

Google Classroom

Cheat Sheet

for students and families

Welcome to Google Classroom!

Google classroom is an online tool designed to help teachers, students, and their families effectively communicate, collaborate, stay organized, and manage assignments; even outside of school!

FIRST TIME LOGIN FOR STUDENTS

Go to classroom.google.com.

The first time you travel to the Google Classroom (if you've never logged in before), you will see a screen like the one to the right.

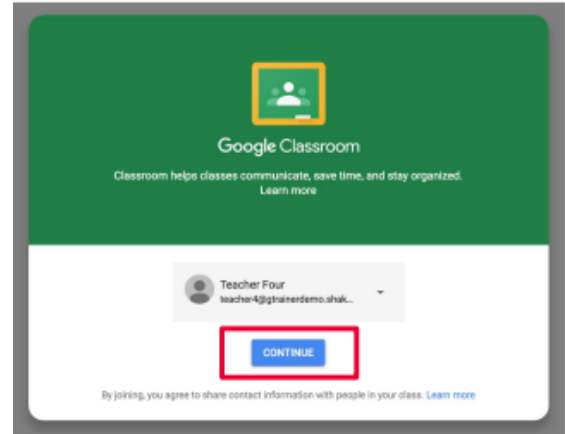


CLICK “Go to Classroom” button.

LOGIN

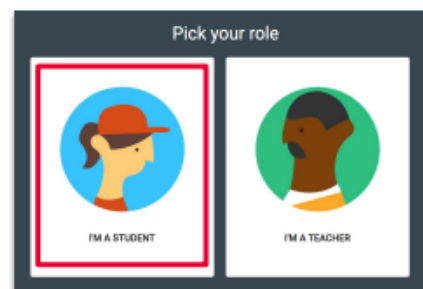
You'll then be prompted to login with the email and password that were issued by your teacher or school.

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



SELECT YOUR ROLE

Select 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.

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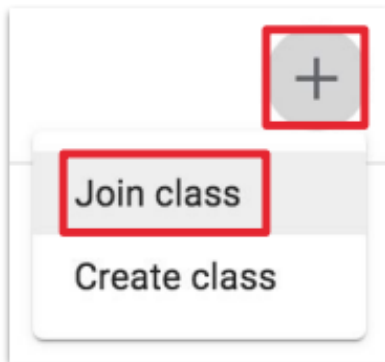
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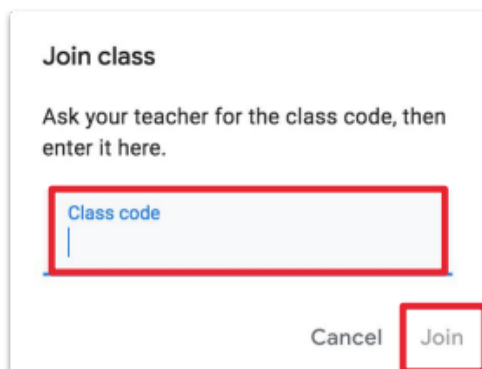
JOIN A CLASS AS A STUDENT

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”**

A screenshot of the 'Join class' dialog box. At the top, it says 'Join class'. Below that, it says 'Ask your teacher for the class code, then enter it here.' There is a text input field with the placeholder text 'Class code'. At the bottom right, there are two buttons: 'Cancel' and 'Join'. The 'Join' button is highlighted with a red rectangular box.

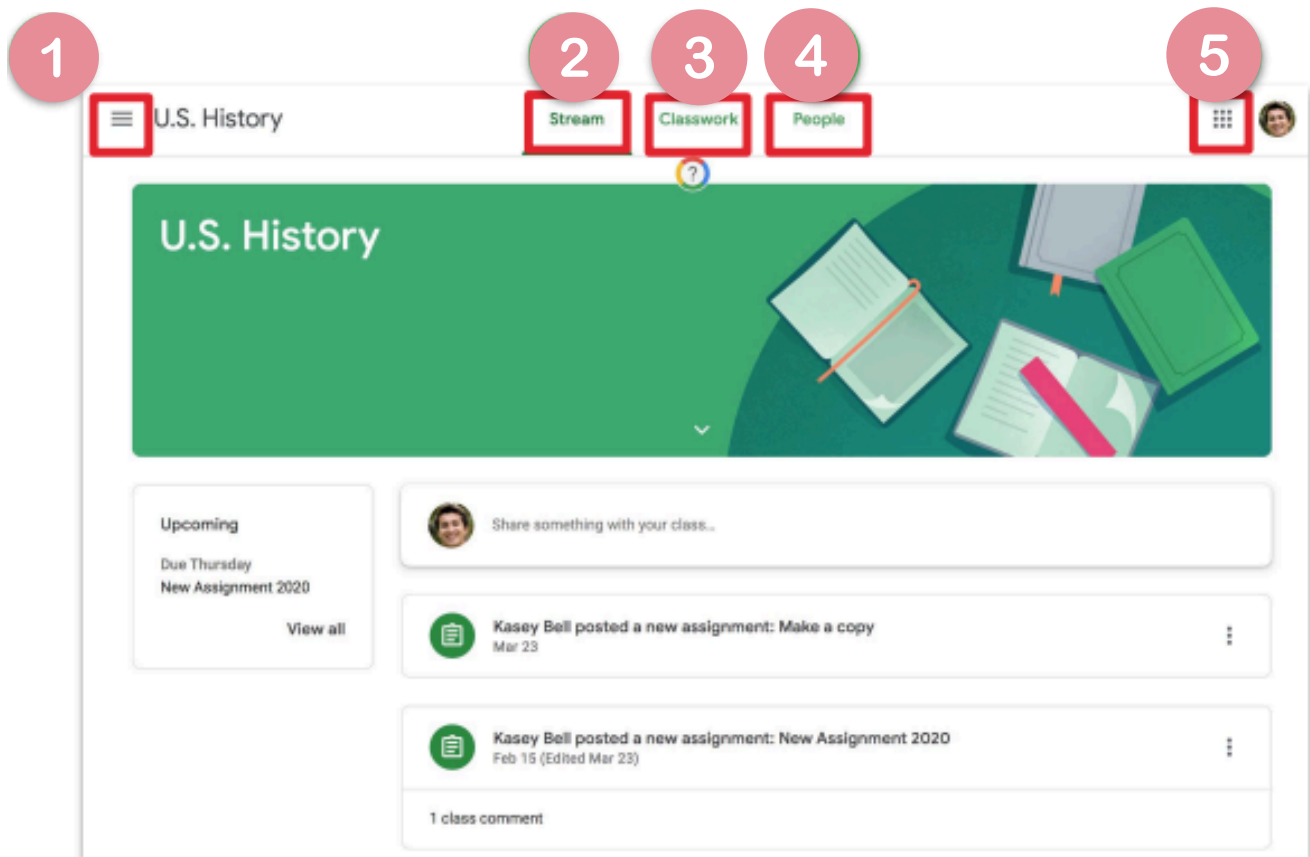
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STUDENT NAVIGATION

- 1 Main menu (3 lines):** Access all of your classes, calendar, student work, and settings.
- 2 Stream:** This is where you will find announcements from your teacher, upcoming posted assignments, deadlines, and where you can post/comment questions.
- 3 Classwork:** The classwork page is where you can find all 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 the G Suites Apps. You can click here to open other G Suite applications.



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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.

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. Click the **“Turn in”** button on the document and confirm, or click the **“Turn in”** button on the assignment in Google Classroom.

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 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’

