



A Student's Guide

TO



GOOGLE



CLASSROOM

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Google Classroom

Sylvania High School teachers will be using Google Classroom to connect with students learning from home. Google Classroom saves time and makes it easy to create classes, distribute assignments, communicate, and stay organised, supporting students to continue learning anywhere, anytime with an internet connection. Students can access information

Login

1. Using your internet browser (Google Chrome will work best for this), login to the student portal : <https://sso.det.nsw.edu.au/sso/XUI/#login/>

Login with your DoE account

User ID

Enter your user ID
Example: Jane.citizen1

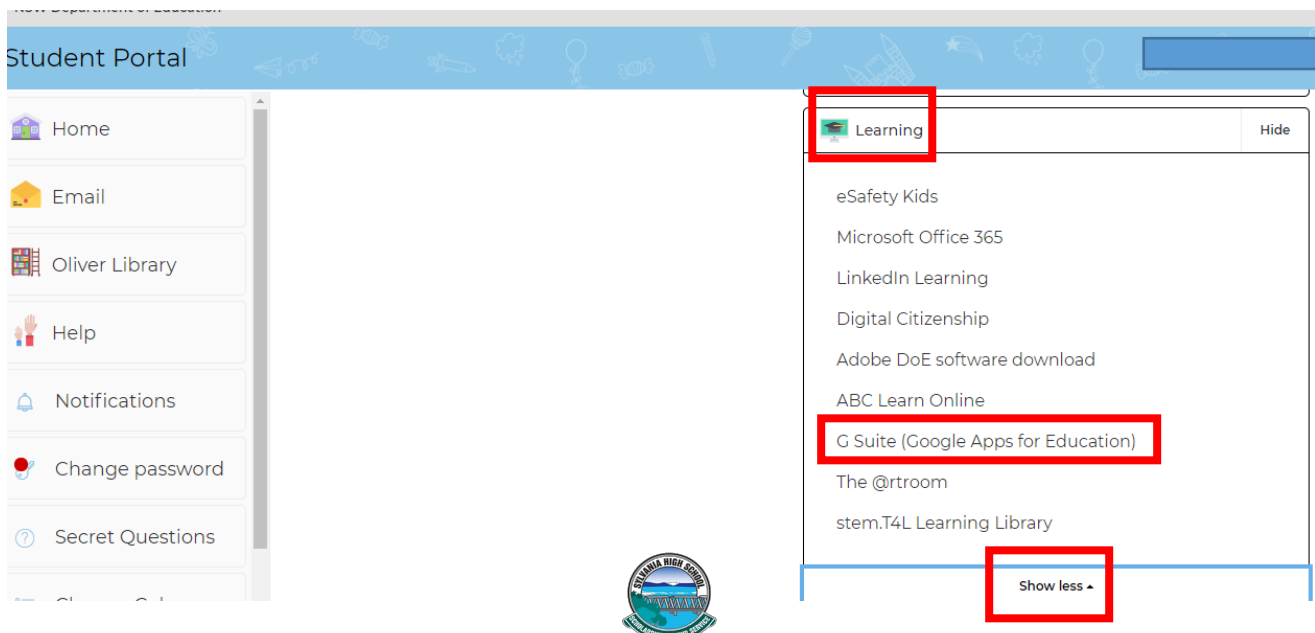
Password

Enter your password

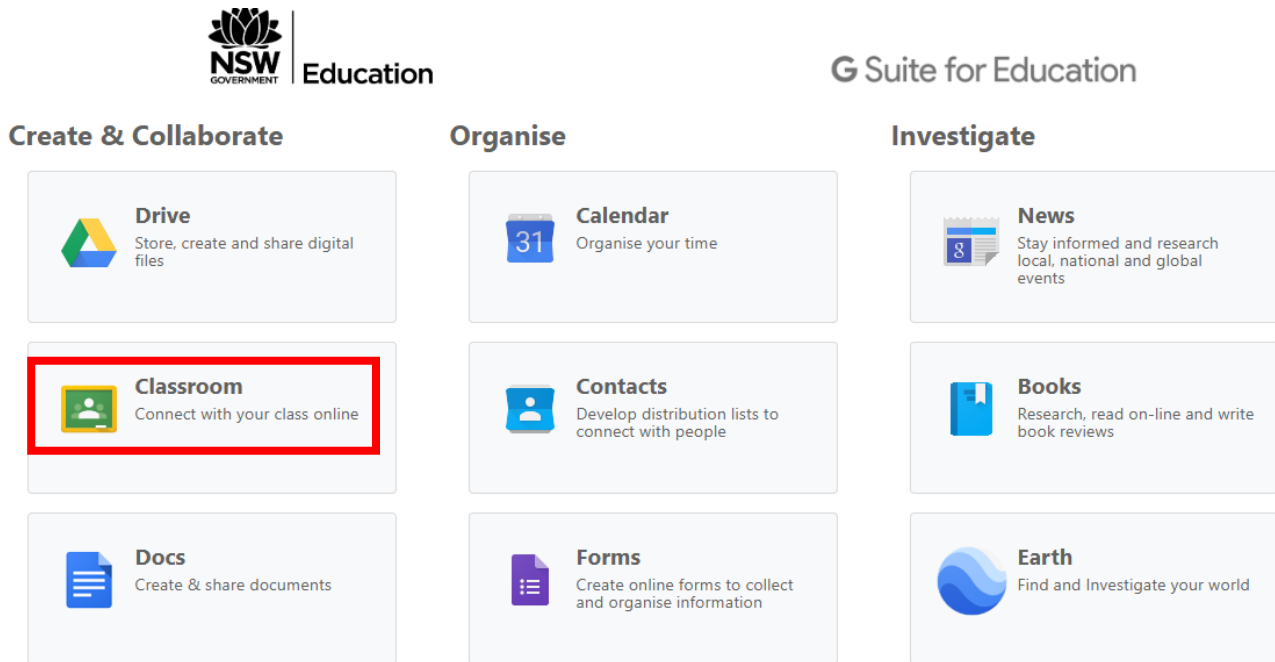
Log in

[Forgot your password?](#)

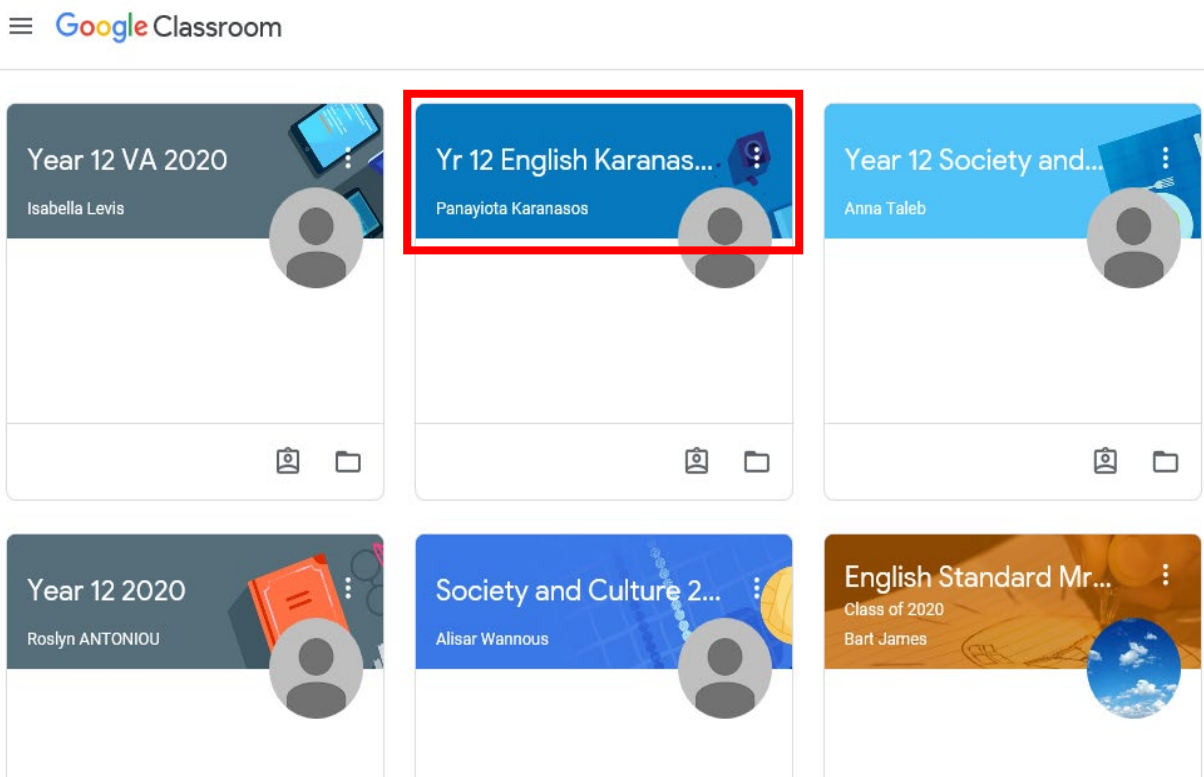
2. On the student portal page under '**learning**' on the right hand side click on '**G Suite (Google Apps for Education)**' to access Google Classrooms. May need to click on '**show more**' to find G Suite.



