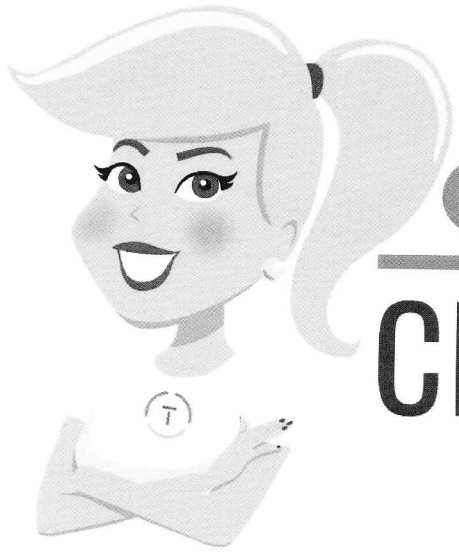
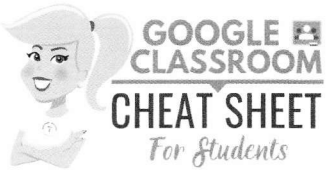


GOOGLE CLASSROOM CHEAT SHEET

For Students

BY KASEY BELL

Shake Up Learning®



Written by Kasey Bell

ShakeUpLearning.com

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WELCOME TO GOOGLE CLASSROOM

Google Classroom is designed to help teachers and students communicate and collaborate, manage assignments paperlessly, and stay organized.

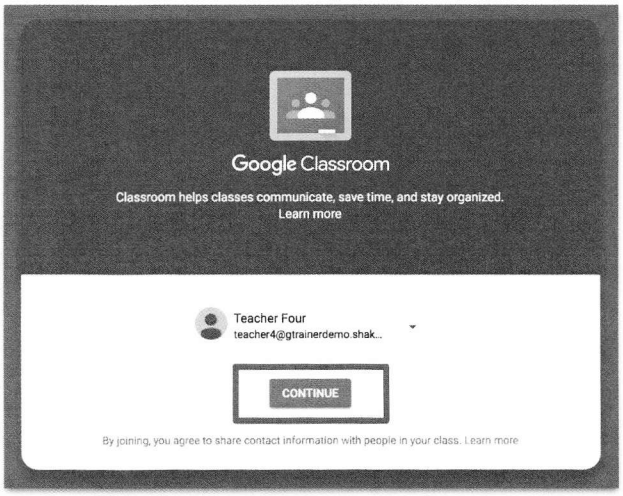
FIRST LOGIN FOR STUDENTS

Go to classroom.google.com.

The first time you arrive at the Google Classroom website (if you have never logged in) you will see a screen like the one to the right. **CLICK "Go to Classroom" button**.

LOGIN

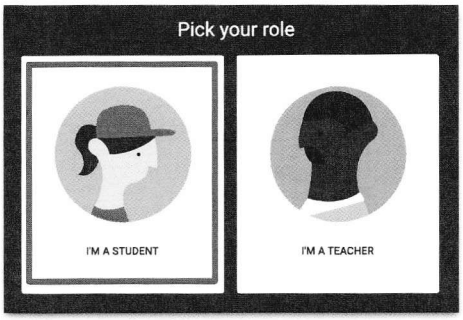
You will then be prompted to login with the email and password that were issued by your teacher or school.



After you enter your email and password, **CLICK "Continue".**

SELECT YOUR ROLE

- Click on the **"I'M A STUDENT"** button as your role so you can join your teacher's class.

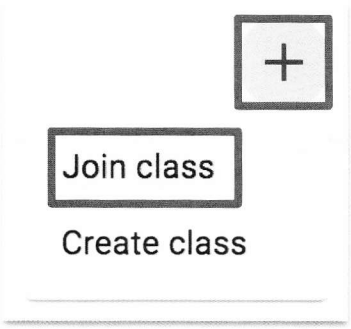


Note: You cannot change your role later, so be sure to select the correct role.

