How to use Google Classroom
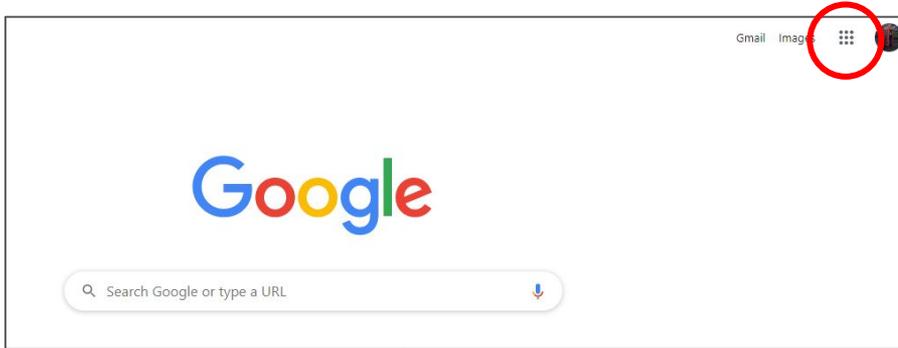

Google Classroom

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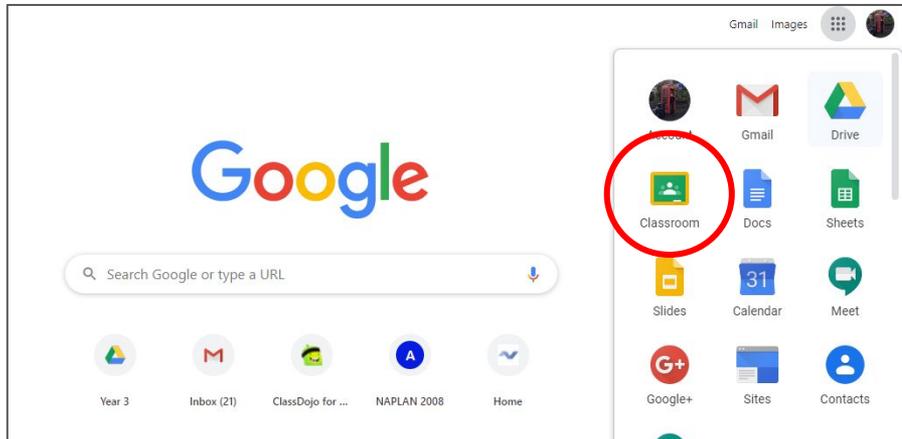Learn more

Logging in

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

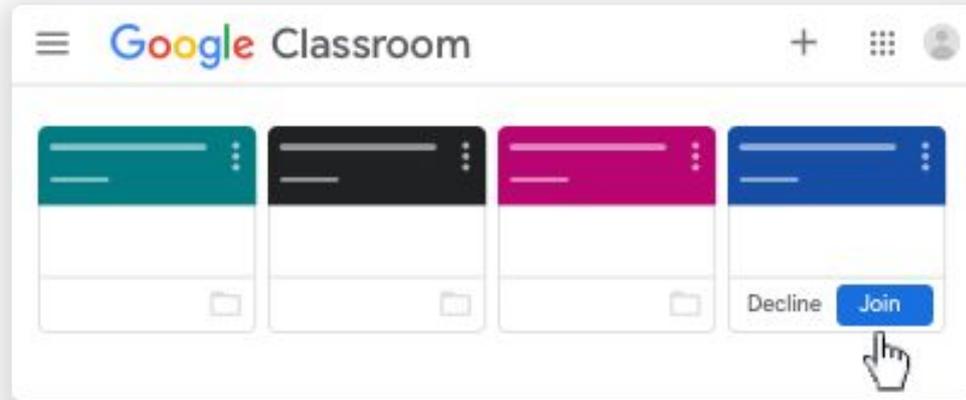Go to your Google homepage and click on the Google App menu.

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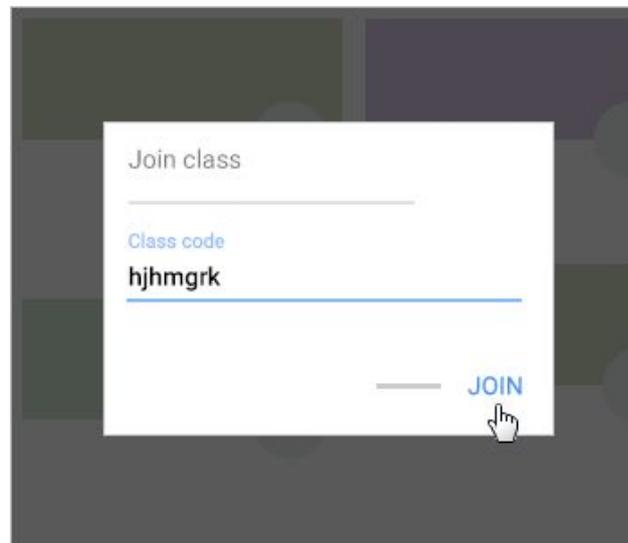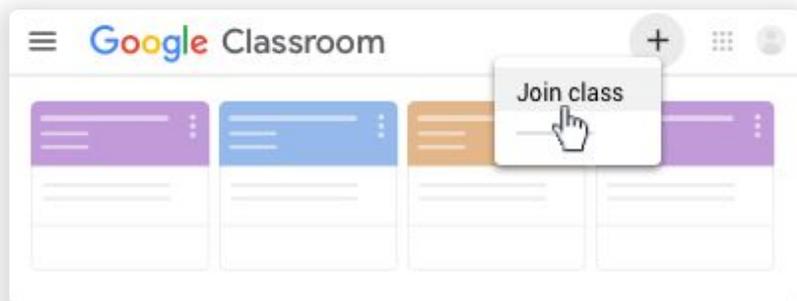
Join a Class

