Google Classroom does not have a Parent portal or Parent login, for Parents to see details of the Google Classroom they will need to accompany the student when they login. Follow this guide for student access and navigation.

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04.08.20

1. Join a Class as a Student

To use Classroom, you need to sign in on your computer and then join classes. Then, you can get work from your teacher and communicate with your classmates. When you join a class on one device, you're enrolled in that class on all devices.

How to join a class

You have 2 ways to join a class:

- Join a class with a class code—If your teacher gives you a class code, use this code to add yourself to the class. Your teacher might give you the code while you're in class or email it to you.
- Accept an invitation from your teacher—If your teacher sends you an invitation, you'll see Join on the class card on your Classroom homepage.

Forgot or lost the class code? Code won't work?

If you deleted, lost, or forgot the class code before joining a class, ask your teacher to resend the code or set a new one. If the code isn't working, ask your teacher for help.
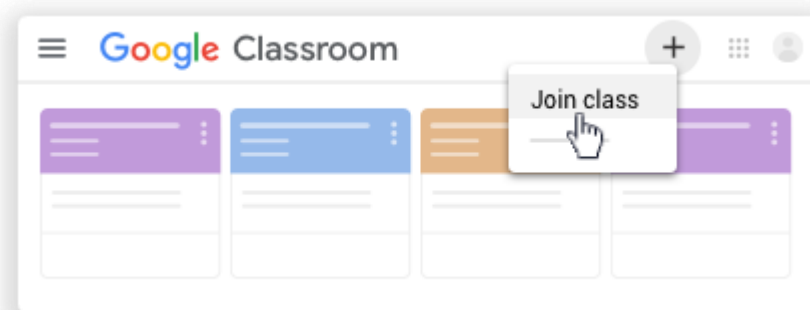
Note: You only use the class code once to join the class. You are then enrolled in the class, and you don't need to re-use the code again.

Join a class

You must be signed in to Classroom before you can join a class. Unsure if you're signed in? Learn more about how to sign in to Classroom.
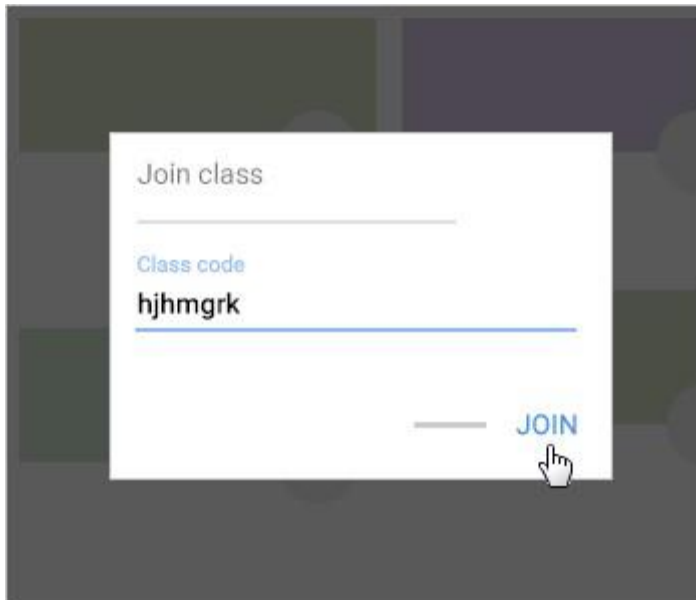
Join a class with a class code

1. Go to classroom.google.com.
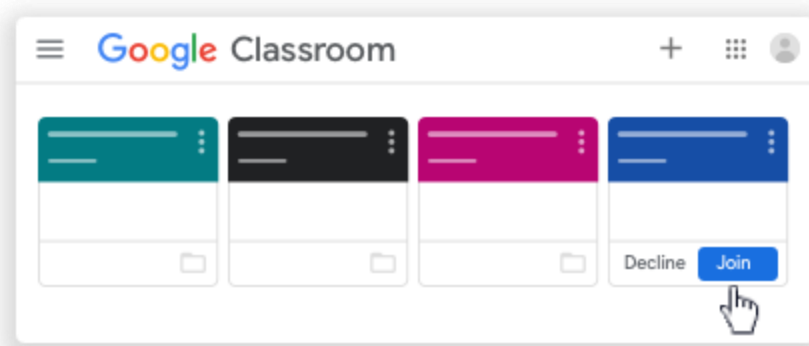2. At the top, click Add ➕ ❯ Join class.

3. Enter the class code your teacher gave you and click Join.
   A class code consists of 6 or 7 letters or numbers. For example, hjhmgrk or g5gdp1.

Accept an invitation from your teacher

1. Go to classroom.google.com.
2. On the class card, click Join.

2. See Your Class Information

You can see your class information on the Stream page. If your teacher added this information, it may contain the class's subject, room number, and description.

