Google Classroom

Pupil Guide

Google Classroom is a web-based learning tool that teachers use to post assignments, communicate with students, and provide feedback on student work.

This guide will provide an overview of Google classroom and introduce you to some tools that you can use.

Contents

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ACCESSING GOOGLE CLASSROOM

You can access Google Classroom using a phone (iPhone or Android), tablet, or computer (Mac, PC, or Chromebook).

Students can log into their GLOW account at https://glow.rmunify.com with their school provided login and select the Google Classroom tile.
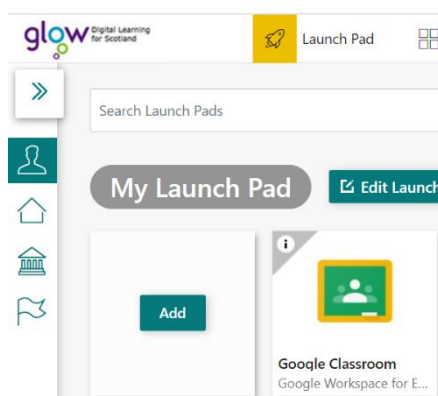
The Google Classroom app can also be installed on a device.

Visit the iOS App Store on your iPhone or iPad to download the Google Classroom app.

Visit Google Play on your Android phone or tablet to download the Google Classroom app.

Visit classroom.google.com on your Mac, PC, or Chromebook to log in.

SETTING UP GOOGLE CLASSROOM APP

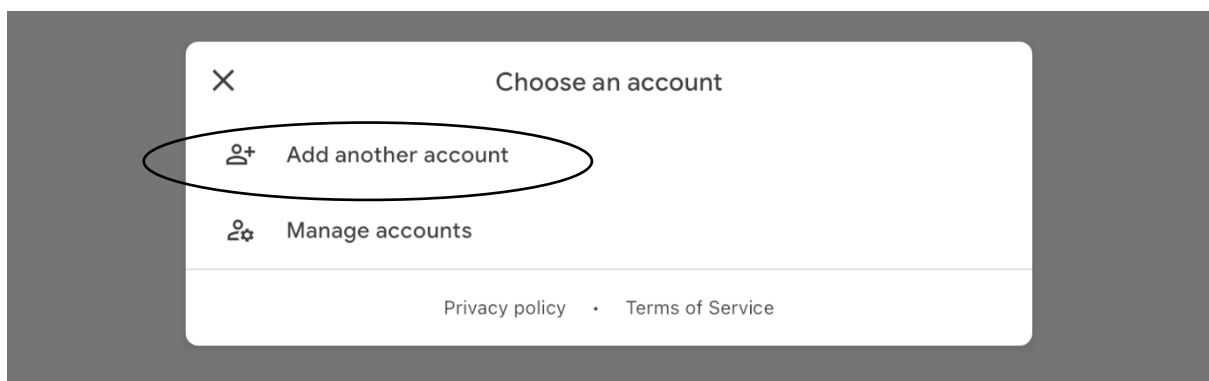Install the Google Classroom app on the device.
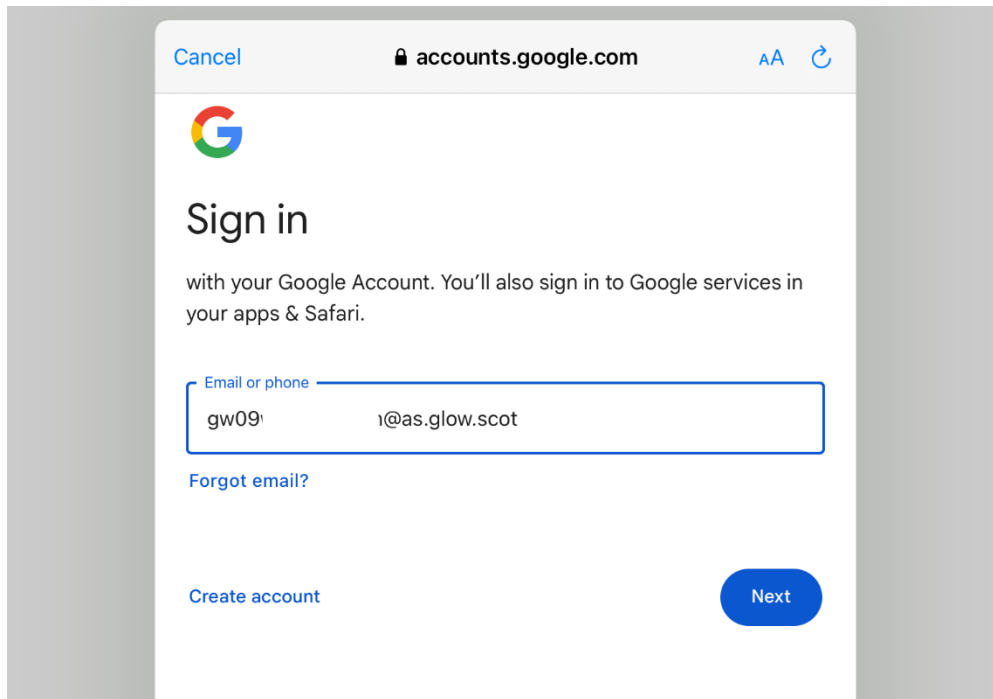

