# Student and Parent SJHS Guide
# Google Classroom
## March 2020

# Google Apps

There are a number of Google Apps available on Google Classroom. At St. Joseph's RC High School we largely use:

- **Google Drive:** Cloud based storage
- **Google Docs:** Word processing (alternative to Word with different features)
- **Google Slides:** Presentation (alternative to PowerPoint with different features)
- **Google Sheets:** Spreadsheet (alternative to Excel with different features)
- **Google Forms:** Allows teachers to carry out a quiz, test, collect answers/opinions



Drive    Calendar    Hangouts    Vault

Classroom    Docs    Slides    Sheets

Drawings    Forms    Sites    Keep
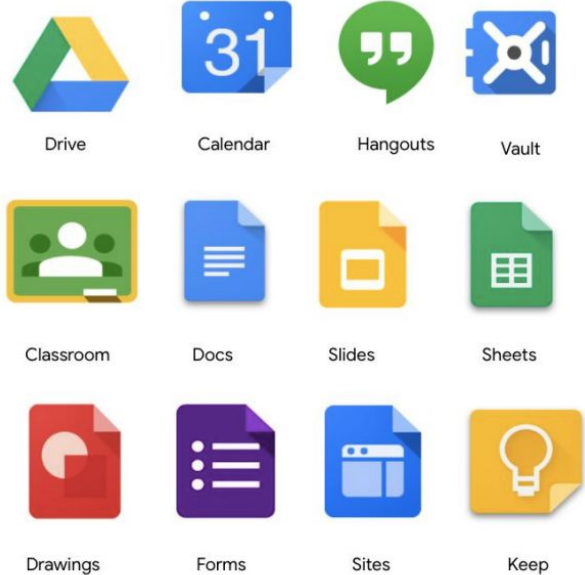
# What is Google Classroom?

**Google Classroom** is a free web service, developed by **Google** for schools, that aims to simplify creating, distributing, and grading assignments in a paperless way. **Students** can be invited to join a class through a class code.
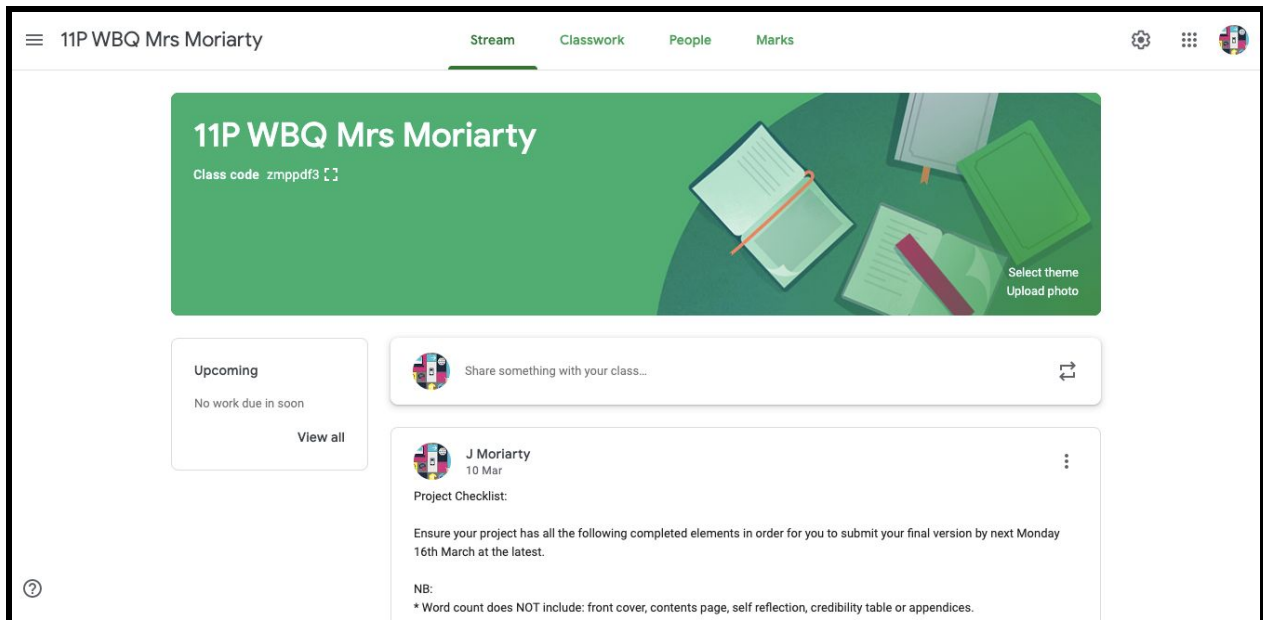


