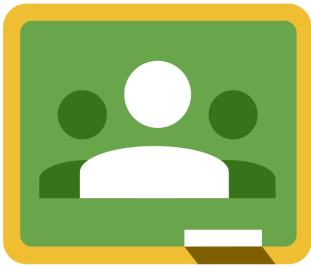


# A Parent's Guide to Google classroom



Google Classroom is a web-based learning tool that teachers use to post assignments, communicate with students, and provide feedback on student work.

Your student's teacher will be using Google Classroom this year. This guide will provide an overview of Google classroom and introduce you to some tools that you can use to support your students learning.

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## Accessing Google Classroom

Your student can access Google Classroom using a phone (iPhone or Android), tablet, or computer (Mac, PC, or Chromebook).

Students will use their school provided email address to log in to Google Classroom.

Parents do NOT have direct access to Classroom, but are welcome to log in with their student to review course content.



Visit the iOS App Store on your iPhone or iPad to download the Google Classroom app.



Visit Google Play on your Android phone or tablet to download the Google Classroom App.



Visit [classroom.google.com](https://classroom.google.com) on your Mac, PC, or Chromebook to log in.

# Classroom Home Page

Ask your student to sign in to Google Classroom using their school-provided Google account.

**The Classroom home screen displays the courses your student is currently taking.**



- 1 Each class will be displayed as a card.
- 2 Upcoming assignments will be displayed on the class card for each class
- 3 The “to do” page lists upcoming assignments and late work.
- 4 The class calendar displays upcoming assignments by due date

# The Stream page

Click on a course card to open a class.

**You are now on the “stream” page. This is where teachers will post announcements and reminders.**

Some teachers will allow students to post comments on announcements. These comments are visible to all members of the class. Teachers have the ability to moderate and remove comments as necessary.

The screenshot shows a class stream page for "English 10 (Online) March 2020". At the top, there are two tabs: "Stream" (highlighted) and "Classwork" (with a yellow circle containing the number 3). Below the tabs is a banner for the class with the text "English 10 (Online) March 2020" and a Google Meet link. The banner also features a "WE GOT THIS!" graphic and cartoon illustrations of students. Below the banner, there is an "Upcoming" section with two assignments: "Due Thursday #06 Symbolism in Fahren..." and "Due Friday Share two things that you l... #06 Symbolism in Fahren...". A yellow circle with the number 2 is next to the "View all" link. To the right, there is a post from John Sowash at 12:08 PM with the text "Hello students! Just a reminder that our next virtual class will be on Monday at 9am. We will be discussing chapters 1-4 of Fahrenheit 451." A yellow circle with the number 1 is next to the post. Below the post, there is a "1 class comment" section with a comment from Peter Pevensie at 12:09 PM.

**1** Teachers use the stream page to post announcements and reminders.

**2** The stream page lists upcoming assignments.

**3** The Classwork page is where assignments are posted.

# The Classwork page

Click on classwork at the top of the stream page.

**This is where class assignments are posted.**

Students will spend most of their time on this page, reviewing, and completing course work assigned by the teacher.

The screenshot shows the Google Classroom interface. At the top, there are navigation tabs: 'Stream' (highlighted with a yellow circle 3), 'Classwork', and 'People'. Below these are utility buttons: 'View your work' (with a person icon, highlighted with a yellow circle 2), 'Meet' (with a camera icon), 'Google Calendar' (with a calendar icon), and 'Class Drive folder' (with a folder icon). On the left, a sidebar lists 'All topics' with items like 'Week 3 (March 30 - April 3)', 'Week 1 (March 1...)', 'Important Resou...', and 'Week 2 (March 2...)' (highlighted with a yellow circle 1). The main content area shows a topic card for 'Week 3 (March 30 - April 3)' with a sunflower icon. Below the topic card is an assignment card titled 'Share two things that you learned today (🎵)' with a 'No due date' and 'Assigned' status. The assignment card lists instructions: 'Open up the AudioRecorder app on your Chromebook', 'Click the record button and answer the question of the day.', 'Download your recording.', and 'Upload your recording to this assignment using the "attach" button'. At the bottom of the assignment card is a 'View assignment' button (highlighted with a yellow circle 5).

- 1 The classwork page is organized into topics. Teachers will use topics to organize assignments by week, chapter, unit, or subject area.
- 2 Students can view a summary of all of their upcoming assignments by clicking “view work.”
- 3 You can navigate back to the stream by clicking the link at the top of the screen.
- 4 Students will have access to a variety of tools including Google Meet (virtual classroom), Google Calendar, and Drive. These tools may not be used by all teachers.
- 5 Students should click on an assignment to preview it. To view all of the assignment details, click “view assignment.”

# Types assignments

Your student will see three types of assignments



Week 3 (Aug. 31 - Sept. 4)



1



Intro to Week 3  4

Edited Sep 1



2



#04 Describe the relationship between Mo...

