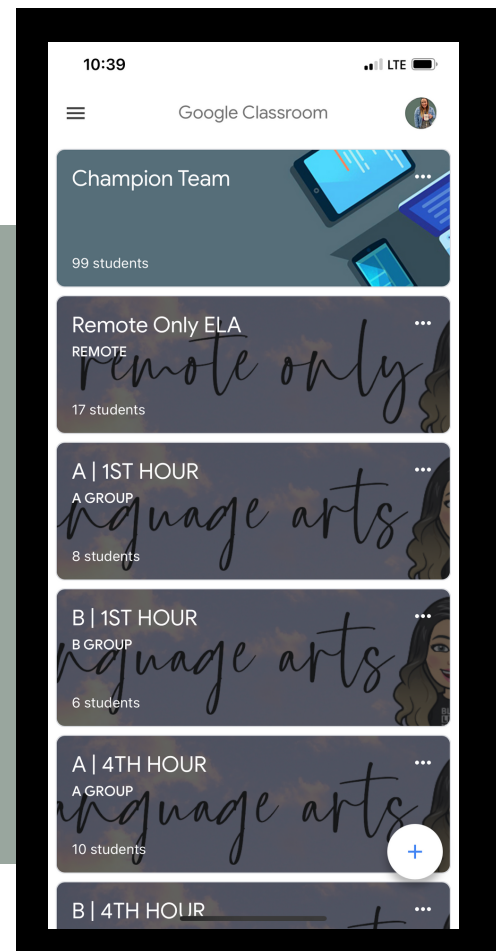
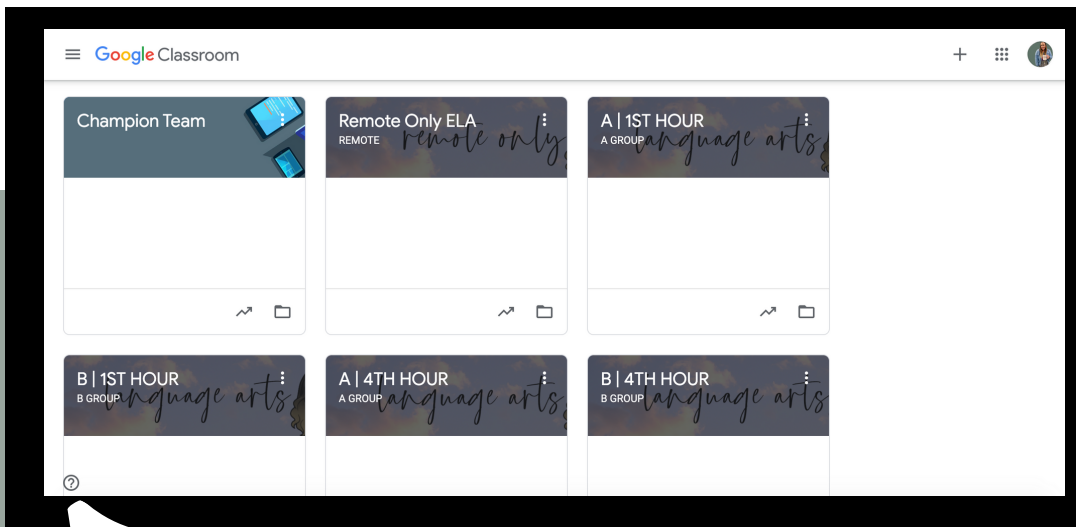


GOOGLE CLASSROOM: *logging in*

We have found the best advice for parents/guardians is to download the Google Classroom app on your phone/tablet AND to login with your student's information. You can also do this from the Google Classroom website which can be accessed by clicking **HERE!**



Once you are logged in as your student, you should see a screen similar to the ones below, which show both web browser view AND app view. You will see a list of all the classes your student(s) is enrolled in on Google Classroom. (These screenshots are a teacher view, but the layout is the same. You will see your student's classes listed.) A helpful tip is to have your student organize them by their schedule. You can drag and drop the classes to be in order.