Computer

1. Go to classroom.google.com.
2. Click the class ˃ Stream.
3. At the top, underneath the image, click the Down arrow ˅.
4. (Optional) To collapse the class information, click the Up arrow ˄   .

3. See Your Work for a Class

You have multiple ways to view your work for a class:

- Quickly see upcoming work on the Classes page
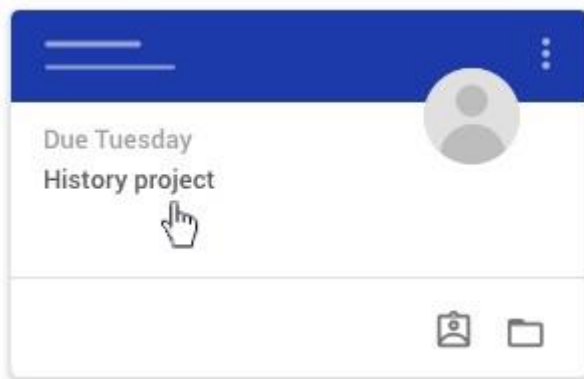- See all your work for a class on the Your work page
- Filter work by class on the To-do page
- See the latest work on the Stream page
- See work arranged by topic on the Classwork page

Quickly see upcoming work

On the Classes page, on a class card, you can see work due within a week. You'll see the title and due date for up to 3 items.
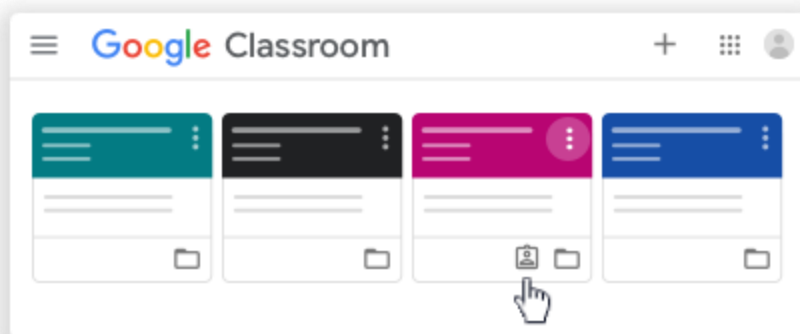
1. Go to classroom.google.com.
2. (Optional) To see details, click the title of the work.

See all your work for a class

You can see a list of all your work on the Your work page. You can check your grades, review assignments and due dates, and see any work that's late or missing. You can also filter your work by status: Assigned, Returned with grade, or Missing. If you want, you can see additional details, such as comments or attachments.

1. Go to classroom.google.com.
2. Choose an option:
   - ☐ On a class card, click Your work   .

☐   Click the class ❯ Classwork ❯ View your work.

3. (Optional) To see attachments, comments, or additional details for an assignment or question, click the title of the work ❯ View details.
4. (Optional) To filter your work, under Filters, click Assigned, Returned with grade, or Missing.
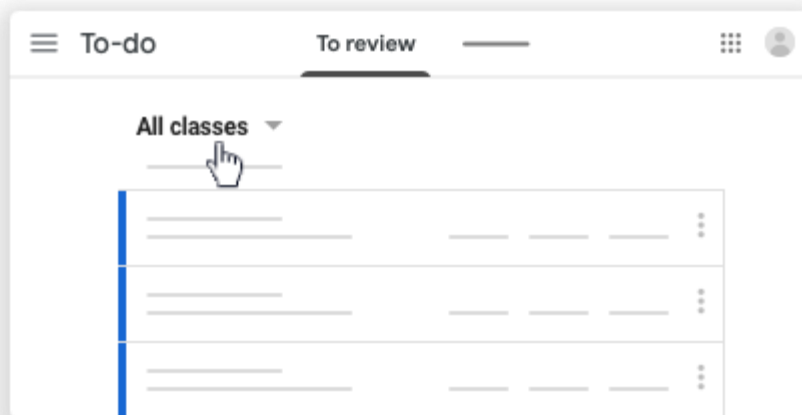
Filter work by class

On the To-do page, you can filter work by class, and see work that's:

- To-do—Work assigned and not yet completed. You'll see the class and work titles grouped as missing, no due date, due today or within the week, or later.
- Done—Work you completed and turned in. You'll see the status of the work—turned in or done late—and grades if the work is graded.

To see your work:

1. Go to classroom.google.com.
2. Click Menu ☰ ❯ To-do.
3. (Optional) To filter your work by class, click All classes and select a class.

4. Click a title.
5. (Optional) To see work you already submitted, click Done and select a title to see feedback.

   If the work is graded, the grade is listed.

See the latest work and announcements

You can see the latest work and announcements on the Stream page. The most recent post is always at the top.

