



Google Classroom

A Parent Guide 5-12



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What is Google Classroom?

Google Classroom is a digital space used by teachers to organize work and provide feedback to students on an ongoing basis.

This document provides guidance and information about the various parts of Classroom.

What devices can be used to access Google Classroom?

Most devices connected to WiFi or mobile data will be able to access and open Google Classroom. Those devices include

- Chromebook
- Desktop
- Laptop
- Smartphone
- Tablet

How do I log into Google Classroom?

A parent/guardian can only log into a child's Google Classroom using the child's username and password. If a parent is logged into their own Google profile, or any other profile (name@gmail.com), and try to access Google Classroom, an error will take place and access will not be allowed.

The simplest way of accessing Google Classroom is to use your child's Chromebook. Other methods are listed below for you to use.

Chromebook

1. Open the Chromebook.
2. Sign in with your child's email address for the username.
3. Sign in with your child's password.
4. Locate the Google Classroom app by clicking the Launcher button on the keyboard. Launcher button look like a magnifying glass.

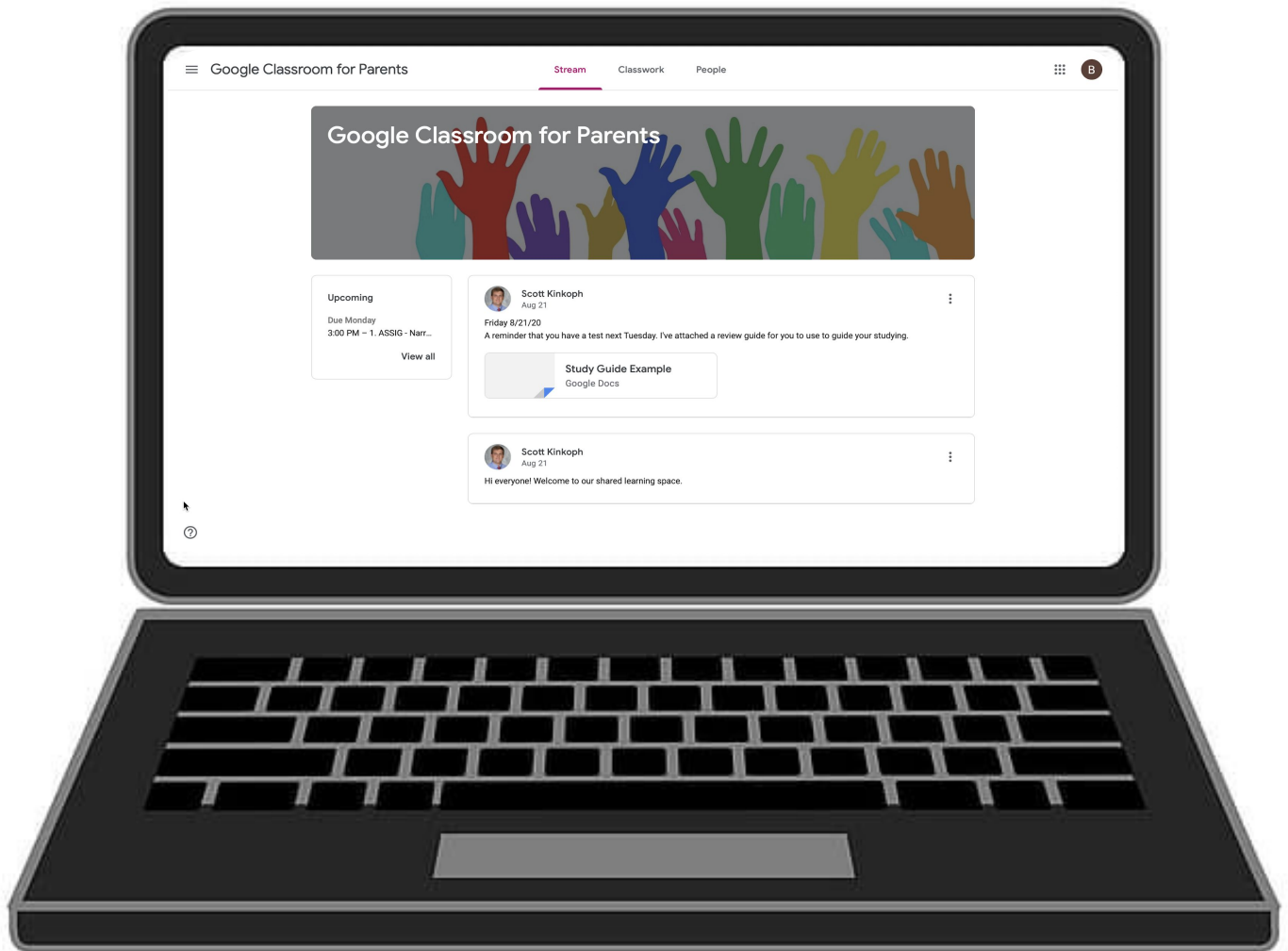
Desktop or Laptop

1. Search for Google Classroom.
2. Click on the link for Google Classroom.
3. Click on Go to Classroom.
4. Sign in with your child's email address for the username.
5. Sign in with your child's password.
6. Google Classroom will open to the Dashboard.

