

Google Classroom Support Document for Parents and Guardians



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What is Google Classroom?

Google Classroom is a free service, developed by Google for Education. It makes teaching more productive and meaningful by streamlining assignments, boosting collaboration, and fostering communication. Educators can create classes, distribute assignments, send feedback, and see everything in one place.

Google Classroom also seamlessly integrates with other Google tools like Google Docs and Drive. Its aim is to simplify creating, distributing, and grading assignments in a paperless way. Another primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students.

Students can be invited to join a class through a private code, or automatically added by an educator. Each class creates a separate folder in the respective user's Google Drive, where the student can submit work to be graded by an educator. Mobile apps, available for iOS and Android devices, let users take photos and attach to assignments, share files from other apps, and access information offline. Educators can monitor the progress for each student, and after being graded, educators can return work along with comments.

Logging in as a student

All students in TVDSB have login information that is unique to them. Student usernames follow the same pattern. They consist of the first four letters of last name, followed by the first four letters of first name and then last three digits of student number. The email appendage that added is @gotvdsb.ca.

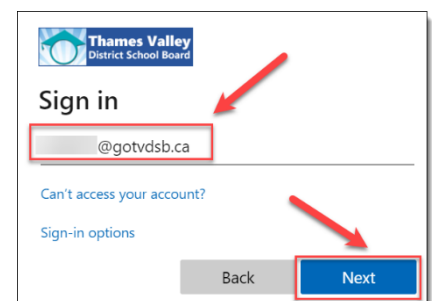
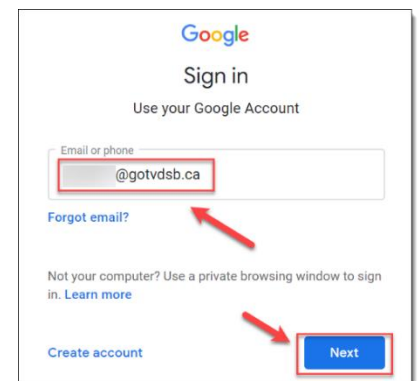
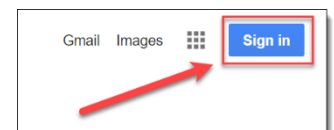
E.g. James Thompson 123456789 would have a username of ThomJame789@gotvdsb.ca

Browser

1. Open the Google Chrome browser
2. Go to www.google.com and click Sign In in the upper right-hand corner
3. Type in the student's username@gotvdsb.ca email address and click Next
4. Enter the student's email address one more time, followed by their password

iOS or Android device

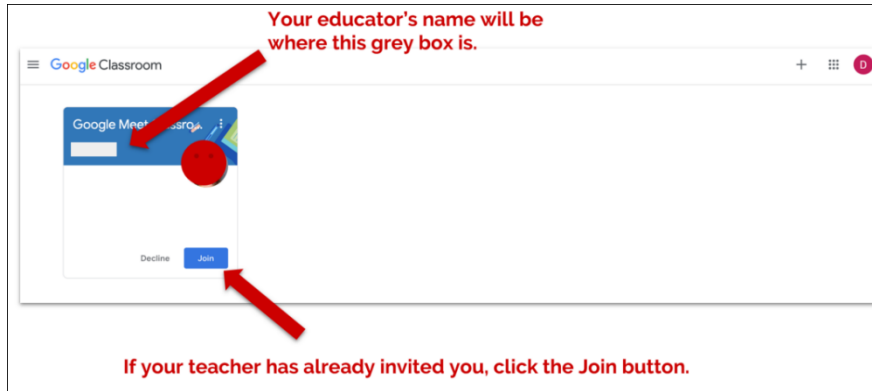
1. Download the Google Classroom app from the App Store/Google Play Store.
2. Follow steps 3 and 4 listed above to sign in.