1. Go to classroom.google.com.
2. Click the class.
3. (Optional) To see any instructions or feedback, click the assignment or question.

See work arranged by topics

Your teacher might arrange work by topics, such as homework or essays, on the Classwork page.

1. Go to classroom.google.com.
2. Click the class.
3. At the top, click Classwork.
4. Under a topic, look for Question or Assignment   .
5. (Optional) To see any instructions or feedback, click the post ❯ View assignment or View question.

4. View Due Dates and Events on Your Calendar

For each class, you share a Classroom calendar and a Google Calendar with your teacher and classmates. If you don't see any calendars, the admin turned off Calendar for your class.

What can you do with each calendar?

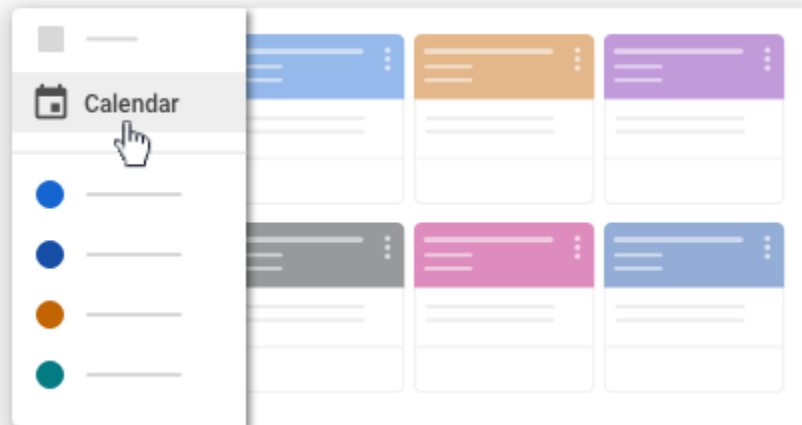| Google Calendar	Classroom calendar
• View classwork due dates • View class events • Add personal reminders only you see • Add events, such as study sessions	• View classwork due dates • Click an item to open it in Classroom

View items on your calendars

View due dates on your Classroom calendar

On the Classroom calendar, you can see classwork due dates. You can't add any items.

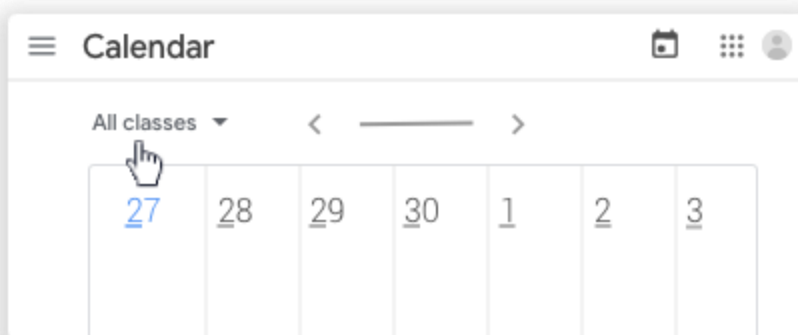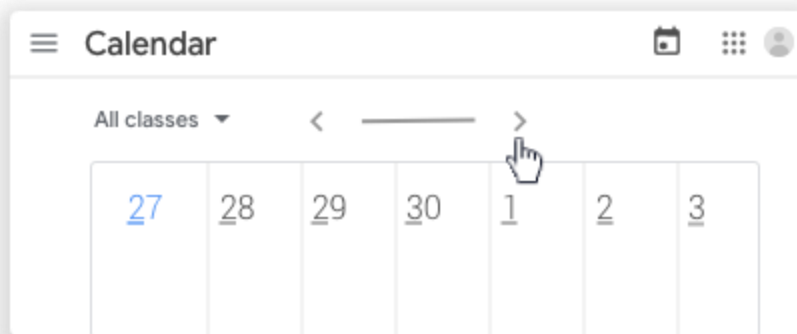1. Go to classroom.google.com.
2. At the top, click Menu ≡.

3. Click Calendar.

4. Choose an option:

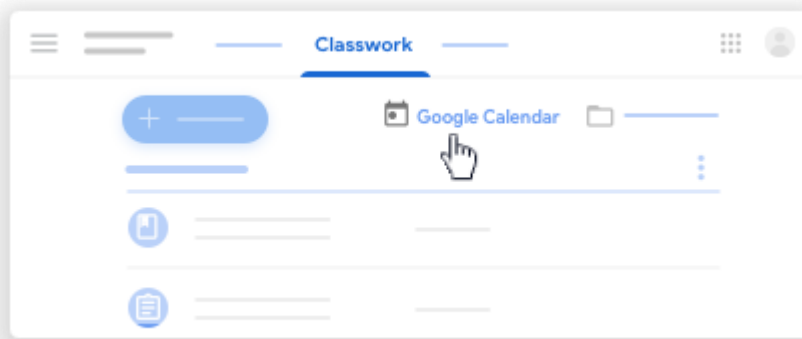- To see past or future work, next to the date, click Back ‹ or Next   .

