"Our vision is to be the school of choice for our local community, developing successful young people with high **aspirations**, who show **respect** for all and **endeavour** to become the very best that they can be."

The Student's Quick Guide to using Google Classroom
Parents: you can use this too!

Welcome to the **RVHS guide on how to use Google classroom** effectively and efficiently. Included in this document is a step by step guide on how to access the resources & lesson tools that your teachers have provided for you to complete. Please read this document carefully and click on the helpful video clips as you go!

Find the sections you need help with by using the box below:

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Google Classroom Homepage:

On the Google Classroom Homepage, you are able to view all of you classes and access all of the work that your teacher has set for you to complete

Google Classroom Homepage:
Below is an example of a Google Classroom homepage. There is a "card" for each class that you have joined.

1. Click the title of the class to go directly to that class.

2. Click the folder icon in the bottom-right of each card to go directly to the folder for that class in Google Drive.

3. **Unenroll**: DO NOT unenroll from a Class unless your teacher has instructed you to do so!
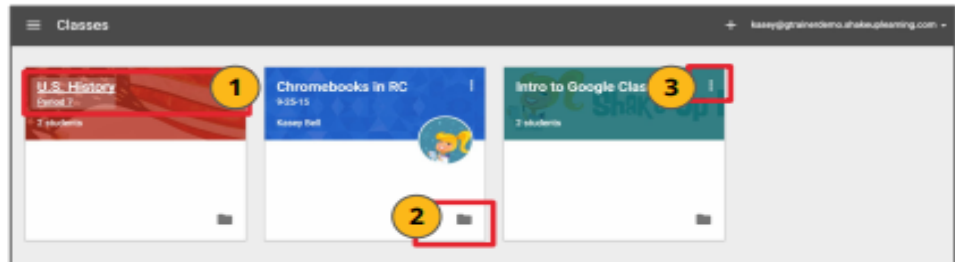
Google Classroom Navigation:
To navigate to your Google Classroom homepage and the other classes you have joined, click on the menu in the top-left of your screen (three lines). You can click on any section to go directly to that page.

In this menu, you will see the following options:

1. **Classes** (Google Classroom Homepage)

2. **Classroom Calendar**

3. **Work** (assignments related to your classes)

4. **Classes**

5. **Archived Classes** (Classes you are no longer enrolled in.)

6. **Google Classroom Settings:**
The last option at the bottom of your main menu on the Google Classroom homepage is Settings. Here, you can:

- Change or add a profile picture

- Go to your Google account settings

- Turn on/off email notifications
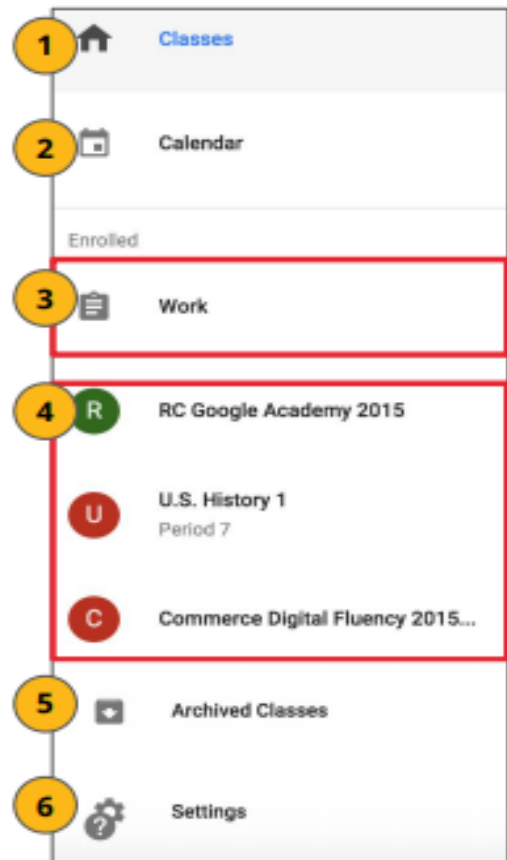
Section Two: Logging into Google Classroom

