

THE PARENT'S GUIDE TO GOOGLE CLASSROOM



WHAT IS GOOGLE CLASSROOM?

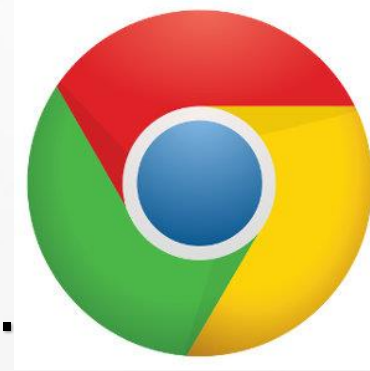
THINK OF GOOGLE CLASSROOM AS YOUR CHILD'S DIGITAL LINK TO LEARNING.

TEACHERS USE GOOGLE CLASSROOM TO SHARE ASSIGNMENTS, HOMEWORK, NEWSLETTERS, AND MUCH MORE WITH STUDENTS AND PARENTS!

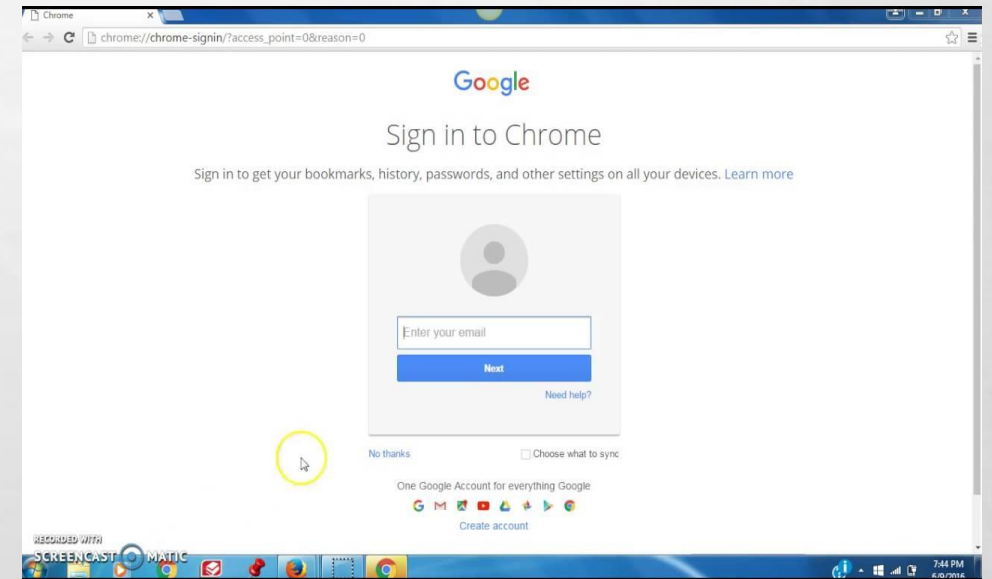
LET'S GET STARTED!

- YOUR CHILD WAS PROVIDED WITH A SECURE LOGIN AND PASSWORD.
- CHECK WITH HIS/HER TEACHER TO OBTAIN THIS PRIVATE INFORMATION OR ASK THEM TO ADD YOU AS A PARENT VIA EMAIL!

Google Chrome



- Click on the Google Chrome browser icon.
 - Type <https://classroom.google.com/h> in your web address bar.
 - Click on **SIGN IN** in the upper right hand corner of the browser window.
 - Type in your child's Google Email address
 - and click "Next"
- (Ex: don.white@mlknola.org)
- 6. Type in your PASSWORD & click "next."
(Temporary Password: Mlknola2020)



What do your Classroom Look like?

The following slides will assist you with helping your child navigate their Google Classroom.