Smartphone or Tablet

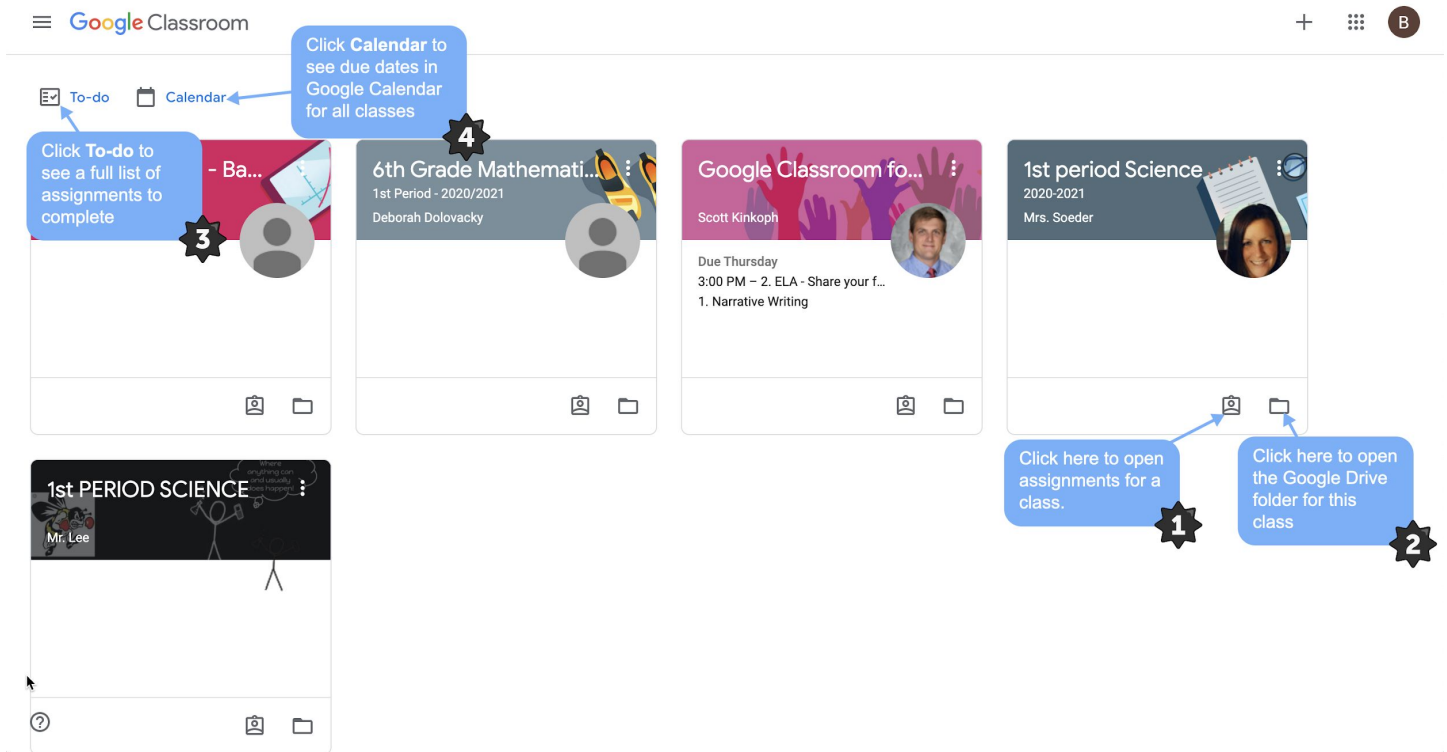
1. Install and open the the app from the App Store or Play Store.
2. Sign in with your child's email address for the username.
3. Sign in with your child's password.
4. The app will open to the Dashboard.

The diagram illustrates the login process for Google Classroom. It consists of two screenshots of the Google sign-in interface. The first screenshot shows the 'Sign in' screen with the text 'with your Google Account. Learn more'. Below this is a text input field labeled 'Email or phone' and a link for 'Forgot email?'. At the bottom, there are two buttons: 'Create account' and 'Next'. A blue callout box on the left contains the text 'Type in student email address' with an arrow pointing to the 'Email or phone' input field. The second screenshot shows the 'Welcome' screen with a user profile icon and name. Below this is a text input field labeled 'Enter your password' with an eye icon for toggling visibility. At the bottom, there are two buttons: 'Forgot password?' and 'Next'. A blue callout box on the left contains the text 'Type in student password' with an arrow pointing to the 'Enter your password' input field.





Chromebook, Laptop, Desktop View

Classroom Dashboard



The dashboard displays cards for all of the classes in which your child is enrolled. On each card are two icons:

1.  Click on this icon open work assigned.
2.  Click on this icon to open the Google Drive folder.

Above the cards are two other links:

3. **To-do** which, when clicked, gives a list of assignments organized into four categories. Those categories are: No due date; This week, Next week, and Later. Students can toggle these four categories open or closed to see their work.
4. **Calendar** which will open up in Google Calendar and display assignment due dates.

The next two pages show and explain To-do and Calendar.


Class Dashboard > To-do

The screenshot shows the 'To-do' page with the following elements and annotations:

- Navigation tabs: **Assigned**, **Missing**, **Done**. A callout box says "Click to view Missing and Done assignments".
- Category filters: **No due date**, **This week**, **Next week**, **Later**.
 - "Work assigned with no due date" points to "No due date".
 - "To-do defaults to work due This week" points to "This week".
 - "Due Next week" points to "Next week".
 - "Due beyond a week" points to "Later".
- Assignment list:
 - Category: **This week**. Count: **4**. A callout box says "Number of assignments" and "Toggle on and off" (pointing to the caret icon).
 - Assignment 1: **1. Narrative Writing**, **Class**: Google Classroom for Parents, **Due date and time**: Thursday, 11:59 PM.
 - Assignment 2: **2. ELA - Share your favorite summer memory.**, **Class**: Google Classroom for Parents, **Due date and time**: Thursday, 3:00 PM.

