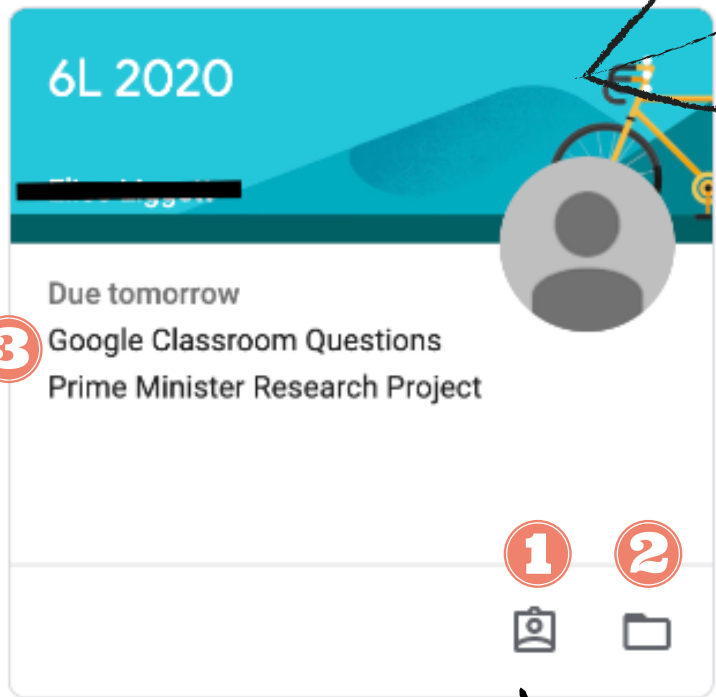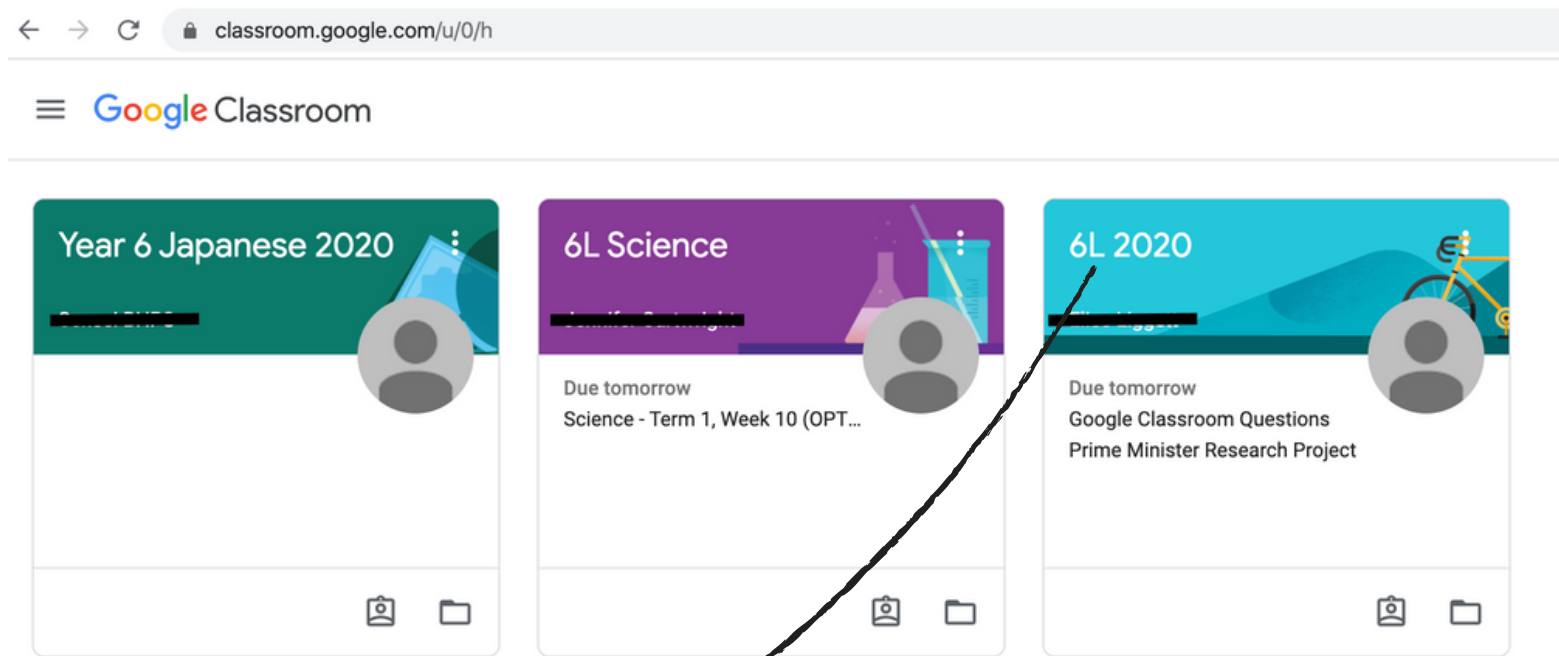# Google Classroom
How to guide