Google Classroom -Home Screen

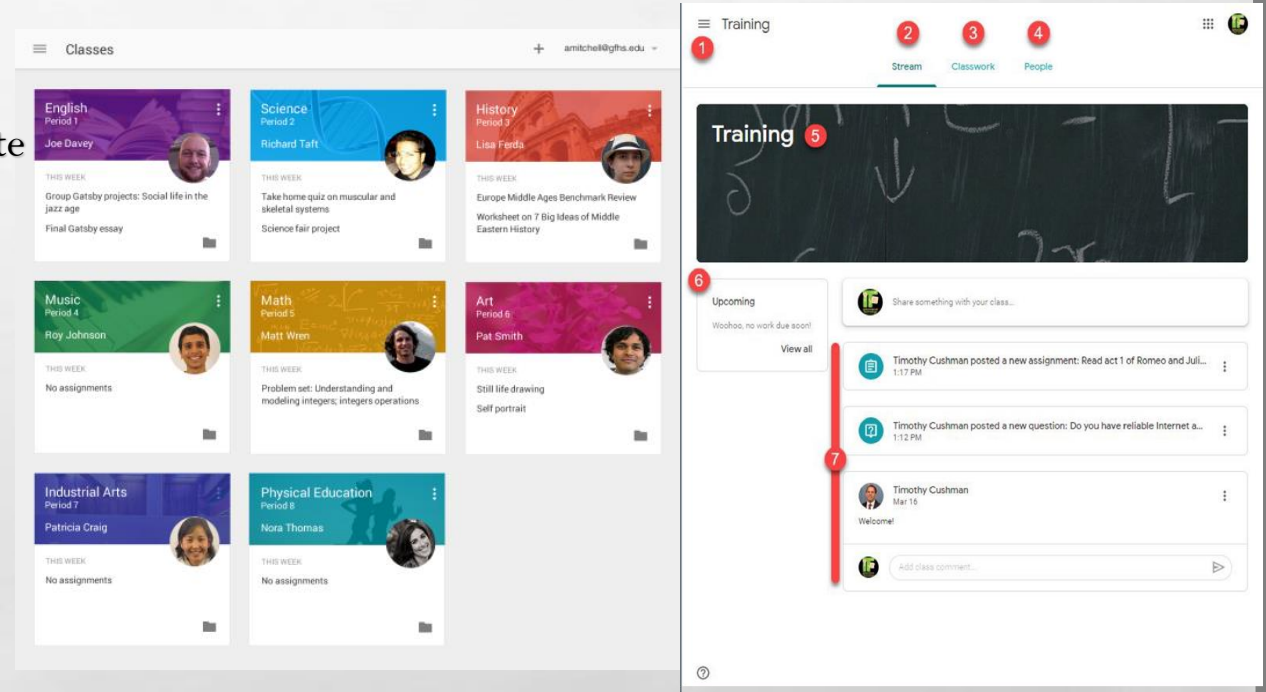
This will display a tile for each classroom your child is currently enrolled in.

Click on the name of the classroom you would like to view.

The following slides will assist you with helping your child navigate their Google Classroom.

