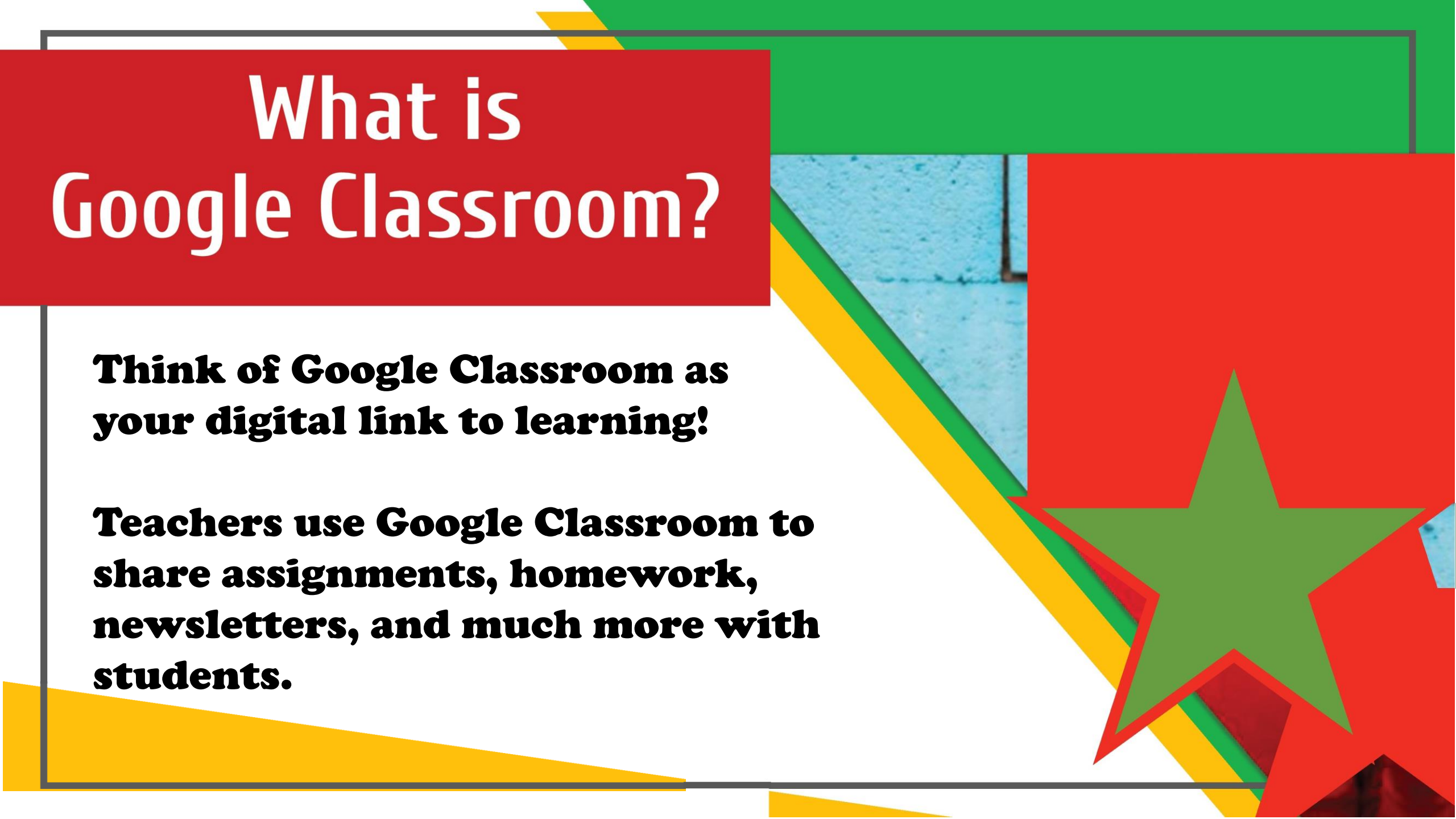# Guide to Google Classroom

What is Google Classroom?

Think of Google Classroom as your digital link to learning!

Teachers use Google Classroom to share assignments, homework, newsletters, and much more with students.

Getting Started

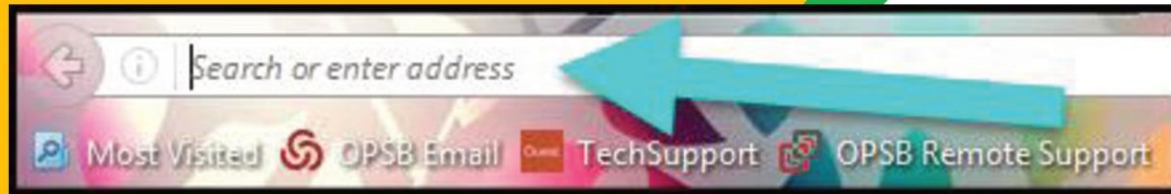You are provided a secure login Username and Password that is unique to you.

