

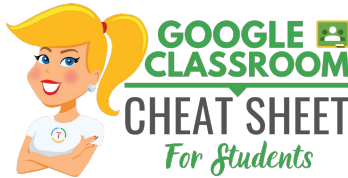


GOOGLE 
CLASSROOM

CHEAT SHEET
For Students

BY KASEY BELL

Shake Up Learning®



Written by Kasey Bell

ShakeUpLearning.com

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Book Design and Production by Kasey Bell.



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WELCOME TO GOOGLE CLASSROOM

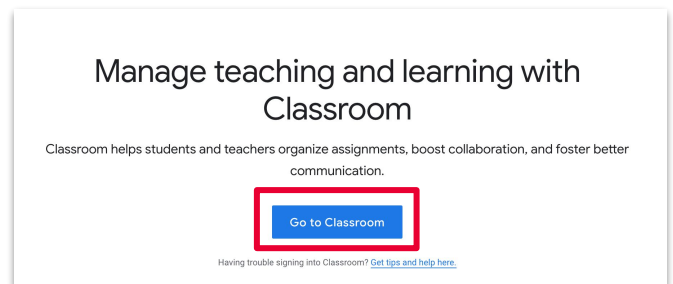
Google Classroom is designed to help teachers and students communicate and collaborate, manage assignments paperlessly, and stay organized.

FIRST LOGIN FOR STUDENTS

Go to classroom.google.com.

The first time you arrive at the Google Classroom website (if you have never logged in) you will see a screen like the one to the right.

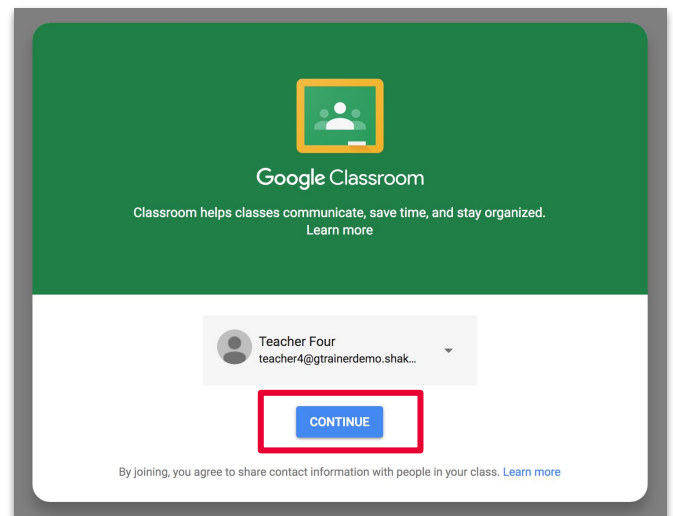
CLICK "Go to Classroom" button.



LOGIN

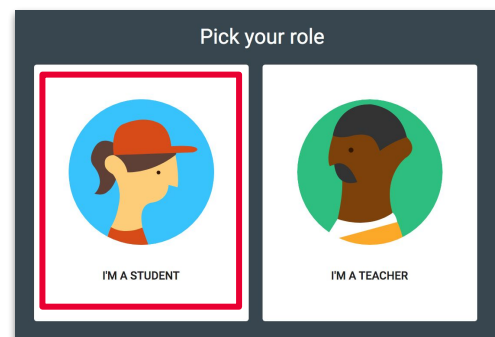
You will then be prompted to login with the email and password that were issued by your teacher or school.

After you enter your email and password, **CLICK "Continue"**.



SELECT YOUR ROLE

- Click on the **"I'M A STUDENT"** button as your role so you can join your teacher's class.

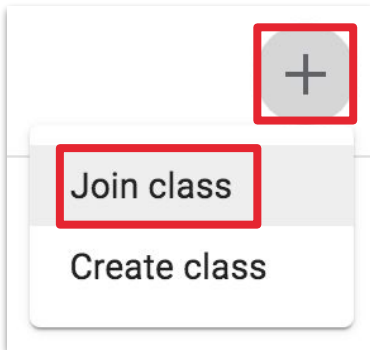


Note: You cannot change your role later, so be sure to select the correct role.

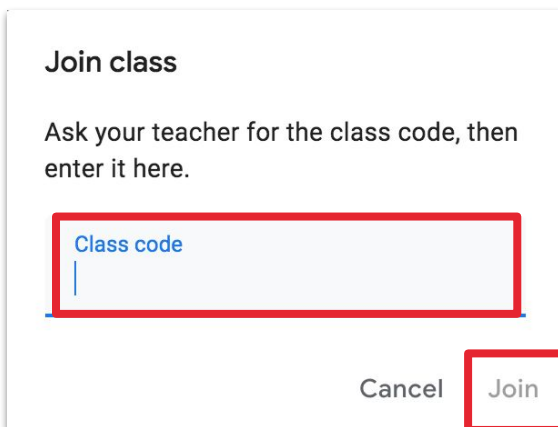
JOIN A CLASS AS A STUDENT

1 Create and Name Your Class

Click the + (near the top-right of the page) and select **“Join class”** to join your teacher’s class.

