



A Guide to Google Classroom for Students & Parents/Guardians



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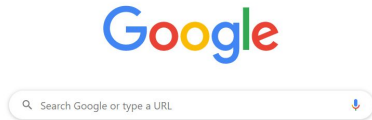


Accessing Google Classroom

Using a Computer/Laptop/Chromebook

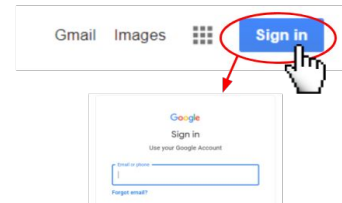
STEP ONE

Open your web browser
(Chrome is recommended) and
go to Google.com.



STEP TWO

Click on “Sign In” and enter your
Google Email address. Then,
click “Next”.




Accessing Google Classroom

Using a Computer/Laptop/Chromebook

STEP THREE

Enter your password and click
“Next”.



A screenshot of the Google Classroom login interface. At the top is the Google logo. Below it is a search bar. Underneath the search bar is a text input field labeled "Enter your password" with a red oval around it. To the right of the password field is a small eye icon. Below the password field are two links: "Forgot password?" and a blue "Next" button.

STEP FOUR

Click on the ‘waffle’ icon in the top
right hand corner of the page.

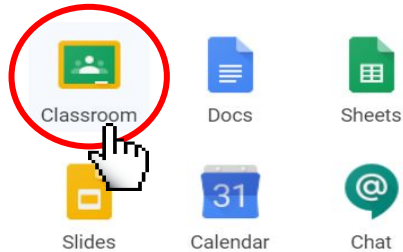


Accessing Google Classroom

Using a Computer/Laptop/Chromebook

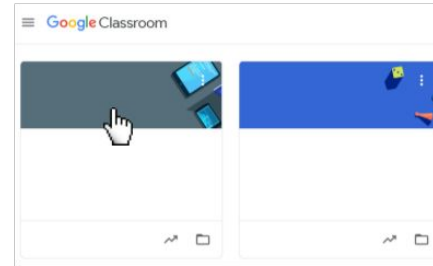
STEP FIVE

Click on the Google Classroom icon.



STEP SIX

Click on the class you would like to open.



Accessing Google Classroom

Using a Smartphone/iPad/Tablet

STEP ONE

Download the Google Classroom app.



STEP TWO

Use your YCDSB Google account login credentials to sign in to the Google Classroom app.



Join a Class

[Joining a class with an invite](#)

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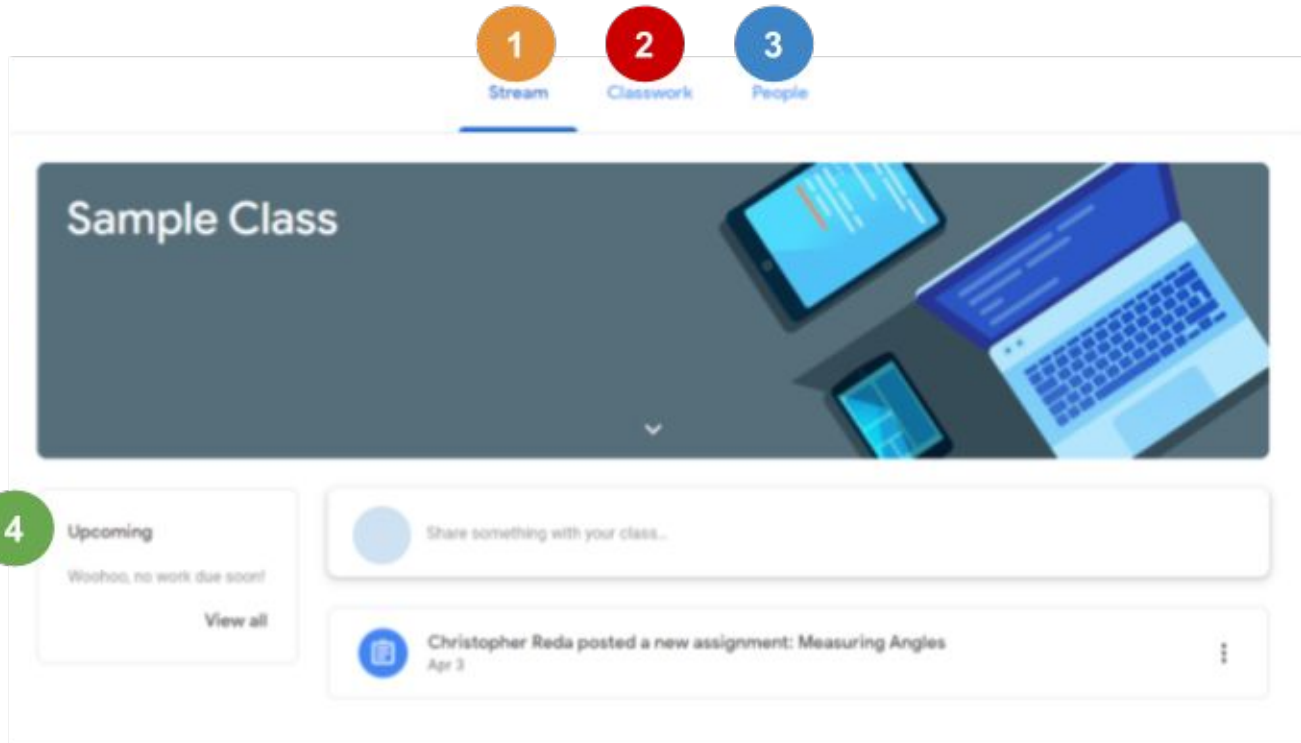
[Joining a class using a class code](#)

