

Google Classroom Student Guide

Google Classroom is a free online communication platform where teachers can share assignments, announcements, and resources with students.

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What is Google Classroom?

Google Classroom is an online learning platform designed to help teachers and students manage coursework efficiently. It offers various tools to simplify classroom activities, including assignment management, where teachers can create, distribute, and grade assignments digitally. The platform also promotes collaboration, allowing students to interact through comments, discussions, and shared documents.

Google Classroom integrates seamlessly with Google Apps, such as Docs, Slides, and Meet, ensuring a connected and organized learning experience. With automated organization, students can keep track of deadlines using to-do lists and reminders, helping them stay on top of their assignments. Additionally, the platform includes accessibility features, such as offline learning options and digital submission of paper-based homework, making it more flexible for different learning needs.

To use Google Classroom, students first sign in with their School Google account. Students will be assigned to classes based on their school timetable. Students can also join extracurricular classes using a class code generated by teachers.

How to View Your Google Classroom

Students can use Google Classroom on various devices, including phones, tablets, and computers. To log in, you must use your school email address to access your courses and assignments.



Link to web browser app
[\[CLICK HERE\]](#)



Google Play Store
Download
[\[CLICK HERE\]](#)



Apple App Store Download
[\[CLICK HERE\]](#)

Mobile App vs. Web Browser

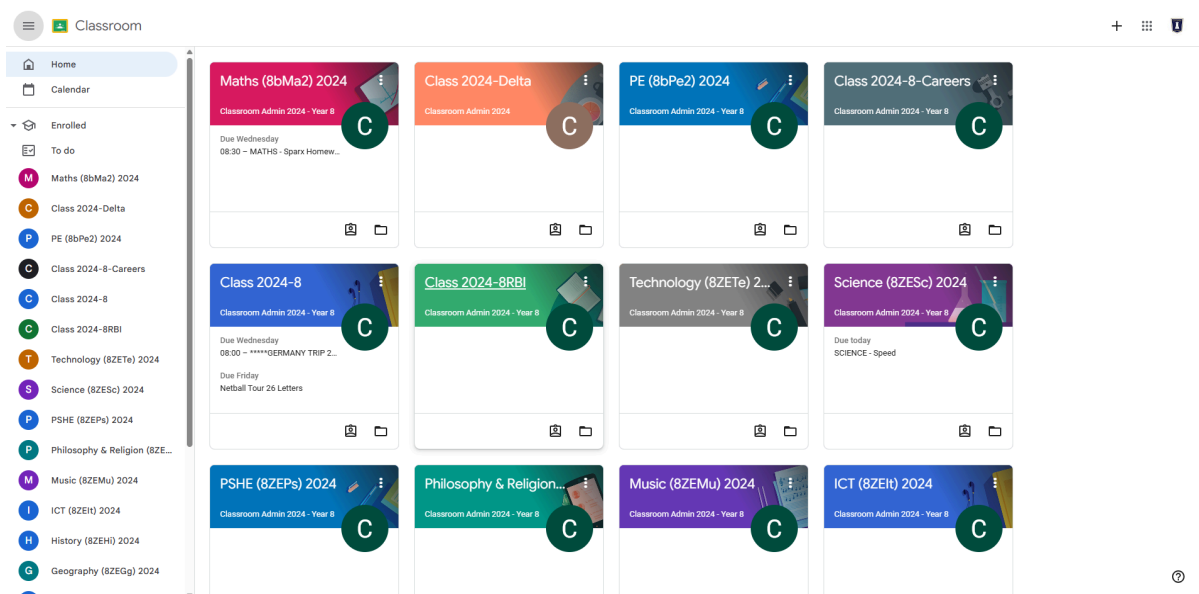
You can download the Google Classroom app or use it on a web browser.