Navigating the platform

Please see below for how to navigate the Google Classroom platform:

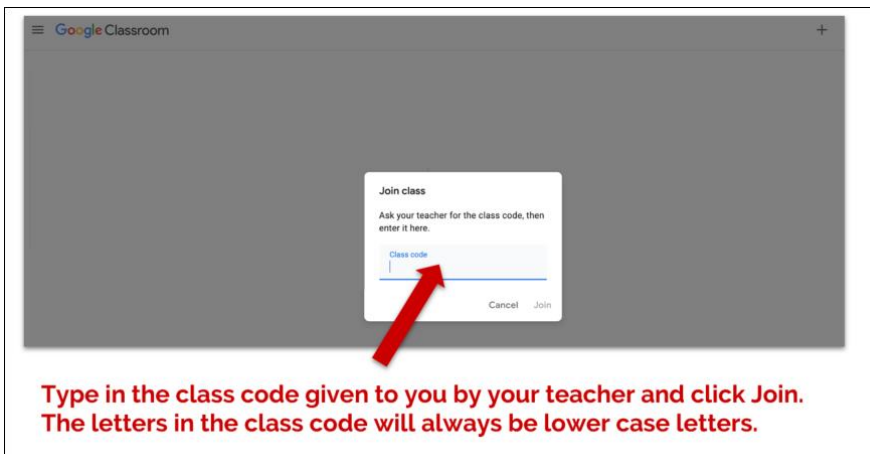
The Class Dashboard



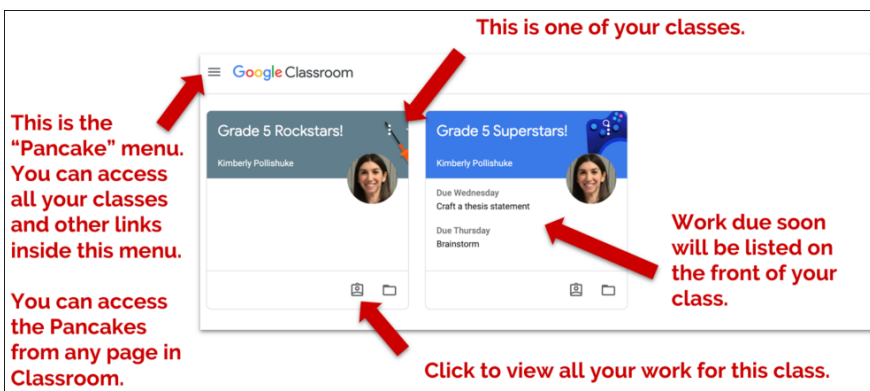
You will see a list of all of your classes on the main dashboard when you log in. You can see the name of your classes along with your educator's name.



If the educator provided you with a class code, you can enter it using the + button.

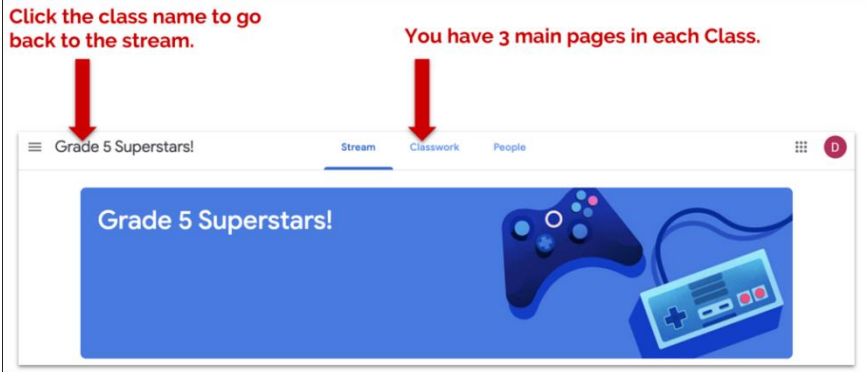


Type in the class code provided by your educator and click Join. The letters will always be lowercase.