The **To-do** page defaults to work due during the current week under the category title **This week**. Current assignments will be listed under This week and state the title, the class, and the date and time. Not all assignments have a specific time.

Each category lists the number of assignments.

The other categories that To-do displays are **No due date**, work due **Next week**, and work due **Later**. The caret icon  can be toggled on and off to show assignments in those categories.

Above the main page are two other categories which are **Missing** and **Done**. Click these links to see which assignments are missing or completed.

Class Dashboard > Calendar

The screenshot shows the Classroom Dashboard's calendar interface. At the top left, there is a hamburger menu icon and the word "Calendar". To the right, there are navigation icons: a calendar icon, a grid icon, and a user profile icon labeled "B". Below the navigation is a callout box that says "Use the arrows to switch between weeks." with arrows pointing to the week range "Aug 23 - Aug 29, 2020". On the left side, there is a drop-down menu for "All classes" with a callout box that says "Drop down menu of All classes. Click and choose a different class to view when assignments are due." The menu items are "All classes", "6th Grade Math", "6th Grade Mathematics", "Google Classroom for Parents", and "1st period Science". The main calendar grid shows days from Tuesday to Saturday. On Thursday, August 27, there are two assignment cards: "Assignment: 1. Narrative Writing" and "Assignment: 2. ELA - Share your favorite summer memory. 3:00 PM". A callout box points to these cards, saying "Assignments due on a specific day are clickable. Click the assignment to open it in Google Classroom." At the bottom left, there is a help icon (a question mark in a circle).

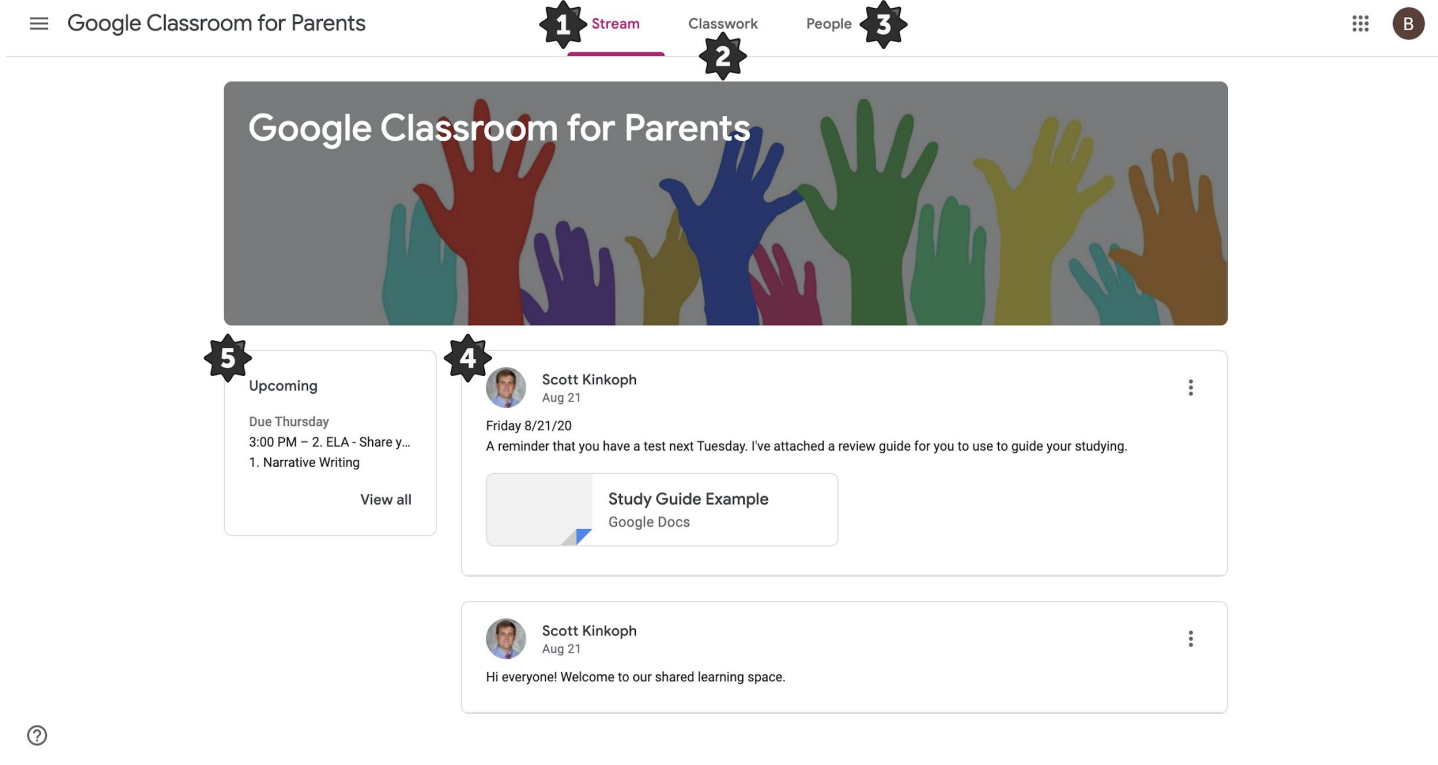
From the Classroom Dashboard, students and/or parents can click on **Calendar** to see assignments in calendar view. The Calendar provides a simple display of work due by class within the current week.

Above the calendar to the left is a drop-down menu of classes. Click on the drop-down and choose a different class to display those assignments.

The example above shows two assignments due on Thursday 27. Both assignments, when clicked, will take the student to that specific assignment in Google Classroom that contains the title, instructions, attachments, Turn in button, and a field to send the teacher a private comment.

