

# Google Classroom Instructions

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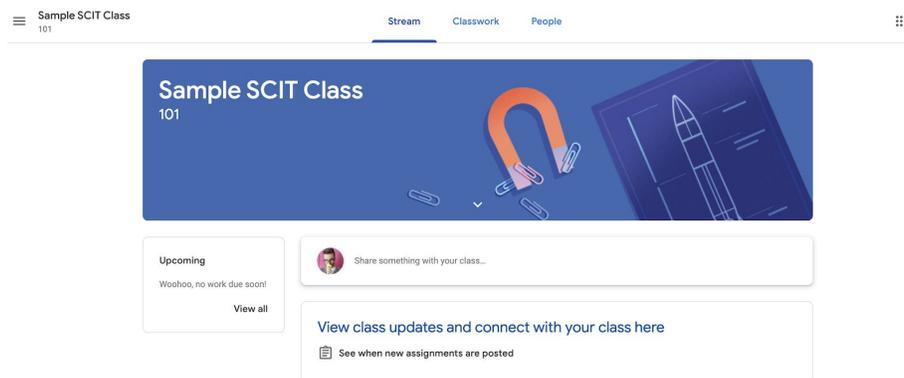
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## Overview of Google Classroom

Google Classroom is Google's easy to use online classroom platform. If you have ever used Gmail or Google Docs, then the learning curve is minimal.

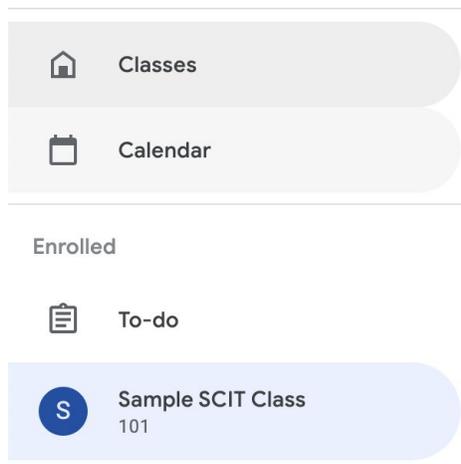
There are three main components of Google Classroom: The Stream (which is what comes up whenever you log into your classroom and contains a high-level overview of what's coming up), Classwork (where you'll find assignments, quizzes, and discussion questions), and People (which is a list of all students currently enrolled in the class).



Each class you are enrolled in will have a separate classroom. You access all of your classes by clicking on the three small lines in the upper left corner of the screen (next to the current course name).

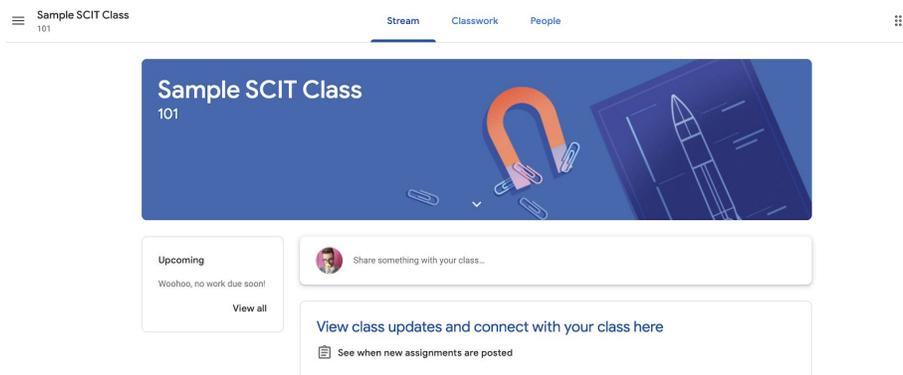
# ☰ Sample SCIT Class 101

This opens up a side panel with a list of all courses you are enrolled in.



## The Stream

Anytime you log into your class, you'll see the "Stream." This is meant to be a high-level overview of everything happening in your class. Under "Upcoming" you'll see any assignments or quizzes that need to be turned in soon. There is also a place next to that box to share anything with your class; if you post something here it will be seen by all students, as well as the instructor. Please only post questions and discussions related to the course.

