



Google Classroom

A Parent Guide PK-4



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Based on a work at <http://bit.ly/GCPgPK4>.

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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 for the first time?

First Time Login for Students*

If you are logging in for the first time with you child, follow the instructions below:

1. Go to classroom.google.com.
2. Click on **Go to Google Classroom** button. See the image to your right.



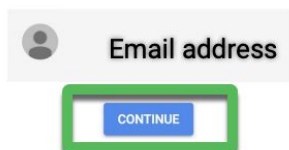
Get more time to teach and inspire learners with Classroom

A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go.



Login

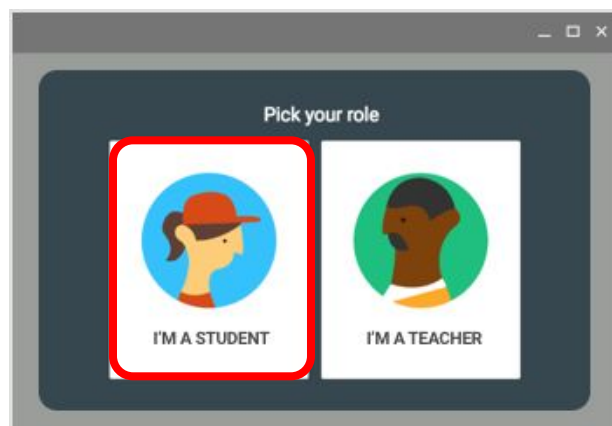
You will then be prompted to login with the email and password that were issued by your teacher or school. After you enter your email and password, CLICK **“Continue”**.



By joining, you agree to share contact information with people in your class. [Learn more](#)

Choose your Role

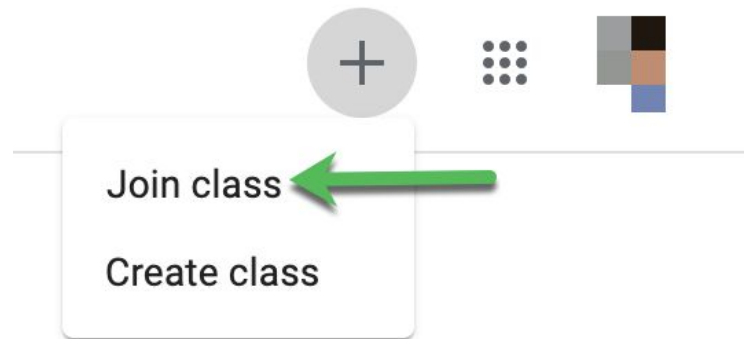
Click on I Am A Student so you can join your teachers' Google Classroom. Please note: Choose the correct role. Once it is chosen it cannot be undone.



***Kindergarten, first and second graders will already be logged in.**

How do I join a Classroom?


- 1 Click the plus button and then select **Join Class**.



- 2 Enter the **class code** your teacher shared. Then click **Join**.

× Join class Join

You're currently signed in as

 **Scott Kinkoph**
kinkophs@bbhcsd.org Switch account

Class code
Ask your teacher for the class code, then enter it here.

To sign in with a class code

- Use an authorized account
- Use a class code with 5-7 letters or numbers, and no spaces or symbols

If you have trouble joining the class, go to the [Help Center article](#)

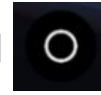
***This will be done for all kindergarten, first and second graders at the beginning of the year.**

How do I log into Google Classroom in the future?

1

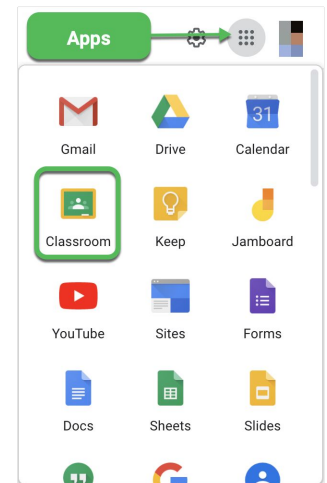
Using a Chromebook to access Google Classroom.

1. Log into the Chromebook.
2. Locate the launcher in the bottom left of screen and click.
3. In the search bar type "google classroom".
4. Click on the app to open Classroom.



OR

1. Open either Gmail, Google Drive, or Google Calendar.
2. Look for the Apps in the upper right corner. it looks like a waffle.
3. Click on Apps and scroll down the menu to find Google Classroom.
4. Click on Classroom to open it.



