



GOOGLE   
CLASSROOM

CHEAT SHEET

*For Students*

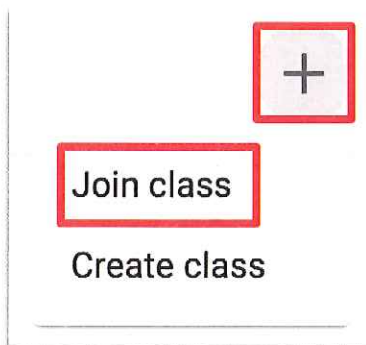
BY KASEY BELL

Shake Up Learning®

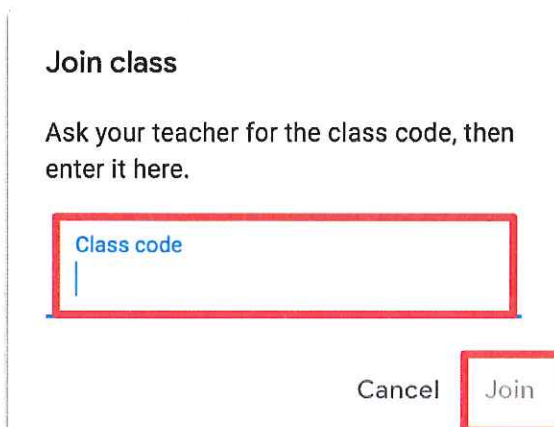
## JOIN A CLASS AS A STUDENT

### 1 Create and Name Your Class

Click the + (near the top-right of the page) and select **"Join class"** to join your teacher's class.

