



G Suite™

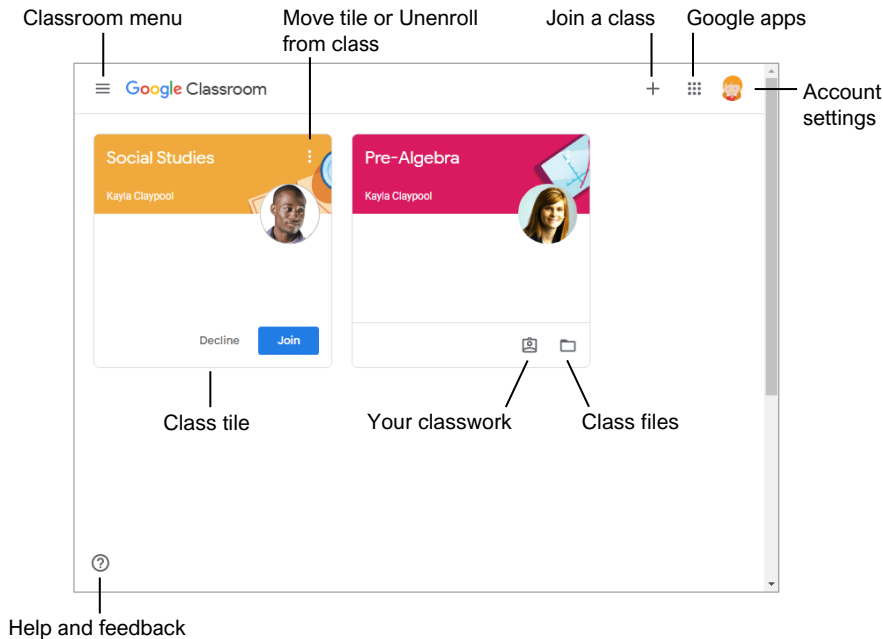
Google Classroom: Students

Quick Reference Guide



Free Cheat Sheets
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The Google Classroom Screen

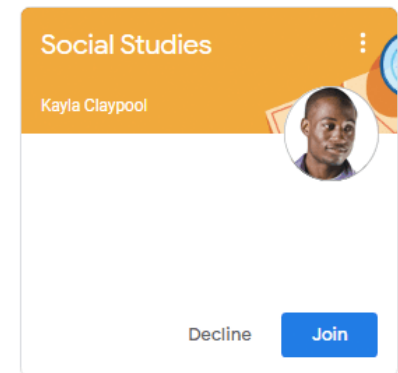


Sign-in to Classroom

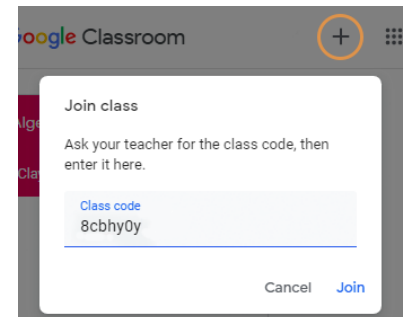
Navigate to **classroom.google.com** in a browser window. Click the **Go to Classroom** button, then enter your Google account email address and click **Next**. Enter your Google account password and click **Next**. You are brought to the Google Classroom home page and will see your profile picture at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



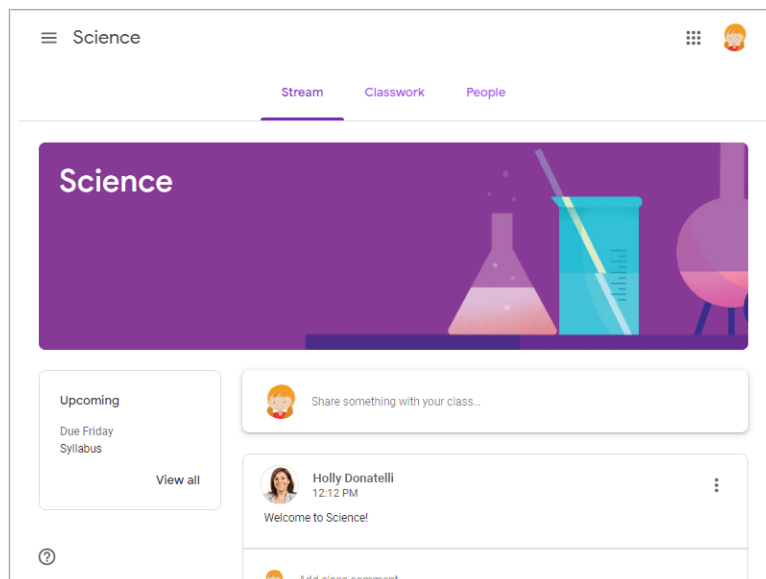
Google Drive

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.

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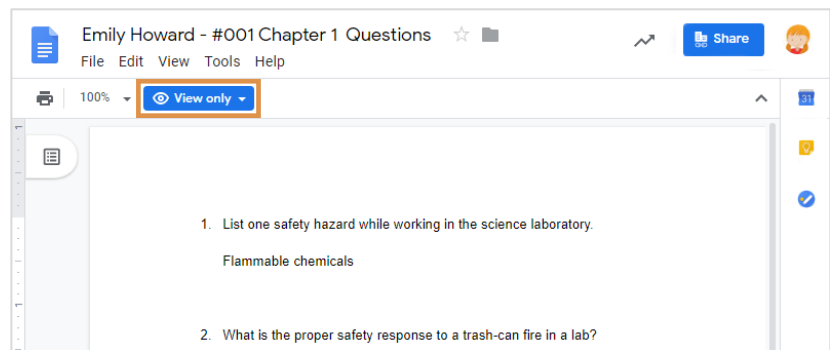
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The Assignment Screen

This screenshot shows the assignment interface. On the left, labels point to the 'Due date' (Due 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 points), and a 'Your work' section. The 'Your work' section is labeled 'Assigned' and shows a list of files attached by the teacher (Emily Howard - #001 Chapter 1 Questions, Google Docs). Below this is a '+ Add or create' button and a 'Turn in' button. A 'Private comments' section is also visible, 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.



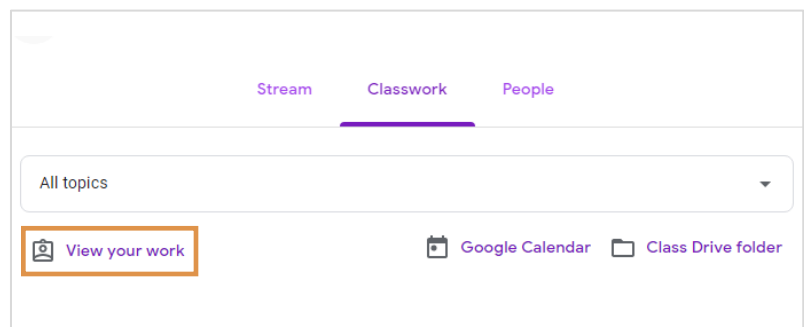
Unsubmit Assignments

This screenshot shows the assignment interface after the assignment has been turned in. The 'Your work' section now shows 'Turned in' and an 'Unsubmit' button, which is highlighted with an orange box. The 'Private comments' section is also visible.

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.





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