.
- ☞ Click I'm A Student
- ☞ Click Get Started.





Join a class as a student

To use Classroom, you sign in on your computer and join classes. After you join a class, you can get work from your teacher and communicate with your classmates.

You can join a class with:

- A class link—Your teacher sends you the link.
- A class code—Your teacher sends or tells you the class code.
- An email invite—Your teacher sends you the invite.

After you join a class on one device, you're enrolled in that class for all devices.

Join with the class link:

Click the class link your teacher shared and click JOIN..

A screenshot of a "Join class?" dialog box. It features a text input field with a light blue border and a blue "Join" button to its right. A hand cursor is pointing at the "Join" button. The dialog box has a light gray background and rounded corners.

Join class?

Join





Join a class as a student

Join a class with a Class Code

Click the + on the top right of the page to Join Class.

Enter the Class Code given to you by your teacher, and click Join.

You're currently signed in as



Ashfaq Sardar

@smgeducation.org

[Switch account](#)

Class code

Ask your teacher for the class code, then enter it here.

Class code

To sign in with a class code

- Use an authorized account
- Use a class code with 5-7 letters or numbers, and no spaces or symbols



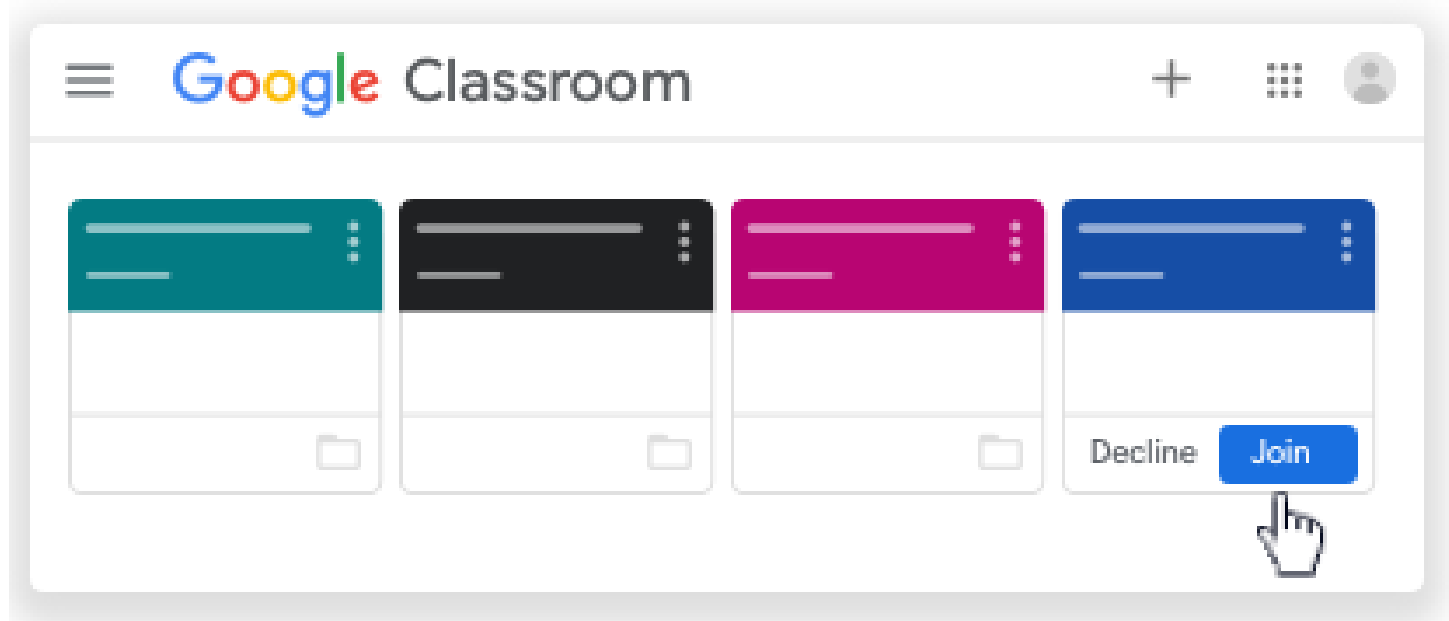


Join a class as a student

Join with an email invite

Your teacher will send you an email invite. You can join the class from the email or in Classroom. Accept the invite in Classroom

Make sure to sign in with the correct account. If you're already signed in and need to switch accounts, in the top-right corner, click your profile picture select or add your account. On the class card, click Join.





