



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

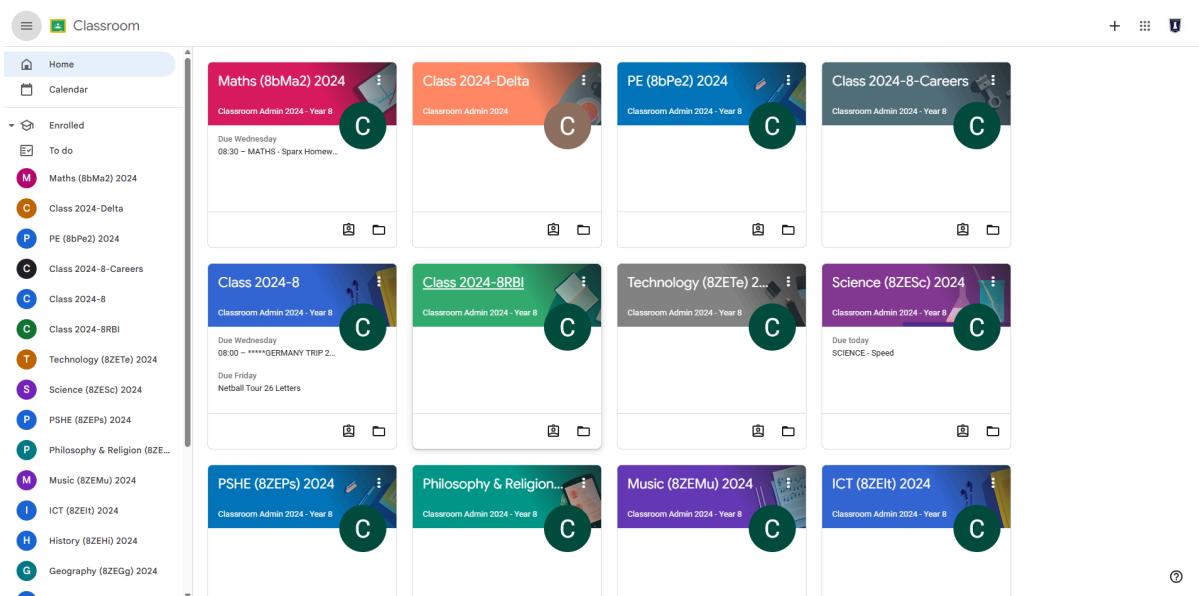
You can download the Google Classroom app or use it on a web browser.

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

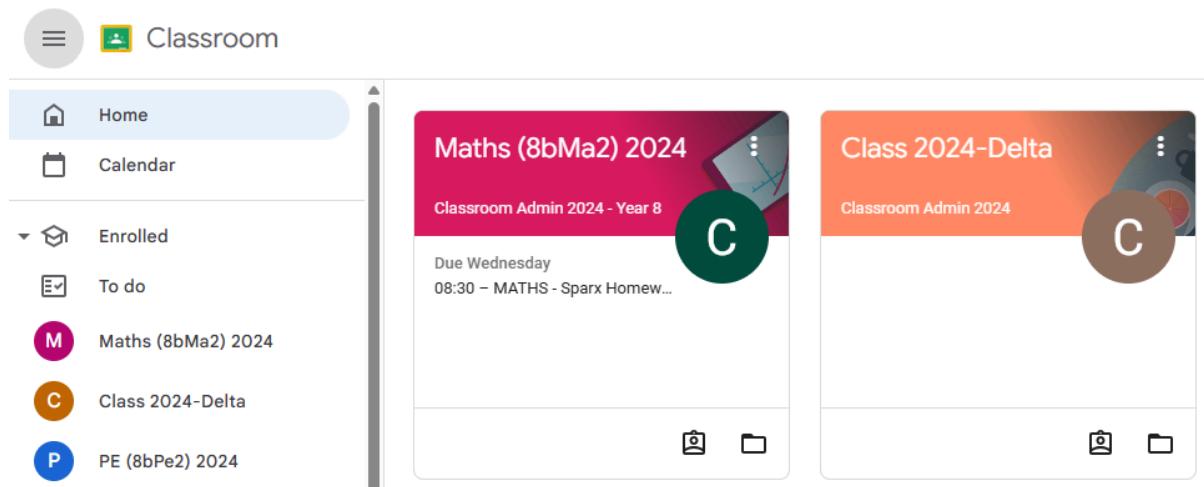
Navigating Google Classroom

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.