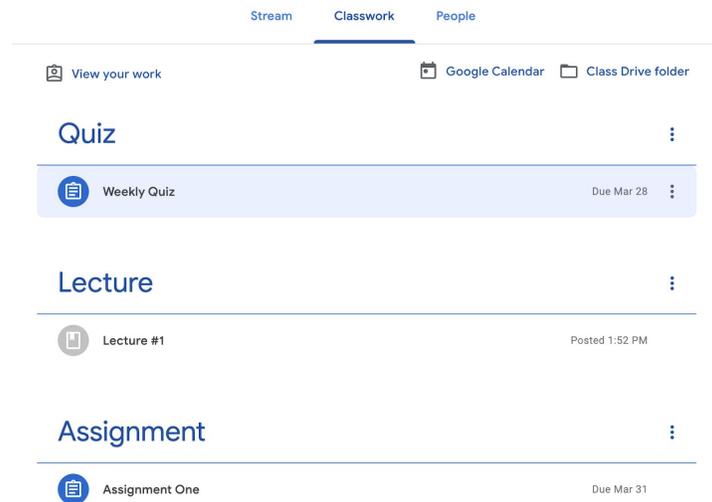


# Classwork

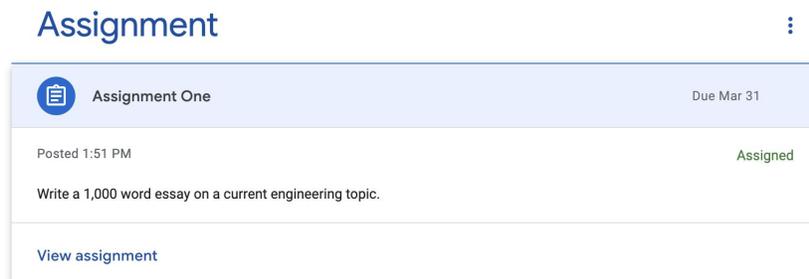
Any class work (i.e. lectures, assignments, discussion topics, quizzes) are found by clicking on the “Classwork” tab.



The Classwork tab will show all of your classwork in one place. The first time you open this section of the classroom, you’ll see everything “collapsed.”



Clicking on any of the assignment or lecture names will show you an “expanded” view. This will show you a description of the work, and give you the option to open it up. If you see “Assigned” in green, then you must turn it in; above the green “Assigned” is a due date.



# Download and View Assignments

Step 1) Click the classroom link.

Test Class

Stream **Classwork** People

Test Class

Upcoming  
Wohoo, no work due soon!  
View all

Share something with your class...

- Saam Shams posted a new assignment: Test Exam #1  
Mar 25
- Saam Shams posted a new assignment: Worksheet 1  
Mar 25
- Saam Shams posted a new assignment: Lecture 1  
Mar 24
- Saam Shams posted a new assignment: Homework 1  
Mar 23 (Edited Mar 24)

<https://classroom.google.com/u/0/w/NTU2NDI0ODc5Njha/t/all>

Step 2) Click the assignment name.

Test Class

Stream **Classwork** People

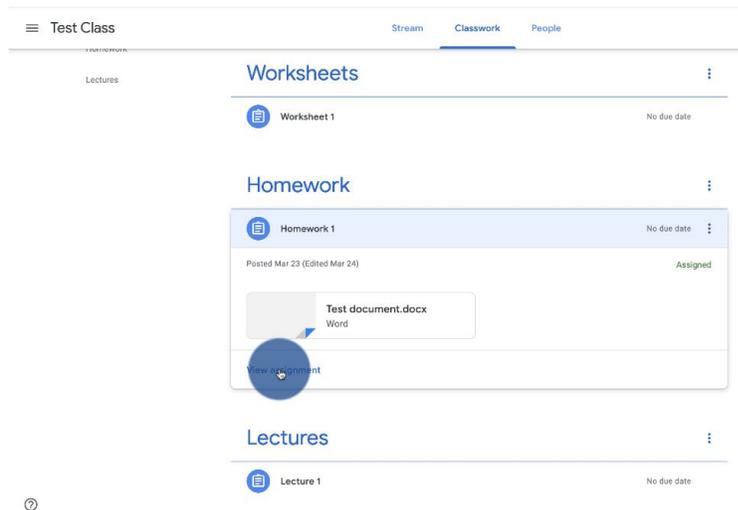
View your work Google Calendar Class Drive folder

