

Student Guide
Online Classes with
Google Classroom

The simplest way to bring self-structured classes to you anywhere is through Google Classroom.

Google Classroom allows teachers to post assignments, and the rapid sharing of information between teachers and students.

You can access work your teacher has posted to the Classroom and turn in assignments.

Google Classroom requires an internet connection. You may download portions of your assignments to work offline.

Let's Get Started:

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I. Join your Teacher's Classroom

Follow your Teacher's directions to Join their class through Invitation, or by using their supplied Classcode.

Note: If you are already enrolled in your teacher's Google Classroom, you can skip this step.

Join a Class through Teacher Invitation

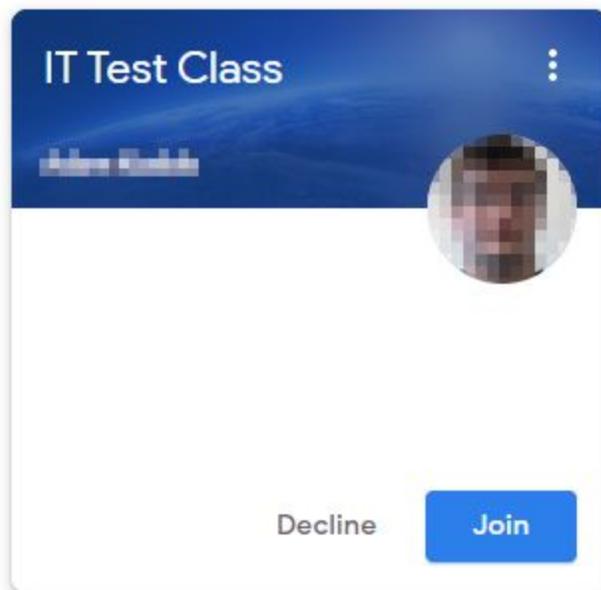
First make sure you are signed in to your google account, typically by checking your email, and leaving the tab open, or by simply using your school issued Chromebook.

Then visit the Google Classroom Site at <https://classroom.google.com>

If you have been invited, you should see a screen similar to figure on the right.

If you recognize the teacher, and class, **click Join**

If you do not recognize the class, or the teacher, or think the invitation may have been in error, please click **Decline**



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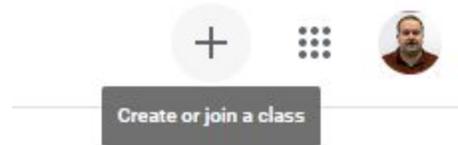
Join a Class through a Teacher's Class Code

First make sure you are signed in to your google account, typically by checking your email, and leaving the tab open, or by simply using your school issued Chromebook.

Then visit the Google Classroom Site at <https://classroom.google.com>

Click the + button and join a class.

You can find this button in the upper right corner of your screen



They can now type in the shared Class Code and will be joined to your class!

II. Accessing and Completing Assignments

Log in to Google Classroom at <https://classroom.google.com> and go to your class.

When you enter your class, you will initially see your Class Stream, which contains posts by your teacher, and possibly fellow students if the teacher has allowed it.

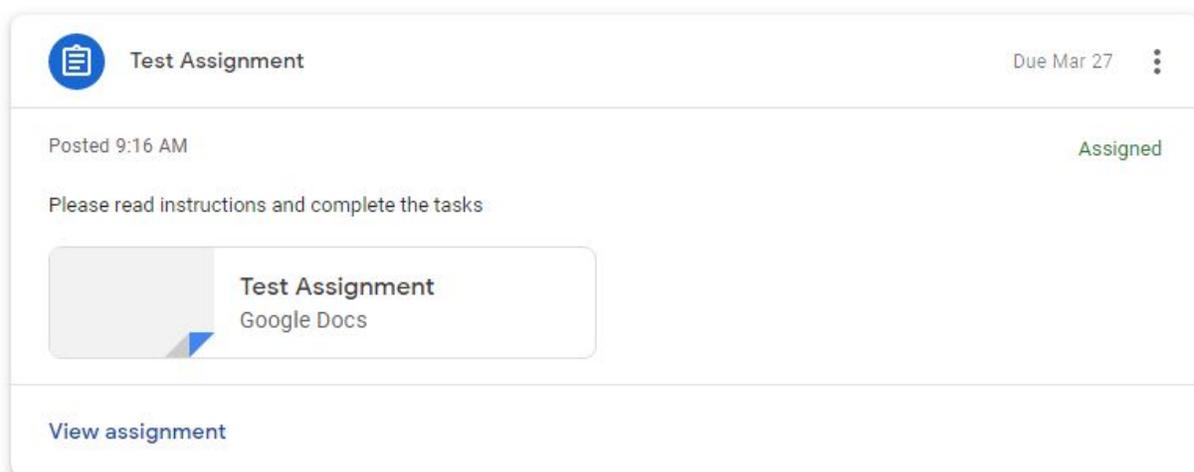
Newer Posts and Assignments should be on the top of the stream.