2

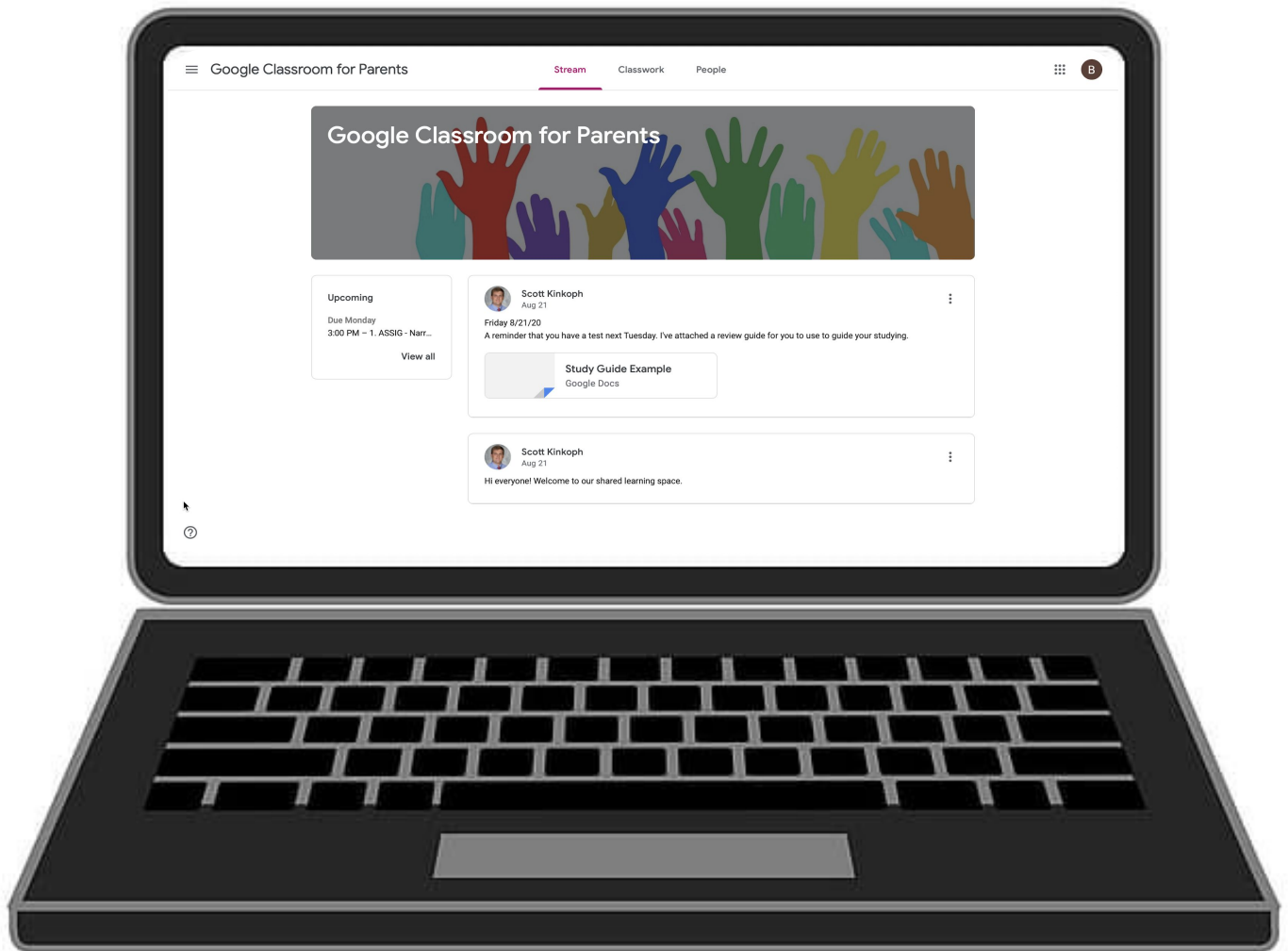
Using a desktop or laptop computer to access Google Classroom.

1. Go classroom.google.com
2. Click Go to Classroom.
3. Choose the correct Google profile OR type in the child's email address.
4. Type in the password and click next.
5. The Google Classroom dashboard will open.

3

Using a smartphone or tablet access Google Classroom.

Please start at page 20 for instructions. Once the app is installed and is signed into, then opening the app will always give access to the child's dashboard of classes.