- To first log in go to www.classroom.google.com
- The first time you arrive at the Google Classroom website you will see a screen like the one below.
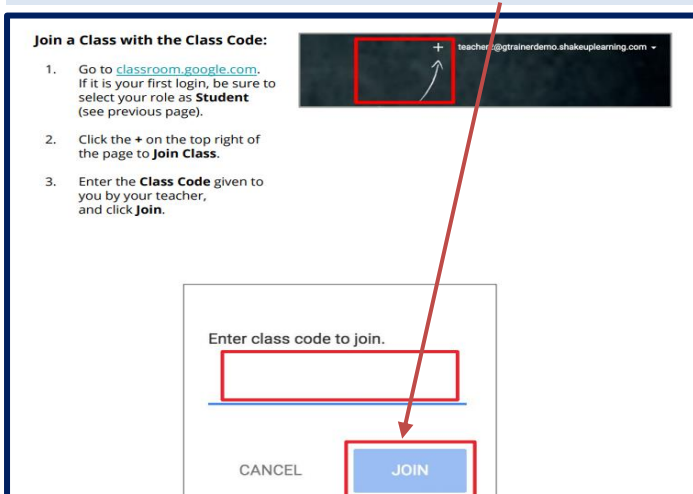- Scroll down and choose student as your role.
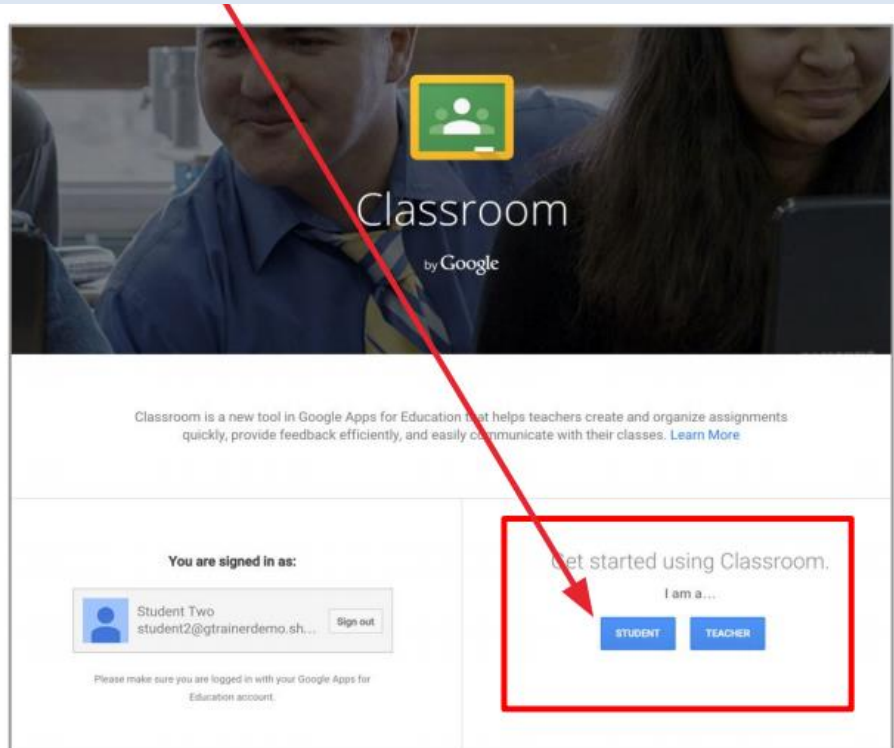
Section Three: Joining the correct classrooms

- Join a Class with a Class Code: For your class code, these are available on 'Show My Homework' and in the 'Home Learning Booklet' that has been emailed to your parents.

Join a Class with the Class Code:

1. Go to classroom.google.com. If it is your first login, be sure to select your role as **Student** (see previous page).
2. Click the **+** on the top right of the page to **Join Class**.
3. Enter the **Class Code** given to you by your teacher, and click **Join**.

Enter class code to join.

CANCEL   JOIN

- Your RVHS google mail login details are needed for access to google classroom.
- Your Email address is the year you started RVHS (2019=19) followed by your first initial and surname. Do for example:

    19plarkin@rodingvalley.net.

- You should know your own password. If you don't, please contact plarkin@rodingvalley.net

The Student's View:

'**The Stream**' is where announcements and other useful information posted by your teacher!

The Stream is where students can view and access announcements, assignments, discussion topics, and comments. If enabled by the teacher, students can also add posts and leave comments.

Below are directions and reminders for students.

U.S. History Period 7

Kasey Bell

STREAM   CLASSMATES   ABOUT
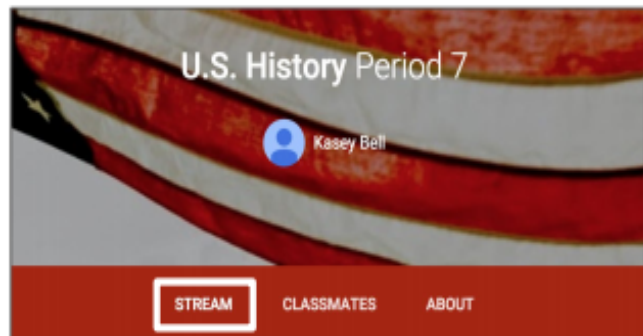
Add a Student Post to the Stream:

Click the **+** in the bottom right of the screen, and then choose **Create Post**.

