





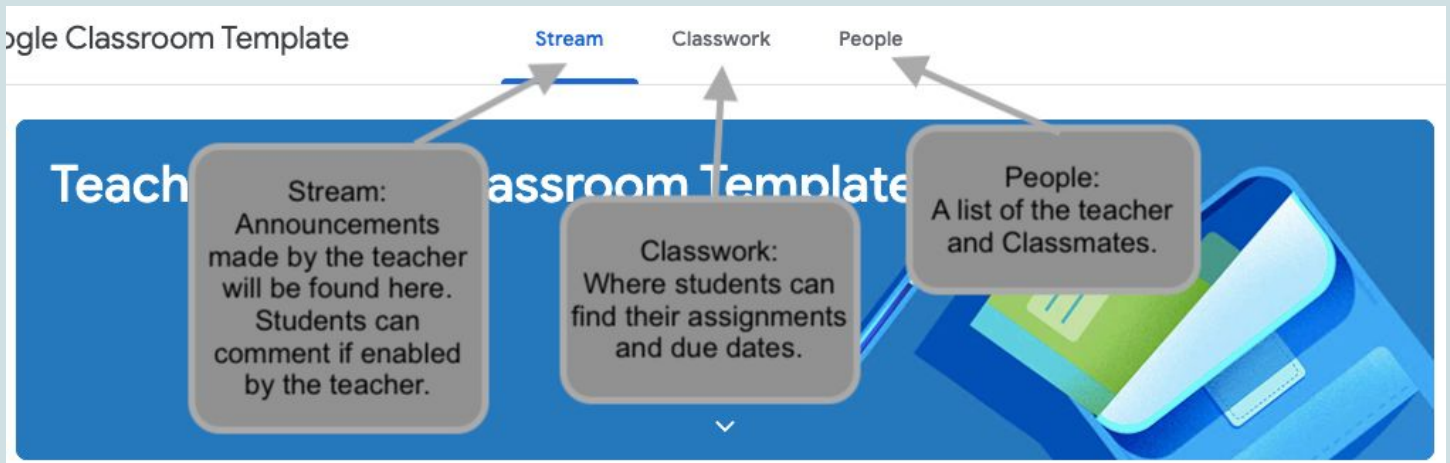
A Family's Guide to Google Classroom



Student Logging In

- Open Chrome  and select the Waffle (9 dots)  at the top right. Then go to Google Classroom. Students can also go to classroom.google.com. (Make sure the student is logged into Chrome if not on their WCSD Chromebook.)

Navigating Classroom



Submitting Work

- There are 3 main types of submissions:
 1. Mark as done (no file is submitted; teacher sees that you say it's "done")
 2. Complete attached file the teacher assigned to you
 3. Upload/Add your own file/s (image, doc, etc.) to the assignment

Note: If you need to edit work you already turned in, you can **unsubmit** the assignment. Any assignment turned in or marked done after the due date is recorded as late. (Check with your teacher as to whether this will affect credit.)

- Key tasks:
 - [How to upload a file to a Google Classroom assignment | Video Tutorial \(1:40\)](#)
 - [How to turn in a file that the teacher created and assigned](#)
 - [How to mark an assignment as done](#)
 - [How to unsubmit an assignment](#)
 - [How to check for late or missing work](#)

Commenting

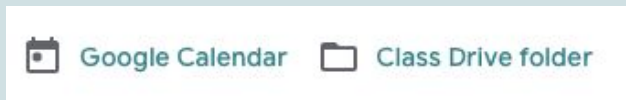
- Post to the stream if enabled by the teacher.
- Add a private comment to an assignment (right side under “Your work”)
- Add a public comment that all classmates can see. (under the assignments where it says “Class comments”)
- [Google’s step-by-step help with posting/commenting](#)

Google Drive

- Google Classroom automatically creates and stores all your work in your Google Drive
- [Google’s step-by-step help on accessing your files in Drive](#)

Google Calendar

- Google Classroom automatically populates your student’s Google Calendar with assignments and due dates.
- On the Classwork tab, click on Google Calendar at the top right.



Additional Resources

- [Parents’ Guide to Google Classroom video tutorial](#) (4 min)
- [Student Guide to Google Classroom video tutorial](#) (8 min)
- [Google Docs video tutorial](#) (25 min)