

# A Student's Guide to...

# GOOGLE CLASSROOM

Created for Southwest Middle School students  
to help them transition to online learning.

# First Login

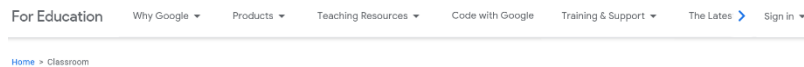
## Google Classroom

Google Classroom is designed to help teachers and students communicate and collaborate, manage assignments paperlessly, and stay organized. Google Classroom is part of the G Suite for Education which is only available to Google Apps for Education accounts.

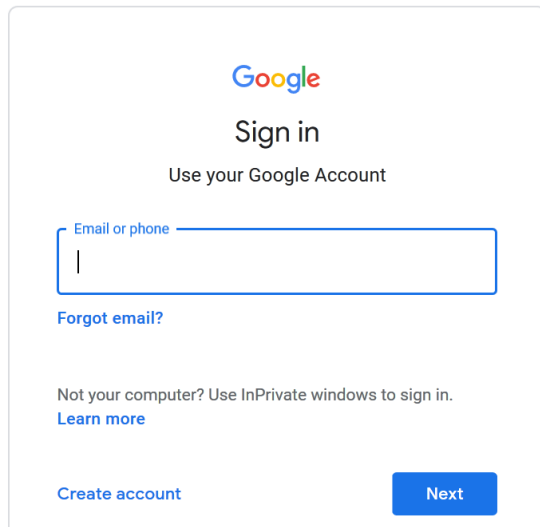
## First Login

Go to [classroom.google.com](https://classroom.google.com)

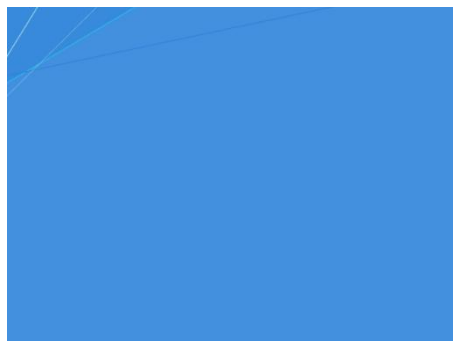
The first time you arrive at the Google Classroom website, you will see a screen like the one below.



Click on **Go to Classroom.**



Type in your k12.sd.us username/email. The first part is your initials and 4-digit code you use to login to the computer at school.



## K-12 Data Center SSO



Sign in with your email address or K12SD1\username.

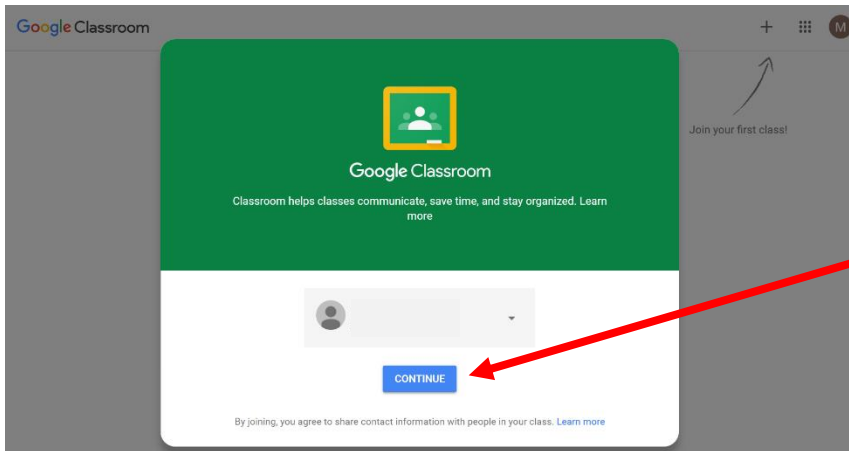
You will now be taken to the k12.sd.us data center where you will re-enter your k12.sd.us email, as well as your password.

Click **Sign in.**

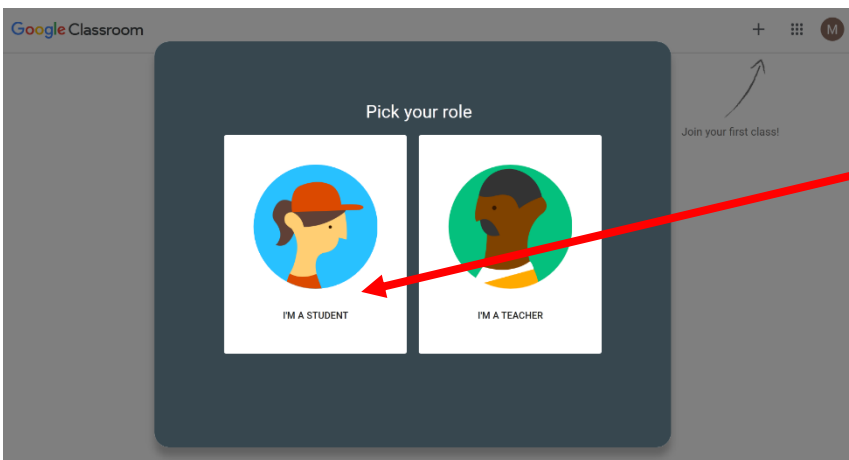


(Make sure that you were taken to the k12 Data center. Otherwise, you have not correctly connected our k12 account with Google Classroom.)

