



G Suite™

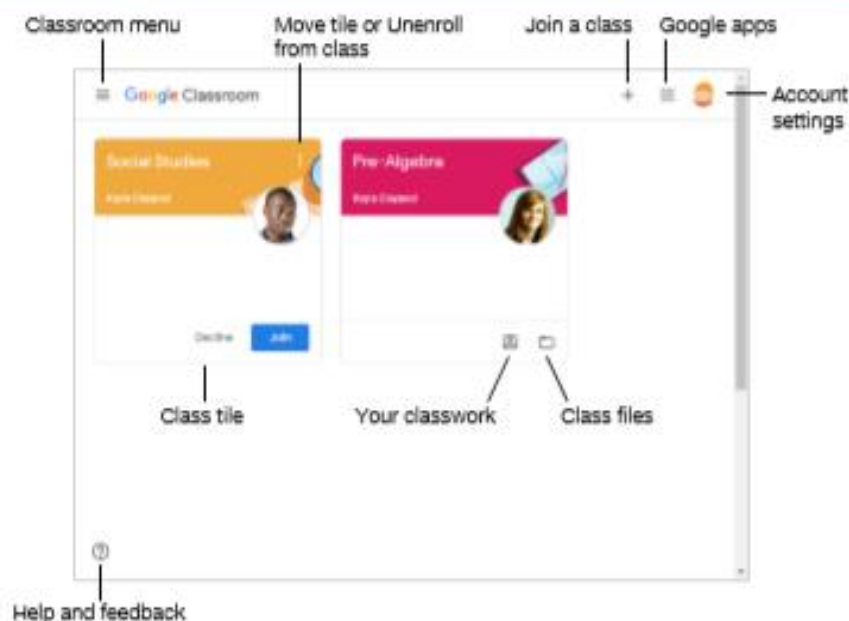
Google Classroom: Students

Quick Reference Card



Moanalua
High School

The Google Classroom Screen

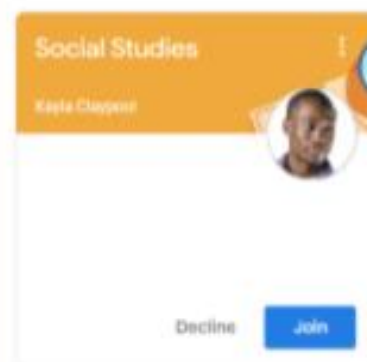


Sign-in to Classroom

Navigate to classroom.google.com in a browser window. Click the **Go to Classroom** button, then enter your Google account email address and click **Next**. Enter your Google account password and click **Next**. You are brought to the Google Classroom home page and will see your profile picture at the upper-right corner, if you have one.

Join a Class

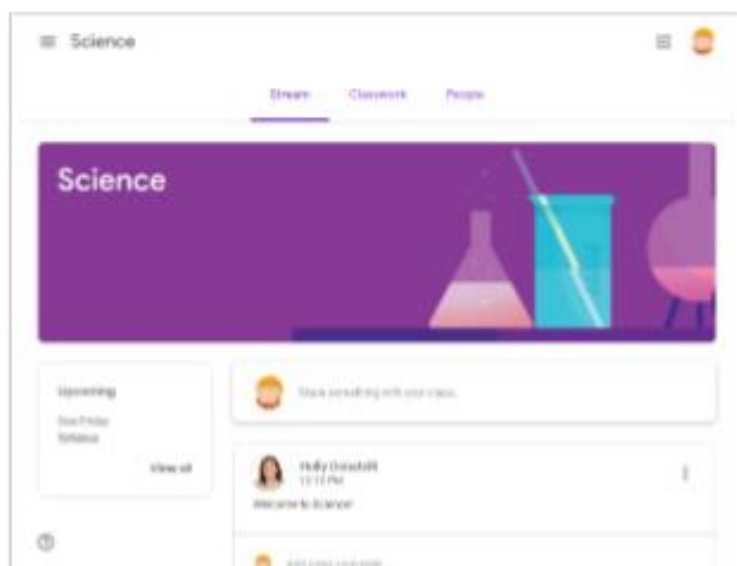
If invited by a teacher, click **Join** on the class tile that appears on the Google Classroom page.