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[Joining a class using an invite link](#)

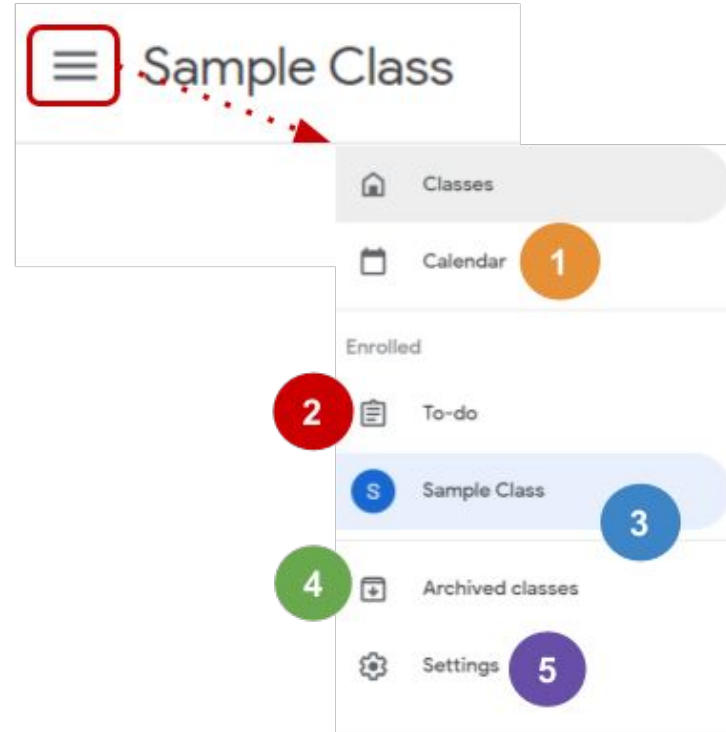
Google Classroom Navigation

- 1 The "Stream" tab is where you can view announcements posted by your teacher.
- 2 The "Classwork" tab is where you can view assignments and class materials.
- 3 The "People" tab is where you can view the names of your Classmates.
- 4 View upcoming work.



Google Classroom Navigation

- 1 The class calendar displays assignment due dates..
- 2 The To-do list displays work that needs to be completed and work that has been completed.
- 3 View other classes you are enrolled in.
- 4 View past classes.
- 5 Access the Google Classroom Settings to modify your Notification Settings. Please note: Only grade 7-12 students have access to their K12 Gmail account.



Turning In Assignments

Click on the "Classwork" tab to view classwork.

Click on an assignment and click on "View assignment".

Click on "+ Add or Create" to attach a file or create in Google Docs, Slides, Sheets, or Drawings.