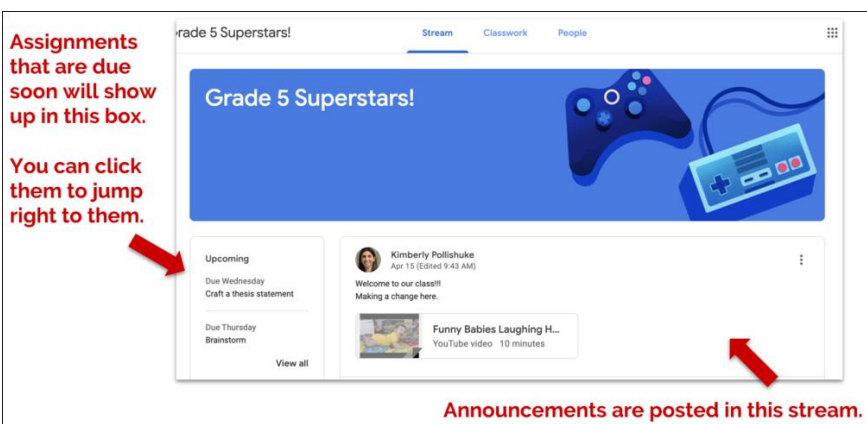


The pancake menu in the upper left-hand corner is where you can access all of your classes as well as other links and settings. This can be accessed on the main dashboard and within any of your classes.

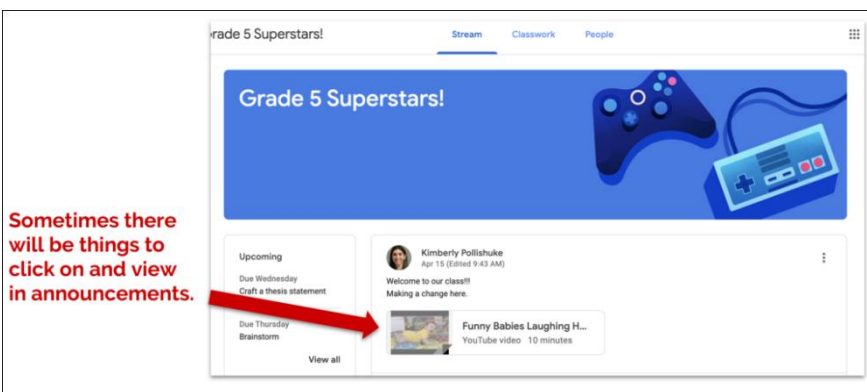
The Stream Page



Select your class to open up the class pages. You will find three main pages here – Stream, Classwork, and People.

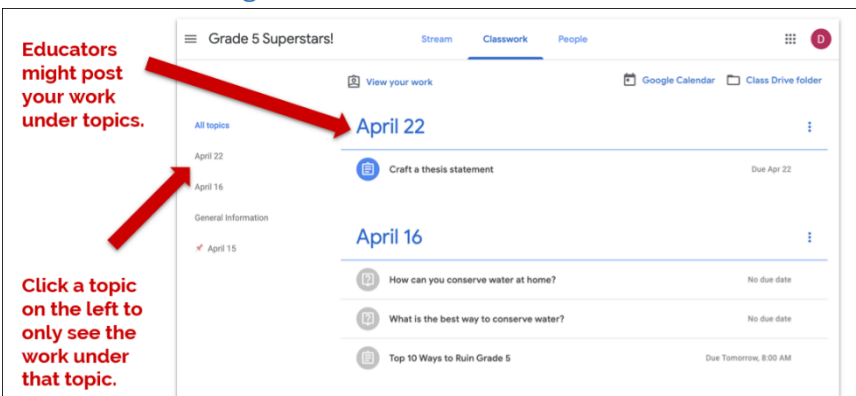


Assignments that are due will show up in the Upcoming box on the left-hand side. You can go right to them by clicking on their name. Announcements are posted in the stream on the Stream page – just like social media.



There may be videos, links, or attachments that can be clicked on in a post from an educator or classmate.

The Classwork Page



The Classwork page is a summary of class material, assignments, questions, and quizzes. The educator may sort the work on this page by using Topics which will be listed on the left-hand side of the page. Items on the Classwork page can be identified with the small icons listed beside each item.

Click one time on an assignment to see a preview of it.

The due date sits at the top.

It will state here if your work is Assigned or Missing.

Clicking on an item icon will show a preview of it.

The due date is listed beside the title of the item.

The preview also states whether the item is assigned, turned in, or missing.

This is the Material icon. This icon will be grey because there is no work to do with a Material.

This is the Assignment icon. Icons are blue until you turn them in.

This is the Question icon. Icons are Grey after you turn them in.

