

Google Classroom/GSuite Interactive Parent/Guardian Guide



Google Classroom Interactive Parent/Guardian Guide

Click on the icon that you would like help with.

These are all included in the GSuite of apps your child has access to. There is also Google Sheets, but that is not included in this guide since students don't typically use it.



Google Chrome



Google Classroom



Google Docs



Google Forms



Google Slides



Google Drawings



Google Jamboard



Google Drive

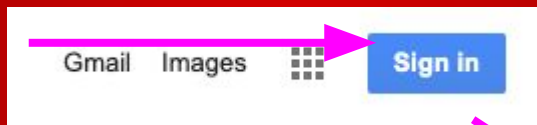
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Google Chrome



Google Chrome is the web browser that is supported on all Chromebooks.

Log in with
School email

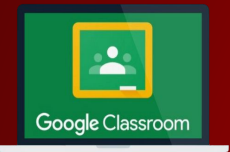
A screenshot of the Google sign-in page. It features the Google logo at the top, followed by the text 'Sign in' and 'Use your Google Account'. Below this is a text input field labeled 'Email or phone'. There are links for 'Forgot email?' and 'Not your computer? Use Guest mode to sign in privately. Learn more'. At the bottom, there are links for 'Create account' and a blue 'Next' button.

If you don't want to repeat this,
leave it logged in after this time.

Go Home

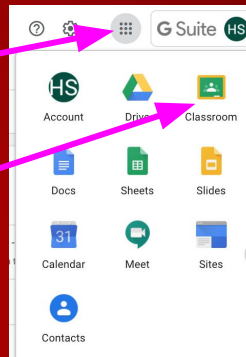
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Google Classroom

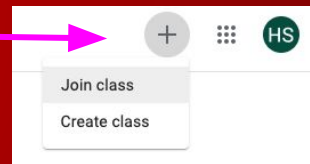


1) Click on the "waffle" (9 dots) in the top right corner of the screen.

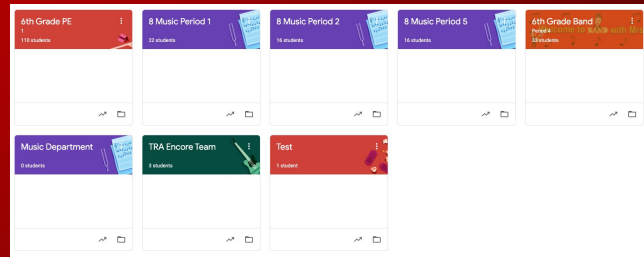
2) Click on the Classroom icon to open Google Classroom.



3) To have your child join a class, click on the plus sign and choose join class. Enter the code given to you by your teacher. You only have to do this once for each class.



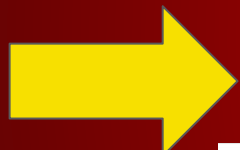
4) When your child has joined several classes, it will look like this:



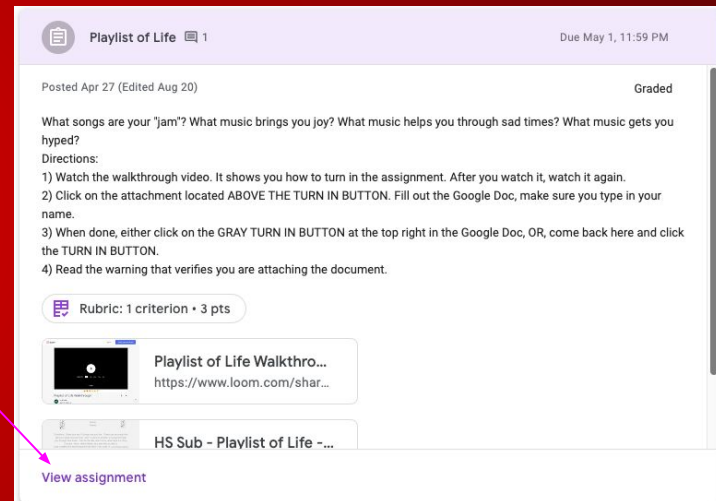
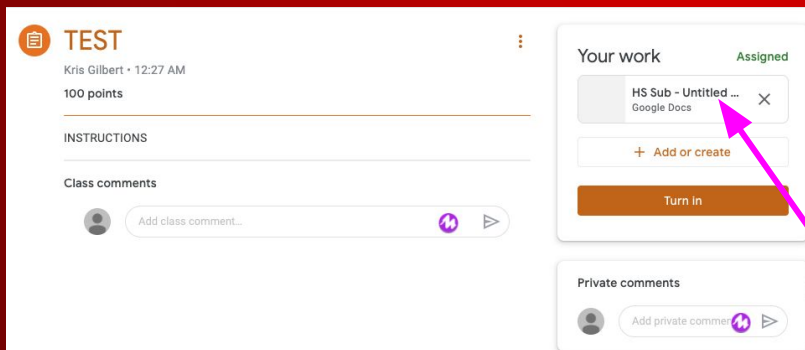
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Google Classroom Part 2

Opening an Assignment: Click once to initiate, then click "view assignment" to access everything attached to it.



