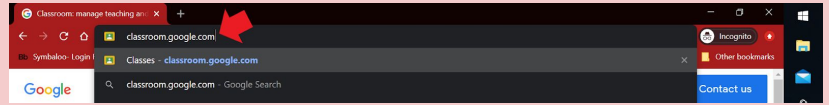


# GETTING STARTED WITH GOOGLE CLASSROOM

## Logging into Classroom

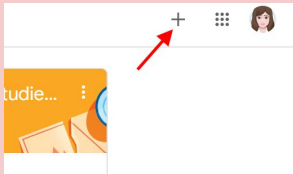
Enter [classroom.google.com](https://classroom.google.com) in your browser



Login with your school account [StudentID@jacksonsd.org](mailto:StudentID@jacksonsd.org) and school password

## Joining a Classroom

When you login, you may have an invite from your teacher, click accept the to join



Your teacher may have given you a code called a “join code”.

Click on the + sign (see image to left) and enter the code.

## Stream vs. Classwork

### STREAM VIEW

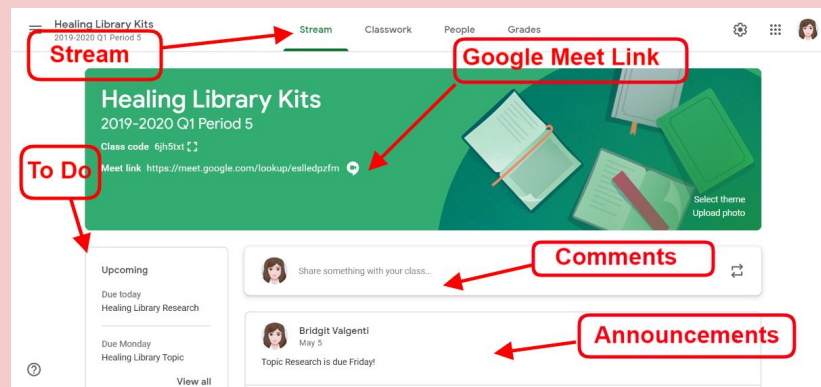
**TO DO:** List of what is due this week with due dates

**STREAM:** Click here to get to Stream

**GOOGLE MEET LINK:** Link for your class meetings

**COMMENTS:** If enabled by your teacher, you can share with the entire class

**ANNOUNCEMENTS:** A chronological (in date) order of teacher postings



### CLASSWORK VIEW

**TOPIC SECTIONS:** Your teacher has organized this view by topic, each topic section will be listed here

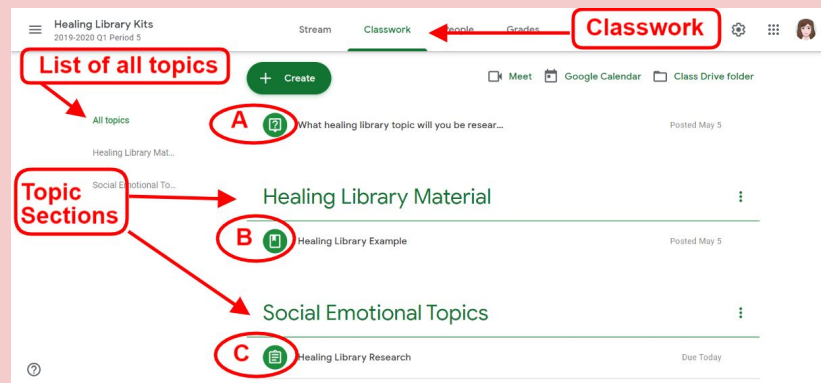
**LIST OF ALL TOPICS:** All topics for the class will be listed here, you can click on a topic to jump to the section

**CLASSWORK:** Click here to get the Classwork view

**A:** This icon indicates a question your teacher has posted. Click on it to expand and answer.

**B:** This icon indicates material your teacher has posted for you to review or use.

**C:** This icon indicates an assignment for your to complete or hand in.



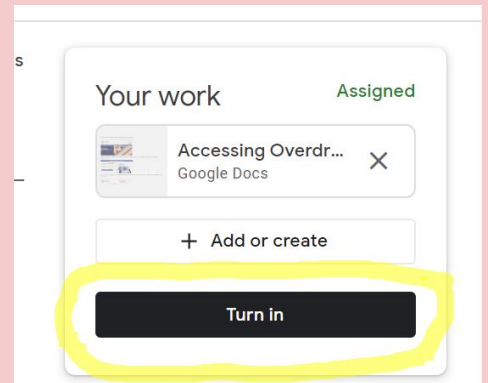
# Submitting an Assignment

When you are finished with an assignment, you must turn it in. There are two types of assignments.