› select the class.
- To see assignments for all your classes, click All classes.

- To see assignments for one class, click All classes 5. (Optional) To open classwork, click an assignment or question.
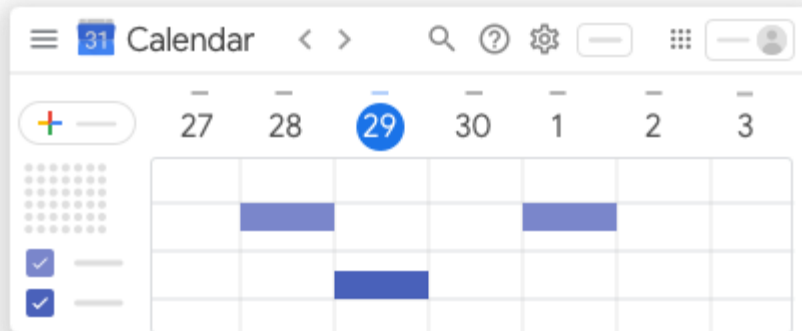
View due dates and events on your Google Calendar

On your Google Calendar, you can see classwork due dates and class events, such as field trips or exams. In your Other calendars list, you can find all your class calendars, and select if you want to see or hide them.

1. Go to classroom.google.com.
2. Click the class › Classwork.
3. Click Google Calendar .
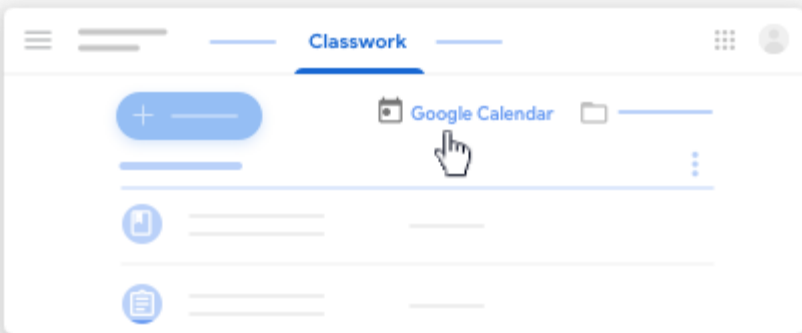
4. (Optional) For details, click an item.

5. (Optional) To see or hide other class calendars, at the left, under Other calendars, check a box for a class.

Add items to your Google Calendar

Add a personal reminder

You can add a personal reminder, such as a note to remember your calculator. Anything you add in Google Calendar won't show in the Classroom calendar.

1. Go to classroom.google.com.
2. Click the class ＞ Classwork.
3. Click Google Calendar .

4.

For more instructions, go to Add reminders.

Add an event

You can add events, such as a study session, and invite classmates. Anything you add in Google Calendar won't show in the Classroom calendar.

1. Go to classroom.google.com.
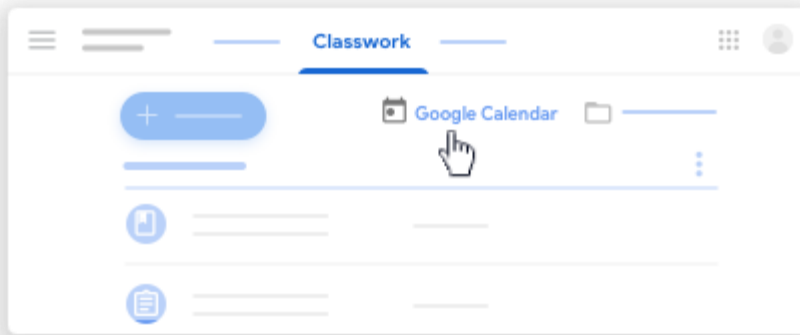2. Click the class › Classwork.
3. Click Google Calendar .

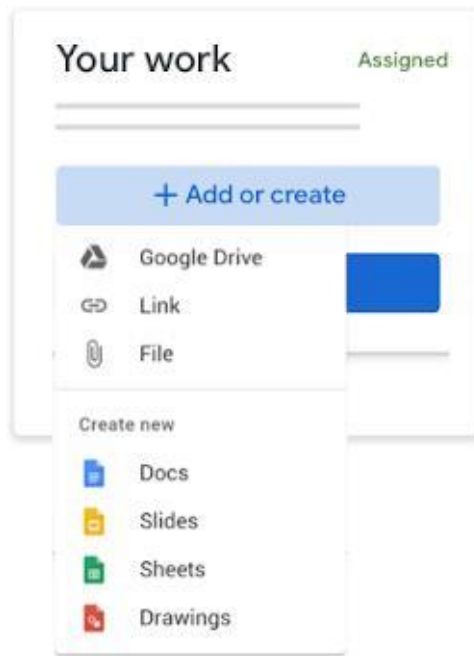4. For more instructions, go to Create an event.