The main features for our students are:
- **Assignments** this allows students to HAND IN work and for teachers to Comment, Mark and Return.
- **Material** this allows students to access a range of material to include Google Docs, Google Sheets, all Microsoft documents, pdfs, You Tube, videos, etc.
- **Question** students can reply to each other or the teacher.
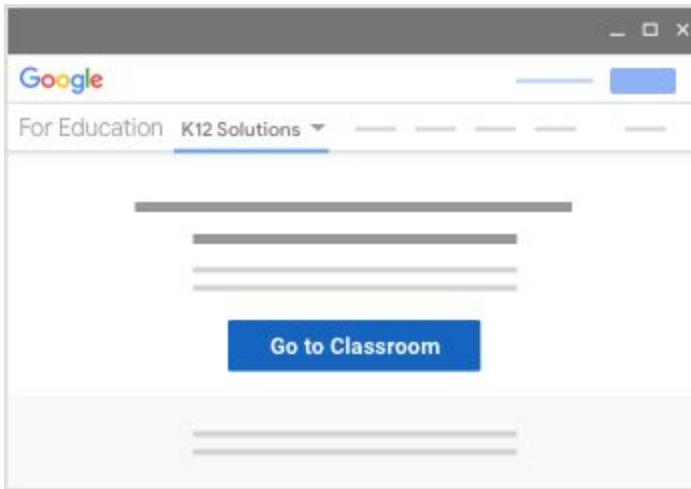- **Quiz** students can answer and submit.

Please note: MOST students are already enrolled onto their subject classroom, therefore will not need to enrol again. Once they log into Google Classroom they can view and access all Classrooms joined.
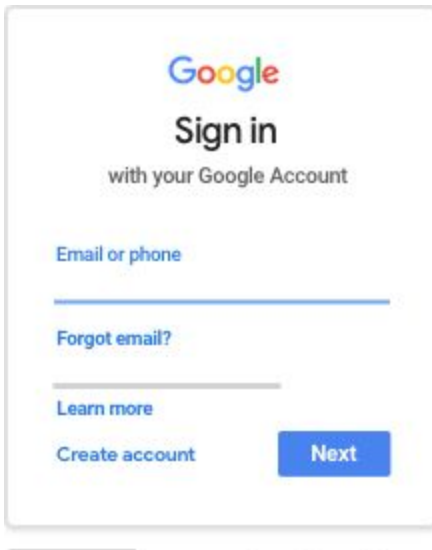
# Signing into Classroom

## Sign in for the **first** time

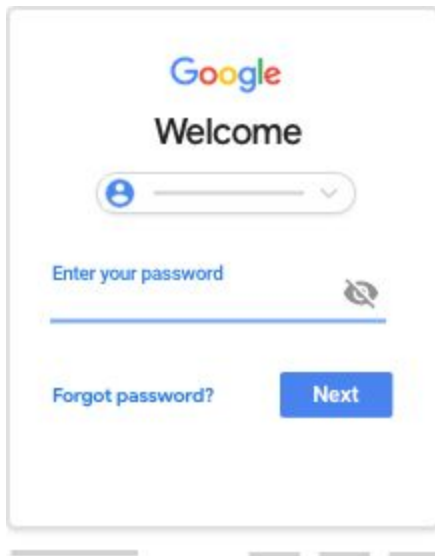1. Go to classroom.google.com and click Go to Classroom.



2. Enter your username and click Next.

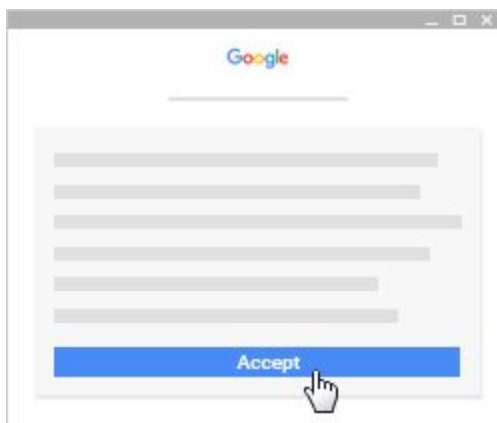**Your username is your St. Joseph's RC High School Username and Password.**