All topics

- Test
  - Test Exam #1 No due date
- Worksheets
  - Worksheet 1 No due date
- Homework
  - Homework 1** No due date
  - Posted Mar 23 (Edited Mar 24) Assigned
  - Test document.docx Word
- Lectures

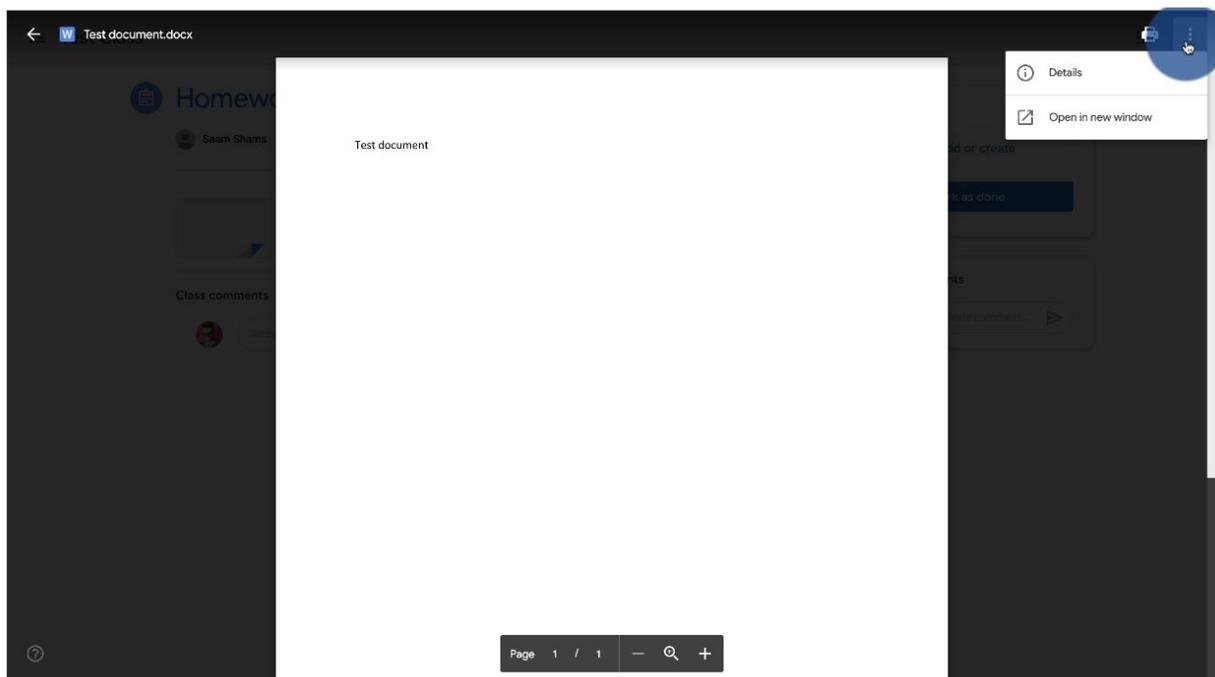
View assignment

Step 3) Click “View Assignment.”

