

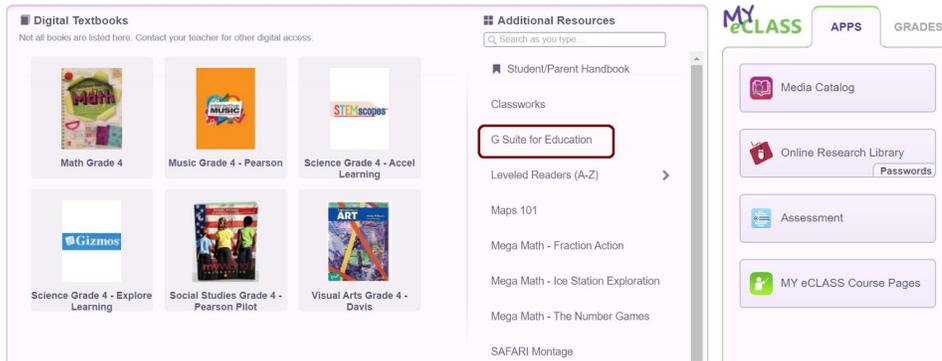
# Student/Parent Guide for Google Classroom

Gwinnett County Public Schools

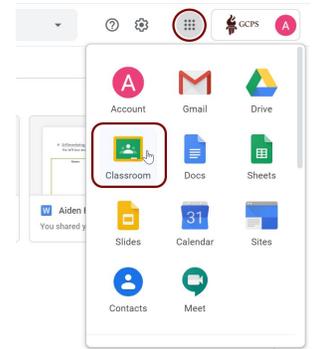
Contact your child's teacher with questions.

## 1. Getting to your Google Classroom

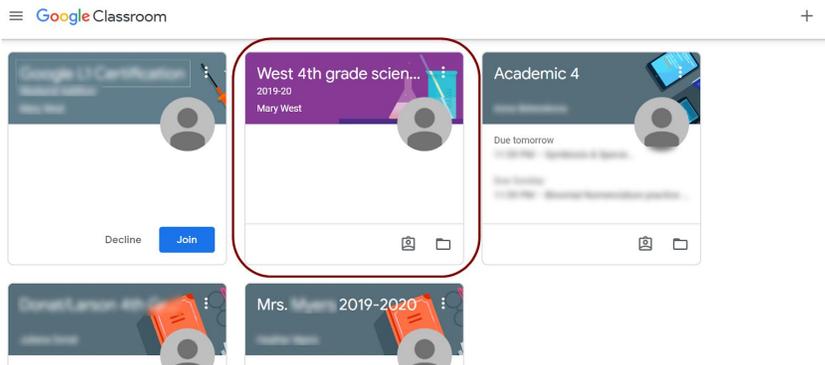
- Log into the student portal and click on **G Suite for Education**.



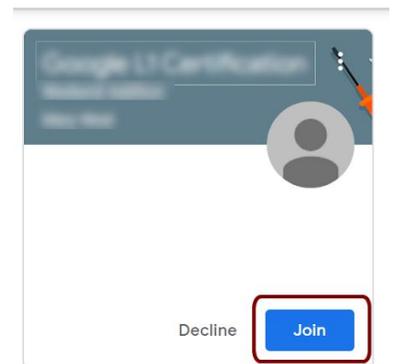
- You are now in your Google Drive. Click on the **app launcher** and then select **Classroom**.



- This takes you to the Classroom home screen. If you have already joined the Classroom you need to access, click on the **Classroom card**.