CHOOSE CLASS

When you first log in you will need to select the class you want to work from for that task. For example: Science, Japanese or your classroom tasks.

NAVIGATION

① **Quick Summary:** Shows you all of your tasks that are assigned to you, work that is 'missing' and work you have already 'turned in'

② **Google Drive:** Takes you to your Google Drive Folder

③ Overview of tasks that are due

Title	Due	
Google Classroom Questions	Tomorrow	Assigned
Did you enjoy listening to the One and Only Ivan audio file on Goo...	3:30 PM	Turned in
Week 9 Homework	Mar 28	Missing
Week 9 Learning Tasks 4 3	Mar 27	Missing
Australia's Levels of Government 1	No due date	Assigned
Prime Minister Research Project	Tomorrow	Assigned

① QUICK SUMMARY

This is a really useful button to use on your homepage to see an overview of:

- your assigned tasks you need to complete (Assigned)
- work that is missing after the due date (Missing)
- work you have already submitted (Turned In)

You can click on each task to see more information for that task.

☰ 6L 2020

1 Stream **4** Classwork **5** People

6L 2020

2 Upcoming

Due tomorrow
Google Classroom Questi...
Prime Minister Research P...

View all

3 🔲 Elise Liggett posted a new question: Google Classroom Questions — Due Tomorrow ⋮

Posted 10:30 AM

Assigned

6L are there any things you are finding difficult when using google classroom? Are there things you don't know how to do on here?

Are you finding it difficult to find tasks?
Do you not know how to add your slides to your assignment?
Are you not able to view the posts easily?