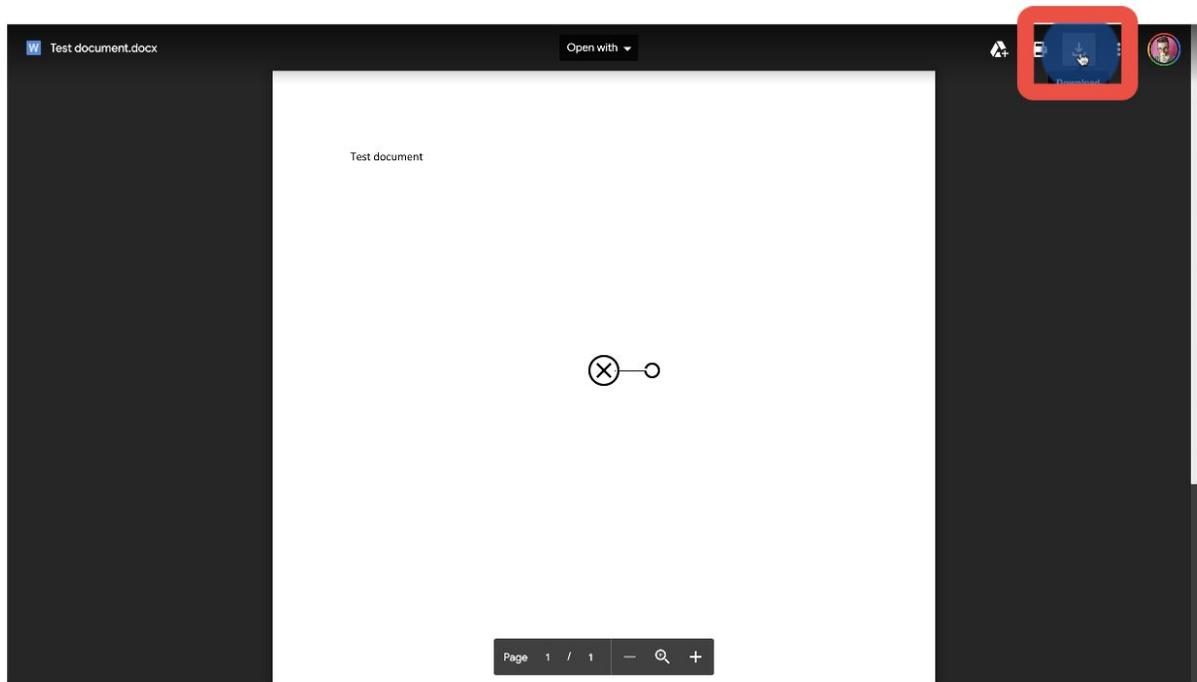


Step 4) Click the assignment name.

Step 5) A preview of the assignment will appear; click the three dots in the upper right corner and click “Open in new window.”

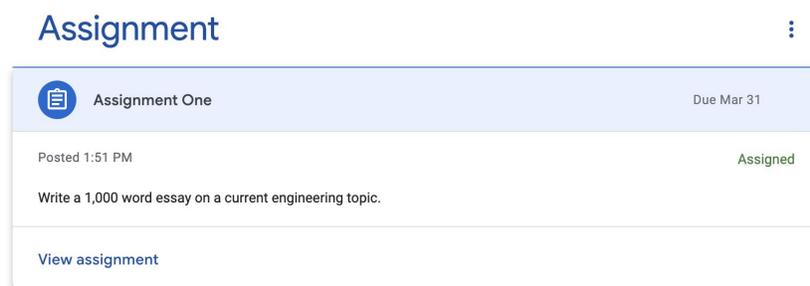


Step 6) In a new window, click the download icon to download the assignment; once it's download, you will be able to open it on your computer.



## Turning In Assignments

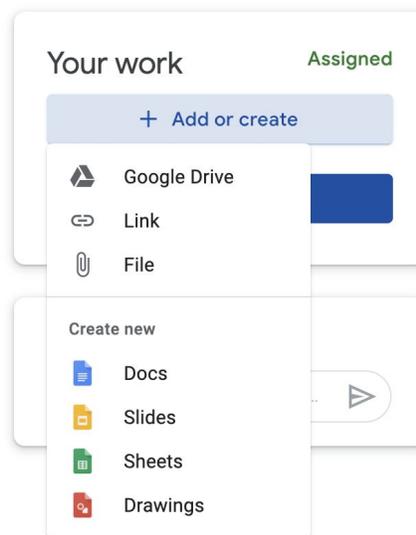
To turn in assignments or quizzes, go to the Classwork tab, go to the quiz or assignment and click the "View assignment" or "View Quiz" hyperlink.



