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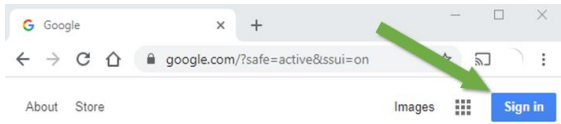
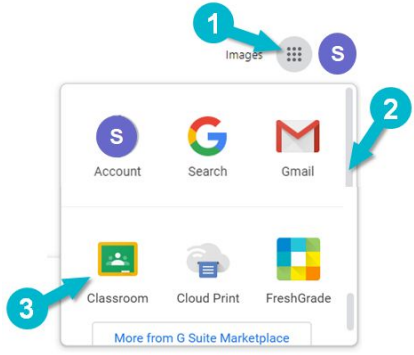
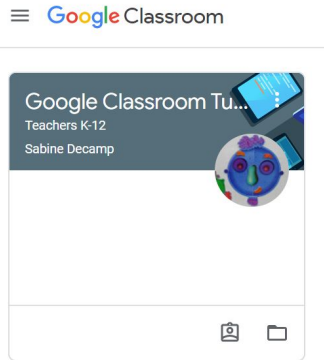
Here is a video describing all the sections described below:

[Student's guide to Google Classroom](#)

**1. Uploading and signing in Google Classroom**


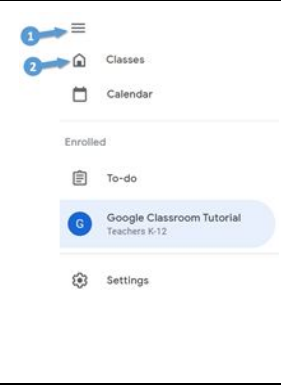
If you have never used Google Classroom before, follow the [guide to install and sign in to Google Classroom to get started!](#)

**2. Open Google Classroom**

<ol style="list-style-type: none"> <li>1. Open a <b>Google Chrome</b> </li> <li>2. Type <a href="http://www.google.com">www.google.com</a> in your web address bar</li> <li>3. Click on <b>Sign In</b></li> </ol>	
<ol style="list-style-type: none"> <li>4. Type in your <b>School Email address</b> <a href="mailto:YourStudentNumber@newwestschools.ca">YourStudentNumber@newwestschools.ca</a>, and click <b>Next</b> Type in your <b>password</b>, and click <b>Next</b></li> </ol>	
<p><b>To access Google Classroom:</b></p> <ol style="list-style-type: none"> <li>1. Click on the waffle,</li> <li>2. <b>Scroll down</b> to find the Google Classroom App</li> <li>3. Click on it</li> </ol> <p>If you cannot find the app, simple type: <a href="http://classroom.google.com">classroom.google.com</a> in your web browser</p> <p>Note: On a mobile device, simply click on the Google Classroom App.</p>	
<ol style="list-style-type: none"> <li>5. Click on your classroom</li> </ol>	

### 3. General Navigation in Google Classroom

The top bar options are available from any page in Google Classroom.

	
<p>1 Main Menu of all classes. Click on the 3 lines to see all your classes, your Google Calendar and global settings.</p> <p>If you click on Classes, you will go back to the original list of your classrooms.</p>	
<p>2 Current Class name</p>	
<p>3 Stream Page - Where all the Announcements are posted</p>	
<p>4 Classwork Page - Where all the Assignments are posted</p>	
<p>5 People Page - Where you can see your Teacher(s) and Classmates</p>	
<p>6 Google Apps waffle</p>	
<p>7 Your G-Suite Account</p>	

## 4. The Stream Page - Announcements

When you enter your classroom, you always start in the Stream Page. This page is where all the announcements are made.

The screenshot shows the Google Classroom interface. At the top, there are navigation tabs for 'Stream', 'Classwork', and 'People'. The main header area contains the classroom name 'Google Classroom Tutorial Teachers K-12' (1). Below this is an 'Upcoming' section (2) with a 'View all' link. To the right is a 'Share something with your class...' input field (3). The stream below shows two posts: one by Sabine Decamp about a new assignment (4) and another about a virtual field trip to the Louvre. At the bottom, there is an 'Add class comment...' input field.