Google Classroom

Helping educators and students to communicate, save time and stay organised.
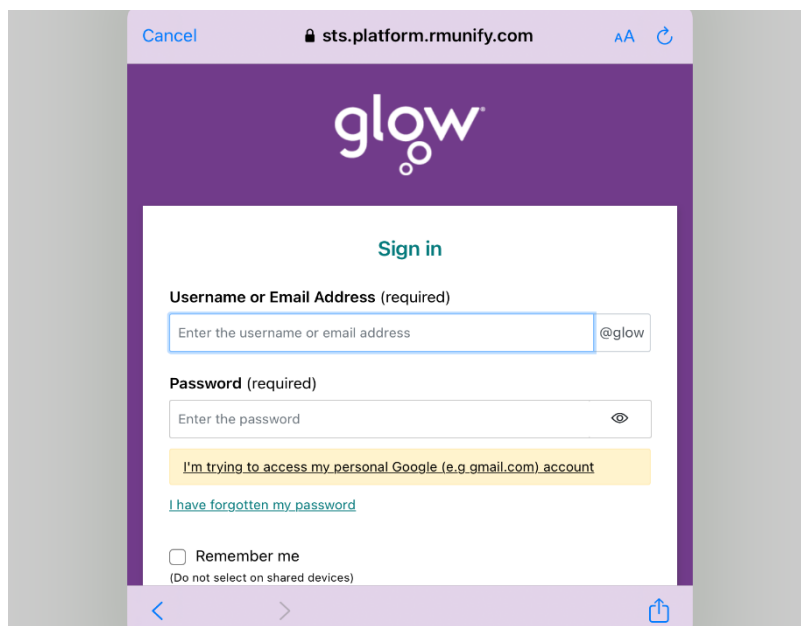
Get started

Select add another account.

At the Google sign in you should enter your glow login with **@as.glow.scot** at the end.

This then opens the Glow login screen to sign into.