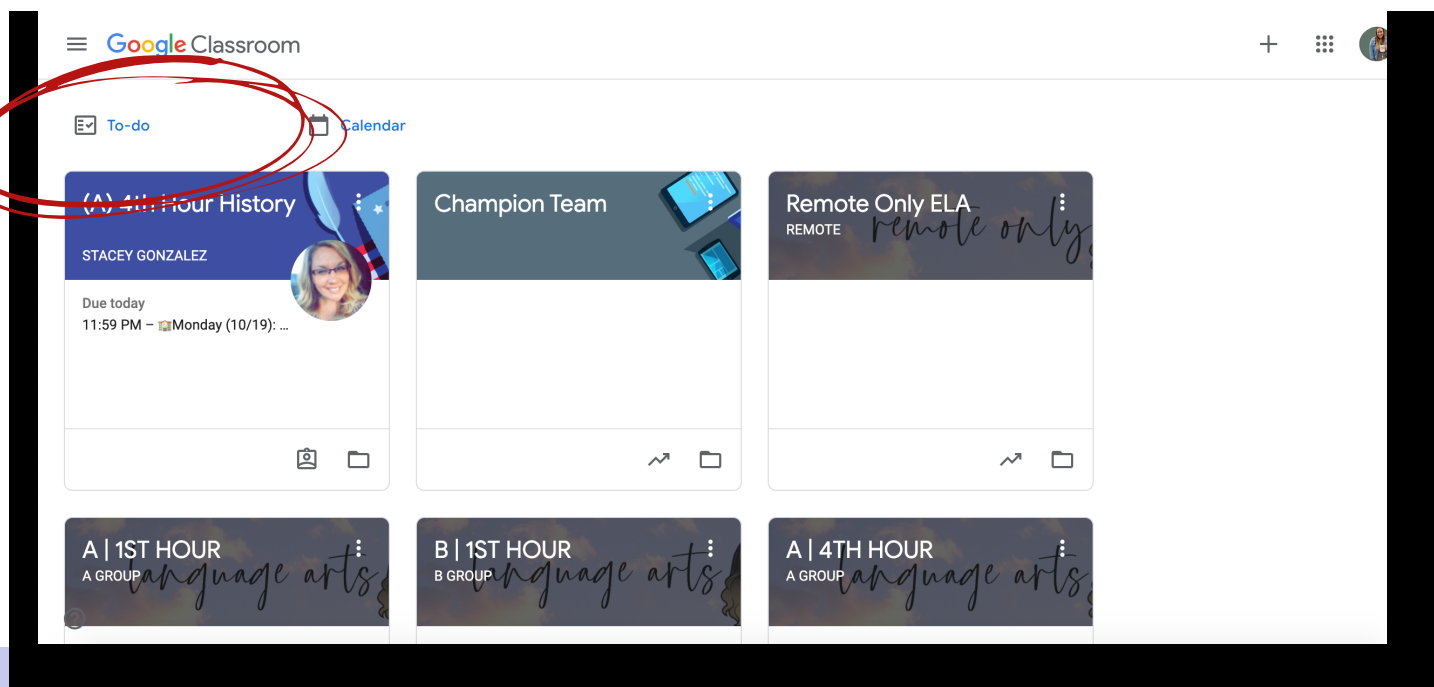
web browser view

app view

GOOGLE CLASSROOM: *finding assignments*

Once you have logged in as your student(s) you will have access to two very useful features in Google Classroom: the to-do list AND the classwork tab. Below you will find screenshots AND video tutorials on how to utilize both of these features to check for assigned, missing, and late assignments. Google Classroom will be the best place to look for these as it is typically updated before Infinite Campus.

