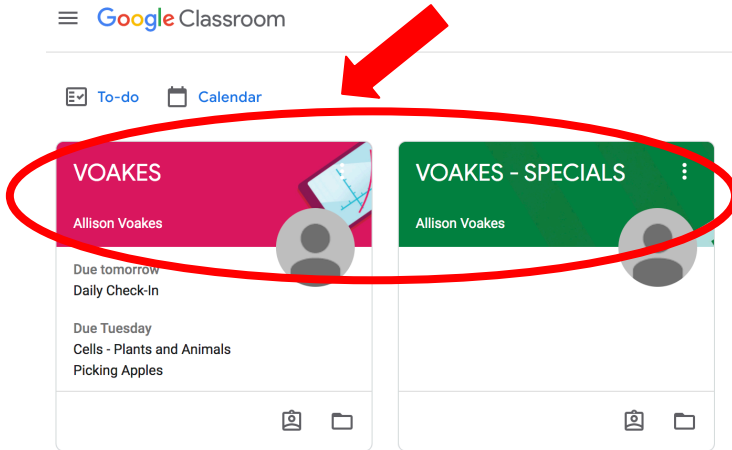


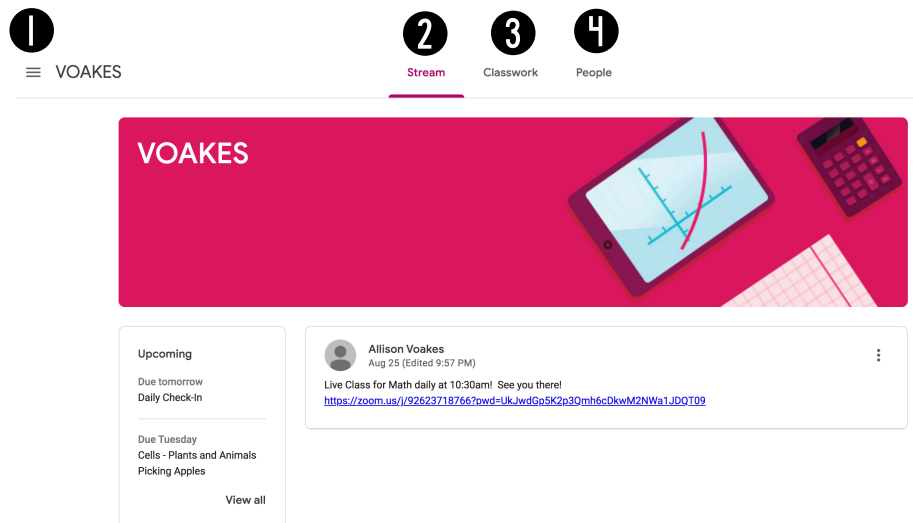
HELP *for* STUDENTS

Google Classroom



Choose the correct Classroom to complete
your work
(either your Classroom Teacher or Special Area Teachers)