| Platform | Pros | Cons |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mobile (iOS/Android) | <ul style="list-style-type: none">+ Quick access to notifications and announcements+ Easy to check upcoming assignments and due dates+ Convenient for submitting work on the go+ Works well for communication via comments | <ul style="list-style-type: none">+ Limited features for managing and organizing classwork+ Harder to view full assignments with multiple attachments+ Editing documents is less efficient on smaller screens+ Parent/guardian access is restricted unless logged in as the student |
| Web Browser (Chrome recommended) | <ul style="list-style-type: none">- Full view of assignments, instructions, and attached files- Easier to organize class materials and navigate- Works better for submitting detailed work, such as essays or presentations- More robust grading and feedback options for teachers | <ul style="list-style-type: none">- Requires a stable internet connection- No built-in push notifications like the mobile app- Less convenient for quick task-checking on the move |

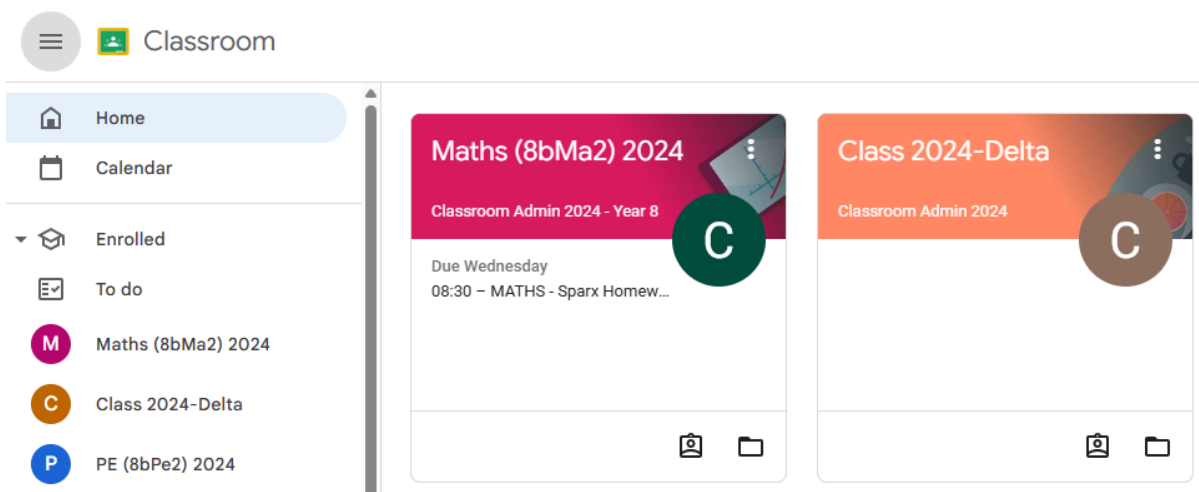
Navigating Google Classroom

Home Page

The Home Page of Google Classroom is the central hub where students can access their classes and assignments. When you log in, you'll see a dashboard displaying all the classes you are enrolled in. Each class appears as a tile, showing the class name, teacher, and recent activity.




From the Home Page, users can enter a class by clicking on its tile to view assignments, announcements, and discussions. Users can also check upcoming work with a quick glance at due dates displayed on the class tiles.




Stream (Announcements)

When you select a class tile on the home page, you will access the class. The “Stream” in the classroom acts as the central communication hub for teachers and students. It functions like a news feed, where teachers can post important announcements, reminders, and instructions. Students can interact by commenting (if enabled). Posts can also include attachments like documents, videos, or links to external resources.



Stream Classwork People





Maths (8bMa2) 2024


Upcoming


Due Wednesday
08:30 – MATHS - Sparx H...


[View all](#)


 Announce something to your class

 Classroom Admin Math posted a new assignment: MATHS - Sparx Homework
16 May


 Classroom Admin Math posted a new assignment: MATHS - Reminder - Sparx Homework d...
12 May

 Classroom Admin Math posted a new assignment: MATHS - Sparx Homework
2 May

 Classroom Admin Math posted a new assignment: MATHS - Sparx Homework
25 Apr

 Classroom Admin Math posted a new assignment: MATHS - Sparx Homework
3 Apr

You can then select the post in the Stream to get more information about the announcement or assignment.