A list of the classes you have joined or been invited to will then be displayed.
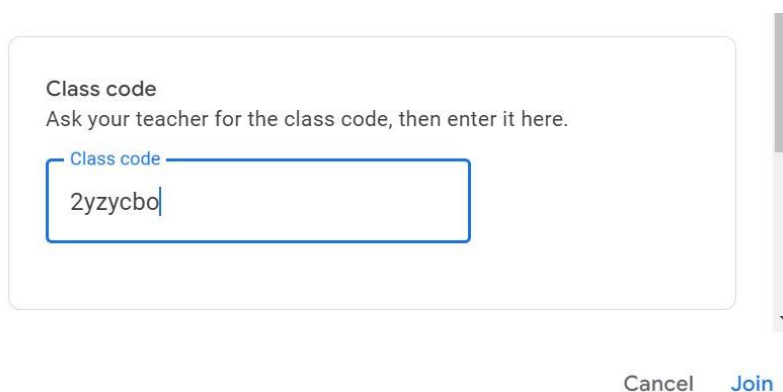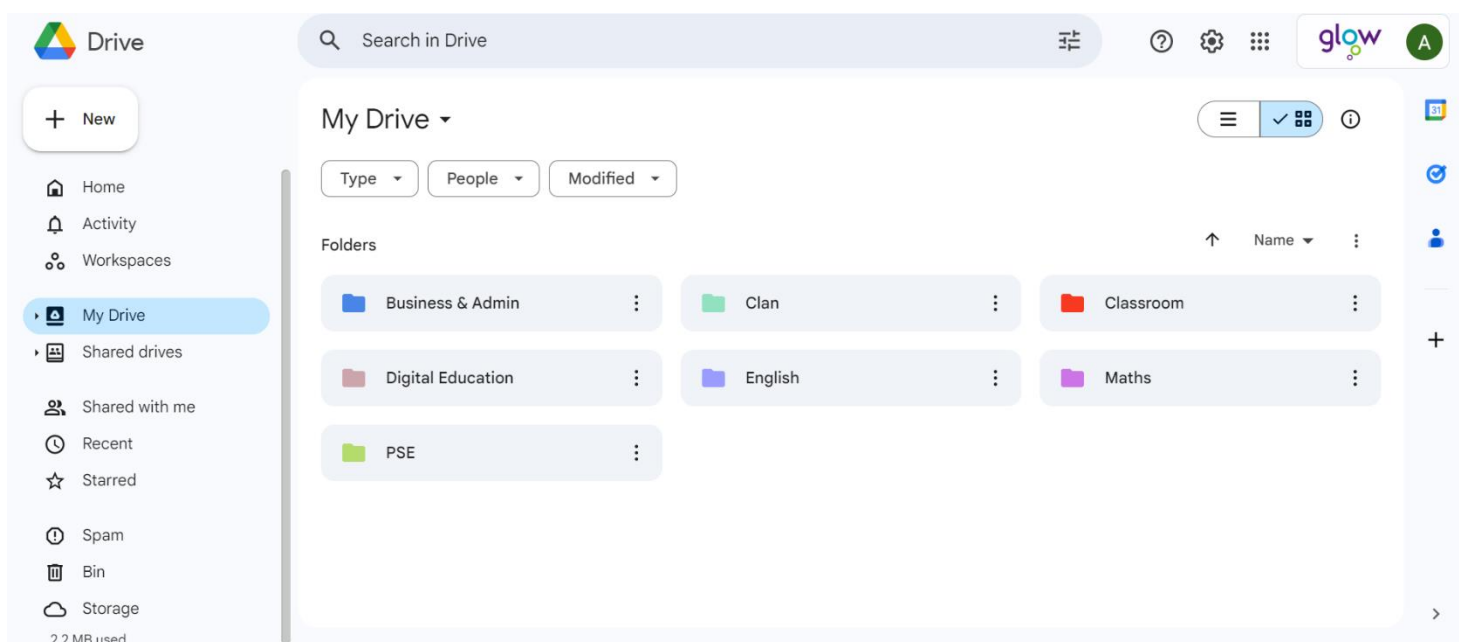
JOINING A CLASS

Log into Glow.

