



---

# The Parents' Guide to **Google Classroom**

# What is Google Classroom?



Think of Google Classroom as your child's digital link to learning.

Teachers can use Google Classroom to stay in contact with your students and share assignments, course content, links to learning activities, and much more!

# How can you access Google Classroom?



Parents can access their child's teachers' Google Classroom in one of the following ways:

1. As a guardian, you may request to receive an email summary of your child's Google Classroom assignments.
2. From the district issued Chromebook, ask the student to log in and launch the Google Classroom App.

*Please note that any activity in Google Classroom is documented under the student's login, and it would be inappropriate for a parent to communicate with the teacher or other students in Google Classroom. Parents should use their personal email to digitally communicate with the teacher.*

# What do Guardian Email Summaries include?

- **Missing work** - work that is late at the time the email was sent
- **Upcoming work** - work that is due today and tomorrow (daily emails) or work that is due in the upcoming week (weekly emails)
- **Class activity** - announcements, assignments, and questions recently posted by teachers

\*\*Guardians will NOT be able to view their child's work or assignment details through email summaries. This is only a 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

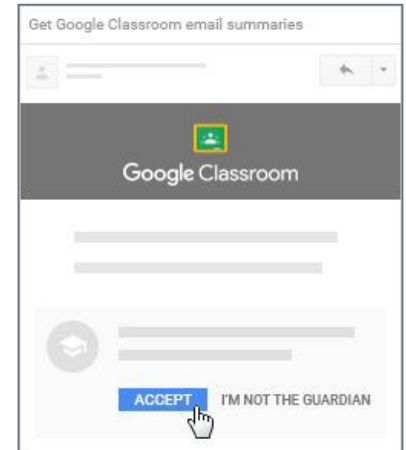
Select three aquatic animals you would like to learn more about this semester. Answer the questions in the Google Doc. These facts will be used as the basis for your end of year presentation.

# How can you receive Guardian Email Summaries?



1. Parent/guardian sends an email to the teacher to request an invite as a guardian.
2. The teacher can add you as a guardian in Google Classroom which will send you an email invitation.
3. In your email program, open the email invitation and click accept.
  - If you're not the guardian, click 'I'm Not The Guardian.'
  - You can choose the frequency of the emails, such as daily or weekly.
  - You can unsubscribe or remove yourself from Classroom at any time.

\*\*For more information - [Google Support - Email Summaries for Guardians](#)



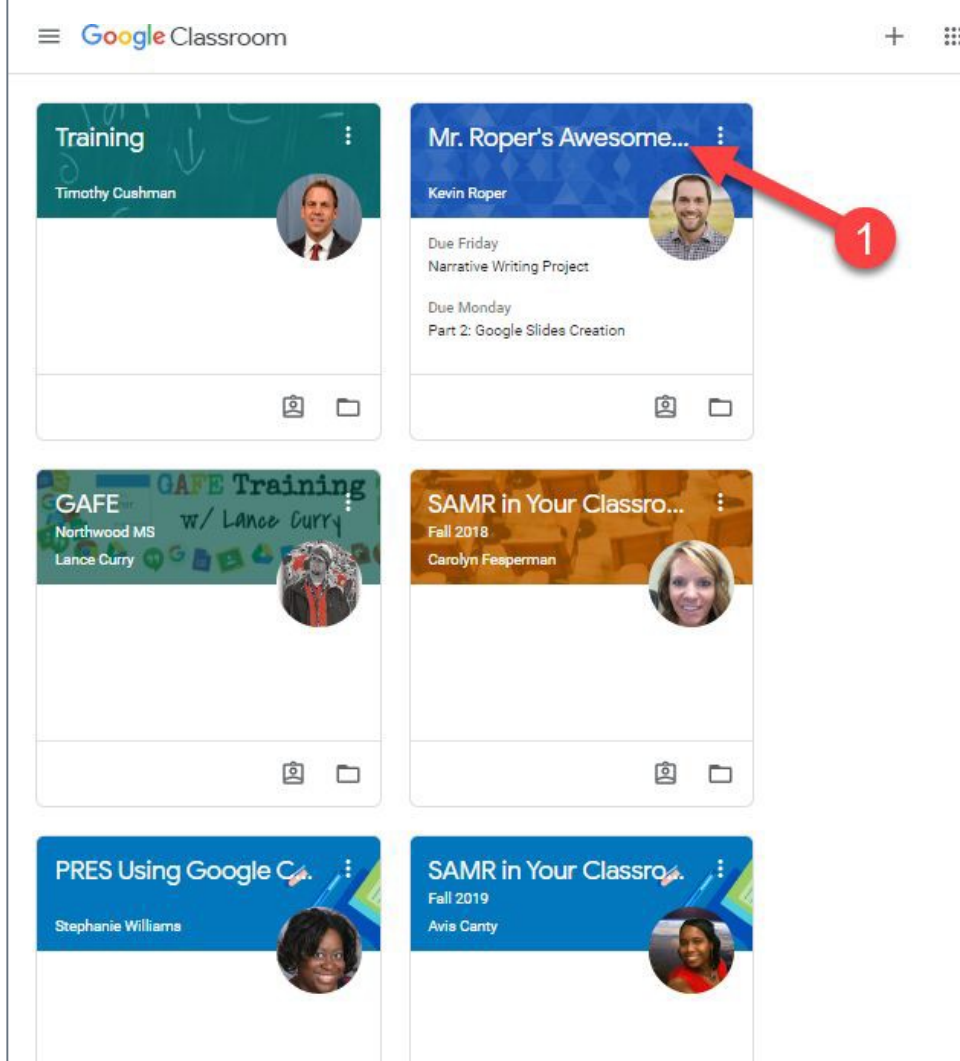
# What does Google Classroom look like?