Getting Started

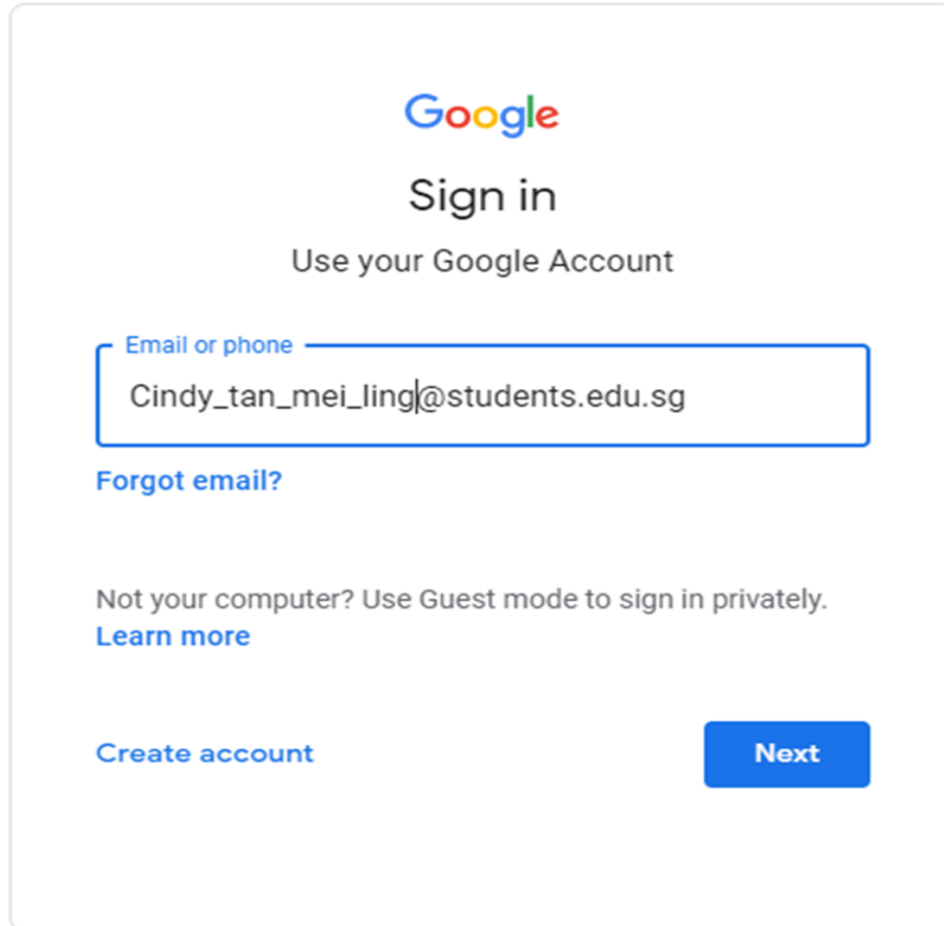Click on the **Google Chrome** browser icon.

1

Getting Started

2

Type https://workspace.google.com/dashboard to your web address bar.

Getting Started

Google

Sign in

Use your Google Account

Email or phone
Cindy_tan_mei_ling|@students.edu.sg

Forgot email?