3. Enter your password and click Next.



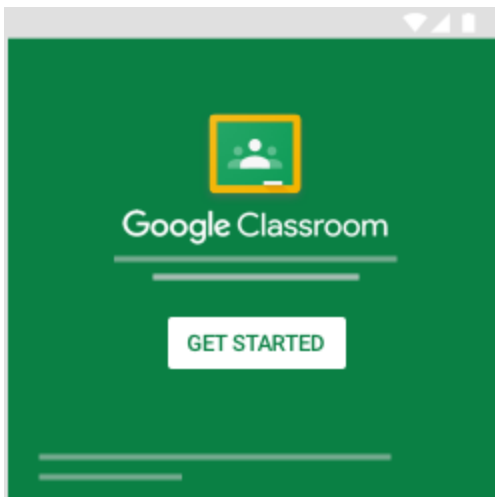4. If there is a welcome message, read it and click Accept.

5. Click I'm A Student or I'm A Teacher.

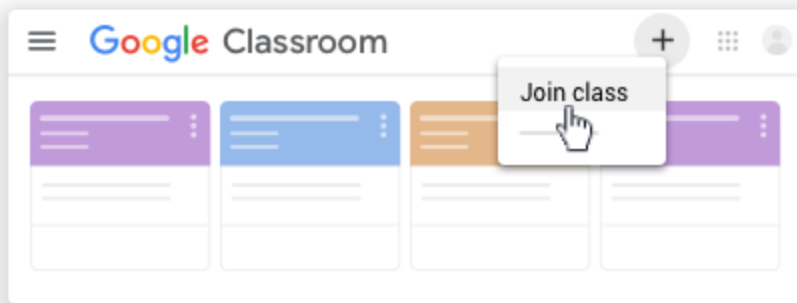   Note: Users with personal Google Accounts won't see this option.



6. Click Get Started.



Ready to start using Classroom?

   Students—See Join a class.
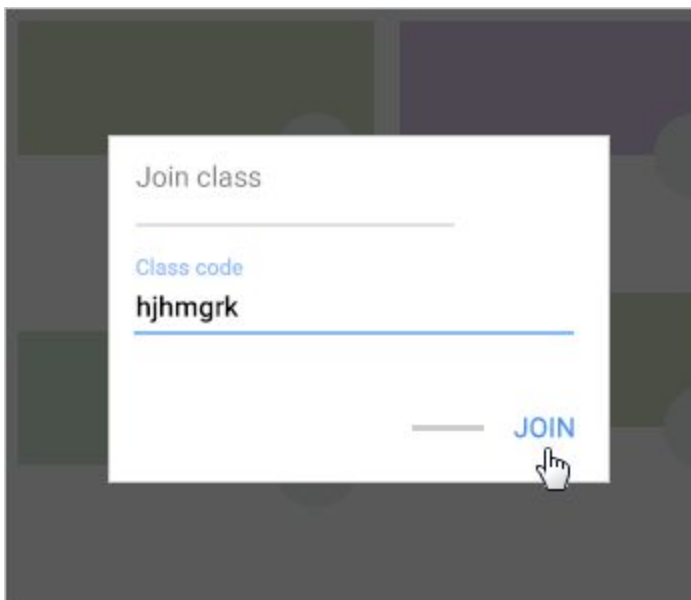
Need more help with signing in? Students, go to Troubleshooting:
https://support.google.com/edu/classroom/answer/6315899

# Join a class with a class code

1. Go to classroom.google.com.

2. At the top, click Add  +  >  Join class.



3. Enter the class code your teacher gave you and click Join.
   A class code consists of 6 or 7 letters or numbers. For example, hjhmgrk or g5gdp1.



