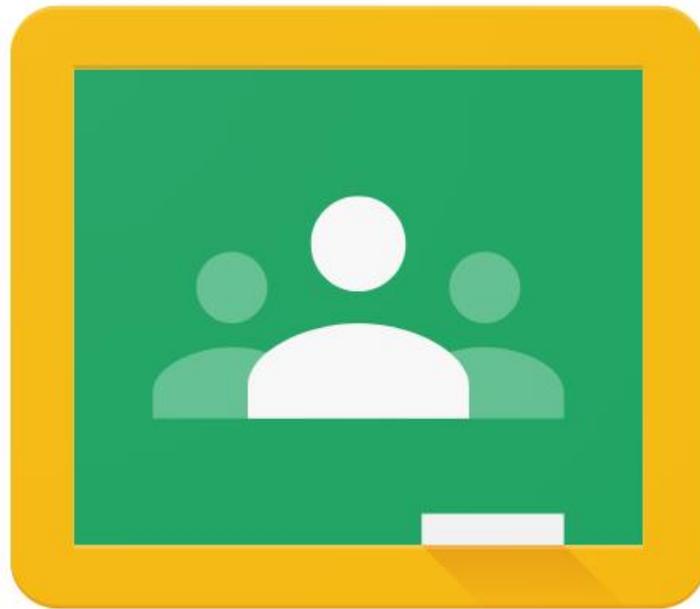


# A Parent's Guide To Google Classroom



A step-by-step guide to  
understanding Google Classroom and  
helping your child to be successful in SD67

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# Overview

A growing number of school districts and teachers are turning to Google's educational products to facilitate the use of technology in the classroom. This can be both exciting and overwhelming for parents and students alike. This guide will help you navigate Google Classroom and make use of all of its features to help your child be successful.

## What is Google Classroom?

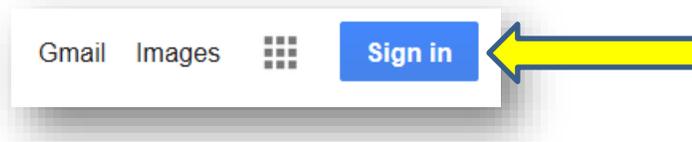
Google Classroom is a safe and secure web service that allows teachers to create, distribute and grade assignments in a paperless way. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students. It can improve communication between teachers, students and parents by providing access to assignments, resources, grades and due dates. You can think of it like a "digital binder" for your child's assignments and resources.

# Accessing Google Classroom

## How do I find my child's classes?

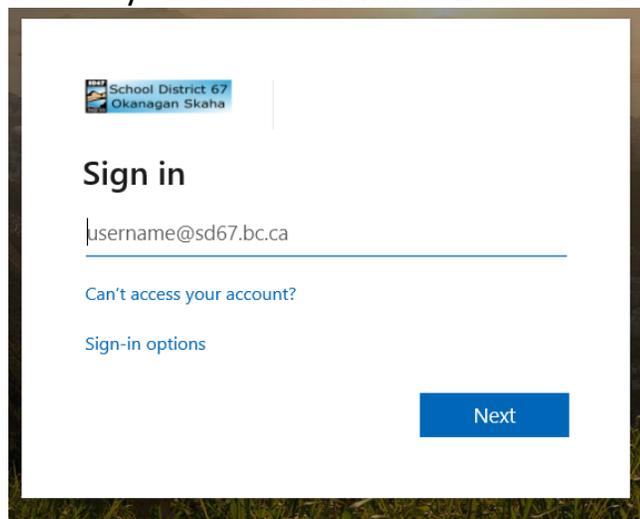
The easiest way to locate your child's Google Classrooms is to log in using their school Google (sd67.bc.ca) account. Parents can email their child's respective teacher if they wish to receive weekly or daily email summaries of assignments, announcements and due dates. Follow the steps below to locate all of your child's classes:

1. Log in to Google with your child's school email account at [www.google.com](http://www.google.com) and clicking *Sign In* in the top right corner:



A. *studentnumber*@sd67.bc.ca (ie. *123456*@sd67.bc.ca)

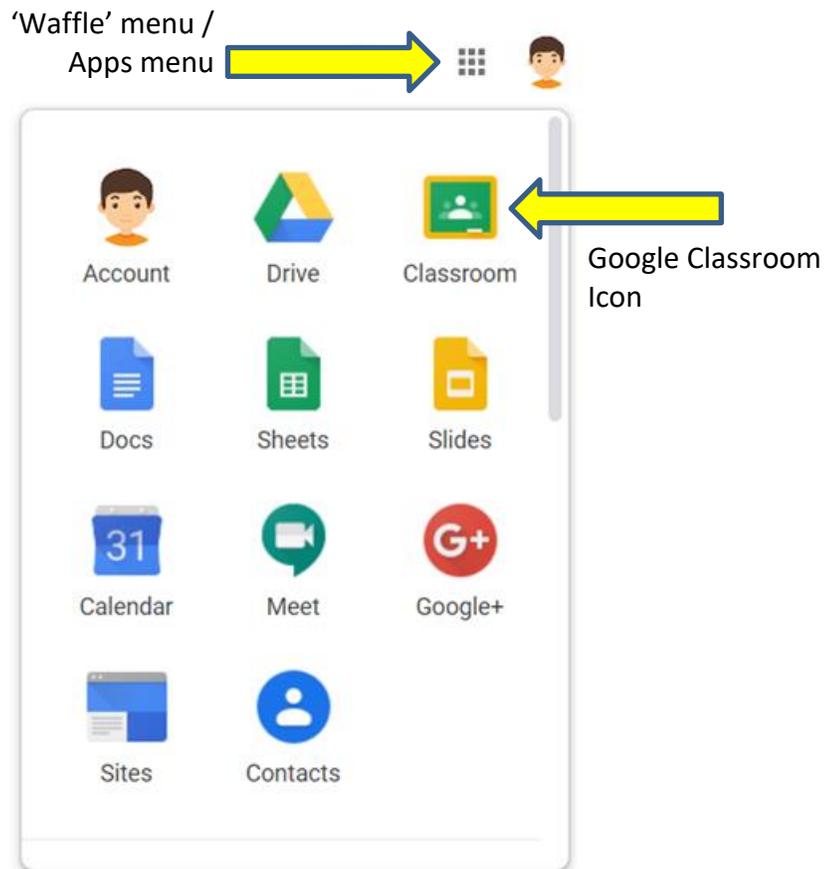
It may redirect you to another window that looks like this:



B. Login using the same information from step 2.

C. **Password:** Use your child's student computer password (if your child has forgotten their password, please contact the school)

2. Locate the “waffle” menu or Google Apps icon and select Google Classroom from the menu.



3. This will take you to all of the classes that your child is in enrolled in. Click on any class to enter.

# The Main Page

What information is on the main page and how is it organized?

On the main page of the classroom you will find tabs at the top of the screen that will help you navigate between the stream, classwork and people section. More about each of these **tabs** will follow.

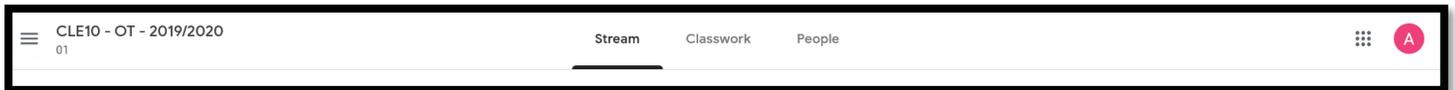
In addition, you will find the **stream**, which will be explained in detail in the next section, and **due dates** for assignments.