Posting in the class stream

If your teacher gives the students permissions for post/comment/reply, you can communicate with your class in the class stream in the following ways:

Post :

Information or a question that you add to the class stream.

Comment :

A response to a post or comment. Example: *We go next Friday.*

Reply:

A response to a comment that mentions the person who made.

Note: If your teacher mutes you, you can't post, comment, or reply to comments. Only teachers can unmute a student.





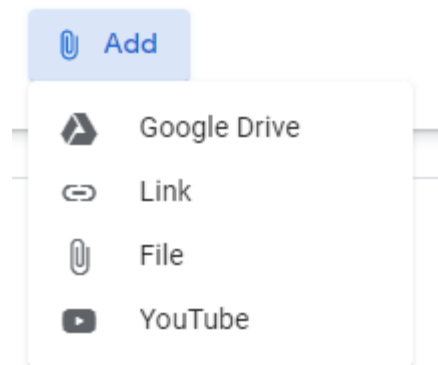
Create a Post

Create a Post

Click the class.

On the Stream page, click Share something with your class. Enter what you want to say and click Post.

You can attach items to your post, such as images, files, Google Drive items, YouTube videos, or links.

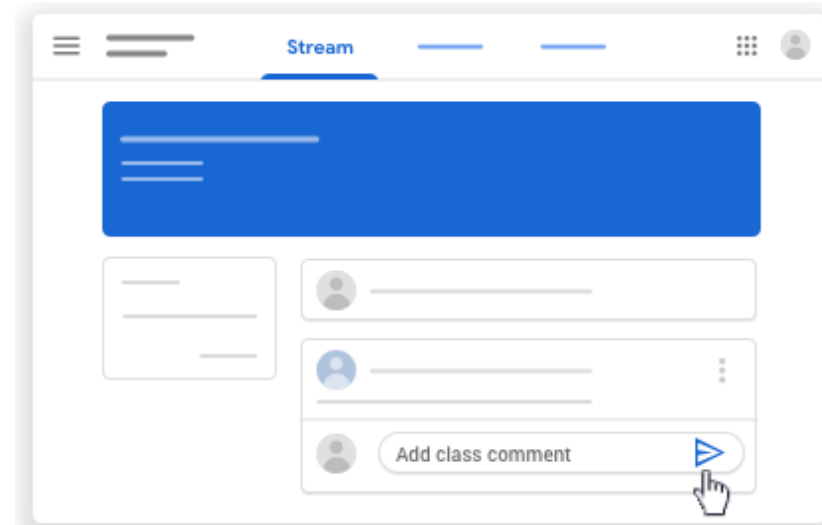


Add a comment to a post

Add a comment

If your teacher allows, you can comment on other posts and comments. Teachers can delete comments.

- ☞ Click the class.
- ☞ On the Stream page, In a post,
- ☞ Click Add class comment,
- ☞ Enter your comment.
- ☞ Click Post.



Note : If you don't see Add class comment, your teacher turned off permissions to comment.
Comments are text only.

To mention classmates in your post Enter + or @ followed by the person's email address. As you enter text, a list appears. Select the name that you want and press Enter to add them to the post.



Reply / Delete a comment

Reply to a comment

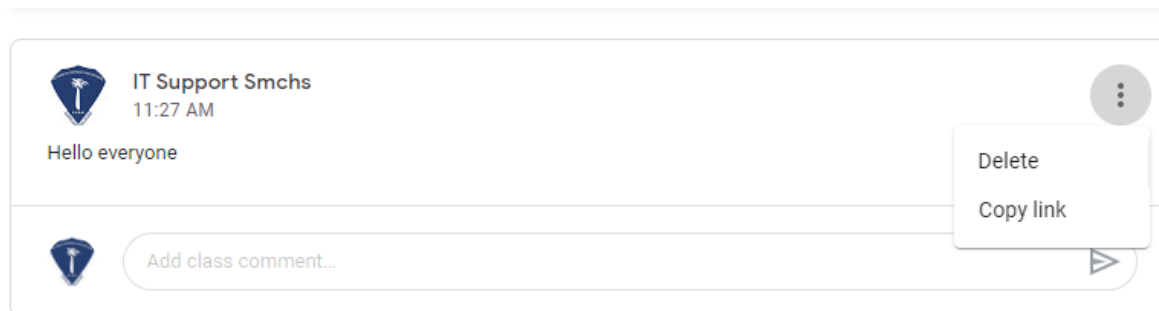
When you reply to a comment, the person you reply to is automatically mentioned. You can reply only to comments, not posts.