JOIN A CLASS AS A STUDENT

1 Create and Name Your Class

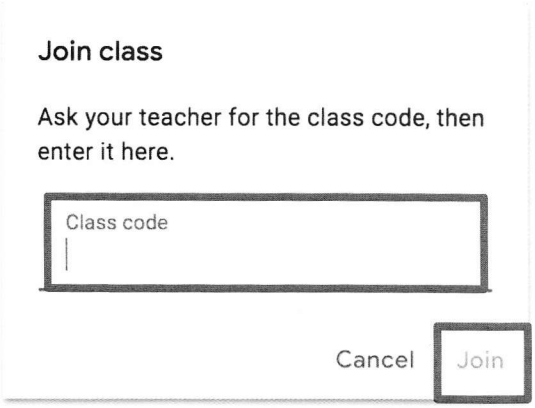
Click the **+** (near the top-right of the page) and select "**Join class**" to join your teacher's class.



2

Enter the class code given to you by your teacher.

Then, **CLICK "Join."**



STUDENT NAVIGATION

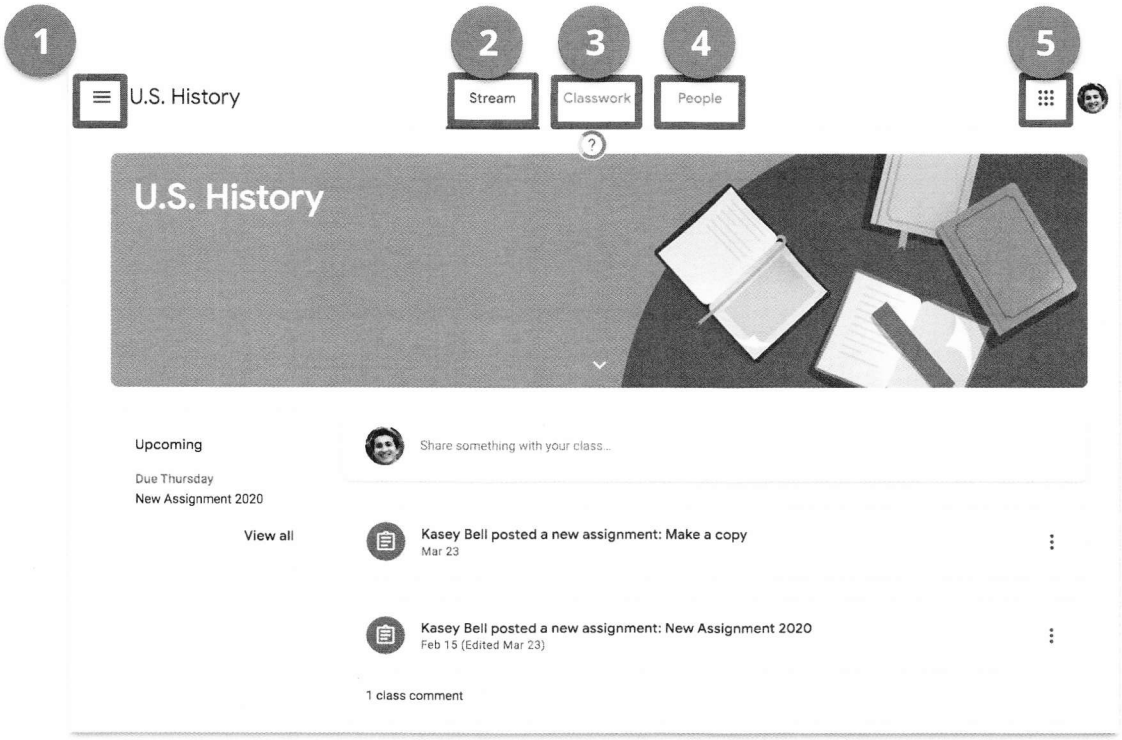
1. **Main Menu (3 lines)**: Access all of your classes, calendar, student work, and settings.

2. **Stream:** The stream is where you will find announcements from your teacher, upcoming deadlines, and where you can post and comment (if your teacher enables this for you).

3. **Classwork**: The Classwork page is where you will find your assignments and class materials.