 **MATHS - Sparx Homework**

Classroom Admin Math • 16 May


Due 21 May, 08:30

Your Maths homework this week will now be on Sparx Maths. You can log in using your usual Google school log in details. Complete the tasks, watching the short tutorial videos where you are stuck.

Reattempt any questions you get wrong - you should be aiming to get 100% because the video examples will show you what to do.

If you are able, try the XP Boost questions as well to really boost your progress. Later this year we will be giving out prizes for the most XP completed on Sparx Maths.

If you need any extra support, the Maths HW Club is every Mon and Wed 2:45-3:45 in room A209.


 Class comments

[Add a class comment](#)

Your work Assigned

[+ Add or create](#)


[Mark as Done](#)

 Private comments

[Add comment to Classroom Admin Math](#)

Classwork

Another feature you can access when you select a class tile on the home page is the “Classwork” tab. The Classwork tab in Google Classroom is where teachers organize and manage assignments, quizzes, and learning materials. It helps keep coursework structured and accessible for students.



Stream **Classwork** People

[View your work](#)

All topics

- Philosophy and Religion - preparation fo... Due 15 Jan, 08:45
- PR HW1: Abrahamic Religions: Self Testin... Due 2 Oct 2024, 14:45
- Philosophy and Religion - 19/03/25 - work for t... Due 19 Mar, 02:45
- Philosophy and Religion - 19/03/25 - wor... Due 19 Mar, 02:45
- P and R Revision. EXAM 14th March Due 14 Mar, 13:45
- P and R Revision. EXAM 14th March Due 14 Mar, 13:45
- P+R Exam Date: 14th March Due 14 Mar, 13:45
- P+R Exam Date: 14th March Due 14 Mar, 13:45

Similar to the Stream, you can then select the post in the classroom to get more information about the announcement or assignment.

Philosophy and Religion - 19/03/25 - work for today


Ben Saunders • 19 Mar

100 points Due 19 Mar, 02:45


Create a poster showing what HUMANISM is and what Humanists believe. Use images and short statements to make the poster easy to understand and attractive to look at.

Prizes for the best 5 if you share your completed work on google Classroom.

You can edit the word document attached if you like.

 Card sort.docx
Microsoft Word

Your work Missing

 Hahnbeorht Jos - ...
Microsoft Word


[+ Add or create](#)

[Hand in](#)

[Private comments](#)
[Add comment to Ben Saunders](#)

[Class comments](#)
[Add a class comment](#)

Students can interact with posts through comments, discussions, and shared documents.

 2 class comments



Farhan Ahmed • 15:46

Hello Everyone,
Please remember to complete the homework before 18/12/2025.



Bianca Oliveira • 15:46

Thank you for the reminder



Add class comment...



More information available on this later in the document.

In Google Classroom, teachers can create different types of assignments to support student learning. Here are the main options:

- **Assignment** – A standard task where students submit work, such as essays or projects. Teachers can attach files, set due dates, and provide feedback.
- **Quiz Assignment** – Includes a Google Form quiz that can be automatically graded, making it useful for assessments.
- **Question** – A single-question post where students respond with short answers or multiple-choice selections, ideal for quick discussions or reflections.
- **Material** – Used to share resources like readings, videos, or reference documents without requiring student submissions.

Unit_2_Programming



Question?  3

Posted 17 Jan 2024



2_Text_Adventure_Subroutines

Due 12 Dec 2023, 13:45



1_Text_Adventure_Planning

Due 20 Nov 2023



1_Droids_game_File

Posted 15 Nov 2023





People

See classmates & teachers

Classroom > French (10ZFr1) 2025

Home

Calendar

Enrolled

To do

M Maths (10bMa1) 2025

S Science (10bSc1) 2025

E English (10bEn3) 2025

F French (10ZFr1) 2025

C Computer Science (10XCc1)...

B Business Studies (10YBs1) 2...