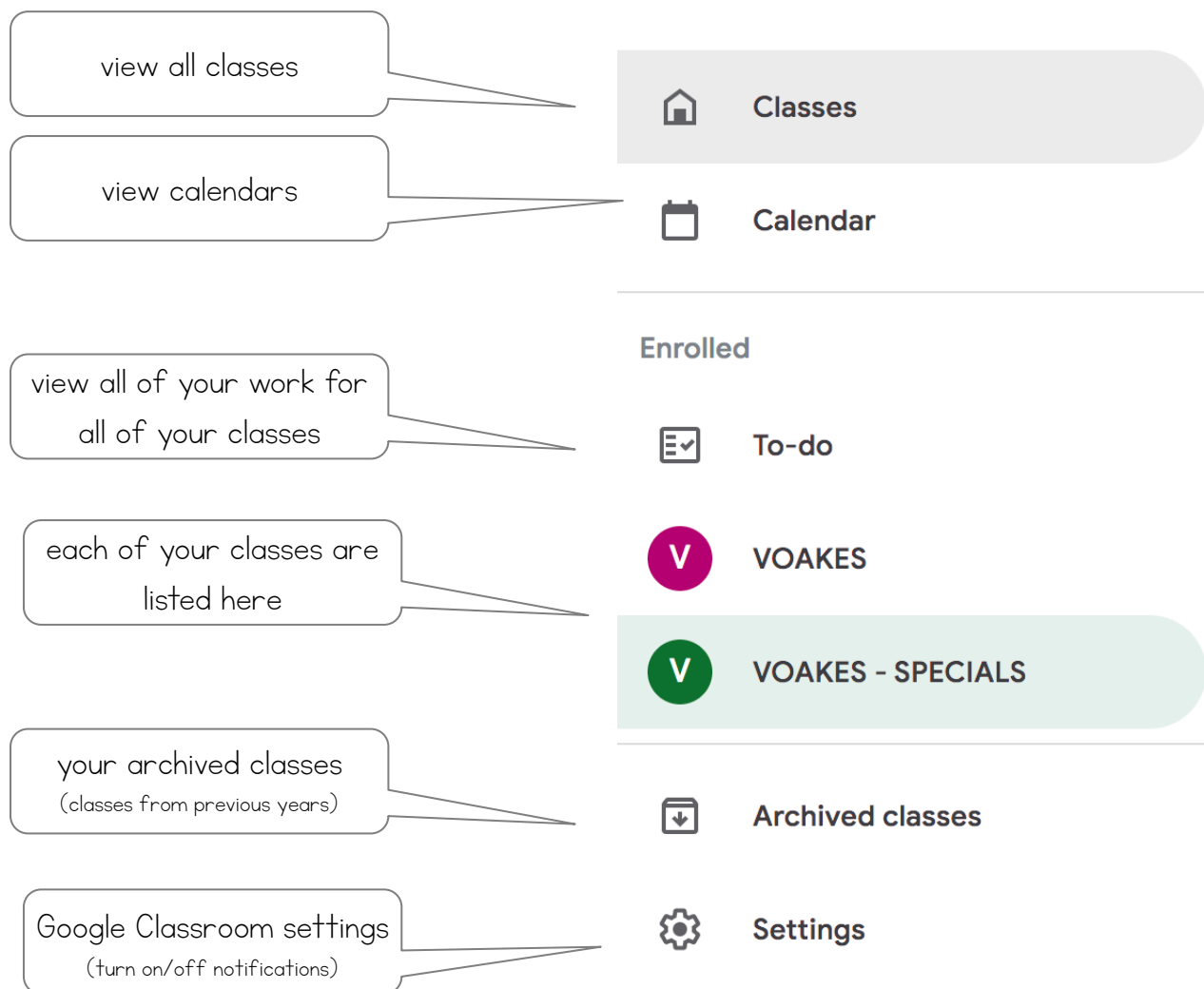
NAVIGATING THE CLASS PAGE



- 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 due dates, 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

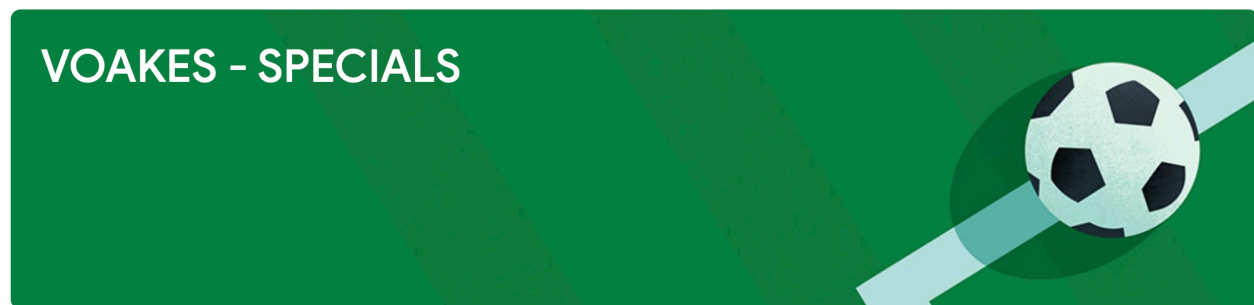
THE MAIN MENU

The **Main Menu** will always be available in the top left (three lines)



STUDENT STREAM


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




Upcoming

Due Wednesday
Are you excited to be back...

View all

 Allison Voakes
10:47 PM (Edited 10:50 PM)

Live Media ZOOM for Remote Students on Wednesday at 10:00 am.