The screenshot shows the main page of a classroom for 'CLE10 - OT - 2019/2020'. At the top, there are three tabs: 'Stream', 'Classwork', and 'People'. Below the tabs is a header banner with the text 'CLE10 - OT - 2019/2020' and '01'. The main content area is divided into three sections: 'Tabs', 'Stream', and 'Due Dates'. The 'Tabs' section is highlighted with a yellow arrow pointing to the top navigation tabs. The 'Stream' section is highlighted with a yellow arrow pointing to the main content area. The 'Due Dates' section is highlighted with a yellow arrow pointing to the 'Upcoming' section, which displays a message: 'Woohoo, no work due soon!' and a 'View all' link. Below the 'Upcoming' section, there are three assignment posts in the stream, each with a date and a title. The first post is dated 'Mar 9 (Edited Mar 12)' and the title is 'Unit 3 - Assignment 1 - Financial Adviser Reflection'. The second post is dated 'Feb 21' and the title is 'Unit 2 - Assignment 8 - Resume Writing'. The third post is dated 'Feb 20 (Edited Feb 20)'. A yellow arrow points to the 'Stream' section, and another yellow arrow points to the 'Due Dates' section.

# Tabs

## What are the tabs and what can I do with them?

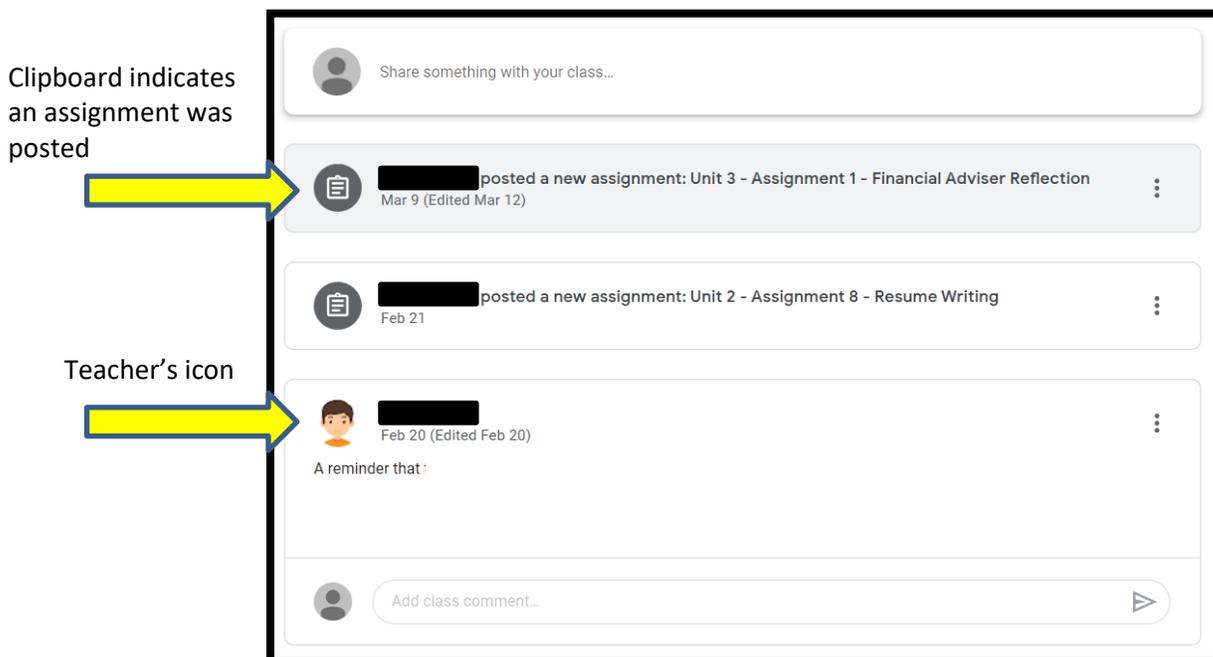
There are three main tabs located at the top of the classroom which help students and parents navigate to different sections of the classroom. When you initially open the classroom you will be on the tab with the **stream**. The **classwork** tab contains assignments, questions and resources to complete work. The **people** tab contains school email addresses of all students in the class and well as the teachers.



# Stream Tab

## What is the stream and what information can I find there?

The *stream* is where teachers post information for students. Google Classroom has announcements in the stream. Announcements are reminders or messages to students. They are organized with the most recent posts on top and older posts below. The *stream* will also let students know the teacher has posted a new assignment indicated with the clipboard. They may also have attachments such as forms, flyers for school events, etc. Announcements will have the teacher's icon rather than the clipboard.



