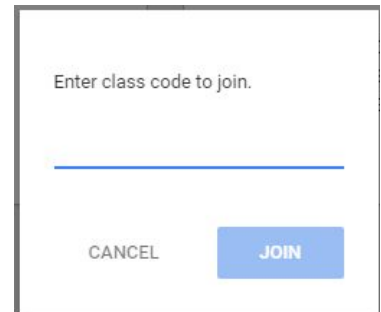
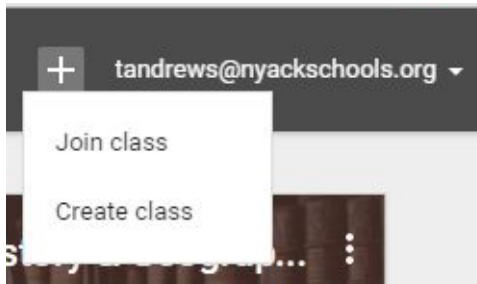


Student Cheat Sheet for Google Classroom



1. Classroom.google.com→ Go to the classroom website and log in with your hardinhouston.org email login
2. Join a Class→ In the upper right hand corner, click on the “+” button to join a class. Enter the class code: _____.



3. Google Drive & the Classroom→ Google Classroom connects with your Google Drive account. A Classroom folder has been created for you in drive.google.com
4. Home Screen→

(A)

(B)

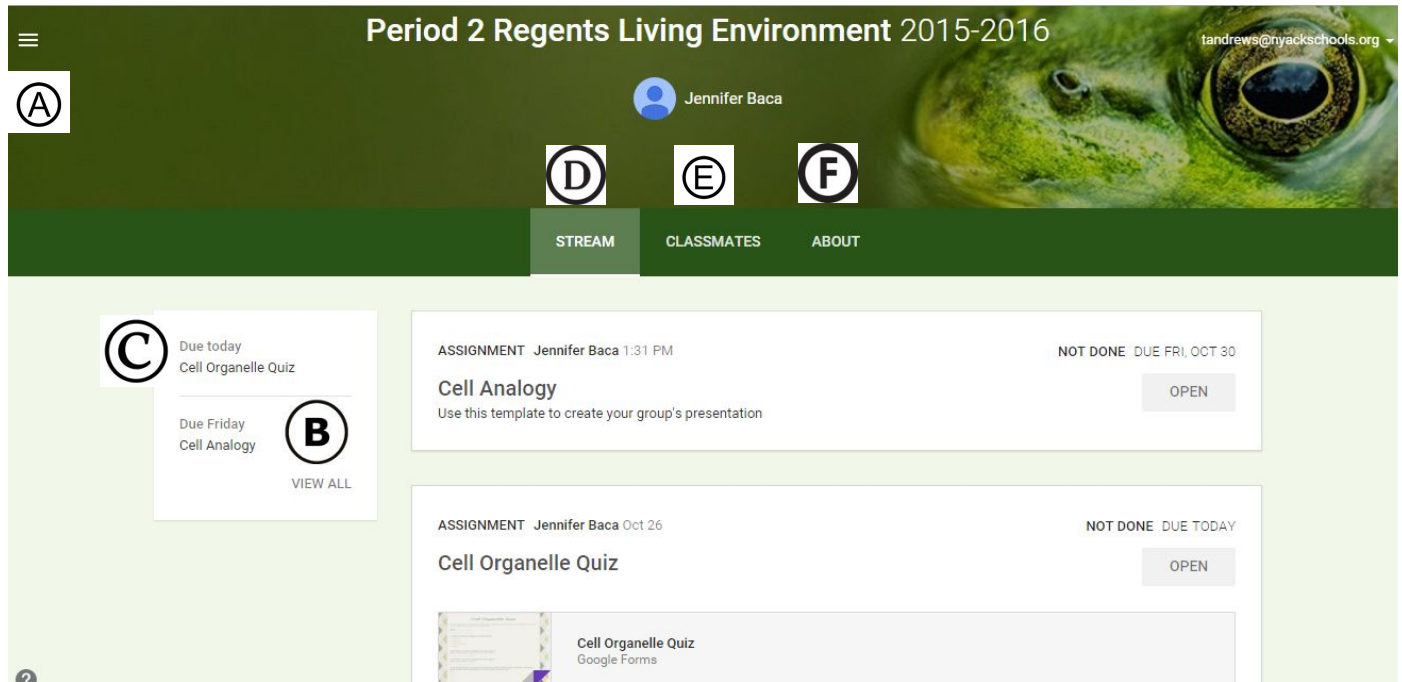
Class Tiles

- A. Click class title to enter class
- B. Click the “3 dots” to “Unenroll” from class
- C. Link to upcoming assignments right on the Class tile.
- D. Link to your class folder in your Google Drive

