

# Google Classroom Student Guide

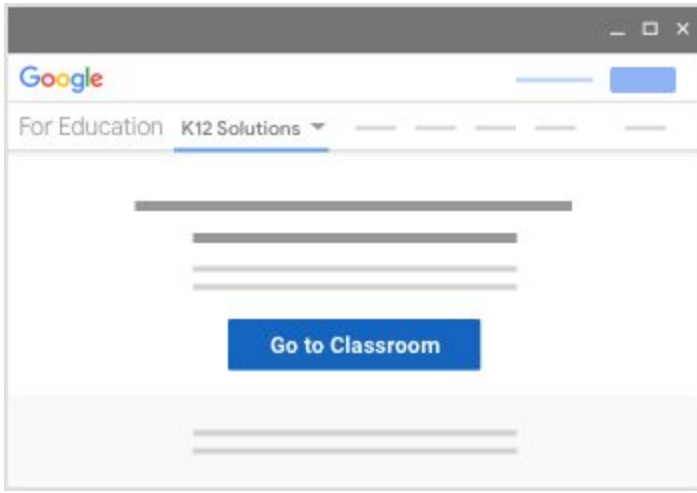
The Khalsa Academies Trust February 2021



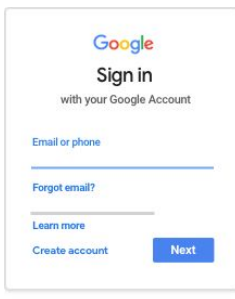
<b>Sign in for the first time</b>	<b>2</b>
<b>Joining a live lesson</b>	<b>4</b>
<b>Work with a doc assigned to you</b>	<b>4</b>
Work with your personal document	5
Remove your personal document and create a new copy	5
<b>Turn in an assignment</b>	<b>7</b>
Turn in an assignment with a doc assigned to you	8
Mark an assignment as done	9
Check for late or missing assignments	9
<b>See your work assigned to you</b>	<b>10</b>
Quickly see upcoming work	10
See all your work for a class	10
Filter work by class	11
See the latest work and announcements	12
See work arranged by topics	12

# Sign in for the first time

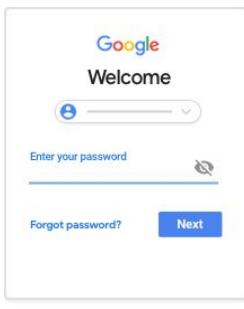
1. Go to [classroom.google.com](https://classroom.google.com) and click Go to Classroom.



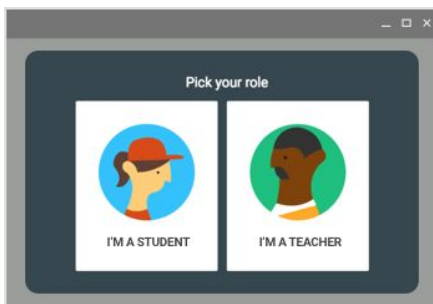
2. Enter the email address for your Classroom account and click Next.



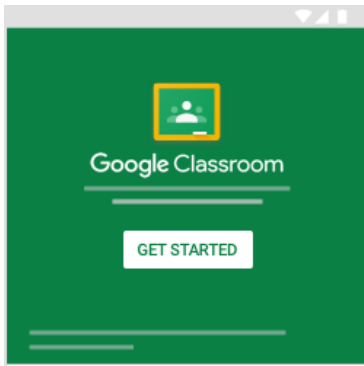
3. Enter your password and click Next.



