

# GUIDANCE FOR STUDENTS USING GOOGLE CLASSROOMS

## **1. To join a class**

Click on **+** in top right hand corner,

Click **Join class**

Type in class code

Click **Join**

## **2. To select a class**

Click on  to view a **list** of your classes,

**OR** click on  then, click on **Classes** button to view all classes on your screen.

## **3. To reply to a quick announcement or message from your teacher**

Click on a class,

Click on **Stream** on the top bar,

Type in the bar which states: **Add class comment....**

**OR**

Click on **Assignment to: Add a private comment...**

## **4. To view work for a class**

View all your classes on screen,

Click on “**Open your work for.....**” icon on the bottom right for a particular class,



**OR**

Click on a class,

Click on **Classwork** at the top,

Click on **View your work** to select one of the following:

**Assigned** to view new work set

**Returned with grade** to view work which has been marked by your teacher

**Missing** to view work which has not been submitted by you

**OR**

You can click on an assignment from the list of assignments for the whole class.

- Read any **Instructions** given by your teacher and check the **due date**.
- Your teacher may post additional **Material** for you to view and use to complete your assignment.
- If your teacher has returned 'marked' work so that you can improve it, it will appear as **Assigned** again.

**5. To view Google Calendar**

Click on **Classwork**

Click on **Google Calendar** to view all assignments set for your classes on your screen.

**6. To complete an assignment**

a) **GOOGLE DOCUMENTS**

If your teacher has posted your own copy of a **Google document**, you can work on it straight away!

Open document,

Once you have finished working on it, type your name in the top left.

Click **Turn in** tab on top right.

A new window will open asking **Hand in your work?**

Click on **Hand in**

## OR

If your teacher has **NOT** posted your own copy of a **Google document**, you will need to:

Open document,

Click on **File**,

Click on **Make a copy**,

Click on **OK** tab to copy the document - it will open as a document which you can now work on directly.

## b) WORD OR PDF DOCUMENTS

If your teacher has posted a **Word or pdf document** for you to work on:

Open document,

Move mouse to the top of the document until **Open with Google Docs** tab appears,

Click on this tab to open it as a Google document which you can now work on directly.

## c) NEW DOCUMENTS

If you would like to work on a **blank** document:

Click on **Classwork**,

Click on an assignment from all the assignments listed for the class,

Click on **View assignment**,

From your work box: Click on **+ Add or create**,

From **Create new** dropdown box, click on **Docs**,

A **google document** will now be created. Click on this document to open it and to work on.

Advantages of using Google Drive:

- If you close a Google document, it will automatically appear on your **Google Drive**. So you may continue to work on it and hand it in later.  
Once you have finished working on the document, name it in the top left.
- You can view and edit your google documents on your own Google Drive at any time. This is useful if you want to IMPROVE or REFER TO previous work on google classrooms.
- You can immediately view your “marked” google documents on your own Google Drive.

### **7. To hand in your assignment as an attachment from Google Drive**

From your work box: Click on **+ Add or create**,

Click on **Google Drive** icon,

Click on **Recent** or **My Google Drive**,

Click on document,

Click on **Add** at the bottom

From your work box: Click on **Hand in**

### **8. To hand in your assignment as an attachment from File**

From your work box: Click on **+ Add or create**,

Click on **File** icon,

Click on **select file from devices** to view your documents on hard drive or a USB,

Click on **Open**,

Click on **Upload** at the bottom,

From your work box: Click on **Hand in**

### **9. To send a private message to your teacher about an assignment handed in**

Click on the assignment,

Click on **Add a private comment...** at the bottom right of the **Your Work** box,

Click on **Post** tab

### **10. To view Google Drive of a particular class**

View all your classes on screen,

Click on **“Open folder for.... In Google Drive”** icon on the bottom right for a particular class,

**OR**

Click on a **Google Drive** icon on top right

### **11. Marking and feedback from your teachers**

Your teachers may provide you with feedback in a number of ways such as:

Provide you with an answer sheet

Write comments in **speech bubbles**

Amend your work by deleting or correcting parts of it

Type a longer comment with a focus on certain aspects of the work

Upload a video clip with an explanation/solution

### **12. To email a teacher**

Click on a **Google apps** icon on top right,

Click on **GMail**,

Click on **Compose** on the top left,

Type an email to your email and click on **Send** tab

**If you have any problems with using google classrooms, please email Mrs Bani at [f.bani@kdgb.miet.uk](mailto:f.bani@kdgb.miet.uk)**