5. Turn in an Assignment

Depending on the assignment, you can turn in a personal doc that your teacher assigned to you, create your own Google Doc, or add files to the assignment.

If you need to edit work you turned in, you can unsubmit the assignment. But any assignment turned in or marked done after the due date is recorded as late.

Turn in an assignment

1. Go to classroom.google.com.
2. Click the class › Classwork › the assignment.
3. To attach an item:
   1. Under Your work, click Add or create › select Google Drive   , Link   , or File   .

2. Select the attachment or enter the URL for a link and click Add. Note: You can't attach a file you don't own.

4. To attach a new doc:
   1. Under Your work, click Add or create ˃ select Docs 📄 , Slides 🟧 , Sheets 📊 , or Drawings 🔺 .
      A new file attaches to your work and opens.

   2. 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's name, click Remove   .

6. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post   .
7. Click Turn In and confirm.

   The status of the assignment changes to Turned in.

Turn in a quiz assignment

1. Go to classroom.google.com.
2. Click the class ˃ Classwork ˃ the assignment.
3. Click the form and answer the questions.
4. Click Submit ˃ Mark as done and confirm.
   If the form is the only work for the assignment, the status of the assignment changes to Turned in.
5. (Optional) If there's more work to do for the assignment, click Open assignment.

Turn in an assignment with a doc assigned to you

If your teacher attached a document with your name in the title, it's your personal copy to review and edit. As you work, your teacher can review your progress before you click Turn in.

1. Go to classroom.google.com.
2. Click the class ˃ Classwork ˃ the assignment.
3. To open the assigned file, click the thumbnail with your name on it.
4. Enter your work.
5. Choose one:
   • In the document, click Turn in and confirm.
   • In Classroom, in the assignment, click Turn In and confirm.

The status of the assignment changes to Turned in.

Mark an assignment done

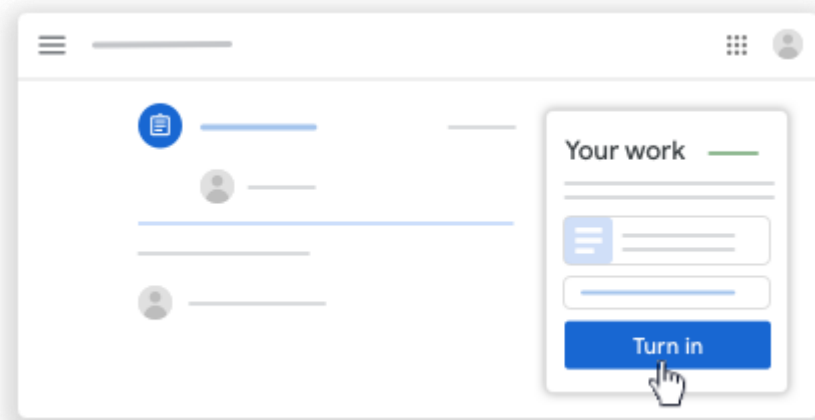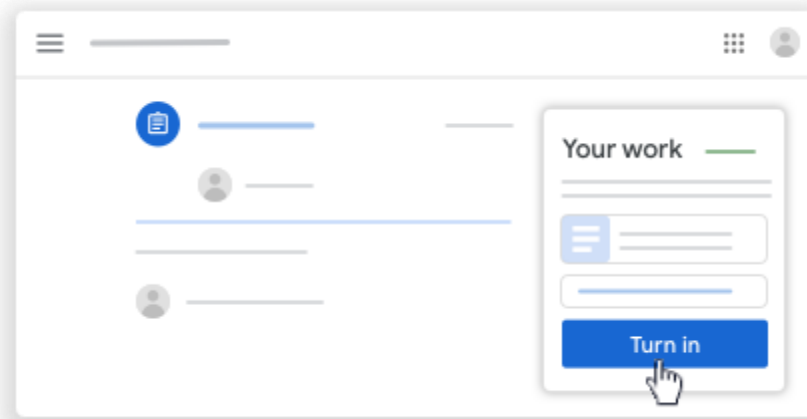Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.
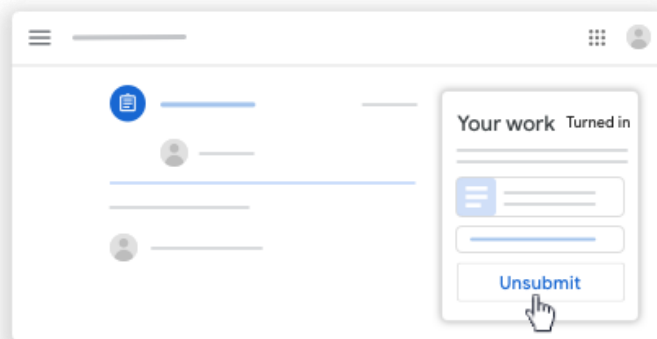
1. Go to classroom.google.com.
2. Click the class ˃ Classwork ˃ the assignment.
3. (Optional) Under Private comments, add a private comment for your teacher and click Post.
4. Click Mark as done and confirm.

