

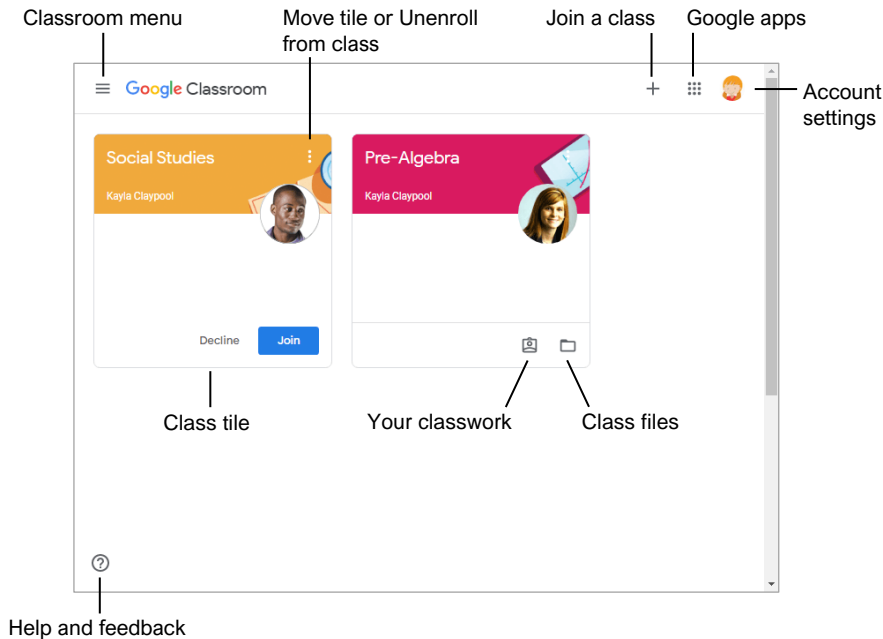


# Google Classroom: Students Cheat Sheet

CustomGuide

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## The Google Classroom Screen

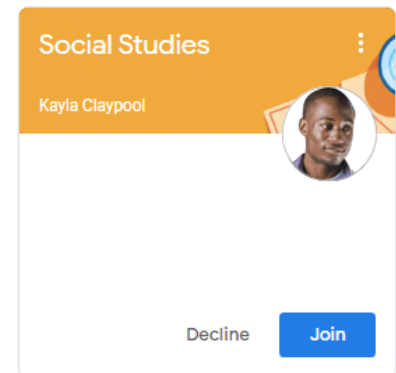


## Sign-in to Classroom

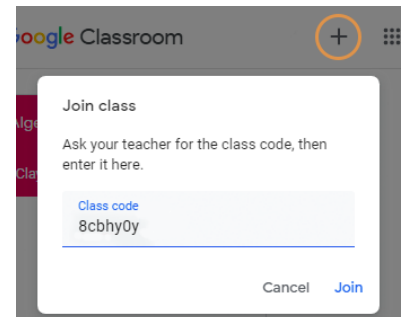
Navigate to **classroom.google.com** in a browser window. Click the **Go to Classroom** button, then enter your Google account email address and click **Next**. Enter your Google account password and click **Next**. You are brought to the Google Classroom home page and will see your profile picture at the upper-right corner, if you have one.

## Join a Class

If invited by a teacher, click **Join** on the class tile that appears on the Google Classroom page.



If entering a class code from a teacher, click the **Join a class** button, enter the class code, and click **Join**.



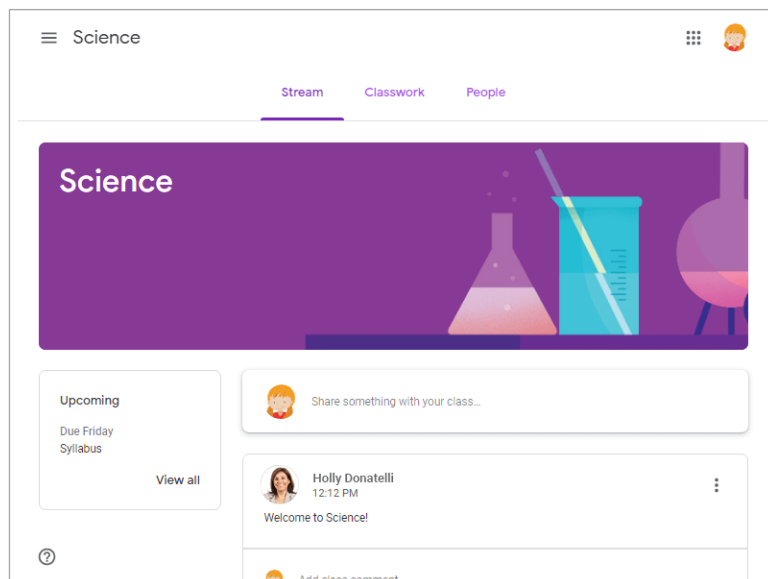
## Google Drive

Your Google Drive is connected to your Google Classroom account. A Classroom folder is automatically created for you in your drive at **drive.google.com**.