The upper right corner contains a link to Google Calendar. A student can see all assignment due dates in one calendar. However, viewing all assignments this way will be overwhelming for most students.

Classroom



This is what a class looks like after clicking on a class card in the Dashboard. There are five areas on which to focus.

There are three main navigation tabs at the top of the page. These are

1. **Stream**
2. **Classwork**
3. **People**

Below the class image are two areas.

4. **Stream** is the place where teachers post class messages to students as needed.
5. **Upcoming** displays assignments coming due.

The next pages dive deeper to explain about each of the items above.

Stream

The screenshot shows the Google Classroom for Parents interface. At the top, there are navigation tabs for 'Stream', 'Classwork', and 'People'. The 'Stream' tab is selected. Below the navigation is a header banner with the text 'Google Classroom for Pa' and a background image of colorful hands. A callout box points to the 'Stream' tab, stating 'Links to Classwork and People in the class.' Below the banner, there are two main sections: 'Upcoming' and 'Stream'. The 'Upcoming' section shows an assignment due Thursday at 3:00 PM, titled '2. ELA - Share y...' with one item listed: '1. Narrative Writing'. A 'View all' link is present. The 'Stream' section shows two posts from Scott Kinkoph on August 21. The first post is dated Friday 8/21/20 and contains a reminder about a test next Tuesday, with a 'Study Guide Example' Google Docs link attached. The second post is a welcome message: 'Hi everyone! Welcome to our shared learning space.' A callout box on the right states 'Teachers use the Stream to post announcements to students.' A callout box on the left explains the 'Upcoming' section: 'Upcoming displays assignments due during the current week for a specific class. A student can click the assignment title taking him/her directly to the assignment. Click on View all to see all assignments.'

Stream is where teachers will post messages or announce class information to students. There are two parts to this page: Stream of announcements and Upcoming.

Teachers can share messages to the whole class, a small group of students, or individuals via the Stream. Any message, or announcement, sent to a small group of students or individuals will only go to those particular students. As parents, look here to see what the teacher is announcing to your child. This could be a reminder for an upcoming test, a reminder about class, or other types of messages.

To the left of the Stream is **Upcoming**. Upcoming displays specific assignments to students that are due within the next seven days. The work displayed in Upcoming is linked to a specific assignment. Click on an individual assignment in Upcoming and that assignment will open. Clicking on **View all** in the Upcoming box will open all of the work a student has been assigned. The next page displays what **View all** looks like when clicked.

Stream > View all

1 This is **View all** which means view all assignments. This student is responsible for completing three assignments. Be sure to check the **due dates**.

Assignment Title	Due Date/Time	Status
1. CW - What is the difference between a right trian...	Aug 28, 10:30 PM	Assigned
2. CW - Share your favorite summer memory. @ 1	Tomorrow, 3:00	Assigned
1. ASSIG - Narrative Writing	Aug 31, 3:00 PM	Assigned

2 This menu displays Assigned work, Returned work (work given back by a teacher), and Missing work (work the student was assigned by not completed).

Left-hand menu: All (selected), Assigned, Returned, Missing

?

After you click on View all (under Upcoming on the Stream page) you are brought to this screen. This screen displays

1. A list of all assignments. Take note of the due dates and times they are due.
2. The menu on the left has three categories, and each is clickable. The categories are:

- Assigned
- Returned
- Missing

Assigned will show assignments that are assigned and not completed yet.

Returned will show assignments that have been returned by a teacher.

Missing will show assignments that have been assigned but are missing or not completed.

Classwork

The screenshot shows the Classroom interface for Parents. The top navigation bar includes 'Stream', 'Classwork', and 'People'. The main content area displays a list of weeks with assignments. Callout 1 points to the 'Assigned Classwork' section, which is organized by week. Callout 2 points to the 'All topics' link, which allows users to view one week at a time. Callout 3 points to the 'View your work' link, which shows a list of assignments due. Callout 4 points to the 'Class Drive folder' link, which opens the associated Google Drive folder. Callout 5 points to the 'Google Calendar' link, which opens a class's Google Calendar displaying all work by date and when they are due.

Assigned **Classwork** is organized by week making it easier to locate assignments for a given time period.

Click on a week under All topics to see one week at a time.

Click on View your work to see assignments due.

Click on Class Drive folder to open Google Drive for a Classroom. This gives access to all files shared through Google Classroom.

Click on Google Calendar to see when assignments are due in a Calendar view.


Week	Assignment	Due Date
Week of August 31st - September 4th	1. CW - What is the difference between a ri...	Due Aug 28, 10:30 PM
Week of August 24th - 28th	1. ASSIG - Narrative Writing	Due Aug 31, 3:00 PM
	2. CW - Share your favorite summer memory.	Due Tomorrow, 3:00 PM


Classwork is the area of Classroom where teachers organize work for students using a weekly organization scheme. Within the week teachers can give five different types of work. The types of work are

- Assignment
- Quiz Assignment
- Material
- Question

Assignment, noted by this icon , is work students need to complete by a due date.

Quiz Assignment, noted by this icon , is a quiz designed in Google Forms.

Material, noted by this icon , can be a document, video, PDF, or other file a student needs for class. Think of these as handouts.

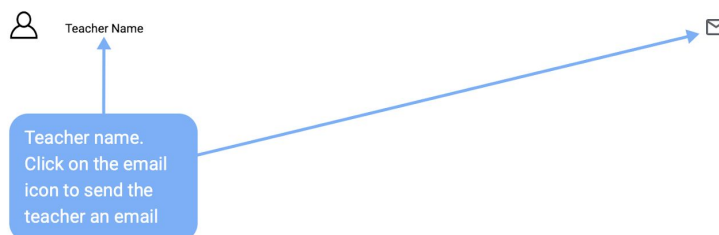
Question, noted by this icon , is a short answer or multiple-choice question a teacher asks for a variety of reasons. Questions can also be used to create a digital discussion between students in a class.

