



# Google Classroom Quick Guide

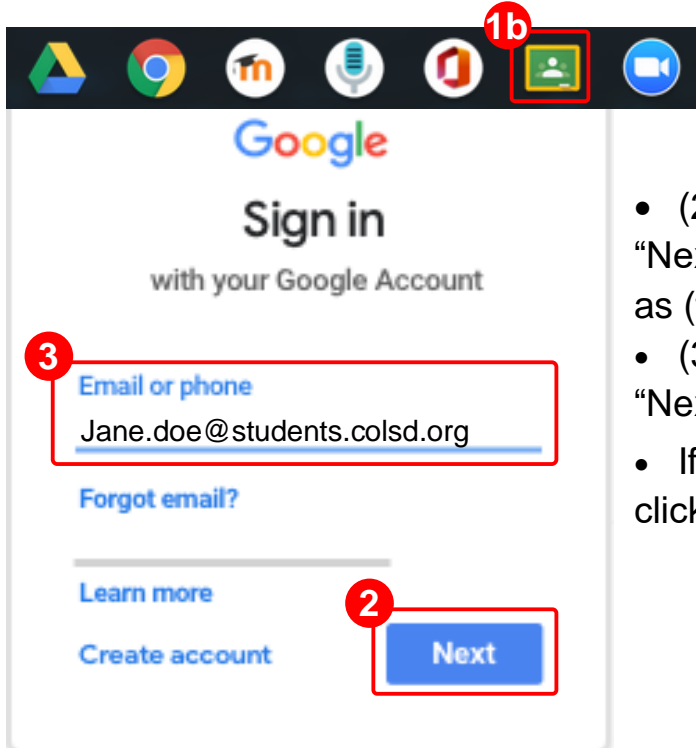
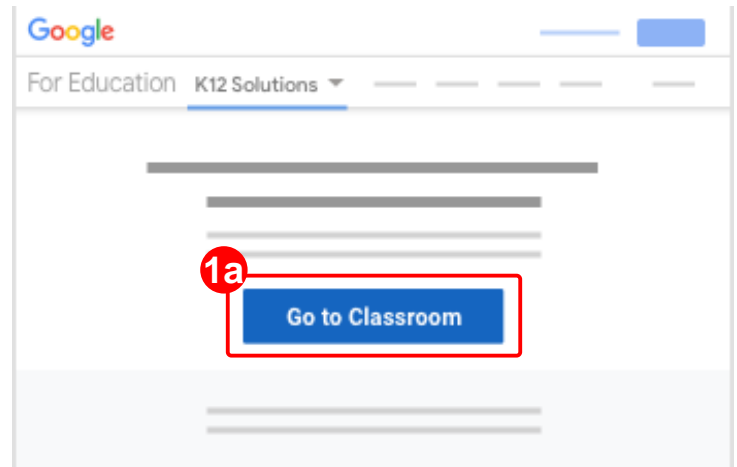
## *Students and Parents Edition*

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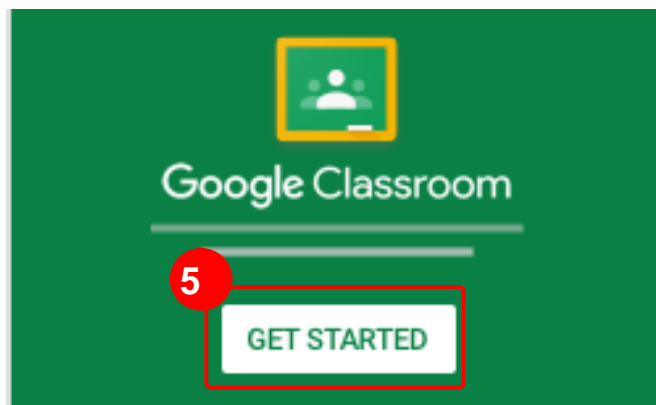
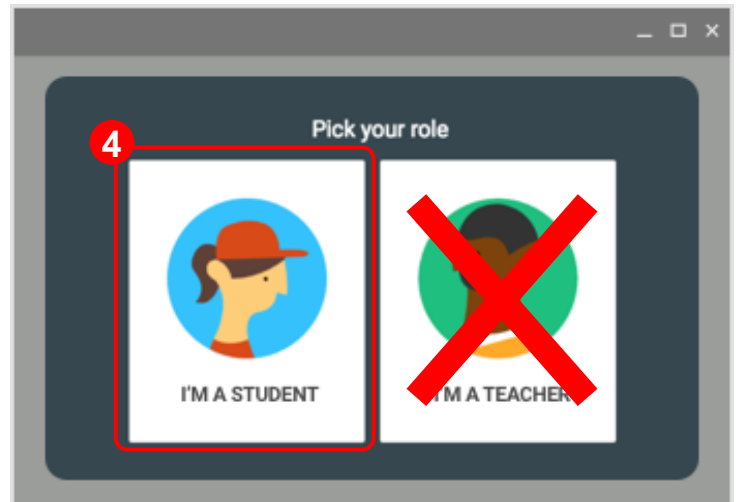
# Logging into Google Classroom for the First Time

- (1a) Go to classroom.google.com. You should see a screen like the one here. Click “Go to Classroom.”
- (1b) If you are using a school Chromebook, Click on the “Classroom” icon on the bottom of the screen.