Point to the comment and click Reply .
Enter your reply and click Post .

Delete a comment

You can only delete your own comments. Teachers can see deleted comments.

On the comment, click More Delete.
Click Delete to confirm.





Send a private comment to your teacher

Private comment:

You can send a private comment to your teacher that only they can see from an assignment or question. You can see your teacher's response when you open the assignment or question. If you delete a private comment, your teacher can still see it.

☞ Click the class.

☞ Choose an option:

☞ On the Stream page, click the assignment or question.

☞ On the Classwork page, click the assignment or question View assignment or View question.

☞ Click Add private comment.

☞ Enter your comment

☞ Click Post .





See your work for a class

For all classes:

You can quickly see upcoming assignments and announcements and what's late or missing. You can also arrange work by topic.

Student View of Assignments:

Posted assignments will appear in the Stream. You may be prompted to refresh the Stream or assignment to see the latest updates.

Students will see the following information and options for each assignment in the Stream.

- Completion Status (not done or done)
- Due Date (Students will also see if their assignment is Late.)
- Title and Description of the Assignment
- Open: Click this button to open the assignment details page.





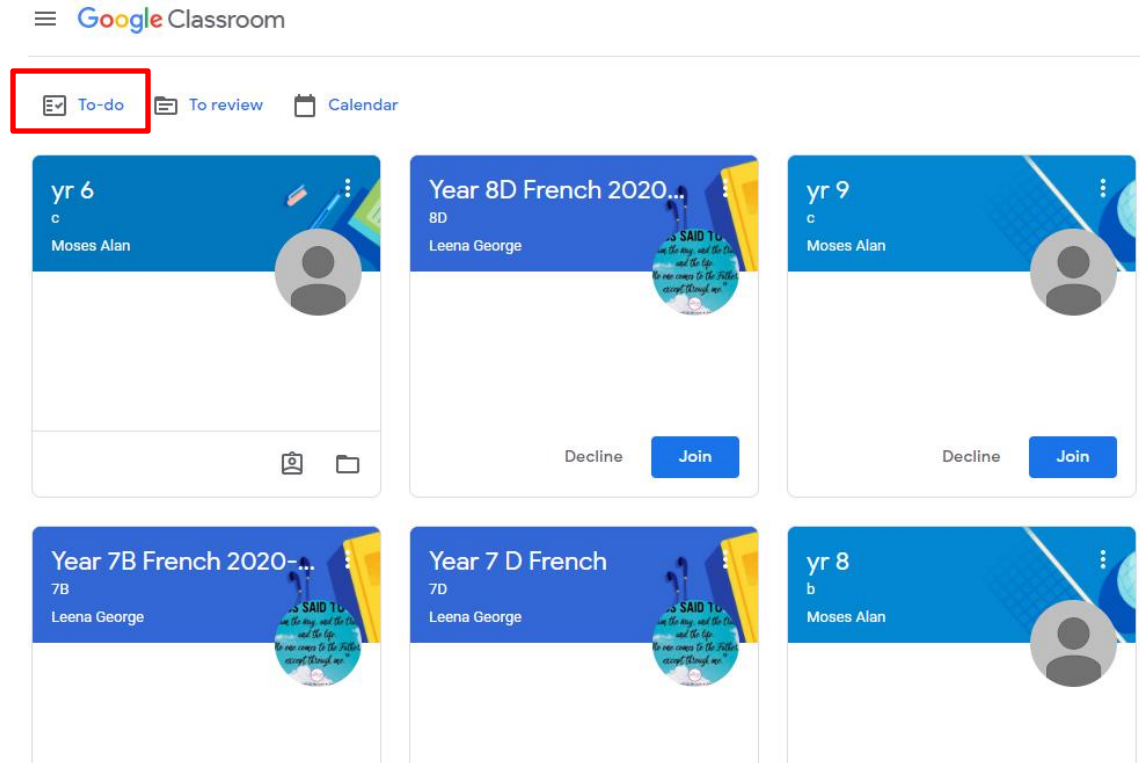
See your work all classes

For all classes:

At the top, click To-do and choose an option:

- To see work assigned by your teacher, click **Assigned**.
- To see work that you didn't turn in, click **Missing**.
- To see work that your teacher graded or returned, click **Done**.

