

Using google classroom

Contents

Finding your classes	1
Finding things in google classroom	2
Stream	2
Classwork	2
Completing an assignment.....	3
Handing in work	3

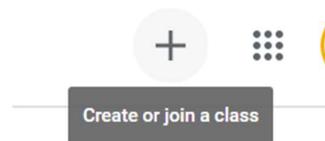
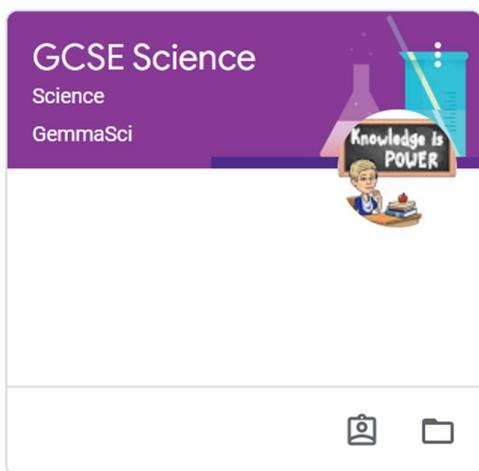
Finding your classes



When you log in to google classroom you will see the different classes you're signed up to.

If there are no classes, or you can't see the one you're looking for. You might need to email your teacher to ask for a class code.

Click on the + sign in the top right and enter the class code you've been given:



[TOP](#)

Finding things in google classroom

There are three tabs at the top:

[Stream](#) shows a brief list of things that have been posted; assignments, announcements, comments from classmates etc.

You can see on the left there's an "upcoming" box where any deadlines will be listed. Be careful though, your teacher might not have put a deadline on your assignment, so it might not show up there.

[TOP](#)

The screenshot shows the top navigation bar with 'GCSE Science Science' on the left and 'Stream', 'Classwork', and 'People' tabs in the center. Below the navigation is a purple header banner with the text 'GCSE Science Science' and an illustration of laboratory glassware. On the left, there is an 'Upcoming' box with the text 'Woohoo, no work due in soon!' and a 'View all' button. The main stream area contains a post from 'GemmaSci' dated '16 Mar' with the text 'Share something with your class...' and 'GemmaSci posted a new assignment: B7 Ecology'.

[Classwork](#) is a nice organised list of your assignments. On the left there's a list of the topics in your course. The classwork will be in the same order as these topics. You can use the topics list to quickly find assignments and resources.

[TOP](#)

The screenshot shows the 'Classwork' tab selected. On the left is a list of topics: 'All topics', 'B7 Ecology', 'P6 Waves', 'C6 Rate & extent of ...', 'B6 Inheritance, varia...', 'P5 Forces', 'C5 Energy changes', 'Assessment', and 'B5 Homeostasis & r...'. The main area displays the 'B7 Ecology' assignment, which is marked as 'Missing' and 'Due 22 Mar'. It was posted on '16 Mar'. The assignment includes three items: 'B7 Ecology.doc' (Word document), 'GCSE Science Biology (9...)' (YouTube video, 4 minutes), and 'Ecology - GCSE Science ...' (URL: https://www.bbc.co.uk/bitesi...). A 'View assignment' button is at the bottom.

If you click on “View your work” at the top, you get a list of all your assignments. You can see what assignments you’ve got, what’s been returned, and if any work is missing after the deadline.

Filters	Assignment	Due	Status
Assigned	B7 Ecology	22 Mar	Missing
Returned with grade	P6 Waves	22 Mar	Missing
Missing	B6 Inheritance, variation & evolution	15 Mar	Missing
	C6 Rate & extent of chemical change	15 Mar	Missing

[TOP](#)

Completing an assignment

Click on an assignment to open it.

You’ll be able to read any instructions given, open any attached documents and links.

You can also comment on the work either visible to the whole class (class comments) or privately to your teacher (private comments).

If the assignment is to complete a quiz outside of google classroom, then just click “Mark as done” when you’ve done it.

[TOP](#)

The screenshot shows a GCSE Science assignment page for 'B7 Ecology' due on 22 Mar, worth 100 points. The assignment is marked as 'Missing'. The page includes a 'Your work' section with a '+ Add or create' button and a 'Mark as Done' button. Below this are four attachments: 'B7 Ecology.doc' (Word document), 'GCSE Science Biology (9-1) ...' (YouTube video, 4 minutes), 'Sampling with Quadrats - G...' (YouTube video, 4 minutes), and 'Ecology - GCSE Science Rev...' (link to a BBC Bitesize page). There is also a 'Private comments' section with an 'Add private comment...' button and a 'Class comments' section with an 'Add class comment...' button.

Handing in work

If you don’t need to attach a document, just click “Mark as done”.

If you’ve got work to attach (could be a document or worksheet you’ve completed, or a photograph of handwritten work) click “+ add or create” underneath where it says “Your work” on the right.

You’ll be able to upload work or attach it from your google drive.

The button that said “mark as done” will change to “Hand in”. Click “Hand in” to hand in the work you’ve just attached .

[TOP](#)