P PE (10bPe2) 2025

P PSHE (10bPs1) 2025

D Digital Leaders

U Unity Student Forum

S Seat of Resistance - Black H...

C Class 2025-10

C Class 2025-Sigma

C Class 2025-10MH

C Class 2025-10-Careers

C Class 2025-Y10-BEP

Stream

Classwork

People

Teachers

C Classroom Admin 2025 - Year 10

Classmates

26 students

M

I

J

L

A

Y

L

B

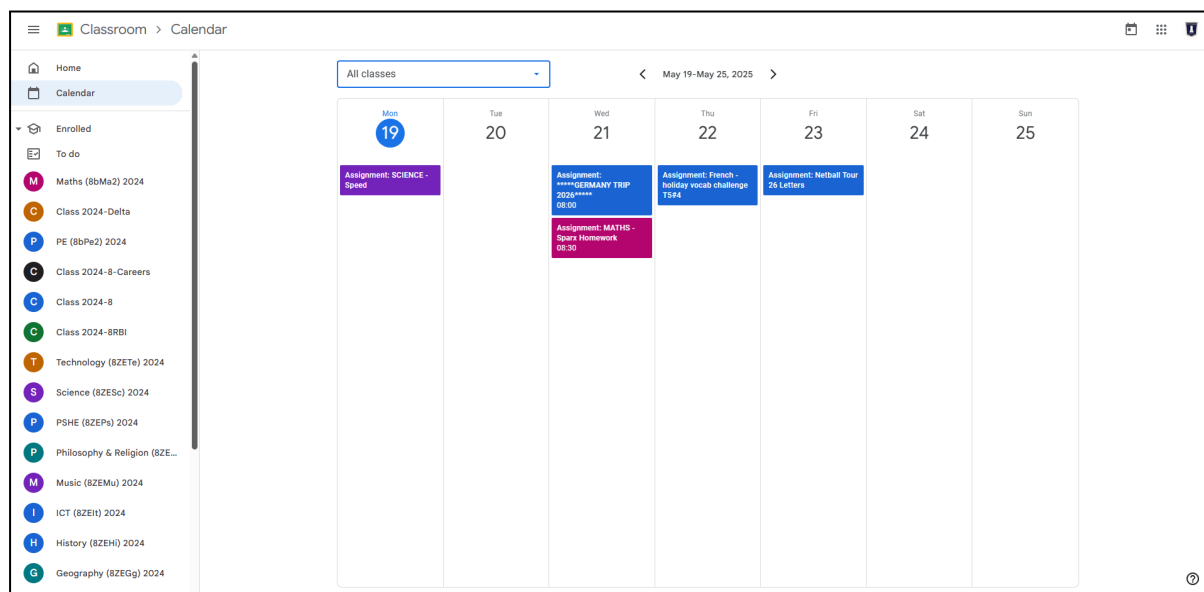
Y

A

Calendar

The Calendar in Google Classroom helps students and teachers keep track of important dates and deadlines. It automatically displays due dates for assignments, quizzes, and other class activities, ensuring that students stay organized.

Teachers can also add events, such as exam dates or study sessions, to the calendar, making it a useful tool for planning ahead. This is used at the discretion of the classroom teacher. Students can view upcoming tasks across all their classes in one place, helping them manage their workload efficiently. The calendar integrates with Google Calendar, allowing users to access their schedule outside of Classroom as well.