 Allison Voakes posted a new assignment: Google Classroom Scavenger Hunt Due Oct 30

Posted 10:44 PM (Edited 10:50 PM) **Assigned**

Hello everyone, I hope you're having a great day! We will be using Google Classroom for assignments so it will good to get comfortable and familiarize yourself with its features. I have attached a Scavenger Hunt for you to work on, Have fun on your mission!

upcoming assignment due dates will appear in the left sidebar

teachers may post notifications of new assignments in the stream (you can always see your assignments in the Classwork page)

teachers may post announcements

STUDENT CLASSWORK

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

The screenshot shows the Google Classroom interface. At the top, there's a navigation bar with 'Stream', 'Classwork' (highlighted), and 'People'. Below this, there's a 'View your work' button and links to 'Google Calendar' and 'Class Drive folder'. The main content area is titled 'THIS WEEK' and lists assignments: 'STEAM Week # 3 (Be an Inventor)' due Oct 23, 'Google Classroom Scavenger Hunt' due Oct 30, '20 Things We Should Say More Often' edited Oct 23, and 'Are you excited to be back at school?' due Oct 28. On the left, there's a sidebar with 'All topics', 'THIS WEEK', 'Media - Voakes', and 'Art - Eichhorst'. A callout box points to the 'Classwork' tab with the text: 'view your work, turn in status due dates and grades for your class'. Another callout box points to the 'Media - Voakes' topic in the sidebar with the text: 'your teacher may organize your assignments by topics, materials, units, type of work, by day, or any way they choose. Those topics will appear to the left. Click on a topic to see all of the assignments for that topic.' A third callout box points to the 'Art - Eichhorst' topic in the sidebar with the same text.

view your work, turn in status due dates and grades for your class

VOAKES - SPECIALS

Stream **Classwork** People

View your work Google Calendar Class Drive folder

All topics

THIS WEEK

Media - Voakes

Art - Eichhorst

THIS WEEK

STEAM Week # 3 (Be an Inventor) Due Oct 23

Google Classroom Scavenger Hunt Due Oct 30

20 Things We Should Say More Often Edited Oct 23

Are you excited to be back at school? Due Oct 28

Media - Voakes

Google Classroom Scavenger Hunt Due Oct 30

20 Things We Should Say More Often Edited Oct 23

Are you excited to be back at school? Due Oct 28

Art - Eichhorst

your teacher may organize your assignments by topics, materials, units, type of work, by day, or any way they choose. Those topics will appear to the left. Click on a topic to see all of the assignments for that topic.

ASSIGNMENTS ON CLASSWORK PAGE

Posted assignments will appear on the **Classwork** page.

The image shows a screenshot of a Google Classroom assignment card titled "Media - Voakes". The card has a green header bar with a clipboard icon, the title "Google Classroom Scavenger Hunt", and a due date of "Due Oct 30". Below the header, it says "Posted Oct 23 (Edited Oct 23)" and "Assigned". The main text reads: "Hello everyone, I hope you're having a great day! We will be using Google Classroom for assignments so it will good to get comfortable and familiarize yourself with its features. I have attached a Scavenger Hunt for you to work on, Have fun on your mission!". Below the text is a thumbnail of a Google Slides presentation titled "GOOGLE CLASSROOM SCAVENGER HUNT" and a link to "Google Slides". At the bottom is a "View assignment" button. Callouts point to various parts of the card: "name of the assignment" points to the title; "assignment status: it will show Assigned, Turned In, or Missing" points to the status; "due date" points to the due date; "instructions for the assignment from your teacher" points to the main text; "any files your teacher has attached to the assignment will appear here" points to the attached file; and "click here to open the assignment" points to the "View assignment" button.

name of the assignment

Media - Voakes

assignment status: it will show Assigned, Turned In, or Missing

due date

Due Oct 30

Google Classroom Scavenger Hunt

Posted Oct 23 (Edited Oct 23)

Assigned

Hello everyone, I hope you're having a great day! We will be using Google Classroom for assignments so it will good to get comfortable and familiarize yourself with its features. I have attached a Scavenger Hunt for you to work on, Have fun on your mission!