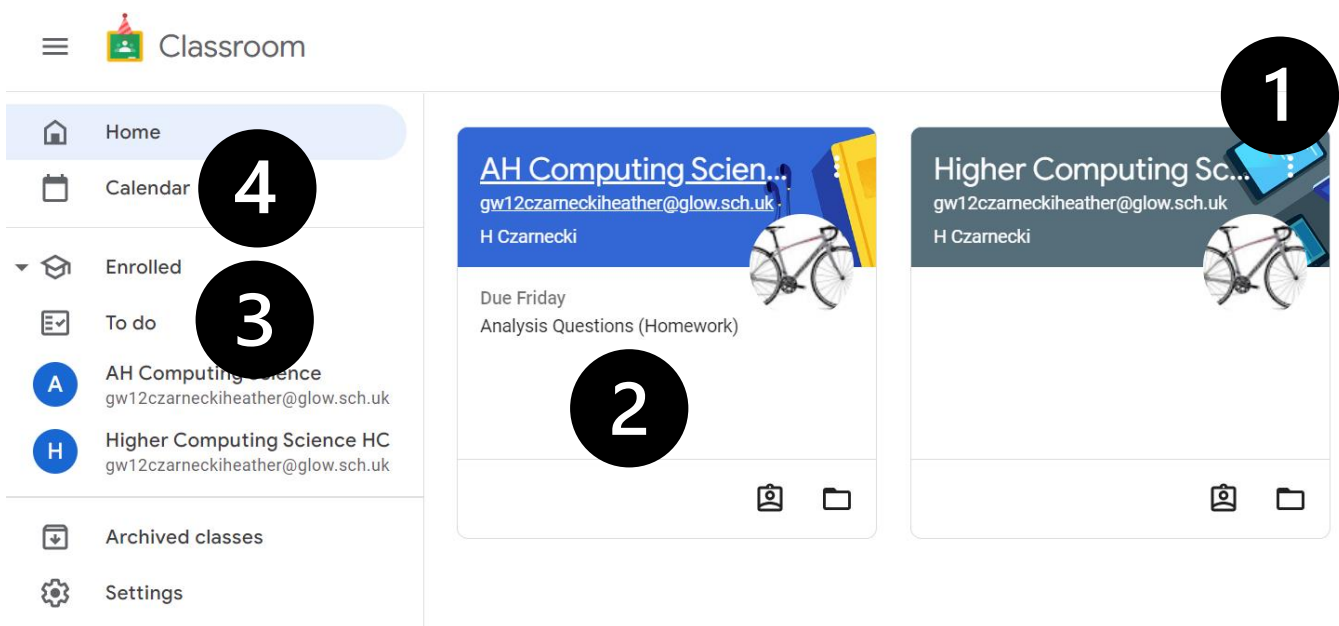Select the plus symbol to join a class and enter the code your teacher gives you.

Once you have joined a class setup a subject folder in your Google Drive to store all your documents for that class.

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CLASSROOM HOME PAGE

The Classroom home screen displays the classes you have joined or been added to.

1 Each class will be displayed as a card.

2 Upcoming assignments will be displayed on the class card for each class.

3 The "to do" page lists upcoming assignments and late work.

4 The class calendar displays upcoming assignments by due date.

TO DO LIST

SEE WORK FOR ALL CLASSES

At the left, click To-do and choose an option:

- To see work assigned by your teacher, click **Assigned**
- To see work that you did not turn in, click **Missing**
- To see work that your teacher graded or returned, click **Done**

Click a title to see details of the work.

(Optional) To see or hide work for a specific time period, click the Down arrow ∨ or Up arrow ∧
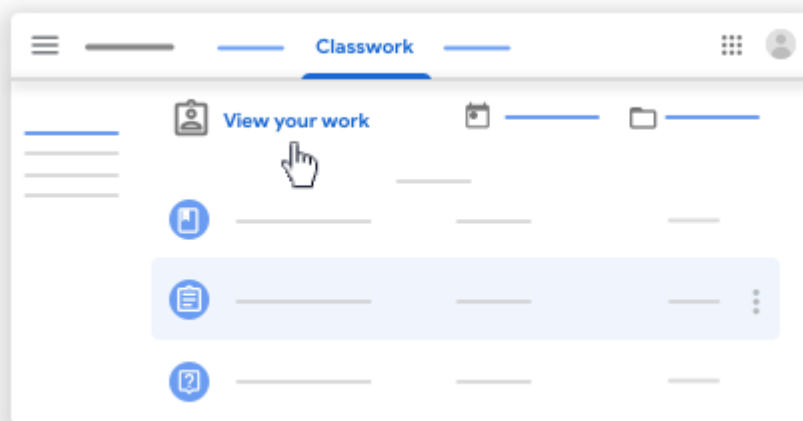
SEE WORK FOR A CLASS (FULL DETAILS)

Full details for a class will show a list of all the work for a class. It allows to check grades, review assignments and due dates, and see any work that is late or missing. Work can also be filtered by class.