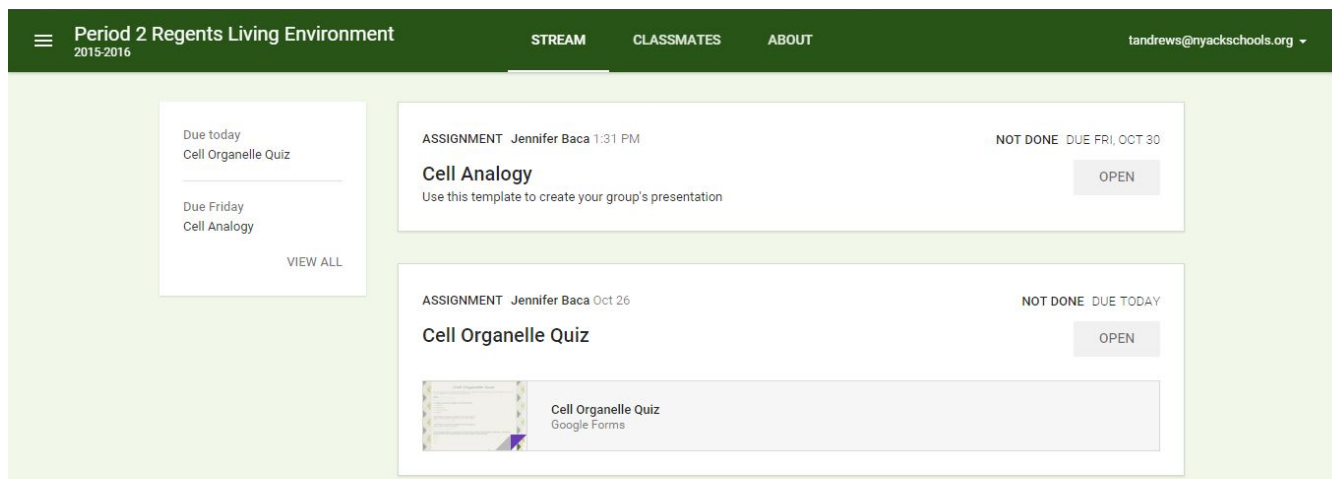
(C)

(D)

5. Class Screen→

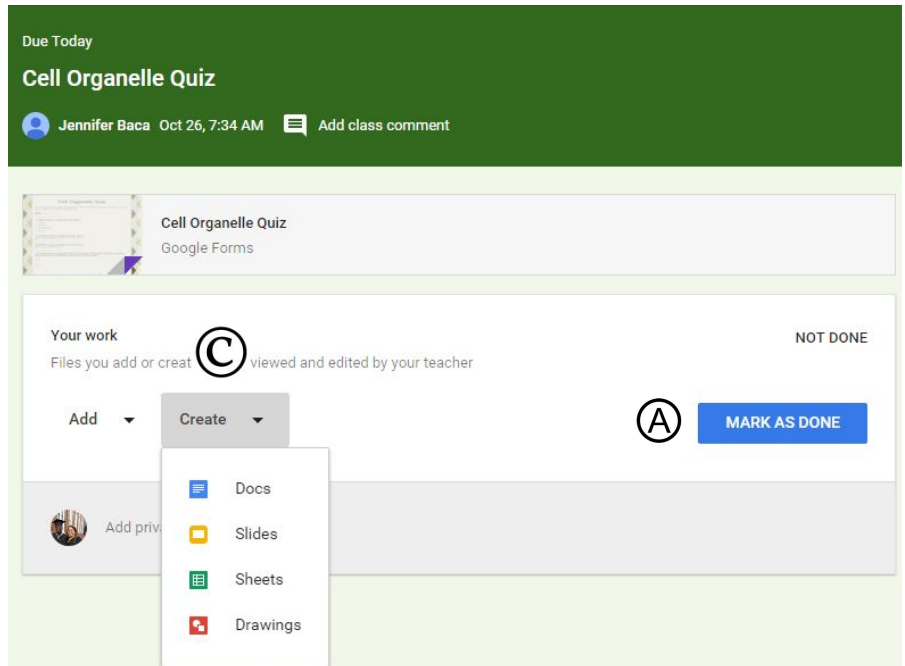
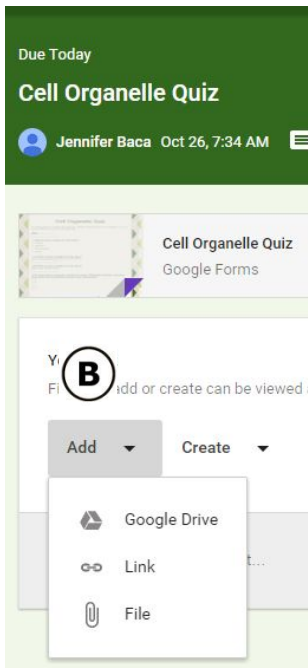


- A. Click on the 3 lines (upper left corner) to go back to your home screen or to see a list of all of your assignments for all of your classes you are enrolled in.
- B. View a list of all assignments for this class.
- C. Click “Upcoming Assignments” to view details and submit.
- D. View the list of announcements, assignments and class comments in the stream.
- E. View a list of your classmates.
- F. The “About” tab contains information about the class. Possible links to syllabus, resources, videos, et cetera...