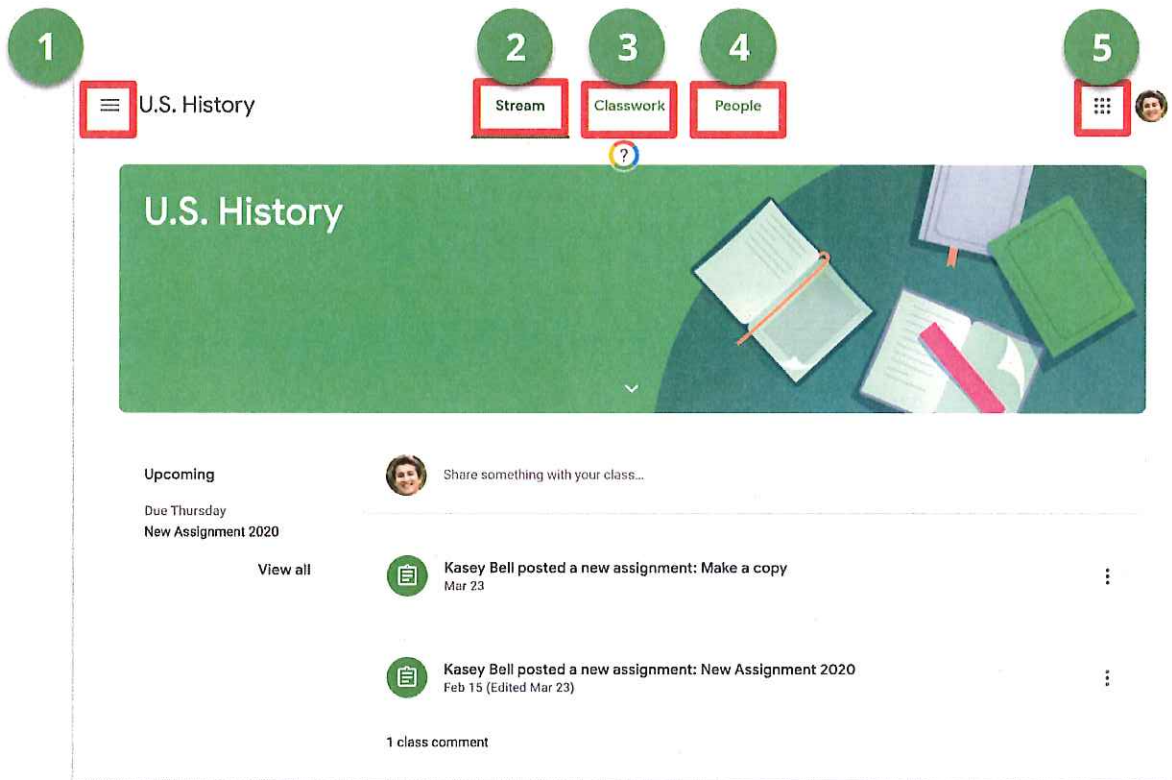


### 2 Enter the class code given to you by your teacher. Then, **CLICK "Join."**



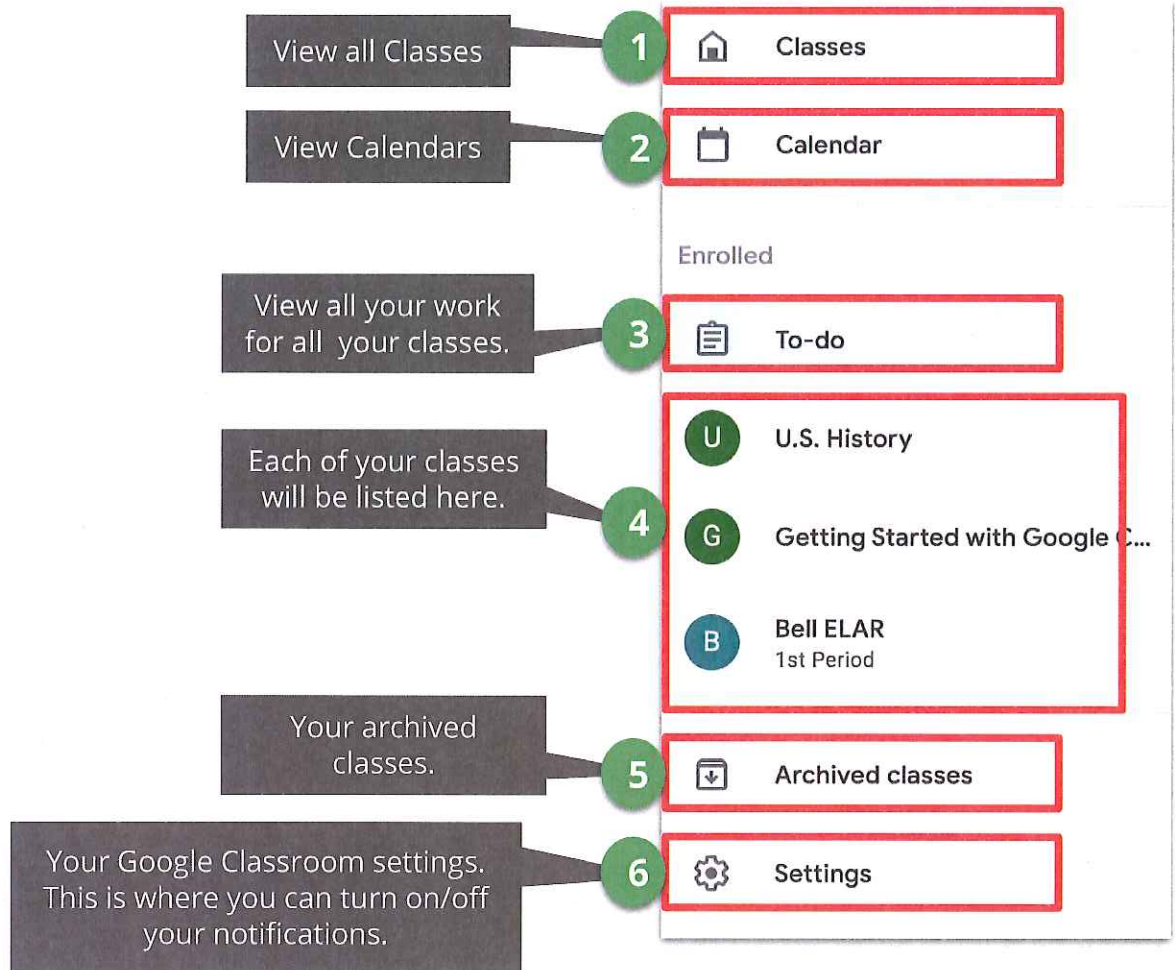
## STUDENT NAVIGATION

- 1 Main Menu (3 lines):** Access all of your classes, calendar, student work, and settings.
- 2 Stream:** The stream is where you will find announcements from your teacher, upcoming deadlines, and where you can post and comment (if your teacher enables this for you).
- 3 Classwork:** The Classwork page is where you will find your assignments and class materials.
- 4 People:** The People page is where you can email your teacher and classmates.
- 5 G Suite Apps:** This icon represents your G Suite apps. You can click on this icon to open other G Suite applications.



## MAIN MENU

The main menu will always be available in the top-left (three lines).



