

# **A Parent's guide to Google Classroom**

**F.Colunga**

# What is Google Classroom?

- Google Classroom is an online tool that teachers can use to coordinate and connect with students in a digital way.
- Google Classroom allows students to complete assignments, gather materials and even interact in web conferences one to one or as the whole class!
- YouTube and Google Drive are integrated with Google Classroom and can be used by both teachers and students for assignments and presentations.

# How Do You Set Up Google Classroom?

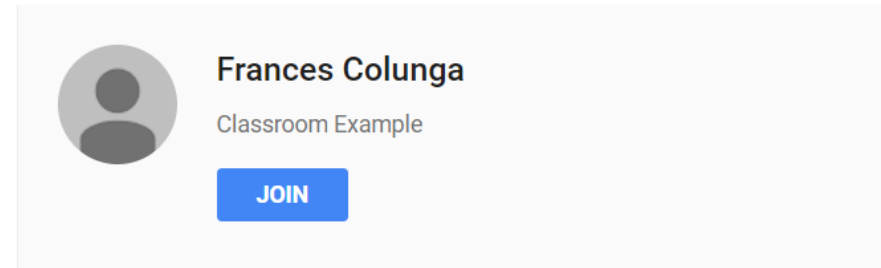
- There are two simple ways for students to join their Google Classroom!
  - Via email
  - Using a code provided by the teacher.
- Each class is private to those who have joined.
- Once your child has joined they will have access to all the features for the student side of Google Classrooms.
  - Assignments
  - Uploading files
  - Connecting with their teacher or classmates with Google Meet.

# Joining the Classroom Using Email!

- The first method is with an email from the classroom teacher.
- This email will include a clickable link that leads straight to your child's Google Classroom.
- Simply click the Join button to move to the next step!

**Hello,**

Frances Colunga ([fcologna@shcsnogales.com](mailto:fcologna@shcsnogales.com)) invited you to the class [Classroom Example](#).



If you accept, your contact information will be shared with the class members and applications they authorize to use Classroom. [Learn more](#)

Forward to only those you trust. Anyone with this email may be able to accept the invitation.

# Joining the Classroom Using Email!

- Once you click the join button, you'll be taken to the Google Classroom page [classroom.google.com](https://classroom.google.com)
- You'll get a notification that looks like this- this is just to make sure that you are on the right email!
- If you are, go ahead and click join.
- If not, then click switch account and then join once you are on the correct account.

## Join class?

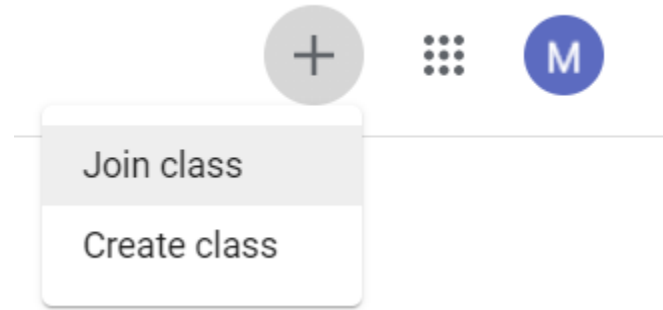
You've been invited to join "Classroom Example". You're signed in as **Moony Colunga** ([moonythesly@gmail.com](mailto:moonythesly@gmail.com)).

SWITCH ACCOUNT

JOIN

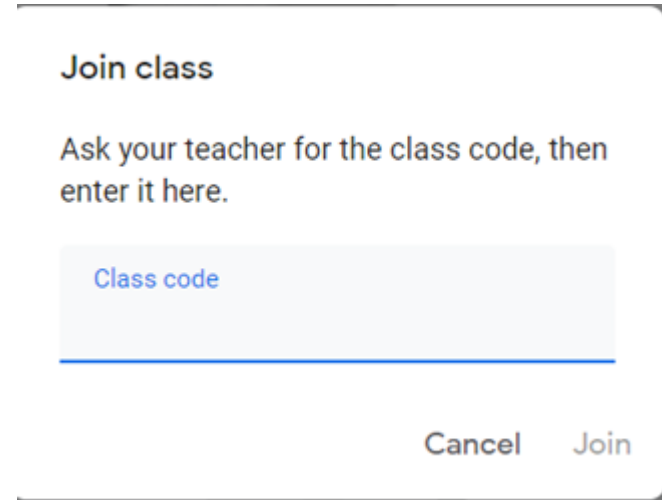
# Joining with a Classroom Code!