3. Click on the **Google Classroom** icon to access your Google Classroom where teachers will post instructions, activities and communicate with you.



4. Here you will be able to see all your classes and can click into them to access the lessons.

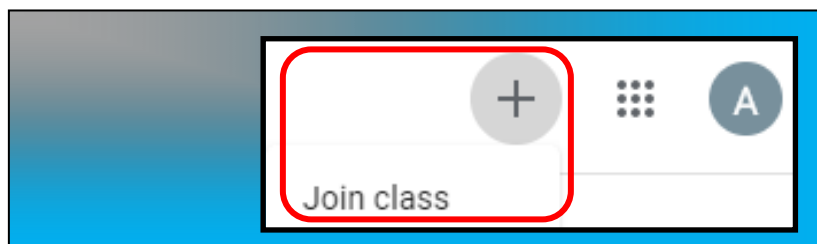


5. Alternatively you can join a class using a class code or clicking on tab to accept an invitation to join a class.



Join a Class with the Class Code:

1. Click the **+** on the top right of the page to **Join Class**.

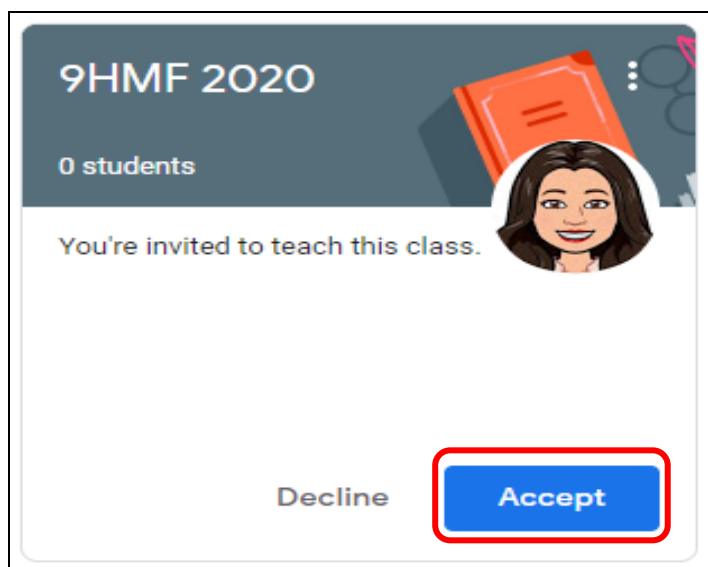


2. Enter the **Class Code** given to you by your teacher, and click **Join**.

A screenshot of a dialog box titled 'Enter class code to join.' It contains a text input field with a red border. Below the input field are two buttons: 'CANCEL' and 'JOIN'. The 'JOIN' button is highlighted with a red border.

Join a Class with an Invitation from your teacher

3. Click on the **Accept** Tab to join a class



Student's View: 'Stream'

The **Stream** is where students can view and access announcements, assignments, discussion topics, and comments. If enabled by the teacher, students can also add posts and leave comments.

Below are directions and reminders for students.