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

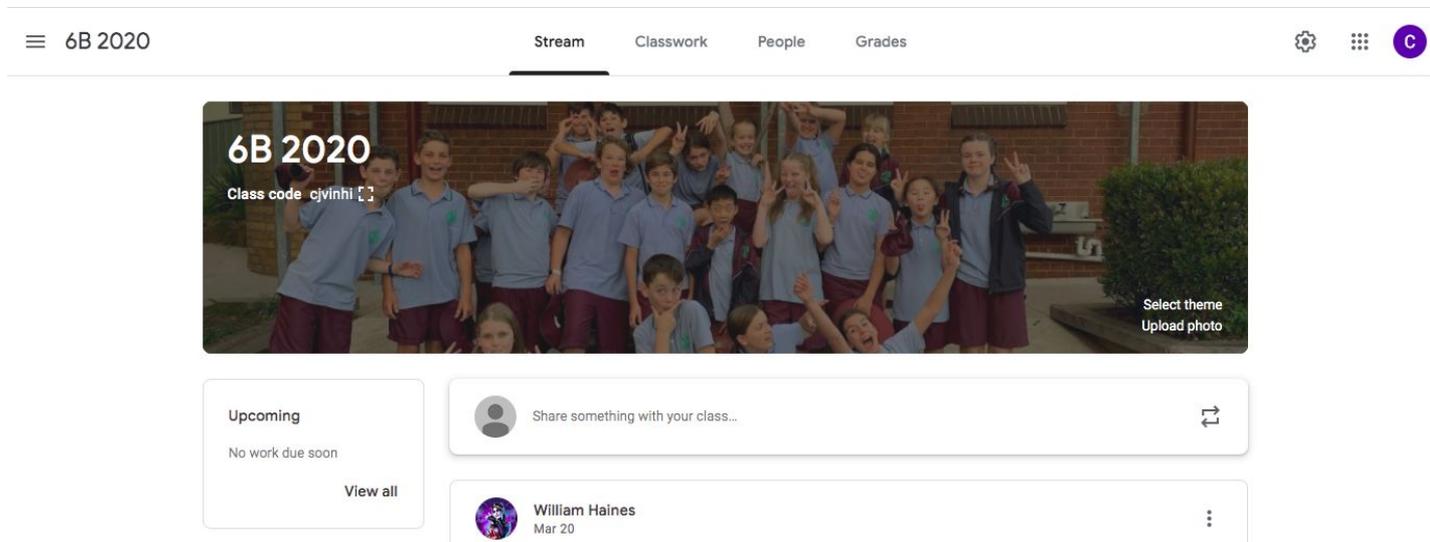Open Google Classrooms, at the top, click Add then > Join class.

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.**

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.
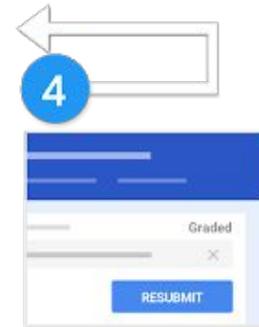
Teacher creates an assignment and attaches files.
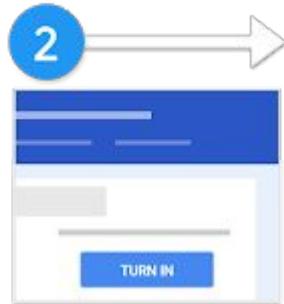
Students attach materials or edit files from their teacher and turn in their work

Teacher grades and returns the students' work.

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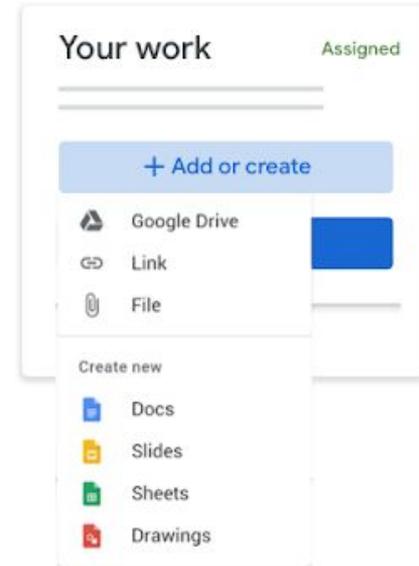
Submitting Tasks

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**.