- The teacher can send you this code, usually a mix of numbers and letter, in order to allow you into the classroom.
- Just go to [google.classroom.com](https://google.classroom.com) or download the app from either the Playstore (for Android users) or the iStore (for Apple users).
- Once in Google Classroom, click the + symbol in the upper right hand corner of your screen.
- Click “join” to go to the next step!



## Joining with a Classroom Code!

- Once you've clicked join, the screen will darken and a new field will appear.
- Type in the code when prompted
- Note: Make sure that there are no spaces in front of the code or behind it! Code is also case sensitive, so make sure you aren't using uppercase letters!



**Join class**

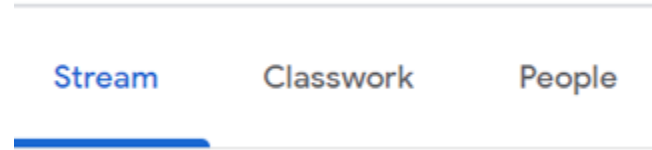
Ask your teacher for the class code, then enter it here.

Class code

Cancel Join

## Assignments!

- Teachers can use Google Classrooms to assign work!
- These assignments will be seen in two tabs: **Stream** and **Classwork**.





# Assignments!

- On the Classwork page, your child's assignment will be shown like this.
- Click on the three dots at the edge of the assignment to open more options.

The screenshot shows a navigation bar with three tabs: "Stream", "Classwork", and "People". The "Classwork" tab is selected and highlighted with a blue underline. Below the navigation bar, there are three links: "View your work" with a person icon, "Google Calendar" with a calendar icon, and "Class Drive folder" with a folder icon. Below these links is a light blue rounded rectangular card representing an assignment. The card contains a clipboard icon, the text "Vocabulary 01", the due date and time "Due Aug 6, 11:59 PM", and a vertical ellipsis (three dots) on the right side.

# Assignments!

- Now that you've clicked the three dots, you will see the assignment like this.
- This shows the instructions, due date and any files that will need to be downloaded.
- Click on the files to download them, then on view assignment!

The screenshot shows a Google Classroom assignment card. At the top, there are links for 'View your work', 'Google Calendar', and 'Class Drive folder'. The assignment title is 'Vocabulary 01' with a due date of 'Due Aug 6, 11:59 PM'. Below the title, it says 'Posted 6:45 PM' and 'Assigned'. The instructions are 'Download the provided file and complete your Vocabulary Journals!'. There are two Google Docs files listed: 'Anne Frank Vocabulary Li...' and 'Moony Colunga - Vocabu...'. At the bottom, there is a 'View assignment' button.

[View your work](#) [Google Calendar](#) [Class Drive folder](#)

**Vocabulary 01** Due Aug 6, 11:59 PM

Posted 6:45 PM Assigned

Download the provided file and complete your Vocabulary Journals!

Anne Frank Vocabulary Li...  
Google Docs

Moony Colunga - Vocabu...  
Google Docs

[View assignment](#)

# Assignments!

- Now you are on the assignment page. This is the main page! It's where you will find any files that you need for the assignment, as well as links.
- More importantly, it is where you will find the Turn In/Submit button!
- Files that cannot be edited will show up directly below the instructions. These are often materials that only need to be read.
- Files that **can** be edited will show up directly above the Turn in/Submit button. You can edit these directly in Google Docs and upload this new file for the assignment.

# Assignments!

## Vocabulary 01


Frances Colunga • 6:45 PM

100 points

Due Date

Due Aug 6, 11:59 PM

Download the provided file and complete your Vocabulary Journals!


 Anne Frank Vocabulary Lists  
Google Docs

Files that can not be edited, only downloaded.

Files that can be edited and turned in!

Your work

Assigned

 Moony Colunga - ...  
Google Docs



+ Add or create

Turn in

Class comments

 Add class comment... 

Private comments

 Add private comment... 