The numbered areas of the screen are as follow:

1. The week with assignments under each week.
2. The weeks under **All topics** can be clicked to show one week at a time.
3. Click **View your work** to show a list of all assignments students are to complete.
4. **Class drive folder** will open the associated Google Drive folder for this class.
5. **Google Calendar** will open a class's Google Calendar displaying all work by date and when they are due.

People

Teachers



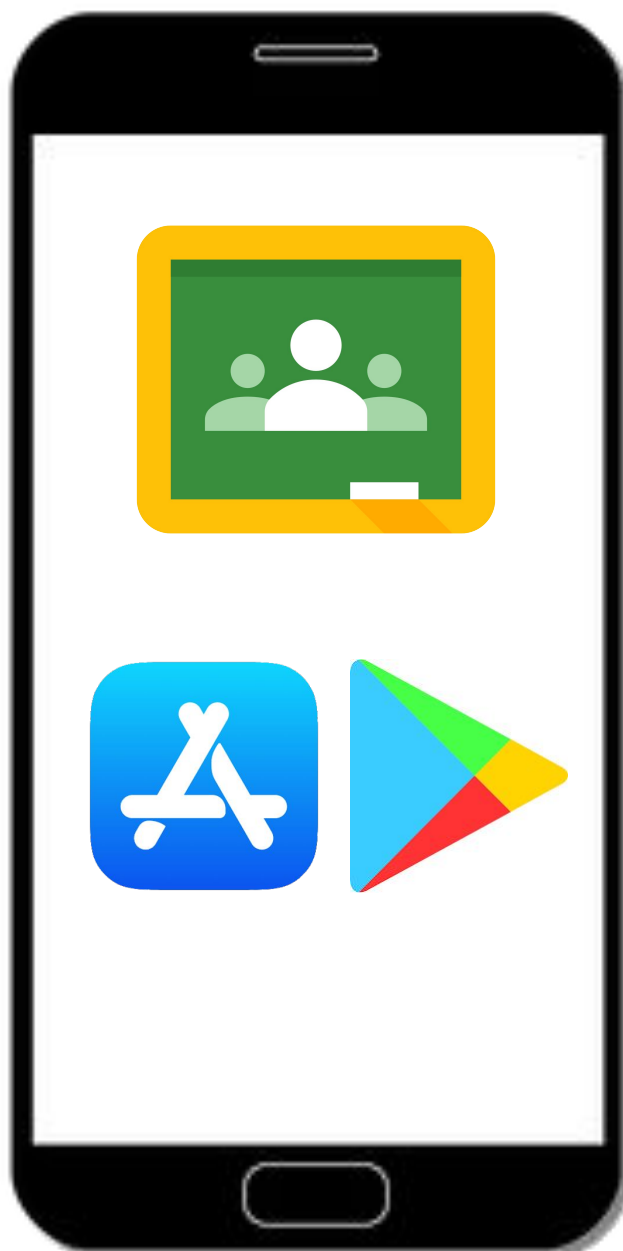
People allows a student and parent to quickly access the teacher by clicking on the email the icon. Gmail will open and an email can be sent.

There will also be a list of all of the other students enrolled in the class. Next to each name, there will be an email icon that will allow you to send an email via Gmail to that student.



Smartphone and Tablet View

Download the Classroom app from the App Store or From Google Play



Signing in to the Classroom app

Step 1 - Enter your child's email address and click next.



Sign in

with your Google Account. You'll also sign in to Google services in your apps.

[Forgot email?](#)

[Create account](#)

Next

Step 2 - Enter your child's password and click next.