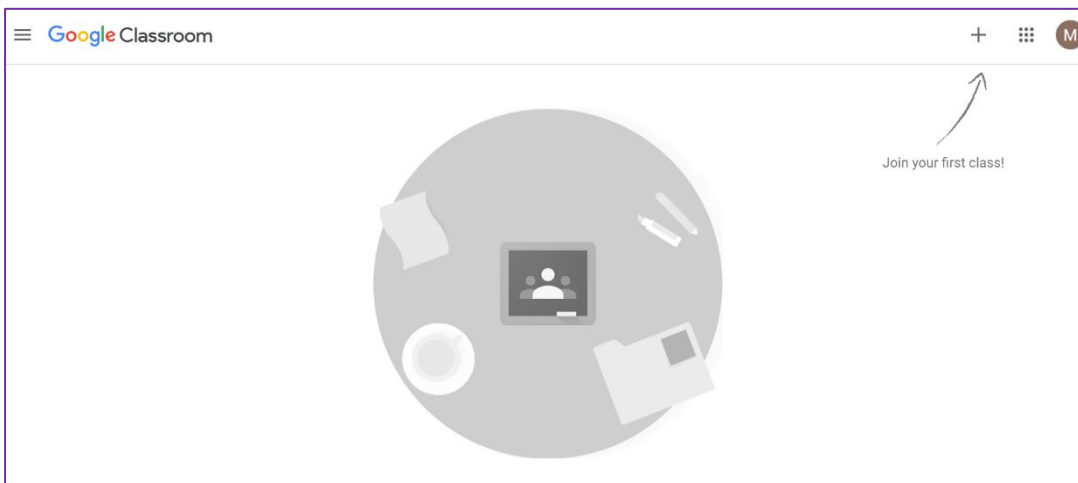
# First Login (continued)



The first time you log in, you will be taken to the following screen. If your name and email address are correct, click **Continue**.

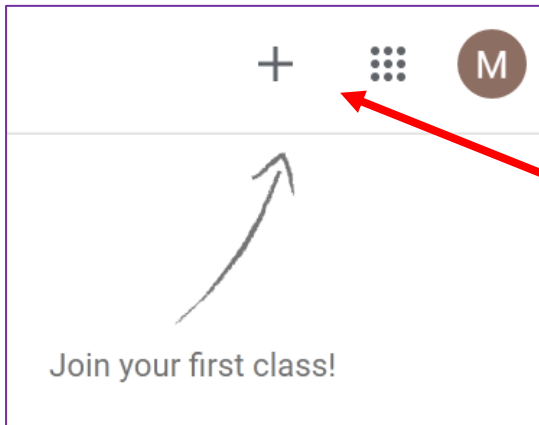


Choose your role, **I'm a Student**.

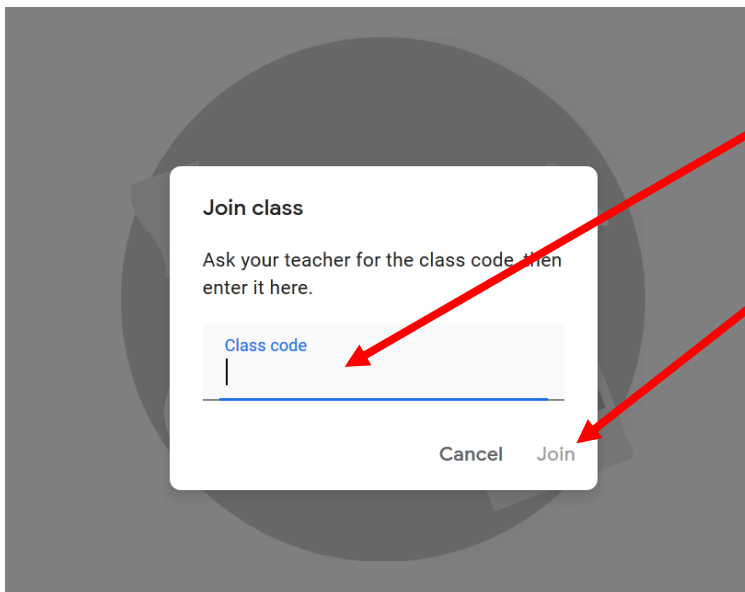


You are now correctly logged into Google Classroom. You can add classes and begin your work in each Classroom.