- (2) Enter your school email address and click “Next”. Student email addresses are formatted as (first.last)@students.colstd.org.
- (3) Enter your school password and click “Next” again.
- If there is a welcome message, review it, and click “Accept.”

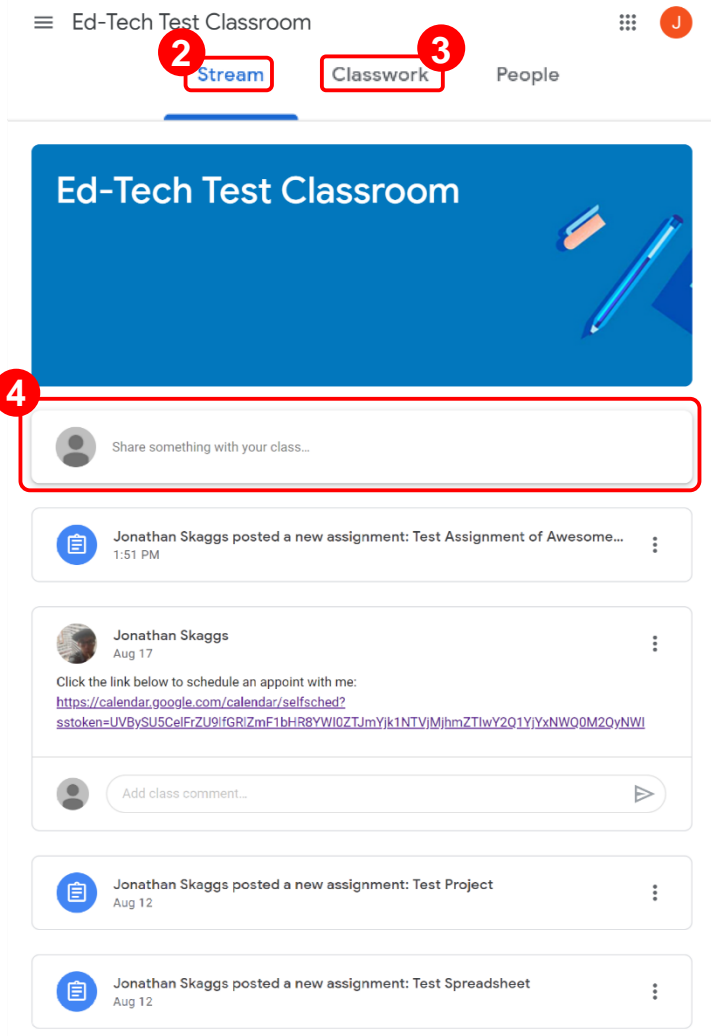
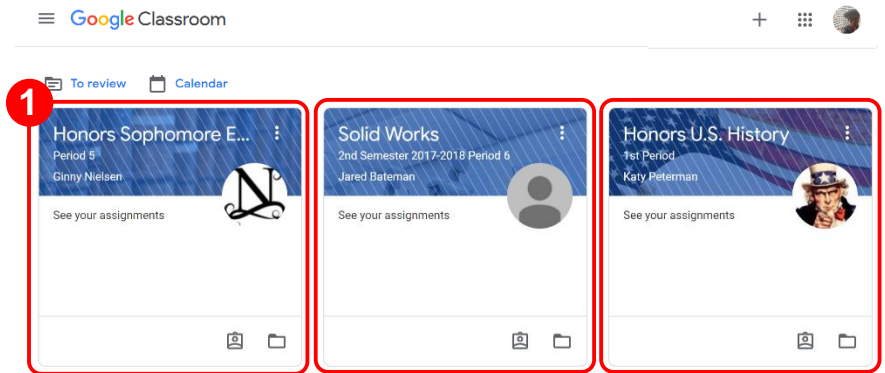
- (4) If this is your first time in Google Classroom, you will see a “Pick your role” dialog, click “I’m a Student”.  
**\*NOTE: You cannot change this setting later\***