Hi BBHCSD

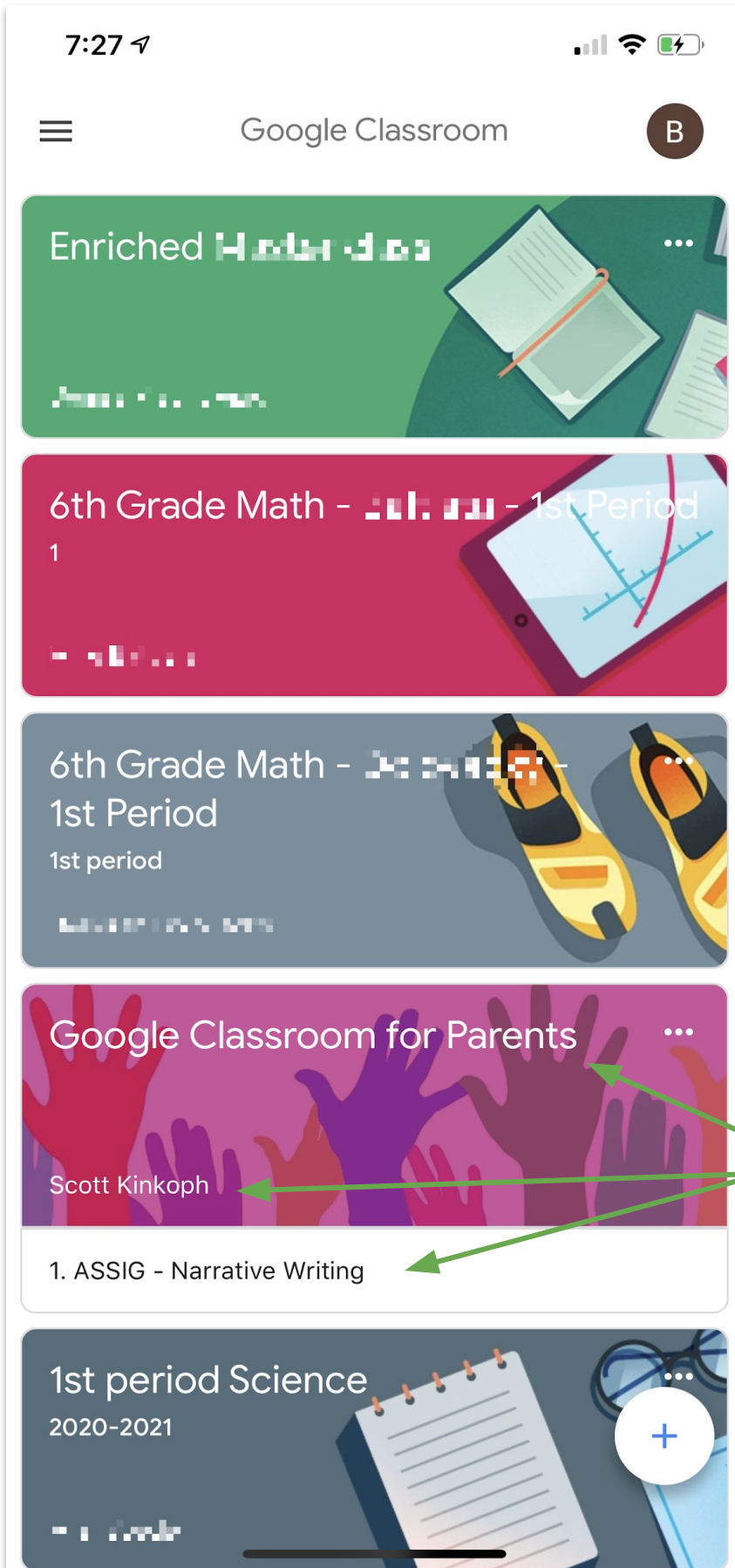
 student@bbhcsd.org



[Forgot password?](#)

Next

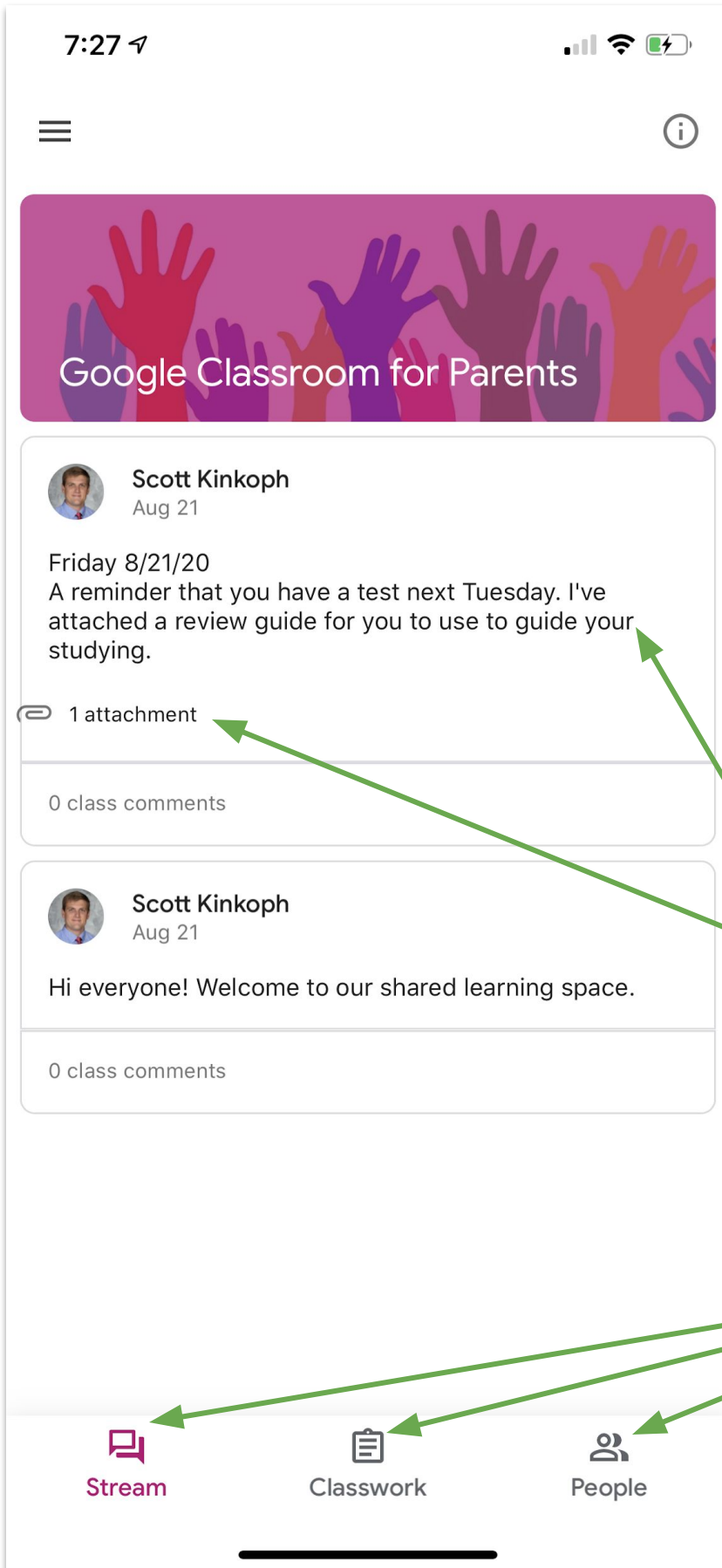
Classroom Dashboard



The **Classroom Dashboard** shows the class cards vertically. At the top of each card is the title of the class. The bottom left hand corner displays the teacher name. Under the card assignments with due dates are listed.

