Parent help guide for Google Classroom

1. What is Google Classroom?

Google Classroom provides a system for teachers to create, share, and grade classwork and for children to access and complete assignments. Classroom works with other G Suite applications, such as Google Drive, Docs, and Meet.

2. How do children access Google Classroom?

To access Classroom, go to https://classroom.google.com in the Chrome browser, then sign in with their G Suite account. You also may install the Google Classroom app on either Android or iOS (and iPadOS) devices.

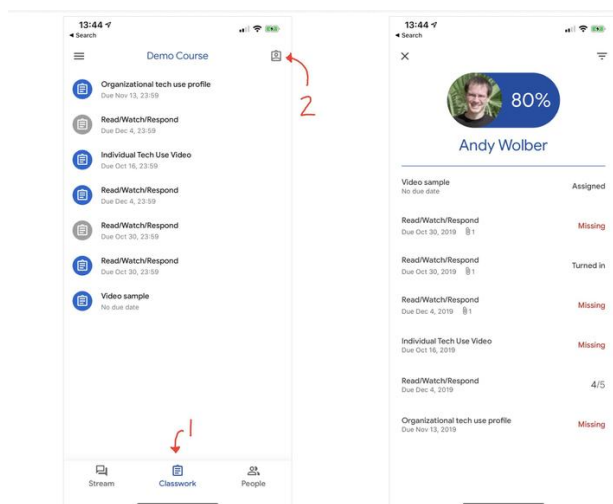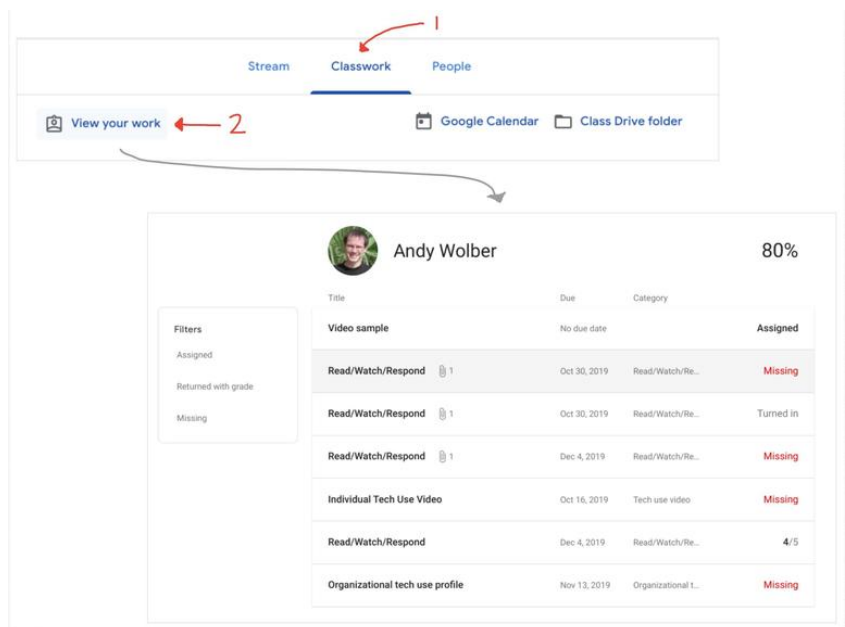## 3. How do children find assignments and due dates, in Google Classroom?

In Google Classroom on the web, available classes display after you sign in. Click on or tap a class, then Classwork (from the top menu), then View My Work (**Figure A**).
Figure A

Within Chrome, choose Classwork, then View Your Work to access your assignments.
In the Google Classroom app on iOS or Android, tap a class, tap Classwork, then tap the student work icon in the upper-right (**Figure B**).
Each assignment is listed with its status (e.g., Assigned, Turned In, or Missing) and due date, if added.

Figure B

Within the Classroom mobile app, tap Classwork, then tap the student work icon in the upper-right to access your assignments. To view assignments that still need to be done, tap the three-horizontal line menu in the upper-left corner, then tap To-Do. To access completed assignments, tap the Done tab.