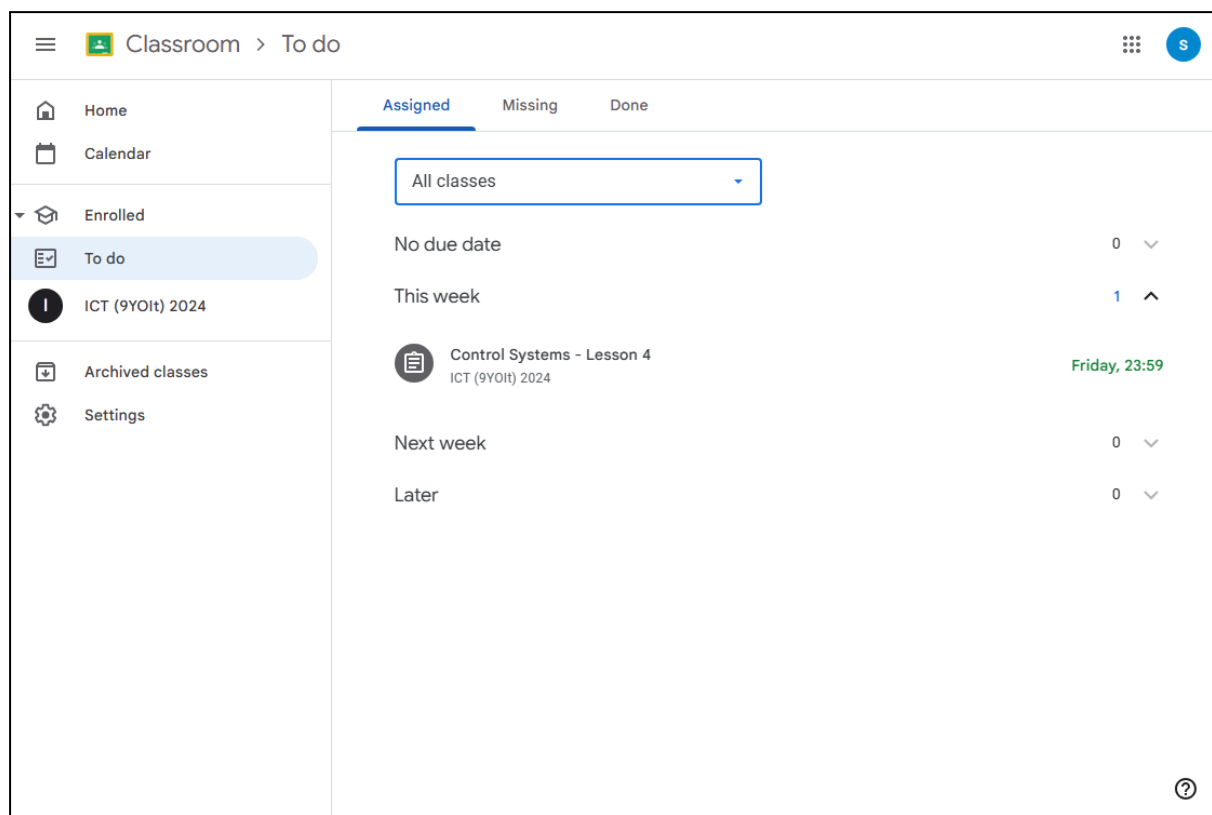


To Do Tab

The To-Do tab in Google Classroom helps students keep track of their assignments across all their classes. It provides a list of upcoming, missing, and completed tasks, making it easier to stay organized.

Here's what the To-Do tab displays:

- **Upcoming Assignments** – Shows work that is due soon, helping students prioritize tasks.
- **Missing Work** – Lists overdue assignments that haven't been submitted yet.
- **Completed Tasks** – Displays assignments that have been turned in, allowing students to review past work.





Submitting Assignments

For Google Docs/Slides/Sheets

1. Open the assignment in Classwork
2. Click "Add or create" then attach your file (or create a new Doc).
3. Click "Turn In" or "Hand in".
4. If the file has already been created by your teacher, work in this file, then click "Turn In" or "Hand in".



FRENCH Speaking booklet :) This one!

2 Dec

100 points

The aim of this booklet is for you to have lots of French phrases and information prepared in advance ready for your speaking and writing exams.

Every time you write an answer, think of the magic 3 - 3 pieces of information

Then thinks about using 3 tenses

and all the little extras that get you extra marks -

connectives, negatives, opinions etc - use the Reference sheet to help you stretch your answers.