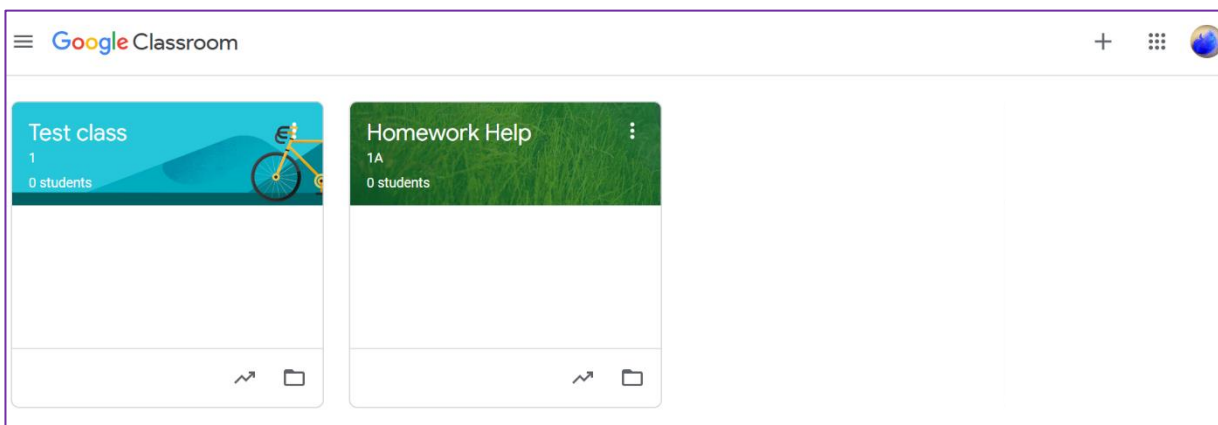
# Join a Class with a Class Code



**Join a Class with a Class Code**  
In the upper right-hand corner of your screen, click on the + sign to **Join Class**.



You will now be prompted for a Class Code. Type in the Class Code your teacher gave you for their class. Click **Join**.

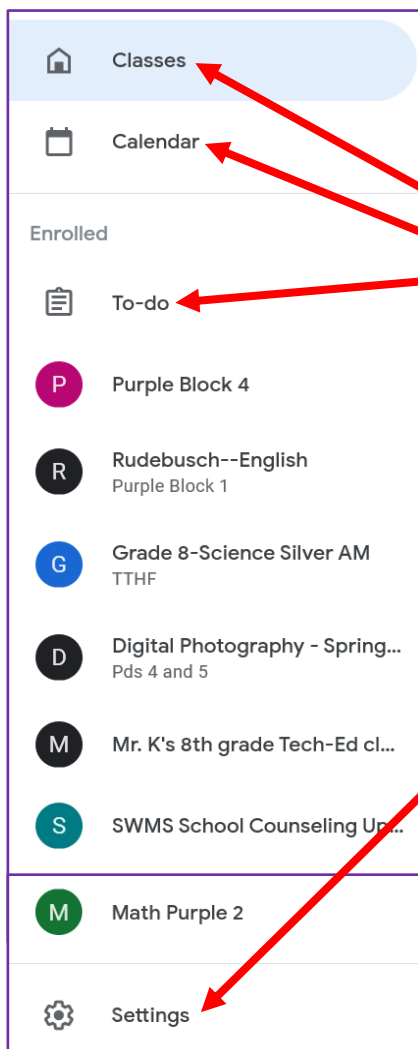
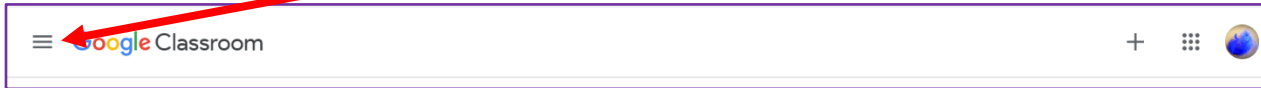


You have now successfully added a class to your Google Classroom account.

# 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). You can click on any section to go directly to that page.



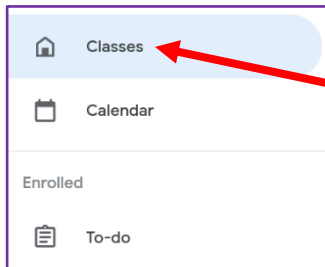
In this menu you will see the following options:

- **Classes** (Google Classroom Homepage)
- **Classroom Calendar**
- **To-do** (upcoming assignments for your classes)

- **Google Classroom Settings.** The last option at the bottom of your main menu is Settings. Here you can:
  - Change or add a profile picture
  - Manage your Google account settings
  - Turn on/off email notifications

