

# How to use Google Classroom



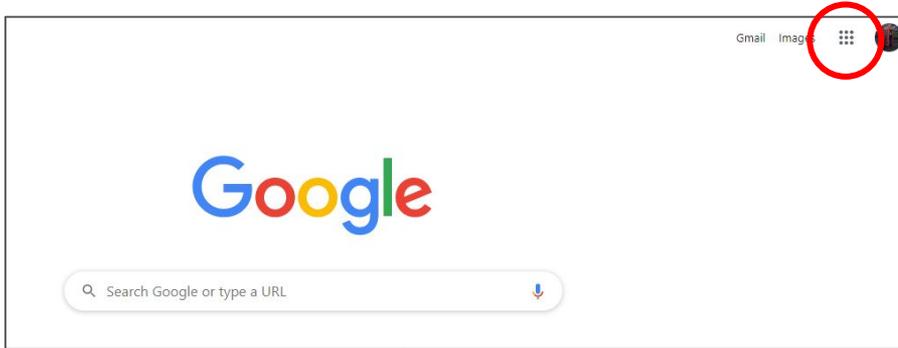
Google Classroom

Classroom helps classes communicate, save time, and stay organized.

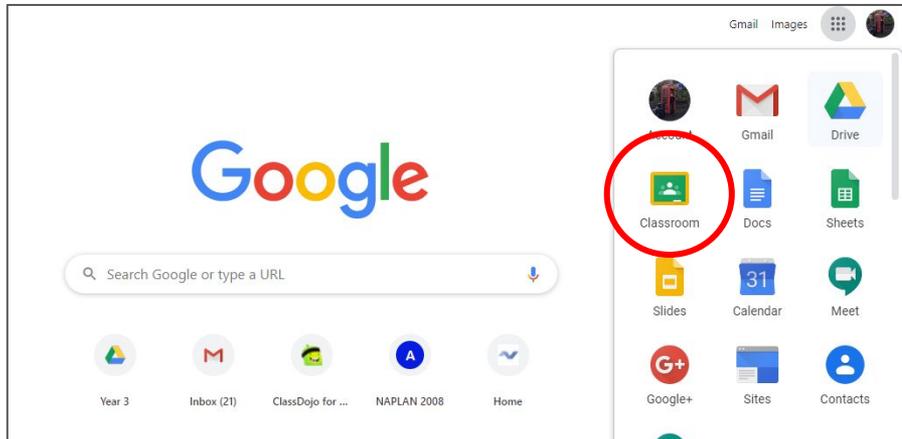
[Learn more](#)

# Logging in

*Students must log in to their Google Suite Account to be able to access their Google Classroom.*



Go to your Google homepage and click on the Google App menu.

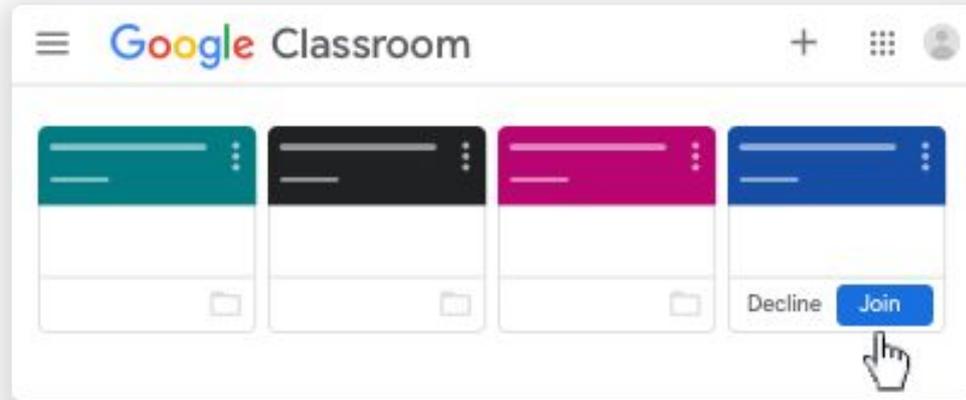


Find the Google Classroom App and click on it to open Google Classroom.

