



Google Classroom Training

Presented by Brian Kelly & Sean Murphy



How to Access Google Classroom

- *Access classroom.google.com via Google Chrome

- *Log in using **CPS USERNAME** and **PASSWORD** (provided by classroom teacher or administration)

- *Each teacher will provide you with a **code(s)** in order to join their class/classes

How to Join a Class

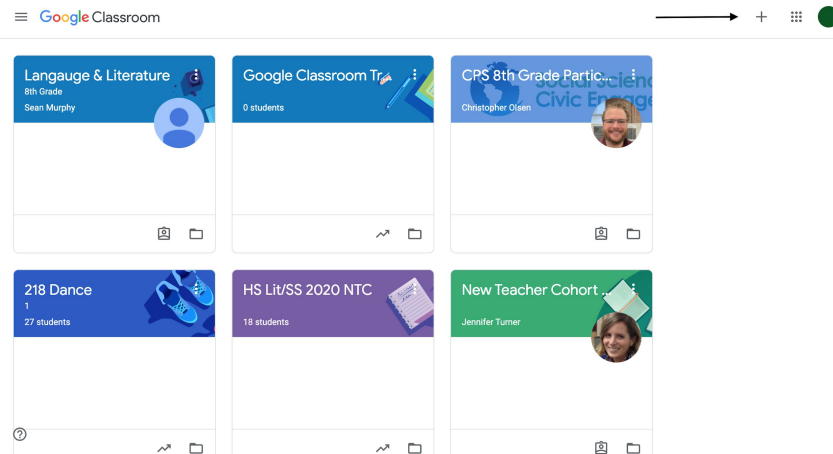
*hit the plus icon (+) in the upper right hand corner of your screen

*click **JOIN CLASS**

*Enter **CLASS CODE** in the class code box

*Please join our Google Classroom using code:
66zbdgy

*You should now see a Google Classroom with the title Google Classroom Training on your home screen.



How to find Assignments

*When you access your child's class, you will see **4** tabs at the top of the page titled **STREAM, CLASSWORK, PEOPLE, & GRADES**

Think of the **STREAM** as a Facebook page, this is where you will see all communication from your child's teacher concerning that class. You will see messages from your child teacher as well as assignments that the teacher will post. You can access assignments two ways, either via the class **STREAM** or **CLASSWORK**

The **CLASSWORK** tab will have all of your child's assignments listed in order that they are assigned. When opening an assignment click on the title of the assignment (hover over assignment title, it will turn blue, click the blue hyperlink)

Let's try it!

- Your first task will be to access the Google Slides presentation for today's workshop using the following steps.
 - Enter the Google Classroom for today's workshop (Google Classroom Training).
 - Click on the Classwork Tab on the homepage.
 - Click on the assignment titled Today's Google Slide Deck.
 - Click on the attachment at the bottom of the assignment to access the Google Slides presentation.

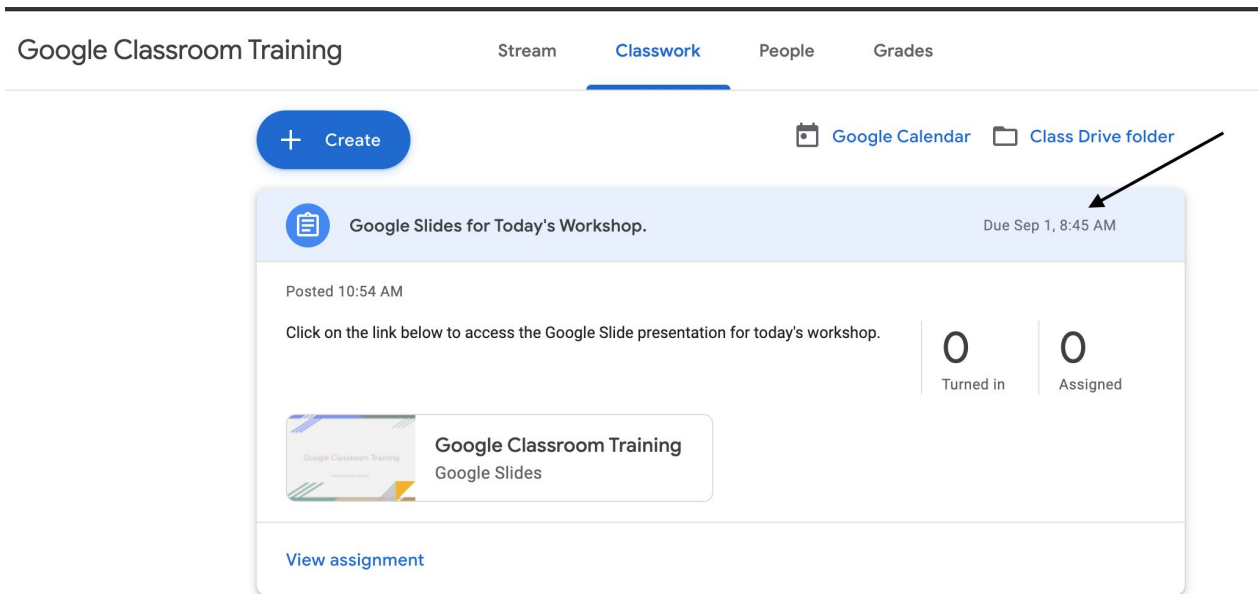


Brian Kelly posted a new assignment: Google Slides for Today's Workshop.
10:54 AM



How do I know when my child's work is due?