THE TO-DO LIST

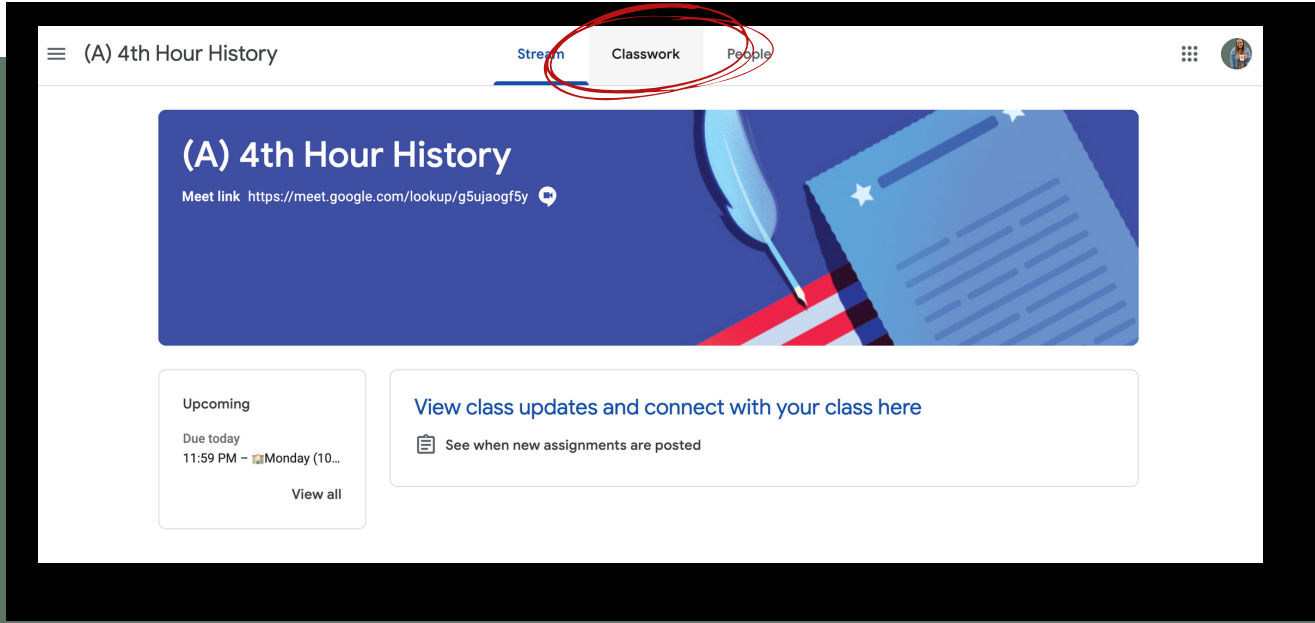


Click [HERE](#) for a quick video tutorial on the to-do list!

The to-do list is the most efficient way to see ALL assignments in one place for each class. This is the ONLY way to view current, upcoming, and late assignments for every class in one place. Think of it like a Facebook newsfeed. Under each assignment you will see the class for which it was assigned and the due date and time. If you toggle at the top, you can also see missing and completed assignments as well.