The status of the assignment changes to Turned in.

Unsubmit an assignment

Important: Any assignment turned in or marked done after the due date is marked late, even if you previously submitted the work before the due date. If you unsubmit an assignment, be sure to resubmit it before the due date.

1. Go to classroom.google.com.
2. Click the class Classwork ˃ the assignment.
3. Click Unsubmit and confirm.
   Note: This assignment is now unsubmitted. Resubmit it before the due date.

Check for late or missing assignments

Your teacher sets the late work policies for your class. However, Classroom doesn't prevent you from turning in late work.

When your teacher assigns work, it's marked Assigned. If you don't turn in your work on time, it's marked Missing or Done late as soon as the due date or time arrives. For example, if work is due at 9:00 AM, turn it in by 8:59 AM. If you turn it in at 9:00 AM, it's late.

1. Go to classroom.google.com.
2. On a class card, click Your work   .
3. At the right, you see the work status of each item:
   - Assigned—Work assigned by your teacher. Check the due date.
   - Turned in—Work you turned in on time.
   - Graded—For graded work that your teacher returned, you see your grade.
   - Returned—For ungraded work that your teacher returned, you see a check ✓ .
   - Missing—Work you didn't turn in.
   - Turned in: Done late—Work you turned in late.
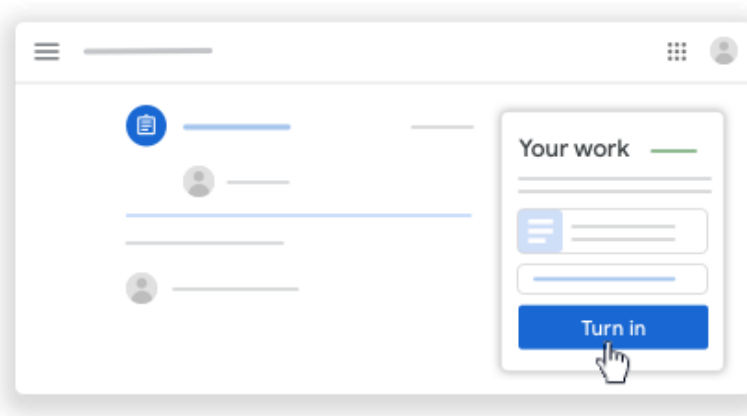4. (Optional) For more details, click an item to expand it ❯ click View details.

6. Work with a Doc Assigned to You

When you open an assignment or question in Classroom, there might be an attached document with your name on it. That's your personal copy of the document. You can work on it and then submit it for your assignment.

If you need to start over, you can remove it from your submission, create a new copy to work on, and resubmit. When you turn in the assignment, your teacher sees the document labeled with your name.

Work with your personal document

1. Go to classroom.google.com.
2. Click the class and then choose an option: ⬜ Click the assignment or question.
   ⬜   Click View all ❯ on the assignment or question, click View details.
3. To open the document, under Your work, click the thumbnail.
4. Work on your document.
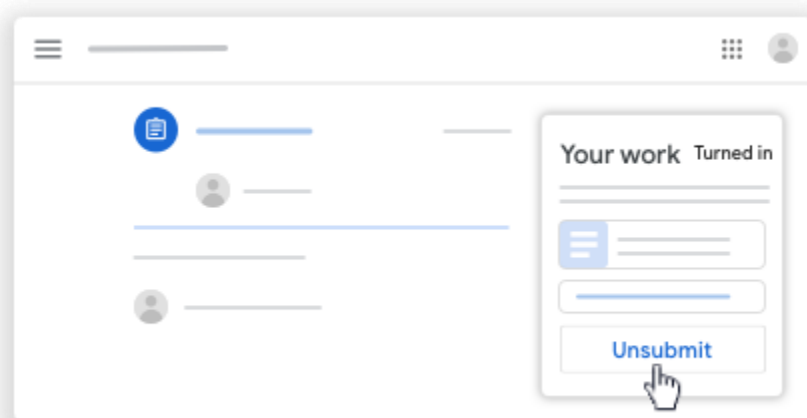5. (Optional) To turn in your work, click Turn In and confirm.

