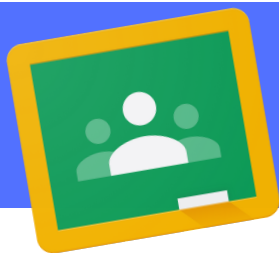


# GUARDIAN GUIDE TO GOOGLE CLASSROOM



ONLINE PLATFORM FOR TEACHERS TO SHARE ASSIGNMENTS AND ANNOUNCEMENTS WITH STUDENTS. STUDENTS CAN DIGITALLY SUBMIT WORK

**APP**

Install the App on mobile devices to access school work.

**LOGIN**

Students login at [classroom.google.com](https://classroom.google.com)

**GUARDIANS**

There is no guardian portal for parents in Google Classroom. Guardians can view the student account with student to review work.

**ASSIGNMENTS**

Students find assignments on the Classwork tab

**GUARDIAN SUMMARIES**

Daily or weekly email with summary of missing assignments and upcoming assignments.




Teachers add guardian emails to the People tab. Update your guardian settings at: [classroom.google.com/u/0/gs](https://classroom.google.com/u/0/gs)

**SUBMITTING WORK**

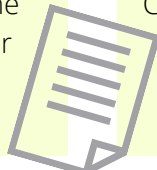
Students "View assignment" and see any attached work in the upper right "Your Work" bubble. Students use the Add/Create button to upload documents.

**BLANK WORK**

It is common for students to submit a blank document to make it look like the work was completed.

**RETURNED WORK**

Work must be RETURNED by the teacher for the student to view their score.



**WORK LIST**


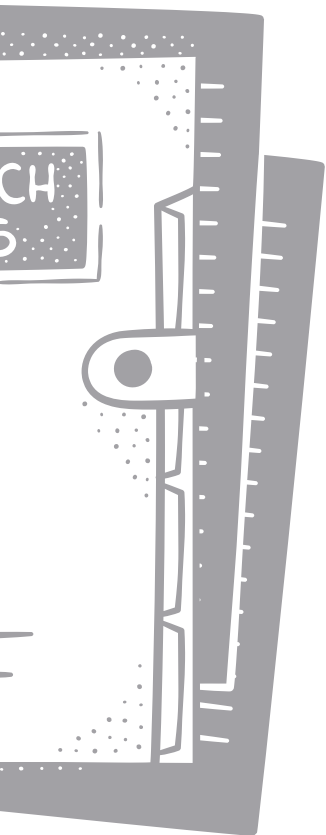
At the top of the Classwork page students can "View Your Work."

**FEEDBACK**

Teachers can leave feedback via Private Comments or marking a rubric. Both can be viewed by returning to the assignment.

**ASK FOR HELP**

Students can ask for help by using the Private Comments in any assignment.



# ADDITIONAL TIPS

## VIEW ASSIGNMENT DIRECTIONS

Students should always click "View assignment" to review any directions typed directly into Google Classroom. The doc or video in the assignment may not contain all of the assignment information.

## CALENDAR

All assignments with a due date can be located on Google Calendar



## PROGRESS REPORTS

Manually, teachers can send a work summary from the People page to the guardian.

## TIMESTAMP

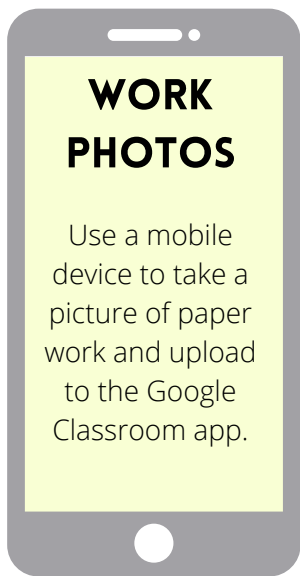
Assignments are time stamped when they are submitted.

## TO-DO

Students have a To-do page to show them work that is not submitted in ALL of their classes.

## COMPLETED ASSIGNMENTS

Assignments that are Turned In or Marked as Done have a greyed out icon on the Classwork page. This does NOT mean the assignment is complete. Look for the score or teacher feedback to confirm work completion.



## WORK PHOTOS

Use a mobile device to take a picture of paper work and upload to the Google Classroom app.



Google Classroom



To-do



Calendar

## GRADES

Typically the gradebook is separate from Google Classroom. Scores and assignments in Google Classroom may be formative (non graded class activities). Use the district gradebook for official grade calculations.

## GOOGLE CLASSROOM EMAILS

Assignment notifications and feedback notifications are delivered via email. Some districts choose to disable email for students. Encourage your student to frequently review the "View your work" page to show scores, teacher feedback, upcoming work.