Create post

- Add the text of your class post. **Remember, this is viewable by your teacher and the entire class.**

  o Use the post to ask a relevant question about class or assignments, collaborate with other students in your class, or to share relevant resources related to the class subject and topics.

  o **Note:** Your comments are saved, even after they have been deleted. **Your teacher can always see what you share so keep it appropriate!**

Post   ✕

Type your post here.

CANCEL   POST

① ② ③ ④
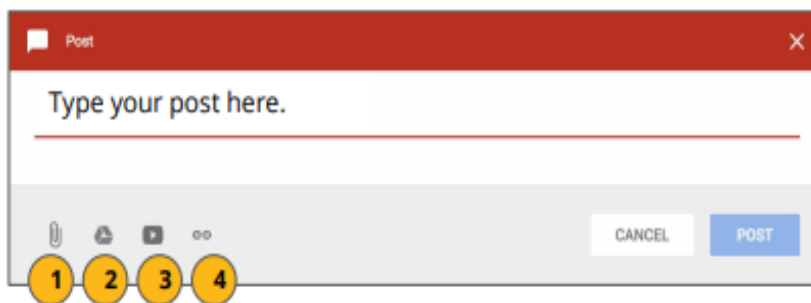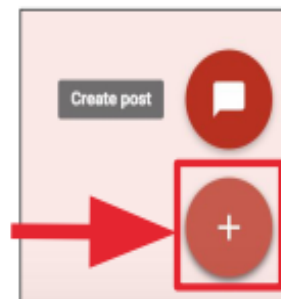
Optionally add other content to your posts:

① **File Attachments:** files saved locally on your computer or device.

② **Google Drive:** Files saved in your Google Drive.

③ **YouTube videos**

④ **Web Links** to outside websites, resources, etc.

Student's View of Announcements:
Announcements will appear in the **Stream**, and are generally read-only, but students have the option to leave a **class comment** if this has been enabled by the teacher. Class comments are viewable by the teacher and all students in the class. If the announcement has attachments, the students can also view the files, links or videos.
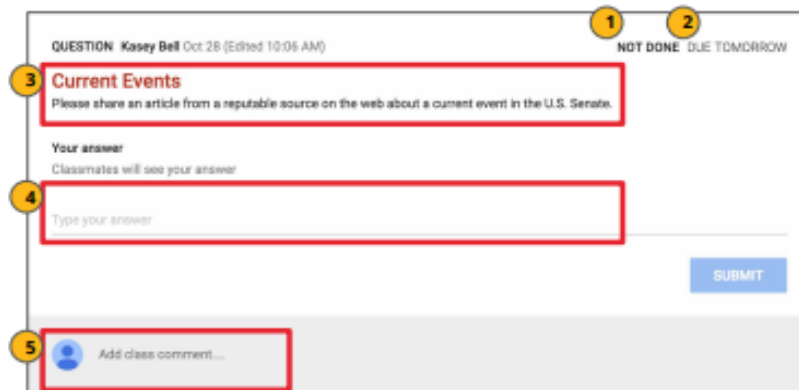
ANNOUNCEMENT Kasey Bell 10:00 AM

Welcome to U.S. History!

Add class comment...

Student's View of Questions in the Stream:
When a discussion question has been assigned to students, it will immediately appear in the **Stream**. Students will see the following options in the **Stream**.

(1) Completion Status (not done or done)

✓ DONE

(2) Due Date (Students will also see if their assignment is **Late**.)

! LATE

(3) Title and Description of the Discussion

(4) Your Answer: This is where students type their answer. **Students must first submit their own answer before can they view other students' responses.**

(5) Add a Class Comment: Use this space to ask questions or for general comments. **This is NOT where you type your answer to the question**.

QUESTION Kasey Bell Oct 28 (Edited 10:06 AM)   (1) NOT DONE (2) DUE TOMORROW

(3) **Current Events**
Please share an article from a reputable source on the web about a current event in the U.S. Senate.

Your answer
Classmates will see your answer

(4) Type your answer
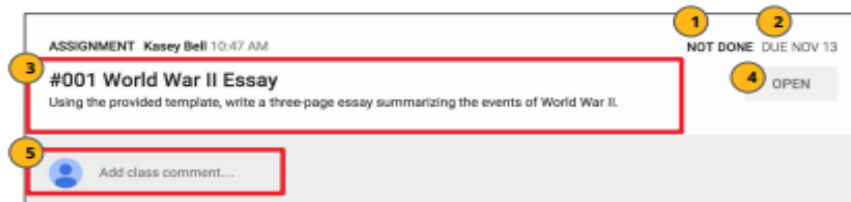
SUBMIT

(5) Add class comment...

Note: The title of the question is clickable and will take students to another page for that question. Students will still have the option to type their response on this page, but they will also see the option to leave a **private comment**, which is only viewable by the teacher. **Type your answer in the answer response field, not as a comment or private comment.**

Student View of Assignments:
Posted assignments will appear in the **Stream**. You may be prompted to refresh the **Stream** or assignment to see the latest updates. Students also have the option to leave a **class comment** if this has been enabled by the teacher. Class comments are viewable by the teacher and all students in the class.