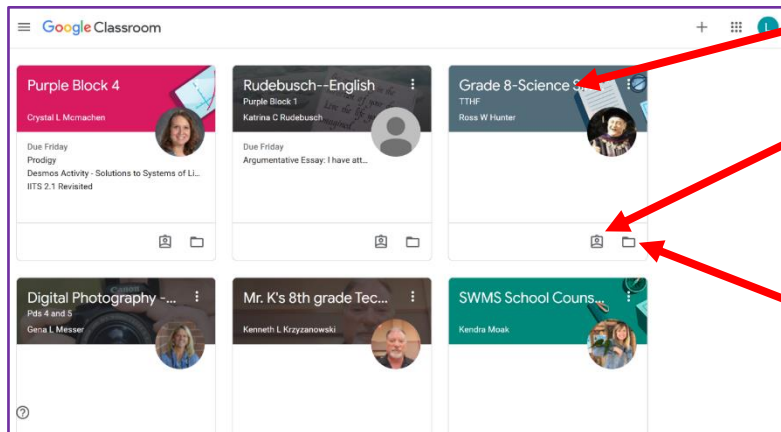
# Google Classroom Navigation

## Google Classroom Homepage:



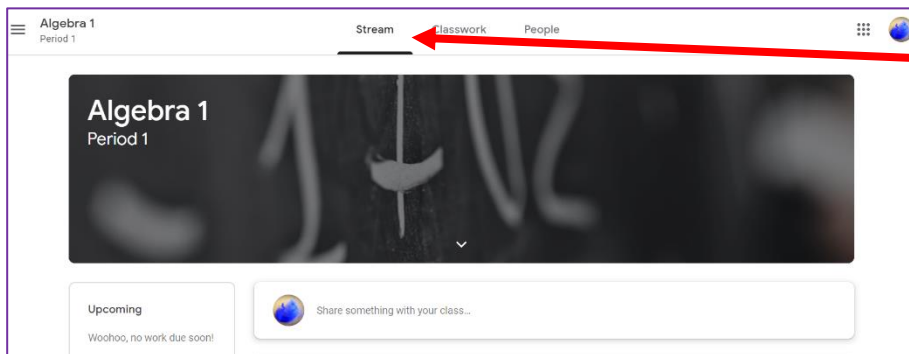
Click on **Classes** to be taken to the Google Classroom homepage.

Below is an example of a homepage.  
There is a "card" for each class that you have joined.

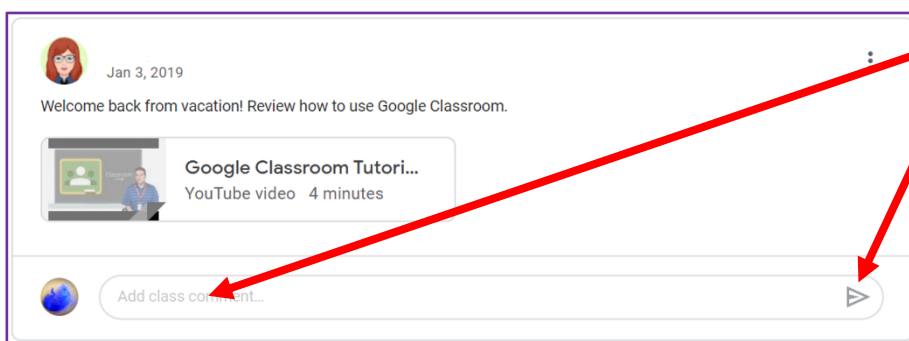


- Click the title of a class to go directly to that class.
- Click the **Your Work** icon in the bottom-right of each card to go to the folder for that class in Google Drive.
- Click the **Folder** icon in the bottom-right of each card to go directly to the folder for that class in Google Drive.

# Student's View: The Stream



**The Stream** is where students can view and access announcements, assignments, classwork, and comments. If enabled by the teacher, students can leave comments on posts.

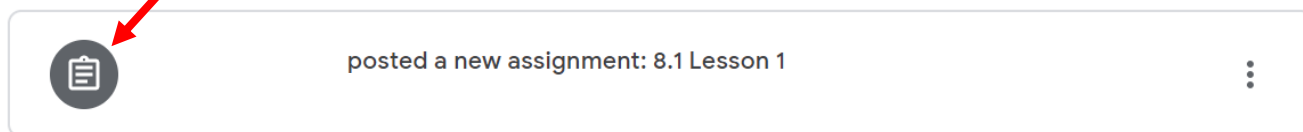


To comment on a post, click on the box below the post and add your comment. Click the triangle when finished.

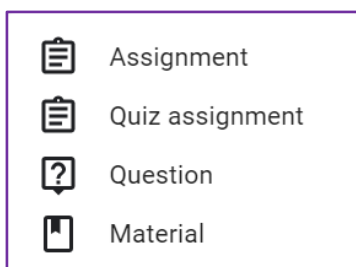
To comment on another student's post, click on their name first. Their username will appear in the comment box. You can now add your comment.