Not your computer? Use Guest mode to sign in privately.
Learn more

Create account   Next

English (United States) ▼   Help   Privacy   Terms

3 Type in your Google Email address and click "next".

Getting Started

Microsoft

← Cindy_tan_mei_ling@students.edu.sg

Enter password
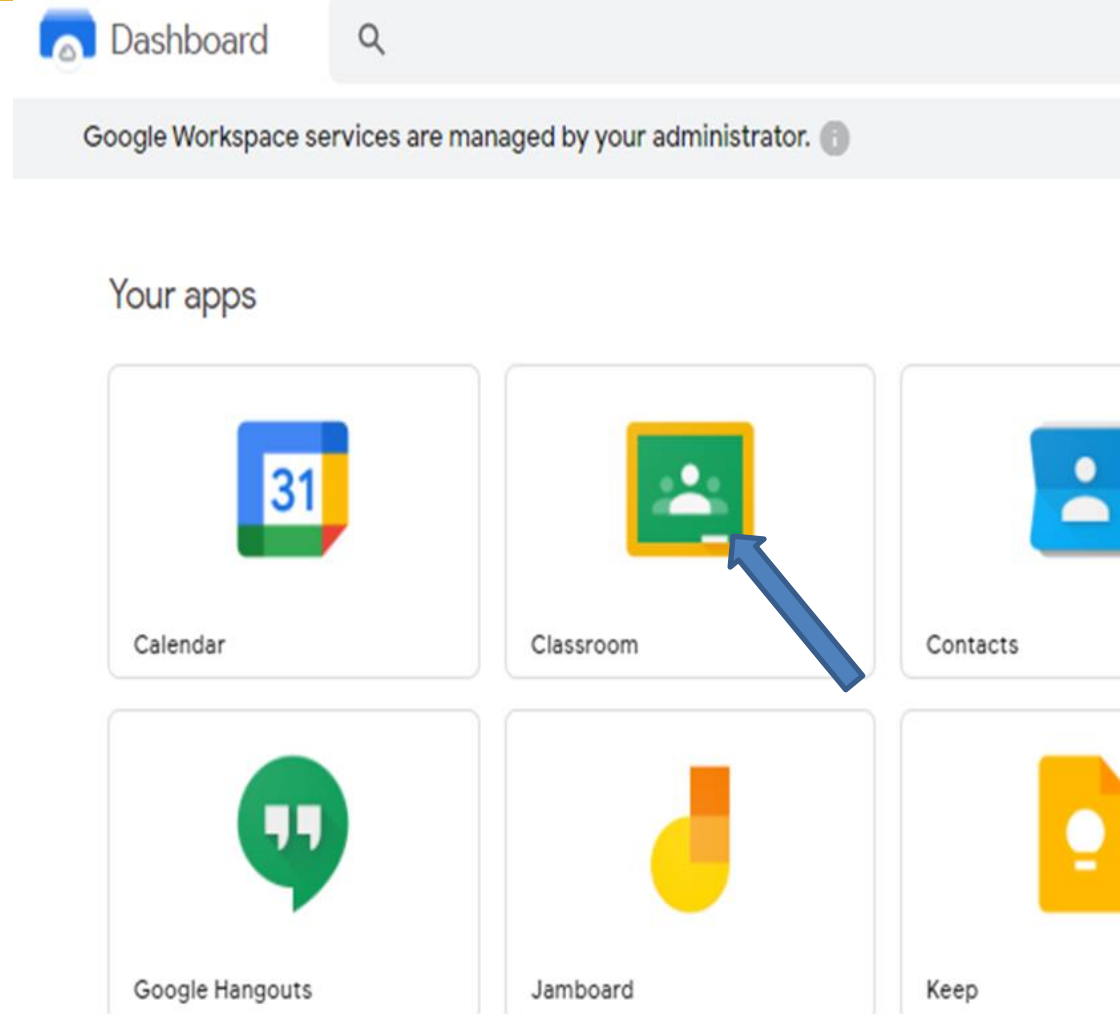
Password

Forgot my password

Sign in

Sign-In Page

Type in your PASSWORD and click "Sign in".

4

Getting Started

Choose Google Classroom found in the Dashboard.