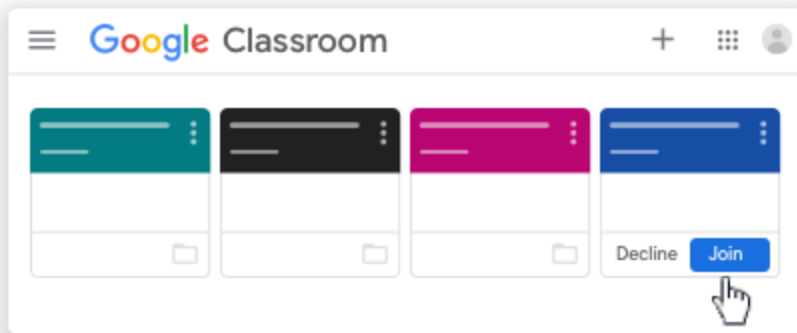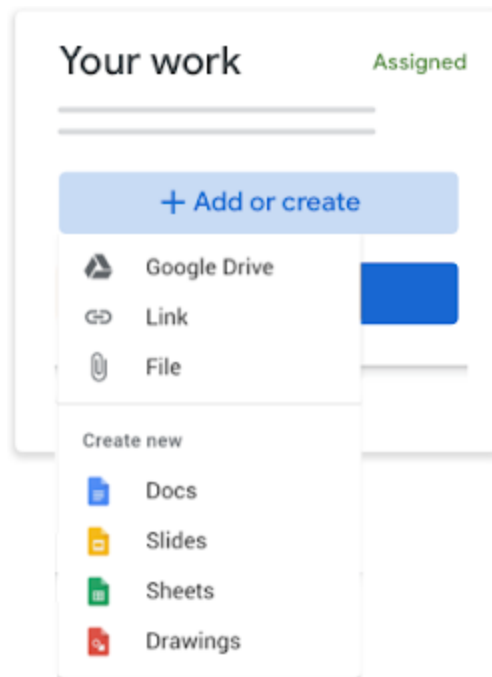## Accept an invitation from your teacher

1. Go to classroom.google.com.

2. On the class card, click Join.



Note: Only your teacher can change the class image. However, you can change your Classroom profile photo. For instructions, see Change your profile photo.

# Hand in (turn in) an assignment / piece of work

1. Go to classroom.google.com.
2. Click the class ❯ Classwork ❯ the assignment.
3. To attach an item:
   - Under Your work, click Add or create ❯ select Google Drive ⌂, Link 🔗, or File 📎.

   ![Your work Assigned dialog showing Add or create menu with Google Drive, Link, File options and Create new: Docs, Slides, Sheets, Drawings]

   - Select the attachment or enter the URL for a link and click Add.
     Note: You can't attach a file you don't own.
4. To attach a new doc:
   - Under Your work, click Add or create ❯ select Docs 📄, Slides 🟨, Sheets 🟩, or Drawings 🟥.

A new file attaches to your work and opens.
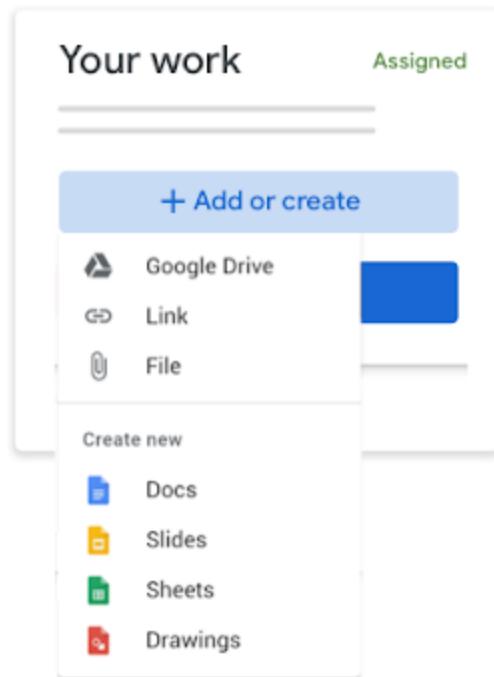


- Click the file and enter your information.
  Note: You can attach or create more than one file.

5. (Optional) To remove an attachment, next to the attachment's name, click Remove ☐.
6. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post ☐.
7. Click Turn In and confirm.
   The status of the assignment changes to Turned in.
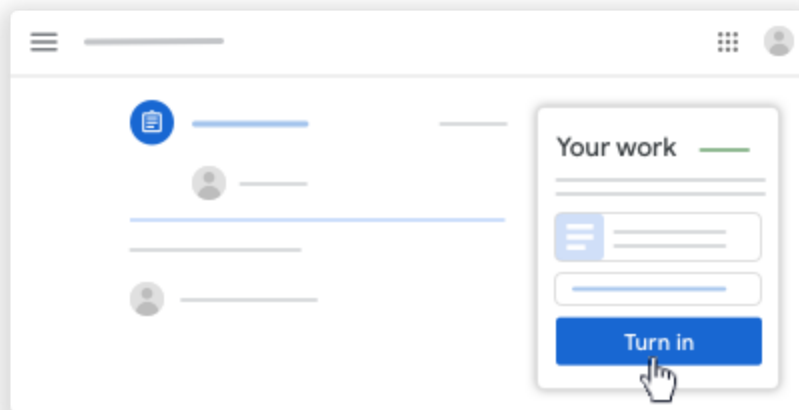
# Turn in a quiz assignment