## Commenting

Class comments are visible to everyone in the class. Private comments posted are only visible to the teacher.

## The Class Screen



**The Stream page:** Shows all the class activity, including upcoming assignments that are due and any recent posts from the teacher or other students.

**The Classwork page:** Where you go to view and complete any assignments for the class.

**The People page:** Shows your teacher and a list of all your classmates.

## The Assignment Screen

This screenshot shows the assignment interface. On the left, labels point to the 'Due date' (Nov 1), 'Assignment Instructions' (Read chapter 1 and answer the questions), and 'Comments visible to the class' (Add class comment...). The main content area shows the assignment title, points (20), and a 'Your work' section. In the 'Your work' section, a label points to the 'Assignment status' (Assigned). Below this, a label points to 'Files attached by the teacher' (Emily Howard - #001 Chapter 1 Questions, Google Docs). Another label points to the '+ Add or create' button, labeled 'Attach additional files'. A label points to the 'Turn in' button, labeled 'Turn in the assignment'. At the bottom, a label points to the 'Private comments' section, labeled 'Comments only visible to the teacher'.

## Document Sharing

Once an assignment is turned in, it becomes a view-only file. Ownership of the document switches to the teacher to prevent changes. You will still be able to see your responses, but you lose editing abilities.

This screenshot shows a Google Docs document. The title bar indicates the document is 'Emily Howard - #001 Chapter 1 Questions'. The 'View only' status is highlighted with an orange box. The document content includes a list of questions: '1. List one safety hazard while working in the science laboratory.' and '2. What is the proper safety response to a trash-can fire in a lab?'. The word 'Flammable chemicals' is also visible.

## Unsubmit Assignments


This screenshot shows the assignment screen after the assignment has been turned in. The 'Your work' section now shows 'Turned in' instead of 'Assigned'. The 'Unsubmit' button is highlighted with an orange box. The 'Assignment Instructions' and 'Comments visible to the class' sections remain the same.

If the teacher has allowed it, an Unsubmit button appears after work is turned in. Unsubmit the assignment to gain back editing rights and make changes before the due date.


## View Your Assignments

If the teacher displays grades in Google Classroom, you can check grades on the View your work page. Click the **Classwork** tab, then click **View your work**. This page displays all your assigned classwork with due dates, as well as the status or grade received.

This screenshot shows the 'View your work' page. The 'Classwork' tab is selected. The 'View your work' button is highlighted with an orange box. The page also shows 'All topics' and links to 'Google Calendar' and 'Class Drive folder'.



Google Classroom: Students  
Cheat Sheet



The Google Classroom Screen

Classroom menu

Move tile or Unenroll from class

Join a class

Google apps

Account settings

Social Studies

Pre-Algebra

Class tile

Your classwork

Class files

Help and feedback

The Class Screen

Sign-in to Classroom

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Social Studies

Karla Clappert

Decline

Join

CustomGuide

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 Google

- Calendar
- Chrome
- Classroom
- Docs
- Drive
- Gmail
- Sheets
- Slides

 Leadership

- Leadership
- Management
- Project Management

 Technology

- A.I.
- Digital Literacy
- Software Applications

 Career Development

- Career
- Higher Education
- Job Hunting

 Microsoft

- Access
- Copilot
- Excel
- OneDrive
- Outlook
- PowerPoint
- Teams
- Windows
- Word

 Wellness

- Mental Health
- Personal Growth
- Well-Being
- Work/Life Balance



















 Compliance & Safety

- Active Shooter
- Discrimination
- Harassment
- Safety
- Security

 Diversity & Citizenship

- Bias
- Diversity
- U.S. Citizenship

Fewer Tools. Lower Costs. Smarter Training.

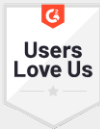
Includes	Paid Plans			
	Free	Starter	Custom Plans	
Num Active Users	1	5	10+	Compare To
 Branded Cheat Sheets	Your Logo	Your Logo	Your Logo	None
 Customizable Courses		300+	300+	 LinkedIn Learning
 Course Builder with AI				 Articulate Rise
 Skill Assessments				 Northstar
 LMS				 Teachable
Annual Cost	Free 	\$495 		



"Customizing the courses saved hours of work."



"So impressed with your features and ease of use!"



★★★★★  
4.9 rating on 