G Suite™
Google Classroom: Students
Quick Reference Card

The Google Classroom Screen

Classroom menu   Move tile or Unenroll from class   Join a class   Google apps

Account settings

Class tile   Your classwork   Class files

Help and feedback

The Class Screen

The Stream page: Shows all the class activity, including upcoming assignments that are due and any recent posts from the teacher or other students.

The Classwork page: Where you go to view and complete any assignments for the class.

The People page: Shows your teacher and a list of all your classmates.

Sign-in to Classroom

Navigate to **classroom.google.com** in a browser window. Click the **Go to Classroom** button, then enter your Google account email address and click **Next**. Enter your Google account password and click **Next**. You are brought to the Google Classroom home page and will see your profile picture at the upper-right corner, if you have one.

Join a Class

If invited by a teacher, click **Join** on the class tile that appears on the Google Classroom page.
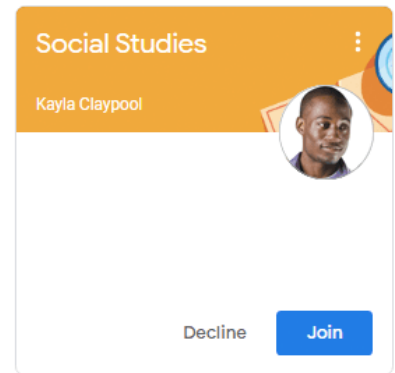
If entering a class code from a teacher, click the **Join a class** button, enter the class code, and click **Join**.
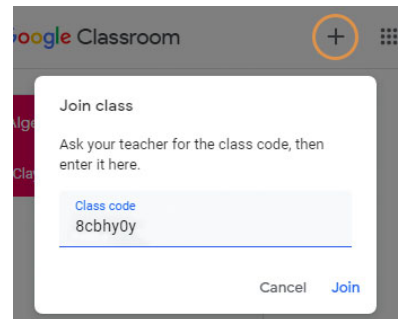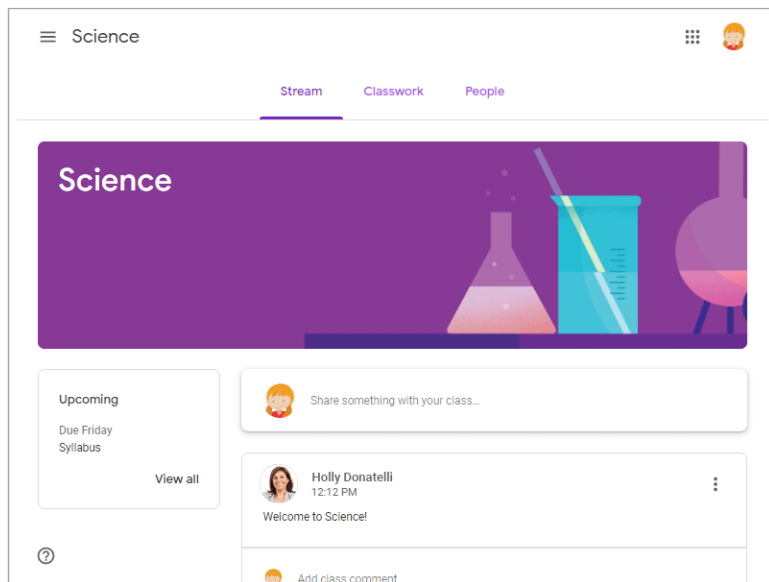
Google Drive

Your Google Drive is connected to your Google Classroom account. A Classroom folder is automatically created for you in your drive at **drive.google.com**.

Commenting

Class comments are visible to everyone in the class. Private comments posted are only visible to the teacher.

The Assignment Screen

Due date

#001 Chapter 1 questions

Due Nov 1

20 points

Kayla Claypool   3:20 PM

Assignment Instructions

Read chapter 1 and answer the questions.

Comments visible to the class

Class comments

Add class comment...

Your work   Assigned

Emily Howard - #...
Google Docs   ✕

+ Add or create

Turn in

Private comments

Add private comment...

Assignment status

Files attached by the teacher

Attach additional files

Turn in the assignment

Comments only visible to the teacher

Document Sharing

Once an assignment is turned in, it becomes a view-only file. Ownership of the document switches to the teacher to prevent changes. You will still be able to see your responses, but you lose editing abilities.

Emily Howard - #001 Chapter 1 Questions   ☆   📁   📈   Share

File   Edit   View   Tools   Help

🖨   100%   ▾   👁 View only ▾   ⌃

1. List one safety hazard while working in the science laboratory.

   Flammable chemicals

2. What is the proper safety response to a trash-can fire in a lab?

Unsubmit Assignments

Due Nov 1

#001 Chapter 1 questions

20 points

Kayla Claypool   3:20 PM

Read chapter 1 and answer the questions.

Class comments

Add class comment...

Your work   Turned in

Emily Howard - #001 C...
Google Docs

Unsubmit

Private comments

Add private comment...

If the teacher has allowed it, an Unsubmit button appears after work is turned in. Unsubmit the assignment to gain back editing rights and make changes before the due date.

View Your Assignments

If the teacher displays grades in Google Classroom, you can check grades on the View your work page. Click the **Classwork** tab, then click **View your work**. This page displays all your assigned classwork with dues dates, as well as the status or grade received.

Stream   Classwork   People

All topics   ▾

📇 View your work   📅 Google Calendar   📁 Class Drive folder

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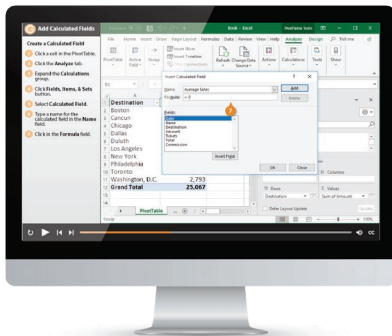
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