5

Google Workspace services are managed by your administrator. ⓘ

Your apps

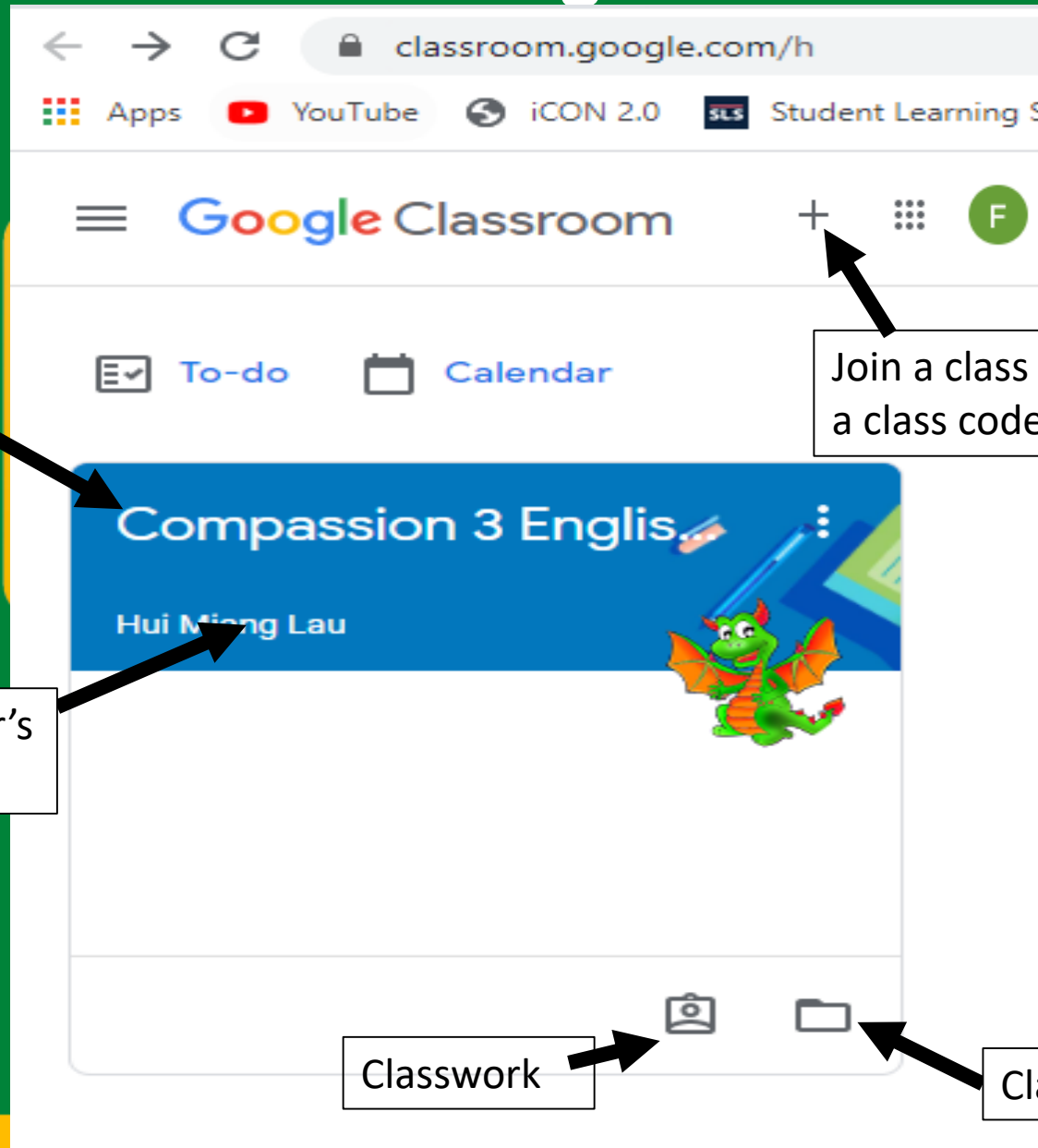|					
Calendar	Classroom	Contacts	Docs	Drive and Docs	Forms
Google Hangouts	Jamboard	Keep	Meet	Sheets	Sites
Slides					