1. Your teacher gave you a file or quiz to complete.
2. You must upload or create the file or document.

## Option 1: Your teacher gave you a file or quiz to complete.

When you have completed the assignment, click the turn in button circled in yellow in the image to the right.



## Option 2: You must upload or create the file or document.

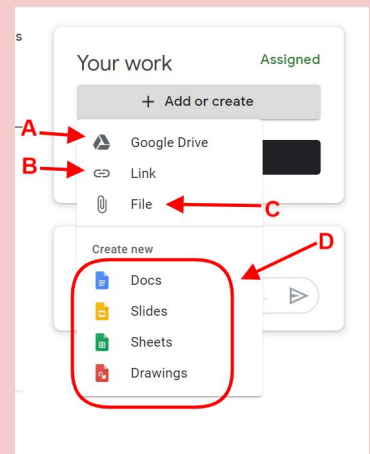
**A:** If you have created a file in Google Drive, click here to find and attach it

**B:** If you are linking to a website. Click here and enter the URL

**C:** To upload a file from your computer or device, click here

**D:** You can also create a file for the assignment, click here to create a new file in your Google Drive (no need to attach later!)

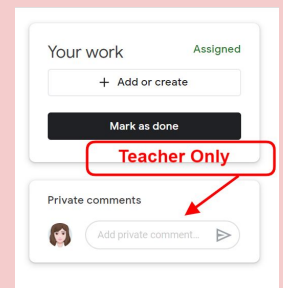
**After you create or add your document, you must click turn in (see above). If you do not, your assignment was never handed in to the teacher!**



# Troubleshooting

**Have a question about the assignment? Or do you need to tell your teacher something about the assignment?**

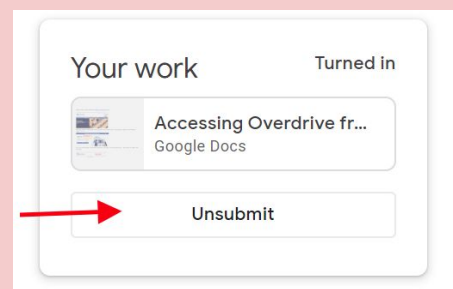
Use the private comment box pictured to the right. This comment will go to your teacher and will reference this assignment.



**Forget to add something? Need to make a change or fix something?**

Use the Unsubmit button. If your work was on your google drive, you will not be able to edit until you unsubmit or the teacher returns it.

Unsubmit button



# For Parents and Guardians- Email Summaries

Your student's teachers can invite you to google classroom. Joining will provide you with an email summary of your student's activity in class. You will be asked to set the frequency to daily or weekly.

Here is a sample weekly summary:

**CLASS NAME:** Each class name will be listed with the assignment for that class.

**MISSING WORK:** Any assignments listed under missing last week were not turned in by your student. A description of the assignment will be provided.

**DUE DATE:** Due Dates for missing and upcoming work will be listed beside the class name for each assignment.

**UPCOMING WORK:** This lists each assignment for the upcoming class, with the class name, due date and a description of the assignment.

The screenshot shows an email summary from Google Classroom. It is divided into three sections: 'Missing from last week', 'Due next week', and 'Upcoming Work'. Red callout boxes with arrows point to various elements: 'Missing Work' points to the 'Missing from last week' section; 'Due Dates' points to the due dates 'due Jul 26' and 'due Jul 27'; 'Class Name' points to the class names 'U.S. History' and 'English and American Literature'; 'Upcoming Work' points to the 'Due next week' section; and another 'Due Dates' box points to the due dates 'Due Aug 9' and 'Due Aug 13'. The assignments include 'My top five influential figures in American History' and 'Aquarium Investigation Project'.

## Don't see a class?

Contact the teacher, they may not have turned on notifications.

## Don't want notifications?

Click unsubscribe at the bottom of your email summary.

The screenshot shows the bottom of an email summary. At the top, there is a red-bordered box with the text: "Don't see a class? Contact the teacher. They might not use Classroom or may not have turned on notifications." Below this, there are two buttons: "SETTINGS" and "UNSUBSCRIBE". The "UNSUBSCRIBE" button is circled in yellow. At the bottom, the Google logo is displayed, followed by the text: "Google Inc. 1600 Amphitheatre Pkwy, Mountain View, CA 94043 USA".

(Source for photographs: <https://support.google.com/edu/classroom/answer/6388136?hl=en>)