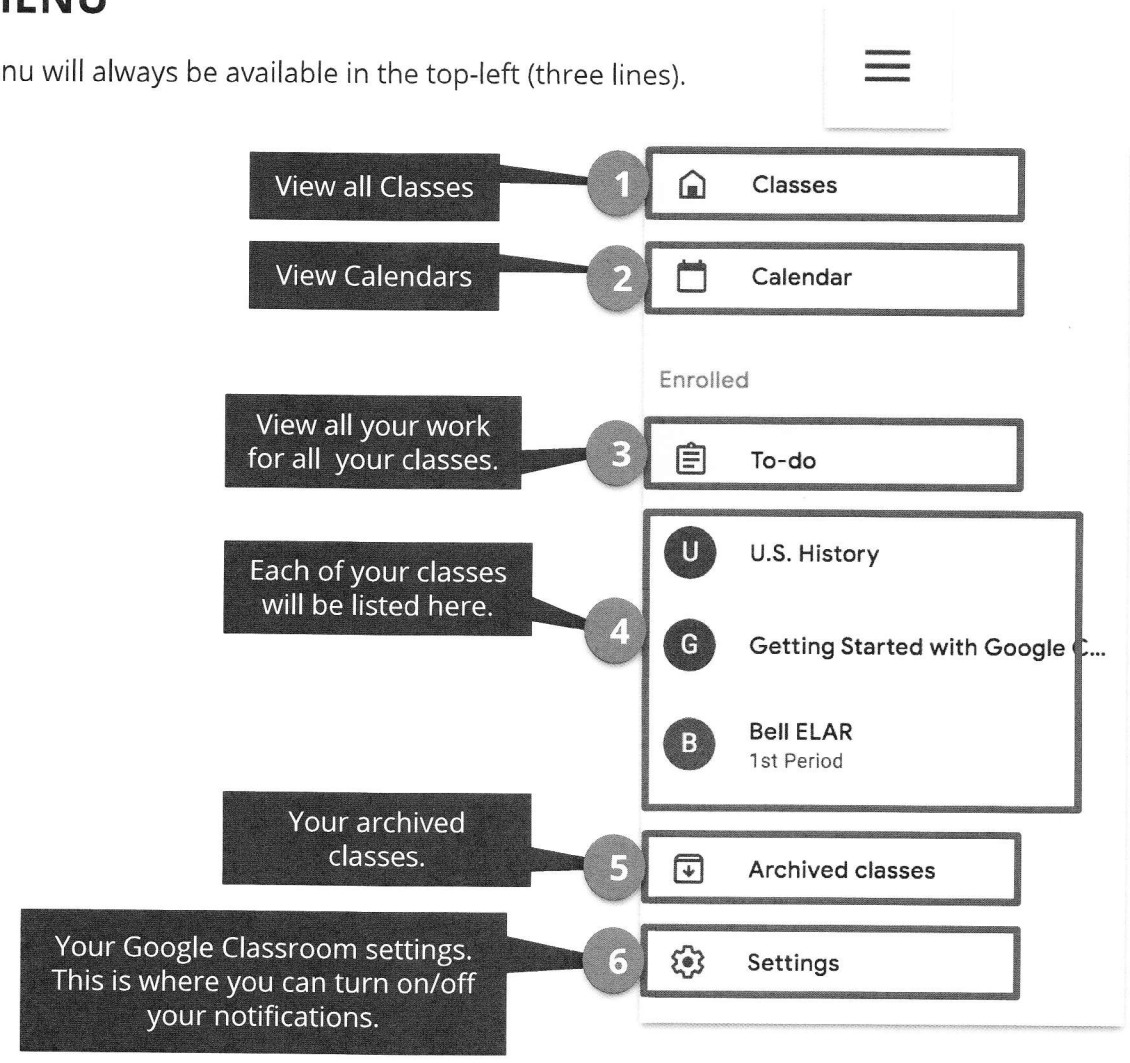
4. **People**: The People page is where you can email your teacher and classmates.

5. **G Suite Apps**: This icon represents your G Suite apps. You can click on this icon to open other G Suite applications.