1

Banner of your classroom with the **class name**.

2

**Upcoming** assignments and due dates.

If you click on **View all**, you will see all your assignments (the ones that are assigned, the ones that you returned and the ones that are still missing).

3

If your teacher gives you the permission to post, you can do so by clicking on **Share**

**something with your class...**

Type in your post. You can add documents from your Google Drive, a link to a website, a file from your computer, or a Youtube video. Click on Post to post it to the Stream page

The dialog box has a text input field labeled 'Share with your class'. To the right are four options: 'Google Drive', 'Link', 'File', and 'YouTube'. At the bottom, there are 'Add', 'Cancel', and 'Post' buttons.

If you don't see the "share with your class" window, your teacher is not allowing students to post.

4

Updates from your teacher, announcements (and assignments depending on your teacher settings)

To view the full announcement or assignment, simply click on it.

If your teacher gives you permission to comment, you have the option of adding class comments under each post or assignments. These comments will be seen by all your classmates and teachers.

If you don't see that window, your teacher is not allowing students to comment

The input field has a user profile icon on the left, a text box with the placeholder 'Add class comment...', and a 'Post' button on the right.

## 5. The Classwork Page - How to view and submit an assignment

### [Video describing how to view and submit an assignment](#)

The Classwork page is where all your assignments are!

Google Classroom Tutorial  
Teachers K-12

Stream **Classwork** People

1 All topics

2 View your work

Google Calendar Class Drive folder

3 science

science

Language Art

4 Cell theory and types of cells Due Apr 14

01 - Exploring Floating and Sinking Due Apr 2

1

**Topics.** By default you will see all the topics your teacher created that have assignments. To see only a specific topic, click on it on this side.

2

**View your work.** If you click on that, you will see all the work you have done, assignments that are assigned and need to be turned in, assignment that you turned in and were returned with a grade and assignments that are missing (haven't been submitted).

Filters	Title	Due	
Assigned	Cell theory and types of cells	Apr 14	Assigned
Returned with grade	Student Book Choice	Apr 2	Missing
Missing	01 - Exploring Floating and Sinking	Apr 2	8/10

3

**Assignments:** You can see all the assignments that are assigned for each topic, with their due date

4

The assignments that you have already returned have a grey icon, assignments that you still have to submit are in color.

If you **click on an assignment**, you can see the title of your assignment, some of the instructions and the documents attached.

Cell theory and types of cells Due Apr 14

Posted Apr 10 (Edited Apr 10) Assigned

After viewing the video, complete the document by answering the 2 questions in full sentences.

Cell theory and types of ... Google Docs

What Are Cells? (The Cell ... YouTube video 8 minutes

View assignment

Click on **View Assignment** to be able to see the whole assignment. **This is very important.**

Due Apr 14

## 1 Cell theory and types of cells

Sabine Decamp Apr 10 (Edited Apr 10)

2 After viewing the video, complete the document by answering the 2 questions in full sentences.

Cell theory and types of ce...  
Google Docs

What Are Cells? (The Cell T...  
YouTube video 8 minutes

Class comments

3 Add class comment...

Your work Assigned

+ Add or create 5

Mark as done 6

4 Private comments

Add private comment...

**In View Assignment**, you can:

- 1 See the **title** and **due date** of your assignment
- 2 Read the **instructions** and open the documents attached to your assignment by clicking on them.
- 3 Add a **class comments** for this assignment, that will be seen by everyone in your class
- 4 Send **private comments** to your teacher
- 5 **Add more document** to your assignment if needed
- 6 Click **Mark as done** when you finish all your work, to hand in your assignment. This is extremely important to let your teacher know that you have done the assignment.

If you turn in your assignment, but then realize that you forgot something, you can always unsubmit it, make your changes and turn it in again. The Mark as done button will show Unsubmit once you have submitted your work. Simply click on **Unsubmit**, change your changes and click on Mark as done again.

Unsubmit

Again, It is really important to **Turn In** your assignments and **Mark them as done**, as it lets your teacher know that you are done and it can be corrected or your teacher can add feedback!

It is also really important that you submit your assignments in the “**View Assignment**” area, not as a comment and not as an email to your teacher!