**NOTE:** Your comments are saved, even if you try to delete them. **Your teacher can always see what you share so keep it school appropriate!**

**Assignments** also come up in the **Stream**. You can tell that the post is an assignment because of the clipboard icon on the left side.



There are four different classwork types you may find in both the **Stream** and **Classwork** sections of Google Classroom.



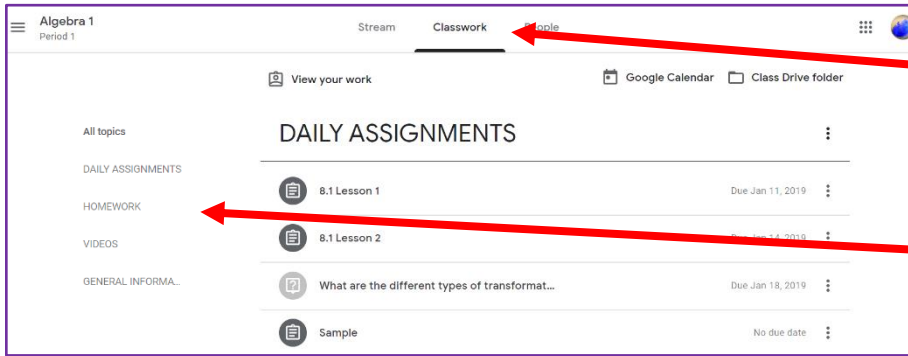
**Assignments** are what the teacher will assign students to complete by a specific due date. Attachments and links can be added to assignments by students to show their work.

**Quiz Assignments** are quizzes that the teacher assigns.

**Questions** are a type of assignment where students answer a question and post their answer in the comment section.

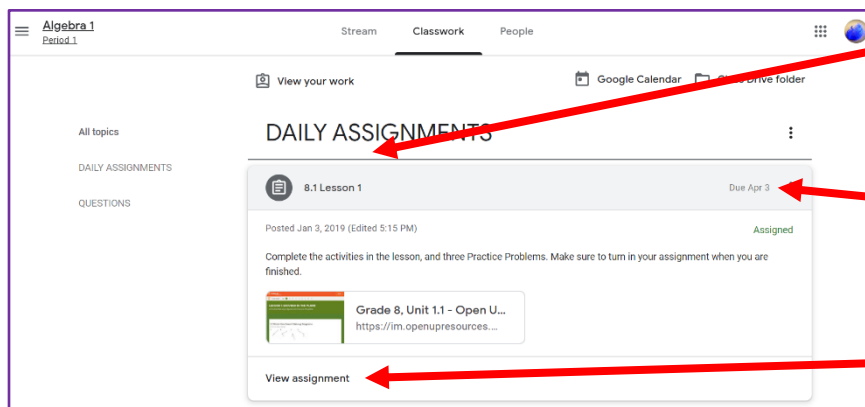
**Materials** are resource materials for the class.

# Student's View: Classwork



**Classwork** is where you can view upcoming and past assignments.

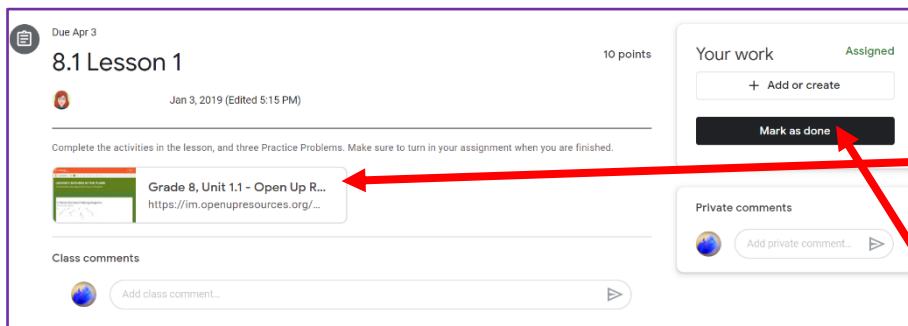
While in this section, students can view specific **Topics** that teachers have created, by clicking on each individual topic.



To view instructions and information about an assignment, including important links, click on the assignment.

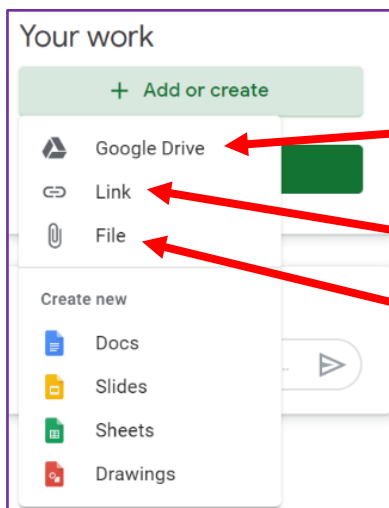
**Due Date** is listed on the side. If your assignment is late, you will see **Missing** in this area.