Google icons to recognise

Viewing and Accessing Homework

Join a class with a class code

Class
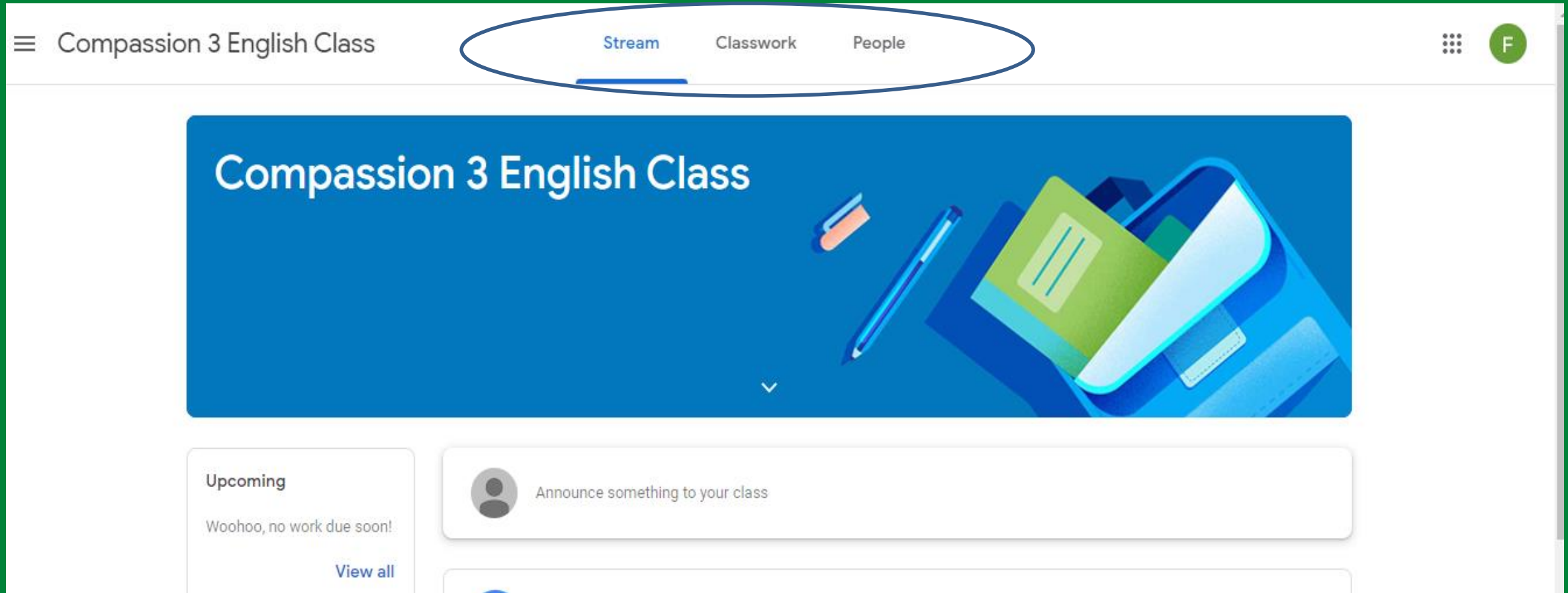
Teacher's name

Classwork

Class files

To view homework or tasks set, click on the class that they wish to view or access with a class code (provided by the teacher).

Viewing and Accessing Homework

Having clicked on the appropriate classroom, you will be in a Google Classroom. Here, they will have three tabs in front of them - "Stream", "Classwork" and "People".

Viewing and Accessing Homework

Compassion 3 English Class   **Stream**   Classwork   People
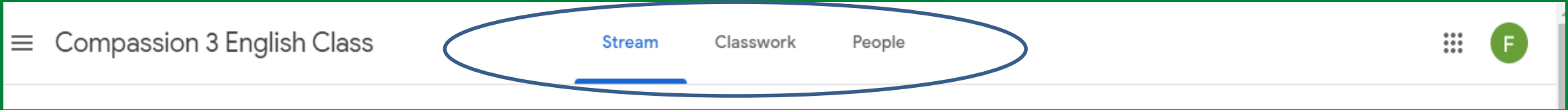
The Stream page: Shows all the class activity, including upcoming assignments that are due and any recent posts from the teacher or other students.

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.

The "Stream" Page

- The stream works similarly to a social network page.
- The most recent post that a teacher has added to the Google Classroom will be at the top and the oldest will be at the bottom.
- Each post will be associated with the subject that you are learning with that teacher.
- It contains the name of the task, a description of what the student has to do and relevant resources.
- It will also have a due date for when the work needs to be completed by.
- You will be guided by your teacher on whether you complete your work online using Google Classroom or offline in another way.

Completing/Submitting Work Online

- If you have to complete their work online, you will need to click on the name of the assignment followed by "Add +" on the right column of the screen.
- A drop-down menu will appear where you can choose to create a Google document or upload a file from their computer or your online storage Google Drive.