Warning - if you use translation tools this can be good for vocab and checking if you have written something correctly BUT if you make it too complicated and your amazing brain didn't work it out from your own knowledge, it is going to be very hard to re-produce it under pressure in an exam

Here is a short list of level 9

phrases... <https://www.google.com/search?q=GCSE+French+Grade+9+Phrases&rlz=C80911cc1b52535f1f/t/689ce8e4bf53d72cd01516d2/1755113700572/GCSE+French+Grade+9+Phrases.pdf>

Class comments

Add comment

Your work

Assigned

Microsoft Word

Microsoft Word

+ Add or create

Hand in

Private comments

Add comment to

Note:

You can also add and submit other files that are not specific to Google Drive (PDF, Images, etc.)

Note 2:

- If you edit after submitting, resubmit.
- Missed the deadline? Ask your teacher to reopen it.

Your work

Assigned

Microsoft Word

Microsoft Word

+ Add or create

Google Drive

Link

File

Create new

Docs

Slides

Sheets

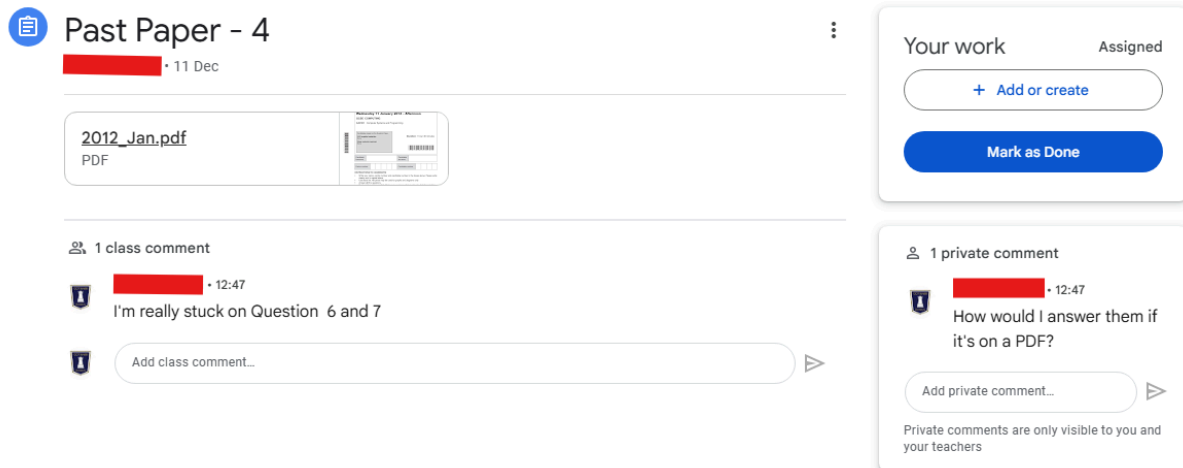
Drawings

Vids

New

Communicating with Teachers & Classmates

To comment on assignments, click the desired assignment and type your message in the designated private comments section. For general posts in the Stream tab, be sure to only comment if your teacher has permitted it, and always maintain respect in your communications, as these posts are visible to the entire class.



The screenshot shows a Google Classroom assignment titled "Past Paper - 4" assigned on 11 Dec. It includes a PDF file named "2012_Jan.pdf". Below the assignment, there is a class comment section with one comment from a student: "I'm really stuck on Question 6 and 7". To the right, there are two panels: "Your work" with buttons for "Add or create" and "Mark as Done", and a "Private comments" section with one comment from the same student: "How would I answer them if it's on a PDF?".

Pro Tips for Students

- ✓ Check your "To-Do" list daily. Make this a routine to get a clear overview of upcoming work and avoid missing any deadlines.
- ✓ Sync assignments to Google Calendar. This allows due dates to appear automatically, giving you a better visual layout for planning your week.
- ✓ Organize files in Google Drive. Create a dedicated folder for each class to keep all your notes and assignments in one easy-to-find place.
- ✓ Ask for help early. If you're struggling with a concept or task, use the private comments feature to message your teacher directly before you fall behind.