



A Guide to Google Classroom

For AACPS Parents

[\(versión en español\)](#)



AACPS Office of Instructional Technology, March 2020

What is Google Classroom?

Think of Google Classroom as a classroom on the web.

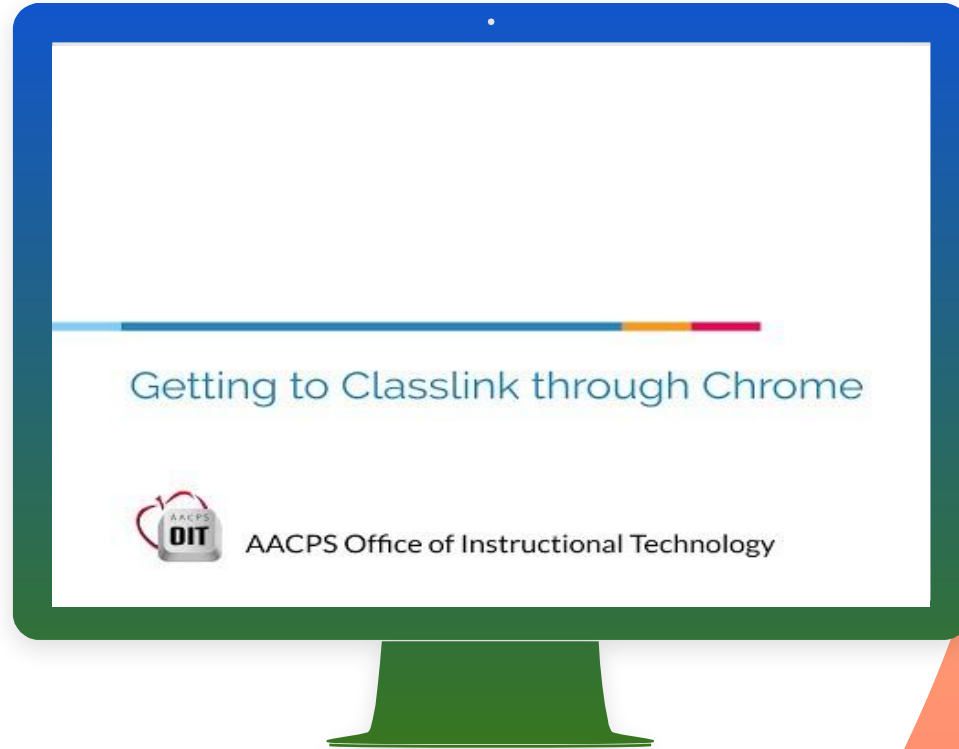
Teachers use Classroom to share assignments, resources, hold class discussions, and provide feedback to students.



Getting Started

AACPS students should log into the Chrome Browser using their studentID#@aacps.org and their current password. Watch this tutorial on how to log in.

Written directions can be found [here](#).