## Assignments!

- Once the assignment is done and uploaded, simply click the Turn In/Submit button.
- The teacher will be notified that the assignment is in and begin to grade.
- Pay attention to anything the teacher may send in regards to the assignment for potential changes or rework that may be needed!

# Contacting the Teacher!

- Each assignment has two comment categories: Class comments and Private comments.
  - Class comments can be seen by the whole class, great for general questions or problems with assignment.
  - Private comments can be seen only by the teacher, better for more one-to-one questions or concerns.

Class comments



Add class comment...



Comments seen by the whole class

Comment seen only by teacher



Add private comment...

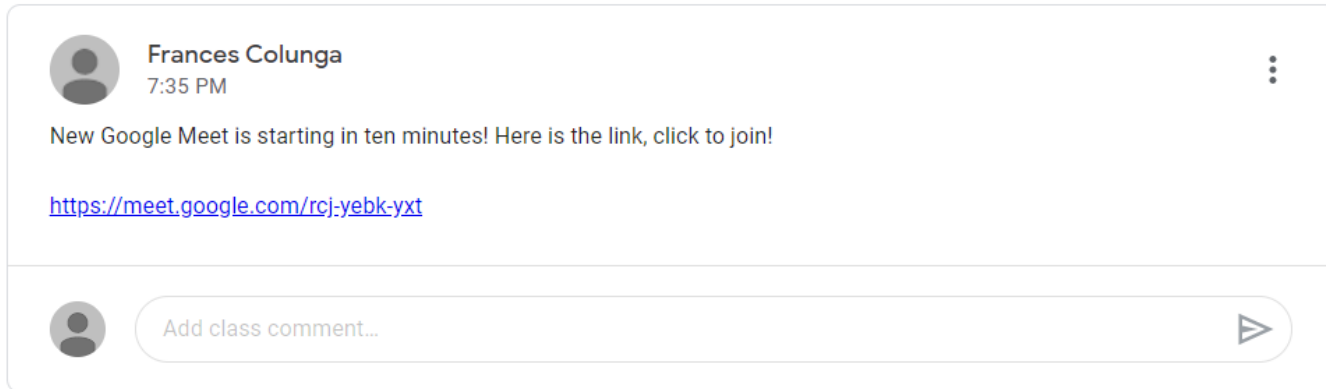


Private comments

**Google  
Meet**

# Using Google Meet!

- Google Meet is a web conferencing extension for Google Classroom.
- It's very similar to Zoom and easy to use!
- The teacher will set up a Google Meet and post the link on their Classroom stream
  - Only students in that classroom will receive the link!

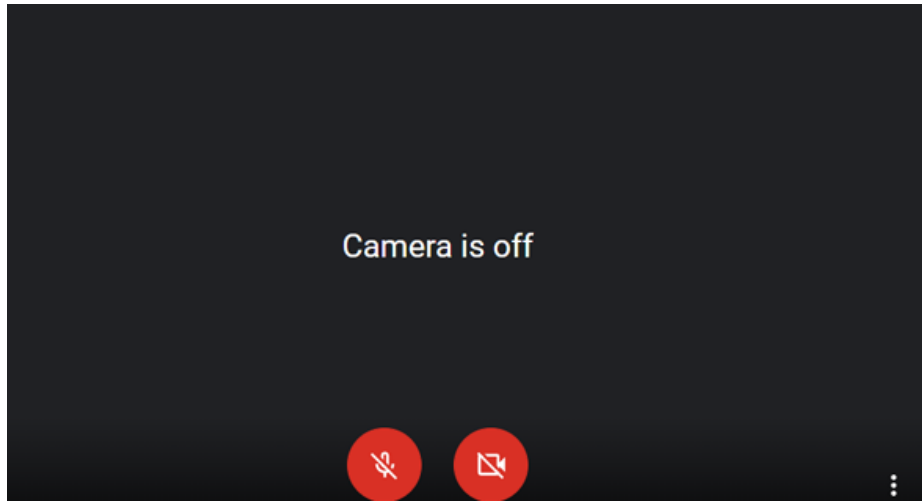


A screenshot of a Google Classroom post. At the top left is a grey profile picture icon. To its right, the name "Frances Colunga" is displayed in bold, with the time "7:35 PM" below it. On the far right of the post header is a vertical ellipsis menu icon. The main text of the post reads: "New Google Meet is starting in ten minutes! Here is the link, click to join!". Below this text is a blue hyperlink: <https://meet.google.com/rcj-yebk-yxt>. At the bottom of the post is a comment input area. It features a grey profile picture icon on the left, a rounded rectangular text box containing the placeholder text "Add class comment...", and a grey right-pointing arrow icon on the right side.