To open an assignment, click **View assignment** on the bottom.



If you click on an assignment, details about the assignment will open, providing instruction, links for videos, downloads, or other websites.

Once your work is completed (even if it was completed on another website), you need to click the **Mark as done** box.



Make sure to click **+ Add or create** if you are attaching files or links for your work.

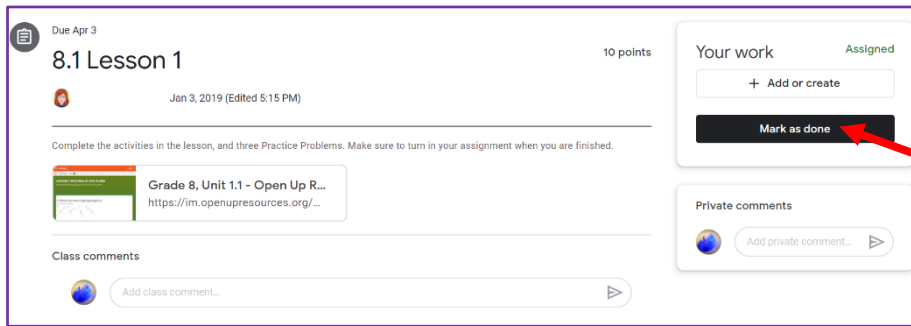
Click **Google Drive** if you created your work in a document or folder in Google Drive. You will be able to attach it from there.

Click **Link** if you want to attach an internet link to your assignment.

Click **File** if you created a document on your computer that you need to attach to your assignment.



# Student's View: Turn in Assignments



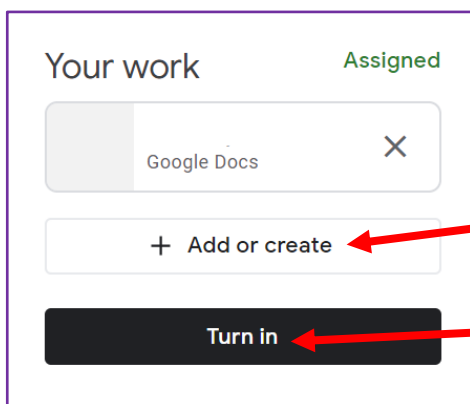
When you want to turn in your assignment (even if it was completed on another website), you need to click the **Mark as done** box.

## Mark as done?

You didn't attach work for "8.1 Lesson 2", so your teacher will just see it's done.

Cancel Mark as done

If you do not have attached files or links that need to be turned in with the assignment, a pop-up will appear noting that you have not attached any files or links. If you are satisfied that you have completed the assignment, then click **Mark as done**.

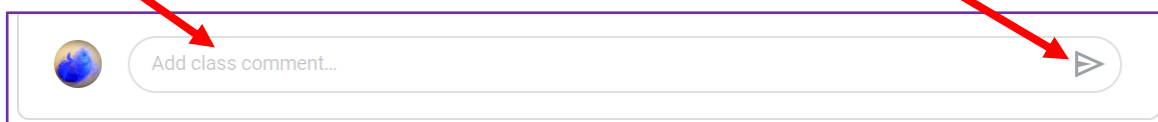


If you do have attached files or links, a new box will appear prompting you to confirm your submission. You will have the opportunity to add more links or work to the assignment if you choose by clicking **+ Add or Create**.

When you are satisfied with your work and submission of links or files, click **Turn in** and your work will be submitted.

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.

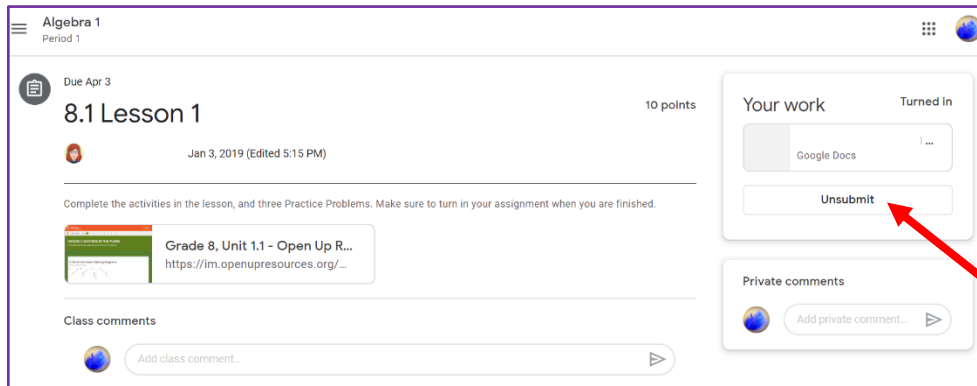
If students have questions on an assignment, they can ask the teacher or their classmates a question by adding a comment on that assignment. Like regular comments on posts, click on the **Add class comment** section to add your comment. Click on the triangle with finished.