1.   On a class card, click Your work
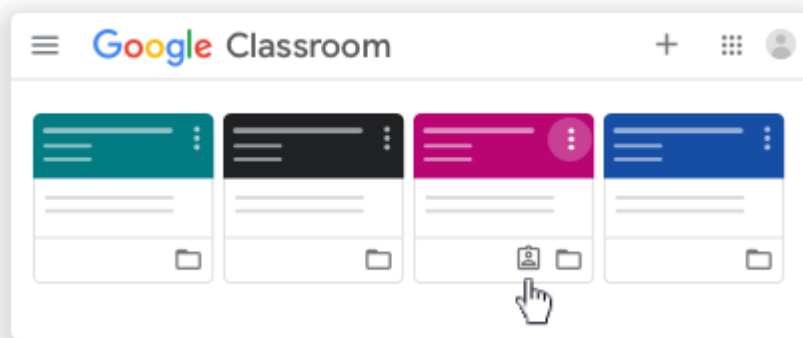
You can also click the class ⇒ Classwork ⇒ View your work

2.   To see attachments, comments, or additional details for an assignment or question, **click the title of the work ⇒View details**

3.   To filter your work, under Filters, click **Assigned, Returned with grade**, or **Missing**

THE STREAM PAGE

Click on a course card to open a class.

You are now on the "stream" page. This is where teachers will post announcements and reminders.

Some teachers will allow students to post comments or announcements. These comments are visible to all members of the class. Teachers have the ability to moderate and remove comments as necessary.

1 Teachers use the stream page to post announcements and reminders.

2 The stream page lists upcoming assignments.

3 The Classwork page is where assignments are posted.

THE CLASSWORK PAGE

Click on classwork at the top of the stream page.

This is where class assignments are posted.

This is where you will spend most of your time on this page, reviewing, and completing course work assigned by their teachers.

1 The classwork page is organised into topics. Teachers will use topics to organise assignments by week, chapter, unit, or subject area.

2 Students can view a summary of all of their upcoming assignments by clicking "view your work."

3 You can navigate back to the stream by clicking the link at the top of the screen.

4 Students will have access to a variety of tools including Google Calendar and Drive.

5 Students should click on a topic to preview it. To view all of the details, click "view instructions".

TYPES OF ASSIGNMENTS

There are three types of assignments:

1 | Intro to Week 3 💬 4 — Edited Sep 1 ⋮

2 | #04 Describe the relationship between Mo... — Due Sep 3, 10:00 AM ⋮

3 | #06 Symbolism in Fahrenheit 451 — Due Today ⋮

1 Material - this is a reference or resource post. There isn't anything to turn in or submit.

2 Discussion Question - discussions can be free response or multiple choice.

3 Assignment - Teachers use the assignment post for homework, quizzes, group projects.

THE ASSIGNMENT PAGE

Click on an assignment listed on the classwork page.

The assignment page is full of important information and details about each assignment. You should carefully read the directions and guidelines posted on this page.

1. The assignment page lists the due date and any files that are needed to complete the assignment.

2. If enabled, students can post a class comment to ask for help from their classmates.

3. Got a question about an assignment, send a private comment to the teacher!

4. If instructed, students can attach files to send to the teacher. You can attach files from Google Drive or upload files from your computer or camera roll.

5. Submit work

TURN IN ASSIGNMENT (HAND IN / MARK AS DONE

You turn in work online in Google Classroom. Depending on the type of assignment and attachments, you will see Turn in or Mark as Done.