Click a title to see details of the work.

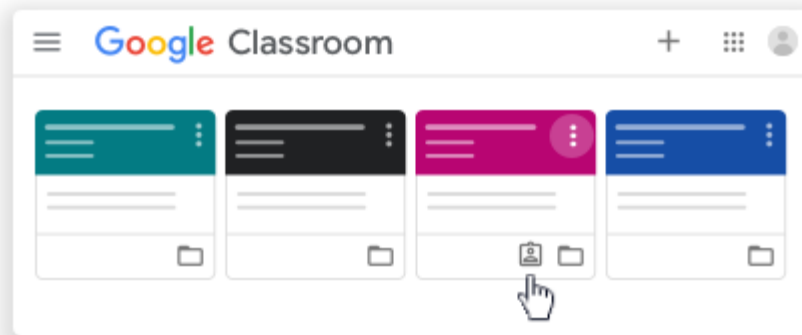


See your work for a class

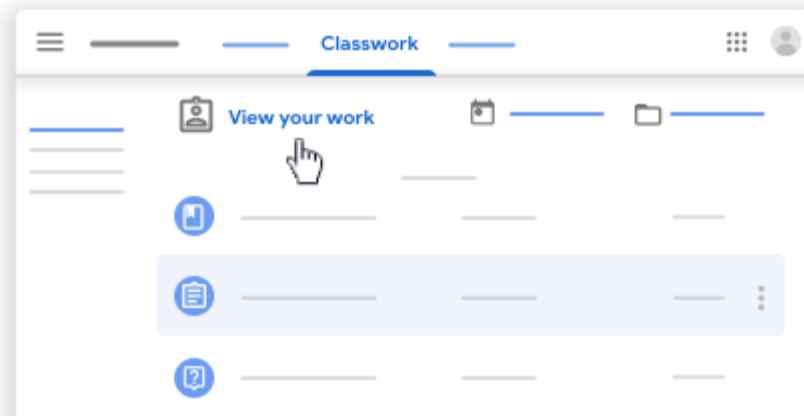
For a specific class:

You can see a list of all your work for a class. You can check your grades, review assignments and due dates, and see any work that's late or missing. You can also filter your work by class.

- On a class card, click Your work



- You can also click the class - Classwork
- View your work.





Assignments

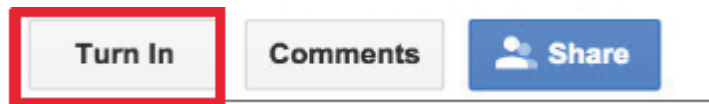
Student's View: Turn In Assignments

The Turn In Button:

If the teacher has assigned a student their own copy of a Google file type (Docs, Slides, Sheets, or Drawings) as part of the assignment, there will also be a Turn In button (top-right) in the Google file next to the share button. (Note: The Turn In button changes the ownership of the file from the student back to the teacher, and the student can no longer edit the file.)

Students should submit their work using the Turn In button, NOT by sharing with the teacher.

The teacher already has the right to view and edit the file.



If you need to edit work that you turned in, you can unsubmit the assignment before the due date, make your changes, and resubmit. However, any assignment turned in or marked done after the due date is recorded as late.

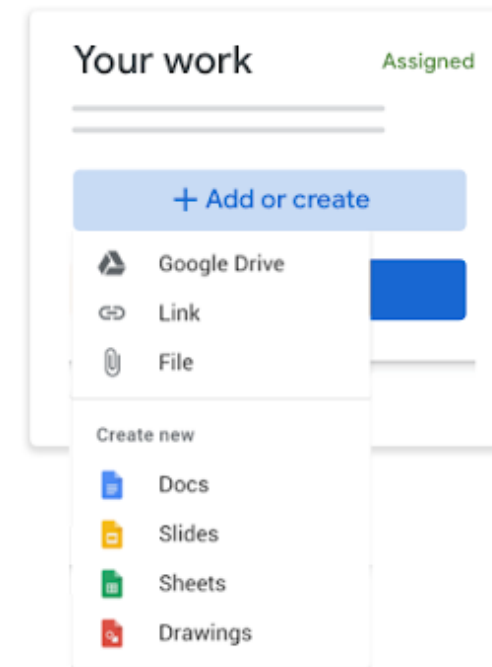


Assignments

Turn In Assignments

You can attach one or more files to your work. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you can't attach a file that you don't own.