*The following slides will assist you with helping your child navigate their Google Classroom.*

## Google Classroom - Home Screen

This will display a tile for each classroom your child is currently enrolled in.

1. Click on the name of the classroom you would like to view.



# What does Google Classroom look like?

The following slides will assist you with helping your child navigate their Google Classroom.

## Google Classroom - Class Screen

1. **Class Menu** - switches between classes
2. **Stream** - general announcements and discussion board
3. **Classwork** - assignments and materials for class
4. **People** - contact teachers and classmates
5. **Current Class Name**
6. **Upcoming** - assignments that are due soon
7. **List of announcements**

The screenshot shows the Google Classroom interface for a class named "Training". At the top, there is a hamburger menu icon (1) and the class name "Training" (5). Below the class name are three tabs: "Stream" (2), "Classwork" (3), and "People" (4). The main content area is divided into two columns. The left column has an "Upcoming" section (6) with the text "Woohoo, no work due soon!" and a "View all" link. The right column is the "Stream" section, which contains a "Share something with your class..." prompt, followed by three announcements: "Timothy Cushman posted a new assignment: Read act 1 of Romeo and Juli..." (1:17 PM), "Timothy Cushman posted a new question: Do you have reliable Internet a..." (1:12 PM), and "Timothy Cushman Mar 16 Welcome!". At the bottom of the stream is a text input field "Add class comment..." with a send button. A red vertical line with a circle containing the number 7 highlights the stream of announcements. A question mark icon is visible in the bottom left corner.

# What does Google Classroom look like?

The following slides will assist you with helping your child navigate their Google Classroom.

## Google Classroom - Classwork Screen

1. **Classwork** - click Classwork to access this screen
2. **All topics** - a list of all topics that have been created
3. **Topic** - topics help sort and categorize the various assignments
4. **Classwork title** - name of an assignment, question, or class materials
5. **Due date** - when the classwork item is due
6. **Classwork status** - assigned, submitted, returned, late
7. **Attached files/links** - items necessary to complete the assignment
8. **View assignment** - click to view more details and submit the assignment upon completion.

The screenshot shows the Google Classroom interface. At the top, there is a 'Training' header and a navigation bar with 'Stream', 'Classwork', and 'People' tabs. The 'Classwork' tab is selected. Below the navigation bar, there are links for 'View your work', 'Google Calendar', and 'Class Drive folder'. The main content area shows a list of topics, with 'Ch 1 - Shakespeare' selected. Underneath, there is an assignment titled 'Read act 1 of Romeo and Juliet. Write t...'. The assignment details include a due date of 'No due date', a status of 'Assigned', and a post time of 'Posted 1:17 PM'. There are two attached items: a PDF file titled 'Romeo and Juliet - A...' and a YouTube video titled 'Shakespeare | Rome...'. At the bottom of the assignment card, there is a 'View assignment' button. Below the assignment card, there is a section for 'Classroom Resources' with a link to 'Do you have reliable Internet access at...'. The interface includes a help icon at the bottom left and a refresh icon at the bottom right.



# What does Google Classroom look like?

The following slides will assist you with helping your child navigate their Google Classroom.

## Google Classroom - Assignment Screen

1. **Classwork title** - name of an assignment
2. **Attached files/links** - items necessary to complete the assignment
3. **Assignment status** - assigned, submitted, returned, late
4. **Add of create** - student can add files or create new files for this assignment
5. **Mark as done** - student will click 'Mark as done' to submit this assignment upon completion
6. **Private comments** - comments that only the student and teacher can view
7. **Class comments** - comments that ALL students and the teacher can view

The screenshot shows the Google Classroom interface for an assignment. At the top, the title 'Read act 1 of Romeo and Juliet. Write three important facts.' is displayed with a score of 100 points. The assignment is assigned by Timothy Cushman at 1:17 PM. Below the title, there are two attached items: a PDF file titled 'Romeo and Ju...' and a YouTube video titled 'Shakespeare I...'. The interface includes a 'Your work' section with an 'Add or create' button and a 'Mark as done' button. There are also sections for 'Private comments' and 'Class comments', each with an 'Add' button. Red numbered callouts (1-7) point to specific elements: 1 points to the assignment title, 2 to the attached files, 3 to the 'Your work' section, 4 to the '+ Add or create' button, 5 to the 'Mark as done' button, 6 to the 'Private comments' section, and 7 to the 'Class comments' section.

# Credits

Special thanks to all the people who made and released these awesome resources for free:

- ▷ Presentation template by [SlidesCarnival](#)