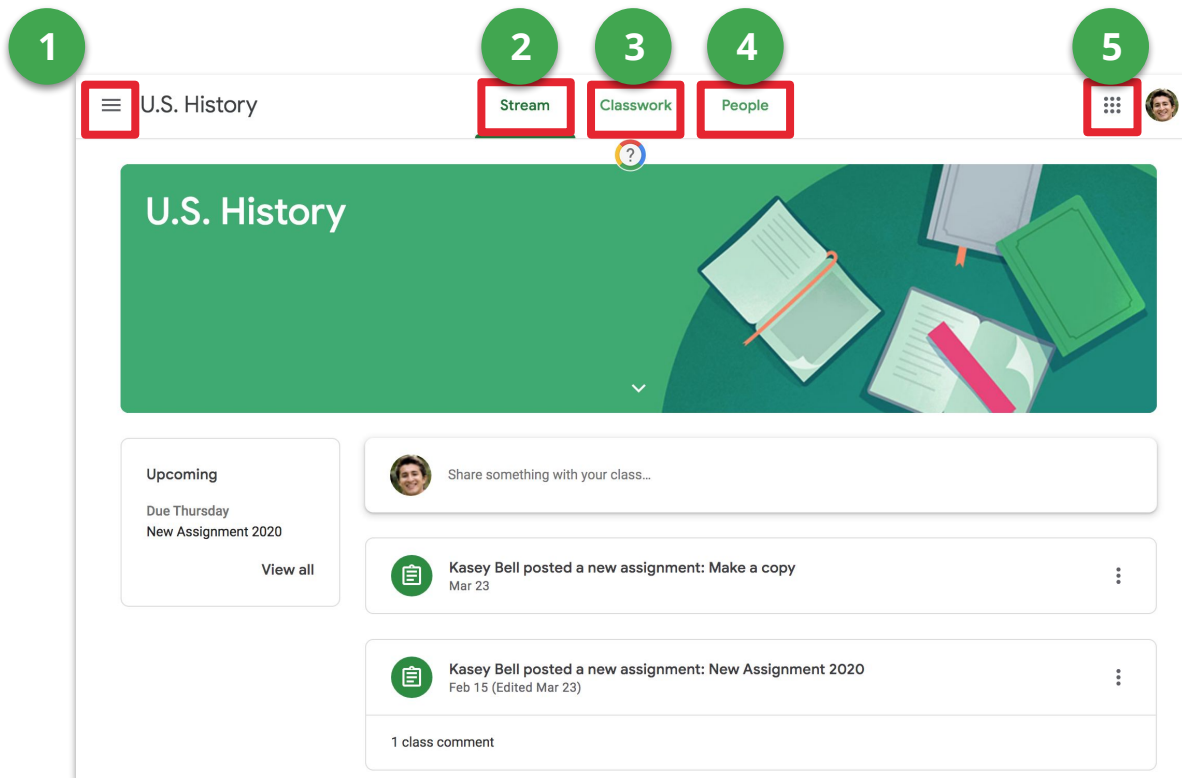


2 Enter the class code given to you by your teacher. Then, **CLICK “Join.”**



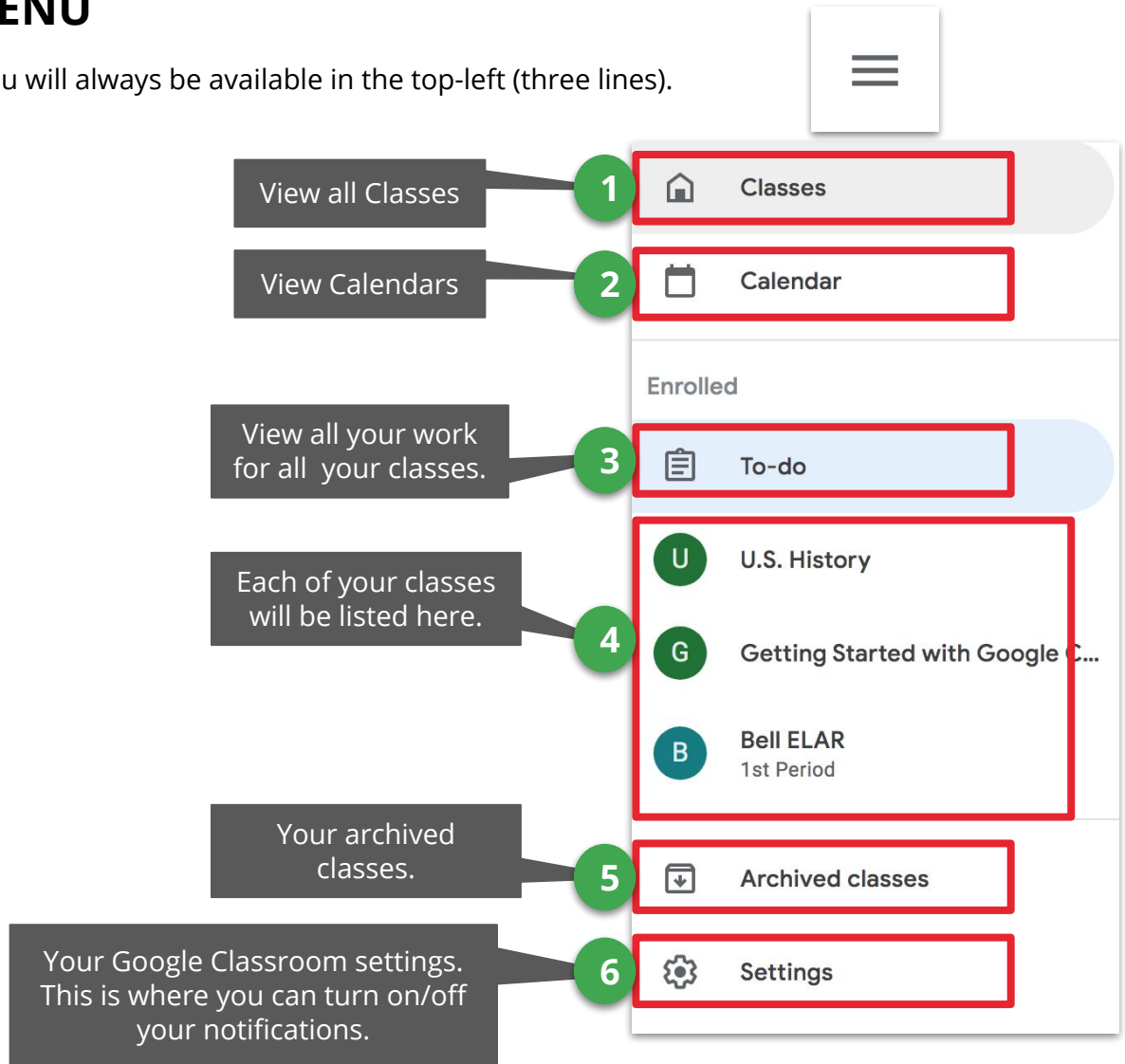
STUDENT NAVIGATION

- 1 **Main Menu (3 lines):** Access all of your classes, calendar, student work, and settings.
- 2 **Stream:** The stream is where you will find announcements from your teacher, upcoming deadlines, and where you can post and comment (if your teacher enables this for you).