1. Go to classroom.google.com.

2. Click the class ❯ Classwork ❯ the assignment.
3. Click the form and answer the questions.

4. Click Submit ❯ Mark as done and confirm.
   If the form is the only work for the assignment, the status of the assignment changes to Turned in.
5. (Optional) If there's more work to do for the assignment, click Open assignment.

# Turn in an assignment with a doc assigned to you

If your teacher attached a document with your name in the title, it's your personal copy to review and edit. As you work, your teacher can review your progress before you click Turn in.

1. Go to classroom.google.com.

2. Click the class ❯ Classwork ❯ the assignment.
3. To open the assigned file, click the thumbnail with your name on it.
4. Enter your work.
5. Choose one:
   In the document, click Turn in and confirm.
   In Classroom, in the assignment, click Turn In and confirm.
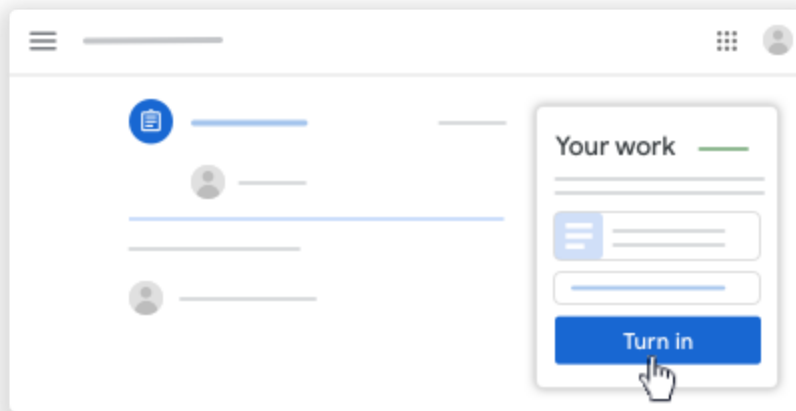


The status of the assignment changes to Turned in.

# Mark an assignment done

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 classroom.google.com.
2. Click the class ❯ Classwork ❯ the assignment.
3. (Optional) Under Private comments, add a private comment for your teacher and click Post.
4. Click Mark as done and confirm.
   The status of the assignment changes to Turned in.

# Unsubmit an assignment

Important: Any assignment turned in or marked done after the due date is marked late, even if you previously submitted the work before the due date. If you unsubmit an assignment, be sure to resubmit it before the due date.

1. Go to classroom.google.com.
2. Click the class ❯ Classwork ❯ the assignment.
3. Click Unsubmit and confirm.
   Note: This assignment is now unsubmitted. Resubmit it before the due date.
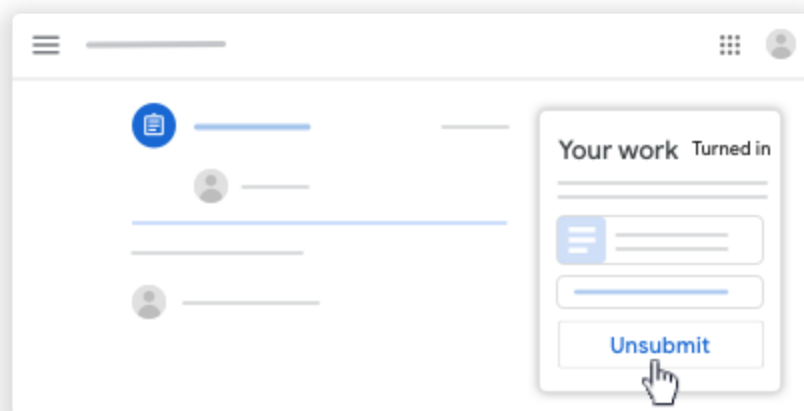
# Help with creating and working on a Google Doc, Sheets, Slides and switching from Microsoft Documents:

https://support.google.com/docs/?hl=en-GB#topic=1382883

## Additional support direct from Google:

https://support.google.com/edu/classroom/?hl=en#topic=6020277