

ANNUNCIATION



2021-2022

Parent's Guide to Google Classroom





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What is Google Classroom?

Google Classroom is a resource provided for free to schools by Google that allows teachers to streamline communication with parents and students in a paperless way. Teachers are able to easily assign work and share resources, and students can just as simply complete and return assigned work. Google Classroom is your one-stop-shop for all homework, classwork, and due dates. For our purposes, Google Classroom will be where teachers will post homework assignments. The teacher will determine whether or not the assignment is to be turned in online or in person, but the assignments will be posted for advance notice.

Accessing Google Classroom

To access your student's classroom, you will log in using your student's school email/username at classroom.google.com (Passwords are set to accangel and will be changed for students in 4th-8th grade within the first few classes). Contact your student's homeroom teacher for your student's username/password.

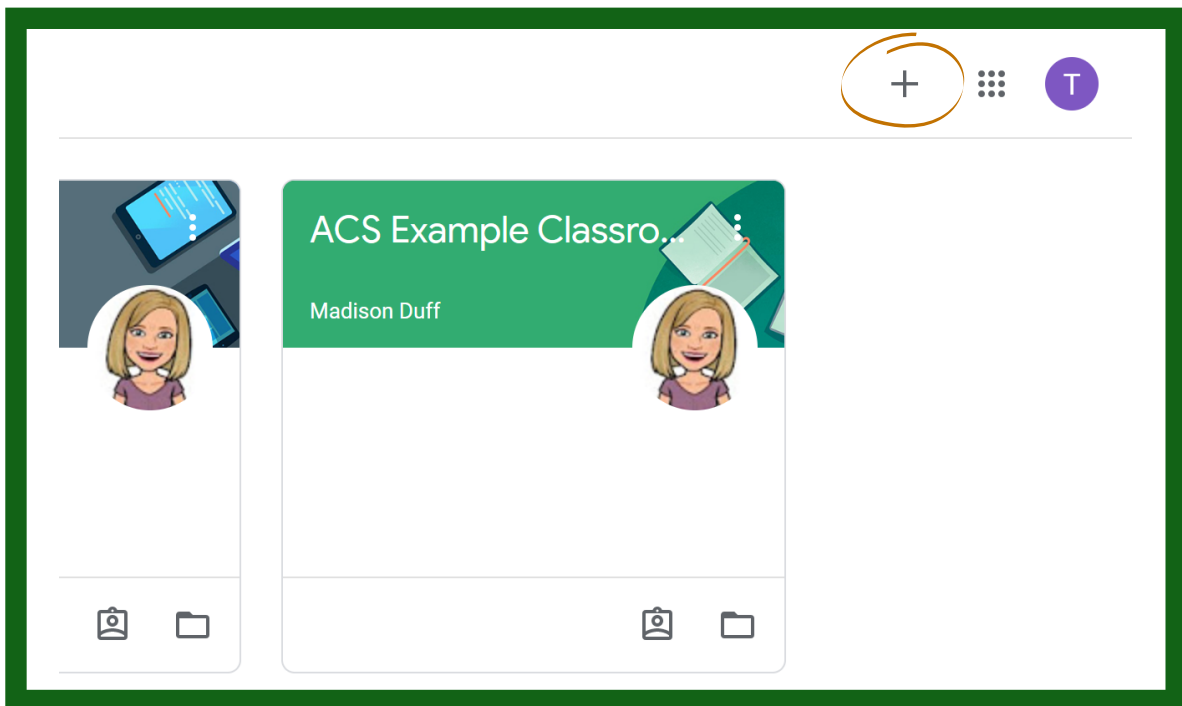
Here are the steps of that process:

1. Go to classroom.google.com
2. Enter your student's email/username (most follow the template of first initial last name @annunciationcatholic.org ex. jdoe@annunciationcatholic.org)
3. Follow any prompts to accept terms of use
4. You should then be in your student's Google Classroom!

Note: If you have multiple students utilizing Google Classroom, you can switch accounts by clicking on their first initial/profile picture in the far right-hand corner and then by clicking on the account you would like to access.

Adding Classes

Your student may need to join their classes one of two ways. If your student's teacher has added them to their class already, you may only need to select "accept" to join. If the students will be joining that class via code, the teacher will provide you or your student with the code to join the Google Classroom for that class. To join a class using a code, you will first log into Google Classroom and then select the "+" in the top right-hand corner. Your student will then enter in the code for the class that you need to add. You are now in the class!



Class code
Ask your teacher for the class code, then enter it here.

Class Stream

The main page of your student's Google Classroom is called the **Class Stream** page. This is the "landing page" for Google Classroom, so you will go from here to access anything within the account.

On the Stream, you will see upcoming due dates listed on the left-hand side. Down the middle, you will see teacher posts and a record of any assignments posted (if the teacher has that setting enabled).