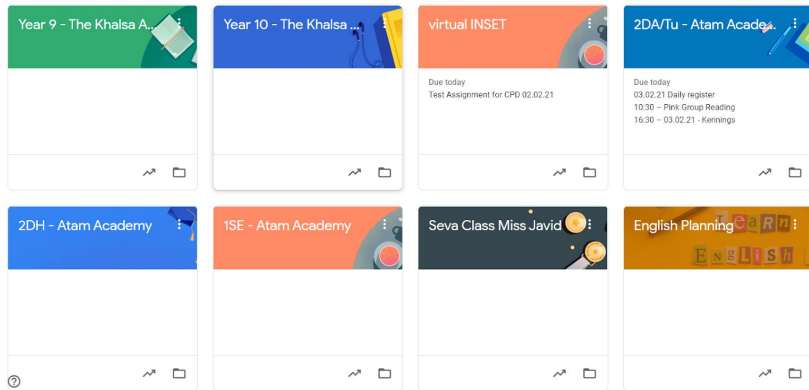
4. If there is a welcome message, review it and click Accept.
5. If you're using a G Suite for Education account, click I'm A Student or I'm A Teacher.  
Note: Users with personal Google Accounts won't see this option.



6. Click Get Started.



7. Select your classroom from the dashboard



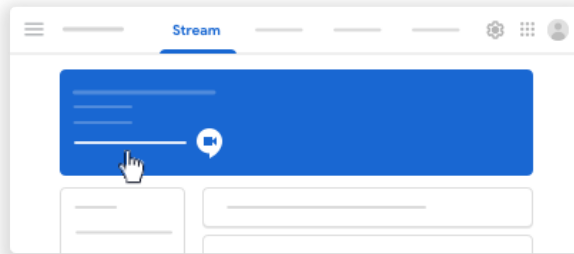
# Joining a live lesson


If your teacher turns on Meet for Classroom, you can join a video meeting for your class. You can join a class video meeting after the teacher starts the meeting.

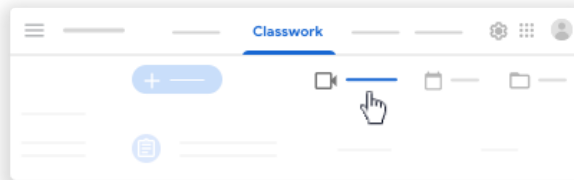
To use Meet, sign in to Classroom with a school account. Your account looks like *you@yourschool.edu*.

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class.
3. Choose an option:

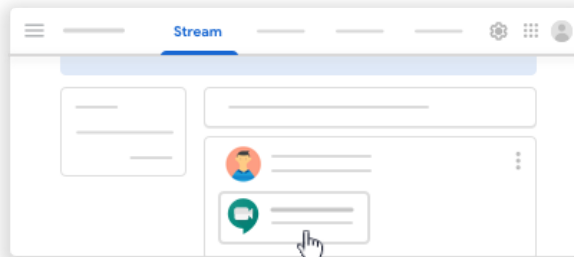
On the Stream page, at the top, click the Meet link.



On the Classwork page, at the top, click Meet .



On an announcement or post, click the link for the class video meeting.



4. (Optional) To allow Meet to use your camera and microphone, click Allow.
5. In Meet, at the top, make sure you're signed in with your school account. To switch accounts, click Switch account > select the Classroom account.
6. To join the class video meeting, click Join now.

# Work with a doc assigned to you

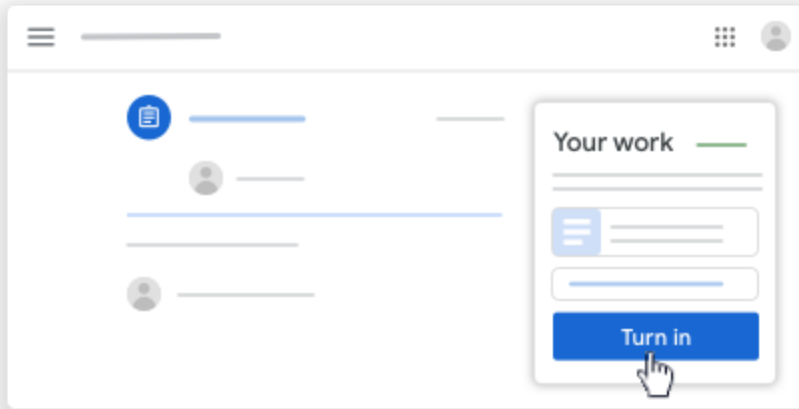
When you open an assignment or question in Classroom, there might be an attached document with your name on it. That's your personal copy of the document. You can work on it and then submit it for your assignment.