# Classwork Tab

The *classwork* tab is where you will find your child's assignments. Teachers may also post links and other resources needed to complete assignments. In addition, teachers may post questions for students to answer in order to facilitate a class discussion on a topic of study.

Assignments in Google Classroom are paperless. The clipboard icon in the upper left corner indicates that the post is an assignment for students to complete. When a student clicks on an assignment, it will expand to reveal the instructions and attachments. There may also be links to other resources that will help students complete those assignments. Teachers may grade assignments and return with a score via the classroom as well.

The screenshot shows a Google Classroom assignment post titled "Unit 2 - Assignment 8 - Resume Writing". The post includes a clipboard icon, a due date of "Due Feb 28", and a posted date of "Posted Feb 21". The instructions state: "Complete the resume assignment and attached your finished version here before submitting. Use the attached templates to help you along the way." There are four attachments: "Resume Writing Assignm...", "Resume Template", "Resume Template 2", and "Resume Template 3", all from Google Docs. A "View assignment" button is at the bottom. Yellow callout boxes with arrows point to the Assignment Icon, Posted Date, Instructions, Assignment & Resources, Click to Expand, and Due Date.

Assignment Icon

Posted Date

Instructions

Assignment & Resources

Click to Expand

Due Date

# Submitting Assignments

**How does my child submit completed assignments and how can we tell if assignments are done or late?**

‘View Assignment’ – Expanded View

When a student clicks the ‘View Assignment’ link, there will be a ‘turn in’ button on the right hand side. Once a student completes the assignment, they must click the *Turn in* button in order for the teacher to receive it.

In the top right hand corner of the assignment post there is the assignment status message telling you if the assignment is ‘missing,’ ‘turned in,’ ‘turned in late’ or ‘graded.’

The screenshot shows an assignment page for 'Unit 3 - Assignment 1 - Financial Adviser Reflection'. The page includes a due date of 'Due Mar 15', a score of '8 points', and a 'Turn in' button. A 'Your work' section shows a missing attachment for 'financial ad... Google Docs'. A 'Private comments' section is also visible. Annotations with yellow arrows point to the 'Due Date', 'Assignment status' (Missing), 'Attachment button', 'Turn in button', and 'Send a private comment to teacher'.