If work needs to be edited that has been turned in, by using the Unsubmit option and it is before the assignment due date, changes can be made and resubmitted. However, any assignment turned in or marked done after the due date is recorded as late.

You can attach one or more files to your work. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you cannot attach a file that you do not own.

Click **the class** ⇒ **Classwork**

Click **the assignment** ⇒ **View assignment**

TO ATTACH AN ITEM

Under **Your work**, click **Add or create** ⇒ select Google Drive ⬢ , Link 🔗 , or File 📎
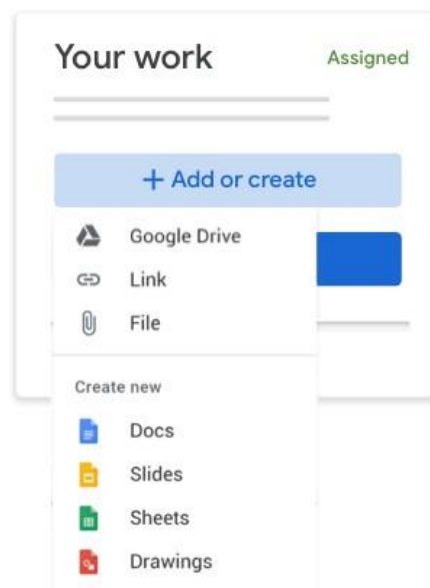
Select the attachment or enter the URL for a link and click Add. This can be a Word or PowerPoint document or something stored on Google Drive.

TO ATTACH A NEW DOCUMENT

Under Your work, click **Add or create** ⇒ Docs 📄 , Slides 📙 , Sheets 📊 , or Drawings 🟥 . A new file attaches to your work and opens.
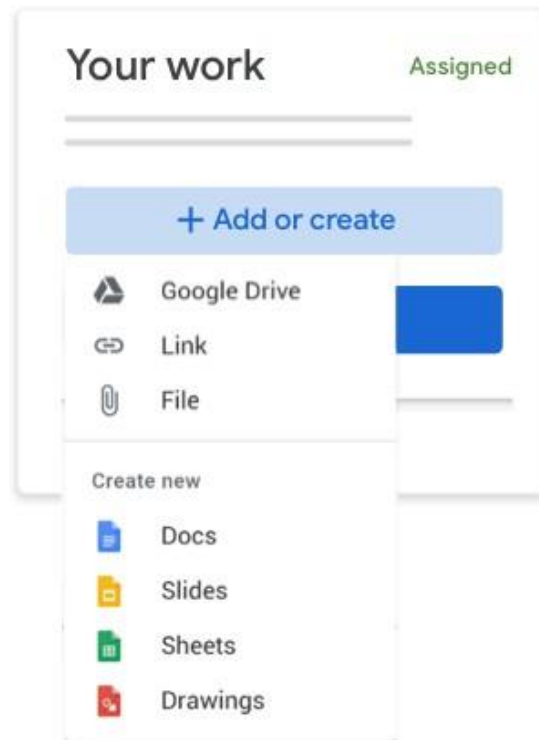
Click the file and enter your information. Click **Turn In** and **Confirm**

The status of the assignment changes to **Turned in**
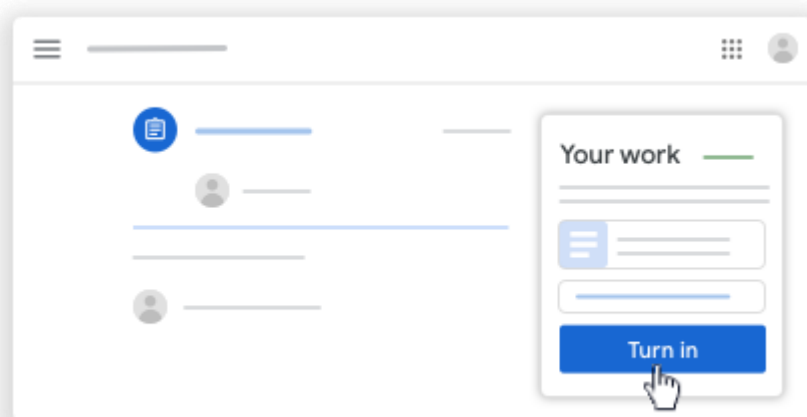
Important: If you get an error message when you click **Turn in**, you should let your teacher know.