- 3 **Classwork:** The Classwork page is where you will find your assignments and class materials.
- 4 **People:** The People page is where you can email your teacher and classmates.
- 5 **G Suite Apps:** This icon represents your G Suite apps. You can click on this icon to open other G Suite applications.



MAIN MENU

The main menu will always be available in the top-left (three lines).



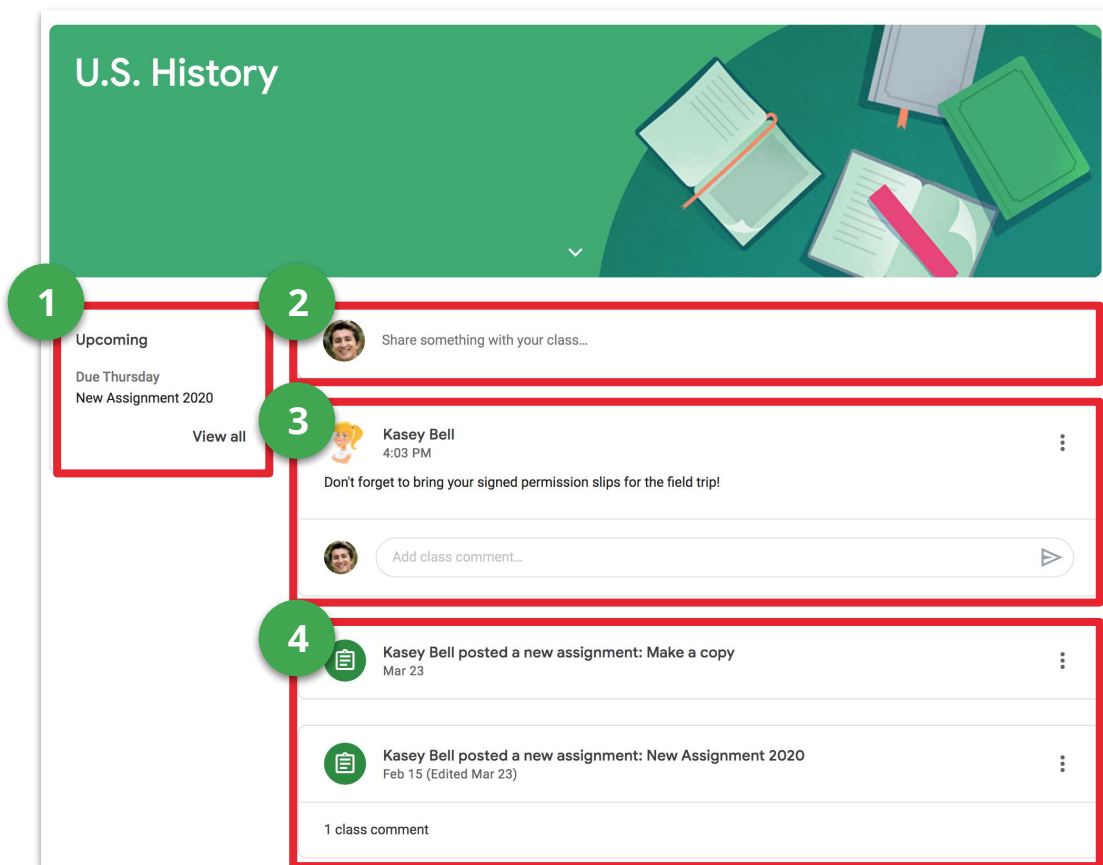
The main menu is accessed via a hamburger icon (three horizontal lines) in the top-right corner. The menu items are:

- 1** View all Classes: A button with a home icon labeled "Classes".
- 2** View Calendars: A button with a calendar icon labeled "Calendar".
- 3** View all your work for all your classes.: A button with a clipboard icon labeled "To-do".
- 4** Each of your classes will be listed here.: A list of enrolled classes, including "U.S. History", "Getting Started with Google C...", and "Bell ELAR 1st Period".
- 5** Your archived classes.: A button with a folder icon labeled "Archived classes".
- 6** Your Google Classroom settings. This is where you can turn on/off your notifications.: A button with a gear icon labeled "Settings".

STUDENT STREAM

The Stream is where you will find announcements from your teacher, upcoming deadlines, and where you can post and comment (if your teacher enables this for you).

- 1 Upcoming assignment deadlines will appear to the left sidebar.
- 2 If your teacher allows you to post, you will see a box like this at the top of the stream. Click in the box to share something with your class. Keep it appropriate!
- 3 Your teachers may also post announcements like this in the Stream.
- 4 Your teachers may also post notifications of new assignments in the stream. But you can always see your assignments on the Classwork page.



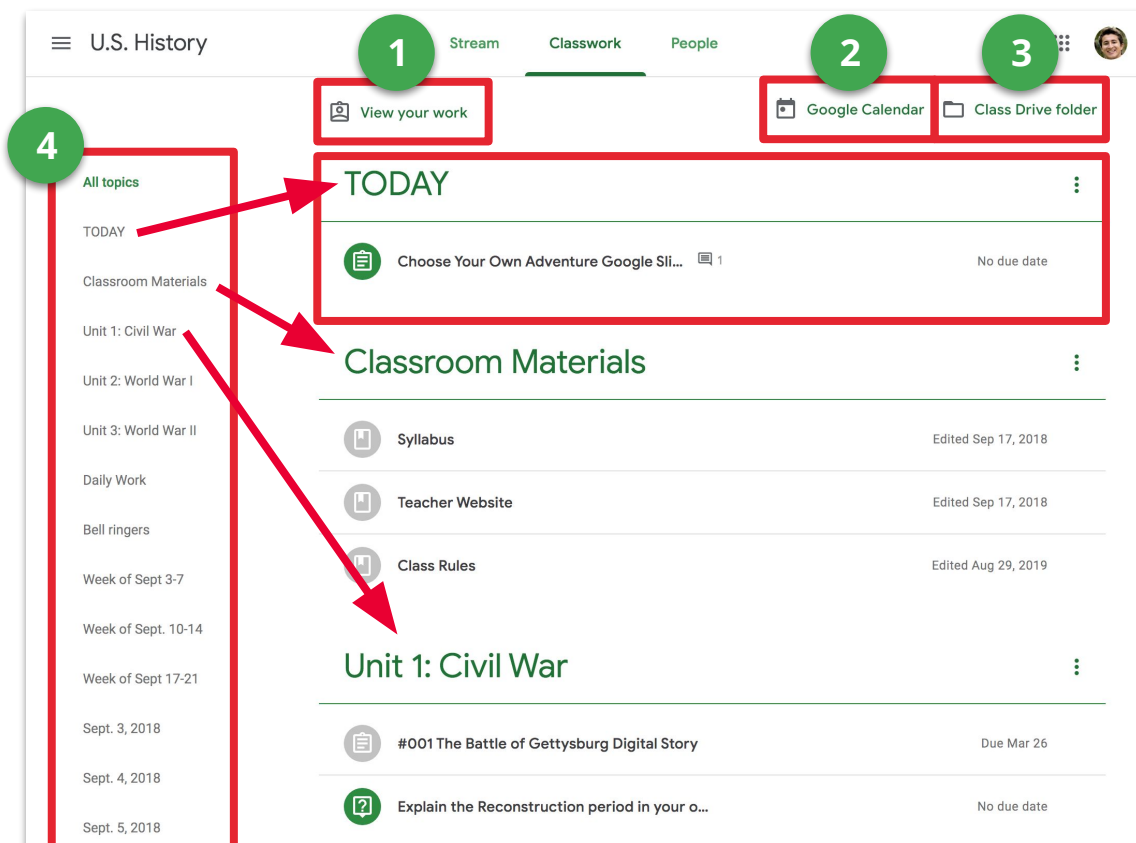
The screenshot shows a Google Classroom stream for a class titled "U.S. History". The stream is divided into sections, with four numbered callouts highlighting specific features:

- 1** Points to the "Upcoming" section on the left sidebar, which lists "Due Thursday" and "New Assignment 2020" with a "View all" link.
- 2** Points to the "Share something with your class..." input box at the top of the stream.
- 3** Points to a post by "Kasey Bell" at 4:03 PM with the text "Don't forget to bring your signed permission slips for the field trip!". Below the post is a comment input field labeled "Add class comment...".
- 4** Points to two assignment notification posts: "Kasey Bell posted a new assignment: Make a copy" (Mar 23) and "Kasey Bell posted a new assignment: New Assignment 2020" (Feb 15 (Edited Mar 23)).

STUDENT CLASSWORK

The Classwork page is where you will find your assignments and class materials.

- 1 View your work, turn in status, due dates, and grades for your class.
- 2 View your class calendar, including due dates for assignments.
- 3 View your Class Drive folder in Google Drive.
- 4 Your teachers may organize your assignments by topics, materials, units, modules, type of work, by day, or any way they choose. Those topics will appear to the left. Click on a topic to see all the assignments for that topic. You will also see topics as headings over your assignments and materials.

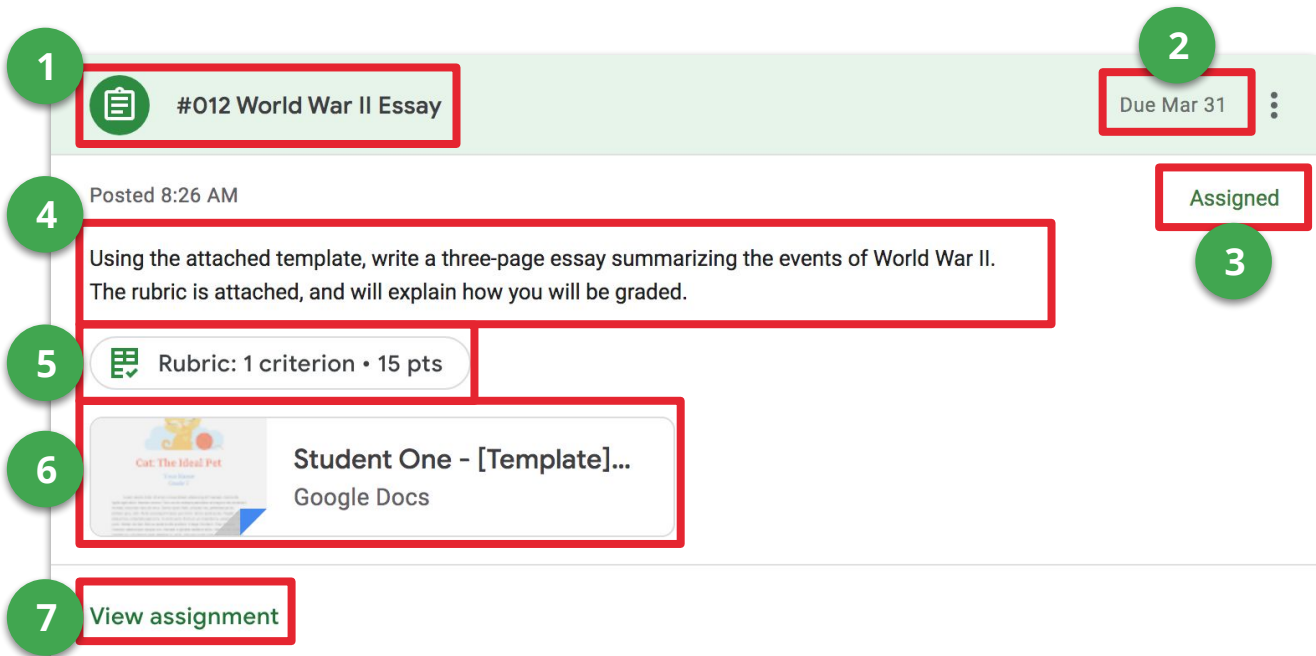


The screenshot shows the Google Classroom interface for a class named "U.S. History". The top navigation bar includes "Stream", "Classwork", and "People". The "Classwork" tab is active. On the left, there is a navigation menu with a list of topics and units. The main content area displays the "TODAY" section with an assignment titled "Choose Your Own Adventure Google Sli..." and a "Classroom Materials" section with items like "Syllabus", "Teacher Website", and "Class Rules". Below that, the "Unit 1: Civil War" section is visible with assignments like "#001 The Battle of Gettysburg Digital Story" and "Explain the Reconstruction period in your o...".