Material will be grey as there is no work to do with a material.

Assignment icons are blue until the work has been submitted.

Question icons are noted by a question mark and are blue until turned in.

Assignments

Click the rubric icon preview how your assignment will be assessed.

Click the link to view the assignment in more detail.

Sometimes, your educator will post a video for you to watch or a sound file to listen to.

When viewing an assignment on the Classwork page, a rubric icon will appear if there is a rubric attached. By clicking the icon, you can view how the assignment will be assessed.

Click on “View assignment” to see the assignment in more detail.

Educators can attach content to an assignment to give students more information for what is required of them; including comments, documents, videos, and audio files.

What the assignment is being marked out of sits at the top.

Individual assignments are titled with your name.

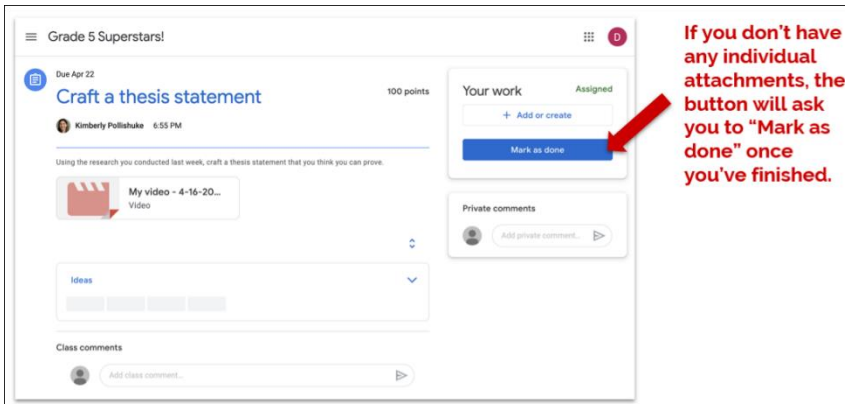
Make sure you do not click the x or you will delete it!

If there are documents for you to work on in the assignment, the button will ask you to “Turn in” when you are finished.

Inside an assignment, you can view additional details such as rubric information, what the assignment is being marked out of, and documents to work on.

Individual attachments are titled with the student’s name – make sure not to click the X or you will delete it.

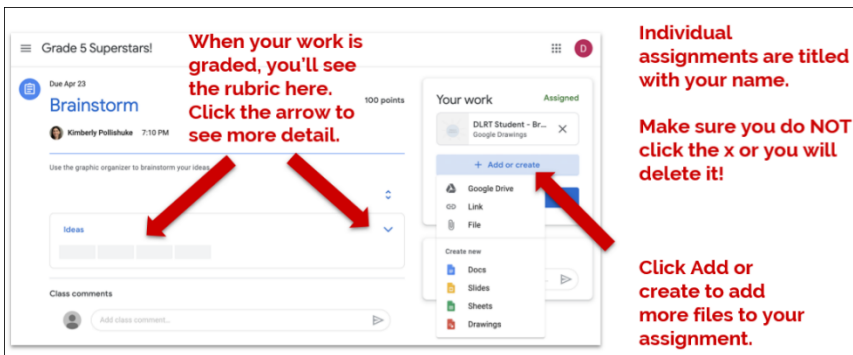
Once complete, click on the **Turn in** button.



If you don't have any individual attachments, the button will ask you to "Mark as done" once you've finished.

If there is not an individual attachment, the button will simply ask you to **Mark as done** once you have finished.

If you have files to attach (audio, video, doc, slides), please add them by clicking the **+Add or create** button.