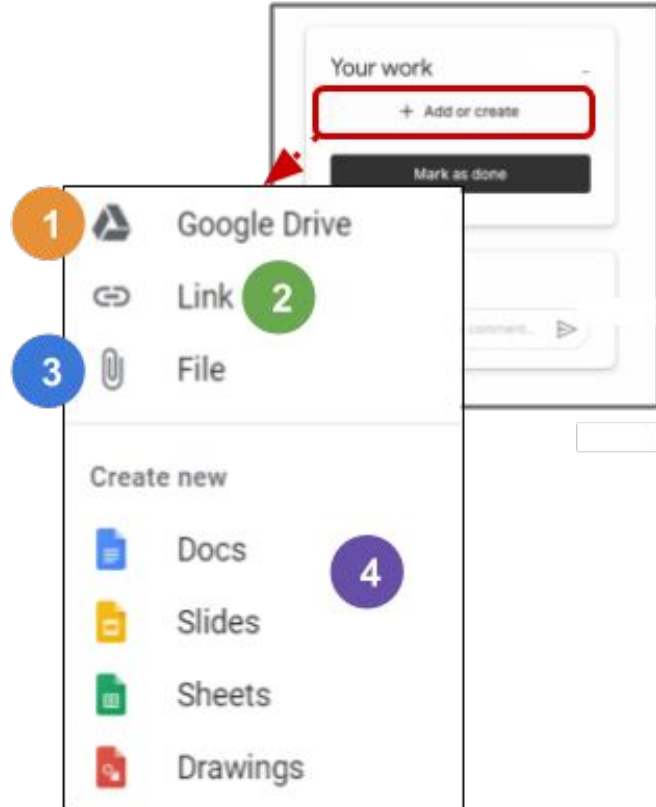
"Mark as done" will become "Turn In". Click on "Turn In" when you would like to submit your assignment.

You can ask your teacher questions about the assignment by entering private comments.

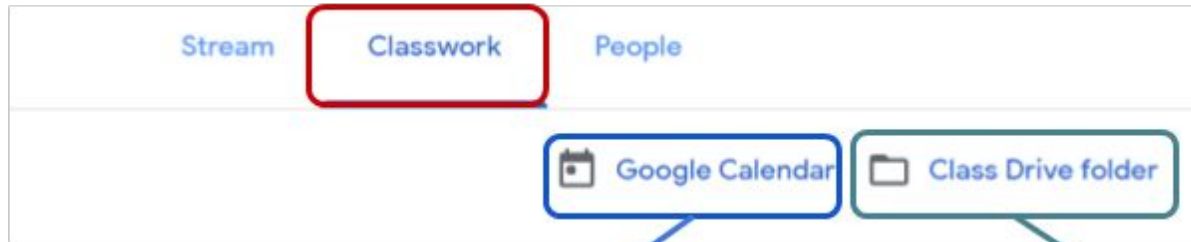
The screenshot shows a Google Classroom interface. At the top, there are tabs for "Classwork" and "People". The "Classwork" tab is highlighted with a red box and a red arrow pointing to it from the first callout. Below the tabs, there are icons for "View your work", "Google Calendar", and "Class Drive folder". A card for an assignment is shown, with a "View assignment" button at the bottom highlighted by a green box and a green arrow from the second callout. The assignment card contains a "MathUP" link. Below the assignment card, there is a "Your work" section with a "+ Add or create" button highlighted by an orange box and an orange arrow from the third callout, and a "Mark as done" button highlighted by a blue box and a blue arrow from the fourth callout. Below the "Your work" section is a "Private comments" section with a text input field and a send button, highlighted by a teal box and a teal arrow from the fifth callout.

Turning In Assignments

- 1 Attach a file saved in your Google Drive.
- 2 Add a link to a file/site.
- 3 Attach a file saved on your device (includes photos, videos, and audio recordings).
- 4 Create in Google Docs, Slides, Sheets, and/or Drawings.




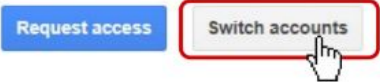
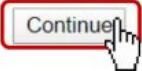
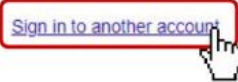
Class Drive Folder & Google Calendar



Click on "Google Calendar" to be brought to your class calendar in Google Calendar. This calendar will include assignment due dates and other items entered by your teacher.

Click on "Class Drive folder" to be brought to your class folder in Google Drive. In this folder, you will find all work submitted through Google Classroom.

File Permissions

<p>If you see this message when trying to open an attachment in Google Classroom, the file may be opening in a different Google account.</p>	<p>You need permission </p> <p><small>Want in? Ask for access, or switch to an account with permission. Learn more</small></p>
<p>To switch accounts, click on the “Switch Accounts” button.</p>	
<p>Select your account if it is listed and click on “Continue”.</p>	
<p>If your account is not listed, click on “Sign in to another account”. Then, you will be prompted to select/sign in to your Google account.</p>	
<p>You should now be able to view the file shared through Google Classroom.</p>	