

# Google Classroom Student Guide

Android and iPhone

Google Classroom The Khalsa Academies Trust May 2020



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# Install Classroom on your mobile device

Note: The Classroom app isn't available for Microsoft® Windows® mobile devices.

## Android

To use Classroom on your Android device, download the Classroom app from Google Play.

1. On your device, tap Play Store.
2. Find and install the Google Classroom app.

## iPhone and iPad

To use Classroom on your iPhone or iPad, download the Classroom app from the Apple® App Store®.

1. On your device, tap App Store.
2. Find and install the Google Classroom app.

## Other Google Apps

### Install Android apps

- [Google Docs](#)
- [Google Sheets](#)
- [Google Slides](#)

### Install iOS apps


- [Google Docs](#)
- [Google Sheets](#)
- [Google Slides](#)

# How do I sign in to Classroom?

## Sign in for the first time


### Android



1. Tap Classroom .
2. Tap Get Started.
3. Tap Add account > OK.
4. Enter your username and tap Next.
5. Enter your password and tap Next.
6. If there is a welcome message, read it and tap Accept.
7. Read the Terms of Service and Privacy Policy and tap I agree.
8. If you are using a G Suite for Education account, tap I'm A Student

### iPhone and iPad



1. Tap Classroom .
2. Tap Get Started.
3. Enter your username and tap Next.
4. Enter your password and tap Next.
5. If there is a welcome message, read it and tap Accept.
6. If you are using a G Suite for Education account, tap I'm A Student

## Trouble signing in.

Error message	What it means	What you can do
Your administrator hasn't activated Classroom.	Your administrator hasn't turned on Classroom for your account.	Contact your IT administrator.
This service has been disabled by your admin.	Classroom isn't activated for your account.	Contact your IT administrator.
You can't use Classroom with this account.	You signed in to Classroom with the wrong account.	Sign out and sign in again. On the mobile app, you'll be asked to add another account. Sign in with the other account.

# 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.

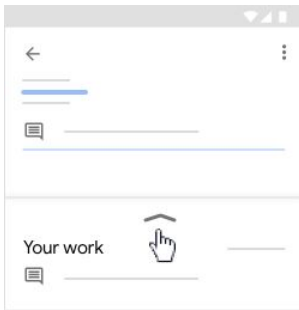
If you need to start over, you can remove it from your submission, create a new copy to work on, and resubmit.



When you turn in the assignment, your teacher sees the document labelled with your name.

## Andriod

### Work on your personal document

1. Tap Classroom .
2. Tap the class > Classwork > the assignment.
3. On the Your work card, tap Expand ^ > the document.





4. Tap Edit  > enter your information.
5. To save your work, tap More  > Save.

### 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 create 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. Tap Classroom .
2. Tap the class > the assignment.
3. Tap Your work.
4. Tap Unsubmit and confirm.  
Note: After you unsubmit, you can continue working on the previous copy of your doc. For a new copy, continue to remove.
5. Next to the name of the document, tap Remove  > Remove. Your document is removed from your submission.

## iPhone or iPad

### Work on your personal document


1. Tap Classroom .
2. Tap the class > Classwork > the assignment or question.
3. On the Your work card, tap Expand  > your document.



4. Tap Edit  > enter your changes > in the top-right corner, tap Save.  
For more instructions, such as how to add other files, go to [Turn in an assignment](#) or [Answer a question](#).



### Remove your personal document and create a new copy

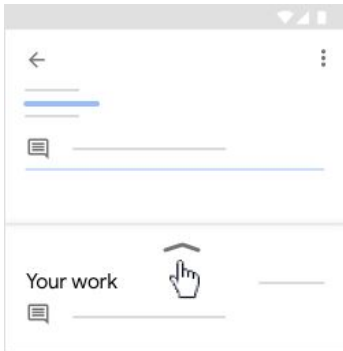
This feature is not available in the Apple® iOS® version of Classroom. Click Computer or Android for the instructions.










If you tap Remove  on iOS, you delete your personal copy. You'll have to ask your teacher for another copy.