Completing/Submitting Work Online

Your work | Assigned

Student iCON On... PDF

+ Add or create

Turn in

Private comments

Add comment to Hui Miang Lau
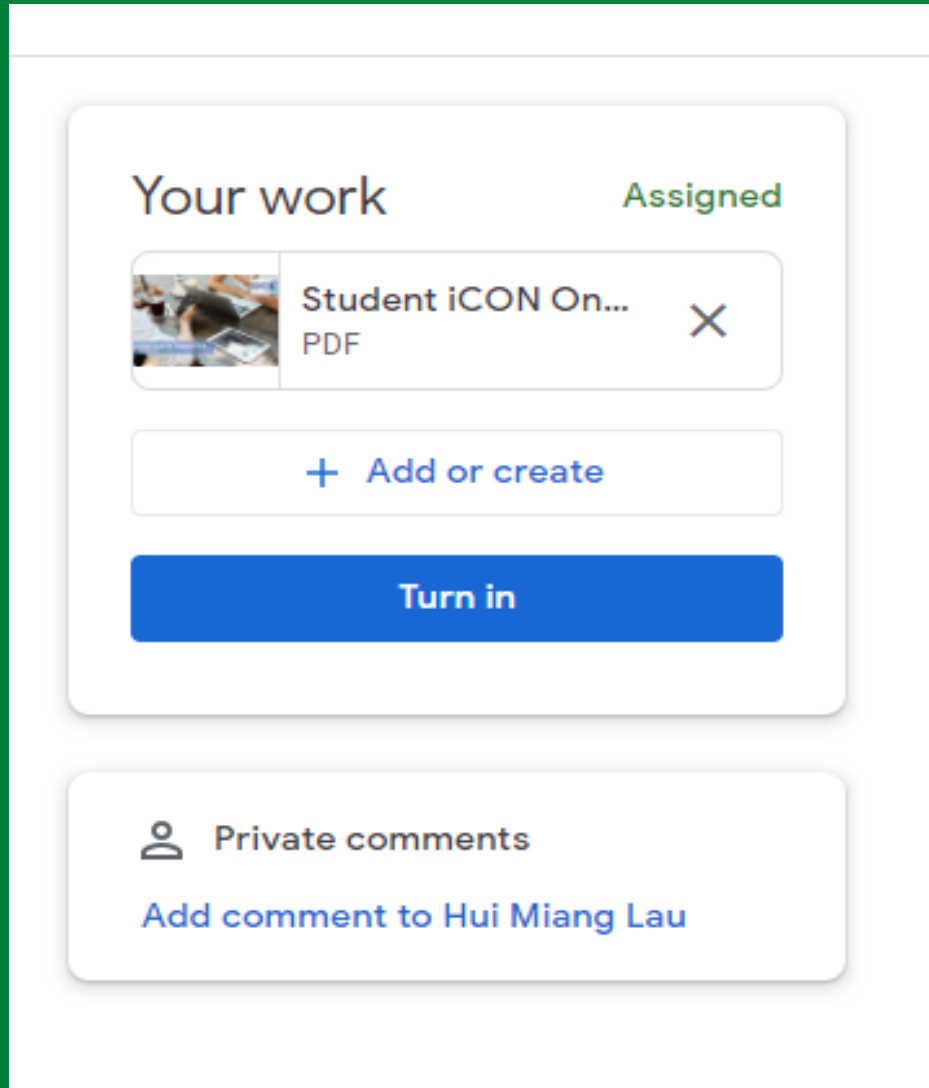
- Having added your chosen document, it will appear in the white box just above the "Add +" button.

Completing/Submitting Work Online
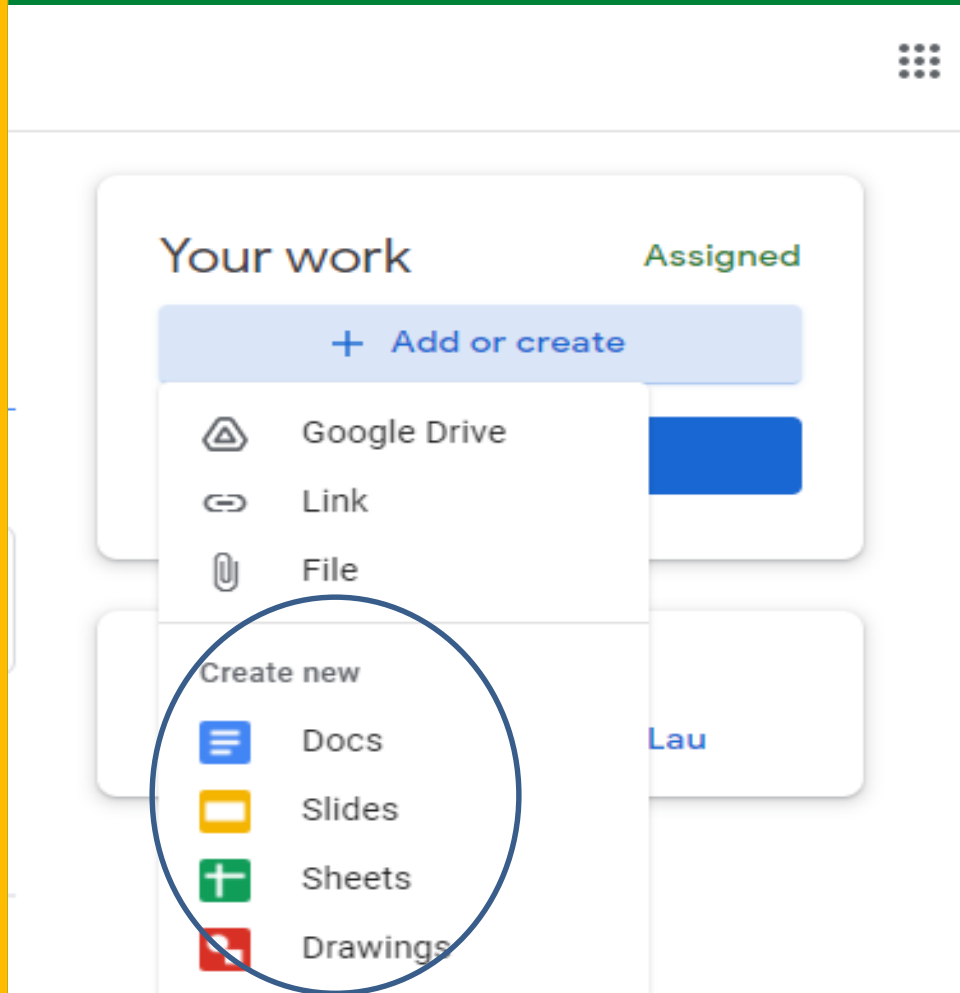
- If you choose to create new document from the "Create new" section, simply click on the file and then start work.
- The file will open in a separate tab and will save automatically until closed.
- You can go back to this document to work on it as many times as they wish until they need to submit it.
- After completion, press the "Turn in" button.