1. Clicking on the '**Yr 12 English**' Google Classroom for example will open the English Classroom and reveal instructions, classwork, reminders and also links to lesson activities and forums for discussion and comments.

Yr 12 English Karanasos 2020

Stream Classwork People

Yr 12 English Karanasos 2020

Tasks Due Listed here

Upcoming
Woohoo, no work due soon!
View all

Teachers Instruction

Share something with your class...

Panayiota Karanasos
Mar 23

Hi Yr12s attached is the Craft of writing skills booklet we are going through until the end of term, please read and make sure the you know these text types for Module C. Kind regards Karanasos

COW SKILLS BOOKLET Fl...
Word

Activity Link

Add a Student Post to the Stream:

2. Click the **Share something with your class** at the top of the screen.
3. Add the text of your class post. **Remember, this is viewable by your teacher and the entire class.**

Share something with your class...

4. Use the post to ask a relevant question about class or assignments, collaborate with other students in your class, or to share relevant resources related to the class subject and topics.

Note: Your comments are saved, even after they have been deleted.

Your teacher can always see what you share so keep it appropriate!



5. Optionally add other content to your posts by clicking on the 'Add' tab:



Google Drive: Files saved in your Google Drive.

Web Links to outside websites, resources, etc.


File Attachments: files saved locally on your computer or device

YouTube videos

For





10 History Y ▾ All students ▾

Share with your class

 Add

Cancel

Post ▾

 Google Drive
 Link
 File
 YouTube

Post
 Schedule
 Save draft

6. Once you have added your Question, comment or attached a **file**, **link** or **Youtube Clip** to the class **Click** on the **Post** tab. (Yes students can share resources to the class



Student View 'Classwork'

1. **Click** on the **Classwork** tab to identify what assignments and/or work needs to be completed will appear in the **Classwork** tab.

12A Chemistry Stream **Classwork** People

Work to Submit

| | | | |
|--|---|----------------------------|--|
| | Term 1, Week 8 Lesson 1 (Wednesday 9am) | Due Mar 20, 10:20 AM | |
| | Term 1, Week 8 Lesson 2 (Friday 10:20am) | Due Mar 24, 10:20 AM | |
| | Term 1, Week 9 Lessons 1-2 (Tuesday 10:20a... | Due Mar 25, 9:00 AM | |
| | Term 1, Week 9 Lesson 2 (Wednesday 9am) | Due Mar 27, 10:20 AM | |
| | Term 1, Week 9 Lesson 4 (Friday 10:20am) | Due Mar 31, 10:20 AM | |
| | Term 1, Week 10 Lessons 1-2 (Tuesday 10:20... | Due 9:00 AM | |
| | Term 1, Week 10 Lesson 3 (Wednesday 9am) | Due Apr 3, 10:20 AM | |

Assignment Link Due Date

2. Click on the latest assignment link to open it for instructions

Term 1, Week 10 Lesson 3 (Wednesday 9am) Due Apr 3, 10:20 AM

Posted 9:03 AM (Edited 10:02 AM) Assigned

HOMEWORK: Complete the summary from today's lesson and chapter 8 review questions. Submit your completed homework here BEFORE our next lesson on Friday.

Instructions

View assignment

3. Click on **View Assignment** and you will see the following options

- 1 **+ Add or create- Dropdown menu** -Upload a file from your documents or Google Drive or create a doc, slide, sheet or drawing to complete and attach your assignment
- 2 **Private Message**- Teacher can only see.
- 3 Title, Description of the Assignment and Due Date.
- 4 Files attached/ uploaded for the assignment.
- 5 **Add a Class Comment**: Whole class can see questions and comments.



Due Apr 3, 10:20 AM

Term 1, Week 10 Lesson 3 (Wednesday 9am)

100 points

3 Samantha Hallal 9:03 AM (Edited 10:02 AM)

HOMEWORK: Complete the summary from today's lesson and chapter 8 review questions. Submit your completed homework here BEFORE our next lesson on Friday.

Class comments

5 Add class comment...

4 Q - Fever By Zaka... Google Slides

1 + Add or create

6 Turn in

2 Private comments

Add private comment...