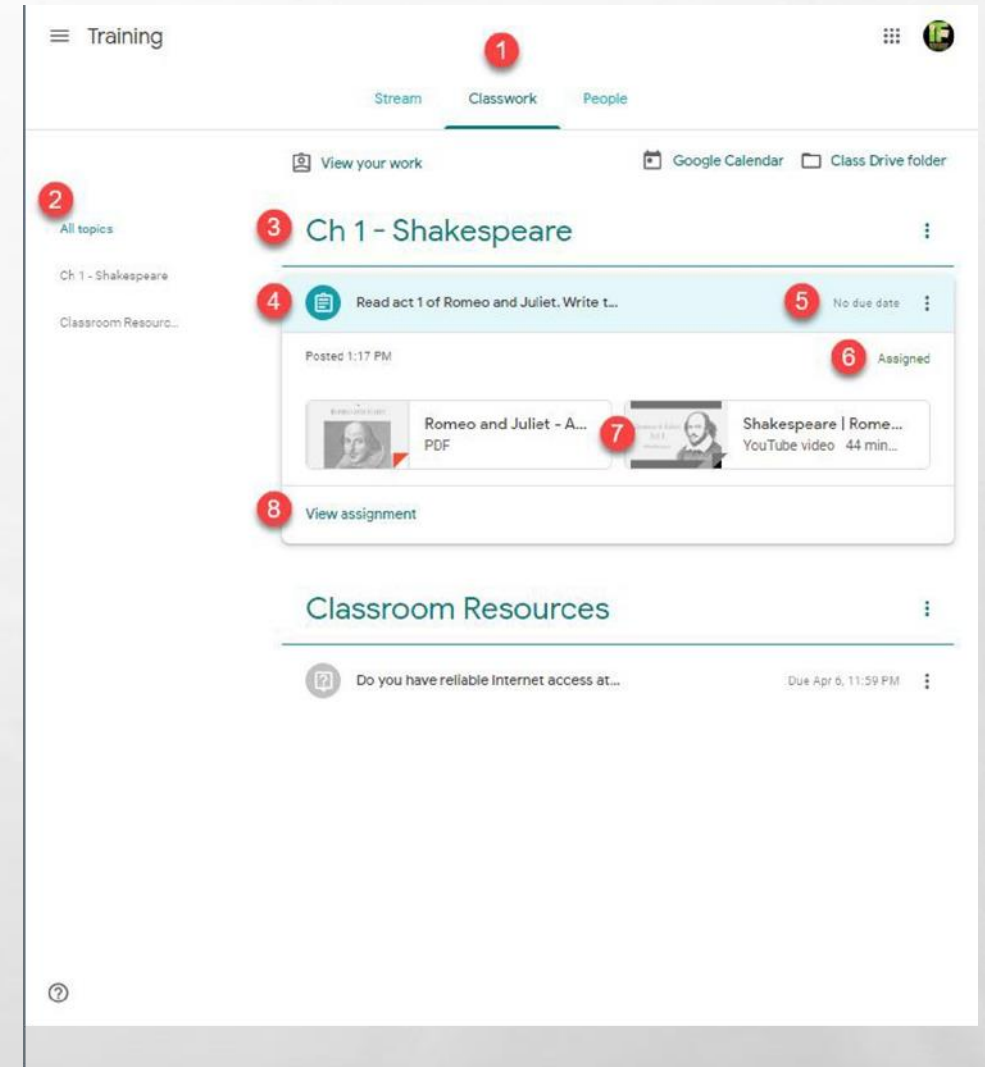
Google Classroom- Class Screen

1. Class Menu-switches between classes
2. Stream- general announcements and discussion board
3. Classwork- assignments and materials for class
4. People- contact teachers and classmates
5. Current Class Name
6. Upcoming- assignments that are due soon
7. List of announcements