- ☞ Click the class - Classwork.
- ☞ Click the assignment
- ☞ View assignment.
- ☞ To attach an item:
 - Under Your work, click Add or create
 - select Google Drive , Link , or File
- ☞ Click Turn In and confirm.
- ☞ The status of the assignment changes to Turned in.
- ☞ To remove an attachment, next to the attachment's name, click Remove



Assignments

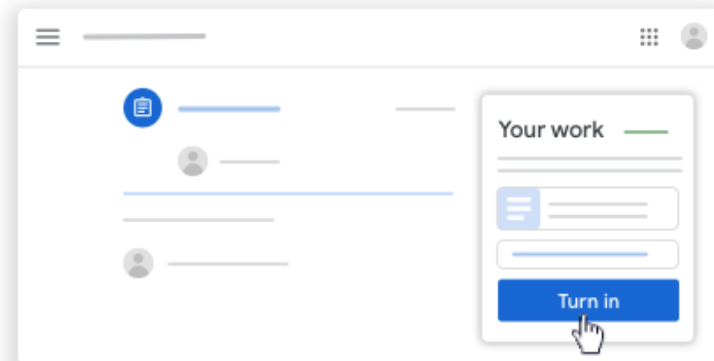
Turn In Quiz Assignments

- ☞ Click the class - Classwork.
- ☞ Click the assignment
- ☞ View assignment.
- ☞ Click the form and answer the questions
- ☞ Click mark as done and confirm

If the form is the only work for the assignment, the status of the assignment changes to Turned in.

If the form is an assignment with a document assigned,

- ☞ open the assigned file,
- ☞ Enter your Work.
- ☞ On the document or in Classroom,
- ☞ Click Turn in and Confirm.



- ☞ Click the class - Classwork.
- ☞ Click the assignment.
- ☞ View & Complete the assignment.
- ☞ Click **Mark as done** and submit.

If the form is the only work for the assignment, the status of the assignment changes to Turned in.

To make changes to an assignment that you already turned in, just unsubmit the work, make the changes, and turn it in again before the due date.





Google Drive Folders

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.





Google Classroom Navigation:

Google Classroom Navigation:

To navigate to your Google Classroom homepage and the other classes you have joined, click on the menu in the top-left of your screen (three lines).

In this menu, you will see the following options:

- Classes (Google Classroom Homepage)
- Classroom Calendar
- Work (assignments related to your classes)
- Classes
- Archived Classes (Classes you are no longer enrolled in.)
- Google Classroom Settings:
 - Change or add a profile picture
 - Go to your Google account settings
 - Turn on/off email notifications

Unenroll: DO NOT unenroll from a Class unless your teacher has instructed you to do so!





Google Classroom Tutorial – Video links

How to use Google Classroom for Students

<https://www.youtube.com/watch?v=G5P7nVbQWJc>

Student Guide to Google Classroom

<https://www.youtube.com/watch?v=qSxNLaWm74g>

Google Classroom for Students & Parents

<https://www.youtube.com/watch?v=88idNZxeZbo>

Google Classroom – How to Join

<https://www.youtube.com/watch?v=cwgxeqG6AoU>

Google Classroom Tutorial

<https://www.youtube.com/watch?v=N5UQ2V3nRp4>

How to use submit Assignments in Google Classroom

<https://www.youtube.com/watch?v=o4JeCTfhvnl>

Google Classroom – Turn In Assignments

<https://www.youtube.com/watch?v=-lrTEup2wDQ>

Google Classroom – Submit Assignments

<https://www.youtube.com/watch?v=LsDIQJENDYg>

Google Classroom – How to submit your Work

https://www.youtube.com/watch?v=f_eQbtFRhNw

How to attach file to assignment

<https://www.youtube.com/watch?v=qnQxyiL3ZB4>





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Thank you