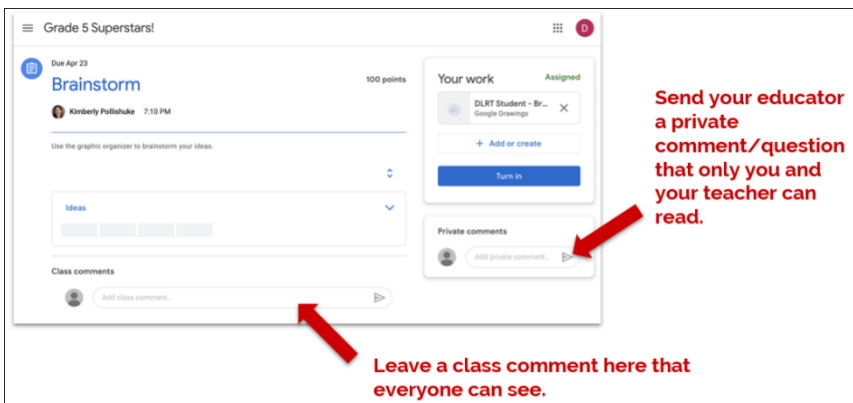
When your work is graded, you'll see the rubric here. Click the arrow to see more detail.

Individual assignments are titled with your name.

Make sure you do NOT click the x or you will delete it!

Click Add or create to add more files to your assignment.

When your work is graded, you can see feedback and rubrics by opening the assignment in detail once again. You can add additional files to your assignment using the **+Add or create** button.



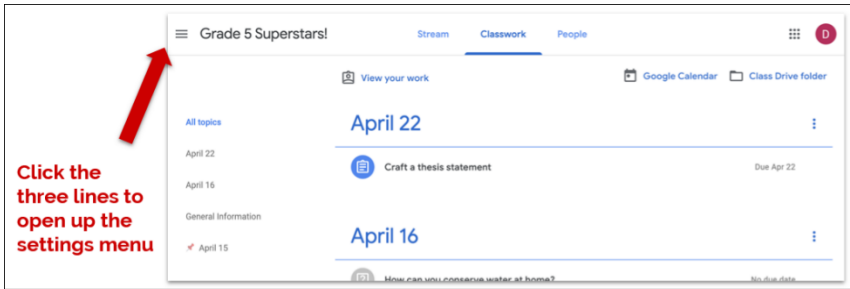
Send your educator a private comment/question that only you and your teacher can read.

Leave a class comment here that everyone can see.

Send and receive private comments directly to/from your educator in the **Private comments** section.

The **Class comments** section will show your comments to the entire class.

The Settings Menu



Settings are accessed by clicking on the triple-line icon  in the top-left corner on any page in Google Classroom.

Within the settings menu, you can access all of your classes, the Classroom Calendars, a To do list, as well as notification settings to change your preferences.

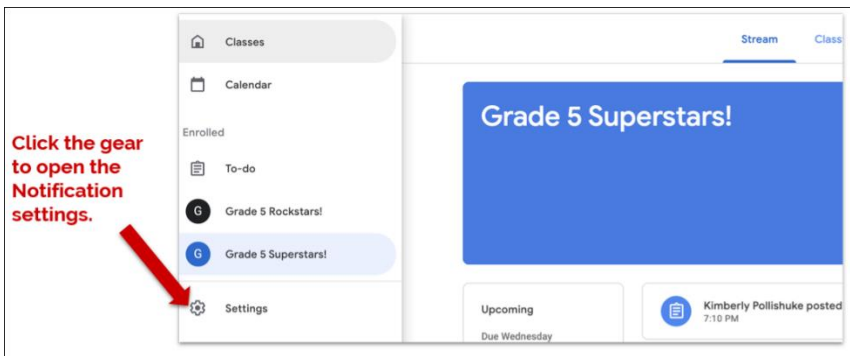
Classroom Calendar

The Classroom calendar will show you a weekly view of upcoming assignments in your classes. You can turn on all classes or view the calendar for a specific class.