1 View all Classes

2 View Calendars

3 View all your work for all your classes.

4 Each of your classes will be listed here.

5 Your archived classes.

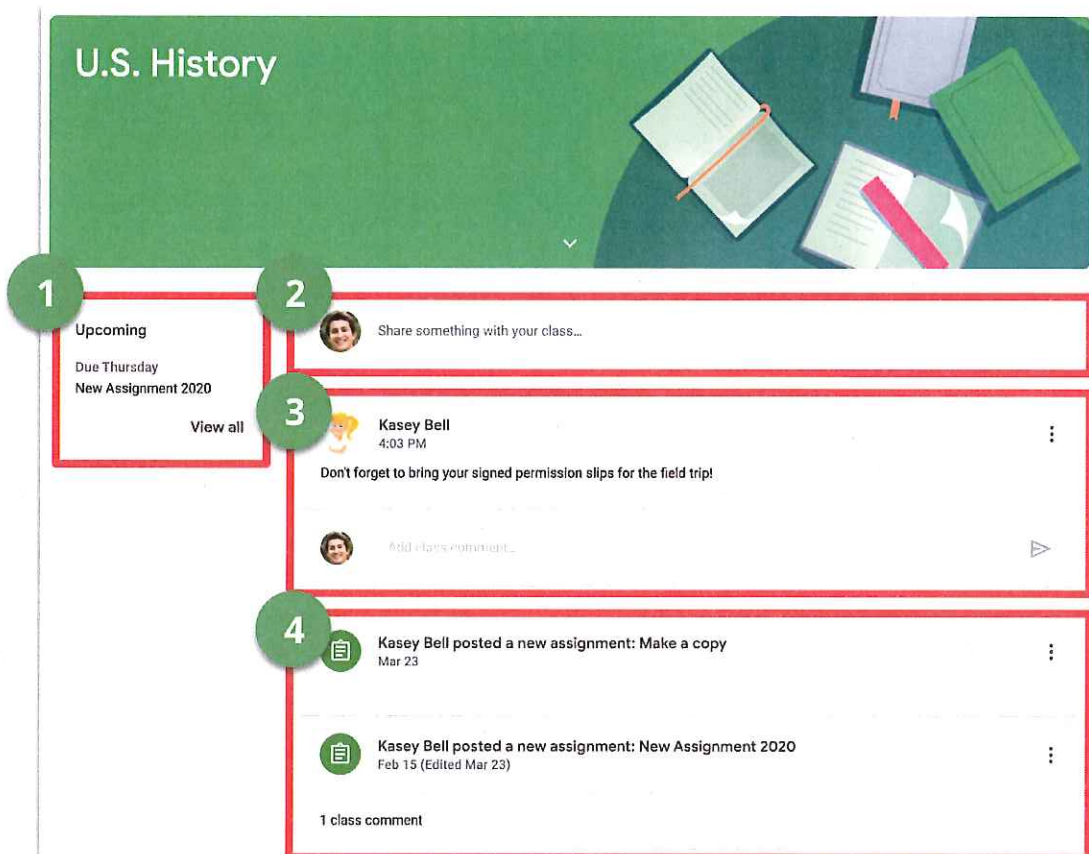
6 Your Google Classroom settings. This is where you can turn on/off your notifications.

- Classes
- Calendar
- Enrolled
  - To-do
  - U.S. History
  - Getting Started with Google C...
  - Bell ELAR 1st Period
- Archived classes
- Settings

## STUDENT STREAM

The Stream is where you will find announcements from your teacher, upcoming deadlines, and where you can post and comment (if your teacher enables this for you).

- 1 Upcoming assignment deadlines will appear to the left sidebar.
- 2 If your teacher allows you to post, you will see a box like this at the top of the stream. Click in the box to share something with your class. Keep it appropriate!
- 3 Your teachers may also post announcements like this in the Stream.
- 4 Your teachers may also post notifications of new assignments in the stream. But you can always see your assignments on the Classwork page.



**U.S. History**

1 **Upcoming**  
Due Thursday  
New Assignment 2020  
View all

2 Share something with your class...

3 **Kasey Bell**  
4:03 PM  
Don't forget to bring your signed permission slips for the field trip!