ASSIGNMENTS ON CLASSWORK PAGE

Posted assignments will appear on the Classwork page. You may be asked to refresh the to see the latest updates. Below is an example of an assignment.

- 1 Name of the assignment
- 2 Due Date
- 3 This is the assignment status. It will show Assigned, Turned In, Late, or Missing.
- 4 Instructions for the assignment from your teacher.
- 5 Your teacher may choose to attach a rubric. If so, this is where it will appear. Click to open.
- 6 Any files that your teacher has attached to the assignment will appear here.
- 7 Click here to open the assignment page.

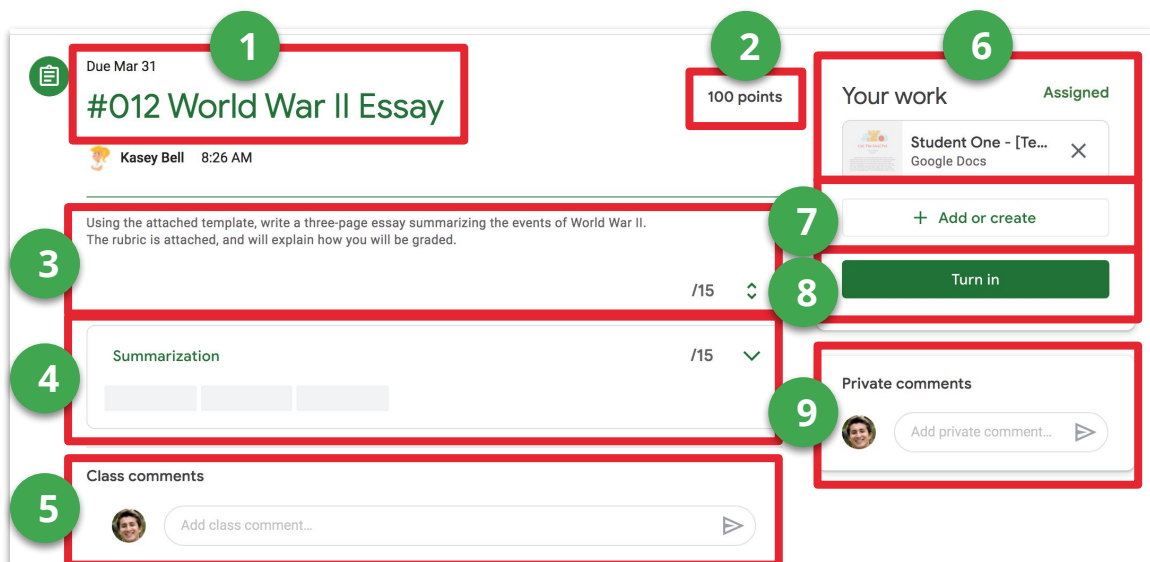


The screenshot shows an assignment card for "#012 World War II Essay". The card is highlighted with a light green background. A red box highlights the assignment title "#012 World War II Essay" (1). Another red box highlights the due date "Due Mar 31" (2). A red box highlights the status "Assigned" (3). A red box highlights the instructions: "Using the attached template, write a three-page essay summarizing the events of World War II. The rubric is attached, and will explain how you will be graded." (4). A red box highlights the rubric information: "Rubric: 1 criterion • 15 pts" (5). A red box highlights the attached Google Docs file: "Student One - [Template]... Google Docs" (6). A red box highlights the "View assignment" button (7). The card also shows a posted time of "8:26 AM" and a small icon of a clipboard.

ASSIGNMENT PAGE

When you click on “View assignment” from the Classwork page, you will be taken to a new page that gives you more details about your assignment.

- 1 Assignment title and due date
- 2 **Instructions:** Instructions for the assignment from your teacher.
- 3 **Total points:** Total point value of the assignment (the highest grade you can make)
- 4 **Rubric:** Rubric information if your teacher has added a rubric. (Click the down arrow to see more information.)
- 5 **Class comments:** If your teachers allows you to leave class comments, you will see this option. All students can see class comments.
- 6 **Your work:** This will show you any files the teacher created for you, and any files you have created for this assignment.
- 7 **Add or create button:** Click this button to create new files or attach files you have already created for this assignment.
- 8 **Turn in button:** Click this button when you are ready to turn in your work. Once you turn in, you will not be able to edit your files anymore.
- 9 **Private comments:** Use private comments to talk to your teacher and ask questions. You and your teacher are the only ones who can see private comments.