GOOGLE CLASSROOM: *finding assignments*

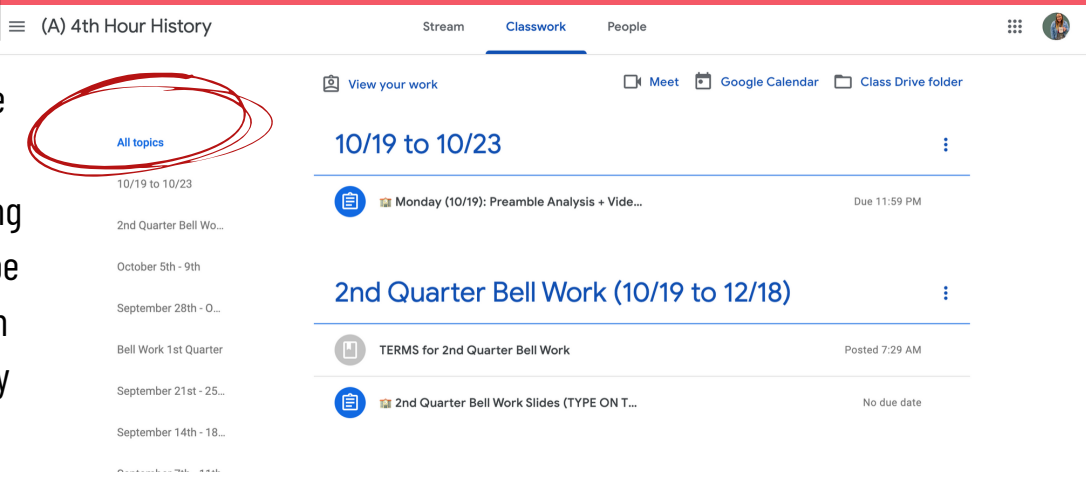
THE CLASSWORK TAB



Once you choose a class, at the top of the class you will see the CLASSWORK tab. Click that tab to view assignments and postings. Each Google Classroom should have their assignments organized by topics. Each topic will be organized by week and then within each weekly topic there should be daily assignments listed and clearly marked.

TOPICS LIST

On the left hand side of every Google Classroom, once you click the Classwork tab, you will see a running list of topics. These topics should be a list of weeks that we have been in school. Use the topics list to quickly navigate to a certain week where your student(s) may be missing an assignment.



Click **HERE** for a quick video tutorial on the classwork tab and topics list!

GOOGLE CLASSROOM: *assignments*

Once you have clicked into a classwork tab on any class, you will be able to see the weekly topics. Within each weekly topic, you should find a post for each day of the week. It is important that your student open EVERY DAY the posted materials. Sometimes, the materials are an assigned assignment, sometimes it is material to watch, read, etc. Sometimes it can be a link to an online platform they will work from that day (IE: Padlet, PearDeck, EdPuzzle, Flipgrid, etc.) Below, the differences between assignments and materials are explained.

ASSIGNMENTS VS. MATERIALS



ASSIGNMENT ICON

- Used for assignments that **MUST** be submitted via Google Classroom (can include any Google doc, slides, etc.)
- Can include direct links to assignments done on other platforms like Padlet, PearDeck, EdPuzzle, Flipgrid. For these assignments, students must click "Mark as Done" on Google Classroom to show it is submitted
- Assignments will typically have a due date and point value attached. You can see this information when you click on the individual assignment
- Will show up on the to-do list as assigned, missing, or done depending on where your student is at with the assignment (ASSIGNED means it has been assigned and is not due yet; MISSING means it is late and missing; DONE means it is completed)
- Students need to click **TURN IN** so assignments do not show as late and/or missing



MATERIALS ICON

- Materials should be **LOOKED AT** and **READ** everyday. Just because it's not listed as an assignment, students must still complete the activity/reading/etc. listed
- Some teachers list some days' work as materials because a student may just need to read an attachment, a link, etc on that day
- Materials do **NOT** show up on the to-do list in Google Classroom
- Materials do **NOT** have a due date/point value

