

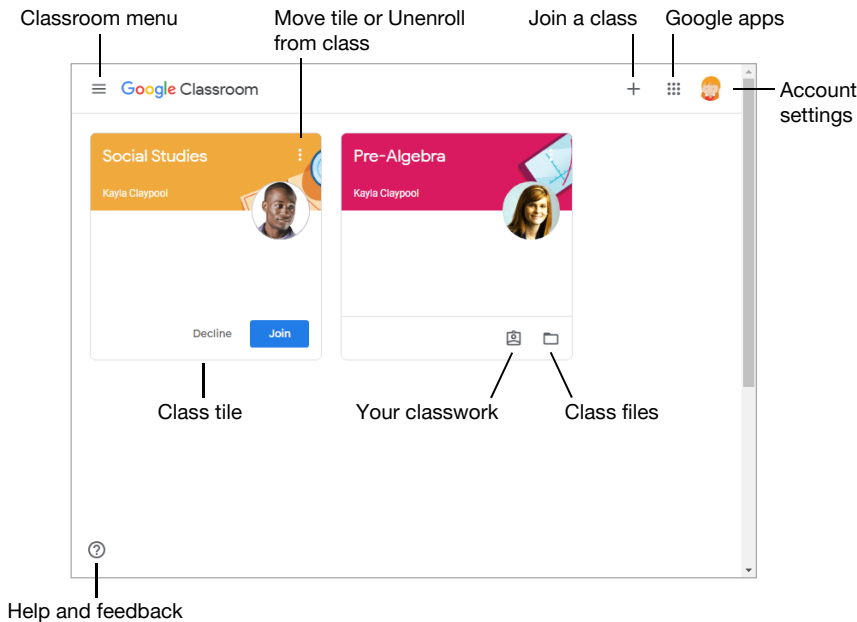


G Suite™

Google Classroom: Students Quick Reference Card



The Google Classroom Screen

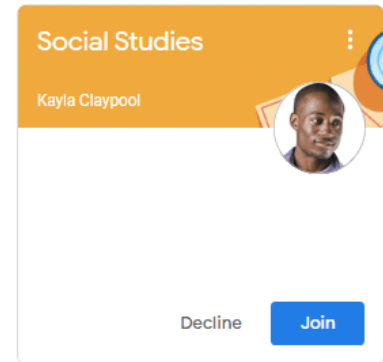


Sign-in to Classroom

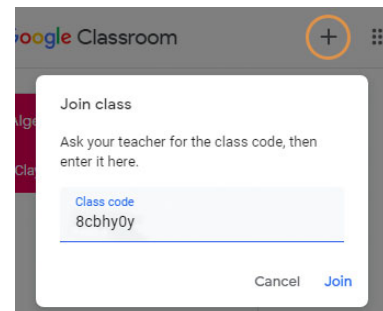
Navigate to **classroom.google.com** in a browser window. Click the **Go to Classroom** button, then enter your Google account email address and click **Next**. Enter your Google account password and click **Next**. You are brought to the Google Classroom home page and will see your profile picture at the upper-right corner, if you have one.

Join a Class

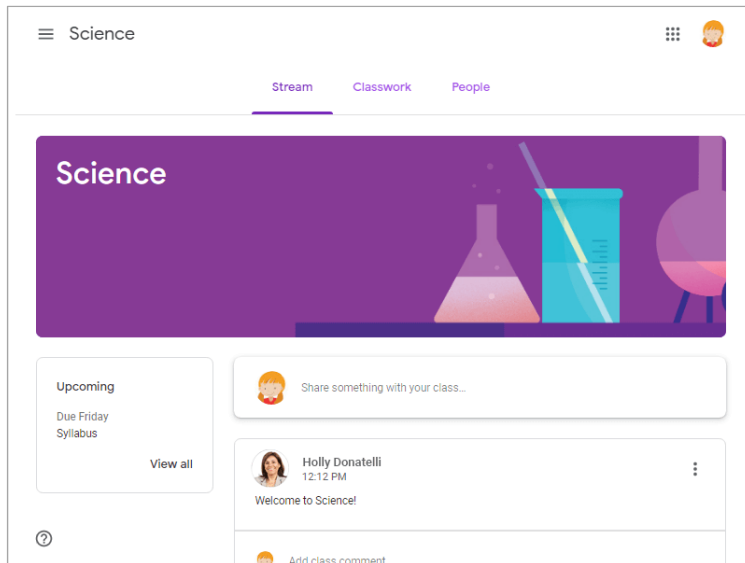
If invited by a teacher, click **Join** on the class tile that appears on the Google Classroom home page.



If entering a class code from a teacher, click the **Join a class** button, enter the class code, and click **Join**.



The Class Screen



The Stream page: Shows all the class activity, including upcoming assignments that are due and any recent posts from the teacher or other students.

The Classwork page: Where you go to view and complete any assignments for the class.

The People page: Shows your teacher and a list of all your classmates.

Google Drive

Your Google Drive is connected to your Google Classroom account. A Classroom folder is automatically created for you in your drive at **drive.google.com**.

Commenting

Class comments are visible to everyone in the class. Private comments posted are only visible to the teacher.

The Assignment Screen

This screenshot shows the assignment interface. On the left, labels point to the 'Due date' (Due Nov 1), 'Assignment Instructions' (Read chapter 1 and answer the questions.), and 'Comments visible to the class' (Add class comment...). The main area displays the assignment title, points (20), and the teacher's name (Kayla Claypool). On the right, the 'Your work' section shows the status as 'Assigned', a list of attached files (Emily Howard - #001 C... Google Docs), and buttons for '+ Add or create', 'Turn in', and 'Private comments' (Add private comment...).

Document Sharing

Once an assignment is turned in, it becomes a view-only file. Ownership of the document switches to the teacher to prevent changes. You will still be able to see your responses, but you lose editing abilities.

The screenshot shows a Google Docs document titled 'Emily Howard - #001 Chapter 1 Questions'. The 'View only' status is highlighted with a red box. The document content includes two numbered questions: '1. List one safety hazard while working in the science laboratory. Flammable chemicals' and '2. What is the proper safety response to a trash-can fire in a lab?'.

Unsubmit Assignments

This screenshot shows the assignment screen after the work has been turned in. The status is now 'Turned in'. A red box highlights the 'Unsubmit' button in the 'Your work' section. The 'Private comments' section is also visible.

If the teacher has allowed it, an Unsubmit button appears after work is turned in. Unsubmit the assignment to gain back editing rights and make changes before the due date.

View Your Assignments

If the teacher displays grades in Google Classroom, you can check grades on the View your work page. Click the **Classwork** tab, then click **View your work**. This page displays all your assigned classwork with dues dates, as well as the status or grade received.

The screenshot shows the 'View your work' page. The 'Classwork' tab is selected. A dropdown menu shows 'All topics'. A red box highlights the 'View your work' button. At the bottom, there are links for 'Google Calendar' and 'Class Drive folder'.