Remove your personal document and create a new copy

If you want to work on a new copy of your personal document, you can remove your previous copy and make a new copy. If you turned in your work, you have to unsubmit it first. Be sure to resubmit your work before the due date.

To remove your personal document from your submission:

1. Go to classroom.google.com.
2. Click the class and then choose an option: □   Click the assignment or question.
   □   Click View all ˃ on the assignment or question, click View details.
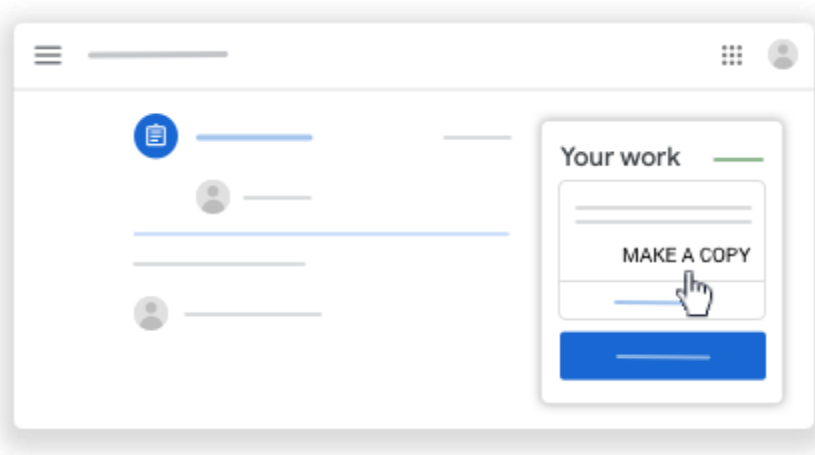3. Under Your work, click Unsubmit and confirm.

   Note: After you unsubmit, you can continue working on your previous copy of the doc. To start over with a new copy, continue to remove.
4. Next to the name of the document, click Remove ✕.

   Your document is removed from your submission.

To make a new copy of your personal document:

1. Click Make A Copy.

2. (Optional) To turn in your work, click Turn In and confirm.

You can attach other files to your work before you turn it in. For instructions, go to Turn in an assignment.
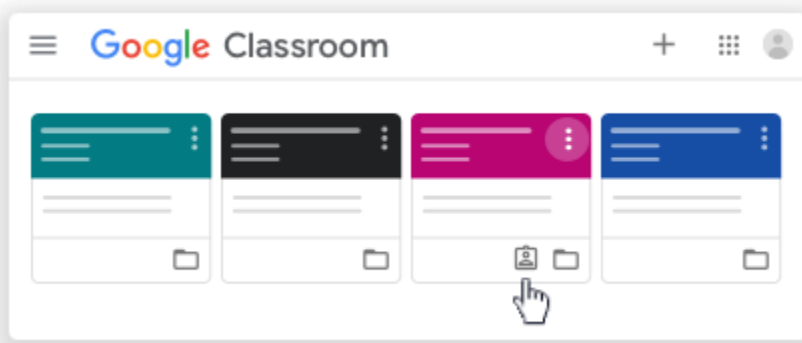
7. See Your Overall Grade for a Class

If your teacher shares your overall grade, you can see it on the Your work page. Not all teachers share overall grades, so you might not see one.
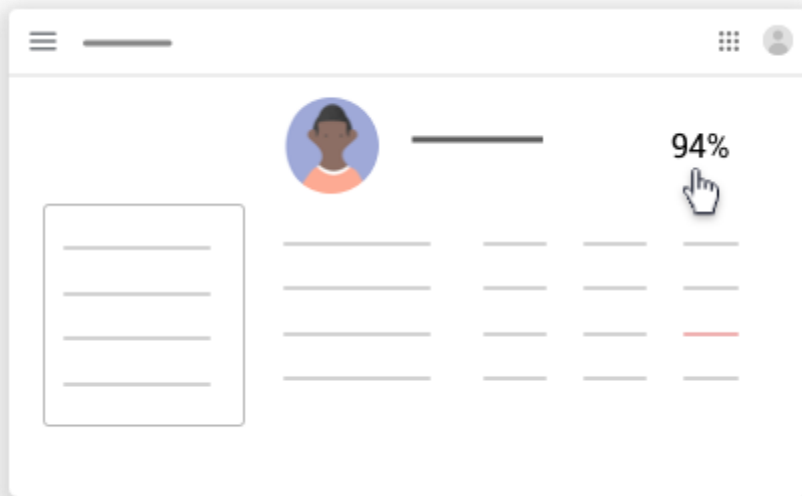
Choose an option to see your grade