4. Can children work on assignments without an internet connection?

Childred may work offline with Google Docs, Sheets, and Slides in Chrome, iOS, or Android. In the Docs, Sheets, or Slides mobile apps, go to Settings, then select Make Recent Files Available Offline. Students also may work offline with Google Drive in Chrome on the web: Enable the checkbox next
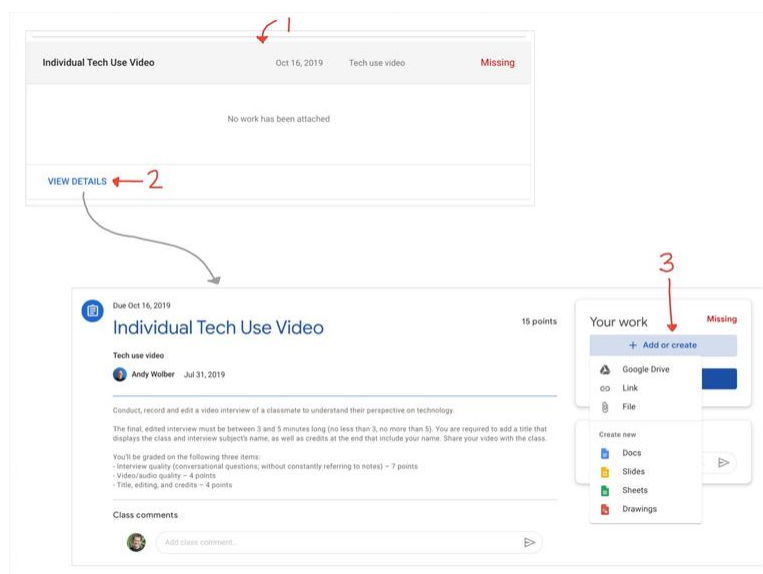
to Offline in Google Drive settings. For more details, see Google's support page to learn how to Work on Google Docs, Sheets & Slides offline.

When you have an internet connection, children may switch between accounts to access apps and files as needed. However, in general, only files for the most recently selected account will be stored offline. If two or more students share a device, avoid switching between accounts when you know you will need offline access.

6. How do children turn in a Google Classroom assignment?
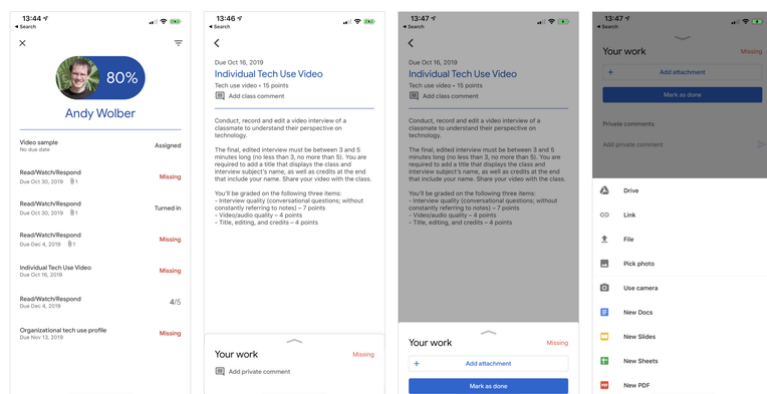
With the assignments list displayed (in Chrome, Class | Classwork | View My Work; In mobile apps, Class | three-horizontal line menu | To-Do), select or tap an assignment. Then, with the assignment details displayed, select or tap either + Add Or Create in a desktop-class browser, or + Add Attachment in the mobile apps. In some cases, you may need to tap Your Work to access the Add Attachment option. See **Figure C** and **Figure D** below, respectively.

Figure C

To turn in an assignment from Classroom on the web, select the assignment from the View My Work list, choose View Details, then choose + Add Or Create, and select an option.

Select a file, link, photo, or document, as appropriate. Repeat the process as needed for as many items as the assignment requires. You also may add private comments that the teacher will receive, if you like. Select Turn In to complete the assignment. If the assignment does not require a document you can choose Mark As Done to let the teacher know the assignment is complete.

Figure D

To turn in an assignment from a Classroom mobile app, tap the assignment from the View My Work list. Then, on iOS devices, tap Your Work. Tap + Add Attachment, then select an option.

7. How can I learn more about Google Classroom?

If you or your student need technical help with Classroom, explore the support pages linked above first. Google provides a detailed set of support pages for students, teachers, parents, and guardians that cover all aspects of the service. Google offers additional information via Twitter, Facebook, and the Google for Education blog. Next, if your questions remain unanswered, ask your student's teacher. At that point, if you still have challenges, contact the technology support team for your school.