Create new

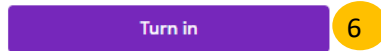
- Docs
- Slides
- Sheets
- Drawings

Google Drive

Link

File

4. The **Turn In** button:



The **Turn In** button submits the students work and changes the ownership of the file from the student back to the teacher, and the student can no longer edit the file.

5. When you click the **Turn In** button, a pop-up will prompt you to confirm your submission.

Turn in your work?

1 attachment will be submitted for "Term 1, Week 10 Lesson 3 (Wednesday 9am)".

Pandarus · SlidesCarnival

Cancel **Turn in**

6. Once you have **Turned in** your work, you will see the following text box and can **Unsubmit** if you want to make changes to your work. BUT you can only **unsubmit** if it is before the due date.

Your work

Turned in

Pandarus · SlidesCarnival Google Slides

Unsubmit

7. After you have made your revisions, added or changed attachments, you will need to click **Turn In** again to resubmit the assignment to Google Classroom.

Unsubmit?

Unsubmit to add or change attachments. Don't forget to resubmit once you're done.

CANCEL **UNSUBMIT**

Turning In Other Types of Assignments

1. If the teacher has assigned a collaborative Google file eg. A google doc, students can edit the file.
2. The student will see a **Mark As Done** button instead of **Turn In**. This option will only appear in Google Classroom, not in the file itself.
3. When students have completed the assignment, they simply click the **Mark As Done** button to let the teacher know they have finished.

Note: The teacher does NOT receive an alert or email notification when work has been turned in, or marked as done.

4. If a student is turning in late work, it is recommended that they leave a private comment to notify the teacher of late work or special circumstances.

The screenshot shows the 'Your work' section in Google Classroom. At the top right, it says 'NOT DONE'. Below the title, a message states: 'Files you add or create can be viewed and edited by your teacher'. There are two dropdown menus labeled 'Add' and 'Create'. A blue button with the text 'MARK AS DONE' is highlighted with a red rectangle. Below this, there is a section for adding a private comment, which includes a user icon and the text 'Add private comment...', also highlighted with a red rectangle.



Student's View: List of Assignments

Students can also see a list of their assignments for ALL of their classes by navigating to the **To Do** page. Go to the menu (three lines) in the top-left, and select **To do**.

There are two tabs at the top of this page:

- 1 **To-Do:** Here students can see a list of all of the assignments that are pending, including the title, class name and due date. Click on the assignment name to go directly to that assignment details page.
- 2 **Done:** Here students can see a list of all of the assignments they have turned in or marked as done.

1 TO-DO 2 DONE

All classes ▾

Late

- #002 Review Your Self-Assessment Results and Share Your Goals
Commerce Digital Fluency 2015-16 — due Sep 16
- #001 Digital Fluency Pre-Assessment
Commerce Digital Fluency 2015-16 — due Sep 16
- #003 Two Truths and a Lie!
Commerce Digital Fluency 2015-16 — due Sep 16
- #004 What is Meaningful Technology Integration?
Commerce Digital Fluency 2015-16 — due Sep 16



Classroom Tip!

Get the mobile app for your device so you can access Google Classroom anytime, anywhere. Bonus! The mobile app will send push notifications to let students know when they have a new assignment. Available for [iOS](#) and [Android](#).