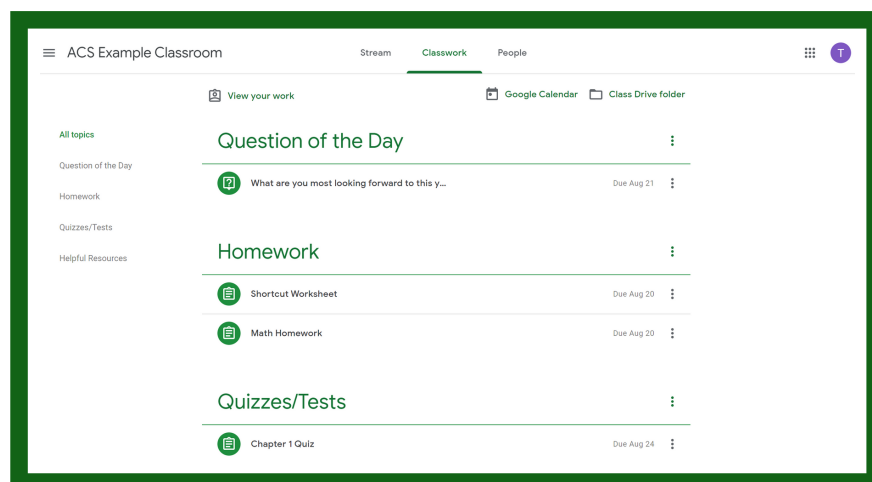
Classwork

On the **Classwork** tab, you will find your student's assignments. Often times, these will be listed by topic. Topics may be the subject or type of assignment, but either way is just a way to organize the material. **To find your student's homework assignments, go to the Homework topic in the Classwork tab. Many teachers will exclusively be using Google Classroom to post homework, so this is where you will find those assignments.**

To view more details of an assignment, click on it below each main topic. Once your student turns in an assignment, the circle to the left of the assignment will turn gray.

You can quickly jump to a different topic by clicking on the topic name on the left-hand side under the, "All Topics" header.

From the Classwork tab you can also go to "View your work," "Google Calendar," and the "Class Drive folder." "View your work" allows your student to see all of their work compiled on one page. "Google Calendar" shows any upcoming assignments in a calendar format. The "Class Drive folder" links you to any class documents shared through Google Classroom by the teacher.



Assignments

When you open an **assignment**, you can view additional details about that assignment. You can see the title of the assignment, any instructions added, any attachments, the due date, the number of points available, and a rubric (if created for the assignment).

There are several ways to turn in an assignment, so please pay close attention to the teacher's instructions for each assignment. Most assignments will be turned in at school.

This screenshot shows a Classroom assignment titled "Shortcut Worksheet" by Madison Duff, posted at 3:51 PM. It is worth 100 points and is due on August 20. The instructions state: "Please complete and turn in the attached worksheet." Below the instructions is a "Class comments" section with a text input field and a submit button. On the right side, the "Your work" section shows the assignment is "Assigned" and lists a submission by "Testing Student" using "Google Docs". There is a "+ Add or create" button and a "Turn in" button. Below this is a "Private comments" section with a text input field and a submit button.

This screenshot shows a Classroom assignment titled "What are you most looking forward to this year?" by Madison Duff, posted at 3:11 PM. It is worth 10 points and is due on August 21. The instructions are not explicitly shown but the question is the assignment itself. Below the instructions is a "Class comments" section with a text input field and a submit button. On the right side, the "Your answer" section shows the assignment is "Assigned" and has a "Type your answer" text input field with a "Turn in" button. Below this is a "Private comments" section with a text input field and a submit button.

Grades

Your student's assignments will be graded in Google Classroom, and you can find the grade by going to the assignment or by selecting, "View your work" in the Classwork tab.

You should continue to view your student's current grade by looking in RenWeb, as this is still our official grade book, but anything completed in Google Classroom will have a grade that you can also view in Google Classroom.

The screenshot shows a Google Classroom interface for 'ACS Example Classroom'. The assignment title is 'What is your favorite color?' with a question icon. Below the title, the user 'Madison Duff' is listed with a timestamp of '6:25 PM'. The score '10/10' is circled in orange. To the right, the 'Your answer' section shows 'My favorite color is blue.' and is marked as 'Graded'. Below the assignment, there are sections for 'Class comments' and 'Private comments', each with a text input field and a submit button.

The screenshot shows a Google Classroom interface for 'ACS Example Classroom' displaying the profile of 'Testing Student'. A list of assignments is shown with columns for the assignment name, due date, and grade. The grade '10/10' for the assignment 'What is your favorite color?' is circled in orange.

	Assignment	Due Date	Grade
	What is your favorite color?	No due date	10/10
All	Shortcut Worksheet 1	Aug 20	Assigned
Assigned	Chapter 1 Quiz	Aug 24	Assigned
Returned	Math Homework	Aug 20	Assigned
Missing	What are you most looking forward to this year?	Aug 21	Assigned

Questions?

If you still have any questions about Google Classroom, there are several very helpful resources online. We would recommend looking at YouTube/searching Google for any specific questions you may have about navigating Google Classroom.

If the question is regarding a specific assignment, please direct the question to the individual teacher. Any general Google Classroom questions/access issues can be directed to Mrs. Duff at mduff@annunciationcatholic.org.