I am going to make some helpful guides to assist you so please write anything you need help with 😊
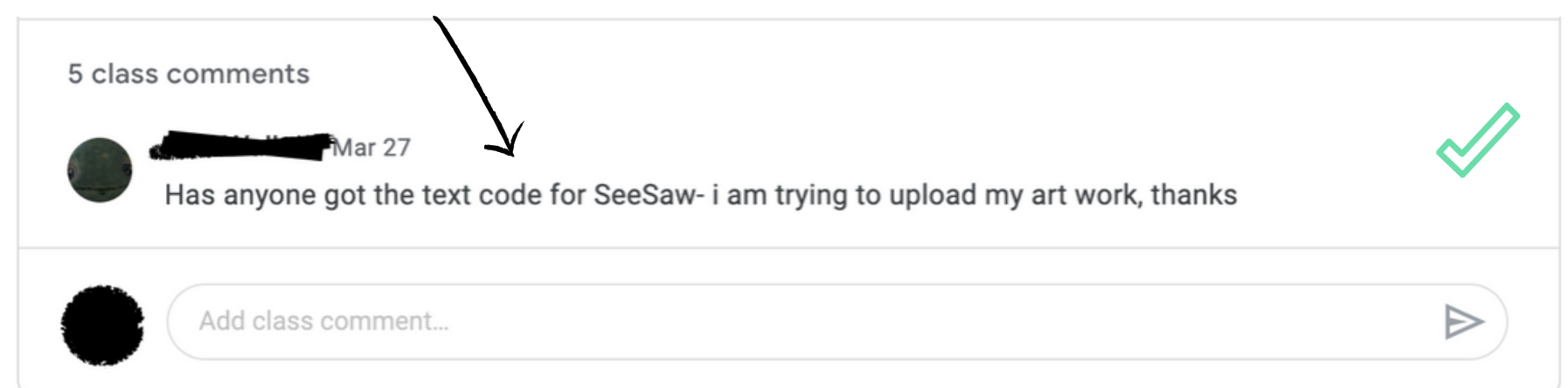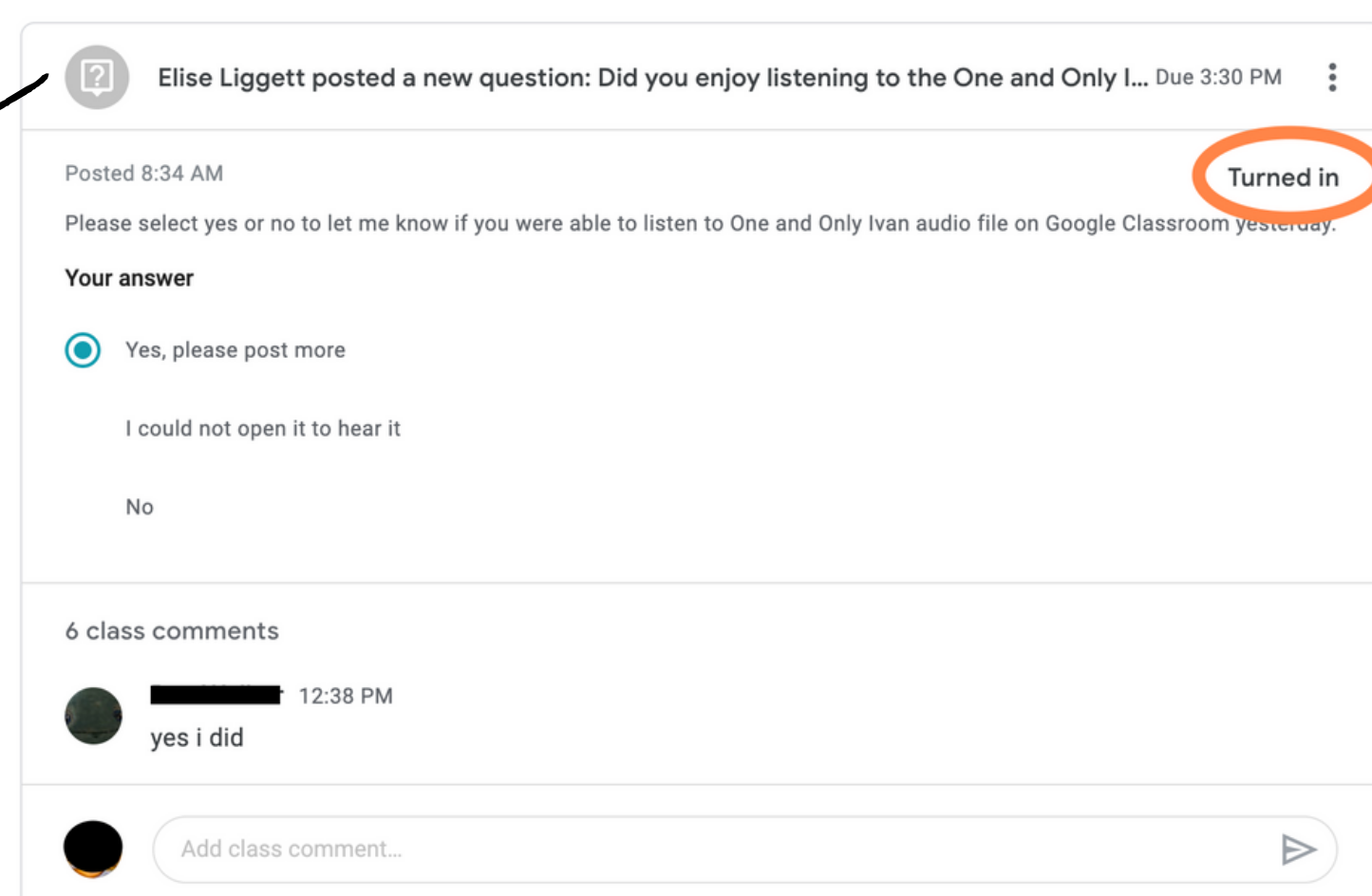
Your answer

Type your answer

NAVIGATION

1 **Stream:** The stream is where you can view and access teacher announcements, discussion topics, questions, comments and assignments. Your teacher may ask questions and you may comment to respond. Check this each morning for new announcements. **Remember- anything you post is viewable by your teacher and classmates so make sure it is appropriate.**

5 class comments

⬤ ████████ Mar 27
Has anyone got the text code for SeeSaw- i am trying to upload my art work, thanks   ✓

⬤ Add class comment...   ▷

2 **Upcoming:** Gives you a quick summary of tasks that are due that day or that week.