# Using Google Meet!

- Clicking the link will lead you to a new page.
- Here your student (or you) can adjust the audio and get a preview of what the teacher and other classmates will see on through the camera.
- Once you are happy with the set up, click Ask to Join.
- The teacher will be notified and admit you to the meeting!



Ready to join?

Ask to join

# Using Google Meet!



- Now you are in the meeting! Around your screen are several buttons that enhance and help out during the meeting!
- The main ones are found in the bottom center of your screen.
  - Microphone: Mute or unmute! There will be points where the teachers asks for the class to mute themselves or unmute to participate in questions.
  - Telephone: Blast from the past, this is a telephone receiver! If you are having technical problems with the meeting or the teacher ends it, click this button to leave the meeting!
  - Camera: Toggles your camera on or off! When your camera is off, the teacher will still be able to see your name on the screen.

# Using Google Meet!

- Now, in the bottom right hand corner are two other buttons that may be useful:
  - CC: closed caption, writes out what the speaker is saying and shows it at the bottom of your screen!
  - Present Now: This shows your screen to the rest of the class. Great for presentations or questions- will need permission from the teacher to use!



Turn on captions

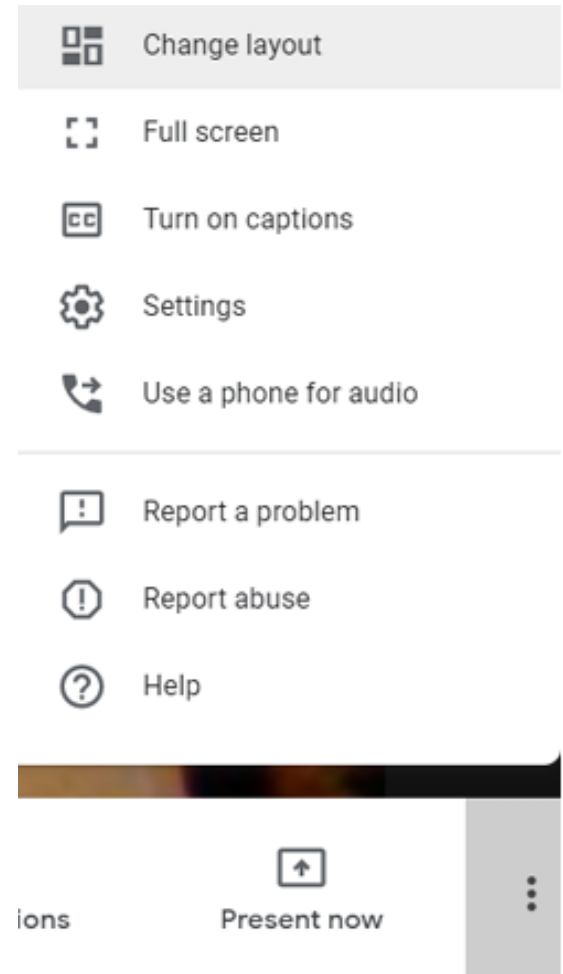


Present now



# Using Google Meet!

- Clicking on the three dots next to “Present Now” will open a drop up menu! These are extra buttons that will be helpful but not necessarily needed during every meet:
  - Change Layout: Changes how you are viewing the other people in the meeting.
  - Full Screen: Changes your own screen to fill the entire monitor.
  - Turn On Captions: Same as before.
  - Settings: Opens the settings for mic and camera for adjustments.
  - Use a phone for audio: Have no mic? This allows you to use an Android device as a microphone.



# Helpful Link!

- Here are some helpful links, just in case something comes up that was not covered in this powerpoint!
  - [Google Classroom Tutorial with Mr. Vacca \(youtube\)](#)
  - [PopSugar Article](#)