

Intro to Google Classroom

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Initial Quarantine Contact

- Check Google Classroom for assignments and student materials.
- If you do not have access to internet, contact the school for instructions on picking up your child's assignments and materials.



Google Classroom

Learning While on Quarantine

- Instruction and instructional materials will be delivered through your child's Google Classroom.
 - ELA and Math lesson library videos
 - Classwork
 - Student materials

Attendance, Student Work, & Grades

- Students are marked present during quarantine if they complete their work.
- Student work is to be submitted through Google Classroom.
- Assignments given through Google Classroom will be used for student grades.

Accessing Google Classroom

Clever

- `clever.com`
- Log in to Clever using your child's student ID number `@sumnerk12.net` and password
 - Ex: `0000000@sumnerk12.net`
 - The password should be your child's birthday (Ex: January 1, 2000 would be `01012000`)
 - If this password does not work, use the last four digits of the student's ID number, dash (-), scs (Ex: `1111-scs`).
- Find the Google Classroom icon on your child's Clever homepage.

`classroom.google.com`

- Log in to Google using your child's student ID number `@sumnerk12.net` and password
 - Ex: `0000000@sumnerk12.net`
 - The password should be your child's birthday (Ex: January 1, 2000 would be `01012000`)
 - If this password does not work, use the last four digits of the student's ID number, dash (-), scs (Ex: `1111-scs`).
- Once logged in, you should see links to all the classrooms of which your child is a member.

Navigation on Google Classroom

- Stream
 - This is where you will find announcements from your teacher, upcoming deadlines, and where you can post questions and comments (if enabled by the teacher).
- Classwork
 - This is where you will find your assignments and classroom materials.

Student Stream

1. Upcoming assignment deadlines
2. Share box (if the teacher has enabled it)
3. Announcements
4. Notifications of new assignments

The screenshot displays a student stream for a "U.S. History" class. The interface is divided into several sections, each highlighted with a red border and a numbered callout:

- 1**: A box containing an "Upcoming" assignment section. It lists "Due Thursday" and "New Assignment 2020" with a "View all" link below.
- 2**: A "Share something with your class..." text input field with a user profile picture to the left.
- 3**: An announcement from "Kasey Bell" at "4:03 PM" that says "Don't forget to bring your signed permission slips for the field trip!". Below the announcement is a comment input field with a placeholder "Add class comment..." and a send button.
- 4**: A notification section showing two assignment posts from "Kasey Bell":
 - "Kasey Bell posted a new assignment: Make a copy" dated "Mar 23".
 - "Kasey Bell posted a new assignment: New Assignment 2020" dated "Feb 15 (Edited Mar 23)".Below these notifications, it indicates "1 class comment".

Student Classwork

1. View your work, turn in status, due dates, and grades
2. View your calendar, including due dates for assignments
3. Class Drive folder
4. Assignments organized by topic, material, unit, etc.

The screenshot displays the Google Classroom interface for a 'U.S. History' class. The top navigation bar includes 'Stream', 'Classwork', and 'People' tabs. A 'View your work' button is located in the top left, while 'Google Calendar' and 'Class Drive folder' buttons are in the top right. A sidebar on the left lists various organizational categories. The main content area shows a 'TODAY' section with an assignment 'Choose Your Own Adventure Google Sl...', followed by 'Classroom Materials' including 'Syllabus', 'Teacher Website', and 'Class Rules'. Below that is 'Unit 1: Civil War' with assignments like '#001 The Battle of Gettysburg Digital Story' and 'Explain the Reconstruction period in your o...'. Red callouts with numbers 1 through 4 point to specific UI elements: 1 points to 'View your work', 2 to 'Google Calendar', 3 to 'Class Drive folder', and 4 to the sidebar.