Due Date

Assignment status

Attachment button

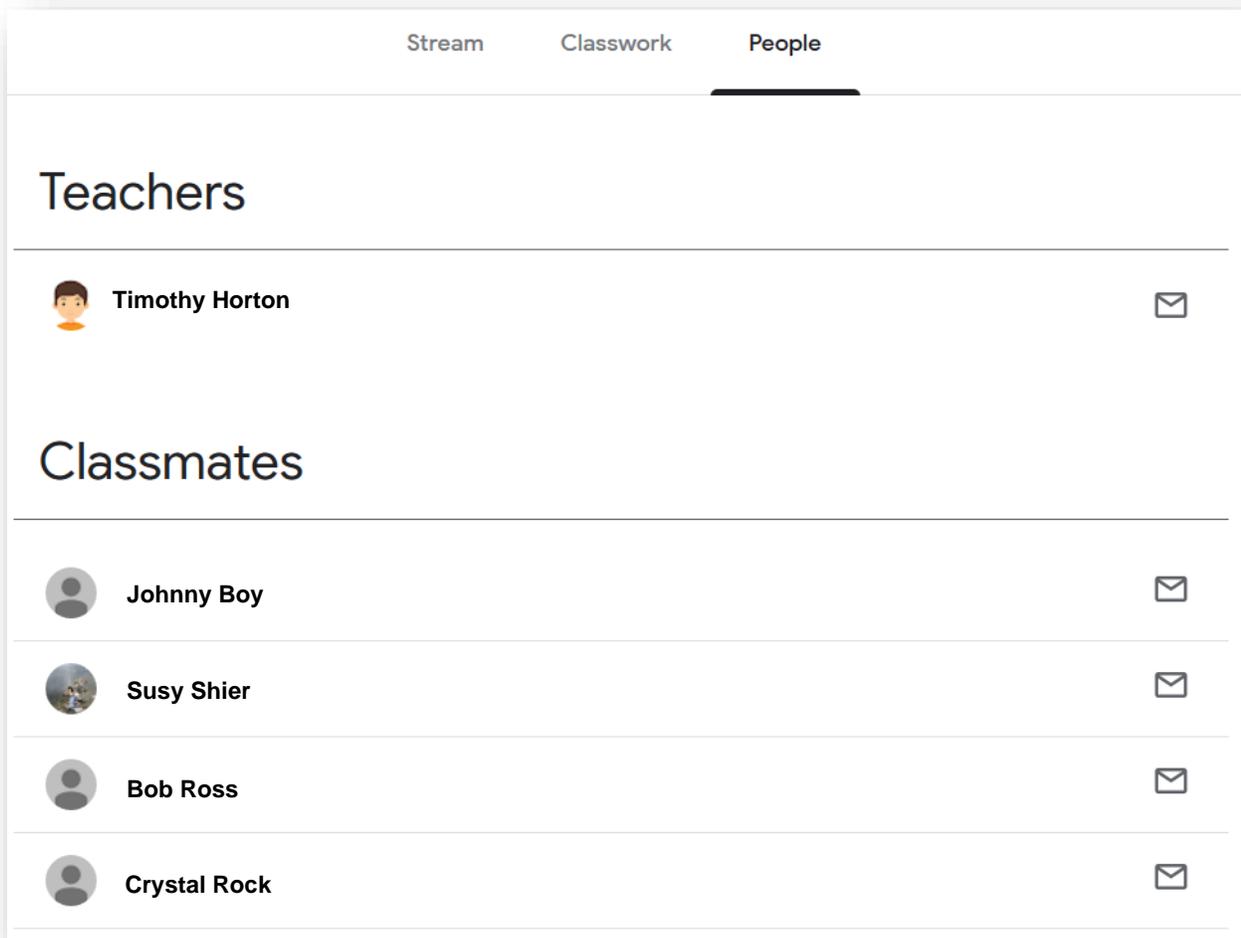
Turn in button

Send a private comment to teacher

# People Tab

The People Tab shows students who the teacher(s) is and who their classmates are.

\*Even though there is an email envelope beside each name the emailing feature is not available.

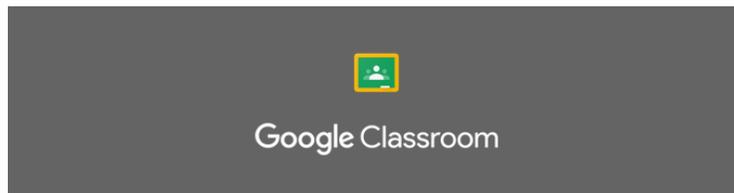


# Email Summaries

## What information can I get from email summaries and how do I get them?

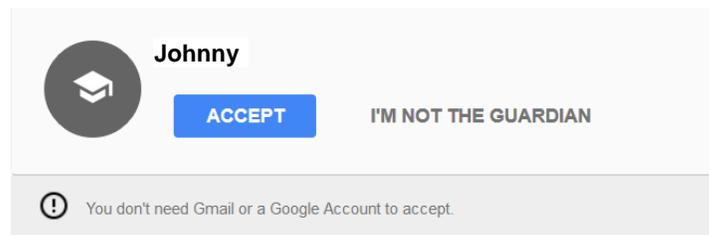
Email summaries are a terrific communication tool for parents and teachers. If you wish to receive weekly summaries to your email, you must let your child's teacher know which email address you wish for them to sign you up with. Information including missing work, upcoming due dates for work and announcements will be sent.

You will receive an email from your child's teacher that includes an invitation. When you accept that invitation, you can go to the settings to choose the frequency.