Title of class
Teacher name
Assignment

Stream



This is the **Stream** view. Announcements from teachers will appear below the class image and include any attachments.

At the bottom of the screen are three menus. These are

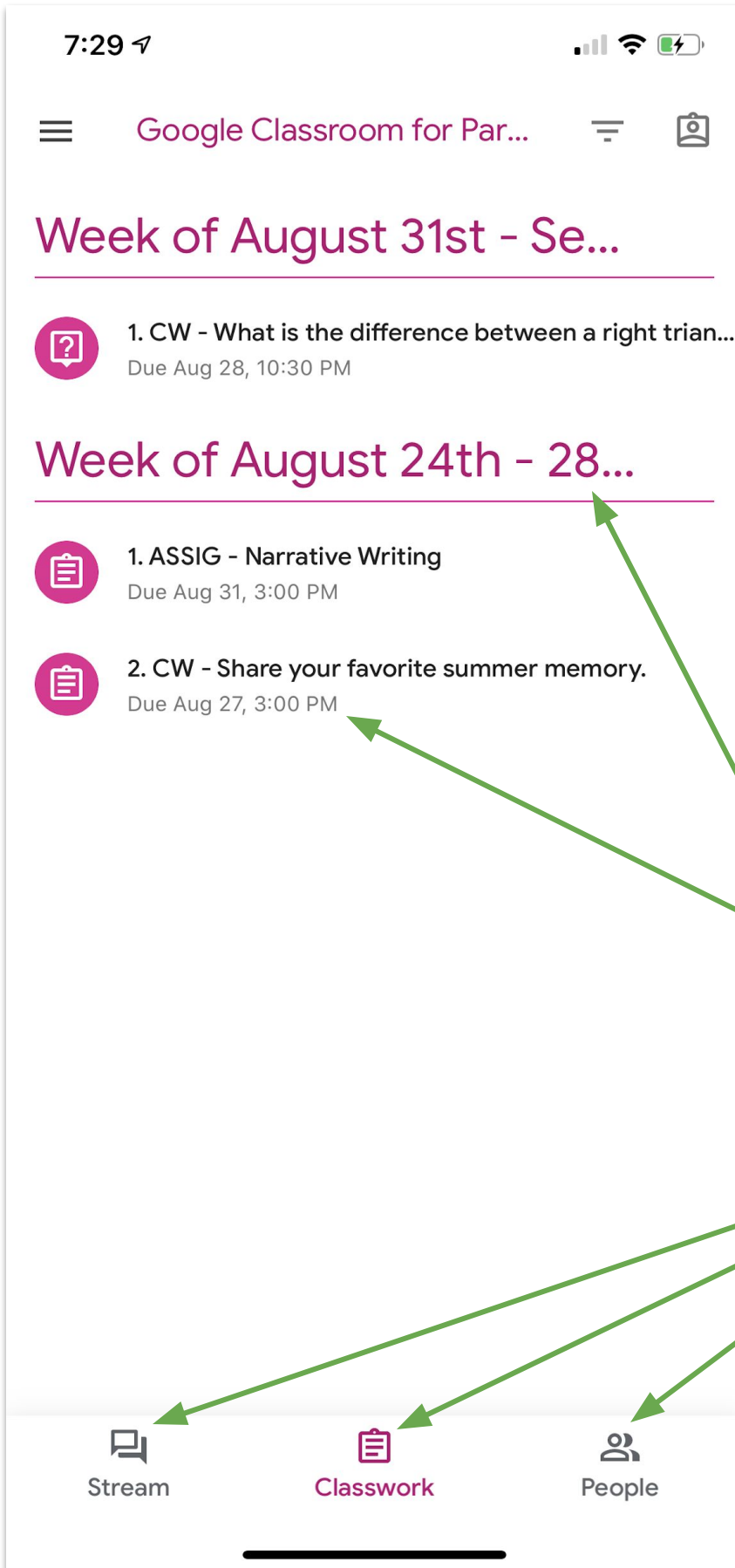
- **Stream**
- **Classwork**
- **People**

Click on these menus at any time to navigate within Google Classroom.

Announcement with an attachment. Click on the attachment to see what the teacher has provided.


Three menus are
Stream
Classwork
People


Classwork



This is the **Classwork** view. This is organized by week with assignments in number order. Due dates appear below each assignment with a time.