# Andriod

## Turn in an assignment

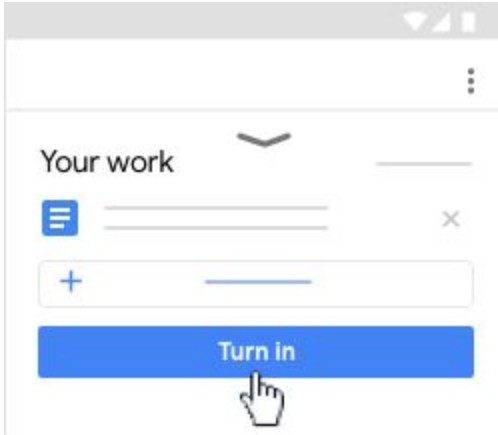
- Tap Classroom .
- Tap the class > Classwork > the assignment.
- On the Your work card, tap Expand .



- To attach an item:
  - Tap Add attachment.
  - Tap Drive  [Don't see the Drive icon?](#), Link , File , Take photo , or Record video .
  - Select the attachment or enter the URL and tap Select.
- To attach a new doc:
  - Tap Add attachment.
  - Tap New Docs, New Slides, New Sheets, or New PDF.
    - For a new document, presentation, or spreadsheet, enter your information and tap Done .
    - For a new PDF, you can [write notes or draw images](#) on it. When you're done, tap More  > Save.
- Note: You can attach or create more than one file.
- (Optional) To remove an attachment, tap Remove  and confirm.
- (Optional) To add a private comment to your teacher, tap Add private comment > enter your comment > tap Post .





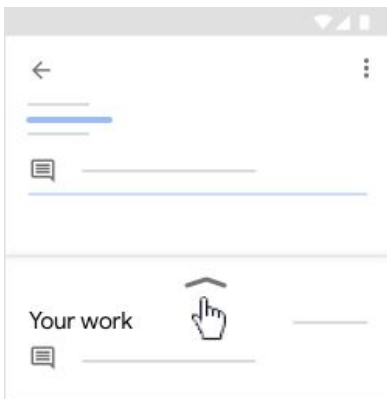
- Tap Turn In and confirm.  
The assignment status changes to Turned in.









## iPhone and iPad

### Turn in an assignment

- Tap Classroom .
- Tap the class > Classwork > the assignment.
- On the Your work card, tap Expand .





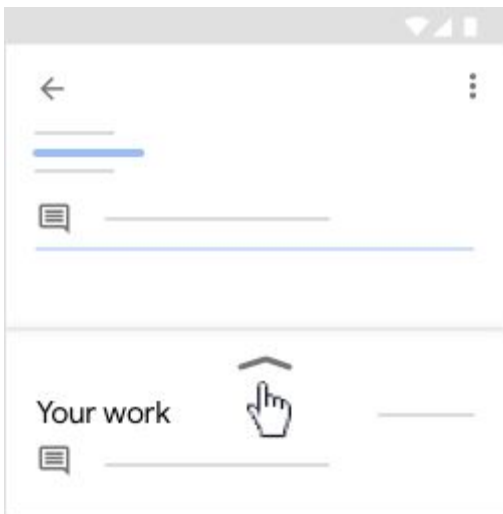
- To attach an item:
  - Tap Add attachment.
  - Tap Drive , Link , File , Pick photo , or Use camera .
  - Select the attachment or enter the URL and tap Add.
- To attach a new doc:
  - Tap Add attachment.
  - Tap New Docs, New Slides, New Sheets, or New PDF.
    - For a new document, presentation, or spreadsheet, enter your information and tap Done .
    - A new PDF opens as a blank file where you can [write notes](#) or [draw images](#) on it. When you're done, tap Save.
- Note: You can attach or create more than one file.


- (Optional) To remove an attachment, tap Remove ✕ .
  - (Optional) Add a private comment to your teacher and tap Post ▶ .
  - Tap Turn In and confirm.
- The assignment status changes to Turned in.



## Mark an assignment as done

1. Tap Classroom .
2. Tap the class > Classwork > the assignment.
3. On the Your work card, tap Expand .





4. (Optional) Add a private comment to your teacher and tap Post .
5. Tap Mark as done and confirm.  
The assignment status changes to Turned in.



## Check for late or missing 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. Tap Classroom .
2. Tap a class > Classwork.
3. At the top, tap Your work .

Next to each item, you see the work status:

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.