GOOGLE CLASSROOM SCAVENGER HUNT

Google Slides

View assignment

instructions for the assignment from your teacher

any files your teacher has attached to the assignment will appear here

click here to open the assignment

ASSIGNMENT PAGE

The image shows a screenshot of a Google Classroom assignment page titled "Google Classroom Scavenger Hunt" by Allison Voakes, due on Oct 23. The page includes a description, a "Class comments" section, and a "Your work" section with an "Add or create" button and a "Turn in" button. A "Private comments" section is also visible. Callouts provide detailed instructions for each of these elements.

assignment title and due date

Total Points: total point value for the assignment

Instructions: instructions for the assignment

Your Work: this will show you any files the teacher created for you and any files you have created for the assignment

Add or Create: click here to create new files or attach files you have already created

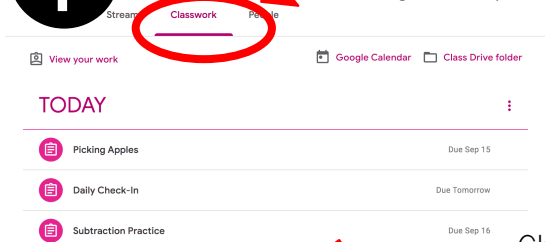
Private Comments: talk to your teacher and ask questions. You and your teacher are the only ones who can see private comments

Turn In: click this button when you are ready to turn in your work. Once you turn in, you will not be able to edit your work. If you need to make changes, you will need to click on unsubmit.

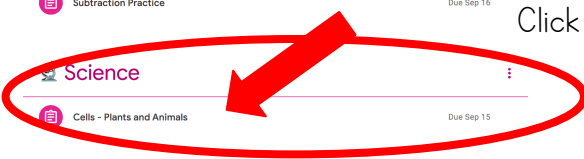
How to... COMPLETE AN ASSIGNMENT

1

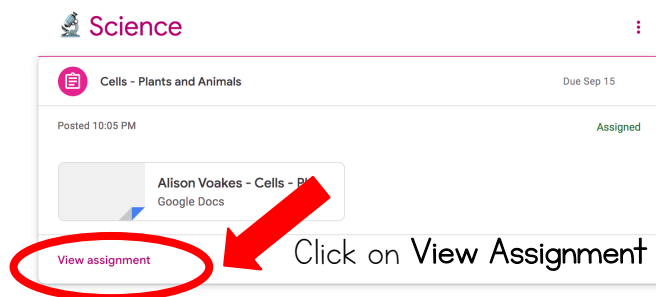
Click on the **Classwork** tab to get to your assignments



Click on an assignment to open it up



2



Click on View Assignment

3

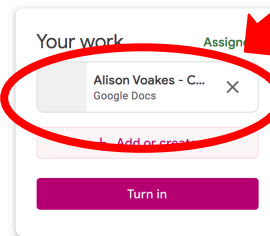
Cells - Plants and Animals

Allison Voakes • 10:05 PM

100 points

Due Sep 15

Class comments



Click on the file to open it up

4

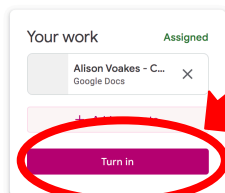
Cells - Plants and Animals

Allison Voakes • 10:05 PM

100 points

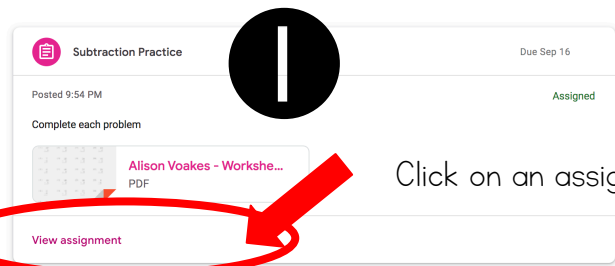
Due Sep 15

Class comments



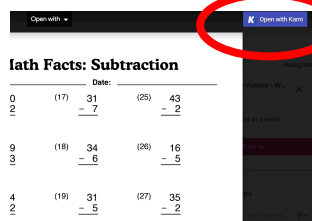
After completing the assignment, return to the Classroom tab and click on **Turn In**