The screenshot shows the assignment page for "#012 World War II Essay" by Kasey Bell, due on Mar 31. The page is annotated with red boxes and green circles containing numbers 1 through 9, corresponding to the list above. Callout 1 points to the title and due date. Callout 2 points to the 100 points value. Callout 3 points to the instructions: "Using the attached template, write a three-page essay summarizing the events of World War II. The rubric is attached, and will explain how you will be graded." Callout 4 points to the rubric section, which includes a "Summarization" category with a score of /15. Callout 5 points to the "Class comments" section. Callout 6 points to the "Your work" section, which shows an assigned file "Student One - [Te... Google Docs" and an "Add or create" button. Callout 7 points to the "Add or create" button. Callout 8 points to the "Turn in" button. Callout 9 points to the "Private comments" section, which includes an "Add private comment..." input field.

TURN IN ASSIGNMENTS

Depending on the assignment, you can turn in a doc that your teacher assigned to you, create your own, or add files to the assignment.

TO TURN IN AN ASSIGNMENT

Go to the Class, then the Classwork page, then click on **“View Assignment.”**

There are three different ways you can complete your work:

A To use the file your teacher attached for you:

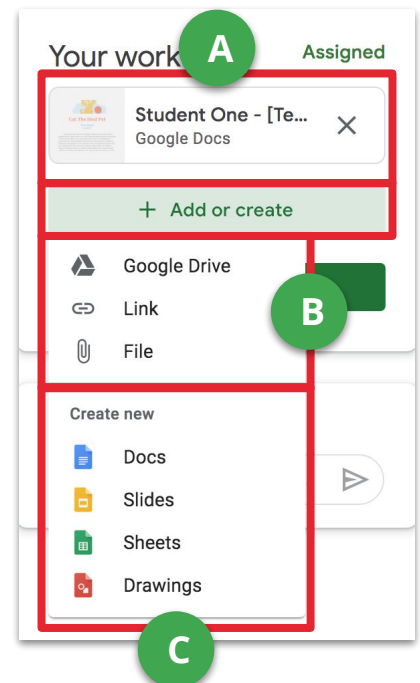
1. Click on the attachment under Your work with your name on it.
2. Enter your work
3. Click the **“Turn in”** button on the document and confirm, or click the **“Turn in”** button on the assignment in Google Classroom.

B To attach an item that has already been created:

1. Under Your work, click **Add or create** and then select Google Drive, Link, or File.
2. Add or create your work files
3. Select the attachment or enter the URL for a link and click **Add**.
4. Note: You can't attach a file you don't own.

C To attach and create a new file:

1. Under Your work, click **Add or create** and then select Docs, Slides, Sheets, or Drawings.
2. A new file attaches to your work and opens.
3. Add or create your work files
4. Click the file and enter your information. Note: You can attach or create more than one file.
5. (Optional) To remove an attachment, next to the attachment name, click **Remove**.
6. Click **Turn In** and confirm.
7. The status of the assignment changes to Turned in.



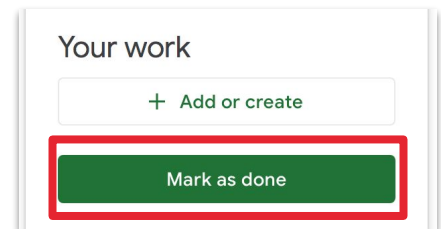
MARK AS DONE AND UNSUBMIT

MARK AN ASSIGNMENT AS DONE

Some assignments will have a **Mark as done** button instead of Turn in.

Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.

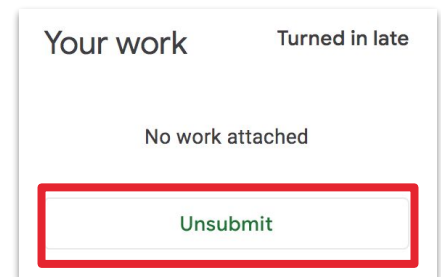
1. Go to the Class, then the Classwork page, then click on “**View Assignment.**”
2. Complete the assignment.
3. Click **Mark as done** and confirm.
4. The status of the assignment changes to Turned in.



UNSUBMIT AN ASSIGNMENT

After you have turned in an assignment or marked as done, you will see the option to unsubmit. Use this if you need to make changes to your work and resubmit to your teacher. If you unsubmit an assignment, be sure to resubmit it before the due date.

1. Go to the Class, then the Classwork page, then click on “**View Assignment.**”
2. Click **Unsubmit** and confirm.
3. Note: This assignment is now unsubmitted. Resubmit it before the due date.