U.S. History

Stream Classwork People

1 View your work

2 Google Calendar

3 Class Drive folder

4

All topics

TODAY

Classroom Materials

UNIT 1: Civil War

UNIT 2: World War I

UNIT 3: World War II

Daily Work

Bell ringers

Week of Sept 3-7

Week of Sept. 10-14

Week of Sept 17-21

Sept. 3, 2018

Sept. 4, 2018

Sept. 5, 2018

TODAY

Choose Your Own Adventure Google Sl... 1 No due date

Classroom Materials

Syllabus Edited Sep 17, 2018

Teacher Website Edited Sep 17, 2018

Class Rules Edited Aug 29, 2019

Unit 1: Civil War

#001 The Battle of Gettysburg Digital Story Due Mar 25

Explain the Reconstruction period in your o... No due date

Assignments on the Classwork Page

1. Name of assignment
2. Due Date
3. Assignment status (assigned, turned in, late, missing)
4. Assignment instructions
5. Rubric (if needed by teacher)
6. Files from your teacher
7. Click here to open the assignment page

The screenshot shows a classwork assignment page with the following elements and callouts:

- 1**: Assignment title "#012 World War II Essay" with a document icon.
- 2**: Due date "Due Mar 31" with a three-dot menu icon.
- 3**: Assignment status "Assigned".
- 4**: Assignment instructions: "Posted 8:26 AM", "Using the attached template, write a three-page essay summarizing the events of World War II. The rubric is attached, and will explain how you will be graded."
- 5**: Rubric information: "Rubric: 1 criterion • 15 pts".
- 6**: Attached file: "Student One - [Template]... Google Docs".
- 7**: "View assignment" button.

Assignment Page

1. Assignment title and due date
2. Instructions
3. Total points possible
4. Rubric (if needed by teacher)
5. Class comments (if enabled by teacher)
6. Your work
7. Add/Create button
 - Create new files or attach files for this assignment
8. Turn in button
 - You cannot edit the assignment after you click this button
9. Private comments (to ask your teacher questions directly)

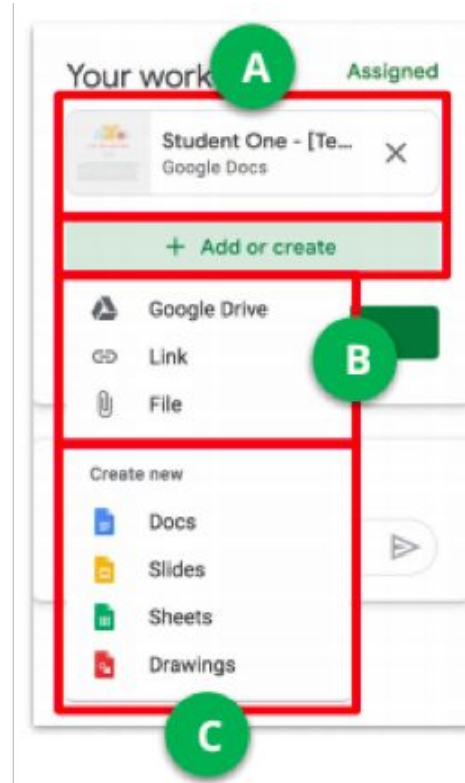
The screenshot shows a Canvas LMS assignment page for "#012 World War II Essay" due on Mar 31. The page is annotated with red boxes and green callout numbers 1 through 9. 1. The assignment title and due date are highlighted in a red box at the top. 2. The instructions section, which includes a template and grading information, is highlighted in a red box. 3. The total points possible, "100 points", is highlighted in a red box. 4. The rubric section, titled "Summarization", is highlighted in a red box. 5. The "Class comments" section at the bottom left is highlighted in a red box. 6. The "Your work" section on the right, showing an assigned student and a "Turn in" button, is highlighted in a red box. 7. The "+ Add or create" button is highlighted in a red box. 8. The "Turn in" button is highlighted in a red box. 9. The "Private comments" section on the right is highlighted in a red box.