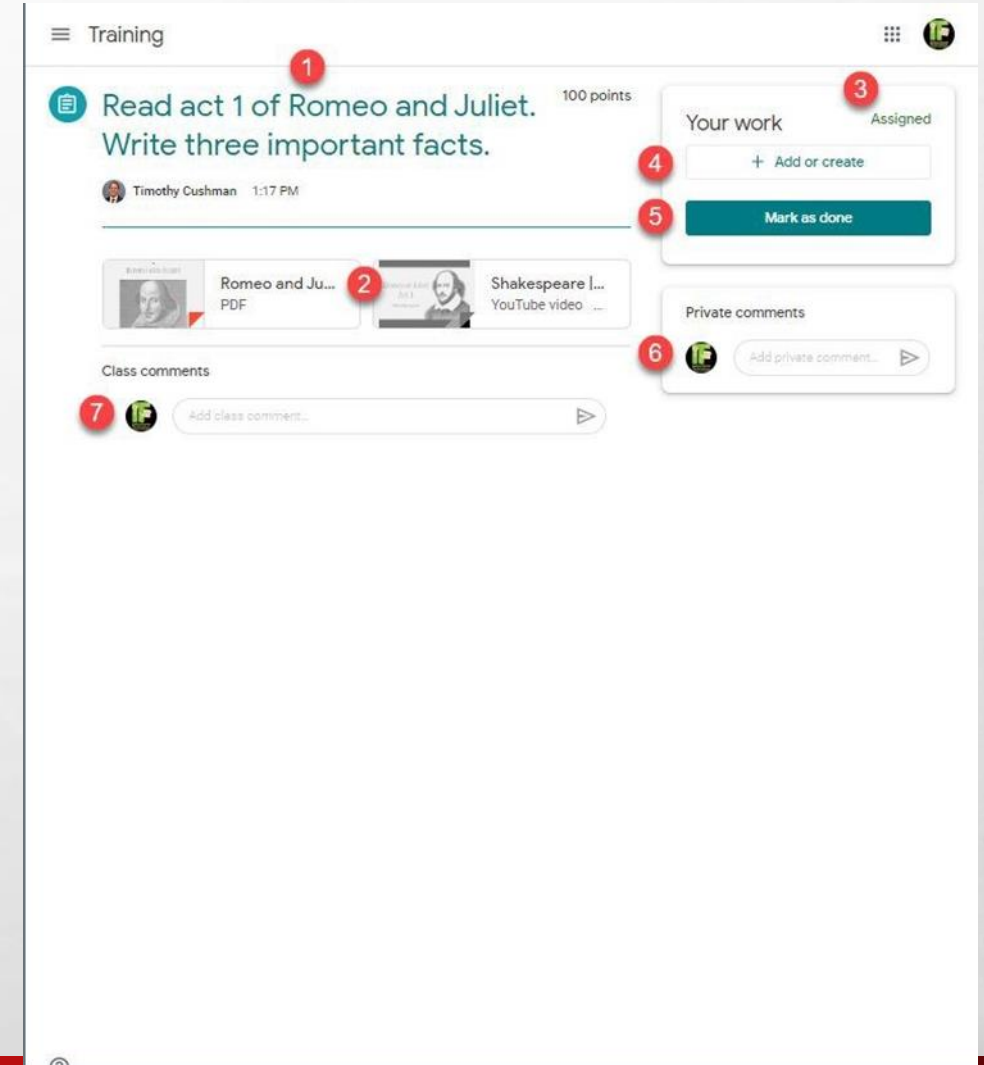
Google Classroom- Classwork Screen

1. **Classwork-** click Classwork to access this screen
2. **All topics-** a list of all topics that have been created
3. **Topic-** topics help sort and categorize the various assignments
4. **Classwork title-** name of an assignment, question, or class materials
5. **Due date-** when the classwork item is due
6. **Classwork status -** assigned, submitted, returned, late
7. **Attached files/links-** items necessary to complete the assignment
8. **View assignment -** click to view more details and submit the assignment upon completion.



Google Classroom- Assignment Screen

1. **Classwork title-** name of an assignment
2. **Attached files/links-** items necessary to complete the assignment
3. **Assignment status-** assigned, submitted, returned, late
4. **Add of create-student** can add files or create new files for this assignment
5. **Mark as done-** student will click 'Mark as done 'to submit this assignment upon complete
6. **Private comments-** comments that only the student and teacher can view
7. **Class comments-** comments that ALL students and the teacher can view