USING THE MOBILE APP TO INSERT A PHOTO OR OTHER ATTACHMENT

You can use your camera in **Classroom**, upload a photo or more files to your work directly in the Google Classroom App. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you cannot attach a file that you do not own.

1. Tap **Classroom** 🖼️

2. Tap **the class** ⇒ **Classwork** ⇒ **the assignment**

3. On the Your work card, tap **Expand** ˄

4. To attach an item:

- Tap **Add attachment**

- Tap Drive ⬙ , Link 🔗 , File ⬆ , Pick photo 🖼 , or Use camera 📷

- Select the attachment or enter the URL and tap **Add**

5. To attach a new doc:

- Tap **Add attachment**

- Tap New Docs, New Slides, New Sheets, or New PDF

- For a new document, presentation, or spreadsheet, enter your information and tap **Done**

- A new PDF opens as a blank file where you can write notes or draw images on it. When you are done, tap **Save**

6. **Note:** You can attach or create more than one file.

7. To remove an attachment, tap **Remove** ✕

8. To add a private comment to your teacher, tap **Add private comment** ⇒ enter your comment ⇒ tap **Post** ▷

9. Tap **Turn In** and **Confirm**

The assignment status changes to **Turned in**

TURN IN A QUIZ ASSIGNMENT

1. Click **the class** ⇒ **Classwork**
2. Click **the assignment** ⇒ **View assignment**
3. Click **the form** and answer the questions
4. Click **Submit**.   If the form is the only work for the assignment, the status of the assignment changes to **Turned in**
5. If there is more work to do for the assignment, click **Open assignment**

TURN IN AN ASSIGNMENT WITH AN ASSIGNED DOCUMENT

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

1. Click **the class** ⇒ **Classwork**
2. Click **the assignment** ⇒ **View assignment**
3. Click the image with your name to open the assigned file
4. Enter your work
5. On the document or in Classroom, click **Turn in** and **Confirm**
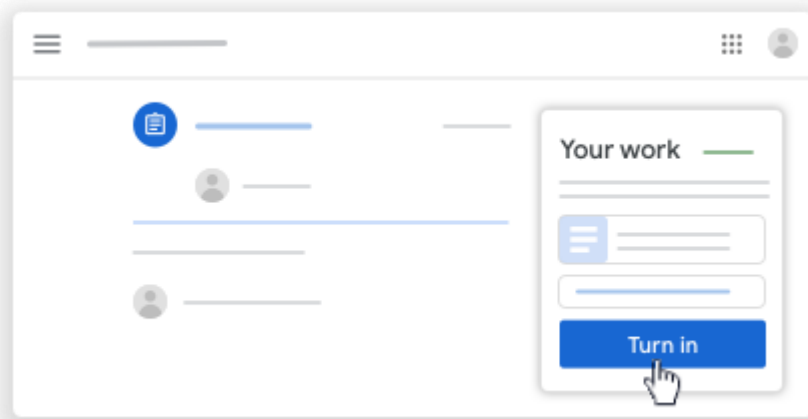
6. The status of the assignment changes to **Turned in**

Important: If you get an error message when you click **Turn in**, you should let your teacher know.

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.   Click the **class** ⇒ **Classwork**

2.   Click **the assignment** ⇒ **View assignment**

3.   (Optional) To add a private comment to your teacher, under **Private comments**, enter your comment and click **Post** ▷

4.   Click **Mark as done** and **Confirm**

The status of the assignment changes to **Turned in**

UNSUBMIT AN ASSIGNMENT

If changes need to be made to an assignment that has already been turned in the button Unsubmit can be used, changes made and then turned in again.