MAIN MENU

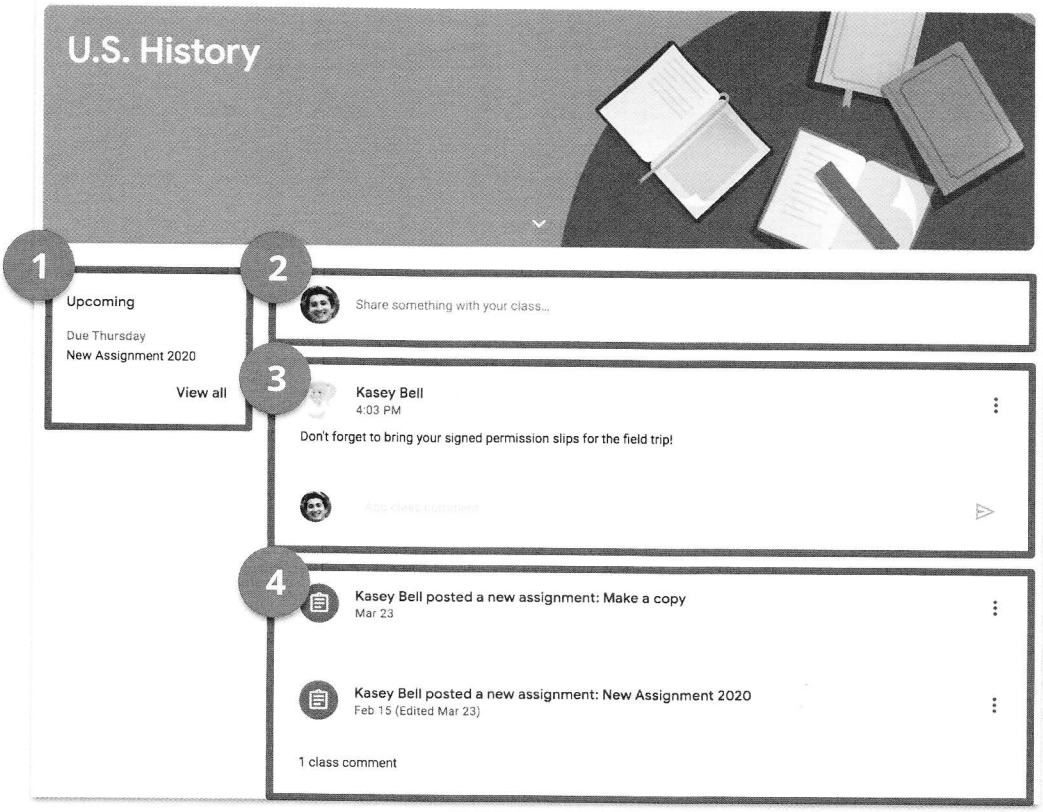
The main menu will always be available in the top-left (three lines).



STUDENT STREAM

The Stream is where you will find announcements from your teacher, upcoming deadlines, and where you can post and comment (if your teacher enables this for you).

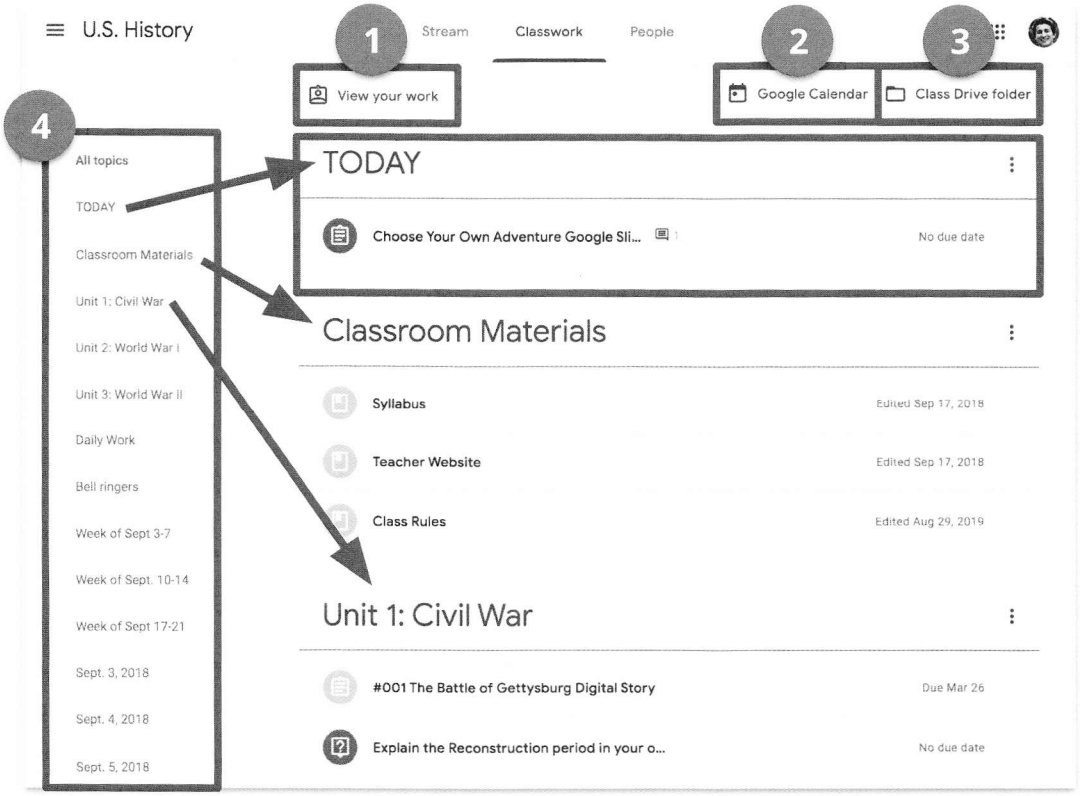
1. Upcoming assignment deadlines will appear to the left sidebar.
2. If your teacher allows you to post, you will see a box like this at the top of the stream. Click in the box to share something with your class. Keep it appropriate!
3. Your teachers may also post announcements like this in the Stream.
4. Your teachers may also post notifications of new assignments in the stream. But you can always see your assignments on the Classwork page.