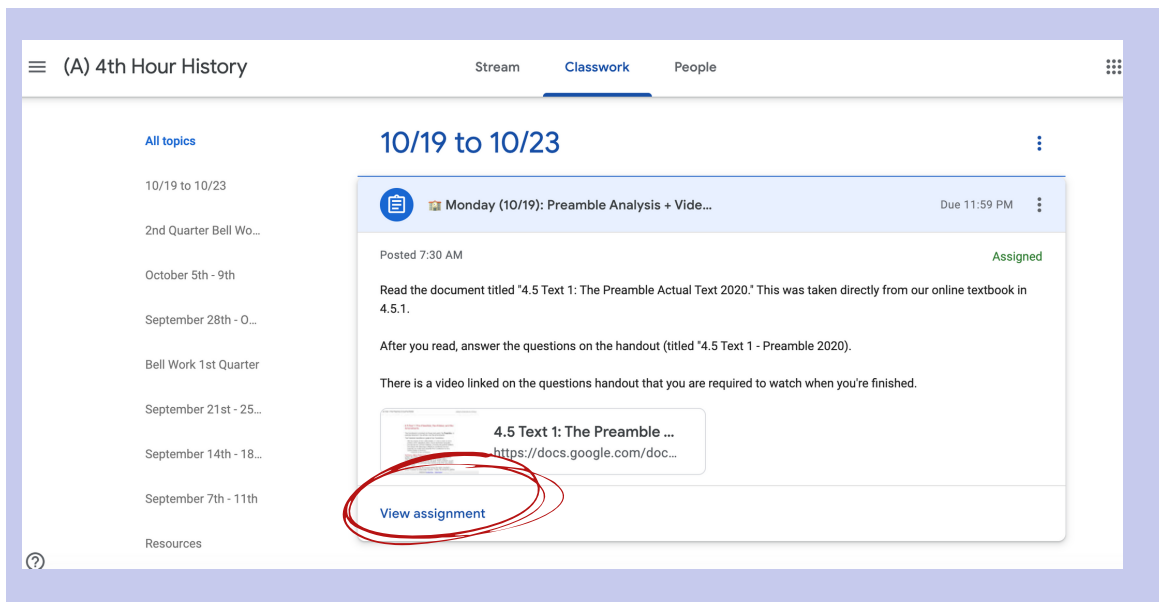
Click **HERE** for a quick video tutorial showing the difference between assignment and materials!

GOOGLE CLASSROOM: *assignments*



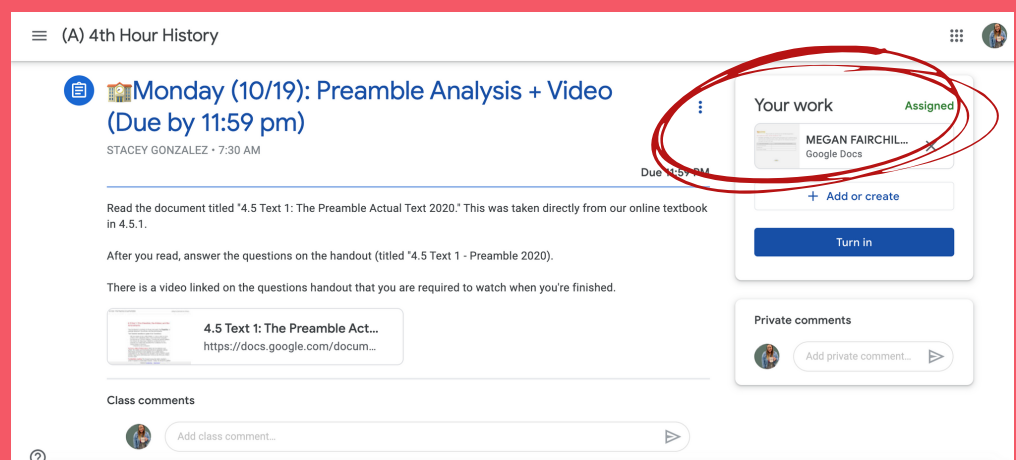
OPENING AN ASSIGNMENT

When you open an assignment on Google Classroom from the Classwork tab you will see the assignment drop down to show you the instructions typed out by the teacher. You can then click "View Assignment" to see the assignment in more detail, including: due date, point value, any attachments, etc.



CHECKING AN ASSIGNMENT

On assignments, students can click "Add or Create" to attach a link, file, item from their Google Drive, or create a Google Doc, Google Slides, etc. right to the assignment. Oftentimes, a teacher will make a copy of the assignment for every student to open and complete, too. To double check your student is completing their work and not submitting blank assignments, click on the attachment to check their work! They need to hit TURN IN to completely finish the assignment.



Click [HERE](#) for a quick video tutorial on how to open a Google Classroom assignment and to check your student's work!