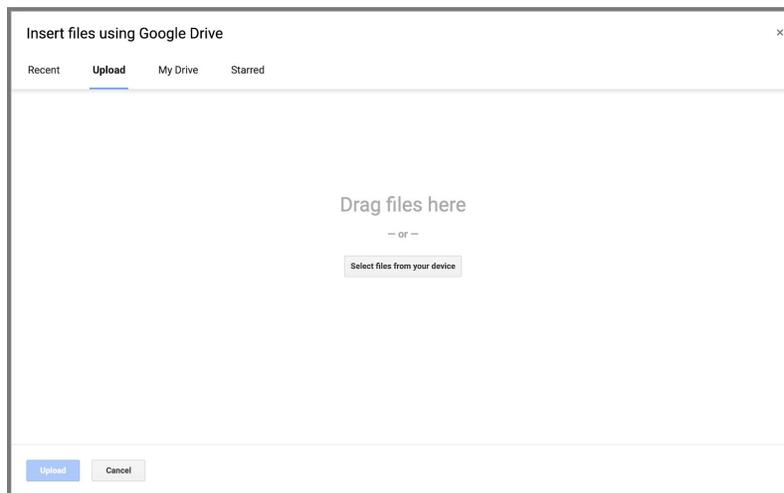
This will show you a description of the assignment on the left, and a place to upload the assignment on your right.



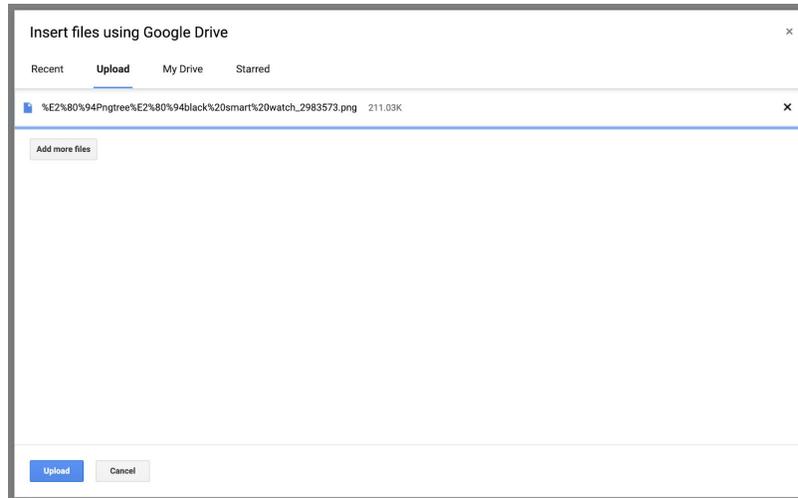
When you are ready to submit the assignment, click the “+ Add or create” assignment link on the right side. A drop-down will appear with several options. Click “File” (there’s a paperclip next to it).



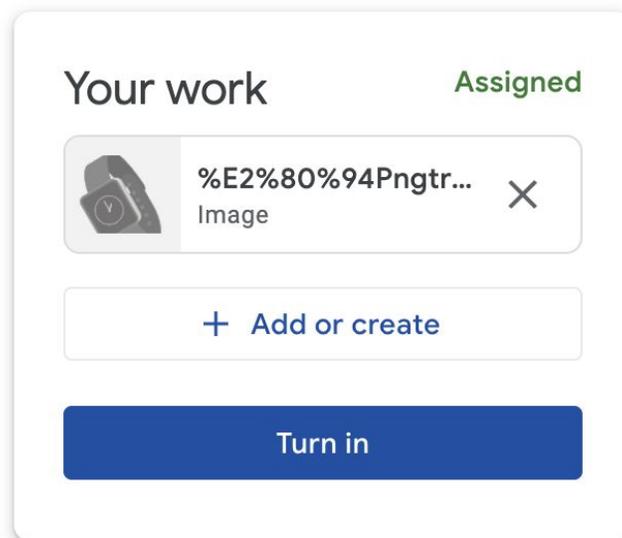
You can either drag your file into the box that appears, or click the “Select files from your device” button.



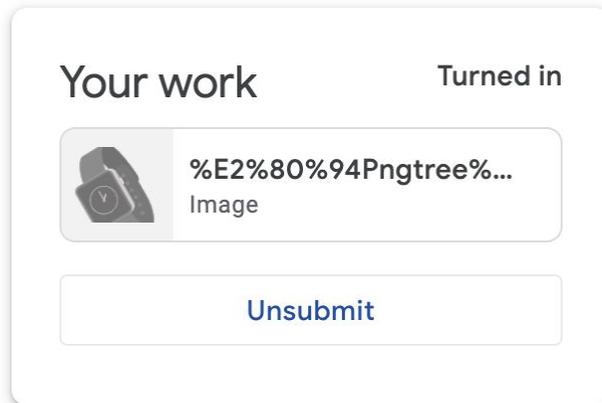
Make sure that you see the file appear on the screen. When you have added all the files you want to submit (you can add more than one), click the blue “Upload” button in the bottom left corner. If you can’t click the button, then you have not added any files.