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](https://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.



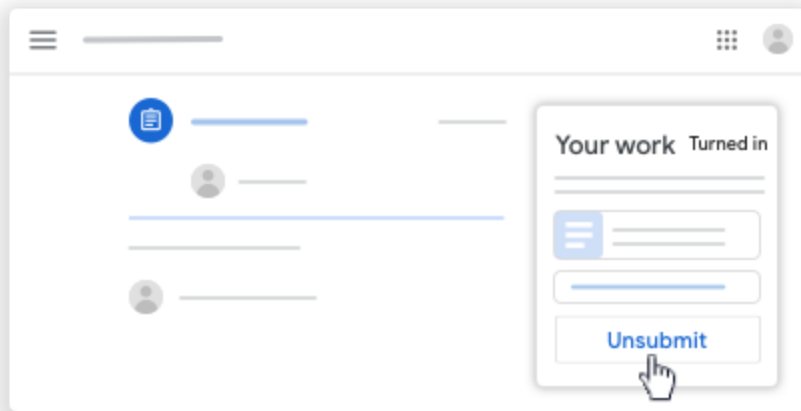
## Remove your personal document and create a new copy

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](https://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.

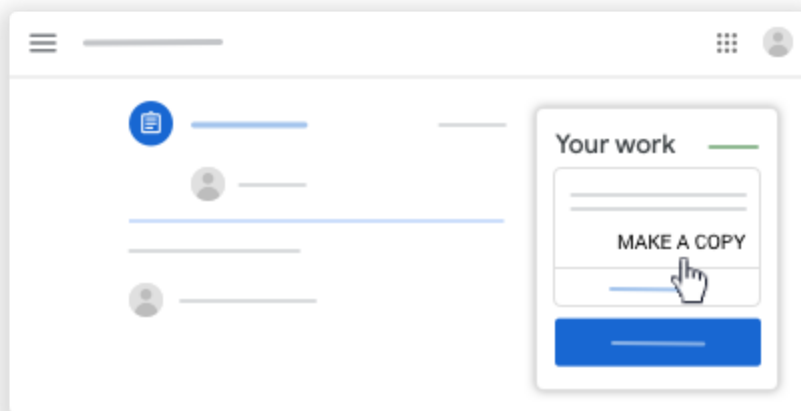


Note: After you unsubmit, you can continue working on your previous copy of the doc. To start over with a new copy, continue to remove.

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.

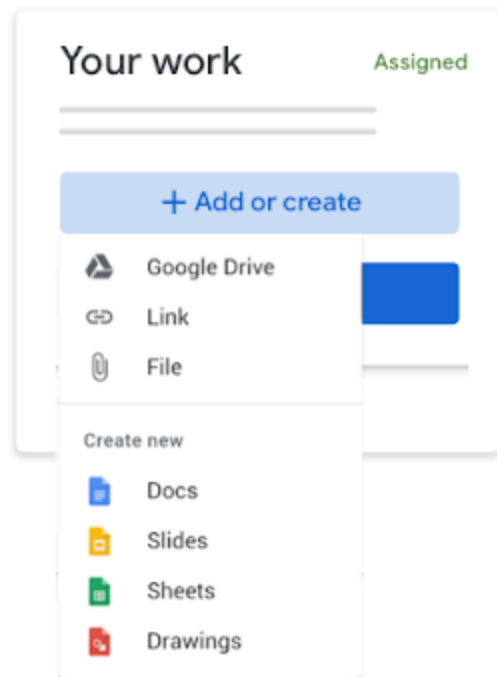






2. (Optional) To turn in your work, click Turn In and confirm.