When looking at your child's **CLASSWORK** tab the due date and time will be listed to the right of the assignment title.



The screenshot shows the Google Classroom interface for a class named "Google Classroom Training". The "Classwork" tab is selected. At the top, there are navigation links for "Stream", "Classwork", "People", and "Grades". Below the navigation bar, there is a blue "Create" button and links for "Google Calendar" and "Class Drive folder". The main content area displays an assignment titled "Google Slides for Today's Workshop." with a due date of "Due Sep 1, 8:45 AM". An arrow points to the due date. Below the title, it says "Posted 10:54 AM" and "Click on the link below to access the Google Slide presentation for today's workshop." There are two columns for "Turned in" and "Assigned", both showing "0". Below this is a card for the assignment with a thumbnail and the text "Google Classroom Training Google Slides". At the bottom, there is a "View assignment" link.

Google Classroom Training

Stream **Classwork** People Grades

+ Create

Google Calendar Class Drive folder

Google Slides for Today's Workshop. Due Sep 1, 8:45 AM

Posted 10:54 AM

Click on the link below to access the Google Slide presentation for today's workshop.

0 Turned in 0 Assigned

Google Classroom Training Google Slides

[View assignment](#)

Graded Work

Once your child's teacher has graded each assignment they will receive an email letting them know that the assignment has been graded.

You can check grades via the **GRADES** tab within Google Classroom or via **ASPEN** to keep track of their progress.

Google Classroom Training

Stream

Classwork

People

Grades



Google Classroom Training

Class code 66zbdgy

Meet link <https://meet.google.com/lookup/bophzz4to7>



Select theme
Upload photo

Upcoming

No work due soon

[View all](#)



Share something with your class...



Brian Kelly posted a new assignment: Google Slides for Today's Workshop.
10:54 AM



Google Meet

This year there will be a Google Meet link embedded on each class page. Students will be able to access all of the Meet(s) for their class by clicking on this link.

Google Classroom Training

Class code 66zbdgy []

Meet link <https://meet.google.com/lookup/bophzz4to7> 



How does my child turn in their assignments?

- Once an assignment has been completed in Google Classroom, your student must **TURN IN** their assignment by completing the following steps:
 - Go to the Classwork tab in Google Classroom.
 - Click on the assignment that needs to be submitted.
 - There will be a blue Mark as Done/ Turn In button on the right side of the assignment.
 - Click the Mark as Done/ Turn In button.
 - Your student will know their assignment has been submitted when they see Submitted next to the assignment title.

The image displays two screenshots of the Google Classroom assignment interface for an assignment titled "What Would You Do?".

Top Screenshot (Before Submission):

- Assignment Title:** What Would You Do?
- Teacher:** Sean Murphy • May 21
- Points:** 100 points
- Due Date:** Due May 21, 3:45 PM
- Instructions:** Complete after reading passage.
- Assignment Type:** "What Would You Do?" Quiz (Google Forms)
- Class comments:** A text input field with a placeholder "Add class comment..." and a submit button.
- Your work:** A section on the right with a red "Missing" status. It contains a blue "+ Add or create" button and a prominent blue "Mark as done" button. An arrow points from the "Mark as done" button to the "Turned in late" status in the bottom screenshot.
- Private comments:** A section with a green profile icon and a text input field with a placeholder "Add private comment..." and a submit button.

Bottom Screenshot (After Submission):

- Assignment Title:** What Would You Do?
- Teacher:** Sean Murphy • May 21
- Points:** 100 points
- Due Date:** Due May 21, 3:45 PM
- Instructions:** Complete after reading passage.
- Assignment Type:** "What Would You Do?" Quiz (Google Forms)
- Class comments:** A text input field with a placeholder "Add class comment..." and a submit button.
- Your work:** A section on the right with a grey "Turned in late" status. It shows a submission by "Brian Kelly - What Woul..." using "Google Docs". Below this is a blue "Unsubmit" button.
- Private comments:** A section with a green profile icon and a text input field with a placeholder "Add private comment..." and a submit button.

How do I add a Google Doc to a Google Classroom Assignment?

- Select the assignment in Google Classroom.
- Click on the blue Add or create button on the right side of the screen.
- After clicking the Add or create button, select Google Drive from the dropdown menu.
- Click on the document to be uploaded from Google Drive and click insert.
- The document will appear in the upper right hand corner of the assignment.
- Click the blue Turn In button.

Languauge & Literature
8th Grade

Questions - Should We Get Rid of the Penny?

Sean Murphy • Jun 4

100 points

Due Jun 4, 2:45 PM

Complete after reading today's passage.



"Should We Get Rid of the Pe...
Google Forms

Class comments

Add class comment...

Your work Missing

Brian Kelly - Ques...
Google Docs

+ Add or create

Turn in

Private comments

Add private comment...