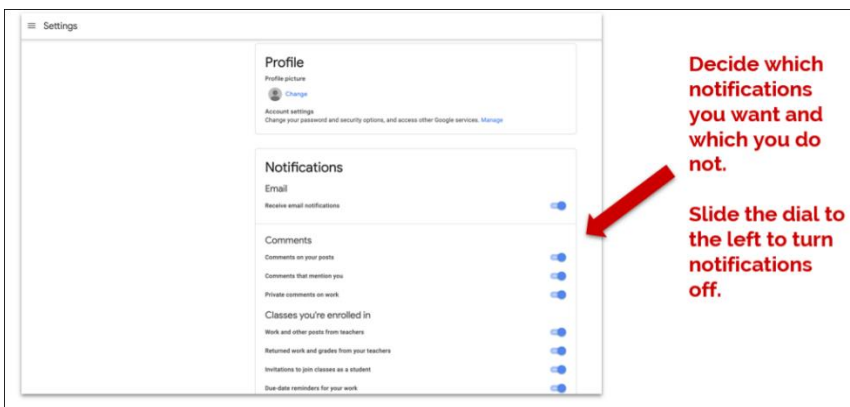
To Do List

The To do list will show all of your work that is due. Just like with calendar, you can filter to see only work from a specific class. If you click on the title of the assignment, you can jump right to it. There is also an additional tab along the time where you can see all of the work that has already been completed along with your grades for each task.

Notification Settings

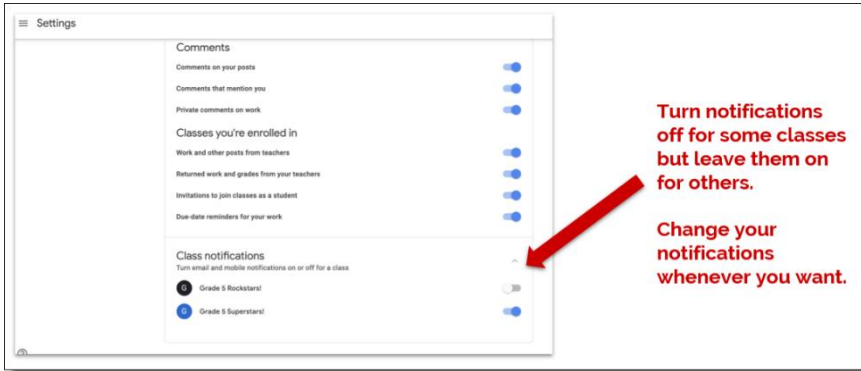


Open the three line menu and scroll to the bottom to find the **Settings** option. Select this to open your notification settings.



All notifications are sent to the @gotvdsb.ca email that can be accessed at www.gmail.com

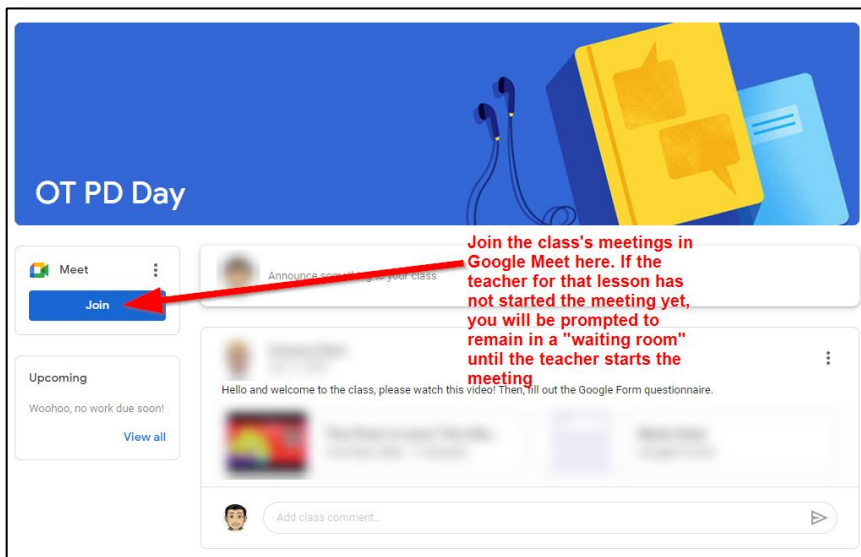
You can toggle on/off notifications based on your preferences. Simply slide the dial to turn the notifications on or off.



