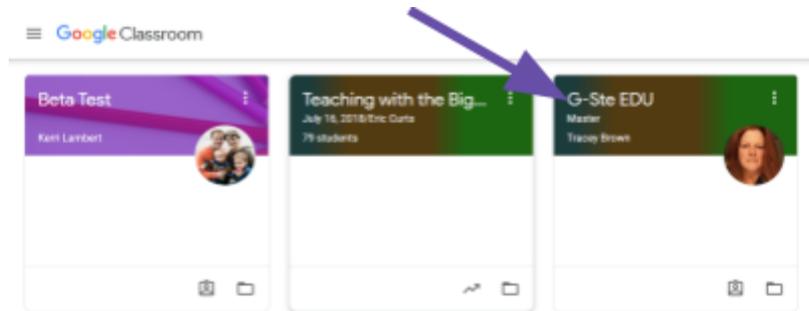


# A Guide to Google Classroom

for AACPS Students

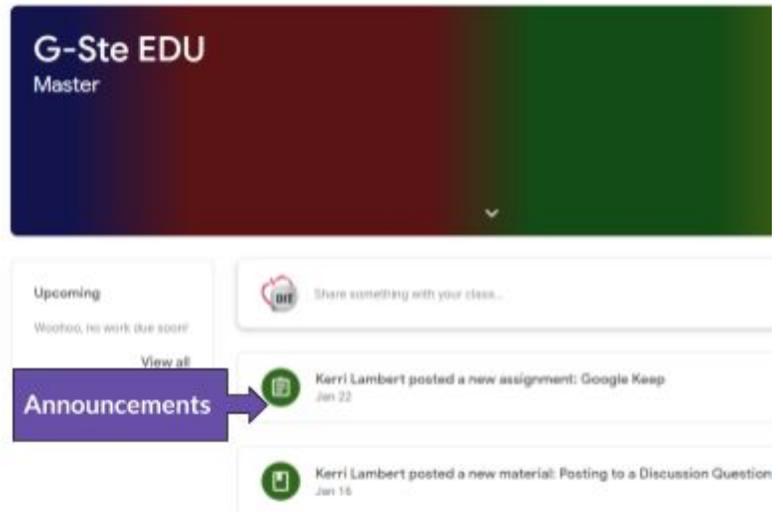
## Accessing Google Classroom

Access Google Classroom through Classlink. Select the Class tile for the class you want from the Dashboard.



## The Stream

The Class will open to the Class Stream. This is where announcements will be posted.



## The Classwork Tab

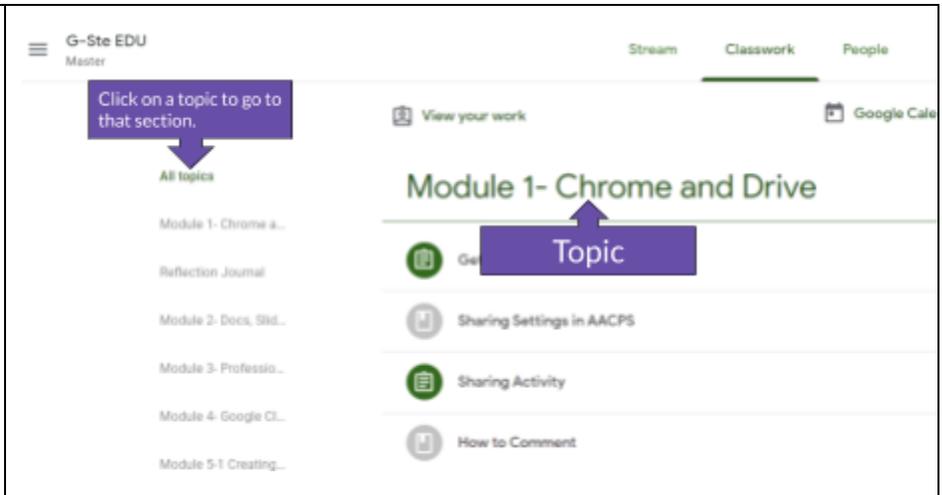
The Classwork tab is where you will find your assignments.