4 **Kasey Bell posted a new assignment: Make a copy**  
Mar 23

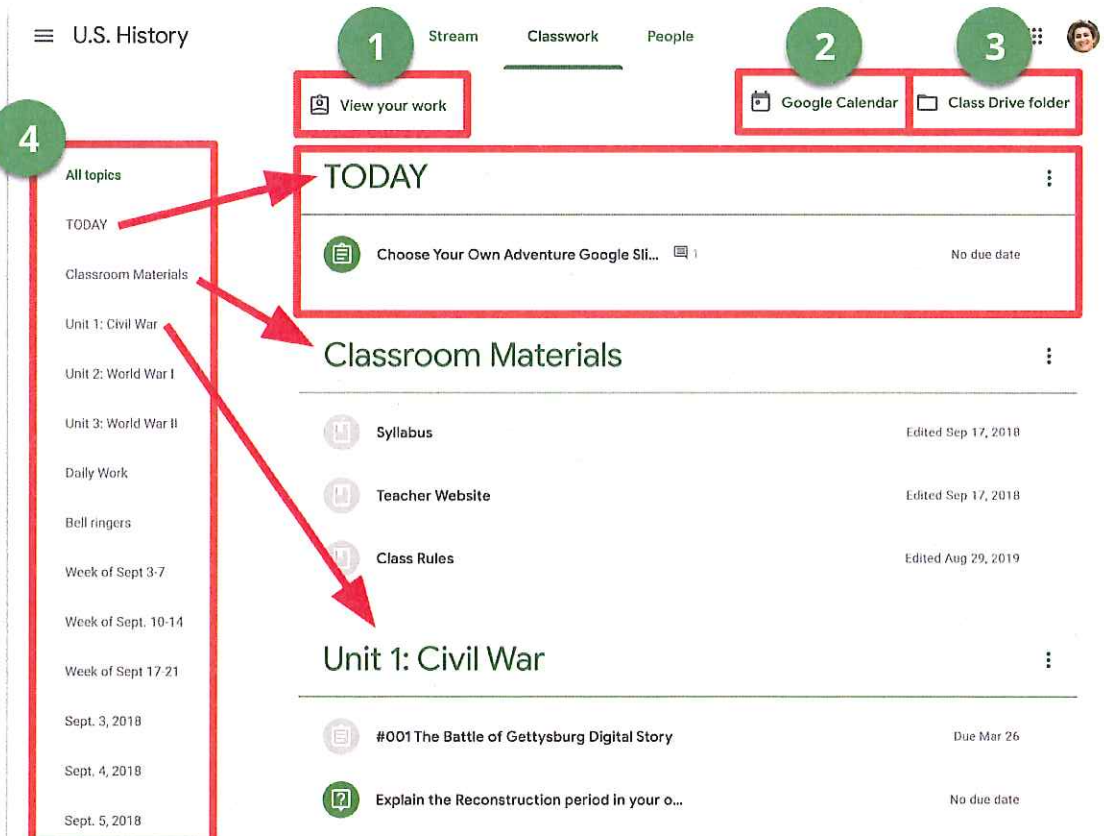
**Kasey Bell posted a new assignment: New Assignment 2020**  
Feb 15 (Edited Mar 23)

1 class comment

## STUDENT CLASSWORK

The Classwork page is where you will find your assignments and class materials.

- 1 View your work, turn in status, due dates, and grades for your class.
- 2 View your class calendar, including due dates for assignments.
- 3 View your Class Drive folder in Google Drive.
- 4 Your teachers may organize your assignments by topics, materials, units, modules, type of work, by day, or any way they choose. Those topics will appear to the left. Click on a topic to see all the assignments for that topic. You will also see topics as headings over your assignments and materials.