3 **Questions and Announcements in the Stream:** You can answer questions right from the stream. Questions could be either short answer or multiple choice. **Note:** Make sure you type your answer in the answer box NOT in the class comment box. The post will tell you the status of your response eg. Turned in, Missing or Assigned.

🔲 Elise Liggett posted a new question: Did you enjoy listening to the One and Only I... — Due 3:30 PM ⋮

Posted 8:34 AM

Turned in

Assigned

Missing

Please select yes or no to let me know if you were able to listen to One and Only Ivan audio file on Google Classroom yesterday.

Your answer

◉ Yes, please post more

  I could not open it to hear it

  No

6 class comments

⬤ ████████ 12:38 PM
yes i did

⬤ Add class comment...   ▷

TIP: A task will appear grey once you have completed it

4 **Classwork:** The classwork tab is where you will find all of your assignments, questions and material organised under TOPICS.

5 **People:** This is where you can view the other students and teachers in your class.

Classwork Page

② 📇 View your work   📅 Google Calendar   📁 Class Drive folder

① **All topics**

T1- Week 10

T1- Week 9

Learning From Home

History

Homework

Writing

Reading

Mathematics

Admin

T1- Week 10 ⋮

❓ Did you enjoy listening to the One and … 💬 6	Due 3:30 PM
📖 Week 10 Home Learning 💬 78	Posted Mar 30

T1- Week 9 ⋮

📖 Soundwaves Spelling Unit 9- ANSWERS 💬 7	Edited Mar 29
📖 Week 9- Timetable 💬 13	Edited Mar 29
📋 Week 9 Learning Tasks 💬 44	Due Mar 27

NAVIGATION

① **Topics:** All of your assignments/tasks, questions, quizzes and material is organised under different topics. Each class may have different topics depending on your teacher so check them carefully.

≡ 6L 2020   Stream   **Classwork**   People

All topics

T1- Week 10

T1- Week 9

Learning From Home

History

Homework

Writing

Reading

Mathematics

Admin

T1- Week 9 ⋮

📖 Elise Liggett posted a new material: Soundwaves Spelling Unit 9- ANSWERS ⋮

Posted Mar 27 (Edited Mar 29)
Here are this weeks answers to the spelling pages on soundwaves :)

ANSWERS Unit 9 Soundw…
Google Slides

7 class comments

   Apr 1
That's OK ████ We're actually not doing unit 10 until next term! So you will just revise it then 😊

Add class comment...

When you select a topic all questions, assignments, quizzes and materials for that topic will be listed underneath.

② **View your work:** This is the same as the quick summary button on the first page. It shows you all of your work that is complete, missing or still to do. You can click on each task to see more information for that task.

📇 **View your work**

Title	Due	
Google Classroom Questions	Tomorrow	Assigned
Did you enjoy listening to the One and Only Ivan audio file on Goo…	3:30 PM	Turned in
Week 9 Homework	Mar 28	Missing
Week 9 Learning Tasks 💬 4 📎 3	Mar 27	Missing
Australia's Levels of Government 📎 1	No due date	Assigned
Prime Minister Research Project	Tomorrow	Assigned

Filters

Assigned

Returned with grade

Missing

Turned In: *That task is complete and submitted for your teacher to view.*

Missing: *You have not completed that task and it is passed the due date*

Assigned: *That task has been set for you by your teacher to complete -* ***check the due date!***

Completing an Assignment

HOW TO SUBMIT WORK TO YOUR TEACHER

STEP 1:

Locate the assignment: You can find your assignments in the stream or in the classwork tab using the "view your work" button or under your class topics.

STEP 2:

Select View Assignment: Click on the task and select 'view assignment'

STEP 3:

Read instructions CAREFULLY on the assignment page. You can view any links or files from your teacher underneath the instructions.

