



Pontchartrain

ELEMENTARY SCHOOL

The 2020-2021 Parent Guide To Google Classroom

What Is Google Classroom?

- Your child's link to digital learning.
- A way to streamline digital communication between students and teachers.
- Teachers use Google Classroom to share assessments, homework, newsletters, and much more with students.
- Your child has been provided with a STPSB Google email address and password that is unique to them.
- Check with your child's teacher to obtain this private information if you do not already have access to it.

How To Get Started

1

- Type www.google.com into your web address bar.

2

- Click on “Sign In” in the upper right hand corner of the browser window.

3

- Type in your child’s STPSB Google email address and click “next.”
- Then type in your child’s password and click “next.”

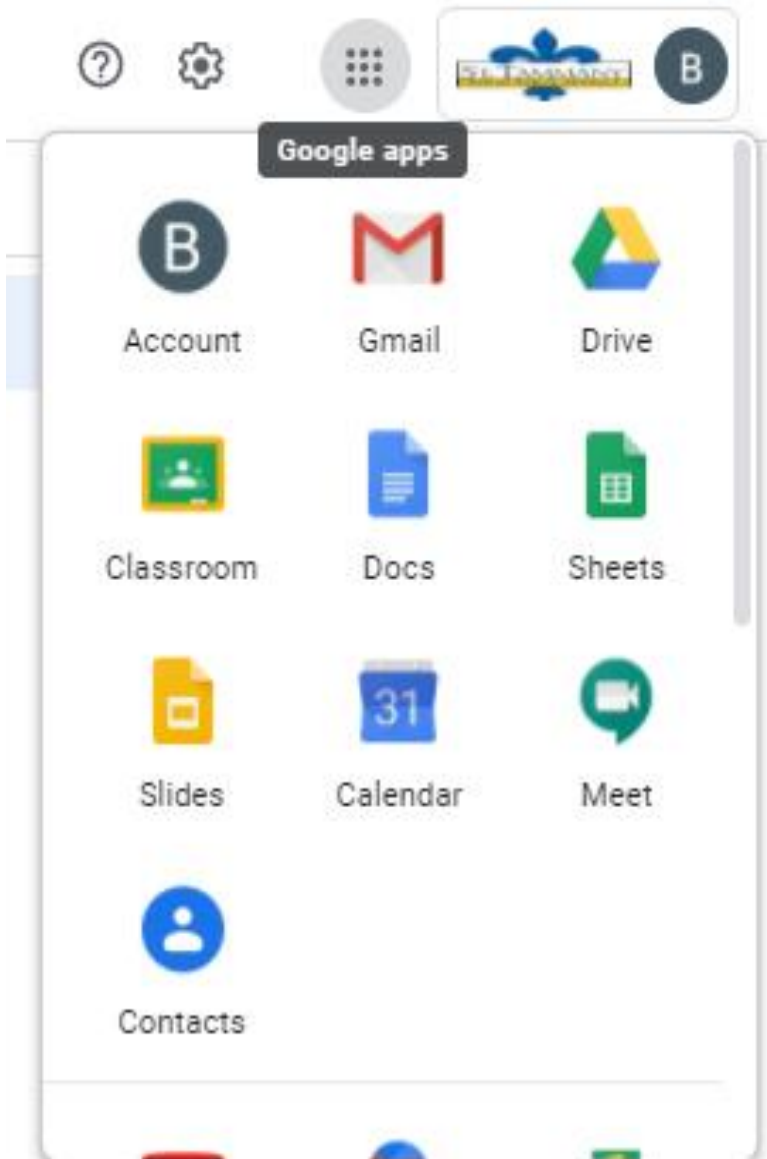


St. Tammany Parish Schools

Sign in with your organizational account

If this screen appears, for the first box enter only your student's ID number not the whole email address and your child's password.