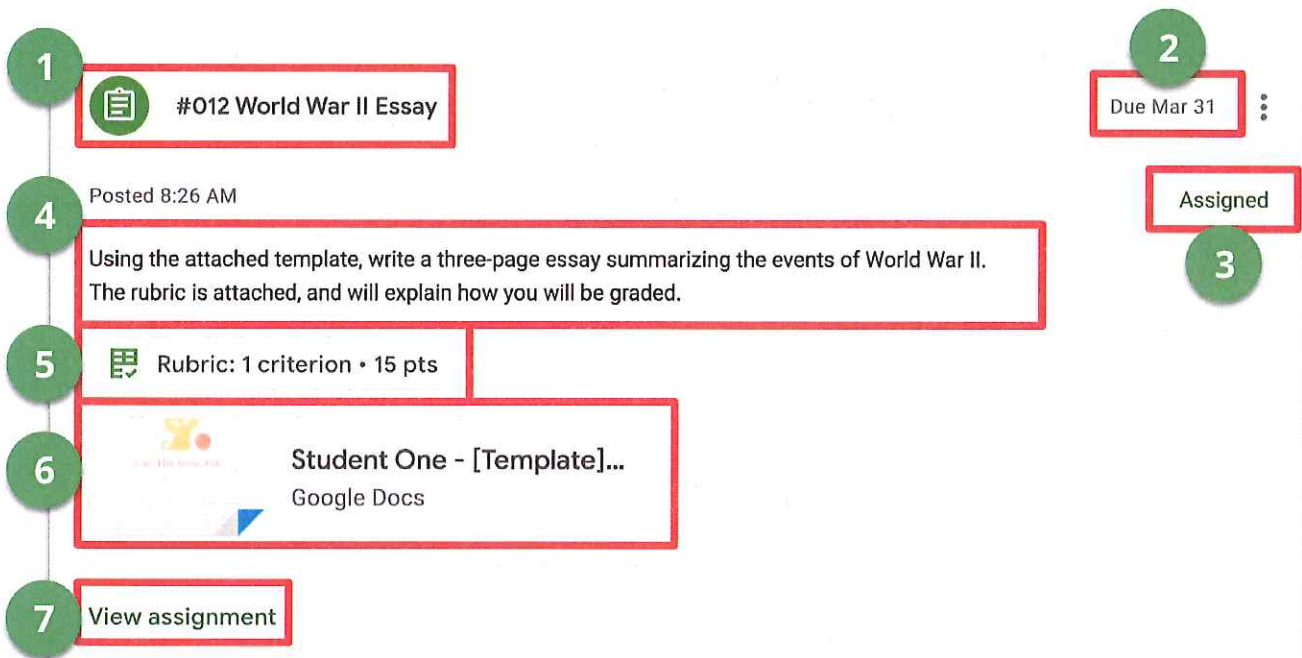


The screenshot shows the Google Classroom interface for a class named "U.S. History". At the top, there are three tabs: "Stream", "Classwork", and "People". Below the tabs are three buttons: "View your work" (labeled 1), "Google Calendar" (labeled 2), and "Class Drive folder" (labeled 3). The main content area is divided into sections: "TODAY" (containing an assignment "Choose Your Own Adventure Google Sli..."), "Classroom Materials" (containing "Syllabus", "Teacher Website", and "Class Rules"), and "Unit 1: Civil War" (containing assignments "#001 The Battle of Gettysburg Digital Story" and "Explain the Reconstruction period in your o..."). A sidebar on the left lists various topics and units, with a red box around it labeled 4. Red arrows point from the sidebar to the corresponding sections in the main content area.

## ASSIGNMENTS ON CLASSWORK PAGE

Posted assignments will appear on the Classwork page. You may be asked to refresh the to see the latest updates. Below is an example of an assignment.

- 1 Name of the assignment
- 2 Due Date
- 3 This is the assignment status. It will show Assigned, Turned In, Late, or Missing.
- 4 Instructions for the assignment from your teacher.
- 5 Your teacher may choose to attach a rubric. If so, this is where it will appear. Click to open.
- 6 Any files that your teacher has attached to the assignment will appear here.
- 7 Click here to open the assignment page.



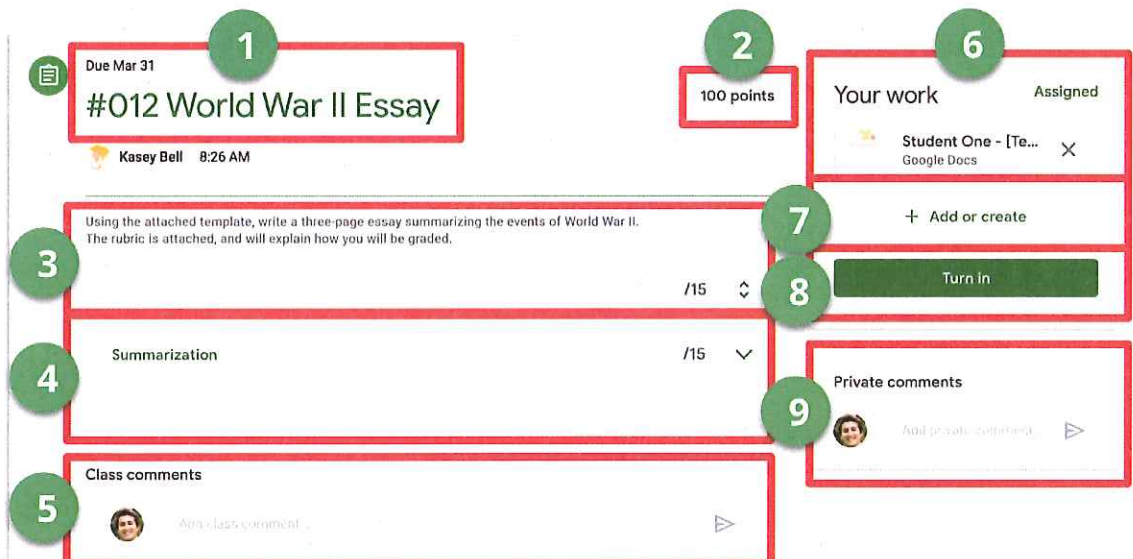
The screenshot shows an assignment card for "#012 World War II Essay". The elements are annotated with numbered callouts:

- 1**: Points to the assignment title "#012 World War II Essay".
- 2**: Points to the due date "Due Mar 31".
- 3**: Points to the status "Assigned".
- 4**: Points to the instructions: "Using the attached template, write a three-page essay summarizing the events of World War II. The rubric is attached, and will explain how you will be graded."
- 5**: Points to the rubric information: "Rubric: 1 criterion • 15 pts".
- 6**: Points to the attached file "Student One - [Template]... Google Docs".
- 7**: Points to the "View assignment" button.

## ASSIGNMENT PAGE

When you click on “View assignment” from the Classwork page, you will be taken to a new page that gives you more details about your assignment.

- 1 **Assignment title and due date**
- 2 **Instructions:** Instructions for the assignment from your teacher.
- 3 **Total points:** Total point value of the assignment (the highest grade you can make)
- 4 **Rubric:** Rubric information if your teacher has added a rubric. (Click the down arrow to see more information.)
- 5 **Class comments:** If your teachers allows you to leave class comments, you will see this option. All students can see class comments.
- 6 **Your work:** This will show you any files the teacher created for you, and any files you have created for this assignment.
- 7 **Add or create button:** Click this button to create new files or attach files you have already created for this assignment.
- 8 **Turn in button:** Click this button when you are ready to turn in your work. Once you turn in, you will not be able to edit your files anymore.
- 9 **Private comments:** Use private comments to talk to your teacher and ask questions. You and your teacher are the only ones who can see private comments.



The screenshot shows the assignment page for "#012 World War II Essay" by Kasey Bell, due on Mar 31. The page is annotated with numbered callouts (1-9) in green circles, each pointing to a specific feature highlighted by a red box:

- 1:** Assignment title and due date: "#012 World War II Essay" and "Due Mar 31".
- 2:** Total points: "100 points".
- 3:** Instructions: "Using the attached template, write a three-page essay summarizing the events of World War II. The rubric is attached, and will explain how you will be graded."
- 4:** Rubric: "Summarization" with a score of "/15".
- 5:** Class comments: "Class comments" section with an "Add class comment" button.
- 6:** Your work: "Your work" section showing "Assigned" status and a file "Student One - [Te... Google Docs".
- 7:** Add or create button: "+ Add or create" button.
- 8:** Turn in button: "Turn in" button.
- 9:** Private comments: "Private comments" section with an "Add private comment" button.



## TURN IN ASSIGNMENTS

Depending on the assignment, you can turn in a doc that your teacher assigned to you, create your own, or add files to the assignment.

### TO TURN IN AN ASSIGNMENT

Go to the Class, then the Classwork page, then click on **"View Assignment."**

There are three different ways you can complete your work:

#### **A** To use the file your teacher attached for you:

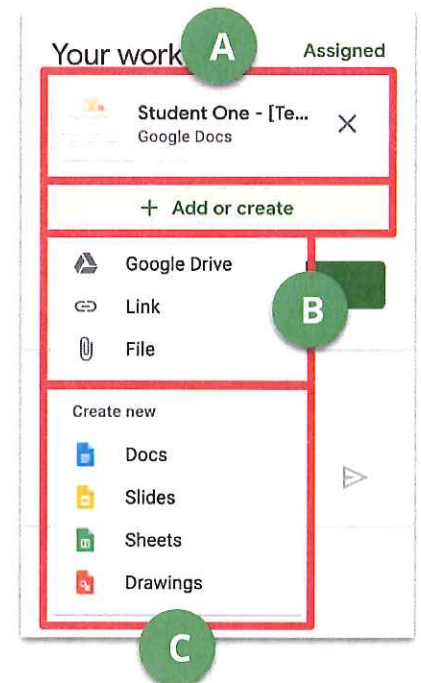
1. Click on the attachment under Your work with your name on it.
2. Enter your work
3. Click the **"Turn in"** button on the document and confirm, or click the **"Turn in"** button on the assignment in Google Classroom.