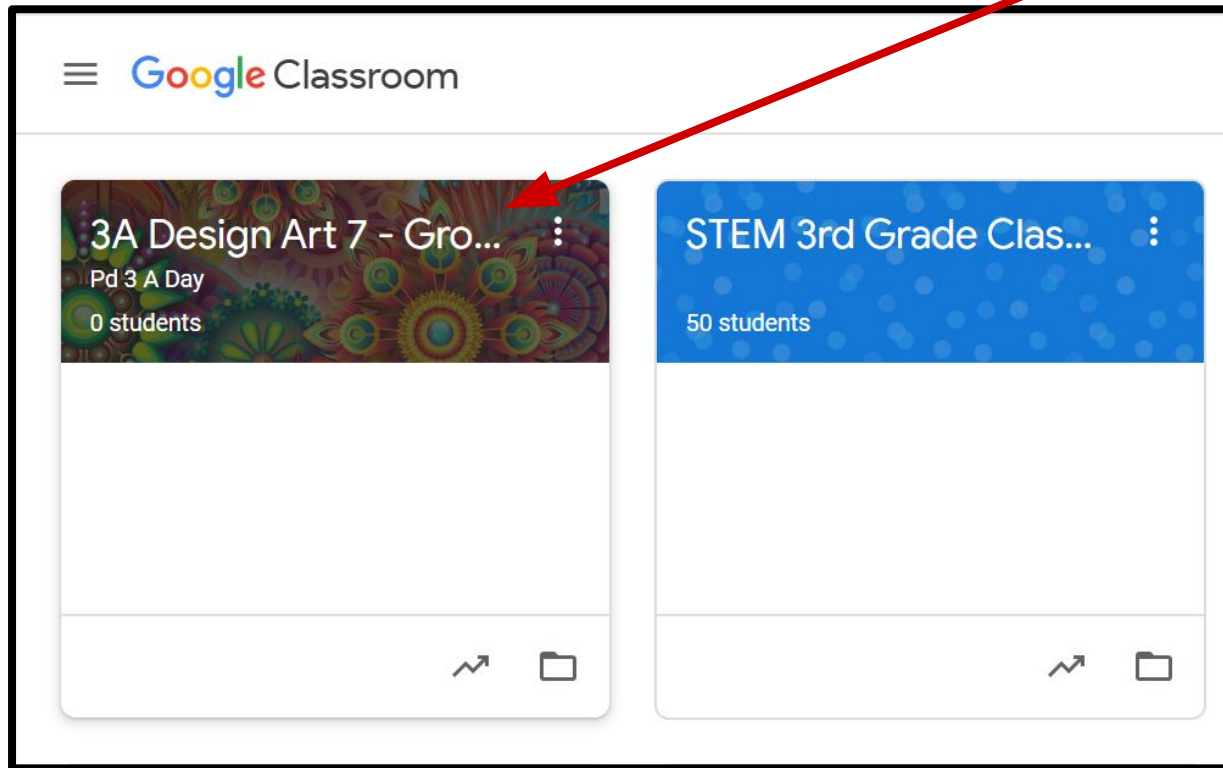
Accessing Google Classroom

From the Classlink page, select Google Classroom.



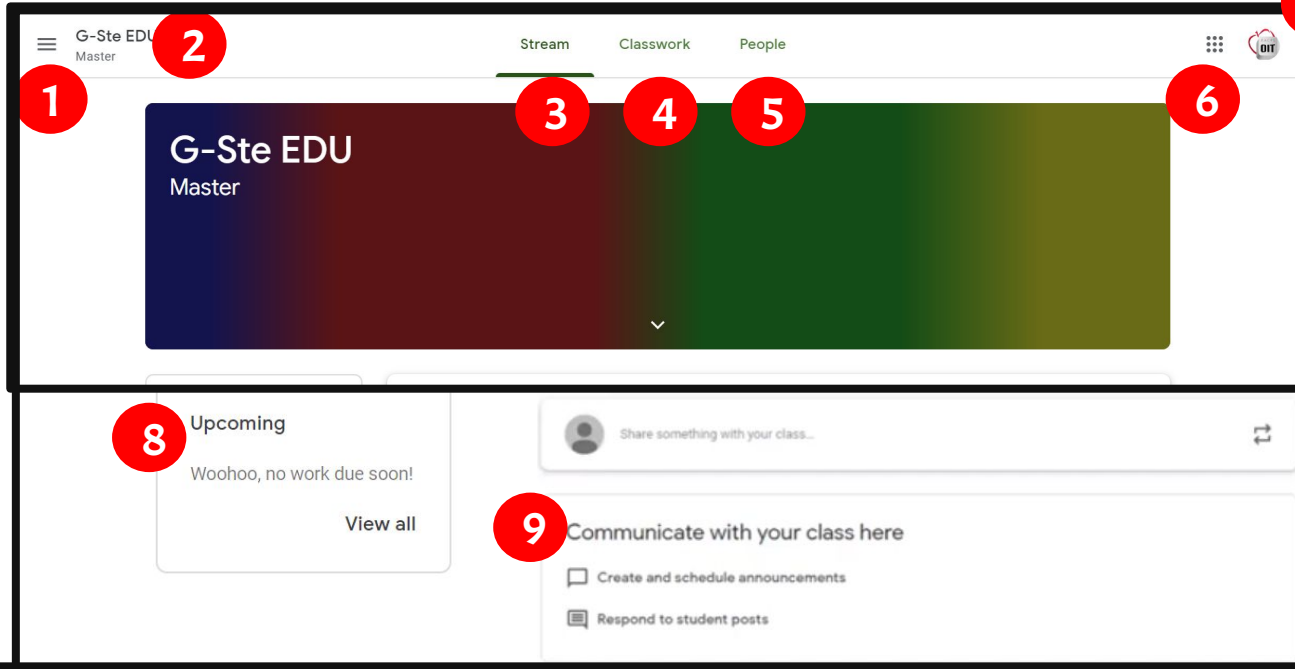
Please note that the Classroom link may be in a different location on your child's Classlink page. ★

Accessing Google Classroom



Double click on the class you want to open from the dashboard.