Completing/Submitting Work Offline
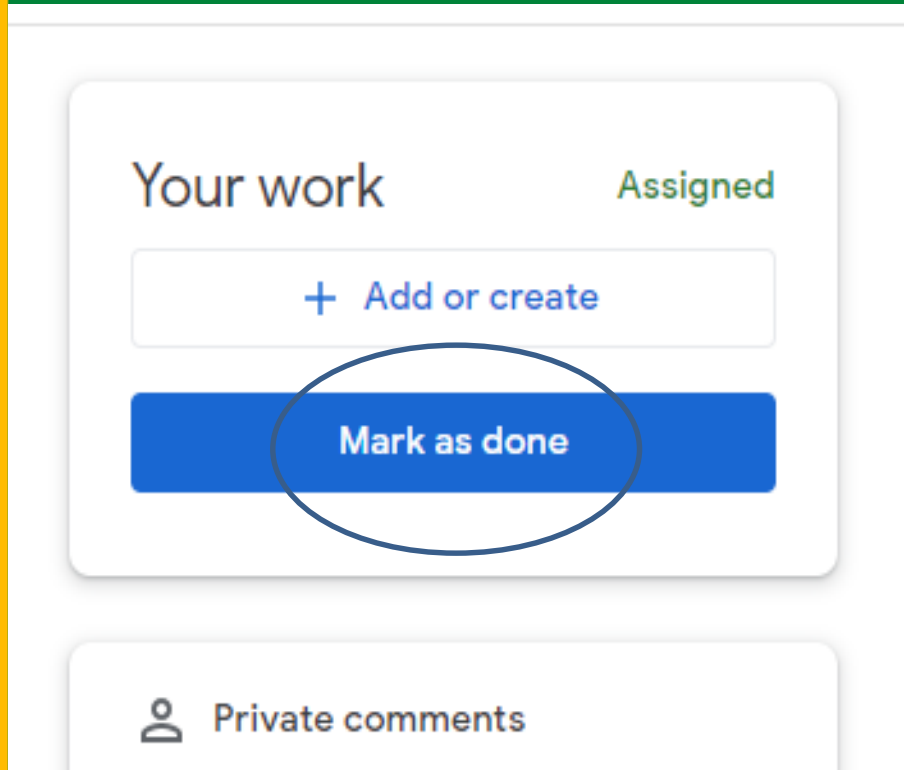
- If the teacher has assigned a collaborative Google file such as Google Slides, Sheets or Doc (you can edit the file), or other outside types of assignment, you will see a Mark As Done button instead of Turn In.

Classwork Page
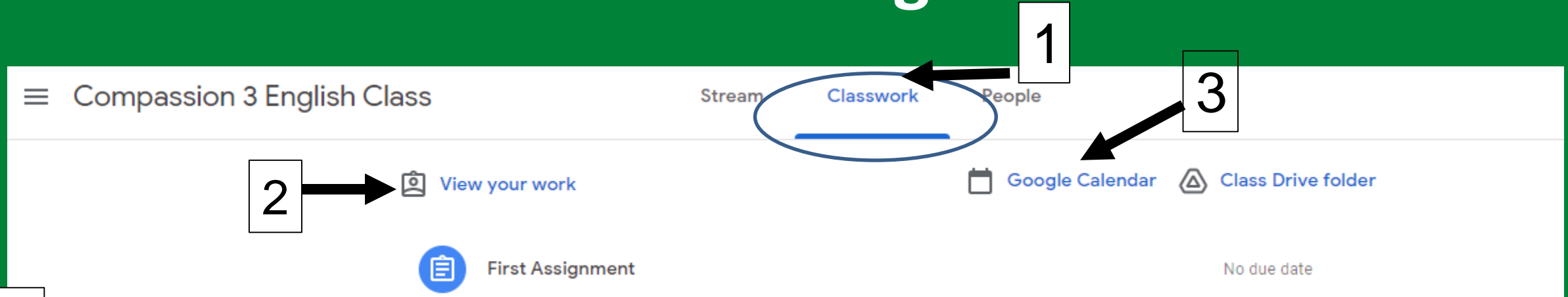
1 You can also see a list of their assignments for ALL your classes by navigating to the Classwork page.