# Join a Class

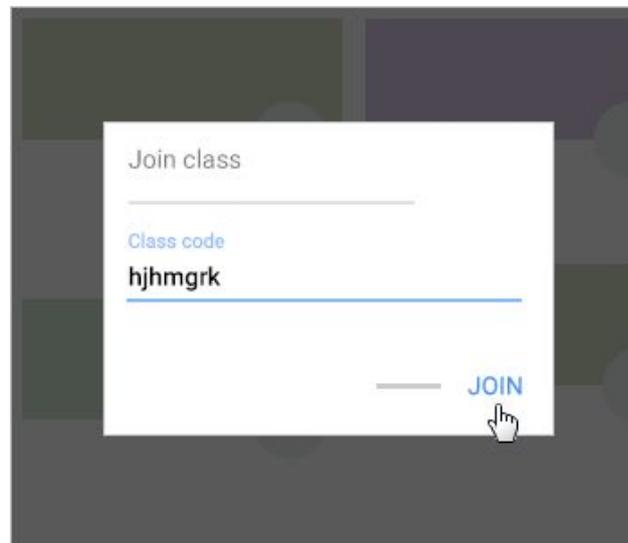
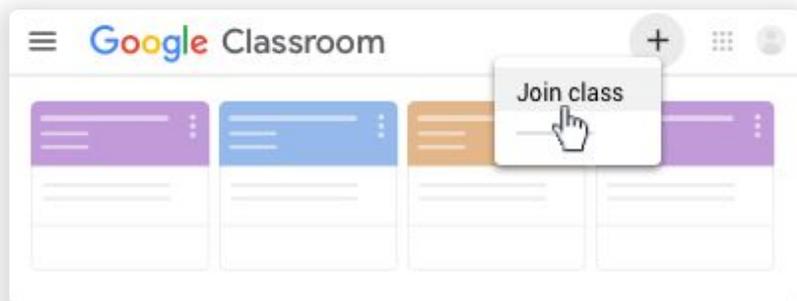
Your teacher may send you an email with a join link to your school Gmail account, click on it to open Google Classroom.

You'll see **Join** on the class card on your Classroom homepage.



# Join a Class - with a code

Open Google Classrooms, at the top, click Add then > Join class.