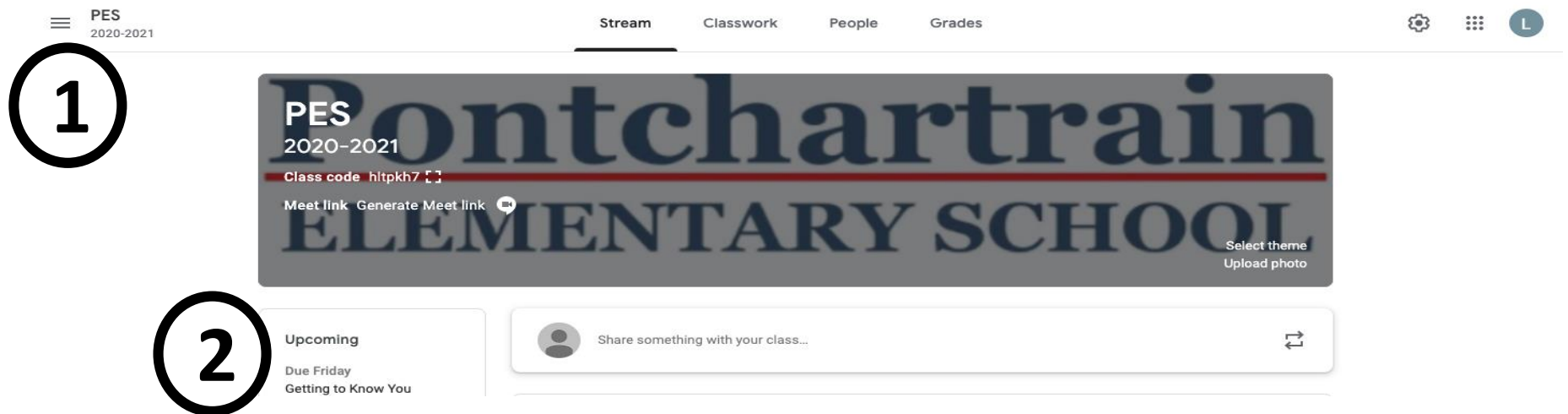
Navigating Google Suite



- Google Suite is the collection of cloud-based applications.
- To access the Google Suite “Google Apps” click the waffle button and a drop down menu will appear.
- Click the Google Classroom icon.
- Each teacher has created their own Google Classroom. The students have been provided with the Google Classroom code for their class.
- Once into Google Classroom, click on the class you wish to view.

A Google Classroom Screen Overview

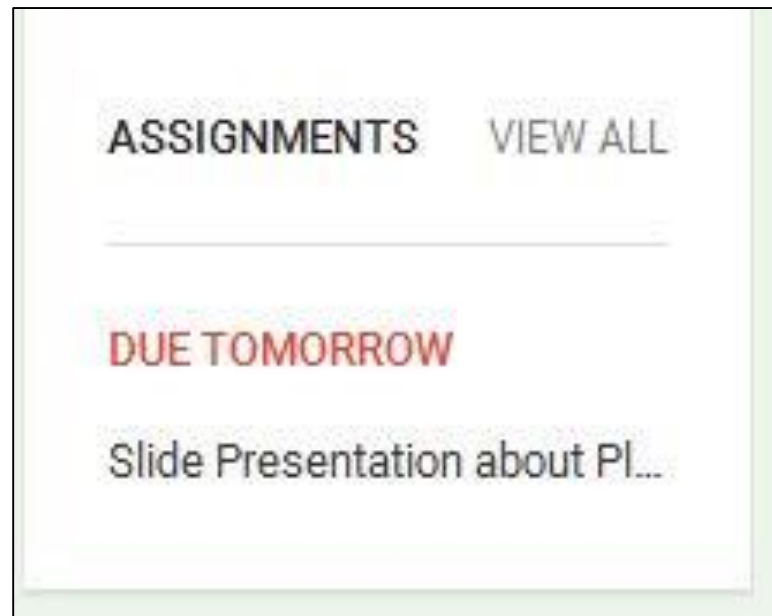
3 4 5



1. Click the 3 lines (upper left) to go back to the class tiles screen.
2. View a list of all assignments and upcoming assignments.
3. View the list of announcements, assignments and class comments in stream.
4. The classwork tab has all the assignments and materials provided by your teacher.
5. View a list of your classmates.