#### **B** To attach an item that has already been created:

1. Under Your work, click **Add or create** and then select Google Drive, Link, or File.
2. Add or create your work files
3. Select the attachment or enter the URL for a link and click **Add**.
4. Note: You can't attach a file you don't own.

#### **C** To attach and create a new file:

1. Under Your work, click **Add or create** and then select Docs, Slides, Sheets, or Drawings.
2. A new file attaches to your work and opens.
3. Add or create your work files
4. Click the file and enter your information. Note: You can attach or create more than one file.
5. (Optional) To remove an attachment, next to the attachment name, click **Remove**.
6. Click **Turn In** and confirm.
7. The status of the assignment changes to Turned in.



## MARK AS DONE AND UNSUBMIT

### MARK AN ASSIGNMENT AS DONE

Some assignments will have a **Mark as done** button instead of Turn in.

**Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.**

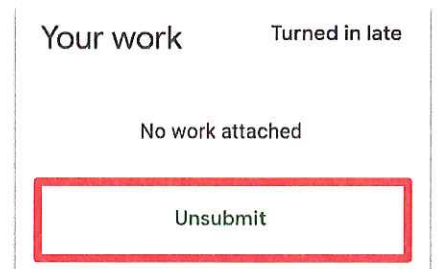
1. Go to the Class, then the Classwork page, then click on **“View Assignment.”**
2. Complete the assignment.
3. Click **Mark as done** and confirm.
4. The status of the assignment changes to Turned in.



### UNSUBMIT AN ASSIGNMENT

After you have turned in an assignment or marked as done, you will see the option to unsubmit. Use this if you need to make changes to your work and resubmit to your teacher. If you unsubmit an assignment, be sure to resubmit it before the due date.

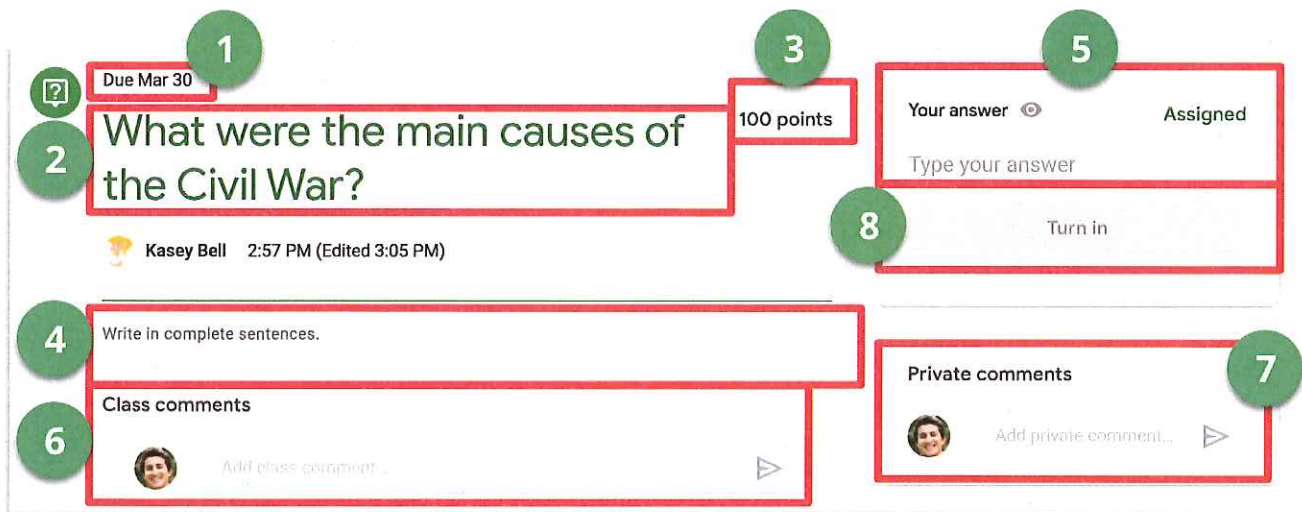
1. Go to the Class, then the Classwork page, then click on **“View Assignment.”**
2. Click **Unsubmit** and confirm.
3. Note: This assignment is now unsubmitted. Resubmit it before the due date.