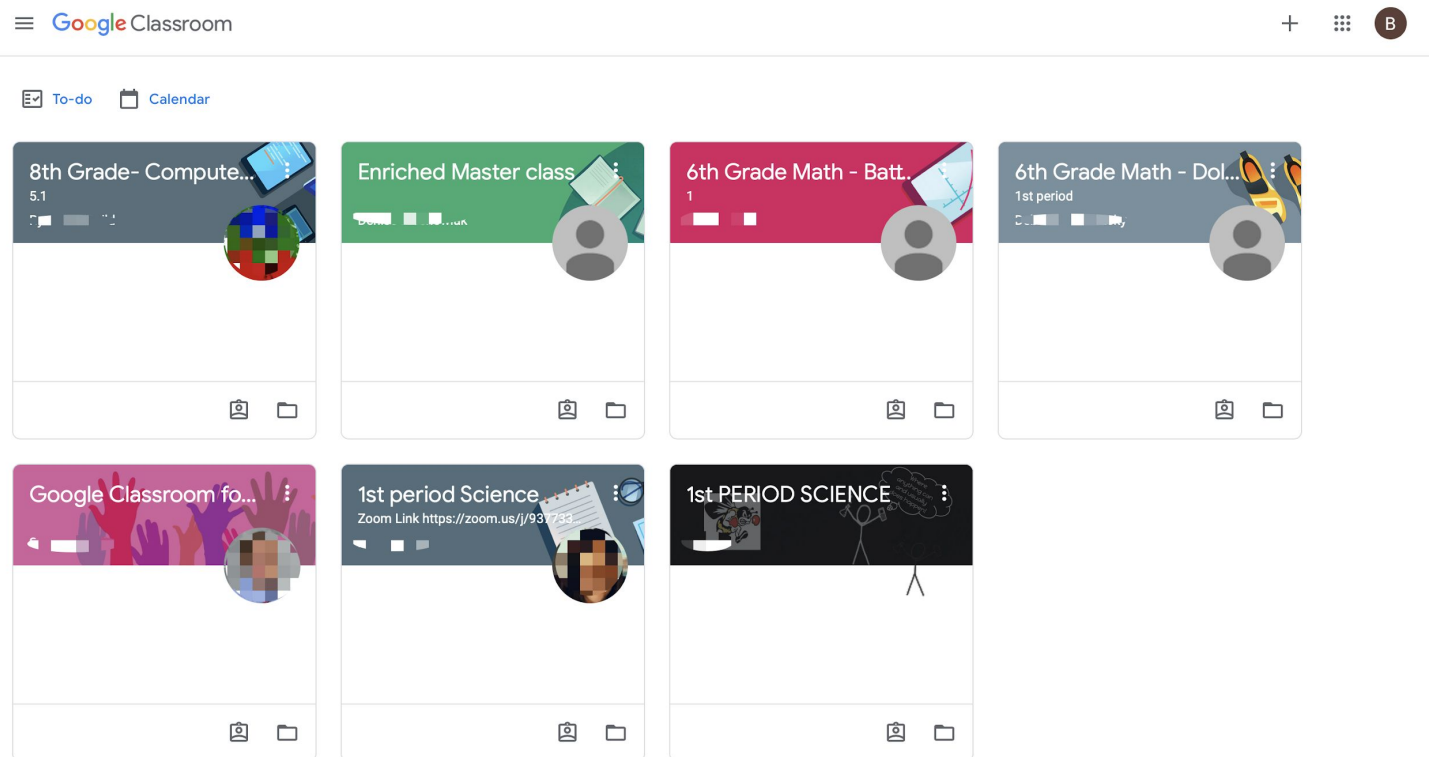


Chromebook, Laptop, Desktop View

Classroom Dashboard

This is an example of a student Google Classroom Dashboard.

Click on a class to enter.



Student Navigation

1 **Main menu** will give access to all other classes, calendar, student work, and settings.

2 **Stream** shows announcements from your teachers.

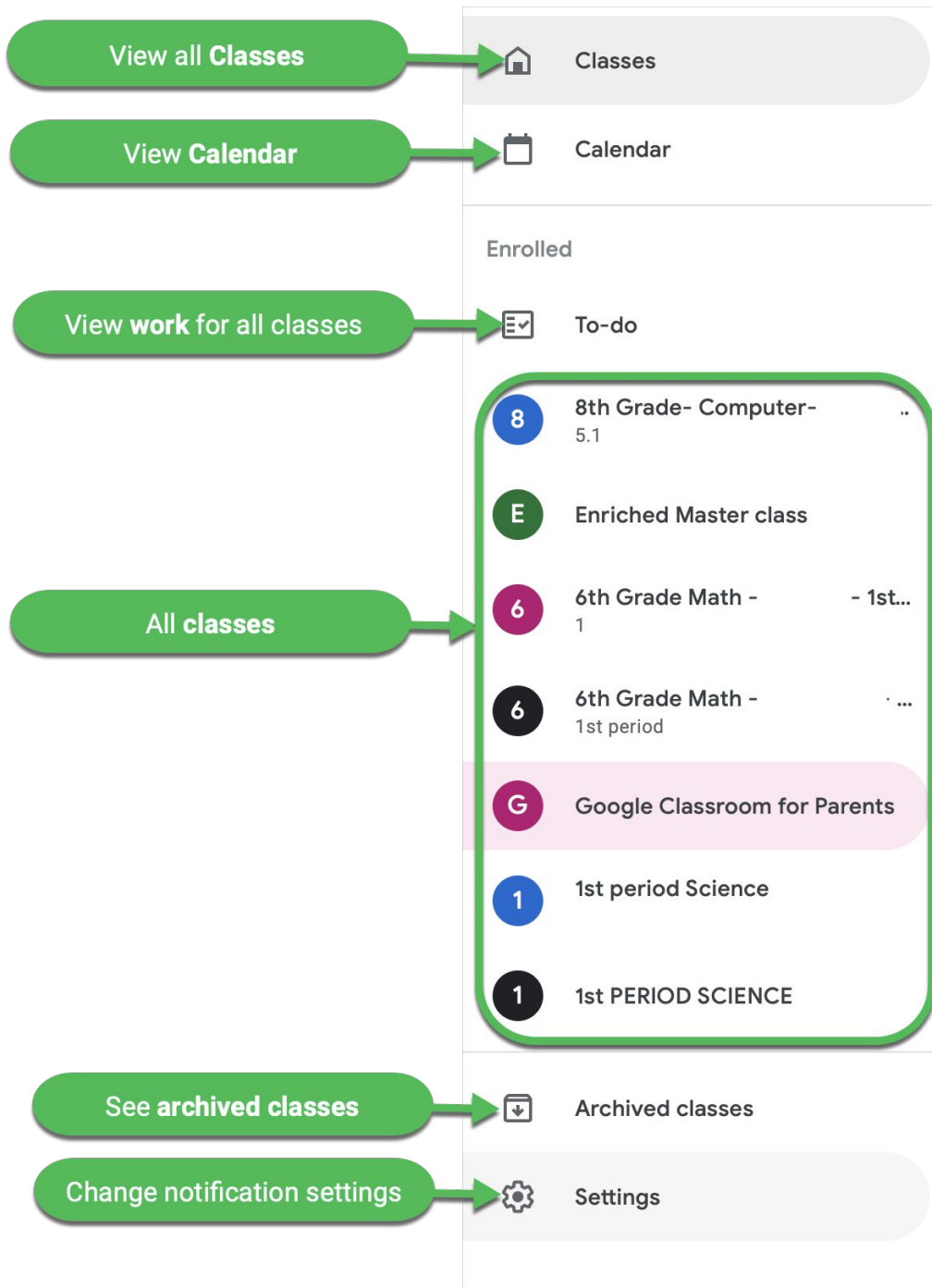
3 **Classwork** is where you can find all of your assignments and class materials.

4 **People** is where you can find your teacher and classmates.

5 **Apps** is where you can click and find all other G-Suite apps to open.