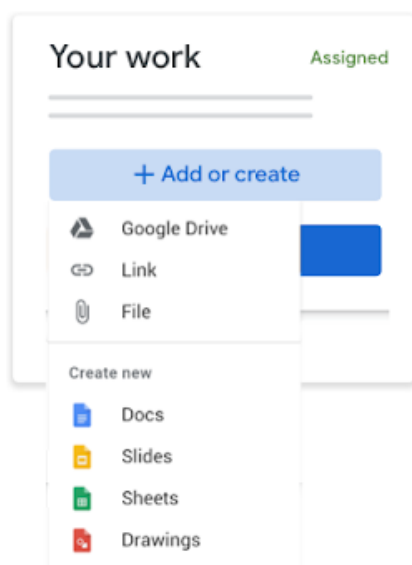
You can attach other files to your work before you turn it in. For instructions, go to [Turn in an assignment](#).

# Turn in an assignment

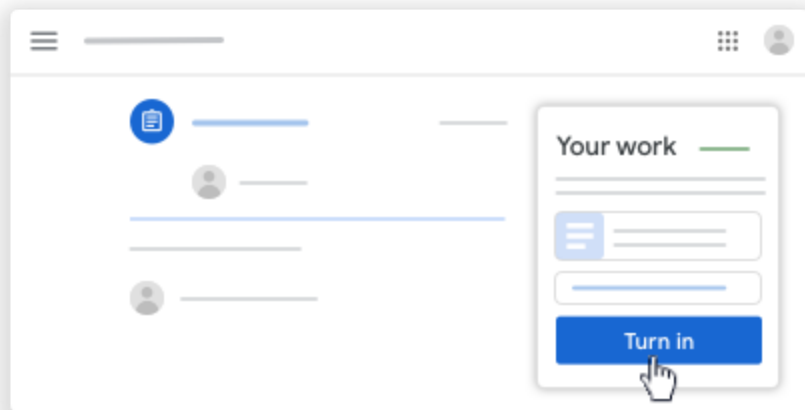
1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class > Classwork > the assignment.
3. To attach an item:
  - Under Your work, click Add or create > select Google Drive , Link , or File .



- 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:
  5. Under Your work, click Add or create > select Docs , Slides , Sheets , or Drawings .
- A new file attaches to your work and opens.
- Click the file and enter your information.  
Note: You can attach or create more than one file.



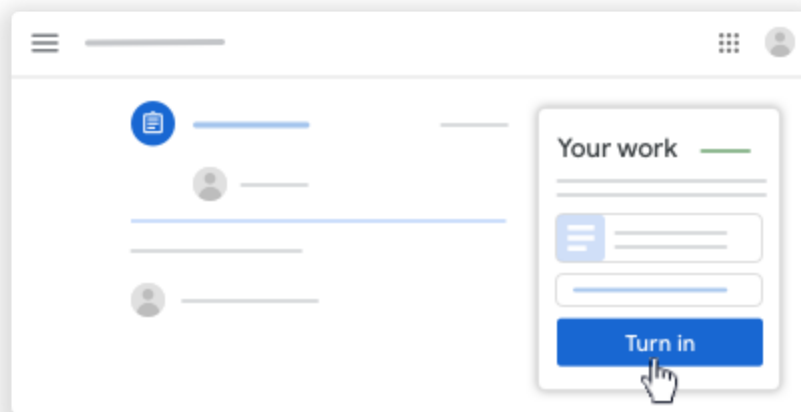
6. Click Turn In and confirm.  
The status of the assignment changes to Turned in.



## 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](https://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 as 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](https://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.

## 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](https://classroom.google.com).
2. On a class card, click Your work  c.
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.