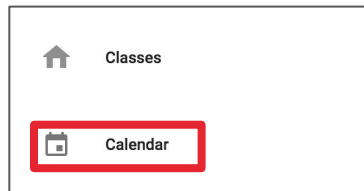


Classroom Calendars

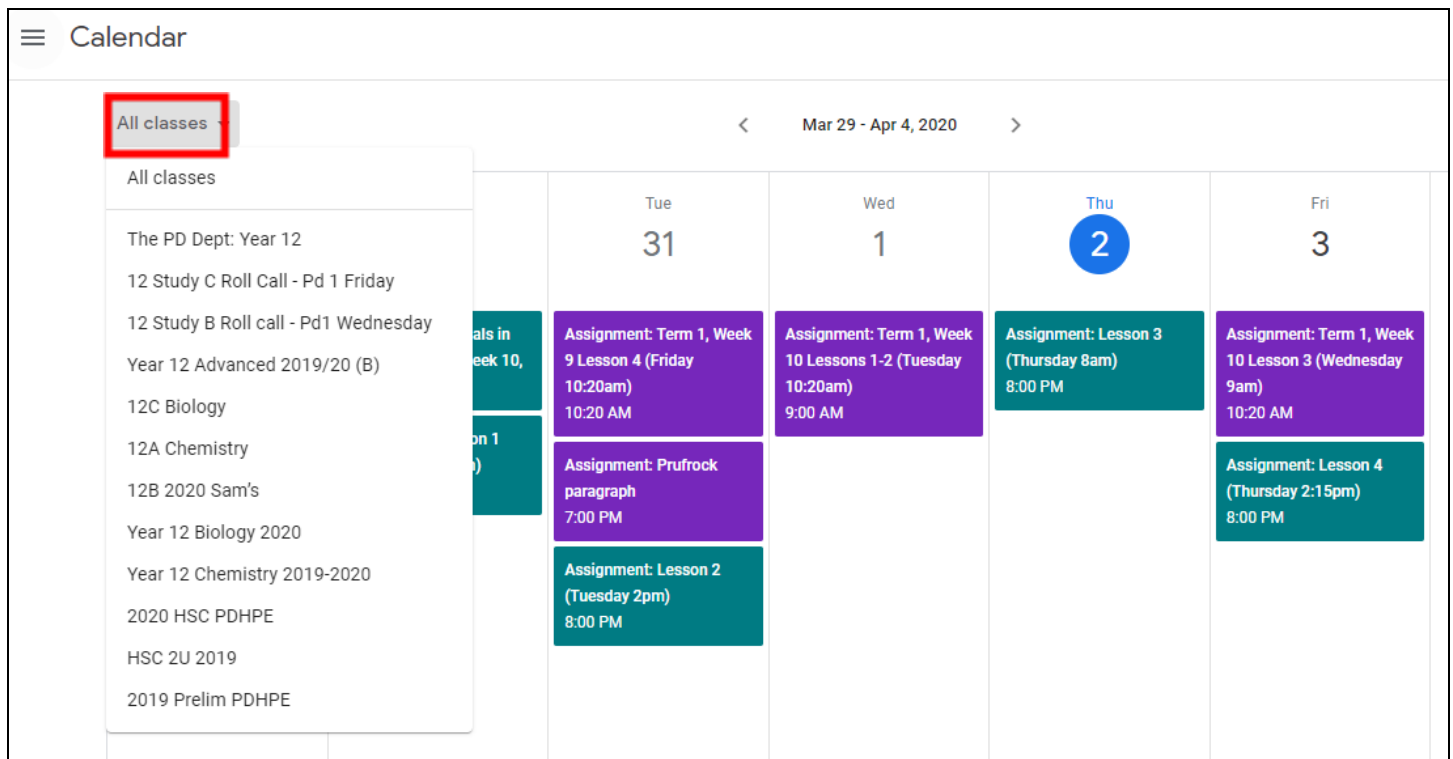
Google Calendar is integrated into Google Classroom, which makes it easy for students to see assignment due dates and more in one location. Each assignment or discussion question with a due date will automatically be added to that class's Google Calendar.

1.  Go to the Google Classroom Menu (three lines) near the top-left of your screen.

2. Select **Calendar**.



Here you can view a weekly calendar of all of your classes together, or filter for each class. You can also click on an assignment to go directly to that assignment details page.


 A screenshot of the Google Classroom 'Calendar' view. The top left shows a hamburger menu icon and the word 'Calendar'. Below this is a filter dropdown menu with 'All classes' selected and highlighted by a red box. The main area shows a weekly calendar for the week of March 29 to April 4, 2020. The days are labeled: Tue 31, Wed 1, Thu 2, and Fri 3. Assignments are shown as colored blocks (purple and teal) with their titles and due times. For example, on Tuesday 31, there are assignments for 'Term 1, Week 9 Lesson 4 (Friday)' and 'Prufrock paragraph'. On Thursday 2, there is an assignment for 'Lesson 3 (Thursday 8am)'. On Friday 3, there are assignments for 'Term 1, Week 10 Lesson 3 (Wednesday 9am)' and 'Lesson 4 (Thursday 2:15pm)'.