You can also click the Classwork tab at the top of screen.



Stream Classwork People

You can then see your list of assignments. Click on your newest assignment.

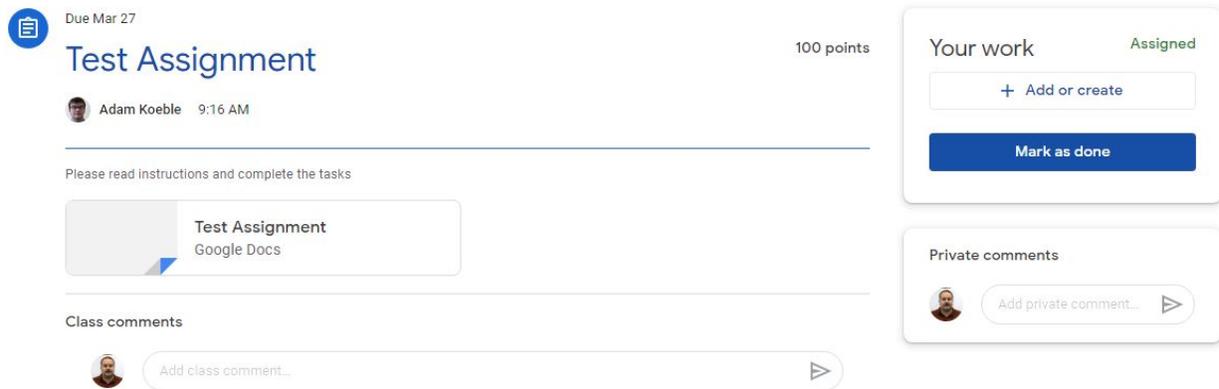


The screenshot shows a Google Classroom assignment card. At the top left is a blue icon of a document with a checkmark, followed by the text "Test Assignment". At the top right, it says "Due Mar 27" with a three-dot menu icon. Below this, it says "Posted 9:16 AM" on the left and "Assigned" on the right. The main body of the card contains the text "Please read instructions and complete the tasks:" followed by a placeholder for a Google Docs document titled "Test Assignment". At the bottom of the card is a blue link that says "View assignment".

Here you can see your assignment details. Click **View Assignment**

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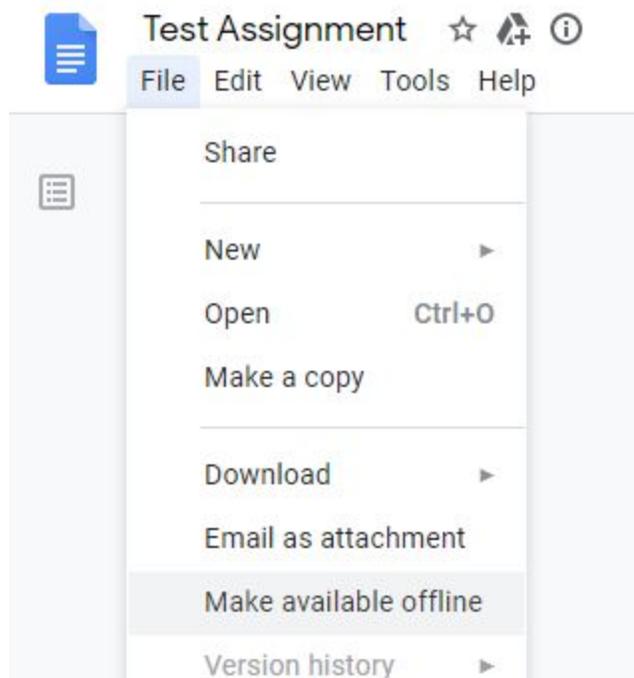
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Offline Mode

