

Parents Guide to get started with Google Classroom

What is Google Classroom?

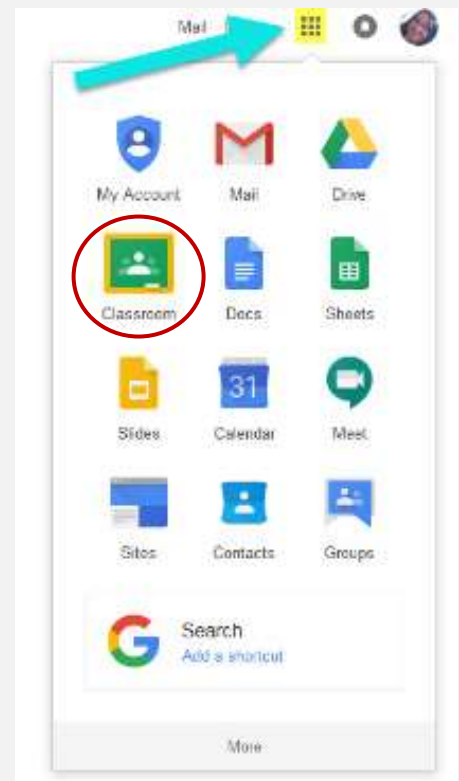
- Google Classroom is a web based learning environment
- Google Classroom offers a digital safe space for students to view class announcements, access posted course content, view posted assignments, and turn in completed work
- Only authorized CCA users (students, teachers, and other designated staff members) can have access to a CCA Google Classroom. Google users outside the CCA network are not granted permission to any CCA Classrooms

Getting Started

- Method 1 - Using your computer internet browser, go to www.classroom.google.com and use the student's assigned Gmail login and password. (The first time you log in, you will be required to change your password.)
- Method 2 – Using your computer internet browser, go to www.google.com, click on **Sign in** in the upper right hand corner of the browser window. Log in with the student's assigned Gmail login and password. (The first time you log in, you will be required to change your password.)
- **Please note:**
 - Any activity in Google Classroom is documented under the student's login and it would be inappropriate for a parent to communicate with the teacher or other students in Google Classroom.
 - Parents should use their personal email to digitally communicate with the teacher.
- Once the student is logged in, you will notice a gray Waffle/Rubik's Cube in the upper right hand corner. Click on that to see the Google Suite apps your child has access to.

Navigating Classroom

- Click on the Google Suite apps icon, find **Classroom** icon, & click on it.
- Once in Classroom, you will see all your child's classes as "cards".
- Click on the title of a Class you wish to view.
 - Within the Class:
 - The Stream tab is where you can find class announcements.
 - The Classwork tab is where you will find assignments.
 - Within each assignment, you will be able to see many details about that assignment. This may include instructions, a video to watch, a google doc to fill out, a quiz/test to take, etc.
- On the main Classroom page, you will see a **Calendar**.
 - Go to the Google Classroom Menu (three lines) near the top-left of your screen. Select **Calendar**.
 - Upcoming assignments and scheduled live meetings/teachings through Google Meet (with a link to click) will appear on that Calendar.



Student Assignments

- Students can also see a list of their assignments for ALL of their classes by navigating to the **To Do** page. Go to the menu (three lines) in the top-left, and select **To Do**.
- There are three tabs at the top of this page:

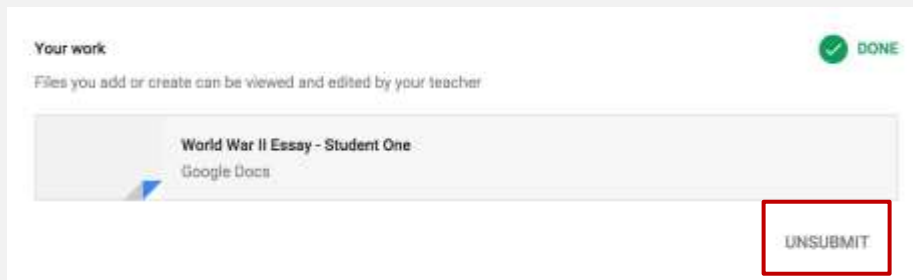
1. **Assigned:** Here students can see a list of all of the assignments that are pending, including the title, class name and due date. Click on the assignment name to go directly to that assignment details page.
2. **Missing:** Here student can see a list of all the assignments that are past due.
3. **Done:** Here students can see a list of all of the assignments they have turned in or marked as done.

Turn in Assignments

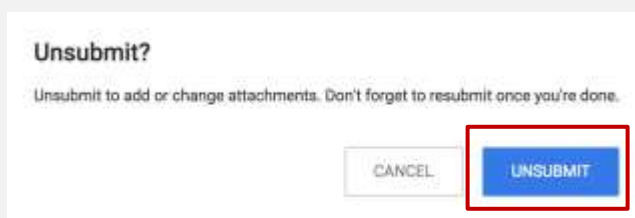
- If the teacher has assigned a student their own copy of a Google file type (Docs, Slides, Sheets, or Drawings) as part of the assignment, there will also be a **Turn In** button (top-right) in the Google file next to the share button.
 - **Note:** The **Turn In** button changes the ownership of the 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.
 - When a student clicks the Turn In button, a pop-up will prompt them to confirm their submission.
- If the teacher has assigned a collaborative Google file (student can edit the file), or other outside types of assignment, the student will see a **Mark As Done** button instead of Turn In. This option will only appear in Google Classroom, not in the file itself.
 - When students have completed the assignment, they simply click the **Mark As Done** button to let the teacher know they have finished.
 - **Note:** The teacher does NOT receive an alert or email notification when work has been turned in, or marked as done. If a student is turning in late work, it is recommended that they leave a private comment to notify the teacher of late work or special circumstances.

Unsubmit an Assignment

- If the assignment is a Google file type, it will become view-only for the student once it has been **Turned In**. If a student needs to revise or add attachments, they will need to click **Unsubmit**. The file can then be edited and revised again.



- A pop-up reminder will appear to let students know they must resubmit once they have completed their revisions to the assignment. Click **Unsubmit** to confirm.



- After the student has made their revisions or added or changed attachments, they will then need to click **Turn In** again to resubmit the assignment to Google Classroom.

Get the mobile app for your device so you can access Google Classroom anytime, anywhere.

Bonus! The mobile app will send push notifications to let students know when they have a new assignment. Available for [iOS](#) and [Android](#).