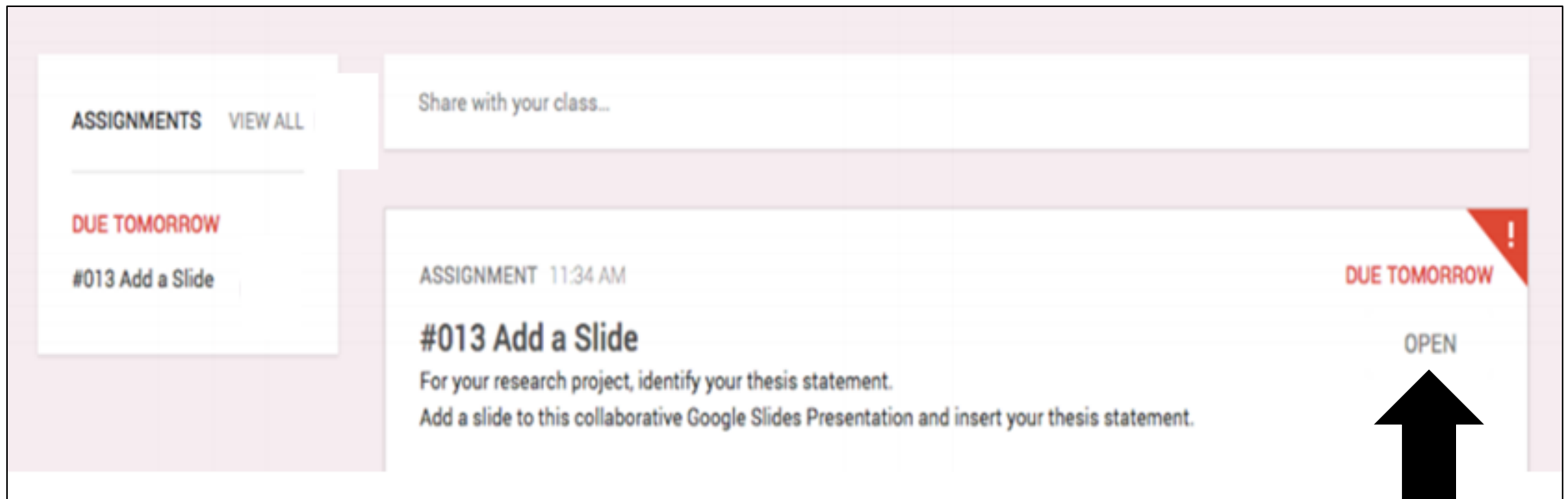
View Assignment Details

From the stream or by clicking on the assignment title you can view assignment directions.



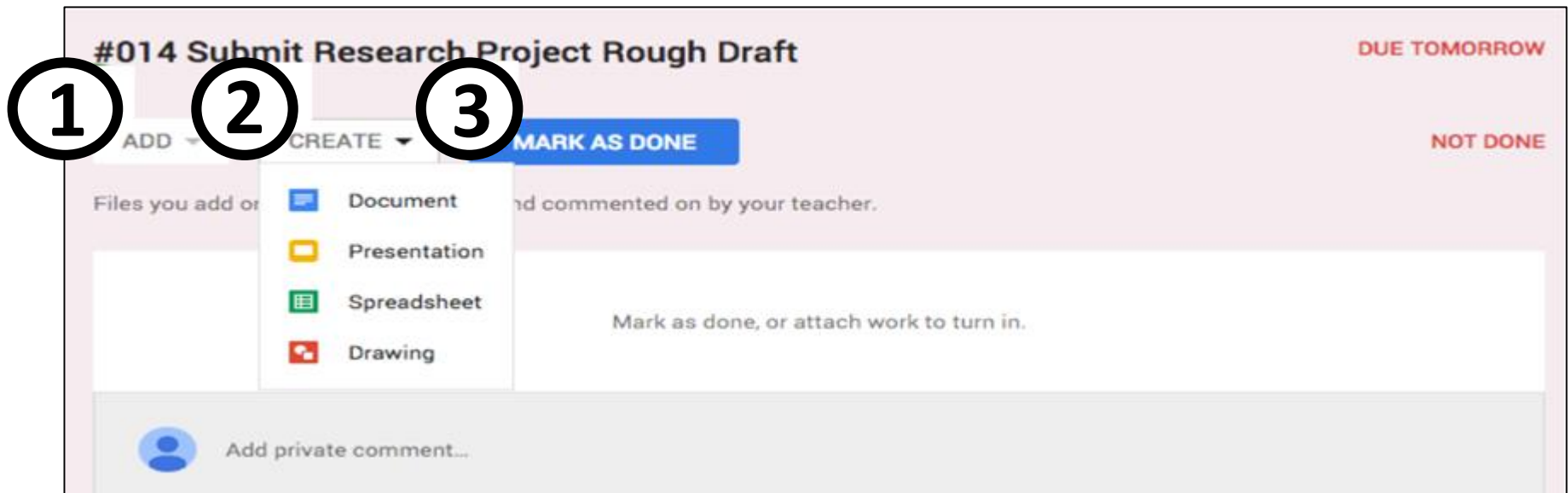
Opening An Assignment

From the stream always click on “OPEN” in an assignment to view the material your teacher has attached.