TASK INSTRUCTIONS

LEARNING RESOURCES

STEP 5:

Start your work: Click on 'Add or Create' and select the relevant file type for the task you are completing. If it is a written task, Docs is usually the best option, for a presentation Slides is usually best.

Completion Status

To upload an existing file from computer/phone or Google Drive

TIP: *You can add as many files as you need to an assignment*

Your work — Missing

Google Slides

+ Add or create

- Google Drive
- Link
- File

Create new
- Docs
- Slides
- Sheets
- Drawings

To start something new

STEP 6:

Complete your work as normal: If you are using Google Docs, Slides or Drawings your work will automatically save to your assignment as you create it.
If you have any questions when completing your work you can either PRIVATELY MESSAGE your teacher or add a class comment for your classmates to answer.

Add class comment...

STEP 7:

Submit you work: When you have finished your work, and double-checked the instructions to ensure you have completed the task fully, select 'Turn In'. This will LOCK your work and send it to your teacher for them to view.

You must make sure you click 'Turn In' so that your teacher can see that you have completed the task

Your work — Missing

Google Slides

+ Add or create

Turn in

Private comments

Add private comment...

This message will only be seen by you and your teacher

STEP 8:

Select 'Turn In' again: To confirm you would like to submit your work click ' Turn In' again.

Turn in your work?
1 attachment will be submitted for "Week 9 Learning Tasks".

Year 6-Week 9- Fractions
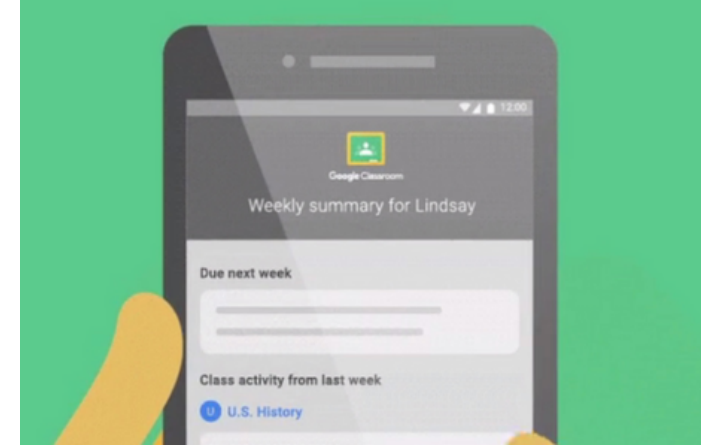
Cancel   Turn in

+ Add or create

Turn in

Private comments

Add private comment...

Google Classroom App

UPLOAD PHOTOS OF STUDENT WORK OR VIDEOS STRAIGHT FROM YOUR IPAD OR PHONE

STEP 1:

Download the Google Classroom App to your iPad or Phone: Works on both Apple and Android.

Google Classroom 4+
Instant. Paperless. Easy.
Google LLC
#1 in Education
★★★★★ 4.3, 5.5K Ratings
Free

STEP 2:

Sign in using student email : To log in to the Google Classroom App students will need to use their department email. As it is a Google App the email will require **@education.nsw.gov.au** rather than @det.nsw.edu.au
For example: joe.smith1@education.nsw.gov.au
Students will then need to log in to their student portal as they would on a desktop.
*See student log in details for department email.*

Google
Sign in
Use your Google Account. Learn more
Email or phone
joe.smith1@education.nsw.gov.au
Forgot email?
Next
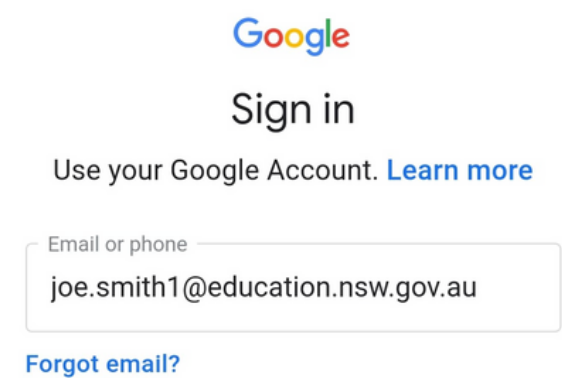
STEP 3:

Navigate the Classroom App the same as you would on a desktop : The app has a similar format to that of the desktop version using the Stream and classwork to organise tasks and teacher announcements.
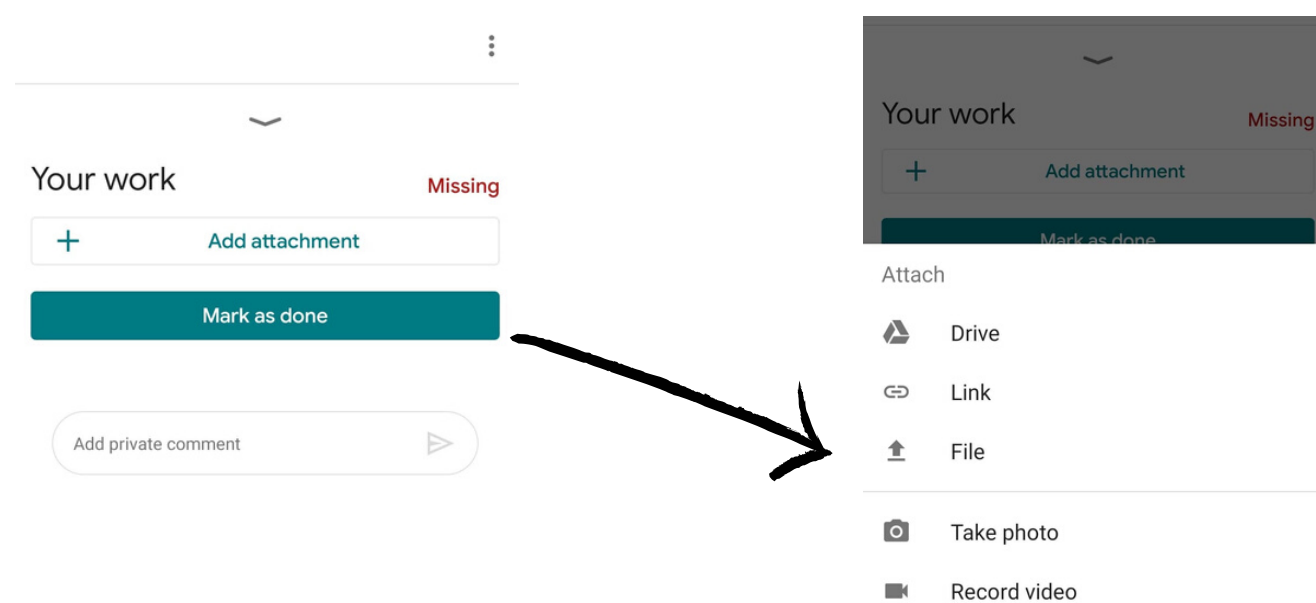Students can complete work straight through the app if they wish or just use it to upload certain items to an assignment.
Note: *To use all the features of the Classroom app, you need Google Docs, Sheets, and Slides. If they aren't already on your device, you can get them from the Google Play Store (Android) or App Store (iOS).*

Docs   Sheets   Slides   Drive
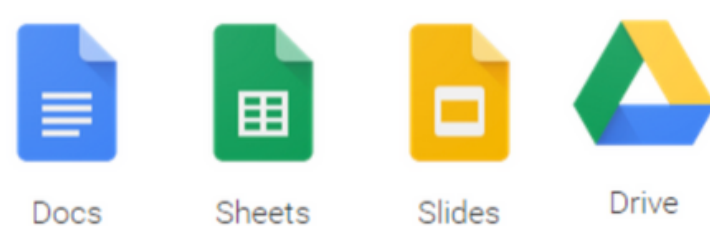
STEP 4:

Upload photos or videos straight from the app: The app becomes more useful when wanting to upload photos of student work or videos directly to an assignment. Simply select the assignment, 'Add attachment' and find the file you wish to attach.

Your work   Missing
+ Add attachment
Mark as done
Add private comment

Your work   Missing
+ Add attachment
Attach
Drive
Link
File
Take photo
Record video

TIP:

You can convert photos of student work, such as worksheets or writing in a workbook, so it is readable for the teacher! Your work will look much neater and clearer.

IPHONE

ANDROID

Download a phone scanning app: Such as Microsoft Office Lens- take a photo, convert to scan and upload directly to Google Classroom.

Office Lens