STUDENT CLASSWORK

The Classwork page is where you will find your assignments and class materials.

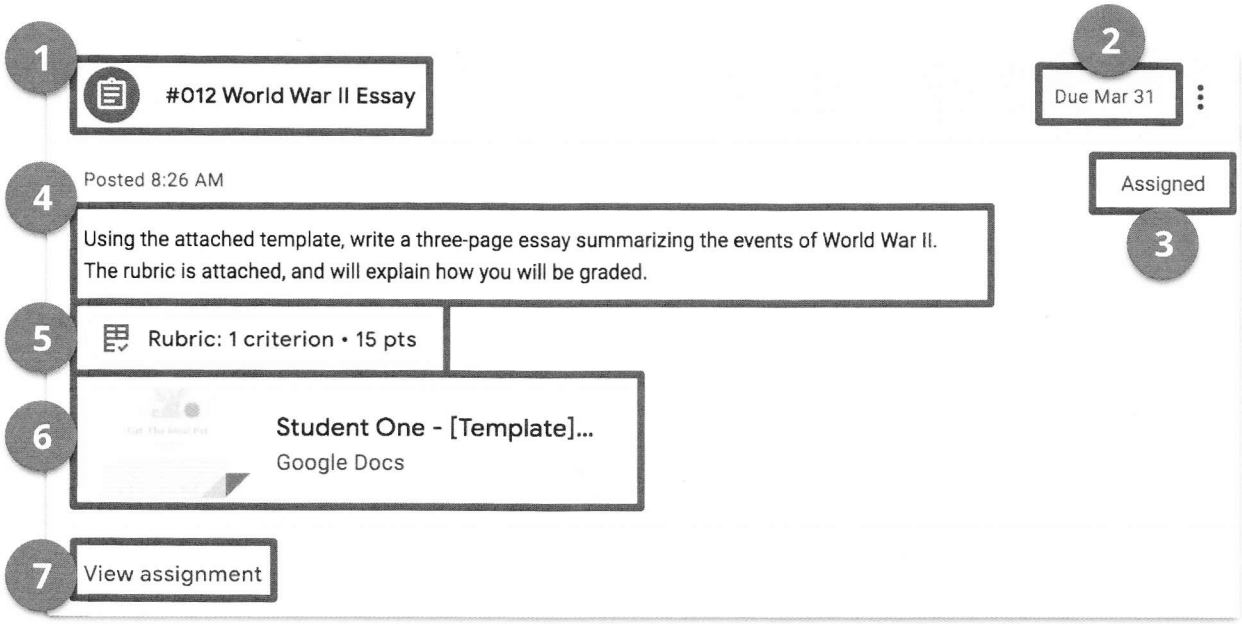
1. View your work, turn in status, due dates, and grades for your class.
2. View your class calendar, including due dates for assignments.
3. View your Class Drive folder in Google Drive.
4. Your teachers may organize your assignments by topics, materials, units, modules, type of work, by day, or any way they choose. Those topics will appear to the left. Click on a topic to see all the assignments for that topic. You will also see topics as headings over your assignments and materials.