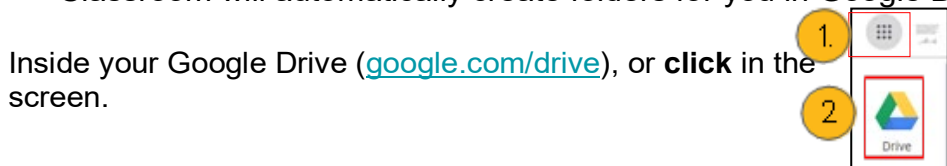

Google Drive Folders

Google Drive Folders:

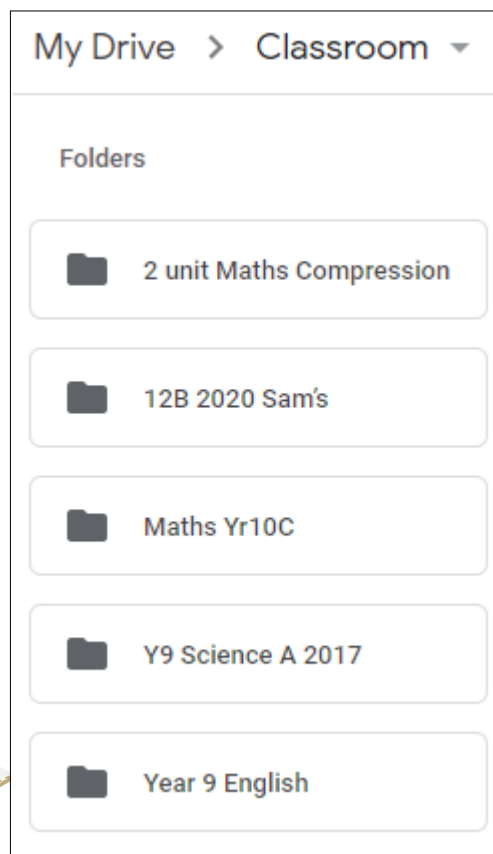
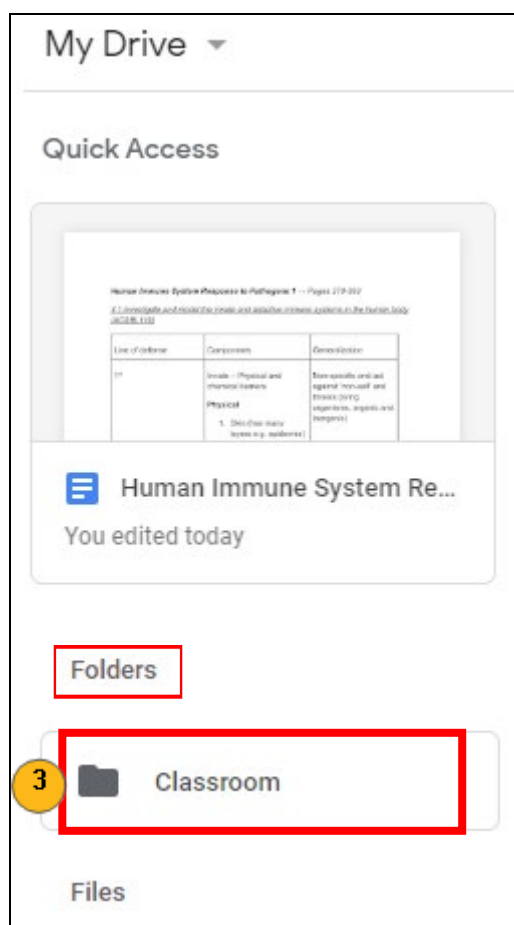
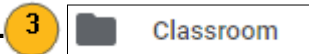
Classroom will automatically create folders for you in Google Drive.

Inside your Google Drive (google.com/drive), or **click** in the

top right hand corner of your



On the next screen you will find one master folder titled, '**Classroom**'.



→ Inside the master Classroom folder is a subfolder for each class you have joined.

- ◆ Inside each class folder you will also find other various files and folders depending on what your teacher has added to your assignments.