To comment on another student's post, click on their name first. Their username will appear in the comment box. You can now add your comment.

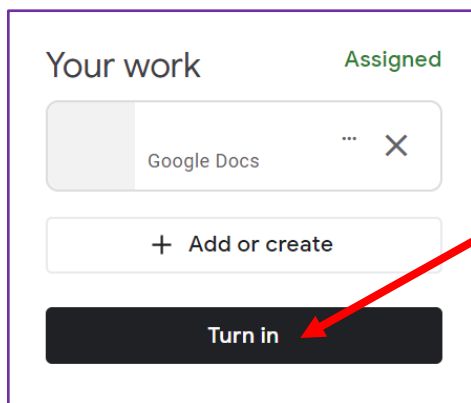
**Remember:** Your comments are saved, even if you try to delete them. **Your teacher can always see what you share so keep it school appropriate!**

# Student's View: Unsubmit an Assignment



## Unsubmit an Assignment

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



Note: If you **Unsubmit** an assignment, make sure to resubmit it by clicking **Turn in** once you have made the appropriate edits.

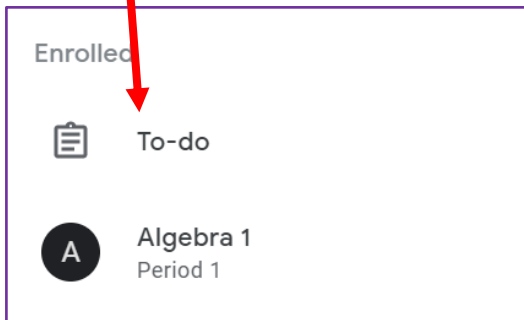
# Student's View: To-do page

## Students view of To-do page

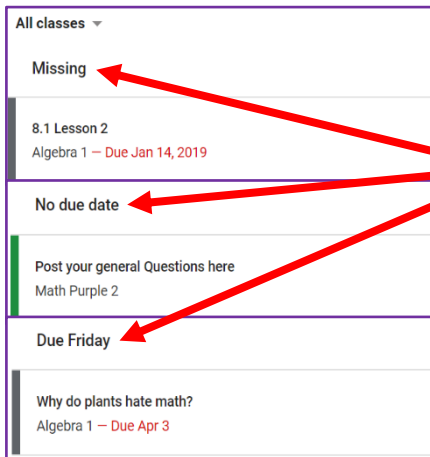
Students can see a list of their upcoming assignments for ALL their classes by navigating to the To-do page. Go to the menu (the three lines) in the top-left of the page.



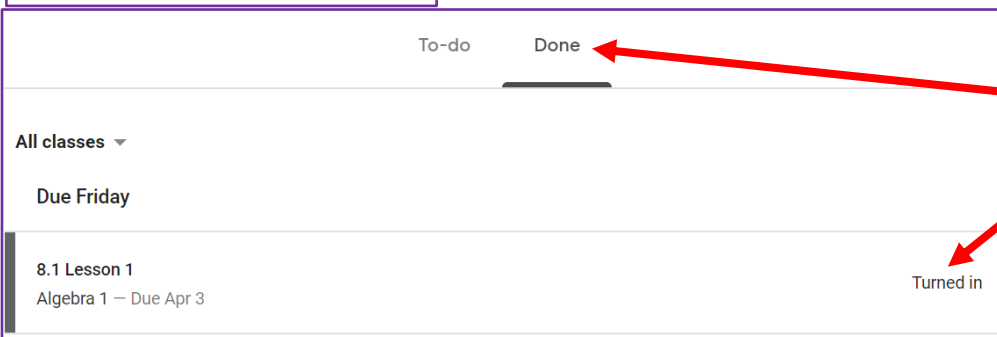
## Select To-do.



There are two tabs at the top of this page, **To-do** and **Done**.



- **To-do:** Here the you can see list of all the assignments that are **Missing**, have **No due date**, and are **Due** on a particular date.
- The information provided is the title of the assignment, the name of the class, and the due date. Click on the assignment name to go directly to that assignment details page.



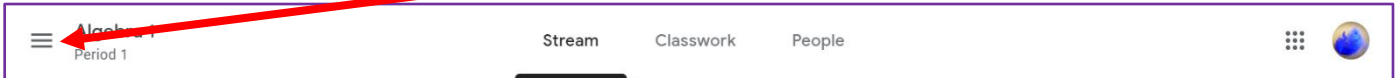
- **Done:** Here the students can see a list of the assignments they have **Turned in** or marked as done.