ASSIGNMENTS ON CLASSWORK PAGE

Posted assignments will appear on the Classwork page. You may be asked to refresh the to see the latest updates. Below is an example of an assignment.

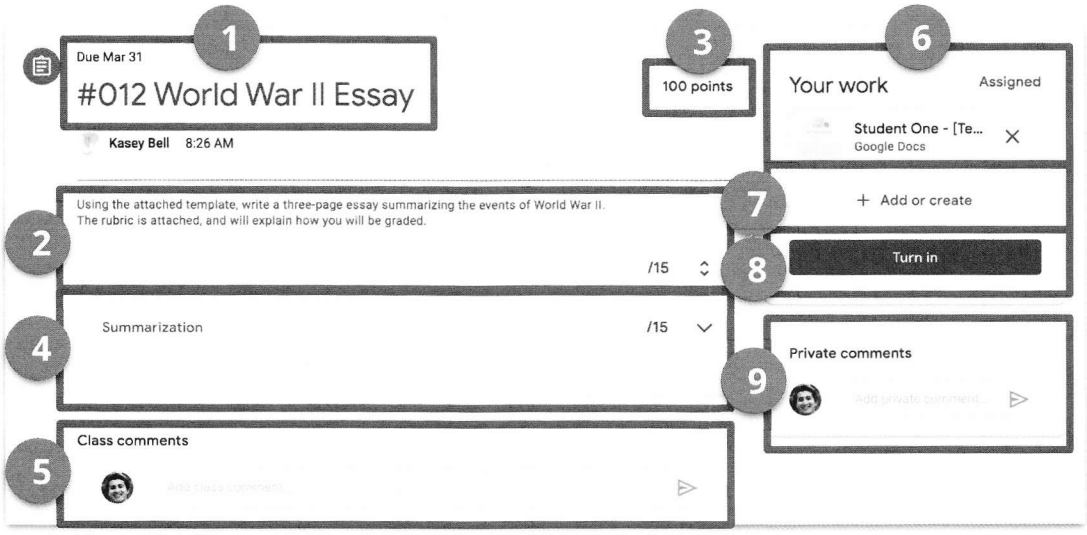
1. Name of the assignment
2. Due Date
3. This is the assignment status. It will show Assigned, Turned In, Late, or Missing.
4. Instructions for the assignment from your teacher.
5. Your teacher may choose to attach a rubric. If so, this is where it will appear. Click to open.
6. Any files that your teacher has attached to the assignment will appear here.
7. Click here to open the assignment page.



ASSIGNMENT PAGE

When you click on "View assignment" from the Classwork page, you will be taken to a new page that gives you more details about your assignment.

1. Assignment title and due date
2. **Instructions**: Instructions for the assignment from your teacher.
3. **Total points**: Total point value of the assignment (the highest grade you can make)
4. **Rubric**: Rubric information if your teacher has added a rubric. (Click the down arrow to see more information.)
5. **Class comments**: If your teachers allows you to leave class comments, you will see this option. All students can see class comments.
6. **Your work**: This will show you any files the teacher created for you, and any files you have created for this assignment.
7. **Add or create button**: Click this button to create new files or attach files you have already created for this assignment.
8. **Turn in button**: Click this button when you are ready to turn in your work. Once you turn in, you will not be able to edit your files anymore.
9. **Private comments**: Use private comments to talk to your teacher and ask questions. You and your teacher are the only ones who can see private comments.

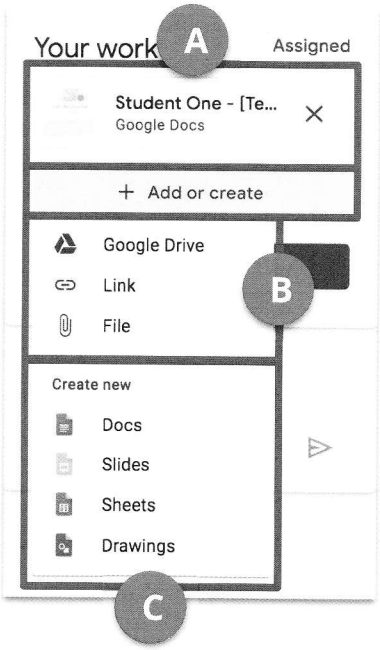


TURN IN ASSIGNMENTS

Depending on the assignment, you can turn in a doc that your teacher assigned to you, create your own, or add files to the assignment.