The “Your work” box will now show a preview of your work, and there will be a blue “Turn in” button.



Once the work is turned in, the button will say “Unsubmit.” Don’t hit unsubmit unless you want to withdraw the submission. If you do this you must resubmit the work.



You will know a work has been successfully submitted if it says “Turned in.”



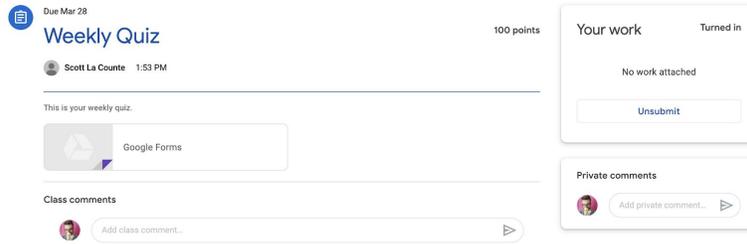
## Asking Questions

There are two types of chats in Google Classroom. Private chats between you and your teacher, and public chats with fellow students.

It's important to treat an online class with the same professionalism as an in person class; this means limiting all chats to subjects related to the course. This is not a place to post personal views about current events or things on the Internet you found amusing. Keep in mind that students can't detect things like sarcasm in a chat.

## Private Chats

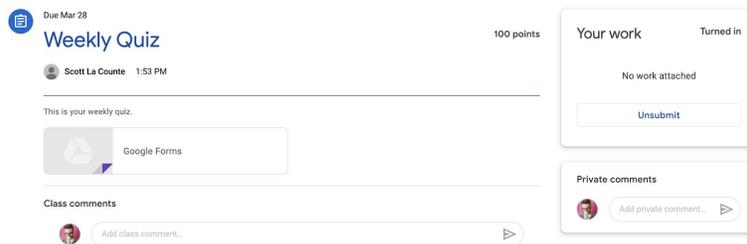
When you open up quizzes and chats (you will not see this on lectures), you will see a small box on the right that says “Private comments.” This will send a private message that only your instructor can see regarding the quiz or assignment.



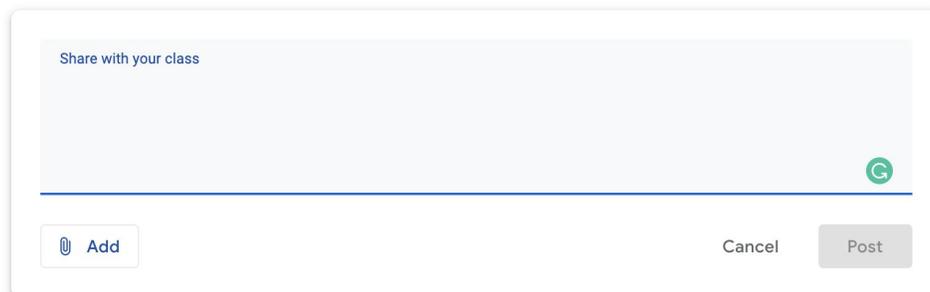
## Public Chats

Unlike private chats that are only seen by your instructor, public chats can be seen by all students. There are two places to post public chats: on the Stream and on individual classwork.

If you click on classwork and open anything the instructor has posted, you will see a box that says “Class comments” on the lower left side. If you post here, students will only see it when they open that particular classwork.



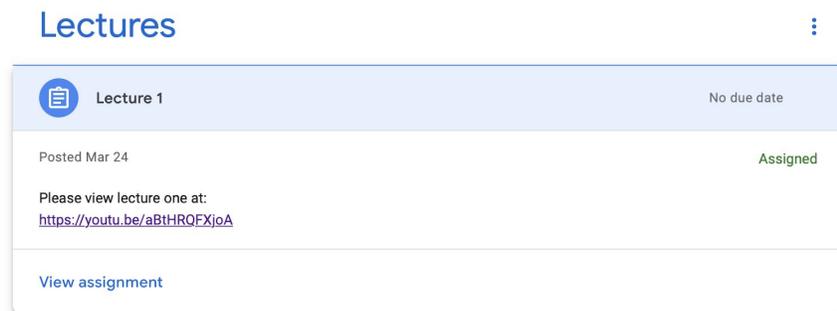
If the chat isn't about a particular assignment, then you can go to the Stream, and share the message with your entire class; in the Stream, you are also able to add attachments (you cannot do this in other chats). This will be seen by other students whenever they enter the course.