Navigating a Google Classroom



1 Menu of Classes

4 Classwork - Assignments

7 Your Profile/Account

2 Current Class

5 People - Teacher & Classmates

8 Upcoming Assignments

3 Stream - Announcements

6 Waffle - Apps

9 Updates from Teacher

The Student Classwork Tab

The Classwork tab is where students can access their assignments.

1 View grades by clicking on “View your work”.

2 Classwork assigned will be organized by topics. You can also view by due date by selecting Google Calendar.

4 Work is also stored in Google Drive.

The screenshot shows the 'Classwork' tab in the G-Ste EDU Master interface. The top navigation bar includes 'Stream', 'Classwork', and 'People'. The main content area is organized into sections. A sidebar on the left lists various topics, with 'Module 5-1 Creating...' highlighted. The main content area displays a list of assignments under the heading 'Module 1- Chrome and Drive'. Each assignment entry includes a document icon, the title, and the due date. The assignments listed are: 'Getting to Know You' (No due date), 'Sharing Settings in AACPS' (Edited Aug 15, 2019), 'Sharing Activity' (No due date), 'How to Comment' (Edited Aug 15, 2019), 'Module 1 Assessment' (No due date), and 'Module 1 Reflection' (No due date). Below this section is a 'Reflection Journal' section with one entry: 'Reflection Journal' (No due date). At the bottom, there is a section for 'Module 2- Docs, Slides & Drawings'. Four red callout boxes with white numbers are overlaid on the interface: 1 points to the 'View your work' button; 2 points to the 'Module 1- Chrome and Drive' section header; 3 points to the 'Google Calendar' button; and 4 points to the 'Class Drive folder' button.

What do the icons on the Classwork page mean?



This is a class material or resource for the students.



This is an assignment. The students must complete something.



This is a discussion question. The students must answer a question in Classroom.



If an icon is gray, that means the assignment or question has been completed and turned in!

Navigating an Assignment

The screenshot shows a Google Classroom interface. At the top, there are three tabs: 'Stream', 'Classwork', and 'People'. The 'Classwork' tab is selected and underlined. Below the tabs, there are three icons: 'View your work', 'Google Calendar', and 'Class Drive folder'. The main heading is 'Module 1- Chrome and Drive'. Below this, there is an assignment card for 'Getting to Know You'. The card has a green header with a clipboard icon, the title 'Getting to Know You', and a due date 'No due date'. Below the header, it says 'Posted Jan 10, 2019 (Edited Aug 15, 2019)' and 'Assigned'. The assignment description reads: 'Choose one of the two provided templates to create a poster about yourself. Feel free to customize the colors and graphics, but don't forget to include a photo of yourself.' There is an attachment for 'AACPS OIT - Meet the Te...' which is a Google Slides presentation. At the bottom of the card, there is a 'View assignment' button. Red circles with numbers 1 through 6 are overlaid on the image to indicate key navigation points: 1 points to the 'Classwork' tab, 2 points to the assignment title, 3 points to the 'No due date' text, 4 points to the 'Assigned' status, 5 points to the attachment, and 6 points to the 'View assignment' button.

1 Classwork Tab

2 Assignment Title

3 Assignment Due Date

4 Assignment Status

5 Assignment Attachments/Links

6 Click to View Full Assignment

Navigating a Discussion Question

1  What are your thoughts about HyperDocs? Like them? Dislike them? Questions or Concerns?

 Kerri Lambert Jan 18, 2019 (Edited Aug 15, 2019)

2 This question is a part of the HyperDoc assignment on Hyperdocs. Please wait to answer the question until directed to do so in that assignment. Then, answer the question and respond to at least two of your colleagues.

3 Class comments



Add class comment...

4
5 points

5 Type your answer

6

Turn in

Private comments



Add private comment...

1 Question to answer

2 Additional directions

3 Attachments may appear here

4 Point Value

5 Where you answer

6 Click to turn in.



Access Anywhere

Google Apps allow you to edit Google assignments from any device that is connected to the internet!

Google Apps to Have



Classroom



Drive



Docs



Slides



Sheets



Questions?



Find at home lesson resources on the

[AACPS eLearning Website](#)

Find more resources on using Classroom on the

[AACPS Google Resource Site](#)