TO TURN IN AN ASSIGNMENT

Go to the Class, then the Classwork page, then click on "**View Assignment**." There are three different ways you can complete your work:



A **To use the file your teacher attached for you:**

1. Click on the attachment under Your work with your name on it.
2. Enter your work
3. Click the "**Turn in**" button on the document and confirm, or click the "**Turn in**" button on the assignment in Google Classroom.

B **To attach an item that has already been created:**

1. Under Your work, click **Add or create** and then select Google Drive, Link, or File.
2. Add or create your work files
3. Select the attachment or enter the URL for a link and click **Add**.
4. Note: You can't attach a file you don't own.

C **To attach and create a new file:**

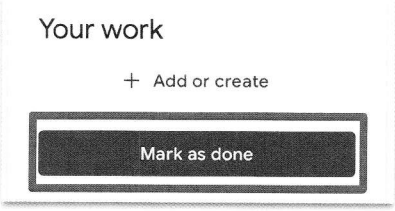
1. Under Your work, click **Add or create** and then select Docs, Slides, Sheets, or Drawings.
2. A new file attaches to your work and opens.
3. Add or create your work files
4. Click the file and enter your information. Note: You can attach or create more than one file.
5. (Optional) To remove an attachment, next to the attachment name, click **Remove**.
6. Click **Turn In** and confirm.
7. The status of the assignment changes to Turned in.

MARK AS DONE AND UNSUBMIT

MARK AN ASSIGNMENT AS DONE

Some assignments will have a **Mark as done** button instead of Turn in.

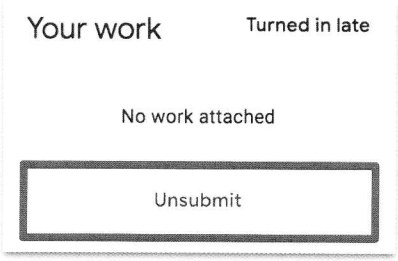
Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.



1. Go to the Class, then the Classwork page, then click on "**View Assignment**."
2. Complete the assignment.
3. Click **Mark as done** and confirm.
4. The status of the assignment changes to Turned in.

UNSUBMIT AN ASSIGNMENT

After you have turned in an assignment or marked as done, you will see the option to unsubmit. Use this if you need to make changes to your work and resubmit to your teacher. If you unsubmit an assignment, be sure to resubmit it before the due date.

