# Google Classroom: A guide for Pupils and Parents

Welcome to Google Classroom. This is a space where you will be able to access and complete work set by your teacher. Let's begin!

## Classroom selection

Whenever you sign into your Google Classroom, you will be presented with your class. At a glance you can see if there are any 'assignments' due and when. Click on your class to enter the room.
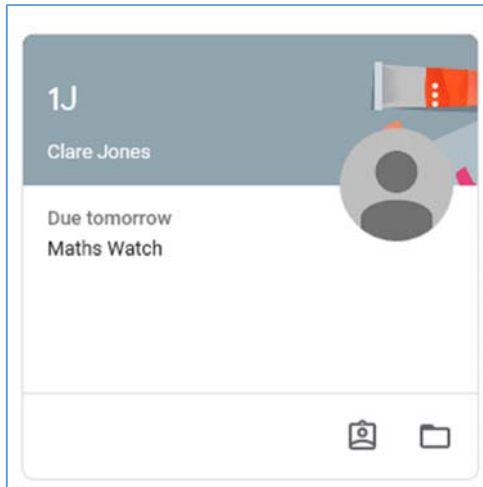


Your class main screen will display **Stream, Classwork and People**.

The **Stream** page displays any announcements made by your teacher. If you would like to message your teacher, see page 4.
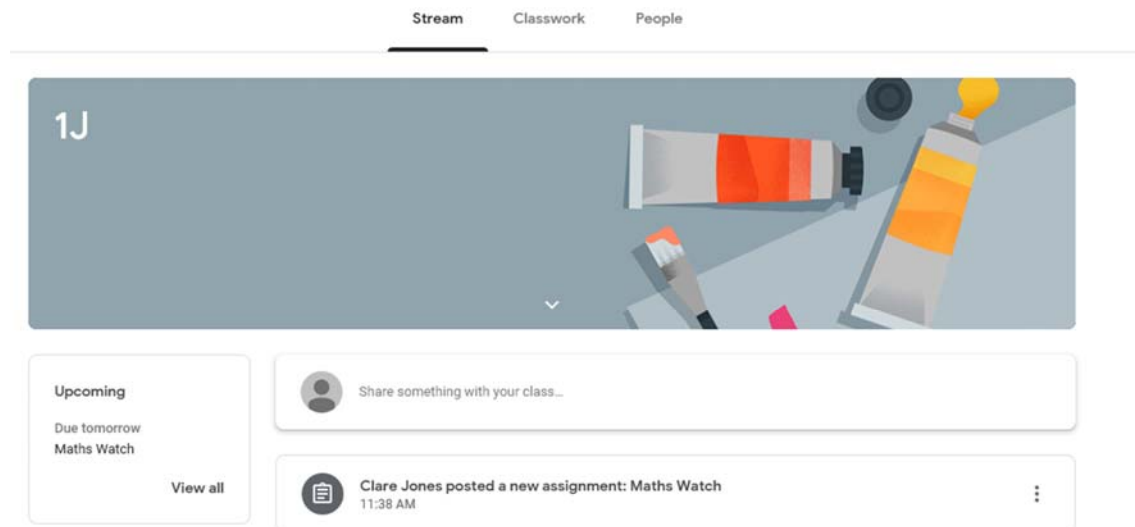
The **Classwork** section shows any work assigned to you. It will be divided into Weeks, Days and Projects. By clicking on individual assignments, you can view any instructions set by your teacher. You can also click on 'View Assignment' to view information.



The **People** section shows all of the members of that room, including your teacher. You might see that there are extra teachers included in your class. Don't panic! This is so teachers can help share resources and set work for you.
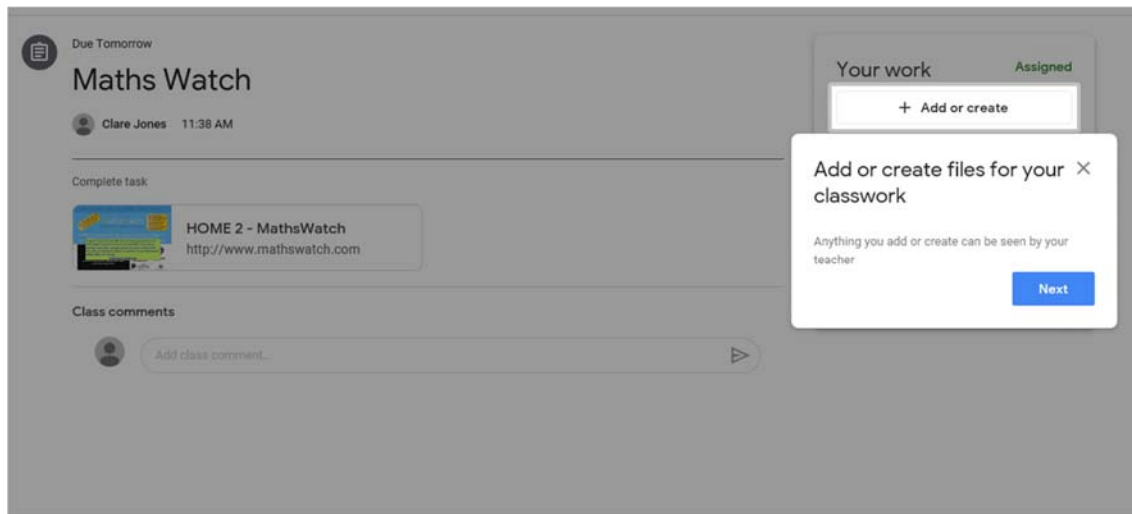
# Completing work and turning in

