

# Google Classroom

## Student Training Checklist

[goo.gl/zGXaRi](http://goo.gl/zGXaRi)



Tasks in Student Mode	
<input type="checkbox"/>	Teachers and Students access/login at <b>classroom.google.com</b> (Chrome browser preferred)
<input type="checkbox"/>	**First time - Click blue <b>Student</b> button to gain access to Classroom
<input type="checkbox"/>	<b>+</b> icon upper right to join a class - Get your codes from your teachers!
<input type="checkbox"/>	<b>Classes Home</b> - Shows upcoming assignment due dates in the white area underneath each class name. The folder icon will take you to all of your class documents in Drive.
<input type="checkbox"/>	<b>Classes Home</b> - Shows all of your classes that you are enrolled in as a student. Click the class name to enter your classroom!
<input type="checkbox"/>	<b>CLASSMATES</b> tab: View other students in your class. The <b>EMAIL ICON</b> will allow you to message others in your class.
<input type="checkbox"/>	<b>ABOUT</b> tab: Class title, description, as well as another folder link to your class documents in Google Drive. Your class teacher and their email address is on the left. At the bottom, you'll find links to your class syllabus, rules, expectations or other documents, links or videos that your teacher has added.
<input type="checkbox"/>	<b>ABOUT</b> tab: <b>Calendar</b> will link to your upcoming due dates from the <b>View in Classroom</b> link. <b>Open in Google Calendar</b> will add a subscription to this class calendar. Any current and new assignments will be visible there.
<input type="checkbox"/>	<b>STREAM</b> tab: This is where announcements, assignments, and questions will be posted by your teacher. There is an assignment box on the left showing your work that is due soon!
<input type="checkbox"/>	<b>STREAM</b> tab: Your teacher will control if you can create posts/announcements and whether you can add comments. If you can create a post, you'll see a big red <b>+</b> icon on the lower right.
<input type="checkbox"/>	<b>STREAM</b> tab: When something new is added to the stream, you'll see <b>Stream was updated SHOW</b> on the lower left. Click <b>SHOW</b> to see the new stuff!
<input type="checkbox"/>	<b>STREAM</b> tab: When you get a new assignment, click on the name of the assignment, or the <b>OPEN</b> button to the right.
<input type="checkbox"/>	<b>Assignment:</b> If your teacher has attached a file or Drive Doc, you'll see <b>Assignment Name - Your Name</b> as a link. Clicking that link will open your document in a new tab.
<input type="checkbox"/>	<b>Assignment:</b> If no document has been attached, or if you need to add additional resources for your assignment, click <b>Add</b> below to add a Google Drive, link or file or to create a new Docs, Slides, Sheets or Drawing document for the assignment.
<input type="checkbox"/>	<b>Assignment:</b> You can click <b>TURN IN</b> when you are ready! If no documents are attached to your assignment, you'll see a <b>MARK AS DONE</b> button to mark your task as complete.
<input type="checkbox"/>	<b>Google Doc in Classroom:</b> Is just like any other Google Doc, but you'll see a <b>Turn In</b> button up to the right next to <b>Share</b> . Use this button to submit your work.
<input type="checkbox"/>	<b>Assignment:</b> Click the left arrow on the upper right to get back to the class stream.
<input type="checkbox"/>	<b>STREAM</b> tab: Click <b>View ALL</b> in the assignment box to the left to view all of your upcoming and completed assignments for this class. <b>TO-DO</b> at the top shows what you still need to work on and turn in. <b>DONE</b> will show your completed work and any grades that your teacher has assigned to you.
<input type="checkbox"/>	<b>Hamburger Menu (upper left): HOUSE ICON</b> gets you back to the main page with all of your classes listed.
<input type="checkbox"/>	<b>Hamburger Menu: Calendar</b> will show you a unified calendar of all your assignments in all of your classes.
<input type="checkbox"/>	<b>Hamburger Menu:</b> Also gives you direct access to the other classes you are enrolled in as a student, as well as any classes your teachers have archived.
<input type="checkbox"/>	Make sure that you have the <b>Share to Classroom</b> extension installed. It may have been installed for you by the district. This will allow teachers to open web pages for you! Find it at <a href="http://goo.gl/dz5oSE">goo.gl/dz5oSE</a>