The screenshot shows a user interface for assignments. On the left, there is a sidebar with a header 'ASSIGNMENTS VIEW ALL' and a section titled 'DUE TOMORROW' containing the assignment '#013 Add a Slide'. The main content area features a 'Share with your class...' input field at the top. Below it, an assignment card is displayed with the following details: 'ASSIGNMENT 11:34 AM', the title '#013 Add a Slide', and the description 'For your research project, identify your thesis statement. Add a slide to this collaborative Google Slides Presentation and insert your thesis statement.' A red banner in the top right corner of the card reads 'DUE TOMORROW' with an exclamation mark icon. At the bottom right of the card, there is a button labeled 'OPEN'. A large black arrow points upwards from the bottom of the screen towards the 'OPEN' button.

Assignment Submission Screen



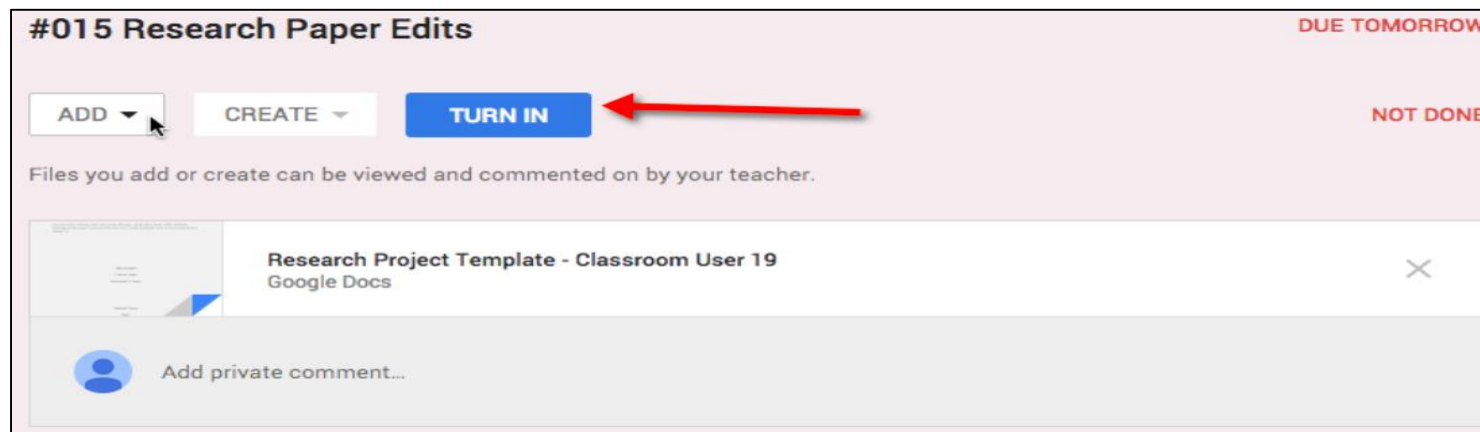
1. Submit a collection of Google documents from your Google Drive, video files, links, documents from your desktop or device a more. There is no limit to the number of attachments you can submit.

2. Create Google documents right from Google Classroom. The file will automatically be shared with the teacher and place in your Classroom folder in Google Drive.

3. If the teacher has not attached a template document for you to complete, you can simply "Mark as Done" by using the blue button if no document submission is needed.

Turning In Files

If the assignment has files to submit the “Mark as done” button is shown as a “Turn In” button. Additional files can be added or created right in the Google Classroom to submit.



Sharing A File: Turning in files switches ownership of the document to the teacher.

To Unsubmit A File: After turning in an assignment, an unsubmit button appears. Use this to gain back editing rights.

My Assignments



- The “To-Do” button lets you know what assignments are to be done.
- The “Done” button will let you know if you have completed the assignment and your grade if the teacher has graded the work.

Additional Questions

- If additional questions arise regarding your child's Google Classroom account or their homeroom Google Classroom, please reach out to your child's homeroom teacher.
- Thank you for your continued partnership in your child's education!



Minds and Hearts, Together We Grow!