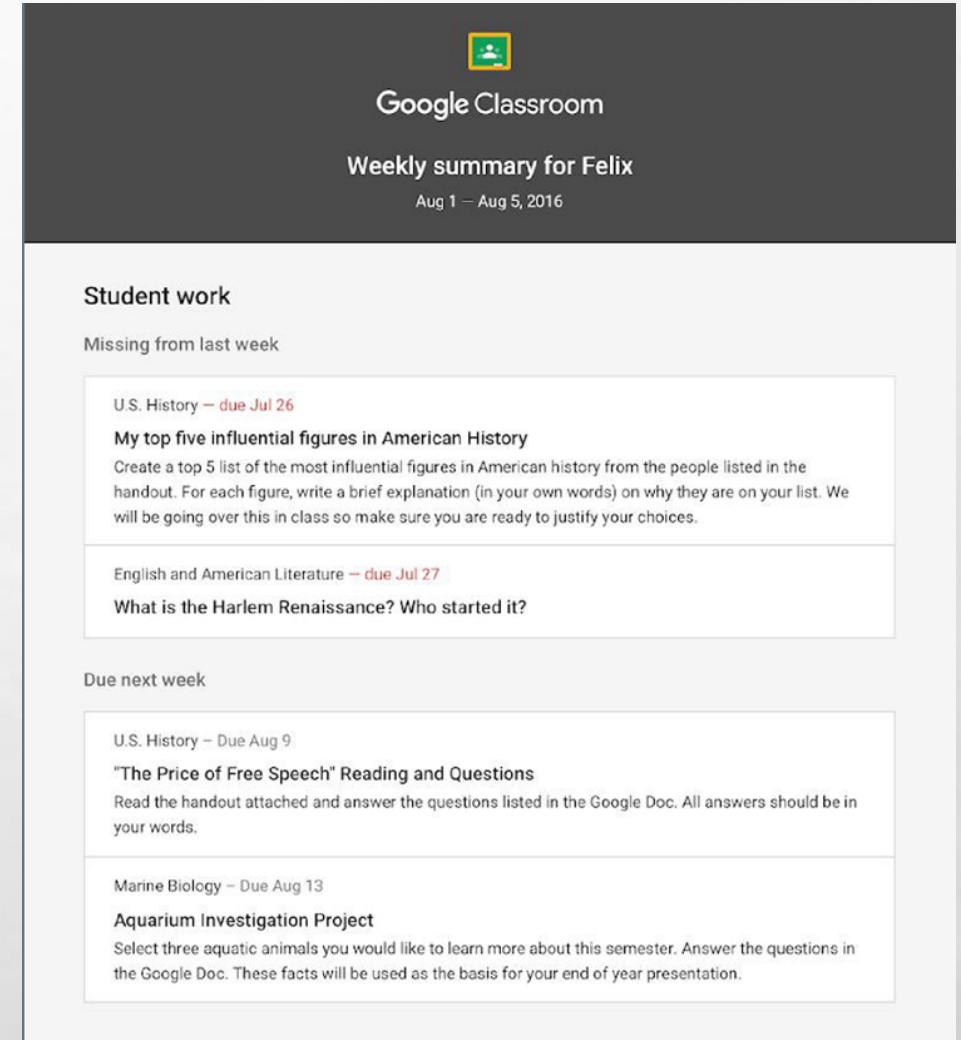
How can you receive Guardian Email Summaries


1. Parent/guardian sends an email to the teacher to request an invite as a guardian.
 2. The teacher can add you as a guardian in Google Classroom which will send you an email invitation.
 3. In your email program, open the email invitation and click accept.
- **If you're not the guardian, click 'I'm Not The Guardian.'**
 - **You can choose the frequency of the emails, such as daily or weekly.**
 - **You can unsubscribe or remove yourself from Classroom at any time.**

What do Guardian E-mail Summaries include?

- **Missing work-** work that is late at the time the email was sent
- **Upcoming work-** work that is due today and tomorrow (daily emails) or work that is due in the upcoming week (weekly emails)
- **Class activity** - announcements, assignments, and questions recently posted by teachers

****Guardians will NOT be able to view their child's work or assignment details through email summaries. This is only a summary.**




Google Classroom
Weekly summary for Felix
Aug 1 — Aug 5, 2016

Student work

Missing from last week

U.S. History — due Jul 26
My top five influential figures in American History
Create a top 5 list of the most influential figures in American history from the people listed in the handout. For each figure, write a brief explanation (in your own words) on why they are on your list. We will be going over this in class so make sure you are ready to justify your choices.

English and American Literature — due Jul 27
What is the Harlem Renaissance? Who started it?

Due next week

U.S. History — Due Aug 9
"The Price of Free Speech" Reading and Questions
Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.

Marine Biology — Due Aug 13
Aquarium Investigation Project
Select three aquatic animals you would like to learn more about this semester. Answer the questions in the Google Doc. These facts will be used as the basis for your end of year presentation.

Who do I contact if I have technical issues?

Help Line: 504-308-3374 3:30 pm - 6:30 pm Monday-Thursday

ELL Help Line: 504-308-3369 3:30 pm -7:30 pm Monday- Thursday

Dr. Martin L. King Elementary School lluna@mlknola.org
cclark@mlknola.org

Dr. Martin L. King High School lguidry@mknola.org Technology Officer greed@mlknola.org