When clicking on an assignment, you will be able to complete the task set and also add any additional work. You may get the occasional handing hint from Google when accessing a section for the first time.



To complete your work, click on 'View Assignment' and you will see all materials provided by your teacher. This might be a worksheet for you to fill in, or a link to follow. Sometimes there are multiple items in an assignment.



If you have any documents attached to your assignment, you will see them on the right hand side. Click on the document to view it. Whilst viewing the document, on the right hand side click the 3 dots and choose 'Open in new window'. The document will open into a new window or tab and now have the option to 'Open with Google Docs'. When you click on this, the document will open into an editable version.
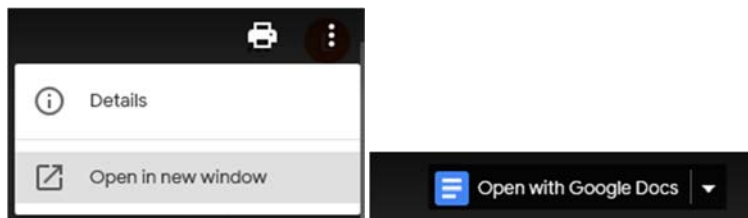
There isn't a save button as the document autosaves with every keystroke. Once you have finished your work, simply close the tab.
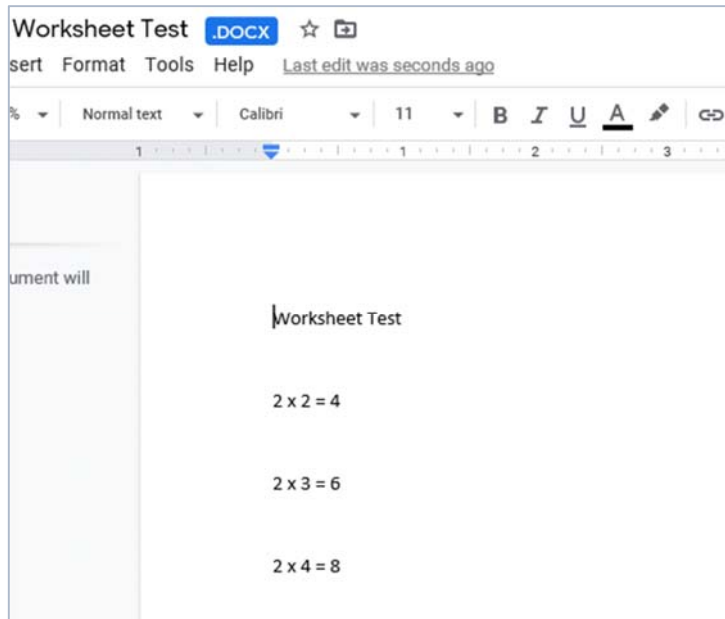


You can now close the other tabs until you are back to viewing your assignment. If you're happy with your work and are ready to give it back to your teacher to mark, click 'Turn In'. You can also upload any extra documents if you so wish by clicking 'Add or create'..
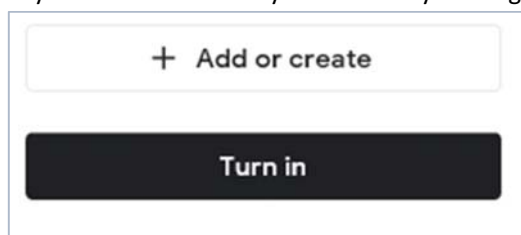


If you would like to discuss something with your teacher that you do not want other classmates to see, you can use the private comments section from this page. For example, you can ask about the task set or if you do not understand a question
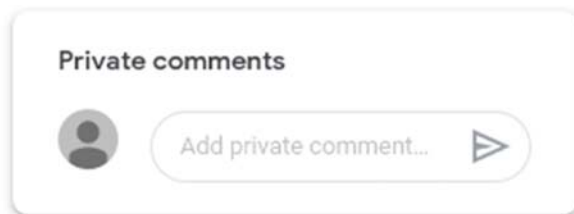


## Checking marked work

You can check back on your assignments to see if they have been marked and/or returned to you. To do this, click on the assignment.

You will also see that your 'Turn in' button now says 'Resubmit'. This means that you teacher has marked your work. You can view any comments/marks/suggestions on your document by clicking on it to view. If you have been asked to complete additional work on the sheet, follow the steps as before but click on 'Resubmit'.