Turning in Assignments



Using the file your teacher attached for you

- Click on the attachment with your name on it
- Enter your work
- Click “turn in”

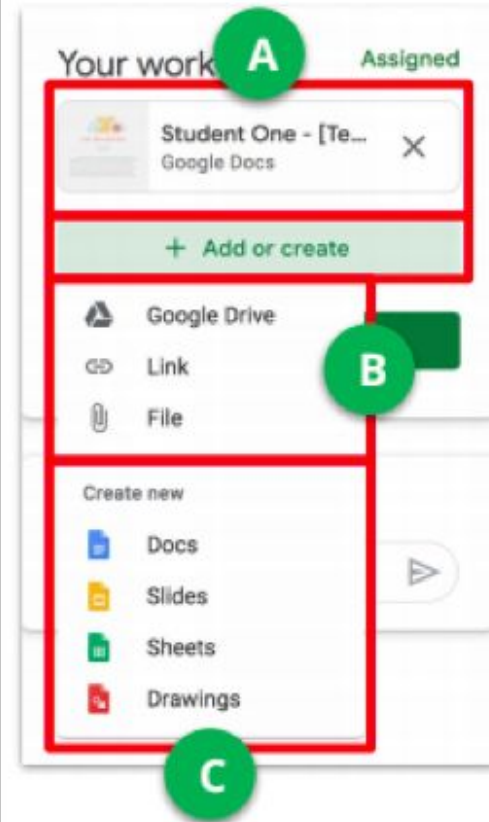


Turning in Assignments



To attach an item that has already been created:

- Under “Your work,” click **Add or create** and then select Google Drive, Link, or File to upload
- Add or create your work files
- Select the attachment and click **Add**

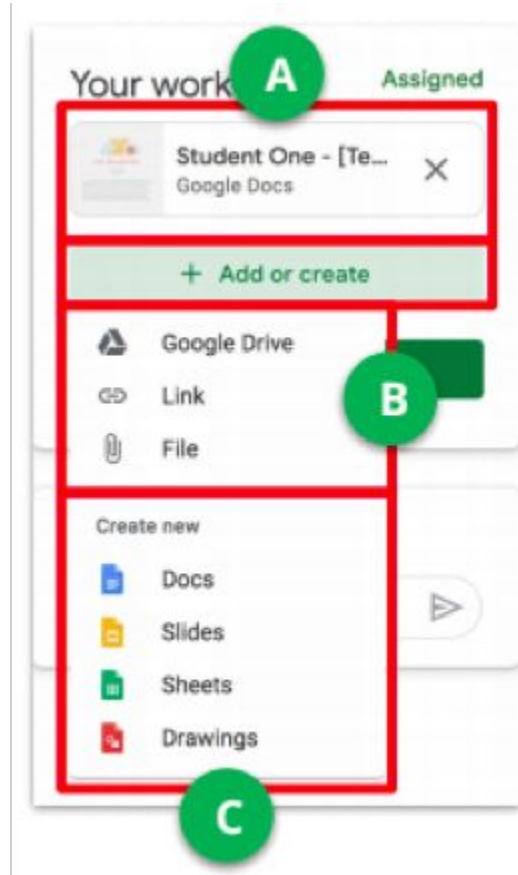


Turning in Assignments

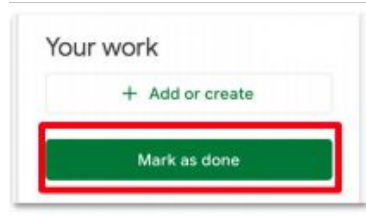


To attach and create a new file:

- Under “Your work,” click **Add or create** and then select Docs, Slides, Sheets, or Drawings
- A new file attaches to your work and opens
- Click the file and enter your information
 - You can create or add more than one file
- (Optional) To remove an attachment, click **Remove** next to the attachment name
- Click **Turn in** and confirm



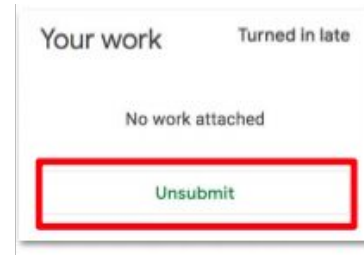
Mark as done and Unsubmit



Some assignments will have a **Mark as done** instead of Turn in.

Important: Any assignment turned in or marked as done after the due date is recorded as late, even if you previously submitted the work before the due date.