ANSWER QUESTION ASSIGNMENTS

When a multiple choice or short answer question has been assigned to you by your teacher, it will immediately appear on the Classwork page. Click “**View question**” to complete the assignment.

- 1 Due date
- 2 The question assigned to you.
- 3 Total points possible
- 4 Directions from your teacher
- 5 **Your Answer:** This box is where you type your answer for short answer questions, or select from multiple choice answers.
- 6 **Add a Class Comment:** Use this space to ask questions or for general comments. This is NOT where you type your answer to the question.
- 7 **Add a Private Comment:** Use this space to leave a comment or question for your teacher.
- 8 **Turn In:** When you have completed your work, click the Turn in button.



The screenshot shows a Google Classroom question assignment interface. The question is "What were the main causes of the Civil War?" with a due date of "Due Mar 30" and 100 points. The teacher is "Kasey Bell" and the question was posted at 2:57 PM (Edited 3:05 PM). The interface includes a "Your answer" section with a "Type your answer" input field and a "Turn in" button. Below the question is a "Class comments" section with an "Add class comment..." input field and a "Private comments" section with an "Add private comment..." input field. The numbered callouts point to the following elements: 1. Due date, 2. Question text, 3. Points, 4. Directions, 5. Your answer input field, 6. Class comments input field, 7. Private comments input field, and 8. Turn in button.

STUDENT TO-DO: SEE ALL YOUR WORK

You have multiple ways to view your work for a class:

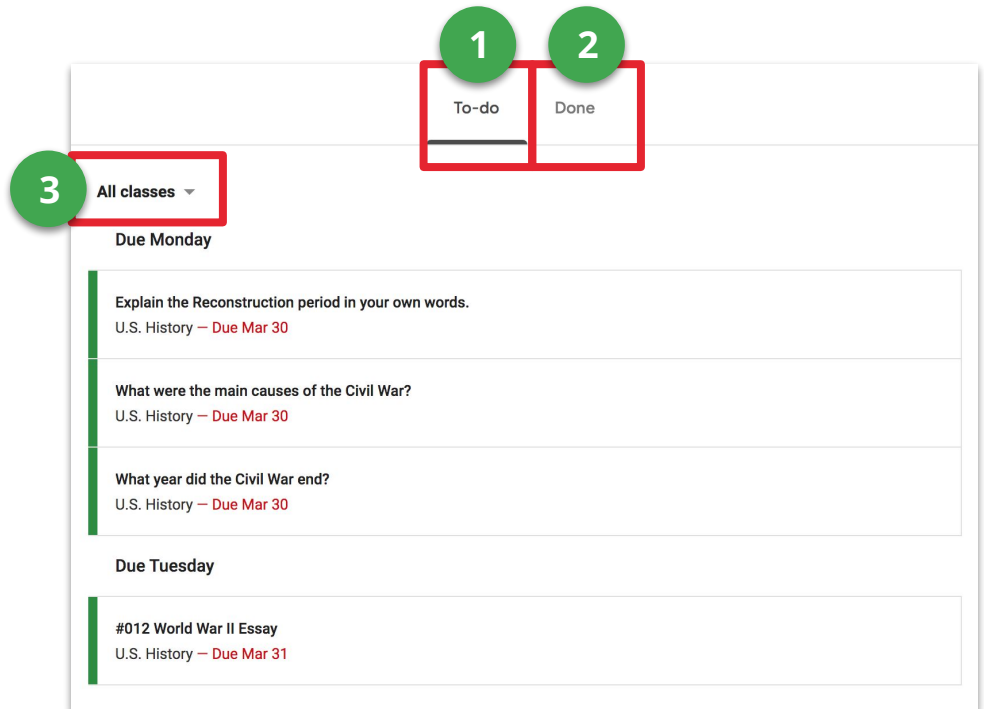
- Quickly see upcoming work on the Classes page
- See all your work for a class on the Your work page for that class.
- See work arranged by topic on the Classwork page
- Filter work by class on the To-do page (see screenshot below).

The To-Do Page allows you to see all your work for all your classes. in one place.

1 To-Do: 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 Done: Here students can see a list of all of the assignments they have turned in or marked as done.

3 Click the drop down Arrow next to **“All classes”** to filter your work by each class.



The screenshot shows the Google Classroom interface. At the top, there are two tabs: 'To-do' (labeled 1) and 'Done' (labeled 2). Below the tabs is a dropdown menu labeled 'All classes' (labeled 3). The main content area is divided into sections by due dates. Under 'Due Monday', there are three assignments: 'Explain the Reconstruction period in your own words. U.S. History – Due Mar 30', 'What were the main causes of the Civil War? U.S. History – Due Mar 30', and 'What year did the Civil War end? U.S. History – Due Mar 30'. Under 'Due Tuesday', there is one assignment: '#012 World War II Essay U.S. History – Due Mar 31'.