2 Click on "View your work" to check the status of your individual assignments.

3 Google Calendar makes it easy for you to see assignment due dates and more in one location. Each assignment or discussion question with a due date will automatically be added to that class's Google Calendar.

Class Drive Folder

Compassion 3 English Class   Stream   Classwork   People

📷 View your work   📅 Google Calendar   ◬ Class Drive folder

📋 First Assignment

◬ Drive   🔍 Search in Drive

My Drive > Classroom > Compassion 3 English Class ▾

➕ New

⊘ Priority

▸ 📷 My Drive

👥 Shared with me

🕘 Recent

☆ Starred

🗑 Trash

Files

Guide for Student iCON

📕 PDF   Student iCON Onboardi...

Inside your Google Drive, you will find one master folder titled "Classroom."

➔ Inside the master Classroom folder is a subfolder for each class you have joined.

◆ Inside each class folder you will also find other various files and folders depending on what your teacher has added to your assignments.
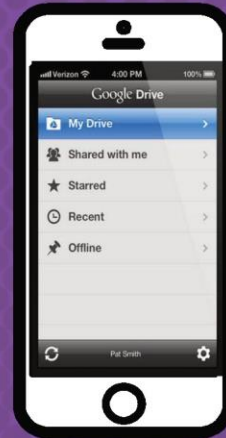
People Page

Stream   Classwork   People

📅 Google Calendar   △ Class Drive folder

No due date
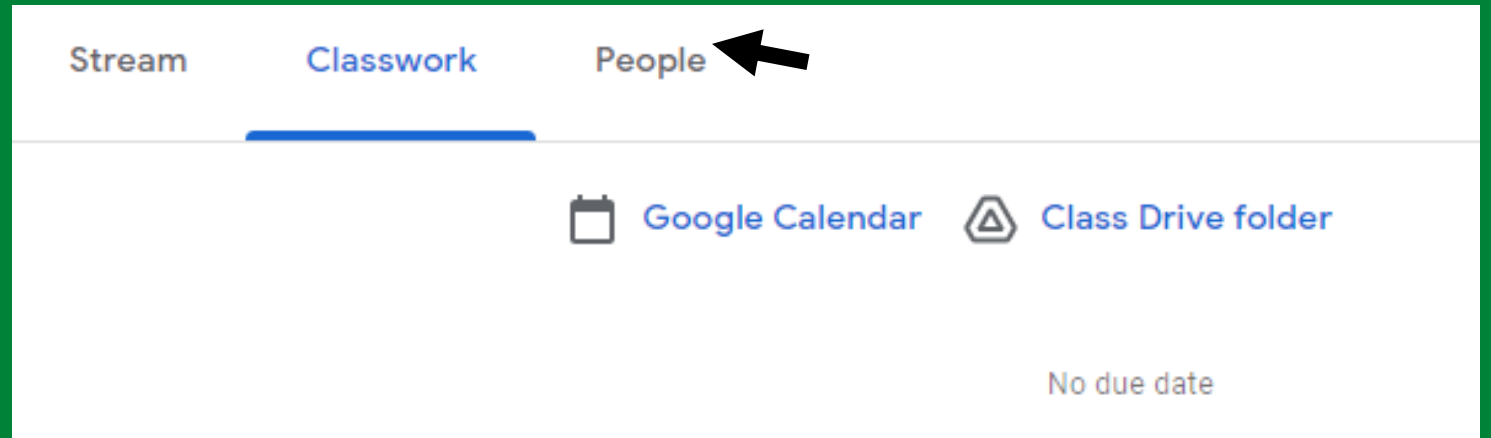
You will be able to see all of teachers and your classmates in your class.

Google Classroom

ACCESS ANYWHERE

ANDROID IPHONE TABLET DESKTOP