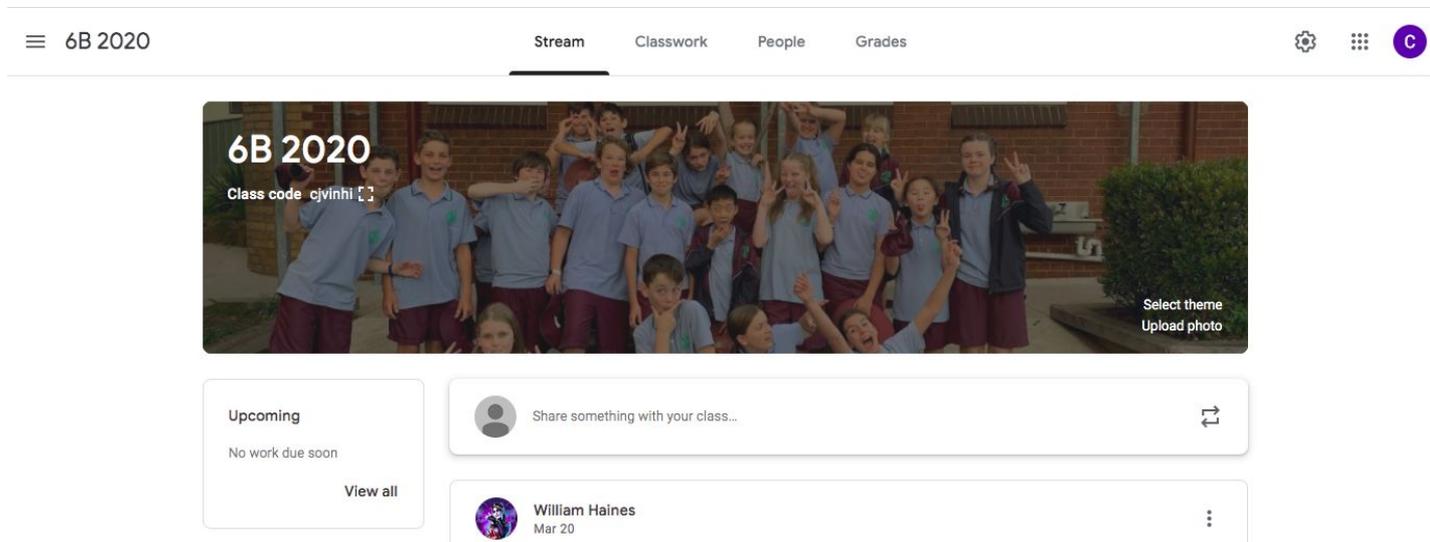


Enter the class code your teacher gave you and click **Join**. A class code consists of 6 or 7 letters or numbers. For example, hjhmgrk.

# See your Class Information

You can see your class information on the Stream page. If your teacher added this information, it may contain the class's subject and description.

Open your Class and click **Stream**.



The screenshot shows a user interface for a class stream. At the top left, there is a hamburger menu icon followed by the text "6B 2020". To the right of this are four navigation tabs: "Stream" (which is underlined), "Classwork", "People", and "Grades". Further right are three icons: a gear for settings, a grid of dots, and a purple circle with a white letter "C".

Below the navigation is a large banner image of a group of students in school uniforms. Overlaid on the top left of the banner is the text "6B 2020" and "Class code civinhi". On the bottom right of the banner, there are two links: "Select theme" and "Upload photo".

Below the banner are two white rounded rectangular boxes. The first box on the left is titled "Upcoming" and contains the text "No work due soon" and a "View all" link. The second box on the right is a sharing prompt with a person icon, the text "Share something with your class...", and a share icon.

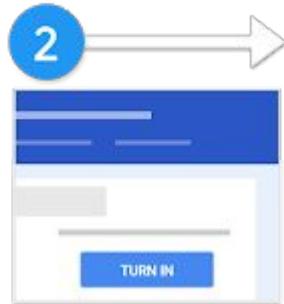
Below the sharing prompt is a post by "William Haines" dated "Mar 20", featuring a profile picture and a vertical ellipsis menu icon.

# Share work through Google Classroom

- Classroom works with Google Docs, Google Drive, and Gmail so teachers can assign work to students.
- Teachers can attach documents, links, and images to their assignments.
- Teachers can set when students will see assignments and their attachments.
- Students sign in to Classroom, see their upcoming work, and complete it online.
- When a student turns in work, the teacher sees it on the Stream page.



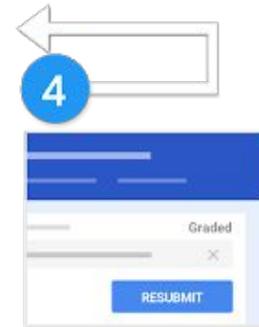
Teacher creates an assignment and attaches files.



Students attach materials or edit files from their teacher and turn in their work



Teacher grades and returns the students' work.



Students see their feedback. They can edit and resubmit their work, if needed.

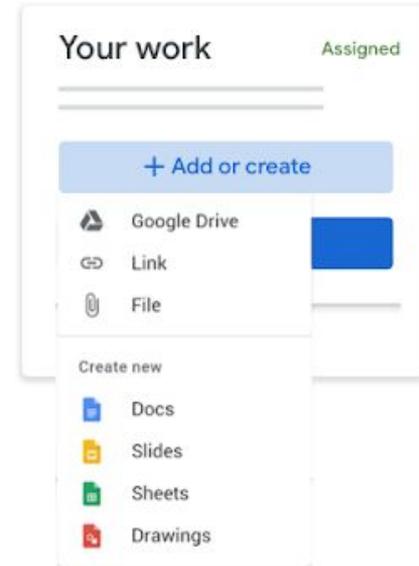
# Submitting Tasks

Depending on the task, you can turn in a personal Doc that your teacher assigns to you, create your own Google Doc, or add files.

Go to your Class Stream page.

Under **Your Work**, click **Add or Create** > select Google Drive , Link , or File .

Select the attachment or enter the URL for a link and click **Add**.



# Email your Teacher

1. Open your Classroom Stream.
2. Click **People**.
3. Next to the Teacher's name, click **Email** .
4. Type your email and press **Send**.