Now, you can open up the assignment instructions. And make the available to you Offline.

Here we Open the Test Assignment, Click File, and Make available offline.

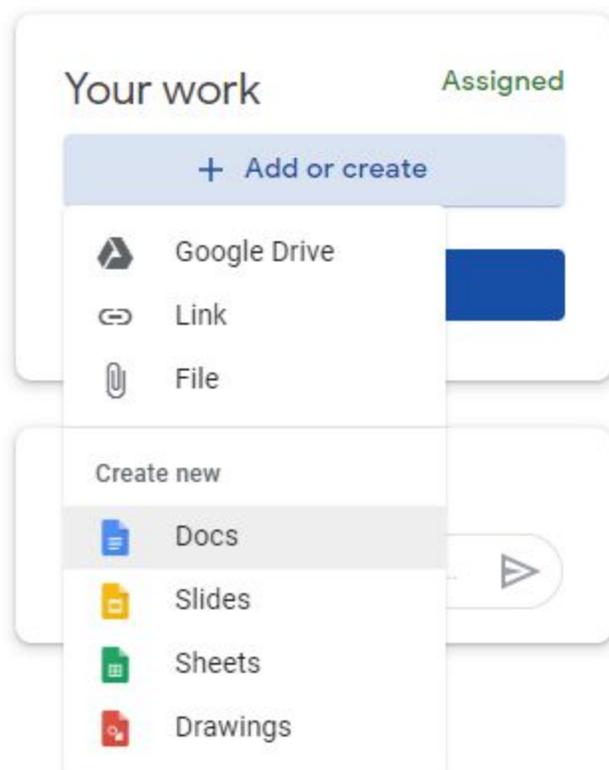


This will allow you to view or edit this document in offline mode.

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Add or Create Your Work

After viewing our lesson and instructions, we may find it necessary to create a Google Doc, Slides, or Sheets file. On the right click the Add or Create, and choose the appropriate file.



After Opening this File, you'll want to follow the directions above, to make the file available offline.

Note: Offline support is not available for Google Drawings.

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Turn in your Work

Submitting your work in Google Classroom requires an internet connection. Please make sure you are connected to the internet before proceeding.

If you have been working on your documents and now are ready to turn in your work. Return to Google Classroom, your class, and find your desired assignment in the Classwork Tab.

As you may or may not have been working offline, you may need to give the computer and Google Classroom a second to sync these documents in the background.

The screenshot shows a Google Classroom assignment page. At the top left, there is a blue icon of a document with a checkmark, followed by the text 'Due Mar 27'. The main title of the assignment is 'Test Assignment' in a large blue font, with '100 points' to its right. Below the title, there is a profile picture of Adam Koeble and the text 'Adam Koeble 9:16 AM'. A horizontal line separates the header from the main content area. Below the line, the text 'Please read instructions and complete the tasks' is displayed. Underneath, there is a card representing the assignment: a grey document icon with the text 'Test Assignment' and 'Google Docs'. Below the card, there is a section for 'Class comments' with a profile picture and a text input field containing 'Add class comment...' and a right-pointing arrow. On the right side of the page, there are two panels. The top panel is titled 'Your work' and has 'Assigned' in green text to its right. It contains a white button with a plus sign and the text '+ Add or create', and a blue button with the text 'Mark as done'. The bottom panel is titled 'Private comments' and contains a profile picture and a text input field with 'Add private comment...' and a right-pointing arrow.

When ready, Click the Mark as Done button on the left side.

Your assignment is now turned in.