Due Sep 3, 10:00 AM



3



#06 Symbolism in Fahrenheit 451

Due Today



1 Material - this is a reference or resource post. There isn't anything to turn in or submit.

2 Discussion Question - discussions can be free response or multiple choice.

3 Assignment - Teachers use the assignment post for homework, quizzes and group projects.

# The Assignment page

Click on an assignment listed on the classwork page.

The assignment page is full of important information and details about each assignment. Students should carefully read the directions and guidelines posted on this page.

The screenshot shows a Google Classroom assignment page for "Close Reading Activity" by John Sowash, due on August 7, 10:00 AM, worth 10 points. The assignment instructions are: "Good readers have a quiet, internal discussion about what they are reading. It's kind of like having a conversation with yourself while you read. 'Is this true?' 'Where did they get that information?' 'I wonder what happens next!' 'that's a new word, I wonder what it means.' Like we have practice previously, you will use the 'highlight tool' add-on to make notes. Follow the instructions at the top of the document. Don't forget to return to Google Classroom to submit your finished work." The page includes a "Class comments" section with a text input field and a "Private comments" section with a text input field. On the right, the "Your work" section shows a missing assignment by Peter Pevensie - A... (Google Docs) and a "Turn in" button. Numbered callouts 1-5 point to the assignment title, points, due date, class comments, and the "Turn in" button respectively.

1 The assignment page lists the due date, number of points, and any files that are needed to complete the assignment.

2 If enabled, students can post a class comment to ask for help from their classmates.

3 Got a question about an assignment, send a private comment to the teacher!

4 If instructed, students can attach files to send to the teacher. You can attach files from Google Drive or upload files from your computer or camera roll.


5 Don't forget to submit your work!

# Guardian Summaries

Google Classroom offers a feature for parents called “guardian summaries”.

The Guardian Summary includes:

- *Missing work* —Work not turned in when the summary was sent.
- *Upcoming work* —Work that’s due today and tomorrow (for daily emails) or that’s due in the upcoming week (for weekly emails).
- *Class activity* —Announcements, assignments, and questions recently posted by teachers.

  
Google Classroom  
Weekly summary for Felix  
Aug 1 – Aug 5, 2016

**Student work**

Missing from last week

U.S. History – due Jul 26  
**My top five influential figures in American History**  
Create a top 5 list of the most influential figures in American history from the people listed in the handout. For each figure, write a brief explanation (in your own words) on why they are on your list. We will be going over this in class so make sure you are ready to justify your choices.

English and American Literature – due Jul 27  
**What is the Harlem Renaissance? Who started it?**

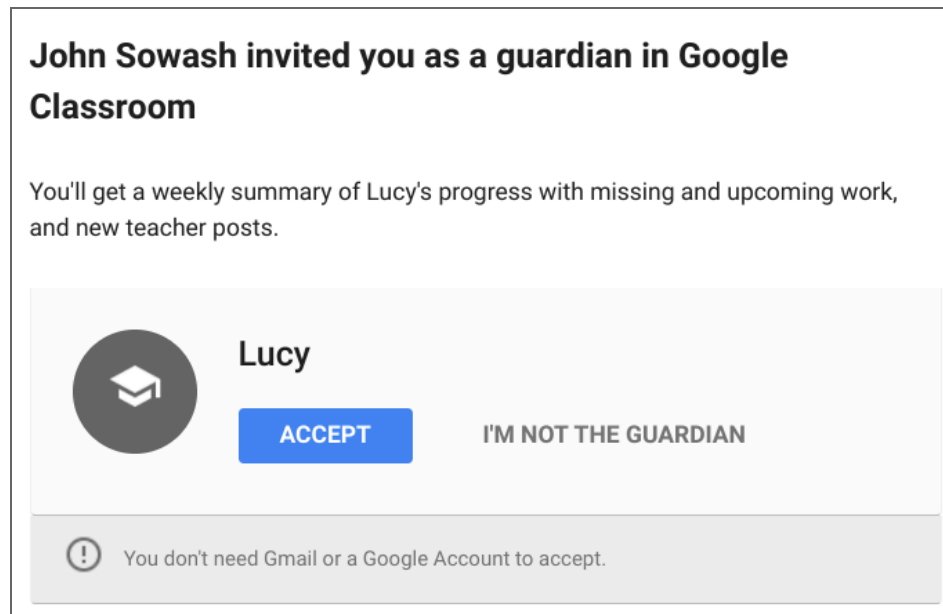
Due next week

U.S. History – Due Aug 9  
**"The Price of Free Speech" Reading and Questions**  
Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.



# Request & Configure your Guardian Summary

Guardian summaries must be enabled by the teacher. They will need to enter your email address and send you an invitation to begin receiving this report.



## Request your Guardian Summary:

- 1 Ask your student's teacher to send you a guardian summary invitation.
- 2 Make sure the teacher has an up-to-date email address for you.
- 3 Look for the guardian summary invitation sent by email.
- 4 Configure your summary preferences (daily or weekly).
- 5 Use the guardian summary to have a conversation with your student about their classwork.