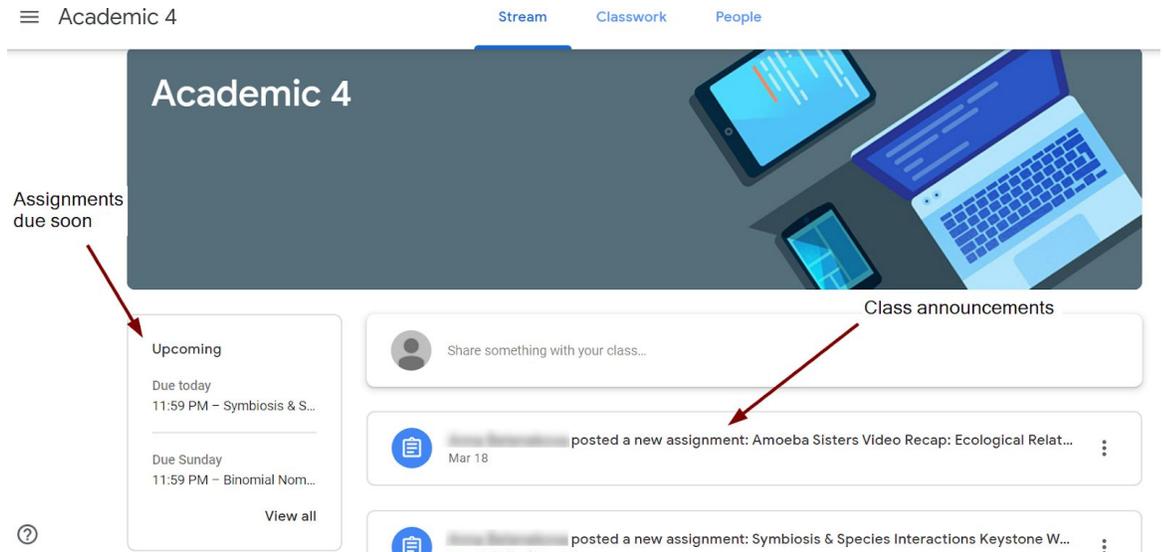


- If you have been invited to join a new Classroom, you may see the card and need to click **Join**.
- If you were given a join code by your teacher, click on the **+** in the top right corner and enter the code to join the Classroom.

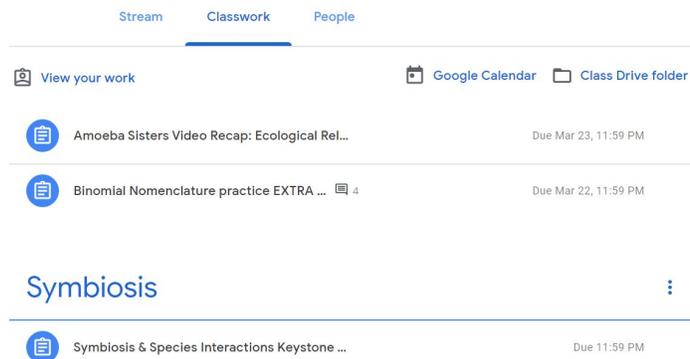


## 2. Finding your Assignments

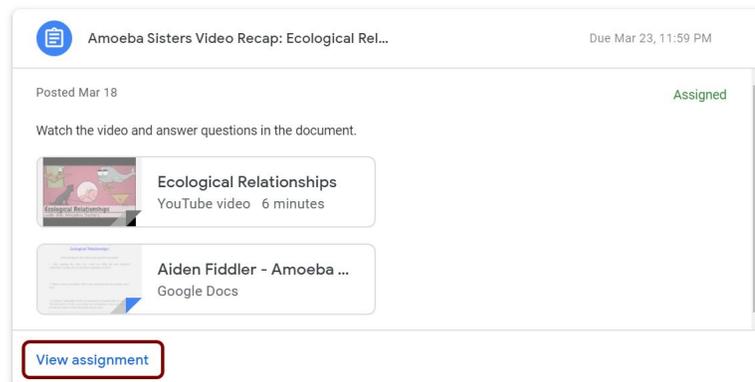
- After opening your Classroom, you will see tabs across the top.
- Stream is where you can see Classroom announcements and assignments that are due soon.



- In the Classwork tab, you can find your assignments and materials in an organized manner.



- Once of the Classwork tab, find the assignment and click on it. You will see items included in the assignment. For a full view, click **View Assignment**.



### 3. Completing Assignments

- After clicking into the assignment, you will see instructions and all of the materials included. There may be items to view and items for which you have your own copy.
- If you have received your own copy, the file name includes the student's name. Click on it to edit.
- You can also create new files from within the assignment. Do this if there is not a file there with your name and you need to add something to turn in.
- You can also attach a file you already have.
- If you have questions for your teacher, you can add a private comment.
- Click Turn in to submit your assignment.

The screenshot shows a Google Classroom assignment page for "Amoeba Sisters Video Recap: Ecological Relationships". The assignment is worth 100 points and is due on Mar 23, 11:59 PM. The page includes instructions, a video titled "Ecological Relationships" (6 minutes), and a "Your work" section with a "Turn in" button. A "Private comments" section is also visible. Red arrows point to the following elements:

- Due date:** Due Mar 23, 11:59 PM
- Instructions:** Watch the video and answer questions in the document.
- Materials for the assignment:** Ecological Relationships YouTube video 6 minutes
- Your own copy of the item(s) you need to complete:** Aiden F... - A... Google Docs
- Create or add your own files to turn in:** + Add or create
- Turn in your assignment:** Turn in
- Ask your teacher a question:** Private comments

\* If you received a Microsoft file and need to edit it, click on the file and then click **Open with Google Docs**.