The screenshot shows the Stream section of Google Classroom. At the top, there are three tabs: Stream (which is selected and highlighted in blue), Classwork, and People. To the left of the Stream tab, there are three large blue upward-pointing arrows. The main area displays a post from 'Maths (8bMa2) 2024' with the title 'Maths (8bMa2) 2024'. Below the title is a red box containing a smartphone icon with a graph on its screen and a calculator icon next to it. To the right of the phone is an 'i' icon. Under the post, there is a box labeled 'Upcoming' with a due date of 'Due Wednesday 08:30 – MATHS - Sparx H...'. A 'View all' button is located at the bottom of this box. Below this are five assignment posts from 'Classroom Admin Math' with due dates of '16 May', '12 May', '2 May', '25 Apr', and '3 Apr'. Each assignment post includes a 'More options' menu (three dots) and a 'View all' button.

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

The screenshot shows a detailed view of an assignment post titled 'MATHS - Sparx Homework' by 'Classroom Admin Math' on '16 May'. The post includes a due date of 'Due 21 May, 08:30'. The content of the post is as follows:

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.

Retattempt 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.

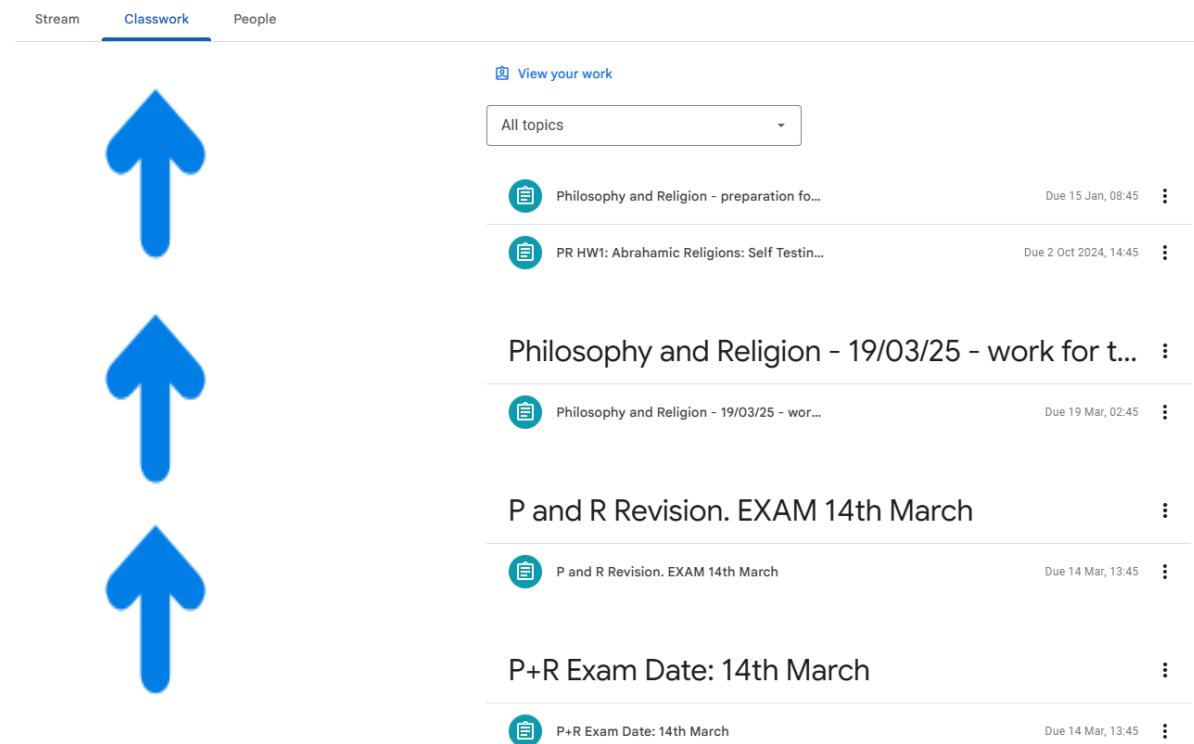
If you need any extra support, the Maths HW Club is every Mon and Wed 2:45-3:45 in room A209.

Below the post, there is a 'Class comments' section with a 'Add a class comment' button. To the right of the post, there is a sidebar with sections for 'Your work' (which includes a 'Mark as Done' button) and 'Private comments' (which includes a 'Add comment to Classroom Admin Math' button).



