

Helping Your Student Stay Connected While Away From School – Navigation & Google Classroom

● How to Access Student Email

Email is the official communication of the district. As such, making sure that your student is checking their email every day is vital. Notifications about assignments, Google Meet invites, and grade updates will all go to your student's email account. Checking it daily will help them stay up to date.

Accessing your student's email is a simple process. While logged in to Google, navigate up to the nine dot icon near your student's profile.

Click on the icon that says Mail.

Alternatively you can go to mail.google.com or click on *Gmail* by the student's profile.

● How to Access Google Classroom

Student's assignments, grades, class information, and more are all accessed through Google Classroom. Student's to-do work is found here as well which is handy for seeing upcoming assignments that are due.

To access Google Classroom is almost the same as Mail. Navigate to the nine dot icon, and then click on the icon that says Classroom.

● How to Join a Google Meet Session

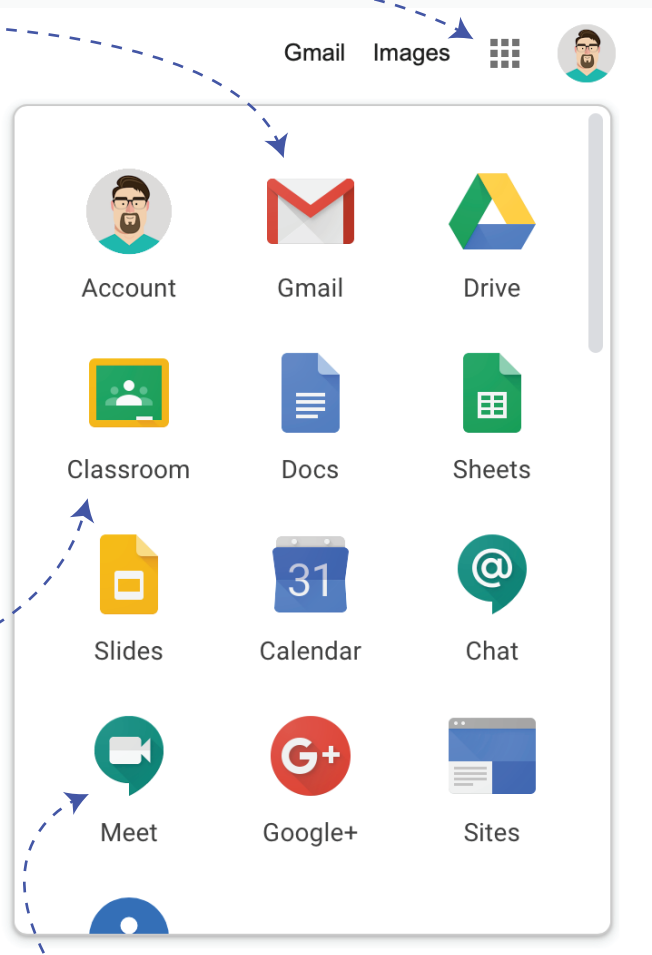
Google Meet is the school's way of keeping up "face to face" contact with your student. Having access to teachers through Google Meet and Google Classroom provides normalcy to the students.

There are a few ways to access Google Meet. To create a new meeting go to the nine dot icon and then click on Meet. You would then click on Join. This is only for if students want to create their own meeting links to invite others to join.

More likely, students should be accessing previously created Google Meet links.

To access already created Meet locations, go through Google Classroom.

The links will be within the student's Classwork Tab usually with some sort of heading for Google Meet and might look something like this. The headings may differ to say **Class Meeting** or **Meeting-place**.



Google Meet Link

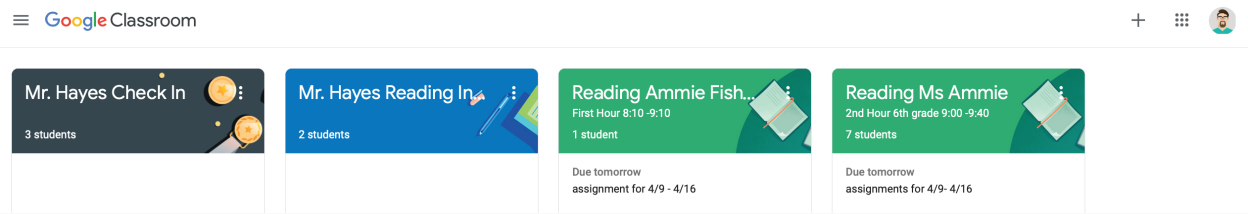


Link to the Google Meet Page



● Google Classroom Basics

Google Classroom is where Teachers and Students can communicate together, work on assignments, and interact with one another. While in Google Classroom you should see something like this as your home page:



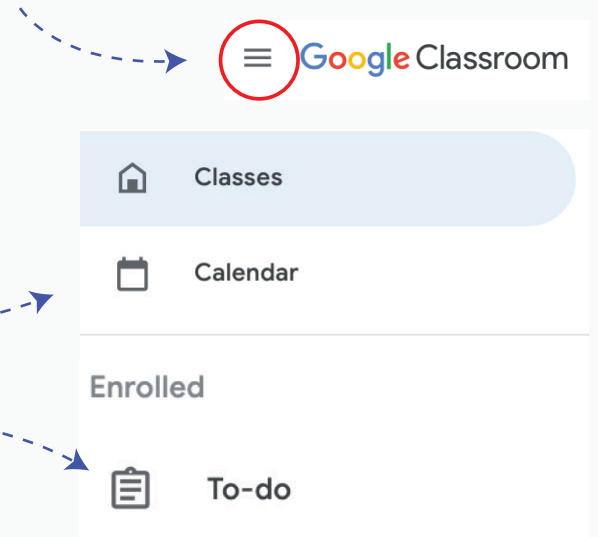
From here you can access each of your individual classes and their content. Another helpful place is within the side bar menu located at the top of the screen to the left of Google Classroom.