More Google Classroom



Accessing Work to Edit:

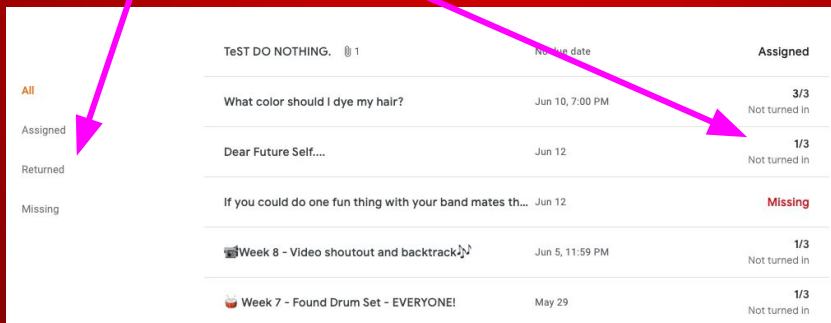
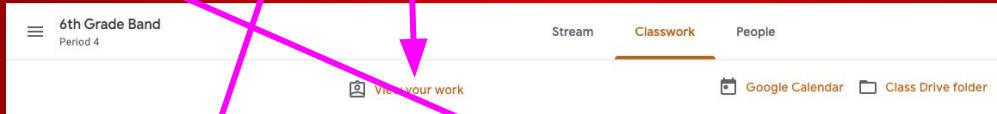
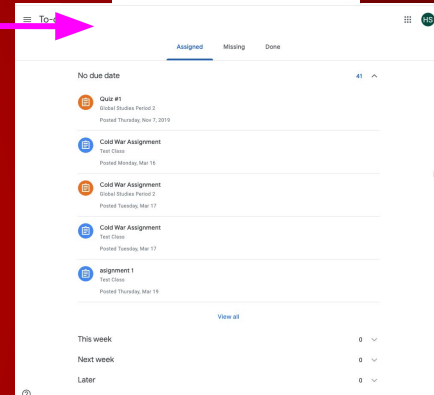
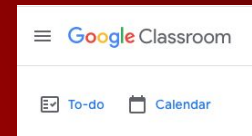
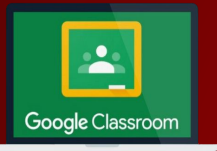
Click on the file name **ABOVE** the turn in button. When done, click **TURN IN**. Do not click the x. If they do, click on "make a copy"....but they will have to re-do the work.

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Google Classroom Part 3

TO-DO: This is located in their classes view. This gives them the overview of what they need to do in all of their classes.

VIEW MY WORK: This is located on the classwork tab inside of the class. When they click it, it will show what assignments are due, missing, grades and comments (click on the comment bubble). They can sort according to if the assignments are done, missing, etc.



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Google Docs

- 1) Google automatically saves works and provides us with a version history. We can see all edits the students do.
- 2) When finished editing, either click on the gray turn in button OR go back into Google Classroom and click TURN IN. *DO NOT CLICK SHARE.*
- 3) If your child needs to provide a link to something in their document, they can copy the website link of what they need and paste it into the document and it will link automatically.



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Google Forms



- 1) When filling in a form, they should do it all at one time, as it may not allow them to edit their answers or try again.
- 2) In order for their form to “take” they *must* click the SUBMIT button ON THE FORM.
- 3) They do NOT need to click the turn in button in Google Classroom, it does it automatically.
- 4) If they are asked to attach a file, that should be put into their Google Drive ahead of time for easy access.



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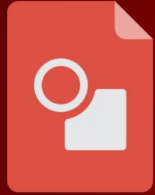
Google Slides

- 1) Google automatically saves their work
- 2) Same as docs, when done, click the TURN IN button BACK IN GOOGLE CLASSROOM. DO NOT CLICK SHARE.
- 3) Some teachers may ask them to edit a worksheet in slides. If they accidentally delete a text box, click the square with a T in it in the toolbar.  They can then add a text box if needed.
- 4) If they need to add a shape, or picture, or line, those are also located in the toolbar:



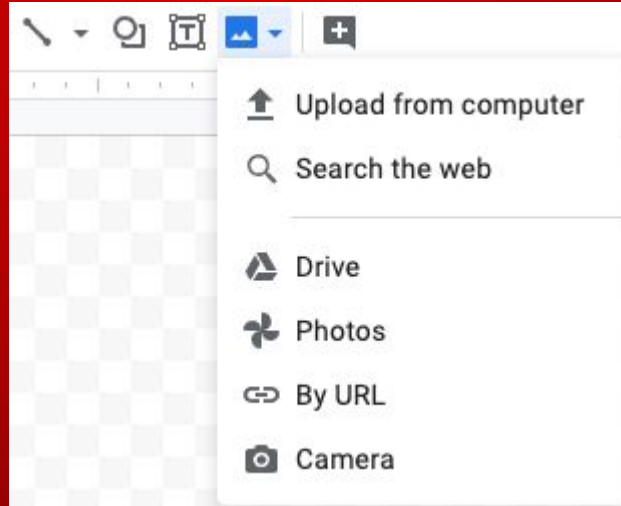
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Google Drawings

- 1) Google automatically saves their work
- 2) Same as docs, when done, click the TURN IN button BACK IN GOOGLE CLASSROOM. DO NOT CLICK SHARE.
- 3) If they need to add a shape, text, picture, or line, these are located in the toolbar:



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Google Jamboard

- 1) Jamboard is an interactive whiteboard.
- 2) If they need to turn in something done on Jamboard, they **WOULD** click SHARE, then set the permissions to anyone with a link can view, click copy the link and back in Google Classroom, click the ADD button on an assignment, choose link, and paste it.



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They can write/draw and erase

They can add sticky notes

They can add pictures

They can add shapes

They can type



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Google Drive



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- 1) Each student has a "Drive"
- 2) This is a location where they can store files on the cloud.
- 3) They should keep all documents, pdfs, pictures, etc. in their Drive.
- 4) If they have a smart device (phone/tablet) they should install Google Drive and sign in to their school account. If they take pictures, they can send them direct to Google Drive.
- 5) They should NOT touch the classroom folder - it will cause problems.
- 6) They SHOULD organize their files to help them find them easily - either by type or class (their own classwork folder that they can link from - not the google classroom folder)
- 7) To access Drive, click on the waffle icon, and select Drive.
- 8) Drag and drop files in.