# A Guide to Google Classroom

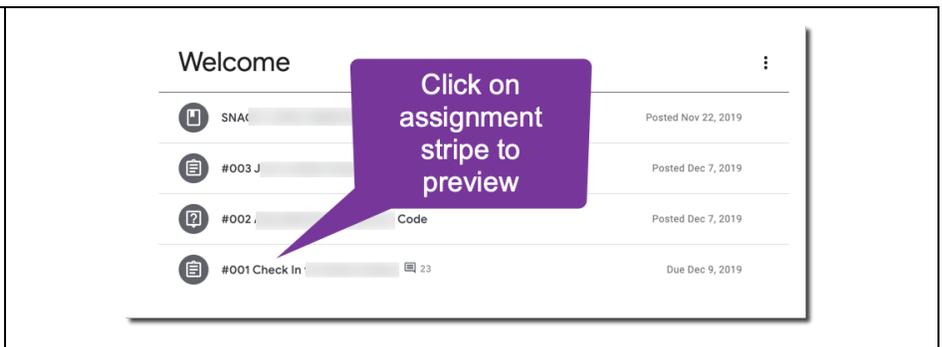
for AACPS Students

The Classwork tab may be organized by topics depending on your teacher. You can jump to a topic by using the menu on the left hand side of the Classwork tab.

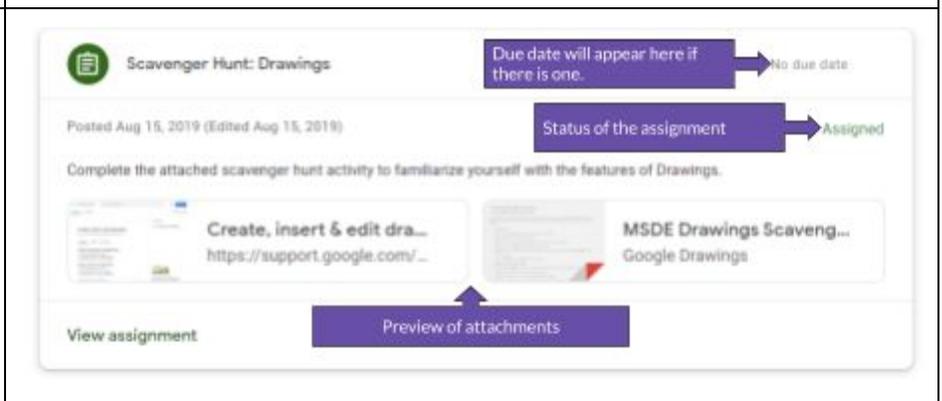


## Assignments

Click on the assignment stripe to open a preview of an assignment.



The preview will give you some information about the assignment.