The screenshot shows the Google Classroom for Parents interface. At the top, there is a navigation bar with five callouts: 1 (Main menu icon), 2 (Stream button), 3 (Classwork button), 4 (People button), and 5 (Apps icon). Below the navigation bar is a header banner with the text "Google Classroom for Parents" and a background image of colorful hands. The main content area is divided into two columns. The left column has an "Upcoming" section with the text "Woohoo, no work due soon!" and a "View all" link. The right column shows a stream of announcements. The first announcement is from Scott Kinkoph on Aug 21, dated Friday 8/21/20, with the text "A reminder that you have a test next Tuesday. I've attached a review guide for you to use to guide your studying." and a "Study Guide Example" attachment (Google Docs). The second announcement is also from Scott Kinkoph on Aug 21, with the text "Hi everyone! Welcome to our shared learning space."

Main Menu



Stream

Stream is the place where teachers post class messages to students as needed.

1 Upcoming displays upcoming assignments and due dates.

2 Announcement is where your teacher posts class information.

3 Past announcements stay in the stream. All announcements are dated.

Google Classroom for Parents

Stream Classwork People

Google Classroom for Parents

1 Upcoming
Woohoo, no work due soon!
View all

2 Scott Kinkoph
Aug 21
Friday 8/21/20
A reminder that you have a test next Tuesday. I've attached a review guide for you to use to guide your studying.
Study Guide Example
Google Docs

3 Scott Kinkoph
Aug 21
Hi everyone! Welcome to our shared learning space.

Classwork

Classwork is where teachers post assignments and materials for students.

1 All topics will show all categories. Click on a topic in the list to see only that category.

2 View your work will show all work that is assigned or missing.

3 Google Calendar will show when assignments are due in calendar form.

4 Class Drive folder will open Google Drive and show all assignments.

5 Weekly assignments are numbered with due dates.

The screenshot displays the Google Classroom for Parents interface. At the top, there is a navigation bar with 'Stream', 'Classwork', and 'People' tabs. The 'Classwork' tab is active. On the left, there is a sidebar with a menu icon and the text 'Google Classroom for Parents'. Below this, there is a list of topics, with 'All topics' highlighted by a green callout box labeled '1'. In the main content area, there are two week-based assignment lists. The first list is titled 'Week of August 31st - September 4th' and contains one assignment: '1. CW - What is the difference between a ri...' with a due date of 'Due Aug 28, 10:30 PM'. The second list is titled 'Week of August 24th - 28th' and contains two assignments: '1. ASSIG - Narrative Writing' with a due date of 'Due Aug 31, 3:00 PM' and '2. CW - Share your favorite summer memory.' with a due date of 'Due Aug 27, 3:00 PM'. A green callout box labeled '5' highlights the second list. At the top of the main content area, there are two buttons: 'View your work' (labeled '2') and 'Google Calendar' (labeled '3'). To the right of the 'Google Calendar' button is a 'Class Drive folder' button (labeled '4').

Assignments on Classwork

Classwork is where teachers post assignments and materials for students.

1 Topic is how work is organized.

2 Assignment title

3 Due date and time states when the assignment is due. A time may not be given.

4 Posted states the date the assignment was posted and its last update.

5 Directions are listed for the student to follow.

6 Attachments shared with the student needed for the assignment.

7 View assignment opens more details and the “Turn in” assignment button.

The screenshot shows a classwork assignment card with the following elements:

- 1** Week of August 24th - 28th (Topic)
- 2** 1. ASSIG - Narrative Writing (Assignment title)
- 3** Due Sep 4, 3:00 PM (Due date and time)
- 4** Posted Aug 21 (Edited 9:28 PM) (Posted date and time)
- 5** 1. Watch the video to review what we learned about narrative writing.
2. Open the Narrative Writing doc and compose your narrative.
3. Submit your work when done. (Directions)
- 6** Attachments: "How to Write Narrative" (YouTube video, 13 minutes) and "Study Guide Example" (Google Docs)
- 7** View assignment (Action button)

Detailed Assignment Page

Classwork is where teachers post assignments and materials with students.

1 Title, teacher, post date, and point value. Points may not always be given.

2 Instructions to the student.

3 Attachments shared with the student need for the assignment.

4 Class comments may appear here if posted by the teacher.

5 Due date and time. A assignment may not have a specific time due.

6 Your work lets a student create files to turn in, or turn in the assigned work.

7 Private comments gives a student the chance to send the teacher a direct message. The teacher receives the message in an email.

le Classroom for Parents

The screenshot shows a Classroom assignment page for "1. ASSIG - Narrative Writing" by Scott Kinkoph, posted on Aug 21. The assignment is worth 20 points and is due on Sep 4 at 3:00 PM. The instructions are: 1. Watch the video to review what we learned about narrative writing. 2. Open the Narrative Writing doc and compose your narrative. 3. Submit your work when done. There are two attachments: a YouTube video titled "How to Write Narrative" (13 minutes) and a Google Docs document titled "Study Guide Example". The page includes a "Your work" section with an "Add or create" button and a "Turn in" button. There is also a "Private comments" section with an "Add private comment..." input field. Numbered callouts 1-7 highlight these features: 1 (Title, teacher, post date, and point value), 2 (Instructions), 3 (Attachments), 4 (Class comments), 5 (Due date and time), 6 (Your work), and 7 (Private comments).