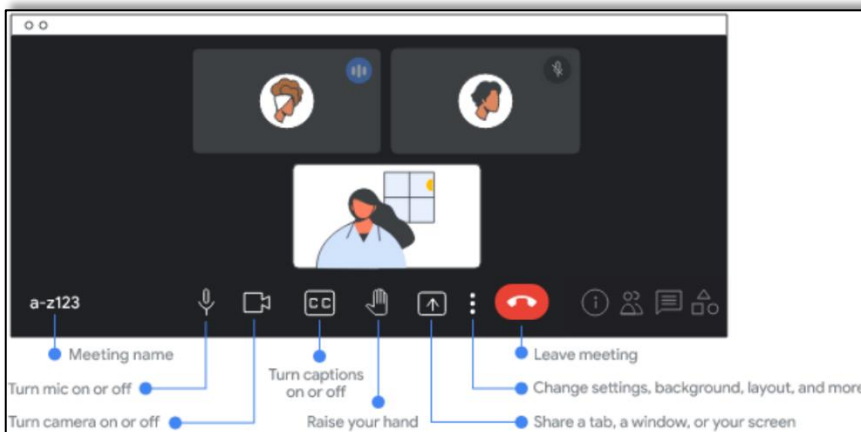
You can turn notifications on/off notifications for specific classes.

These settings can be changed at any time.

Google Meet

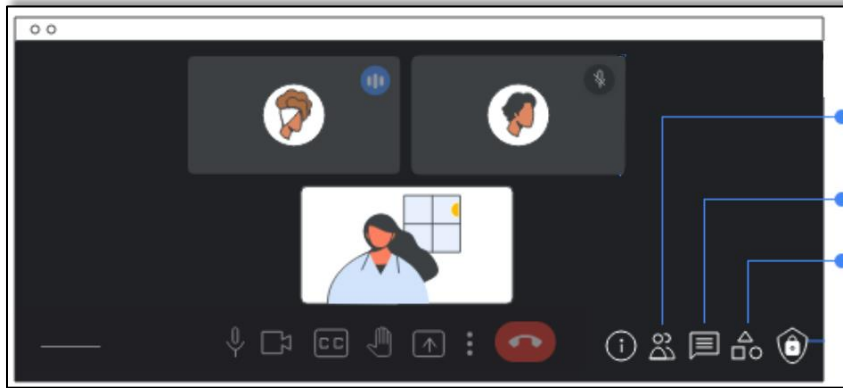


On the classroom Stream, there is a Google Meet link at the top left page. Students click the "Join" button to enter the Google Meet. If the teacher has not yet started the meeting, the students will be prompted to wait in the "waiting room" until the teacher starts the meeting.



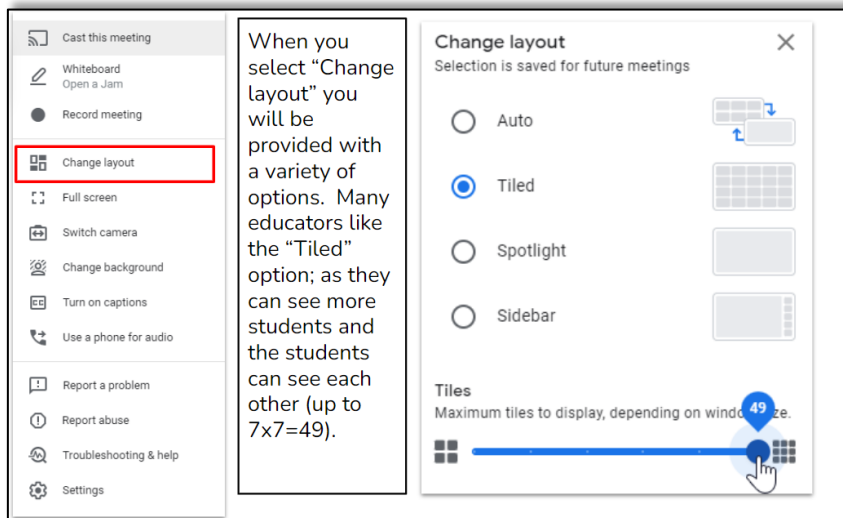
Once you enter the meeting, you will find a variety of tools and options along the bottom of the window, including:

- Microphone and camera
- Close captions (English, French, German, Portuguese, Spanish)
- Raise hand
- Present/share content
- Settings
- Leave meeting



- View other participants in the meet
- View and send chat messages
- Access Jamboard

To access additional options with the meeting layout, click the three dots from the bottom navigation bar.



Now, you can change the layout to "Tiled" view and increase the maximum tiles to 49.