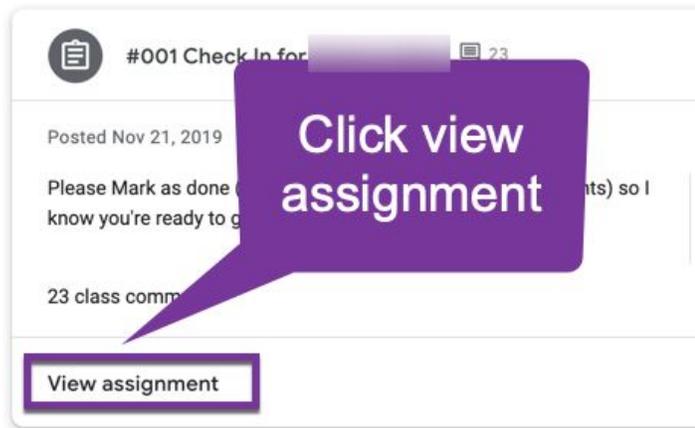


# A Guide to Google Classroom

for AACPS Students

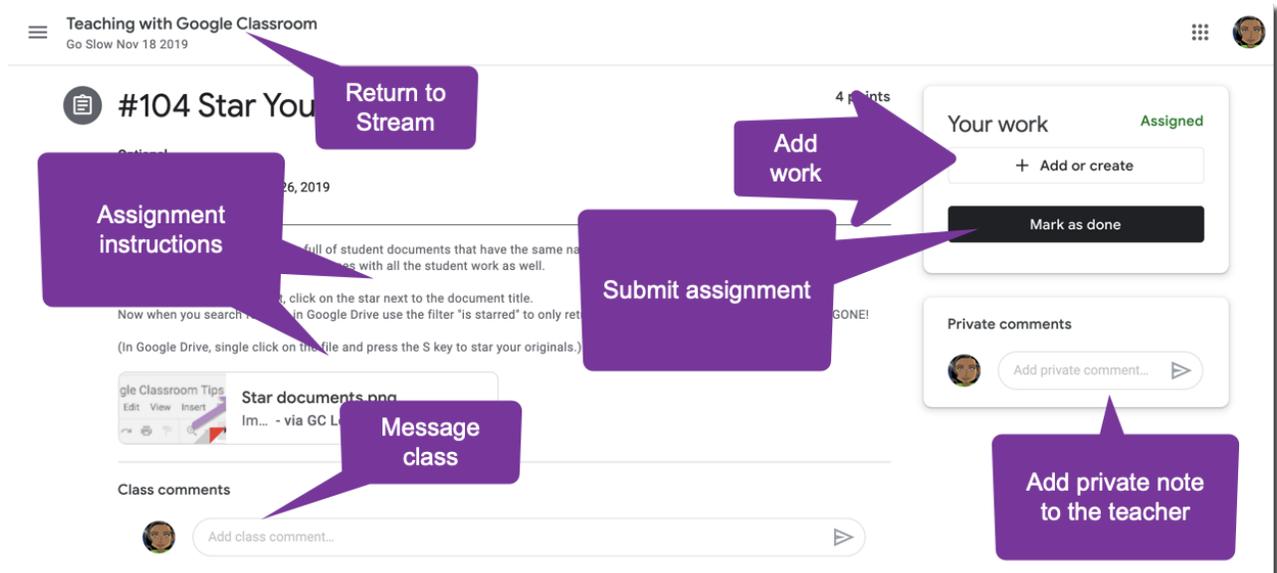
Click on "View assignment" to view the full directions.

**\*\*TIP:** Hold down the **CONTROL** key when you click on "View assignment" to open assignment in a new tab. This way you can close the assignment when completed and easily go back to the Classwork page.



From the assignment screen, look at the right hand side. There is a "Your Work" bubble. This is where you will reply to discussion questions, find your copy (or copies) of documents you need to complete, or where you can add your own files.

When you are finished with the assignment, select "Turn in" or "Mark as Done." This way your teacher knows you are ready for your work to be graded.



## Communicating with your Teacher

If you have a question for your teacher, use the Private Comments bubble. Only your teacher will see messages you typed in the Private Comment bubble. Their response(s) to you will appear in this bubble as well.

# A Guide to Google Classroom

## for AACPS Students

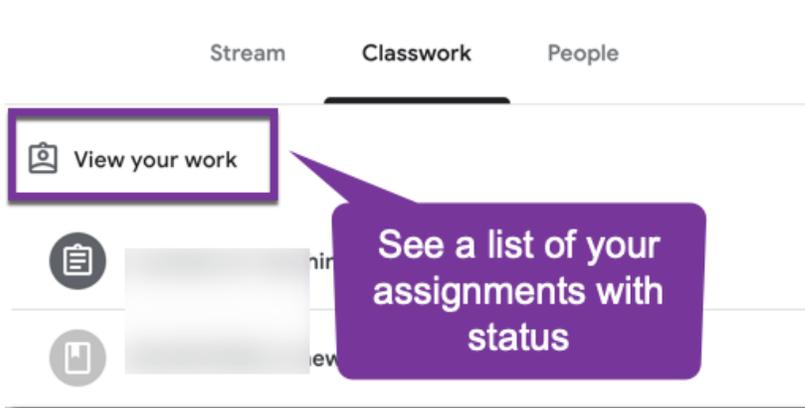
If the teacher allows it, you may see a space for class comments. These comments can be seen by everyone in the class.

### Managing Your Assignments

Look at the icons on the assignment stripes, if they are lighter it means you have MARKED AS DONE or TURNED IN. The darker icons indicate you still need to turn in that activity.



You can also use the "View your work" at the top of the Classwork page to show you which assignments have been turned in, graded, or still need to be done.



Another option is on the class Stream. Look for the upcoming work bubble on the left. Click on "View all" to find your assignment list.