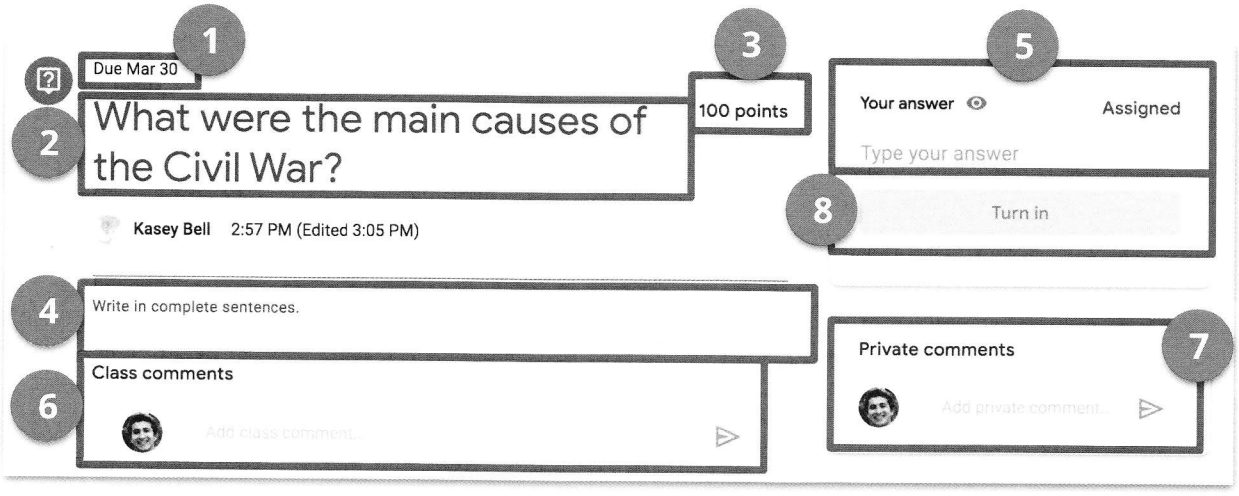


1. Go to the Class, then the Classwork page, then click on "**View Assignment**."
2. Click **Unsubmit** and confirm.
3. Note: This assignment is now unsubmitted. Resubmit it before the due date.

ANSWER QUESTION ASSIGNMENTS

When a multiple choice or short answer question has been assigned to you by your teacher, it will immediately appear on the Classwork page. Click "**View question**" to complete the assignment.

1. Due date
2. The question assigned to you.
3. Total points possible
4. Directions from your teacher
5. **Your Answer**: This box is where you type your answer for short answer questions, or select from multiple choice answers.
6. **Add a Class Comment**: Use this space to ask questions or for general comments. This is NOT where you type your answer to the question.
7. **Add a Private Comment**: Use this space to leave a comment or question for your teacher.
8. **Turn In**: When you have completed your work, click the Turn in button.



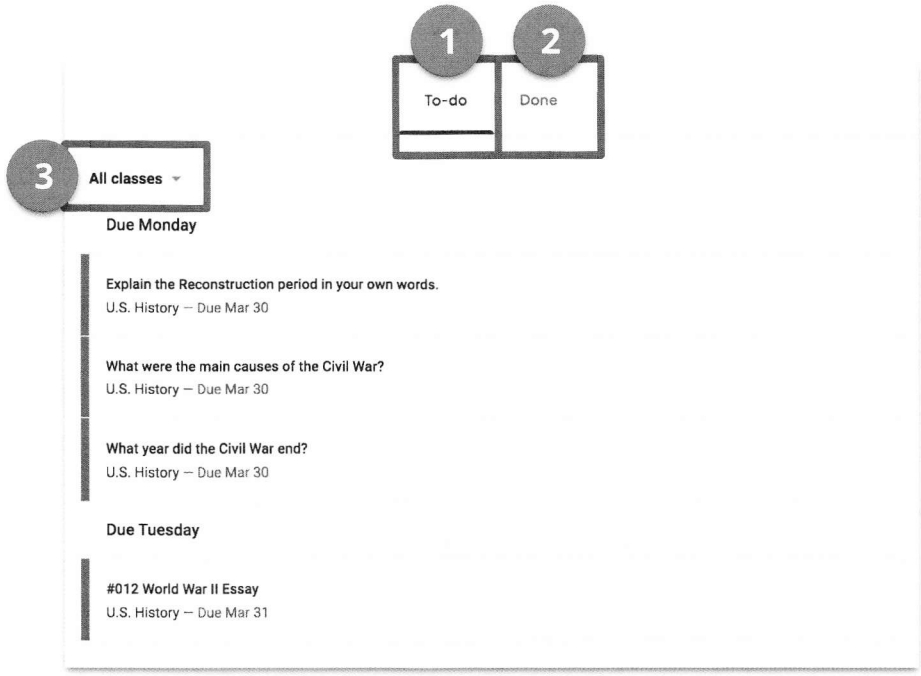
STUDENT TO-DO: SEE ALL YOUR WORK

You have multiple ways to view your work for a class:

- Quickly see upcoming work on the Classes page
- See all your work for a class on the Your work page for that class.
- See work arranged by topic on the Classwork page
- Filter work by class on the To-do page (see screenshot below).

The To-Do Page allows you to see all your work for all your classes. in one place.

1. **To-Do**: Here students can see a list of all of the assignments that are pending, including the title, class name and due date. Click on the assignment name to go directly to that assignment details page.

2. **Done**: Here students can see a list of all of the assignments they have turned in or marked as done.

3. Click the drop down Arrow next to "**All classes**" to filter your work by each class.