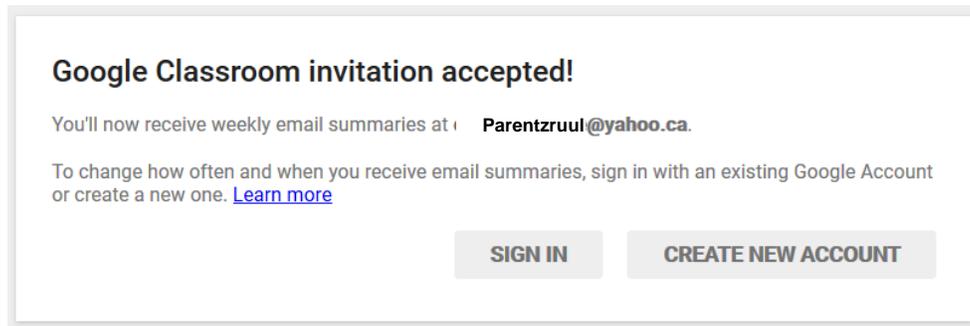
### Timothy Horton invited you as a guardian in Google Classroom

You'll get a weekly summary of Aidan's progress with missing and upcoming work, and new teacher posts.

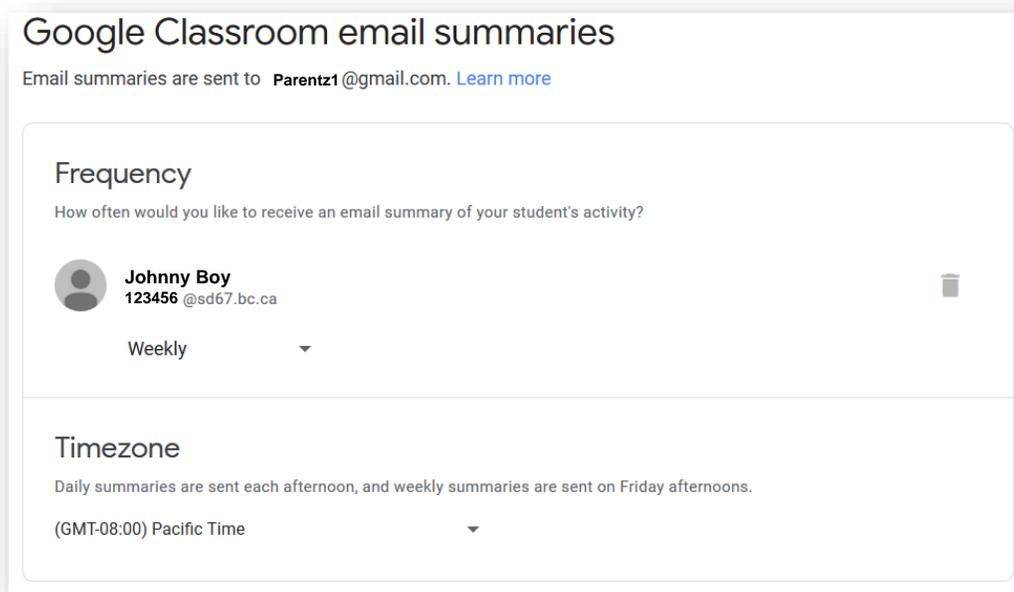


If you accept, your contact information will be shared with Johnny. Johnny's teachers and domain administrators, and applications they authorize for use with Classroom.

If your email address is not a Gmail account you'll receive a message asking you to create a new Google Account or sign in with an existing one.



Once signed in with a Google Account, you can set up the frequency you would like to receive email summaries: weekly, daily or no summaries at all.



A sample parent summary page is shown below:



**Google Classroom**

**Weekly summary for Felix**

Aug 1 – Aug 5, 2016

### Student work

Missing from last week

U.S. History – due Jul 26

**My top five influential figures in American History**

Create a top 5 list of the most influential figures in American history from the people listed in the handout. For each figure, write a brief explanation (in your own words) on why they are on your list. We will be going over this in class so make sure you are ready to justify your choices.

English and American Literature – due Jul 27

**What is the Harlem Renaissance? Who started it?**

Due next week

U.S. History – Due Aug 9

**"The Price of Free Speech" Reading and Questions**

Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.