Classwork

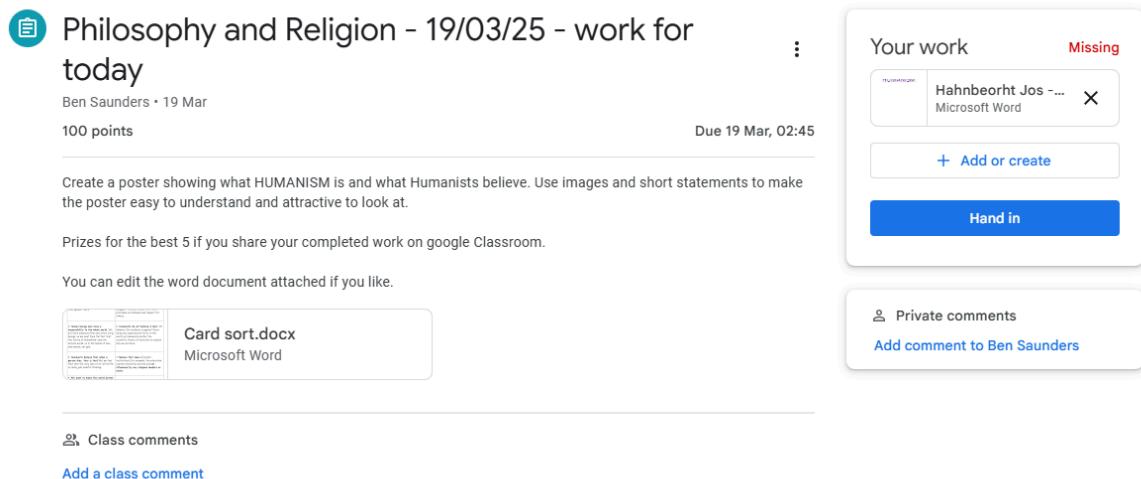
Another feature you can access when you select a class tile on the home page is the “Classwork” tab. The Classwork tab in Google Classroom is where teachers organize and manage assignments, quizzes, and learning materials. It helps keep coursework structured and accessible for students.



The screenshot shows the Google Classroom Classwork tab. At the top, there are three tabs: Stream, Classwork (which is selected and highlighted in blue), and People. Below the tabs, there is a search bar labeled "View your work" and a dropdown menu set to "All topics". The main area displays a list of assignments:

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

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.

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

Stream Classwork People

Teachers

Classroom Admin 2025 - Year 10

Classmates 26 students

Initial	Profile Picture
M	Red
I	Red
J	Red
L	Red
A	Red
Y	Red
L	Red
B	Red
Y	Red
A	Red



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.

The screenshot shows the Google Classroom interface with the 'Calendar' tab selected. The left sidebar lists 'Enrolled' and 'To do' sections, with a list of classes and their corresponding icons and names. The main area displays a weekly calendar from Monday, May 19, to Sunday, May 25. Each day's grid shows any assignments or events scheduled for that day. For example, on Monday, there is an assignment for 'SCIENCE - Speed'. On Tuesday, there are two assignments: 'Assignment: GERMANY TRIP 2026' and 'Assignment: MATHS - Space Homework'. On Wednesday, there is an assignment for 'French - holiday vocab challenge 1544'. On Friday, there is an assignment for 'Netball Tour 26 Letters'. The 'All classes' dropdown menu is set to 'All classes', and the date range 'May 19-May 25, 2025' is selected.



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.

The screenshot shows the Google Classroom interface with the 'To do' tab selected. The sidebar on the left lists 'Enrolled' classes, with 'To do' highlighted. The main content area is divided into sections: 'Assigned' (selected), 'Missing', and 'Done'. A dropdown menu shows 'All classes'. Below these are sections for 'No due date' (0), 'This week' (1), and specific assignments like 'Control Systems - Lesson 4' (ICT (9YOIt) 2024, due Friday, 23:59). There are also sections for 'Next week' (0) and 'Later' (0). A question mark icon is in the bottom right corner.



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://113700572/GCSE+French+Grade+9+Phrases.pdf>

Hand in

Private comments

Add comment to [REDACTED]

Class comments

Add comment

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

[REDACTED] Microsoft Word X

[REDACTED] Microsoft Word X

+ 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" due on 11 Dec. The assignment file is a PDF named "2012_Jan.pdf". In the Stream tab, there is one class comment from a student asking for help with questions 6 and 7. A private comment from the teacher is also visible, responding to the student's question. The interface includes buttons for "Add or create" and "Mark as Done". A note at the bottom states that private comments are only visible to the student and their teachers.

Your work Assigned

+ Add or create

Mark as Done

1 class comment

I'm really stuck on Question 6 and 7

Add class comment...

1 private comment

How would I answer them if it's on a PDF?

Add private comment...

Private comments are only visible to you and your teachers

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.