See your grade from the Classes page

1. Go to classroom.google.com.
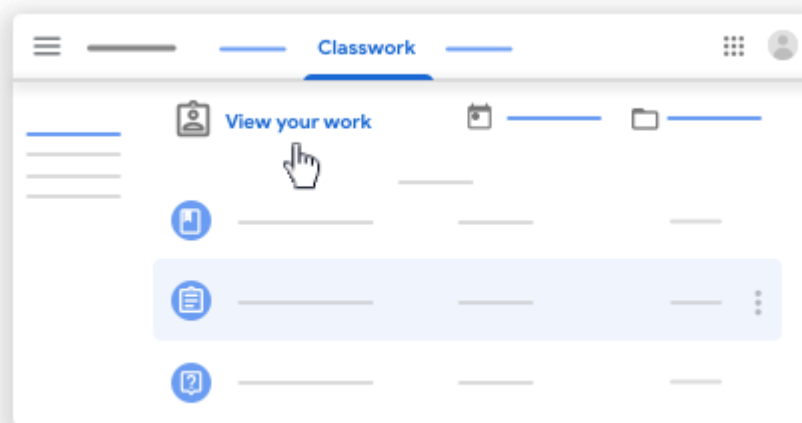2. On a class card, click Your Work   .

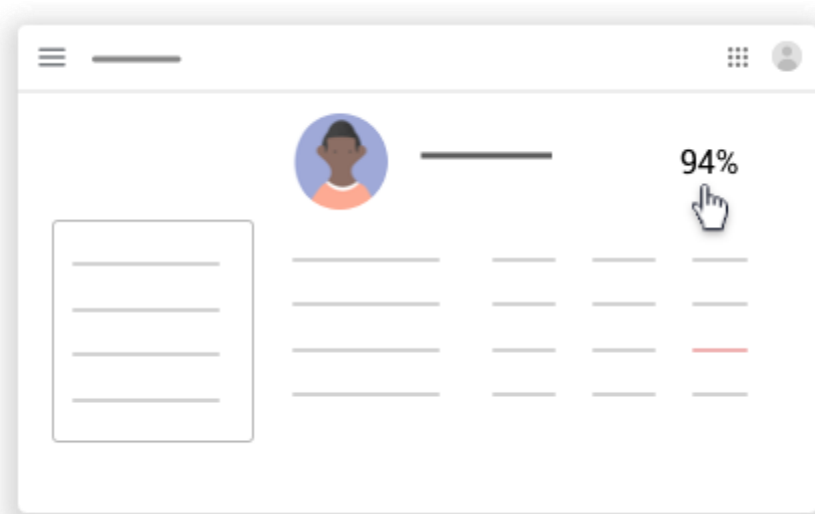3. (Optional) For grading details, click the grade.

Note: If you don't see a grade, your teacher doesn't share overall grades in Classroom. You can ask your teacher for information about your grade.

See your grade from the Classwork page

1. Go to classroom.google.com.
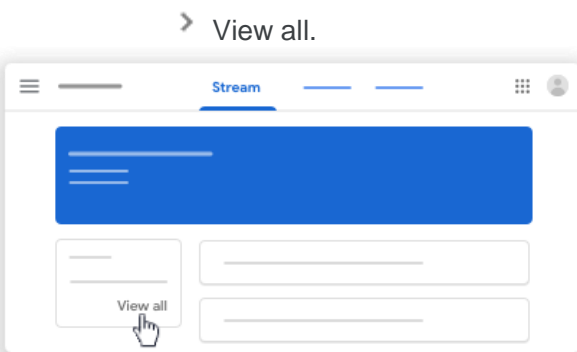2. Click the class ⟩ Classwork.
3. Click View your work.

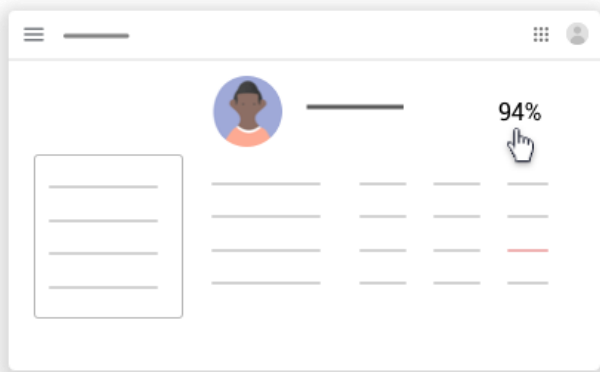4. (Optional) For grading details, click the grade.

Note: If you don't see a grade, your teacher doesn't share overall grades in Classroom. You can ask your teacher for information about your grade.

See your grade from the Stream page

> View all.

1. Go to classroom.google.com.
2. Click the class

3. (Optional) For grading details, click the grade.

Note: If you don't see a grade, your teacher doesn't share overall grades in Classroom. You can ask your teacher for information about your grade.