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

1. Click the **class** ⇒ **Classwork**

2. Click **the assignment** ⇒ **View assignment**

3. Click **Unsubmit** and **Confirm**

Note: This assignment is now unsubmitted. Turn it in again before the due date.
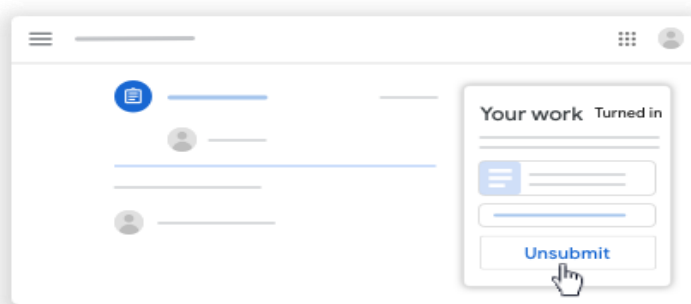

CHECK FOR LATE OR MISSING ASSIGNMENTS

The teacher sets the late-work policies for their class. However, Classroom does not prevent you from turning in work after the due date.

When your teacher assigns work, it is marked Assigned. If you do not turn in your work on time, it is marked Missing or Done late as soon as the due date or time arrives. For example, if work is due at 9:00 AM, turn it in by 8:59 AM. If you turn it in at 9:00 AM, it is late.

1. On a class card, click **Your work**

2. On the left, click **Missing**

3. To review more details, click an item ⇒**View details**

COMMUNICATE WITH YOUR TEACHER

1. If your teacher allows, you can comment on other posts and comments. Teachers can delete comments. In a post, click **Add class comment** ⇒ enter your comment. Click **Post** ➤
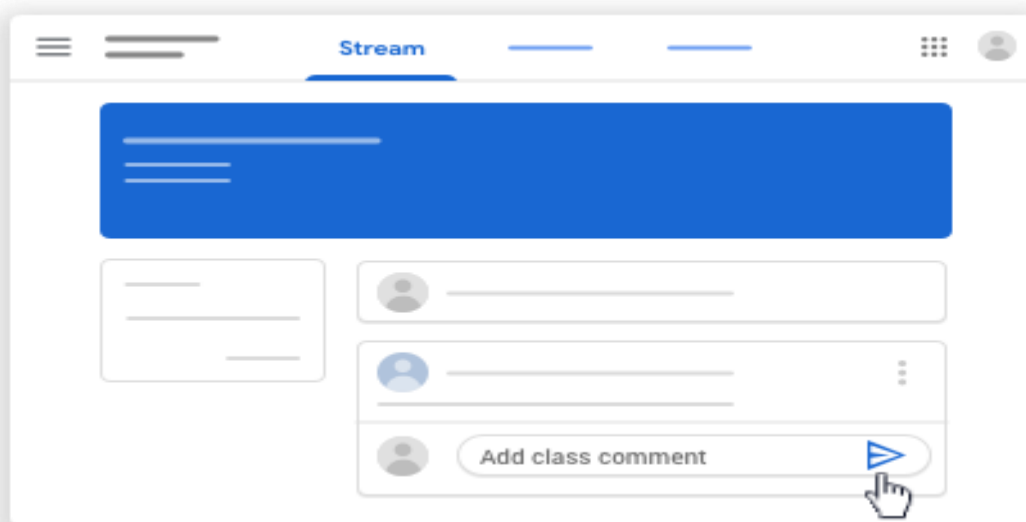
Note: If you do not see Add class comment, your teacher turned off permissions to comment.

2. You can send a private comment to your teacher that only they can see from an assignment or question. You can see your teacher's response when you open the assignment or question. If you delete a private comment, your teacher can still see it.

Choose an option:

A. On the S**tream** page, click the **assignment** or **question**

B. On the **Classwork** page, click the **assignment** or **question** ⇒ **View assignment** or **View question**

Click **Add private comment**. Enter your comment ⇒ click **Post** ➤