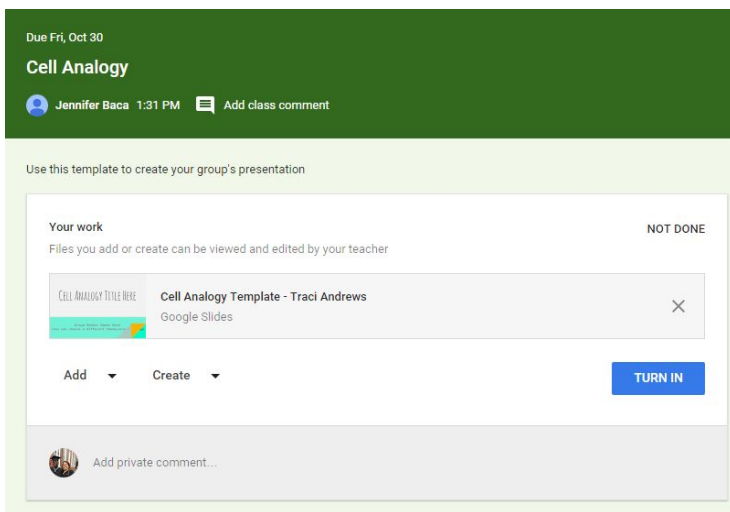
- 6. View Assignment Details→ From the stream or by clicking on the assignment title you can view assignment directions.
- 7. Open Template→ From the stream- always click on “OPEN” in an assignment to view template the teacher has attached.
- 8. Comments posted to the stream are viewable to everyone in the class.

9. Comments posted to the ASSIGNMENT are VIEWABLE ONLY by the TEACHER.



10. Assignment Submission →

- A. If the teacher has not attached a template document for you to complete you can simply “MARK AS DONE” by using the blue button if no document submission is needed.
- B. Submit a collection of Google documents from your Google Drive, video files, links to websites, Office documents or other files. There is not a limit to the number of attachments you can submit for one assignment.
- C. Create Google documents right from Google Classroom. The file will automatically be shared with the teacher and placed in your Classroom folder in Google Drive.

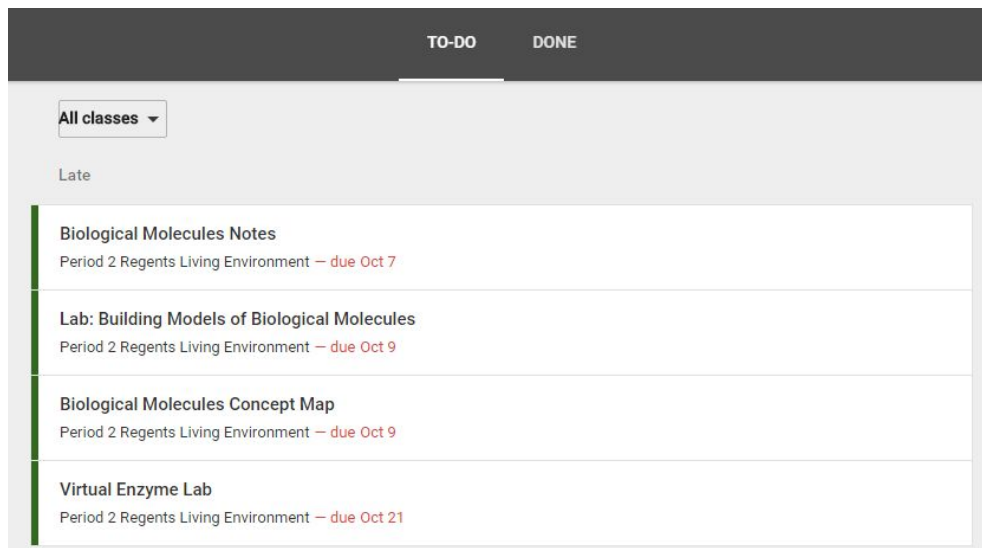


11. Turn in Files→If the assignment has files to submit the “MARK AS DONE” button is shown as a “TURN IN” button. Additional files can be added or created right in Google Classroom to submit.

12. Sharing→ Turning in files switches ownership of the document to the teacher and prevents student editing.

13. Unsubmit→ After turning in an assignment, an “UNSUBMIT” button appears. Use this to gain back editing rights.

14. Assignments→ Click on the 3 lines on your class screen. Your menu will appear and then you can click on “Assignments.” You can view all of your assignments that you have “To-Do” and the assignments that you have completed. You can view for all classes or for just a particular class.



15. Google Classroom Application→ This is a free application that is available for iPhone, iPad, and Android users. This app will notify you when assignments are posted, comments are made and grades returned. This allows you to stay in contact with your teachers and your classmates.