## ANSWER QUESTION ASSIGNMENTS

When a multiple choice or short answer question has been assigned to you by your teacher, it will immediately appear on the Classwork page. Click “**View question**” to complete the assignment.

- 1 Due date
- 2 The question assigned to you.
- 3 Total points possible
- 4 Directions from your teacher
- 5 **Your Answer:** This box is where you type your answer for short answer questions, or select from multiple choice answers.
- 6 **Add a Class Comment:** Use this space to ask questions or for general comments. This is NOT where you type your answer to the question.
- 7 **Add a Private Comment:** Use this space to leave a comment or question for your teacher.
- 8 **Turn In:** When you have completed your work, click the Turn in button.



The screenshot shows a Google Classroom question assignment interface. It includes a due date (1), the question text (2), points (3), directions (4), an answer box (5), a class comment section (6), a private comment section (7), and a turn in button (8).

1 Due Mar 30

2 What were the main causes of the Civil War?

3 100 points

4 Write in complete sentences.

5 Your answer  Assigned

6 Type your answer

7 Turn in

8

Class comments

Private comments

Add class comment... Add private comment...

## STUDENT TO-DO: SEE ALL YOUR WORK

You have multiple ways to view your work for a class:

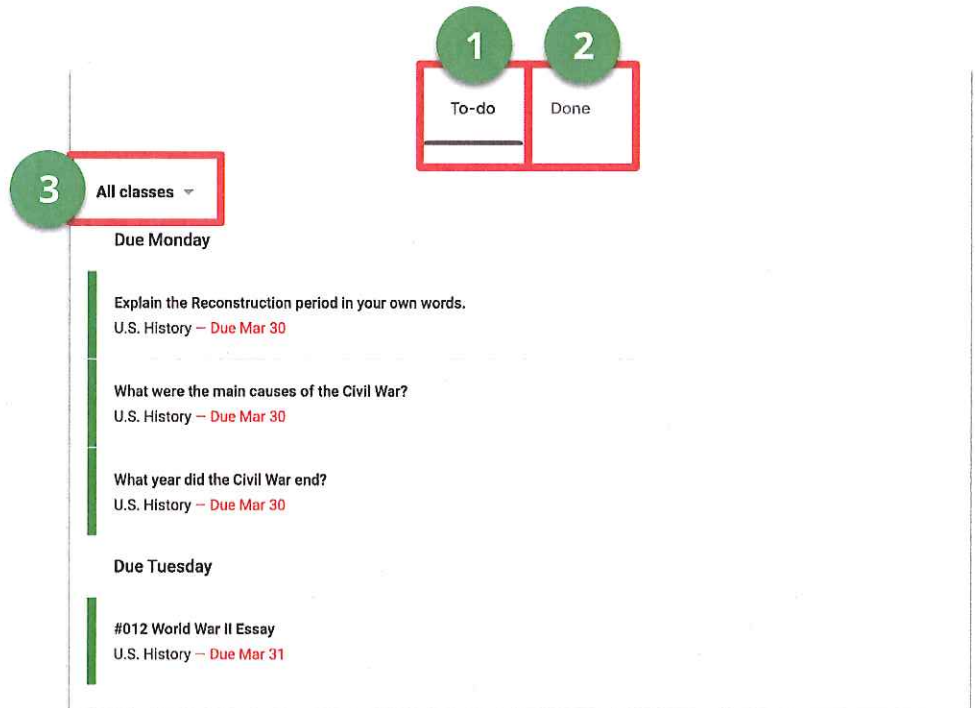
- Quickly see upcoming work on the Classes page
- See all your work for a class on the Your work page for that class.
- See work arranged by topic on the Classwork page
- Filter work by class on the To-do page (see screenshot below).

The To-Do Page allows you to see all your work for all your classes. in one place.

**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.

**3** Click the drop down Arrow next to **“All classes”** to filter your work by each class.



The screenshot shows the Google Classroom interface. At the top, there are two tabs: 'To-do' (labeled 1) and 'Done' (labeled 2). Below the tabs is a dropdown menu labeled 'All classes' (labeled 3). The main content area lists assignments with their titles, class names, and due dates. The assignments are grouped by due date: 'Due Monday' and 'Due Tuesday'.

Assignment Title	Class	Due Date
Explain the Reconstruction period in your own words.	U.S. History	Due Mar 30
What were the main causes of the Civil War?	U.S. History	Due Mar 30
What year did the Civil War end?	U.S. History	Due Mar 30
#012 World War II Essay	U.S. History	Due Mar 31