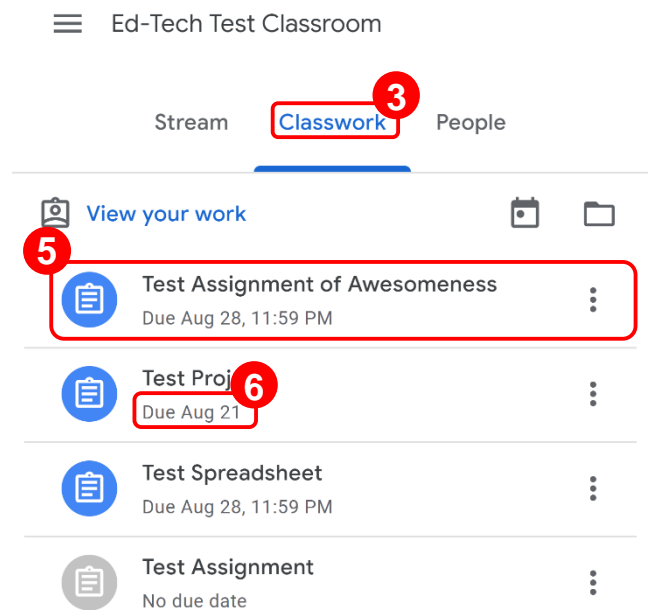
- (5) Click “Get Started” to complete your first login. Your current classes should now appear on your screen.

## Accessing your Classes and their Assignments

- (1) When you first go into your Google Classroom you should see all of your classes as a box.
- To return to this page click “≡” then “Classes”



- (2) When you click on a class it will bring you the “Stream” tab for that class.
- (4) A class stream shows posts from your teacher, other students, and assignments. You can also share something with your class from the “Stream” tab if your teacher has granted access.



- (1) On the top of the page there is also the “Classwork” tab (3). If you click on that tab there should be a list of your assignments (5) and their due dates (6).

## Viewing and Submitting your Assignments

- There is a way to view all of your assignments from each of your classes as a “To-do” list (1). To access the list, click on the “Menu” icon (2) then “To-do” (3) to access your “To-do” page (1).

Jonathan Student  
jonathan.student@students.colsd.org

Classes

Calendar

Enrolled

To-do

Super Awesome Class of Stuff

Ed-Tech Test Classroom

To-do

Assigned Missing Done

No due date 0

This week 2

Test Project Ed-Tech Test Classroom Friday 11:59 PM

Assignment of Stuff Super Awesome Class of Stuff Friday 11:59 PM

Next week 3

Later 0

- From the “To-do” page you can see your current assignments (4) if you have any missing assignments (5) and your already completed assignments (6).
- From your “To-do” list, you can see when assignments are due (7), which week they are due (8) and the class an assignment is from (9).

Ed-Tech Test Classroom

Test Project

Jonathan Skaggs • Aug 12 (Edited 2:50 PM)

100 points Due Aug 21

Class comments

Add class comment...

Your work Assigned

Jonathan Student ... Google Slides

+ Add or create

Turn in

Private comments

Add private comment...

- When you click on an assignment you can see your assigned work (10), turn in the assignment (11) and add a private comment for your teacher (12).

# How to setup Classroom Notifications

(1) Go to settings: Click “≡” then “Settings”

The screenshot shows a user interface with a sidebar on the right and a main content area on the left. The sidebar contains a 'Classes' section with a home icon, a 'Calendar' section with a calendar icon, and an 'Enrolled' section with three class entries: 'Super Awesome Class of Stuff' (S), 'Ed-Tech Test Classroom' (E), and 'Archived classes' (down arrow icon). A red box labeled '1' highlights the 'Settings' option (gear icon) in the sidebar. The main content area is titled 'Notifications' and has three sections: 'Email' (Receive email notifications), 'Comments' (Comments on your posts, Comments that mention you, Private comments on work), and 'Classes you're enrolled in' (Work and other posts from teachers, Returned work and grades from your teachers, Invitations to join classes as a student, Due-date reminders for your work). Below these is a 'Class notifications' section with two entries: 'Super Awesome Class of Stuff' (S) and 'Ed-Tech Test Classroom' (E). A vertical column of blue toggle switches is on the right side of the notification settings panel, with a red box labeled '2' highlighting it.

(2) Click on the “toggle” icons to turn on the notifications you will receive.

## How to add a Guardian to Google Classroom

- Contact your child's school/teacher and request to be added as a Guardian to their Google Classroom(s). Ensure that they have your current email address. The teacher will manually add you as a guardian.
- Then, you will receive an email from your student's school, open the email invitation. The email should be titled "Get Google Classroom email summaries for (Your Student)."

Get Google Classroom email summaries for Jonathan Inbox x

Jonathan Skaggs (Clas... 7:44 AM (2 minutes ago) ☆ ↩ ⋮  
to me ▾



- (1) Click "Accept" to receive a weekly summary of your student's academic progress.
- When you accept an invitation, you and your student will get an email confirmation.
- Your student's weekly summary will be of your student's progress, their weekly assignments, upcoming work and posts by the teacher.
- You can use any email account; your email does not need to be a Gmail or Google account to receive updates on your student progress.

### Jonathan Skaggs invited you as a guardian in Google Classroom

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