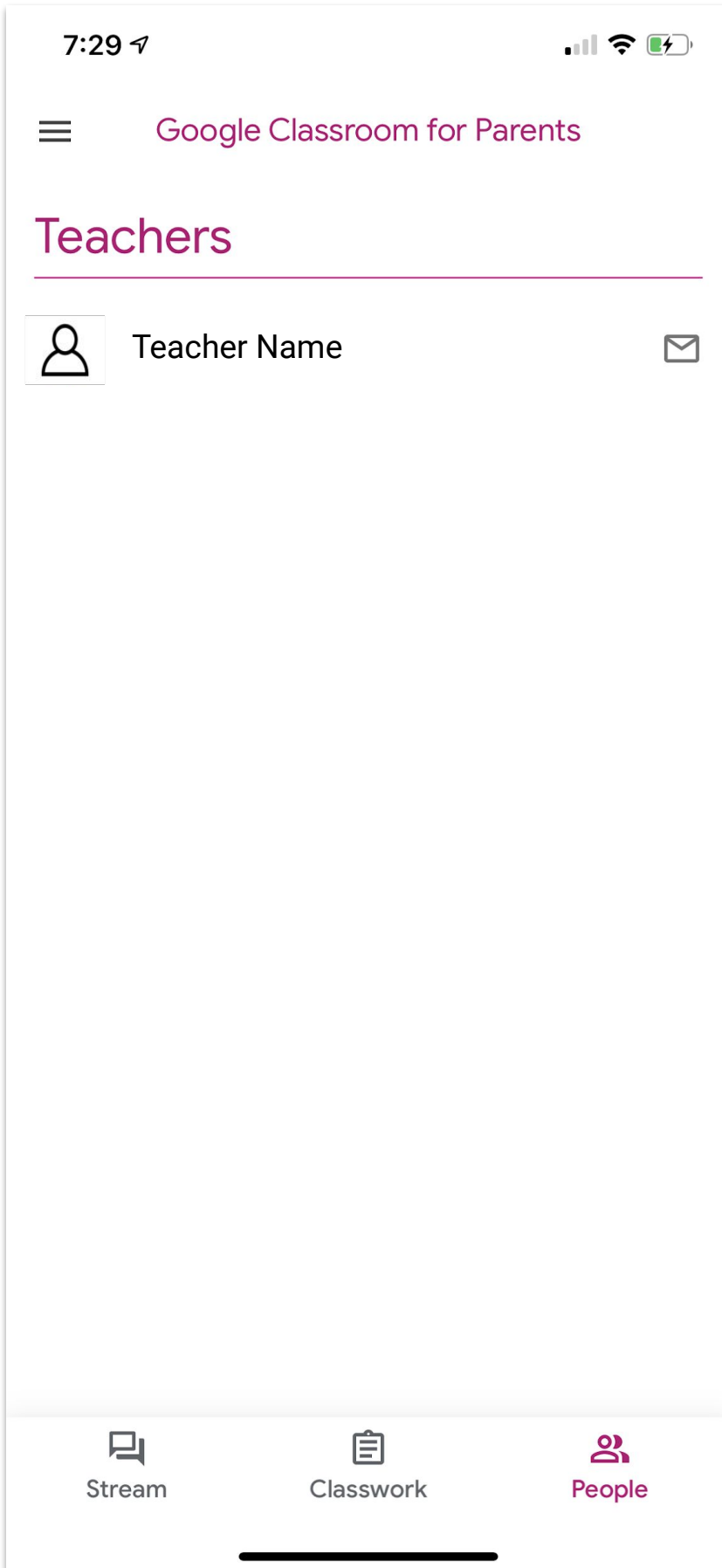
Above the weeks are two symbols.

 **Filter by topic** which will take you to a different screen for a single week to be chosen.

 **To-do** will display a list of missing, assigned, or returned assignments.


Week with assignments due.
Three menus are
Stream
Classwork
People

People



People displays the teacher and a list of the other students enrolled in the class. There is an email icon next to each name. Click the email icon to open the Gmail app to send a message to the teacher or to one of the other students in the class.

Guardian Summary



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.

Marine Biology – Due Aug 13

Aquarium Investigation Project
Select three aquatic animals you would like to learn more about this semester. Answer the questions in the Google Doc. These facts will be used as the basis for your end of year presentation.

Class activity from last week

U.S. History
Kristen Gould

Assignment – 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.
Posted Aug 5

Question

What document ended the War? What were the major components of the document?
Posted Aug 5

Assignment – Due Aug 16

Birth of a Nation
List out the strengths and weaknesses that the British and colonists' possess during the revolution. For the weaknesses listed, please provide a paragraph on some ways that it could be avoided.
Posted Aug 5

American Literature
Anthony Gonzales

Assignment – Due Aug 16

Write Edgar Allan Poe's "The Raven" as gothic fiction
In class, we learned about the qualities of gothic fiction. Gothic fiction is a genre or mode of literature and film that combines fiction and horror, death, and at times romance. For this assignment, I would like you to work in pairs and rewrite Edgar Allan Poe's "The Raven" as a Gothic fiction. I've attached some story starters in the worksheet attached. If you have any questions please send me a private comment and I'll be able to address it in class later.
Posted Aug 6

Question – Due Aug 17

Compare and contrast Bradford's and Byrd's definition of the American Dream
Posted Aug 9

Announcement

Dont forget to do your homework! We will be going over your essays in class, please dont forget to submit them ahead of time. See you tomorrow!
Posted Aug 10

U Marine Biology
Michelle Lin

Assignment – Due Aug 13

Aquarium Investigation Project
Select three aquatic animals you would like to learn more about this semester. Answer the questions in the Google Doc. These facts will be used as the basis for your end of year presentation.
Posted Aug 7

Announcement

For those of you that are asking, I'll be posting the extra credit project in class tomorrow. There will be worksheets and rubrics handed out so be sure to show up on time.
Posted Aug 8

Teachers will invite you to receive a **Guardian Summary**, and the invitation will be sent to the home email address on file in Progressbook. BBHCSD suggests the invitation be accepted as one form of classroom to home communication. Accepting Guardian Summaries from one teacher will provide information for all of the classes in which your child is enrolled.

A summary will come to your home email daily or weekly. Each parent determines how often to get the summary.

Guardian Summary is a list of

- ◆ *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.

See a Guardian Summary example to the left.

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Technical Help

Middle School - Joe Butler [bulterj@bbhcsd.org]

High School - Kristin Huston [hustonk@bbhcsd.org]