# Student's View: Google Calendar Integration

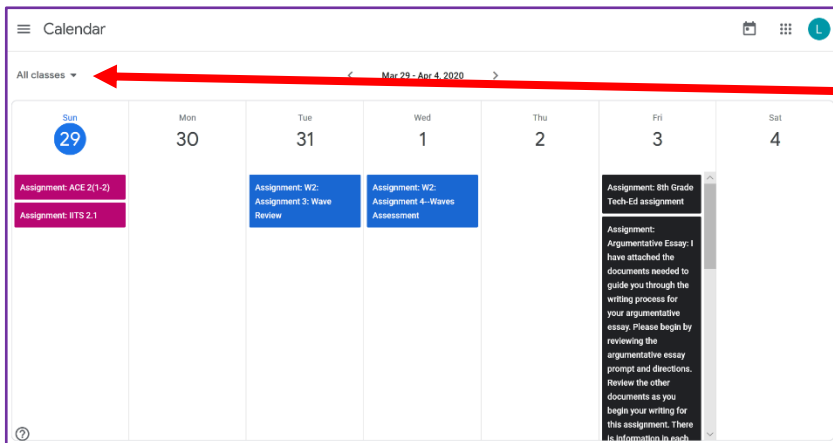
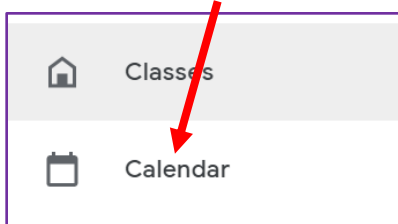
## Viewing your Classroom Calendars:

Google Calendar is integrated into Google Classroom, which makes it easy for you to see assignment due dates and more in one location. Each assignment or discussion question with a due date will automatically be added to that class's Google Calendar.

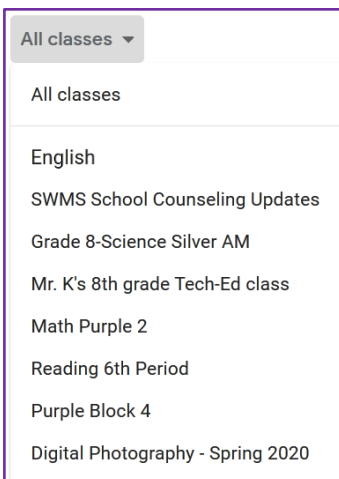
1. Go to the Google Classroom Menu (three lines) near the top-left of your screen.



2. Select **Calendar**.



Here you can view a weekly calendar of all your classes together.



Or, you can filter your calendar view for each class. You can also click on an assignment to go directly to that assignment details page.

# Student's View: Google Drive Folders

## Google Drive Folders:

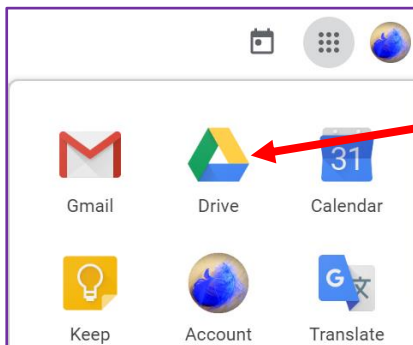
**Google Drive** is a cloud-based file storage area that allows users to store files on their servers. Users can share files with other users and collaborate the editing of documents, spreadsheets, presentations, drawings, and forms. The Google Office Suite includes Google Docs, Google Sheets, Google Slides, Google Sites, Google Drawings, and so much more. Files created and edited through the office suite are saved in Google Drive.

Google Classroom automatically creates folders for you in Google Drive.

Click on the "Waffle" (nine dots) on the right side.

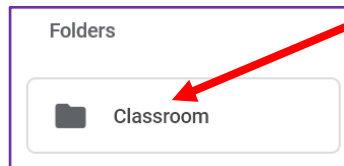


You will see a drop-down like below (you can reorder the icons by dragging and dropping).

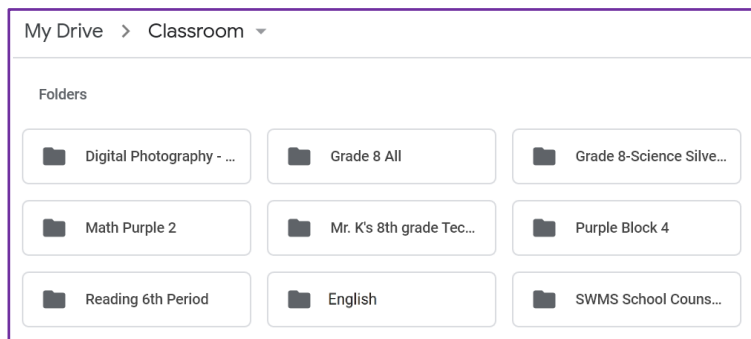


Click on **Drive** and you will be taken to your Google Drive.

Inside your Google Drive, you will find one master folder titled, **Classroom**. Double-click this folder to access the sub-folders.



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.