● Google Classroom Sidebar

Within the Sidebar of Google Classroom you can find a lot of helpful locations and tools.

You can see all of the classes that the student is enrolled in at a glance and navigate to them through the menu. You can also access the calendar which will show you when assignments are due.

You can also navigate down to the To-Do section of the menu. This will show you current and missing assignments that are due or you can click on 'Done' to see work that has already been completed.



● Classroom Navigation

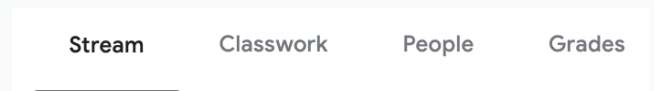
While in a specific classroom you should see these headings at the top:

Stream is where any update to the class gets posted.

Classwork contains all of the work that students have access to. This includes Google Meet links as well as assignments.

The **People** tab shows the students and teachers contained within each class.

The **Grades** tab is used to access student grades and progress.

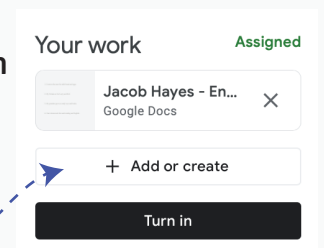


● Submitting Assignments Via Photo

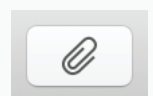
The school is not accepting physical homework back into the school at this time.

In order to turn in hard copy assignments, we recommend asking your teacher what they prefer. Two of the most common ways of turning in physical assignments are to either take a photo and turn it in directly in Google Classroom or to take a photo and email it to the teacher.

Using Google Classroom to turn in photos of assignments is easiest through the app if you have it downloaded on another device. It can be done on any device by attaching the image through the + Add or Create menu.



To email a photo to a teacher simply take a photo, get an email ready to send (preferably on the same device to avoid file transfer), and attach the image before you send it. The attachment button looks like a paperclip on most devices.



● Turning in Assignments on Google Classroom

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

If your teacher assigned an assignment with documents pre-made for each student, your own version will be in that assignment and will automatically fill here:

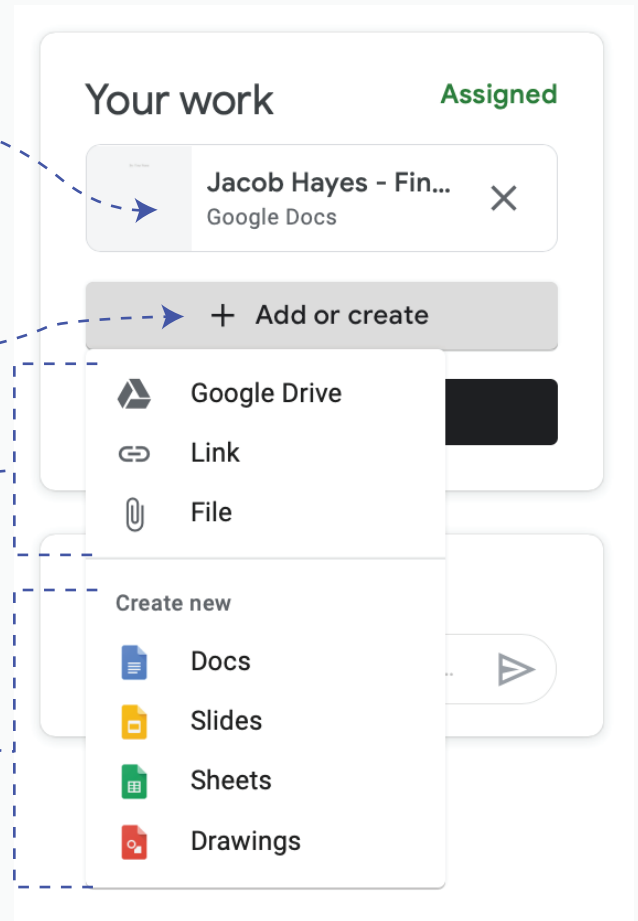
To turn in an assignment, go to Google Classroom and click on the class > Classwork > the assignment.

Click on **+ Add or create** to attach a new document or an already existing one.

For an existing document, link, or file click here:

To create a new document to turn in click here:

Once you have attached your assignment click **Turn in** and confirm.



● Checking for Late or Missing Assignments

Your teacher sets the late work policies for your class. However, Classroom doesn't prevent you from turning in late work.

When your teacher assigns work, it's marked Assigned. If you don't turn in your work on time, it's marked Missing or Done late as soon as the due date or time arrives. For example, if work is due at 9:00 AM, turn it in by 8:59 AM. If you turn it in at 9:00 AM, it's late.

While in Google Classroom go to your classes. While on the class icon click on **Your Work**.

Assigned—Work assigned by your teacher. Check the due date.

Turned in—Work you turned in on time.

Graded—For graded work that your teacher returned, you see your grade.

Returned—For ungraded work that your teacher returned, you see a check .

Missing—Work you didn't turn in.

Turned in: Done late—Work you turned in late.