Turn in Assignments

TO TURN IN AN ASSIGNMENT

Go to the Class, then the Classwork page, then click on "View Assignment." There are three different ways you can complete your work:

METHOD 1 - To use the file your teacher attached for you:

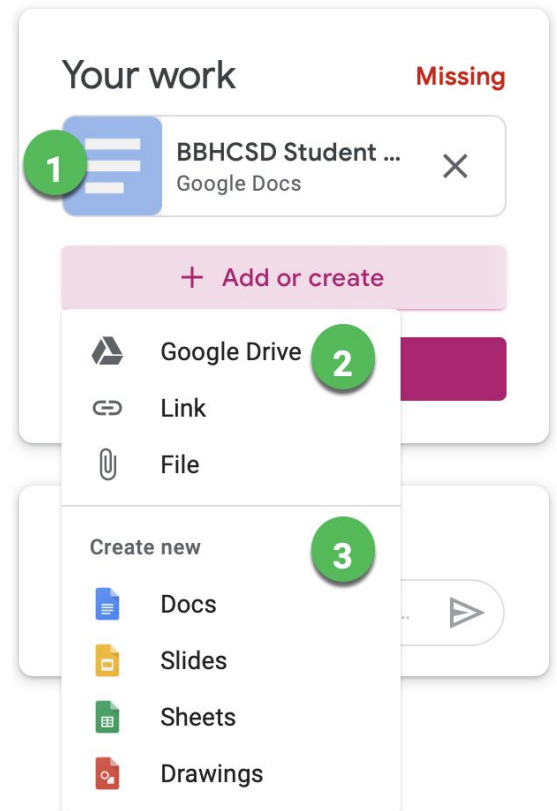
1. Click on the attachment under Your work with your name on it.
2. Enter your work
3. Click the "Turn in" button on the document and confirm, or click the "Turn in" button on the assignment in Google Classroom.

METHOD 2 - 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**. You can't attach a file you don't own.

METHOD 3 - 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 or create 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.



Mark As Done and Unsubmit

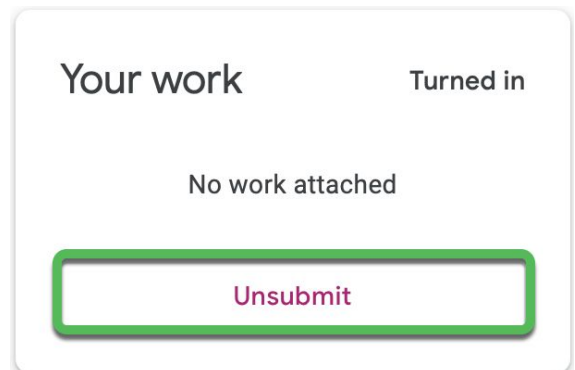
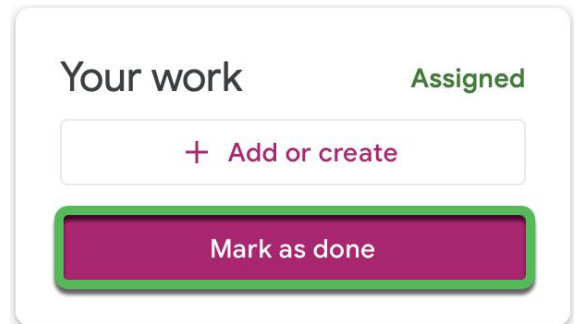
Some assignments will have **Mark as done** instead of Turn in. Mark as done indicates the assignment is completed for teacher review.

1. Go to the Class, then the Classwork page, then click on **“View Assignment.”**
2. Complete the assignment.
3. Click **Mark as done** and confirm.
4. The status of the assignment changes to Turned in.

Note: Any assignment marked as done or turned in after the due is marked missing even if it was previously submitted before the due date.

After you submit or mark work as done, the **Unsubmit** button will appear. This can be used to make changes to the work. Be sure to resubmit the work to the teacher before the due date otherwise it will be late.


1. Go to the Class, then the Classwork page, then click on **“View Assignment.”**
2. Click **Unsubmit** and confirm.



Answer Question Assignments

Teachers can use the **Question** assignment to have students answer questions as a short answer or as multiple choice.

1. **Question** asked by the teacher.
2. **Teacher name and point value**
3. **Due date and time** the question is due.
4. **Type in the answer or choose the correct choice for a multiple choice question.**
5. **Turn in** when the answer is complete or chosen.

 **2. QUESTION - What is the difference between a biotic and abiotic factor in an ecosystem?**


1 Scott Kinkoph • 8:52 AM

2 3 points **4** Due Sep 8, 3:00 PM

3

1. Please read question carefully.
2. Review what you learned about the difference between biotic and abiotic factors.
3. When ready, answer the question with a minimum of three sentences.