Students will see the following information and options for each assignment in the **Stream**.

(1) Completion Status (not done or done)

(2) Due Date (Students will also see if their assignment is **Late**.)

(3) Title and Description of the Assignment

(4) Open: Click this button to open the assignment details page.

(5) Add a Class Comment: Use this space to ask questions or for general comments.

ASSIGNMENT Kasey Bell 10:47 AM   (1) NOT DONE (2) DUE NOV 13

(3) #001 World War II Essay
Using the provided template, write a three-page essay summarizing the events of World War II.   (4) OPEN

(5) Add class comment...

Student View: Assignment Details
Please ensure that you read your assignment details so you fully understand what you need to do.

Student View of Assignment Details Page:
Students should develop the habit of clicking Open or clicking on the title of the assignment to open the assignment details page. On this page, students will have additional options for the assignment.

1. **Title of Assignment, Description, and Due Date**

2. Under **Your Work**, Students will see any file attachments or templates the teacher has created or attached for students. Note: **If the teacher has created a template for students to use, students should NOT Add or Create their own unless that is what the teacher has instructed.**

3. **Add**: Here students can add their own files or links.

4. **Create**: Here students can create new Docs, Slides, Sheets or Drawings.

5. **Turn In/Mark As Done**: Students click the "turn in" or "mark as done" button when they have completed the assignment and are ready to submit. **MAKE SURE YOU ARE DONE BEFORE YOU SUBMIT!**

6. Add a **private comment**, which is only viewable by the teacher.
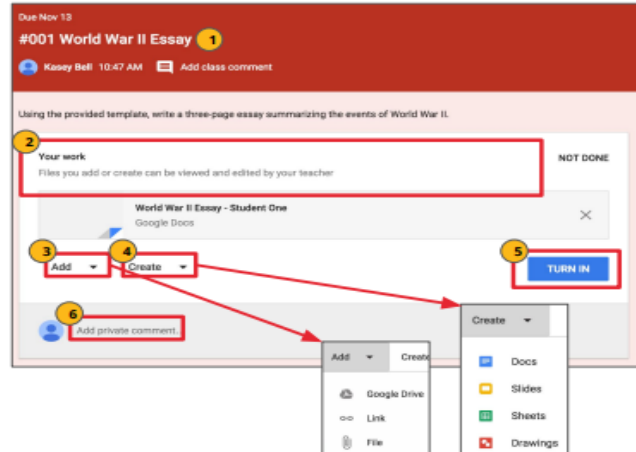
The Turn In Button:
If the teacher has assigned a student their own copy of a Google file type (Docs, Slides, Sheets, or Drawings) as part of the assignment, there will also be a **Turn In** button (top-right) in the Google file next to the share button. (Note: The **Turn In** button changes the ownership of the file from the student back to the teacher, and the student can no longer edit the file.)

Students should submit their work using the **Turn In** button, NOT by sharing with the teacher. The teacher already has the right to view and edit the file.

Turning In Google Assignments:
When a student clicks the Turn In button, a pop-up will prompt them to confirm their submission.
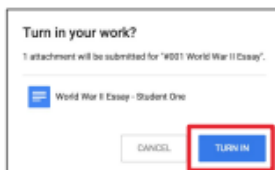
Turning In Other Types of Assignments:
If the teacher has assigned a collaborative Google file (student can edit the file), or other outside types of assignment, The student will see a **Mark As Done** button instead of Turn In. This option will only appear in Google Classroom, not in the file itself.

When students have completed the assignment, they simply click the **Mark As Done** button to let the teacher know they have finished. **Note:** The teacher does NOT receive an alert or email notification when work has been turned in, or marked as done. If a student is turning in late work, it is recommended that they leave a private comment to notify the teacher of late work or special circumstances.
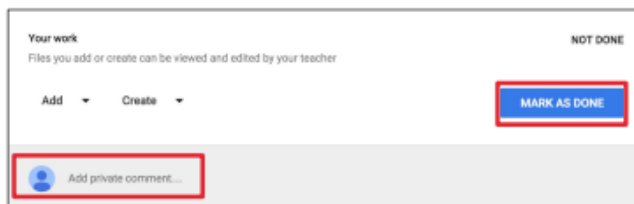
Student View: Turning in Your Work
Please click on these video clips to help you:

- https://youtu.be/5xDIXNTX7J0 from 5.10 minutes in.

- https://www.youtube.com/watch?v=FcA0Epv8Clk

- https://www.youtube.com/watch?v=p0C3s_9DKts

The 'Turn it in' button is what you need to click to submit work!

Please make sure you submit work on time!