1. Go to the Class, then the Classwork page, then click on "**View Assignment**"
2. Complete the assignment
3. Click **Mark as done** and confirm



After you have turned in an assignment or marked as done, you will see the option to unsubmit. Use this if you need to make changes to your work and resubmit to your teacher. If you unsubmit an assignment, be sure to resubmit it before the due date.

1. Go to the Class, then the Classwork page, then click on "**View Assignment**"
2. Click **Unsubmit** and confirm

Answer Question Assignments

1. Due date
2. Assigned question(s)
3. Total points possible
4. Directions from your teacher
5. **“Your answer”**: This box is where you type your answer for short answer questions, or select from multiple choice answers.
6. Add a Class Comment: A place to ask questions or for general comments. Do not answer the question here.
7. Add a Private Comment: Leave a comment or ask your teacher a question
8. Turn In: When you have completed your work, click the **Turn In** button

The screenshot shows a question assignment interface with the following elements highlighted by numbered callouts:

- 1**: Due date (Due Mar 30)
- 2**: Assigned question(s) (What were the main causes of the Civil War?)
- 3**: Total points possible (100 points)
- 4**: Directions from your teacher (Write in complete sentences.)
- 5**: Your answer box (Type your answer)
- 6**: Class comments (Add class comment...)
- 7**: Private comments (Add private comment...)
- 8**: Turn In button

Additional visible text includes: "Assigned", "Kasey Bell 2:57 PM (Edited 3:05 PM)", and "Assigned".

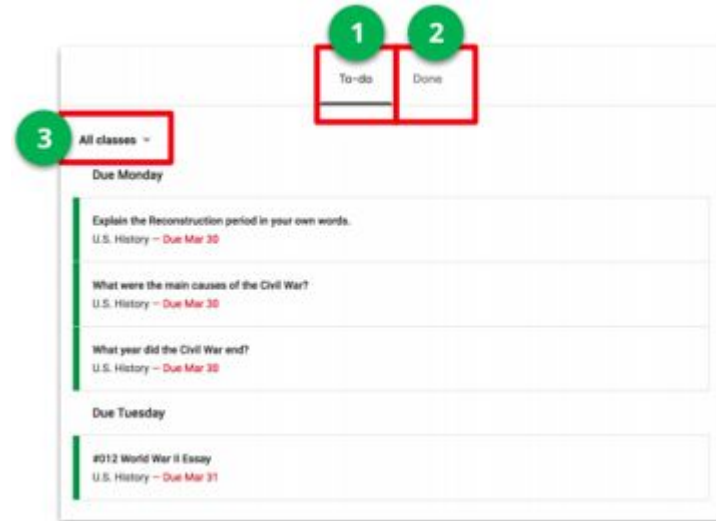
Viewing Student Work

There are multiple ways to view your work for a class:

- Quickly see upcoming work on your class page
- See *all* your work for a class on the “Your work” page for that class
- See work arranged by topic on the “Classwork” page
- Filter work by class on the “To-do” page

Student “To-do” Page

1. **To-Do:** Here students can see a list of all the assignments that are pending, including the title, class name, and due date. Click on the assignment name to go directly to that assignment details page.
2. **Done:** Here students can see a list of all the assignments they have turned in or marked as done.
3. **“All Classes”:** Click the drop-down arrow to filter your work by each class.



Support for Parents

How do I help my child learn?

What resources are available to help?

- [Sumner Connect](#)
 - Parent and Student pages available
 - Topics include:
 - How to access Google Classroom
 - Google Classroom Resources



School Contacts

If you have questions while your student is on quarantine:

- Call the school
 - 615-644-2340
- Email Dr. Stafford
 - david.stafford@sumnerschools.org

Resources

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- [“Support for Students on Quarantine”](#)
(Sumner County Schools)
- [“Google Classroom Cheat Sheet for Students”](#)
(Kasey Bell at Shake Up Learning)
- [Sumner Connect Resources for Students](#)
- [Sumner Connect Resources for Parents](#)

Feedback Form

Thank you for watching our Intro to Google Classroom video. Please take a moment to fill out this feedback form to tell us how the Title I program can best help you and your child.

Web Link:

<https://bit.ly/WESIntrotoGoogleClassroom>