Class comments

5 Your answer  Assigned

Answer goes here...|

6 Turn in

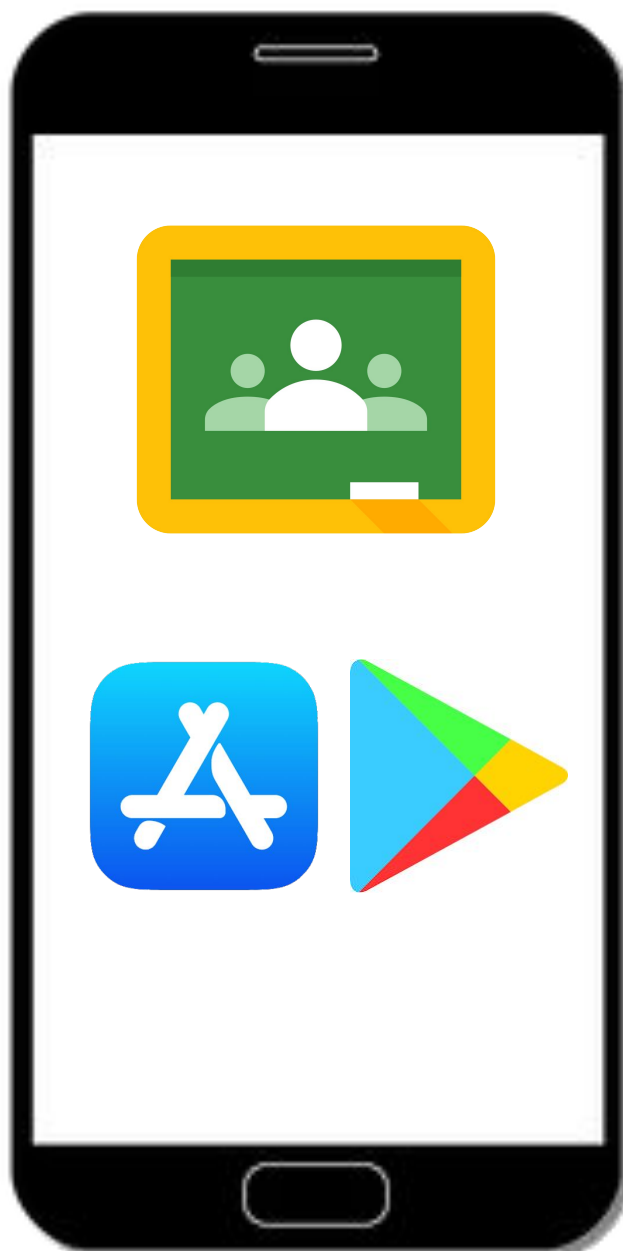
Private comments

 Add private comment... 



Smartphone and Tablet View

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



Signing in to the Classroom app

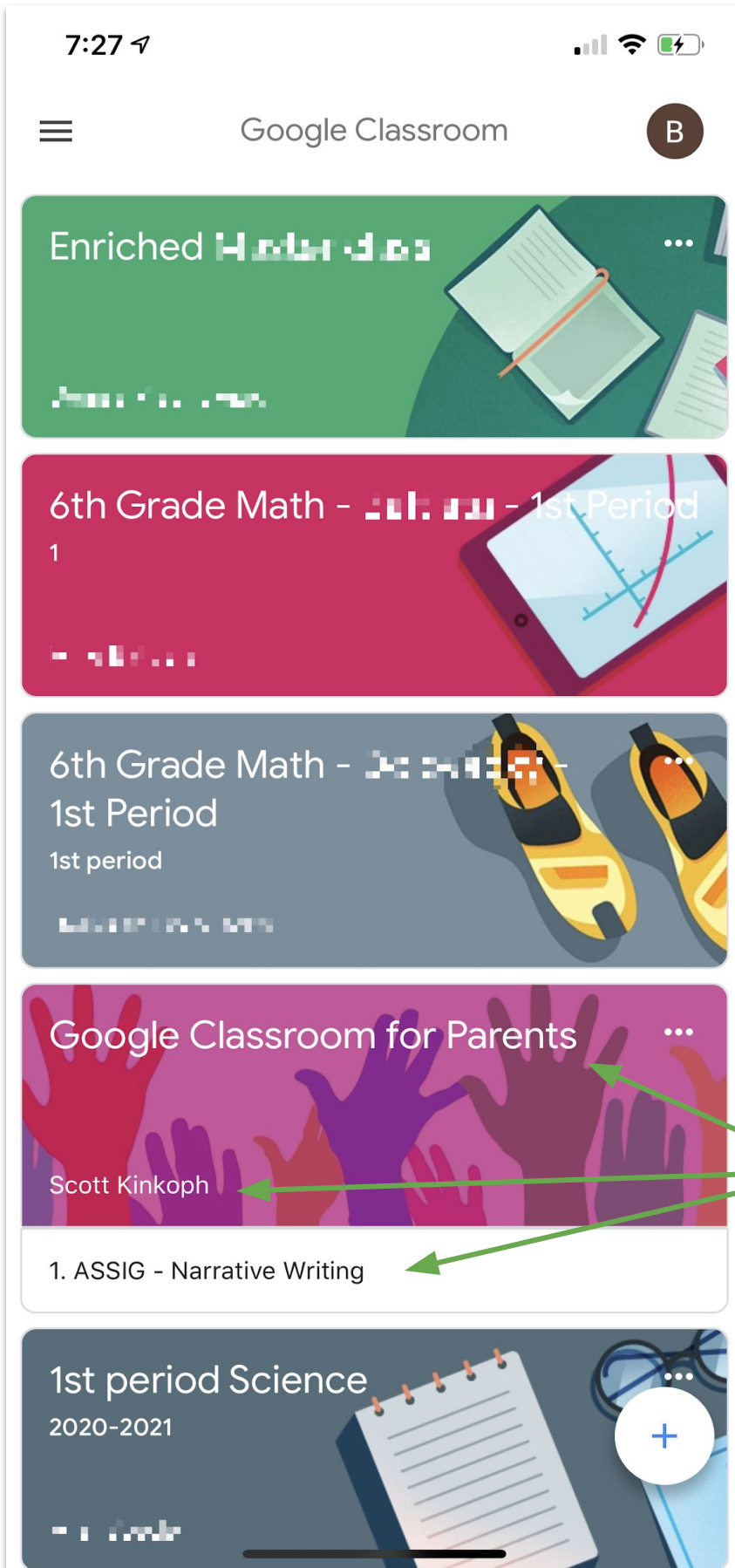
Step 1 - Enter your child's email address and click next.