How to... COMPLETE A KAMI ASSIGNMENT



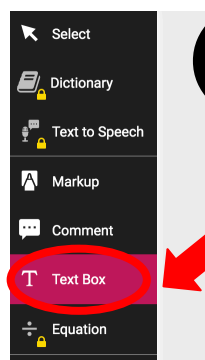
Click on an assignment to open it up

2



Click on Open With Kami

3



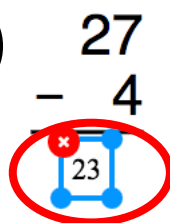
Click on Text Box

4



Click where you would like to type the answer and a text box will appear

5

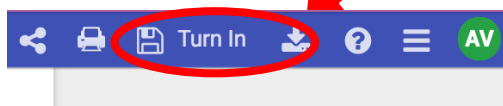


Type the answer

6

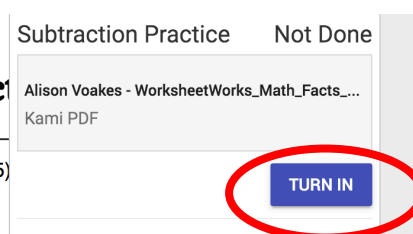
Repeat steps 4 and 5 for each question

7



Click Turn In


8



Click Turn In

STUDENT TO-DO

The TO-DO page allows you to see all of your work for all of your classes, in one place



1 Click on the Main Menu

2 Click on the To-do

Classes

Calendar

Enrolled

To-do

VOAKES

VOAKES - SPECIALS

Archived classes

Settings

Find all of your Assigned, Missing, and work that is Done

AssignedMissingDone

Click the drop down arrow next to All Classes to filter your work by each class

All classes

No due date0

This week0

Next week3

Are you excited to be back at school?
VOAKES - SPECIALSWednesday, Oct 28

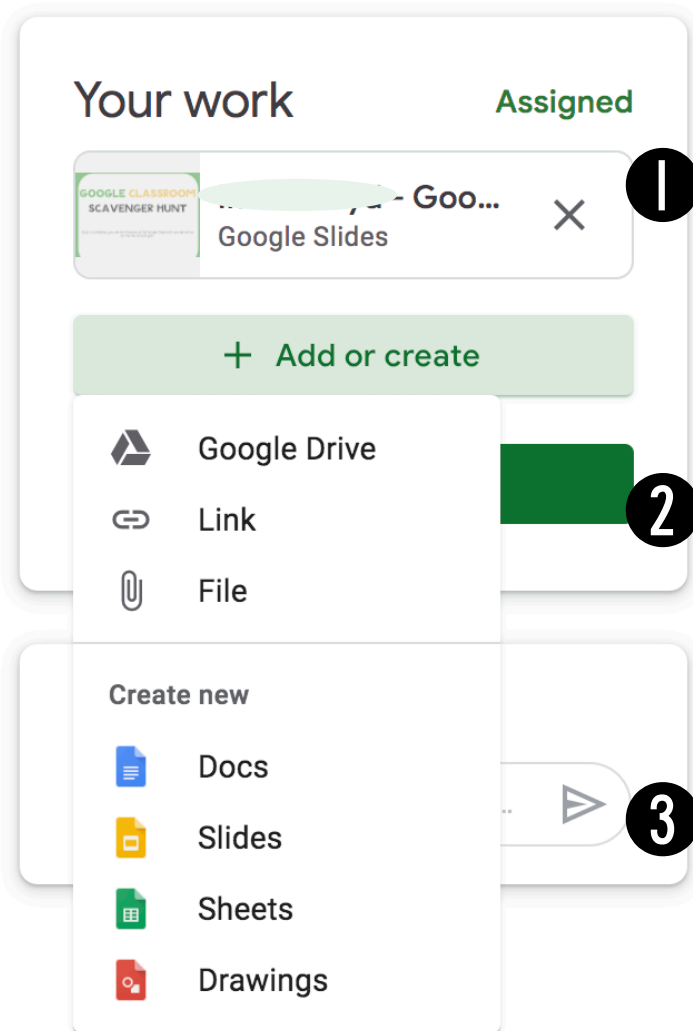
Google Classroom Scavenger Hunt
VOAKES - SPECIALSFriday, Oct 30

Simple Landscape
VOAKES - SPECIALSFriday, Oct 30

Later0

TURN IN ASSIGNMENTS

You can turn in a document that your teacher assigned to you, create your own, or add files to the assignment.



To use the file your teacher attached for you:

- Click on the attachment under **Your Work** with your name on it
- Enter your work
- Click the **Turn In** button on the document and confirm , or click the **Turn In** button on the assignment in Google Classroom

To attach an item that has already been created:

- Under Your Work, click **Add or create** and then select Google Drive, File, or Link
- Add or create your file

To attach or create a new file:

- Under Your Work, click **Add or create** and then select Docs, Slides, Sheets, or Drawings
- A new files attaches to your work and opens
- Add or create your work files
- Click on file and enter your information
- Click **Turn In** and confirm
- The status of the assignment changes to Turned In