If entering a class code from a teacher, click the **Join a class** button, enter the class code, and click **Join**.



The Class Screen



The Stream page: Shows all the class activity, including upcoming assignments that are due and any recent posts from the teacher or other students.

The Classwork page: Where you go to view and complete any assignments for the class.

The People page: Shows your teacher and a list of all your classmates.

Google Drive

Your Google Drive is connected to your Google Classroom account. A Classroom folder is automatically created for you in your drive at drive.google.com.

Commenting

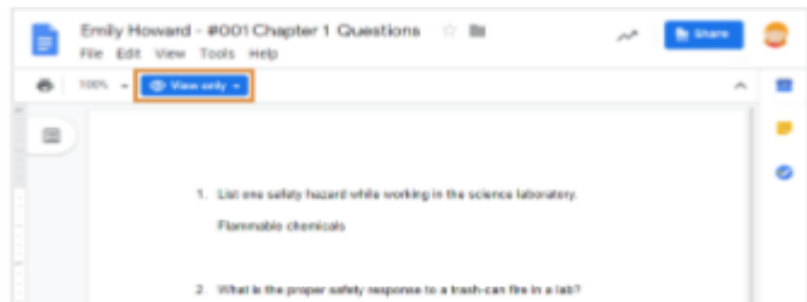
Class comments are visible to everyone in the class. Private comments posted are only visible to the teacher.

The Assignment Screen

This screenshot shows the assignment interface. On the left, labels point to the 'Due date' (a purple clock icon), 'Assignment instructions' (the text 'Read chapter 1 and answer the questions'), and 'Comments visible to the class' (a speech bubble icon). The main area displays the assignment title, points (20), and a 'Turn in' button. On the right, labels point to the 'Assignment status' (labeled 'Assigned'), 'Files attached by the teacher' (a list of files), 'Attach additional files' (an 'Add or create' button), 'Turn in the assignment' (the 'Turn in' button), and 'Comments only visible to the teacher' (a 'Private comments' section).

Document Sharing

Once an assignment is turned in, it becomes a view-only file. Ownership of the document switches to the teacher to prevent changes. You will still be able to see your responses, but you lose editing abilities.



Unsubmit Assignments

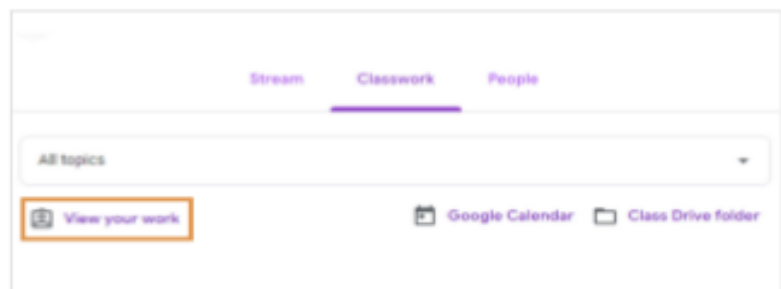
This screenshot shows the assignment screen after work has been turned in. The 'Turned in' status is shown, and the 'Unsubmit' button is highlighted with a red box. The 'Private comments' section is also visible.

If the teacher has allowed it, an Unsubmit button appears after work is turned in. Unsubmit the assignment to gain back editing rights and make changes before the due date.

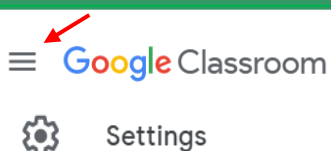
View Your Assignments

If the teacher displays grades in Google Classroom, you can check grades on the View your work page. Click the **Classwork** tab, then click **View your work**. This page displays all your assigned classwork with due dates, as well as the status or grade received.

Grades at Moanalua High School are usually found on the online grade book program Jupiter Ed.



Settings



Click the three lines (see picture on left), to navigate to your Google Classroom homepage. You can click on any section to go directly to that page. In this menu, you will see: **Google Classroom Settings**.

The last option at the bottom of your main menu will allow you to: change or add profile picture, Go to your Google account settings, and turn on/off email notifications (e.g. comments on your posts, private comments on work, work and other posts from teachers, returned work from teachers, etc.)