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



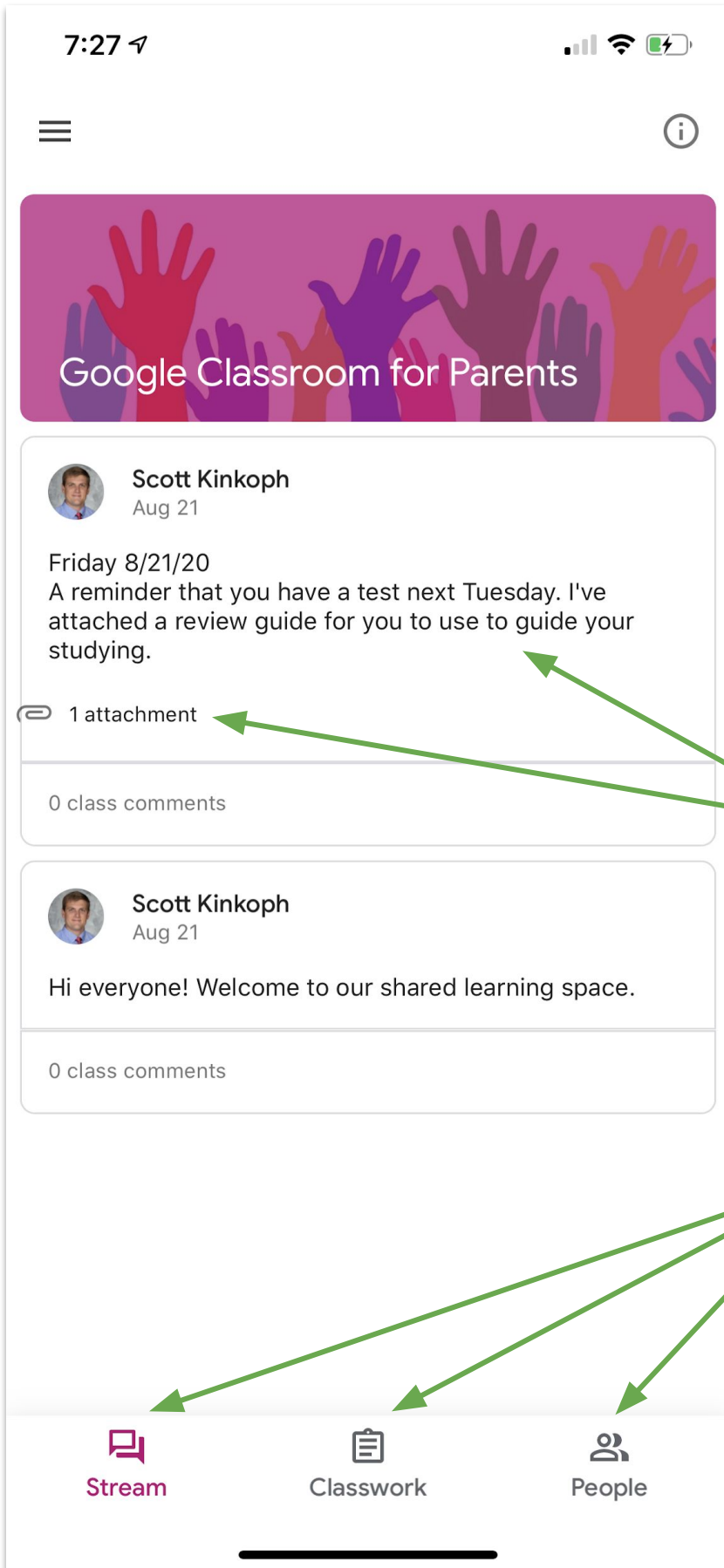
Classroom Dashboard



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

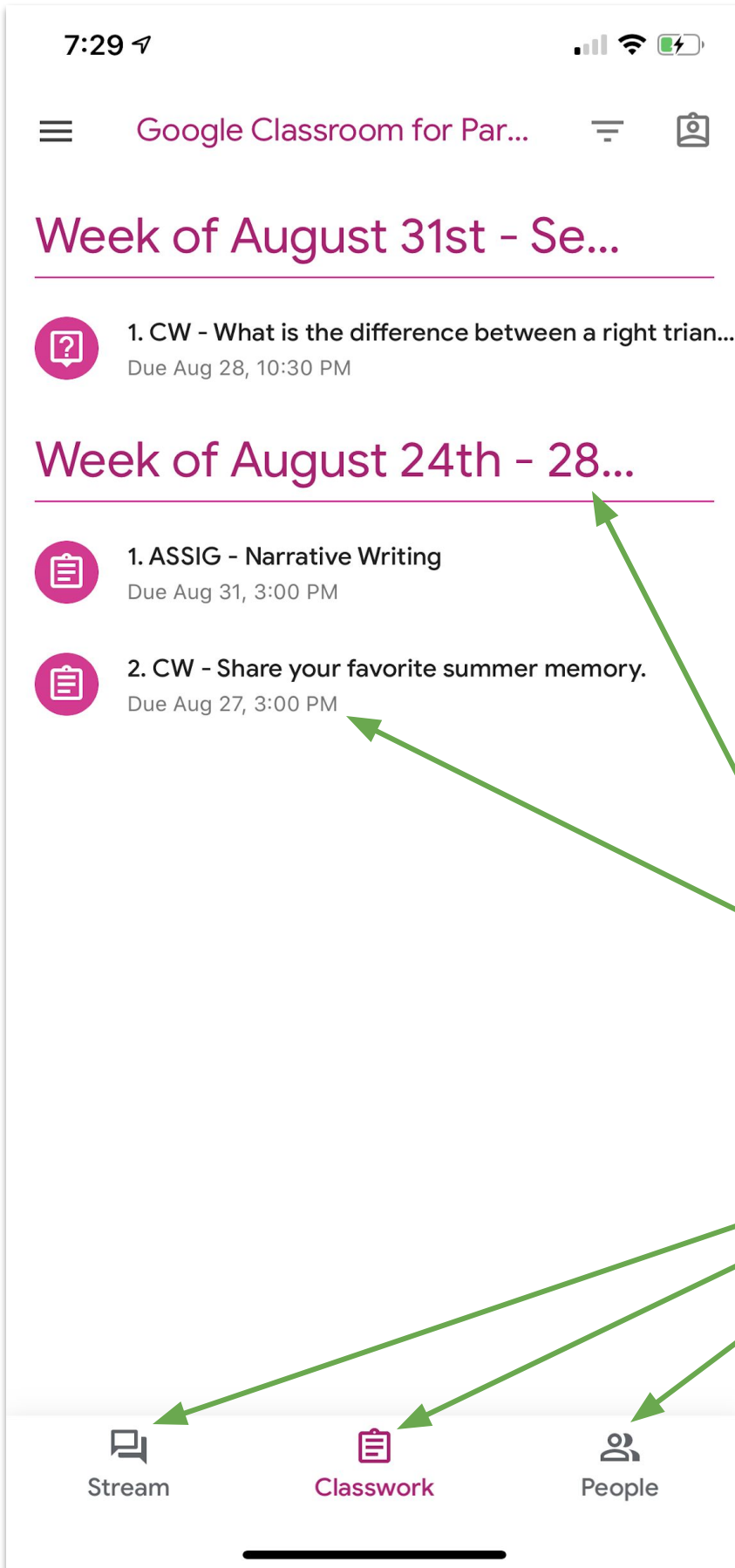
- **Stream**
- **Classwork**
- **People**