## See your work for a class

*This article is for students*


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

## Android





### Quickly see upcoming work

On the Classes page, on a class card, you can see work due within a week. You can see up to 3 items listed at the bottom of a card.

1. Tap Classroom .
2. (Optional) To see details, tap the title of the work on a class card.

## 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. Tap Classroom .
2. Tap the class > Classwork .
3. At the top right, tap Your work .  
To see details for an assignment, tap the assignment title.
4. (Optional) To filter your work, tap Filter  and choose an option: Assigned, Returned with a grade, or Missing.  
To see more details, tap the title of the work.



## Filter work by class

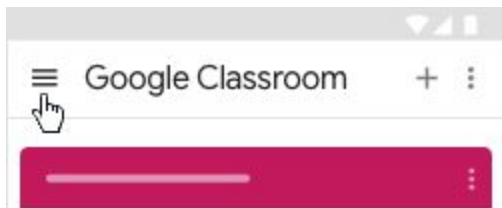
On the To-do page, you can filter work by class, and see work that's:


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. Tap Classroom .
2. At the top, tap Menu .

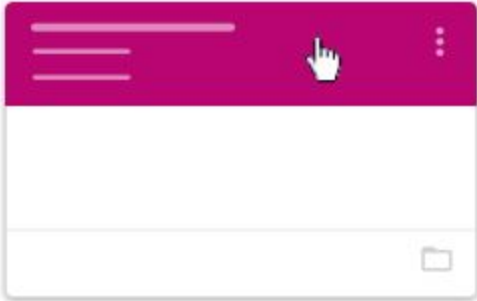


3. Tap To-do. (You might need to scroll down to Enrolled.)  
You'll see your work grouped as missing, no due date, due tomorrow, due within the week, or later.
4. (Optional) To filter your work by class, tap Filter  > select a class.
5. (Optional) To see a complete list of any group, tap More.  
Tap a title to see any instructions or feedback.
6. (Optional) To see work you already submitted, tap Done.  
If 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. Tap Classroom .
2. Tap the class.

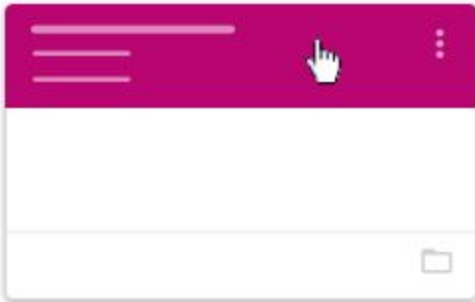





3. (Optional) To see any instructions or feedback, tap the assignment or question.

## See work arranged by topics

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

1. Tap Classroom .
2. Tap the class.




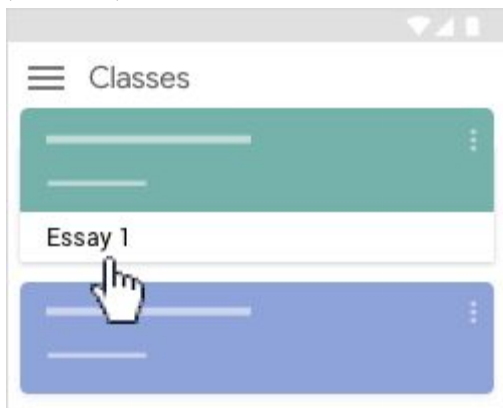
3. Tap Classwork .
4. Under a topic, look for Question  or Assignment .
5. (Optional) To see any instructions or feedback, tap the post.

## iPhone and iPad

### Quickly see upcoming work





On the Classes page, on a class card, you can see work due within a week. You can see up to 3 items listed at the bottom of a card.

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### 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. Tap Classroom .
2. Tap the class > Classwork .
3. At the top right, tap Your work .
4. (Optional) To filter your work, tap Filter  and choose an option: Assigned, Returned with a grade, or Missing.  
To see more details, tap the title of the work.




### Filter work by class

On the To-do page, you'll find work filtered by class, and see work that's:

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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. Tap Classroom .
2. At the top, tap Menu .
3. Tap To-do. (You might need to scroll down to Enrolled.)  
You'll see your work grouped as missing, no due date, due tomorrow, due within the week, or later.
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