# See your work assigned to you

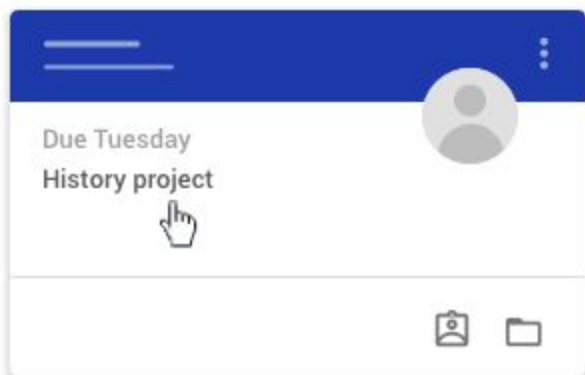
You have multiple ways to view your work for a class:

- 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.

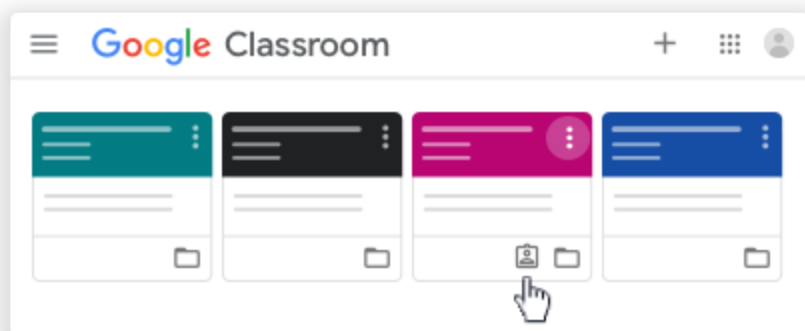
1. Go to [classroom.google.com](https://classroom.google.com).
2. (Optional) To see details, click the title of the work.



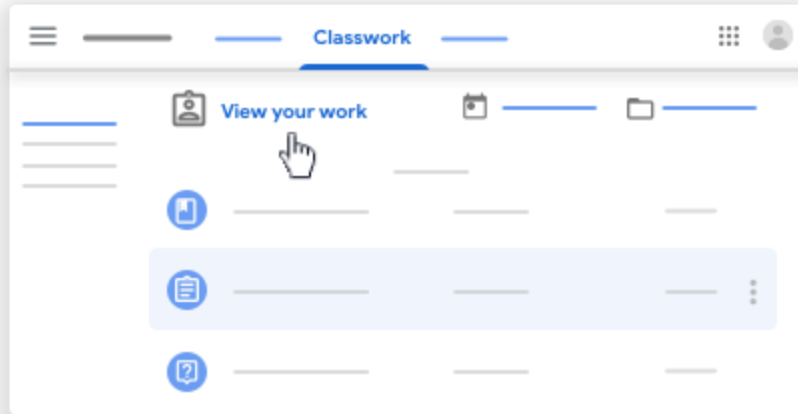
## See all your work for a class

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](https://classroom.google.com).
2. On a class card, click Your work .



Click the class > Classwork > View your work.




## Filter work by class

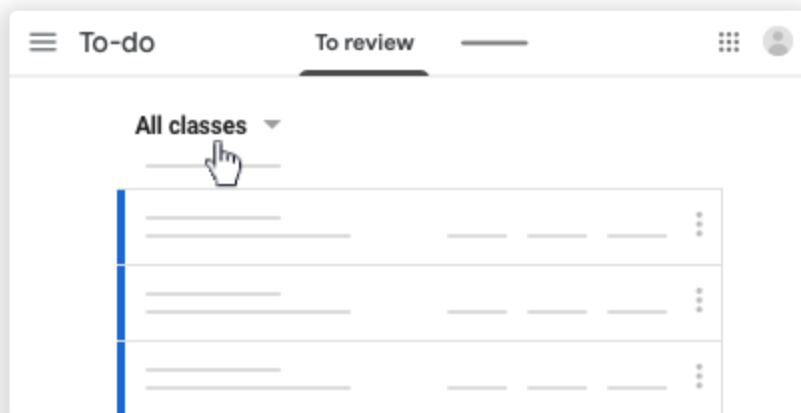
On the To-do page, you can filter work by class, and see work that's:

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. Go to [classroom.google.com](https://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](https://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](https://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.