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:
Stream
Classwork
People


Classwork



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

Above the weeks are two symbols.

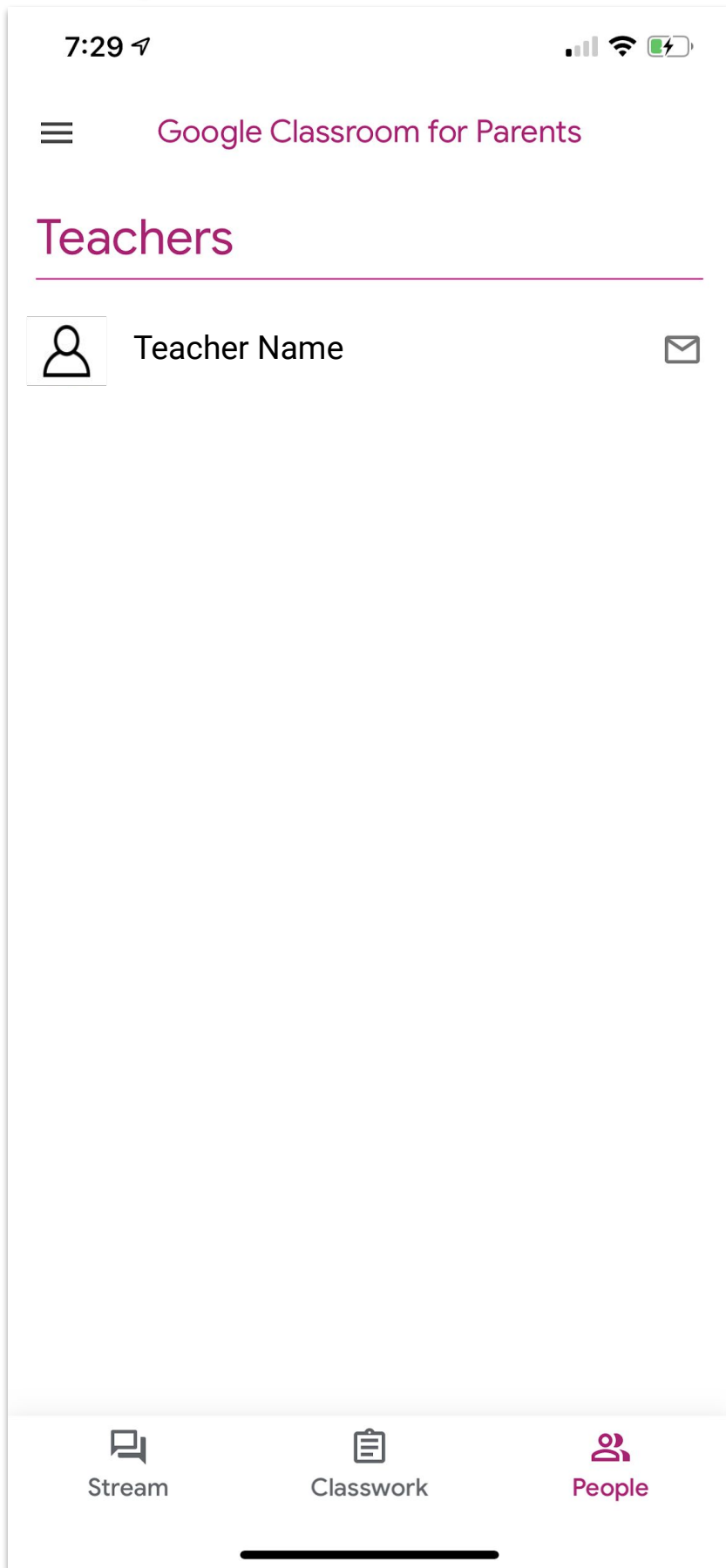
 **Filter by topic** which will take you to a different screen for a single week/topic to be chosen.

 **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 (if allowed).

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

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 may 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

Please contact a building's Media Specialist for technical help

Chippewa - Kristin Huston [hustonk@bbhcsd.org]

Highland Drive - Todd Wasil [wasilt@bbhcsd.org]

Hilton - Beth Blaustein [blausteinb@bbhcsd.org]