# Viewing Lectures

Class lectures are accessed in the Classwork portion of the classroom. It is important to remember that once you finish watching the lecture, you mark it as done (steps below); this let's the teacher know you have completed the assignment.

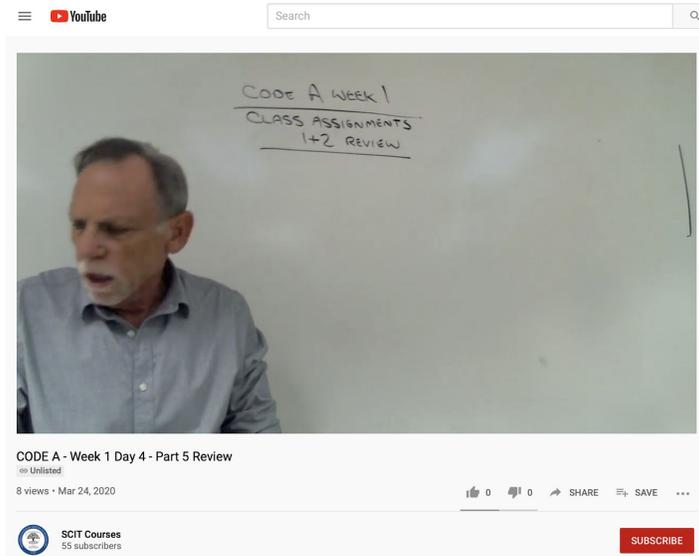
To get started, click the classwork tab, then click the name of the lecture (Lecture 1 in the example below) to expand the assignment. Next, click "View assignment."



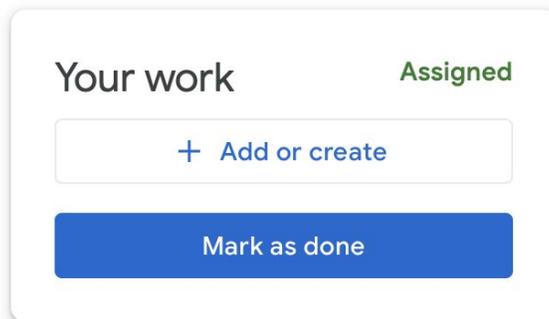
This brings up a detailed view of the lecture where, in addition to watching the lecture, you can ask the instructor questions (Private comments) or leave comments for the class (Class comments).



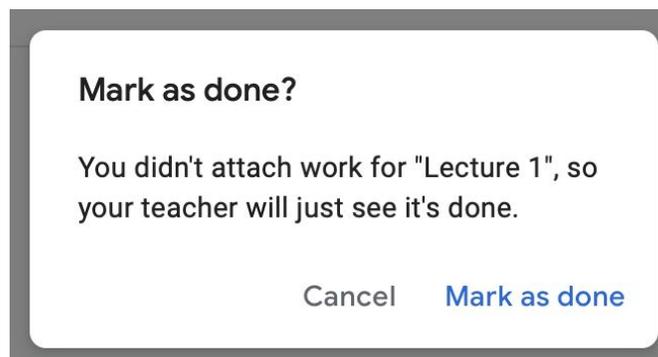
When you are ready to view the video, click the YouTube hyperlink.



Once you have finished watching the entire lecture, return to the assignment. You must mark the assignment as done! There is no work to submit--this step is only to alert the instructor that the lecture has been watched by you. To mark the assignment as done, click the blue "Mark as done" button.



This will bring up a confirmation box. Hit the blue "Mark as done" hyperlink.



If you have successfully completed the work, it will say “Turned in” like in the example below.

Your work	Turned in
No work attached	
<a href="#">Unsubmit</a>	